

Village of Hanover Park

Municipal Building
2121 West Lake Street
Hanover Park, Illinois
60133-4398

Rodney S. Craig
Village President

Eira L. Corral
Village Clerk

630-372-4200
Fax 630-372-4215

Ronald A. Moser
Village Manager



VILLAGE OF HANOVER PARK
VILLAGE BOARD
REGULAR WORKSHOP MEETING

Municipal Building: 2121 W. Lake Street
Hanover Park, IL 60133

Thursday, October 20, 2011
6:00 p.m.

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. AGENDA ITEM REVIEW**
- 4. BOARD MEMBER CONCERNS**
- 5. DISCUSSION TOPICS**
 - a. Fuji Subdivision**
 - b. Founders Center Redevelopment Agreement**
 - c. Finance Department Restructuring**
 - d. Voluntary Benefits**
 - e. Strategic Planning**
 - f. Kamphaus – Special Use**
- 6. STAFF UPDATES**
- 7. ADJOURNMENT**

Memorandum

To: The Village President and Board of Trustees

From: Ron Moser, Village Manager
Wendy Bednarek, Director of Human Resources
Rebekah Young, Finance Director

Date: October 20, 2011

Re: Finance Department Restructuring

In light of current staffing changes within the Finance Department, staff has reviewed the organizational structure of the Finance Department. In an effort to streamline processes, improve customer service to residents and provide a cost savings to the Village, staff is proposing a change to its current structure.

While this is a very simplistic overview, the department provides services such as general accounting, receptionist, finance counter collections and water billing. The current staffing is authorized for twelve (12) full-time positions (see attachment A). In August of 2011, a Water Billing Rep received a promotion to the Clerk's Office. Staff transferred an existing finance employee to her position and did not backfill the open position. At that time the Village Manager, Human Resources Director and the Finance Director wanted to hold on filling the position until a complete review of staffing could be conducted. Additionally, we now have a Water Billing Rep participating in the ERI with her last day being October 31, 2011. After careful review of work load and positions, staff is proposing the following change: elimination of 2 full time positions and addition of 3 part time positions. With those changes the authorized headcount would be 10 full time positions and 3 part time positions (see attachment B).

By making this change, it will enhance the services currently provided by:

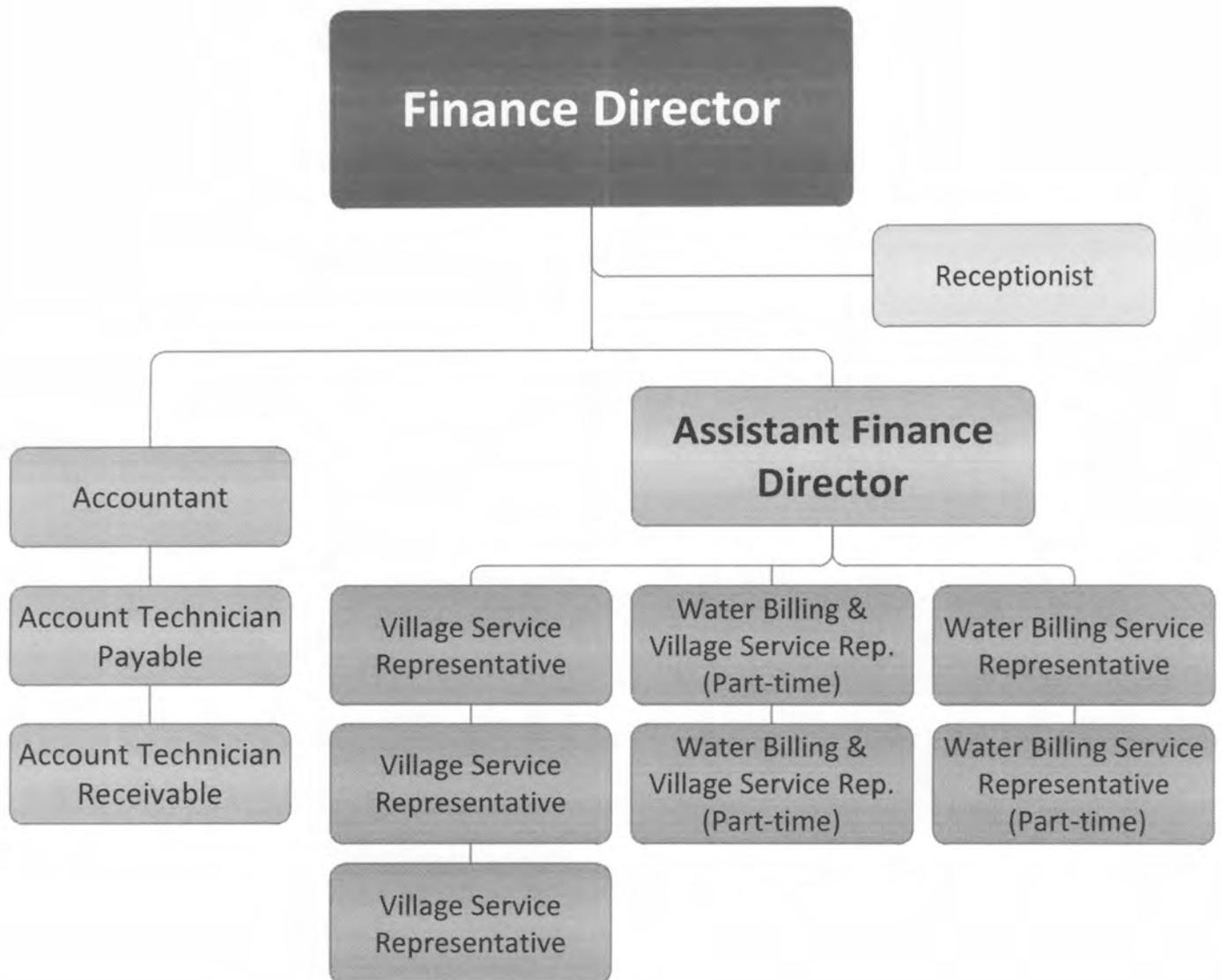
- Adding additional coverage at the Finance Counter during peak periods;
- Two (2) part time employees will be cross-trained in both collections and water billing which will allow for greater flexibility within the department and a higher level of service to the residents (see attachment C for new job description);
- And an annual cost savings to the Village of \$124,042 (see attachment D).

Staff recommends the Village President and Board of Trustees give direction to proceed with the restructuring of the Finance Department. The changes will then be communicated with the current finance staff and recruitment/training plans will be scheduled.

w/Attachments:

- Attachment A: Current Organizational Chart
- Attachment B: Proposed Organizational Chart
- Attachment C: Water Billing & Village Service Representative Job Description
- Attachment D: Cost Savings





Water Billing & Village Service Representative Job Description

Department: Finance Department
Division: Collections
Cost Control Center(s): 520/5010
Job Classification: Administrative Support
Reports To (Job Title): Assistant Finance Director
FLSA Status: Non-exempt
Classified Status: Non-exempt
DOT Code: 209562010
Revised Date: May 1, 2007 - October 10, 2011



SUMMARY

Under general supervision, performs a variety of moderately difficult clerical duties requiring independence of action in the disposition of routine matters, as well as specialized clerical duties relating to utility billing. Maintains utility billing files and related statistical data. Receives and/or collects various fees and deposits due to the Village for licenses, parking permits, local ordinance citations and other transactions. Performs general office duties; and serves as backup receptionist for the Village.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides information and assistance to customers, both in person and over the telephone. Provides routine information regarding water billing and procedures for establishing or terminating services.

Makes computer inquires of all pertinent information regarding water/sewer customer accounts.

Processes new accounts and termination requests; responds to customer complaints regarding high water bills, suspected leaks, and other problems; arranges for rereading when necessary and computes billing adjustments. Sets up promissory notes with customer. Prepares delinquent final bill notices and processes final billing through collections and liens on properties.

Types correspondence, records, reports and other numerical material from rough draft, outline and verbal instruction.

Serves as backup receptionist; receives incoming calls for the Village and directs visitors to proper destinations.

Performs counter service activities including water deposits and billing inquiries and promissory notes. Totals cash and checks for water and ticket payments. Processes commuter lot cash bags.

Receives local citations issued by Police Department personnel. Enters required information from citation into the Village computer system utilizing a visual display terminal. Processes mediations and send to collections. Maintains files and updates or closes accounts when fines are paid. Mails out Second and Final notice forms on delinquent accounts. Set final notice and court dates when necessary.

Follows all safety regulations, policies and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one (1) year of related experience and/or training; or equivalent combination of education and experience. One (1) year of customer service experience is preferred. Experience with Microsoft Word and Excel preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general procedural manuals, technical procedures, or governmental regulations. Ability to write routine reports and business correspondence, and procedure manuals. Ability to effectively present information to and respond to questions from Village officials and management, other government agencies, vendors, contractors, and the general public. Spanish/English fluency not required, but preferred.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, area, circumference, and volume; compute rate, ratio, percent and cost. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS AND ABILITIES

To successfully perform the duties of this position, the incumbent must possess the following skills and abilities:

Ability to deal effectively with the public, handle citizen concerns, and be courteous and helpful; work with other departments and team members.

Ability to: type accurately at a working rate of speed; make accurate and rapid calculations; maintain files in filing system per procedures.

A working knowledge of: general office procedures and practice; data entry, word processing (Microsoft Word/Excel), and operating a calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear in person or on the phone. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move boxes up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus while reading Village documents and regulations, such as permits, water bills, tickets, Village Municipal Code, etc. Peripheral vision is required while performing receptionist and over-the-counter customer services duties in order to acknowledge customers needing assistance. Color vision is required to assure proper sorting and data entry of color-coded forms.

The employee must be available and present for work as scheduled. The employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

FINANCE DEPARTMENT RESTRUCTURING

| <u>Estimated</u> <u>Costs</u> | <u>Current Cost</u> | | | <u>Proposed Cost</u> | | |
|----------------------------------|------------------------------------|------------------------------------|--|--|--|--------------------|
| | <u>Water Billing</u> <u>Rep</u> | <u>Water Billing</u> <u>Rep</u> | <u>Part-Time Water</u> <u>Billing Rep</u> | <u>Part-Time Village</u> <u>Service/Water</u> <u>Billing Rep</u> | <u>Part-Time Village</u> <u>Service/Water</u> <u>Billing Rep</u> | |
| 01-11 Salaries – Regular | \$39,754.06 | \$48,665.71 | - | - | - | - |
| 01-12 Salaries – Part Time | \$0.00 | \$0.00 | \$12,000.00 | \$12,000.00 | \$12,000.00 | \$12,000.00 |
| 01-41 IMRF | \$5,231.63 | \$6,404.41 | - | - | - | - |
| 01-42 FICA | \$3,041.19 | \$3,722.93 | \$918.00 | \$918.00 | \$918.00 | \$918.00 |
| 01-44 Employee Insurance | \$27,280.56 | \$27,280.56 | - | - | - | - |
| 01-46 Unemployment Insurance | \$1,073.36 | \$1,313.97 | \$324.00 | \$324.00 | \$324.00 | \$324.00 |
| SUBTOTAL | \$76,380.80 | \$87,387.58 | \$13,242.00 | \$13,242.00 | \$13,242.00 | \$13,242.00 |
| TOTAL COSTS | | \$163,768.38 | | | | |
| | | TOTAL ANNUAL SAVINGS | | | \$124,042.38 | |

BOARD WORKSHOP MEMORANDUM

To: Village President and Board of Trustees

From: Ron Moser, Village Manager
Wendy Bednarek, Director of Human Resources

Date: October 20, 2011

Re: Voluntary Benefits

In addition to medical, dental, vision and life insurance, the Village offers benefits that are voluntary and solely paid for by the employee. Currently we offer six (6) different AFLAC products and flexible spending accounts. Those benefits are typically offered on a calendar year basis with open enrollment in November. The only cost to the Village is the time of administration.

As we enter the open enrollment season for voluntary benefits, staff would like enhance the current selection of benefits with AFLAC and introduce Pre-paid Legal Services.

AFLAC has provided the six (6) product lines including short term disability, accidental indemnity, hospital indemnity, cancer indemnity, critical care and recovery and additional voluntary life. AFLAC has serviced the Village since 1996. As we continue our relationship, AFLAC has added three group products which are guarantee issue: accident, hospital and critical illness. These products promote Well Care Visits. Staff supports adding these new product lines to our existing AFLAC products especially with the emphasis on wellness. Again these products are voluntary and paid by the employee with the convenience of a payroll deduction.

A new product staff would like to introduce is Pre-Paid Legal Services. Pre-Paid Legal provides membership to basic legal consultation for the employee and family with a low cost per pay period. In addition to legal consultation, they also offer services of identity theft protection. Legal consultation includes services such as real estate transactions, driving violations, will preparation, consumer concerns and tax consultation. At no time is an employee is able to use the service to sue the Village or ask questions regarding employment even after they retire or leave.

Pre-Paid Legal Services has an A+ rating with the Better Business Bureau. Additionally the attorney services provided in Illinois have received the 2009 and 2010 Provider Law Firm Award of Excellence and have been named one of the top 10 best Corporate Law attorneys in Chicago.

Lastly staff will continue to offer Flexible Spending Accounts for all employees. This program allows employees to set aside pre-tax dollars to pay for uncovered medical expenses and dependent care. HR staff administers this plan and keeps abreast of all legal changes to FSA.

In an environment where many companies are reducing or eliminating employee benefit programs, staff is proud to offer additional benefits to our employees at low cost or no cost option. These voluntary benefits give an employee peace of mind for those situations that could affect their work and home life. Outside of HR administration time, the cost of any of the services is paid completely by the employee. Again, the Village offers the convenience of a payroll deduction. Staff is providing this informational update to the Village President and Board of Trustee to ensure their support of the direction of the voluntary benefit programs.

STRATEGIC PLAN

GOALS UPDATE

1. Work to begin improving the overall image of the Village in order to make the community a desirable place to live and raise a family.
 - Objective – Conduct a comprehensive survey of residents and businesses to identify the strengths, weaknesses, perceived quality of Village services and the most preferred forms of communication.
 - Objective – Continue the Police Department’s ART Program facilitating better strategic connection with residents in an attempt to lower crime rates and curb gang violence. **Continuing**
 - Objective – Reduce, where possible, reliance on property tax through the development of alternate revenue sources.
 - **Use of WBBM Radio (see narrative listed under Goal #2)**
 - Objective – Develop strategies to connect the various geographical locations of the Village in order to promote unity and identity as Village residents.
 - **Possible Landwer Acquisition: Attorney Paul and staff continue to work with the mortgage and title companies towards possible acquisition of this property.**
 - Objective – Continue to fund infrastructure improvements and work to enhance the overall look and cleanliness of the Village through aesthetic improvements and code enforcement activities.
 - **New Police Station: Project is continuing and opening is anticipated for February 2012. The Manager and other staff members have received compliments from the public about the look of the building and how it enhances the overall appearance of Lake Street.**
 - **TIF 2 Projects: The most significant project in TIF #2 is the landscaping and display sign. Staff is working towards finalizing this major project.**
 - **Arterial Fence Program: Arterial fence installed on west side of County Farm Road.**
 - **2600 feet of existing water main was replaced at various locations throughout the Village and a new water main loop constructed at the Municipal complex.**
 - **Iris Avenue and Flower Court were totally reconstructed.**
 - **11 streets resurfaced throughout the Village and Court “J” reconstructed.**
 - **7 additional depressed driveways were completed under the Village’s cost sharing program thereby reducing the potential for garage flooding during storm events.**

- **Metra Station: The stamping and coloring of the platform will be started in October. Additionally, the Village landscaped the north side of the platform in September.**
 - **Continued aggressive code/commercial enforcement**
 - Objective – Work with Harper Community College, Elgin Community College, College of DuPage and WorkNet to develop an outreach center located somewhere within the Village.
 - Objective – Promote family initiatives and explore funding opportunities to develop the MWRD property as a regional sports complex and expansion of the bike path system.
 - Objective – Embrace and affirm diversity as a cultural aspect of the Village.
2. Make the Village an attractive location for businesses.
- Objective – Develop marketing strategies that focus on quality affordable housing as well as available commercial opportunities based on community location, daily roadway traffic, and available mass transit and railway capabilities.
 - **Advertising: WBBM Radio has been hired to actively advertise business opportunities in the Village, particularly with TIF. We are on our third advertisement (and final). The final advertisement is geared specifically towards restaurant and retail business. Both staff and Elected Officials advised that many people have said they heard the advertising and expressed pride in the Village or that they felt this was a very valuable tool to promote the Village. Staff has had conversations with WBBM about possibly continuing advertisement after our current contract expires. That will be brought to the Board for consideration.**
 - i. Enabling Objective: Implement a plan to visually enhance the area commonly referred to as the Village Center.
 - **Village Center Plan (RTA Grant): Staff continues to work with consultants to develop a plan for the Village Center. Over 300 people have provided input through interviews, surveys, and a public workshop. Preliminary plans are now being developed for consideration at a December open house. Staff has gotten positive feedback on the concept plan from potential businesses and developers.**

- Objective – Work with developers, owners and occupants to reduce vacant tenant space.
 - **TIF Projects: Our current major focus is on TIF #2 with the landscape project (see above). Other projects in TIF #2 have already been completed or are anticipated. Another major project in TIF #3 is working towards a Redevelopment Agreement with Hanover Square Shopping Mall.**
 - **Developers Open House: A successful meeting with developers showcasing our TIF areas. We will likely have another in the future.**
 - **ICSC Events: 10/5 & 10/6 – Chicago Dealmaking Session**
 - **WebQA**
 - Objective – Enhance transit based opportunities in order to bring people to the Village and allow residents greater transportation options.
 - **County Farm Road Bus Study: This RTA grant is covering the study to determine whether public transit along CFR can be supported. The surveys are completed and the consultant is working on compiling the results. Several public meetings will be held in the coming months to gain more public input.**
 - Coterminous Village corporate boundaries with Village Department service areas.
 - **Possible Landwer Acquisition: See Narrative Above**
3. Conduct annual workforce alignment reviews designed to support service needs with Village workforce.
- Objective – Conduct department specific work flow process analysis and alignment with full and part time staffing.
 - **Community Development Inspectional Service was transferred to the Fire Department. This transfer combined the Fire Department's Prevention Division with Community Development's Inspection Division creating the new Inspectional Services Division. Leadership is evaluating the divisional needs and plans to hire a new supervisor in coming months.**
 - Objective – Correlate organizational planning with staffing needs and make budget adjustments as necessary.
 - **Offered an Early Retirement Incentive. 12 employees participated in the incentive program saving the Village \$1.7m over a 7-year period.**
 - **Finance Department recently eliminated one position and reviewing the remainder of staff.**
 - **Andy Frain – Privatized crossing guards**
 - Objective – Conduct an annual comprehensive wage comparison study for all Village positions.
 - Objective – Develop a comprehensive succession planning and employee development training program.

4. Upgrade of Public Safety Communication System. (ongoing)
 - Objective – Purchase all equipment necessary to transition the police and fire department to the new 700MHz radio system.
 - Radio System Budgeted: Money in the amount of \$375,265 (capital projects number) has been budgeted to upgrade our public safety communication system for fire and police. It is anticipated that the radios will be purchased early 2012. We also believe that we will receive approximately \$115,000 credit from DuComm due to monies we had forwarded years ago for a radio project. Therefore we will save \$115,000 from the \$375,265 amount budgeted.
 - Objective – Upgrade the Public Works FCC radio license, as required, to meet the narrow banded VHF requirements.
 - Objective – Reprogram or purchase new radio equipment required for transition of Public Works to a narrow banded VHF frequency.
5. Upgrade the primary Information Technology System allowing enhanced information processing and reporting and cross department communication.
 - The IT Department received shipment of the network switching and is currently implementing the new hardware. Sound, Inc. will be finalizing the configuration of the new network during the week of October 17, 2011 and will start working on the in-building wireless coverage shortly after the network is completed.
6. Replace the Village-wide PBX phone system.
 - The IT Department completed their discussion of the phone menu structure with all departments and has a tentative cut over date of November 15th. Sound Inc. has started their initial programming of the phone system and all the features requested by the departments. The IT Department is expected to receive the server shipment in the next few weeks and will start installing them as soon as they arrive.
7. Update Operating and Office Software across all departments.
 - Microsoft Office 2010 has been installed on all computers in the Village, as well as Windows XP. All departments are on the same platform which allows them to share information in a uniform manner.
8. Development of a staff training facility.
 - Objective – Utilizing the vacated police building attached to Village Hall, identify and then substantially remodel an area that will be used as a Village-wide training classroom.
 - Enabling Objective: Provide state of the art audiovisual technologies that will facilitate quality presentations.

that time, work out an annexation agreement. This would give us more control than a forced annexation.

- Possible benefits for delay of an annexation agreement include: 1) a possible land donation to the Village from the owners, 2) zoning could be set up as commercial, 3) additional sums for different fees could be considered, and 4) it is believed that at least one of the owners at this time does not desire annexation. It may be beneficial to wait until there is a more positive approach by the owners.

– Objective – Disconnection of territory covered by Bloomingdale Fire Protection District and serve the area with the Village’s Fire Department.

- Landwer (See comments detailed in above objectives)

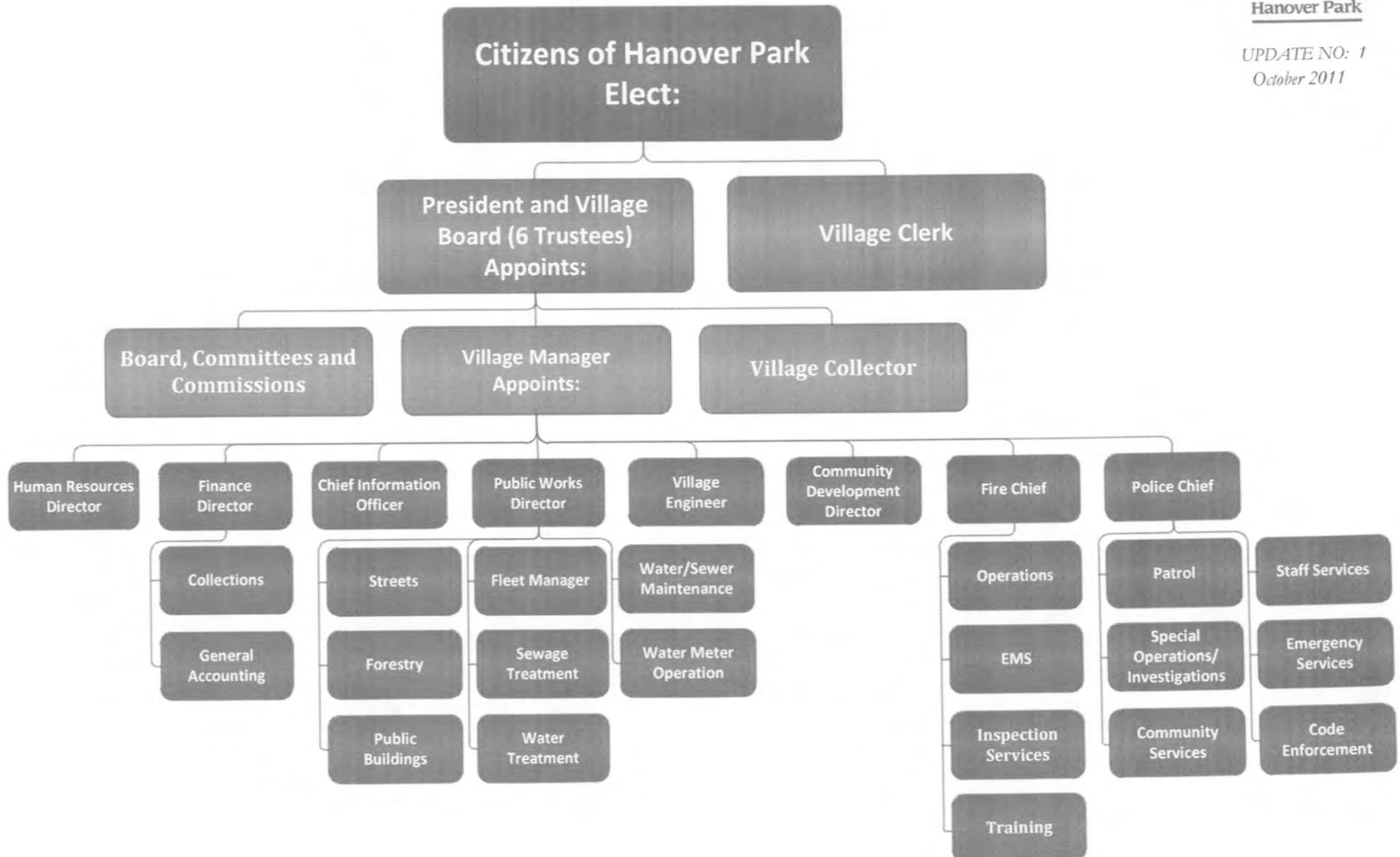
11. Begin planning for a new joint Village facility located in the south end of the Village that will incorporate the needs of fire, police and public works.

- Landwer (See comments detailed in above objectives)

Village of Hanover Park – Table of Organization



UPDATE NO: 1
October 2011





**Village of Hanover Park
Community Development Department**

INTEROFFICE MEMORANDUM

TO: Chairman Bakes and members of the Development Commission

FROM: Patrick Grill, Community Development Director
Katie Bowman, Village Planner

SUBJECT: **Request for a Special Use Amendment at 1005 Irving Park Road**

ACTION

REQUESTED: Approval Disapproval Information

MEETING DATE: **October 13, 2011**

REQUEST SUMMARY:

The following request is scheduled for Development Commission review at 7:00 p.m. on October 13, 2011 in Room 214 of the Municipal Building, 2121 West Lake Street.

A request by Richard Kamphaus (applicant) on behalf of Ray Shenouda (property owner) for a Special Use Amendment from the Village of Hanover Park Zoning Ordinance to allow an auto service station at 1005 Irving Park Road, Hanover Park, Illinois. Specifically, the following items must be approved:

- Special Use from Section 110-5.9.3.c

BACKGROUND

The subject property is located on the southwest corner of Irving Park Road and Orchard Lane. A two-tenant building exists on the site, with a Enterprise Rent-a-Car at 1001 and Kamphaus Auto (formerly Kwik Lube) at 1005 Irving Park Road (Exhibit 1). The property is zoned B-2 Local Business District and surrounding zoning includes R-3 Two-Family Detached Residential to the west, R-2 Single Family Residential to the south, and B-2 Local Business District to the east and north.

The property currently has a special use for an oil change facility and a car rental facility (Exhibit 2). A special use for a carwash onsite was previously denied and a special use for an auto service station was considered, but was not pursued due to concerns regarding impact upon neighboring properties.

DISCUSSION

The applicant proposes to amend the special use for the site, to change the use at 1005 Irving Park Road from oil change facility to an auto service station. As permitted, the business currently performs minor maintenance, such as fluid replacement, tire changes, and sensor replacement. Additional work requested includes brake and suspension repair and replacement, electrical and cooling system diagnosis and repair, and emissions diagnosis and repair. No engine or transmission replacements are proposed.

In order to minimize impact of the expanded use, the applicant proposes to perform all work within the building, not park any unlicensed cars outside of the building, and perform work with lower-noise electrical, rather than compressed air, equipment. The owner proposes to recycle fluid and equipment and properly maintain waste oil catch basins. See Exhibit 3 for a full description of permitted and proposed work and mitigation measures.

STAFF COMMENT

The proposed use is in keeping with the purpose of the B-2 district, which is to “provide for a wide range of retail stores and related commercial establishments providing for both day-to-day and occasional shopping needs.” It is also in keeping with the Comprehensive Plan, which designates the area for long-term commercial use and encourages businesses that offer a wide range of goods and services and increase employment in the Village. The proposed changes will make the existing business more economically viable, which is a general economic development goal of the Village.

Staff finds that with proper conditions and responsible operation, the proposed use expansion will cause limited impact upon neighboring properties. Consultation with Staff and Police confirm that the current oil change facility use is successfully functioning without notable impact upon neighbors or surrounding businesses. With all work contained indoors, it is not anticipated that the proposed use will cause an increased noise impact.

Proper operation of the business may be ensured through the inclusion of various special use conditions, as outlined below. Such conditions would run with the property and apply to future operators. Staff may enforce such conditions and respond to any neighbor complaints through standard code enforcement activities.

PUBLIC COMMENT

To date, staff has received one (1) written comment related to the application (Exhibit 4). The neighbor directly to the west of the property would like to ensure that machinery noise is controlled and stopped at a reasonable hour, no cars are parked along the common fencing to the west, and hazardous waste is disposed of properly.

RECOMMENDATION

Staff recommends a positive recommendation of the Special Use Amendment subject to the following conditions:

1. The applicant shall operate the business as described in Exhibit A, Permitted Uses.
2. The property shall be maintained as depicted on the site plan, dated September 15, 2005, by Soos and Associates, Inc.
3. No signs are approved as part of this request.
4. No outdoor display, sales, or storage of materials is permitted on this site.
5. No auto repair work is to be performed outside of the enclosed repair bays.
6. No unlicensed cars are to be parked outside of the building.

ATTACHMENTS

Exhibit 1 – Site Plan

Exhibit 2 – Ordinance O-05-68

Exhibit 3 – Special Use Request Narrative

Exhibit 4 – Public Comment

Exhibit 5 – Draft Findings of Fact

ORDINANCE NO. O-05-68

**AN ORDINANCE GRANTING A SPECIAL USE FOR
AN OIL CHANGE FACILITY AND A CAR RENTAL FACILITY
ON THE PROPERTY AT 1001 IRVING PARK ROAD,
HANOVER PARK, ILLINOIS**

WHEREAS, Ray Shenouda filed a petition seeking a special use to allow an oil change facility and a car rental facility pursuant to Section 110.5.9.3.c and 110.5.9.3.b of the Hanover Park Comprehensive Zoning Ordinance on the property at 1001 Irving Park Road; and

WHEREAS, the Development Commission held a public hearing pursuant to published notice and considered said petition, evidence, and testimony submitted in connection therewith and has filed its written findings of fact and recommendations with the President and Board of Trustees; and

WHEREAS, the President and Board of Trustees of the Village of Hanover Park have received and concurred with such recommendations and findings that the granting of the special use meets the standards set forth in Section 110-4.5.7. of the Village's Comprehensive Zoning Ordinance.

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

SECTION 1: That subject to the conditions stated hereafter, there is hereby granted to the property commonly known as 1001 Irving Park Road and legally described on Exhibit A, attached hereto and made a part hereof, a special use as authorized by Section 110.5.9.3.c and 110.5.9.3.b of the Comprehensive Zoning Ordinance to allow as a special use an oil change facility and a rental car facility.

SECTION 2: That the grant of this special use shall be subject to the following conditions:

1. That the special use shall be constructed in accordance with the *Elevation Plan* dated November 16, 2005 and the *Landscape Plan* dated October 10, 2005, both prepared by Soos & Associates, Inc., attached hereto and made a part hereof by reference.
2. That all new and existing landscaping required herein shall be permanently maintained, and any dead or dying plantings shall be replaced during the earliest planting season with plantings of similar species and sizes as required by this ordinance.
3. That no signs are approved as a part of the Special Use.

4. That the storm sewer shall be extended from the property along the west side of Orchard Lane 575 feet south to the Village's 24-inch storm sewer.
5. That an eight-foot fence shall be installed which will drop in height at the front yard line of the adjoining residential property to six feet along the western property line.

SECTION 3: That based upon the special use granted herein, the relevant Village departments are hereby authorized to execute and issue such permits and licenses necessary for the operation of said special use provided all applications and supporting documents are in compliance with the Municipal Code of the Village of Hanover Park and the conditions contained herein.

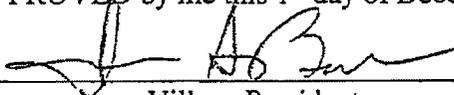
SECTION 4: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner required by law.

SECTION 5: Any person, firm, or corporation violating any provision of this Ordinance shall be fined not less than one hundred (\$100.00) dollars nor more than seven hundred fifty (\$750.00) dollars, and each day a violation continues shall be considered a separate violation.

ADOPTED this 1st day of December, 2005, pursuant to a roll call vote as follows:

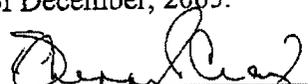
AYES: Eby, Manton, Craig, Nicolosi, Packham
NAYS: None
ABSENT: Kaiser
ABSTENTION: None

APPROVED by me this 1st day of December, 2005.



Village President

ATTESTED, filed in my office, and published in pamphlet form this 2nd day of December, 2005.



Village Clerk

Kamphaus Auto – Special Use Request – 1005 W Irving Park Road

SERVICE WORK THAT WE ARE CURRENTLY PERFORMING:

Inspect and replace oil and filters
Inspect and replace air filters
Inspect and replace PCV valves
Inspect and replace fuel filters
Inspect and replace transmission filters and gaskets
Inspect and replace belts and hoses
Inspect and replace differential fluid
Inspect and replace radiator fluid
Inspect and replace oxygen sensors
Inspect and replace EGR valves
Inspect and replace wiper blades
Inspect and recharge air conditioning systems
Inspect and filling of windshield wiper fluid, brake fluid, and power steering fluid
Tire rotation

ADDITIONAL SERVICES THAT WE ARE REQUESTING, IN ORDER TO BECOME A FULL SERVICE AUTO CARE CENTER:

Air Conditioning service and repair
Battery service and replacement
Bearings and seals replacement (Wheel Bearings)
Belts and cooling system hose replacement
Brake system repair and replacement
Charging system repair
Computerized engine control service
Cooling system service and repair
Computerized engine tune up
Drive train fluid services
Electrical systems diagnosis and repair
Emissions diagnosis and repair service
Fuel system services
Gasket installation
Lighting systems
Oil change and lube services
Suspension systems service and repair
Tire balance and repair
New tire installation & Wheel alignment and tire rotation

Addressing possible concerns:

- ✓ We will not be doing any engine, or transmission replacements.
- ✓ We will not have any unlicensed cars parked outside of the building.
- ✓ We will ensure that all garbage is contained within the garbage enclosure.
- ✓ All scrap tires will be picked up and properly disposed of on a monthly basis to ensure no unsightly mess and to abide by the mosquito abatement act.
- ✓ All work will be performed inside the building in one or more of the 8 service bays that are available.
- ✓ I will personally guarantee that no employee will drive unsafely.
- ✓ Noise levels as a result of tire service will be kept to a minimum with the use of electric impacts which are much quieter and don't have the high pitch shrill that we've all heard produced by the old style compressed air impact guns when used to remove and install tires.
- ✓ All waste will be recycled, including but not limited to
 - 1) Engine oil – to be picked up and disposed of properly by Safety Kleen
 - 2) Transmission Fluid – to be picked up and disposed of properly by Safety Kleen
 - 3) Power Steering Fluid– to be picked up and disposed of properly by Safety Kleen
 - 4) Brake Fluid– to be picked up and disposed of properly by Safety Kleen
 - 5) Anti-Freeze – to be picked up and recycled by Recycle Technology's
 - 6) All recyclable auto parts will be removed and recycled by a metal recycling company.
 - 7) Air Conditioning refrigerant will be evacuated into licensed equipment for recycling.
- ✓ All catch basins and floor drains will be cleaned yearly to avoid and EPA contamination issues.

Bowman, Katie

From: shakeelk@comcast.net
Sent: Thursday, September 29, 2011 11:26 AM
To: Bowman, Katie
Subject: Kamphaus auto 1005 Irving park, Hanover Park

Dear Katie,

It was nice talking to you. I received a notice in regard to the Kamphaus auto repair facility. I would appreciate if you represent and address some of my concerns, since being the immediate neighbor my property is directly impacted by this move.

- 1) Noise control - How do they plan to control noise from machinery that is involved with auto repairs. Will there be a cutoff time for repair work?
(This one is very important)
- 2) Unless they are authorized to do so, we would appreciate no cars parked along the common fence side(unmarked parking), especially overnight.
- 3) Disposal of hazardous waste (I think this maybe a moot point, since village is on top of this by default)

Thanks & Regards,
Shakeel Khan
1018 Countryside Dr.
847-890-2639

DEVELOPMENT COMMISSION
DRAFT FINDINGS OF FACT
1005 IRVING PARK ROAD
SPECIAL USE AMENDMENT

I. Subject

A request by Richard Kamphaus (applicant) on behalf of Ray Shenouda (property owner) for a Special Use Amendment from the Village of Hanover Park Zoning Ordinance to allow an auto service station at 1005 Irving Park Road, Hanover Park, Illinois. Specifically, the following items must be approved:

- Special Use from Section 110-5.9.3.c

II. Findings

1

On October 13, 2011 after due notice as required by law, the Hanover Park Development Commission held a public hearing on the subject request concerning the special use amendment. ___objectors appeared and one written objection was filed.

The Development Commission has made the following findings regarding the Special Use Amendment request:

A. Public Health, Safety, and Welfare

The proposed use will not negatively impact the public health, safety or welfare of the community.

B. Surrounding Property Use and Value

The proposed development will not negatively impact the use or value of other property in the immediate vicinity. Conditions of use will ensure that the development functions within the site in a manner that does not negatively impact or encroach upon neighboring properties.

C. Conformance with Comprehensive Plan

The proposed development is in conformance with the goals and objectives set forth in the Comprehensive Plan. The Comprehensive Plan designates this parcel for long-term commercial use and encourages businesses that offer a wide range of goods and services and increase employment in the Village

D. Development and Improvement of Surrounding Property

The proposed development will not impede the normal and orderly development and improvement of surrounding property. No exterior alterations to the property are proposed. All adjacent parcels have either already been developed or are to be developed in the future with compatible uses.

E. Utilities, Access Roads, and Drainage

All utilities are installed in accordance with subdivision and engineering regulations. Existing access roads will be utilized. Access roads have been designed to provide safe and efficient on-site traffic flow.

F. Ingress and Egress to Public Streets

Ingress and egress to the site is provided from a curb cuts along Irving Park Road and Orchard Lane, allowing full access.

G. Conformance with Zoning Restrictions

The property is zoned B-2 Local Business District. The petitioner is requesting approval of a special use amendment to allow for an auto repair facility, as permitted by Section 110-5.9.3.c. The proposed use complies with all other applicable zoning regulations.

H. Minimization of Adverse Effects

The site plan has been designed to minimize potential adverse impacts to surrounding properties. Conditions of use will ensure that surrounding residential and commercial uses are compatible with the proposed auto repair facility special use and will not experience any adverse impact.

III. Recommendations

Accordingly, by a vote of__ to__, the Development Commission recommends approval of the request, subject to the following conditions:

1. The applicant shall operate the business as described in Exhibit A, Permitted Uses.
2. The property shall be maintained as depicted on the site plan, dated September 15, 2005, by Soos and Associates, Inc.
3. No signs are approved as part of this request.
4. No outdoor display, sales, or storage of materials is permitted on this site.
5. No auto repair work is to be performed outside of the enclosed repair bays.
6. No unlicensed cars are to be parked outside of the building.

Exhibit A
Permitted Uses

Maintenance Services

1. Inspect and replace oil and filters
2. Inspect and replace air filters
3. Inspect and replace PCV valves
4. Inspect and replace fuel filters
5. Inspect and replace transmission filters and gaskets
6. Inspect and replace belts and hoses
7. Inspect and replace differential fluid
8. Inspect and replace radiator fluid
9. Inspect and replace oxygen sensors
10. Inspect and replace EGR valves
11. Inspect and replace wiper blades
12. Inspect and recharge air conditioning systems
13. Inspect and filling of windshield wiper fluid, brake fluid, and power steering fluid
14. Tire rotation

Auto Repair Services

15. Air Conditioning service and repair
16. Battery service and replacement
17. Bearings and seals replacement (Wheel Bearings)
18. Belts and cooling system hose replacement
19. Brake system repair and replacement
20. Charging system repair
21. Computerized engine control service
22. Cooling system service and repair
23. Computerized engine tune up
24. Drive train fluid services
25. Electrical systems diagnosis and repair
26. Emissions diagnosis and repair service
27. Fuel system services
28. Gasket installation
29. Lighting systems
30. Oil change and lube services
31. Suspension systems service and repair
32. Tire balance and repair
33. New tire installation & Wheel alignment and tire rotation.