

**THE CITY OF LAKE FOREST  
CITY COUNCIL AGENDA**

**\*\*Tuesday,** January 20, 2026  
220 E. Deerpath  
Lake Forest, IL 60045

**CALL TO ORDER AND ROLL CALL** immediately following the Finance Committee meeting at 6:30 pm.

Honorable Mayor, Stanford R. Tack

Nancy Novit, Alderman First Ward

Alice LeVert, Alderman Third Ward

Peter Clemens, Alderman First Ward

Nick Bothfeld, Alderman Third Ward

Edward U. Notz, Jr., Alderman Second Ward

Eileen Looby Weber, Alderman Fourth Ward

John Powers, Alderman Second Ward

Richard Walther, Alderman Fourth Ward

**PLEDGE OF ALLEGIANCE**

**REPORTS OF CITY OFFICERS**

**1. COMMENTS BY MAYOR**

**2. COMMENTS BY CITY MANAGER**

- A. Update on Bond Sale for the New Police Facility**  
-Katie Skibbe, Finance Director

**3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL**

**4. COMMITTEE REPORTS**

**PUBLIC WORKS**



1. Consideration of action items relating to the Lake Woodbine Bridge Project:  
(1) Approval of a Construction Contingency in the Amount of \$214,882 for Invoices to the State of Illinois Department of Transportation; (2) Approval of a Construction Contingency in the Amount of \$214,881 to Dunnet Bay Construction Company; and (3) Approval of the advancement of Fiscal Year 2027 Funding in the Amount of \$500,000.

PRESENTED BY: *Byron Kutz, P.E., Superintendent of Engineering (810-3555)*

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and Staff request approval of a 10% construction contingency in a total amount of \$429,763 for the Lake Woodbine Bridge

Project. Splitting the \$429,763 contingency 50/50 between IDOT (\$214,882) and work payable directly to Dunnet Bay Construction (\$214,881). In addition, Staff requests authority to execute the required IDOT paperwork for this project.

**BACKGROUND/DISCUSSION:** This project was originally scheduled for construction in 2025; however, it was delayed because the bids received on August 2, 2024, were significantly higher than anticipated. The City then applied for additional grant funding for the replacement of the deteriorating Lake Woodbine Bridge. After securing additional grant funding, the project was re-bid on the September 19, 2025 State Bid Opening.

The Lake Woodbine Bridge, constructed circa 1912, is a three-span concrete arch bridge over a ravine, located on Lake Road near the Woodbine intersection. The 2021 sufficiency rating of the bridge was 25 (the IDOT Bridge Sufficiency Rating Scale is from 1 to 100 with 1 being the worst and greater than 50 considered satisfactory per Federal guidelines). The load rating of the bridge has been reduced over the past several years following findings from a thorough inspection performed as part of the City’s bridge study.

The project will remove the existing bridge and replace it with a clear-span concrete thrust-arch structure and railings that will recognize and be compatible with the historic character of the surrounding historic district.

In terms of the contingency request: IDOT agreements do not include local contingency above the award amount therefore staff is requesting award of an overall 10% contingency which is consistent with the City’s local construction practices. Contingency is for any unforeseen items, or small scope changes in which any unused contingency remains in the Capital Fund.

More detailed project information can be found on the City’s project webpage at [https://www.cityoflakeforest.com/community/lake\\_road\\_bridges.php](https://www.cityoflakeforest.com/community/lake_road_bridges.php). A Construction Open House was held on December 4, 2025. The anticipated schedule is for construction to begin early to mid-January and be completed by the end of September.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
City Council	8/4/2025	City Council Approval of Joint Funding Agreement
Public Works Committee	7/7/2025	Reviewed & Recommended City Council Approval of Joint Funding Agreement
Finance Committee	11/12/2024	Project Bidding Update
City Council	7/15/2024	Approval of Joint Funding Agreement
City Council	7/15/2024	Approval of Phase III Construction Engineering
Public Works Committee	6/17/2024	Reviewed & Recommended City Council Approval for Phase III Construction Engineering

Public Works Committee	6/3/2024	Reviewed & Recommended City Council Approval of Joint Funding Agreement
Finance Committee	11/13/2023	Construction Costs and Phase III Construction Engineering Included in Capital Plan
City Council	4/17/2023	Approval for Appropriating \$150,000 in additional RBI Funds, and Award of Design Engineering to H.W. Lochner
Public Works Committee	4/3/2023	Reviewed & Recommended City Council Approval for Appropriating \$150,000 in additional RBI Funds, and Award of Design Engineering to H.W. Lochner
City Council	3/20/2023	Approval for Appropriating \$250,000 in RBI Funds for Phase II Design
Public Works Committee	3/6/2023	Reviewed & Recommended City Council Approval for Appropriating \$250,000 in RBI Funds for Phase II Design
Finance Committee	11/08/2021	Phase II Design Included in Capital Plan

**BUDGET/FISCAL IMPACT:** Construction of this project will be partially funded by the Illinois Special Bridge Program (ISBP) and other IDOT State funds with the remaining balance to be funded by local capital funds. The City submitted for an ISBP grant on October 5, 2021; and was notified on August 17, 2022, of an award of \$1,945,000 for construction. The City then applied for an additional grant and was notified April 17, 2025 of \$1,735,000 of State funds for a grand total of \$3,680,000 in grant funding.

Phase III Construction Engineering Services for the project were awarded last year and therefore is not included in the budget below.

Has City staff obtained competitive pricing for proposed goods/services? **Yes.**

The project was bid by the State of Illinois Department of Transportation on September 19, 2025 Letting (bid opening). The low bid received was lower than the estimated construction costs of \$4,544,582 presented to the City Council on June 16, 2025. The lowest bidder was Dunnet Bay Construction in the amount of \$4,297,627. The City amount is the total amount less the grant amounts of \$3,680,000; therefore is \$617,627 (excluding contingency).

Any costs above the available grant funds in general are always local capital funds. The State will pay for the grant-eligible construction work and will invoice the City for the City's share of the project (with the final invoice sometimes not being paid for several years after project completion due to the extensive amount of closeout paperwork). The FY27 budget submittal in October was revised to reflect this as-bid amount.

As customary with local construction projects, Staff is requesting 10% construction contingency of the total project cost of \$4,297,627. This amounts to a total contingency of \$429,763. Fifty-percent of the contingency will be payable directly to IDOT (\$214,882) for any grant-eligible change-orders while the other fifty-percent of the contingency payable directly to Dunnet

Bay Construction(\$214,881) for any grant-ineligible change-orders or for any other miscellaneous services related to the project. The contingency is fully locally funded. Contingency is for any unforeseen items, or small scope changes, in which any unused contingency remains in the Capital Fund.

Below is an estimated summary of the project budget:

The budget below is to request contingency as IDOT does not include local contingency above the award amount in their bidding process.

FY 2027 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Fund 311-3703-478.78-92	\$1,047,390	*\$429,763	**Y

\* Amount Requested in the above table is only for the total contingency requests of \$429,763.

The base construction costs were approved by the City Council on August 4, 2025, through the formal approval of the IDOT Joint Funding Agreement.

\*\*This was included as part of the FY27 budget development process.

The Joint Funding Agreement approved by City Council on August 4, 2025 did not include provisions for advancing City funds. Because the project will begin prior to May 1, 2026 (Fiscal Year 2027), an advancement is required. As the IDOT Joint Funding Agreement also functions as the construction agreement, staff is now requesting advancement language in the amount of \$500,000. This estimate is intended to cover the City's required match for any IDOT invoices received before May 1, 2026. If needed, a FY26 supplemental appropriation will be submitted for City Council consideration at the end of the current fiscal year.

**COUNCIL ACTION:** Consideration of action items relating to the Lake Woodbine Bridge Project: (1) Approval of a Construction Contingency in the Amount of \$214,882 for Invoices to the State of Illinois Department of Transportation; (2) Approval of a Construction Contingency in the Amount of \$214,881 to Dunnet Bay Construction Company; and (3) Approval of the advancement of Fiscal Year 2027 Funding in the Amount of \$500,000.



2. **Approval of Construction Engineering for the Waukegan and Westleigh Intersection Project to Gewalt Hamilton Associates, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$378,875 to Include a Contingency in the Amount of \$19,125 for a Total Cost of \$398,000**

STAFF CONTACT: *Byron Kutz, P.E., Superintendent of Engineering (810-3555)*

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and Staff request approval of construction engineering for the Waukegan-Westleigh intersection project to Gewalt Hamilton Associates (GHA hereafter) in the total amount of \$398,000 including contingency.

**BACKGROUND/DISCUSSION:** This intersection has frequent north-south rear-end collisions, as well as left-turning collisions. This intersection is also very congested, especially during events at the West Campus. The City's proposed intersection improvements project will improve the traffic-flow and safety at this intersection by widening the roadway, constructing dedicated left and right turn lanes and adding pedestrian signals, cross-walks, sidewalks, and ADA accessible curb ramps. The proposed improvements along Waukegan Road (IL 43) include installing a dedicated left-turn lane for northbound traffic and a dedicated right and left-turn lane for south-bound traffic. Along Westleigh Road, a dedicated left-turn lane will be added for westbound traffic. The existing traffic signals at this intersection will also be upgraded to accommodate the additional dedicated turning lanes. Pedestrian safety will be improved by upgrading pedestrian signals, with new cross-walks and ADA accessible curb ramps installed throughout the intersection. In January 2022, a call for submissions was released for federal Surface Transportation Program (STP) grant funding via the Lake County Council of Mayors, which the City applied for and received \$2,620,000 federal funding.

The scheduling of this agenda item was intended to coincide with first receiving the January 16, 2025 IDOT State Bidding results, ensuring adequate budget available prior to the award of the Construction Engineering contract. At the time of this report, the official bid results were not yet available.

Tentative construction is scheduled to begin in mid to late March, with substantial completion anticipated in late July—just before the High School West Campus becomes busy with fall sports activities. Engineering Staff is working with the Communications team for a comprehensive public outreach plan.

**PROJECT REVIEW/RECOMMENDATIONS:**

Project history is shown dating back to 2020.

Reviewed	Date	Comments
City Council	12/1/2025	City Council Approval of Watermain Testing to RJN
City Council	11/17/2025	Received City Council Direction to Prepare a Watermain Testing Agreement for 12/1/25 City Council
City Council	11/17/2025	City Council Approval of IDOT Joint Funding Agreement
Public Works Committee	11/3/2025	Reviewed & Recommended City Council Approval of IDOT Joint Funding Agreement
City Council	11/3/2025	City Council Approval to Grant Easement to ComEd
Public Works Committee	10/20/2025	Reviewed & Recommended City Council Approval to Grant Easement to ComEd
City Council	8/5/2024	City Council Approval to dedicate City Property for Road Purposes as Needed for the Waukegan Westleigh Intersection

Public Works Committee	7/1/2024	Reviewed & Recommended City Council Approval to dedicate City Property for Road Purposes as Needed for the Waukegan Westleigh Intersection
Public Works Committee	4/1/21	Reviewed, recommended Phase II Design for approval
Finance Committee	11/9/2020	Phase II Design Included with Capital Plan

**BUDGET/FISCAL IMPACT:** Construction of this project will be partially funded by Surface Transportation Program (STP) grant funding. The City submitted for a STP grant through the Lake County Council of Mayors in March 2022 and was notified on October 12, 2022, of an award of \$2,620,000 for construction. The estimated construction cost submitted as part of the October 2025 budget submittal was \$3,602,100 (~\$3,960,000 with 10% local contingency added).

Has City staff obtained competitive pricing for proposed goods/services? **Yes**

While construction inspection is typically performed in-house, IDOT regulations for this project require a full-time, on-site presence that exceeds current staff capacity without impacting other core municipal responsibilities. Furthermore, the extensive documentation and specialized reporting standards mandated by IDOT align with the specific expertise of Gewalt Hamilton Associates, Inc. (GHA). The scope includes construction inspection and observation, construction coordination and communications, and construction documentation and project-closeout.

The following is a summary of the two proposals received:

Company Name	Proposal Amount
Thomas Engineering (TEG)	\$356,058
<b>GHA</b>	<b>*\$378,875</b>

\*\$398,000 with ~5% contingency.

Staff recommend GHA for the Phase III Construction Engineering award. GHA's proposed scope accurately reflects the project's communication requirements, and their previous role as the Phase II designer ensures a seamless transition and thorough understanding of the scope.

Below is an estimated summary of the project budget:

Proposals were opened on 10/6/25 with the selected proposal in the amount of \$398,000 (including 5% contingency). The FY27 budget was revised accordingly with the October 2025 Budget submittal. Construction engineering is being funded from FY26 (\$190,000) and FY27 (\$208,00).

Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
FY 2026 Capital Fund 311-3703-478.78-80	\$605,000	*\$190,000	Y
FY 2027 Capital Fund 311-3703-478.78-80	\$1,133,000	**\$208,000	***Y

\*\$190,000 of the FY26 Budget is available for construction engineering and the remaining \$415,000 was allotted for the City's portion of construction costs.

\*\*\$208,000 of the FY27 Budget is available for construction engineering and the remaining \$925,000 is allotted for the City's portion of construction costs.

\*\*\*This was included as part of the FY27 budget development process.

**COUNCIL ACTION: Approval of Construction Engineering for the Waukegan and Westleigh Intersection Project to Gewalt Hamilton Associates, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$378,875 to Include a Contingency in the Amount of \$19,125 for a Total Cost of \$398,000**

**5. ITEMS FOR OMNIBUS VOTE CONSIDERATION**



**1. Approval of December 1, 2025, City Council Meeting Minutes**

A copy of the minutes can be found beginning on **page 19**

COUNCIL ACTION: Approval of December 1, 2025, City Council Meeting Minutes



**2. Approval of the Check Register for the Period of November 15 – December 26, 2025.**

STAFF CONTACT: *Diane Hall, Assistant Finance Director (847-810-3614)*

**BACKGROUND/DISCUSSION:** City Code Section 38.02 sets forth payment procedures of the City. The Director of Finance is to prepare a monthly summary of all warrants to be drawn on the City treasury for the payment of all sums due from the City (including all warrants relating to payroll and invoice payments) by fund and shall prepare a detailed list of invoice payments which denotes the person to whom the warrant is payable. The warrant list detail of invoice payments shall be presented for review to the Chairperson of the City Council Finance Committee for review and recommendation. All items on the warrant list detail recommended for payment by the Finance Committee Chairperson shall be presented in summary form to the City Council for approval or ratification. Any member of the City Council shall, upon request to the City Manager or Director of Finance, receive a copy of the warrant list detail as recommended by the Finance Committee Chairperson. The City Council may approve the warrant list as so recommended by the Finance Committee Chairperson by a concurrence of the majority of the City Council as recorded through a roll call vote.

The Council action requested is to ratify the payments as summarized below. The associated payroll and invoice payments have been released during the check register period noted.

Following is the summary of warrants as recommended by the Finance Committee Chairperson:

**Check Register for November 15th - December 26th, 2025**

	Fund	Invoice	Payroll	Total
101	General	747,191	2,931,434	3,678,625
501	Water & Sewer	768,076	323,228	1,091,304
220	Parks & Recreation	237,538	720,642	958,180
311	Capital Improvements	2,623,939		2,623,939
202	Motor Fuel Tax			0
230	Cemetery	22,452	76,026	98,478
210	Senior Resources	11,465	61,840	73,305
510	Deerpath Golf Course	13,651	3,967	17,618
601	Fleet	121,903	100,323	222,226
416 - 434	Debt Funds	2,984,969		2,984,969
248	Housing Trust			0
201	Park & Public Land	0		0
	All other Funds	1,226,638	336,247	1,562,885
		<b>\$8,757,822</b>	<b>\$4,553,707</b>	<b>\$13,311,529</b>

Included in the subtotal denoted as "All other Funds" is \$589,631 in Water & Sewer Capital Improvement Fund expenditures.

COUNCIL ACTION: Approval of the Check Register for the Period of November 15– December 26, 2025.



**3. Approval to Extend the City’s Grant Services Agreement with The Ferguson Group for Grant Research/Writing Services for 2026**

STAFF CONTACT: *Katie Skibbe, Finance Director (847-810-3612)*

**PURPOSE AND ACTION REQUESTED:** Staff requests City Council approval to extend the City’s agreement with The Ferguson Group for calendar year 2026.

**BACKGROUND/DISCUSSION:** The City’s FY21 Budget allocated funds for a Finance Department initiative to improve grant administration and to provide assistance to City departments in seeking grant funding from federal, state and local sources. In September 2020, the Finance Department issued a Request for Proposals (RFP) for grant services. The RFP sought proposals for both grant writing and grant administration services. Respondents could provide proposals for either or both services and the City reserved the right to award portions of the services to multiple respondents to provide the most advantageous overall strategy for the City. The City received five (5) proposals for consideration and a proposal review committee was created with representation from multiple City departments. In January 2021, the City Council approved the Committee’s recommendation to enter into agreements with The Ferguson Group for Grant Research/Writing and with Carahsoft for eCivis grant administration software:

Grant Research – The Ferguson Group offers three tiers of service for grant identification and research services. The City contracted with The Ferguson Group for Tier 2 at \$2,000/month for 2021-2024, with the option to purchase Tier 3 services on an hourly basis, as needed. This

approach is again recommended for 2026, with The Ferguson Group seeking a modest increase in the monthly fee from \$2,100/month in 2025 to \$2,200/month for the renewal year.

Grant Writing – The Ferguson Group proposes fees for grant writing based on the type and length of grant. As a client of The Ferguson Group for grant research, the City receives a 15% discount on grant writing. The City can contract with The Ferguson Group for grant writing on a case-by-case basis, since City staff have become fairly well versed in preparing grant applications. The Ferguson Group has provided grant application review services on an hourly basis since 2022.

Grant Administration – Grant administration is provided through eCivis software. The City licenses five (5) users, and The Ferguson Group has one (1) user license.

The Finance Department will provide a comprehensive report on the 2025 Grant Program at the January 20 City Council Finance Committee meeting. The City has been very successful in obtaining grant funding awards in 2021-2025.

Staff recommends approval to extend the City’s current agreement with The Ferguson Group for 2026 at the proposed rate of \$2,200/month, per the attached offer letter (**page 25**).

**BUDGET/FISCAL IMPACT:** Costs associated with the proposed agreement have been included in the City’s Fiscal Year 2026 budget.

Has City staff obtained competitive pricing for proposed goods/services? **YES**

Below is an estimated summary of the project budget:

FY2026 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
General Fund/Finance Department 101-1314-435.35-10	\$31,200	\$31,200*	Y

\* The Ferguson Group Tier 2 (\$26,400/year) plus an allocation for Tier 3 services on an hourly basis. Grant writing and/or application review services would be engaged on a case-by-case basis in addition to the costs summarized above.

**COUNCIL ACTION:** Approval to Extend the City’s Grant Services Agreement with The Ferguson Group for Grant Research/Writing Services for 2026



**4. Approval of Verkada Security Camera and Access Control Maintenance for Fiscal Year 2026 from Modern Media Technologies in the amount of \$43,770.**

STAFF CONTACT: *Cameron Burrell, Director of IT (847-810-3598)*

**PURPOSE AND ACTION REQUESTED:** Staff requests approval to expend budgeted funds for the annual licensing and support renewal of the City’s Verkada security camera and access control systems, which are critical components of the City’s physical security and facility access infrastructure.

**BACKGROUND/DISCUSSION:** The City utilizes Verkada as its enterprise platform for security cameras and electronic access control across City facilities. Verkada provides a unified, cloud-managed solution that enables secure monitoring of City buildings and controlled access points while supporting facility management and public safety operations. This renewal covers licensing and support services required to maintain the continuous operation of the City’s deployed security cameras and access control devices. These licenses enable essential system functions, including secure video storage, real-time monitoring, access credential management, audit logs, software updates, and cybersecurity protections.

Verkada’s platform allows authorized staff to quickly review footage, investigate incidents, and manage building access remotely. The system also supports compliance with security best practices by providing encrypted data storage, role-based access controls, and detailed reporting capabilities. The requested expenditure represents a recurring, budgeted cost necessary to sustain the City’s existing security infrastructure and avoid service disruptions, degraded functionality, or increased security risk.

Licensing Details	
190	Verkada 1-year camera licenses.
45	Verkada 1-year door licenses.
1	Verkada 1-year intercom license.
1	Verkada 1-year desk station license.
2	Verkada 1-year viewing station licenses.
1	Verkada 1-year cellular gateway license.

**BUDGET/FISCAL IMPACT:** The initial implementation and agreement for our Verkada system via Modern Media Technologies was executed on 3/22/2023. Per the agreement, this maintenance can only be provided by Heartland Business Systems. This project has been an ongoing 3-year project budgeted for in IT Capital.

Has City staff obtained competitive pricing for proposed goods/services? **No**  
 Administrative Directive 3-5, Section 6.1B – Sole Source

FY2026 Funding Source	Account Number	Amount Budgeted	Amount Requested	Budgeted? Y/N
IT Capital	331-1303-466.66-13	\$45,000	\$43,770	Y

**COUNCIL ACTION:** Approval of Verkada Security Camera and Access Control Maintenance for Fiscal Year 2026 from Modern Media Technologies in the amount of \$43,770.



**5. Consideration to Waive the Bidding Process and Authorize the City Manager to Execute an Agreement in the Amount of \$44,500 with Pyrotecnico Services for the Fireworks Display at the Festival and Fireworks Event to be held at Deerpath Park, July 4<sup>th</sup>, 2026**

STAFF CONTACT: *Michael Wick, Director of Parks and Recreation (847) 810-3942*

**PURPOSE AND ACTION REQUESTED:** City staff request waiving the bidding process and ask for Council consideration to authorize the City Manager to execute an agreement with Pyrotecnico Services for the fireworks show and display to be held at Deerpath Park on July 4<sup>th</sup>, 2026, as part of the Festival and Fireworks Celebration in the amount of \$44,500.

**BACKGROUND/DISCUSSION:** A City Manager resident Advisory Group was established at the direction of City Council to elevate and enhance the City's 250th Celebration of America. A key component of this celebration will be a fireworks display incorporated into the Festival and Fireworks event scheduled for Saturday, July 4, 2026, at Deerpath Park.

The Advisory Group and City staff recommend continuing the long-standing relationship with Pyrotecnico Services. Pyrotecnico has provided fireworks displays for the Festival and Fireworks event for the past 16 years, when the Friends of Lake Forest Parks and Recreation Foundation previously hosted the event. Their experience, reliability, and consistent delivery of high-quality fireworks displays have contributed significantly to the success of the event.

The recommendation is based on the City's positive past experience with Pyrotecnico and strong, favorable feedback received from festival attendees over many years.

**BUDGET/FISCAL IMPACT:** The fireworks display and associated expense are an integral component of the Festival and Fireworks event as part of the City's 250th Celebration of America. The cost of the fireworks display will be offset through ticket sales, sponsorships, and funds previously allocated as a direct contribution to the Friends of Lake Forest Parks and Recreation Foundation for festival operations.

Has competitive pricing been obtained for proposed goods/services? **No**

If no, indicate the specific exception requested: Administrative directive 3-5 section 6.2 waiver of procedures (requires 2/3 vote).

Staff are requesting a waiver of the bidding process to maintain continuity and consistency of existing services. Pyrotecnico's production provides a high-quality, dependable fireworks experience for the community and ensures that the fireworks component of the Festival and Fireworks event will meet or exceed the standard established at previous events.

**COUNCIL ACTION:** Consideration to Waive the Bidding Process and Authorize the City Manager to Execute an Agreement in the Amount of \$44,500 with Pyrotecnico Services for the Fireworks Display at the Festival and Fireworks Event to be held at Deerpath Park, July 4<sup>th</sup>, 2026



**6. Approval of an Illinois Department of Transportation Resolution Appropriating \$1,500,000 in Motor Fuel Tax (MFT) Funds to be used for the 2026 Annual Pavement Resurfacing Program**

STAFF CONTACT: *Byron Kutz, P.E., Superintendent of Engineering (810-3555)*

**PURPOSE AND ACTION REQUESTED:** The Illinois Highway Code requires each municipality to submit a City Council Resolution appropriating MFT funds for local street maintenance projects. Staff requests approval of a resolution appropriating \$1,500,000 in MFT funds to be used for the 2026 Annual Pavement Resurfacing Program.

**BACKGROUND/DISCUSSION:** Typically, the City appropriates accumulated MFT funds for street maintenance projects every three years. While MFT projects are typically bid and managed in-house, the City is required to follow IDOT guidelines in terms of project contract specifications, documentation, and project close-out procedures.

The Illinois Motor Fuel Tax (MFT) Fund is derived from a tax on the privilege of operating motor vehicles on public highways and of operating recreational watercraft upon the waters of this State, based on the consumption of motor fuel.

The Department of Transportation allocates these monies according to the provisions outlined in the MFT fund distribution statute, 35 ILCS 505/8 and initiates the process for distribution of motor fuel tax to the counties, townships, and municipalities. Each month a warrant is issued to each municipal treasurer in the amount of the municipality's share of Motor Fuel Tax Fund collected for the preceding month. Monthly distributions are posted on the department's website.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Finance Committee	11/10/2025	Included in Capital Plan

**BUDGET/FISCAL IMPACT:** This resolution will initiate the process with IDOT to authorize the use of MFT funds for the City's 2026 Annual Pavement Resurfacing Program. Below is an estimated summary of the MFT dollars being requested:

FY 2027 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
202-3703-439.76-72	\$1,500,000	\$1,500,000	Y

Has City staff obtained competitive pricing for proposed goods/services? **N/A.**

The City will competitively bid the project in February after receiving approval appropriating the MFT funds. Award of the construction low-bid is tentatively scheduled for the March 2, 2026, City Council meeting.

COUNCIL ACTION: Approval of an Illinois Department of Transportation Resolution Appropriating \$1,500,000 in Motor Fuel Tax (MFT) Funds to be used for the 2026 Annual Pavement Resurfacing Program



**7. Consideration of an Ordinance Approving a Recommendation from the Building Review Board for 58 Marion Avenue. (First Reading and if Desired by the City Council, Final Approval)**

STAFF CONTACT: *Catherine Czerniak,*  
*Director of Community Development (810-3504)*

**PURPOSE AND ACTION REQUESTED:** The following recommendation from the Building Review Board is presented to the City Council for consideration as part of the Omnibus Agenda.

**BACKGROUND:** 58 Marion Avenue - The Board recommended approval of a building scale variance for an open pergola. Public testimony was submitted by a neighbor in support of the petition. (Approved - 7 to 0)

The Ordinance approving the petition as recommended by the Building Review Board with key exhibits attached, is included in the Council packet beginning on **page 31**. The Ordinance, complete with all exhibits, is available for review in the Community Development Department.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance approving the petition for 58 Marion Avenue in accordance with the Building Review Board's recommendation.



**8. Consideration of a Recommendation from the Plan Commission in Support of Tentative and Final Plat Approval of the Saunders Estates – Lake Forest Subdivision for Property at 480 Saunders Road. (Approval by Motion.)**

STAFF CONTACT: *Catherine Czerniak,*  
*Director of Community Development (810-3504)*

**PURPOSE AND ACTION REQUESTED:** Consideration of a recommendation from the Plan Commission in support of a four lot subdivision.

**BACKGROUND/DISCUSSION:** A four lot subdivision is proposed on a five and a half acre property addressed as 480 Saunders Road. The property is located on the west side of Saunders Road adjacent to the Tollway. All four lots front on Saunders Road. Conway Farms Drive provides access to Saunders Road.

The property was previously developed with a single family home, garage, outbuilding, pool and a pool house. The house was unoccupied for a number of years and ultimately became a health and safety hazard, and an attractive nuisance. The structures were removed from

the property by a previous owner, the property as it stands today is a vacant, developable property.

The proposed lots range in size from 40,000 to 45,130 square feet in compliance with the minimum lot size permitted in the R-3 zoning district. An Outlot is located along the west portion of the property and totals 73,050 square feet, about one and a half acres in size. The Outlot provides for the required stormwater detention consistent with the Lake County Watershed Development Ordinance and accommodates most of the large berm that exists on the property today which will remain as a buffer from the Tollway. The Outlot will be in the common ownership of the Homeowners' Association and maintenance of that parcel will be the ongoing responsibility of the Association.

The Plan Commission held a public hearing on October 8, 2025, to consider this petition. The Commission previously considered and recommended approval of this subdivision in 2017 and in 2023. The owners and developers of the property did not proceed with finalizing the subdivision in the past due to market demand and for personal reasons. Three neighbors spoke at the recent public hearing requesting a reduction of the number of lots from four to two to limit density in the area and minimize future construction traffic. The Commission noted that the property is zoned R-3 and the proposed lots meet or exceed the minimum lot size in the R-3 district and the permitted density.

Concurrent approval of the tentative and final plat is appropriate in this case because no public infrastructure improvements are required. As with development of any vacant lot, drainage, grading, and landscape plans will be required at the time each new home is proposed. Residences proposed for the newly configured parcels will be subject to review by the Building Review Board.

The plat of subdivision is included in the Council packet beginning on **page 39** along with the Plan Commission's report which provides additional background information.

COUNCIL ACTION: If determined to be appropriate by the City Council, approve the tentative and final plat for the Saunders Estates – Lake Forest Subdivision for property at 480 Saunders Road as recommended by the Plan Commission.

**COUNCIL ACTION: Approve the eight (8) omnibus items as presented**

**6. OLD BUSINESS**

**7. NEW BUSINESS**



- 1. Consideration of a Request to Authorize the City Manager to be a Co-Applicant with the Lake Forest Open Land Association (LFOLA) to the Illinois Nature Preserve Commission for Acceptance of the Dedication of 48.7 acres of the Jean and John Green Nature Preserve at the McCormick Ravine as a Nature Preserve. (By Motion)**

INTRODUCED BY:

Catherine Czerniak, Director of Community Development (810-3504)

PRESENTED BY:

Ryan London, PRESIDENT, LFOA

**PURPOSE AND ACTION REQUESTED:** To recognize the unique high quality of the Jean and John Greene Nature Preserve through a dedication as a Nature Preserve to the Illinois Nature Preserve Commission (INPC).

**BACKGROUND/DISCUSSION:** The mission of the Illinois Nature Preserves Commission (INPC) is to assist private and public landowners in protecting high quality natural areas and habitats of endangered and threatened species; in perpetuity, through voluntary dedication or registration of such lands into the Illinois Nature Preserves System. The Commission promotes the preservation of these significant lands and provides leadership in their stewardship, management and protection.

The area proposed for dedication is already a protected natural area. The dedication proposed will emphasize the uniqueness and importance of this area and demonstrate the community's commitment to preserving and protecting the natural environment. Importantly, no change in use of this preserved open area is proposed, no further restrictions are imposed by the dedication than already exist because the area is covered by a Conservation Easement held locally by LFOA.

LFOA and the Lake Forest Land Foundation propose the dedication of 46.4 acres as a nature preserve and 2.3 acres as nature preserve buffer (Table 1), for a total of 48.7 acres. The City of Lake Forest owns just over 14 acres of the land area in the proposed dedication. As a result, City participation as a co-applicant is required to allow the land in City ownership to be included in the dedication.

Landowners	Acreage	Proposed Dedication
Lake Forest Open Lands Association	32.3	Nature Preserve
Lake Forest Land Foundation	1.7	Nature Preserve Buffer
City of Lake Forest (conservation easement held by LFOA)	0.65	Nature Preserve Buffer
	14.1	Nature Preserve

Maps are provided indicating the proposed dedication area is included in the Council packet on **pages 46 & 47**.

Upon acceptance of the dedication by INPC, together, these 48.7 acres will be known as the Jean and John Greene Nature Preserve at McCormick Ravine. The site consists of five natural communities associated with ravines that flow into Lake Michigan. The proposed nature preserve is within the McCormick Ravine Illinois Natural Areas Inventory site (INAI #1008), which was originally recognized in 1976 for its grade A and B dry-mesic and mesic upland forest communities, grade A seeps, and several State threatened and endangered plant species.

McCormick Ravine is likely the most intact example of the Lake Michigan ravines, most of which have been highly altered by development.

The dedication process requires review by INPC at two separate meetings over the course of six to twelve months to determine whether the proposed dedication is worthy of acceptance. If INPC accepts the dedication, the final documents establishing a Conservation Easement held by the State will require review by the City Attorney and final action by the City Council to authorize the dedication. Upon acceptance by all parties, the Conservation Easement will be recorded with the State of Illinois dedicating the preserve as an Illinois Nature Preserve.

**COUNCIL ACTION:** If determined to be appropriate by the City Council by motion:  
**Authorize the City Manager to be a Co-Applicant with the Lake Forest Open Land Association to the Illinois Nature Preserve Commission for Acceptance of the Dedication of 48.7 acres of the Jean and John Green Nature Preserve at the McCormick Ravine as a Nature Preserve.**

**8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS**

**1. EXECUTIVE SESSION**

**Adjournment into Executive Session**

**Reconvene into Open Session**

**9. ADJOURNMENT**

A copy of the Decision Making Parameters, along with a guide to icons focusing on the Priority Areas in the Strategic Plan, is included with this agenda, starting on the following page.



Office of the City Manager

January 14, 2026

The City of Lake Forest is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact City Manager Jason Wicha, at (847) 234-2600 promptly to allow the City to make reasonable accommodations for those persons.





## THE CITY OF LAKE FOREST

### DECISION-MAKING PARAMETERS FOR CITY COUNCIL, AND APPOINTED BOARDS & COMMISSIONS

*Adopted June 18, 2018*

The City of Lake Forest Mission Statement:

*“Be the best-managed, fiscally-responsible and appealing community and promote a community spirit of trust, respect and citizen involvement.”*

The Lake Forest City Council, with the advice and recommendations of its appointed advisory Boards and Commissions, Lake Forest Citizens, and City Staff, is responsible for policy formulation and approval. Implementation of adopted strategy, policy, budgets, and other directives of Council is the responsibility of City Staff, led by the City Manager and Senior Staff. The Mayor and Aldermen, and appointed members of Boards and Commissions should address matters in a timely, deliberate, objective and process-driven manner, making decisions guided by the City of Lake Forest Strategic and Comprehensive Plans, the City’s Codes, policies and procedures, and the following parameters:

- Motions and votes should comprise what is in the best long-term interests of all Lake Forest citizens, measured in decades, being mindful of proven precedents and new precedents that may be created.
- All points of view should be listened to and considered in making decisions with the long-term benefit to Lake Forest’s general public welfare being the highest priority.
- Funding decisions should support effectiveness and economy in providing services and programs, while mindful of the number of citizens benefitting from such expenditures.
- New initiatives should be quantified, qualified, and evaluated for their long-term merit and overall fiscal impact and other consequences to the community.
- Decision makers should be proactive and timely in addressing strategic planning initiatives, external forces not under control of the City, and other opportunities and challenges to the community.

Community trust in, and support of, government is fostered by maintaining the integrity of these decision-making parameters.

*The City of Lake Forest’s Decision-Making Parameters shall be reviewed by the City Council on an annual basis and shall be included on all agendas of the City Council and Boards and Commissions.*

# Priority Areas



## FISCAL STEWARDSHIP

Implement an operating budget and capital improvement strategy that is balanced over the long-term.



## INFRASTRUCTURE & CITY FACILITIES

Invest in and maintain infrastructure and facilities to ensure they are safe, reliable, and capable of meeting current and future needs of the community.



## PUBLIC SAFETY

Ensure the safety and security of all residents by providing efficient and effective police, fire, and emergency services while promoting community-based crime prevention initiatives.



## RECREATION AND COMMUNITY WELL-BEING

Promote a healthy and active community by providing diverse recreational opportunities, maintaining parks and open spaces, and supporting programs that enhance residents' quality of life.



## COMMUNITY'S VISUAL CHARACTER AND DEVELOPMENT

Enhance the aesthetic appeal of Lake Forest by balancing preservation of historic buildings, distinct streetscapes and landscapes with being open to opportunities and new ideas.



## BUSINESS & ECONOMIC VITALITY

Enhance the business community so that it remains economically viable, enticing to visit, and meets the needs of the community and visitors.



## COMMUNITY ENGAGEMENT

Encourage active participation and communication between the City government and residents, fostering a sense of community and ensuring that voices are heard in the decision-making process.



The City of Lake Forest  
CITY COUNCIL MEETING  
**Proceedings of Monday, December 1, 2025**  
City Council Meeting – City Council Chambers  
220 E Deerpath, Lake Forest, IL 60045

**CALL TO ORDER AND ROLL CALL:** Honorable Mayor Tack called the meeting to order at 6:30 p.m., and City Clerk Margaret Boyer called the roll of Council members.

Present: Mayor Tack, Alderman Novit, Alderman Clemens, Alderman Notz, Alderman Powers, Alderman LeVert, Alderman Bothfeld, Alderman Weber, and Alderman Walther.

Absent: None

**PLEDGE OF ALLEGIANCE** was recited by all those present.

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

Mayor Tack thanked the community for coming out to the 41<sup>st</sup> Tree lighting in Market Square, it was well attended.

**A. Resolution of Appreciation for retiring City Attorney, Julie A. Tappendorf**

The Mayor read the Resolution of Appreciation and asked for a motion.

**COUNCIL ACTION: Approve the Resolution of Appreciation**

Mayor Tack asked for a motion to approve the Resolution of Appreciation. Alderman Weber made a motion, seconded by Alderman LeVert. Motion carried unanimously by voice vote

Mayor Tack reported on the Pop-Up Shop, to include the partnership with the LF/LB Chamber. This year, the Pop-Up Shop will be at City Hall with 16 local non-profit organizations participating and the proceeds from sales go directly to those organizations. The shop opens Thursday, December 4 and is open Thursdays and Fridays through December 19 from 11 am to 4 pm.

The Mayor stated the 5<sup>th</sup> Annual Winter Market will take place on Saturday, December 13 and Saturday, December 20, from 10 am to 2 pm at Telegraph Road Train Station, 911 Telegraph Road. And gives patrons the opportunity to support local small businesses and artisans while visiting with friends and neighbors.

**COMMENTS BY CITY MANAGER**

City Manager Jason Wicha reported on the timing of the bid opening on January 16, 2026 prior to the next City Council meeting on January 20, 2026 on the upcoming intersection project. City Manager Wicha asked Council to afford staff the discretion to proceed or delay the project based on analysis with the caveat of the pipe's lifespan lasts at least 10 years, then the City would proceed with the project if less than 10, then pausing the project, and doing an even larger project next year. Analysis is made by using new tech to measure the thickness of existing pipes.

The City Council had a lengthy discussion on what could be a binary decision based on the quality and condition of the pipe, the intersection design, the over or under budget, pipe thickness, section loss, and the area east of the pumping station to Waukegan Road. Consensus from the Council was to allow staff to use their discretion.

**OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL**

Diane offered her appreciation to City Parks and Recreation City Staff.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

**1. Gorton Community Center 2026 Budget Presentation**

Will Georgi, Gorton Board Chair, thanked the City for its partnership, noting it added much value to Gorton, and he reported that the board approved the budget in October.

Amy Wagliardo, Executive Director, highlighted Gorton’s story and the new position. Ms. Wagliardo reported that Gorton was able to repair drainage issues and complete the patio, raised \$3 million towards future capital improvements, and that they switched to a customer relationship/ticketing system and implemented a new software program.

Bob Scales, Finance & Operations Chair/City Director, reviewed the budget, noting the new Operations Director position.

The City Council had a discussion on endowment, programming, and Gorton’s long history.

COUNCIL ACTION: It is recommended that the City Council approve the Gorton Community Center 2026 Budget.

Mayor Tack asked if there was anyone from the public who would like to comment. Seeing none, he asked for a motion.

Alderman Bothfeld made a motion to approve the Gorton Community Center 2026 Budget, seconded by Alderman Notz. The following voted “Aye”: Aldermen Novit, Clemens, Notz, Powers, LeVert, Bothfeld, Weber, and Walther. The following voted “Nay”: none. 8-Ayes, 0-Nays, motion carried.

**2. Consideration of an Ordinance Establishing the 2025 Tax Levy (Final Reading)**

Katie Skibbe, Finance Director, reported that this is the fifth time the City Council has seen this item. The Levy has increased by 4.5% in 2025 to phase in debt service for the Police Facility in the second year. She gave a detailed review of the Bond abatement to reduce taxpayer debt supported by property tax.

Ms Skibbe noted that the bond abatement ordinances are on omnibus. She also noted that the general levy is 2%, with this being the fourth year less than CPI 2.9% for 2024. The 4.51% includes the library and is included in the Ordinance of School District 67 as required by our charter.

**A summary of the proposed levy is as follows:**

<b>Fund</b>	<b>Proposed 2025 Levy</b>	<b>2024 Extension</b>	<b>\$ Change</b>	<b>% Change</b>
General	\$ 17,044,547	\$ 16,710,340	334,207	2.00%
Pensions	8,112,826	7,908,269	204,557	2.59%

Parks & Recreation	6,670,558	6,486,086	184,471	2.84%
Capital/Debt	6,090,605	5,237,133	853,472	16.30%
New Growth	308,937	0	308,937	
PTAB/CE Recapture	0	200,136	-200,136	
Library	5,331,145	5,180,899	150,246	2.90%
Library New Growth	45,073	0	45,073	
<b>Total Tax Levy</b>	<b>\$ 43,603,691</b>	<b>\$ 41,722,864</b>	<b>\$ 1,880,826</b>	<b>4.51%</b>

School District 67 - Estimated	43,372,523	41,649,002	1,723,521	4.14%
GRAND TOTAL	86,976,214	83,371,866	3,604,348	4.32%

**Ordinance (Excludes Bond Issuances)** \$ 82,585,609

School District #67 levy amounts are estimates and subject to final approval by the School District Board.

The average increase for an existing homeowner (based on a \$1,000,000 home) is projected to be approximately \$165, or 3.56%.

**COUNCIL ACTION:** Consider final approval of an Ordinance Establishing the 2025 Tax Levy.

Alderman Powers made a motion to grant final approval of an Ordinance Establishing the 2025 Tax Levy, seconded by Alderman Weber. The following voted "Aye": Aldermen Novit, Clemens, Notz, Powers, LeVert, Bothfeld, Weber and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

**ITEMS FOR OMNIBUS VOTE CONSIDERATION**

1. Approval of Monday, November 3, 2025, and Monday, November 17, 2025, City Council Meeting Minutes
2. Approval of the Check Register for the Period of October 18 – November 14, 2025.
3. Approval of Ordinances Abating 2025 Tax Levies for Various G.O. Alternate Revenue Bond Issues (Final Reading)
4. Consideration of an Ordinance Approving a Fee Schedule (Final Reading)
5. Consideration and approval of increasing the deductible with the Intergovernmental Risk Management Agency (IRMA) from \$25,000 to \$50,000 and authorization for the City Manager to make the required deductible payments.

6. Award of the contract for 2026 GIS Services to MGP, Inc. in the not-to-exceed amount of \$131,505 and 2026 Plotting Costs in the not-to-exceed amount of \$2,299 for a Total Cost of \$133,804
7. Approval for 3-Year Renewal of Adobe Acrobat Licensing with Hypertec in the Amount of \$29,259.
8. Approval to Waive the Bid Process and Approve Watermain Testing for the Waukegan and Westleigh Intersection Project to the RJN Group and Authorize the City Manager to Execute an Agreement in the Amount of \$49,834 to Include a 10% Contingency in the Amount of \$4,983 for a Total Cost of \$54,817
9. Consideration of an Ordinance Approving a Recommendation from the Historic Preservation Commission in Support of a Building Scale Variance for a Pool House at 1 S. Stonegate Road. (First Reading and if Desired by the City Council, Final Approval)
10. Consideration of Ordinances Approving Recommendations from the Zoning Board of Appeals for 831 Rosemary Road, 1147 Valley Road, and 1450 Old Mill Road. (First Reading, and if Desired by the City Council, Final Approval)
11. Consideration of a Recommendation from the Plan Commission in Support of a Special Use Permit to Authorize a New Real Estate Office, Jameson Sotheby's International Realty, at 1050 N. Western Avenue. (If desired by the Council, Waive First Reading and Grant Final Approval of the Ordinance.)
12. Consideration of Ordinances Approving Recommendations from the Building Review Board for 1124 Fairview Avenue and 1781 Knollwood Lane. (First Reading and if Desired by the City Council, Final Approval)

**CITY COUNCIL ACTION Approve the twelve (12) omnibus items as presented.**

Mayor Tack asked if anyone would like an item removed or taken separately. Seeing none, he asked for a motion.

Alderman Walther made a motion to approve the twelve (12) Omnibus items as presented, seconded by Alderman Clemens. The following voted "Aye": Aldermen Novit, Clemens, Notz, Powers, LeVert, Bothfeld, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

*Information such as Purpose and Action Requested, Background/Discussion, Budget/Fiscal Impact, Council Action, and a Staff Contact as it relates to the Omnibus items can be found on the agenda.*

OLD BUSINESS
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1. Consideration of a recommendation by staff to modify parking regulations in the Central Business District and implement new technology solutions for permit management and parking enforcement.

Keri Kaup, Assistant to the City Manager, reported City staff from multiple departments formed a committee to review parking in the CBD. The Committee established three goals to frame the evaluation process: 1) Simplify parking zones and signage; 2) Ensure customer zones are near shopping and dining destinations, and designate employee parking zones; and 3) Improve permit management and parking enforcement capabilities through technology.

Ms. Kaup discussed concerns with the current system, including interchangeable permits, lack of enforcement, and employees parking in unauthorized or crowded spaces. She also discussed several options for improving parking permit management. The ideas mentioned were issuing permits tied to employee ID's, using barcode or hang-tag systems, or implementing a digital app to track plate numbers and validate parking. Implementing barcode or hangtag permits would make enforcement easier and more consistent. Ms. Kaup mentioned the need for accurate plate number records, as well as clear rules about who is allowed to park in certain lots or spaces. Concerns include overcrowding, employees using spaces meant for others, and the lack of accountability in the existing system. A proposed solution is to require employees to update vehicle information and possibly transition to a digital app that stores plate and permit data. Ms. Kaup highlighted the importance of coordinated enforcement, whether through city staff or a contracted vendor. Overall, the goal is to create a more organized, trackable, and enforceable parking permit process that reduces complaints and operational issues.

City Council had a discussion on the priorities focused on FY26 parking priorities management, and to further explore low-cost solutions. Key issues include parking time limits, employee and business permits, enforcement challenges, and the need for better enforcement, data, and long-term system improvements.

**COUNCIL ACTION:** Approve staff recommendations to modify parking regulations in the Central Business District and implement new technologies in support of the program; and provide Council direction related to lowering the cost of employee permits and pursuing valet permits.

No city council action was taken. City Council gave direction at this time to move forward with the research on a new parking program and provide direction on a low cost/valet program for the City.

## **NEW BUSINESS**

### **1. Forest Park Beach Concessions** **- Mayor Tack**

Mayor Tack opened the topic of Beach Concessions for discussion with members of the City Council. City Council had a lengthy discussion on leaving concessions as they are, privatizing the business of concessions, the 5-month window of business opportunity, weather, rental of pavilion, menu expansion, 90-day sustainable business model, food trucks, service hours, incorporating Deerpath Golf Course and fields, alcohol sales, and other enhancements.

No action was taken.

## **ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS**

Mayor Tack noted that there will be no further business following the executive session.

Mayor Tack offered to those in attendance to share cake in honor of the retiring City Attorney, Julie Tappendorf.

Mayor Tack asked for a motion to adjourn into executive session pursuant to 5 ILCS 120/2 (c) ((2) Collective Negotiating matters and (11), Pending litigation.

### **1. EXECUTIVE SESSION**

Alderman Clemens made a motion to adjourn into executive session pursuant to 5 ILCS 120/2 (c) (1) The City Council will discuss specific personnel, seconded by Alderman Weber. The following voted "Aye": Aldermen

Novit, Clemens, Notz, Powers, LeVert, Bothfeld, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

**Adjournment into Executive Session 8:07 p.m.**

**Reconvene into Regular Session 9:15 p.m.**

<b>ADJOURNMENT</b>
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There being no further business, Mayor Tack asked for a motion to adjourn. Alderman LeVert made a motion to adjourn, seconded by Alderman Powers. Motion carried unanimously by voice vote at 9:16 p.m.

Respectfully Submitted,  
Margaret Boyer, City Clerk

*A video of the City Council meeting is available for viewing at the Lake Forest Library and on file in the Clerk's office at City Hall. You can also view it on the website by visiting [www.cityoflakeforest.com](http://www.cityoflakeforest.com). Click on I Want To, then click on View, then choose Archived Meetings Videos.*



November 25, 2025

Mr. Jason Wicha  
City Manager  
City of Lake Forest  
800 North Field Drive  
Lake Forest, Illinois 60045

Re: TFG Tier 2 Grant Consulting Services – City of Lake Forest, IL

Dear Mr. Wicha

The Ferguson Group, LLC (TFG) welcomes the opportunity to provide the City of Lake Forest with this proposal, which provides the objectives and terms provided under TFG's Tier 2 Grant Consulting Services Package.

## Scope of Services

As a TFG Tier 2 Grant Consulting Services client, the City will receive the following:

- A dedicated grants expert
- Weekly grants updates and alerts
- Access to TFG's library of Funding Guides and Grant Profiles
- Access to TFG's Successful Grant Application Database
- Preparing up to five custom, project specific grant research and funding strategies or conducting an annual comprehensive grant needs assessment and strategic grant outlook as requested
- writing

Please see the attached "*TFG Grant Services Overview*" for additional details on the services provided.

## Additional Services

TFG's grant retainer model is structured to allow changes to be made throughout our partnership. As a retainer client, the City can engage with TFG for additional services requested beyond the Tier 2 scope of work. TFG will provide a cost proposal for all additional services tailored to the City's needs based on current year pricing for all additional services.

## Terms and Conditions

TFG shall be compensated through a monthly retainer of \$2,200 for Tier 2 services rendered for a one-year period, commencing January 1, 2026 and terminating December 31, 2026 for a total annual fee of \$26,400. Either party may terminate this agreement at any time by giving the other party at least sixty (60) days prior notice, in writing, of such termination.

TFG fees include all direct labor, overhead (including general and administrative expenses), other direct costs, subcontractor costs, fixed fees, miscellaneous incidental services, and all applicable taxes. While the TFG Grants Division primarily works virtually, if a client prefers an on-site meeting, travel time and estimated expenses will be billed in advance.

We are grateful for the opportunity to continue our partnership with Lake Forest and we look forward to a productive relationship.

Sincerely,

A handwritten signature in blue ink, appearing to read 'W. Roger Gwinn', with a stylized flourish at the end.

W. Roger Gwinn  
CEO

# TFG Grants



## TFG Grants Overview

For over 38 years, TFG has led the way in the federal, state, and private grant space. We offer a full suite of grant support services, providing our clients a competitive advantage in securing highly sought-after grant dollars. We specialize in representing public and private entities who share our passion for building strong and vibrant communities. Competitive grants and loans provide cities, counties, special districts, and other public agencies, as well as institutions of higher learning, hospitals, and non-profit organizations, with the opportunity to substantially enhance local resources. Since 2015, TFG has helped our clients secure nearly \$1 billion in competitive federal, state, and foundation grants, loans, and funding.

## TFG Grant Services for the City of Lake Forest

TFG will provide the following services to the City of Lake Forest. Services marked with an orange checkmark are included in the Tier 2 retainer pricing for Lake Forest. All other services described can be obtained as add-on services at a discounted hourly rate or lump sum fee listed at the end of this document.

### ✓ **Dedicated Grants Expert/Team**

Lake Forest has been assigned a dedicated grants expert to serve as a liaison to its staff. This expert will help navigate the complex grant world to ensure the most efficient and effective use of staff time when pursuing grants.

### ✓ **Grants Alerts and Weekly Grants Updates**

Lake Forest will receive customized alerts for relevant grant opportunities, as they are solicited. For high priority grants or those with a short turnaround, TFG will attempt to notify the City of opportunities prior to solicitation. Additionally, each Friday, Lake Forest will receive TFG's Weekly Grants Update that provides a recap of grant solicitations that were published that week to ensure you do not miss any funding opportunities.

### ✓ **Database of Successful Grant Applications**

Lake Forest will have access to TFG's database of over 600 successful grant applications from a variety of programs to help inspire and guide the preparation of your successful grant submissions.

### ✓ **Library of Grant Funding Guides and Grant Profiles**

Lake Forest will have access to TFG’s Library of Grant Funding Guides. Each Funding Guide provides an overview of popular grant programs and relevant information such funding level, match requirements, eligible applicants, and use of funds in a specific issue area. Our library includes guides covering a wide array of topics such as:

- Law Enforcement
- Mental Health and Substance Abuse
- Habitat Conservation
- Homelessness
- Fire Departments
- Parks and Recreation
- Broadband
- Libraries and Museums
- Water and Wastewater
- Transportation
- Economic and Community Development
- Rural Communities
- Opioid Abuse
- Coronavirus and COVID-19
- Clean Energy and Technology
- Smart Vehicles

TFG’s Grants Library also includes a robust database of grant profiles and summaries that provide the key information you need to match a program with your needs and build a winning grant proposal. We present the information included in the grant solicitation in an easy-to-follow manner and augment it with additional background information on the program and the types of projects it has funded in the past.

#### ✓ **Custom Project Specific Grant Research and Funding Strategy**

TFG will directly work with Lake Forest to conduct project specific grant research on the federal, state, and foundation levels and will create a customized funding strategy geared to support your project. We will provide you with relevant grant information, as well as recommendations on funding opportunities to target, that is specifically tailored to your project and your community. Our grants research will not only look at open, available programs, but will also focus on grant programs expected to be released in the future, helping you to stay “ahead of the game” and be prepared.

#### ✓ **Needs Assessments and Strategic Grant Outlook**

TFG will meet with Lake Forest staff to discuss ongoing projects, primary issue areas, and future needs that may benefit from grant funding. These meetings can either be conducted virtually or, if you prefer, in-person. Based on our team’s knowledge and experience, we will closely identify, forecast, and monitor relevant funding opportunities that meet your specific needs. The Strategic Grant Outlook will allow staff to know what is on the horizon and be prepared when a notice of funding availability is announced.

#### **Grant Writing**

Preparing winning grant proposals takes time, skill, and knowledge. Lake Forest has the option to access TFG’s experienced grant writers to take the City’s grant project idea from the start of the application to submission. From filling out federal forms to crafting a persuasive and compelling grant narrative and corresponding budgets, TFG will ensure that the City will have submitted a complete and competitive application on time.

#### **Grant Editing and Review**

Lake Forest can access TFG experts to edit and review City written grant proposals to improve chances of securing funding. TFG staff will expertly review your application against the funder’s requirements, suggest content edits, and provide recommendations on how to improve your narrative before you submit.



**Grant Debriefs**

Grant debriefs are important, especially if it turns out that your application didn’t get funded. TFG staff will help guide you through the grant debrief process and set up consultation with the funding agency to put your next applications in the best position to effectively compete in future solicitations.

**Grants Advocacy**

TFG helps secure congressional support, including support letters, and backing from strategic partners, to bolster grant applications. Federal grants are highly competitive and, more often than not, broad support for a project application can make the difference between a winning application and a highly ranked application that does not make the final list of awardees.

**Grants Training**

Our grants training is focused on building capacity, helping position the City for success in the often-complex grant process. TFG can train your staff on grant application processes and help improve the quality of grant proposals. We can provide training on a one-one-basis or through larger workshops dependent on your needs. TFG also has established partnerships with other grant training professionals that specialize in post-award management who can be accessed to support grant management training needs.

## Grant Pricing for the City of Lake Forest

TFG’s Grant Services Retainer offers Lake Forest the flexibility in the level of service you would like to receive. The table below outlines the services TFG can provide to the City on a monthly basis. As a retainer client, the City will have at its disposal TFG’s diverse complement of staff experts without any worry about getting unexpected bills.

The City has agreed to Tier 2 retainer service with the option of discounted add-on services. Should Lake Forest need a different combination of services, TFG will work with the City to amend the retainer and create one that best fits your needs.

	Tier 1 (\$1,000/month)	Tier 2 (\$2,200/month)	Tier 3 (\$5,000/month)
Dedicated Grant Expert/Team	✓	✓	✓
Monthly Grant Update Meetings	✓	✓	✓
Weekly Grants Update and Alerts	✓	✓	✓
Library of Funding Guides and Grant Profiles	✓	✓	✓
Access to Successful Grant Applications	✓	✓	✓
Custom Project Specific Grant Research and Funding Strategy or Needs Assessment and Strategic Grant Outlook	3 projects annually	5 projects <b>OR</b> 1 Needs Assessment annually	6 projects <b>AND</b> 1 Needs Assessment annually
Project Development and Readiness	Hourly	Limited to 5 Project	Limited to 6 projects
Grant Writing	15% discount	15% discount	15% discount
Grant Editing and Review			✓
Grant Debriefs			✓
Grant Training			✓
Grant Project Advocacy			✓



Congressionally Directed Spending (Earmarks)	Negotiated Fee Based On Scope
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## Service Add-Ons

TFG believes in offering flexibility to our clients. As a retainer client, Lake Forest can engage with TFG on an hourly rate, or lump sum fee, for additional services requested beyond the Tier 2 scope. TFG’s discounted hourly rate is \$255/hour. Add-on services the City of Lake Forest may request includes grant writing, grant advocacy, grant editing and review, and grant training.

### Grant Writing – As Needed, Per Grant

To provide greater transparency in the cost of grant writing services, TFG has created the grant writing service fee table below, which provides the average cost for grant writing services based on the narrative page limitations imposed in the grant application. Grant applications vary widely with respect to complexity and level of effort required to complete them. If you are interested in securing these services, TFG will provide you with a tailored cost proposal that reflects the level of effort required to draft the narrative and non-narrative elements such as forms, budgets, logic models and Benefit-Cost Analysis. Exceptions do occur based on the complexity of the grant, but we work hard to keep costs in line with the pricing guidelines outlined below.

Workload (low to high)	Type of Grant	Narrative Page Length	Approximate Average Cost	15% Retainer Discount Cost
Level 1	Small, well defined request	6-10	\$6,000	\$5,100
Level 2	Small, full grant application	11-15	\$11,400	\$9,690
Level 3	Medium, full grant application	16-20	\$17,400	\$14,790
Level 4	Large state or national foundation or medium federal grant	21-25	\$21,600	\$18,360
Level 5	Large federal grant application	26-30	\$25,200	\$21,420

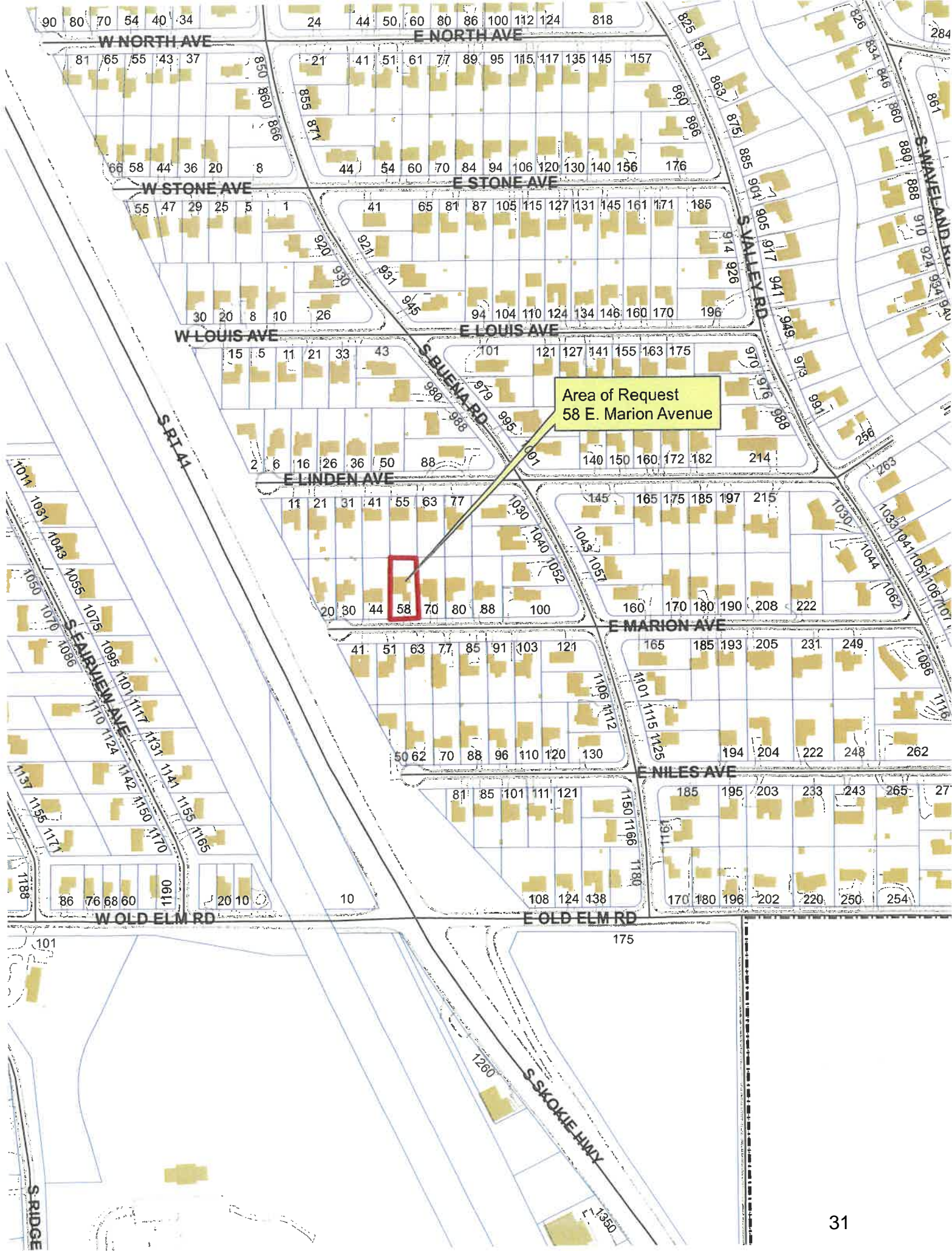
*Last minute emergency grant writing requests are subject to a 35% markup to the non-discounted grant writing fee. Where efficiencies are built into a grant writing process, such as in the case of a grant rewrite or a joint application scenario, a further discount may be applied.*

### Grant and Advocacy Team Hourly Rate

Additional services, such as grant research, grant review, and grant training, as well as assistance with all aspects of grant-related advocacy and policy, may be needed that extend beyond the scope of the base retainer tier selected. In those cases, TFG will perform requested grant-related services at a rate of \$205/hour. As a retainer client, Lake Forest will receive our discounted hourly rate of \$175/hour. Last minute requests for additional grant-related services are subject to a 35 percent mark-up.

If the assistance of TFG’s professional lobbying staff is required for project advocacy and political positioning, services are billed at the following rates:

- \$425 Partner/Principal/Senior Advisor/Of Counsel
- \$240 Senior Associate
- \$170 Associate
- \$115 Research Assistant



Area of Request  
58 E. Marion Avenue

THE CITY OF LAKE FOREST  
ORDINANCE NO. 2026-\_\_\_

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN  
REVIEW AND GRANTING A FLOOR AREA EXCEPTION FOR  
THE PROPERTY LOCATED AT 58 MARION AVENUE

**WHEREAS**, Michael and Lauren Brokaw ("**Owners**") are the owners of that certain real property commonly known as 58 Marion Avenue, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

**WHEREAS**, the Property is located in the R-1, Single Family Residence District; and

**WHEREAS**, the Owners desire to construct a pergola in the rear yard ("**Improvements**") as depicted on the site plan and architectural drawings that are attached hereto as **Group Exhibit B** ("**Plans**"); and

**WHEREAS**, the Owners submitted an application ("**Application**") to permit the construction of the Improvements and were required to present the Plans to the Building Review Board ("**BRB**") for its evaluation and recommendation; and

**WHEREAS**, the Improvements as depicted on the Plans would exceed the maximum floor area allowances as set forth in Section 150.148 (C) of the City Code, which apply to new construction on, or additions and alterations to existing construction on, residential property; and

**WHEREAS**, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearing held on December 3, 2025; and

**WHEREAS**, the BRB, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. the Property is located within the R-1 District under the City Code,
2. Owners propose to construct the Improvements as depicted on the Plans,
3. as depicted on the Plans, a portion of the Improvements exceed the maximum floor area allowances set forth in Section 150.148(C) of the City Code,
4. the Improvements are consistent with the design standards in Section 150.147 of the City Code,
5. the location of the pergola on the Property effectively mitigates the appearance of excessive mass of the structure and as a result, the proposed development of the Improvements as set forth on the Plans is in keeping with the streetscape and overall neighborhood,
7. the proposed Improvements will not have a significant negative impact on the light to or views from neighboring homes,
7. the height and mass of the Improvements will generally be compatible with the height and mass of the existing residence, structures on adjacent lots, buildings on the street and on adjacent streets, and other residences in the neighborhood,
8. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with this Ordinance, the recommended conditions, and the Plans, will meet the standards and requirements of Sections 150.147 and 150.148 of the City Code,

and recommended that the City Council approve the Application and the Plans and grant an exception to the maximum allowable floor area consistent with the Plans, subject to the terms and conditions hereinafter set forth; and

**WHEREAS**, the Mayor and City Council, having considered Owners' Application to construct the Improvements on the Property, and the findings and recommendations of the BRB, have determined that it is in the best interests of the City and its residents to grant approval to the Application and exception to the maximum allowable floor area, subject to the terms and conditions hereinafter set forth; and

**WHEREAS**, the Mayor and City Council further determine in the exercise of the City's home rule powers that it is in the best interests of the City and its residents to grant Owner's request for exceptions to the otherwise applicable maximum floor area requirements, subject to the terms and conditions hereinafter set forth;

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE, STATE OF ILLINOIS**, as follows:

**SECTION ONE: Recitals.** The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

**SECTION TWO: Approval of Application.** Pursuant to Section 150.147 of the City Code, and subject to the limitations therein and the conditions set forth in Section Four of this Ordinance, the City Council does hereby grant approval of the Application to allow the construction of the Improvements on the Property, as more fully depicted on the Plans.

**SECTION THREE: Maximum Floor Area Exception Granted.** Pursuant to Section 150.148 of the City Code, and subject to the limitations therein and the conditions set forth in Section Four of this Ordinance, the City Council does hereby grant an exception to the maximum floor area requirements set forth in Section

150.148(D) of the City Code, as more fully depicted on the Plans, by allowing the Improvements in combination with all other structures on the Property to have a maximum square footage not to exceed 3,358 square feet.

**SECTION FOUR: Conditions on Approval.** The approval granted pursuant to Sections Two and Three of this Ordinance shall be, and are hereby, conditioned upon and limited by the following conditions, the violation of any of which shall, in the discretion of the Mayor and City Council, render void the approvals granted by this Ordinance:

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owners will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- E. Fees and Costs. The Owners shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owners shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance.

Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

- F. Other conditions. The improvements shall be substantially in conformance with the Board's deliberations as reflected on **Exhibit C**, Meeting Action Summary – Board Recommendation, attached hereto.

**SECTION FIVE: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owners have not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as Exhibit D and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein. The City Clerk is hereby directed to record this Ordinance and such agreement and consent with the Recorder of Deeds of Lake County.

PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2026.

AYES: ( )

NAYS: ( )

ABSENT: ( )

ABSTAIN: ( )

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Mayor

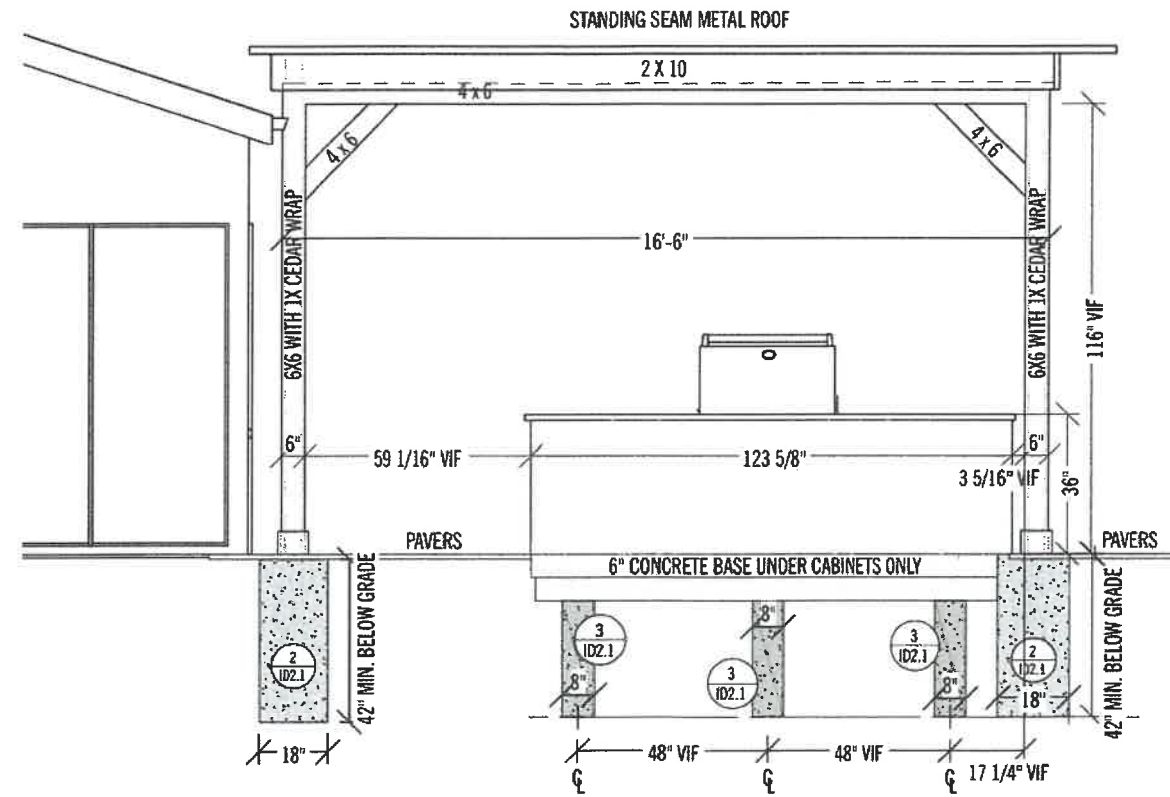
ATTEST:

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City Clerk



The Plans



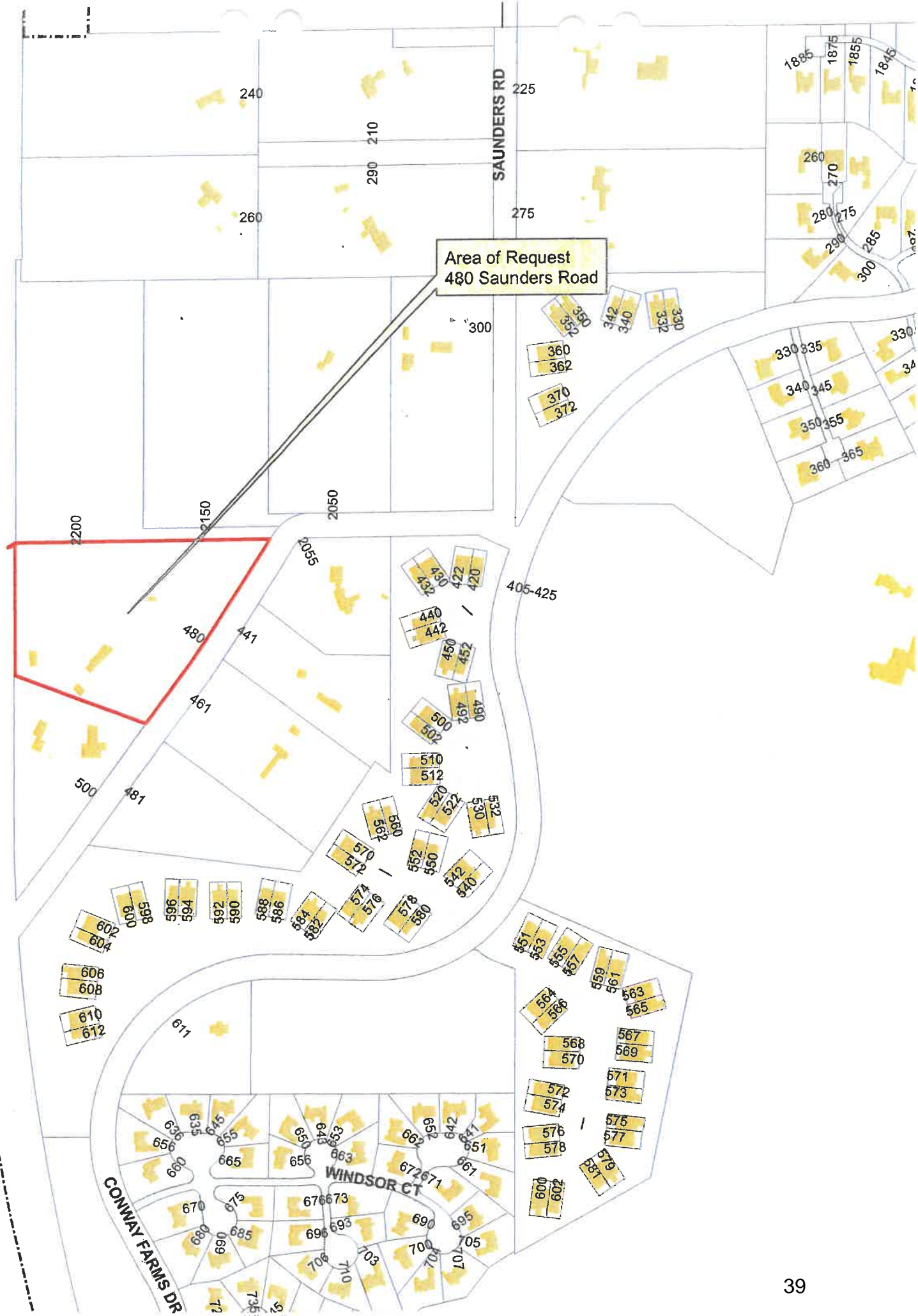
East Elevation

Scale: 1/4" = 1'-0"

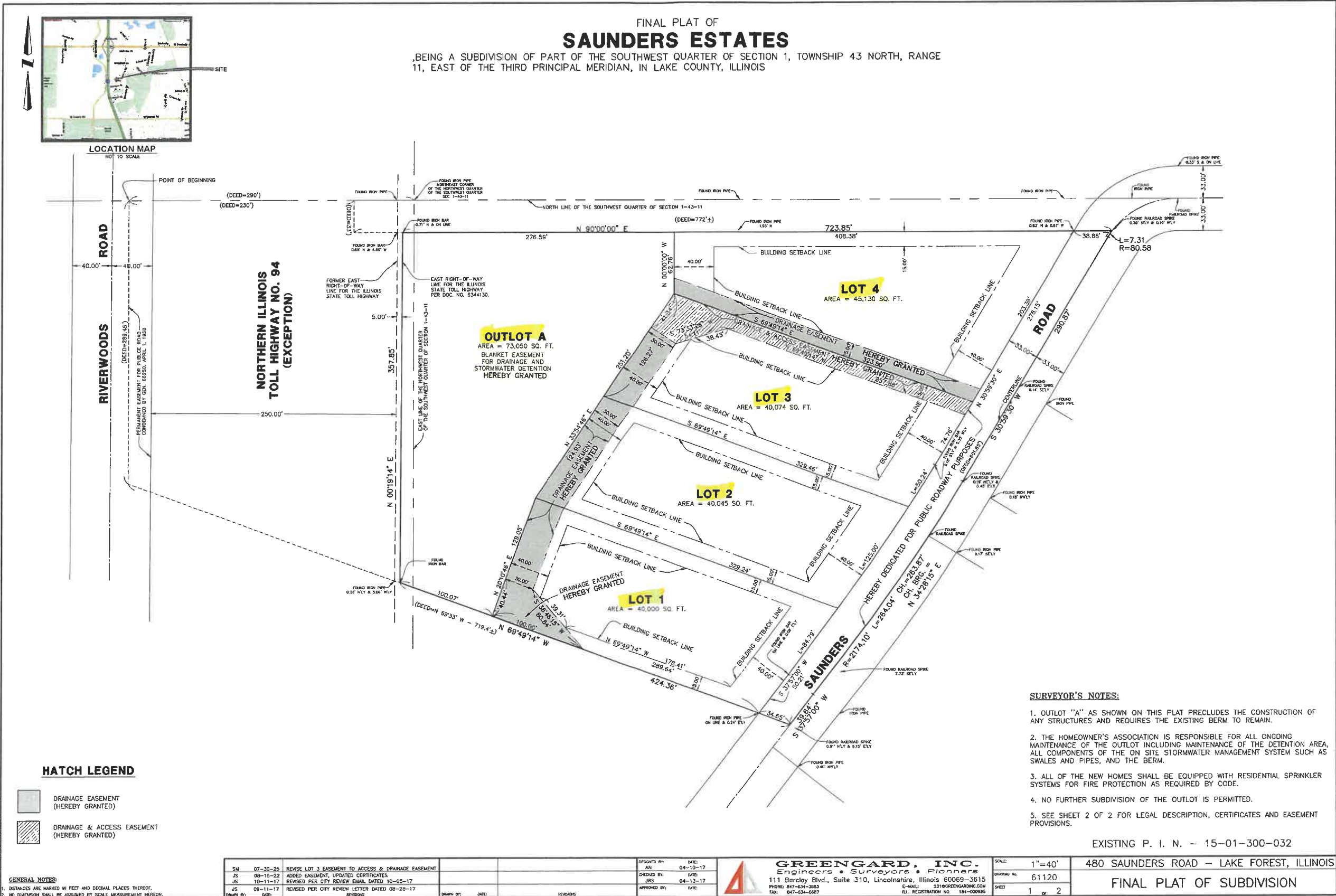
58 Marion Ave., Lake Forest, IL 60045



N 194



Area of Request  
480 Saunders Road





**PLAN COMMISSION REPORT AND RECOMMENDATION  
Saunders Estates Subdivision – Tentative and Final Plat**

TO:	Honorable Mayor and City Council
DATE:	January 20, 2026
FROM:	Chairman Pasquesi and Members of the Plan Commission
SUBJECT:	<b>Request for Re-Approval of the Tentative and Final Plat for the Saunders Estates 4 – Lot Subdivision</b>

**OWNERS**

CCCT, LLC  
Todd Polcyn (25%)  
Chuck Cerniglia (25%)  
Craig Cerniglia (25%)  
Chris Cerniglia (25%)  
151 Eastern Avenue  
Bensenville, IL 60106

**PROPERTY LOCATION**

480 Saunders Road  
West side of Saunders Road, South of  
Route 60, East of the Tollway

**ZONING**

R-3 Single Family  
Residential District

**REPRESENTATIVES**

Todd Polcyn, Owner  
Don Fielding, Engineer  
Greengard Engineering

**Summary of the Request**

This is a request for a recommendation in support of approval of a 4-lot subdivision, the Saunders Estates – Lake Forest Subdivision. The parcel proposed for subdivision totals 5.47 acres and is located on the west side of Saunders Road, west of Conway Farms Drive, south of Route 60 and east of the Illinois Tollway.

**Plan Commission Recommendation**

Approve the tentative and final plat of the Saunders Estates – Lake Forest Subdivision subject to the following conditions of approval.

*Prior to Recording the Plat of Subdivision, the following conditions shall be met.*

1. The final plat of subdivision, final engineering plans, any required approvals from outside agencies, and all corresponding documentation shall be subject to approval by the City Engineer, City Certified Arborist, and Director of Community Development.
2. Upon final approval, two mylar copies of the plat of subdivision with all required owners and the surveyor's signatures shall be submitted to the City for recording with Lake County.

3. All applicable fees shall be paid in full prior to recording the plat of subdivision.

*Prior to grading and the installation of utilities:*

4. A final tree removal and tree preservation plan shall be submitted for review and will be subject to approval by the City's Certified Arborist. The plan shall include a pre, during, and post construction plan for protection of the trees identified for preservation.
5. A final landscape plan shall be submitted and will be subject to the review and approval of the City's Certified Arborist and shall reflect plantings proposed on the Outlot, in the area of the detention basin and on the berm. The plan shall also detail proposed streetscape plantings consistent with the requirements for street trees as part of development of a new subdivision.

Tree removal and landscaping on the individual lots will be considered at the time development of each lot is proposed.

6. A Subdivision Agreement between the developer and the City shall be completed and signed by both parties and the required financial guarantees posted.

### **Background**

Subdivisions are normally considered through a two phase process. Combined approval is appropriate in this case because no public improvements are required as part of the proposed subdivision. No new public or private roads are proposed, and public water and sanitary sewer mains are already in place along Saunders Road and available for extension to serve the four buildable lots.

### **Description of the Property and Surrounding Area**

The Saunders Road area, including the property that is the subject of this petition, was annexed to the City of Lake Forest in phases between 1998 and 2004. Concurrent with annexation of the area to the City, the R-3 Zoning District was applied.

The driving force behind the annexation of this area to the City in the late 1990's and early 2000's was a desire on the part of the property owners in the area for City water and sanitary sewer due to the poor quality of well water. Today, both water and sewer mains are in place in Saunders Road and are available to existing and new development in the area. The water and sewer mains were installed by the City after the property owners in the area voted in support of establishing a Special Service Area (SSA) which allowed the cost of the new infrastructure to be spread over a 20 year period and added to the property tax bills. The SSA payments have been completed.

The property now proposed for subdivision was previously developed with a single family home, garage, outbuilding, pool and a pool house. The house was unoccupied for a number of years and ultimately became a health and safety hazard, and an attractive nuisance. The structures were removed from the property due to numerous Code violations in 2017. Evidence of the removed structures and some of the hardscape is still visible on the property, however, the property as it stands today is a vacant, developable property.

Beyond the Saunders Road neighborhood, the Conway Farms residential subdivision is located generally to the east and south of the site. As noted above, access to the Saunders Road area is from

Conway Farms Drive. Although Saunders Road appears to extend north to Route 60, beyond a guard rail, the public right-of-way does not extend to Route 60. The portion of what appears to be Saunders Road extending to the north was vacated a number of years ago and is private property, part of the parking lot and on site circulation for the 100 and 150 Saunders Road office buildings.

### **Proposed Subdivision**

As noted above, a subdivision of four lots is proposed. The lots all comply with the requirements of the R-3 District with the exception of the lot to depth ratio as discussed below. The proposed parcels range in size from 40,000 to 45,130 square feet with three of the four lots very close to 40,000 square feet, the minimum lot size permitted in the R-3 zoning district. Lot 4, the northernmost lot in the subdivision, is the largest lot. Each property meets or exceeds the minimum lot street frontage requirement of 125 feet.

An Outlot is located along the west portion of the property and totals 73,050 square feet, about one and a half acres in size. The Outlot provides for the required stormwater detention consistent with the Lake County Watershed Development Ordinance and accommodates most of a large berm that exists on the property today. Portions of the berm also encroach on to Lots 3 and 4. The berm was constructed on the northwestern portion of the property by a previous owner to provide a buffer from the Tollway. The berm will be retained on the site, with some minor modification, to continue to serve as a buffer to the larger area and to the new homes that will be constructed on the four lots created by this subdivision. The Outlot will be in the common ownership of the Homeowners' Association and maintenance of that parcel will be the ongoing responsibility of the Association.

### **Staff Analysis**

A summary of key aspects of the proposed subdivision is provided below. The plat of subdivision and engineering plans are included in the Commission's packet.

### ***Compliance with the R-3 Zoning District***

The R-3 Zoning District permits single family residential lots with a minimum size of 40,000 square feet, slightly less than an acre which is 43,560 square feet. This district requires a minimum lot width of 125 feet; all of the lots meet this requirement. The buildable area on R-3 lots must be setback minimum distances from the property lines: 40 feet from the front property line, 40' from the rear property line and 15' from side property lines. The minimum lot size and setback requirements are met on the plat of subdivision.

Per the Code, the ratio of lot width, measured at the front setback line, to lot depth, is not permitted to be more than 1:2. The proposed lots exceed this ratio; however, the deeper lots on this site are justified due to the adjacency to the Tollway and overall configuration of the property. The required lot to depth ratio could be achieved by reducing the depth, or length of the lots, and increasing the size of the Outlot. However, in this particular situation, compliance with the ratio is outweighed by the specifics of this site. In many developments, outlots are visible from the streetscape or add to the general sense of open space in a subdivision, in this case, the Outlot is located behind the lots and is not visible and serves not only to meet the detention requirements, but also to buffer the future homes on this site from the Tollway to the extent possible.

The Code also requires a minimum buildable area of 15,960 square feet for lots in the R-3 district. As proposed, the building areas on the lots range from 22,601 square feet to 26,094 square feet, exceeding the Code requirement and providing flexibility in siting homes and hardscape. Finally, the

Code requires lot lines to be “generally straight and not irregular”. The Code does not prohibit diagonal lot lines.

### ***Lot Size***

As noted above, each of the four lots meets or exceeds the minimum lot size of 40,000 square feet. The location of this property, at the edge of the community, is adjacent to the Tollway, and given the fact that there are not wetlands or large wooded areas on the site to preserve, the lots as proposed are appropriate for this site and consistent with the Code. The larger lots provide the opportunity for significant plantings on the individual lots if desired by the homeowners, to provide additional sound buffering and visual screening from the lights of the Tollway to the west.

### ***New Construction***

The lots as proposed will accommodate homes of about 5,000 square feet, plus an additional 800 square foot allowance for a garage. The lot sizes will provide ample space for outdoor amenities, patios, pools, gardens and trees.

### ***Stormwater Drainage***

Water on this site drains to the southwest. To accommodate stormwater runoff, a dry detention area is proposed. The City’s standard practice is to require a detention pond, rather than a dry detention area, because at times, a dry detention area can appear swampy or muddy if it is not planted with proper vegetation. In the case of this development, the proposed dry detention area does not have visibility from the streetscape and is not a prominent feature of the overall neighborhood. Based on the factors specific to this development, a dry detention area is a reasonable solution.

As noted above, the property owners within the development will be responsible for maintaining the Outlot on which the detention and berm are located. Declarations of Covenants will be established and recorded with the subdivision and a Homeowners’ Association must be established to provide a mechanism for carrying out the responsibilities related to the Outlot.

### ***Wetlands***

Based on a statement submitted by the petitioner’s certified wetlands specialist, there are no wetlands on the site.

### ***Availability of Utilities and Public Streets***

Public streets and public utilities; water and sanitary sewers, are available to provide service to the four new houses in this subdivision.

As noted above, this property was previously developed with a large single family home and outbuildings which have all been removed, a total of four new homes is proposed by this subdivision. The addition of four single family homes to this neighborhood, one of which essentially will replace the home previously located on this site, will not generate traffic beyond that which can be accommodated by the adjacent public streets.

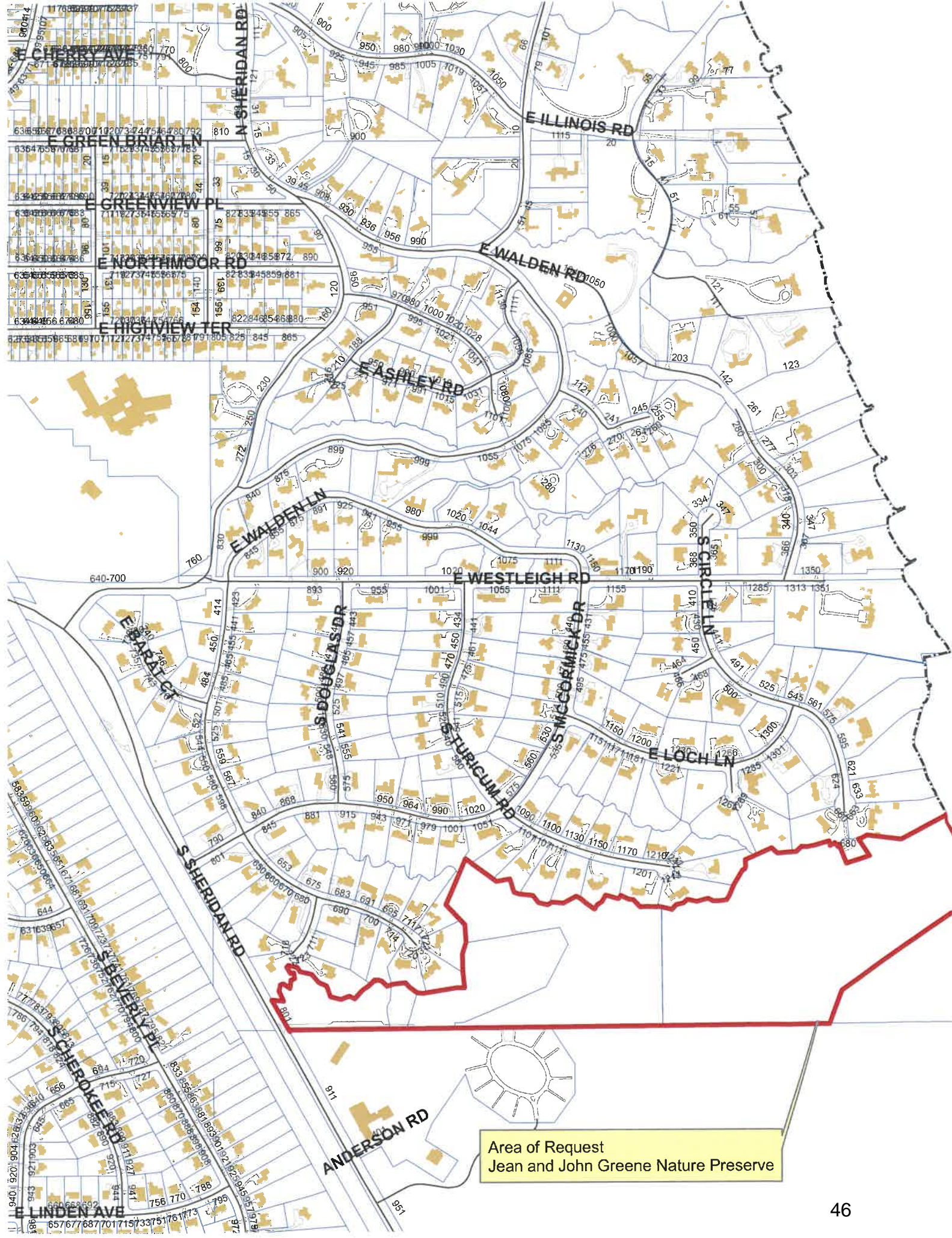
### ***Preservation of the Streetscape and Significant Trees***

An updated tree survey was submitted by the petitioner and was reviewed by the City Arborist in combination with an on site inspection. The Arborist identified 11 significant trees on the site that are worthy of consideration for preservation and protection.

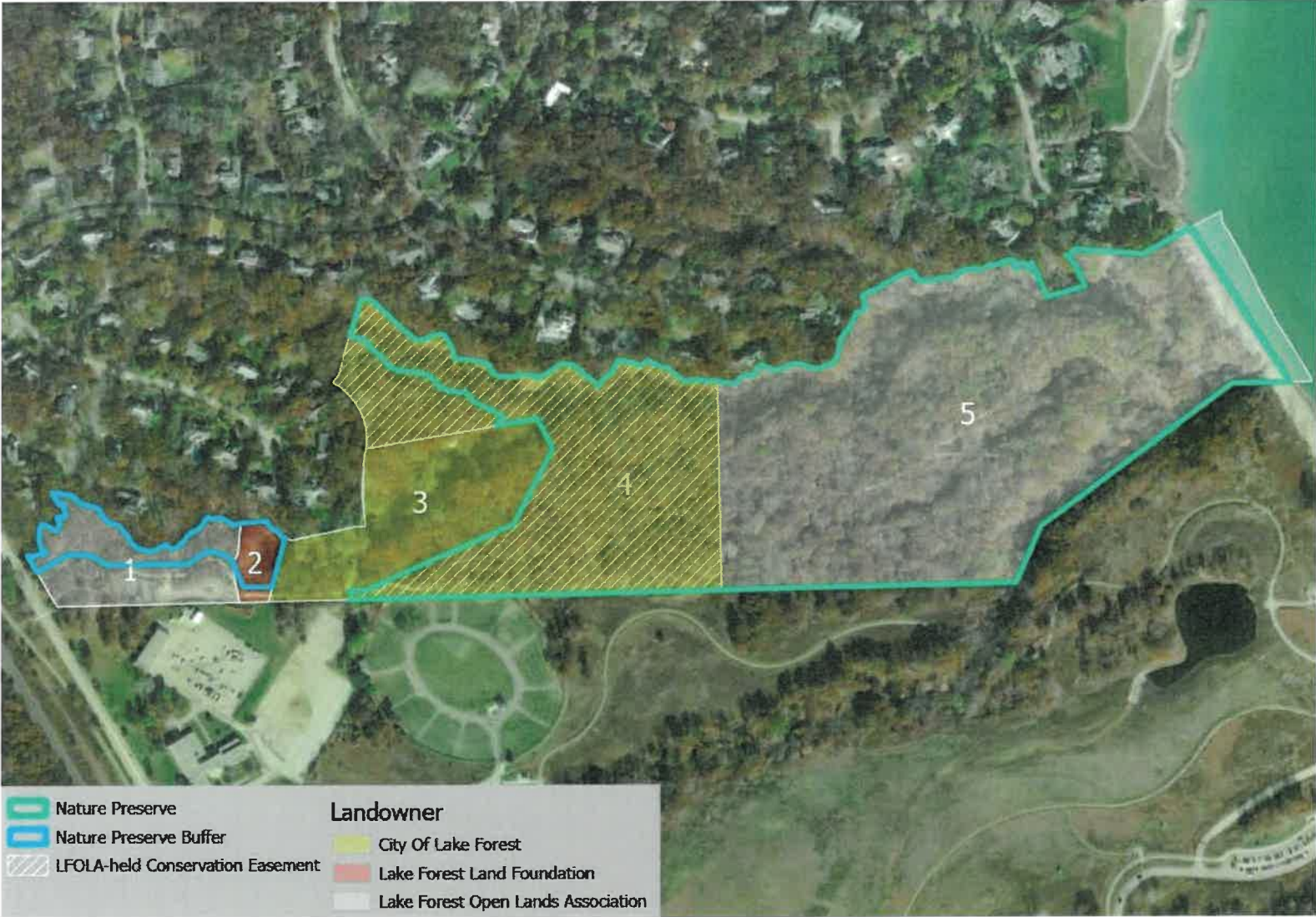
As individual lots are developed, consideration should be given to siting homes, driveways, and hardscape in a manner that protects and preserves the significant trees to the extent possible. A tree protection plan, with pre and post construction treatments detailed, will be required as part of the permitting process for the portions of the site that will be impacted by the grading and installation of utility service lines. The remaining trees and vegetation on the property are not significant.

**Public Notice**

Public notice of this hearing was published in a newspaper of local circulation and was mailed by the City to residents and property owners in the surrounding area. The agenda for this meeting was posted at four public locations and on the City’s website. Three neighbors spoke at the public hearing expressing concern about the loss of the country feel of the area and requested that two lots, rather than four lots, be configured on the property. The Commission noted that the four lots as proposed comply with the density permitted by the R-3 zoning district.



Area of Request  
Jean and John Greene Nature Preserve



**Figure 3.** Land parcels and ownership involved in the proposed preserve.