

**THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA**
Monday, March 4, 2019 at 6:30 pm
City Hall Council Chambers
220 E. Deerpath, Lake Forest

Honorable Mayor, Robert Lansing

Prudence R. Beidler, Alderman First Ward
James E. Morris, Alderman First Ward
Timothy Newman, Alderman Second Ward
Melanie Rummel, Alderman Second Ward

Jack Reisenberg, Alderman Third Ward
James Preschlack, Alderman Third Ward
Michelle Moreno, Alderman Fourth Ward
Raymond Buschmann, Alderman Fourth Ward

CALL TO ORDER AND ROLL CALL

6:30pm

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

2. COMMENTS BY CITY MANAGER

3. COMMITTEE REPORTS

PUBLIC WORKS COMMITTEE

- 1. Approval of Public Works Committee's Recommendation to Award a Bid for the North Beach Access Road Landslide Restoration Project to John Keno & Company, Inc. in the Amount of \$2,088,363.40. In Addition, Approval of a 10% Engineering and/or Construction Contingency in the Amount of \$208,836.34**

PRESENTED BY: *Michael Thomas, Director of Public Works (810-3540)*

PURPOSE AND ACTION REQUESTED: At its October 15, 2018 meeting, City Council approved design option 3A for the repair of the bluff, agreements for both the engineering and landscape designs, and the removal of the existing boardwalk. The four-month design was completed, placed out to bid, and bids were opened on February 19, 2019. The Public Works Committee and Staff met on February 20, 2019 and are requesting City Council's approval of the low bid contractor John Keno & Company. As with all major construction projects, a 10% contingency is also requested for any unforeseen issues that may arise during construction. If approved this evening, the project will begin immediately with an estimated completion date of September 15, 2019.

BACKGROUND/DISCUSSION: At approximately 5:45 p.m. on Wednesday, June 27, 2018, Parks, Forestry, and Public Works staff were notified by both the Police and Fire Departments that a significant bluff failure had occurred adjacent to the North Beach Access Road. Thankfully

no one was injured and no private property (e.g. cars) was damaged. The total failure removed an area approximately sixty feet wide from Forest Park's table land down to the roadway below. The failure was due to over saturation from the rains in May and June and a very heavy rainfall the night before.

After a thorough review of all options and their accompanying costs, City Council ultimately decided to pursue option 3A. The following is an overall summary of the items included in the overall project:

- Reconstructing the lower portion of the existing roadway to include curb and gutter
- Aligning the roadway further east and widening the curve
- Stabilizing the existing failed slope with approximately 23,784 cu. yds. of fill
- Relocating approximately 470' of a 12" sanitary sewer and 300' of 12" storm sewer
- Install approximately 390' of 6" underdrain, 590' of 6" groundwater drainage piping, erosion control, and a stone revetment
- Reconstruct the existing parking lot

During the design process certain items were discovered and recommended to be included in the project. Four of the five items were not known before the October 15, 2018 City Council meeting. First, after a detailed survey of the area, it was determined that an additional 80' of bluff southward required fill to provide a reliable tie-in point. Secondly, the sanitary sewer was located and a portion was determined to be in conflict with the proposed fill area therefore requiring its relocation. Third, the entire road and curve was widened to provide a higher degree of safety when two cars pass one another. Fourth, a wood guardrail was designed around the curve area to provide safer use especially during winter months. Finally, both the engineers and staff recommend the parking lot be reconstructed. The parking lot is original from 1987 and has been patched many times by the City's Streets Section. It is currently in very poor condition and needs to be reconstructed. Additionally after its use over these next six months as a staging area for equipment and materials, staff anticipates no adequate asphalt will remain.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	2/20/2019	Recommended City Council approve the low bid from John Keno & Company. Recommended a 10% contingency be approved for any additional engineering (AECOM) and/or construction (Keno). Recommended the unused \$83,090 contingency from the NBAR ravine project be put towards the bluff project overage. Recommended removing the \$265,000 Forest Avenue parking lot resurfacing in FY '20 and allocating those dollars to cover the over-budget amount of \$32,013 and the approx. \$208,000 contingency. Recommended including the \$200,000

		budget and repair of the North Beach parking lot in the bluff restoration project.
City Council	10/15/2018	Directed staff to pursue the bluff repair via design option 3A. Approved engineering design services agreement with AECOM. Approved landscape design services agreement with P. Clifford Miller, Inc. Approved removal of the existing boardwalk.
City Council	10/1/2018	Considered Design & Option Approvals; Discussion Tabled
Public Works Committee	9/24/2018	Recommended City Council Further Discuss 1A & 3A, Pursue Competitive Bidding, Complete Project by Memorial Day, 2019. Recommended Approval of AECOM's Design & Bidding Services Agreements
City Council	9/17/2018	Staff Reviewed Each Repair Option and Its Accompanying Timeline
City Council	9/4/2018	Staff Provided Update from Bluff Advisory Committee
Bluff Advisory Committee	8/27/2018	Recommended City Pursue One of Three Repair Options
Bluff Advisory Committee	8/8/2018	Reviewed All Bluff Repair Options
City Council	7/16/2018	Approved Design/Build Approach for Ravine Repairs
City Council	7/2/2018	Staff Updated City Council on Bluff Failure
City Council	3/20/2017	Approval of Forest Park Monitoring Services with AECOM
Public Works Committee	3/15/2017	Recommended Approval of Forest Park Monitoring Services
Finance Committee	3/13/2017	Provided 3/1/2017 Forest Park Bluff Stability Evaluation

BUDGET/FISCAL IMPACT: At the October 15, 2018 City Council meeting, staff noted that with minimal engineering completed, option 3A was *estimated* to cost \$1,985,000. Staff rounded the estimated total project cost to \$2,000,000 and provided such to the Finance Committee at their November 26, 2018 capital budget meeting. Staff also noted that funding for the repair would come from the City's reserves unless supplemental private donations were received.

On February 11, 2019, a mandatory on-site pre-bid meeting was held with all interested contractors. Subsequently on February 19, 2019, the following seven unit-based bids were received:

Contractor	Bid Amount
John Keno & Company, Inc.	\$2,088,363.40
V3 Construction	\$2,227,500.00

Campanella & Sons	\$2,323,425.85
Misfits Construction	\$2,334,695.00
A-Lamp Construction	\$2,429,667.02
Lake County Grading	\$2,478,406.39
Berger Excavating Contractors, Inc.	\$3,096,193.60

John Keno & Company recently completed repair work in the North Beach Ravine. They were extremely responsive to both the City and the inspecting engineers throughout the project. Their work was completed in a timely manner and no change-order requests were submitted. Additionally, John Keno & Company is the contractor chosen by the neighbor on the north side of the NBAR ravine to repair their bluff failure. John Keno & Company has recently repaired the ravine at Lake Forest Cemetery, the McCormick Ravine, and is scheduled to complete work for the City at both the water plant and the Lake / Woodbine ravines this spring.

It is noted that private donations have been collected, as of today, pledges are in excess of \$650,000.

Has competitive pricing been obtained for proposed goods/services? **Yes**

FY2019 & FY2020 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Improvement Fund & Fund Balance Reserves	\$ 1,773,260	\$2,297,199.74	Y
North Beach Access Road Ravine Repair – unspent contingency	\$ 83,090		

The initial project estimate was \$2,000,000. The City Council approved \$208,000 for AECOM design and construction engineering, as well as \$18,740 for landscape design by Clifford Miller. At its March 11 meeting, the City Council Finance Committee will consider staff recommendations regarding additional revenues for capital projects, including the additional amount needed for this project.

COUNCIL ACTION: Based upon the recommendation of the Public Works Committee and City Staff, approval of the following items is being requested:

1. **Approval of the Public Works Committee’s Recommendation to Award a Bid for the North Beach Access Road Landslide Restoration Project to John Keno & Company, Inc. in the amount of \$2,088,363.40.**
AND
2. **Approval of the Public Works Committee’s Recommendation to Approve an Engineering and/or Construction Contingency (10% of the low bid) for the North Beach Access Road Landslide Restoration Project in the Amount of \$208,836.34.**

2. Consideration of a Recommendation from the Public Works Committee in Support of an Ordinance Amending Section 135.108(C) titled "Noise, Generally" of the City Code. (First Reading of the Ordinance)

PRESENTED BY: *Raymond Buschmann, Chairman Public Works Committee*
STAFF CONTACT: *Chuck Myers, Superintendent of Parks & Forestry (810-3565)*

PURPOSE AND ACTION REQUESTED: As a follow up to City Council consideration of this matter earlier this year, the Public Works Committee conducted further due diligence and after deliberation, forwarded a recommendation in support of a modified Code amendment for Council consideration.

BACKGROUND/DISCUSSION: Last fall, Mayor Lansing requested that City regulations pertaining to the use of gasoline-powered leaf blowers be reviewed with the goal of mitigating noise impacts from the equipment on neighboring residents.

Currently, the City Code allows the operation and use of gas powered lawn maintenance equipment, including leaf blowers, with some limitations on hours of use. Section 135.108 of the City Code reads as follows. "It is unlawful to cause or make loud noise through the operation of lawn maintenance equipment including, but not limited to, lawn mowers, tractors and gasoline-powered leaf blower equipment before 7:30 a.m. on weekdays, 8:00 a.m. on Saturdays and 10:00 a.m. on Sundays and holidays and after 7:30 p.m. on all days, except as authorized by City Manager". Golf course operations are exempted from this restriction.

Review of Past Council Discussions/Actions Related to Use of Leaf Blowers

The City of Lake Forest first restricted the hours of operation of lawn maintenance equipment in 1991 following several months of public review and discussion which provided the opportunity for input from landscaper companies. In 1995, the Code provisions established in 1991 were modified to distinguish between leaf blowers and other types of lawn maintenance equipment. At the request of an alderman, the Council revisited the use of leaf blowers and related noise impacts in 2000, however, after discussion, the Council decided not to make any changes to the regulations at that time.

On March 15, 2001, the Code was amended to align the hours of operation for gasoline-powered leaf blowers with the permitted hours for use of other lawn maintenance equipment. This amendment was enacted to eliminate confusion for both residents and City staff charged with enforcing the Code. In 2002, a ban on leaf blowers was considered as part of the adoption of the landscape contractors' license requirement, but was rejected by the City Council.

Review of Recent Discussions

In January, 2018, City staff prepared options for further limiting the hours during which the use of gasoline powered leaf blowers is permitted for Council consideration at the request of the Mayor. The City Council, after some discussion, directed the Public Works Committee to conduct further study of the matter.

In April, 2018, the Public Works Committee, after study and deliberation, forwarded a recommendation to the Council in support of a Code amendment further limiting the hours during which gasoline powered leaf blowers may be used. The recommendation proposed limiting such use, year round, to Monday through Saturday, 9:00 a.m. to 5:00 p.m., with the use of gasoline powered leaf blowers prohibited on Sundays and Holidays. No other changes to the existing Code language were recommended by the Public Works Committee. In May, 2018, the City Council granted first reading of an ordinance amending the Code consistent with the Public Works Committee's recommendation. However, in June, 2018, the City Council deferred final action on the amendment and remanded the matter back to the Public Works Committee for further study.

At the direction of the Public Works Committee, during the summer of 2018, City staff sent a survey to landscape companies holding City of Lake Forest licenses to solicit input on the proposed limitations on hours of operation for leaf blowers. The survey was sent out to 300 firms and 73 responses were received.

In September 24, 2018, the Public Works Committee reviewed the survey results and held further discussions about options for amendments to the Code to address concerns about noise impacts while balancing the interests of various parties. After deliberation, the Public Works Committee unanimously agreed to forward the following recommendation to the City Council. This recommendation is now before the City Council for first reading.

Recommendation

Amend the Code to limit the use of all landscape equipment, including, but not limited to, gasoline powered leaf blowers on Saturdays and Sundays as follows:

Saturday - Permitted hours - 8:00 a.m. to 5:30 p.m.

Sunday and Holidays – Permitted hours - 10:00 a.m. to 5:00 p.m.

No change is recommended to the use of landscape equipment as currently permitted in the Code on weekdays. The Code currently permits the use of any type of landscape equipment from 7:30 a.m. to 7:30 p.m., Monday through Friday.

SUMMARY - PROJECT REVIEW:

Reviewed	Date	Comments
Public Works Committee	9/24/18	Review of survey results and consensus on a recommendation to City Council.
Public Works Committee	6/25/18	Direction to staff to solicit input from landscape contractors.
City Council	6/4/18	Remanded to Public Works Committee for further study.
City Council	5/07/18	Approval of First Reading based on Public Works Committee recommendation.
Public Works Committee	4/11/18	Discussion and consensus to forward recommendation to City Council.
City Council	1/16/18	Discussion and direction to Public Works Committee to study issue.
City Council	2015	Consideration of further limits on leaf blowers – no action.
City Council	2002	Consideration of ban on leaf blowers – no action.
City Council	2001	Code amendment to align hours of operation for leaf blowers and other lawn maintenance equipment.
City Council	1995	Code amendment to distinguish between leaf blowers and other lawn maintenance equipment.
City Council	1991	Initial adoption Code language restricting hours of operation for lawn maintenance equipment.

The Ordinance, with a blackline version of the Code Section reflecting amendments as recommended by the Public Works Committee is included in the Council packet beginning on **page 21**. A clean copy of the Code Section incorporating all of the amendments as recommended by the Committee is also included in the packet.

COUNCIL ACTION: Grant First Reading of an Ordinance Amending Section 135.108(C), titled "Noise, Generally" of the City Code consistent with the recommendation of the Public Works Committee.

4. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL ON NON-AGENDA ITEMS
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5. ITEMS FOR OMNIBUS VOTE CONSIDERATION
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1. Approval of the February 19, 2019 City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 25**

COUNCIL ACTION: Approval of the February 19, 2019 City Council Meeting Minutes.

2. Approval of the Check Register for the Period of January 26 to February 22, 2019

STAFF CONTACT: *Elizabeth Holleb, Finance Director (847-810-3612)*

BACKGROUND/DISCUSSION: City Code Section 38.02 sets forth payment procedures of the City. The Director of Finance is to prepare a monthly summary of all warrants to be drawn on the City treasury for the payment of all sums due from the City (including all warrants relating to payroll and invoice payments) by fund and shall prepare a detailed list of invoice payments which denotes the person to whom the warrant is payable. The warrant list detail of invoice payments shall be presented for review to the Chairperson of the City Council Finance Committee for review and recommendation. All items on the warrant list detail recommended for payment by the Finance Committee Chairperson shall be presented in summary form to the City Council for approval or ratification. Any member of the City Council shall, upon request to the City Manager or Director of Finance, receive a copy of the warrant list detail as recommended by the Finance Committee Chairperson. The City Council may approve the warrant list as so recommended by the Finance Committee Chairperson by a concurrence of the majority of the City Council as recorded through a roll call vote.

The Council action requested is to ratify the payments as summarized below. The associated payroll and invoice payments have been released during the check register period noted.

Following is the summary of warrants as recommended by the Finance Committee Chairperson:

Check Register for January 26 - February 22, 2019

	Fund	Invoice	Payroll	Total
101	General	561,177	1,731,134	2,292,311
501	Water & Sewer	64,997	190,438	255,434
220	Parks & Recreation	62,504	386,821	449,325
311	Capital Improvements	132,735	0	132,735
202	Motor Fuel Tax	0	0	0
230	Cemetery	53,653	33,128	86,781
210	Senior Resources	11,548	29,380	40,928
510	Deerpath Golf Course	10,245	3,323	13,568
601	Fleet	122,996	55,424	178,420
416 - 433	Debt Funds	0	0	0
248	Housing Trust	0	0	0
201	Park & Public Land	0	0	0
	All other Funds	1,588,389	189,617	1,778,007
		\$2,608,243	\$2,619,265	\$5,227,508

Invoice payments included in "All Other Funds" includes \$828,994 paid to the Intergovernmental Risk Management Agency for the City's annual member contribution and \$484,281 paid to Joseph J Henderson & Son Inc. for Water Treatment Plant Improvements.

COUNCIL ACTION: Approval of the Check Register for the Period of January 26 to February 22, 2019

3. Approval of a Parks & Recreation Board recommendation to approve Annual Tree Purchasing in the Forestry FY2020 Budget

STAFF CONTACT: *CHUCK MYERS, SUPERINTENDENT OF PARKS AND FORESTRY, 810-3565*

PURPOSE AND ACTION REQUESTED: Parks & Recreation Board requests approval to purchase trees/plant material from multiple vendors, based on joint tree purchasing bid.

BACKGROUND/DISCUSSION: The City's Forestry section conducted the annual joint bid with the City of Highland Park and the Highland Park Park District to leverage volume discounts for the purchasing of trees on city streets, parks, and other City-owned properties. Staff received fifteen (15) bids for the purchase of over 66 varieties of balled and burlaped trees, with an average price of \$200 for a 2.5" caliper tree. Multiple vendors will be used to secure the requested number of trees, sizes, and varieties while adhering to the City's stringent quality controls. Based on species availability and the quality of the product, additional vendors may need to be used. Additional purchasing will comply with the City's purchasing policy. The Forestry Section anticipates planting 400 trees this year.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Parks & Recreation Board	02/26/19	Recommend Approval

BUDGET/FISCAL IMPACT: Funding for the tree/plant material purchasing contract is budgeted in the Fund 311, Capital Fund. Due to the anticipated number of new trees being planted and diminishing tree availability in the nurseries, we do expect to exceed \$20,000 with a single vendor.

Has competitive pricing been obtained for proposed goods/services? **Yes**

Recommended Bidder/Proposer is BOLDED

Company Name	Dollar Amount Bid
Chestnut Ridge Nursery	<i>(Based on species/availability)</i>
Charles J. Fiore Nursery	<i>(Based on species/availability)</i>
Goodmark Nurseries	<i>(Based on species/availability)</i>
Gro Horticultural Enterprises	<i>(Based on species/availability)</i>
Ivanhoe Nursery	<i>(Based on species/availability)</i>
Kankakee Nursery	<i>(Based on species/availability)</i>
Majestic Oaks Nursery	<i>(Based on species/availability)</i>
McKay Nursery	<i>(Based on species/availability)</i>
Mill Creek Nursery	<i>(Based on species/availability)</i>
Possibility Place Nursery	<i>(Based on species/availability)</i>
Schichtel's Nursery	<i>(Based on species/availability)</i>
Spring Grove Nursery	<i>(Based on species/availability)</i>
SiteOne Landscape	<i>(Based on species/availability)</i>
St. Aubin's Nursery	<i>(Based on species/availability)</i>
Wilson Nursery	<i>(Based on species/availability)</i>

Staff will purchase trees from the list above based on low price, quality and availability of various tree species needed for the annual tree replacement program.

Below is an estimated summary of Project budget:

FY2020 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311	\$100,000	\$100,000	Y

COUNCIL ACTION: Approval of a Parks & Recreation Board recommendation to approve Annual Tree Purchasing in the Forestry FY2020 Budget.

4. Approval of a Parks & Recreation Board recommendation to authorize the City Manager to enter into a contract with Mariani Landscape for Grounds Maintenance Services at Forest Park in the Parks FY2020 Budget

STAFF CONTACT: *CHUCK MYERS, SUPERINTENDENT OF PARKS AND FORESTRY, 810-3565*

PURPOSE AND ACTION REQUESTED: Parks & Recreation Board requests approval to award a one year contract with Mariani Landscape to provide mowing and grounds maintenance services at Forest Park, with the ability to extend the contract for an additional two, one-year terms, in the total amount of \$ 39,932.33 for FY2020.

BACKGROUND/DISCUSSION: Forest Park is one of the oldest and most celebrated parks on the North Shore and a treasure for the residents of Lake Forest. After the completion of the highly successful rehabilitation project in 2015, the City's Parks Section resumed its maintenance responsibilities and was charged with keeping the park in its pristine condition. Since 2011, the City has been outsourcing mowing on other City-owned properties and it has proven to be a beneficial fiscal approach by reducing labor expenses and long-term capital equipment replacement costs. Given the Parks Section's current workload, City Staff recognized the need to outsource Forest Park in order to ensure that the park is maintained at the highest level possible.

For FY2020, staff conducted an expansive bid process that includes mowing and extensive grounds maintenance services for Forest Park. In addition, staff included a three year option with this year's bid process. The contract would provide The City with the ability to extend the contract after the first season or rebid the contract. The bid opening was held on November 8, 2018.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Parks & Recreation Board	02/26/19	Recommend Approval

BUDGET/FISCAL IMPACT: Funding for the Forest Park grounds maintenance contract is budgeted in the Parks Fund 220 operating budget. The results of the bid process confirm that outsourcing mowing and ground maintenance of these areas is fiscally beneficial. Staff received four (4) bids for grounds maintenance services as detailed below for FY2020.

Has competitive pricing been obtained for proposed goods/services? **Yes**

Company Name	Dollar Amount Bid
Mariani Landscape	\$ 39,932.33
Lizzette Medina & Co.	\$ 43,680.00
Chalet	\$ 44,060.00
Rocco Fiore & Sons	\$ 73,450.00

After careful review of the bids by City staff, we are recommending the selection of Mariani Landscape for a one year contract. Mariani has had a very successful record of performing these services at Forest Park for the past three years and on other previous City projects, and have excellent references for similar work with surrounding communities as well. Further, Mariani is very familiar with the Park and has a complete understanding of the high level at which the Park must be maintained.

Mariani Landscape will continue to offer the program started last year that encompasses a number of sustainability practices. First and foremost will be the deployment of fully electric mowers, blowers and line trimmers in all service operations at Forest Park. This equipment will deliver low noise, zero emissions and zero use of fossil fuels in the operation of this machinery. A traditional gas powered mower averages 95-100 decibels. The electric mowers being introduced will reach a maximum of 80 decibels and under normal operating parameters,

even less. The emissions benefit is realized with all of the mowers having zero emissions due to the Lithium Energy Modules that provide the power source for these devices. No warm up period or idle time emissions are present with these electric powered machines. The further utilization of all Lithium-Ion battery powered lawn blowers and line trimmers will also provide lower noise pollution and zero emissions. A typical gas powered blower produces an average noise level of 99 decibels. The new electric blowers have a sound level of 56 decibels during normal use. All of the above activities and procedures combine to provide the City of Lake Forest with a responsible and environmentally beneficial program in the execution of the significant grounds maintenance services they provide. There will be no additional costs associated with the implementation of this program and it will begin at the start of the spring season.

Below is an estimated summary of Project budget:

FY2020 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Parks Operating Fund 220	\$40,000	\$39,932.33	Y

COUNCIL ACTION: Approval of a Parks & Recreation Board recommendation to authorize the City Manager to enter into a contract with Mariani Landscape for Grounds Maintenance Services at Forest Park in the Parks FY2020 Budget.

5. Approval of a Parks & Recreation Board recommendation to authorize the City Manager to enter into a contract with Landscape Concepts Management for Annual Grounds Maintenance Services in the Parks FY2020 Budget

STAFF CONTACT: *CHUCK MYERS, SUPERINTENDENT OF PARKS AND FORESTRY, 810-3565*

PURPOSE AND ACTION REQUESTED: Parks & Recreation Board requests approval to award a one year contract to Landscape Concepts Management in the amount of \$101,540 for FY2020 for the mowing and grounds maintenance of City properties, cul-de-sacs, and right-of-ways.

BACKGROUND/DISCUSSION: Annually, the Parks and Recreation Department researches opportunities to improve operational efficiencies and deliver services in the most cost effective manner. In 2011, the Parks section began outsourcing the mowing of many of the City's passive parks and miscellaneous parcels. Staff chose not to bid out all other park properties, such as the neighborhood parks, lakefront and community parks, due to the significant need to coordinate with ever-changing public use and athletic field schedules. The outsourcing of mowing has proven to be a beneficial fiscal approach by reducing labor expenses and long-term capital equipment replacement costs. In FY2018, staff conducted an expansive bid request that included the mowing of the eleven City areas along with the mowing of twenty City right-of-ways and 136 cul-de-sacs. Similar to the selection rationale for outsourcing areas in 2011, the right-of-ways and cul-de-sacs are also desirable to outsource since they involve routine scheduling requirements. In addition, the Parks Section included 3-year bids with the bid process and has the ability to extend the contract after the first season or rebid the contract for FY2019 and FY2020. Staff is recommending that the contract with Landscape Concepts Management Inc. be extended to FY2020.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Parks & Recreation Board	02/26/19	Recommend Approval

BUDGET/FISCAL IMPACT: Funding for the annual mowing contract is budgeted in the Parks Fund 220 operating budget. The FY2018 bid was \$97,000 for the third year of the contract (FY2020) and an additional \$4,540 was added for the mowing and maintenance of a newly established landscaped area on the northern portion of Western Avenue.

Has competitive pricing been obtained for proposed goods/services? Yes

Below is an estimated summary of Project budget:

FY2020 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Parks Operating Fund 220	\$101,540	\$101,540	Y

COUNCIL ACTION: Approval of a Parks & Recreation Board recommendation to authorize the City Manager to enter into a contract with Landscape Concepts Management for Annual Grounds Maintenance Services in the Parks FY2020 Budget.

6. **Approval of Council to 1) transfer the proceeds from the sale of the Deerpath Golf Course golf cart fleet in the amount not to exceed \$51,300 to the Friends of Lake Forest Parks and Recreation Foundation and 2) accept the anticipated donation by the Friends of Lake Forest Parks and Recreation Foundation of a new cart fleet.**

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

PURPOSE AND ACTION REQUESTED: The Deerpath Golf Course Fundraising Committee requests the transfer of the proceeds from the sale of the Deerpath Golf Course golf cart fleet to the Friends of Lake Forest Parks and Recreation Foundation for the purpose of continuing the Deerpath Golf Course Renovation project as determined by the Demonstration Project Agreement signed April 16, 2018.

BACKGROUND/DISCUSSION: In April, 2018 the City and the Friends of Lake Forest Parks and Recreation Foundation (Friends Foundation) entered into a Demonstration Project Agreement to continue the private portion of a public/private partnership to complete the 2016 Master Enhancement Plan for the Deerpath Golf Course.

The Master Plan identified certain improvements to the Property that were necessary for the financial viability of the Deerpath Golf Course as a competitive and cost-effective golf course facility to serve the City and its residents as well as other enhancements to the Property that would not impact the functionality of the Course operations but would be perceived by the golfing community as "added-value" amenities.

The City has undertaken improvements to the Clubhouse and locker room facilities, outdoor patio, course drainage and the installation of a continuous cart-path to implement the Property Improvement elements of the Master Plan.

The general description of the Demonstration Project calls out the enhancement elements of the Master Plan and is intended to be completed via the private portion of the partnership. It includes a Halfway House/Comfort Station, Cart Fleet, Cart Barn, Driving Range Expansion, new Short Game Practice Area, greens and approaches drainage, and Waterless Restroom. In compliance with the Master Plan and the Demonstration Project Agreement, The Friends Foundation is nearing completion of the Halfway House and the purchase of 45 new golf carts, and is now concentrating on the fundraising, with the Fundraising Committee, for the construction of a cart barn. The transfer of dollars, which are the trade in value from the sale of the old golf cart fleet, from the City to the Friends Foundation will help to offset the cost of the new golf cart fleet and allow the Friends Foundation and the Deerpath Golf Course Fundraising Committee to carry on towards the completion of the other elements in the Demonstration Project.

BUDGET/FISCAL IMPACT: This transfer of funds should have no impact to the Deerpath Golf Course budget. The sale of the carts was not budgeted in FY2019. The monies from the sale of the golf cart fleet is intended to offset the replacement of a new cart purchase. The purchase of the new golf cart fleet is being made in full by the Friends Foundation as part of the Demonstration Project Agreement.

The City would have had to fund the purchase of the new golf cart fleet but for the donations through the Friends Foundation. The \$51,300 transfer of the proceeds will be the only City outlay for a new fleet of golf carts in the amount of \$279,631.80

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Golf Course Fund transfer to Friends Foundation	\$0	\$51,300	N

COUNCIL ACTION: Approval of Council to 1) transfer the proceeds from the sale of the Deerpath Golf Course golf cart fleet in the amount not to exceed \$51,300 to the Friends of Lake Forest Parks and Recreation Foundation and 2) accept the anticipated donation by the Friends of Lake Forest Parks and Recreation Foundation of a new cart fleet.

7. Award of the Lake Forest Share of the Joint 2019 Annual Street Resurfacing and Asphalt Patching Program to Schroeder Asphalt Services Inc. in the amount of \$1,088,000, subject to Finance Committee review on March 11, 2019

STAFF CONTACT: Robert Ells, Superintendent of Engineering (847)810-3555

PURPOSE AND ACTION REQUESTED: Staff requests awarding Lake Forest's share of the joint 2019 Annual Street Resurfacing and Patching Program bid to Schroeder Asphalt Services Inc.

BACKGROUND/DISCUSSION: Each year engineering staff develops the resurfacing and patching program based on visual inspections, pavement testing, and input from staff and residents. This results in a three-year annual pavement rehabilitation program identifying the streets to be resurfaced or patched each year.

City staff has previously briefed the City Council on the Municipal Partnership Initiative (MPI), a program that takes advantage of economies of scale by securing low bid prices among neighboring municipalities who bid similar projects each year. This year, the City joined forces with Lake Bluff to seek a joint bid for the Annual Street Resurfacing & Asphalt Patching Programs.

In 2019, the City plans to resurface approximately 2.4 center-lane miles of streets. Due to higher than expected unit costs, the bids received exceeded the budget amount. The streets listed below the red line will be removed from the FY20 resurfacing program to stay within the budgeted dollars. The streets to be resurfaced are above the red line:

Street	From	To
OLD BARN LN	EVERETT RD	BOWLING GREEN D
WASHINGTON CI	ILLINOIS RD	RYAN PL
LELAND CT	CONWAY RD	NORTH END
BOWLING GREEN DR	OLD BARN	FARM RD
WAVELAND RD	GREEN BAY RD	PARK ENTRANCE
OAK KNOLL DR	ESTATE LN E	OLD MILL RD
JAMES ST	TELEGRAPH RD	JAMES CT SOUTH
JAMES CT. NORTH	JAMES STREET	NORTH END
JAMES CT SOUTH	JAMES STREET	SOUTH END
FOX TRAIL CT	LAKEWOOD DR	NORTH END
WILSHIRE RD	MT VERNON	WEST END
STABLE LN	WESTLEIGH RD	NORTH END
DEERPATH	WAUKEGAN RD	GREENVALE RD

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Finance Committee	11/26/18	Review FY20 CIP Projects

BUDGET/FISCAL IMPACT: The project was placed out to bid in mid-February with a subsequent bid opening on February 27, 2019. A total of three bids were received. The bid prices consist of bid quantities that are to be completed by both municipalities as part of their respective resurfacing and patching programs. Both Lake Forest and Lake Bluff are scheduled to award

their respective contracts in March, 2019. City Engineering staff will provide daily inspectional services for the Lake Forest portion of the contract.

BIDDER	TOTAL BID PRICE
Schroeder Asphalt Services Inc.	\$1,790,353.70
Peter Baker & Son Co.	\$1,840,060.98
Johnson Paving	\$1,944,600.74

The breakdown of the bid amount specific to Lake Forest bid items is summarized below:

BIDDER	TOTAL
Schroeder Asphalt Services Inc.	\$1,064,981.25
J. A. Johnson Paving Co.	\$1,144,537.32
Peter Baker & Son Co.	\$1,151,577.58
<i>Engineer's Estimate</i>	<i>\$ 1,088,000.00*</i>

*\$933,000 for resurfacing and \$155,000 for patching, which is contingent upon Finance Committee approval of additional resurfacing funding at the March 11, 2019 Budget Workshop

Schroeder Asphalt Services Inc. has completed similar projects in surrounding Lake County communities. Schroeder Asphalt Services Inc. received favorable reference checks.

In early June 2019, Infrastructure Management Services (IMS) will perform a study of the City's roadways and parking lots. In order to receive IMS' study results by early September, IMS needs to perform its evaluation in June. In order to have the study reflect the latest pavement conditions, staff recommends that both the resurfacing and patching programs be completed before IMS' survey in June. Therefore, to accelerate the construction schedule, \$400,000 of the total \$1,088,000 budget will be spent in FY19. Amounts expended in FY19 from the FY20 Budget allocation will be adjusted via the rollover process in July.

Upon award of the bid, both municipalities will meet with the contractor to obtain tentative schedules for each community. The property owners near the vicinity of the asphalt resurfacing work will be notified in advance. The City's website under "Construction Updates", will also provide the details of the construction schedule.

Has competitive pricing been obtained for proposed goods/services? **Yes**

Below is an estimated summary of the project budget:

FY2020 Funding Source	Account Budget	Amount Requested	Budgeted? Y/N
Capital Fund – Street Resurfacing	\$933,000*	\$933,000	Y
Capital Fund - Patching	\$155,000	\$155,000	Y

*Street resurfacing amount subject to Finance Committee review and approval on March 11, 2019.

COUNCIL ACTION: Award of the Lake Forest Share of the Joint 2019 Annual Street Resurfacing and Asphalt Patching Program to Schroeder Asphalt Services Inc. in the amount of \$ 1,088,000, subject to Finance Committee review on March 11, 2019

COUNCIL ACTION: Approval of the seven (7) Omnibus items as presented

6. ORDINANCES

1. Consideration of a Recommendation from the Zoning Board of Appeals in Support of Amendments to the Special Use Permit for Elawa Farm including Modifications to the Conditions of Approval and Updates to the Master Plan. Elawa Farm is Located at 1401 Middlefork Drive, in the Middlefork Farm Subdivision. (If desired by the Council, Waive First Reading and Grant Final Approval of the Ordinance.)

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

PURPOSE AND ACTION REQUESTED: City Council consideration and action is requested on a recommendation from the Zoning Board of Appeals pertaining to Elawa Farm, a community facility located on City owned property.

BACKGROUND/DISCUSSION: Elawa Farm, like many other unique places in the community, is authorized to operate in a residential zoning district through a Special Use Permit. The special use provisions in the Code have historically been relied on to provide the opportunity for non-residential uses such as private clubs, Churches, schools, Lake Forest College and various City facilities to exist in the midst of residential neighborhoods. The special use process provides for public deliberation and input on the establishment of a special use and offers the ability to impose limitations or conditions on special uses in an effort to minimize conflicts with and off site impacts on surrounding residential neighborhoods while at the same time, embracing special uses as important components of the community, part of what distinguishes Lake Forest from other communities.

A Special Use Permit was approved by the City Council in 2010 authorizing Elawa Farm to operate as a community facility based on a recommendation from the Plan Commission. In 2010, the Plan Commission and City Council could only guess how the use of Elawa Farm might evolve. Today, Elawa Farm is well used. As awareness and use of Elawa Farm has increased, so too has the use of the adjacent Lake County Forest Preserves' trails, the Lake Forest Open Lands' oak savanna and Elawa Park.

In 2017, after receiving input from various parties about the number, frequency, type and impact of activities at Elawa Farm, the City initiated a review of the Special Use Permit and

the Master Plan. The Zoning Board of Appeals undertook the requested review consistent with the procedures detailed in the Code for considering amendments to existing Special Use Permits.

Over the course of seven public meetings, which spanned about a year, the Zoning Board of Appeals reviewed special uses in general and studied the current Elawa Farm Special Use Permit and Master Plan. At each meeting, the Board heard testimony from representatives of the Elawa Farm Foundation, the Wildlife Discovery Center (which is a program of the City's Park, Recreation and Forestry Department), and heard public comment from representatives of the Middlefork Farm Homeowners' Association and individual residents who live in the immediate area. Based on the testimony presented, the Board developed updated maps and revised conditions of approval, heard testimony on the proposed changes and made further revisions before finalizing a recommendation to the City Council.

In summary, the Zoning Board of Appeals recommended to the City Council that the original vision for Elawa Farm remain; a community resource for primarily passive educational and recreational pursuits. The Board worked to balance the interests of various parties; respecting and preserving the residential character of the neighborhood while at the same time, recognizing that community use of the site was always intended. Further, the majority of the Board accepted that there is a need to allow limited fundraising and private rental events at Elawa Farm to generate revenue to support the buildings and grounds. The recommendations forwarded by the Zoning Board of Appeals represent a sincere effort to be responsive to the interests and concerns of all parties and in doing so, the Board acknowledged that no party is completely satisfied. Finally, the Board acknowledged that once adopted, the amended Special Use Permit and updated Master Plan are not set in stone noting that modifications to individual conditions can and should be considered as the need may arise.

The Commission voted 6 to 1 to recommend approval of an amended Special Use Permit incorporating updated conditions of approval and an updated Master Plan as part of the Special Use Permit. The dissenting Board member stated concern that the conditions, although more restrictive in some areas than the current conditions, do not go far enough to assure the preservation of the residential character of the surrounding neighborhood. To facilitate review of the changes proposed to the conditions of approval, a matrix is included in the Council packet detailing the changes. The Ordinance and background for this agenda item begins on **page 28** of the Council packet.

Separate and apart from the recommendation in support of amending the Special Use Permit, the Board forwarded the following additional recommendations to the City Council for consideration.

- a. Allow the events already booked for 2019, for which contracts are already entered into, to proceed even though the number exceeds the number of events permitted in the amended conditions. The events should abide by all other limitations as established by the amended conditions.
- b. Direct staff to clarify the process and the party responsible (the Coordinator) for monitoring cumulative activity in the area.
Elawa Farm is unusual in that it is adjacent to other properties that are open to the community and used for community events. Ongoing coordination and

communication between all parties: Lake Forest Open Lands Association, the Lake County Forest Preserves District, City of Lake Forest Parks, Recreation and Forestry Department, the City of Lake Forest Special Events Coordinator and the Middlefork Farm Homeowners' Association is critical to avoid scheduling conflicts, congestion and overuse of the area.

- c. Establish a clear process for enforcement of the Master Plan and conditions of the Special Use Permit and consequences for violations.
- d. Re-examine the financial aspects of Elawa Farm, with the goal of making the Farm financially viable without negatively impacting the facility, surrounding neighborhoods and the natural environment.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance approving amendments to the Special Use Permit for Elawa Farm including modifications to the conditions of approval and updates to the Master Plan in accordance with the Zoning Board of Appeals' recommendation.

AND, by motion:

1. Direct that private rental events already scheduled for 2019 be allowed to exceed the number allowed by the revised conditions. The events must comply with the revised conditions relating to operational aspects.
2. Direct staff to update procedures related to the overall coordination of activities in the area and enforcement of the conditions of the Special Use Permit and the consequences of violations.
3. Direct staff and the Property and Public Lands Committee to continue to reexamine the financial aspects of Elawa Farm as negotiations continue around modifications to the Operating Agreement.

7. NEW BUSINESS

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

A copy of the Decision Making Parameters can be found beginning on **page 20** of this packet.

Office of the City Manager

February 27, 2019

The City of Lake Forest is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are

required to contact City Manager Jason Wicha, at (847) 234-2600 promptly to allow the City to make reasonable accommodations for those persons.





THE CITY OF LAKE FOREST

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

Adopted June 18, 2018

The City of Lake Forest Mission Statement:

"Be the best-managed, fiscally-responsible and appealing community and promote a community spirit of trust, respect and citizen involvement."

The Lake Forest City Council, with the advice and recommendations of its appointed advisory Boards and Commissions, Lake Forest Citizens, and City Staff, is responsible for policy formulation and approval. Implementation of adopted strategy, policy, budgets, and other directives of Council is the responsibility of City Staff, led by the City Manager and Senior Staff. The Mayor and Aldermen, and appointed members of Boards and Commissions should address matters in a timely, deliberate, objective and process-driven manner, making decisions guided by the City of Lake Forest Strategic and Comprehensive Plans, the City's Codes, policies and procedures, and the following parameters:

- Motions and votes should comprise what is in the best long-term interests of all Lake Forest citizens, measured in decades, being mindful of proven precedents and new precedents that may be created.
- All points of view should be listened to and considered in making decisions with the long-term benefit to Lake Forest's general public welfare being the highest priority.
- Funding decisions should support effectiveness and economy in providing services and programs, while mindful of the number of citizens benefitting from such expenditures.
- New initiatives should be quantified, qualified, and evaluated for their long-term merit and overall fiscal impact and other consequences to the community.
- Decision makers should be proactive and timely in addressing strategic planning initiatives, external forces not under control of the City, and other opportunities and challenges to the community.

Community trust in, and support of, government is fostered by maintaining the integrity of these decision-making parameters.

The City of Lake Forest's Decision-Making Parameters shall be reviewed by the City Council on an annual basis and shall be included on all agendas of the City Council and Boards and Commissions.

THE CITY OF LAKE FOREST

ORDINANCE NO. 2018 - ____

**AN ORDINANCE AMENDING SECTION 135.108 (C) – “NOISE; GENERALLY”
OF THE CITY CODE**

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

WHEREAS, from time to time it is appropriate to review, update and modify the City Code of Lake Forest (the “**City Code**”) to assure that it appropriately reflects current practices and trends, is clear, and addresses new issues that may arise; and

WHEREAS, at the direction of the City Council, the Public Works Committee reviewed Section 135.108 (C) of the City Code and considered updates and clarifications; and

WHEREAS, the preservation of quiet enjoyment of residential properties throughout the City is valued as part of the community's character; and

WHEREAS, the City has determined that limiting the hours during which the use of landscape maintenance equipment is permitted benefits the health, environment and general welfare of the community; and

WHEREAS, the Mayor and City Council, having considered the recommendation of the Public Works Committee, have determined that adopting this Ordinance and amending Chapter 135.108 (C) of the City Code relating to gasoline-powered leaf blowers as hereinafter set forth, will be in the best interests of the City and its residents;

**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 adopted by this reference as the findings of the City Council and are hereby incorporated into this Section as if fully set forth.

SECTION TWO: **Amendment to Section 135.108 (C).** Section 135.108(C), entitled "Noise; Generally," of the City Code is hereby amended as follows:

- Section 135.108(C) is hereby amended in part and shall hereafter be and read as reflected in Exhibit A which is attached hereto and made a part hereof.

SECTION THREE: **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

Exhibit A

Amended Section 135.108(C) (with blackline amendments)

- (C) (1) It shall be unlawful to ~~cause or make loud noise through the operation~~operate ~~of~~ lawn maintenance equipment including, but not limited to, lawn mowers, tractors and gasoline-powered leaf blowers ~~s-equipment~~ before 7:30 a.m. on weekdays, 8:00 a.m. on Saturdays and 10:00 a.m. on Sundays and holidays, and after ~~7:30 p.m. on weekdays all days, 5:30 p.m. on Saturdays, and 5:00 p.m. on Sundays and holidays,~~ 7:30 p.m. on weekdays all days, 5:30 p.m. on Saturdays, and 5:00 p.m. on Sundays and holidays, except as authorized by the City Manager.
- (2) This restriction shall not apply to golf course maintenance operations

Exhibit A

Amended Section 135.108(C) (clean version)

- (C) 1) It shall be unlawful to operate lawn maintenance equipment including, but not limited to, lawn mowers, tractors and gasoline-powered leaf blowers before 7:30 a.m. on weekdays, 8:00 a.m. on Saturdays and 10:00 a.m. on Sundays and holidays, and after 7:30 p.m. on weekdays 5:30 p.m. on Saturdays, and 5:00 p.m. on Sundays and holidays, except as authorized by the City Manager.
- (2) This restriction shall not apply to golf course maintenance operations

The City of Lake Forest
CITY COUNCIL
Proceedings of the Tuesday, February 19, 2019
City Council Meeting - City Council Chambers

CALL TO ORDER AND ROLL CALL: Honorable Mayor Lansing called the meeting to order at 6:30pm, and the City Clerk, Margaret Boyer called the roll of Council members.

Present: Honorable Mayor Lansing, Alderman Beidler, Alderman Morris, Alderman Rummel, Alderman Preschlack, Alderman Moreno and Alderman Buschmann.

Absent: Alderman Newman and Alderman Reisenberg

CALL TO ORDER AND ROLL CALL

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

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

A. Announcement of the Ninth Recipient of The Lawrence R. Temple Distinguished Public Service Award

-John A. Looby, III

Mayor Lansing introduced former Distinguished Public Service Award recipient, Debbie Saran. Ms. Saran spoke on behalf of Chairman Maddie Dugan. She gave a brief background on the award and announced that John A. Looby, III was chosen as the ninth recipient. Committee member Tom Swarthout read the Lawrence R. Temple Distinguished Public Service Award and presented it to John A. Looby, III.

Mr. Looby thanked the committee and expressed sincere gratitude to his wife and family for all their support during his years of service.

COMMENTS BY CITY MANAGER

City Manager Jason Wicha reported on the Comprehensive Plan Update working Group-meeting dates as follows:

Wednesday, February 20, 2019 6:30 p.m. - 8:00 p.m.

6:30 p. m. - 6:45 p.m. Opportunity to review draft land use concepts.

6:45 p.m. - 7:15 p.m. Presentation of concepts discussed to date by the Working Group.

7:15 p. m. - 8:00 p.m. Opportunity for public comment, Working Group discussion and direction.

Tuesday, February 26, 2019 6:30 p. m. -8:00 p. m.

6:30 p.m. - 6:45 p. m.: Opportunity to review revised land use concepts.

6:45 p.m. - 8:00 p.m. Working Group discussion, public comment, final direction and recommendations.

Meetings are held at the Telegraph Road Fire Station, lower level.

COMMITTEE REPORTS

PUBLIC WORKS COMMITTEE

1. Approval of Modifications to the Stormwater Management Policy

Jim Lockefer, Public Works Management Analyst, gave general background on the Public Works Committee's work to incorporate ravines into the existing stormwater management policy. The City Council had discussion on how communications will be handled with residents, and realtors and on the inventory of ravines.

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

COUNCIL ACTION: Approval of Modifications to the Stormwater Management Policy

Alderman Rummel made a motion Approve of Modifications to the Stormwater Management Policy, seconded by Alderman Buschmann. The following voted "Aye": Aldermen Beidler, Morris, Rummel, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 6- 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 February 4, 2019 City Council Meeting Minutes**
- 2. Consideration of an Ordinance adopting the third supplement (S-3) to the Code of Ordinances for the City of Lake Forest incorporating recent Code amendments into the official City Code. (waive first reading and grant final approval)**
- 3. Approval of a Resolution Appointing Delegate and Alternate Delegate to the Intergovernmental Risk Management Agency (IRMA).**
- 4. Approval of Second and Third Year of Contract with Direct Response Resources for Vehicle, Pet and Parking Licenses/Permits and Assignment of a Portion of the Contract to American Printing Technologies**
- 5. Request Waiving the Bid Process and Approve an Agreement for the Infrastructure Management Services Pavement Management Study for FY 2020 for a Not-to-Exceed Amount of \$81,785**
- 6. Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading and if Desired by the City Council, Final Approval)**
- 7. Consideration of an Ordinance Approving a Recommendation from the Zoning Board of Appeals. (First Reading, and if Desired by the City Council, Final Approval)**

COUNCIL ACTION: Approval of the seven (7) Omnibus items as presented

Mayor Lansing asked members of the Council if they would like to remove any item or take it separately. The City Council had discussion on items # 2 and #5. Mayor Lansing again asked members of the Council if they would like to remove any item or take it separately.

Seeing none, Mayor Lansing asked for a motion to approve the seven (7) Omnibus items as presented.

Alderman Preschlack made a motion to approve the seven (7) Omnibus items as presented, seconded by Alderman Moreno. The following voted "Aye": Aldermen Beidler, Morris, Rummel, Preschlack, Moreno and Buschmann. The following voted "Nay": None. 6- 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

NEW BUSINESS

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS
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ADJOURNMENT

There being no further business Mayor Lansing asked for a motion. Alderman Beidler made a motion to adjourn, seconded by Alderman Preschlack. Motion carried unanimously by voice vote at 7:12 pm.

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.

**Elawa Farm – Amendments to Conditions of the Special Use Permit
As Recommended by the Zoning Board of Appeals**

Daily Use Activities	Current Conditions	Proposed Conditions	Key Differences
	1. Uses at Elawa Farm shall be consistent with the vision stated in the Master Plan which is adopted as an exhibit to the Special Use Permits. As described in the Master Plan, permitted uses shall provide opportunities in the fields of environmental and wildlife education, gardening, conservation, environmental restoration, architecture, history, preservation, local culture, and passive recreation experiences.	<p>1. Uses at Elawa Farm shall be consistent with the vision stated in the Updated Master Plan adopted as an exhibit the Amended Special Use Permit. As described in the Master Plan, “Daily Use Activities” are those activities offered and managed by the tenants at Elawa Farm (at the time of this adoption, the Elawa Farm Foundation and the City of Lake Forest Wildlife Discovery Center) to provide opportunities in the fields of environmental and wildlife education, gardening, conservation, environmental restoration, architecture, history, gentlemen farming, preservation, local culture and passive recreation experiences. (Note: It is acknowledged that if tenants at Elawa Farm change, this Special Use Permit and the Master Plan will be reviewed and further amended as necessary.)</p> <p>Daily Use Activities at Elawa Farm include classes, programs, demonstrations, workshops, tours, field trips and lectures. Unscheduled drop-in visits from members of the public and normal tasks associated with caring for and maintaining the gardens and the Wildlife Discovery Center are also considered Daily Use Activities.</p>	<p>Current tenants are identified.</p> <p>Daily Use Activities are defined.</p>
	2. Elawa Farm is primarily intended for public use by Lake Forest residents and for use by Elawa Farm tenants and local not for profit groups during daytime hours, or until dusk. <i>(For purposes of this Special Use permit, local not for profit groups are groups; that support institutions in the communities of Lake Forest and Lake Bluff, and groups that serve the residents of Lake Forest and Lake Bluff.)</i>	2. Public Use: Elawa Farm is primarily intended for public use by Lake Forest residents. The outdoor grounds of Elawa Farm, the Garden and the Natural Area are generally accessible to the public from dawn to dusk.	Clarifies that Elawa Farm is intended primarily for public use, during day time hours.
	3. The Elawa Farm facilities are available to tenants and local not for profit groups for scheduled activities including classes and meetings seven days a week. Scheduled activities at Elawa Farm shall end no later than 9:30 p.m.	3. Tenant Use: The Elawa Farm facilities are available for tenant sponsored Daily Use Activities as described in condition #1, seven days a week, until 9:30 p.m. subject to prior scheduling and approval by the Coordinator (see condition #9).	Provides further definition of various day time events and addresses parking. (New conditions 3 – 5.)
	NA	4. Field Trips: Field Trips for students are considered Daily Use Activities and are permitted up to 16 times per year, two days per week, during the months of September, October, early November, April and May.	
	NA	5. Parking: All staff, volunteer contractor, participant, guest and visitor parking for Daily Use Activities shall be in the on-site parking lot, or off site, not on the residential streets in the Middlefork Farm Subdivision except for limited events which are open to the general public subject to approval by the Coordinator.	
	NA	6. Farm Animals: Farm animals, defined as animals typically found on a farm in the Midwest, are permitted on the site on a limited basis only in the overlay area designated designated in the Master Plan, the southern portion of the Garden.	Farm animals are not addressed at all in the current conditions. (Elawa Farm Foundation currently brings farm animals to the site for a few events a year.)

		<p>i. Farm animals, for events such as a petting zoo or other demonstrations, are permitted at Elawa Farm up to 5 days per year.</p> <p>ii. No farm animals may be kept on the overnight with the following exceptions:</p> <p>a. An incubator, housed in the farm buildings for an “egg to chicken” demonstration.</p> <p>b. A pilot program is authorized from June 1, 2019 through September 1, 2019, allowing up to 10 adult hens to be kept on site, wholly within the overlay area designated in the Master Plan, the southern portion of the Garden. The chickens must be secured in a temporary pen/chicken coop which must be removed at the end of the pilot program. At the conclusion of the pilot program, establishing the program on a permanent basis may only be considered through further amendment to this Special Use Permit.</p> <p>Any and all licenses, permits or approvals related to keeping farm animals must be obtained from outside agencies to meet any applicable health and life safety requirements and must be submitted to the Coordinator a minimum of 30 days prior to bringing animals on to the site.</p>	
Events	4. “Special Events” are activities other than those described in conditions #2 and #3 above and other than the Garden Market addressed in conditions #21 thru #26 below.	7. Definition: Events are activities other than Daily Use Activities and fall into two categories: 1) Events held by and benefitting the Elawa Farm tenants and are open to the public free of charge, by donation or through purchase of a ticket; and 2) Private Rental Events hosted by private individuals or companies, not hosted by Elawa Farm tenants and not open to the public. Both types of events are intended to produce revenues to support the ongoing maintenance of the Elawa Farm facilities and the tenants.	Events are defined with a distinction drawn between events that are open to the community and private events.
	<p>5. Scheduling of all Special Events shall be managed by the Elawa Farm Facility Coordinator, currently housed in the Office of the City Manager, and referred to as the “Coordinator” throughout this document, or another person so designated in the future by the City Manager. In every case, the Coordinator shall consider cumulatively all daily use activities and Special Events, including normal public use, which would be occurring on the site at any one time before approving any Special Event. In addition, all applicable standard City requirements for special events shall be met including, but not limited to, posting certificates of insurance, obtaining a liquor license and payment of required fees.</p> <p>The Coordinator is responsible for facilitating communications regarding Special Events among all tenants of Elawa Farm and with the Middlefork Farm Homeowners’ Association in the case of Special Events that due to the number of participants or type of activity will significantly differ from the daily activities, programs and events that occur at Elawa Farm.</p>		Replaced by condition #14 under “General Regulations”.
	6. Priority for reserving space for special events, programs and activities at Elawa Farm shall be given to Elawa Farm “Preferred	8. Priority: Priority for reserving space shall be given to Elawa Farm tenants for Daily Use Activities and Events.	Simplified.

	Users”, defined as tenants and local not for profit groups whose purposes and activities are closely aligned with the vision for Elawa Far, as stated in the Master Plan. Elawa Farm tenants shall each be permitted up to 2 Special Events for fundraising purposes annually.		
	7. Private events not open to the public and not hosted by Preferred Users, which prevent public access to Elawa Farm for an extended time period, are discouraged. Private events must receive approval from the Coordinator and shall generally conform to the requirements of the City’s special events policy as determined by the City Manager.		
	8. Special Events distinguished from daily; uses noted above in conditions #2 and #3, shall end no later than 11 p.m. on Friday and Saturday nights and no later than 10 p.m. all other days of the week.	<p>9. Requirements for all events: The following minimum requirements shall be met for all events:</p> <ul style="list-style-type: none"> a. Site Capacity. No event shall exceed 200 people cumulatively on the site at one time due to site capacity limitations, public safety concerns and impact to eh surrounding area. b. Day Time Events. Day time events are encouraged to minimize the need for evening Private Rental Events. c. Evening Events. No more than 12 non-amplified Events extending past 6:00 p.m. are permitted annually. d. Amplified Events. Amplified Events are defined as any Event at which electronic means are used to increase or enhance sound inclusive of music and voices. Six (6) amplified Events, inclusive of day time and evening Events are permitted annually. No more than two (2) amplified Events are permitted within any 30-day period and amplified Events are not permitted on consecutive evenings. Amplification is permitted only in the Private Rental Event Area located west of the Wagon Shed and in the Hay Barn. <i>Exception:</i> Events held within the farm buildings, with doors closed, are permitted to use amplification only for individuals speaking to groups and these Events will not be counted toward the six (6) permitted amplified Events. e. End Time. Events shall end no later than 11 p.m. on Friday and Saturday evenings and 10 p.m. on other days of the week. f. Alcohol. The service of alcohol shall end 30 minutes prior to the scheduled end of the Event. g. Shuttle Service. For all Events with planned attendance of 75 people or more, off-site parking and shuttle service must be provided. Shuttle service shall end no later than 45 minutes after the Event and in no case, later than 11:45 p.m. on Friday and Saturday and 10:45 on other days of the week. Shuttle vehicles shall avoid the use of flashing lights and shall drop-off and pick-up passengers in an area located away from the neighboring homes. h. Parking. Valet parking and parking on residential streets for any purpose related to Evening Events is prohibited. i. Tents. Tents shall be located only in the areas designated in the Master Plan and must be a minimum of 20 feet away from all farm buildings. The siting and installation of tents shall be subject to inspection by City life safety inspectors. 	<p>Provides more specificity and places more limitation on evening and amplified events. Addresses current conditions 8 through 11.</p> <p>Maximum number of 12 non-amplified evening events are permitted, events extending past 6 p.m. (Currently, there is no limit on evening events.)</p> <p>Number of amplified events is reduced from 12 to 6.</p> <p>Ending times for evening events remains that same.</p> <p>Shuttle and parking requirements/limitations remain the same.</p> <p>Alcohol service proposed to end 30 minutes before event end time, currently one hour before event end time.</p> <p>Daytime events, over evening events, continue to be encouraged.</p>

		<ul style="list-style-type: none"> j. Canopies. Canopies to provide overhead shelter from the rain and sun, without walls, are permitted in areas as designated in the Master Plan and must be a minimum distance of 10 feet away from all farm buildings. The siting and installation of canopies shall be subject to inspection by City life safety inspectors. k. A plan for each Event, including details for deliveries, setup, drop off/pick-up, security and clean-up shall be submitted and will be subject to review and approval by the Coordinator. l. No smoking is permitted at Elawa Farm or at Events held at the Elawa Farm facilities in compliance with the City Code and life safety regulations. m. Certificates of insurance must be posted when applicable. n. A liquor license must be obtained in accordance with applicable regulations. o. All applicable fees must be paid and deposits posted. 	
	<p>9. For events at which alcohol is served, the service of alcohol must end an hour before the scheduled ending time of the event. In addition, a City of Lake Forest Liquor License must be obtained and all of the conditions of the license must be satisfied.</p>		Incorporated into condition #9.
	<p>10. When amplified music or sound is authorized anywhere on the site, it must be in compliance with the City’s noise regulations and must end by 10:30 p.m. Only 12 events with amplified music or sound shall be permitted per year consistent with the original approval of the Middlefork Farm development. No more than 2 outdoor events with amplified sound are permitted during any 30-day period and the events may not be held on consecutive days.</p>		Incorporated into condition #9.
	<p>11. For Special Events that due to the number of participants and duration of the event require parking beyond that which can be accommodated on site at the specific time of the event, and in every case for events with more than 75 participants expected, off-site parking and a shuttle service must be provided by the host of the event. When determining if sufficient onsite parking will be available for any specific special event, consideration must be given to all other activities that may be occurring at Elawa Farm and at Elawa Park at the same time and the need to provide some parking spaces for general public use during daylight hours.</p> <p>Valet parking for Special Events is prohibited.</p> <p>At the discretion of the Coordinator, for Special Events of short duration, which conclude during daylight hours, such as a morning “fun run”, short term, on street parking may be permitted. If such approval is granted by the Coordinator, signage shall be posted as necessary limiting parking to only one side of the street. <i>(Note: Parking across driveway curb cuts is a violation of the City Code.)</i></p>		Incorporated into condition #9.
General Regulations		14. Scheduling and Coordinator Responsibilities: All Daily Use Activities and Events at Elawa Farm shall be scheduled in advance with the	

		Coordinator as appointed by the City Council or City Manager. In every case, Daily Use Activities and Events shall be scheduled and approved only after considering cumulatively, all uses occurring at and near Elawa Farm, at any particular time. ("Cumulative" is intended to include consideration of, for scheduling purposes, activities or events on adjacent properties; Lake County Forest Preserves, Lake Forest Open Lands, Elawa Park and any special events occurring in the area.)	
		The Coordinator is responsible for maintaining a schedule of Daily Use Activities and Events available on an ongoing basis to all tenants of Elawa Farm, the Middlefork Farm Homeowners' Association, appropriate City staff and if determined to be helpful, to adjacent landowners; the Lake County Forest Preserves District and Lake Forest Open Lands Association. The schedule shall include, but not be limited to, the following: number of participants, hours, location and type of activity or event.	
	12. No activity at Elawa Farm shall obstruct public streets or sidewalks without specific authorization from the City to do so and no activities shall impede emergency access into the site.	15. No activity at Elawa Farm shall obstruct public streets or sidewalks without specific authorization from the City Council and an open route for emergency access into the site through the Main Courtyard, in a north/south	Modified to note that emergency access through the site must
	13. No overnight use of Elawa Farm is permitted except for use of the caretaker's cottage in a manner typical for a single family residential house.	16. No overnight use of or activities are permitted at Elawa Farm except for use of the caretaker's cottage in a manner typical for a single family residential house and activities necessary to support care and oversight of the Wildlife Discovery Center animals.	Clarified that some animal care and oversight may be required during night time hours.
	14. Tents shall be located within designated areas only: 1) the paddock area east of the Hay Barn and 2) the courtyard west of the Wagon Shed. The use and location of tents shall be subject to approval by the Coordinator and subject to inspection by the Fire Department.		Incorporated into condition #9.
	15. At no time shall the number of people in each of the individual interior spaces at Elawa Farm or the number of people at Elawa Farm in its entirety, exceed the maximum capacity as permitted by the Fire Code and as posted in accordance with that Code throughout the facility. The use of tents for specific events shall not allow the maximum overall site capacity, as posted on the site, to be exceeded.	17. At no time shall the number of people in each of the individual interior spaces at Elawa Farm or the number of people at Elawa Farm in its entirety, exceed the maximum capacity as permitted by the Fire Code and as posted in accordance with that Code throughout the facility. The use of tents for specific events shall not allow the maximum overall site capacity, as posted on the site, to be exceeded.	NO CHANGE
	16. All staff, volunteer and visitor parking for Elawa Farm for normal daily programs and activities shall be within the designated parking lot as it now exists or as it is later expanded in accordance with the Master Plan.		See condition #5 above. Clarifies that no on street parking for Daily Use Activities is authorized.
	17. Expansion of the parking lot at Elawa Farm shall occur only in a manner consistent with the Master Plan with the authorization of the City Council. No more than 40 additional parking spaces shall be constructed on the site without amendment to the Master Plan and this Special Use Permit.		Parking lot expansion completed. No further expansion of parking on site is authorized under the proposed updated Master Plan.
	18. Elawa Farm shall not be used as a Polling Place for primary, general or special elections.	18. Elawa Farm shall not be used as a Polling Place for primary, general or special elections.	NO CHANGE

	19. Any new buildings, alteration of existing buildings and any significant fencing or gates that may be proposed, beyond fences for utilitarian purposes, which are in full conformance with the City Code, shall be subject to the review and approval of the Historic Preservation Commission.	19. Any new buildings, alteration of existing buildings and any significant fencing or gates that may be proposed, beyond fences for utilitarian purposes, which are in full conformance with the City Code, shall be subject to the review and approval of the Historic Preservation Commission.	NO CHANGE
	20. No permanent outdoor lighting shall be permitted except safety and security lighting which shall be installed at the discretion of the City in compliance with Code and permitting requirements. Lighting beyond that needed for safety and security shall require review and approval by the Historic Preservation Commission with consideration given to the intensity of lighting and proposed light fixtures to assure that the residential and historic character of the neighborhood and site are preserved. Lights, other than for safety and security purposes shall be turned off after activity hours.	20. No permanent outdoor lighting shall be permitted except safety and security lighting which shall be installed in compliance with Code and permitting requirements. Lighting beyond that needed for safety and security shall require review and approval by the Historic Preservation Commission with consideration given to the intensity of lighting and proposed light fixtures to assure that the residential and historic character of the neighborhood and site are preserved. Lights, other than for safety and security purposes shall be turned off after hours.	NO CHANGE TO SUBSTANCE
	21. Signage for Elawa Farm and the various tenants now and in the future shall be consistent with the signage plan approved by the Historic Preservation Commission. Amendments to the signage plan may be considered in the future by the Historic Preservation Commission.	21. Signage for Elawa Farm and the various tenants now and in the future shall be consistent with the signage plan approved by the Historic Preservation Commission. Amendments to the signage plan may be considered in the future by the Historic Preservation Commission.	NO CHANGE
Garden Market	22. The Market shall only be operated under the direction of the Designated Elawa Gardener as	10. The Market shall be managed and operated as directed by the City Council or City Manager consistent with this Special Use Permit.	Recognizes that there is no longer the position of "Designated Elawa Gardener".
	23. All Market operations shall be consistent with the Designated Elawa Gardener Agreement and this Special Use Permit.		Addressed in #10 above.
	24. The Market shall be a not for profit operation with proceeds from the sales to be used for continued operation, restoration and enhancements at Elawa Farm.	11. The Market shall be a not for profit operation with proceeds from the sales used for continued operation, restoration and enhancements at Elawa Farm.	NO CHANGE TO SUBSTANCE
	25. The hours of operation of the market shall be set by the Designated Elawa Gardner, but in no case shall the Market be open to customers before 10 a.m. or after 6 p.m.	12. The Market, including any required setup or take down, is permitted to operate between the hours of 8 a.m. and 6 p.m.	Provides more flexibility in hours for Garden Market
	26. Limited preparation of produce grown in the Elawa Garden shall be permitted the site.	13. The majority of items for sale at the Market shall be grown or produced on site with the exception of limited garden and farm related seasonal items which may be brought on to the site for sale.	Provides more flexibility allowing limited produce and other products to be brought on to the site for sale.
Other		22. On an annual basis, the Coordinator shall provide a report detailing: the number and frequency of Events, the type of Events, the number of attendees at each Event and any issues, complaints or non-compliance resulting from the Events.	New condition to assure City oversight of ongoing activity.

THE CITY OF LAKE FOREST

ORDINANCE NO. 2019-__

Amending a Special Use Permit Authorizing the Continued Use of Elawa Farm, a City Owned Property Located at 1401 Middlefork Drive, as a Community Facility in the R-5, Single Family Residence District

WHEREAS, The City of Lake Forest (the “Owner”), owns Elawa Farm, a community facility located at 1401 Middlefork Drive and legally described in Exhibit A attached hereto and made a part hereof and;

WHEREAS, the Owner submitted a request, in accordance with Section 159.045, Special Uses, of the Lake Forest Zoning Code, for review and reconsideration of the Special Use Permit and the Master Plan in the context of how the use of Elawa Farm has evolved since the approval of the original Special Use Permit, the existing tenants and the surrounding uses; and

WHEREAS, in 1998, through an extraordinary partnership between the property owner, Lake Forest Open Lands Association, the Lake County Forest Preserves District, the developer, and the City; 200 acres of property were planned and developed as Middlefork Farm, a unique combination of single family homes, preserved open space and adaptive reuse of an historic complex of buildings; and

WHEREAS, as part of the Middlefork Farm development, the City acquired 16 acres of land including the historic Gentleman’s Farm building complex now known as Elawa Farm; and

WHEREAS, in 2006, a Special Use Permit was granted authorizing the operation of the Elawa Farm Garden Market; and

WHEREAS, in 2009, the City facilitated the development of the first Master Plan for Elawa Farm by bringing together a group of stakeholders to envision what Elawa Farm could be in the future; and

WHEREAS, in 2010, the Owner submitted a petition for a Special Use Permit to authorize the operation of Elawa Farm as a community facility intended generally for passive educational and recreational activities including, but not limited to classes, programs, gardening, field trips, tours, events and public use in the R-5 residential zoning district and;

WHEREAS, the City Council adopted Ordinance 2010-11 authorizing the use of Elawa Farm as a community facility subject to conditions and approving the Master Plan as an exhibit to the Ordinance; and

WHEREAS, through the commitment, hard work and generosity of many, Elawa Farm was restored and today, is a community resource as envisioned at the time of the approval of the Middlefork Farm development; and

WHEREAS, the Zoning Board of Appeals of The City of Lake Forest held public hearings on this matter over the course of seven meetings, from September, 2017 through October, 2018, and after extensive study, public input and deliberation, voted to recommend approval of an amended Special Use Permit incorporating revised conditions and an updated Master Plan as Exhibits and submitted to the City Council a report of its findings, a copy of which is attached hereto and made a part hereof as Exhibit B and;

WHEREAS, the City Council concurs with the findings of the Zoning Board of Appeals.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST, ILLINOIS:

SECTION 1. Recitals: The foregoing recitals are incorporated into this Ordinance as if fully set forth.

SECTION 2. Approval: An amended Special Use Permit is hereby granted, superseding the Special Use Permit granted by Ordinance 2010-11 and incorporating the conditions of approval as detailed in this Section and adopting an updated Master Plan as Exhibit C to the Special Use Permit.

Daily Use Activities

1. Definition: Uses at Elawa Farm shall be consistent with the vision stated in the Updated Master Plan adopted as an exhibit to the Amended Special Use Permit. As described in the Master Plan, "Daily Use Activities" are those activities offered and managed by the tenants at Elawa Farm (at the time of this adoption, the Elawa Farm Foundation and the City of Lake Forest Wildlife Discovery Center) to provide opportunities in the fields of environmental and wildlife education, gardening, conservation, environmental restoration, architecture, history, gentlemen farming, preservation, local culture, and passive recreation experiences. (Note: It is acknowledged that if tenants at Elawa Farm change, this Special Use Permit and the Master Plan will be reviewed and further amended as necessary.)

Daily Use Activities at Elawa Farm include classes, programs, demonstrations, workshops, tours, field trips and lectures. Unscheduled drop-in visits by members of the public and normal tasks associated with caring for and maintaining the Garden and the Wildlife Discovery Center are also considered Daily Use Activities.

2. Public Use: Elawa Farm is primarily intended for public use by Lake Forest residents. The outdoor grounds of Elawa Farm, the Garden and the Natural Area are generally accessible to the public from dawn to dusk.
3. Tenant Use: The Elawa Farm facilities, farm buildings and courtyards, are available for tenant sponsored Daily Use Activities as described in condition #1, seven days a week, until 9:30 p.m. subject to prior scheduling and approval by the Coordinator (see condition #9).
4. Field Trips: Field trips for students are considered Daily Use Activities and are permitted up to 16 times per year, two days per week, during the months of September, October, early November, April and May.
5. Parking: All staff, volunteer, contractor, participant, guest and visitor parking for Elawa Farm for Daily Use Activities shall be in the on-site parking lot, or off site, not on the residential streets in the Middlefork Farm Subdivision except for limited events which are open to the general public subject to approval by the Coordinator.
6. Farm Animals: Farm animals, defined as animals typically found on a farm in the Midwest, are permitted on the site on a limited basis only in the overlay area designated in the Master Plan, the southern portion of the Garden.
 - i. Farm animals, for events such as a petting zoo or other demonstrations, are permitted at Elawa Farm up to 5 days per year.
 - ii. No farm animals may be kept on the site overnight with the following exceptions:
 - a. An incubator, housed in the farm buildings, for an “egg to chicken” demonstration is permitted.
 - b. A pilot program is authorized from June 1, 2019 through September 1, 2019 allowing up to 10 adult hens to be kept on site, wholly within the overlay area designated in the Master Plan, the southern portion of the Garden. The chickens must be secured in a temporary pen/chicken coop which must be removed at the end of the pilot program. At the conclusion of the pilot program, establishing the program on a permanent basis may only be considered through further amendment to this Special Use Permit.

Any and all required licenses, permits or approvals related to farm animals must be obtained from outside agencies to meet all applicable health and life safety requirements and must be submitted to the Coordinator a minimum of 30 days prior to bringing animals on to the site.

Events

7. Definition: “Events” are activities other than Daily Use Activities and fall into two categories: 1) Events sponsored by the Elawa Farm tenants and open to the public free of charge, by donation or through purchase of a ticket; and 2) Private Rental Events hosted by private individuals or companies, not hosted by

Elawa Farm tenants and not open to the public. Both types of events are intended to produce revenues to support the ongoing maintenance of the Elawa Farm facilities and the tenants.

8. Priority: Priority for reserving space shall be given to Elawa Farm tenants for Daily Use Activities and Events.
9. Requirements for all Events: The following minimum requirements shall be met for all Events:
 - a. Site Capacity. No Event shall exceed 200 people cumulatively on the site at one time due to site capacity limitations, public safety concerns and impact on the surrounding area.
 - b. Day time Events. Day time Events are encouraged to minimize the need for evening Private Rental Events.
 - c. Evening Events. No more than 12 non-amplified Events extending past 6:00 p.m. are permitted annually.
 - d. Amplified Events. Amplified Events are defined as any Event at which electronic means are used to increase or enhance sound inclusive of music and voices. Six (6) amplified Events, inclusive of day time and evening Events, are permitted annually. No more than two (2) amplified Events are permitted within any 30-day period and amplified Events are not permitted on consecutive evenings. Amplification is permitted only in the Private Rental Event Area located west of the Wagon Shed and in the Hay Barn. *Exception:* Events held within the farm buildings, with doors closed, are permitted to use amplification only for individuals speaking to groups and these Events will not be counted toward the six (6) permitted amplified Events.
 - e. End Time. Events shall end no later than 11 p.m. on Friday and Saturday evenings and 10 p.m. on other days of the week.
 - f. Alcohol. The service of alcohol shall end 30 minutes prior to the scheduled end of the event.
 - g. Shuttle Service. For all events with planned attendance of 75 people or more, off-site parking and shuttle service must be provided and event attendees shall be required to use the shuttle service. Shuttle service shall end no later than 45 minutes after the Event and in no case, later than 11:45 on Friday and Saturday and 10:45 on other days of the week. Shuttle vehicles shall avoid the use of flashing lights and shall drop-off and pick-up passengers in an area located away from the neighboring homes.
 - h. Parking. Valet parking and parking on residential streets for any purpose related to Evening Events is prohibited.
 - i. Tents. Tents shall be located only in the areas designated in the Master Plan and must be a minimum of 20 feet away from all farm buildings. The siting and installation of tents shall be subject to inspection by City life safety inspectors.
 - j. Canopies. Canopies to provide overhead shelter from the rain and sun, without walls, are permitted in areas as designated in the Master Plan and

must be a minimum distance of 10 feet away from all farm buildings. The siting and installation of canopies shall be subject to inspection by City life safety inspectors.

- k. A plan for each Event, including details for deliveries, setup, drop off/pick-up, security and clean-up shall be submitted and will be subject to review and approval by the Coordinator.
- l. No smoking is permitted at Elawa Farm or at Events held at the Elawa Farm facilities in compliance with the City Code and life safety regulations.
- m. Certificates of insurance must be posted when applicable.
- n. A liquor license must be obtained in accordance with applicable regulations.
- o. All applicable fees must be paid and deposits posted.

Garden Market

- 10. The Market shall be managed and operated as directed by the City Council or City Manager and consistent with this Special Use Permit.
- 11. The Market shall be a not for profit operation with proceeds from the sales used for maintenance, operation, restoration and enhancements at Elawa Farm.
- 12. The Market, including any required setup or take down, is permitted to operate between the hours of 8 a.m. and 6 p.m.
- 13. The majority of items for sale at the Market shall be grown or produced on the site with the exception of limited garden and farm related seasonal items which may be brought on to the site for sale.

General Regulations

- 14. Scheduling and Coordinator Responsibilities: All Daily Use Activities and Events at Elawa Farm shall be scheduled in advance with the Coordinator as appointed by the City Council or City Manager. In every case, Daily Use Activities and Events shall be scheduled and approved only after considering cumulatively, all uses occurring at and near Elawa Farm, at any particular time. ("Cumulative" is intended to include consideration of, for scheduling purposes, activities or events on adjacent properties; Lake County Forest Preserves, Lake Forest Open Lands, Elawa Park and any special events occurring in the area.)

The Coordinator is responsible for maintaining a schedule of Daily Use Activities and Events available on an ongoing basis to all tenants of Elawa Farm, the Middlefork Farm Homeowners' Association, appropriate City staff and if determined to be helpful, to adjacent landowners; the Lake County Forest Preserves District and Lake Forest Open Lands Association. The schedule shall include, but not be limited to, the following: number of participants, hours, location and type of activity or event.

The Coordinator is responsible for assuring that Event management/security staff are on site to monitor and manage all Events in a manner consistent with the Special Use Permit and other applicable requirements.

15. No activity at Elawa Farm shall obstruct public streets or sidewalks without specific authorization from the City and an open route for emergency access into the site through the Main Courtyard, in a north/south direction must be maintained at all times.
16. No overnight use of or activities are permitted at Elawa Farm except for use of the caretaker's cottage in a manner typical for a single family residential house and activities necessary to support care and oversight of the Wildlife Discovery Center animals.
17. At no time shall the number of people in each of the individual interior spaces at Elawa Farm or the number of people at Elawa Farm in its entirety, exceed the maximum capacity as permitted by Fire Code and as posted in accordance with that Code throughout the facility. The use of tents for specific events shall not allow the maximum overall site capacity, as posted on the site, to be exceeded.
18. Elawa Farm shall not be used as a Polling Place for primary, general or special elections.
19. Any new buildings, alteration of existing buildings and any significant fencing or gates that may be proposed, beyond fences for utilitarian purposes which are in full conformance with the City Code, shall be subject to the review and approval of the Historic Preservation Commission.
20. No permanent outdoor lighting shall be permitted except safety and security lighting which shall be installed in compliance with Code and permitting requirements. Lighting beyond that needed for safety and security shall require review and approval by the Historic Preservation Commission with consideration given to the intensity of lighting and proposed light fixtures to assure that the residential and historic character of the neighborhood and site are preserved. Lights, other than for safety and security purposes shall be turned off after hours.
21. Signage for Elawa Farm and the various tenants now and in the future shall be consistent with the signage plan approved by the Historic Preservation Commission and as it may be amended in the future.

Other

22. On an annual basis, the Coordinator shall provide a report to the Director of Community Development or designee detailing: the number and frequency of Events, the type of Events, the number of attendees at each Event and any issues, complaints or non-compliance resulting from the Events. The report shall

be used as one means to verify ongoing compliance with the conditions of the Special Use Permit.

SECTION 3. Failure to Comply with Conditions. Failure to Comply with Conditions. Upon the failure or refusal of the property owner or petitioner to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, the approvals granted in Section 2 of this Ordinance shall, at the sole discretion of the City Council by ordinance duly adopted, without the need for a public notice or hearing, be revoked and become null and void; provided, however, that no such revocation ordinance shall be considered unless (i) the City has first notified the tenants and (ii) the tenants or owner have failed to cure any violative condition within 30 days (unless such violative condition requires more than 30 days and corrective action has commenced in a timely manner and continuously proceeds without interruption until completion). In the event of revocation, the development and use of the Subject Property shall be governed solely by the regulations of the R-5, Single Family Residential District, as the same may, from time to time, be amended. Further, in the event of such revocation, the City Manager and City Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances. The petitioner and owner acknowledge that public notices have been given and public hearings have been held with respect to the adoption of this Ordinance, has considered the possibility of the revocation provided for in this Section, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or any denial of any procedural right provided that the terms of this Section are satisfied.

SECTION 4. Amendment to Ordinance. Any amendments to the terms, conditions, or provisions of this Ordinance that may be requested by the petitioner and owner of the property after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in Section 159.45 of the Zoning Code, or by an amendment to the special use permit itself in the manner provided in the Zoning Code and by applicable law.

SECTION 5. Binding Effect. The privileges, obligations, and provisions of each and every Section of this Ordinance are for the sole benefit of, and shall be binding on, the owner, except as otherwise expressly provided in this Ordinance. This ordinance shall be in full force and effect from and after its passage and approval; provided, however, that this Ordinance shall be of no force or effect unless and until owner files with the City its unconditional agreement and consent, in the form attached hereto as Exhibit D and by this reference incorporated herein and made a part hereof; provided further that, if owner does not so file its unconditional agreement and consent within 30 days following the passage of this Ordinance, the City Council may, in its discretion and without public notice or hearing, repeal this Ordinance and thereby revoke the special use permit granted in this Ordinance.

Passed this _ day of _____, 2019

City Clerk

Approved this ____ day of _____, 2019

Mayor

ATTEST:

City Clerk

EXHIBIT B – FINDINGS OF FACT

1. The operation of Elawa Farm, a unique community resource, in a manner consistent with the Master Plan and the conditions of approval detailed in the Special Use Permit 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. The surrounding properties are for the most part, built out for single family residential use. Preserved open space in the ownership of the City, Lake Forest Open Lands and the Lake County Forest Preserve District are adjacent to Elawa Farm. The use of Elawa Farm in strict accordance with the Master Plan and conditions will not impede the normal and orderly use or future improvement of the surrounding properties.
3. As part of the original approval of the Middlefork Farm Subdivision, Elawa Farm was envisioned as a unique community resource and amenity adjacent to the new residential neighborhood. Continued monitoring of the use of Elawa Farm and strict adherence to the conditions of the Special Use Permit will achieve the original vision; a unique neighborhood with one of a kind amenities and easy access to natural areas. These unique aspects and monitored use of Elawa Farm will not substantially diminish or impair property values in the surrounding area.
4. The existing buildings that comprise Elawa Farm are historic and Elawa Farm is designated as a local historic landmark. The use of the site as a community resource, providing opportunities in the fields of environmental and wildlife education, gardening, conservation, environmental restoration, architecture, history, preservation, local culture, and passive recreation is compatible with the historic structures and surrounding area. The revised conditions of approval more clearly establish parameters for the use of the site to assure that the use preserves the historic and natural character of the site and the livability of the surrounding neighborhood.
5. Adequate utilities, roads and drainage facilities exist to accommodate the uses at Elawa Farm. Expansion of the original parking lot provides adequate parking for Daily Use Activities. Conditions limiting parking and requiring shuttle service for Events are put in place to minimize vehicle trips to and from the site.
6. Adequate measures are established through the conditions of approval to provide adequate ingress and egress and to assure that emergency access to the site, on the site and to surrounding properties is maintained.
7. The use of Elawa Farm will be consistent with the Special Use Permit as now approved or as modified by the City Council through a public process in the future. Except as set forth in the Special Use Permit, the site shall conform to the applicable regulations of the R-5 zoning district and all other applicable rules and regulations.

EXHIBIT C

ELAWA MASTER PLAN

As Recommended by the Zoning Board of Appeals

Vision Statement

Elawa Farm is open to the public, a place for community members to experience, study and explore an historic Gentleman's Farm and Garden and an accredited nature center, the Wildlife Discovery Center, in the context of unique surroundings; an established single family neighborhood, preserved open lands and the Middlefork Savanna, a sensitive and significant natural area.

- Elawa Farm is a community resource where stewardship of the environment and history of the site are achieved through education, preservation, restoration and conservation.
- Elawa Farm is a City of Lake Forest-owned facility that provides opportunities to learn about and participate in activities related to the natural environment, wildlife education, gardening, gentlemen's farming, conservation, environmental restoration, architecture, preservation and the history of Elawa Farm.
- Elawa Farm is primarily intended for passive educational and recreational experiences.
- All aspects of Elawa Farm; daily activities, programming, Events, site amenities, future site improvements and signage respect the limited capacity of the site, the natural and historic setting and the surrounding residential neighborhood.
- Primary financial support for ongoing maintenance of the farm buildings, the Garden and day to day operations at Elawa Farm comes from various programs and classes offered by the tenants (the Elawa Farm Foundation and the Wildlife Discovery Center at the time of adoption of this Master Plan), market sales, revenues generated by limited private rental events and donations.
- Capital improvements; enhancements of existing buildings and the Garden and construction of new buildings and facilities, are intended to be supported through donations, grants or other one-time revenues.
- Any new structures should be considered only if funding is provided to support not only construction; but also ongoing maintenance and operational needs.
- Elawa Farm is intended as a safe haven for plant and wildlife species that live on or pass through the area on a seasonal basis in recognition of the Farm's adjacency to the environmentally significant Middlefork Savannah.

USE AREAS (Exhibit 1)

The Master Plan recognizes six distinct use areas at Elawa Farm. Each area has specific characteristics and is designated for a particular use or uses. Deliberative planning, creative scheduling and close coordination among users is critical to the on-going success of Elawa Farm. Activity levels on the site must be balanced with protecting the surrounding preserved natural areas and habitat, preserving the historic farm buildings, and respecting the adjacent residential neighborhood. Each use area is described below.

Adjacent to, but separate from Elawa Farm, Elawa Park, a City of Lake Forest Neighborhood Park, is located to the north. The northernmost portion of the Park is reserved for a future public school site if

needed. Elawa Park is not governed by this Master Plan but instead, is under the purview of the City's Park, Recreation and Forestry Department.

Entrance Corridor

The Entrance Corridor is the open area located along Middlefork Drive, adjacent to the parkway along the public street. The Corridor is part of the visual approach to Elawa Farm.

- Low native plantings are appropriate for this area.
- The Entrance Corridor is intended to remain free of solid landscaping and sight obstructing fences to provide an open space buffer between the working Garden and the residential neighborhood.
- No structures are permitted in this area.
- Views across the Garden, from Middlefork Farm Drive, should be preserved.
- Parking along Middlefork Drive, along the Entrance Corridor, for users of Elawa Farm is discouraged. No parking is permitted in this area for Events at Elawa Farm as defined in the Special Use Permit, or for maintenance or service vehicles associated with the Farm.

Garden

The Garden is located south of the Entrance Corridor in the expansive space east of the main building. The restoration of the Garden generally follows historic plans from the early 1920's. The restoration efforts and dedication of the Gardeners at Elawa Farm were a driving force behind the successful adaptive reuse and preservation of the buildings and site. The Garden is planted with various fruits, vegetables and flowers which are offered for sale at the Elawa Farm Garden Market seasonally.

- The garden plantings and protective garden barriers are intended to allow for views into the Garden and views of the buildings and prairie beyond, while at the same time discouraging natural predators.
- The root cellar to the northeast of the garden is not intended for public use or access and is intended only for use by authorized personnel directly associated with the garden.
- Organic gardening and lawn maintenance practices are encouraged to further the vision of Elawa Farm.
- Planting and cultivation should be limited only to the Garden with the exception of small residential gardens that may be associated with the Caretaker's Cottage. Other areas of Elawa Farm are intended to remain in a natural state.
- Up to two storage sheds are permitted in Garden, in the area south of the planting beds. The storage sheds shall be low profile and designed and constructed generally consistent with the existing farm buildings.
- Bee-keeping is permitted in the southern portion of the Garden and near the Caretaker's Cottage.
- Farm animals, for demonstration or exhibit purposes, are permitted on a limited basis as further defined in the Special Use Permit in the Garden Overlay area located south of the planting beds, away from neighboring residential homes. No permanent structures for farm animals may be constructed on the site.
- Short duration ceremonies are permitted at the west end of the Garden.

Buildings and Associated Grounds

The historic 1917 farm buildings are centrally located on the site. The buildings and outdoor spaces are intended for community use as well as for classes, programs, demonstrations, field trips, lectures and other activities offered by the Elawa Farm tenants, the Elawa Farm Foundation and the Wildlife Discovery Center. Limited use of Elawa Farm is permitted for private events as authorized by the Special Use Permit. Outdoor courtyards are closely associated with the farm buildings and the activities that occur in the buildings. The courtyards also serve as meeting and gathering areas for groups, program attendees, visitors and those working at the site. The spaces within the buildings are used for programs and classes that support the vision of Elawa Farm.

- Proposed changes to the buildings and grounds are reviewed through the appropriate approval and permitting processes to assure that all changes are consistent with the overall character of the site.
- Interior and exterior furnishings, decorations, detailing, lighting and signage should emulate the historic farm buildings character, materials and scale.
- Displays or structures in the outdoor courtyards are reviewed through the appropriate approval and permitting process.
- Limited exterior lighting is permitted including emergency and safety lighting and shielded, compatible, low voltage ground lighting in the main court yard for safety and security of the site. All proposed lighting must be reviewed through the appropriate review and permitting processes. No lighting is permitted in the Garden.
- The Elawa Farm Garden Market operates in the Wagon Shed and Main Court yard on a seasonal basis.
- The Caretaker's Cottage is part of the historic farm building complex and supports the Wildlife Discovery Center, one of the Elawa Farm tenants, by providing a base for around the clock on-site monitoring which is necessary for this program.
- An unobstructed emergency access route must be maintained through the main courtyard at all times, in a north/south direction, to provide for access to the farm buildings and the Caretaker's Cottage in the event of a medical or fire emergency.
- Public restrooms are located in the Hay Barn and must be accessible from inside and outside during all hours that the facility is open to the public being used for classes or programs. The public restrooms are intended to serve users of Elawa Farm, Elawa Park and the Forest Preserves' trails unless and until an alternate free standing restroom facility is constructed.

Natural Education Area

The Natural Education Area is located west of the farm buildings and is designated for passive nature experiences and education. The area is characterized by a natural landscape, walking trails, an observation deck which serves as an outdoor classroom, outdoor animal displays and views of the Lake County Forest Preserves' Middlefork Savanna. The south half of the Natural Education Area is designated for use by the Wildlife Discovery Center.

- The prairie is a preserved natural area. Passive activities consistent with and supportive of the restoration efforts are permitted in the preserved natural area. No cultivation or planting of non-prairie species are permitted in this area except for residential gardens in the immediate vicinity of the Caretaker's Cottage.
- An interpretive trail is located in this area and leads visitors through the prairie to learn about and experience the plants, animals and natural habitat. Small scale interpretive signage is encouraged in this area. Users are encouraged to stay on designated trails.

- Outdoor animal displays are permitted within the Wildlife Discovery Center Overlay Area only.
- The potential for a future low profile structure in the Overlay area is identified in this Plan for use by the Wildlife Discovery Center only, to provide replacement space for programs, displays and classes in the event that a decision is made in the future, by the City Council, to move Wildlife Discovery activities out of the farm buildings. Any new structure must be consistent with other Sections of this Plan.
- The Caretaker's Cottage, part of the historic farm building complex is included in the Wildlife Discovery Center Overlay to provide the oversight, security, monitoring and protection required for this program.
- Displays, cages and other structures must be reviewed through the appropriate approval and permitting processes.

Event Areas – Primary, Secondary and Limited (Exhibit 2)

Note: Events are defined in the Special Use Permit.

Primary Event Areas

There are two Primary Event Areas. 1) The outdoor area located south of the parking lot and west of the Farm Buildings. This area is designated as the preferred location for outdoor evening Events held by the Elawa Farm tenants, or private individuals or groups, as authorized in the Special Use Permit. Tents are permitted in this area. During the day, at times when Events are not scheduled, this area is intended to be accessible to tenants of Elawa Farm and the public. 2) The interior of the Hay Barn.

- No pathways, structures or plantings, other than around the perimeter, are appropriate for the open area south of the parking lot. Landscaping is appropriate to define, but not limit use of the area.

Secondary Outdoor Event Areas

There are two Secondary Event Areas. 1) The Main Courtyard located between the Hay Barn and the Wagon Shed; and 2) the Paddock. These areas are intended for medium to small outdoor Events.

- An unobstructed emergency access route must be maintained at all times through the center of the Main Courtyard.
- Canopies, only overhead shelter from rain and sun, are permitted in these areas and must be at least 10 feet away from all buildings and clear of the central emergency access route in the Main Courtyard.

Limited Event Area

There is one Limited Event Area located just outside of and east of the Paddock, and west of the Garden.

- Small, short duration ceremonies are permitted in these area.
- No receptions are permitted.
- No tents or canopies are permitted.
- Exception: On an annual basis, one seasonal event hosted by the Elawa Farm Foundation is permitted in the Limited Event Area as authorized in the Special Use Permit and the use of open canopies is permitted in the area for that single event.

Common Area

A parking lot with approximately 80 spaces is located in the Common Area. The parking lot is intended for use by visitors to Elawa Farm, the Lake County Forest Preserves District's trails and Elawa Park consistent with a prior Intergovernmental Agreement. Further expansion of the parking lot is not authorized by the Master Plan in an effort to balance impacts on the residential neighborhood and surrounding natural area with activity levels at Elawa Farm.

- Preservation of the native vegetation is intended in this area. The addition of plant materials to buffer views of the parking lot from the residential neighborhood and adjacent uses is permitted.
- Bicycle parking facilities should be considered in the Common Area.
- Although the bus pull-off is located outside of the Common Area, it is important to note its location on the west side of Middlefork Drive, adjacent to Elawa Park. Buses for school field trips should be directed to drop off and pick up groups at that location. The bus pullout is not intended for parking for users of Elawa Farm. Parking, drop offs or pickups in the bus pull out for Events at Elawa Farm are prohibited.
- Also outside of, but adjacent to, the Common Area, a public restroom is anticipated in the future in Elawa Park, near the parking lot and if constructed, will be available for shared use by visitors to the area including those visiting Elawa Farm.

OPPORTUNITY AREAS

Future Structures

- As the uses evolve at Elawa Farm, this Master Plan recognizes the possible need for limited future additional structures on the site. New structures are only permitted in areas as designated in this Master Plan. Prior to new structures at any other locations, amendments to this Plan will need to be considered through a public process.
- Construction of any new structures should be supported by funding outside of the revenues generated by daily activities or Events on the site. The funding should be in place to support ongoing maintenance and repairs prior to undertaking any new construction on the site.
- The parking demands, additional traffic and potential for increased activity levels resulting from the construction of any new structures, and any new or expanded uses proposed to backfill space in the existing farm buildings that may be vacated as a result of the construction of new structures, should be carefully considered taking into account impacts on the surrounding residential neighborhood and adjacent environmentally sensitive area.

ADDITIONAL CONSIDERATIONS

Fundraising Activities and Other Events

The unique setting of Elawa Farm both attracts and limits overall activity levels on the property. In addition to Daily Use Activities and Events as defined in the Special Use Permit, Elawa Farm, the adjacent neighborhood park the Lake County Forest Preserves District and Lake Forest Open Lands Association properties are intended for daily passive public use. All Daily Use Activities and Events at Elawa Farm must be scheduled in advance through the process established by the City or the City's designee with consideration given to the cumulative activity in the area on any particular day.

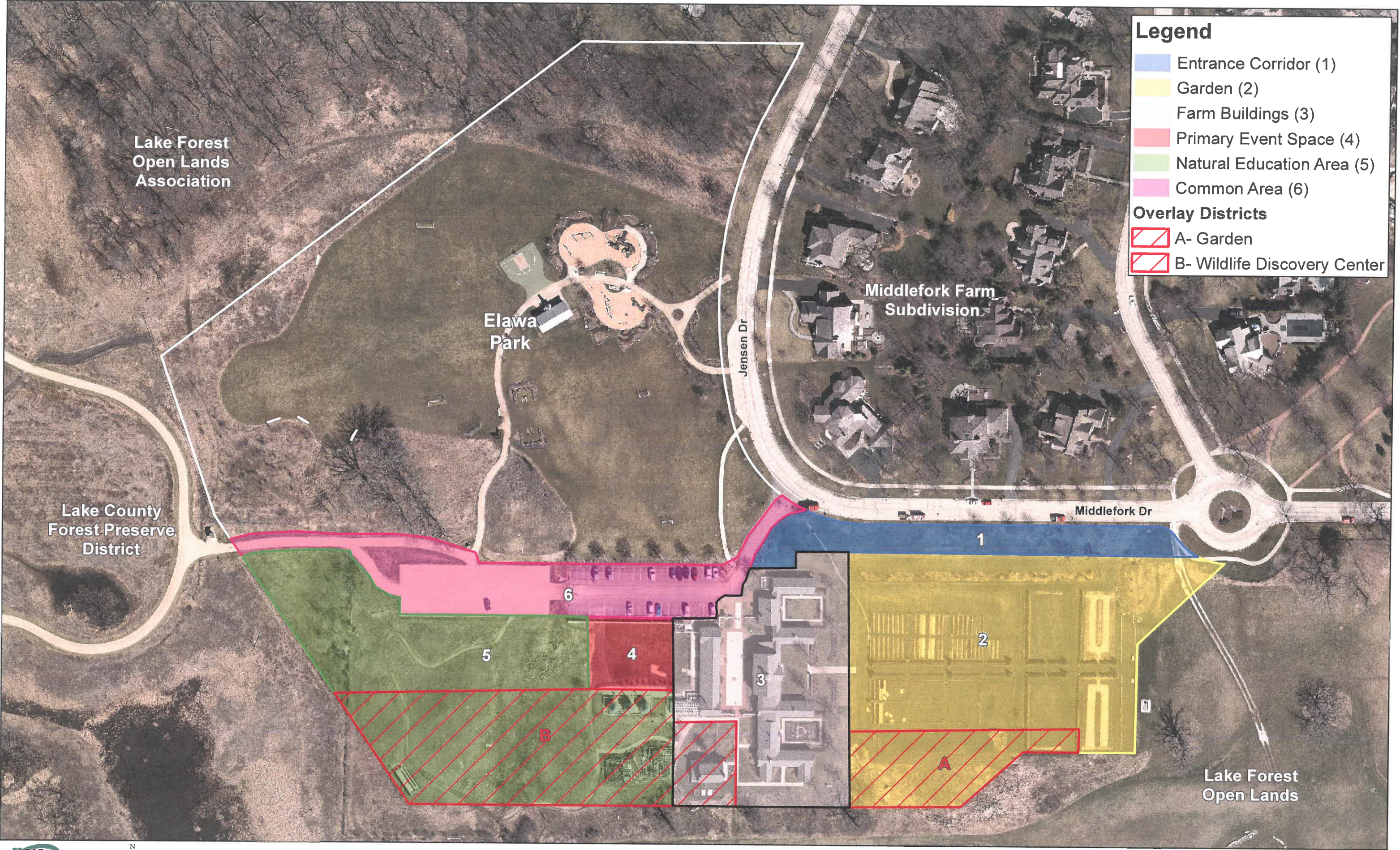
- Users of Elawa Farm must respect the site and delicate surrounding environment by staying on the paths and within designated gathering areas.
- Events, as defined in the Special Use Permit, should be directed to the Primary and Secondary Event Areas.

- Daytime Events are preferred over Events after dark.
- This plan provides direction with respect to land use related matters and acknowledges that specific operating requirements are detailed in related documents including, but not limited to, the Special Use Permit for Elawa Farm.

Signage

This plan acknowledges that an overall signage plan for Elawa Farm was approved by the Historic Preservation Commission. The approved plan provides for the following:

- Signage should be based on historic precedent and be consistent with the overall signage plan.
- “Approach” signs are appropriate to direct vehicular traffic to the site from major intersections.
- “Destination” signs are appropriate to announce the arrival at Elawa Farm.
- “Directional” signs are appropriate to guide users to specific areas and spaces.
- “Identification” signs are appropriate to identify each tenant and the historic buildings.
- “Temporary-Event” signs are appropriate to promote and announce special events at Elawa Farm consistent with the Sign Ordinance and special event policies.
- “Regulatory” signs are appropriate, in limited number, outlining rules and regulations for the site.
- Life safety/information signs are appropriate as required by law.
- Signs alerting users of Elawa Farm to limitations on on-street parking should be installed at appropriate locations and monitored on an ongoing basis for effectiveness.
- “No Smoking” signs are appropriate on a permanent and per Event basis to assure compliance at all times.







Zoning Board of Appeals' Report and Recommendation

To:	Honorable Mayor Lansing and member of the Council
Date:	October 23, 2018
From:	Chairman Pasquesi and members of the Zoning Board of Appeals
Subject:	Elawa Farm – Master Plan Update/Amendment to Special Use Permit

PROPERTY OWNER

The City of Lake Forest
220 E. Deerpath
Lake Forest, IL 60045

PROPERTY LOCATION

1401 Middlefork Drive

ZONING DISTRICT

R-4 - Single Family Residence
District

Summary of the Request

This is a request for review of the Special Use Permit and Master Plan for Elawa Farm. The current Special Use Permit was originally approved in June, 2010 and the Master Plan was incorporated as an exhibit to that document.

In 2010, little was known about how Elawa Farm would be used going forward. The Special Use Permit that was approved, recognized Elawa Farm as a unique community facility located in a residential zoning district and established a series of conditions and operating parameters in an effort to guide the use of the site and provide a framework for compatibility with the nearby residential neighborhood, Lake County Forest Preserves property, the City neighborhood park and Lake Forest Open Lands' oak savannah.

The review and update of the Master Plan and Special use permit was initiated by the City recognizing that the success and popularity of Elawa Farm, in combination with the surrounding uses has grown considerably, in some cases causing impacts that were not anticipated in 2010.

Summary of the Board's Review Process

Over the course of a year and seven meetings, the Zoning Board of Appeals learned how Elawa Farm is currently used and heard from the tenants of Elawa Farm about their desires, needs and challenges. The Board also heard concerns from residents in the Middlefork Farm Subdivision about the impacts cumulatively, of the increasing number of events held on and around Elawa Farm and the seemingly constant activity and traffic in the neighborhood. The residents raised concerns in particular about evening events and the resulting impacts from noise, traffic and late night activity. Neighbors questioned

whether the private rental events are in keeping with the original vision of Elawa Farm as a community amenity.

The Board worked to balance the various interests recognizing that there is a cost to maintaining the facility to allow it to continue to be an amenity to the community. The Board expressed frustration on the limits of the Board's purview noting that considering the use aspects of the site outside of the context of the financial and operational aspects of Elawa Farm, is difficult.

At the September, 2018 meeting, the Board identified two open items, farm animals and Events, as the two most controversial items. A brief summary of these issues is provided below.

Farm Animals

In keeping with the historic use of the site as a Gentleman's Farm, the Elawa Farm Foundation requested that farm animals be permitted on the site in some limited capacity. The Middlefork Farm Homeowners' Association stated clear opposition to farm animals in any capacity on the site.

After much deliberation, the Board is recommending conditions to allow farm animals to be brought on to the site up to five days a year, for demonstration purposes. In addition, the conditions as recommended permit chickens to be kept at Elawa Farm for a one year trial period with any extension of chickens on the site requiring further amendment to the Special Use Permit.

Events

The Board concluded that evening events currently have negative impacts on the surrounding neighborhood. Under the existing conditions, there is no limit to the number of evening events that can be held at Elawa Farm, but events with amplified music are limited to 12 annually with some further limitations.

The Board is recommending conditions that reduce the number of amplified events, provide a definition of amplified events and limit the number of non-amplified evening events. The conditions are detailed in the Ordinance.

The Board recognizes that the conditions around events place limitations on the Elawa Farm Foundation that do not currently exist. The majority of the Board supported allowing evening events to continue in some form. The Board acknowledged that the conditions put forth are not perfect and will likely need to be reviewed and modified to be either more restrictive, or more flexible, in the future. However given the concerns raised by the surrounding residents, the Board believes the tightening of the limitations around events at this time is important and a reasonable response.

Background

Elawa Farm is owned by the City of Lake Forest. In 1998, as a result of a partnership between the Carroll Family, Lake County Forest Preserves District, Lake Forest Open Lands Association, the developer and the City of Lake Forest; Elawa, a Gentleman's Farm, was preserved as a community resource. The original 200-acre parcel was subdivided into 72 single family residential lots consistent with the density permitted by the underlying zoning. And, by using a conservation subdivision approach; wetlands, an oak savannah, prairie and many of the structures and the garden from the historic Gentleman's Farm were preserved.

Today, portions of the original 200 acres are owned by the Lake County Forest Preserves District, Lake Forest Open Lands Association and the City. The City ownership includes a neighborhood park which is under the purview of the City's Park and Recreation Department, a site north of the park that is reserved for a public elementary school if one is ever needed in this area, and Elawa Farm. Importantly, only Elawa Farm is governed by the Master Plan and Special Use Permit.

There is interplay between the various parcels and ownerships in the area including the adjacent single family residential neighborhood, the Middlefork Farm Subdivision. And, there is a collective impact from the activities that occur at Elawa Farm, Elawa Park, on the Forest Preserves land and in the Lake Forest Open Lands areas. This unique blend of community resources, all in one location, brings with it some demands ranging from parking and traffic, to finding a workable balance of overall activities. The adjacent residential neighborhood certainly benefits from proximity to extraordinary natural and historic resources, but is also impacted by traffic, frequency of use, noise and overall activity levels. As with all special uses, the Board is faced with balancing community benefits with off-site impacts and with balancing various interests.

The original Elawa Farm Master Plan was approved in June, 2010 by a Special Use Permit that authorizes the Farm, a non-residential use, in a residential zoning district.

- The Master Plan establishes the vision for the site and *broad* parameters which are intended to guide use of the site and establish a framework for future planning for the site. The Master Plan is *forward looking*.
- The Special Use Permit imposes *specific* conditions and limitations on how the site is permitted to *operate on a daily basis*. The conditions and limitations are crafted in response to the uses permitted by the Master Plan in an effort to mitigate impacts on those who live nearby.

Unlike most other special uses in the community: churches, private clubs, Lake Forest College, Lake Forest Academy and the hospital; Elawa Farm is owned by the City and tenants occupy, hold events and conduct programs at the Farm. Elawa Farm is not unlike Ragdale and Gorton Community Center, both owned by the City, but managed by not for profit entities.

The Elawa Farm Foundation, a not for profit organization, is a tenant of the Farm and by virtue of an agreement with the City, currently oversees and manages activity at the Farm on a daily basis. The Foundation, through donations, revenues from the Garden Market and revenues generated by renting portions of the Farm for private events, raises money to support the ongoing maintenance of the buildings and site. The City also helps maintain Elawa Farm.

The Wildlife Discovery Center, a program within the City's Parks and Recreation Department, is also a tenant at the Farm. In the past, there have been other tenants and users at Elawa Farm including Lake Forest Open Lands Association and the local school districts. All users of Elawa Farm, tenants, attendees at private parties and members of the public are obligated to abide by the conditions and limitations in the Special Use Permit.

Recommendation

The Ordinance details the Board's findings in support of adoption of an amended Special Use Permit which incorporates conditions of approval and an updated Master Plan.

The Board further recommends that efforts be made to improve coordination among all parties located and conducting activities in the area, and to diligently enforce the conditions of the Special Use Permit.

The Board recognizes that the financial aspects of Elawa Farm are under the Council's purview, rather than the Board's, but noted the potential implications on revenues that may result from the recommended limitations on evening events.