

THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA

****Tuesday, January 16, 2018 at 6:30 pm**

City Hall Council Chambers

Honorable Mayor, Robert Lansing

Prudence R. Beidler, Alderman First Ward

Stanford Tack, Alderman Third Ward

James E. Morris, Alderman First Ward

Jack Reisenberg, Alderman Third Ward

Timothy Newman, Alderman Second Ward

Michelle Moreno, Alderman Fourth Ward

Melanie Rummel, Alderman Second Ward

Raymond Buschmann, Alderman Fourth Ward

CALL TO ORDER AND ROLL CALL

Immediately following the Finance Committee meeting

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

A. Decision Making Parameters

Background information can be found beginning **on page 10**

B. Proclamation to Declare January 23, 2018 as "The City of Lake Forest Poverty Awareness Day"

Background material and the Proclamation can be found beginning **on page 11**

2. COMMENTS BY CITY MANAGER

A. Annual Community Goals and Priorities

- Robert Kiely Jr., City Manager

A copy can be found beginning **on page 13**

B. Report on Deerpath Golf Course

- Vince Juarez, Kemper Sports Management General Manager, DPCG

C. Approval of an Ordinance modifying the Class K Liquor License for the Lake Forest Beach from a one week renewable Liquor License to an annual license (Waive first reading and Grant Final Approval)

PRESENTED BY: *Sally Swarthout, Director Parks, Recreation, and Forestry*
(847-810-3942)

PURPOSE AND ACTION REQUESTED: Staff requests approval of an Ordinance (beginning on **page 16**) that modifies the Class K Liquor License to an annual liquor license and changes the fee.

BACKGROUND/DISCUSSION: On June 19, 2017, City Council approved a pilot program for the provisional sale and consumption of beer and wine at Forest Park Beach in approved containers from 4:00pm to 9:00pm, July 1 through October 1, 2017 in a designated area. The program was granted a Class K liquor license, a one week renewable license, that authorizes the consumption of certain alcoholic beverages in a public beach area with exceptions to various open container and public consumption prohibitions found in Chapter 111 and 97 of the City Code. Kemper Sports Management obtained the liquor license and implemented the program from July 8- September 8, 2017 on designated days and hours in a specified area in accordance with the conditions specified in the pilot program. The program was well received by the public and no incidences occurred during the test period.

Modifications of the Class K liquor license are being proposed for Council's consideration to include year-round service when the beach is operational to help to ensure the success of the concessions program. Modification would allow for an annual license with restrictions which meet obligations with the City and the Parks, Recreation and Forestry section consistent with other beach operations. The other restrictions applicable to Class K licenses would remain in place, including that beer and wine may only be sold and consumed in the designated beach area, the signage requirements, and the restrictions on the type containers in which beer and wine may be served. The second modification is to change the current fee from \$40.00 weekly to an annual fee of \$1500.00 for the license

BUDGET/FISCAL IMPACT: Currently there is no fiscal impact. The City of Lake Forest and KemperSports Management have an agreement in place that allows for liquor licensing fees to be waived. A positive fiscal impact will occur if another Licensee/Vendor is granted the Class K License.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of an Ordinance modifying the Class K Liquor License from a one week renewable license to an annual license, and modify the current fee associated with the License.

3. COMMENTS BY COUNCIL MEMBERS

1. Ratification of Engagement of Special Counsel regarding Practices and Procedures

CONTACT: *Third Ward Alderman, Jack Reisenberg*

BACKGROUND/DISCUSSION: In response to recent events, the City Council has engaged Leigh Jeter as special counsel to review certain practices and procedures of the City and its personnel. In order to expedite such review, the City Council engaged Atty. Jeter during the holidays, when no Council meeting was scheduled. This motion is to formally approve the action of the Council to engage Atty. Jeter.

COUNCIL ACTION: Ratification of Engagement of Special Counsel regarding Practices and Procedures

4. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL ON NON-AGENDA ITEMS

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of the December 18, 2017 City Council Meeting Minutes

A copy of the minutes can be found on **page 18**

COUNCIL ACTION: Approval of the Minutes

2. Check register for period of December 2, 2017-January 5, 2018

Fund	Invoice	Payroll	Total
General	499,089	1,083,474	1,582,563
Water & Sewer	2,156,962	121,154	2,278,116
Parks & Recreation	139,045	305,569	444,614
Capital Improvements	305,152	0	305,152
Motor Fuel Tax	0	0	0
Cemetery	240,638	21,121	261,759
Senior Resources	11,727	21,092	32,819
Deerpath Golf Course	753,160	1,997	755,157
Fleet	97,596	39,010	136,606
Debt Funds	2,068,991	0	2,068,991
Housing Trust	0	0	0
Park & Public Land	100,364	0	100,364
All other Funds	1,376,134	142,315	1,518,449
	\$7,748,858	\$1,735,732	\$9,484,590

3. Special Event Approval of the Recurring "Class A" Special Event Permits Proposed for 2018

STAFF CONTACT: Michael Strong, Assistant to the City Manager (847-810-3680)

BACKGROUND/DISCUSSION: Each year, City staff reviews and revises the Special Events Policy, as appropriate; reviews related Schedule of Fees; considers budget requests for events that the City opts to subsidize; and grants approvals, as appropriate, for special events considered under the policy. The approval process for each special event depends on their scope and scale. Large special events, which are typically classified as "Class A" special events, require the use of public property, request or require substantial city services (e.g. property, personnel, equipment, resources), or anticipate crowds in excess of 500 patrons. These special events require both City Manager and City Council approval prior to their authorization.

In advance of the special event season each year, City staff compiles a list of the annual recurring "Class A" special events and provides it to City Council for their review and

approval to aid these organizations in their planning for the upcoming year. The list of current recurring "Class A" events planned for 2018 is included on **page 25**.

COUNCIL ACTION: Staff Recommends that City Council Grant Approval of the Recurring "Class A" Special Event Permits Proposed for 2018.

4. Approval of Additional Funding to GeWalt Hamilton Associates, Inc. for engineering services related to the Central Business District Train Station Renovation Project in an amount of \$4,711.70

STAFF CONTACT: *Mike Strong, Assistant to the City Manager (810-3680)*

PURPOSE AND ACTION REQUESTED: Pursuant to Section 5.10(D) of the City's Purchasing Directive, the City Council has the authority to authorize changes to previously authorized contracts for construction and professional engineering services. Toward this end, City staff is requesting City Council approval of additional funds related to a professional services contract with GeWalt Hamilton Associates, Inc. for construction engineering services to overseeing the Central Business District train station Illinois Transportation Enhancement Program ("ITEP") Renovation Project. City staff is requesting an additional \$4,711.70 to cover anticipated expenses of professional services needed to close out the project. The Public Works Committee reviewed and approved this request during their December 13, 2017 meeting.

BACKGROUND/DISCUSSION: At the January 17, 2017, City Council meeting, City Council approved a professional services agreement with GeWalt Hamilton Associates, Inc. in an amount of \$71,279.26 to provide professional engineering services to oversee construction for the final stage of the ITEP grant-funded renovation project of the historic central business district train station. Such professional services are required for ITEP projects because the Illinois Department of Transportation ("IDOT"), as the overseeing agency for ITEP, requires a technician certified in IDOT documentation to complete various project-related reports, forms and documents.

The scope of the final stage of improvements included the relocation and expansion of the restroom facilities from their current location to the former tenant space on the south end of the main depot building. On April 3, 2017, the City Council approved the construction contract for this project with MAG Construction Co. for \$364,344.05 along with a \$30,000 non-contractor specific contingency for the project. The total City Council authorized budget for this stage of the project is \$465,623.31.

Construction commenced in May 2017, and completed in late October. During construction, the Contractor faced significant unanticipated work related to the scope of work for the project. Among the additional work that was required included the complete demolition and replacement of the subfloor and adjustment of floor heights to align a new entrance to lobby with egress to the train platform. To accommodate these changes, the Illinois Department of Transportation ("IDOT") authorized an additional 37 working days to perform the work. The additional costs incurred by both the MAG Construction Co. and GeWalt Hamilton Associates, Inc., were able to be absorbed within either their contract or the project contingency previously authorized by City Council.

However, while construction of the project is complete, ITEP projects typically require a substantially amount of time to properly closeout and coordinate final approvals with IDOT. While GeWalt Hamilton Associates, Inc. is in the process of completing final paperwork, City staff estimates that the additional time needed to complete this work exceeds that which is available in the remaining project budget. In early January, City staff received a revised estimate from GeWalt Hamilton & Associates, Inc. of \$5,099.07, an increase of \$33.67 from the previous estimate reviewed by the Public Works Committee, for the additional work needed to close out the ITEP Project.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	12/13/17	Reviewed and Approved

BUDGET/FISCAL IMPACT: Based on the authorized expenditure limits, and estimate for final billing to close out this project, City staff currently forecasts a \$4,711.70 shortfall.

Vendor	Originally Authorized	Final Estimate	Over/(Under) Funded
GeWalt Hamilton Associates, Inc.	\$71,279.26	\$105,984.35	(\$34,705.09)
MAG Construction Co.	\$364,344.05	\$364,350.66	(\$6.61)
Contingency	\$30,000.00	-	\$30,000.00
Total	\$465,623.31	\$470,335.01	(\$4,711.70)

Below is an estimated summary of remaining project budget and requested amount.

FY2018 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund	\$33,572.81	\$4,711.70	Y

COUNCIL ACTION: City Staff requests that City Council approve additional funding to GeWalt Hamilton Associates, Inc. for additional engineering services related to the Central Business District Train Station Renovation Project in an amount of \$4,711.70.

- 5. Consideration of a Recommendation from the Zoning Board of Appeals in Support of an Amendment to a Special Use Permit for the Knollwood Club Approving Modifications to the Previously Approved Site Plan. (First Reading, and if Desired by the City Council, Final Approval)**

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

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

BACKGROUND AND DISCUSSION: In June and October 2017, the Zoning Board of Appeals held a public hearing to consider a request from the Knollwood Club for approval of relocation of paddle courts to a more central location, the addition of a new building to

support the paddle and tennis court activities, expansion of a parking lot in the area of the existing paddle courts, and related improvements to lighting, sidewalks and roadways.

At the June meeting, the Board heard public testimony from four residents about drainage issues in the Knollwood Subdivision. The Board continued the petition to allow discussions to occur between residents in the Knollwood Subdivision and representatives of the Knollwood Club regarding the drainage concerns. At the October meeting, the Knollwood Club representatives and the Club's consulting engineer reported on the meetings that were held and committed to collaborating with residents to work through the drainage issues in the overall area which relate primarily to the aging, privately owned infrastructure. No public comments were presented to the Board at the October meeting. After deliberation, the Board voted 7 to 0 to recommend approval of the petition.

An Ordinance amending the existing Special Use Permit to authorize modifications at the Knollwood Club, subject to conditions as recommended by the Zoning Board of Appeals, is included in the Council packet beginning on **page 26**. Additional background information on this petition is also included in the Council packet following the Ordinance.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of an Ordinance amending the Special Use Permit for the Knollwood Club as recommended by the Zoning Board of Appeals.

COUNCIL ACTION: Approval of the five (5) Omnibus items as presented

6. ORDINANCES

- 1. Consideration of a Recommendation from the Plan Commission in Support of a Special Use Permit Authorizing a Bank and Drive Thru Facility for Chase Bank and Consideration of a Recommendation from the Building Review Board in Support of Design Aspects of the Development Proposed at 884 S. Waukegan Road. (Waive First Reading, and if Desired by the Council, Grant Final Approval of the Ordinances)**

*PRESENTED BY: Catherine Czerniak, Director of Community Development
(810-3504)*

PURPOSE AND ACTION REQUESTED: Based on recommendations from the Plan Commission and Building Review Board, the City Council is asked to consider two ordinances. The first approving a Special Use Permit to authorize a bank and drive thru facility in the B-1 District and the second, approving architectural and site design for the proposed development. The site is located on the west side of Waukegan Road, north of Gloucester Crossing.

BACKGROUND AND DISCUSSION: The new bank branch is proposed to be constructed at 884 S. Waukegan Road, which until recently, was the site of a McDonald's restaurant. Demolition of the existing building is proposed. The new building is proposed generally in the same foot print as the existing building. No changes are proposed to the existing curb cuts and the

parking lot will also remain generally in the existing configuration with minor changes. Enhanced pedestrian connections on the site and to points off the site are proposed.

REVIEW TO DATE

Reviewed	Date	Action
Plan Commission	12/13/2017	Public Hearing closed, <i>recommendation in support of the petition was forwarded to the City Council subject to conditions. Vote: 6 to 0</i>
Building Review Board	11/1/2017	Public Hearing closed, recommendation forwarded to the City Council subject to conditions of approval. Vote: 6 to 0
Plan Commission	9/20/2017	Public Hearing Continued <i>Commission continued the petition and directed further study and refinement of the site and building design to achieve greater compatibility with the adjacent commercial development, to enhance the adaptability of the building for future uses and to improve pedestrian connectivity in the area. The petition was directed to the Building Review Board. Additional traffic count information was requested.</i>
Plan Commission	8/9/2017	Public Hearing Opened <i>Commission continued the petition to allow further consideration of the petition with respect to the applicable criteria, the appropriateness of another bank in the area and further deliberation on the traffic counts and overall site plan.</i>

The Plan Commission heard testimony both in opposition to and in support of the petition. Several residents voiced a preference for retaining McDonald's at the site and opposition to another bank in the area. Owners of neighboring commercial properties testified in support of the petition noting that Chase Bank, a National Bank, will be making a substantial investment in the area and may attract customers into the area who will support existing businesses in the area.

The Building Review Board heard testimony from residents supporting the design of the site, the architecture of the building and the enhanced pedestrian walkways. Requests were made to provide bike racks on the property and to maintain a low light level on the site. The petitioner agreed to accommodate both requests.

Written correspondence received throughout the process was made available to the City Council.

The Ordinances detailing the conditions of approval, the site plan and building elevations are included in the Council packet beginning **on page 45**. The site plan, building elevations and landscape are exhibits to both Ordinances however, to avoid duplication, these documents are only included once in the Council packet. Additional background is also included in the Council packet following the Ordinances. The complete Board and Commission packets were previously made available to the Council.

BUDGET/FISCAL IMPACT :In recognition of the fact that a bank at this location, rather than a restaurant or retail use, will result in the loss of an opportunity for the City to receive sales tax revenues, the property owner proposes a one-time payment to the City to support maintenance of infrastructure, landscaping and amenities in the area. The proposed payment is set forth in a recent letter to the Mayor and referenced in the Special Use Permit Ordinance.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading of an Ordinance granting a Special Use Permit authorizing Chase Bank and an associated ATM drive thru and approving the overall redevelopment plan for property located at 884 S. Waukegan Road.

AND

If determined to be appropriate by the City Council, waive first reading of an ordinance granting final approval of the Ordinance approving the Chase Bank petition in accordance with the Building Review Board's recommendation.

7. NEW BUSINESS

1. Report on the Waukegan Road/Everett Intersection Improvement Project
(information only)
-Robert Ells, Engineering Superintendent

A memo is attached in your packet beginning **on page 76**

2. Discussion on use of Leaf Blowers within the City and related Noise Ordinance
(information only)
-Chuck Myers, Superintendent of Parks & Forestry

8. ADDITIONAL ITEMS FOR COUNCIL DISCUSSION

EXECUTIVE SESSION

1. EXECUTIVE SESSION pursuant to 5 ILCS 120/2 (c), (1), The City Council will be discussing personnel.

Adjournment into Executive Session

RECONVENE INTO REGULAR SESSION

9. ADJOURNMENT

Office of the City Manager

January 10, 2018

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 Robert R. Kiely, Jr., at (847) 234-2600 promptly to allow the City to make reasonable accommodations for those persons.



[Seal of City of Lake Forest]

CITY OF LAKE FOREST

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

Adopted _____2018

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 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 will address matters in a timely, deliberate and process-driven manner, making decisions guided by the City of Lake Forest Strategic and Comprehensive Plans, and the following parameters:

- Vote for motions comprising 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.
- Strive to listen to, and be mindful of, all points of view in making decisions in one's best judgement for the long-term benefit of Lake Forest's general public welfare and priorities, versus narrow, short-term, or individual interests.
- Funding decisions should support efficiency and economy in providing services and programs, while mindful of the number of citizens benefitting from such expenditures.
- New initiatives are to be quantified, qualified, and evaluated for their long-term merit and overall fiscal impact and other consequences to the community before decisions are made.
- Decision makers should be proactive and timely versus reactive in balancing strategic planning initiatives, external forces not under control of the City, and other consequences to the community.
- Community trust in, and support of, government is fostered by maintaining the integrity of these decision-making parameters.

**Proclamation to Declare January 23, 2018 as
“The City of Lake Forest Poverty Awareness Day”**

WHEREAS, The City of Lake Forest supports The Lake County Community Foundation’s mission to improve the quality of life of the most vulnerable residents of the county by providing civic leadership, promoting collective philanthropy and partnering with grant recipients, and

WHEREAS, Lake County is recognized as one of the wealthiest counties in the United States, yet has the most unequal distribution of wealth in all of Illinois, and

WHEREAS, the suburban poverty rates have doubled since 2000, outpacing urban poverty rates, and

WHEREAS, right now in Lake County*, families are struggling to live – 1 in 3 people experiencing homelessness in Lake County is a child; people are hurting and families are hungry – more than 56,000 of Lake County residents are food insecure, including 16% of all Lake County’s children; and many are on the verge of crisis – 24,263 Lake County residents live in extreme poverty, and

WHEREAS, on January 23, 2018, The Lake County Community Foundation will hold “Right Now in Lake County” featuring nationally known social policy expert, scholar and author, Dr. Scott W. Allard, to share insight from his book *Places in Need: The Changing Geography of Poverty* with an audience of community, civic, business and nonprofit leaders, philanthropists, donors and concerned citizens, and members of the media to shine a light on the issue of poverty in our suburbs, and

WHEREAS, The Lake County Community Foundation has a stated goal of being a strong, nimble leader to help grow philanthropy and drive charitable impact across Lake County, and believes in the power of community and collective philanthropy to change lives;

NOW, THEREFORE, I, Robert T.E. Lansing, declare January 23, 2018 as “**The City of Lake Forest Poverty Awareness Day**” and invite mayors, board presidents and trustees of all Lake County cities, towns and villages to proclaim this day the same in their respective communities, and provide this document to attest to the same.

January 16, 2018

Robert T.E. Lansing, Mayor



RIGHT NOW IN LAKE COUNTY

BREAKFAST AND KEYNOTE ADDRESS

TUESDAY, JANUARY 23, 2018 • 8:15-10:30 A.M.

The Lake County Community Foundation welcomes nationally renowned researcher, University of Washington Public Affairs professor and Brookings Institution nonresident fellow **DR. SCOTT W. ALLARD** to discuss his 2017 book *Places in Need: The Changing Geography of Poverty*. For a decade, Dr. Allard has researched and written extensively about the suburbanization of poverty, focusing on Lake County, Illinois as a national case study. A panel of local leaders will discuss issues at the intersection of poverty and place.

Join us to gain valuable information to guide your strategic community investment and connect with others dedicated to building a better Lake County through philanthropy and civic engagement.

Space is limited. Click [HERE](#) to register and secure your seat today!

Registration Begins – 7:45 a.m.

Breakfast Buffet – 7:45–8:15 a.m.

Program Opening & Keynote Remarks – 8:15 a.m.

Coordinating Local Efforts and Panel Discussion – 9:00 a.m.

featuring:

- Scott W. Allard, Ph.D.
- Jael Mejia, Mano a Mano Family Resource Center
- Brenda O'Connell, Lake County Community Development Division
- Sean Collins, Lake County Health Department

Closing Remarks – 9:45 a.m.

Concurrent offerings:

- Book Signing – 10:00–10:30 a.m.
- Hospital Tours – 10:00–10:30 a.m.

**If you believe in the power of community and philanthropy
to change lives, you'll want to join us.**

VENUE

The new Northwestern
Lake Forest Hospital
1000 Westmoreland Road
Hughes Conference Center
Lake Forest, Illinois



Right Now in Lake County is brought to you by:

Media invited.



2018 COMMUNITY GOALS

- **Spirit of Community**
- **Clarity of Expectations**
- **Deliberate Mindfulness**
- **Financial Acumen**
(Thoughtful Financial Planning)

2018 PRIORITY GOALS

- **Community Campaign**
- **Fire Service**
- **Commuter Rail Service**
- **Deerpath Golf Course**
- **Internal Processes**
- **Budget Awareness**

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-_____

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE
RELATING TO CLASSES OF LICENSES FOR ALCOHOLIC BEVERAGES**

WHEREAS, The City of Lake Forest is a home rule, special charter municipal corporation;
and

WHEREAS, the City establishes regulations for the health, safety, and welfare for its residents and related to all areas within its jurisdiction; and

WHEREAS, pursuant to its home rule authority and the Illinois Liquor Control Act, the City regulates the sale and service of alcoholic liquor in the City; and

WHEREAS, the Mayor and City Council have determined that it is in the best interests of the City and its residents to amend the City's regulations affecting alcoholic liquor in the manner set forth below;

**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 incorporated as the findings of the City Council and are hereby incorporated into and made a part of this Ordinance.

SECTION TWO: Amendment to Section 111.036 of the City Code. Subsection A of Section 111.036, entitled "Local Liquor Licenses and Fees," of Chapter 111, entitled "Alcoholic Beverages," of the Lake Forest City Code is hereby amended as follows:

(23) Class K licenses, which shall authorize the service and consumption of wine and beer ~~from 4:00 p.m. to 9:00 p.m. during the period from July 1st through October 1st of each calendar year~~ in the Beach Area, which shall be approved by the Commissioner. Such wine and beer shall only be served in and consumed from a container approved by the Commissioner. The licensee shall post sufficient signage to identify the borders of the Beach Area, which signage shall be subject to approval of the Liquor Commissioner. ~~Class K licenses shall expire seven days after the date of issuance, but shall automatically renew for successive seven day periods until the earliest of the following events: (a) the licensee notifies the Commissioner that it does not wish to renew its license, (b) the Commissioner, in the Commissioner's absolute discretion, elects not to renew the license (in which case the City shall notify the licensee at least 48 hours before the end of the then-~~

~~current license period), and (c) the license expires by operation of law on October 1st. Additionally, any entity that accepts a Class K license accepts that such license is provisional in nature and may be suspended or revoked at any time by the Commissioner for any reason or no reason. By accepting a Class K license, licensees disclaim any property interest in such Class K license, waive all rights to the continued possession and use of the Class K license, and waive any due process rights related to the suspension or revocation of their Class K license. The Commissioner is authorized to waive portions of the required background information and statements found in Section 111.043 for Class K license applicants. Class K licenses shall only be available to those licensees who are otherwise compliant with the law.~~

SECTION THREE: Establishment of Fee for Class K Liquor License. The liquor license fee for a Class K license is hereby amended to be \$1500.00 The City's official Fee Schedule is and shall be amended to reflect such Class K license fees.

SECTION FOUR: 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 _____, 2018.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this __ day of _____, 2018.

Mayor

ATTEST:

City Clerk

The City of Lake Forest
CITY COUNCIL
Proceedings of the Monday, December 18, 2017
Special City Council Meeting - City Council Chambers

CALL TO ORDER AND ROLL CALL: Honorable Mayor Lansing called the meeting to order Immediately following the Special Finance Committee Meeting, 7:25pm, and the City Clerk, Margaret Boyer called the roll of Council members.

Present: Honorable Mayor Lansing, Alderman Beidler, Alderman Morris, Alderman Newman, Alderman Rummel, Alderman Tack, Alderman Reisenberg, Alderman Moreno and Alderman Buschmann.

Absent: none

Also present were: Robert Kiely, Jr., City Manager; Victor Filippini, City Attorney; Catherine Czerniak, Director of Community Development; Susan Banks, Communication Manager; Michael Thomas, Director of Public Works; Pete Siebert, Fire Chief; Sally Swarthout, Director of Parks & Recreation; DeSha Kalmar, Director of Human Resources; Mike Strong, Assistant to the City Manager, along with other members of City Staff.

There were approximately 50 persons present in the Council Chamber.

CALL TO ORDER AND ROLL CALL 7:25pm

PLEDGE OF ALLEGIANCE was recited by all those present in the Chamber.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

A. 2017-2018 Board & Commission Appointments/Reappointments

AUDIT COMMITTEE

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
William Smith	Appoint	1
Vince Sparrow	Appoint as Chair	

PARKS AND RECREATION BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Nancy Duffy	Appoint	2

ELAWA FARM COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Alex Hodges	Appoint	EFF REP

Mayor Lansing announced the 2017-2018 Board & Commission appointments.

COUNCIL ACTION: Approve the Mayor's Appointments

Alderman Moreno made a motion to approve the Mayors appointments, seconded by Alderman Newman. Motion carried unanimously by voice vote.

COMMENTS BY CITY MANAGER

City Manager Robert Kiely wished all those in attendance and at home a Happy Holiday. Regarding a substantial contribution to Deerpath Golf Course, Mr. Kiely reported that a gift of this magnitude that is tied to specific naming rights has to be approved by the City Council. He then introduced Alderman Newman and Alderman Beidler who shared the details of the Nancy Hughes donation of \$500,000 toward the renovation of Deerpath Golf Course. The Club House will be renamed the John and Nancy Hughes Clubhouse. Both Aldermen, on behalf of the Council and community, thanked Mrs. Hughes for her generous donation and encouraged other residents to pledge funding toward an amazing heritage amenity. Mayor Lansing then asked for a motion.

A. Consideration of approval of a Naming Rights Agreement in Relation to the Deerpath Golf Club

COUNCIL ACTION: Approval of the Agreement

Alderman Newman made a motion to approve the agreement, seconded by Alderman Beidler. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

B. Annual Community Events Report and Online Community-Wide Calendar
- **Octavius Hayes, Management Intern and Susan Banks, Communication Manager**

City Manager Robert Kiely stated that in response to that the City is hearing "that there is nothing to do in the City of Lake Forest", he asked staff to do an analysis of community events that go on in the City of Lake Forest. Mr. Kiely then introduced Octavius Hayes who gave a report on the analysis. Communications Manager Susan Banks gave a brief overview of the online calendar that will be launched beginning in 2018. The City Council had discussion on several iterations of Community Calendars.

COUNCIL ACTION: No action required, informational only

COMMENTS BY CITY COUNCIL MEMBERS

FINANCE COMMITTEE

1. Consideration of an Ordinance approving a Fee Schedule and Ordinance adopting new fees related to Development Activity (Second Reading and Final Approval)

Elizabeth Holleb, Finance Director, reported that there are a number of items on the agenda that were discussed at the November 13 Budget Committee Workshop and were granted first reading at the November 20 City Council meeting. Ms. Holleb reported that each year departments are asked to review fees as part of the budget preparation process and submit any proposed changes. A comprehensive fee schedule was provided in the City Council packet. The Ordinance approving a fee schedule, which identifies the proposed fee increases highlighted in yellow and the proposed new fees highlighted in orange. Fees highlighted in green are not reflective of changes in existing fees; rather, they are clarifications due to a review of City Code and current practices.

Ms. Holleb noted that revenue for the new and increased fees is estimated to be \$5,260 in the General Fund, \$290,000 in the General Fund (transferred to public safety pension funds), \$14,110 in the Parks and Recreation Fund, \$165,233 in the Water Utility Fund and \$24,564 in the Golf Course Fund.

Mayor Lansing asked if there were any questions from the Council. Seeing none, he asked if there was anyone from the public who would like to comment. Seeing none, he asked for a motion.

COUNCIL ACTION: Grant final approval of the proposed ordinances.

Alderman Newman made a motion to grant final approval of the proposed ordinances, seconded by Alderman Beidler. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

2. Consideration of an Ordinance Establishing the 2017 Tax Levy (Second Reading and Final Approval)

Elizabeth Holleb, Finance Director, reported that similarly, this item was discussed at the November 13 Budget Committee Workshop and was granted first reading at the November 20 City Council meeting. Ms. Holleb reported there is a 5.2% projected increase in the valuation for the City as a whole and that valuations continue to improve. The primary change to the tax levy is related to Police and Fire pension levies, the City has changed some of its actuarial estimates. The result of these changes was an immediate increase in funding requirements in order to reduce the future annual increases the City has experienced over the past several years.

Ms. Holleb reviewed the spreadsheets for the proposed tax levy for 2017 that were included in the packet. They included: 1) the tax levy limitations under the tax cap; 2) the tax levy distributed by fund without new growth and allowances distributed; 3) the tax levy by fund with new growth and allowances distributed; and 4) an explanation of the tax increase to an average homeowner.

Ms. Holleb reported that the City and Library levies combine to represent approximately 22-23% of the total property tax bill in Lake Forest. The City has a significant reliance on property tax revenues, which represents more than 50% of the General Fund revenue. At the request of City Council, Staff is seeking data from overlapping taxing districts on their projected levy increases, Ms. Holleb provided a brief overview.

The City Council had discussion on the average increase to existing residents: The increase to a \$800,000 home is projected to be \$123 or 3.76% .Ms. Holleb reported that there are no planned recommendations to change actuarial pension estimates. The Mayor created a pension review committee, which is reviewing moving to an open amortization schedule, with an expected recommendation to the City Council in 2018 for the 4-30-18 actuarial evaluation.

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

COUNCIL ACTION: Grant final approval of an Ordinance Establishing the 2017 Tax Levy (page 60).

Alderman Morris made a motion to grant final approval of the ordinance establishing the 2017 tax levy, seconded by Alderman Reisenberg. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

3. Approval of Ordinances Abating 2017 Tax Levies for Various G.O. Alternate Revenue Bond Issues (Second Reading and Final Approval)

Elizabeth Holleb, Finance Director, reported that the City issues all of its debt as general obligation debt, which means it pledges its full faith and credit of the taxing authority of the City to pay the debt service. In actuality, the City uses alternative revenues to pay some of the debt service on the bonds, and that requires abatement ordinances to reduce the debt service property tax levy for those bonds that have debt service amounts that have payments made from alternative revenues sources. Ms. Holleb reviewed a slide that included a summary of all the outstanding bond issues with the five abating Ordinances.

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

COUNCIL ACTION: Grant final approval of the Ordinances abating tax levies for various general obligation bond issues.

Alderman Moreno made a motion to grant final approval of the Ordinances abating tax levies for various general obligation bond issues, seconded by Alderman Reisenberg. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

PUBLIC WORKS

1. Consideration of a Resolution Approving a Lake Forest Preservation Foundation Demonstration Project Agreement

Alderman Randy Tack, Chairman Public Works Committee, reported that the Public Works Committee is seeking approval of a Resolution approving an Agreement between the City of Lake Forest and Lake Forest Preservation Foundation to enhance certain interior elements of the train station in the central business district. The purpose of the agreement is to complete work on the East Side Train Station. While the City has received more than 2.8 million in grant funding there is still a budget gap. To assist in funding the budget gap, the Lake Forest Preservation Foundation has raised approximately \$100,000 to support these improvements. Chairman Tack then introduced Mike Strong, Assistant to the City Manager, who gave an overview of the renovation history to date.

Mr. Strong stated that to formalize the arrangement with the Foundation, an Agreement has been prepared that is similar to the public-private cost-sharing arrangements used for the restoration of Market Square in 2000, Elawa Farm in 2002 and 2007, and Forest Park in 2012. As proposed, the City will be responsible for its portion of the Pending Project and the Foundation will manage and fund the Demonstration Project elements. In all cases, and since the improvements will become public assets, City staff will review and approve all applicable plans and specifications prior to the commencement of any work.

The City Council had expressed its gratitude to the Lake Forest Preservation Foundation. Mayor Lansing asked if there was anyone from the public who would like to comment. Seeing none, he asked for a motion.

COUNCIL ACTION: If determined to be appropriate by the City Council, approve the Resolution authorizing the City Manager and City Clerk to execute the Lake Forest Preservation Foundation Demonstration Project Agreement.

Alderman Reisenberg made a motion to approve the Resolution authorizing the City Manager and City Clerk to execute the Lake Forest Preservation Foundation Demonstration Project Agreement, seconded by

Alderman Beidler. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL ON NON-AGENDA ITEMS

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approval of the December 4, 2017 City Council Meeting Minutes**
2. **Check Register For Period October 28 - December 1, 2017**
3. **Approval of a Software License and Services Agreement with Bellefeuil, Szur and Associates, Inc. (BS&A) for an Enterprise Resource Planning (ERP) System**
4. **Consideration of Ordinances Approving Recommendations from the Building Review Board. (First Reading and if Desired by the City Council, Final Approval)**
5. **Consideration of an Ordinance Approving a Recommendation from the Zoning Board of Appeals. (First Reading, and if Desired by the City Council, Final Approval)**
6. **Consideration to Authorize the Finance and Public Works Committee Chairmen to Approve Expenditures \$20,000 or Higher for the PSB Renovation Project and Approval of the Construction Management Services Agreement**

COUNCIL ACTION: Approval of the six (6) Omnibus items as presented

Mayor Lansing asked members of the Council if they would like to remove any item or take it separately. Alderman Beidler noted a modification to the City Council minutes. Mayor Lansing once again asked the City Council if they would like to remove any item or take it separately. Seeing none, Mayor Lansing asked for a motion to approve the six Omnibus items as presented with Alderman Beidler suggested modification.

Alderman Rummel made a motion to approve the six omnibus items as presented with modification to the City Council minutes, seconded by Alderman Reisenberg. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

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

ORDINANCES

1. **Consideration of an Ordinance Amending Chapter 95.177, Chapter 112.006, and Chapter 135.135 to add electronic smoking devices to local ordinances governing tobacco products**

Karl Walldorf, Chief of Police, reported that the amendments to all three local ordinances governing smoking would add electronic smoking devices to the definitions of tobacco products and smoking in each and prohibit minors from possessing electronic smoking devices in the same manner they are currently prohibited from possessing cigarettes and other tobacco products.

The City Council had discussion on vaping devices, the opportunities to smoke various substances in them, cannabis and its impact on society, what THC is and spot testing and current code.

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

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of an ordinance amending Chapter 95, Chapter 112, and Chapter 135 to add electronic smoking devices to these ordinances.

Alderman Rummel made a motion to waive first reading and grant final approval of an ordinance amending Chapter 95, Chapter 112, and Chapter 135 to add electronic smoking devices to these ordinances, seconded by Alderman Buschmann. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

NEW BUSINESS

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION
--

At the beginning of the Finance Committee meeting, Mayor Lansing noted that he would ask for a motion to amend the City Council agenda to include executive session for 5 ILCS 120/2 (c), (1), The City Council will be discussing personnel.

Alderman Beidler made a motion to adjourn, seconded by Alderman Morris. Motion carried unanimously by voice vote

EXECUTIVE SESSION

Mayor Lansing asked for a motion to adjourn into executive session.

- 1. EXECUTIVE SESSION pursuant to 5 ILCS 120/2 (c), (1), The City Council will be discussing personnel.**

Alderman Beidler made a motion to adjourn into EXECUTIVE SESSION pursuant to 5ILCS 120/2 (c), (1), The City Council will be discussing personnel, seconded by Alderman Moreno. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

Adjournment into Executive Session at 8:20pm, at 12:05 a.m. on 12/19/17, the City Council recessed from the Executive Session and City Council meeting and re-convened the meeting and executive session at 6:30 p.m. on 12/19/17. The executive session thereafter concluded at 8:47 p.m., after which the City Council immediately re-convened to open session and adjourned the meeting.

RECONVENE INTO REGULAR SESSION at 8:47 pm

ADJOURNMENT

*Proceedings of the Monday, December 18, 2017
Special City Council Meeting-*

There being no further business. Alderman Tack made a motion to adjourn, seconded by Alderman Newman. Motion carried unanimously by voice vote at 8:47 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.

LIST OF RECURRING “CLASS A”
SPECIAL EVENTS

2018

- | | |
|---|--|
| 1. Festival and Fireworks | Wednesday, July 4, 2018 |
| 2. Lake Forest Day | Tuesday-Wednesday, July 31- August 1, 2018 |
| 3. Art Fair on the Square | Sunday-Monday, September 2-3, 2018 |
| 4. Lake Forest/Lake Bluff Artisan Guild | Sunday-Monday, September 2-3, 2018 |
| 5. Oktoberfest | Saturday, September 22, 2018 |
| 6. Bagpipes and Bonfire | Sunday, September 30, 2018 |
| 7. Tree Lighting Ceremony | Friday, November 23, 2018 |
| 8. Santa in Market Square | Saturday, December 8, 2018 |

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-_____

AN ORDINANCE AMENDING THE SPECIAL USE PERMIT FOR THE KNOLLWOOD CLUB TO
ALLOW THE RELOCATION OF THE PADDLE TENNIS COURTS, CONSTRUCTION OF A
RACQUETS' BUILDING AND RELATED IMPROVEMENTS
(1890 WAUKEGAN ROAD)

WHEREAS, the Knollwood Club ("**Owner**") is the owner of that certain real property commonly known as 1890 Knollwood Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, on September 14, 1964, the City of Lake Forest (the "**City**") granted approval of a Special Use Permit for the Property, authorizing the operation of and the construction and maintenance of facilities related to a private recreational and social club, which has been subsequently amended by the City on November 21, 1991, April 5, 1999 and November 5, 2012 (the Special Use Permit and its subsequent amendments shall collectively be known as the "**SUP**"); and

WHEREAS, the Owner desires to relocate the paddle tennis courts and construct a new building to support paddle and tennis activities and install related improvements ("**Improvements**") as set forth in the plans that are attached hereto as Group Exhibit B ("**Plans**");

WHEREAS, the Owner has filed a petition (the "**Petition**") requesting approval of further amendment to the SUP to permit the construction of the Improvements and, as part of its Petition, was required to present the Plans to the Zoning Board of Appeals ("**ZBA**") for its evaluation and recommendation; and

WHEREAS, the Petition was filed in accordance with the regulations of Section 159.045, Special Uses, of the Lake Forest Zoning Code; and

WHEREAS, the ZBA did conduct a properly noticed public hearing on the Petition over the course of two meetings on June 26, 2017 and October 25, 2017 and, after having fully heard and having considered the evidence and testimony by all those who wished to testify and after deliberating, voted 7 to 0 to recommend approval of the request subject to the terms and conditions of approval hereinafter set forth and made the following findings:

1. The relocation of the paddle courts and associated lights, construction of a new racquet courts' building, shifting of the tennis courts, construction of two new curb cuts and a drop off area, and expansion of the existing parking lot into a portion of the area covered by the existing paddle courts, if completed in a manner consistent with conditions of approval upon which this amendment to the Special Use Permit is based, will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare of the residents of Lake Forest or the general public.
2. Landscape screening, lighting limitations and operational procedures to regulate activity associated with the proposed improvements will mitigate impacts to the use and enjoyment of nearby residential properties. No findings have been presented to document that the proposed project, completed in a manner consistent with the approved plans and conditions of approval, will substantially diminish or impair property values within the Knollwood Subdivision.
3. The surrounding properties are for the most part built out. The conditions of approval incorporated into the Special Use Permit will allow the proposed modifications to occur in a manner that will not impede the normal and orderly use or future improvement of the surrounding properties.
4. The exterior appearance of the paddle and tennis courts, the exterior and interior lighting and the new building will be consistent with the character of the Knollwood Club and the surrounding residential area. The colors, exterior materials and the intensity and direction of the lighting will be compatible with and visually blend into the natural surroundings.
5. Adequate utilities, roads and drainage facilities exist or will be installed to accommodate the relocation of the paddle courts, additional impervious surfaces and related modifications. The City Engineer will consider the drainage plan with particular attention to downstream impacts.
6. Adequate measures will be taken in designing and reviewing the plans to assure that adequate and safe ingress and egress is provided for residents of

the area, members, guests and employees on Knollwood Road and Knollwood Lane in the vicinity of the parking lots and drop off area.

7. The enhancement of the paddle court facilities is not inconsistent with the existing Special Use Permit. Except as set forth in the Special Use Permit, the site shall conform to the applicable regulations of the R-4 zoning district and all other applicable rules and regulations.

WHEREAS, the City Council (i) concurs with the findings of the ZBA, (ii) finds that the Improvements as authorized herein will satisfy the requirements of Section 159.045(E)(2) of the Zoning Code, and (iii) subject to the terms and conditions herein set forth, finds and determines that it is in the best interests of the City and its residents to approve the Petition and amend the SUP as set forth in the Ordinance.

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

SECTION ONE. Recitals: The foregoing recitals are incorporated into this Ordinance as if fully set forth.

SECTION TWO. Approval of Amendment to SUP: Pursuant to Section 159.045 of the Zoning Code and subject to the limitations set forth in the City Code and the conditions set forth in Section Three of this Ordinance, the City Council hereby approves the Petition and grants an amendment to the SUP authorizing 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 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 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. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- D. 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 Owner 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.
- E. Drainage. Prior to the issuance of permits for expansion of the parking lot, construction of the paddle facility or construction of the relocated paddle courts, engineering plans shall be submitted and will be subject to review and approval by the City Engineer. Any and all improvements determined to be necessary by the City Engineer to avoid negatively impacting downstream properties shall be reflected on the engineering plans and required as part of this project.
- F. Lighting.
 - 1. A detailed lighting intensity plan must be included in the building permit application and must demonstrate that there are no spillover lighting impacts at the property lines. The plan is subject to review and approval by the Director of Community Development prior to the issuance of building permits for the new court.
 - 2. Light fixtures must conceal views of the source of the light from off of the property and louvers shall be affixed on the sides of the lights nearest the perimeter of the Property and in other locations as determined by the Director of Community Development to be necessary to achieve the required concealment of the light source.
 - 3. All lights on the paddle tennis courts must be on an automatic timer set to turn off lights no later than 11:00 p.m.

4. When any court is not in use, lights on that court must be turned off. (This does not apply to periods between ongoing matches, but does apply after play on an individual court is completed for the night.)

G. Parking. A final plan for the reconfigured parking lot must be included in the building permit application and is subject to review and approval by the Director of Community Development prior to the issuance of building permits for the new court. The parking lot plan must:

- a. provide a striping plan for the lot;
- b. provide for adequate ingress and egress for delivery vehicles, garbage trucks and provide for emergency vehicle access to the service area of the clubhouse at all times;
- c. avoid impacts on the significant remaining trees near the paddle courts;
- d. note the total numbers of cars that will be permitted to park in the lot at any one time;
- e. a landscape plan for the parking lot shall be submitted and will be subject to review and approval by the City's Certified Arborist and shall reflect the existing trees, any trees or vegetation proposed for removal, and perimeter landscaping (existing and proposed) to provide for screening of vehicles and headlights from surrounding residential properties;
- f. the density of plantings along the perimeter of the parking lot, as reflected on the approved landscape plan, must be maintained on an ongoing basis to serve as a buffer for the neighboring homes;
- g. otherwise comply with the City Code.

H. Operations. The Owner must establish and routinely enforce the following policies as presented by the Owner at the Zoning Board of Appeals meeting.

- a. the expanded parking lot located in the footprint of the relocated paddle courts shall be used for employee parking, deliveries and trash pick-up only;
- b. parking is only permitted in designated, striped parking spaces;
- c. no parking is permitted on or along Knollwood Lane, (if determined to be necessary by the Director of Community Development, installation of a split rail fence or boulders may be required to prevent parking along the private road);
- d. loitering and after hours activities in the parking lot are prohibited.

SECTION FOUR: Amendment to Ordinance. Any amendments to the terms, conditions, or provisions of this Ordinance that may be requested 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 SUP itself in the manner provided in the Zoning Code and by

applicable law. Except as expressly provided herein, nothing in this Ordinance amends or otherwise modifies the terms and conditions of the SUP.

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 have not (i) executed and (ii) thereafter filed with the City Clerk, within 30 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 _____, 2018.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED THIS ____ DAY OF _____, 2018.

MAYOR

ATTEST:

City Clerk

PROPOSED RELOCATED PADDLE COURTS AND FACILITY

GROUP EXHIBIT B

The Plans



NEW LIGHTING FIXTURE

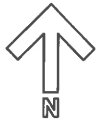


Witmer & Associates
Architecture and Interior Design
witmerandassoc.com



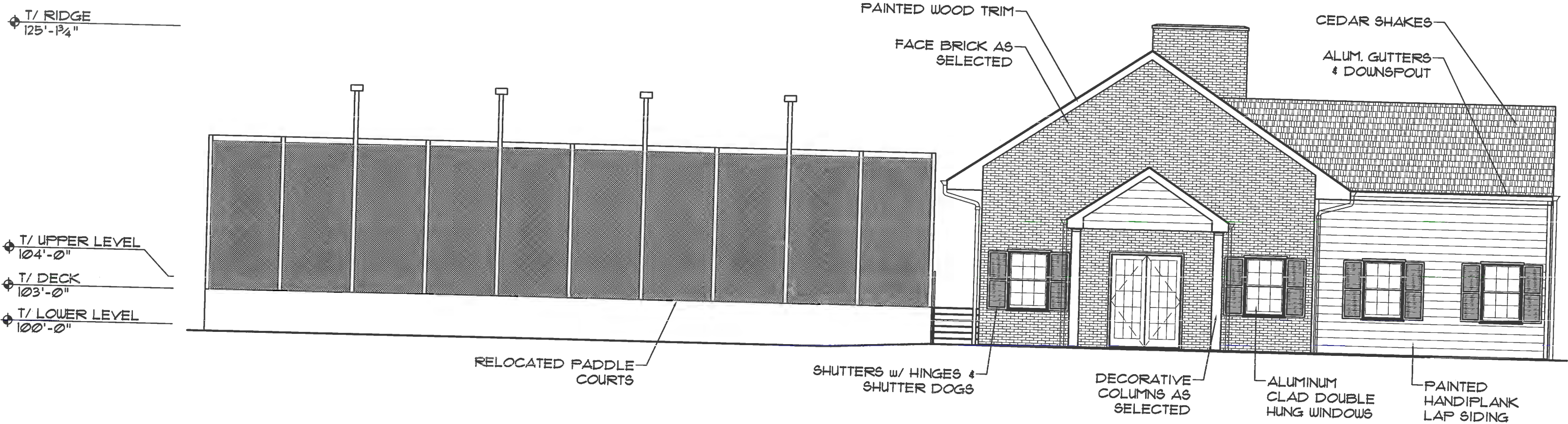
KNOLLWOOD CLUB
SITE PLAN

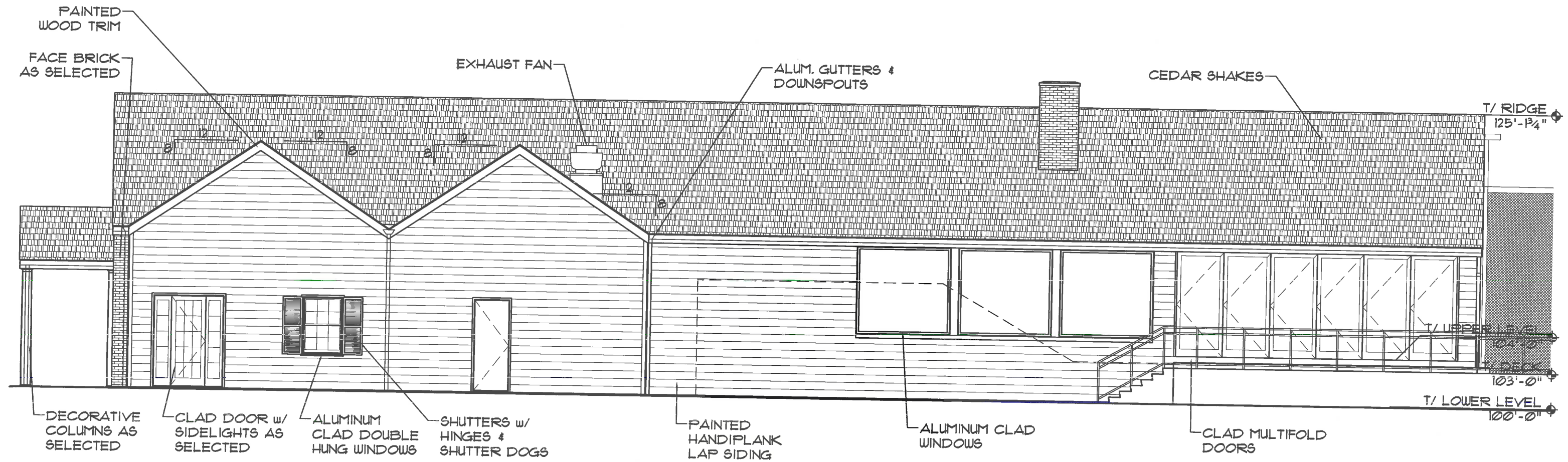
10/17/2017 SCALE: 1/2"=60'-0"



Witmer & Associates
Architecture and Interior Design
witmerandassoc.com

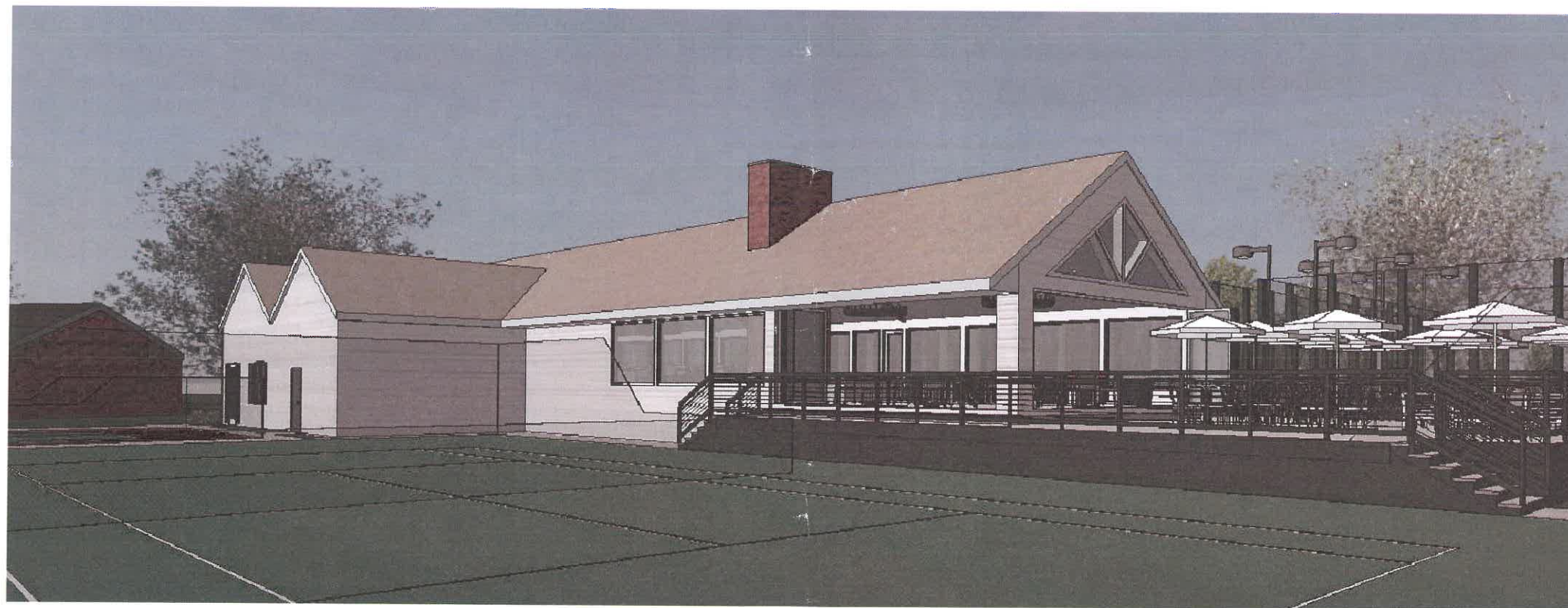
**KNOLLWOOD CLUB
NEIGHBORHOOD ADJACENCIES**







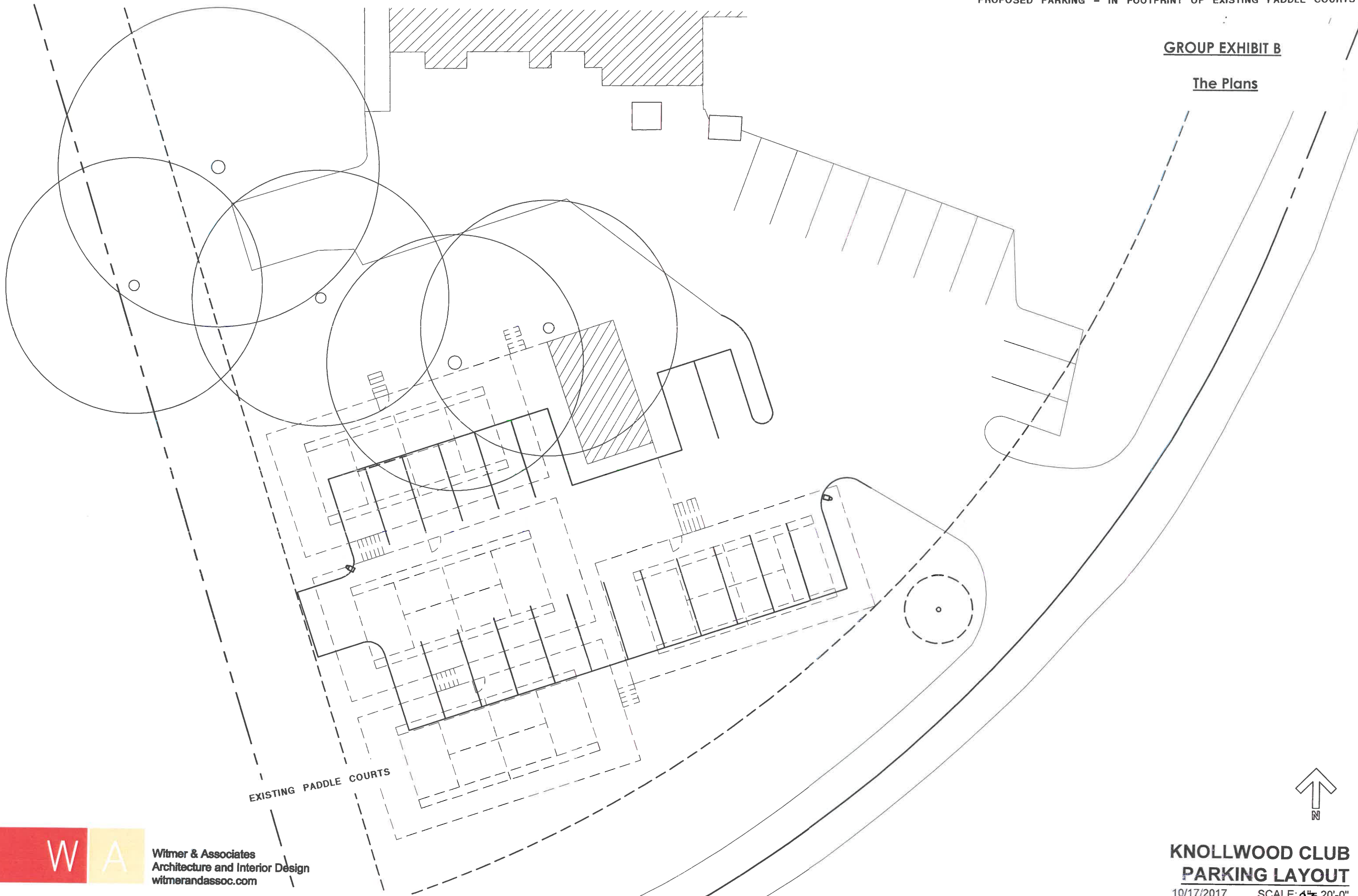
FRONT ENTRANCE



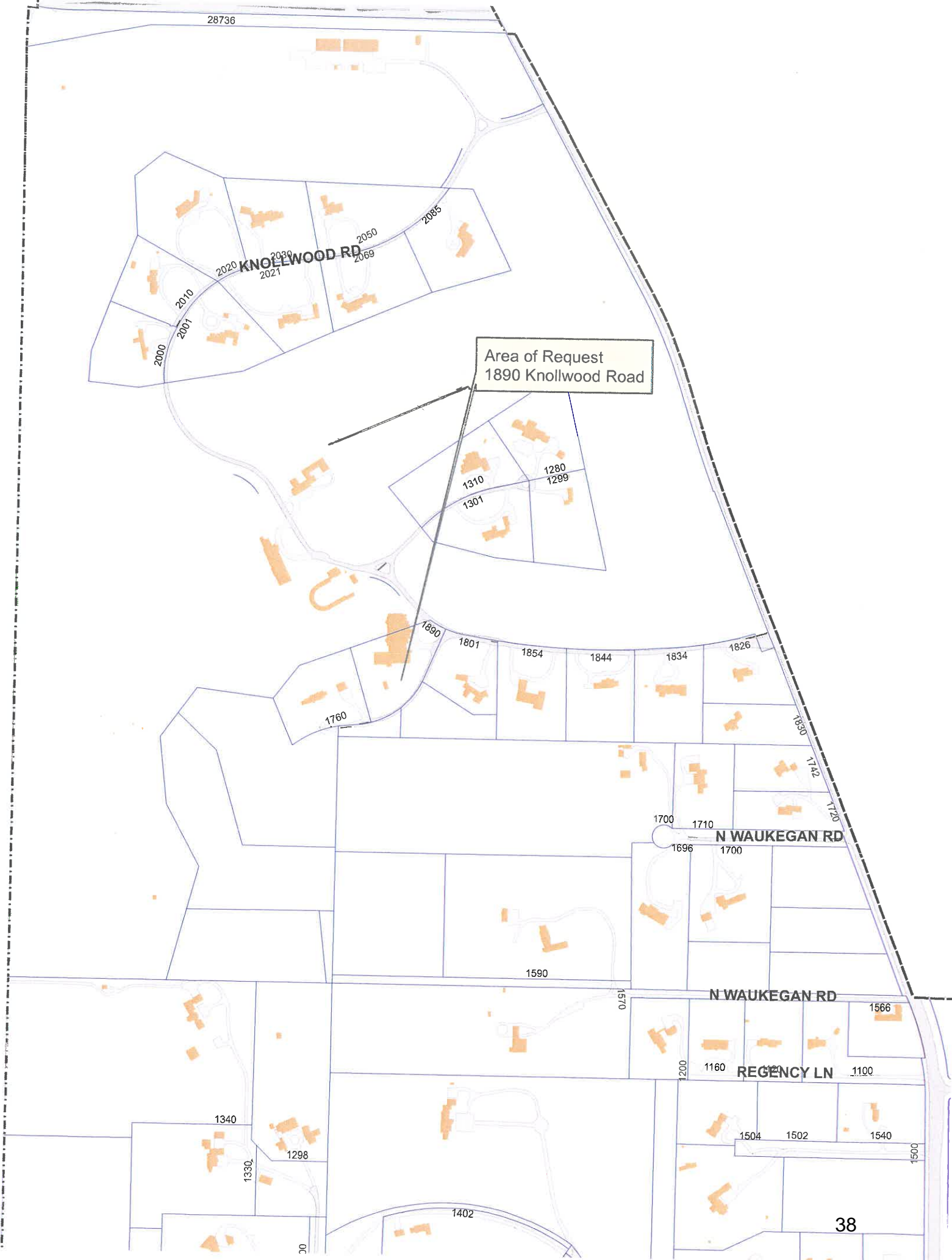
TENNIS VIEWING

GROUP EXHIBIT B

The Plans



EXISTING PADDLE COURTS



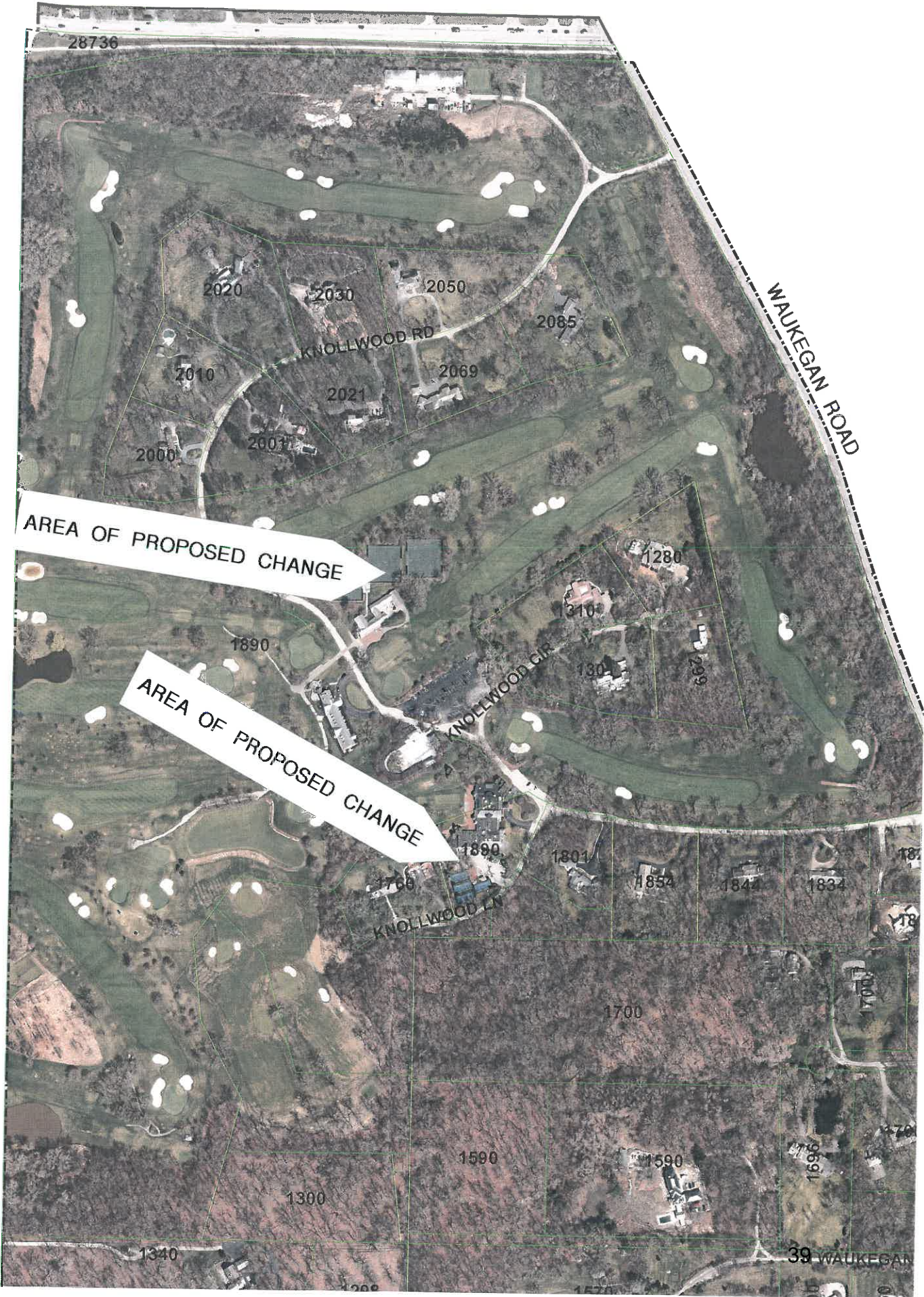
Area of Request
1890 Knollwood Road

KNOLLWOOD RD

N WAUKEGAN RD

N WAUKEGAN RD

REGENCY LN





ZONING BOARD OF APPEALS' REPORT AND RECOMMENDATION

TO:	Honorable Mayor Lansing and Members of the Council
DATE:	October 23, 2017
FROM:	Chairman Pickus and members of the Zoning Board of Appeals
SUBJECT:	Knollwood Club - Amendment to Special Use Permit

PROPERTY OWNER

The Knollwood Club
1890 Waukegan Road
Lake Forest, IL 60045

PROPERTY LOCATION

1890 Waukegan Road
West side of Waukegan Road,
south of Route 176

ZONING DISTRICT

R-4 - Single Family Residence
District

Club Representative: Randy Harper, General Manager
Architect: Peter Witmer, Witmer and Associates

Summary of this Request

This is a request from the Knollwood Club for an amendment to an existing Special Use Permit to allow:

- Relocation of four platform paddle courts and the associated court lights from the current location south of the Clubhouse, to a more central location near the existing tennis courts and pro shop/tennis support building.
- Expansion of the parking lot located adjacent to the existing paddle courts into a portion of the area currently occupied by the four paddle tennis courts. The expanded lot will accommodate additional employee parking. Paddle players will no longer park in this lot.
- Use of the existing paddle building, in its current location, for storage.
- Construction of a new Racquet Courts' Building between the relocated paddle courts and the existing tennis courts.
- Elimination of one existing tennis court and relocation of the remaining tennis courts slightly to the northeast of the current location to accommodate the relocated paddle courts, sport court and new building.
- Addition of a sport court adjacent to the tennis courts.
- Addition of two curb cuts and a paved circular driveway for a drop off area near the new Racquet Courts' building.

Board Recommendation

The Zoning Board of Appeals first considered this petition in June, 2017 and at that time, heard a presentation from the petitioner, the Knollwood Club, and heard testimony from four residents in the Knollwood Subdivision. After deliberation at the June meeting, the Board continued the petition to allow the petitioner to have further discussions with neighboring property owners and provide additional detail on various aspects of the petition to the Board.

In October, 2017, this petition returned to the Board and additional detail was presented on stormwater management, lighting, the paddle facility and the expanded parking lot. The petitioner reviewed the meetings that occurred since June with residents of the Knollwood Subdivision and an engineering consultant to discuss the 1920's era stormsewer infrastructure that is in place throughout the subdivision and consider opportunities for residents and the Club to jointly improve the system over time, separate and apart from the current petition. No public comment was presented at the October meeting. After deliberation, the Board voted 7 to 0 to recommend approval of the amendment to the Special Use Permit to allow upgrades to the Club as detailed in the plans. The findings supporting the Board's recommendation are detailed in the Ordinance included in the Council's packet along with recommended conditions of approval.

Background

The Knollwood Club is located in the northernmost part of the City. The City limits border the Club on three sides, the north, east and west. A portion of the Knollwood Club property extends outside of the City limits to the west. Several privately owned residential properties are located adjacent to the Club and there are clusters of privately owned residential properties encircled by the Club grounds. The private properties are developed with single family homes and are not part of the Knollwood Club's Special Use Permit.

The Knollwood Club was established in 1924. In 1925, the Club purchased the 220 acre Knollwood Farm property, the property was subdivided creating the Knollwood Club grounds and nineteen residential lots. The Club was established prior to the requirement for a Special Use Permit for private recreational and social clubs. In 1964, the existence of the Knollwood Club was recognized and authorized by the City through a Special Use Permit. Amendments to the Knollwood Club's Special Use Permit were requested by the Club, and approved by the City in 1991, 1999 and most recently in 2012. The 1991 amendment authorized a small addition to the Clubhouse for use as a store room and laundry area. The 1999 amendment authorized demolition of the Clubhouse and construction of a new clubhouse and some associated driveway modifications. The 2012 amendment authorized the addition of a fourth paddle court and related improvements in the area located to the south of the Clubhouse.

The Knollwood Club today continues to operate generally consistent with the purpose stated in the Club's 1924 Articles of Incorporation. "To maintain a country club with a suitable clubhouse, buildings, grounds, bridle paths, and other facilities for golf, riding, hunting, polo, tennis, swimming, and other sports and games." Although not all of the specific activities named in that statement continue on the grounds today, the spirit of that stated purpose continues to be met. The 1999 Special Use Permit, as approved by the City, updated the permitted uses with the following statement which is now part of the Club's Special Use Permit.

The Special Use Permit hereby amended shall also extend to and permit the continued use of the land herein described, by the Knollwood Club and its members for the purposes of a private club and for the enjoyment of the Club members, such use shall include all necessary recreation facilities including, but not limited to, a golf course, swimming pools, tennis courts, riding stables and arenas, a skeet shooting range, clubhouses, overnight accommodations for staff, necessary buildings and other structures, play areas, parking facilities, and all appurtenances thereto essential and necessary to the proper operation and maintenance of a private club.

The 2012 Special Use Permit approved a fourth paddle court in the configuration and location that exists today. This petition requests approval of modifications to the previously approved site plan for the Club. No change in or expansion of use is proposed.

Key Points Considered by the Board

- ❖ As noted above, no new uses are proposed at the Club. The location of some activities will change and facilities will be upgraded.
- ❖ The proposed changes are intended to meet the needs of existing Club members and recognize the increased popularity of paddle tennis.
- ❖ The number of paddle courts is not increasing, one tennis court will be eliminated and a small sport court will be added.
- ❖ The proposed Racquet Courts' building will provide a larger, shared space to support social activities associated with tennis and paddle sports, before, during and after the games.
- ❖ The proposed relocation of the paddle courts will bring this activity into a more central location on the Club property. However, this is an area that in the past, has not been the site of evening activity or late fall, winter and early spring activity.
- ❖ Paddle is played primarily from the end of September through March each year, including during the winter months, after the time normally considered peak season for the Knollwood Club.
- ❖ Paddle is played primarily in the evening hours and requires lights unlike tennis, which is primarily a daytime, good weather activity.
- ❖ The new Racquet Courts' building will be centrally located between the new paddle and tennis courts and, as a result, views of the building itself will be screened by the various courts. The building is proposed with large expanses of windows and outdoor areas requiring that consideration be given to potential impacts of light from the building on neighboring homes.
- ❖ Expanding the existing parking lot into a portion of the area now occupied by the existing paddle courts, will shift employee parking out of the lots that are more centrally located on the Club property and intended for Club members and guests however, employee parking and after hours activity will be closer to neighboring homes.
- ❖ There are significant trees located on the Club property particularly in the area near the proposed parking lot expansion. Care should be taken to preserve and protect heritage trees.

Analysis

Relocated Paddle Courts and Associated Lighting

The current location of the paddle courts is isolated and constricted, away from other activities and Club amenities. In 2012, when the Club requested an amendment to the Special Use Permit to allow the addition of a fourth paddle court and modifications to the adjacent parking lot, the City encouraged the Club to consider whether the existing location of the paddle courts, near the service area of the clubhouse, away from the member and guest parking areas, and very near privately owned residential properties, was the best location for the courts for the long term. Although the Club recognized the limitations of the area, the Club was not in the position to relocate the paddle courts at that time. However, the Club continued to study opportunities to site the paddle courts in an area that would allow upgraded facilities and a better relationship to other Club facilities, and is now requesting approval to move in that direction.

The proposed location for the paddle courts is further from neighboring residential properties than the existing courts. The relocated paddle courts will be generally in the footprint of the existing westernmost tennis court. The paddle courts will be located close to Knollwood Road. The closest residential property will be more than 300 feet from the relocated paddle courts. As a point of

reference, the Code requires that on single family residential lots in the R-4 district, sport courts, such as a backyard tennis court, must be a minimum of 20' from all property lines; no lighting of sports courts on residential properties is permitted.

Since paddle is played primarily in the evening hours, up to seven days a week, under lights, during the fall, winter and early spring; screening the light, activity and noise from paddle play and the before and after game activities from nearby single family homes is important. The increased distance from homes provided at the proposed location in comparison to the existing conditions is helpful in minimizing impacts however; a detailed plan for enhanced evergreen plantings should be required to assure plantings in the areas immediately surrounding the courts. A condition requiring that a dense buffer of evergreens be maintained around the courts on an ongoing basis is recommended.

No changes are proposed to the activity levels of paddle play or the hours of play. The conditions and limitations from the 2012 Special Use Permit amendment relating to lighting which require lights to be on a timer that turns the lights off at 11 p.m., will remain in place. A current condition also requires that when the courts are not in use, the lights must be turned off prior to 11 p.m. (A copy of the 2012 Special Use Permit and the associated conditions of approval is included in the Board's packet.)

Minor Relocation of Five Tennis Courts

As noted above, the paddle courts will displace the westernmost tennis courts. One tennis court will be eliminated. Five tennis courts will be shifted slightly to the east. The tennis program will remain generally as it is today. There are no lights on the tennis courts, and no lights are proposed. The tennis court users will benefit from the new Racquet Courts building. Since the peak times of play for paddle and tennis differ, the new building will be able to support both programs.

New Racquet Courts' Building (also referred to as the New Paddle Building)

As noted above, a new building is proposed in between the relocated paddle and tennis courts. The building will provide restrooms, a kitchen, bar, eating areas and viewing areas adjacent to both the paddle and tennis courts. A portion of the building will have the ability to be opened to create outdoor, covered viewing areas in good weather. The renderings also indicate that one or more patio areas are planned. Further details on the patio areas, and on any exterior lights that are proposed and the intensity and direction of interior lights, is needed to allow a full evaluation of the potential for off site lighting impacts and visibility.

Parking

Currently, the majority of paddle players park near the existing paddle courts, near the service area of the Clubhouse and close to residential properties. Overflow parking for paddle players occurs in the more centrally located parking lot located to the northwest of the Clubhouse. The current parking situation is tight and causes conflicts with employee parking, deliveries, trash pickup and at times, with the neighboring residents.

The relocated paddle courts will be served by the existing centrally located parking lot. Club employees who currently park in the central lot will be redirected to the parking lot at the rear of the Clubhouse during paddle season once the paddle courts are relocated. A new sidewalk is proposed to connect the centrally located parking lot to the paddle and tennis courts. The sidewalk will extend along the north side of Knollwood Road.

No expansion of the existing central parking lot is proposed and the Club's representatives have indicated that they looked carefully at the parking demand generated by the various activities and are confident that the existing parking lot will be sufficient to meet the needs of the paddle and tennis court users. As presented, the petition does not mention the addition of any lighting to the existing central parking lot. If additional lighting is proposed, information on the lighting should be provided. No parking should be permitted on Knollwood Road or on Knollwood Lane since both roads are private narrow roads that need to be able to accommodate two-way traffic.

Once the existing four paddle courts are relocated, the existing parking lot adjacent to those courts is proposed for expansion. The addition of a couple parking lot lights in the area is proposed as well. The Club plans to retain the existing paddle building and use it as a storage and maintenance facility. Re-working and expanding the parking lot at the rear of the Clubhouse and making this area available for employee parking will be beneficial to the Club. There are several heritage trees in this area. Two significant, healthy trees, a heritage Oak tree and a 15" Shagbark Hickory tree were lost when the fourth paddle court was added to this area in 2012. Expansion of the parking lot should minimize any further impact on significant trees in this area. The trees and their extensive canopies help to screen the service area of the Club from the adjacent residential properties.

Drop Off Area

Two new curb cuts are proposed on Knollwood Road, near the proposed Racquet Courts building. The intent is to construct a circular driveway of a two-lane width to allow a few cars to stop or park while other cars drive past. This area is not intended as long term parking and as presented, no lights are proposed on this driveway. Plans for this area will be subject to review and approval by the City Engineer to verify that the radius is sufficient to safely accommodate the intended use.

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018-_____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AUTHORIZING CHASE BANK TO ESTABLISH A BANK AND ATM DRIVE-THROUGH FACILITY AT 884 S. WAUKEGAN ROAD

WHEREAS, JP Morgan Chase (the "**Lessee**") is the Lessee of that certain real property improved with a building and parking lot that is commonly known as 884 S. Waukegan Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property is located within the corporate limits of The City of Lake Forest (the "**City**") and is zoned in the B-1 Neighborhood Business District under the Lake Forest Zoning Code (the "**Zoning Code**"); and

WHEREAS, the Lessee seeks to redevelop the Property for use as a bank and drive-through ATM facility; and

WHEREAS, banks and drive-through facilities are only authorized in the B-1 District pursuant to the grant of a special use permit; and

WHEREAS, the Lessee, with the consent of 884 S. Waukegan Road LLC (the "**Owner**"), has filed a petition (the "**Petition**") for a special use permit ("**SUP**") to authorize the redevelopment of the Property including, but not limited to: demolition of the existing building, construction of a new building and drive-through facility, installation of pedestrian walkways and planting of additional vegetation (the "**Improvements**"); and

WHEREAS, the Owner and Lessee have acknowledged that the Property benefits substantially from the irrigation system, lighting, pedestrian walkways and landscaping located within the adjacent City right-of-way that provides access to the Property; and

WHEREAS, the Owner and Lessee also acknowledge that the proposed bank use of the Property will eliminate retail space in the B-1 District that may have adverse financial impacts on the City; and

WHEREAS, in connection with the Petition, the Lessee and Owner have proposed the following:

1. The construction of a 3,600 square foot building for use as a commercial bank with an adjacent drive-through lane to provide ATM access on the Property within the B-1 District;
2. Improvements that will be undertaken in substantial conformity with the detailed Site, Building, Hardscape and Landscape Plans, all of which were finalized through the Building Review Board process (collectively, the "**Plans**"), attached hereto as Group Exhibit B, along with other considerations of the Owner as set forth in Owner's letter to the Mayor dated January 15, 2018 (the "**Owner's Considerations**");
3. Cooperation with the City in the future providing the opportunity for temporary and limited use of a portion of the Chase Bank parking lot for short term staging or vehicle parking to support infrastructure improvements in the immediate area so long as the short-term use does not interfere with normal, daily use of the property by Lessee.

(Collectively, the foregoing elements of the Petition shall hereinafter be referred to as the "**Proposal**"); and

WHEREAS, the Petition was filed in accordance with the regulations of Section 159.045, Special Uses, of the Lake Forest Zoning Code; and

WHEREAS, the City's Plan Commission did conduct a properly noticed public hearing on the Petition over the course of three meetings on August 9, 2017, September 20, 2017, and December 13, 2017; and

WHEREAS, prior to the conclusion of the hearing before the Plan Commission, the Proposal was presented to the City's Building Review Board for review and

recommendation, and the Plan Commission was apprised of the Building Review Board's findings and recommendations; and

WHEREAS, after having fully heard and having considered the evidence and testimony by all those who wished to testify and after deliberating (including the findings and recommendations of the City's Building Review Board), the Plan Commission voted 6 to 0, to make the following findings and to recommend approval of the Proposal, subject to the terms and conditions of approval hereinafter set forth:

1. The Zoning Code authorizes various special uses, which uses may be permitted upon a finding that established criteria are satisfied.
2. A traffic study was submitted to and reviewed by the City's consulting traffic engineer. The study was found to conform to industry standards. The traffic generated by the Proposal is projected to be less than the traffic generated by the most recent use of the Property during peak commuter times. The Proposal will generate limited traffic in the evening hours for ATM use and on the weekends. The Proposal was found to not have any adverse impact on traffic or road safety in the area.
3. Regarding the drive-thru facilities:
 - a. The proposed drive-through facility is located in generally the same location on the Property as the drive-through facility for the recently closed fast food restaurant. A bypass lane is proposed adjacent to the drive-through facility. Neither the drive-through facility lane, the bypass lane, nor the pedestrian path ways reflected on the Plans appear to create a hazardous condition for pedestrians or other vehicles.
 - b. Pedestrian path ways are satisfactorily separated from the drive-through facility area. To further pedestrian safety in the area of the drive-through facility, the entrance to the drive-through lane is narrowed to be more pedestrian friendly.
 - c. The final engineering plans will fully detail pedestrian pathways and connections between sidewalks on the Property and off-site sidewalks including the public sidewalk along Waukegan Road, the Waukegan Road and Gloucester Crossing intersection, the parking area to the south of the bank, Forest Square to the north and the train station.

- d. Under the Proposal, automatic banking facilities will be available to pedestrians in a lobby area which will be accessible to bank customers by key card 24 hours a day.
 - e. The proposed drive-through facility is located in the same area as the drive-through facility for the prior fast food use at the Property. The drive-through facility is located to minimize visibility from public streets. Protecting and preserving the existing mature trees on the Property is important since the mature trees provide significant landscape screening of the drive-through area that will minimize the visual impact of the drive-through facilities on the streetscape.
- 4. The Plans detail pedestrian links from path ways on the Property to off-site locations and specifically, to nearby retail uses.
 - 5. The Proposal is consistent with the purpose of the B-1 District and presents a high quality commercial building, one that is adaptable for uses other than a bank, and represents a significant investment in the business district providing a long-term benefit to the community.
 - 6. No evidence was submitted to document that the Proposal will be detrimental to or endanger the public health, safety, morals, comfort or general welfare. Substantial investment in the business district is proposed and the use will draw employees and some customers into the area who, in turn, will support other businesses in the area. The Proposal is projected to reduce traffic volumes in the area to some extent, lessening congestion on Waukegan Road, a State highway, in the immediate vicinity of the Property, during peak traffic times. Aspects of the Proposal will benefit the general welfare of the community.
 - 7. No evidence was presented to document that the Proposal will be injurious to the use and enjoyment of other properties in the immediate vicinity. Given the proposed investment in the Property, the development is not expected to substantially diminish and impair property values in the surrounding business district. Representatives of the ownership of adjacent commercial properties expressed support for the Proposal.
 - 8. The surrounding area is already developed with uses permitted in the district. The Proposal will not negatively affect the overall character of the area despite the fact that it represents a change from a retail, to a non-retail use. The Proposal will bring employees and customers into the area, who will, in some measure, support other businesses in the area and thereby support the retail character of the area.
 - 9. The Building Review Board reviewed the design aspects of the Proposal and found the massing, exterior materials and architectural detailing of the building to be compatible with the character of the business district, the neighboring

commercial development and consistent with the design standards in the community.

10. The Building Review Board found that the building could easily be adapted for future multi-tenant use for professional offices, retail businesses or restaurants.
11. The Building Review Board will, once the building begins to take shape, review the details of the signage and lighting plans for consistency with the standards in the Code and the character of the area.
12. Adequate utilities, roads and drainage facilities are in place to support redevelopment of the Property.
13. No changes to the ingress and egress to the Property are proposed, with ingress and egress from Gloucester Crossing, at the east and west ends of the Property remaining. The existing right-in/right-out access from the Property to Waukegan Road will also remain.
14. Except as modified by the City Council through this Special Use Permit, the Proposal shall conform to the applicable regulations in the B-1 zoning district.

WHEREAS, in accordance with its Zoning Code and home-rule powers, the City Council (i) concurs with the findings of the Plan Commission, (ii) finds that the uses and Improvements included in the Proposal and as authorized herein will satisfy the requirements of the Zoning Code, including Section 159.045(E), and (iii) subject to the terms and conditions herein set forth, finds and determines that it is in the best interests of the City and its residents to approve the Proposal and grant the SUP as set forth in the Ordinance.

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

SECTION ONE. **Recitals:** The foregoing recitals are incorporated into this Ordinance as if fully set forth.

SECTION TWO. **Approval of SUP:** Pursuant to Section 159.045 of the Zoning Code and subject to the limitations set forth in the City Code and the conditions set

forth in Section Three of this Ordinance, the City Council hereby approves the Proposal as presented and grants the SUP authorizing the bank use and drive-through facility use and related Improvements on the Property, as more fully depicted on the Plans.

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 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. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans, as recommended by the Building Review Board and ultimately approved by the City Council.
- D. Fees and Costs.
 - 1. The Lessee and Owner shall be jointly and severally 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 Lessee and Owner 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.

2. Owner shall be required to make all payments and to satisfy all obligations as set forth in the Proposal (including Owner's Considerations, which must be satisfied prior to issuance of any temporary occupancy permit or certificate of occupancy), which payments and obligations are an integral part of the Proposal and inextricably linked to the City's favorable consideration and approval of the Proposal.

E. Improvements and Site Operations

1. The details of the pedestrian pathways and connections to off-site sidewalks shall be subject to final review and approval by the City Engineer and Director of Community Development to assure adequate sightlines, pavement markings and or signage to alert motorists to pedestrian crossings.
2. The existing matures trees shall be protected and preserved to mitigate views of the drive-through facility from the public streetscape. Tree removal shall be subject to review and approval by the City Arborist.
3. Once the demolition of the existing building commences, work must proceed diligently to completion including, but not limited to removal of all debris from the Property and restoration of the Property to a condition determined to be acceptable in the reasonable discretion of the Director of Community Development until a g building permit is issued to allow construction of the new building to commence.
4. The final lighting and signage plan shall be submitted to the Building Review Board for consideration and a recommendation and shall be subject to final approval by the City Council.

SECTION FOUR: Amendment to Ordinance. Any amendments to the terms, conditions, or provisions of this Ordinance that may be requested 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 SUP itself in the manner provided in the Zoning Code and by applicable law.

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 as set forth in a resolution duly adopted, be of no force or effect if Owner

and Lessee have not (i) executed and (ii) thereafter filed with the City Clerk, within 60 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 _____, 2018.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED THIS ____ DAY OF _____, 2018.

MAYOR

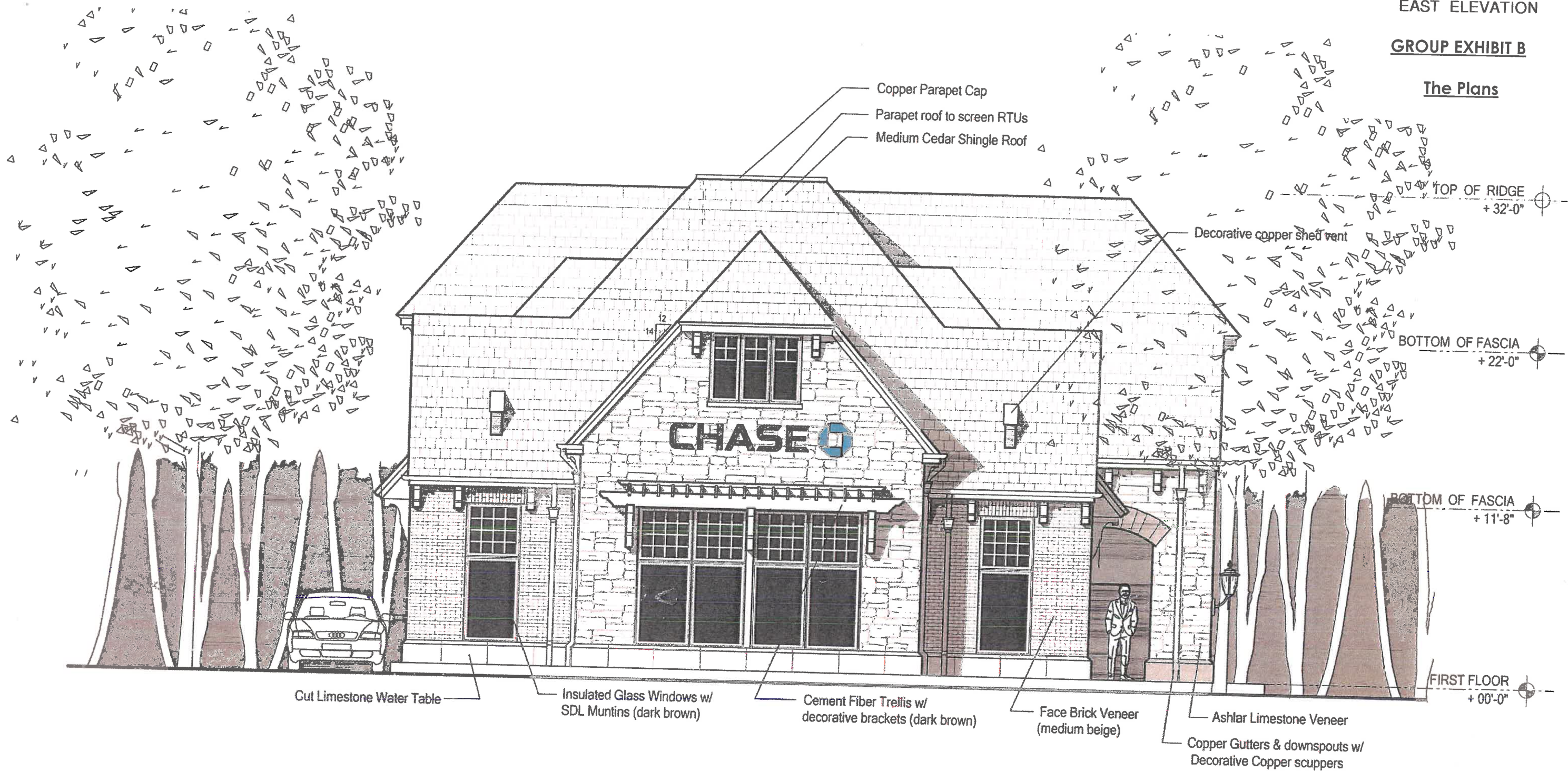
ATTEST:

City Clerk

EAST ELEVATION

GROUP EXHIBIT B

The Plans



LAKE FOREST WAUKEGAN RD
884 SOUTH WAUKEGAN ROAD
LAKE FOREST, IL 60045

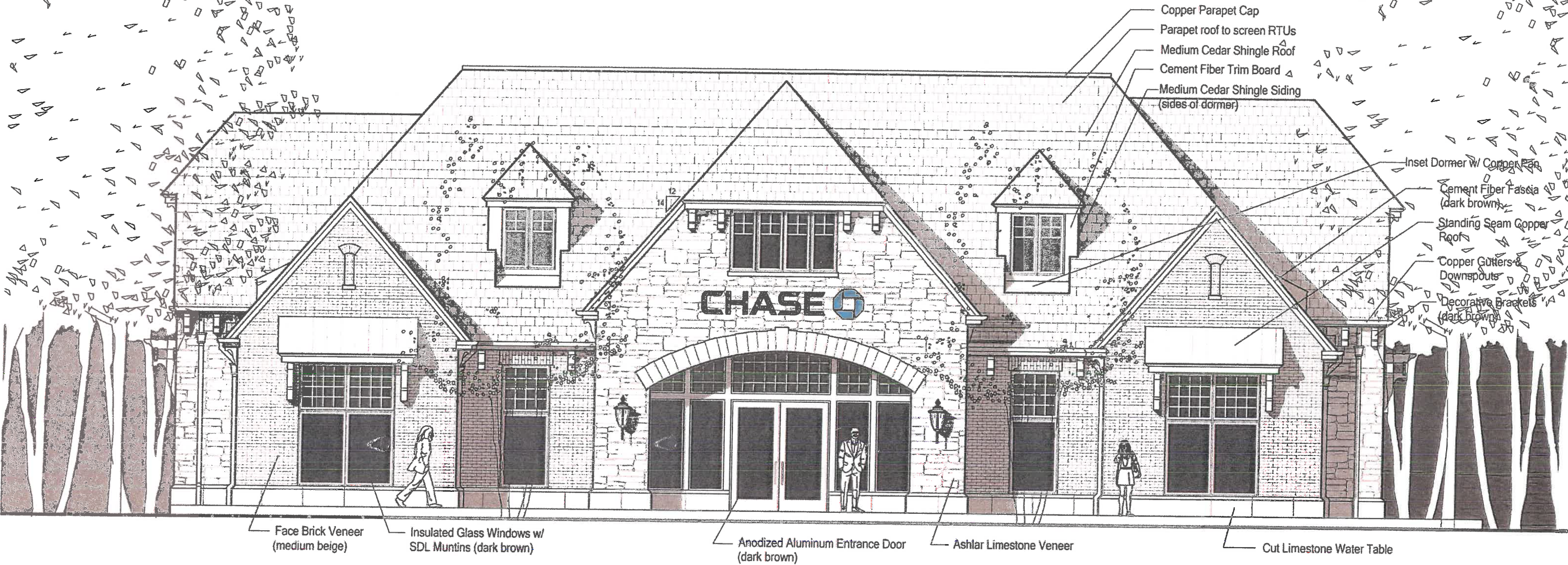
EAST ELEVATION

NOVEMBER 29, 2017



Architect/Designer
The Architects Partnership
200 South Michigan Avenue
Suite 1020
Chicago, IL 60604
t: 312.583.9800
e: tapchicago.com
TAP Project Number: 16155





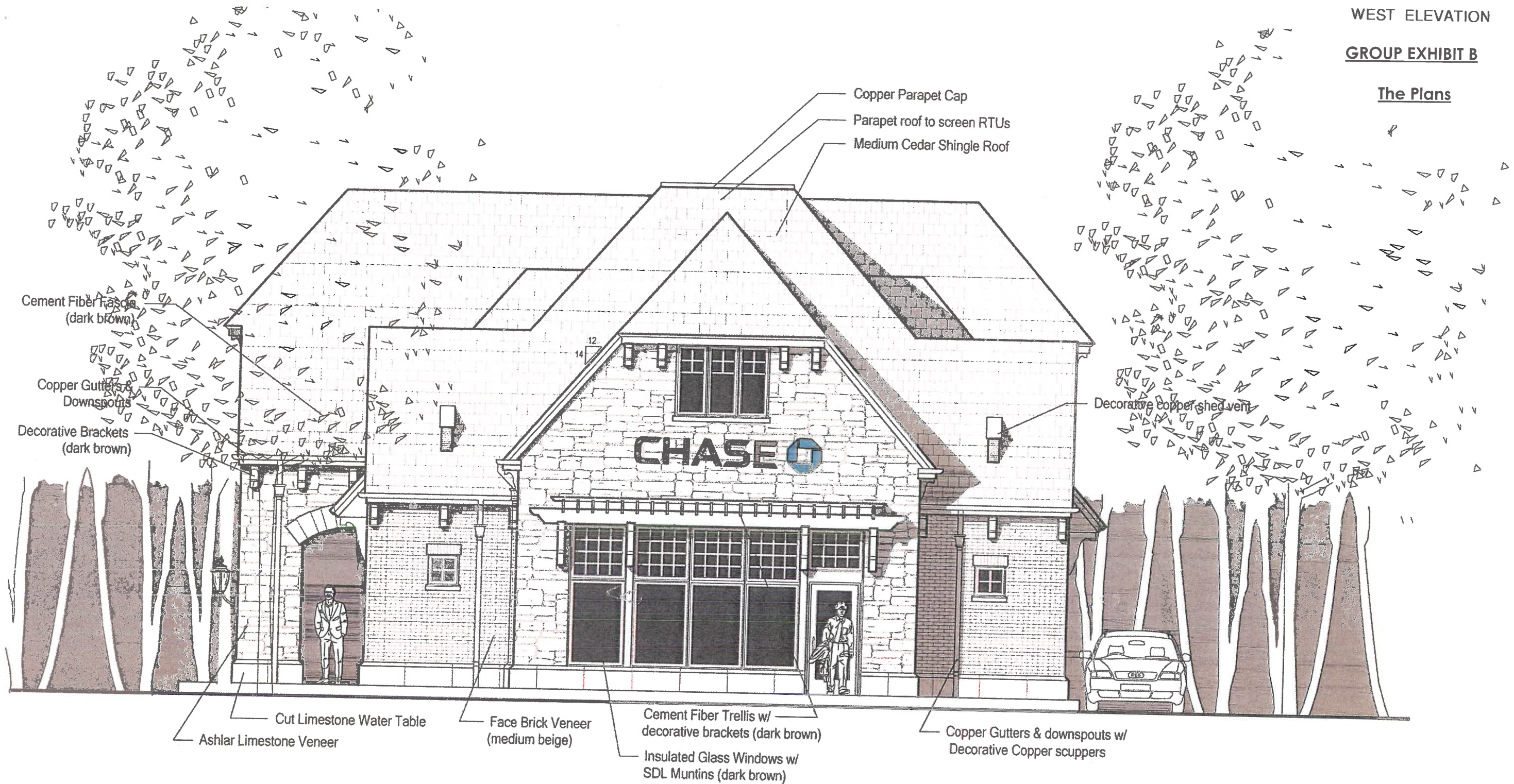
CHASE
LAKE FOREST WAUKEGAN RD
884 SOUTH WAUKEGAN ROAD
LAKE FOREST, IL 60045

NORTH ELEVATION
NOVEMBER 29, 2017

RM SWANSON
ARCHITECTS
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rm@swanson.com

Architect/Designer
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TAP Project Number: 16155





CHASE
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WEST ELEVATION

NOVEMBER 29, 2017

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TAP Project Number: 16155





CHASE
LAKE FOREST WAUKEGAN RD
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LAKE FOREST, IL 60045

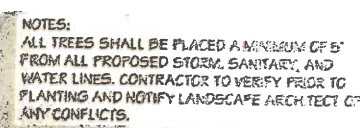
SOUTH ELEVATION

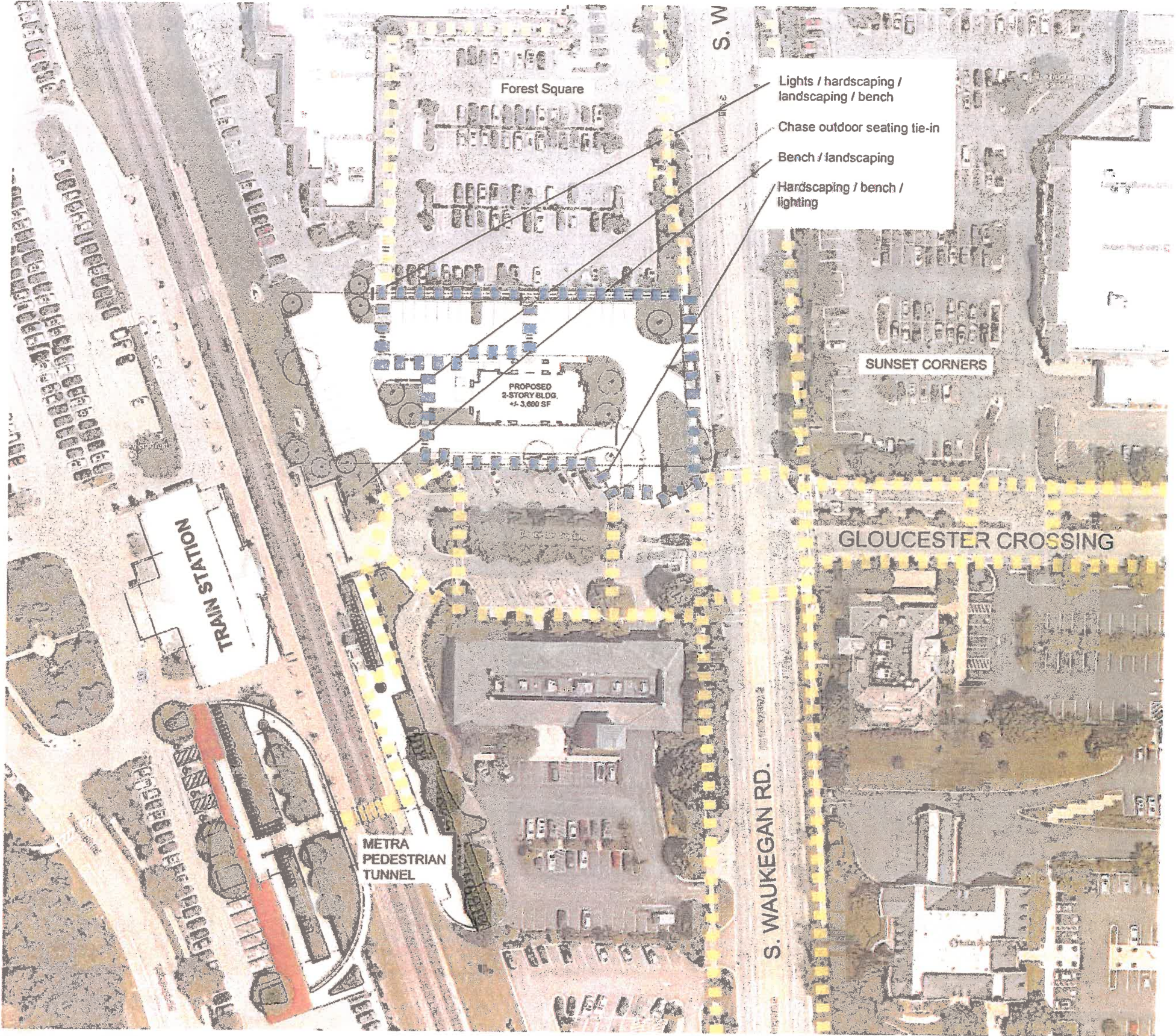
NOVEMBER 29, 2017

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TAP Project Number: 16155







LEGEND:

- ONSITE PEDESTRIAN ACCESS (CHASE LINKAGES ARE PROPOSED AND NEW)
- EXISTING AND PROPOSED OFFSITE PEDESTRIAN ACCESS LINKS

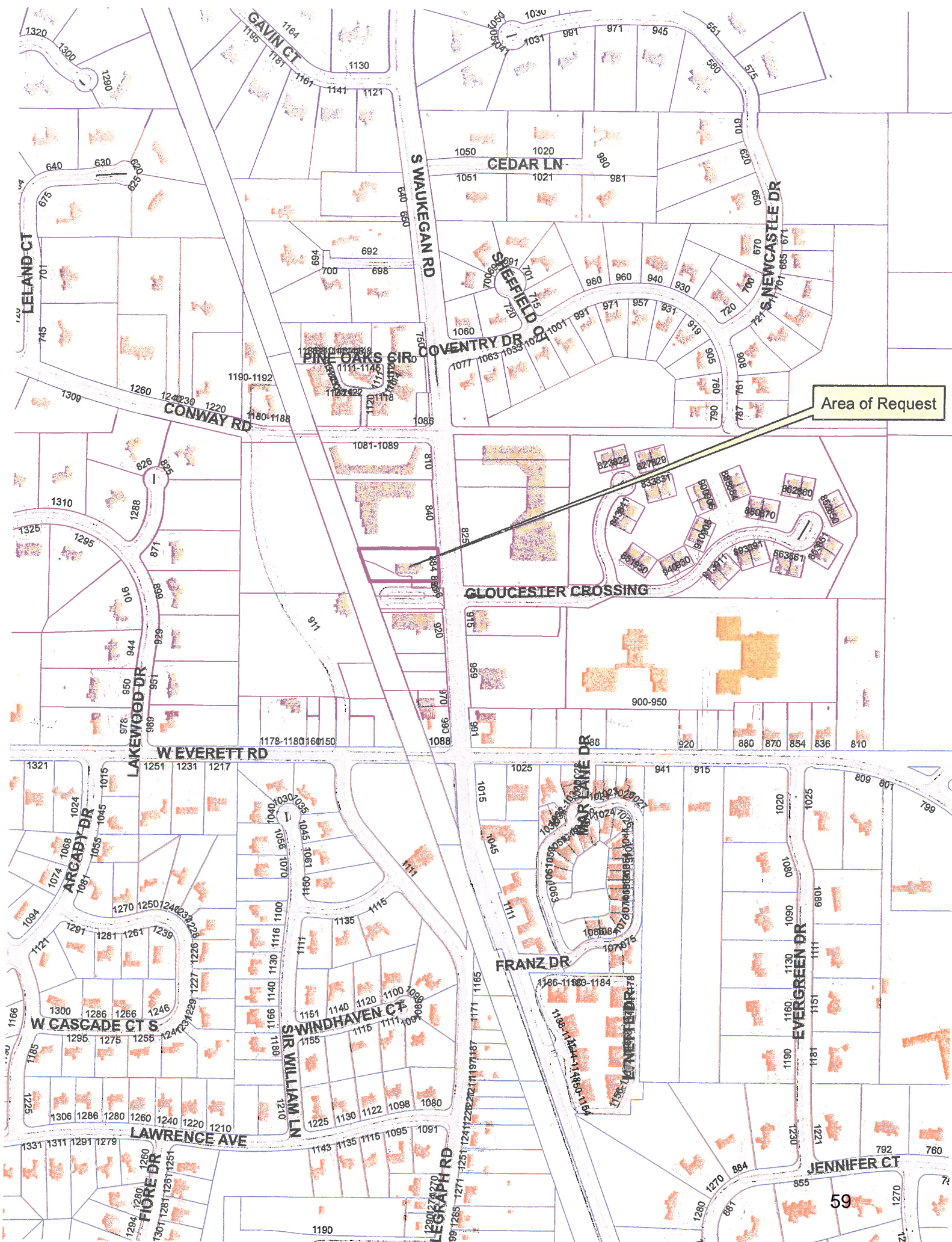
CHASE
LAKE FOREST WAUKEGAN RD
884 SOUTH WAUKEGAN ROAD
LAKE FOREST, IL 60045

PEDESTRIAN ACCESS SKETCH

OCTOBER 26, 2017

Architect/Designer
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200 South Michigan Avenue
Suite 1020
Chicago, IL 60604
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e: tapchicago.com
TAP Project Number: 16155





Area of Request



PLAN COMMISSION REPORT AND RECOMMENDATION

TO:	Honorable Mayor Lansing and members of the City Council
DATE:	December 13, 2017
FROM:	Chairman Ley and members of the Plan Commission
SUBJECT:	<i>Special Use Permit – Chase Bank and Drive-Through Facility</i>

PROPERTY OWNERS

884 S. Waukegan Road LLC
Frank Mariani 50%
John Fiore, Jr. 50%

PROPERTY LOCATION

884 S. Waukegan Road

ZONING DISTRICT

B-1 Neighborhood

Petitioner: Chase Bank - Jon Krissoff, Market Director of Real Estate
Development Team: Timothy Meseck, The Architects Partnership
Allen Kracower, Kracower & Associates
Robert O'Donnell, Attorney

Summary of the Request

This is a request for a Special Use Permit to allow a bank branch and a drive-through for an automatic teller machine in the B-1, Neighborhood Business District. Banks and drive-through facilities require review and approval through the special use process in all commercial zoning districts. The new bank branch is proposed to be constructed at 884 S. Waukegan Road, which until recently, was the site of a McDonald's restaurant. Demolition of the existing building is proposed. The new building is proposed generally in the same foot print as the existing building. No changes are proposed to the existing curb cuts and the parking lot will also remain generally in the existing configuration, with minor changes.

The current property owner will retain ownership and will enter into a long term lease with Chase Bank.

Review of the Petition to Date

This petition was introduced to the Commission at the August, 2017 meeting and the public hearing was opened at that time. At the August meeting, members of the Commission raised questions about the B-1 District, its purpose, and the criteria upon which the Commission is charged with evaluating the petition.

The petition was again before the Commission in September, 2017. In response, to earlier questions the City Attorney provided the Commission with a memorandum to clarify the Commission's role and the special use process. The petitioner also provided additional information in response to the Commission's questions and in response to public comments. At the conclusion of the September meeting, the Plan Commission continued the petition a second time with specific direction to present the petition to the Building Review Board for consideration and input on the following:

- Whether the building as designed is adaptable for a future use.
- Whether the design of the building relates well to the larger context of the area and in particular, to Forest Square.

- The adequacy of pedestrian connections to and through the site to promote safe pedestrian access in the area.

In addition, the Commission directed that information be provided on the number of trips generated specifically by existing banks in the immediate area.

In December, 2017, the Commission continued considered of this petition. The requested information was provided to the Commission including details of the Building Review Board's evaluation as detailed below.

Summary of Building Review Board Consideration

The Building Review Board considered the petition at the November, 2017 meeting. Based on the direction and concerns raised by the Plan Commission at the September meeting, Plan Commission meeting and the November Building Review Board meeting, the petitioner, in response to the Commission's comments, redesigned the building and refined the exterior materials to respond more directly to the neighboring Forest Square development. The Commission suggested that the Chase Bank building may be more successful, and be more readily adaptively reused, if it appears as part of a whole, essentially an out building integrated with Forest Square, rather than a stand alone site.

To further the effort toward compatibility, Chase Bank consulted with a representative of the ownership of Forest Square as well as the original architect for Forest Square. The Building Review Board commended the overall design, the exterior materials, the incorporation of a small courtyard on the site and the thought given to pedestrian connections to Forest Square, the train station and Waukegan Road.

The Building Review Board voted 6 to 0 to recommend approval of the petition to the City Council.

Plan Commission Recommendation

After review over the course of three meetings as detailed above, the Plan Commission voted 6 to 0 to recommend approval of a Special Use Permit to authorize a Chase Bank branch and a drive-through for an automatic teller machine on property located at 884 S. Waukegan Road. The recommendation is based on a review of the materials submitted by the petitioner, public testimony, site inspections, a review of the applicable Code criteria and review of the petition by the Building Review Board. Findings in support of the recommendation are detailed in the Ordinance included in the Council packet. Recommended conditions of approval are detailed in the Ordinance as well.

Key Issues Considered by the Commission

Background

The B-1 Zoning District is intended to accommodate small retail and service businesses that meet the frequently recurring needs of residents in nearby neighborhoods. The neighborhood business district along Waukegan Road was developed and enhanced through a Tax Increment Financing District which was established in this area in the early 1990's. Today, this area includes a variety of businesses; retail, restaurant, professional offices, banks and medical offices. A Church, school and train station also area located in the area. Other banks are located in the B-1 District and banks in general serve a need of residents in the area.

Banks

This redevelopment project proposes a new bank. In recent years, there has been a significant amount of public discussion and dismay about the number of banks in the community. The

concern is that banks are displacing other types of businesses that better meet the daily needs of residents and produce sales tax revenues to support the City on an ongoing basis. Increasingly, the services of banks can be obtained on line, without the need to personally visit a bank on a weekly or even monthly basis. Testimony was presented that for certain services provided by banks, face to face interaction, visits to branch banks, are still desired and necessary.

The Commission heard testimony from people expressing disappointment that another bank is proposed along this stretch of Waukegan Road rather than a restaurant, service business or retail store. Currently, there are three banks in this block; Lake Forest Bank and Trust, Fifth Third Bank and The Private Bank. Importantly, the Commission evaluated the request for a Special Use Permit on the applicable Code criteria.

Existing Building

As noted above, the existing McDonald's building is proposed for demolition. The building is just over 20 years old and although unique in character and often called out as an example of a McDonald's that was designed in the context of the community, the building is not within a historic district or designated as an historic landmark. Unfortunately, the building has fallen into disrepair, likely due to deferred maintenance in anticipation of the end of the long term lease. If ultimately, demolition is approved, photo documentation of the building for the City archives, will be important. The Building Review Board recommended approval of the demolition of the existing building.

Traffic Study and Parking

A Traffic Study was completed by the petitioners and documents the obvious, that traffic generated by a bank at this location will be less than the traffic currently generated by McDonald's particularly during peak traffic times. Although a reduction in traffic during peak hours is positive from a congestion point of view, businesses that draw in customers to the area help to support the vitality of other businesses in the area. Chase Bank anticipates that as a National bank, the proposed branch bank will draw more customers to the area than some of the nearby local banks.

As noted above, no changes are proposed to the overall traffic circulation patterns or curb cuts.

The site provides more parking than is needed on a daily basis by a bank. Discussions have occurred with the owners of the commercial development to the north about the potential for shared use of parking spaces.

Pedestrian Connections

In response to direction from the Commission and in conformance with the Code criteria, the plan presented by Chase Bank provides for enhanced pedestrian connections to and through the property. The plan incorporates hardscape changes to delineate pedestrian pathways and small landscaped courtyard areas to offer an amenity to patrons and employees of the bank as well as other businesses in the area.

Landscaping

In general, the perimeter landscape areas will remain in generally the same configuration along with some plantings near the building. There is limited opportunity to significantly increase the plantings on the site. There are a few mature trees on the site that appear to be in good health. If this petition is approved, great care should be taken to avoid any disturbance to these trees, or the landscaped areas around them, to give them the chance to thrive and offer some sense of established landscaping on the site.




Mural

The mural by local artist, Mark McMahon, has been relocated from the close McDonald's restaurant to Gorton Community Center. The mural has been preserved for the community. Chase Bank provided financial support for the removal and re-installation.

CHASE RETAIL DISTRIBUTION NETWORK
LAKE FOREST, ILLINOIS
(AND SURROUNDING AREA)




-  EXISTING CHASE BRANCHES - (TYPE)
-  APPROVED NEW BUILD LOCATION
-  DOMINICKS IN-STORE BRANCH (CLOSED 2013)
-  1 MILE BRANCH BUFFER

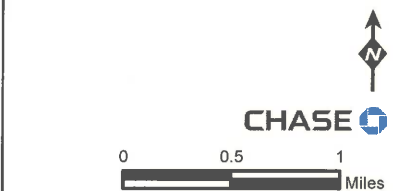
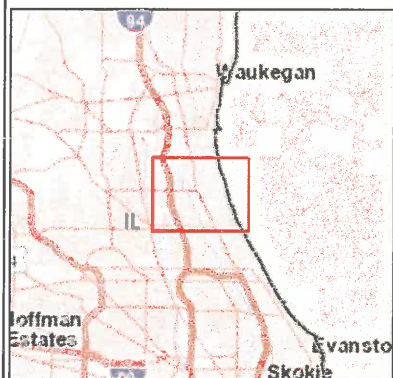
RETAILERS

-  GROCERS (MAJOR & BOUTIQUE)
-  DEPARTMENT/BIG BOX STORES
-  PHARMACY (CVS OR WALGREENS)

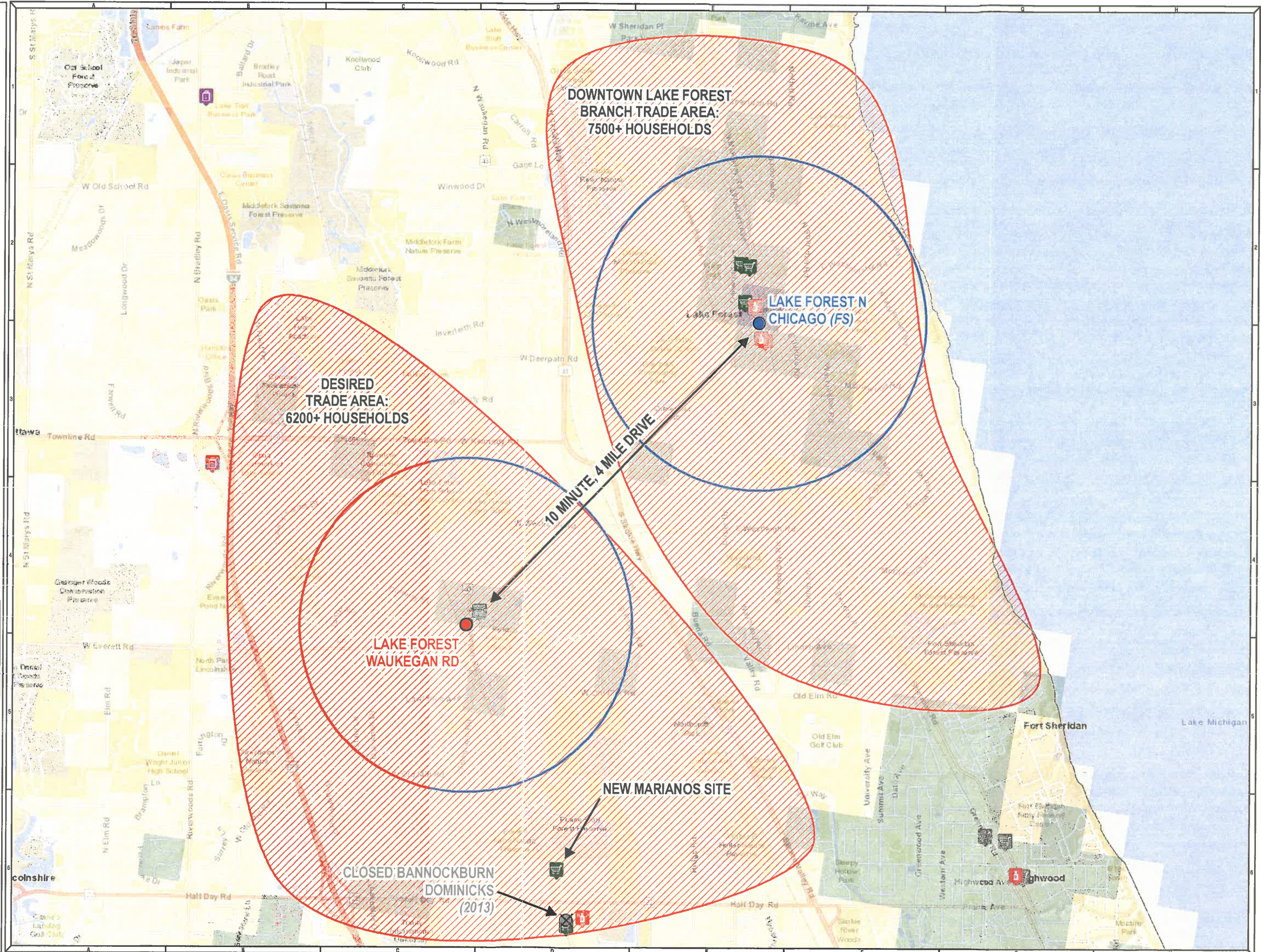
 BRANCH TRADE AREAS

**NUMBER OF HOUSEHOLDS BY GRID CELL
(NOVEMBER 2015)**

-  1 - 100 HOUSEHOLDS
-  100 - 500 HOUSEHOLDS
-  MORE THAN 500 HOUSEHOLDS



This Map is a Product of JPMorgan Chase, N.A.; Produced by Branch Planning - Columbus;
Site Data and Production Date: 9/5/2017

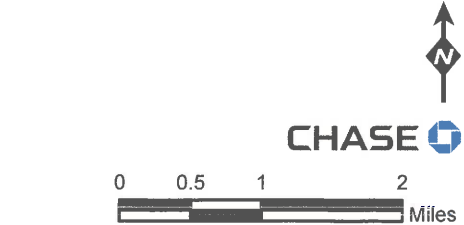
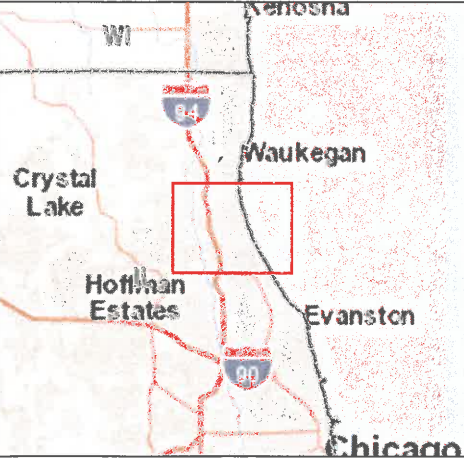


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LAKE FOREST, ILLINOIS
(AND SURROUNDING AREA)

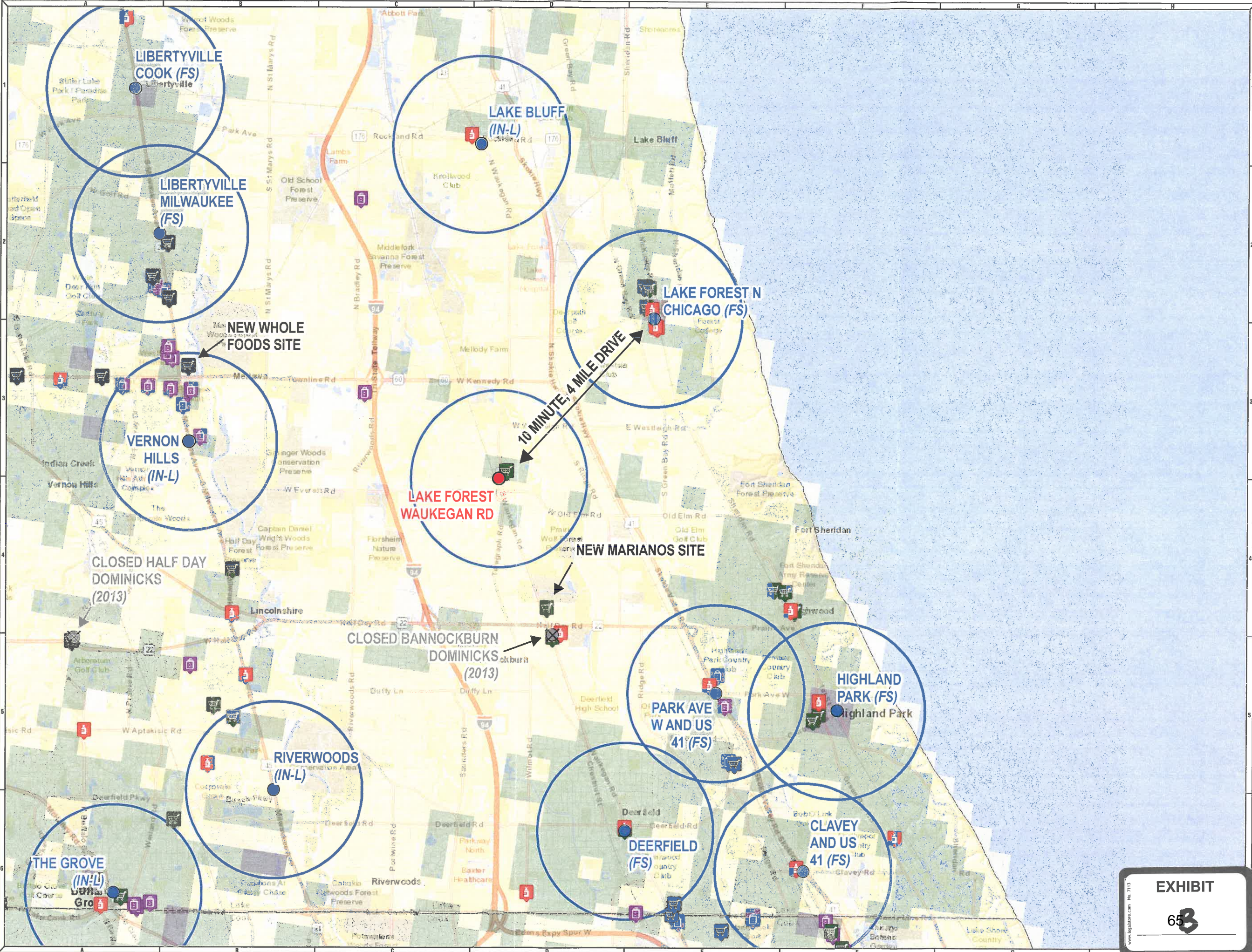
- EXISTING CHASE BRANCHES - (TYPE)
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- 1 MILE BRANCH BUFFER

- RETAILERS
- GROCCERS (MAJOR & BOUTIQUE)
 - DEPARTMENT/BIG BOX STORES
 - PHARMACY (CVS OR WALGREENS)

- NUMBER OF HOUSEHOLDS BY GRID CELL (NOVEMBER 2015)
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THE CITY OF LAKE FOREST

ORDINANCE NO. 2018- ____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 884 S. WAUKEGAN ROAD

WHEREAS, 884 S. Waukegan Road LLC (Frank Mariani 50% and John Fiore Jr. 50%) ("**Owners**") are the owners of that certain real property commonly known as 884 S. Waukegan Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the B-1, Neighborhood Business District; and

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

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

WHEREAS, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearings held on November 1, 2017; 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-1 Neighborhood Business District under the City Code,
2. Owner proposes to construct the Improvements as depicted on the Plans,
3. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 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 Owners' Application to construct the Improvements on the Property, and the findings and recommendations of the BRB, have determined that it is in the best interests of the City and its residents to grant approval to the Application, subject to the terms and conditions hereinafter set forth;

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

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

SECTION TWO: Approval of Application. Pursuant to Section 150.147 of the City Code and the City's home rule authority and other statutory powers, and subject to the limitations therein and the conditions set forth in Section Three 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 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 buildings 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. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans, as modified in conformance with the Board's deliberations as reflected on Exhibit C, Notice of Action, attached hereto.
- D. 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 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 60 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.

PASSED THIS __ DAY OF _____, 2018.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2018.

Mayor

ATTEST:

City Clerk

(00017881 2)



Building Review Board Notice of Action

On November 1, 2017, the City of Lake Forest Building Review Board considered the following petition:

Petition Address: 884 S. Waukegan Road
 Property Owners: 884 S. Waukegan Road LLC (Frank Mariani 50%, John Fiore Jr., 50%)
 Representatives: Jonathan Krissoff, Market Director Real Estate, JP Morgan Chase & Co.
 Timothy R. Meseck, Vice President, Architect's Partnership, Ltd.

Request: Consideration of a request for approval of demolition of the existing commercial building and approval of the design and exterior materials of a new commercial building for Chase Bank. Approval of an overall site plan, landscaping, exterior lighting and signage is also requested.

Board Action: The Board recommended approval of the demolition of the existing commercial building. (Board vote 6 to 0)

The Board recommended approval of the new commercial building and the conceptual site landscape plan subject to conditions of approval as detailed on **Exhibit A** which is attached and made a part of this Notice of Action. (Board vote 6 to 0)

The Board voted to continue consideration of the site lighting and signage to allow further refinement, identification of any variances requested and to allow the signage to be considered in the context of the building massing and visibility and the overall site.

*The Board's actions are based on the findings detailed on **Exhibit B** which is attached and made a part of this Notice of Action.*

This approval is valid for a period of 2 years *from the date of final approval by the City Council*. Upon review of final plans and a determination that the plans are consistent with the approvals granted and with all applicable Code provisions, permits will be issued to allow work to get underway on the site. No work is authorized until a building permit is issued and all applicable fees paid.

The following guidelines will help to expedite the City's review of your plans and the issuance of permits for your project.

- ✓ All construction drawings submitted for permits should accurately reflect the approvals granted and respond to any conditions of approval. City staff is available

to meet in advance of preparation of the final plans to discuss and resolve any open items.

- ✓ If the plans submitted for permit differ from the approvals granted, all changes including, but not limited to, changes to exterior materials, building massing, the site plan, grading, window or door placement or size, or architectural detailing should be highlighted clearly on the plans.
- ✓ If the plans submitted differ from the approvals granted, further Board and City Council review of the project may be required.
- ✓ Construction is required to begin within 90 days of the issuance of the permit. All construction must be consistent with the approved plans and must proceed in a diligent manner. If changes are desired or necessary after work is underway, please contact City staff to discuss the process for review of proposed revisions to the approved plans.

If you have any questions or need additional information, please contact Catherine Czerniak, Director of Community Development, czerniac@cityoflakeforest.com or 847-810-3504.

cc: Property Owner
Permit File
Notebook

Exhibit A
Conditions of Approval

1. Extraordinary efforts shall be taken to preserve and protect mature trees during construction as directed by the City's Certified Arborist.
2. No portion of the building, including any decorative or screening elements, shall exceed 35 feet.
3. The railing around the widow's walk shall be reconsidered and as determined to be appropriate by staff, removed or refined to avoid the appearance of excessive ornamentation.
4. Detailed studies shall be completed of the roof top mechanical equipment. The mechanical equipment shall be selected to fit within the parapet and not be visible from off of the site included from the train station platform to the west. If determined by City staff that additional screening of the mechanical equipment is needed, consideration shall be given to the installation of screening stepped back from the edge of the parapet. (The use of metal louvers has proven to be a discreet solution on other projects.)
5. The location of the downspouts shall be reflected on the drawings submitted for permit and shall be subject to review and approval by staff. The downspouts shall be located to avoid disrupting the symmetry of the building elevations.
6. The specific fixtures for the four decorative coach lights, two each on the north and south elevations, shall be submitted along with the plans submitted for permit. The source of the light shall be shielded from direct view. The lights shall be turned off after business hours.
7. Detailed drawings of the trash and recycling enclosure shall be included at the time the building plans are submitted for permit and will be subject to review and approval by staff. The enclosure shall provide adequate screening and keep the area secure. The enclosure shall be constructed of materials that are generally consistent with those used in construction of the building.
8. If brick and stone veneer is used, it shall be a minimum of four inches thick and shall be installed on site, by masons. The stone shall be true stone, not cast stone. Use of pre-fabricated panels is not permitted.
9. The final landscape plan shall be subject to review and approval by the City's Certified Arborist.
10. The mature trees on the site shall be protected and preserved as directed by the City's Certified Arborist.

Exhibit B – (Page 1 of 3)

Findings of Fact

Demolition

Criteria 1 – The existing structure itself, or in relation to its surroundings, does not have special historical, architectural, aesthetic or cultural significance to the community.

This criterion is met. As noted above, the structure was constructed about 20 years ago and is neither located within an historic district, nor designated as a local landmark. Although the structure has served as an upscale design for a fast food restaurant, it does not have special historical, architectural, aesthetic or cultural significance.

Criteria 2 – Realistic alternatives, including adaptive reuses, do not exist because of the nature or cost of work necessary to preserve the structure or to realize any appreciable part of its value.

This criterion is not met. The structure could be used by another fast food tenant or another commercial use with some modification.

Criteria 3 – The structure in its present or restored condition is unsuitable for residential, or a residentially compatible use; or fire or other casualty damage or structural deterioration has rendered the structure (and/or remains) an immediate health or safety hazard.

This criterion is not applicable to this petition.

Criterion 4 – The demolition and/or the replacement structure will not adversely impact the value of property within the neighborhood.

This criterion is met. No evidence has been presented that demolition of the structure will adversely impact the values of other properties in the business district. The Board's review of the replacement structure is intended to assure that the overall design, massing, architectural details, height and exterior materials will be compatible with and an enhancement to the neighborhood.

Criterion 5 – The demolition and replacement structure will be compatible with and not adversely impact the neighborhood character.

This criterion is met. The proposed replacement structure will not adversely impact the neighborhood character. The proposed structure is designed in a manner and is of a quality that is compatible and consistent with the surrounding development. In particular, the replacement structure is designed to relate closely to Forest Square and create the appearance, to some extent, of a consolidated development with some shared amenities including parking and pedestrian pathways. The Board's review is intended to assure that the proposed development will not adversely impact the overall character of the neighborhood or the character of the streetscape.
On balance, the criteria for demolition are satisfied.

Exhibit B – (Page 2 of 3)
Findings of Fact

New Commercial Building and Conceptual Landscape Plan

Site Design – This standard is met.

- As noted above, the overall site design remains the same. No changes are proposed in the ingress and egress, general parking layout or landscaped perimeter. The layout of the site has generally worked well during the time that McDonald's occupied the site.
- The petitioners state the intent to preserve the mature trees on the site. Assuring the protection of the mature trees is important to preserve the landscaped dominate character of this area that has evolved over time since the entire business district was redeveloped through the Tax Increment Financing District beginning about 23 years ago.

Building Elevations - Architectural Design – This standard is met.

- As noted above, the proposed building is located generally in the same foot print as the existing building and covers less than 10% of the site. Expanded green space is provided to the west of the building, some of the existing hardscape in this area will be removed.
- The building, to the highest peak, is proposed at 32 feet above the lowest point of adjacent grade. A maximum building height of 35 feet is permitted in the B-1 zoning district.
- The building is compatible with and relates to Forest Square to the north. Rather than appear as a stand-alone building, as designed, the building can be seen as an outlot to Forest Square, separate, but related.
- All four elevations of the building are consistently detailed. The building has four "fronts" since it is prominent from all four directions: from the Waukegan Road streetscape to the north, south and east; from Forest Square to the north, from the railroad station and from passengers on the train from the west; and from Gloucester Crossing and the Private Bank to the south.
- The architectural design is strong, but simple. A central primary mass defines the building with lower building masses flanking the east and west ends. Each elevation reflects symmetry. The large expanse of roof is broken by hipped roof dormers that echo the larger hipped element which serves as the entrance on the north elevation and is repeated on the south elevation.
- Architectural details include bracket detailing at the windows, decorative elements in the smaller gable ends on the north and south elevations, and shed roofs and a trellis accenting some of the windows.
- An aluminum widow's walk is proposed on top of the parapet, presumably to fully screen any roof top mechanical equipment. Consideration should be given to eliminating that element as it appears to be what it is, an element added to hide the roof top mechanical equipment. Studies should be completed to verify the height of the roof top equipment and to assure that it is screened by the parapet wall. If additional screening is required, metal louver panels, setback from the edge of the parapet wall, may be a less obtrusive solution.
- Copper gutters and downspouts are proposed. The location of the downspouts should be reflected on the plans submitted for permit.

Exhibit B – (Page 3 of 3)
Findings of Fact

- The trash and recycling enclosure is located in the northwest corner of the site. Detailed drawings of the enclosure are needed and should be generally consistent with the building.

Exterior Materials – This standard is met.

- In general, quality natural materials are proposed. True brick and stone are proposed but as veneer. It will be important to assure that the thickness of the bricks and stone is a minimum of four inches and that the materials are installed on site, rather than constructed as panels. Natural stone, rather than cast stone should be used.
- A cut limestone water table is proposed around the building.
- Synthetic material is proposed for the window and door trim, fascia and soffits. Wood should be used for these elements as well as for the brackets located at various locations around the building. The wood will add texture and character that will not be achieved with a synthetic product.
- On the east and west elevations, cement fiber trellises are proposed over the center windows. This material is appropriate given the commercial nature of the building and non-residential scale of the trellises.
- Simulated divided lite windows, with affixed interior and exterior muntins bars are proposed. Aluminum windows are proposed for durability and are appropriate for a commercial installation.
- As noted above, copper gutters and downspouts are proposed.

Landscaping – This standard is met.

- In general, the perimeter landscape areas will remain in generally the same configuration as exists today. Some enhancement of pedestrian connections to off site sidewalks, crosswalks and destinations are proposed.
- There is a limited opportunity to reduce impervious surface and plantings to the west of the building. The conceptual landscape plan takes advantage of this opportunity by providing benches and enhanced plantings in this area.
- As noted above, there are a few mature trees on the site that appear to be in good health. These trees should be protected and preserved.

Memorandum

To: Robert T. E. Lansing, Mayor
Members of the City Council
Robert R. Kiely Jr., City Manager

From: Robert W. Ells, Superintendent of Engineering

Date: January 5, 2018

Subject: **WAUKEGAN/EVERETT INTERSECTION IMPROVEMENT PROJECT**

The planning for this project began in 2009 when The City of Lake Forest retained Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA) to conduct a traffic study on Everett Road. This study was requested to evaluate existing traffic conditions in the area along with possible impacts of a proposed residential development at the northwest corner of Everett Road and Telegraph Road.

Consideration was given to the traffic effects of the Lake Forest Metra Station parking lots, Everett Elementary School and Deerpath Middle School, as well as passenger and freight train activity on the Metra MD-N Line railroad.

Although plans for the proposed residential development did not progress, the City continued to look at the traffic issues in the area based on public comment and City Public Works Committee and Council feedback.

The plan calls for the addition of a dedicated right turn lane from southbound Waukegan Road to westbound Everett Road; lengthening the right turn lane, left turn lane and through lane from eastbound Everett Road to west of the Metra tracks and an enhanced left turn lane from westbound Everett road to southbound Waukegan Road.

This work, valued at about \$2.5M, would reduce traffic congestion at the intersection by adding additional vehicle stacking and creating dedicated turn lanes (see attached aerial map). The Phase I preliminary engineering design has been approved by both IDOT and Metra.

The City is now eligible for Federal Surface Transportation Program (STP) funding through the Lake County Council of Mayors. This funding would reimburse the City for 80% of eligible Phase II design, construction and Phase III construction engineering costs. City staff has recently concluded a

Request for Qualifications process and has selected Civiltech Engineering, Inc. as the Phase II engineering design consultant. Staff is now in the process of submitting the agreements and required documents to the Lake County planning staff so they may coordinate with IDOT/FHWA and update the project programming documents so that the federal dollars can be authorized for this project.

The tentative schedule is:

Date	Milestone
1/31/2018	IDOT/FHWA Project Programming database update/agreements submitted to IDOT
5/1/2018	Agreements approved by IDOT/FHWA/City Council
6/1/2018	Phase II design/easement and ROW acquisition by Civiltech
4/15/2019	IDOT/Metra/ICC final design approvals
6/20/2019	Project bid opening
12/15/2019	Project construction complete

Preliminary Cost Estimate:

Phase	STP Funds	City Funds	Total
Phase II Design	\$260,000	\$65,000	\$325,000
Construction	\$2,000,000	\$500,000	\$2,500,000
Phase III Eng.	\$160,000	\$40,000	\$200,000
<u>Project Totals</u>	<u>\$2,420,000</u>	<u>\$605,000</u>	<u>\$3,025,000</u>