

Village of Mokena

“Planned Progress - Pleasant Living”

Guide to Land Use and Development



The Village of Mokena's Guide to Land Use and Development is only intended to provide instructional assistance to, and greater predictability for, persons seeking land use action or desiring to develop or improve real property within the Village. No rights shall attach from the language or information contained herein, and the same is subject to revision by the Village at any time without notice. Nothing contained in this document is intended or implied to guarantee approval for any requested action. While this Guide has been adopted by the Village as a guideline for land development and zoning, in the event any language or information contained herein is in conflict with any provision of the Municipal Code of the Village of Mokena, as amended, the Municipal Code shall control.

Dear Neighbor,

Welcome,

On behalf of the Village of Mokena, allow me to welcome those of you that are new to the Village, and to thank all of you for participating in Mokena's future. The Village is committed to creating a positive environment for both our current and future residents. As part of that objective, we have prepared a Land Use and Development Guide to aid in your understanding of the Village's development review process and to ensure that your development is processed as smoothly as possible.

We are always happy to answer any of your questions and work with you in the improvement of your property. Should you have any questions or comments about our development process or any other matter regarding the Village, please feel free to contact the Community Development Department at (708) 479-3930. Your comments will be forwarded to a staff member who will gladly help you.

The Village of Mokena prides itself on its positive relationship with residents, builders and business owners. Thank you for making the Village an even better place to live and work.

Sincerely,

Frank Fleischer
Village President

Village of Mokena
Guide to
Land Use and Development

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The Land Use and Development Process

There are several different components to the land use and development process. In carrying out a project, the petitioner may need to participate in one or more of those functions described in the pages that follow. A brief description of these processes follows:

Variation - A variation is required if new development or alteration of an existing structure does not conform to the current Village Zoning Ordinance regulations.

Rezoning - A rezoning is called for in cases where a proposed development does not match the designation of the Zoning Ordinance. A rezoning can only be granted in cases where the action is in the public interest, and not solely for the benefit of the owner. The Village's Comprehensive Land Use Plan provides recommended zoning designations for property in the Village.

Annexation - Properties that are not within the municipal boundaries of the Village must be annexed to Mokena as part of our development process, as long as they are contiguous with the Village Corporate Limits as per State Statute.

Special Use - A special use permit is required for proposed uses of land that are not listed as a "permitted use" but rather as a "special use" of the zoning district in which the property is located.

Planned Unit Development - A site can be developed under the Planned Unit Development provisions, which is defined by the Zoning Ordinance special use, in order to take advantage of unique site qualities or allow for exceptional design. In doing so, the development may depart from strict conformance with some zoning requirements. The Village's Comprehensive Land Use Plan provides design and development guidelines for such uses.

Subdivision - Compliance with the Village's Comprehensive Land Use Plan and Subdivision Regulations is required for dividing a parcel of land into two or more parts with the intent of transferring ownership or developing the land.

PUBLIC NOTICE

Notice as to the time and place of the public hearing for any proposed variation, special use, zoning amendment, annexation or planned unit development shall be posted by the Village in accordance with Section 9-3-4B of the Village of Mokena Zoning Ordinance.

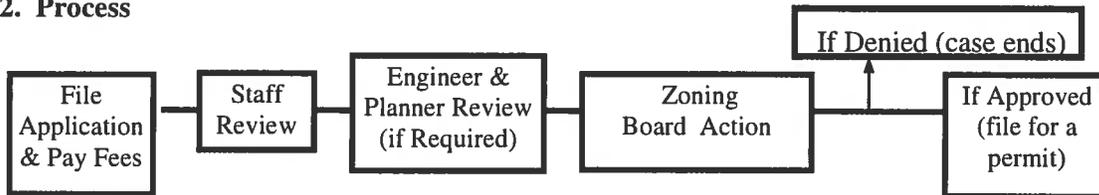
Variation

1. Requirement

In some cases of placing a structure on a lot (including primary buildings, accessory uses, and other structures) there may be practical difficulties or particular hardships in following the strict letter of the zoning provisions. Those provisions include setback requirements, density, building height, infrastructure construction standards, signs sizes, parking requirements, etc. Relief from those standards can be granted by the Zoning Board of Appeals, within the defined standards of the Village Zoning Ordinance.

To be approved, a variation must be caused by unique circumstances, and not alter basic character of the site or area. More detailed information about the standards for approval of variations is located in the Village of Mokena Zoning Ordinance Section 9-4-3G.

2. Process



NOTE: If the variation is approved, the review and permit fee are a separate process.

3. Fees

As indicated in the attached Fee Schedule. (Exhibit L)

4. Information to provide the Village

The Following information must be provided to the Village upon submitting an application for a variation(s).

_____ General Information Application – Exhibit A

_____ Ten (10) copies of the applicable plans (for Staff Review) with the site plan overlay

_____ Variation Application and responses to Standards for Variations (see below)

_____ Proof of property ownership

_____ Survey of the property (prepared by a certified Illinois architect or engineer)

_____ Digital legal description in Microsoft Word format

5. Standards for Variations:

As directed by the Village of Mokena Zoning Ordinance (Section 9-4-3G), a variation may be granted by the Zoning Board of Appeals if the following criteria are met:

1. The Zoning Board of Appeals shall not vary the provisions of this Title authorized in this Section, unless: (1) the variation is in harmony with the general purpose and intent of this Title; and (2) there are practical difficulties or particular hardship in the way of carrying out the strict letter of any of the regulations of this Title relating to use, construction, or the alteration of buildings and structures, or the use of land. In its consideration of the standards of practical difficulties or practical hardship, the Zoning Board of Appeals shall require evidence that:
 - a. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the particular zone;
 - b. The plight of the owner if due to unique circumstances; and
 - c. The variation, if granted, will not alter the essential character of the locality.
2. A variation shall be permitted only if the evidence, in the judgment of the Zoning Board of Appeals, sustains each of the three conditions enumerated above.

Please provide a written response to the following questions along with your variation application.

- A. The particular physical surroundings, shape or topographical conditions of the specific property involved will bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were carried out;
- B. The conditions upon which the petition for a variation is based would not be applicable generally to other property within the same zoning classification;
- C. The purpose of the variation is not based exclusively upon a desire to make more money out of the property;
- D. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
- E. The granting of the variation will not be detrimental to the public welfare or unduly injurious to other property or improvements in the neighborhood in which the property is located; or
- F. The proposed variation will not impair an adequate supply of air to adjacent property, or substantially increase the danger of fire, or other wise endanger the public safety or substantially diminish or impair property values within the neighborhood.

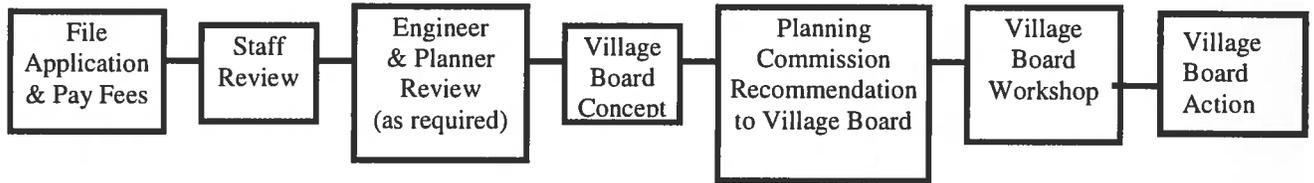
Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.

Rezoning (Map Amendments)

1. Requirement

Rezoning is required in cases where the current zoning does not comply with the Village's Comprehensive Land Use Plan or a proposed development does not match the land use designated in the Zoning Ordinance. A rezoning can only be granted in cases where the action is in the public interest, and not solely to the benefit of the owner. This judgment is made based on the proposed development's compatibility with other uses in the area and conformance with the Comprehensive Plan.

2. Process



3. Fees

As indicated in the Fee Schedule and Standard Contributions - Exhibit L

4. Information to Provide the Village.

The following information must be provided to the Village upon submitting application for rezoning.

_____ General Information Application - Exhibit A

_____ Ten (10) copies of all applicable plans (prepared by a certified Illinois architect, engineer, or planner)

_____ Application for Rezoning and responses for standards for rezoning (see below)

_____ Proof of property ownership

_____ Digital legal description in Microsoft Word format

After staff review is complete and any changes have been made to the plans and/or items have been made to meet Village Code, submit 25 copies of folded plans for distribution.

5. Standards for Rezoning:

As directed by the Village of Mokena Zoning Ordinance, in considering a rezoning, the Planning Commission will consider the following matters:

Please provide a written response to the following questions along with your rezoning application.

1. What are the existing uses of property within the general area of the property in question;
2. The zoning classification of the property within the general area of the property in question;
3. The suitability of the property in question for the use permitted under the existing zoning classification;
4. The trend of development, if any, in the general area of the property in question, including changes, if any, which may have taken place since the day that the property in question was placed in its present zoning classification; and
5. Conformance or nonconformance with officially adopted plans of the Village.

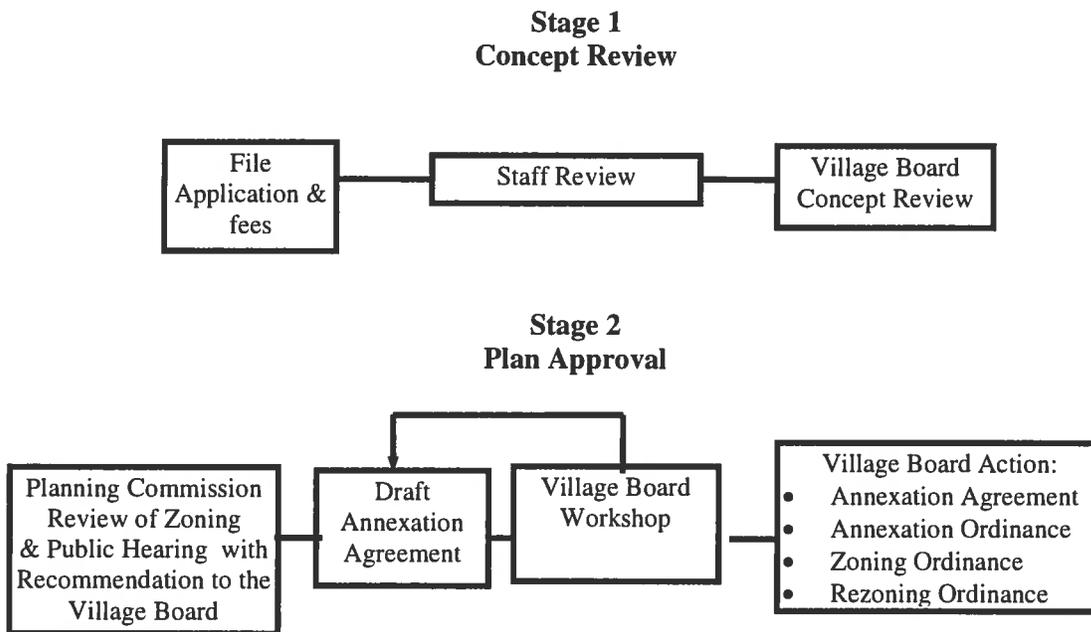
Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.

Annexation of Property

1. Requirement

Properties that are not within the municipal boundaries of the Village must be annexed to Mokena as part of the development process should they be contiguous to the corporate limits and within the limits of the Village boundary agreements with surrounding communities.

2. Process



3. Fees

As indicated in the Fee Schedule and Standard Contributions - Exhibit L

4. Information to provide the Village

The Following information must be provided to the Village upon submitting application for annexation.

- _____ General Information Application - Exhibit A
- _____ Ten (10) copies of a plat of survey including legal description of property
- _____ Proof of property ownership
- _____ Copy of "Offer to Purchase" (if contract purchase of property)
- _____ Digital legal description in Microsoft Word format
- _____ Plat of Annexation prepared by a licensed surveyor

After staff review is complete and any changes have been made to the plans and/or items have been made to meet Village Code, submit 25 copies of folded plans for distribution.

5. The Annexation Agreement

As part of the annexation process, the petitioner and the Village will enter into an annexation agreement. That contract provides the conditions under which the property may be developed, and specifies the commitments of each party. Each annexation agreement is different, depending on the circumstances surrounding a particular property. However, certain aspects of the agreement are required by the Village in most cases, including; extension of or connection to utilities, site maintenance, mowing of detention/retention areas, road improvements, recaptures, letters of credit, and contributions.

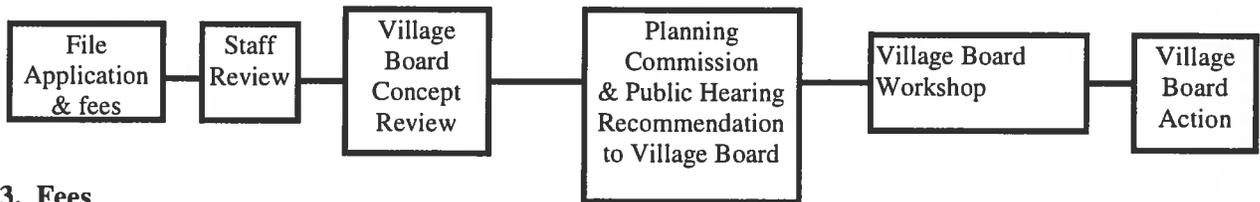
Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.

Special Use - other than a Planned Unit Development

1. Requirement

Through its Zoning Ordinance, the Village is divided into districts. Within these districts the uses of land and requirements for structures are generally uniform. However, there are cases where because of unique characteristics some uses and activities require special consideration as to their impact on neighboring uses - these are "special uses".

2. Process



3. Fees

As indicated in the Fee Schedule and Standard Contributions - Exhibit L

4. Information to Provide the Village

The following information must be provided to the Village upon submitting application for a special use:

- _____ General Information Application – Exhibit A
- _____ Ten (10) copies of site plans (prepared by a certified Illinois architect, engineer, or planner)
- _____ Application for Special Use with written response to Village Standards for Special Uses
- _____ Proof of property ownership/Lease agreement
- _____ Digital legal description in Microsoft Word format

After staff review is complete and any changes have been made to the plans and/or items have been made to meet Village Code, submit 25 copies of folded plans for distribution.

5. Standards for Special Use

As directed by the Village of Mokena Zoning Ordinance, a special use may be granted by the Village Board if the following criteria are met:

Please provide a written response to the following questions along with your special use application.

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public's health, safety, morals, comfort or general welfare;

2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
3. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
4. Adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided;
5. Adequate measures have been or will be taken to provide ingress and egress designed as to minimize traffic congestion in the public streets;
6. The special use shall in all other respects conform to the applicable regulation of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Planning Commission; and
7. At least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same for all or part of the site, unless the Village Board determines that conditions in the area have substantially changed.

The Planning Commission, in making its recommendation to the Village Board, may take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

8. The extent to which the proposed special use departs from the zoning and subdivision regulations otherwise applicable to the subject property, including, but not limited to, the density dimensions, area, bulk and uses, and the reasons why such departures are deemed to be in the public interest;
9. In what respects the proposed special use meets the requirements and standards of the special use regulations;
10. The method by which the proposed special use makes an adequate provision for public services, provides adequate control over vehicular traffic, provides for and protects designated, common open space and furthers the amenities of light and air, recreation and visual enjoyment;
11. The relationship and compatibility of the proposed special use to adjacent properties and neighborhoods;
12. The desirability of the proposed special use to physical development, tax base and economic well being of the Village; and
13. The conformity with the intent and spirit of the Comprehensive Plan of the Village.

NOTE: Special Use Permits are active for a period of six months unless significant action towards moving the development forward is occurring.

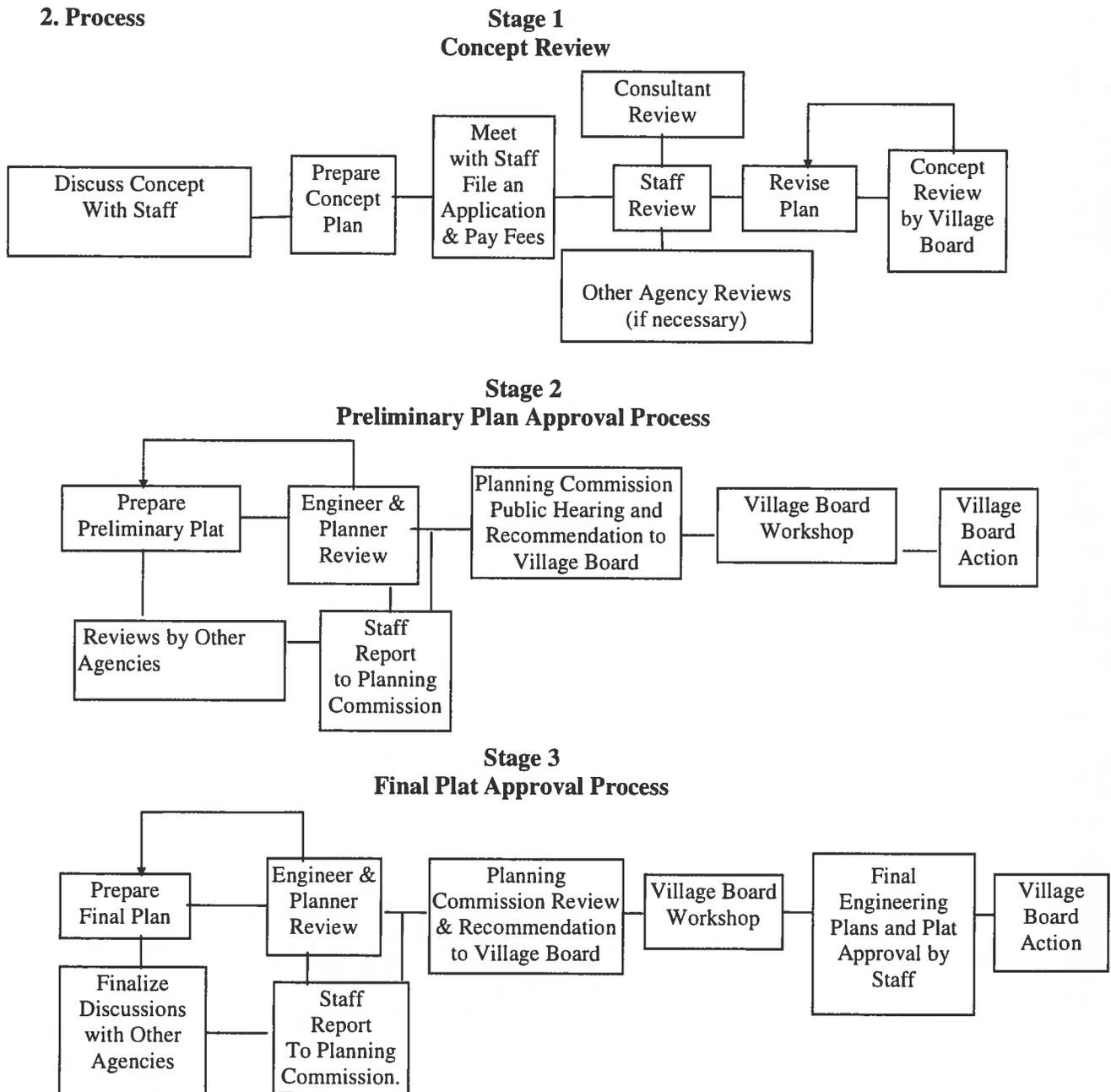
Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.

Special Use - Planned Unit Development

1. Requirement

A site can be developed as a Planned Unit Development (PUD) in order to take advantage of unique site qualities or allow for exceptional design. The process is flexible in that the development may depart from the strict conformance of the Zoning Ordinance. However, the development must conform to the PUD regulations in the Village's Zoning Ordinance, including: 1) conform to the Village's Comprehensive Plan, 2) be under single ownership or control, and 3) be compatible with surrounding properties. The specific information which must be included on all PUD submissions is listed in the Village of Mokena Zoning Ordinance and Subdivision Regulations.

2. Process



Special Use - Planned Unit Development (continued)

3. Fees

As indicated in the Fee Schedule and Standard Contributions - Exhibit L

4. Information to Provide the Village

The following information must be provided to the Village upon submitting an application for Planned Unit Development:

- _____ General Information Application - Exhibit A
- _____ Ten (10) folded copies of concept plans: see attached sample concept plan (prepared by a certified Illinois architect, engineer, or land planner)
- _____ 11"x 17" clear and readable reduction of preliminary/final plat (as required by the Will County Recorder)
- _____ Application for Planned Unit Development - Exhibit C, and response to standards for special uses (see below)
- _____ Proof of property ownership (or contract)
- _____ Two copies of a plat of survey including legal description of property
- _____ Digital legal description in Microsoft Word format

After staff review is complete and any changes have been made to the plans and/or items have been made to meet Village Code, submit 25 copies of folded plans for distribution.

5. Standards for Special Use (PUD)

As directed by the Village of Mokena Zoning Ordinance, a special use may be granted by the Village Board if the following criteria are met:

- A. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public's health, safety, morals, comfort or general welfare;
- B. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
- C. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
- D. Adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided;

- E. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;
- F. The special use shall in all other respects conform to the applicable regulation of the district in which it is located, except as such regulations may in each instance be modified by the Board pursuant to the recommendation of the Planning Commission; and
- G. At least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same for all or part of the site, unless the Village Board determines that conditions in the area have substantially changed;

The Planning Commission, in making its recommendation to the Village Board, may take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

- A. The extent to which the proposed special use departs from the zoning and subdivision regulations otherwise applicable to the subject property, including, but not limited to, the density dimensions, area, bulk and uses, and the reasons why such departures are deemed to be in the public interest;
- B. In what respects the proposed special use meets the requirements and standards of the special use regulations;
- C. The method by which the proposed special use makes an adequate provision for public services, provides adequate control over vehicular traffic, provides for and protects designated, common open space and furthers the amenities of light and air, recreation and visual enjoyment;
- D. The relationship and compatibility of the proposed special use to adjacent properties and neighborhoods;
- E. The desirability of the proposed special use to physical development, tax base and economic well being of the Village; and
- F. The conformity with the intent and spirit of the Comprehensive Plan of the Village.

No special use permit for a planned development shall be favorably recommended or granted pursuant to this Section 9-4-6 unless the applicant shall establish that the proposed development will meet each of the standards made applicable to special uses pursuant to Section 9-4-5. In addition, no special use permit for a planned development shall be favorably recommended or granted unless the applicant shall establish that the proposed development will meet each of the following additional standards:

1. Comprehensive Plan. A planned development must conform to the intent and spirit of the Comprehensive Plan of the Village.
2. Site. The site of a Planned development must be under single ownership and/or unified control at the time of development.
3. Compatibility. The uses permitted in a Planned development must be a type and so located as to exercise no undue detrimental influence upon surrounding properties.
4. Need. A clear showing of need for the proposed use(s) must be made.

5. Yards. The required yards along the periphery of the Planned development shall be at least equal in width and/or depth to that of the adjacent zoning district.
6. Parking Requirements. Adequate parking shall be provided and in no event shall the parking be less than that provided for in other sections of this Title. Parking for residential use shall not be less than two spaces per dwelling unit.
7. Traffic. Adequate provision shall be made to provide ingress and egress so designed as to minimize traffic congestion in the public street.
8. Design Standards. The provisions of the Subdivision and Plat Ordinance of the Village shall be adhered to, unless the Village Board grants a waiver.

Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.

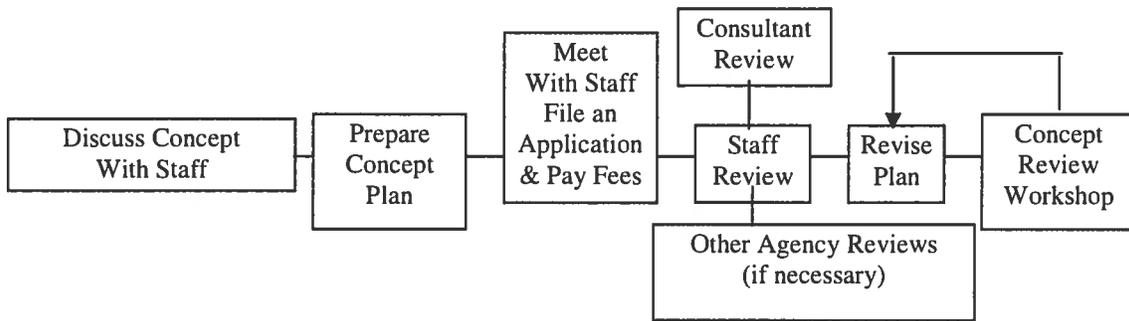
Subdivision of Land

1. Requirement

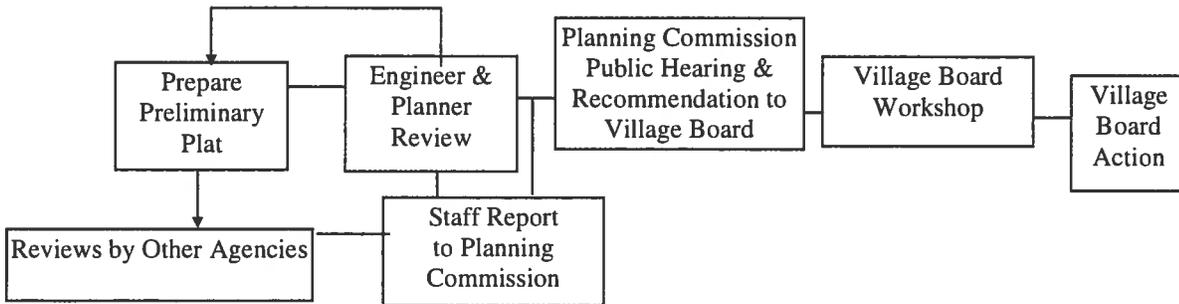
Dividing a parcel of land into two or more parcels must be done in compliance with the Village's subdivision regulations. This includes cases where the parcel is being split with the intent of transferring ownership or developing the land. This process also applies to cases where the petitioner wishes to build more than one dwelling on a single parcel.

2. Process

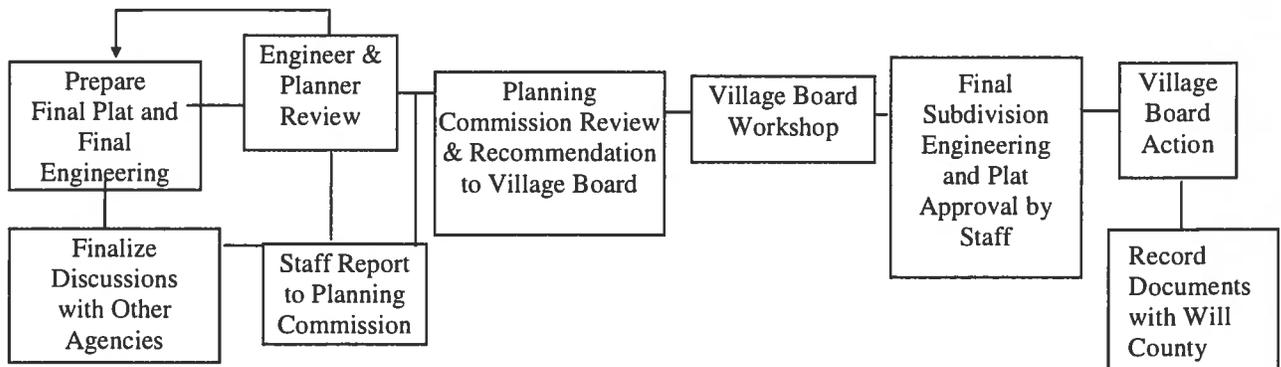
Stage 1 Concept Review



Stage 2 Preliminary Plat Approval Process



Stage 3 Final Plat Approval Process



Subdivision of Land (continued)

3. Fees

As indicated in the Fee Schedule and Standard Contributions - Exhibit L

4. Information to Provide the Village

The following information must be provided to the Village upon submitting application for Subdivision of Land:

- _____ General Information Application - Exhibit A
- _____ 10 folded copies of plans (prepared by a certified Illinois architect, engineer, or land planner)
- _____ 11"X17" clear and readable reduction of preliminary/final plat (as required by the Will County Recorder)
- _____ Application for Subdivision - Exhibit C
- _____ Proof of Property ownership (or contract to purchase)
- _____ 10 copies of a plat of survey including legal description of property
- _____ Digital legal description in Microsoft Word format

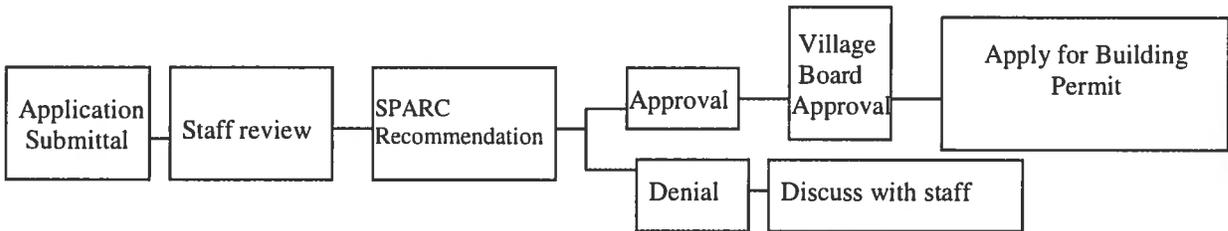
Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.

Site Plan and Architectural Review Committee (SPARC)

1. Requirement

This Committee meets to review non-residential development site plans with the goal of enhancing the overall aesthetics and functionality of business site development. This Committee meets on the first Wednesday of every month to assess any modifications or changes to existing non-residential buildings including but not limited to structural modifications affecting exterior elevations, landscaping, downtown façade grants, and expansions of less than 15% of the size of the building. The Site Plan and Architectural Review Committee also reviews all new non-residential buildings and site development.

2. Process



3. Fees

As indicated in the Fee Schedule and Standard Contributions - Exhibit L

4. Information to Provide the Village

The following information must be provided to the Village upon submitting application for Site Plan and Architecture Review:

_____ Site Plan and Architectural Review Application - Exhibit B

_____ 10 folded copies of plans in accordance to the SPARC guide (prepared by a certified Illinois architect, engineer, or land planner)

_____ Proof of Property ownership (or contract to purchase)

_____ Additional copies as necessary for formal review

Legal fees, engineering consultant fees, copying fees, and any other fees associated with the project must be paid prior to Village Board approval.

People to Know in Mokena

Village President and Board of Trustees 11004 Carpenter Street

The Village President and Board of Trustees (there are six Trustees) are the governing body of the Village elected at large by the residents of Mokena every four years, in staggered terms. The Board meets the second and fourth Mondays of every month to discuss and decide all matters of Village policy, including development proposals at both the draft and final stages. The Village Board makes final decisions regarding special use permits, planned unit developments, rezoning, annexations, and subdivisions of land. The Village Board meets every third Monday to discuss conceptual review of proposals, but takes no formal action on these proposals.

Planning Commission 11004 Carpenter Street

The Planning Commission conducts public hearings and makes recommendations to the Board of Trustees regarding rezoning requests, special use permits, planned unit developments, and subdivision of land, and also makes recommendations to the Board of Trustees regarding amendments to the zoning ordinance. The Commission, whose nine members are appointed by the President and Board of Trustees, meets the third Thursday of every month, or as needed by the direction of the Chairman.

Zoning Board of Appeals 11004 Carpenter Street

The Zoning Board of Appeals conducts public hearing and decides all variation requests, and appeals to the decisions of the Zoning Official. The Board, whose seven members are appointed by the President and Board of Trustees, meets the third Thursday of every month, or as needed by the direction of the Chairman.

Site Plan & Architectural Review Committees 11004 Carpenter Street

The purpose of this committee is to review applications for new construction of, or major external modifications to, nonresidential structures. The Site Plan and Architectural Review Committee meets the first Wednesday of every month or as needed based upon the direction of the Chairman.

Village Administrator 11004 Carpenter Street (708) 479-3900

The Village Administrator is responsible for the day to day functions of the Village, and oversees the operations of all Village departments.

Village Clerk
11004 Carpenter Street
(708) 479-3930

The Village Clerk is the official record keeper of the Village of Mokena.

Community Development Director
11004 Carpenter Street
(708) 479-3930

The Community Development Director is responsible for coordination of engineering reviews, planning reviews, and public hearings related to the development of land, including planned unit developments (PUDs), subdivisions of land, and annexations. This office also enforces the Building Code and Zoning Ordinance by issuing building and occupancy permits, coordinating inspections, and processing requests for variations, special uses, and rezoning.

Village Engineer
11004 Carpenter Street
(708) 479-3927

The Village Engineer coordinates engineering plan reviews, field inspections of all public improvements, administers and monitors all letters of credits and any request to reduce or release same. All grading and drainage design plans are handled by the Village Engineer.

Village Planner
11004 Carpenter Street
(708) 479-3930

The Village Planner assists the Community Development Director by coordinating the review of development proposals, enforcing the Zoning Ordinance, forwards development proposals to the Village Board, the Planning Commission, the Zoning Board of Appeals, and the Site Plan and Architectural Review Committee's.

Planning and Building Specialist
11004 Carpenter Street
(708) 479-3930

The Planning Technician coordinates the review of building permit applications, enforcing the Zoning Ordinance, processes variations, and administers the building codes.

Public Works Director
11004 Carpenter Street
(708) 479-3927

The Public Works Director is responsible for maintaining and overseeing the operation of all public infrastructures such as sewer and water lines, roadways and Village owned buildings and property. In cases where construction of such infrastructure is part of the development process the Public Works Director may review proposed development plans.

**Police Department
10907 Front Street
(708) 479-3912**

The Police Department is charged with protecting the safety of Mokena residents and their property. In many cases, a development will impact that responsibility by extending existing resources or creating entirely new security needs. The Department reviews larger development proposals and comments on their impact on the community.

Mokena, Frankfort, and New Lenox Fire Protection Districts

- **Mokena Station** – 19853 Wolf Road – (708) 479-5371
- **New Lenox Station** – 261 E. Maple Street – (815) 485-7121
- **Frankfort Station** – 333 W. Nebraska St - (815) 469-1700

Fire prevention services for the Village of Mokena are provided by three separate fire protection districts. They are not departments of the Village, but rather separate service districts having their own taxing authority. The Mokena Fire Protection District serves most of the Mokena community, the Frankfort Fire Protection District serves the far southern and eastern portions of the area, and the New Lenox Fire Protection District covers the far western end of the community. The fire districts review development proposals to ensure that new developments meet all building and fire code regulations, and that street and building configurations provide acceptable access for their equipment. The Fire Protection Districts receive a contribution per dwelling unit as set forth in Chapter 5 of the Village Subdivision Regulations.

School Districts

- **Mokena Elementary (K-3)** - 11244 Willowcrest Lane – (708) 342-4850
- **Mokena Intermediate (Grades 4 & 5)** - 11331 W. 195th Street – (708) 342-4860
- **Mokena Junior High** - 19815 Kirkstone Way – (708) 342-4870
- **Frankfort School District** - 10482 W. Nebraska Street – (815) 469-5922
- **New Lenox Elementary School** - 809 No. Cedar Road – (815) 485-2125
- **Summit Hill #161** - 21133 So. 80th Avenue – (815) 469-9103
- **Lincoln Way Central** – 1801 E. Lincoln Highway – (815) 462-2100
- **Lincoln Way East** – 201 Colorado Avenue – (815) 464-4000
- **Lincoln Way North** – 19900 S. Harlem Avenue – 815-534-3000

Mokena residents are served by five school districts, which are separate from the Village government. Mokena Public School District 159, which includes grades K-8, serves most of the Village. Summit Hill School District 161 covers the eastern portion of the Mokena area, and also serves students grades K-8. Frankfort School District 157C covers a small portion of the eastern parts of Mokena, and New Lenox School District 122 covers the western portion of the area, both serve students grades K-8. High school students throughout the Village attend Lincoln-Way High School District 210. In order to off-set the impact of new students on the districts, all subdivided parcels are required to dedicate land for school sites to serve the short and long term needs of the residents of the development. In cases where subdivided parcels are too small for a land donation, or sites are inappropriate for locating a school, a contribution of cash in lieu of land will be required. The formula for the amount of land to be donated, which is based on the typical size

of school site and students per household, is found in Chapter 5 of the Village of Mokena Land Subdivision Regulations.

Mokena Park District
10925 W. Laporte Road
(708) 479-1020

The Mokena Park District, which is separate from the Village government, provides park and recreation facilities for Mokena residents. As with the school districts, the park district is a separate governmental body from the Village, and receives a required donation of land or cash from all developments as a condition of subdivision approval. The formula for the amount of land or cash contribution, which is based on per capita park needs and residents per household, is found in Chapter 5 of the Village of Mokena Land Subdivision Regulations.

Library District

- **Mokena** - 11327 W. 195th Street – (708) 479-9663
- **Frankfort** - 21119 So. Pfeiffer Road – (815) 469-2423
- **New Lenox** – 120 Veterans Parkway - (815) 485-2605

The Mokena, New Lenox, and Frankfort Library Districts, which are separate from Village government, provide library services to the residents of Mokena. The library receives a required donation from all developments as a condition of subdivision approval. The formula for cash contributions, which is based on number of residential lots, is found in Chapter 5 of the Village of Mokena Land Subdivision Regulations.

Township Government

- **Frankfort** - 11008 W Lincoln Hwy - (815)469-4908
- **New Lenox** - 1100 South Cedar Road - (815) 485-9419

Frankfort Township is a 36 square mile area bounded by the north and east by the Will-Cook County line. New Lenox Township covers a portion of Mokena's western side of town. The Township government is responsible for property tax assessments and some social and recreational services.

Township Highway Department

- **Frankfort Highway Commissioner** – 9440 W. LaPorte Rd - (708) 479-9673
- **New Lenox Highway Commissioner** - 1100 S. Cedar Road - (815) 485-6484

The Townships are also responsible for certain road and bridge maintenance. Therefore, the Township Highway Commissioners review plats of subdivision that come before the Village.

Will County Office Building
302 North Chicago Street (Joliet)
(815) 722-5515

Will County government is responsible for maintenance of certain major roads, planning and zoning of unincorporated areas, public health services, and property tax billing.

Will County Land Use Department
58 E. Clinton St., Suite 500 (Joliet)
(815) 774-3321

The Will County Land Use Department is responsible for administrating and enforcing adopted ordinances relating to new and existing development within the County.

Will County Highway Department
16841 E. Laraway Road (Joliet)
(815) 727-8476

The Will County Department of Highways is responsible for the planning, design, construction, and maintenance of the 269 miles of county highways and bridges, and is the lead agency for township projects constructed or maintained with Motor Fuel Tax funding.

Will County 911 System
830 S. State Street (Lockport)
(815) 838-5911

The Will County 911 System assists the Village with the review of addresses and street names used in all proposed subdivisions.

Will County Forest Preserve District
17540 W. Laraway Road
(815) 727-8700

The Will County Forest Preserve District serves the area by maintaining and operating open space and recreational activities to the entire community.

Will/South Cook Soil and Water Conservation District
1201 So. Gougar Road (New Lenox)
(815) 462-3106

The Water Conservation District provides input to the Village regarding the characteristics of site soils and the impacts they may have on development. The District must be consulted in cases of planned unit development or subdivision of land.

Illinois Department of Natural Resources

The Illinois Department of Natural Resources is responsible for managing, protecting and sustaining Illinois' natural and cultural resources, as well as provide resource-compatible recreational opportunities and promoting natural resource-related issues.

U.S. Army Corps of Engineers

The USACE is responsible for investigating, developing and maintaining the nation's water and related environmental resources.

Consulting Engineer

The Village utilizes a consulting engineer in many cases. The consulting engineer reviews all engineering plans submitted to the Village, and renders a report of compliance with the Subdivision Ordinance and other aspects of the Village Code.

Village Attorney

The firm of Rathbun, Cservenyak, and Kozol, LLC is the Village attorney. They counsel the Village on various matters of municipal business.

Frequently Asked Questions About Development

1. What's the development approval process and how long will the process take?

The development approval process is one way the Village fulfills its charge to promote the health, safety, and general welfare of its residents. This process ensures that developments meet standards that make structures safe to occupy, and developments compatible with neighboring uses and the Village as a whole.

The length of time involved in the process varies depending on what is to be done. Certainly a building permit will take less time than approval for an entire subdivision. Projects with complex issues of environmental concern or large differences from the Comprehensive Plan or Zoning Ordinance will take the longest. The steps in each process are outlined later in this packet. The Village department with which you file an application can give you the best estimate of how long the process will take.

2. What costs are attached to the process?

In processing the application the Village incurs a number of expenses, primarily from the personnel required to facilitate the process. To help offset those costs, the petitioner is required to pay certain fees and contributions at various times in the development review process. A summary of fees for the various types of applications is included in the "Fee Schedule and Standard contributions" attached to this booklet. Note that these charges change periodically and may differ from those listed.

3. What documents explain developments in the Village?

The Comprehensive Plan describes the desired future development pattern of the Village. The current plan was completed in 2002. It is a compilation of local policies for growth and development and serves to help the Village make decisions. In addition, Special Area Plans have been created to address future development along important roadways. The Comprehensive Plan also contains design and development guidelines for various types of land development. This plan is available for review at the Village Hall or library, and may be purchased from the Village at a nominal fee.

The Zoning Ordinance is the legal control through which the Village designates specific locations and characteristics for development. It also regulates such matters as the height of buildings, how far they must be from lot lines, and minimum sizes of lots. All development must adhere to these regulations or receive a variation from the Village. Additionally, the Zoning Ordinance stipulates the requirements of the landscape regulations. The Zoning Ordinance is available for review at the Village Hall or library, and may be purchased from the Village at a nominal fee.

The Subdivision Regulations define the process and requirements for subdivision of land. It includes the standards to which roads and other public improvements must be constructed. Any parcel of land split into two or more parts for the purpose of development must follow these controls. The Subdivision Regulations are available for review at the Village Hall or library, and may be purchased from the Village at a nominal fee.

The Building Code includes regulations for the construction of buildings and focuses on ensuring that the buildings are safe to occupy. All construction in the Village must adhere to these regulations. The current building code is available for review at the Community Development Department in the Village Hall or at the library.

The Floodplain Regulations control development in designated floodplain areas to protect new buildings from flood damage, and assure that they do not increase the potential of flood damage to other properties. To review the most recent floodplain maps, contact the Community Development Department.

4. How do I contact the Village Hall?

The Village Hall is open Monday through Friday from 8:30 a.m. to 5:00 p.m.

The Phone number for the Community Development Department is (708)479-3930

The fax number is (708)479-1137

You may also contact us at www.communitydevelopment.org

5. What happens at a Public Hearing?

The agenda of a Village Board meeting typically includes a range of issues related to the general functions of the Village. The Planning Commission and Zoning Board of Appeals, on the other hand, meets almost exclusively on matters of growth and development. In both cases, the meetings are open to the public and may contain an opportunity for public input during a public hearing. In cases where public hearings are conducted, the process works as follows:

- The Village staff outlines their findings as to the appropriateness of the request and any background or analysis they have conducted to facilitate an informed decision about the petition. Depending on the type of petition, staff reports may include the input of the Village engineer, attorney, and/or planner.
- The petitioner makes a presentation about their request. This presentation may include the input of any experts (architect, planner, engineer, market analyst, etc.) the petitioner feels will help to make the intent and function of their project clear.
- The Village Board or Planning Commission/Zoning Board of Appeals members have the opportunity to ask questions of either the petitioner or staff in order to clarify their understanding of the project and its impact on the Village.
- Members of the audience have the opportunity to ask questions and make comments about the petition.
- Upon conclusion of the public discussion about the petition the hearing is closed. Then, the Village Board or Planning Commission/Zoning Board of Appeals can act on the matter. If all questions have been clarified, they will vote on whether or not to accept, amend, or deny the proposal.

In some instances, these discussions take place in a “Workshop Session”. The workshop, while still open to the public, is not a public hearing, and provides a less formal forum for the Village Board to meet in and discuss development proposals. Though these sessions follow a similar

format they are primarily informational for the Village Board and do not require any formal approval or denial of the project.

6. Who's responsible for making sure that all the necessary information is provided to the Village?

The Village staff facilitates the development process. They will answer any questions and ensure that the appropriate Village agency or staff member understands the request. The lists of materials to be submitted are identified in this packet. Ultimately, the petitioner is responsible for seeing that all necessary materials are submitted to the Village in a timely manner.

7. Where to look if you have a question about....

The *type of development appropriate* for any given property - Village of Mokena Comprehensive Plan.

The *type of development permitted* on any given piece of property - Village of Mokena Zoning Ordinance and Map. Specifically the Use Matrix in each Zoning District.

Sign Regulations - Village of Mokena Zoning Code Chapter 18.

Parking Requirements - Village of Mokena Zoning Code Chapter 16.

Loading Dock Requirements - Village of Mokena Zoning Code Chapter 16.

Building a *fence, deck, shed, or garage* - Village Zoning code Chapter 14.

Landscape Requirements - Village of Mokena Zoning Code Chapter 17.

The *standards for development* on any given piece of property - Village of Mokena Land Subdivision Regulations. Specifically.....

Design specifications for *streets, easements, blocks, and lots* - Village of Mokena Land Subdivision Regulation Chapter 3.

Required land improvements: *sanitary sewers, water, storm drainage, roadways, sidewalks, utilities, street lighting and landscaping* - Village of Mokena Land Subdivision Regulations Chapter 4.

Construction specifications for *streets, curbs & gutters, sidewalks & crosswalks, sewers, water, streets signs and driveways* - Village of Mokena Land Subdivision Regulations Chapter 5.

Required *Dedication of Public Land* (residential development) - Village of Mokena Land Subdivision Regulations Chapter 6.

Letters of Credit and bonding requirements for public and other improvements - Village of Mokena Land Subdivision Regulations Chapter 2.

Design and Development Guidelines in Chapter 6 of the Comprehensive Land Use Plan.

Building in or near a flood plain - Village of Mokena Flood Plain Regulations.

Required contributions and tap on fees - See exhibit "L" of this Guide.

Building Construction Standards - Village of Mokena Village Code - Title 8. That Title is based on the International Building Code, the International Residential Code, the National Electric Code, and the Illinois State Plumbing Code, or other codes adopted by the Village Board or as amended from time to time.

Definitions of Planning and Zoning Terms

Annexation: The action through which directly adjacent unincorporated properties become part of the Village. Annexation is required as a condition of receiving zoning designation, sewer and water utilities, police service, and participating in the approval process.

Annexation Agreement: A contract between the annexing property owner and the Village that outlines the conditions under which a property is annexed and may be developed.

Comprehensive Plan: The document which describes the proposed future land development pattern of the Village, as well as goals, policies and objectives for its growth. This plan also contains design and development guidelines for land development.

Concept Plan: A general plan showing the land uses, road systems, densities, and other bulk zoning characteristics of a proposed development.

Concept Review: A general review by the Village Board giving direction if a project may move forward to a public hearing before the Planning Commission.

Density: The numerical value which indicates the number of dwelling units per acre of a development.

Development Agreement: A contract between the developer and the Village that outlines the conditions under which the property can be developed.

Easement: The right granted by a property owner that allows a specified use of their property by others.

Final Plat: The detailed map on which a subdivision plan is submitted for approval to the Village and eventually recorded with the county clerk. In the case of a Planned Unit Development, the final plat is sometimes known as the Final Plan.

Floodplain: Land, typically adjacent to a body of water, with an elevation at or below the base elevation of the 100 year flood frequency.

Floor Area Ratio (FAR): The numerical value that describes the ratio of total floor area of a structure to that of the total lot area.

Landscape Plan: The landscape plan is a detailed map which, at a minimum, illustrates the location, type and quantity of required landscaping.

Legal Nonconforming Structure or Use: A structure or use which legally existed at the time the Village Zoning Ordinance was adopted, but does not now conform to the regulations of that ordinance at the present time.

Letter of Credit: A voucher required of developers/builders making site improvements that will become the Village's maintenance responsibility. The value of a letter of credit equals the estimated improvement cost plus ten percent, and may be partially reduced as portions of the

work are completed to the Village's satisfaction. All letters of credit must be in the Village's standard format.

Planned Unit Development (PUD): A special use of a tract of land that is under unified control and developed in a manner which enhances its character and environmental setting. A PUD typically includes more than one building on a lot.

Population Equivalent: The numerical value given to a development that translates its use of sewer and water facilities into a common factor, facilitating capacity analysis of those utilities.

Preliminary Plat: The draft subdivision plan which is submitted for preliminary approval by the Village. Once approved it is revised and submitted as a final plat. In the case of a Planned Unit Development, the preliminary plat is also sometimes known as the Preliminary Plan.

Public Hearing: The part of an official Village meeting (held by the Planning Commission/Zoning Board of Appeals or Village Board) where information is heard, including the input from the public, and after which action is taken regarding development proposals as well as other Village business.

Recapture: A charge paid by some new developments to reimburse the Village, or previous developers for their installation of public improvements that were beyond an immediate need and of benefit to later development.

Setback: The minimum distance required between a structure and the edge of the property, also known as the yard.

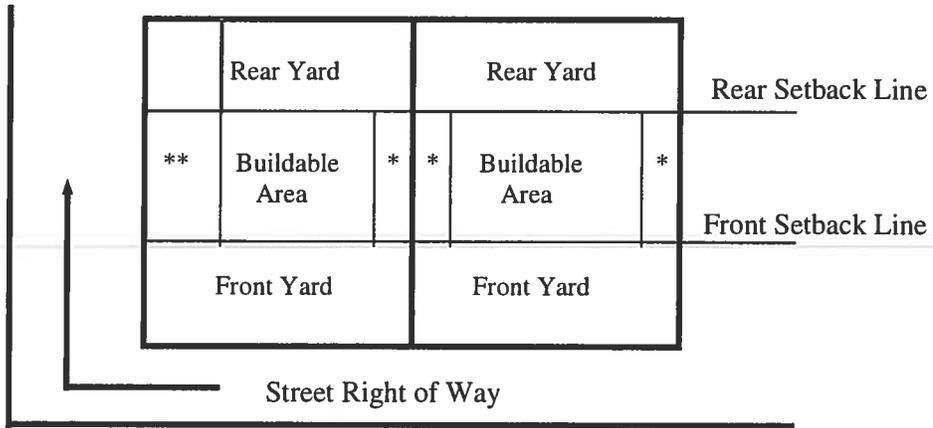
Special Use: A use of property under the Zoning Ordinance subject to special provisions due to its unique characteristics.

Subdivision: The process through which a parcel of land is divided into two or more parts.

Variation: Permission granted by the Village that provides relief from zoning conflicts caused by unusual circumstances beyond the property owner's control.

Wetland: An area having standing water periodically or year round, designated by the Army Corps of Engineers as having special characteristics and development requirements.

Yard: The open spaces on a lot, as established by the required setback, that is unoccupied or unobstructed (except as allowed by the Village Zoning Ordinance).



* Side Yard Setback

** Corner Side Yard Setback

**Exhibit A
Village of Mokena**

GENERAL INFORMATION APPLICATION
For Land Use and
Development in the Village

Applicant(s)

Property Owner(s)

Name _____

Name _____

Address _____

Address _____

Telephone (____) _____ - _____

Telephone (____) _____ - _____

Fax (____) _____ - _____

Fax (____) _____ - _____

Email _____

Email _____

Agent/Attorney

Engineer

Name _____

Name _____

Address _____

Address _____

Telephone (____) _____ - _____

Telephone (____) _____ - _____

Fax (____) _____ - _____

Fax (____) _____ - _____

If the property is in a Trust, give the name, address and number of Trust.

I hereby make application for the following (check as appropriate):

- Annexation _____
- Annexation Agreement _____
- Rezoning _____
- Subdivision/PUD _____
- Resubdivision _____
- Special Use Permit _____
- Variation(s) _____
- Will County 1 ½ Mile Review _____

GENERAL INFORMATION APPLICATION (continued)

1. Common address or location of subject property:

2. Provide a written and digital legal description in Microsoft Word format (Attach additional sheet if necessary):

3. Permanent Index Number (located on tax bill): _____

4. Parcel Size (sq. ft. or acres): _____

5. Applicant is (check one):

_____ Property Owner _____ Attorney _____ Agent _____ Other (specify)

6. What are the current land uses and zoning on and around the site:

	<u>Current Zoning</u>	<u>Land Uses</u>
On Site	_____	_____
North of Site	_____	_____
South of Site	_____	_____
East of Site	_____	_____
West of Site	_____	_____

7. Describe any existing structures and the site

FOR VARIATIONS, SIMPLE ANNEXATIONS AND REZONING REQUESTS, PROCEED DIRECTLY TO THE SIGNATURE PAGE. FOR ALL OTHER LAND USE ACTIONS CONTINUE COMPLETING THIS APPLICATION.

8. What will be the average daily traffic count for this development? _____ vehicles

9. What will be the peak traffic flow for this development? _____ vehicles

10. What will be hours of operation of this business or businesses? _____

11. What will be the hours of deliveries for this business or businesses? _____

12. Is this development expected to utilize any hazardous materials at occupancy? If so, please describe the type and estimated quantify.

**FOR SPECIAL USES OTHER THAN A PUD, PROCEED DIRECTLY TO THE SIGNATURE PAGE.
FOR PLANNED UNIT DEVELOPMENTS OR LAND SUBDIVISIONS CONTINUE TO COMPLETE
THIS APPLICATION.**

13. What is the projected time frame for build-out of this development? _____

14. What will be the population equivalent (PE) for sewer and water services for this development? (Please complete the calculation by filling in all the appropriate blanks)

<u>Use</u>	<u>Multiplier</u>	<u>Individual PE</u>	<u>Total PE</u>
Single-Family Residential:	_____ lots	x _____ PE	= _____ PE
Multiple - Family Residential	_____ Dwellings	x _____ PE	= _____ PE
Commercial:	_____	x _____ PE	= _____ PE
Industrial:	_____	x _____ PE	= _____ PE
		Project Total	= _____ PE

15. How many sewer and water connections will this development require? (Please complete the calculation by filling in all the appropriate blanks)

<u>Use</u>	<u>Number of Sewer Connections</u>	<u>Number of Water Connections</u>
Residential:	_____	_____
Commercial:	_____	_____
Industrial:	_____	_____
Project Totals	_____	_____

16. What is the projected population of this development through build-out? For non-residential development please indicate number of employees by type listed.

<u>Year</u>	<u>Residential Population</u>	<u>Employees</u>			
		<u>Professional</u>	<u>Skilled</u>	<u>Semi-Skilled</u>	<u>Unskilled</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Build out	_____	_____	_____	_____	_____

17. Estimate the individual market value of the dwelling units in the project (if more than one product please specify).

<u>Type of Unit</u>	<u>Market Value</u>
_____	_____
_____	_____
_____	_____
_____	_____

18. Estimate the equalized assessed value of the project in annual increments through build-out (do not consider the affects of inflation in your calculation).

Year	Equalized Assessed Value			Annual Total
	Residential	Commercial	Industrial	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Build Out	_____	_____	_____	_____

19. How many miles of new public roads will be constructed as part of this project? _____

20. How many new cul-de-sacs will be constructed as part of this project? _____

21. Identify the school, park, library, and fire districts that will serve this project.

Elementary School District	_____	Students
Junior High School District	_____	Students
Senior High School District	_____	Students
Park District	_____	
Library District	_____	
Fire District	_____	
Distance from Fire Station	_____	

I hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge. I further certify that I have read, understand and agree to pay all required applicable fees including, but not limited to, legal fees and consultant fees incurred by the Village to process this land use application.

Date _____

APPLICANT (OWNER)

By: _____

Its: _____

CO-APPLICANT (CONTRACT PURCHASER)

By: _____

 Its: _____

Any questions regarding the land use process, submittal requirements, or fees related to the processing of this application should be directed to the Community Development Department at (708) 479-3930.

Exhibit B
Village of Mokena

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

***Note: Application must be filled out in its entirety.**

Petitioner:

Name _____
Phone Number _____ Fax _____
Address _____
City _____ State _____ Zip _____
E-mail _____

Property Owner:

Name _____
Phone Number _____ Fax _____
Address _____
City _____ State _____ Zip _____
E-mail _____

Architect:

Name _____
Phone Number _____ Fax _____
Address _____
City _____ State _____ Zip _____
E-mail _____

Landscape Designer:

Name _____
Phone Number _____ Fax _____
Address _____
City _____ State _____ Zip _____
E-mail _____

ARCHITECTURAL AND SITE PLAN REVIEW APPLICATION (continued)

Civil Engineer:

Name _____

Phone Number _____ Fax _____

Address _____

City _____ State _____ Zip _____

E-mail _____

Property Location _____

Pin Number _____

Zoning _____ Site Acreage _____

Floor Area Ratio _____

Number of Parking Spaces: Existing _____ Proposed: _____

Explain

Project _____

Exhibit C
Village of Mokena

APPLICATION FOR SUBDIVISION/PLANNED UNIT DEVELOPMENT (PUD)

1. Briefly describe proposed subdivision/PUD:

2. Will the streets within the proposed subdivision/PUD be private or dedicated to the Village of Mokena?

3. Number of lots and dwelling units:

_____ Lots _____ Dwellings

4. Please submit the appropriate plan review fees and copies of proposed Plat of subdivision with this application (the number of plats required will be determined by the Development coordinator).

5. As directed by the Village of Mokena Zoning Ordinance, a special use may be granted by the Village Board if the following criteria are met:

- A. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public's health, safety, morals, comfort or general welfare;
- B. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
- C. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
- D. Adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided;
- E. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;
- F. The special use shall in all other respects conform to the applicable regulation of the district in which it is located, except as such regulations may in each instance be modified by the Board pursuant to the recommendation of the Planning Commission; and
- G. At least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same for all or part of the site, unless the Village Board determines that conditions in the area have substantially changed;

Exhibit C (continued)

The Planning Commission, in making its recommendation to the Village Board, may take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

- A. The extent to which the proposed special use departs from the zoning and subdivision regulations otherwise applicable to the subject property, including, but not limited to, the density dimensions, area, bulk and uses, and the reasons why such departures are deemed to be in the public interest;
- B. In what respects the proposed special use meets the requirements and standards of the special use regulations;
- C. The method by which the proposed special use makes an adequate provision for public services, provides adequate control over vehicular traffic, provides for and protects designated, common open space and furthers the amenities of light and air, recreation and visual enjoyment;
- D. The relationship and compatibility of the proposed special use to adjacent properties and neighborhoods;
- E. The desirability of the proposed special use to physical development, tax base and economic well being of the Village; and
- F. The conformity with the intent and spirit of the Comprehensive Plan of the Village.

No special use permit for a planned development shall be favorably recommended or granted pursuant to this Section 9-4-6 unless the applicant shall establish that the proposed development will meet each of the standards made applicable to special uses pursuant to Section 9-4-5. In addition, no special use permit for a planned development shall be favorably recommended or granted unless the applicant shall establish that the proposed development will meet each of the following additional standards:

1. Comprehensive Plan. A planned development must conform to the intent and spirit of the Comprehensive Plan of the Village.
2. Site. The site of a Planned development must be under single ownership and/or unified control at the time of development.
3. Compatibility. The uses permitted in a Planned development must be a type and so located as to exercise no undue detrimental influence upon surrounding properties.
4. Need. A clear showing of need for the proposed use(s) must be made.
5. Yards. The required yards along the periphery of the Planned development shall be at least equal in width or depth to that of the adjacent zoning district.
6. Parking Requirements. Adequate parking shall be provided and in no event shall the parking be less than that provided for in other sections of this Title. Parking for residential use shall not be less than two spaces per dwelling unit.
7. Traffic. Adequate provision shall be made to provide ingress and egress so designed as to minimize traffic congestion in the public street.
8. Design Standards. The provisions of the Subdivision and Plat Ordinance of the Village shall be adhered to, unless the Village Board grants a waiver.

**Exhibit D
Village of Mokena**

Developer's Check-Off List: Land Subdivision or Planned Unit Development

This list should be maintained by the developer through the approval process. As each task is completed, it will be signed and dated by the Project Coordinator. The plan being reviewed cannot pass to the next step until the Project Coordinator has initialed the previous step.

Task

Signature/Date

Step One: Concept Review

Discuss proposal with Village Planner

Obtain Guide to Land Use and Development

Submit concept plan and applications
(10 folded copies must include all necessary information)

Pay all applicable concept review fees

Staff review completed

Revise plans (if necessary), and submit 25 copies of revised plan

Set date for Concept review by Village Board

Concept review by Village Board

Post Concept letter sent

Step Two: Preliminary Plat

Submit preliminary plat and engineering, (10) Landscape plan and cost estimate of public improvements

Submit revised General Information Application (if necessary)

Applicable plan review fees paid

Submit concept plan to school and park districts (if necessary)

Submit plans to other agencies *

Staff review completed

Submit revised preliminary plat and Engineering (if necessary)

Check-Off List: Land Subdivision or Planned Unit Development (continued)

Set date for Public Hearing with Planning Commission/Zoning Board of Appeals _____

Planning Commission/Zoning Board of Appeals makes recommendation on the preliminary plat _____

Review draft annexation agreement _____

Revise annexation agreement (if necessary) _____

Set date for Village Board workshop/hearing _____

Revise annexation agreement (if necessary) _____

Preliminary plat and annexation agreement reviewed and approved by Village Board _____

Step Three: Final Plat

Submit final plat and final engineering (10) _____

Submit revised General Information Application (if necessary) _____

Finalize discussions with other agencies _____

Final consultant review completed _____

Submit required copies of revised final plan (if necessary) _____

Submit final documentation from all required agencies * _____

Staff review completed _____

Set date for review of final plat with Planning Commission _____

Planning Commission makes a recommendation to the Village Board on final plat _____

Submit letter of credit and address plan _____

Pay inspection fees and outstanding plan review fees _____

Set date for Village Board meeting _____

Plan Approval by Village Board _____

*** Other agencies that may need to be contacted:**

Army Corp. of Engineers (Prior to final plat only)

Federal Emergency Management Agency

Mokena Police Department (Traffic Enforcement Agreement)

Pipeline and utility easement holders

School District

Will-Cook Soil Conservation District

Will County 911 Emergency Telephone System

Will County Forest Preserve District

Illinois Department of Transportation (If applicable)

Fire District

Library District

Park District

Roadway jurisdictions

Will County Health Department

(Prior to final plat only)

Illinois Department of Conservation

Township Highway Department

Exhibit E
Village of Mokena

APPLICATION FOR VARIATION(S)

1. Describe variation(s) requested:

2. Stipulate sections of Village Code you are seeking relief from including the requirement of the Village Code and the extent of your request:

3. Describe the uniqueness of the hardship:

4. Be prepared to discuss the “Standards of Variation(s)” as outlined in Title 9 of the Village Code. Your verbal response will be required at the public hearing.
5. The Zoning Board of Appeals shall not vary the provisions of this Title authorized in this Section, unless: (1) the variation is in harmony with the general purpose and intent of this Title; and (2) there are practical difficulties or particular hardship in the way of carrying out the strict letter of any of the regulations of this Title relating to use, construction, or the alteration of buildings and structures, or the use of land. In its consideration of the standards of practical difficulties or practical hardship, the Zoning Board of Appeals shall require evidence that:
- a. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the particular zone;
 - b. The plight of the owner if due to unique circumstances; and
 - c. The variation, if granted, will not alter the essential character of the locality.
6. A variation shall be permitted only if the evidence, in the judgment of the Zoning Board of Appeals, sustains each of the three conditions enumerated above.
7. For the purpose of supplementing the above standards, the Zoning Board of Appeals, in making this determination, shall take into consideration, the extent to which the following facts, favorable to the applicant, have been established by the evidence:
- a. The particular physical surroundings, shape or topographical conditions of the specific property involved will bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were carried out;
 - b. The conditions upon which the petition for variation is based would not be applicable generally to other property within the same zone classification;

- c. The purpose of the variation is not based exclusively upon a desire to make more money out of the property;
- d. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
- e. The granting of the variation will not be detrimental to the public welfare or unduly injurious to other property or improvements in the neighborhood in which the property is located; or
- f. The proposed variation will not impair an adequate supply of air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.

Please provide a written response to the following questions along with your variation application.

- A. The particular physical surroundings, shape or topographical conditions of the specific property involved will bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were carried out;
- B. The conditions upon which the petition for a variation is based would not be applicable generally to other property within the same zoning classification;
- C. The purpose of the variation is not based exclusively upon a desire to make more money out of the property;
- D. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
- E. The granting of the variation will not be detrimental to the public welfare or unduly injurious to other property or improvements in the neighborhood in which the property is located; or
- F. The proposed variation will not impair an adequate supply of air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.

Exhibit F
Village of Mokena

Development Check - List: Variation

As each task is completed, it should be signed and dated by the Village Staff.

<i>Task</i>	<i>Signature/Date</i>
Obtain the Land Use Guide	<u>N/A</u>
Submit General Information Application	_____
Submit variation application (with all necessary information)	_____
Submit public hearing/plan review fees	_____
Staff review completed	_____
Engineer review completed (if necessary)	_____
Plan revisions complete (if necessary)	_____
Set date for Zoning Board of Appeals Hearing	_____
Zoning Board of Appeals decision	_____

Exhibit G
Village of Mokena

APPLICATION FOR SPECIAL USE PERMIT

1. Describe the proposed use:

2. Describe the proposed zoning:

3. If your request includes a special use permit for a planned unit development, attach appropriate planned unit development fee to be determined by the Development Director. (If a planned unit development fee is attached, no public hearing fee is applicable.)

4. If your request includes a special use permit for a planned unit development, attach a planned unit development plat and a number of copies of same as determined by the Development Director.

5. As directed by the Village of Mokena Zoning Ordinance, a special use may be granted by the Village Board if the following criteria are met.

Please provide a written response to the following questions along with your special use application.

- A. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public's health, safety, morals, comfort or general welfare.
- B. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
- C. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- D. Adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.
- E. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion on public streets.
- F. The special use shall in all other respects conform to the applicable regulation of the district in which it is located, except as such regulations may in each instance be modified by the Board, pursuant to the recommendation of the Planning Commission.
- G. At least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same for all or part of the extent to which the following facts, favorable to the applicant, have been established by the evidence.

9. For the purpose of supplementing the above standards, the Planning Commission, in making its recommendation to the Village Board for making its decision, may take into consideration, the extent to which the following facts, favorable to the applicant, have been established by the evidence.

- A. The extent to which the proposed special use departs from the zoning and subdivision regulations otherwise applicable to the subject property, including but not limited to the density, dimensions, area, bulk and uses, and the reasons why such departures are deemed to be in the public interest;

- B. In what respects the proposed special use meets the requirements and standards of the special use regulations;
- C. The method by which the proposed special use makes adequate provision for public services, provides adequate control over vehicular traffic, provides for and protects designated, common open space and furthers the amenities of light and air, recreation and visual enjoyment;
- D. The relationship and compatibility of the proposed special use to adjacent properties and neighborhoods;

- E. The desirability of the proposed special use to physical development, tax base and economic well-being of the Village; and
- F. The conformity with the intent and spirit of the Comprehensive Plans of the Village.

Exhibit H
Village of Mokena

Development Check - List: Special Use

As each task is completed, it should be signed and dated by the Village staff.

<i>Task</i>	<i>Signature/Date</i>
Obtain Land Use Guide	<u>N/A</u>
Submit General Information Application	_____
Submit special use application (with all necessary information)	_____
Submit public hearing/plan review fees	_____
Staff review completed	_____
Engineer and planner reviews completed	_____
Plan revisions completed (if necessary)	_____
Set date for Village Board Concept Review	_____
Set date for Planning Commission Public Hearing	_____
Recommendation by Planning Commission	_____
Set date for Village Board Workshop	_____
Decision by Village Board	_____

Exhibit I
Village of Mokena

APPLICATION FOR REZONING (MAP AMENDMENTS)

1. What is the current zoning of the property?:

2. What is the proposed zoning?:

Lot(s) _____ = _____ Lot(s) _____ = _____

Lot(s) _____ = _____ Lot(s) _____ = _____

3. As directed by the Village of Mokena Zoning Ordinance, in considering a rezoning, Zoning Board of Appeals will consider:

Please provide a written response to the following questions along with your rezoning application:

- (1) What are the existing uses of property within the general area of the property in question?
- (2) What are the zoning classifications for the property within the general area of the property in question?
- (3) What is the suitability of the property in question for the use permitted under the existing zoning classification?
- (4) Does the trend of development, if any, in the general area support the proposed rezoning?
- (5) Conformance or nonconformance with officially adopted plans of the Village.

Exhibit J
Village of Mokena

Development Check - List: Rezoning

As each task is completed, it should be signed and dated by the Village staff.

<i>Task</i>	<i>Signature/Date</i>
Obtain Land Use Guide	_____ N/A _____
Submit General Information Application	_____
Submit rezoning application (with all necessary information)	_____
Submit public hearing/plan review fees	_____
Staff review completed	_____
Engineer review completed	_____
Plan revisions completed (if necessary)	_____
Village Board Concept review	_____
Planning Commission public hearing	_____
Village Board Workshop	_____
Decision by Village Board	_____

Exhibit K
Village of Mokena

Development Check - List: Annexation

As each task is completed, it will be signed and dated by the Project Coordinator. The plan being reviewed cannot pass to the next step until the Project Coordinator has initialed the previous step.

Task	Signature/Date
Obtain Land Use Guide	<u>N/A</u>
Discuss annexation proposal with Village staff	_____
Submit General Information Application	_____
Engineer, planner, legal counsel reviews	_____
Revise plans (if necessary) & pay fees	_____
Staff review complete	_____
Developer comments received & reviewed	_____
Village Board Concept Review	_____
Revise plans and annexation agreement (if necessary)	_____
Plan Commission review	_____
Draft annexation agreement	_____
Village Board work session	_____
Revised plans and annexation agreement (if necessary)	_____
Village Board public hearing/action	_____
Annexation Agreement approved	_____
Annexation Ordinance approved	_____
Rezoning approved	_____

Exhibit L
Village of Mokena

Fee Schedule and Standard Contributions

The fees and contributions summarized below are detailed in the Village of Mokena Contribution Ordinance and other Village materials.

Concept Fees:

0 to 5.0 acre site	\$ 250.000 minimum
5.01 to 40.0 acre site	\$ 50.00 per acre
40.01 acres or greater site	\$2000.00 + \$20.00 per acre over 40 acres

Concept Plan Review Fees (Engineering):

0 to 2.0 acre site	\$ 300.00
2.1 to 4.0 acre site	\$ 600.00
4.1 to 9.0 acre site	\$ 900.00
9.1 acres and greater site	\$1,500.00

(Fee to be credited toward fees paid for engineering review)

Planning Review Fees:

Special Use	\$ 800.00
Subdivision or PUD Concept Review	\$1,600.00
Rezoning Request (1 acre or more)	\$1,000.00
Rezoning Request (1 acre or less)	\$ 600.00
Follow-up Review	\$ 600.00 per plan

Engineering Review Fees:

Less than \$10,000 in improvements	\$275.00
10,000.01 to \$20,000 in improvements	\$275.00 + 3.50 percent of amount over \$10,000
20,000.01 to \$50,000 in improvements	\$575.00 + 3.0 percent of amount over \$20,000
50,000.01 to \$100,000 in improvements	\$1325.00 + 2.75 percent of amount over \$50,000
100,000.01 to \$500,000 in improvements	\$2450.00 + 2.50 percent of amount over \$100,000
500,000.01 and over in improvements	\$10,450.00 + 1.5 percent of amount over \$500,000

Inspection Services Fees:

Less than \$10,000 in improvements	\$250.00
10,000.01 to \$20,000 in improvements	\$250.00 + 2.25 percent of amount over \$10,000
20,000.01 to \$50,000 in improvements	\$475.00 + 2 percent of amount over \$20,000
50,000.01 and over in improvements	\$1,075.00 + 1.5 percent of amount over \$50,000

Fee Schedule and Standard Contributions (continued)

Equipment/Personnel - Public Works: Calculation based on proposed development

Equipment/Personnel = center lane miles of road in project x \$8,250.00 = \$ _____

Water and Sewer Connection Fees

Residential Use:

Fiscal Year 2015 = \$10,913.00 per unit * Does not include Meter & other related charges.

Commercial/Industrial Use:

<u>Water Service Line Size</u>	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
1"	\$10,913.00	\$11,131.00	\$11,354.00	\$11,581.00	\$11,813.00
1.5"	\$16,822.00	\$17,158.00	\$17,501.00	\$17,851.00	\$18,208.00
2"	\$28,038.00	\$28,599.00	\$29,171.00	\$29,754.00	\$30,349.00
3"	\$39,253.00	\$40,038.00	\$40,839.00	\$41,656.00	\$42,489.00
4"	\$78,507.00	\$80,077.00	\$81,679.00	\$83,313.00	\$84,979.00
6"	\$171,735.00	\$175,170.00	\$178,673.00	\$182,246.00	\$185,891.00

Water and Sewer Inspection Fees:

Fiscal Year 2015 = \$354.00

Legal Fees: \$1,000 deposit as encumbered

*** The fiscal year ends June 30th of each year**

Exhibit M
Village of Mokena

Engineering Submittal Guidelines

This is not a complete listing of Village engineering requirements, and is only to be utilized as a guide. Please refer to the Village's flood control and subdivision ordinances, as well as the Will county storm water ordinance.

The following items should be submitted for an engineering review of a development. A detailed review of incomplete submittal will not be initiated until all items requested on this exhibit are received.

1. Plat of Subdivision (6)
2. Engineering Design Plans (6)
3. Specifications (6)
4. Illinois EPA Applications
5. Drainage Area Map - Minimally a USGS quad topographic map with watershed delineated
6. Wetlands Statement - Detailing results of site investigations. Include a copy of the National Wetland inventory (NWI) Map
7. Floodplain Statement - Signifying compliance with Mokena Floodplain Ordinance. Include a copy of the latest FEMA maps and flood profiles.
8. Detention basin restrictor and required volume calculations
9. Results of investigation of capacity of downstream storm water drainage system and ability to accept discharge from proposed development.
10. Storm sewer and ditch sizing calculations
11. Tributary off-site drainage area calculations for 100-year storm event for existing conditions.
12. Compliance with "Overall Storm Water Drainage Criteria" - see below
13. Storm Water Pollution Prevention Plan (SWPPP)
14. Wetlands Mitigation Plan, if necessary, including correspondence with the Army Corps of Engineers.

Storm Water/Drainage Submittal Information

1. Describe, in a written narrative, the drainage concept and attached calculations at a minimum include the following:
 - a) How will the development fit in to the existing drainage of the area? Address any downstream constraints.
 - b) What design criteria (including formulas) are being used?
 - c) What is the stormwater plan for the site? Describe all pertinent items requested on this exhibit.
2. Storm sewers should be designed for the 10- year storm using Bulletin 70 Northeastern Illinois isohytral rainfall data (storm sewers shall be RCP with 12 inches minimum in diameter).
3. Positive drainage should be provided in the subdivision so that if a catch basin is plugged or its capacity is exceeded, the resulting flow will pass without causing damage to structures as outlined below:
 - a) Positive drainage should be designed to pass to the 1% chance annual storm event.

Engineering Review Requirements (continued)
 - b) Depth of flow or ponding in streets should not exceed 3 inches over crown.
 - c) Depth of flow in swales (both sides and back yards) should not exceed 12 inches.
 - d) Minimum freeboard from the overflow elevation in the adjacent drainage system to the finished grade elevation should be 12 inches.
4. Detention basins should be designed for the 1% chance annual storm using Bulletin 70, Northeastern Illinois isohytral rainfall data at critical duration. Additionally:

- a) Use a hydrograph approach with storage routing to determine detention volume.
- b) Detention storage volume should be provided in addition to the natural depressional storage on the site.
- c) Although wet ponds are preferred for dry ponds, the bottom slopes should be 2%.
- d) At least 1 foot of freeboard should be provided.
- e) Release rates of: 100 year = 0.15 cfs/ acre, 10 year = 0.04 cfs/acre

5. Construction will not be permitted to commence on a site with wetland areas unless a construction permit is obtained from Army corps of Engineers. Additionally:

- a) Arrange a pre-application meeting with the Corps in the concept stage to discuss the project if wetlands are known or suspected to be present on the site.
- b) Stormwater detention may not be allowed within wetland areas by the Army Corps of Engineers. Proper planning and coordination with the Corps is recommended.
- c) The NWI map merely provides an indication of whether wetlands may be present on the site. Proper investigation and delineation should be performed if there are any wetland indicators present. Review the soils, plants and other sources of data to make that determination.

6. Consider water quality control measures into the design of the stormwater management facilities. Incorporate Best Management Practices (BMP) and other measures as appropriate. The following references may be considered besides others:

Best Management Practices Guidebook for Urban Development, Northeastern Illinois Planning Commission, 1992.

Model Stream and Wetlands Protection Ordinance, Northeastern Illinois Planning Commission, 1988.

Water Quality Urban Runoff Solution (Special Report #61), American Public Works Association, 1991.

Controlling Urban Runoff, a Practical Manual for Planning and Design of Urban BMP's Washington Council of Governments, 1987.

7. Drainage plan(s) showing at a minimum:

- a) Existing and proposed topographic contours including 100 feet beyond the property line, offsite as necessary.
- b) Storm sewers and/or ditch conveyance systems on grading plans
- c) Overland flow paths
- d) Drainage easements
- e) Location of retention or detention basins
- f) Any wetland and/or floodplain boundaries
- g) Details for overflow swales, emergency overflow, restrictor, detention basin cross-sections and other pertinent details.

CHAPTER VI: DESIGN AND DEVELOPMENT GUIDELINES

The following Design and Development Guidelines have been established to assist the Village of Mokena, its business owners and potential developers in maintaining a preferred character of the Village as they plan for new development. The purpose of such guidelines is not to dictate a specific development style for the Village, but rather establish a set of design and development standards that should be encouraged.

In order to identify the preferred character, or desirable and undesirable aspects of development within the Village, a Image Preference Survey was employed allowing members of the Mokena community to jointly determine the characteristics of developments that they found most acceptable. The graphics and images used in both the Image Preference Survey and this document were collectively gathered by Village Staff and the Consultant. A wide variety of photographs were taken of various types of development (residential, commercial, industrial), and other design features and natural areas, either within or outside of Mokena, that were considered to be reflective of the quality of development that should be encouraged or discouraged. A select number of the resultant photographs were arranged by the Consultant into a series of slides depicting different types of development designs, related environments, and features, both within and outside of Mokena. These images were then shown to an approximate group of 50 community leaders and residents, who then rated them individually on a sliding scale of "Strongly Dislike" to "Strongly Like." Ratings were tabulated to determine which types of development were most acceptable and unacceptable to all participants.

The design and development guidelines that follow reflect those elements and characteristics of municipal development that

citizens of Mokena have determined to reflect the physical quality that should either be encouraged or discouraged throughout the Village.

The Design and Development Guidelines described herein are intended as tools for communicating the design intent for future development, redevelopment, and renovation; they also serve as a tool for evaluating proposals presented to the Village. The overall goal is to ensure quality development that employs sound planning design principles. The successful implementation of these guidelines will reinforce the unique image of Mokena as a distinct and inviting place to live, work, shop, and gather; offering a unique appeal not found in other Villages within the region.

The Design and Development Guidelines are arranged to address the following land uses:

- Neighborhood Commercial and General Commercial
- Large-Scale Retail (as permitted under General Commercial)
- Office and Limited Industrial
- Office Research / Business Park
- Multiple-Family / Attached Residential
- Open Space / Preservation

A section has also been included to address general aspects of development and design within the Village Center subarea. Both residential and commercial uses have been addressed.

❖ Neighborhood Commercial & General Commercial

The majority of the Village's current commercial opportunities lie outside of the downtown core, and are located in corridors along major thoroughfares. The type of development that occurs within such corridors is typically auto-oriented in nature. While this auto-oriented style of development is generally less desirable than that which characterizes the downtown core, it is no less significant to the overall economic welfare of the community. Therefore, it is important to strike a balance by ensuring a place for this type of development while establishing standards that make it possible for such development to contribute to, rather than diminish, the overall character of and identity of the Village.

In order to assure this, the following guidelines have been developed and apply to uses classified as Neighborhood Commercial and General Commercial. Such uses are smaller in scale to those associated with large-scale or "big-box" developments and are typically freestanding, single use structures. The guidelines are arranged to address the following:

- Site Planning Principles
- Parking and Circulation
- Landscaping
- Walls and Fences
- Screening
- Architectural Design
- Signage
- Lighting

Site Planning Principles

- Structures shall be sited in a manner that will compliment adjacent buildings. Sites should be developed in a coordinated manner to provide order and diversity.
- Structures and on-site circulation systems should be located to minimize pedestrian/vehicle conflicts and provide cross-access to adjacent properties.
- Freestanding singular commercial and service oriented structures should be oriented with their major entry toward the street where access is provided, as well as having their major facade parallel to the street.
- When it is not possible to locate loading facilities at the rear of the building, loading docks and doors should not dominate the frontage and must be screened from the street. Loading facilities should be offset from driveway entries.



Commercial storefront entries should be oriented towards the principle street frontage. When appropriate, pedestrian amenities should be provided.

- ❑ Open space areas should be clustered into larger, landscaped areas rather than equally distributing them into areas of low impact such as at building peripheries, behind a structure or areas of little impact to the public view that are not required as a land use buffer or as a required yard setback.

Parking and Circulation

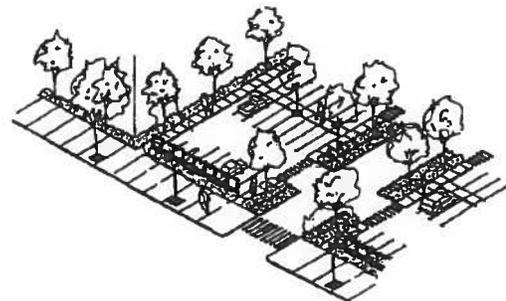
- ❑ When feasible, separate vehicular and pedestrian circulation systems should be provided. Pedestrian linkages between uses in commercial developments should be emphasized.
- ❑ Parking aisles should be separated from vehicle circulation routes whenever possible.
- ❑ Common driveways which provide vehicular access to more than one site are encouraged.
- ❑ Whenever practical, shared parking between adjacent businesses and/or developments is encouraged; to minimize the amount of paved areas.
- ❑ Parking areas should be separated from structures by either a raised concrete walkway or landscaped strip, preferably both. Situations where parking spaces directly abut structures should be avoided.
- ❑ Parking areas must be landscaped, within the interior as well as perimeter areas of the site.
- ❑ Where parking areas are connected, direction of travel and parking bays should be similar to reduce conflict at points of connection.
- ❑ Parking access points, whether located on front or side streets must be located as far as possible from street intersections so that adequate stacking room is provided. The number of access points should be limited to the minimum amount necessary to provide adequate circulation.
- ❑ Parking areas which accommodate a significant number of vehicles should be divided into a series of connected smaller lots, separated by open space medians, islands, and pedestrian walkways.
- ❑ First aisle parking stalls should be set back a sufficient distance from the curb to avoid traffic obstruction.
- ❑ Drive aisle "throats" should be sufficient depth to avoid vehicle stacking into the street.
- ❑ Utilize an opaque wall or landscaping to screen any parking at the entry periphery. A combination of walls, berms, and landscaping material is recommended. Changing the grade of the parking lot from existing street elevations may aid in obscuring views of automobiles while promoting views of architectural elements of the structures beyond.



Example depicting a poor relationship between the buildings and street. Landscaping and greenspace should be used to enhance commercial developments fronting major roads.



The monotonous image of commercial strip centers, as depicted above, can be improved through the introduction of vertical or horizontal design elements and/or roof articulation.



Use a landscape plan to enhance off-street parking lots.

Landscaping

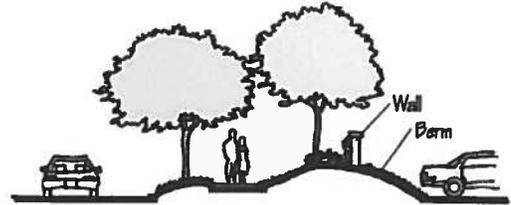
- ❑ Landscaping should define entrances to buildings and parking lots, define the edges of various land uses, provide transition between neighboring properties (buffering), and provide screening for loading and equipment areas.
- ❑ Landscaping should be in scale with adjacent structures and be of appropriate size at maturity to accomplish its intended purpose.
- ❑ Landscaping around the entire base of buildings is recommended to soften the edge between the parking lot and the structure. This should be accented at entrances to provide focus.
- ❑ Trees should be located throughout the parking lot and not simply at the ends of parking aisles.
- ❑ Landscaping should be protected from vehicular and pedestrian encroachment by raised planting surfaces, depressed walks, or the use of curbs.
- ❑ Landscaping should not obstruct visibility at drive aisle intersections.



Graphic example depicting elements of commercial public space.

Walls and Fences

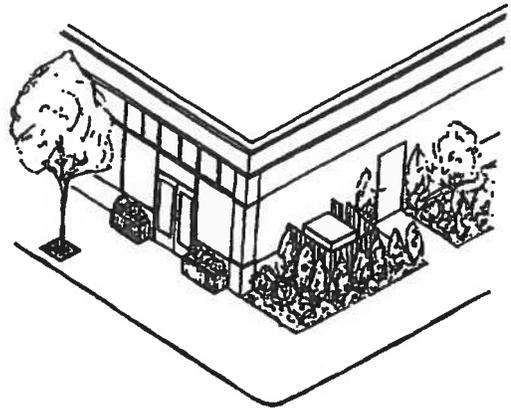
- ❑ If not required for a specific screening, security or separation of incompatible land uses, walls should not be utilized within commercial areas.
- ❑ When used, walls should be designed to blend with the site's architecture. Both sides of all perimeter walls or fences should be architecturally treated. Landscaping should be used in combination with all walls.



The use of walls, berms, and/or landscaping materials are an effective means of screening parking areas from public views.

Screening

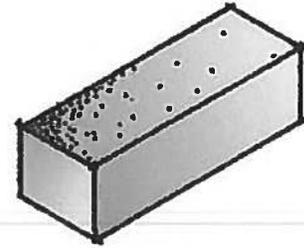
- ❑ When allowed, exterior storage should be confined to portions of the site least visible to public view. Where screening is required, a combination of elements should be used including solid masonry walls, berms, and landscaping.
- ❑ Any equipment, whether on the roof, side of building, or ground, should be screened. The method of screening should be architecturally integrated with the building design in terms of materials, color, shape, and size. Where individual equipment is provided, a continuous screen is desirable.



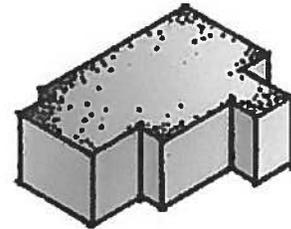
Landscape materials and walls/fences should be used for screening service areas and refuse containers.

Architectural Design

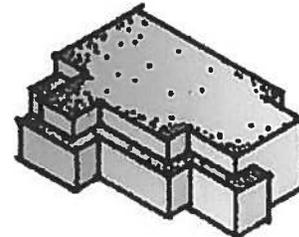
- ❑ Heights of structures should relate to adjacent open spaces to allow maximum natural light and ventilation, protection from prevailing winds, enhance public views and minimize obstruction of view from adjoining structures.
- ❑ The height and scale of new development should be compatible with that of surrounding development. The development should “transition” from the height of adjacent development to the maximum height of the proposed structure.
- ❑ Scale is the relationship between the size of a new structure, and the size of adjoining permanent structures. Large scale building elements will appear imposing if they are situated in a visual environment which is predominantly smaller in scale.
 - Building scale can be reduced through the proper use of window patterns, structural bays, roof overhangs, siding, awnings, moldings, fixtures, and other details.
 - The scale of buildings should be carefully related to adjacent pedestrian areas and other structures.
 - Large dominating structures should be broken up by creating horizontal emphasis through the use of trim; adding awnings, eaves, windows, architectural ornamentation; use of complementary colors; and landscape materials.
- ❑ The color palette chosen for new structures should be compatible with the colors of adjacent structures and those established in the area.
- ❑ Primary colors should be used to accent elements, such as door and window frames and architectural details.
- ❑ Hip or gable roof design of appropriate pitch and scale with no exposed utilities or HVAC units is encouraged.
- ❑ The use of quality siding or masonry construction of stone or brick on all exterior walls is encouraged.



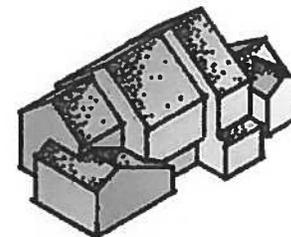
Undesirable architectural treatment.



Vertical articulation added.



Horizontal articulation added.



Multi-planed roofs and awnings add desirable articulation.

Signage

All developments should be designed with a precise concept for adequate signage. Provisions for sign placement, sign scale in relationship with the building, and sign readability should be considered in developing the signing concept. All signage should be highly compatible with the building and site design relative to color, material, and placement and should comply with the Village's sign regulations. Low monument signs are encouraged as well as integration with landscaping.

Lighting

- Lighting should be used to provide illumination for the security and safety of on-site areas such as parking, loading, shipping and receiving, pathways, and work areas.
- The design of the light fixtures and their structural support should be architecturally compatible with the main buildings on-site. Illuminators should be integrated within the architectural design for the buildings.
- All building entrances should be well lighted.
- All lighting should be shielded to confine light spread within the site boundaries.
- All lighting must comply with the Village's lighting codes and regulations.

❖ Large-Scale Retail (General Commercial)

The guidelines to follow apply to new "large-scale" retail establishments defined to mean a retail establishment or any combination of retail establishments in a single building, occupying more than 25,000 gross square feet of lot area. The guidelines prescribed for large-scale retail developments are arranged to address the following:

- Architectural Character
- Color and Materials
- Relationship to the Surrounding Community
- Pedestrian Circulation
- Parking

Architectural Character

Large-scale retail developments are typically characterized by blank, windowless facades, flat roofs, a lack of architectural detail, with undefined entries. To go beyond the prototypical designs and encourage better architectural design large-scale developments should adhere to the following guidelines:

- Uninterrupted facade lengths in excess of 100 horizontal feet are not permitted. Faces greater than 100 feet in length must incorporate recesses and projections along at least 20 percent of the length of the facade. Windows, awnings, and arcades, must total at least 60 percent of the facade length abutting a public street.
- Smaller retail stores that are part of a larger principle building are required to have display windows and separate outside entrances. Such smaller stores are encouraged by the Village.

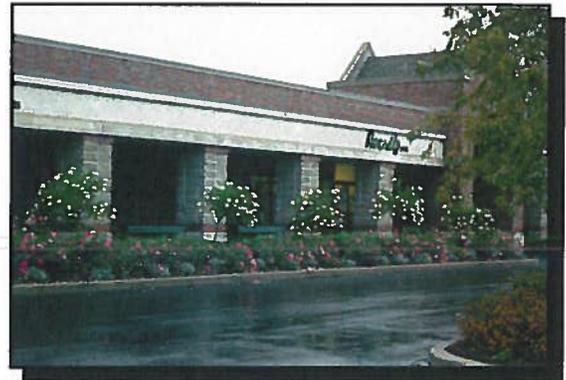


Large-scale retail developments are typically characterized by large rectangular, single-story buildings with standardized blank facades, enormous parking lots, and the lack of amenities like trees and sidewalks.



Variations in roof lines help to reduce scale and add visual interest.

- ❑ Greater architectural interest in the principle structure is encouraged. This can be accomplished by directing the use of a repeating pattern of change in color, texture, and material modules. At least one of these elements shall repeat horizontally. All elements shall repeat at intervals of no more than 30 feet, either horizontally or vertically.
- ❑ Variations in roof lines are required as a means to reduce the massive scale of these structures and add visual interest. Roofs must have at least two of the following features: parapets concealing flat roofs and rooftop equipment, overhanging eaves, sloped roofs, and three or more roof slope planes.
- ❑ Each principle building is required to have a clearly defined, highly visible customer entrance with features such as awnings, canopies or porticos, arcades, wing walls, and integral planters.
- ❑ The use of divided windows with decorative window frames and thin profile mullions is encouraged. Window glazing should be non-reflective and make up 75% of small retail store fronts. Window signs should occupy no more than 10% of window openings.
- ❑ The use of decorative trim around all windows, doors, roof profile and wall corners is also encouraged.



Use of high quality materials and the integration of landscape design enhance the pedestrian environment.

Color and Materials

Building color and materials are important elements that often dictate the aesthetic and physical quality of the development. In order to assure overall quality in any development, the following requirements must be adhered to:

- ❑ Predominant exterior building materials must be of high quality. These include brick, wood, limestone, other native stone, and tinted/textured concrete masonry units. Smooth-faced concrete block, tilt-up concrete panels, or pre-fabricated steel panels are prohibited as the predominant exterior building materials. EFIS should be used principally for building accents or for sign bands.
- ❑ False windows and awnings of cloth/canvas material are permitted as long as their use relates to the proposed architectural style. False windows must be consistent with and of the same quality and materials as the other windows.
- ❑ Facade colors must be of low reflectance, subtle, neutral, or earth tone colors. The use of high intensity colors, metallic colors, black or fluorescent colors is prohibited.
- ❑ Building trim may feature brighter colors, but neon tubing is not allowed as an accent material.



Internal pedestrian walkways should incorporate weather protection features such as arcades, awnings, or canopies.



False windows and window awnings are an effective means of minimizing the visual scale of exterior wall surfaces.

Relationship to the Surrounding Community

In order to assure that all large-scale developments relate and interact with the surrounding community and public streets, the following requirements must be met:

- ❑ All facades of a building that are visible from adjoining properties and/or public streets should encourage community integration by featuring characteristics similar to a front facade. This policy is implemented by requiring architectural treatments as discussed above.
- ❑ All sides of a principle building that directly face an abutting public street should feature at least one customer entrance. Where a principle building directly faces more than two abutting public streets, this requirement should apply only to two sides of the building.
- ❑ Where the facade faces adjacent residential uses, an earth berm of at least four (4) feet in height and planted with evergreen trees at intervals of 15 feet on center, or in clusters is required.
- ❑ Loading docks, trash collection, outdoor storage and similar facilities and functions shall be incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and public streets. Use of screening materials that are different from or inferior to the principle materials of the building and landscape is prohibited.
- ❑ Each retail establishment must contribute to the establishment or enhancement of the community and public spaces by providing community amenities such as a patio/seating area, water feature, clock tower, and pedestrian plaza with benches.



The design integration of such amenities as a clock tower contribute to the enhancement of the community and neighborhood.

Pedestrian Circulation

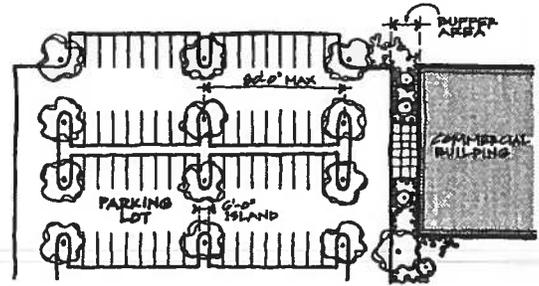
With most large-scale retail developments, pedestrians are often overlooked until they enter the establishment. In order to minimize potential conflicts between pedestrian and automobile traffic, making the development more attractive and safer for the pedestrian, the following requirements apply:

- ❑ Sidewalks at least 5 feet in width shall be provided along all sides of the total lot that abut a public street, and a continuous internal pedestrian walkway must be provided from the perimeter public sidewalk to the principle customer entrance. This internal walkway must feature landscaping, benches, and other such materials/features for no less than 50 percent of its length.



Parking areas should incorporate distinguished, identifiable pedestrian walkways to create a more pleasant and safer pedestrian experience.

- ❑ Sidewalks must be provided along the length of any facade abutting public parking areas. Such sidewalks shall be located at least four feet from the facade of the building to provide planting beds for foundation landscaping.
- ❑ Internal pedestrian walkways must provide a weather protection feature such as an awning within 30 feet of all customer entrances.
- ❑ The internal pedestrian walkways must be distinguished from driving surfaces through the use of special pavers, bricks, or scored concrete to enhance pedestrian safety and the attractiveness of the walkways.

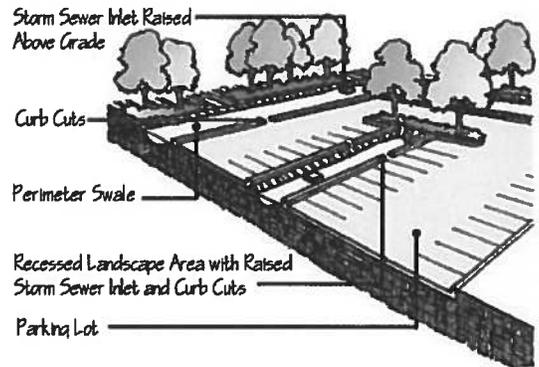


Parking lots should incorporate landscape features to minimize large expanses of pavement.

Parking

In order to minimize large expanses of pavement, parking areas are encouraged to be broken up into modules separated by landscaping and other features.

In order to encourage natural drainage measures, parking lot designs and construction should incorporate the use of drainage swales, vegetated filter strips, and other natural drainage approaches - in contrast to storm sewers, lined channels, and curbs and gutters. Such measures will help to reduce runoff volumes and greatly enhance the removal of damaging pollutants from runoff water. Mokena should strive to maintain the natural drainage system, including natural stream channels, wetlands, and floodplains.



Graphic example depicting parking lot incorporating natural drainage measures such as perimeter swales, raised storm sewer inlets, and recessed landscape areas.

❖ Office and Limited Industrial

Office and limited industrial facilities can serve as significant employment centers and tax generators for local economies. Given its proximity to major expressways, the Village of Mokena is well positioned to attract and maintain development of this nature.

The following guidelines have been created to ensure that such development only increases the attractiveness of Mokena as a place to live and work. In order to assure that attractive development occurs at the sites delineated for such uses, the following development standards have been devised. As written, they apply to proposed Office and Limited Industrial uses and are arranged to address the following main elements of sound site design:

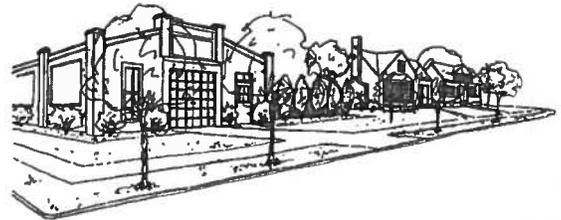
- Site Planning Principles
- Parking and Circulation
- Loading Facilities
- Landscaping
- Walls and Fences
- Screening
- Architectural Design
- Lighting

Site Planning Principles

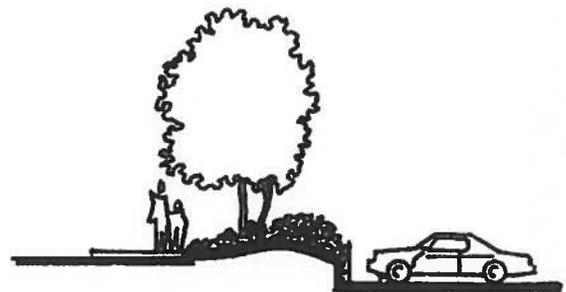
- A variety of building and parking setbacks should be provided in order to avoid long monotonous building facades and to create diversity.
- Structures should be located on "landscaped islands," where the office portion of the building does not directly abut paved parking areas. If applicable, a minimum 5 to 7 foot landscape strip should be provided between parking areas and the office portion of a structure.
- Building setbacks should be provided proportionate to the scale of the structure and in consideration of existing development adjacent to it. Larger structures require more setback area for a balance of scale.
- Where proposed uses are adjacent to dissimilar or incompatible uses, appropriate buffering techniques such as setbacks, screening and landscaping need to be provided to mitigate any negative effects of such operations.

Parking and Circulation

- The parking lot and cars should not be the dominant visual element of the site. Large expansive paved areas located between the street and the building are to be avoided in favor of smaller multiple lots separated by landscaping and buildings.

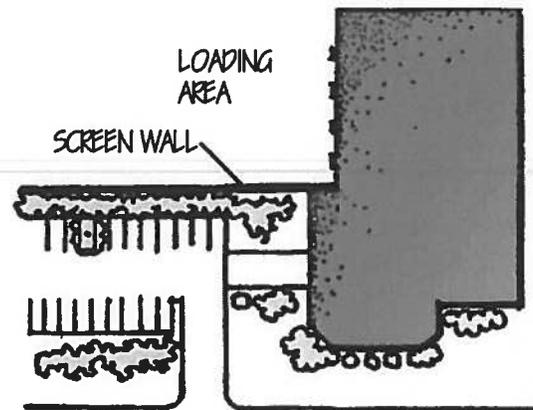


Site buildings to provide sensitive transition to neighboring, less intensive uses.



Lowering the site elevation is an effective way to screen parking.

- ❑ Site access and internal circulation should be designed in a straight forward manner which emphasizes safety and efficiency. The circulation system should be designed to reduce conflicts between vehicular and pedestrian traffic, combine circulation and access areas where possible, provide adequate maneuvering and stacking areas and consideration for emergency vehicle access. Circulation routes and parking areas should be separated.
- ❑ Entrances and exits to and from parking and loading facilities should be clearly marked with appropriate directional signage where multiple access points are provided.
- ❑ Vehicles should not be required to enter the street in order to move from one area to another on the same site.
- ❑ Parking lots adjacent to and visible from public streets should be adequately screened from view through the use of rolling earth berms, low screen walls, changes in elevation, landscaping or combinations thereof whenever possible.
- ❑ Industrial sites should be self-contained developments capable of accommodating their own parking needs. The use of the public street for parking and staging of trucks should not be permitted.
- ❑ Where feasible, all parking spaces should be visible from the interior of the structures, especially entrances.



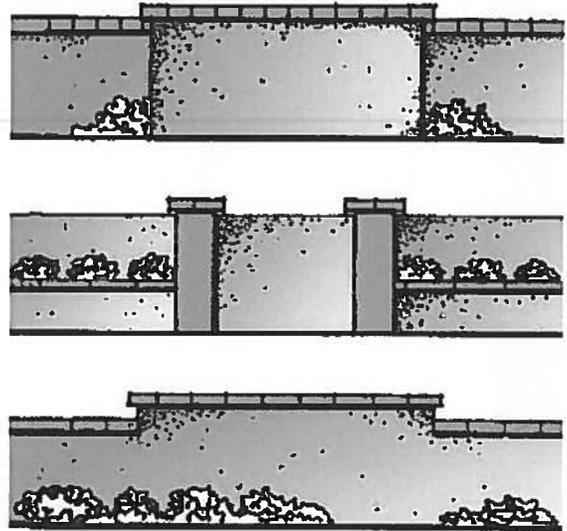
Use of a decorative solid masonry wall is one method of screening loading areas.

Loading Facilities

- ❑ To alleviate the unsightly appearance of loading facilities for industrial uses, these areas should not be located at the front of buildings where it is difficult to adequately screen them from view. Such facilities are more appropriate at the rear of the site where special screening may not be required.
- ❑ When it is not possible to locate loading facilities at the rear of the building, loading docks and doors should not dominate the frontage and should be screened from the street. Furthermore, loading facilities should be offset from driveway openings.
- ❑ Backing from the public street onto the site for loading into front end docks causes unsafe truck maneuvering and should not be utilized.

Landscaping

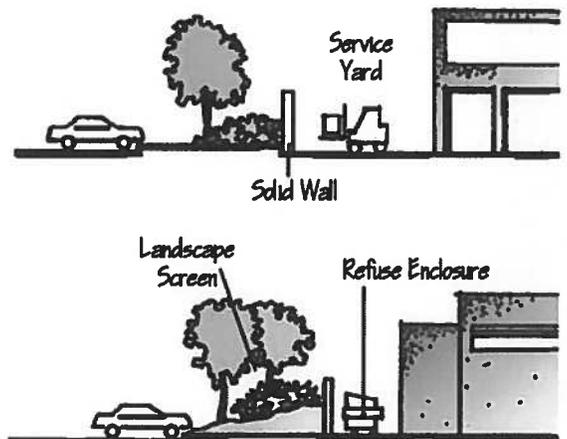
- ❑ Landscaping should be used to define areas by helping to focus on entrances of buildings; parking lots; defining the edges of various land uses; providing transition between neighboring properties (buffering); and providing screening for outdoor storage, loading, and equipment areas.
- ❑ Landscaping should be in scale with adjacent buildings and be of appropriate size at maturity to accomplish its intended goals.
- ❑ Landscaping around the entire base of buildings is recommended to soften the edge between the parking lot and the structure. This should be accented at entrances to provide focus.
- ❑ Trees should be located throughout the parking lot and not simply at the ends of parking aisles.
- ❑ Landscaping should be protected from vehicular and pedestrian encroachment by raised planting surfaces, depressed walks, or the use of curbs.



Walls and Fences

- ❑ Walls serve as a major function in the industrial landscape and should be used to screen automobiles, loading and storage areas, and utility structures. However, if not required for a specific screening or security purposes, they should not be utilized. The intent is to keep the walls as low as possible while performing their screening and security functions.
- ❑ Where walls are used at property frontages, or screen-walls are used to conceal storage and equipment areas, they should be designed to blend with the site's architecture. Both sides of all perimeter walls should be architecturally treated. Plant materials should be used in combination with such walls.
- ❑ When security fencing is required, it should be a combination of solid pillars or short solid wall segments and wrought iron grill work.
- ❑ Long expanses of fence or wall surfaces should be offset and architecturally designed to prevent monotony.

Long expanses of fence or wall surface should be offset and designed to prevent monotony.



Screening

- ❑ Screening for outdoor storage should be determined by the height of the material being screened. Exterior storage should be confined to portions of the site least visible to public view.

Screening should incorporate a combination of elements such as solid walls, berms, and landscaping.

- ❑ Where screening is required, a combination of elements should be used including solid masonry walls, berms, and landscaping.
- ❑ Any equipment, whether on the roof, side of building, or ground, should be screened. The method of screening should be architecturally integrated with the building design in terms of materials, color, shape, and size. Where individual equipment is provided, a continuous screen is desirable.



Articulate street-facing walls with horizontal or vertical building elements to create a clear sense of entry.

Architectural Design

Office and industrial structures often present unattractive and monotonous facades. There are a variety of design techniques which can be utilized to help overcome this situation.

- ❑ Avoid long, “unarticulated” facades. Facades with varied front setbacks are strongly encouraged. Wall planes should not run in continuous direction for more than 50 feet without an offset.
- ❑ Avoid blank front and side wall elevations on street frontages.
- ❑ Building entries should be clearly defined within the architecture of the building.
- ❑ Architectural elements used in the front of the building should be incorporated into all rear and side elevations.
- ❑ Windows and doors are key elements of any structure's form, and should relate to the scale of the elevation on which they appear. Windows and doors can establish character by their rhythm and variety. Recessed openings help to provide depth and contrast in elevation planes.
- ❑ The use of the following design elements should be avoided: highly reflective surfaces at the ground level; large blank, unarticulated wall surfaces; exposed, untreated block walls; chain link fence and barbed wire; “stuck on” mansard roofs on small portions of the roofline; materials with high maintenance such as stained wood, shingles, or metal siding.
- ❑ Wall materials should be able to withstand abuse or accidental damage from machinery and vehicles.
- ❑ For all uses, no more than 25% of the front facade should be permitted to have metal facing.
- ❑ Berming in conjunction with landscaping should be used at the building edge to reduce structure mass and height along facades.



Image preference survey results indicated a preference for building designs that reflected the overall image of the community and which could be integrated with the surrounding environment.

Signage

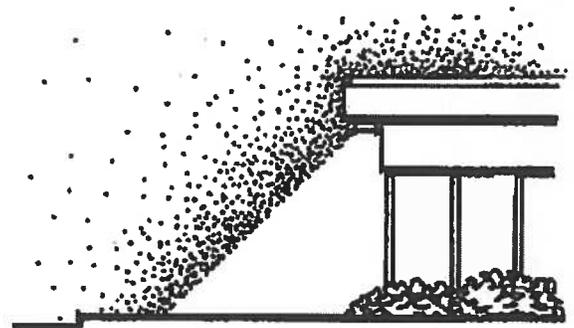
All developments should be designed with a precise concept for adequate signage. Provisions for sign placement, sign scale in relationship with the building, and sign readability should be considered in developing the signing concept. All signage should be highly compatible with the building and site design relative to color, material, and placement and should comply to the Village's sign regulations. The internal illumination of signs should be prohibited. Low monument signs are encouraged as well as integration with landscaping.



Signage should be integrated with the design of the buildings.

Lighting

- Lighting should be used to provide illumination for the security and safety of on-site areas such as parking, loading, shipping and receiving, pathways, and work areas.
- The design of the light fixtures and their structural support should be architecturally compatible with the main buildings on-site. Illuminators should be integrated within the architectural design for the buildings.
- As a security device, lighting should be adequate but not overly bright. All building entrances should be well lighted.
- All lighting should be shielded to confine light spread within the site boundaries.
- All lighting must comply with the Village's adopted ordinances, codes, and regulations as they relate to lighting.



Confine light spread to within site boundaries.

❖ Office Research/Business Park

The following design guidelines are intended to direct the overall development in the areas delineated for office research/business park uses. This section contains the specific site guidelines that will implement the design philosophy on individual sites, ensuring that incremental development will result in a coherent whole. The section is arranged to address the following, and is designed to be complimentary to the aforementioned guidelines for office and limited industrial uses:

- Pedestrian and Auto Circulation
- Landscaping and Screening
- Architectural Design
- Parking
- Lighting
- Signage

Pedestrian Circulation

Pedestrian circulation should be facilitated throughout all office research/business park developments and to off-site trails and open space areas. As part of a coordinated circulation system, an accessible pedestrian network with attractive views should be provided on individual lots. Each lot should be connected to open space amenities and the trail system by walkways of minimum width of five feet. Circulation patterns should be easy for the user to interpret, with primary linkages among the individual lots provided in the required setback areas. Access points from building areas and parking areas should be easily identifiable.



A clearly defined pedestrian circulation system should be integrated into each planned office research/business park development.

Auto Circulation

The vehicular circulation system provides for the coordinated development and access of individual parcels in a safe and efficient manner. The following circulation and access measures are encouraged:

- Wherever practical, primary access to individual lots should be from minor roads, to ensure that major or collector roads are retained as safe and efficient thoroughfares.
- Entry courts are encouraged, to provide a transition from the entrance drive to the building entry and parking and loading areas.
- Landscaped medians in the entry drive are recommended for developments greater than ten acres, and are encouraged for smaller office developments. The length of the median should equal the depth of the required setback yard. Special paving within the entry drive is encouraged to differentiate entrances.
- Loading areas should be located to the rear or side of the building. Parking areas are encouraged at the rear or side of the building.
- Landscaped islands should be provided in parking areas to define circulation routes, screen parking, and provide relief from large vistas of pavement.



Example of building and landscape agreement viewed as favorable in the Image Preference Survey.

Landscape and Screening

A consistent standard of landscaping maintained throughout all proposed developments will establish an attractive visual identity for the development as well as for individual lots. In combination with common open space, well landscaped areas on each lot will create an aesthetically pleasing environment for visitors, consumers and employees.

- Planting is required for all landscape areas within lots, including utility and drainage easements and setbacks.



As presented above, primary entrances should be adequately screened from major public rights-of-way.

- ❑ Wherever possible, existing vegetation such as hedge rows and wetland plantings should be preserved and incorporated into the landscape design.
- ❑ Parking lots should be planted to minimize their presence and enhance their appearance. Parking lot screening from public rights-of-way and pedestrian walkways is required when existing site characteristics do not adequately screen parking areas. Parking areas in the rear and side of lots require less screening and are therefore encouraged. Landscaped islands within parking lots improve both appearance and circulation patterns.
- ❑ Trash enclosures, utility boxes, meters, pedestals, and loading/service areas must also be screened from adjacent properties, public rights-of-way, parking areas and pedestrian walkways. Screening for trash enclosures should consist of a solid wall of the same material as the principle building; roof equipment screening should consist of a parapet wall; and all other utility equipment and service areas should be screened with landscape material, equal in height or taller than the material being screened.

Architectural Criteria

Common architectural standards applied throughout a office research/business park will establish an attractive, unified visual image. While the following guidelines apply to every building in the development, architectural innovation is encouraged within the given framework.

- ❑ Buildings should be in scale with adjacent developments and with the ultimate character planned for each park. Building components, such as windows, doors, eaves, roof spans, etc., should be appropriately proportioned to one another.
- ❑ Facade articulation and visual interest can be increased by the introduction of windows, mullions, doors, and vertical or horizontal elements. Building length may be visually decreased by breaking up the facade with architectural elements.
- ❑ Awnings are encouraged as a means of adding visual interest and character to buildings. If used, awnings must be of cloth/canvas material and must be appropriate for and related to the proposed architectural style.
- ❑ When possible, building and building components should be of varied height to add variety and interest.



Example in which building design has minimal roof articulation and presence of large blank walls that should be avoided in future designs.



Positive example of how primary structures can be enhanced through "jogs" in the facade, use of horizontal design elements, and the integration of a windows.



Image viewed as favorable due to architectural interest, however, site could be enhanced by better integration of an overall landscape design plan.

- ❑ Business/office entrances should be emphasized with peaked roof details, porches, columns, archways, or other unique features..
- ❑ All cooling towers, mechanical equipment or appurtenances, vents, intakes or stacks, or other rooftop structures shall be screened from view on all sides of the building by a parapet wall. Screens shall be constructed of materials that are compatible with the primary facades.
- ❑ All accessory structures on a lot shall share a common architectural theme with the primary structure. Architectural expression shall be consistent in color, materials, and design.
- ❑ All structures within an office research/business park are encouraged to be constructed with masonry construction of stone or brick on 90% of all exterior walls. Painted siding may be used in leu of masonry materials for smaller office structures.
- ❑ Complete or partial pitched roofs are encouraged to enhance building appearance, with no exposed utilities or HVAC units.
- ❑ The use of divided windows with decorative window frames and thin profile mullions is encouraged. Decorative trim around all windows, doors, roof profile and wall corners is also encouraged.

Parking

Safe, well-designed and landscaped parking areas on individual lots will help to maintain the functionality and appearance of a office research/business park.

- ❑ Parking shall be provided on the same lot as the main buildings which require the parking.
- ❑ Parking areas are encouraged to be located to the side or rear of buildings on each lot. Limited visitor or short term parking may be located in front of the building if necessary, provided such parking is well screened from the right-of-way.
- ❑ The design of parking areas shall minimize conflicts between pedestrian and vehicular circulation.
- ❑ Landscaped parking islands shall be provided at both ends of rows of parking. A minimum of two trees is required per landscaped island. One island is required for every 25 parking spaces.



Example viewed as favorable due to a positive relationship between the natural amenities and siting of the structure.



Parking lots should be located at the side or rear of the lot, should be close to entrances, and should be designed to minimize conflict between vehicles and pedestrians.



Overall site design scheme viewed as favorable during the Image Preference Survey.

- ❑ Parking spaces must be a minimum of 9 feet wide and 18 feet in length. Aisle widths are determined by the angle of parking spaces:

Parking Angle (degrees)	Aisle Width (feet)
90	24
75	22
60	18
45	13.5



Example depicting minimal articulation in building design, minimal integration of landscaping. This should be avoided in future developments.

- ❑ A 25' wide fire lane should be provided within parking lots to provide adequate access for emergency vehicles.
- ❑ Cumulative parking requirements for mixed-use occupancies may be reduced where it can be determined that the peak requirement of the several occupancies occurs at different time (either daily or seasonally). The Shared Parking Report published by the Urban Land Institute shall be used as a guideline in the estimation of parking demand. Shared use agreements must be formalized via appropriate documents including letters of agreement between shared parking facility owners. A copy of such shared use agreements shall, upon execution, be filed with the Village of Mokena.

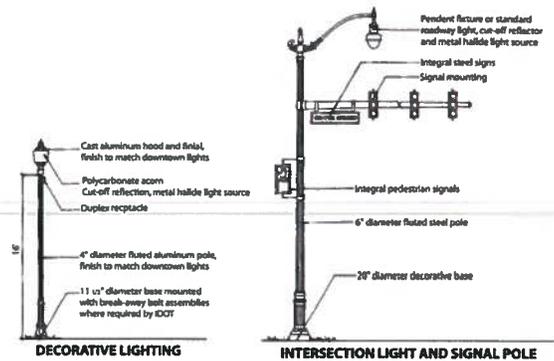
Lighting

Lighting has a significant influence on the appearance, sense of safety, and image of a development. The following guidelines will enhance the sense of site continuity and contribute to a pleasant, orderly environment.

- ❑ Low profile lighting shall be used to maintain a proper sense of scale. Maximum height of light standards are as follows:

Location/Purpose of Lighting	Maximum Height Above Grade (feet)
Roadway and parking areas	18
Pedestrian walkways	12
Sign and landscape lighting	2

- ❑ All lighting types within a office research/business park should be similar.
- ❑ Finishes of fixtures should be durable and easily maintained, in neutral colors.
- ❑ Excessive glare contributes to difficult and uncomfortable visual conditions and light spillage. All lighting shall be designed to minimize glare.
- ❑ Off-site light spillage is bothersome to adjacent users. All building or pole mounted lights should be aimed directly downward, and floodlights intended to light signage, landscape features, and facades should be aimed only at those features. Any light spillage should be limited to within a 100 foot band extending beyond the property line and should not exceed the following:
 - ❑ one tenth (0.1) footcandle horizontal maintained on grade at the 60 foot mark; and
 - ❑ one-one hundredth (0.01) footcandle horizontal maintained on grade at the 100 foot mark.
- ❑ All lighting standards within the proposed development sites must meet all relevant Ordinance and Code requirements adopted by the Village.



Examples of different lighting types that are similar in design. Decorative lights are used primarily on site along minor circulation routes; intersection lights are used at primary intersections within the office research/business park.

Signage

Guidelines for sign treatments ensure visual compatibility throughout a development site, while allowing for creative expression on individual lots.

- ❑ All signs are subject to the regulations of the Mokena Sign Code.
- ❑ Freestanding signs should be ground or monument signs. Pole and pylon signs are discouraged.
- ❑ All signs are encouraged to have a base and frame of masonry material complementary to the materials on the primary building with which the sign is associated.
- ❑ Signs should incorporate a minimum number of harmonious colors.
- ❑ All signs should be externally illuminated. Internal illumination is discouraged.



Example of business park sign integrated with landscaping and other design features viewed as favorable during the Image Preference Survey.

