



AGENDA

President and Board of Trustees
Village of Arlington Heights
Board Room

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005

October 15, 2018

8:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. APPROVAL OF MINUTES

- A. Committee of the Whole 10/01/2018
- B. Village Board 10/01/2018

V. APPROVAL OF ACCOUNTS PAYABLE

- A. Warrant Register 10/15/2018

VI. RECOGNITIONS AND PRESENTATIONS

- A. Presentation of the 2018 Disability Employment Awareness Award to Culver's Restaurant by the Commission for Citizens with Disabilities
- B. Recognition of Cindy Kuffel, of the Arlington Camera Club, for the photo used for the 2019 Village Vehicle Sticker

VII. PUBLIC HEARINGS

VIII. CITIZENS TO BE HEARD

Anyone wishing to speak on a subject not on the Agenda should fill out a card, located in the back of the room, and hand it to the Village Clerk. Please limit your comments to three minutes.

IX. OLD BUSINESS

- A. Report of the Committee-of-the-Whole Meeting of October 15, 2018

Interview of David Jaffe for Appointment to the Special Events
Commission - Term Ending 4/31/21

X. CONSENT AGENDA

This Agenda consists of proposals and recommendations that, in the opinion of the Village Manager, will be acceptable to all members of the Board of Trustees. The purpose of this Agenda is to save time by taking only one roll call vote instead of separate votes on each item. Consideration of this Consent Agenda will be governed by the following rules and procedures prior to roll call vote:

1. Any Trustee who wishes to vote "no" or "pass" on any Consent Agenda items should so indicate.
2. Upon the request of any one Trustee, any item will be removed from the Consent Agenda and considered separately after adoption of the Consent Agenda.
3. Citizens in the audience may ask to remove any item on this Consent Agenda.
4. One roll call vote will be taken and will cover all remaining Consent Agenda items.

CONSENT LEGAL

- A. An Ordinance Authorizing the Sale of Surplus Personal Property Owned by the Village of Arlington Heights (Fire Truck)
- B. An Ordinance Amending Chapter 7 of the Arlington Heights Municipal Code (Article III, Emergency Management Agency and Article IV, Emergency Powers of the Village President)
- C. A Resolution Approving Certain Property to Participate in the Cook County Class 6b Assessment Incentive Program (9 E College Dr)

CONSENT REPORT OF THE VILLAGE MANAGER

- A. Adoption of 2018 Emergency Operations Plan

XI. APPROVAL OF BIDS

XII. NEW BUSINESS

- A. 703-709 & 715-723 W. Algonquin Rd. - PC#17-013
Final Plat of Subdivision
- B. 608-614 N. Haddow Ave. - PC#18-016
Preliminary Plat of Subdivision, Variation
- C. 1104 S. Arlington Heights Rd. - PC#18-017
Amendment to Land Use Variation Ordinance 07-036

XIII. LEGAL

XIV. REPORT OF THE VILLAGE MANAGER

XV. APPOINTMENTS

XVI. PETITIONS AND COMMUNICATIONS

XVII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



Item: Committee of the Whole 10/01/2018

Department: Village Clerk

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
Committee of the Whole 10/01/2018	Minutes

**MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING OF THE PRESIDENT AND
BOARD OF TRUSTEES OF THE
VILLAGE OF ARLINGTON HEIGHTS
33 S. ARLINGTON HEIGHTS ROAD - COMMUNITY ROOM
MONDAY, OCTOBER 1, 2018 – 7:45 PM**

President Hayes called the meeting to order at 7:45 PM.

BOARD MEMBERS PRESENT: Mayor Hayes; Trustees Baldino, Blackwood, Glasgow, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Village Manager Randy Recklaus; Assistant Village Manager Diana Mikula

OTHERS PRESENT: Rich Casey

A. INTERVIEW OF RICH CASEY FOR APPOINTMENT TO THE ARLINGTON ECONOMIC ALLIANCE – TERM ENDING: 4/30/20

The Mayor introduced Rich Casey, highlighting his background with the hospital. Mayor Hayes then opened the meeting for questions.

Trustee Scaletta pointed out that Mr. Casey's operational background and experience implementing strategical goals will be a good fit for the Alliance. Trustee Scaletta asked Mr. Casey if he had been to an Alliance meeting. Mr. Casey stated he has not been to a meeting however, he has done research regarding the Alliance with others at the hospital and he has also read minutes from past meetings. Trustee Scaletta stressed that the hospital is an important part of the community.

Trustee Blackwood ask what Mr. Casey can bring to the Alliance that is different. Mr. Casey stated that he hopes to bring an understanding of the community from a different perspective. The hospital is different from other businesses however; it is a business that provides services so there are similarities as well. Mr. Casey stated that with the hospital, there is a need that brings customers but there is also a choice. As with other businesses, Mr. Casey stated it is important to figure out what drives customers to come back. Trustee Blackwood stated that she thinks Mr. Casey will bring a good balance to the Alliance.

Discussion ensued with Mr. Casey, Trustee Glasgow and Trustee Sidor. Trustee Glasgow stated that with Mr. Casey's background with Vanderbilt, North Shore and Northwest Community Hospital, the Village is lucky that he stepped forward. Trustee Sidor pointed out that since Mr. Casey is a resident of Mount Prospect, that will add to his unique perspective when looking for a residential view.

TRUSTEE SCALETTA MOVED TO CONCUR IN THE MAYOR'S APPOINTMENT OF RICH CASEY TO THE ARLINGTON ECONOMIC ALLIANCE WITH TERM ENDING 4/30/20. TRUSTEE LABEDZ SECONDED THE MOTION.

THE FOLLOWING VOICE VOTE WAS RECORDED:

9 AYES

0 NAYS

The motion passed.

B. OTHER BUSINESS – None

C. ADJOURNMENT

Trustee Baldino moved, and Trustee Sidor seconded the motion to adjourn. The meeting adjourned at 7:56 p.m.



Item: Village Board 10/01/2018

Department: Village Clerk

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description

Village Board 10/01/2018

Type

Minutes



MINUTES

President and Board of Trustees
Village of Arlington Heights
Board Room

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005

October 1, 2018

8:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

President Hayes and the following Trustees responded to roll: Scaletta, Sidor, Baldino, LaBedz, Blackwood, Glasgow, Tinaglia and Rosenberg.

Also present were: Randy Recklaus, Charles Perkins, Robin Ward, Diana Mikula, Gerald Mourning and Becky Hume

IV. APPROVAL OF MINUTES

A. Committee of the Whole 09/17/2018 Approved

Trustee Carol Blackwood moved to approve. Trustee Bert Rosenberg Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Sidor, Tinaglia

Abstain: Scaletta

B. Village Board 09/17/2018 Approved

Trustee Robin LaBedz moved to approve. Trustee Bert Rosenberg Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Sidor, Tinaglia

Abstain: Scaletta

V. APPROVAL OF ACCOUNTS PAYABLE

- A. Warrant Register 09/30/2018 Approved

Trustee Bert Rosenberg moved to approve the Warrant Register in the amount of \$1,915,508.74. Trustee Thomas Glasgow Seconded the Motion. The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia

VI. RECOGNITIONS AND PRESENTATIONS

- A. Swearing in of Raymond Finnerty as Police Sergeant

President Hayes administered the Oath of Office to Mr. Finnerty.

- B. Recognition of Arlington Aces U15 Girls Youth Soccer - National Presidents Cup Champions

President Hayes read the proclamation for the Arlington Aces Under 15 Youth Girl's Soccer Team for their National President's Cup Championship first place finish.

VII. PUBLIC HEARINGS

VIII. CITIZENS TO BE HEARD

Melissa Cayer asked if the village's website address could be put on the property tax bill. Mr. Recklaus said the Property Tax Bill comes from Cook County and represents many taxing bodies. It is the County's decision what information is put on the tax bill. The village's website is www.vah.com.

IX. OLD BUSINESS

- A. Report of the Committee-of-the-Whole Meeting of October 1, 2018 Approved

Interview of Rich Casey for Appointment to the Arlington Economic Alliance (Business Representative) - Term Ending: 4/30/2020

President Hayes administered the Oath of Office to Mr. Casey.

Trustee John Scaletta moved to concur in the Mayor's appointment. Trustee

Robin LaBedz Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia

X. CONSENT AGENDA

CONSENT OLD BUSINESS

CONSENT LEGAL

- A. An Ordinance Amending Chapter 13 of the Arlington Heights Municipal Code (Amendment to Class "B" and "BB" liquor license classifications) Approved

Trustee Thomas Glasgow moved to approve 18-035. Trustee Richard Baldino Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia

- B. A Resolution Approving Certain Property to Participate in the Cook County Class 6b Assessment Incentive Program (Arlington Heights1, LLC, 703-709 W Algonquin Road) Approved

Trustee Thomas Glasgow moved to approve R18-019. Trustee Richard Baldino Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia

- C. A Resolution Approving Certain Property to Participate in the Cook County Class 6b Assessment Incentive Program (Arlington Heights1, LLC, 715-723 W Algonquin Rd) Approved

Trustee Thomas Glasgow moved to approve R18-020. Trustee Richard Baldino Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia

- | | | |
|----|---|----------|
| D. | A Resolution Approving Certain Property to Participate in the Cook County Class 7c Commercial Urban Relief Eligibility Incentive (519 W Algonquin Rd) | Approved |
|----|---|----------|

Trustee Thomas Glasgow moved to approve R18-021. Trustee Richard Baldino Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia

- | | | |
|----|--|----------|
| E. | An Ordinance Amending Planned Unit Development Ordinance Numbers 12-006, 12-037, 12-039, 14-025, 15-049 and 18-019, Granting a Land Use Variation, a Preliminary Plat of Subdivision, an Amendment to a Special Use Permit and Certain Variations from Chapter 28 of the Arlington Heights Municipal Code (Arlington Downs, 3400 W Euclid Ave) | Approved |
|----|--|----------|

Trustee Thomas Glasgow moved to approve 18-036. Trustee Richard Baldino Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia

CONSENT REPORT OF THE VILLAGE MANAGER

CONSENT PETITIONS AND COMMUNICATIONS

- | | | |
|----|---------------------------------------|----------|
| A. | Permit Fee Waiver - Wheeling Township | Approved |
|----|---------------------------------------|----------|

Trustee Thomas Glasgow moved to approve. Trustee Richard Baldino Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia

B. Bond Waiver - Arlington Heights Park District Approved

Trustee Thomas Glasgow moved to approve. Trustee Richard Baldino Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia

XI. APPROVAL OF BIDS

XII. NEW BUSINESS

A. H&R Block - 1040 S. Arlington Heights Rd. / Approved
Sign Variation - DC#18-081

Mr. Perkins said this request is for a second sign on the building, so there would be one on the north and one on the south side. This variation comes with recommendations from Staff and the Plan Commission.

Trustee Scaletta said it this sign variation is important so people who are traveling in either direction can know where they are going.

Trustee John Scaletta moved to approve. Trustee Mike Sidor Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia

XIII. LEGAL

XIV. REPORT OF THE VILLAGE MANAGER

A. Arlington 425 Development - Early Review

Mr. Recklaus said this is an Early Review of the proposed Arlington 425 project. No final decisions will occur this evening. The intent of Early Review is to help the developers gauge the Board's thoughts prior to bringing a project forward. Early Review does not commit the Board to

approve or deny a proposal. The Plan Commission and Design Commission reviews will still occur. Staff has reviewed the proposal and met with each trustee on this project. The petitioner has held two neighborhood meetings to obtain resident feedback. This is the first time the Board will have the opportunity to publicly discuss the issue.

Trustee Tinaglia said his firm is the architectural firm on this project, so he is recusing himself from the discussion. He left the room.

Mike Firsel, attorney for the project, said there are 18 separate lots, most of which are zoned B-5, a few are zoned R-3. The Master Development Plan shows the zoning as B-5. The owner, CCH LLC, is proposing 3 separate buildings. Feedback has been received from staff, Mr. Recklaus and the community. Eight hundred and thirty taxpayers were sent invitations to a neighborhood meeting and the Chamber of Commerce members were invited. The most sensitive point brought forward was parking. There will be a 450 car parking deck and an underground parking lot for the Chestnut building for a total of 548 spots. Under code they are required to have 385.

Mr. Firsel said CCH is not requesting a height variance or a density variance. The village's Vail Street garage is built to their property line. They believe the lots currently zoned as R-3 should be rezoned to B-5 because they abut B-5 lots. Loading is a concern, so they have employed a property manager to advise them on garbage and loading areas. There is a pull-in loading area on Chestnut for that particular building. All access to the parking deck will be off Highland. There will be a right turn only out onto Chestnut. They are requesting to not put retail in the Chestnut building even though it is B-5, as it is across from single family homes. There is an 8' dedicated setback on Chestnut so they will ask for a variance for squaring off the land on the south side of that lot. The Campbell Street building has 172 units and 8 floors. The Chestnut Avenue building is 5 floors. There is a website set up for public comments and questions. All move ins/out will occur interior to the property. They will have plenty of retail parking and guest parking. Valet parking would be encouraged for any restaurant.

Mr. Perkins said this project requires a PUD. Four parcels require rezoning from R-3 to B-5. There are a few variations regarding the elimination of commercial on first floor of Chestnut, loading and spaces. These will be flushed out in the review process. The Comprehensive Plan shows the area to be mixed-use. In the 70's high-density residential was zoned all the way to Ridge Ave. In the 80's the southern portion was changed to B-5. Then later it was changed to high-density residential. This part of the village has had a contraction in high-density uses over the years.

President Hayes said this is Early Review, so tonight is an opportunity for the Board to provide input to the developer. The Board is not committing to this project one way or the other. There is a long way to go. The audience/community will have plenty of opportunities to provide input.

President Hayes said he appreciated the outreach to the community. When he first saw the plans, he thought wow, this is huge. It's bold and exciting. The developer is willing to invest millions of dollars in the village. He was enthused about what has been presented so far. He said he would encourage the developer to put a restaurant on top of the larger building. It would provide an additional draw to the area.

Trustee LaBedz wished the Chestnut building was 4 stories versus 5 but liked the design of the building. She was glad to hear there is enough parking for guests and patrons of the retail establishments, so no additional strain is felt on the streets or in the Vail garage. She asked about the traffic circulation on the interior of the development. Mr. Firsell said cars will come off of Highland from one of the two entrances to the parking garage. One of the entrances will also access the interior drive. There are drop-offs at each building. They will need to take three parking spots on the west side of Highland for their second entrance. The interior capacity can hold a fire truck to service all the buildings. The ingress/egress for the underground parking at the Chestnut building will be on the south side of that building and is limited to one access point. The Highland and Campbell buildings each have loading areas separate from the Chestnut loading area. The entrance for residential on Campbell will be at the rear of the building, not where the retail space is.

CCH is planning to construct this as one owner, with one management contact for all three of the buildings. If the buildings are sold off separately, they would make the necessary arrangements for access and easements. Mr. Firsell said there have been inquiries as to if there will be condos. If they did have condos, they would be in the Chestnut Avenue building but they are studying that. Mr. Perkins said staff can put language in the PUD to make them come back before the Board to request a transition into condos.

Trustee LaBedz said the Highland/Sigwalt/Campbell intersections are dicey. Mr. Perkins said this will be analyzed. A midblock crosswalk is being designed on Campbell between Highland and Vail which will have impact. Trustee LaBedz asked if the new garage would limit maintenance access to the Vail garage. Mr. Perkins said staff is in discussions with them to ensure garage will be compatible from a maintenance standpoint. Trustee LaBedz asked about the reflectivity of the west windows. Mr. Firsell said the glass will be non-reflective. The glass starts at the 6th floor, high above any homes. Architect Kelle Bruckbauer said the glass will softly reflect the sky. Trustee LaBedz asked about electrical service. Mr. Perkins said ComEd said they can provide sufficient service to the site. ComEd will review the detailed plans and make any necessary changes. Trustee LaBedz thanked CCH for the commitment to affordable housing. Mr. Firsell said they are committed to affordable housing but this is not the final number of unit counts.

Trustee Blackwood asked for clarification on the Chestnut building parking. Mr. Firsell said all parking for that building will be in its own underground

lot. That is why it might be more adaptable to a condo development. The first floor of the building is all apartments, no retail. Trustee Blackwood asked about solar energy. Mr. Firsel said they have interviewed two general contractors and will be addressing some of these issues. They will not build a project unless they know they will have adequate electrical service. All of the storm water detention will be underground on site. He said they would look at solar power.

Trustee Sidor asked if the entrance to the garage on Highland matched up with the village's egress to the Vail Street garage. Mr. Perkins said the egresses need to be studied carefully to make sure they work. Trustee Sidor said there are already truck traffic and safety issues on Highland Avenue. As a village, we need to figure this out, or it will be a mess on Highland. He said he liked the glass on a building that size because it lightens it. If it was all brick it would look too heavy. He wished the Chestnut street building was lower but liked the look of it. He said he liked the project as it will differentiate the village from others along the corridor.

Trustee Baldino said he got more comfortable with the size of the project the more he looked at it. It seems right sized. The lack of request for variances shows that it fits the property. It's a good, well thought out design. He said he was a little uncomfortable with the number of stories on Chestnut. He was encouraged by the commitment to affordable housing. Mr. Perkins said there would be 54 affordable units if code were followed. Trustee Baldino said if we get close to that, it would be phenomenal. He was encouraged by the storm water detention and the possibility of solar energy. At this point, he was excited and encouraged.

Trustee Rosenberg said he thought it was great from the get go. It's sized right with good parking. He had some concerns on egress/ingress on Highland and circulation with deliveries and issues there. Those things need to be worked out. He asked about security in the parking lot. Mr. Firsel said it will be gated with a key card. They will consult with a parking deck company who has sophisticated software and technology for addressing guest and retail parking. Trustee Rosenberg agrees with trying to get a top deck restaurant. He asked about making Highland one way. Mr. Firsel said he didn't know about that. The residents of the buildings will most likely prefer to enter from Sigwalt versus off of Campbell. Trustee Rosenberg directed Mr. Perkins to think about making Highland one way or address the issue somehow.

Trustee Glasgow said he did not have a problem with the R-3 lots changing to B-5. He confirmed with Mr. Firsel that there would not be any retail on Chestnut. Trustee Glasgow said the downtown businesses want this. He asked how many retail establishments would be in these buildings. Mr. Firsel said they are imagining destination retail or co/working spaces with perhaps outdoor dining on the corner. 18,000 square feet of retail space is available, so there could be 5-8 different retailers or uses. They would like a steakhouse or something upscale for the top floor restaurant. Between 600 and 800 people will live here. It would be nice to have co/working

space to keep people in town to patronize the local restaurants for lunch.

Trustee Glasgow asked about overflow parking at the Vail Garage. Mr. Recklaus said they will be able to provide that detail on October 22 at the Committee of the Whole meeting when the parking study is presented. Trustee Glasgow said he will be looking for parking solutions. He was pleased with the addition of affordable housing. He said he had concerns regarding the massing and transition to a residential area. The Highland building is big and has a lot of glass. It will put a lot of pressure on the infrastructure. He asked if it will block views. Mr. Firsel said the eastern side is over a parking deck, so it has no immediate impact to the east. The common area is going to be expansive and a park like setting. He said he didn't see how sunlight would be blocked out, and the zoning calls for this size. Trustee Glasgow said they did a nice job buffering the traffic flow and liked the green space which adds to the joy of living in the downtown. Those are nice factors. The delivery truck issues are real. He liked the underground parking on Chestnut.

Mr. Firsel said they would construct the Highland and Campbell buildings first within two years, and then build the Chestnut building last. It will depend on demand for apartments and leasing numbers. The third building will start after the first two are complete to help with staging and so as not to disturb the neighbors even more. Trustee Glasgow said to think about if the area becomes pedestrian-only on occasion.

Trustee Scaletta said on Highland there is retail and restaurants. On Campbell, there is retail and a grand entryway. The lobby goes all the way through the building. So, the lobby is surrounded by retail on either side, including what faces Chestnut. Trustee Scaletta said people will use the lobby on the Campbell side for drop offs and entrance/exiting. The interior circle will be gridlock central. The biggest challenge will be circulation into the garage. The entry to the center is across from the loading dock of the Metropolis Lofts and the village garage. There's a lot of gridlock there. He said he was concerned that they are putting too much on the property. There is not enough room to circulate for residents/move ins/deliveries. He urged them to have the traffic people look at the traffic and he will focus on that. He wants to know where dogs will be allowed and if the interior green space was open to the public. He said he will ask how they intend to make the outdoor space safe. He was not opposed to the glass on the Highland building but he prefers a little framing. The Highland building will be 12.5 stories.

Trustee Scaletta asked about the southern boarder lot lines. Mr. Perkins said the distance between CCH's buildings and the proposed CCA building would have been 18' on the east side and 33' on the west side. Trustee Scaletta said he will be looking for underground detention. Mr. Firsel said guests to the Chestnut building would park underground. They will charge residents for parking, but not retail users or guests. Trustee Scaletta suggested they provide a rendering showing the shadow effect.

Resident Keith Moens said not all Board members commented on the affordable housing and he would like the affordable housing to go through. He asked if there was some way to provide a schedule for the commission process. Mr. Recklaus said given the interest on this project, social media will be used to communicate to the public. All meetings are posted on the village's website as well. The timing depends on how the petitioner comes forward. The project will go through the Conceptual Review Committee, the Plan Commission Public Hearing, Design Commission and the Housing Commission. All surrounding properties owners will receive written notices regarding the Public Hearing and there will be a sign on the property. Mr. Moens asked for the Board to communicate to the commissions that they want the maximum affordable housing units with no buyouts.

President Hayes said he didn't mention affordable housing earlier because in CCH's materials they committed to the units versus a cash in lieu of scenario.

Trustee Rosenberg asked if staff could create an area on the village website that shows the timetable of the project as it progresses, understanding it is dependent upon the petitioner's submissions and responses.

Mr. Recklaus said the website could have a section dedicated to this with a date range outlined. He said he would hesitate projecting hard dates, because things can get delayed for various reasons.

Mr. Firsel said CCH will put their information on their website and could link to the village website. He offered their website as a point of contact for the community.

XV. APPOINTMENTS

XVI. PETITIONS AND COMMUNICATIONS

XVII. ADJOURNMENT

Trustee John Scaletta moved to adjourn at 10:13 p.m. Trustee Bert Rosenberg Seconded the Motion.

The Motion: Passed

Ayes: Baldino, Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor

Absent: Tinaglia



Item: Warrant Register 10 15 18

Department: Village Clerk

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
Warrant Register 10 15 18	Warrant Register



**VILLAGE OF ARLINGTON
HEIGHTS**
WARRANT REGISTER FOR
CHECK DATE: 10-15-2018

Fund	Fund Description	Total Transaction Amount
101	General Fund	\$467,733.44
215	CDBG Fund	\$13,645.23
227	Foreign Fire Ins Tax Fund	\$42,224.78
231	Criminal Investigation Fd	\$1,543.13
235	Municipal Parkg Opr Fund	\$22,094.23
263	TIF IV	\$4,151.25
401	Capital Projects Fund	\$526,769.40
426	Storm Water Control Fund	\$138,911.90
431	Public Building Fund	\$1,488,616.29
505	Water and Sewer Fund	\$896,753.31
515	Arts,Entert & Events Fund	\$7,373.56
605	Health Insurance Fund	\$317,929.65
611	General Liability Ins Fnd	\$7,034.00
615	Workers Compensation Ins	\$83,074.76
621	Fleet Operations Fund	\$15,523.43
625	Technology Fund	\$56,288.48
715	Guaranty Deposits Fund	\$1,100.00
TOTAL ALL FUNDS		\$4,090,766.84

WARRANT REGISTER - GM0002**Department: 0****Division: 0**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214539	715-0000-220.93-00	ALLEN GRACE 18 2741	BOND REFUND	\$200.00	\$200.00
214541	505-0000-452.42-00	AMBROGI, ALBERT	WATER BILL REFUND	\$48.34	\$48.34
214543	505-0000-140.10-00	AMERICAN PRINTING TECHNOLOGIES	POSTAGE REIMBURSEMENT	\$1,865.33	\$1,865.33
214557	101-0000-421.05-00	LINDA BEARDEN	REFUND VEHICLE STICKER	\$10.00	\$10.00
214559	101-0000-421.05-00	ANNA BINKLU	REFUND VEHICLE STICKER	\$10.00	\$10.00
214562	101-0000-421.15-00	TAMARA BOZIO	REFUND DOG TAG	\$10.00	\$10.00
214582	505-0000-452.42-00	CHAD CONLEY	REFUND FINAL WATER BILL	\$44.30	\$44.30
214589	715-0000-220.93-00	DAVID BANKS 18 1919	BOND REFUND	\$200.00	\$200.00
214621	101-0000-421.05-00	CAROL HAWES	REFUND VEHICLE STICKER	\$18.00	\$18.00
214644	101-0000-421.05-00	NAOMI JOHNSON	REFUND VEHICLE STICKER	\$10.00	\$10.00
214646	505-0000-452.42-00	STOYAN KATSARSKI	REFUND FINAL WATER BILL	\$61.60	\$61.60
214657	101-0000-421.05-00	LINDA MC FADDEN	REFUND VEHICLE STICKER	\$27.00	\$27.00
	101-0000-421.15-00	LINDA MC FADDEN	REFUND DOG TAG	\$12.00	\$12.00
214671	715-0000-220.93-00	NIGLIANG MI 17 4228	BOND REFUND	\$200.00	\$200.00
214672	715-0000-220.93-00	NIKOLAS TERTIPIIS	BOND REFUND	\$200.00	\$200.00
214678	101-0000-140.50-00	OFFICE DEPOT	PAPER, OFFICE, MAILROOM	\$840.00	\$840.00
214698	715-0000-220.93-00	RUBIN, STEVEN 182365	BOND REFUND	\$200.00	\$200.00
214709	101-0000-421.05-00	MARIA SHANIUK	REFUND VEHICLE STICKER	\$20.00	\$20.00
214720	715-0000-220.93-00	STRECKERT, TIMOTHY 18-2547	BOND REFUND	\$100.00	\$100.00
214755	101-0000-421.15-00	BRAD WENTLING	REFUND DOG TAG	\$10.00	\$10.00
Division 0 Total					\$4,086.57
Department 0 Total					\$4,086.57

WARRANT REGISTER - GM0002**Department: 1 Board of Trustees****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214569	101-0101-501.21-65	CAPTION FIRST INC	CLOSED CAPTIONING	\$900.00	\$900.00
901390	101-0101-501.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$3.26	\$3.26
				Division 1 Total	\$903.26
				Department 1 Total	\$903.26

WARRANT REGISTER - GM0002**Department: 2 Integrated Services****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214619	101-0201-502.22-03	HARRIS TRUST & SAVINGS BANK	AMERICAN TAXI DISPATCH	\$34.80	\$1,142.80
			HILTON BALTIMORE	\$264.50	
			HILTON BALTIMORE	\$793.50	
			UNITED	\$25.00	
			UNITED	\$25.00	
214648	101-0201-502.22-03	KLUZ NANCY A	CLA WORKSHOP	\$125.00	\$125.00
214662	101-0201-502.22-03	DIANA MIKULA	ICMA ANNUAL CONFERENCE	\$160.00	\$160.00
214684	101-0201-502.22-03	PETTY CASH	MILEAGE REIMBURSEMENT	\$46.96	\$46.96
214712	101-0201-502.22-10	SIGNS BY TOMORROW	SIGNS	\$63.00	\$63.00
214715	101-0201-502.21-65	SPRINT	ACCT 456761884	\$100.00	\$100.00
901390	101-0201-502.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$18.33	\$18.33
				Division 1 Total	\$1,656.09
				Department 2 Total	\$1,656.09

WARRANT REGISTER - GM0002**Department: 3 Human Resources****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214608	615-0301-552.42-75	GALLAGHER BASSETT SERVICES INC	CLAIMS - MEDICAL LOSS	\$3,283.07	\$3,283.07
	615-0301-552.42-80	GALLAGHER BASSETT SERVICES INC	CLAIMS - W/C	\$79,022.22	\$79,022.22
214619	101-0301-503.22-01	HARRIS TRUST & SAVINGS BANK	WORKPLACE DIVERSITY LL	\$200.00	\$200.00
214675	605-0301-552.20-50	NORTHWEST COMMUNITY HOSPITAL	SERVICE HEALTH TESTING	\$1,424.00	\$17,250.00
			SERVICE HEALTH TESTING	\$6,945.00	
			SERVICE HEALTH TESTING	\$4,195.00	
			SERVICE HEALTH TESTING	\$4,614.00	
			SERVICE HEALTH TESTING	\$72.00	
214678	101-0301-503.30-05	OFFICE DEPOT	OFFICE SUPPLIES, GENERAL	\$17.13	\$17.13
	615-0301-552.30-05	OFFICE DEPOT	OFFICE SUPPLIES, GENERAL	\$769.47	\$769.47
214684	101-0301-503.22-03	PETTY CASH	MILEAGE	\$25.00	\$25.00
	101-0301-503.30-05	PETTY CASH	OFFICE SUPPLIES	\$17.90	\$17.90
	101-0301-503.40-70	PETTY CASH	EMPLOYEE APPRECIATION	\$75.00	\$75.00
214751	101-0301-503.21-65	VERIZON WIRELESS	ACCT 28544404900001	\$125.15	\$125.15
901390	101-0301-503.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$13.75	\$13.75
901391	605-0301-552.20-60	HMO ILLINOIS	INSURANCE PREMIUM - SEPT	\$300,679.65	\$300,679.65
Division 1 Total					\$401,478.34
Department 3 Total					\$401,478.34

WARRANT REGISTER - GM0002**Department: 4 Legal Department****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214598	101-0401-503.20-15	ERNEST R BLOMQUIST PC	RETAINER	\$4,170.00	\$4,170.00
214600	101-0401-503.22-05	FEDERAL EXPRESS	SHIPPING/DELIVERY SERVICE	\$32.32	\$32.32
214619	101-0401-503.21-65	HARRIS TRUST & SAVINGS BANK	4TE*ILSECOFSTATESFEE	\$1.00	\$11.00
			4TE*SOSBS NFP CORPS AN	\$10.00	
214629	101-0401-503.20-10	HOLLAND & KNIGHT LLP	LEGAL SERVICES	\$3,732.00	\$3,732.00
214684	101-0401-503.21-65	PETTY CASH	PRINTING	\$22.50	\$22.50
214697	101-0401-503.21-65	ROSE MARY JURINEK	COURT REPORTER	\$945.00	\$945.00
214744	101-0401-503.21-65	VERIZON WIRELESS	ACCT 68500580500002	\$91.81	\$91.81
901390	101-0401-503.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$23.07	\$23.07
				Division 1 Total	\$9,027.70
				Department 4 Total	\$9,027.70

WARRANT REGISTER - GM0002**Department: 5 Finance****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214543	101-0501-503.22-05	AMERICAN PRINTING TECHNOLOGIES	POSTAGE REIMBURSEMENT	\$750.00	\$750.00
	101-0501-503.22-10	AMERICAN PRINTING TECHNOLOGIES	POSTAGE REIMBURSEMENT	\$11,920.41	\$11,920.41
	505-0501-503.21-65	AMERICAN PRINTING TECHNOLOGIES	SERVICE PRINTING	\$720.35	\$720.35
214608	611-0501-552.42-60	GALLAGHER BASSETT SERVICES INC	CLAIMS - LIABILITY LOSS	\$7,034.00	\$7,034.00
214678	101-0501-503.30-05	OFFICE DEPOT	OFFICE SUPPLIES, GENERAL	\$6.67	\$618.40
			OFFICE SUPPLIES, GENERAL	\$29.87	
			OFFICE SUPPLIES, GENERAL	\$581.86	
214684	101-0501-503.33-05	PETTY CASH	SHORTAGE	\$10.25	\$10.25
214748	101-0501-503.21-65	VERIZON WIRELESS	ACCT 38508581800001	\$55.80	\$55.80
214762	101-0501-503.22-15	XEROX CORPORATION	PAPER, OFFICE, MAILROOM	\$37.96	\$63.96
			PAPER, OFFICE, MAILROOM	\$26.00	
901390	101-0501-503.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$937.39	\$937.39
	505-0501-503.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$1,358.80	\$1,358.80
Division 1 Total					\$23,469.36
Department 5 Total					\$23,469.36

WARRANT REGISTER - GM0002**Department: 6 Information Technology****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214578	625-0601-553.21-65	COMCAST PROCESSING CENTER	ACCT 907065060	\$5,577.55	\$5,577.55
214600	625-0601-553.22-05	FEDERAL EXPRESS	SHIPPING/DELIVERY SERVICE	\$99.18	\$99.18
214610	625-0601-553.20-05	GIS CONSORTIUM	GIS ASSETS	\$3,508.85	\$3,508.85
214613	625-0601-553.33-05	GOVCONNECTION INC	COMPUTERS,DP & WORD PROC.	\$11,333.66	\$11,333.66
214619	625-0601-553.22-02	HARRIS TRUST & SAVINGS BANK	AMAZON PRIME	\$119.00	\$119.00
	625-0601-572.50-10	HARRIS TRUST & SAVINGS BANK	AMZN MKTP US*MT6NE3JV0	\$109.99	\$135.47
			AMZN MKTP US*MT7YT7JD0	\$25.48	
214635	625-0601-553.33-05	INSIGHT PUBLIC SECTOR	COMPUTERS,DP & WORD PROC.	\$319.42	\$319.42
214667	625-0601-553.20-05	MUNICIPAL GIS PARTNERS INC	COMPUTERS,DP & WORD PROC.	\$16,574.41	\$16,574.41
214722	625-0601-553.20-39	SUPERION LLC	COMPUTERS,DP & WORD PROC.	\$16,173.27	\$16,173.27
214743	625-0601-553.21-65	VERIZON WIRELESS	ACCT 68500580500001	\$1,368.64	\$1,368.64
214746	625-0601-553.21-65	VERIZON WIRELESS	ACCT 78036610800001	\$390.17	\$390.17
214747	625-0601-553.21-65	VERIZON WIRELESS	ACCT 98726153700001	\$464.92	\$464.92
214759	625-0601-553.21-65	WOW BUSINESS	ACCT 014753641	\$111.97	\$111.97
214760	625-0601-553.21-65	WOW BUSINESS	ACCT 014748718	\$111.97	\$111.97
Division 1 Total					\$56,288.48
Department 6 Total					\$56,288.48

WARRANT REGISTER - GM0002**Department: 10 Boards & Commissions****Division: 8**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
901390	101-1008-502.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$12.69	\$12.69
Division 8 Total					\$12.69

Division: 13

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214618	101-1013-502.30-05	HANSEN KAREN	REIMBURSEMENT	\$40.99	\$40.99
	101-1013-502.33-05	HANSEN KAREN	REIMBURSEMENT	\$160.95	\$160.95
214619	101-1013-502.30-05	HARRIS TRUST & SAVINGS BANK	GABEL & SCHUBERT	\$10.84	\$10.84
Division 13 Total					\$212.78

Division: 17

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214586	101-1017-502.20-24	CROWN TROPHY	DISABILTY AWARENESS AWARD	\$70.00	\$70.00
Division 17 Total					\$70.00

Division: 18

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214639	515-1018-525.40-55	DIANE JAMIESON	AUTUMN HARVEST SUPPLIES	\$20.90	\$20.90
Division 18 Total					\$20.90

Division: 21

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214684	101-1021-502.40-40	PETTY CASH	MEETING SUPPLIES	\$29.98	\$29.98
Division 21 Total					\$29.98

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
				Department 10 Total	\$346.35

WARRANT REGISTER - GM0002**Department: 20 Special Events****Division: 5**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214619	515-2005-525.50-55	HARRIS TRUST & SAVINGS BANK	PAYPAL *PRODIGYPERF	\$240.00	\$240.00
				Division 5 Total	\$240.00
				Department 20 Total	\$240.00

WARRANT REGISTER - GM0002**Department: 30 Police Department****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214548	101-3001-511.21-65	ARMOR SYSTEMS	SERVICE FINANCIAL	\$48.00	\$48.00
214550	101-3001-511.33-25	ARROWHEAD FORENSICS	FORENSIC SUPPLIES	\$942.40	\$987.40
			FORENSIC SUPPLIES	\$45.00	
214551	101-3001-511.21-65	AT & T	PROCESSING FEE	\$70.00	\$70.00
214560	101-3001-511.21-65	BMO HARRIS BANK	PROCESSING FEE	\$28.55	\$28.55
214575	101-3001-511.22-02	CIT INTERNATIONAL	DUES	\$25.00	\$25.00
214588	101-3001-511.22-03	GREGORZ J CZERNECKI	TRAVEL REIMBURSEMENT	\$383.15	\$383.15
214600	101-3001-511.22-05	FEDERAL EXPRESS	SHIPPING/DELIVERY SERVICE	\$77.52	\$77.52
214612	101-3001-511.21-65	GOLF ROSE PET LODGE	SERVICE MISCELLANEOUS	\$58.35	\$58.35
214619	101-3001-511.30-20	HARRIS TRUST & SAVINGS BANK	AMZN MKTP US	\$123.65	\$123.65
	101-3001-511.33-25	HARRIS TRUST & SAVINGS BANK	JEWEL-OSCO	\$33.59	
			THE LIBRARY STORE INC.	\$109.78	
214631	101-3001-511.22-02	IL ASSOC OF CHIEFS OF POLICE	DUES	\$105.00	\$645.00
			DUES	\$105.00	
			DUES	\$105.00	
			DUES	\$330.00	
214633	101-3001-511.22-03	IL TACTICAL OFFICERS ASSOC	REGISTRATION	\$325.00	\$650.00
			REGISTRATION	\$325.00	
214640	101-3001-511.30-35	JG UNIFORMS	CLOTHING & APPAREL	\$356.50	\$1,648.90
			CLOTHING & APPAREL	\$184.00	
			CLOTHING & APPAREL	\$313.95	
			CLOTHING & APPAREL	\$149.00	
			CLOTHING & APPAREL	\$149.00	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214640	101-3001-511.30-35	JG UNIFORMS	CLOTHING & APPAREL	\$149.00	\$1,648.90
			CLOTHING & APPAREL	\$149.00	
			CLOTHING & APPAREL	\$198.45	
214649	101-3001-511.22-15	KONICA MINOLTA BUSINESS USA	OFFICE MACHINES & ACCESS	\$48.30	\$362.20
			OFFICE MACHINES & ACCESS	\$115.40	
			OFFICE MACHINES & ACCESS	\$198.50	
214659	101-3001-511.21-65	METRO-WESTERN COOK CREDIT	SERVICE MISCELLANEOUS	\$108.00	\$108.00
214666	101-3001-511.21-65	MSAB INC	CONTRACT RENEWAL	\$3,250.00	\$3,250.00
214669	101-3001-511.22-03	NE MULTI REGIONAL TRAINING INC	REGISTRATION	\$100.00	\$350.00
			REGISTRATION	\$250.00	
214670	101-3001-511.22-03	NELSON ALEXANDRA	ANNUAL CONFERENCE	\$383.15	\$383.15
214673	101-3001-511.21-65	NORTHERN IL FUNERAL SERVICES INC	SERVICE MISCELLANEOUS	\$850.00	\$850.00
214674	101-3001-511.20-37	NORTHWEST CENTRAL DISPATCH SYS	MEMBER ASSESSMENT	\$76,176.69	\$76,176.69
214677	101-3001-511.22-03	NORTHWESTERN UNIVERSITY	REGISTRATION	\$900.00	\$1,800.00
			REGISTRATION	\$900.00	
214678	101-3001-511.30-05	OFFICE DEPOT	OFFICE SUPPLIES, GENERAL	\$54.91	\$54.91
214685	101-3001-511.33-25	PETTY CASH/POLICE	ASSOCIATION MTG	\$80.00	\$138.10
			BATTERIES	\$8.79	
			GAS	\$5.00	
			NATIONAL NIGHT OUT SUPPLY	\$44.31	
214686	101-3001-511.30-35	PIOTR POREBSKI	REIMBURSEMENT	\$44.11	\$44.11
214691	101-3001-511.30-35	RAY O'HERRON	CLOTHING & APPAREL	\$308.48	\$572.22
			CLOTHING & APPAREL	\$263.74	
214701	101-3001-511.22-03	VALERIE SANDERS	ANNUAL CONFERENCE	\$383.15	\$383.15
214707	101-3001-511.21-65	SECRETARY OF STATE	SERVICE PROFESSIONAL	\$20.00	\$20.00

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214728	101-3001-511.21-65	TCF NATIONAL BANK	PROCESSING FEE	\$302.00	\$302.00
214738	401-3001-572.50-15	ULTRA STROBE COMMUNICATIONS INC	LABOR	\$75.00	\$75.00
901390	101-3001-511.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$706.44	\$706.44
				Division 1 Total	\$90,464.86

Division: 3

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214567	231-3003-511.40-01	BUTLER MICHAEL	K9 OLYMPIC TRIALS	\$805.63	\$805.63
214682	231-3003-511.40-01	PARTNERS & PAWS VETERINARY SERVICES	VETERINARY SERVICES	\$599.43	\$599.43
214702	231-3003-511.40-01	SCIENTIFIC ANIMAL FEEDS AND NEEDS	CANINE UNIT PROGRAM	\$102.98	\$138.07
			CANINE UNIT PROGRAM	\$35.09	
Division 3 Total					\$1,543.13
Department 30 Total					\$92,007.99

WARRANT REGISTER - GM0002**Department: 35 Fire****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214536	101-3501-512.30-35	AIR ONE EQUIPMENT	SAFETY & FIRST AID EQUIP.	\$2,023.75	\$2,023.75
	101-3501-512.31-55	AIR ONE EQUIPMENT	SAFETY & FIRST AID EQUIP.	\$110.42	\$110.42
214556	101-3501-512.31-85	BATTERIES PLUS LLC	BATTERIES	\$319.54	\$319.54
214561	101-3501-512.33-50	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	\$557.78	\$557.78
214570	101-3501-512.22-03	CARTERSON PUBLIC SAFETY GROUP	CFT SCHOOL - RYMUT	\$550.00	\$550.00
214590	101-3501-512.33-50	DELTA GLOVES	EXAM GLOVES	\$1,053.00	\$1,053.00
214602	101-3501-512.30-01	FIRE ENGINEERING	RENEWAL STA 1	\$39.00	\$156.00
			RENEWAL STA 4	\$39.00	
			RENEWAL STA 2	\$39.00	
			RENEWAL STA 3	\$39.00	
214609	101-3501-512.31-85	GALLS LLC	OFFICE SUPPLIES, GENERAL	\$149.90	\$149.90
214620	101-3501-512.21-02	HASTINGS AIR ENERGY CONTROL	SERVICE BLDG MAINT	\$1,541.95	\$1,541.95
214625	101-3501-512.31-85	HENRY SCHEIN MATRX MEDICAL	AMBULANCE CHILD RESTARINT	\$1,236.00	\$1,236.00
214632	101-3501-512.22-02	IL DEPT OF PUBLIC HEALTH	ANNUAL FEE	\$25.00	\$25.00
214634	101-3501-512.22-03	INFECTION CONTROL/EMERGING	TRAVEL & TRAINING	\$1,540.00	\$1,540.00
214640	101-3501-512.30-35	JG UNIFORMS	CLOTHING & APPAREL	\$285.00	\$741.90
			CLOTHING & APPAREL	\$285.00	
			CLOTHING & APPAREL	\$134.90	
			CLOTHING & APPAREL	\$37.00	
214658	101-3501-512.31-85	MUNICIPAL EMERGENCY SERVICES	FILTER CARTRIDGE SCBA	\$114.00	\$114.00
214674	101-3501-512.20-37	NORTHWEST CENTRAL DISPATCH SYS	MEMBER ASSESSMENT	\$25,392.24	\$25,392.24
214678	101-3501-512.30-05	OFFICE DEPOT	OFFICE SUPPLIES, GENERAL	\$73.03	\$315.30
			OFFICE SUPPLIES, GENERAL	\$148.82	

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Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214678	101-3501-512.30-05	OFFICE DEPOT	OFFICE SUPPLIES, GENERAL	\$93.45	\$315.30
214696	101-3501-512.22-03	ROMEONVILLE FIRE DEPARTMENT	ISO CLASS - HANSELMAN	\$345.00	\$345.00
214710	101-3501-512.31-85	SHERWIN ACE HARDWARE	HARDWARE SUPPLIES	\$14.99	\$14.99
214734	101-3501-512.31-60	TOTAL FIRE & SFETY INC	FIRE EXTINGUISHER RECHARGE	\$115.26	\$115.26
214761	401-3501-572.50-15	WS DARLEY & CO	SAFETY & FIRST AID EQUIP.	\$1,560.00	\$1,710.00
			SHIPPING/DELIVERY SERVICE	\$150.00	
901390	101-3501-512.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$5.55	\$5.55
Division 1 Total					\$38,017.58
Department 35 Total					\$38,017.58

WARRANT REGISTER - GM0002**Department: 37 Foreign Fire Insurance****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214565	227-3701-512.22-03	BRIAN BUCHEK	TUITION REIMBURSEMENT	\$630.37	\$630.37
214591	227-3701-512.50-15	DIRECT FITNESS SOLUTIONS	FURNITURE, NON OFFICE	\$8,861.89	\$40,022.56
			FURNITURE, NON OFFICE	\$9,656.89	
			FURNITURE, NON OFFICE	\$11,846.89	
			FURNITURE, NON OFFICE	\$9,656.89	
214601	227-3701-512.50-15	FEDEX OFFICE	FFT PAYMENT AUTHORIZATION	\$67.50	\$67.50
214640	227-3701-512.30-35	JG UNIFORMS	CLOTHING & APPAREL	\$335.00	\$1,005.00
			CLOTHING & APPAREL	\$335.00	
			CLOTHING & APPAREL	\$335.00	
214695	227-3701-512.22-03	DAVID ROBERTS	FDIC EXPENSE REIMBURSEMENT	\$499.35	\$499.35
Division 1 Total					\$42,224.78
Department 37 Total					\$42,224.78

WARRANT REGISTER - GM0002**Department: 40 Planning****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214595	263-4001-571.20-05	EHLERS & ASSOCIATES INC	SERVICE CONSULTING	\$4,151.25	\$4,151.25
214617	101-4001-521.40-40	GROUP C MEDIA INC	ADVERTISING	\$1,750.00	\$1,750.00
214637	101-4001-521.40-40	ION EXHIBITS	FURNITURE, NON OFFICE	\$2,055.62	\$2,055.62
214652	101-4001-521.21-65	LEGRAND REPORTING & VIDEO SERVICES	TRANSCRIPT SERVICES	\$144.45	\$144.45
214678	101-4001-521.33-05	OFFICE DEPOT	OFFICE SUPPLIES	\$12.24	\$12.24
214681	101-4001-521.22-01	PADDOCK PUBLICATIONS INC	ADVERTISING	\$81.00	\$180.90
			ADVERTISING	\$99.90	
214753	101-4001-521.21-65	VERIZON WIRELESS	ACCT 38042002700001	\$222.18	\$222.18
214762	101-4001-521.22-15	XEROX CORPORATION	OFFICE MACHINES & ACCESS	\$37.96	\$37.96
901390	101-4001-521.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$32.05	\$32.05
				Division 1 Total	\$8,586.65
				Department 40 Total	\$8,586.65

WARRANT REGISTER - GM0002**Department: 41 Community Devl Block Grnt****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214573	215-4101-522.41-74	CHILDREN'S ADVOCACY CENTER	CDBG PROGRAM	\$12,766.14	\$12,766.14
214692	215-4101-522.41-04	RESOURCES FOR COMMUNITY LIVING	CDBG PROGRAM	\$879.09	\$879.09
				Division 1 Total	\$13,645.23
				Department 41 Total	\$13,645.23

WARRANT REGISTER - GM0002**Department: 45 Building****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214543	101-4501-523.22-05	AMERICAN PRINTING TECHNOLOGIES	POSTAGE REIMBURSEMENT	\$750.00	\$750.00
214594	101-4501-523.30-01	EDM PUBLISHERS INC	SUBSCRIPTION RENEWAL	\$159.00	\$159.00
214614	101-4501-523.20-05	GOVTEMPSUSA LLC	SERVICE PROFESSIONAL	\$106.40	\$106.40
214616	101-4501-523.20-35	GRIVAS KRAUSE ASSOCIATES LTD	ENGINEERING REVIEW	\$600.00	\$2,700.00
			ENGINEERING REVIEW	\$1,560.00	
			ENGINEERING REVIEW	\$540.00	
214619	101-4501-523.30-05	HARRIS TRUST & SAVINGS BANK	AMZN MKTP US*MT0NW5ZV2	\$33.99	\$33.99
	101-4501-523.30-35	HARRIS TRUST & SAVINGS BANK	AMAZON.COM*MT5VU54G0	\$377.25	\$377.25
214684	101-4501-523.22-03	PETTY CASH	MEETING SUPPLIES	\$20.00	\$20.00
	101-4501-523.30-05	PETTY CASH	OFFICE SUPPLIES	\$9.99	\$9.99
214714	101-4501-523.30-05	SOUTHERN COMPUTER WAREHOUSE	COMPUTERS,DP&WORD PROC.	\$390.00	\$390.00
214732	101-4501-523.21-65	THOMPSON ELEVATOR INSPECTION	SERVICE BLDG MAINT	\$38.00	\$418.00
			SERVICE BLDG MAINT	\$38.00	
			SERVICE BLDG MAINT	\$38.00	
			SERVICE BLDG MAINT	\$76.00	
			SERVICE BLDG MAINT	\$190.00	
			SERVICE BLDG MAINT	\$38.00	
214735	101-4501-523.22-10	TOTAL PRINT SOLUTIONS	INSPECTION REPORTS	\$830.00	\$1,036.00
			INSPECTION PADS	\$206.00	
214745	101-4501-523.21-65	VERIZON WIRELESS	ACCT 54209747800002	\$144.04	\$144.04
214749	101-4501-523.21-65	VERIZON WIRELESS	ACCT 54209747800001	\$432.61	\$432.61
901390	101-4501-523.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$155.13	\$155.13
Division 1 Total					\$6,732.41

WARRANT REGISTER - GM0002**Division: 2**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214604	101-4502-523.21-10	FLECKS LANDSCAPING	PROPERTY MAINTENANCE	\$85.00	\$170.00
			PROPERTY MAINTENANCE	\$85.00	
214619	101-4502-523.21-65	HARRIS TRUST & SAVINGS BANK	J2 *MYFAX SERVICES	\$10.00	\$10.00
214634	101-4502-523.22-03	INFECTION CONTROL/EMERGING	TRAVEL & TRAINING	\$385.00	\$385.00
214684	101-4502-523.22-03	PETTY CASH	METRO MAYORS CAUCUS LUNCH	\$42.00	\$42.00
214719	101-4502-523.33-10	STERICYCLE	MEDICAL WASTE DISPOSAL	\$750.12	\$750.12
214752	101-4502-523.21-65	VERIZON WIRELESS	ACCT 88556712200001	\$286.63	\$286.63
901390	101-4502-523.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$56.68	\$56.68
Division 2 Total					\$1,700.43

Division: 3

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214542	101-4503-523.22-40	AMERICAN CHARGE SERVICE	TAXI PROGRAM	\$39.00	\$39.00
214618	101-4503-523.31-65	HANSEN KAREN	REIMBURSEMENT	\$19.98	\$19.98
214619	101-4503-523.21-65	HARRIS TRUST & SAVINGS BANK	VOLGISTICS INC	\$61.00	\$61.00
	101-4503-523.22-40	HARRIS TRUST & SAVINGS BANK	CHI TAXI 999	\$15.00	\$15.00
	101-4503-523.30-05	HARRIS TRUST & SAVINGS BANK	AMZN MKTP US	(\$11.99)	(\$22.92)
			AMZN MKTP US	(\$10.93)	
	101-4503-523.31-65	HARRIS TRUST & SAVINGS BANK	AMZN MKTP US*MT7CI3XR2	\$108.90	\$335.86
			J W PEPPER AND SON INC	\$226.96	
214678	101-4503-523.31-65	OFFICE DEPOT	OFFICE SUPPLIES, GENERAL	\$79.90	\$79.90
901390	101-4503-523.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$7.53	\$7.53
Division 3 Total					\$535.35
Department 45 Total					\$8,968.19

WARRANT REGISTER - GM0002**Department: 50 Engineering****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214549	401-5001-571.50-30	ARROW ROAD CONSTRUCTION CO	SERVICE CONSTRUCTION	\$186,812.01	\$186,812.01
214584	401-5001-571.50-30	CONSTRUCTION & GEOTECHNICAL	SERVICE CONSULTING	\$15,038.75	\$37,051.00
			SERVICE CONSULTING	\$21,012.25	
			SERVICE CONSULTING	\$1,000.00	
214619	101-5001-524.22-02	HARRIS TRUST & SAVINGS BANK	AMER SOC CIVIL ENGINEE	\$275.00	\$275.00
	101-5001-524.22-03	HARRIS TRUST & SAVINGS BANK	U OF IL ONLINE PAYMENT	\$160.00	\$160.00
214643	401-5001-571.50-30	JOHNSON PAVING CO	SERVICE CONSTRUCTION	\$298,159.72	\$298,159.72
214645	401-5001-571.50-30	NICHOLAS JONES	DRIVEWAY REIMBURSEMENT	\$1,401.25	\$1,401.25
214650	401-5001-571.50-30	PATTI KOZLOWSKI	SIDEWALK REIMBURSEMENT	\$420.00	\$420.00
214655	426-5001-571.50-25	MAURO SEWER CONSTRUCTION	SERVICE CONSTRUCTION	\$50,200.76	\$50,200.76
214660	101-5001-524.21-02	METROCOUNT INC	BATTERIES	\$115.00	\$115.00
214678	101-5001-524.30-05	OFFICE DEPOT	OFFICE SUPPLIES, GENERAL	\$56.02	\$776.62
			OFFICE SUPPLIES, GENERAL	\$34.99	
			OFFICE SUPPLIES, GENERAL	\$77.29	
			OFFICE SUPPLIES, GENERAL	\$608.32	
214711	401-5001-571.50-30	SAMI SIDDOQUI	SIDEWALK REIMBURSEMENT	\$280.00	\$280.00
214733	101-5001-524.21-02	TOPCON SOLUTIONS STORE	FIELD LEVEL CALIBRATION	\$207.50	\$207.50
214750	101-5001-524.21-65	VERIZON WIRELESS	ACCT 98547850100002	\$446.97	\$446.97
901390	101-5001-524.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$33.54	\$33.54
Division 1 Total					\$576,339.37
Department 50 Total					\$576,339.37

WARRANT REGISTER - GM0002**Department: 71 Public Works****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214531	101-7101-531.31-65	ABT ELECTRONICS	SERVICE BLDG MAINT	\$379.89	\$703.21
			SERVICE BLDG MAINT	\$323.32	
214532	101-7101-531.31-55	ACTIVE ELECTRICAL SUPPLY CO	ELECTRICAL SUPPLY	\$329.00	\$329.00
	101-7101-531.31-75	ACTIVE ELECTRICAL SUPPLY CO	ELECTRICAL SUPPLY	\$1,352.40	\$2,497.20
			ELECTRICAL SUPPLY	\$1,144.80	
214533	101-7101-531.31-55	ADDISON BUILDING MATERIAL CO	SERVICE BLDG MAINT	\$43.88	\$43.88
	101-7101-531.31-65	ADDISON BUILDING MATERIAL CO	SERVICE BLDG MAINT	\$143.61	\$143.61
214535	101-7101-531.21-02	AFFILIATED CUSTOMER SERVICE INC	SERVICE BLDG MAINT	\$2,959.00	\$3,427.50
			SERVICE BLDG MAINT	\$468.50	
214540	101-7101-531.21-11	ALPHA BUILDING MAINTENANCE SRVS	SERVICE BLDG MAINT	\$3,562.50	\$3,562.50
214544	101-7101-531.31-80	AMERICAN TRAFFIC SAFETY MATERIALS	SIGN SHOP SUPPLY	\$1,985.21	\$1,985.21
214552	101-7101-531.22-70	AT & T	ACCT 84759060006156	\$847.57	\$847.57
214555	101-7101-531.31-65	BATTERIES PLUS LLC	BATTERIES	\$1,666.40	\$2,077.30
			BATTERIES	\$410.90	
214558	101-7101-531.30-01	BERKHEIMER CO INC	SERVICE BLDG MAINT	\$165.44	\$165.44
214563	101-7101-531.30-39	BP	FUEL	\$54.59	\$54.59
214564	101-7101-531.31-55	BTU COMPANY INC	HARDWARE SUPPLIES	\$4,201.22	\$4,201.22
214566	426-7101-571.50-25	BURNS MCDONNELL	SERVICE ENGINEERING	\$88,711.14	\$88,711.14
214574	101-7101-531.21-11	CINTAS CORP	FLOOR MATS	\$37.48	\$157.46
			FLOOR MATS	\$39.58	
			FLOOR MATS	\$80.40	
214577	101-7101-531.22-70	COMCAST CABLE	TV	\$14.74	\$199.59
			INTERNET	\$184.85	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214579	101-7101-531.21-50	COMMONWEALTH EDISON COMPANY	ACCT 0297144471	\$645.94	\$645.94
214580	101-7101-531.21-11	COMPLETE CLEANING CO INC	SERVICE BLDG MAINT	\$2,420.00	\$9,943.00
			SERVICE BLDG MAINT	\$2,420.00	
			SERVICE BLDG MAINT	\$5,103.00	
214587	101-7101-531.21-11	CRYSTAL MAINTENANCE & MGMT SRVS	SERVICE BLDG MAINT	\$7,645.00	\$7,645.00
214592	101-7101-531.21-02	DYNAMIC HEATING & PIPING CO	QRTLY HVAC MAINTENANCE	\$2,638.25	\$2,638.25
214603	101-7101-531.22-70	FIRST COMMUNICATIONS	TELEPHONE	\$525.60	\$525.60
214604	101-7101-531.21-55	FLECKS LANDSCAPING	LANDSCAPING	\$2,022.00	\$2,972.00
			SERVICE MISCELLANEOUS	\$950.00	
214606	101-7101-531.21-02	FOUNTAIN TECHNOLOGIES LTD	FOUNTAIN MAINTENANCE	\$255.00	\$1,131.00
			FOUNTAIN MAINTENANCE	\$876.00	
214607	101-7101-531.31-65	FOX VALLEY FARMS INC	BRATS AND SHOTS SUPPLY	\$186.55	\$186.55
214615	101-7101-531.30-35	GRAINGER W W INC	SAFETY & FIRST AID EQUIP.	\$49.98	\$38.22
			SAFETY & FIRST AID EQUIP.	(\$11.76)	
214619	101-7101-531.31-55	HARRIS TRUST & SAVINGS BANK	IL FIRE MARSHAL FEE	(\$61.35)	\$61.35
			IL FIRE MARSHAL FEE	\$61.35	
			IL FIRE MARSHAL FEE	\$61.35	
	101-7101-531.31-65	HARRIS TRUST & SAVINGS BANK	PAYPAL *RAONAGESHPP	\$8.40	\$8.40
214622	101-7101-531.21-02	HAYES MECHANICAL	SERVICE BLDG MAINT	\$477.82	\$9,686.82
			SERVICE BLDG MAINT	\$2,690.00	
			SERVICE BLDG MAINT	\$2,406.00	
			SERVICE BLDG MAINT	\$400.00	
			SERVICE BLDG MAINT	\$779.00	
			HVAC MAINTENANCE	\$868.00	
			HVAC MAINTENANCE	\$520.00	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214622	101-7101-531.21-02	HAYES MECHANICAL	HVAC MAINTENANCE	\$817.00	\$9,686.82
			HVAC MAINTENANCE	\$281.00	
			HVAC MAINTENANCE	\$448.00	
	101-7101-531.21-11	HAYES MECHANICAL	SERVICE BLDG MAINT	\$342.50	\$342.50
214624	101-7101-531.31-90	HELLER LUMBER CO	STREETS TRUCK SUPP	\$278.56	\$278.56
214628	101-7101-531.33-05	HOLIDAY RADIANCE LIGHTS LLC	DECORATIONS	\$24,000.00	\$24,000.00
214630	101-7101-531.31-45	HP PRODUCTS CORP	OFFICE SUPPLIES, GENERAL	\$1,922.95	\$1,922.95
214636	101-7101-531.21-11	INTL EXTERMINATORS INC	PEST CONTROL	\$120.00	\$1,053.00
			PEST CONTROL	\$59.00	
			PEST CONTROL	\$60.00	
			PEST CONTROL	\$93.00	
			PEST CONTROL	\$116.00	
			PEST CONTROL	\$93.00	
			PEST CONTROL	\$93.00	
			PEST CONTROL	\$130.00	
			PEST CONTROL	\$93.00	
			PEST CONTROL	\$196.00	
214638	235-7101-571.50-25	J GILL & COMPANY	SERVICE CONSTRUCTION	\$9,754.25	\$9,754.25
214641	101-7101-531.21-02	JOHNSON CONTROLS	SERVICE BLDG MAINT	\$1,388.94	\$1,388.94
214642	101-7101-531.21-02	JOHNSON CONTROLS SECURITY SOLUTIONS	SERVICE BLDG MAINT	(\$7.98)	\$1,075.91
			SERVICE BLDG MAINT	\$1,083.89	
214647	101-7101-531.21-36	KBI WAREHOUSE & DISTRIBUTION CNTR	RENTAL/LEASE EQUIPMENT	\$1,825.00	\$1,825.00
214653	101-7101-531.31-65	LOWES COMMERCIAL SERVICES	HARDWARE SUPPLIES	\$11.86	\$11.86
	101-7101-531.31-70	LOWES COMMERCIAL SERVICES	TRAFFIC SIGNAL SUPPLIES	\$102.84	\$102.84
	101-7101-531.31-90	LOWES COMMERCIAL SERVICES	STREET/SIDEWALK SUPPLIES	\$94.05	\$94.05

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214654	101-7101-531.30-39	MANSFIELD OIL COMPANY	FUEL,OIL,GREASE, & LUBES	\$17,882.28	\$17,882.28
214663	101-7101-531.21-55	MILIEU DESIGN LLC	SERVICE MISCELLANEOUS	\$1,969.32	\$1,969.32
214680	101-7101-531.31-90	OZINGA READY MIX CONCRETE INC	STREET/SIDEWALK SUPPLIES	\$1,071.70	\$4,445.80
			STREET/SIDEWALK SUPPLIES	\$812.60	
			STREET/SIDEWALK SUPPLIES	\$772.10	
			STREET/SIDEWALK SUPPLIES	\$854.00	
			STREET/SIDEWALK SUPPLIES	\$935.40	
214684	101-7101-531.22-02	PETTY CASH	ANNUAL MEMBERSHIP - SAMS	\$11.66	\$23.33
			ANNUAL MEMBERSHIP - SAMS	\$11.67	
214687	101-7101-531.21-15	POTHOLE PROS INC	SERVICE CONSTRUCTION	\$16,065.50	\$16,065.50
214688	101-7101-531.22-70	PRECISE MRM LLC	DATA PLAN/MONTHLY FEE	\$371.22	\$371.22
214689	101-7101-531.31-75	QUANTUM ENGINEERING INC	ELECTRICAL SUPPLIES	\$2,200.00	\$2,200.00
214710	101-7101-531.31-40	SHERWIN ACE HARDWARE	AGRICULTURAL SUPPLIES	\$33.00	\$33.00
	101-7101-531.31-90	SHERWIN ACE HARDWARE	HARDWARE SUPPLIES	\$31.12	\$54.28
			HARDWARE SUPPLIES	\$11.98	
			HARDWARE SUPPLIES	\$11.18	
214713	101-7101-531.22-70	SOUND INCORPORATED	PHONE REPAIRS	\$189.00	\$261.73
			PHONE REPAIRS	\$72.73	
214718	101-7101-531.31-55	STANLEY ACCESS TECH LLC	SERVICE BLDG MAINT	\$79.00	\$79.00
214723	101-7101-531.31-45	SUPERIOR	JANITORIAL SUPPLY	\$2,342.72	\$2,342.72
214724	101-7101-531.21-15	SUPERIOR ROAD STRIPING	SERVICE CONSTRUCTION	\$121,597.47	\$121,597.47
214725	401-7101-571.50-30	TALLGRASS RESTORATION LLC	SERVICE MISCELLANEOUS	\$860.42	\$860.42
214729	101-7101-531.31-65	TENACIOUS BRANDS	PW PROMO ITEMS	\$1,018.88	\$4,402.12
			PW PROMO ITEMS	\$1,986.06	
			WATER/UTILITY PROMO ITEMS	\$608.54	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214729	101-7101-531.31-65	TENACIOUS BRANDS	WATER/UTILITY PROMO ITEMS	\$788.64	\$4,402.12
214736	101-7101-531.31-80	TRAFFIC CONTROL & PROTECTION	SIGN SHOP SUPPLY	\$2,064.00	\$2,064.00
214737	101-7101-531.31-65	TRAFFIX DEVICES INC	REPAIR SERVICE EQUIPMENT	\$8,983.88	\$8,983.88
214741	101-7101-531.22-05	UPS STORE #4073	SHIPPING/DELIVERY SERVICE	\$22.92	\$22.92
214742	101-7101-531.21-02	VALLEY FIRE PROTECTION	SERVICE BLDG MAINT	\$805.00	\$4,593.00
			SERVICE BLDG MAINT	\$3,788.00	
214757	101-7101-531.30-39	WEX BANK	FUEL	\$89.49	\$89.49
214768	101-7101-531.31-80	3M	SIGN SHOP SUPPLY	\$1,678.35	\$2,524.66
			SIGN SHOP SUPPLY	\$846.31	
801773	101-7101-531.22-70	AT & T	ACCT 84725535058159	\$2,512.20	\$2,685.25
			ACCT 84734215365273	\$40.88	
			ACCT 84739420624707	\$40.88	
			ACCT 84739443682112	\$40.88	
			ACCT 84759391411742	\$50.41	
801774	101-7101-531.21-50	CONSTELLATION NEW ENERGY INC	ACCT 92054513	\$1,196.18	\$1,196.18
801775	101-7101-531.21-50	NICOR	ACCT 06802945268	\$28.21	\$5,528.63
			ACCT 15839647334	\$28.24	
			ACCT 19426400008	\$122.50	
			ACCT 25422686599	\$1,510.11	
			ACCT 38178600003	\$46.85	
			ACCT 40178600009	\$28.22	
			ACCT 53278600001	\$17.44	
			ACCT 55616726109	\$1,301.39	
			ACCT 58401600000	\$138.74	
			ACCT 72489260108	\$181.40	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
801775	101-7101-531.21-50	NICOR	ACCT 94830700004	\$133.13	\$5,528.63
			ACCT 95407400001	\$491.91	
			ACCT 96945600003	\$1,071.47	
			ACCT 97034457784	\$429.02	
801776	101-7101-531.21-50	COMMONWEALTH EDISON COMPANY	ACCT 0002031003	\$31.55	\$10,479.67
			ACCT 4321662000	\$651.05	
			ACCT 7363016029	\$9,797.07	
901390	101-7101-531.22-05	CITIBANK	POSTAGE REIMBURSEMENT	\$39.67	\$39.67
Division 1 Total					\$397,233.95
Department 71 Total					\$397,233.95

WARRANT REGISTER - GM0002**Department: 72 Water and Sewer****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214533	505-7201-561.31-05	ADDISON BUILDING MATERIAL CO	HARDWARE SUPPLIES	\$28.86	\$28.86
214537	505-7201-561.31-60	ALEXANDER CHEMICAL CORP	CHEMICALS	\$1,347.50	\$1,347.50
214545	505-7201-561.21-02	ARC DOCUMENT SOLUTIONS LLC	COMPUTERS,DP&WORD PROC.	\$625.00	\$625.00
214568	505-7201-561.21-36	C C CARTAGE INC	RENTAL/LEASE EQUIPMENT	\$8,701.28	\$8,701.28
	505-7201-561.21-62	C C CARTAGE INC	STREET/SIDEWALK SUPPLIES	\$2,247.74	\$2,247.74
	505-7201-561.31-90	C C CARTAGE INC	STREET/SIDEWALK SUPPLIES	\$3,664.50	\$3,664.50
214583	505-7201-561.21-50	CONSTELLATION NEW ENERGY INC	ACCT 92054511	\$252.01	\$252.01
214585	505-7201-561.50-15	COURTESY ELECTRIC INC	RENTAL/LEASE EQUIPMENT	\$97,737.50	\$97,737.50
214596	505-7201-561.50-15	EJ EQUIPMENT INCORPORATED	HARDWARE SUPPLIES	\$4,455.00	\$4,455.00
214597	505-7201-561.31-07	EJ USA INC	HARDWARE SUPPLIES	\$865.94	\$865.94
214605	505-7201-561.31-01	FOREMAN JOSEPH D AND CO	HARDWARE SUPPLIES	\$1,340.00	\$1,340.00
214619	505-7201-561.22-03	HARRIS TRUST & SAVINGS BANK	AMERICAN WATER WORKS A	\$120.00	\$120.00
214623	505-7201-561.21-35	HBK WATER METER SERVICE INC	WATER SEWER SYSTEM SUPPLY	\$1,130.00	\$1,130.00
	505-7201-561.31-02	HBK WATER METER SERVICE INC	WATER SEWER SYSTEM SUPPLY	\$6,466.56	\$6,586.16
			WATER SEWER SYSTEM SUPPLY	\$119.60	
214647	505-7201-561.21-36	KBI WAREHOUSE & DISTRIBUTION CNTR	RENTAL/LEASE EQUIPMENT	\$1,825.00	\$1,825.00
214653	505-7201-561.31-07	LOWES COMMERCIAL SERVICES	WATER SEWER SYSTEM SUPPLY	\$302.08	\$349.38
			WATER SEWER SYSTEM SUPPLY	\$57.42	
			WATER SEWER SYSTEM SUPPLY	(\$57.42)	
			HAND TOOLS-POWER/NON POW	\$47.30	
	505-7201-561.31-55	LOWES COMMERCIAL SERVICES	HARDWARE SUPPLIES	\$8.80	\$8.80
214656	505-7201-561.31-07	MC CANN INDUSTRIES	WATER SEWER SYSTEM SUPPLY	\$1,386.17	\$1,386.17
214676	505-7201-561.31-55	NORTHWEST ELECTRICAL SUPPLY CO	ELECTRICAL SUPPLY	\$40.28	\$40.28

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214680	505-7201-561.31-90	OZINGA READY MIX CONCRETE INC	STREET/SIDEWALK SUPPLIES	\$835.25	\$2,027.75
			STREET/SIDEWALK SUPPLIES	\$1,192.50	
214688	505-7201-561.22-70	PRECISE MRM LLC	DATA PLAN/MONTHLY FEE	\$371.22	\$371.22
214708	505-7201-561.31-55	SECURITY EQUIPMENT SUPPLY	SERVICE BLDG MAINT	\$267.41	\$267.41
214710	505-7201-561.31-55	SHERWIN ACE HARDWARE	FIRE PROTECTION EQUIP/SUP	\$4.58	\$4.58
214716	505-7201-561.33-05	STANDARD EQUIPMENT CO	WATER SEWER SYSTEM SUPPLY	\$227.48	\$227.48
214717	505-7201-561.31-05	STANDARD PIPE & SUPPLY INC	WATER SEWER SYSTEM SUPPLY	\$12.32	\$12.32
214721	505-7201-561.20-05	SUBURBAN LABORATORIES INC	WATER SAMPLES	\$974.50	\$4,974.50
			WATER SAMPLES	\$4,000.00	
214726	505-7201-561.22-02	JOHN TARRANT	CDL REIMBURSEMENT	\$50.00	\$50.00
214727	505-7201-561.21-35	TAYLOR PLUMBING	WATER SEWER SYSTEM SUPPLY	\$63.75	\$63.75
214737	505-7201-561.31-65	TRAFFIX DEVICES INC	REPAIR SERVICE EQUIPMENT	\$8,983.89	\$8,983.89
214754	505-7201-561.31-02	WATER PRODUCTS CO	WATER SEWER SYSTEM SUPPLY	\$270.00	\$270.00
214765	505-7201-561.31-01	ZIEBELL WATER SERVICE PRODUCTS	WATER SEWER SYSTEM SUPPLY	\$3.80	\$297.80
			WATER SEWER SYSTEM SUPPLY	\$294.00	
214766	505-7201-561.31-60	ZORO TOOLS INC	HARDWARE SUPPLIES	\$51.89	\$51.89
214767	505-7201-561.31-55	1000BULBS.COM	HARDWARE SUPPLIES	\$109.90	\$109.90
801773	505-7201-561.22-70	AT & T	ACCT 84759021056118	\$884.74	\$1,059.51
			ACCT 84759080850047	\$174.77	
801774	505-7201-561.21-50	CONSTELLATION NEW ENERGY INC	ACCT 92054511	\$252.01	\$6,151.35
			ACCT 9205453	\$963.12	
			ACCT 9205454	\$83.77	
			ACCT 9205456	\$4,852.45	
801775	505-7201-561.21-50	NICOR	ACCT 04055600003	\$118.66	\$454.80
			ACCT 19278600002	\$184.74	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
801775	505-7201-561.21-50	NICOR	ACCT 42567835683	\$28.21	\$454.80
			ACCT 58544400003	\$28.25	
			ACCT 90920700003	\$94.94	
801776	505-7201-561.21-50	COMMONWEALTH EDISON COMPANY	ACCT 0111076085	\$140.97	\$392.11
			ACCT 0368380009	\$34.84	
			ACCT 0684023014	\$111.94	
			ACCT 1092085063	\$104.36	
Division 1 Total				\$158,481.38	
Department 72 Total				\$158,481.38	

WARRANT REGISTER - GM0002**Department: 73 Parking****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214593	235-7301-532.21-11	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINT	\$453.84	\$453.84
214740	235-7301-532.21-40	UNION PACIFIC RAILROAD	LOT P 3RD QTR PYMT	\$4,487.30	\$4,487.30
801776	235-7301-532.21-50	COMMONWEALTH EDISON COMPANY	ACCT 4286290000	\$568.06	\$656.31
			ACCT 4643715006	\$24.34	
			ACCT 5231622008	\$63.91	
Division 1 Total					\$5,597.45

Division: 2

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214593	235-7302-532.21-11	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINT	\$1,437.16	\$1,437.16
Division 2 Total					\$1,437.16

Division: 3

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214593	235-7303-532.21-11	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINT	\$1,437.16	\$1,437.16
801774	235-7303-532.21-50	CONSTELLATION NEW ENERGY INC	ACCT 92054510	\$2,303.29	\$2,303.29
801775	235-7303-532.21-50	NICOR	ACCT 12690400002	\$28.21	\$28.21
Division 3 Total					\$3,768.66

Division: 4

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214593	235-7304-532.21-11	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINT	\$453.84	\$453.84
214742	235-7304-532.21-02	VALLEY FIRE PROTECTION	SERVICE BLDG MAINT	\$988.00	\$988.00
801775	235-7304-532.21-50	NICOR	ACCT 92296400002	\$94.87	\$94.87

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
				Division 4 Total	\$1,536.71
				Department 73 Total	\$12,339.98

WARRANT REGISTER - GM0002**Department: 75 Municipal Fleet Services****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214534	621-7501-551.31-51	ADVANCE AUTO PARTS	VEH MAINTENANCE SUPPLY	\$41.16	\$173.32
			VEH MAINTENANCE SUPPLY	(\$37.45)	
			VEH MAINTENANCE SUPPLY	\$2.08	
			VEH MAINTENANCE SUPPLY	\$35.74	
			VEH MAINTENANCE SUPPLY	\$87.52	
			VEH MAINTENANCE SUPPLY	\$30.80	
			VEH MAINTENANCE SUPPLY	\$13.47	
214538	621-7501-551.31-51	ALEXANDER EQUIPMENT CO INC	VEH MAINTENANCE SUPPLY	\$17.60	\$17.60
214546	621-7501-551.21-07	ARLINGTON CAR WASH & DETAIL	CAR WASHES	\$15.00	\$15.00
214547	621-7501-551.21-07	ARLINGTON HTS FORD INC	VEH MAINTENANCE SUPPLY	\$48.15	\$328.05
			VEH MAINTENANCE SUPPLY	\$139.95	
			VEH MAINTENANCE SUPPLY	\$139.95	
	621-7501-551.31-51	ARLINGTON HTS FORD INC	VEH MAINTENANCE SUPPLY	\$38.66	\$493.18
			VEH MAINTENANCE SUPPLY	\$82.91	
			VEH MAINTENANCE SUPPLY	\$2.42	
			VEH MAINTENANCE SUPPLY	\$16.18	
			VEH MAINTENANCE SUPPLY	\$176.49	
			VEH MAINTENANCE SUPPLY	\$12.73	
			VEH MAINTENANCE SUPPLY	\$129.60	
			VEH MAINTENANCE SUPPLY	\$5.93	
			VEH MAINTENANCE SUPPLY	\$28.26	
214553	621-7501-551.31-51	AUTO TECH CENTERS INC	VEH MAINTENANCE SUPPLY	\$846.94	\$2,629.90
			VEH MAINTENANCE SUPPLY	\$1,217.50	

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214553	621-7501-551.31-51	AUTO TECH CENTERS INC	VEH MAINTENANCE SUPPLY	\$565.46	\$2,629.90
214554	621-7501-551.31-51	AUTO ZONE	VEH MAINTENANCE SUPPLY	\$10.99	\$60.47
			VEH MAINTENANCE SUPPLY	\$34.99	
			VEH MAINTENANCE SUPPLY	\$14.49	
214555	621-7501-551.31-51	BATTERIES PLUS LLC	VEH MAINTENANCE SUPPLY	\$314.53	\$314.53
214558	621-7501-551.31-51	BERKHEIMER CO INC	VEH MAINTENANCE SUPPLY	\$55.19	\$55.19
214571	621-7501-551.21-07	CASSIDY TIRE & SERVICE	VEH MAINTENANCE SUPPLY	\$109.99	\$109.99
	621-7501-551.31-51	CASSIDY TIRE & SERVICE	VEH MAINTENANCE SUPPLY	\$156.00	\$156.00
214572	621-7501-551.31-51	CHICAGO PARTS AND SOUND LLC	VEH MAINTENANCE SUPPLY	\$139.30	\$763.34
			VEH MAINTENANCE SUPPLY	\$261.74	
			VEH MAINTENANCE SUPPLY	\$148.78	
			VEH MAINTENANCE SUPPLY	\$209.96	
			VEH MAINTENANCE SUPPLY	\$124.10	
			VEH MAINTENANCE SUPPLY	\$28.24	
			VEH MAINTENANCE SUPPLY	(\$148.78)	
214576	621-7501-551.31-65	CITY WELDING SALES & SERVICE	VEH MAINTENANCE SUPPLY	\$200.74	\$200.74
214599	621-7501-551.31-51	FACTORY MOTOR PARTS	VEH MAINTENANCE SUPPLY	\$204.40	\$204.40
214611	621-7501-551.31-51	GLOBAL EMERGENCY PRODUCTS	VEH MAINTENANCE SUPPLY	\$201.51	\$201.51
214626	621-7501-551.22-02	HILL DENNIS	CDL REIMBURSEMENT	\$50.00	\$50.00
214651	621-7501-551.31-51	LEACH ENTERPRISES INC	VEH MAINTENANCE SUPPLY	\$123.61	\$169.41
			VEH MAINTENANCE SUPPLY	\$45.80	
214664	621-7501-551.21-07	MORTON GROVE AUTOMOTIVE WEST	VEH MAINTENANCE SUPPLY	\$299.95	\$299.95
214665	621-7501-551.31-51	MPC COMMUNICATIONS & LIGHTING INC	VEH MAINTENANCE SUPPLY	\$216.00	\$216.00
214668	621-7501-551.31-51	NAPA HEIGHTS AUTOMOTIVE	VEH MAINTENANCE SUPPLY	\$13.76	\$13.76
214679	621-7501-551.31-51	ORR & ORR INC	VEH MAINTENANCE SUPPLY	\$23.52	\$23.52

WARRANT REGISTER - GM0002

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214683	621-7501-551.31-51	PATTEN INDUSTRIES INC	VEH MAINTENANCE SUPPLY	\$6.36	\$6.36
214690	621-7501-551.21-07	RACEWAY CARWASH	CAR WASHES	\$216.00	\$216.00
214699	621-7501-551.31-51	RUSH TRUCK CENTERS OF ILLINOIS INC	VEH MAINTENANCE SUPPLY	\$603.06	\$603.06
214700	621-7501-551.21-07	S & J AUTO BODY LTD	VEH MAINTENANCE SUPPLY	\$1,693.45	\$1,693.45
	621-7501-551.21-08	S & J AUTO BODY LTD	VEH MAINTENANCE SUPPLY	\$2,855.52	\$2,855.52
214703	621-7501-551.21-07	SECRETARY OF STATE	LICENSE PLATES	\$8.00	\$8.00
214704	621-7501-551.21-07	SECRETARY OF STATE	LICENSE PLATES	\$8.00	\$8.00
214705	621-7501-551.21-07	SECRETARY OF STATE	LICENSE PLATES	\$8.00	\$8.00
214706	621-7501-551.21-07	SECRETARY OF STATE	LICENSE PLATES	\$8.00	\$8.00
214716	621-7501-551.31-51	STANDARD EQUIPMENT CO	VEH MAINTENANCE SUPPLY	\$179.73	\$859.52
			VEH MAINTENANCE SUPPLY	\$58.99	
			VEH MAINTENANCE SUPPLY	\$620.80	
214730	621-7501-551.31-51	TEREX SERVICES	VEH MAINTENANCE SUPPLY	\$615.61	\$615.61
214731	621-7501-551.31-51	TERMINAL SUPPLY CO	VEH MAINTENANCE SUPPLY	\$48.16	\$48.16
214739	621-7501-551.30-35	UNIFIRST CORPORATION	CLOTHING & APPAREL	\$592.19	\$641.58
			CLOTHING & APPAREL	\$49.39	
214756	621-7501-551.31-51	WENTWORTH TIRE SERVICE	VEH MAINTENANCE SUPPLY	\$355.48	\$355.48
214758	621-7501-551.31-51	WHOLESALE DIRECT INC	VEH MAINTENANCE SUPPLY	\$188.83	\$188.83
214764	621-7501-551.31-51	ZARNOTH BRUSH WORKS INC	VEH MAINTENANCE SUPPLY	\$912.00	\$912.00
Division 1 Total					\$15,523.43
Department 75 Total					\$15,523.43

WARRANT REGISTER - GM0002**Department: 90 Capital****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214581	505-9001-571.50-25	CONCEPT PLUMBING	SERVICE CONSTRUCTION	\$348,613.29	\$348,613.29
214627	505-9001-571.50-25	HOERR CONSTRUCTION	SERVICE CONSTRUCTION	\$385,559.92	\$385,559.92
				Division 1 Total	\$734,173.21

Division: 13

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214693	431-9013-571.50-25	RILEY CONSTRUCTION	SERVICE CONSTRUCTION	\$85,500.00	\$85,500.00
214694	431-9013-571.50-25	RILEY CONSTRUCTION	SERVICE CONSTRUCTION	\$1,381,219.41	\$1,381,219.41
214763	431-9013-571.50-25	YPI ARLINGTON LLC	RENTAL/LEASE EQUIPMENT	\$21,896.88	\$21,896.88
				Division 13 Total	\$1,488,616.29
				Department 90 Total	\$2,222,789.50

WARRANT REGISTER - GM0002**Department: 99 Non Operating****Division: 1**

Check #	Account Number	Payee	Description 1	Transaction Amount	Total Trans Amount
214661	515-9901-525.40-83	METROPOLIS COMMERCIAL CONDO ASSN	CAM CHARGE	\$6,281.96	\$6,281.96
	515-9901-525.40-92	METROPOLIS COMMERCIAL CONDO ASSN	BUILDING RESERVE CHARGE	\$830.70	\$830.70
Division 1 Total					\$7,112.66
Department 99 Total					\$7,112.66
TOTAL ALL FUNDS:					\$4,090,766.84



Item: Presentation of the 2018 Disability Employment Awareness Award

Department: Village Manager's Office

Presentation of the 2018 Disability Employment Awareness Award to Culver's Restaurant by the Commission for Citizens with Disabilities

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:



Item: Recognition of 2019 Village Vehicle Sticker Design

Department: Village Manager's Office

Recognition of Cindy Kuffel, of the Arlington Camera Club, for the photo used for the 2019 Village Vehicle Sticker

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:



Item: Report of the Committee-of-the-Whole Meeting of October 15, 2018-Interview of David Jaffe

Department: Village Manager's Office

Report of the Committee-of-the-Whole Meeting of October 15, 2018

Interview of David Jaffe for Appointment to the Special Events Commission - Term Ending 4/31/21

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:



Item: Ordinance - Surplus Property - Fire Truck

Department: PW/Legal

An Ordinance Authorizing the Sale of Surplus Personal Property Owned by the Village of Arlington Heights
(Fire Truck)

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
Surplus Property - Fire Truck	Ordinance

**AN ORDINANCE AUTHORIZING THE SALE
OF SURPLUS PERSONAL PROPERTY OWNED
BY THE VILLAGE OF ARLINGTON HEIGHTS**

WHEREAS, the Village of Arlington Heights is a home rule unit pursuant to Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the Village of Arlington Heights is the owner of a vehicle, which property was purchased for use by the Public Works Department; and

WHEREAS, in the opinion of at least three-fourths of the corporate authorities of the Village of Arlington Heights, it is no longer necessary or useful to or in the best interests of the Village of Arlington Heights to retain ownership of said property,

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: Pursuant to its home rule authority and the Illinois Municipal Code (65 ILCS 5/11-76-4), the President and Board of Trustees of the Village of Arlington Heights find that it is no longer necessary, appropriate, or in the best interests of the Village of Arlington Heights to retain title to the property described in this Ordinance and that the property is no longer required by or profitable for the Village of Arlington Heights.

SECTION TWO: Pursuant to Section One, the Village Manager is hereby authorized and directed to dispose of the following described property in whatever manner considered most advantageous to the Village:

ASSET #	YEAR	MAKE	MODEL	ESTIMATED VALUE
1056	1997	Pierce	Quantum Pumper Fire Truck	\$15,000

SECTION THREE: The Village Manager is hereby authorized to dispose of the property provided that the sale price is not less than the estimated minimum value.

SECTION FOUR: Upon the sale of the aforementioned property, the Village Manager is authorized and directed to convey and transfer title, if applicable, to the property to the purchaser.

SECTION FIVE: This Ordinance shall be in full force and effect from and after its passage by a vote of at least three-fourths of the corporate authorities and approval in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED this 5th day of November 2018.

ATTEST:

Village President

Village Clerk

MISCCORDINANCES: SURPLUS PROPERTY – PW 2018 November



Item: Ordinance - Code Amendment - Chapter 7 - Other Village Government Provisions

Department: Fire/Legal

In 2016, the Village joined the Northwest Central Dispatch System Joint Emergency Management Program ("JEMS"). As a member of JEMS, the Village is committed to coordinating its emergency management program activities with JEMS. Part of that coordination includes modification to the Village Code provisions on emergency management to ensure they do not conflict with JEMS. The attached ordinance amending the Code modifies existing language to ensure consistency in emergency operations as a member of JEMS.

Recommendation

It is recommended that the Village Board adopt the attached Ordinance Amending Chapter 7 of the Arlington Heights Municipal Code related to Emergency Management Agency and Emergency Powers of the Village President.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description

Chapter 7 - Articles III and IV

Type

Ordinance

**AN ORDINANCE AMENDING CHAPTER 7
OF THE ARLINGTON HEIGHTS MUNICIPAL CODE**

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: That Article III, Emergency Management Agency, and Article IV, Emergency Powers of the Village President, in Chapter 7, Other Village Government Provisions, of the Arlington Heights Municipal Code, are hereby deleted in their entirety and substituted with the following language:

Article III Emergency Management Agency

Section 7-301 Establishment. There is hereby created the Village of Arlington Heights Emergency Management Agency ("EMA"), established to prevent, minimize, repair, and alleviate injury or damage resulting from disaster caused by enemy attack, sabotage, or other hostile actions or from natural or man-made disasters, in accordance with "The Illinois Emergency Management Agency Act" ("Act"), as now or hereafter amended. The EMA shall consist of the Village Manager, who shall serve as EMA Director, the Coordinator, who shall be designated by the Director, and such other members as selected by the EMA Director. The Coordinator shall be under the authority, command, and control of the EMA Director.

Section 7-302 Director. Under the supervision of the Village President, the EMA Director shall have the responsibility for the management of the EMA. In the event of the absence, resignation, death, or inability of the Village Manager to serve as the EMA Director, the Village President, or individual designated by the Village President, shall act as EMA Director until a new Village Manager is appointed or other individual is appointed EMA Director.

Section 7-303 Coordinator. Under the supervision of the EMA Director, the Coordinator shall have direct responsibility for the planning, coordination, and operation of the emergency management activity in the Village. The Coordinator shall serve as liaison with the State and Federal authorities and the authorities of other nearby political subdivisions to ensure the most effective operation of the Emergency Operations Plan. The Coordinator's duties shall include, but not be limited to, the following:

- a. Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Village for emergency management purposes.
- b. Development and coordination of plans for the immediate use of all Village facilities, equipment, manpower and other resources for the purposes of minimizing or preventing damage to persons and property and protecting and restoring to usefulness governmental services and public utilities necessary for the public health, safety and welfare.
- c. Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such buildings or other property for emergency management purposes, and designating suitable buildings as public shelters.

- d. Conducting public practice alerts to ensure the efficient operation of emergency management regulations, procedures, and operations.
- e. Coordinating the activity of all other public and private agencies engaged in any emergency management activity.
- f. Assuming such authority and conducting such activity as the EMA Director may direct to promote and execute the Emergency Operations Plan.
- g. In the event of the absence, resignation, death, or inability to serve of the Coordinator, the EMA Director or another person designated by the EMA Director, shall act as Coordinator until a new appointment is made.

Section 7-304 Membership with the Joint Emergency Management System. The Village is a member of the Joint Emergency Management System (“JEMS”), a regional system among neighboring municipalities for emergency management support. As a member of JEMS, the Village coordinates its emergency management program activities with the JEMS Coordinator in order to ensure regional standardization.

Section 7-305 Functions. The Village EMA shall perform such EMA functions within the Village as shall be prescribed in and by the State of Illinois EMA plan and program prepared by the Governor, and, in addition, shall perform such duties outside the corporate limits as may be required pursuant to any mutual aid agreement with any other political subdivision, municipality, or quasi-municipality entered into as provided in the Act.

Section 7-306 Emergency Plans.

- a. A comprehensive Emergency Operations Plan shall be adopted and maintained by resolution of the Corporate Authorities upon the recommendations of the Village President. In the preparation of the Plan as it pertains to the Village organization, it is the intent that the services, equipment, facilities and personnel of all existing departments and agencies shall be utilized to the fullest extent. When approved, it shall be the duty of the EMA Director, all departments, and all employees to perform the functions assigned by the Plan and to maintain their portion of the Plan in a current state of readiness at all times. The Emergency Operations Plan shall be considered supplementary to this Chapter and have the effect of law whenever a disaster has been proclaimed.
- b. Each department head assigned responsibility in the Emergency Operations Plan shall be responsible for carrying out all duties and functions assigned therein. Duties will include the organization and training of assigned Village employees and volunteers.
- c. The Village President shall prescribe in a Continuity of Operations and Continuity of Government Plan those positions within the disaster organization, in addition to their own, for which lines of succession are necessary. In each instance, the responsible person will designate and keep on file with the Village a current list of three persons as successors to the

position. The list will be in order of succession and will as nearly as possible designate persons best capable of carrying out all assigned duties and functions.

- d. When a required competency or skill for a disaster function is not available within the Village government, the Village President is authorized to seek assistance from persons outside of government. The assignment of duties, when of a supervisory nature, shall also grant authority for the persons so assigned to carry out such duties prior to, during, and after a disaster. The Village may accept such services from persons outside of government on a volunteer basis. Such persons shall be enrolled as emergency management volunteers in cooperation with the heads of departments affected.
- e. Some of the duties ascribed to the Village President in this Article will ordinarily be handled as a matter of routine by the EMA Director or Coordinator, but the responsibility and authority stem from and remain with the Village President.

Section 7-307 Service as Mobile Support Team. Any member of the Village EMA may be designated as a member of a mobile support team created by the Director of the State of Illinois Emergency Management Agency as provided by law. The leader of the mobile support team shall be designated by the EMA Director. Any member of a mobile support team who is a Village employee or officer while serving on call to duty by the Governor or the State Director shall receive the compensation and have the powers, duties, rights and immunities incident to such employment or office. Any such member who is not a paid officer or employee of the Village while so serving shall receive reasonable compensation from the State of Illinois as provided by law.

Section 7-308 Emergency Action. If the Governor proclaims that a disaster or state of emergency exists in the event of actual enemy attack upon the United States or the occurrence within the State of Illinois of a major disaster resulting from enemy sabotage or other hostile action or from man-made or natural disaster, it shall be the duty of the Village EMA to cooperate fully with the State of Illinois EMA and with the Governor in the exercise of emergency powers as provided by law.

Section 7-309 Reimbursement by State. The Treasurer may receive and allocate to the appropriate fund any reimbursement by the State of Illinois to the Village for expenses incident to training members of the EMA as prescribed by the State Director of EMA, compensation for services and expenses of members of a mobile support team while serving outside the Village in response to a call by the Governor or State Director of EMA as provided by law, and any other reimbursement made by the State incident to EMA activities as provided by law.

Section 7-310 Purchases and Expenditures. The Board of Trustees, may, on recommendation of the Village Director of EMA, authorize any purchase or contracts necessary to place the Village in a position to combat effectively any enemy attack upon the United States or the occurrence within the State of Illinois of a major disaster resulting from enemy sabotage or other hostile action, or from man-made or natural disasters and to protect the public health and safety, protect property, and provide emergency assistance to victims in the case of such disaster.

In the event of enemy caused or other disaster, the Village Director of EMA is authorized, on behalf of the Village, to procure such services, supplies, equipment or material as may be necessary

for such purposes, in view of the emergency without regard to the statutory procedures or formalities normally prescribed by law pertaining to Village contracts or obligations, as authorized by "The Illinois Emergency Management Agency Act", as amended; provided, that if the Village President is available at such time, the Village Director shall act subject to the direction and restrictions imposed by the Village President.

Section 7-311 Oath. Every person appointed to serve in any capacity in the Village EMA organization shall, before entering upon his or her duties, subscribe to the following oath:

I (state your name) of the Emergency Management Agency of the Village do solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions and facilities thereof, both public and private, against all enemies, foreign and domestic; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter, and I do further swear (or affirm) that I do not advocate, nor am I nor have I been a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am affiliated with the Village EMA organization, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence.

Section 7-312 Office. The Village Manager is authorized to designate space in any Village building or elsewhere, as may be provided for by the Village Board for the Village EMA organization as its office.

Article IV Emergency Powers of the Village President

Section 7-401 Emergency Powers and Duties. During any period when disaster threatens or when the Village has been struck by disaster, the Village President or the EMA Director may promulgate such regulations as deemed necessary to protect life and property and preserve critical resources. Such regulations may include, but shall not be limited to, the following:

- a. Regulations prohibiting or restricting the movement of vehicles in order to facilitate the work of emergency management personnel or to facilitate the mass movement of persons from critical areas within or without the Village.
- b. Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
- c. Such other regulations necessary to preserve public peace, health and safety.

Section 7-402 Governmental Powers. Whenever, due to an emergency resulting from the effects of natural or manmade disaster or hostile act or the anticipated effects thereof, it becomes imprudent, inexpedient or impossible to conduct the affairs of local government at the regular or

usual place or places, the Village Board may meet at any place within or outside the Village limits on the call of the presiding officer or any two members of such governing body. The Village Board shall proceed to establish and designate by ordinance, resolution, or other manner alternate or substitute sites or places as the emergency temporary location or locations of government where all or any part of the public business may be transacted and conducted during the emergency situation. Such sites or places may be within or outside the Village.

During the period when the public business is being conducted at the emergency temporary location or locations, the governing body and other officers of the Village shall have all of the executive, legislative, and judicial powers and functions conferred upon such body and officers by the laws of this State. Such powers and functions may be exercised in light of the exigencies of the emergency situation without regard to or compliance with time-consuming procedures and formalities prescribed by law and pertaining thereto, and all acts of such body and officers shall be valid and binding as if performed within the Village.

Section 7-403 Continuity In Office. In the event that the Village President is unavailable, the powers of the office shall be exercised and duties shall be discharged by the designated emergency interim successors in the order specified. The emergency interim successor shall exercise the powers and discharge the duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes; or until the officer, or their deputy or a preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of the office. Based on the authority of 5 ILCS 275/3 the line of succession for the executive branch of government will be: Village President, President Pro Tem, Senior Trustee.

In the event that, at the time or as a consequence of any disaster or occurrence described in this Chapter, the Village President and their successors on file with the Village shall be absent, killed, or rendered incapable of performing the duties of such office, such office shall be filled until such time as a successor can be selected in the manner prescribed by law, in the following line of succession: the remaining members of the Village Board based on tenure, the Village Manager, the Director of Finance, the Chief of Police, the Fire Chief, the Public Works Director. In the event that, at the time or as a consequence of any disaster or occurrence described in this Chapter, the incumbent of any Municipal office or position shall be absent, killed, or rendered incapable of performing the duties of such office or position, such office or position shall be filled, until such time as a successor can be selected in the manner prescribed by law, by appointment by the Village President. The Village President shall give due consideration to the list of three successors on file with the Village but is not required to select from said list.

Section 7-404 Local Disaster Emergencies. A local disaster emergency may be proclaimed only by the Village President as provided by "The Illinois Emergency Management Agency Act", as amended. The local disaster emergency shall be continued only as provided by Statute. It shall be the duty of the Village EMA to cooperate fully with the Village President in the exercise of emergency powers as provided by law during the time of a local disaster emergency.

Section 7-405 Power and Authority Granted. Upon declaring a Local Disaster Emergency, the Village President may:

- a. Order a general curfew applicable to the geographical areas of the Village, or to the Village as a whole, as the Village President deems reasonably necessary to respond to the emergency, and applicable during the hours of the day or night as the Village President deems necessary in the interests of the public safety and welfare.
- b. Prohibit the sale of any firearm of any size or description and the sale of any ammunition, explosive or other destructive device.
- c. Prohibit the intentional possession in public view of any firearm by any person except a duly authorized law enforcement officer or military person active in the official performance of his or her duty.
- d. Order the establishment of curfews, including vehicle movement except fire, police, hospital services, utility vehicles and physicians on emergency cases.
- e. Prohibit the sale or distribution of alcoholic beverages, with or without payment, or the possession of any portable container containing any alcoholic beverage by any person in a public place.
- f. Order the closing of places of public assemblage.
- g. Prohibit the sale or transfer or possession of gasoline or other combustible liquid except for delivery directly into the tank of a motor vehicle, boat or other combustion-propelled vehicle.
- h. Prohibit the possession in a public place of any portable container containing combustible liquid.
- i. Issue such other orders as are imminently necessary for the protection of life and property.

Section 7-406 Notification. Upon issuance of the executive order declaring a Local Disaster Emergency, the appropriate public official shall notify the news media situated within the Village and shall cause two copies of the executive order declaring the existence of the State of Emergency to be posted at the Municipal Building and the Police Department.

Section 7-407 Duration. A declaration of a Local Disaster Emergency shall expire not later than the adjournment of the first regular meeting of the corporate authorities after the Local Disaster Emergency is declared, unless terminated earlier by proclamation of the Village President that the Local Disaster Emergency no longer exists.

SECTION TWO: The various provisions of this Ordinance are to be considered severable, and if any part or portion of this Ordinance shall be held invalid by any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION THREE: This Ordinance repeals all ordinances or parts of ordinances in conflict with the provisions hereof and, except as set forth in this Section, shall be in full force and

affect from and after its passage, approval and publication in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED this 5th day of November 2018.

ATTEST:

Village President

Village Clerk

CodeAmendments:7 Articles III and IV Emergency Management Agency



Item: Resolution - Cook County Class 6b Assessment Incentive Program - 9 E College Dr

Department: Planning/Legal

Ms. Mi Kyung Park is the contract purchaser of the property in question, 9 E. College Drive, consisting of one parcel of property. She is requesting Village approval for a Cook County Class 6b Property Tax Classification, upon which the purchase is contingent. She is an officer of Amerimation, a company currently based in Mundelein, which would relocate to this property upon both municipal and Cook County approval of a Class 6b designation.

The Village's guidelines for Class 6b applicants are based upon employing at least 25 workers, showing financial benefit to the Village, and commitment to providing 10% of their property tax savings over the first five years towards the Zero Interest Loan program or other economic development activities as may be authorized by the Village Board. This property has not been previously approved for a Class 6b designation and has been 100% vacant since June 2013.

If approved for the incentive, Amerimation would employ seven full-time workers and three part-time workers in Arlington Heights. The company, a warehousing operation for electronic components, plans to add 3-4 new full-time employees during the first five years of the abatement. As this does not meet the Village guideline of 25 employees, they are requesting an exemption from this requirement. The amount of property tax revenue gained from attracting the business with a Class 6b designation, as opposed to allowing the site to remain vacant, is estimated at \$155,000 over the 12-year life of the abatement. Furthermore, the site has been vacant for over five years.

Ms. Park has signed an agreement to provide the Village with 10% of the property tax savings over the first five years of the abatement, in order to help fund the Zero Interest Loan program or other economic programs. As previously mentioned, the purchase of the property and relocation by Amerimation to Arlington Heights is contingent upon approval of the Class 6b incentive.

Amerimation is an established and growing company looking to set up long-term stability in Arlington Heights. The Class 6b incentive would allow for re-occupancy of a 24,700 square foot industrial facility that has sat vacant for over five years, while reducing industrial vacancy and allowing a new business to locate to the Village and create additional employment opportunities. A detailed

summary of the request by the applicant for a Cook County Class 6b incentive is attached.

RECOMMENDATION:

It is recommended that the Village Board approve the attached Resolution supporting the application for a class 6b tax incentive for Mi Kyung Park (Amerimation, inc.) for the property located at 9 E. College Drive.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
Cook County Class 6b for 9 E College Dr	Ordinance
Application Summary - 9 E College Dr	Exhibits

A RESOLUTION APPROVING CERTAIN
PROPERTY TO PARTICIPATE IN THE COOK
COUNTY CLASS 6b ASSESSMENT INCENTIVE PROGRAM

WHEREAS, the President and Board of Trustees of the Village of Arlington Heights has reviewed the application for Class 6b property tax status from Mi Kyung Park ("Applicant") for property located at 9 E College Dr. Unit 1, Arlington Heights, Illinois ("Subject Property"); and

WHEREAS, the Subject Property meets both the substantial rehabilitation and substantial re-occupancy of abandoned property requirements as defined in the Cook County Class 6b Assessment Incentive Program instructions; and

WHEREAS, the Applicant has proven to this Board that such incentive is necessary for development to occur at the Subject Property and hereby find that said property qualifies for an assessment reduction pursuant to the Cook County Class 6b assessment incentive program,

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: That the Subject Property, located at 9 E College Dr Unit 1, Arlington Heights, Illinois, and legally described as:

Lot 7 in Resubdivision of Part of Lot 1 and all of Lots 2 through 5, both inclusive, in Arlington Industrial and Research Center Unit 1, Being a Subdivision in the Northwest Quarter of the Southwest Quarter and of the Southwest Quarter of the Northwest Quarter of Section 8, Township 42 North, Range 11, East of the Third Meridian, In Cook County, Illinois.

PIN: 03-08-316-006-0000

having met both the substantial rehabilitation and substantial re-occupancy of abandoned property requirements as defined in the Cook County Class 6b instructions, is approved for participation in the Cook County Class 6b assessment incentive program and the Village of Arlington Heights hereby supports and consents to said property receiving Class 6b status from the Cook County Assessor.

SECTION TWO: The Village Clerk is hereby authorized and directed to file a certified copy of this Resolution with the Cook County Assessor.

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

AYES:

NAYS:

PASSED AND APPROVED this 5th day of November 2018.

Village President

ATTEST:

Village Clerk

MISCORDINANCES:6b tax abatement – 9 E College Dr

THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

The review for determination of support for County Tax abatement for the property identified as **9 E. College Drive** will be conducted as follows:

- I. Item by item review as per Village Procedures and Application Form
- II. Synopsis of application
- III. Correlation of application to Comprehensive Plan
- IV. Correlation of application to zoning
- V. State of economy of industry making application
- VI. Site visit summary
- VII. Site specifics of property requesting abatement
- VIII. Relationship of property tax abatement goals to application
- IX. Relationship of Village guidelines to application
- X. Finance Department review
- XI. Adherence to Zero Interest Loan program / economic program requirements
- XII. Department of Planning and Community Development recommendation

This particular approach is being utilized so as to provide ease to Village Administration and the Village Board with the review of the application submitted. It is hoped that this method will encourage a realistic understanding of the application and relationship of such to the community and local economy.

I. Review Item by Item of Application

- A) INTRODUCTION: Complete. (Applicant asserts that computations are to the best of its knowledge based on current value.)
- B) PROPERTY DESCRIPTION: Complete. Submitted as Exhibit A.
- C) IDENTIFICATION OF PERSONS: Complete. Submitted as Exhibit D.
- D) PROPERTY USE: Complete. Submitted as Exhibits E, F, G, and H.
- F) TRAFFIC: Complete. Approximately 15-25 automobiles and 0-3 trucks will enter/exit the facility on a daily basis. Arlington Heights Road will be the main route of ingress and egress, via Palatine Road. The property offers 35 parking spaces. The business currently employs 10 people, three of whom are part-time. Over the next five years, the business expects to employ approximately 14 employees total. This will require 12 standard parking spaces by Code. The 35 available spaces are more than adequate for this business use. See Section IV of this report for more information.

- G) EVIDENCE OF NEW CONSTRUCTION: Complete. The applicant plans to conduct a variety of upgrades to the property including demolition, floor finishing, installation of new doors and windows, and electrical installation. The estimated cost for this work is approximately \$292,000. Submitted as Exhibit J.
- H) EMPLOYMENT OPPORTUNITIES: Complete. The business will employ seven full-time workers and three part-time workers. By the end of the life of the Class 6b, the owner anticipates the business to employ approximately 11 full-time staff in addition to the three part-time workers. The applicant does not currently meet the minimum number of total employees per the application requirements (25), and is requesting an exemption from this requirement. The Submitted as Exhibit K.
- I) FINANCIAL INFORMATION: Complete. Submitted as Exhibit L.
- J) FISCAL EFFECT: Complete. Submitted as Exhibit M.
- K) OTHER INDUCEMENTS: Complete. No other inducements requested. Submitted as Exhibit N.
- L) JUSTIFICATION: Complete. Submitted as Exhibit O.
- M) OTHER DATA: Complete. Provided site dimensions and plat of survey. Submitted as Exhibits B and C.

II. Synopsis

Ms. Mi Kyung Park is the contract purchaser of the property in question, 9 E. College Drive, consisting of one parcel of property. She is requesting Village approval for a Cook County Class 6b Property Tax Classification, upon which the purchase is contingent. She is an officer of Amerimation, a company currently based in Mundelein, which would relocate to this property upon both municipal and Cook County approval of a Class 6b designation.

The Class 6b classification is designed to encourage industrial development throughout Cook County by offering a real estate tax incentive for the development of new industrial facilities, the rehabilitation of existing industrial structures, and the industrial reutilization of abandoned buildings. The goal of Class 6b is to attract new industry, stimulate expansion and retention of existing industry, and increase employment opportunities.

The site has not been previously approved for a Class 6b incentive. It has been 100% vacant since June 2013, when J. R. Carlson Laboratories relocated and consolidated into 600 W. University Drive. With approval, the property would be assessed at 10% for the next ten years, before rising to 15% in the 11th year, and 20% in the 12th year. This represents a substantial reduction in the level of assessment and results in significant tax savings. Barring the approval of another incentive renewal, the property would return to paying the standard 25% assessment after the 12th year.

In the absence of this incentive, industrial real estate would normally be assessed at 25% of its market value. The industrial/flex vacancy rate in Arlington Heights is 11.8%. By re-occupying the property, this will decrease the vacancy rate by 0.5% to 11.3% (source: CoStar), independent of other industrial real estate transactions in the interim.

Eligibility Requirements

Real estate is eligible for Class 6b status under the following conditions:

1. The real estate is used primarily for "industrial purposes".
2. There is either: (a) new construction, (b) substantial rehabilitation, or (c) substantial re-occupancy of "abandoned" property.
3. An Eligibility Application and supporting documents have been timely filed with the Office of the Assessor according to deadlines as set forth in the "What Must Be Filed" and "Time for Filing" sections.
4. The municipality in which such real estate is located (or the County Board, if the real estate is located in an unincorporated area) must, by lawful resolution or ordinance, expressly state that it supports and consents to the filing of a Class 6b Application and that it finds Class 6b necessary for development to occur on the subject property.

The applicant wishes to obtain a Cook County Class 6b Property Tax classification. Reveliotis Law, P.C. filed the original Class 6b application on behalf of the applicant, Mi Kyung Park, the contract purchaser of the property and an officer of the new tenant, Amerimation Inc.

III. Correlation of Application to Comprehensive Plan

The General Comprehensive Plan indicates that this property should be research, development, manufacturing and warehouse.

- Design, Manufacturing, and Warehouse 88%
- General Office 12%

This takes into account approximately 21,700 square feet of industrial space and an estimated 3,000 square feet of office space.

IV. Correlation of Application to Zoning

The Zoning Map revised January 1, 2018 designates the relevant parcel as an **M-1 Limited Heavy Manufacturing** zoning district. Within this district warehousing, packaging, and distribution and development are allowed. The proposed use of the subject site falls under the Zoning Code Permitted Use Table as a "Wholesale & Warehouse Facility", which is permitted outright in M-1 zoning.

As proposed, the site will have a surplus of 23 parking spaces. In the next five years, the owner anticipates employing 14 people. The following chart details the proposed parking scenario at 9 E. College Drive:

Use/Business	Code Use	Square Feet	Parking Standard	Employees	Vehicles	Parking Req.
Warehousing	Wholesale & Warehouse Facility	21,700	0.5 spaces per employee; 1 space/commercial vehicle	3	0	2
Office	Offices - Business and Professional	3,000	1 space/300 SF	11	N/A	10
		24,700		SPACES REQUIRED		12
				SPACES AVAILABLE		35
				SURPLUS / (DEFICIT)		23

V. State of Economy of Industry Making Application

Amerimation is a company that warehouses small electronic components for various clients. The company would be relocating from an approximately 8,000 square foot facility in Mundelein. Due to the company's anticipated growth, they need a much larger facility. They would like to relocate to 9 E. College Drive, which will offer three times their current building space. Their purchase is contingent upon obtaining the incentive. Per the purchase agreement for the property:

5.4 Property Tax Class 6B Classification. Buyer shall have during the Due Diligence Period a Property Tax Class 6B Classification Contingency, to obtain all necessary governmental approvals, for obtaining Cook County Class 6B classification certification or any other approvals from any governmental authorities having jurisdiction of the Property for said property tax classification. Buyer shall be responsible for all third-party expenses incurred by it in obtaining the Class 6B classification. Seller shall cooperate fully with Buyer, at no cost to Seller, in connection with obtaining the Class 6B classification, such cooperation to include, but not be limited to, signing all applications and other documentation necessary or appropriate. In the event the Buyer is unable to obtain the Class 6B classification within the Property Tax Class 6B Classification Contingency Period, Buyer may terminate this Agreement, by providing written notice to Seller within the said Contingency Period. Provided Buyer has upon reasonably diligent effort been unable to obtain the Class 6B classification, and is not otherwise in default of this Agreement, all Earnest Money, plus interest accrued thereon if any, shall be returned to Buyer, and neither party shall have any further liability hereunder other than those provisions which expressly survive the termination of this Agreement. Failure to provide timely notice shall be deemed a waiver of the Property Tax Class 6B Classification Contingency.

The Village guidelines suggest that the applicant have a minimum employment threshold of 25 employees. Amerimation will employ seven full-time employees (and three part-time workers) which does not meet the minimum threshold for number of employees. As this falls below the Village's employment criteria for the Class 6b, the company is requesting an exemption from this particular requirement.

Over the 12-year life of the incentive, the applicant estimates that the property will generate over \$155,000 more in property taxes with the Class 6b designation than if it were to remain vacant for the same period. Even with the abatement, the applicant expects the property to generate \$810,000 in total property tax revenue from 2018-2030.

VI. Site Visit

Planning and Community Development Department Staff met with representatives of Amerimation for this application, touring their current facility in Mundelein. They are a primarily warehousing operation that includes some office space. Due to their business growth, the company is in need of more Staff and space to conduct their operation, and the Arlington Heights facility provides the opportunity to expand in all facets of their operation.

VII. Site Specifics of Property Requesting Abatement

The building at 9 E. College Drive is 24,700 square feet. The applicant is applying for a Class 6b property tax abatement that would permit Amerimation to move to this location. The site specifics are provided below:

- A. The site has been 100% vacant for over five years.
- B. The property tax rate is estimated to be approximately \$4.73 per square foot at this property when completely occupied. The applicant would be paying approximately \$1.86 per square foot at a similarly-sized Lake County facility. A Class 6b designation would make 9 E. College Drive much more competitive at \$1.89 per square foot, allowing the company to locate at this site.
- C. The tenant is projecting some employment growth. The company currently employs seven full-time staff and three part-time employees. By the fifty year of the Class 6b incentive for 9 E. College Drive they anticipate formally employing 11 total full-time employees in addition to the three part-time workers.

By definition, “The purpose of the M-1 District is to encourage the grouping of offices, research offices and laboratories, light manufacturing uses, and ancillary business uses. The district should be accessible to an arterial street designated on the Village Official Map or Village Comprehensive Plan Map...Performance standards protect residential areas by restricting objectionable manufacturing activities such as noises, vibration, smoke, dust, odors, heat, glare, fire hazards, and other objectionable influences.”

The use type into which Amerimation falls under (“Wholesale and Warehouse Facility”) is permitted outright in M-1. The business warehouses small electronic components, which complies with the mission of the Class 6b designation. The business and facility meets "industrial purposes" and that there is substantial re-occupancy of a 24,700 square foot building that has been vacant since 2013. Furthermore, the business will be conducting \$292,000 in substantial improvements to the property.

VIII. Relationship of Property Tax Abatement Goals to Application

The initial intent of the County Assessor's revised property tax incentive plan is to encourage new industrial and commercial development within the County. Reacting to slowed development in the commercial and industrial sectors, the Assessor recognized that the property tax rates in Cook County were higher than those of neighboring counties, which were seeing gains in the previously mentioned sectors. The Class 6b Property Tax Abatement program demonstrates an ongoing desire by Cook County officials to maintain their commercial and industrial competitiveness with the rest of the Chicago metropolitan region.

In this instance, the abatement would allow for the re-occupation of a 24,700 square foot building that has been vacant for over five years. Economic impact would be shown in employment growth, an increase in local consumer spending, and bringing property tax revenues exceeding those generated by a vacant parcel. The amount of property tax revenue gained from the site obtaining a Class 6b designation, as opposed to the site remaining vacant, is estimated at approximately \$155,000 over the 12-year life of the abatement.

IX. Relationship of Village Guidelines to Application

The Class 6b incentive renewal provides a 10% assessment level for the first 10 years, 15% in the 11th year and 20% in the 12th year. This constitutes a substantial reduction in the level of assessment and results in significant tax savings. In the absence of this incentive, industrial real estate would normally be assessed at 25% of its market value.

This provision requires that the applicant be a manufacturing or warehousing operation and may include high technology land uses. This incentive is available throughout Cook County, but requires municipal approval prior to County officials granting the abatement.

Further, localities may adopt guidelines of their own. These specifications may place restrictions such as minimum number of employees, residency, or square feet of operation.

The Village of Arlington Heights initiated its own guidelines in May, 1990. These guidelines require the following:

1. The application fee shall have been paid.
2. The application form shall have been completed with attachments.
3. The business must be a manufacturing, industrial, research, warehousing, or fabricating firm for an excess of 51% of the structure's floor space or an excess of 51% of the employees.
4. The business must employ at least 25 individuals during the period when the taxes are abated.
5. The application (Section VI, VII, VIII and IX) must show a five-year financial benefit to the Village and no negative effect on any similar Village firm.

Guideline #3 is met by this application as 88% of the floor space would be dedicated to warehousing, with the remaining 12% dedicated to office space. Guideline #4 is not currently met as the prospective tenant, Amerimation, only employs seven full-time workers and three part-time workers. The applicant is requesting an exemption from this requirement and plans to hire 3-4 more full-time workers over the next five years. Guideline #5 is met by the re-occupancy of a 24,700 square foot industrial vacancy, greater property tax revenue with the incentive than if it were to be vacant, and the attraction of a growing company to Arlington Heights.

X. Finance Department Review

The Finance Department has reviewed the application and has no objections.

XI. Adherence to Zero Interest Loan Program / Economic Program Requirements

In order to receive approval from the Village of Arlington Heights for the Class 6b tax abatement, the applicant must formally execute an agreement with the Village. This agreement is a commitment to rebate 10% of the applicant's savings from the abatement to the Village over the first five years of the incentive. The savings will be placed in the Zero Interest Loan fund, to be distributed to new or expanding businesses within Arlington Heights that have applied and been approved for such a loan or other economic development programs that may be developed. The applicant has signed the formal agreement and is willing to rebate the Village 10% of their property tax abatement savings in order to help the Village enhance its business community.

XII. Department of Planning and Community Development Recommendation

The intent of the Class 6b tax abatement program is to allow participating communities in Cook County to provide an incentive to office research, manufacturing, and warehousing firms to locate and/or expand within the County. This program provides for a renewal of the adjusted property tax in addition to new tax abatements by reducing the tax rate for a twelve-year period, provided that a fiscal benefit continues to return to the host community.

The request for tax abatement is recommended for approval. The program is designed to facilitate the ongoing, long-term use of the property located at 9 E. College Drive. It is imperative that the community continues to demonstrate that it is ready to aggressively assist business development provided that it does not negatively impact the Village's quality of life. However, approval is contingent upon compliance with all Village codes.

The abatement would further benefit the community by bringing a new employer to the community, along with ten total jobs. The tenant, Amerimation, is expected to create 3-4 more new jobs over the next five years as well. Also, as demonstrated in the application, the Village will see a much greater return on property taxes with the Class 6b than if the building were to remain vacant over the same period of time.

As is always the case with Class 6b property tax abatement requests, the applicant finds Cook County commercial property taxes to be burdensome. An illustrative comparison of property taxes between Cook County and Lake County (where the tenant is currently located) follows:

For use as an EXAMPLE:

	<u>COOK</u>	<u>COOK (W/CLASS 6B)</u>	<u>LAKE</u>
Market Value	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
Assessment Level	x .25	x .10	x .33
Assessed Valuation	\$ 350,000	\$ 140,000	\$ 462,000
Equalization Factor	x 2.9627	x 2.9627	x 1.0000
Equalized Value	\$ 1,036,945	\$ 414,778	\$ 462,000
Tax Rate (per \$100)	x 11.27%	x 11.27%	x 9.94%
Taxes	\$ 116,864	\$ 46,745	\$ 45,923

Lake County taxes for a similar building are nearly \$71,000 lower than Cook County taxes. In other terms, Lake County property taxes are approximately 154% lower than Cook County industrial property taxes in this example. With the Cook County 6b abatement, property taxes become exponentially more competitive (1.8% higher than Lake County property taxes) in this instance.

The net result of encouraging Class 6b tax abatement incentives will provide for a more aggressive atmosphere for economic development in Arlington Heights than other communities in the six-county region. Amerimation is a growing company looking to invest in Arlington Heights, and a building that has been sitting vacant for over five years. Support of this incentive request will help the company thrive in the long-term and enable occupation of a 24,700 square foot building to ensure its ability to serve an Arlington Heights business in the present and in the future.



Item: Adoption of 2018 Emergency Operations Plan

Department: Fire

The Village of Arlington Heights Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with the National Incident Management System. The content is based upon guidance approved and provided by the Illinois Emergency Management Agency and the Federal Emergency Management Agency. The Plan, which is revised every two years, provides for the integration and coordination of planning efforts of multiple jurisdictions and agencies within the Village to mitigate against, prepare for, respond to and recover from disasters.

Recommendation

It is recommended that the Village Board approve the attached 2018 Emergency Operations Plan.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description

2018 Emergency Operations Plan

Type

Agreement



Village of Arlington Heights Emergency Operations Plan

Version 1.2

Revised: October 2018

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LETTER OF PROMULGATION

May 2018

To: Officials and Employees of the Village of Arlington Heights

The preservation of life and property is an inherent responsibility of all levels of government. As disasters occur in devastating form at any time, the Village of Arlington Heights must provide safeguards, which will save lives and minimize property damage through planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The Village of Arlington Heights Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with the NIMS. It provides for the integration and coordination of planning efforts of multiple jurisdictions and agencies within the Village.

This plan was developed for each Village of Arlington Heights department and local special districts with emergency services responsibilities within the Village. The content is based upon guidance approved and provided by the Illinois Emergency Management Agency and the Federal Emergency Management Agency. The intent of the Emergency Operations Plan is to provide direction on how to respond to an emergency from the onset, through an extended response and into the recovery process.

Once adopted, this plan is an extension of the Cook County Emergency Operations Plan and the Illinois Emergency Operations Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

The Village of Arlington Heights President and Board of Trustees gives its full support to this Emergency Operations Plan and urges all public employees and individuals to prepare for times of emergency before they occur.

_____/ /

Village President,

Village of Arlington Heights

APPROVAL AND IMPLEMENTATION

FOREWORD

The Village of Arlington Heights Emergency Operations Plan addresses the Village's planned response to extraordinary emergency situations associated with natural disasters, technological incidents and national security emergencies in or affecting the Village of Arlington Heights. This plan does not apply to normal day-to-day emergencies or the established departmental procedures used to cope with such emergencies. Rather, this plan focuses on operational concepts and would be implemented relative to large-scale disasters, which can pose major threats to life, property and the environment requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate any significant emergency or disaster affecting the Village of Arlington Heights.
- Identifies the roles and responsibilities required to protect the health and safety of Arlington Heights residents, public and private property and the environmental effects of natural, technological and human-caused emergencies and disasters.
- Establishes the operational concepts associated with a field response to emergencies, the Village of Arlington Heights Emergency Operations Center activities and the recovery process.

PLAN APPROVAL AND IMPLEMENTATION

Upon concurrence of the Village Board of Trustees, the plan will be officially adopted and promulgated. The approval date will be included on the title page. The plan will be distributed to those Village departments, supporting allied agencies and community organizations having assigned primary functions or responsibilities within the Emergency Operations Plan as necessary.

PLAN MODIFICATIONS

Upon the delegation of authority from the Director of Emergency Management, specific modifications can be made to this plan without the signature of the Village Board of Trustees. This Emergency Operations Basic Plan, its Functional Annexes and Attachments supersede all previous versions of the Village of Arlington Heights Emergency Operations Plan.

RECORD OF CHANGES

(Note: File each revision transmittal letter behind this record page.)

Version Number	Implemented By	Date	Approved By	Approval Date	Description of Change
1	M. Fleming	10/2018			Significant revision of entire plan.
2					
3					
4					
5					
6					
7					
8					
9					
10					

RECORD OF CONCURRENCE

The following list of signatures documents Village Department Heads concurrence and receipt of the 2018 Village of Arlington Heights Emergency Operations Plan. As needed, revisions will be submitted to the Village of Arlington Heights Fire Department.

Village President

DATE

Village Manager

DATE

Building and Life Safety Department

DATE

Engineering Department

DATE

Finance Department

DATE

Fire Department

DATE

Health and Human Services Department

DATE

Integrated Services Department

DATE

Planning and Community Development Department

DATE

Police Department

DATE

Public Works Department

DATE

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SECTION 1.0: PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

1.1 PURPOSE

The purpose of the Village of Arlington Heights Emergency Operations Plan is to provide the basis for a coordinated response before, during and after a disaster incident affecting the Village of Arlington Heights.

This plan is the principal guide for the Village's response to, and management of real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Facilitate multi-jurisdictional and interagency coordination in emergency operations, particularly between the Village, local government, private sector, operational, and state response levels and appropriate federal agencies.
- Serve as a Village plan, a reference document, and when possible, may be used for pre-emergency planning in addition to emergency operations.
- To be utilized in coordination with applicable local, state and federal contingency plans.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and/or disasters.
- Establish the operational concepts and procedures associated with field response to emergencies, and Emergency Operations Center activities.
- Establish the organizational framework of the National Incident Management System (NIMS) within the Village of Arlington Heights.

Allied agencies, special districts, private enterprise, and volunteer organizations having roles and responsibilities established by this plan are encouraged to develop operating protocols and emergency action checklists based on the provisions of this plan.

1.2 SCOPE

The scope of this plan applies to any extraordinary emergency situation associated with any hazard, natural, technological or human caused which may affect the Village of Arlington Heights that generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions.

The provisions, policies, and procedures of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation in the Village. The other governmental agencies within the Village of Arlington Heights maintain their own emergency operations plans and those plans are consistent with the policies and procedures established by this plan.

Incorporating the Federal Emergency Management Agency Comprehensive Preparedness Guide 101v. 2 and State of Illinois Emergency Operations Plan best practices, in addition to the County's Emergency Operations Plan, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for implementation of NIMS for the Village. The Village Emergency Operations Plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the Village of Arlington Heights and its jurisdictions, as well as special districts, utilities, major businesses, non-profit agencies, community groups, state agencies, and federal agencies. Emergency operations in the Village of Arlington Heights will be coordinated

through the structure of the Emergency Operations Center. This plan will be used in coordination with the *State Emergency Operations Plan* and the *National Response Framework*.

This plan is part of a larger framework that supports emergency management within the State. Through an integrated framework of emergency plans and procedures involving all stakeholders in the emergency management community, the Village of Arlington Heights together with the County of Cook, its political subdivisions, the Illinois Emergency Management Agency Region 4 and the Federal government will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

1.3 SITUATION OVERVIEW

This chapter describes a number of potential hazards that could affect the Village of Arlington Heights, which would warrant the activation of the Emergency Management Organization. The map provided in *Figure 1 – Base Map of Arlington Heights*, details the Village of Arlington Heights.



Figure 1 - Base Map of Arlington Heights

1.3.1 HAZARD ANALYSIS SUMMARY

In 2014, the Cook County's Department of Homeland Security and Emergency Management and a consortium of community stakeholders worked to complete the Cook County Multi-Jurisdictional Hazard Mitigation Plan, which included the Village of Arlington Heights. The purpose of this analysis was to identify and discuss the natural hazards confronting the communities and the mitigation efforts that have taken place or are underway that might address those threats. For more in-depth details, please refer to the [**Cook County Multi-Jurisdictional Hazard Mitigation Plan**](#).

The Village is vulnerable to a wide range of threats. An all-hazards threat perspective must include a complete range of threats including emerging and increasing technological factors. It is important to consider past events for future planning, with the consideration that the location and scope of hazards change over the years.

The Village of Arlington Heights is located approximately 25 miles northwest of Chicago and is the 14th largest municipality in Illinois. The geographical area is 16.6 square miles and is located in Northwest Cook County in Wheeling and Elk Grove Townships. Within the corporate boundaries are numerous highways including two major expressways, I-90 and Route 53. The village is essentially divided in half by the Union Pacific Railroad and lies in close proximity to O'Hare International and Chicago Executive Airports. It is bordered by Buffalo Grove to the north, Elk Grove Village to the south, Palatine to the west, and Prospect Heights to the east. The Village of Arlington Heights is primarily an upscale residential community; however within its boundaries are major industrial complexes, numerous commercial establishments and a major sports complex.

Based on a survey of department leadership and historical information the following hazards have been analyzed as having potential impacts to the Village.

Hazards	Probability
Natural Hazards	
Severe Thunderstorm/ High Winds/ Lightning	High
Severe and/or Excessive Heat or Cold	High
Winter Storms/ Snow/ Ice	High
Floods	Medium
Tornadoes	Medium
Earthquake (Local)	Low
Earthquake (Regional)	High
Technological/Industrial Hazards	
Fire/Explosion	High
Utility Failure (electric, gas, phone, sewer, water)	High
Commercial Transportation Accidents (Air, Rail, Road)	High
Structural Collapse	Low
Civil/ Political Hazards	
Civil Disturbance Strikes	Medium
Hostage Situations	Low
Extortion	Low

Sabotage	Low
Riots	Low
Terrorism	Low

Figure 2 – Arlington Heights Hazards

1.3.2 CAPABILITY ASSESSMENT

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness, and mitigation strategy. The assessment process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction's capabilities to implement them. Finally, the capability assessment highlights the positive measures that are in place or underway for continued support and enhancement of the jurisdiction's preparedness and response efforts.

As an established organization, the Arlington Heights Emergency Management Agency has the capabilities to perform the necessary emergency response duties outlined in this Emergency Operations Plan.

The Village of Arlington Heights has completed the following to increase the Village's capabilities:

- Development of Village of Arlington Heights Hazard Annex to the Cook County Local Hazard Mitigation Plan
- A Hazard-specific Terrorism/Weapons of Mass Destruction Annex
- A Hazard-specific Severe Weather Annex

In light of the Village's susceptibility and vulnerability to disasters, continuing emphasis will be placed on emergency planning, training of full time personnel, public awareness and education, and assuring the adequacy and availability of sufficient resources to cope with such emergencies. The Village is involved in ongoing public education programs. The programs focus on the need of individuals to be knowledgeable about the nature of disasters and proper responses to those disasters. They also encourage citizens to make the necessary preparations for disasters and emergencies.

1.3.3 MITIGATION OVERVIEW

The Village of Arlington Heights has taken a number of mitigation measures for each identified hazard to minimize the impact that is likely to result from an emergency. The approved, Cook County Hazard Mitigation Area plan identifies mitigation efforts to reduce the occurrence and impact of identified hazards in the Village of Arlington Heights. As the cost of damage from natural disasters continues to increase nationwide, the Village of Arlington Heights recognizes the importance of identifying effective ways to reduce their vulnerability to disastrous events.

1.4 PLANNING ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- Emergencies or disasters may occur at any time, day or night, in populated as well as remote areas of the Village of Arlington Heights.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that in many cases a Unified Command, be implemented by responding agencies and expanded as the situation dictates.
- The Village of Arlington Heights is primarily responsible for emergency actions within the Village boundaries and will commit all available resources to save lives, minimize injury to persons and minimize property damage.
- Large-scale emergencies and/or disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and/or disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and/or disasters may generate widespread media and public interest. The media is a partner in large-scale emergencies and/or disasters; this relationship can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and/or emergencies, all strategic decisions must consider each of these consequences.
- Disasters and/or emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan and with the NIMS.

It is the Village's intent to fulfill the policies described herein, within the capabilities and resources available at the time of an emergency or disaster event.

1.5 WHOLE COMMUNITY APPROACH

The whole community concept is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with the guidance of representatives from Village departments and various other stakeholders. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies (e.g. fire, law and Emergency Medical Services (EMS)) to divert from their day-to-day operations to the emergency effectively and efficiently.

2. The strength of the emergency management system and organizations within the region, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems.
3. The civil preparedness of the region's citizens, businesses and community organizations.

Focusing on enhancing all three of these components constantly focuses the Village on improving the region's resiliency.

SECTION 2.0: CONCEPT OF OPERATIONS

2.1 GOALS, PRIORITIES AND STRATEGIES

During the response phase, emergency managers set goals, prioritize actions and outline operational strategies. This plan provides a broad overview of those goals, priorities and strategies, and describes what should occur during each step, when and at whose direction.

2.1.1 OPERATIONAL GOALS

During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:

- Mitigate hazards.
- Meet basic human needs.
- Address needs of the People with Access and Functional Needs.
- Restore essential services.
- Support community and economic recovery.

2.1.2 OPERATIONAL PRIORITIES

Operational priorities govern resource allocation and the response strategies for the Village of Arlington Heights and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve the environment and protect it from damage during an emergency.

2.1.3 OPERATIONAL STRATEGIES

To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate Hazards** – As soon as practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects and/or consequences of future emergencies.
- **Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment and security during the emergency. Afterwards provisions will be made for temporary housing, general needs assistance, and support for re-establishing employment after the emergency passes.
- **Address Needs of People with Access and Functional Needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of people with access and functional needs must be considered and addressed.
- **Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.

- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

2.2 PLAN ACTIVATION

The Village of Arlington Heights Emergency Operations Plan may be activated by the Director of Emergency Management or designated alternates under any of the following circumstances:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- Upon proclamation by the Governor that a Disaster exists in an area of the state.
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

2.3 DECLARING AN EMERGENCY

The Robert T. Stafford Act provides for two types of declarations: (1) Major Emergency, and (2) Disaster.

Disaster declarations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency declarations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from other agencies such as Cook County, the American Red Cross or the State of Illinois.

2.3.1 LOCAL EMERGENCY PROCLAMATION

A local emergency proclamation may be recommended by the Director of Emergency Management (Village Manager) or their designee (Fire Chief) to the Village President, as specified by Village of Arlington Heights Municipal Code (Chapter 7 Article 4 Section 7-404) and forwarded through Cook County to IEMA.

A Local Emergency proclaimed by these individuals must be ratified by the Village Board of Trustees within seven (7) days.

The governing body must review the need to continue the proclamation at least every thirty (30) days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. A Proclamation is normally made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the Village of Arlington Heights, caused by natural, technological or human-caused situations.

The Proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request the Governor proclaim a State of Emergency, if necessary.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.

- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (20 ILCS 3305/15)

Request for the Governor to Proclaim a State of Disaster/Emergency: When emergency conditions exceed or have the potential to exceed, local resources and capabilities, local government may request the Governor Proclaim a State of Emergency. The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten (10) days of the event. In addition to providing access to reimbursement for eligible disaster related response and recovery expenditures, a Governor's proclamation can facilitate other actions, such as waiver of state regulations impacting response or recovery operations.

- o **Initial Damage Estimate (IDE):** The request for a Governor's Proclamation should include a copy of the proclamation document and an IDE that estimates the severity and extent of the damage caused by the emergency. An IDE may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.
- o **Analysis of Request:** The Illinois Emergency Management Agency reviews the proclamation request, the IDE, and makes a recommendation to the Governor.

2.3.2 PROCLAMATION OF A STATE EMERGENCY

The Governor proclaims a State of Emergency based on the formal request from the Village of Arlington Heights and the recommendation of the Illinois Emergency Management Agency. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of Illinois within the designated area.
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within Illinois are available and dedicated to the emergency when requested.
- Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.

Governor's Proclamation without a Local Request: A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in Illinois are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capability and capabilities of the local authorities. This situation is, however, unusual.

2.4 PRESIDENTIAL DECLARATIONS

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.

- **Preliminary Damage Assessment:** Upon submission of the request, the Federal Emergency Management Agency coordinates with the State to conduct a Preliminary Damage Assessment and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. The Federal Emergency Management Agency uses the results of the Preliminary Damage Assessment to determine if the situation is beyond the combined capabilities of state and local resources and to verify the need for supplemental federal assistance. The Preliminary Damage Assessment also identifies any unmet needs that may require immediate attention. The Preliminary Damage Assessment may not be required if immediate response assistance is necessary.
- **Federal Analysis of the State's Request:** The Federal Emergency Management Agency Regional Administrator assesses the situation and the request, then makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the State, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history and the State's hazard mitigation history.
- **Federal Declarations without a Preliminary Damage Assessment:** If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the Preliminary Damage Assessment process described above.
- **Declaration of Emergency or Major Disaster:** The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the States' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

The sequence of activities occurring for the emergency response and the proclamation process is illustrated in **Figure 4 – Response Phase Sequence of Events**.

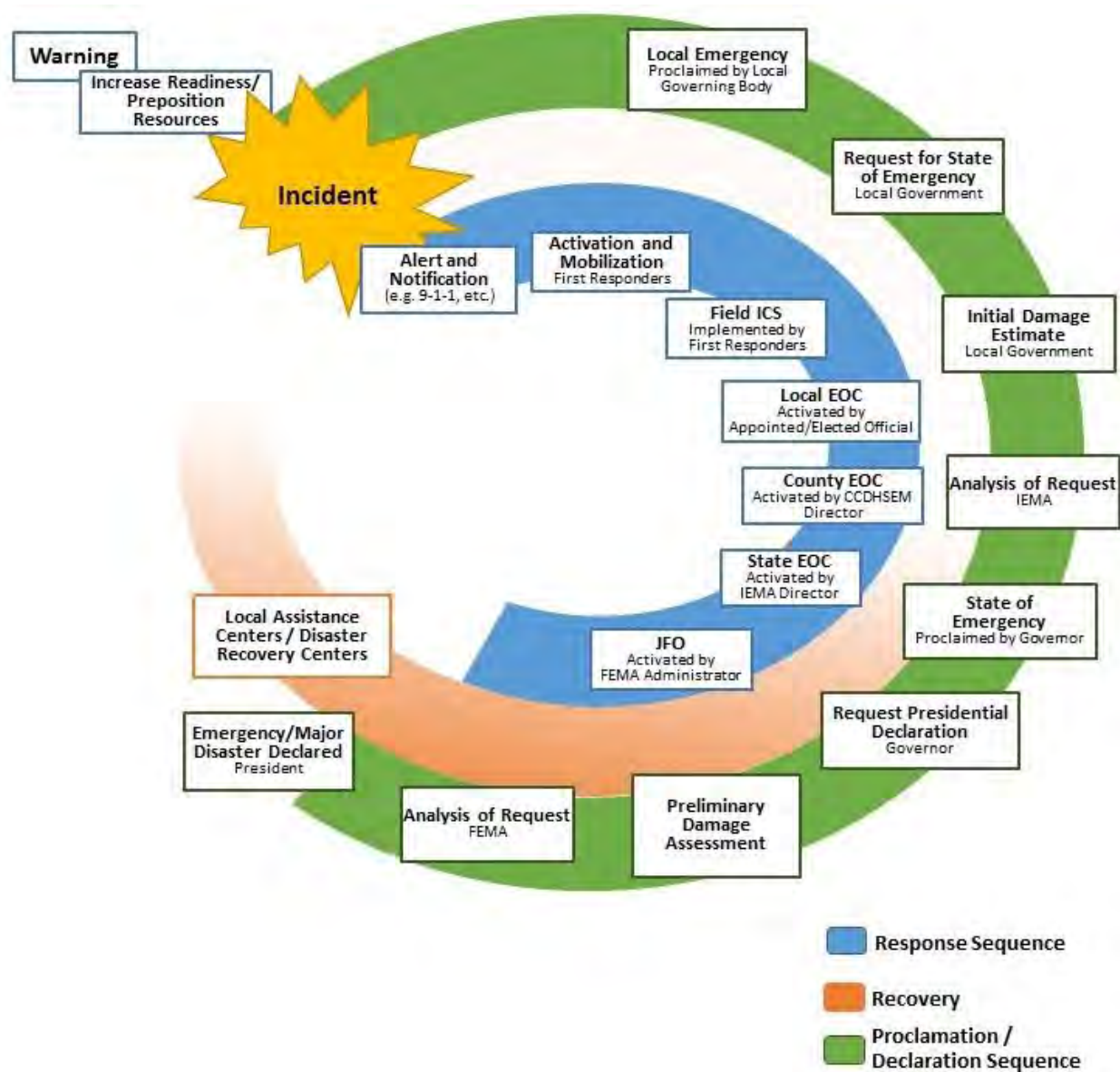


Figure 3 - Response Phase Sequence of Events

2.5 EMERGENCY MANAGEMENT RESPONSE LEVELS

The Village of Arlington Heights Emergency Operations Plan will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated, and to what level.

For planning purposes, The Arlington Heights Emergency Management Agency has established three "levels" of response to emergencies. The Village of Arlington Heights employs this system to guide local response to emergencies as noted in the table below:

Event/Situation	Activation Level	Minimum Staffing
Events with potential impacts on the health and safety of the public and/or environment	Three (Normal Operations)	EOC Director Other Designees
Severe Weather Issuances		
Significant incidents involving 2 or more departments		
Major wind or rain storm		
Power Outages and power emergencies		
Two or more large incidents involving 2 or more departments	Two (Partial)	EOC Director Section Chiefs/Coordinators Branches and Units as appropriate to situation Liaison/Agency Representatives as appropriate Public Information Officer
Major wind or rain		
Major scheduled event		
Large scale power outages and power emergencies		
Hazardous Materials incident involving large scale or possible large scale evacuations		
Events with potential impacts on the health and safety of the public and/or environment	One (Full)	All EOC staff as appropriate
Major County/Village or Regional emergency – multiple departments with heavy resource involvement		
Events with potential impacts on the health and safety of the public and/or environment		

Table 1 - EOC Activation Levels

2.5.1 NATIONAL EMERGENCY

In the event of a declared National Emergency, the Village Emergency Operations Center could be activated and all elements of local government organized to respond to the indicated threat. A National Emergency may occur due to a real or potential act of terrorism or other catastrophic event that affects the country, including the Village of Arlington Heights, Cook County and surrounding jurisdictions.

For additional information regarding the Village of Arlington Heights Emergency Management response and Emergency Operations Center Functions, refer to the ***Village of Arlington Heights EOC Support Annex***.

2.6 SEQUENCE OF EVENTS DURING DISASTERS

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management

organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

2.6.1 BEFORE IMPACT

Routine Monitoring for Alerts, Watches and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials.
- Reviewing plans and procedures.
- Preparing and disseminating information to the community.
- Updating resource lists.
- Testing systems such as warning and communications systems.
- Activating Emergency Operations Centers even if precautionary.

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives and protect property. During this phase, warning systems are activated, resources are mobilized and evacuation begins.

2.6.2 IMMEDIATE IMPACT

During this phase, emphasis is placed on control of the situation, saving lives and minimizing the effects of the disaster. Below is a partial list of actions to be taken:

Alert and Notification: Local response agencies are alerted about an incident by the public through 9-1-1, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization: Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency; as additional resources are needed to support the response. This includes resources from within the County, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the Village by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with the Incident Command System (ICS) organizational structures, doctrine and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander. The Incident Commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are

involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate the ICS organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged.

Activation of the Multiagency Coordination System: Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems and Multiagency Coordination System Groups. This includes developing and maintaining connectivity capability between the Incident Command Post, local 9-1-1 Centers, local Emergency Operations Centers, Regional Emergency Operations Center, the State Operations Center and federal Emergency Operations Center and National Response Framework organizational elements.

Local Emergency Operations Center Activation (EOC): Local jurisdictions activate their local Emergency Operations Center based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing and disseminating emergency information. The local Emergency Operations Center can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated the local Emergency Operations Center notifies the County Emergency Operations Center lead that the local Emergency Operations Center has been activated.

Communications between field and the Emergency Operations Center: When a jurisdiction Emergency Operations Center is activated, communications and coordination are established between the Incident Commander and the Department Operations Center to the Emergency Operations Center, or between the Incident Commander and the Emergency Operations Center.

County Emergency Operations Center Activation: If one or more Local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the County Emergency Operations Center activates. The County Emergency Operations Center also activates if a Local Emergency is proclaimed by the affected local government. The County Emergency Operations Center then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the County, forwards the resource request to the State Operations Center

State Level Field Teams: The State may deploy Field Teams to provide situation reports on the disaster to the Regional Emergency Operations Center in coordination with the responsible Unified Command.

State Operations Center Activation: The State Operations Center is activated when the Regional Emergency Operations Center activates in order to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.
- Process resource requests between the affected regions, unaffected regions and state agency Department Operation Centers.
- Process requests for federal assistance and coordinate with Federal Incident Management Assistance Teams when established.

- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact.
- The State Operations Center may also be activated independently of a Regional Emergency Operations Center to continuously monitor emergency conditions.

Joint Information Center Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center to facilitate the dissemination of consistent information.

Department Operations Center Activation: Each state agency may activate a Department Operations Center to manage information and resources assigned to the incident. If a Department Operations Center is activated, an agency representative or liaison may be deployed to facilitate information flow between the two facilities.

Federal Emergency Management Agency Regional Response Coordination Center Activation: The Federal Emergency Management Agency Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State Operations Center to monitor the situation and provide situational awareness to federal officials.

2.6.3 SUSTAINED OPERATIONS

As the emergency situation continues, further emergency assistance is provided to victims of the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

2.6.4 TRANSITION TO RECOVERY

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, Local Assistance Centers and/or Disaster Recovery Centers are opened and hazard mitigation surveys are performed.

Local Assistance Centers: Local governments open Local Assistance Centers to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. Local, state and federal agencies, as well as non-profit and voluntary organizations normally staff and support the Local Assistance Center. The Local Assistance Center provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. As more federal resources arrive, a federal Disaster Recovery Centers may be collocated with the state/local "Local Assistance Centers."

Joint Field Office: The State coordinates with the Federal Emergency Management Agency as necessary to activate a Joint Field Office to coordinate federal support for the emergency. The State will appoint a State Coordinating Officer to serve as the state point of contact. A Federal Coordinating Officer is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and include processes for resource

tracking and ensuring applicable reimbursement. Where applicable, the demobilization should include compliance with mutual aid and assistance provisions. For more information on the Recovery effort before, during and after a disaster, refer to the ***Village of Arlington Heights Recovery Annex***.

2.7 CONTINUITY OF OPERATIONS AND GOVERNMENT

A critical component of the Village emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government, and/or the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. The civil government can best complete these services. To this end, it is particularly essential that the local units of government continue to function.

Applicable portions of the State Constitution provide authority for the continuity and preservation of state and local government.

For additional information regarding the Village of Arlington Heights Continuity of Operations and Continuity of Government, refer to the ***Village of Arlington Heights COOP/COG Plan***.

SECTION 3.0: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

For the Village of Arlington Heights, this basic plan establishes the operational organization that is relied on to respond to an emergency situation. This plan includes a list of the kinds of tasks to be performed, by position and organization.

The Village of Arlington Heights uses NIMS and an Incident command like structure in the EOC (see [Arlington Heights EOC Organization Chart Figure 4](#)). The Village elected to adopt the Federal Emergency Support Functions, in their operational element, in order to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners. Specific functional and/or hazard specific responsibilities are detailed in that support, emergency function or hazard specific annexes. Each of the sections in this organizational chart also maintain EOC positional checklists and guidance that are stored in the EOC.

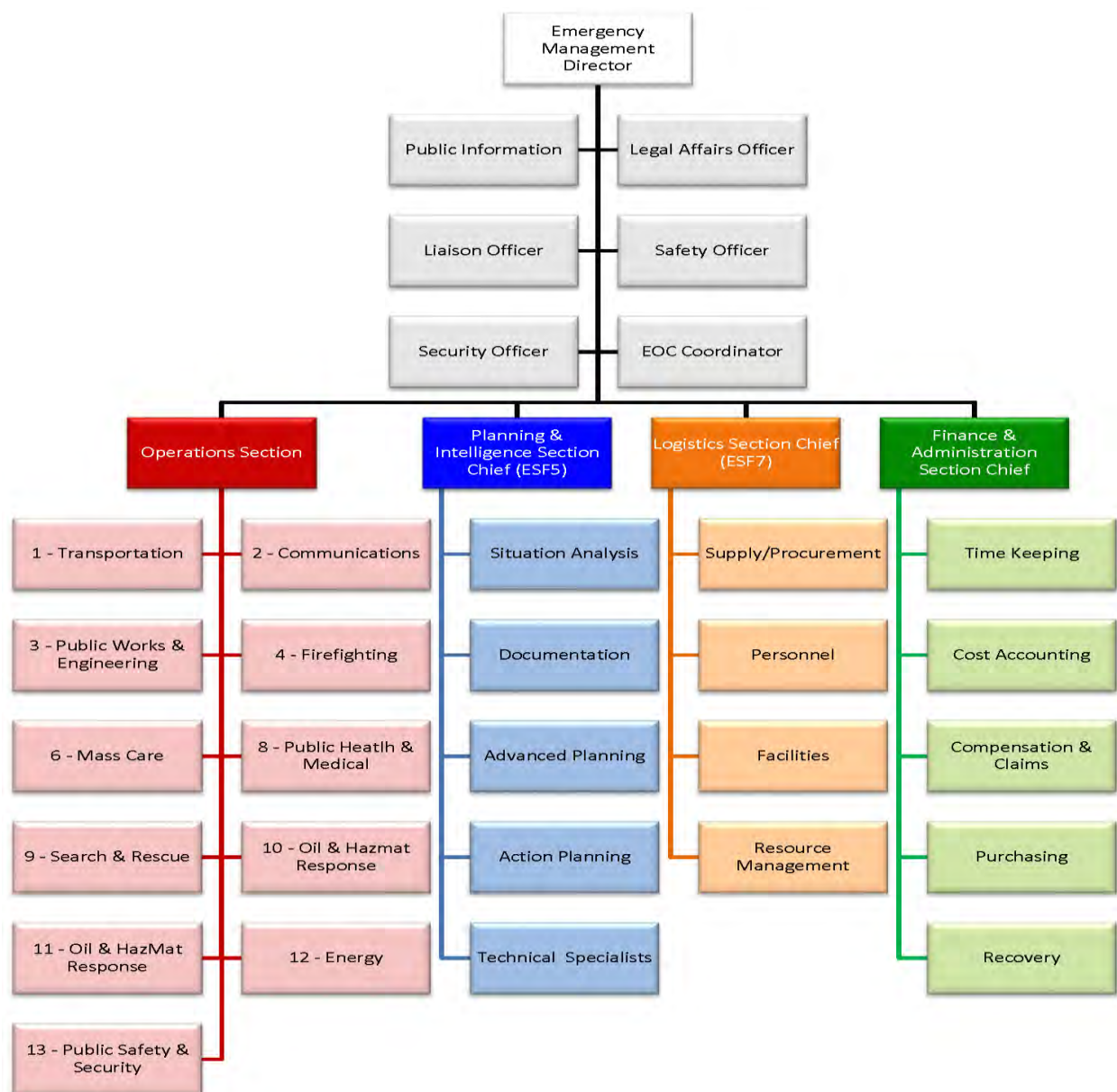


Figure 4 - Arlington Heights EOC Organization Chart

3.1 SUPPORTING PLAN DEVELOPMENT

Each element of the Emergency Management Organization is responsible for assuring the preparation and maintenance of appropriate response plans and current Standard Operating Procedures, resource lists and checklists that detail how assigned responsibilities will be performed to support implementation of this plan and to ensure successful response during a major disaster.

Elements to be addressed in Standard Operating Procedures are:

- Arrangements for the provision of direction and control within the department/agency.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations.

- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Current internal personnel notification/recall rosters and procedures to implement them. This should include a 24-hour communication system with the capability to notify and call-out personnel designated by the agency for emergency response.
- Designation and establishment of a work/control/dispatch center or Department Operations Center to manage organizational resources and response personnel and, to maintain contact with the Emergency Operations Center during emergencies.
- Designation of a representative to report to the Emergency Operations Center during an emergency to advise decision makers and coordinate the agency's response efforts with other responding entities.
- Reporting of appropriate information (casualties, damage observations, evacuation status, shelter status, chemical exposure, etc.) to the Emergency Operations Center during an emergency.
- Support of cleanup and recovery operations during disasters.
- Training of assigned response staff to perform emergency functions.

3.2 VILLAGE DEPARTMENT/ALLIED AGENCY EMERGENCY OPERATIONS CENTER ASSIGNMENTS

In the event of an Emergency Operations Center activation, each Village department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the Emergency Operations Center or provide indirect support. See the Responsibility Matrix on the following page for Primary and Support roles for each Village department or organization.

Functional Responsibilities	Village of Arlington Heights										Outside Agencies											
		Village Manager's Office	Health & Human Services Department	Building and Life Safety Department	Engineering Department	Planning & Community Development	Finance Department	Fire Department	Integrated Services Department	Public Works Department	Police Department	American Red Cross	Cook County Department of Public Health	Cook County Medical Examiners Office	ComEd	Metropolitan Water Reclamation District of Greater Chicago	Nicor	Northwest Central Dispatch System	Northwest Community Hospital	Northwest Water Commission	Salvation Army	Solid Waste Agency of Northern Cook County
	ESF1 - Transportation	S								P								S				
	ESF2 - Communications							S	P	S	S							S				
	ESF3 - Public Works & Engineering			S	S	S				P						S				S		S
	ESF4 - Firefighting							P										S				
	ESF6 - Mass Care		P							S	S	S									S	
	ESF8 - Public Health & Medical		P					S			S		S	S					S			
	ESF9 – Search & Rescue							P	S	S	S							S				
	ESF10 - Oil & Hazmat			S	S		S	P	S	S	S							S				
	ESF 11 - Ag & Natural Resources		S			S				P						S				S		
	ESF12 - Energy	P				S		S							S		S					
	ESF13 - Public Safety & Security									S	P							S				
	ESF15 - Warning and External Affairs	P	S					S	S	S	S							S				
	P=Primary S=Support																					

Table 2 - Emergency Support Function Responsibility Matrix

3.2.1 DIRECTOR OF EMERGENCY MANAGEMENT

As defined by the Village of Arlington Heights Municipal Code (Chapter 7 Article 3 Section 7-302), the Village Manager is the Director of Emergency Management and also serves as the Emergency Operations Center Director. If the Director is unavailable, the President's designee will assume the role.

Within the Village of Arlington Heights government organization, the Village Manager is responsible to the Village Board of Trustees for the Village's Emergency Management program and has the authority to implement the program goals. The Village Manager has delegated this responsibility to the Fire Chief. The Village has taken the necessary steps and has directed the Fire Chief to perform the overall emergency management program coordination and day-to-day emergency management functions and activities. The Village has also established an Emergency Management Committee to cooperatively deal with emergency management issues related to planning, training, and exercises.

3.3 ORGANIZATION OF EMERGENCY MANAGEMENT

As described previously in Section 3.0, the Village of Arlington Heights prescribes the following functions:

3.3.1 FEDERAL EMERGENCY SUPPORT FUNCTIONS

NIMS identifies through its National Response Framework fifteen (15) Emergency Support Functions. The ESFs provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to State and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

3.3.2 ILLINOIS EMERGENCY SUPPORT FUNCTIONS

The State Emergency Plan establishes the Illinois Emergency Support Functions as a key component of Illinois' system for all-hazards emergency management. The Illinois Emergency Management Agency initiated the development of the Illinois Emergency Support Functions in cooperation with Illinois' emergency management community including federal, state, tribal, and local governments, public/private partners and other stakeholders to ensure effective collaboration during all phases of emergency management. The development of the Illinois Emergency Support Functions involves the organization of the participating stakeholders and gradual development of emergency function components. This development also includes a process to maintain each of the Illinois Emergency Support Functions as a permanent component of Illinois' emergency management system.

A comparison of Federal Emergency Support Functions and Illinois Emergency Functions is found in **Table 3 - Federal Emergency Support Function/State Emergency Functions Comparison**.

Federal Emergency Support Function	Illinois Emergency Function
ESF #1 Transportation	IL-ESF #1 Transportation
ESF #2 Communications	IL-ESF #2 Communications

ESF #3 Public Works & Engineering	IL-ESF #3 Public Works & Engineering
ESF #4 Firefighting	IL-ESF #4 Fire Fighting
ESF #5 Information & Planning	IL-ESF #5 Emergency Management
ESF #6 Mass Care, Emergency Assistance, Temporary Housing & Human Assistance	IL-ESF #6 Mass Care
ESF #7 Logistics	IL-ESF #7 Resource Support
ESF #8 Public Health & Medical Services	IL-ESF #8 Health & Medical Services
ESF #9 Search & Rescue	IL-ESF #9 Search & Rescue
ESF #10 Oil & Hazardous Materials	IL-ESF #10 Oil & Hazardous Materials
ESF #11 Agriculture & Natural Resources	IL-ESF #11 Provision of Food Supplies/Animal Welfare/Agriculture and Natural Resources
ESF #12 Energy	IL-ESF #12 Energy
ESF #13 Public Safety & Security	IL-ESF #13 Public Safety: Evacuation/Law Enforcement
ESF #14 –Superseded by the National Disaster Recovery Framework	IL-ESF #14 Long Term Community Recovery
ESF #15 External Affairs	IL-ESF #15 Warning and External Affairs

Table 3 - Federal ESF/State ESF Comparison

3.4 ROLE OF PRIVATE SECTOR

3.4.1 ARLINGTON HEIGHTS RESIDENTS

The residents of Arlington Heights are the primary beneficiaries of the Village’s emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies and being prepared to evacuate or shelter in-place for several days.

During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

3.4.2 POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS

Populations with access and functional needs include those members of the community that may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities – temporary and/or lifelong;
- Live in institutionalized settings;
- Are elderly;
- Are unaccompanied children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking;
- Have sight or hearing losses (impairments);
- Are transportation dis-advantaged; or,
- Other situations that would require assistance.

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information** – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- **Evacuation and Transportation** – Evacuation plans must incorporate disability and older adult transportation providers for identifying and the movement of people with mobility impairments and those with transportation disadvantages.
- **Sheltering** – Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.
- **Americans with Disabilities Act** - When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act.

3.4.3 AT-RISK INDIVIDUALS

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response and recovery. These include, but are not limited to individuals who are:

- Homeless.
- Without transportation.
- Out of hearing range of community alert sirens / systems.
- Without radio or television to know they need to take action.
- Without access to telephones.
- Visiting or temporarily residing in an impacted region.
- Not familiar with available emergency response and recovery resources.
- Limited in their understanding of English.
- Geographically or culturally isolated.

3.4.4 BUSINESSES

Much of Arlington Heights's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These

same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The *Illinois Emergency Management Agency Hazardous Materials Program* requires businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to the Local Emergency Planning Committee. The Administering Agency can then develop Hazardous Materials Area Plans to respond to a release of hazardous material within the region.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing:

- Information to the employees to protect themselves and their families from the effects of likely emergencies.
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.
- An identification of actions necessary to protect company property and records during emergencies.
- A listing of critical products and services.
- Production shutdown procedures.
- A company command post.
- Alternate work sites.
- Methods and channels of communication.
- Contacts with local emergency management officials.
- A method to provide and accept goods and services from other companies.

Business Operations Centers: This plan also promotes the use of business operations centers to enhance public and private coordination. Local governments can effectively coordinate with businesses by establishing a business operations center that is linked to their existing emergency operations center.

3.4.5 VOLUNTEER ORGANIZATIONS

Arlington Heights recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts. Some examples of voluntary organizations in Arlington Heights are the following:

- American Red Cross.
- Salvation Army.
- Arlington Heights Medical Reserve Corp.

3.4.6 PUBLIC-PRIVATE PARTNERSHIPS

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private Partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services in order to minimize the need to stockpile such supplies during normal times.
- Logistic measures required to quickly deliver needed supplies and services to affected areas.
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies.
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies.
- Systems that aid business and economic recovery after an emergency.

SECTION 4.0: DIRECTION, CONTROL AND COORDINATION

4.1 DIRECTION AND CONTROL

The Village of Arlington Heights is responsible for coordinating the resources, strategies and policy for any event in the Village that exceeds the capacity of field responders. Tactical control remains the responsibility of field Incident Commanders at all time. The Village Manager, working through the mechanisms of the Emergency Operations Center, provides direction and control over the coordination of multi department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the Emergency Operations Center Director, a position that is staffed by the Village Manager or designee.

4.2 COORDINATION

The Village of Arlington Heights Emergency Operations Center will coordinate resource requests from the field and other jurisdictions within the Village. If requests exceed the supply, the Emergency Operations Center will provide resources based on established priorities.

If resources are not available within the Village, requests will be made to the Cook County Emergency Operations Center. The Cook County Emergency Operations Center will coordinate resources obtained from within the County area. If resources are not available in the county, they will request from the IEMA region 4 located in Des Plaines, IL. The Regional Emergency Operations Center will coordinate resources obtained from the counties throughout the region. If resources are not available in the region, they will request from the State Operations Center located in Springfield, IL. If the state cannot supply the resource, they will request from Federal Emergency Management Agency and other federal agencies.

4.3 EMERGENCY MANAGEMENT SYSTEM

The Emergency Management System is the fundamental structure for the response phase of emergency management. The Emergency Management System is for managing multiagency and multijurisdictional responses to emergencies. The system unifies all elements of the emergency management community into a single integrated system and standardizes key elements. The Emergency Management System incorporates the use of the ICS, multiagency or inter-agency coordination.

4.3.1 EMERGENCY MANAGEMENT SYSTEM ORGANIZATION LEVELS

There are five Emergency Management System organizational levels, as illustrated in [Figure 5 - Emergency Management System Organization Levels](#).

State – The State Level of the Emergency Management System prioritizes tasks and coordinates state resources in response to the requests from the Regional Level and coordinates mutual aid among the regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The State Level operates out of the State Operations Center.

At the **Federal Level**, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.

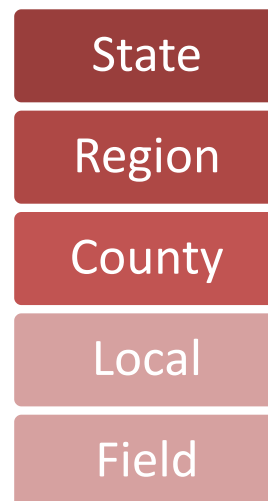


Figure 5 - Emergency Management System Organization Levels

Region – The Regional Level manages and coordinates information and resources among Counties within the region and also between the County and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. Illinois is divided into eight regions. The Regional Level operates out of the Regional Emergency Operations Center. [See Figure 7 – Illinois Emergency Management Agency Regions](#)

County – The County is the intermediate level of the emergency management organization, which encompasses a county’s boundaries, and all political subdivisions located within that county, including special districts. The County facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the county boundaries. The County serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the County may have statutory authorities for response similar to that at the local level.

Local Government (Arlington Heights) – The Local Government Level includes cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments use the Emergency Management System when their Emergency Operations Center is activated or a local emergency is declared or proclaimed in order to be eligible for state or federal reimbursement of disaster-related costs.

Field – The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

4.3.2 EMERGENCY MANAGEMENT SYSTEM FUNCTIONS

Emergency Management System requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified in [Figure 6 - Emergency Management System Functions](#).

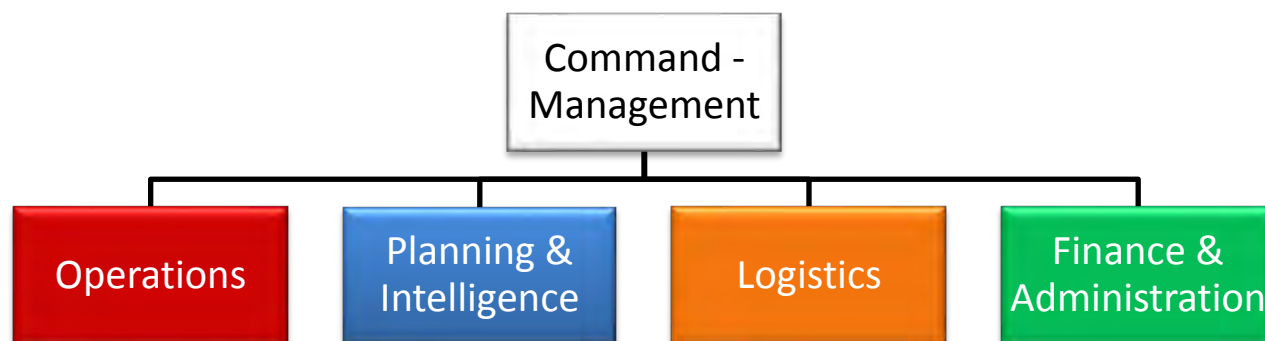


Figure 6 - Emergency Management System Functions

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the Emergency Operations Center level. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the ICS, the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center or the Emergency Operations Center, when activated.
- **Management:** The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the Emergency Operations Center, the Management function:
 - Facilitates multiagency coordination and executive decision making in support of the incident response
 - Implements the policies established by the governing bodies
 - Facilitates the activities of the Multiagency Coordination Group

Operations: Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section Coordinator/Chief manages functional coordinators who share information and decisions about discipline-specific operations.

Logistics: Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.

Planning & Intelligence: Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field Level or the Action Plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

Finance & Administration: Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or Emergency Operations Center personnel and hired equipment, coordinate procurement activities, process claims and track costs.

The field and Emergency Operations Center functions are further illustrated in [Table 4 - Comparison of Field and Emergency Operations Center Functions.](#)

Primary Functions	Field Level	EOCs
Command/ Management	Command is responsible for directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Operations Center Action Plan.
Planning/Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/ Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

Table 4 - Comparison of Field and EOC Functions

4.4 NATIONAL INCIDENT MANAGEMENT SYSTEM

The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- HSPD-5, Management of Domestic Incidents: identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework and NIMS.
- PPD-8, National Preparedness: describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies—and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, NIMS, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private

sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The NIMS structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident. Building on the ICS, NIMS provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The NIMS structure requires the institutionalization of the ICS and its use to manage all domestic incidents.

The NIMS structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the NIMS system's approach:

- Command and Management.
- Preparedness.
- Resource Management.
- Communications and Information Management.
- Supporting Technologies.
- Ongoing Management and Maintenance.

4.5 PLANNING ORGANIZATION AND FORMAT

The plan is divided into several elements that contain general and specific information relating to Village emergency management operations. Those elements are as follows:

Basic Plan

The basic plan provides an overview of the Arlington Heights emergency management system. It briefly explains the hazards faced, capabilities, requirements, and the Village's emergency management structure. It also identifies how the Village integrates NIMS into their emergency management organization.

Emergency Support Function Annexes

The ESF Executive Summaries identify the ESF coordinator(s) and the primary support agencies for each function. The ESF Executive Summaries outline expected mission execution for each emergency phase and identify tasks and plans assigned to members of the ESF. An ESF annex can be a culmination of Plans, Standard Operating Guidelines/Procedures (SOPs/SOGs) and/or Field Operations Guide (FOGs).

Support Annexes

The support annexes focus on critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles and responsibilities that agencies and departments carry out before, during, and after any emergency.

Hazard, Incident, or Threat Specific Annexes

Hazard, incident, or threat specific annexes identify specific risk areas, evacuation routes, specify provisions and protocols for warning the public and disseminating emergency public information, and specify the types of protective equipment and detection devices for responders.

The Village maintains three emergency management related plans, each with a specific purpose. The Hazard Mitigation plan identifies natural hazards in the community and plan for the reduction or prevention of their impacts. The Continuity of Operations Plan identifies how the Village will maintain the continuity of government and operations in the event that there is an impact to the delivery of services. The Emergency Operations Plan outlines the framework in which the Village's departments will function in order to respond to and recovery from an emergency or disaster that exceeds local capabilities. Graphic representation the Village's emergency plans in the figure below:

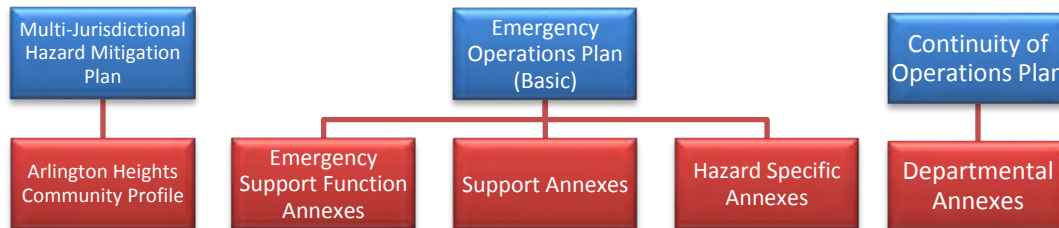


Figure 7 - Plans Relational Structure

SECTION 5.0: INFORMATION COLLECTION AND DISSEMINATION (ESF 5 – INFORMATION & PLANNING)

In the event that the emergency operations center is activated, the planning section will staff to perform the following functions outlined in the EOC Organization chart. Position guidance for each of these roles is located in the EOC. In addition to these roles, the planning section also acquires and staffs any technical specialists as needed.

- Situation Analysis
- Documentation
- Advanced Planning
- Action Planning

5.1 ACTION PLANNING

The use of Action Plans in the Arlington Heights Emergency Operations Center provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts.
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

The Action Planning process should involve the Emergency Operations Center Director and Section Chiefs (one from each Section), along with other Emergency Operations Center staff, as needed, such as agency representatives.

5.1.1 PLANNING REQUIREMENTS

The initial Emergency Operations Center Action Plan may be a verbal plan that is developed during the first hour or two following Emergency Operations Center activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An Emergency Operations Center Action Plan shall be developed whenever the Emergency Operations Center is activated, either partially or fully. A written Emergency Operations Center Action Plan is required whenever:

- The incident overlaps more than one operational period.
- All Emergency Operations Center functions are fully staffed.

The Emergency Operations Center Action Plan addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated throughout the operational period, and revised or updated as warranted.

5.2 EMERGENCY OPERATIONS CENTER REPORTING

Information may be sent to Village departments, Emergency Operations Center personnel, Cook County and other key agencies using the Village's Emergency Operations Center reporting system, radio, telephone, email, internet or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information. The Arlington Heights Emergency Operations Center

should transmit reports identified in the *Arlington Heights EOC Support Annex* to Village departments, the County Emergency Operations Center, and Department Operations Centers, if activated.

5.3 EMERGENCY OPERATIONS CENTER REPORTING SYSTEMS

Arlington Heights EMA uses a number of different systems that are currently in use for reporting specific types of response information. These include:

- WebEOC

The Village of Arlington Heights will use EOC forms to report information in addition to utilizing the systems/applications named above.

5.4 EMERGENCY PUBLIC INFORMATION

Emergency Public Information is a priority of utmost importance during emergencies and disasters. Village government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies and organizations.

For additional information regarding the Village of Arlington Heights Public Information, refer to the *ESF #15 – Public Affairs Annex*.

SECTION 6.0: COMMUNICATIONS

Communication is a critical part of emergency management. This section outlines the Village's communications plan and supports its mission to provide clear, effective internal and external communication between the Village EOC, all incident response personnel, and the public.

Communication will be coordinated between the Village EOC all responding supporting agencies through various forms of communications devices, channels and methods. If the Village EOC is activated, all incident related information, updates, resource requests, etc. should be shared through methods chosen to communicate.

6.1 INTERNAL COMMUNICATIONS

All communications should be a two-way flow from Village EOC Section Leadership to support staff and field responders, and vice versa. When communicating, all incident response personnel should use plain language to avoid any confusion (no acronyms or abbreviations). All incident related information should be communicated and displayed in the Village EOC for staff to see. This multi-faceted approach for communication provides quick, reliable, and consistent information to all incident response personnel while ensuring that the appropriate information reaches all intended recipients.

Information will be communicated from the field to the Village EOC. The Policy Group in the EOC will make priority decisions and provide guidance and direction to the EOC General Staff, who will coordinate the management of the incident per the direction of the Policy Group. The EOC serves as the hub of information for the incident, and will communicate necessary information and response actions to the field.

6.2 NOTIFICATION AND WARNING

In addition to an effective communications capability, government must have an effective means to provide warning alerts to the population impacted or at risk as the result of an emergency. There are two alert and warning systems designed to provide Village residents with emergency warning information. These systems are the Emergency Alert System (EAS) and the Everbridge Alert System. Police and Fire may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems. These systems allow for the rapid alert of a large segment of the population, which would otherwise go unwarned. The use of these systems is possible through registered administrators of the system as well as through the Northwest Central Dispatch System.

6.3 NON-EMERGENCY EXTERNAL COMMUNICATIONS

During an incident, the Village EOC expects that a high volume of calls for the public seeking incident related information will be placed to 9-1-1 and the Village EOC. The Village will place information on its website, utilize social media and work with news media to provide an outlet of information to the public in an effort to relieve call influx to 9-1-1 systems. EOC personnel can provide incident related information to the inquiring public that is provided by the Village of Arlington Heights Public Information Officer. It is essential that auxiliary Village call centers are

activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.

SECTION 7.0: ADMINISTRATION, FINANCE AND LOGISTICS (ESF 7 - LOGISTICS)

7.1 FINANCE SECTION

In the event that the emergency operations center is activated, the finance section will staff to perform the following functions outlined in the EOC Organization chart.

- Time Keeping
- Cost Accounting
- Compensation & Claims
- Purchasing
- Recovery

In the case of a major disaster, the Emergency Operations Center Finance Section will support county, state and federal entities with cost recovery efforts, if requested and as able. Elk Grove citizens may benefit from the Small Business Administration as well as the Federal Emergency Management Agency Individual Assistance Program, and the Village may benefit from the Federal Emergency Management Agency Public Assistance Program. The Village may assist the citizenry with public service announcement regarding support available as unemployment benefits, worker's compensation, and insurance benefits.

7.1.1 RECOVERY DOCUMENTATION

The Emergency Operations Center Finance & Administration Section will be responsible for maintaining records on damage assessment expenditure, recovery cost expenditures, insurance related documents, personnel overtime, and other costs associated with the emergency. Guidance is provided in their position guides at the Emergency Operations Center.

The Emergency Operations Center Planning Section will maintain copies of documents that are integral to Emergency Operations Center functions, (such as Emergency Operations Center Action Plans, Situation Status logs, position log) that together make up the history and chronology of the emergency events. Guidance is provided in their Planning Section's position guides at the Emergency Operations Center.

7.1.2 EXPENDITURE TRACKING

The Village may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

7.1.3 ELIGIBLE EXPENSES

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Ineligible expenses include costs for standby personnel and/or equipment and lost revenue.

7.1.4 RECORDKEEPING REQUIREMENTS

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenues associated with emergency operations should be segregated from normal operating expenses.
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations.
- Vehicle and equipment documentation should include the miles and/or hours operated by location and operator.
- Vehicle operating expenses should include fuel, tires, and maintenance.
- Labor costs should be compiled separate from vehicle and/or equipment expenses.
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable.
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed.
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.
- All non-competitive procurements must be justified.

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The Incident Commander(s), Emergency Operations Center Director, and Emergency Operations Center staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel, and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. The Village may activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance & Administration Section will compile reports, including total expenditures by category. The Finance & Administration Section Chief will submit a summary report on total costs to the Emergency Operations Center Director as requested. This information will be used for state and federal disaster assistance applications. The expenditure data and documentation is vital to state and federal agencies for requesting financial assistance during and after the disaster

7.2 LOGISTICS SECTION (RESOURCE MANAGEMENT)

In the event that the emergency operations center is activated, the logistics section will staff to perform the following functions outlined in the EOC Organization chart. Guidance is provided in their Logistics Section's position guides at the Emergency Operations Center.

- Supply/Procurement
- Personnel

- Facilities
- Resource Management

7.2.1 RESOURCE PRIORITIES

When activated, the Arlington Heights Emergency Operations Center establishes priorities for resource allocation during the emergency. All Village resources are considered part of a pool, which may be allocated by the Emergency Operations Center to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the Emergency Operations Center.

7.2.2 RESOURCE REQUESTS

Resource Requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to the County Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from jurisdictions within the Village will be coordinated with the Cook County Emergency Operations Center to determine if the resource is available internally or other more appropriate sources located within the County. Emergency Management Coordinators at each level will keep the Logistics Chief informed of the status of resource requests and allocations.

Coordinators at each level will communicate and coordinate with each other to maintain status on resource requests and allocations within the disaster area.

Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the Emergency Operations Center are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel or technical assistance not available to the Village should be coordinated with the Cook County Emergency Operations Center to the Regional Emergency Operations Center. Once the request is coordinated, approved and resources deployed, Logistics, in coordination with various Operations Branches, is responsible for tracking the resources.

Figure 8 – Flow of Requests and Resources depicts the resource management process. In this model, the affected local government has the ability to access all stakeholders at all levels of the system.

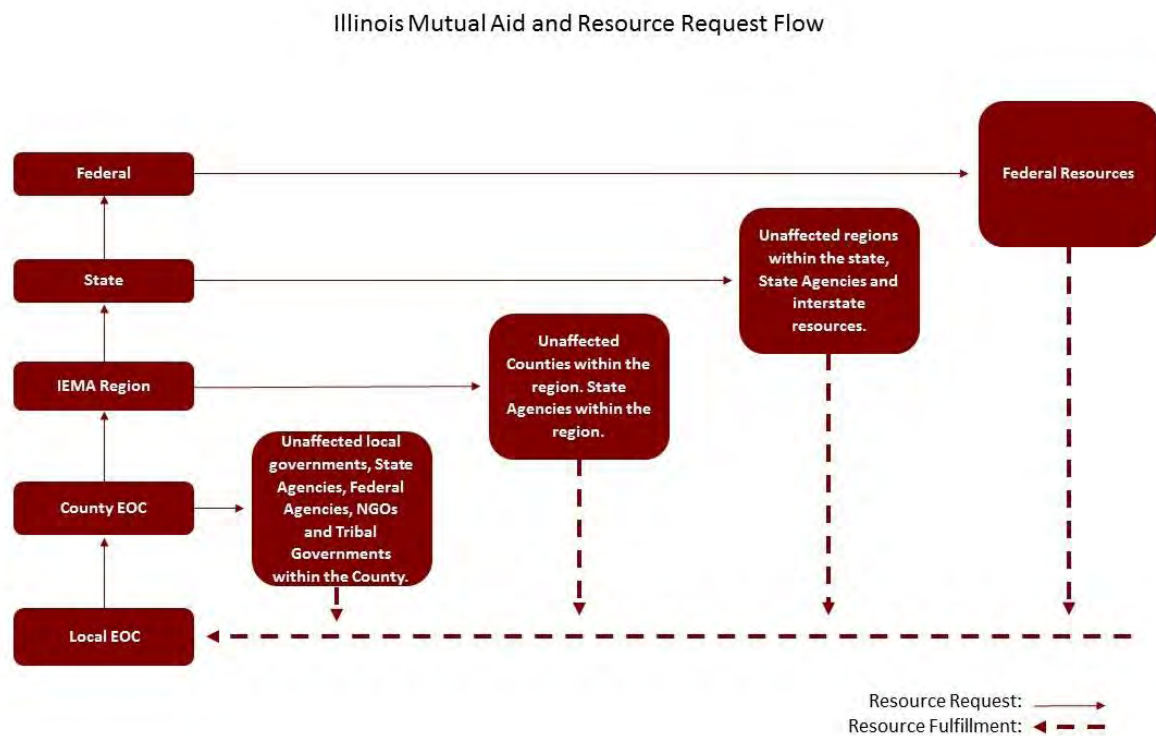


Figure 8 - Flow of Requests and Resources

Information regarding the Arlington Heights mutual aid agreements is referenced in their respective emergency support function annex in addition to copies being on file with the clerk.

There are many approved Mutual Aid Systems in Illinois, which Arlington Heights is a member. MOU's are referenced in each ESF and are kept on file in the EOC. Those systems are:

- MABAS - Fire
- ISAR – Search and Rescue
- ILEAS -Law Enforcement
- NIPAS – Law Enforcement
- IEMMAS - Emergency Management
- IPWMAN – Public Works
- NW Municipal Conference – Public Works
- IL-TERT - Dispatch
- IMERT – Public Health & Medical

- Public Information.
- Transportation Services.
- Facilities.
- Volunteer and Private agencies.



Figure 9 - Illinois Emergency Management Agency Regions

Illinois is divided into eight regions, which are subdivisions of the state emergency management agency established to facilitate the coordination of mutual aid and other emergency operations within an area of the State. A map of the Regions is shown in **Figure 9 – Illinois Emergency Management Agency Regions**. The Arlington Heights is located in Region IV.

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

Field Level Requests: Requests for Mutual Aid resources originate from the Field Level and are managed by the Incident Commander. If the Incident Commander is unable to obtain the resource

through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.

Local Government Request: Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the County Emergency Operations Center or through traditional mutual aid channels.

County Requests: The County is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The County Mutual Aid Coordinator assesses the availability of resources within the County and fulfills the resource request based upon that assessment. In the event resources are unavailable at the County level, the request is forwarded to the responsible Regional Coordinator to be filled.

Region Level Requests: The state is geographically divided into regions. Each region is comprised of multiple counties and has a Regional Coordinator. The Regional Coordinator is granted the authority to coordinate the response resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region Level, the request is forwarded to the State Logistics Coordinator to be filled.

State Level Requests: On behalf of the Governor, the Director of the Illinois Emergency Management Agency has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected Regional Emergency Operations Center or tasking an appropriate state agency to fill the need.

Discipline Requests: There are discipline specific resources that need to be requested through their individual mutual aid networks. In the event of an EOC activation, these resource requests are forwarded to the logistics section where their status will be tracked in order to document their association with the emergency or disaster. Figure 9 – Discipline Specific Resource Requests documents an abbreviated version of how this would work.

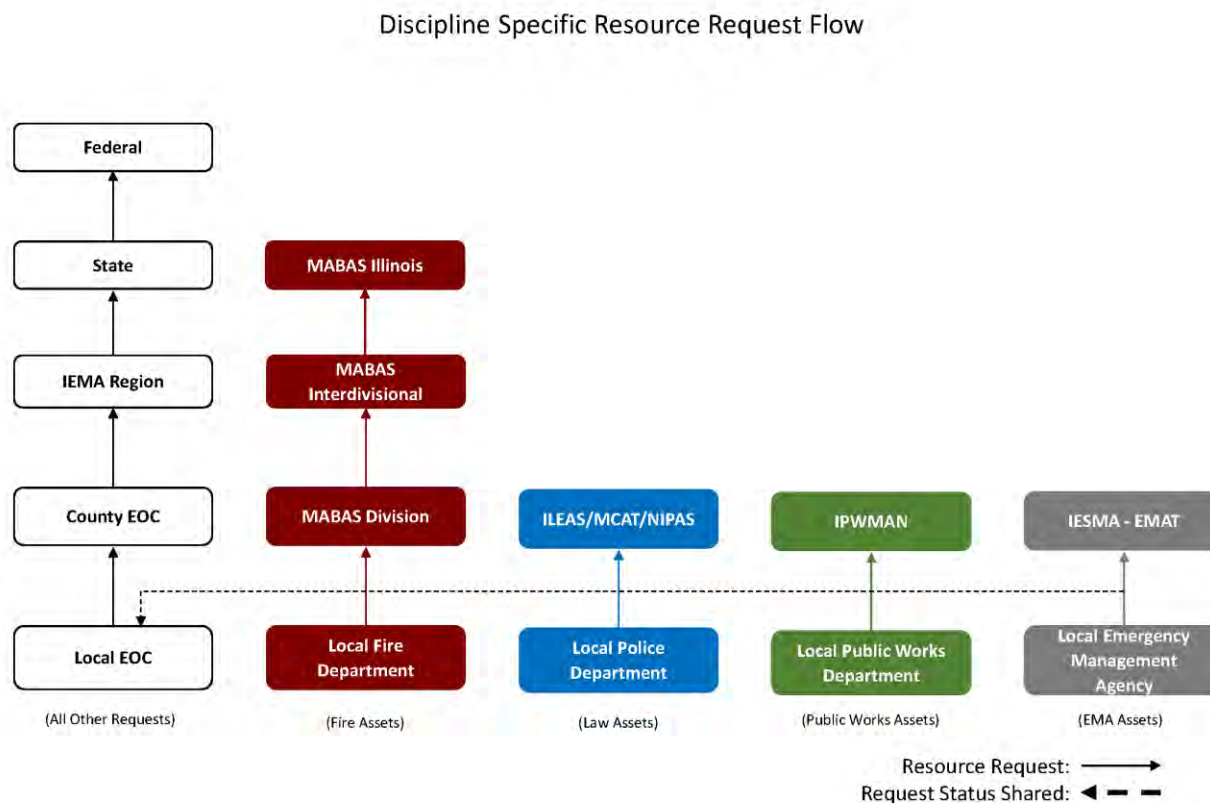


Figure 10 - Discipline Specific Resource Request Flow

7.3 ARLINGTON HEIGHTS EMERGENCY OPERATIONS POLICY STATEMENT

Limitations: Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, Village employees not otherwise assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other Village departments, if required.

Households of Emergency Response Personnel: Village employees may not be at peak efficiency or effectiveness during a disaster if the status of their households are unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the Arlington Heights Emergency Operations Center.

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. It is the Village's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the Village's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The Village will make every effort to provide information to the public, via the media and other sources to assist citizens in dealing with the emergency.

SECTION 8.0: PREPAREDNESS, TRAINING, EXERCISES AND AFTER ACTION REPORTING

8.1 PREPAREDNESS PLANNING

The Village government conducts a wide array of emergency planning activities. Planning efforts include development of internal operational documents as well as interagency response plans having multi-jurisdictional participation.

In addition to the planning activities conducted, Village departments develop internal preparedness and contingency plans to ensure provision of government services and maintenance of departmental functions during disasters. The Department Operations Plan is an integral supporting component of the Emergency Operations Plan.

Emergency readiness cannot be conducted within a vacuum. The Village is responsible for working with all Village departments, special districts and allied agencies that are considered a component of the Arlington Heights Emergency Management Organization. Such coordination extends to the following activities:

- Interagency plan development.
- Interagency training coordination.
- Interagency exercise development and presentation.
- Interagency response management.
- Interagency emergency public information activities.

Additionally, the Arlington Heights Fire Department acts as the Village's key representative and lead agent for day-to-day emergency management activities such as: mitigation, preparedness, response, and recovery. Non-emergency functions include planning, training and exercise development, preparedness presentations, interagency coordination, hazard assessment, and development of preparedness and mitigation strategies; grant administration and support to response agencies.

8.1.1 COMMUNITY PREPAREDNESS AND AWARENESS

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to an emergency or disaster will directly affect the Village of Arlington Heights's emergency operations and recovery efforts. For this reason, the Village of Arlington Heights will make emergency preparedness information from Village, County, State and Federal sources available to the member jurisdictions and our citizens upon request.

8.1.2 PREPAREDNESS ACTIONS

In identifying general preparedness actions, Village government works with community based organizations, faith-based organizations, other local governments/special districts, private industry, preparedness groups, and other entities to provide information relating to individual and group preparedness.

Government is limited in its ability to provide endless services and support during times of disaster, so public preparedness is essential for ensuring individual and organizational safety and protection.

8.2 READINESS TRAINING

The Village of Arlington Heights Fire Department will notify holders of this plan of training opportunities associated with emergency management and operations. Individual departments and agencies within the Village of Arlington Heights are responsible for maintaining training records. Jurisdictions and agencies having assigned functions under this plan are encouraged to ensure that assigned personnel are properly trained to carry out these tasks.

The Village of Arlington Heights Fire Department will develop and execute a comprehensive training program for emergency management topics on an annual basis. The established training schedule will include applicable courses of instruction and education that cover management subjects. Such instruction shall meet or exceed the NIMS training requirements.

8.3 EXERCISE AND EVALUATION

Elements of this plan will be exercised regularly. The Village of Arlington Heights Fire Department will conduct emergency preparedness exercises, in accordance with its annual exercise schedule, following appropriate state and federal guidance. Deficiencies identified during scheduled exercise activities will result in the development of corrective action plans to initiate appropriate corrections.

The planning development and execution of all emergency exercises will involve close coordination between all Village departments, allied agencies, special districts, and supporting community and public service organizations.

The primary focus will be to establish a framework for inter-organizational exercise collaboration in coordination with all-hazard response and recovery planning and training activities, conducted within the Village of Arlington Heights.

Emergency exercise activity will be scheduled as to follow state and federal guidance and program requirements. Exercise activity will follow the *Homeland Security Exercise and Evaluation Program* guidance and may be designed as one or more of the following exercise types:

- Drills.
- Seminars (Workshops).
- Table Top Exercises.
- Functional Exercises.
- Full Scale Exercises.

8.4 AFTER ACTION REPORTING

The NIMS protocols require any Village, Village and county, or county declaring a local emergency for which the Governor Declares a State of Emergency, to complete and transmit an After-Action

Report to the Illinois Emergency Management Agency within ninety (90) days of the close of the incident period. The After Action Report will provide, at a minimum, the following:

- Response actions taken.
- Application of the Standardized Emergency Management System.
- Suggested modifications to the Standardized Emergency Management System.
- Necessary modifications to plans and procedures.
- Training needs.
- Recovery activities to date.

The After Action Report will serve as a source for documenting the Village of Arlington Heights emergency response activities and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An After Action Report will be a composite document, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations. The After Action Report will include an overview of the incident, including attachments, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the “recovery activities to date” portion of the After Action Report.

The Village of Arlington Heights Fire Department is responsible for the completion and distribution of the After Action Report to county leadership and department directors as well as ensuring that it is sent to the Illinois Emergency Management Agency within the required ninety (90) day timeframe.

For Arlington Heights, the After Action Report’s primary audience will be the Village member jurisdictions, and employees, including management. As public documents, they are accessible to anyone who requests a copy and will be made available.

The After Action Report will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the After Action Report will be collected from debrief reports, other documents developed during the disaster response, and discussions with emergency responders.

SECTION 9.0: PLAN DEVELOPMENT AND MAINTENANCE

This section of the Village of Arlington Heights EOP discusses the overall approach plan development and maintenance responsibilities.

9.1 PLAN DEVELOPMENT AND MAINTENANCE RESPONSIBILITY

This plan is developed under the authority conveyed to the Village of Arlington Heights Fire Department in accordance with the Village's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed. The Village used the planning process prescribed by the Federal Emergency Management Agency and the State of Illinois. This Basic Plan, Annexes, Appendices and Attachments are reviewed and updated on a regular basis. The review and updates are coordinated with Village Departments and Cook County.

9.2 REVIEW AND UPDATING

This plan and its supporting documents will be reviewed annually, with a full document update conducted minimally every two (2) years. Changes to the plan will be published and distributed to all involved departments and organizations. Recommended changes will be received by the Village of Arlington Heights Fire Department, reviewed and distributed for comment on a regular basis.

Elements of this plan may also be modified by the Village of Arlington Heights Fire Department any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable. These documents are included in the regular cycle of training, evaluating, reviewing, and updating as discussed in this section.

APPENDIX AH-1: AUTHORITIES AND REFERENCES

FEDERAL

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003
- Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counter-terrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 - Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction
- Public Law 280
- Comprehensive Preparedness Guide 101 – Developing and Maintaining Emergency Operations Plans, November 2010
- Comprehensive Preparedness Guide 201 – Threat and Hazard Identification and Risk Assessment Guide, August 2013
- National Preparedness Goal, September 2015
- National Preparedness System, November 2011
- National Incident Management System, December 2008
- NFPA 1600 – Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs, 2016
- A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, December 2011
- The Americans with Disabilities Act of 1990

STATE

- Illinois Emergency Management Agency Act (20 ILCS 3305)
- ESDA Rules (29 Illinois Administrative Code 301)
- Emergency Interim Executive Succession Act (5 ILCS 275)
- Illinois Emergency Operations Plan
- Illinois Disaster Recovery Plan

COUNTY

- Cook County Department of Homeland Security and Emergency Management - Emergency Operations Plan

- Cook County Department of Homeland Security and Emergency Management – Multi-Hazard Mitigation Plan

LOCAL

- Village of Arlington Heights Municipal Code (Chapter 7 Articles 3-4)

APPENDIX AH-2: ACRONYMS & GLOSSARY

Acronym	Definition
AAR	After Action Report
ADA	Americans with Disabilities Act
CAP	Corrective Action Planning
CBO	Community-Based Organization
CCDHSEM	Cook County Department of Homeland Security and Emergency Management
CCDPH	Cook County Department of Public Health
CD	Community Development
COG	Continuity of Government
COOP	Continuity of Operations
DHS	Department of Homeland Security
DOE	Department of Energy
DPW	Department of Public Works
EAS	Emergency Alert System
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESD	Emergency Services Director
ESDA	Emergency Services and Disaster Agency
ESF	Emergency Support Function
FAS	Federal Aid System
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
GIS	Geographic Information System
GPS	Global Positioning System
HazMat	Hazardous Materials
HSPD	Homeland Security Presidential Directive
HTW	Hazardous or Toxic Waste
HVAC	Heating, Ventilation and Air Conditioning
IAP	Incident Action Plan
ICS	Incident Command System
IDE	Initial Damage Estimate
IDOT	Illinois Department of Transportation
IDPH	Illinois Department of Public Health
IEMA	Illinois Emergency Management Agency
IEMMAS	Illinois Emergency Management Mutual Aid System
IESMA	Illinois Emergency Services Management Association
ILEAS	Illinois Law Enforcement Assistance System (Law Enforcement mutual aid system)
IL-TERT	Illinois Telecommunicator Emergency Response Task force (Dispatch mutual aid)
IMERT	Illinois Medical Emergency Response Team (IDPH medical field response teams)
IPWMAN	Illinois Public Works Mutual Aid Network
ISAR	Illinois Search and Rescue (Land search & rescue mutual aid system)
IST	Incident Support Team
IT	Information Technology

JFO	Joint Field Office
LEPC	Local Emergency Planning Committee (Hazardous Materials)
MABAS	Mutual Aid Box Alarm System (Fire / Rescue mutual aid system)
MCM	Medical Countermeasures
MWRD	Metropolitan Water Reclamation District of Greater Chicago
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NIPAS	Northern Illinois Police Alarm System (Regional police special operations group)
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWC	Northwest Water Commission
NWCDS	Northwest Central Dispatch System
NWMC	Northwest Municipal Conference (Public Works mutual aid)
NWS	National Weather Service
OPS	Operations (Incident Command section)
PA	Public Address
PIO	Public Information Officer
POD	Point of Dispensing
PPD	Presidential Policy Directive
PW	Public Works
RACES	Radio Amateur Civil Emergency Service
SAR	Search and Rescue
SCIP	Statewide Communications Interoperability Plan
SIEC	Statewide Interoperability Executive Committee
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SWANCC	Solid Waste Agency of Northern Cook County
TICP	Tactical Interoperability Communications Plan
TRT	Technical Rescue Team
TTY	Teletypewriter
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USEPA	United States Environment Protection Agency
VAH	Village of Arlington Heights
VHF	Very High Frequency
WMD	Weapon of Mass Destruction

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ESF #1: TRANSPORTATION ANNEX

OVERVIEW

The Village of Arlington Heights Transportation (ESF #1) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency transportation related services including a broad array of local, state, tribal and federal governmental entities; non-governmental and community-based organizations (NGO/CBOs); and the private transportation sector. In addition, ESF #1 brings together these stakeholders before, during and after emergencies to develop systems and processes that support effective emergency management in the Village of Arlington Heights. The ESF#1 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

During non-emergency transportation operations, the responsibilities and authorities of ESF #1 resides within a mix of local, state, and federal agencies. Transportation operations during an emergency response involve the coordination between the local governments that need assistance, the state and federal resources that can be activated. Local transportation policies and plans are used to manage transportation systems and prioritize the movement of relief personnel and supplies during emergencies within a multimodal transportation system.

ESF #1 activities support the coordination of transportation across various modes, including surface, railroad, and aviation. The ESF #1 lead agency provides expertise primarily for surface transportation, and has identified stakeholders from primary and supporting agencies to take the coordination lead for other modes of transportation.

PURPOSE

The purpose of ESF #1 is to organize stakeholders with transportation responsibilities. The collaboration and coordination among transportation agencies, providers and stakeholders that have the legal authorities, resources and capabilities to support local jurisdictions during emergencies that affect transportation services and support emergency transportation operations necessary to maintain the safety and security of the Village's transportation system and infrastructure provide insight to how our emergency management system would interact with the normal and emergency streams of resources. Through our efforts we aim to save lives, protect health and safety, and preserve the environment into a coordinated response.

SCOPE

The plans and systems that make-up the ESF #1 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #1 includes the appropriate actions to prepare for and respond to a threat to the Village's transportation system and infrastructure caused by an emergency or disaster and are detailed below.

- Provides an overview of the Transportation system.
- Identifies the legal basis for the ESF #1 Annex and the emergency management activities of ESF #1 stakeholders
- Identifies the ESF # 1 mission, scope, goals, and stakeholder community

- Identifies the organizational structure and governance system for ESF #1 development, implementation and maintenance
- Provides an overview of activities that support the four phases of emergency management

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate within the ESF #1 structure in order to uphold the mission of protecting life, property and the environment. ESF #1 stakeholders are involved in a wide spectrum of activities involving the synchronization and harmonization of activities among the transportation stakeholders.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations “Assumptions” provide context, requirements, and situational realities.

- The major transportation providers within the Village are owned and operated by private entities.
- Transportation resources are a major factor in a speedy recovery.
- Transportation is a critical component of the Cities economy and is essential for residents to maintain their livelihoods.
- Transportation is a necessary component of many other emergency support functions including evacuations.

GOALS

This section identifies the goals for the ESF#1 to support the further development and ongoing maintenance of ESF#1.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency to the Transportation system.
- Integrate and standardize ESF #1 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the transportation system response capabilities.
- Identify, coordinate, and engage the emergency ESF #1 stakeholders.
- Train and exercise the activities of ESF #1.
- Provide input and planning assistance for any Hazard specific annexes developed which contain transportation elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #1. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #1, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #1 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the Village of Arlington Heights the following department has been identified as the primary coordinator:

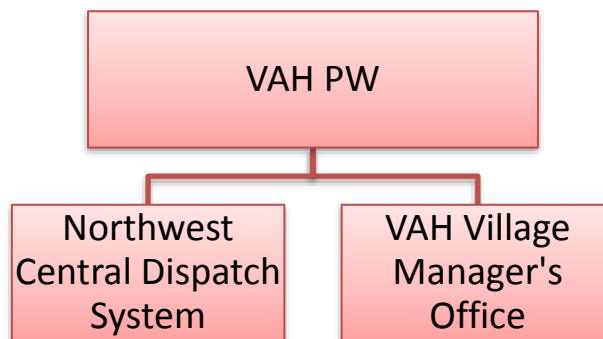
- **Village of Arlington Heights Public Works Department Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a roll in the support of the development of the ESF #1 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#1 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Village Managers Office**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Public Works Department	All	• Coordinate the development of transportation policies. • Coordinate the development of transportation agreements.
Village Managers Office	All	• Coordinate with transportation providers to develop agreements.
Northwest Central Dispatch System	All	• Coordinate requests for assistance and/or resources from transportation agencies.



PRIVATE PARTNERS

The ESF #1 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #1 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Pace Bus
- Union Pacific
- Metra

REGIONAL AGENCIES

ESF #1 agencies will also need to coordinate with other regional agencies whose jurisdictions overlap the Village of Arlington Heights. The role of these regional agencies will depend on the specific nature of the emergency, and whether the incident affects streets, highways, buildings or grounds that are under the control or jurisdiction of those agencies. The ESF #1 coordinator may need to coordinate with one or more of the following regional agencies:

- School Districts 25, 214
- Township of Wheeling
- Arlington Heights Park District

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #1:

- Cook County Department of Homeland Security and Emergency Management
- Cook County Sheriff's Department
- Cook County Transportation and Highway Department

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #1:

- Illinois Emergency Management Agency
- Illinois Department of Transportation

FEDERAL AGENCIES

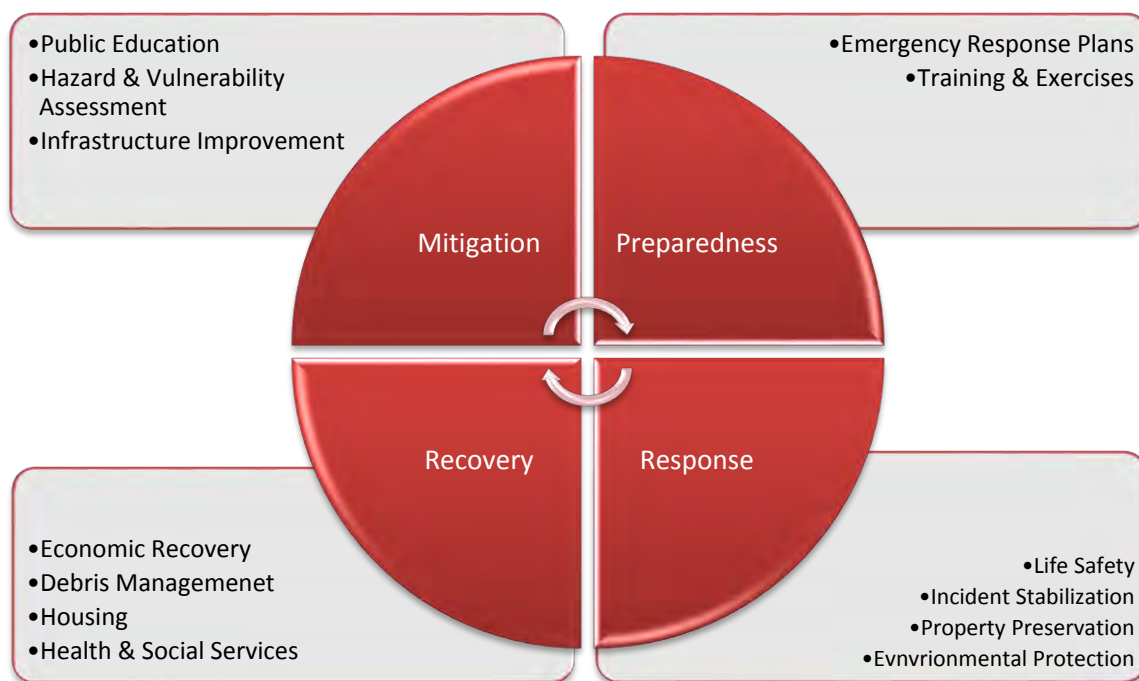
The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and

recovery phases of a disaster or large scale emergency. The interplay of ESF #1 and the Transportation public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #1 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- U.S. Department of Transportation

CONCEPT OF OPERATIONS

The ESF #1 is responsible for three areas of transportation including railways, roadways, buses, and coordinating with any transportation liaisons. This section describes the ESF #1 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #1 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.

- Collaborate to pool ESF #1 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #1 include:



- Develop and maintain the ESF #1, Transportation, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #1 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #1 exercise process.
- Conduct regular ESF #1 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #1 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #1 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #1 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
Pace Bus MOU	MOU between Pace Bus and VAH	Response	Village Management	Feb 19, 2015

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#1 Primary Coordinator include:

- The ESF #1 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #1 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #1 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #1 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a system wide impact to railways.

- In the event of a system wide impact to bus routes.
- In the event of a plane crash within Village limits.
- In the event of a train derailment within Village limits.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #1 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #1 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #2: COMMUNICATIONS ANNEX

OVERVIEW

Essential to all emergency organizations is an effective communications capability to support emergency operations. The magnitude of a particular emergency will determine the degree to which communications systems are used. Communications systems are relied upon to be used for direction/coordination of emergency operations, alerting and warning government and the public, and provide advice and instructions to the public. The Emergency Support Function #2, Communications stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management. This annex supplements the daily communications plan of the Village of Arlington Heights.

PURPOSE

Emergency Support Function #2, Communications, supports the restoration of communications infrastructure; coordinates communications support to response efforts, facilitates the delivery of information to emergency management decision makers, and assists in the stabilization and reestablishment of systems and applications from failure during incidents. This annex serves to support all departments and agencies with the communications from both a hardware and software perspective as well a public and private perspective.

SCOPE

Emergency Support Function #2 acts to meet the telecommunications and essential elements of information needs of local, support and nongovernmental organizations; industry essential service providers; other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs. The following are responsibilities of ESF #2:

- Provides emergency communications, which consists of the technical means and modes required to provide and maintain interoperable communications in an incident area.
- Supports the establishment of the basic public safety communications infrastructure and assists in the support and recovery of the commercial telecommunications infrastructure.
- Coordinates the provisioning of priority and other telecommunications services at incident support facilities, provides capabilities and services to aid response, short-term recovery operations, and ensures a smooth transition to long-term recovery efforts.
- Facilitates the delivery of mission critical information to maintain situational awareness for emergency management decision makers and support elements.
- Develops and maintains a communications common operating picture.
- Coordinates and deconflicts incident communications issues.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- Regular communications issues will be handled through logistics in the event of an EOC activation.
- This function is activated when there is an area wide communications interruption.
- Communications is the transfer of information across a wide spectrum of technologies

including radio, telephone, satellite and internet.

- Communications covers both the public emergency need for communications as well as the reestablishment of private communications systems within the community.
- The Village of Arlington Heights has developed a robust I.T. Department which handles the communications infrastructure for all Village facilities.
- Emergency radio communications infrastructure is maintained by Northwest Central Dispatch System (NWCDS).
- Routine communications for local emergencies are coordinated through NWCDS for both dispatching services as well as through NWCDS hardware.
- In the event that NWCDS could no longer function their operations would continue to be handled through automatic agreements with other dispatch centers.
- The Village Continuity of Operations Plan identifies the redundant systems that would be implemented in the event of a communications outage.

GOALS

This section identifies the goals for the ESF#2 to support the further development and ongoing maintenance of ESF#2.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #2 emergency management activities within the Village as an organization as whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF#2 capabilities.
- Identify, coordinate, and engage the ESF#2 stakeholders.
- Train and exercise the core capabilities associated with ESF#2.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Communication information.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #2. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #2, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #2 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the Village of Arlington Heights the following department has been identified as the primary coordinator:

- **Village of Arlington Heights Assistant Village Manager**

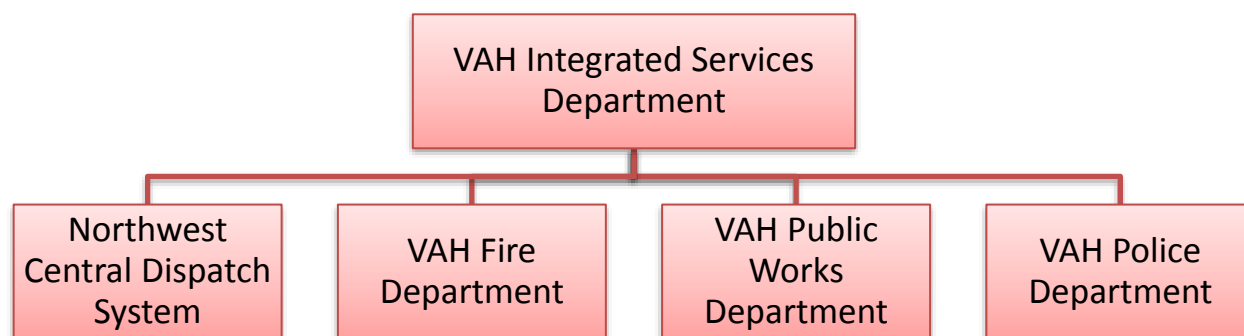
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a roll in the support of the development of the ESF #2 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#2 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Integrated Services Department**
- **Village of Arlington Heights Fire Department**
- **Village of Arlington Heights Public Works Department**
- **Village of Arlington Heights Police Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Integrated Services Department	Information technology	• Maintain the Village network and telecommunications systems. • Maintain redundant network and telecommunications systems. • Provides security to communications functions.
Fire Department	All	• Coordinate the development of communications policies. • Maintain communications equipment.
Public Works Department	All	• Coordinate the development of communications policies. • Maintain communications equipment.
Police Department	All	• Coordinate the development of communications policies. • Maintain communications equipment.
Northwest Central Dispatch System	All	• Serve as the primary public-safety answering point. • Serve as the primary police and fire dispatching. • Provide fire alarm monitoring. • Provide pump station alarm monitoring • Physical equipment and software maintenance for communications equipment.

- Coordinate the development of communications policies and procedures.



PRIVATE PARTNERS

The ESF #2 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #2 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Call One
- AT&T
- Comcast
- Verizon Wireless
- Wide Open West

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #2:

- Cook County Department of Homeland Security and Emergency Management
- Cook County Sheriff's Department
- Cook County Transportation and Highway Department

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #2:

- Illinois Emergency Management Agency

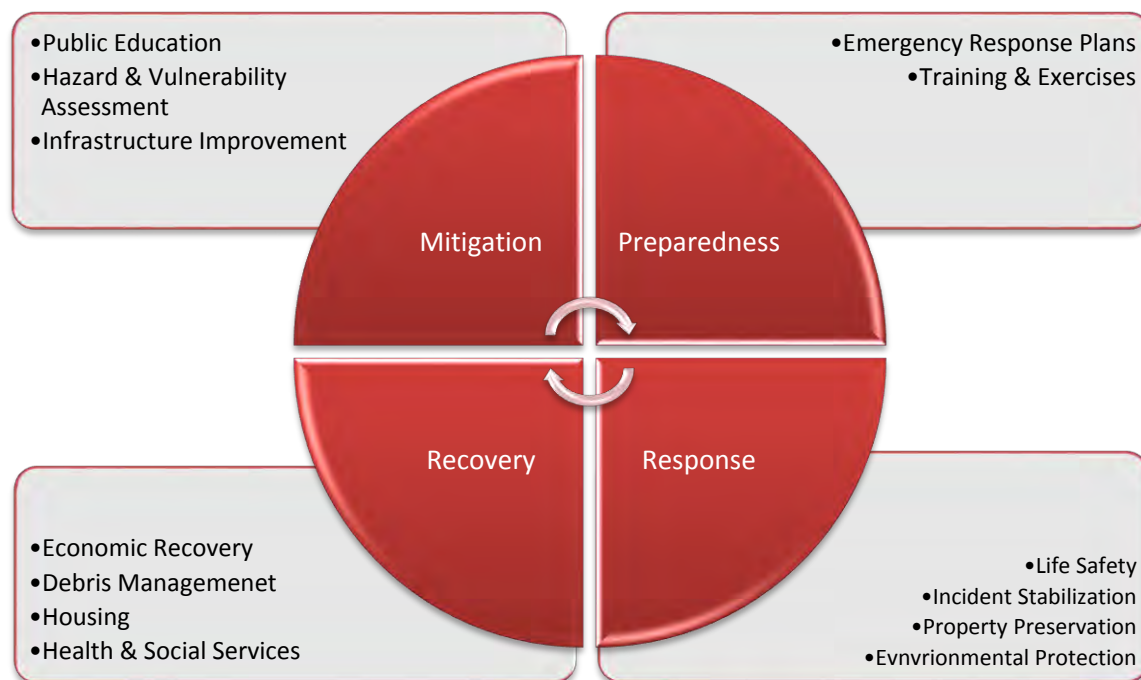
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #2 and the Communications public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #2 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Federal Communications Commission

CONCEPT OF OPERATIONS

The ESF #2 is responsible for three areas of communication including municipal communications systems, emergency communications systems, and private communications systems. This section describes the ESF #2 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #2 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #2 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #2 include:



- Develop and maintain the ESF #2, Communications, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #2 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #2 exercise process.
- Conduct regular ESF #2 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #2 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #2 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #2 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
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Chicago / Cook County TICP	County tactical interoperability plan	Response	Chicago / Cook County Urban Area Security Initiative	09/2010
Illinois TICP	State tactical interoperability plan	Response	Illinois Statewide Interoperability Executive Committee (SIEC)	01/19/2017
Illinois SCIP	State communication interoperability plan	Response & Preparedness	Illinois Statewide Interoperability Executive Committee (SIEC)	09/15/2016
Illinois Interoperability Field Operations Guide	State field guide for operation on statewide interoperable systems	Response	Illinois Emergency Management Agency	05/2016
National Emergency Communications Plan	Plan for the enhancement of interoperable communications	Response & Preparedness	Department of Homeland Security	2014

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#2 Primary Coordinator include:

- The ESF #2 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.

- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #2 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #2 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #2 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

COMMUNICATIONS OPERATIONS

Village wide communications leverage a variety of technologies in the event of an emergency or disaster. The following is a list of Village communications tools the entities that provide support for those tools and the departments that primarily use the tools.

Communication System	Provider	Service Provided	Departments
Telecommunications	Call one AT&T	Telecommunications	All
Internet	Comcast WOW	Broadband internet	All
E-Mail	On premise exchange server	E-mail communications	All
Cellular Telephone	Verizon	Cellular communications	All
Radios - VHF	Motorola	Radio Communications	Fire and Public Works Departments
Radios - 800Hz "Starcom"	Motorola	Radio Communications	Fire, Public Works and Police Department

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.

- In the event of an area wide outage affecting telecommunications.
- In the event of an area wide outage affecting cellular communications.
- In the event of an area wide outage affecting internet connectivity.
- In the event of an area wide outage affecting emergency radio communications.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #2 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #2 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #3: PUBLIC WORKS AND ENGINEERING ANNEX

OVERVIEW

The Department of Public Works is responsible for the maintenance and repairs of all Village of Arlington Heights vehicles, equipment, streets, parkways, sidewalks, parking garage, village facilities storm sewers, street lights and urban forest. In addition, the Department of Public Works is responsible for the cleaning and physical maintenance of all Village buildings, residential refuse collection and the administration of contracted recycling services. Arlington Heights Public Works operates and maintains the Village's Public Water Supply (PWS), Sanitary and Storm Water Collections systems and facilities, in all respects.

Public Works is responsible for over 245 miles of roadway. In addition to Village roadways, there is 1 mile of county roads and 7 miles of state roads within the Village boundary that are also maintained by the Village.

Public Works will respond as directed by Village officials and EOC management in a variety of activities to provide for continuity of operations and to facilitate all response and recovery operations as needed.

In a disaster, the Department of Public Works would engage to bring a quick initial response to help isolate and stabilize an emergency. Public Works is expected to bring a 24/7 continuous response and when necessary, work in cooperation with any outside agency, both public and private, as a severe disaster may require additional assistance via mutual aid associations. Public Works will utilize all resources, both human and material to bring support throughout the incident.

This Annex assumes that resources available through mutual, auto, State and Federal aid will be available at the time of a disaster or major emergency.

PURPOSE

Emergency Support Function #3, Public Works and Engineering, supports the restoration and maintenance of public works infrastructure, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make up the ESF #3 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #3 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #3 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation

for, response to, and recovery from major emergencies. In plan development and emergency operations “Assumptions” provide context, requirements, and situational realities.

- The Village of Arlington Heights maintains a robust Department of Public Works, which will continue to be responsible for maintaining public infrastructure such as sewer and water mains, surface streets, utilities, fleet vehicles and public buildings, in addition to providing restoration and repair of such infrastructure in emergencies.
- This function is activated in an emergency or disaster situation when there is severe and/or widespread damage to public infrastructure; situations that result in rights-of-way being blocked or hindering evacuations or emergency response access / egress; there is widespread, persistent disruption of utilities (electrical service, natural gas service, potable water or sewer service, and/or communications); and in any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.

GOALS

This section identifies the goals for the ESF#3 to support the further development and ongoing maintenance of ESF#3.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #3 emergency management activities within the Village as an organization as whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF#3 capabilities.
- Identify, coordinate, and engage the ESF#3 stakeholders.
- Train and exercise the core capabilities associated with ESF#3.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Public Works and Engineering information.

Emergency Support Function #3 acts to meet the Public Works and Engineering needs in support of local government; support and nongovernmental organizations; industry essential service providers; other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs.

The following are responsibilities of ESF #3:

- Assistance with evacuation and emergency service provision by clearing streets and other public areas of debris
- Removal of hazardous trees or debris
- Coordination of the Debris Management function (see Appendix 1)
- Assistance with Damage Assessment (see Appendix 2)
- Provision of emergency generators, fuel, lighting, and sanitation to support emergency responders at emergency scenes and the EOC
- Coordination with utility companies to restore service
- Maintaining Public Works communications systems
- Maintenance of supply, rental, and contractor records

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #3. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #3, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #3 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with public works and engineering for the Village of Arlington Heights the following department has been identified as the primary coordinator:

- **Village of Arlington Heights Public Works Director**

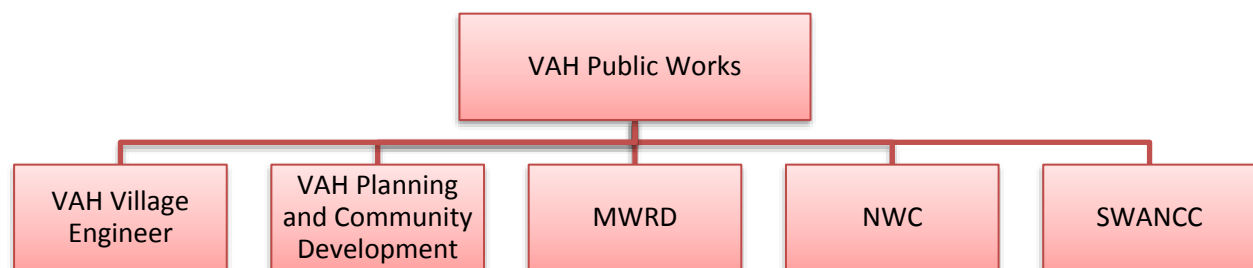
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a roll in the support of the development of the ESF #3 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#3 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Public Works Department**
- **Village of Arlington Heights Building Department**
- **Village of Arlington Heights Engineering Department**
- **Village of Arlington Heights Planning and Community Development Department**
- **Metropolitan Water Reclamation District of Greater Chicago**
- **Northwest Water Commission**
- **Solid Waste Agency of Northern Cook County**

Department/Agency	Division/Group	Responsibility
Public Works Department	All	• Provide emergency repair of damaged infrastructure and critical facilities • Conduct post-incident assessment of public facilities and infrastructure • Coordinate the provision of debris removal and critical infrastructure damage assessment • Coordinate inspection of wells, water storage and distribution infrastructure and facilities • Assist in the response to public works operations as necessary and as capable
Engineering Department	All	• Provide technical assistance including engineering expertise, construction management, and contracting and real estate services
Planning and Community Development	All	• Conduct post-incident inspections and assessment of private properties

Metropolitan Water Reclamation District	All	Coordinate the inspection of wastewater (sanitary and storm sewers) management and treatment facilities
Northwest Water Commission (NWC)	All	Coordinate the inspection of water supply infrastructure and facilities
Solid Waste Agency of Norther Cook County	All	Provide technical assistance and support in debris removal operations



PRIVATE PARTNERS

The ESF #3 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #3 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd
- NICOR

REGIONAL AGENCIES

ESF #3 agencies will also need to coordinate with other regional agencies whose jurisdictions overlap the Village of Arlington Heights. The role of these regional agencies will depend on the specific nature of the emergency, and whether the incident affects streets, highways, buildings or grounds that are under the control or jurisdiction of those agencies. The ESF #3 coordinator will likely need to coordinate with one or more of the following regional agencies:

- Arlington Heights Park District
- Salt Creek Rural Park District
- Elk Grove Township Highway Department
- Wheeling Township Highway Department

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #3:

- Cook County Transportation and Highway Department
- Cook County Forest Preserve District
- Cook County Department of Homeland Security and Emergency Management

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #3:

- Illinois Department of Transportation – Division of Highways
- Illinois Public Works Mutual Aid Network
- Illinois Emergency Management Agency

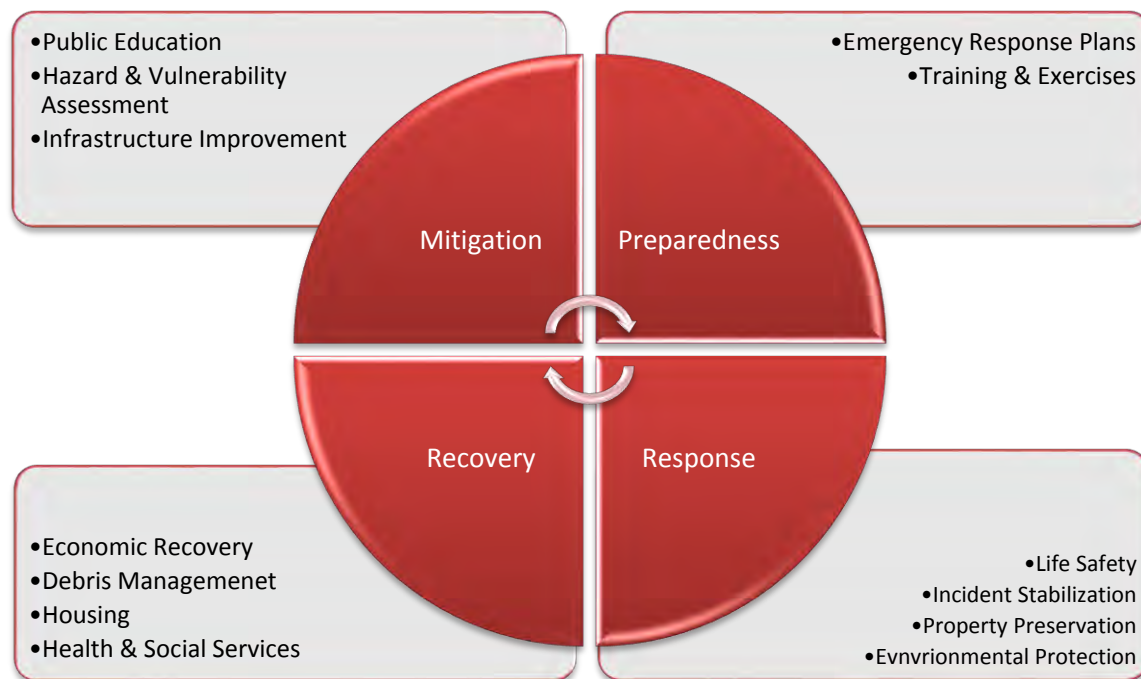
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #3 and the Communications public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #3 on a regular basis:

- U.S. Army Corps of Engineers
- U.S. Department of Transportation
- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Environmental Protection Agency

CONCEPT OF OPERATIONS

The ESF #3 is responsible for Public Works and Engineering functions within the Village, including maintenance and repair of Village streets, parkways, sidewalks, parking lots, vehicles and urban forest, as well as providing for water distribution and sanitary and storm water collection. This section describes the ESF #3 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #3 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #3 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #3 include:



- Develop and maintain the ESF #3, Public Works and Engineering, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #3 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #3 exercise process.
- Conduct regular ESF #3 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #3 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #3 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #3 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
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<i>Cook County Multi- Jurisdictional Hazard Mitigation Plan</i>	Comprehensive Hazard Mitigation Plan	Mitigation	Cook County DHSEM	November, 2014

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#3 Primary Coordinator include:

- The ESF #3 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #3 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #3 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #3 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of

Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.

- In the event of a severe weather incident resulting in damage to such an extent that activation of IPWMAN is required.
- In the event of severe or widespread flooding involving:
 - Multiple locations within the Village, and/or
 - An area larger than 3 square blocks, and/or
 - Impact to critical Village infrastructure, and/or
 - Evacuation of more than 25 people.
- In the event of a catastrophic loss of water supply or sewer treatment capacity.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #3 include:

- Damage assessment
- Debris management
- Restoration of utilities and repair and/or rebuilding of Village infrastructure
- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #3 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #3 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

APPENDIX 1: DEBRIS MANAGEMENT

MISSION

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

SITUATION

Disasters precipitate a variety of debris that includes, but is not limited to trees, sand, gravel, building/construction materials, vehicles, personal property, etc. The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

During disaster situations, the Village of Arlington Heights may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short- as well as long-term. Private contractors could play a significant role in the debris removal, collection, reduction, and disposal process.

The debris management program implemented by the Village of Arlington Heights will be based on the waste management approach of reduction, reuse, and reclamation, resources recovery, incineration, and land filling, respectively.

ORGANIZATION AND CONCEPT OF OPERATIONS

The Village of Arlington Heights Department of Public Works is responsible for the debris removal function. The Department of Public Works (DPW) will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster. DPW will be responsible for removing debris from the public right-of-way. DPW will further stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow the clearing crews to begin work immediately after the disaster.

The Village or Arlington Heights Public Works Department will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster.

STAFF DEVELOPMENT AND RESPONSIBILITIES

The Village of Arlington Heights is responsible for the developing a debris management plan and shall select a Debris Manager to supervise a Debris Management Staff. The staff shall be comprised of personnel to perform:

1. Administration
Function: Housekeeping, supplies, equipment, funding, accounting.
2. Contracting and Procurement
Function: Bidding requirements, forms, advertisements for bids, instructions to bidders, contract development.
3. Legal
Function: Contract review, right of entry permits, community liability, condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites, insurance.
4. Operations
Function: Responsible for safety of Debris Management Teams and their tactical response, supervision of government and contract resources and overall project management.
5. Engineering
Function: Detailed damage assessment, identification of project tasks, assignments of tasks, preparation of estimates, plans, specifications, and recommendation of contract award.
6. Public Information Specialist
Function: Coordinate press releases, contacts with local organizations, individuals, and media; and public notices for debris removal and disposal contracts.

The staff shall coordinate with all local, State and Federal agencies responsible for disaster response and recovery operations. The staff will be assigned the tasks of:

1. Coordinate safety information pertaining to Debris Management to be included in the Incident Action Plan (IAP) Safety Message
2. Assembling to develop a Debris Management Plan.
3. Developing an analysis and debris management capability
4. Discourage development in hazardous zones.
5. Develop public information and education programs.
6. Train personnel in debris management techniques.
7. Maintain pre-disaster maps, blueprints, photos and other documents.
8. Make a list of critical facilities (streets, roads, and bridges).
9. Identify non-government groups that could assist.

CONTRACT AND COOPERATIVE AGREEMENTS

The Village of Arlington Heights will be responsible for managing the debris contract from project inception to completion. Managing the debris contract includes such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities. The Village of Arlington Heights is encouraged to enter into cooperative agreements with other

State agencies and local governments to maximize public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual.

The Village of Arlington Heights has established Mutual Aid Agreements with the following entities to provide assistance with debris removal in the event of a disaster resulting in copious amounts of debris:

1. C. C. Cartage
2. KLF Excavating
3. Lo Verde Construction Co.
4. Patten Industries

These agreements include utilization of personnel, equipment, temporary land sites, emergency services, and law enforcement.

SITE SELECTION

Interagency site selection teams comprised of a multi-disciplinary staff who is familiar with the area will identify and evaluate debris storage and reduction sites.

Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the Director of Public Works, and will be coordinated with other recovery efforts through the emergency operations center.

Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

DEBRIS REMOVAL PRIORITIES

In order to protect public health and safety following a major or catastrophic event, the debris removal process must be initiated promptly and conducted in an orderly, effective manner. To achieve this objective, the first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area.

The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by State and local governments.

The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety. This will include such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.

DEBRIS CLASSIFICATION

To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized.

Definition of classifications of debris is as follows:

Burnable Materials: Burnable materials will be of two types with separate burn locations:

Burnable Debris: Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage or construction and demolition material debris.

Burnable Construction Debris: Burnable construction and demolition debris consists of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.

Non-burnable Debris: Non-burnable construction and demolition debris includes, but is not limited to, creosote timber, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.

Stumps: Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.

Ineligible Debris: Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Deceased animal carcasses: Household pets and small dead animals up to 50 pounds in weight should be double-bagged and set out at the public right-of-way with household trash for collection. Large animals or multiple small animals exceeding 50 pounds should be set aside for collection and proper disposal as directed by Emergency Management.

Any material that is found to be classified as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a way as to allow the remaining debris to be loaded and transported. Standing broken utility poles, damaged and downed utility poles and appurtenances, transformers and other electrical material will be reported to the coordinating agency representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

ESTIMATING DEBRIS QUANTITIES

Debris from disasters typically is measured in cubic yards. The amount of debris is estimated by determining the area that the disaster covered, the number of houses, mobile homes and other structures involved, and applying any multipliers that apply. Some useful formulas and quick references are as follows:

- 27 cubic feet = 1 cubic yard (cy)
- Single-wide mobile home / office trailer = 290 cy
- Double-wide manufactured home = 415 cy
- Personal property (as debris) from average flooded residence without basement = 25-30 cy
- Personal property (as debris) from average flooded residence with a basement = 45-50cy
- Fifteen (15) eight-inch diameter trees = 40 cy
- Single-family residence, 1800-2000 square foot = 300 cy
- 1 story building:
 $(L' \times W' \times H') / 27 = \text{_____ cy} \times 0.33 = \text{_____ cy of debris}$
- Debris pile:
 $(L' \times W' \times H') / 27 = \text{_____ cy of debris}$
- Cubic yards to Tons for Construction and Demolition debris:
 $\text{Cubic yards} / 2 = \text{_____ tons}$
- Tons to Cubic yards for Construction and Demolition debris:
 $\text{Tons} \times 2 = \text{_____ cy of debris}$
- Cubic yards to Tons for Woody debris:
 $\text{Cubic yards} / 4 = \text{_____ tons}$
- Tons to Cubic yards for Woody debris:
 $\text{Tons} \times 4 = \text{_____ cy of debris}$

In addition, for residential areas, a vegetation multiplier is applied to account for vegetation (trees, shrubbery, etc.) in the area. The multiplier is based on the amount of vegetation, and is as follows:

- No vegetative cover: 1
- Light vegetative cover: 1.1
- Moderate vegetative cover: 1.3
- Heavy vegetative cover: 1.5

This multiplier is typically used for an entire area by first determining the full amount of debris, then applying the multiplier according to the average vegetative cover for the area. For example:

- 40 homes in a subdivision are destroyed by a tornado. There is light vegetation throughout the subdivision.
 - o $40 \times 300 \text{ cy} = 12,000 \text{ cy} \times 1.1 = 13,2000 \text{ cy}$

A precipitation factor can also be applied, as heavier precipitation in a disaster will result in additional property damage and therefore debris.

- For medium to heavy precipitation, multiply by 1.5

Finally, a density multiplier is used in commercial areas, as increased density in such areas typically results in greater amounts of debris. This multiplier is determined as follows:

- Light density (scattered, small commercial) = 1.0
- Medium density (strip malls, office centers) = 1.2
- High density (downtown commercial centers) = 1.3

Once the amount of debris has been estimated, will require temporary storage sites the size of which can be determined by taking the following factors into consideration:

1. The debris pile shall be stacked to a height of no more than 10 feet.
2. 60% usage of the land area will be devoted to roads, safety buffers, burn pits, household hazardous waste, etc.
3. 10 foot stack height = 3.33 yards
4. 1 acre = 4,840 square yards (sy)
5. Total volume per acre = $4,840 \text{ sy/ac} \times 3.33\text{y} = 16,117 \text{ cy/ac}$.

Using the above assumptions, the estimate of total debris will be within 30% plus or minus of the actual amount of debris accumulated.

The Village of Arlington Heights estimates that under this scenario:

Q (the total quantity of debris in cubic yards) = _____

Q (cy of debris) / 16,117 (cy/ac) = _____ acres of debris.

_____ acres of debris x 1.66 (60% more area needed for roads, ,etc.,) = _____ acres.

DEBRIS DISPOSAL AND REDUCTION

Once the debris is removed from the damage sites, it will be taken to the temporary land sites. The three methods of disposal are burning, recycling, and grinding/chipping.

Grinding and chipping will be utilized as a viable reduction method. Grinding and chipping reduces the volume on a 4 to 1 ratio. For grinding and chipping to be feasible, 25% of volume remaining must have some benefit or use.

The three primary burning methods are open burning, air curtain pit burning, and incineration. Controlled open burning is a cost-effective method for reducing clean woody debris in rural areas.

Burning reduces the volume by 95%, leaving only ash residue to be disposed of. Air curtain pit burning substantially reduces environmental concerns. The blower unit must have adequate air velocity to provide a “curtain effect” to hold smoke in and to feed air to the fire below. Portable incinerators use the same methods as air curtain pit systems. The only difference is that portable incinerators utilize a pre-manufactured pit in lieu of an onsite constructed earth/limestone pit.

Metals, wood, and soils are prime candidates for recycling. Most of the non-ferrous metals are suitable for recycling. Specialized contractors are available to bid on disposal of debris by recycling if it is well sorted.

SITE CLOSE-OUT PROCEDURES

Each temporary debris staging and reduction site will eventually be emptied of all material and be restored to its previous condition and use.

Before activities begin ground and aerial photos will be taken, important features such as structures, fences, culverts, and landscaping will be noted. Random soil samples will be taken as well as water samples from existing wells. The site will be checked for volatile organic compounds.

After activities begin, constant monitoring of air quality and soil and water samples will take place. Photo, maps, and sketches of the site will be updated and fuel spills will be noted.

At close-out, final testing of soil, water, and air quality and compared to original conditions. All ash will be removed and any remediation actions will be taken.

DEBRIS MANAGEMENT ACTIONS

Response

- Activate debris management plan, coordinate with needs assessment team.
- Begin documenting costs.
- Coordinate and track resources (public and private).
- Establish priorities regarding allocation and use of available resources.
- Identify and establish debris temporary storage and disposal sites (local, regional).
- Address any legal, environmental, and health issues relating to the debris removal process.
- Continue to keep public informed through the PIO.

Recovery

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
- Continue to document costs.
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.
- Perform necessary audits of operation and submit claim for Federal assistance.

WEAPONS OF MASS DESTRUCTION / TERRORISM

The handling and disposal of debris generated from a Weapon of Mass Destruction (WMD) or terrorism event will exceed the capabilities of the County and will require immediate Federal

assistance. A WMD or terrorism event will, by its very nature, require all available assets and involve many more Federal and adjacent mutual aid jurisdictions and State departments and agencies. The nature of the waste stream as well as whether or not the debris is contaminated will dictate the necessary cleanup and disposal actions. Debris handling considerations that are unique to this type of event include:

- Much of the affected area will likely be a crime scene. Therefore, debris may be directed to a controlled management site by State and/or Federal law enforcement officials for further analysis.
- The debris may be contaminated by chemical, biological or radiological contaminants. If so, the debris will have to be stabilized, neutralized, containerized, etc. before disposal. In such an occurrence, the operations may be under the supervision and direction of a federal agency and one or more specialty Contractors retained by that agency. The presence of contamination will influence the need for pre-treatment (decontamination), packaging and transportation.
- The type of contaminant will dictate the required capabilities of personnel working with the debris. Certain contaminants may preclude deployment of resources that are not properly trained or equipped.

The Debris Manager will continue to be the single point of contact for all debris removal and disposal issues within the Village. Coordination will be exercised through the USACE, ESF#3 Branch located at the designated FEMA Disaster Field Office.

In this type of event the Village will become a supporting element to the U.S. Army Corps of Engineers, U.S. Environmental Protection Agency (USEPA), and/or the Department of Energy (DOE) and will operate as defined in the USACE WMD Emergency Response Plan.

JOB AID 1: DEBRIS MANAGEMENT PUBLIC INFORMATION (FLOOD)

When the water recedes to a safe level, as determined by the Village of Arlington Heights, from streets, homes and businesses, residents are instructed to separate their flood debris into the following categories/piles:

- Clean vegetation/tree debris
- Construction material , such as dry wall and furniture
- Aluminum
- Ferrous Metal (steel, iron, other magnetic metals)
- White Goods, such as washers, dryers, hot water heaters
- Household Hazardous Materials
 - o Household Cleaning Products
 - o Lead-Acid Batteries and battery acid
 - o Nickel-Cadmium, other rechargeable batteries marked DO NOT INCINERATE
 - o Home Workshop/Painting Supplies, including solvents
 - o Aerosol spray cans
 - o Indoor Pesticides
 - o Lawn and Garden Chemicals
 - o Automotive Chemicals, including motor oil, antifreeze, brake fluid, transmission fluid, etc.
 - o Fluorescent light bulbs and ballasts
 - o Lead and mercury containing instruments and electronics, thermometers, thermostats, switches, barometers, etc.
 - o Propane tanks and other compressed gas cylinders
 - o Other household Flammable and / or Toxic Materials
- Automotive Batteries
- Tires

These materials will need to be brought to and placed at the public right-of-way.

Debris brought to the public right-of-way will be picked up.

Materials will NOT be removed from private property, they must be brought and placed at the public right-of-way for proper disposal.

Please be sure to properly document your damage before you start clean-up; take photographs, measure water marks, written documentation, etc...

If you have questions please contact Village of Arlington Heights.

JOB AID 2: DEBRIS ESTIMATE WORKSHEET

Area of Operation: _____

Number of Residences (<2000 ft²): _____ Number of Mobile Homes: _____

Vegetation in Area: ☐ None ☐ Light ☐ Moderate ☐ Heavy

Precipitation in Area: ☐ None / Light ☐ Moderate / Heavy

Other Residential Buildings				
Name / Address	Length	Width	Height	Cubic Ft.

Commercial Buildings		Density: ☐ Light ☐ Moderate ☐ High		
Name / Address	Length	Width	Height	Cubic Ft.

Debris Piles				
Location	Length	Width	Height	Cubic Ft.

APPENDIX 2: DAMAGE ASSESSMENT

MISSION

To gather information on the extent of damage to infrastructure, public and private property in order to facilitate and coordinate appropriate responses to the needs of residents, visitors and governmental agencies, to expedite recovery efforts in the impacted area, and to ensure proper documentation to support a disaster declaration.

SITUATION

Disasters can cause damage to public and private property that may require emergency measures during the response phase to mitigate damage and protect lives, as well as require financial assistance to restore property and rebuild structures or infrastructure. During the recovery phase of a disaster, the Village will conduct a systematic analysis of damages to public and private property in order to estimate the extent of damages based upon actual observations and inspection. The Village will conduct damage assessment on an urgent basis to provide an initial estimate of damage.

When a disaster occurs, it could result in a Presidential Declaration. A damage assessment of public and private property will be required to determine the extent of the damages, which is then forwarded to Cook County and on to the State of Illinois EMA. Information provided will be a basis for the determination of actions necessary, the establishment of priorities among essential actions, and allocations of county and local government resources in the disaster area during the early stages of the recovery mode.

ORGANIZATION AND CONCEPT OF OPERATIONS

The Village of Arlington Heights Department of Public Works is responsible for the damage assessment function. Damage reports from field teams will be reported to the EOC to the ESF #3 coordinator or his/her designee.

Windshield survey

Local personnel will conduct an initial survey of the impacted area using available resources, including Public Works, Emergency Management, Fire and/or Police Departments as soon as possible following the event. This survey is used to quickly evaluate the ability of the Village to mobilize and sustain response operations following a disaster by assessing damage and impact to infrastructure and private sector entities including:

- Roads and bridges
- Local communications
- Health care facilities
- Water, natural gas and electric power distribution systems
- Other important infrastructure facilities and capabilities
- Private homes and businesses in the affected area.

This information is in turn used to help Incident Command and EOC staff in prioritizing efforts and making efficient decisions regarding management of existing assets and the need to request additional resources.

Initial Damage Assessment

When rescue and damage-limiting operations have been accomplished, a formal Initial Damage Assessment is undertaken to obtain specific information necessary to evaluate the severity and magnitude of the disaster. This information is compiled and sent to Cook County as directed by the

Cook County EOC. Cook County will then forward the information to Illinois EMA and subsequently to the federal government if established criteria are met.

There are two general categories of damage that must be assessed. The first is public facilities, the second is for privately-owned property. These are assessed under different categories (Public Assistance and Individual Assistance), using different forms and processes.

For Public Assistance, the Illinois EMA Public Assistance Program Initial Damage Checklist should be used as a guide to determine costs incurred during the disaster response, with the Initial Damage Assessment Cost Tabulation form used to compile those costs. Categories identified by IEMA include:

- Category A – Debris Removal: Only debris on public property is eligible. Costs can include overtime labor costs for debris removal operations (no regular time labor costs), equipment costs for debris removal operations, and contract costs for debris removal.
- Category B – Emergency Protective Measures: This category includes overtime labor costs for sandbagging, emergency pumping, security, search and rescue, mass care, etc. (no regular time labor costs), equipment costs for emergency protective measures such as hauling and/or placing sandbags, emergency pumping, police / fire vehicles, etc., material costs for sandbags, sand, plastic, gravel, food for workers, misc. supplies, etc., and contract costs for emergency protective measures.
- Category C – Road and Bridge Systems: Costs can include regular and overtime labor costs, (force account), equipment costs, material costs and contract costs for the permanent restoration of roads, bridges, culverts, etc. (Note that only road systems NOT under the Federal Aid System (FAS) are eligible for permanent repairs. Permanent repairs on FAS road systems are under the authority of the Federal Highway Administration.)
- Category D – Water Control Facilities (facilities build specifically for flood control): Regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of channel or reservoir capacity. (Note that the US Army Corps of Engineers and the National Resources Conservation Service have statutory authority for the repair of flood control works including levees, floodwalls, flood control channels and dams and of shore protective devices. Permanent repairs to these facilities are not eligible under Public Assistance.)
- Category E – Buildings and Equipment: Eligible costs under this category include regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of buildings and equipment.
- Category F – Utility Systems: Regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of water treatment plants and delivery systems, power generation and distribution systems and sewage collection and treatment systems.
- Category G – Parks, Recreational and Other: Regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of parks, recreational areas and other types of facilities.

For any of these categories, equipment costs can include force account or rented equipment, regular and overtime costs using IDOT or FEMA rates. Any contract costs claimed must have a written contract. For categories E, F and G, any proceeds from insurance must be deducted from total the total damage costs.

Individual Assistance assessments vary based on the nature of the disaster. There are separate procedure and forms from IEMA used for flood events and for events other than floods. Some information collected is the same for all events. This includes address of the affected structure, type of the structure (single family home, multi-family structure, mobile home or business), and whether the occupant owns or rents the structure.

For flooding events, the information to be gathered includes:

- Depth of water in basement or crawlspace
- Depth of water in the first floor
- Whether the basement is used as an essential living area
- Whether the occupant has homeowners, renters and/or flood insurance
- Whether there is obvious, visible structural damage
- Other comments as appropriate

For events other than floods, necessary information includes:

- Whether the structure is habitable without repairs or with few repairs
- If the structure is uninhabitable or requires extensive repairs
- Whether the structure is a total loss or not feasible to repair
- Whether the occupant has homeowners or renters insurance
- Other comments as appropriate

The information gathered from the assessment is compiled on the appropriate form to be forwarded to Cook County and IEMA.

STAFF DEVELOPMENT AND RESPONSIBILITIES

The Village of Arlington Heights is responsible for the developing a damage assessment plan and shall select a Damage Assessment Coordinator to supervise one or more Damage Assessment teams.

Damage Assessment Coordinator

Initially, the role of Damage Assessment Coordinator will fall to the ESF #3 coordinator until he or she delegates that role to another individual. Roles of the Damage Assessment Coordinator include:

1. Coordinating the activities of all Damage Assessment Teams
 - a. Assignment of teams to geographic locations for specific purposes (assessment of damage to public facilities / infrastructure or private property)
 - b. Determine reporting requirements and procedures
 - c. Coordinating with Logistics to ensure that any mutual aid Damage Assessment Teams have appropriate working and rest / sleeping facilities available as required.
2. Compiling Damage Reports
3. Ensure that proper documentation, forms and reports are completed by Finance Department and submitted to Cook County as required

Damage Assessment Teams

The needs of the incident will determine the makeup and quantity of Damage Assessment Teams. A smaller scale incident may only require one or more teams from Public Works to assess damage to Village facilities and infrastructure and/or one or more teams from Community Development to conduct assessments and inspections of private property. A larger incident may require a request through IESMA Emergency Management Assistance Teams for mutual aid Damage Assessment Teams. Duties of Damage Assessment Teams include:

1. Visibly inspect damaged and/or destroyed structures or other facilities in their assigned geographic area
2. Gather information needed to complete IEMA Initial Damage Assessment forms for Public Assistance or Individual Assistance per mission tasking
3. Deliver information to Damage Assessment Coordinator as directed

DAMAGE ASSESSMENT ACTIONS

The ESF #3 Coordinator will assign a Damage Assessment Coordinator and Teams as noted above. The Coordinator must determine the stricken area and request the required level of resources to complete the assessment efficiently. The Coordinator will ensure the areas to be inspected are defined and marked on an appropriate map, and that Teams are assigned to specific geographic areas. Each Team will be given a map marked with the area they are responsible for. Teams will deploy throughout the community as assigned by the Coordinator and systematically gather information by visual inspection, interview of occupants / residents, or other means as required. The Teams will record this information and forward to the Damage Assessment Coordinator as directed. The Coordinator will ensure that the information is compiled on the appropriate IEMA forms (typically by the Finance Department), and forwarded on to the Cook County EOC. Current forms and instructions for completing them are available on the IEMA web site at:

<https://www.illinois.gov/iema/LocalEMA/Pages/DamageAssessmentForms.aspx>.

Throughout the process, the Damage Assessment Coordinator must be prepared to brief other members of the EOC staff on the Damage Assessment process and progress tow

ESF #4: FIREFIGHTING ANNEX

OVERVIEW

The Village of Arlington Heights Firefighting (ESF #4) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency Firefighting services at the local and regional level. The ESF#4 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #4 activities support the coordination of firefighting regardless of cause or origin. The ESF #4 lead agency provides expertise primarily for local structure fire suppression and wildland fires.

PURPOSE

The purpose of ESF #4 is to organize the plans, policies and agreements currently in place and provide an overview for the firefighting capabilities of the municipality.

SCOPE

The plans and systems that make-up the ESF #4 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #4 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #4 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations “Assumptions” provide context, requirements, and situational realities.

- The Village has plans and policies in place to manage the suppression of fires and said plans are maintained regularly by the fire department.
- The Village is susceptible to various types of fires including structures, field, brush, and vehicular.
- There is the potential for a major fire that would extend the Village’s fire fighting resources requiring a multi-community response.
- Firefighting assistance is provided through the Mutual Aid Box Alarm System (MABAS), a community-to-community system of providing resources, of which Arlington Heights is a member.
- Northwest Central Dispatch System is the primary dispatching point for fire resources for the Village and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF#4 to support the further development and ongoing maintenance of ESF#4.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from

the effects of an emergency.

- Integrate and standardize ESF #4 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Identify, coordinate, and engage the emergency ESF #4 stakeholders.
- Train and exercise the activities of ESF #4.
- Provide input and planning assistance for any Hazard specific annexes, which contain firefighting elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #4. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #4, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #4 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the Village of Arlington Heights the following department has been identified as the primary coordinator:

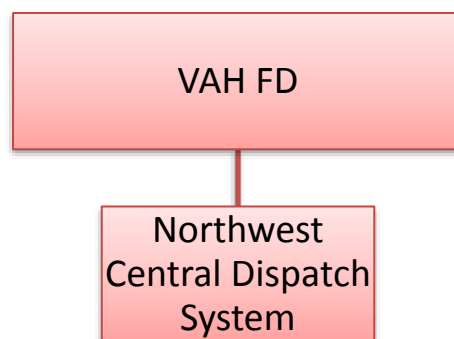
- **Village of Arlington Heights Fire Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #4 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#4 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Fire Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Fire Department	All	• Coordinate the with on-scene incident command. • Communicate EOC priorities to the field. • Process requests for personnel and equipment. • Coordinate with appropriate mutual aid partners to fill resource requests.
Northwest Central Dispatch System	All	• Coordinate requests for assistance and/or resources from neighboring fire agencies as well as requests from regional aid groups. • Provide dispatching and communications for field command.



PRIVATE PARTNERS

The ESF #4 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #4 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Restoration or Board-up companies

COUNTY/REGIONAL AGENCIES

The role of the County/Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County/Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are County/Regional Agencies that play key roles in ESF #4:

- Cook County Department of Homeland Security and Emergency Management
- MABAS Division 1

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #4:

- Illinois Emergency Management Agency
- Office of the Illinois State Fire Marshal
- MABAS Illinois

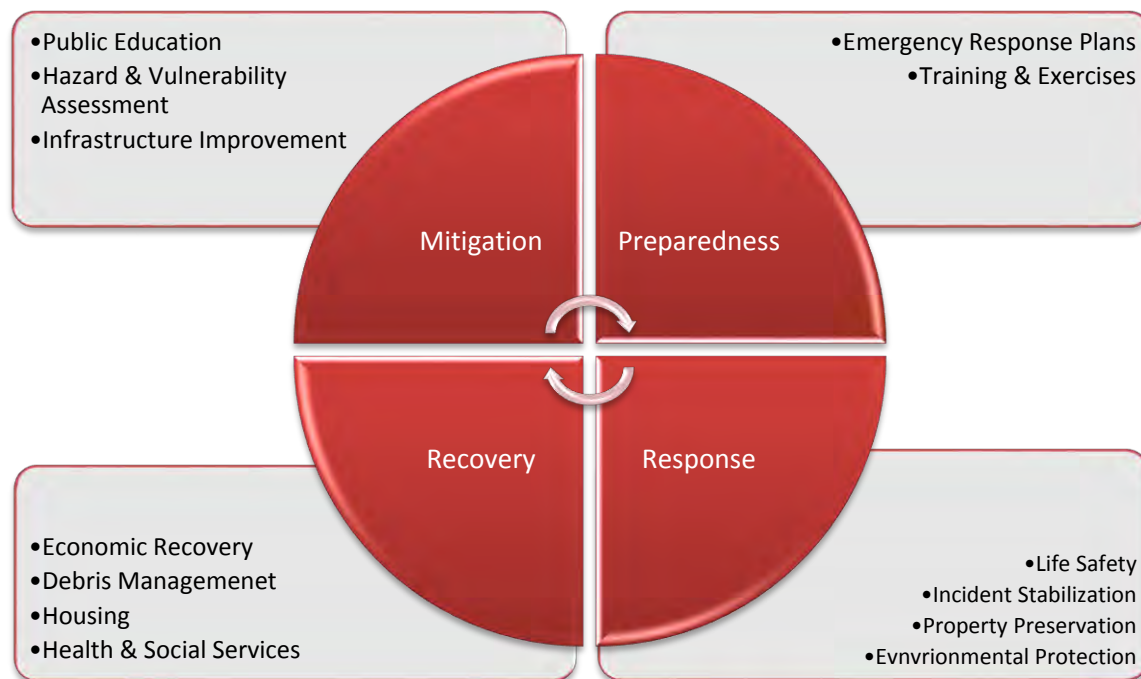
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #4 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Agriculture/Forest Service
- U.S. Fire Administration

CONCEPT OF OPERATIONS

The ESF #4 is responsible for firefighting activities that take place within the Village boundaries. This section describes the ESF #4 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Arlington Heights participates in Mitigation planning through the Cook County Department of Homeland Security and Emergency Management. Mitigation activities for ESF #4 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #4 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #4 include:



- Develop and maintain the ESF #4, Firefighting, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #4 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #4 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #4 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #4 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #4 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #4 Primary Coordinator include:

- The ESF #4 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #4 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #4 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #4 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a fire within the Village that reaches a level requiring resource from beyond the MABAS division 1

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #4 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #6: MASS CARE ANNEX

OVERVIEW

The Village of Arlington Heights Mass Care Annex (*ESF #6*) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management services related to Mass Care, Emergency Assistance, Housing, and Human Services in the Village. Function #6 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #6 activities support the coordination of mass care. The ESF #6 lead agency provides expertise primarily for locally supported mass care operations.

PURPOSE

The function #6 annex provides guidance to coordinate the delivery of the Village's mass care, emergency assistance, housing, and human services when local response and recovery needs exceed their capabilities.

SCOPE

When requested by the Director of Emergency Management, function #6 services and programs are implemented to assist individuals and households impacted by potential or actual disaster incidents. Function #6 is organized into four primary functions:

Mass Care: Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.

Emergency Assistance: Assistance required by individuals, families, animals and their communities to ensure that immediate needs beyond the scope of the traditional "mass care" services provided at the local level are addressed. These services include: support to evacuation (including registration and tracking of evacuees); reunification of families; provision of aid and services to people with access and functional needs; evacuation. Sheltering, and other emergency services for household pets and service animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.

Housing: Includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. This assistance is guided by the National Disaster Housing Strategy.

Human Services: The provision of very basic supplemental services to support the personal and/or immediate recovery needs of disaster victims. Attention is focused on persons who because of age, disability, or language may need additional assistance to benefit from the mass care services described above. Effective service delivery requires coordination with non-governmental organizations and social service agencies.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate

into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, “Assumptions” provide context, requirements, and situational realities.

- Maintaining a quality of life for our disaster victims is one of the goals of the Village emergency management.
- Providing mass care services is an effort that will require coordination across government, private and non-profit sectors in order to ensure that residence have the services they require.
- The Village will make every effort to ensure that agreements and plans are in place with agencies which can assist in providing mass care services.

GOALS

This section identifies the goals for the ESF #6 to support the further development and ongoing maintenance of ESF #6.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #6 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Identify, coordinate, and engage the emergency ESF #6 stakeholders.
- Train and exercise the activities of ESF #6.
- Provide input and planning assistance for any Hazard specific annexes which contain mass care elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #6. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #6, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #6 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the Village of Arlington Heights the following department has been identified as the primary coordinator:

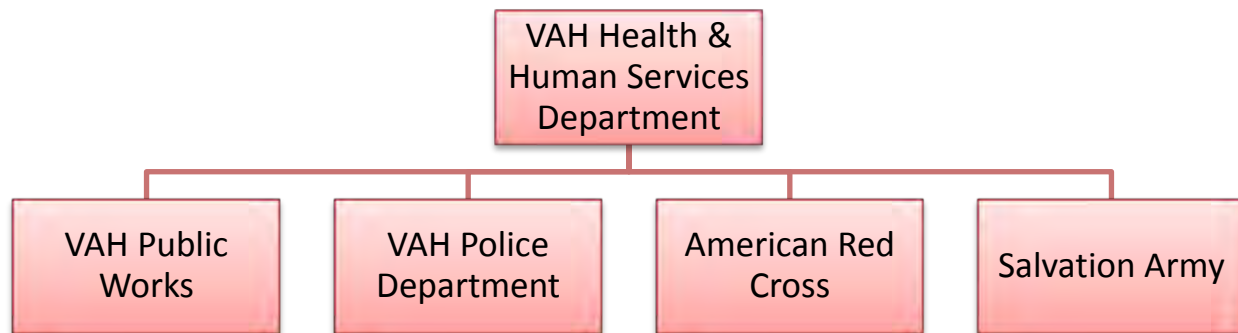
- **Village of Arlington Heights Director of Health & Human Services**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #6 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#6 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Department of Health & Human Services**
- **Village of Arlington Heights Public Works**
- **Village of Arlington Heights Police Department**
- **American Red Cross**
- **Salvation Army**

Department/Agency	Division/Group	Responsibility
Public Works	All	• Provide assistance in form of facility maintenance for all established Village shelters. • Assist in the dissemination of mass care information.
Police Department	All	• Provide assistance in the form of security and safety for mass care recipients at shelters and points of distribution.
American Red Cross	Disaster Services	• Provide assistance in the form of shelter management and operations training for local shelter locations. • Assist in the procurement of shelter equipment through local contacts and vendors. • Assist locals through the dissemination of information.
Salvation Army	Disaster Services	• Provide assistance in the form of food and supplies for local shelters and points of dispensing. • Provide assistance in the form of coordinating the delivery of food and supplies to disaster sites.



PRIVATE PARTNERS

The ESF #6 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #6 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Arlington Heights Park District

COUNTY/REGIONAL AGENCIES

The role of the County/Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County/Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County/Regional Agencies that play key roles in ESF #6:

- Cook County Department of Homeland Security and Emergency Management
- Cook County Department of Public Health
- American Red Cross
- Salvation Army

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #6:

- Illinois Emergency Management Agency
- Illinois Voluntary Agencies Active in Disaster

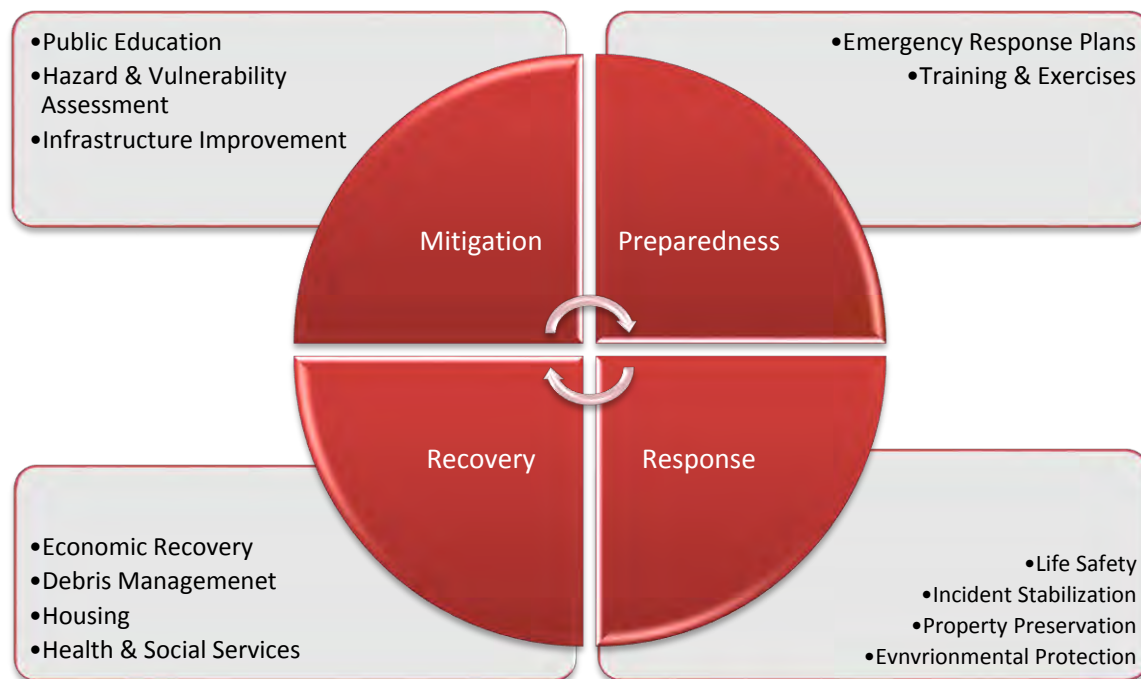
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #6 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Health and Human Services
- Department of Housing and Urban Development
- Department of Justice Department of Labor
- National Voluntary Organizations Active in Disaster

CONCEPT OF OPERATIONS

The ESF #6 is responsible for firefighting activities that take place within the Village boundaries. This section describes the ESF #6 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Arlington Heights participates in Mitigation planning through the Cook County Department of Homeland Security and Emergency Management. Mitigation activities for ESF #6 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #6 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #6 include:



- Develop and maintain the ESF #6, Mass Care Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #6 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #6 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #6 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #6 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #6 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
PADS of HOPE MOU	MOU for sheltering	Response and Recovery	VAH Public Health Department	Jul 16, 2008

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #6 Primary Coordinator include:

- The ESF #6 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #6 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #6 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #6 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

The model for shelter operations is integrated and inclusive. To the maximum extent possible individuals with functional needs will be sheltered with the general population and shelter staff will make efforts to provide reasonable accommodations as defined under the Americans with Disabilities Act (ADA).

The Village recognizes the varying and special requirements of individuals that require and utilize the assistance of family members, personal assistants, and/or service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed. Individuals and assistance providers will remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated as required by law (e.g., the Americans with Disabilities Act (ADA) of 1990).

The Village recognizes the varying and special requirements of children and is committed to ensuring that the physical and mental health needs of children will be appropriately addressed. Children will remain with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event that 25 or more residents in the Village require shelter due to a disaster or emergency.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #6 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Transition from mass care ESF #6 emergency services identified above to longer-term recovery services and programs.
- Include both government assistance, community assistance and faith-based organization assistance in the development of long-term assistance as mass care operations transition out.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #6 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #8: PUBLIC HEALTH AND MEDICAL ANNEX

OVERVIEW

The Village of Arlington Heights Public Health and Medical Annex (*ESF #8*) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management related services regarding public health and medical services, and includes a broad array of local, county, state, and federal governmental entities; non-governmental and community-based organizations (NGO/CBOs); and the private healthcare sector. In addition, ESF #8 brings together these stakeholders before, during and after emergencies to develop systems and processes that support effective emergency management. The Function #8 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #8 activities support the coordination of Public Health and Medical emergencies. The ESF #8 lead agency provides expertise primarily for locally supported Public Health and Medical operations.

PURPOSE

The purpose of Function #8 is to organize stakeholders with responsibilities to strengthen collaboration and coordination among public health, environmental health and medical stakeholders that have the legal authorities, resources and capabilities to support operations during emergencies that affect public health and/or medical services, and by so doing, save lives, protect health and safety, and preserve the environment in a coordinated response.

SCOPE

The plans and systems that make-up the Function #8 Annex may be activated in whole or in part as described in this annex. A Village-wide response to protect Public Health and Medical may also be carried out under other key response authorities identified in plans identified in this annex.

The scope of ESF #8 includes the appropriate actions to prepare for and respond to a threat to Public Health and safety caused by an emergency or disaster and are detailed below. The plans and actions that make up this annex will require coordination among multiple Emergency Support Functions.

- Provides an overview of the public health and medical system.
- Identifies the legal basis for the ESF# 8 Annex and the emergency management activities of ESF# 8 stakeholders.
- Identifies the ESF# 8 mission, scope, goals, and stakeholder community.
- Identifies the organizational structure and governance system for ESF# 8 development, implementation and maintenance.
- Provides an overview of activities that support the four phases of emergency management

ESF# 8 stakeholders are involved in a wide spectrum of activities involving public health, communicable diseases, emergency medical services, emergency response, mental health and health care delivery as described below.

- **Communicable Disease**
 - Epidemiology and Surveillance
- **Drinking Water**
 - Work with Environmental Health on drinking water issues
- **Emergency Medical Services**
 - Patient Movement, Evacuation, Distribution and Tracking
 - EMS mutual aid
 - 911 and Dispatch Centers
- **Food Safety and Security,**
 - Foodborne Epidemiology
 - Product Trace-Backs
- **Hazardous Materials**
 - Airborne, Biological, Chemical, Radiological, Nuclear
- **Laboratories**
 - Laboratory Network
 - Testing and Reporting
- **Healthcare Facility Safety**
 - Facility safety plans in coordination with State and Federal Guidance

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations “Assumptions” provide context, requirements, and situational realities.

- The Village has entered into agreements with Cook County for the provision of medical counter measures in the event of a wide spread outbreak of diseases.
- Cook County provides mortuary services on behalf of the Village.
- Local funeral directors associate provides vehicles and manpower to transport bodies in the event of mass fatalities.
- EMS is provided by the municipality to the public but licensing for EMS is managed by the Illinois Department of Public Health.
- Northwest Community Hospital is the resource hospital for the EMS system under which the Arlington Heights F.D. EMS operates.

GOALS

This section identifies the goals for the ESF #8 to support the further development and ongoing maintenance of ESF #8.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #8 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Identify, coordinate, and engage the emergency ESF #8 stakeholders.
- Train and exercise the activities of ESF #8.
- Provide input and planning assistance for any Hazard specific annexes which contain public health and medical elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #8. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #8, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #8 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the Village of Arlington Heights the following department has been identified as the primary coordinator:

- **Village of Arlington Heights Director of Health and Human Services**

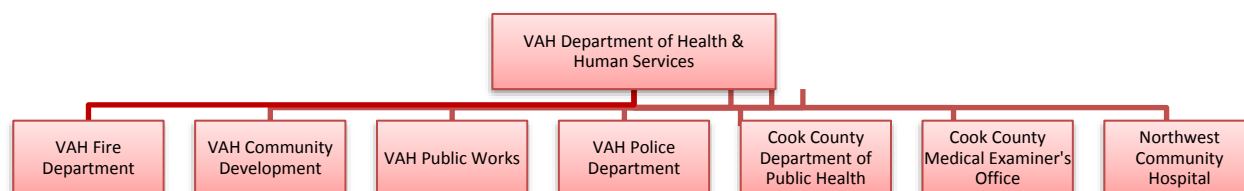
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #8 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #8 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Department of Health & Human Services**
- **Village of Arlington Heights Fire Department**
- **Village of Arlington Heights Police Department**
- **Cook County Department of Public Health**
- **Cook County Medical Examiner's Office**
- **Northwest Community Hospital**

Department/Agency	Division/Group	Responsibility
Health Department	All	
Health & Human Services	Health, Permits and Inspections	• Serves as the primary health department for the Village. • Provides health inspections of food serves establishments, swimming pools, daycare facilities, temporary events and mobile vendors.
Fire Department	All	• The Fire Department is responsible for providing EMS services to the residents. • The department is able to access additional EMS resources through MABAS. • The department is the primary responsible agency for coordinating the POD plans in the event of a mass vaccination event.
Public Works	All	• Public works provides assistance in the form of facility support and logistic support for mass public health emergencies.
Police Department	All	• The Police Department provides assistance in the form of security and protection for all public health emergencies.
Cook County Department of Public	Emergency Preparedness	• CCDPH assists the local coordinators in the development of their POD and mass dispensing

Health		plans. • CCDPH provides logistic support to the locals for the receipt and distribution of medical counter measures.
Cook County Medical Examiner's Office	All	• Provides mortuary services in the event of death. • Provides certificate of death, autopsy, and cremation permits.
Northwest Community Hospital	EMS	• Resource Hospital for the Northwest Community EMS System, providing EMS policy and management. • NCH acts as the conduit to the IDPH Region 9 medical coordination coalition.



PRIVATE PARTNERS

The ESF #8 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #8 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Northwest Community Hospital
- Local Rehabilitation Facilities
- Local Long Term Care Facilities
- Local Funeral Directors

COUNTY/REGIONAL AGENCIES

The role of the County/Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County/Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County/Regional Agencies that play key roles in ESF #8:

- Cook County Department of Homeland Security and Emergency Management
- Cook County Department of Public Health
- Cook County Medical Examiner's Office
- Region 9 Hospital Coordination Coalition
- MABAS Division 1

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #8:

- Illinois Emergency Management Agency
- Illinois Department of Public Health
- MABAS Illinois

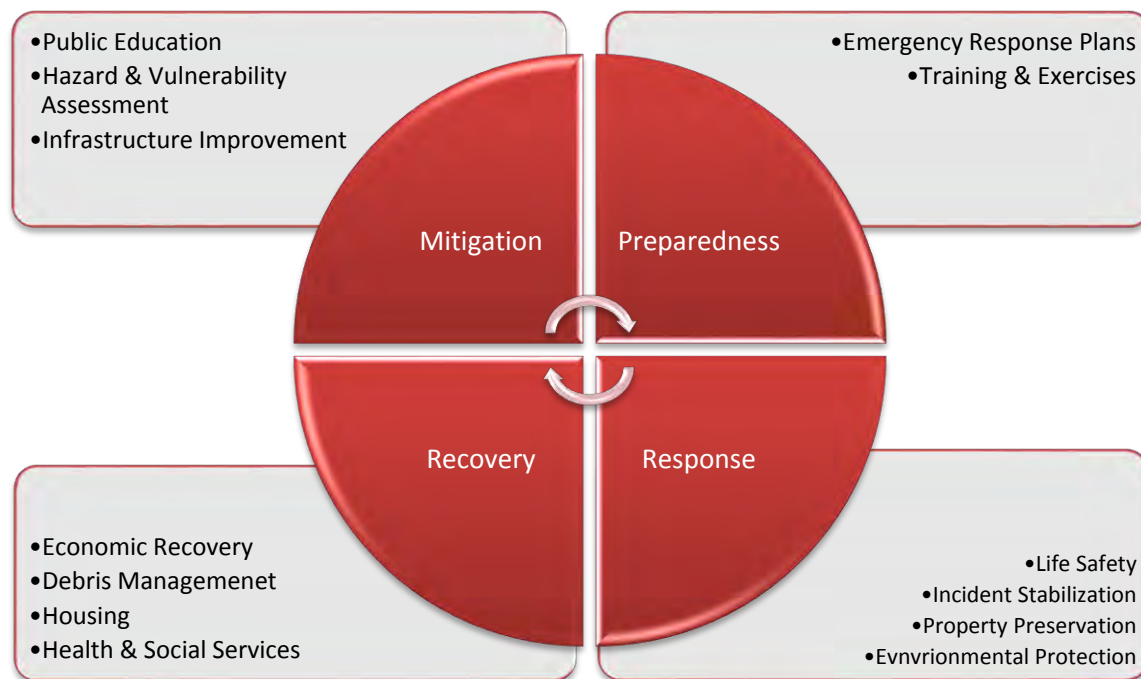
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #8 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Health and Human Services
- Department of Commerce
- Department of Agriculture

CONCEPT OF OPERATIONS

The ESF #8 is responsible for firefighting activities that take place within the Village boundaries. This section describes the ESF #8 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Arlington Heights participates in Mitigation planning through the Cook County Department of Homeland Security and Emergency Management. Mitigation activities for ESF #8 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #8 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #8 include:



- Develop and maintain the ESF #8, Public Health and Medical Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #8 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #8 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #8 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #8 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #8 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
<i>Point of Dispensing Plan</i>	POD plan for MCM	Response	Village of Arlington	TBD

			Heights Fire Department	
First Responder Plan	MCM plan for First Responders	Response	Cook County Department of Public Health	TBD

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #8 Primary Coordinator include:

- The ESF #8 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #8 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #8 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #8 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.

- In the event that the County activates the POD plan for the distribution of medical countermeasures.
- In the event of a request for a third level ambulance box.
- In the event of a potential mass exposure to a chemical, biological or radioactive substance within the Village boundaries.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #8 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #8 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #9: SEARCH AND RESCUE ANNEX

OVERVIEW

The Village of Arlington Heights Search and Rescue (ESF #9) Annex represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency Search and Rescue services at the local and regional level. The ESF#9 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #9 activities support the coordination of all types of search and rescue operations, regardless of the cause of the incident, including:

- Land search and rescue (including search and rescue/recovery operations for lost or missing people);
- Urban search and rescue / Technical rescue (locating, accessing and removing people from collapsed or partially collapsed structures, as well as extrication from vehicles or machinery, trench, confined space or high angle incidents, or other operations requiring personnel with specialized training and/or equipment to complete the mission);
- Water search and rescue (including flood/swiftwater, surface, subsurface and ice rescue in open water environments)

The Arlington Heights ESF #9 lead agency for land search and rescue will be the Arlington Heights Police Department, and the ESF #9 lead agency for urban search and rescue and water search and rescue will be the Arlington Heights Fire Department. The appropriate ESF #9 lead agency provides expertise for coordinating all functions pertaining to locating, accessing and extricating or removing people (live or deceased) that are missing and/or trapped regardless of cause.

PURPOSE

Emergency Support Function #9, Search and Rescue, provides for the coordination and effective use of all available resources in conducting search and rescue (SAR) operations and to organize the plans, policies and agreements currently in place.

SCOPE

The plans and systems that make-up the ESF #9 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #9 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #9 coordinator in order to uphold the mission of protecting life.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, “Assumptions” provide context, requirements, and situational realities.

- The Village has plans and policies in place to manage the various types of search and rescue operations, and the police and fire departments maintain said plans regularly.
- The Village is susceptible to various types of search and rescue incidents, which may result from lost or missing people (including at-risk populations); building collapses resulting from fires, natural disasters or other causes; flooding; transportation or industrial accidents; and other natural or human-caused events,
- There is the potential for a major incident that would exhaust the Village’s search and rescue resources requiring a multi-community response.
- Urban search and rescue, technical rescue and water rescue assistance is provided through the Mutual Aid Box Alarm System (MABAS), a community-to-community system of providing resources, of which Arlington Heights is a member.
- In large-scale incidents, Urban Search and Rescue Task Forces and supporting elements including Incident Support Teams, are available through the State of Illinois and/or the Federal Emergency Management Agency.
- Land search and rescue assistance is provided through the Illinois Search and Rescue Council.
- Northwest Central Dispatch System is the primary dispatching point for police and fire resources for the Village, and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF #9 to support the further development and ongoing maintenance of ESF #9.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #9 emergency management activities within the Village as an organization as a whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #9 capabilities.
- Identify, coordinate, and engage the ESF #9 stakeholders.
- Train and exercise the core capabilities associated with ESF #9.
- Provide input and planning assistance for any Hazard specific annexes developed which contain search and rescue elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #9. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #9, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #9 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with search and rescue operations for the Village of Arlington Heights the following department head has been identified as the primary coordinator:

- **Village of Arlington Heights Fire Chief**

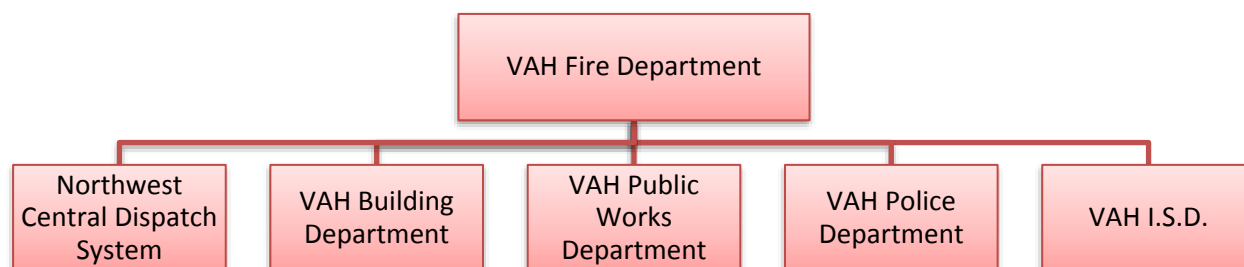
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #9 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #9 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Fire Department**
- **Village of Arlington Heights Police Department**
- **Village of Arlington Heights Public Works Department**
- **Village of Arlington Heights Integrated Services Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Fire Department	All	• Coordinate the with on-scene incident command (USAR and water rescue). • Communicate EOC priorities to the field. • Process requests for USAR / technical and water rescue personnel and equipment. • Coordinate with appropriate mutual aid partners to fill resource requests
Police Department	All	• Coordinate the with on-scene incident command (Land SAR). • Process requests for Land SAR personnel and equipment. • Process requests for air search and canine assets • Coordinate with appropriate mutual aid partners to fill resource requests
Integrated Services Department	All	• Provide for IT support, including mapping / GIS, communications and remote network capability
Public Works Department	All	• Coordinate with utility providers to maintain safety of victims, responders and the public • Process requests for debris removal and access to incident scene(s) • Coordinate with County and State agencies as

		needed to ensure road access for responders
Building Department	All	• Provide technical specialists, including engineering assistance, at incidents involving collapsed or damaged structures
Northwest Central Dispatch System	All	• Serve as the primary public-safety answering point. • Serve as the primary police and fire dispatching. • Process resource requests, including mutual aid, from on-scene incident command



PRIVATE PARTNERS

The ESF #9 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #9 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd (Electric Utility)
- NICOR (Natural Gas Utility)

REGIONAL / COUNTY AGENCIES

The role of the Regional or County Agencies will be dependent upon the specific nature of the emergency, including the scope of the response and recovery activities, and whether the incident affects county streets or highways, or county-owned buildings or grounds. Supporting Regional / County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are Regional or County Agencies that play key roles in ESF #9:

- MABAS Division 1
- Cook County Department of Homeland Security and Emergency Management
- Cook County Sheriff's Department
- Cook County Medical Examiner's Office
- Cook County Transportation and Highway Department

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #9:

- Illinois Emergency Management Agency
- MABAS-Illinois (USAR, Technical and Water Rescue)
- Illinois Urban Search & Rescue Task Force 1 (Urban Search & Rescue)
- Illinois Department of Natural Resources (Water search)
- Illinois Department of Military Affairs
- Illinois State Police

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #9 and the public and private sector stakeholders is a vital part of including whole community concepts into all phases of emergency management. Some of the following stakeholders work closely with ESF #9 on a regular basis:

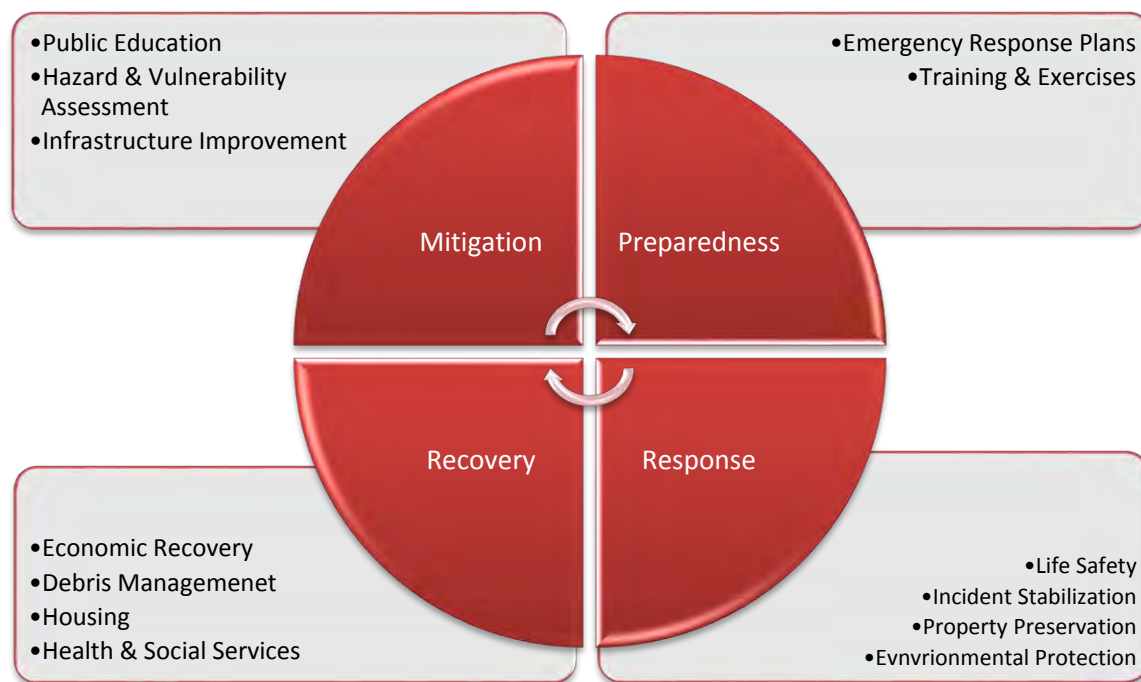
- Federal Emergency Management Agency
- US Coast Guard
- US Air Force Rescue Coordination Center
- U.S. Department of Homeland Security

CONCEPT OF OPERATIONS

The ESF #9 is responsible for all search and rescue operations that take place within Village boundaries. These can include, but are not necessarily limited to:

- Land search and rescue (including search and rescue/recovery operations for lost or missing people);
- Urban search and rescue / Technical rescue (locating, accessing and removing people from collapsed or partially collapsed structures, as well as extrication from vehicles or machinery, trench, confined space or high angle incidents, or other operations requiring personnel with specialized training and/or equipment to complete the mission);
- Water search and rescue (including flood/swiftwater, surface, subsurface and ice rescue in open water environments)

This section describes the ESF #9 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #9 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.

- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #9 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #9 include:



- Develop and maintain the ESF #9, Search and Rescue Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #9 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #9 exercise process.
- Conduct regular ESF #9 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #9 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #9 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #9 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
<i>Arlington Heights Box #600</i>	Technical Rescue	Response	Fire Department	12/01/2014
<i>Arlington Heights Box #700</i>	Water Rescue	Response	Fire Department	12/01/2014
<i>MABAS Division 1 TRT Standard Operating Guidelines</i>	MABAS Division 1 Technical Rescue Operating Guideline and Policy	Response	MABAS Division 1	
<i>MABAS Division 1 OG/PS #420</i>	MABAS Division 1 Water Rescue Team Operating Guideline/ Policy Statement	Response	MABAS Division 1	7/15/2015

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#9 Primary Coordinator include:

- The ESF #9 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- In the event that Federal (FEMA) Urban Search and Rescue assets are deployed in the incident, serves as the point of contact between the FEMA Incident Support Team and the EOC.
- Documents how ESF #9 organizes itself to support the emergency response within the Emergency Operations Center.

- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #9 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #9 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a natural or human-caused event that causes significant, widespread damage to an area or areas of the Village necessitating large-area search operations that utilize technical search or canine assets
- In the event of large-scale flooding affecting numerous structures and / or vehicles in which multiple watercraft, aircraft or specialized search teams are deployed in a search and rescue mission
- In the event of any search and rescue mission that requires the response of county-level (or greater) resources
- In the event of any search and rescue operation that extends beyond an initial 12-hour operational period

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #9 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #9 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #10: OIL AND HAZARDOUS MATERIAL ANNEX

OVERVIEW

The Village of Arlington Heights Oil and Hazardous Materials (ESF #10) Annex represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide response to hazardous materials incidents at the local and regional level. The ESF #10 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate efforts during all four phases of emergency management.

ESF #10 activities support the coordination of responses to all types of hazardous materials operations, regardless of the cause of the incident, including both accidental and intentional releases of hazardous materials. The Arlington Heights ESF #10 lead agency will be the Arlington Heights Fire Department. The ESF #10 lead agency provides expertise for coordinating all functions pertaining to responses to actual or potential releases of oil or hazardous materials, including chemical, radiological, and biological substances, regardless of cause.

PURPOSE

Emergency Support Function #10, Oil and Hazardous Materials, provides for the coordination and effective use of all available resources in responding to actual or potential uncontrolled releases of hazardous materials, and to organize the plans, policies and agreements for mitigation, response and recovery currently in place.

SCOPE

The plans and systems that make-up the ESF #10 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #10 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life and/or damage to the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #10 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- The Village has plans and policies in place to manage response to uncontrolled releases of hazardous materials, and Village departments maintain said plans regularly.
- The Village is susceptible to various types of oil and hazardous materials incidents, which may result from uncontrolled releases from fixed industrial facilities; transportation accidents including motor vehicle, train or airplane crashes; pipeline failures; the effects of fires, tornadoes, floods, or other natural disasters; nuclear fallout; acts of terrorism involving chemical, biological or radiological substances; and other accidental or intentional causes.
- There is the potential for a major incident that would exhaust the Village's hazardous materials response resources requiring a multi-community response.
- Assistance in responding to hazardous materials incidents is provided through the Mutual

Aid Box Alarm System (MABAS), a community-to-community system of providing resources, of which Arlington Heights is a member.

- In large-scale incidents, additional resources for emergency response and recovery are available through the State of Illinois and/or various agencies of the Federal government.
- Northwest Central Dispatch System is the primary dispatching point for police and fire resources for the Village, and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF #10 to support the further development and ongoing maintenance of ESF #10.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #10 emergency management activities within the Village as an organization as a whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #10 capabilities.
- Identify, coordinate, and engage the ESF #10 stakeholders.
- Train and exercise the core capabilities associated with ESF #10.
- Provide input and planning assistance for any Hazard specific annexes developed which contain hazardous materials elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #10. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #10, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #10 has been activated. Upon arrival to the EOC, the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with search and rescue operations for the Village of Arlington Heights the following department head has been identified as the primary coordinator:

- **Village of Arlington Heights Fire Chief**

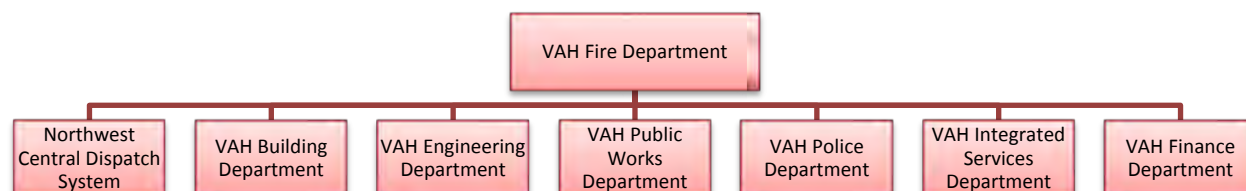
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #10 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #10 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Building Department**
- **Village of Arlington Heights Engineering Department**
- **Village of Arlington Heights Fire Department**
- **Village of Arlington Heights Finance Department**
- **Village of Arlington Heights Police Department**
- **Village of Arlington Heights Public Works Department**
- **Village of Arlington Heights Integrated Services Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Fire Department	All	• Coordinate the with on-scene incident command. • Communicate EOC priorities to the field. • Process requests for hazardous materials response personnel and equipment. • Coordinate with appropriate mutual aid partners to fill resource requests
Police Department	All	• Provide for scene security, crowd control and traffic control as necessary. • Initiate appropriate investigation of releases that are, or may be, intentional or otherwise involve criminal activity.
Finance Department	All	• Finance plays a critical role in the assistance of collecting costs associated with hazardous material spills.

Integrated Services Department	Information Technology	• Provide for IT support, including mapping / GIS, communications and remote network capability
Public Works Department	All	• Provide personnel and heavy equipment for hazardous materials containment or confinement as needed when possible. • Provide construction assistance as needed. • Coordinate with County and State agencies as needed to ensure road access for responders
Building Department	All	• Assist with private property permit and building code regulations related to hazardous materials incidents at residential and/or commercial buildings.
Engineering Department	All	• Provide technical specialists, including engineering assistance, at hazardous materials incidents.
Northwest Central Dispatch System	All	• Serve as the primary public-safety answering point. • Serve as the primary police and fire dispatching. • Process resource requests, including mutual aid, from on-scene incident command.



PRIVATE PARTNERS

The ESF #10 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #10 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd (Electric Utility)
- NICOR (Natural Gas Utility)
- Chemical companies / Industrial facilities within the Village of Arlington Heights
- Union Pacific Railroad
- Environmental Clean-Up contractors

REGIONAL / COUNTY AGENCIES

The role of the Regional or County Agencies will be dependent upon the specific nature of the emergency, including the scope of the response and recovery activities, and whether the incident affects county streets or highways, or county-owned buildings or grounds. Supporting Regional / County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are Regional or County Agencies that play key roles in ESF #10:

- MABAS Division 1
- Cook County Department of Homeland Security and Emergency Management
- Metropolitan Water Reclamation District of Greater Chicago
- Cook County Sheriff's Department
- Cook County Medical Examiner's Office
- Cook County Transportation and Highway Department

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #10:

- Illinois Emergency Management Agency
- MABAS-Illinois
- Illinois Environmental Protection Agency
- Illinois Department of Transportation
- Illinois Department of Natural Resources
- Illinois Commerce Commission
- Office of the Illinois State Fire Marshal
- Illinois State Police

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #10 and the Hazardous Materials public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #10 on a regular basis:

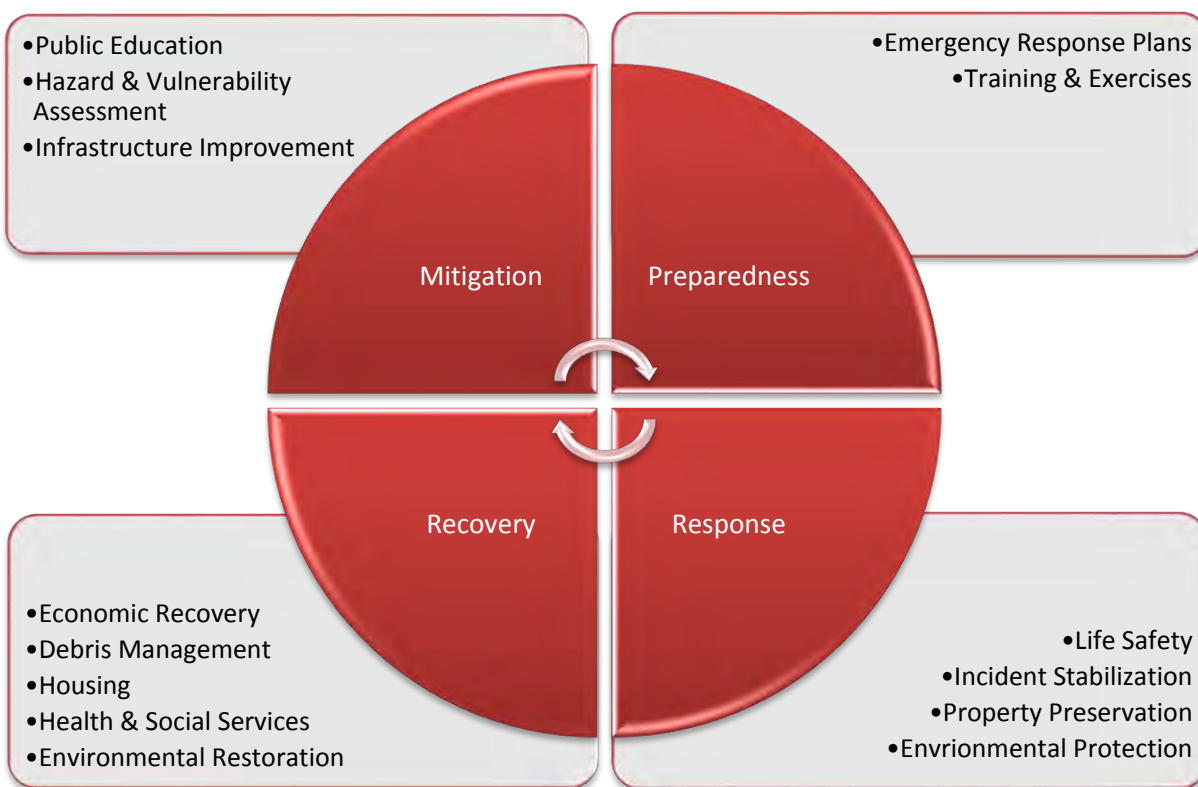
- Federal Emergency Management Agency
- US Environmental Protection Agency
- US Coast Guard
- US Department of Transportation
- US Department of Homeland Security

CONCEPT OF OPERATIONS

The ESF #10 is responsible for all Hazardous Materials responses that take place within Village boundaries. These can include, but are not necessarily limited to, spills, leaks and other uncontrolled releases resulting from:

- Transportation accidents, including motor vehicle, train and plane crashes;
- Damaged fixed industrial or fuel storage facilities;
- Pipeline failures;
- Fires, explosions, flooding, tornadoes, storms, or other natural or man-made disasters;
- Nuclear fallout;
- Acts of terrorism involving chemical, biological or radiological substances; or
- Any other accidental or intentional cause.

This section describes the ESF #10 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #10 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #10 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #10 include:



- Develop and maintain the ESF #10, Oil and Hazardous Materials Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #10 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #10 exercise process.
- Conduct regular ESF #10 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.

- Create an Emergency Resource Directory providing the list of ESF #10 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #10 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #10 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
Arlington Heights Box #500	Hazardous Material	Response	Fire Department	12/01/2014
MABAS Division 1 HazMat Standard Operating Guidelines	MABAS Division 1 Hazardous Materials Operating Guideline and Policy	Response	MABAS Division 1	
Comprehensive Emergency Response Plan	Suburban Cook County Local Emergency Planning Committee	Preparedness, Response	Suburban Cook County LEPC	2014

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #10 Primary Coordinator include:

- The ESF #10 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.

- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #10 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #10 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #10 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a natural or human-caused event that causes a significant release of a hazardous material in an area or areas of the Village necessitating the evacuation of a large area (25 or more residential units), and / or which requires the deployment of multiple technical entry teams
- In the event of any hazardous materials incident that requires a MABAS Hazardous Materials Box (or greater) alarm response, and / or the response of county-level (or greater) resources
- In the event of any hazardous materials incident that extends beyond an initial 12-hour operational period

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #10 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #10 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #11: AGRICULTURE AND NATURAL RESOURCES ANNEX

OVERVIEW

The Village of Arlington Heights is primarily a suburban community of residences, businesses and industry, and as such does not support a significant agricultural component within it. However, the Village does maintain an urban forest, as well as having waterways in the form of several creeks and ponds. In addition, Arlington International Racecourse, which houses a large number of racehorses, is within the Village and consequently Village roads are frequently used by livestock transportation vehicles. Food safety inspections are routinely carried out by inspectors from the Department of Health and Human Services, and the Department of Public Works, along the Northwest Water Commission, is responsible for maintaining the supply of potable water.

In a disaster, the Department of Public Works would engage to bring a quick initial response to help isolate and stabilize an emergency. Public Works is expected to bring a 24/7 continuous response and when necessary, work in cooperation with any outside agency, both public and private, as a severe disaster may require additional assistance via mutual aid associations. Public Works will utilize all resources, both human and material to bring support throughout the incident.

This Annex assumes that resources available through mutual, auto, State and Federal aid will be available at the time of a disaster or major emergency.

PURPOSE

Emergency Support Function #11, Agriculture and Natural Resources, supports the maintenance of safe food and water supplies, coordinates response activities related to waterways, forestry, animals or historical or cultural sites. ESF #11 also identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make up the ESF #11 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #11 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #11 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- The Village of Arlington Heights maintains a robust Department of Public Works, which will continue to be responsible for maintaining a safe public drinking water supply and managing streams and ponds, as well as maintaining the Village's urban forest.
- The Department of Health and Human Services, through its health inspectors, will work to

ensure safety of food supplies and facilities in the Village.

- The Arlington Heights Police Department is responsible for animal warden duties, and is initially the primary agency for any incident involving animals.
- This function is activated in an emergency or disaster situation when there is:
 - Significant actual or potential contamination of waterways, potable water supplies and/or food sources
 - Disease(s) of plants or animals that constitute an immediate and ongoing threat
 - Any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.

GOALS

This section identifies the goals for the ESF #11 to support the further development and ongoing maintenance of ESF #11.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #11 emergency management activities within the Village as an organization as whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #11 capabilities.
- Identify, coordinate, and engage the ESF #11 stakeholders.
- Train and exercise the core capabilities associated with ESF #11.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Agriculture and Natural Resources information.

Emergency Support Function #11 acts to meet the Agriculture and Natural Resources needs in support of local government; support and nongovernmental organizations; industry essential service providers; other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs.

The following are responsibilities of ESF #11:

- Provide for necessary testing and/or inspection of Village food and water sources
- Coordinating response to veterinary emergencies, especially if incident affects a large number of animals
- Ensuring an appropriate response to ensure environmental safety of waterways and the urban forest

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #11. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #11, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #11 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with Agriculture and Natural Resources for the Village of Arlington Heights the following department has been identified as the primary coordinator:

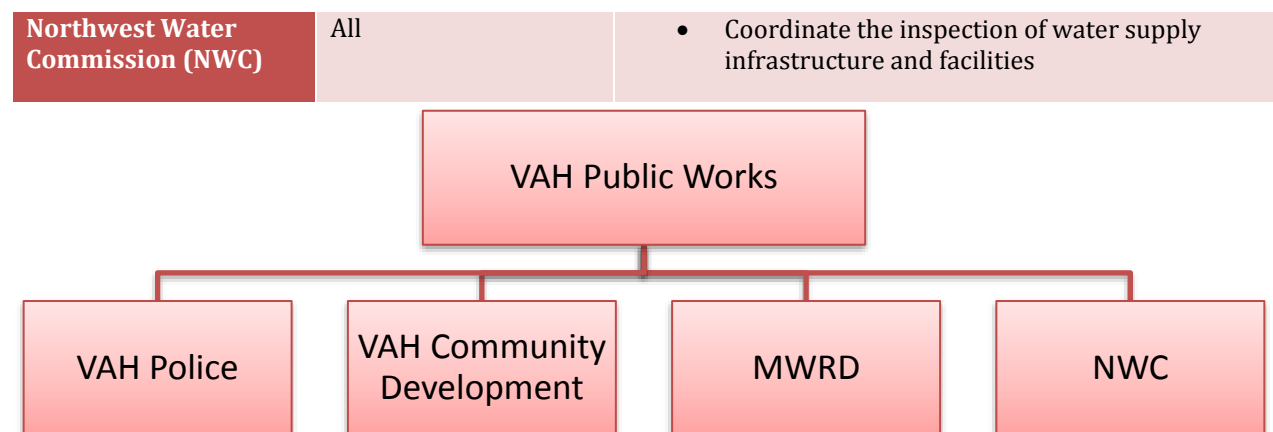
- **Village of Arlington Heights Public Works Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a roll in the support of the development of the ESF #11 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#11 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Public Health Department**
- **Village of Arlington Heights Planning and Community Development Department**
- **Village of Arlington Heights Public Works Department**
- **Village of Arlington Heights Department of Health and Human Services**
- **Metropolitan Water Reclamation District of Greater Chicago**
- **Northwest Water Commission**

Department/Agency	Division/Group	Responsibility
Public Works Department	All	• Coordinate inspection of wells, water storage and distribution infrastructure and facilities • Maintain the urban forest to provide for public safety and plant health; provide appropriate response to widespread plant / tree diseases • Ensure appropriate response to minimize the environmental effects of an incident on waterways
Community Development	All	• Ensure appropriate consideration is given to historical and cultural sites
Health & Human Services	All	• Conduct inspections and testing to provide for safe food and water supplies
Police Department	All	• Coordinate response to large-scale incidents involving animals, including veterinary medical incidents
Metropolitan Water Reclamation District	All	• Coordinate response to environmental emergencies involving waterways



PRIVATE PARTNERS

The ESF #11 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #11 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Arlington International Racecourse

REGIONAL AGENCIES

ESF #11 agencies will also need to coordinate with other regional agencies whose jurisdictions overlap the Village of Arlington Heights. The role of these regional agencies will depend on the specific nature of the emergency. The ESF #11 coordinator will possibly need to coordinate with one or more of the following regional agencies:

- Arlington Heights Park District
- Salt Creek Rural Park District

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #11:

- Cook County Department of Public Health
- Cook County Forest Preserve District
- Cook County Department of Homeland Security and Emergency Management

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder

agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #11:

- Illinois Department of Public Health
- Illinois Department of Agriculture
- Illinois Department of Public Works
- Illinois Environmental Protection Agency
- Illinois Public Works Mutual Aid Network
- Illinois Emergency Management Agency

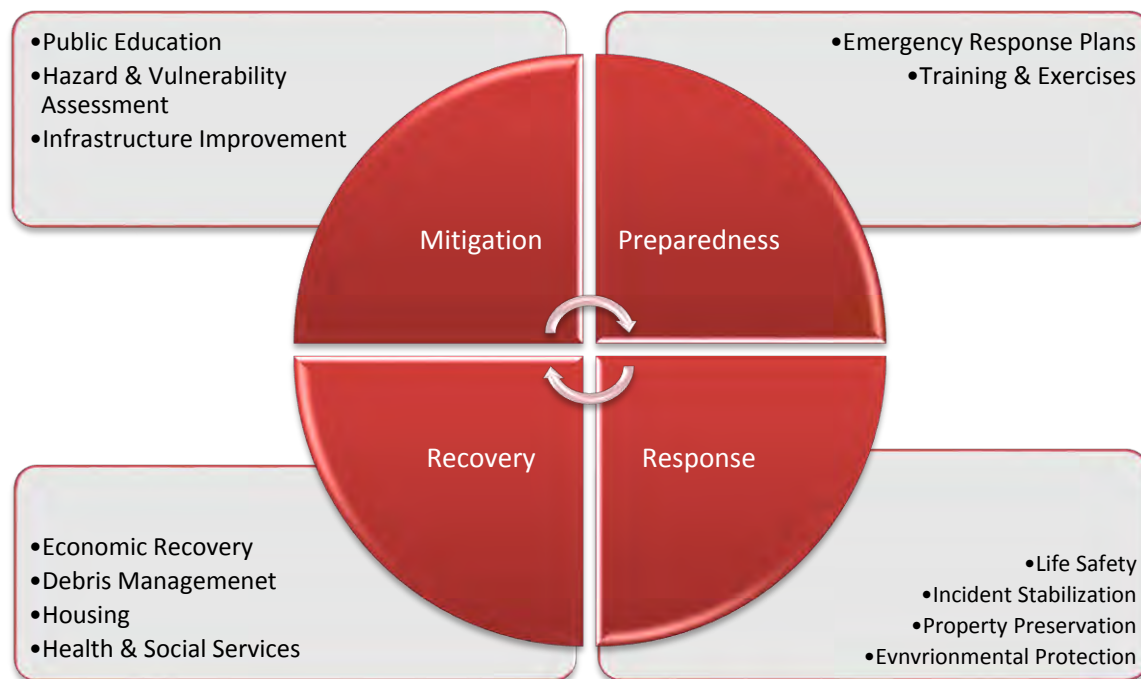
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #11 and public and private sector stakeholders is a vital part of including whole community concepts into all phases of emergency management. Some of the following stakeholders work closely with ESF #11 on a regular basis:

- U.S. Army Corps of Engineers
- U.S. Department of Agriculture
- Federal Emergency Management Agency
- Environmental Protection Agency

CONCEPT OF OPERATIONS

The ESF #11 is responsible for Agriculture and Natural Resources functions within the Village, including issues relating to historical and cultural sites as well as involving large-scale animal welfare considerations, such as those involving livestock including racehorses. This section describes the ESF #11 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #11 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #11 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #11 include:



- Develop and maintain the ESF #11, Agriculture and Natural Resources, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #11 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #11 exercise process.
- Conduct regular ESF #11 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #11 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #11 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #11 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#11 Primary Coordinator include:

- The ESF #11 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #11 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #11 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #11 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of an incident involving contamination of the Village's water supply or significant disruption or contamination of its food supply.
- In the event of an actual or threatened incident involving large-scale animal welfare concerns.
- In the event of widespread tree or plant disease or damage
- In the event of actual or threatened environmental damage or contamination of surface waterways

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #11 may include:

- Debris management
- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #11 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #11 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #12: ENERGY ANNEX

OVERVIEW

Energy requirements for the Village of Arlington Heights are met by two major public utility companies, ComEd for electrical power and NICOR for natural gas. Both of these utilities maintain transmission, feeder and distribution networks within the Village, serving government facilities as well as businesses, residents and industry.

In a disaster, the Village Manager's office would engage with those utility companies to bring a quick initial response to help isolate and stabilize an emergency. The Fire and Public Works departments are expected to bring a 24/7 continuous response and work in cooperation with utility companies, as a severe disaster may require additional assistance via mutual aid associations.

This Annex assumes that resources available through mutual, auto, State and Federal aid will be available at the time of a disaster or major emergency.

PURPOSE

Emergency Support Function #12, Energy, supports the restoration and maintenance of public energy infrastructure, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make up the ESF #12 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #12 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #12 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Critical facilities, both public and private, within the Village of Arlington Heights typically maintain emergency generating capabilities to allow for continuous operation until restoration of electric utility infrastructure is accomplished in an emergency.
- Public utility companies (ComEd and NICOR) maintain robust construction capabilities for emergency restoration in the event of system damage and outages. The companies also maintain mutual aid agreements with other utilities and relationships with private contractors to supplement their capabilities during widespread events.
- The Village's Department of Public Works will continue to be responsible for maintaining emergency generating capability for critical public infrastructure such as sewer and water facilities, public buildings including police and fire stations and the Emergency Operations Center, and other facilities as the Village deems appropriate.

- This function is activated in an emergency or disaster situation when there is severe and/or widespread damage to energy utility infrastructure; situations that result in widespread, persistent disruption of energy utilities (electrical service or natural gas service); and in any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.

GOALS

This section identifies the goals for the ESF #12 to support the further development and ongoing maintenance of ESF #12.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #12 emergency management activities within the Village organization as a whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #12 capabilities.
- Identify, coordinate, and engage the ESF #12 stakeholders.
- Train and exercise the core capabilities associated with ESF #12.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Energy information.

Emergency Support Function #12 acts to meet the energy needs in support of local government, support and nongovernmental organizations, industry essential service providers, other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs.

The following are responsibilities of ESF #12:

- Coordination with utility companies to restore service
- Provision and maintenance of emergency generators to support emergency responders at emergency scenes and the EOC
- Maintenance of supply, rental, and contractor records

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #12. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #12, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #12 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with Energy for the Village of Arlington Heights the following department has been identified as the primary coordinator:

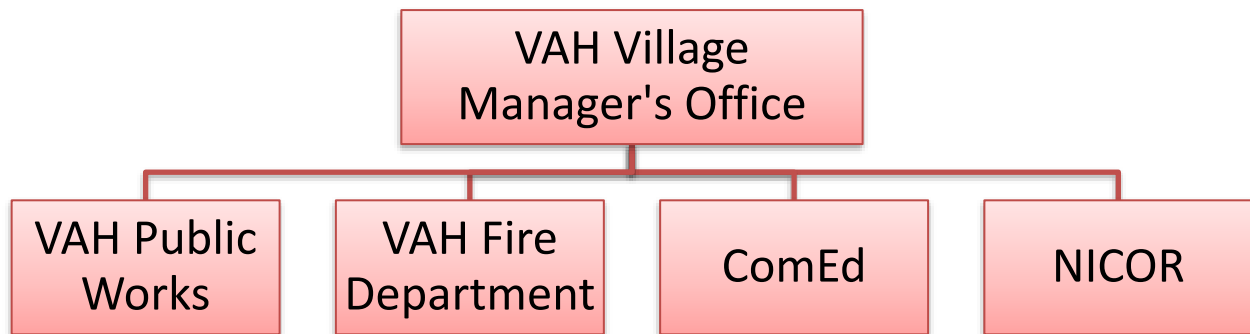
- **Village of Arlington Heights Village Manager's Office**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #12 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #12 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Public Works Department**
- **Village of Arlington Heights Fire Department**
- **Village of Arlington Heights Planning and Community Development Department**
- **ComEd (Electric Utility)**
- **NICOR (Natural Gas Utility)**

Department/Agency	Division/Group	Responsibility
Public Works Department	All	• Ensure emergency electrical generating capability for critical infrastructure • Coordinate the provision of debris removal as required for utility companies to access damaged equipment • Respond to Joint Utility Locating Information for Excavators (JULIE) (8-1-1) locating requests
Fire Department	All	• Provide emergency response to monitor, isolate and/or secure electrical or natural gas incidents
ComEd	All	• Assess damage to electrical distribution infrastructure • Perform Emergency Restoration of Power activities • Coordinate with the Village to ensure power restoration to critical infrastructure • Restore system to full capabilities
NICOR	All	• Assess damage to natural gas distribution infrastructure • Perform emergency repairs and restoration activities • Restore system to full capabilities



PRIVATE PARTNERS

The ESF #12 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #12 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd
- NICOR

REGIONAL AGENCIES

ESF #12 agencies will also need to coordinate with other regional agencies whose jurisdictions overlap the Village of Arlington Heights. The role of these regional agencies will depend on the specific nature of the emergency, and whether the incident affects streets, highways, buildings or grounds that are under the control or jurisdiction of those agencies. The ESF #12 coordinator may need to coordinate with one or more of the following regional agencies:

- Palatine Township Highway Department
- Elk Grove Township Highway Department

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #12:

- Cook County Transportation and Highway Department
- Cook County Department of Homeland Security and Emergency Management

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #12:

- Illinois Commerce Commission
- Illinois Department of Transportation – Division of Highways
- Illinois Emergency Management Agency

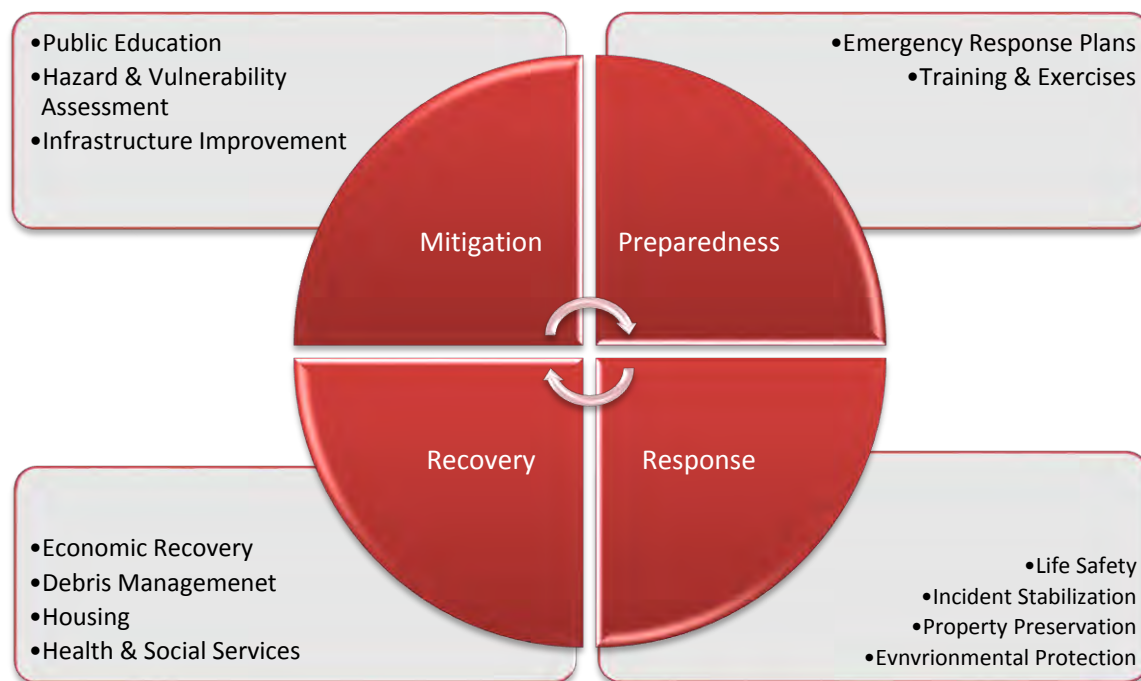
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #12 and the Communications public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #12 on a regular basis:

- U.S. Department of Energy
- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Environmental Protection Agency
- U.S. Department of Defense

CONCEPT OF OPERATIONS

The ESF #12 is responsible for Energy functions within the Village, including maintenance and repair of electrical and natural gas transmission and distribution systems. This section describes the ESF #12 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #12 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #12 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #12 include:



- Develop and maintain the ESF #12, Energy, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #12 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #12 exercise process.
- Conduct regular ESF #12 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #12 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #12 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #12 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
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ComEd Contact Information	Directions on contacting ComEd	All	VAH Fire Department	Dec 10, 2014
Nicor Contact Information	Directions on contacting Nicor	All	VAH Fire Department	2011

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#12 Primary Coordinator include:

- The ESF #12 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #12 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #12 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #12 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a severe weather incident resulting in electrical utility system damage to such an extent that activation of the ComEd Joint Operations Center (JOC) is required.
- In the event of a catastrophic loss of natural gas or electrical supply.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #12 include:

- Damage assessment
- Restoration of utilities and repair and/or rebuilding of energy transmission or distribution infrastructure
- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #12 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #12 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #13: PUBLIC SAFETY AND SECURITY ANNEX

OVERVIEW

The Village of Arlington Heights Public Safety & Security (ESF #13) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency Public Safety & Security services at the local and regional level. The ESF #13 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #13 activities support the coordination of Public Safety & Security. The ESF #13 lead agency provides expertise primarily for local law enforcement.

PURPOSE

Emergency Support Function #13, Public Safety and Security, provides guidance for a coordinated response and planning effort necessary to maintain order, ensure public safety, and coordinate the law enforcement mutual aid to meet the needs generated by disasters affecting the Village, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make-up the ESF #13 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #13 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #13 coordinator in order to uphold the mission of protecting life, property and the environment. Law enforcement coordination takes place through the local Police Chief and coordinates throughout the region with other local police chiefs.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- The Village has plans and policies in place to manage daily police operations and has policies for operating in disaster situations.
- The Village is susceptible to various types of crimes as commonly seen in municipalities of similar size.
- There constantly remains the potential for a major law enforcement incident that would exceed local response resources.
- Acts of terrorism or mass violence are primarily law enforcement incidents and will be led by the ESF #13 coordinator.
- The Police Department has the primary responsibility for evacuating citizens during an emergency or disaster.
- Public Safety & Security assistance is provided through the Illinois Law Enforcement Alarm

System (ILEAS), a community-to-community system of providing resources, of which Arlington Heights is a member.

- Northwest Central Dispatch System is the primary dispatching point for Law Enforcement resources for the Village and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF #13 to support the further development and ongoing maintenance of ESF #13.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #13 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the transportation system response capabilities.
- Identify, coordinate, and engage the emergency ESF #13 stakeholders.
- Train and exercise the activities of ESF #13.
- Provide input and planning assistance for any Hazard specific annexes which contain Public Safety & Security elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #13. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #13, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #13 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the Village of Arlington Heights the following department has been identified as the primary coordinator:

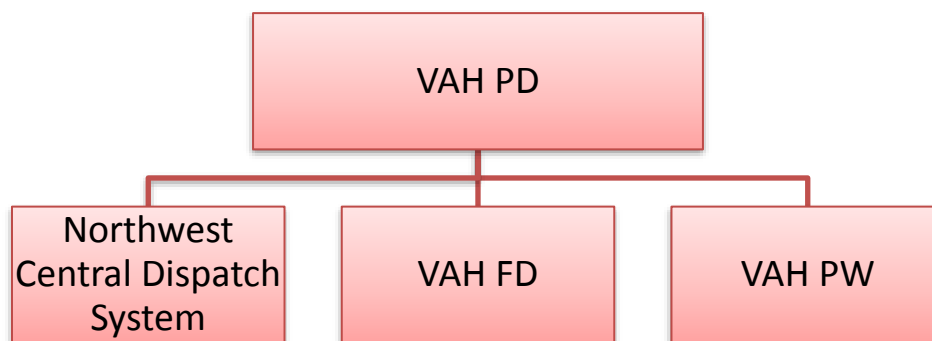
- **Village of Arlington Heights Police Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #13 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #13 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Fire Department**
- **Village of Arlington Heights Public Works Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Police Department	All	• Establish on-scene incident command of law enforcement incidents. • Provide general law enforcement resources to disrupt criminal activities. • Protect emergency responders. • Protect critical infrastructure during disaster response or as requested. • Provide evacuation routes for the Village in the event of a large scale disaster.
Fire Department	All	• Through unified command assist in on-scene medical care for law enforcement. • Provide rescue task force response capabilities.
Public Works Department	All	• Provide assistance for on-scene incident command. • Assist in shutting down roads and providing barriers. • Provide street signage.
Northwest Central Dispatch System	All	• Coordinate requests for assistance and/or resources from neighboring police agencies as well as requests from regional aid groups. • Provide dispatching and communications for field command.



PRIVATE PARTNERS

The ESF #13 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #13 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Arlington Heights Park District

COUNTY/REGIONAL AGENCIES

The role of the County/Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County/Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are County/Regional Agencies that play key roles in ESF #13:

- Cook County Department of Homeland Security and Emergency Management
- Cook County Sheriff's Office
- Northern Illinois Police Alarm System

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Police or the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #13:

- Illinois Emergency Management Agency
- Illinois State Police
- Illinois Department of Corrections
- Illinois Commerce Commission
- Illinois Department of Military Affairs
- Illinois Department of Natural Resources
- Illinois Environmental Protection Agency
- Illinois Department of Transportation
- Illinois Law Enforcement Alarm System

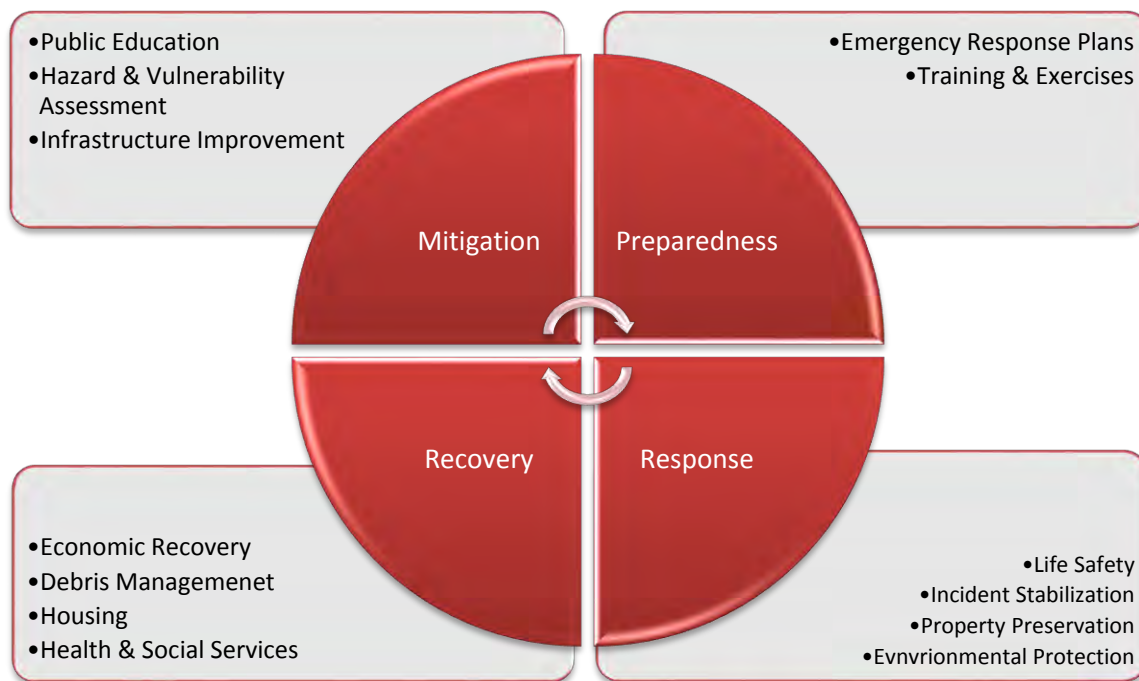
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #13 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Justice
- Department of Defense
- Department of the Interior
- Department of the Treasury
- National Guard Bureau

CONCEPT OF OPERATIONS

The ESF #13 is responsible for Public Safety & Security activities that take place within the Village boundaries. This section describes the ESF #13 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Arlington Heights participates in Mitigation planning through the Cook County Department of Homeland Security and Emergency Management. Mitigation activities for ESF #13 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #13 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #13 include:



- Develop and maintain the ESF #13, Public Safety & Security, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #13 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #13 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #13 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #13 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #13 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
General Order 46.1	Critical Incident Standing Orders	Response	VAH Police Department	Aug 03, 1994

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #13 Primary Coordinator include:

- The ESF #13 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #13 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #13 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #13 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a law enforcement incident requiring the activation of the Illinois Law Enforcement Alarm System (ILEAS) within the Village boundaries.
- In the event of an act of terrorism or mass violence resulting in the loss of life within the Village boundaries.
- In the event that it is determined that the Village needs to be evacuated due to a disaster or emergency.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #13 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #13 APPENDIX: EVACUATION

OVERVIEW

The Village of Arlington Heights Public Safety & Security, ESF #13, coordinator is ultimately responsible for the evacuation of the Village in the event of an emergency or disaster that would require such action. The ESF #13 agencies coordinate with each other to constantly develop plans for the effective evacuation of persons within the Village.

PURPOSE

The purpose of this appendix is to define which agencies have direct responsibility for evacuation. Additionally, this appendix provides more details and assumptions regarding the scope of evacuation operations.

SCOPE

The Village is responsible for the evacuation of its businesses and residents in the event that life, property or general safety is at risk. The Village is responsible for coordinating the movement of people from our municipality to a destination where they will be out of harm's way. The Village will coordinate with its neighboring communities prior to and during a mass evacuation to coordinate the provision of mass care as needed (ESF #6). The transportation coordinator (ESF #1) in the EOC will work closely with the ESF #13 coordinator to ensure that transportation modules are available for all citizens as defined by this EOP. Each ESF coordinator associated with evacuation maintains plans and agreements to assist in the facilitation of the evacuation process.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Whenever a threat to the public health or safety is created by a calamity such as a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the law may close the area where the threat exists.
- Law enforcement agencies are typically responsible for enforcing an evacuation order.
- Citizens have the legal right to refuse to evacuate, however if this act endangers children, they are subject to arrest. If a citizen refuses an evacuation advisory he/she does so at his/her own peril, and assumes the inherent risks.
- During an evacuation, law enforcement or other emergency personnel may determine the route(s) of travel depending on the hazard location, behavior wind, terrain, etc.
- Depending on circumstances, there may be time to collect valuables. If the evacuation advisory is urgent, there could be only time for evacuees to get into their vehicle and follow the route that the officer provides. This underscores the importance of preparation on the part of residents.
- In the event that the ESF #15 coordinator activates a computerized mass phone calling disaster alert system, the call will provide some directional information and most probably the location of a temporary evacuation center. If telephone poles and wires close to the disaster are damaged, the system may not activate in a particular area.
- After an area has received an evacuation advisory, the Police Department will, if possible, conduct patrols to prevent theft and looting.

- The terms “voluntary” and “mandatory” are used to describe evacuation orders. Local jurisdictions may, however, use other terms including but not limited to “precautionary” and “immediate threat.” The term used are related to the significance of the danger to provide for the safety of the residents not the legal ability to remove someone from their home or place of business.

STAKEHOLDERS

As described previously in the ESF#13 Annex the primary coordinator for the Public Safety and Security function is the Chief of Police or their designee. In addition to the ESF#13 coordinator the process for evacuation is also supported by the following support function coordinators:

- ESF#1 Transportation
- ESF#4 Firefighting
- ESF#6 Mass Care

PLAN MAINTENANCE

Please see ESF#13 for maintenance guidance for this applicable maintenance for this appendix.

ESF #15: WARNING AND EXTERNAL AFFAIRS ANNEX

OVERVIEW

The Village of Arlington Heights Warning and External Affairs Annex (ESF #15) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide timely, accurate, and coordinated information. In addition, ESF #15 brings together these stakeholders before, during and after emergencies to develop systems and processes that support effective emergency management. The ESF #15 stakeholders embrace the “whole community” by coordinating and sharing information with the media, faith-based and nongovernmental organizations (NGOs), the private sector, the local populace, and individuals with limited English proficiency. This audience includes individuals with disabilities and others with access and functional needs. The ESF #15 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

During a response, the Public Information Officer (PIO) stands up the Public Information function in the Village EOC. Other stakeholders may also stand up their agency’s Public Information function. If more than one PIO function is activated, the ESF #15 stakeholders collectively decide whether or not to activate/form a Joint Information Center (JIC) to coordinate and communicate information on an emergency in which multiple PIOs have requested assistance for preparing and disseminating information.

PURPOSE

The purpose of ESF #15 is to describe the coordination elements that are necessary to provide accurate, coordinated, timely, and accessible information to the public. The ESF #15 Primary Department coordinates the emergency public information activities that support the local, county, state and federal public information activities. Each ESF #15 stakeholder coordinates and communicates within their agency, but also with all agencies within their respective areas of operation. The ESF #15 stakeholders also provide recommendations and subject matter expertise to the associated departments to address public information preparedness, response, and recovery planning and operational activities.

SCOPE

The plans and systems that make-up the ESF #15 Annex may be activated in whole or in part as described in response to a request for support. A response may also be carried out under other key response authorities identified in plans identified in this annex.

The scope of ESF #15 includes the appropriate actions to provide accurate, coordinated, timely, and accessible information to the public. The plans and actions that make up this annex will require coordination among multiple Emergency Support Functions.

- Provides an overview of the Public Information system.
- Identifies the legal basis for the ESF #15 Annex and the emergency management activities of ESF #15 stakeholders.
- Identifies the ESF # 15 mission, scope, goals, and stakeholder community.
- Identifies the organizational structure and governance system for ESF #15 development,

implementation and maintenance.

- Provides an overview of activities that support the four phases of emergency management.

During an emergency response, departments and agencies retain their respective administrative authorities, but coordinate within the ESF #15 structure in order to uphold the mission of protecting life, property and the environment. ESF #15 stakeholders are involved in a wide spectrum of activities which are defined based on the incident and its complexity.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, “Assumptions” provide context, requirements, and situational realities.

- The PIOs that makeup this ESF are responsible for generating media releases and providing guidance to residents and elected officials as part of their preparedness efforts.
- The PIOs are responsible for having access to the various Village and departmental social media accounts.
- The PIOs have the authority to send messages via social media, traditional media and Village-specific media such as signboards and the Village web page.
- All messages generated by the ESF #15 coordinators will be approved by the Village Manager or their designee before they are released.
- Northwest Central Dispatch System maintains the ability to send reverse 911 messages on behalf of the Village.
- Northwest Central Dispatch System maintains the Village’s warning sirens and has the ability to set them off at the request of the Village.

GOALS

This section identifies the goals for the ESF#15 to support the further development and ongoing maintenance of ESF#15.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #15 emergency management activities.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the External Affairs response capabilities.
- Identify, coordinate, and engage ESF #15 stakeholders.
- Train and exercise the activities of ESF #15.
- Provide input and planning assistance for any Hazard specific annexes developed which contain External Affairs elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #15. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #15, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #15 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the Village of Arlington Heights the following department has been identified as the primary coordinator:

- **Village of Arlington Heights Village Manager**

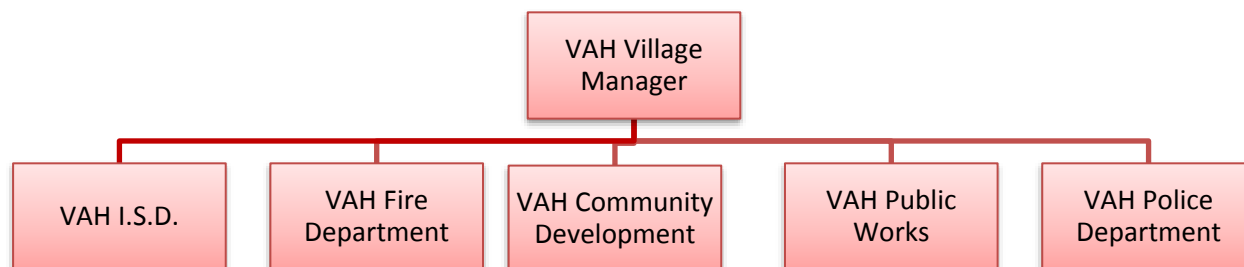
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #15 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #15 and provide planning input and operational support to the primary coordinators.

- **Village of Arlington Heights Department of Health and Human Services**
- **Village of Arlington Heights Integrated Services Department**
- **Village of Arlington Heights Fire Department**
- **Village of Arlington Heights Public Works**
- **Village of Arlington Heights Police Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Integrated Services Department	All	• Responsible for routine delivery of Village information by maintaining the Village web site as well as through newspapers, electronic media, social media and other platforms.
Health & Human Services	All	• The Department of Health and Human Services maintains a public information officer.
Fire Department	All	• The Fire Department maintains a public information officer. • The Fire Department has the ability to provide warnings via the PA system in their vehicles to send mass messages.
Public Works	All	• The Public Works Department maintains a public information officer.
Police Department	All	• The Police Department maintains a public information officer. • The Police Department has the ability to provide warnings via the PA system in their vehicles to send mass messages.
Northwest Central Dispatch System	All	• Provides the Village the ability to send reverse 911 messages through the shared mass

		notification platform. Provides the Village the ability to set of their warning sirens.
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PRIVATE PARTNERS

The ESF #15 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #15 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ABC 7 News
- CBS 2 News
- NBC 5 News
- The Daily Herald

COUNTY/REGIONAL AGENCIES

The role of the County/Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County/Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County/Regional Agencies that play key roles in ESF #15:

- Cook County Department of Homeland Security and Emergency Management

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #15:

- Illinois Emergency Management Agency

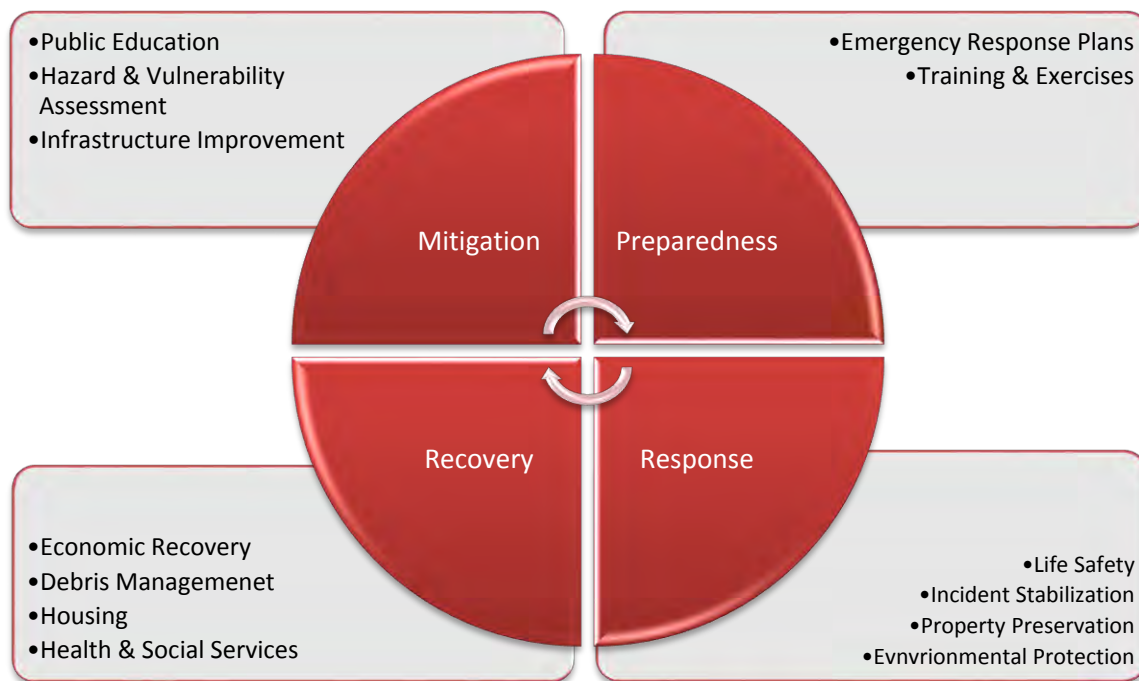
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #15 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency

CONCEPT OF OPERATIONS

The ESF #15 is responsible for external affairs and public warning activities that take place within the Village boundaries. This section describes the ESF #15 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Arlington Heights participates in Mitigation planning through the Cook County Department of Homeland Security and Emergency Management. Mitigation activities for ESF #15 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #15 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #15 include:



- Develop and maintain the ESF #15, Warning and External Affairs Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #15 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #15 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #15 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #15 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #15 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#15 Primary Coordinator include:

- The ESF #15 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #15 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #15 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #15 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Arlington Heights Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Arlington Heights Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event that the EOC activates at a level two or higher.

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF#15 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.

- Providing a common medium for communicating messages to the public.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #15 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

HAZARD SPECIFIC ANNEX: HAZARDOUS WEATHER

OVERVIEW

The Village of Arlington Heights is susceptible to impacts from severe weather that have the potential to cause injuries to citizens and government employees, disrupt essential services delivered by the Village, and cause damage to infrastructure, public and private property. The Village of Arlington Heights and its citizens can take steps ahead of time that will mitigate the effects of severe weather, and by using a robust warning system, the populace and Village employees can be informed of impending or occurring severe weather. When severe weather occurs, the Village of Arlington Heights will respond as appropriate based on the scope of the incident. This response may range from simply monitoring conditions to a full activation of the Emergency Operations Center in order to coordinate the operations of all Village and partner departments and agencies to maximize the efficiency of response and recovery activities.

PURPOSE

The purpose of this annex is to outline the organization, responsibilities, operational concepts and procedures for response to actual and/or forecasted severe weather emergencies, in order to get time-critical, lifesaving severe weather warnings to the people of the Village of Arlington Heights in the most expeditious manner. These warnings are meant for citizens and government employees, including employees that are working in emergency services and are out on the roads and streets of our community. This annex will also outline activities that Village staff and departments will undertake to prepare for severe weather and mitigate the effects thereof, and will outline initial activities the Village will perform to begin the transition from response to recovery activities after an event has occurred.

SCOPE

This plan covers all areas of the Village of Arlington Heights and addresses all types of hazardous weather that may impact it, including but not necessarily limited to: flooding, flash flooding, severe thunderstorms, tornadoes, hail and high wind events.

ASSUMPTIONS

This annex makes the following assumptions about hazardous weather events:

- Some people who are directly threatened by severe weather may ignore, not hear or not understand warnings issued by government authorities (ESF #15).
- Response and recovery efforts may be hampered by critical infrastructure being damaged or destroyed by the severe weather event (ESF #3).
- The need for increased security for damaged areas within the Village may exist (ESF #13).
- Evacuations may occur due to impending threats or damage to structures. Mass care and human service facilities may be required (ESF #6).
- Responders may have critical needs of their own due to a severe weather event.

GOALS

This section identifies the goals for the Village of Arlington Heights in preparing for and responding to hazardous weather situations in accordance with guidelines established by the National Weather Service in its StormReady program. This section also supports further goals and ongoing maintenance of hazardous weather preparedness.

- Detail Communications / Dispatch Center procedures related to natural hazards.
- Specify EOC activation criteria specific to severe weather threats.
- Establish weather spotter activation criteria and reporting procedures.
- Establish criteria and procedures for the activation of the public warning system in the Village.
- Outline Preparedness and Mitigation activities specific to hazardous weather.

ORGANIZATION

Hazardous weather alerting comes under the jurisdiction of the Village of Arlington Heights Emergency Management Agency. The Agency will provide direction, coordination, and guidance to the entities that are involved with directly getting the alerts out to the people of the Village, while working closely with the National Weather Service (NWS) Chicago office in Romeoville.

Information initially flows from the NWS to the county agencies, news media, organizations, and the public. A variety of methods can be used to provide these warnings to the public, including NOAA Weather Radios, outdoor warning sirens, the Emergency Alert System on broadcast media, and reverse 9-1-1 systems. As possible threats are identified, information on those threats begin to flow in both directions helping to further define the threat and allowing better and more detailed warning information to be issued.

CONCEPT OF OPERATIONS

Hazardous weather operations begin with daily monitoring of the NWS forecasts and weather radar by the local Emergency Management Agency, Northwest Central Dispatch, and others. When hazardous weather is identified as potentially threatening the Village of Arlington Heights, additional specialized groups and activities are brought into play. When a hazard is identified as threatening the Village of Arlington Heights, alerts are put out to the public and active tracking of the threat by field resources occurs with real-time flow of information between the EOC, Northwest Central Dispatch System, trained spotters, local emergency and government services, local news media, and the NWS Chicago office.

Village departments and support agencies responsible for responding to severe weather emergencies will do so generally using procedures parallel to their normal day-to-day operations. If the severe weather event causes injuries and/or damage beyond our normal response capabilities, departments will request assistance as needed through regional mutual aid partners (e.g. MABAS, ILEAS, IPWMAN, etc.), County, State or Federal agencies. The Village may also supplement the local response with Emergency Management volunteers serving in a variety of capacities, and may also activate the Emergency Operations Center at any of several levels as appropriate to the incident. Field personnel and those assigned to the EOC should all ensure that activities are documented or logged, for example, by using an ICS 214 (Activity Log).

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

In the event of severe weather damage, the Emergency Operations Center (EOC) will be activated at higher levels when necessary to support emergency service response operations. Levels of EOC activation due to weather events are as follows:

- **Level 3, Normal Operations / Steady State** – When the Village of Arlington Heights is under a severe weather Watch or Warning of any type, or has incurred minor severe weather event damage. Components activated:
 - o EOC may be minimally activated (monitor only) during business hours; after hours Emergency Management staff monitor weather conditions from home.
- **Level 2, Partial Activation** – When the Village of Arlington Heights has incurred moderate to major severe weather event damage. Components activated:
 - o Emergency Management Coordinator
 - o EOC Room staffed as needed for interdepartmental coordination, including appropriate ESFs if required to support the incident response
 - o RACES amateur radio station, at the discretion of the Emergency Management Coordinator
- **Level 1, Full Activation** – When the Village of Arlington Heights has incurred major to catastrophic severe weather damage. Components activated:
 - o Emergency Management Coordinator
 - o EOC Room fully staffed, including appropriate ESFs
 - o RACES amateur radio station
 - o Policy Group

SPOTTER ACTIVATION

The National Weather Service provides Weather Spotter training, which teaches people what to look for, what to report, and how to report hazardous weather to the national weather service. The Village of Arlington Heights Emergency Management Agency coordinates spotter activity within the Village.

EMERGENCY AND GOVERNMENT SERVICES

Some local public works, law enforcement and fire / EMS personnel have been trained as Spotters by the NWS. Many of these professionals are in the field and able to act as severe weather spotters, calling their reports in to the NWS Chicago office by phone or other appropriate means.

When the NWS puts the Village of Arlington Heights under a severe weather Watch or Warning, Northwest Central Dispatch will transmit that information to all emergency services via their radio talk groups and fire station alerting system, will keep all units advised of the status / location of any severe weather.

EMERGENCY MANAGEMENT VOLUNTEERS

The Village of Arlington Heights Emergency Management Agency includes a cadre of trained volunteers, many of whom have also been trained as Spotters. These volunteers are activated by Everbridge phone / text paging when the EMA Director determines that their service as spotters is required. These members will report any significant findings to the EOC, Northwest Central Dispatch or the NWS Chicago office using their established reporting procedures.

GENERAL PUBLIC

Citizens are urged to take the NWS Spotter training and make reports directly to the NWS Chicago office in Romeoville. Information on Spotter training is available on the NWS website. The Emergency Management Agency does not activate the general public.

REPORTING CRITERIA

Spotters will report any of the following events to the NWS Chicago office in Romeoville:

- Hail: any size; report the largest observed hailstone
- Measured wind gusts over 40 mph
- Wind Damage:
 - o Estimate speed
 - o Size of damaged healthy tree branches
 - o Size of damaged / uprooted trees
 - o Number of damaged trees
 - o Structures damaged
 - o Impacts (power outages, blocked roads, etc.)
- Wall Cloud; watch for rotation and persistence (about 5 minutes)
- Funnel Cloud (not touching ground); must observe rotation
- Tornado (touching the ground); must see debris being lifted into the air or damage on the ground
- Flooding, rapidly rising water covering roads / streets and/or flooding buildings
- Injuries or deaths

Along with the above information, you must include the **time of observation** and the **location of the weather event**. A weather spotter guide, which includes contact information for the NWS Chicago Office is located in Appendix 1.

METHODS OF WARNING

The NWS takes the lead in alerting the public to severe weather, but the Village of Arlington Heights Emergency Management Agency, Northwest Central Dispatch, local news media, and emergency services all play a part in getting the warning out.

WEATHER ALERT RADIOS

All hazards / weather alert radios are set off by the NWS and certain government agencies for severe weather information, watches, and warnings, as well as Amber Alerts and other important emergency information. This is the single most important warning method for severe weather and all homes, businesses and organizations are urged to have at least one in a constantly monitored area.

OUTDOOR SIRENS

The Village of Arlington Heights has twelve (12) tornado warning sirens throughout the Village. These sirens are meant to alert citizens who are outside in the area of the siren. They are not meant to warn citizens inside structures, although structures within a close distance (which varies by location) to the siren may hear the siren going off. These sirens are set off via radio by Northwest Central Dispatch. The distance these outdoor warning sirens can be heard varies based on location, type of siren, and conditions. Normally it is expected that the sirens can be heard for up to approximately one mile from the siren, although due to conditions, that distance can be less or even much greater. Procedures for activating the sirens are in the ESF 15 (Warning and External Affairs) Annex.

The outdoor tornado warning sirens are tested on the first Tuesday of the month, depending on the weather. If the weather is stormy, the test is postponed in order to not cause confusion or interfere with ongoing severe weather monitoring.

BROADCAST MEDIA

Broadcast media receive their weather warnings from the NWS and will promptly interrupt their normal broadcast to issue the weather warning to their audience. They also normally provide additional information over and above just the warning statement from the NWS, including real-time tracking of the storm based on their own or other radar sites.

SOCIAL MEDIA

The Village of Arlington Heights Emergency Management Agency maintains both Facebook and Twitter accounts. Real-time weather warnings are better served by Twitter than by Facebook so only general weather statements about possible pending severe weather will be posted to Facebook. Twitter will be used when staff has the time to post real-time information, but this should not be looked to for primary warnings of severe weather.

The NWS and broadcast media also use social media and following them may provide useful warning information.

It is recommended by the Village of Arlington Heights Emergency Management Agency that users of smart cell phones sign up for any of the available text alerting services that are available for free. The Federal Emergency Management Agency (FEMA), along with local broadcast media typically have such a service available to sign up for on their websites.

NOTIFICATION OF LOCAL OFFICIALS

When Northwest Central Dispatch receives a warning of impending or occurring severe weather, key personnel for the Village should be notified. On-duty fire and police personnel will be notified over the air and/or via station alerting per NWCDs protocol, and an e-page will be sent to personnel. Village officials who are on the EOC Everbridge notification group will also be notified of the situation.

WARNING SPECIAL FACILITIES AND POPULATIONS

Special populations and facilities will be warned of severe weather by the following methods:

1. Visually impaired: Everbridge reverse 9-1-1 (TTY), EAS messages on radio and NOAA Weather Radio.
2. Hearing-impaired: Everbridge reverse 9-1-1 (TTY), Captioned EAS messages on television and NOAA Weather Radio.
3. Special Facilities: Everbridge reverse 9-1-1 (TTY), EAS messages on radio/television and NOAA Weather Radio, route alerting and door-to-door notification if necessary.

PUBLIC ADDRESS NOTIFICATIONS

In the event of a failure of all other systems, or if additional, specific guidance for residents is required, the Village will provide warning to the public through the use of Police and or Fire Department vehicles driving routes through the Village and providing verbal instructions using the public address (PA) loudspeaker systems on those units.

PREPAREDNESS AND MITIGATION

A critical step in the planning process for hazardous weather emergencies is for the Village of Arlington Heights to prepare for events that have been identified as likely to occur here, and to undertake mitigation activities that will diminish the impact of those events on the community. Many of those weather events occur in a predictable annual cycle, and preparation and mitigation efforts (including public education) should follow a similar pattern to keep timely, pertinent information available to residents. The Village, through the Emergency Management Coordinator, should consider the following specific actions:

- Seasonally targeted educational programs and public information outreach and campaigns to increase awareness of specific hazards and actions citizens can take to prepare for those hazards
- Periodically brief the media, through releases, and the public, through social media, on local warning systems and procedures
- Partnering with the Health Department to develop educational materials for specific health concerns related to severe weather events for distribution as required (for example, biological or mold concerns following flooding, carbon monoxide awareness subsequent to events that cause power outages, etc.)

Other regular and seasonal maintenance activities can also have the effect of mitigating threats from severe weather, including tree trimming, pre-treatment of road surfaces in advance of snow or ice, clearing culverts and storm drains, leaf removal from streets prior to heavy rain, advocating for locating utilities underground instead of overhead, etc. Departments should review vendor contracts, resource lists and mutual aid agreements on a regular basis to ensure that necessary resources of all kinds are available when needed.

Public Works and Planning and Zoning departments should also use historical data from severe weather events in determining capital improvement projects (such as increasing storm sewer capabilities in areas with recurrent street flooding) and updating of zoning maps or water retention and/or detention capabilities in flood-prone neighborhoods or business districts.

RECOVERY

Initial recovery operations will begin as a transition from response activities. The primary focus in the early hours following a severe weather event will be to protect public safety by restoring critical infrastructure, including utilities, roads, bridges, water distribution and sewer systems, flood control and drainage systems, etc. to functional status as soon as possible. This may be concurrent with response activities. Coordination with outside agencies including ComEd, NICOR, telecommunications companies, county and state highway departments, the Water Reclamation District, and others will often be required. Initial and ongoing debris removal will also be a part of this initial effort. Prioritization of activity will be dependent on damage assessments. As the recovery operation proceeds, the Finance Department and Village Administration (including legal counsel) will be increasingly involved to verify that proper procurement rules are followed and to ensure accurate documentation. Long-term recovery operations, when needed, should incorporate mitigation strategies into the recovery plan.

PLAN MAINTENANCE RESPONSIBILITIES

The Village of Arlington Heights Emergency Management Agency will maintain the Hazardous Weather Annex document, review it at least annually, and update it as needed. Copies of the updated Annex will be included in the Village of Arlington Heights Emergency Operations Plan and issued to all authorized agencies.

APPENDIX 1: NWS CHICAGO FORECAST OFFICE SPOTTER REFERENCE SHEET

What to Report

- **Injuries / Fatalities**
- **Damage:**
 - ✓ Trees down (snapped or uprooted? Diameter?)
 - ✓ Branches broken (diameter?)
 - ✓ Power poles down
 - ✓ Structural damage
- **Tornado** (Rotation? Debris?)
- **Funnel cloud** (Rotation?)
- **Wall cloud** (Rotation?)
- **Hail** (all sizes)
- **Wind gusts** (40 mph or greater)
- **Heavy rain** (1" or more)
- Creeks out of banks
- Water >6" deep with current on road
- Water >2' deep standing on roads
- Unusual road and/or bridge closures
- Buildings filled with water
- Mud or rock slides or debris flow

How to Report

- Ice jam, levee failure, dam break

Include:

- **Who** you are
- **Where** you are
- **Where** the weather occurred
- **When** it happened
- **What** was observed

Report through your local spotter network.

If the network is not active:

Contact NWS direct via:

Phone: **800-681-2972 (save in your phone)**

Web: **www.weather.gov/lot**
(“Submit Storm Report”)

Ham Radio: WX9LOT

Share pictures via:

Facebook: @NWSChicago

Twitter: @NWSChicago

Hail Size: (Please **DO NOT** report “marble sized hail”).

Pea = ¼ inch

Mothball = ½ inch

Penny size = ¾ inch

Nickel size = 0.88 inch

Quarter size = 1 inch ***** Severe *****

Half Dollar = 1 ¼ inch

Walnut = 1 ½ inch

Golf ball = 1 ¾ inch

Egg = 2 inches

Billiard ball = 2 ¼ inch

Tennis ball = 2 ½ inch

Baseball = 2 ¾ inch

Softball = 4 ½ inch

Estimating Wind Speed

40-55 mph (non-severe)	Trees swaying, twigs and small limbs break; loose, lightweight objects (trash cans, lawn chairs) blown around.
60-80 mph	Medium to large tree limbs downed; sheds, barns and weak structures damaged; trucks pushed off the highway.
80-100 mph	Numerous large tree limbs downed, shallow rooted trees pushed over; buildings partially unroofed; farm buildings, weak structures severely damaged

Flash Flood

- Person or vehicle swept away by flowing water, or rescued from deep standing water
- A maintained county or state road closed by high water
- A stream that flows out of its banks and poses a threat
- 6 inches or more of flowing water over a road or more than 2 feet of standing water
- Rainfall of an inch or more in an hour or less in urban area or 2 inches in rural areas

Helpful Internet Links

NWS Chicago	www.weather.gov/lot
Weather Spotter's Field Guide	www.nws.noaa.gov/om/brochures/SGJune6-11.pdf
Online Spotter Training Course	www.meted.ucar.edu/training_course.php?id=23

APPENDIX 2: OUTDOOR WARNING SYSTEM ACTIVATION AND TESTING

NWCDS Northwest Central Dispatch System

SYSTEM DIRECTIVE



SUBJECT: OUTDOOR WARNING SYSTEM ACTIVATION/TESTING		
NUMBER: II-M-100-6	ISSUE DATE: 07/20/2017	EFFECTIVE DATE: 08/03/2017
RESCINDS & REPLACES:	AMENDS: II-M-100-5	PAGE NO. 1 of 5

POLICY

In order to comply with Federal and State guidelines, and to ensure the operation of the outdoor warning system, Northwest Central Dispatch will test the systems for Arlington Heights, Buffalo Grove, Elk Grove Village, Hoffman Estates, Inverness, Mount Prospect, Palatine, Prospect Heights, Arlington Heights, Schaumburg and Streamwood on the first Tuesday of every month at 1000 hours. Barrington Countryside sirens are activated by the Lake Zurich dispatch center. Furthermore, this policy will outline procedures as to when the Outdoor Warning System should be activated in an emergency situation.

PROCEDURE A - OUTDOOR WARNING SYSTEM ACTIVATION CRITERIA

1. The following criteria should be used to determine the activation of the outdoor warning system:
 - a. A confirmed sighting of a tornado tracking toward the community that is reported by a trained weather spotter within the community or surrounding communities.
 - b. The receipt of a tornado warning that has been issued by the National Weather Service which includes the community or communities affected.
 - c. Reports of significant ongoing storm damage due to winds of 70MPH or greater along with golf ball size hail.

PROCEDURE B - SYSTEM ACTIVATION PROCEDURES (ZETRON)

1. Arlington Heights, Palatine and Prospect Heights (1 Siren) are activated from one of the three Zetron encoders located at Positions 2, 8 and 14, using the pre-programmed buttons for tornado and cancel.

2. All other agencies, including the second Prospect Heights siren, are activated by the Fulton control panels located at DISP2 or DISP14.
3. For ZETRON only - Multi-Select the ESDA and Fire N-2 radio frequencies. Keep in mind that when the tones are being broadcast on the ESDA and Fire N-2 frequency, your microphone is live on the channel. Any voice traffic or loud room sounds could disrupt the integrity of the tones and fail to set off the sirens. To prevent this from happening, keep the headset jack plugged in but disconnect the top portion of the headset.
4. Press the red **TORNADO** button; then press the **SEND** button.
5. Watch for a series of numbers to appear and then flash.
6. Again press the red **TORNADO** button; then press the **SEND BUTTON**.
7. Watch for a series of numbers to appear and then flash.
8. Let siren run for 5 minutes.
9. Press the reset button.
10. Activate the sirens every 10 minutes until the threat is over.

PROCEDURE C - SYSTEM CANCELATION PROCEDURES (ZETRON)

1. Sirens should cancel after a few minutes. If they do not, follow the steps below.
2. Press the **CANCEL** button; then press the **SEND** button.
3. Watch for a series of numbers to appear and then flash
4. Again press the **CANCEL** button; then press the **SEND** button.
5. Watch for a series of numbers to appear and then flash.
6. Press the **RESET** button.

PROCEDURE D - SYSTEM ACTIVATION PROCEDURES (FULTON)

1. On the Fulton Panel at DISP2 or DISP14, turn the key to **ON**. The red **SEND ENABLE** indicator will light.
2. Press and hold down the button labeled **TORNADO** while **SIMULTANEOUSLY** pressing the **SEND** button then release both buttons. If successful, you should

see *“Tornado command successfully sent”* on the display screen. If this message is not displayed, re-send the command.

3. After the successful transmission of the command, start the timer for **five minute while the sirens are running**.
4. At the five MINUTE MARK, press and hold down the cancel button labeled **CNCL** while simultaneously pressing the **SEND** button then release both buttons. If successful, you should see a *“Cancel command successfully sent”* on the display screen. If this message is not displayed, re-send the command.
5. Activate sirens every 10 minutes until the threat is over.

PROCEDURE E - SENDING INDIVIDUAL SIREN COMMANDS (FULTON)

1. Activate the Fulton Panel.
2. Press and release the **TORNADO** button.
3. Enter the encoder reference number (ex: Elk Grove - 02, Buffalo Grove - 05, etc).
4. Press the send button.
5. After the successful transmission of the command, start the timer for **five minutes while the sirens are running**.
6. At the five MINUTE MARK, press and hold down the cancel button labeled **CNCL** while simultaneously pressing the **SEND** button then release both buttons. If successful, you should see a *“Cancel command successfully sent”* on the display screen. If this message is not displayed, re-send the command.
7. Activate the sirens every 10 minutes until the threat is over.

PROCEDURE F - ALL CLEAR

In keeping with accepted national best practices, “All Clear” or “Weather Warning Termination” soundings of community sirens will NOT be done. Residents should refer to their local media reports for information on the status of severe weather warnings.

PROCEDURE G - TESTING PROCEDURES

1. On the first Tuesday of every month at 1000 hours, personnel will initiate a test of the outdoor warning system according to the steps outlined below.

2. Arlington Heights, Palatine and Prospect Heights (1 Siren) are activated from one of the three Zetron encoders located at Positions 2, 8 and 14, using the pre-programmed buttons for tornado and cancel.
3. All other agencies, including the second Prospect Heights siren, are activated by the Fulton control panels located at DISP2 or DISP14.

PROCEDURE H - OUTDOOR WARNING SYSTEM TEST FOR ARLINGTON HEIGHTS, PALATINE AND PROSPECT HEIGHTS (ZETRON)

1. Multi-Select the ESDA and Fire N-2 radio frequencies. Keep in mind that when the tones are being broadcast on the ESDA and Fire N-2 frequency, your microphone is live on the channel. Any voice traffic or loud room sounds could disrupt the integrity of the tones and fail to set off the sirens. To prevent this from happening, keep the headset jack plugged in but disconnect the top portion of the headset.
2. Ensure the toggle switch on the Zetron encoder is in the Local position.
3. Press the red **TORNADO** button; then press the **SEND** button.
4. Start the timer for one minute and watch for the numeric codes 2034 and 2005 to appear in the LED display on the Zetron encoder. Once the codes disappear and the LED begins flashing, **repeat step 3**.
5. At the ONE MINUTE MARK, press the **CANCEL** button; then press the **SEND** button.
6. Start the timer again for one minute and watch for the numeric code 2006 to appear in the LED display on the Zetron encoder. Once the code disappears and the LED begins flashing, press the **CANCEL** button again; then press the **SEND** button.
7. At the ONE MINUTE MARK, press the **RESET** button.

Note: the RESET button should be used when a button is hit in error prior to hitting SEND. RESET will not cancel a signal that has already been sent. Pressing the CANCEL button and SEND button is the only way to deactivate the tornado siren.

The ATTACK sirens are no longer tested.

PROCEDURE I - SENDING A CANCEL SIGNAL ON THE ZETRON

Occasionally, a Village may call to advise they are doing maintenance on a siren and request a cancel signal. To send only a cancel signal, switch the Zetron to local, Multi-Select the ESDA and Fire N-2 radio frequencies, press the CANCEL button and then press the SEND button.

PROCEDURE J - OUTDOOR WARNING SYSTEM TEST FOR FULTON TOWNS

1. On the Fulton Panel at DISP2 or DISP14, turn the key to **ON**. The red SEND ENABLE indicator will light.
2. Press and hold down the button labeled **TORNADO** while simultaneously pressing the **SEND** button then release both buttons. If successful, you should see *"Tornado command successfully sent"* on the display screen. If this message is not displayed, re-send the command.
3. After the successful transmission of the command, start the timer for **one minute while the sirens are running**.
4. At the ONE MINUTE MARK, press and hold down the cancel button labeled **CNCL** while simultaneously pressing the **SEND** button then release both buttons. If successful, you should see a *"Cancel command successfully sent"* on the display screen. If this message is not displayed, re-send the command.
5. The **ATTACK** sirens are no longer tested.

Updated by:

Kevin Diluia
Assistant Director - Operations
7/12/2017

Approved by:

John Ferraro
Executive Director



Item: 703-709 & 715-723 W. Algonquin Rd. - PC#17-013

Department: Planning & Community Development

BACKGROUND

On May 21, 2018, the Village Board approved Ordinance #18-014 authorizing Preliminary Plat of Subdivision approval to consolidate the subject property into one lot. This approval was subject to ten conditions, one of which had to be resolved prior to Final Plat of Subdivision approval.

Recommendation

A public hearing was held by the Plan Commission on September 26, 2018 where Commissioner Drost moved and Commissioner Lorenzini seconded:

A motion to recommend approval to the Village Board of Trustees, of PC#17-013, a Final Plat of Subdivision to consolidate the property at 703-709 & 715-723 W. Algonquin Road into one lot, subject to the following condition:

1. Prior to appearing before the Village Board for Final Plat of Subdivision approval, the petitioner shall enter into an Estoppel Agreement with the Village, which agreement shall state that the Petitioner will not object to the establishment of a Special Assessment for public improvements within the Meijer Drive Right-of-Way.

Roll Call Vote: Commissioners Cherwin, Green, Jensen, Sigalos, Warskow, Drost, Lorenzini, and Chair Ennes voted in favor. Motion carried.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description

Type

Estoppel Certificate

Memo

PC Minutes 9/26/18 - DRAFT

Final Plat of Subdivision

Final Plat - Round 1 Comments

Final Plat - Round 1 Comments -
Petitioner Response

Final Plat - Round 2 Comments

Final Plat - Round 2 Comments -
Petitioner Response

Final Plat - Round 3 Comments

Final Plat - Round 3 Comments -
Petitioner Response

Exhibits

Memorandum

Minutes

Exhibits

Correspondence

Correspondence

Correspondence

Correspondence

Correspondence

Correspondence

ESTOPPEL CERTIFICATE

This Estoppel is made this 25th day of September, 2018 by ARLINGTON HEIGHTS I LLC, an Illinois limited liability company (the "Certifying Party") for the benefit of:

Village of Arlington Heights
33 S. Arlington Heights Road
Arlington Heights, IL 60005

RECITALS:

WHEREAS, the Certifying Party currently holds fee simple title to that certain parcel of real property (the "Property") located within the Village of Arlington Heights, Illinois (the "Village") and more particularly described on Exhibit A attached hereto and by this reference incorporated herein; and

WHEREAS, the Certifying Party and the Village have discussed the possible need for improvements to a portion of Meijer Drive in the Village;

WHEREAS, the Village contemplates making improvements to Meijer Drive in the Village in the future and paying for the improvements via special assessment (as set forth in 65 ILCS 5/9-1-1 *et seq.*) of the Illinois Municipal Code) or via special service area (as set forth in (35 ILCS 200/27-5 *et seq.* of the Illinois Municipal Code); and

WEHREAS, the Certifying Party desires that improvements to Meijer Drive be completed and, therefore, supports paying for improvements to Meijer Drive via special assessment or special service area as described herein in order to expedite and facilitate the completion of such improvements.

NOW, THEREFORE, the Certifying Party hereby represents, warrants and certifies to the Village as follows:

1. The Certifying Party agrees that it will not object to the creation of a special assessment area which includes the Property pursuant to Article 9 of the Illinois Municipal Code (65 ILCS 5/9-1-1 *et seq.*), or to the creation of a special service area which includes the Property pursuant to Article 27 of the Illinois Property Tax Code (35 ILCS 200/27-5 *et seq.*), for the purpose of completing improvements to Meijer Drive in the Village.

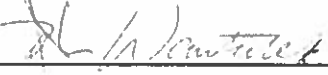
2. The Certifying Party hereby waives any procedural objections to the creation of a special assessment area which includes the Property pursuant to Article 9 of the Illinois Municipal Code (65 ILCS 5/9-1-1 *et seq.*), or to the creation of a special service area which includes the Property pursuant to Article 27 of the Illinois Property Tax Code (35 ILCS 200/27-5 *et seq.*), for the purpose of completing improvements to Meijer Drive in the Village.

3. The Certifying Party acknowledges the Village will rely on the statements contained in this Estoppel.

4. This Agreement shall be binding between all successors and assigns and shall be a covenant running with the land as here and before legally described.

IN WITNESS WHEREOF, the undersigned has executed this Estoppel as of the date first above written.

**ARLINGTON HEIGHTS I LLC, an
Illinois Limited Liability Company**

By: 

Name: JOHN CHUTELEK

Its: MANAGING MEMBER

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

PARCEL 1:

"A":

A PORTION OF LOT 2 IN CAUDILL'S SUBDIVISION OF PART OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE SOUTHWESTERLY LINE OF ALGONQUIN ROAD, AS DEDICATED BY INSTRUMENT RECORDED FEBRUARY 2, 1933 AS DOCUMENT 11195785; AND THE NORTHERLY LINE OF LOT 10 IN THE DIVISION OF THE EAST 1/2 OF SAID NORTHWEST 1/4; THENCE NORTHWESTERLY ON SAID NORTHERLY LINE, BEING IDENTICAL WITH A BOUNDARY LINE OF SAID LOT 2, 36.36 FEET TO THE WESTERLY LINE OF SAID LOT 10; BEING ALSO THE EASTERLY LINE OF SAID LOT 2; THENCE SOUTHWESTERLY ON SAID LINE AND CONTINUING ALONG THE WESTERLY LINE OF LOT 11 IN SAID DIVISION, 784.12 FEET; THENCE NORTHWESTERLY ALONG A LINE, THAT FORMS AN ANGLE OF 90 DEGREES, 09 MINUTES WITH THE LAST DESCRIBED COURSE, AS MEASURED FROM NORTHEAST TO NORTHWEST, 8.50 FEET; THENCE NORTHEASTERLY 812.46 FEET TO SAID SOUTHWESTERLY LINE OF ALGONQUIN ROAD; THENCE SOUTHEASTERLY ON SAID LINE, BEING CURVED AND CONVEX TO THE NORTH AND HAVING A RADIUS OF 9499.34 FEET, A DISTANCE OF 50.04 FEET TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS (EXCEPTING THEREFROM THAT PORTION DEDICATED FOR ROAD PURPOSES, DESCRIBED BELOW)

"B":

A PORTION OF LOTS 10 AND 11 IN THE DIVISION OF THE EAST 1/2 OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, AND ALSO, A PORTION OF LOT 7 IN JOSEPH A. BARNES' FARM IN SECTIONS 9, 15, AND 16, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 1 IN ENGELHARDT'S SUBDIVISION OF PART OF SAID LOT 7; THENCE SOUTHWESTERLY ON THE WESTERLY LINE OF SAID LOT, 580.24 FEET; THENCE NORTHWESTERLY AT RIGHT ANGLES TO SAID LINE, 433.08 FEET TO THE WESTERLY LINE OF AFORESAID LOT 11; THENCE NORTHEASTERLY ON SAID LINE AND CONTINUING ON THE WESTERLY LINE OF SAID LOT 10, 784.12 FEET TO THE NORTHERLY LINE OF SAID LOT 10; THENCE SOUTHEASTERLY ON SAID LINE, 36.36 FEET TO THE SOUTHWESTERLY LINE OF ALGONQUIN ROAD AS DEDICATED BY INSTRUMENT RECORDED FEBRUARY 2, 1933, AS DOCUMENT 11195785; THENCE SOUTHEASTERLY ON SAID LINE, BEING CURVED AND CONVEX TO THE NORTH AND HAVING A RADIUS OF 9499.34 FEET, A CHORD DISTANCE OF 447.46 FEET, TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS.

(EXCEPTING FROM SAID PARCELS 'A' AND 'B' THAT PORTION DEDICATED FOR ROAD PURPOSES BY PLAT OF DEDICATION RECORDED JANUARY 16, 2003 AS DOCUMENT 0030079992, DESCRIBED AS FOLLOWS:

THAT PART OF LOT 10 IN COUNTY CLERKS DIVISION, BEING A SUBDIVISION OF THE EAST 1/2 OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, AND THAT PART OF LOT 2 IN CAUDILL'S SUBDIVISION, BEING A SUBDIVISION IN THAT PART OF THE NORTHWEST 1/4 OF SAID SECTION 16; DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWESTERLY CORNER OF WEBER ATRIUM SUBDIVISION, BEING A SUBDIVISION IN THAT PART OF THE NORTHWEST 1/4 OF SAID SECTION 16; THENCE SOUTHEASTERLY ALONG THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF ALGONQUIN ROAD (IL. ROUTE 62) AS RECORDED FEBRUARY 2, 1933 AS DOCUMENT 11195785 AND 11195782, SAID SOUTHWESTERLY RIGHT-OF-WAY LINE BEING A TANGENTIAL CURVE CONCAVE TO THE NORTHEAST RADIUS 9499.34 FEET, CENTRAL ANGLE 01 DEGREES 02 MINUTES 14 SECONDS, 171.96 FEET (THE CHORD BEARS A ILLINOIS EAST GRID BEARING OF SOUTH 45 DEGREES 31 MINUTES 18 SECONDS WEST 171.96 FEET) TO THE NORTHEASTERLY CORNER OF LOT "B" IN WEBER ATRIUM SUBDIVISION, SAID NORTHEASTERLY CORNER, BEING THE POINT OF BEGINNING; THENCE SOUTH 18 DEGREES 41 MINUTES 30 SECONDS WEST 46.26 FEET ALONG SAID EASTERLY LINE; THENCE SOUTH 72 DEGREES 30 MINUTES 06 SECONDS EAST TO A POINT OF INTERSECTION WITH THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF SAID ALGONQUIN ROAD (IL. ROUTE 62); THENCE NORTHWESTERLY ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE BEING A TANGENTIAL CURVE CONCAVE TO THE NORTHEAST RADIUS 9499.34 FEET, CENTRAL ANGLE 00 DEGREES 15 MINUTES 13 SECONDS, 42.04 FEET, (THE CHORD BEARS NORTH 44 DEGREES 52 MINUTES 35 SECONDS WEST 42.04 FEET) TO THE POINT OF BEGINNING).

"C":

PERPETUAL EASEMENT FOR THE BENEFIT OF PARCELS "A" AND "B", FOR INGRESS AND EGRESS, CREATED BY GRANT MADE BY WEBER MARKING SYSTEMS, INC., A CORPORATION OF ILLINOIS TO CENTRAL NATIONAL BANK IN CHICAGO, AS TRUSTEE UNDER TRUST NUMBER 22481 AND WEBER ADDRESSING MACHINE COMPANY, INC., A CORPORATION OF ILLINOIS DATED OCTOBER 20, 1977 AND RECORDED NOVEMBER 2, 1977 AS DOCUMENT 24176555 AND MODIFIED BY EASEMENT MODIFICATION RECORDED MARCH 26, 1982 AS DOCUMENT 26183698 OVER, UNDER, ACROSS THE FOLLOWING LAND:

THE EAST 22 FEET OF THE FOLLOWING DESCRIBED LAND:

THAT PART OF LOT 2 IN CAUDILL'S SUBDIVISION OF PART OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING WESTERLY OF THE SOUTHWESTERLY LINE OF ALGONQUIN ROAD, AS WIDENED, EXCEPT THAT PART THEREOF DEDICATED FOR PUBLIC STREET BY DOCUMENT 19756910 AND ALSO EXCEPT THAT PART LYING SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT IN THE EASTERLY LINE OF THE NORTHERLY PART OF SAID LOT 2, 784.12 FEET SOUTHWESTERLY OF THE NORTHERLY CORNER THEREOF; THENCE NORTHWESTERLY ALONG A LINE THAT FORMS AN ANGLE OF 90 DEGREES, 09

MINUTES WITH THE LAST DESCRIBED COURSE (AS MEASURED FROM NORTH TO WEST) TO THE WESTERLY LINE OF SAID LOT 2; ALSO EXCEPTING THAT PART OF SAID LOT DESCRIBED AS FOLLOWS:

BEGINNING AT SAID POINT IN THE EASTERLY LINE OF THE NORTHERLY PART OF SAID LOT 2, 784.12 FEET SOUTHWESTERLY OF THE NORTHERLY CORNER THEREOF; THENCE NORTHWESTERLY ALONG SAID LINE, THAT FORMS AN ANGLE OF 90 DEGREES, 09 MINUTES, AFORESAID, A DISTANCE OF 8.50 FEET; THENCE NORTHEASTERLY 812.46 FEET TO A POINT IN THE SAID SOUTHWESTERLY LINE OF ALGONQUIN ROAD; THENCE SOUTHEASTERLY ON SAID LINE, BEING CURVED AND CONVEX TO THE NORTH AND HAVING A RADIUS OF 9499.34 FEET, A DISTANCE OF 50.04 FEET TO A POINT IN THE NORTHERLY LINE OF LOT 10 IN THE DIVISION OF THE EAST 1/2 OF SAID NORTHWEST 1/4; THENCE NORTHWESTERLY ON SAID LINE, BEING IDENTICAL WITH A BOUNDARY LINE OF SAID LOT 2, 36.36 FEET TO THE NORTHERLY CORNER OF THE SAID EASTERLY LINE OF THE NORTHERLY PART OF SAID LOT; THENCE SOUTHWESTERLY ON SAID LINE, 784.12 FEET TO THE POINT OF BEGINNING, ALL IN COOK COUNTY, ILLINOIS.

"D":

NON-EXCLUSIVE EASEMENT FOR THE BENEFIT OF PARCELS "A" AND "B" FOR STORM WATER DRAINAGE, DETENTION AND RETENTION IN, OVER, UNDER, ACROSS, ALONG, THROUGH AND UPON OUTLOT A IN THE FINAL WEBER'S RESUBDIVISION RECORDED AS DOCUMENT 0030435526.

"E":

NON-EXCLUSIVE EASEMENT FOR THE BENEFIT OF PARCELS "A" AND "B" FOR INGRESS AND EGRESS OVER AND UPON OUTLOT B AND A PORTION OF LOT 2 AS CREATED AND DEPICTED ON THE FINAL WEBER'S RESUBDIVISION RECORDED AS DOCUMENT 0030435526 AND AS GRANTED IN THE EASEMENT AGREEMENT RECORDED AS DOCUMENT 0608244082.

Property Index Nos: 08-16-102-008-0000, 08-16-102-026-0000 and 08-16-102-027-0000

Common Address: 703-709 West Algonquin Road, Arlington Heights, Illinois 60005

PARCEL 2:

"1":

LOT "A" IN WEBER ATRIUM RESUBDIVISION IN THE EAST 1/2 OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

"2":

EASEMENTS FOR THE BENEFIT OF PARCEL 2, CREATED BY GRANTS MADE BY CENTRAL NATIONAL BANK IN CHICAGO, AS TRUSTEE UNDER TRUST NO. 22931 TO WEBER MARKETING SYSTEMS, INCORPORATED DATED OCTOBER 20, 1977 AND RECORDED NOVEMBER 2, 1977 AS DOCUMENTS 24176553 AND 24176554 OVER, UNDER AND ACROSS THE FOLLOWING LAND:

THE EAST 25.00 FEET OF THE FOLLOWING DESCRIBED PREMISES:

A PORTION OF LOTS 10 AND 11 IN THE DIVISION OF THE EAST 1/2 OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN; AND ALSO,

A PORTION OF LOT 7 IN JOSEPH A. BARNES' FARM IN SECTIONS 9, 15 AND 16, ALL IN TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 1 IN ENGELHARDT'S SUBDIVISION OF PART OF SAID LOT 7; THENCE SOUTHWESTERLY ON THE WESTERLY LINE OF SAID LOT, A DISTANCE OF 580.24 FEET; THENCE NORTHWESTERLY AT RIGHT ANGLES TO SAID LINE, A DISTANCE OF 433.02 FEET TO THE WESTERLY LINE OF AFORESAID LOT 11; THENCE NORTHEASTERLY ON SAID LINE AND CONTINUING ON THE WESTERLY LINE OF SAID LOT 10, A DISTANCE OF 784.12 FEET TO THE NORTHERLY LINE OF SAID LOT 10; THENCE SOUTHEASTERLY ON SAID LINE, A DISTANCE OF 36.36 FEET TO THE SOUTHWESTERLY LINE OF ALGONQUIN ROAD, AS DEDICATED BY INSTRUMENT RECORDED FEBRUARY 2, 1933 AS DOCUMENT 13195785; THENCE SOUTHEASTERLY ON SAID LINE, BEING CURVED AND CONVEX TO THE NORTH AND HAVING A RADIUS OF 9499.34 FEET, A CHORD DISTANCE OF 447.46 FEET TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS; ALSO,

THE WEST 22.00 FEET OF THE FOLLOWING DESCRIBED PREMISES:

PARCEL "A":

A PORTION OF LOT 2 IN CAUDILL'S SUBDIVISION OF PART OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE SOUTHWESTERLY LINE OF ALGONQUIN ROAD, AS DEDICATED BY INSTRUMENT RECORDED FEBRUARY 2, 1933 AS DOCUMENT 11195785 AND NORTHERLY LINE OF LOT 10 IN THE DIVISION OF THE EAST 1/2 OF SAID NORTHWEST 1/4; THENCE NORTHWESTERLY ON SAID NORTHERLY LINE, BEING IDENTICAL WITH A BOUNDARY LINE OF SAID LOT 2, A DISTANCE OF 36.36 FEET TO THE WESTERLY LINE OF SAID LOT 10; BEING ALSO THE EASTERLY LINE OF SAID LOT 2; THENCE SOUTHWESTERLY ON SAID LINE AND CONTINUING ALONG THE WESTERLY LINE OF LOT 11 IN SAID DIVISION, A DISTANCE OF 784.12 FEET; THENCE NORTHWESTERLY ALONG A LINE THAT FORMS AN ANGLE OF 90 DEGREES, 09 MINUTES WITH THE LAST DESCRIBED COURSE, AS MEASURED FROM NORTHEAST TO NORTHWEST, A DISTANCE OF 8.50 FEET; THENCE NORTHEASTERLY, A DISTANCE OF 812.46 FEET TO THE SAID SOUTHWESTERLY LINE OF ALGONQUIN ROAD; THENCE SOUTHEASTERLY ON SAID LINE, BEING CURVED AND CONVEX TO THE NORTH AND HAVING A RADIUS OF 9499.34 FEET, A DISTANCE OF 50.04 FEET TO THE POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS.

PARCEL "B":

A PORTION OF LOTS 10 AND 11 IN THE DIVISION OF THE EAST 1/2 OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN; AND ALSO, A PORTION OF LOT 7 IN JOSEPH A. BARNES' FARM IN SECTIONS 9, 15 AND 16, ALL IN TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 1 IN ENGELHARDT'S SUBDIVISION OF PART OF SAID LOT 7; THENCE SOUTHWESTERLY ON THE WESTERLY LINE OF SAID LOT, A DISTANCE OF 580.24 FEET; THENCE NORTHWESTERLY AT RIGHT ANGLES TO SAID LINE, A DISTANCE OF 430.08 FEET TO THE WESTERLY LINE OF AFORESAID LOT 11; THENCE NORTHEASTERLY ON SAID LINE AND CONTINUING ON THE WESTERLY LINE OF SAID LOT 10, A DISTANCE OF 784.12 FEET TO THE NORTHERLY LINE OF SAID LOT 10; THENCE SOUTHEASTERLY ON SAID LINE, A DISTANCE OF 36.36 FEET TO THE SOUTHWESTERLY LINE OF ALGONQUIN ROAD, AS DEDICATED BY INSTRUMENT RECORDED FEBRUARY 2, 1933 AS DOCUMENT 11195785; THENCE SOUTHEASTERLY ON SAID LINE, BEING CURVED AND CONVEX TO THE NORTH AND HAVING A RADIUS OF 9499.34 FEET, A CHORD DISTANCE OF 447.46 FEET TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS

"3" :

A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS FOR THE BENEFIT OF PARCEL 2 AS CREATED BY THE GRANT DATED OCTOBER 20, 1977 AND RECORDED NOVEMBER 2, 1977 AS DOCUMENT NUMBER 24176553, AND AS AMENDED FROM TIME TO TIME, OVER AND ACROSS THE WEST 22 FEET OF THE FOLLOWING TWO PARCELS TAKEN AS A TRACT:

PARCEL "A":

A PORTION OF LOT 2 IN CAUDILL'S SUBDIVISION OF PART OF NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE SOUTHWESTERLY LINE OF ALGONQUIN ROAD AS DEDICATED BY THE INSTRUMENT RECORDED FEBRUARY 2, 1933 AS DOCUMENT NUMBER 11195785 AND THE NORTHERLY LINE OF LOT 10 IN THE DIVISION OF EAST 1/2 OF SAID NORTHWEST 1/4; THENCE NORTHWESTERLY ON SAID NORTHERLY LINE, BEING IDENTICAL WITH A BOUNDARY LINE OF SAID LOT 2, 36.36 FEET TO THE WESTERLY LINE OF SAID LOT 10; BEING ALSO THE EASTERLY LINE OF SAID LOT 2; THENCE SOUTHWESTERLY ON SAID LINE AND CONTINUING ALONG THE WESTERLY LINE OF LOT 11 IN SAID DIVISION, 784.12 FEET; THENCE NORTHWESTERLY ALONG A LINE THAT FORMS AN ANGLE OF 90 DEGREES 09 MINUTES WITH THE LAST DESCRIBED COURSE, AS MEASURED FROM NORTHEAST TO NORTHWEST, 8.50 FEET; THENCE NORTHEASTERLY 812.46 FEET TO THE SAID SOUTHWESTERLY LINE OF ALGONQUIN ROAD; THENCE SOUTHEASTERLY ON SAID LINE, BEING CURVED AND CONVEX TO THE NORTH AND HAVING A RADIUS OF 9,499.34 FEET A DISTANCE OF 50.04 FEET TO THE PLACE OF BEGINNING;

PARCEL "B":

A PORTION OF LOTS 10 AND 11 IN THE DIVISION OF EAST 1/2 OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, AND ALSO, A PORTION OF LOT 7 IN JOSPEH A. BARNES FARM IN SECTIONS 9, 15 AND 16, TOWNSHIP 41 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF LOT 1 IN ENGELHARDT'S SUBDIVISION OF PART OF SAID LOT 7; THENCE SOUTHWESTERLY ON THE WESTERLY LINE OF SAID LOT, 580.24 FEET; THENCE NORTHWESTERLY AT RIGHT ANGLES TO SAID LINE, 430.08 FEET TO THE WESTERLY LINE OF AFORESAID LOT 11; THENCE NORTHEASTERLY ON SAID LINE AND CONTINUING ON THE WESTERLY LINE OF SAID LOT 10, 784.12 FEET TO THE NORTHERLY LINE OF SAID LOT 10; THENCE SOUTHEASTERLY ON SAID LINE, 36.36 FEET TO THE SOUTHWESTERLY LINE OF ALGONQUIN ROAD AS DEDICATED BY INSTRUMENT RECORD FEBRUARY 2, 1933 AS DOCUMENT NUMBER 11195785; THENCE SOUTHEASTERLY ON SAID LINE, BEING CURVED AND CONVEX TO THE NORTH AND HAVING A RADIUS OF 9,499.34 FEET, A CHORD DISTANCE OF 447.46 FEET TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS.

"4":

A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS FOR THE BENEFIT OF PARCEL 2 AS CREATED BY THE GRANT DATED OCTOBER 20, 1977 AND RECORDED NOVEMBER 2, 1977 AS DOCUMENT NUMBER 24176555, AND AS AMENDED FROM TIME TO TIME, OVER AND ACROSS THE EAST 22 FEET OF THE FOLLOWING DESCRIBED PREMISES:

THAT PART OF LOT 2 IN CAUDILL'S SUBDIVISION OF PART OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN LYING WESTERLY OF THE SOUTHWESTERLY LINE OF ALGONQUIN ROAD AS WIDENED, EXCEPT THAT PART THEREOF DEDICATED FOR PUBLIC STREET BY THE INSTRUMENT RECORDED AS DOCUMENT NUMBER 19756910 AND ALSO EXCEPT THAT PART LYING SOUTHERLY OF THE FOLLOWING DESCRIBED LINE: BEGINNING AT A POINT IN THE EASTERLY LINE OF THE NORTHERLY PART OF SAID LOT, 784.12 FEET SOUTHWESTERLY OF THE NORTHERLY CORNER THEREOF; THENCE NORTHERLY ALONG A LINE THAT FORMS AN ANGLE OF 90 DEGREES 09 MINUTES WITH THE LAST DESCRIBED COURSE (AS MEASURED FROM NORTH TO WEST) TO THE WESTERLY LINE OF SAID LOT 2; AND ALSO EXCEPTING THAT PART OF SAID LOT DESCRIBED AS FOLLOWS: BEGINNING AT SAID POINT IN THE EASTERLY LINE OF THE NORTHERLY PART OF SAID LOT, 784.12 FEET SOUTHEASTERLY OF THE NORTHERLY CORNER THEREOF; THENCE NORTHWESTERLY ALONG SAID LINE THAT FORMS AN ANGLE OF 90 DEGREES 09 MINUTES AFORESAID, A DISTANCE OF 8.50 FEET; THENCE NORTHEASTERLY 812.46 FEET TO A POINT IN THE SOUTHWESTERLY LINE OF ALGONQUIN ROAD; THENCE SOUTHEASTERLY ON SAID LINE, BEING CURVED AND CONVEX TO THE NORTH AND HAVING A RADIUS OF 9,499.34 FEET, A DISTANCE OF 50.04 FEET TO A POINT IN THE NORTHERLY LINE OF LOT 10 IN THE DIVISION OF THE EAST 1/2 OF SAID NORTHWEST 1/4; THENCE NORTHWESTERLY ON SAID LINE, BEING IDENTICAL WITH THE BOUNDARY LINE OF SAID LOT 2, 36.36 FEET TO THE NORTHERLY CORNER OF THE SAID EASTERLY LINE OF THE NORTHERLY PART OF SAID LOT;

THENCE SOUTHWESTERLY ON SAID LINE, 784.12 FEET TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS.

"5":

A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS FOR THE BENEFIT OF PARCEL 2 AS CREATED BY THE GRANT DATED OCTOBER 4, 1978 AND RECORDED NOVEMBER 27, 1978 AS DOCUMENT NUMBER 24738091, AND AS AMENDED FROM TIME TO TIME OVER AND ACROSS THE EAST 22 FEET OF LOT "B" IN WEBER ATRIUM RESUBDIVISION IN THE EAST 1/2 OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

"6":

A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS FOR THE BENEFIT OF PARCEL 6 AS CREATED BY THE OAK POINT PLAT OF DEDICATION RECORDED JANUARY 16, 2003 AS DOCUMENT NUMBER 0030079992, IN COOK COUNTY ILLINOIS. OVER AND ACROSS A 22 FOOT WIDE STRIP AS SHOWN THEREIN.

"7":

A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS FOR THE BENEFIT OF PARCEL 2 CREATED BY THE PLAT OF THE FINAL WEBER'S RESUBDIVISION RECORDED MARCH 31, 2003 AS DOCUMENT NUMBER 0030435526, IN COOK COUNTY ILLINOIS, OVER AND ACROSS OUTLOT 'B' AND THE 60 FOOT WIDE NON-EXCLUSIVE INGRESS AND EGRESS EASEMENT AREA DEPICTED THEREIN.

"8":

A NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS FOR THE BENEFIT OF PARCEL 2 AS CREATED BY THE GRANT RECORDED MARCH 23, 2006 AS DOCUMENT NUMBER 0608244082, IN COOK COUNTY, ILLINOIS, OVER AND ACROSS VARIOUS PARCELS AS SHOWN THEREIN.

Property Index No.: 08-16-102-028-0000

Common Address: 715-723 West Algonquin Road, Arlington Heights, Illinois 60005



Memorandum

To: Chairman Ennes and Members of the Plan Commission
CC: Randy Recklaus, Village Manager
All Department Heads
From: Sam Hubbard, Development Planner
Date: 9/21/2018
Re: PC #17-013: 703-709 & 715-723 W. Algonquin Rd.

On May 21, 2018, the Village Board approved Ordinance #18-014 authorizing Preliminary Plat of Subdivision approval to consolidate the subject property into one lot. This approval was subject to ten conditions, one of which had to be resolved prior to Final Plat of Subdivision approval. This condition is outlined below:

1. Final Plat of Subdivision approval shall be required. Prior to Final Plat of Subdivision approval, the following items shall be required:
 - a. IDOT review and approval of the proposed development.
 - b. Petitioner shall be responsible for design, construction, and installation of all off-site roadway improvements required by the proposed development. This may include, but shall not be limited to, proportional contributions towards any improvements required to Meijer Drive as determined necessary by the Village of Arlington Heights.
 - c. Petitioner shall work with the Village of Arlington Heights to resolve issues raised by the City of Rolling Meadows, to the satisfaction of the Village of Arlington Heights.

Relative to condition 1a, IDOT has signed the Final Plat of Subdivision document and therefore this condition has been met.

Relative to condition 1b, the petitioner has verbally agreed to an Estoppel Agreement that would restrict their right to object to a future special assessment on the property for roadway improvements to Meijer Drive. The execution of this document will satisfy the Village's concerns regarding off-site improvements, however, since the document has not yet been executed, a condition of Final Plat of Subdivision approval will require the execution of this document prior to appearing before the Village Board.

Relative to condition 1c, the petitioner has been working with both the City of Rolling Meadows and the Village of Arlington Heights to address concerns raised by Rolling Meadows relative to certain improvements within the Meijer Drive Right-of-Way, construction traffic, and permitting for the project. The petitioner has responded to comments from the City of Rolling Meadows and revised their plans in accordance with these comments and in accordance with communications with Village staff. The Village is satisfied that all concerns have been addressed at this point and this condition has been met.

The petitioner has completed the Final Plat document and obtained all of the necessary signatures to proceed with final approval. All conditions of approval as outlined in Ordinance #18-014 shall continue to apply.

Recommendation: Staff recommends that the Plan Commission recommend approval of the Final Plat of Subdivision, subject to the following condition:

1. Prior to appearing before the Village Board for Final Plat of Subdivision approval, the petitioner shall enter into an Estoppel Agreement with the Village, which agreement shall state that the Petitioner will not object to the establishment of a Special Assessment for public improvements within the Meijer Drive Right-of-Way.

PLAN

REPORT OF THE PROCEEDINGS OF A PUBLIC HEARING
BEFORE THE VILLAGE OF ARLINGTON HEIGHTS
PLAN COMMISSIONCOMMISSION

RE: 703-709 & 715-723 WEST ALGONQUIN ROAD - PC# 17-013
FINAL PLAT OF SUBDIVISION

REPORT OF PROCEEDINGS had before the Village of
Arlington Heights Plan Commission Meeting taken at the Arlington Heights Village
Hall, 33 South Arlington Heights Road, 3rd Floor Board Room, Arlington Heights,
Illinois on the 26th day of September, 2018 at the hour of 8:43 p.m.

MEMBERS PRESENT:

TERRY ENNES, Chairman
LYNN JENSEN
MARY JO WARSKOW
JOE LORENZINI
BRUCE GREEN
GEORGE DROST
JOHN SIGALOS
JAY CHERWIN

ALSO PRESENT:

SAM HUBBARD, Development Planner
JAKE SCHMIDT, Development Planner

CHAIRMAN ENNES: Okay, we have one more item of business, and that is going to require Mary Jo and me.

COMMISSIONER WARSKOW: Yes.

CHAIRMAN ENNES: So, can we have a motion to adjourn?

COMMISSIONER WARSKOW: Do we have to review the final plat?

COMMISSIONER DROST: What does that mean?

CHAIRMAN ENNES: Yes, we have a plat to sign.

MR. HUBBARD: We have one more --

CHAIRMAN ENNES: For the record you should say that.

MR. HUBBARD: This would be the plat of subdivision?

CHAIRMAN ENNES: Yes, to sign off on the plat. We can do that on the side after the meeting, right?

MR. HUBBARD: Well, you have to vote on it.

COMMISSIONER DROST: Yes, we should.

CHAIRMAN ENNES: Oh, okay. Did you guys all review the plat?

COMMISSIONER GREEN: By that you guys, I'm sure --

CHAIRMAN ENNES: You're going to vote on it. Okay, can I have a motion to approve the plat of subdivision for PC# 17-013, 703-709 & 715-723 West Algonquin Road?

COMMISSIONER DROST: I'll make that motion.

COMMISSIONER GREEN: And I'll second that.

CHAIRMAN ENNES: Any discussion?

COMMISSIONER WARSKOW: Are there any changes between the preliminary plat and the final plat?

MR. HUBBARD: There were no changes. It was in substantial compliance with the preliminary plat.

COMMISSIONER WARSKOW: Okay, thank you.

A motion to recommend to the Village Board of Trustees approval of PC# 17-013, a Final Plat of Subdivision to consolidate the property at 703-709 & 715-723 West Algonquin Road into one lot, subject to the following condition:

- 1. Prior to appearing before the Village Board for Final Plat of Subdivision approval, the Petitioner shall enter into an estoppel agreement with the Village, which agreement shall state that the Petitioner will not object to the establishment of a special assessment for public improvements within the Meijer Drive right-of-way.**

CHAIRMAN ENNES: Is there a second?

COMMISSIONER LORENZINI: Second.

CHAIRMAN ENNES: Can we have a roll call vote?

MR. HUBBARD: Commissioner Cherwin.

COMMISSIONER CHERWIN: Yes.

MR. HUBBARD: Commissioner Green.

COMMISSIONER GREEN: Yes.

MR. HUBBARD: Commissioner Jensen.

COMMISSIONER JENSEN: Yes.

MR. HUBBARD: Commissioner Sigalos.

COMMISSIONER SIGALOS: Yes.

MR. HUBBARD: Commissioner Warskow.

COMMISSIONER WARSKOW: Yes.

MR. HUBBARD: Chairman Ennes.

CHAIRMAN ENNES: Yes.

MR. HUBBARD: Commissioner Drost.

COMMISSIONER DROST: Aye.

MR. HUBBARD: Commissioner Lorenzini.

COMMISSIONER LORENZINI: Yes.

COMMISSIONER DROST: Motion to adjourn?

CHAIRMAN ENNES: Okay, we'll sign that and get that to you. So, we need a motion to adjourn.

COMMISSIONER DROST: I'll make that motion.

COMMISSIONER GREEN: Second. Wait?

MR. HUBBARD: One more thing. I think there was some confusion at maybe the last meeting that, you know, how we go about with the Vice Chair and then how that Chair is decided. I've touched base with Attorney Ward, Counsel Ward for the Village, and there is no requirement to have a Vice Chair. However, the Plan Commission can choose to establish procedures and policies. Over the course of however many decades, it seems like an informal policy of establishing a Vice Chair was decided upon, and that's generally voted on I guess or decided by the Plan Commission.

I believe Commissioner Jensen has been designated the Vice Chair. There is no requirement for it to be appointed by the Village Board. That's just the policy that the Plan Commission can choose to establish. That's how that's established. If there is a different policy you guys would like to go by, I'm all ears, but that's how it's done.

COMMISSIONER GREEN: We did vote Lynn in to be Vice Chair.

COMMISSIONER JENSEN: Yes, a little context, a little context. Sue Dawson didn't have any trouble with my chairing the meeting. But she had trouble with my being called the Vice Chair. She said that only the Mayor could appoint a Vice Chair. So, I asked Sam to find out what the situation was, and he came back after talking with counsel, and there is no Vice Chair written into the chartering documents for this Commission as I understand it.

MR. HUBBARD: Right.

COMMISSIONER JENSEN: So, you know, it doesn't matter to me one way or the other. My feelings won't be hurt. So, if you want to choose another person, I'm glad to have you do it.

COMMISSIONER DROST: Yes, and that was the other confusion. The budget, that we did not double our fees.

COMMISSIONER GREEN: You didn't get paid for that.

COMMISSIONER DROST: That we continue to be underpaid for this high degree of service.

CHAIRMAN ENNES: The recommendation has been made to management and they are looking into it.

COMMISSIONER DROST: Oh, are they? Okay, because they doubled the

political contributions now, so doing a little catch-up there.

CHAIRMAN ENNES: I'm sorry.

COMMISSIONER DROST: That would get us up to \$30 or what.

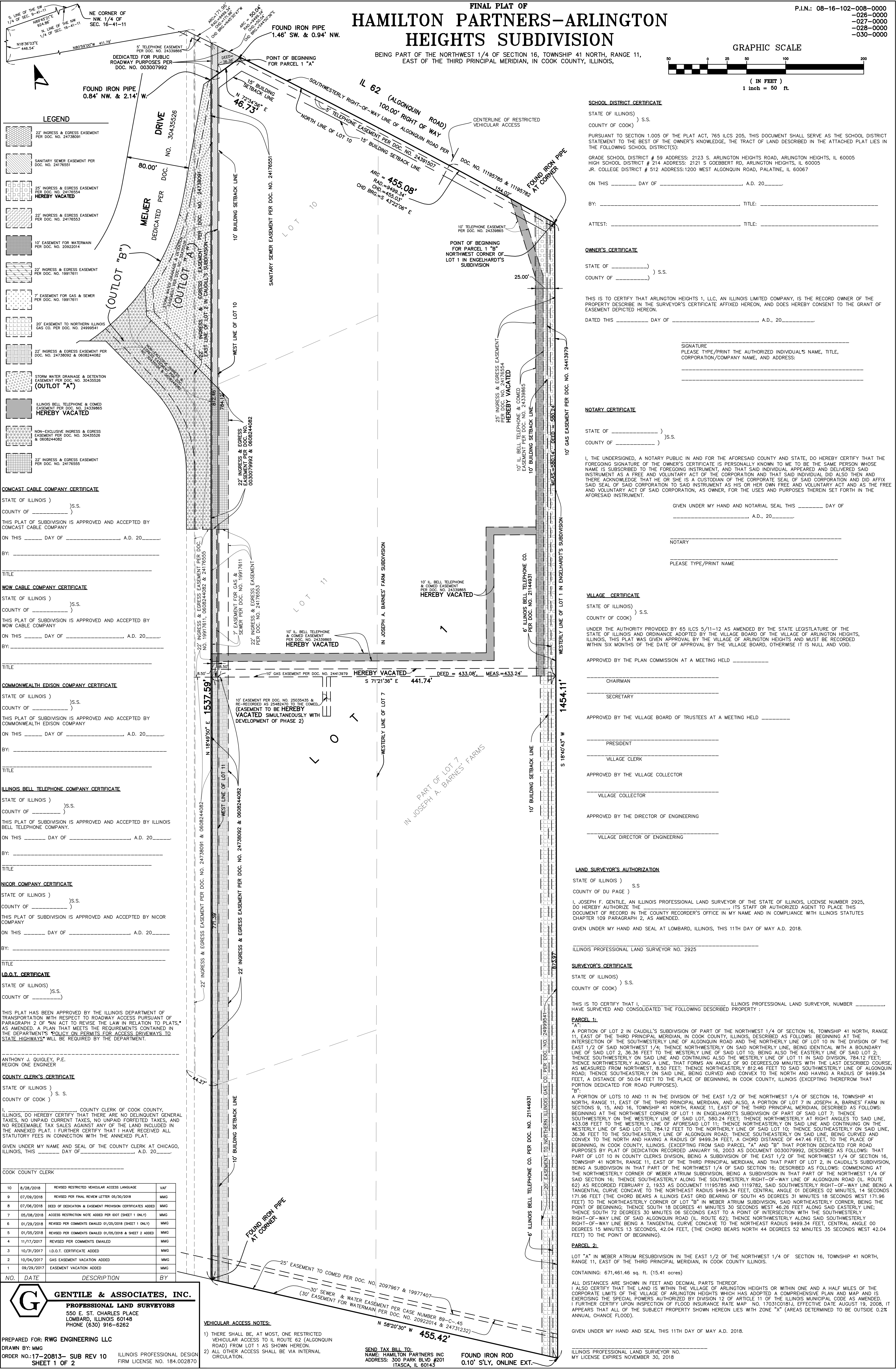
COMMISSIONER WARSKOW: I thought we had our motion to adjourn.

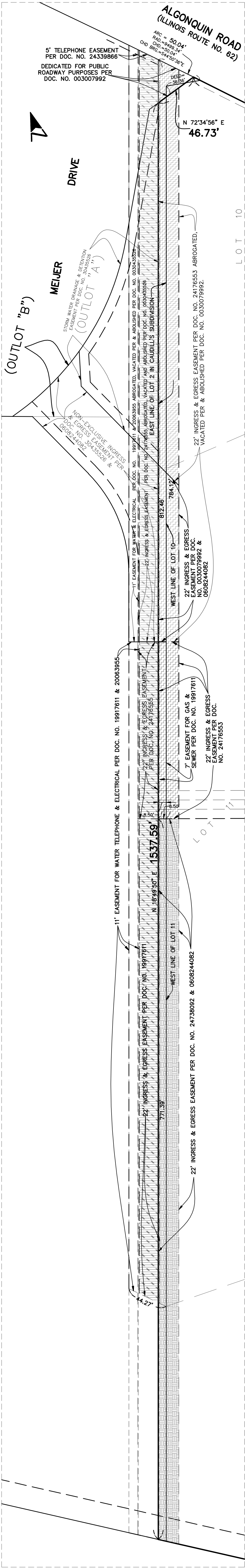
COMMISSIONER GREEN: We did and I second that. All in favor?

(Chorus of ayes.)

(Whereupon, at 8:46 p.m., the above-mentioned petition was adjourned.)

DRAFT





DEED OF DEDICATION (CERTIFICATE (OWNER))

STATE OF _____) S.S.
COUNTY OF _____)

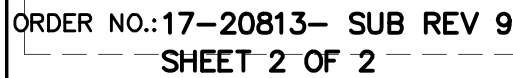
"WE, THE UNDERSIGNED, ARLINGTON HEIGHTS 1, LLC, AN ILLINOIS LIMITED COMPANY, OWNERS OF THE REAL ESTATE SHOWN AND DESCRIBED HEREIN, DO HEREBY LAY OFF, PLAT AND SUBDIVIDE SAID REAL ESTATE IN ACCORDANCE WITH THE WITHIN PLAT. THIS SUBDIVISION SHALL BE KNOWN AND DESIGNATED AS FINAL PLAT OF HAMILTON PARTNERS ARLINGTON HEIGHTS SUBDIVISION, AN ADDITION TO THE CITY OF ARLINGTON HEIGHTS, COOK COUNTY, ALL STREETS AND ALLEYS AND PUBLIC OPEN SPACES SHOWN AND NOT HERETOFORE DEDICATED ARE HEREBY DEDICATED TO THE PUBLIC, FRONT AND SIDE YARD BUILDING SETBACK LINES ARE ESTABLISHED AS SHOWN ON THIS PLAT, BETWEEN WHICH LINES AND THE PROPERTY LINES OF THE STREETS, THERE SHALL BE ERRECTED OR MAINTAINED NO BUILDING OR STRUCTURE, THERE ARE STRIPS OF GROUND, (5, 6, 8, 5, 10, 17, 20, 25, 30) FEET IN WIDTH, AS SHOWN ON THIS PLAT AND MARKED "EASEMENT" RESERVED FOR THE USE OF PUBLIC UTILITIES FOR THE LAYOUT OF SUBDIVISION OF THE SEVERAL LOTS AND WIRES, SUBJECT AT ALL TIMES TO THE PROPER AUTHORITIES AND TO THE EASEMENT HEREIN RESERVED, NO PERMANENT OR OTHER STRUCTURES ARE TO BE ERRECTED OR MAINTAINED UPON THESE STRIPS OF LAND, BUT OWNERS OF LOT IN THIS SUBDIVISION OF THE SEVERAL LOTS ARE TO THE RIGHT OF THE PUBLIC UTILITIES AND TO THE RIGHTS OF THE OWNERS OF OTHER LOTS IN THIS SUBDIVISION.

THE RIGHT TO ENFORCE THESE PROVISIONS BY INJUNCTION, TOGETHER WITH THE RIGHT TO CAUSE THE REMOVAL, BY DUE PROCESS OF LAW, OF ANY STRUCTURE OR PART THEREOF ERRECTED OR MAINTAINED UPON THESE STRIPS OF LAND, SHALL BE RESERVED TO THE PUBLIC AND RESERVED TO THE SEVERAL OWNERS OF THE SEVERAL LOTS IN THIS SUBDIVISION AND TO THEIR HEIRS AND ASSIGNS.

STATE OF ILLINOIS)
COUNTY OF _____) S.S.

BEFORE ME THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR THE COUNTY AND STATE AFORESAID,
PERSONALLY APPEARED (NAMES), AND EACH SEPARATELY AND SEVERALLY ACKNOWLEDGED THE
EXECUTION OF THE FOREGOING INSTRUMENT AS HIS OR HER VOLUNTARY ACT AND DEED, FOR THE
PURPOSES
THEREIN EXPRESSED.
WITNESS MY HAND AND NOTARIAL SEAL THIS _____ DAY OF 20 _____.

9	07/09/2018	REVISED PER FINAL REVIEW LETTER 05/20/2018	MMG
8	07/06/2018	DEED OF DEDICATION & EASEMENT PROVISION CERTIFICATES ADDED (SHEET 2 ONLY)	MMG
7	05/08/2018	ACCESS RESTRICTION NOTE ADDED PER IDOT (SHEET 1 ONLY)	MMG
6	01/29/2018	REMOVED PER COMMENTS EMAILED 01/25/2018 (SHEET 1 ONLY)	MMG
5	05/05/2018	REVISED PER COMMENTS EMAILED 01/05/2018 & SHEET 2 ADDED	MMG
4	11/17/2017	REMOVED PER COMMENTS EMAILED	MMG
3	10/31/2017	I.D.O.T. CERTIFICATE ADDED	MMG
2	10/04/2017	GAS EASEMENT VACATION ADDED	MMG
1	09/29/2017	EASEMENT VACATION ADDED	MMG
NO.	DATE	DESCRIPTION	BY



Memorandum

To: Sam Hubbard, Planning and Community Development
From: Cris Papierniak, Assistant Director of Public Works
Date: May 30, 2018
Subject: 703-723 W Algonquin Rd, PC #17-013 Round 1 Final Plat

Regarding the proposed utility installation, PW has the following comments:

1. VAHPW will specify water meter and RPZ's once architectural and plumbing plans have been submitted.
2. As noted in RWG Engineering responses to the Village of Arlington Heights dated May 16, 2018, the future maintenance within the existing 30' easement on the south side of the property adjacent to the tollway will result in the owners' responsibility to restore concrete, asphalt or landscaping. This assumption of maintenance must be included in a maintenance agreement that will be recorded with the Village.

CC: Scott T. Shirley, Director of Public Works

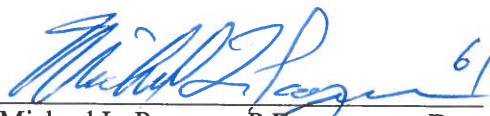
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MAY 31 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

PLAN COMMISSION PC #17-013
Hamilton Partners – Arlington Heights Subdivision
703-723 W. Algonquin Road
PUD, Prelim/Final Plat of Subdivision
Round 5

64. The response by the petitioner to comments #59-63 are acceptable.
65. The response provided by the petitioner to Comment #58 is noted. Provide copies of the agreement documents that substantiate the comment that the offsite improvements have been addressed with the adjacent property owner.

Final Plat of Subdivision

66. ComEd usually needs room on the plat for their easement provisions, either written as part of the plat or by application of a sticker. See the attachment for the ComEd easement provisions.
67. Item “n” on the attached Final Plat of Subdivision Checklist originally provided in Round 1 comments in November 2017, has not been addressed. Provide the deed of dedication substantially as described.

 6/7/18

Michael L. Pagones, P.E. Date
Interim Director of Engineering

Attachments:

Final Plat of Subdivision Checklist
ComEd Easement Provisions

Items needed for Village permit:

OUMA
Provide hours of operation when tenant is selected
Revise restrictor and trap
Public sidewalk configuration

RECEIVED
JUN 07 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Final Plat of Subdivision Checklist
Municipal Code Section 29-209(a - t)

- ☐ a. The date of preparation of the final plat and by whom prepared.
- ☐ b. The boundary of the plat, based on accurate traverse, with angles and lineal dimensions.
- ☐ c. All permanent survey monuments, markers and bench marks.
- ☐ d. Exact location, width and name of all streets within and adjoining the plat, and the exact location and widths of all cross walkways.
- ☐ e. True angles and distances to the nearest established street lines or official monuments, not less than three.
- ☐ f. Municipal, township, county and section lines accurately tied to the lines of the subdivision by distances and angles.
- ☐ g. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.
- ☐ h. All easements for rights of way established for public use and utilities.
- ☐ i. All lot numbers and lines, with accurate dimensions given in hundredths of feet.
- ☐ j. Accurate outlines and legal descriptions of all areas dedicated or reserved for public use, with the proposed uses indicated thereon; and all areas to be reserved by deed covenant for the common use of all property owners; together with the proposed uses indicated thereon.
- ☐ k. The text of protective covenants, approved by the Plan Commission, relating to the proposed subdivision.
- ☐ l. An endorsement by the County Clerk in the form acceptable to Cook County, that there are no delinquent, forfeited, foreclosed or purchased general taxes, or unpaid current general taxes, against the land proposed to be subdivided.
- ☐ m. A summary of all restrictions applicable to any part of such subdivision concerning building restrictions, use restrictions, building setback lines and similar matters.

- ☒ n. A deed of dedication in the form set forth in Section 29-217(a):
The Final plat shall contain a deed of dedication substantially as follows:

"We, the undersigned, (Names), owners of the real estate shown and described herein, do hereby lay off, plat and subdivide said real estate in accordance with the within plat. This subdivision shall be known and designated as (Name), an addition to the Village of Arlington Heights, Cook County. All streets and alleys and public open spaces shown and not heretofore dedicated are hereby dedicated to the public. Front and side yard building setback lines are established as shown on this plat, between which lines and the property lines of the streets, there shall be erected or maintained no building or structure. There are strips of ground, (Number) feet in width, as shown on this plat and marked 'Easement' reserved for the use of public utilities for the installation of water and sewer mains, poles, ducts, lines and wires, subject at all times to the proper authorities and to the easement herein reserved. No permanent or other structures are to be erected or maintained upon

these strips of land, but owners of lots in this subdivision shall take their titles subject to the rights of the public utilities, and to the rights of the owners of other lots in this subdivision.

(Additional dedications and protective covenants, or private restrictions, would be inserted here upon the subdivider's initiative or the recommendation of the Plan Commission or Village Board; important provisions are those specifying the use to be made of the property and, in the case of residential use, the minimum habitable floor area.)

The foregoing covenants (or restrictions), are to run with the land and shall be binding on all parties and all persons claiming under them until January 1, 20____ [25 year period is suggested], at which time said covenants (or restrictions) shall be automatically extended for successive periods of ten years unless indicated otherwise by negative vote of a majority of the then owners of the building sites covered by these covenants (or restrictions), in whole or in part, which said vote will be evidenced by a petition in writing signed by the owners and duly recorded. Invalidation of any one of the foregoing covenants (or restrictions) by judgment or court order shall in no way affect any of the other various covenants (or restrictions), which shall remain in full force and effect.

The right to enforce these provisions by injunction, together with the right to cause the removal, by due process of law, of any structure or part thereof erected or maintained in violation, is hereby dedicated to the public, and reserved to the several owners of the several lots in this subdivision and to their heirs and assigns.

WITNESS our hands and seals this ____ day of _____, 20____.

STATE OF ILLINOIS)
COUNTY OF COOK) SS.

Before me the undersigned Notary Public, in and for the County and State aforesaid, personally appeared (Names), and each separately and severally acknowledged the execution of the foregoing instrument as his or her voluntary act and deed, for the purposes therein expressed.

WITNESS my hand and notarial seal this ____ day of 20 ____.

Notary Public"

- ☐ o. A blank certificate of approval in the form set forth in Section 29-217(b).
The Final plat shall contain a certificate of approval as follows:

"Under the authority provided by 65 ILCS 5/11-12 as amended by the State Legislature of the State of Illinois and Ordinance adopted by the Village Board of the Village of Arlington Heights, Illinois, this plat was given approval by the Village of Arlington Heights AND MUST BE RECORDED WITHIN SIX MONTHS OF THE DATE OF APPROVAL BY THE VILLAGE BOARD, OTHERWISE IT IS NULL AND VOID.

APPROVED by the Plan Commission at a meeting held _____

Chairman

Secretary

APPROVED by the Village Board of Trustees at a meeting held _____

President

Village Clerk

APPROVED by the Village Collector

APPROVED by the Director of Engineering
_____ "

- ☐ p. A certification by a registered surveyor in the form set forth in Section 29-217(c). The Final plat shall contain a certificate signed by an Illinois Registered Land Surveyor in substantially the following form:

"I, (Name), hereby certify that I am an Illinois Registered Land Surveyor in compliance with the laws of the State of Illinois, and that this plat correctly represents a survey completed by me on (Date); that all monuments and markers shown thereon actually exist, and that I have accurately shown the materials that they are made of.

(SURVEYOR'S SEAL) Signature

Illinois Land Surveyor
No. _____ "

- ☐ q. A notarized statement from the owner indicating the school district in which each tract, parcel, lot or block lies.
- ☐ r. A certificate in the form as required by the Illinois Department of Transportation or Cook County Highway Department, respectively, when any new street or new driveway will access one of these Department's streets.
- ☐ s. The parcel index numbers of all lots contained within the plat shall be included on the plat of subdivision.
- ☐ t. A block stating "Send Tax Bill To: (Name/Address)." The actual name and address shall be provided by the developer.
- ☐ u. Provide a location to identify the address of each new lot.

The Village of Arlington Heights Municipal Code can be accessed over the internet at www.vah.com .

EASEMENT PROVISIONS

An easement for serving the subdivision and other property with electric and communication service is hereby reserved for and granted to

Commonwealth Edison Company
and
SBC Telephone Company, Grantees,

their respective licensees, successors and assigns jointly and severally, to construct, operate, repair, maintain, modify, reconstruct, replace, supplement, relocate and remove, from time to time, poles, guys, anchors, wires, cables, conduits, manholes, transformers, pedestals, equipment cabinets or other facilities used in connection with overhead and underground transmission and distribution of electricity, communications, sounds and signals in, over, under, across, along and upon the surface of the property shown within the dashed or dotted lines (or similar designation) on the plat and marked "Easement", "Utility Easement", "Public Utility Easement", "P.U.E" (or similar designation), the property designated in the Declaration of Condominium and/or on this plat as "Common Elements", and the property designated on the plat as "common area or areas", and the property designated on the plat for streets and alleys, whether public or private, together with the rights to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon, or on adjacent lots, and common area or areas, the right to cut, trim or remove trees, bushes, roots and saplings and to clear obstructions from the surface and subsurface as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over Grantees' facilities or in, upon or over the property within the dashed or dotted lines (or similar designation) marked "Easement", "Utility Easement", "Public Utility Easement", "P.U.E" (or similar designation) without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

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

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

Relocation of facilities will be done by Grantees at cost of the Grantor/Lot Owner, upon written request.

Planning & Community Development Dept. Review

June 1, 2018



ROUND 1 – FINAL PLAT

Project: 703-723 W. Algonquin Rd
Hamilton Partners Distribution Facility

Case Number: PC 17-013

General:

1. Please note that the Final Plat, as approved by the Engineering Dept., must be printed on mylar and submitted to the Village, with signatures obtained from all parties except those to be coordinated by the Village, no less than one week prior to the Plan Commission hearing date. Please make the changes to the Final Plat, as outlined in these review comments, and resubmit for re-review prior to printing the plat on mylar and beginning to obtain the signatures.
2. Please note that final engineering must be approved by the Engineering Dept. no less than one week prior to appearance before the Plan Commission, which will include the payment of all engineering fees and the provision of all surety bonds, public improvement deposits, and engineering fee's
3. When the PUD was approved in May of 2018, this approval was conditioned upon several conditions. A copy of the approval ordinance outlining these conditions is attached to this review. Please familiarize yourself with these conditions of approval. Relative to these conditions, I'd like to offer the following
 - a. Condition #1a: IDOT approval will be required, as indicated on the Plat. Once IDOT signs the plat, this condition will have been met.
 - b. Condition #1b: The Village is still in conversations with the City of Rolling Meadows regarding what, if any, additional off-site improvements will be necessary. If additional off-site improvements are required, the petitioner will be notified as soon as these are determined.
 - c. Condition #1c: To-date, the petitioner has satisfied the issues raised by the City of Rolling Meadows to the satisfaction of the Village. If additional issues are raised, the petitioner will be required to address these issues.
 - d. Condition #2: This item can be addressed at time of building permit.
 - e. Condition #3: This item should be added to the engineering plans. You are encouraged to reach out to Rick Willman at PACE and to your contacts at IDOT to begin addressing this item. Rick can be reached at (847) 228-3584.
 - f. Condition #4: This item has been addressed and is reflected on the plans.
 - g. Condition #5: This item has been addressed and is reflected on the plans.
 - h. Condition #6a: Please advise as to whether ownership of Outlot A has been transferred to Hamilton Partners.
 - i. Condition #6b: This can be addressed at time of building permit.
 - j. Condition #7: It is understood that an agreement has been reached between Hamilton Partners and Weber Packaging Solutions relative to the reconstruction of the shared driveway. Please provide us with a copy of that agreement so that we can ensure the engineering plans reflect what is required in the agreement relative to this condition. Please make sure that this work reflected on the permit paving plans and that the plans outline the construction standard to which the shared driveway is will be constructed, for review and approval by the Village.
 - k. Condition #8: This item can be addressed at time of building permit. It is advised that, at a minimum, striping of the shared access drive be reflected on the building permit plans. Additional improvements

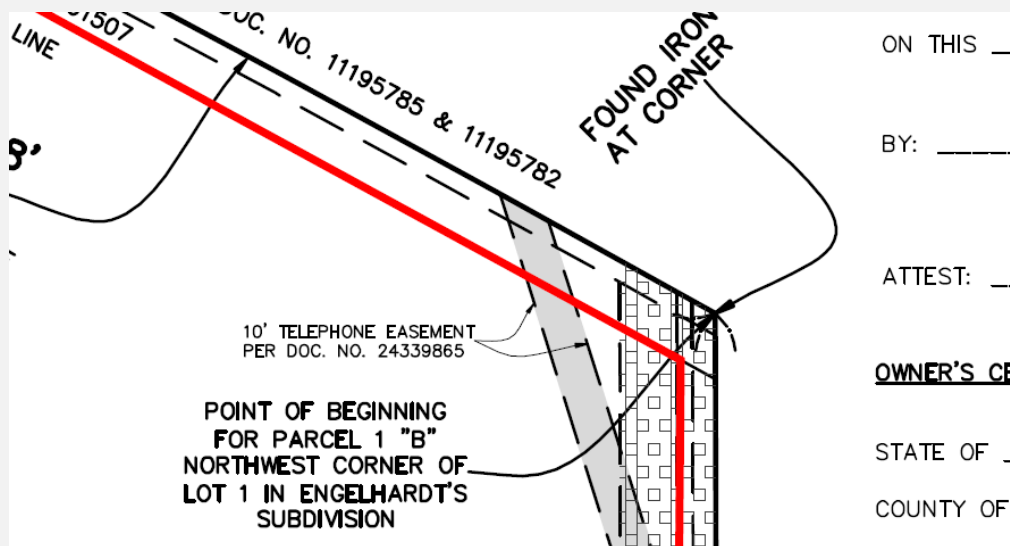
may be recommended and the developer is encouraged to reach out to Weber to understand if additional improvements are practical.

- l. Condition #9: Please begin coordinating with the City of Rolling Meadows on permitting for the extension of the barrier median as reflected on sheet 15 (and others) within the engineering plans. Since Meijer Drive is currently under the jurisdiction of the City of Rolling Meadows, this portion improvement will need to go through Rolling Meadows for permitting.
- m. Condition #10: Conformance with this condition will be required.

- 4. Please provide a phasing plan that will clearly indicate how Phase I will function if Phase II is not constructed. Additionally, it is unclear on the Phase I plans as to whether the area to the rear of Phase I building will be accessible by vehicle (the west side appears to have a curb preventing access, the east side does not). Also, please confirm that this area will remain as paving, or if new paving proposed, or if grass is proposed in this area).

Plat of Subdivision:

- 5. The dark line on the Plat of Subdivision separating Phase I and Phase II (the northern portion and southern portion of the property) is unnecessary. Please show this line as a dashed line since it represents the boundary of a 10' gas easement (that is being vacated).
- 6. The hatching of the sanitary sewer easement in the legend is inverted. Please adjust the hatching to match the direction of the hatching as shown on the Plat.
- 7. The front building setback line should extend parallel to the 46.73' segment in the northwest corner of the site.
- 8. Where the front and side yard building setback lines cross, the setback lines should not continue passed each other to the edge of the property line. Please adjust all crossing setback lines as per the example below in red:



- 9. The Deed of Dedication should be added per section 29-217(a) of Chapter 29 of the Municipal Code. The 2nd and 3rd paragraphs of this section can be omitted since there are no additional covenants, dedications, or restrictions being imposed by the subdivider, Plan Commission, or Village Board.
- 10. The School District certificate should identify that the owner is the one certifying that the subdivision is located in the districts as outlined on the Plat.



MEMORANDUM

DATE: July 9, 2018

TO: Mr. Sam Hubbard, Development Planner
Department of Planning and Community Development
Village of Arlington Heights

FROM: Paul Leder, Senior Project Manager

PROJECT: 703-723 W. Algonquin Rd., Arlington Heights, IL

RE: Response to Village Final Plat Round 1 Comments

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PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

UPDATED DOCUMENTS PROVIDED WITH THIS RESPONSE:

- Final Plat of Subdivision, Dated July 9, 2018 (By Gentile & Assoc)
- Phase 1 Overall Improvement Exhibit, Dated July 9, 2018

RESPONSE TO RESPECTIVE COMMENTS:

PUBLIC WORKS DEPT – From Cris Papierniak

1. Noted. VAHPW will specify water meter and RPZ's upon submittal of architectural and plumbing plans
2. Noted. Maintenance within the referenced 30' easement will be included in the Maintenance Agreement

ENGINEERING DEPARTMENT – From Michael Pagones

64. Noted-the previous response is acceptable
65. Noted. Agreement with adjacent property owner addressing offsite improvements will be provided when available
Final plat of Subdivision
66. ComEd provisions were added to the Plat. Please see Sht 2
67. Deed of Dedication language was added to the Plat. Please see Sht 2

PLANNING & COMMUNITY DEVELOPMENT DEPT.

General:

1. Noted
2. Noted
3. Items a – d: Noted

Item e: PACE has been contacted and information received. This item will be reviewed and addressed; however, if including on the engineering plans holds up the project approvals it will be addressed separately

Items f – g: Noted

Item h: Ownership of Outlot A has not been transferred as of this date

Item i: Noted

Item j: The agreement with WPS will be provided when finalized

Item k: When the Agreement with WPS is finalized, improvements included in the Agreement will be reflected on the plans as applicable.

Item l: The City of Rolling Meadows was contacted in February of this year, and proposed plans and the Traffic Impact Study were submitted to them at that time. As of this date, we have not received a response.

Item m: Noted

4. A Phase 1 Overall Improvement Exhibit is provided reflecting the conditions for Phase 1 on a single sheet. (Details of the proposed improvements are included on the Final Engineering Plans.) As indicated, Phase 1 will function independently, as will the existing building in Phase 2, until the proposed Phase 2 is constructed. As noted, the existing paved driveway at the rear/south of the Phase 1 building will remain with the Phase 1 improvements with access to this driveway from both the east and west sides. Until Phase 2 is constructed there will be an approximate 30' grass area between the Phase 1 building and the existing driveway.

Plat of subdivision:

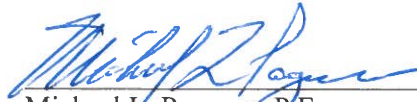
5. The dark line between Phase 1 and 2 has been modified to a dashed line.
6. The referenced hatching has been adjusted
7. The building setback line at the northwest corner of the site has been extended as requested
8. The setback lines have been adjusted
9. The Deed of Dedication has been added, omitting paragraphs 2 and 3 (See Sht 2)
10. The School District certificate has been amended (See Sht 1)

PLAN COMMISSION PC #17-013
Hamilton Partners – Arlington Heights Subdivision
703-723 W. Algonquin Road
PUD, Prelim/Final Plat of Subdivision
Round 6

68. The response provided by the petitioner to Comment #65 is noted. Provide copies of the agreement documents that substantiate the comment that the offsite improvements have been addressed with the adjacent property owner.

Final Plat of Subdivision

69. The response provided by the petitioner to Comments #66 & 67 are acceptable.


Michael L. Pagones, P.E. 7/16/18
Interim Director of Engineering Date

Items needed for Village permit:

OUMA
Provide hours of operation when tenant is selected
Revise restrictor and trap
Public sidewalk configuration

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**PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT**

Planning & Community Development Dept. Review

July 17, 2018



ROUND 2 – FINAL PLAT

Project: 703-723 W. Algonquin Rd
Hamilton Partners Distribution Facility

Case Number: PC 17-013

General:

1. The response to comments #1, #2, and #5-#10 are acceptable.
2. The response to comment #3 is noted. Please note the following:
 - 3B: Per the July 5th email from Charles Perkins to Mike Wauterlek, the Village has asked the petitioner to make a proportional contribution towards the reconstruction of Meijer Drive in the amount of 1/3 of the entire reconstruction cost for this section of Meijer Drive (entire reconstruction cost is estimated at \$275,000).
 - 3E: The PACE bus shelter can be incorporated into the building permit plans and do not need to be present on the Final Engineering plans in conjunction with Final Plat of Subdivision approval.
 - 3J: Details on this agreement must be provided prior to Final Plat of Subdivision approval and the necessary improvements, as required in the agreement, shall be reflected on the Final Engineering plans. Please provide a record of this agreement.
 - 3L: Submission of a traffic study is not sufficient for obtaining a permit from the City of Rolling Meadows. You are encouraged to reach out to the City of Rolling Meadows to begin coordination on said permit.
3. The response to comment #4 is noted. Please provide an interim landscape plan for the 30' of greenspace between the southern portion of the Phase I building and the northern access drive of the existing Phase II building.
4. Construction traffic must utilize Algonquin Road for primary ingress/egress and shall be limited from usage of Meijer Drive for this purpose.



MEMORANDUM

DATE: July 25, 2018

TO: Mr. Sam Hubbard, Development Planner
Department of Planning and Community Development
Village of Arlington Heights

FROM: Paul Leder, Senior Project Manager

PROJECT: 703-723 W. Algonquin Rd., Arlington Heights, IL

RE: Response to Village Final Plat Round 2 Comments

UPDATED DOCUMENTS PROVIDED WITH THIS RESPONSE:

- Interim Landscape Plan, Dated July 24, 2018 (By Wingren Landscape)

RESPONSE TO RESPECTIVE COMMENTS:

ENGINEERING DEPARTMENT – From Michael Pagones, Dated 07-16-18

68. Noted. Agreement with adjacent property owner addressing offsite improvements is being finalized and will be provided when available

Final Plat of Subdivision

69. Noted-Response to previous comments #66 & 67 were acceptable

PLANNING & COMMUNITY DEVELOPMENT DEPT. Dated 07-17-18

General:

1. Noted-Response to previous comments #1, 2, and 5-10 were acceptable
2. In regards to previous comment #3:

3B: Petitioner is reviewing the referenced request for a contribution towards the reconstruction of Meijer Drive and this item is part of current discussions with the Village of Arlington Heights

3E: Noted-PACE bus shelter does not need to be on Final Engineering Plans for Final Plat of Subdivision approval

3J: As noted above the agreement with WPS is being finalized and details of this agreement will be provided when available. Improvements referenced in this agreement will be reflected on the Final Engineering Plans as appropriate.

3L: As previously mentioned, Final Engineering Plans and the Traffic Impact Study were submitted to Rolling Meadows in February. (A copy of the Transmittal is attached for reference. Attempts have been made to

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JUL 26 2018

contact Rolling Meadows for coordination and a status update; however, as of this time we have not received a reply/response.

3. The interim Landscape Plan for the referenced 30' greenspace is provided with this response.
4. Noted-Construction traffic is to utilize Algonquin Rd as the primary access location. The Final Engineering Plans, as well as plans attached to the trailer permit request, both previously submitted to the Village, reflect the construction access from Algonquin Road.

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PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT



Engineering, LLC

Civil Engineering ♦ Real Estate Consulting ♦ Project Management

TRANSMITTAL

DATE: 02/20/2018

JOB CODE: 322-127-17

TO: City of Rolling Meadows Public Works
3900 Berdnick St
Rolling Meadows, IL 60008

FROM: Paul Leder, P.E.

ATTN: Fred Vogt

RE: Engineering and Traffic Impact

PROJECT: HP Arlington Heights Industrial

SENDING VIA: Messenger

ITEM/QUANTITY	LATEST DATE	DESCRIPTION
2	02/05/18	Final Engineering Plans
2	02/05/18	Traffic Impact Study

REMARKS:

As a follow-up to conversations with your office, the enclosed plans and traffic study are for your reference in regards to the Meijer Drive improvements requested by the Village of Arlington Heights and IDOT associated with the proposed 703 to 723 W. Algonquin Road project in Arlington Heights. If there should be questions or comments, please do not hesitate to contact us.

DISTRIBUTION:

975 E. 22nd Street, Suite 400, Wheaton IL 60189

630.480.7889

www.rwg-engineering.com

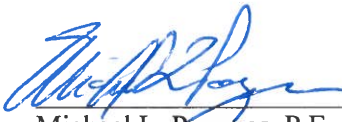
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PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

PLAN COMMISSION PC #17-013
Hamilton Partners – Arlington Heights Subdivision
703-723 W. Algonquin Road
PUD, Prelim/Final Plat of Subdivision
Round 7

70. The response provided by the petitioner to Comment #68 is noted. Provide copies of the agreement documents that substantiate the comment that the offsite improvements have been addressed with the adjacent property owner.

 7/31/18
Michael L. Pagones, P.E. Date
Interim Director of Engineering

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AUG 01 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Planning & Community Development Dept. Review

August 2, 2018



ROUND 3 – FINAL PLAT

Project: 703-723 W. Algonquin Rd
Hamilton Partners Distribution Facility

Case Number: PC 17-013

General:

1. Your previous responses are noted and acceptable, with exception to the response to comment #3J. In order to complete final engineering, any improvements as required in the forthcoming agreement with WPS will be required to be shown on the engineering plans and reviewed and approved by the Village of Arlington Heights. Until we have the details on said agreement (and revised engineering plans reflecting changes as required in the WPS agreement), we cannot proceed with Final Plat of Subdivision approval. Within your next submittal, please provide these details along with revised engineering plans.



MEMORANDUM

DATE: September 18, 2018

TO: Mr. Sam Hubbard, Development Planner
Department of Planning and Community Development
Village of Arlington Heights

CC: Mike Wauterlek, HP
Paul Rio, MHC

FROM: Paul Leder, Senior Project Manager

PROJECT: 703-723 W. Algonquin Rd., Arlington Heights, IL

RE: Response to Village Final Plat Round 3 Comments

RESPONSE TO RESPECTIVE COMMENTS:

ENGINEERING DEPARTMENT – From Michael Pagones, Dated 07-31-18

70. There is no new Agreement with the adjacent property owner, Weber Packaging Solutions, and the project is proceeding based on current agreements.

PLANNING & COMMUNITY DEVELOPMENT DEPT. Dated 08-02-2018

General:

1. Since there is no new Agreement with WPS, improvements referenced by said Agreement are not applicable and there are no associated modifications to the engineering plans to reflect said improvements.



Item: 608-614 N. Haddow Ave. - PC#18-016

Department: Planning & Community Development

Requested Action

– Preliminary Plat of Resubdivision to consolidate two lots into one.

Variations Required

Variation to Chapter 28, Section 5.1-3.2(a), Required Yards, to reduce the required front yard setback from 34.6 feet to 33.9 feet.

Recommendation

– A public hearing was held by the Plan Commission on September 26, 2018 where Commissioner Cherwin moved and Commissioner Jensen seconded:

A motion to recommend to the Village Board of Trustees approval of PC#18-016, Preliminary Plat of Resubdivision to consolidate two lots into one, and the following variations:

1. Chapter 28, 5.2-3.2(a), Required Yards, to reduce the required front yard setback from 34.6 feet to 33.9 feet.
2. A variation to waive the requirements in the subdivision code for a sidewalk along the front of the property.

This recommendation shall be subject to the following conditions:

1. Final Plat of Subdivision shall be required.
2. Prior to building permit issuance, a \$3,805 fee-in-lieu of onsite detention shall be required.
3. All AC units shall be located in the rear yard. Alternatively, AC units may be located within the side yard provided that they be screened with landscaping as determined suitable by the Village.
4. The petitioner shall comply with all Federal, State, and Village Codes,

Regulations, and Policies.

5. Prior to building permit, the petitioner shall enter into an estoppel agreement with the Village that would restrict their ability to object to a future special assessment for a sidewalk along the western side of Haddow, south of Hawthorne, north of Euclid.

Roll Call Vote: Commissioners Drost, Green Lorenzini, Sigalos, Warskow, Cherwin, Jensen and Chair Ennes voted in favor. Motion carried.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description	Type
Memo	Memorandum
Staff Report	Board or Commission Report
PC Minutes 9/26/18 - DRAFT	Minutes
Aerial	Exhibits
CPRC Minutes - 5-9-18	Minutes
Plat of Survey	Exhibits
Justification for Variation	Exhibits
Plans	Exhibits
Preliminary Plat of Subdivision	Exhibits
Department Comments - Round 1	Correspondence
Department Comments - Round 1 - Petitioner Response	Correspondence
Department Comments - Round 2	Correspondence
Department Comments - Round 2 - Petitioner Response	Correspondence
PC Timeline Tracker	Exhibits



Memorandum

To: Charles Perkins-Witherington, Director of Planning and Community Development

From: Sam Hubbard, Development Planner

Date: 10/11/2018

Re: PC #18-016: 608-614 N. Haddow Ave. Lot Consolidation

Background: On September 26, 2018, the Plan Commission held a public hearing to consider application PC#18-016, a petition to consolidate two residential lots into one to allow a building addition to the existing home on the subject property.

Specifically, the application requested approval of the following zoning actions:

1. Preliminary Plat of Subdivision.
2. Variation to Chapter 28, Section 5.1-3.2(a), Required Yards, to reduce the required front yard setback from 34.6 feet to 33.9 feet.

Staff Development Committee recommended approval of the application subject to the following conditions:

1. Final Plat of Subdivision shall be required.
2. Prior to building permit issuance a \$3,805 fee-in-lieu of onsite detention shall be required.
3. All AC units shall be located in the rear yard. Alternatively, AC units may be located within the side yard provided that they be screened with landscaping as determined suitable by the Village.
4. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

Plan Commission Motion: During the public hearing, the petitioner objected to the code requirement to install a sidewalk along the front of the property abutting Haddow Avenue, which sidewalk is required as a result of the subdivision to consolidate the two properties into one. Ultimately, the Plan Commission voted 8-0 in favor of a recommendation of approval, incorporating the following variation to waive the sidewalk requirement (additional variation shown in **green**):

1. Preliminary Plat of Subdivision
2. Variation to Chapter 28, Section 5.1-3.2(a), Required Yards, to reduce the required front yard setback from 34.6 feet to 33.9 feet.
3. **Variation to Chapter 29, Section 29-501b, to waive the requirement for a sidewalk along Haddow Avenue abutting the subject property.**

The motion of approval was conditioned upon the following (additional condition of approval as recommended by the Plan Commission is shown in **green**):

1. Final Plat of Subdivision shall be required.
2. Prior to building permit issuance a \$3,805 fee-in-lieu of onsite detention shall be required.
3. All AC units shall be located in the rear yard. Alternatively, AC units may be located within the side yard provided that they be screened with landscaping as determined suitable by the Village.
4. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.
5. **Prior to building permit, the Petitioner shall enter into an estoppel agreement with the Village that would restrict their ability to object to a future special assessment for a sidewalk along the western side of Haddow, south of Hawthorne, north of Euclid.**

Recommendation: The Plan Commission recommendation was discussed with the Engineering Division, who felt it was highly unlikely that the Village would establish a Special Service Area to fill in the three missing sidewalks along Haddow Avenue. As a result, the Staff Development Committee continues to recommend approval of the application as originally proposed (i.e. without the variation to waive the requirement for the sidewalk). If the Village Board concurs with the Plan Commission recommendation, it is recommended that condition of approval #5 (above) remain. The Staff Development Committee recommendation is shown below.

Approval of the following:

1. Preliminary Plat of Subdivision.
2. Variation to Chapter 28, Section 5.1-3.2(a), Required Yards, to reduce the required front yard setback from 34.6 feet to 33.9 feet.

This approval would be subject to the following conditions:

1. Final Plat of Subdivision shall be required.
2. Prior to building permit issuance a \$3,805 fee-in-lieu of onsite detention shall be required.
3. All AC units shall be located in the rear yard. Alternatively, AC units may be located within the side yard provided that they be screened with landscaping as determined suitable by the Village.
4. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

Cc: *Randy Recklaus, Village Manager*



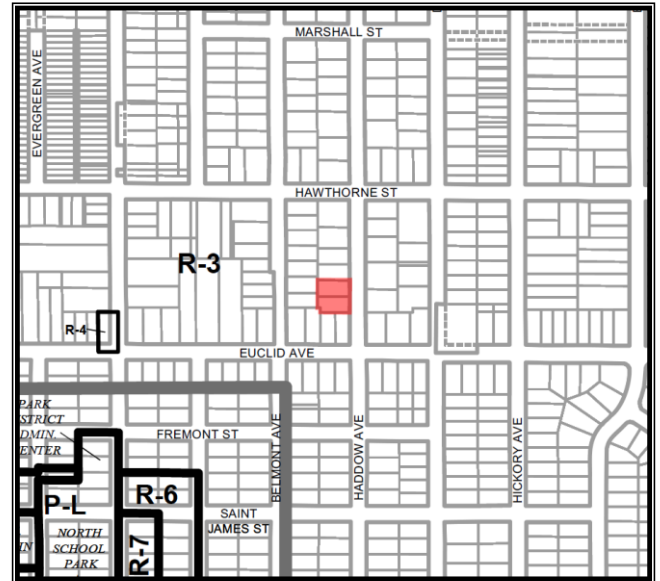
VILLAGE OF ARLINGTON HEIGHTS STAFF DEVELOPMENT COMMITTEE REPORT

Project Number: PC 18-016
Project Title: 614 N. Haddow Ave Lot Consolidation
Address: 608-614 N. Haddow Ave.
PIN: 03-29-123-006, 03-29-123-017

To: Plan Commission
Prepared By: Sam Hubbard, Development Planner
Meeting Date: September 26, 2018
Date Prepared: September 21, 2018

Petitioner: Robert Flubacker
Robert Flubacker Architects, Ltd.
Address: 1835B Rohlwing Rd.
Rolling Meadows, IL 60008

Existing Zoning: R-3: One-Family Dwelling District
Comprehensive Plan: Single Family Detached



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	R-3, One Family Dwelling District	Single-Family Home	Single-Family Detached
South	R-3, One Family Dwelling District	Single-Family Home	Single-Family Detached
East	R-3, One Family Dwelling District	Single-Family Home	Single-Family Detached
West	R-3, One Family Dwelling District	Single-Family Home	Single-Family Detached

Requested Action:

1. Preliminary Plat of Resubdivision to consolidate two lots into one.

Variations Required:

1. Variation to Chapter 28, Section 5.1-3.2(a), Required Yards, to reduce the required front yard setback from 34.6 feet to 33.9 feet.

Project Background:

The subject property consists of two platted lots of record. The first lot contains a single-family home located at 614 N. Haddow, the second lot is addressed 608 N. Haddow and is currently vacant and serves as an additional yard/landscape area for the home at 614 N. Haddow. Both lots are owned by the resident at 614 N. Haddow Avenue and each lot is approximately 66 feet by 132 feet. The 614 N. Haddow lot is 10,890 square feet, and the 608 N. Haddow lot is 10,730 square feet (although the Plat of Survey shows both lots as including 33 feet of Haddow Avenue within the boundaries of the property which land must be dedicated to the Village). A previous owner of the vacant lot had applied for a variation in 2001 to make the vacant lot buildable, but the request was rejected by the Zoning Board of Appeals. The vacant lot was later obtained by the owner of 614 N. Haddow and has served as a portion of his yard ever since.

In 2015, the property owner applied for preliminary Plat of Subdivision approval to consolidate the lots to allow for a small addition to the home. Within this request, the petitioner was also seeking several variations to allow multiple accessory structures in the rear yard, which received a recommendation of denial by the Plan Commission (the petitioner withdrew their application after the Plan Commission vote and prior to Village Board consideration). The property owner is now proposing a large addition to the southern elevation of his home and is no longer requesting variations to allow multiple accessory structures in the rear yard. In order to comply with Village Code, the two lots must be consolidated into one to conform with setback and F.A.R. restrictions. An eight and a half inch variation is required for the front yard setback of the proposed home addition.

If approved, the combined lots would yield a 17,265 square foot singular lot (which takes into consideration the required ROW dedication) that would be 132 feet wide. The petitioner would construct an addition to the southern and western elevations of the home, which would result in an approximately 7,000 square foot residence when complete. The existing two-car detached garage would be removed from the rear yard, and a new three-car side loaded attached garage would be added to the home. The driveway on the north side of the house would be removed and returned to landscaping, and a new driveway would be constructed at the southern side of the site. The rear of the house would include an approximately 250 square foot patio that would be covered by a roof attached to the house. The sides of the roofed patio would be open but would include retractable screens on both sides. The third side (rear) would include custom screen doors and a large fireplace/chimney.

Zoning and Comprehensive Plan

The subject property is currently zoned R-3, One-Family Dwelling District. The proposed use of the site is consistent with the Comprehensive Plan "Single-Family Detached" land use designation. Since the lots came under common ownership after November 1, 2003, Section 29-104(b)2 of the Subdivision Control Regulations requires both lots to be consolidated if they are to be used as one singular zoning lot. As such, the petitioner has applied for Preliminary Plat of Subdivision approval to consolidate the two lots into one. Once engineering plans for the site have been finalized, the petitioner will need to reappear before the Plan Commission and Village Board for Final Plat of Subdivision approval.

In consideration of the appropriateness of a proposed lot consolidation, staff's primary analysis focuses on the lots that are located on the same side of the street as the subject property. In this instance, there are currently four zoning lots that are located on the west side of Haddow Avenue north of Euclid and south of Hawthorne. Of those lots, one is 132 feet wide, one is 112 feet wide, and one is 86 feet wide. If the consolidation was approved, the subject lot would be 132 feet in width. The proposed lot consolidation meets the R-3 standards for lot size and lot area (shown below in **Table I**), and is consistent with the existing lots on

the west side of Haddow Avenue. Per Chapter 28, Section 5.1-3.6, a minimum side yard of ten percent of the lot width is required. Therefore, a 132-foot wide lot will require a 13.2-foot side yard on both sides. The proposed home addition would result in the principal structure being 13.9 feet setback from the side lot line to the north and 25 feet setback from the side lot line to the south. The addition at the rear of the house will comply with the required 30-foot rear yard setback.

Table I:

Zoning Requirements	Minimum Lot Area	Minimum Lot Width	Front Yard Setback	Side Yard Setback	Rear Yard Setback
Typical R-3 Lot	8,750 SF	70 FT	Block Average (34.6 FT)	10% of Lot width, min. of 7 feet (13.2 FT)	30 FT
Proposed Lot 608 & 614 N. Haddow	17,265 SF	132 FT	33.9 FT	13.9 FT	30.3 FT
624 N. Haddow	17,424 SF	132 FT	N/A	N/A	N/A
626 N. Haddow	11,352 SF	86 FT	N/A	N/A	N/A
630 N. Haddow	14,784 FT	112 FT	N/A	N/A	N/A

As mentioned above, the building addition will extend slightly past the front plane of the existing home, which will reduce the existing front yard setback of the principal structure (existing home is setback 35 feet, proposed addition will be setback 33.9 feet) . Therefore, the following variation is required:

- Variation to Chapter 28, Section 5.1-3.2(a), Required Yards, to reduce the required front yard setback from 34.6 feet to 33.9 feet.

The petitioner has provided a response to the hardship criteria for variation approval and this response is included within the packet for the Plan Commission. Staff concurs with the petitioner that the necessary criteria for variation approval have been met for the following reasons:

- The proposed use will not alter the essential character of the locality and is compatible with existing uses and zoning of nearby property in that single-family homes are the only use within the vicinity. The petitioner is not proposing any other use on the property other than maintaining it as a single-family home.
- The plight of the owner is due to unique circumstances in that the other homes on the frontage (which determine the required front yard setback for the subject property) are setback farther than the standard 25-foot code required front yard setback in the R-3 District. Based on the larger setbacks for homes on the frontage, the required setback for the subject property is 34.6 feet, which is 9.6 feet greater than the standard 25-foot required R-3 front yard setback.

- The proposed variation is in harmony with the spirit and intent of this Chapter. Specifically, one of the purposes of the Zoning Code is to ensure all properties have adequate light, air, privacy, and convenience of access. Encroachment of the proposed addition by 8.5 inches into the required 34.6-foot front yard setback will not threaten adequate light, air, privacy, or convenience of access to any of the neighboring properties. Staff notes that the front yard setback of the home will be 33.9 feet, which setback is suitable for the provision of light, air, privacy, and access.
- Visually, the proposed home and building addition will still conform to the established setback of the homes along the west side of Haddow Avenue in the vicinity of the subject property. The other homes on the frontage have front yard setbacks of 38.1 feet, 31.1 feet, and 34.4 feet. The subject property, with a 33.9-foot front yard setback will be compatible with these setbacks and will not appear out of scale relative to the other homes to which it is visually related.

Building, Site, Landscaping:

As previously mentioned, 33 feet of ROW must be dedicated to the Village since the subject property includes a portion of Haddow Avenue. The Plat of Survey has shown this area of dedication in order to comply with code requirements. Additionally, the Subdivision Control Regulations require that anytime a property is subdivided, the adjacent streetscape be fully improved to conform to current code requirements. As such, a sidewalk is required along the front of the property, and the petitioner has incorporated the required sidewalk within the plans.

During the plan review process, staff noted that an AC unit had been proposed in front of the house. Upon strongly encouraging the petitioner to relocate the AC unit to the side or rear of the home, subsequent revisions of the plans removed the AC unit from the scope of work and the petitioner clarified that the mechanical plans had not yet been finalized and the location of the AC unit was unknown at this time. Staff believes that AC units within the front yard are not desirable (although they are allowed by code if not within the front yard setback), and recommends a condition of approval to require all AC units to be behind the house or on the side of the house and screened with landscaping.

The proposed building addition will require that a Design Commission application be submitted and approved prior to building permit issuance. The Engineering Department has determined that the required fee in lieu of detention is \$3,805, which will be required at time of building permit issuance for the home addition.

There are no landscape and/or tree preservation issues as landscape and tree preservation plans are only required for subdivisions which create three or more new lots.

Parking:

According to the Village's Subdivision Control Regulations and Zoning Ordinance, a traffic study is only required for residential subdivisions that involve at least 100 dwelling units or more. Since the petitioner is proposing single-lot consolidation, no traffic study is required.

RECOMMENDATION

The Staff Development Committee reviewed the proposed subdivision and setback variation and recommends approval of the project subject to the following conditions:

1. Final Plat of Subdivision shall be required.
2. Prior to building permit issuance a \$3,805 fee-in-lieu of onsite detention shall be required.

3. All AC units shall be located in the rear yard. Alternatively, AC units may be located within the side yard provided that they be screened with landscaping as determined suitable by the Village.
4. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

September 21, 2018

Bill Enright, Deputy Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
PC# 18-016

PLAN

REPORT OF THE PROCEEDINGS OF A PUBLIC HEARING
BEFORE THE VILLAGE OF ARLINGTON HEIGHTS
PLAN COMMISSIONCOMMISSION

RE: 608-614 NORTH HADDOW AVE. - PC# 18-016
PRELIMINARY PLAT OF SUBDIVISION, VARIATION

REPORT OF PROCEEDINGS had before the Village of
Arlington Heights Plan Commission Meeting taken at the Arlington Heights Village
Hall, 33 South Arlington Heights Road, 3rd Floor Board Room, Arlington Heights,
Illinois on the 26th day of September, 2018 at the hour of 7:48 p.m.

MEMBERS PRESENT:

TERRY ENNES, Chairman
LYNN JENSEN
MARY JO WARSKOW
JOE LORENZINI
BRUCE GREEN
GEORGE DROST
JOHN SIGALOS
JAY CHERWIN

ALSO PRESENT:

SAM HUBBARD, Development Planner
JAKE SCHMIDT, Development Planner

CHAIRMAN ENNES: We're going to move on to our next petition, which is 608-614 North Hadow Avenue, PC# 18-016. I see the Petitioner is here. Would you like to come forward and introduce yourselves? Please state your name and spell it for our reporter.

MR. FLUBACKER: By the mic?

CHAIRMAN ENNES: Why don't both of you come up? I suspect you're both going to talk to us.

MR. FLUBACKER: My name is Bob Flubacker of Robert Flubacker Architects, I'm the project architect.

MR. KURZYNSKI: I'm Terry Kurzynski, I'm also here with my wife Tanis, owner of 608 and 614.

CHAIRMAN ENNES: And as I recall, we've seen you before.

MR. KURZYNSKI: Yes.

CHAIRMAN ENNES: Yes. If you'd like to go ahead with your report?

MR. FLUBACKER: On the screen in front of you --

MR. HUBBARD: Excuse me, are we going to swear in the Petitioners?

CHAIRMAN ENNES: Yes, you're right. Would you both raise your hand?
(Witnesses sworn.)

CHAIRMAN ENNES: Okay, thank you.

MR. FLUBACKER: On the screen in front of you is a pair of site plans. On the left is the existing site plan which I'll note a couple of things. There is a significant landscape feature that's in the shape of an ellipse that for years we have been trying to design around to keep. After much angst and design iterations, we have abandoned and decided to add to the house to the south into that area, instead of putting, we had a proposal that came before the Plan Commission several years ago that had multiple detached structures in the backyard. So, we find this a much better solution to the problem.

So, it's consolidating two existing lots. Currently, the front lot line of the two lots is at the center line of the road. So, part of the proposal is dedicating that property to the Village. Part of the proposal includes adding a public sidewalk across the front of the property which I would like to discuss with you a little bit. If we could go to the next slide?

Similar in format, this is the existing first floor plan on the left which shows the existing home and the existing detached garage, and then the new floor plan on the right which has a significant addition again to the south or below the floor plan of the drawing. Second floor, again what's the addition to the south of the existing house. Third floor or 2.5 floor, the attic of the existing house is not changing. This is the existing house on the top showing the existing lot line in the center, and then the proposed house below that.

These are the site statistics for the property which shows that we're not requesting any kind of relief whatsoever from FAR, lot coverage, impervious surface coverage, any of those type of criterion.

There is one variation that's in your packet, and that's kind of an issue that I'd actually like to discuss with you. Again, that interpretation from you, the Plan Commission, on how do we actually figure established front yard setbacks. Currently, the established setback is measured from the front wall of the existing house on 614. I've always used the definition of front yard in the zoning ordinance which says the farthest forward point of

the principal structure as a measuring point to establish the setback across for the whole block.

In this particular case, we went to the front of the front porch. The variation that we're requesting is not necessary. But the way it's calculated currently, it's for the front wall of the house which creates what is a 10-inch or so variation for the garage. So, I just wanted to ask actually for clarification purposes for this point forward how exactly we should measure the front yard of existing houses.

CHAIRMAN ENNES: I think that's more of a question for Staff.

MR. HUBBARD: Chairman, yes, we've been over it with the Petitioner, the way that it's been calculated and required the variance as how it's done. This had been discussed with both of my colleagues and the Deputy Director of Planning. The way it's calculated which requires a variation is how the front yard setback is calculated.

CHAIRMAN ENNES: The minor 10-inch setback, right?

MR. FLUBACKER: Right, right. Even with the variation, we're still dramatically farther than the code required, the 25-foot setback of that area.

COMMISSIONER LORENZINI: Excuse me, just to follow-up on the whole discussion, could you put up the site plan again and kind of point out what you're talking about?

MR. FLUBACKER: If you look on the existing site plan, you'll see there's a small porch on the front of the house. It's a portico. The portico exceeds the eight by 10, or I'm sorry, five by 10 roof edge to roof edge exception that's in the zoning ordinance for porticos in the front of the front lot line. So, technically, you know, at least in my opinion, the front of the porch would be the front line of the principal structure. But the Village has calculated to the front wall of the house rather than the front of the portico.

COMMISSIONER LORENZINI: Thank you.

MR. FLUBACKER: So, the issue with the sidewalk, my client has no objection with putting in a sidewalk as long as it isn't just an extension of the sidewalk that goes to nowhere. There's currently a sidewalk to the house to the south. There is not anymore sidewalks on the rest of Haddow I believe all the way up to Hawthorne.

MR. KURZYNSKI: So, of the four lots left, one, two, three, four lots, there's one that has a sidewalk. The corner one, based on geography, will never have a sidewalk based on the geography. Then the two lots immediately to the north of me also did not have a sidewalk. So, I think the challenge is spending all that money on a sidewalk that just really doesn't go anywhere, it seems to me wasteful.

CHAIRMAN ENNES: Sam, can we go to an aerial to show us what they're talking about?

MR. HUBBARD: I do have an aerial. It's in my communications. We actually did talk to the neighbor on the corner who said she will never, ever, and they've already remodeled their house, there's no variations coming in front of the Plan Commission that will force them to put a sidewalk in. Bear with me here for a moment.

So, the proposed sidewalk would go right across the front of the lot here and would connect with the existing sidewalk to the south. There is no sidewalk currently here, but there is a sidewalk on the property to the north.

MR. KURZYNSKI: Then again it breaks up, there is none on the other side of that property.

MR. HUBBARD: Correct. The sidewalk here is just kind of a floating sidewalk. There is no sidewalk on this side and there is no sidewalk on the side of the property

to the north.

CHAIRMAN ENNES: But Sam, so if that owner in 624, if they sold their house, would it be subject to putting in a sidewalk? Or would they have to be coming in, would a new owner have to come in for some kind of a change or an addition and then they'd be required to put in a sidewalk?

MR. HUBBARD: Correct. The trigger for a sidewalk is a plat of subdivision or consolidation. If this property owner was to consolidate the two lots, let's say they wanted to bring one large home here, depending on whether or not this is considered a zoning lot, one zoning lot, I don't know. But if a plat of subdivision was required to consolidate the lots, then they would be also required to put in a sidewalk as well.

CHAIRMAN ENNES: Okay, and the idea is to get sidewalks through the whole neighborhood eventually?

MR. HUBBARD: Correct.

CHAIRMAN ENNES: And it takes changes to get these done.

MR. HUBBARD: Correct.

MR. KURZYNSKI: But we also note that corner will never, ever change.

CHAIRMAN ENNES: Well, somebody else may buy it but that's, okay.

MR. KURZYNSKI: Yes, well, based on geography, I think you saw the geography, you would see that a sidewalk is virtually impossible on that corner lot.

CHAIRMAN ENNES: Okay.

MR. FLUBACKER: The other, one of the conditions that's listed in the approval is also a fee in lieu of for a detention. I just would like to ask if that can be waived. It seems kind of contrary to typical thinking, that going from two lots to one lot would trip a mechanism that we have to now either put in a detention or pay the fee in lieu of for detention.

MR. KURZYNSKI: Versus subdividing, is that what you mean?

MR. FLUBACKER: Yes, if this was a, you know, large parcel you're subdividing into, you know, five or 10 lots, it makes more sense there. That's kind of what the requirement of the watershed management ordinance is. But when it's two existing lots that's being consolidated into one, it doesn't really seem like an event that would constitute adding more detention.

CHAIRMAN ENNES: Okay, well, let's proceed. We can address that with questions from the Commissioners and after we hear the Staff report.

MR. FLUBACKER: Correct, yes, thank you. So, I'm done.

CHAIRMAN ENNES: Okay, anything else? No, okay. Thank you. Sam, can we have the Staff report?

MR. HUBBARD: Certainly. So, the subject property is located at 608-614 North Haddow. It's composed of two existing lots of record. As you've heard, the Petitioner would like to consolidate both of those lots into one singular lot to allow for the construction of a large addition to the home. The property is within the R-1 Zoning District, that's the One Family Dwelling District. The proposed use and continuing use as a single-family home is compliant with the R-3 designation. Additionally, the Comprehensive Plan states that this property is appropriate for single-family detached uses, and again the single-family home on the site is compliant with the Comprehensive Plan.

The Petitioner is requesting this evening a preliminary plat of subdivision to consolidate the two lots into one. That means that once this, assuming that this is

approved by the Plan Commission and the Village Board, the Petitioner will ultimately have to come back before the Plan Commission for final plat of subdivision approval. Once engineering has been finalized, reviewed and approved by the Village, they would come back before the Plan Commission. Additionally, as you've heard, one variation is required; that is a variation to front yard setback from 34.6 feet to 33.9 feet.

Here's the aerial of the property. The subject property is bounded by a red line. As you can see, the thinner kind of beige colored lines represent the existing lots of record. You can see the original plat of subdivision in the area involved two lots here, and again the Petitioner is proposing to consolidate them into one lot.

This is a requirement that was placed in the code around 2003. What was happening around that time was that there were individuals purchasing two lots in established subdivisions. They were tearing down one or both of the homes on those lots, and then they were constructing one singular large home on the lot, also what's called a McMansion if you've heard of that term. The reason this requirement was placed in the code was because there were some existing single-family neighborhoods with all similar size lots around either 50, 60 or 70 feet wide, and when you have a block that has uniform homes like that and then you tear down two of the homes and you build one larger home, it kind of disrupts the fabric of a neighborhood or can be interpreted to disrupt the fabric of a neighborhood and the harmony of these established neighborhoods. So, for this reason, the Village established a regulation that gave the public, through the Plan Commission and Village Board process, sort of an oversight on when that could be done, so as to preserve kind of the established character of some of these neighborhoods.

The plat of subdivision is shown here. As the Petitioner mentioned, 33 feet of the property actually overlaps into the street and, as part of the subdivision process, must be formally dedicated as public right of way. The plat of subdivision is showing this. The resulting lot consolidation would yield one 17,265 square-foot lot. So, any time Staff evaluates a subdivision or a consolidation, first we make sure that the lot sizes conform to the zoning regulations. In this case, the proposed lot does with the exception of the front yard setback for the addition. But beyond that, we also look to make sure that the proposed lot sizes are consistent with the neighboring lot sizes in the vicinity.

Traditionally, the first place we start is on the frontage, so that would be all of the homes on the block that front the street between two perpendicular streets. In this case, there are four homes that front on the western side of Haddow Avenue. The proposed lot size at 17,000 square feet would not be the largest lot on this frontage, and it's generally consistent with what's already out there. The average lot size on this frontage is about 12,000 square feet, and a 17,000 square-foot lot size is within the range of what's acceptable. Basically, what we're trying to do here is make sure that there is not one extremely large lot surrounded by multiple smaller lots which, you know, could be perceived to disrupt the fabric of an established neighborhood. So, in this case, we don't believe that's what's happening, and we are supportive of the proposed subdivision to consolidate.

As mentioned, there is a required variation to reduce the front yard setback. Relative to the four standards of variation approval, the Petitioner has provided their justification. Staff believes that the necessary criteria for variation approval have been met. Specifically, the proposed use as a single-family home will not alter the essential character of the locality. There are only single-family homes around here. There is no change in the proposed

use on the site, and it is in harmony with the essential character of the locality.

Additionally, we feel like the plight of the owner is between two unique circumstances. In this case, all of the other homes on the frontage which determine what the required setback is are all set back well beyond the required 25-foot setback, the standard 25-foot setback in the R-3 District. So, when you have an established block with homes already developed, an average of all those setbacks are what determines the setback for the entire frontage. In this case, the average is beyond the minimum 25-foot code required standard setback in the R-3 District, so it creates a unique circumstance just in this area to where we feel like the variation is justified.

Additionally, the proposed variation is in harmony with the spirit and intent of the chapter. One of the purposes of the zoning code, and specifically setbacks in general, is to ensure that all properties have adequate light, air, privacy, and convenience of access. A 33, basically 34-foot front yard setback is suitable to provide air, light, privacy and access.

Then finally, visually, the proposed home and building addition will conform to the average setback of the homes on the west side of Haddow Avenue in the vicinity of the subject property. The homes here are set back 38.1 feet, 31.1 feet, and 34.4 feet. The subject property will have a 33.9-foot setback, it's actually right in the range of what's already out there. Visually, you're really not going to notice that this building addition encroaches eight feet beyond the front of the home, so, you know, I don't think --

MR. FLUBACKER: Eight inches.

MR. HUBBARD: Eight inches beyond the front of the home, I don't think anyone would really notice it unless they were looking at it on a plan.

So, that being said, we are recommending approval of the subdivision and the variation subject to four conditions. One, that the final plat of subdivision is required. Two, a fee in lieu of onsite detention of roughly \$3,800 will be required at the time of building permit issuance. This is a standard requirement for any subdivision. You know, even a consolidation, it's also required. The waiver of this fee or a variation to waive this fee would not be supported by the Planning Department, nor would it be supported by the Engineering Department. Additionally, we're recommending a condition that all AC units be located in the rear yard, or alternatively, in the side yard, and screened by landscaping as determined to be suitable by the Village. Finally, that the Petitioner comply with all federal, state, and Village codes, regulations, and policies. Thank you.

CHAIRMAN ENNES: Thank you, Sam. Can we have a motion to approve the Staff report?

COMMISSIONER JENSEN: So moved.

CHAIRMAN ENNES: And a second?

COMMISSIONER SIGALOS: I'll second.

CHAIRMAN ENNES: All in favor?

(Chorus of ayes.)

CHAIRMAN ENNES: Anybody opposed?

(No response.)

CHAIRMAN ENNES: Sam, a couple of quick questions before we move on. This setback question, is this what is triggering the requirement for the sidewalk?

MR. HUBBARD: The setback? No, the subdivision is what triggers the

requirement for the sidewalk.

CHAIRMAN ENNES: So, the consolidation.

MR. HUBBARD: Correct.

CHAIRMAN ENNES: Okay, the fee in lieu of is for floodplains, for detention. We have these other mansion properties that have been built in the area. Have they all paid that?

MR. HUBBARD: Any time a property has been subdivided, they would be required to provide either stormwater detention on the site or through a fee in lieu of that's, you know, a small subdivision, you can pay the fee in lieu of. So, only if those McMansions went through a consolidation process would they be required to provide that fee.

CHAIRMAN ENNES: Okay, thank you. Commissioner Cherwin, would you like to start with questions?

COMMISSIONER CHERWIN: I will, thank you. So, Sam, really quick. Remind me again, if they were to build the, I guess let me, the delta in the impervious surface from house existing to proposed house, remind me of that again. Is that, I think, did you put it in your slide or did the Petitioner put it in their slide?

MR. HUBBARD: That would be 50 percent for the overall lot. That's what the maximum allowable impervious surface --

COMMISSIONER CHERWIN: Regarding the change, I'm saying the change from current state of impervious surface to future state of impervious surface.

MR. HUBBARD: I believe that's in the Petitioner's --

COMMISSIONER CHERWIN: I saw it somewhere, I apologize, I don't have it right in front of me. Mr. Flubacker might have it in his. I saw a grid up there.

MR. HUBBARD: It may have just, let's just double check it.

COMMISSIONER WARSKOW: I think that was compared to code, not pre and post.

COMMISSIONER CHERWIN: Oh, is that what it was, compared to code?

COMMISSIONER WARSKOW: Yes.

MR. FLUBACKER: It's in the round one Staff comments.

COMMISSIONER CHERWIN: Oh, I got you, okay.

MR. FLUBACKER: There is a detention calculation.

COMMISSIONER CHERWIN: Yes, all right.

MR. FLUBACKER: I mean outside, I can't tell you what it's saying. It's 0.087 acre feet of detention is what --

COMMISSIONER CHERWIN: I guess the only reason I ask is, is there a significant increase which, you know, I look at these things and it's always tough to, you know, if the impervious surface is not, you know, increased or there's not a huge increase in the potential runoff and everything, you know, I know what's in the code but I think that's just, you know, always a concern as you don't want to put burden on just for the sake of, you know, the lines are being redrawn if the surface itself is not generating something that would justify increased burden on the system.

MR. HUBBARD: Can I, I think I can answer that question for you.

COMMISSIONER CHERWIN: Yes.

MR. HUBBARD: In order to allow for the building addition, the lots need to be consolidated.

COMMISSIONER CHERWIN: Yes, right.

MR. HUBBARD: Because without the building addition, without consolidation, the second lot is not buildable.

COMMISSIONER CHERWIN: Right, I get that.

MR. HUBBARD: So, essentially, you cannot put any impervious surfaces on the second lot without consolidating the two lots together.

COMMISSIONER CHERWIN: Yes.

MR. HUBBARD: So, the consolidation process allows more impervious surface coverage which in turn generates more stormwater runoff.

COMMISSIONER CHERWIN: Yes, okay, all right. So, that's fair. I guess that's just always something that's on my mind when people are administratively going through things. But now I get where you're coming from.

The other thing would be, you know, I had this issue when we were, I think there was the house up on Palatine Road where there was a sidewalk. I think the Petitioner has this sidewalk to nowhere. You know, it's always a concern of mine that we're forcing these expenses on folks when in reality what does it give us? I don't disagree that it's nice to then take on the cost of that infrastructure as we go on, as people are coming to us. I don't know that, you know, another hundred and so feet of sidewalk, you know, to another dead-end really gets us anywhere.

My preference would be to not put that on the Petitioner at this time, but potentially put some kind of restriction on the plat or whatever for maybe a special assessment for when that sidewalk gets completed to the north. Then there's an opportunity for recapture of costs but not to necessarily put that burden at this time because I don't think there's really anything that, any benefit that comes out of it for the Village or for the people around the neighborhood. So, that would be my concern. I am sympathetic to the Petitioner's request to waive the requirement for sidewalk.

I think that was, I think those were my questions. So, I guess I'll just defer to the rest of my colleagues.

CHAIRMAN ENNES: Commissioner Sigalos?

COMMISSIONER SIGALOS: Yes, I really don't have any further questions. I was at the Conceptual Plan Review meeting, heard everything, saw everything. I certainly like this addition much better than what we had, what, a year or two ago with all the accessory structures and so forth. So, I think this is a great improvement, so I really have no further questions at this point.

CHAIRMAN ENNES: Commissioner Drost?

COMMISSIONER DROST: Yes, just a comment on the sidewalk. Never say never, and I think Commissioner Cherwin's solution is a good one, to impose a restriction; in case that 'never' does occur, that there is some protection for the Village.

Looking at the neighborhood on the west side of the street up Haddow, there seem to be sidewalks that connect up all the way through that block. I always like symmetry and it would be nice to have sidewalks on the Petitioner's side of the property.

COMMISSIONER CHERWIN: You mean on the east side of the property?

COMMISSIONER DROST: Yes, right. So, you know, from the standpoint, and I've been in neighborhoods where, you know, there's sort of a patchwork of sidewalks and it's sort of annoying when you're walking and then you get kind of spooked because you're

walking on grass and uneven services. But again, I wouldn't impose that requirement at this time on the Petitioners to have the addition of the sidewalk, but would perhaps include a restriction in the ordinance that if the property to the north does get developed, that there would be a like improvement on the Petitioner's property. Done.

CHAIRMAN ENNES: Let's go to Mr. Green. I think you'll have a lot of light to shed on this. Being the architect.

COMMISSIONER GREEN: I have a question for you, Bob, if you'd just come up?

MR. FLUBACKER: Fire away.

COMMISSIONER GREEN: It's kind of a simple one. Why didn't you just move the wall back 8.5 inches?

MR. FLUBACKER: It has to do the vehicles that are in the garage and the need for storage. We are getting rid of a detached garage that was used as kind of a specialty building for a specialty car, and the bump-out of the front of the garage is used for that. Again, our calculations for the established setback did not require the variations. When we got into this process and started going through it, the requirement for the variation, you know, kind of reared its head.

COMMISSIONER GREEN: Been there before and experienced similar things. I was just wondering why, it would be simpler just to move it back, the whole garage piece. But that was a good enough explanation, Bob, really, it's good.

MR. FLUBACKER: By the way, as best I can determine from the calculations for the detention, it looks like they're using all impervious surface for their calculation fee in lieu of rather than a change in impervious surface from the current situation to the proposed situation. So, I would be penalized for existing, impervious that exists.

COMMISSIONER GREEN: Been there on that one as well, Bob. Thank you.

MR. FLUBACKER: Yes.

COMMISSIONER GREEN: That's it.

COMMISSIONER LORENZINI: Bob, would you mind going back up please? I know Bruce is going to kick me when I ask this question, but what is a working pantry?

MR. FLUBACKER: Again, in general terms, it's a kitchen that you don't want people to see. So, it's where the coffeemaker is, the toaster, the appliances that you keep out on the cabinets all the time. It's meant for all the kind of clutter that's normally on kitchen countertops.

COMMISSIONER LORENZINI: Okay, I was just curious.

MR. FLUBACKER: It's also a prep station for the grill.

COMMISSIONER LORENZINI: Yes, what was in that ellipse area before? Just plantings?

MR. FLUBACKER: There's a couple of trees that are inside the ellipse, and it's basically a small stone ribbon if you will, some stone blocks that are like a foot, foot-and-a-half long that kind of created that ellipse.

COMMISSIONER LORENZINI: All right, thank you. Sam, could you go back to that site statistics slide? So, I'm still confused about the fee in lieu of. I mean they meet the FAR requirements, right?

MR. HUBBARD: They do meet the floor area ratio.

COMMISSIONER LORENZINI: So, what's triggering the cost?

MR. HUBBARD: The fee in lieu of detention? Any time a property is subdivided, they're required to provide for detention to accommodate for that subdivision, small subdivisions, rather than impose a requirement for onsite detention on a property like this.

COMMISSIONER LORENZINI: But you won't need onsite detention if calculations showed you don't need outside detention. Just because you build something doesn't necessarily mean you need onsite detention, right, if you have enough pervious surface, if you're --

MR. HUBBARD: If you're putting impervious surface on the property, you're going to be creating some sort of stormwater runoff and that's going to be either contained in an onsite detention area, or if there's none installed, it would go into the Village's system and would be accommodated in the Village's storm sewer system.

COMMISSIONER LORENZINI: Or is there a third option, that it will just percolate into the ground if there's enough open area?

MR. HUBBARD: That can happen with any rain event, sure. I mean, you know, during a large rain event, that's either going to drain off the property or into an onsite storage facility on the property.

COMMISSIONER LORENZINI: I mean when I put my addition to my house, I don't remember having to justify, it's also -- pardon me?

COMMISSIONER GREEN: You didn't consolidate.

MR. HUBBARD: Right, you didn't consolidate. The consolidation process is allowing this property to accommodate more impervious surface than it would be if it wasn't consolidated.

COMMISSIONER LORENZINI: So, we're doing this because of the consolidation process, not because it's necessarily needed.

MR. HUBBARD: Well, both.

MR. FLUBACKER: If I could interject one other thing? The watershed management ordinance, the state of Illinois ordinance, this project does not apply. It's below the threshold for the state watershed management ordinance. But there's actually unique Arlington Heights requirement that any consolidation or any subdivision, they have detention applicable to them. So, kind of another reason that I think it's not really all that applicable in this particular case.

If the calculation were changed to the change in impervious surface from what's there now to what will be, I think my client would be more amenable to that. For instance, we were doing a commercial structure in town and we were doing an addition to it, a detention we would need to provide would be based on the change in impervious surface rather than all existing impervious surface as well.

MR. HUBBARD: If I may, Commissioner Lorenzini? Without this consolidation, the vacant lot to the south is unbuildable. They can't put impervious surfaces on it. When they consolidate both properties, it's all one property. Now you can put additional impervious surfaces on that southern vacant lot, so the consolidation is increasing their ability to add impervious surfaces to the property. That's why.

COMMISSIONER LORENZINI: Well, I understand that. But it still doesn't prove you're creating runoff off the property.

MR. HUBBARD: When you put impervious surfaces on a property, not as

much rain is going to penetrate into the ground.

COMMISSIONER LORENZINI: Right, but you still have pervious surface left that could be, it could be adequate to take any rainfall.

MR. HUBBARD: Well, those are still going to take any rainfall that they can accommodate, but not as much because you are adding additional impervious surfaces.

COMMISSIONER LORENZINI: Okay, so if he was to put a two by two square-foot building, he'd still have to put or pay for detention because he's putting some impervious surface on there that's not there now? So, it has nothing to do with the size, it's just the fact that he's doing it?

MR. HUBBARD: If he, well, he wouldn't be allowed to put a two by two building on the southern lot.

COMMISSIONER LORENZINI: Well, okay, or maybe four by four or 10 by 10.

MR. HUBBARD: Or 10 by 10. None of that would be allowed on the southern lot because that's not a buildable lot until the property is consolidated.

COMMISSIONER LORENZINI: Okay, but consolidate it and then you put a 10 by 10 building there, no, you can't convince me that that would require --

MR. HUBBARD: Well, if the lots are consolidated, you'd have the right to add more impervious surfaces; therefore, you have to pay a fee in lieu because you have the ability now to add more impervious surfaces. The Village can't tell them no, you can't add impervious surfaces to the site because it would comply with zoning. He can now add more impervious surfaces to the site. He may not be physically doing it if he didn't add anything and just consolidated the lot, but he has the ability to do that now because the lot is consolidated.

COMMISSIONER LORENZINI: Okay, all right. Well, I'm still not totally convinced but let's move on.

CHAIRMAN ENNES: Just a comment on that. Sam, Arlington, we have special ordinances here because we have floodplain issues that the state might not have. We have to deal with that on our own. Whether this neighborhood has flood issues or not, if the amount of ground that is covered is increased with impervious surface, that water in a storm runs off and it's going to slow down the amount of water that can be taken off of other lots in town, is that correct?

MR. HUBBARD: Sure.

CHAIRMAN ENNES: So, it's not just what affects your property but it's what the Village is trying to do within the community as a whole.

MR. HUBBARD: Sure, yes.

COMMISSIONER LORENZINI: Well, that explanation is reasonable, sure. Okay, Sam, go on to page two. I'm just kind of curious, under Project Background, the first paragraph, second to the last sentence. The previous owner applied for a variation in 2001, but was rejected by the Zoning Board of Appeals. Do you know why?

MR. HUBBARD: I do not know why.

COMMISSIONER LORENZINI: Okay, that's fine, just curious. Okay, now the other side of the coin, as far as the sidewalk goes, I've spent several years on the board approving improvements, too, and have dealt with a lot of sidewalks and water lines. If a sidewalk is required, even though it may not go anywhere, I think it needs to go in because the person to the south had to fill his sidewalk in, he could have asked for the same variance but he

had to put the sidewalk in. So, I think a sidewalk should go because that's the, you know, the intent of the Village to eventually get a complete sidewalk through there. That's all I have.

CHAIRMAN ENNES: Commissioner Warskow?

COMMISSIONER WARSKOW: Yes. I just want to ask about the viability of what Commissioner Cherwin is suggesting in terms of delaying the necessity of the sidewalk until the northern property is developed. Is that something that the Village can address legally and relatively easily?

MR. HUBBARD: Sure. The Plan Commission can add a variation to waive the requirement for installation of a sidewalk during the subdivision process, which sidewalk is a code requirement. Additionally, the Plan Commission can add a condition of approval that would require either that sidewalk to be put in at a future time when the sidewalk to the north was constructed; or what I would recommend as an alternative to that if the Plan Commission did not feel that the sidewalk was necessary at this time is, and this is consistent with what we've done in the past, to require the Petitioner to enter into an estoppel agreement that would restrict their ability to object to a future special assessment on the property for the Village to raise funds to complete the sidewalk through the entire neighborhood.

COMMISSIONER WARSKOW: Okay, so there are viable options that the Village can keep track of and implement as the time requires.

MR. HUBBARD: Yes. I think if the Plan Commission wanted to move forward to waive the requirement, the Planning Department would not be as favorable toward a condition that required the sidewalk to be constructed when the sidewalk to the north is added because there is a great chance that that condition is going to be lost in the annals of time.

COMMISSIONER WARSKOW: That's what I'm getting at, like is there a situation where that condition gets lost and it's not actually implemented. So, that's what I want to make sure of is there are triggers to some event and somebody can find this condition and actually require and have it implemented.

MR. HUBBARD: A condition can be added. If that happens 20 years in the future when the property to the north puts in a sidewalk and I'm no longer here, Jake isn't here, then it's very possible that the condition could be lost and nobody would know it exists.

COMMISSIONER WARSKOW: Okay, but your latter option, I'm sorry, I'm not familiar with the terminology that you used but the latter option about the special assessment, is that something that could be better tracked? Or is that equivalent in terms of conditions potentially being lost?

MR. HUBBARD: That could be lost, too, but I think it's more common that the Village has done that and probably easier to track, although certainly possible that it could be lost. I think the Planning Department would support the requirement to add the sidewalk at this time.

COMMISSIONER WARSKOW: Okay, thank you.

COMMISSIONER JENSEN: Well, it looks like the Commission could give you half a loaf of what you want. Basically, you're going to have to pay that fee in lieu of because of your, you know, you're doing the consolidation. But we can probably give you a little relief, and I do like what you have proposed and sort of building on what Commissioner Cherwin originally said. So, I would be in favor of that estoppel so that when the Village wants to develop that part of the infrastructure, that they would be assessed something as well as the other people there. So, I would be in favor of doing that, and we're not going to do anything about the

arcane thing related to the fee in lieu of so I don't think there's an issue there.

CHAIRMAN ENNES: Thank you, Lynn. The Petitioner, you had I think a question a few minutes ago? You stood up. Did you still want to ask that?

MR. KURZYNSKI: Yes, I think there were some questions going back and forth. So, for many of you, a couple of years ago when we came to additional plans, we were removing the two-car garage, putting in a three-car garage on the same lot and adding an addition. It was suggested from the Plan Commission to actually move that to the south.

CHAIRMAN ENNES: To the other lot.

MR. KURZYNSKI: And consolidate the lots.

CHAIRMAN ENNES: Right.

MR. KURZYNSKI: So, we simply did that. We just moved all that building over to the south.

CHAIRMAN ENNES: Right.

MR. KURZYNSKI: We were removing that two-car garage, we're not keeping it. We're putting in a three-car garage and we're adding space between the two, same as we would have added to the back of the house. So, from the owner's perspective, we're just abiding by the suggestions that you had when I was here last time.

CHAIRMAN ENNES: Right. We consider the facts, but --

MR. KURZYNSKI: But now we're here for the consolidation of lots. There's a fee that triggers, and it's not a big fee, you know, I'm not going to cry over it, I'm not going to not do the project over it.

CHAIRMAN ENNES: Right.

MR. KURZYNSKI: But that's the, I just wanted to have that put on the --

CHAIRMAN ENNES: As a homeowner, I understand where you're coming from.

MR. KURZYNSKI: Yes.

CHAIRMAN ENNES: But on the same token, we might make suggestions but they're subject to the Staff going back and seeing if it's possible.

MR. KURZYNSKI: This is not a blame game, I'm just saying instead of removing it from --

CHAIRMAN ENNES: No, I know.

MR. KURZYNSKI: To me, it seems like the same thing, you know.

CHAIRMAN ENNES: Right, right.

MR. KURZYNSKI: But I realize it's triggering special circumstances of sorts.

CHAIRMAN ENNES: I understand. But okay, I think we have kind of an agreement here. Do we have a motion?

COMMISSIONER DROST: Nobody from the audience?

COMMISSIONER WARSKOW: I don't know the terms. Somebody else make this motion.

COMMISSIONER CHERWIN: I'll make a motion.

CHAIRMAN ENNES: Wait, excuse me. George raised a point. Is there anybody from the audience that wanted to make a comment? I didn't think so. So, yes.

COMMISSIONER CHERWIN: It's an important part of this whole kind of hearing.

CHAIRMAN ENNES: Yes, it is. It is.

MRS. KURZYNSKI: I just thought I'd say I'm in agreement with my husband on the contiguous, I'm not good with the terminology either, but a couple of years ago we were here and we wanted this project to move forward.

CHAIRMAN ENNES: I remember.

MRS. KURZYNSKI: And just like now, we've got to move this all over here. Now we've abided by it and we're now moving it over here. You might approve but, oh, here's a fee. So, that's fine.

CHAIRMAN ENNES: It's good to know you're in agreement.

MRS. KURZYNSKI: I'm in agreement.

COMMISSIONER CHERWIN: So we just note for the record, the name of the speaker?

MRS. KURZYNSKI: I'm Tanis Kurzynski, I'm the wife of Terry.

COMMISSIONER CHERWIN: Thank you.

CHAIRMAN ENNES: Did you get that for the record?

MRS. KURZYNSKI: T-a-n-i-s.

COMMISSIONER CHERWIN: Real quick. So, Sam, if I were to propose a relief on that sidewalk, would you want me to put that in the form of an additional number two essentially there? Or will we put it in condition number five?

MR. HUBBARD: I think it should be a condition number five.

COMMISSIONER CHERWIN: Okay, all right. That's fine.

MR. HUBBARD: And I have some language if you want to copy that.

COMMISSIONER CHERWIN: Well, I'll make it general, how's that? Then you can fill in the blanks, does that sound okay?

MR. HUBBARD: Sure.

COMMISSIONER CHERWIN: Okay, a motion.

A motion to recommend to the Village Board of Trustees approval of PC# 18-016, Preliminary Plat of Resubdivision to consolidate two lots into one, and the following variations:

1. **Chapter 28, Section 5.2-3.2(a), *Required Yards*, to reduce the required front yard setback from 34.6 feet to 33.9 feet.**
2. **A variation to waive the requirements in the subdivision code for a sidewalk along the front of the property.**

This recommendation shall be subject to the following condition:

1. **Final Plat of Subdivision shall be required.**
2. **Prior to building permit issuance, a \$3,805 fee in lieu of onsite detention shall be required.**
3. **All AC units shall be located in the rear yard. Alternatively, AC units may be located within the side yard provided that they be screened with landscaping as determined suitable by the Village.**
4. **The Petitioner shall comply with all federal, state, and Village codes,**

regulations, and policies.

- 5. Prior to building permit, the Petitioner shall enter into an estoppel agreement with the Village that would restrict their ability to object to a future special assessment for a sidewalk along the western side of Haddow, south of Hawthorne, north of Euclid.**

COMMISSIONER CHERWIN: An added condition, that this motion would approve a conditional waiver of the requirement to build a sidewalk as part of this approval will be contingent upon the Petitioner entering into an adequate estoppel arrangement with the Village to provide for the future installation of a sidewalk and the Petitioner being estopped from objecting to a special assessment for the cost of the installation of a sidewalk, and for the Village to take whatever steps necessary to either record that estoppel or memorialize that estoppel for future reference.

COMMISSIONER DROST: Yes, and the triggering would be the establishment or the creation of the sidewalk to the north?

COMMISSIONER CHERWIN: Yes, the trigger --

COMMISSIONER WARSKOW: No.

COMMISSIONER DROST: No?

COMMISSIONER CHERWIN: I think I'll leave it at what I've said.

MR. HUBBARD: Just to clarify, your motion is to grant or recommend approval of the preliminary plat of subdivision to consolidate plus the variation to the front yard setback, and you're adding a second variation to waive the requirements in the subdivision code for a sidewalk along the front of the property. So, you're adding a variation.

COMMISSIONER CHERWIN: Okay, yes. So, that was kind of my original question. So, that sidewalk would go into number two as a second variation. Does that adequately --

MR. HUBBARD: Yes, and then you'd be adding the fifth condition to require, prior to building permit, that the Petitioner enter into an estoppel agreement with the Village that would restrict their ability to object to a future special assessment for a sidewalk along the western side of Haddow, south of Hawthorne, north of Euclid. Is that accurate?

COMMISSIONER CHERWIN: Yes.

CHAIRMAN ENNES: That sounds good.

COMMISSIONER JENSEN: Do you need a second?

CHAIRMAN ENNES: Yes.

COMMISSIONER JENSEN: Second.

CHAIRMAN ENNES: Okay, could we have a roll call vote?

MR. HUBBARD: Commissioner Drost.

COMMISSIONER DROST: Aye.

MR. HUBBARD: Commissioner Green.

COMMISSIONER GREEN: Yes, with comment.

MR. HUBBARD: Commissioner Lorenzini.

COMMISSIONER LORENZINI: Yes, with comment.

MR. HUBBARD: Commissioner Sigalos.

COMMISSIONER SIGALOS: Yes.

MR. HUBBARD: Commissioner Warskow.

COMMISSIONER WARSKOW: Yes.

MR. HUBBARD: Chairman Ennes.

CHAIRMAN ENNES: Yes, with comment.

MR. HUBBARD: Commissioner Cherwin.

COMMISSIONER CHERWIN: Yes, with comment.

MR. HUBBARD: Commissioner Jensen.

COMMISSIONER JENSEN: Yes.

CHAIRMAN ENNES: Could you read them back from whomever was the comment first?

COMMISSIONER DROST: I have no comment on this petition.

MR. HUBBARD: So, Commissioner Drost, Lorenzini, Commissioner Green.

COMMISSIONER GREEN: What kind of car do you put in the garage that you need extra space for? If you don't mind me asking.

MR. KURZYNSKI: Well, we discussed that before. I have a '69 Camaro.

COMMISSIONER GREEN: Beautiful.

MR. KURZYNSKI: That I've had since I was 16, same exact car.

COMMISSIONER GREEN: In that case, the 8.5-inch variation makes more sense to me now. Thank you.

MR. KURZYNSKI: If you see my seven and nine-year-olds with bikes, you would understand.

CHAIRMAN ENNES: Wait until he's 16.

COMMISSIONER GREEN: He can't drive that car, forget that.

CHAIRMAN ENNES: You wait. Joe?

COMMISSIONER LORENZINI: Yes, I think the sidewalk should go on.

The house to the south was made to put a sidewalk in. The intent of the Village is to have continuous sidewalks when possible. I don't think it's fair to the guy who had to put it in to the south and not have to put it in now. As far as the way it looks, I think it's going to look even sillier with the house to the south just having a sidewalk and nobody else. That's all.

CHAIRMAN ENNES: My comment is ditto that. I really think when we pass an ordinance like this, if they're not done piecemeal as they come up, they're never going to get done. But I'm not going to hold up the project for that. There was one more comment?

COMMISSIONER CHERWIN: Yes, I was just, mine was kind of the inverse of Joe where I just, the reason for that is I think it looks, I don't think it's, you know, to have one house without a sidewalk is kind of an inverse to me to kind of complete it knowing that it's not going to be completed to really get the feel or the need of the continuous sidewalk. I'm fine with requiring to complete but I really do think that it should be done somewhat in unison, and there's, you know, repair and maintenance and everything that goes along with that, too.

So, it's not, you know, I don't want to give the idea that we're letting people off the hook here. I just think that there's probably a more appropriate time to do it more comprehensively, and so that's the reason for that.

CHAIRMAN ENNES: You have the unanimous approval of the Plan Commission, and you get to go to the Village Board now and see if they agree with that change.

MR. KURZYNSKI: Thanks very much.

CHAIRMAN ENNES: Good luck with your project though.

MR. KURZYNSKI: Thanks.

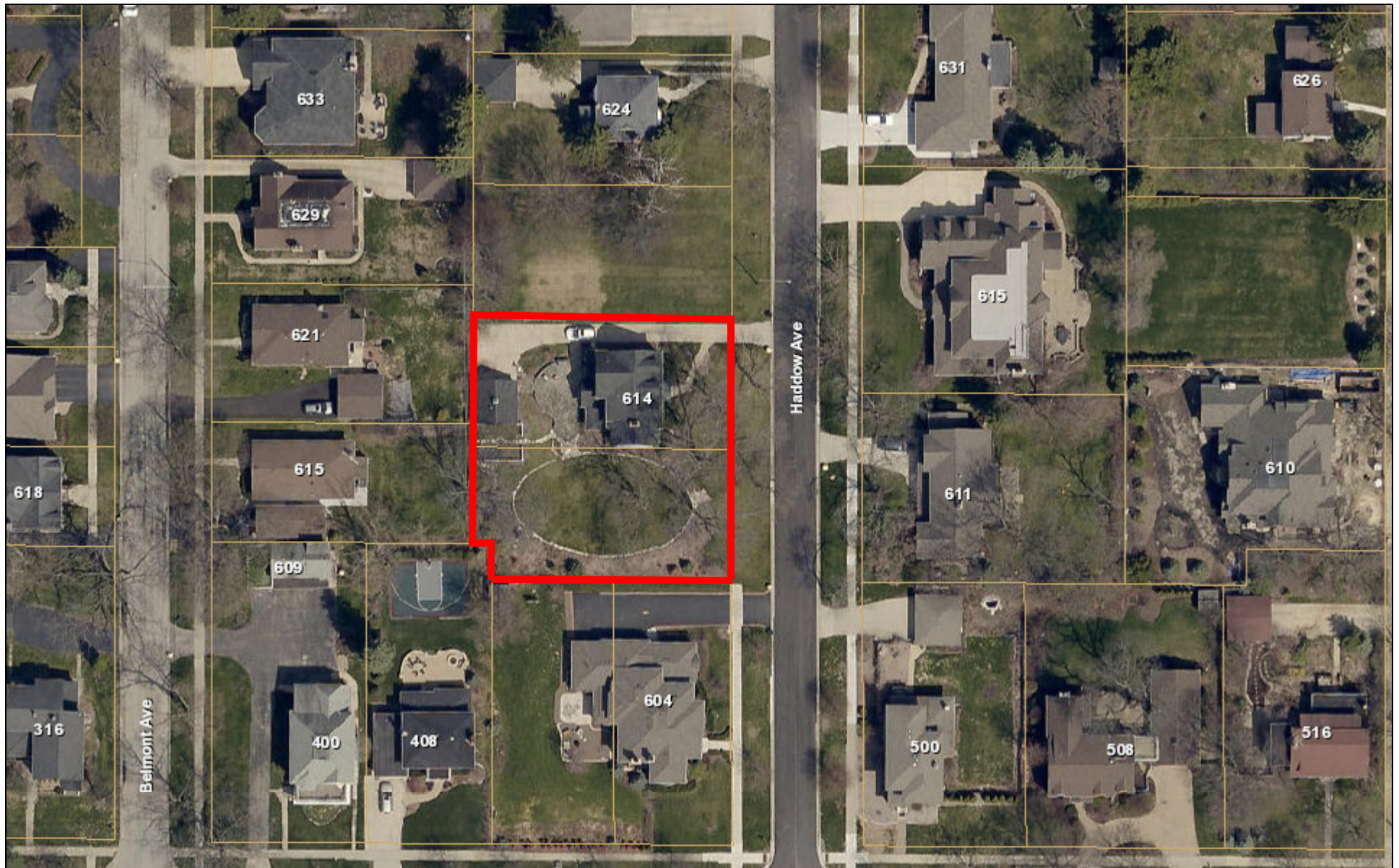
CHAIRMAN ENNES: It should be a nice addition to Arlington Heights.

MR. KURZYNSKI: Hopefully we can get to it.

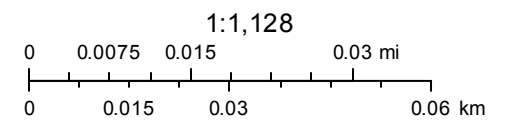
(Whereupon, at 8:43 p.m., the above-mentioned petition was adjourned.)

DRAFT

Aerial - 614 N. Haddow



April 19, 2018



REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE

OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

HELD AT VILLAGE HALL ON:

May 9, 2018

Project Title: 614 N. Haddow Ave. Lot Consolidation
Address: 608-614 N. Haddow Ave.
Petitioner: Robert Flubacker
Robert Flubacker Architects, Ltd.
1835B Rohlwing Rd.
Rolling Meadows, IL 60008

Requested Action:

1. Preliminary Plat of Resubdivision to consolidate the two lots into one.

Variations Required:

- None identified at this time

Attendees:

Terry Kurzynski, Homeowner
Robert Flubacker, Project Architect/Petitioner
Jay Cherwin, Plan Commissioner
Bruce Green, Plan Commissioner
John Sigalos, Plan Commissioner
Lynn Jensen, Plan Commissioner
Sam Hubbard, Development Planner
Jake Schmitt, Assistant Planner

Project Summary:

The subject property consists of two platted lots of record. The first lot contains the single-family home located at 614 N. Haddow, the second lot is addressed 608 N. Haddow and is currently vacant and serves as an additional yard/landscape area for the home at 614 N. Haddow. Both lots are owned by the resident at 614 N. Haddow Avenue, and each lot is approximately 66 feet by 132 feet. The 614 N. Haddow lot is 10,890 square feet, and the 608 N. Haddow lot is 10,730 square feet (although the Plat of Survey shows the property as including 33 feet of Haddow Avenue within the boundaries of the property which land must be dedicated to the Village). A previous owner of the vacant lot had applied for a variation in 2001 to make the vacant lot buildable, but the request was rejected by the Zoning Board of Appeals. The vacant lot was later obtained by the owner of 614 N. Haddow and has served as a portion of his yard ever since.

If approved, the combined lots would yield a 17,424 square foot singular lot (which takes into consideration the required ROW dedication) that would be 132 feet wide. The petitioner would construct an addition to the southern and western elevations of the home, which would result in an approximately 7,000 square foot residence when complete. The existing two-car detached garage would be removed from the rear yard, and a new 3-car attached garage would be added to the home. The driveway on the north side of the house would be removed and returned to landscaping, and a new driveway would be constructed at the southern side of the site.

Meeting Discussion:

Mr. Kurzynski explained that the project started out as simply a desire to create additional garage space to park his vehicles, and it led to a need to create mudroom, which in turn led to updating the kitchen, and eventually the project encompassed a large addition to the home as is currently proposed. The existing house does not have a very conducive layout for his family, and one of the goals of the project was to open the house up so that thing weren't so chopped up. The basement would be extended as part of this project.

Commissioner Green asked if they would be making the basement deeper.

Mr. Kurzynski replied that they would be slightly, and that the height of the basement would be around 10 feet. The project would also involve the creation of an outdoor porch space, which would have a wood burning fireplace, a electronic retractable screens, and infrared heating in the roof to allow for use into the winter. The existing detached garage would be demolished and an attached garage is now proposed. The demolition of the garage would free up backyard space for his children to play.

Mr. Hubbard explained that the property existed as two legally platted lots of record, and it wasn't until after 2003 that they both became owned by the same individual. The Subdivision Code stated that only if two contiguous lots have been under common ownership prior to 2003 could these two lots be used together and be considered as one "zoning" lot. In order to accommodate for the proposed addition without any variations, the property had to be consolidated via the subdivision process. The property was zoned R-1 and was shown as "Single Family Detached" on the Comprehensive plan, and the proposed subdivision was compliant with the existing zoning and compatible with the Comprehensive Plan.

A sidewalk would be required along Haddow, which is a code requirement when any property is subdivided. Additionally, the existing lot included 33 feet of land that extended out into Haddow Avenue, and this portion of the property would be required to be dedicated as Right-of-Way as part of the subdivision process. Based on an analysis of the lot sizes in the vicinity, the size of the consolidated lot would be within the range of existing lot sizes in the neighborhood. The required setback for the lot would be based on the existing home on the frontage, and so the petitioner would need to provide information on the setbacks for these existing homes in order to allow staff to determine what the required front yard setback would be.

The petitioner had the option of going through separate preliminary and final plat of subdivision approval hearings, or combining those two into one hearing with the Plan Commission. If they wished to combine both processes into one, they would need to provide final engineering plans within their Plan Commission application, as opposed to simply just preliminary engineering plans.

Mr. Kurzynski asked about engineering plans.

Mr. Hubbard replied that engineering plans needed to show the proposed lot grades, utility connections, and stormwater calculations. Final Plat of Subdivision approval would also require the provision of any required bonds/deposits for required public improvements. The proposed home addition brought the consolidated property close to maxing out on allowable F.A.R., and so staff wanted the petitioner to be aware that this could restrict future additions or detached garages on the site. Finally, a fee in lieu of detention would be required. The subdivision process triggers the need for on-site detention. For small subdivisions, the Village allows this detention to be accommodated within our stormwater system rather than providing an onsite detention area. However, a fee for accommodating the stormwater within the Village's system is required.

Commissioner Cherwin asked the petitioner is they believed that they could address the items raised by staff.

Mr. Kurzynski asked about the requirement to provide a sidewalk. He stated that the project was quite expensive as is, and the additional cost of a sidewalk was not something that he would choose to incorporate if not required. He asked if there was any negotiation on the need for a sidewalk.

Mr. Hubbard responded that the petitioner could request a variation for relief from this requirement, however, he thought that staff would probably not support this variation.

Mr. Kurzynski asked about the bonds/deposits.

Mr. Hubbard explained that the bonds/deposits were needed to guarantee the work done on the sidewalk and any other required public improvements, since eventually those improvements would become the responsibility of the Village to maintain. Therefore, the Village needed assurance that if the improvements were not constructed properly, then there was funding for the Village to bring them up to code standards. He said he believed that the amount of the bond would be 115%

of the overall construction cost of the public improvements.

Commissioner Cherwin said that he didn't have any concerns with the proposal and thought that the petitioner should take the opportunity to streamline the approval process for preliminary and final plat of subdivision in to one hearing, although if there were engineering items that made combination of the process impossible, then obviously those could prevent this.

Mr. Kurzynski asked how the engineering items could hold up the process.

Commissioner Cherwin explained that in order to combine the process, all engineering items such as the design of the sidewalk or the final detention calculations, would be needed upfront with the Plan Commission application. If those plans were not developed yet, then they could still proceed with preliminary plat of subdivision approval and would have to return to the Plan Commission for final plat of subdivision approval once those plans were finalized.

Mr. Hubbard added that final engineering plans would also be required along with any building permit application submittal, so it was a question of whether the petitioner wanted to finalize them now and combine the preliminary and final plat process, or finalize them later and go back before the Plan Commission for final plat of subdivision approval.

Commissioner Jensen asked if the petitioner was required to go through the Design Commission process.

Mr. Hubbard confirmed that the proposed addition would require a Design Commission application.

Commissioner Cherwin asked what was required in the way of stormwater detention details.

Mr. Hubbard replied that the petitioner would need to provide a calculation outlining how much stormwater runoff would be generated on the site.

Commissioner Sigalos said that he did not have any questions and said that he thought it looked like a good project.

Commissioner Green said that he liked to see people combining two smaller lots into one larger lot. He encouraged the petitioner to move forward.

Mr. Flubacker asked if full engineering drawing were needed for the consolidation process.

Mr. Hubbard explained that if they wanted to request only preliminary plat of subdivision approval when they filed an application, only preliminary engineering would be required. This would allow them to proceed to the Plan Commission and Village Board for preliminary plat of subdivision approval. It would also require that they come back before the Plan Commission and Village Board for a second appearance once they provided final engineering plans, and they would receive final plat of subdivision approval at that time. Alternatively, they could provide final engineering at the time of Plan Commission application submittal, and they would receive both preliminary and final plat of subdivision approval at the same time without needing a second appearance before the Plan Commission and Village Board.

Mr. Flubacker asked if the fee in lieu of onsite detention was based on just the change between the existing coverage and the proposed coverage.

Mr. Hubbard responded that they would need to confirm this with the Engineering Department and that he was unsure if they could get credit for the existing impervious surface coverage on the site.

Mr. Flubacker made the point that if they had chosen not to consolidate the two lots and instead asked for variations to allow the proposed building addition, no fee in lieu of detention would be required and the end result of the construction on the lot would be the same.

RECOMMENDATION

The Conceptual Plan Review Committee advised that the petitioner move forward.

Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Sam Hubbard, Recorder

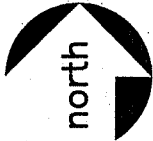
PLAT OF SURVEY

of

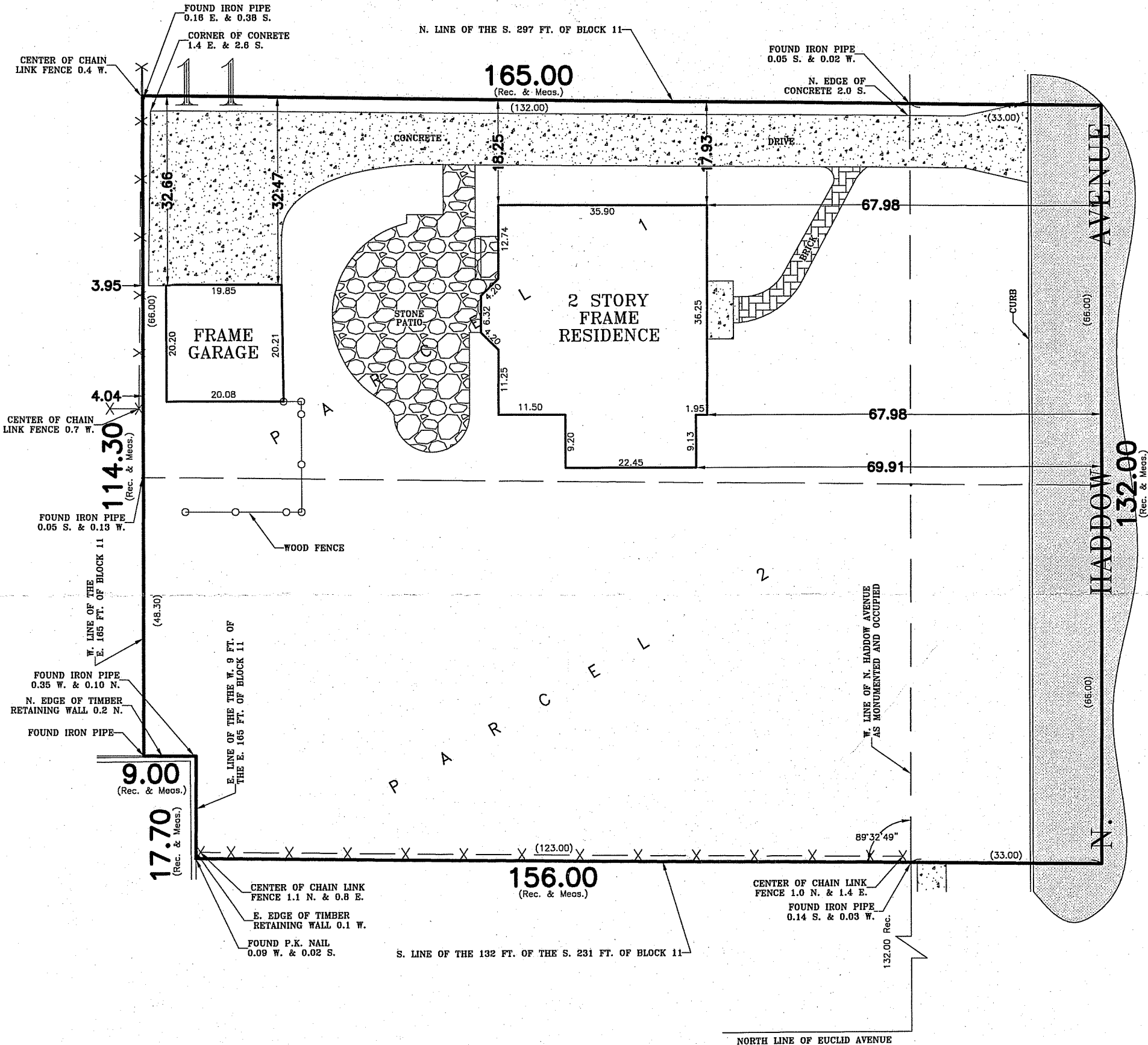
PARCEL 1: THE NORTH 66 FEET OF THE SOUTH 297 FEET OF THE EAST 165 FEET OF BLOCK 11 IN D. W. MILLER'S ARLINGTON HEIGHTS ACRE ADDITION IN THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PARCEL 2: THE NORTH 66 FEET OF THE SOUTH 231 FEET OF THE EAST 165 FEET OF BLOCK 11, MEASURED FORM THE THE CENTER OF STREET, (EXCEPT THE WEST 9 FEET OF THE SOUTH 17.7 FEET OF SAID TRACT), IN D. W. MILLER'S ARLINGTON HEIGHTS ACRE ADDITION IN THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

ADDRESS: 614 N. HADDOW AVENUE, ARLINGTON HEIGHTS, ILLINOIS



SCALE: 1"=20'



GENERAL NOTES:

- 1) THE LEGAL DESCRIPTION HAS BEEN PROVIDED BY THE CLIENT OR THEIR AGENT.
- 2) THIS SURVEY SHOWS THE BUILDING LINES AND EASEMENTS AS INDICATED BY THE RECORDED PLAT. THIS PLAT DOES NOT SHOW ANY RESTRICTIONS ESTABLISHED BY LOCAL ORDINANCES UNLESS SUPPLIED BY THE CLIENT.
- 3) BASIS OF BEARING FOR THIS SURVEY IS AS THE NORTH ARROW INDICATES, AND IS SHOWN TO INDICATE THE ANGULAR RELATIONSHIP OF THE BOUNDARY LINES.
- 4) MONUMENTS, IF SET, DURING THIS SURVEY, REPRESENT THE TRUE CORNERS OF THIS DESCRIPTION AS SURVEYED.
- 5) LOCATION OF SOME FEATURES MAY BE EXAGGERATED FOR CLARITY. NO EXTRAPOLATIONS MAY BE MADE FROM THE INFORMATION SHOWN HEREON.
- 6) ONLY COPIES WITH AN ORIGINAL SIGNATURE AND SEAL ARE OFFICIAL LEGAL DOCUMENTS. ALL SURVEYS ARE COPYRIGHTED MATERIALS WITH ALL RIGHTS RESERVED.

STATE OF ILLINOIS)
S.S.
COUNTY OF COOK)

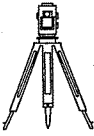
SURVEY ORDERED BY: THOMAS D. RESNICK

I, JOSEPH P. MAIKISCH, AS AN EMPLOYEE OF PREFERRED SURVEY INC., DO HEREBY STATE THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARD FOR A BOUNDARY SURVEY. PROPERTY CORNERS HAVE BEEN SET OR NOT IN ACCORDANCE WITH CLIENT AGREEMENT. DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND ARE CORRECTED TO A TEMPERATURE OF 60 DEGREES FAHRENHEIT.

GIVEN UNDER MY HAND AND SEAL THIS
22ND DAY OF MAY

MY LICENSE EXPIRES ON 11/30/2012
ILLINOIS
P.S.I. NO. 1296617

Professional Design Registration #184-002795



PREFERRED SURVEY, INC.

7845 W. 79TH STREET, BRIDGEVIEW, IL, 60455
Phone 708-458-7845 / Fax 708-458-7855
www.psisurvey.com

Field Work Completed	05/17/12	FLD CREW:	CD/GZ
Land Area Surveyed	PARCEL 1: 10,889.7 Sq. Ft.	CAD:	EH
	PARCEL 2: 10,730.4 Sq. Ft.		
	TOTAL: 21,620.1 Sq. Ft.		
Drawing Revised			



LAND USE VARIATION CRITERIA

Plan Commission PC #18-016

The following variation is being requested:

A required minimum yard variation, encroaching 0'-8.5" into the required minimum established front yard setback of 34.62 feet, to a proposed setback of 33'-11". The encroaching structure is the East wall of a proposed attached garage. (Chapter 28, Section 5.1-3.2(a.))

The following unique circumstances exist:

Due to the requirements of, Section 5.1-3.2(a.) of Chapter 28 of the Municipal Code of Arlington Heights, the front setback is calculated using the average of the existing front setbacks of the block. Due to decisions made by the owners over different periods of time this average results in a setback of 34.62 feet, which is substantially more than the zoning required 25 feet. Additionally, the code discards the existing 12.22 foot setback of the house at 604 North Haddow (adjacent house to the south). Also, if the Village used the front setback of the existing porch at 614 North Haddow (subject property), the resulting average would not require a variation for this proposal.

The property would not yield a reasonable return (hardship) to the owner if the variation was not granted:

Due to the overall size of the lot and the quality of home to be constructed, a side-load three-car garage is in keeping with standards established in the neighborhood. The lot depth of approx. 132 feet is shallow for this size lot. The large front setback pushes the garage farther into the rear yard and minimizes usable back yard space for the family.

The variation, if granted, will not alter the essential character of the locality because:

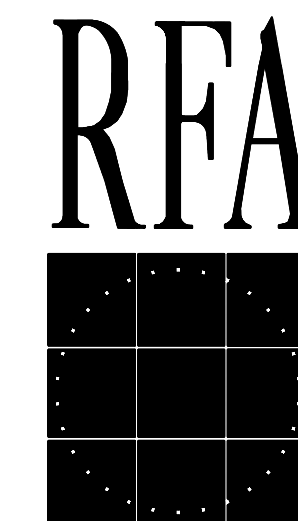
The requested variation will not be the closest setback of the block and is only one foot in front of the existing house. The proposed three-car side-load garage would be consistent with the neighbor to the south and the neighbor across the street. Through significant improvements, updates and exterior enhancements the property will increase in value substantially which will remain consistent with other new projects in the neighborhood. The improved property will fit well within the surrounding while also lending a uniqueness to the property.

RECEIVED

SEP 19 2018

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

ALTERATIONS AND ADDITIONS FOR
**THE KURZYNSKI
RESIDENCE**
614 N. HADDOW AVE.
ARLINGTON HEIGHTS, ILLINOIS

ROBER
FLUBACKEARCHITECTS
LIMITED

1835-B Rohlwing R
Rolling Meadows
Illinois 6000
847-704-320

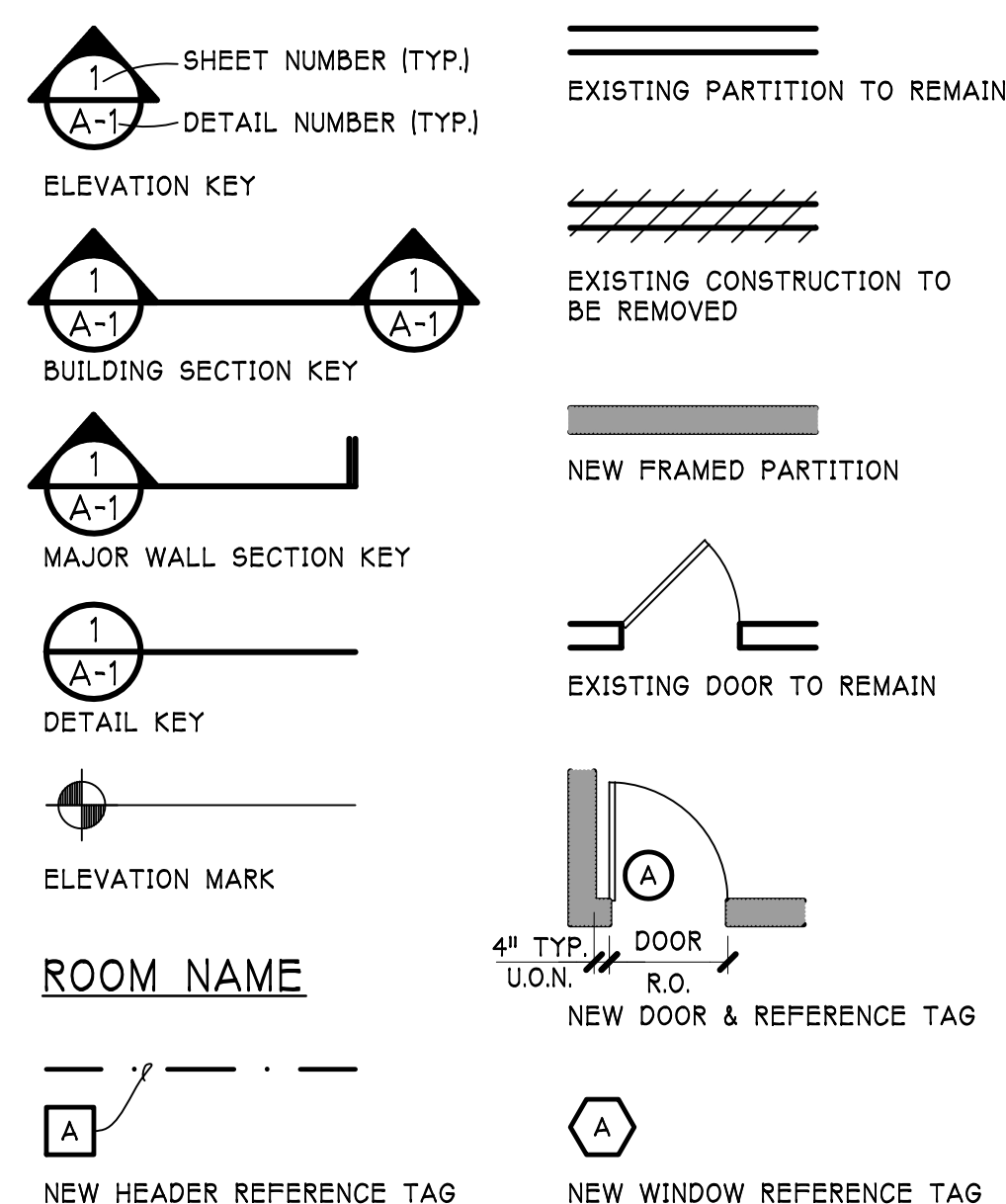
IL Design Firm
#184.001489

ADDITIONS AND ALTERATIONS FOR
THE KURZYNSKI RESIDENCE
614 N. HADDOW AVE.
ARLINGTON HEIGHTS, ILLINOIS

ABBREVIATIONS

◀	AT	F.D.	EXPANSION	P.L.M.	PLASTIC LAMINATE
◀	ANGLE	F.D.	FLOOR DRAIN	P.L.W.D.	PLYWOOD
SS	FIVE SHELVES	F.F.	FINISH FLOOR	P.S.	POUNDS PER SQUARE FOOT
A.C.	AIR CONDITIONING	F.F.N.	FINISH	P.S.I.	POUNDS PER SQUARE INCH
A.D.	ADJUSTABLE	FIXT.	FIXTURE	P.S.L.	PARALLEL STRAND LUMBER
A.F.F.	ABOVE FINISH FLOOR	FND.	FOUNDATION	P.V.C.	POLYVINYL CHLORIDE
A.L.	ALCOVATE	F.O.	FACE OF CONCRETE	R	RADIUS
ALUM.	ALUMINUM	F.O.S.	FACE STUD	R.D.	ROOF DRAIN
APPROX.	APPROXIMATE	FRZ.	FREEZER	R.S.	ROD & SHELF
ARCH.	ARCHITECTURAL	F.S.	FOOTING SUMP	REBAR	REINFORCING BAR
◀	BOTTOM OF	FTG.	FOOTING	REF.	REFRIGERATOR
B.I.	BUILT	FURN.	FURNACE	REG.	REGULAR
B.D.	BUILDING	G.A.	GAUGE	REINF.	REINFORCE
B.O.	BY OWNER	GALV.	GALVANIZED	RM.	ROOM
B.R.G.	BEARING	GLU-LAM.	GLUE LAMINATED BEAM	R.O.	ROUGH OPENING
CAB.	CABINET	GYP-D.	GYPSPUM DOAM	S.C.	SOLID CORE
C.B.	CAST IRON	HST.	HEIGHT	SECT.	SECTION
C.C.	CONSTRUCTION JOINTS	H.M.	HOLLOW METAL	S.H.	SINGLE-HUNG CLOSET ROD
C.J.	CENTER LINE	HORIZ.	HORIZONTAL	SIM.	SIMILAR
C.L.	CEILING	HTG.	HEATING	S.P.	SUMP PIT
C.M.U.	CONCRETE MASONRY UNIT	H.V.A.C.	HEATING, VENTILATION, AIR CONDITIONING	SPEC	SPECIFICATION
C.M.	CASING OPENING / CLEAN OUT	H.W.	HOT WATER	SQ.	SQUARE
COL.	COLUMN	INSUL.	INSULATION	STD.	STANDARD
CONC.	CONCRETE	INT.	INTERIOR	STEEL	STEEL
CONC.	CONSTRUCTION	L.	LINEN	STO.	STORAGE
CONT.	CONTINUOUS	LAM.	LAMINATE	STRUCT.	STRUCTURAL
C.T.	CERAMIC TILE	LAV.	LAVATORY	SUSP.	SUSPENDED
C.W.	COLD WATER	L.V.	LONG LSS VERTICAL	T /	TOP OF
◀	DRY MAX	LVL	LAMINATED VENEER LUMBER	TAB.	TAG, TOP & BOTTOM
DEMO.	DEMOLITION	LVL	LAMINATED VENEER LUMBER	T.A.G.	TONGUE & GROOVE
D.M.	DOUBLE-HUNG CLOSET RODS	L.V.	LAMINATED VENEER LUMBER	TEL.	TELEPHONE
DIA.	DIAMETER	M.C.	MEDICINE CABINET	T.M.E.	TO MATCH EXIST.
DIM.	DIMENSION	M.E.C.	MECHANICAL	T.O.P.	TOP OF PLATE
DISP.	DISPOSAL	M.	MEDIUM	T.V.	TELEVISION
D.M.	DIMENSION	MICRO.	MICROWAVE	T.Y.	TYPICAL
D.M.	DISPOSAL	MIN	MINIMUM	U.O.N.	UNLESS OTHERWISE NOTED
D.N.	DOWN	MISC.	MISCELLANEOUS	V.C.T.	VINYL COMPOSITION TILE
D.S.	DOWN SPOUT	M.O.	MASONRY OPENING	VERT.	VERTICAL
D.S.	DISHWASHER	M.T.L.	METAL	V.T.R.	VENT THRU ROOF
EACH	EACH	NHFB	NON-FREEZE HOSE BIBB	W /	WITH
E.I.F.S.	EXTERIOR INSULATION	N.I.C.	NOT IN CONTACT	W.	WASHER
◀	FINISH SYSTEM	N.	NUMBER	W.C.	WATER CLOSET
ELECT.	ELECTRICAL	N.O.M.	NOMINAL	W.	WOOD
ELEV.	ELEVATION	N.T.S.	NOT TO SCALE	W.O.W.	WINDOW
EP	EJECTOR PIT/SUMP	O.A.	OVER ALL	W.H.	WATER HEATER
EQ.	EQUAL	O.C.	ON CENTER	W.I.C.	WALK-IN CLOSET
EQUIP.	EQUIPMENT	O.H.	OVERHANG	W/O	WITHOUT
EQUIV.	EQUIVALENT	O.P.P.	OPPOSITE	W.T.	WEIGHT
E.W.	EACH WAY	O.V.	OVEN	W.W.P.	WELODED WIRE FABRIC
EXIST.	EXISTING	PERF.	PERFORATED		
		PL.	PLATE		

SYMBOLS



CODE DATA

- ALL CONSTRUCTION SHALL CONFORM WITH THE FOLLOWING:
- 2008 INTERNATIONAL CODE COUNCIL SERIES:
 - INTERNATIONAL BUILDING CODE (IBC)
 - INTERNATIONAL RESIDENTIAL CODE (IRC)
 - INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC)
 - INTERNATIONAL FIRE CODE (IFC)
 - INTERNATIONAL FUEL GAS CODE (IFGC)
 - INTERNATIONAL MECHANICAL CODE (IMC)
 - INTERNATIONAL EXISTING BUILDING CODE (IEBC)
 - 2015 ILLINOIS ENERGY CONSERVATION CODE (IECC)
 - 2005 NATIONAL ELECTRICAL CODE (NFPA 70)
 - 2014 ILLINOIS STATE PLUMBING CODE
 - 1997 ILLINOIS ACCESSIBILITY CODE
 - INCLUDING ALL APPROVED LOCAL AMENDMENTS TO THE ABOVE REFERENCED CODES

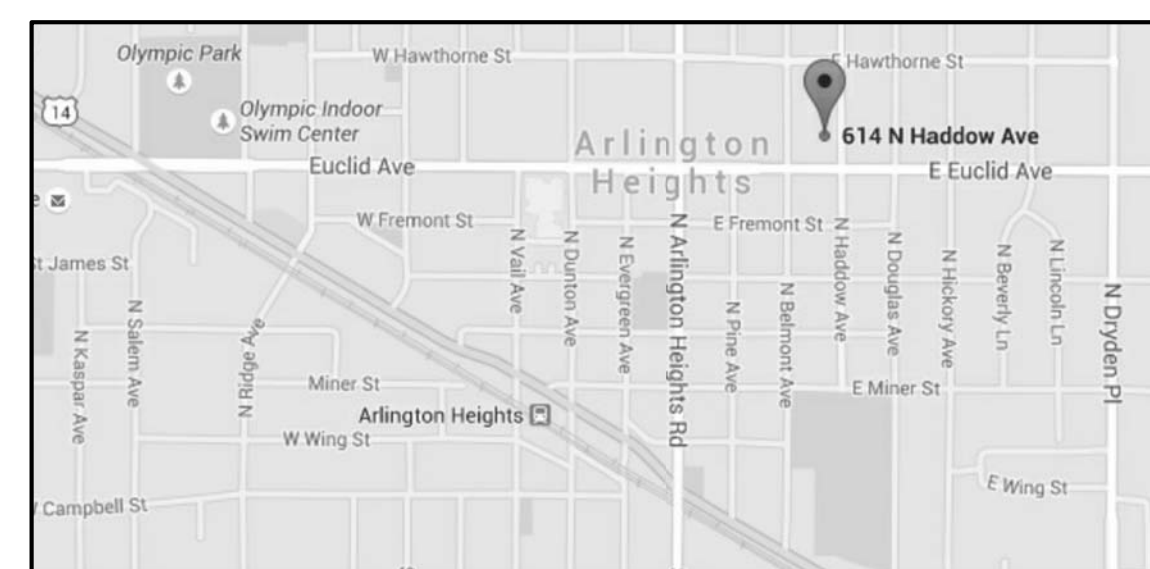
CODE REVIEW

ZONING:	R-3
<u>LOT AREA:</u>	17,264 SQ.FT.
<u>BUILDING AREAS:</u>	
FIRST FLOOR	2,776 SQ.FT.
SECOND FLOOR	2,844 SQ.FT.
THIRD FLOOR	869 SQ.FT.
NEW ATTACHED GARAGE	10,455 SQ.FT.
	CODE PROPOSED
F.A.R.	7,343 SQ.FT. 7,134 SQ.FT.
IMPERVIOUS SURFACE	8,632 SQ.FT. @50% 6,024 SQ.FT.
IMPERVIOUS SURFACE-FRONT	2,038 SQ.FT. @50% 607 SQ.FT.
BUILDING LOT COVERAGE	6,042 SQ.FT. @55X 4,223 SQ.FT.

LIST OF DRAWINGS

A-0 TITLE SHEET
AS-1 SITE PLAN
A-1 FOUNDATION PLAN
A-2 FIRST FLOOR PLAN
A-3 SECOND FLOOR PLAN / THIRD FLOOR PLAN
A-5 EXTERIOR ELEVATIONS
A-6 EXTERIOR ELEVATIONS

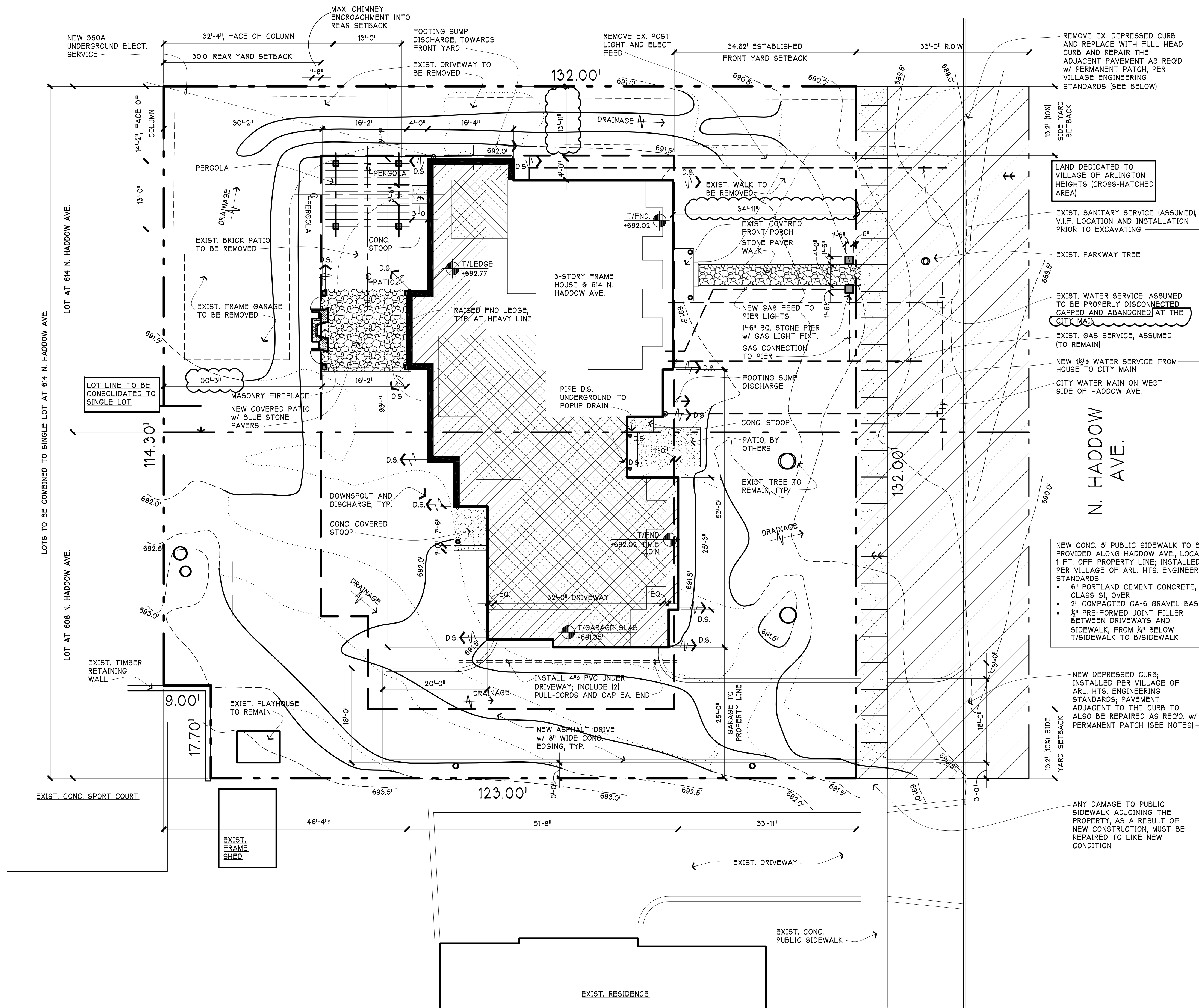
LOCATION MAP

[illegible]

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Project Number
15014

A-0



PLAN COMMISSION PC #18-016
614 N. Haddow Ave.

Front Yard Established Setback

Address	Property to Structure
630 N. Haddow Ave.	38.08'
626 N. Haddow Ave.	31.06'
624 N. Haddow Ave.	34.39'
614 N. Haddow Ave. (Subject property)	34.98'
604 N. Haddow Ave.	Discarded, exterior side yard

Total setback = 138.51'
Total # of properties = 4
Average setback = 34.62'

SANITARY NOTE:
IF EXIST. SERVICE IS UNDERSLAB, THE SANITARY MUST BE CONNECTED OR CONVERTED TO AN OVERHEAD SEWER; EXIST. CONDITIONS TO BE CONFIRMED IN FIELD

WATER SERVICE NOTE:
IF NEW WATER SERVICE REQUIRES STREET EXCAVATION, THE CURB AND PAVEMENT WILL NEED TO BE REPAIRED, PER VILLAGE OF ARL. HTS. ENGINEERING STANDARDS

NOTE:
IF UNSUITABLE MATERIAL IS PRESENT AT THE PROPOSED SUB-GRADE, THE UNSUITABLE MATERIAL SHALL BE REMOVED TO A MIN. OF 5" BELOW THE PROPOSED SUBGRADE AND REPLACED WITH APPROVED AND PROPERLY COMPACTED CA-6 GRADE 8 OR 9 CRUSHED GRAVEL

ANY ASPHALT PATCHES SHALL HAVE SURFACE COURSE REMOVED 2 FT. BEYOND THE EDGE OF SAW CUT, TO IMPROVE TRANSITION

PERMANENT STREET PATCH REQUIREMENTS, PER VILLAGE OF ARL. HTS. ENGINEERING STANDARDS:
• 1 1/2" BITUMINOUS SURFACE COURSE
• 1 1/2" BITUMINOUS BINDER COURSE
• 6" BITUMINOUS AGGREGATE MIXTURE BASE COURSE
• 4" GRANULAR SUB-BASE

SITE PLAN GENERAL NOTES

- INFORMATION ON THIS DRAWING IS ACCUMULATED FROM EXISTING DOCUMENTATION AND MUST BE CONFIRMED BY THE CONTRACTOR AND COORDINATED WITH THE ARCHITECT PRIOR TO CONSTRUCTION
- VERIFY LOCATIONS OF ALL UTILITIES AND OTHER BUILDING SERVICES PRIOR TO EXCAVATION
- PROVIDE REQUIRED WORK TO ACCOMMODATE EXISTING UTILITIES OR OTHER BUILDING SERVICES
- PROTECT EXISTING LANDSCAPING DURING CONSTRUCTION, TO GREATEST EXTENT POSSIBLE
- PROVIDE TEMPORARY CONSTRUCTION/SECURITY FENCING AROUND ALL OPEN EXCAVATIONS; HEIGHT AS REQ'D. BY LOCAL CODES
- VERIFY LOCATIONS OF ALL MATERIAL STOCKPILES AND DUMPSTERS WITH OWNER
- IF THERE ARE ANY EXIST. UTILITY STUBS FOR THE VACANT (608 HADDOW) LOT, THESE SERVICES MUST BE ABANDONED
- ANY FUTURE GEOTHERMAL OR SOLAR ENERGY SYSTEMS ARE TO COMPLY WITH SECTION 6.17-1 AND SECTION 6.17-2 OF THE ARLINGTON HEIGHTS MUNICIPAL CODE, CHAPTER 28 ZONING REGULATIONS, OR A VARIANCE WILL BE REQUESTED AND OBTAINED

SITE PLAN LEGEND:	
[Symbol]	EXIST. CONSTRUCTION TO REMAIN
[Symbol]	NEW FIRST FLOOR CONSTRUCTION
[Symbol]	NEW SECOND FLOOR CONSTRUCTION
[Symbol]	PROPERTY LINE
[Symbol]	SETBACK LINE
[Symbol]	EXIST. CONTOUR TO REMAIN
[Symbol]	EXIST. CONTOUR REMOVED
[Symbol]	NEW CONTOUR

RFA
ROBERT FLUBACKER
ARCHITECTS
LIMITED

1835-B Rohlwing Rd.
Rolling Meadows,
Illinois 60008
847-704-3200

IL Design Firm
#184.001489

ADDITIONS AND ALTERATIONS FOR
THE KURZYNSKI RESIDENCE
614 N. HADDOW AVE.
ARLINGTON HEIGHTS, ILLINOIS

Date	Description
7/18/18	PLAN COMM
8/31/18	PC-ROUND 1
9/19/18	PC-ROUND 2

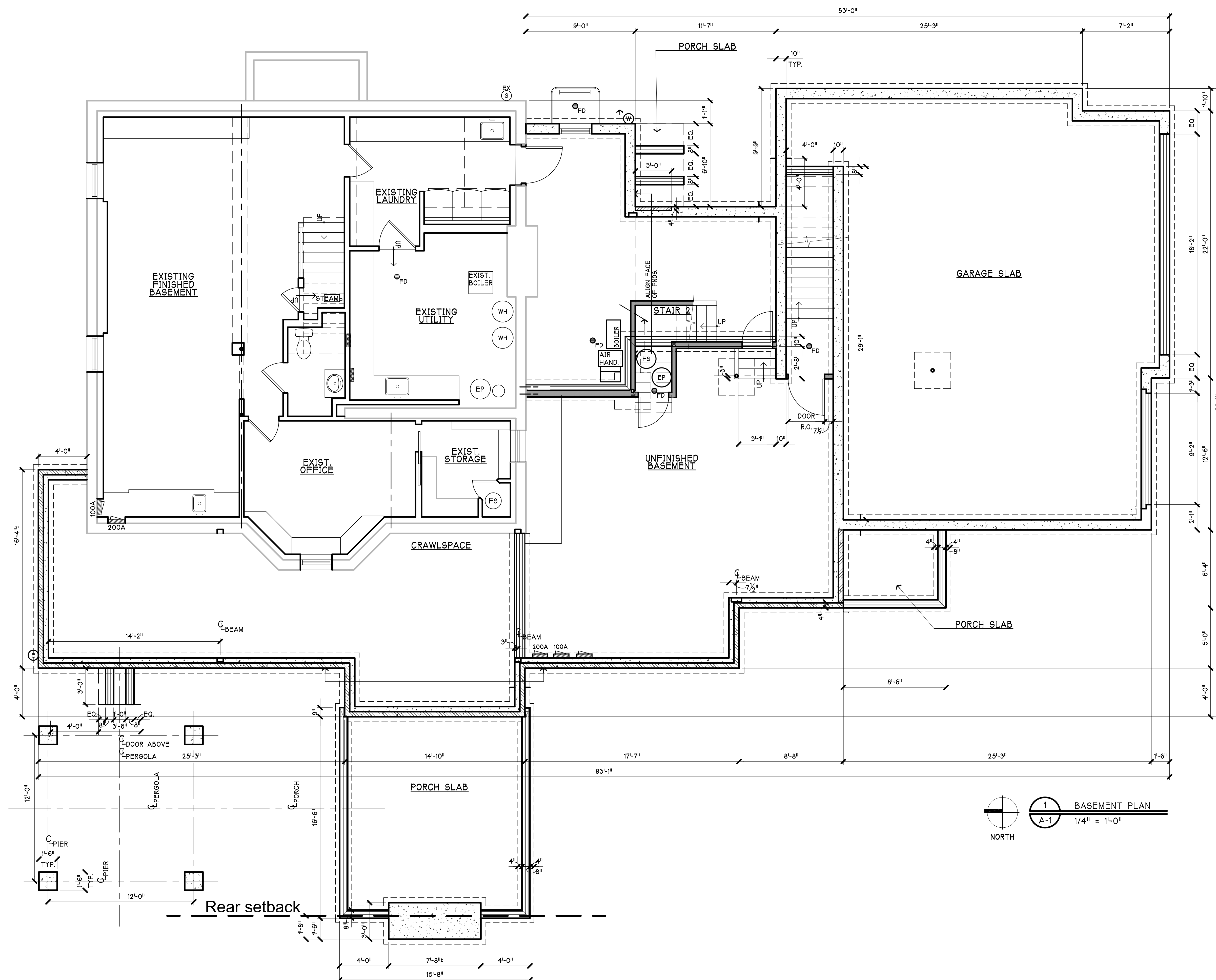
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Project Number
15014

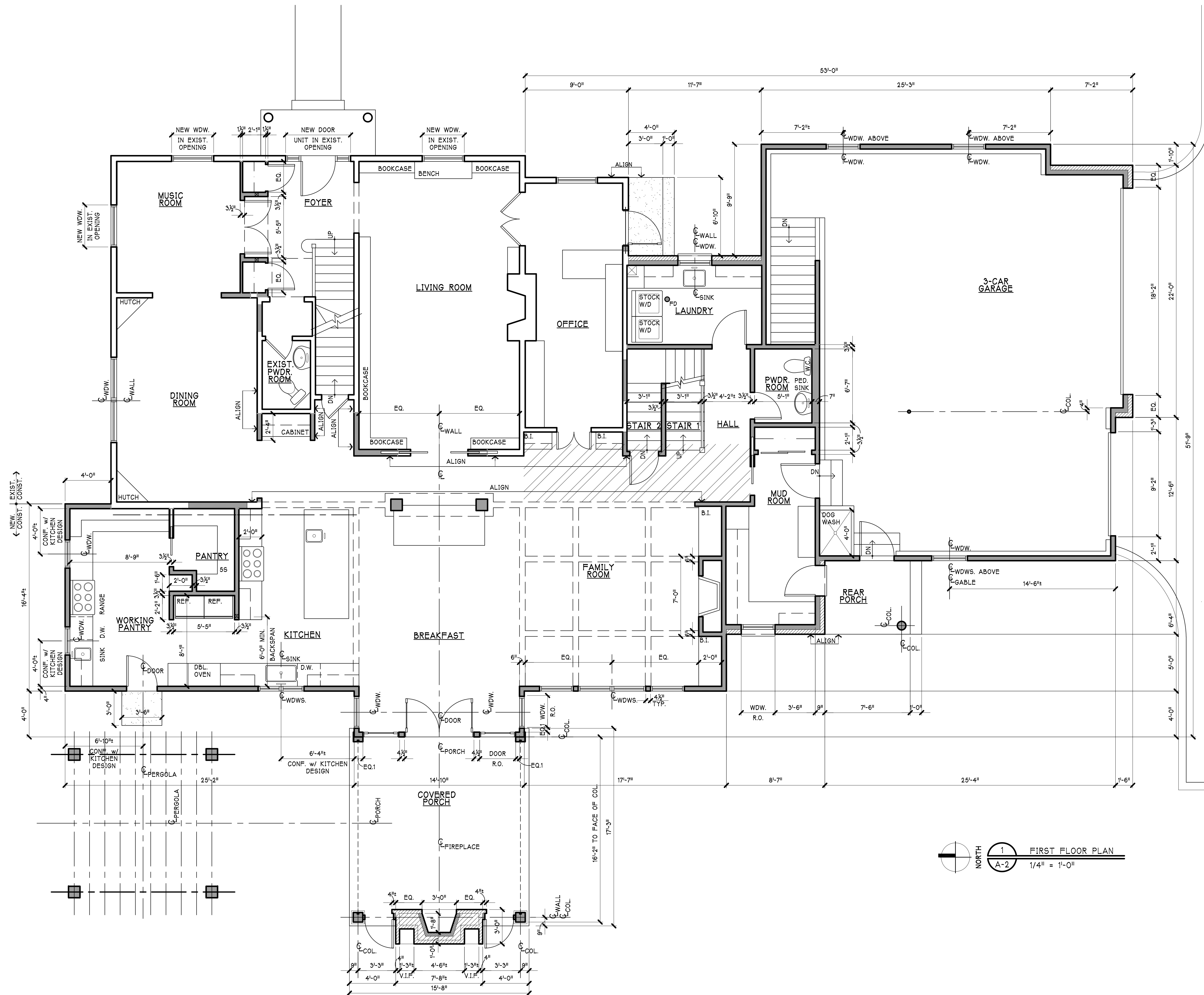
AS-1

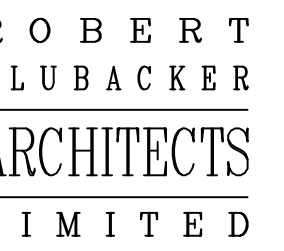
Date	Description
7/18/18	PLAN CO

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Project Number
15014







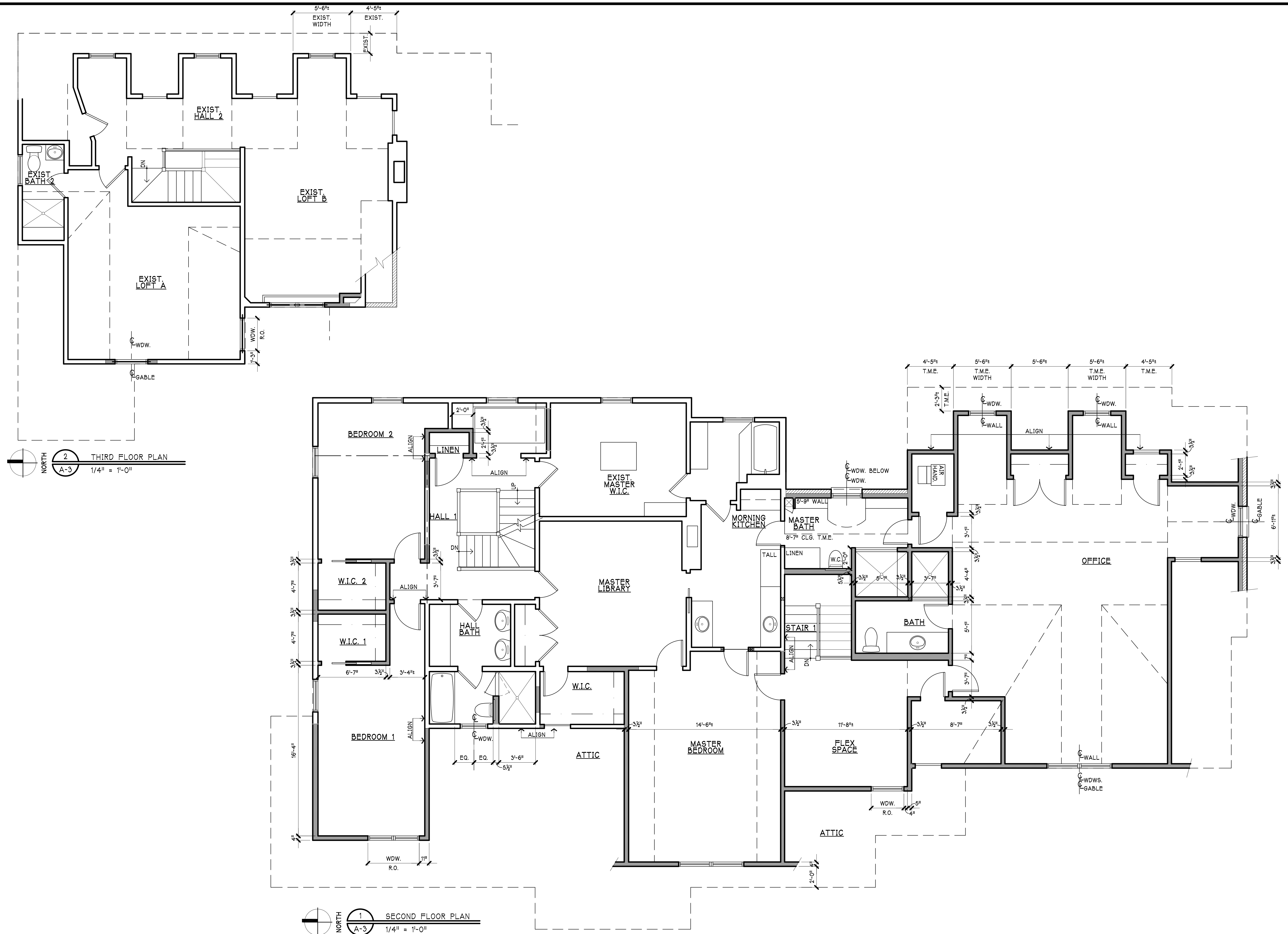
IL Design Firm
#184.001489

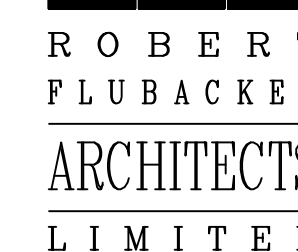
ADDITIONS AND ALTERATIONS FOR
THE KURZYNSKI RESIDENCE
 614 N. HADDOW AVE.
 ARLINGTON HEIGHTS, ILLINOIS

Date	Description
1/18/18	PLAN COM

Project Number
15014

A-3





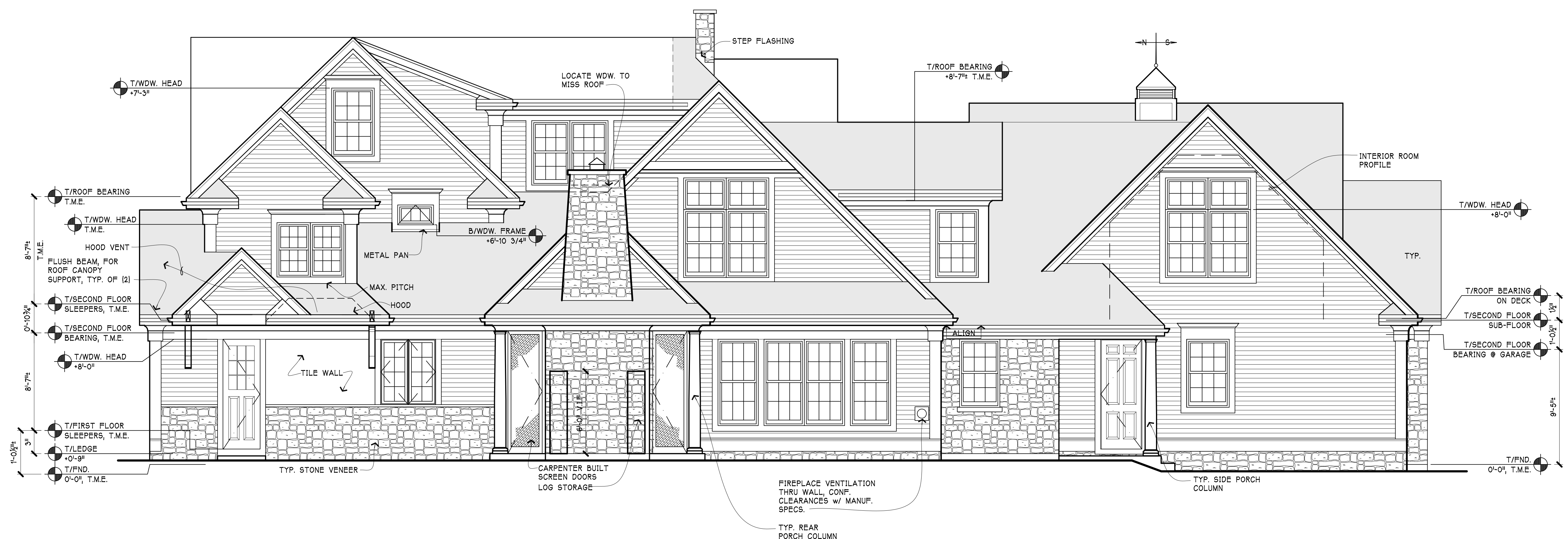
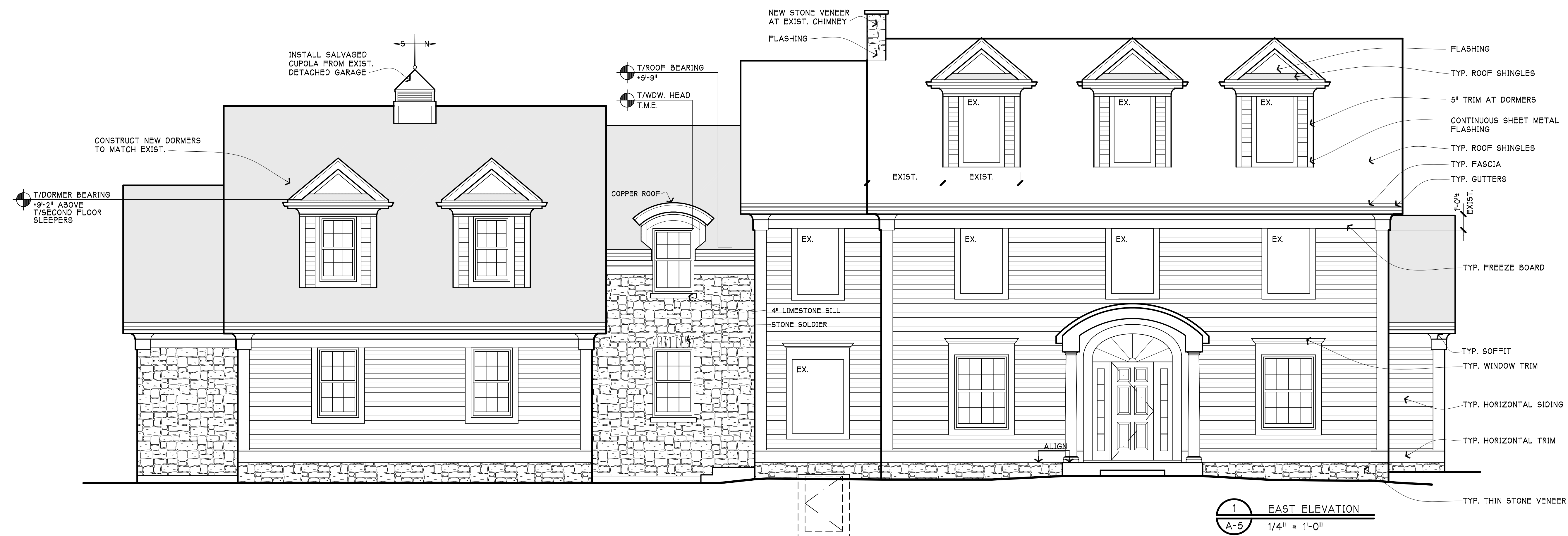
IL Design Firm
#184.001489

ADDITIONS AND ALTERATIONS FOR
THE KURZYNSKI RESIDENCE
614 N. HADDOW AVE.
ARLINGTON HEIGHTS, ILLINOIS

[illegible]

Project Number
15014

A-5



2 WEST ELEVATION
A-5 1/4" = 1'-0"



3 PARTIAL SOUTH ELEVATION
A-6 1/4" = 1'-0"

FLASHING
TYP. FASCIA
TYP. GUTTER
FREEZE BOARD w/
DENTILS AND CROWN
TYP. REAR PORCH
COLUMN
TYP. RETRACTABLE
HI TRANSPARENCY
SCREENS

INSTALL SALVAGED
CUPOLA FROM EXIST.
DETACHED GARAGE

TYP. FRIEZE BOARD w/
DENTILS AND CROWN

NEW STONE VENEER
AT EXIST. CHIMNEY
STEP FLASHING
TYP. CROWN MOULDING
TYP. HORIZONTAL SIDING
CONTINUOUS SHEET METAL
FLASHING
TYP. ROOF SHINGLES
TYP. EXTERIOR
CROWN ON TRIM
STONE SOLDIER
TYP. CORNER TRIM
5" TRIM AT DORMERS, TYP.
4" LIMESTONE SILL
T/ROOF BEARING
T/SECOND FLOOR
DECK
T/SECOND FLOOR
BEARING @
GARAGE
STONE SOLDIER
COURSE, TYP.
TYP. STONE VENEER
TYP. HORIZONTAL TRIM
T/FND.
0'-0"

EXTERIOR GENERAL NOTES

1. FINISH GRADE TO BE 6" BELOW (-0'-6") TOP OF FOUNDATION (0'-0")
2. REFER TO 'ROOF PLAN' (1/A-4) FOR THE FOLLOWING;
 - ROOF PITCHES
 - TYP. OVERHANG AND RAKE DIMENSIONS
 - LOCATIONS OF GUTTERS & DOWNSPOUTS
3. ALL ROOF DOWNSPOUTS TO DISCHARGE TO GRADE TOWARDS EITHER FRONT OR REAR YARDS
4. HOUSE ADDRESS NUMBERS TO BE MIN. 6" TALL AND VISIBLE FROM THE PUBLIC WAY
5. REPLACE AND SEAL EXISTING GABLE VENTS

■ DENOTES NEW ROOF CONSTRUCTION

ELEVATIONS MATERIAL LEGEND

MATERIAL	MANUFACTURER / DESCRIPTION	COLOR
ROOF SHINGLES	'GAR' 'TIMBERLINE' HD SLATE STYLE ASPHALT SHINGLES (NEW AND EXISTING ROOF) w/ 'W' FLASHING (UL LISTED CLASS-C OR BETTER)	-
METAL ROOF	COPPER	-
STONE VENEER	ALLOW \$250.00 / TON	-
HORIZONTAL SIDING	'JAMES HARDI', 4" HARDI-PLANK	-
FASCIA	'JAMES HARDI', 10% T.M.E. HARDI-FASCIA TRIM	-
CORNER TRIM	'JAMES HARDI', 10" HARDI-TRIM w/ CAP	-
WINDOW TRIM	'JAMES HARDI', 5" HARDI-TRIM (3-SIDES) w/ 10" HARDI-TRIM w/ CROWN (AS NOTED ON ELEV.)	-
SOFFIT	'CETRAINTEED' INVISIVENT	-
FRIEZE BOARD	12" HARDI-TRIM (MATCH EXIST. HEIGHT) w/ DENTILS AND CROWN	-
HORIZONTAL TRIM	5/4" x 9 1/4" HARDI-TRIM w/ 1 1/2" CAP	-
CROWN MOULDING	'AZEK' (OR EQUAL) EXTERIOR CROWN MOULDNG	-
PANEL	'AZEK' (OR EQUAL), PANEL w/COVE MOULD	-
PORCH CEILING	BEAD BOARD, FIR	-
COLUMNS @ REAR PORCH	10" SQ. COLUMN w/ BASE AND CAPITAL TO MATCH EXISTING FRONT PORCH COLUMNS	-
COLUMNS @ SIDE PORCH	10" COLUMN w/ BASE AND CAPITAL TO MATCH EXISTING FRONT PORCH COLUMNS	-
RETRACTABLE SCREENS	'PHANTOM SCREENS' EXECUTIVE SERIES RETRACTABLE SCREEN SYSTEM w/ CONCEALED ROLLER INSTALLATION	-
GUTTERS AND DOWNSPOUTS	PRE-FINISHED ALUMINUM OVERSIZED GUTTERS AND OVERSIZED DOWNSPOUTS w/ CONC. SPLASHBLOCKS	-
FLASHING	PRE-FINISHED ALUMINUM FLASHING, 0.024"	-

NOTE: HATCHING DENOTES NEW EXTERIOR FINISH MATERIALS. AREAS NOT HATCHED ARE EXISTING MATERIALS TO REMAIN



2 NORTH ELEVATION
A-6 1/4" = 1'-0"

PATCH/INFILL
WDW. OPENING

T/WDW. HEAD
7'-0" T.M.E.
ROOM

RAIN CAP w/ BIRD
SCREEN

T/WDW. HEAD
8'-0"

HI TRANSPARENCY
SCREENS

LAND OWNERS CERTIFICATE

State of Illinois } ss.
County of Cook }

This is to certify that Terry A. and Tanis J. Kurzynski are the sole owners of the property described hereon, who reside in Elementary & Junior High School District--#25, High School District--#214, and Harper Community College District--#512, and that they have caused said property to be surveyed and subdivided as shown hereon, for the uses and purposes therein set forth and do hereby acknowledge and adopt the same under the title herein indicated.

Dated this ____ day of _____, A.D., 2018

Terry A. Kurzynski, Owner

Tanis J. Kurzynski, Owner

NOTARY CERTIFICATE

State of Illinois } ss.
County of Cook }

I, _____ a notary public in and for said County in the State aforesaid, does hereby certify that Terry A. and Tanis J. Kurzynski are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as the sole owners, who appeared before me this day in person & acknowledged that they signed and delivered said instrument of their own free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this ____ day of _____, A.D., 2018

Notary Public

My commission expires on _____

MORTGAGE CERTIFICATE

STATE OF ILLINOIS } S.S.
COUNTY OF COOK }

_____ AS MORTGAGEE OF THE PROPERTY (Mortgage Loan: #_____)

COMMONLY KNOWN AS 614 NORTH HADDOW AVENUE, ARLINGTON HEIGHTS, IL. DOES HEREBY

CONSENT TO THE KURZYNSKI FINAL PLAT OF RESUBDIVISION OF THE PROPERTY DESCRIBED HERON.

Dated this ____ day of _____, A.D., 2018

(Bank Officer)

Deed of Dedication

We, the undersigned, Terry A. and Tanis J. Kurzynski, owners of the real estate shown and described herein, do hereby lay off, plat and subdivide said real estate in accordance with the plat. This subdivision shall be known and designated as Kurzynski Resubdivision,an addition to the Village of Arlington Heights, Cook County, Illinois.

All streets and alleys and public open spaces shown and not heretofore dedicated are hereby dedicated to the public. Front and side yard building setback lines are established as shown on this plat, between which lines and the property lines of the streets, there shall be erected or maintained no building or structure.

The right to enforce these provisions by injunction, together with the right to the removal, by due process of law, of any structure or part thereof erected or maintained in violation, is hereby dedicated to the public.

WITNESS our hands and seals this ____ day of _____, 2018.

Terry A. Kurzynski

Tanis J. Kurzynski

State of Illinois)
County of Cook) S.S.

Before me the undersigned Notary Public, in and for the County and State aforesaid, personally appears Terry A. and Tanis J. Kurzynski each separately and severally acknowledged the execution of the foregoing instrument as their voluntary act and deed, for the purposes therein expressed.

WITNESS my hand and notarial seal this ____ day of _____, 2018.

Notary Public

KURZYNSKI RESUBDIVISION

WIDE OPEN WEST,LLC CABLE CERTIFICATE

Easement Approved & Accepted

STATE OF ILLINOIS)
COUNTY OF COOK) S.S.

SIGNED: _____ DATED: ____ - ____ - ____

TITLE: _____

ATT/SBC COMMUNICATIONS CERTIFICATE

Easement Approved & Accepted

STATE OF ILLINOIS)
COUNTY OF COOK) S.S.

SIGNED: _____ DATED: ____ - ____ - ____

TITLE: _____

COMMONWEALTH EDISON/EXCELON CERTIFICATE

Easement Approved & Accepted

STATE OF ILLINOIS)
COUNTY OF COOK) S.S.

SIGNED: _____ DATED: ____ - ____ - ____

TITLE: _____

COMCAST CABLE CERTIFICATE

Easement Approved & Accepted

STATE OF ILLINOIS)
COUNTY OF COOK) S.S.

SIGNED: _____ DATED: ____ - ____ - ____

TITLE: _____

NORTHERN ILLINOIS GAS COMPANY CERTIFICATE

Easement Approved & Accepted

STATE OF ILLINOIS)
COUNTY OF COOK) S.S.

SIGNED: _____ DATED: ____ - ____ - ____

TITLE: _____

PUBLIC UTILITY & DRAINAGE EASEMENT PROVISIONS

EASEMENTS ARE RESERVED FOR & GRANTED TO THE VILLAGE OF ARLINGTON HEIGHTS AND TO THOSE PUBLIC UTILITY COMPANIES OPERATING UNDER FRANCHISE FROM THE VILLAGE OF ARLINGTON HEIGHTS, INCLUDING, BUT NOT LIMITED TO: WIDE OPEN WEST CABLE, COMCAST CABLE, ATT/SBC COMMUNICATIONS, COMMONWEALTH EDISON/EXCELON AND NORTHERN ILLINOIS GAS CO. AND THEIR SUCCESSORS AND ASSIGNS OVER ALL THE AREAS DEFINED AS PUBLIC UTILITY EASEMENTS ON THE PLAT FOR THE PERPETUAL RIGHT, PRIVELAGE AND AUTHORITY TO CONSTRUCT, RE-CONSTRUCT, REPAIR, INSPECT, MAINTAIN AND OPERATE VARIOUS UTILITY TRANSMISSION AND DISTRIBUTION SYSTEMS AND INCLUDING STORM AND/OR SANITARY SEWERS TOGETHER WITH ANY AND ALL NECESSARY MANHOLES, CATCH BASINS, CONNECTIONS, APPLIANCES AND OTHER STRUCTURES AND APPUTENANCES AS MAY BE DEEMED NECESSARY BY SAID VILLAGE OVER, UPON, ALONG UNDER AND THROUGH SAID VINDICATED EASEMENTS, TOGETHER WITH THE RIGHT OF ACCESS ACROSS THE PROPERTY FOR THE NECESSARY MEN AND EQUIPMENT TO DO ANY OF THE ABOVE WORK AND THE RIGHT IS ALSO GRANTED TO CUT DOWN, TRIM AND REMOVE ANY TREES, SHRUBS OR OTHER PLANTS ON THE EASEMENT THAT INTERFERE WITH THE OPERATION OF THE SEWERS OR OTHER UTILITIES. NO PERMANENT BUILDINGS SHALL BE PLACED ON SAID EASEMENT, BUT SAME MAY BE USED FOR GARDENS, SHRUBS, LANDSCAPING AND OTHER PURPOSES THAT DO NOT THEN, OR LATER, INTERFERE WITH THE AFORESAID USES OR RIGHTS AND SAID GRANTEE SHALL REPLACE AND RESTORE THE SURFACE TO ITS EXISTING CONDITION AT ANY TIME IN THE FUTURE THAT SAID SURFACE IS DISTURBED BY GRANTEE IN THE COURSE OF REPAIRING, MAINTAINING AND OPERATING SAID UTILITIES. WHERE A PUBLIC UTILITY EASEMENT IS USED BOTH FOR SEWER AND OTHER UTILITIES, THE OTHER UTILITY INSTALLATION SHALL BE SUBJECT TO THE APPROVAL OF THE VILLAGE AS TO DESIGN AND LOCATION AND ALL INSTALLATIONS ARE SUBJECT TO THE ORDINANCES OF THE VILLAGE OF ARLINGTON HEIGHTS.

COUNTY CLERK CERTIFICATE

State of Illinois } ss.
County of Cook }

I, _____ County Clerk of Cook County, do hereby certify that there are no delinquent general taxes, no unpaid current general taxes, no unpaid forfeited taxes, and no redeemable tax sales against any of the land included in the annexed plat.
I further certify that I have received all statutory fees in connection with the annexed plat.

Given under my hand and seal at _____, Illinois this ____ day of _____, 2018

By: _____

County Clerk

This plat submitted for recording by: (name) _____

(address) _____

VILLAGE COLLECTOR'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK) S.S.

I FIND NO DEFERRED INSTALLMENTS OF OUTSTANDING UNPAID SPECIAL ASSESSMENTS DUE AGAINST THE LAND INCLUDED IN THE ABOVE PLAT.

THIS _____ DAY OF _____, 20____

VILLAGE COLLECTOR

DIRECTOR OF ENGINEERING CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF COOK) S.S.

APPROVED BY THE DIRECTOR OF ENGINEERING OF ARLINGTON HEIGHTS.

THIS _____ DAY OF _____, 20____

Director of Engineering

VILLAGE OF ARLINGTON HEIGHTS CERTIFICATE

UNDER THE AUTHORITY PROVIDED BY 65 ILCS 5/11 - 12, AS AMENDED BY THE STATE LEGISLATURE OF THE STATE OF ILLINOIS AND ORDINANCE ADOPTED BY THE VILLAGE BOARD OF THE VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS, THIS PLAT WAS GIVEN APPROVAL BY THE VILLAGE OF ARLINGTON HEIGHTS AND MUST BE RECORDED WITHIN SIX (6) MONTHS OF THE DATE OF APPROVAL BY THE VILLAGE BOARD, OTHERWISE IT IS NULL AND VOID.

PLAN COMMISSION CERTIFICATE

APPROVED BY AT PLAN COMMISSION MEETING HELD ON: _____, ____ , 20__

PLAN COMMISSION CHAIRMAN

SECRETARY

VILLAGE BOARD CERTIFICATE

APPROVED BY THE VILLAGE BOARD OF TRUSTEES AT A MEETING HELD ON: _____, ____ . 20__

VILLAGE PRESIDENT

VILLAGE CLERK

SURFACE WATER STATEMENT

STATE OF ILLINOIS)
COUNTY OF COOK) S.S.

TO THE BEST OF OUR KNOWLEDGE & BELIEF THE DRAINAGE OF SURFACE WATERS WILL NOT BE CHANGED BY THE CONSTRUCTION OF SUCH RESUBDIVISION OR ANY PART THEREOF, OR, THAT IF SUCH SURFACE WATER DRAINAGE WILL BE CHANGED, REASONABLE PROVISIONS WILL BE MADE BY THE SUBDIVISION LAND OWNERS FOR COLLECTION & DIVERSION OF SUCH SURFACE WATERS INTO PUBLIC AREAS, OR DRAINS WHICH THE SUBDIVIDER HAS A RIGHT TO USE, AND THAT SUCH SURFACE WATERS WILL BE PLANNED FOR IN ACCORDANCE WITH THE GENERALLY ACCEPTED ENGINEERING PRACTICES SO AS TO REDUCE THE LIKELIHOOD OF DAMAGE TO THE ADJOINING PROPERTY BECAUSE OF THE CONSTRUCTION IN THE RESUBDIVISION.

DATED THIS _____ DAY OF _____ A.D., 20____

ILLINOIS REGISTERED PROFESSIONAL ENGINEER

OWNER OR ATTORNEY

SEND TAX BILL TO:

Name: Terry A. Kurzynski
614 North Haddow Avenue
Arlington Heights, Illinois 60004



Village of Arlington Heights Building & Life Safety Department

Interoffice Memorandum

To: Sam Hubbard, Development Planner, Planning and Community Development
From: Deb Pierce, Plan Reviewer, Building & Life Safety Department
Subject: 608-614 N Haddow Ave – Subdivision for Lot Consolidation
PC#: 18-016 – Round 1
Date: August 7, 2018

General Comments:

The information provided is conceptual only and subject to a formal plan review.

Sam –

I do not have any objections for the lot consolidation.

RECEIVED
AUG 07 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

BUILDING DEPARTMENT

1A

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 18-016
 Petitioner: Robert Flubacker Architects, Ltd.
 (see contact info below)

Owner: Terry A. Kurzynski and Janis J. Kurzynski
614 N. Haddow Ave., Arlington Heights, IL
312-391-6075 (cell); terryk@halock.com

Contact Person: Robert Flubacker
 Address: 1835 Rohlwing Rd. Suite B
Rohlwing Meadows, IL 60008

Phone #: 847-704-3200

Fax #: _____

E-Mail: rfaltd@aol.com

P.I.N.# 03-29-123-017 (608) & 03-29-123-006 (614)

Location: 608-614 N. Haddow Ave.

Rezoning: _____ Current: R-3 Proposed: _____

Subdivision: ✓

of Lots: _____ Current: 2 Proposed: 1

PUD: _____ For: _____

Special Use: _____ For: _____

Land Use Variation: _____ For: _____

Land Use: _____ Current: Single Family

Proposed: same

Site Gross Area: 17,264 sq ft

of Units Total: _____

1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

(Petitioner: Please do not write below this line.)

FIRE PREVENTION

NO Comments

RECEIVED

JUL 26 2018

**PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT**

Dr. Lay 7/26/18
 Director Date

Memorandum

To: Sam Hubbard, Planning and Community Development
From: Cris Papierniak, Assistant Director of Public Works
Date: August 9, 2018
Subject: 608-614 N Haddow, PC #18-016

With regard to the proposed additions to property, PW has the following comments:

- 1) Specify if the existing water and sewer connections are going to be reused. We will make appropriate review comments at the time we receive the response to this item.
- 2) Any damage to the sidewalk as a result of new construction must be repaired to like new condition, adjoining the property.
- 3) Any asphalt patches shall have surface course removed 2' beyond the edge of saw cut to improve transition.

VAHPW has no further comments at this time. If you have any questions, please feel free to contact me.

C. file

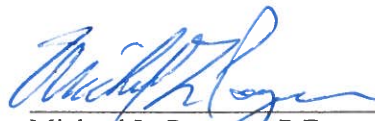
RECEIVED
AUG 15 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

PLAN COMMISSION PC #18-016
608-614 N Haddow Ave
Subdivision for Lot Consolidation
Round 1

1. The petitioner is notified that these comments are being provided to ensure that the project meets the requirements for submittal to the Plan Commission. Approval by the Plan Commission is not an endorsement or approval of these documents to obtain the required building permits, engineering approval, or permits required by other government or permitting agencies for construction. Detailed plan review with associated comments will be provided upon submittal of plans for a building permit. The petitioner shall acknowledge that they accept this understanding.
2. The Final Plat of Subdivision must be reviewed and approved by the Engineering Department prior to final Plan Commission approval. The original signed mylar Final Plat of Subdivision, containing all non-Village signatures, shall be submitted one week before the scheduled date of the final Plan Commission meeting. Village Code Section 29-209 also requires a digital copy of the plat to be provided on disk to the Village. The petitioner shall acknowledge that they accept this understanding.
3. Being a lot consolidation, fee-in-lieu-of detention is acceptable. Attached is the Village's detention calculations, showing a required volume of 3,805 cubic feet. Village rate for fee-in-lieu is \$1.00/cf, so the fee will be \$3,805.
4. The existing depressed curb should be removed and replaced with full head curb and the pavement adjacent to the curb repaired. The pavement adjacent to the new depressed curb must also be repaired. In the event the proposed water service requires excavation in the street, the curb and pavement will also need to be repaired. Provide a pavement patch detail for Haddow Ave.
5. If there are any existing utility service stubs for the vacant lot, these services must be abandoned.
6. The sidewalk through the proposed driveway must be 6" thick.

Plat of Resubdivision:

7. Harper Community College District #512 should be added to the Land Owners Certificate.

 8/6/18
Michael L. Pagones, P.E. Date
Interim Director of Engineering

Attachment:

Detention Calculation Spreadsheet (1 page)

RECEIVED
AUG 07 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Name

8/6/2018

Detention Calculation Verification PC# 15-000

Site Requirements

Site Area = 0.396 Acres
Allowed Release Rate (Area x 0.18cfs/Ac) = 0.071 cfs
Weighted "C" Factor = 0.657
Pervious= 0.258 Acres
Impervious= 0.138 Acres
Water= 0.000 Acres
Synth Turf= 0.000 Acres

A Runoff Factor "C"	B C Storm Duration		D Rainfall Intensity "I" (in/hr)	E Site Area "A" (acres)	F Inflow Rate (C _x I _x A) (cfs)	G Release Rate (cfs)	H Storage Rate (cfs)	J K Storage Required	
	(min)	(hrs)						(cu-ft)	(Ac-ft)
0.657	5	0.08	10.92	0.396	2.84	0.071	2.77	798	0.018
0.657	10	0.17	10.02	0.396	2.61	0.071	2.54	1552	0.036
0.657	15	0.25	8.20	0.396	2.13	0.071	2.06	1856	0.043
0.657	30	0.50	5.60	0.396	1.46	0.071	1.39	2495	0.057
0.657	60	1.00	3.56	0.396	0.93	0.071	0.86	3079	0.071
0.657	90	1.50	2.75	0.396	0.72	0.071	0.64	3480	0.080
0.657	120	2.00	2.24	0.396	0.58	0.071	0.51	3685	0.085
0.657	180	3.00	1.62	0.396	0.42	0.071	0.35	3785	0.087
0.657	240	4.00	1.28	0.396	0.33	0.071	0.26	3773	0.087
0.657	300	5.00	1.08	0.396	0.28	0.071	0.21	3780	0.087
0.657	360	6.00	0.95	0.396	0.25	0.071	0.18	3805	0.087
0.657	420	7.00	0.83	0.396	0.22	0.071	0.14	3653	0.084
0.657	480	8.00	0.75	0.396	0.20	0.071	0.12	3575	0.082
0.657	540	9.00	0.68	0.396	0.18	0.071	0.11	3432	0.079
0.657	600	10.00	0.63	0.396	0.16	0.071	0.09	3345	0.077
0.657	660	11.00	0.59	0.396	0.15	0.071	0.08	3267	0.075
0.657	720	12.00	0.55	0.396	0.14	0.071	0.07	3114	0.071
0.657	780	13.00	0.52	0.396	0.14	0.071	0.06	3009	0.069
0.657	840	14.00	0.49	0.396	0.13	0.071	0.06	2847	0.065
0.657	900	15.00	0.46	0.396	0.12	0.071	0.05	2629	0.060
0.657	960	16.00	0.43	0.396	0.11	0.071	0.04	2354	0.054
0.657	1020	17.00	0.41	0.396	0.11	0.071	0.04	2183	0.050
0.657	1080	18.00	0.39	0.396	0.10	0.071	0.03	1974	0.045
A*D*E					F-G		C*H*3600	J/43560	

Max Volume = 0.087 Acre-Ft
= 3,805 cu-ft

Orifice Computation

1) Allowed Release Rate, Q(cfs)	0.071	Free Flow	Submerged Flow
2) High Water Elevation			0.00
3) Outfall Water Elevation	-	-	0.00
4) Invert Elevation			0.00
5) Diameter of Restrictor (inch)			0
6) Cross Section Area (sq ft)	-	0.000	0.000
7) Head (ft) h =	0.00	0.00	0.00
8) Discharge Coefficient			0.00
Square Edge	0.79 - 0.82		
Round Edge	0.93 - 0.98		
Sharp Edge	0.58 - 0.64		
Projecting	0.50		

$Q = C^*a^*(\text{sqrt } 2^*g^*h)$

Orifice area: a = $\frac{Q}{C^*(\text{sqrt } 2^*g^*h)}$

Q (cfs) = 0.00 0.000

a(sq ft) = ##### dia(in) = #DIV/0!



Arlington Heights Fire Department Plan Review Sheet

P. C. Number 18-016

Project Name

608-614 N. Haddow Subdivision

Project Location

608-614 N. Haddow Ave.

Planning Department Contact Sam Hubbard

General Comments

Round 1

The Fire Department has no comments at this time.

**NOTE: PLAN IS CONCEPTUAL ONLY
SUBJECT TO DETAILED PLAN REVIEW**

Date July 26, 2018

Reviewed By: LT. Mark Aleckson

Arlington Heights Fire Department

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 18-016
Petitioner: Robert Flubacker Architects, Ltd.
(see contact info below)
Owner: Terry A. Kurzynski and Janis J. Kurzynski
614 N. Haddow Ave., Arlington Heights, IL
312-391-6075 (cell); terryk@halock.com
Contact Person: Robert Flubacker
Address: 1835 Rohlwing Rd. Suite B
Rohlwing Meadows, IL 60008
Phone #: 847-704-3200
Fax #: _____
E-Mail: rfaltd@aol.com

P.I.N.# 03-29-123-017 (608) & 03-29-123-006 (614)
Location: 608-614 N. Haddow Ave.
Rezoning: _____ Current: R-3 Proposed: _____
Subdivision: ☒ _____
of Lots: _____ Current: 2 Proposed: 1
PUD: _____ For: _____
Special Use: _____ For: _____
Land Use Variation: _____ For: _____
Land Use: _____ Current: Single Family
Proposed: same
Site Gross Area: 17,264 sq ft
of Units Total: _____
1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

(Petitioner: Please do not write below this line.)

1. GENERAL COMMENTS:

No comments from this Department

RECEIVED
JUL 27 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Jeff Bohner  7/26/18

Environmental Health Officer

Date

James McCalister  7/26/18

tor

Dir
Date

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. <u>18-016</u>	P.I.N.# <u>03-29-123-017 (608) & 03-29-123-006 (614)</u>
Petitioner: <u>Robert Flubacker Architects, Ltd.</u>	Location: <u>608-614 N. Haddow Ave.</u>
(see contact info below)	Rezoning: _____ Current: <u>R-3</u> Proposed: _____
	Subdivision: <u>✓</u>
	# of Lots: _____ Current: <u>2</u> Proposed: <u>1</u>
Owner: <u>Terry A. Kurzynski and Janis J. Kurzynski</u>	PUD: _____ For: _____
<u>614 N. Haddow Ave., Arlington Heights, IL</u>	Special Use: _____ For: _____
<u>312-391-6075 (cell); terryk@halock.com</u>	Land Use Variation: _____ For: _____
Contact Person: <u>Robert Flubacker</u>	
Address: <u>1835 Rohlwing Rd. Suite B</u>	Land Use: _____ Current: <u>Single Family</u>
<u>Rohlwing Meadows, IL 60008</u>	Proposed: <u>same</u>
Phone #: <u>847-704-3200</u>	Site Gross Area: <u>17,264 sq ft</u>
Fax #: _____	# of Units Total: _____
E-Mail: <u>rfaltd@aol.com</u>	1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

(Petitioner: Please do not write below this line.)

- | | <u>YES</u> | <u>NO</u> | |
|----|------------|-----------|---|
| 1. | <u>X</u> | _____ | COMPLIES WITH COMPREHENSIVE PLAN? |
| 2. | <u>X</u> | _____ | COMPLIES WITH THOROUGHFARE PLAN? |
| 3. | _____ | <u>X</u> | VARIATIONS NEEDED FROM ZONING REGULATIONS?
(See below.) |
| 4. | _____ | <u>X</u> | VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS?
(See below.) |
| 5. | <u>X</u> | _____ | SUBDIVISION REQUIRED? |
| 6. | _____ | <u>X</u> | SCHOOL/PARK DISTRICT CONTRIBUTIONS REQUIRED?
(See below.) |

Comments:

SEE ATTACHED COMMENTS

Sam Furber 8-3-18 Date



Planning & Community Development Dept. Review

August 6, 2018

REVIEW ROUND 1

Project: 614 N. Haddow Ave.
Proposed Subdivision

Case Number: PC 18-016

General:

7. The following approvals have been requested:
 - a. **Preliminary Plat of Subdivision to consolidate two lots into one lot.**
8. Please note that a Design Commission application will be required for the proposed home addition.
9. The existing home has a basement. Please confirm that no part of the basement is more than 1/2 above established finished grade.
10. Does the 3,822 building lot coverage calculation include the playhouse, concrete covered rear stoop, existing covered front porch, and proposed covered patio at rear of house?
11. There is a black rectangle located on the site plan at the front of the house (close to the center of the house). What is it?
12. You are strongly encouraged to locate all AC units behind the house and within the principal building setback area.
13. Please confirm that the proposed fireplace does not encroach more than 20" into the required 30' rear yard.
14. The proposed generator must be a minimum of 13.2' feet setback from the side lot line and 13.2' setback from the rear property line. Please revise the location of the generator.
15. The front yard setback is shown at "30.14' Established". Please provide an exhibit showing the existing setbacks of the other homes on the frontage to clarify how the 30.14' setback was calculated.
16. The project narrative references possible solar or geothermal energy systems. Since no details on such systems have been provided within the plans, please note that they must comply with the regulations within Section 6.17-1 and Section 6.17-2 or a variation must be requested and obtained.
17. The proposed driveway appears to be approx. 34.5' in width as it connects to the garage. Please revise the driveway width at the garage so that it does not exceed 32' in width, or request a variation.
18. The Wheeling Township Assessor's office has compiled a list of all PIN #'s of property within 250' of the subject property. This list will be provided to you under separate cover and you must use the method as described by the township office to look up the property owner information for each of the PIN's on the list. Please note that the public notification letter must go to the **taxpayer of record of each PIN**, and not to the actual property address of the PIN. Please provide a draft of the notification letter to me at your convenience.

Prepared by:

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. <u>18-016</u>	P.I.N.# <u>03-29-123-017 (608) & 03-29-123-006 (614)</u>
Petitioner: <u>Robert Flubacker Architects, Ltd.</u>	Location: <u>608-614 N. Haddow Ave.</u>
(see contact info below)	Rezoning: _____ Current: <u>R-3</u> Proposed: _____
	Subdivision: ☒
	# of Lots: _____ Current: <u>2</u> Proposed: <u>1</u>
Owner: <u>Terry A. Kurzynski and Janis J. Kurzynski</u>	PUD: _____ For: _____
<u>614 N. Haddow Ave., Arlington Heights, IL</u>	Special Use: _____ For: _____
<u>312-391-6075 (cell); terryk@halock.com</u>	Land Use Variation: _____ For: _____
Contact Person: <u>Robert Flubacker</u>	
Address: <u>1835 Rohlwing Rd. Suite B</u>	Land Use: _____ Current: <u>Single Family</u>
<u>Rohlwing Meadows, IL 60008</u>	Proposed: <u>same</u>
Phone #: <u>847-704-3200</u>	Site Gross Area: <u>17,264 sq. ft.</u>
Fax #: _____	# of Units Total: _____
E-Mail: <u>rfaltd@aol.com</u>	1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

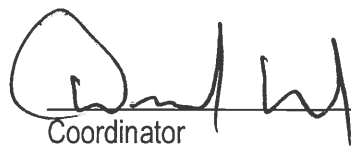
(Petitioner: Please do not write below this line.)

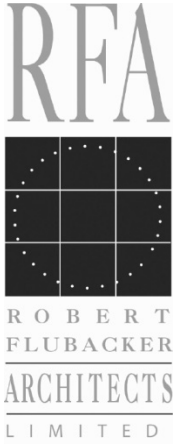
LANDSCAPE & TREE PRESERVATION:

	<u>YES</u>	<u>NO</u>
1. Complies with Tree Preservation Ordinance	<u>N/A</u>	_____
2. Complies with Landscape Plan Ordinance	<u>N/A</u>	_____
3. Parkway Tree Fee Required (See below.)	_____	_____

Comments:

NO COMMENTS


8/2/18
 Coordinator Date



August 31, 2018

Planning & Community Development
Village of Arlington Heights
33 S. Arlington Heights. Rd.
Arlington Heights, IL 60005

RE: 608-614 N. Haddow Ave.
Plan Commission PC #18-016

Sam Hubbard,

This letter will serve as our response to the Plan Commission, Round 1, review comments for the above referenced address. Please see attached drawings dated, 8/26/18.

Building Department (1)

- No comments.

Building Department-Fire Prevention (1A)

- No comments.

Public Works (2)

1. New 1-1/2" water service and abandoning of existing water service had been previous noted. Noted assumed location of existing building sanitary, to remain. See AS-1.
2. Added note about repair of damage to public walk resulting from new construction. See AS-1.
3. Added note about asphalt patching beyond saw cut. See AS-1.

Engineering Department (3)

1. Petitioner understands this does not endorse final permit approval.
2. Petitioner understands requirements for Final Plat of Subdivision approval.
3. OK. Fee-in-lieu-of detention amount is noted.
4. Included notes for removal and replacement of existing depressed curb and street patching. Included detail for permanent street patching. See AS-1.
5. Included note for abandoning any (if existing) utility service stubs to the vacant lot. See Site Plan General Notes, #7/AS-1.
6. Included detail for sidewalk through proposed driveway. See AS-1.
7. Included Harper Community College District #512 to Land Owners Certificate. See Plat of Resubdivision, sheet #2.

Fire Department (4)

- No Comments.

Police Department (5)

- No comments.

Health Service Department (6)

- No comments.

Planning & Community Development Department (7)

7. Yes, requesting lot consolidation.

1835 Rohlwing Road

Suite B

Rolling Meadows, IL 60008

847-704-3200

847-704-3204 / FAX

rfaltd@aol.com

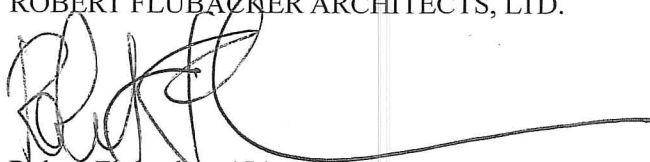
8. So noted.
9. No part of the existing basement is more than half-above established finished grade.
10. Proposed lot coverage has been updated to include the mentioned items. See A-0.
11. Stray rectangle was a "typo" and has been removed. See AS-1.
12. The AC units have been removed from the site plan as the final design of the mechanical system has not been resolved at this time. Any AC units will be located per code requirements at time of permit application.
13. The proposed fireplace is located so as to encroach 20" (max. allowed) into the required 30' rear yard. See A-1.
14. Gas fired electric generator has been removed from the site plan as the electric backup system (gas powered vs battery) has not been resolved at this time. Any required backup equipment will be located per code requirements at the time of permit application.
15. Including exhibit showing the existing and established setbacks. See AS-1.
16. Included note for possible future geothermal and solar energy systems compliance with regulations. See Site Plan General Notes, #8/AS-1. Also, please see responses #12. & 14. above as these are directly associated to the potential for solar and/or geothermal systems.
17. Reduced driveway width at garage to 32 feet. See AS-1.
18. OK. Awaiting address list from Wheeling Township. Will submit draft of notification letter as well.
19. Revised front yard setback to the established average. Included additional note clarifying the actual required setback dimension. See Plat of Resubdivision, sheet #1. Also, included setback calculation. See AS-1.
20. Revised street dedication note and cross-hatched area of dedication. See Plat of Resubdivision, sheet #1.

Planning & Community Development Department-Landscape (7A)

- No comments.

If you have any questions on the above information, please contact me.

Sincerely,
ROBERT FLUBACKER ARCHITECTS, LTD.



Robert Flubacker, AIA
President

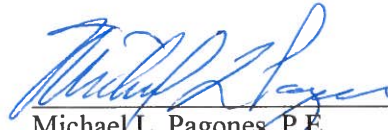
enc.

PLAN COMMISSION PC #18-016
608-614 N Haddow Ave
Subdivision for Lot Consolidation
Round 2

8. The responses by the petitioner to comments #1, 2, 3 & 5 are acceptable.
9. The response by the petitioner to comment #4 is unacceptable. The material and construction for the new combination concrete curb and gutter shall conform to the requirements of Section 606 of the Standard Specifications for Road and Bridge Construction, latest edition. The pavement patch should be revised to meet current Village standards of 1 ½" bituminous surface course, 1 ½" bituminous binder course, 6" bituminous aggregate mixture base course, and 4" granular sub-base. This item can be addressed at permit submittal.
10. The response by the petitioner to comment #6 is unacceptable. Regarding the proposed new sidewalk, if unsuitable material is present at the proposed subgrade, the unsuitable material shall be removed to a minimum of 5" below the proposed subgrade and replaced with approved and properly compacted CA-6 grade 8 or 9 crushed gravel. This item can be addressed at permit submittal.

Plat of Resubdivision:

11. The response by the petitioner to comment #7 is acceptable.

 9/10/18
Michael L. Pagones, P.E. Date
Interim Director of Engineering

Fee-in-lieu of Detention = \$3,805.00

RECEIVED
SEP 11 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Planning & Community Development Dept. Review

August 6, 2018



REVIEW ROUND 1

Project: 614 N. Haddow Ave.
Proposed Subdivision

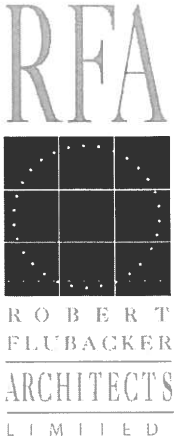
Case Number: PC 18-016

General:

21. The responses to comments #7 - #11, #16 - #18, and #20 are acceptable:
22. The response to comment #12 is noted. A condition of approval will be added to require that the AC units shall not be located in the front yard and shall be screened from view from the street.
23. The response to comment #13 is noted. Please note that all parts of both the fireplace and chimney (as measured from their exterior) must be entirely located outside of the rear yard setback. If any part of these elements fall within the setback area, a variation would be required. The drawing makes it appear that the rear of the chimney area encroaches into the rear yard setback.
24. The response to comment #14 is noted. All generators shall be designed to conform to the setback requirements.
25. The response to comment #15 is unacceptable. The setback calculations are incorrect in that they include a front yard measurement that is actually a side yard measurement (604 N. Haddow). Please revise the calculations to show the average being 34.62'. Please confirm the proposed front yard setback to be no less than 34.62'. Additionally, please change all references to the required front yard setback on the Plat of Survey to 34.62'.
26. The response to comment #19 is noted. Please note that the code section originally quoted to you for the language associated with the asterisk has changed to 5.1-3.2(a). Please revise the language on the Plat from 5.1-3.6(a) to read 5.1-3.2(a).
27. What are the proposed homes setback distances to the east, west, north, and southern property lines?

Prepared by:

Sam J. [Signature]



September 19, 2018

Planning & Community Development
Village of Arlington Heights
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005

**RE: 614 N. Haddow Ave.
Plan Commission PC #18-016**

Sam Hubbard,

This letter will serve as our response to the, Plan Commission – Review Round 2, comments for the above referenced address. Please see attached drawings.

Public Works (2)

1. Added note to abandon water service at the city main. See AS-1.
2. Added note about sanitary to be connected to overhead service. AS-1.

Engineering Department (3)

8. Acceptance of previous comments so noted.
9. Pavement patching to meet all Village standards. Will be corrected at permit application.
10. Sidewalk preparation requirements is noted. Will be revised at permit application.
11. So noted.

Planning & Community Development Department (7)

21. Acceptance of previous comments so noted.
22. (Previous #12) Comment concerning AC units not allowed in the front yard and screened from street view is noted.
23. (Previous #13) The masonry construction of the chimney, fireplace and foundation is intended to encroach a maximum of 1'-8" into the rear yard.
24. (Previous #14) Generator comment is noted.
25. (Previous #15) Updated setback calculations to 34.62'. Proposed attached garage setback is 33'-11", thus encroaching 8.5" into the required front yard. Therefore, we will seeking a variation for Required Minimum Yards (Chapter 28, Section 5.1-3.2(a)). See attached Land Use Variation Criteria.
26. (Previous #19) Revised code section to 5.1-3.2(a) on Plat of Resubdivision.
27. Included remaining setbacks to the proposed building, The proposed North setback is 13'-11"; East setback is 34'-0"; South setback is 25'-0"; West setback is 30'-3" (to face of column at covered porch.)

If you have any questions on the above information, please contact me.

Sincerely,
ROBERT FLUBACKER ARCHITECTS, LTD.


Joseph Sprenger
Project Manager

enc.

RECEIVED
SEP 19 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

PLAN COMMISSION PROJECT TIMELINE

Project Name: 608-614 N. Haddow Lot Consolidation

PC Number: 18-016

Location: 608-614 N. Haddow Ave.

Requested Action:

1. Preliminary Plat of Subdivision
2. Variation to Chapter 28, Section 5.1-3.2(a), Required Yards, to reduce the required front yard setback from 34.6 feet to 33.9 feet.
3. Variation to Chapter 29, Section 29-501b, to waive the requirement for a sidewalk along Haddow Avenue abutting the subject property.

	Date	# of Business Days
Petitioner Provides Plans needed for CPRC	04/19/18	-
Conceptual Plan Review Meeting (CPRC)	05/09/18	14*
Awaiting PC Application	07/24/18	52
PC Application Submittal Date	07/24/18	-
1 st Round Department Comments	08/08/18	11
Petitioner's Response – 1 st Round	08/31/18	17
2 nd Round Department Comments	09/12/18	7
Petitioner's Response – 2 nd Round	09/19/18	5
PC Hearing	09/26/18	45 days from application date
Village Board	10/15/18	13
Anticipated Village Board Ord. Adoption	11/05/18	15

* Petitioner was originally offered the 4/25/18 CPRC meeting but could not attend that meeting.



Item: 1104 S. Arlington Heights Rd. - PC#18-017

Department: Planning & Community Development

Requested Action

Amendment to Land Use Variation Ordinance 07-036.

Variations Requested

None

Recommendation

A public hearing was held by the Plan Commission on September 26, 2018 where Commissioner Green moved and Commissioner Sigalos seconded:

A motion to recommend to the Village Board of Trustees approval of PC#18-017, an amendment to Land Use Variation Ordinance 07-036, eliminating the following condition from Section Three of said ordinance:

1. The land use variation granted by this Ordinance shall only apply to The People's Bank.

This recommendation shall be subject to the following condition:

1. The petitioner shall replace the required 3-foot tall landscape screening along Arlington Heights Road and Magnolia Street, in addition to any landscaping missing per the landscape plan as approved via Ordinance 07-036.

Roll Call Vote: Commissioners Cherwin, Drost, Green, Jensen, Lorenzini, Sigalos, Warskow and Chair Ennes voted in favor. Motion carried.

Bid Section

Item:

Bid Opening Date:

Account Numbers:

Total Budget for Specific Item:

Bid Amount:

ATTACHMENTS:

Description

Staff Report
PC Minutes 9-26-18 - DRAFT
CPRC Minutes - 9-12-18
Aerial
Project Description
Survey-Site Plan
AAEC Brochure
Department Comments - Round 1
Department Comments - Round 1 -
Petitioner Response
PC Timeline Tracker

Type

Board or Commission Report
Minutes
Minutes
Exhibits
Exhibits
Exhibits
Exhibits
Correspondence
Correspondence
Exhibits



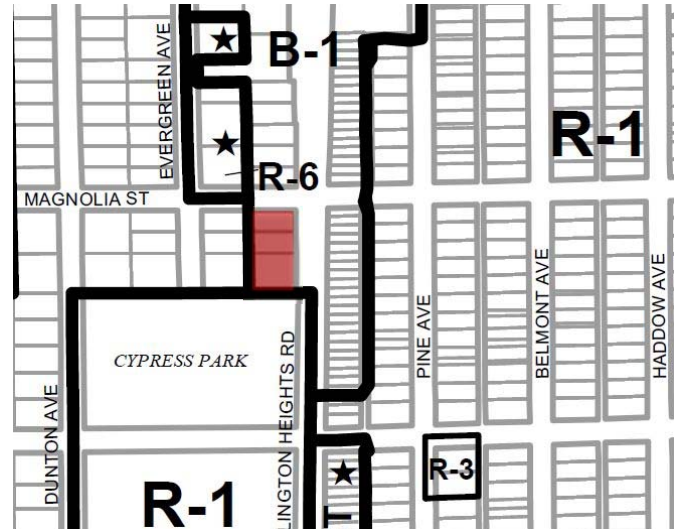
VILLAGE OF ARLINGTON HEIGHTS **STAFF DEVELOPMENT** **COMMITTEE REPORT**

File Number: PC #18-017
Project Title: 1104 S. Arlington Heights Rd.
 Land Use Variation Amendment
Address: 1104 S. Arlington Heights Rd.
PIN: 08-09-215-008

To: Plan Commission
Prepared By: Jake Schmidt, Assistant Planner
Meeting Date: September 26, 2018
Date Prepared: September 17, 2018

Petitioner: Patrick Brankin – Schain Banks
Address: 70 W. Madison St. Suite 5300
 Chicago, IL 60602

Existing Zoning: B-1, Business District Limited Retail
Existing Comp. Plan Designation: Commercial



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	B-1, Business District Limited Retail	Retail Building	Commercial
South	R-1, One-Family Dwelling District	Community Park/Garden	Parks
East	B-1, Business District Limited Retail	Retail Building	Commercial
West	R-3, One-Family Dwelling District	Single Family Homes	Single Family Detached

Requested Action:

1. Amendment to Land Use Variation Ordinance 07-036.

Variations Requested:

1. None

Project Background:

The subject property is located at the southwest corner of Arlington Heights Road and Magnolia Street. The site is developed with a one-story, 4,508 square foot banking facility with drive-through. The structure has two drive-through lanes along the north building elevation, and an ancillary parking lot with a total of 17 parking stalls along the south property line. The parking lot is accessible via one driveway along Magnolia Street, and one driveway along Arlington Heights Road. The building is currently occupied by First Midwest Bank, and was previously occupied by the People's Bank of Arlington Heights.

The property is zoned B-1, Business District Limited Retail, which does not permit drive-through banking facilities by right or via a Special Use permit. Thus, to construct and operate this facility, the property was granted a Land Use Variation in 2007 via Ordinance 07-036. As part of this Land Use Variation, a condition was included in the Ordinance which restricted the variation to The People's Bank of Arlington Heights. Due to the fact that the People's Bank merged with First Midwest Bank, occupation of the facility by First Midwest Bank was considered compliant with this condition, as via the merger it was the same banking entity.

The petitioner for this project, representing AAEC Credit Union, is seeking relief from this condition in order to purchase and move into the facility. Due to the fact that AAEC is a separate entity from First Midwest Bank and the former People's Bank, per the aforementioned condition in Ordinance 07-036 they are not permitted to occupy the facility. The petitioner is proposing no modifications to the building or site at this time.

AAEC is a local credit union, currently located in Arlington Heights at 115 S. Wilke Road. AAEC serves employees, students, alumni, and families of Districts 21, 23, 25, 26, 57, and 59, in addition to NSSEO and any private schools which feed into District 214 or Harper College.

Zoning and Comprehensive Plan

As mentioned above, the property is currently zoned B-1, Business District Limited Retail. The present use as a banking facility with drive-through is not compliant with this designation, however operates lawfully under the Land Use Variation granted via Ordinance 07-036 in 2007.

With respect to the Comprehensive Plan, the site is designated "Commercial". The current use as a bank is compliant with this designation.

Site and Landscaping

The property is compliant with bulk and setback regulations. As part of this petition, Staff has reviewed existing on-site landscaping, and noted missing landscaping as required by code. Specifically, the required 3-foot tall landscape screening adjacent to Arlington Heights Road and Magnolia Street was deficient or missing in areas. Any landscaping that is deficient or missing per code, or per the approved landscape plan, shall be replaced.

The petitioner is not proposing any additional modifications to the building or site plan at this time.

Parking

Staff conducted a parking assessment based on the required parking ratios outlined in the Village's Zoning Ordinance. Per code, one parking stall is required for every 300 square feet of floor area. Using this ratio, the 4,508 square foot bank requires 15 total parking spaces. The provided site plan shows 17 stalls, which results in a surplus of two parking stalls.

The provision of bicycle parking spaces is required when the use of a space changes to a more intense use. The regulations specifically state that bicycle parking spaces are required when "a change in use results in the

requirement for additional off-street motor vehicle spaces”. As there is no change in use proposed, and hence no change in code-required vehicular parking, no bicycle parking spaces are required.

Traffic

Section 6.12-1 of the Zoning Code states that projects requiring a Plan Commission review do not need to provide a full traffic study if the project:

1. Comprises less than 5,000 square feet in floor area, and;
2. Is located along a major or secondary arterial street as defined by the Village’s Thoroughfare Plan.

As the property is located along Arlington Heights Road (designated a major arterial in the Village’s Thoroughfare Plan), and the petitioner is proposing no changes to the site or building, the scope of this project falls under the 5,000 square foot threshold outlined in the Zoning Code.

While Section 6.12-1 also states that all developments with a drive through require a full traffic study, since the drive through is already constructed, and no expansion or additional lanes are proposed, there is in essence no new drive-through proposed. Therefore, a full Traffic Study by a certified traffic engineer is not required

RECOMMENDATION

The Staff Development Committee has reviewed the petitioner’s request, and recommends approval of the amendment to Land Use Variation Ordinance 07-036, eliminating the following condition from Section Three of said ordinance:

- 1. The land use variation granted by this Ordinance shall only apply to The People’s Bank.***

This recommendation shall be subject to the following condition:

- 1. The petitioner shall replace the required 3-foot tall landscape screening along Arlington Heights Road and Magnolia Street, in addition to any landscaping missing per the landscape plan as approved via Ordinance 07-036.***

The remaining conditions as set forth in Ordinance 07-036 shall remain in full force and effect.

_____, September 21, 2018
Bill Enright, Deputy Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
PC File Number 18-017

PLAN

REPORT OF THE PROCEEDINGS OF A PUBLIC HEARING
BEFORE THE VILLAGE OF ARLINGTON HEIGHTS
PLAN COMMISSIONCOMMISSION

RE: 1104 SOUTH ARLINGTON HEIGHTS ROAD - PC# 18-017
AMENDMENT TO LAND USE VARIATION ORDINANCE 07-036

REPORT OF PROCEEDINGS had before the Village of
Arlington Heights Plan Commission Meeting taken at the Arlington Heights Village
Hall, 33 South Arlington Heights Road, 3rd Floor Board Room, Arlington Heights,
Illinois on the 26th day of September, 2018 at the hour of 7:30 p.m.

MEMBERS PRESENT:

TERRY ENNES, Chairman
LYNN JENSEN
MARY JO WARSKOW
JOE LORENZINI
BRUCE GREEN
GEORGE DROST
JOHN SIGALOS
JAY CHERWIN

ALSO PRESENT:

SAM HUBBARD, Development Planner
JAKE SCHMIDT, Development Planner

CHAIRMAN ENNES: This meeting of the Arlington Heights Plan Commission is called to order. Would you please all rise and join us in the pledge of allegiance?

(Pledge of allegiance recited.)

CHAIRMAN ENNES: Thank you. Please be seated, good job. Sam, would you take the roll?

MR. HUBBARD: Commissioner Cherwin.

COMMISSIONER CHERWIN: Here.

MR. HUBBARD: Commissioner Dawson.

(No response.)

MR. HUBBARD: Commissioner Drost.

COMMISSIONER DROST: Here.

MR. HUBBARD: Commissioner Green.

COMMISSIONER GREEN: Here.

MR. HUBBARD: Commissioner Jensen.

COMMISSIONER JENSEN: Here.

MR. HUBBARD: Commissioner Lorenzini.

COMMISSIONER LORENZINI: Here.

MR. HUBBARD: Commissioner Sigalos.

COMMISSIONER SIGALOS: Here.

MR. HUBBARD: Commissioner Warskow.

COMMISSIONER WARSKOW: Here.

MR. HUBBARD: Chairman Ennes.

CHAIRMAN ENNES: Here. Lynn, thank you for filling in for me at the last meeting, I appreciate that. We have minutes for two topics from our 8/8 meeting, the Chapter 28 Text Amendment, and the 2019 budget for our Commission. Can I have, I assume everybody received those? Can I have a motion to approve them?

COMMISSIONER WARSKOW: I'll make such a motion.

COMMISSIONER JENSEN: Second.

CHAIRMAN ENNES: And a second?

COMMISSIONER JENSEN: Second.

CHAIRMAN ENNES: All in favor?

(Chorus of ayes.)

CHAIRMAN ENNES: Anybody opposed?

(No response.)

COMMISSIONER CHERWIN: I abstain.

CHAIRMAN ENNES: I abstain also, I was not there.

COMMISSIONER GREEN: I abstain, I was not there.

CHAIRMAN ENNES: Okay, moving along, we have two public hearings tonight. First, we have 1104 South Arlington Heights Road, PC# 18-017. Is the Petitioner here?

MR. BRANKIN: Yes, Mr. Chairman, good evening. Patrick Brankin on behalf of the Applicant. Also with me is Jill Lindsay of AAEC.

CHAIRMAN ENNES: Okay, Patrick, are you, have you seen the conditions?

MR. BRANKIN: I have.

CHAIRMAN ENNES: Are you agreeable to those?

MR. BRANKIN: Yes, sir.

CHAIRMAN ENNES: Okay, and can I ask you, is the young lady going to speak also?

MR. BRANKIN: Yes.

CHAIRMAN ENNES: Can I ask both of you to come up? I will swear you in; right at the podium is fine.

(Witnesses sworn.)

CHAIRMAN ENNES: Thank you. Can I ask that when you start talking, if you would spell your name for our court reporter?

MR. BRANKIN: Of course, thank you.

CHAIRMAN ENNES: Okay, thank you. Tell us about your project.

MR. BRANKIN: Thank you very much, Mr. Chairman, members of the Commission. Again, my name is Patrick Brankin, B-r-a-n-k-i-n. I'm from the law firm of Schain Banks in Chicago. I have the privilege of representing AAEC Credit Union before you this evening, seeking a land use amendment to the Ordinance 07-036 to allow for the AAEC Credit Union to operate at 1104 South Arlington Heights Road.

Just a bit of site history with regard to the property itself, in 2007, there was an ordinance that was adopted to rezone the property and authorize a land use variation for the establishment of a drive-through banking facility. Unfortunately, that ordinance has a condition in it that limited it to the People's Bank who was the applicant at that time. In 2015, pursuant to a merger between First Midwest Bank and the People's Bank, that ordinance was administratively transferred to First Midwest Bank to allow for the operation of First Midwest Bank. My client is now under contract with First Midwest Bank for the purchase of that property to be able to operate their credit union at the facility.

Before you on the slide in condition one, actually they're all numbered one which is a little unfortunate, but the top condition, the land use variation granted by this ordinance shall only apply to the People's Bank, so that's the condition that we're seeking to eliminate from the existing ordinance and why we're before you this evening.

There is no change to the building. From the exterior, you won't notice a change from the neighborhood. The land use is consistent with the existing bank. There may be some internal shuffling with regard to offices or something of that sort, but nothing that would be visible from the outside.

Again, Mr. Chairman, as you asked me earlier, we have reviewed the Staff report. We do agree with the Staff comments and the conditions related to landscaping. We have reviewed the landscape plan that was approved as part of the original ordinance, investigated the plantings that are out there, and are committed to bringing that up to the approved landscape plan.

So, with that, I will turn it over to Jill just to give you a bit about a local business actually, AAEC, and their desire to relocate.

CHAIRMAN ENNES: Thank you.

MS. LINDSAY: Good evening. I'm Jill Lindsay, and that is L-i-n-d-s-a-y. I'm president of AAEC Credit Union. AAEC was started in Arlington Heights in 1955. We have always been in business in Arlington Heights; originally in someone's home, and then many, many years ago we moved to the Plaza office complex on Wilke Road just south of the intersection with Campbell. We've been there for well over 20 years. We would like to offer a

few more services to our members, and so that's why we've been looking for a facility that would allow us to have our own ATM and a drive-through for the convenience of our members.

We were started by a group of educators who wanted to pool their resources to help their co-workers get loans at reasonable price, and that is basically our foundation and what we've been doing ever since. We have been open to employees of District 214, Harper College, and all the feeder districts. In the last few years, we've expanded to be able to allow students and alumni of any schools, public or private, in that area. We are looking into expanding to be able to offer our services to anybody from the community and look forward to that, because we think that occupying this building would make that something that would be attractive to the community.

The financial services that we offer are very similar to those that a small bank would offer. The big difference is that we are a non-profit. We are not a charitable organization, but we are a non-profit. So, everything that we earn gets returned to our members in the form of either lower loan rates or a higher dividend yield or services that we offer. We do loans for all sorts of reasons; mortgages, home equity loans, student loans, vehicle loans, RVs, personal loans, bill consolidation. We offer savings and checking accounts and debit cards, ATM cards, credit cards, things like that, so a lot of the basic things that a small bank would.

So, that's basically who we are and what we're looking to do. We're really excited that we've been able to find something that would allow us to remain in Arlington Heights because that's our home base. AAEC stands for Arlington Area Education Community, just to give you an idea that, you know, definitely we've always been Arlington Heights, you know, as our base. Any questions or anything?

CHAIRMAN ENNES: We will be asking questions but after the Staff report.

MS. LINDSAY: Okay, all right. Thank you.

CHAIRMAN ENNES: Thank you.

MR. BRANKIN: So, that concludes our presentation. I do have some handouts to kind of supplement what's up on the board, if I may approach and hand those?

CHAIRMAN ENNES: Yes, please. I'll pass these down, thank you.

MR. BRANKIN: Thank you. With that, that concludes our presentation.

We thank you for hearing us and would respectfully request your consideration. Thank you.

CHAIRMAN ENNES: Thank you, Patrick. Can we have the Staff report?

MR. SCHMIDT: Certainly. Good evening, Chairman Ennes and members of the Plan Commission. As the Petitioner stated, he is here tonight representing AAEC Credit Union, a local credit union serving the students, families, and staff of various school districts. They are seeking relief from a condition in the land use variation ordinance pertaining to the subject property at 1104 South Arlington Heights Road so that they may purchase and move into an existing bank building.

The subject property at 1104 South Arlington Heights Road is zoned B-1 Business District Limited Retail and is designated for commercial uses in the Comprehensive Plan. The requested action more specifically put is an amendment to Land Use Variation Ordinance 07-036 in order to remove condition number one from section three of the said ordinance which restricts the land use variation to the People's Bank of Arlington Heights. There are no variations required as part of this petition.

Also, some history on the site, the current bank building and site was developed by a land use variation granted in 2007 to the People's Bank of Arlington Heights by

Ordinance 07-036. The land use variation was specifically to allow a drive-through facility in conjunction with the banking facility on the site. Drive-through facilities are not permitted by right or by a special use permit in the underlying B-1 Zoning District, though bank uses on their own are a permitted use. The use as a banking facility with a drive-through is compliant with the designation in the Comprehensive Plan.

As mentioned, the condition number one in section three of said ordinance restricts the land use variation specifically to the People's Bank of Arlington Heights. At present, the facility is occupied by First Midwest Bank. The ownership of the property was transferred to First Midwest by a merger between the People's Bank of Arlington Heights and First Midwest Bank. Occupation of the facility by First Midwest following this merger was considered to be compliant with this condition in the ordinance as, through the merger, People's Bank of Arlington Heights and First Midwest Bank were considered to be the same entity. As AAEC has no affiliation with the People's Bank or with First Midwest Bank, in order to occupy and operate out of the facility, an amendment to the land use variation is required.

To provide some context, the subject site is located at the southwest corner of Arlington Heights and Magnolia Street. It is just south of Central Road and immediately north of Cypress Park. The site is currently developed with a 4,508 square-foot banking facility served by two drive-through lanes on the north side of the building, and a 17-space parking lot on the south side of the facility. The Petitioner is proposing no modifications to the building or site from approved plans. Operationally, they are planning on hours consistent with the lobby hours of First Midwest Bank currently, though in the future they may expand their hours to offer Saturday services which would be consistent with the hours First Midwest Bank offers.

With respect to parking, per code one space per 300 square feet of floor area is required for this use. Using this ratio, the 4,508 square-foot bank requires 15 total parking spaces. As the site currently has 17 parking stalls, there is a surplus of two parking stalls per code. As part of this petition, no additional bicycle parking spaces are required to be installed. By code, the provision of bicycle parking spaces is required only when a change in use results in the requirement for additional off-street motor vehicle spaces. As there is no change to the use proposed for the facility, hence no change in required vehicular parking, no addition of bicycle parking spaces are required.

With respect to traffic and parking studies, by code no full traffic and parking study by a certified traffic engineer is required. Section 6.12-1 of the Zoning Code states that projects requiring a Plan Commission review do not need to provide a full traffic study if the project comprises less than 5,000 square feet in floor area and is located along a major or secondary arterial street as defined by the Village's thoroughfare plan. As the property is located along Arlington Heights Road which is designated as a major arterial in the Village's thoroughfare plan, and as no changes are proposed to the existing facility from present, it falls underneath the 5,000 square-foot threshold outlined in the Zoning Code, and no full traffic study is required. Section 6.12-1 also states that all developments with a drive-through require a full traffic study. However, since the drive-through is already constructed and the Petitioner is not proposing any expansion or additional lanes to the existing drive-through, there is in essence no new drive-through proposed, and therefore, a full traffic study by a certified traffic engineer is not required.

With respect to landscaping, Staff has reviewed the existing onsite

landscaping and identified areas of deficient or missing landscaping, specifically the required three-foot tall landscape screen along Arlington Heights Road and Magnolia Street were found to be sparse or missing in areas. As part of this petition, the Petitioner has agreed to replace any missing or deficient landscaping as identified on the approved landscape plan that was approved via Ordinance 07-036.

Bearing those information in mind, the Staff Development Committee recommends approval of the amendment to Land Use Variation Ordinance 07-036, eliminating condition one from section three of said ordinance which states the land use variation granted by this ordinance shall only apply to People's Bank. This recommendation shall be subject to one condition, that being that the Petitioner shall replace the required three-foot tall landscape screening along Arlington Heights Road and Magnolia Street in addition to any landscaping missing per the approved landscape plan as approved by Ordinance 07-036. The remaining conditions as set forth in Ordinance 07-036 shall remain in full force and effect.

That concludes my presentation. I'm happy to answer any questions.

CHAIRMAN ENNES: Thank you for that presentation. I have one quick question. When the Petitioner, I think it was their second exhibit, they listed I believe the conditions and they had five items number one.

MR. SCHMIDT: That is from the original ordinance.

CHAIRMAN ENNES: Okay, so those are the, that includes the original provisions that we're not really voting on tonight? Those are staying with it?

MR. SCHMIDT: That's correct. Those are staying previously approved ordinance with those conditions.

CHAIRMAN ENNES: Thank you. Can I have a motion to approve the Staff report?

COMMISSIONER DROST: I'll make that motion.

CHAIRMAN ENNES: Is there a second?

COMMISSIONER CHERWIN: I'll second.

CHAIRMAN ENNES: Okay, all in favor?

(Chorus of ayes.)

CHAIRMAN ENNES: Anybody opposed?

(No response.)

CHAIRMAN ENNES: Thank you. Let's see. Commissioner Jensen, would you like to start if you have any questions?

COMMISSIONER JENSEN: Well, I really don't have any. They did a thorough job of going over this in the Conceptual Review Committee, and I think they've addressed all the issues that were brought up at that point. So, I'll just pass.

CHAIRMAN ENNES: Thank you. Commissioner Warskow?

COMMISSIONER WARSKOW: No traffic issues currently with the drive-through on Magnolia? I drive to Arlington Heights Road in that area all the time. I know there is not there but is there thoroughfare issues at all?

MR. SCHMIDT: Police did not mention any issues, no, to that particular intersection or with either driveway.

COMMISSIONER WARSKOW: Okay, that's my only question. Thank you.

CHAIRMAN ENNES: Commissioner Lorenzini?

COMMISSIONER LORENZINI: Yes. Jake, good presentation. Jill, I do have a question. So, savings accounts are insured by the NCUA?

MS. LINDSAY: Yes. I'm sorry, you asked if we were insured by NCUA?

COMMISSIONER LORENZINI: If they are, your brochure says that.

MS. LINDSAY: Yes, we are.

COMMISSIONER LORENZINI: So, that's just as good as the FDIC?

MS. LINDSAY: It is. It's just the credit union side of the federal insurance program. Banks are FDIC, credit unions are NCUA.

COMMISSIONER LORENZINI: Okay, and what are you currently paying on savings accounts?

MS. LINDSAY: Pardon me?

COMMISSIONER LORENZINI: Interest rate that you're currently paying on savings accounts?

MS. LINDSAY: Currently, it's 0.6 percent that we're paying on savings. We always traditionally have also paid a bonus dividend at the end of the year; if there's any remaining funds left over, we disburse it that way with a bonus.

COMMISSIONER LORENZINI: All right. That's all I had, thank you.

CHAIRMAN ENNES: Commissioner Green?

COMMISSIONER GREEN: At the Conceptual Plan, you answered all the questions. I think it's a great fit.

MS. LINDSAY: Thank you.

CHAIRMAN ENNES: Commissioner Cherwin?

COMMISSIONER CHERWIN: So, Joe, are you opening an account? So, I think it's a great project, I told you that before. I spend a lot of time in this area. I would say the traffic is, my in-laws live directly behind it so I'm in there all the time and I don't ever see any problems with traffic cutting through or anything like that. So, I think it's a great use of the site. Good luck!

MS. LINDSAY: Thank you.

CHAIRMAN ENNES: Commissioner Sigalos?

COMMISSIONER SIGALOS: Yes, I was also at the Conceptual Plan Review Committee and I have no further questions. You had a great presentation, Jake, and I think it's a great, you know, continued use for this site.

CHAIRMAN ENNES: Commissioner Drost.

COMMISSIONER DROST: Yes, as Mr. Rogers would say, "Welcome to the neighborhood."

CHAIRMAN ENNES: Except they've already been here.

COMMISSIONER DROST: But if you'd come up, Ms. Lindsay? Could you step up? I have got a couple of questions to ask you about your business.

MS. LINDSAY: Yes, sure.

COMMISSIONER DROST: First of all, I agree with Commissioner Cherwin. It is a great fit and it's really remarkable that you can continue a business in financial services on Arlington Heights Road. What are your footings right now? What size are you as a --

MS. LINDSAY: The space that we've been renting is roughly 2,200.

COMMISSIONER DROST: Yes, I meant as deposits.

MS. LINDSAY: Oh, I'm sorry.

COMMISSIONER DROST: Your deposits, your asset base.

MS. LINDSAY: About \$83 million.

COMMISSIONER DROST: So, yes, not too much different than the old People's Bank.

MS. LINDSAY: That I couldn't say, I don't know the size of People's Bank.

COMMISSIONER DROST: Yes, that I can say. I think you're pretty close. They were a little over \$100,000, but it's a great place to grow. How many members do you have?

MS. LINDSAY: We have just under 4,000 members.

COMMISSIONER DROST: So, it's a good footprint and concentrating in the Arlington Heights area which is important.

MS. LINDSAY: Yes.

COMMISSIONER DROST: It provides a community accommodation or service which is very good.

MS. LINDSAY: Yes.

COMMISSIONER DROST: I would make this comment. As you expand the affinity group of the credit union, add the parents of students or teachers, you know, or are they able --

MS. LINDSAY: Families are already eligible.

COMMISSIONER DROST: I mean all families? Students, parents of students?

MS. LINDSAY: Yes, yes.

COMMISSIONER DROST: So, that does extend as far as --

MS. LINDSAY: Yes. Yes, they are.

COMMISSIONER DROST: Okay, well, I have no further questions. But I wish you a great deal of success.

MS. LINDSAY: Thank you. Thank you very much.

COMMISSIONER DROST: And I hope the deal closes, okay.

CHAIRMAN ENNES: I have no questions. I think we can proceed to a motion. Is there a motion?

COMMISSIONER GREEN: I'd like to make a motion.

A motion to recommend to the Village Board of Trustees approval of PC# 18-017, an Amendment to Land Use Variation Ordinance 07-036, eliminating the following condition from section three of said ordinance:

- 1. The Land Use Variation granted by this ordinance shall only apply to the People's Bank.**

This recommendation shall be subject to the following condition:

- 1. The Petitioner shall replace the required three-foot tall landscape screening along Arlington Heights Road and Magnolia Street, in addition to any landscaping missing per the landscape plan as approved via Ordinance 07-036.**

CHAIRMAN ENNES: All in favor? Well, we should have a roll call vote.

COMMISSIONER SIGALOS: Second. I'll second it.

CHAIRMAN ENNES: Second, okay.

MR. SCHMIDT: Commissioner Cherwin.

COMMISSIONER CHERWIN: Yes.

MR. SCHMIDT: Commissioner Dawson.

(No response.)

MR. SCHMIDT: Commissioner Drost.

COMMISSIONER DROST: Aye, with comment.

MR. SCHMIDT: Commissioner Green.

COMMISSIONER GREEN: Yes.

MR. SCHMIDT: Commissioner Jensen.

COMMISSIONER JENSEN: Yes.

MR. SCHMIDT: Commissioner Lorenzini.

COMMISSIONER LORENZINI: Yes.

MR. SCHMIDT: Commissioner Sigalos.

COMMISSIONER SIGALOS: Yes.

MR. SCHMIDT: Commissioner Warskow.

COMMISSIONER WARSKOW: Yes.

MR. SCHMIDT: Chairman Ennes.

CHAIRMAN ENNES: Yes. So, you have a unanimous approval from the Plan Commission. This is preliminary; you get to go before the Village Board now. But good luck with your business, and we have a comment.

COMMISSIONER DROST: The comment is this, basically for Planning Department. This I think is another good example of where we don't have to have a Plan Commission meeting, but we could do it administratively when you're basically just looking at some procedural aspects of it as opposed to substantive aspects and changes. So, I'd make that recommendation, that the Planning Department continue to look at avenues to make it easier for applicants or petitioners to work through our system.

MR. SCHMIDT: If I may? In the context of this petition, since it does involve the amendment of an ordinance, it does require Plan Commission hearing.

COMMISSIONER DROST: Correct, I'm aware of that. But I think this would be a cascade of items, but this is not one of those, it's not controversial. It's something that could be handled in-house. You guys figure it out. But this I think is an example of making it easier for petitioners to get through the process here.

MR. SCHMIDT: Understood.

CHAIRMAN ENNES: Well, thank you.

MR. BRANKIN: Thank you all very much.

MS. LINDSAY: Thank you.

MR. BRANKIN: We appreciate it.

(Whereupon, at 7:48 p.m., the above-mentioned petition was adjourned.)

REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE

OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

HELD AT VILLAGE HALL ON:

September 12, 2018

Project Title: 1104 S. Arlington Heights Road LUV Amendment

Address: 1104 S. Arlington Heights Road.

Petitioner: Patrick Brankin
Schain Banks
70 W. Madison Street, Suite 5300
Chicago, IL 60602

Requested Action:

1. Amendment to Land Use Variation Ordinance #07-036.

Variations Required:

- None

Attendees:

Patrick Brankin, Petitioner for AAEC Credit Union
Jill Lindsay, President of AAEC Credit Union
Jay Cherwin, Plan Commissioner
John Sigalos, Plan Commissioner
Bruce Green, Plan Commissioner
Lynn Jensen, Plan Commissioner
Sam Hubbard, Development Planner
Jake Schmidt, Assistant Planner

Project Summary:

The subject property is located at the southwest corner of Arlington Heights Road and Magnolia Street. The site is developed with a one-story, 4,508 square foot banking facility with drive-through. The structure has two drive-through lanes along the north building elevation, and an ancillary parking lot with a total of 17 parking stalls along the south property line. The parking lot is accessible via one driveway along Magnolia Street, and one driveway along Arlington Heights Road. The building is currently occupied by First Midwest Bank, and was previously occupied by the People's Bank of Arlington Heights.

The property is zoned B-1, Business District Limited Retail, which does not permit drive-through banking facilities by right or via a Special Use permit. Thus, to construct and operate this facility, the property was granted a Land Use Variation in 2007 via Ordinance 07-036. As part of this Land Use Variation, a condition was included in the Ordinance that restricted the variation to The People's Bank of Arlington Heights. Due to the fact that the People's Bank merged with First Midwest Bank, occupation of the facility by First Midwest Bank was considered compliant with this condition, as via the merger it was the same banking entity.

The petitioner for this project, representing AAEC Credit Union, is seeking relief from this condition in order to purchase and move into the facility. Due to the fact that AAEC is a separate entity from First Midwest Bank and the former People's Bank, per the aforementioned condition in Ordinance 07-036 they are not permitted to occupy the facility. The petitioner is proposing no modifications to the building or site at this time.

AAEC is a local credit union, currently located in Arlington Heights at 115 S. Wilke Road. AAEC serves employees, students, alumni, and families of Districts 21, 23, 25, 26, 57, and 59, in addition to NSSEO and any private schools that feed into District 214 or Harper College.

Meeting Discussion:

Mr. Brankin began by explaining AAEC's request. The project is centered on the Land Use Variation Ordinance granted for the subject property, Ordinance #07-036, which allowed the People's Bank and later First Midwest Bank to operate at 1104 S. Arlington Heights Road. AAEC is currently under contract to purchase the subject property, and intends to move into and operate out of the existing bank building on the site. AAEC is a long-standing community bank, believes that the subject property is a nice location, and First Midwest intends to sell the facility. Mr. Brankin provided pamphlets to the Commissioners and Staff with details on AAEC Credit Union.

Ms. Lindsay provided background information on AAEC Credit Union. AAEC stands for Arlington Area Education Community. The Credit Union was formed 63 years prior, by a group of educators in Arlington Heights and the surrounding communities. The intent of the Credit Union was to invest their money, as well as help coworkers through the provision of loans. AAEC continues to serve members of the community. AAEC was initially operated out of a home, then moved to their current facility at the corner of Campbell Street and Wilke Road (Plaza Office Park). They have outgrown their current facility, and would like to offer greater conveniences to their members such as a drive-through and ATM, which the facility at 1104 S. Arlington Heights Road would offer. Credit unions are very similar to banks, with a key difference being that credit unions are member-owned and non-profit. Any profits made through the conduct of their business is returned to the members of the credit union, through increased services or dividends to investors, or reduced loan rates. They offer many of the same services as a traditional bank, such as savings accounts, checking accounts, credit cards, debit cards, and loans.

Mr. Brankin stated that, from a land use perspective, the neighbors and community will not experience any difference between the existing bank and the proposed credit union. The request at hand has to do with a condition in Section 3 of the aforementioned Ordinance, which states that the Land Use Variation Granted shall only apply to The People's Bank. As First Midwest Bank acquired the property through a merger with The People's Bank, the occupation of the facility by First Midwest Bank was considered compliant with this condition.

Commissioner Green asked if the Land Use Variation granted for the subject site was specifically for the drive through.

Mr. Schmidt confirmed that the Land Use Variation was to permit a drive-through. He added that the only change proposed was to the specific condition within the Land Use Variation Ordinance, mentioned by Mr. Brankin, that restricts this Land Use Variation to The People's Bank.

Commissioner Green stated that he had thought the Variation was to allow the drive through. He asked Mr. Schmidt to continue.

Mr. Schmidt began by stating that the subject property is located at the southwest corner of Arlington heights Road and Magnolia Street. The site is currently developed with a one-story, 4,508 square-foot banking facility with a drive through. The structure has two drive through lanes on the north side of the building, and a parking lot with 17 spaces on the south side of the building. The parking lot is currently accessible via two driveways – one on Magnolia and one on Arlington Heights Road. The property is currently occupied by First Midwest Bank, and was previously occupied by The People's Bank of Arlington Heights.

The Comprehensive Plan designates this site as Commercial, and the current use as a bank facility with a drive through is compliant with this designation. The property is zoned B-1, Business District Limited Retail, which does not permit drive through banking facilities by right or by a Special Use Permit; however the facility operates lawfully via a Land Use Variation granted in 2007, via Ordinance #07-036. Included in this Ordinance was a condition that limited the Land Use Variation to The People's Bank of Arlington Heights. Through a merger between The People's Bank and First Midwest Bank, First Midwest Bank occupied the facility. This was considered to be compliant with the aforementioned condition, as through the merger First Midwest and The People's Bank were considered to be the same entity. The petitioner for this project, representing AAEC Credit Union, is seeking relief from this condition in order to occupy the facility. As AAEC is a separate entity from First Midwest Bank and the former People's Bank, this condition does not allow AAEC to occupy the subject site. No modifications to the building or site are proposed at this time.

The property is compliant with bulk and setback regulations. Staff has reviewed existing on-site landscaping, and found missing or deficient landscaping in areas. As part of this petition, the petitioner has agreed to replace any missing or deficient landscaping per the approved landscape plan.

In regard to parking, Staff conducted a parking assessment based on the required parking ratios outlined in the Village's Zoning Ordinance. Per code, one parking stall is required for every 300 square feet of floor area. Using this ratio, the 4,508 square foot bank requires 15 total parking spaces. The provided site plan shows 17 stalls, which results in a surplus of two parking stalls.

Section 6.12-1 of the Zoning Code states that projects requiring a Plan Commission review do not need to provide a full traffic study if the project comprises less than 5,000 square feet in floor area, and is located along a major or secondary arterial street as defined by the Village's Thoroughfare Plan.

As the property is located along Arlington Heights Road (designated a major arterial in the Village's Thoroughfare Plan), and the petitioner is proposing no changes to the site or building, the scope of this project falls under the 5,000 square foot threshold outlined in the Zoning Code. Section 6.12-1 also states that all developments with a drive through require a full traffic study, however since no expansion of the drive through or additional lanes are proposed, there is in essence no new drive-through proposed. Therefore, a full Traffic Study by a certified traffic engineer is not required.

The Staff Development Committee is supportive of eliminating Condition 1 from Section 3 of Ordinance #07-036. The remaining conditions set forth in Ordinance #07-036 shall remain in full force and effect.

Commissioner Jensen stated that usually these types of allowances are tied to a specific institution, and asked what the rationale was in eliminating the condition altogether without tying the Land Use Variation to AAEC.

Mr. Hubbard stated that it is rare that Ordinances are tied to a specific institution, and asked Mr. Schmidt if he discovered the rationale behind this condition in the course of his research.

Mr. Schmidt stated that it was his understanding that typically, Land Use Variations are limited to a specific institution; however, Staff is comfortable with eliminating that restriction in this instance because the Land Use Variation is self-limiting. As the variation is for a drive through banking facility, more intense drive through uses, such as a fast food restaurant, would not be permitted to occupy this facility. As such, any future user beyond AAEC would be consistent in use and intensity of the original occupant of the facility.

Commissioner Jensen asked if any bicycle parking was required as part of this petition.

Mr. Schmidt stated that the provision of bicycle parking spaces is required when the use of a space changes to a more intense use. As there is no change in use proposed, no bicycle parking spaces are required.

Commissioner Jensen asked why this project was required to go before the Plan Commission.

Mr. Schmidt stated that, since the request involves the amendment of an Ordinance, Plan Commission and Village Board approval is required.

Commissioner Jensen stated that he has no objection to the Petitioner's request.

Commissioner Sigalos stated that he has no questions, and that the proposal was straightforward.

Commissioner Cherwin stated that he had no questions.

Commissioner Green stated that he had no questions about the proposal, and that he liked the credit union model.

Commissioner Jensen asked Ms. Lindsay roughly how many members were in the credit union.

Ms. Lindsay stated that AAEC had approximately 4,000 members.

Commissioner Sigalos asked if membership is strictly limited to teachers and school district members.

Ms. Lindsay stated that originally membership did require that affiliation, however a couple of years ago AAEC was approached by some of the districts who asked if AAEC would extend their services to students. From that point onward AAEC extended membership to students, alumni, and family members. In the future, AAEC may change to a community charter, which would allow anyone in the area to become a member.

Commissioner Jensen stated that he does not believe the Petitioner will encounter any issues with the request.

Commissioner Sigalos agreed and stated that the request is very straightforward.

Commissioner Green stated that all the Commissioners were in favor of the proposal.

RECOMMENDATION

The Conceptual Plan Review Committee advised that the petitioner move forward.

Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Jake Schmidt, Recorder

[illegible]

1:2,257

0 0.0175 0.035 0.07 mi

0 0.03 0.06 0.12 km

PROJECT DESCRIPTION

The Petitioner AAEC Credit Union is the contract purchaser for the property located at 1104 South Arlington Heights Road, Arlington Heights, Illinois. The site was previously occupied by The People's Bank and then First Midwest Bank upon the merger between The People's Bank and First Midwest Bank and is subject to PUD 07-036.

AAEC Credit Union will not make any changes to the layout, existing exterior of the building, or drive thru configuration. AAEC was established in 1955 and serves the financial needs of school district employees and their families.

The request to the amendment to PUD 07-036 is to remove Section Three Condition Number 1 that states: "The land use variation granted by this Ordinance shall only apply to The People's Bank" The remainder of the ordinance will remain intact.

RECEIVED

AUG 17 2018

**PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT**

ALTA/NSPS LAND TITLE SURVEY

BY
JOHN M. HENRIKSEN

413 E. GOLF ROAD, SUITE 100 ARLINGTON HEIGHTS, ILLINOIS 60005
PHONE: 312-475-1633 FAX: 312-475-1634
WWW.HENRIKSEN-SURVEY.COM

OR

LOTS 179, 180 AND 181, EXCEPT THE EAST 646 FEET OF SAID LOTS AS MEASURED PERPENDICULAR TO THE EAST LINE THEREOF, IN BLACKEK'S ARLINGTON HIGHLANDS, A SUBDIVISION OF PARTS OF SECTIONS 4 AND 9, TOWNSHIP 41 NORTH, RANGE 11 EAST OF THIRD PRINCIPAL MERIDIAN, AND PARTS OF SECTIONS 31 AND 32, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS

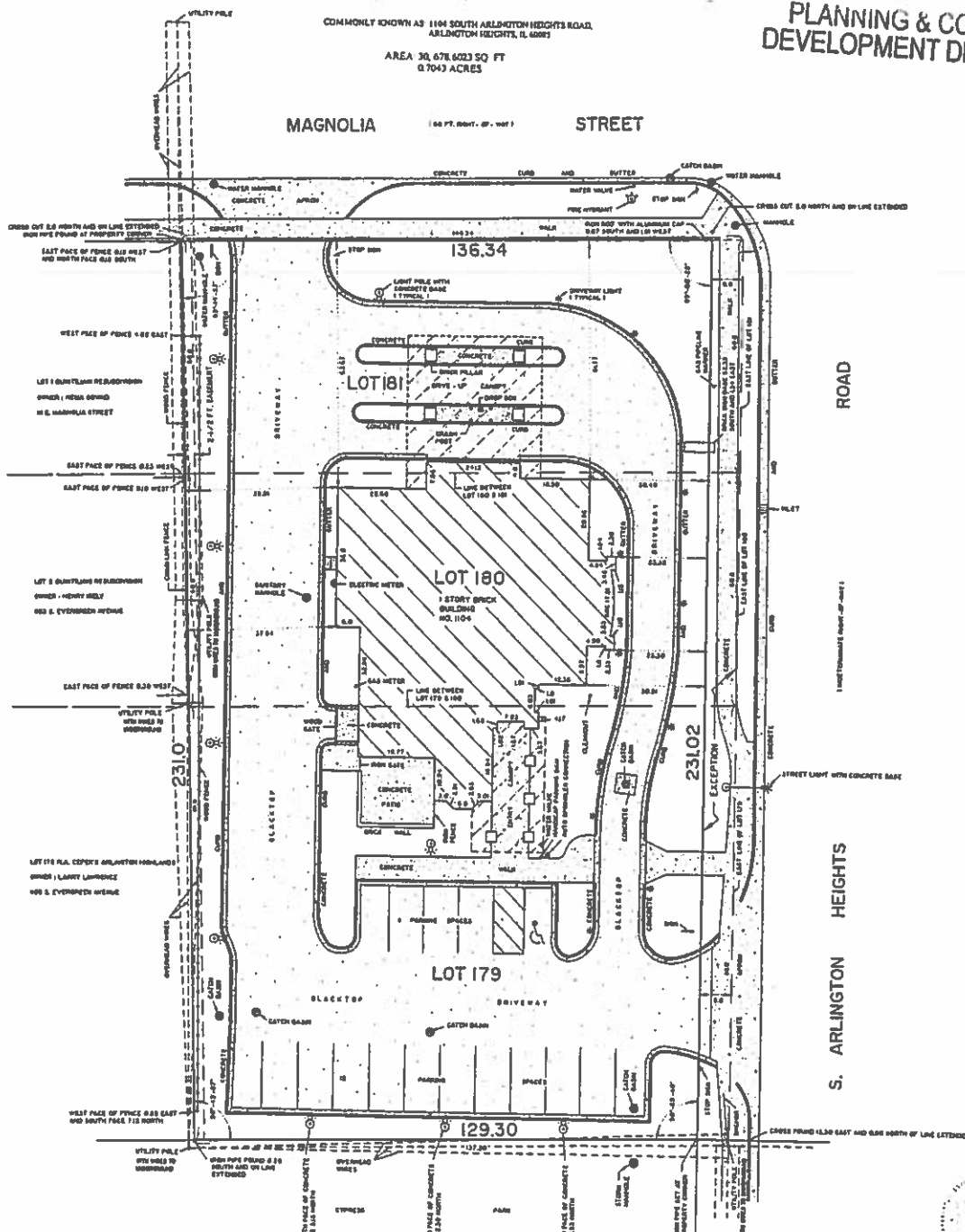
COMMONLY KNOWN AS 1104 SOUTH ARLINGTON HEIGHTS ROAD, ARLINGTON HEIGHTS, IL 60005

AREA 30,678.6023 SQ. FT.
0.7043 ACRES

RECEIVED

AUG 17 2018

**PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT**



ORDER NUMBER: **150256 - U**

SCALE: 1 INCH = 15 FEET

ORDERED BY: **SCHAIN BANKS**

BUILDING LINES AND EASEMENTS, IF ANY, SHOWN HEREON ARE BUILDING LINES AND EASEMENTS AS SHOWN ON THE RECORDED SURVEY MAP PLAY EXHIBIT LOCAL AUTHORITY FOR BUILDING LINES ESTABLISHED BY LOCAL ORDINANCE.
PLEASE CHECK 1/4" MAP REPRESENTATION WITH (3) 1/4" SCALE.
COMPARE ALL PLANTS BEFORE BUILDING AND REPORT ANY DISCREPANCY IMMEDIATELY.
IMAGINATIONS ARE NOT TO BE ASSUMED FROM SCALING.

NOTES:

REFERENCE HAS BEEN MADE TO CHICAGO TITLE INSURANCE COMPANY COMMITMENT NUMBER 1811254777 HAVING A COMPLETION DATE OF JULY 20, 2018 IN THE PREPARATION OF THIS SURVEY

REGARDING ITEM 1 OF TABLE "A"

ACCORDING TO THE FLOOD INSURANCE RATE MAP OF THE NATIONAL FLOOD INSURANCE PROGRAM FOR THIS AREA OF THE VILLAGE OF ARLINGTON HEIGHTS, COOK COUNTY, ILLINOIS, BEING COMMUNITY NUMBER 17054, MAP NUMBER 17010001, EFFECTIVE AUGUST 18, 2006, THE NATIONAL FLOOD INSURANCE PROGRAM HAS DETERMINED THAT THIS AREA WITHIN THE PROPERTY HEREON DRAWN LIES WITHIN AN AREA OF MINIMAL FLOOD HAZARD ZONE "X"

REGARDING ITEM 2 OF TABLE "A"

SQUARE FOOTAGE OF EXTERIOR FOOTPRINT OF BUILDING AT GROUND LEVEL 4,494 SQUARE FEET

REGARDING ITEM 3 OF TABLE "A"

AS SHOWN ON SURVEY.

REGARDING ITEM 4 OF TABLE "A"

THERE IS NO OBSERVED EVIDENCE OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS.

STATE OF ILLINOIS)

COUNTY OF COOK) S.S.

HEREBY CERTIFIED TO: FIRST MIDWEST BANK
ABC CREDIT UNION
CHICAGO TITLE INSURANCE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAN AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MIDWEST STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 7, 8, 9, 10, 11 AND 16 OF TABLE "A" THEREOF.

THE FIELD WORK WAS COMPLETED ON: **AUGUST 9, 2018**

DATE OF PLAN OR MAP: **AUGUST 13, 2018**

John M. Henriksen
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2666
LICENSE EXPIRES NOVEMBER 26, 2018

WELCOME TO AAEC

THE EDUCATION CREDIT UNION

One of the valuable benefits of your affiliation with the school district is that you are eligible for membership in AAEC Credit Union.

We're here to provide friendly, convenient financial services with the best rates possible for the entire educational community. Whether you're a saver or a borrower, a school district employee, a student, an alumni, or a relative, we're ready to provide you the best interest and dividend rates, an escape from high bank fees, and helpful staff who care about your financial success.



AAEC, your Credit Union
COME JOIN US
847-392-1922

WHAT'S A CREDIT UNION?

A credit union is a non-profit cooperative formed by a group of people to provide low cost financial services. It is owned and controlled by its members. Credit unions offer the same services as banks, but with very low costs and better rates. Unlike banks, who pay their profits to their stockholders, credit unions return our profits to our members.

WHO IS AAEC?

Since 1955 when a small group of northwest suburban educators realized they could help provide their co-workers with a low cost way to save and borrow, AAEC has been serving the financial needs of school district employees and their families.

We have grown significantly and can now welcome the entire school district family – employees, students, alumni, and families of all schools that feed into District 214 and Harper College.

JOINING IS EASY

As part of the District 214 and Harper College extended family (employee, student, alumni, or family) which includes Districts 21, 23, 25, 26, 57, 59, and NSSEO, as well as private schools that feed into District 214 or Harper College, you are eligible for AAEC membership.

Simply follow the instructions on the enclosed membership form or visit us at www.aaeccu.com.

Your spouse, children, siblings, grandchildren, parents, grandparents, nieces, nephews, in-laws, and step-relatives are eligible for membership, too. Thanks to you, they can take full advantage of all the services AAEC provides.

CHECKING ACCOUNTS

AAEC Checking Accounts combine the best of everything – free services and dividends for all your deposits, large or small. No minimum balance is required. There is no monthly maintenance fee and no per check charge. Your account will be paid dividends based on your average daily balance, regardless of how low your balance may drop during the month. We'll even provide you with a free starter pack of checks.

With your AAEC Checking Account, you'll have free access to your account online, Bill Pay, and remote deposit. Choose either a Debit card or an ATM card. Your payroll, social security, TRS, SURS, IMRF, or other check can be direct deposited for total convenience. Overdraft protection from your AAEC Savings Account is provided automatically.

ATM ACCESS

Access cash 24 hours a day from all corners of the world with your AAEC ATM or Debit Card.

Either card can be used surcharge-free at any of the hundreds of ATM machines in our networks. Visit www.co-opnetwork.org or www.allpointnetwork.com for a complete list of locations near you, or use any Village Bank & Trust ATM.

CALL TODAY 847-392-1922

SAVINGS ACCOUNTS

AAEC members are required to have a savings account with a minimum \$25 balance.

Kids' Accounts for children under age 13 earn 5.0% APR* on the first \$500 of deposits.

Teen Accounts for 13 to 18 year olds earn 2.5% APR* on the first \$1000 of deposits. Other accounts may be opened to help you save for special needs or projects.

Call for details about our holiday club, tax, education, vacation, or special accounts.

Deposits can be made in person, via remote deposit, direct deposit, an ATM, or through payroll deduction for school district employees.

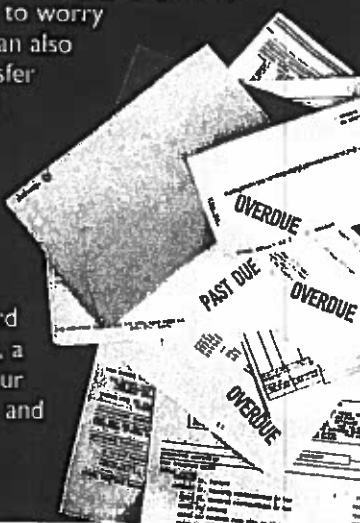
*Dividends are paid on the average daily balance, are determined and posted quarterly, and are subject to change without notice. Each member's savings account is insured up to \$250,000 by the National Credit Union Administration (NCUA), an agency of the federal government.

BILL PAY

Tired of writing checks? Now you don't have to.

Use our Bill Pay Service – for free!

Make a single, one-time payment or set up a recurring item (like your mortgage payment) so that you never have to worry about being late. You can also use this system to transfer funds from your AAEC account to another financial institution or to transfer money securely to anyone who has an email address. For small fee, you can even have a card sent along with a check, a terrific option for all your grandchildren's, nieces', and nephews' birthdays.



LOANS

When you need money, call AAEC. We make the process simple and painless. Whether you're paying off those high interest credit cards, going on vacation, taking college classes, looking for a home equity loan, or are just in need of a little extra money, we can help. If you are purchasing a car, boat, truck, motorcycle, or you want to replace your current bank note with a lower cost AAEC loan, call us. We even offer a loan for people with credit problems. Whatever your needs, we have great financing options with flexible terms to fit your budget.

Tuition
Personal
New & Used Vehicles
Bill Consolidation
Ea\$y Money
Mortgages
Home Equity Line of Credit

VISA CARDS

Our no annual fee Visa Card carries a low 11.9% interest rate for all purchases, cash advances, and balance transfers.



OTHER SERVICES

Call for...

Cashier's Checks
Notary Services
Remote Deposit

Wire Transfers
Gift Cards
Financial Counseling

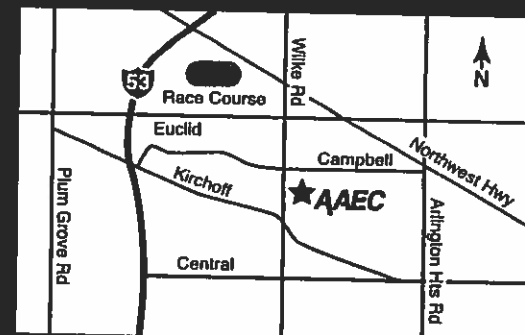
ONLINE ACCESS

Manage your account online at www.aaeccu.com or download our TouchBanking app. Choose to receive your statement electronically for convenience and safety.

PHONE ACCESS

Automated 24hr phone access to your account is available at no cost with Teller Express.

855-605-9178



AAEC is conveniently located at
115 S. Wilke Rd., Suite 106
Arlington Heights, IL 60005

(in Plaza Office Park, behind
West Gate Shopping Center)

phone 847-392-1922

fax 847-392-1926

Teller Express 855-605-9178

www.aaeccu.com

Business Hours

Monday – Friday 9am – 5pm

Outdoor drop box accessible 24/7
Indoor drop slot M – F, 6am – 9pm

**Providing friendly
financial service
for OVER
60 YEARS!**



Village of Arlington Heights Building & Life Safety Department

Interoffice Memorandum

To: Jake Schmidt, Planning and Community Development
From: Deb Pierce, Plan Reviewer, Building & Life Safety Department
Subject: 1104 S Arlington Heights Road – PUD Amendment
PC#: 18-017 – Round 1
Date: August 22, 2018

Jake:

I have no objection to the request to change the name from "The People's Bank" to "AAEC Credit Union".

RECEIVED
AUG 22 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

BUILDING DEPARTMENT

1A

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 18-017
 Petitioner: AAEC Credit Union

 Owner: First Midwest Bank

 Contact Person: Patrick Brankin
 Address: 70 West Madison #5300
Chicago, IL 60602
 Phone #: 312-345-5700
 Fax #: 312-345-5701
 E-Mail: pbrankin@schainbanks.com

P.I.N.# _____
 Location: 1104 S Arlington Heights Road
 Rezoning: _____ Current: _____ Proposed: _____
 Subdivision: _____
 # of Lots: _____ Current: _____ Proposed: _____
 PUD: _____ For: _____
 Special Use: _____ For: _____
 Land Use Variation: _____ For: _____

 Land Use: _____ Current: _____
 Proposed: _____
 Site Gross Area: _____
 # of Units Total: _____
 1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

(Petitioner: Please do not write below this line.)

*** Amendment to PUD 07-036 to remove Section Three Condition Number 1

FIRE PREVENTION

NO COMMENTS.

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AUG 21 2018

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

[Signature]
Director

8-21-18
Date

Memorandum

To: Jake Schmidt, Planning & Community Development

From: Cris Papierniak, Assistant Director of Public Works

Date: August 30, 2018

Subject: 1104 S Arlington Heights Road P.C. #18-017

With regard to the proposed PUD amendment, I have the following comments:

- 1) The proposed amendment is satisfactory from the Public Works Perspective

If you have any questions, please feel free to contact me.

C. file

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SEP - 6 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 18-017
 Petitioner: AAEC Credit Union
 Owner: First Midwest Bank
 Contact Person: Patrick Brankin
 Address: 70 West Madison, #5300
Chicago, IL 60602
 Phone #: 312-345-5700
 Fax #: 312-345-5701
 E-Mail: pbrankin@schainbanks.com

P.I.N.# _____
 Location: 1104 S Arlington Heights Road
 Rezoning: _____ Current: _____ Proposed: _____
 Subdivision: _____
 # of Lots: _____ Current: _____ Proposed: _____
 PUD: _____ For: _____
 Special Use: _____ For: _____
 Land Use Variation: _____ For: _____
 Land Use: _____ Current: _____
 Proposed: _____
 Site Gross Area: _____
 # of Units Total: _____
 1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

(Petitioner: Please do not write below this line.)

*** Amendment to PUD 07-036 to remove Section Three Condition Number 1

1. PUBLIC IMPROVEMENTS

REQUIRED: _____ YES NO COMMENTS

a. Underground Utilities

Water _____ X _____

Sanitary Sewer _____ X _____

Storm Sewer _____ X _____

b. Surface Improvement

Pavement _____ X _____

Curb & Gutter _____ X _____

Sidewalks _____ X _____

Street Lighting _____ X _____

c. Easements

Utility & Drainage _____ X _____

Access _____ X _____

2. PERMITS REQUIRED OTHER THAN VILLAGE:

a. MWRDGC _____ b. IDOT _____

c. ARMY CORP _____ d. IEPA _____

e. CCHD _____

3. R.O.W. DEDICATIONS? _____

4. SITE PLAN ACCEPTABLE? _____

5. PRELIMINARY PLAT ACCEPTABLE? _____

6. TRAFFIC STUDY ACCEPTABLE? _____

7. STORM WATER DETENTION REQUIRED? _____

8. CONTRIBUTION ORDINANCE EXISTING? _____

9. FLOOD PLAIN OR FLOODWAY EXISTING? _____

10. WETLAND EXISTING? _____

YES NO COMMENTS

_____ X _____

_____ N/A _____

_____ N/A _____

_____ N/A _____

_____ N/A NO CHANGES TO SITE _____

_____ X _____

_____ X _____

_____ X _____

GENERAL COMMENTS ATTACHED

NO FURTHER COMMENTS AT THIS TIME

PLANS PREPARED BY: N/A

DATE OF PLANS: N/A

INTERIM Director

8/21/18

Date

RECEIVED

AUG 22 2018

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT



Arlington Heights Fire Department Plan Review Sheet

P. C. Number 18-017

Project Name

1104 S. Arlington Heights Road PUD Amendment

Project Location

1104 S. Arlington Heights Road

Planning Department Contact Jake Schmidt

General Comments

Round 1)

The Fire Department has no comments at this time.

RECEIVED
AUG 23 2018
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

**NOTE: PLAN IS CONCEPTUAL ONLY
SUBJECT TO DETAILED PLAN REVIEW**

Date August 23, 2018

Reviewed By: _____

LT. Mark Aleckson

Arlington Heights Fire Department

ARLINGTON HEIGHTS POLICE DEPARTMENT

Community Services Bureau

DEPARTMENT PLAN REVIEW SUMMARY

AAEC Credit Union Meadows
1104 S. Arlington Heights Road
#18-017

Round 1 Review Comments

09/06/2018

1. Character of use:

The character of use is consistent with the area and is not a concern.

2. Are lighting requirements adequate?

Lighting should be up to Village of Arlington Heights code. The park grounds should be illuminated especially during nighttime hours for safety, to deter criminal activity and increase surveillance/visibility- potentially reducing theft, trespassing, vandalism, underage drinking, and other criminal activity.

3. Present traffic problems?

There are no traffic problems at this location.

4. Traffic accidents at particular location?

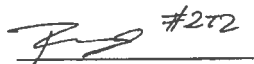
This is not a problem area in relation to traffic accidents.

5. Traffic problems that may be created by the development.

This development should not create any additional traffic problems.

6. General comments:

- Please ensure that there is an emergency information/contact card on file with the Arlington Heights Police Department and that it is up-to-date. Agent contact information must be provided to the Arlington Heights Police Department during all construction phases. The form is attached. Please complete and return. This allows police department personnel to contact an agent during emergency situations or for suspicious/criminal activity on the property during all hours.

 #272

Brandi Romag, Crime Prevention Officer
Community Services Bureau

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SEP - 6 2018

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Arlington Heights Police Department

Emergency Information Card

1. Fill in all information by tabbing to each field.
2. When completed, save the form and send as an attachment to: policemail@vah.com.

Arlington Heights Police Department
200 E. Sigwalt Street
Arlington Heights, IL 60005-1499
Phone: 847/368-5300

Completed forms may also be printed and submitted in the following manner:

By Mail: Arlington Heights Police Department
200 E. Sigwalt Street, Arlington Heights, IL. 60005
Attention: Police Administration

By Fax: (847) 368-5970 - Attention: Police Administration

In Person: Dropped off at the Arlington Heights Police Department's front desk for forwarding to Police Administration.

[Print Form \(To Mail\)](#)

Name (Firm or Residence)

Address/City

Telephone Number

Date Information Obtained

IN CASE OF EMERGENCY PLEASE CALL:

Contact #1

Name

Address/City

Telephone Number

Cell Number

Contact #2

Name

Address/City

Telephone Number

Cell Number

Alarm System

☐ No

☐ Yes

Phone number:

Alarm Company Name

HEALTH SERVICES DEPARTMENT

6

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 13-017
Petitioner: AAEC Credit Union

Owner: First Midwest Bank

Contact Person: Patrick Brankin
Address: 70 West Madison #5300
Chicago, IL 60602
Phone #: 312-345-5700
Fax #: 312-345-5701
E-Mail: pbrankin@schainbanks.com

P.I.N.# _____
Location: 1104 S Arlington Heights Road
Rezoning: _____ Current: _____ Proposed: _____
Subdivision: _____
of Lots: _____ Current: _____ Proposed: _____
PUD: _____ For: _____
Special Use: _____ For: _____
Land Use Variation: _____ For: _____

Land Use: _____ Current: _____
Proposed: _____

Site Gross Area: _____
of Units Total: _____
1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

(Petitioner: Please do not write below this line.)

*** Amendment to PUD 07-036 to remove Section Three Condition Number 1

1. GENERAL COMMENTS:

no comments.

RECEIVED

AUG 27 2018

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

[Signature] 8-23-18
Environmental Health Officer Date

[Signature] 8/24/18 Direc
tor Date

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

7

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 18-017
 Petitioner: AAEC Credit Union
 Owner: First Midwest Bank
 Contact Person: Patrick Brankin
 Address: 70 West Madison #5300
Chicago, IL 60602
 Phone #: 312-345-5700
 Fax #: 312-345-5701
 E-Mail: pbrankin@schainbanks.com

P.I.N.# _____
 Location: 1104 S Arlington Heights Road
 Rezoning: _____ Current: _____ Proposed: _____
 Subdivision: _____
 # of Lots: _____ Current: _____ Proposed: _____
 PUD: _____ For: _____
 Special Use: _____ For: _____
 Land Use Variation: _____ For: _____
 Land Use: _____ Current: _____
 Proposed: _____
 Site Gross Area: _____
 # of Units Total: _____
 1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

(Petitioner: Please do not write below this line.)

*** Amendment to ~~PUD~~ 07-036 to remove Section Three Condition Number 1

YES NO

1. X _____ COMPLIES WITH COMPREHENSIVE PLAN?
2. X _____ COMPLIES WITH THOROUGHFARE PLAN?
3. _____ X VARIATIONS NEEDED FROM ZONING REGULATIONS?
 (See below.)
4. _____ X VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS?
 (See below.)
5. _____ X SUBDIVISION REQUIRED?
6. _____ X SCHOOL/PARK DISTRICT CONTRIBUTIONS REQUIRED?
 (See below.)

Comments:

ATTACHED

8-7-18 

Date

Planning & Community Development Dept. Review

August 29, 2018



REVIEW ROUND 1

Project: Land Use Variation Amendment – 1104 S. Arlington Heights Road.

Case Number: PC 18-017

General:

7. The following approval is needed:

- Amendment to Land Use Variation Ordinance 07-036.

Building:

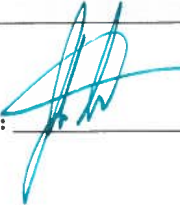
8. Are there any future intentions to utilize the northernmost (third) drive-through lane?

Use:

9. Please clarify the hours of operation. Will operational hours be consistent with the existing First Midwest Bank Facility? Will you operate on the same days as First Midwest (Monday through Saturday)?

10. What is the anticipated number of employees at peak shift?

Prepared by:

 8.29.18

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 18-017
 Petitioner: AAEC Credit Union

 Owner: First Midwest Bank

 Contact Person: Patrick Brankin
 Address: 70 West Madison, #5300
Chicago, IL 60602
 Phone #: 312-345-5700
 Fax #: 312-345-5701
 E-Mail: pbrankin@schainbanks.com

P.I.N.# _____
 Location: 1104 S Arlington Heights Road
 Rezoning: _____ Current: _____ Proposed: _____
 Subdivision: _____
 # of Lots: _____ Current: _____ Proposed: _____
 PUD: _____ For: _____
 Special Use: _____ For: _____
 Land Use Variation: _____ For: _____

 Land Use: _____ Current: _____
 Proposed: _____
 Site Gross Area: _____
 # of Units Total: _____
 1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

(Petitioner: Please do not write below this line.)

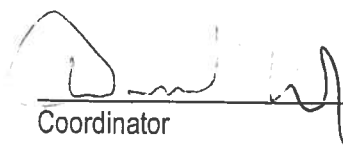
*** Amendment to PUD 07-036 to remove Section Three Condition Number 1

LANDSCAPE & TREE PRESERVATION:

	<u>YES</u>	<u>NO</u>
1. Complies with Tree Preservation Ordinance	<u>N/A</u>	_____
2. Complies with Landscape Plan Ordinance	_____	<u>X</u>
3. Parkway Tree Fee Required (See below.)	_____	<u>X</u>

Comments:

- 1) Infill with landscaping along Arlington Heights Road and Magnolia where the landscaping is absent.
- 2) The landscaping must be consistent with the approved landscape plan per ordinance 07-036.


 Coordinator _____ Date 8/30/18

PATRICK T. BRANKIN

Direct: (312) 345-5722

E-Mail: pbrankin@sbbklaw.com

September 12, 2018

Via Email and U.S. Mail (3 Copies)

Mr. Jacob Schmidt
Assistant Planner
Village of Arlington Heights
Planning & Community Development Dept.
33 South Arlington Heights Road
Arlington Heights, IL 60005

RE: *PD Amendment Application – PC18-017 – 1104 South Arlington Heights Road, Arlington Heights, IL*

Dear Jake:

As you know, I represent AAEC Credit Union the applicant for the referenced project. This letter is to respond to the comments from the various Village departments that we received regarding the application. I have broken the comment responses down per department.

I. Building and Life Safety Department

- No comments
 - Thank you

II. Building Department

- No comments
 - Thank you

III. Public Works Department

- No comments
 - Thank you

IV. Engineering Department

- No comments
 - Thank you

V. Fire Department

- No comments
 - Thank you

VI. Police Department

- Are lighting requirements adequate
 - AAEC agrees to illuminate the property consistent with the Village of Arlington Heights Code
- Please see attached emergency information contact card
 - Thank you

VII. Health Services Department

- No comments
 - Thank you

VIII. Planning and Community Development Department

- Are there any future intentions to utilize the northern most (3rd) drive through lane
 - Not at this time
- Clarify hours of operation
 - Our current hours are M-F, 9-5; however, we may consider expanding to days and hours similar to those of First Midwest Bank in the future. Please note, staff may be onsite and working beyond the hours of operation.
- What is the anticipated number of employees at peak shift
 - 8

IX. Landscape and Tree Preservation

- Infill with landscaping along Arlington Heights Road and Magnolia where landscaping is absent
 - AAEC agrees with this comment
- The landscaping must be consistent with the approved landscape plan per ordinance 07-036
 - AAEC Credit Union agrees with this comment

Please let me know if you have any additional questions or comments. Thank you.

Sincerely,


Patrick T. Brankin

PTB:tm

cc: AAEC Credit Union

F:\PTBrankin\LETTERS\2018\Ltr to Jacob Schmidt.docx

Arlington Heights Police Department

Emergency Information Card

1. Fill in all information by tabbing to each field.
2. When completed, save the form and send as an attachment to: policemail@vah.com.

Arlington Heights Police Department
200 E. Sigwalt Street
Arlington Heights, IL 60005-1499
Phone: 847/368-5300

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Attention: Police Administration

Print Form (To Mail)

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In Person: Dropped off at the Arlington Heights Police Department's front desk for forwarding to Police Administration.

Name (Firm or Residence)

Address/City

Telephone Number

Date Information Obtained

IN CASE OF EMERGENCY PLEASE CALL:

Contact #1

Name

Address/City

Telephone Number

Cell Number

Contact #2

Name

Address/City

Telephone Number

Cell Number

Alarm System

☐ No

☒ Yes

Phone number:

Alarm Company Name

PLAN COMMISSION PROJECT TIMELINE

Project Name: 1104 S. Arlington Heights Road LUV Amendment
PC Number: #18-017
Location: 1104 S. Arlington Heights Road
Requested Action: Land Use Variation Amendment

	Date	# of Business Days
Petitioner Informed of LUV Amendment Req.	8/9/18	-
Plan Commission Application Submittal Date	8/17/18	6
1 st Round Department Comments	9/6/18	14
Petitioner's Response	9/12/18	4
Conceptual Plan Review Committee Meeting	9/12/18	-
Plan Commission Hearing	9/26/18	28 days from application date
Village Board	10/15/18	13
Village Board Ordinance Adoption	11/5/18	15