

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

Monday, May 16, 2022 at 6:30pm.
220 E. Deerpath, Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL

6:30 p.m.

Honorable Mayor, George Pandaleon

James E. Morris, Alderman First Ward

Jim Preschlack, Alderman Third Ward

Jennifer Karras, Alderman First Ward

Ara Goshgarian, Alderman Third Ward

Melanie Rummel, Alderman Second Ward

Raymond Buschmann, Alderman Fourth Ward

Edward U. Notz, Jr., Alderman Second Ward

Eileen Looby Weber, Alderman Fourth Ward

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

**A. Announcement of the Sixth Recipient of The Lawrence R. Temple
Distinguished Public Service Award
-Maddie Bronson Dugan**

PRESENTED BY: Temple Award Committee Members

Cathy Waldeck, Chairman, Debbie Saran, Prue Beidler, Mike Adelman

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

BACKGROUND/DISCUSSION: This award is made annually in memory of Lawrence R. Temple, who was serving the City as Alderman representing the Third Ward when he suddenly died on August 12, 2000. A twenty-four year resident, Temple previously had served as a member of the Plan Commission and the Building Review Board. Temple chaired the Building Review Board from 1993 until 1998. At the time the award was established, at the urging of several of Temple's colleagues, then-Mayor Howard J. Kerr observed: "He loved Lake Forest and worked hard to protect its character and quality of life. He had the capacity to relate to and work with people to bring understanding, comprise, and solution of difficult issues."

In 2014 the City Council re-instated the Larry Temple Public Award Committee. Nominations were solicited from Lake Forest residents to honor a living volunteer in community organizations or local government in The City of Lake Forest for distinguished public service. This year, the Committee selected Madeline Bronson Dugan as the recipient of the Service award for 2022.

While in her various roles, Maddie Dugan communicated thoughtfully and respectfully, led quietly and with dignity, offered insightful and astute observations, and put forth balanced and creative solutions that built upon the past, while looking forward to the future.

Residents interested in nominating a worthy candidate for 2023 can do so with nominations accepted through November 30, 2022. The Committee will meet, and the award winner

selected for 2023 will be announced at a City Council meeting in spring 2023. To nominate a candidate for this award, residents should contact the City Clerk.

A copy of the award can be found on **page 9**.

B. Swearing in of Fire Battalion Chiefs

- Andrew W. Allan
- Andrew J. Rick

C. Lake Forest Day Proclamation

A copy of the Proclamation can be found on **page 10**.

COUNCIL ACTION: Approve the Lake Forest Day Proclamation

D. Election and Appointment of City Officers

ELECTION BY THE CITY COUNCIL AND APPOINTMENTS BY THE MAYOR AS REQUIRED BY CHARTER AND CITY CODE

City Supervisor	Jason Wicha
City Treasurer	Elizabeth Holleb
City Clerk	Margaret Boyer
City Marshal & Collector	Karl Walldorf
City Attorney	Julie Tappendorf
City Surveyor and Engineer	Gewalt Hamilton Associates

COUNCIL ACTION: Approve the Mayors Appointments

2. COMMENTS BY CITY MANAGER

A. Update on Veterans Park

- Chuck Myers, Superintendent of Parks & Forestry

B. Update on Veterans Memorial Monument

- Neil Lynch, Commander, American Legion McKinlock Post 264

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL
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4. COMMITTEE REPORTS

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of May 2, 2022, City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 11**.

COUNCIL ACTION: Approval of May 2 ,2022, City Council Meeting Minutes

2. Approval of a Resolution of Appreciation for Retiring Members of the CROYA Youth Executive Committee

CROYA YOUTH EXECUTIVE COMMITTEE	NAME OF MEMBER
Chairwoman	Jacqueline Rubin
Vice Chair	Nick Winebrenner
CSL Chair	Bea Pierce
CSL Vice Chair	Chloe Robb
CSL Vice Chair	Matt Durburg
Foundation Liaison	Abby Hanlon
Parliamentarian	Brynne Hippel
Parliamentarian	Pride Haggerty
Topic Night Chair	Tommy Hetler
Topic Night Chair	Gigi Snellback
Topic Night Chair	Scott Weston
Public Relations Chair	Sascha Robb
Public Relations Chair	Louise Brickman
Cable/Tech Chair	Zoe Frentzas
Cable/Tech Chair	Luca Ferraioli
Music Chair	Nick Slover
Music Chair	Robert Medica
Fundraising Chair	Claire Yehle
Fundraising Chair	Ben Winebrenner
Fundraising Chair	Georgia Mannarino
Graphic Design Chair	Sofia Falls
Graphic Design Chair	Sophie Delhey

A copy of the Resolutions can be found beginning on **page 16**.

COUNCIL ACTION: Approval of a Resolution of Appreciation for Retiring Members of the CROYA Executive Committee

3. Approval of Revisions to the City Investment Policy

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

PURPOSE AND ACTION REQUESTED: The City Council is asked to approve a revised Investment Policy, as recommended by the City Council Finance Committee.

BACKGROUND/DISCUSSION: The City's investment policy relates to the investments made under the Public Funds Investment Act (the Act). The policy excludes investments administered by the Cemetery Commission, Police Pension Board and Fire Pension Board. Given significant statutory limitations on the investment of City funds and the prolonged period of low interest rates, the City has had little need for an investment program. The City benefits from a very favorable rate on deposits through its primary banking services agreement with Lake Forest Bank and Trust and those funds are fully collateralized, leaving less opportunity in recent years to achieve additional yield on City funds. As interest rates rise, the City is well positioned to take advantage of opportunities to increase investment income, with an updated investment policy, written investment procedures and a relationship with Multi-Bank Securities for its eConnectDirect (MBS eCD) product, approved by the City Council on August 5, 2019.

The investment policy revision proposed incorporates language pursuant to the Illinois Sustainable Investing Act, effective January 1, 2020. No other revisions to the Investment Policy are recommended at this time. A redlined document clearly denoting the proposed revisions can be found beginning on **Page 38**.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Finance Committee	4/18/22	Annual Review of Investment Policy
Finance Committee	1/18/22	Recommend City Council approval of amendment to Investment Policy
City Council	10/21/19	Approval of Investment Policy
City Council	8/5/19	Approval of an agreement with Multi-Bank Securities for eConnectDirect

BUDGET/FISCAL IMPACT: None

COUNCIL ACTION: Approval of Revisions to the City Investment Policy

4. Consideration of an Ordinance Amending the City of Lake Forest City Code Regarding the Class C-2 and C-3 Liquor Licenses (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 City's Liquor Code to increase the number of liquor licenses in the C-2 and C-3 license categories.

BACKGROUND AND DISCUSSION: The Liquor Commissioner has received a request from Le Colonial Lake Forest to operate at 655 Forest Avenue. The owners have requested a C-2 liquor license (general restaurant liquor license) and an add-on C-3 liquor license that will allow outdoor service.

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 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 to increase the number of available licenses. In this case, the number of C-2 and C-3 liquor licenses will be increased by one each to accommodate Le Colonial. The proposed ordinance increasing the number of Class C-2 and C-3 liquor licenses can be found beginning on **page 47**.

BUDGET/FISCAL IMPACT: The fiscal impact of adding additional licenses in the C-2 and C-3 categories would have a positive impact on liquor license revenues.

COUNCIL ACTION: Consideration of an Ordinance Amending the City of Lake Forest City Code to increase the number of Licenses available in the Class C-2 and C-3 liquor license categories (First reading and if appropriate final approval).

COUNCIL ACTION: Approval of the four (4) omnibus items as presented.

6. OLD BUSINESS

7. NEW BUSINESS

Consideration of a Recommendation from the Zoning Board of Appeals in Support of an Amendment to the Special Use Permit for Woodlands Academy of the Sacred Heart Located at 760 E. Westleigh Road. (First Reading of an Ordinance and, if Desired by the City Council, Final Approval)

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

PURPOSE AND ACTION REQUESTED: The Council is asked to consider a recommendation from the Zoning Board of Appeals in support of an amendment to the Special Use Permit under which Woodlands Academy for the Sacred Heart operates. The proposed amendment is requested to allow modifications to the northeast portion of Campus including relocation and addition of tennis courts, reconfiguration of the existing parking area and driveway, and drainage and lighting improvements.

BACKGROUND/DISCUSSION:

Woodlands Academy is in the southeastern quadrant of the City. To the north, the Campus is bordered by the Northmoor small lot residential neighborhood and a wooded portion of South Park; to the east, the Campus is adjacent to a limited number of larger residential lots; to the south, the Campus is bordered by Westleigh Road as it approaches Sheridan Road with the Villa Turicum residential neighborhood across Westleigh Road; and to the west, the Campus is bordered by a bike path, the railroad tracks and beyond that, Western Avenue.

The Campus totals approximately 41 acres. Ravines extend through the property generally in a southwest to northeast direction, and in a northwest to southeast direction. The ravines and the steep slope setback areas adjacent to the ravines limit the buildable areas on the Campus but add to the distinctive character.

Woodlands Academy of the Sacred Heart was established in Lake Forest in 1904, in the site of the Old Main building on Barat Campus. In 1961, Woodlands Academy moved to the northeastern portion of the overall Campus, to its current location, prior to the Code requirement for a Special Use Permit for academic institutions located on property zoned for residential use. A Special Use Permit was first issued for Woodlands Academy in 1998, recognizing the long established school and approving some modifications. The Zoning Board of Appeals' report includes a detailed timeline of the Woodlands Academy Campus and highlights the modifications that have occurred on the Campus through the years. Importantly, the tennis courts, parking area and driveway that are the subject of the current request have been in the current location, near the north property line, for decades.

Zoning Board of Appeals Consideration

Over the course of two meetings and almost seven hours of testimony and deliberations, the Zoning Board of Appeals considered Woodlands Academy's request to amend the Special Use Permit and the associated Master Plan. As noted above, modifications are proposed to existing campus facilities located behind the school, near the shared property line with the homes Highview Terrace.

- Relocation of two existing tennis courts 25 feet from the property line.
- Addition of three tennis courts 25 feet from the property line.
- Formalization of the existing parking lot.
- Reconfiguration of the existing dead end driveway to provide a vehicle turnaround.
- Improvements to stormwater management to eliminate flooding in the gymnasium.
- Replacement of outdated exterior lights.

At the conclusion of the March 2022 meeting, the Zoning Board of Appeals directed Woodlands Academy representatives to conduct further study of alternate locations on the campus for some or all of the tennis courts and to consider modifications to the plan and use parameters to mitigate impacts on the adjacent residential neighbors and improve upon the

conditions that exist today. After review and deliberation of the additional materials submitted by Woodlands Academy, at the April meeting, the Board, after hearing additional public testimony both in support of and in opposition to the proposed plan, discussed limitations and requirements that should be imposed to mitigate impacts of the long established educational use on the adjacent residential properties. The Board voted five to two to recommend approval of the amendment to the Special Use Permit and associated Master Plan subject to conditions of approval. The conditions of approval address screening along the shared property line and establish use parameters.

The Zoning Board of Appeals' report is included in the Council packet beginning on **page 62** to provide additional background and detail on the Board's deliberations. The Ordinance including findings in response to the applicable criteria and the detailed conditions of approval as recommended by the Zoning Board of Appeals, is included in the Council packet beginning on **page 52**.

COUNCIL ACTION:

If desired by the Council, waive first reading and grant final approval of an Ordinance amending the Special Use Permit for Woodlands Academy of the Sacred Heart subject to the conditions as recommended by the Zoning Board of Appeals and as detailed in the Ordinance.

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

A copy of the Decision Making Parameters is included beginning on **page 8** of this packet.

Office of the City Manager

May 11, 2022

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 LAWRENCE R. TEMPLE DISTINGUISHED PUBLIC SERVICE
AWARD**

**Honoring a living volunteer for distinguished public service to local government
or community organizations in The City of Lake Forest.**

WHEREAS, individuals selected for the Lawrence (Larry) R. Temple Distinguished Public Service Award must demonstrate leadership, responsiveness to the public and staff, an extended duration and scope of service, constructive participation in meetings, and the ability to represent the community's values; and

WHEREAS, Maddie Bronson Dugan was nominated for the Lawrence R. Temple Distinguished Public Service Award; and

WHEREAS, the Award Committee was struck by the depth and breadth of her civic and community service to The City of Lake Forest; and

WHEREAS, Maddie is a well-respected volunteer and leader who is truly passionate about The City of Lake Forest; a caring and involved citizen whose values and commitment reflect her altruistic, honest and heart-felt love for Lake Forest; and

WHEREAS, Maddie was born in Lake Forest and spent most of her life giving back to the community that she loves adding value and perspective to its governance, character and quality of life by offering her time and talents to many City and community-wide initiatives; and

WHEREAS, Maddie served as a volunteer devoting time and passion to the City of Lake Forest Building Review Board from 2007 to 2013, the Ad Hoc Hospital Legacy Committee, and she continues to serve with passion as a Sustaining member of the Women's Board of Northwestern Lake Forest Hospital supporting the hospital through fundraising, volunteerism, education and advocacy just as family members before her did; and

WHEREAS, Maddie, in her various roles, communicated thoughtfully and respectfully, led quietly and with dignity, offered insightful and astute observations, and put forth balanced and creative solutions that built upon the past, while looking forward to the future; and

WHEREAS, Maddie always put the long term best interests of the entire Lake Forest community first; and

WHEREAS, the Award Committee believes that Madeline B. Dugan, like Larry Temple, has distinguished herself with civic contributions that benefit the citizens of Lake Forest.

NOW, THEREFORE, Madeline B. Dugan is awarded the Lawrence R. Temple Distinguished Public Service Award this 16th Day of May, 2022.

Catherine A. Waldeck, Chairman
Lawrence R. Temple Distinguished Public Service Award Committee



PROCLAMATION

WHEREAS, the McKinlock Post 264 of the American Legion has undertaken to provide appropriate exercises and entertainment in celebration of LAKE FOREST DAY on WEDNESDAY, AUGUST 3, 2022 with a view to bringing together the people of our City in the furtherance of civic interest and advancement of community fellowship; and

WHEREAS, the McKinlock Post 264 of the American Legion honors Lake Forest residents, employees, neighbors and friends by saluting *“those who made the ultimate sacrifice during all conflicts and wars”* as this year’s Lake Forest Day theme;

NOW, THEREFORE, BE IT HEREBY PROCLAIMED that said LAKE FOREST DAY celebration is declared to be a City Fair and in pursuance thereof, and Tuesday, August 2, 2022, and Wednesday, August 3, 2022, shall be observed as a holiday in The City of Lake Forest and our people are urged to forsake their ordinary pursuits and gather in West Park in a spirit of comradeship and good will in support of the ideals of our City.

George A. Pandaleon, Mayor

The City of Lake Forest
CITY COUNCIL MEETING
Proceedings of the Monday, May 2, 2022
City Council Meeting - City Council Chambers
220 E Deerpath

CALL TO ORDER AND ROLL CALL: Honorable Mayor Pandaleon called the meeting to order at 6:33pm, and the City Clerk Margaret Boyer called the roll of Council members.

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

Absent: Alderman Karras and Alderman Notz

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Pandaleon reported on the ribbon cutting ceremony at the east side train station and welcomed Chalet to Lake Forest.

A. Annual Emerging Artists Awards

- **Cecilia Lannon, Executive Director Deerpath Art League**

Mayor Pandaleon introduced Cecilia Lannon, Executive Director at the Deerpath Art League. Ms. Lannon gave an overview of the Deerpath Art League and stated how this award used to be in hosted at Gorton in the Leagues' Gallery space gallery, however due to COVID, many local businesses volunteered their window space to display artwork. Ms. Lannon introduced each Annual Emerging artist winner. Photos were taken.

B. 2022-2023 Board and Commission Appointments and Reappointment's

HISTORIC PRESERVATION COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Elizabeth Daliere	APPOINT	3
Lloyd Culbertson	APPOINT	4

GORTON

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Michael Slover	APPOINT	2

LEGAL

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Joy Guscott-Mueller	APPOINT AS INTERIM CHAIR	3

Mayor Pandaleon explained that Joe Waldeck, the Chair of the Legal committee has been called upon to serve as a Judge, he will resume the Chairman role in December when he returns.

COUNCIL ACTION: Approve the Mayor's 2022-2023 Board and Commission Appointments and Reappointment's

Alderman Preschlack made a motion to Approve the Mayor's 2022-2023 Board and Commission Appointments and Reappointment's, seconded by Alderman Rummel. Motion carried unanimously by voice vote.

Mayor Pandaleon read a Proclamation regarding the Municipal Clerk position and recognizing Municipal Clerk week being May 1 – May 7, 2022.

COUNCIL ACTION: Approve the Mayor's Proclamation

Alderman Rummel made a motion to Approve the Mayor's Proclamation, seconded by Alderman Buschmann. Motion carried unanimously by voice vote.

COMMENTS BY CITY MANAGER

City Manager, Jason Wicha noted that like past practice, he has created an advisory group made a related to the athletic field improvements to bring balance to the approach. He also acknowledged the efforts of numerous City Staff and the Fire Fighters Union members for negotiating a contract, continuing a strong history of labor management in the organization.

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

Susan Athenson, President of the Lake Forest Preservation Foundation provided information to the Council on an upcoming program on May 7.

Tom Ford provided comments related to 361 Westminster and 705 N McKinley lawsuit to the City Council. Mayor Pandaleon noted no comment as this is a pending matter.

COMMITTEE REPORTS

PUBLIC WORKS COMMITTEE

1. **Route 60 Bike Path Project Update**
 - **Jim Lockefer, Assistant to the Director of Public Works**

Jim Lockefer, Assistant to the Director of Public Works provided a brief update regarding the Route 60 bike path update, which is included in the omnibus vote consideration section on the agenda. He explained the design process, RFP, and RFQ process. Mr. Lockefer stated that construction for this project is not anticipated until the spring or summer of 2024.

The City Council thanked the Public Works Department for securing the grant funding for this project. There were additional questions regarding the bike path extending further west.

2. Ahwahnee Road Area Storm Sewer Improvements Update
– **Byron Kutz, Superintendent of Engineering**

Byron Kutz, Superintendent of Engineering provided an update regarding the Ahwahnee Road storm sewer improvements. He explained that while the Deerpath pumping station has improved flooding in that area, this project would still be needed to improve flooding on Ahwahnee road. Additionally, he provided background on the funding and construction of the project. Mr. Kutz stated that this item was included in the omnibus vote consideration section on the agenda.

The City Council asked clarifying questions regarding the Deerpath Golf Course ponds and the IDOT pump station project. Additionally, the City Council asked questions regarding which projects were underfunded and which were being funded with savings.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

- 1. Approval of April 18, 2022, City Council Meeting Minutes**
- 2. Approval of the Check Register for the Period of March 26 – April 22, 2022**
- 3. Approval a Proclamation Declaring May as Mental Health Awareness Month**
- 4. Approval of Wright Benefit Strategies Benefit Consulting Services for Fiscal Year 2023 in the Amount of \$28,750**
- 5. Approval of International Association of Fire Fighters (IAFF) Contract between the City and the Lake Forest Firefighters/Lieutenants**
- 6. Approval of a Recommendation from the Public Works Committee to Award the Rockefeller / McCormick / Loch Ravine Project Design to Gewalt Hamilton Associates and Authorize the City Manager to Execute an Agreement in the Amount of \$46,400 to Include a 5% Contingency in the Amount of \$2,320 for a Total Cost of \$48,720**
- 7. Approval of a Recommendation from the Public Works Committee to Award the Seminary Ravine Project Improvements Design to Hey and Associates, Inc. and Authorize the City Manager to Execute an Agreement in the Amount of \$199,050 to Include a 5% Contingency in the Amount of \$9,953 for a Total Cost of \$209,003**
- 8. Waiver of the Request for Proposal Process and Award Phase II Design Engineering Services for the Route 60 Bike Path Project to Gewalt Hamilton Associates and Authorize the City Manager to Execute an Agreement in the Amount of \$132,909 to Include a 5% Contingency in the Amount of \$6,645 for a Total Cost of \$139,554**
- 9. Approval of Design Engineering Services for the Ahwahnee Road Area Storm Sewer Improvements to Baxter & Woodman, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$241,000 to Include a 5% Contingency in the Amount of \$12,050 for a Total Cost of \$253,050**
- 10. Approval of Design Engineering Services for the McLennon-Reed Bridge Repairs Design to Wiss, Janney, Elstner Associates, Inc., and Authorize the City Manager to Execute an Agreement in the Amount of \$131,850 to Include a 5% Contingency in the Amount of \$6,593 for a Total Cost of \$138,443**

- 11. Approve the Purchase of 1,900 Tons of Road Salt from Morton Salt in the Amount of \$149,853 for the FY '23 Winter**
- 12. Approval to Award a Contract to Zenon Environmental Corporation to Purchase 288 Replacement Membrane Modules Included in the FY '23 Budget, in the Amount of \$205,000 and \$10,000 for On-Site Technical Support, for a Total of \$215,000**
- 13. Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading, and if Desired by the City Council, Final Approval)**

COUNCIL ACTION: Approval of the thirteen (13) Omnibus items as presented

Mayor Pandaleon asked members of the Council if they would like to remove any item or take it separately.

The City Council had discussion regarding item #6 and #12.

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

Alderman Weber made a motion to approve the thirteen (13) Omnibus items as presented, seconded by Alderman Preschlack. The following voted "Aye": Alderman Morris, Rummel, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 6-Ayes, 0 Nays, motion carried.

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

ORDINANCES

OLD BUSINESS

- 1. Approval of a Recommendation from the Publics Works Committee to Award the Architecture/Engineering Services for New Synthetic Turf Field at Deerpath Community Park to Hitchcock Design Group in the mount of \$388,000 plus 10% Continency in the Amount of \$38,800, for a Total of \$426,800**

Chuck Myers, Superintendent of Parks and Forestry provided background regarding the RFP process to provide a firm to conduct engineering design for the artificial turf field project. Mr. Myers explained the direction that was provided to staff for the RFP. After the RFP was produced, Mr. Myers explained the staff members included in the process identified the requests of the City Council including stormwater management and green infrastructure. After the RFP was released, the group identified Hitchcock Design Group, a landscape and design firm, as they exceeded the needs outlined in the proposal. Mr. Myers displayed the project timeline, which would begin following approval from the City Council.

The City Council had lengthy discussion amongst themselves and with staff regarding the number of proposals, the price differential of the proposals, using cutting edge technology, feedback from other firms, drainage, funding, playability, the total acreage of the project, and the overall design process of the project.

Paul Hammond provided comments regarding a referendum prior to the design phase to the City Council.

COUNCIL ACTION: Approval of a Recommendation from the Publics Works Committee to Award the Architecture/Engineering Services for New Synthetic Turf Field at Deerpath Community Park

to Hitchcock Design Group in the Amount of \$388,000 plus 10% Continency in the Amount of \$38,800, for a Total of \$426,800

Hearing no further discussion, Mayor Pandaleon asked for a motion.

Alderman Goshgarian made a motion to Approve of a Recommendation from the Publics Works Committee to Award the Architecture/Engineering Services for New Synthetic Turf Field at Deerpath Community Park to Hitchcock Design Group in the Amount of \$388,000 plus 10% Continency in the Amount of \$38,800, for a Total of \$426,800, seconded by Alderman Preschlack. The following voted "Aye": Alderman Morris, Preschlack, Goshgarian, and Weber. The following voted "Nay": Alderman Rummel and Buschmann. 4-Ayes, 2-Nays, motion carried.

NEW BUSINESS

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS
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ADJOURNMENT

There being no further business Mayor Pandaleon asked for a motion. Alderman Weber made a motion to adjourn, seconded by Alderman Goshgarian. Motion carried unanimously by voice vote at 8:23 pm.

Respectfully Submitted
Margaret Boyer, City Clerk

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

RESOLUTION OF APPRECIATION

WHEREAS

JACQUELINE RUBIN

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
CHAIRWOMAN
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the profound gratitude of the citizens of Lake Forest to the participant for the loyal and faithful public service has given by means of this resolution, which shall be spread upon the permanent records of the City Council.

*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

NICK WINEBRENNER

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
VICE CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the profound gratitude of the citizens of Lake Forest to the participant for the loyal and faithful public service has given by means of this resolution, which shall be spread upon the permanent records of the City Council.

*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

BEA PIERCE

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
CSL CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the profound gratitude of the citizens of Lake Forest to the participant for the loyal and faithful public service has given by means of this resolution, which shall be spread upon the permanent records of the City Council.

*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

CHLOE ROBB

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
CSL VICE CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the profound gratitude of the citizens of Lake Forest to the participant for the loyal and faithful public service has given by means of this resolution, which shall be spread upon the permanent records of the City Council.

*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

MATT DURBURG

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
CSL VICE CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

CLAIRE YEHLE

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
FUNDRAISING CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

BEN WINEBRENNER

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
FUNDRAISING CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

GEORGIA MANNARINO

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
FUNDRAISING CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

ABBY HANLON

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
FOUNDATION LIAISON
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

BRYNNE HIPPEL

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
PARLIAMENTARIAN
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

PRIDE HAGGERTY

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
PARLIAMENTARIAN
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

TOMMY HETLER

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
TOPIC NIGHT CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

GIGI SNELLBACK

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
TOPIC NIGHT CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

SCOTT WESTON

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
TOPIC NIGHT CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

SASCHA ROBB

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
PUBLIC RELATIONS CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

LOUISE BRICKMAN

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
PUBLIC RELATIONS CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

SOFIA FALLS

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
GRAPHIC DESIGN CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

SOPHIE DELHEY

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
GRAPHIC DESIGN CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

ZOE FRENTZAS

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
CABLE/TECH CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

LUCA FERRAIOLI

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
CABLE/TECH CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

NICK SLOVER

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
MUSIC CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

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*Adopted by the City Council of
The City of Lake Forest this
16th day of May, 2022*

Mayor

RESOLUTION OF APPRECIATION

WHEREAS

ROBERT MEDICA

has served The City of Lake Forest as a member of the

**EXECUTIVE COMMITTEE
MUSIC CHAIR
2021-2022**

WHEREAS, the participant has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met the responsibilities with purpose and dedication; and

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The City of Lake Forest this
16th day of May, 2022*

Mayor

<p style="text-align: center;">The City of Lake Forest, Illinois INVESTMENT POLICY</p>
--

I. Introduction

The intent of the Investment Policy of the City of Lake Forest (the “City”) is to define the parameters within which funds are to be managed. This Investment Policy formalizes the framework for the City’s investment activities that must be exercised to ensure effective and judicious fiscal and investment management of Lake Forest’s funds. The guidelines are intended to be broad enough to allow the Finance Director to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

II. Governing Authority

The investment program will be operated in conformance with federal, state, and other legal requirements, including Illinois Compiled Statutes 30/ILCS/235 Public Funds Investment Act (the “Public Funds Act”).

III. Scope

This Investment Policy applies to the investment activities of all funds of Lake Forest, except for the Foreign Fire Insurance Board, Deerpath Golf Course, Library, Police and Fire Pension Funds and the funds managed by the Cemetery Commission. This policy shall apply to Library funds managed and invested by the City on behalf of the Library.

Except for funds in certain restricted and special funds, the City may commingle its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

IV. General Objectives

The primary objectives, in priority order, of investment activities will be:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.

2. Liquidity

The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

3. Return

The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs.

V. Standards of Care

Investment activities should reflect the following standards of care:

1. Prudence

The standard of prudence to be used by investment officials will be the “prudent person” standard and will be applied in the context of managing an overall portfolio.

The “prudent person” standard states that,

“Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

The Finance Director, acting in accordance with written procedures and this Investment Policy and exercising due diligence, will be relieved of personal liability for a loss, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

2. Ethics and Conflicts of Interest

In addition to the prohibitions contained in the Public Funds Act, officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials will disclose to the City Manager, Mayor, and Chairperson of the Finance Committee of the City Council any material financial interests in financial institutions that conduct business with the City, and they will further disclose any personal financial or investment positions that could be related to the performance of the City’s portfolio. Employees and officers will subordinate their personal investment transactions to those of the City particularly with regard to the timing of purchases and sales. Also, they will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

3. Delegation of Authority and Responsibilities

Authority to manage the investment program, as chief investment officer, is granted to the Finance Director and is derived from the Public Funds Act. The Finance Director or designee, under the delegation of the City Council, will establish written procedures and internal controls for the operation of the investment program that are consistent with this Investment Policy.

VI. Authorized Financial Institutions, Depositories

1. Authorized Financial Institutions, Depositories

The City will select one financial institution to serve as its primary depository per a Request for Proposal (RFP) process approximately every five years and approved by City Council. Additionally, a list will be maintained of financial institutions and depositories authorized to provide depository services to the City. The City may deposit funds under the FDIC coverage amount in any financial institution the deposits of which are insured by the FDIC.

2. Broker/dealers

A list will be maintained of approved security broker/dealers selected by conducting a process of due diligence and approved by the City Council.

All broker/dealers that desire to become qualified for investment transactions with the City must supply the following, at a minimum:

- Audited financial statements
- Proof of FINRA registration
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read, understood, and agreeing to, and having appropriate safeguards to ensure compliance with, the City's Investment Policy
- Evidence of adequate insurance coverage

Also, broker/dealers will be selected based upon their overall experience with Illinois agencies and the Public Funds Act.

Selection of financial institutions and broker/dealers authorized to engage in transactions with the City will be solely at the City's discretion.

A periodic review of the financial condition and registration of all qualified financial institutions, depositories, and broker/dealers will be conducted by the Finance Director.

3. Investment Advisers

Lake Forest may engage the services of one or more investment advisers to assist in the management of the City's portfolio in a manner consistent with this Investment Policy. Such advisers may or may not be granted discretion to purchase and sell investment securities in accordance with this investment Policy. Such advisers must be registered under the Investment Advisers Act of 1940 or with the appropriate banking regulators if a subsidiary of a bank.

4. Competitive Transactions

The Finance Director will attempt to obtain competitive bid information on all deposits made or investments purchased.

For investment securities purchased on the secondary market, competitive bids can be executed through a bidding process involving at least three separate broker/dealers or financial institutions or through the use of a nationally recognized trading platform. For the purchase of securities for which there is no readily available competitive offering on the same specific issue, then the Finance Director will document quotations for comparable or alternative securities. When purchasing original issue securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

Investment advisers will be engaged through a competitive procurement process, such as a Request for Qualifications (RFQ) or RFP. If the City hires an investment adviser to provide investment management services, the adviser must provide documentation of competitive pricing execution on each transaction. The investment adviser will retain documentation and provide the documentation upon request.

VII. Suitable and Authorized Investments

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this Investment Policy and are those defined by Illinois State Statutes.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the City until this Investment Policy has been amended and the amended version adopted by the City Council.

- Bonds, notes, certificates of indebtedness, treasury bills, or other securities that are guaranteed by the full faith and credit of the United States of America;
- Bonds, notes, debentures, or other similar obligations of U. S. Government, its agencies, or government sponsored enterprises (GSEs);
- Interest bearing bonds of any county, township, city, incorporated town, municipal corporation, or school district, and the bonds shall be registered in the name of the municipality or held under a custodial agreement at a bank, provided the bonds will be rated at the time of purchase within the three highest general classifications established by a nationally recognized statistical rating organization (NRSRO);
- Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 et seq.), provided, however, that such investments may be made only in banks that are insured by the Federal Deposit Insurance Corporation;
- Certificate of Deposit Account Registry Service (CDARS) certificates of deposit or Insured Cash Sweep (ICS) service¹
- Corporate Obligations - issuer must be a United States corporation with more than \$500 million in assets, rating must be within the highest tier (e.g., A-1, P-1, F-1, D-1 or higher) by two NRSROs, obligations must mature not later than three (3) years from the date of purchase and such purchases cannot exceed 10% of the corporation's outstanding obligations, and such purchases cannot exceed one-third of funds;
- Money Market Mutual Funds - registered under the Investment Company Act of 1940 (15 U.S.C.A. § 80a-1 et seq.), provided the portfolio is limited to bonds, notes, certificates, treasury bills, or other security that are guaranteed by the full faith and credit of the federal government as to principal and interest;

¹ CDARS is a placement service provided by Promontory Network in which a member institution uses the CDARS Network to place funds into CDs or other depository products issued by banks that are members of the CDARS Network. The placements occur in increments below the standard Federal Deposit Insurance Corporation ("FDIC") insurance coverage maximum, allowing for coverage of principal and interest. The Insured Cash Sweep (ICS) works similarly placing funds in demand or money market accounts or both.

- Short term discount obligations of the Federal National Mortgage Association (established by or under the National Housing Act (1201 U.S.C. 1701 et seq.)), or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other State or under the laws of the United States, provided, however, that the shares or investment certificates of such savings banks or savings and loan associations are insured by the Federal Deposit Insurance Corporation;
- Dividend-bearing share accounts, share certificates accounts, or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States; provided, however, the principal office of the credit unions must be located within the State of Illinois; and, provided further, that such investments may be made only in those credit unions the accounts of which are insured by applicable law;
- Illinois Funds²
- Illinois Metropolitan Investment Fund (IMET) – (1) 1-3 year Fund and (2) Convenience Fund³
- Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act, pursuant to the Public Fund Investment Act 30 ILCS 235/2 – Section 2(e)
- Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 (15 U.S.C.A. § 780-5) subject to the provisions of that Act and the regulations issued thereunder, provided, however, that such government securities, unless registered or inscribed in the name of the City, will be purchased through banks or trust companies authorized to do business in the State of Illinois; and such other repurchase agreements as are authorized in subsection (h) of Section 2 of the Public Funds Investment Act (30 ILCS 235/2). Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the City's established standards, which will include mutual execution of a Master Repurchase Agreement adopted by the City.

IMPORTANT NOTE: If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Finance Director will evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold. The Finance Director will apply the general objectives of safety, liquidity, and return to make the decision.

VIII. Collateralization of Deposits

It is the policy of the City to require that deposits in excess of Federal Deposit Insurance Corporation (FDIC), National Credit Union Administration (NCUA) and Security Investor Protection Corporation (SIPC) insurable limits, in a single financial institution, be secured by some form of collateral.

To accomplish this, every pledge of collateral will be documented by an approved written security and pledge agreement, executed by the financial institution contemporaneously with the acquisition of the pledged collateral by the financial institution, approved by the board of directors of the financial

² The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17).

³ The IMET Convenience Fund is a short-term money market instrument collateralized via FDIC Insurance, the FHLB Letter of Credit Program, and government securities at 110% on bank deposits.

institution or its loan committee as reflected in the minutes of said board or committee, and continually kept as an official record of the financial institution.

Collateral can be held at the following locations:

- i. A Federal Reserve Bank or its branch office
- ii. A custodial facility - generally in a trust department through book- entry at the Federal Reserve, unless physical securities are involved
- iii. An escrow agent of the pledging institution

To the extent that there are funds in excess of FDIC, NCUA and/or SIPC insurance protection, eligible collateral instruments and collateral ratios (market value divided by deposited funds in excess of FDIC, NCUA and/or SIPC) are as follows:

• Treasuries	110%
• Agencies	110%
• Government Sponsored Enterprises (GSEs)	110%
• State of Illinois obligations	110%
• Lake Forest City General Obligation bonds	110%

The ratio of market value of collateral to the amount of funds secured will be reviewed on a monthly basis and additional collateral will be requested when the ratio declines below the level required.

Substitution or exchange of collateral securities held in safekeeping will not be done without prior written notice of the City at least 10 days prior to any proposed substitutions and provided that the market value of the replacement securities is equal to or greater than the market value of the securities being replaced. The City must pre-approve all substitution and exchanges of securities. At the City's discretion and in a form acceptable to the City Attorney, the City may enter into an alternate written agreement related to the assignment, substitution or exchange of collateral securities.

Letters of credit issued by a Federal Home Loan Bank will also be acceptable as collateral.

IX. Safekeeping and Custody

1. Delivery vs. Payment

All trades of marketable securities will be executed (cleared and settled) on a delivery-vs.-payment (DVP) basis to ensure that securities are deposited in the City's safekeeping institution prior to the release of funds. Cash accounts may be established only if they meet the following safeguards:

- SIPC insured,
- Securities account is through an independent third party safe-keeping agent/custodian that is separate from the facilitating broker/dealer,
- All securities are held in book entry form, meaning they are tracked and recorded electronically by the DTC, with the City listed as the ultimate beneficiary,
- Securities purchased are delivered to the securities account, on the settlement date, regardless of whether there is enough cash available to cover the purchase in order to avoid failed trades, and
- All cash positions and securities positions are held separate from the third party custodian's assets and in the name of the City at all times.

2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the City. To accomplish this, the securities can be held at the following locations:

- i. A Federal Reserve Bank or its branch office
- ii. A custodial facility - generally in a trust department through book-entry at the Federal Reserve, unless physical securities are involved.
- iii. An escrow agent of the pledging institution.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement. All agreements will be approved by the City Attorney.

X. Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Specifics for the internal controls will be documented in an *investment procedures manual* that will be reviewed and updated periodically by the Finance Director.

Procedures should include references to: safekeeping, delivery-vs.-payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the Finance Director. The Finance Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate staff.

The internal control structure will be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. The internal controls will address the following points at a minimum:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Staff training and
- Review, maintenance and monitoring of security procedures both manual and automated

XI. Investment Parameters

1. Mitigating credit risk in the portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Lake Forest will mitigate credit risk by adopting the following:

- limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- allowing no financial institution to hold more than 35% of the City's investments, maturing over one year, exclusive of local government investment pools or U.S. Treasury securities held in safekeeping. Diversification of investments with maturities of less than a year will be at the discretion of the Finance Director based upon bids.
- limiting investment in securities that have higher credit risks,
- limiting obligations of corporations to no more than 10% of the City's investment portfolio, and
- investing in securities with varying maturities.

The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities will not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

2. Mitigating market risk in the portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements or other money market instruments to ensure that appropriate liquidity is maintained to meet ongoing obligations. To the extent possible, Lake Forest will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than two years from the date of purchase.

Core funds, comprised of reserve and other funds with longer-term investment horizons, may be invested in securities exceeding two (2) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds.

Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

3. Local Considerations

Lake Forest will maintain investment accounts in the financial institutions located within the city of Lake Forest whenever possible and not precluded by other standards of this Policy.

4. Sustainable Investing

When evaluating potential investments, the Finance Director may consider material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence. Such factors

include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act, 30 ILCS 238/.

XII. Performance Standards/ Evaluation

The investment portfolio will be managed in accordance with the parameters specified within this Policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance will be compared against an appropriate benchmark/s as identified in the *investment procedures manual*.

XIII. Reporting/ Disclosure

The Finance Director will prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report should be provided to the City Council Finance Committee. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmark.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents

XIV. Approval of Investment Policy

This Investment Policy will be reviewed on an annual basis by the Finance Director and any modifications made must be approved by the City Council. If no modifications are made, the Investment Policy will be annotated to include the date of the review.

~~Approved: October 21, 2019~~

~~Reviewed: April 20, 2020~~

~~Reviewed: April 19, 2021~~

DRAFT Revisions: May 16, 2022

THE CITY OF LAKE FOREST

ORDINANCE NO. 2022-____

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE REGARDING
THE CLASS C-2 AND C-3 LIQUOR LICENSES**

Adopted by the City Council
of the City of Lake Forest
this ____ day of _____ 2022

Published in pamphlet form by direction
and authority of The City of Lake Forest
Lake County, Illinois
this ____ day of _____ 2022

THE CITY OF LAKE FOREST
ORDINANCE NO. 2022 - _____

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE REGARDING
THE CLASS C-2 AND C-3 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 increase the number of liquor licenses in the C-2 and C-3 categories to accommodate applications filed by a local entity for a new restaurant operation; and

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 111.037. 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	8
A-2	6
A-3	No more than the total number of Class A-1 licenses issued by the city
B-1	1
C-1	11

C-2	40-11
C-3	46-17
D-1	5
E-1	2
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	3
G-2	2
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-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 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 _____, 2022.

AYES:

NAYS:

ABSENT:

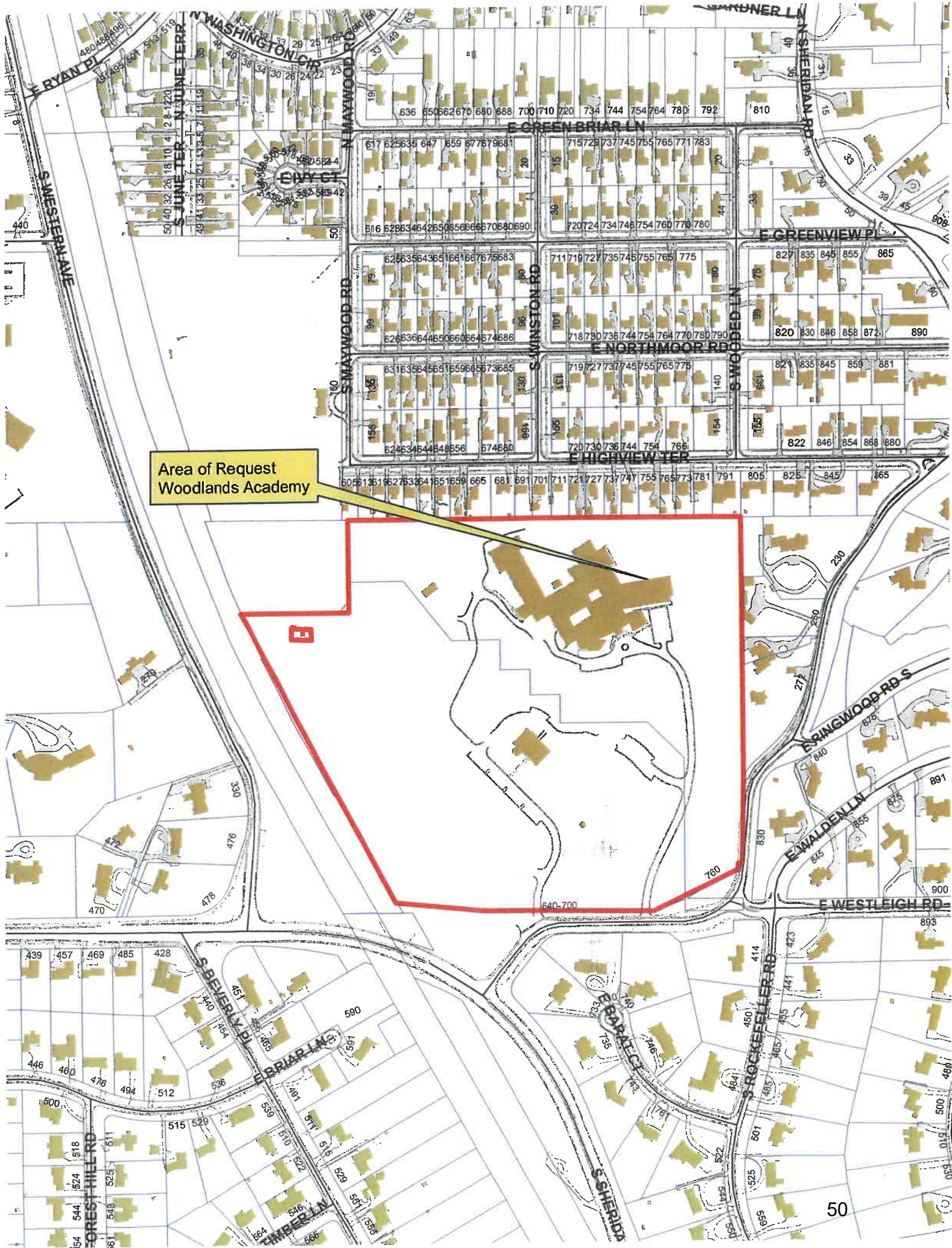
ABSTAIN:

Approved this ___ day of _____, 2022.

Mayor

ATTEST:

City Clerk



Area of Request
Woodlands Academy



WOODLANDS ACADEMY CAMPUS

AREA OF REQUEST

THE CITY OF LAKE FOREST

ORDINANCE NO. 2022 - _____

AN ORDINANCE APPROVING AN AMENDMENT TO THE SPECIAL USE PERMIT FOR
WOODLANDS ACADEMY OF THE SACRED HEART
(760 E. WESTLEIGH ROAD)

WHEREAS, Woodlands Academy of the Sacred Heart ("Woodlands Academy") has filed a petition for an amendment to the Special Use Permit for property legally described in Exhibit A attached hereto and made a part hereof (the "Campus"); and

WHEREAS, in 1998, the City of Lake Forest (the "City") granted a Special Use Permit to Woodlands Academy ("the Original SUP") recognizing Woodlands Academy as a previously established educational use on residentially zoned property and authorizing modifications to the Campus; and

WHEREAS, the Original SUP was subsequently amended most recently in 2013 to support continued enhancements and updates to and expansion of the Campus; and

WHEREAS, the property owner, Woodlands Academy, has filed a petition (the "Petition") requesting approval of an amendment to the SUP to allow modifications to existing uses and facilities including, but not limited to the tennis courts, driveway and parking lot, located on the northeast portion of the Campus; and

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

WHEREAS, the City's Zoning Board of Appeals did conduct a public hearing on the Petition over the course of two meetings on March 28, 2022 and April 25, 2022

and after having fully heard and having considered the evidence and testimony by all those who wished to testify and, after deliberating, voted 5 to 2 to recommend approval of the request subject to conditions of approval and submitted to the City Council a report of its findings a copy of which is attached hereto and made a part hereof as Exhibit B (the "Findings"): and

WHEREAS, the City Council concurs with the findings of the Zoning Board of Appeals and, subject to the terms and conditions herein set forth, finds and determines that it is in the best interests of the City and its residents to approve the Petition and amend the SUP as set forth in the Ordinance.

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

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

SECTION TWO. Approval of Amendment: The Special Use Permit is hereby amended to incorporate and approve modifications to the northeast portion of the Campus as reflected on the plan attached hereto and made a part hereof as Group Exhibit C subject to the following conditions of approval.

Screening/Buffer

1. A continuous solid fence, with no gaps between boards, at least six feet in height as measured from the adjacent grade to the top of the tallest post, shall be installed along the north property line extending from, at a minimum, a point west of the parking spaces located in the "L" shaped area, the full length of the tennis courts. The final design and siting of the fence shall be subject to City staff approval.
2. Landscaping is required along the north property line, in addition to a fence as noted above. The landscape plan shall be subject to review and approval by City staff and shall include a variety of species, including, but not limited to, a mix of fast growing evergreens and shall provide for layered plantings of low and mid-

level plantings (shrubs and bushes) and taller trees that over time will provide a dense landscape wall along the north property line.

3. The City shall conduct twice a year inspections of the landscape buffer for three years following the completion of the initial planting to 1) identify any plantings that are failing to thrive and 2) identify any gaps in plantings that should be infilled with additional plantings consistent with good forestry practices. Woodlands Academy shall augment the plantings if so directed by the City no later than the next available planting season. Note: It is acknowledged that the plantings will take time to grow in and that initially, some gaps in the plantings will be apparent recognizing that proper spacing of plant material is important to provide the opportunity for plantings to mature and thrive.)

Parking Lot

4. The parking area, driveway and turnaround shall be paved and are not permitted to remain as gravel.
5. The three parking spaces in the triangular space along the driveway shall be eliminated and a landscape plan for the area shall be prepared and will be subject to review and approval by the City. Plantings in the triangle shall occur as part of the overall project.
6. The final parking lot plan shall clearly delineate the striping proposed and the number of spaces. The total number of spaces permitted in the "L" north of the gymnasium and adjacent to the tennis courts shall not exceed 22 and the parking spaces must meet applicable parking lot standards.
7. The final parking lot plan must reflect signage informing users of the following regulations:
 - a. No idling is permitted on the driveway or in parking spaces.
 - b. Access to the "L" parking area and the turnaround is limited to Woodlands Academy personnel only after 9:30 p.m. (or similar language subject to City approval).
8. Small and medium size shuttle buses are permitted to drop off and pick up activity participants in the vehicle turnaround. When not actively dropping off or picking up participants, buses must stage/park in other areas of the campus and are not permitted to remain on the driveway or in the parking lot to the north of the gymnasium.
9. Woodlands Academy shall, to the extent possible, minimize drop offs and pick ups for youth attending summer camps on the campus in the area adjacent to the north property line, near the homes.

Tennis Courts

10. The use of the tennis courts shall be limited as follows:

- a. Racquet sport related activities: practice, lessons, matches and limited school sponsored events involving Woodlands Academy students, faculty, staff, parents and alumni are permitted. (Regional tournaments are not permitted.)
- b. Racquet sport related activities: practice, lessons and matches for summer youth camps are permitted.
- c. Use for Woodlands Academy physical education classes and Woodlands Academy sports teams is permitted.
- d. Use of the courts is permitted only during natural light hours. No lights are permitted on the tennis courts.
- e. No permanent seating is permitted within the 25 foot buffer between the tennis courts and the north property line.
- f. No loud speakers may be installed on the courts.

11. No work may proceed until all required permits are obtained.

SECTION THREE: Amendment to Ordinance. Any amendments to the terms, conditions, or provisions of this Ordinance that may be requested after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in Section 159.045 of the Zoning Code, or by an amendment to the SUP itself in the manner provided in the Zoning Code and by applicable law. Nothing in this Ordinance amends or otherwise modifies the terms and conditions of the SUP.

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

record this Ordinance and such agreement and consent with the Recorder of Deeds of Lake County.

PASSED THIS ____ DAY OF _____, 2022.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED THIS ____ DAY OF _____, 2022.

MAYOR

ATTEST:

City Clerk

EXHIBIT B

Findings

1. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

The proposed project will improve upon the existing conditions. The tennis courts will be setback from the property line further than the existing courts, the parking area will be delineated with striped parking and the number of parking spaces will be limited. Vehicle circulation through the area will be more organized and efficient than what exists today. The buffer between the Campus and the neighboring homes on Highview Terrace will be formalized with a combination of a solid fence and layered landscaping. Parameters for use of the area, which do not currently exist, will be established through the conditions of the Special Use Permit.

The light, noise and activity impacts that naturally result from the adjacency of non-residential uses and residential uses will be mitigated over current conditions as a result of the proposed plan.

2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted and will not substantially diminish and impair property values within the neighborhood.

Through the current public hearing process, some adjacent residential property owners have stated that current conditions on the northeast portion of the Woodlands Academy Campus impact their use and enjoyment of their properties. Efforts are made in the plan presented by the Academy and through the recommended conditions of approval to mitigate existing impacts on the neighboring residents and avoid additional impacts.

Tennis courts are located throughout the community in parks, at private clubs and at schools and in several cases the courts are close to neighboring homes. The location of tennis courts on Woodlands Academy Campus, 25 feet from the property line, in combination with a vegetative buffer, is not inconsistent with conditions found elsewhere in the community. In the R-4 residential district, tennis courts must be a minimum distance of 20 feet from all property lines.

No evidence has been submitted documenting that the proposed modifications to the Woodlands Academy Campus will substantially diminish property values in the surrounding neighborhood. The petitioner has submitted an opinion to the contrary.

Woodlands Academy is an established use and the parking area, driveway and tennis courts that exist today are depicted on the most recent Master Plan which was approved through an amendment to the Special Use Permit in 2013.

3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district the special use will not negatively affect the overall character of the area.

The surrounding area is developed. The proposed improvements and the approval of an amendment to the Special use Permit will not impede redevelopment or enhancement of the adjacent properties. In fact, the enhanced buffer along the edge of the Campus will enhance the privacy of the neighboring homes on Highview Terrace and will improve upon the impacts that are now experienced by some of the adjacent property owners.

4. The exterior architectural appearance and functional plan of any proposed structure will not be incompatible with either the exterior architectural appearance or functional plan of structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district so as to cause a substantial depreciation in the property values within the neighborhood.

The buildings will not be modified as part of this project except that exterior lighting on the north facing elevations of the school building will be updated to reduce light spillover and screen views of the source of the light.

The functional plan for the area north of the gymnasium will be cleaned up and organized from an aesthetic perspective and the buffer between the neighboring single family homes and the active areas of the Campus will be re-established and enhanced. The landscape buffer and solid fence will provide an edge to the Campus compatible with treatments found in residential areas and will provide a more appropriate transition between the non-residential and residential uses than currently exists.

5. Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

From a public infrastructure perspective, all of the necessary public roads, utilities and facilities are available. No change in use is proposed. On the campus, the proposed private improvements will address current stormwater issues and will create more efficiency and organization with respect to the parking, drop off/pick up and on site circulation activities.

6. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

The proposed improvements will not result in a change to traffic volumes on public streets or in adjacent neighborhoods. The proposed improvements will improve upon the existing parking and circulation on the Woodlands Academy Campus by

delineating specific parking spots with striping, creating an efficient turn around and eliminating three point turns, and by creating a configuration and paved surface to allow vehicles to move through the area in an organized fashion.

7. The special use shall conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the City Council.

Woodlands Academy will be required to abide by the conditions of the amended Special Use Permit and amended plans and the provisions of the R-4 zoning district except for those modified by the Special Use Permit and adopted Master Plan.



ATHLETIC CAMPUS - SITE PLAN
SCALE 1"=30'-0"



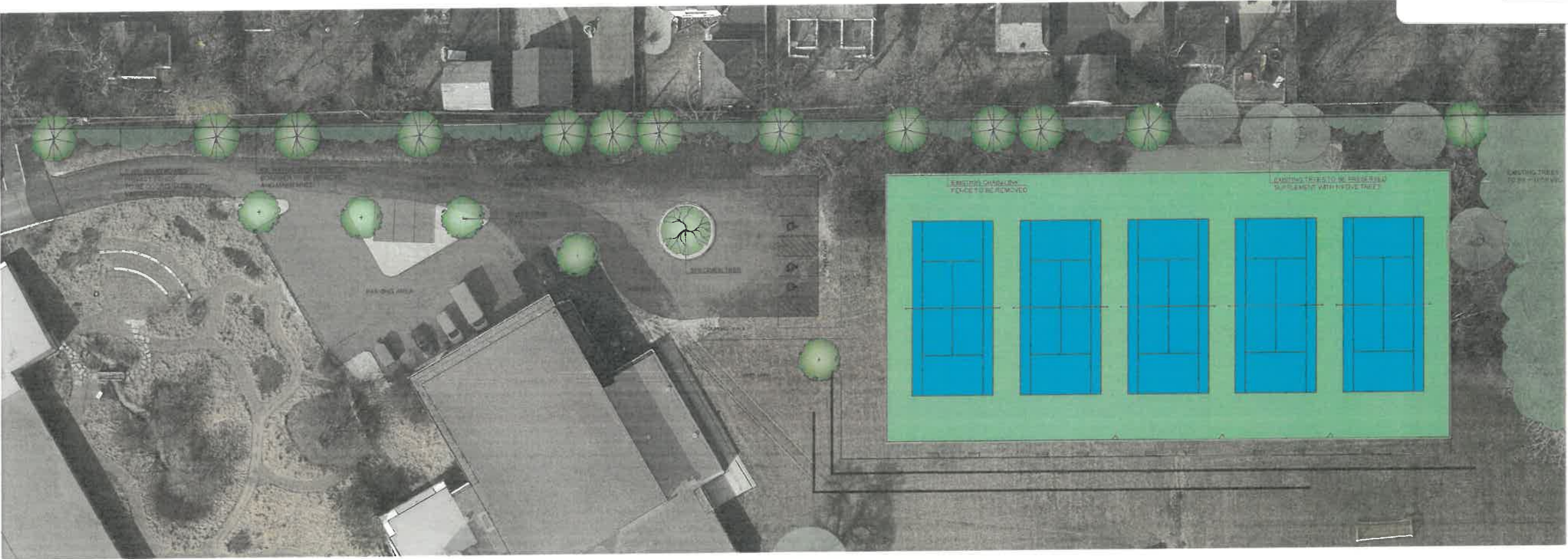
ATHLETIC CAMPUS IMPROVEMENTS
LAKE FOREST, ILLINOIS

WOODLANDS ACADEMY

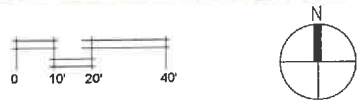
Kathryn Talty
landscape architecture

Winnetka, Illinois 60093
847.612.5154
www.kmtaltydesign.com

DATE:04.15.22



LANDSCAPE PLAN
SCALE 1"=20'-0"



SHADE TREE TYPES



SOLID BOARD PRIVACY FENCE

ATHLETIC CAMPUS IMPROVEMENTS
LAKE FOREST, ILLINOIS

WOODLANDS ACADEMY

Kathryn Talty
landscape architecture

Winnetka, Illinois 60093
847.612.5154
www.kmtaltydesign.com

DATE:04.15.22



ZONING BOARD OF APPEALS REPORT AND RECOMMENDATION

TO:	Honorable Mayor Pandaleon and members of the City Council
DATE:	April 25, 2022
FROM:	Chairman Sieman and members of the Zoning Board of Appeals
SUBJECT:	Woodlands Academy of the Sacred Heart – Amendment to Special Use Permit

Property Owner

Woodlands Academy of the
Sacred Heart
760 E. Westleigh Road
Lake Forest, IL 60040

Property Location

North of Westleigh Road,
East of Western Avenue,
South of Highview Terrace

Zoning District

R-4 – Single Family Residential

Representatives

Lynda Mooney, Chairman, Woodlands Academy Board
Kathryn Talty, Landscape Architect, Landscape Architecture, Inc.
Mike Bleck, P.E., Bleck Engineering
Robert O'Donnell, Attorney, O'Donnell Callaghan LLC

Zoning Board of Appeals Recommendation

The Zoning Board of Appeals conducted a public hearing on this petition over the course of two meetings and over the course of several hours of testimony, questioning and deliberation. At the end of the first meeting in March, 2022, the Board challenged Woodlands Academy representatives to conduct additional study, further explore other options, and to consider physical and operational ways to improve upon the existing conditions on the portion of the Campus adjacent to the neighboring homes on Highview Terrace, and to mitigate potential future impacts.

At the conclusion of the second meeting, the Zoning Board of Appeals voted five to two to recommend approval of Woodlands Academy's request for an amendment to the Special Use Permit subject to several conditions. The findings on which the Board's decision was based and the recommended conditions of approval are detailed in the Ordinance presented to the City Council. The minutes of the Board's meetings are also available to the City Council to provide additional detail and an understanding of the depth of the Board's discussion and inquiries.

Summary of this Request

This is a request for an amendment to the Woodlands Academy Special Use Permit to allow modifications to the northeast portion of Campus including relocation and reconstruction of two existing tennis courts, the addition of three tennis courts, formalization and paving of parking areas and the driveway, and the addition of a vehicle turnaround. Stormwater management improvements are planned as part of this work to address ongoing flooding in the gymnasium. Existing exterior lights on the north facing portion of the school building are planned for replacement as part of this project. Replacement lights that utilize new technology and fixtures that direct light down, instead of out, are planned to address the light spillover on to the neighboring homes that exists today.

Background

Special Uses Generally

Woodlands Academy, like other public and private institutions throughout the community, is located on residentially zoned property, it is authorized through a Special Use Permit which permits Woodlands, as a private educational institution, to operate at this site.

The City Code provides the opportunity for non-residential uses to locate and operate in residential districts only if approved as a Special Use. The presence of various non-residential uses in residential neighborhoods, many of which are valued community institutions, is part of the community's tradition and part of the character of Lake Forest. The various uses that operate under Special Use Permits in the community in addition to Woodlands Academy include, but are not limited to: Lake Forest College, churches, private clubs, Northwestern Lake Forest Hospital, Lake Forest Academy, Lake Forest Country Day School, Gorton Community Center and Elawa Farm. The integration of these various valued uses and institutions, adjacent to and often in the middle of, residential neighborhoods, can present challenges due to activity levels, traffic, parking, lights, noise and hours of operation. The Special Use Permit process requires public notice to surrounding property owners and residents and a public hearing and ultimately, a determination of whether the impacts of the non-residential use can be mitigated to preserve and protect the neighboring residences while at the same time, allowing the non-residential uses to be viable and to add value to the community overall. The various interests have been successfully balanced in many of these situations to the overall benefit of the community.

Woodlands Academy of the Sacred Heart Timeline

Timeline

- 1901 Approximately forty-one acres of property, what is today the Campus of Woodlands Academy, were purchased by the Religious of the Sacred Heart for the purpose of constructing a new home for the Academy of the Sacred Heart.
- 1904 Old Main, a building previously located on a portion of the site, was completed and the Academy of the Sacred Heart moved from Taylor Street in the City of Chicago to the "country", Lake Forest.
- 1961 The Academy of the Sacred Heart moved out of Old Main and across the ravine to its newly constructed home as Woodlands Academy. The two campuses were separated into two parcels at that time (the parcel line is visible on some of the maps included on the Board's packet) with Barat College and Woodlands Academy residing side by side. Barat Campus was located on the southwestern portion of the site on approximately 23 acres, and Woodlands Academy was located on the northeastern portion of the property on the remaining approximately 18 acres. At the time Woodlands Academy was established as a separate campus, the City Code did not include a requirement for a Special Use Permit.
- 1998 The City of Lake Forest approved a Special Use Permit 1) recognizing the existence of Woodlands Academy, a private academic institution, as a Special Use because the development of the Campus predated the establishment of the Special Use provisions in the Code (1972) and 2) authorizing the expansion of the pre-existing school in the form of an 8,700 square foot addition to the front of the building adding a front entrance, office space and conference rooms. (Plan attached.)

Condition of Approval: Future building additions, replacement of existing buildings or additions of uses to the Campus shall require amendments to this Special Use Permit or, if a Comprehensive Master Plan is developed, the Plan shall be submitted for review and approval to the Zoning Board of Appeals obviating the need to review future projects that are consistent with the Plan on an individual basis.

- 2008 The City of Lake Forest approved an update to the Woodlands Academy Special Use Permit approving a Master Plan to provide for expansion of the facilities in a manner that allows Woodlands Academy to remain competitive with other schools. A science wing was added consistent with the plan. Note: this plan was never fully implemented. (Plan attached.)
- 2011 Woodlands Academy held a community meeting to announce that benefactors of the Academy had secured an option to purchase the entire 23-acre Barat Campus with the intent of “gifting” it, as a blank slate, to Woodlands Academy for educational purposes.
- 2012 The City of Lake Forest approved an amendment to the Woodlands Academy Special Use Permit incorporating the 23 acre Barat College parcel onto the Woodlands Academy Campus. No improvements were approved as part of this action.
- 2012 The City of Lake Forest approved an amendment to the Woodlands Academy Special Use Permit Phase 1 of a new Campus Master Plan approving a replacement location for wireless facilities formerly located on the Old Main building.
- 2013 The City of Lake Forest approved an amendment to the Woodlands Academy Special Use Permit approving Phase 2 of a new Campus Master Plan. This version of the Special Use Permit currently regulates the Campus.

KEY POINTS

- Woodlands Academy is a longtime and valued community institution.
- The petition focuses on the appropriateness of the proposed expanded and upgraded facilities given the location close to neighboring homes.
- Woodlands Academy facilities were constructed in generally the footprint that exists today in the early 1960's. No requirements for a Special Use Permit for private schools in a residential district or public review process existed at that time.
- Some of the homes in the surrounding area pre-date Woodlands Academy, others were constructed after the current Woodlands Academy Campus was constructed.
- Based on air photos available to staff, two tennis courts have existed in the current location at least since the early 1970's and some parking appears near the tennis courts, behind the school building, for at least that long as well.
- The tennis courts and the parking area and proposed vehicle turn around are intended to be used primarily by Woodlands Academy students, parents, teachers and staff and the students, parents and staff of the teams competing against Woodlands Academy. Limited outside groups use the gymnasium and summer youth camps are held on the Campus.
- Neither the current Special Use Permit, nor the earlier versions of the Special Use Permits authorize or prohibit use of the Campus by outside groups. Many institutions throughout the community, special uses, host summer youth camps and other youth activities on their campuses.
- Woodlands Academy has explored alternate locations for the proposed improvements and has provided the analysis of that study to the Board.

- Conditions of approval are recommended to establish some parameters for use of the area where the improvements are planned. No such parameters or conditions currently exist.
- Conditions are recommended requiring fencing and landscape enhancements to establish a formal buffer along the north property line. Today the property line is not landscaped in a conscious and cohesive manner.

Board Evaluation

Parking and Driveway

Existing Conditions - In air photos as early as 1974, a driveway extended along the north property line, north of the gymnasium, with a widened area at the terminus of the driveway presumably for parking and to facilitate vehicles turning around. Based on air photos, sometime between 1998 and 2002, the parking area was expanded to what appears to be similar to the current configuration. The Master Plan approved by the City in 2013 appears to reflect the configuration of the driveway and parking area as they exist today. Because the area is not striped and the movement, parking, standing of vehicles is not regulated, at times, the activity in this area can be somewhat chaotic. The area is not a dust free, paved hardscape surface and does not appear to properly manage stormwater runoff. Parking in this location, behind the gym, as noted above, is reflected on the current, approved Master Plan. Parking is permitted in this area.

Proposed Improvements – The proposed work will formalize, improve and define the driveway and parking spaces within the area where these activities already take place. The current Master Plan recognizes the use of this area for a driveway and parking area but does not establish specific setbacks, a permitted number of parking spaces or requirements for fencing and landscaping. The proposed plan appears to designate:

- About 14 parking spaces in the “L” shaped area behind the gymnasium.
- Three accessible parking spaces just west of the tennis courts along with two additional regular spaces.
- Three parking spaces in the triangular area off the main driveway. The conditions recommended by the Board require that these three spaces be eliminated to minimize the potential for congestion and delays on the driveway that runs parallel to the property line, to reduce parking closest to the neighboring homes, and to provide space for landscaping generally consistent with Code requirements for landscaping parking lots.

Alternatives

At the Board’s request, the petitioner provided additional information on the various alternative sites that were considered by Woodlands Academy for all or some of the tennis courts. In addition to the alternatives previously considered, since the last meeting, the petitioner also studied the possibility of locating the tennis courts further south, on the adjacent sports field and flipping the location of the tennis courts and the existing sports field. The petitioner’s evaluation is included in the Board’s packet.

As requested by the Board, cost estimates were also provided by the petitioner, both a cost estimate for the tennis courts as proposed and estimates of the incremental costs that would be incurred with the various alternatives. The economics of a specific project are not under the Board’s purview however, going beyond the project costs, the larger issue of preserving community institutions and supporting their viability, is an aspect that may, at the discretion of the Board, factor into the overall evaluation of this type of request.

Stormwater

Addressing stormwater concerns on the Woodlands Campus is a key driver for this project. These improvements require work in the area of the existing parking lot and driveway. This work, including paving of the existing driveway and parking area, could be done without an amendment to the Special Use Permit and without the opportunity to establish parameters for setbacks, landscaping and use to improve upon the existing conditions.

It is reasonable to support Woodlands Academy's goal of addressing stormwater problems and these improvements, present the opportunity for modest changes to the driveway and parking area and the addition of an efficient turnaround, a new fence and enhancement of the landscaping. All these improvements will provide for a more controlled use of the space, improve upon the aesthetic appearance, and improve the buffer between the Woodlands Academy Campus and the adjacent single family homes.

Use

The proposal presented by Woodlands Academy does not involve a change of use. Additional tennis courts are proposed, increasing the number of courts from two to five. Currently, there is no limitation on how the two courts can be used. A condition is proposed limiting the use of the courts to racquet sports, Woodlands Academy physical education classes and other limited use for activities sponsored by Woodlands Academy.

Conditions are also proposed pertaining to the operation of the parking area and driveway and use by outside groups.

Other Special Uses

As discussed below, most of the community's academic institutions, churches and private clubs are in residential zoning districts, close to neighboring homes. Many of these uses predated the requirement for a special use permit like Woodlands Academy and as a result, some adjacencies exist that may not be approved today if these uses were being established as new uses. When these institutions come forward with plans for modifying physical elements on their sites or proposed changes to how the property is used, there is an opportunity to review and sometimes improve upon existing conditions.

The plan presented by Woodlands Academy in many ways improves upon the existing conditions. There currently is not a significant buffer between Woodlands Academy and the adjacent residential properties, the areas proposed for improvements are portions of the campus that have not been the focus of discussions in the past. The areas proposed for improvements are dated and have evolved over time in a somewhat haphazard manner but the existing uses in this area, the tennis courts, parking and the driveway, are reflected on the current, approved Master Plan.

Public Notice

Public notice of this petition was provided in accordance with applicable requirements and standard practices. A legal notice was published in a newspaper of general circulation and notice of the public hearing was mailed by the petitioner and by the City to surrounding residents and to other interested parties prior to both meetings of the Board at which this petition was considered. All correspondence received by the Board and correspondence received after Board action, in advance of the Council's consideration is available to the Council for review. All correspondence received will be retained as part of the permanent record for this petition.

Statement of Intent

Woodlands Academy of the Sacred Heart, founded in 1858, is an independent, Catholic, college preparatory day and boarding school for young women grades 9 through 12. In 1904, the Academy of the Sacred Heart moved to its current location on a wooded parcel at the intersection of Westleigh Road and Sheridan Road in Lake Forest. The campus grew over the years to eventually host two sister schools, Barat College and Woodlands Academy. In 2012, after Barat closed its doors, Woodlands expanded its own campus to include the property that was occupied by the former Barat College. The re-consolidated campus of approximately 41 acres exists where it has for 117 years.

As part of the consolidation of the parcels that comprise today's Woodlands campus, a Master Plan was approved by the City of Lake Forest. Among the provisions of this Master Plan were public interests such as preservation of the Ravines and Open Space. Other provisions were written to ensure that Woodlands Academy, with City approval, can develop its campus in a way that is consistent with its educational mission.

Today we seek a modest but meaningful improvement to the Woodlands Academy campus. The scope of this project includes the replacement of two, outdated tennis courts with five new tennis courts and reconfiguration and paving of two existing gravel parking areas. This project will allow the school's athletic and physical education programs to remain vibrant while improving stormwater management, ADA accessibility on the site and the natural vegetative border along the north property line. Included with this application are a set of site plans prepared by Kathryn Talty Landscape Architecture, detailing the proposed improvements.

Prior to this application, our team of design professionals and school administrators explored various options for the location of the tennis courts and determined that no other location was as viable or as minimally impactful to the site. Drawing 1 of the Talty plans is a site plan produced by Bleck Engineering that shows the locations that were explored. The campus, though expansive, is confined by natural attributes such as mature trees, topography and the ravines. Existing structures, playing fields and the cemetery further reduced the buildable envelope. Drawing 1 identifies certain of these development constraints, three alternative locations considered for the tennis courts, identified as "A", "B", and "C", and the location ultimately selected, identified as "D".

One of the first locations explored ("A") was the possibility of placing the tennis courts north of the softball field. *See*, Drawing 1. However, there is a severe grade change of up to 13 feet at this proposed location, which leads to grading and engineering challenges, as well as considerable additional costs. Tennis and softball taking place literally back-to-back are not compatible athletic events such that crowding these two sports fields adjacent to one another is undesirable, and may lead to safety concerns as well. Finally, the tennis courts, unlike the softball field, are used for daily physical education classes, and this location is far from the gymnasium, restrooms, and locker rooms, which would lead to interruptions in class time.

Another alternative ("B") considered locating the tennis courts on open space adjacent to the soccer field. *See*, Drawing 1. This location presents an aesthetic concern, as it would interfere with sightlines from Westleigh Road, making the tennis courts, and not the beautiful Gloria Dei Center, the introduction to Woodlands Academy for drivers heading eastbound on Westleigh. Moreover, this location would crowd the tennis courts next to the soccer field, and is also far from the gymnasium, restroom and locker rooms.

The third alternative location considered for the tennis courts ("C") is the open space southeast of the Gloria Dei Center. This location, as the geographic center of campus and immediately adjacent to the Gloria Dei Center, is earmarked for future building expansion. Moreover, this location has grading challenges as well,

as the grade changes 10' from one end of the proposed court location to another, presenting engineering and practical difficulties, as well as extraordinary, unnecessary costs.

Applying sensitivity to the external-facing greenspace, the Quiet Trail and the overall pastoral nature of the campus, the most appropriate location for the new tennis courts is the same location the tennis courts have existed for decades, at the northwest corner of the campus ("D").

The courts, which are utilized for physical education classes, are currently adjacent to the gymnasium and multi-purpose field, making this spot the most functional location for school curricula. The additional courts will allow the Woodlands tennis team to practice and compete in IHSA matches on their home-court. The courts existing today are insufficient for our use, half of the tennis team must travel off-site to a public park every day for practice. This creates an undue burden on the coaches, dividing their resources to transport and ensure the safety of our student-athletes.

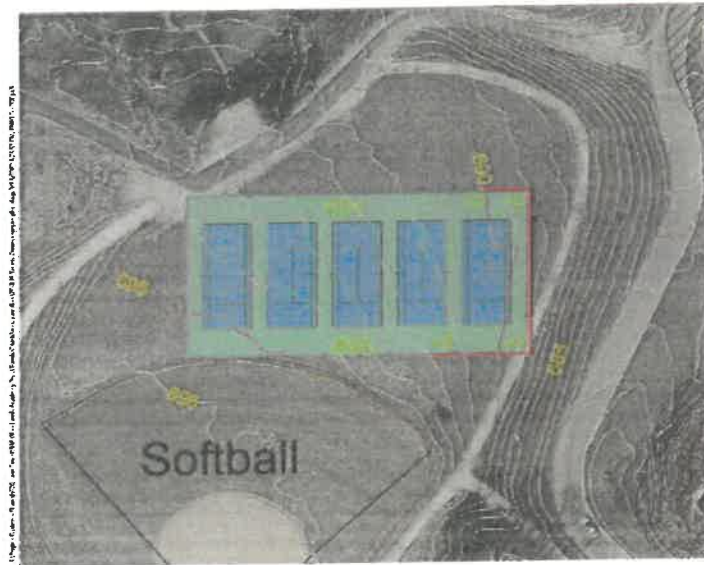
The vehicular infrastructure is currently in place; however, the parking areas are disorganized, unpaved, loose gravel. The proposed paving and improvement to the vehicular circulation will benefit school parents, visitors and neighbors by creating a striped parking area and a structured drop-off. This improvement will allow efficient movement of traffic, preventing 3-point turns and unnecessary vehicular noise from safety back-up beepers or the lengthy queuing of cars. The paved parking areas will be more ADA friendly by providing safe, level pedestrian circulation to the gymnasium for our students and visitors with mobility issues. Asphalt paving will also prevent airborne dust and gravel migration into our neighbors' yards.

Woodlands respects its neighbors' concerns and has taken every effort to meet with nearby property owners and incorporate their comments into its proposed improvement plans. Woodlands believes this project truly contemplates not only an improvement to the aesthetics, functionality, and value of its own treasured campus, but also to the relationship between the campus and its neighbors.

Impact of Alternate Site Locations

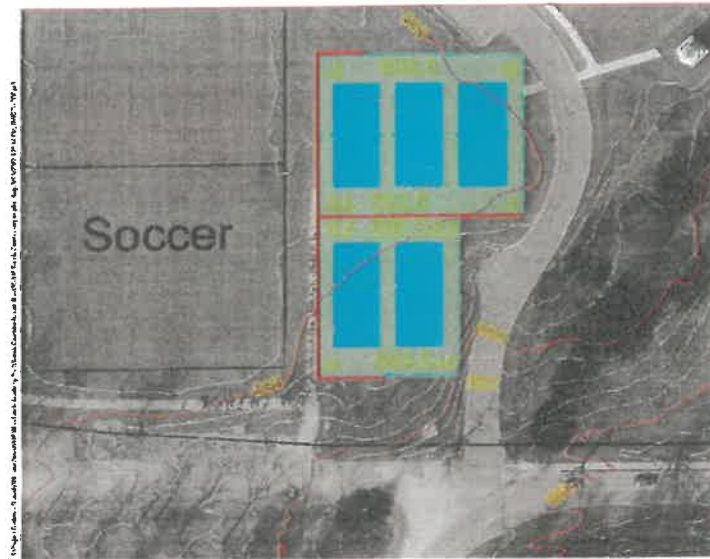
At the request of the City of Lake Forest and subsequently the Zoning Board of Appeals, Woodlands' project team evaluated four alternate site locations for the proposed tennis courts. These four alternate sites were found to be non-viable locations for the courts. Please see the below analysis for the impact of these alternate sites.

Location A – North of the existing softball field



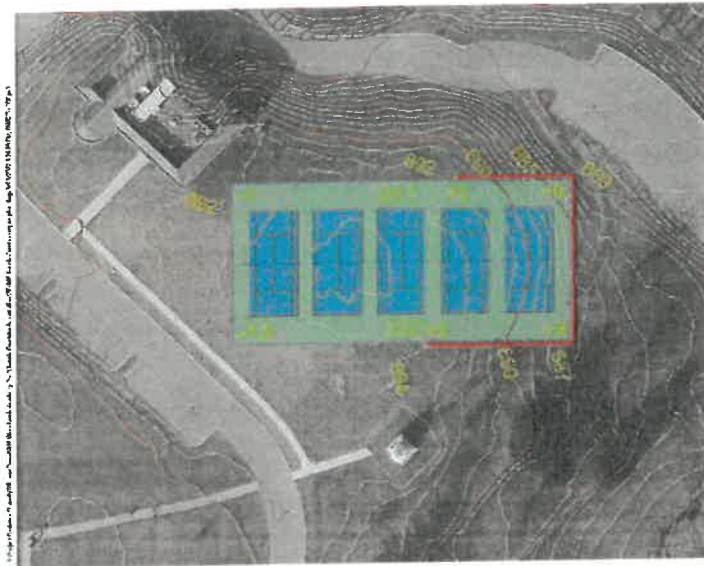
- Curricular and extra-curricular programming challenges
 - The site is removed from the existing school building, eliminating the courts use for daily PE class
 - The site is currently used for softball practice and pre-game warm-ups
- Safety and scheduling issues
 - Conflicting athletic teams will be using the two different facilities – tennis courts are in line with fly balls from softball
 - Teams cannot use the two facilities concurrently
- Engineering and constructability issues
 - Severe grade change would require substantial retaining wall structures
 - Project budget would increase by \$416,748 or 105%

Location B – East of the existing soccer field



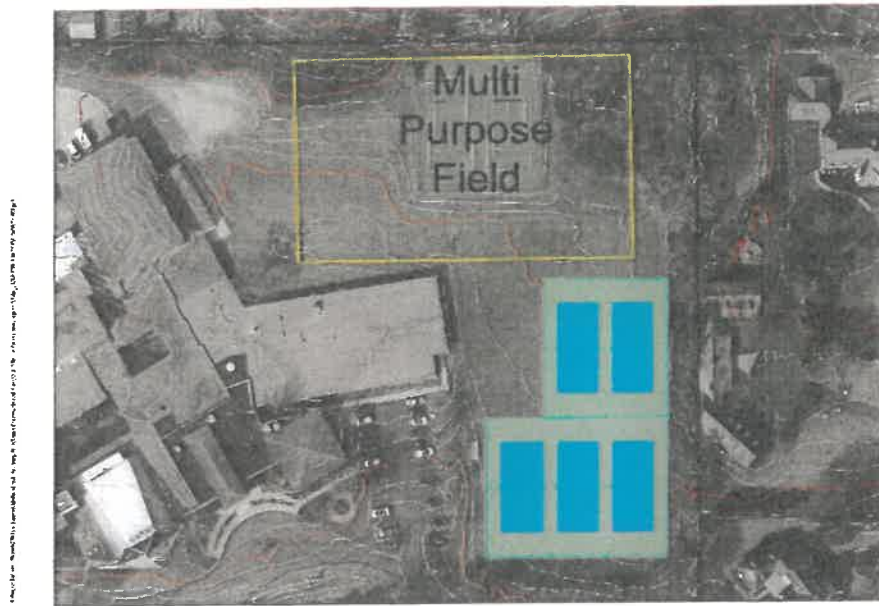
- Curricular programming challenges
 - The site is removed from the existing school building, eliminating the courts use for daily PE class
- Negative impact to the community
 - The courts and associated fencing would be located along Westleigh Road to the aesthetic detriment of the view from the public way
 - The courts conflict with the location of the “Quiet Path” meditation walk dedicated to Lake Forest and frequently used by the community
- Ecological impact
 - Several memorial and mature trees would be lost with construction
 - Opportunity for the expansion of the public-facing conservation area is eliminated
- Safety and scheduling issues
 - The courts are pinched at the access road creating a site-line obstruction
- Engineering and constructability issues
 - Severe grade change between soccer field and access road would require substantial retaining wall structures
 - Project budget would increase by \$586,345 or 148%

Location C – Near the Gloria Dei Center



- Area is earmarked for future building expansion
 - This is the geographic location of campus which is ideal for a new building
- Curricular and extra-curricular programming challenges
 - The site is removed from the existing school building, eliminating the courts use for daily PE class
 - This open space is ideal for all-community gatherings and frequently hosts such events as the family picnic attended by +200 people.
- Negative impact to the community
 - The courts conflict with the location of the “Quiet Path” meditation walk dedicated to Lake Forest and frequently used by the community
- Engineering and constructability issues
 - Severe grade change would require substantial retaining wall structures
 - Project budget would increase by \$513,348 or 130%

Location D – South of our proposed location, in place of the existing Carney Field



Carney Field is an extremely important asset to Woodlands Academy. Throughout the course of the year, it is the most used outdoor facility on our campus. The Field is utilized for Athletic practice, the PE curriculum and academic programming. We feel that moving the tennis courts to Location D would be too detrimental to the school and therefore this option is not viable.

- Curricular and extra-curricular programming challenges – Carney Field facility must be preserved
 - The site is used frequently by our PE classes. Please refer to the *"Anticipated Facility Use Schedule"* for more information on the frequency of use at this existing field.
 - The site is used by our athletic department for Field Hockey and Soccer Practice and pre-game warm-ups
 - The size of the field would be significantly reduced if relocated and therefore no longer an option for athletic practices
- Negative impact to the community
 - Elimination of Carney Field would result in the relocation of the facility to the site of the existing tennis courts.
 - Usage of Carney Field is far more frequent and sustained throughout the duration of the year, than the use of the tennis courts.
- Engineering and constructability issues
 - Grade change between the north and south courts needs to be resolved with retaining walls
 - Existing tennis courts would need to be removed and Carney Field rebuilt along north property line
 - Grading of a field to the north would create additional stormwater management issues

	ISSUED DATE	ISSUED FOR
■	12.08.2021	REVIEW
1	07.19.2021	CITY REVIEW #1
2	08.05.2021	CITY REVIEW
3	02.03.2021	SUP EXHIBIT

PROFESSIONAL SEAL

"To the best of our knowledge and belief, the drainage of the surface waters will not be changed by the construction of this project or any part thereof, or that such surface waters drainage will be changed, reasonable provisions have been made for the collection and diversion of such surface waters into public areas or drains which the developer has a right to use, and that such surface waters will be planned in accordance with generally accepted engineering practices so as to reduce to the likelihood of the damage to the adjoining property because of the construction of the project."

Michael G. Bleck, PE 05.13.20
License No. 60344800 Expires 11/30/21

WOODLANDS ACADEMY
760 E WESTLEIGH ROAD
LAKE FOREST, ILLINOIS 60045

7D-816	Project No.
MGB/MB	Drawn By
MGB	Checked By

Drawing Name: CAMPUS PL