Attachment B

Final Plans and Supporting Documents for PC.19-10

1. ALTA/NSPS Land Title Survey, prepared by Professionals Associated Survey, Inc., dated August 28, 2019;
2. Sheet No. SP-IA (Interior floor plan), undated;
3. Traffic Study Report, prepared by Quigg Engineering, Inc., dated September, 2019 (REVISED: December, 2019); and
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1 INTRODUCTION AND BACKGROUND

This traffic study documents the analysis and findings for a proposed automotive repair shop to be located at 6100 Dempster Street in the Village of Morton Grove, Cook County, IL. The study quantifies traffic impacts in terms of new trips generated by the development and the impacts on traffic operations and intersection Level of Service (LOS) at key locations.

Figure 1 shows the project site location.

1.1 Project Description

The proposed automotive repair shop would open in an existing building at the site of a former Merlin 200,000 Miles automotive repair shop at 6100 Dempster Street. The maintenance/repair services proposed for the shop are oil changes, tire service, brake service, auto glass repair, and other mechanical items. The subject parcel is a rectangular-shaped lot, approximately 0.42 acres in size, on the northwest corner of the intersection of Dempster Street and Meade Avenue. An alley is oriented west-east along the entire northern edge of the property, intersecting Meade Avenue on the northeast corner of the site approximately 150 feet north of Dempster Street. A small office building and a small retail building are located immediately west of the subject property.

The existing one-story, approximately 3,500 square foot building is situated on the far western edge of the property. One pedestrian entrance/exit door and five service bay doors face east towards the main parking lot, which comprises most of the remainder of the parcel. Access to the parking lot is provided by driveways at three locations. Two driveways are located along Dempster Street on the southern edge of the lot and are approximately 30 feet in width each. One wider driveway, approximately 60 feet in width, is located along Meade Avenue on the eastern edge of the parcel. A fence blocks any vehicular or pedestrian access to the site from the alley along the northern edge of the property.

The existing parking lot is striped to provide 24 parking stalls, with half along the fence line on the northern edge and half in the middle of the lot. One parking stall nearest the customer entrance is marked and signed as a handicap accessible stall. On-street parking is prohibited on Dempster Street in the vicinity of the site.

The proposed automotive repair shop would initially utilize four of the five existing service bays. Intended hours of operation are 8:00 AM to 5:00 PM Monday through Friday, and 8:00 AM to 12:00 Noon on Saturday. The facility expects to open with two full-time employees, with potential to expand to five full-time employees and use of all five service bays over time.

Figure 2 shows the existing building on the site.
Figure 3  Project Traffic Study Area
1.2 Project Study Area

Figure 3 shows the study area that was considered for project-related traffic analysis. The limits of the study are the approximately one-quarter mile section of Dempster Street from Moody Ave west of the site to Mason Avenue east of the site. This section includes two primary study intersections: the unsignalized intersection of Dempster Street and Meade Avenue immediately adjacent to the subject property, and the signalized intersection of Dempster Street and Austin Avenue one block to the east.

1.3 Analysis Methodology

This study report describes the issues, analysis, and expected impacts that the development and operations of the project will have on the local transportation system. The analysis includes collection of existing conditions data, including traffic counts, estimates of new trip expected to be generated by the project, traffic distribution and assignment, LOS analysis, traffic impacts determination, parking, mitigation measures, recommendations, and traffic control needs evaluation to ensure safe and efficient traffic operations. The analysis was conducted for morning (AM) and evening (PM) peak hour traffic conditions.

To measure and describe the operations of a roadway network, traffic engineers and planners commonly use a grading system called the Level of Service (LOS). The LOS grading system qualitatively characterizes traffic conditions associated with varying levels of traffic. These levels range from LOS A, which indicates free-flow traffic conditions with little or no control delay experienced by motorists, to LOS F, which describes congested conditions where traffic flows exceed design capacity, resulting in long queues and delays. LOS A, B, and C are generally considered to be satisfactory service levels, while the influence of congestion becomes more noticeable at LOS D. LOS E is undesirable and LOS F conditions are considered to be unacceptable to most drivers.

Tables 1 and 2 present the LOS criteria for signalized and unsignalized intersections, respectively.
### Table 1  Signalized Intersection LOS Definitions

<table>
<thead>
<tr>
<th>Level of Service</th>
<th>Description</th>
<th>Average Control Delay per Vehicle (seconds/vehicle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Operations with very low delay occurring with favorable progression and/or short cycle lengths.</td>
<td>≤ 10</td>
</tr>
<tr>
<td>B</td>
<td>Operations with low delay occurring with good progression and/or short cycle lengths.</td>
<td>&gt; 10 – 20</td>
</tr>
<tr>
<td>C</td>
<td>Operations with average delays resulting from fair progression and/or longer cycle lengths. Individual cycle failures begin to appear.</td>
<td>&gt; 20 – 35</td>
</tr>
<tr>
<td>D</td>
<td>Operations with longer delays due to a combination of unfavorable progression, long cycle lengths, or high V/C ratios. Many vehicles stop and individual cycle failures are noticeable.</td>
<td>&gt; 35 – 55</td>
</tr>
<tr>
<td>E</td>
<td>Operations with high delay values indicating poor progression, long cycle lengths, and high V/C ratios. Individual cycle failures are frequent occurrences. This is considered to be the limit of acceptable delay.</td>
<td>&gt; 55 – 80</td>
</tr>
<tr>
<td>F</td>
<td>Operations with delays unacceptable to most drivers occurring due to over saturation, poor progression, or very long cycle lengths.</td>
<td>&gt; 80</td>
</tr>
</tbody>
</table>


### Table 2  Unsignalized Intersection LOS Definitions

<table>
<thead>
<tr>
<th>Level of Service</th>
<th>Average Control Delay (seconds/vehicle)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>0 – 10</td>
<td>Little or no delay.</td>
</tr>
<tr>
<td>B</td>
<td>&gt; 10 – 15</td>
<td>Minor delays.</td>
</tr>
<tr>
<td>C</td>
<td>&gt; 15 – 25</td>
<td>Average delays.</td>
</tr>
<tr>
<td>D</td>
<td>&gt; 25 – 35</td>
<td>Moderate delays.</td>
</tr>
<tr>
<td>E</td>
<td>&gt; 35 – 50</td>
<td>Lengthy delays.</td>
</tr>
<tr>
<td>F</td>
<td>&gt; 50</td>
<td>Excessive delays/gridlock.</td>
</tr>
</tbody>
</table>

2 EXISTING CONDITIONS

The analysis of the existing transportation system includes description of the surrounding land use, roadway network, capacity evaluation of the study intersections, and a description of public transportation in the Project vicinity. Turning movement volume data was collected by Quigg Engineering Inc. (QEI) at the signalized intersection of Dempster Street with Austin Avenue and the unsignalized intersection of Dempster Street with Meade Avenue on Tuesday, August 20th and Wednesday August 21st. Detailed volume reports are provided in Appendix A.

2.1 Land Use and Surrounding Developments

In addition to the subject parcel, the block contains a small office building and a small retail building immediately west of the proposed auto service building. The adjacent areas north of the subject property are primarily single-family residential, with a large municipal park (Harrer Park) and elementary school (Park View) located within a few blocks to the west and northwest. Properties along the Dempster Street corridor to the east and west generally contain a mix of one- to-two story retail, office, service, and light-industrial buildings. A bank and a small multi-tenant retail building are located directly across Dempster Street from the subject property. The exit driveway from the bank’s drive-up teller lanes is located directly across Dempster Street from two of the subject property’s driveways.

2.2 Roadway Network

As indicated previously, the subject parcel’s three driveways provide access to/from Dempster Street and Meade Avenue. Other neighborhood streets are not expected to be routinely utilized by project traffic for circulation.

2.2.1 Dempster Street

Dempster Street runs east-west along the south side of the property. It is a State route designated as IL 58 and under the jurisdiction of the Illinois Department of Transportation (IDOT). In the project area, the street contains two lanes in each direction plus a center two-way left-turn lane. Parking is prohibited on both sides of the street, which has a posted speed limit of 30 mph in the project area. Pace operates Route 250 on Dempster Street, with approximate 20-minute headways during peak periods. The closest westbound bus stop is just west of the subject property, near the intersection with Moody Avenue. An eastbound bus stop is located in front of the bank directly across Dempster Street from the subject property. The segment of Dempster Street in the study area is classified as an “Other Principal Arterial” by IDOT, with the most recently available (2017) Average Annual Daily Traffic (AADT) count of 37,400 vehicles per day. Dempster Street also provides access to the Edens Expressway (I-94) less than one mile east of the subject parcel. Traffic signals on the corridor appear to be coordinated in an effort to smooth traffic flow and minimize delays.
2.2.2  Meade Avenue, Moody Avenue, and School Street

Meade Avenue runs north-south along the eastern edge of the subject property, and includes one of the three access driveways for the site. School Street and Moody Avenue intersect Dempster Street within 200 feet west of the property. All three roadways are local streets that primarily provide access to/from the residential neighborhood north and south of Dempster Street, and are controlled with stop signs (side-street only) where each intersects Dempster Street.

2.2.3  Austin Avenue

Austin Avenue runs north-south and intersects Dempster Street approximately 700 feet east of the subject property. Austin Avenue is classified as a "Major Collector" by IDOT. Traffic counts conducted in 2018 indicate AADT's of 3,850 vehicles per day north of Dempster Street and 7,550 vehicles per day south of Dempster Street. The intersection of Dempster Street with Austin Avenue is controlled by a traffic signal.

2.2.4  Alley

An alley connecting Meade Avenue and Moody Avenue runs east-west along the north side of the subject property. This alley also connects to a north-south alley that serves residences north of the property. A fence currently separates the alley from the subject property and prohibits direct access between the two.

2.3  Data Collection

QEI conducted intersection turning movement counts at two locations from 4:00 PM to 6:00 PM on Tuesday, August 20th, and from 7:00 AM to 9:00 AM on Wednesday August 21st. A full intersection count of all movements was conducted at Dempster Street and Austin Avenue. At the intersection of Dempster Street and Meade Avenue, only vehicles turning to or from Meade Avenue were counted, in addition to all pedestrian and bicycle movements. There are a few commercial driveways accessing Dempster Street between Meade Avenue and Austin; however, for the purposes of analysis, it is assumed that the net gain/loss of traffic from these driveways is negligible, and thus, volumes on the west leg of the Austin Avenue intersection were used to balance the through movement volumes on Dempster Street at Meade Avenue.

Peak hours of traffic on the corridor were found to be from 7:00 AM to 8:00 AM and from 5:00 PM to 6:00 PM. A summary of traffic volumes during peak hours are shown in Table 3. Detailed count volume reports are provided in Appendix A.
Table 3  
Existing Traffic Volumes

<table>
<thead>
<tr>
<th>Peak Period</th>
<th>Dempster Street and Austin Avenue Intersection</th>
<th>PHF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Northbound</td>
<td>Southbound</td>
</tr>
<tr>
<td></td>
<td>Left</td>
<td>Thru</td>
</tr>
<tr>
<td>AM</td>
<td>90</td>
<td>103</td>
</tr>
<tr>
<td>PM</td>
<td>110</td>
<td>205</td>
</tr>
</tbody>
</table>

<p>| Dempster Street and Meade Avenue Intersection |
|---------------------------------------------|-----|</p>
<table>
<thead>
<tr>
<th>Peak Period</th>
<th>Northbound</th>
<th>Southbound</th>
<th>Eastbound</th>
<th>Westbound</th>
<th>PHF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Left</td>
<td>Thru</td>
<td>Right</td>
<td>Left</td>
<td>Thru</td>
</tr>
<tr>
<td>AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>PM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Notes:
1. Traffic volumes were collected on Tuesday, August 20th from 4:00 to 6:00 PM and on Wednesday August 21st from 7:00 AM to 9:00 AM. Volumes shown in the table are only for respective peak one-hour intervals within each period.

Source: Quigg Engineering Inc.
August 2019

2.4 Intersection Operations

The intersection operations at the two intersections of Dempster Street with Austin Avenue and with Meade Avenue were analyzed in the software program Synchro 10 based on the volumes shown in Table 2. Results of the analyses are shown in Table 3, with detailed outputs from Synchro 10 shown in Appendix B.

As shown in Table 4, the majority of approaches and/or key movements at both intersections operate at LOS D or better in both the AM and PM peak periods. The southbound approach on Austin Avenue operates at LOS E, although the average delay of 55.7 seconds only exceeds the upper limit of LOS D by less than one second. The stop-controlled southbound approach on Meade Avenue operates at LOS B in the AM Peak and LOS C in the PM peak, with average delays of 12.9 and 17.1 seconds, respectively.
<table>
<thead>
<tr>
<th>Dempster Street and Austin Avenue</th>
<th>Overall Intersection</th>
<th>Individual Approaches</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delay (sec/veh)</td>
<td>LOS</td>
<td>Approach</td>
</tr>
<tr>
<td>Existing AM Peak</td>
<td>20.5</td>
<td>C</td>
<td>Northbound</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Southbound</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Eastbound</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Westbound</td>
</tr>
<tr>
<td>Existing PM Peak</td>
<td>26.8</td>
<td>C</td>
<td>Northbound</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Southbound</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Eastbound</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Westbound</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dempster Street and Meade Avenue</th>
<th>Overall Intersection</th>
<th>Key Movements¹</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delay (sec/veh)</td>
<td>Approach / Movement</td>
<td>Delay (sec/veh)</td>
</tr>
<tr>
<td>Existing AM Peak</td>
<td>0.2</td>
<td>Southbound</td>
<td>12.9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eastbound Left-Turn</td>
<td>10.1</td>
</tr>
<tr>
<td>Existing PM Peak</td>
<td>0.2</td>
<td>Southbound</td>
<td>17.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eastbound Left-Turn</td>
<td>11.6</td>
</tr>
</tbody>
</table>

Notes:
1. For side-street stop-controlled intersections, through and right-turn movements on the major street are assumed to operate with negligible delay. Delays and LOS are shown for key movements only (side-street approaches and left-turn movements from the major street).

Source: Quigg Engineering Inc.  
September 2019
The impacts of the proposed development on the study area are discussed in this chapter.

3.1 Background Volumes Forecast

Intersection traffic counts were conducted for the study in August 2019, and the redevelopment is expected to be completed in a relatively short timeframe after approval. Therefore, no growth in background traffic is assumed for the purposes of the analysis.

3.2 Background Plus Project Conditions Volumes Forecast

The volume of traffic added to the roadway system by the project would primarily comprise of employees and customers of the automotive repair shop. The project traffic was estimated using a three-step process:

1. Trip generation
2. Trip distribution
3. Trip assignment

In the first step, the amount of traffic entering and exiting the site was estimated on a peak hour basis for both AM and PM peak periods. No discount factors were applied for transit trips given the nature of the development. In the second step, arrival and departure directions were determined considering existing traffic patterns. Finally, the trips were assigned to the street segments and intersections of Dempster Street with Meade Avenue and Austin Avenue.

3.2.1 Trip Generation and Modal Split

Background information for operations of the proposed automotive repair shop was provided by the developer. Parcel and building information were obtained from the Village of Morton Grove’s Geographic Information Systems (GIS) website, previous property-for-sale listings, and Google Earth. The shop would utilize four of the five existing service bays and open with two full-time employees. Intended hours of operation are 8:00 AM to 5:00 PM Monday through Friday, and 8:00 AM to 12:00 Noon on Saturday. The building is approximately 3,500 square feet in size.

The 10th Edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual was utilized to estimate new trips that would be generated by operations of the shop. For Automobile Care Centers (Code 942), trip generation estimates are available for three different variables: per 1000 square feet gross floor area; per number of service bays; or for number of employees. Separate rates are estimated for both the AM and PM peak hours of adjacent street traffic. Given the nature of the proposed development, a negligible amount of transit or pedestrian trips are anticipated, although availability of transit may offer an alternative method for customers to access.
the facility while their vehicles are being repaired. As shown in Table 5, trip generation rates were estimated using each of the three variables.

<table>
<thead>
<tr>
<th>Independent Variable</th>
<th>Size</th>
<th>Units</th>
<th>Total Trips (per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>AM Peak Hour of Roadway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In</td>
</tr>
<tr>
<td>Gross Floor Area</td>
<td>3.5</td>
<td>1000 SF</td>
<td>5</td>
</tr>
<tr>
<td>Number of Service Bays</td>
<td>5</td>
<td>bays</td>
<td>5</td>
</tr>
<tr>
<td>Number of Employees</td>
<td>5</td>
<td>employees</td>
<td>3</td>
</tr>
</tbody>
</table>

Notes:
1. Trip generation rates estimated using data from the proposed facility operators, property information, and the ITE Trip Generation Manual, 10th Edition (for Category 942, Automobile Care Center).

Source: Quigg Engineering Inc.

In order to be conservative, the method that generated the largest expected number of trips was utilized for the analyses. Of note, the proposed business intends to initially utilize only four of the five service bays, with two full-time employees. However, this analysis assumes the potential use of all five service bays, with five full-time employees as noted by the proposed operator of the business. In this case, either the use of gross floor area or the number of service bays generates the same (and highest) numbers of trips: 8 in the AM peak, and 11 in the PM peak, respectively. Also of note, while the Trip Generation Manual estimates are for the peak hours of adjacent street traffic (in this case, 7:00 AM – 8:00 AM and 5:00 – 6:00 PM on weekdays), the proposed hours of operation for the shop are 8:00 AM to 5:00 PM. For analysis purposes, however, the estimated peak hour trips generated by the shop were still applied to the peak hour volumes from the traffic counts.

3.2.2 Trip Distribution and Assignment

The newly generated trips were assigned to the network based on existing proportions of traffic passing by the site in each peak hour. Eastbound traffic is slightly heavier in both the AM and PM peak periods, so a slightly larger number of generated trips were assigned to eastbound movements as compared to westbound movements.

As indicated earlier, the site currently has three driveways: two that access Dempster Street and one accessing Meade Avenue just north of Dempster Street. Due to the proximity of the driveways to the intersection of Dempster Street and Meade Avenue, for the purposes of the analyses, all site generated traffic was combined and assigned to turn at the intersection, and thus were added to the
base volumes at that intersection. Site development traffic assigned to head to or come from the east was assumed to also travel through the intersection of Dempster Street and Austin Avenue.

3.2.3 Project Conditions Total Traffic Volumes

The additional estimated peak hour trips were added to the existing turning movement counts at the intersections as shown in Table 6.

<table>
<thead>
<tr>
<th>Table 6</th>
<th>Traffic Volumes Including Site Generated Traffic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dempster Street and Austin Avenue Intersection</td>
</tr>
<tr>
<td>Peak</td>
<td>Northbound</td>
</tr>
<tr>
<td>Period</td>
<td>Left</td>
</tr>
<tr>
<td>AM</td>
<td>90</td>
</tr>
<tr>
<td>PM</td>
<td>110</td>
</tr>
<tr>
<td></td>
<td>Dempster Street and Meade Avenue Intersection</td>
</tr>
<tr>
<td>Peak</td>
<td>Northbound</td>
</tr>
<tr>
<td>Period</td>
<td>Left</td>
</tr>
<tr>
<td>AM</td>
<td>0</td>
</tr>
<tr>
<td>PM</td>
<td>0</td>
</tr>
</tbody>
</table>

Notes:
1. Bold numbers indicate change from existing base condition volumes.

Source: Quigg Engineering Inc.

August 2019
3.3 Intersection Operations

Given the relatively minor additional traffic expected to be generated in the peak hours by the proposed automotive repair shop (8 trips in the AM peak and 11 trips in the PM peak, respectively), the impacts on LOS at the key intersections are minimal. Results of the analysis including site generated traffic are summarized in Table 7. The only approach or key movement whose expected delay increased by more than one second was the southbound traffic at Meade Avenue during the PM peak, where all trips leaving the site were assigned. This delay only increased from 17.1 to 19.0 seconds, which still results in LOS C for that approach. None of the approaches or key movements are expected to operate at a lower LOS category than in the existing conditions without additional site generated traffic.

<table>
<thead>
<tr>
<th>Table 7</th>
<th>Build Conditions With Site Generated Traffic - Intersection LOS Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dempster Street and Austin Avenue</strong></td>
<td><strong>Overall Intersection</strong></td>
</tr>
<tr>
<td></td>
<td>Delay (sec/veh)</td>
</tr>
<tr>
<td>Build Condition AM Peak</td>
<td>20.5</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Build Condition PM Peak</td>
<td>26.8</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Dempster Street and Meade Avenue** | **Overall Intersection** | **Key Movements** |
| | Delay (sec/veh) | LOS | Approach / Movement | Delay (sec/veh) | LOS |
| Build Condition AM Peak | 0.3 | A | Southbound | 13.5 | B |
| | | | Eastbound Left-Turn | 10.1 | B |
| Build Condition PM Peak | 0.2 | A | Southbound | 19.0 | C |
| | | | Eastbound Left-Turn | 11.6 | B |

Notes:
1. For side-street stop-controlled intersections, through and right-turn movements on the major street are assumed to operate with negligible delay. Delays and LOS are shown for key movements only (side-street approaches and left-turn movements from the major street).

Source: Quigg Engineering Inc.

September 2019
3.4 Parking Analysis and Considerations

While on-street parking is prohibited on Dempster Street, the capacity of the existing parking lot appears sufficient for the intended use of the facility, especially since the proposed use is similar to the previous use of the property. The limited size of the facility, the number of employees, and the type of use would not be expected to result in large demands for customer parking or high turnover of parking stalls. Some parking stalls may be occupied with vehicles awaiting service or for customer pickup after service is complete, but this would not be expected to result in a shortage of available customer parking.

The Village’s off-street parking requirements are defined in Chapter 7 (Off Street Parking and Loading) of the Unified Development Code, which is Title 12 of the Village’s Municipal Code. According to the table of “Required Spaces by Use” in Section 12-7-3:1, the minimum number of parking stalls required for the proposed business is based on three factors: square feet of office space, the numbers of employees, and the number of service stalls for the shop.

<table>
<thead>
<tr>
<th>Use</th>
<th>Parking Requirement</th>
<th>Proposed Size</th>
<th>Required Parking Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Space</td>
<td>1.0 space per 250 SF of gross floor area</td>
<td>1052 SF</td>
<td>4</td>
</tr>
<tr>
<td>Number of Employees</td>
<td>1.0 space per employee</td>
<td>5 employees</td>
<td>5</td>
</tr>
<tr>
<td>(Automobile Repair)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Service Stalls</td>
<td>2.0 spaces per service stall</td>
<td>5 service stalls</td>
<td>10</td>
</tr>
<tr>
<td>(Automobile Repair)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>19</td>
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</tbody>
</table>

Table 8: Minimum Off-Street Parking Requirements

Source: Village of Morton Grove

As shown in Table 8 above, the proposed business would require a minimum of 19 off-street parking stalls. The parking lot as currently striped provides 24 parking stalls. The Village has recommended that the 19 required stalls be reserved for use by customers, employees, and vehicles awaiting repair or pick-up that are parked for less than 24 hours. The five remaining stalls could be used for longer-term storage of vehicles being serviced by the business, subject to other restrictions of the Village. Of note, the interior service bays may also be utilized for overnight/off-hours storage of vehicles under repair, which may decrease the number of vehicles parked in the lot during hours when the business is closed.

A turning vehicle swept path analysis was not conducted as part of this traffic study. However, due to the nature of the proposed business use, the site will need to accommodate movements of a tow truck with vehicle in tow. Any proposed alterations to the parking lot and/or driveways will need to satisfy the parking requirements discussed herein, applicable standards for handicap accessibility, and other Village design standards.
4 FINDINGS AND RECOMMENDATIONS

✓ An automotive repair shop is proposed for the property located at 6100 Dempster Street in the Village of Morton Grove, Cook County, IL.
✓ The site formerly supported a similar land use, a Merlin 200,000 Miles repair shop. The existing building would be retained for use by the automotive repair shop.
✓ The proposed shop would operate from 8:00 AM to 5:00 PM on weekdays, and 8:00 AM to 12:00 Noon on Saturdays, with two full-time employees and initial utilization of four service bays. The business may grow to necessitate use of all five service bays and five full-time employees. These higher values were utilized for trip generation and off-street parking analysis.
✓ Based on the ITE Trip Generation Manual, the facility would be expected to generate 8 to 11 new trips in the AM and PM peak hours of traffic, respectively.
✓ Traffic analyses for the intersections of Dempster Street with Meade Avenue (adjacent to the subject property) and Austin Avenue (east of the subject property) were conducted for existing base conditions and with the additional site-generated traffic.
✓ The negative impacts to traffic operations on nearby streets and intersections is expected to be minimal, due to the low number of additional trips expected.
✓ The 24 existing parking stalls should be sufficient to accommodate the parking needs of the business. The Village’s Unified Development Code requires 19 off-street parking stalls for the proposed use. If these 19 stalls are reserved for use by customers, employees, and short-term (< 24 hour) parking of vehicles awaiting repair and/or pickup, the remaining 5 stalls would be available for longer-term storage of vehicles being serviced by the shop.
VILLAGE OF MORTON GROVE, ILLINOIS

PLAN REVIEW COMMENT FORM

DATE DISTRIBUTED: 11/18/2019

CASE NUMBER: PC 19-10

APPLICATION: Request for a Special Use Permit for automotive repair (oil change, tires, brakes, auto glass, other mechanical items only) in the C1 General Commercial District for the property commonly known as 6100 Dempster Street, Morton Grove, Illinois (PIN 10-17-316-054-0000)

A Special Use Application has been submitted for Plan Commission action. Please return your review to the Department of Community Development by Monday, December 9, 2019.

Thank you,
Zoe Heidorn, Land Use Planner/Coordinator

COMMENTS OR CONCERNS

1. The Study does not include a suitable parking analysis. Section 3.4 provides a qualitative assessment that there will be no changes to the parking demand from the previous use. A parking analysis should be added to the Study before Plan Commission review that includes the same quantitative approach as the traffic analysis. The peak hour traffic and peak parking forecast should not be assumed to coincide, so a separate analysis should be made for parking demand. The parking analysis should begin by describing in detail how the proposed business is intended to operate. Restate operating hours, employee and customer parking needs. Any and all vehicles that will access the site should be described and parking needs characterized—vendors and deliveries should be included. Customer drop-off and pick-up should be described. All of the off-site parking should be compared to the village's parking requirements.

2. It is a reasonable expectation this type of use may include towing vehicles to or from this site. The use of vehicle towing should be described and related to an impact on parking demand. The Special Use Permit should include a condition on the type and extent of towing vehicles to and from the site.

3. It is not explained how cars waiting for parts or repaired cars waiting to be collected will be stored. The Study should describe this aspect of the business operation. We understand, though correspondence with the applicant, that this condition is acceptable to the applicant. The Study should describe this commitment. The Special Use Permit should include a condition on the type and extent of outdoor storage of vehicles.

4. The current parking lot has one accessible parking space, but the markings do not meet Illinois Accessibility Code requirements. If approval is made in Winter 2020, this parking space would need to be updated by July 1, 2020.

5. Parking lot dimensions were not provided in the Study. The Study should present the minimum provided aisle width and parking space length and width. It should also compare the dimensions to the village’s requirements and explicitly state whether or not all the existing parking spaces meet village standards.

These comments accurately represent existing Village regulations or policies.

Signed: [Signature]  Date: 12/6/19
AUTHORIZING A CONTRACTUAL AGREEMENT WITH CDW-G
TO PROVIDE FOR THE RENEWAL OF A MICROSOFT ENTERPRISE AGREEMENT
FOR MICROSOFT SOFTWARE LICENSING FOR
OPERATING AND PRODUCTIVITY SOFTWARE FOR ALL VILLAGE DESKTOP COMPUTERS

Introduction:

January 13, 2020

Purpose:

To authorize an enterprise-wide software agreement with Microsoft Corporation through CDW-G, the current State of Illinois contract reseller for operating and productivity software which will maintain sufficient licensing of operating and productivity software according to the software’s terms and conditions. The Microsoft Enterprise Agreement will also allow the Village to maintain licensing compliance as well as maintain software updates, upgrades, and technical support.

Background:

The Village of Morton Grove is required to maintain licensing for the software it uses in daily operations. The operating system, individual applications, and connectivity to servers all maintain their own licensing scheme. The pricing and licensing structure was competitively reviewed to ensure the financial responsibility of this agreement. The Enterprise Agreement renewal includes an annual maintenance support cost for updates and upgrades (Microsoft Software Assurance), as well as the license costs. The licenses and software maintenance structure was originally established in 2008. This type of agreement licenses the enterprise as an entire fleet as opposed to individual purchases. The Enterprise Agreement has advantages over individual purchases including lower platform costs, distributed payments, anniversary period renewals, and software upgrade assurances. The license pricing has held stable for 3 annual renewal periods. The 2020 renewal is the second renewal period of the 3 stable pricing periods. This payment covers the license and maintenance period of January 1, 2020, through December 31, 2020.

Programs, Departments or Groups Affected

All Departments.

Fiscal Impact:

The 2020 licensing and software maintenance expense is $43,708.80.

Source of Funds:

Funds from the Information Technology division fiscal year 2020 are allocated for this Agreement.

Workload Impact:

The Information Technology division as part of their normal work activities will oversee and coordinate the management of this contract.

Admin Recommendation:

Approval as presented

First Reading:

None required.

Special Considerations or Requirements:

None.

Respectfully submitted: Ralph Czerwinski, Village Administrator

Prepared by: Boyle Wong, Information Systems Manager

Reviewed by: Teresa Hoffman Liston, Corporation Counsel
RESOLUTION 20-01

AUTHORIZING A CONTRACTUAL AGREEMENT WITH CDW-G
TO PROVIDE FOR THE RENEWAL OF A MICROSOFT ENTERPRISE AGREEMENT
FOR MICROSOFT SOFTWARE LICENSING FOR OPERATING AND PRODUCTIVITY
SOFTWARE FOR ALL VILLAGE DESKTOP COMPUTERS

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois, is a home
rule unit of government under the provisions of Article 7 of the 1970 Constitution of the State of
Illinois, can exercise any power and perform any function pertaining to government affairs, including
but not limited to the power to tax and incur debt; and

WHEREAS, the Village of Morton Grove utilizes and relies on Microsoft Corporation software
to operate Village business; and

WHEREAS, the Village’s use of Microsoft Corporation software is based on its compliance
with the software’s terms and conditions; and

WHEREAS, the Village is required to maintain a valid license for all software in use; and

WHEREAS, the Information Technology Division determined the Village needs to maintain
and update its Microsoft operating and productivity software; and

WHEREAS, the Village established an Enterprise Agreement licensing structure with
Microsoft in 2008 through Resolution 08-62 in order to comply with the Village’s use of Microsoft
Corporation software and maintain and expand the existing Enterprise Agreement for the period of
January 1, 2020 through December 31, 2020; and

WHEREAS, CDW-G of Vernon Hills, Illinois, a large account reseller of Microsoft Software
products, maintains the current pre-negotiated State of Illinois reseller contract #CMS6945110 for
Microsoft Enterprise Agreement Licensing; and

WHEREAS, the Information Technology Division continues to explore competitive bids
outside of pre-negotiated contract pricing; and

WHEREAS, the Information Technology Division recommends renewing the Microsoft
Enterprise Agreement through CDW-G of Vernon Hills, Illinois in order to maintain sufficient
Microsoft Corporation software licenses through CDW-G to support the Village’s business.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF
TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS
FOLLOWS:
SECTION 1: The Corporate Authorities do hereby incorporate the foregoing WHEREAS clauses into this Resolution as though fully set forth therein thereby making the findings as hereinabove set forth.

SECTION 2: The Village Administrator of the Village of Morton Grove or his designee is hereby authorized to execute, and the Village Clerk to attest to a contract with CDW-G, 230 N. Milwaukee Avenue, Vernon Hills, Illinois, in the amount of $43,708.80 for operating and productivity software for one hundred twenty (120) Village desktop computers and two hundred (200) cloud services licenses per the attached quote document.

SECTION 3: The Village Administrator and/or his designees are authorized to take all steps necessary to finalize negotiations for said contract and implement its terms and conditions.

SECTION 4: This Resolution shall be in full force and effect upon its passage and approval.

PASSED THIS 13th day of January 2020

Trustee Grear
Trustee Minx
Trustee Ramos
Trustee Thill
Trustee Travis
Trustee Witko

APPROVED BY ME THIS 13th DAY of January 2020

Daniel DiMaria, Village President
Village of Morton Grove
Cook County, Illinois

ATTESTED AND FILED in my office
This 14th day of January 2020

Eileen Scanlon-Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois
DEAR BOYLE WONG,

Thank you for considering CDW+G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

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**PURCHASER BILLING INFO**

SUBTOTAL $43,708.80

SHIPPING $0.00

SALES TAX $0.00

GRAND TOTAL $43,708.80

Please remit payments to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Page 1 of 2
AUTHORIZING THE EXECUTION OF A CONTRACT
WITH LANDSCAPE CONCEPTS MANAGEMENT, INC.
FOR THE 2020 TREE TRIMMING PROGRAM

Introduced: January 13, 2020

Purpose: To authorize the Village Administrator to execute and the Village Clerk to attest to a contract with Landscape Concepts Management, Inc. for the 2020 Tree Trimming Program.

Background: The Village has an annual program to trim trees within the Village’s rights-of-way and property. The Public Works Department considers it to be cost-effective to hire a contractor to trim trees. This contract was bid through a public process conforming to purchasing procedures. The contract includes a one-year term and allows renewal in 2021 and 2022.

Programs, Departments or Groups Affected: Public Works Department.

Fiscal Impact: The estimated contract value is $47,628.30. Since this is a unit price contract, the final contract amount will be based on the actual quantity of work performed.

Source of Funds: Account #025017-552250-Tree Trimming

Workload Impact: The implementation of the program is done as part of the normal operations of the Public Works Department.

Administrator Recommendation: Approval as presented.

Second Reading: Not required.

Special Considerations or Requirements: None.

Respectfully submitted: Ralph E. Czerwinski, Village Administrator
Reviewed By: Joseph J. Dahm, Director Public Works
Prepared by: Chris Tomich, Village Engineer
Reviewed by: Teresa Hoffman Listen, Corporation Counsel
RESOLUTION 20-03

AUTHORIZATION TO EXECUTE A CONTRACT
WITH LANDSCAPE CONCEPTS MANAGEMENT, INC.
FOR 2020 TREE TRIMMING PROGRAM

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois, is a home
rule unit of government under the provisions of Article 7 of the 1970 Constitution of the State of Illinois,
can exercise any power and perform any function pertaining to its government affairs, including but not
limited to the power to tax and incur debt; and

WHEREAS, 2020 Tree Trimming Program is necessary to maintain the health and appearance of
trees as well as to maintain safety for the public within the Village’s rights-of-ways and properties; and

WHEREAS, the Public Works Department advertised on the Village’s website from December
3, 2019 to December 19, 2019, and by fax distribution to a list of tree trimming contractors inviting
bids on the “2020 Tree Trimming Program”; and

WHEREAS, fourteen businesses obtained the bidding materials; and

WHEREAS, two bids were received, publicly opened and read at the Public Works Facility at
10:00 a.m. on Thursday, December 19, 2019, with the tabulation of bids included in Exhibit “A”; and

WHEREAS, the low bidder is Landscape Concepts Management, Inc. of Grayslake, Illinois with
a bid of $47,628.30; and

WHEREAS, the low bid amount exceeds the engineer’s estimate of cost by $2,538.30; and

WHEREAS, Landscape Concepts Management, Inc. satisfactorily performed work for the
Village’s program in 2017 and 2018 and have confirmed they are available to perform the work in 2020; and

WHEREAS, the contract includes a one-year term and an option to renew the contract in 2021
and 2022; and

WHEREAS, funding for the above work in the amount of $58,000 is included in the Village of
Morton Grove 2020 Adopted Budget as account number 025017-552250, Tree Trimming.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF
TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS
FOLLOWS:

Section 1. The Corporate Authorities do hereby incorporate the foregoing WHEREAS clauses
into this Resolution as though fully set forth therein thereby making the findings as hereinabove set
forth.
Section 2. The Corporate Authorities accept the bid of Landscape Concepts Management, Inc. in the amount of $47,628.30.

Section 3. The Village Administrator of the Village of Morton Grove is hereby authorized to execute and the Village Clerk to attest to a contract with Landscape Concepts Management, Inc., 31745 North Alleghany Road, Grayslake, Illinois, based upon their bid for the “2020 Tree Trimming Program” in the contract amount of $47,628.30.

Section 3. The Village Administrator and the Director of Public Works and/or their designees are authorized to take all steps necessary to implement, supervise, and manage this contract.

Section 4. This Resolution shall be in full force and effect upon its passage and approval.

PASSED THIS 13th DAY OF JANUARY 2020

Trustee Grear
Trustee Minx
Trustee Ramos
Trustee Thill
Trustee Travis
Trustee Witko

APPROVED BY ME THIS 13th DAY OF JANUARY 2020

Daniel P. DiMaria, Village President
Village of Morton Grove
Cook County, Illinois

ATTESTED and FILED in my office
This 14th DAY OF JANUARY 2020

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois
### EXHIBIT "A"

**Village of Morton Grove, Cook County, IL**  
**2020 Tree Trimming Program**  
**Bid Tabulation**  
**Bid Opening: December 19, 2019, 10:00 am**

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<th>PAY ITEM</th>
<th>PAY ITEM DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
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**CORRECTED TOTAL PROPOSAL AMOUNT**: $43,090.00  
**AS-READ PROPOSAL AMOUNT**: $47,628.30  
**Apparent Low Bidder**: Landscape Concepts Management  
**Apparent Low Bid Amount**: $47,628.30
AMENDING TITLE 8, CHAPTER 3 OF THE MUNICIPAL CODE FORMERLY ENTITLED “PLANTS AND WEEDS”

Introduced: January 13, 2020

Purpose: This Ordinance will update the Village’s Municipal Code to provide relevant regulations regarding weeds and grasses.

Background: In recent years, the milkweed plant has gained attention from the public due to its exclusive relationship with and ability to attract the imperiled monarch butterfly. In 2017, the milkweed plant was designated as the official state wildflower of the state of Illinois. The Village’s definition of weeds which was written over 50 years ago still includes the milkweed plant (although the Village has no records of citations issued to residents for growing milkweed plants).

This ordinance will update Title 8 Chapter 3 of the Village Code to define weeds as plants defined as weeds by the Illinois Noxious Weed Law, 505 ILCS 100/1 et seq., and the Illinois Exotic Weed Law, 525 ILCS 10/1 et seq., poison ivy, wild parsnips, and unmowed or uncultivated grasses. It also updates Village Code sections requiring owners and occupants of property to remove weeds and cut grass on their property as well as abutting public rights of way.

Programs, Departments or Groups Affected: Administration and Finance Departments

Fiscal Impact: N/A

Source of Funds: N/A

Workload Impact: The Building and Inspectional Services Department and Public Works Department will institute and instruct their employees regarding ground maintenance as part of their normal work day.

Administrator Recommendation: Approval as presented.

Second Reading: January 27, 2020

Special Considerations: None

Respectfully submitted: Ralph E. Czerwinski, Village Administrator

Prepared by: Teresa Hoffman Loston, Corporation Counsel
ORDINANCE 20-03
AMENDING TITLE 8, CHAPTER 3
OF THE MUNICIPAL CODE FORMERLY ENTITLED
"PLANTS AND WEEDS"

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois is a home rule unit of government under the provisions of Article 7 of the Constitution of the State of Illinois, and can exercise any power and perform any function pertaining to its government affairs, including but not limited to the power to tax and incur debt; and

WHEREAS, the Village has the policy of regularly reviewing and revising the Municipal Code as necessary to assure all provisions remain compliant with contemporary statutes relevant to current operations; and

WHEREAS, at the request of a group of residents, the Village President directed the Village Administrator to review Title 8, Chapter 3 regarding the classification of the milkweed plant as a weed; and

WHEREAS, in recent years, the milkweed plant has gained attention from the public due to its exclusive relationship with and ability to attract the imperiled monarch butterfly; and

WHEREAS, pursuant to Public Act P.A. 100-371 which became effective on August 25, 2017, the milkweed plant was designated as the official state wildflower of the state of Illinois; and

WHEREAS, while the Village’s definition of “weeds” has included the milkweed plant for over fifty years, the Village has no records of prohibiting a property owner from cultivating and growing milkweed plants; and

WHEREAS, the Village Administrator has recommended Title 8, Chapter 3 be amended in accordance with this Ordinance to bring the definition of weeds in conformance with state law and modern standards and to remove the milkweed plant from the definition of weeds and therefore update the Village’s ordinances requiring property owners and occupants to maintain their property.

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing WHEREAS clauses into this Ordinance as though fully set forth herein thereby making the findings as hereinabove set forth.
SECTION 2: Title 8, Chapter 3 of the Municipal Code of the Village of Morton Grove is hereby amended to read as follows:

CHAPTER 3

WEEDS AND GRASS

8-3-1: DEFINITIONS:

TURF GRASS As used in this Chapter, means grasses that are narrow-leaved grass species that form a uniform, long-lived ground cover that can tolerate traffic and low mowing heights (usually two (2) inches or below). This section shall not apply to ornamental grasses.

WEEDS As used in this Chapter, shall mean:
1. Those plants defined as weeds by the Illinois Noxious Weed Law, 505 ILCS 100/1 et seq., and the Illinois Exotic Weed Law, 525 ILCS 10/1 et seq;
2. Poison ivy (toxicodendron radicans);
3. Wild parsnip (pastinaca sativa); and
4. Unmowed or uncultivated grasses (all varieties).

8-3-2: DUTY TO REMOVE WEEDS AND CUT GRASS:

A. It shall be the duty of every owner and occupant, agent or person in possession or control of real estate within the Village to remove weeds or cut the turf grass on his/her property and on any parkway or right-of-way immediately adjacent to the front, rear, or side yard of such property as may be necessary so that such weeds shall not persist and turf grass shall not exceed six inches (6") in height. In a situation where the unimproved right-of-way is adjacent to more than one property with no improved portion of the right-of-way between properties, such as an unimproved alley, each property owner shall be responsible for the portion abutting their property up to the center line of the unimproved portion of the right-of-way.

B. Weeds, when cut down, must be removed from the property or disposed of in such a manner as not to create a nuisance or hazard.

C. Turf grass or weeds allowed to grow contrary to this section, or not properly removed are hereby declared to be a nuisance.

8-3-3: WEEDS AND GRASS ABATEMENT; VILLAGE ACTION:

A. The Village Administrator or his/her designee may authorize the removal of weeds and cutting of turf grass if such weeds or grass exceed the height limitations set forth in Section 8-3-2 of this chapter after five (5) days' advanced notice has been personally given or sent by regular U.S. mail to the owner, occupant, agent or person in possession or control of the property at the last known address on file with the Village or upon posting of said notice at the property.

B. Upon removal or cutting of such weeds or grass, the Village shall charge the owner, occupant, agent or person in possession or control of the property a fee for said cutting in an amount not less than one hundred twenty five dollars ($125.00) for each time the Village has cut said grass or weeds, and the owner, occupant, agent or person in possession or control of the property shall be
jointly and severally liable to pay such fee. Said fee shall be paid to the Village within fourteen (14) days after notice of such fee is given to such person in any of the methods previously described in this section.

C. Failure to pay such fee within the time specified above shall thereafter subject the violator to a penalty of ten percent (10%) of the unpaid delinquent charge or twenty-five dollars ($25.00), whichever is greater, which shall be collected as part of said delinquent charge.

8-3-4: LIEN FOR DELINQUENT COSTS:

A. In the event said weed removal or grass cutting fee remains unpaid for more than fourteen (14) days, said unpaid fee shall constitute a lien upon the real estate. Corporation Counsel is hereby authorized in accordance with law to file a notice of lien in the office of the Recorder of Deeds in Cook County, Illinois; to foreclose this lien; and/or to sue the owner, occupant, agent or person in possession or control of the property in a civil suit to recover all money due to the Village pursuant to this chapter, plus all costs of suit and reasonable attorney fees. Any judgment obtained pursuant to this section may be enforced in accordance with Illinois law.

B. The notice of lien shall consist of a sworn statement setting out:
   1. A description of the real estate sufficient for the identification thereof.
   2. An amount of money representing the cost and expense incurred or payable to the Village pursuant to this chapter.
   3. The date or dates when such costs or expenses were incurred by the Village.

C. The lien of the Village shall be superior to all other liens and encumbrances except tax liens to the extent allowed by law.

D. Upon payment of costs, expenses, charges, and penalties including the cost to prepare and record said release, the lien created under this section shall be released by the Village.

SECTION 3: The terms and conditions of this ordinance shall be severable and if any section, term, provision, or condition is found to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remaining sections, terms, provisions, and conditions shall remain in full force and effect.

SECTION 4: Except as to code amendments set forth in this ordinance, all chapters and sections of the Morton Grove Village Code shall remain in full force and effect.

SECTION 5: This ordinance shall be effective from and after its adoption, approval, and publication as provided by law.
PASSED THIS 27th day of January 2020.

Trustee Grear

Trustee Minx

Trustee Ramos

Trustee Thill

Trustee Travis

Trustee Witko

APPROVED BY ME THIS 27th day of January 2020.

Daniel P. DiMaria, Village President
Village of Morton Grove
Cook County, Illinois

ATTESTED and FILES in my office
This 28th day of January 2020.

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois