

# A Guide to Conducting Business in Mokena

2016 Edition

M o k e n a



[www.mokena.org](http://www.mokena.org)

*Planned Progress . . . Pleasant Living*

11004 Carpenter Street, Mokena, IL 60448  
(P) 708-479-3900, (F) 708-479-4844, [administration@mokena.org](mailto:administration@mokena.org)



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# Mayor's Welcome!

Dear Business Owner:

We would like to welcome you to the Village of Mokena. As a new or prospective business owner, you may have a few questions. In this guide, you will be provided with the most current information related to opening, operating, or expanding a business. If we have omitted anything of interest to you, please do not hesitate to call the Economic and Community Development Department at (708) 479-3930. We will be happy to assist you. Many of the Village forms are available on our website at [www.mokena.org](http://www.mokena.org). Please visit us on-line.



The following services are available at the Village Hall.

- Water and sewer bill payment
- Notary Public
- Building permits
- “No Solicitors” stickers
- Business licenses
- Temporary promotional sign permits

The Village of Mokena, it's Elected Officials and Staff wish you success during the upcoming year. If you have any concerns, do not hesitate to contact us.

Frank A. Fleischer  
Village President





## Mokena Village Board

### Overview

The policy making branch of the Village of Mokena includes the Village President and a six person Board of Trustees. Officials are elected at-large for staggered four year terms.

The Board of Trustees is the legislative branch of the Village government and is empowered to perform such duties and have such powers as are delegated by statute to it.



*Mayor Frank A. Fleischer*  
*Trustee 1987–2003*



*Clerk Patricia Patt*  
*Served since 2009*



*Trustee Joseph Budzyn*  
*1984-1985*  
*2015-present*



*Trustee Debbie Engler*  
*Served since 2007*



*Trustee John Mazzorana*  
*Served since 1993*



*Trustee Jim Richmond*  
*Served since 2011*



*Trustee George Metanias*  
*Served since 2005*



*Trustee Joe Siwinski*  
*1995-2003*  
*2005–present*

## Why you should locate your Business in Mokena

### Proactive Development Process

- Fast Tracking
- Qualified, Experienced Economic and Community Development Staff
- Business-Friendly Atmosphere and Development Opportunities

### Real Estate Costs

- Affordable Land
- Many “Improved” Lots
- Small Town Charm

### Transportation

- Interchange @ I-80 (Major Cross-Country Interstate)
- Close Access to I-57, I-290, I-55, I-94 and I-355 Extension
- Two Major State Routes through Town—LaGrange Road and Lincoln Highway
- Two Metra Commuter Rail Stations

### Market Access

- Fastest Growing Area in the Southwest Suburbs of Chicago
- Population 19,172 +
- Population of more than 150,000 in Region

### Schools and Parks

- High Ranking School Districts—Both Elementary and High School
- More that 1,000 Acres of Forest Preserves and Parks
- State of the Art Public Library Facility

### Tax Advantages

- Lowest Municipal Property Tax of 23 Will County Communities
- No Local Utility Taxes
- Will County Property Tax Advantages



The Village of Mokena is proud of its business community. Each business is an important component that helps this Village prosper.

If you have any questions or concerns regarding operating a business in Mokena please contact the Economic and Community Development Department at (708) 479-3930.



Old Plank Trail Bank



## **Creating Community Connections.....**

The Mokena Chamber of Commerce exists to facilitate business growth and foster a lasting and productive relationship between the business community and the Village of Mokena and its residents as a whole.

### **2016 Officers**

President: Dennis Buxbaum  
President-elect: Troy W. Griffiths  
1st Vice President: Skye Bergeson  
Treasurer: Mary Frost  
Secretary: Karen Horn

### **2016 Board of Directors**

Sharon Krupske  
Diana Grove  
Mary Maertín  
Ed Kasza  
Lora Healy  
Jackie Montvidas  
Gail Bastas  
Jags Brar



2016 Inaugural-Swearing in of Officers



**MOKENA**

**CHAMBER OF COMMERCE**

Creating Community Connections

## **BUSINESS RESOURCES**

### **Mokena Chamber of Commerce**

19150 Wolf Road, Suite C  
Mokena, IL 60448  
(708) 479-2468  
chamber@mokena.com  
www.mokena.com

### **Chicago Southland Chamber of Commerce**

1916 W. 174th Street  
East Hazel Crest, IL 60429  
(708) 957-6950  
www.chicagosouthland.com

### **Village of Mokena Economic and Community Development Department**

11004 Carpenter Street  
Mokena, IL 60448  
(708) 479-3930  
www.mokena.org

## Location & Transportation



Mokena boasts a great location within Chicago’s southwest suburbs, just 35 miles outside of the Loop. The Village is part of the booming Will County region and is afforded several options when it comes to traveling throughout the area. Mokena’s position places it just off of Interstate 80, which provides a link to Interstate 57 to the east and the Interstate 355 extension to the west. LaGrange Road (Route 45) is a vital arterial roadway that travels through the Village, eventually reaching U.S. Route 30 to the south.

Don’t want to drive to Chicago? Try utilizing the Metra commuter rail services in Mokena. Two stations serve the community—Mokena/Front Street and Mokena/Hickory Creek—both located along the Metra Rock Island District line that runs from Joliet to Chicago’s LaSalle Station. Riders taking advantage of this affordable public transit option will reach downtown Chicago within one hour.



***Hickory Creek  
Metra Station***

Commercial air travel to destinations across the globe are available through Chicago’s Midway International Airport (25 miles from Mokena) and O’Hare International Airport (45 miles from Mokena). Mokena also has access to the following public-use air facilities—the Lewis University Airport (16 miles), Romeoville, IL. And the Joliet Regional Airport (19 miles).



# Doing Business in Mokena

## Statistics



Local Population: 19,172

Regional Population: 150,000+

2012 Estimated Median Household Income: \$103,678\*

2012 Estimated Median Value of Owner Occupied Housing Units: \$307,900\*

## Daily Traffic Counts

I-80 at Route 45 Interchange: 100,000+

U.S. Route 45/LaGrange Road: 42,000+

191st Street: 20,000—25,000

U.S. Route 30: 20,000+

Wolf Road: 17,000+

80th Avenue: 17,000+



## Taxes

No utility taxes

Total Property Tax Rate of only 7.7649%

Village Property Tax Rate of only 0.2342%

## Miscellaneous

Two Metra Stations with combined ridership of over 1,800

No commercial development impact fees

High quality and abundant Lake Michigan water\*\*



\*Source: [www.census.gov](http://www.census.gov)

\*\* Some small sections of Mokena are served by the Illinois American Water and Sewer System



## Frequently Asked Questions About Business Licenses

A business license grants you permission to engage in a regulated business activity within the Village of Mokena. If you engage in any of the business activities regulated by the Village of Mokena, you are required to maintain a valid, unexpired business license. Below are some frequently asked questions regarding business licenses.

### Why does the Village license businesses?

Businesses are licensed to ensure:

1. The business location is properly zoned for the activity to be conducted;
2. The building in which the business will be operating in meets fire safety and building code standards;
3. All state and local codes are adhered to, ensuring the safety and well being of our residents;

### How long does it take to receive a business license?

Most business licenses in the Village can be issued after occupancy is approved assuming the application has all the required license prerequisites.

***Important Note: All residential, commercial, and industrial business licenses must be reviewed for zoning compliance, building compliance, and fire safety code compliance. If your business involves the preparation of food, you must also comply with health codes administered by the Will County Health Department.***

### What are the benefits of a Business License?

1. Your business is listed on the Village of Mokena business directory website;
2. Your business is advertised on Cable Channel 6, both when it opens and occasionally throughout the year;
3. An opportunity to promote your business during the “Discover Mokena” segment of a Village Board meeting; and
4. Grand Opening or ribbon cutting ceremonies.



Family Martial Arts “Ribbon” Cutting



The Boulevard, 191st/Everett Ln.



## Check List for New Businesses in Mokena

Call (708) 479-3930 with questions

### Business License

\_\_\_\_\_ Contact the Community Development Department to verify the proposed business is a permitted use for its location.

\_\_\_\_\_ Submit completed business license application along with any companion licenses (i.e. amusement devices, food, gasoline pumps, liquor or tobacco). Include appropriate fees.

\_\_\_\_\_ A copy of the lease agreement is required prior to approval of business license.

### Occupancy

- An occupancy inspection is required for all new businesses.
- Occupancy inspections are scheduled once the business license application is reviewed and approved, and any remodeling permits are issued and inspections are completed.
- Occupancies will be issued upon approval of all pertinent parties (Fire Department, Will County Health Department and Village of Mokena).
- The Business license (and companion licenses) will not be issued until Occupancy Inspections have been completed and approved by the Building Department, Fire Department, and Health Department (if applicable).

### FEES

Business License	\$36	Gasoline Pumps	\$31 per pump
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Occupancy Permit	\$75	Tobacco*	\$30
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Food License	\$31	Liquor License*	\$500-\$1,100
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Amusement Device \$95 per machine (Requires Proprietor's License—\$80)

State Sanction Video Gaming License—\$25.00

\*Background Check required—fee applies

## New Construction & Remodel

### Building Permits

Village of Mokena Ordinance requires that a building permit be obtained for ALL new construction and remodeling. This includes fences, decks, pools and sheds.

Below is a list of some items that are required to have a building permit.

### J.U.L.I.E.

Phone—(800) 892-0123

Website—[www.illinois1call.com](http://www.illinois1call.com)

Call or click 48 hours before you dig  
(excluding Saturdays, Sundays and Holidays)

#### Building Permit - Fee Required

- Building additions and re-modeling
- Installing central air conditioning
- Fences, decks, & pergolas
- Driveway and sidewalk replacement, patio and paver brick
- Structural repairs to roofs
- Alterations to plumbing or electric systems
- Installing a fireplace or wood burning stove
- Landscaping
- Lawn Sprinkler System
- Pools



*Coldwell Banker Building*

#### Building Permit - NO Fee Required

- Non-structural replacement of roof or shingles
- Replacing hot water heater, water softener, or other existing fixtures
- Replacing existing electric fixtures
- Replacing windows with same size windows
- Demolition work
- Dumpster

The Village of Mokena Property Maintenance Code requires that all properties be kept in an orderly, clean, and safe condition. Weeds and grass are to be kept cut, rubbish and debris properly disposed of, vehicles and other mechanical equipment must be maintained in working order and properly stored.

When you have improvements made to your property, for your own protection, be sure you use a contractor registered by the Village to do the work.



## Temporary Business Signs

The Village of Mokena understands that advertising is a very important component to many businesses. By utilizing temporary business signs, you can promote your business during those times where extra advertising may be needed to endorse certain sales or events. Businesses are allowed to display promotional signs for a total of 90 days each year, which is broken down into 3 separate 30 day periods (with a 30 day break between each application).

Before placing a temporary business sign be sure to first fill out a temporary sign permit application, which is available on our Village website or at the Community Development Department window. There is a \$25.00 fee per application.



When placing temporary business signs, they must be located on the same property where the business is located and can not be placed on the roof of the business. These signs are also not allowed to flash or scroll, and must also be located out of the public right-of-way. In addition, neon edge lighting is not allowed around the perimeter of windows and doors.

If you have any additional questions regarding temporary business signs or any questions regarding any other type of signage feel free to contact the Community Development Department at (708) 479-3930.

## Water Billing\*



Water bills are mailed on the 1st of every month and are due on the 15th of the month, or the following Monday if the 15th falls on a weekend. The following charges will appear on the bills:

Water - \$7.10 per 1000 gallons  
Sewer - \$4.10 per 1000 gallons  
Total— \$11.20 per 1000 gallons

As an example, if water consumption for the month equals 7,000 gallons, multiplying 7 X \$11.20 (\$78.40) would

equal the water/sewer portion of your bill.

Your invoice will also include a facility fee. This fee is based on size of your water meter and is used to defray the cost of debt service and maintain the water system.

If you have any questions regarding water billing, please contact the Administrative Department at (708) 479-3900.

*\* Some small sections of Mokena are serviced by Illinois American Water and Sewer System*

## In Mokena

Mokena's policy-making branch is comprised of the Village President (Mayor) and the six-person Board of Trustees, all of whom are elected at-large to staggered, four-year terms.

The Village also has a Village Clerk, a position accountable for voter registration and record-keeping, and a Village Administrator, who is responsible for all the daily functions of the Village.

In addition, the Village has several commissions and committees, which welcome volunteers from the community to participate. Board meetings are held the second and fourth Mondays each month at 7 p.m. within Village Hall located at 11004 Carpenter Street.

The Village works diligently to provide the finest public services for residents, businesses, and visitors. The efforts of such departments as Public Works, Community and Economic Development, Emergency Services, and Police ensure community members receive the highest quality programs and resources—all designed to enhance the standard of living in the community.



Mokena Village Hall

## VILLAGE OF MOKENA

11004 Carpenter Street  
Mokena, IL 60448  
[www.mokena.org](http://www.mokena.org)

### Administrative Department

(708) 479-3900

### Community and Economic Development

(708) 479-3930

### Emergency Services & Disaster

#### Agency (ESDA)

(708) 479-3922

#### Public Works

(708) 479-3927

#### Police Department

(708) 479-3912

#### Street Department

(708) 479-3925

#### Water/Sewer Treatment Plant

(708) 479-3926

## Community and Economic Development Department

**(P) (708) 479-3930**

**(F) (708) 479-1137**

**communitydevelopment@mokena.org**

The Community and Economic Development Department is a team of dedicated individuals committed to providing the highest possible level of public service to the residents of Mokena. The health, safety, and welfare of our citizenry is protected through the profes-

sional implementation of inspection services, code enforcement, public information and other programs geared toward maintaining property values within the community. We strive to maximize livability.

### CONTACT:

#### **Alan Zordan**

Community/Economic  
Development Director

- Economic Incentives
- Land Development

#### **Kim Yockey**

Village Planner

- Zoning
- Annexations
- Planned Unit Developments
- Special Use Permits
- Business/Liquor Licenses
- Variations
- Site Plan/Architectural Review Committees
- Planning Commission/Zoning Board of Appeals

#### **Matt Ziska**

Building & Planning Specialist

- Plan Reviews
- Permit Approvals
- Building Inspections
- Building Code Compliance

#### **Richard Massey**

Code Enforcement Officer

- Enforces property maintenance regulations
- Vacant structure program

#### **Billie Smith**

Department Secretary

- Customer Service
- Contractor Registration
- Process building permits
- Schedules inspections
- Maintains public property records (FOIA)

#### **Lisa Sickles**

Customer Service Representative

- Customer Service
- Process building permits
- Schedules inspections
- Contractor Registration



Community and Economic Development Department

# ☰ Taxing Districts

## Fire Protection



### MOKENA FIRE PROTECTION DISTRICT STATION I

19853 S. Wolf Road  
Mokena, IL 60448  
(708) 479-5371  
[www.mokenafire.org](http://www.mokenafire.org)



Mokena Fire Station #1

### MOKENA FIRE PROTECTION DISTRICT STATION II

10000 W. 191st Street  
Mokena, IL 60448  
(708) 479-3782



Mokena Fire Station #2

### FRANKFORT FIRE PROTECTION DISTRICT

103 S. Maple Street  
Frankfort, IL 60423  
(815) 469-1700  
[www.frankfortfire.org](http://www.frankfortfire.org)



### NEW LENOX FIRE PROTECTION DISTRICT

261 E. Maple Street  
New Lenox, IL 60451  
(815) 462-2701  
[www.nlfire.com](http://www.nlfire.com)





# Taxing Districts

## School Districts

### Mokena District #159

District Office : (708) 342-4900

Mokena Elementary (K-3):  
11244 Willowcrest Lane  
(708) 342-4850

Mokena Intermediate (4 & 5):  
11331 W. 195th Street  
(708) 342-4860

Mokena Jr. High (6-8):  
19815 Kirkstone Way  
(708) 342-4870

### Frankfort District #157C

District Office: (815) 469-5922

### New Lenox District #122

District Office: (815) 485-2169

### Summit Hill District #161

District Office: (815) 469-9103



### Lincoln-Way High School District #210

District Office: (815) 462-2345

Lincoln-Way East  
201 Colorado Ave.  
Frankfort, IL 60423  
(815) 464-4000

Lincoln-Way West  
21701 S. Gouger Rd.  
New Lenox, IL 60451  
(815) 717-3500

Lincoln-Way Central  
1801 E. Lincoln Hwy.  
New Lenox, IL 60451  
(815) 462-2100

### **St. Mary Catholic School**

11409 W. 195th Street  
Mokena, IL 60448  
(708) 326-9330

### **Noonan Academy**

19131 Henry Drive  
Mokena, IL 60448  
(708) 479-8988

# Taxing Districts

## Park District

### Mokena Community Park District

10925 LaPorte Road  
Mokena, IL 60448  
(708) 390-2401  
[www.mokenapark.com](http://www.mokenapark.com)



### The Oaks Recreation & Fitness Center

10847 LaPorte Road  
Mokena, IL 60448  
(708) 390-2343



## Library District

### Mokena Community Library

11327 W. 195th Street  
Mokena, IL 60448  
(708) 479-9663  
[www.mokena.lib.il.us](http://www.mokena.lib.il.us)



## Frankfort Township

11000 W. Lincoln Hwy  
Frankfort, IL 60423  
(815) 469-4907  
[www.frankforttownship.com](http://www.frankforttownship.com)



- Supervisor, (815)469-4907
- Highway Department, (708) 479-9673
- Assessor, (815) 464-3180
- Dial-a-Ride, (815) 479-4907
- Animal Control, (815) 479-4907



## Will County

- Clerk, (815) 740-4615
- Health Department, (815)727-8480
- Highway Department, (815) 727-8476
- Recorder's Office, (815) 740-4637

## **Current Developments**

### **Corporate Corridors North**

Located at 88th Ave/191st Street  
Approximately 260 Acres  
Light Industrial/Commercial Development



### **The Boulevard**

Located at NWC of 191st/LaGrange Road  
Approximately 20 Acres  
Commercial Development



### **Meridian Centre**

Located at SWC of 191st/LaGrange Road  
Approximately 9 Acres (Phase I),  
15 Acres (Phase II)  
Commercial Development



### **Mokena Marketplace**

Located at SWC of Route 30/Wolf Road  
Approximately 56 Acres  
Retail Development



### **Olivieri Business Park**

Located at NWC of 191st/Grotovsky Dr.  
Commercial Development

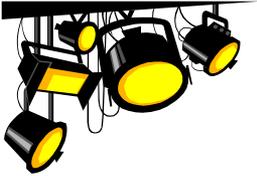


### **Old Mill Pond**

Located at SWC of 187th/Wolf Road  
Commercial Development



## The “Discover Mokena” Program



Once your business is up and running, we invite you to participate in our *Discover Mokena* program. This program is designed to assist local businesses with their advertising. *Discover Mokena* is a presentation made by you, the business owner, at a Village Board meeting.

Village of Mokena Board meetings are held at 7:00 pm on the second and fourth Mondays of each month. *Discover Mokena* is the second item on the agenda. The Board meetings are broadcast live on the local cable television station (Channel 6), and then replayed three times during the week. Presentations can also be viewed at any time on our website, [www.mokena.org](http://www.mokena.org).

You are given up to five minutes to inform the Village Board and audiences about your business, and what products, services, and/or events you offer to our Community, residents, or other businesses. It is an excellent way to inform the public about your company, at no cost!

If you would like to be a part of *Discover Mokena*, please contact Samantha Cooper at (708) 479-3900, to schedule a date for your presentation. Please plan ahead if your business is seasonally active, such as an accountant at tax time or a landscaper in the summer, so that we can help you advertise your business at a time that will be most effective for you.

Interested in staying up-to-date with what is going on in and around Mokena? Want to get the latest news and information delivered right to your e-mail?

Visit [www.mokena.org](http://www.mokena.org) today to sign up for our E-News newsletter, as well as other Village meeting and commission information, and services provided in Mokena.



[www.mokena.org](http://www.mokena.org)