

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

Monday, December 5, 2022, 6:30 pm
220 E. Deerpath, Lake Forest, IL 60045

Honorable Mayor, George Pandaleon

James E. Morris, Alderman First Ward

Nancy P. Novit, Alderman First Ward

Melanie Rummel, Alderman Second Ward

Edward U. Notz, Jr., Alderman Second Ward

Jim Preschlack, Alderman Third Ward

Ara Goshgarian, Alderman Third Ward

Raymond Buschmann, Alderman Fourth Ward

Eileen Looby Weber, Alderman Fourth Ward

CALL TO ORDER AND ROLL CALL

6:30 p.m.

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

A. Gorton Community Center 2023 Budget Presentation

PRESENTED BY:

Jack Westerman, Board Chair; Nick Bothfeld, Finance Chair;

and Amy Wagliardo, Executive Director

STAFF CONTACT: Elizabeth Holleb (847-810-3612)

BACKGROUND/DISCUSSION: Pursuant to Section 10.C.3 of the Restated Agreement Relating to the Gorton Property executed in July 2013, as amended by the First Amendment to Restated Agreement executed in October 2019, the Finance and Operations Sub-Committee and the Gorton Executive Director shall submit to the City Manager and Finance Chair of the City Council for review and recommendation to the City Council the Center's annual budget and plans for the use of and programming at the property. The Annual Budget and Plan shall include a five-year financial forecast. Following review, the City Manager and Finance Chair shall submit a recommendation for approval, approval with modifications or rejection of the Annual Budget and Plan to the full City Council. Upon receipt of the recommendation, the City Council has the right to approve, approve subject to modification, or reject the Annual Budget and Plan. If rejected, the Center would be authorized to operate and occupy the property in accordance with the Annual Budget and Plan last approved by the City Council subject to rate adjustments not exceeding the change in the Consumer Price Index. A copy of the Annual Budget, Capital Budget and Five-Year Forecast is provided beginning on **page 24.**

Section 10.D.1.b of the First Amendment to Restated Agreement sets forth GCC's maintenance obligations. GCC is required to include in its annual budget and plan sufficient funding to satisfy the GCC maintenance obligations each year. In any year the GCC's endowment falls below \$2 million, GCC is required to include in its annual budget and plan at least \$25,000 in that year, and maintain that amount until the Endowment again reaches \$2 million. For 2023, GCC's endowment exceeds \$2 million.

Representatives of Gorton met with Mayor Pandaleon, Finance Committee Chairman Morris, City Manager Wicha and Finance Director Holleb on November 30 to review Gorton's 2023 budget. The Gorton Board approved the 2023 Budget on November 14.

COUNCIL ACTION: It is recommended that the City Council approve the Gorton Community Center 2023 Budget.

2. COMMENTS BY CITY MANAGER

A. Community Spotlight

Lake County Forest Preserves

- Matthew Ueltzen, Manager of Restoration Ecology and
- Brett Peto, Environmental Communications Specialist

B. FY 22 Equipment Purchases

- Dan Martin, Superintendent of Public Works

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

FINANCE COMMITTEE

1. Consideration of an Ordinance Establishing the 2022 Tax Levy (Final Reading)

PRESENTED BY: Elizabeth Holleb, Finance Director (847-810-3612)

PURPOSE AND ACTION REQUESTED: Staff requests final approval of an Ordinance establishing the 2022 property tax levy.

BACKGROUND/DISCUSSION: The annual tax levy must be filed with the County Clerk by the last Tuesday in December. The City has a significant reliance on property tax revenue, which represents more than 50% of General Fund revenue.

Spreadsheets related to the proposed tax levy for 2022 are attached **(page 32)** for your consideration. These include: 1) the tax levy limitations under the tax cap; 2) the tax levy distributed by fund without new growth and allowances distributed; 3) the tax levy by fund with new growth and allowances distributed; and 4) an explanation of the tax increase to an average homeowner.

The tax levy to be approved includes the needs of all City departments, as well as for pensions and debt service requirements. A summary of the proposed levy is as follows:

FUND	Proposed 2022 LEVY	2021 Extension	\$ CHANGE	% CHANGE
City General	\$ 15,304,037	\$ 14,738,052	\$ 565,985	3.84%
Pension Funds	7,649,871	7,421,630	228,241	3.08%
Parks and Recreation	5,594,063	5,327,679	266,384	5.00%
Recreation & Parks/Specific Purpose	125,000	125,000	0	0.00%
Special Recreation	527,054	501,956	25,098	5.00%
Capital Improvements	1,891,019	1,539,144	351,875	22.86%
Library	4,268,942	4,049,256	219,686	5.43%
Library sites	456,776	435,025	21,751	5.00%
PTAB/CE Recapture	0	266,960	(266,960)	-100.00%
Bond Funds	1,825,725	1,839,687	(13,962)	-0.76%
TOTAL TAX LEVY - CITY	\$ 37,642,487	\$ 36,244,389	\$ 1,398,098	3.86%
School District 67- ESTIMATED	\$ 37,991,625	36,290,392	\$ 1,701,233	4.69%
GRAND TOTAL	75,634,112	72,534,781	\$ 3,099,331	4.27%
Ordinance (exclude Bond Funds)	<u>\$73,808,387</u>			

School District #67 levy amounts are estimates and subject to final approval by the School District Board.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	11/21/22	First reading of 2022 Tax Levy Ordinance
Finance Committee	11/14/22	Discussion of proposed 2022 tax levy
City Council	11/7/22	Determination of a preliminary non-binding estimate of the 2022 levy
Finance Committee	10/17/22	Approval of 2022 Tax Levy Estimate

BUDGET/FISCAL IMPACT: The proposed tax levy for 2022 reflects a 3.86% increase over the 2021 tax levy extensions for the City and Library operating funds and City pension and debt service funds. This increase is comprised of the 5.00% property tax cap increase on Parks/Recreation and Library levies; debt service bond levies as previously approved by City Council bond Ordinances, subject to abatement for debt paid by alternate revenue sources; increases attributable to new construction; and increases in General Fund and pension costs of 3.00%. Police and Fire pension costs are determined by an independent actuarial valuation and recommendation by the Pension Subcommittee. **The average increase to existing residents (\$800,000 home) is projected to be \$140 or 3.45%.**

COUNCIL ACTION: Final approval of an Ordinance Establishing the 2022 Tax Levy (page 35).

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of November 21, 2022, City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 43**

COUNCIL ACTION: Approval of November 21, 2022, City Council Meeting Minutes

2. Approval of the Check Register for the Period of October 29 – November 23, 2022

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

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

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

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

Check Register for October 29- November 23, 2022

	Fund	Invoice	Payroll	Total
101	General	958,257	1,664,695	2,622,953
501	Water & Sewer	88,093	190,324	278,417
220	Parks & Recreation	154,886	435,518	590,404
311	Capital Improvements	1,729,429		1,729,429
202	Motor Fuel Tax	6,035		6,035
230	Cemetery	41,030	40,639	81,669
210	Senior Resources	14,426	30,246	44,672
510	Deerpath Golf Course	25,878	2,996	28,875
601	Fleet	113,581	52,417	165,997
416 - 433	Debt Funds			0
248	Housing Trust			0
201	Park & Public Land	13,027		13,027
	All other Funds	1,031,571	197,289	1,228,860
		\$4,176,214	\$2,614,125	\$6,790,339

The amount denoted as "All other Funds" includes medical/dental plan expenses in the Self Insurance Fund of \$824,636.

COUNCIL ACTION: Approval of the Check Register for the Period of October 29 – November 23, 2022

3. Approval of Ordinances Abating 2022 Tax Levies for Various G.O. Alternate Revenue Bond Issues (Final Reading)

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

PURPOSE AND ACTION REQUESTED: Staff requests final approval of ordinances abating 2022 debt service property tax levies.

BACKGROUND/DISCUSSION: The proposed Ordinances provide for the abatement (reduction) of 2022 property taxes levied for the various outstanding general obligation alternate revenue bond issues. The tax levies for all bond issues are established and recorded with the County Clerk at the time the bonds are issued. Therefore, in order to reduce the 2022 bond tax levies, an abatement ordinance must be approved and filed with the County Clerk no later than March 1, 2023. The abatement of these general obligation alternate revenue bonds is possible due to the fact these bond funds have an adequate revenue source from water sales, golf fees, sales tax and/or TIF increment. Therefore, the general obligation tax levy can be abated as was planned at the time the bonds were issued.

The proposed Ordinances (beginning on **page 48**) are as follows:

- An Ordinance Abating a Portion of the Tax being Levied in 2022 for the Annual Payment of the Principal and Interest on the General Obligation Bonds, Series 2015 Bond Issue
- An Ordinance Abating the Total Tax being Levied in 2022 for the Annual Payment of the Principal and Interest on the General Obligation Bonds, Series 2017 Bond Issue
- An Ordinance Abating a Portion of the Tax being Levied in 2022 for the Annual Payment of the Principal and Interest on the General Obligation Bonds, Series 2019 Refunding Bond Issue

BUDGET/FISCAL IMPACT: A summary of the proposed tax levy abatements is provided below:
2022 Debt Service Levy and Abatements

	Levy per County	TIF	Golf	Water	.5 NHRST	Net Levy
2015	622,050.00	(359,937.50)				262,112.50
2017	786,152.50			(786,152.50)		0.00
2019	2,685,962.50		(92,166.91)	(1,242,767.41)	(518,315.68)	832,712.50
2021	730,900.00					730,900.00
	4,825,065.00	(359,937.50)	(92,166.91)	(2,028,919.91)	(518,315.68)	1,825,725.00
1% L/C	4,873,315.65					1,843,982.25

COUNCIL ACTION: Approval of Ordinances Abating 2022 Tax Levies for Various G.O. Alternate Revenue Bond Issues (Final Reading)

4. Grant final approval of an Ordinance approving a Fee Schedule and Ordinance Adopting a New Fee (Final Reading)

STAFF CONTACT: *Diane Hall, Assistant Finance Director (847-810-3614)*

PURPOSE AND ACTION REQUESTED: Staff requests final approval of the proposed Ordinances.

BACKGROUND/DISCUSSION: As part of the budget process, all departments are asked to review their user fees. A comprehensive fee schedule is provided as Exhibit A to the Ordinance approving a fee schedule, which clearly identifies the proposed fee increases highlighted in yellow and the proposed new fees highlighted in orange. Fees highlighted in green are not reflective of changes in existing fees; rather, they are clarifications due to a review of City Code and current practices or the addition of previously approved fees into the Fee Schedule.

Departments have provided supplemental memos justifying their proposed fee adjustments and new fees, which are included in the packet beginning on **page 79**. New fees require a separate Ordinance to be submitted by the department proposing the new fee and accompany the Ordinance approving the fee schedule. The following Ordinances are submitted for City Council consideration at this time:

- Ordinance approving a fee schedule (**page 52**)
- Ordinance adopting a new fee pertaining to contractor changes after permits are issued (**page 76**)

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	11/21/22	First reading of proposed ordinances
Finance Committee	11/14/22	Discussion of proposed ordinances

BUDGET/FISCAL IMPACT: Annual revenue for the new and increased fees is estimated to be \$161,166 in the General Fund, \$8,949 in the Parks and Recreation Fund, \$23,380 in the Golf Course Fund and \$245,265 in the Water Utility Fund.

COUNCIL ACTION: Grant final approval of an Ordinance approving a fee schedule and an Ordinance adopting a new fee (Final Reading)

5. Approval to Extend the City's Grant Services Agreement with The Ferguson Group for Grant Research/Writing Services for 2023

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

PURPOSE AND ACTION REQUESTED: Staff requests City Council approval to extend the City's agreement with The Ferguson Group for calendar year 2023.

BACKGROUND/DISCUSSION: The City's FY21 Budget allocated funds for a Finance Department initiative to improve grant administration and to provide assistance to City departments in

seeking grant funding from federal, state and local sources. In September 2020, the Finance Department issued a Request for Proposals (RFP) for grant services. The RFP sought proposals for both grant writing and grant administration services. Respondents could provide proposals for either or both services and the City reserved the right to award portions of the services to multiple respondents to provide the most advantageous overall strategy for the City. The City received five (5) proposals for consideration and a proposal review committee was created with representation from multiple City departments. In January 2021, the City Council approved the Committee's recommendation to enter into agreements with The Ferguson Group for Grant Research/Writing and with Carahsoft for eCivis grant administration software:

Grant Research – The Ferguson Group offers three tiers of service for grant identification and research services. The City contracted with The Ferguson Group for Tier 2 at \$2,000/month for 2021 and 2022, with the option to purchase Tier 3 services on an hourly basis, as needed. This approach is again recommended for 2023 and The Ferguson Group has proposed no increase in the monthly fee for the renewal year.

Grant Writing – The Ferguson Group proposes fees for grant writing based on the type and length of grant. As a client of The Ferguson Group for grant research, the City receives a 15% discount on grant writing. The City can contract with The Ferguson Group for grant writing on a case-by-case basis, since City staff have become fairly well versed in preparing grant applications. The Ferguson Group has provided grant application review services on an hourly basis in 2022.

Grant Administration – Grant administration is provided through eCivis software at a cost of \$12,500 per year. The City licenses five (5) users, and The Ferguson Group has one (1) user license.

The Finance Department will provide a comprehensive report on the 2022 Grant Program at the January 17 City Council Finance Committee meeting. As reported to the Finance Committee on November 14, the City has been very successful in obtaining grant funding awards in 2021 and 2022. To date, the City has obtained \$2.1m in grant funding for calendar year 2021 submittals and \$5.9m in grant funding for calendar year 2022 submittals.

Staff recommends approval to extend the City's current agreement with The Ferguson Group for 2023. No increase in monthly fees has been proposed, per the attached offer letter (**page 90**).

BUDGET/FISCAL IMPACT: Costs associated with the proposed agreement have been included in the City's Fiscal Year 2023 budget.

Has City staff obtained competitive pricing for proposed goods/services? **YES**

Below is an estimated summary of the project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
General Fund/Finance Department 101-1314-435.35-10	\$30,000	\$30,000*	Y

* The Ferguson Group Tier 2 (\$24,000/year) plus an allocation for Tier 3 services on an hourly basis. Grant writing and/or application review services would be engaged on a case-by-case basis in addition to the costs summarized above.

COUNCIL ACTION: Approval to Extend the City's Grant Services Agreement with The Ferguson Group for Grant Research/Writing Services for 2023

6. Request to Approve the Purchase of a Replacement Ambulance by ARV Inc., Not to Exceed Amount of \$323,076

STAFF CONTACTS: *Pete Siebert, Fire Chief (810-3864) and
Dan Martin, Superintendent Public Works (810-3561)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff are requesting City Council's approval to purchase this replacement ambulance as part of a larger fleet restructuring plan devised by the Fire Department. The replacement ambulance will replace an 18-year-old ambulance (2004 Road Rescue Ambulance).

BACKGROUND/DISCUSSION: The Fire Department has diligently worked to devise a fleet restructuring plan over the past few years. The Department believes the plan is fiscally responsible, while also providing the necessary apparatus for the Department. The fleet restructuring plan includes updating the Department's four ambulances over the next several years and looking to purchase ambulances on a four-year replacement cycle. The Department's first responders need to have dependable and functional ambulances to provide the highest level of service possible to the residents and visitors of Lake Forest. The 2004 Road Rescue International Ambulance currently serves in a reserve capacity and has exceeded its useful service life of 15 years.

The Fire Department has worked with the Public Works Department to develop a vehicle replacement plan, which includes replacement of this ambulance. The Department has taken a measured approach that includes purchasing ambulances on a rotating basis to help maximize the useful service life of these vehicles.

The Fire Department put together an ambulance committee to work on designing and purchasing a new ARV ambulance in FY 21. The committee was comprised of members of all ranks, and they worked diligently to design an apparatus that was affordable and suited the specific needs of our department. The success of the committee in FY21 has led the department to construct a "twin" of the FY 21 purchase, with some minor changes.

ARV was able to provide a vehicle that met the Department's needs and budget. ARV is a member of the Helping Governments Across the Country Buy (HGACBuy) Purchasing Program and meets all the requirements outlined in the City's purchasing directive.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	11/28/2022	Reviewed and Recommended

BUDGET/FISCAL IMPACT: The funds for this purchase are included in the proposed FY24-28 Capital Improvement Program FY25 budget for \$370,000. Currently there is a two-year delay

from time of order to delivery from ARV. The two-year wait time is not unique to ARV, as all custom ambulance builders are reporting similar delays. ARV does not require any payment until we take delivery of the ambulance, but the price is locked in when we sign the contract to order the ambulance. ARV typically announces price increases every sixty days, so locking the purchase price in two years before we take delivery will save the City a substantial amount of money. \$370,000 was budgeted for the ambulance and the purchase of a Stryker power cot and power loader. The power cot and power loader will be a separate budget request and purchased directly from Stryker to avoid price increases from Stryker, and due to the extended time to take delivery of the ambulance.

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

If no, indicate the specific exception requested:

Acknowledge the exception noted in Administrative Directive 3-5, Section 6.1D – Government Joint Purchases and approve the amount requested. ARV is a member of the HGACBuy Purchasing Program and complies with the Governmental Joint Purchasing Act, 30 ILCS 525/0.01 et seq., and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

Company Name	Dollar Amount
ARV	\$323,076
Total -	\$323,076

Below is an estimated summary of the Project budget:

FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund	\$370,000	\$323,076	N

If approved by the City Council, this amount will be included in the FY25 budget when the City will take delivery.

COUNCIL ACTION: Request to Approve the Purchase of a Replacement Ambulance by ARV Inc., Not to Exceed Amount of \$323,076

7. Approval for the purchase and installation of a Stryker Power-Load System and Power-Pro2 Cot in an amount not to exceed \$47,342.84.

STAFF CONTACT: Pete Siebert Chief (810-3864)

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff are requesting City Council's approval to purchase this equipment to outfit a new ambulance that is on order and being delivered in FY25.

BACKGROUND/DISCUSSION: These cots are used on a daily basis to transport patients from emergency calls. The Power-load system is a high priority for the safety of our patients and our personnel. The Power-load system enhances the safety of our ambulances by decreasing the chances of injuries to those we are caring for, and the paramedics rendering care.

Additionally, the method of securing the cot in the ambulance with the Power-load far exceeds current safety standards.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	11/28/2022	Reviewed and Recommended

BUDGET/FISCAL IMPACT: The funds for this purchase were not budgeted in the FY23 budget, and the fire department is requesting approval for this purchase as a non-budgeted expense. The cot and power loader will need to be purchased directly from the manufacturer (Stryker). Stryker is reporting price increases of 5 to 10% every three to six months. In the past every ambulance purchase included the cot and power loader in their quotes, the ambulance manufacturer would order the equipment and install them at the factory. The builder of our proposed new ambulance (ARV) is now recommending that all of their customers purchase the cot and power loader directly from Stryker themselves, sooner than later, to avoid the 5-10% increases every three to six months. The fire department is seeking approval to buy a Stryker cot and power loader before the end of 2022. An early purchase of this equipment can save up to \$5000, with the first price increase scheduled in January 2023. Each subsequent price increase will continue to increase the cost to the City. Stryker will lock in a 2022 price if the equipment is ordered before the end of the year.

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

If no, indicate the specific exception requested:

Administrative Directive 3-5, Section 6.1B – Sole Source Vendor – All ambulance cots (4) owned by the department are Stryker brand cots and the Stryker Powerload system must be used with our current ambulance cots. Having the same equipment in each ambulance allows us to interchange units, saves money on service contracts, and provides paramedics with the same work platform in every vehicle. The fire department has an area specific salesperson from Stryker that we have been working with for many years and look to continue the excellent working relationship.

Company Name	Dollar Amount
Stryker (Power – Load System)	\$24,119.51
Stryker (Power-Pro 2 Cot)	\$26095.64
Freight/Shipping	\$627.69
Trade in credit for old Cot	- \$3500
Total	\$47,342.84

Below is an estimated summary of Project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund	n/a	\$47,342.84	N

If necessary, a FY23 supplemental appropriation will be presented for City Council approval at the close of the fiscal year. The proposed FY24-28 Capital Improvement Program includes \$370,000 for a replacement ambulance in FY25. The department is seeking City Council approval to order the ambulance without this equipment at a not to exceed amount of \$323,076. Should this advance purchase be approved, the FY25 CIP amount will be reduced from \$370,000 to \$323,076.

COUNCIL ACTION: Approval for the purchase and installation of a Stryker Power-Load System and Power-Pro2 Cot in an amount not to exceed \$47,342.84

8. Award of Additional Phase I Design Engineering Services for the Route 60 Bike Path Project to Gewalt Hamilton & Associates in the Amount of \$33,700

STAFF CONTACT: *Jim Lockfeer, Assistant to the Director of Public Works (810-3542)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff requests City Council award additional Phase I design engineering services for the Route 60 Bike Path Project to Gewalt Hamilton & Associates in the amount of \$33,700.

BACKGROUND/DISCUSSION: The Route 60 Bike Path Project Design features the design of a 10-foot multi-use path along the north side of Route 60 from the existing sidewalk located west of the Field Drive to Academy Drive. This project design seeks to provide safe bicycle and pedestrian access along Illinois Route 60, while serving as a direct extension of the Middlefork Savanna Trail and a vital link to the Conway Office Park. Representatives of the Conway Park Owners Association have been closely involved in discussion about the path to date. This path was identified as a priority connection in the recent City Council approved "Route 60 Entrance Corridor Chapter" of the Comprehensive Plan.

In May of 2020, project design efforts formally began after City Council approved a Phase I design agreement with Bleck Engineering. In the Fall of 2020, City staff submitted a project grant application through the Illinois Department of Transportation's (IDOT) Illinois Transportation Enhancement Program (ITEP) to seek grant funds to support Phase II design and project construction. IDOT formally announced ITEP awards in June of 2021 and the City was successful in receiving a grand total project award in the amount of \$521,760 to support both Phase II design and construction.

In May of 2022, City Council approved a Phase II design agreement with Gewalt Hamilton Associates (GHA). At that time, City staff was eager to receive IDOT's Phase I design approval so that the Phase II process could formally begin. As City staff worked with both the Phase I engineering firm and IDOT to close out the Phase I process, it was learned that there were additional items that were needed by IDOT. This included the completion of an environmental study and engineering plans that demonstrate ADA compliant crossings at the intersections of Field Court and Field Drive. These two items were not included in the original project scope under the original Phase I design agreement, as these were items that were originally thought to be completed as part of the Phase II design process. IDOT has recently confirmed the requirement to complete these items in order to obtain Phase I design approval.

At this time, it is important that both the required Phase I environmental study and ADA engineering work be completed as soon as possible. Once completed, IDOT estimated their review and approval processes to take six months to one year complete. Once Phase I is approved by IDOT, GHA will quickly transition to Phase II design. Phase II design work and the subsequent review and approval by IDOT is expected to take one year. Once Phase II design is completed, the project can then be put out to bid for construction. The project ITEP grant award specifies that all project work must be completed by June 14, 2025.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	11/28/2022	Reviewed and Recommended Approval of Additional Phase I Design Services
City Council	5/2/2022	Approval of Phase II Design Agreement
Public Works Committee	4/19/2022	Reviewed and Recommended Approval of Phase II Design Agreement
City Council	5/4/2020	Approval of Phase I Design Agreement

BUDGET/FISCAL IMPACT: The City's Phase I agreement with Bleck Engineering did not include these required additional services. In approving GHA for Phase II design engineering services, GHA has already dedicated considerable time in reviewing the Phase I plans in preparing for Phase II design. It is recommended that GHA complete these additional Phase I services as the project will transition to them for Phase II design. GHA has also previously demonstrated their ability to effectively coordinate with IDOT to obtain necessary approvals on other City design projects for which IDOT phased engineering services were required. As a result of these additional services now needed for Phase I, staff anticipates cost savings to be realized from the current Phase II design service agreement with GHA. Following the completion of this Phase I design process, GHA will be revising their Phase II proposal amount to ensure that the City will not be charged any duplicative service fees.

Has City staff obtained competitive pricing for proposed goods/services? **No**
Administrative Directive 3-5, Section 6.11 – Existing Relationship

Below is an estimated summary of Project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund Reserve	\$0	\$33,700	N

If necessary, a supplemental appropriation ordinance will be submitted for City Council approval at the end of the fiscal year. If approved, GHA would begin these additional Phase I design engineering services immediately.

COUNCIL ACTION: Award of Additional Phase I Design Engineering Services for the Route 60 Bike Path Project to Gewalt Hamilton & Associates in the Amount of \$33,700

9. Award of Proposal to Midwest Power Industries, Inc. for a Three-Year Generator Maintenance Contract in the amount of \$77,975.

STAFF CONTACT: *Jim Lockefer, Assistant to the Director of Public Works (810-3542)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff requests City Council award of a three-year generator maintenance contract in the amount of \$77,975. to Midwest Power Industries.

BACKGROUND/DISCUSSION: Currently, the City has thirteen emergency generators that provide backup power in the event of a power outage to critical City facilities. Since 2016, the City has entered into two consecutive three-year contracts with a generator maintenance service firm via a Municipal Partnership Initiative bid process. This contract includes biannual maintenance and annual load bank testing for all units. Also included in the contract are set prices for repair work over the life of the contract. In addition to the existing thirteen generators, the City will be adding two new generators to this agreement in 2024. One generator to support the new Oak Knoll Pump Station and another generator at the new Deerpath Pump Station. Regular preventive maintenance per this contract will be scheduled for these two new generators beginning in 2024.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	11/28/22	Reviewed and Recommended Contract Approval

BUDGET/FISCAL IMPACT: On November 18, 2021, a joint public bidding process via the Municipal Partnership Initiative (MPI) for generator maintenance services was completed. MPI is a program that takes advantage of economies of scale by securing low bid prices among neighboring municipalities who bid similar projects each year. Participating municipalities for this generator maintenance bid included the Villages of Buffalo Grove, Glenview, Kenilworth, Highland Park, Mount Prospect, Northbrook, and Palatine. The City of Lake Forest did not directly participate in the 2021 bid as the City was still under contract for generator maintenance services. Municipalities that participate in the MPI program can still often obtain the same competitive pricing at a later date.

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

Company Name	2023	2024	2025	Total
Midwest Power Industries, Inc.	\$24,025	\$26,975	\$26,975	\$77,975

While only one firm submitted a bid, all participating municipalities moved forward in executing an agreement with Midwest Power Industries, Inc. Midwest Power Industries has significant experience working with generators, and Battery Backup Building Systems (UPS). Their firm has completed the preventative maintenance work on all the generator systems through the City of Lake Forest for the past six years. Midwest Power Industries has done a great job with responding to emergency repairs and technical support. They have also proven to be reliable in providing service and support to City UPS systems. Midwest Power Industries

has been a great contractor for the City and provides competitive pricing on materials and repairs to the equipment.

Below is an estimated summary of Project budget:

FY2023 – FY2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Building Maintenance Operating Budget	\$77,975	\$77,975	Y

If awarded, Midwest Power Industries will continue to provide the City with generator maintenance services under this new contract starting in January of 2023.

COUNCIL ACTION: Award of Proposal to Midwest Power Industries, Inc. for a Three-Year Generator Maintenance Contract in the amount of \$77,975

10. Approval to Purchase Three Replacement Police Vehicles Included in the FY2024 Capital Equipment Budget to Morrow Brothers Ford, in the Amount of \$126,000.

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

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff are requesting City Council's approval to purchase two replacement marked police vehicles and one unmarked police vehicle included in the F.Y. 2024 capital equipment budget. It is recommended that the purchase of the three replacement vehicles be purchased from Morrow Brothers Ford. If the bid is awarded by City Council this evening, staff anticipates receiving the replacement vehicles in summer, 2023.

BACKGROUND/DISCUSSION: The replacement Ford Interceptor is an all-wheel drive vehicle with sufficient space for the police officers accompanying gear. The vehicle itself sits up higher and provides the officer improved visibility when driving amongst many large SUV's. The vehicle has been designed specifically for police operations and offers many factory installed police options. It has evolved into the most popular police vehicle on the market today and is assembled in Chicago.

Once the City's Ford Interceptors police vehicles have accrued 100,000 miles, they are moved into the Community Development Department, the Engineering Section or the Police Investigations for administrative use and inspection services. The vehicles will accrue and additional 20,000–25,000 miles before they are placed out to bid and sold to the highest bidder.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	November 28, 2022	Reviewed & Recommended City Council Approval
Finance Committee	November 14, 2022	Included with Capital Plan

BUDGET/FISCAL IMPACT: At its November 28, 2022, meeting the Public Works Committee specifically reviewed and recommended City Council approval of each piece included in the F.Y. '24 capital equipment budget.

Due to the supply chain issues and microchip shortages, no contracts are currently being offered through governmental joint purchasing programs. Ford Motors, like many other vehicle and equipment manufacturers, have drastically narrowed the window for government fleet ordering to several weeks and for some models less than 48 hours. This has negatively impacted the public bidding process.

As a result, staff reviewed the State of Illinois Joint Purchase Contracts (State bid) and explored other purchasing alternatives. The current state contract holder for the Ford Interceptor is Sutton Ford in Matteson, Illinois. The state bid cost per vehicle is \$44,280. Purchasing via the State bid qualifies under Administrative Directive 3-5, Section 6.1D – Governmental Joint Purchase. However, Morrow Brothers Ford of Greenfield, Illinois, who has been the Sate bid holder in the past, who the City has previously purchased vehicles from, is offering fleet pricing for the same unit at \$42,000 per vehicle.

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

Dealer	Model	Bid Amount
Morrow Brothers Ford	Ford Explorer Interceptor	\$42,000
*Sutton Ford	Ford Explorer Interceptor	\$44,280

State bid contract holder

As noted, The City has purchased police vehicles from Morrow Brothers Ford in the past and has not had any problems with the dealership nor the delivered vehicles. All warranty work is completed by a local Ford authorized dealer.

The F.Y. '24 capital equipment budget includes funding for the replacement of two marked squad cars, #2 and #10. The replacement of the third unmarked squad car #12 is recommended to be purchased via the Police Department's Police Restricted Fund, also referred to as the Seizure Fund. The fund has been verified by legal counsel as an allowable use of funds.

Below is a summary of the squad car budget:

FY2024 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-5003-475-75-02	\$84,000	\$84,000	Y

FY2024 Funding Source	Account Budget	Amount Requested	Budgeted? Y/N
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Police Restricted Fund 247-7672-475.75-02	\$42,000	\$42,000	Y
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COUNCIL ACTION: Approval to Purchase Three Replacement Police Vehicles Included in the FY2024 Capital Equipment Budget to Morrow Brothers Ford, in the Amount of \$126,000.

11. Approval to Purchase the Replacement of Two Rear-Load Refuse Trucks Included in the FY2024 Capital Equipment Budget, to the Sourcewell Low Bidders, Truck Center Companies (chassis) in the Amount of \$400,372 and McNeilus Truck Manufacturing (body) in the Amount of \$269,628.

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

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff are recommending the replacement of two of the City's six rear-load refuse trucks included in the F.Y. '24 capital equipment replacement program.

BACKGROUND/DISCUSSION: The current refuse Units #185 and #188 have Autocar chassis' with McNeilus refuse body's, which have been used to collect both yard waste and refuse since they were placed into service in 1997 and 2003, respectively. The accrued operating hours for both units are over 32,000 for #185 and 33,000 hours for #188.

The most significant concern with each truck is the hydraulic systems are worn out and they have difficulty creating enough pressure to operate the multiple functions of the collection and dump systems. The steel bodies and sub frames have been patched multiple times, the suspension and steering are worn, needing components replaced. The motors are tired, needing valve and ring replacements. Both units have been reliable trucks in the Sanitation fleet, but like all the City's refuse trucks, the nature of the work they do each and every day takes its toll.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	November 28, 2022	Reviewed & Recommended City Council Approval
Finance Committee	November 14, 2022	Included with Capital Plan

BUDGET/FISCAL IMPACT: At its November 28, 2022 meeting, the Public Works Committee specifically reviewed and recommended City Council approval to purchase replacements of both units included in the F.Y. '24 capital equipment budget.

The purchases are being made via the national government joint purchase co-operative, Sourcewell (formerly NJPA). Per Section 6.1D of the City's Purchasing Directive, purchases can be made via a variety of governmental joint purchasing programs. Numerous pieces of equipment are bid nationally, and such bids conform to all requirements of the Illinois State bidding laws. City Council approval this evening will allow staff to place the orders now with

an anticipated delivery date for the chassis of February 2024 with a completion date of Summer of 2024. The City has been utilizing the Autocar truck chassis and McNeilus refuse bodies for many years. The City has experienced excellent success with each of these products with their longstanding wear, responsive parts delivery, and service when needed.

Once the new refuse trucks are put into service, the City will place the existing trucks up for sale via the competitive bidding process, and assuming a bid of \$4,000 or higher is received, staff will return to City Council to approve its official sale.

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

If no, indicate the specific exception requested: Administrative Directive 3-5, Section 6.1D – Government Joint Purchase

Below is a summary of the refuse truck's budget:

FY2024 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund 311-5003-475-75-02	\$670,000	\$ 670,000	Y

COUNCIL ACTION: Approval to Purchase the Replacement of Two Rear-Load Refuse Trucks Included in the FY2024 Capital Equipment Budget, to the Sourcewell Low Bidders, Truck Center Companies (chassis) in the Amount of \$400,372 and McNeilus Truck Manufacturing (body) in the Amount of \$269,628.

12. Staff requests authorization to dispose of City property to the highest bidder, James Gluth, for the sale of the 2009 Chevrolet Tahoe Truck as noted above. Proceeds of the sale will be deposited into the Capital Fund.

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

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council authorization to dispose of surplus equipment. Per Administrative Directive 3-2, any item staff believes has a current value of \$4,000 or more requires City Council approval to sell. The items are sold via the public bidding process with all of the required posting, public viewing and sealed bid requirements fulfilled. The invitation to bid was placed on the City's website, printed in the Chicago Tribune, and mailed to over 300+ registered landscapers, forestry, and construction companies on file. Anyone is allowed to submit a sealed bid and all items must be paid via cash or cashier's check.

BACKGROUND/DISCUSSION: The only piece being sold this fall with a value of \$4,000 or more is a 2009 Chevrolet Tahoe truck that was originally a Deputy Fire Chief's vehicle and then utilized as a pool vehicle. The unit has accrued over 147,000 miles, has extensive body rust and needs worn parts replaced. Therefore, the unit was placed out to bid to be sold to highest bidder.

The bid opening for the sale of this truck occurred on Friday, November 18, 2022, and the highest bid is being recommended for City Council approval:

Name	Amount
James Gluth	\$ 4,200.00
Kevin Hill	\$ 3,368.00
Fred Hamburg	\$ 3,269.12
Rick Day	\$ 3,000.00
Rigo Coria	\$ 2,320.00
Rob January	\$ 2301.01
Auston Yarc	\$ 1,500.00
John Baldwin	\$ 1,257.00

BUDGET/FISCAL IMPACT: Per Section 3.10 of Administrative Directive 3-2, all revenues received from the sale of this tower truck will be credited to the Capital Fund from which the truck was purchased and carried in inventory.

COUNCIL ACTION: Staff requests authorization to dispose of City property to the highest bidder, James Gluth, for the sale of the 2009 Chevrolet Tahoe Truck as noted above. Proceeds of the sale will be deposited into the Capital Fund.

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

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

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

BACKGROUND/DISCUSSION:

859 Northmoor Road – The Building Review Board recommended approval of the demolition of a residence and approval of a replacement residence. The Board received two letters from neighbors in support of the petition. (Board vote: 6 - 0, approved)

The Ordinance approving the petition as recommended by the Building Review Board, with key exhibits attached, is included in the Council packet beginning on **page 96**. The Ordinance, complete with all exhibits, is available for review in the Community Development Department.

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

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

6. OLD BUSINESS

1. Consideration of a Recommendation from the Plan Commission in Support of Amendments to the Previously Approved Special Use Permit for the Third Phase of the McKinley Road Planned Multi-Family Development. (Ordinance)

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

AND

Consideration of an Appeal of a Decision of the Historic Preservation Commission to Deny a Certificate of Appropriateness for the Two Buildings that Comprise the Third Phase of the McKinley Road Multi-Family Planned Development. (Motion)

ATTORNEY FOR APPELLANT: Robert T. O'Donnell

PURPOSE AND ACTION REQUESTED:

The City Council is asked to consider the following actions relating to Phase 3 of the McKinley Road Multi-Family Planned Development proposed on properties addressed as 361 E. Westminster and a portion of 373 E. Westminster.

1) Plan Commission Recommendation – Consideration of changes to the previously approved Planned Development plat and site plan and changes to an existing Special Use Permit for a Planned Development including setback and lot coverage variances. (Approval recommended by the Plan Commission in a 6 to 0 vote.) The Plan Commission's report is included in the Council packet beginning on **page 108**.

and

2) Appeal of Historic Preservation Commission Decision - Consideration of an appeal of the Historic Preservation Commission's decision, on November 16, 2022, to deny a Certificate of Appropriateness. (Historic Preservation Commission vote 5 to 0.) The appeal filed by the petitioner is included in the Council packet beginning on **page 130**.

BACKGROUND/DISCUSSION:

Recent Activity

On October 17, 2022, the City Council approved, by a 6-1 vote, a settlement agreement with the developer of the subject properties to provide a process for potential resolution of the lawsuit filed by the developers against the City. The Settlement Agreement between the City and the developer was the result of lengthy negotiations between the two parties. The negotiations were entered into at the direction of the City Council in an effort to explore options for resolving pending litigation.

The Settlement Agreement provided a process for review of the modified plan by the Plan Commission and the Historic Preservation Commission in a public forum. The Settlement Agreement did not approve the modified site plan or design aspects of the development. The Settlement Agreement is an effort on the part of both parties to resolve the dispute at the local level, rather than allow development decisions that impact the future of Lake Forest to be left in the hands of the Court.

Since approval of the Settlement Agreement, both the Plan Commission and the Historic Preservation Commission considered modified plans for the McKinley Road Multi-Family Planned Development in November. The Plan Commission voted 6-0 to recommend that the City Council approve changes to the previous zoning approvals for phase 3 of the development and approve the modified plans, and the Historic Preservation Commission voted 5-0 to deny a request for a Certificate of Appropriateness for the architectural plans for the modified phase 3 development.

Overview – Past Actions

On April 5, 2021, the City Council approved the zoning entitlements for the third phase of the McKinley Road Multi-Family Planned Development through a Special Use Permit. That approval remains in place today. Subsequent to that approval, in September 2021, the City Council denied an appeal of the Historic Preservation Commission's denial of a Certificate of Appropriateness for the architectural aspects of the Third Phase. Following the denial of the appeal, the developer filed a lawsuit against the City which is still pending today although through the Settlement Agreement, the litigation is currently stayed until December 5, 2022

Redevelopment of the area east of McKinley Road, between Deerpath and Westminster, adjacent to the Central Business District, has been a topic of discussion for many years. The transition of this area from single family homes and office uses to multi-family residential use began in the late 1990's with the construction of the 333 E. Westminster condominium building. Today, the transition of this area is nearing completion with the first two phases of the McKinley Road Multi-Family Planned Development completed.

Review of Changes to the Previously Approved Plan

- Phase 3 of the Multi-Family Planned Development is now comprised of two buildings, instead of a single building.

During the earlier public hearing process on this proposed development, concern was voiced about the presence of a condominium building on the Westminster frontage, at the entrance to the historic district, and adjacent to and across the street from existing single family residences. In direct response to that concern, a single family residence is now proposed as a fourth building in the Planned Development. The single family home is intended to provide a transition from the 333 E. Westminster condominium building to the single family homes on the north side of Westminster and to the east along the south side of Westminster. A two story condominium building, slightly smaller than the building previously presented, is proposed south of the single family residence, away from the Westminster streetscape.

- The overall building square footage of the third condominium has been reduced by 1,918 square feet from the previously approved plan.
- The footprint of the condominium building was reduced by 959 feet.
- The total building square footage in phase three, with the two buildings now proposed has increased by 1,582 square feet.
- The total number of units will not increase and may be reduced by one or more units depending on market demand.
- The two story condominium building is shifted to the south 56 feet further away from the Westminster streetscape at the closest point than the previously proposed condominium building.

- The green space is shifted to the west and incorporates the 2,100 square foot out lot that was previously planned to be transferred to the Library. The out lot will be landscaped green space.
- Hardscape areas for roof top patios are limited and enhanced screening is provided.

Aspects of the Plan that Remain the Same

- The condominium building is a two story building stepping down from the first two buildings constructed as part of this development, which are three stories in height
- The third condominium building is at a lower elevation than the first two condominium buildings due to the change in topography across the site.
- Below grade parking is provided under the condominium building for residents of the building along with limited guest parking.
- No change in the private road configuration is proposed.
- Extensive landscaping across the site is proposed consistent with the landscaping of the two earlier buildings. A two story building is more quickly screened by landscaping than a three story building.
- The architectural design of the condominium building remains unchanged. It relates to the first two buildings; but is refined to reflect less ornamentation as the development transitions from three stories to two stories, and from more intense development along McKinley Road to less intense development, single family homes to the north and east.

COUNCIL ACTION: Options for Council action are offered below.

Plan Commission Recommendation:

1. Accept the Plan Commission's findings and recommendation and **approve** an Ordinance approving amendments to the Special Use Permit for a Planned Development incorporating the modified site plan, planned development plat and setback and lot coverage variances. (If desired by the Council waive first reading of the Ordinance included in the packet beginning on **page 109** and grant final approval.)

OR

2. Reject the Plan Commission's recommendation and by motion vote to **deny** the request for amendments to the previously approved Special Use Permit for a Planned Development and direct staff and the City Attorney to prepare findings in support of the denial based on the Council's deliberations for affirmation by the Council at the next meeting.

Appeal of the Historic Preservation Commission Decision:

1. Deny the appeal and **uphold** the Historic Preservation Commission's decision to deny a Certificate of Appropriateness for the third phase of the McKinley Road Multi-Family Planned Development, adopting the findings contained in the minutes of the Historic Preservation Commission's meeting and those made by the City Council during its discussions and deliberations at the meeting.

OR

2. Grant the appeal and **overturn** the Historic Preservation Commission's decision subject to the conditions as recommended in the staff report that was presented to the Commission, which address various issues including, but not limited to, exterior lighting, landscaping along the east property line, screening of roof top mechanicals and patios, and limitations and management of construction hours and activity, and adopting the findings contained in the staff report presented to the Commission and those made by the City Council during its discussions and deliberations at the meeting, and including the following additional conditions as suggested by members of the Commission.
 - a. Replace window in the gable end of garage with a vent.
 - b. Study details and proportions of the dormers on the front and rear elevations of the home and make refinements as determined to be necessary to reflect the Colonial Revival style more accurately.
 - c. Replace the proposed standing seam metal roof with wood shingles if the pitch is determined to be workable.
 - d. Show the side of the dormer on the east elevation to accurately reflect the proposed conditions.
 - e. Use a subtler color on the chimney to minimize its prominence and review the technical requirements for the height of the chimney and if permitted, lower the chimney.

OR

3. Remand the matter to the Historic Preservation Commission for further consideration, public testimony and action.

7. NEW BUSINESS

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

A copy of the Decision Making Parameters is included beginning on **page 23** of this packet.

Office of the City Manager

November 30, 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.

Gorton Community Center 2023 Budget

						\$ Variance	% Variance
	2020	2021	2022	2022 Budget	2023	2023 Bgt vs	2023 Bgt vs
	Actual	Actual	Budget	Reforcast	Budgeted	2022 Refrcst	2022 Refrcst
Operations Income/(Expense):							
Room Rentals & Leases	283,778	354,688	396,497	458,482	471,491	13,009	2.84%
Operations Expense *	(387,727)	(633,213)	(825,916)	(1,015,004)	(919,003)	96,001	9.46%
Operations, net	(103,949)	(278,525)	(429,419)	(556,522)	(447,512)	109,010	19.59%
Programs & Events Income/(Expense):							
Income	304,331	429,219	458,448	440,399	516,128	75,729	17.20%
(Expense)	(159,665)	(232,318)	(243,208)	(254,408)	(326,605)	(72,197)	-28.38%
Programs & Events, net	144,666	196,901	215,240	185,991	189,523	3,532	1.90%
Drop In Center Income/(Expense):							
Income	215,892	415,563	318,000	383,320	369,995	(13,325)	-3.48%
(Expense)	(272,518)	(283,941)	313,080	(317,290)	(347,379)	(30,089)	9.48%
Drop-In Center, net	(56,626)	131,622	4,920	66,030	22,616	(43,414)	65.75%
Unrestricted Activity - Fundraising:							
Income	396,380	432,926	349,900	333,373	352,750	19,377	19.23%
(Expense)	(82,783)	(78,671)	(80,000)	(78,500)	(85,125)	6,625	13.17%
Unrestricted Activity,net	313,597	354,256	269,900	254,873	267,625	12,752	2.00%
Income (Loss) from Operations	297,687.99	404,254	60,641	(49,628)	32,252	81,880	20.25%
* Operations Expense above includes credits for the endowment distribution and Covid relief grants. Below is a reconciliation of these amounts.							
Operations Expense Detail:							
Operations Expense, adj. for grant relief	(797,786)	(922,530)	(1,001,439)	(1,015,004)	(1,074,149)	(59,145)	0
Grant Relief:							
Endowment Distribution	163,259	150,345	175,523	-	155,146	155,146	0.00%
Covid Relief Grants	246,800	138,972	-	-	-	-	0.00%
Operations, net	(387,727)	(633,213)	(825,916)	(1,015,004)	(919,003)	96,001	-9.46%

**Gorton Community Center
2023 Budget**

2023						\$ Variance	% Variance	Notes
						2023 Bgt vs	2023 Bgt vs	
						2022 Refrcst	2022 Refrcst	
		Actual	Actual	Budget	Reforcast	Budget		
Room Rentals & Leases								
	4001 - Annual Leases	162,883	145,896	147,962	155,337	152,842	(2,495)	-1.61% See Annual Leases subschedule
	4002 - Daily and Contract Rent, Net	46,788	73,127	112,758	140,196	154,709	14,513	10.35%
	4003 - Drop In Center Rent	54,604	54,604	56,252	56,252	57,940	1,688	3.00% 3% increase over 2021
	4004 - Theatre Rent	13,265	56,967	60,375	77,157	77,000	(157)	-0.20%
	4004 - Technical Fees	6,238	24,094	19,150	29,540	29,000	(540)	-1.83%
		283,778	354,688	396,497	458,482	471,491	13,009	2.84%
Operation Expense								
	5001 - Payroll							
	5001.01 - Administration	410,280	427,905	481,938	481,938	528,761	46,823	9.72%
	5001.02 - Porter	59,992	62,761	67,618	67,618	57,063	(10,555)	-15.61% 3% increase to porter payroll; reclassified one Porter to Admin.
	5001.03 - Taxes	32,969	33,057	42,041	42,041	42,556	515	1.22% 7.65% of payroll
	5001.04 - Payroll Fees	7,321	3,651	7,500	7,500	7,500	-	0.00% 0% increase over 2022
	Total 5001 - Payroll	510,562	527,374	599,097	599,097	635,880	36,783	6.14%
	5002 - Porter/Cleaning Services	62,228	84,380	77,250	83,000	98,688	15,688	18.90% estimate from Signature Cleaning; lowest of two other quotes received
	5003 - Copier	5,738	5,682	5,900	5,900	5,900	-	0.00% \$470/mo includes lease and avg copy charge
	5004 - Postage	714	756	1,200	1,200	1,241	41	3.42% 3.4% increase reflect overall increase in stamps
	5006 - Marketing	39,892	72,070	67,725	70,000	72,300	2,300	3.29% includes increased direct mail; printing; subscriptions
	5007 - Printing	1,110	-	600	600	600	-	0.00% stationary, misc
	5008 - Insurance							
	5008.02 - Liability Insurance	22,097	20,631	23,837	23,837	24,000	163	0.68% estimates from insurance broker
	5008.03 - Workers Compensation Insurance	5,341	4,429	5,518	5,518	5,600	82	1.49% estimates from insurance broker
	5008.05 - Liquor Liability Insurance	900	80	499	499	500	1	0.20% estimates from insurance broker
	5008.04 - Directors & Officers Insurance	12,576	21,221	3,399	3,399	3,400	1	0.03% estimates from insurance broker
	5008.10 - Reimbursed Health Insurance	-	-	19,480	19,480	21,000	1,520	7.80% 50% Subsidy for Participants
	Total 5008 - Insurance	40,914	46,360	52,733	52,733	54,500	1,767	3.35%
	5009 - Website Maintenance	2,421	671	6,000	6,000	4,200	(1,800)	-30.00% Hearst \$1,800, Misc Consultation \$2,400
	5010 - Accounting	10,900	11,500	12,150	12,100	13,750	1,650	13.64% Audit fee per preliminary estimate; incudes increase for new lease standard accounting
	5010.01 Professional Services			10,000		10,000	10,000	pricing consultant, legal fees placeholder
	5011 - Office Supplies	6,703	6,423	8,000	8,000	8,000	-	0.00%
	5012 - Utilities							
	5005 - Internet	4,059	4,947	4,650	4,650	4,800	150	3.23% Comcast \$250/mo; Fusion Cloud \$150/mo
	5012.01 - Gas	13,023	14,345	20,775	20,775	21,398	623	3.00% 3% increase
	5012.02 - Electric	29,865	40,816	48,850	48,850	50,316	1,466	3.00% 3% increase
	5012.03 - Water/Sewer	2,216	2,147	2,600	2,600	2,600	-	0.00% \$650/quarter
	5012.04 - Telephone	11,383	10,791	12,875	12,875	13,261	386	3.00% Birch, Marlin, Access, 3% inc.
	Total 5012 - Utilities	60,546	73,046	89,750	89,750	92,375	2,625	2.92%
	5014 - Building Maintenance							
	5014.02 - Pest Control	405	675	540	540	540	-	0.00% Quarterly service
	5014.03 - Cleaning Supplies	7,622	6,107	6,180	7,000	7,000	-	0.00% Flat due to relaxed Covid requirements
	5014.10 - Theatre Maintenance	6,314	3,012	8,559	8,559	8,500	(59)	-0.69% annual inspections and supplies
	5014.08 - Miscellaneous	30,739	33,714	25,750	25,750	26,000	250	0.97% elevator, HVAC and other building maintenance
	Total 5014 - Building Maintenance	45,080	43,508	41,029	41,849	42,040	191	0.46%
	5015 - Bank/Credit Chg and Late Fees	12,479	15,558	18,000	18,000	18,000	-	0.00% continue passing some fees on to consumers
	5017 - Miscellaneous							
	5017.01 - Dues and Subscriptions	2,466	2,217	1,500	1,500	1,500	-	0.00% Annual Report Fee, Filing Fee
	5017.02 - Vending Machine	(183)	(33)	100	100	100	-	0.00% Net from Vending Machine
	5017.03 - License Fees	15	1,459	25	25	25	-	0.00%
	5017.06 - Exec Director's Discretionary Fund	737	14,684	4,000	6,000	6,000	-	0.00% Exec Director Discretionary Fund, non-budgeted items, Chairman's discretionary
	5017.05 - Meeting Expense	601	2,680	1,600	4,500	4,500	-	0.00% Board Meetings, Staff & Misc Meetings
	5017.09 - Educaton/Conferences	50	113	4,000	4,000	4,000	-	0.00%
	5017.08 - Staff Development	2,512	925	2,000	2,000	2,000	-	0.00% Staff training, staff appreciation
	Total 5017 - Miscellaneous	6,197	22,046	13,225	18,125	18,125	-	0.00%
	5019 - Computer Equip/Maint/Software	(395)	18,752	12,000	12,000	12,000	-	0.00% Replace computer equipment and ongoing maintenance;
	5021 - Strategic Planning Contingency	-	-	-	-	-	-	0.00%
	5020 - Non-Capital Items	-	-	2,000	2,000	2,000	-	0.00% carts other miscellaneous
Other Income								
	4301 - Administrative Fees	5,100	5,100	5,100	5,100	5,100	-	0.00% DIC Agreement, \$425/month for copies, accountant, cr card fees
	4302 - Interest	872	487	120	250	350	100	40.00% Money Market Acct
	4304 - Miscellaneous	1,331	10	-	-	-	-	0.00%
	4306 - Distributions - Endowment Fund	163,259	150,345	175,523	-	155,146	155,146	0.00% See subschedule for calculation
	4307 - Covid-19 Relief	246,800	138,972	-	-	-	-	0.00%

**Gorton Community Center
2023 Budget**

		2023	2020	2021	2022	2022 Budget	2023	\$ Variance	% Variance	
			Actual	Actual	Budget	Reforcast	Budget	2023 Bgt vs	2023 Bgt vs	Notes
								2022 Refrcst	2022 Refrcst	
		Total Operations Expense	387,727	633,213	825,916	1,015,004	919,003	(96,001)	-9.46%	
			(103,949)	(278,525)	(429,419)	(556,522)	(447,512)	109,010	-19.59%	
		Programs & Events - Income								
		Programs								
		4102 - PASTA	48,546	76,544	52,950	57,725	-	(57,725)	-100.00%	PASTA program ended summer 2022
		4101 - Fencing	6,246	12,675	7,440	8,000	7,749	(251)	-3.14%	
		4100 - Knitting	(5)	629	800	-	-	-	0.00%	
		4103 - Yoga	30	2,648	5,760	7,000	9,600	2,600	37.14%	
		4104 - Dog Obedience/Animal Related	-	-	-	-	-	-	0.00%	
		4106 - Sewing	10,120	12,314	17,415	17,415	14,240	(3,175)	-18.23%	
		4107 - Bridge	-	520	4,800	9,000	14,400	5,400	60.00%	
		4109 - Cooking Classes	2,069	12,475	7,000	7,000	4,800	(2,200)	-31.43%	
		4111 - Other	41,992	52,826	40,000	40,000	50,400	10,400	26.00%	
		4112 - Manners	30	3,630	2,000	5,200	6,560	1,360	0.00%	
		4113 - Bubbles Academy	-	-	-	-	-	-	0.00%	
		4116 - Computer/Photo	-	-	-	-	-	-	0.00%	
		4125 - Music Lessons	-	285	1,320	-	18,000	18,000	0.00%	
		4100 - Meditation	437	-	-	200	1,440	1,240	0.00%	
		4100 - Palette & Pours	83	1,465	1,350	2,000	2,500	500	25.00%	
		4124 - DPAL Art Classes	-	18,981	19,000	19,000	22,448	3,448	18.15%	
		4100 - Improv & Acting	2,000	14,944	17,000	35,000	48,190	13,190	37.69%	includes new Gorton Drama Studio classes
		4100 - High School Prep	-	750	-	-	-	-	0.00%	
		4122 - Robothink	-	11,525	10,710	15,000	17,440	2,440	16.27%	
			111,547	222,209	187,545	222,540	217,767	(4,773)	-2.14%	
		Events								
		4117 - Safety Town	120	14,433	15,200	17,701	17,500	(201)	-1.14%	
		4118 - Dog Day	-	202	700	700	700	-	0.00%	
		4119 - Film Festival & Series	27,548	15,946	10,000	18,000	24,300	6,300	35.00%	
		4130 - Gene Siskel Film Series	-	-	-	-	-	-	0.00%	
		4125 - Hughes Distribution	21,500	23,616	22,413	25,558	19,911	(5,647)	-22.10%	
		4120 - Family Concerts	-	6,376	10,000	500	13,500	13,000	2600.00%	
		4121 - Kids Only Holiday Shoppe	-	1,673	1,800	1,800	3,000	1,200	66.67%	
		4123 - Speakers	-	-	-	-	-	-	0.00%	
		4201 - Grotto	-	-	7,500	7,500	10,500	3,000	0.00%	
		4123 - PAC Committee	-	-	-	-	-	-	0.00%	
		4128 - Greater Good	28,215	-	-	-	-	-	0.00%	
		4213 - Rendezvous Arts	-	1,772	-	3,100	5,250	2,150	69.35%	
		4211 - Storytelling	-	3,839	20,290	5,000	4,000	(1,000)	-20.00%	
		4212 - Gorton Center Live	-	50,564	35,000	35,000	53,200	18,200	52.00%	
		4204 - Other	71,838	31,762	28,000	40,000	-	(40,000)	-100.00%	
		NEW LINE - Community Events	-	-	-	-	13,000	-	0.00%	
		NEW LINE - Performing Arts	-	-	-	-	23,000	-	0.00%	
		4225 - Event Sponsorships	28,825	34,500	30,000	25,000	35,000	10,000	40.00%	
		4226 - Signature Events	14,738	18,872	82,000	30,000	63,500	33,500	111.67%	Return to prepandemic activity level
		4202 - Jazz Tickets	-	3,455	8,000	8,000	12,000	4,000	50.00%	
			192,784	207,010	270,903	217,859	298,361	80,502	36.95%	
		Total Program & Event Revenue	304,331	429,219	458,448	440,399	516,128	75,729	17.20%	
		Programs & Events - Expense								
		Programs								
		5102 - PASTA Expense	28,652	45,534	31,770	33,556	-	(33,556)	-100.00%	
		5101 - Fencing	4,092	8,450	5,208	5,600	5,424	(176)	-3.14%	
		5100 - Knitting	-	426	480	-	-	-	0.00%	
		5103 - Yoga	-	1,570	3,456	4,900	5,760	860	17.55%	
		5106 - Sewing	8,688	9,042	12,191	12,200	11,160	(1,040)	-8.52%	
		5107 - Bridge	-	-	3,360	6,300	8,640	2,340	37.14%	
		5109 - Cooking Class	750	8,049	5,000	4,900	3,360	(1,540)	-31.43%	
		5111 - Other	27,319	27,929	20,000	28,000	35,280	7,280	26.00%	
		5112 - Manners	-	1,595	1,400	3,640	5,600	1,960	0.00%	
		5116 - Computer/Photo	754	-	-	-	-	-	0.00%	
		5100 - Meditation	295	-	-	-	1,008	1,008	0.00%	
		5100 - Palette & Pours	100	952	945	1,200	1,750	550	45.83%	

Gorton Community Center 2023 Budget

			2023					\$ Variance	% Variance		
				2020	2021	2022	2022 Budget	2023	2023 Bgt vs	2023 Bgt vs	
				Actual	Actual	Budget	Reforecast	Budget	2022 Refrcst	2022 Refrcst	
										Notes	
			5124 - DPAL Art Classes		11,664	10,917	11,000	15,714	4,714	42.85%	
			5100 - Improv & Acting	337	11,262	11,500	23,000	30,726	7,726	33.59%	
			5100 - High School Prep	-	525	-		-	-	0.00%	
			5122 - Robothink	-	6,172	7,497	10,500	12,208	1,708	16.27%	
			5125 - Music Lessons			924	-	12,600	12,600	#DIV/0!	
				70,986	133,170	114,648	144,796	149,230	4,434	3.06%	
			Events								
			5117 - Safety Town	154	10,388	9,500	10,500	9,500	(1,000)	-9.52%	
			5118 - Dog Day	-	94	150	100	300	200	200.00%	
			5119 - Film Festival & Series	21,779	13,638	5,000	9,800	19,300	9,500	96.94%	
			5130 - Gene Siskel Film Series	-	-	-		-	-	0.00%	
			5120 - Family Concerts	-	6,350	6,500	5,892	12,000	6,108	103.67%	
			5121 - Kids Only Holiday Shoppe	-	702	380	380	2,000	1,620	426.32%	
			5201 - Grotto	-	-	3,300	3,300	7,000	3,700	0.00%	
			5123 - PAC Committee			-		-	-	0.00%	
			5213 - Rendezvous Arts		1,547	-	740	3,675	2,935	396.62%	
			5211 - Storytelling		2,325	9,800	2,400	3,000	600	25.00%	
			5212 - Gorton Center Live		24,706	16,000	16,000	40,000	24,000	150.00%	
			5204 - Other	65,346	35,385	24,430	39,000		(39,000)	-100.00%	
			NEW LINE - Community Events					16,500			
			NEW LINE - Performing Arts					15,100			
			5202 - Jazz	1,400	1,900	3,500	3,500	6,000	2,500	71.43%	
			5226 - Signature Event		2,113	50,000	18,000	43,000	25,000	138.89%	
				88,679	99,148	128,560	109,612	177,375	67,763	61.82%	
			Total Program & Events Expense	159,665	232,318	243,208	254,408	326,605	72,197	28.38%	
			Programs & Events, net	144,666	196,901	215,240	185,991	189,523	3,532	1.90%	
			Drop-In Center - Income								
			4401.1 - Enrollment	7,682	9,967	7,000	9,000	8,000	(1,000)	-11.11%	
			4402 - Hourly	117,255	245,678	250,000	250,000	312,970	62,970	25.19%	
			4403 - Lunch Bunch	3,937	9,925	11,000	7,500	11,000	3,500	46.67%	
			4404 - Camp Gorton/Mini Camps	18,980	45,372	50,000	59,820	38,025	(21,795)	-36.43%	
			4405 - Other						-	0.00%	
			4405.04 - Other-Donations	1,240	-	-	-	-	-	0.00%	
			4405.1 - Book Fair	489	-	-	-	-	-	0.00%	
			Childcare Restoration Grant/Other	66,308	104,622		57,000	-	(57,000)	-100.00%	
			Total 4405 - Other	68,037	104,622	-	57,000	-	(57,000)	-100.00%	
			Total Revenue, Drop-In Center	215,892	415,563	318,000	383,320	369,995	(13,325)	-3.48%	
			Drop-In Center - Expense								
			5401 - Payroll								
			5401.01 - Drop In Center	184,874	185,303	215,288	215,288	243,555	28,267	13.13%	Increases to match market rates; increased staff
			5401.04 - Taxes	14,135	14,176	16,470	16,470	18,632	2,162	13.13%	7.65% of payroll
			5401.05 - Payroll Fees	1,359	1,725	1,430	1,430	1,705	275	19.23%	
			Total 5401 - Payroll	200,367	201,203	233,188	233,188	263,892	30,704	13.17%	
			5402 - Administrative Services	5,800	7,083	5,000	5,000	5,100	100	2.00%	Payable to GCC for copies, cr card fees, admin
			5403 - Rent	54,604	54,604	56,242	56,252	57,940	1,688	3.00%	3% increase
			5404 - Telephone	720	723	1,000	1,000	1,000	-	0.00%	
			5405 - Staff Development/Education	370	315	700	700	700	-	0.00%	Staff Meetings
			5406 - Office Supplies	698	305	350	350	350	-	0.00%	Toner, misc supplies
			5407 - Classroom Supplies	2,586	3,797	2,000	3,500	2,000	(1,500)	-42.86%	
			5407.1 - Snack Expense	1,110	1,252	900	900	900	-	0.00%	
			5407.2 - Lunch Expense	3,684	7,556	7,000	9,000	8,000	(1,000)	-11.11%	Nets against Lunch Bunch Income
			5408 - Cleaning & Laundry	2,039	4,740	5,000	5,000	5,797	797	15.94%	estimate provided by Signature Cleaning
			5409 - Marketing	-	237	-	-	-	-	0.00%	
			5410 - Camp	-	555	700	700	700	-	0.00%	Camp Gorton, mini camp expenses
			5413 - Classroom Equipment	85	306	500	500	500	-	0.00%	Painting, misc equipment
			5414 - Miscellaneous	454	1,265	500	1,200	500	(700)	0.00%	Food Service Permit, Parent Coffees, health record service
			Total Expense, Drop-In Center	272,518	283,941	313,080	317,290	347,379	30,089	9.48%	
			Drop-In Center, net	(56,626)	131,622	4,920	66,030	22,616	(43,414)	-65.75%	
			Total Gorton Operations	(15,909)	49,998	(209,259)	(304,501)	(235,373)	69,128	-22.70%	

**Gorton Community Center
2023 Budget**

	2023					2023	\$ Variance 2023 Bgt vs 2022 Refrcst	% Variance 2023 Bgt vs 2022 Refrcst	Notes
		2020	2021	2022	2022 Budget				
		Actual	Actual	Budget	Reforcast				
5021 - Depreciation Expense		(282,000)	(291,017)	(296,287)	(296,287)	(395,122)	(98,835)	33.36%	Based on projected 2022 Cap Exp
		(297,909)	(241,019)	(505,546)	(600,788)	(630,495)	(29,707)	4.94%	
Unrestricted Activity - Fundraising									
Donations - Income									
4501 - General Donations									
4501 - 1 Quarter Donations		23,234	39,186	35,000	58,648	60,000	1,352	2.31%	
4501 - Spring Appeal		115,478	83,555	80,000	54,825	57,850	3,025	5.52%	
4501 - 3rd Quarter Donations		15,711	45,850	35,000	20,000	35,000	15,000	75.00%	
4501 - Fall Appeal		231,958	244,305	190,000	190,000	190,000	-	0.00%	
4501.80 - In-Kind Donations		10,000	20,030	9,900	9,900	9,900	-	0.00%	Safety Town Storage \$640/mo
4501 - Discount on Pledges				-			-	0.00%	
		396,380	432,926	349,900	333,373	352,750	19,377	5.81%	
Donations - Expense		82,783	78,671	80,000	78,500	85,125	6,625	8.44%	2 Appeals, Event, 2 Development Salaries & Taxes, Annual Report
Unrestricted Donations, net		313,597	354,256	269,900	254,873	267,625	12,752	5.00%	
					-				
Unrestricted Activity, net		313,597	354,256	269,900	254,873	267,625	12,752	5.00%	
Temporarily Restricted Activity									
6005 - Restricted Fund Income		48,075	26,148	-	-		-	0.00%	
6004 - Restricted Fund Expenditure		(58,006)	(22,259)	-	-		-	0.00%	
Temporarily Restricted Activity, net		(9,931)	3,888	-	-	-	-	0.00%	
Permanently Restricted Activity									
Hughes Film Series									
6010 - Hughes Film Series Income		13,195	16,447	8,000	8,000	8,000	-	0.00%	
6011 - Management Fees		(4,981)	(5,304)	(5,900)	(5,900)	(5,500)	400	-6.78%	.85% of projected balance of 8/31/22 \$632,089
6013 - Unrealized Gain/Loss on Investments		31,868	67,969	-	-		-	0.00%	
6015 - Draws on Investment Acct		(21,500)	(23,616)	(22,058)	(25,558)	(19,911)	5,647	-22.09%	Draw for film expenses
Hughes Film Series Activity, net		18,583	55,495	(19,958)	(23,458)	(17,411)	6,047	-14.92%	
Permanently Restricted Donations									
6002 - Realized Gain/Loss on Investments		54	-	-	-		-	0.00%	
6003 - Unrealized Gain/Loss on Investments		626,321	559,205	-			-	0.00%	
6006 - Income from Investments		86,162	112,532	80,000	80,000	80,000	-	0.00%	
6011 - Draws on Investment Acct		(163,259)	(150,345)	(175,523)	-	(155,146)	(155,146)	0.00%	See subschedule
6012 - Permanently Restricted Fund Income							-	0.00%	
6007 - Permanently Restricted Donations		-	-	-			-	0.00%	Donations to Endowment
6008 - Gain/Loss on Stock Sale			(21)	-			-	0.00%	Gain/Loss on stock gift holding period
6008 - Management Fees		(36,026)	(40,963)	(40,850)	(40,832)	(41,865)	(1,033)	2.53%	.85% of projected balance of 8/31/22 \$4,925,254
Permanently Restricted Donation Activity, net		513,252	480,408	(136,373)	39,168	(117,011)	(156,179)	-398.74%	
Total Permanently Restricted Activity		531,835	535,903	(156,331)	15,710	(134,422)	(150,132)	-955.65%	
Total Unrestricted, Temp Restr, Perm Restr Activity		835,501	894,048	113,569	270,583	133,203	(137,380)	-50.77%	
Net Income/Loss		537,592	653,029	(391,977)	(330,205)	(497,292)	(167,087)	50.60%	

Gorton Community Center Capital Budget (Gorton's Responsibility)

D. GCC Capital Expenditures

		2018	2019	2020	2021 budgeted	2022	2023	2024
1	Cleaning & Inspection of Auditorium Murals	\$ 5,000	\$ 5,000					\$ 5,000
2	Two entrance signs for Gorton	\$ -						
3	Update Bathrooms	\$ 65,500	\$ 30,000	\$ -		\$ 12,000	\$ -	\$ 12,000
4	DIC Playground Equipment/Flooring Replacement	\$ 70,723	\$ -					\$ 18,000
5	Replacement of air conditioner	\$ 11,475						
6	Keyless Access System for Exterior Doors (Note 1)	\$ 37,100						
7	Wood Floor Refinishing	\$ 6,500	\$ 2,500					\$ 4,000
8	Concrete flooring sealant (all floors in North Addition)	\$ 7,500				\$ 7,500		
9	Painting interior of building including public rooms & halls	\$ 54,600	\$ 8,000	\$ 18,000	\$ 600	\$ 9,000	\$ 10,000	\$ 9,000
10	Lower level hall and annex cement grinding/staining	\$ 41,720						
11	New Website	\$ 42,000			\$ 12,000			
12	Computer Replacement Budget	\$ 12,000				\$ 4,000	\$ 4,000	\$ 4,000
13	Theater Board Cover	\$ -						
14	Update Grotto	\$ -						
15	Replace Carpet in Nagel Room and upstairs offices	\$ 7,600	\$ 7,600					
16	Security cameras	\$ 23,500	\$ 10,000	\$ 4,500		\$ 9,000		
17	Folding Chairs (200 @ \$28)	\$ 5,600	\$ 5,600					
18	Water Heater	\$ 11,350	\$ 11,350					
19	Big Blue Blocks	\$ 7,500	\$ 7,500					
20	Theater Lighting /Outdoor Lighting	\$ -	\$ 7,190	TBD				
21	Sealcoat and Stripe Parking Log	\$ 6,000	\$ 6,000					
22	Card Tables	\$ 1,400	\$ 1,400					
23	Refinish DIC Cement Flooring - Carpeted	\$ 5,746	\$ 20,000					
24	Draperies - Friends/1861 - Not Budgeted	\$ -						
25	Commercial Refrigerator - Not Budgeted	\$ -						
26	2nd floor and lower level kitchen update/appliances	\$ 4,000	TBD			\$ 2,000	\$ 2,000	
27	Mac Laptop	\$ 3,500	\$ 3,500					
28	Handrail for Theater Stairs	\$ 3,500	\$ 3,500					
29	Stage Monitor Patch/amps	\$ 4,500	\$ 4,500			\$ 1,370		
30	Hallway wayfinding and security signage		\$ 1,300					
31	Storm Windows		\$ 3,300					
32	Trash receptical door repair							
33	Theater carpet			\$ -	\$ 9,000			
34	Custom refrigerated drawer for bar area in Glore solarium			\$ -		\$ 5,000		
35	Theater speakers and microphones			\$ -	\$ 6,500		\$ 6,240	
36	Landscaping							
37	Ask Joan building activity system			\$ -		\$ 5,000		
38	Upgrade one classroom with new technology			\$ -			\$ -	
39	Video streaming program/cameras							
40	Recovering armchairs in Nagel Room				\$ 6,000		\$ -	
41	UV Light system for HVAC							
42	DILC smart board system for preschool room					\$ 10,000		
43	Wireless access points						\$ 15,000	
44	Miscellaneous theater equipment						\$ 9,274	
45	replace cyclorama in theater					\$ 35,000		
46	automated rear screen							\$ 18,000
47	piano repair						\$ 8,000	
48	patio expansion						\$ 20,000	
		\$ 438,314	\$ 116,540	\$ 55,700	\$ 600	\$ 33,500	\$ 64,870	\$ 74,514
								\$ 70,000

Gorton Community Center FIVE YEAR FORECAST

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ESTIMATE 2022	BUDGET 2023	PROJECTED 2024	PROJECTED 2025	PROJECTED 2026
Fund Balance 1/1	8,895,998	8,482,290	9,036,633	9,575,656	10,255,417	9,925,212	9,514,985	9,101,693	8,685,244
Revenue									
Room Rentals/Leases	450,084	395,622	229,174	300,229	458,482	471,491	485,636	500,205	515,211
Programs and Events	399,542	488,186	428,426	406,787	440,399	516,128	531,612	547,560	563,987
Children's Learning Center	265,511	264,314	356,937	310,942	383,320	369,995	381,095	392,528	404,304
Unearned Revenue/Contributions	341,873	387,865	660,167	647,134	254,873	267,625	275,654	283,923	292,441
Total Revenue	1,457,010	1,535,987	1,674,704	1,665,092	1,537,074	1,625,239	1,673,996	1,724,216	1,775,943
Expenses									
Administration	859,300	970,922	821,160	937,081	1,015,004	919,003	946,573	974,970	1,004,219
Programs and Events	226,728	275,112	198,371	233,779	254,408	326,605	336,403	346,495	356,890
Children's Learning Center	305,986	238,627	239,982	226,087	317,290	347,379	357,800	368,534	379,590
Total Expenses	1,392,014	1,484,661	1,259,513	1,396,947	1,586,702	1,592,987	1,640,777	1,690,000	1,740,700
Operating Income	64,996	51,326	415,191	268,145	(49,628)	32,252	33,220	34,216	35,243
Depreciation Expense	(267,964)	(277,494)	(287,176)	(301,939)	(296,287)	(308,057)	(308,057)	(308,057)	(308,057)
Temporarily Restricted Activity, Net	(61,361)	53,029	(10,823)	3,761	0	0	0	0	0
Permanently Restricted Activity, Net	(149,379)	727,482	421,831	709,794	15,710	(134,422)	(138,455)	(142,608)	(146,887)
Other									
Net Income	(413,708)	554,343	539,023	679,761	(330,205)	(410,227)	(413,292)	(416,449)	(419,701)
Fund Balance 12/31	8,482,290	9,036,633	9,575,656	10,255,417	9,925,212	9,514,985	9,101,693	8,685,244	8,265,543

Check: ending FB audit report	8,482,290	9,036,633	9,575,656	10,255,417
Difference	(0)	(0)	(0)	0

*Note that Permanently Restricted Activity, net includes a 3% draw on on the investment account and does not reflect any unrealized gain or loss on the investments

Attachment 1

**ESTIMATING EQUALIZED ASSESSED VALUATION, TAX LEVY LIMITATIONS
AND NEW GROWTH PROJECTIONS FOR 2022 LEVY**

PROJECTED EQUALIZED ASSESSED VALUATION

Based on information from the County Clerk's Office
the projected Equalized Assessed Valuation (EAV) of property
in The City of Lake Forest for the tax year 2022 is as follows:

2021 EAV for The City of Lake Forest	2,381,873,010
Estimated average change to existing property	<u>2.40%</u>
2022 EAV for existing property	<u>2,439,013,037</u>
Total Estimated New Construction Growth for 2022	\$ 9,698,793
Total Projected EAV for 2022 Tax Levy	<u>\$ 2,448,711,830</u>

**COMPUTATION OF MAXIMUM TAX EXTENSION FOR UNDER THE PROPERTY TAX
EXTENSION LIMITATION ACT**

A.	Tax Levy Extensions for the 2021 Tax Year (Excluding Debt Service, Special Rec and partial Fire Pension Tax Levy Extension)	\$	33,785,511	
B.	Total Projected EAV for 2022 Tax Levy	\$	2,448,711,830	
C.	Total Estimated New Construction Growth for 2022	\$	9,698,793	
D.	CPI Increase for 2022 Levy		5.00%	
Step 1	Numerator of Limiting Rate:	\$	33,785,511	X 105.000% = \$ <u>35,474,787</u>
Step 2	Denominator of Limiting Rate:	\$	2,448,711,830	- 9,698,793 = \$ <u>2,439,013,037</u>
Step 3	Limiting Rate (Per \$100 EAV):	\$	35,474,787	/ 2,439,013,037 = \$ <u>0.01454</u>
Step 4	Maximum Tax Extension for 2022 Tax Year (Excluding Debt Service Tax Levy Extension):	\$	2,448,711,830	X \$ 0.01454 = \$ <u>35,615,853</u>
Step 5	Added Tax Levy Extension Based on New Growth (Step 4 minus Step 1)			= \$ <u>141,066</u>
Aggregate Levy - Truth in Taxation Estimate:				105.42%
Tax Cap				5.00%
New Construction				<u>0.42%</u>
				<u>5.42%</u>

The City of Lake Forest Tax Levy 2022

Attachment 2

FUND	2022 LEVY	2021 Extension	\$ CHANGE	% CHANGE	
General	\$15,180,194	14,738,052	442,142	3.00%	
Pension Funds					
IMRF/SS - Funded Ratio 113.47%	1,331,879	1,293,086	38,793	3.00%	
Police Pension - Funded Ratio 56.42%	3,284,419	3,188,756	95,663	3.00%	Pens Sub (+\$255k)
Fire Pension - Funded Ratio 70.39%	2,077,963	2,222,192	(144,229)	-6.49%	Pens Sub (+\$296k)
Sub-Total Pension Funds	6,694,261	6,704,034	(9,773)	-0.15%	
Other Funds					
Recreation and Parks	5,594,063	5,327,679	266,384	5.00%	
Recreation and Parks-IMRF/SS	630,378	600,360	30,018	5.00%	
Special Recreation			0		
Capital Improvements (Cap Applies)	1,891,019	1,539,144	351,875	22.86%	5-year (+\$350k)
Recreation and Parks/Specific Purpose	125,000	125,000	0	0.00%	
Library	4,251,719	4,049,256	202,463	5.00%	
Library-sites	456,776	435,025	21,751	5.00%	
Sub-Total Other Funds	12,948,955	12,076,464	872,491	7.22%	
TOTAL LEVY UNDER TAX CAP	34,823,409	33,518,550	1,304,859	3.89%	
Bond Funds (Cap Applies)					
2010/2013/2021 GO Bonds MS/CIP	730,900	734,750	(3,850)	-0.52%	
2019 Refunding	832,713	831,463	1,250	0.15%	
Extension Adjustment	0	18,236	(18,236)		
2015 GO Bonds - CIP	262,112	255,238	6,874	2.69%	
Sub-Total Bond Funds	1,825,725	1,839,687	(13,962)	-0.76%	
TOTAL TAX LEVY BEFORE NEW GROWTH and ALLOWANCES	36,649,134	35,358,237	1,290,897	3.65%	
Fire Pension PA 93-0689	325,232	117,236	207,996	177.42%	
Special Recreation	527,054	501,956	25,098	5.00%	
PTAB/CE Recapture		266,960	(266,960)	N/A	New Legislation
Plus New Growth	141,066		141,066	N/A	
GRAND TOTAL TAX LEVY	37,642,486	36,244,389	1,398,097	3.86%	
Ord 2013-70 Debt/Capital Cap	3,716,744	3,378,831	337,913	10.00%	Cap \$3,950,939
Aggregate Levy (Truth in Taxation)	35,816,761	34,137,742	1,679,019	4.92%	
DISTRIBUTION OF GROWTH					
General Fund Levy -	\$ 123,843				
Library Levy -	17,223				
TOTAL NEW GROWTH	\$ 141,066				

The City of Lake Forest

Tax Levy

2022

Attachment 3

FUND	2022 LEVY	2021 Extension	\$ CHANGE	% CHANGE	
General	\$15,304,037	14,738,052	565,985	3.84%	
<u>Pension Funds</u>					
IMRF/SS	1,331,879	1,293,086	38,793	3.00%	
Police Pension	3,284,419	3,188,756	95,663	3.00%	Pens Sub (+\$255k)
Fire Pension	2,403,195	2,339,428	63,767	2.73%	Pens Sub (+\$296k)
Sub-Total Pension Funds	7,019,493	6,821,270	198,223	2.91%	
<u>Agency Funds</u>					
Recreation and Parks	5,594,063	5,327,679	266,384	5.00%	
Recreation and Parks-IMRF/SS	630,378	600,360	30,018	5.00%	
Recreation and Parks-Specific Purpose	125,000	125,000	0	0.00%	
Special Recreation	527,054	501,956	25,098	5.00%	
Capital Improvements	1,891,019	1,539,144	351,875	22.86%	5-year (+\$350k)
Library	4,268,942	4,049,256	219,686	5.43%	
Library-sites	456,776	435,025	21,751	5.00%	
Sub-Total Agency Funds	13,493,232	12,578,420	914,812	7.27%	
AGGREGATE LEVY	35,816,761	34,137,742	1,679,019	4.92%	
<u>Bond Funds</u>					
2010 GO Bonds MS/CIP	730,900	734,750	(3,850)	-0.52%	
2009 GO Bonds Western	832,713	831,463	1,250	0.15%	
Extension Adjustment		18,236	(18,236)		
2015 GO Bonds - CIP	262,112	255,238	6,874		
Sub-Total Bond Funds	1,825,725	1,839,687	(13,962)	-0.76%	
PTAB/CE Recapture	0	266,960	(266,960)	N/A	New Legislation
GRAND TOTAL TAX LEVY	37,642,486	36,244,389	1,398,097	3.86%	

The City of Lake Forest
Tax Levy
2022
Explanation of Homeowner Increase

Attachment 4

	2022 LEVY	2021 Extension	\$ CHANGE	% CHANGE
Levy before growth and exclusions	\$ 34,823,409	\$ 33,518,550	\$ 1,304,859	3.89%
Plus growth and exclusions	993,352	619,192	\$ 374,160	
TOTAL LEVY UNDER TAX CAP	\$ 35,816,761	\$ 34,137,742	\$ 1,679,019	4.92%
PTAB/CE Recapture	0	266,960	\$ (266,960)	
Bond Funds	1,825,725	1,839,687	\$ (13,962)	
TOTAL TAX LEVY	\$ 37,642,486	\$ 36,244,389	\$ 1,398,097	3.86%
Increase excl new growth/exclusions	36,649,134	35,358,237		3.65%

	2022 Forecast	2021 Actual	
City Equalized Assessed Value (EAV) 1/3 market value	2,448,711,830	2,381,873,010	
City Levy	37,642,486	36,244,389	
Tax Rate	1.5372	1.5217	levy divided by EAV X 100
Average Home Market Value	\$ 819,192	\$ 800,000	
EAV	273,064	266,667	
EAV X Tax Rate/100	\$ 4,198	\$ 4,058	\$ 140 3.45%

This is the impact projected on an average existing home.

This represents 22% (City) and 3% (Library) of the entire tax bill.

(Impacts on individual properties may differ.)

TAX LEVY 2022-2023

AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR ALL CORPORATE PURPOSES AND FOR THE PUBLIC SCHOOLS OF THE CITY OF LAKE FOREST, COUNTY OF LAKE AND STATE OF ILLINOIS, FOR THE FISCAL YEAR COMMENCING MAY 1, 2022 AND ENDING APRIL 30, 2023.

WHEREAS, because of legal requirements relating to pension funding, the City is required to increase its annual levy to responsibly meet these obligations; and

WHEREAS, because of uncertainties relating to actual and potential Statewide legislation affecting revenue and tax issues for all municipalities, the City is unable to plan with any levy of predictability, which creates a bona fide emergency beyond the City's control for purposes of fiscal planning; and

WHEREAS, due to these legal requirements and bona fide emergency, the City is required to increase its annual tax levy at levels exceeding the levels set forth in the "tax cap" law,

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE AND STATE OF ILLINOIS:

SECTION 1: That the Annual Appropriation Bill, an ordinance making appropriation for the corporate purposes of The City of Lake Forest and the objects and purposes stated therein according to the departments, and other separate agencies, and for the Public Schools of The City of Lake Forest, County of Lake and State of Illinois, for the fiscal year commencing May 1, 2022 and ending April 30, 2023 was duly passed the 18th of July, 2022 and thereafter published in pamphlet form as provided by law, which ordinance by reference thereto is hereby made a part of hereof.

SECTION 2: That the sum of seventy-three million, eight hundred eight thousand, three hundred eighty-seven dollars (\$73,808,387) having heretofore legally appropriated for all corporate purposes of The City of Lake Forest and for the Public Schools of The City of Lake Forest, County of Lake and State of Illinois, to be collected from the taxes levied for the fiscal year commencing May 1, 2022 and ending April 30, 2023 be and same hereby is levied against all property subject to taxation with The City of Lake Forest as the same is assessed and equalized for State and County purposes for the said fiscal year.

That the purposes for which the said amount of seventy-three million, eight hundred eight thousand, three hundred eighty-seven dollars (\$73,808,387) hereto appropriated and hereby levied, respectively are as follows, to wit:

<u>GENERAL FUND</u>	<u>Appropriation</u>	<u>Tax Levy 2022-2023</u>
<u>General Government</u>		
Salaries and Benefits	\$ 2,909,529	\$ 2,110,739
Supplies/Other Services and Charges	4,242,970	3,078,093
Capital Equipment	231,000	167,581
Contingency - to meet expenses of emergencies and optional expenses not otherwise provided for	3,942,346	-
TOTAL GENERAL GOVERNMENT	\$ 11,325,845	\$ 5,356,413
 <u>Legal</u>		
Contractual Services	\$ 450,000	\$ 306,081
TOTAL LAW	\$ 450,000	\$ 306,081

	<u>Appropriation</u>	<u>Tax Levy 2022-2023</u>
<u>Community Development</u>		
Salaries and Benefits	\$ 1,683,878	\$ -
Supplies/Other Services and Charges	491,438	-
Capital Equipment	-	-
TOTAL COMMUNITY DEVELOPMENT	\$ 2,175,316	\$ -
<u>Public Works Administration</u>		
Salaries and Benefits	\$ 444,908	\$ 371,478
Supplies/Other Services and Charges	104,968	87,643
TOTAL PUBLIC WORKS ADMINISTRATION	\$ 549,876	\$ 459,121
<u>Public Buildings</u>		
Building Maintenance Administration		
Salaries and Benefits	\$ 865,505	\$ 375,932
Supplies/Other Services and Charges	746,216	324,118
Capital Improvements	150,000	65,152
TOTAL PUBLIC BUILDINGS	\$ 1,761,721	\$ 765,202
<u>Streets</u>		
Salaries and Benefits	\$ 1,088,912	\$ -
Supplies/ Other Service and Charges	968,880	-
Capital Improvements	250,000	-
TOTAL STREETS	\$ 2,307,792	\$ -
<u>Sanitation</u>		
Salaries and Benefits	\$ 1,315,535	\$ 822,513
Supplies/ Other Service and Charges	1,132,208	707,891
TOTAL SANITATION	\$ 2,447,743	\$ 1,530,404
<u>Storm Sewers</u>		
Salaries and Benefits	\$ 128,334	\$ 94,318
Supplies/ Other Service and Charges	29,900	21,975
Capital Improvements	50,000	36,747
TOTAL STORM SEWERS	\$ 208,234	\$ 153,040
<u>Engineering</u>		
Salaries and Benefits	\$ 539,347	\$ 184,927
Supplies/ Other Service and Charges	353,352	121,154
TOTAL ENGINEERING	\$ 892,699	\$ 306,081
<u>Fire</u>		
Fire Administration		
Salaries and Benefits	\$ 4,951,079	\$ 2,450,616
Supplies/ Other Service and Charges	339,257	167,921
Capital Improvements	50,000	24,748
Sub-Total	\$ 5,340,336	\$ 2,643,285

	<u>Appropriation</u>	<u>Tax Levy 2022-2023</u>
Emergency Medical Services		
Supplies/ Other Service and Charges	\$ 82,800	\$ 40,983
Sub-Total	<u>\$ 82,800</u>	<u>\$ 40,983</u>
Fire Suppression		
Supplies/ Other Service and Charges	\$ 142,350	\$ 70,458
Sub-Total	<u>\$ 142,350</u>	<u>\$ 70,458</u>
TOTAL FIRE	<u>\$ 5,565,486</u>	<u>\$ 2,754,727</u>
<u>Police</u>		
Salaries and Benefits	\$ 6,698,124	\$ 3,050,822
Supplies/ Other Service and Charges	1,287,295	586,330
Capital Improvements	78,637	35,817
TOTAL POLICE	<u>\$ 8,064,056</u>	<u>\$ 3,672,969</u>
TOTAL AMOUNT APPROPRIATED FROM GENERAL FUND	<u>\$ 35,748,768</u>	<u>\$ 15,304,037</u>
Less: Total amount appropriated from other sources other than Tax Levy	20,444,731	
Sub-Total		15,304,037
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR GENERAL FUND		<u>\$ 15,304,037</u>
<u>ILLINOIS MUNICIPAL RETIREMENT AND SOCIAL SECURITY</u>		
For ILLINOIS MUNICIPAL RETIREMENT and SOCIAL SECURITY (Excludes Water and Sewer Department, Fleet, Deerpath Golf Course, Cemetery Commission and School District 67)		
General Fund - IMRF	\$ 812,246	\$ 665,940
General Fund - Social Security	740,997	665,939
Parks and Recreation Fund - IMRF	355,660	315,189
Parks and Recreation Fund - Social Security	351,787	315,189
	<u>-</u>	<u></u>
TOTAL AMOUNT APPROPRIATED FROM ILLINOIS MUNICIPAL RETIREMENT AND SOCIAL SECURITY	<u>\$ 2,260,690</u>	<u>\$ 1,962,257</u>
Less: Total amount appropriated from other sources other than Tax Levy	298,433	
Sub-Total		1,962,257
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR ILLINOIS MUNICIPAL RETIREMENT AND SOCIAL SECURITY		<u>\$ 1,962,257</u>

	<u>Appropriation</u>	<u>Tax Levy 2022-2023</u>
<u>FIREFIGHTERS'S PENSION FUND</u>		
Other Services and Charges	\$ 3,012,494	\$ 2,077,963
Contingency to meet expenses for emergencies and expenses not otherwise provided for	333,772	-
TOTAL AMOUNT APPROPRIATED FOR PAYMENT TO THE FIREFIGHTERS'S PENSION FUND	<u>\$ 3,346,266</u>	<u>\$ 2,077,963</u>
Less: Total amount appropriated from other sources other than Tax Levy	1,268,303	
Sub-Total		2,077,963
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR THE FIREFIGHTERS'S PENSION FUND		<u>\$ 2,077,963</u>
Other Services and Charges	\$ 325,232	\$ 325,232
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR THE FIREFIGHTERS'S PENSION FUND LAW PA 93-0869	<u>\$ 325,232</u>	<u>\$ 325,232</u>
<u>POLICE PENSION FUND</u>		
Other Services and Charges	\$ 4,070,496	\$ 3,284,419
Contingency to meet expenses for emergencies and expenses not otherwise provided for	407,049	-
TOTAL AMOUNT APPROPRIATED FOR PAYMENT TO THE POLICE PENSION FUND	<u>\$ 4,477,545</u>	<u>\$ 3,284,419</u>
Less: Total amount appropriated from other sources other than Tax Levy	1,193,126	
Sub-Total		3,284,419
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR THE POLICE PENSION FUND		<u>\$ 3,284,419</u>
<u>PARKS AND RECREATION FUND</u>		
<u>Parks and Forestry</u>		
Administration		
Salaries and Benefits	\$ 2,455,344	\$ 2,157,781
Supplies/ Other Service and Charges	563,948	495,603
Capital Equipment	297,884	261,784
Sub-Total	<u>\$ 3,317,176</u>	<u>\$ 2,915,168</u>
Grounds Maintenance		
Supplies/ Other Service and Charges	\$ 396,804	\$ 348,715
Sub-Total	<u>\$ 396,804</u>	<u>\$ 348,715</u>

	<u>Appropriation</u>	<u>Tax Levy 2022-2023</u>
<u>Athletic Field Plg/Tennis</u>		
Supplies/ Other Service and Charges	\$ 111,500	\$ 97,987
Sub-Total	<u>\$ 111,500</u>	<u>\$ 97,987</u>
 Lake Front Facilities		
Supplies/ Other Service and Charges	\$ 36,000	\$ 31,637
Sub-Total	<u>\$ 36,000</u>	<u>\$ 31,637</u>
 Tree Trimming		
Supplies/ Other Service and Charges	\$ 56,000	\$ 49,213
Sub-Total	<u>\$ 56,000</u>	<u>\$ 49,213</u>
 Tree Removal		
Supplies/ Other Service and Charges	\$ 41,500	\$ 36,471
Sub-Total	<u>\$ 41,500</u>	<u>\$ 36,471</u>
 Insect & Disease		
Supplies/ Other Service and Charges	\$ 23,500	\$ 20,652
Sub-Total	<u>\$ 23,500</u>	<u>\$ 20,652</u>
 Tree & Shrub Planting/Care		
Supplies/ Other Service and Charges	\$ 12,500	\$ 10,985
Sub-Total	<u>\$ 12,500</u>	<u>\$ 10,985</u>
 Natural Areas Management		
Supplies/ Other Service and Charges	\$ 49,800	\$ 43,765
Sub-Total	<u>\$ 49,800</u>	<u>\$ 43,765</u>
 TOTAL PARKS AND FORESTRY SECTION	 <u>\$ 4,044,780</u>	 <u>\$ 3,554,594</u>
 <u>Recreation</u>		
<u>Recreation Programs</u>		
Salaries and Benefits	\$ 3,118,016	\$ 1,078,287
Supplies/ Other Service and Charges	1,479,108	511,512
Capital Equipment	42,420	14,670
Sub-Total	<u>\$ 4,639,544</u>	<u>\$ 1,604,469</u>
 Recreation and Parks Specific Purpose	\$ 125,000	\$ 125,000
Recreation Center Capital Equipment	50,000	50,000
Parks and Forestry Tree Replacement and Landscaping	100,000	100,000
Parks and Recreation Capital Asset Replacement Program (CARP)	285,000	285,000
Contingency to meet expenses of emergencies and expenses not otherwise provided for	995,177	-
TOTAL RECREATION SECTION	<u>\$ 6,194,721</u>	<u>\$ 2,164,469</u>
 TOTAL AMOUNT APPROPRIATED FROM THE PARKS AND RECREATION FUND	 10,239,501	

	<u>Appropriation</u>	<u>Tax Levy 2022-2023</u>
Less: Total amount appropriated from other sources	8,075,032	
other than Tax Levy		
Sub-Total		5,719,063

**TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR
THE PARKS AND RECREATION FUND**

\$ 5,719,063

Special Recreation		
Salaries and Benefits	\$ 60,425	\$ 53,580
Supplies/Other Services and Charges	274,488	243,395
Capital Improvements	259,470	230,078
Contingency to meet expenses of emergencies and operational expenses not otherwise provided for	59,438	-
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR SPECIAL RECREATION	<u>\$ 653,821</u>	<u>\$ 527,054</u>

Capital Improvements Fund

Supplies/Other Services and Charges	\$ 9,825	\$ -
Capital Equipment	564,500	
Capital Improvements	16,654,723	1,891,019
Contingency to meet expenses of emergencies and capital improvements not otherwise provided for	1,722,905	
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR CAPITAL IMPROVEMENTS	<u>\$ 18,951,953.00</u>	<u>\$ 1,891,019</u>

PUBLIC LIBRARY FUND

Library Services

Salaries and Benefits	\$ 2,687,674	\$ 2,687,256
Supplies/Other Services and Charges	1,321,924	1,321,718
Contingency to meet expenses of emergencies and operational expenses not otherwise provided for	18,669	-
Total Lake Forest Public Library - General	<u>\$ 4,028,267</u>	<u>\$ 4,008,974</u>
Less: Total amount appropriated from other sources	19,293	
other than Tax Levy		
Sub-Total		4,008,974

**TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR
THE LAKE FOREST PUBLIC LIBRARY - GENERAL**

\$ 4,008,974

Social Security and IMRF

Social Security	\$ 149,026	\$ 129,984
Illinois Municipal Retirement Fund (IMRF)	200,081	129,984
Total Lake Forest Public Library - Social Security and IMRF	<u>\$ 349,107</u>	<u>\$ 259,968</u>
Less: Total amount appropriated from other sources	89,139	
other than Tax Levy		
Sub-Total		259,968

	<u>Appropriation</u>	<u>Tax Levy 2022-2023</u>
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR THE LAKE FOREST PUBLIC LIBRARY - SOCIAL SECURITY AND IMRF		<u>\$ 259,968</u>
<u>Library Building</u>		
Salaries and Benefits	\$ 141,310	\$ 111,291
Supplies/Other Services and Charges	268,675	211,599
Sub-Total	<u>\$ 409,985</u>	<u>322,890</u>
Capital Equipment	\$ -	\$ -
Capital Improvements	170,000	133,886
Sub-Total	<u>\$ 170,000</u>	<u>\$ 133,886</u>
Total Lake Forest Public Library		
Building Maintenance and Repair (Sites and Building)	<u>\$ 579,985</u>	<u>\$ 456,776</u>
Less: Total amount appropriated from other sources other than Tax Levy	123,209	
Sub-Total		456,776
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR THE LAKE FOREST PUBLIC LIBRARY - BUILDING MAINTENANCE AND REPAIR		<u>\$ 456,776</u>
<u>Public Schools THE CITY OF LAKE FOREST</u>		
<u>School District No. 67**</u>		
From the Educational Fund	\$ 35,191,080	\$ 31,928,455
From the Operations, Building and Maintenance Fund	\$ 4,879,960	4,124,566
From the Capital Projects Fund	\$ 1,269,900	-
From the Illinois Municipal Retirement Fund	\$ 395,177	408,132
From the Social Security Fund	\$ 395,176	576,205
From the Transportation Fund	\$ 1,133,614	954,267
TOTAL AMOUNT APPROPRIATED FOR PUBLIC SCHOOLS OF THE CITY OF LAKE FOREST (School District No. 67)	<u>\$ 43,264,907</u>	<u>\$ 37,991,625</u>
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR PUBLIC SCHOOLS OF THE CITY OF LAKE FOREST (School District 67)		<u>\$ 37,991,625</u>
<u>Summary of the Amounts Appropriated From the the Several Funds</u>		
General	\$ 35,748,768	\$ 15,304,037
Illinois Municipal Retirement Fund (IMRF)	1,167,906	981,129
Social Security	1,092,784	981,128
Firefighter's Pension	3,346,266	2,077,963
Firefighter's Pension law PA 93-0869	325,232	325,232
Police Pension	4,477,545	3,284,419
Sub-Total	<u>\$ 46,158,501</u>	<u>\$ 22,953,908</u>

	<u>Appropriation</u>	<u>Tax Levy</u> <u>2022-2023</u>
Parks and Recreation	\$ 10,239,501	\$ 5,719,063
Special Recreation	653,821	527,054
Capital Improvements	18,951,953	1,891,019
Public Library	4,028,267	4,008,974
Public Library - Social Security	149,026	129,984
Public Library - IMRF	200,081	129,984
Public Library - Sites and Building	579,985	456,776
Sub-Total	<u>\$ 34,802,634</u>	<u>\$ 12,862,854</u>
<u>The City of Lake Forest School District No. 67 ***</u>		
Educational	\$ 35,191,080	\$ 31,928,455
Operations, Building and Maintenance	\$ 4,879,960	4,124,566
Capital Projects Fund	\$ 1,269,900	0
Illinois Municipal Retirement Fund	\$ 395,177	408,132
Social Security	\$ 395,176	576,205
Transportation	\$ 1,133,614	954,267
Sub-Total	<u>\$ 43,264,907</u>	<u>\$ 37,991,625</u>
GRAND TOTAL	<u>\$ 124,226,042</u>	<u>\$ 73,808,387</u>

*** The City of Lake Forest School District No. 67
will be holding a special meeting and these
tax levy numbers could change.

Section 3: Severability. If any provision of this Ordinance is declared unconstitutional, invalid, or otherwise unenforceable by a court of competent jurisdiction, then that provision shall be deemed severed from this Ordinance and the remainder of this Ordinance shall remain in full force and effect.

Section 4: The City Clerk of The City of Lake Forest is hereby directed to file a certified copy of this ordinance with the County Clerk of Lake County in the State of Illinois as required by law.

Section 5: This ordinance shall be in force and effect ten (10) days after its passage, approval and publication.

PASSED THIS ____ day of _____, 2022

City Clerk

APPROVED THIS ____ day of _____, 2022

Mayor

ATTEST:

City Clerk

That this ordinance be published in pamphlet form and be made available to the public at the City Hall service counter.

The City of Lake Forest
CITY COUNCIL MEETING
Proceedings of the Monday, November 21, 2022
City Council Meeting - City Council Chambers
220 E Deerpath, Lake Forest, IL 60045

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

Present: Alderman Morris, Alderman Novit, Alderman Rummel, Alderman Notz, Alderman Buschmann and Alderman Weber.

Absent: Alderman Preschlack, Alderman Goshgarian

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Pandaleon noted that the Pop-Up Shop is back this year with a new name and new location at 252 Market Square. The Pop-Up Shop opens the day of the Tree Lighting Holiday Celebration (Friday, November 25) and will be open Thursdays, Fridays, and Saturdays throughout the holiday season. He also noted that while there is still a lot of work to be completed, the pedestrian bridge on Deerpath is now in place.

A. Resolution of Appreciation for Steve Schutt, Former Lake Forest College President

Mayor Pandaleon read the resolution and presented it to Mr. Schutt. Mr. Schutt thanked the Council and the community for such an amazing relationship with the college.

COUNCIL ACTION: Approve the Resolution of Appreciation, ask for a second, all in favor, motion carries

Alderman Morris made a motion to Approve the Resolution of Appreciation, seconded by Alderman Weber. Motion carried unanimously by voice

B. Swear in Firefighter Paramedic Mike Szymanek

Mayor Pandaleon swore in Firefighter Paramedic Mike Szymanek, photos were taken.

COMMENTS BY CITY MANAGER

**A. Community Spotlight
- Elawa Farm**

Laura Calvert, Executive Director at the Elawa Farm Foundation

City Manager Jason Wicha introduced Laura Calvert, Executive Director at the Elawa Farm Foundation. Ms. Calvert reported that recently the Foundation revised its mission statement *“to steward a historic farm to enrich greater Lake County as a center of experiential learning to broaden access to education, nutritious food, and our local food system.”* Ms. Calvert spoke about community outreach, food access, accessibility to the

garden, farm dinners, the garden market and the holiday market that will take place Friday, December 2-Sunday, December 4.

OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

Seeing none, Mayor Pandaleon moved on.

COMMITTEE REPORTS

FINANCE COMMITTEE

1. Consideration of an Ordinance Establishing the 2022 Tax Levy (First Reading)

Finance Director, Elizabeth Holleb explained that the City Council has seen the proposed tax levy at the two previous meetings and provided a high-level explanation of the changes that have been made to the levy. The proposed tax levy for 2021 reflects a 2.50% increase over the 2020 tax levy extensions for the City and Library operating funds and City pension and debt service funds. This increase contains the 1.40% property tax cap increase on operating and IMRF pension levies and debt service bond levies. Additionally, Ms. Holleb explained that the average increase to existing residents (\$800,000 home) is projected to be \$71 or 1.81%.

The City Council had discussion on the School Districts levy, both 115 and 67.

Mayor Pandaleon asked members of audience if they would like to comment on this item.
Seeing none, he asked for a motion.

COUNCIL ACTION: Grant first reading of an Ordinance Establishing the 2022 Tax Levy.

Alderman Morris made a motion to grant first reading of an Ordinance Establishing the 2022 Tax Levy, seconded by Alderman Weber. The following voted "Aye": Alderman Morris, Novit, Rummel, Notz, Buschmann and Weber. The following voted "Nay": None. 6-Ayes, 0 Nays, motion carried.

2. Approval of Ordinances Abating 2022 Tax Levies for Various G.O. Alternate Revenue Bond Issues (First Reading)

Finance Director, Elizabeth Holleb, explained the proposed Ordinances provide the reduction of 2022 property taxes levied for the three outstanding general obligation alternate revenue bond issues. She further explained the three ordinances for approval which included decreasing a portion of the tax being levied in 2022 for the annual payment of the general obligation bonds for the series 2015 bond issue, 2017 bond issue and 2019 bond issue.

2022 Debt Service Levy and Abatements

	Levy per County	TIF	Golf	Water	.5 NHRST	Net Levy
2015	622,050.00	(359,937.50)				262,112.50
2017	786,152.50			(786,152.50)		0.00
2019	2,685,962.50		(92,166.91)	(1,242,767.41)	(518,315.68)	832,712.50
2021	730,900.00					730,900.00
	4,825,065.00	(359,937.50)	(92,166.91)	(2,028,919.91)	(518,315.68)	1,825,725.00
1% L/C	4,873,315.65					1,843,982.25

Mayor Pandaleon asked members of audience if they would like to comment on this item.
Seeing none, he asked for a motion.

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

Alderman Rummel made a motion to grant first reading of the Ordinances abating tax levies for various general obligation bond issues, seconded by Alderman Notz. The following voted "Aye": Alderman Morris, Novit, Rummel, Notz, Buschmann and Weber. The following voted "Nay": None. 6-Ayes, 0 Nays, motion carried.

3. Consideration of an Ordinance approving a Fee Schedule and Ordinance Adopting a New Fee (First Reading)

Assistant Finance Director, Diane Hall, provided background regarding the process of approving the annual fee schedule, stating that the Council viewed this at the Finance Committee meeting on November 14, 2022. Additionally, she explained the proposed fee increases are highlighted in yellow, the proposed new fees highlighted in orange and the fees highlighted in green are previously approved existing fees seeing no change. Ms. Hall explained the new fee recommendations and the proposed fee reduction related to pet licenses.

City Council had discussion on the reduction of pet license fees.

Mayor Pandaleon asked members of audience if they would like to comment on this item.
Seeing none, he asked for a motion.

COUNCIL ACTION: Grant first reading of an Ordinance approving a fee schedule and an Ordinance adopting a new fee pertaining to contractor changes after permits are issued.

Alderman Morris made a motion to grant first reading of an Ordinance approving a fee schedule and an Ordinance adopting a new fee pertaining to contractor changes after permits are issued, seconded by Alderman Weber. The following voted "Aye": Alderman Morris, Novit, Rummel, Notz, Buschmann and Weber. The following voted "Nay": None. 6-Ayes, 0 Nays, motion carried

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approval of November 7, 2022, City Council Meeting Minutes**
2. **Approval of FY23 Administrative Directives Updates**
3. **Approval of Contract with American Printing Technologies for Processing Vehicle Licenses and Parking Permits in an Amount Not to Exceed \$44,000**
4. **Approval of an Additional Account Clerk III Position in the Finance Department**
5. **Approval of a Resolution to Enter into an Intergovernmental Agreement Authorizing Participation in the Mutual Aid Box Alarm System.**
6. **Award of the contract for GIS Services to MGP, Inc. in the not-to-exceed amount of \$126,289 for calendar year 2023.**
7. **Consideration of a Recommendation from the Plan Commission in Support of an amendment to a Special Use Permit and an Associated Resubdivision for Faith Lutheran Church, 680 W. Deerpath. (If desired by the Council, Waive First Reading and Grant Final Approval of an Ordinance and by Motion, Approve the Resubdivision.)**
8. **Consideration of a Waiver of Permit Fees for Replacement of the Dome at the Lake Forest Library, 360 E. Deerpath. (Approval by Motion)**

COUNCIL ACTION: Approval of the eight (8) omnibus items as presented.

City Manager Wicha acknowledged Director Jim Shaw's work on item # 6, saving The City of Lake Forest a substantial amount of money.

Mayor Pandaleon 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 Morris made a to approve the eight (8) Omnibus items as presented, seconded by Alderman Weber. The following voted "Aye": Alderman Morris, Novit, Rummel, Notz, 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

NEW BUSINESS

The Mayor and the City Council thanked City staff for their work and wished the residents a Happy and Healthy Thanksgiving

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

ADJOURNMENT

There being no further business Mayor Pandaleon asked for a motion. Alderman Rummel made a motion to adjourn, seconded by Alderman Notz. Motion carried unanimously by voice vote at 7:18 p.m.

Respectfully Submitted,
Margaret Boyer, City Clerk

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

AN ORDINANCE

ABATING A PORTION OF THE TAX BEING LEVIED IN 2022
FOR THE ANNUAL PAYMENT OF THE PRINCIPAL AND INTEREST
ON THE GENERAL OBLIGATION BONDS, SERIES 2015 BOND ISSUE

WHEREAS, the City Council of The City of Lake Forest, Lake County, Illinois, did on the 3rd day of August, 2015 authorize the issuance of General Obligation Bonds, Series 2015 in the amount of \$9,780,000 for the purpose of financing capital improvements and provided for the levy and collection of a direct annual tax for the payment of the principal and interest of said bonds; and

WHEREAS, the City has funds in the General Obligation Bonds, Series 2015 Bond Fund from sources other than property taxes; and

WHEREAS, The City of Lake Forest has on hand, sufficient funds to pay a portion of the tax levied for the annual payment of the principal and interest on the General Obligation Bonds, Series 2015 due in the fiscal year commencing May 1, 2023, therefore a portion of the levy of the tax provided in the original bond ordinance passed August 3, 2015, a copy of which was filed in the Office of the County Clerk is unnecessary;

NOW, THEREFORE, BE IT ENACTED by the City Council of The City of Lake Forest as follows:

SECTION 1: That the County Clerk of Lake County, Illinois, is hereby authorized and directed to abate a portion of the 2022 Tax Levy in the amount of \$359,937.50 hitherto provided for and levied in the ordinance providing for the issuance of \$9,780,000 General Obligation Bonds, Series 2015 of The City of Lake Forest, Lake County, Illinois passed August 3, 2015.

SECTION 2: That this ordinance shall be in full force and effect from and after its approval and publication as required by law.

PASSED THIS _____ day of _____, 2022

City Clerk

APPROVED THIS _____ day of _____, 2022

Mayor

ATTEST:

City Clerk

2015

AN ORDINANCE

ABATING THE TOTAL TAX BEING LEVIED IN 2022
FOR THE ANNUAL PAYMENT OF THE PRINCIPAL AND INTEREST
ON THE GENERAL OBLIGATION BONDS, SERIES 2017 BOND ISSUE

WHEREAS, the City Council of The City of Lake Forest, Lake County, Illinois, did on the 15th day of May 2017, authorize the issuance of General Obligation Bonds, Series 2017 in the amount of \$9,295,000 for the purpose of financing capital improvements and provided for the levy and collection of a direct annual tax for the payment of the principal and interest of said bonds; and

WHEREAS, the City has funds in the General Obligation Bonds, Series 2017 Bond Fund from sufficient revenues collected from the City owned waterworks and sewerage system; and

WHEREAS, The City of Lake Forest has on hand, sufficient funds to pay the total tax levied for the annual payment of the principal and interest on the General Obligation Bonds, Series 2017 due in the fiscal year commencing May 1, 2023, therefore the total levy of the tax provided in the original bond ordinance passed May 15, 2017, a copy of which was filed in the Office of the County Clerk is unnecessary;

NOW, THEREFORE, BE IT ENACTED by the City Council of The City of Lake Forest as follows:

SECTION 1: That the County Clerk of Lake County, Illinois, is hereby authorized and directed to abate the total 2022 Tax Levy of \$786,152.50 hitherto provided for and levied in the ordinance providing for the issuance of \$9,295,000 General Obligation Bonds, Series 2017 of The City of Lake Forest, Lake County, Illinois passed May 15, 2017.

SECTION 2: That this ordinance shall be in full force and effect from and after its approval and publication as required by law.

PASSED THIS _____ day of _____, 2022

City Clerk

APPROVED THIS _____ day of _____, 2022

Mayor

ATTEST:

City Clerk

2017

AN ORDINANCE

ABATING A PORTION OF THE TAX BEING LEVIED IN 2022
FOR THE ANNUAL PAYMENT OF THE PRINCIPAL AND INTEREST
ON THE GENERAL OBLIGATION BONDS, SERIES 2019 REFUNDING BOND ISSUE

WHEREAS, the City Council of The City of Lake Forest, Lake County, Illinois, did on the 2nd day of December, 2019, authorize the issuance of General Obligation Refunding Bonds, Series 2019 in the amount of \$17,665,000 for the purpose of refunding certain maturities of the City's outstanding general obligation bonds, Series 2009, 2010B, 2010C and 2011B and provided for the levy and collection of a direct annual tax for the payment of the principal and interest of said bonds; and

WHEREAS, the City has funds in the applicable debt service funds from sources other than property taxes; and

WHEREAS, The City of Lake Forest has on hand, sufficient funds to pay a portion of the tax levied for the annual payment of the principal and interest on the General Obligation Refunding Bonds, Series 2019 due in the fiscal year commencing May 1, 2023, therefore a portion of the levy of the tax provided in the original bond ordinance passed December 2, 2019, a copy of which was filed in the Office of the County Clerk, is unnecessary;

NOW, THEREFORE, BE IT ENACTED by the City Council of The City of Lake Forest as follows:

SECTION 1: That the County Clerk of Lake County, Illinois, is hereby authorized and directed to abate a portion of the 2022 Tax Levy in the amount of \$1,853,250.00 hitherto provided for and levied in the ordinance providing for the issuance of \$17,665,000 General Obligation Bonds, Series 2019 of The City of Lake Forest, Lake County, Illinois passed December 2, 2019.

SECTION 2: That this ordinance shall be in full force and effect from and after its approval and publication as required by law.

PASSED THIS _____ day of _____, 2022

City Clerk

APPROVED THIS _____ day of _____, 2022

Mayor

ATTEST:

City Clerk

2019

Proposed Changes in Fee Schedule

December 5, 2022
City Council

THE CITY OF LAKE FOREST

ORDINANCE NO. 2022-_____

**AN ORDINANCE APPROVING A
FEE SCHEDULE FOR THE CITY OF LAKE FOREST**

WHEREAS, The City has established various fees and charges as part of its codes, ordinances, rules, regulations, and policies, which fees and charges are reviewed from time-to-time; and

WHEREAS, the City Council has reviewed such fees and charges, and hereby determines that it is necessary to adjust certain existing fees and charges, and/or to establish formally other fees and charges; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its residents to adopt this Ordinance;

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

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

SECTION TWO: Approval of Fee Schedule. The City Council hereby approves the fee schedule set forth in Exhibit A ("***Fee Schedule***"). To the extent any provision of any code, ordinance, regulation, rule, or policy of the City is

contrary to the Fee Schedule, such provision is hereby deemed amended so that the Fee Schedule shall control. Any fee or charge not otherwise listed on the Fee Schedule shall remain unchanged and in full force and effect.

SECTION THREE: **Effective Date of Fee Schedule.** The fees and charges set forth on the Fee Schedule shall take effect as of the date noted on the Fee Schedule.

SECTION FOUR: **Effective Date.** This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

Passed this ____ day of _____, 2022

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this __ day of _____, 2022

Mayor

ATTEST:

City Clerk

Exhibit A

Schedule of Fees and Charges

City of Lake Forest Fee Schedule - Exhibit A

Add prior approved fees

New Fee

Change to fee

New Fee			PROPOSED FY2024 (\$)		Amount \$\$ Projected Revenue	City Code Section
Change to fee			FEE (n/c if blank)	% CHANGE		
	Fund	FY2023 (\$)				
Public Works						
Water Fees:						
Water Utility Fees/Charges						
Turn Off Water Fee	Water	75				51.064
Turn Off Water Fee After Hours	Water	100				51.064
Turn On Water Fee	Water	75				51.064
Turn On Water Fee After Hours	Water	100				51.064
Water Main Taps						
1 Inch	Water	500				51.030(b)
1-1/2 Inch	Water	1,000				51.030(b)
2 Inch	Water	1,300				51.030(b)
3,4,6 and 8 inch taps	Water	900				51.030(b)
Water Meter Fees						
3/4 Inch	Water	470				51.045(e)
1 Inch	Water	540				51.045(e)
1-1/2 Inch	Water	910				51.045(e)
2 Inch	Water	1,165				51.045(e)
3 inch	Water	2,615				51.045(e)
4 inch	Water	3,950				51.045(e)
6 inch	Water	6,840				51.045(e)
Water Meter Contractor Bond - Temporary Meter	Water	1,500			0	51.015
Water Plant Investment Fee						
New Single Family Home - vacant lot	Water	2,900				52.15
Multi-Family Dwelling - new structure	Water	2,652				52.15
Residential pools, sprinkler systems	Water	459				52.15
Nonresidential buildings - new structures and additions	Water	1.02/sq ft of entire				52.15
	Water	interior area of the building				
Institutional buildings - new structure and additions	Water	.94/sq ft of entire				52.15
only if eligible for fed and state tax exempt status	Water	interior area of the building				
General Fees:						
Sticker for Leaf/Grass Bags	General	1.00 per sticker				50.016
Sanitation:						
Special Pickup	General	40 per 2 cubic yard				50.039 (c)
White Goods	General	65				50.015
White Goods W/CFC	General	90				50.015

Add prior approved fees

New Fee

Change to fee

	Fund	FY2023 (\$)	PROPOSED FY2024 (\$)			<u>City Code</u> <u>Section</u>
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Monthly refuse collection fee	General	12 Per Month				50.021
55 Gallon Recycle Cart/Fee for extra cart only	General	75				
35 Gallon Recycle Cart/Fee for extra cart only	General	55				
Earth Machine Back Yard Composter	General	55				
<u>Licenses:</u>						
Scavengers - collects and disposes of multi-family and commercial waste		1,500 per company				50.055
Scavengers - collects and disposes of residential and commercial roll -offs		750 per company				50.055
Scavengers - collection and cleaning of portable toilets		200 per company				50.055
<u>Engineering</u>						
<u>Sewer System Connection Fee:</u>						
Single Family Dwelling		825				N/A
Two - family Dwelling		825 per unit				N/A
Multi-family Dwelling		165 per population equiv				N/A
		1,650 min				
Non-Residential Buildings		165 per population equiv				N/A
		1,650 min				
Institutional buildings with Fed and State tax exempt status		825 per connection				N/A
<u>Site Grading:</u>						
Site Grading - New construction		640				N/A
If no grading, request may be submitted for a waiver of the requirement of grading plan		240				N/A
Resubmittal		165				N/A
Revisions to approved grading plans		125				N/A
Erosion and sediment control measures		240				N/A
Site grading security (financial guarantee - refundable)		3,000 per acre of development				N/A
<u>Floodplain Development Permit</u>						
1 & 2 FAMILY		355				
ALL OTHERS		530				
<u>Water Shed Development Fee: Revised Fee Schedule:</u>						
<u>General Fees</u>						
<u>Sediment and Erosion Control Only</u>						
Single Family Residential Lot (See site grading ordinance)		see ordinance				151.05
Single Family Residential Lot (within regulatory floodplain)		1,040				151.05

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Development (<10 acres)		2,400				151.05
Development (≥ 10 acres)		3,560				151.05
Minor Development						
Without detention		2,120				151.05
With detention or Fee - in - lieu		3,120				151.05
Major Development						
With detention or Fee-in-lieu		5,400				151.05
Within regulatory floodplain (< 10 acres)		3,280				151.05
Within regulatory floodplain (≥ 10 acres)		8,640				151.05
Wetland Fees						
Category I Wetland impacts less than or equal to 1 acre		880				N/A
Category II Wetland impacts greater than 1 acre and less than 2 acres		3,640				N/A
Category III Wetland impacts greater or equal to 2 acres or impacts a HQAR		4,400				N/A
Category IV Wetland impacts involving either restoration, creation or enhancement		2,760				N/A
Resubmittal fee (1/3 of total watershed Dev. Fee + General + wetland fees)		347-2,880				N/A
Earth Change Approval		1,720				N/A
Securities - financial guarantee refundable		3,000 per acre of development				N/A
Variances		4,240				N/A
Appeals		1,920				N/A
Flood Plain Analysis and Report		35				N/A
Construction Engineering Standards Manual		35				N/A
Community Development						
Water Utility Fees/Charges:						
Water Service Inspection Fee	Water	50				N/A
Home Inspection Fee	Water	150				51.065
Home Inspection Fee - Re-Inspection	Water	50				51.065
Home Inspection Waiver	Water	25				51.065
General Fees:						
Zoning Analysis	General	100				159.052
Building & Development Fees:						
Service Contracts:						
Lake Bluff	General	Per Agreement				N/A
Bannockburn	General	5,000 min. & 50% over that				N/A

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Plan Review :						
Remodeling up to \$12,000	General	55				150.145
\$12,001 to \$48,000 Remodeling	General	82				150.145
\$48,001 - \$120,000 Remodeling	General	138				150.145
Over \$120,000 Remodeling	General	230				150.145
Additional fee for plan reviews that require more than 2 hours	General	55 per additional hour				150.145
New Construction - SFD	General	400				150.145
New Construction - 2FD	General	230/unit				150.145
New Const. - Com. & Multi. Fam.		572+50/				150.145
3 or more units		1,000 Sq. Ft.				150.145
Plan Re-Submittal Fee	General	140 per re-submittal				150.145
Alterations to Approved Plans	General	140 + 55 per hour fee for reviews requiring more than 2 hours				150.145
Contractor Change	General		\$50 (plu \$20 each Additional)	100.00%	400	150.145
Building Scale Calculation Fees:						
Single Family residence - first review	General	400				150.148
With completed Building Scale worksheet/detailed plans	General	200				150.148
Two-family dwelling	General	189 per unit				150.148
With completed Building Scale worksheet/detailed plans	General	120				150.148
Additional reviews (for revised plans)	General	102				150.148
On-site inspection for an existing dwelling	General	102				150.148
Office meeting to discuss for building scale calculation	General	50				150.148
Building Scale Waiver Request	General	100				150.148
Building Review Board Fees:						
Signs/Awnings/Landscaping/Lighting/Fences	General	75				150.147
Two or more of above	General	125				150.147
Storefront Alterations	General	100				150.147
New Commercial building, school, hospital or multi-family building per building	General	700				150.147
Alterations or major additions to commercial buildings, schools, hospitals or multi-family buildings - per building	General	323				150.147
New multi-building projects - per building	General	850 + 175 for more than 4 buildings (per building)				150.147
Satellite Dish	General	100				150.147
Changes to approved building materials	General	60				150.147
Demolition with replacement structure	General	2,230				150.147

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Demolition partial and replacement addition	General	1,310				150.147
Demolition w/o Replacement Structure	General	1,310				150.147
New Residence on Vacant Property (building scale fee also)	General	1,050				155.07
Additions & Alterations to Existing Residence (building scale fee also)	General	500				155.07
Replacement/new single family home/duplex structure	General	1,310				155.07
Variance from Building Scale Ordinance	General	374				155.07
Revisions to Approved Plans	General	229				155.07
Historic Preservation Commission Fees:						
Demolition (complete) and replacement structure	General	2,450				155.07
Demolition (partial) and replacement structure	General	1,529				155.07
Removal of less than 50%						155.07
Replacement Structure, prior demolition	General	1,310				155.07
Demolition w/o Replacement Structure	General	1,441				155.07
Changes to approved building materials	General	60				39.140
New Residence on Vacant Property (building scale fee also)	General	1,050				155.07
Additions & Alterations to Existing Residence (building scale fee also)	General	500				155.07
Variance from Building Scale Ordinance	General	374				155.07
Revisions to Approved Plans	General	229				155.07
Rescission of local landmark designation, amendment of						155.07
local landmark designation or historic map amendment	General	2,500				155.07
Signs/Awnings/Landscaping/						
Lighting/Fences	General	75				155.07
Two or more of above	General	125				155.07
Storefront Alterations	General	100				155.07
New Commercial building, school, hospital or multi-family building	General	700				155.07
per single building						
Alterations or major additions to commercial buildings, schools,	General	323				155.07
hospitals or multi-family buildings - per building						
New multi-building projects - per building	General	850 + 175 for more than				155.07
		4 buildings (per building)				
Project Fees:						
Red Tag , per violation, per day (minimum \$150 first offense)	General	300				150.005
Stop Work Order (Minimum \$250 first offense, limited scope)	General	750				150.005
Street Obstruction - per 30 lineal feet of public right-of-way	General	100				150.005
Re-Inspection all permits (failed/no show)	General	175				150.005
Additional Inspections	General	50				150.005
Off Hour Inspections	General	50 administration fee plus per hour cost of inspector				150.005

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Tree fencing inspection fee		135				N/A
Recording of Right-of-Way agreement for sprinkler system, driveway apron	General	70 (up to 4 pages, 5 each addl page)				150.145
Construction Trailer Permit (Commercial Construction Sites only)	General	100 per month				150.145
Tree removal without permit	General	750 per inch				999.999
Vegetation removal in protected area without permit	General	750 per violation				999.999
Recording of Plat of Subdivision	General	75 plus Lake County Fee				
Const. Codes Comm. Fees:						
Variances from Construction Code	General	250				150.110
Administrative Appeals	General	150				150.110
Material/Product Evaluation	General	350				150.110
Demolition Tax	Cap Imp & Afford Housing	12,000				150.110
Zoning Board of Appeals:						
Variations from Zoning Code	General	301				159.02
Administrative Appeals	General	150				159.02
Special Use Permit - Existing Developments	General	755				159.02
Legal Ad Publication (as required)	General	85				159.02
Plan Commission:						
Minor Subdivisions-Tentative Approval 2,3 or 4 lots payable at time of application	General	2,184				156.026(a)(3)
Minor Subdivisions-Final Approval	General	250+35/lot plus engineering and recording fees				156.026(a)(3)
Major Subdivisions-Tentative Approval 5 or more lots	General	3,822+35 for each lot over 5				156.026(a)(3)
Major Subdivisions-Final approval paid prior to recording of plat	General	400+35/ plus 5/lot				156.026(a)(3)
	General	over 10; + engineering and recording fees				156.026(a)(3)
Planned Preservation Subd Special Use Permit plus minor/major subdivision fee	General	2,500				156.026(a)(3)
Zoning Change	General	3,328				156.026(a)(3)
Filing fee for all other developments	General	788				156.026(a)(3)
Code Amendment	General	3,328				156.026(a)(3)
Extension of Tentative Subdivision Plat Approval	General	150				156.026(a)(3)
Administrative Property Line shift	General	250				156.026(a)(3)
Special Use Permit	General	1,035				156.026(a)(3)

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Special Use Permit - Restaurant within 150' of Residential	General	500				156.026(a)(3)
Escrow Deposit - 3rd Party Review (Refundable)	General	5000				
Permits:						
Building Permits repair and maintenance under \$6,000	General	40				150.145
Building Permits - \$100,000 or less	General	1.5% of total construction 50 min				150.145
Building Permits - over \$100,000						
\$100,001 - \$200,000	General	2% of total construction				150.145
\$200,001 - \$500,000	General	4,000 + 1% of total cc in excess of 200,000				150.145
\$500,001 and above	General	7,000 + .5% of total cc in excess of 500,000				150.145
Solar installation/Geo Thermal/Wind/Electric Charging Stations	General	.05% of construction cost				150.145
Underground storage tank removal	General					
single family and duplex		150 per tank				150.145
All other properties	General	250 per tank				150.145
Permit Extensions - After Final Expiration	General	150 administration fee plus 20% of the original				150.145
		permit fee - 6 month extension				150.145
Sign	General	1.5% construction cost 50 min				150.145
Administration Demolition Approval - Life Safety/Nuisance	General	500				150.145
Driveway Permits:						
Driveway Resurfacing Permit (not required for sealcoating)	General	50				150.145
Driveway Bond	General	250				150.485
Satellite dish permit	General	1.5% of cost, 50 min				150.145
Plumbing /Electric/HVAC:						
Irrigation Systems	General	2.00 per head 60 min				150.145
Plumbing - base charge	General	60+5.50/fix.				150.145
Sanitary Sewer	General	50 min + 1.00/ft over 50 ft				150.145
Storm Sewer	General	50 min + 1.00/ft over 50 ft				150.145
Electrical	General	100, plus 1 per unit beyond 100 total units				150.145
Electrical Service	General	75				150.145
Electric - motors	General	75 + .50 per horsepower				150.145
HVAC						
Residential - New or replacement						
1 or 2 units	General	52				150.145

Add prior approved fees

New Fee

Change to fee

	Fund	FY2023 (\$)	PROPOSED FY2024 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Each additional unit	General	45				150.145
Duct work	General	52				150.145
Commercial New	General	52 per 1,500 sq ft of floor area				150.145
Commercial - replacement of existing units	General	same as residential				150.145
Purchase of Parking						
Space per Zoning Code	General	to be set by City Council at the time of approval based on market costs				150.145
						150.145
Elevators:						
Elevator Inspection Fee	General	Variable				150.145
Elevator Permits - New elevators	General	65				150.145
Licenses - Annual:						
Health -Restaurant (20 or Less)	General	250				113.03(d)(1)
Health - Restaurant (21-99)	General	350				113.03(d)(2)
Health - Restaurant (100 + Seats)	General	600				113.03(d)(3)
Health - Itinerant Restaurant	General	250				113.03(d)(4)
Health - Food Store	General	100				113.21(d)
Health - Limited Food Store (selling candy)	General	50				113.21(d)
Health - Mobile Food/Beverage Vendor	General	100				113.21
Food Vendor (delivery)	General	150/Veh.				113.21(d)
Milk Vendor (delivery)	General	100/Veh.				113.21(d)
Ice Vending Machine per machine	General	110				95.061
Food Vending Machine per machine	General	55				113.21(d)
Candy Vending Machine per machine	General	55				113.21(d)
Pop/Soft drink Vending Machine per machine	General	55				113.21(d)
Milk Vending Machine per machine	General	55				113.21(d)
Tobacco vending machine per machine	General	50				135.136
Amusement Machine per machine	General	110				110.104
HVAC Contractor	General	60				150.145
Electrical Contractor	General	60				150.145
Juke Box	General	25				110.083
Pool Table	General	25				112.095(b)(1)
Tree and Vegetation Removal:						
Application Review Fee	General	40				99
Removal of Heritage Tree	General	40 per tree				99
Removal of tree 10" DBH or larger within the streetscape preservation area, the front yard or the corner side yard	General	40 per tree				99
						99
Removal of trees or vegetation from a Conservation Easement	General	35 per 1 1/2 acre site				99

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Removal of trees from a Tree Preservation or No Disturbance area	General	40 per tree				99
Removal of trees or shrubs from any ravine or bluff	General	40 per 1 1/2 acre site				99
Removal of trees or shrubs from a public right of way	General	40 per 1 1/2 acre site				99
or other public property						99
Ash tree removals, dead or hazardous trees (application fee only)	General	No Fee				99
Bonds: Refundable Upon Timely/Satisfactory Completion						
Permit Renewal - for projects with estimated construction costs of \$200,000 or less refundable upon completion of project within one year	General	20% of permit fee			0	150.145
Permit Renewal - for projects with estimated construction costs of more than \$200,000 refundable upon completion of project within 18 months	General	22% of permit fee			0	150.145
Street Opening Bond	General	500				98.058
Public Sanitary/Storm Sewer or Water Main Bond/R.O.W. (each)	General	500				
New Curb Cut and Temporary Curb Crossing	General	500				
Fire Protection Fees:						
Life Safety Plan Review Fee - New Constr/Addition	General	500 min or .05 sf includes all floors				150.145
Life Safety Plan Review Fee - Remodel/Alteration	General	60 min or .05 sf includes all areas				150.145
Fire Suppression Systems (Plan review and 2 inspections)						
Single Family/Duplex Residential						
New	General	120 or .05 per sf whichever is greater				150.145
Addition/Alteration	General	60 or .05 per sf for scope of work area				150.145
		whichever is greater				150.145
Hot work	General	100				150.145
Commercial/Multi Family						
New	General	500 or .05 per s.f. whichever is greater				150.145
Addition/Alteration	General	250 or .05 s.f. for scope of work area whichever is greater				150.145
Specialized Suppression (FM 200, clean agent)	General	150 per system (in addition to above fees for the overall system)				150.145
Stand pipe riser	General	100				150.145
Hood and Duct Extinguishing System - New	General	300 per system				150.145
Hood and Duct Extinguishing System - Alteration	General	100 per system				150.145
Fire Alarms						
Single Family/Duplex Residential	General	75 or .05 per s.f. whichever is greater				150.145

Add prior approved fees

New Fee

Change to fee

	Fund	FY2023 (\$)	PROPOSED FY2024 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Commercial/Multi Family - New	General	500 or .05 per s.f. whichever is greater				
Commercial/Multi Family - Addition/Alteration	General	75 or .05 per s.f. whichever is greater				150.145
Inspections/Tests						
Annual & New Underground Flush test	Water	75 + cost per gallon of water at current rate as approved by the City Council based on pipe size				150.145
Annual & New Fire Pump Test	Water	175 + cost per gallon of water at current rate as approved by the City Council based on pump size				150.145
						150.145
Small Wireless Facilities:						
Application for Collocation - Installation of facility	General	650				
Application for Collocation - Installation of multiple facilities	General	350 per facility				
Application for installation of new utility pole or support structure	General	1,000				
Annual recurring rate for collocations on a City utility pole located in the right-of-way. (* Or the City's actual, direct, and reasonable costs related to the wireless provider's use of space on the City utility pole)	General	200				
Other:						
Alternative Letter of Credit Review	General	100 per review				150.145
Conditional Certificate of Occupancy - Landscape only due to season ² (single family and duplex)	General	300 per unit				150.145
Conditional Certificate of Occupancy (single family and duplex)	General	550				150.145
Conditional Certificate of Occupancy (multi-family and commercial)	General	25 per square foot, whichever is greater, to a maximum of 2,000				150.145
Estate Sale - Non-Resident operator	General	50				
Special Event Fees:						
Application Fee	General	50				10.13
Application Fee - Late Fee	General	50% of fee per 30 days				10.13
Escrow Deposit - Special Events	General	500				10.13
Police Officer hourly rate	General	93				10.13
Firefighter/Paramedic hourly rate	General	91				10.13
Police and Fire Vehicle	General	110				10.13
Public Works hourly rate	General	72				10.13

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Parks hourly rate	Parks/Rec.	72				10.13
Special Event Inspection	General	100				94.5
Tent Permit	General	100 or .05 per sq ft				94.5
A-Frame Barricades	General	5				98.011
Barricades 1 - 10	General	40				98.011
Parking Cones	General	1				98.011
Bleacher keep in park	General	50				10.13
Bleacher move to another location	General	195				10.13
Litter Barrels 1—6	General	14				10.13
Picnic Tables 1 - 6	General	32				10.13
Grills	General	195				10.13
Inflatable amusement inspection	General	100				94.5
Carnival rides	General	200				94.5
Filming Class A - Application	General	150				
Filming Class B - Application	General	100				
Filming Class C - Application	General	50				
Filming Class A - Permit	General	475				
Filming Class B - Permit	General	375				
Filming Class C - Permit	General	125				
Filming Class A - Deposit (Refundable)	General	1000				
Filming Class B - Deposit (Refundable)	General	500				
Finance						
Water Utility Fees/Charges:						
Water Sales/1,000 Gallons						
Effective with Water Bills mailed on or after May 1, 2023						
Lake Forest Residential - to 10,000 Gallons per Quarter	Water	4.50				51.061(a)
Lake Forest Residential - 10,001 to 60,000 Gallons per Quarter	Water	6.20				51.061(a)
Lake Forest Residential - over 60,000 Gallons per Quarter	Water	6.80	7.00	2.94%	incl below	51.061(a)
Lake Forest All Other Users	Water	6.45	6.50	0.78%	incl below	51.061(a)
Lake Forest - Billable City Accounts	Water	6.45	3.25	-49.61%	incl below	51.061(a)
Del Mar Woods	Water	8.90	9.15	2.81%	incl below	51.061(a)
Other Non resident users	Water	8.90	9.15	2.81%	incl below	51.061(a)
Sewer Charge/1,000 Gallons (winter usage)	Water	1.16				51.061(a)
Customer Charge - Water (Inside)						
5/8" to 1.5" meter	Water	50/quarter	55/quarter	10.00%	245,265	51.061(b)
2" to 4" meter	Water	195/quarter	210/quarter	7.69%	incl above	51.061(b)
6" and above meter	Water	875/quarter	925/quarter	5.71%	incl above	51.061(b)

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Benefit Access Program Discount - must renew annually	Water					N\A
Customer Charge - Water (Outside)						
5/8" to 1.5" meter	Water	70/quarter	75/quarter	7.14%	<i>incl above</i>	51.062(b)
2" to 4" meter	Water	225/quarter	240/quarter	6.67%	<i>incl above</i>	51.062(b)
6" and above meter	Water	950/quarter	1000/quarter	5.26%	<i>incl above</i>	51.062(b)
Customer Charge - Sewer						
5/8" to 1.5" meter	Water	5/quarter				52.15€(1)
2" to 4" meter	Water	20/quarter				52.15€(1)
6" and above meter	Water	100/quarter				52.15€(1)
Beach Parking Fee:						
Beach Parking						
Temporary (Resident)	General	85				73.45
Temporary (Non-Resident)	General	910				73.45
Parking Permits:						
Resident-Full Year	Parking	313				73.27(c)(7)
Resident-Monthly	Parking	30/Month				73.27(c)(7)
Resident - Unlimited	Parking	1,000				73.27(c)(7)
Employer Purchased-Full Yr.	Parking	180				73.27(c)(7)
Employer Purchased-Monthly	Parking	20/Month				73.27(c)(7)
Non-Resident-Full Year	Parking	700				73.27(c)(7)
Non-Resident - Monthly	Parking	60/Monthly				73.27(c)(7)
Daily Parking Fee-Telegraph	Parking	3				73.27(c)(7)
Daily Parking Fee-All Other	Parking	3				73.27(c)(7)
Licenses:						
Car and Lt Truck	General	85				74.179(b)
Heavy Truck (8,000+ lbs.)	General	110				74.179(b)
Motorcycles	General	45				74.179(b)
Senior Citizen 65 and over	General	no discount				N/A
Transfers	General	5				74.184 & 185
Penalties	General	50%				74.179(b)
Dog License	General	10	0	-100.00%	-30,600	91.032
Cat License	General	10	0	-100.00%		91.032
Auto Dealer License	General	50+20/Veh				74.183
Disabled vehicle sticker (Benefit Access Program)	General	45				N/A
Real Estate Transfer Tax	Cap Imp	4.00 per 1,000				39.155(b)

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Non-sufficient funds Fee	General	25				10.99
Credit Card Service Fees:						
Daily Parking	General	.25 per transaction				73.27(c)(7)
Development Related Fees	General	2.95% (Minimum 1.95)				N/A
Cemetery Related Fees	Cemetery	2.95% (Minimum 1.95)				N/A
Public Safety Pension Fee:						
Residential Utility Accounts	General	20 per Quarter				N/A
All Other Utility Accounts (exclude irrigation only services)	General	70 per Quarter				N/A
Parks and Recreation						
Golf Course Fees/Charges:						
Seasonal Fees-Resident: effective January 1, 2023						
Class A -Adult Single	DPG	1,500	1,550	3.33%	2,200	97.051
Class B -Adult Combo	DPG	2,800				97.051
Class D -Junior	DPG	700				97.051
Class F - Senior Citizen	DPG	1,000	1,100	10.00%	4,500	97.051
Seasonal Fees (Non-Resident) effective January 1, 2023						
Class A -Adult Single	DPG	2,000				97.051
Class B -Adult Combo	DPG	2,800				97.051
Class D -Junior	DPG	700				97.051
Class F - Senior Citizen	DPG	1,200	1,300	8.33%	1,100	97.051
Daily Fees-Resident: effective January 1, 2023						
Weekday-9	DPG	37	38	2.70%	1,000	97.051
Weekday-18	DPG	50	51	2.00%	1,250	97.051
Weekend 9	DPG	42	43	2.38%	1,000	97.051
Weekend -18	DPG	63	64	1.59%	6,000	97.051
Electric Golf Carts: effective January 1, 2023						
9 Holes Single Rider	DPG	15				97.052
18 Holes Single Rider	DPG	20				97.052
Range Balls						
Small Bucket	DPG	8	10	25.00%	2,000	97.051
Medium Bucket	DPG	10	12	20.00%	1,550	97.051
Large Bucket	DPG	18	20	11.11%	2,200	97.051

Add prior approved fees

New Fee

Change to fee

	Fund	FY2023 (\$)	PROPOSED FY2024 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Pull cart						
9 holes	DPG	6				97.051
18 holes	DPG	8				97.051
USGA Handicap Fees - Members	DPG	45				97.051
Permanent Tee Time - Weekend	DPG	400				97.051
Lockers						
18 inch	DPG	145	160	10.34%	330	97.051
12 inch	DPG	125	140	12.00%	250	97.051
Park Fees						
Park Picnic Permits						
0 - 149 People	Parks/Rec	100				N/A
150 or more People	Parks/Rec	150				N/A
Picnic Tables	Parks/Rec	25 per table				
Grills	Parks/Rec	85 per grill				
Cemetery Fees:						
Issuance of Deeds	Cemetery	.50 per deed				93.45
Boating and Beach Fees - effective February 1, 2023						
Watercraft Ramp/Sailboat Permits-Recreation						
Watercraft Ramp (R)	Parks/Rec	533	549	3.00%	592	97.066
Watercraft Ramp 2nd boat/ half season	Parks/Rec	267	275	3.00%	96	97.066
Watercraft Ramp (R) (Sen.)	Parks/Rec	425	438	3.06%	169	97.066
Watercraft Ramp (R) (Sen) 2nd boat/ half season	Parks/Rec	214	220	2.80%	6	97.066
Watercraft Ramp (NR)	Parks/Rec	1,065	1,097	3.00%	160	97.066
Watercraft Ramp (NR) (Sen) 2nd boat/ half season	Parks/Rec	533	550	3.19%	17	97.066
Year round compound storage Resident	Parks/Rec	2,340	2,410	2.99%	560	97.066
Year round compound storage Resident senior	Parks/Rec	1,887	1,944	3.02%	399	97.066
Year round compound storage non-resident	Parks/Rec	3,540	3,646	2.99%	0	97.066
Seasonal compound storage Resident	Parks/Rec	1,598	1,646	3.00%	0	97.066
Seasonal compound storage Resident Senior	Parks/Rec	1,278	1,316	2.97%	0	97.066
Seasonal compound storage Non-resident	Parks/Rec	2,394	2,466	3.01%	0	97.066
Year round watercraft rack storage resident	Parks/Rec	645	664	2.95%	133	97.066
Year round watercraft rack storage resident senior	Parks/Rec	517	533	3.09%	64	97.066
Year round watercraft rack storage non-resident	Parks/Rec	774	1,097	41.73%	0	97.066

Add prior approved fees

New Fee

Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Seasonal watercraft rack storage resident	Parks/Rec	377	388	2.92%	363	97.066
Seasonal watercraft rack storage resident senior	Parks/Rec	301	310	2.99%	81	97.066
Seasonal watercraft rack storage non-resident	Parks/Rec	452	732	61.95%	1120	97.066
Year round watercraft sand storage resident	Parks/Rec	798	822	3.01%	0	97.066
Year round watercraft sand storage resident senior	Parks/Rec	639	658	2.97%	0	97.066
Year round watercraft sand storage non-resident	Parks/Rec	1,197	1,233	3.01%	0	97.066
Seasonal watercraft sand storage resident	Parks/Rec	489	504	3.07%	0	97.066
Seasonal watercraft sand storage resident senior	Parks/Rec	391	403	3.07%	12	97.066
Seasonal watercraft sand storage non-resident	Parks/Rec	734	756	3.00%	756	97.066
South Beach Parking Permit (R)	Parks/Rec	156	161	3.21%	415	97.066
South Beach Parking Permit (R) (Sen.)	Parks/Rec	123	127	3.25%	124	97.066
South Beach Parking Permit (NR)	Parks/Rec	910				97.066
South Beach Parking Permit Employee/Retiree	Parks/Rec	100				97.066
Daily Boat Launch resident	Parks/Rec	65				97.066
Daily Boat Launch nonresident	Parks/Rec	80				97.066
Resident Guest Daily Parking Pass, limit 5 per season	Parks/Rec	15				97.066
Nanny Parking Pass	Parks/Rec	85				97.066
Senior Caregiver Parking Pass	Parks/Rec	85				97.066
Non resident beach fee, weekends and holidays	Parks/Rec	25				97.069
Fitness Center Fees - effective May 1, 2022						
Individual resident rate	Parks/Rec	468	480	2.56%	960	N/A
Individual resident rate - 1 months	Parks/Rec	47	48	2.13%	6	N/A
Individual non-resident rate	Parks/Rec	588	600	2.04%	12	N/A
Individual non-resident rate - 1 months	Parks/Rec	59	60	1.69%	1	N/A
Couple resident rate	Parks/Rec	816	840	2.94%	624	N/A
Couple resident rate - 1 month	Parks/Rec	82	84	2.44%	6	N/A
Couple non-resident rate	Parks/Rec	984	1,008	2.44%	0	N/A
Couple non-resident rate - 1 months	Parks/Rec	99	101	2.02%	0	N/A
Family resident rate	Parks/Rec	1,080	1,116	3.33%	612	N/A
Family resident rate - 1 months	Parks/Rec	108	112	3.70%	8	N/A
Family non-resident rate	Parks/Rec	1,296	1,332	2.78%	0	N/A
Family non-resident rate - 1 months	Parks/Rec	130	133	2.31%	0	N/A
Senior resident rate	Parks/Rec	360	372	3.33%	456	N/A
Senior resident rate - 1 months	Parks/Rec	36	37	2.78%	2	N/A
Senior non-resident rate	Parks/Rec	432	444	2.78%	0	N/A
Senior non-resident rate - 1 months	Parks/Rec	44	45	2.27%	0	N/A
Senior couple resident rate	Parks/Rec	588	600	2.04%	216	N/A
Senior couple resident rate - 1 months	Parks/Rec	59	60	1.69%	0	N/A
Senior couple non-resident rate	Parks/Rec	720	744	3.33%	0	N/A

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Senior couple non-resident rate - 1 months	Parks/Rec	72	75	4.17%	75	N/A
Student resident rate	Parks/Rec	360	372	3.33%	60	N/A
Student resident rate - 1 month	Parks/Rec	36	37	2.78%	2	N/A
Student non-resident rate	Parks/Rec	432	444	2.78%	0	N/A
Student non-resident rate - 1 month	Parks/Rec	44	45	2.27%	0	N/A
Matinee resident rate	Parks/Rec	264	276	4.55%	372	N/A
Matinee resident rate - 1 month	Parks/Rec	26	28	7.69%	2	N/A
Matinee non-resident rate	Parks/Rec	312	324	3.85%	12	N/A
Matinee non-resident rate - 1 month	Parks/Rec	32	33	3.13%	0	N/A
All-inclusive - member - effective December 6, 2012	Parks/Rec	360	384	6.67%	456	N/A
All-inclusive - non-member - effective December 6, 2012	Parks/Rec	792	828	4.55%	0	N/A
OCM						
General Fees & Charges:						
Birth certificates (January 1, 2010)	General	10 first/4 additional				5.36
Death certificates (January 1, 2013)	General	14 first/6 additional				5.36
On-line data entry fee by city staff (January 1, 2010)	General	10				N/A
Solicitor/Peddler Permit Original Application	General	55				117.01(b)
Solicitor/Peddler Permit Renewal	General	40				117.40
Electric Car	General	1 per Hour				N/A
Licenses:						
Raffle License	General	40				110.150
Tobacco License	General	500				135.138(f)
Landscape License (March 1 to Feb 28)	General	100				110.217
Penalties - Landscape License Applications after June 1	General	25				110.217
Auctioneers License	General	5 Daily & 1.00 per employee				110.026
Factories and Slaughterhouses	General	500				110.047
Mobile Auto Service	General	50 per unit				110.200
Athletic Contests	General	50 per day				112.0029B)
Bowling Alley	General	10 per lane per year				112.025
Circuses	General	100 per day circus conducted				112.041
Circuses - Side Show	General	50 per day circus conducted				112.042
Motion Pictures - Establishment capacity 500 or more persons	General	.50 per seat				112.075
Public Dances	General	500				112.112
Theatrical Performances - less than 500 persons	General	100				112.126
Theatrical Performances - more than 500 persons	General	150				112.126
Theatrical Performance not covered by 112.126	General	25 per day				112.127

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Junk Yard or Junk Shop	General	75				114.22
Junk Dealer collected by vehicle	General	20 per vehicle				114.23
Pawnbroker	General	100				116.03
Expressmen and Draymen	General	25				118.156
<u>Alcoholic and Beverages:</u>						
Class A-1	General	2,700				111.036
Class A-2	General	1,500				111.036
Class A-3	General	275				111.036
Class B-1	General	2,500				111.036
Class C-1	General	2,600				111.036
Class C-2	General	3,000				111.036
Class D-1	General	2,500				111.036
Class E-1	General	3,000				111.036
Class F-2	General	100 for each 24 hour period or any part thereof: 50 not for profit with proof of 501 (c)3 status				111.036
Class F-3	General	75 for each 24 hour period or any part thereof: 50 not for profit with proof of 501 (c)3 status				111.036
Class F-4	General	500 per vendor for the duration of the sporting event				111.036
Class F-5	General	1,100				111.036
Class F-6	General	600				111.036
Class G-1	General	200				111.036
Class G-2	General	600				111.036
Class I-1	General	None				111.036
Class I-3	General	100				111.036
Class J	General	500				111.036
Class K	General	40/each 7 day license period				111.036
Annual Renewal	General	150 renewal existing or change in owners or officers				111.036
Application Fee	General	300 new license				111.043
Application for Change in Owners or Officers	General	100				111.043
Liquor License Penalty Fee	General	25				111.036
<u>Impact Fees:</u>						
Library	Library	see ordinance				150.023
Fire and Emergency Services	General	see ordinance				150.023

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Park Site	PPL	see ordinance				150.023
Park Development	PPL	see ordinance				150.023
Police	General	see ordinance				150.023
Public Works	General	see ordinance				150.023
School District 67 (information only)	pay School	see ordinance				150.023
High School District 115 (information only)	pay School	see ordinance				150.023
Police						
Fines & Penalties:						
Overtime Parking - Lot (base fee - 1st Offense)	General	25/75/125				73.99
Improper Parking - Lot (base fee - 1st Offense)	General	25/75/125				73.99
Parking in Prohibited Area- Lot (base fee - 1st Offense)	General	25/75/125				73.99
Overtime Parking - Other (base fee - 1st Offense)	General	25/75/125				73.99
Improper Parking - Other (base fee - 1st Offense)	General	25/75/125				73.99
Parking in Prohibited Area- Other	General	25/75/125				73.99
Parking at Boat Ramp (base fee - 1st Offense)	General	125/250/350				73.46
No Vehicle License (base fee - 1st Offense)	General	75/100/125				74.179
No parking east of Sheridan Road (base fee - 1st Offense)	General	125/150/175				73.99
No Animal License (base fee - 1st Offense)	General	15/25/35				91.032
Dog-At-Large (base fee - 1st Offense)	General	40/50/100				91.050
Code Violations	General	variable				Variable
Motor Code Violations	General	variable				Variable
Dog Barking (base fee - 1st Offense)	General	40/50/100				91.004
Dog Impound	General	25				91.014
Leaf Burning	General	100				94.2
Handicapped Parking	General	250				73.21
Dog Public Nuisance	General	100/500/750				91.053
Burglar Alarm Fees	General	0/50/100/250				110.125
Vehicle Immobilization fee	General	100				73.50
E-911 Surcharge	E911 Fund	0.65				39.181
Copies of Accident Reports	General	5				71.032
FOIA copy fees >50 pages	General	.15 per page				33.3
Transient Merchant License	General	100.00				117.20(f)
Fire						
General Fees & Charges:						

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2024 (\$)			
	Fund	FY2023 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Ambulance-Resident ALS transport	General	1,000.00	1,300.00	30.00%	106,151.00	94.51
Ambulance-Resident ALS2 transport	General	1,100.00	1,400.00	27.27%	3,440.00	94.52
Ambulance-Resident BLS transport	General	900.00	1,200.00	33.33%	38,502.00	94.53
Ambulance-Non Resident ALS transport	General	1,400.00	1,700.00	21.43%	28,111.00	94.54
Ambulance- Non Resident ALS2 transport	General	1,500.00	1,800.00	20.00%	917.00	94.55
Ambulance-Non Resident BLS transport	General	1,300.00	1,600.00	23.08%	12,845.00	94.56
Ambulance - Mileage	General	11.00 per mile				94.58
Fireworks Permit	General	200	250	25.00%	400	94.5
Open Burn Permit	General	75	100	33.33%	1000	94.5
Bonfire Permit	General	100				94.5
Fire Watch	General	Overtime hourly Rate				94.5
Annual Fire Pump Test	General/Water	10 Admin Fee + Water Usage				94.5
Annual Inspections - 4th re-inspection	General	100				94.5
Annual Inspections - 5th re-inspection	General	200				94.5
Annual Inspections - 6th re-inspection	General	400				94.5
Fire Alarm Fees	General	0/50/100/250				110.125
Hazardous Substance Incident						
Level I Hazardous Substance Incident	General	250 per day during hazard substance incident occurs or removal activities				41.01
Level II Hazardous Substance incident	General	500 per day during hazard substance incident occurs or removal activities				41.01
Level III Hazardous Substance incident	General	1,000 per day during hazard substance incident occurs or removal activities				41.01
Miscellaneous Materials Cost - Level I incident	General	50				41.01
Miscellaneous Materials Cost - Level II incident	General	100				41.01
Miscellaneous Materials Cost - Level III incident	General	500				41.01
Reimbursable Costs	General	100% of cost incurred				41.01
Senior Resources						
<u>Membership Dues:</u>						
Residents of Lake Forest, Lake Bluff and unincorporated						
Lake Forest and Lake Bluff	Senior Resources	35 per person				97.087
		55 per family				97.087
Outside of Lake Forest and Lake Bluff	Senior Resources	45 per person				97.087
		75 per family				97.087
Circuit Breaker participants Lake Forest and Lake Bluff	Senior Resources	10 per person				97.087
residents only		15 per family				97.087

Add prior approved fees

New Fee

Change to fee

	Fund	FY2023 (\$)	PROPOSED FY2024 (\$)			<u>City Code</u> <u>Section</u>
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Car and Bus rides	Senior Resources	3/fee each direction				97.087
		6 round trip				97.087
Taxi subsidy- Lake Forest and Lake Bluff residents	Senior Resources	16 coupons/month				97.087
living within the Lake Forest High School District		for a value of 3/each				

MEMORANDUM

TO: Diane Hall, Assistant Director of Finance

FROM: Catherine J. Czerniak, Director of Community Development

DATE: October 31, 2022 – *Revised*

SUBJECT: **Recommended Fee Adjustments for Fiscal Year 2024**

No significant changes are proposed for development related fees. Development related fees have remained constant for the last several years and have proven to be fair, are closely related to the cost of service, comparable to other similar communities, and generally well accepted.

One new fee is proposed. A limited number of clarifications and are proposed to the narrative on the Fee Schedule.

Recommended New Fee

❖ Contractor Change – After Permit Issuance.

Contractor changes, once a permit is issued and a project is underway, require re-opening and amending the permit file, verifying contractor license information, and confirming that the prior contractor information is removed from the plans and documents associated with the project. To cover the cost of this activity, a fee of \$50.00 is proposed. If multiple contractors are changed concurrently, a reduced fee of \$20,00 per additional contractor is recommended.

Clarifications

❖ Street Obstruction Fee

The Fee Schedule should reflect that this fee is per each 30 lineal feet of public right-of-way or portion thereof.

THE CITY OF LAKE FOREST

ORDINANCE NO. 2022 - _____

**AN ORDINANCE ADOPTING A NEW FEE
PERTAINING TO CONTRACTOR CHANGES AFTER PERMITS ARE ISSUED**

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

WHEREAS, the City Council, on an annual basis reviews fees and charges related to development activity, the issuance of permits, and inspections and having done so, hereby determines that it is necessary to establish a new fee to cover the cost of services provided; and

WHEREAS, the City Council has determined that it is in the best interest of the City and its residents to adopt this Ordinance;

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

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

SECTION TWO. **Approval of a New Fee Related to Sales in Residential Zoning Districts.** The City Council hereby approves the fee as set forth in Exhibit A, New Fees Related to changes made to previously issued permits and directs that said fee shall be incorporated into the Supplemental Fee Schedule for the City of Lake Forest and reviewed and adjusted on an annual basis as part of the Supplemental Fee Schedule as determined to be necessary by the City Council.

SECTION THREE: Effective Date of the New Fees Related to Development

Activity. The fees and charges set forth in Exhibit A shall take effect as of May 1, 2023, consistent with the date of the Supplemental Fee Schedule for FY 2024 as adopted by the City Council.

SECTION FOUR: Effective Date. This ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

Passed this _____ day of _____, 2022

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this _____ day of _____, 2022

Mayor

ATTEST:

City Clerk

**FOR INCORPORATION INTO THE SUPPLEMENTAL FEE SCHEDULE FOR
THE CITY OF LAKE FOREST**

EXHIBIT A

New Fee Pertaining To Contractor Changes After Permits Are Issued

- ❖ Contractor change fee, after permit is issued - \$50.00
\$20.00 per each additional contractor changed concurrently

Supplemental Memos Regarding Proposed Fee Adjustments

MEMORANDUM

TO: Elizabeth Holleb, Director of Finance

FROM: Diane Hall, Assistant Finance Director

DATE: October 21, 2022

SUBJECT: Discontinuation of Dog/Cat License

Staff is recommending the elimination of the annual Dog/Cat License that is renewed each May 1. This recommendation is based on resident feedback and discussions with multiple departments.

Previous procedures required verification of inoculation against rabies for the purchase of a pet license. This information is collected through Lake County. To reduce duplication of procedures, the collection of this information was discontinued with the 2010/2011 license season.

Staff receive communications from residents regarding the duplication of requirements of purchasing two licenses (City and County) each year. In addition, when a resident loses a pet the painful reminder of the loss and the need to communicate this information to staff. Staff have also tried to comply with residents' requests to provide the smallest tag possible for cats and small dogs.

A comparison to eleven other communities provided results of the following:

- License Not Required – 5
- License Required One Time Only – 2
- License Required – 4 and require vaccination information

The estimated reduction in net revenue is \$30,600.

MEMORANDUM

To: Diane Hall, Assistant Finance Director

From: Patrick O'Donoghue, Golf Course General Manager
Chuck Myers, Superintendent of Parks, Forestry and Special Facilities

Date: October 14, 2022

Subject: Deerpath Golf Course FY2024 Proposed Fee Changes

PURPOSE AND ACTION REQUESTED: City staff and Kemper Sports staff are bringing forward the Deerpath Golf Course fees for fiscal year FY2024. The Park and Recreation Board has approved the fee schedule on October 18, 2022 and request that the proposed FY2024 Deerpath Golf Course fee structure be forwarded to City Council for approval as presented.

BACKGROUND/DISCUSSION: Attached is the proposed fee structure for Deerpath Golf Course for FY2024. We analyzed several factors including utilization and surrounding facilities fees while putting together the fees schedule. Kemper Sports and City Staff are recommending the following:

- **Membership Fees:** Increase Annual Pass fee for Adult Single and Senior play the slight increase per classification provides an increased revenue for memberships in the most popular categories while taking into consideration inflation, and wage increases.
- **Greens Fees:** Increase the "ceiling" rate for weekday and weekend fees. Allow the dynamic pricing model to set prices based off of the utilization of the course. This will allow the green fee prices to fluctuate and take advantage of times of increased demand. Golf rates will be adjusted during the season based on marketplace demands.
- **Other Fees:** Small range balls increasing from \$8 to \$10. Medium going from \$10 to \$12 and large range balls going from \$18 to \$20. Increase locker rentals \$15 each for yearly rental. We also propose, raising the popular loyalty program from \$70 to 75\$ and from \$85 to \$90 for nonresidents.

BUDGET/FISCAL IMPACT: We are projecting that with people likely returning to work more in FY2024, a drop in rounds played. These price increases will help by increasing revenue and the per player average round price in FY2024.

City Staff and Kemper Sports are requesting the approval of the proposed FY2024 Deerpath Golf Course fee structure.

M E M O R A N D O M

To: Diane Hall, Assistant Finance Director

From: Joe Mobile, Superintendent of Recreation

Date: October 20, 2022

Subject: Lake Forest Recreation Department FY 24 Proposed Fee Changes

PURPOSE AND ACTION REQUESTED: The Parks and Recreation Board and City Staff are bringing forward the Lake Forest Recreation Department fee changes, including Fitness Center fees and Lakefront fees for fiscal year 2024. The Park and Recreation Board has approved the fee schedule on October 18, 2022, and request that the proposed FY2024 fee structure be forwarded to City Council for approval as presented.

BACKGROUND/DISCUSSION: Attached is the proposed fee structure for the fitness center and Lakefront fee changes for FY2024.

Fitness Center Fee Changes:

Staff have analyzed several factors including membership trends, and surrounding facilities fees while putting together the fees schedule. The Fitness Center's memberships fluctuate considerably throughout the year. As a result, staff takes a conservative approach for revenue growth by assuming membership levels will remain the same throughout the year based on membership totals in September. City Staff are recommending the following:

Fitness Center Fees: Staff are recommending increasing all membership fees by an adjusted 3% for FY24 to cover increases to expenses to manage the Fitness Center. The 3% increase was taken over FY23 fees and then adjusted to be divisible by 12 months so that our registration software system can use the automatic monthly billing for all annual memberships. This adjustment to the increase will provide a consistent amount to be drawn each month providing our members a smooth and understandable transaction.

Lakefront Fee Changes:

Staff have analyzed several factors including usage trends and surrounding community's lakefront fees while putting together the fees schedule. Staff are recommending an increase to most fees allowing us to remain competitive with other lakefronts. The fee increases are based on actual usage as of September.

Lakefront Fees: Staff is recommending increasing the Lakefront permit fees by 3% for FY2024 with a few exceptions that will remain the same as in fiscal year 2023; nanny/caregiver parking pass (\$85), resident guest daily pass (\$15), non-resident beach access fee (\$25) and non-

resident daily boat launch fee (\$65). Staff is recommending increasing the non-resident year-round watercraft rack storage rate to match the non-resident watercraft launch fee. Currently, non-residents could purchase the rack storage to access the south parking lot at a much lower fee and not store boats on the premises. Raising this fee will eliminate this loophole. The 3% increase was taken over FY23 approved fees. Staff feel that a 3% increase is necessary to help cover increases in expenses to operate the facility.

BUDGET/FISCAL IMPACT: Staff anticipates a positive revenue differential of \$3,882 over FY23 budgeted fees with the 3% increase to the Fitness Center fees. Also, staff anticipate an increase of \$5,067 over FY23 budgeted fees for the Lakefront Permit fees. The revenue increases are based upon actual usage from September 2022 and will fluctuate with FY24 usage.

RECOMMENDED CITY COUNCIL ACTION: The Parks and Recreation Board and City Staff are bringing forward the Lake Forest Recreation Department fee changes, including Fitness Center fees and Lakefront permit fees for fiscal year 2024.



MEMORANDUM

To: Diane Hall, Finance
From: Battalion Chief Cory Kazimour
Date: November 7, 2022
Subject: Proposed Increases to User Fees – Ambulance

Historically the Lake Forest Fire Department User Fees for ambulance service has been well below the average and considerably below our GEMT rate. In looking at surrounding communities using the 2020 Naperville Fee Study Averages, comprising of 96 Northern Illinois Suburban communities, and current fees approved by the Libertyville Fire Department, we are proposing increases to the Ambulance Billing Fees as outlined in the table below.

Fee	Current	2020 Naperville Study Ave.	Libertyville 2023	Proposed FY24 User Fees	Estimated Increased Revenue
Ambulance-Resident ALS transport	\$1,000.00	\$1,293.00	\$1,300.00	\$1,300.00	\$106,150.66
Ambulance-Resident ALS2 transport	\$1,100.00	\$1,391.00	\$1,400.00	\$1,400.00	\$3,440.06
Ambulance-Resident BLS transport	\$900.00	\$1,186.00	\$1,200.00	\$1,200.00	\$38,501.96
Ambulance-Non Resident ALS transport	\$1,400.00	\$1,293.00	\$1,500.00	\$1,700.00	\$28,111.34
Ambulance- Non Resident ALS2 transport	\$1,500.00	\$1,589.00	\$1,600.00	\$1,800.00	\$916.83
Ambulance-Non Resident BLS transport	\$1,300.00	\$1,345.00	\$1,400.00	\$1,600.00	\$12,845.22
Total					\$189,966.07

This represents a \$300.00 increase equitably across the board and places us in line with surrounding community averages, as well as, aligning our resident rates with those of the Libertyville Fire Department. Ambulance fees are typically coverage by Medicare, Medicaid, and/or private insurance. In FY '22 less than 2% of fees collected came from out-of-pocket expenses for Lake Forest residents. The alignment of fees with Libertyville directly affects the Rockland IGA for ambulance and fire services, as the fee billed is the lower of the two communities' rates. In 2022, Libertyville's rates were lower than Lake Forest in all categories, however, their fee increases for 2023 have already approved as noted in the above table.

Respectfully submitted

BC Cory Kazimour



MEMORANDUM

To: Diane Hall, Finance
From: Battalion Chief Cory Kazimour
Date: October 21, 2022
Subject: Proposed Increases to User Fees – Permits

The last increase to fireworks and burn permits was approved in FY18. With the liability associated with issuance of these types of permits and the time needed to process and approve, the Fire Department is proposing the following increases to fireworks and burn permits.

Fee	Current	Proposed FY 24 User Fee	% Increase	Estimated Increased Revenue
Fireworks Permit	200	250	25.00%	400
Open Burn Permit	75	100	33.33%	1000

The Fire Department in FY22 processed 8 (eight) fireworks permits & 40 (forty) burn permits. Fireworks permits require processing of the permit and 3 (three) time consuming inspections on the day of the shoot. We are also seeing an increase of residential issued permits for private fireworks displays. Burn permits also require verification on the day of the burn by staff to both the start and the finish of the burn. Time spent by staff to evaluate, inspect, issue, and verify each permit is justification for fee increase.

Respectfully submitted

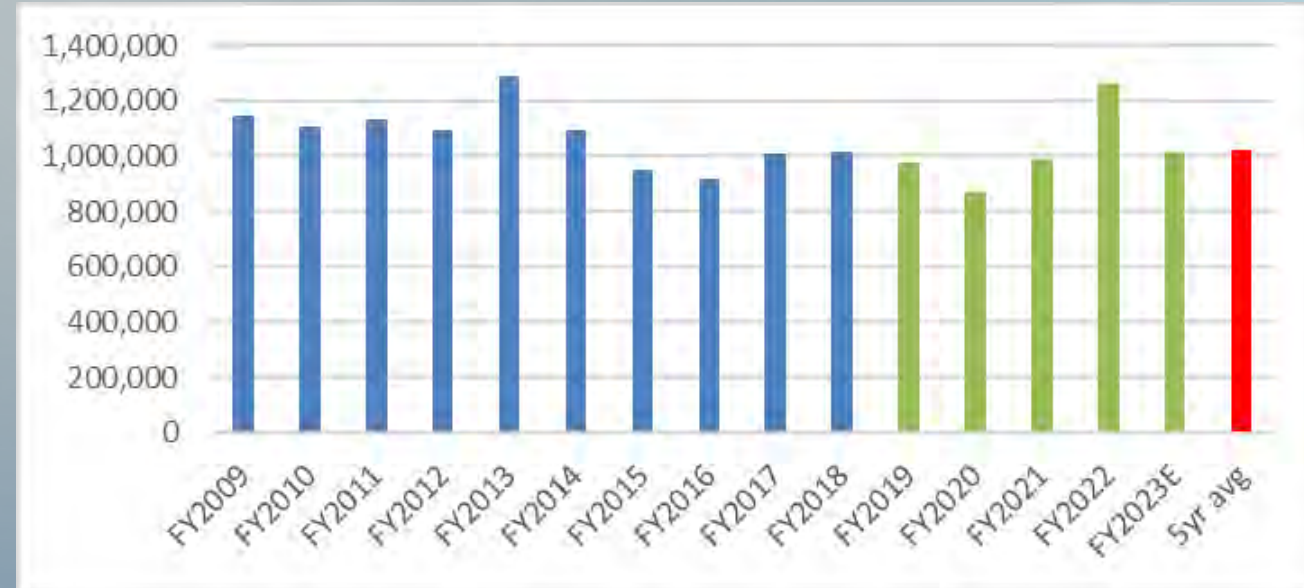
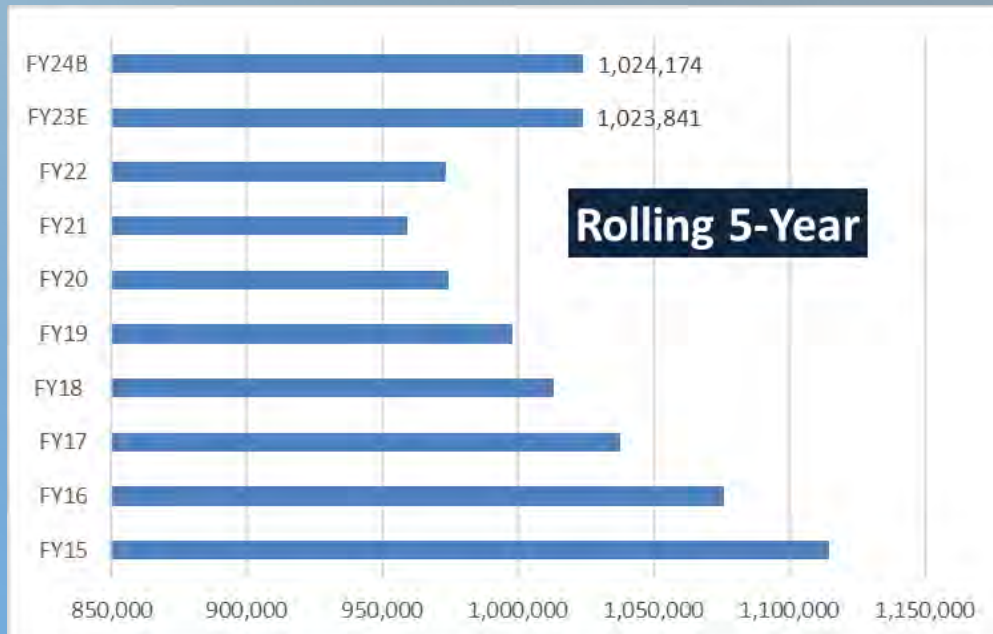
BC Cory Kazimour

FY24 WATER RATES

11/14/22 FINANCE COMMITTEE

WATER RATE METHODOLOGY

- ENTERPRISE FUND
- FIXED AND VARIABLE RATES
- TIERED RESIDENTIAL CONSUMPTION RATES



- ANNUAL RATE ADJUSTMENTS TO INCREASE REVENUE 2.5%
- FIVE YEAR ROLLING AVERAGE CONSUMPTION

HISTORY OF RATES

	FY18	FY19	FY20	FY21	FY22	FY23	FY24 PROPOSED	FY24 % INCR
Fixed Quarterly Rates:								
Small Meter	\$40.00	\$40.00	\$43.00	\$50.00	\$50.00	\$50.00	\$55.00	10.00%
Medium Meter	\$160.00	\$160.00	\$170.00	\$195.00	\$195.00	\$195.00	\$210.00	7.69%
Large Meter	\$750.00	\$750.00	\$800.00	\$875.00	\$875.00	\$875.00	\$925.00	5.71%
Consumption Charges:								
Residential up to 10k/qtr	\$4.50	\$4.50	\$4.60	\$4.50	\$4.50	\$4.50	\$4.50	0.00%
Residential 11-60k/qtr	\$5.62	\$5.77	\$5.90	\$6.10	\$6.20	\$6.20	\$6.20	0.00%
Residential over 60k/qtr	\$5.89	\$6.05	\$6.30	\$6.55	\$6.80	\$6.80	\$7.00	2.94%
All other – per unit	\$5.80	\$5.95	\$6.10	\$6.30	\$6.45	\$6.45	\$6.50	.78%
City Accounts Rate*	\$5.80	\$5.95	\$6.10	\$6.30	\$6.45	\$6.45	\$3.25	

* Beginning in FY24, it is proposed that City utility accounts be charged a discounted water consumption rate.

IMPACT ANALYSIS – ESTIMATED ANNUAL COSTS

(AMOUNTS INCLUDE WATER, SANITARY SEWER, UTILITY TAX)

	FY23	FY24	\$ Incr	% Incr
Low Usage – Residential	\$473.43	\$ 494.43	\$21.00	4.44%
Medium Usage - Residential	\$1,579.67	\$1,612.22	\$32.55	2.06%
High Usage - Residential	\$5,006.00	\$5,132.84	\$126.84	2.53%
Commercial - All Other Rate	\$33,041.16	\$33,320.88	\$279.72	0.85%
Fixed Rate as % of Total	21.7%	22.5%		
Variable Rate as % of Total	78.3%	77.5%		



Mr. Jason Wicha
City Manager
City of Lake Forest
800 North Field Drive
Lake Forest, Illinois 60045

November 28, 2022

Mr. Wicha,

On behalf of The Ferguson Group, LLC (TFG), I want to express our appreciation for the opportunity to provide grant services to the City of Lake Forest, Illinois. We are excited to continue our partnership. This contract renewal agreement provides the objectives and terms of TFG's Grant Services for the City of Lake Forest in 2023.

Proposed Scope of Work

TFG will provide Tier 2 Grant Retainer Services to the City of Lake Forest. Services include:

- A dedicated grants expert
- Weekly grants updates and alerts
- Access to TFG's library of Funding Guides and Grant Profiles
- Access to TFG's Successful Grant Application Database
- Preparing five custom, project specific grant research and funding strategies
- Conducting an annual comprehensive grant needs assessment and strategic grant outlook

See attached Overview of Grant Services for additional details on services provided.

Terms of Agreement

Monthly Retainer

TFG will be compensated through a monthly retainer of \$2,000 for services rendered during 2023, commencing January 1, 2023 and extending through December 31, 2023. Either the City of Lake Forest or TFG may terminate this agreement at any time by giving the other party at least thirty (30) days' notice, in writing, of such termination.

Additional Services

TFG's Grant Retainer model is structured to allow for changes to be made throughout our partnership. As a retainer client, Lake Forest can engage with TFG either on an hourly rate or through a lump sum fee for additional services requested beyond the Tier 2 Scope of Work. Add-on services the City of Lake Forest may request include grant writing, grant advocacy, grant editing and review, and grant training. Should Lake Forest

determine a different Tier of services is preferential, TFG will work with City staff to amend the agreement and ensure all needs are being met. Additional fees in this regard will be based on the pricing included in the attached TFG Grants Overview document. TFG will provide a cost proposal for all additional services that is tailored to the City's needs.

If the assistance of TFG's professional advocacy staff is required, outside the scope of grant services, standard hourly fees for such services shall apply and such services will be clearly delineated in the cost estimate for each project.

Expenses

TFG fees include all direct labor, overhead (including general and administrative expenses), other direct costs, subcontractor costs, fixed fees, miscellaneous incidental services, and all applicable taxes. While the TFG Grants Team usually works electronically, if a client prefers an on-site meeting, travel time and estimated expenses will be billed in advance.

We are grateful for the opportunity to continue our partnership with the City of Lake Forest, and we look forward to a productive year ahead. If the terms of this letter of agreement are acceptable, please sign and return one copy to us at your earliest convenience.

Sincerely,

W. Roger Gwinn



CEO

ACKNOWLEDGED AND AGREED TO BY:



The Ferguson Group, LLC
W. Roger Gwinn, CEO

City of Lake Forest, IL
Jason Wicha, City Manager

11/28/2022

Date

Date

TFG Grants



TFG Grants Overview

For over 38 years, TFG has led the way in the federal, state, and private grant space. We offer a full suite of grant support services, providing our clients a competitive advantage in securing highly sought-after grant dollars. We specialize in representing public and private entities who share our passion for building strong and vibrant communities. Competitive grants and loans provide cities, counties, special districts, and other public agencies, as well as institutions of higher learning, hospitals, and non-profit organizations, with the opportunity to substantially enhance local resources. Since 2015, TFG has helped our clients secure nearly \$1 billion in competitive federal, state, and foundation grants, loans, and funding.

TFG Grant Services for the City of Lake Forest

TFG will provide the following services to the City of Lake Forest. Services marked with an orange checkmark are included in the Tier 2 retainer pricing for Lake Forest. All other services described can be obtained as add-on services at a discounted hourly rate or lump sum fee listed at the end of this document.

✓ **Dedicated Grants Expert/Team**

Lake Forest has been assigned a dedicated grants expert to serve as a liaison to its staff. This expert will help navigate the complex grant world to ensure the most efficient and effective use of staff time when pursuing grants.

✓ **Grants Alerts and Weekly Grants Updates**

Lake Forest will receive customized alerts for relevant grant opportunities, as they are solicited. For high priority grants or those with a short turnaround, TFG will attempt to notify the City of opportunities prior to solicitation. Additionally, each Friday, Lake Forest will receive TFG's Weekly Grants Update that provides a recap of grant solicitations that were published that week to ensure you do not miss any funding opportunities.

✓ **Database of Successful Grant Applications**

Lake Forest will have access to TFG's database of over 600 successful grant applications from a variety of programs to help inspire and guide the preparation of your successful grant submissions.

✓ **Library of Grant Funding Guides and Grant Profiles**

Lake Forest will have access to TFG’s Library of Grant Funding Guides. Each Funding Guide provides an overview of popular grant programs and relevant information such funding level, match requirements, eligible applicants, and use of funds in a specific issue area. Our library includes guides covering a wide array of topics such as:

- Law Enforcement
- Mental Health and Substance Abuse
- Habitat Conservation
- Homelessness
- Fire Departments
- Parks and Recreation
- Broadband
- Libraries and Museums
- Water and Wastewater
- Transportation
- Economic and Community Development
- Rural Communities
- Opioid Abuse
- Coronavirus and COVID-19
- Clean Energy and Technology
- Smart Vehicles

TFG’s Grants Library also includes a robust database of grant profiles and summaries that provide the key information you need to match a program with your needs and build a winning grant proposal. We present the information included in the grant solicitation in an easy-to-follow manner and augment it with additional background information on the program and the types of projects it has funded in the past.

✓ **Custom Project Specific Grant Research and Funding Strategy**

TFG will directly work with Lake Forest to conduct project specific grant research on the federal, state, and foundation levels and will create a customized funding strategy geared to support your project. We will provide you with relevant grant information, as well as recommendations on funding opportunities to target, that is specifically tailored to your project and your community. Our grants research will not only look at open, available programs, but will also focus on grant programs expected to be released in the future, helping you to stay “ahead of the game” and be prepared.

✓ **Needs Assessments and Strategic Grant Outlook**

TFG will meet with Lake Forest staff to discuss ongoing projects, primary issue areas, and future needs that may benefit from grant funding. These meetings can either be conducted virtually or, if you prefer, in-person. Based on our team’s knowledge and experience, we will closely identify, forecast, and monitor relevant funding opportunities that meet your specific needs. The Strategic Grant Outlook will allow staff to know what is on the horizon and be prepared when a notice of funding availability is announced.

Grant Writing

Preparing winning grant proposals takes time, skill, and knowledge. Lake Forest has the option to access TFG’s experienced grant writers to take the City’s grant project idea from the start of the application to submission. From filling out federal forms to crafting a persuasive and compelling grant narrative and corresponding budgets, TFG will ensure that the City will have submitted a complete and competitive application on time.

Grant Editing and Review

Lake Forest can access TFG experts to edit and review City written grant proposals to improve chances of securing funding. TFG staff will expertly review your application against the funder’s requirements, suggest content edits, and provide recommendations on how to improve your narrative before you submit.

Grant Debriefs

Grant debriefs are important, especially if it turns out that your application didn't get funded. TFG staff will help guide you through the grant debrief process and set up consultation with the funding agency to put your next applications in the best position to effectively compete in future solicitations.

Grants Advocacy

TFG helps secure congressional support, including support letters, and backing from strategic partners, to bolster grant applications. Federal grants are highly competitive and, more often than not, broad support for a project application can make the difference between a winning application and a highly ranked application that does not make the final list of awardees.

Grants Training

Our grants training is focused on building capacity, helping position the City for success in the often-complex grant process. TFG can train your staff on grant application processes and help improve the quality of grant proposals. We can provide training on a one-one-basis or through larger workshops dependent on your needs. TFG also has established partnerships with other grant training professionals that specialize in post-award management who can be accessed to support grant management training needs.

Grant Pricing for the City of Lake Forest

TFG's Grant Services Retainer offers Lake Forest the flexibility in the level of service you would like to receive. The table below outlines the services TFG can provide to the City on a monthly basis. As a retainer client, the City will have at its disposal TFG's diverse complement of staff experts without any worry about getting unexpected bills.

The City has agreed to Tier 2 retainer service with the option of discounted add-on services. Should Lake Forest need a different combination of services, TFG will work with the City to amend the retainer and create one that best fits your needs.

	Tier 1 (\$1,000/month)	Tier 2 (\$2,500/month)	Tier 3 (\$5,000/month)
Dedicated Grant Expert/Team	✓	✓	✓
Monthly Grant Update Meetings	✓	✓	✓
Weekly Grants Update and Alerts	✓	✓	✓
Library of Funding Guides and Grant Profiles	✓	✓	✓
Access to Successful Grant Applications	✓	✓	✓
Custom Project Specific Grant Research and Funding Strategy or Needs Assessment and Strategic Grant Outlook	3 projects annually	5 projects OR 1 Needs Assessment annually	6 projects AND 1 Needs Assessment annually
Project Development and Readiness	Hourly	Limited to 5 Project	Limited to 6 projects
Grant Writing	15% discount	15% discount	15% discount
Grant Editing and Review			✓
Grant Debriefs			✓
Grant Training			✓
Grant Project Advocacy			✓

Service Add-Ons

TFG believes in offering flexibility to our clients. As a retainer client, Lake Forest can engage with TFG on an hourly rate, or lump sum fee, for additional services requested beyond the Tier 2 scope. TFG's discounted hourly rate is \$175/hour. Add-on services the City of Lake Forest may request includes grant writing, grant advocacy, grant editing and review, and grant training.

Grant Writing – As Needed, Per Grant

To provide greater transparency in the cost of grant writing services, TFG has created the grant writing service fee table below, which provides the average cost for grant writing services based on the narrative page limitations imposed in the grant application. Grant applications vary widely with respect to complexity and level of effort required to complete them. If you are interested in securing these services, TFG will provide you with a tailored cost proposal that reflects the level of effort required to draft the narrative and non-narrative elements such as forms, budgets, logic models and Benefit-Cost Analysis. Exceptions do occur based on the complexity of the grant, but we work hard to keep costs in line with the pricing guidelines outlined below.

Workload (low to high)	Type of Grant	Narrative Page Length	Approximate Average Cost	15% Retainer Discount Cost
Level 1	Small, well defined request	6-10	\$6,000	\$5,100
Level 2	Small, full grant application	11-15	\$11,400	\$9,690
Level 3	Medium, full grant application	16-20	\$17,400	\$14,790
Level 4	Large state or national foundation or medium federal grant	21-25	\$21,600	\$18,360
Level 5	Large federal grant application	26-30	\$25,200	\$21,420

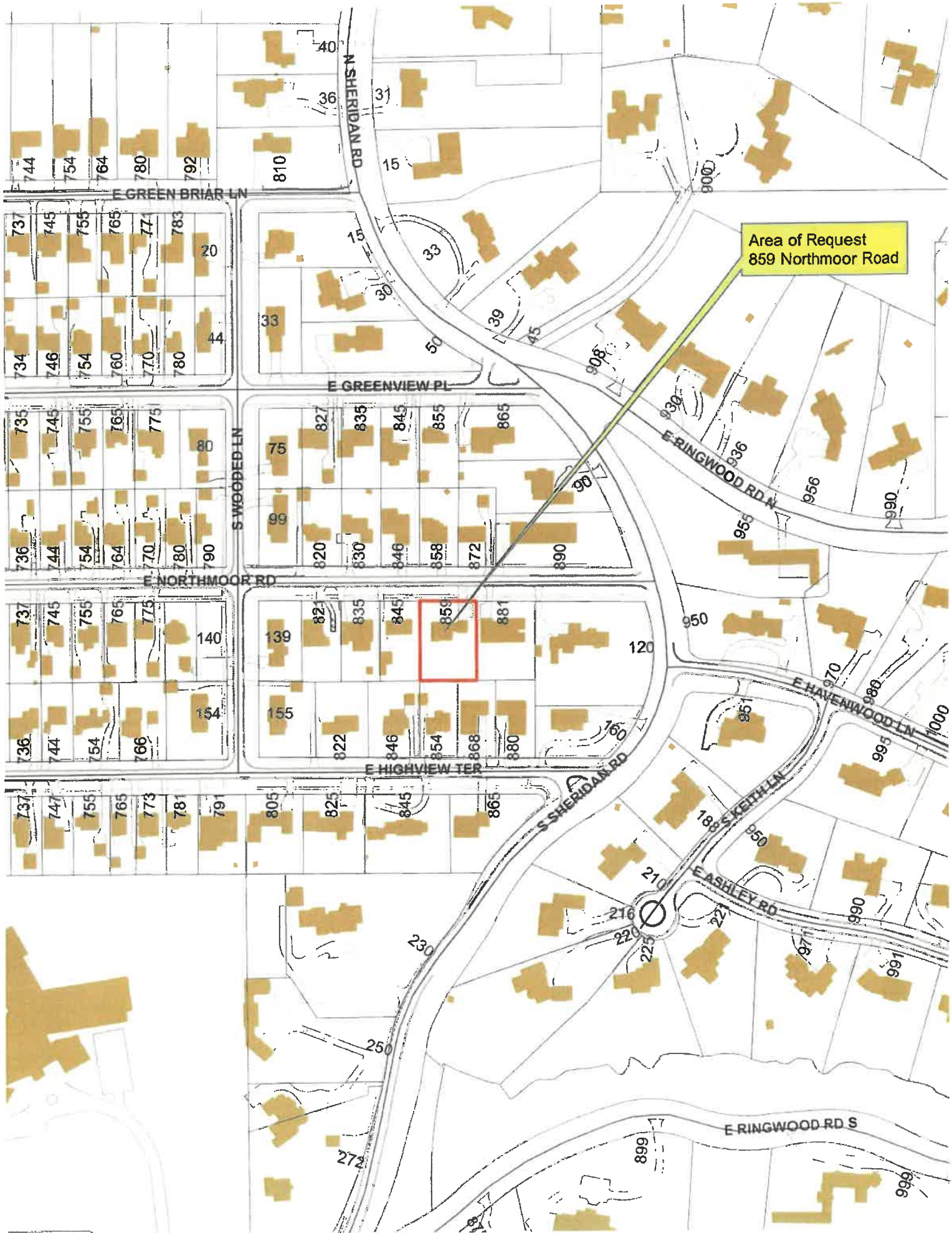
Last minute emergency grant writing requests are subject to a 35% markup to the non-discounted grant writing fee. Where efficiencies are built into a grant writing process, such as in the case of a grant rewrite or a joint application scenario, a further discount may be applied.

Grant and Advocacy Team Hourly Rate

Additional services, such as grant research, grant review, and grant training, as well as assistance with all aspects of grant-related advocacy and policy, may be needed that extend beyond the scope of the base retainer tier selected. In those cases, TFG will perform requested grant-related services at a rate of \$205/hour. As a retainer client, Lake Forest will receive our discounted hourly rate of \$175/hour. Last minute requests for additional grant-related services are subject to a 35 percent mark-up.

If the assistance of TFG's professional lobbying staff is required for project advocacy and political positioning, services are billed at the following rates:

- \$425 Partner/Principal/Senior Advisor/Of Counsel
- \$240 Senior Associate
- \$170 Associate
- \$115 Research Assistant



**THE CITY OF LAKE FOREST
ORDINANCE NO. 2022- ____**

**AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 859 NORTHMOOR ROAD**

WHEREAS, Northmoor Lake Forest, LLC (Cara Hyde-Basso, 100%) ("**Owner**") is the owner of that certain real property commonly known as 859 Northmoor Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

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

WHEREAS, the Owner desires to demolish the existing residence and construct a replacement residence and install hardscape and landscaping ("**Improvements**") as depicted on the site plan, landscape plan and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

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

WHEREAS, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearing held on November 2, 2022; and

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

1. the Property is located within the R-1, Single Family Residence District under the City Code,

2. the existing structure is not architecturally or historically significant,
3. Owner proposes to construct the Improvements as depicted on the plans,
4. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

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

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

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

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

SECTION TWO: Approval of Application. Pursuant to Sections 150.147 and 150.148 of the City Code, and subject to the limitations therein and the conditions set forth in Section Three of this Ordinance, the City Council does hereby grant approval of the Application to allow the demolition of the existing residence and construction of the Improvements on the Property, as more fully depicted on the Plans.

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

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters 150, regarding buildings and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owner will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- E. Fees and Costs. The Owner shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within

30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

- F. Other conditions. The improvements shall be substantially in conformance with the Board's deliberations as reflected on Exhibit C, Notice of Action – Board Recommendation, attached hereto.

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

PASSED THIS __ DAY OF _____, 2022.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2022.

Mayor

ATTEST:

City Clerk

GROUP EXHIBIT B

The Plans

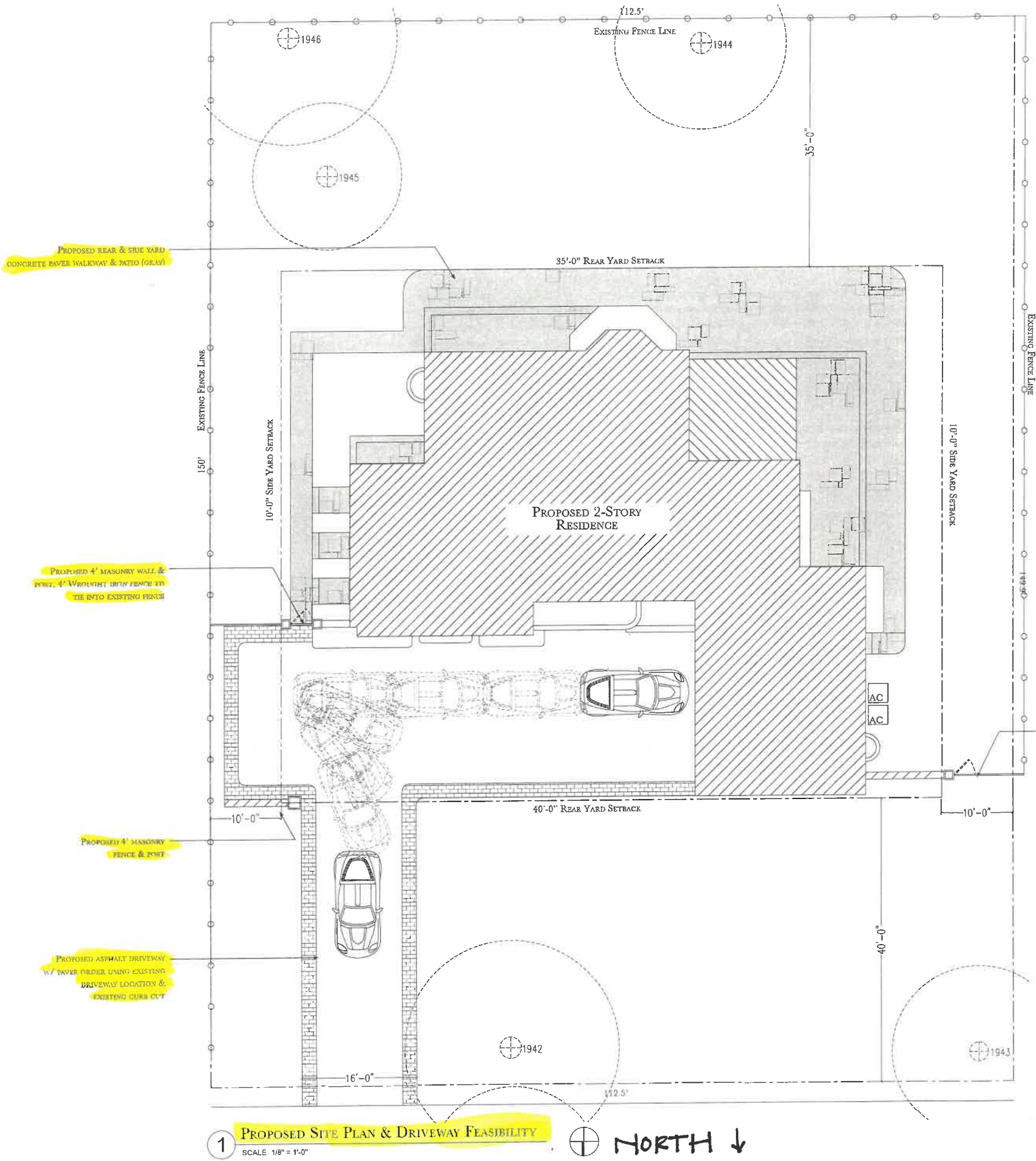
LOT INFORMATION

Zoning: R1
Lot Size: 16,868 sf
Max. Building Height: 30'-0"
Req. Front Yard Setback: 40'-0"
Req. Side Yard Setback: 10'-0"
Req. Rear Yard Setback: 35'-0"

PROPOSED IMPERV. SURFACE CALCULATIONS

Lot Size: 16,868 sf
Proposed Impervious Surface: 6,681 sf
Percent of Lot: 39.6%

- House: 2,904 sf
- Driveway: 2,130 sf
- Patios/Walkways: 1647 sf



RODRIGUEZ HYDE-BASSO
ARCHITECTURE & DESIGN LLC



NO. DATE: ISSUE:

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CARA HYDE-BASSO
NO DUPLICATION WITHOUT EXPRESS
PERMISSION.

BUILDING
REVIEW

TITLE:
PROPOSED SITE PLAN &
DRIVEWAY FEASIBILITY

PROJECT:

NORTHMOOR
RESIDENCE
859 NORTHMOOR RD
LAKE FOREST, IL 60045

DATE:

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

DRAWN: CHB

JOB NO.: -

DWG FILE:

SHEET:

A-002

PROPOSED RESIDENCE - NORTH & SOUTH ELEVATIONS

RODRIGUEZ HYDE-BASSO
ARCHITECTURE & DESIGN LLC



NO:	DATE:	ISSUE:
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NO DUPLICATION WITHOUT EXPRESS PERMISSION.

TITLE:

PROPOSED NORTH &
SOUTH ELEVATIONS

PROJECT:

NORTHMOOR
RESIDENCE

859 NORTHMOOR RD
LAKE FOREST IL 60045

DATE:

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

DRAWN: CHB

JOB NO.:

DWG FILE:

A-400

The Plans



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



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

RODRIGUEZ HYDE-BASSO
ARCHITECTURE & DESIGN LLC



NO. DATE: ISSUE:

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NO DUPLICATION WITHOUT EXPRESS
PERMISSION.

BUILDING
REVIEW

TITLE:
PROPOSED EAST &
WEST ELEVATIONS

PROJECT:

NORTHMOOR
RESIDENCE
859 NORTHMOOR RD
LAKE FOREST, IL 60045

DATE:

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

DRAWN: CHB

JOB NO.: -

DWG FILE:

SHEET:

A-401

The Plans



GROUP EXHIBIT B

The Plans

RODRIGUEZ HYDE-BASSO
ARCHITECTURE & DESIGN LLC



NO: DATE: ISSUE:

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PERMISSION.

BUILDING
REVIEW

TITLE:
PROPOSED PRELIMINARY
LANDSCAPE PLAN &
TREE SURVEY

PROJECT:

NORTHMOOR
RESIDENCE
859 NORTHMOOR RD
LAKE FOREST, IL 60045

DATE:

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

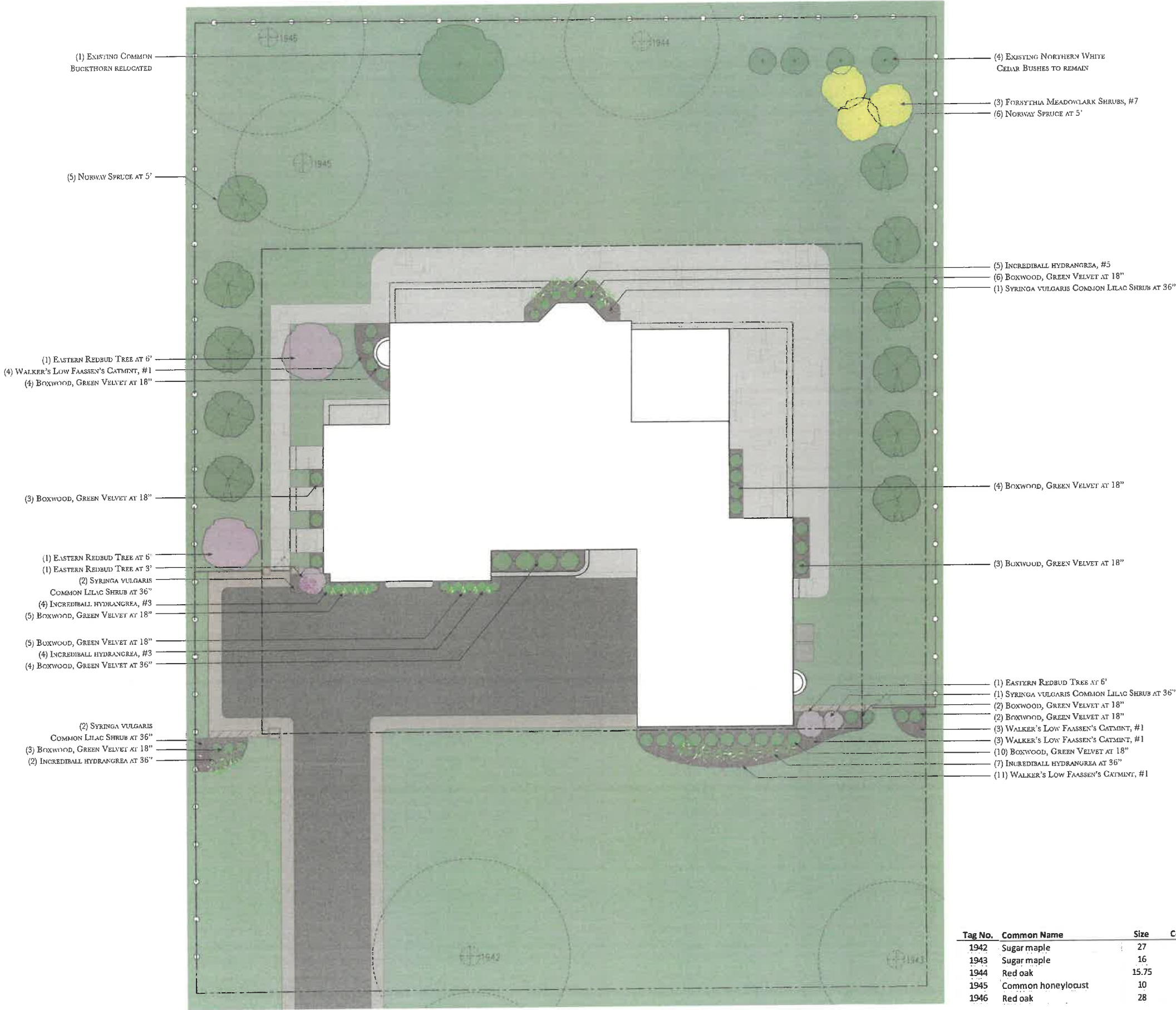
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DWG FILE:

SHEET:

A-003

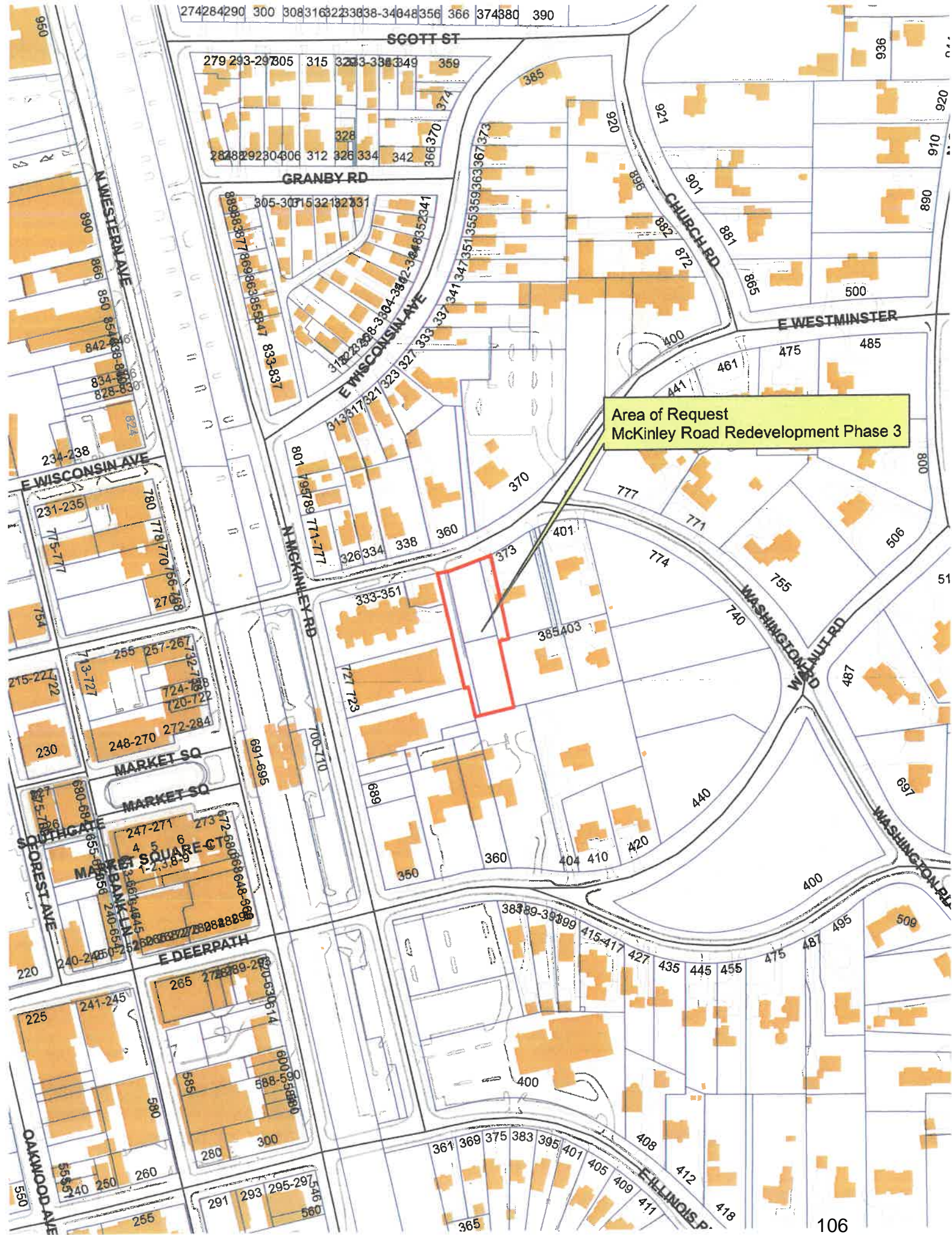


1 PRELIMINARY LANDSCAPE PLAN
SCALE: 1/8" = 1'-0"



Tag No.	Common Name	Size	Cond.	Form	Problems	Heritage Tree
1942	Sugar maple	27	3	3	weak crotch, multiple leaders, trunk galls	Yes
1943	Sugar maple	16	4	3	weak crotch, double leader, girdling root	No
1944	Red oak	15.75	3	4	overtopped, one-sided, pruned for side wires	No
1945	Common honeylocust	10	3	4	overtopped, one-sided, thorned	No
1946	Red oak	28	3	4	one-sided, multiple leaders, minor deadwood	Yes

2 TREE SURVEY



Area of Request
McKinley Road Redevelopment Phase 3



Area of Request
McKinley Road Redevelopment Phase 3

Plan Commission Recommendation

- Ordinance
- Plan Commission Report

THE CITY OF LAKE FOREST
ORDINANCE NO. 2022 - ____

**AN ORDINANCE GRANTING APPROVAL OF CERTAIN AMENDMENTS TO
ORDINANCE 2021-16 APPROVING PHASE THREE OF THE MCKINLEY ROAD MULTI-
FAMILY PLANNED DEVELOPMENT LOCATED EAST OF MCKINLEY ROAD AND SOUTH
OF WESTMINSTER**

MCKINLEY ROAD PLANNED DEVELOPMENT – PHASE 3 CONDOMINIUM

WHEREAS, The City of Lake Forest ("**City**") is a special charter, home rule municipality existing in accordance with the Illinois Constitution of 1970; and

WHEREAS, pursuant to its home rule powers, Article 5, Section 4 of the City Charter, and various provisions of the Illinois Municipal Code, the City is empowered to formulate rules and regulations to protect the health, safety, and welfare of the City and its residents, including regulations regarding land uses and zoning; and

WHEREAS, pursuant to Section 159.045 (Special Uses) and Section 159.047 (Planned Developments), the City has established provisions for Planned Multi-Family Developments to "provide a safe and desirable living environment characterized by a unified building and site development plan, to preserve natural features of the site, to provide adequate open space for passive recreation and other outdoor living purposes and to offer diverse housing within walking distance of restaurants, stores and services." Said provisions authorize parcels in the General Residence and Office Districts meeting the established criteria to be developed as a Planned Multi-Family Development, a type of planned development that allows for an architecturally unified development

consisting of multiple buildings, shared roadways and common areas that may be constructed over time, in phases, subject to a determination by the City that specific criteria are satisfied; and

WHEREAS, the property proposed for development as the third phase of the McKinley Development is zoned GR-3 and is within the Historic Residential and Open Space Preservation District; and

WHEREAS, 361 Westminster LLC, ("**Developer**") is the contract purchaser of the property legally described in **Exhibit A-1** and commonly known as 361 E. Westminster and the owner of the adjacent 38 foot strip of land commonly known as the western portion of 373 E. Westminster legally described in **Exhibit A-2**; both Exhibits are attached hereto and by this reference made a part of this Ordinance and collectively ("**the Property**"); and

WHEREAS, on April 5, 2021, the City Council approved Ordinance 2021-16 granting a Special Use Permit for a Multi-Family Planned Development on the Property; and

WHEREAS, subsequent to the approval of Ordinance 2021-16, the Developer presented a modified plan to the City as part of a Settlement Agreement between the City and the Developer; and

WHEREAS on November 9, 2022, the Plan Commission considered the modified plan at a public hearing and voted 6 to 0 to recommend approval of the modified plan and the associated variances as amendments to the previously approved Special Use Permit; and

WHEREAS, the Mayor and City Council of The City of Lake Forest having fully considered the Plan Commission's review and recommendation regarding amendments to the Special Use Permit adopted by Ordinance 2021-16, has determined that the modified plan as now presented satisfies the criteria for a Planned Multi-Family Development as detailed in the findings attached hereto and made a part hereof as **Exhibit B** and is in the best interest of the City and that its residents will be served by approving this Ordinance granting certain amendments to the Special Use Permit approved by Ordinance 2021-16, subject to the terms and conditions hereinafter set forth; and

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

SECTION 1. Recitals. The foregoing recitals are by this reference incorporated into and made a part of this Ordinance as if fully set forth and represent the findings of the City Council.

SECTION 2. Approval of Amendments to Ordinance 21 – 16. Ordinance 21-16 is hereby amended to as follows:

- (a) That certain Site Plan prepared by Witmer and Associates consisting of one (1) sheet entitled "McKinley Road Development Site Plan" dated October 10, 2022, a copy of which is attached as **Exhibit C-1** to this Ordinance (the "**Site Plan**") and said Site Plan replaces in its entirety the previous Site Plan, Exhibit C, attached to Ordinance 2021-16; and
- (b) That certain supplemental Plat prepared by Bleck Engineering consisting of one (1) sheet entitled "Planned Development – 705 McKinley Road, 715 McKinley Road, 723/727 McKinley Road and 361 Westminster Development Phase 3 Site Plan" dated October 20, 2022, a copy of which is attached as **Exhibit C-2** to this Ordinance (the "**Plat**"); and

- (c) That certain Preliminary Landscape Plan prepared by Mariani Landscape, consisting of one (1) sheet entitled "715 McKinley Road – Phase 3 Landscape Plan" dated November 2, 2022, a copy of which is attached as **Exhibit C-3** to this Ordinance (the "**Preliminary Landscape Plan**") and said Preliminary Landscape Plan replaces in its entirety, the previous Landscape Plan, Exhibit E, attached to Ordinance 2021 – 16; and
- (d) Setback and lot coverage variances are hereby granted as part of the Planned Development amendment consistent with the Site Plan and Plat attached hereto as Exhibits C and C-1 and as detailed below
 - i. Front yard setback - no closer than 25' to the north property line.
 - ii. Side yard setback – no closer than 10' to the east property line (single family house) and no closer than 14' to the east property line (condominium building).
 - iii. Rear yard setback – no closer than 25' to the south property line and no closer than 12' from the rear property line of the 38' extension parcel.
 - iv. Lot coverage – buildings shall not exceed 39 percent coverage of the development site.

; and

these amendments are hereby approved pursuant to Sections 159.045, 159.047 and 159.048 of the Zoning Code however, that such approvals shall be subject to the terms and conditions in Section 3 of this Ordinance and such modifications thereto which are determined by the City to be in substantially the same form as attached. Except as expressly modified by this Ordinance, the provisions of Ordinance 21-16 shall remain in full force and effect to govern the use and development of the Property.

SECTION 3. Conditions on the Amendments. The approvals granted pursuant to Section 2 of this Ordinance shall be subject to the following conditions,

restrictions, and limitations, and Developer's failure to abide by the provisions of this Section shall be grounds for the City, without public notice or hearing, to adopt an ordinance repealing this Ordinance and the approvals granted pursuant to Sections 159.045, 159.047 and 159.048 of the Zoning Code:

1. Continue cooperative efforts to underground the remaining overhead utility wires and remove the utility poles located along the west side of the development site.
2. Consider ways to mitigate the impacts of construction on the surrounding neighbors including limiting construction hours/days, adhering to a timeline for completion of construction, managing construction staging and contractor parking, screening of staging areas, and other aspects as determined to be reasonable and workable by the City staff.

SECTION 4. Failure to Comply with Conditions. Upon the failure or refusal of the Developer to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, the approvals granted in Section 2 of this Ordinance may, in the sole discretion of the City Council by ordinance duly adopted, without the need for a public notice or hearing, be revoked and become null and void; provided, however, that, except as otherwise provided in this Ordinance, no such revocation ordinance shall be considered unless (i) the City has first notified the Developer of the Property and (ii) the Developer has failed to cure any violative condition within 30 days (unless such violative condition requires more than 30 days and the Developer timely commences corrective action and continuously prosecute such corrective action without interruption until completion). In the event of revocation, the development and use of the Property shall be governed solely by the regulations of the GR-3 District, as the same may, from time to time, be amended. Further, in the event of such revocation, the City Manager and City Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances. The Developer acknowledges that public notices have been given and public hearings have been held with respect to the adoption of this Ordinance, has considered the possibility of the revocation provided for in this Section, and

agrees not to challenge any such revocation on the grounds of any procedural infirmity or any denial of any procedural right provided that the terms of this Section are satisfied.

SECTION 5. Amendment to Ordinance. Except to the extent expressly provided in this Ordinance, any amendments to the terms, conditions, or provisions of this Ordinance that may be requested by the Developer of the Property after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in Section 159.045 of the Zoning Code, or by an amendment to the special use permit itself in the manner provided in the Zoning Code and by applicable law.

SECTION 6. Binding Effect. Except as otherwise expressly provided in this Ordinance, the privileges, obligations, and provisions of each and every Section of this Ordinance are for the sole benefit of, and shall be binding on, the Developer (or a subsequent purchaser solely upon the execution of a transfer assumption agreement in form and substance satisfactory to the City Manager), as well as any transferees of the Developer either (i) duly approved by the City pursuant to a transferee assumption agreement in a form acceptable to the City, or (ii) resulting from the transfer of an individual dwelling unit following issuance of a certificate of occupancy for such unit. This Ordinance shall be in full force and effect from and after its passage and approval; provided, however, that this Ordinance shall be of no force or effect unless and until (iii) Developer acquires the portion of the Property that is subject to a Purchase/Sale Agreement from Owner, and (iv) Developer files with the City its unconditional agreement and consent, in the form attached hereto as **Exhibit D** and by this reference incorporated herein and made a part hereof; provided further that, if Developer does not so file its unconditional agreement and consent within 90 days following the passage of this Ordinance, the City Council may, in its discretion and without public notice or hearing, repeal this Ordinance and thereby revoke the special use permit granted in this Ordinance.

SECTION 7. **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:

APPROVED this ____ day of _____, 2022.

Mayor

ATTEST:

City Clerk

EXHIBIT A - 1

Property Legal Description

Lots 1 and 2 of Masonic Subdivision, being a subdivision in the Northeast Quarter of the Northwest Quarter of Section 33, Township 44 North, Range 12 East of the Third Principal Meridian according to the plat thereof recorded December 20, 1982 as Document 2190418, in Lake County, Illinois.

A portion of Lot 4 in R. H. Mabbatt Subdivision of Lots 130, 131, and 134 of Lake Forest, (except the Westerly 75.00 feet of said Lot 134 and except the Easterly 76.00 feet of said Lot 130); All in the North ½ of Section 33, Township 44 North, Range 12 East of the Third Principal Meridian, according to the plat thereof recorded as Document #1118216 in Block 38 of Plats on page 2 in the office of the Recorder of Deeds in Lake County, Illinois.

EXHIBIT A - 2

Property Legal Description

A portion of Lot 4 in R. H. Mabbatt Subdivision of Lots 130, 131, and 134 of Lake Forest, (except the Westerly 75.00 feet of said Lot 134 and except the Easterly 76.00 feet of said Lot 130); All in the North ½ of Section 33, Township 44 North, Range 12 East of the Third Principal Meridian, according to the plat thereof recorded as Document #1118216 in Block 38 of Plats on page 2 in the office of the Recorder of Deeds in Lake County, Illinois.

EXHIBIT B

Findings of Fact

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

The proposed use in conjunction with the earlier phases of the development is consistent with a long term plan to transition uses in this area from office buildings to multi-family residential. The proposed buildings, three and four, comprise the final phase of the Planned Development and will add seven to eight residential units near other multi-family buildings and within walking distance to the Central Business District to support stores, restaurants and service businesses. The buildings will be constructed to current building and life safety codes and landscaping is planned to settle the final phase of the development into its surroundings: the Westminster streetscape, the adjacent single family neighborhood, the condominium buildings to the west, and the Library and Church of the Covenants to the south. The first two buildings in the development have proven to be in demand by those who want to live near the Central Business District and have added to the City's tax base.

The 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 or impair property values within the neighborhood.

The proposed development will provide certainty in a transition area that long has been an eyesore along the streetscape and from neighboring properties on all sides. Zoning setbacks as established by the Planned Development plat are generally consistent with the applicable setbacks in the GR-3 zoning district and with other development in the area. No documentation has been submitted to demonstrate that the proposed development will substantially diminish or impair property values. In fact, providing certainty around how the property will be developed will help to support property values in the surrounding area. The first two buildings in the development contribute positively to the City's tax base.

The use will not impede the orderly and normal development and improvement of surrounding properties. The use will not negatively affect or detract from the primary retail nature of the nearby business district.

Properties in the vicinity are for the most part developed. Ongoing repairs, restoration and enhancements to properties occur on an ongoing basis. There is no indication that development of phase three of the McKinley Road Planned Development will negatively impact continued investment in surrounding properties. The developers of the McKinley project plan to construct a new single family home on a vacant property immediately to the east, as a separate project, at some future date. Four new single family residences are under

construction, recently completed, or pending construction about a block to the east. The development underway and planned in this neighborhood demonstrates continued investment in and desirability of the area. The additional residential units that will be offered with the buildout of the third and final phase of the McKinley Road Multi-Family Planned Development, within walking distance of shops and restaurants in the Central Business District, will support the continued vitality and success of the business district.

Architectural appearance and functional plan of the use shall not be incompatible with the surrounding area.

The condominium building generally replicates the two previously approved buildings in a two story mass, rather than three story mass. The one and a half story house is simple in design and intended to infill an existing gap in the streetscape with a residence that is compatible with the scale of other homes in the immediate area.

Adequate utilities, access roads and drainage facilities are available or will be provided as part of the development.

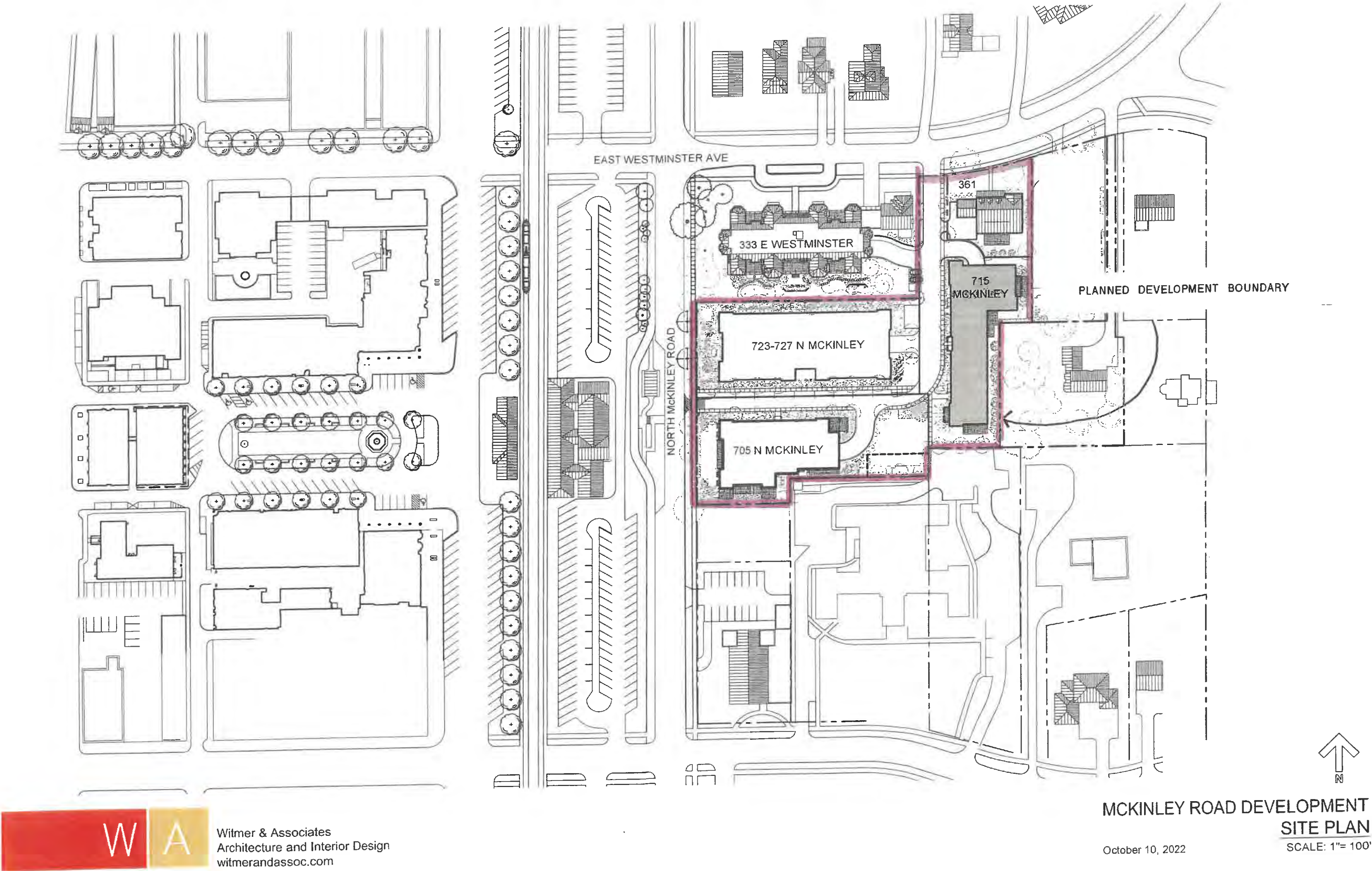
Adequate utilities and public roads exist to serve the proposed development. A stormwater management plan, reflecting drainage and grading improvements, was previously developed and will be modified to reflect the changes now proposed if the current plan moves forward.

Adequate measures have been or will be taken to provide ingress and egress to minimize traffic congestion on public streets.

Two access points to the overall development exist. No changes to the location of those access points are proposed or needed to accommodate the additional condominium and single family home.

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.

The third phase of the McKinley Multi-Family Planned Development will conform to the applicable regulations of the district in which it is located except as such regulations are modified through the Special Use Permit previously approved by the City Council and as it may be amended.



PLANNED UNIT DEVELOPMENT **705 McKinley Road, 715 McKinley Road, 723 / 727 McKinley Road, and 361 Westminster**

705 McKinley Road

LOT 1 IN 705 MCKINLEY CONDO PLAT OF SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 44 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 1, 2019 AS DOCUMENT 7580973, IN LAKE COUNTY, ILLINOIS.

715 McKinley Road, 361 Westminster

PARCEL 1:
 LOTS 1 AND 2 OF MASONIC SUBDIVISION, BEING A RESUBDIVISION OF THE WESTERLY 75 FEET OF LOT 134 OF ORIGINAL LAKE FOREST, BEING IN THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 33, TOWNSHIP 44 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 20, 1982 AS DOCUMENT 2190418, ALSO TO INCLUDE THE ALLEY LYING WEST OF AND ADJOINING SAID LOTS 1 AND 2, IN LAKE COUNTY, ILLINOIS.

PARCEL 2:
 LOT 4 (EXCEPT THE EASTERLY 88.00 FEET THEREOF) IN R.H. MABBATT SUBDIVISION OF LOT 131 AND PART OF LOT 130 AND 134 OF LAKE FOREST IN THE NORTH HALF OF SECTION 33, TOWNSHIP 44 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID R.H. MABBATT SUBDIVISION, RECORDED AUGUST 10, 1961, AS DOCUMENT 1118216, IN LAKE COUNTY, ILLINOIS.

723/727 McKinley Road

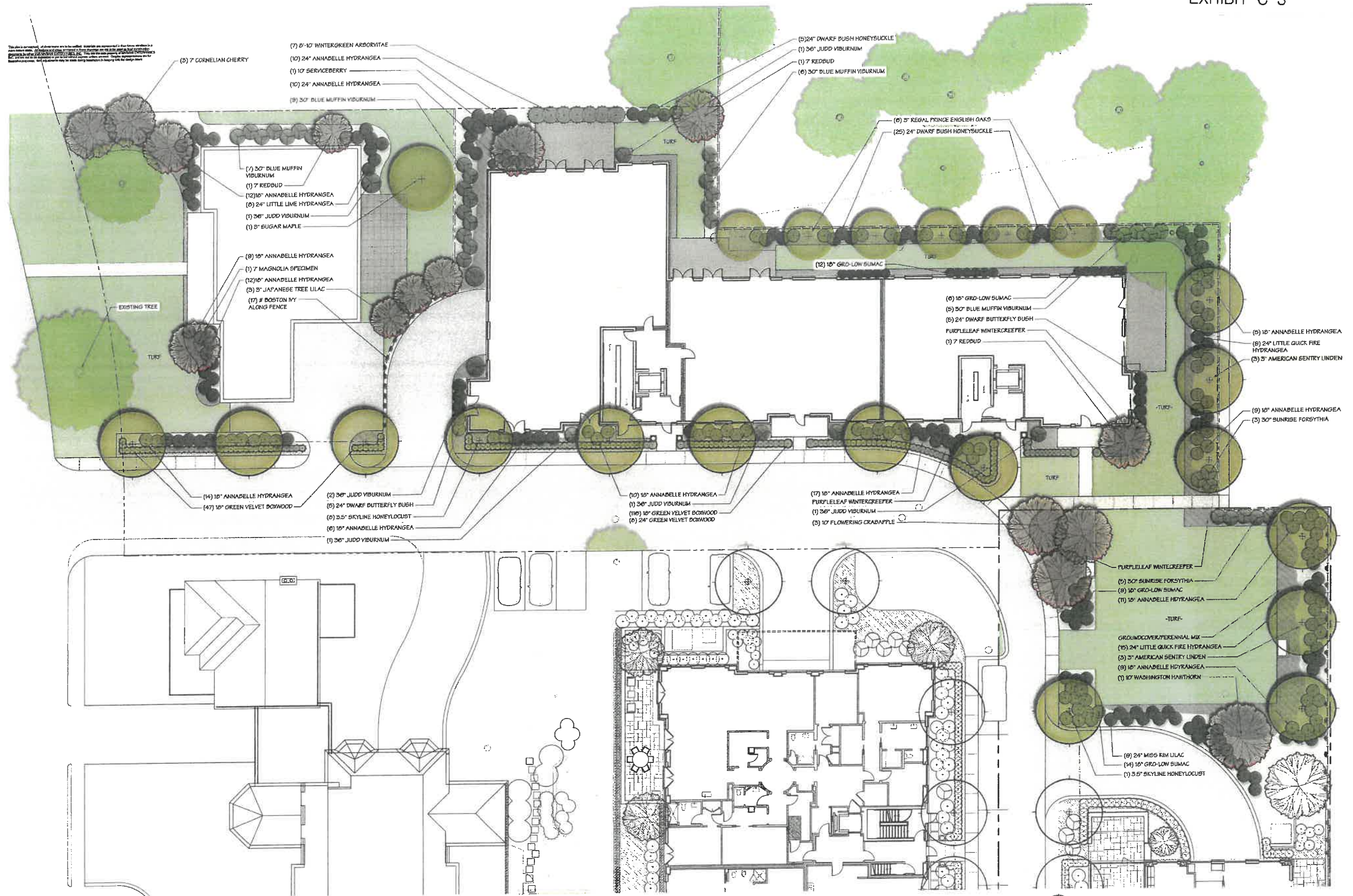
BEING IN 721/725 MCKINLEY PLAT OF CONSOLIDATION, A CONSOLIDATION OF PART OF LOT 141 IN LAKE FOREST SUBDIVISION AND LOTS 1 AND 2 IN ARCHER SUBDIVISION IN THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 44 NORTH RANGE 21, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF, RECORDED JUNE 29, 2017 AS DOCUMENT 7407185, IN LAKE COUNTY, ILLINOIS.



PROJECT NO. 70-849-3
 OCT. 20, 2022

BLECK
 engineers | surveyors

Bleck Engineering Company, Inc.
 1375 North Western Avenue
 Lake Forest, Illinois 60045
 T 847.255.5200
 www.bleckeng.com



MARIANI
300 Rockland Road | Lake Bluff, Illinois 60045
Phone: 847.234.2172 | Fax: 847.234.2754
www.marianilandscapes.com

EXHIBIT D
Unconditional Agreement and Consent

Pursuant to Section Six of The City of Lake Forest Ordinance No. 2022 - ____ ("Ordinance"), and to induce the City Council to grant the approvals provided for in such Ordinance, the undersigneds acknowledge for themselves and their successors and assigns in title to the Property that they

1. have read and understand all of the terms and provisions of Ordinance No. 2022 - ____;
2. hereby unconditionally agree to accept, consent to, and abide by all of the terms, conditions, restrictions, and provisions of this Ordinance, The City of Lake Forest City Code, and all other applicable codes, ordinances, rules, and regulations;
3. acknowledge and agree that the City is not and shall not be, in any way, liable for any damages or injuries that may be sustained as a result of the City's issuance of any permits for the use of the Property, and that the City's issuance of any permit does not, and shall not, in any way, be deemed to insure the Owners against damage or injury of any kind and at any time;
4. acknowledge that the public notices and hearings have been properly given and held with respect to the adoption of the Ordinance;
5. agree to and do hereby hold harmless, defend, and indemnify the City, the City's corporate authorities, and all City elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of these parties with respect to the Property and the City's adoption of the Ordinance or granting the approvals to the Owners pursuant to the Ordinance, except as may arise from the City's gross negligence or willful misconduct, and provided that the City shall assert its available immunities in connection with such claims; and
6. represent and acknowledge that the persons signing this Unconditional Agreement and Consent are duly authorized to do so on behalf of the Owners of the Property.

DEVELOPER: _____

By: _____

Its _____

ATTEST:



PLAN COMMISSION REPORT AND RECOMMENDATION
McKinley Road Multi-Family Planned Development – Phase 3 – Modified Plan

TO:	Honorable Mayor and Members of the City Council
DATE:	November 9, 2022
FROM:	Chairman Dixon and Members of the Plan Commission
SUBJECT:	McKinley Road Redevelopment – Phase 3

Owners

City of Lake Forest
(361 Westminster) and
373 Westminster LLC
Todd Altounian 50%,
Peter Witmer 50%
(portion of 373 Westminster)

Property Location

715 McKinley Road
361 Westminster,
Located East of McKinley Road,
South of Westminster

Zoning

GR-3 General
Residence

Applicant/Developer

361 Westminster LLC
Todd Altounian 50%
Peter Witmer 50%
13310 W. Highway 176
Lake Bluff, IL 60044

Representatives

Gerald Callaghan, attorney, O'Donnell, Callaghan LLC
Peter Witmer, architect/owner

Description of Request

Consideration of changes to the Planned Development plat and site plan for the third phase of the McKinley Road Multi-Family Planned Development and consideration of related variances all to be incorporated as amendments to the previously approved Special Use Permit.

Plan Commission Recommendation

The Plan Commission voted 6 to 0 to recommend approval of the modified Planned Development plat and site plan and associated variances as amendments to the Special Use Permit. The following conditions of approval are recommended by the Commission.

1. Continue cooperative efforts to underground the remaining overhead utility wires and remove the utility poles located along the west side of the development site.
2. Consider ways to mitigate the impacts of construction on all of the surrounding neighbors including limiting construction hours/days, adhering to a timeline for completion of construction, managing construction staging and contractor parking, screening of staging areas, and other aspects as determined to be reasonable and workable by the City staff.

The Plan Commission recommendation is based on the following findings.

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

The proposed use in conjunction with the earlier phases of the development is consistent with a long term plan to transition uses in this area from office buildings to multi-family residential. The proposed buildings, three and four, comprise the final phase of the Planned Development and will add seven to eight residential units near other multi-family buildings and within walking distance to the Central Business District to support stores, restaurants and service businesses. The buildings will be constructed to current building and life safety codes and landscaping is planned to settle the final phase of the development into its surroundings: the Westminster streetscape, the adjacent single family neighborhood, the condominium buildings to the west, and the Library and Church of the Covenants to the south. The first two buildings in the development have proven to be in demand by those who want to live near the Central Business District and have added to the City's tax base.

The 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 or impair property values within the neighborhood.

The proposed development will provide certainty in a transition area that long has been an eyesore along the streetscape and from neighboring properties on all sides. Zoning setbacks as established by the Planned Development plat are generally consistent with the applicable setbacks in the GR-3 zoning district and with other development in the area. No documentation has been submitted to demonstrate that the proposed development will substantially diminish or impair property values. In fact, providing certainty around how the property will be developed will help to support property values in the surrounding area. The first two buildings in the development contribute positively to the City's tax base.

The use will not impede the orderly and normal development and improvement of surrounding properties. The use will not negatively affect or detract from the primary retail nature of the nearby business district.

Properties in the vicinity are for the most part developed. Ongoing repairs, restoration and enhancements to properties occur on an ongoing basis. There is no indication that development of phase three of the McKinley Road Planned Development will negatively impact continued investment in surrounding properties. The developers of the McKinley project plan to construct a new single family home on a vacant property immediately to the east, as a separate project, at some future date. Four new single family residences are under construction, recently completed, or pending construction about a block to the east. The development underway and planned in this neighborhood demonstrates continued investment in and desirability of the area. The additional residential units that will be offered with the buildout of the third and final phase of the McKinley Road Multi-Family Planned Development, within walking distance of shops and restaurants in the Central Business District, will support the continued vitality and success of the business district.

Architectural appearance and functional plan of the use shall not be incompatible with the surrounding area.

The condominium building generally replicates the two previously approved buildings in a two story mass, rather than three story mass. The one and a half story house is simple in design and intended to infill an existing gap in the streetscape with a residence that is compatible with the scale of other homes in the immediate area.

Adequate utilities, access roads and drainage facilities are available or will be provided as part of the development.

Adequate utilities and public roads exist to serve the proposed development. A stormwater management plan, reflecting drainage and grading improvements, was previously developed and will be modified to reflect the changes now proposed if the current plan moves forward.

Adequate measures have been or will be taken to provide ingress and egress to minimize traffic congestion on public streets.

Two access points to the overall development exist. No changes to the location of those access points are proposed or needed to accommodate the additional condominium and single family home.

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.

The third phase of the McKinley Multi-Family Planned Development will conform to the applicable regulations of the district in which it is located except as such regulations are modified through the Special Use Permit previously approved by the City Council and as it may be amended.

Background

This matter was before the Plan Commission for consideration in accordance with a Settlement Agreement approved by the City Council in a six to one vote on October 17, 2022. The Settlement Agreement provides a process for Plan Commission consideration of a plat and site plan that reflect changes to the previously approved plan in response to comments and concerns raised about the plan that is currently the subject of litigation.

Review of the Proposed “Settlement Plan”

A summary of the changes reflected on the current plan as well as acknowledgement of aspects of the plan that have not changed is provided below.

Changes

- Phase 3 of the Multi-Family Planned Development is now comprised of two buildings, instead of a single building.

As currently proposed, the overall Planned Development will be made up of a total of four buildings. Buildings one and two are existing condominium buildings that front on McKinley Road and are completed and occupied. Building three as now proposed is a six or seven unit, two story

condominium building with a footprint of 10,748 square feet. The fourth building is proposed as a one and a half story single family home fronting on Westminster.

During the earlier public hearing process on this proposed development, concern was voiced about the presence of a condominium building on the Westminster frontage, at the entrance to the historic district, and adjacent to and across the street from existing single family residences. In direct response to that concern, a single family residence is now proposed as a fourth building in the Planned Development. The single family home is intended to provide a transition from the 333 E. Westminster condominium building and the single family home connected to it, to the stand alone single family homes on the north side of Westminster and to the east along the south side of Westminster.

- The overall building square footage of the third condominium has been reduced by 1,918 square feet from the previously approved plan.

The footprint of the condominium building as now proposed is smaller than previously approved. As currently proposed, the condominium building footprint is 10,748 square feet. As previously proposed, the third condominium building was 11,707 square feet. The total square footage of the condominium as now proposed is 21,496 square feet in comparison to the previously approved building at 23,414 square feet.

- Total square footage in phase three.

The total square footage of the two buildings now proposed on the site is more than the square footage of the single building previously approved. The proposed single family home is approximately 3,500 square feet. As part of a unified multi-family planned development, there is no specific limitation on the building square footages.

- Lot coverage.

The three main buildings as approved in the current Special Use Permit cover 35 percent of the site. In the currently proposed plan, the three main buildings and the single family home cover 39 percent of the site.

- Total number of units.

The total number of units in the condominium building will be six or seven depending on buyer demand. With the single family home, the total number of units in phase three of the development will be reduced by one unit or will remain at eight units, the number of units proposed in the previously approved plan. No increase in the number of units is proposed.

- Building 3, the two story condominium building, is shifted to the south 56 feet further away from the Westminster streetscape at the closest point than the previously proposed condominium building.

The condominium building as now proposed is setback 104 to 121 feet from the property line along Westminster. The front yard setback on the east side of the property, approaching the neighboring single family homes, is greater due to the curving configuration of the street. In the previously

approved plan, the condominium building was setback from Westminster 48 to 62 feet at the closest points.

- The green space is shifted to the west and incorporates the 2,100 square foot out lot that was previously planned to be transferred to the Library. The out lot will be landscaped green space.

The overall size of the green space both at the north and south ends of the phase three parcel is reduced as a result of shifting the third condominium building to the south, away from the Westminster streetscape and to accommodate a single family home on the Westminster streetscape.

The 28' by 75' out lot that was previously identified as a parcel that would be transferred to the Library is also impacted by the present plan which focuses on pulling the third condominium building back from the Westminster streetscape and placing a house on the streetscape. Under the current plan, the existing north property line of the Library remains unchanged.

- Hardscape areas for roof top patios are limited and enhanced screening is provided.

Roof top patios remain consistent with those on buildings one and two. However, in response to concern about impacts on neighboring properties, the hardscape for the patios is centrally located on the condominium building, away from the building edges. Enhanced plantings are proposed at the perimeter of the building to further mitigate any off site impacts.

Roof top patios are permitted by the building and zoning codes and are found on various types of buildings throughout the community. Roof top patios are not considered an additional floor or story under the City's regulations. Unlike balconies which project from buildings above the first floor level and are highly visible from off site, roof top patios, furniture, and people using the spaces, are rarely visible from off of the site particularly if they are located in the center of buildings. An awning and landscaping may be visible.

The Lake Forest Police Department confirmed that to date, no complaints of any kind have been received pertaining to the roof top patios on buildings one and two of the McKinley Planned Development.

The roof top patios as proposed are not common space available for all building tenants. Each roof top space is owned by an individual owner of a unit on the top floor of the building. The patios are available and accessible only to that party and invited guests. The penthouses on the roof provide access to the privately owned roof top patios and also provide access for roof top mechanicals. Residential sized air conditioner units are located on the roof, below the parapet walls.

Aspects that Remain the Same

- The condominium building is a two story building stepping down from the two earlier buildings constructed as part of this development.
- The third condominium building is at a lower elevation than the first two condominium buildings due to the change in topography across the site.
- Below grade parking is provided under the condominium building for residents of the building along with limited guest parking.
- No change in the private road configuration is proposed.

- Extensive landscaping across the site is proposed consistent with the landscaping of the two earlier buildings. A two story building is more quickly screened by landscaping than a three story building.
- The architectural design of the condominium building remains unchanged. It relates to the first two buildings; but is refined to reflect less ornamentation as the development transitions from three stories to two stories, and from more intense development along McKinley Road to less intense development, single family homes to the north and east.

Planned Development Plat

The Code allows for Planned Developments, that is, unified developments comprised of one or more of the following: multiple properties, multiple buildings, shared access, common elements, and limited common elements. Planned Development plats can establish unique setbacks, building footprints and easements of various types that vary from the requirements of the underlying zoning district.

Zoning Setbacks

The standard zoning setbacks that are applicable to the Phase 3 property which is located in the GR-3 zoning district are:

- Front yard setback – 40 feet
- Side yard setback - 6 feet
- Rear yard setback – 35 feet

The setbacks proposed on the plat for Building 3, the condominium building, are:

- Front yard setback – 104 feet (at the closest point)
- Side yard setback – 14 feet (at the closest point)
- Rear yard setback – 12 and 25 feet

The setbacks proposed on the plat for Building 4, the single family home are:

- Front yard setback – 25 feet (at the closest point)
- Side yard setback – 10 feet (at the closest point)
- Rear yard setback – not applicable, buildings three and four are proposed on a single lot
- Separation distance between buildings – 39 feet

The three main buildings, the condominiums, and the additional building now proposed, the single family home, cover 39% of the site. The three main buildings in the previous plan covered 35% of the site.

Appeal of the Historic Preservation Commission Decision

- Appeal as Filed by the Developer



Meeting Action Summary

Date of Action: November 16, 2022

The City of Lake Forest Historic Preservation Commission voted to deny the following petition:

Petition Address: 715 McKinley Road and 361 E. Westminster
Property Owners: City of Lake Forest
361 E. Westminster LLC (Todd Altounian 50% and Peter Witmer 50%)
Representatives: Peter Witmer, architect
O'Donnell, Callaghan LLC

Project Description: McKinley Road Multi-Family Planned Development - Phase Three
Condominium Building and Single Family Residence

Commissioner Culbertson made a motion to deny a Certificate of Appropriateness for the McKinley Road Multi-Family Planned Development, Phase Three based on the Commission's deliberations on the Standards which are incorporated into the motion as findings. (Pending review and approval by the Commission, the minutes of the November 16, 2022 minutes will be attached as Exhibit A to this Notice.)

The motion was seconded by Commissioner Gibson.

The final vote of the Commission was 5 to 0 to approve a motion denying the Certificate of Appropriateness.

Date of Issuance: November 17, 2022

cc: Property Owner
Representative
Notebook



APPEAL
OF DENIAL OF REQUEST FOR A CERTIFICATE OF APPROPRIATENESS
BY THE HISTORIC PRESERVATION COMMISSION

PROJECT ADDRESS 715 MCKINLEY ROAD

DATE OF DECISION NOVEMBER 16, 2022

PETITIONER'S STATEMENT -- DESCRIPTION OF PROJECT/REASON FOR APPEAL

PLEASE SEE APPEAL LETTER ATTACHED AS EXHIBIT A.

PROPERTY OWNER INFORMATION

361 Westminster LLC

Name

13310 W. Highway 176

Street Address (may be different from project address)

Lake Bluff, IL 60044

City, State and Zip Code

847-208-5240

Phone Number

witmerandassoc@ameritech.net

taltounian@altounian.com

Email Address



Owner's Signature, by its attorney

PETITIONER INFORMATION

361 Westminster LLC

Name

13310 W. Highway 176

Street Address (may be different from project address)

Lake Bluff, IL 60044

City, State and Zip Code

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Petitioner's Signature, by its attorney

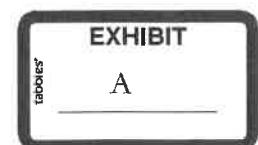
361 Westminster LLC Appeal

On November 16, 2022, the HPC denied the request of 361 Westminster LLC (the “petitioner”) for a Certificate of Appropriateness for the construction of a single-family home and a new condominium building at 715 McKinley Road, as part of Phase 3 of the McKinley Road Multi-Family Planned Development. The petitioner respectfully requests the City Council overturn the HPC’s decision because the standards applicable to the petition were met, because the HPC issued no written findings otherwise, and because doing so promotes the overall public welfare of the City.

The City Council considers this appeal not only applying the same standards applied by the HPC but also in consideration of its “broader responsibility in promoting, and broader perspective of, the public health, safety, welfare and in the context of its fiduciary responsibility.” City Code, §155.11(A)(1)(c). Doing so necessarily requires consideration of the recently negotiated and approved Settlement Agreement between the petitioner and the City.

Incorporated into the Settlement Agreement is the so-called “settlement plan.” The plan was developed in substantial part to address previously stated objections and concerns of the HPC. The most significant change is the addition of a single-family residence as a fourth building in the planned development. The single-family residence provides more of a transition from the new condominium building to the single-family homes to the north and east along Westminster Avenue. Moreover, the inclusion of the new single-family home significantly reduced the size of the condominium building.

The importance of the addition of the new, single-family home on Westminster cannot be overstated in the context of the HPC’s standards of approval. The overriding concern of the standards is whether a particular design-related component is “visually compatible with properties,



structures, sites, public ways, objects and places to which it is visually related.” City Code, § 155.08(A)(1)-(17). The inclusion of a new, single-family home on Westminster is in all material respects visually compatible with all to which it is visually related along Westminster, while the condominium building is tucked behind it. That is not to say the two-story condominium building has become invisible or completely screened from view along the Westminster streetscape; however, the required visual compatibility of design elements has been achieved.

In the November 16, 2022 Staff Report and Recommendation, the City Staff found the petitioner’s application meets every one of the HPC standards in light of the zoning approvals which were granted, in light of the character of the neighborhood in which the property sits, and in light of the buildings to which it is visually related. *See*, November 16, 2022 Staff Report and Recommendation, attached as Exhibit 1, pp. 6-9.

At the November 16, 2022 HPC meeting, the petitioner made a detailed presentation demonstrating compliance with all of the applicable HPC standards. However, the public testimony and deliberations of the members of the HPC at the November 16, 2022 hearing was not confined to the application’s compliance with the HPC standards. Instead, the public testimony and commissioner comments delved into issues that are within the City Council’s purview, and on which the City Council has already spoken, *i.e.*, land use and zoning.

For example, many members of the public and commissioners expressed their displeasure that the condominium will contain rooftop patios. However, nothing in the HPC standards permits the HPC to regulate the permitted land use on a property, whether it be at ground level or on the roof. The HPC “shall consider” in determining whether to grant a certificate of appropriateness only the enumerated HPC standards in the City Code and applicable ordinances. City Code, §155.08.

At the conclusion of the public hearing and before action was taken, Petitioner stated that it accepts the conditions of approval stated in the Staff Report. Nonetheless, the HPC approved a motion to deny petitioner's Certificate of Appropriateness by a vote of 5-0. The City Code requires all decisions by the Commission on an application for a Certificate of Appropriateness to include written findings of fact which specify the reason(s) for such determination. *See*, City Code, §155.03(C)(6). Here, the Commission did not support its decision with written findings of fact, nor did it even articulate specific findings in support of its decision, other than a reference to the "deliberations" of the Commission. However, statements made by individual Commissioners during deliberation on the petition do not constitute findings made by the Commission as a whole. Without specific findings to address, no useful purpose is served by restating from petitioners' detailed application or the City Staff Report how each of the standards applicable to this matter have been met. The findings of the City Staff Report with respect to each standard are hereby incorporated into this appeal.

The Settlement Plan represents a significant departure from its immediate predecessor, most of which was to address previously stated concerns of the HPC. Any reasonable and consistent application of the standards to this plan would conclude, as did the City Staff, that the HPC's 17 standards were met. The City Council not only has the opportunity but in consideration of the broader perspective of this application, it has the responsibility to overturn the HPC's decision and grant a Certificate of Appropriateness subject to the conditions of approval set forth in the Staff Report.



STAFF REPORT AND RECOMMENDATION

TO: Chairman Grinnell and members of the Historic Preservation Commission
DATE: November 16, 2022
FROM: Catherine Czerniak, Director of Community Development
SUBJECT: **McKinley Road Redevelopment Phase Three – Condominium Building and Single Family Residence**

Property Owners

City of Lake Forest
(361 E. Westminster) and
373 E. Westminster LLC –
Todd Altounian 50%
Peter Witmer 50%
(portion of 373 E.
Westminster)

PROPERTY LOCATION

715 McKinley Road
361 E. Westminster
East of McKinley Road,
South of Westminster

HISTORIC DISTRICTS

East Lake Forest Local and
National Historic Districts

Applicant/Developer

361 Westminster LLC (Todd Altounian 50%, and Peter Witmer 50%)

Representatives

Peter Witmer, architect
O'Donnell, Callaghan LLC

Introduction and Brief Background

This matter is before the Historic Preservation Commission for consideration in accordance with a Settlement Agreement approved by the City Council in a six to one vote on October 17, 2022. The Settlement Agreement between the City and the developer, 361 Westminster LLC, is the result of lengthy negotiations between the two parties. The negotiations were entered into at the direction of the City Council in an effort to explore options for resolving pending litigation. Importantly, the terms of the Settlement Agreement are not under the purview of the Historic Preservation Commission. However, the Settlement Agreement does not approve the design aspects of the development and provides for a process for review by the Commission based on the 17 standards applied to all new development in the City's Historic Districts. The architectural design, massing, detailing and exterior materials of the proposed buildings are under the purview of the Historic Preservation Commission.

The Settlement Agreement also provides a process for review of the changes by the Plan Commission. The Plan Commission considered the changes at a public hearing held on November 9, 2022, and voted 6 to 0 to forward a recommendation to the City Council to approve an amendment to the previously approved Special Use Permit incorporating the revised plan for the third phase of the McKinley Road Multi-Family Development as an exhibit to the Special Use Permit.



As background, on April 5, 2021, the City Council approved the zoning entitlements for the third phase of the Planned Development through a Special Use Permit. That approval remains in place today. Subsequent to that approval, the City Council denied an appeal of the Historic Preservation Commission's denial of a Certificate of Appropriateness for the project. Following the denial of the appeal, the developer filed a lawsuit against the City which is still pending today. The Settlement Agreement referenced above is an effort on the part of both parties to resolve the dispute at the local level, rather than allow development decisions that impact the future of Lake Forest to be left in the hands of the Court. To that end, the developer has offered changes to the previously approved plat and site plan for consideration through the standard City review processes. As noted above, the Historic Preservation Commission's charge is to consider the modified plans and take action as the Commission determines to be appropriate to either approve or deny a Certificate of Appropriateness.

Commission Action Requested

This petition is presented to the Commission for consideration of revised plans presented for a condominium building, part of the third and final phase of the McKinley Road Multi-Family Planned Development. A single family residence has been incorporated into the third phase of the development and is also presented to the Commission for consideration and action. The two buildings as now proposed complete the McKinley Planned Development.

There is a vacant, single family residential lot to the east of the phase three site, 373 E. Westminster, that is not part of the planned development and is not part of this request. Commission action will be required in the future when a petition for a new residence on the 373 E. Westminster property is filed.

Staff Review

The property proposed for development as the third phase of the McKinley Road Multi-Family Planned Development is located in the East Lake Forest Local Historic District putting this property, unlike the two earlier phases of this development, under the purview of the Historic Preservation Commission, rather than the Building Review Board. Adjacent properties to the north, east and south are in the Historic District. The three properties adjacent to the development site to the west are not within the Local Historic District however, they are part of the context of surrounding development that must be considered as the Commission evaluates the two buildings based on the 17 standards.

The property that is the subject of this petition is located on the south side of E. Westminster, at the western edge of the East Lake Forest Historic District. This area is identified as a transitional area, located between more intense uses to the west, condominium buildings, the business district, and the railroad tracks, and historic single family homes to the east.

Review of the Proposed "Settlement Plan"

A summary of the changes reflected on the current plan as well as acknowledgement of aspects of the plan that have not changed is provided below.

Changes

- *Phase 3 of the Multi-Family Planned Development is now comprised of two buildings, instead of a single building.*

As currently proposed, the overall Planned Development will be made up of a total of four buildings. Buildings one and two are existing condominium buildings that front on McKinley Road and are completed and occupied. Building three as now proposed is a six or seven unit, two story condominium building with a footprint of 10,748 square feet. The fourth building is proposed as a one and a half story single family home fronting on Westminster.

During the earlier public hearing process on this proposed development, concern was voiced about the presence of a condominium building on the Westminster frontage, at the entrance to the historic district, and adjacent to and across the street from existing single family residences. In direct response to that concern, a single family residence is now proposed as a fourth building in the Planned Development. The single family home is intended to provide a transition from the 333 E. Westminster condominium building and the adjacent single family home, to the stand alone single family homes on the north side of Westminster and to the east along the south side of Westminster.

- *The overall building square footage of the third condominium has been reduced by 1,918 square feet from the previously approved plan.*

The footprint of the condominium building as now proposed is smaller than previously approved. As currently proposed, the condominium building footprint is 10,748 square feet. As previously proposed, the third condominium building was 11,707 square feet. The total square footage of the condominium as now proposed is 21,496 square feet in comparison to the previously approved building at 23,414 square feet.

- *Total square footage in phase three.*

The total square footage of the two buildings now proposed on the site is more than the square footage of the single building previously approved. Although detailed drawings of the proposed single family home have not yet been prepared pending a ruling on the modified site plans, the proposed house is approximately 3,500 square feet. As part of a unified multi-family planned development, there is no specific limitation on the building square footages.

- *Total number of units.*

The total number of units in the condominium building will be six or seven depending on buyer demand. With the single family home, the total number of units in phase three of the development will be reduced by one unit or will remain at eight units, the number of units proposed in the previously approved plan. No increase in the number of units is proposed.

- *Building 3, the two story condominium building, is shifted to the south 56 feet further away from the Westminster streetscape at the closest point than the previously proposed condominium building.*

The condominium building as now proposed is setback 104 to 121 feet from the property line along Westminster. In the previously approved plan, the condominium building was setback 48 to 62 feet at the closest points.

- *The green space is shifted to the west and incorporates the 2,100 square foot out lot that was previously planned to be transferred to the Library. The out lot will be landscaped green space.*

The overall size of the green space both at the north and south ends of the phase three parcel is reduced as a result of shifting the third condominium building to the south, away from the Westminster streetscape, and to accommodate a single family home.

The 28' by 75' out lot that was previously identified as a parcel that would be transferred to the Library is also impacted by the present plan which focuses on pulling the third condominium building back from the Westminster streetscape and placing a house on the streetscape. Under the current plan, the north property line of the Library remains unchanged from the existing condition.

- *Hardscape areas for roof top patios are limited and enhanced screening is provided.*

Roof top patios remain consistent with those on buildings one and two. However, in response to concern about impacts on neighboring properties, the hardscape for the patios is centrally located on the condominium building, away from the building edges. Enhanced plantings are proposed at the perimeter of the building to further mitigate any off site impacts.

Roof top patios are permitted by the building and zoning codes and are found on various types of buildings throughout the community. Roof top patios are not considered an additional floor or story under the City's regulations. Unlike balconies which project from buildings above the first floor level and are highly visible from off site, roof top patios, furniture, and people using the spaces, are rarely visible from off of the site particularly if they are located in the center of buildings as proposed in this case. An awning and landscaping may be visible.

Although use of property is not under the jurisdiction of the Historic Preservation Commission, as background information, the Lake Forest Police Department confirmed that to date, no complaints of any kind have been received pertaining to the roof top patios on the two existing buildings in the McKinley Multi-Family Planned Development.

The roof patios as proposed are not common space available for all building tenants. Each roof patio is owned by the owner of a unit on the top floor of the building. The patios are available and accessible only to that party and invited guests. The penthouses on the roof provide access to the privately owned roof patios and also provide access for roof top mechanicals. Residential sized air conditioner units are located on the roof, below the parapet walls, and are fully screened from views from off the site.

Aspects that Remain the Same

- The condominium building is a two story building stepping down from the two earlier three story buildings constructed as part of this development.
- The third condominium building is at a lower elevation than the first two condominium buildings due to the change in topography across the site.
- Below grade parking is provided under the condominium building for residents of the building along with limited guest parking.
- No change in the private road configuration is proposed.

- Extensive landscaping across the site is proposed consistent with the landscaping of the two earlier buildings. A two story building is more quickly screened by landscaping than a three story building.
- The architectural design of the condominium building remains unchanged. It relates to the first two buildings; but is refined to reflect less ornamentation as the development transitions from three stories to two stories, and from more intense development along McKinley Road to less intense development, single family homes to the north and east.

Single Family Residence

A single family home is sited on the north portion of the phase three development site, fronting on Westminster. The single family residence was added at this location in direct response to previous requests to preserve the residential character and scale along Westminster, at the entrance to the Historic District. The petitioner's statement of intent describes the style of the home as a colonial farmhouse. The front of the proposed single-family residence is oriented to face north, toward Westminster, consistent with the orientation of the neighboring homes to the east and those on the north side of Westminster. The proposed residence is comprised of a primary one and a half story mass with a single story garage mass on the west side of the home. The residence features steeply pitched gable roof forms and secondary shallow shed roof forms. The residence incorporates design elements including an open porch, screen porch and dormers that break up the mass of the home and provide a human scale. Many of these elements are found on homes throughout the surrounding neighborhood.

Condominium Building

The condominium building remains a two story building. Although this building is shortened and shifted to the south in the current plan, the design elements and the exterior materials remain consistent with those presented in the previous plan. The design of the condominium building is generally consistent with the two previously constructed condominium buildings in this development however as previously described by the developer, the third building transitions to more residential in character than to the two previous buildings through simplification of the ornamentation and exterior materials. The height of the condominium building is similar to the height of the single-family homes in the neighborhood.

Site Plan

As noted above, the proposed single-family residence is sited on the north side of the property. The home is set back approximately 23 feet from the north property line and generally follows the siting of surrounding single family homes from the street.

The condominium building is located at the east end of the private road that enters the development from McKinley Road and provides a visual terminus to the road. The front of the condominium building faces west relating directly to the other two buildings in the development. Access to underground parking is from the west, from the existing alley.

The east side of the building is softened with perimeter landscaping, a reduction in the number of windows and simplification of the exterior materials recognizing the transition at this point from multi-family residential to single family homes.

Findings on 17 Standards

A review of the applicable standards in the City Code is provided below. Findings in response to the standards are offered for the Commission's consideration.

Standard 1 – Height.

Single Family Residence

This standard is met. At its tallest point, the proposed single family residence is 29 feet and 6 inches tall and is compatible with the height of surrounding homes. (A streetscape image illustrating this relationship of building heights along Westminster is included in the Commission's packet.)

Condominium Building

This standard is met. A height variance was granted for the first and second buildings in the development, both of which are three stories, 40 feet at the parapet. The height of the third condominium building as measured to the top of the stair enclosure or penthouse is 33 feet and 6 inches. The proposed two story condominium building provides a transition from the taller condominium buildings to the west to the single family homes to the east and fully complies with the allowable height of 35 feet. No height variance is requested. Of note, the topography of the overall development site transitions to a lower grade on the phase three parcel. The perceived height of the third condominium building is further reduced due to the lower grade of the underlying property.

Standard 2 – Proportion of Front Façade.

Single Family Residence

This standard is met. The front façade of the single family residence presents balanced proportions with simple massing that consists of a primary mass with smaller, secondary masses. The height and width of the front façade is consistent with homes in the surrounding neighborhood.

Condominium Building

This standard is met. The front of the condominium building is oriented to the west, internal to the development and directly relating to the first two condominium buildings. The front of the building features projecting and recessed areas with vertical elements that visually break up the length of the building. The height of the building is comparable to many of the existing structures in the surrounding area.

Standard 3 – Proportion of Openings.

Single Family Residence

This standard is generally met. The proposed openings around the home are mostly double hung windows with some smaller square windows in the gable ends and in the garage. The 6 over 6 muntin pattern in the double hung windows is consistent with the traditional style of the home. Some windows on the second floor on the north and west elevations appear to crowd the space on the gable ends, consideration should be given to reducing the size of the windows in these areas.

Condominium Building

This standard is met. There is a regular pattern of openings around the building that are evenly spaced and aligned between the first and second levels.

Standard 4 – Rhythm of Solids to Voids.

Single Family Residence

This standard is generally met. There is generally a consistent rhythm of solids to voids across the elevations of the home. The front and side elevations present single openings while the rear elevation has double openings which is appropriate to allow views into the rear yard and let in natural light to the main living spaces of the home.

Condominium Building

This standard is met. There is a regular pattern of solid areas and openings around the elevations of the building.

Standard 5 – Spacing on the Street.

Single Family Residence

This standard is met. As noted above, the proposed single family residence is closely aligned with the front of the home directly west. The proximity of the home to the east property line is not unlike the siting of homes on the north side of Westminster in relation to the side property lines.

Condominium Building

This standard is met. The proposed building is set behind the proposed single family residence and is no longer prominently located on the Westminster streetscape. The condominium building is located behind the single family residence and is sited over 100 feet back from the streetscape.

Standard 6 – Rhythm of Entrance Porches.

Single Family Residence

This standard is met. The front entrance on the single-family residence is appropriately centered on the front elevation and is flanked by sidelights.

Condominium Building

This standard is met. The front entries along the west elevation are detailed with elements such as fluted columns, entablatures, sidelights and transoms, helping to reinforce the residential character and appearance of the building and bringing a human scale to the design.

Standard 7 – Relationship of Materials and Texture.

Single Family Residence

This standard is met. The proposed materials are consistent with the traditional style of the home and the character of the surrounding neighborhood. The exterior walls have wood clapboard siding. Cedar shingle is proposed for the primary roof forms and standing seam metal roofs are proposed for the secondary roof forms. Aluminum clad wood windows with interior and exterior muntin bars are proposed. Wood is proposed for trim, fascia, rake boards and soffits. A brick chimney is proposed. The gutters and downspouts are aluminum.

Condominium Building

This standard is met. The exterior of the building is comprised of high quality and natural materials that are consistent with the two existing condominium buildings in the development. Brick is proposed for the primary façade material with stone accents. A stone cap is proposed for the parapet walls. Aluminum clad windows with interior and exterior muntins are proposed. Wood panels are proposed in some areas at the spandrels between the first and second floors. Stone columns and cornices are proposed at the entrances on the west elevation.

Standard 8 – Roof Shapes.

Single Family Residence

This standard is met. The proposed residence features mostly gable style roof forms with a 12:12 pitch. Shallow shed roof forms with a 4:12 pitch are proposed for the secondary roof forms on the front and rear elevations.

Condominium Building

This standard is met. The building features a flat roof enclosed by a parapet wall identical to the first two buildings, at a lower level. The stair enclosure, also referred to as a penthouse, rises 5'-6" above the parapet wall and is sited away from the perimeter of the building and as a result, will have limited visibility from off of the site due to limited sightlines.

Standard 9 – Walls of Continuity.

Single Family Residence

This standard is met. The architectural style, level of detailing and exterior materials are consistent on all elevations of the house.

Condominium Building

This standard is met. The fenestration, exterior materials, and architectural detailing is consistent on all elevations of the building. The design of the building is very similar to the two earlier buildings, with some simplification, resulting in a unified overall development.

Standard 10 – Scale.

Single Family Residence and Condominium Building

This standard is met. The Building Scale provisions normally applied to single family and duplex dwellings do not apply to this multi-family development. The residence is the fourth building in a Planned Development, not a stand-alone single family residence. The property is in a transitional area and the scale of the single family residence and condominium building responds to the buildings of various sizes to the north, east, south and west.

Standard 11 – Directional Expression of Front Elevation.

Single Family Residence

This standard is met. The front of the house is oriented to face north, toward the street, consistent with the other homes on Westminster in the surrounding area.

Condominium Building

This standard is met. The front elevation of the building presents a horizontal expression, consistent with horizontal expression of the two earlier buildings in the development.

Standard 12 – Preservation of Historic Material

This standard is not applicable to this request, a new single family residence and condominium building are proposed.

Standard 13 – Protection of Natural Resources

This standard is met. One tree is proposed for removal. The preliminary landscape plan submitted by the petitioner reflects a number of proposed plantings around the perimeter of the property including on the east side adjacent to the existing single family residence, on the Westminster streetscape, and between the single family residence and the condominium building.

Standard 14 – Compatibility

Single Family Residence

This standard is met. The surrounding neighborhood features a variety of architectural styles. The traditional massing, exterior materials and architectural detailing of the proposed residence is compatible with the character of the surrounding neighborhood.

Condominium Building

This standard is met. The transitional nature of the site requires some balance between the higher density development and larger buildings to the west and south of the site, and the single family residential area to the east and north. The building serves as a transition and responds to the various building forms surrounding it. The design of the building identifies it as part of a larger, unified development as originally envisioned for this site while at the same time, giving a nod to existing development to the north and east and to the Historic District by reducing the height of the building in comparison to the other condominium buildings, incorporating residential design elements, and through the use of high quality, natural exterior materials consistent with those found in the surrounding neighborhood and in the Historic District.

Standard 15 – Repair to deteriorated features.

This standard is not applicable to this request, a new single family residence and condominium building are proposed.

Standard 16 – Surface cleaning.

This standard is not applicable to this request, a new single family residence and condominium building are proposed.

Standard 17 – Integrity of historic property.

This standard is met. As described in the findings above, the buildings are designed with mass, height, ornamentation and exterior materials that are consistent with the overall character of the Historic District. This site is transitional in nature and as such, must respond to established development on all sides. The two buildings are designed to respect the integrity of the surrounding historic structures and the overall historic district.

PUBLIC COMMENT

Public notice of this petition was provided in accordance with the City requirements and practices and to an expanded interested parties list prior to each meeting of the Commission at which this petition was considered. The agenda for this meeting was posted at various public locations and on the City's website. The public testimony received to date is included in the Commission's packet.

RECOMMENDATION

Based on the findings detailed above, grant Certificates of Appropriateness for:

1. A new single family residence and the associated landscape plan.
2. A two story condominium building and the associated landscape plan.

The recommendation is subject to the following conditions of approval.

3. The large double hung windows on the north and west elevation of the gable ends of the single family residence shall be reduced in size to avoid a crowded appearance.

4. Plans submitted for permit must reflect the structures as presented to the Commission. If any modifications are proposed in response to Commission direction or as a result of design development, plans clearly detailing the areas of change must be submitted at the time of submission for permit, along with the plans originally presented to the Commission, and will be subject to review by staff, in consultation with the Chairman as appropriate, to verify that the plans are consistent with the intent of the Commission and the approvals granted.
5. Details of all exterior lighting shall be included with the plans submitted for permit. All fixtures shall direct light downward and the source of the light shall be fully shielded from view. All exterior lights shall be set on timers to turn off no later than 11 p.m.

No exterior building or landscape lights are permitted on the east side of the building in recognition of the adjacent single family homes, except for safety and security lights that may be required by the Code.

6. All mechanical equipment, on the roof and on the ground, shall be fully screened from view from off of the site.
7. Prior to the issuance of a building permit, a materials' staging, and construction vehicle parking plan must be submitted to the City for review and will be subject to City approval. All reasonable efforts shall be made to minimize and manage impacts on the adjacent homes, the surrounding neighborhood, and nearby streets during construction.

On street parking of construction vehicles and contractors is not permitted. It may be necessary for contractors to park off site, in public permit parking lots, to avoid congestion on and near the site. The 7 a.m. start time shall be strictly adhered to, no staging of construction vehicles or activity on public streets or on the construction site is permitted prior to 7 a.m.

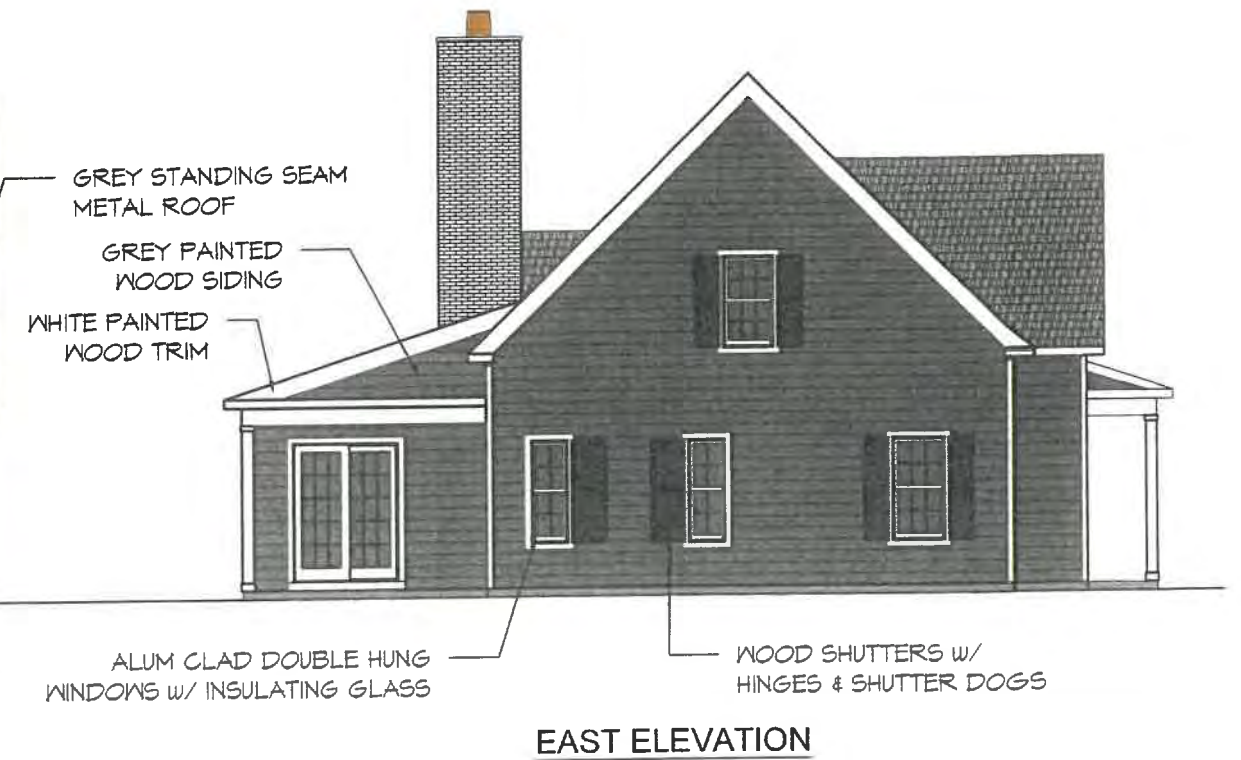
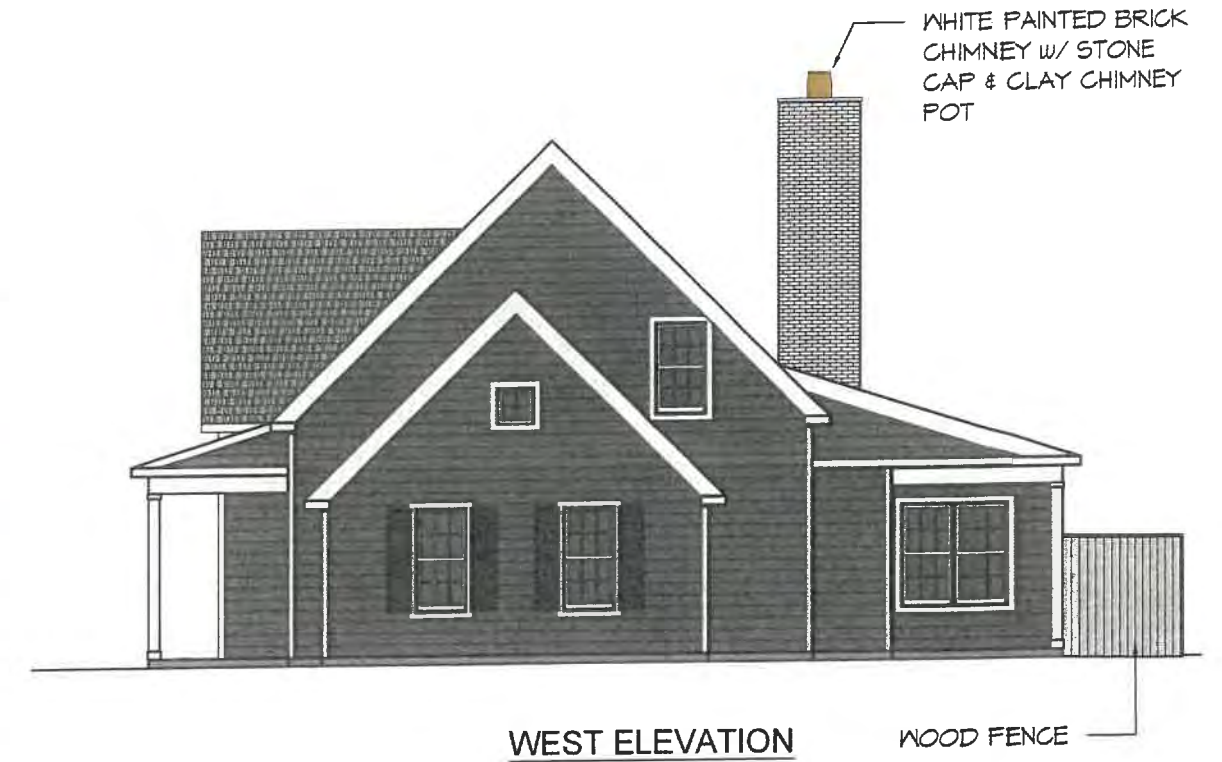
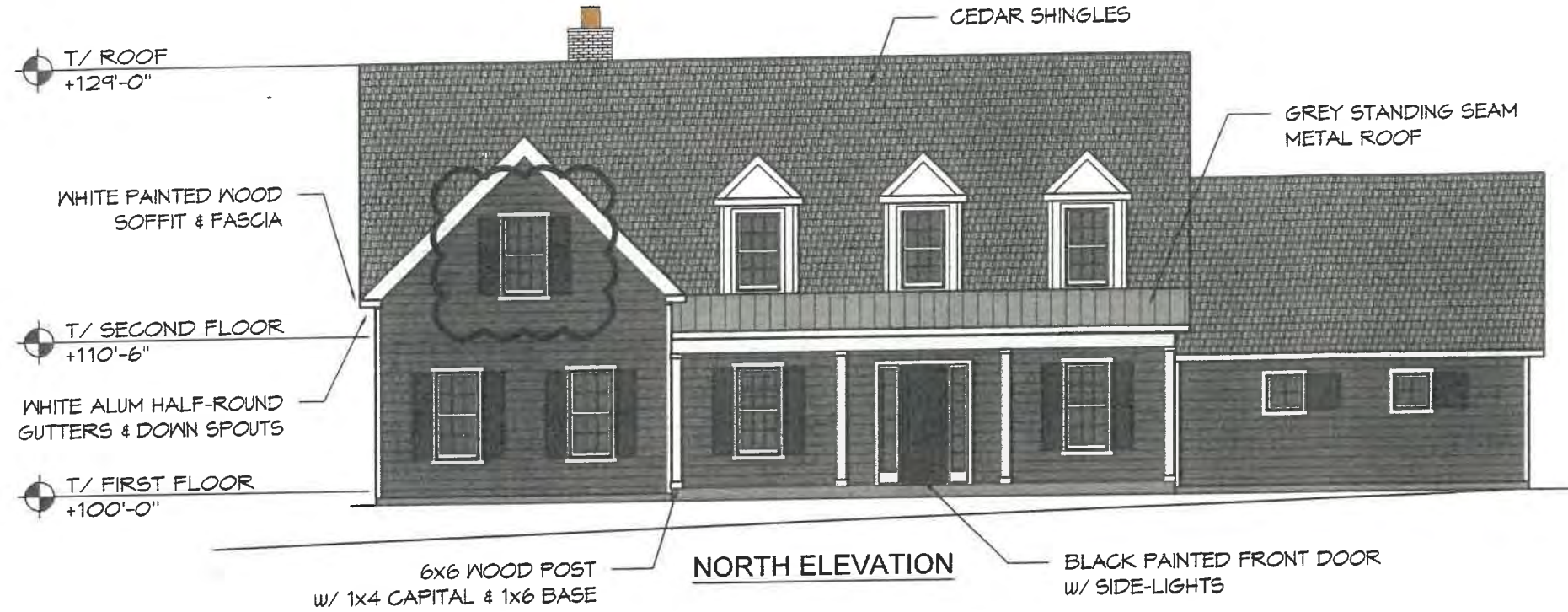
8. Prior to the issuance of a building permit, a final landscape plan, drawn in accordance with the approved grading and drainage plan shall be submitted and will be subject to final review and approval by the City Arborist. The plan shall include:
 - a. Dense perimeter plantings shall be provided on the east side of the building including evergreen plantings and plantings at low, mid and higher canopy levels.
 - b. Sufficient foundation plantings to establish a residential character, pedestrian friendly building entrances and to create privacy for first floor residents.
 - c. Plantings shall be consistent in character, density and quality with the plantings for the phase one and two buildings.

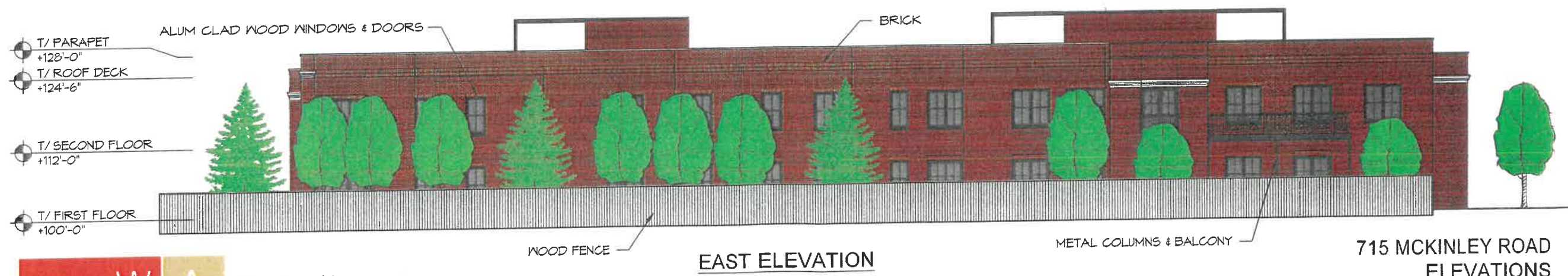
The petitioner is encouraged to talk with the neighboring property owner to the east to determine if there is interest in collaborating on plantings to enhance the buffer between the two properties.

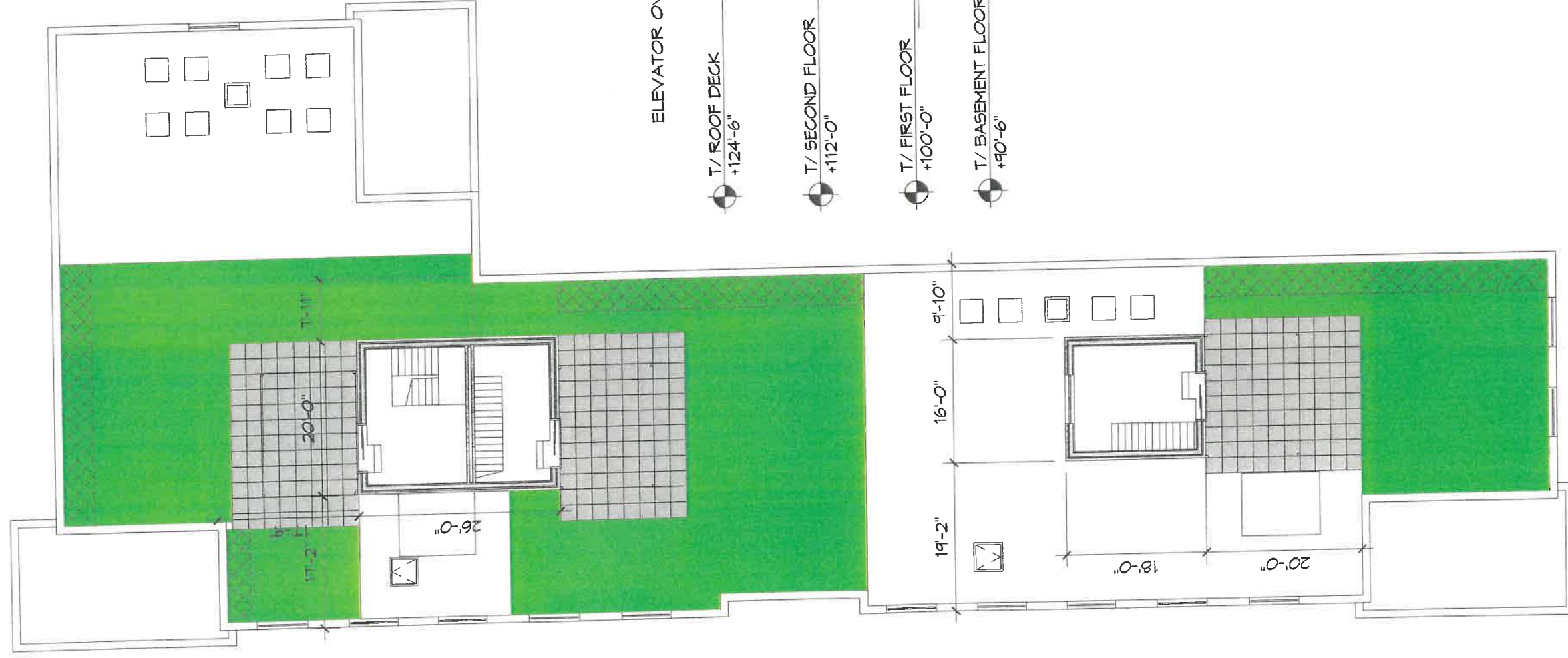
9. Prior to the issuance of a Certificate of Occupancy for the condominium building, 1) the construction of the single family residence must be underway and all permits issues and

fees paid, 2) all landscaping shall be planted consistent with the approved plan, a landscape maintenance bond shall be submitted to the City in an amount determined by the City's Certified Arborist, to assure replacement of trees or vegetation that dies, becomes diseased or fails to thrive during the initial five year maintenance period. The City Arborist shall inspect the plantings each spring and fall for a period of five years after the issuance of a Certificate of Occupancy Permit. (The bond shall be replenished if it is drawn down prior to the end of the five year period.)

10. The petitioner is encouraged to collaborate with the City and neighboring property owners in an effort to underground the remaining utilities near the site.

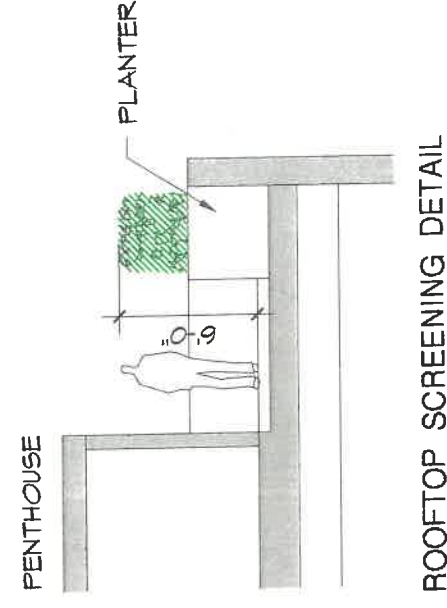
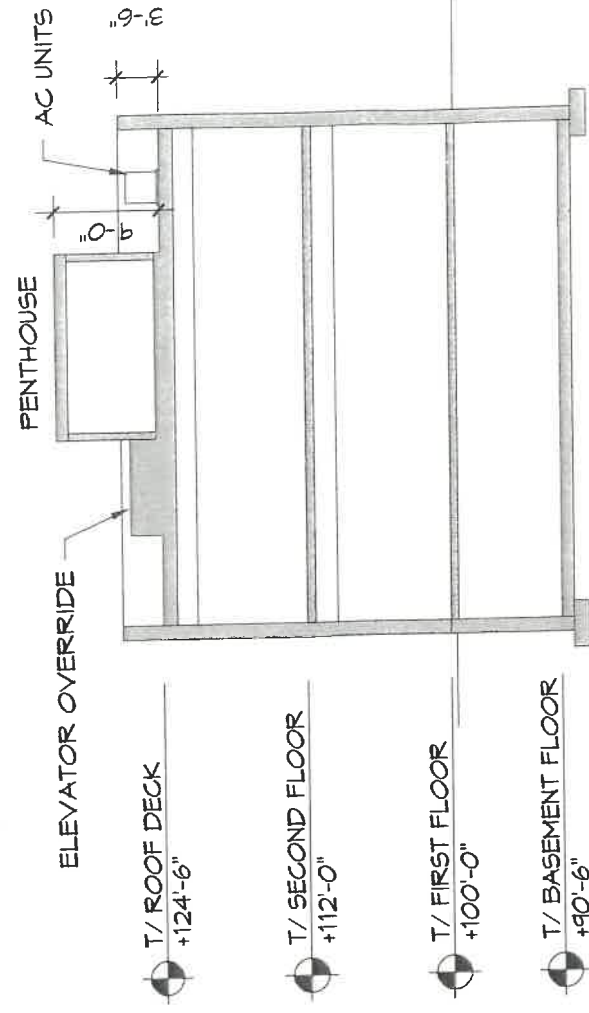






LEGEND

- HARDSCAPE
- LANDSCAPE



ROOFTOP SCREENING DETAIL

