

THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA

*Tuesday, September 8, 2020 at 6:30 pm

REMOTE ACCESS MEETING

Please be advised that all of the City Council members will be remotely attending this Council meeting by electronic means, in compliance with the recent amendments to the Open Meetings Act. The Mayor of the City Council has determined that it is not prudent or practical to conduct an in-person meeting due to the COVID-19 pandemic, and that it is not feasible to have the City Council members or members of the public physically present at the meeting due to the pandemic disaster.

The City will be providing members of the public with various opportunities to watch or attend this meeting, as well as provide public comment at the meeting. For example, members of the public can participate remotely in the meeting by following the public audience link which will provide both video and audio means to attend the meeting.

Public audience link:

<https://us02web.zoom.us/j/82981525118?pwd=YXVMdU90NGhYanVLV0pBeWdVNFBvZz09>

Public Comment: 847-810-3643

Honorable Mayor, George Pandaleon

James E. Morris, Alderman First Ward

Jennifer Karras, Alderman First Ward

Melanie Rummel, Alderman Second Ward

Edward U. Notz, Jr., Alderman Second Ward

Jim Preschlack, Alderman Third Ward

Ara Goshgarian, Alderman Third Ward

Raymond Buschmann, Alderman Fourth Ward

Eileen Looby Weber, Alderman Fourth Ward

CALL TO ORDER AND ROLL CALL

6:30pm

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

- A. Lake Forest Fire Department Retirements, Promotions and Resolutions
 - Kevin Cronin, Deputy Fire Chief
- B. COVID 19 Financial Impact Update
 - Elizabeth Holleb, Finance Director

2. COMMENTS BY CITY MANAGER

A. Community Spotlight

- Dickinson Hall, Lake Forest -Lake Bluff Senior Center
- Tricia Schwall, Manager Dickinson Hall

B. Summary of Recent Watermain Breaks

- Michael Thomas, Director of Public Works

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

Members of the public can provide public comment by calling into the following number during the meeting: 847-810-3643

4. COMMITTEE REPORTS

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

- 1. Approve the Extension of the Mayor's Declaration of a Local State of Emergency until the next City Council Meeting**

STAFF CONTACT, Jason Wicha, City Manager

PURPOSE AND ACTION REQUESTED: It is requested that the City Council extend the Declaration to the next City Council meeting.

BACKGROUND/DISCUSSION: Over the past month, the U.S. Government and the State of Illinois have issued multiple orders declaring a state of emergency over the country and the State of Illinois in order to address the impact from the global pandemic from COVID-19. In order to address the impact this pandemic has had on the City of Lake Forest, Mayor Pandaleon exercised his authority to issue a Declaration of a Local State of Emergency on Saturday, April 4, 2020. At the April 6, 2020 City Council meeting, the City Council extended the Declaration to the next City Council meeting which was August 3, 2020.

In order to ensure that the emergency powers authorized by the local declaration remain in effect where necessary, the Mayor is asking the City Council to further extend the Declaration of a Local State of Emergency until the next City Council meeting that takes place after the September 8, 2020.

REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	8/3/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	7/20/2020	City Council Approved the Mayors Declaration until the next City Council Meeting

City Council	6/15/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	6/1/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	5/18/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	5/4/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	4/20/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	4/6/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
	4/4/2020	Mayor Pandaleon exercised his authority to issue a Declaration of a Local State of Emergency

BUDGET/FISCAL IMPACT: N/A

COUNCIL ACTION: Approve the extension of the Mayor's Declaration of a Local State of Emergency until the next City Council Meeting

2. Approval of the August 3, 2020 City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 15**

COUNCIL ACTION: Approval of the August 3, 2020 City Council Meeting Minutes.

3. Approval of the Check Register for the Period of July 25 – August 28, 2020

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 25 - August 28, 2020

	Fund	Invoice	Payroll	Total
101	General	539,024	1,627,363	2,166,387
501	Water & Sewer	108,819	209,649	318,468
220	Parks & Recreation	126,018	519,296	645,315
311	Capital Improvements	1,190,501	0	1,190,501
202	Motor Fuel Tax	1,142,127	0	1,142,127
230	Cemetery	29,889	35,173	65,063
210	Senior Resources	5,092	25,774	30,866
510	Deerpath Golf Course	120,961	2,986	123,947
601	Fleet	120,187	67,444	187,631
416 - 433	Debt Funds	1,000	0	1,000
248	Housing Trust	2,500	0	2,500
201	Park & Public Land	154,773	0	154,773
	All other Funds	734,460	175,293	909,754
		\$4,275,352	\$2,662,979	\$6,938,331

Included in the "All other Funds" subtotal is \$410,624 in medical and dental claim payments in the Self Insurance Fund.

COUNCIL ACTION: Approval of the Check Register for the Period of July 25 – August 28, 2020

4. Approval of a Resolution of Appreciation for Retiring Employee Stephen E. Grost

A copy of the Resolution can be found on **page 21**

COUNCIL ACTION: Approval of a Resolution of Appreciation for Retiring Employee Stephen E. Grost

5. Approval of a Resolution of Appreciation for Retiring Employee Paul J. Pugliese

A copy of the Resolution can be found on **page 22**

COUNCIL ACTION: Approval of a Resolution of Appreciation for Retiring Employee Paul J. Pugliese

6. Approve former City Manager's request for reimbursement of costs incurred in defending against the charges brought by the Lake County States Attorney that were ultimately dismissed in the amount of \$14,519.50

STAFF CONTACT: Jason Wicha, City Manager

PURPOSE AND ACTION REQUESTED: Approve former City Manager's request for reimbursement of costs incurred in defending against the charges brought by the Lake County States Attorney that were ultimately dismissed in the amount of \$14,519.50.

BACKGROUND/DISCUSSION: On September 2, 2020, former City Manager Robert Kiely submitted a letter to the City requesting indemnity coverage under Section 31.019 of the Lake

Forest City Code relating to charges brought against him in the Lake County Circuit Court. The reimbursement request is in the amount of \$14,519.50, which includes attorneys' fees and court costs incurred by the former City Manager in defending against the charges. Those charges were dismissed in their entirety by the court on August 25, 2020.

Pursuant to Section 31.019 in the City Code, a City employee is entitled to indemnification and defense by the City against any civil, criminal, or administrative claim relating to lawful acts of the employee in the scope of employment. In addition, the City and former City Manager Kiely entered into an employment agreement that governed various terms and conditions of his employment. Section 15 of the Employment Agreement contained an indemnification provision that requires the City to defend and indemnify Mr. Kiely against any claim, demand, or other legal action arising out of an alleged act or omission in the performance of his duties as City Manager.

Under both the City Code and the employment agreement, the City has an obligation to indemnify the former City Manager in this matter. Mr. Kiely has the right to be reimbursed by the City for his costs in defending himself now that the charges have been dismissed. The charges against the former City Manager related to actions he took in the exercise of his official duties as City Manager. The attorneys' fees and court costs that have been submitted to the City for reimbursement are within the scope of eligible expenses for reimbursement under the City Code indemnification provision. The court has dismissed the case entirely.

City Staff and the City Attorney have reviewed the request for reimbursement and the supporting documentation and recommend that the City Council approve former City Manager's request for reimbursement amount of costs incurred in defending against the charges brought by the Lake County States Attorney that were dismissed in the amount of \$14,519.50.

BUDGET/FISCAL IMPACT:

Below is an estimated summary of the expense and funding source:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
City Council Contingency	\$110,000	\$14,519.50	Y

This non-budgeted expense would be funded from the City Council contingency, the purpose of which is to address unanticipated expenses throughout the year.

COUNCIL ACTION: Approve former City Manager's request for reimbursement of costs incurred in defending against the charges brought by the Lake County States Attorney that were ultimately dismissed in the amount of \$14,519.50

7. Ratification of Expenses Related to the Eleven Emergency Water Main Break and Valve Repairs that Occurred August 15th – August 21st, 2020 in the Total Amount of \$84,800

STAFF CONTACT: *Michael Thomas, Director of Public Works (810-3540)*

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council's ratification of all expenses related to the eleven water main and valve break repairs made from August 15th- August 21st, 2020. These payments represent both underground and asphalt work the City contracted out in response to the multiple breaks that began late morning, August 15, 2020.

BACKGROUND/DISCUSSION: On Saturday, August 15th at 11:41 a.m., the City's water tower dropped in elevation from 33.47' to 31.60' in five minutes; this equated to approximately 80,930 gallons. Significant drops in both the water tower's elevation and pressure throughout town, indicate that a large main break has occurred. Water Plant production was increased and the Booster Station pumps (located across from West Campus) were turned on to combat the significant water loss and pressure drop. At 5:21 p.m., Water & Sewer staff, in an attempt to slow down the water loss, closed a valve on a 20" transmission main on West Laurel Avenue. This 20" water main travels under Rte. 41 and feeds a 12" line that had the broke adjacent to Rte. 41, south of Gage Lane. Upon closing the 20" valve, staff immediately saw East Side Train Station's pressure jump from 51.6 p.s.i. to 65.0 p.s.i. and the Water Plant finished water flow rate drop from 9.082 mgd (million gallons per day) to 7.555 mgd.

Water main systems are not designed to handle immediate and significant changes in pressure, like what occurred when the 20" valve was closed. As a result, water main breaks began to occur throughout the water main system.

The following is a list of breaks that occurred during that six day period. Contractors that assisted with the repair are noted with an asterisk (*).

1. 135 N GREEN BAY RD, 8/15/20*
2. 240 E DEERPATH, 8/15/20*
3. 889 N MCKINLEY RD, 8/16/20 (assistance from Village of Lake Bluff)
4. 280 W LAUREL AVE, 8/16/20*
5. RTE. 41 & GAGE LN, 8/16/20*
6. N GREEN BAY RD & ILLINOIS RD, 8/16/20*
7. 44 FARNHAM LN, 8/16/20*
8. 71 S. STONEGATE RD, 8/17/20
9. 1205 EDGEWOOD RD, 8/17/20 – two separate breaks near this location
10. 165 E DEERPATH, 8/17/20 – valve repair
11. 464 S CIRCLE LN, 8/19/20

BUDGET/FISCAL IMPACT: With the City's Water & Sewer crew operating multiple valves to reduce the flow on the Rte. 41 main break, additional Public Works staff were called in to assist. Additionally, four contractors were called to assist with the multiple main breaks noted* above. The immediate response from these contractors late on a Saturday evening was attributed to the long-standing working relationships the City has had with them for over 20+ years. These contractors and their invoice amounts are as follows:

<u>Contractor</u>	<u>Amount</u>
DiTomaso Excavating	\$ 7,500
Di Meo Brothers	\$26,175
DeMuth Inc.	\$13,175
RJ Underground	\$ 2,450
Peter Baker & Sons	\$35,500
TOTAL:	\$84,800

Has competitive pricing been obtained for proposed goods/services? **No**

If no, indicate the specific exception requested: Administrative Directive 3-5, Section 6.1A – Emergency Purchase

Below is an estimated summary of the expense and funding source:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Water Capital Fund	\$0	\$84,800	N

This non-budgeted expense would be funded from Water Capital Fund reserves. If necessary, a supplemental budget appropriation will be submitted for City Council approval at the end of the fiscal year.

COUNCIL ACTION: Ratification of Expenses Related to the Eleven Emergency Water Main Break and Valve Repairs that Occurred August 15th – August 21st, 2020 in the Total Amount of \$84,800.

8. Approval of an Intergovernmental Agreement (IGA) between the City of Lake Forest and the Lake Forest Library related to the Lake County COVID 19 Relief Fund

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

PURPOSE AND ACTION REQUESTED: Staff recommends City Council approval of an Intergovernmental Agreement (IGA) between the City and Lake Forest Library to allow for the Library to participate in the Lake County COVID 19 Relief Fund. Monies received by Lake County pursuant to the Coronavirus Aid, Relief and Economic Security Act (CARES Act) have been allocated to governmental entities through various formulas. The City's IGA with Lake County to participate in the COVID 19 Relief Fund was approved on August 3, 2020. Approval of the IGA allows the City to participate in the COVID 19 Relief Fund established by the County and receive reimbursement for eligible expenses incurred to address the Coronavirus Pandemic. Lake County elected to allocate funds only to separate Library districts, leaving municipal libraries such as Lake Forest Library without funding options through this program other than to receive a portion of the funds allocated to the City.

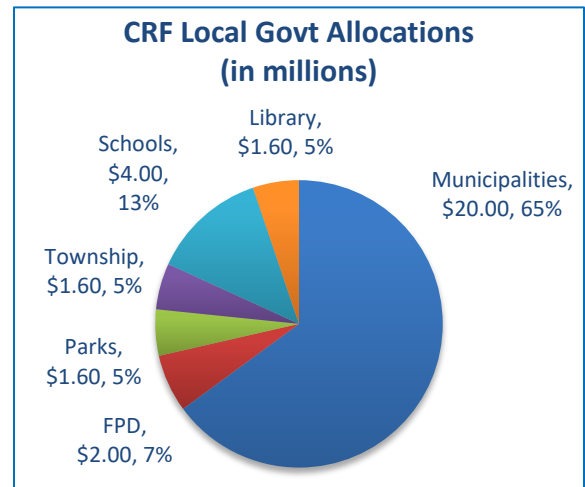
BACKGROUND/DISCUSSION: The CARES Act was passed by Congress and signed into law on March 27, 2020 in response to the catastrophic public health and economic impacts of the Coronavirus Pandemic. The Act allocated more than \$2 trillion in economic relief and allowed for:

- direct economic impact payments
- assistance for small businesses in the form of the Paycheck Protection Program
- preservation of jobs in industries adversely impacted by the spread of COVID-19
- payments to State, Local, and Tribal governments through the Coronavirus Relief Fund (CRF)

The CARES Act established a \$150 billion Coronavirus Relief Fund to cover expenses that are incurred due to the COVID 19 public health emergency, were unbudgeted as of March 27,

2020, and were incurred between March 1, 2020 and December 31, 2020. The US Department of Treasury has published guidance and FAQs regarding the eligible use of these funds.

The CARES Act set forth amounts to be paid to States, the District of Columbia, US Territories and eligible units of local government based on population. Direct allocations of CRF were made to any county or municipality with a population exceeding 500,000. Lake County received a direct allocation of \$121.5 million. The Lake County Board formed the F&A Special Committee on COVID-19 Recovery that is charged with making recommendations to the Lake County Board on distribution of the funds. As of August 31, Lake County Forward has allocated \$35 million to local governments:



The \$20 million dedicated to municipalities has been initially allocated based on 2019 population estimates, resulting in allocation of \$631,260 to the City of Lake Forest. The Finance Department has coordinated City-wide efforts to compile the required documentation for submittal to Lake County and the City made an initial application prior to the County's July 31 submittal deadline. Additional submittals may be made until October 15, 2020. To receive funds from Lake County, the City must submit documentation of eligible expenses AND an executed IGA setting forth the obligations of both Lake County and the City in regards to the COVID 19 Relief Fund.

With the county electing to allocate funding only to Library districts, Lake Forest Library can only access CRF funding via the City's submittal on their behalf. It is recommended that the City Council authorize execution of an IGA between the City and Lake Forest Library, which is similar to the IGA between Lake County and the City. This IGA would set forth in part the amount of CRF funding for which the City would submit to Lake County on the library's behalf. Based on the allocation model used by Lake County for Library districts (2010 population served), the Lake Forest Library would be eligible for reimbursement of eligible expenses up to \$62,482 which represents approximately 10% of the City's allocation.

A copy of the draft IGA can be found on **page 23** but will be finalized in form acceptable to the City Attorney.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	8/3/20	City's IGA with Lake County Approved

BUDGET/FISCAL IMPACT: Based on Lake County's approved allocation of COVID 19 Relief Funds as of August 31, 2020, the Library would be eligible to receive up to \$62,482 (approximately 10%) of the City's allocation.

COUNCIL ACTION: Approval of an Intergovernmental Agreement (IGA) between the City of Lake Forest and the Lake Forest Library related to the Lake County COVID 19 Relief Fund

9. **Consideration of an Ordinance Amending the City of Lake Forest Liquor Code, to increase the number of licenses available in Class A-2 and G-1 and Amend the language relating to the Class G-2 to modify current hours of operation for intuitions of higher learning. (First reading and if appropriate final approval)**

STAFF CONTACT: Margaret Boyer, City Clerk, 847-810-3674

PURPOSE AND ACTION REQUESTED: At the direction of the City's Liquor Commissioner, Staff is requesting consideration of an Ordinance amending the Liquor Code to include one additional Class A-2 License, one additional G-1 License, and amend language relating to the G-2 License hours of operation.

BACKGROUND AND DISCUSSION: The Liquor Commissioner received a letter of intent from Wines on the Bluff, LLC located at 296 Market Square, requesting a Class A-2 license. The purpose of this license will be to conduct an online retail wine shop. Activities at 269 Market Square will be limited to packing orders for delivery to consumers, packaging of wine gift baskets, and stocking of inventory for online order fulfillment. There will be no retail showroom.

The Liquor Commissioner also received an inquiry from Sodexo at Lake Forest Academy to add a G-1 license to their existing G-2 license along with a request to modify the language in the Code to allow for liquor sales under the G-2 license to begin at 9:00 a.m. instead of 5:00 p.m. The proposed amendment to the G-2 hours of operation is below:

Retail sales of alcoholic liquor at a Class G-2 licensed establishment shall only be authorized to operate between the hours of **9:00 a.m. and 12:00 a.m. Sunday through Thursday, and from 9:00 a.m. to 1:00 a.m. on Fridays and Saturdays;** ~~5:00 p.m. and 12:00 a.m. daily, 11:00 p.m. Sunday through Thursday, and from 5:00 p.m. to 1:00 a.m. on Fridays and Saturdays; and~~

Section 111.045 is also being amended to add clarifying language that any liquor licensee must comply with any zoning approvals, such as a special use permit, that govern the licensed premises.

The proposed ordinance can be found beginning on **page 30**. It is important to note that without further action of the City Council, the maximum number of licenses in any class shall be automatically reduced by one upon the expiration, revocation or non-renewal of an existing license in any such license class.

As the Council is aware, the issuance of liquor licenses is under the purview of the City's Liquor Commissioner and the Mayor serves in that role. However, the City Code only authorizes a specific number of liquor licenses and historically, this number coincides with the current number of licenses issued.

When new requests for liquor licenses or code changes are submitted, and after review by the Liquor Commissioner and a determination that the Issuance of a license is appropriate, the City Council is asked to consider an amendment to the Liquor Code.

BUDGET/FISCAL IMPACT: The fiscal impact of adding an A-2 and a G-2 license will have a positive impact on liquor license revenues.

COUNCIL ACTION: Consideration of an Ordinance Amending the City of Lake Forest Liquor Code, to increase the number of licenses available in Class A-2 and G-1 and Amend the language relating to the Class G-2 to modify current hours of operation for intuitions of higher learning. (First reading and if appropriate final approval)

10. Request Council Approval to Contract with Chicago Communications to Replace Aging Cables and Antennas on the Radio Tower at the Lake Forest Public Safety Building

STAFF CONTACT: *Pete Siebert, Fire Chief (810-3864) and Elizabeth Holleb, Director of Finance (810-3612)*

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council's approval to perform needed repairs and updates to the fire department emergency radio system. Some of the equipment and cables need to be replaced, and updated. These repairs will also prolong the life span of the 100' monopole tower that houses several antennas, and is a critical link in our emergency radio system.

BACKGROUND/DISCUSSION:

Scope of Work -

Chicago Communications will run a new coaxial cable from existing mobile control station in first floor engine bay down to basement equipment room and terminate on wall with other antenna lines. CCS will replace existing polyphasers with new units and mount on basement wall next to conduit.

Tower Works will remove (4) existing antennas and associated coaxes from tower to equipment room. They will install (4) replacement antennas and (1) new mobile control station antenna and run new coaxes through existing conduit to existing cabinet mounted next to tower and run coaxes up tower to antenna locations, and tag antenna lines. Tower works will also rerun existing coaxes from alarm company equipment located in basement equipment room through conduit going to cabinet and terminate back on existing antennas.

BUDGET/FISCAL IMPACT: The funds for this purchase were not budgeted for FY21 in the Emergency Telephone Fund (JETSBS). At this time, there are sufficient funds in the Emergency Telephone Fund (JETSBS) that would allow us to complete the work in FY21 if approved.

Company Name	Dollar Amount
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Chicago Communications	\$11,300
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Below is an estimated summary of Project budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Emergency Telephone Fund (JETSBS)	N/A	\$11,300	N*

* The unbudgeted expense would be funded from Emergency Telephone Fund balance reserves. In necessary, a supplemental appropriation would be submitted for Council approval at the end of the fiscal year.

COUNCIL ACTION: Request Council Approval to Contract with Chicago Communications to Replace Aging Cables and Antennas on the Radio Tower at the Lake Forest Public Safety Building

11. Consideration of Ordinances Approving Recommendations 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)

PURPOSE AND ACTION REQUESTED: The following recommendations from the Building Review Board are presented to the City Council for consideration as part of the Omnibus Agenda.

BACKGROUND/DISCUSSION:

1131 Turicum Road – The Building Review Board recommended approval of a new residence on a vacant lot. Public testimony was presented from four neighbors on the siting of the house and the location of the driveway curb cut. In response, the siting of the house and location of the curb cut were both modified to address the concerns raised. (Board vote: 6 - 0, approved)

885 Valley Road – The Building Review Board recommended approval of a new residence on a vacant lot. A letter was received from a neighboring property owner, in response to questions raised, the project engineer explained the proposed grading and drainage and responded to the neighbor's questions. (Board vote: 7 - 0, approved)

846 Northmoor Road – The Building Review Board recommended approval of a second story addition and various exterior modifications to the home. No public testimony was presented. (Board vote: 6 - 0, approved)

1350 Skokie Hwy – The Building Review Board recommended approval of new signage and awnings for an existing business, Britt Carter & Company. No public testimony was presented. (Board vote: 6 - 0, approved)

The Ordinances approving the petitions as recommended by the Building Review Board, with key exhibits attached, are included in the Council packet beginning on **page 35**. The Ordinances, complete with all exhibits, are 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 Ordinances approving the petitions in accordance with the Building Review Board's recommendations.

12. Consideration of a Recommendation from the Plan Commission in Support of a Special Use Permit to Authorize a New Real Estate Office, Compass, at 284 E. Deerpath. (If desired by the Council, Waive First Reading and Grant Final Approval of the Ordinance.)

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

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

BACKGROUND/DISCUSSION: Real Estate Offices are classified as special uses and as such, require review through a public process. A Special Use Permit is requested to allow a new real estate company, Compass, to locate in the Central Business District, on the north side of Deerpath, west of Western Avenue. Compass does not currently have an office in Lake Forest. Several local real estate agents recently aligned with Compass and desire to have a physical presence in the business district, a small office, from which to showcase the community to sellers and buyers.

No public testimony was presented to the Commission on this petition and the Commission voted 6 to 0 to recommend approval of the Special Use Permit subject to the conditions as detailed in the Ordinance which is included in the Council packet beginning on **page 75**. The Commission's report provides additional information on this petition and is also included in the Council packet beginning on **page 80**.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance approving a Special Use Permit authorizing Compass Real Estate Office to occupy existing tenant space at 284 E. Deerpath subject to the conditions as detailed in the Ordinance.

COUNCIL ACTION: Approval of the twelve (12) omnibus items as presented.

6. ORDINANCES

7. OLD BUSINESS

8. NEW BUSINESS

9. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

10. ADJOURNMENT

A copy of the Decision Making Parameters can be found beginning on **page 14** of this packet.

Office of the City Manager

September 2, 2020

The City of Lake Forest is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact City Manager Jason Wicha, at (847) 234-2600 promptly to allow the City to make reasonable accommodations for those persons.



THE CITY OF LAKE FOREST

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

Adopted June 18, 2018

The City of Lake Forest Mission Statement:

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

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

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

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

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

The City of Lake Forest
CITY COUNCIL
Proceedings of the Monday, August 3, 2020
City Council Meeting - City Council Chambers
REMOTE ACCESS MEETING

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

Present: Honorable Mayor Pandaleon, Alderman Morris, Alderman Karras, Alderman Rummel, Alderman Notz, Alderman Preschlack, Alderman Goshgarian, Alderman Buschmann and Alderman Weber.

Absent: None

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited by all those present.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Pandaleon made the following statement as required by the Open Meetings Act. In accordance with state statute, Mayor Pandaleon has made a determination that it was not practical or prudent to schedule an in-person City Council meeting because of the COVID-19 pandemic, which is why this August 3, 2020 City Council meeting is being held remotely.

A. Donation from Friends of Lake Forest Parks & Recreation Foundation of a Fire Rescue Boat

-Rick Amos, Friends of Lake Forest Parks & Recreation Foundation
-Ara Goshgarian, Alderman Third Ward

Mayor Pandaleon introduced Alderman Goshgarian, who summarized a project that the Friends of Lake Forest Parks & Recreation worked on to acquire a Fire Rescue boat for the City of Lake Forest. He stated that they reached out to members of the community as well as corporate partners to receive donations to purchase a new rescue boat. Alderman Goshgarian introduced Rick Amos of Friends of Lake Forest Parks and Recreation. He gave a brief presentation on the project and the current water rescue boat and compared it to the new water rescue boat. He stated they worked to identify the best type of vessel for offshore rescue. He explained that they were able to work with a local company to purchase the boat.

The City Council discussed the cost and details about the boat and thanked the residents, companies and Friends of Lake Forest Parks & Recreation Foundation that worked together to donate this to the City. Deputy Fire Chief, Kevin Cronin reported that the new rescue boat would be used with communities that currently have an intergovernmental agreement with The City of Lake Forest. He also explained the training that the City of Lake Forest Fire Fighters would undergo upon receiving the new vessel.

B. 2020-2021 Board and Commission Appointments and Reappointments

HISTORIC PRESERVATION COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Robin Petit	Appoint	3

Mayor Pandaleon stated that previous member, Bill Redfield was resigning his positions on the Historic Preservation Commission and that Robin Petit is being appointed to fill the position.

COUNCIL ACTION: Approve the Mayors Appointments

Alderman Preschlack made a motion to approve the Mayor's Appointments and Reappointments, seconded by Alderman Weber. The Following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

C. Consideration of a Resolution in Support of Temporary Expanded Outdoor Activity and Events Associated with Not-For-Profit Entities During the Covid-19 Pandemic (Approval by Motion)

Mayor Pandaleon introduced Director of Community Development, Cathy Czerniak to make a brief presentation to approve a resolution to give not-for-profit entities more flexibility when planning events.

Ms. Czerniak gave a brief overview on the resolution approved in June to work with retail businesses opening during COVID-19. She reported the current resolution would give staff the ability to offer heightened assistance to not-for-profits. This resolution is specifically for events that will take place during phase 4 of the restore Illinois plan. She stated that this would be to help and support not-for -profits planning small scale dispersed events, and to maintain their presence in the community.

The City Council had discussion on the specific events that are being planned and how this will affect the not-for-profits in the community. Additionally, the City Council inquired about maintaining the outdoor seating and venues through the fall season. Ms. Czerniak stated that staff was still in discussion on what the City will be able to allow for outdoor seating through the fall and winter months.

COUNCIL ACTION: Approval of a Resolution in Support of Temporary Expanded Outdoor Activity And Events Associated with Not-For-Profit Entities During the Covid-19 Pandemic

Alderman Rummel made a motion to approve of a Resolution in Support of Temporary Expanded Outdoor Activity and Events Associated with Not-For-Profit Entities During the Covid-19 Pandemic, seconded by Alderman Morris. The Following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

COMMENTS BY CITY MANAGER

**A. FY2021 Budget in Brief
-Elizabeth Holleb, Finance Director**

City Manager, Jason Wicha introduced Finance Director, Elizabeth Holleb to present the FY2021 Budget in Brief.

Ms. Holleb gave a brief background on the use of the Open Gov dashboard and stated it gives a better reporting tool to the public with increased transparency in regards to the City's finances. The Department opted to use the FY2021 budget in brief in order to develop and modify the look and feel while using the Story Board feature of Open Gov. Ms. Holleb gave a live demonstration of the features as well as the live

links, she used the FY21 comprehensive fiscal plan to show a budgetary breakdown for specific departments.

The City Council discussed their satisfaction with the work provided from the Finance Department, and the ability to present this information in an easy to read way while maintaining transparency with the public.

B. Community Spotlight

-Gorton Community Center

-Amy Wagliardo, Executive Director

City Manager, Jason Wicha introduced a video from the Gorton Community Center. The City Council thanked Ms. Wagliardo and her team for the work they have done for the community during COVID-19 and how they have adjusted to still maintain community engagement. Financial impacts were also discussed.

C. Community Spotlight

-Lake Forest Open Lands

-John Sentell, President

City Manager, Jason Wicha introduced a video from Lake Forest Open Lands. The City Council expressed their appreciation for Lake Forest Open Lands and wished the organization a successful Bagpipes and Bonfires event.

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

Members of the public can provide public comment by calling into the following number during the meeting: 847-810-3643

COMMITTEE REPORTS

PENSION SUB COMMITTEE

A. Approval of a Pension Subcommittee Recommendation to Revise the City's Pension Funding Policy to Reduce the Interest Rate Assumption from 6.75% to 6.50% for the City's Police and Fire Pension Plans

Alderman Jed Morris summarized the recommendation from the Pension Subcommittee and gave a brief history on how the City have approached pension funding. He then introduced Finance Director, Elizabeth Holleb to give a more in-depth presentation on the reduction of the interest rate, and the impacts it will have on the City.

Ms. Holleb compared the previous one-year return reflecting the 6.50% change. She stated that 6 of the comparable communities that use this investment return are within the 6.50% or 6.25% range.

The City Council discussed the financial data that is being used from April 30, 2020 and the recent market turnaround to reconsider the reduction being proposed as well as how the lower rate if investment will benefit the Police and Fire pension funds.

Alderman Morris stated that the lower investment rate will build a higher rate of return over a longer period of time. Ms. Holleb added that waiting to see how the state takes control of the pension consolidation will offer more data to make a well-informed decision on the City's contribution to the fund.

COUNCIL ACTION: Approval of a Pension Subcommittee Recommendation to Revise the City's Pension Funding Policy to Reduce the Interest Rate Assumption from 6.75% to 6.50% for the City's Police and Fire Pension Plans

Alderman Preschlack made a motion to approve a Pension Subcommittee Recommendation to Revise the City's Pension Funding Policy to Reduce the Interest Rate Assumption from 6.75% to 6.50% for the City's Police and Fire Pension Plans, seconded by Alderman Morris. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

ENVIROMENTAL SUSTAINABILITY COMMITTEE

**B. Report on a Resolution for Community Solar Clearinghouse Solution Program
-Environmental Sustainability Committee Chairman, Alderman Rummel**

Alderman Rummel gave a brief overview of Municipal sponsored Community Solar. She explained how MIST environment has been working with the committee to identify sustainability initiatives to be implemented in the City.

Assistant City Manager, Mike Strong gave an in depth explanation how the community solar works and how it will impact residents in Lake Forest, noting that in 2019, the City was able to part take in the subscriptions for Community Solar to be applied to City accounts. The City Council discussed the direct mail piece and including that a communication to residents in the fall dialogue.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approve the Extension of the Mayor's Declaration of a Local State of Emergency until the next City Council Meeting**
2. **Approval of the July 20, 2020 City Council Meeting Minutes**
3. **Approval of the Check Register for the Period of June 27 to July 24, 2020**
4. **Approval of a Resolution Amending the Authorized Signers for the Golf Course Operating Bank Account**
5. **Approval of an Intergovernmental Agreement (IGA) with Lake County for the COVID 19 Relief Fund**
6. **Approval to Renew Agreement for Enterprise Resource Management System Software Maintenance**
7. **Approval of a Resolution of Appreciation for Retiring Member(s) of Boards and Commissions as follows:**

BOARD, COMMISSION OR COMMITTEE	NAME OF MEMBERS(S)
HISTORIC PRESERVATION COMMISSION	Bill Redfield

- 8. Acceptance of the Donation of a Fire Rescue Boat from the Friends of Lake Forest Parks and Recreation Foundation**
- 9. Approval of a Resolution Supporting the Community Solar Clearinghouse Solution (CS²) Program**
- 10. Approval to Purchase a Replacement Engine for Refuse Truck #183 to Cummins Re-Con Engines in the Amount of \$29,678**
- 11. Award of Proposal in the Amount of \$34,922 with a 10% or \$3,492.00 Contingency for a total amount of \$38,414 to Riddiford Roofing for the Water Treatment Plant Roof Repairs.**

COUNCIL ACTION: Approval of the eleven (11) Omnibus items as presented

Elizabeth Holleb gave a brief presentation on the intergovernmental agreement with Lake County, #5 for omnibus consideration, which describes payments to state, local and tribal governments via the Coronavirus Relief Fund which totaled in a \$150 billion package in aid. She stated that this fund is directed toward COVID-19 related expenses and stated how communities with certain populations needed to conduct different process to be allocated these funds. The state has created the local CURE funding, which was allocated to the counties, who will then allocate funding to the municipalities.

The City Council had discussion if there were definitions for eligible expenses for reimbursements. Ms. Holleb stated that this process is constantly evolving, however the City is still receiving guidance from the County as things are changing.

Alderman Buschmann asked for clarification on omnibus item number ten (10) to see if staff felt the pricing for this was fair, as it did not go out for public bidding. Jim Lockefer, Public Works Management Analyst, stated that staff felt that this price was deemed to be equitable and fair after putting together a preliminary estimate, their proposal was in line with this price.

Mayor Pandaleon asked members of the Council if they would like to remove any other item or take it separately. Seeing none, he asked for a motion.

Alderman Rummel made a motion to approve the eleven (11) omnibus items seconded by Alderman Buschmann. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

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

ORDINANCES

NEW BUSINESS

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

ADJOURNMENT

There being no further business Mayor Pandaleon asked for a motion. Alderman Morris made a motion to adjourn, seconded by Alderman Preschlack. Motion carried unanimously by voice vote at 8:46 pm.

*Proceedings of the Monday, August 3, 2020
Regular City Council Meeting*

Respectfully Submitted
Margaret Boyer, City Clerk

A video of the City Council meeting is available for viewing at the Lake Forest Library and on file in the Clerk's office at City Hall. You can also view it on the website by visiting www.cityoflakeforest.com. Click on I Want To, then click on View, then choose Archived Meetings Videos.



RESOLUTION

WHEREAS, STEPHEN E. GROST has been a dedicated employee of The City of Lake Forest since January 28, 1991; and

WHEREAS, STEPHEN E. GROST honorably retired from the City on **March 17, 2020**; and

WHEREAS, STEPHEN E. GROST served in the following positions during his dedicated career: *Firefighter/Paramedic, Lieutenant, Department Medical Officer, Department Motor Vehicle Officer, Foreign Fire Insurance Board Member, and an early member of the Lake County Specialized Response Teams. In addition, STEPHEN E. GROST* received numerous accommodations and letters of gratitude for outstanding service throughout his career.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST that the Council, on behalf of the administration and residents of the community, hereby expresses its appreciation and gratitude to **STEPHEN E. GROST** for a public service faithfully performed; and

BE IT FURTHER RESOLVED that this Resolution be appropriately inscribed and conveyed to **STEPHEN**, with a copy to be included in the official minutes of the **September 8, 2020** meeting of the Lake Forest City Council.

George A. Pandaleon, Mayor



RESOLUTION

WHEREAS, PAUL J. PUGLIESE has been a dedicated employee of The City of Lake Forest since July 29, 1991; and

WHEREAS, PAUL J. PUGLIESE honorably retired from the City on **August 11, 2020**; and

WHEREAS, PAUL J. PUGLIESE served in the following positions during his dedicated career: *(Firefighter/Paramedic, Lieutenant, member of the Lake County HazMat Team since 1999, Firefighters Pension Board (past Secretary and current President), Foreign Fire Insurance Board Member, Lake Forest Firefighters Association Board, Lake Forest, Public Education, and Medical Training. In addition, PAUL J. PUGLIESE* obtained a Bachelor's Degree from Western Illinois University during his career, and received numerous accommodations and letters of gratitude for outstanding service throughout his career.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST that the Council, on behalf of the administration and residents of the community, hereby expresses its appreciation and gratitude to **PAUL J. PUGLIESE** for a public service faithfully performed; and

BE IT FURTHER RESOLVED that this Resolution be appropriately inscribed and conveyed to **PAUL**, with a copy to be included in the official minutes of the **September 8th, 2020** meeting of the Lake Forest City Council.

George A. Pandaleon, Mayor

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF LAKE
FOREST AND LAKE FOREST LIBRARY
ASSOCIATED WITH COVID19 RELIEF FUND**

THIS AGREEMENT is made this _____ day of _____, 2020, by and between the **CITY OF LAKE FOREST** (hereinafter referred to as "**CITY**") and **LAKE FOREST LIBRARY** (hereinafter referred to as "**LIBRARY**"). The CITY and the LIBRARY shall hereinafter be referred to jointly as the Parties.

RECITALS

WHEREAS, the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/ *et. seq*) authorize units of local government, including municipalities, to contract or otherwise associate among themselves in any manner not prohibited by law and to jointly exercise any power, privilege or authority conferred upon them by law; and

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1971 and the Illinois Intergovernmental Cooperation Act 5 ILCS 220/1 *et seq.* allow units of public entities to enter into intergovernmental agreements in the furtherance of their governmental purposes; and

WHEREAS, pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") Lake County received approximately one hundred twenty-two million dollars from the United States Government ("CARES Act Funds"); and

WHEREAS, the CARES Act provides for payments to local governments navigating the impact of the COVID-19 outbreak via the Coronavirus Relief Fund; and

WHEREAS, the CARES Act provides that payments from the Coronavirus Relief Fund may only be used to cover expenses which: (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and

WHEREAS, Lake County was eligible to receive payments under the CARES Act, as it is a unit of local government in excess of 500,000 residents; and

WHEREAS, the United States Department of Treasury ("Treasury") has issued guidelines with regards to the authorized use of funds allocated to local governments under the CARES Act; and

WHEREAS, Lake County and the CITY have entered into an Agreement intended to promote the most efficient distribution of financial resources which have been made available to Lake County to benefit the citizens of the County; and

WHEREAS, Lake County has allocated CARES Act Funds to Library districts, but not municipal libraries such as the LIBRARY; and

WHEREAS, the CITY recognizes that the LIBRARY would not be eligible for CARES Act funding without the CITY submitting to Lake County on behalf of the LIBRARY; and

WHEREAS, under the CARES Act, should the Office of the Inspector General determine that the funds were used in a manner contrary to the intent of the Act or contrary to the United States' Department of Treasury guidelines, the CARES Act provides that the federal government may recoup the improperly spent funds from Lake County; and

WHEREAS, Lake County, the CITY, the LIBRARY and its residents, have suffered secondary effects of the coronavirus emergency; and

WHEREAS, the CITY, as a jurisdiction eligible for CARES Act funding through Lake County, finds that it is appropriate to use these funds to defray certain costs incurred by the LIBRARY related to the coronavirus emergency; and

WHEREAS, pursuant to guidance and interpretations of Treasury, Lake County as recipient of CARES Act funds may distribute a portion of those funds to other responsible entities within the County to assist in distributing CARES Act funds to those most in need of such funds to be administered in compliance with the CARES Act, current and amended Treasury guidance and interpretations; and

WHEREAS, the CITY may submit to Lake County and may provide reimbursement to the LIBRARY for eligible reimbursements per the Treasury guidance, both current and as amended; and

NOW, THEREFORE, the CITY and LIBRARY hereby agree as follows:

Section One (1): Recitals, Definitions and Purpose.

1.0 Recitals Incorporated. The recitals set forth above are incorporated in this Agreement by reference and made a part of this Intergovernmental Agreement ("IGA").

1.1 Definitions.

1.1.1 "CARES ACT funds" shall refer to funds which have been allocated to Lake County under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") of which Lake County is ultimately responsible for the disposition.

1.1.2 "Forms" shall refer to forms or application documents used to seek reimbursement of coronavirus related expenses under this agreement.

1.1.3 All other words used in this agreement which are not specifically defined shall have their normal and ordinary meaning.

1.2 Purpose. The purpose of this Agreement is to establish a contractual relationship between the CITY and LIBRARY with regards to the proposed reimbursement of LIBRARY expenses, submitted by the CITY on behalf of the LIBRARY, associated with the coronavirus emergency from federal CARES ACT funds which the United States Federal Government has

disbursed to Lake County. Lake County, by resolution, created the Lake County Local Government COVID-19 Reimbursement program. This agreement shall remain in effect between the parties to govern the form of applications for reimbursement, the review of applications, the criteria for reimbursable expenses, the retention of documents, and other material terms governing the processing of reimbursement applications as outlined in the guidelines provided by Lake County.

Section Two (2): CITY Responsibilities

2.0 Generally. The CITY, by and through its Finance Department, agrees to submit to the County eligible requests for reimbursement of CARES Act funding submitted to the CITY by the LIBRARY subject to the requirements set forth herein.

2.1 Submittal does not guarantee approval. The CITY, by receiving and submitting the reimbursement requests of LIBRARY, does not guarantee approval of the reimbursement requests by Lake County, the United States Department of Treasury, or the Office of the Inspector General.

2.2 No further obligations. The CITY shall have no further obligations under this IGA other than those expressly set forth.

Section Three (3): LIBRARY Responsibilities

3.0 Generally. In order to submit requests for reimbursement of coronavirus emergency related expenditures pursuant to this Agreement, LIBRARY agrees to submit the forms, certifications and documentation as may be required by Lake County for any expense for which LIBRARY seeks reimbursement under this Agreement. LIBRARY agrees that the sole and exclusive decision as to whether or not LIBRARY's request is granted lies within the discretion of Lake County, and that submission of expenses for reimbursement does not obligate Lake County to agree to reimburse those expenses. LIBRARY acknowledges that the CITY, through its Finance Department, may disallow submittal to Lake County for expenses which, in the discretion of the Finance Director, are not permitted uses for CARES ACT funds. The parties also agree that expenses that may be otherwise eligible for reimbursement may be rejected by Lake County in its sole discretion and that Lake County is under no obligation to approve any particular reimbursement request, and that reimbursement is also subject to the availability of funds.

Section Four (4): Form of Expense Submittals, Certification, Failure to Use Form or Comply with Criteria

4.0 Generally. The Parties agree that expenses for which LIBRARY seeks reimbursement shall be submitted upon the forms and in the manner as may be required by Lake County. The Parties agree to utilize these forms exclusively in seeking reimbursement of expenses related to the coronavirus emergency.

4.1 Certification. By entering into this IGA, the Board of Trustees, Director or other authorized official of the LIBRARY certifies that the expenses for which LIBRARY seeks reimbursement: (i) are necessary expenditures incurred due to the public health emergency with response to the Coronavirus Disease 2019, (ii) were not accounted for in the most recently approved budget of the LIBRARY, as of March 27, 2020, (iii) were incurred during the period between March 1, 2020 and December 30, 2020, and (iv) meet the criteria set forth in the United States Department of Treasury guidelines and interpretations, both current and as they may be amended and supplemented in the future.

4.2 Failure to use form or attach certification. The failure by LIBRARY to use the required forms or to accompany each and every reimbursement request with a completed certification, shall lead to the summary rejection of that submittal by the CITY.

4.3 Failure to comply with Department of Treasury Guidelines and Interpretations. LIBRARY acknowledges that Lake County has reserved the right to reject any reimbursement which it determines, in its sole and exclusive discretion, does not meet the criteria of the CARES ACT or United States Department of Treasury guidelines and interpretations, both current and as may be amended and supplemented in the future, associated with disbursement of funds under the CARES ACT.

4.4 LIBRARY shall not submit for reimbursement any expense which the LIBRARY has submitted or will submit to any other entity, whether public or private, for reimbursement. Should LIBRARY at any time receive reimbursement for any expense for which the LIBRARY has already been reimbursed pursuant to this Agreement, the LIBRARY shall within 14 days or at the next scheduled meeting of its Board occurring thereafter authorize and refund that reimbursement to the CITY for submittal to Lake County.

Section Five (5): Reimbursement Guidelines

5.0 Reimbursement Guidelines will be provided to LIBRARY that will include details specific to maximum reimbursement funding and allocation method, allowable expenses, required documentation and format of submittal, submission deadlines, reporting requirements, compliance audit information, and records retention, among other guidance. The reimbursement guidelines may be updated based on additional information received by Lake County or if additional funding is allocated.

Section Six (6): Cooperation

6.0 CITY agrees to cooperate with the LIBRARY in submitting requests for reimbursement, including providing sample forms.

6.1 LIBRARY agrees to abide by the terms of the CARES Act and all United States Department of Treasury guidelines and interpretations, both current and as may be amended and supplemented in the future.

6.2 LIBRARY shall, at the CITY's request, supply CITY with all relevant information for the CITY to evaluate whether a request for reimbursement meets the criteria under the CARES

Act and United States Department of Treasury guidelines, both current and as may be amended and supplemented in the future.

Section Seven (7): Records

7.0 LIBRARY shall maintain all records relating to the expenses which CITY seeks to have reimbursed by Lake County from CARES Act funds for a period of at least ten (10) years or the period of time required by other state or federal law, whichever is longer.

7.1 At any time, the CITY may request that the LIBRARY provide records relating to the expenses which LIBRARY seeks to have reimbursed. LIBRARY agrees to provide records within 14 days of CITY request.

7.2 Failure to provide records may result in the denial of the reimbursement request. In circumstances where the reimbursement request has been granted and the records are needed to justify the reimbursement to the Office of the Inspector General or any other office, official, or department which may later become responsible for auditing disbursements of CARES Act funds, failure by LIBRARY to provide these records, for any reason including the prior destruction of these records, shall constitute a breach of this Agreement. The sole and exclusive remedy for such a breach is that LIBRARY shall be responsible for repayment of any disbursement which the Office of Inspector General, or its successor, finds improper, unsupported, or unable to be verified within the time limit set by the Office of Inspector General. The LIBRARY shall make said repayment on or before the CITY is required to reimburse Lake County and/or the federal government for such improper, unsupported, or unverified expense. Additionally, LIBRARY agrees to indemnify the CITY or make the CITY whole for any penalty assessed against the CITY based upon LIBRARY's failure to retain or provide records.

Section Eight (8): Timeliness

8.0 The Parties agree that time is of the essence in the processing of applications for reimbursement. The CITY shall use all reasonable speed and diligence in the processing of applications for submittal to Lake County.

8.1 The Parties agree that time is of the essence in communications seeking supporting documents or requesting records under this agreement. The Parties agree that they shall use all reasonable speed and diligence in responding to requests for records or supporting documents.

Section Nine (9): Indemnity

9.0 The Parties agree that where the CITY may rely upon the certification of the LIBRARY that such expenses which LIBRARY sought to have reimbursed from CARES Act funds met the minimum requirements of the CARES Act, and where the Office of the Inspector General, or any other person, official, or department which is charged with the auditing and review of expenditures of CARES Act funds determines that such reimbursement was not permitted under the CARES Act, LIBRARY agrees to indemnify, reimburse and make whole the CITY for any funds which the United States Government or its agencies seeks to recoup or

collect, either by litigation, or by withholding other federal funds owed to the CITY. LIBRARY further agrees to indemnify, reimburse, or make whole the CITY for any penalties associated with the federal government seeking to recoup the expended CARES Act funds which Lake County disbursed to CITY related to LIBRARY expenses including interest, attorney fees or any penalty provided by law. Additionally, LIBRARY agrees to indemnify the CITY or make the CITY whole for any penalty assessed against the CITY based upon LIBRARY's duplication of reimbursements as provided in Article 4.4 above. LIBRARY also agrees to indemnify the CITY for any other loss or damage due to LIBRARY's violation of this IGA.

9.1 LIBRARY agrees to hold CITY harmless for any recommendation which the CITY provided to LIBRARY as to whether a requested reimbursement is a permissible use of the CARES Act funds.

Section Ten (10): Term and Termination

10.0 Term. This Agreement shall remain in effect until December 30, 2020 unless earlier terminated by either party providing written notice of termination to the other. Such notice shall be effective 14 days after receipt of the termination.

10.1 Survival of Terms. Those terms relating to the party's obligation to maintain records and provide records, and the LIBRARY's indemnification of the CITY shall survive the termination of this Agreement.

Section Eleven (11): General Terms and Conditions

11.0 Amendment. Any revision to this Agreement shall be made by written amendment to this Agreement. This Agreement, including exhibits attached hereto and incorporated herein by reference, represents the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior communications, agreements, and understandings relating thereto.

11.1 Assignment. The performance covered by this Agreement shall not be assigned or delegated without the prior written consent of the CITY.

11.2 Conflict of Interest. No officer, employee, elected or appointed officials of the CITY or the LIBRARY (and no one with whom they have family or business ties) shall obtain any personal or financial benefit of the funds to be administered herein.

11.3 Notices. Any notice under this IGA shall be sent by email to the following individuals at the indicated email addresses:

To the CITY:

Elizabeth Holleb, City Finance Director, City of Lake Forest at hollebe@cityoflakeforest.com.

To the LIBRARY:

Name, Title, Lake Forest Library at EMAIL

IN WITNESS WHEREOF, the CITY and the LIBRARY have executed this Agreement as of the date first above written.

CITY OF LAKE FOREST

LAKE FOREST LIBRARY

Jason Wicha, City Manager

Name, Title

ATTEST:

ATTEST:

Margaret Boyer, City Clerk

Name, Title

THE CITY OF LAKE FOREST

ORDINANCE NO. 2020-_____

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE REGARDING THE
CLASS A-2, G-1 AND G-2 LIQUOR LICENSES**

Adopted by the City Council
of the City of Lake Forest
this ____ day of _____ 2020

Published in pamphlet form by direction
and authority of The City of Lake Forest
Lake County, Illinois
this ____ day of _____ 2020

THE CITY OF LAKE FOREST
ORDINANCE NO. 2020 - _____

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE REGARDING THE
CLASS A-2, G-1 AND G-2 LIQUOR LICENSES**

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

WHEREAS, the City has adopted certain alcoholic beverage regulations designed to protect the health, safety and welfare, which regulations are codified in Chapter 111 of the City Code of Lake Forest, 2013 ("**Liquor Code**");

WHEREAS, The City of Lake Forest desires to amend its Liquor Code to amend the hours of operation for Class G-1 and G-2 Licenses, and to increase the number of liquor licenses in the A-2 and G-1 categories to accommodate applications filed by local businesses.

NOW, THEREFORE, BE IT RESOLVED by the City Council of The City of Lake Forest, County of Lake, and State of Illinois, as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated as the findings of the City Council and are hereby incorporated into and made a part of this Ordinance.

SECTION TWO: Amendment to Section 111.036. Section 111.036 of the City Code, entitled "Local Liquor Licenses and Fees," is amended as follows (deletions in ~~strike through~~ and additions in **bold** and underline):

"§111.036 LOCAL LIQUOR LICENSES AND FEES.

- (A) *General.* Every person engaged in the retail sale of alcoholic liquor in the city shall pay an annual license fee. Such license fees shall be established by the City Council by separate ordinance, which may be amended from time to time, and are hereby incorporated into this section as if fully set forth herein. Such licenses shall be divided into classes, which classes shall be as follows:

* * *

(19) Class G-2 license, which shall authorize the retail sale of beer and wine in single servings by institutions of higher learning at designated locations upon the grounds of such institutions and accessible only to the faculty, staff, alumni and students, and pre-registered visitors of such institution of higher learning, and their families and guests, all of whom must be at least 21 years of age for consumption on the licensed premises; limiting the consumption of beer and wine to indoors on the premises provided that:

(a) Retail sales of alcoholic liquor at a Class G-2 licensed establishment shall only be authorized to operate between the hours of **9:00 a.m. and 12:00 a.m. Sunday through Thursday, and from 9:00 a.m. to 1:00 a.m. on Fridays and Saturdays;** ~~5:00 p.m. and 12:00 a.m. daily, 11:00 p.m. Sunday through Thursday, and from 5:00 p.m. to 1:00 a.m. on Fridays and Saturdays; and~~

(b) The license application shall include a detailed plan of the monitoring and security measures, for ensuring that the licensed premises shall be limited to the persons to whom access is limited.”

SECTION THREE: Amendment to Section 111.037. Section 111.037 of the City Code, entitled “Number of Licenses,” is amended as follows (deletions in ~~striketrough~~ and additions in **bold** and underline):

“§111.037 NUMBER OF LICENSES.

(A) The number of liquor licenses issued by the city shall be limited as follows:

<i>Class</i>	<i>Maximum Number of Licenses Authorized</i>
A-1	7
A-2	<u>45</u>
A-3	No more than the total number of Class A-1 licenses issued by the city
A-4	0
B-1	1
C-1	7
C-2	9
C-3	12
C-4	1
D-1	5
E-1	2

F-1	1
F-2	As many as determined reasonable by the Commissioner
F-3	As many as determined reasonable by the Commissioner
F-4	As many as determined reasonable by the Commissioner
F-5	1
F-6	3
G-1	4 <u>2</u>
G-2	2
H-1	0
H-2	1
I-1	No more than the total number of Class B-1, C-1, C-2, C-3, D-1, E-1 and F-1 licenses issued by the city
I-2	1
I-3	As many as determined reasonable by the Commissioner
J	1
K	1

- (B) Without further action of the City Council, the maximum number of licenses in any class shall be automatically reduced by one upon the expiration, revocation or non-renewal of an existing license in any such license class.”

SECTION FOUR: Amendment to Section 111.045. Section 111.045 of the City Code, entitled “Conditions for Issuance, Maintenance, and Renewal of Local Liquor License,” is amended as follows (deletions in ~~strike through~~ and additions in **bold** and underline):

“§111.045 CONDITIONS FOR ISSUANCE, MAINTENANCE AND RENEWAL OF LOCAL LIQUOR LICENSE

- (A) *State license required.* All local liquor licenses shall be conditioned on the acquisition and maintenance in good standing by the applicant and licensee of a state liquor license. No local liquor license shall authorize the retail sale of any alcoholic liquor until proof of acquisition of such state liquor license is furnished to the Commissioner. If any state liquor license sought or held by a licensee is refused, suspended or revoked, then such licensee shall be deemed in violation of this chapter and such licensee’s local liquor license shall be subject to revocation.

* * *

(H) Compliance with Zoning Approvals. All licensees must comply with the provisions of any applicable zoning approval for the licensed premises, including, but not limited to, a special use permit."

SECTION FIVE: 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 _____, 2020.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this __ day of _____, 2020.

Mayor

ATTEST:

City Clerk

THE CITY OF LAKE FOREST

ORDINANCE NO. 2020- ____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 1131 TURICUM ROAD

WHEREAS, Michael and Andrea Wujcik ("**Owners**") are the owners of that certain real property commonly known as 1131 Turicum Road, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the R-3, Single Family Residence Zoning District; and

WHEREAS, the Property is a vacant, buildable lot; and

WHEREAS, the Owners desire to build a new residence, attached garage and make other site improvements including installation of landscaping ("**Improvements**") as depicted on the site plan, architectural drawings and conceptual landscape plans 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 March 12, 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 R-3, Single Family Residence District under the City Code,
2. Owners propose to construct the Improvements as depicted on the plans,
3. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

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

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

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

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

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

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

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters 150, regarding buildings and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. 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 90 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 _____, 2020.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

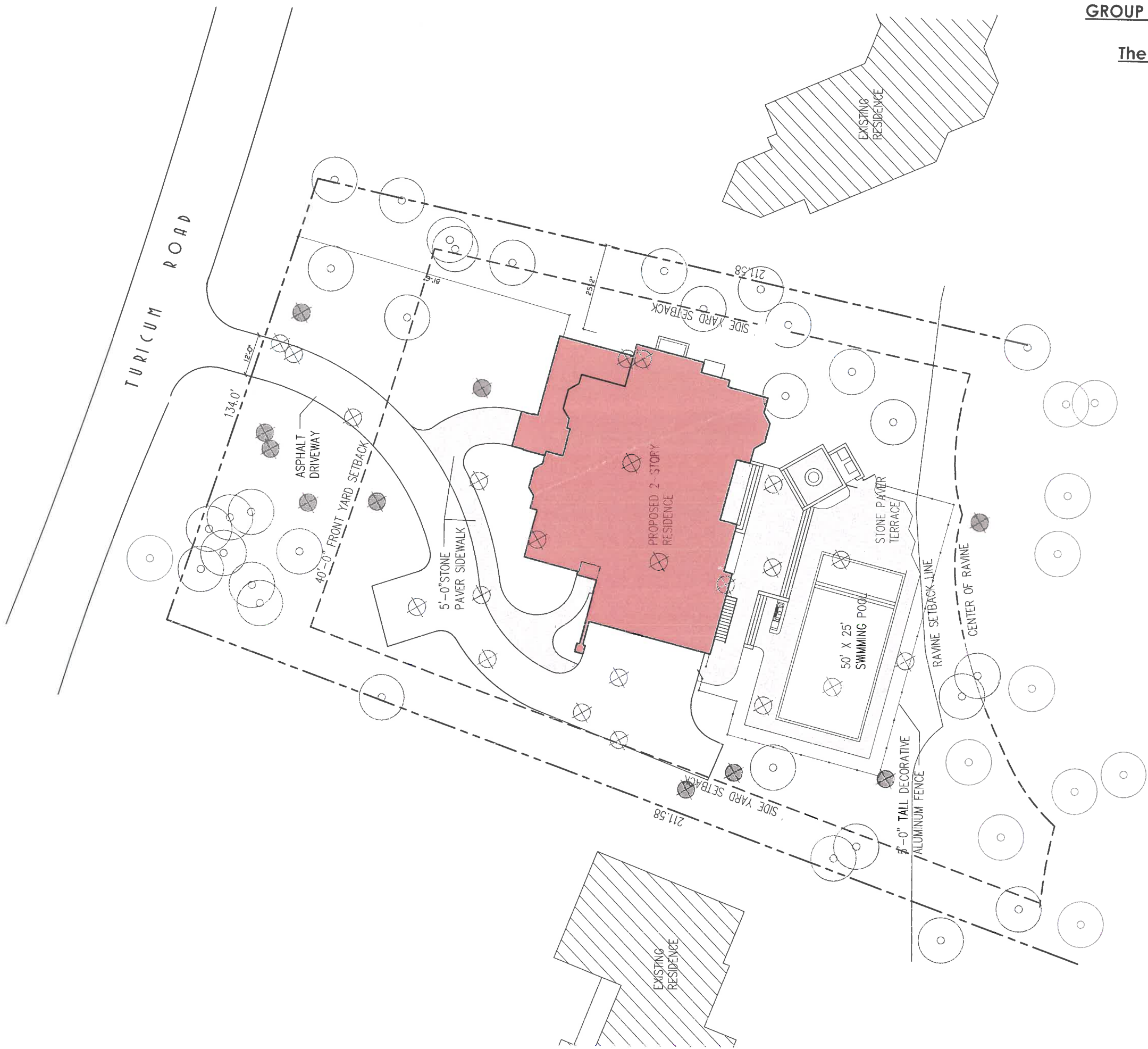
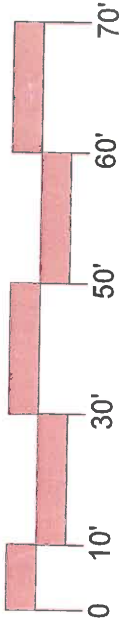
PASSED THIS __ DAY OF _____, 2020.

Mayor

ATTEST:

City Clerk

SITE PLAN



TWO STORY RESIDENCE

1131 Turicum Lane
Lake Forest, Illinois

RM
SWANSON
ARCHITECTS
1930 AMBERLEY CT. OFFICE 847.757.3975
LAKE FOREST, IL 60045 RMSWANSON.COM

GROUP EXHIBIT B

The Plans

GENERAL NOTES FOR THIS SHEET

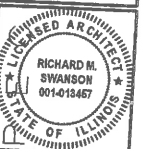
- NOTIFY ARCHITECT OF ANY DISCREPANCIES THAT AFFECT DESIGN INTENT.
- ALL EXTERIOR WOOD TRIM TO BE ENGINEERED WOOD OR SIMILAR.
- WINDOWS TO BE "PELLA" WOOD VINYL CLAD, INTERIOR STAINED EXTERIOR BLACK.

TYPICAL EXTERIOR ELEMENTS NOTES:

- ARCHITECTURAL ASPHALT SHINGLES W/ CONT. RIDGE VENTS AT ALL RIDGES, TYP.
- 5"x2'-6" TRIANGULAR DECORATIVE ROOF VENT, NON FUNCTIONAL.
- 4" WOOD CROWN OVER 1X12 RAKE BOARD.
- 4" WOOD CROWN OVER 1X8 RAKE BOARD.
- 4" WOOD CROWN OVER 1X8 FASCIA BOARD.
- 4" WOOD CROWN OVER 1X10 FASCIA BOARD.
- 5" HALF ROUND ZINC GUTTERS AND 4" CORRUGATED DOWNSPOUTS.
- 4" WOOD CROWN OVER 1X12 FRIEZE BOARD 1" CHAMFER ALONG BASE.
- STANDING SEAM ZINC ROOF, TYP.
- 1"x1" MEDALLION AT GABLE ENDS 60" CHAMFERED OUTER EDGE.
- CLAY FLUE TOPS OVER FORMED CONC. TOP, BUILT-UP CHIMNEY W/ FIN STONE VENEER, SEE SECTION.

- VERTICAL BATTEN BOARD SIDING 8" O.C., TYP.
- VERTICAL BATTEN BOARD SIDING 12" O.C., TYP.
- 4"x2'-0" D"x2'-0" H DECORATIVE BRACKETS.
- 8"x1'-8" D"x3'-0" H ROUGH SAWN DECORATIVE BRACKETS.
- 1'-6"x4'-6" WOOD SHUTTERS W/ TURN BUCKLES.
- 4" WOOD CROWN OVER 1X6 RAKE BOARD.
- 1X6 CORNER BOARDS.
- LP SMARTSIDE ENGINEERED WOOD LAP SIDING W/ 4" EXPOSURE.
- ASHLAR PATTERN STONE VENEER-RANDOM BUTT- CONT. 4" TAPERED LIMESTONE SILL.
- 12"x12" SQUARE BUILT-UP COLUMNS W/ PROFILED TRIM AT TOP AND BOTTOM.
- 1X ENGINEERED WOOD TRIM CUT TO FIT.
- STRAIGHT CUT CEDAR SHINGLE SIDING WITH ARCH SURROUND.
- 3'-0" A.F.F. HIGH ENG. WOOD RAILING SYSTEM SPINDLE SPACING LESS THAN 4".
- STONE PAVERS OVER CONC. STOOP AND STEPS.
- HIDDEN FLASHING AT ALL ROOF TO WALL INTERSECTIONS, TYP.
- DECORATIVE SILL AND APRON: TAPERED ZINC CAP OVER 4" WOOD CROWN OVER 1X10 FRIEZE BOARD W/ 1" CHAMFER ALONG BASE.
- FRIEZE BOARD, ZINC CAP OVER 3X3 TAPERED SILL OVER 1X12 APRON/FRIEZE BOARD.
- FAUX PLANTER BOX: TAPERED ZINC CAP OVER 4" CROWN ON 1X12 BOX FRAME W/ 12" PROFILED BASE TRIM 4"x8" CORBELS.
- ENGINEERED WOOD WINDOW CASING: 1X4 CASING W/ 2X2 BACKBAND, TAPERED 2X3 SILL OVER 2X6 APRON (WHERE SHOWN).
- ENGINEERED WOOD DOOR CASING: 1X6 CASING W/ 2X2 BACKBAND.
- S.S. ZINC ROOF CRICKET W/ FULL CEAWATER SHIELD.
- 1'-3"x4'-6" WOOD SHUTTERS W/ TURN BUCKLES.
- 9"x9" DESIGNER WOOD INSULATED DOORS.
- OPTIONAL MASONRY FIREPLACE/CHIMNEY.
- 8" LIMESTONE HEADER.
- 6"x2'-6" TRIANGULAR DECORATIVE ROOF VENT, NON FUNCTIONAL.

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PROFESSIONAL DESIGN FIRM #184-003836
2 - STORIES
RYAN RUEF DEVELOPMENT
TURCON ROAD
LAKE FOREST, ILLINOIS

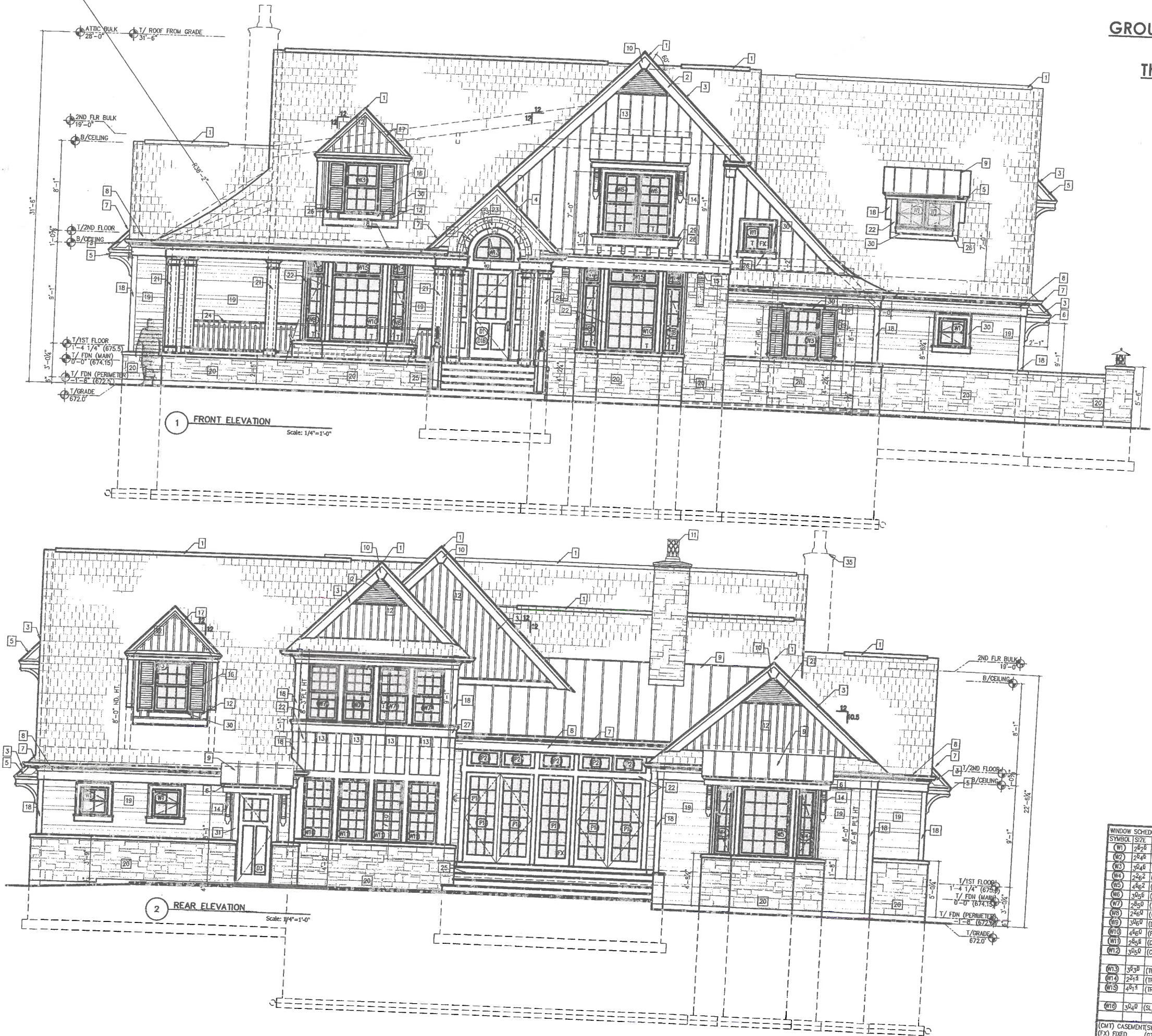
RM SWANSON ARCHITECTS
1910 AMHERST CT
LAKE FOREST, IL 60045
OFFICE: 847.234.6555
FAX: 847.615.4881

DESIGNED BY:
RICHARD M. SWANSON, AIA
PREPARED BY:
JULIO A. VEGA ALA

DATE	COMMENTS
01/18/19	INITIAL FOR OWNER REVIEW
02/24/19	INITIAL FOR OWNER REVIEW

PLAN NO: 1704

SHEET 1 OF 15



WINDOW SCHEDULE			DOOR SCHEDULE		
SYMBOL	SIZE	TYPE	SYMBOL	SIZE	TYPE
(W1)	26'6"	(CMT) or (FX)	(D1)	17'6"	(ENTRY SET)
(W2)	26'6"	(DH)	(D1B)	3'6"	DOOR (SW) (GT)
(W3)	30'6"	(DH)			
(W4)	26'2"	(CMT)	(D2)	3'6"	(SW) (GT)
(W5)	46'2"	(FX)	(D3)	3'6"	(SW) (GT)
(W6)	30'6"	(DH)	(P1)	3'6"	(PD)
(W7)	26'6"	(DH)	(P2)	3'6"	(TR)
(W8)	24'6"	(CMT)			
(W9)	34'6"	(DH)			
(W10)	46'0"	(FX)	(D)	9'6"	(SW) (GT) (INS)
(W11)	26'6"	(DH)			
(W12)	3'6"	(CMT)			
(W13)	3'6"	(TR) (AT)			
(W14)	2'4"	(TR)			
(W15)	4'6"	(TR)			
(W16)	3'6"	(SL) (PO)			

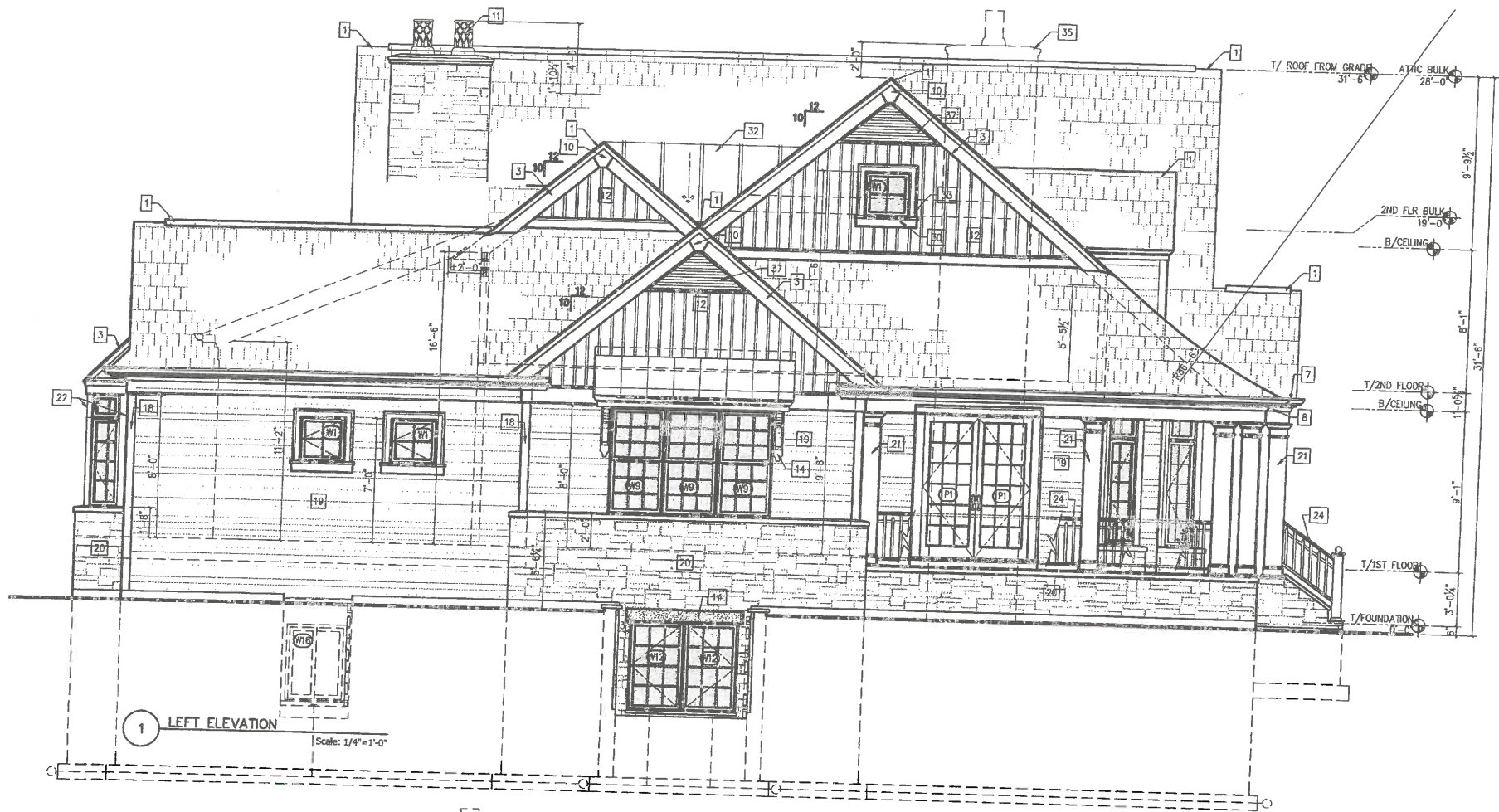
(CMT) CASEMENT(SW) SOLID WOOD (SL) SLIDING
(FX) FIXED (GT) GLASS TOP PANEL (PD) PULL OUT
(AT) ARCHED TOP(PD) SWINGING PATIO DOOR
(T) TEMPERED (GD) G.H. GARAGE DOOR

NOTES

- EGRESS REQ'D'S AT EACH BEDROOM W/ MIN 5.7 S.F. CLEARANCE AND GLASS U-FACTOR .032 MAX.
- PROVIDE BRICK MOULD AT MASONRY LOCATIONS.
- GLAZING IN WINDOWS WITHIN 60" OF EDGE OF SHOWERS AND BATHTUBS SHALL HAVE TEMPERED GLASS.
- MASTER BEDROOM EXTERIOR GLASS DOORS TO HAVE INTEGRATED AND OPERABLE SHADES BETWEEN GLASS PANE.
- IF A WINDOW SILL IS LOCATED MORE THAN 72" ABOVE GRADE AND THAT WINDOW AND SILL ARE LESS THAN 24" ABOVE THE FINISH FLOOR, THEN PROVIDE WINDOW FALL PROTECTION PER IRC 312.2 IS REQUIRED. WINDOW STOP MECHANISMS (IF USED) MUST COMPLY WITH ASTM F 2090.

GROUP EXHIBIT B

The Plans



- GENERAL NOTES FOR THIS SHEET
- NOTIFY ARCHITECT OF ANY DISCREPANCIES THAT AFFECT DESIGN INTENT.
 - ALL EXTERIOR WOOD TRIM TO BE ENGINEERED WOOD OR SIMILAR.
 - WINDOWS TO BE 'PELLA' WOOD VINYL CLAD. INTERIOR STAINED EXTERIOR BLACK.
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 - VERTICAL BATTEN BOARD SIDING 8" O.C., TYP
 - VERTICAL BATTEN BOARD SIDING 12" O.C., TYP
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 - 12"x12" SQUARE BUILT-UP COLUMNS W/ PROFILED TRIM AT TOP AND BOTTOM
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 - S.S. ZINC ROOF CRICKET W/ FULL ICE&WATER SHIELD
 - 1'-3"x4'-6" WOOD SHUTTERS W/ TURN BUCKLES
 - 8'x9' DESIGNER WOOD INSULATED DOORS
 - OPTIONAL MASONRY FIREPLACE/CHIMNEY
 - 8" LIMESTONE HEADER
 - 5'x2'-6" TRIANGULAR DECORATIVE ROOF VENT. NON FUNCTIONAL

WINDOW SCHEDULE			DOOR SCHEDULE			NOTES
SYMBOL	SIZE	TYPE	SYMBOL	SIZE	TYPE	
(W1)	26'2"	(CMT) or (FX)	(D1)	7'6"	(ENTRY SET)	• EGRESS REQ.'S AT EACH BEDROOM W/ MIN 5.7 S.F. CLEARANCE AND GLASS U-FACTOR .032 MAX. • PROVIDE BRICK MOULD AT MASONRY LOCATIONS. • GLAZING IN WINDOWS WITHIN 60° OF EDGE OF SHOWERS AND BATHTUBS SHALL HAVE TEMPERED GLASS. • MASTER BEDROOM EXTERIOR GLASS DOORS TO HAVE INTEGRATED AND OPERABLE SHADES BETWEEN GLASS PANELS. • IF A WINDOW SILL IS LOCATED MORE THAN 720" ABOVE GRADE AND THAT WINDOW AND SILL ARE LESS THAN 240" ABOVE THE FINISH FLOOR, THEN PROVIDE WINDOW FALL PROTECTION PER IRC 312.2 IS REQUIRED. WINDOW STOP MECHANISMS (IF USED) MUST COMPLY WITH ASTM F 2090
(W2)	26'4"	(DH)	(D1B)	3'6"	DOOR (SW) (GT)	
(W3)	30'6"	(DH)	(D2)	3'6"	(SW) (GT)	• GLAZING IN WINDOWS WITHIN 60° OF EDGE OF SHOWERS AND BATHTUBS SHALL HAVE TEMPERED GLASS. • MASTER BEDROOM EXTERIOR GLASS DOORS TO HAVE INTEGRATED AND OPERABLE SHADES BETWEEN GLASS PANELS. • IF A WINDOW SILL IS LOCATED MORE THAN 720" ABOVE GRADE AND THAT WINDOW AND SILL ARE LESS THAN 240" ABOVE THE FINISH FLOOR, THEN PROVIDE WINDOW FALL PROTECTION PER IRC 312.2 IS REQUIRED. WINDOW STOP MECHANISMS (IF USED) MUST COMPLY WITH ASTM F 2090
(W4)	24'2"	(CMT)	(D3)	3'6"	(SW) (GT)	
(W5)	4'6"	(FX)	(P1)	3'6"	(PD)	• GLAZING IN WINDOWS WITHIN 60° OF EDGE OF SHOWERS AND BATHTUBS SHALL HAVE TEMPERED GLASS. • MASTER BEDROOM EXTERIOR GLASS DOORS TO HAVE INTEGRATED AND OPERABLE SHADES BETWEEN GLASS PANELS. • IF A WINDOW SILL IS LOCATED MORE THAN 720" ABOVE GRADE AND THAT WINDOW AND SILL ARE LESS THAN 240" ABOVE THE FINISH FLOOR, THEN PROVIDE WINDOW FALL PROTECTION PER IRC 312.2 IS REQUIRED. WINDOW STOP MECHANISMS (IF USED) MUST COMPLY WITH ASTM F 2090
(W6)	30'6"	(DH)	(P2)	3'6"	(TR)	
(W7)	2'8"	(DH)	(D)	9'6"	(SW) (GT) (INSU)	• GLAZING IN WINDOWS WITHIN 60° OF EDGE OF SHOWERS AND BATHTUBS SHALL HAVE TEMPERED GLASS. • MASTER BEDROOM EXTERIOR GLASS DOORS TO HAVE INTEGRATED AND OPERABLE SHADES BETWEEN GLASS PANELS. • IF A WINDOW SILL IS LOCATED MORE THAN 720" ABOVE GRADE AND THAT WINDOW AND SILL ARE LESS THAN 240" ABOVE THE FINISH FLOOR, THEN PROVIDE WINDOW FALL PROTECTION PER IRC 312.2 IS REQUIRED. WINDOW STOP MECHANISMS (IF USED) MUST COMPLY WITH ASTM F 2090
(W8)	2'6"	(CMT)				
(W9)	3'6"	(DH)				• GLAZING IN WINDOWS WITHIN 60° OF EDGE OF SHOWERS AND BATHTUBS SHALL HAVE TEMPERED GLASS. • MASTER BEDROOM EXTERIOR GLASS DOORS TO HAVE INTEGRATED AND OPERABLE SHADES BETWEEN GLASS PANELS. • IF A WINDOW SILL IS LOCATED MORE THAN 720" ABOVE GRADE AND THAT WINDOW AND SILL ARE LESS THAN 240" ABOVE THE FINISH FLOOR, THEN PROVIDE WINDOW FALL PROTECTION PER IRC 312.2 IS REQUIRED. WINDOW STOP MECHANISMS (IF USED) MUST COMPLY WITH ASTM F 2090
(W10)	4'6"	(FX)				
(W11)	2'6"	(DH)				• GLAZING IN WINDOWS WITHIN 60° OF EDGE OF SHOWERS AND BATHTUBS SHALL HAVE TEMPERED GLASS. • MASTER BEDROOM EXTERIOR GLASS DOORS TO HAVE INTEGRATED AND OPERABLE SHADES BETWEEN GLASS PANELS. • IF A WINDOW SILL IS LOCATED MORE THAN 720" ABOVE GRADE AND THAT WINDOW AND SILL ARE LESS THAN 240" ABOVE THE FINISH FLOOR, THEN PROVIDE WINDOW FALL PROTECTION PER IRC 312.2 IS REQUIRED. WINDOW STOP MECHANISMS (IF USED) MUST COMPLY WITH ASTM F 2090
(W12)	3'6"	(CMT)				
(W13)	3'6"	(TR) (AT)				• GLAZING IN WINDOWS WITHIN 60° OF EDGE OF SHOWERS AND BATHTUBS SHALL HAVE TEMPERED GLASS. • MASTER BEDROOM EXTERIOR GLASS DOORS TO HAVE INTEGRATED AND OPERABLE SHADES BETWEEN GLASS PANELS. • IF A WINDOW SILL IS LOCATED MORE THAN 720" ABOVE GRADE AND THAT WINDOW AND SILL ARE LESS THAN 240" ABOVE THE FINISH FLOOR, THEN PROVIDE WINDOW FALL PROTECTION PER IRC 312.2 IS REQUIRED. WINDOW STOP MECHANISMS (IF USED) MUST COMPLY WITH ASTM F 2090
(W14)	2'4"	(TR)				
(W15)	4'4"	(TR)				• GLAZING IN WINDOWS WITHIN 60° OF EDGE OF SHOWERS AND BATHTUBS SHALL HAVE TEMPERED GLASS. • MASTER BEDROOM EXTERIOR GLASS DOORS TO HAVE INTEGRATED AND OPERABLE SHADES BETWEEN GLASS PANELS. • IF A WINDOW SILL IS LOCATED MORE THAN 720" ABOVE GRADE AND THAT WINDOW AND SILL ARE LESS THAN 240" ABOVE THE FINISH FLOOR, THEN PROVIDE WINDOW FALL PROTECTION PER IRC 312.2 IS REQUIRED. WINDOW STOP MECHANISMS (IF USED) MUST COMPLY WITH ASTM F 2090
(W16)	3'6"	(SL) (PO)				
(CMT) CASEMENT (SW) SOLID WOOD (SL) SLIDING (FX) FIXED (GT) GLASS TOP PANEL (PD) PULL OUT (AT) ARCHED TOP PD SWINGING PATIO DOOR (TR) TEMPERED (GD) O.H. GARAGE DOOR						

PROFESSIONAL DESIGN FIRM #184-003336

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RICHARD M. SWANSON
001-013457

2 - STORIES

RYAN RUEF DEVELOPMENT
TURICUM ROAD
LAKE FOREST, ILLINOIS

DESIGNED BY:
RICHARD M. SWANSON, AIA

PREPARED BY:
JULIO A. VEGA ALA

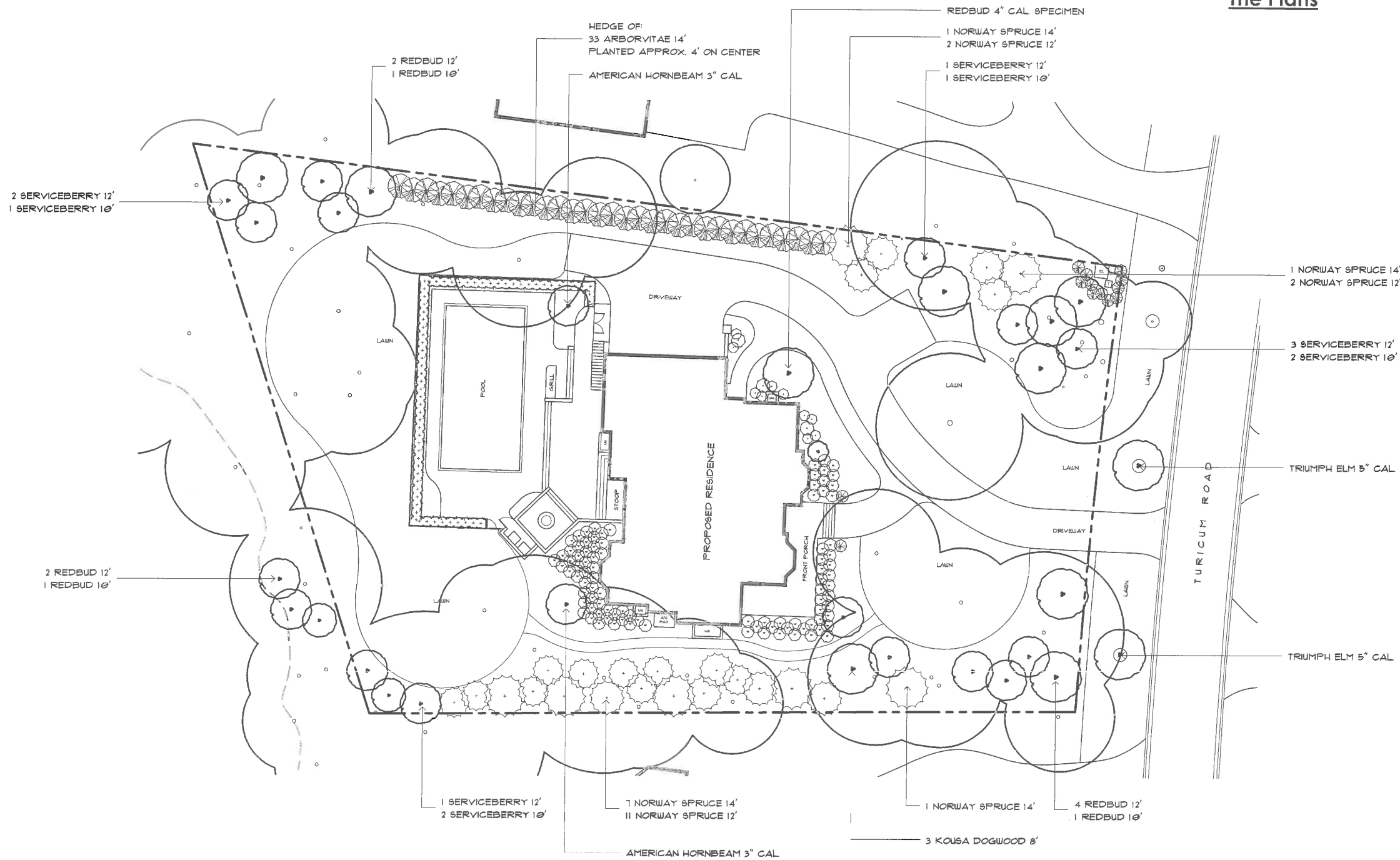
DATE:
01/18/19
02/04/19

COMMENTS:
ISSUED FOR OWNER REVIEW
ISSUED FOR OWNER REVIEW

PLAN NO:
1708


SH42 OF
A2 15

The Plans



Common Name	Botanical Name	Multistem Size	Caliper Inches	Qty	Total Inches	Root Cond.	Notes
Arborvitae	<i>Thuja occidentalis</i>	14'	5	33	165	B+B	Hedge planted approx. 4'-0" O.C.
Norway Spruce	<i>Picea abies</i>	14'	5	10	50	B+B	Natural Groupings
Norway Spruce	<i>Picea abies</i>	12'	4.5	15	67.5	B+B	Natural Groupings
Triumph Elm	<i>Ulmus X'Triumph'</i>	N/A	5	2	10	B+B	Street Trees
Kousa Dogwood	<i>Cornus kousa</i>	8'	3.5	3	10.5	B+B	Foundation Plantings
American Hornbeam	<i>Carpinus caroliniana</i>	N/A	3	2	6	B+B	Foundation Plantings
Redbud	<i>Cercis canadensis</i>	N/A	4	1	4	B+B	Specimen Foundation Plantings
Redbud	<i>Cercis canadensis</i>	12'	4.5	8	36	B+B	Oak Woodland Understory
Redbud	<i>Cercis canadensis</i>	10'	4	3	12	B+B	Oak Woodland Understory
Serviceberry	<i>Amelanchier spp.</i>	12'	4.5	7	31.5	B+B	Oak Woodland Understory
Serviceberry	<i>Amelanchier spp.</i>	10'	4	6	24	B+B	Oak Woodland Understory
					416.5	Total Replacement Inches Proposed	

Proposed Multistem Tree Size to Single Stem Tree Size Conversion
MS size: SS size:
5' ≈ 2.0"
6' ≈ 2.5"
7' ≈ 3.0"
8' ≈ 3.5"
10' ≈ 4.0"
12' ≈ 4.5"
14' ≈ 5.0"
18' ≈ 6.0"



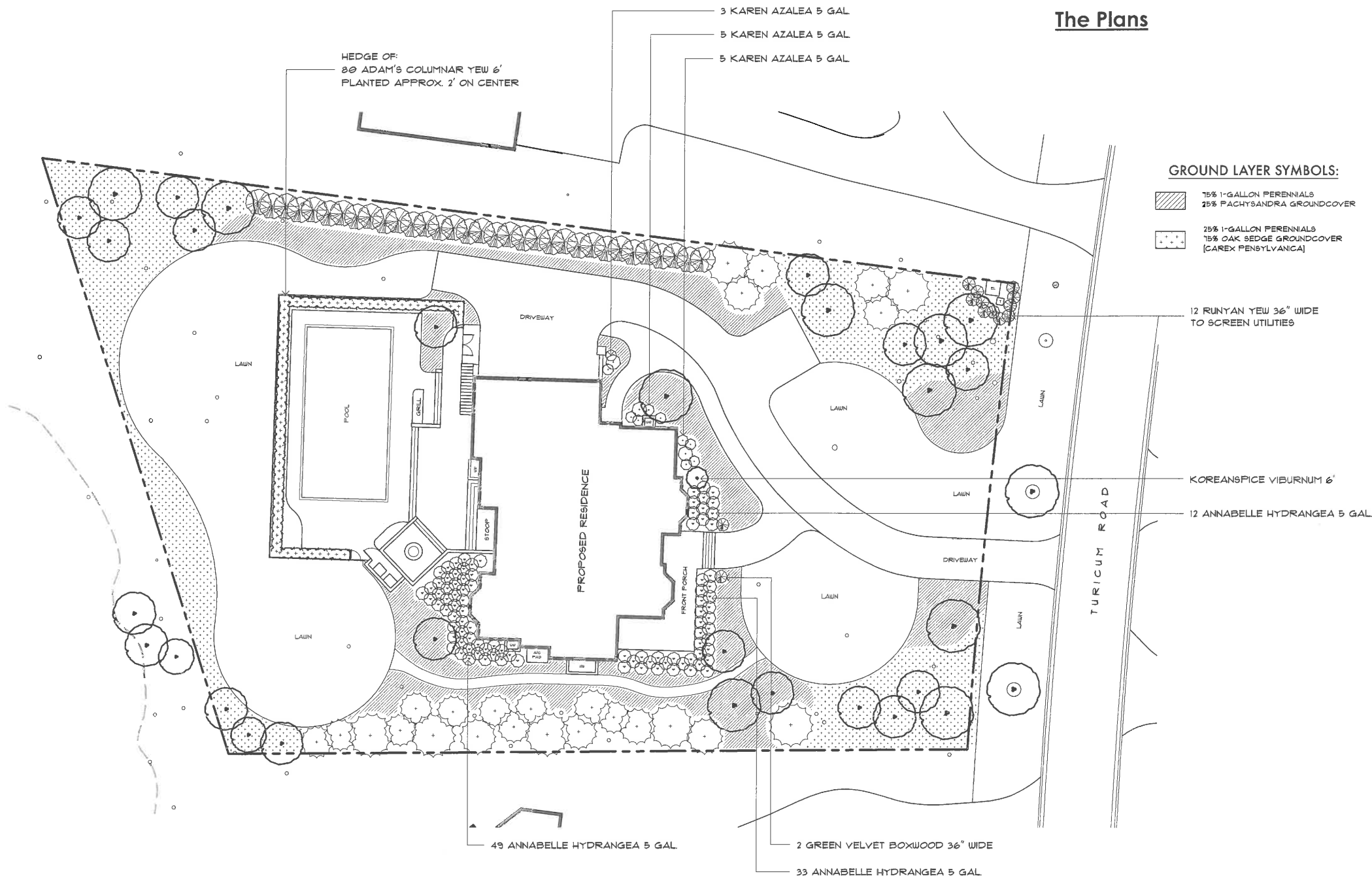
639 Second Street Libertyville, Illinois 60048
Phone: 847.362.4646 Fax: 847.362.4662
www.eisermanandassociates.com info@eisermanandassociates.com

PROJECT:
2-STORY SPEC HOME
WUJCIK RESIDENCE
1131 TURICUM ROAD
LAKE FOREST, IL

SHEET TITLE:
TREE PLANTING DETAIL

ISSUE DATE: 8/20/2020			APPROVED BY: BILL EISERMAN
DRAWN BY: JOE COMER			
REVISIONS:			
DATE:	REVISION:		REV BY: -
09/09/2020			

The Plans



Common Name	Botanical Name	Size	Flat Size	Qty	Root Cond.	Notes
Upright Yew	<i>Taxus X'Adam's Columnar'</i>	6'	N/A	80	B+B	Pool Hedge planted approx. 2'-0" O.C.
Spreading Yew	<i>Taxus X'Runyan'</i>	36" wide	N/A	12	B+B	Screen Around Utilities at Street
Globe Boxwood	<i>Buxus X'Green Velvet'</i>	36" wide	N/A	2	B+B	Foundation Plantings
Koreanspice Viburnum	<i>Viburnum carlesii</i>	4'	N/A	1	B+B	Foundation Plantings
Karen Azalea	<i>Rhododendron X'Karen'</i>	5 gal.	N/A	13	container	Foundation Plantings
Annabelle Hydrangea	<i>H. arborescens 'Annabelle'</i>	5 gal.	N/A	94	container	Foundation Plantings
Pachysandra	<i>Pachysandra terminalis</i>	plug	32-cell	1,920	container	Foundation Plantings planted 8 to 10" O.C.
Oak Sedge/Penn Sedge	<i>Carex pensylvanica</i>	plug	32-cell	3,700	container	Oak Woodland Groundcover planted 1'-0" O.C.
Herbaceous Perennials	Types TBD	1 gal.	N/A	1,750	container	Planted approx. 1'-6" O.C.

EISERMAN
& ASSOCIATES

639 Second Street Libertyville, Illinois 60048
Phone: 847.362.4646 Fax: 847.362.4662
www.eisermanandassociates.com info@eisermanandassociates.com

PROJECT:
2-STORY SPEC HOME
WUJCIK RESIDENCE
1131 TURICUM ROAD
LAKE FOREST, IL

SHEET TITLE:
SHRUB AND GROUND
LAYER PLANTING DETAIL

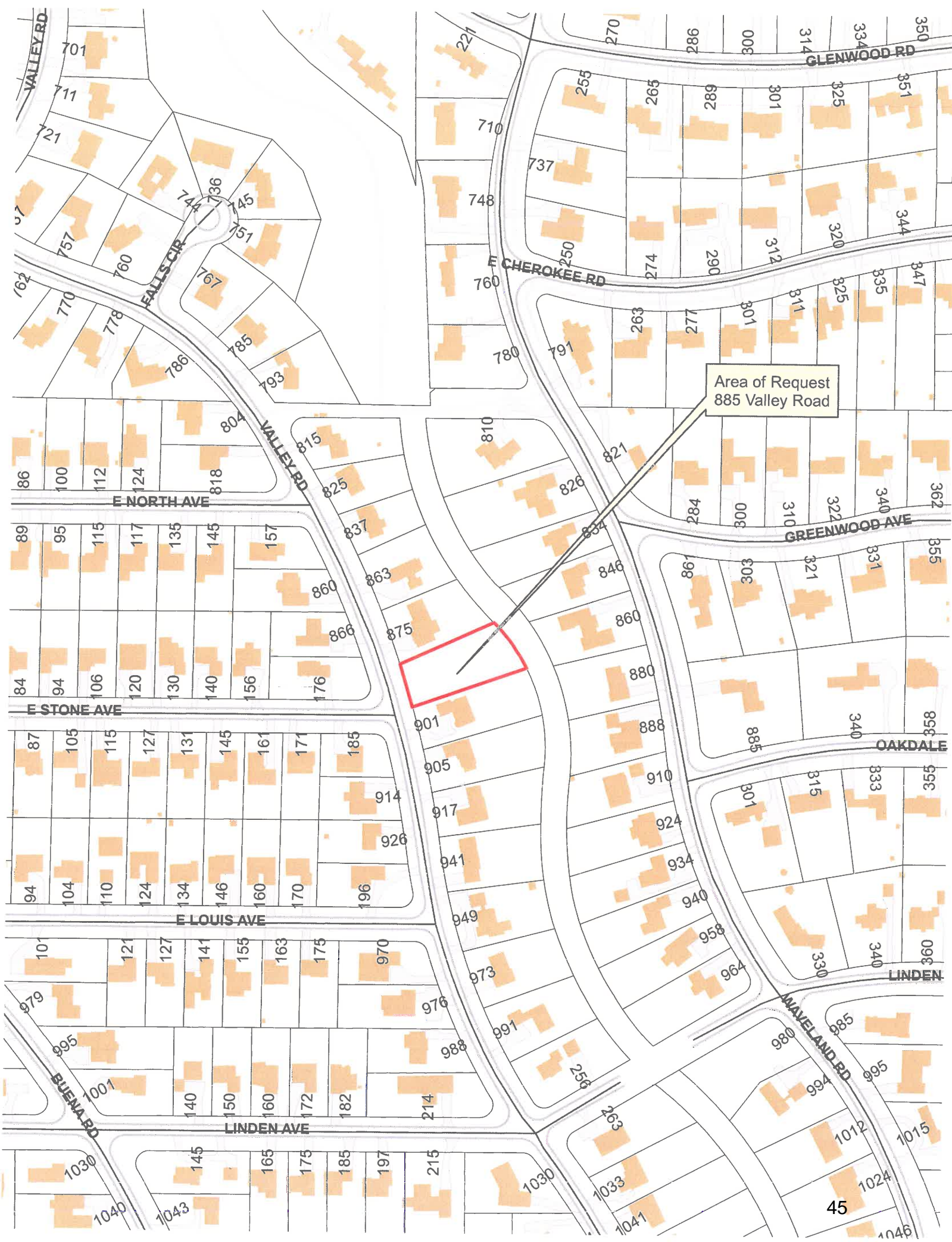
ISSUE DATE:
8/20/2020
DRAWN BY:
JOE COMER
APPROVED BY:
BILL EISERMAN

REVISIONS:
DATE: 05/09/2020
REVISION:
REV BY: -

1"=16'-0"

NORTH

SHEET NUMBER:
L-105



Area of Request
885 Valley Road

THE CITY OF LAKE FOREST
ORDINANCE NO. 2020- ____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 885 VALLEY ROAD

WHEREAS, Michael Bertucci ("**Owner**") is the owner of that certain real property commonly known as 885 Valley Road, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the R-2, Single Family Residence Zoning District; and

WHEREAS, the Property is a vacant, buildable lot; and

WHEREAS, the Owner desires to build a new residence, attached garage and make other site improvements including the installation of landscaping ("**Improvements**") as depicted on the site plan, architectural drawings and conceptual landscape plan attached hereto as Group **Exhibit B** ("**Plans**"); and

WHEREAS, the Owner submitted an application ("**Application**") to permit the construction of the Improvements and was 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 July 1, 2020; 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 R-2, Single Family Residence District under the City Code,

2. Owner proposes to construct the Improvements as depicted on the plans,
3. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

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

WHEREAS, the Mayor and City Council, having considered Owner's 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 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 Owner 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 Owner shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City

shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

- 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 90 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 _____, 2020.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2020.

Mayor

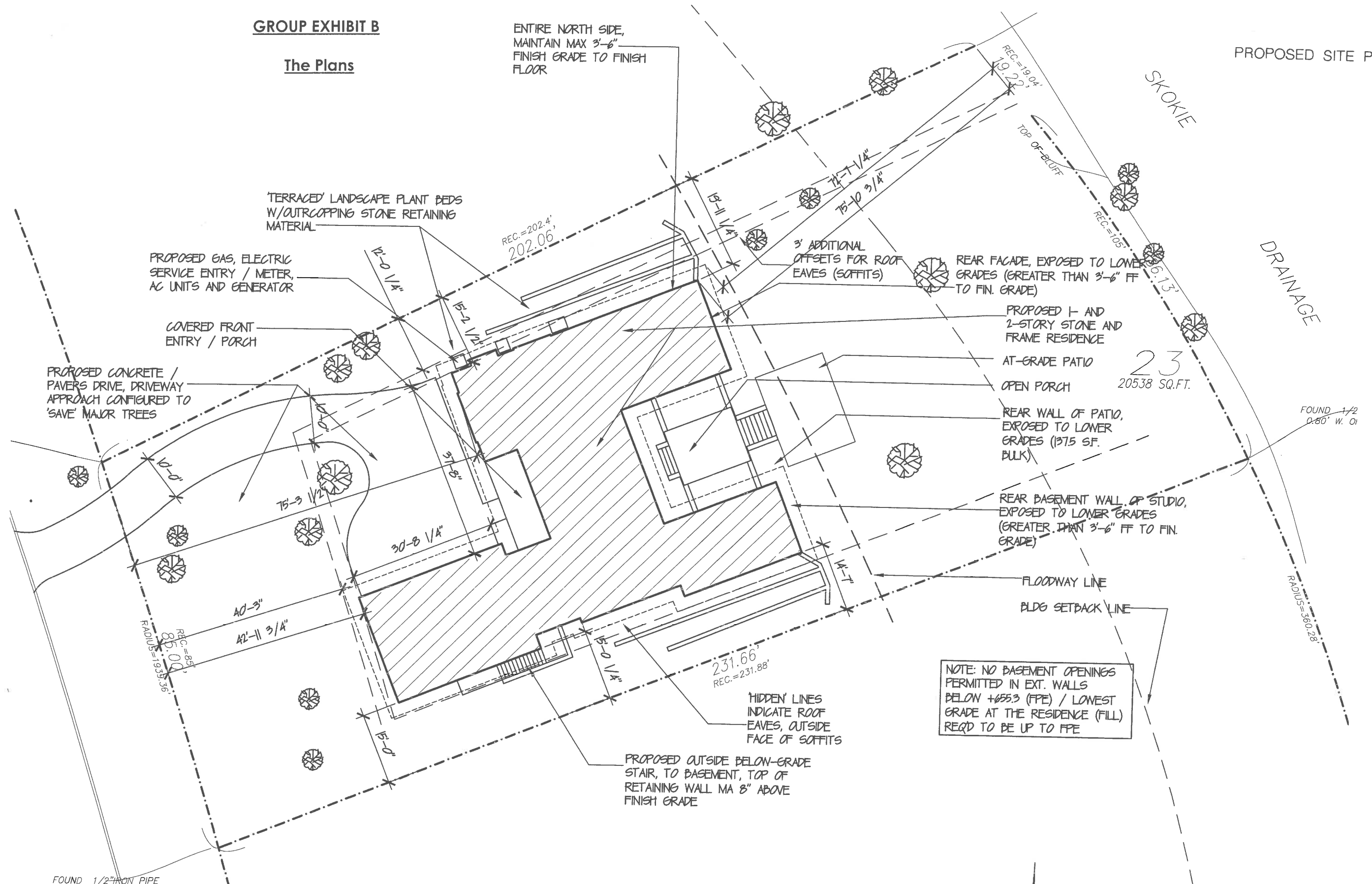
ATTEST:

City Clerk

GROUP EXHIBIT B

The Plans

PROPOSED SITE PLAN



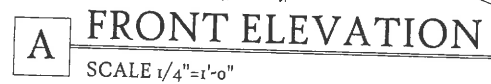
A SITE DEVELOPMENT PLAN - PROPOSED

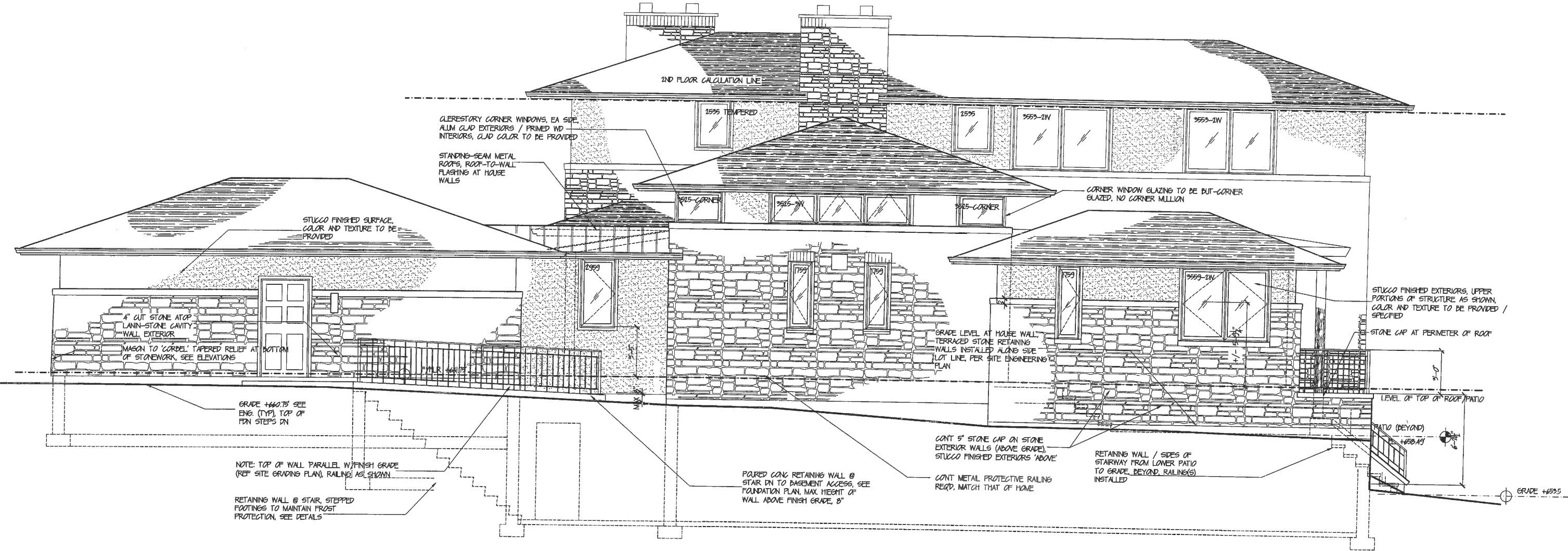
1"=20'

NOTE: SITE-RELATED EXISTING CONDITIONS SHOWN ABOVE EXCERPTED FROM 'R.E. DECKER LAND SURVEYORS'

REFER ALSO TO SITE ENGINEERING AND GRADING DESIGN, PLAN AND TOPOGRAPHY BY PATRICK BLECK, BLECK ENGINEERS, LAKE FOREST, IL

The Plans





B SOUTH SIDE ELEVATION
SCALE 1/4"=1'-0"



PROPOSED NORTH ELEVATION





ALL RIGHTS RESERVED
Reproduction of Plan For Use Of Concepts
Prohibited Without Written Consent Of Buhrman
Design Group & Melinda Quigley.



20200 W. Winchester Rd. | Mundelein IL 60060
847-949-9245
info@buhrmandesigngroup.com

Artisan Concept Design
Actual Design Measurements,
Materials & Installation May
Vary

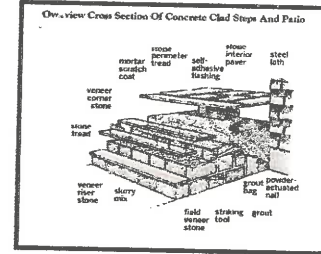
THE BERTUCCI RESIDENCE

855 Valley Road | Lake Forest, IL. 60045

Scale: 1/10" = 1'.0

Date: 4-6-2020

Designed By: Marion Gorski | Melinda Quigley
24 x 36 Landscape



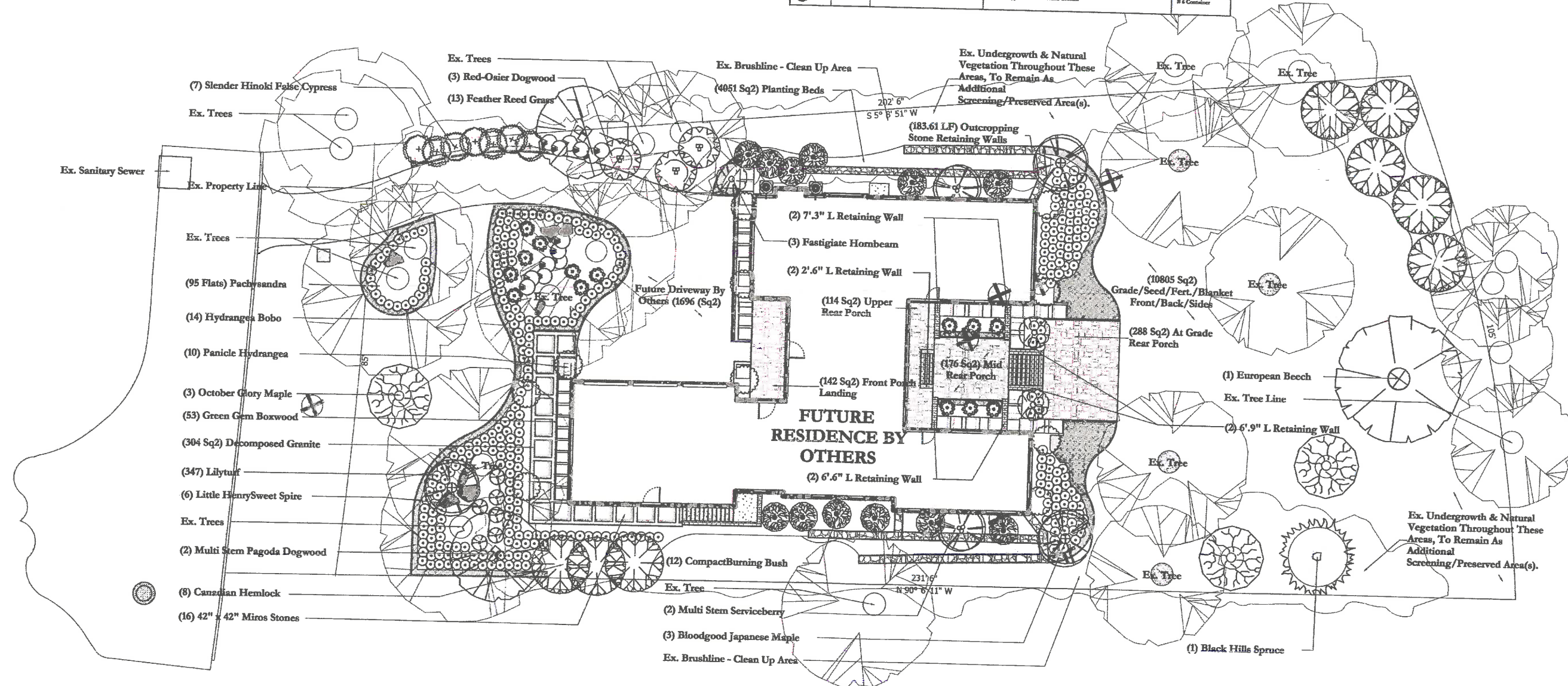
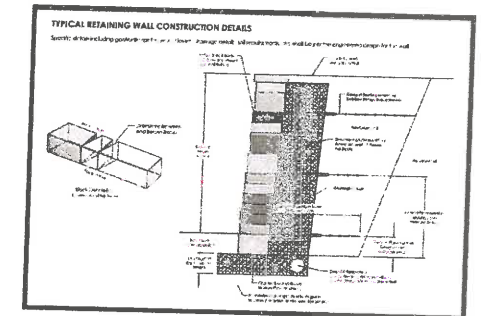
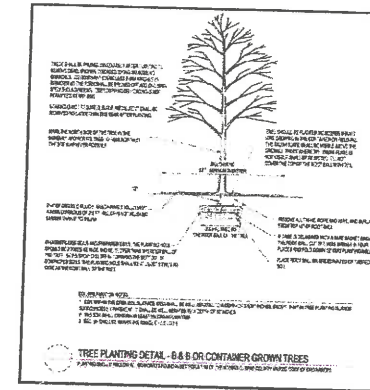
Item Legend		
Symbol	Qty	Name
ROCKWORK (Assorted)		
	1	Outcropping Accent Pieces
	1	Outcropping Accent Pieces
	2	Outcropping Accent Pieces
	3	Outcropping Accent Pieces

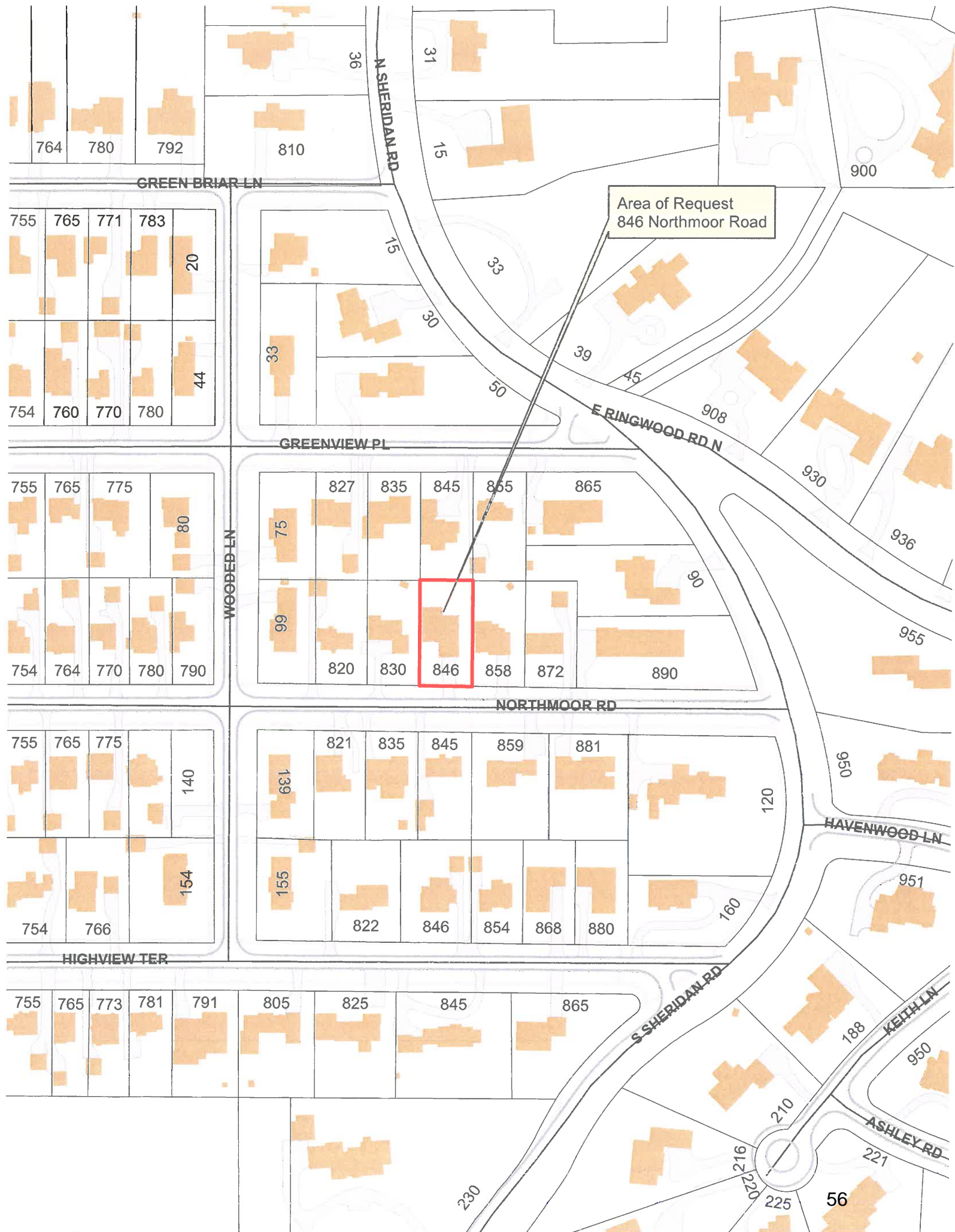
Plant Legend			
Symbol	Qty	Common Name	Botanical Name
Groundcover/Ornamental Grass			
	347	(347) Lilyturf	Lilyparc masseyi
	13	Feather Reed Grass	Calamagrostis acutiflora 'Red Foxtail'
Groundcover/Perennials			
	95 Flats	Japanese Spurge	Pachysandra terminalis 'Green Carpet'
Shrub/Deciduous			
	3	(3) Red-Osier Dogwood	Cornus sericea 'Hearts'
	6	Little Henry Sweet Spire	Stea virginica 'Spitch'
	12	Compact Burning Bush	Euonymus alatus 'Compactus'
	14	Hydrangea Bobo	Hydrangea paniculata 'DIVOBO'
	10	Panicum Hydrangea	Hydrangea paniculata
Topiary/Shrub			
	53	(53) Green Gem Boxwood	Buxus microphylla x B. sempervirens 'Green Gem'
Tree/Deciduous			
	3	(3) October Glory Maple	Acer rubrum 'October Glory'
	3	Bloodgood Japanese Maple	Acer palmatum 'Bloodgood'
	1	European Beech	Fagus sylvatica
	2	Pagoda Dogwood	Cornus alternifolia
	2	Serviceberry	Amelanchier grandiflora
	3	Fastigate Hornbeam	Carpinus betulus 'Fastigata'
Tree/Evergreen			
	8	Canadian Hemlock	Tsuga canadensis
	1	Black Hills Spruce	Picea glauca densata
	7	Blender Hishi False Cypress	Chamaecyparis obtusa 'Nana Gracilis'

PROPOSED LANDSCAPE PLAN

GROUP EXHIBIT B

The Plans





THE CITY OF LAKE FOREST

ORDINANCE NO. 2020- ____

AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 846 NORTHMOOR ROAD

WHEREAS, Stanislaw and Patrycja Szafranski ("**Owners**") are the owners of that certain real property commonly known as 846 Northmoor Road, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the R-1, Single Family Residence Zoning District; and

WHEREAS, the Owners desire to construct a second floor addition and make various alterations to the residence ("**Improvements**") as depicted on the site plan and architectural drawings that are attached hereto as Group **Exhibit B** ("**Plans**"); and

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

WHEREAS, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at public hearings held on July 1, 2020 and August 5, 2020; 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 R-1, Single Family Residence District, under the City Code,

2. Owners propose to construct the Improvements as depicted on the Plans,
3. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

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

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

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

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

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

SECTION THREE: Conditions on Approval. The approval granted pursuant to Section Two of this Ordinance shall be, and is hereby, conditioned upon and

limited by the following conditions, the violation of any of which shall, in the discretion of the Mayor and City Council, render void the approvals granted by this Ordinance:

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

- 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 Owner has not (i) executed and (ii) thereafter filed with the City Clerk, within 60 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as **Exhibit C** and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein.

PASSED THIS __ DAY OF _____, 2020.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2020.

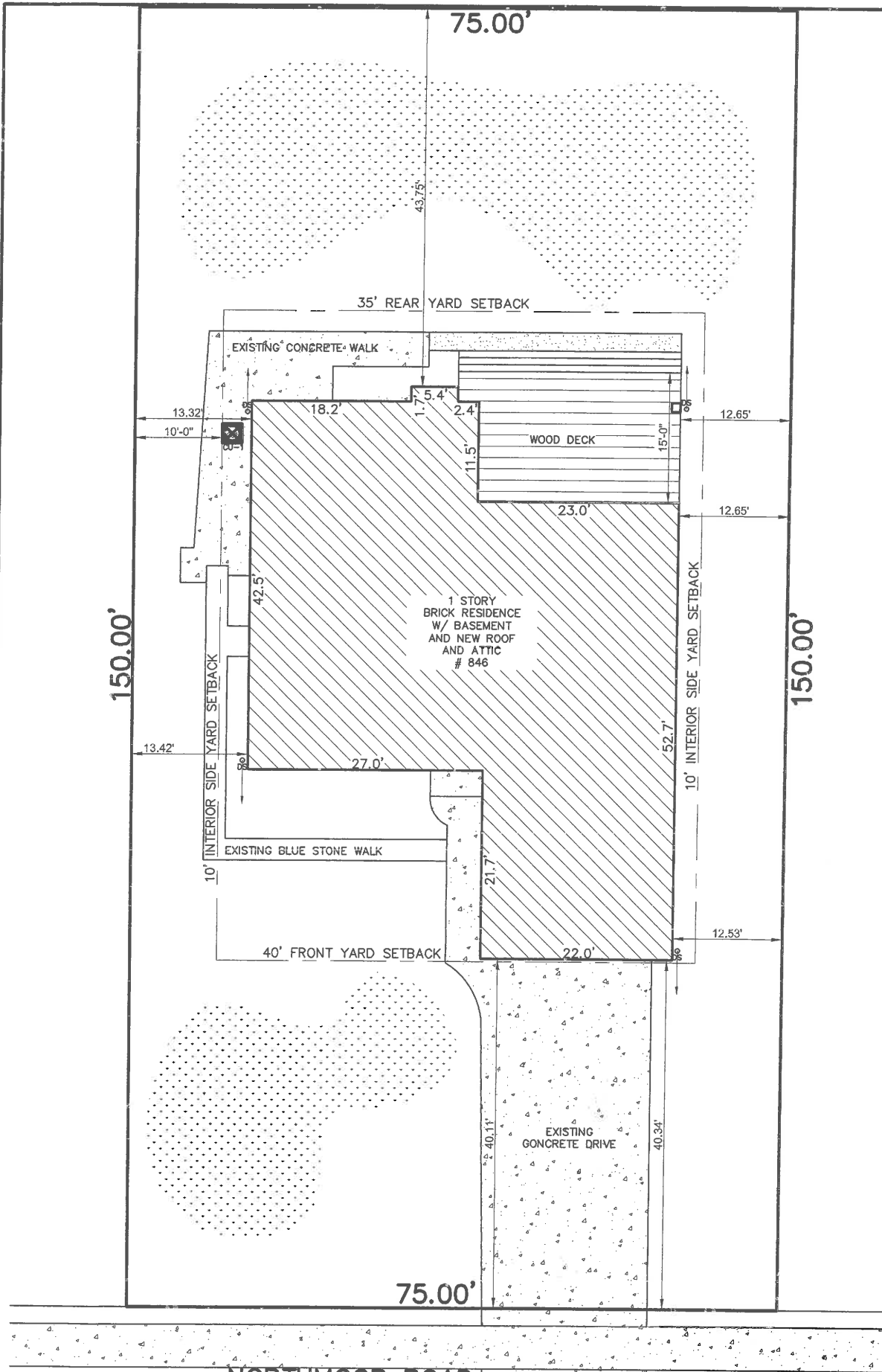
Mayor

ATTEST:

City Clerk

The Plans

PROPOSED SITE PLAN & IMPERVIOUS SURFACE CALCULATIONS



IMPERVIOUS AREA CALCULATIONS

846 NORTHMOOR RD. LAKE FOREST IL.

LOT AREA = 11,250 SQ. FT.

EXISTING HOUSE	2,304 SF
DRIVEWAY	779 SF
PORCHES & STOOPS	68 SF
PATIOS & WALKWAY	536 SF
TOTAL	3,687 SF
	33%

PROPOSED HOUSE	2,304 SF
DRIVEWAY	779 SF
PORCHES & STOOPS	431 SF
PATIOS & WALKWAY	597 SF
TOTAL	4,111 SF
	36%

PROPOSED SITE PLAN

- SCALE: 1/16" = 1'-0"
- EXISTING STRUCTURE W/ NEW ROOF AND UNFINISHED ATTIC
 - EXISTING CONCRETE AREA
 - NEW DECK STRUCTURE
 - NEW CONCRETE AREA
 - GRASS AREA
 - DOWNSPOUT DRAINAGE DIRECTION

The Plans

CURRENTLY PROPOSED SOUTH ELEVATION



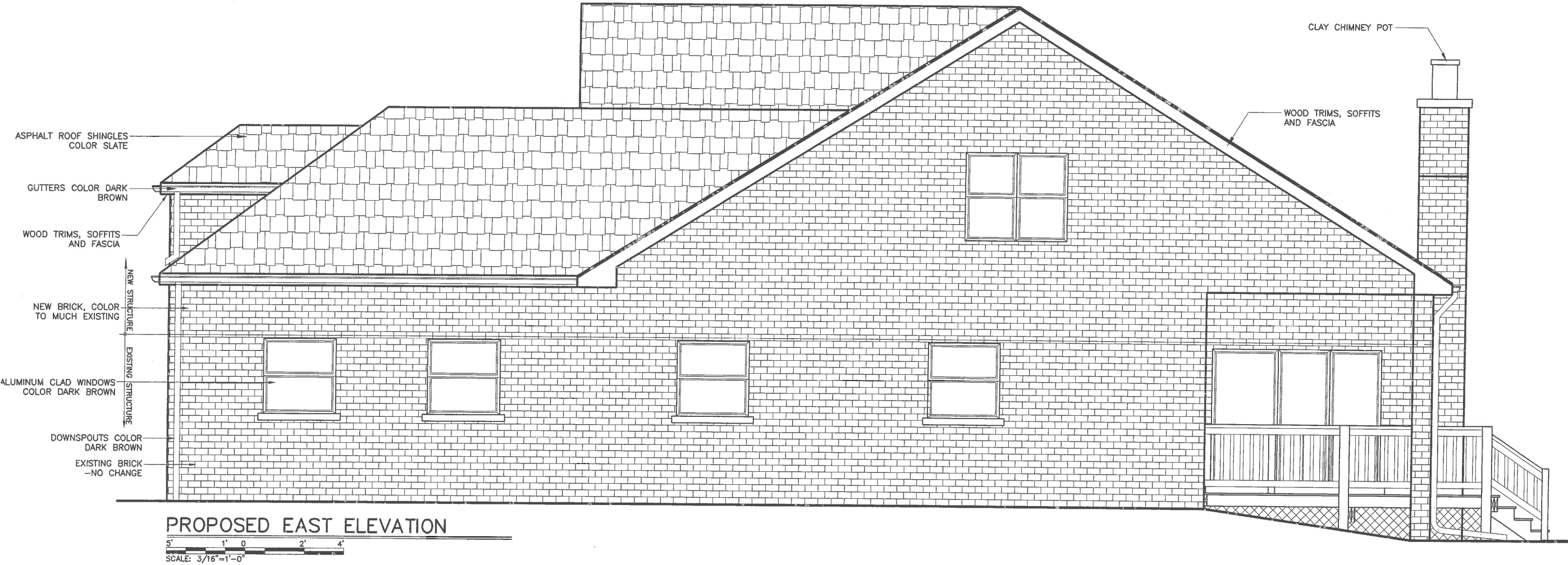
Szafranski Residence - 846 Northmoor Rd.



The Plans

CURRENTLY PROPOSED NORTH ELEVATION





GROUP EXHIBIT B






The Plans

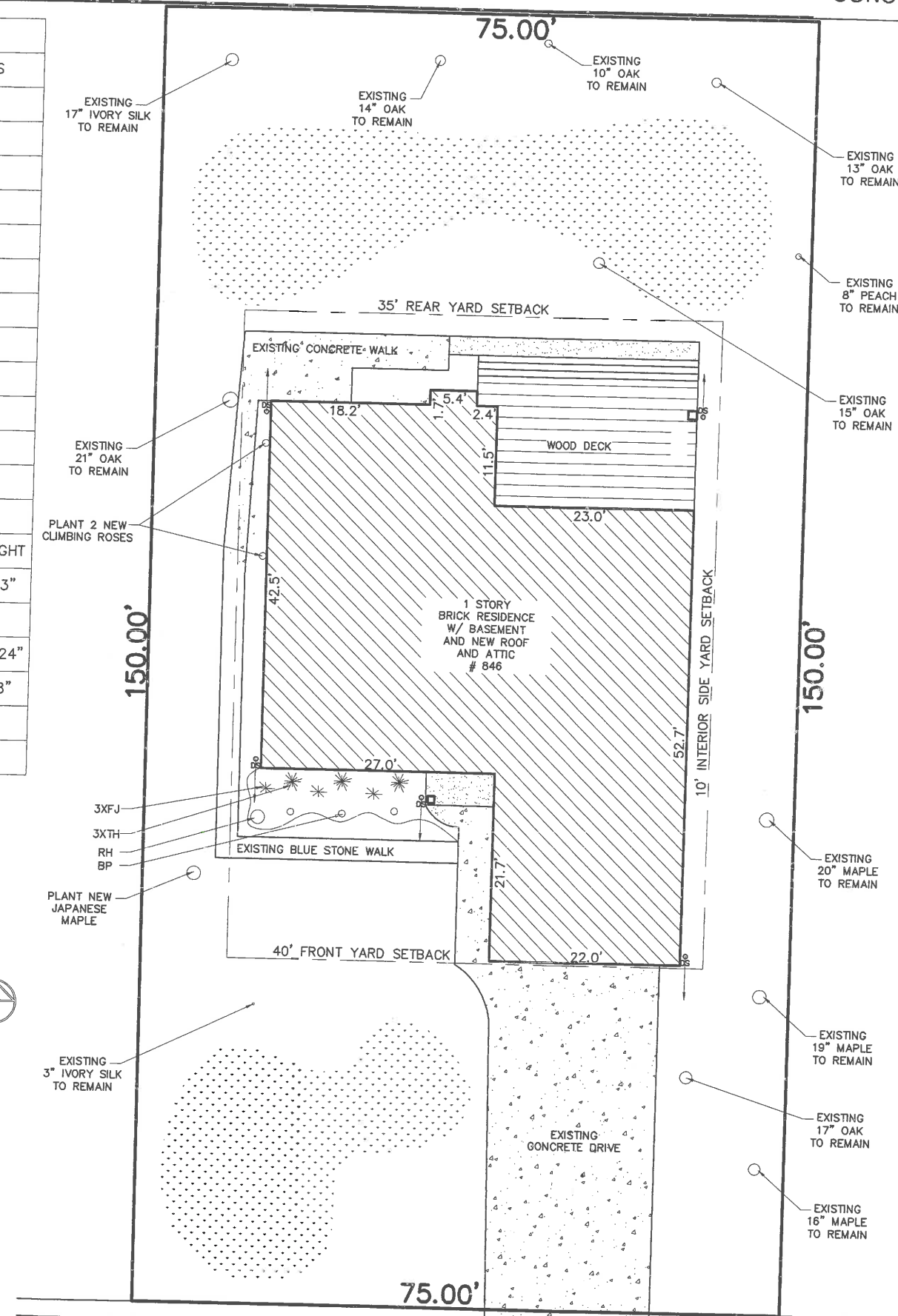
EXISTING DECIDUOUS & ORNAMENTAL TREES					
LEGEND	QUANT.	BOTANICAL NAME	COMMON NAME	SIZE	NOTES: SPECIAL CONDITIONS
	1		MAPLE	16"	EXISTING TREE TO REMAIN
	1		OAK	17"	EXISTING TREE TO REMAIN
	1		MAPLE	19"	EXISTING TREE TO REMAIN
	1		MAPLE	20"	EXISTING TREE TO REMAIN
	1		OAK	15"	EXISTING TREE TO REMAIN
	1		OAK	13"	EXISTING TREE TO REMAIN
	1	AMELANCHIER LAEVIS	SERVICE BERRY	8"	EXISTING TREE TO REMAIN
	1		OAK	10"	EXISTING TREE TO REMAIN
	1		OAK	14"	EXISTING TREE TO REMAIN
	1	SYRGINA RETUCILATA	IVORY SILK	17"	EXISTING TREE TO REMAIN
	1		OAK	21"	EXISTING TREE TO REMAIN
	1	SYRGINA RETUCILATA	IVORY SILK	3"	EXISTING TREE TO REMAIN
NEW PERENNIALS & GROUND COVER - TO BE PLANTED					
CR	2	NEW DAWN ROSE	CLIMBING ROSE		NEW: MIN. 6' O.C. 12' HEIGHT
BP	3		DARTS BLUE PERIWINKLE		NEW: SPREAD 18" HEIGHT 3"
NEW SHRUBS - TO BE PLANTED					
TH	3	DANICA ARBORVIATAE	THUJA		NEW: SPREAD 24" HEIGHT 24"
FJ	3		FROSTED JUNIPER		NEW: SPREAD 5' HEIGHT 18"
RN	1		RHODODENDRON		NEW: SPREAD 5' HEIGHT 6'
JM	1		JAPANESE MAPLE		NEW

PLANT SCHEDULE

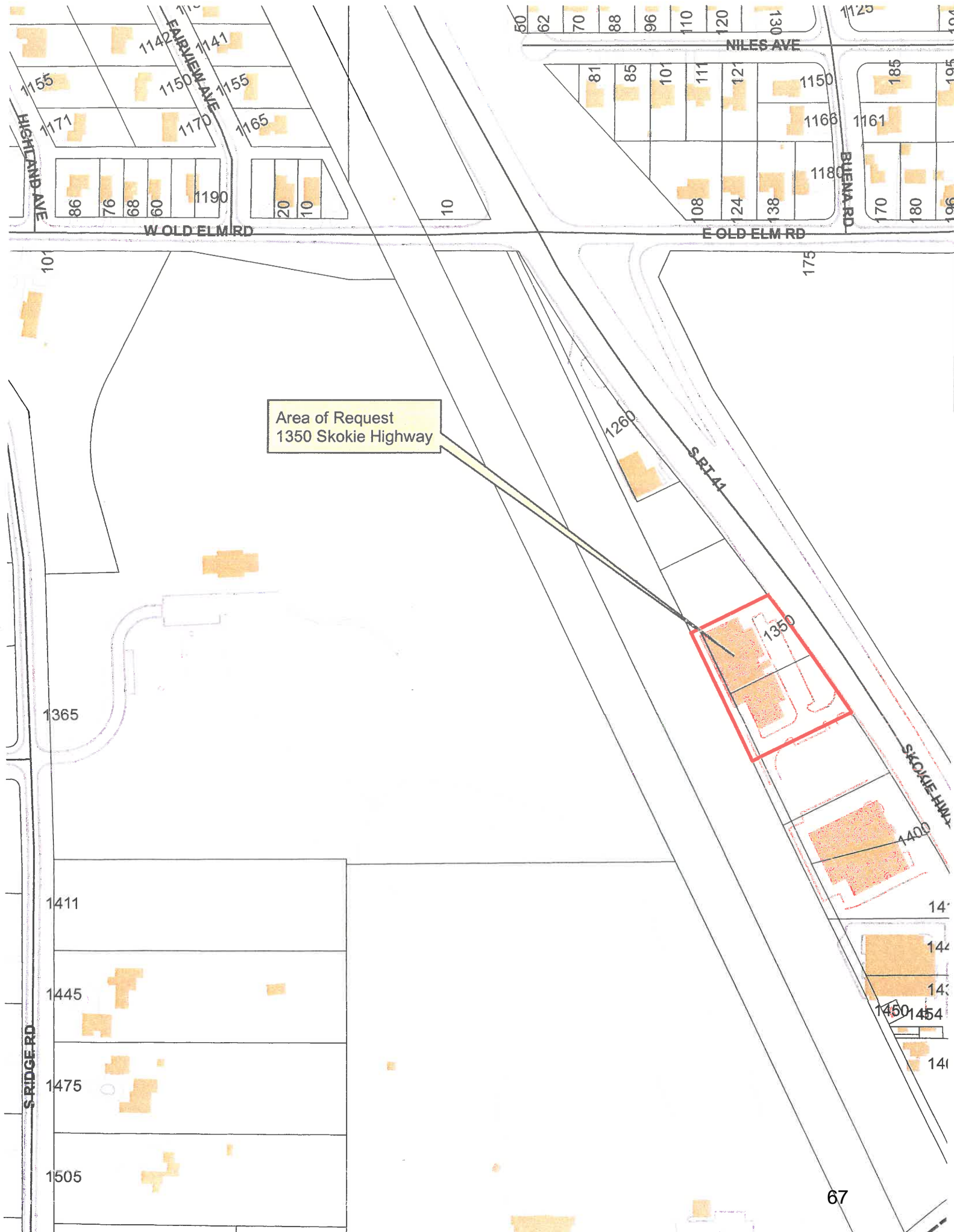
LANDSCAPE PLAN

SCALE: 1/16" = 1'-0"

-  EXISTING STRUCTURE W/ NEW ROOF AND UNFINISHED ATTIC
-  EXISTING CONCRETE AREA
-  NEW DECK STRUCTURE
-  NEW CONCRETE AREA
-  GRASS AREA



Area of Request
1350 Skokie Highway



THE CITY OF LAKE FOREST

ORDINANCE NO. 2020- ____

AN ORDINANCE APPROVING UPDATED SIGNAGE AND AWNINGS FOR BRITT CARTER, AN EXISTING DEVELOPMENT AT 1350 SKOKIE HIGHWAY

WHEREAS, Britt Carter and Company (Mark Britt Carter, Vicki J Carter, Jeremy Carter) ("**Owner**") is the owner of that certain real property commonly known as 1350 Skokie Highway, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

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

WHEREAS, the Owner desires to enhance the signage at the business and add awnings to the building ("**Improvements**") as depicted on the site plan and architectural drawings that are attached hereto as Group **Exhibit B** ("**Plans**"); and

WHEREAS, the Owner, submitted an application ("**Application**") to permit the construction of the Improvements and was 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 5, 2020; and

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

1. the Property is located within the B-1, Neighborhood Business District under the City Code,
2. the Owner proposes to construct the Improvements as depicted on the Plans,
3. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

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

WHEREAS, the Mayor and City Council, having considered the Owner's 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 construction of the Improvements on the Property, as more fully depicted on the Plans.

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

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters 150, regarding buildings and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- D. Fees and Costs. The Owner shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City

shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

- E. Other conditions. The improvements shall be substantially in conformance with the Board's deliberations as reflected on **Exhibit C**, Notice of Action, 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 Owner has 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 _____, 2020.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2020.

Mayor

ATTEST:

City Clerk



2801 Central St.
Evanston, IL 60201
Phone: 847-864-4520
Fax: 847-864-5886
awnings@evanstonawnings.com
EVANSTONAWNINGS.COM

Sales: George Schaefer, CPP, Sales Mgr
Rendering by: Aaron Hunzinger



NOTES:

- Traditional style stationary awnings, with open ends, and a stationary valance, installed over the numerous store front windows.
- Using Tempotest fabric #T792/24-47 Sweden (black/thin grey stripe)
- Signage to be grey/white color, applied to roof area only of each awning.
- Signage size (per awning): 2'3"h x 4'12"w = 10.5sq ft.



JOB NAME	Britt Carter	PHONE	847-735-1180
CONTACT	Shaun Carter	FAX	
JOB ADDRESS	1350 Skokie Hwy.	EMAIL	
CITY, STATE, ZIP	Lake Forest, IL. 60045	MISC.	

This image belongs to Evanston Awning Co. and was produced to only represent awning design, fabric color and graphic placement, as recommended from discussion with customer. Changes can be made to any feature prior to production. Please indicate your approval of this image with your signature.

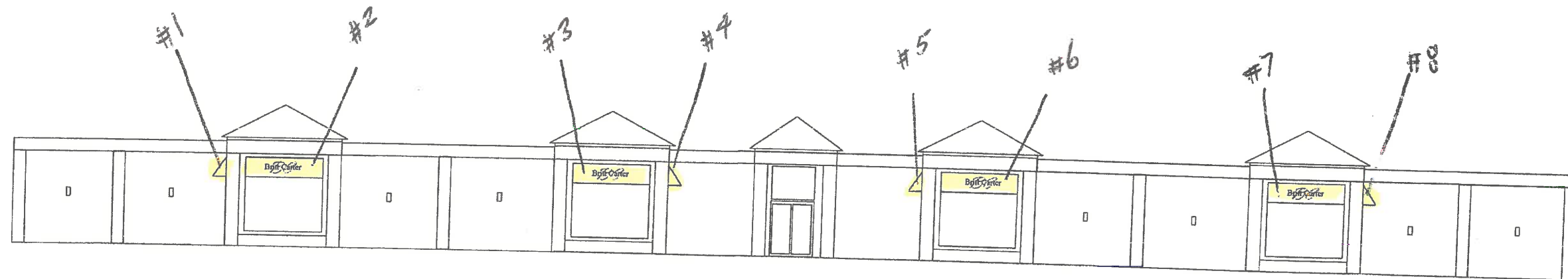


GROUP EXHIBIT B

The Plans

AWNING LOCATIONS

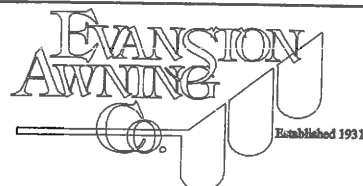
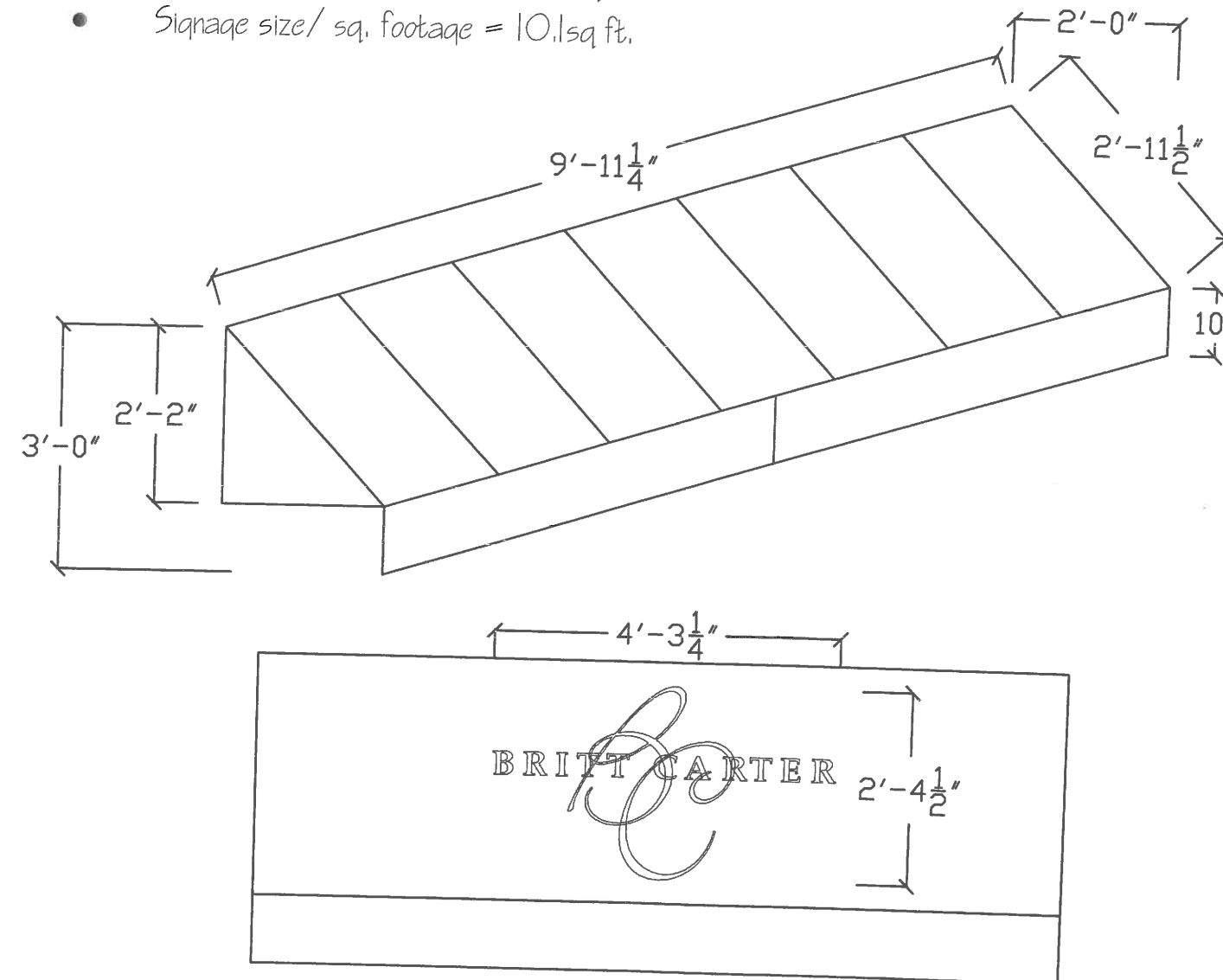
S ↔ N



The Plans

- 7 Traditional style stationary awnings, with open ends, and a stationary valance complete and installed over multiple store front windows. Frames made of 1" sq extruded aluminum tubing, with all welds ground smooth and entire frame powder coated matte black. Fabric attached by the staple-on method, using Tempotest fabric #1792.24-47 Sweden (black/ grey stripe).

- Signage to be white/ grey color, applied to valance area only, of each awning.
- Please note all awnings are identical.
- Awning size/ sq. footage = 29.8 sq ft.
- Signage size/ sq. footage = 10.1 sq ft.



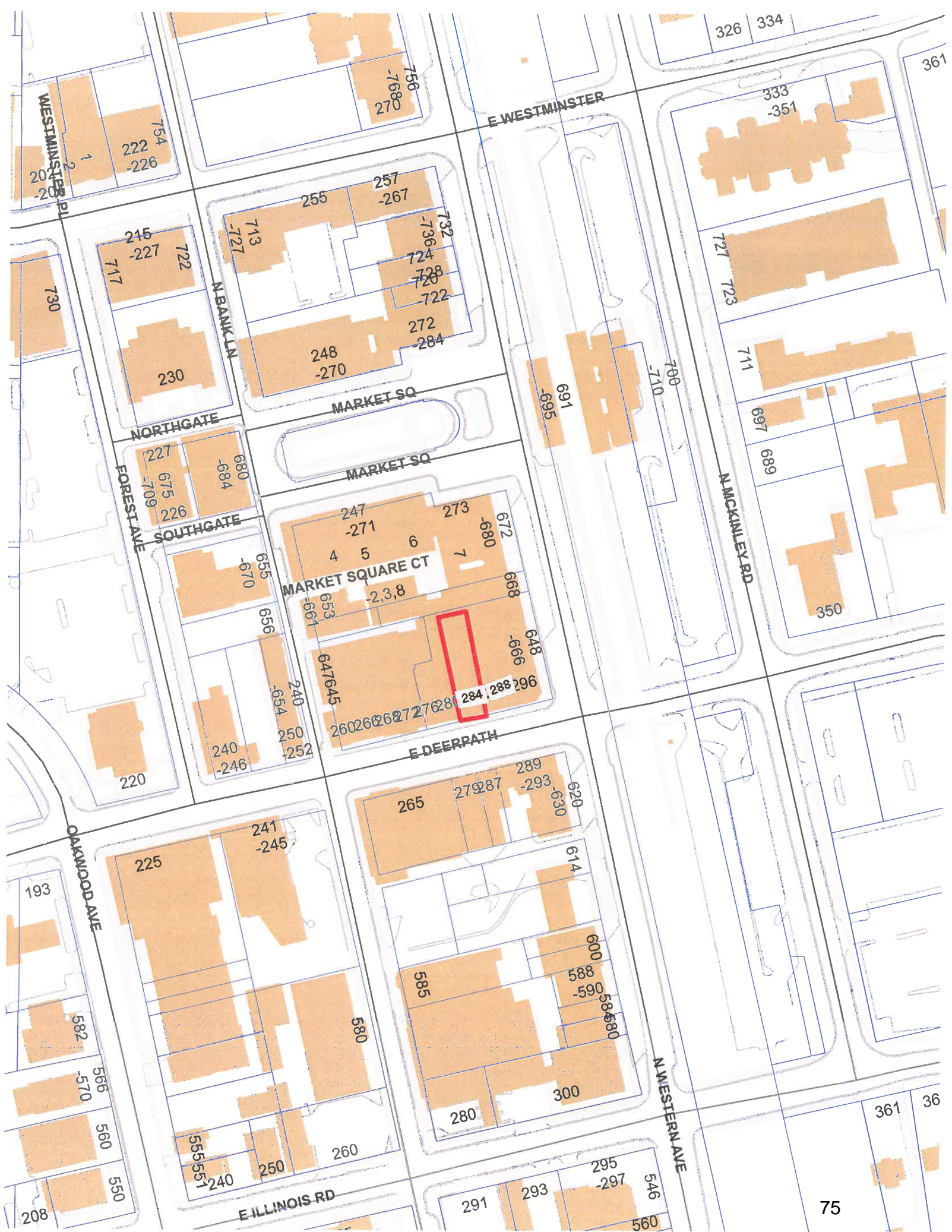
2801 Central St. Evanston, IL 60201
847-864-4520

By signing this drawing you are agreeing with the proportionate shape and sizes indicated, fabric color and pattern, and proportionate graphics for the awning you have contracted to purchase from E.A.C.. This image belongs to E.A.C. and cannot be reproduced or used for alternate purposes.

Sign as approved for manufacturing

Date

Job: Britt Carter & Co.
1350 Skokie Hwy.
Lake Forest, IL. 60045
Contact: Shaun Carter
Scale: $\frac{3}{8}" = 1'-0"$



THE CITY OF LAKE FOREST

ORDINANCE NO. 2020 - ____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO AUTHORIZE COMPASS REAL ESTATE OFFICE TO OCCUPY FIRST FLOOR SPACE AT 284 E. DEERPATH IN THE B-4 PRESERVATION BUSINESS DISTRICT

WHEREAS, Arcade on Deerpath, LLC (James Altounian II 25%, Todd Altounian 25%, Nicole Altounian 25%, Jennifer Bianchi 25%) ("**Owner**") is the owner of that certain real property commonly known as 284 E. Deerpath, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the B-4, Preservation Business District and real estate offices are designated as special uses in said District; and

WHEREAS, Lori Baker and Alissa McNichols doing business as Compass Real Estate, with the consent of the Owner, petitioned the City for a Special Use Permit in accordance with the regulations of Section 159.045, Special Uses, and 159.113, R-4 Preservation Business District, of the City of Lake Forest Code to allow the Compass Real Estate Office to occupy first floor space in the existing multi-tenant building at 284 E. Deerpath; and

WHEREAS, pursuant to notice duly published, the Plan Commission reviewed and evaluated the request at a public hearing held on August 12, 2020; and

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

1. The Zoning Code establishes criteria that must be considered prior to approving certain non-retail businesses in the B-4 zoning district, but does

not prohibit such uses. The applicable criteria are met as detailed in the following findings.

2. The Code encourages consolidating retail uses in and immediately around Market Square and promotes the location of office and service businesses outside of the immediate core area as a way to bring people in to support retail and restaurant businesses. This site is located outside of Market Square, the primary retail core, but adjacent to it. The proposed office will draw sales associates and customers, some of whom may be unfamiliar with the community and considering making Lake Forest their home, into the Central Business District.
3. The streets in this area and the public parking lots located in the general vicinity of the proposed office can accommodate use of this space for a small real estate office. The proposed low intensity use will not significantly alter existing traffic patterns or negatively affect traffic volumes or the flow of traffic in the Central Business District.
4. On street customer parking and the nearby parking lots are adequate to meet the limited demand generated by customers of the proposed real estate office.
5. No exterior changes are proposed to the building other than the installation of new signage on the awning valance and on the window. The store front window will remain. Nothing will be altered to prevent this space from easily being used by a retail tenant in the future.
6. The Special Use criteria are intended to assure that the location of non-retail uses in the Central Business District does not limit prime opportunities for retail tenants. This location has historically been the site of various retail businesses which, with the exception of Sweets, have generated limited retail foot traffic.
7. The proposed location will not be detrimental to surrounding businesses or the business district as a whole and is located in a manner that enhances the core area by attracting employees and clients to the Central Business District.
8. The proposed special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
9. The proposed special use will not substantially diminish property values in the Central Business District.

and recommended that the City Council grant approval of the Special Use Permit subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Mayor and City Council concurs with the findings of the Plan Commission.

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. Pursuant to Sections 159.045 and 159.113 of the City Code and the City's home rule authority and other statutory powers, and subject to the limitations therein and the conditions set forth in Section Three of this Ordinance, the City Council does hereby grant approval of the Special Use Permit to allow Compass Real Estate to locate at 284 E. Deerpath.

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:

1. All employees and Sales Associates shall park in public employee parking lots. Public on street parking spaces shall be used by customers only. The Office Manager shall institute policies to enforce this condition.
2. Jockeying of cars in on street parking spaces on Deerpath, Western Avenue, Oakwood Avenue, Bank Lane, in Market Square or on other streets in the Central Business District by employees and Sales Associates, in violation of the City Code, shall be considered a violation of this Special Use Permit.

3. All building and window signage shall be approved and permitted consistent with applicable Code requirements.
4. No exterior or interior alterations shall occur which limit the future re-use of this space for retail or restaurant uses.
5. The "store front" windows shall remain generally open to allow views into the space for the purpose of providing pedestrian friendly streetscape.

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 Owner and tenant 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 B 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 _____, 2020.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2020.

Mayor

ATTEST:

City Clerk



PLAN COMMISSION REPORT AND RECOMMENDATION

TO:	Honorable Mayor Pandaleon and members of the Council
DATE:	August 12, 2020
FROM:	Chairman Kehr and members of the Plan Commission
SUBJECT:	<i>Special Use Permit – Compass Real Estate Office</i>

BUILDING OWNER

Arcade on Deerpath, LLC
(James Altounian 25%,
Jennifer Bianchi 25%
Todd Altounian 25%
Nicole Altounian 25%)
13110 W. Hwy #176
Lake Bluff, IL 60044

PROPERTY LOCATION

284 E. Deerpath

ZONING DISTRICT

B-4 - Preservation Business

Proposed Tenant: Lori Baker and Alissa McNicholas doing business as Compass Real Estate
Representative: Peter Coutant, Partner

Plan Commission Recommendation

Based on the information presented by the petitioner and review of applicable sections in the City Code the Commission voted 6 to 0 to recommend approval of a Special Use Permit authorizing Compass Real Estate to occupy the first floor space at 284 E. Deerpath subject to conditions as detailed in the Ordinance. Findings in support of the Commission's recommendation are also detailed in the Ordinance.

Summary of the Request

This is a request for a Special Use Permit to allow a real estate office to occupy first floor space in the City's Central Business District. Compass Real Estate desires to open a small office in Lake Forest. Currently, Compass does not have a physical location in the community. Local real estate professionals, Lori Baker and Alissa McNicholas, along with their partner, another local real estate professional, Peter Coutant, have recently affiliated with Compass. The office will serve as a location to meet and greet buyers and sellers. The team based at this location may grow in the future as additional agents are brought on. At the high end, the team may include a total of eight to ten agents.

This request was considered by the Plan Commission because the Code classifies all real estate offices as special uses, uses that are not permitted outright. Therefore, a public hearing and review by the Plan Commission based on the applicable criteria is required.

The proposed new office for Compass is on the first floor of a multi-tenant, commercial building. The space is relatively small at 950 square feet, with limited street frontage, about 18 feet. No significant alterations are planned in the space, some existing cabinetry will be removed. The space will be used as is, with furniture brought in as needed. In the future, the space could easily be returned to a retail use or could be occupied by some other type of service business.

The space is currently vacant and was most recently occupied by a jewelry store under two different ownerships over the course of several years. To the east, the first floor tenant spaces in this building are occupied by Fred's Barber Shop and Walgreens. Another real estate office, Griffith, Grant and Lackie, is located immediately to the west of the space being considered by Compass. Further to the west is a mix of service and retail businesses; Bake Homemade Pizza, the UPS Store, Mark David Designs (interiors), and Sweets. Northern Trust Bank occupies most of the south side of Deerpath in this block with a jewelry store and home health services business occupying small spaces to the east of the bank, along the south side of the street.

Currently, there are two real estate offices located on the Deerpath streetscape between Oakwood and Western Avenues. However, Coldwell Banker, currently located on the southeast corner of Deerpath and Oakwood Avenue, is downsizing and relocating to a smaller space on Forest Avenue. In December, 2019, based on a recommendation from the Plan Commission, the City Council approved a Special Use Permit for the relocation of Coldwell Banker. With the addition of Compass, the number of real estate offices with frontage on Deerpath will remain at two.

Minimal signage is planned for the new Compass office, likely signage on the awning valance and window signage. The signage will be reviewed for compliance with the Code and the necessary permits will be required.

Although the number of real estate agents working out of the space is expected to be small, the agents will be required to park in remote employee parking lots, not in on street parking spaces, to assure that the on street parking spaces are available for their clients, sellers and potential buyers, as well as for customers of other businesses in the area. A prohibition of on street parking by real estate agents and employees of the business is incorporated as a condition of approval.

This property is zoned B-4, Preservation Business District, and is located in the City's Historic District. This zoning district is intended to preserve the unique attributes of the historic retail and office core of the City. Further, the District is intended to preserve the community's quality of life and distinctive character, support primarily retail businesses and provide for a welcoming and vital pedestrian experience. The B-4 District accommodates a variety of uses in a mutually advantageous setting.

As noted above, real estate offices are classified as special uses in the B-4 District and are permitted only if the Plan Commission and City Council determine that the applicable criteria are met.

Background

In 2003, after instituting a 90-day moratorium on non-retail uses including banks and real estate offices in the City's Central Business District, the City Council adopted an amendment to the Zoning Code establishing banks, real estate offices and some other non-retail uses as special uses in the City's business and commercial zoning districts. This action by the Council was an effort to encourage and support predominately retail uses in the Central Business District and to assure that prime tenant spaces were available for retail uses at a time when banks and real estate offices seemed to be growing rapidly in numbers, and in size. The Code amendment established criteria to guide the City in responding to future requests for Special Use Permits for real estate offices as well as other non-retail uses. Since the amendment was adopted establishing real estate offices as special uses, several real estate offices have been authorized through this process. And, one real estate office, Baird and Warner, has left the Central Business District entirely. The approved locations for real estate offices have worked well and have not impeded the location of new retail businesses in the Central Business District. Vacant retail storefronts remain in the Central Business District

particularly in Market Square, the focus of the City's retail core, and are available for new retail and restaurant tenants. The Compass real estate office is in a tenant space that has not had a great deal of interest from retailers in the past.

Key Points

- The space proposed for occupancy by Compass is located along a prominent streetscape which serves as an entrance to the Central Business District. Yet, this block is not a hub of retail activity and has historically been the location of some retail, but also various service businesses.
- The proposed office use is low volume and will primarily be used as a location for showcasing Lake Forest and the Central Business District to potential buyers. Use of the space as proposed will not perceivably alter traffic volumes, parking demands or activity levels in and around the Central Business District.
- The proposed use converts 18 feet of street frontage from prior retail space, but most recently vacant space, to non-retail space.
- Although the use of the space will not produce retail sales taxes, the sale of homes benefits the City in many ways including through the generation of Real Estate Transfer Tax revenues which are levied on the buyer at a rate of \$4.00 per \$1,000.
- The 284 E. Deerpath location is within walking distance of public parking lots both to the east and to the west which can accommodate employee parking.

July 29, 2020

City of Lake Forest
800 Field Drive
Lake Forest, IL 60045

Dear Chairman Kehr and Members of the Commission,

The purpose of our request is to open a small, boutique real estate office in the tenant space located at 284 E Deerpath. We will be operating the office as Compass Real Estate. Since launching in 2012, Compass has become a nationwide real estate brokerage with more than 300 offices extending coast to coast. It is the #3 residential brokerage by volume nationally, and #2 in the Chicago market.

The office will initially have three agents – Lori Baker, Alissa McNicholas, and Peter Coutant. Until recently, the three of us have worked at Coldwell Banker for our entire real estate careers - 20 years for Lori, 14 years for Alissa, and 8 years for Peter. Lori and Alissa are lifelong residents of Lake Forest, and Peter grew up in Lake Forest and has worked in the community professionally for the past 23 years. The three of us have been business partners for the past two years. Our business is focused primarily on working with buyers and sellers of residential homes in the Lake Forest/Lake Bluff market. More than 90% of our transactions are based in Lake Forest and Lake Bluff. We are the top producing real estate team in Lake Forest, and although we are not a sales tax producing business, over the past two years our transactions alone have contributed more than \$250,000 in Real Estate Transfer Tax revenue to the City.

Several months ago, Compass approached us to join their brokerage and to open our own office in Lake Forest. It's an exciting opportunity and a chance for us to create a business that is truly hyper-local, focused on promoting why Lake Forest is the best community to live in on the Northshore. This office will be our hub - a place where we will meet with clients on a regular basis - not just those who live locally, but those who are in from out of town, thereby encouraging them to shop and eat in our restaurants and add to the vitality of the Central Business District.

Over the next two years, we may grow the office to include a total of 6-10 agents. The size of the space is just 950 square feet. We don't require any structural changes to the space, just the removal of existing cabinet fixtures from the previous tenant, followed by cosmetic improvements such as new carpet, lighting fixtures, paint, furniture, etc. Exterior signage will be on the building awning and on the storefront window.

We appreciate your time and consideration and look forward to answering any questions you might have.

Sincerely,
Lori Baker
Alissa McNicholas
Peter Coutant

ARCADE 1st Floor

