

The City of Lake Forest  
Building Review Board Agenda

**Regular Meeting**

**Wednesday, December 7, 2022**  
**Municipal Services Facility – Lower Level**

**6:30 P.M.**

*John Looby III*  
*Scott Renken*

*Jim Diamond, Chairman*  
*Richard Walther*  
*Joanne Bluhm*

*Sally Downey*  
*Timothy G. Franzen*

1. Introduction of Board members and City staff, overview of meeting procedures – Chairman Diamond.
2. Consideration of the minutes from the August 4, 2022 and November 2, 2022, Building Review Board meetings.
3. Consideration of a request for approval of the addition of a second-story on the west side of the home, an open front porch, and approval of related exterior alterations. The property is addressed as **853 Oakwood Avenue**.  
Property Owner: Oakwood Family Management LLC  
(Tom Swarthout, David Swarthout, Cynthia Luetje and James Swarthout)  
Project Representative: Michael Breseman, architect

**Other Items**

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

*Mandatory Adjournment time is 11:00 p.m.*

**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 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

*Mandatory Adjournment time*  
*11:00 p.m.*

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.