

**The City of Lake Forest
Building Review Board Agenda**

Regular Meeting

**Wednesday, December 4, 2019
Municipal Services Facility – Lower Level**

6:30 P.M.

*Richard Walther
James Sykora*

*Jim Diamond, Chairman
Fred Moyer
Chris Bires*

*Joanne Bluhm
John Looby III*

MEETING PROCEDURES

Building Review Board meetings follow the procedures outlined below. In the spirit of fairness to all parties, any of these procedures may be modified for a particular item at the discretion of the Chairman.

1. Introduction of Board members and City staff, overview of meeting procedures – Chairman Diamond.
2. Consideration of the minutes from the November 6, 2019 Building Review Board meeting.
3. Consideration of modifications to the signage regulations for Conway Office Park. Presented by City staff

1. Introduction of the Item by the Chairman
2. Declaration of Conflicts of Interest and Ex Parte Contacts by members of the Board.
3. Presentation by the Petitioner – 10 minutes.
4. Identification of Issues by Staff - 5 minutes.
5. Questions or requests for clarification from Board to Petitioner or Staff.
6. Public Testimony - 5 minutes per speaker.
7. Staff response to public testimony- 5 minutes.
8. Petitioner Rebuttal - 10 minutes.
9. final Questions from Board to Petitioner or Staff
10. Board Discussion and Comment
11. Board Action

Other Items

5. Opportunity for the public to address the Building Review Board on non-agenda items.
6. Additional information from staff.

Mandatory Adjournment time is 11:00 p.m.

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Individuals with disabilities 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, may contact the Community Development Department at 847-810-3503.

