

**THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA**
Monday, October 5, 2026
220 E. Deerpath
Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL

6:30 pm

Honorable Mayor, Stanford R. Tack

Nancy Novit, Alderman First Ward
Peter Clemens, Alderman First Ward
John Powers, Alderman Second Ward
Rosemary C. Kehr, Alderman Second Ward

Alice LeVert, Alderman Third Ward
Nick Bothfeld, Alderman Third Ward
Richard Walther, Alderman Fourth Ward
Lloyd Culbertson, Alderman Fourth Ward

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

2. COMMENTS BY CITY MANAGER

A. Community Spotlight

-Tool Library of Lake County

- Shelley Clark, President and Van Miller, Founding Member

B. Police Station Construction Update

- John Burke, Chief of Police

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

4. COMMITTEE REPORTS

ENVIRONMENTAL SUSTAINABILITY COMMITTEE

1. Quarterly Update

- Alderman Nick Bothfeld, Chairman

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION



1. Approval of the Tuesday, September 8, 2026, City Council Meeting Minutes.

A copy of the minutes is included in the packet on **page 13**.

COUNCIL ACTION: Approval of September 8, 2026 City Council Meeting Minutes.



2. Approval of the Monday, September 21, 2026, City Council Workshop Meeting Minutes.

A copy of the minutes is included in the packet on **page 16**.

COUNCIL ACTION: Approval of September 21, 2026 City Council Workshop Meeting Minutes.



3. Approval of the Check Register for the Period of August 22 – September 18, 2026.

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

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 August 22, 2026 - September 18, 2026

	Fund	Invoice	Payroll	Total
101	General	559,824	1,609,797	2,169,621
501	Water & Sewer	121,708	151,596	273,304
220	Parks & Recreation	239,195	430,932	670,127
311	Capital Improvements	2,706,303		2,706,303
202	Motor Fuel Tax			0
230	Cemetery	77,986	39,598	117,584
210	Senior Resources	14,007	33,835	47,842
510	Deerpath Golf Course	17,299	2,205	19,503
601	Fleet	228,006	45,427	273,432
416 - 434	Debt Funds	475		475
248	Housing Trust			0
201	Park & Public Land			0
	All other Funds	909,838	187,690	1,097,528
		\$4,874,640	\$2,501,079	\$7,375,719

Included in the subtotal denoted as "All other Funds" is \$688,995 in Water & Sewer Capital Improvement Fund expenditures.

COUNCIL ACTION: Approval of the Check Register for the Period of August 22 – September 18, 2026.



4. Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding the Raffles in the City of Lake Forest for the Guild of St. Mary(Approval by Motion)

STAFF CONTACT: *Margaret Boyer, City Clerk (847.810.3674)*

PURPOSE AND ACTION REQUESTED: Staff requests City Council consideration of waiving the fidelity bond requirement in connection with a proposed raffle from the Guild of St. Mary.

BACKGROUND: In January 2020 the City Council approved an Ordinance Amending Chapter 110, titled "Licenses and Miscellaneous" related to Raffles, to align these sections with recent State of Illinois Legislation. Section 110.0149, J, allows the raffle manager designated by the organization to seek a waiver of the bond requirement from the City Council.

At this time, the Guild of St. Mary is requesting a waiver of the bond requirement and has submitted a request. A copy of the request can be found beginning on **page 21**

BUDGET/FISCAL IMPACT: N/A

COUNCIL ACTION: Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding a Raffle in the City of Lake Forest for the Guild of St. Mary.



5. Request to Consider Approval of a One-Year Agreement with OpenGov for Public Works Asset Management System Software Maintenance in the amount of \$51,632.

STAFF CONTACT: Cameron Burrell, Director of Innovation & Technology (847-810-3598)

PURPOSE AND ACTION REQUESTED: Staff requests approval to renew the City's one-year subscription and support services agreement with OpenGov for the Asset Management platform. Formerly Cartegraph, this system serves as the City's primary work order and asset management solution, supporting daily Public Works operations.

BACKGROUND/DISCUSSION: The City implemented the OpenGov Asset Management system (formerly Cartegraph) in 2023 following a comprehensive evaluation of work order management solutions. The project built upon the successful implementation of the City's Citizen Request Management (SeeClickFix) platform, allowing resident service requests to integrate into internal work order processes. The selection committee determined that OpenGov Asset Management best met the City's operational needs by providing robust work order management, asset tracking, reporting, and GIS integration capabilities.

Since implementation, the platform has become a relied on operational tool for City staff. Public Works utilizes the system to manage daily work orders, track City assets, document maintenance history, schedule preventative maintenance activities, and improve operational visibility through dashboards and reporting. The system's integration with the City's ArcGIS environment continues to enhance asset management by providing real-time spatial information and improving field operations.

This annual renewal provides continued access to the cloud-hosted software, technical support, product updates, and ongoing maintenance services. Maintaining an active subscription ensures uninterrupted operations while allowing the City to benefit from product enhancements released by OpenGov.

BUDGET/FISCAL IMPACT: Funding for the annual software subscription and support services has been included within the FY2027 operating budget. Renewal of the agreement represents the continuation of an existing operational system and does not require additional capital expenditures.

Has City staff obtained competitive pricing for proposed goods/services? **No**
Per Administrative Directive 3-5, Section 9.1B – Sole Source

FY2027 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
IT Operating 101-1315-415.43-37	\$53,000	\$51,632	Y

COUNCIL ACTION: Request to Consider Approval of a One-Year Agreement with OpenGov for Public Works Asset Management System Software Maintenance in the amount of \$51,632.



6. Consideration of an Ordinance Approving a Recommendation from the Historic Preservation Commission in Support of a Building Scale Variance for a Shore Cottage and a Boat House at 1345 Lake Road. (First Reading and if Desired by the City Council, Final Approval)

STAFF CONTACT: *Susan Thomas,*
Assistant Director of Community Development (810-3505)

PURPOSE AND ACTION REQUESTED: The following recommendation from the Historic Preservation Commission is presented to the City Council for consideration as part of the Omnibus Agenda.

BACKGROUND: 1345 Lake Road – The Commission recommended approval of an Ordinance granting a building scale variance for two lakefront structures. The Historic Preservation Commission has final authority over design related decisions however City Council action is required when a variance is requested. Public testimony was presented by the Lake Forest Preservation Foundation in support of the petition. This petition was also heard by the Zoning Board of Appeals as detailed in the following agenda item. (Approved - 7 to 0)

An Ordinance approving a building scale variance for 1345 Lake Road with key exhibits attached is included in the Council packet beginning on **page 22**. The Ordinance with complete 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 an Ordinance granting a building scale variance for a shore cottage and a boat house at 1345 Lake Road as recommended by the Historic Preservation Commission.



7. Consideration of an Ordinance Approving a Recommendation from the Zoning Board of Appeals for 1345 Lake Road. (First Reading, and if Desired by the City Council, Final Approval)

STAFF CONTACT: *Susan Thomas,*
Assistant Director of Community Development (810-3505)

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

BACKGROUND

1345 Lake Road – The Zoning Board of Appeals recommended approval of an Ordinance granting a steep slope setback variance for a shore cottage and boat house near the base of the bluff. A neighboring property owner requested that all proper measures be taken to properly protect the bluff. The Board confirmed that the plans will be subject to review and approval by the City Engineer and all appropriate outside agencies to ensure proper measures are taken to protect the bluff. This petition was also considered by the Historic Preservation Commission as detailed in the previous agenda item. (Board vote: 6-0, approved)

The Ordinance approving the variance as recommended by the Zoning Board of Appeals, 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 a variance from the steep slope setback for a shore cottage and boat house in accordance with the Zoning Board of Appeals' recommendation.

COUNCIL ACTION: Approve the seven (7) omnibus items as presented

6. OLD BUSINESS



1. Approval of a Contract Amendment with Wiss, Janney, Elstner Associates, Inc., in the amount not to exceed \$70,300 for Supplemental Slope Stability Evaluation at McLennon-Reed Bridge.

PRESENTED BY: *Ryan Kearney, P.E., City Engineer (847-810-3555)*

PURPOSE AND ACTION REQUESTED: The City staff are requesting approval to amend an existing structural engineering construction assistance contract with Wiss, Janney, Elstner Associates, Inc., (WJE) to include supplemental slope stability evaluation at the McLennon-Reed Bridge in an amount not to exceed \$70,300. In addition, authorization for the City Manager to Execute the Contract Amendment.

BACKGROUND/DISCUSSION: On November 17, 2025, the City Council awarded a contract in the amount of \$2,175,000 for rehabilitation of the Lake Road at Spruce Road bridge, also known as the McLennon-Reed Bridge. The project scope includes replacement of the aging bridge deck, stabilization of the ravine slopes, and restoration of the channel beneath the bridge. As part of the project, the City Council also contracted with WJE to provide structural engineering construction assistance. While City staff performed the day-to-day Resident Engineering duties associated with construction, WJE was retained to provide a licensed structural engineer to respond to contractor questions, review demolition and erection procedures, conduct site visits, and perform concrete testing.

When the contractor, Dunnet Bay Construction, began work in March 2026, the project team observed an abnormal amount of water draining from the north ravine embankment. In early June, two wick drains were installed to help drain the embankment and limit further slope degradation. However, the drains continued to discharge approximately 64 ounces of water per minute with no indication of slowing. Due to concerns regarding the saturated soil conditions and the potential for slope failure, City staff halted the rehabilitation project and retained ECS Midwest, LLC (ECS) to perform emergency subsurface exploration and geotechnical engineering services. The City Council ratified the emergency services contract on July 20, 2026.

ECS conducted four 100-foot standard penetration test soil borings to characterize the subsurface conditions and perform a slope stability analysis of the ravine. Their findings were summarized in a report provided to City staff in August 2026. The borings indicated that the groundwater table was about 24 feet below grade within a sand layer but could not determine if the groundwater was perched at the sample locations or was consistent down the slope to the bottom of the ravine. ECS's analysis determined that both ravine slopes are stable under short-term conditions but require stabilization measures to meet the required long-term factor of safety.

While the ECS investigation provided valuable information regarding the existing subsurface conditions, the groundwater and saturation assumptions used in the analysis are considered too conservative for final structural engineering design. Additional equipment and investigation would be required to verify groundwater conditions and refine the long-term slope stability analysis. Proceeding based on the current conservative groundwater assumptions would require more extensive stabilization measures than may be necessary, potentially resulting in increased construction costs.

Based on these findings, City staff recommend supplemental subsurface investigation to better define the groundwater conditions and refine the long-term slope stabilization measures. This additional investigation is intended to avoid designing and constructing unnecessarily extensive stabilization measures based on conservative groundwater assumptions.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council Workshop	9/21/26	Staff Reviewed Results of the ECS Geotechnical Report
City Council	7/20/26	Ratified Emergency Services Contract with ECS for Subsurface Exploration and Geotechnical Engineering
City Council	11/17/25	Approved Bid for Bridge Repairs
Public Works Committee	10/20/25	Reviewed and Recommended Approval to City Council Award of Bid for Bridge Repairs

BUDGET/FISCAL IMPACT: City staff worked closely with WJE to review the ECS report and identify the additional investigation and analysis needed to advance the structural engineering design of the ravine stabilization measures. WJE submitted a proposal in the amount of \$70,300 to coordinate the supplemental geotechnical investigation and perform a new slope stability analysis. The proposed scope of work is outside of WJE's original construction assistance agreement. City staff reviewed the WJE proposal and recommend proceeding with WJE for these supplemental services.

Has City staff obtained competitive pricing for proposed goods/services? **No;**
Administrative Directive 3-5, Section 6.11 – Existing Relationship

As referenced above, WJE was awarded the current construction assistance services agreement for the project at McLennon-Reed and serves as the City's bridge program manager. As of this memorandum, WJE has been effectively fulfilling its original construction oversight service agreement. Due to their experience with Lake Forest and this project, it

would be extremely difficult to have another firm provide these additional project scope services. WJE is best situated to provide these services in the timeliest manner at a very competitive cost.

Below is the updated summary of Project budget:

FY2027 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvements Fund 311-3703-478.78-76	\$80,000	\$144,731	N

The WJE contract amendment is \$70,300. The original contract award of \$74,431 included contingency of \$5,569, for a total award of \$80,000. After using the contingency, the remaining \$64,731 for the contract amendment would be an unbudgeted expense. Staff will utilize savings from the FY2027 Capital Improvement Fund budget to cover this additional expense.

If approved, WJE would be able to continue engineering design services for the project immediately. This additional work will not alter the original target completion dates for this service.

COUNCIL ACTION: Approval of a Contract Amendment with Wiss, Janney, Elstner Associates, Inc., in the amount not to exceed \$70,300 for Supplemental Slope Stability Evaluation at McLennon-Reed Bridge.

7. NEW BUSINESS



1. Consideration of Recommendations from the Plan Commission and Building Review Board Related to Redevelopment of the Southeast Corner of Westminster and Oakwood Avenue.

*Presented by: Catherine Czerniak, Director of Community Development
(810-3504)*

PURPOSE AND ACTION REQUESTED

The Council is asked to consider recommendations from the Plan Commission and Building Review Board in support of the redevelopment of the southeast corner of Westminster and Oakwood Avenue with a three unit residential condominium building with underground parking.

Approval of a Special Use Permit and the design aspects of the project are requested through the approval of two ordinances.

BACKGROUND AND DISCUSSION

The property proposed for redevelopment is located at the edge of the Central Business District, a transition area between higher density commercial uses to the east and single family and duplex residential development to the west. The property totals approximately a quarter

of an acre in size and is currently developed with a single farmhouse which has been occupied by various small business uses for several decades.

Plan Commission Recommendation

The Plan Commission held a public hearing to consider a request for a Special Use Permit to authorize redevelopment of the subject property with a two story, three unit condominium building with below grade parking. The property is zoned B-3, Traditional Business District. A Special Use Permit is requested to take advantage of the floor area ratio increase incentive provided for in the Code for Central Business District (CBD) Planned Developments. No variances are requested.

The purpose of the CBD Planned Development provisions as stated in the Code is to allow flexibility to achieve the goals of maintaining a vital business district, preserving the community's character, and ensuring that development is consistent with available infrastructure. The Code provides for the floor area ratio for developments in the B-3 district to be increased from .75 to 1.25 if the standard criteria for a Special Use Permit and other applicable standards are determined to be met.

The Plan Commission held a public hearing and heard a presentation from Diana Melichar, the project architect. One resident from the surrounding neighborhood spoke in opposition to the petition expressing concern about the size of the structure at the edge of the Central Business District. After deliberation, the Commission voted 6 to 0 to recommend approval of the requested Special Use Permit to the City Council.

*An Ordinance detailing the findings of the Plan Commission and approving a Special Use Permit for a Central Business District Planned Development as authorized by the Zoning Code is included in the Council packet beginning on **page 44** with key exhibits attached. The Ordinance, complete with all exhibits, is available for review in the Community Development Department. The Plan Commission's report is also included in the Council packet beginning on **page 38** and provides additional background,*

Building Review Board Recommendation

The Building Review Board held a public hearing to consider a request for a recommendation in support of the demolition of the existing farmhouse structure, the design aspects of a new condominium building, and the conceptual landscape plan. The Board heard testimony from a nearby property owner in support of the petition.

*An Ordinance approving the demolition and new construction as recommended by the Building Review Board is included in the Council packet beginning on **page 59** with key exhibits attached. The Ordinance, complete with all exhibits, is available for review in the Community Development Department.*

COUNCIL ACTION: If desired by the City Council, waive first reading and grant final approval of two Ordinances approving redevelopment of the southeast corner of Westminster and Oakwood Avenue as recommended by the Plan Commission and Building Review Board and based on the findings detailed in each Ordinance.

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

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

September 30, 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 Tuesday, September 8, 2026 6:30 pm
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 Clemens, Alderman Powers, Alderman Kehr, Alderman LeVert, Alderman Bothfeld, Alderman Walther, and Alderman Culbertson.

Absent: Alderman Novit.

PLEDGE OF ALLEGIANCE was recited by all those present.

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

Mayor Tack stated that Last week, Lake Forest Police Officer Filip Czarnecki was involved in a tragic accident while visiting his sister in Nicaragua. Officer Czarnecki suffered a severe head injury and remains in a coma. Thanks to the incredible generosity of the greater Lake Forest community, Officer Czarnecki's family was able to secure an air ambulance to bring him home. He is expected to arrive in Chicago this evening. Upon his arrival, he will be transferred to Northwestern Memorial Hospital, where he will continue to receive specialized medical care. I want to share how deeply grateful Officer Czarnecki's family is for the tremendous outpouring of support from Lake Forest residents, businesses, and community organizations. We will continue to keep Filip and his family in our thoughts and prayers.

2. COMMENTS BY CITY MANAGER

A. Community Spotlight
-Open Lands
- Ryan London, President

Jason Wicha, City Manager, introduced the evening's community spotlight.

Ryan London, President and CEO of Lake Forest Open Lands, provided an annual update on the organization's programs and initiatives. He highlighted the expansion of youth summer camps, a successful 30th class of summer interns, and the launch of new programs including an Eco Ambassador Program, a Youth Environmental Leadership Council, and the Susie Hoffman Award for Conservation.

Mr. London announced the organization's upcoming Bagpipes and Bonfire fundraiser on September 27th, a fall tree sale on September 24th, and the forthcoming launch of a preserve navigation app. He noted the recent relocation of the administrative headquarters to the Nagle Campus, a generous in-kind gift from Matt and Blair Nagle, and shared that groundbreaking on the new Negani Foundation Center conservation campus at Deerpath and Waukegan would begin later in the fall.

Mr. London also reported that a NOAA-funded bluff armoring and offshore reef project at the lakefront preserve was nearing completion, with trail and shoreline closures in effect during construction. He concluded by expressing appreciation for the Council's prior support of the Illinois Nature Preserve Dedication co-application for McCormick Ravine, noting that the Nature Preserve Commission had accepted the joint application and would formally vote the following week.

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

Diane addressed the Council, expressing gratitude for the community's support of Officer Czarnecki, praising Lake Forest Day, and commending the Police and Fire departments. The resident also noted a library video on the history of the naval station available on the library's YouTube page.

4. COMMITTEE REPORTS

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of the Monday, August 3, 2026, City Council Meeting Minutes.
2. Approval of the Check Register for the Period of July 25 – August 21, 2026
3. Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding the Raffles in the City of Lake Forest for Northwestern Medicine Lake Forest Health & Fitness Center and The Women's Board of Northwestern Medicine Catherine Gratz Griffin Lake Forest Hospital (Approval by Motion)
4. Approval of a Contract Amendment with GSG Consultants, Inc., in the amount not to exceed \$28,790 for Additional Engineering Design Services associated with the Walden Lane East Bridge Repairs Project.
5. Consideration of Ordinances Approving Recommendations from the Building Review Board for 347 Cherokee Road, 1554 Big Oaks Court, 780 Greenview Place and 1286 N. Sheridan Road. (First Reading and if Desired by the City Council, Final Approval)
6. Consideration of Ordinances Approving Recommendations from the Zoning Board of Appeals for 170 E. Louis Avenue and 347 Cherokee Road. (First Reading, and if Desired by the City Council, Final Approval)
7. Consideration of a Request to Authorize the City Manager to Sign the "Dedication of Nature Preserve Addition to the Jean and John Greene Nature Preserve at McCormick Ravine". (By Motion)

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

CITY COUNCIL ACTION: Approve the seven (7) omnibus items as presented.

Alderman Kehr moved to approve the seven (7) omnibus items as presented, seconded by Alderman Walther. The following voted "Aye": Aldermen Clemens, Powers, Kehr, LeVert, Bothfeld, Walther, and Culbertson. The following voted "Nay": none. 7-Ayes, 0-Nays, motion carried.

6. OLD BUSINESS

7. NEW BUSINESS

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

Mayor Tack noted that there will be no further business following the Executive Session.

He asked for a motion to adjourn into EXECUTIVE SESSION pursuant to 5 ILCS 120/2 (c) (6), as the Council will be discussing the lease of property owned by the public body.

1. EXECUTIVE SESSION

Alderman Kehr made a motion to adjourn into EXECUTIVE SESSION pursuant to 5 ILCS 120/2 (c) (6), as the Council will be discussing the lease of property owned by the public body, seconded by Alderman Clemens. The following voted "Aye": Aldermen Clemens, Powers, Kehr, LeVert, Bothfeld, Walther, and Culbertson. The following voted "Nay": none. 7-Ayes, 0-Nays, motion carried.

Adjournment into Executive Session 6:54 p.m.

Reconvene into Open Session 7:38 p.m.

9. ADJOURNMENT

There being no further business, Mayor Tack asked for a motion to adjourn. Alderman Walther made a motion to adjourn, seconded by Alderman Powers. Motion carried unanimously by voice vote at 7:39 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. Click on I Want To, then click on View, then choose Archived Meetings Videos.

The City of Lake Forest
CITY COUNCIL WORKSHOP MEETING
Proceedings of Monday, September 21, 2026
Special Start Time 5:00 pm
Dickinson Hall
100 E Old Mill Road, Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL: Honorable Mayor Tack called the meeting to order at 5:00 p.m., and City Clerk Margaret Boyer called the roll of Council members.

Present: Honorable Mayor Tack, Alderman Novit, Alderman Clemens, Alderman Powers, Alderman Kehr, Alderman LeVert, Alderman Bothfeld, Alderman Walther, and Alderman Culbertson.

Absent: None.

CALL TO ORDER AND ROLL CALL

Mayor Tack stated that this is a workshop meeting; no votes will be taken this evening.

1. Water System Infrastructure Analysis

Public Works Director Michael Thomas and Cindy Morgan of Strand Associates presented preliminary findings of a comprehensive water system infrastructure study. Below is a summary.

Context and Scope. The water fund — supported entirely by water rates with no property tax contribution — covers the water treatment plant, booster station, water tower, approximately 167 miles of water main, 140 miles of sanitary sewer, five lift stations, and related equipment.

Key Challenges Identified. Staff identified several urgent competing infrastructure needs: a 70-year-old transmission main at end of life; a frequently breaking 14-inch main on Wesley Road (which caused a prior city-wide boil order); aging mains, degrading membrane modules at the water treatment plant; a failed pump at the Southwest Sewer lift station; and a water tower due for major renovation within the next ten years. Director Thomas noted that a recent Green Bay Road water main replacement of approximately 1,000 feet cost \$1,000,000, illustrating the scale of the financial challenge.

Analytical Framework. Strand Associates and city staff prioritized *consequence of failure over probability of failure* — meaning large transmission mains that could cause system-wide pressure loss and a boil order were ranked higher than smaller, more frequently breaking distribution mains. Preserving resident confidence in the water system was cited as the overriding goal.

Water Main Conditions. Over 25% of the city's water mains are beyond their typical 70–100 year useful life, and within five years approximately 13% more will reach that threshold. A risk-based assessment incorporating pipe age, material, break history, corrosion, pipe size, and consequence of service disruption identified the highest-risk mains in the system. The recommendation is to replace the highest-risk mains within five years, and all high- and very-high-risk mains within twenty years. This plan will require annual recalibration as conditions evolve.

Second Water Tower Recommendation. The most significant preliminary recommendation was the construction of a second water tower, proposed for the southeast portion of the city. Hydraulic modeling demonstrated that a second tower would substantially reduce pressure loss during a major main break, to allow critical response time for staff to locate and isolate breaks before a boil

order becomes necessary, provide additional storage during peak demand, and allow one tower to be taken offline for maintenance without system vulnerability. The size and exact location of a second tower remain to be determined through further modeling. The October 2025 boil order was cited as a direct consequence of the existing tower being offline for planned maintenance when a main break occurred.

Electrical Disruptions at the Water Plant. Director Thomas described a separate but related issue: recurring power surges and disruptions at the water treatment plant that cause high-lift pumps to slam shut and generate water hammer throughout the system, contributing to main breaks. Strand Associates' electrical engineers are working concurrently with city staff on protective equipment solutions to be included in the upcoming Capital Improvement Plan.

Financial and Next Steps. City Manager Jason Wicha emphasized that this study is the beginning of a multi-year community conversation. He noted that all improvements must be funded through water rates, as the water fund is a self-contained enterprise. City Manager Wicha noted that unlike many North Shore communities, Lake Forest does not sell water to neighboring municipalities and therefore cannot offset costs through outside customers. The Council may also consider issuing revenue-backed debt within the water fund, which would fall outside the city's self-imposed property tax-secured debt cap. A citizen advisory group is expected to be formed in early 2027 to assist with engineering and financial strategy. A preliminary Capital Improvement Plan and water rate discussion will be presented at the November 9, 2026 Council meeting. Mayor Tack requested a ten-year history of water rate increases and a forward-looking rate projection.

2. McLennon Reed Bridge Update

City Engineer Ryan Kearney presented an update on the Lake Road bridge at Spruce (McLennon Reed Bridge). Below is a summary.

A locally funded maintenance project originally awarded to Dunnet Bay for \$2,200,000. The project began in April 2026, and approximately \$340,000 of scope was completed before a hold was placed on remaining work.

Geotechnical Findings. Following the discovery of significant water seeping from the northwest embankment at approximately 0.5 gallons per minute — a source that could not be identified — Public Works Committee Chairman Walther and WJE recommended a geotechnical investigation, which City Council awarded to ECS in July 2026. That investigation, completed in August, identified a sand layer approximately 24 feet below grade and performed a slope stability analysis. Short-term, the bridge's factor of safety was found to be 2.9 or greater (well above the required minimum of 1.3), indicating the bridge can potentially be reopened while further investigation is conducted. Long-term, however, the factor of safety was found to be 1.0, confirming that remediation of the ravine embankment is necessary. The report also confirmed this is a new condition that was not identifiable within the original project scope.

Next Steps and Timeline. Because some assumptions in the ECS report were considered overly conservative for structural design purposes, a supplemental geotechnical investigation — estimated at approximately \$60,000 — is planned to verify actual groundwater conditions before final remediation is designed. Design engineer WJE will be engaged to develop remediation solutions, which may include micropiles or soil nails. The contractor (Dunnet Bay) will return this fall to

complete winterization work in the channel, including gabion basket installation, stone placement, and embankment sealing. The bridge is targeted to reopen to traffic by December 2026. Full project completion, including ravine stabilization and bridge deck replacement, is targeted for September 2027, with construction resuming as early as March 2027.

3. Fire Station Renovation Update

Fire Chief Andy Rick and Assistant Public Works Director Jim Lockfeer presented an update on the Fire Station No. 1 renovation project, with representatives from White Company, the construction manager, also in attendance. Below is a summary.

Project Background and Design. The renovation project has been in development for over a year and will more than double the fire department's operational square footage, made possible by the police department's relocation to its new facility. The advisory group-guided design focuses on workforce demographic needs, improved daylighting, updated utility systems, a new public-facing community entrance off Deer Path, enhanced apparatus bay capacity, and an improved exterior facade including a watchtower element to visually unify the building.

Budget Update. The project budget established at the March 2026 finance committee meeting was \$12,750,000. The current total project estimate is \$13,975,000 — an increase of approximately \$1,200,000. Director Locker attributed the overage primarily to: electrical and mechanical systems that could not be reused as planned during schematic design; additional structural support required for the pop-up roof structure; and broad market conditions including rising copper and steel costs, fuel prices, and labor shortages, particularly among electricians due to high demand from large data center projects in central and southern Illinois. The project carries an 8.5% construction contingency (approximately \$1,000,000). The basement, which will serve as storage only, was largely excluded from the project scope.

Alternate Bid Items. Three alternate bid items were developed and will go to market alongside the base project: training facility improvements (including the repurposing of former police interior space and upgrades to the existing four-story training tower); parking lot resurfacing; and a discharge drive — a center median barrier between the station's apparatus driveway and the adjacent school traffic lane on Deer Path, intended to improve both operational efficiency and pedestrian safety. These alternates are not part of the base budget and the Council may choose to include or defer them based on bid results.

Bidding and Council Action Timeline. The project went to public bid on September 24, 2026. Bids are due mid-October. The Council is expected to consider award of contract at either the November or December Council meeting.

4. Wireless Service Improvement Updates

Director of Community Development Catherine Czerniak presented an update on wireless telecommunications improvements throughout the city. Below is a summary.

Background. The city's wireless ordinance, first adopted in 1998 and amended several times since, identifies permitted locations for towers and rooftop antennas. The southwest quadrant of the city

has lacked a wireless tower, resulting in a significant coverage gap that has not attracted carrier interest under the existing framework.

Compost Center Tower Status. The tower at the compost center, to be constructed by Tower North, is approximately 76% complete in the approval and permitting process. Construction plans were submitted for city permit review in the week prior to the meeting, and staff anticipated completing review within two weeks. The tower itself is targeted to be installed by the end of calendar year 2026. Verizon will be the first carrier to install antennas at the new location in Q1 2027, followed by AT&T and T-Mobile relocating from the existing water tower.

Coverage Analysis. Coverage maps produced by Tower North — based on hard engineering data rather than speculation — were presented for all three carriers. The maps confirmed that while the compost center tower will strengthen AT&T and T-Mobile signals and introduce Verizon service in the northwest area near Route 60, a large area in the southwest quadrant centered near the Everett Road and Waukegan Road intersection will continue to have no Verizon service and degraded AT&T and T-Mobile coverage. Director Czerniak emphasized that small cell sites, which are actively being deployed by carriers in areas with adequate signal, are technically incapable of providing service in areas with no macro tower signal — small cell sites require an existing tower signal to function.

Need for Additional Tower. Based on the coverage data, staff advised the Council that a second tower in the vicinity of Everett and Waukegan Roads is the only technically feasible solution to address the persistent dead zone in the southwest quadrant. Mayor Tack noted that this data confirms what was already understood at the time of the prior Plan Commission discussion, and that the Commission's prior recommendation to gather more information has effectively been fulfilled. A recent wind event that left many residents without both cell and internet service was cited as a concrete example of the public safety implications of the coverage gap.

Staff indicated that a formal code amendment — necessary to allow a tower in the southwest quadrant — would need to go back to the Plan Commission for a Public Hearing, with a recommendation then returning to the City Council. Council members indicated consensus in favor of directing staff to bring this matter to the Plan Commission for a recommendation to the City Council.

5. Opportunity for Public Comment

Hayley Cropper offered comments regarding the wireless coverage maps, noting personal experience with adequate Verizon service in an area depicted as having no coverage, and questioning whether the maps fully reflected real-world conditions. Additionally, also expressed a desire for a more comprehensive analysis of alternative locations rather than a singular focus on the Everett and Waukegan area. Mayor Tack acknowledged the input, noted that the coverage maps represent physical, empirical data, and indicated that the Plan Commission process would provide the appropriate forum for further public input.

6. Adjournment

There being no further business, Mayor Tack asked for a motion to adjourn. Alderman Walther made a motion to adjourn, seconded by Alderman Powers. Motion carried unanimously by voice vote at 8:30 p.m.

Respectfully Submitted,
Margaret Boyer, City Clerk



The Parish of St. Mary

201 E. Illinois Road, Lake Forest, Illinois 60045-1917

847.234.0205

www.churchofstmary.org

September 28, 2026

Mayor Tack
The City of Lake Forest
220 E. Deerparh
Lake Forest, IL 60045

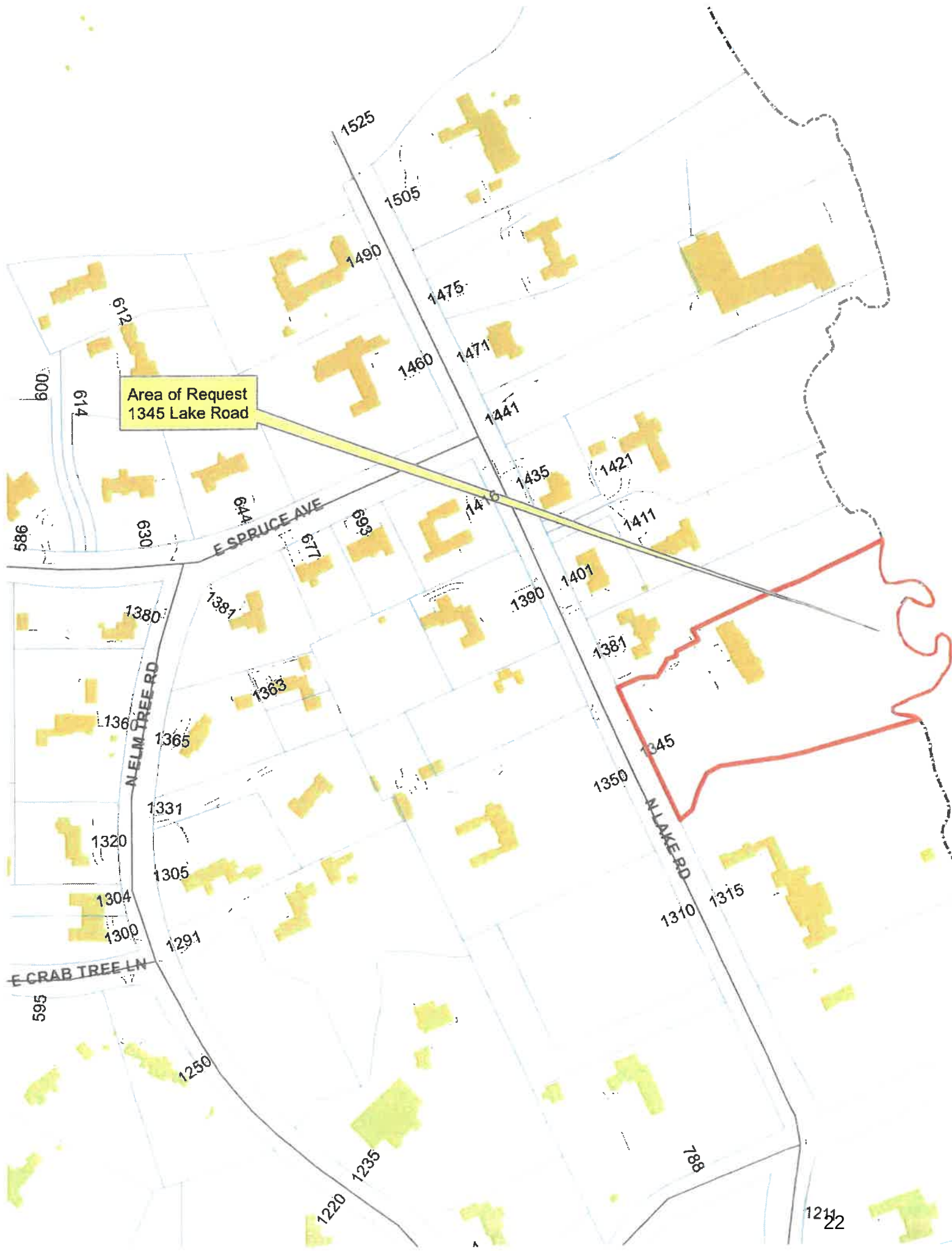
Dear Mayor Tack,

The Guild of the Church of St. Mary asks the City to consider waiving the fidelity bond requirement for our 50/50 Raffle license application. The Raffle is a 50/50 raffle, and we will sell 500 tickets; the prize is 50% of the proceeds.

Thank you in advance for your consideration.

Sincerely,

Melissa Haak
Director of Marketing
Church of St. Mary, Lake Forest



Area of Request
1345 Lake Road

E SPRUCE AVE

N ELM TREE RD

E CRAB TREE LN

N LAKE RD

THE CITY OF LAKE FOREST

ORDINANCE NO. 2026 - ____

AN ORDINANCE GRANTING A FLOOR AREA EXCEPTION FOR
THE PROPERTY LOCATED AT 1345 LAKE ROAD

WHEREAS, Peter and Sofia Westmeyer ("**Owners**") are the owners of that certain real property commonly known as 1345 Lake Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property has been designated as a Local Landmark or included in a Local Historic District pursuant to Chapter 155 of the City Code; and

WHEREAS, the Property is in the R-4, Single Family Residence Zoning District; and

WHEREAS, the Owners desire to construct improvements including a Shore Cottage and Boat House ("**Improvements**") as depicted on the site plan and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

WHEREAS, in order to construct the Improvements, Section 155.07 of the City Code requires the Owners to obtain a Certificate of Appropriateness ("**CoA**") from the Historic Preservation Commission ("**HPC**");

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

WHEREAS, pursuant to notice duly published, the HPC reviewed and evaluated the Plans at a public hearing held on June 24, 2026; and

WHEREAS, the HPC, 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-4 District under the City Code,
2. Owners propose to construct the Improvements as depicted on the Plans,
3. as depicted on the Plans, the Improvements exceed the maximum floor area allowances set forth in Section 150-148(D) of the City Code,
4. the Improvements are consistent with the design standards in Section 150.147 of the City Code,
5. the Property is in a local historic district or is designated as a Local Landmark and the Improvements are consistent with the standards in the Historic Preservation Ordinance, and approval of the Improvements as depicted on the Plans would further the purpose of the Historic Preservation Ordinance,
6. the HPC has determined that the Plans qualify for a Certificate of Appropriateness under the standards set forth in Section 155.08 of the City Code;
7. the location, massing and architectural detailing of the Improvements will mitigate the appearance of excessive height and mass of the structures and as a result, the proposed development of the Improvements as set forth on the Plans is in keeping with the overall neighborhood and character of the lake front,
8. the Improvements are sited at the base of the bluff and will not be visible from the streetscape or neighboring homes. In addition, the proposed Improvements will not have a significant negative impact on the light to or views from neighboring homes.

9. the height and mass of the Improvements will generally be compatible with the existing improvements on the site and with other lake front structures. The Improvements will be subordinate to the existing structure and to structures on adjacent lots.
10. 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' request for exceptions to the maximum floor area requirements set forth in Section 150.148 of the City Code and the findings and recommendations of the HPC, have determined that it is in the best interests of the City and its residents to grant such exceptions, 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 Owners' 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: Maximum Floor Area Exception Granted. Pursuant to Section 155.08 of the City Code, and subject to the limitations therein and the conditions set forth in Section Three 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 which together with other structures on the Property will have a maximum square footage not to exceed 10,653 square feet.

SECTION THREE: Conditions on Approval. The approval granted pursuant to Section Two of this Ordinance shall be, and is 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, 156, regarding subdivisions, 159, regarding zoning, and 155, regarding historic preservation, 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 Commission's deliberations as reflected on Exhibit C, Certification of Appropriateness, attached hereto.

SECTION FOUR: 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 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: ()

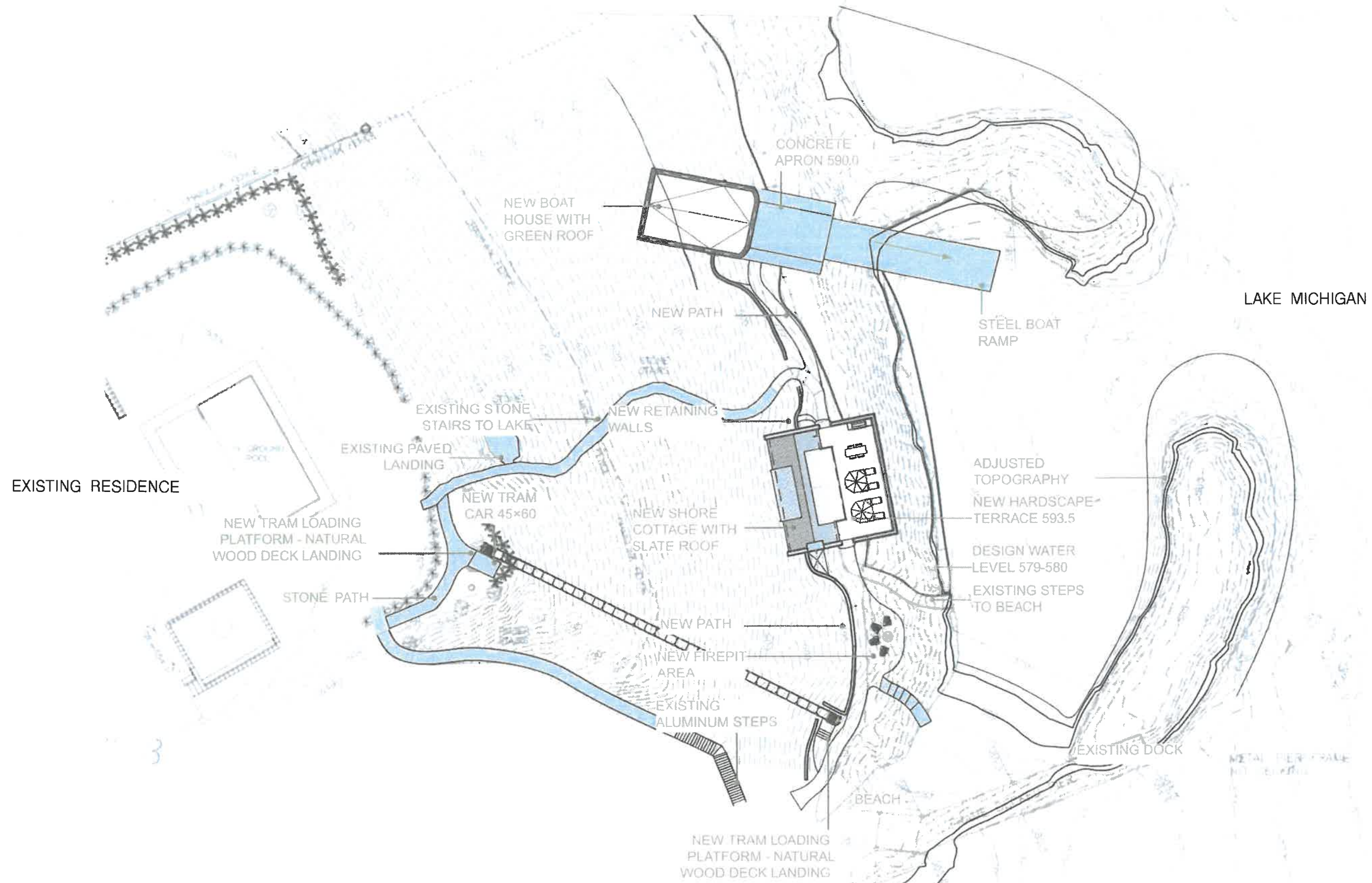
PASSED THIS __ DAY OF _____, 2026.

Mayor

ATTEST:

City Clerk

LAKE MICHIGAN

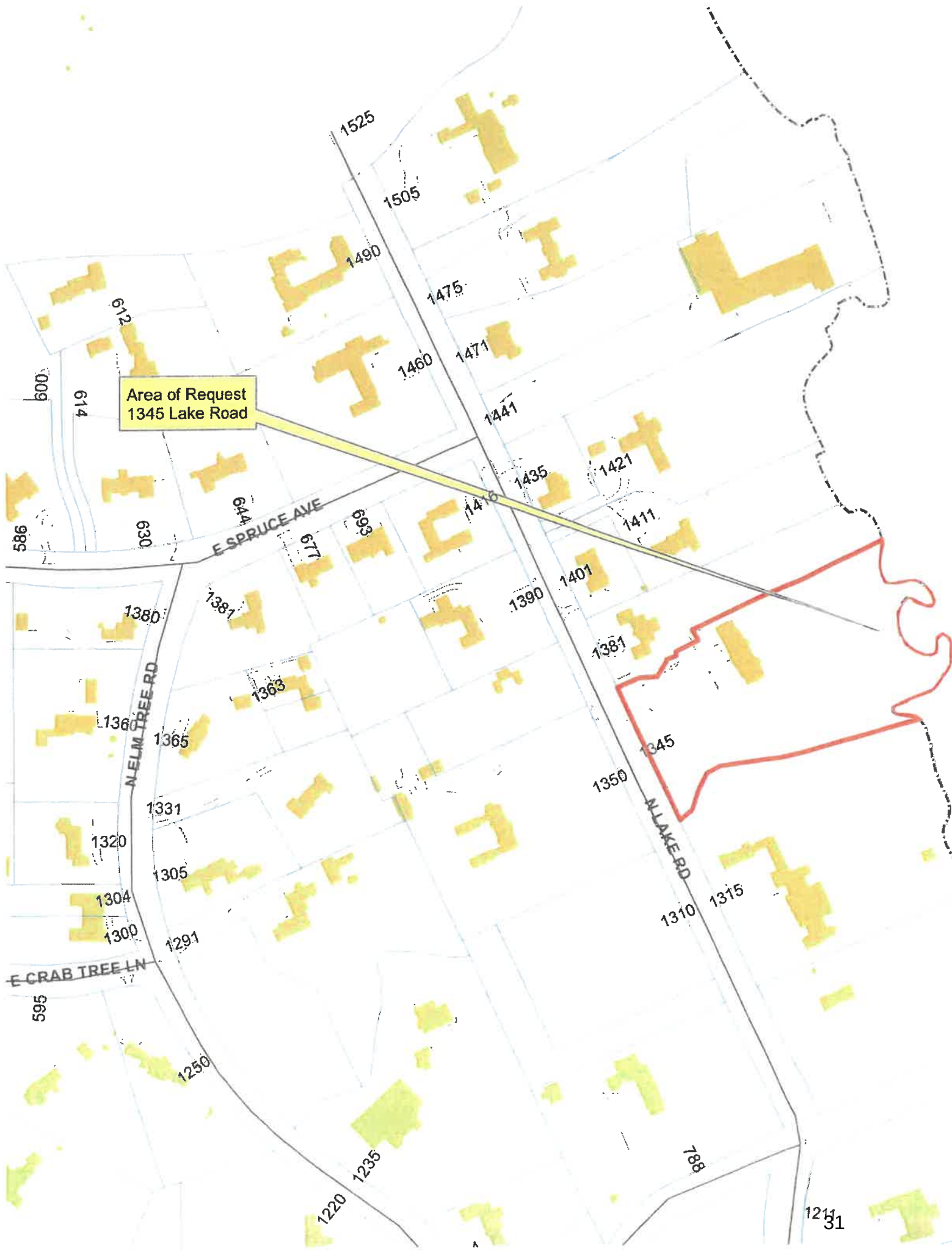


SITE PLAN

The Plans



VIEW OF PROPOSED ARCHITECTURE



Area of Request
1345 Lake Road

E SPRUCE AVE

ELM TREE RD

E CRAB TREE LN

LAKE RD

THE CITY OF LAKE FOREST

ORDINANCE NO. 2026-__

AN ORDINANCE GRANTING A STEEP SLOPE VARIANCE FOR
PROPERTY LOCATED AT 1345 LAKE ROAD

WHEREAS, Peter and Sofia Westmeyer ("**Owners**") are the owners of that certain real property commonly known as 1345 Lake Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the R-4, Single Family Residence Zoning District; and

WHEREAS, the Owners desire to construct improvements, including a shore cottage and boat house ("**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**") requesting approval of a variance from Section 159.015, Steep Slopes, and 159.082, R-4, Single Family Residence, of the City of Lake Forest Code to allow construction of the Improvements within the steep slope area; and

WHEREAS, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on August 24, 2026; and

WHEREAS, the ZBA, 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 proposed accessory structures will not alter the essential character of the neighborhood. The structures will have no impact on the streetscape. Given the location and relatively low height and modest scale of the structures, as well as their locations low on the bluff, there will be no negative impacts on the light to and views from neighboring homes.
2. The conditions upon which the steep slope setback variance is requested, specifically the site's geography, are generally unique to this neighborhood and this specific property and are not commonly applicable to other properties in the same zoning district throughout the City.
3. The hardship which necessitates a steep slope variance is the bluff along the east side of the property.
4. No evidence has been submitted that indicates the steep slope setback variance if approved will increase congestion, endanger public safety, or diminish property values in the neighborhood.

and recommended that the City Council approve the variance subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Mayor and City Council, having considered Owner's Application to construct the Improvements on the Property, and the findings and recommendations of the ZBA, have determined that it is in the best interests of the City and its residents to grant approval of the requested variance 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 159.042 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: Steep Slope Setback Variance Granted. Based on the findings presented above, the City Council does hereby grant approval of the requested variance to allow construction of the Improvements within the steep slope area as depicted on the Plans.

SECTION FOUR: Conditions on Approval. The approval granted pursuant to Sections Two and Three of this Ordinance shall be, and is 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. Approval by City Engineer. Prior to the issuance of a building permit, the plans shall be subject to review and approval by the City Engineer.
- E. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- F. Engineering and Landscape Plan. Detailed final engineering and landscape plans shall be submitted to the City and will be subject to review and approval by the City Engineer and the City's Certified Arborist prior to the issuance of any permits authorizing work on the site.
- G. 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.

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 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 C 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: ()

PASSED THIS __ DAY OF _____, 2026.

Mayor

ATTEST:

City Clerk

The Plans

CROSS SECTION A-A

CROSS SECTION B-B

CROSS SECTION C-C

LAKE MICHIGAN
WATER LEVEL = 577.5+/-
(1-13-26) IGLD85

STEEP SLOPE SETBACK LINE

ACCESSORY STRUCTURES

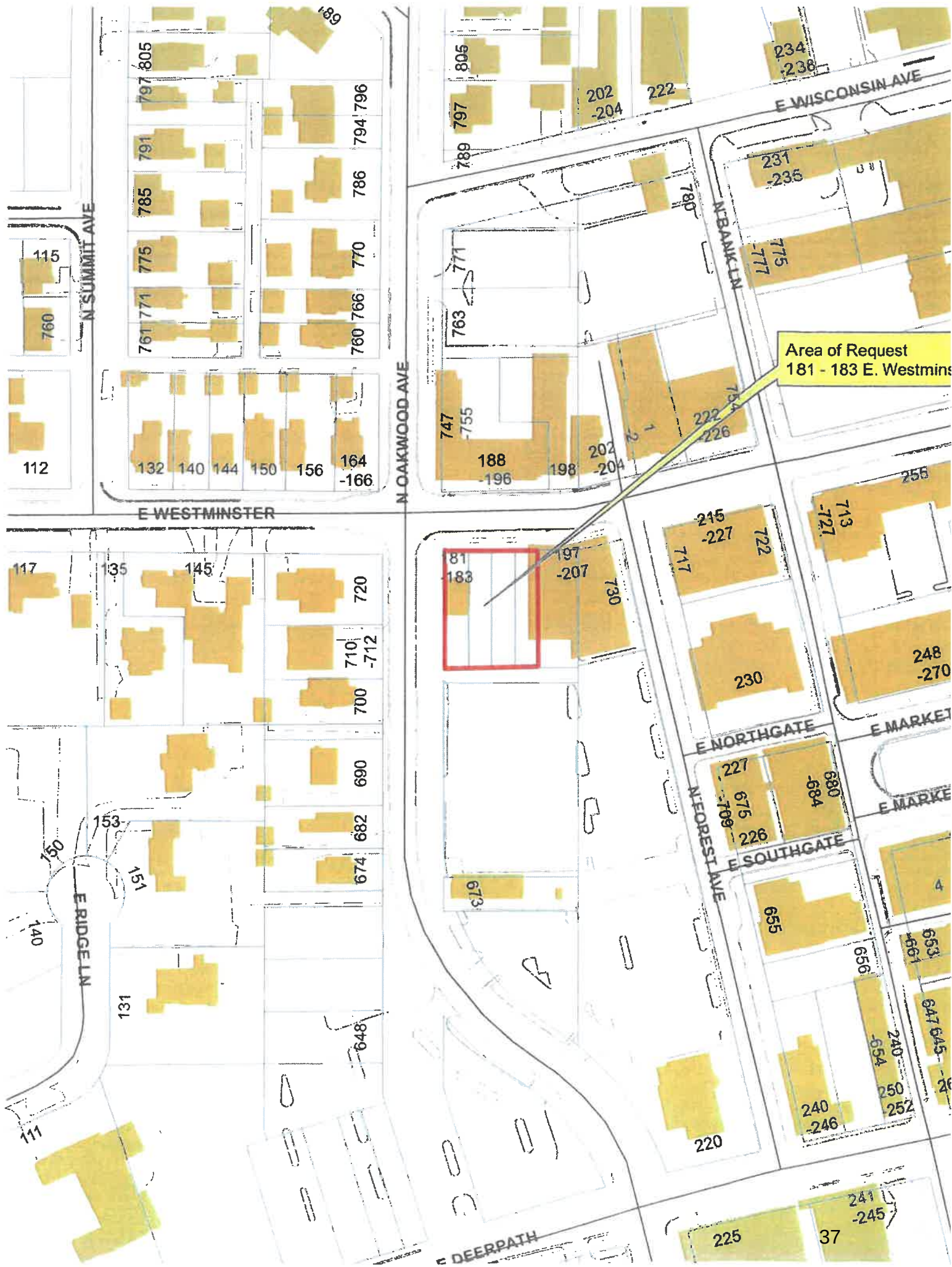
LEGEND	
	EXISTING CONTOUR
	PROPOSED CONTOUR
	EXISTING ELEVATION
	PROPOSED ELEVATION
	EXISTING SANITARY
	PROPOSED SANITARY SEWER
	EXISTING COMBINATION SEWER
	PROPOSED COMBINATION SEWER
	EXISTING STORM SEWER
	PROPOSED STORM SEWER
	EXISTING WATERMAIN
	PROPOSED WATERMAIN
	EXISTING GAS LINE
	EXISTING UNDERGROUND ELECTRIC
	EXISTING UNDERGROUND TELEPHONE
	EXISTING UNDERGROUND CABLE
	EXISTING TREE
	REMOVE TREE
	TEMPORARY TREE FENCE
	TEMPORARY SLOTTED / CONSTRUCTION FENCE
	SLUMP PUMP (PROPOSED/EXISTING)
	DOWNSPOUT (IN-GROUND) (PROPOSED)
	SWALE (PROPOSED)
	OUTLET / POP-UP EMITTER
	CATCH BASIN
	STORM SEWER
	SANITARY SEWER
	CLEANOUT
	B BOX
	WOOD UTILITY POLE
	JOIST POLE
	FLARED END SECTION (F.E.S.)
	INLET / DRAIN
	WATER VALVE VAULT / WATER METER
	SIGN
	MANHOLE (UNCLASSIFIED)
	FIRE HYDRANT
	TREE TAG NO.
	STOP LIGHT
	GAS VALVE
	ROOT PRUNE
	TOP OF GARAGE SLAB
	TOP OF FOUNDATION
	TOP OF WALL

TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THE DRAINAGE OF SURFACE WATERS WILL NOT BE CHANGED BY THE CONSTRUCTION OF THIS SITE OR ANY PART THEREOF, OR THAT IF SUCH SURFACE WATER DRAINAGE WILL BE CHANGED, REASONABLE PROVISIONS HAVE BEEN MADE FOR THE COLLECTION AND DIVERSION OF SUCH SURFACE WATERS INTO PUBLIC AREAS OR SUCH WATERS WILL BE PLANNED FOR IN ACCORDANCE WITH GENERALLY ACCEPTED ENGINEERING PRACTICES SO AS TO REDUCE THE LIKELIHOOD OF DAMAGE TO THE ADJOINING PROPERTY BECAUSE OF CONSTRUCTION OF THIS SITE.

Owner

Engineer

CIVIL PLAN - PROPOSED





PLAN COMMISSION REPORT AND RECOMMENDATION

TO: Honorable Mayor Tack and members of the Council
DATE: July 8, 2026
FROM: Chairman Pasquesi and members of the Plan Commission
SUBJECT: Central Business District Planned Development
Special Use Permit for Floor Area Ratio Incentive

Property Owner

Westwood LF Development LLC
13110 Rockland Road
Lake Bluff, IL 60044
Ken Alderidge 50%
Lynch Development Corp 50%

Property Location

Southeast Corner of
Westminster and Oakwood
Avenue

Zoning District

B-3 Traditional Business
District

Representative

Diana Melichar, architect

Plan Commission Recommendation

The Plan Commission voted 6 to 0 to recommend approval of a Special Use Permit to the City Council to authorize a Central Business District (CBD) Planned Development as provided for in the Zoning Code for properties within the B-3, Traditional Business Zoning District. The development as proposed is comprised of a single two story condominium building with three condominium units and underground parking for residents and guests. The redevelopment site is located on the southeast corner of Westminster and Oakwood Avenue. A Special Use Permit is required to take advantage of the floor area ratio incentive provided for in the Code for CBD Planned Developments in the B-3 District.

Background

The purpose of the CBD Planned Development provisions as stated in the Code is to allow flexibility to achieve the goals of maintaining a vital business district, preserving the community's character, and ensuring that development is consistent with available infrastructure. The Code provides a process for the Plan Commission and City Council to consider floor area ratio incentives that vary from the "by right" floor area ratios in the B-2, B-3, and B-4 zoning districts based on specific criteria. The Code states that the floor area ratio for developments in the B-3 district may be increased from .75 to 1.25 if the criteria for a Special Use Permit and other applicable standards are determined to be met.

Floor area ratio is the calculation used to determine the allowable size of buildings in the City's business districts. (This is different from the building scale calculation used for single family residences and duplexes.) Floor area ratio is calculated by dividing the total usable floor area of a building by the total lot area. For example, a floor area ratio of 1.00 would allow the usable square footage of a building to be equal to the total square footage of the lot.

As noted above, the “by right” floor area ratio in the B-3 District is .75. The Code states that a higher floor area ratio of 1.25 may be considered for properties in the B-3 District through the Central Business District Planned Development process and the issuance of a Special Use Permit. No variances are requested for the proposed development.

Description of the Property and Surrounding Area

The property proposed for redevelopment is located at the edge of the Central Business District. The property totals 11,763 square feet, approximately a quarter of an acre in size, and is currently developed with a single farmhouse which has been occupied by various business uses for several decades. On site parking currently occurs informally just inside the south property line. These spaces are accessed from the City owned parking lot which is adjacent to the property to the south. There is no access easement to the subject property across the City property.

As stated in the City’s Zoning Code, the B-3, Traditional Business District “is designed to accommodate a variety of uses in a mutually advantageous setting. Multiple family residential uses are encouraged in the district.”

Review Process

The Special Use Permit process provides for a public hearing before the Plan Commission. The Commission is required to evaluate special use requests based on the Special Use Permit criteria. The criteria are detailed below in this report along with the Commission’s findings. The findings are also incorporated into the Ordinance in the City Council packet.

Evaluation

Below are the findings provided in response to the applicable standards and criteria.

B-3 – Traditional Business District

➤ Permitted Uses

As noted above, the B-3 zoning district is intended for a mix of uses including retail, office, restaurant, service business, and multi-family residential. The location of the property in this request at the edge of the CBD makes it an ideal location for a low density, three condominium units, multi-family development. The proposed two story configuration of the building transitions from the single family and duplex dwellings to the west to the more densely developed commercial areas to the east and north. Multi-family residential uses are encouraged in the B-3 District and also encouraged in and near the CBD by the City’s Comprehensive Land Use Plan.

➤ Zoning Setbacks

In the B-3 District, a five foot setback from the front and corner side yard property lines is required. This property has street frontage on both Westminster and Oakwood Avenue. The building complies with the five foot setback requirement from both the north and west property lines along the two streets. In the B-3 District, there are no setback requirements from the side and rear property lines unless the property abuts residentially zoned property which is not the case for this property.

➤ **Building Height**

In the B-3 District, the maximum building height is 35 feet or three stories. A two story building is proposed as an appropriate transition from the residential neighborhood to the west and the commercial development to the north and east. At the highest point, the roof ridge, the building does not exceed 35 feet.

➤ **Parking**

Parking for the residents in the three condominium units and their guests is provided below the building. Ten parking spaces are provided. The Code requires 2.33 parking spaces for each unit with three or more bedrooms. For units with fewer than three bedrooms, fewer parking spaces are required. The required number of parking spots based on the Code for a three unit building, each with three or more bedrooms, is seven spaces.

It is important to note that any redevelopment of this property requires on site parking. For some of the permitted commercial uses, the number of required parking spaces would be greater than the number of spaces required by the Code for three residential units as proposed.

A benefit of residential units near the CBD is the opportunity to walk to restaurants, Market Square, the Library, the train station, and other destinations.

CBD Planned Development Criteria

The maximum floor area ratio permitted outright in the B-3, Traditional Business District is .75. A redevelopment proposal that complies with the by right floor area ratio would not require any review by the Plan Commission.

As noted above, the CBD Planned Development provisions in the Code provide for an incentive which allows the floor area ratio to be increased to 1.25 if the applicable criteria are met. Based on the size of the property, 11,763 square feet, a building with livable square footage of 8,822 square feet is permitted outright. Through a Special Use Permit, with the increased floor ratio of 1.25, a building with livable area of 14,704 square feet can be permitted. The condominium building as proposed, based on the preliminary design, totals 10,510 square feet, approximately only 70 percent of the square footage allowed by the CBD Planned Development provisions. As presented, the proposed development is not maxing out the building square footage that is allowed through a Special Use process. As development of the plans progresses, the square footage may change slightly.

Provided below is an evaluation of the **Criteria for CBD Planned Developments**.

Criterion #1: In the B-3 District, at least 50% of the floor area shall be committed to residential use or at least 60% of the first floor is occupied by retail uses.

This criterion is met.

The entire building will be residential.

Criterion #2: The building and landscape concepts must be reviewed and approved by the Building Review Board.

The Building Review Board reviewed the design aspects of the building, the exterior materials, and the conceptual landscape plan and recommended approval of the petition to the City Council.

Criterion #3: In addition to the above criteria, one or more of the following criteria shall be satisfied.

- a. At least 50% of the required parking spaces are located underground or all of the parking spaces are located in a parking deck, one level of which is constructed below grade.*

This criterion is met. All of the parking spaces, which exceed the required number of spaces, are located underground, entirely below the condominium building.

- b. At least 25% of the site is retained as open space exclusive of parking islands.*

This criterion is met. 30% of the site is open space. A courtyard for residents and guests is provided in the southeast corner of the site.

- c. A setback of at least five feet is provided along the streetscape sides of the building, or a pocket park is created with a visual and pedestrian link to a public street.*

This criterion is met. A setback of at least five feet is provided along Westminster and Oakwood Avenue.

Special Use Permit Criteria

Provided below is an evaluation of the **Criteria for Special Use Permits**.

Special Use Permit Criterion #1: The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

This criterion is met.

The proposed three unit condominium building is an appropriate transition between the single family and duplex residences to the west, the commercial development to the north and east, and the expansive City owned surface parking lots to the south. The proposed residential use of the property will not be detrimental to or endanger the public.

Residential use of the property will generate less traffic and parking demand than other uses that are permitted outright by the B-3 zoning on the property including retail, service businesses, and offices. The addition of a curb cut in front of the proposed condominium building, on Oakwood Avenue is consistent with the location of multiple curb cuts along the east side of Oakwood Avenue. The ramp to the below grade parking garage will be signed to alert both pedestrians and motorists.

Special Use Permit Criterion #2: The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted and will not substantially diminish and impair property values within the neighborhood.

This criterion is met.

Residential use of the property, three condominium units, will be consistent with development in other transitional areas around the CBD. The proposed development, the building design and landscaping was reviewed by the City's Building Review Board to ensure compatibility with the streetscape and to ensure high quality design and materials to establish a standard for other redevelopment that may happen in the future in the area. The proposed development will not generate activity that is inconsistent with the uses already present in the area.

No evidence has been submitted to demonstrate that the proposed development will substantially diminish or impair property values in the surrounding area or in the larger business district. Providing opportunities for additional residential units within walking distance of stores and restaurants helps to support the vitality of the City's core business district.

Special Use Permit Criteria #3: The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. In business districts, the special use will not negatively affect the overall character of the area or detract from the primary retail nature of the district.

The surrounding area to the west and northwest is already developed with single family and duplex residences along the west side of Oakwood Avenue and along Westminster west of Oakwood Avenue. Commercial buildings are located across Westminster to the north and adjacent to the property to the east. Businesses in these buildings include retail, office, service and studio uses.

The proposed development is fully contained on the subject property. Access to the below grade parking will be from Oakwood Avenue. As noted above, there are no access easements to this property through the City owned parking. The development as proposed will not impede or restrict redevelopment options for the City owned property if such an initiative is considered at some time in the future. A high quality development at the corner, on the subject property, will establish a high bar for future redevelopment in the area.

The proposed condominium building is in an area of transition between the business district and the adjacent residential neighborhood. The site, under the current zoning, could be developed for retail, office, and other commercial uses without Plan Commission review.

Special Use Permit Criterion #4: The exterior architectural appearance and functional plan of any proposed structure will not be incompatible with existing buildings, sites, the larger neighborhood or district so as to cause a substantial depreciation in the property values.

This criterion is met.

Strong design concepts are presented for the overall site and the building.

The Building Review Board recommends approval of the design aspects of the development.

Special Use Permit Criterion #5: Adequate utilities, access roads, drainage and or necessary facilities have been or are being provided.

This criterion is met.

Adequate utilities and streets are in place to serve the proposed condominium building. The site is located in the City's Central Business District and is designated for development with a variety of uses including multi-family residential. Parking for residents and guests will be provided on the site.

Special Use Permit Criterion #6: Adequate measures have been or will be taken to provide ingress and egress.

This criterion is met.

Below grade parking is proposed with a single curb cut from Oakwood Avenue. Parking for residents of the three condominium units in the building and guest parking will be provided underneath the building with elevator access to the two floors above. It is important to note that any proposed redevelopment of this property will require on site parking. For some of the permitted uses, the number of required parking spaces would be greater than the number of spaces required by the Code for three residential units as proposed.

On street parking and a public, City owned parking lot are available to support other parking needs in the area. One or two on street parking spaces will be lost as a result of the curb cut to the below grade parking garage. As noted above, alternative parking is available in the immediate area to compensate for the lost on street spaces.

Special Use Permit Criterion #7: The special use shall conform to the applicable regulations of the district in which it is located except as such regulations may in each instance be modified by the City Council as part of the Special Use Permit.

This criterion is met.

If approved, the Special Use Permit will allow construction of a condominium building in full conformance with the Central Business District Planned Development provisions in the City Code with a floor area ratio of up to 1.25.

No variances from the regulations of the B-3 Traditional Business District are requested.

Correspondence and Public Testimony

Notice of this petition was provided in accordance with the Code requirements. A legal ad was published in a newspaper with local circulation. Notices of the public hearing were mailed to residents in the surrounding area. The agenda for this meeting was posted at public locations and on the City's website. Testimony was presented to the Commission by a resident from the surrounding neighborhood. The resident expressed concern about the density of the proposed development, the size of the structure, and the potential for setting a precedent for future development along the edge of the Central Business District.

THE CITY OF LAKE FOREST

ORDINANCE NO. 2026 - ____

**AN ORDINANCE GRANTING APPROVAL OF A CENTRAL BUSINESS DISTRICT
PLANNED DEVELOPMENT THROUGH A SPECIAL USE PERMIT FOR PROPERTY ON
THE SOUTHEAST CORNER OF WESTMINSTER AND OAKWOOD AVENUE**

WHEREAS, The City of Lake Forest ("**City**") is a special charter, home rule municipality existing in accordance with the Illinois Constitution of 1970; and

WHEREAS, pursuant to its home rule powers, Article 5, Section 4 of the City Charter, and various provisions of the Illinois Municipal Code, the City is empowered to formulate rules and regulations to protect the health, safety, and welfare of the City and its residents, including regulations regarding land uses and zoning; and

WHEREAS, pursuant to Sections 159.045 (Special Uses), 159.114 (Central Business District Planned Developments), and 159.112 (B-3 District) of the Lake Forest Zoning Code ("**Zoning Code**"), the City has established provisions for Central Business District Planned Developments to "allow flexibility to achieve the goals of maintaining a vital business district." Said provisions authorize parcels in the B-2, B-3, and B-4 Business Districts meeting the established criteria to be developed as a Central Business District Planned Development, a type of development that allows for increased floor area ratio and relief from other provisions of the Zoning Code subject to a determination by the City that specific criteria are satisfied; and

WHEREAS, Westwood LF Development LLC (Ken Alderidge 50%, Jeff Lynch 50%), ("**Developer**") is the owner of the property legally described in **Exhibit A** the ("**Property**"); and

WHEREAS, the Owner has presented a plan for a new condominium building as provided for in the regulations pertaining to Central Business District Planned Developments which plan includes a site plan and building elevations as more fully described in Section 2 of this Ordinance (the "**Development Plan**"); and

WHEREAS, the Development Plan was considered by the Plan Commission at a public hearing held on July 8, 2026; and the Plan Commission voted 6 to 0 in support of a motion recommending approval of a Special Use Permit for a Central Business District Planned Development; and

WHEREAS, the Mayor and City Council of The City of Lake Forest having fully considered the Plan Commission's review and recommendation regarding the request for approval of a Central Business District Planned Development at the Southeast Corner of Westminster and Oakwood Avenue; has determined that the Development Plan as presented satisfies the criteria for a Central Business District Planned Development and a Special Use Permit as detailed in the findings attached hereto and made a part hereof as **Exhibit B** and is in the best interest of the City and that its residents will be served by approving this Ordinance granting approval of the Central Business District Planned Development through a Special Use Permit subject to the terms and conditions hereinafter set forth; and

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 1. Recitals. The foregoing recitals are by this reference incorporated into and made a part of this Ordinance as if fully set forth and represent the findings of the City Council.

SECTION 2. Approval of Development Plan. The Development Plan for the Property, consisting of the following documents:

- (a) That certain Site Plan prepared by Melichar Architects consisting of one (1) sheet entitled "Proposed Site Plan" dated July 8, 2026, a copy of which is attached as **Group Exhibit C** to this Ordinance (the "**Site Plan**"); and
- (b) That certain Rendering prepared by Melichar Architects consisting of three (3) sheets entitled "Renderings" a copy of which is attached as **Group Exhibit C** to this Ordinance (the "**Renderings**"); and

is hereby approved pursuant to Sections 159.114, 159.045, and 159.112 of the Zoning Code provided, however, that such approvals shall be subject to the terms and conditions in Section 3 of this Ordinance and such modifications thereto which are determined by the City to be in substantially the same form as attached.

SECTION 3. Conditions on Central Business District Planned Development and Special Use Permit Approvals. The approvals granted pursuant to Section 2 of this Ordinance shall be subject to the following conditions, restrictions, and limitations, and Developer's failure to abide by the provisions of this Section shall be grounds for the City, without public notice or hearing, to adopt an ordinance repealing this Ordinance and the approvals granted pursuant to Sections 159.114, 159.045, and 159.112 of the Zoning Code:

- (a) No Authorization for Development Activity. The granting of these approvals shall not be deemed an authorization for the Developer to commence any development work on the Property, and no development work shall be permitted or otherwise authorized unless and until all necessary permits, authorizations, and approvals customarily required have been secured and all conditions of this Ordinance are met to the satisfaction of the City in its sole determination.
- (b) Fees and Financial Guarantees. All fees and financial guarantees including, but not limited to City impact fees, connection fees and legal fees, shall be paid to the City with the exception of impact fees in support of Districts 67 and 115, which shall be paid directly to the School Districts prior to the issuance of building permits for each lot.
- (c) Commencement of Construction. Prior to commencement of any construction activity on the Property, the following conditions shall be met to the satisfaction of the City Engineer and Director of Community Development:
- i. Developer shall secure all necessary approvals from outside agencies, if applicable, and proof of such approvals reasonably satisfactory to the City Engineer shall be delivered to the City.
 - ii. Final Engineering Plans in conformance with the Site Plan as approved by this Ordinance, the conditions in this Ordinance, as well as all required final engineering related documents subject to a determination by the City that all applicable requirements are satisfied.
 - iii. A staging, materials storage and construction vehicle parking plan in form and substance that is acceptable to the City Engineer and Director of Community Development shall be submitted for the purpose of minimizing congestion on public streets and impacts on neighboring properties.
- (d) During Construction. All construction and development work shall be undertaken and completed in accordance with the Final Engineering Plans and approved elevations, the terms and provisions of this Ordinance, and all applicable requirements of law.
- (e) Issuance of Building Permits. Prior to the issuance of building permits the following condition shall be met to the satisfaction of the Director of Community Development.

- i. Documentation shall be presented to the City confirming payment of the applicable impact fees to School Districts 67 and 115 based on the proposed type and number of residential units.
- (f) General Conditions. On an ongoing basis, the following condition shall be met to the satisfaction of the City Engineer and Director of Community Development:
 - i. All contractors shall comply with the permitted construction hours as stated in the Code and work shall proceed in accordance with all approved plans. No staging of construction vehicles or equipment is permitted prior to the permitted construction starting time.

SECTION 4. Failure to Comply with Conditions. Upon the failure or refusal of the Developer to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, the approvals granted in Section 2 of this Ordinance may, in the sole discretion of the City Council by ordinance duly adopted, without the need for a public notice or hearing, be revoked and become null and void; provided, however, that, except as otherwise provided in this Ordinance, no such revocation ordinance shall be considered unless (i) the City has first notified the Developer of the Property and (ii) the Developer has failed to cure any violative condition within 30 days (unless such violative condition requires more than 30 days and the Developer timely commences corrective action and continuously prosecute such corrective action without interruption until completion). In the event of revocation, the development and use of the Property shall be governed solely by the regulations of the B-3 District, as the same may, from time to time, be amended. Further, in the event of such revocation, the City Manager and City Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances. The Developer acknowledges that public notices have been given and public hearings have been held with respect to the adoption of this Ordinance, has considered the possibility of the revocation provided for in this Section, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or any denial of any procedural right provided that the terms of this Section are satisfied.

SECTION 5. Amendment to Ordinance. Except to the extent expressly provided in this Ordinance, any amendments to the terms, conditions, or provisions of this Ordinance that may be requested by the Developer of the Property after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in Section 159.045 of the Zoning Code, or by an amendment to the special use permit itself in the manner provided in the Zoning Code and by applicable law.

SECTION 6. Binding Effect. Except as otherwise expressly provided in this Ordinance, the privileges, obligations, and provisions of each and every Section of this Ordinance are for the sole benefit of, and shall be binding on, the Developer (or a subsequent purchaser solely upon the execution of a transfer assumption agreement in form and substance satisfactory to the City Manager), as well as any transferees of the Developer either (i) duly approved by the City pursuant to a transferee assumption agreement in a form acceptable to the City, or (ii) resulting from the transfer of an individual dwelling unit following issuance of a certificate of occupancy for such unit. This Ordinance shall be in full force and effect from and after its passage and approval; provided, however, that this Ordinance shall be of no force or effect unless and until (iii) Developer acquires the portion of the Property that is subject to a Purchase/Sale Agreement from Owner, and (iv) Developer files with the City its unconditional agreement and consent, in the form attached hereto as **Exhibit D** and by this reference incorporated herein and made a part hereof; provided further that, if Developer does not so file its unconditional agreement and consent within 90 days following the passage of this Ordinance, the City Council may, in its discretion and without public notice or hearing, repeal this Ordinance and thereby revoke the special use permit granted in this Ordinance.

SECTION 7. **Effective Date.** This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this ____ day of _____, 2026.

AYES:

NAYS:

ABSENT:

APPROVED this ____ day of _____, 2026.

Mayor

ATTEST:

City Clerk

EXHIBIT B

Findings of Fact – Special Use Permit

Special Use Permit Criterion #1: The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

This criterion is met.

The proposed three unit condominium building is an appropriate transition between the single family and duplex residences to the west, the commercial development to the north and east, and the expansive City owned surface parking lots to the south. The proposed residential use of the property will not be detrimental to or endanger the public.

Residential use of the property will generate less traffic and parking demand than other uses that are permitted outright by the B-3 zoning on the property including retail, service businesses, and offices. The addition of a curb cut in front of the proposed condominium building, on Oakwood Avenue is consistent with the location of multiple curb cuts along the east side of Oakwood Avenue. The ramp to the below grade parking garage will be signed to alert both pedestrians and motorists.

Special Use Permit Criterion #2: The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted and will not substantially diminish and impair property values within the neighborhood.

This criterion is met.

Residential use of the property, three condominium units, will be consistent with development in other transitional areas around the CBD. The proposed development, the building design, landscaping, and lighting, will be subject to review by the City's Building Review Board to ensure compatibility with the streetscape and to ensure high quality design and materials to establish a standard for other redevelopment that may happen in the future in the area. The proposed development will not generate activity that is inconsistent with the uses already present in the area.

No evidence has been submitted to demonstrate that the proposed development will substantially diminish or impair property values in the surrounding area or in the larger business district. Providing opportunities for additional residential units within walking distance of stores and restaurants helps to support the vitality of the City's core business district.

Special Use Permit Criteria #3: The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. In business districts, the special use will not negatively affect the overall character of the area or detract from the primary retail nature of the district.

The surrounding area to the west and northwest is already developed with single family and duplex residences along the west side of Oakwood Avenue and along Westminster west of Oakwood Avenue. Commercial buildings are located across Westminster to the north and adjacent to the property to the east. Businesses in these buildings include retail, office, service and studio uses.

The proposed development is fully contained on the subject property. Access to the below grade parking will be from Oakwood Avenue. As noted above, there are no access easements to this property through the City owned parking. The development as proposed will not impede or restrict redevelopment options for the City owned property if such an initiative is considered at some time in the future. A high quality development at the corner, on the subject property, will establish a high bar for future redevelopment in the area.

The proposed condominium building is in an area of transition between the business district and the adjacent residential neighborhood. The site, under the current zoning, could be developed for retail, office, and other commercial uses.

Special Use Permit Criterion #4: The exterior architectural appearance and functional plan of any proposed structure will not be incompatible with existing buildings, sites, the larger neighborhood or district so as to cause a substantial depreciation in the property values.

This criterion is met.

Strong design concepts are presented for the overall site and the building.

The Building Review Board recommended approval of the design aspects of the development.

Special Use Permit Criterion #5: Adequate utilities, access roads, drainage and or necessary facilities have been or are being provided.

This criterion is met.

Adequate utilities and streets are in place to serve the proposed condominium building. The site is located in the City's Central Business District and is designated for development with a variety of uses including multi-family residential. Parking for residents and guests will be provided on the site.

Special Use Permit Criterion #6: Adequate measures have been or will be taken to provide ingress and egress.

This criterion is met.

Below grade parking is proposed with a single curb cut from Oakwood Avenue. Parking for residents of the three condominium units in the building and guest parking will be provided underneath the building with elevator access to the two floors above. It is important to note that any redevelopment of this property will require on site parking. For some of the permitted uses, the number of required parking spaces would be greater than the number of spaces required by the Code for three residential units as proposed.

On street parking and a public, City owned parking lot are available to support other parking needs in the area. One or two on street parking spaces will be lost as a result of the curb cut to the below grade parking garage. As noted above, alternative parking is available in the immediate area to compensate for the lost on street spaces.

Special Use Permit Criterion #7: The special use shall conform to the applicable regulations of the district in which it is located except as such regulations may in each instance be modified by the City Council as part of the Special Use Permit.

This criterion is met.

If approved, the Special Use Permit will allow construction of a condominium building in full conformance with the Central Business District Planned Development provisions in the City Code with a floor area ratio of up to 1.25.

No variances from the regulations of the B-3 Traditional Business District are requested.

Findings of Fact – Central Business District Planned Development

Criterion #1: In the B-3 District, at least 50% of the floor area shall be committed to residential use or at least 60% of the first floor is occupied by retail uses.

This criterion is met.

The entire building will be residential.

Criterion #2: The building and landscape concepts must be reviewed and approved by the Building Review Board.

The Building Review Board reviewed and recommended approval of the design aspects of the development.

Criterion #3: In addition to the above criteria, one or more of the following criteria shall be satisfied.

- a. At least 50% of the required parking spaces are located underground or all of the parking spaces are located in a parking deck, one level of which is constructed below grade.*

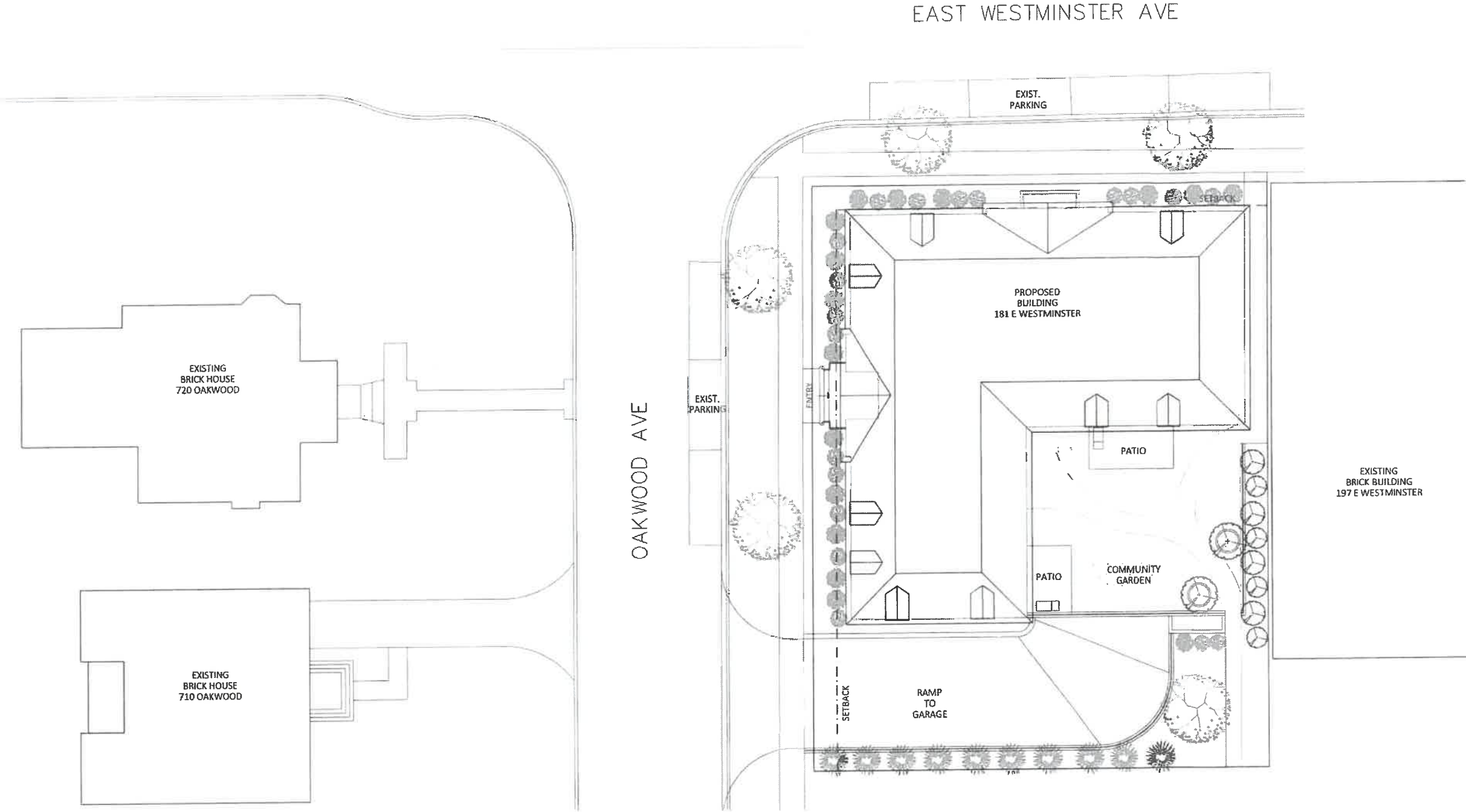
This criterion is met. All of the parking spaces, which exceed the required number of spaces, are located underground, entirely below the condominium building.

- b. At least 25% of the site is retained as open space exclusive of parking islands.*

This criterion is met. 30% of the site is open space. A courtyard for residents and guests is provided in the southeast corner of the site.

- c. A setback of at least five feet is provided along the streetscape sides of the building, or a pocket park is created with a visual and pedestrian link to a public street.*

This criterion is met. A setback of at least five feet is provided along Westminster and Oakwood Avenue.



TITLE: PROPOSED SITE PLAN

SCALE: 1"=20'-0"



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3 NEW CONDOMINIUMS
181 EAST WESTMINSTER AVE.
LAKE FOREST, IL 60045



JOB NO.: 2087
DWG. NO.:
DATE: 7/8/2026







THE CITY OF LAKE FOREST

ORDINANCE NO. 2026-__

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN
REVIEW FOR THE PROPERTY LOCATED AT THE SOUTHEAST CORNER OF WESTMINSTER
AND OAKWOOD AVENUE

WHEREAS, Westwood LF Development LLC (Ken Aldridge 50% and Jeff Lynch 50%) ("**Owner**") is the owner of that certain real property commonly known as 181 W. Westminster, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the B-3, Traditional Business District; and

WHEREAS, the Owner desires to demolish the existing building and construct a three unit condominium building with underground parking and make other site improvements ("**Improvements**") as depicted on the site plan and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

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

WHEREAS, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearing held on September 1, 2026; 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 B-3 District under the City Code,

2. Owner proposes to construct the Improvements as depicted on the Plans,
3. the evidence presented indicates that the demolition and 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 of the City Code,

and recommended that the City Council approve the Application and the Plans subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Mayor and City Council, having considered Owner's 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 subject to the terms and conditions hereinafter set forth; and

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: 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 Owner 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 Owner 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, Notice of Action – 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 Owner has 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:

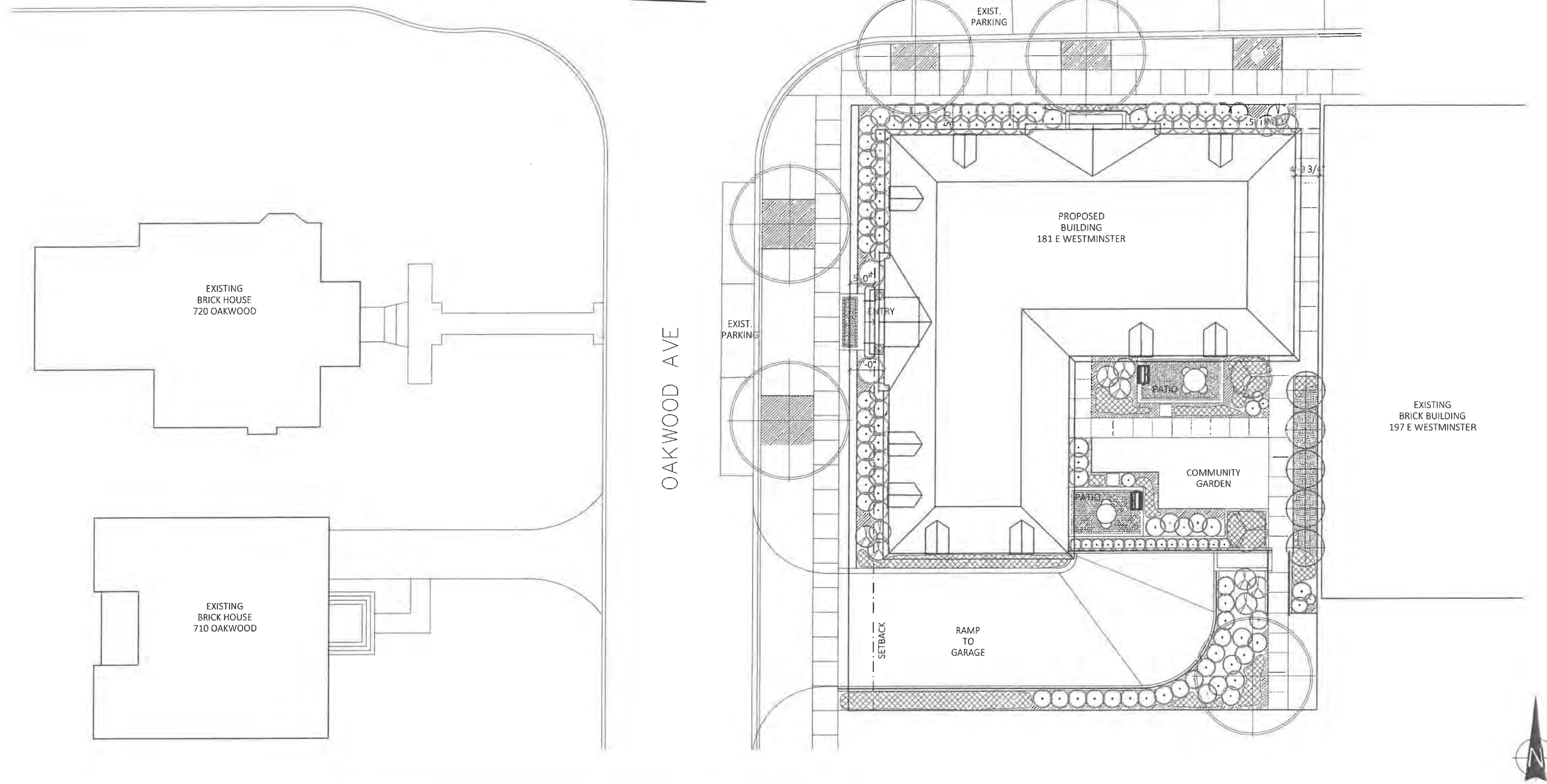
ABSTAIN:

PASSED THIS __ DAY OF _____, 2026.

Mayor

GROUP EXHIBIT B

The Plans



TITLE: PROPOSED SITE PLAN

SCALE: 1"=20'-0"



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3 NEW CONDOMINIUMS
181 EAST WESTMINSTER
LAKE FOREST,
IL 60045

PRELIMINARY
NOT FOR CONSTRUCTION

JOB NO.: 2087
DWG. NO.:
DATE: 7/31/2026

The Plans



TITLE: WEST EXTERIOR ELEVATION - OAKWOOD AVENUE

SCALE: 1/8"=1'-0"



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THE PRACTICE OF FINE ARCHITECTURE

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LAKE FOREST,
IL 60045

PRELIMINARY
NOT FOR CONSTRUCTION

JOB NO.: 2087
DWG. NO.:
DATE: 7/31/2026

The Plans



TITLE: NORTH EXTERIOR ELEVATION - EAST WESTMINSTER

SCALE: 1/8"=1'-0"



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LAKE FOREST,
IL 60045

PRELIMINARY
NOT FOR CONSTRUCTION

JOB NO.: 2087

DWG. NO.:

DATE: 7/31/2026

The Plans



TITLE: SOUTH EXTERIOR ELEVATION

SCALE: 1/8"=1'-0"



MELICHAR ARCHITECTS
THE PRACTICE OF FINE ARCHITECTURE

207 EAST WESTMINSTER, LAKE FOREST, ILLINOIS 60045
OFFICE: 847-295-2440 © 2026 MELICHAR ARCHITECTS

3 NEW CONDOMINIUMS
181 EAST WESTMINSTER
LAKE FOREST,
IL 60045

PRELIMINARY
NOT FOR CONSTRUCTION

JOB NO.: 2087

DWG. NO.:

DATE: 7/31/2026