

**THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA**

****Tuesday, September 3, 2019 at 6:30 pm**

City Hall Council Chambers
220 E. Deerpath, Lake Forest

Honorable Mayor, George Pandaleon

Prudence R. Beidler, Alderman First Ward

James E. Morris, Alderman First Ward

Timothy Newman, Alderman Second Ward

Melanie Rummel, Alderman Second Ward

James Preschlack, Alderman Third Ward

Ara Goshgarian, 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

A. 2019-2020 Board and Commission Appointments/Reappointments

BOARD OF TRUSTEES POLICE PENSION FUND

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Robert Engstrom	Appoint	4

LIBRARY BOARD

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
JoAnn Desmond	Appoint	3

A copy of the Volunteer Profile sheets can be found beginning on page **13**.

COUNCIL ACTION: Approve the Mayor's Appointments and Reappointments

B. 2019 Property Assessments and Appeals

- Elizabeth Holleb, Finance Director

2. COMMENTS BY CITY MANAGER

A. Fire Department Annual Report

-Pete Siebert, Fire Chief

- B. Update on Hughes Gateway/North Beach Access Road
- Sally Swarthout, Director of Parks & Recreation and
- Michael Thomas, Director of Public Works

3. COMMITTEE REPORTS

FINANCE COMMITTEE

1. Approval of a Pension Subcommittee Recommendation to Revise the City's Pension Funding Policy to Reduce the Interest Rate Assumption from 7.0% to 6.75% for Police and Fire Pension Plans

PRESENTED BY: Alderman James Morris, Finance Committee Chairman and
Elizabeth Holleb, Finance Director (847-810-3612)

PURPOSE AND ACTION REQUESTED: The Pension Subcommittee recommends City Council approval of a revision to the City's Pension Funding Policy defining the manner in which the City funds long-term costs of pension benefits. The specific recommendation is to reduce the interest rate assumption for the City's police and fire pension plans from 7.0% to 6.75%.

BACKGROUND/DISCUSSION: The City of Lake Forest has been a leader in moving away from the statutory guidelines for funding public safety pension costs in Illinois, which are not fiscally prudent or sustainable. In December of 2016, the City began discussions with its independent actuary regarding recommendations to address the projected increases in public safety pension costs. An April 2017 Finance Committee meeting and June 2017 City Council workshop provided opportunities to better understand the impact of actuarial assumptions on both the current funding requirement and projected requirements over time. Another City Council workshop was held in September 2017 during which a modeler was provided by the actuary further demonstrating the impacts of current decisions. As a result of these meetings, the City Council directed the City's actuary to modify the mortality table, salary increase and payroll growth assumptions for the 4/30/17 actuarial valuations of the police and fire pension funds.

A pension subcommittee established by former Mayor Lansing continues to meet to address alternatives for the future such as an open amortization period. With no changes anticipated for the 4/30/18 actuarial valuations, the City Council approved revisions to the Pension Funding Policy on April 16, 2018 to reflect the assumption changes effective for Fiscal Year 2019.

On February 4, 2019, the pension subcommittee conducted a joint meeting with the Police and Fire pension boards. At this meeting, it was recommended that the City amend its Pension Funding Policy to incorporate the City's intent to phase in an open amortization period as a more fiscally sustainable model for public safety pension funding. At its March 11, 2019 meeting, the City Council Finance Committee concurred with this recommendation and on April 15, 2019, the City Council approved the recommended revisions.

On August 5, the Pension Subcommittee met to review draft 4/30/19 actuarial valuations for the police and fire pension plans. Actuary recommendations related to mortality, demographic and salary increase assumptions were affirmed and consideration given to

reducing the interest rate assumption from 7.0% to 6.75%. Following are actual investment returns for the two plans:

	1-year	3-year avg	5-year avg	10-yr avg	15-year avg
Police	5.48%	7.39%	5.38%	7.52%	5.72%
Fire	8.56%	8.96%	6.68%	7.54%	6.21%

After considerable discussion, the Pension Subcommittee elected to make the interest rate assumption change and advised staff to proceed with finalizing the 4/30/19 actuarial valuations. The interest rate assumption change requires amendment to the City's Pension Funding Policy.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Pension Subcommittee	8/5/19	Recommendation to reduce interest rate assumption and accept mortality table revisions recommended by the City's actuary
City Council	4/15/19	Approved revised Pension Funding Policy
Finance Committee	3/11/19	Discussed potential revisions to Pension Funding Policy
Pension Subcommittee	2/4/19	Joint meeting with police and fire pension boards
Finance Committee and City Council	4/16/18	Approved revised Pension Funding Policy
Finance Committee	3/5/18	Discussed potential revisions to Pension Funding Policy
City Council	8/3/15	Approval of Pension Funding Policy
City Council	7/27/15	Discussed draft Pension Funding Policy
Finance Committee	4/20/15	Approved revisions to City's Fiscal Policy

BUDGET/FISCAL IMPACT: The interest rate assumption change will result in an increase to public safety pension costs for FY21 of \$323,092 in addition to the increase related to mortality/demographics/salary increase of \$421,392. A decision regarding the funding source for public safety pension costs will be considered later in the fall as part of the 2019 tax levy discussion.

COUNCIL ACTION: Approval of a Pension Subcommittee Recommendation to Revise the City's Pension Funding Policy to Reduce the Interest Rate Assumption from 7.0% to 6.75% for Police and Fire Pension Plans (page 16).

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 August 5, 2019 City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 19**.

COUNCIL ACTION: Approval of the August 5, 2019 City Council Meeting Minutes.

2. Approval of the Check Register for the Period of July 27 – August 23, 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 July 27 - August 23, 2019

	Fund	Invoice	Payroll	Total
101	General	430,170	1,558,974	1,989,144
501	Water & Sewer	103,489	186,729	290,219
220	Parks & Recreation	196,880	505,578	702,459
311	Capital Improvements	604,620	0	604,620
202	Motor Fuel Tax	0	0	0
230	Cemetery	143,962	33,153	177,115
210	Senior Resources	11,973	30,166	42,139
510	Deerpath Golf Course	14,645	2,861	17,506
601	Fleet	93,882	54,979	148,861
416 - 433	Debt Funds	1,000	0	1,000
248	Housing Trust	0	0	0
201	Park & Public Land	2,723	0	2,723
	All other Funds	893,220	184,253	1,077,473
		\$2,496,564	\$2,556,693	\$5,053,257

The subtotal for All Other Funds includes \$154,465 in Water Capital Fund expenses and \$506,517 in Self Insurance Fund expenses.

COUNCIL ACTION: Approval of the Check Register for the Period of July 27 – August 23, 2019.

3. Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading and if Desired by the City Council, Final Approval)

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

The following recommendation from the Building Review Board is presented to the City Council for consideration as part of the Omnibus Agenda.

38 Washington Circle - The Building Review Board recommended approval of the demolition of the existing residence and approval of a replacement residence. One neighbor spoke in support of the project and asked that the City carefully review the drainage plan. (Board vote: 6-0, approved)

The Ordinance approving the petition as recommended by the Building Review Board, with key exhibits attached, is included in the Council packet beginning on **page 24**. The Ordinance, complete with all exhibits, is available for review in the Community Development Department.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance in accordance with the Building Review Board's recommendation.

4. Award of Bid for the Gorton Community Center Roof Replacement Project to DCG Roofing Solutions, Inc. in the amount of \$109,840.00 with a contingency of 5% or \$5,492.00

STAFF CONTACT: Dan Martin, Superintendent of Public Works (847-810-3561)

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council authorization to award the bid for the 2019 Gorton Community Center Roof Replacement Project to DCG Roofing Solutions, Inc. The scope of the project is to replace the two flat roofs on the north side of the building. The first roof is on the addition built in 1999 and the second roof is a smaller flat roof located in the center of the building. The proposed work would start in September 2019.

BACKGROUND/DISCUSSION: The two roof systems with rock ballast have met their normal life expectancy of 20 years. The condition of the roof over the past five years have been failing. The roofs have been leaking in multiple areas causing program disruptions, consistent cleanup, and has damage some of the interior drywall ceilings. Building Maintenance has expended considerable time and funding trying to repair the leaks using both in-house staff or a roofing contractor. The City's roofing consultant, Illinois Roofing Consulting Associates (IRCA), recommends that both flat roofs need to be replaced.

During the bid process, the staff and IRCA investigated multiple types of roof systems in order to determine which system would provide us with a long term solution while staying within our budget. The type of system that met our requirements is a Modified Bitumen roofing system. This system offers greater durability than the current EPDM system or a PVC type system. Durability was a large factor in determining the proper roof system as the Gorton Community Center currently has 6 HVAC units located on the roof which require routine maintenance.

BUDGET/FISCAL IMPACT: On August 15, 2019, staff received the following bids for this project:

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

Company	Total Cost
DCG Roofing Solutions, Inc.	\$109,840
L. Marshall Roofing	\$119,900
Riddiford Roofing	\$124,828
A-1 Roofing	\$130,790
S & S Construction	No Bid

Staff and IRCA reviewed the submitted proposals and determined that DCG Roofing Solutions' proposal met the required project scope and specifications and their references gave favorable responses. DCG Roofing has done quality work for the City in the past as they were the low responsible contractor for the Recreation Center roof replacement project done in 2015. DCG Roofing has indicated they will start by mid-September to complete the work by the November 30, 2019 deadline. Based on past roofing projects of similar scope, staff is recommending an additional 5% or \$5,492 of the total project cost for contingency to cover unforeseen conditions.

Funding Source	Account Number	Account Budget	Amount Requested	Budgeted? Y/N
FY20 Capital	311-1503-478-78-58	\$48,815.00	\$48,815.00	Y
FY20 Op. Cap.	101-1522-467-67-65	\$66,517.00	\$66,517.00	Y
Total		\$115,332.00	\$115,332.00	

COUNCIL ACTION: Award of Bid for the Gorton Community Center Roof Replacement Project to DCG Roofing Solutions, Inc. in the amount of \$109,840.00 with a contingency of 5% or \$5,492.00

5. Consideration of a Recommendation from Staff to Authorize the City Manager to Enter into a Professional Services Contract with Teska Associates, Inc. for Continued Support for the Comprehensive Plan Update.

Staff Contact: Catherine J. Czerniak,
Director of Community Development (810-3504)

PURPOSE AND ACTION REQUESTED: Council consideration of a contract extension with Teska Associates, Inc. is requested.

BACKGROUND/DISCUSSION: Funding for professional services to support the Comprehensive Plan update was approved as part of the Community Development Department budget.

Teska Associates, Inc. was engaged to provide limited support for the second phase of the Comprehensive Plan update which is currently underway and focusing on the Route 60 Corridor. To date, the City has paid the consultant \$16,986.99. The support offered by the consultant in the areas of research, conducting interviews and focus groups, preparing graphics and advising staff has proven to be valuable in moving the update process forward.

The draft update to the Comprehensive Plan as it relates to the Route 60 Corridor is expected to be forwarded to the Plan Commission for public hearing in October/November. The update process will then turn its focus on the Central Business District and surrounding areas. A continuation of Teska's professional services contract is requested to build upon the momentum established to date and to provide continuity as the update moves through the Comprehensive Plan, from chapter to chapter.

The proposal received from Teska Associates, Inc. for continued professional services is included in the Council packet on **page 38**.

BUDGET/FISCAL IMPACT: Continuing to engage Teska Associates, Inc. takes advantage of a long term relationship and the consultant's familiarity with Lake Forest overall and specifically, development trends, challenges and opportunities in the City. The proposed contract extension continues a phased approach to the Comprehensive Plan update allowing the process to evolve as necessary to respond to input received along the way and opportunities that arise.

FY2020 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
General Fund #101-3401-435-35-10	\$50,000	Not to Exceed \$25,000	Yes

COUNCIL ACTION: Authorize the City Manager to enter into a professional services contract with Teska Associates, Inc. for continued support for the Comprehensive Plan update.

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

6. ORDINANCES

- 1. Consideration of a Recommendation from the Zoning Board of Appeals in Support of Variances for the IDOT Deerpath/Route 41 Pump Station Replacement Project. (First Reading, and if Desired by the City Council, Final Approval)**

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

PURPOSE AND ACTION REQUESTED: Council action is requested on a recommendation from the Zoning Board of Appeals. The requested zoning setback variances will allow two utility buildings which will house a pump and generator, to be located in the far northwest corner of the IDOT parcel, away from the neighboring residences.

BACKGROUND AND DISCUSSION: On July 22, 2019, the Zoning Board of Appeals held a public hearing to consider a request for variances to support the long anticipated IDOT pump station replacement project. The project is intended to significantly reduce or eliminate flooding during and after heavy rainstorms on Deerpath, under the viaduct, at Route 41. Flooding in this area is a critical life safety issue for the community. The existing pump dates from the 1950's.

The existing pump station is located under the Route 41 viaduct. The new pump station is proposed above street level, east of the viaduct, on a vacant parcel owned by IDOT. The parcel is located on the southwest corner of Deerpath and Ahwahnee Lane, across from Deer Path Golf Course. To minimize impacts on nearby homes, the pump and emergency generator will be located in buildings planned for construction on the northwest corner of the IDOT parcel, near the existing ComEd lines, the railroad tracks and roadways. In early discussions with IDOT, City staff encouraged location of the buildings as far west and north on the parcel as possible, away from nearby homes. This location requires variances 50 foot setbacks.

The project will require significant removal of trees and vegetation on the site. Most of the vegetation on the site is low quality and invasive species. The existing trees and vegetation will remain along the south property line to screen the neighboring home to the south. In addition, a few trees near the corner of Deerpath and Ahwahnee Lane, which appear to be in fair condition, are planned for preservation. The perimeter of the site will be replanted after construction on the site is completed.

Other improvements will occur as part of the project, unrelated to the variances recommended by the Zoning Board of Appeals. Separate turn lanes will be added under Route 41, eliminating the existing shared left turn lane; there will be a turn lane for southbound traffic on to Route 41, and a turn lane for northbound traffic. Each lane will be long enough to accommodate some stacking of cars. The sidewalks will be shifted closer to the bridge abutments, slightly away from the edge of the roadway.

The Zoning Board of Appeals heard a presentation on the project and heard testimony from two property owners who raised general questions about the project and asked that care be taken to

mitigate off site impacts during construction pointing out that the area is already impacted by traffic on Deerpath, the railroad tracks and Route 41. Following deliberation, the Zoning Board of Appeals recognized the importance of the project to the overall community and stated appreciation to IDOT for presenting a plan designed to minimize impacts on the surrounding area. The Board voted 6 to 0 to recommend approval of the requested variances.

The Ordinance approving the petition as recommended by the Zoning Board of Appeals, with key exhibits attached, is included in the Council packet beginning on **page 42**. The Ordinance, complete with all exhibits, is available for review in the Community Development Department. A report from the Zoning Board of Appeals is also included in the Council packet and provides additional background information.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance approving the petition in accordance with the Zoning Board of Appeals' recommendation.

2. Consideration of a Recommendation from the Plan Commission in Support of Adoption of an Update to the Comprehensive Plan as it Relates to the Waukegan Road/Settler's Square Business District and Surrounding Area. (First reading of an Ordinance)

*PRESENTED BY: Catherine J. Czerniak,
Director of Community Development (847-810-3504)*

PURPOSE AND ACTION REQUESTED: Council consideration is requested of a recommendation from the Plan Commission in support of adoption of the first phase of an update to the City's Comprehensive Plan.

BACKGROUND: At the Council's direction, an overall review and update of the City's Comprehensive Land Use Plan is underway. The Plan was last re-adopted in its entirety in 1998 and since that time, various updates have occurred. The review and update continues the City's long tradition of careful and comprehensive long term planning.

The Comprehensive Plan is the guiding document for the City with respect to land use and development and looks forward 20 years or more in an effort to establish a framework for important community decisions. Land use patterns are fundamental to decisions about infrastructure, parks, public facilities, how services are delivered and which capital projects are funded. In addition, a strong and forward thinking Comprehensive Plan supports the vitality of business and office districts, provides opportunities for a mix of housing types, recognizes local institutions and not for profit entities as important components of the community's fabric, protects property values, and preserves the community's distinctive character and quality of life. The Comprehensive Plan is intended to ensure that decisions are based on careful deliberation, factual data and focused on the long term interest of the overall community, rather than on short term trends, pressure from developers or special agendas.

In accordance with the City Code, the Plan Commission is charged with conducting public hearings on any updates proposed to the Comprehensive Plan and forwarding recommendations on proposed updates to the City Council for final action.

The review and update process for Waukegan Road/Settler's Square Business District and surrounding area offered numerous opportunities for public input and involvement through workshops, small group discussions and public forums in addition to formal public hearings before the Plan Commission. An adhoc working group was engaged at the front end of the update process to advise staff in the development of the initial draft of the update which served as the starting point for the Plan Commission's review.

The draft update to the Comprehensive Plan for the first area studied is included in the Council packet beginning on **page 54**. The Commission's recommendation in support of the update is presented to the Council for first reading at this time.

The following Action Steps are recommended as an immediate follow up to the adoption of the update for the Waukegan Road/Settler's Square and surrounding area section of the Plan as recommended by the Commission.

- Direct the Plan Commission and City staff to undertake a review and recommend updates to the B-1, Neighborhood Commercial District, to align this portion of the Zoning Code closely with the vision and desired outcomes as described in the Comprehensive Plan update.
- Direct City staff from various departments to pursue opportunities to increase the visibility of crosswalks in the Waukegan Road/Settler's Square Business District and surrounding area.
- Direct staff to continue efforts to plan and encourage community events in the Waukegan/Everett/Telegraph Road area.

BUDGET/FISCAL IMPACT: Adoption of the first phase of the update to the Comprehensive Plan does not commit the City to any expenditure of funds or initiate any specific projects. Instead, the vision and desired outcomes provide a framework for future discussions about development, projects, initiatives and services. Any expenditure related to implementation will be considered through a separate and appropriate review process.

COUNCIL ACTION: Grant first reading of an Ordinance updating the City's Comprehensive Plan as it relates to the Waukegan Road/Settler's Square Business District and surrounding area.

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 12** of this packet.

Office of the City Manager

August 28, 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.

Contact Info

First Name:	Robert
Last Name:	Engstrom
E-mail:	roberte@jgmfin.com
Title:	Senior Tax Manager
Organization:	
Address:	1375 West Fork Dr
Address Line 2:	
City:	Lake Forest
State:	Illinois
Zip:	60045
Mobile Phone:	(847) 284-0959
Home Phone:	(847) 284-0959
Notes:	

Resident Data/Stats

Ward:	Ward 4
Precinct:	
US Citizen:	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY):	2001
Business Name:	
Type of Business:	
Business Phone:	(847) 999-2161
Position:	
Date of Birth (Optional):	
Education:	B.S. Accounting, Indiana University Chartered Financial Analysts Certified Public Accountant Certified Treasury Professional
Spouse's Name:	Erlinda Engstrom
Children's Birth Years:	1994

Interest in Community Positions

Mayor:	No Interest at this time
Alderman:	No Interest at this time
#67 School Board:	No Interest at this time
#115 School Board:	No Interest at this time
Caucus Committee:	No Interest at this time
Audit Committee:	No Interest at this time
Board of Fire & Police Commissioners:	No Interest at this time
Building Review Board (BRB):	No Interest at this time
Cemetery Commission:	No Interest at this time
Committee Representing Our Young Adults (CROYA):	No Interest at this time
Construction Codes Commission:	No Interest at this time
Elawa Farm Commission:	No Interest at this time
Fireman's Pension Fund - Board of Trustees:	No Interest at this time
Gorton Community Center Board of Directors:	No Interest at this time
Historic Preservation Commission:	No Interest at this time
Legal Committee:	No Interest at this time
Library Board:	No Interest at this time
Park & Recreation Board:	No Interest at this time
Planning Commission Labels:	No Interest at this time
Police Pension Fund - Board of Trustees:	I am currently applying / Consider me for this position in the future
Senior Resources Commission:	No Interest at this time
Zoning Board of Appeals (ZBA):	No Interest at this time
Other Positions:	

Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

Travel dates are Dec 21 thru 31

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

Montessori School of Lake Forest, Insurance Board, 1997

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

Responsible for managing a corporate pension fund for a manufacturing company. Reported to the Pension Committee and was responsible for fund performance and investment fees.

References (Optional):

Please state briefly why you are volunteering to serve The City of Lake Forest:

I like to serve my community in a way that will make a big impact

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

I don't believe I have any conflicts of interest.

Contact Info

First Name:	JoAnn
Last Name:	Desmond
E-mail:	j.desmond@comcast.net
Title:	Retired School Superintendent
Organization:	
Address:	1681 Yale Court
Address Line 2:	
City:	Lake Forest
State:	IL
Zip:	60045
Mobile Phone:	(847) 710-1428
Home Phone:	(847) 735-1428
Notes:	

Resident Data/Stats

Ward:	Ward 3
Precinct:	Libertyville 202
US Citizen:	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY):	1995
Business Name:	
Type of Business:	
Business Phone:	
Position:	
Date of Birth (Optional):	
Education:	Northern Illinois University Doctorate in Educational Leadership & Policy Studies. BS and MS Degrees/Certifications/Endorsements in School Administration, mathematics, special education, remedial reading. Certification in Dispute Resolution & Negotiations, DePaul University Center for Dispute Resolution. National Association of School Executives Certification in Strategic Planning. Motorola University Leadership training program
Spouse's Name:	Terry Desmond
Children's Birth Years:	1970, 1975

Interest in Community Positions

Mayor:	No Interest at this time
Alderman:	No Interest at this time
#67 School Board:	No Interest at this time
#115 School Board:	No Interest at this time
Caucus Committee:	No Interest at this time
Audit Committee:	No Interest at this time
Board of Fire & Police Commissioners:	No Interest at this time
Building Review Board (BRB):	No Interest at this time
Cemetery Commission:	No Interest at this time
Committee Representing Our Young Adults (CROYA):	No Interest at this time
Construction Codes Commission:	No Interest at this time
Elawa Farm Commission:	No Interest at this time
Fireman's Pension Fund - Board of Trustees:	No Interest at this time
Gorton Community Center Board of Directors:	No Interest at this time
Historic Preservation Commission:	No Interest at this time
Legal Committee:	No Interest at this time
Library Board:	I am currently applying / Consider me for this position in the future
Park & Recreation Board:	No Interest at this time
Planning Commission Labels:	No Interest at this time
Police Pension Fund - Board of Trustees:	No Interest at this time
Senior Resources Commission:	No Interest at this time
Zoning Board of Appeals (ZBA):	No Interest at this time
Other Positions:	

Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

I have no regular commitments that would interfere with scheduled meeting attendance.

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

Lake Forest Open Lands, Member present
 St Patrick Parish 1995- present
 LB/LF League of Woman Voters 2017- present
 Rt 60 Working Group
 Academy Woods Homeowners Association, officer and President 2002 – present
 Highland Park Rotary Club, Chair Education & Youth Exchange Program, 1995-2002
 District 112 Education Foundation, Board of Directors, 1995-2002
 City of Highland Park, Master Plan Committee, 1998-2002
 Lake County School/Business partners; member, 1999-2002
 Highland Park Youth, Education & Arts; sponsor, 1998-2002
 Highland Park/Highwood Character Counts Steering Committee; Organizer, 2000-2002

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

I served as a School Superintendent (CEO) in three high performing school districts (Frankfort 157C, Northshore 112 and Bannockburn 106) and as Interim Director of Business Services (Wilmette District 39) during the past 28 years. Responsibilities included: 1) levying of taxes and the development and monitoring of operating budgets in excess of \$65 million; 2) serving as the Chief Executive Officer of a large organization of 1000 employees and 10 facilities (over 1 million square feet of buildings); 3) negotiating numerous labor contracts with multiple unions; 4) planning and construction of over \$100 million in construction projects to build new schools (including Oak Terrace in Highwood) and multiple additions and remodeling of existing facilities; 5) working with community to pass tax referenda for

education and construction; 6) facilitating the development of strategic plans for the future; 7) providing leadership and direction to a large organization; 8) communicating with the public about the goals and mission of the organization; 9) serving as educational leader and CEO to an elected board of education; 10) demonstrating fiscal responsibility and accountability to taxpayers. I am knowledgeable about the laws governing public units of government.

References (Optional):

Will provide upon request.

Please state briefly why you are volunteering to serve The City of Lake Forest:

I am interested in volunteering to serve the City of Lake Forest because this is the home that I love (now for almost a quarter century) and I now have the time and desire to utilize my personal and professional skills to make a positive contribution. Our special community, which has been built on generations of volunteer service and philanthropy, is a source of great pride for me and for many others. I am highly motivated to do what I can, realizing there are challenging times ahead, to help assure that Lake Forest continues to be the very best place in the world to live and raise a family.

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

None

City of Lake Forest, Illinois
Pension Funding Policy
Revised ~~4/15/19~~ 9/3/19

I. Introduction

The purpose of this policy statement is to define the manner in which the City of Lake Forest, Illinois funds the long-term costs of benefits promised to plan participants and defines the calculation of Lake Forest's "annual required contribution" (ARC) to its pension funds.

II. Background and Scope

The financial objective of a defined benefit pension plan is to fund the long-term cost of benefits provided to the plan participants. In order to assure that the plan is financially sustainable, the plan should accumulate adequate resources in a systematic and disciplined manner over the active service life of benefiting employees.

This Pension Funding Policy applies to the pension funds in which employees of the City of Lake Forest are enrolled. The specific funds covered by this policy include:

Lake Forest Fire Pension Fund
Lake Forest Police Pension Fund
Illinois Municipal Retirement Fund (IMRF)

III. Objectives

- a. **Actuarially Determined Contributions** - Ensure pension funding plans are based on actuarially determined annual required contributions (ARC) that incorporate both the cost of current benefits and the amortization of the plan's unfunded actuarial accrued liability.
- b. **Funding Discipline** – A commitment to make timely contributions to the pension funds to ensure that sufficient assets will be available to pay benefits as promised.
- c. **Intergenerational Equity** – Annual contributions should be reasonably related to the expected and actual cost of each year of service so that the cost of employee benefits is borne by the generation of taxpayers who receive services from those employees.
- d. **Contributions as a Stable Percentage of Payroll** – Manage contributions so that employer costs remain consistent as a percentage of payroll over time.
- e. **Accountability and Transparency** – Clear reporting of pension funding to include an assessment of how and when the City will ensure sufficient assets will be available to pay benefits as promised.

IV. Ethics and Conflicts of Interest

Officers and employees involved in the pension funding process shall refrain from personal business activity that could potentially conflict (or appear to conflict) with the proper execution and management of the pension funding program or that could impair their ability to make impartial decisions.

V. Annual Required Contribution

The City of Lake Forest will determine its Annual Required Contribution (ARC) using the following principles:

- The ARC will be calculated by an enrolled actuary.
- The ARC will include the normal cost for current service and amortization to account for any under or over-funded amount.
- Police and Fire Pension Funds:
 - The normal cost will be calculated for the police and fire pension funds using the entry age normal level of percentage of payroll actuarial cost method using the following assumptions:
 - Investment rate of assumption – ~~7.0%~~ 6.75% per year
 - Salary increase assumption – Graded schedule based on service
 - Payroll growth rate assumption – 2.00% per year
 - Non-economic assumptions such as rates of separation, disability, retirement, and mortality shall be determined by City management in consultation with the actuary to reflect current experience.
 - The difference between the accrued liability and actuarial value of assets will be amortized to achieve 100% funding in 2040 based upon a level percentage of payroll.
 - It is the City's intent to phase in a 15-year open amortization period when the actuarially determined contribution using a 15-year open amortization period is equal to or less than the contribution using current assumptions.
 - Actuarial assets will be determined using a five-year average market valuation.
 - It is anticipated that the contribution under this policy will exceed the statutory minimum contribution requirement. However, should the statutory minimum contribution requirement in any year exceed the requirement under this policy, the City shall contribute the statutory minimum contribution.
- Illinois Municipal Retirement Fund:
 - The normal cost calculation, actuarial assumptions, amortization period and valuation of actuarial assets shall be determined by IMRF.

The City will make its actuarially determined contribution to the Police and Fire pension funds as property tax and public safety pension fee collections are receipted. Contributions will be made to IMRF on a monthly basis.

VI. Reporting

Funding of the Lake Forest pension funds shall be transparent to vested parties including plan participants, annuitants, pension board trustees, the City Council and Lake Forest residents. To achieve transparency, the following data shall be distributed:

- A copy of the annual actuarial valuation shall be made available to the City Council and applicable Board of Trustees.
- The City's annual budget shall include the City's contribution to the City pension funds.
- The City's Comprehensive Annual Financial Report (CAFR) shall be published on its web site. In this report, the City will make all required disclosures in accordance with Governmental Accounting Standards Board (GASB) guidelines.

VII. Future Amendments

Funding a defined benefit pension plan requires a long-term horizon. Assumptions and inputs into the policy should focus on long-term trends, not year-to-year shifts in the economic or non-economic environment. The City will review this policy at least every three years to determine if changes to this policy are needed to ensure adequate resources are being accumulated. The City reserves the right to make changes to this policy at any time if it is deemed appropriate.

VIII. Effective Date

This policy shall be effective immediately upon approval by the City Council.

Approved 8/3/15

Revised 4/16/18

Revised 4/15/19

[DRAFT Revised 9/3/19](#)

The City of Lake Forest
CITY COUNCIL
Proceedings of the Monday, August 5, 2019
City Council Meeting - City Council Chambers

CALL TO ORDER AND ROLL CALL: Honorable Mayor Pandaleon called the meeting to order at 6:30pm, and the Assistant to the City Manager Mike Strong called the roll of Council members.

Present: Honorable Mayor Pandaleon, Alderman Beidler, Alderman Morris, Alderman Newman, Alderman Rummel, Alderman Goshgarian, and Alderman Moreno.

Absent: Alderman Preschlack, Alderman Buschmann

CALL TO ORDER AND ROLL CALL

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

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

A. 2019-2020 Board and Commission Appointments/Reappointments

ZONING BOARD OF APPEALS

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
James Moorhead	Appoint as Liaison to Plan Commission	1

COUNCIL ACTION: Approve the Mayor's Appointments and Reappointments

Alderman Morris made a motion to approve the Mayor's appointment, seconded by Alderman Moreno. Motion carried unanimously by voice vote.

COMMENTS BY CITY MANAGER

**A. CROYA- Hope Alex, Scholarship Winner
-"Spirit of CROYA" Margot Martino Essay Contest**

City Manager Jason Wicha introduced Todd Nahigian, CROYA Manager. Mr. Nahigian provided an overview of CROYA program and services, and introduced Hope Alex, the "Spirit of CROYA" essay contest and scholarship winner. Ms. Alex recited her essay to those present in the Chambers.

**B. Request for Approval of a Special Event Permit and Special Event Liquor License for
"Art Fair on the Square", a Fundraising Event to be Hosted by the Deer Path Art
League on Sunday and Monday, September 1-2, 2019**

City Manager Jason Wicha introduced Ann Grant, Vice President of the Deer Path Art League. Ms. Grant provided an overview of the Deer Path Art League, highlighting the annual "Art Fair on the Square" event that is held over the Labor Day weekend in Lake Forest. She introduced Pamela Payton, the event organizer for this year's event. Ms. Payton reviewed a request for a special event permit and liquor license for the 2019 "Art Fair on the Square" event.

COUNCIL ACTION: If determined to be appropriate by the City Council, approval of the following two actions:

- 1.) Approve a Special Event Permit and Liquor License as requested by the Deer Path Art League to support “Art Fair on the Square” to be held September 1-2, 2019; and
- 2.) Authorization to waive fees in an amount not to exceed \$3,800 for all applicable permit, inspection and city service fees to support the event

Alderman Rummel made a motion to approve the special event permit and liquor license, and waiver of fees for the 2019 “Art Fair on the Square” event, seconded by Alderman Moreno. The following voted “Aye”: Alderman Beidler, Morris, Newman, Rummel, Goshgarian, Moreno. The following voted “Nay”: None. 6-Ayes, 0 Nays, motion carried.

C. Information about Upcoming Events Sponsored by the Chamber of Commerce and Consideration of Requests in Support of the Events. (Approve by motion.)

City Manager Jason Wicha introduced Joanna Rolek, Executive Director of the Lake Forest/Lake Bluff Chamber of Commerce. Ms. Rolek introduced two new events that the Chamber was going to host this fall, including an “Uncorked” event in September and car show in October. She reviewed a request to authorize the special event permits for these events, along with a contribution request to support the Chamber’s efforts.

COUNCIL ACTION: Approve a motion in support of two upcoming community events, Lake Forest Uncorked and Lake Forest Then and Now Auto Show in the form of waiver of fees, limited City staff support, use of the Telegraph Road Train Station site and a contribution to the Chamber to help cover a portion of the time and resources necessary to support the events.

Alderman Rummel made a motion to approve the special event permits and contribution amount, seconded by Alderman Moreno. The following voted “Aye”: Alderman Beidler, Morris, Newman, Rummel, Goshgarian, Moreno. The following voted “Nay”: None. 6-Ayes, 0 Nays, motion carried.

D. Request for Approval of Temporary Traffic Controls and a Special Event Permit for the inaugural “Cru5ader Fun Run & Walk”, a Fundraising Event to be Hosted by the School of St. Mary Parents Association on Saturday, September 21, 2019

City Manager Jason Wicha introduced John Hancir, member of the School of St. Mary Parent’s Association. Mr. Hancir introduced the School of St. Mary Parents Association to the City Council and reviewed a request to host a fun run and walk in September. Mr. Hancir requested that the special event permit, associated road closures, and fee waiver be approved by City Council.

COUNCIL ACTION: If determined to be appropriate by the City Council, approval of the following two actions:

- 1.) Approve a Special Event Permit and Temporary Traffic Control Plan as requested by the School of St. Mary Parents Association to support their “Cru5ader Fun Run & Walk” to be held September 21, 2019; and
- 2.) Authorization to waive fees in an amount not to exceed \$1,750 for all applicable permit, inspection and city service fees to support the event

Alderman Goshgarian made a motion to approve the special event permit, temporary traffic management plan, and fee waiver for the School of St. Mary event, seconded by Alderman Beidler. The following voted

“Aye”: Alderman Beidler, Morris, Newman, Rummel, Goshgarian, Moreno. The following voted “Nay”: None. 6-Ayes, 0 Nays, motion carried.

E. PUBLIC SERVICE ANNOUNCEMENT

**- Western& Deerpath Rail Road Closing Information Expected from
August 8-16/2019, Michael Thomas, Director of Public Works**

City Manager Jason Wicha introduced Michael Thomas, Director of Public Works. Mr. Thomas reviewed a plan that was submitted by Union Pacific to temporarily close the grade crossing at Western and Deerpath for planned maintenance. Mr. Thomas stated that the closure would take place between August 8 and August 16.

COMMITTEE REPORTS

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

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of the July 15, 2019 City Council Meeting Minutes
2. Approval of the Check Register for the Period of June 22 – July 26, 2019
3. Consideration of a Resolution of Appreciation for City Employee Mike Glomski who is retiring after 23 plus years of service in both the Forest Section and the Community Development Department
4. Approval of a User Agreement and Associated Documents for eConnectDirect through Multi-Bank Securities, Inc. and Approval of Signers for eConnectDirect Account.
5. Consideration of an Ordinance Amending Various Sections of Chapter 93 titled “Cemeteries” of the City Code (Waive First Reading and Final Approval)
6. Waiver of Procedures and Approval of All City Expenditures and New Asphalt Contractor Recommendation for the Waukegan Road Sidewalk Replacement Project to Peter Baker & Sons in the Amount of \$429,308 Pending IDOT Permit Approval.
7. Approval of Design Services Agreements for the Deerpath Streetscape Project Phase I Design with Craig Bergmann Landscape Design, Inc. in an Amount not to Exceed \$40,850 and Gewalt Hamilton Associates, Inc. in an Amount not to Exceed \$108,500
8. Approval of a Three-Year Contract with Alpha Paintworks, Inc. for Fire Hydrant Painting Services included in the FY2020-2022 Operating Capital Budget for the sum of \$53,400.
9. Approval of a Contract with Superior Road Striping to Provide Thermoplastic Lane Marking for the Amount of \$94,000
10. Approval of a Professional Services Agreement for the Fire Department Locker Room Renovation Project with FGM Architects in an Amount not to exceed \$43,150

- 11. Award of Bid for the 2019 Stirling Hall Door Replacement to TDS Door Company in the amount of \$33,800.00 with a contingency of 5% or \$1,690.00**
- 12. Approval of Two Agreements with Baxter & Woodman and Ratification of Expenses Incurred for an Update to both the Burr Oak Storm Water Analysis and the City's Storm Water Drainage Study in the Amount of \$34,850**
- 13. Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading and if Desired by the City Council, Final Approval)**
- 14. Consideration of Ordinance Approving a Recommendation from the Historic Preservation Commission. (First Reading and if Desired by the City Council, Final Approval)**

COUNCIL ACTION: Approval of the fourteen (14) Omnibus items as presented

Mayor Pandaleon asked members of the Council if they would like to remove any item or take it separately. Hearing none, Mayor Pandaleon asked for a motion to approve the fourteen (14) Omnibus items as presented.

Alderman Newman made a motion to approve the fourteen (14) Omnibus items as presented, seconded by Alderman Beidler. The following voted "Aye": Alderman Beidler, Morris, Newman, Rummel, Goshgarian, Moreno. 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

- 1. Consideration of Revisions to Previous Approvals Related to Construction of a Hyatt Place Hotel, in Conway Park. (Waive First Reading and Grant Final Approval of an Ordinance and Approve a Resolution by Motion)**

Catherine Czerniak, Director of Community Development, provided the City Council some background on the Hyatt Place Hotel that is proposed in Conway Park. Ms. Czerniak stated that the Building Review Board is making a recommendation to authorize site and building modifications to the proposed development. In addition to this recommendation, Ms. Czerniak stated that a time period extension within the existing economic incentive agreement was also necessary in order to allow the developer time to refine its building plans to reflect these changes. She added that the developer is requesting that the building permit application deadline be moved to May 31, 2020, and project completion date be extended until December 31, 2021.

The City Council had a discussion regarding the proposed modifications and the timing for the project.

Mayor Pandaleon asked if there was anyone from the public who would like to comment, seeing none, he asked for separate motions as presented.

COUNCIL ACTION: If determined to be appropriate by the City Council:

- 1. Waive first reading and grant final approval of the Ordinance in accordance with the Building Review Board's recommendation approving minor modifications to the design aspects of the project**

Alderman Morris made a motion to waive first reading and grant final approval of the ordinance, seconded by Alderman Beidler. The following voted "Aye": Alderman Beidler, Morris, Newman, Rummel, Goshgarian, Moreno. The following voted "Nay": None. 6-Ayes, 0 Nays, motion carried.

- 2. By motion, approve a Resolution, included in the Council packet beginning on page 95, authorizing the Mayor, on behalf of the City, to enter into an Amended Economic Development Incentive Agreement for the purpose of extending the time periods for one year as reflected in the Agreement included in the Council packet.**

Alderman Rummel made a motion to approve a resolution to enter into an amended economic development incentive agreement, seconded by Alderman Morris. The following voted "Aye": Alderman Beidler, Morris, Newman, Rummel, Goshgarian, Moreno. The following voted "Nay": None. 6-Ayes, 0 Nays, motion carried.

NEW BUSINESS

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS
--

Alderman Rummel made comments regarding the ongoing project of the Hughes Gateway and north parking lot at the beach. Alderman Rummel stated that she has had conversations with various individuals about the opportunity to explore sustainability improvements or practices as part of that project, and requested that such initiatives be a part of conversations regarding future capital improvement or infrastructure projects.

City Manager Jason Wicha stated that he would discuss the concept with staff and report back to the City Council during a future capital planning discussion.

Mayor Pandaleon invited the public to attend the annual Lake Forest Day event that will be held on Wednesday.

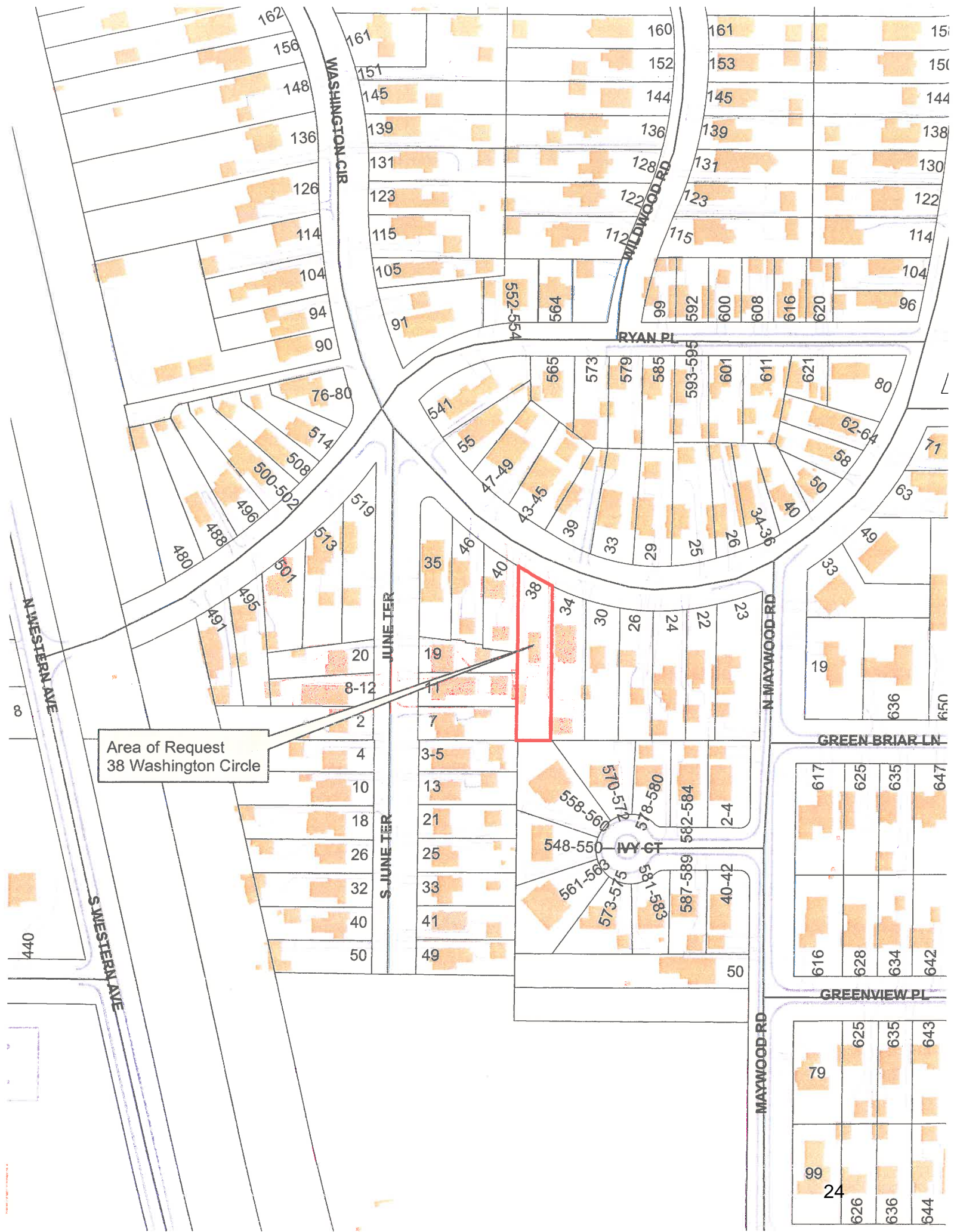
ADJOURNMENT

There being no further business Mayor Pandaleon asked for a motion. Alderman Beidler made a motion to adjourn, seconded by Alderman Rummel. Motion carried unanimously by voice vote at 7:53 pm.

Respectfully Submitted
Mike Strong, Assistant to the City Manager

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.

Area of Request
38 Washington Circle



THE CITY OF LAKE FOREST

ORDINANCE NO. 2019- ____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 38 WASHINGTON CIRCLE

WHEREAS, Eli N. Mueller and Margaret A. McGovern ("**Owners**") are the owners of that certain real property commonly known as 38 Washington Circle, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the GR-3, General Residence Zoning District; and

WHEREAS, the Owners desire to demolish the existing residence and construct a replacement residence, detached garage and make other site improvements ("**Improvements**") as depicted on the site plan, landscape plan and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

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

WHEREAS, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearing held on August 8, 2019; and

WHEREAS, the BRB, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. the Property is located within the GR-3, General Residence District under the City Code,
2. the existing structure is not architecturally or historically significant,
3. the existing structure is compromised due to water infiltration and its sited below the surrounding grade,
4. the evidence presented indicates that the demolition, if undertaken in conformity with the recommended conditions, will meet the requirements of Section 150.148 of the City Code,
5. Owners propose to construct the Improvements as depicted on the plans,
6. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

and recommended that the City Council approve the Application and the Plans, subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Mayor and City Council, having considered Owners' Application to construct the Improvements on the Property, and the findings and recommendations of the BRB, have determined that it is in the best interests of the City and its residents to grant approval to the Application, subject to the terms and conditions hereinafter set forth;

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

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

SECTION TWO: Approval of Application. Pursuant to Section 150.147 of the City Code, and subject to the limitations therein and the conditions set forth in Section Three of this Ordinance, the City Council does hereby grant approval of the Application to allow the demolition of the existing structure and construction of the Improvements on the Property, as more fully depicted on the Plans.

SECTION THREE: Conditions on Approval. The approval granted pursuant to Section Two of this Ordinance shall be, and is hereby, conditioned upon and limited by the following conditions, the violation of any of which shall, in the discretion of the Mayor and City Council, render void the approvals granted by this Ordinance:

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters 150, regarding buildings and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owners will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.

- D. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- E. Fees and Costs. The Owners shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.
- F. Other conditions. The improvements shall be substantially in conformance with the Board's deliberations as reflected on Exhibit C, Notice of Action – Board Recommendation, attached hereto.

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owners have not (i) executed and (ii) thereafter filed with the City Clerk, within 60 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as Exhibit D and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein.

PASSED THIS __ DAY OF _____, 2019.

AYES: ()

NAYS: ()

ABSENT: ()
ABSTAIN: ()

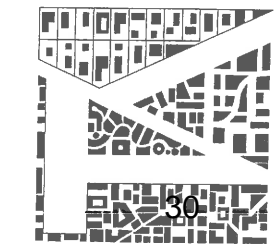
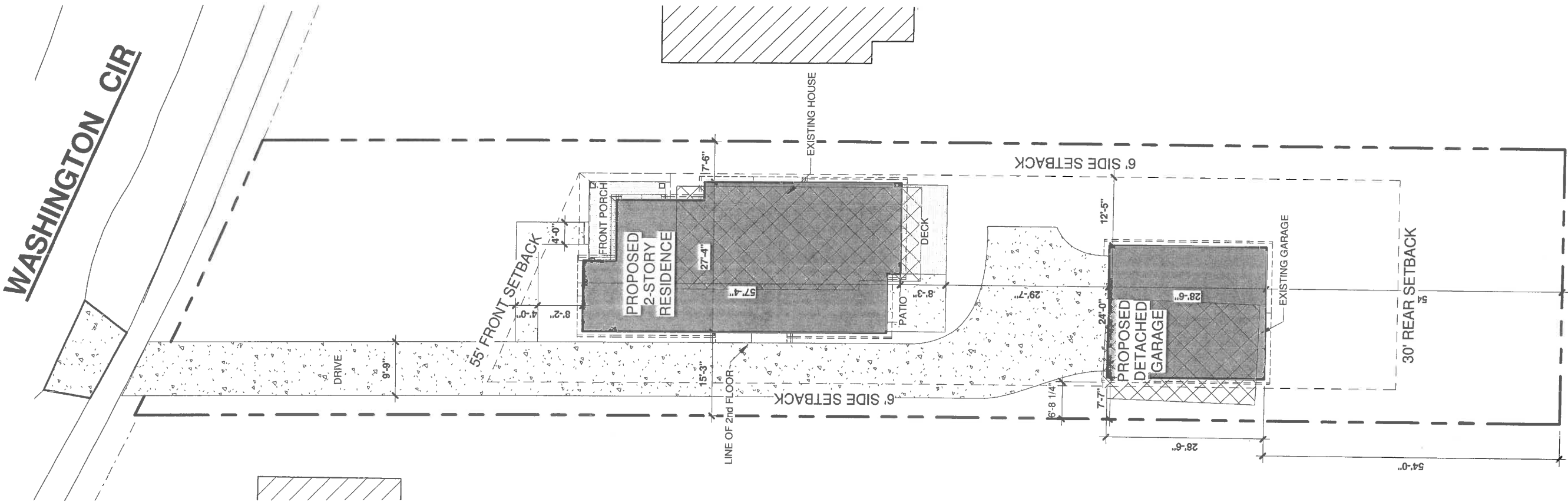
PASSED THIS ____ DAY OF _____, 2019.

Mayor

ATTEST:

City Clerk

The Plans



THOMAS
ARCHITECTS
2800 S RIVER RD, # 105
DES PLAINES, IL 60018
O: 847 235 6815
THOMAS@THOMASARCH.COM

SITE PLAN
38 N WASHINGTON CIR
LAKE FOREST, IL 60045

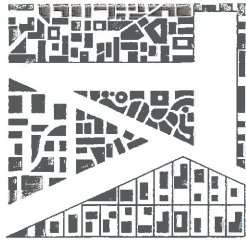
1 SITE PLAN
1" = 20'-0"

19-049

NEW SFR

BR.1

06/27/19



THOMAS
ARCHITECTS

2800 S RIVER RD, #105
DES PLAINES, IL 60018

O: 847 235 6815

THOMAS@THOMASARCH.COM

38 N WASHINGTON CIR
LAKE FOREST, IL 60045

WEST ELEVATION

19-049

NEW SFR

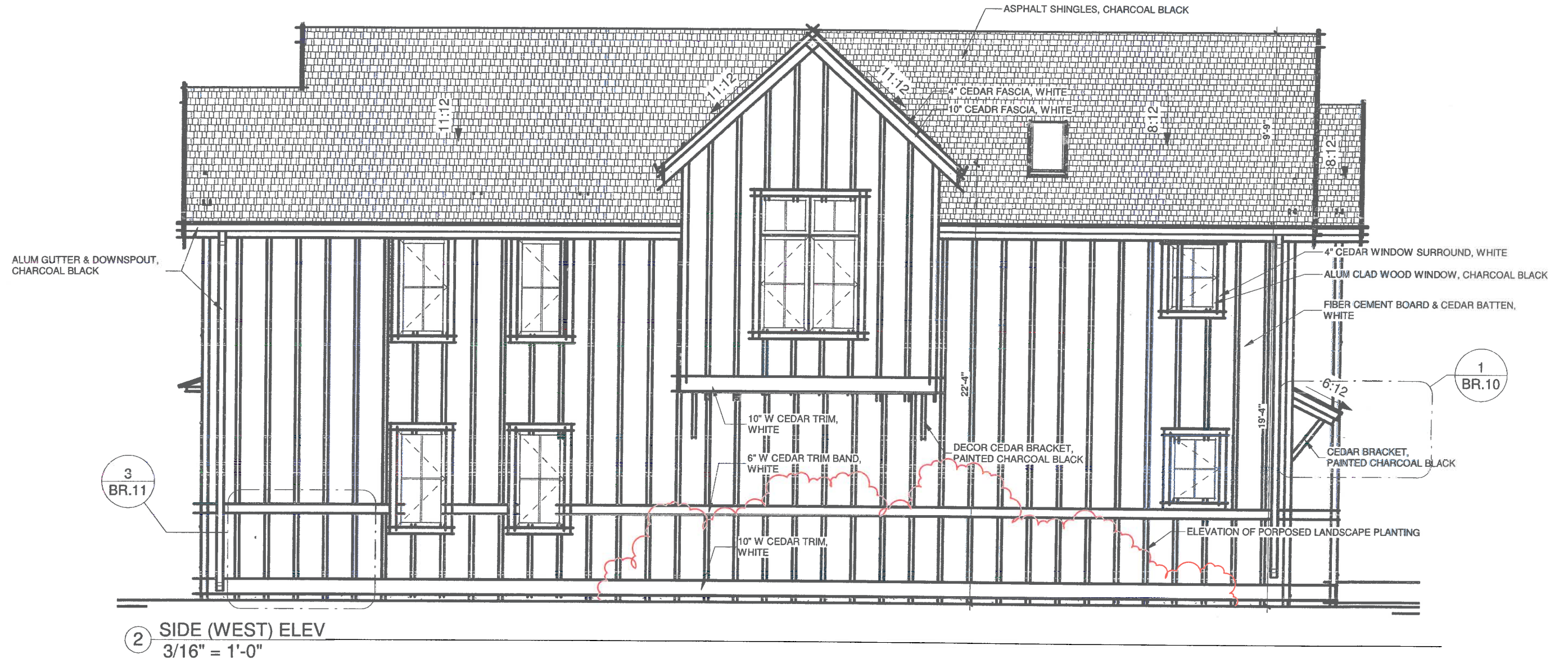
06/27/19

BR.8

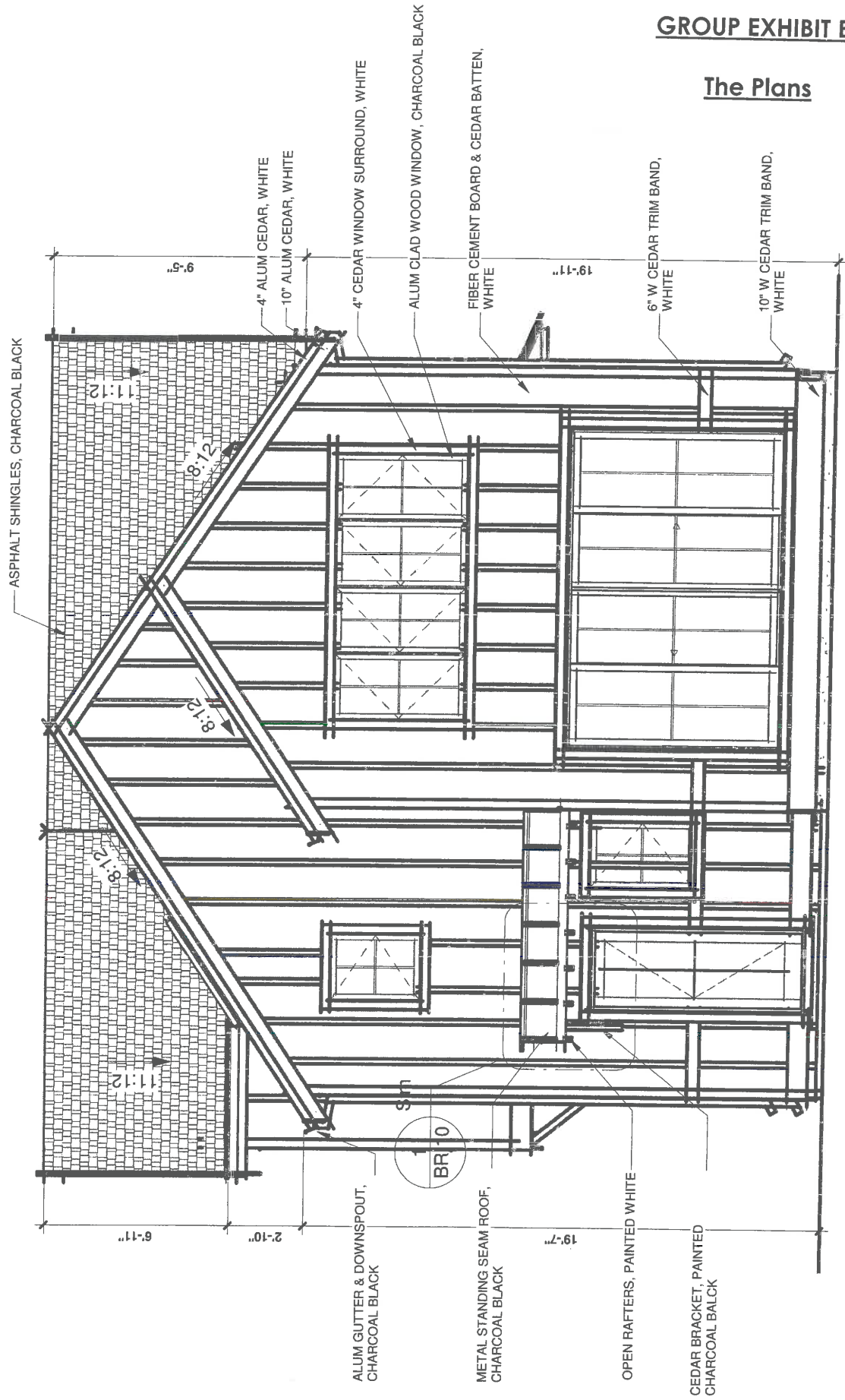
GROUP EXHIBIT B

The Plans

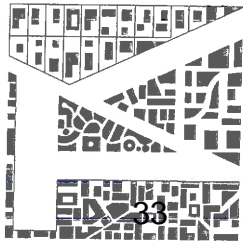
PROPOSED WEST ELEVATION



The Plans



2 REAR (SOUTH) ELEV
3/16" = 1'-0"



THOMAS
ARCHITECTS

2800 S RIVER RD, #105
DES PLAINES, IL 60018

O: 847 235 6815

THOMAS@THOMASARCH.COM

REAR ELEVATION

38 N WASHINGTON CIR
LAKE FOREST, IL 60045

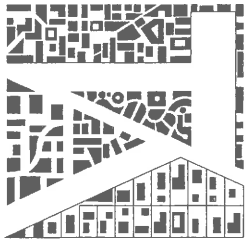
19-049

NEW SFR

06/27/19

BR.7

The Plans



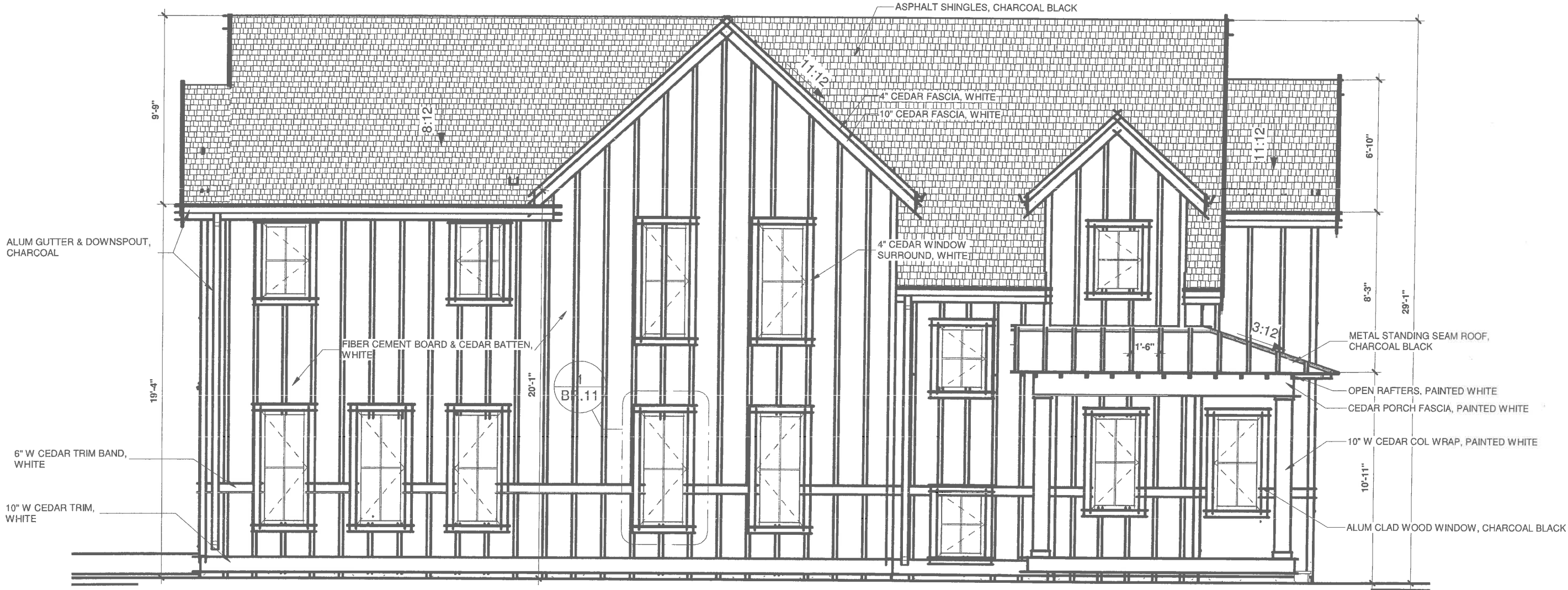
THOMAS
ARCHITECTS
2800 S RIVER RD, #105
DES PLAINES, IL 60018
O: 847 235 6815
THOMAS@THOMASARCH.COM

38 N WASHINGTON CIR
LAKE FOREST, IL 60045
EAST ELEVATION

19-049
NEW SFR

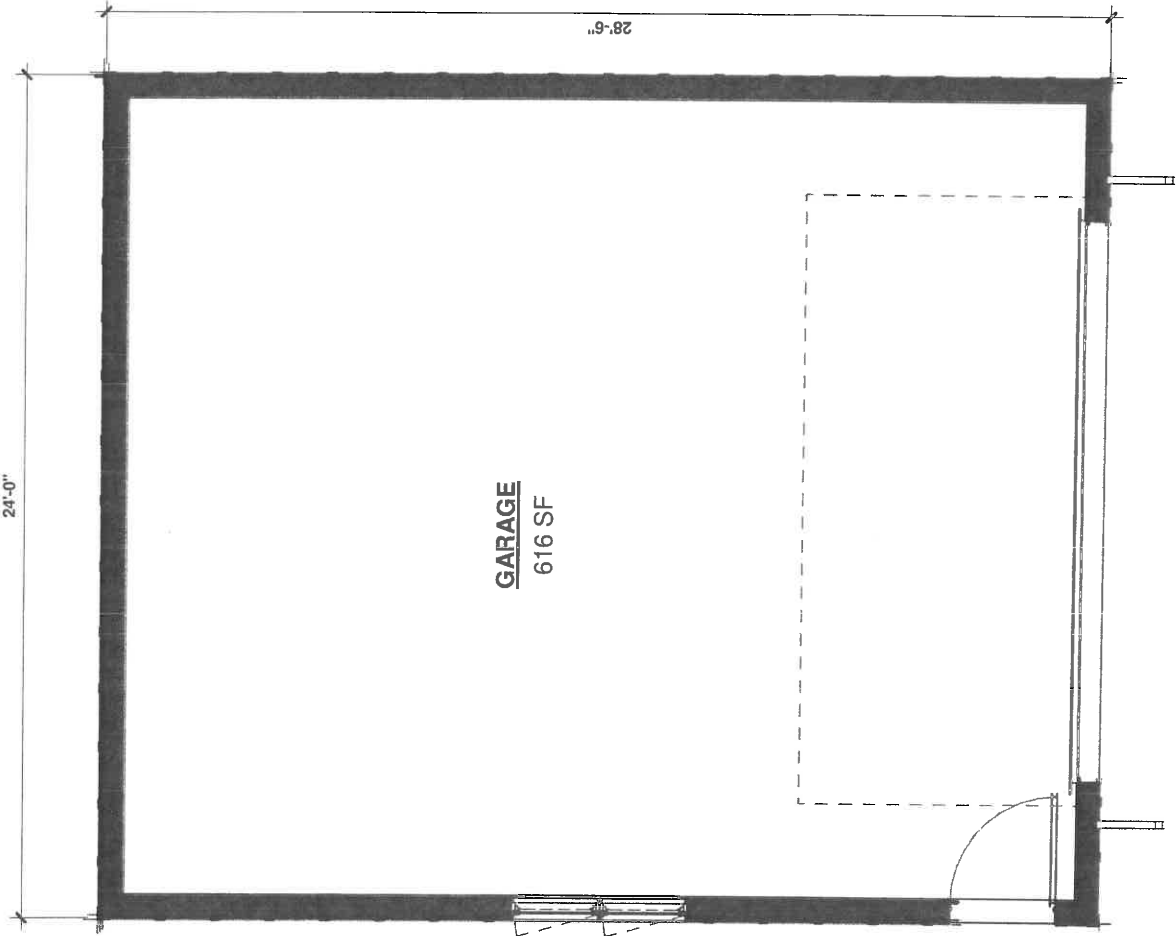
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BR.9

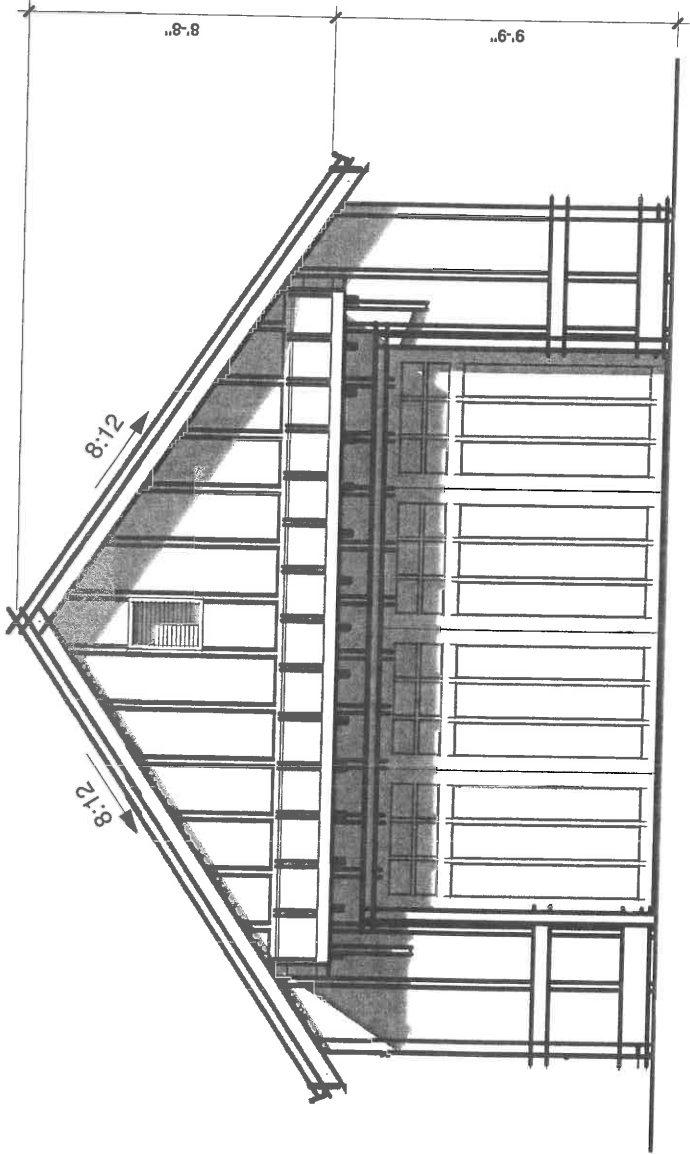


1 SIDE (EAST) ELEV
3/16" = 1'-0"

The Plans



2 GARAGE - FLOOR PLAN
3/16" = 1'-0"



1 GARAGE - FRONT
3/16" = 1'-0"



THOMAS
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2800 S RIVER RD, # 105
DES PLAINES, IL 60018
O: 847 235 6815
THOMAS@THOMASARCH.COM

GARAGE
38 N WASHINGTON CIR
LAKE FOREST, IL 60045

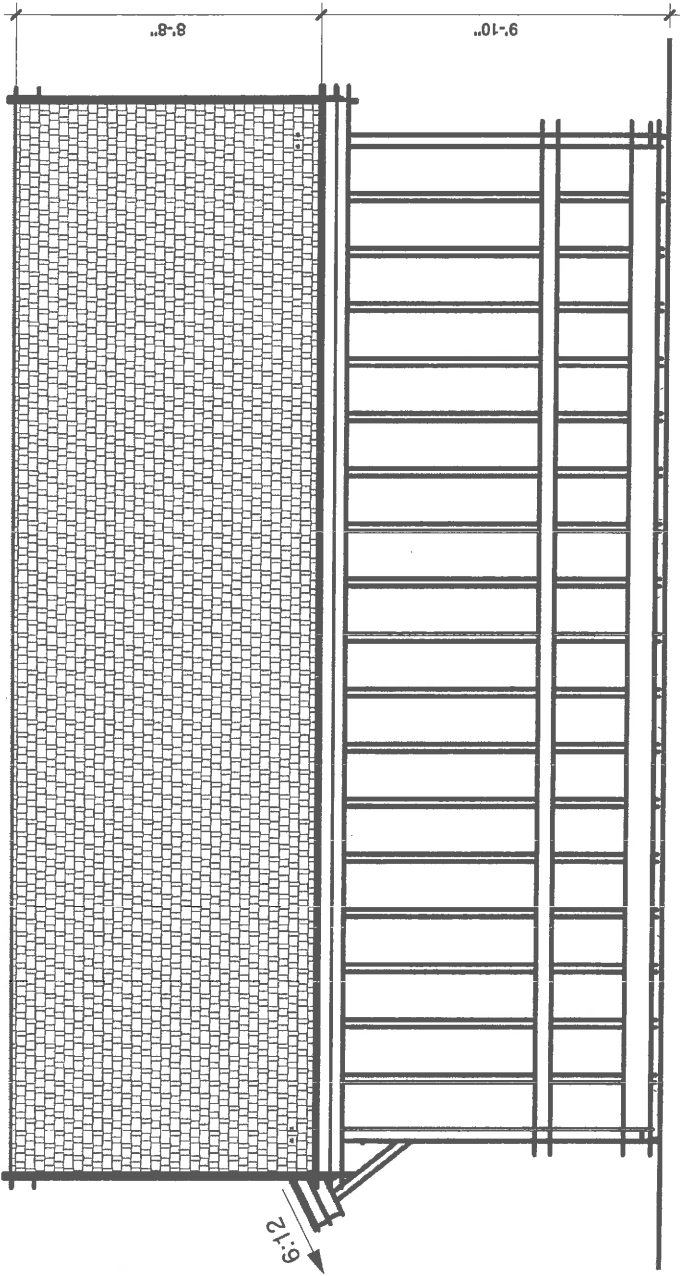
19-049

NEW SFR

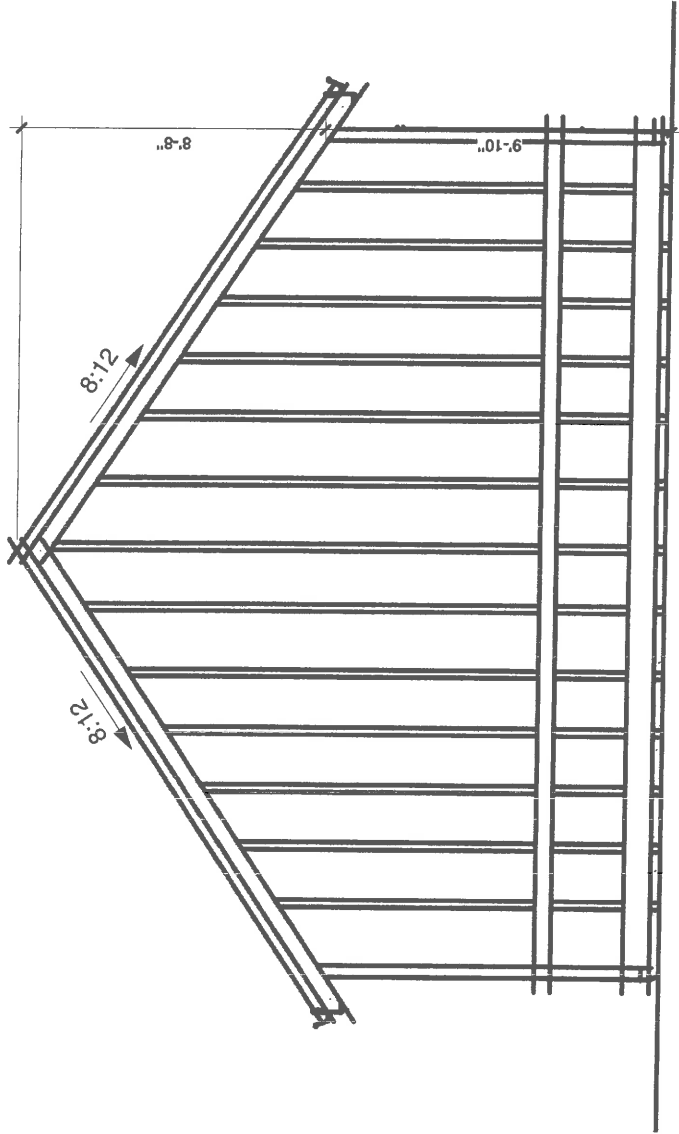
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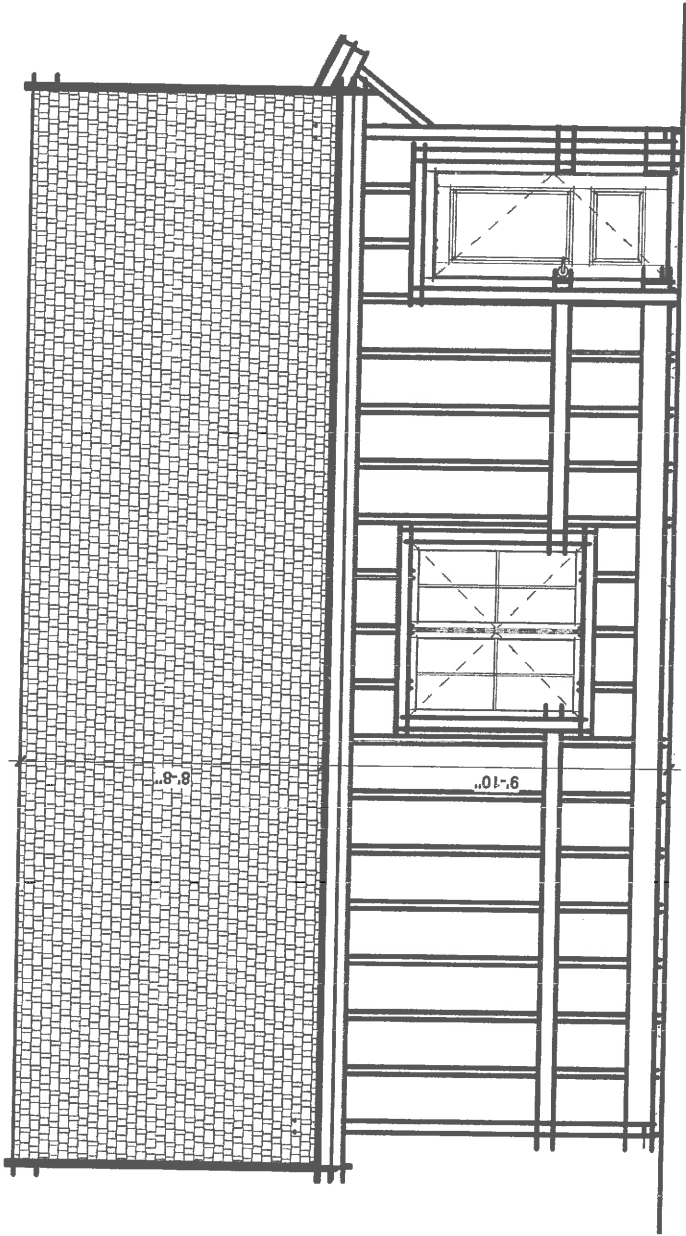
The Plans



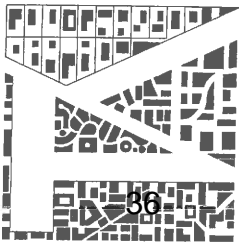
1 GARAGE - WEST
3/16" = 1'-0"



2 GARAGE - REAR
3/16" = 1'-0"



3 GARAGE - EAST
3/16" = 1'-0"



THOMAS
ARCHITECTS

2800 S RIVER RD, #105
DES PLAINES, IL 60018

O: 847 235 6815

THOMAS@THOMASARCH.COM

GARAGE

38 N WASHINGTON CIR
LAKE FOREST, IL 60045

19-049

NEW SFR

06/27/19

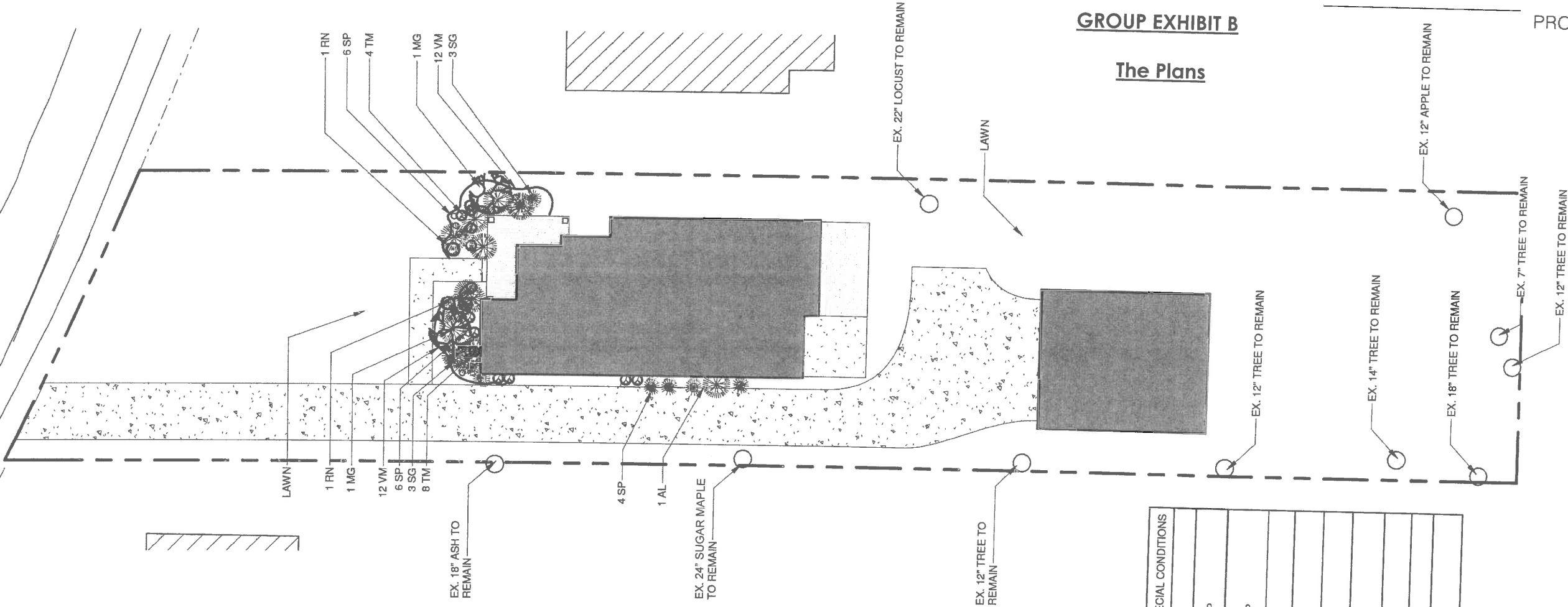
BR.15

WASHINGTON CIR

GROUP EXHIBIT B

The Plans

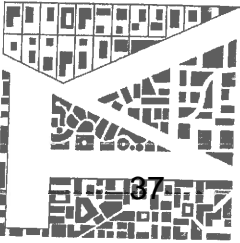
PROPOSED LANDSCAPE PLAN



LEGEND	QUANT.	BOTANICAL NAME	COMMON NAME	SIZE	NOTES/SPECIAL CONDITIONS
DECIDUOUS & ORNAMENTAL TREES					
MG	2	MAGNOLIA STELLATA	STAR MAGNOLIA	8'HT	B&B, CLUMP
AL	1	AMELANCHIER IAEVIS	SERVICE BERRY	8'HT	B&B, CLUMP
SHRUBS					
TM	12	TAXUS X MEDIA 'EVERLOW'	DARK YEW	24\" SPR.	24\" O.C.
SP	16	SPIREA JAPONICA	LITTLE PRINCESS SPIREA	30\" SPR.	B&B
SG	6	PANICUM VIRGATUM 'HEAVY METAL'	SWITCH GRASS	36\" SPR.	B&B
RN	2	RHODODENDRON NORTHERN LIGHTS	RHODODENDRON AZALEA	4'HT	B&B
PERENNIALS & GROUND COVER					
VM	24	VINICA MINOR	PERIWINKLE	2\" POT	CG

PLANT SCHEDULE

scale: NTS



THOMAS ARCHITECTS

2800 S RIVER RD., #105
DES PLAINES, IL 60018
O: 847 235 6815

THOMAS@THOMASARCH.COM

LANDSCAPE PLAN

38 N WASHINGTON CIR
LAKE FOREST, IL 60045

1 LANDSCAPE PLAN

1" = 20'-0"

19-049

NEW SFR

06/27/19

BR.2



August 27, 2019

Catherine J. Czerniak, Director of Community Development
800 Field Drive
City of Lake Forest, IL 60045

Dear Cathy,

With this letter, I am seeking to determine the City of Lake Forest's interest in extending our existing agreement to provide professional and technical assistance to your department's comprehensive planning efforts. I believe that you have established some momentum with both the Waukegan Road/Settler's Square study and now the Route 60 Corridor Plan and are well advised to keep those productive efforts going. As a result of our work with the advisory committee on the Route 60 Corridor Plan we note that several of the issues discussed have broader, city-wide, relevance. These would include issues related to balance and diversity of available housing, the sustainability of existing retail/business districts, trails/pathways and transit/ transportation networks, and open space/public facilities/resources.

Lake Forest is a mature community...unlike villages to your west and northwest, there are few "undeveloped" properties left within the city, and the likelihood of substantial additional annexations have largely diminished. Comprehensive planning in a mature community evolves into issues of "infill", preservation, expanding existing capacities, reinforcing transportation networks, addressing stormwater impacts, tax base enhancement, continuing to enhance unique places, and preserving a highly desirable community character. Planning for a mature community requires thinking about the big picture, long term, and the interrelationship of elements of the city, which many communities prefer to approach as a turnkey project where the responsibility to conduct and complete the work is shifted to the consultant. The negative side of such an approach is that the plan may look and feel like the consultant's vision, with reduced participation or sense of ownership of the elected and appointed officials or the community as whole. We strongly support your approach to using the consultant as an expert partner, not a substitute for staff, and breaking up the comprehensive planning into digestible, well-paced studies that update the current plan and are latter assembled and woven into a comprehensive update.

Any of the topics identified above could be the next element to be studied, though I suspect that the greatest changes from conditions that existed during the development and adoption of the existing comprehensive plan would be in housing and in the central business district. As such, we would propose that you choose one or two of the elements and to seek approval for authorization to expend funds **not exceeding \$25,000** for fees and direct expenses related to the development of each element of the comprehensive plan update.

I have attached a somewhat "universal" scope that could be the basis for each of the elements you choose to undertake. It may be appropriate to craft a more detailed set of phases/tasks for each of the planning elements, and we would be happy to prepare such if you choose to extend our agreement.

Sincerely,

Scope of Services for Continuing Support for Comprehensive Planning Phase 1: Element Start-Up and Data Collection

Page | 2

1.1 Teska will meet with staff to review the objectives the study, discuss data needs, who to engage in the project, current plans of City departments, and communications protocols.

1.2 Teska will work with the GIS Consortium to develop a GIS database for the study area including land use, zoning, building permits, and natural resources.

1.3 Teska will propose a market area for the study area that will be used for demographic and market characteristics. This may include the City of Lake Forest and a larger market area such as a 10-Minute or 15-Minute Drive Time or a custom market area based on similar market characteristics to Lake Forest, building on the information that was collected for the Route 60 Market Area.

1.4 Teska will develop a communications plan that will include public engagement tools such as meetings, documents and deliverables. Teska will provide a sample letter to invite participants to serve on a Working Group which staff can edit and use to recruit members for the process.

Phase 2: Preliminary Outreach

2.1 Working Group Meeting #1

The first Working Group meeting will focus on reviewing the scope and goals for the study, review of initial demographic and market characteristics and input into the guiding principles for the subject area.

2.2 Preliminary Interviews

Teska will reach out to developers and real estate professionals, and large property owners to inform the understanding of the existing and potential market for different land uses in the subject area.

2.3 Planning for Public Workshop

Teska will provide a detailed schedule, list of names and space requirements for a public workshop to staff as described in Phase 4. Staff will identify space and invite participants for each of the working sessions.

Phase 3 Issues and Opportunities

3.1 Issues Identification

Teska will summarize comments, suggestions, and issues identified by members of the working group and the participants of the preliminary interviews. In partnership with City staff, Teska will identify issues to be addressed, researched, and evaluated for a presentation that will inform working group discussions.

3.2 Issues and Opportunities

Teska will prepare a presentation that states the issue(s) in a problem statement, explores common approaches and best practices, identifies opportunities to leverage change, evaluates alternatives, and recommends one or more steps that the City or its constituents may take to resolve the issue(s) toward a more sustainable and resilient community.

3.3 Working Group Meeting #2

Teska will present the issues and opportunities recommendations at a meeting of the working group.

Phase 4: Public Workshop

Teska will facilitate a series of working meetings with specific groups of participants on-site in Lake Forest. The meetings will be designed to gather, assess, and develop recommendations in a collaborative, multi-disciplinary manner. A preliminary outline for the workshop is presented on the following page:

Page | 3

WORKSHOP ELEMENT	GOAL	PARTICIPANTS	OUTCOME
INTERVIEWS/FOCUS GROUPS	Input from specific identified constituencies	Sessions may include: Residential developers Office and retail developers Plan Commission members City Council members Parks, Forest Preserve and Open Space Property Owners	Inform market conditions and demand, identify issues and opportunities, determine challenges and barriers
WORKING SESSION WITH STAFF	Development of land use vision for study area	Key City staff and Consultant Team	Refined Vision for Study area Issues and Opportunities Map Identification of Opportunity Sites
CONSULTANT WORKING SESSION	Refinement of materials for public meeting	Consultant Team	Refinement of presentation for public meeting
PUBLIC MEETING	Gather input from public on vision and goals for the Study area	Property owners, neighbors,	

Page | 4

Phase 5: Draft Element Study

Teska will prepare a strategy document in Microsoft Word plus exhibits that will include:

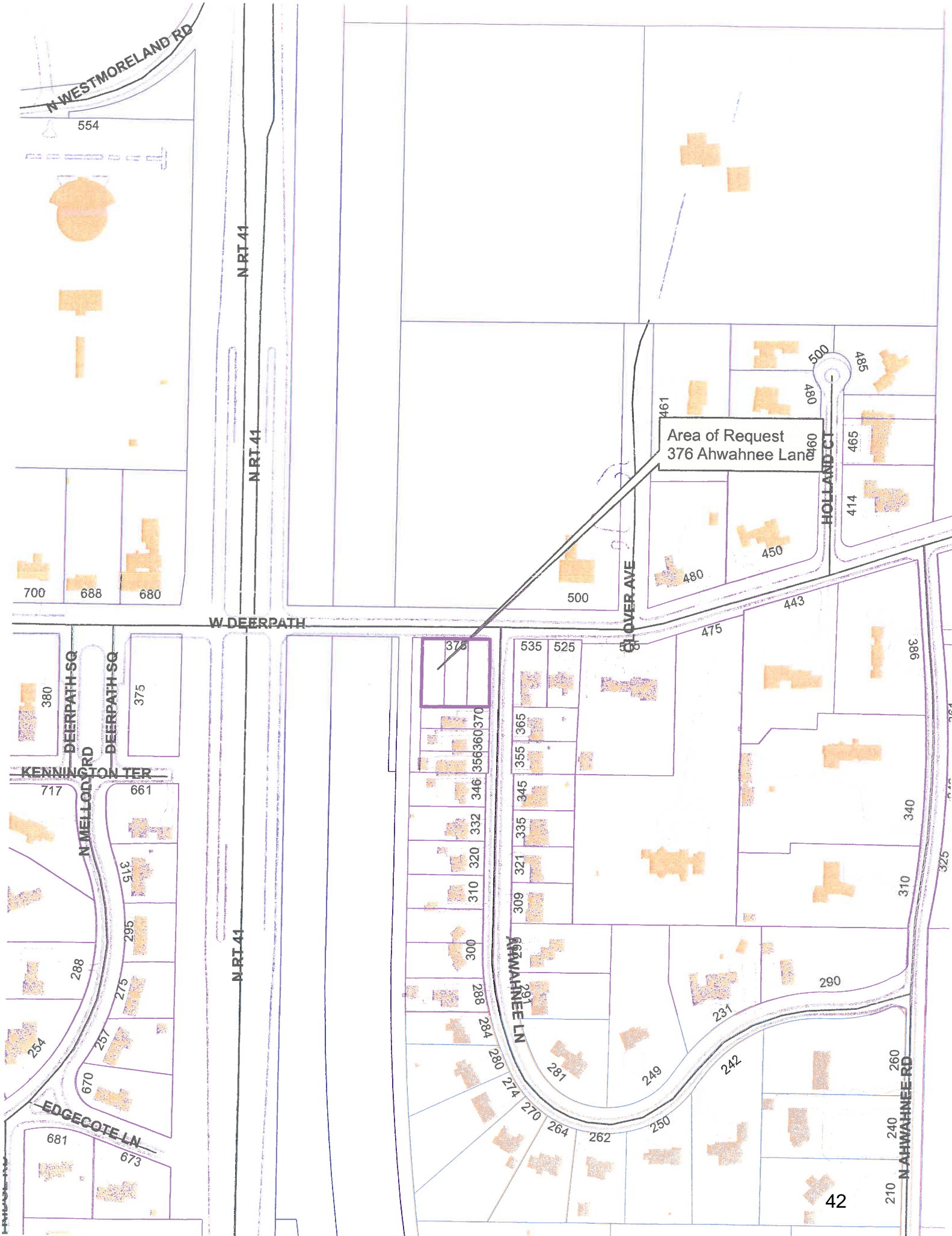
- Summary of Existing Conditions and Land Use Findings
- Public Service Impacts
- Vision Goals
- Land Use Framework Map
- Opportunity Sites Map
- Development Parameters
- Strategies

Phase 6: Presentation of Draft Plan Element

Task 6.1 Teska will present the findings and recommendations to the Working Group at working group meeting 3, seeking their support and recommendations as a Draft Chapter of the Comprehensive Plan

Task 6.2 Teska will present the findings and recommendations to the Lake Forest Plan Commission, seeking their support and recommendations.

Task 6.3 Teska will assist the City staff in preparing recommendations for action by the City Council.



Area of Request
376 Ahwahnee Lane

THE CITY OF LAKE FOREST

ORDINANCE NO. 2019-___

AN ORDINANCE GRANTING VARIANCES FROM THE SETBACK REQUIREMENTS FOR
PROPERTY LOCATED ON THE SOUTHWEST CORNER OF DEERPATH AND AHWAHNEE
LANE

WHEREAS, State of Illinois Department of Transportation ("**Owner**") is the owner of that certain real property commonly known as the southwest corner of Deerpath and Ahwahnee Lane (376 Ahwahnee Lane), Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the R-4, Single Family Residence Zoning District; and

WHEREAS, the Owner desires to construct improvements, including a pump station, generator enclosure and driveway ("**Improvements**") as depicted on the site plans attached hereto as Group Exhibit B ("**Plans**"); and

WHEREAS, the Owner submitted an application ("**Application**") requesting approval of variances from Section 159.082, R-4, Single Family Residence District, of the City of Lake Forest Code to allow construction of the Improvements, within the setback areas; and

WHEREAS, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on July 22, 2019; and

WHEREAS, the ZBA, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. The setback variances for this unique project are requested specifically to provide as much distance as possible between the pump station and generator building and the neighboring homes. Locating the buildings in conformance with the required 50 foot setback would locate the buildings closer to the homes than currently proposed. Existing vegetation will be maintained along the south property line and perimeter plantings will occur at the completion of the project to screen this important community facility from views, over time, from the street and surrounding neighborhood.
2. The conditions upon which the variances are requested are unique to this project. The proposed IDOT project will provide an important life safety

enhancement to the community. The proposed use is unique and the property is owned by IDOT and currently is the location of a City water main, various utilities and a public bicycle path.

3. The hardship in conforming to the required 50 foot setback is based on the fact that the proposed structures housing the pump and generator would be closer to the neighboring residences to the east and south if they were built in conformance with the required setback. The opportunity exists, if a variance is granted, to push the structures housing the equipment to the northwest corner of the lot, minimizing visibility from neighboring homes and the streetscape.
4. The variances and the resulting structures will not impair light or ventilation to adjacent properties, increase congestion, endanger public safety, or diminish property values in the surrounding area. In fact, the project will provide community-wide benefit. The pump and generator will be housed in buildings and the equipment itself will be enclosed with sound attenuating materials to minimize any off site noise impacts.

and recommended that the City Council approve the variances subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Mayor and City Council, having considered Owner's Application to construct the Improvements on the Property, and the findings and recommendations of the ZBA, have determined that it is in the best interests of the City and its residents to grant approval of the requested variances subject to the terms and conditions hereinafter set forth;

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

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

SECTION TWO: Approval of Application. Pursuant to Section 159.042 of the City Code, and subject to the limitations therein and the conditions set forth in Section Four of this Ordinance, the City Council does hereby grant approval of the Application to allow the construction of the Improvements on the Property, as more fully depicted on the Plans.

SECTION THREE: Zoning Setback Variances Granted. Based on the findings presented above, the City Council does hereby grant approval of the requested variances to allow construction of buildings to house a pump station and generator no closer than 18 feet to the west property line, and no closer than 37 feet to the north property line.

SECTION FOUR: Conditions on Approval. The approval granted pursuant to Sections Two and Three of this Ordinance shall be, and is hereby, conditioned upon and limited by the following conditions, the violation of any of which shall, in the discretion of the Mayor and City Council, render void the approvals granted by this Ordinance:

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters , 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owner will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Staging, Parking and Storage. Prior to the issuance of building permits, a plan for staging and storage of construction and demolition materials and a plan for parking construction vehicles shall be submitted and will be subject to City review and approval.
- E. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans which detail the porch as an open, rather than an enclosed, element.
- F. Fees and Costs. The Owner shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owners shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review,

consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

SECTION FIVE: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owner has not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as Exhibit C and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein. The City Clerk is hereby directed to record this Ordinance and such agreement and consent with the Recorder of Deeds of Lake County.

PASSED THIS __ DAY OF _____, 2019.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2019.

Mayor

ATTEST:

City Clerk



ZONING BOARD OF APPEALS REPORT AND RECOMMENDATION

TO:	Honorable Mayor Pandaleon and members of the Council
DATE:	July 22, 2019
FROM:	Chairman Pasquesi and members of the Zoning Board of Appeals
SUBJECT:	<i>/Route 41 Pump Station - Setback Variances</i>

OWNER

Illinois Department of
Transportation (IDOT)
201 W. Center Court
Schaumburg, IL 60196

PROPERTY LOCATION

Southwest Corner,
Deerpath and Ahwahnee Lane

ZONING DISTRICT

R-4 – Single Family Residence
60,000 SF minimum lot size

RECOMMENDATION

The Zoning Board of Appeals, after hearing a presentation and public testimony, and after deliberation, voted 6 to 0 to recommend approval of the variances as requested to the City Council.

SUMMARY OF REQUEST

This is a request for variances to support a long planned IDOT project. The project is intended to significantly reduce or eliminate flooding on Deerpath, under the viaduct, at Route 41, during and after heavy rainstorms. Flooding in this area is a critical life safety issue for the community; Deerpath is one of the few east/west street connections in the City, and the City's Public Safety Building, Deerpath Middle School and the hospital are located near the underpass.. Flooding closes Deerpath three to five times a year, for several hours at a time. The flooding has occurred periodically for decades however, the frequency of the flooding appears to be increasing likely due to the recent heavier rain storms in combination with the deteriorating condition of the existing pump which is located under Route 41, on the south side of Deerpath. The existing pump dates from the 1950's.

The new pump will be relocated from under Route 41, east, to a vacant parcel owned by IDOT located on the southwest corner of Deerpath and Ahwahnee Lane, across from Deer Path Golf Course and just north and east of the bicycle path and the ComEd easement respectively. To minimize impacts on homes on Ahwahnee Lane and Deerpath to the south and east, the pump and emergency generator will each be located in buildings which will be constructed in the northwest corner of the IDOT parcel. The City encouraged the location of the buildings as far west and north on the parcel as possible, away from homes and as a result, variances from the required 50 foot setbacks are necessary. Pushing these critical infrastructure buildings as close to other infrastructure; ComEd lines and roadways, facilitates the planned life safety improvements while at the same time, minimizing impacts on the established neighborhood. Enclosing the pump, emergency generator and other equipment in small scale utility buildings will minimize visual and noise impacts on the surrounding homes and on the streetscape.

A sound study was completed by IDOT and was provided to the Zoning Board of Appeals for review. The study reviews the projected sound levels and explains them in terms of the noise levels from commonly known activities. Importantly, both the pump and generator include cutting edge sound attenuating materials *and* both the pump and generator are housed in brick buildings to provide further sound mitigation. The emergency generator will be operated once a month, for about 30 minutes, unless an emergency need for the generator arises, a loss of power.

The project will require significant removal of trees and vegetation on the site. Most of the vegetation on the site is low quality and invasive species. Existing trees and vegetation will remain along the south property line to maintain screening between the bicycle path and the neighboring home to the south. To the extent possible, a few trees near the corner of Deerpath and Ahwahnee Lane, which appear to be in fair condition, are planned for preservation. The perimeter of the site will be replanted after construction on the site is completed. The planned vegetation, the placement of the buildings and the change in grade from the streetscape will all work together to, over time, minimize views into the site. A preliminary landscape plan was provided to the Board for review.

Upon completion of the project, the pump, generator and all related equipment along with the property itself will be transferred to the City and remain in the City ownership going forward.

Other improvements are included in the project separate and apart from the pump station. Turn lanes will be added under Route 41 eliminating the existing shared left turn lane. There will be a turn lane for southbound traffic on to Route 41 and a turn lane for northbound traffic. Each lane will be long enough to accommodate some stacking of cars. The sidewalks will be shifted closer to the bridge abutments, slightly away from the edge of the roadway.

Also, as part of the project, on the IDOT parcel, the existing water main which crosses the property diagonally from southwest to northeast, will be relocated along with the bicycle path. The adjusted routes of each of these two elements are reflected on the plans included in the Council's packet as background information.

FACTS

Compliance/Non-Compliance with Key Code Requirements

- ❖ The proposed buildings comply fully with the lot coverage requirement.
- ❖ The proposed buildings are considered “community buildings” and in the proposed location, do not comply with the 50 foot setback requirements to the west and east. The 50 foot setback is intended to assure a minimum separation of 50 feet between community buildings and neighboring residential development.
- ❖ Both buildings as proposed meet or exceed the required 50 foot setback from the east and south property lines, the property lines which border residential development.

Physical, Natural or Practical Difficulties

- ❖ The proposed buildings will house critical infrastructure which will benefit the overall community. The nature and use of the buildings make it appropriate to locate them as far from existing residences as possible. Encroaching into the required setbacks along the west and north property lines move the structures toward other utilities, the railroad and roadways.

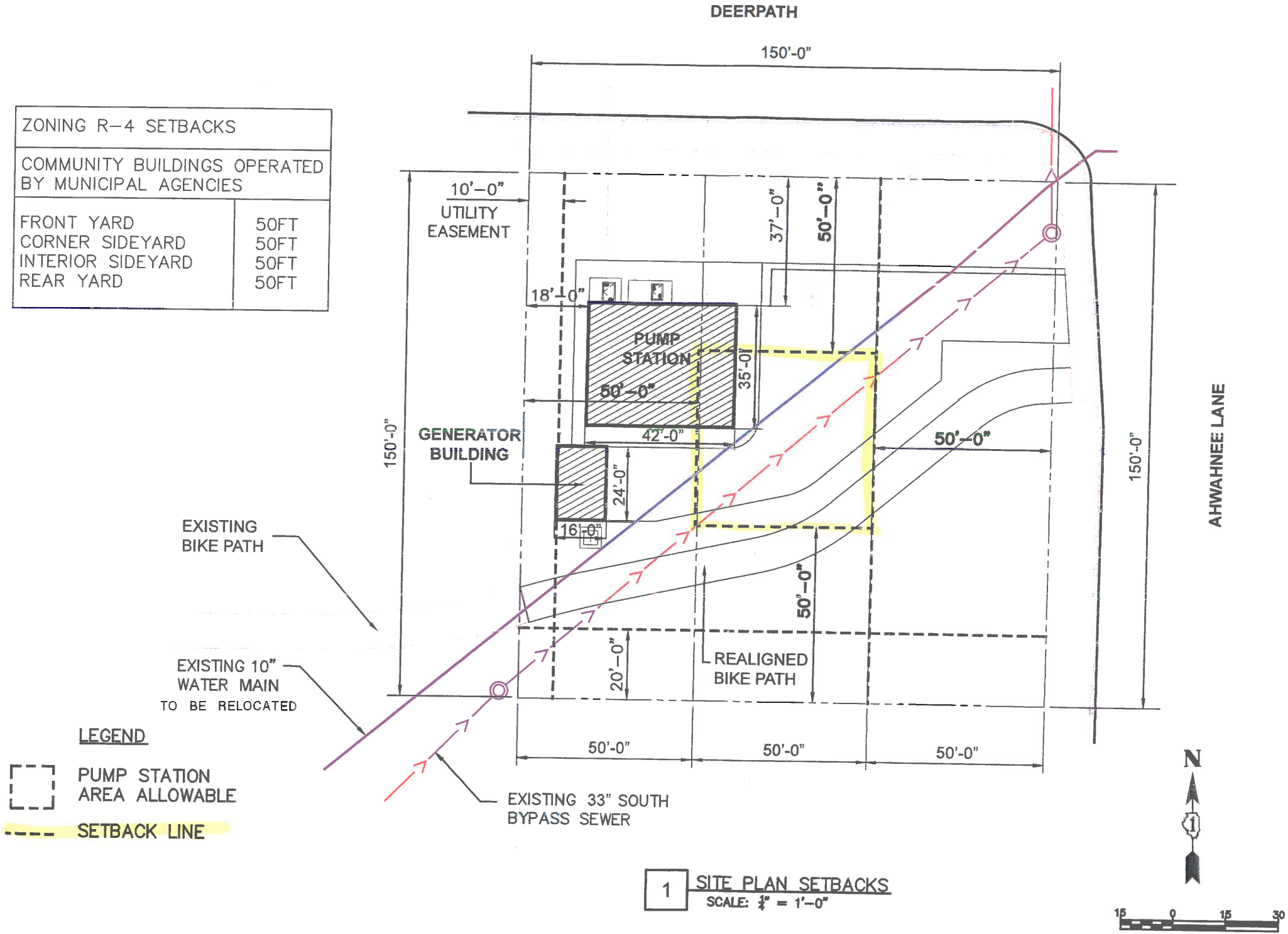
PUBLIC COMMENT

Standard public notice of this request was mailed to surrounding property owners and published in the Lake Forester. The agenda was posted at five public locations and on the City's website.

The Board heard testimony from a neighboring resident who noted that the area is already impacted by traffic on Deerpath, sirens from police and fire vehicles due to the proximity of the public safety station, the railroad and Route 41. The resident requested that care be taken to minimize impacts during construction of the facility. The Board also heard testimony from the owner of a vacant property located to the west of Route 41 who asked for general information about the project.

The Plans

ZONING R-4 SETBACKS	
COMMUNITY BUILDINGS OPERATED BY MUNICIPAL AGENCIES	
FRONT YARD	50FT
CORNER SIDEYARD	50FT
INTERIOR SIDEYARD	50FT
REAR YARD	50FT



LEGEND

- DRIVEWAY REMOVAL AND REPLACEMENT
- SIDEWALK REMOVAL
- HOT-MIX ASPHALT SURFACE REMOVAL, VARIABLE DEPTH
- PAVED SHOULDER REMOVAL
- COMBINATION CURB AND GUTTER REMOVAL
- CHAIN LINK FENCE REMOVAL
- ✕ # TREE REMOVAL (TREE NUMBER)
- ⊙ # TREE PROTECTION/TEMPORARY FENCE (TREE NUMBER)
- ⊙ # TREE TRUNK PROTECTION (TREE NUMBER)
- ① INDICATES PANEL TYPE 1, 2, OR 3
REMOVE SIGN PANEL
- ② INDICATES PANEL ASSEMBLY TYPE A OR B
REMOVE SIGN PANEL ASSEMBLY

NOTES

- SEE DRAINAGE PLANS FOR ADDITIONAL REMOVAL ITEMS.
- COORDINATE EXISTING SIGN REMOVAL WITH STAGED CONSTRUCTION ACTIVITIES. SEE MAINTENANCE OF TRAFFIC PLANS FOR MORE INFORMATION.
- SEE PERMANENT SIGNING PLANS FOR PROPOSED LOCATION.
- SEE SCHEDULE FOR TREE REMOVALS
- CONTRACTOR SHALL CONTACT THE CITY OF LAKE FOREST - FORESTRY SECTION.

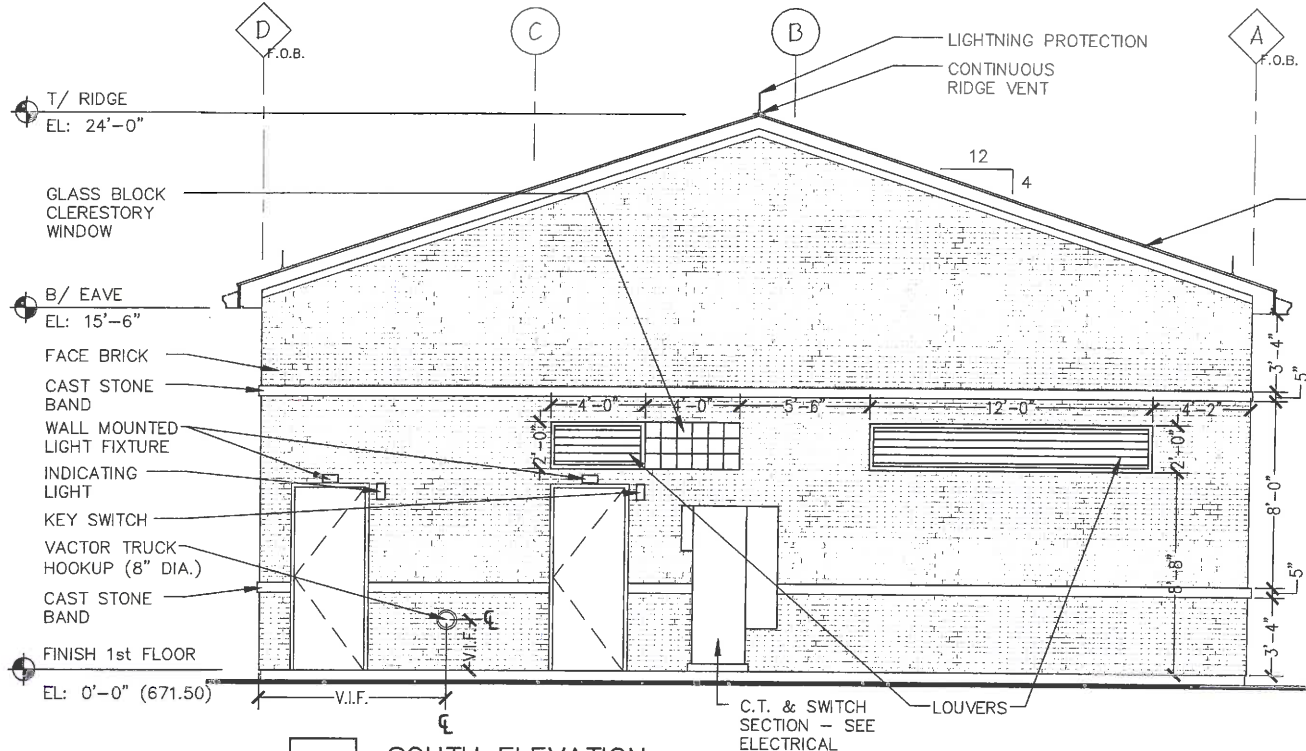
LANDSCAPE MARKUP 4/25/2019

**STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION**

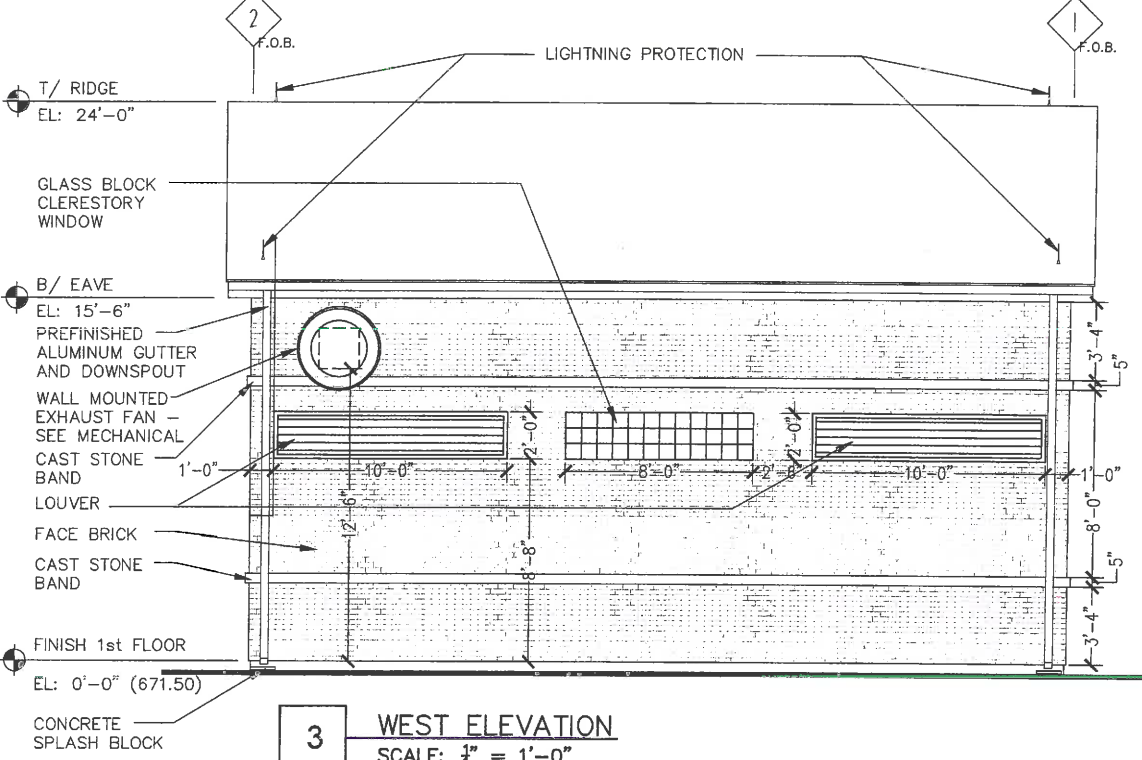
MODIFIED TREE REMOVAL PLAN EXHIBIT

CONTRACT NO. 62850

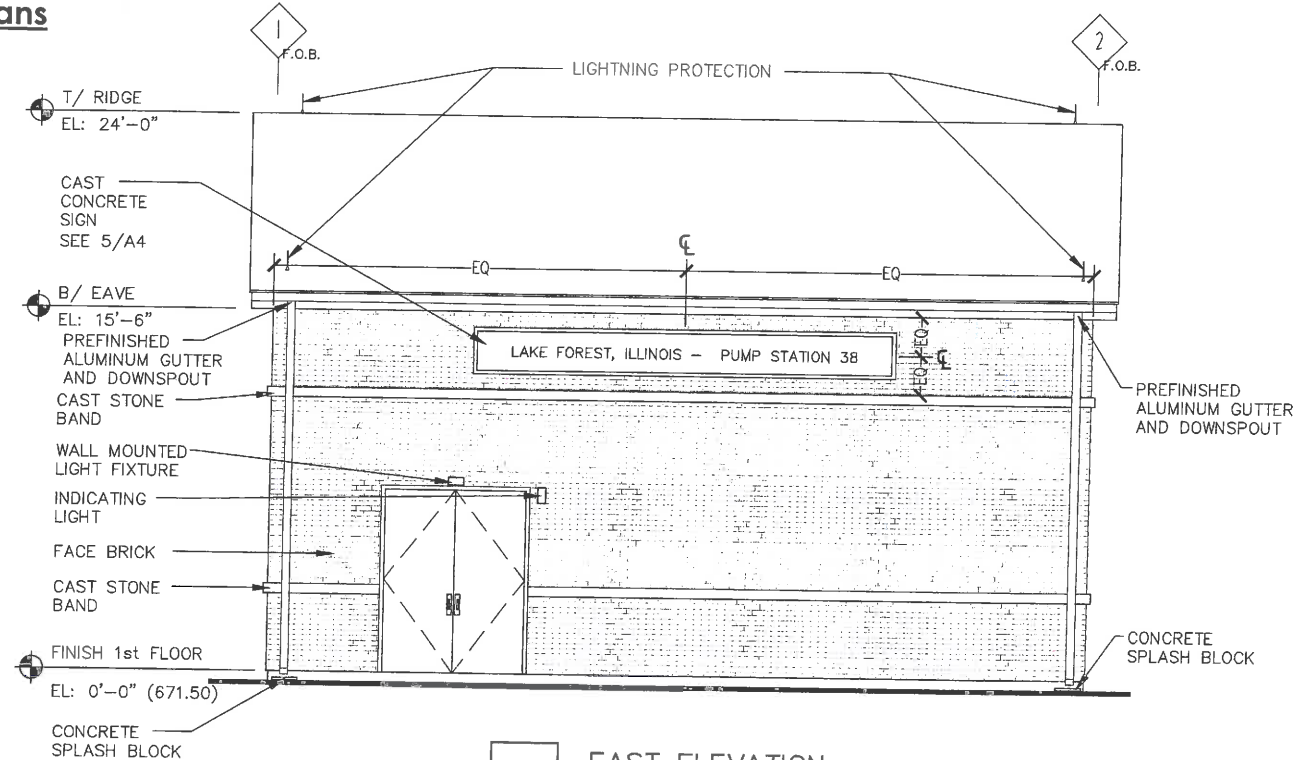
The Plans



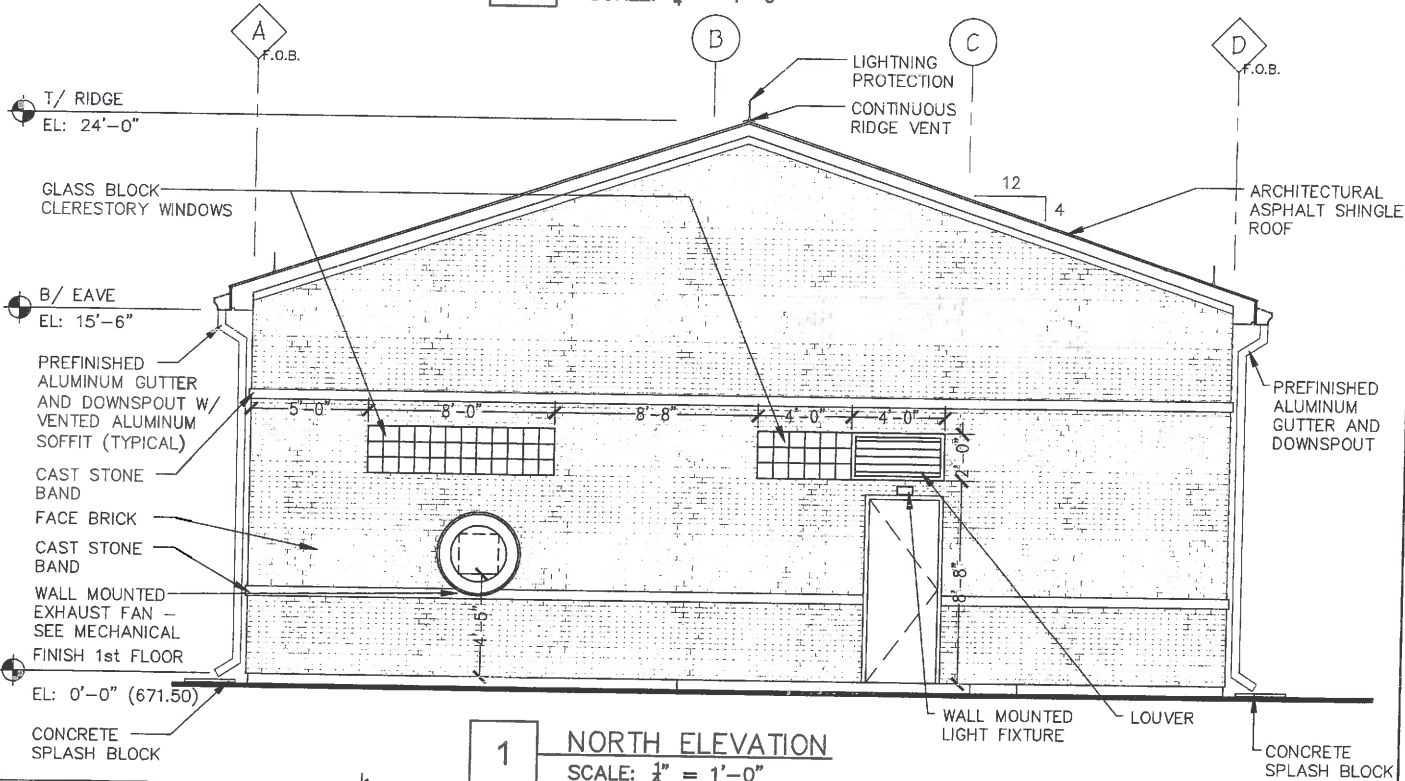
4 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



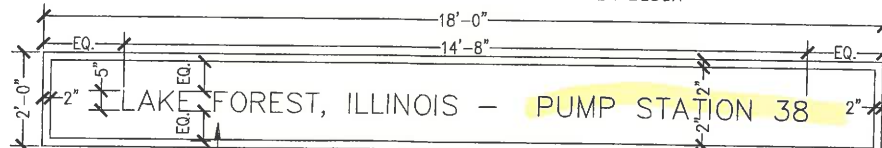
3 WEST ELEVATION
SCALE: 1/4" = 1'-0"



2 EAST ELEVATION
SCALE: 1/4" = 1'-0"



1 NORTH ELEVATION
SCALE: 1/4" = 1'-0"



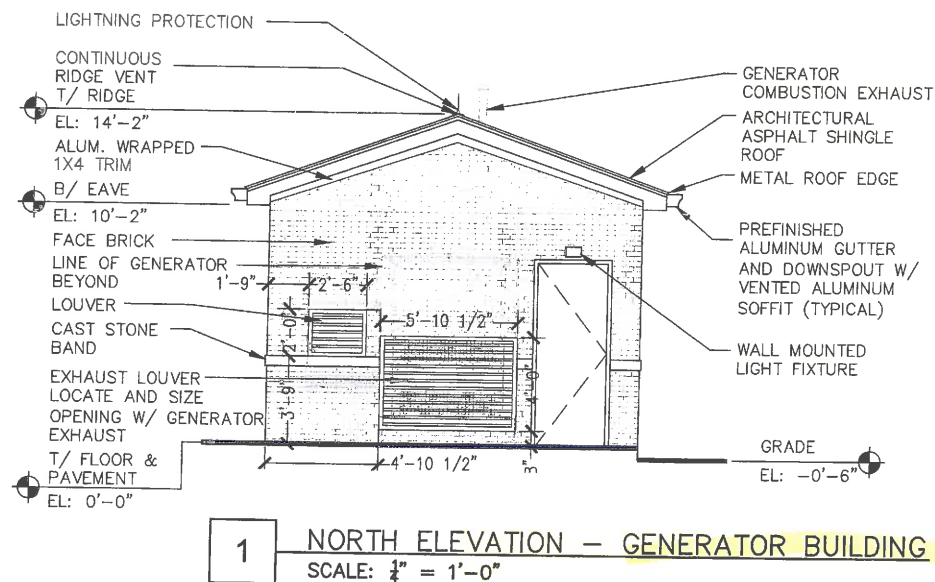
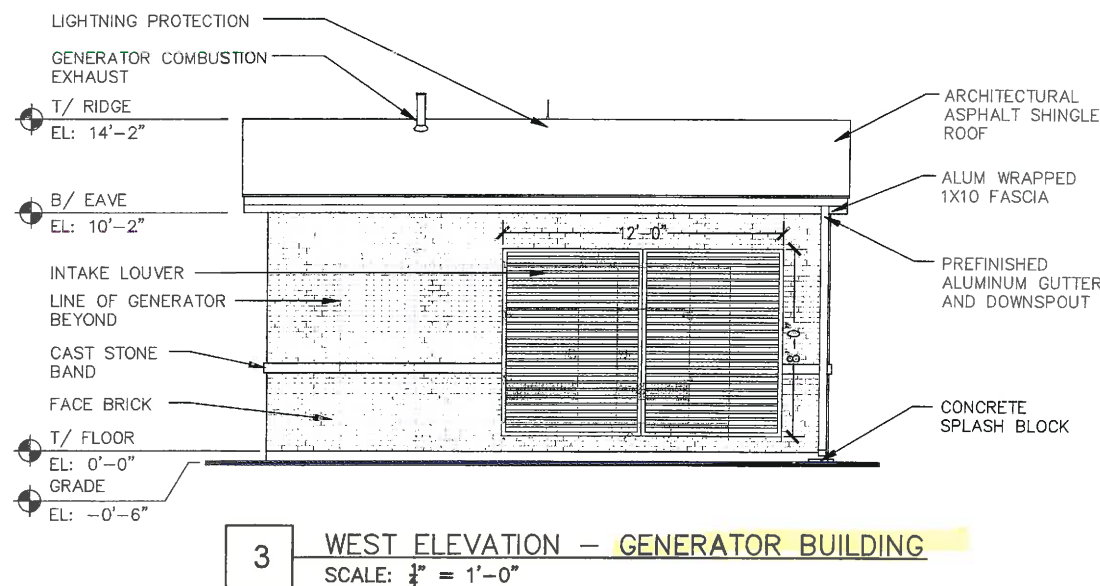
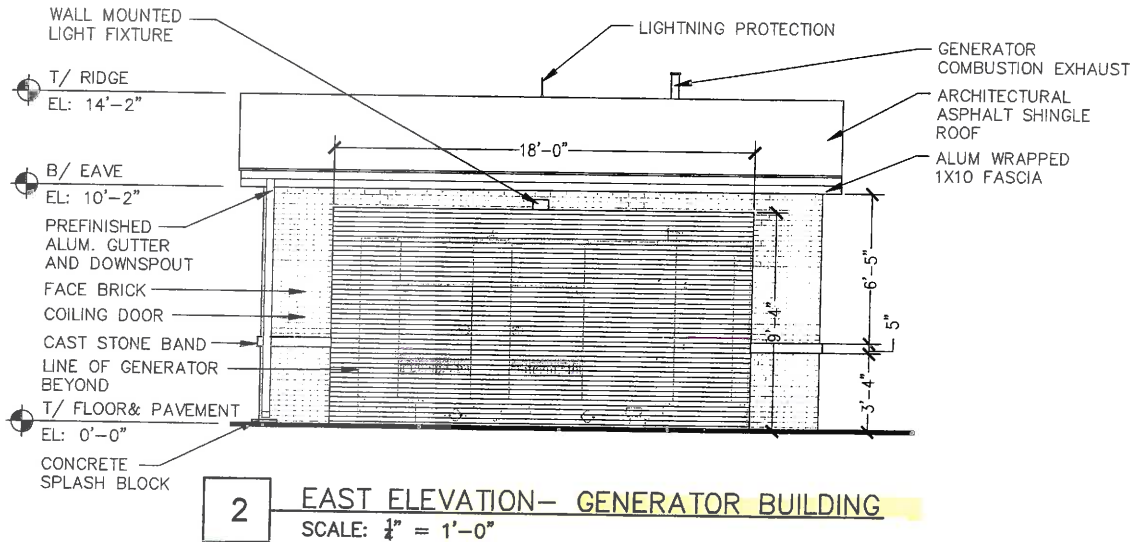
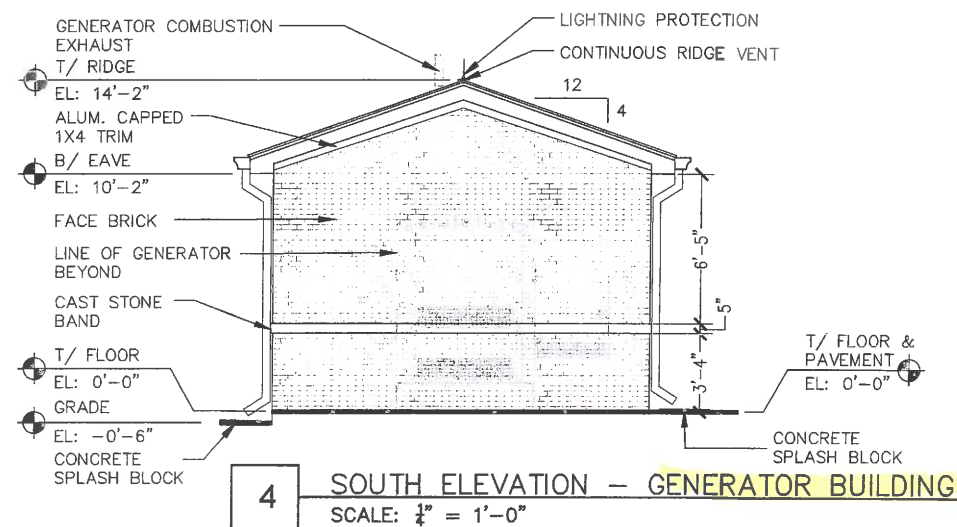
5 COMPOSITE SIGNAGE
SCALE: 1/2" = 1'-0"

NOTE:
COORDINATE ALL MECHANICAL LOUVER
DIMENSIONS W/ MECHANICAL PLANS.
DECORATIVE LOUVERS WILL NOT ALWAYS
MATCH FUNCTIONAL LOUVERS. CONFIRM THAT
FREE AREA REQUIREMENTS ARE BEING MET.

NOTE:
COORDINATE ALL LOUVER
DIMENSIONS W/ MECHANICAL
PLANS. CONFIRM THAT FREE
AREA REQUIREMENTS ARE
BEING MET.



The Plans



THE CITY OF LAKE FOREST

ORDINANCE NO. 2019 - _____

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN
FOR THE CITY OF LAKE FOREST AS IT PERTAINS TO THE WAUKEGAN ROAD/SETTLER'S
SQUARE BUSINESS DISTRICT

WHEREAS, the City of Lake Forest developed its first Comprehensive Plan in 1955; and

WHEREAS, the plan was updated in 1978, 1981, 1986, 1988, 1992, 1998, 2001, 2013 and 2016; and

WHEREAS, the City Council has directed a review and update of the Comprehensive Plan, using a phased approach, recognizing that the Plan was last wholly updated in 1998; and

WHEREAS, due to recent development related discussions in the area, the first area identified for study and updating was the Waukegan Road/Settler's Square Business District and surrounding area, ("**Phase 1 area**"); and

WHEREAS, an adhoc Working Group was appointed, including representatives who have a unique interest in and knowledge of the Phase 1 Area to hear initial public comment and advise staff on the development of a draft update of the Comprehensive Plan as it relates to said area; and

WHEREAS, over the course of two meetings, on April 10, 2019 and July 10, 2019, the Plan Commission held a public hearing and considered the draft update and recommendations that came out of the study and deliberations of the Working Group; and

WHEREAS, the Comprehensive Plan as it relates to the Phase 1 Area is intended to establish a vision and desired outcomes looking forward 10 to 20 years, and strategies for achieving the vision; and

WHEREAS, the Plan Commission of The City of Lake Forest after presentations, public comment and deliberations, recommended to the City Council approval of an update to the Comprehensive Plan as it pertains to the Phase 1 Area.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LAKE FOREST, LAKE COUNTY, 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 The City of Lake Forest Comprehensive Plan.** The Business Districts Section of the Comprehensive Plan, as it relates to the Waukegan Road/Settler's Square Business District and surrounding area is hereby amended 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 _____ 2019

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this ____ day of ____2019.

Mayor

ATTEST:

City Clerk

EXHIBIT A

Comprehensive Plan Update **Chapter -- Waukegan Road/Settlers' Square Business District** *As Recommended by the Plan Commission*

Charge

An adhoc Working Group was appointed by former Mayor Lansing as a first step in the Comprehensive Plan update process. The charge of this first Working Group was to serve as advisory to staff in developing a preliminary draft of concepts for the Waukegan Road/Settler's Square Business District which will serve as a starting point for the Plan Commission's deliberations and public hearings on updates to a chapter of the City's Comprehensive Plan. The Working Group was charged with looking at the physical characteristics of the area, the opportunities and challenges.

Working Group Members

Chairman: Mike Adelman

Group members: Richard Sugar, Eileen Looby Weber, John Cortesi, Jack Frigo, Dennis Meulemans, Bob Shaw and Stephen Douglass

Working Group Process

- Took a walking tour of the area, reviewed data on existing uses, ownerships and densities.
- Held a community forum early in the process during which maps were available and members of the public were invited to share their ideas and concerns directly with Work Group members and in writing.
- Conducted discussion sessions including one with the City's Police and Fire Chiefs to talk through statistics related to accidents in the area and the challenges and opportunities of circulation through the area for vehicles, trains and pedestrians.
- Reviewed draft land use concepts for the area and identified short term and long term considerations and opportunities.
- Welcomed comments from members of the public.
- Developed a preliminary draft of concepts for the area to give the Plan Commission the benefit of the discussions, study and public input received to date.

Working Group Product – Staff Draft Reflecting the Discussions

The results of the Working Group's efforts are reflected in this draft presented by staff for Commission review: 1) an overview of the Waukegan Road/Settlers' Square Business District, 2) fundamental concepts to promote and support vitality of the area, 3) maps identifying *opportunity areas*, 4) short term actions and 5) concepts for a longer term vision for the area.

Overview of the Waukegan Road/Settlers' Square Business District

The Waukegan Road/Settlers' Square Business District is linear in nature, extending along both sides of Waukegan Road, a State highway, for approximately a third of a mile. The Comprehensive Plan as adopted in 1998, envisioned the role of this business district as "providing convenience retail and commercial uses which would be sustained *by the surrounding neighborhoods.*"

In 2019, the area continues to be anchored by Sunset Foods, a grocery store that is well regarded in the community. Limited additional retail uses, food and beverage businesses, service businesses, professional offices, banks, a church, school and public facilities, including the City's fire station and the train station, are located in the area. The area serves as a transportation corridor and commuter hub with a heavily traveled rail line, a State highway and a local east/west arterial all extending through the area. The commercial sites within the area and the transportation corridor together result in noise, higher speed traffic and light impacts on the surrounding residential neighborhoods.

Fundamental Concepts

- ❖ Recognize that to thrive, the business district needs a customer base that extends beyond the surrounding neighborhoods to the larger community and includes those traveling through the area and people in surrounding communities.
- ❖ Provide the opportunity to increase residential densities in the area through development of vacant parcels and over the longer term, as parcels redevelop, by providing the flexibility to augment the business district with multi-family residential.
- ❖ Provide for a variety of housing products in the area, at various price points.
- ❖ Encourage a balance of different types of commercial uses recognizing that retail and restaurant businesses require support from professional offices, even banks at some level, located nearby to add to the customer base.
- ❖ Establish clear performance standards for desired uses and streamline the approval process for uses that meet the standards.
- ❖ Provide flexibility; the ability to incorporate various types of uses along Waukegan Road to create synergy and a vital business district.
- ❖ Limit uses in the district to those that are low impact; non-industrial in nature with respect to noise, lighting levels, late night activity, odors, exhaust and mechanical equipment.
- ❖ Recognize that a major transportation corridor extends through the area north to south with a State highway and rail lines for commuter and freight trains.
- ❖ Encourage community events and consider opportunities to locate destination venues including businesses, entertainment, hospitality and recreational uses in the area to draw people into the business district.

- ❖ Strengthen links between the business district and Lake Forest High School West Campus, work to create synergies between the activities at West Campus and businesses.
- ❖ Encourage partnerships, collaboration and cooperation among businesses, institutions and professional offices located in the district such as merchants' associations or other groups.
- ❖ Work toward creating a distinct and cohesive identity for the business district through efforts including, but not limited to; entrance signs, consistent signage throughout the area, landscaping, lighting, hardscape treatments and other types of streetscape and visual enhancements, and by "telling the story" of the area and its history.

Infrastructure and Circulation – Short Term

- ❖ Improve the Waukegan and Everett Roads intersection in the short term with the addition of turn lanes and in the longer term as opportunities arise to ease congestion and promote public safety.
- ❖ Reserve land for future right-of-way dedication as redevelopment occurs along Waukegan and Everett Roads as determined to be necessary by IDOT and the City Engineer, to meet future road improvement needs.
- ❖ Explore and work to implement ways to slow traffic on Waukegan Road as it moves through the district including, but not limited to, increased enforcement of the speed limit, discussions with IDOT about a reduction of the speed limit before entering and through the area and the possibility of a traffic signal at Conway and Waukegan Roads.
- ❖ Maximize safe and convenient pedestrian connections to and through the area. (Refer to Pedestrian Connections map.)
- ❖ Enhance the safety of existing pedestrian crossings with improved signage, increased lighting levels and pavement markings.
- ❖ Maintain public sidewalks: address drainage and ponding water, trim vegetation to keep walkways clear, repair hardscape surfaces.
- ❖ Consider shelters for pedestrians and green spaces to make walking to and through the area more comfortable in all types of weather.

Infrastructure and Circulation – Long Term

- ❖ Consider elimination of the at-grade railroad crossing on Everett Road and replacement with an underpass or overpass.
- ❖ Consider structures such as a pedestrian under pass or over pass to improve safety and convenience for those crossing the railroad tracks and Waukegan Road *only* after in-depth review of the costs and benefits of such projects and consideration of impacts, positive or negative, on the business district, surrounding residents, the larger community and the overall region.
- ❖ Provide connections through the area to existing bike paths.

Please refer to accompanying maps for each Opportunity Area.

Opportunity Area #1 – Commercial Area

The Commercial Opportunity Area is located on the west side of Waukegan Road and extends in a linear, triangular form, from Everett Road to Conway Road. The area has limited access for vehicles and pedestrians because it is bordered on the east by Waukegan Road, and on the west by the railroad tracks.

Recommendations

- 1.1 Identify retail and restaurants as *priorities* for this area with supporting office and service business uses as necessary, but secondary.
- 1.2 Encourage internal pedestrian connections to promote a synergy between businesses located in the area and to encourage customers to park once, and walk to visit multiple businesses.
- 1.3 Encourage shared use of parking.
- 1.4 Consider destination type uses for the area or the surrounding area. (Entertainment, institutional or other specialty uses.)
- 1.5 Encourage outdoor dining, seating and gathering areas, green space.
- 1.6 Encourage businesses and property owners in the area to develop a consistent signage theme to create a unified character and to increase the visibility of the district from Waukegan Road.

Opportunity Area #2 – Mixed Use Area

The Mixed Use Opportunity Area is located primarily on the east side of Waukegan Road and extends along Waukegan Road, between Everett and Conway Roads, east along Everett Road, and includes the southwest corner of Waukegan and Conway Road. This area includes properties that are currently developed with commercial, institutional and single family uses. Looking to the future, provide the opportunity for a mix of uses as redevelopment occurs in this area to augment, not displace, commercial businesses.

Recommendations

- 2.1 Designate area to allow for a mix of commercial, office and multi-family residential uses and buildings.
- 2.2 Maintain commercial businesses in first floor spaces to assure that the overall business district is not reduced in size or converted solely to residential or office uses, and to encourage an ever increasing diversity in the number and types of retail, restaurant and service businesses in the area.
- 2.3 As redevelopment occurs, consider outlots to locate some uses close to the streetscape to increase visibility and awareness of the business district.
- 2.4 Encourage below grade/low structure parking as redevelopment occurs to meet parking needs. Minimize the expanse of surface parking lots to provide opportunities for increased density and intensity of use.
- 2.5 Consider pervious surfaces and innovative ways to reduce and manage stormwater runoff.
- 2.6 Encourage comprehensive planning, looking beyond property lines – shared parking, pedestrian connections, and consistent landscaping, signage and lighting.
- 2.7 Provide transition/buffer areas for adjacent residential uses. Direct the placement of delivery and trash areas away from neighboring homes.
- 2.8 Direct all exterior lighting downward and require fixtures to shield the source of light to avoid off site impacts on adjacent residential properties. Reduce lighting levels after business hours.

Opportunity Area #3 – Public Use/Parking/Limited Mixed Use

The Public Use/Parking/Limited Mixed Use Area is located on the west side of the railroad tracks, east of Telegraph Road, and extends both north and south of Everett Road. Property within this area is owned by the City of Lake Forest. Public facilities, the Fire Station and the Train Station, are located in this area. Extensive surface parking lots are located in this area providing permit parking primarily for Metra commuters and offering overflow parking for employees of businesses within the district.

Recommendations

- 3.1 Identify this area as the primary location for parking to meet the needs of commuters and employees of the business district.
- 3.2 As needed, maximize parking opportunities in this area to avoid creating additional surface parking lots on other parcels in the subarea preserving the opportunity for higher priority uses to support the business district.
- 3.3 Encourage use of train station and surface parking lots for community events and activities at times that do not conflict with commuter use.
- 3.4 Promote small scale businesses in the train station as primarily an amenity for commuters and also to meet the needs of residents in the surrounding area.
- 3.5 Clearly identify and improve pedestrian crossings and connections from this area to businesses on the east side of the railroad tracks and to the surrounding neighborhoods.
- 3.6 Long term: Consider future opportunities for structured parking, below and above grade, on the surface lots north of Everett Road alone or in combination with a mix of uses; small scale commercial and residential.
- 3.7 Long term: Reserve the area south of Everett Road for parking expansion and green space. Avoid curb cuts on to Everett Road near the at-grade railroad crossing.
- 3.8 Long term: Consider recommendations in "Infrastructure and Circulation" section above which relate to this Opportunity Area.

Opportunity Area #4 – Moderate Density Residential/Commercial

This vacant parcel is owned by the City. The site was previously developed with a small structure that housed a mix of residential and office uses. The parcel is currently zoned for commercial use. The parcel is currently land banked as potential additional parking to support the train station. The parcel is approximately one and a half acres in size and is located adjacent to a single family neighborhood to the west and across the street from single family residential to the south.

Recommendations for Consideration

- 4.1 Encourage development of this property in the near term for multi-family residential, small scale commercial or office uses, or a mix of low impact uses.
- 4.1 Locate curb cuts away from the intersection.
- 4.2 Promote walkability – identify and improve pedestrian crossings in the area.
- 4.3 Require new residential developments to provide perimeter landscaping as a buffer for existing residential properties and to enhance the streetscapes.
- 4.4 Consider innovative ways to manage storm water runoff.
- 4.5 Consider traffic impacts in determining appropriate uses.

Recommendations Related to Residential Use

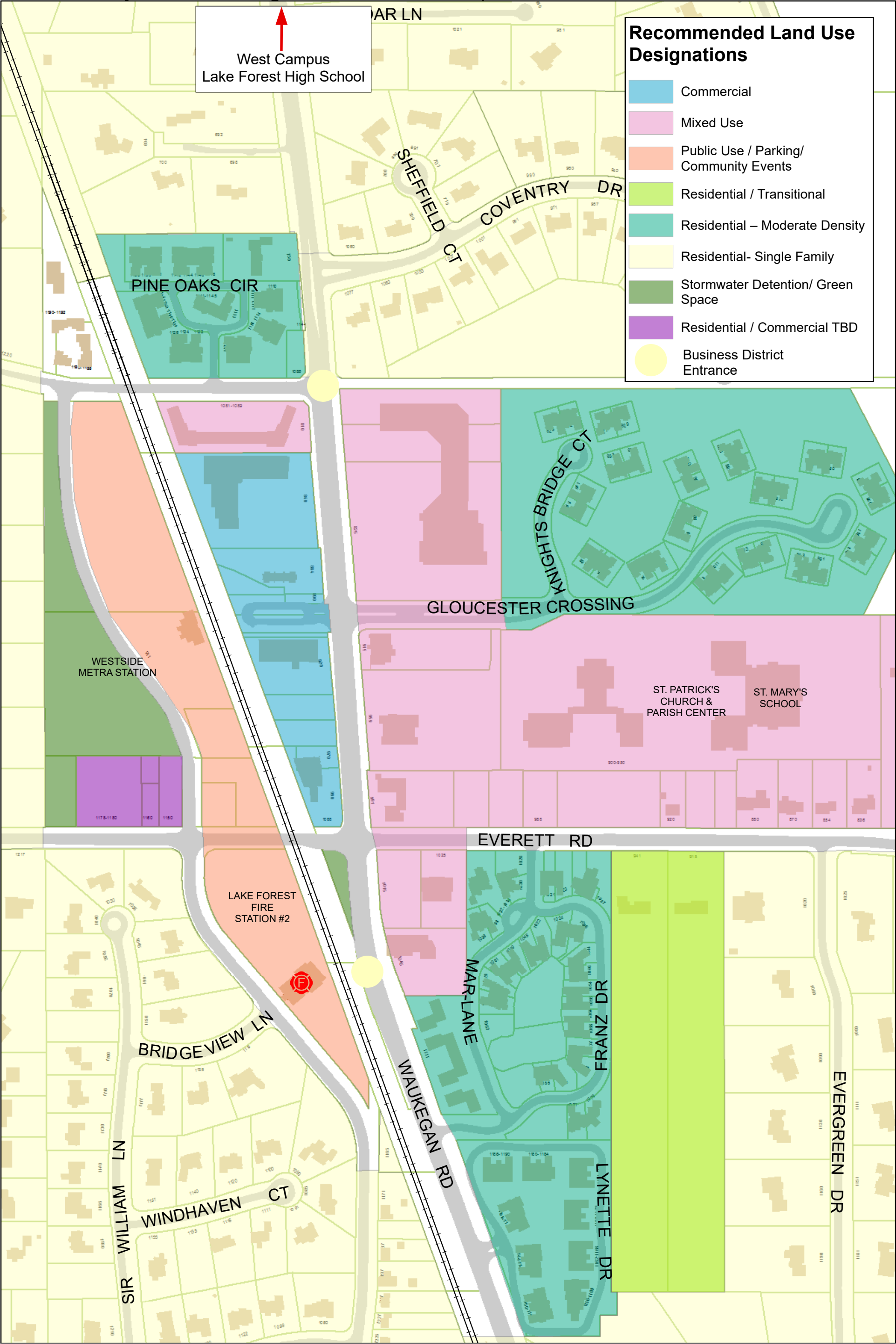
- 4.6 Designate site as an opportunity for townhomes and low rise multi-family housing types as a transition from the large lot single family properties to the west and south, to the train station and business district.
- 4.7 Encourage commuter oriented housing types to attract a variety of buyers.

Opportunity Area #5 – Residential – Transitional

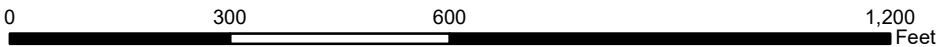
This 10-acre vacant parcel is privately owned and to a large part, landlocked. The property is long and narrow with access currently, only at the north end, on to Everett Road. The property abuts developed residential neighborhoods of various densities. To the east, the Evergreen Subdivision is developed at a density of one unit per one and a half acres. To the west, the parcel is bordered by the Lake Forest Chateau development at 4.5 units per acre and Colony Square at 6 units per acre. Further to the west, the Villas, fronting on Waukegan Road, is developed at 12 units per acre.

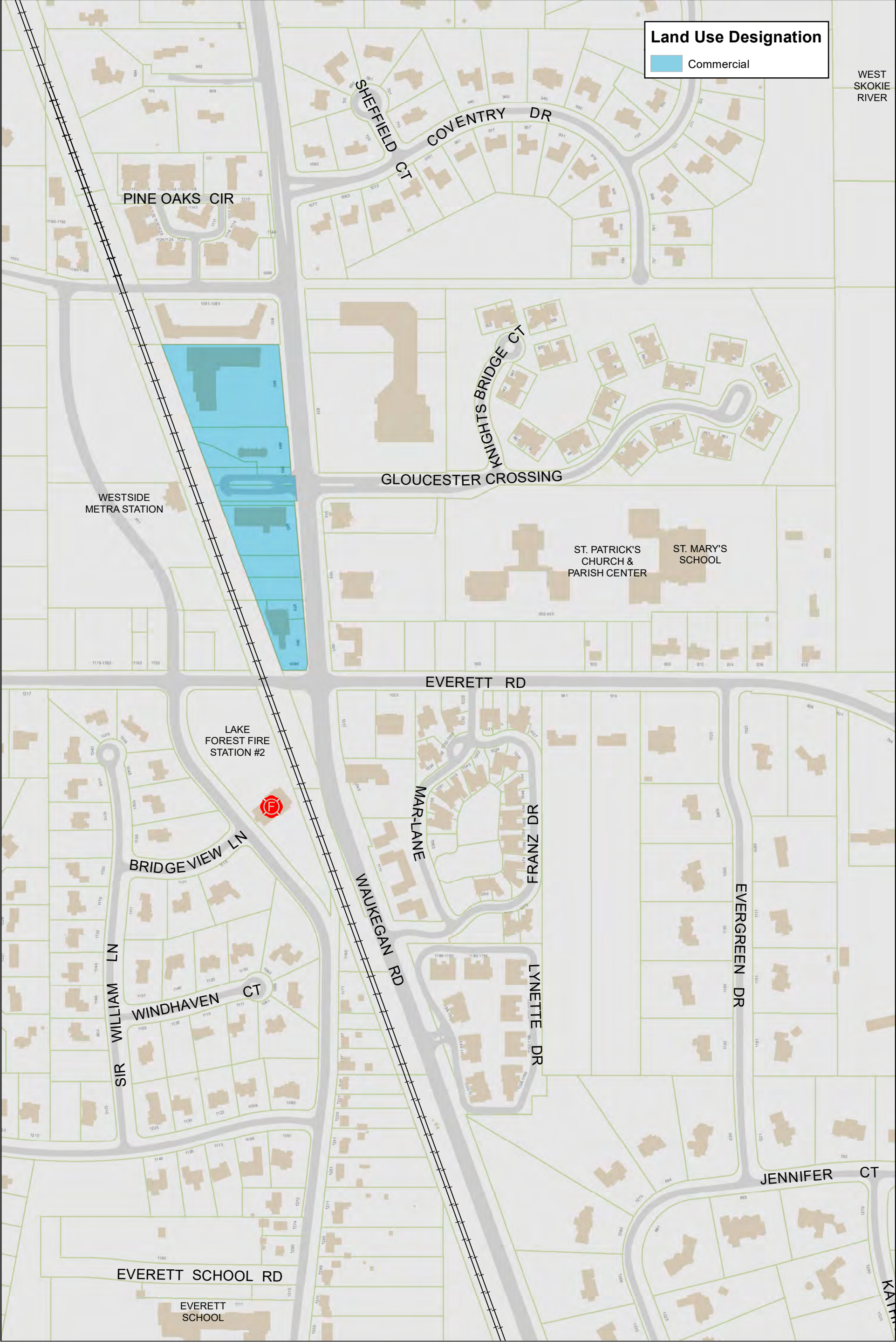
Recommendations

- 5.1 Designate the area for attached or detached housing units at a density that provides an appropriate transition between the densities to the east and west.
- 5.2 Explore opportunities to integrate new development on this site with the existing developments located to the west, Lake Forest Chateau and Colony Square, and providing for shared access with adjacent developments while retaining access through the parcel to Everett Road.
- 5.3 Provide perimeter landscape buffering as a transition to adjacent existing residential developments and along streetscapes.
- 5.4 Encourage pedestrian connections between residential developments, to public streets and to provide safe passageways to nearby commercial uses and the train station.

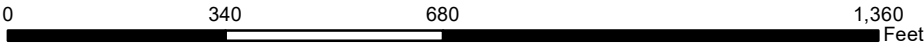


WAUKEGAN ROAD/SETTLERS' SQUARE BUSINESS DISTRICT



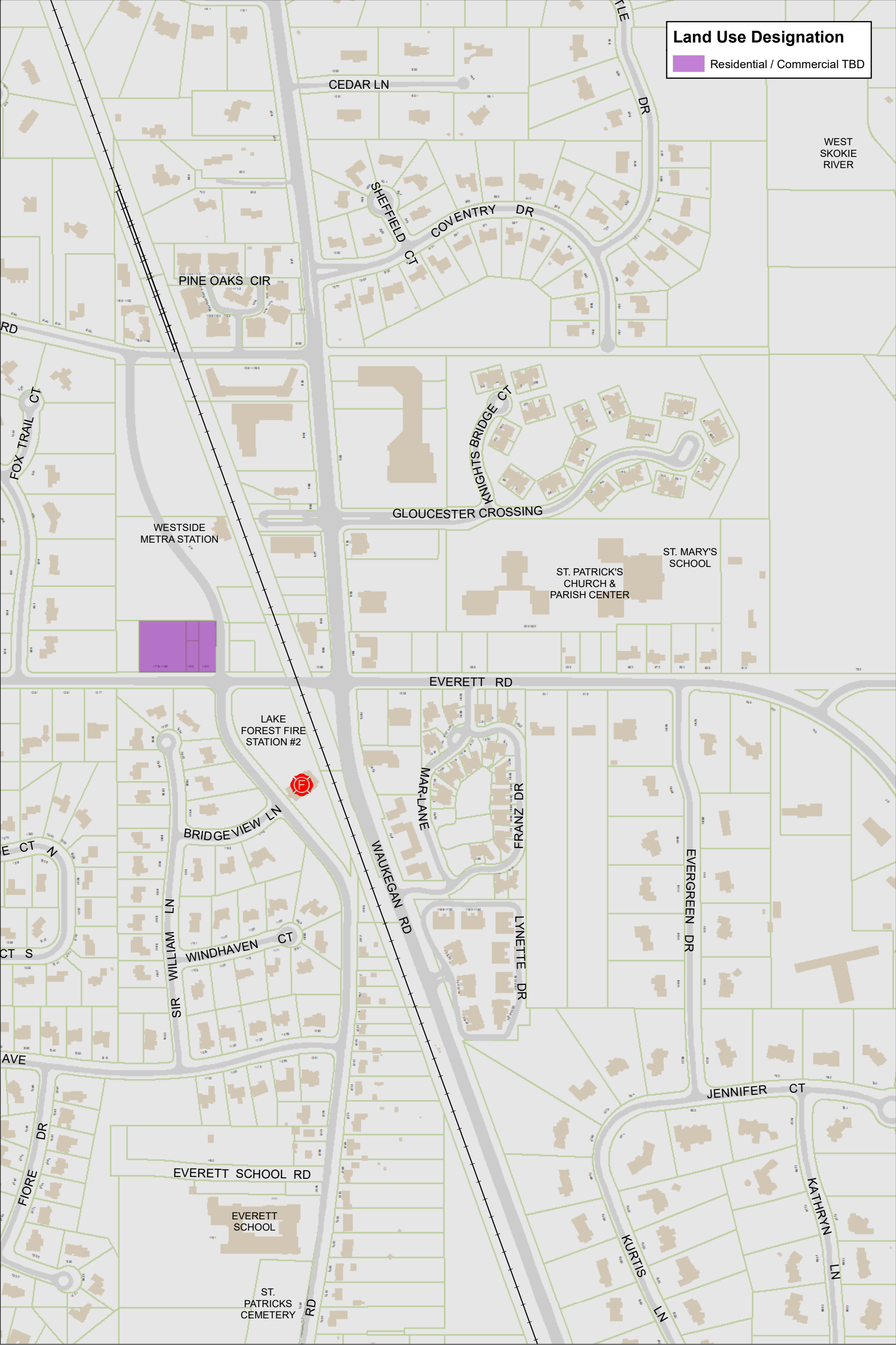


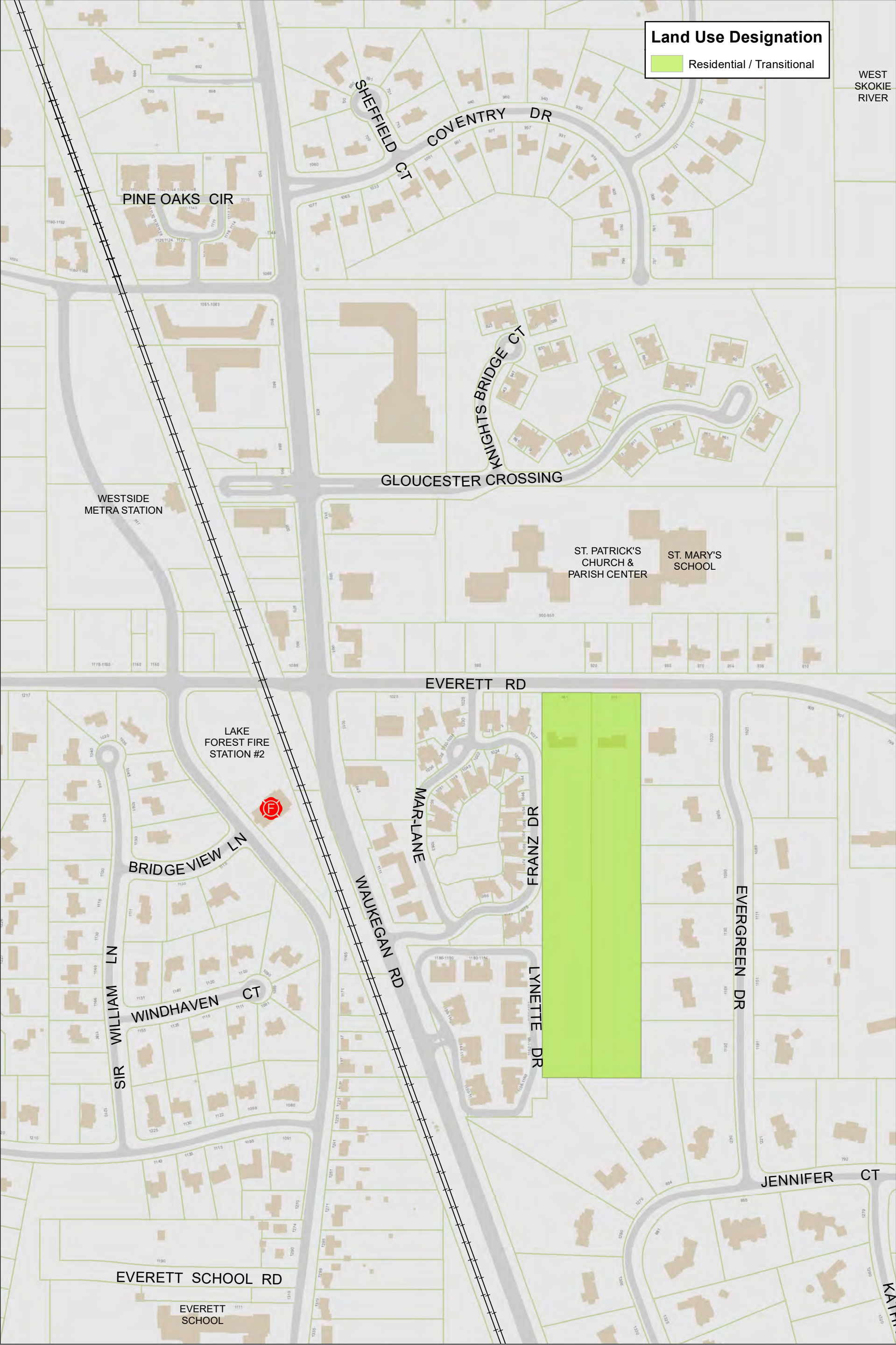
WAUKEGAN ROAD/SETTLERS' SQUARE BUSINESS DISTRICT



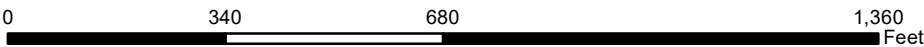








WAUKEGAN ROAD/SETTLERS' SQUARE BUSINESS DISTRICT





Pedestrian Connections Waukegan Road/ Settlers' Square Business District

