

**Plan Commission Meeting – May 13, 2026**  
**Agenda Item 3**

**363 E. Westminster Subdivision – 2 Lots**  
*No changes proposed to Existing Conditions*

Vicinity Map  
Staff Report and Recommendation

*Materials Submitted by the Petitioner*  
Application  
Statement of Intent  
Proposed Plat of Subdivision





**STAFF REPORT AND RECOMMENDATION  
363 E. Westminster – 2 Lot Subdivision**

<b>TO:</b>	Chairman Pasquesi and Members of the Plan Commission
<b>DATE:</b>	May 13, 2026
<b>FROM:</b>	Catherine Czerniak, Director of Community Development
<b>SUBJECT:</b>	<b>Request for Approval of a 2 Lot Subdivision – Approval Through a Special Use Permit</b>

**OWNERS**

Ogborn Joint Trust  
(Stephen B. and Pamela L.  
Ogborn)  
715 N. McKinley, LLC

**PROPERTY LOCATION**

363 E. Westminster and  
715 – 719 McKinley Road  
South side of E. Westminster, East of  
McKinley Road

**ZONING**

GR-3 General  
Residence, Historic  
Residential and Open  
Space Preservation  
Overlay District  
(HROSPD)

**REPRESENTATIVE**

Peter Witmer, Architect, Witmer Associates

**Summary of the Request**

This is a request for tentative and final approval of a plat of subdivision. A two lot subdivision is requested to allow the single family home, which was constructed as part of a Planned Development which includes the condominium building to the south, to be a standalone parcel, separate and apart from the condominium building. No changes to either property are proposed or permitted as a result of the proposed subdivision.

A single approval process for tentative and final approval of a plat is routinely used for minor subdivision requests that do not involve the installation of new public or private infrastructure such as streets, sanitary sewers and water mains. No new infrastructure is proposed. The property is already developed. Because the property in this request is in the HROSPD overlay district, the mechanism through which the subdivision must be approved is a Special Use Permit.

**The Historic Residential and Open Space Preservation District – An Overlay District (HROSPD)**

The subject property was developed in recent years with a condominium building, the third and final condominium building in the development of McKinley Road, and a single family residence which fronts on Westminster. The single family residence was required as part of the larger development to retain the single family character of the Westminster streetscape. The residence adjacent to the larger condominium building replicates the development pattern found directly to the west, a smaller residence immediately adjacent to a condominium building.

As noted above, the Code requires approval of subdivisions in the HROSPD overlay district through a Special Use Permit. Findings in response to the applicable criteria for evaluating this type of request are presented later in this staff report.

### **Staff Review**

The property today is a single tax parcel held in the ownership of the condominium association and the Ogborns. The single family residence was originally a “unit” in the condominium however, at the time of the sale of the house to the Ogborns, exclusions were included in the sale documents effectively establishing the 363 E. Westminster property as a separate entity on the same tax lot. The proposed parcels are already in separate ownership.

In order to establish the identified parcels as two separate tax lots, a subdivision is required.

As noted above, the Code requires that subdivisions in the HROSPD be approved through a Special Use Permit. Findings in response to the applicable criteria are presented below.

### ***Findings in Support of the 363 E. Westminster Subdivision***

1. The proposed subdivision will not endanger public health, safety, or the general welfare of the community. The proposed subdivision of the property is consistent with the ownership, development, and use now in place. The subdivision does not permit any further development, increased density, or changes of any kind on either parcel.
2. The proposed subdivision will not result in any visible change to the property or the neighborhood. If any changes are proposed in the future, review through established processes will be required.
3. The subdivision will not diminish the quality or character of the surrounding neighborhood. In fact, creating a separate parcel for the single family residence is consistent with the ownership pattern along Westminster.
4. The proposed subdivision is permitted under the provisions of the HROSPD and is consistent with the original approvals for the McKinley Road Planned Development. No physical changes will result from the subdivision. A Special Use Permit will serve as the authorizing document for the subdivision as required by the Code.
5. The proposed subdivision will not impede orderly redevelopment of surrounding properties and does not establish a precedent given that the McKinley Road Planned Development was approved through a unique and deliberative public process. The surrounding properties are already developed for the most part with residential uses. No additional density is proposed as part of the proposed subdivision.
6. Adequate utilities and drainage facilities are available to serve the existing structures. No increased demand for City services will result from the subdivision.
7. No evidence has been submitted to indicate that the proposed subdivision will result in a diminution of the value of surrounding properties.

**Public Notice**

Public notice of this hearing was provided in accordance with Code requirements and standard practices. Public notice was published in a newspaper of local circulation and was mailed to homes in the surrounding area. The agenda for this meeting was posted at public locations and on the City's website. To date, staff has not received any contacts or correspondence regarding in response to the notice provided.

**Staff Recommendation**

Recommend tentative and final approval of the 363 Westminster Subdivision, two lots, through a Special Use Permit as required by the HROSP Overlay District based on the findings presented above and subject to the following conditions of approval.

*The following conditions shall be satisfied prior to recording of the plat of subdivision.*

1. The final plat of the subdivision shall meet all applicable requirements to the satisfaction of the City Engineer and Director of Community Development.
2. All applicable fees must be paid prior to recording the plat of subdivision.
3. Any future improvements or variance requests will be subject to review and approval by the appropriate Board, Commission, and City Council.



APPLICATION FOR SUBDIVISION OF PROPERTY – TENTATIVE/FINAL PLAT

LOCATION OF PROPERTY 363 Westminster Ave ZONING DISTRICT GR-3

ACREAGE OF PROPERTY .9 Acre

VACANT DEVELOPED X IF DEVELOPED # OF STRUCTURES 2

# OF BUILDABLE LOTS PROPOSED 0 # OF OUT LOTS PROPOSED 0

VARIANCE REQUESTED To separate 375 Residence from the condo association
If so, describe.

APPLICANT Name Peter Witmer Address 919 Sherwood Dr Lake Bluff, IL 60045 Phone 847 208-5240 E-mail witmerandassoc@ameritech.net Relationship to Property Architect

PROPERTY OWNER(S) Name Steve Osborn and 715/719 McKinley Condo Address 715/719 McKinley Road Lake Forest, IL 60045 Phone 312 804-0855 E-mail

BENEFICIAL INTERESTS Corporation X Partnership Trust, land or other

I have read the complete application packet and understand the Subdivision process and criteria. I understand that this matter will be scheduled for a public hearing when a determination has been made that this application packet is complete and accurate.

SIGNATURE

Owner [Signature] Date 5-5-26
Owner Jerome J. Clarys III Date 5/6/26
Applicant [Signature] Date 5/6/20



## STATEMENT OF INTENT

The residence at 363 E. Westminster is currently a part of the condominium association of 715/719 McKinley. However, it is completely separate in terms of maintenance and does not share any costs in the condominium documents. The proposed plan separates it as a fee simple lot and a separate condominium. This separation does not affect the existing maintenance or aesthetic conditions of the house. Consequently, the house can obtain a conventional mortgage. There are no visible changes to the property.

# 363 E. Westminster Subdivision

BEING A RESUBDIVISION IN THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 44 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN LAKE COUNTY, ILLINOIS.

STATE OF ILLINOIS }  
COUNTY OF LAKE } S.S.

This is to certify that the undersigned is (are) the sole owner(s) of the land described in the subject plat hereon, that no other person has any right, title or interest in said land, and as owner, we have caused said property to be surveyed, subdivided, staked, and platted as shown hereon for the purpose of having this plat recorded as provided by law. This is to also certify that the land described herein, and that which this entire subdivision lies, has been determined to the best of our knowledge, to be within the Elementary School District 67, High School District 115, and Community College District 532.

Dated at \_\_\_\_\_ Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

By: \_\_\_\_\_  
OWNER: The Ogborn Joint Trust dated February 28, 2023

BY: Pamela Ogborn and Steve Ogborn as co-trustees

STATE OF ILLINOIS }  
COUNTY OF LAKE } S.S.

I, \_\_\_\_\_, a Notary Public in and for the County of Lake in the State aforesaid, do hereby certify that

personally known to me to be the same person(s) whose name is subscribed to the adjacent certificate of ownership, appeared before me this day in person and individually acknowledged that they did sign and deliver the ownership certificate as his free and voluntary act, and as the free and voluntary act for the purpose and use therein set forth.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Notary Public  
My notarial commission expires on \_\_\_\_\_, 20\_\_.

STATE OF ILLINOIS }  
COUNTY OF LAKE } S.S.

This is to certify that the undersigned \_\_\_\_\_ is Mortgagee under that certain Mortgage dated as of \_\_\_\_\_ by \_\_\_\_\_, Lake County, Illinois, and recorded on \_\_\_\_\_ as Instrument No. \_\_\_\_\_ with the Recorder of Deeds of Lake County, Illinois (as the same may be amended from time to time, the "Mortgage").

Lender hereby consents to, and subordinates the lien and charge of the Mortgage to, the 363 E. Westminster Subdivision to which this lienholder's consent is affixed.

Dated at \_\_\_\_\_ Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF ILLINOIS }  
COUNTY OF LAKE } S.S.

I, \_\_\_\_\_, a Notary Public in and for the County of Lake in the State aforesaid, do hereby certify that

personally known to me to be the same person(s) whose name is subscribed to the adjacent certificate of ownership, appeared before me this day in person and individually acknowledged that they did sign and deliver the ownership certificate as his free and voluntary act, and as the free and voluntary act for the purpose and use therein set forth.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Notary Public  
My notarial commission expires on \_\_\_\_\_, 20\_\_.

STATE OF ILLINOIS }  
COUNTY OF LAKE } S.S.

I, Jack R. Bleck, a Registered Illinois Land Surveyor, do hereby certify that I have surveyed, subdivided and staked the premises described as follows:

THAT PART OF LOT 1 IN 355/361 E. WESTMINSTER CONSOLIDATION, BEING A RESUBDIVISION IN THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 44 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, RECORDED AS DOCUMENT 7987314, IN LAKE COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 1 THENCE SOUTH 12° 59' 23" EAST 118.92 FEET; THENCE SOUTH 76° 52' 30" WEST 53.83 FEET TO A POINT ON A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 31.83 FEET; THENCE NORTHWESTERLY ALONG SAID CURVE 40.18 FEET, CHORD BEARING NORTH 66° 58' 01" WEST, CHORD LENGTH 37.56 FEET; THENCE SOUTH 76° 52' 31" WEST 17.96 FEET; THENCE NORTH 12° 56' 10" WEST 78.29 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF WESTMINSTER AVENUE; THENCE NORTHEASTERLY ALONG SAID RIGHT OF WAY LINE 103.92 FEET TO THE POINT OF BEGINNING.

TOTAL AREA 10,151 S.F.

I have monumented the corners of the lots shown hereon and all points of curvature and points of tangency with iron rods (unless noted otherwise), and that the plat hereon drawn is a true and correct representation of the survey and staking. All dimensions shown hereon are in feet and decimals parts thereof.

I further certify that the property shown hereon is not within a special flood hazard area as identified by the Federal Emergency Management Agency Community Panel No. 17097C0189L dated October 5, 2023. I, also certify that the property included in this plat of subdivision is within the corporate limits of the City of Lake Forest, which has adopted an official Village Plan and is exercising the special powers authorized by Division 12 of Article 11 of the municipal code of the state of Illinois.

Additionally, in accordance with PA87-0705 (The Plat Act) I, do hereby grant permission to the duly authorized individual employed by the City of Lake Forest, Illinois, to submit this plat for recording purposes to the Office of the Recorder of Deeds in the County aforesaid, (a true copy of which has been retained by me to assure no changes have been made to said plat), provided a copy of this plat is sent to this office after recording.

Dated at Lake Forest, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Registered Illinois Land Surveyor 3591  
LICENSE EXPIRATION DATE 11/30/2026

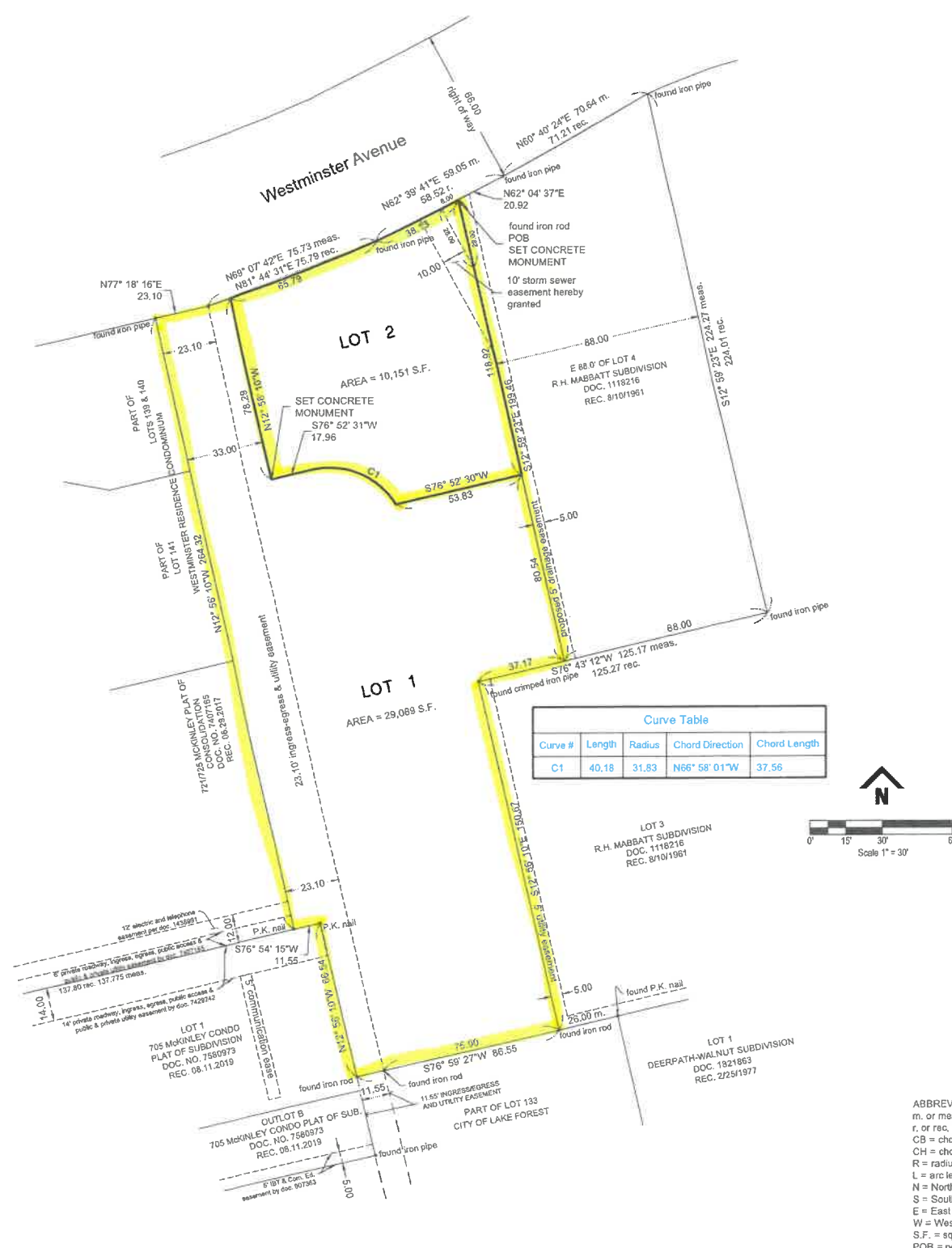
An easement is hereby reserved for and granted to North Shore Gas Company, its successors and assigns, in all platted "utility easement" areas, street, alleys, and other public ways and places shown on this plat. Said easement to be for the installation, maintenance, relocation, renewal and removal of gas mains and appurtenances for the purpose of serving all areas shown on this plat as well as other property, whether or not contiguous thereto. No buildings or other structures shall be constructed or erected in any such "utility easement" areas, streets, alleys, or other public ways or places nor shall any other use be made thereof which will interfere with the easements reserved and granted hereby.

A permanent, non exclusive easement for serving the subdivision and other property with electric and communications service is hereby reserved for and granted to

Commonwealth Edison Company  
and AT&T  
and Cable TV

their respective successors and assigns, jointly and severally, to install, operator, maintain and remove, from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and sounds and signals in, over, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "utility easement". Relocation of facilities will be done by Grantees at cost of Grantor/ Lot Owner, upon written request.

A permanent, non-exclusive easement is hereby reserved for and granted to the City of Lake Forest, Lake County, Illinois, (hereinafter referred to as the "City") and to its successors, assigns, employees, agents, contractors, and franchisees, in, upon, across, over, under, and through the areas shown as an easement within dashed lines on the attached plat of subdivision and/or by the terms "utility easement", "city easement", "drainage easement", and/or "public utility easement", for the purpose of installing, constructing, operating, replacing, renewing, altering, enlarging, removing, repairing, cleaning, and maintaining any and all water mains, sanitary sewers, and without limitation, such other installations as may be required as to furnish connections, public water and sanitary sewer service to the attached area, and such appurtenances and additions thereto as said city may deem necessary, together with the right of access across the easements included in the attached plat for the necessary personnel and equipment to do any or all of the above work. The right, but not the obligation, is also hereby granted the city to do any or all of the above work. The right is also hereby granted to the city to cut down, trim, or remove any trees, shrubs, or other plants that interfere with the operation of or access to such facilities, in, across, under, or through said easements. No permanent buildings or trees shall be placed on said easements, but some may be used for gardens, shrubs, landscaping, and other purposes that do not then or later interfere with the aforesaid uses and rights, provided, however, that such use of said easements shall not conflict or interfere with public improvements and any conflicts in use shall be subject to the approval of the city.



To the best of our knowledge and belief, the drainage of the surface waters will not be changed by the construction of this subdivision or any part thereof, or that if such surface waters drainage will be changed, reasonable provisions have been made for the collection and diversion of such surface waters into public areas or drains which the subdivider has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of the damage to the adjoining property because of the construction of the subdivision.

By: \_\_\_\_\_  
OWNER or Representative

STATE OF ILLINOIS }  
COUNTY OF LAKE } S.S.

Approved by the City Surveyor and Engineer of the City of Lake Forest, Lake County, IL this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_.

Signed \_\_\_\_\_  
City Surveyor and Engineer

STATE OF ILLINOIS }  
COUNTY OF LAKE } S.S.

Approved by the Plan Commission of the City of Lake Forest, Lake County, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_.

Signed \_\_\_\_\_  
Chairman of said Plan Commission

STATE OF ILLINOIS }  
COUNTY OF LAKE } S.S.

I, \_\_\_\_\_ Marshal and Collector of the City of Lake Forest, Illinois, do hereby certify that I have examined the special assessment records of said city and that I find that all delinquent installments, now due, of outstanding unpaid special assessments relating to the property included in this plat of subdivision have been paid.

Dated at Lake Forest, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_.

Signed \_\_\_\_\_  
Marshal of said City of Lake Forest

STATE OF ILLINOIS }  
COUNTY OF LAKE } S.S.

Approved and accepted by the City Council of the City of Lake Forest, Lake County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_.

Signed \_\_\_\_\_  
Mayor  
Attest \_\_\_\_\_  
City Clerk

STATE OF ILLINOIS }  
COUNTY OF LAKE } S.S.

I, \_\_\_\_\_, County Clerk of Lake County, Illinois, do hereby certify that there are no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against any of the land included in the described plat. I further certify that I have received all statutory fees in connection with the plat.

Given under my hand and seal of the County Clerk at Waukegan, Illinois.

This \_\_\_\_\_ day of \_\_\_\_\_, AD 202\_\_.

Signed \_\_\_\_\_  
County Clerk  
Lake County, Illinois

PLAT SUBMITTAL AND RETURN TO ADDRESS:

THIS PLAT SUBMITTED TO THE OFFICE OF THE RECORDER OF DEEDS IN LAKE COUNTY, IL

BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PROJECT NO. 70-948-3  
December 2, 2025  
December 10, 2025  
January 21, 2026

February 18, 2026 Lake Forest review letter

**BLECK**  
engineers | surveyors

Upon recordation mail to:  
City of Lake Forest  
800 Field Drive  
Lake Forest, Illinois 60045

Owner Information:

\_\_\_\_\_

\_\_\_\_\_

BY: \_\_\_\_\_

Owner Information:

\_\_\_\_\_

\_\_\_\_\_

BY: Pamela Ogborn and Steve Ogborn as co-trustees

ABBREVIATIONS:  
m. or meas. = measured  
r. or rec. = record  
CB = chord bearing  
CH = chord length  
R = radius  
L = arc length  
N = North  
S = South  
E = East  
W = West  
S.F. = square feet  
POB = point of beginning

Bleck Engineering Company, Inc.  
1375 North Western Avenue  
Lake Forest, Illinois 60045  
T 847.295.5200  
www.bleckeng.com

**Plan Commission Meeting – May 13, 2026**  
**Agenda Item 4**

**Periodic Update to Official Zoning Map**

Staff Report

Draft Official Zoning Map – Changes Annotated  
Draft Official Zoning Map – For Adoption



## Memorandum

**TO:** Chairman Pasquesi and Members of the Plan Commission

**FROM:** Catherine Czerniak, Director of Community Development

**DATE:** May 13, 2026

**SUBJECT:** Periodic Adoption of the City's Official Zoning Map

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State Statute requires that municipalities re-adopt an Official Zoning Map from time to time. The City last adopted the Official Zoning Map in May 2024. Since that time, zone changes for several properties owned by Lake Forest Open Lands Association, to reflect the use going forward as preserved open space, were approved by the Plan Commission. These changes are reflected on the updated Official Zoning Map now presented to the Commission for consideration.

The areas of the zone changes that occurred since the last adoption are called out on the map. A clean copy of the updated Official Zoning Map is also included in the Commission's packet. Given the nearly built out nature of the City, zone changes are infrequent.

**No new zone changes are requested or approved as part of adoption of the updated map.** This action formally updates the City's Official Zoning Map as required by State Statutes.

The Plan Commission's recommendation on the 2026 Official Zoning Map will be forwarded to the City Council for final action.

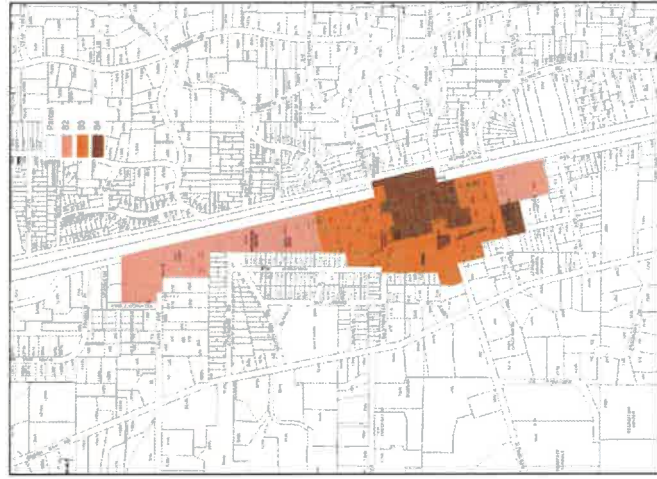
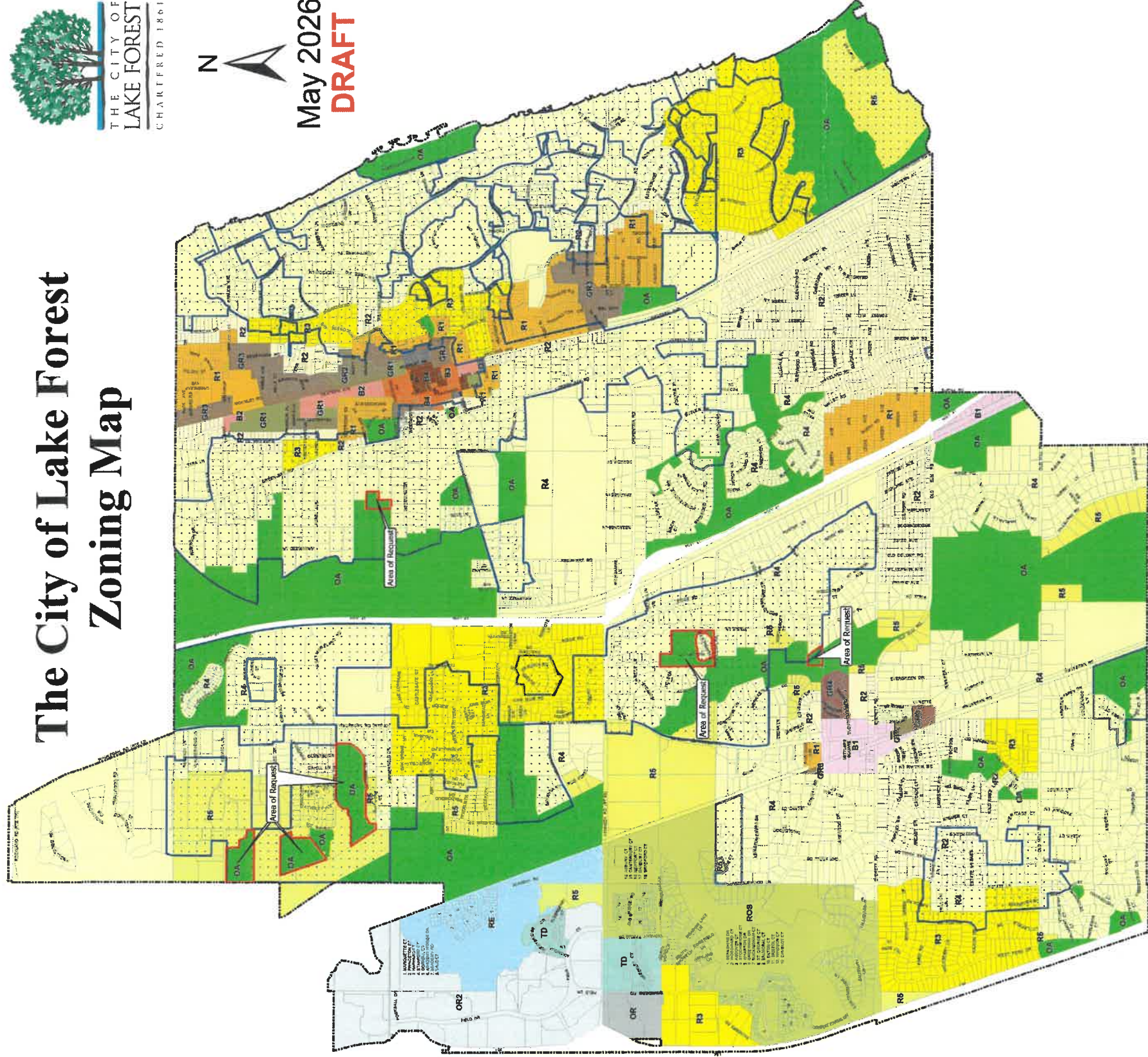
### ***Staff Recommendation***

Recommend adoption of the updated Official Zoning Map to the City Council.

# The City of Lake Forest Zoning Map



May 2026  
**DRAFT**



SECTION	MINIMUM LOT AREA
B1	Neighborhood Business 5,000 Square Feet
B2	Community Commercial No Minimum Requirement
B3	Traditional Business No Minimum Requirement
B4	Preservation Business No Minimum Requirement
GR1	General Residence Varies With Type of Dwelling
GR2	General Residence Varies With Type of Dwelling
GR3	General Residence 6,250 Square Feet
GR4	General Residence Varies With Type of Dwelling
O1	Office 6,250 Square Feet
OA	Open Area No Minimum Requirement
OR	Office Research District 10 Acres
OR2	Office Research District 5 Acres
R1	Single Family Residence 9,375 Square Feet
R2	Single Family Residence 20,000 Square Feet
R3	Single Family Residence 40,000 Square Feet
R4	Single Family Residence 60,000 Square Feet
R5	Single Family Residence 130,000 Square Feet
RE	Single Family Residence and Educational District No Minimum Requirement
ROS	Office Research District and Office 159,091 No Minimum Requirement
TD	Transitional District 20 Acres
HRSPD	Historic Residential and Open Space Preservation District 159,048



Approved by Ordinance, \_\_\_\_\_ 2026

Adopted \_\_\_\_\_ 2026

Mayor \_\_\_\_\_

Attest \_\_\_\_\_ City Clerk

All areas are provided as a guide only. The City of Lake Forest is not responsible for any errors or omissions. The City of Lake Forest is not responsible for any errors or omissions. The City of Lake Forest is not responsible for any errors or omissions.



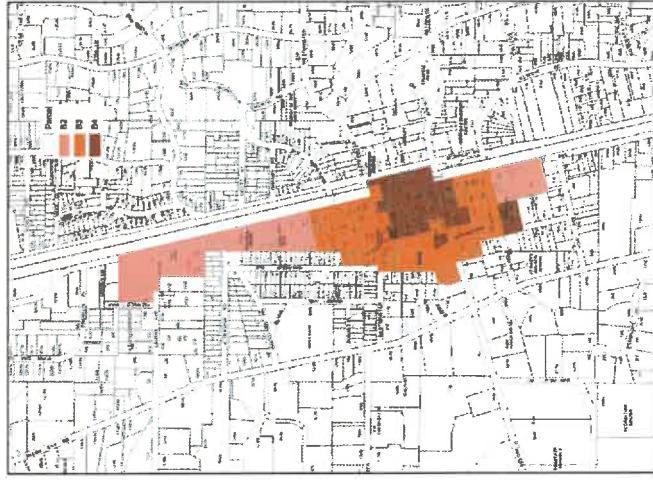
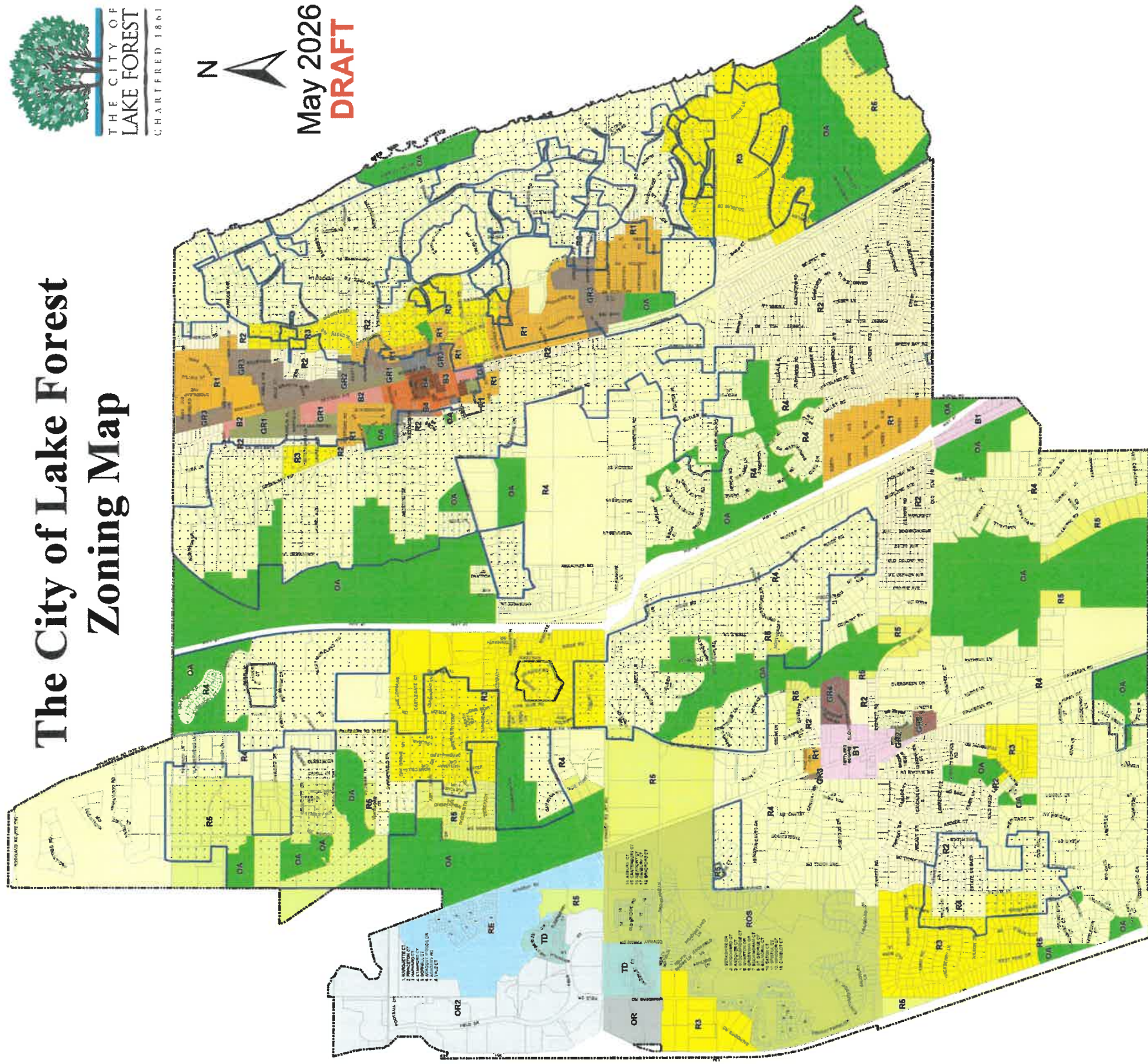
Property boundary information is provided by the Lake County Department of Management Services (MDS) Division. For general GIS information, and to be used in place of field surveys for precise locations of features required for any engineering design application.

Central Business District

# The City of Lake Forest Zoning Map



May 2026  
**DRAFT**



SECTION	MINIMUM LOT AREA
B1	Neighborhood Business 159,109 5,000 Square Feet
B2	Community Commercial 159,111 No Minimum Requirement
B3	Traditional Business 159,112 No Minimum Requirement
B4	Preservation Business 159,114 No Minimum Requirement
GR1	General Residence 159,089 Varies With Type of Dwelling
GR2	General Residence 159,088 Varies With Type of Dwelling
GR3	General Residence 159,087 6,250 Square Feet
GR4	General Residence 159,086 Varies With Type of Dwelling
O1	Office 159,108 6,250 Square Feet
OA	Open Area 159,090 No Minimum Requirement
OR	Office Research District 159,107 10 Acres
OR2	Office Research District 159,108 5 Acres
R1	Single Family Residence 159,085 9,375 Square Feet
R2	Single Family Residence 159,084 20,000 Square Feet
R3	Single Family Residence 159,083 40,000 Square Feet
R4	Single Family Residence 159,082 60,000 Square Feet
R5	Single Family Residence 159,081 130,000 Square Feet
RE	Single Family Residence 159,092 No Minimum Requirement
ROS	Single Family Residence and Open Space District 159,091 No Minimum Requirement
TD	Transitional District 159,115 20 Acres
<b>OR2</b>	<b>HRQSPD</b> Historic Residential and Open Space Preservation District



Approved by Ordinance \_\_\_\_\_ 2026  
 adopted \_\_\_\_\_  
 Mayor \_\_\_\_\_  
 Attest \_\_\_\_\_ City Clerk



Property boundary information is provided by the Lake County Department of Management Services. MapGIS/ESRI. Owners are to be used in cases of field errors for precise location of features required for any engineering or surveying applications.