



**Meeting Date:** April 7, 2025

**Submitter:** Community and Economic Development Director Patrick Ainsworth  
Community and Economic Development Consultant Ron Mentzer

**Department:** Community Development

**Agenda Items:** Ordinances (i) approving Lockport Township Fire Protection District Application for (i) **Various Zoning Ordinance Text Amendments and, Special Use Permits, Preliminary and Final Planned Unit Development (PUD) Plans, and Miscellaneous PUD Exceptions** – Crest Hill Plan Commission Case # PUD-25-1-3-1

### Summary

The Lockport Township Fire Protection District (the “District”) has requested numerous special zoning approvals that would, if approved, allow for the construction and operation of a new state-of-the-art, multi-building, public safety training and maintenance facility with outdoor training grounds and an accessory outdoor firing range (collectively the “Training and Maintenance Complex”). The 12.86-acre vacant, M-1 Limited Manufacturing District zoned, site is situated along the south side of Division Street (the “Subject Property”). The Training and Maintenance Complex has been designed to provide realistic, best-in-class training opportunities for local first responders and enhance emergency response efforts between local fire and law enforcement agencies.

City staff and District representatives presented detailed information regarding this project, the special zoning approvals that have been requested by District for it, and the Plan Commission’s March 13, 2025, recommendations on those special approval requests at the City Council’s March 31, 2025, Work Session Meeting. Hard copies of the agenda packet materials involving this request from the March 13, 2025, Plan Commission Meeting and the March 31, 2025, Work Session Meeting are available on request from the Community Development Department.

### April 1, 2025, Meeting at Lockport Township Fire Protection District

On Tuesday morning, April 1, LTFPD Chief O’Connor contacted Police Chief Clark, Community and Economic Development Consultant Mentzer, Assistant Lockport Police Chief Huff, and two Aldermen (Alderman Dyke and Kubal) to coordinate a meeting to further discuss questions and concerns the Aldermen raised at the prior evenings Work Session meeting. This group of individuals met at the LTFPD headquarters at 1:00 pm that afternoon to discuss how the questions and concerns they raised about the staff/Plan Commission recommended conditions related to (i) the days and hours the firing range would be in operation, (ii) the size of the proposed burn pit and

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(iii) how citizen complaints and concerns regarding operations and shooting at the facility could be handled effectively once the facility is in operation. As a follow up to this meeting, Fire Chief O'Connor submitted the following attached Exhibits:

**Exhibit A** documents:

1. The District's agreement to a maximum burning pit size of 8-foot by 8-foot versus the 40-foot by 40-foot size originally proposed.
2. The District's original requested firing range days and hours of operation and the more specific and restrictive firing range operation parameters agreed to at Tuesdays meeting.

These new commitments and restrictions have been incorporated into Sections 5.A.8 and 5.B.1.c,d,e,f, and g of the Special Use and Planned Unit Development approval ordinance prepared for this project.

**Exhibit B** documents: The District's commitment to organize and coordinate regular meetings of a new Lockport Township Public Safety Training Facility Advisory Committee. As outlined in Exhibit B, the purpose of this Advisory Committee would be to:

1. Discuss concerns and issues related to the Lockport Township Public Safety Training Facility (the "Facility").
2. Review and provide feedback on Facility operations and community impact.
3. Advocate for Facility improvements and support the facility's mission to serve both the public safety community and local residents.

As proposed, the Advisory Committee would include a staff representative from the LTFPD, the Crest Hill Administration staff, the Crest Hill Police Department, the Lockport Police Department, a representative from the Fields of Longmeadows HOA, two community members appointed by the City of Crest Hill City Council, and two community members appointed by the LTFPD Board of Trustees.

It is important to note that the commitment to organize and coordinate the work of this advisory committee has been reflected in Section 5.B.1.c.3 of the Special Use and Planned Unit Development approval ordinance prepared for this project in lieu of the following condition of approval staff and the Plan Commission originally recommend:

*"If complaints from Crest Hill property owners persist after the outdoor firing range opens, the Applicant shall appear before the City Council to discuss the complaints and if and how the hours of operation of the range can be adjusted to address the complaints without materially impacting the ability of the range to meet the mandatory training needs of authorized users"*

**Council Actions Requested:**

1. Approval of an Ordinance Amending the Crest Hill Zoning Ordinance to Define, Permit, and Regulate Government Operated Outdoor Firing Ranges.
  2. Approval of an Ordinance Granting Special Use Permits for a Non-Residential Planned Unit Development, an Indoor Institutional Use, and an Outdoor Firing Range for Governmental Training Purposes, Waiving Certain Planned Unit Development Submittal Requirements, and Approving Certain Planned Unit Development Exceptions.
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**Budgeted Amount:** N/A

**Attachments:**

Exhibit A - Lockport Township Public Safety Training Facility Revisions

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Exhibit B – Bylaws for the Proposed Lockport Township Public Safety Training Facility Advisory Committee

## Exhibit A

# *Lockport Township Fire Protection District*



## **Lockport Township Public Safety Training Facility Revisions:**

### **Originally Proposed Hours of Operation for Public Safety Range:**

- Monday - Friday 0700am - 10:00pm
- Saturday and Sunday 08:00am - 4:00 pm,
- Night shoots shall occur at a maximum of once per week
- Lockport PD will have only (4) night shoots/year

### **Revised Shooting Schedule:**

- Monday - Friday 07:30am - 4:00pm
- Saturday - 09:00am - 1:00pm
- Sunday - No Shooting
- Under normal circumstances no shooting November 1st - March 1<sup>st</sup>
  - Ex...New employee qualification, officer returning from injury.
- Night shoots - March, April, September, October only
  - One night per week during those 4 months
  - Shooting no later than 10:00pm
- Advisory Committee will review shooting schedule after 1 year of operation to see if the schedule can be further refined.
- The Public Safety Range will be in operation no more than 15 days a month.

### **Training Tower:**

The burn pit that will be used to eliminate residual pallets from tower after drill is currently listed as 40'x40'. That size is incorrect. The correct size is 8'x8'.

# The Lockport Township Public Safety Training Facility Advisory Committee



## Bylaws of the Lockport Township Public Safety Training Facility Advisory Committee

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### Article I: Name

The name of this committee shall be the **Lockport Township Public Safety Training Facility Advisory Committee** ("the Committee").

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### Article II: Purpose

The purpose of the Committee is to serve as a forum for open dialogue and collaboration between public safety leaders, community members, and City of Crest Hill administrative staffto:

1. Discuss concerns and issues related to the Lockport Township Public Safety Training Facility (the "Facility").
2. Review and provide feedback on Facility operations and community impact.
3. Advocate for Facility improvements and support the facility's mission to serve both the public safety community and local residents.

## Article III: Membership

### 1. **Composition of the Committee:**

- The Committee shall consist of nine (9) members.
  - One (1) public safety leader from the Lockport Township Fire Protection District and appointed by the Fire Chief
  - One (1) public safety leader from the Lockport Police Department and appointed by the Police Chief.
  - One (1) public safety leader from the Crest Hill Police Department and appointed by the Crest Hill Police Chief
  - One (1) representative from the City of Crest Hill administrative staff and appointed by the City Administrator.
  - One (1) representative appointed by the Fields of Longmeadow Homeowners Association
  - Two (2) Community Members/Business Owners from the local community appointed by the Lockport Township Board of Trustees.
  - Two (2) Community Members/Business Owners from the City of Crest Hill appointed by the Crest Hill City Council.

### 2. **Term Length:**

- Each member shall serve a term of two (2) years, with the option to be reappointed for consecutive terms by the person or entity they were originally appointed by.

### 3. **Vacancies:**

- If a vacancy occurs, the person or entity that person was appointed by shall appoint a new member to complete the remainder of the term.

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## Article IV: Meetings

### 1. **Frequency:**

- The Committee shall initially meet **quarterly** (four times a year) at a time and location designated by the Chairperson. After one year the committee will meet on an as-needed basis

### 2. **Special Meetings:**

- Special meetings may be called by the Chairperson or upon request by a majority of the Committee members.

### 3. **Quorum:**

- A quorum for conducting official business shall be a simple majority of the Committee members (i.e., five members must be present).

### 4. **Open Meetings:**

- All meetings shall be open to the public, and the agenda will be posted at least 48 hours in advance of the meeting.

### 5. **Agenda:**

- The agenda for each meeting shall be prepared by the Chairperson and distributed to all members at least one week before the meeting.

- Items for the agenda may be submitted by any member or community stakeholder at least one week before the meeting.
  - The agenda shall include an opportunity for public comment.
6. Minutes:
- The LTFPD shall coordinate the preparation, distribution, Committee approval, and record keeping of the minutes of the discussion and action taken at meetings.
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## **Article V: Officers**

1. **Chairperson:**
    - The Chairperson shall preside over all meetings, ensuring that the meetings are conducted in an orderly manner and that all members have the opportunity to speak.
    - The Chairperson will also represent the Committee to the Board of Trustees and the community.
  2. **Vice-Chairperson:**
    - The Vice-Chairperson shall assist the Chairperson and assume their duties in their absence.
  3. **Secretary:**
    - The Secretary shall be responsible for maintaining meeting minutes, ensuring that all records are kept and distributed to members promptly.
  4. **Election of Officers:**
    - Officers shall be elected annually by the Committee members during the first meeting of the year. Nominations will be accepted from the floor, and elections will be conducted by a simple majority vote.
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## **Article VI: Roles and Responsibilities**

1. **Public Safety Leaders:**
  - Provide professional insight and recommendations regarding training programs, Facility operations, community benefits of the Facility, and potential Facility impact mitigation opportunities.
  - Serve as a liaison between the Committee and their respective public safety agencies.
  - Actively participate in the planning and discussion of public safety-related matters.
2. **Administrative Staff:**
  - Serve as a liaison between the Committee and the City of Crest Hill City Council.
  - Provide professional insight and recommendations on Facility operations, applicable City of Crest Hill regulations, and potential Facility impact mitigation opportunities.
3. **Community Members and HOA Representatives:**
  - Represent the concerns, suggestions, and feedback from the organization or community they represent regarding the facility, its operation, and its impact.

- Assist in fostering community engagement, ensuring transparency, and addressing any public concerns.
  - Encourage two-way communication between the public safety leaders and the broader community.
4. **All Members:**
- Attend all meetings and contribute constructively to discussions.
  - Maintain confidentiality where necessary, especially in cases involving sensitive operational matters.
  - Collaborate with other members to develop solutions, recommendations, and actions based on discussions.
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## **Article VII: Decision-Making**

1. **Consensus and Voting:**
    - The Committee shall aim for decisions by consensus. In the event consensus cannot be reached, a vote will be held, and decisions will be made by a simple majority of members present.
  2. **Recommendations:**
    - The Committee may make formal recommendations to the Lockport Township Board of Trustees and/or the City of Crest Hill regarding the operations, policies, or improvements to the Facility.
  3. **Conflict Resolution:**
    - In the event of a disagreement or conflict, the Committee shall attempt to resolve it through open dialogue and mediation. If a resolution cannot be achieved, the matter may be escalated to the Board of Trustees.
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## **Article VIII: Subcommittees**

1. **Establishment of Subcommittees:**
    - The Committee may establish subcommittees to address specific issues or concerns related to the training facility. Each subcommittee shall be composed of at least three members, and a subcommittee chair shall be appointed by the Chairperson.
  2. **Subcommittee Reports:**
    - Subcommittees shall report their findings and recommendations to the full Committee at each quarterly meeting.
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## **Article IX: Amendments**

1. **Amendment Procedure:**



- These bylaws may be amended by a two-thirds majority vote of the Committee members present at any regular meeting, provided that the proposed amendments are submitted in writing to all members at least one week in advance.
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## **Article X: Code of Conduct**

### **1. Respect and Professionalism:**

- All members of the Committee shall act with respect, professionalism, and integrity in all discussions and deliberations.

### **2. Public Engagement:**

- Members shall encourage open and respectful dialogue and actively seek input from the community, ensuring that the diverse perspectives of all stakeholders are considered in committee discussions.