

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

**Tuesday, January 17, 2022

Immediately following the Finance Committee meeting at 6:30pm.

CALL TO ORDER AND ROLL CALL immediately following Finance Committee at 6:30 p.m.

Honorable Mayor, George Pandaleon

James E. Morris, Alderman First Ward

Jim Preschlack, Alderman Third Ward

Nancy P. Novit, Alderman First Ward

Ara Goshgarian, Alderman Third Ward

Melanie Rummel, Alderman Second Ward

Raymond Buschmann, Alderman Fourth Ward

Edward U. Notz, Jr., Alderman Second Ward

Eileen Looby Weber, Alderman Fourth Ward

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

A. Resolution of Sympathy for former Alderman David Cain

A copy of the resolution can be found on page 20

COUNCIL ACTION: Approve the Resolution of Sympathy for former Alderman David Cain

B. Approval of a Resolution of Appreciation for Retiring Employee Crispin "Pete" Abel

A copy of the Resolution can be found on page 21

COUNCIL ACTION: Approval of the Resolution of Appreciation for Retiring Employee Crispin Pete Abel

C. Approval of a Resolution of Appreciation for Retiring Employee Charles R. Franco

A copy of the Resolution can be found on page 22

COUNCIL ACTION: Approval of the Resolution of Appreciation for Retiring Employee Charles Franco

D. Proclamation for Native Voices Initiative

A copy of the Proclamation can be found on page 23

- E. Lake Forest Fire Department Clinical Save Awards
- Andy Rick, Battalion Chief

2. COMMENTS BY CITY MANAGER

- A. Update on Deerpath Park Athletic Fields – Site Plan and Turf Materials Selection
-Chuck Myers, Superintendent of Parks & Forestry

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

4. COMMITTEE REPORTS

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of December 5, 2022, City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 24**

COUNCIL ACTION: Approval of December 5, 2022, City Council Meeting Minutes

2. Approval of the Check Register for the Period of November 24 – December 31, 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 November 24- December 31, 2022

	Fund	Invoice	Payroll	Total
101	General	530,640	1,792,830	2,323,470
501	Water & Sewer	2,168,509	212,896	2,381,405
220	Parks & Recreation	161,349	450,281	611,630
311	Capital Improvements	99,505		99,505
202	Motor Fuel Tax	4,342		4,342
230	Cemetery	17,356	55,736	73,092
210	Senior Resources	9,057	30,617	39,674
510	Deerpath Golf Course	94,106	3,197	97,303
601	Fleet	48,079	57,236	105,315
416 - 433	Debt Funds	2,558,856		2,558,856
248	Housing Trust			0
201	Park & Public Land			0
	All other Funds	1,099,066	173,229	1,272,295
		\$6,790,867	\$2,776,022	\$9,566,889

Amounts categorized as "All other Funds" includes medical/dental plan claims totaling \$884,586.

COUNCIL ACTION: Approval of the Check Register for the Period of November 24 – December 31, 2022

3. Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding a Raffle in the City of Lake Forest for the CROYA Foundation Approval by Motion)

STAFF CONTACT: Margaret Boyer, City Clerk (847.810.3674)

PURPOSE AND ACTION REQUESTED: Staff requests City Council consideration of waiving the fidelity bond requirement in connection with a proposed raffle from the CROYA Foundation.

BACKGROUND: In January 2020 the City Council approved an Ordinance Amending Chapter 110, titled "Licenses and Miscellaneous" related to Raffles, to align these sections with recent State of Illinois Legislation. Section 110.0149, J, allows the raffle manager designated by the organization to seek a waiver of the bond requirement from the City Council.

At this time the CROYA Foundation is requesting a waiver of the bond requirement and has submitted a request. A copy of the requests can be found beginning on **page 31**.

BUDGET/FISCAL IMPACT: N/A

COUNCIL ACTION: Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding a Raffle in the City of Lake Forest for the CROYA Foundation Approval by Motion)

4. Consideration of an Ordinance Amending the City of Lake Forest City Code Regarding the Class C-1 and C-3 Liquor Licenses (First reading and if appropriate final approval)

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

PURPOSE AND ACTION REQUESTED: At the direction of the City's Liquor Commissioner, Staff is requesting consideration of an Ordinance amending the City's Liquor Code to increase the number of liquor licenses in the C-1 and C-3 license categories.

BACKGROUND AND DISCUSSION: The Liquor Commissioner has received a request from the Lantern of Lake Forest, Inc., located at 768 N. Western Avenue to re-issue the restaurant's liquor licenses. The owner, Edward Neville has requested a C-1 liquor license (general restaurant liquor license) and an add-on C-3 liquor license that will allow outdoor service. The former owner and liquor license holder of the Lantern unfortunately passed away. Under the City Code, liquor licenses are a personal privilege that may not be transferred and terminate upon the death of the licensee holder. Upon the termination of a liquor license, the City Code provides that the number of available liquor licenses is automatically reduced by one without any further action of the City Council. Thus, the number of available C-1 and C-3 liquor licenses was automatically reduced upon the termination of the Lantern's liquor licenses. Accordingly, the Lantern has applied for new C-1 and C-3 liquor license, but the City Council must first amend the City Code to increase the maximum number of such licenses.

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

When new requests for liquor licenses are submitted, and after review by the Liquor Commissioner and a determination that the Issuance of a license is appropriate, the City Council is asked to consider an amendment to the Liquor Code to increase the number of available licenses. In this case, the number of C-1 and C-3 liquor licenses will increase by one. The proposed ordinance showing the number of Class C-1 and C-3 liquor licenses can be found beginning on **page 32**.

BUDGET/FISCAL IMPACT: The fiscal impact of adding additional licenses in the C-1 and C-3 categories would have a positive impact on liquor license revenues.

COUNCIL ACTION: Consideration of an Ordinance Amending the City of Lake Forest City Code to increase the number of Licenses available in the Class C-1 and C-3 liquor license categories (First reading and if appropriate final approval).

5. Approval of a Change Order Increasing the Cost of Printing and Mailing the City Dialogue Newsletter for Fiscal Year 22-23 from \$41,980 to \$45,071

STAFF CONTACT: *George Issakoo, Assistant City Manager (847-810-3680)*

PURPOSE AND ACTION REQUESTED: City Council previously approved a contract award to Lake County Press, Inc., in the Amount of \$40,180 and a 4.5% contingency in the amount of \$1,800,

for a grand total of \$41,980 for the mailing and printing of the Dialogue Newsletter. Due to unforeseen cost increases in labor and materials, the existing budget will not cover the expense of printing and mailing the final newsletter of the fiscal year.

BACKGROUND/DISCUSSION: The City of Lake Forest regularly contracts with outside service providers to perform professional printing services for various projects including the quarterly Dialogue Newsletter, Recreation Seasonal Brochure, and the Dickinson Hall News Brief, which are produced and delivered throughout the community.

The Dialogue Newsletter is print publication that is produced quarterly and includes a winter, spring, summer and fall edition. The newsletter is printed and delivered to every home, office, business, and post office box within the corporate limits of Lake Forest. Approximately 8,900 newsletters are distributed each quarter and available to view online.

BUDGET/FISCAL IMPACT: This past spring, the City Council awarded a contract to Lake County Press, Inc. in the amount of \$41,980 for professional printing and mailing services for the City Dialogue Community-Wide Newsletter. Lake County Press provided services for three Dialogue Newsletters in 2022 at the budgeted amount, however, labor and material cost increases forced the increase of the total cost to print and mail the final newsletter of this fiscal year. As a result, the existing budget amount will not cover the \$12,965 required to print and mail the newsletter. A change order to the April 2022 approval in the amount of \$3,091 is required to provide sufficient funding, increasing the Lake County Press purchase order to \$45,071.

Below is an estimated summary of Project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
City Council – Printing/Stationary 101-1101-460.60-13	N/A	\$ 3,091	No

The cost overage will be funded from savings in other City Council budget line items.

COUNCIL ACTION: Approval of a Change Order Increasing the Cost of Printing and Mailing the City Dialogue Newsletter for Fiscal Year 22-23 from \$41,980 to \$45,071

6. Approval for the Purchase of a Zoll X Series Cardiac Monitor. And an Extended Warranty for a 2020 Cardiac Monitor, in an amount not to exceed \$53,392.23.

STAFF CONTACT: *Pete Siebert Chief (810-3864)*

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council's approval to purchase this equipment to replace a current Zoll monitor that has reached the end of its useful service life. Staff also request approval to purchase an extended warranty for a 2020 monitor that the department currently owns.

BACKGROUND/DISCUSSION: As an organization, the Lake Forest Fire Department strives to provide our personnel with the proper equipment to treat and care for our citizens and guests, to our community, when a medical emergency happens. We go to great lengths and expense in training and equipping our firefighter/paramedics with the proper equipment capable of mitigating almost any hazardous situation, newer released technology and

innovations made to cardiac monitors would allow our personnel to better serve our community. These new monitors have the ability to transmit the acquired 12-lead findings directly to the cardiac facility where they can be reviewed by an emergency room physician and cardiologist. A new tool that has been providing prodigious results in the field of prehospital care is that of end-tidal carbon dioxide (EtCO₂) monitoring. Our community provides EMS care to residents that have pulmonary illnesses that require maintenance medications and constant monitoring. When one of these patients suffers a pulmonary event, our paramedics will be able to use this technology to provide the most effective care based on the findings. Carbon Monoxide poisoning claims the lives of nearly 3,800 Americans each year. The new cardiac monitors are equipped with the ability to determine these levels in our patients, including our firefighters upon exiting a structure fire. The new cardiac monitor comes with a four-year extended warranty plan that will help defer maintenance expenses and keep the monitor up to date with the latest updates and equipment. Zoll has also quoted us on an extended warranty for a monitor we purchased in 2020. The warranty package being offered will help reduce costs in the service and upkeep of the monitor, ultimately extending the useful service life of the monitor.

BUDGET/FISCAL IMPACT: The funds for this purchase were approved as discretionary funds granted in the general fund to the Fire Department operating budget in FY23 budget. The fire department has submitted multiple grant requests to try and fund purchases of cardiac monitors, but we have been denied all requests.

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 of our ambulances are equipped with Zoll monitors. Our Paramedics are all trained exclusively to operate the Zoll monitors. We have a great relationship with our assigned Zoll area representative and look to continue working with Zoll.

Company Name	Dollar Amount
ZOLL Medical Corporation- New Cardiac Monitor	\$46,709.73
ZOLL Medical Corporation – Extended Warranty for 2020 cardiac monitor	\$6,682.50
Total	\$53,392.23

Below is an estimated summary of Project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
EMS Minor Equipment Fund 101-7555-460-6020	\$54,000	\$53,392.23	Y

COUNCIL ACTION: Approval for the purchase of a Zoll X series cardiac monitor. And an extended warranty for a 2020 cardiac monitor, in an amount not to exceed \$53,392.23

7. Ratification of an Emergency Purchase of a Police Marked Vehicle Approved by the City Manager, to Currie Ford of Valparaiso, Indiana in the Amount of \$44,975

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

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council ratify an emergency purchase of a marked police vehicle that was approved by the City Manager on December 19, 2022. The purchase is from Currie Ford of Valparaiso, IN., in the amount of \$44,975.

BACKGROUND/DISCUSSION: On October 23, 2022, police car # 5 (2020 Ford police Interceptor) was involved in an accident. The City's police car was traveling southbound on Green Bay Road responding to a call on Onwentsia Road and was struck in the intersection at Green Bay and Deerpath Roads by someone driving westbound on Deerpath. No one was severely injured and the City's police car was towed to the body shop. The City's insurance carrier (IRMA hereafter) visited the body shop and after a thorough evaluation, determined the vehicle to be "totaled" and will reimburse the City the sum of \$30,025. The totaled 2020 Ford Police Interceptor had accrued approximately 40,200 miles.

Once staff learned IRMA had declared the vehicle a total loss, Deputy Police Chief Copeland began searching for a replacement police vehicle and discovered Currie Ford in Valparaiso, Indiana had a unit on their lot. Due to the extremely high demand for police cars, Currie Ford would not be able to hold the vehicle until the City's next Council Meeting on January 17, 2023. Recognizing not only the Department's need to have a sufficient fleet for their daily operations, but with a lengthy six-to-eight-month delivery time for a model year 2023 vehicle, staff requested approval from the City Manager for an emergency purchase of the 2022 Ford Interceptor. The purchase was granted with the understanding that staff would request the purchase be ratified at this evening's City Council meeting.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Manager	December 19,2022	Reviewed & Approved Emergency Purchase Request

BUDGET/FISCAL IMPACT: The purchase was made from the FY '23 Capital Equipment line account in the City's Capital Fund. The totaled unit was stripped of all police equipment that will be repurposed on the new unit. After receiving payment from IRMA, the City will be responsible for the remaining \$14,950 which will be funded from Capital Fund reserves. A supplemental appropriation will be presented for City Council approval at the end of the fiscal year, if needed.

Has competitive pricing been obtained for proposed goods/services? **No**
If no, indicate the specific waiver requested: Administrative Directive 3-5, Section 9.1A – Emergency Purchases Ratification

Below is an estimated summary of the Police marked vehicle budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
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Capital Fund 311-5003-475-7502	\$0	\$ 44,975	N
Capital Fund Insurance Proceeds 311-0000-379.25-00		\$(30,025)	
Net Expenditure		\$14,950	

COUNCIL ACTION: Ratification of an Emergency Purchase of a Police Marked Vehicle Approved by the City Manager, to Currie Ford of Valparaiso, Indiana in the Amount of \$44,975

8. Approval to Purchase a Rough Mower for the Golf Course Section to Reinders, Inc. in the Amount of \$80,361, Included in the FY 2024 Capital Equipment Budget and Authorization to Dispose of City Property to the Highest Bidders for a total sum of \$8,087.

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

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council approval to purchase a rough mower for the Golf Course Section in the amount of \$80,361 and authorization to dispose of the 1990 John Deere tractor to John Baldwin for \$6,250 and the 2002 Chevrolet Silverado to Rob January for \$1,837 for a total sum of \$8,087.

If the purchase is approved by City Council this evening, staff anticipates receiving the new rough mower in Summer, 2023.

BACKGROUND/DISCUSSION: The golf course maintenance operation is requesting a replacement mower to keep the rough height turf at a desirable height for the golfers. This rough mower will be used to service the new retention ponds and adjacent areas as well as the support existing cutting operations to help alleviate complaints about course conditions. In addition, the mower will provide operational efficiencies during fall leaf mulching season.

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.

The new mower purchase is being made via the national government joint purchase co-operative, Sourcewell (formerly NJPA). Per Section 3.5 of the City's Purchasing Directive, purchases can be made via a variety of governmental joint purchasing programs. Specific items are bid nationally and conform to all requirements of the Illinois State bidding laws.

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

For the disposal of City property, 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 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.

The bid opening for the sale of the golf course's 1990 John Deere 970 tractor and the 2002 Chevrolet Silverado occurred on Thursday, December 22, 2022.

Name	1990 John Deere Tractor	2002 Chevrolet Silverado
John Baldwin	\$6,250	No bid
Rob January	\$6,121	\$1,837
Kevin Zupec	\$6,126	No bid
Kevin Hill	No bid	\$1,092

The highest bids received along with the revenue of \$8,087 are being recommended for City Council approval and to be applied to the new mower purchase. The applied revenue from the used equipment brings the net cost to \$72,274.

Below is an estimated summary of the replacement mower's budget:

FY2024 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Golf Course Fund 510-6325-475-75-02	\$76,000	\$ 80,361	Y
Golf Course Fund Sale of Equipment 510-0000-392.11-00		\$(8,087)	
Net Purchase after Sale of Equipment		\$72,274	

COUNCIL ACTION: Approval to Purchase a Rough Mower for the Golf Course Section to Reinders, Inc. in the Amount of \$80,361, Included in the FY 2024 Capital Equipment Budget and Authorization to Dispose of City Property to the Highest Bidders for a total sum of \$8,087

9. Approval to Renew Agreement for Enterprise Resource Management System Software Maintenance

STAFF CONTACT: *Jim Shaw, Director of Innovation and Technology (847-810-3590)*

PURPOSE AND ACTION REQUESTED: Staff requests approval to renew a one (1) year agreement with Bellefeuil Szur & Associates (BS&A) software which includes maintenance services and licensing.

BACKGROUND/DISCUSSION: BS&A has been providing The City of Lake Forest services for a financial and land parcel management system since initial implementation in 2019. This system is one of the largest software systems to support City operations. It encompasses payroll, purchasing, general ledger, budget, utility billing, online utility billing payments, accounts receivable, fixed assets, code enforcement, building permits, business licensing and land management planning and zoning.

BUDGET/FISCAL IMPACT: Per the initial agreement executed on 01/16/2018, annual license fees may be increased according to the Consumer Price Index (CPI-U). The proposed renewal is 6% higher than the renewal costs in FY2022. This service of support can only be provided by BS&A.

Has City staff obtained competitive pricing for proposed goods/services? **No**
Administrative Directive 3-5, Section 6.1B – Sole Source

FY2022 Funding Source	Account Number	Amount Budgeted	Amount Requested	Budgeted? Y/N
IT Operating	101-1315-415-43-37	\$35,434	\$36,976	Y

COUNCIL ACTION: Approval to Renew Agreement for Enterprise Resource Management System Software Maintenance and Licensing

10. Approval of the Purchase of Replacement Computers for all City Departments, Not to Exceed the Amount of \$104,441

STAFF CONTACT: *Joseph Gabanski, Assistant IT Director (847-810-3591)*

PURPOSE AND ACTION REQUESTED: Staff requests approval to purchase 98 computers based on a 4-year replacement cycle which include workstations, laptops, and ruggedized computers. Previous fiscal years replacement cycle has been 5 years, however, to keep pace with increased demand in computer processing and to reduce productivity issues due to computer failure, IT is escalating the cycle by one year for the current fiscal year. Staff will be evaluating the benefit of the escalation to ensure increased end-user satisfaction and reduction in helpdesk requests, shifting some IT desktop support from reactive to proactive.

BACKGROUND/DISCUSSION: The City has 52 desktop computers, 34 laptops with docking stations, 8 rugged laptops, 3 rugged tablets, and one hybrid laptop recommended for replacement in FY23. The oldest computer of this proposed replacement is 8 years old, with the average being 5 years old. All desktops and laptops are considered end of life (EOL) as they no longer have a warranty and are demonstrating reduced performance resulting in loss of productivity. The City's current inventory of computers consists of 119 desktops, 97 laptops, 35 Hybrid Laptops, 4 rugged Laptops and 33 rugged tablets.

The City standardized all desktops and laptops with Dell products 22 years ago. The standardizations help staff to efficiently deploy, troubleshoot, and maintain the systems. This year the staff received pricing from three vendors: Dell, CDW, and SHI. Dell provided a proposal based on the Midwestern Higher Education Compact Master Agreement MHEC-04152022. MHEC is an instrumentality of state government founded in 1991 serving Illinois and eleven other states. Contracts must adhere to the purchasing policies of the MHEC member states.

BUDGET/FISCAL IMPACT: Staff received the following pricing for this project:

Vendor	Total Amount
Dell Direct	\$104,441
CDW	\$135,216
SHI	\$145,558 *

*Vendor does not provide the docking stations that were included in the other two vendor proposals

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

Below is an estimated summary of Project budget:

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
IT Operating 101-1303-466.66-11	\$110,105	\$104,441	Y

COUNCIL ACTION: Approval of the Purchase of Replacement Computers for all City Departments, Not to Exceed the Amount of \$104,441

11. Approval to Waive City Bid Requirements and Purchase Audio-Visual Upgrades for City Training and Meeting Rooms in an amount not to exceed \$42,365 with Modern Media

STAFF CONTACT: *Jim Shaw, Director of Innovation and Technology (847-810-3590)*

PURPOSE AND ACTION REQUESTED: Staff requests City Council grant a waiver of bid requirements and authorization to purchase Audio Visual Upgrades for the following rooms:

Public Safety Training Room
Fire Station #2 Training Room
Municipal Services Training Room
City Hall Chambers Meeting Room
Recreation Center CROYA Meeting Room

BACKGROUND/DISCUSSION: This authorization would allow for the upgrade and establishment of Audio-Visual Systems in numerous City rooms. With this upgrade rooms would be able to present locally, as well as utilizing Zoom and Teams Conferencing, including meeting with remote workers, vendors, and building-to-building meetings. Each of the rooms would provide an easy-to-use interface which would be consistent across all locations. The stated design

was created with Modern Media who provides support for much of the City's AV infrastructure. The design has been tested and utilized by staff over the last 60-days in the Municipal Services -Savanna conference room. Feedback has been very positive regarding functionality and ease of use. Modern Media is being recommended as the vendor due to their quality of workmanship and understanding of our environment. Modern Media has performed work for us at Dickinson Hall, the Recreation Center, and the Water Plant. They also come highly recommended by the Lake Forest School System being their primary vendor for AV and Security Camera systems. Modern Media is locally based out of Lake Bluff.

BUDGET/FISCAL IMPACT: The proposed amount to complete this project is \$42,365 which is within the stated budget.

Has City staff obtained competitive pricing for proposed goods/services? **No**
Waiver of Bid Procedures is recommended

FY2023 Funding Source	Account Number	Amount Budgeted	Amount Requested	Budgeted? Y/N
IT Capital	311-1303-466.66-13	\$48,000	\$42,365	Y

COUNCIL ACTION: Approval to Waive City Bid Requirements and Purchase Audio-Visual Upgrades for City Training and Meeting Rooms in an amount not to exceed \$42,365 with Modern Media

12. Consideration of the First Amendment to the Purchase, Sale, and Development Agreement Relating to Phase III of the McKinley Development. (Motion)

STAFF CONTACT: Kurt Asprooth, City Attorney

PURPOSE AND ACTION REQUESTED: Approval of the First Amendment to the Purchase, Sale, and Development Agreement ("PSA") with 361 Westminster LLC and 705 McKinley Development LLC ("Developers") relating to Phase III of the McKinley development is requested to implement the required amendments previously agreed to by the City Council in the Settlement Agreement with the Developers.

BACKGROUND AND DISCUSSION: On October 17, 2022, the City Council approved a Settlement Agreement between the City and the Developers that provided a process to resolve the prior litigation over the development of Phase III of the McKinley Development. The Settlement Agreement requires several amendments to the PSA in the event the Developers' revised plans for Phase III of the McKinley development are fully approved by the City and the lawsuit is dismissed by the Developers. On December 5, 2022, the City Council approved the Developers' revised plans for Phase III, thereby triggering the obligations in the Settlement Agreement to amend the PSA.

The proposed First Amendment to the PSA revises the PSA in accordance with requirements of the Settlement Agreement. Key aspects of the Amendment include the following:

- A reduction in the purchase price of the City Property from \$500,000 to \$250,000.
- A \$72,000 payment by the Developer to the City to satisfy affordable housing requirements.

- Removal of the provisions requiring the Developer to improve and convey a parking area to the Library.
- A requirement that the Developer bury the utility lines in the adjacent alley, with the City reimbursing the Developer for its costs up to a maximum of \$250,000.

Now that the revised plans for Phase III have been approved and the lawsuit has been dismissed (which happened on December 20, 2022), the Settlement Agreement obligates the approval of the Amendments to the PSA consistent with the revised plans for Phase III and the terms of the Settlement Agreement. The proposed First Amendment be found beginning on **page 36**.

COUNCIL ACTION: Approval of the First Amendment to the Purchase, Sale, and Development Agreement Relating to Phase III of the McKinley Development

13. Consideration of Ordinances Approving Recommendations from the Building Review Board. (First Reading, and if Desired by the City Council, Final Approval)

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

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

BACKGROUND:

853 Oakwood Avenue – The Building Review Board considered a request for approval of a partial second floor addition, the addition of an open front porch, and related alterations to the residence. No public testimony was presented on this petition. The Zoning Board of Appeals also reviewed and recommended approval of this petition as detailed in the following agenda item. The Building Review Board recommended approval of this petition. (Board vote: 7-0, approved)

Model Homes in The Preserve at Westleigh Subdivision - The Building Review Board considered a request for approval of designs for two model homes to be constructed in the nine lot subdivision located on the north side of Westleigh Road, west of Ridge Road. No public testimony was presented to the board. The Building Review Board recommended approval of these petitions. (Board vote: 6-0, approved)

Ordinances approving the petitions as recommended by the Building Review Board, with key exhibits attached, are included in the Council packet beginning on **page 44**. The Ordinances, complete with all exhibits, are available for review in the Community Development Department.

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

14. Consideration of Ordinance Approving a Recommendation from the Zoning Board of Appeals. (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 Zoning Board of Appeals is presented to the City Council for consideration as part of the Omnibus Agenda.

BACKGROUND:

853 Oakwood Avenue – The Zoning Board of Appeals recommended approval of variances from the front and side yard setbacks to allow the addition of a partial second story and an open front porch to a single family residence. No public testimony was presented to the Board on this petition. The Building Review Board also reviewed this petition and recommended approval as detailed in the previous agenda item. (Board vote: 7-0, approved)

The Ordinance approving the petition as recommended by the Zoning Board of Appeals, with key exhibits attached, is included in the Council packet beginning on **page 72**. 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 Zoning Board of Appeals' recommendation.

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

6. OLD BUSINESS

1. Consideration of Actions Related to the Development of Twelve Senior Cottages on the Northwest Corner of Everett and Telegraph Roads:
 - Consideration of a Recommendation from the Plan Commission in Support of a Site Plan including a Setback Variance, and a Plat of Consolidation.
 - Consideration of a Recommendation from the Building Review Board in Support of the Design Aspects of the Cottages.
 - Consideration of a Resolution Declaring Property Surplus and Directing that All Necessary Steps be Undertaken to Transfer the Property to Community Partners for Affordable Housing (CPAH).
 - Consideration of a Request to Make the Previously Authorized Contribution to Support Development of the Senior Cottages.

(Waive First Reading and Grant Final Approval of Ordinances, and by Motion, Approval of Plat, Resolution, and Contribution)

*Presented by: Catherine Czerniak, Director of Community Development
(810-3504)*

PURPOSE AND ACTION REQUESTED

The Council is asked to consider various actions in support of the development of twelve Senior Cottages in partnership with Community Partners for Affordable Housing, the Lake Forest – Lake Bluff Senior Citizens' Foundation, and others. Council action as detailed below, will allow CPAH to formally secure the funding from outside sources and move the project forward to groundbreaking later this year.

BACKGROUND AND DISCUSSION

Given the success of the original five Senior Cottages on Conway Road which were developed as a result of the initiative of former Alderman Tom Tropp and approved by the Council in 2001, constructing additional Senior Cottages to meet the housing needs of seniors has been a goal in the community. In July 2019, the City Council, by motion “authorized the contribution of up to \$350,000 from the City’s Housing Trust Fund contingent on the participation of other partners, grants and project support from other sources” to support the development of additional Senior Cottages. At that time, the search for a workable location for additional Senior Cottages was ongoing. Through the extraordinary efforts of the Lake Forest – Lake Bluff Senior Citizens’ Foundation and CPAH, funding for the development is in place with the Foundation not only matching the City’s financial contribution, but also obtaining additional grants. Community Partners for Affordable Housing has lined up tax credits and grants to support the majority of the development.

After exploration of the feasibility of various sites, the discussions focused on the City owned parcel located on the northwest corner of Everett and Telegraph Roads, a commercially zoned property that has long been identified as a potential site for housing. A cottage development specifically for senior citizens at this location minimizes density, building height, mix of uses, traffic volume, impacts on schools, and overall impacts on nearby residential neighborhoods that could result from a different type of development on the site. Importantly, a Senior Cottage development on this site provides easy access for the residents to grocery stores, restaurants, medical services, the train station, and a church. The additional Senior Cottages are located near the existing successful Senior Cottage development providing efficiencies for CPAH long term with respect to management and maintenance.

In 2021, the City Council, by motion and based on a recommendation from the Housing Trust Fund Board, endorsed the concept of Senior Cottages on the City owned site at Everett and Telegraph Roads and directed development of plans and review through the appropriate Boards and Commissions. That work has been completed.

The Plan Commission report which provides additional background information, is included in the Council packet beginning on **page 97**.

Plan Commission Recommendation

Over the course of two meetings, the Plan Commission considered the site plan for the Senior Cottages including the variance from the east property line, and the plat of consolidation. At the conclusion of the public hearing on February 9, 2022, the Plan Commission voted 6 to 0 to recommend approval of the overall site plan including a setback variance from the east property line along Telegraph Road to allow two of the cottages to encroach no more than five feet into the 20 foot setback, and approval of a plat of consolidation to define the exact limits of the development site, the property to be transferred to Community Partners for Affordable Housing. The Commission received one letter from a neighbor of the existing Senior Cottages stating that the cottages are a low impact use and voicing support for additional cottages. The Commission heard testimony from one neighbor noting that the pedestrian pathway is well used and should remain and noting concern about traffic volumes in the area. The Commission confirmed that the pedestrian pathway will remain and pointed out that senior housing will generate less traffic than other uses that could be developed on the site. The Ordinance authorizing the setback variance is included in the Council packet beginning on **page 79**.

Building Review Board Recommendation

On January 10, 2022, the Building Review Board conducted a public hearing to consider the design aspects of the Senior Cottages. No public testimony was presented to the Board. After discussion, the Board offered suggestions on refinements to limited design elements that should be considered during final design development and voted 5 to 0 to recommend approval of the Senior Cottages to the city Council. The Ordinance approving the design aspects of the development is included in the Council packet beginning on **page 86** of the Council packet.

Resolution Declaring Surplus Property

Consistent with the City's property disposition policy, a Resolution is presented to the Council for consideration declaring the property surplus and directing that the necessary steps be undertaken to affect the transfer of the property. On December 5, 2022, the Property and Public Lands Committee of the City Council reviewed the progress made to date on the Senior Cottages development and unanimously recommended that the City Council approve a Resolution declaring a portion of the City owned property on the northwest corner of Everett and Waukegan Roads as surplus for the purpose of supporting the Senior Cottage development. A copy of the resolution can be found on **page 94**.

Prior to the donation of the land to CPAH, the final documents detailing the terms of the transfer, the Donation Agreement, will be presented to the Council for final action.

BUDGET/FISCAL IMPACT

Consistent with prior Council discussions and consistent with a motion approved by the City Council in July 2019 based on a recommendation from the City's Housing Trust Fund Board, \$350,000 in the City's Housing Trust Fund is budgeted to support the Senior Cottages through a contribution to CPAH. At this time, in conjunction with the various other approvals requested, the Council is asked to approve a motion allowing the contribution to be made to CPAH upon the transfer of the property.

FY 2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Housing Trust Fund	\$350,000	\$350,000	Yes

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

1. By motion, accept the recommendation of the Plan Commission and approve the site plan and plat of consolidation.

AND

2. If determined to be appropriate by the City Council, accept the recommendation of the Plan Commission and waive first reading and grant final approval of an ordinance approving a variance to allow one of the duplex buildings, two of the cottages, to encroach not more than five feet into the corner side yard setback along Telegraph Road.

AND

3. If determined to be appropriate by the City Council, accept the recommendation of the Building Review Board and waive first reading and grant final approval of an ordinance approving the design aspects of the Senior Cottage development.

AND

4. By motion, accept the recommendation of the Property and Public Lands Committee and approve a Resolution declaring the 2.23 acre parcel as reflected on the plat of consolidation to be surplus property and directing that all necessary steps be taken to affect the transfer.

AND

5. By motion, approve payment in the previously approved amount of \$350,000 from the City's Housing Trust Fund to CPAH to support the development of 12 Senior Cottages upon the completion of the transfer of the property.

7. NEW BUSINESS

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

1. EXECUTIVE SESSION pursuant to 5ILCS120/2(c), 1 The City Council will be discussing personnel

Adjournment into Executive Session

Reconvene into Regular Session

9. ADJOURNMENT

A copy of the Decision Making Parameters is included beginning on **page 19** of this packet.

Office of the City Manager

January 11, 2023

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.



Resolution of Sympathy

WHEREAS, on behalf of The City of Lake Forest, the City Council expresses its profound sadness at the loss of Milburn David Cain Sr. at the age of 86 on December 14, 2022; and

WHEREAS, David served as Second Ward Alderman from 1986-1991 and in that role, dedicated time, energy, and passion to serving his constituents and the entire Lake Forest community; and

WHEREAS, David Cain, leaves a lasting legacy in our community and will long be remembered for his commitment and contributions to Lake Forest and more importantly, as a friend.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lake Forest in session on, January 17, 2023, hereby expresses its deep regret and sincere sympathy to the members of the Cain Family.

BE IT FURTHER RESOLVED that this Resolution be appropriately inscribed and conveyed to the Cain Family, with a copy to be included in the official minutes of the January 17, 2023, meeting of the Lake Forest City Council.

George A. Pandaleon, Mayor



Resolution of Appreciation

WHEREAS, CRISPIN P. ABEL has been a dedicated employee of The City of Lake Forest since March 15, 1988; and

WHEREAS, CRISPIN P. ABEL began his career in The City of Lake Forest as a Maintenance Worker II; and

WHEREAS, CRISPIN P. ABEL has used his 35 years of experience and knowledge in the water and sewer fields to educate and train his co-workers; and

WHEREAS, CRISPIN P. ABEL has been relied upon for all facets of the Department and has been Lead Operator for water metering and utility locating; and

WHEREAS, CRISPIN P. ABEL has been a mainline driver for snow operations, and has on numerous occasions assisted in other areas when called upon; and

WHEREAS, CRISPIN P. ABEL has been a dependable and dedicated employee, who took pride in the services he provided; and

WHEREAS, CRISPIN P. ABEL honorably retired from the City on **December 16, 2022**;

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

BE IT FURTHER RESOLVED that this Resolution be appropriately inscribed and conveyed to **CRISPIN**, with a copy to be included in the official minutes of the January 17, 2023, meeting of the Lake Forest City Council.

George A. Pandaleon, Mayor



Resolution of Appreciation

WHEREAS, CHARLES R. FRANCO has been a dedicated employee of The City of Lake Forest since July 30, 2001; and

WHEREAS, CHARLES R. FRANCO began his career with the City as a Seasonal Maintenance Worker and within a few months, was promoted to Maintenance Worker II; and

WHEREAS, CHARLES R. FRANCO was instrumental in the training and mentoring of his peers over the 21 years of service he provided to the City; and

WHEREAS, CHARLES R. FRANCO has been a true professional who served the families with great dignity and compassion; and

WHEREAS, CHARLES R. FRANCO was a reliable and devoted employee, who took great pride and care in the services he provided to the residents during some of the most difficult times of their lives; and

WHEREAS, CHARLES R. FRANCO was a friend to all those who visited the cemetery and leaves a lasting legacy to the families, visitors, vendors, and friends of the Lake Forest Cemetery; and

WHEREAS, CHARLES R. FRANCO honorably retired from the City on December 16, 2022;

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

BE IT FURTHER RESOLVED that this Resolution be appropriately inscribed and conveyed to **CHARLIE** with a copy to be included in the official minutes of the January 17, 2023, meeting of the Lake Forest City Council.

George A. Pandaleon, Mayor

The City of Lake Forest Native Voices

Proclamation

WHEREAS, the area of and surrounding Lake Forest played a significant historical role in trade between Native American tribes up until the late eighteenth century; *and*

WHEREAS, the Potawatomi were the last of many Native American tribes to inhabit our local area; and

WHEREAS, Green Bay Road, Milwaukee Avenue, and other area roads are built on what were originally Potawatomi paths; and

WHEREAS, the City of Lake Forest recognizes and respects the culture and contributions to our community of Native Americans past and present; and

WHEREAS, we express our appreciation for Native American tribes dating back thousands of years before us for protecting and caring for our local land; and

WHEREAS, the Lake Forest community is uniquely situated on the shores of Lake Michigan; connecting us directly to land and water, and calling upon us as modern-day stewards of these invaluable natural resources; and

WHEREAS, in recognition of our community's deep-rooted connection to Native American culture and our important role as a current-day conservation community, the Lake Forest Open Lands Association and the History Center of Lake Forest-Lake Bluff are proudly partnering to produce a year-long series of programming called *Native Voices: A Lake Forest Celebration of Native American Life, Past and Present*; and

WHEREAS, the year-long Native Voices project will offer events, lectures, and films throughout Lake Forest, showcasing our history and the vibrancy of the Native American culture; and

WHEREAS, we offer appreciation to the Mitchell Museum of the American Indian and the Trickster Cultural Center for their collaboration in selecting the individuals featured in Native Voices programming; and

WHEREAS, the City of Lake Forest offers its deep gratitude to Native American tribes who came before us for their steadfast stewardship of the land we now call home.

NOW, THEREFORE, I George Pandaleon, Mayor of The City of Lake Forest on behalf of the City of Lake Forest acknowledges the *Native Voices* initiative as a welcome year-long *Celebration of Native American Life, Past and Present*, and sincerely thank all who have been involved in its organization and planning.

IN WITNESS HEREOF, I have hereunder set my hand and have had the Seal of The City of Lake Forest affixed this 17th day of January 2023.

George A. Pandaleon, Mayor

The City of Lake Forest
CITY COUNCIL MEETING
Proceedings of the Monday, December 5, 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 6:33p.m, and City Clerk Margaret Boyer called the roll of Council members.

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

Absent: none

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Pandaleon, on behalf of the City Council, expressed its sympathy to the family of Ellen Stirling, noting a service is planned for Spring of 2023.

He then reminded all of the Saturday Market, to be held at the West Side train station on December 10 and 17 from 10:30am to 2:30pm. Mayor Pandaleon then reported that the CBD Community Workshop will be held on December 8 at the Gorton Community Center from 4:30pm-7:30pm.

He announced the winner of the winter Dialogue contest, Gerrie Ward, who answered all of the Lake Forest gateways correctly.

A. Gorton Community Center 2023 Budget Presentation

Mayor Pandaleon introduced Jack Westerman, Gorton Community Center Board Chair, Nick Bothfield, Finance Chair, and Amy Wagliardo, Executive Director, to give a presentation on the Gorton Community Center 2023 Budget, summarizing the pandemic exit challenges, a five-year financial forecast, and outlining future plans and acknowledging budget assumptions based on special programming and changes in the vision statement, in addition to planning Gorton's 50th Anniversary in 2024.

The City Council had discussion on the big successes Gorton Community Center had previous and post COVID-19 and wished them the best in 2023.

COUNCIL ACTION: Approval of Gorton Community Center 2023 Budget

Alderman Morris made a motion to approve the Gorton Community Center 2023 Budget, seconded by Alderman Buschmann. The following voted "Aye": Alderman Morris, Novit, Rummel, Notz, Preschlack, Goshgarian, Buschmann, and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

COMMENTS BY CITY MANAGER

City Manager Jason Wicha reported that joining us are Matt Ueltzen and Brett Peto of the Lake County Forest Preserves. Matt is the Manager of Restoration Ecology and leads habitat restorations projects throughout the county, including invasive species management, prescribed burning, and reforestation. Brett is the Environmental Communications Specialist. He creates print and digital communications on environmental topics and projects happening in the Forest Preserves, including writing for the district's free quarterly magazine, Horizons.

Together, Matt and Brett co-lead the Buckthorn Eradication Campaign in Lake County and the pilot project surrounding Middlefork Savanna Forest Preserve, here in Lake Forest.

A. Community Spotlight

Lake County Forest Preserves

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

Matthew Ueltzen and Brett Peto outlined success within Lake County Forest Preserves with the pilot program, which began in 2015, emphasizing the launch of a public campaign focused on news stories and website development. Moreover, the two individuals acknowledged federal funding opportunities to help spread awareness for Forest Preserves and current winter clearing efforts.

City Manager Wicha and the City Council thanked the Lake County Forest Preserves for the work they continue to do for the community and Lake County as a whole.

City Manager Jason Wicha noted that the City of Lake Forest is always seeking grant funding. He then introduced Dan Martin, Superintendent of Public Works, to give a presentation on the FY 2022 equipment purchases, noting delivery delays.

B. FY 22 Equipment Purchases

- **Dan Martin, Superintendent of Public Works**

Dan Martin gave a brief high-level overview of the equipment purchases during FY 2022, combined with information of prices and capital budget relevance, with a consideration in 2023 of looking into a testing period for electric vehicles.

COMMITTEE REPORTS

A. Finance Committee

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

Mayor Pandaleon then introduced Elizabeth Holleb, Finance Director, to discuss the 2022 Tax Levy. Ms. Holleb reported this item has been seen five meetings in 3 months. She highlighted how the impact of the levy, based on Lake County EAV, promotes new growth revenue, and will incorporate 22% of the City's total tax bill.

	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.

Mayor Pandaleon asked the City Council if there is any comment. Seeing none, he asked for a motion.

COUNCIL ACTION: Final approval of an Ordinance Establishing the 2022 Tax Levy.

Alderman Weber made a motion to approve an Ordinance Establishing the 2022 Tax Levy, seconded by Alderman Notz. The following voted "Aye": Alderman Morris, Novit, Rummel, Notz, Preschlack, Goshgarian, Buschmann, and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of November 21, 2022, City Council Meeting Minutes
2. 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)
4. Grant final approval of an Ordinance approving a Fee Schedule and 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.
6. 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.
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.
9. Award of Proposal to Midwest Power Institute, 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.

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

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

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

Alderman Goshgarian recognized City Staff's work on Item #8. Mayor Pandaleon then stated that this year and next year the City will receive 28 million dollars in grant infrastructure spending.

Seeing no further discussion, Mayor Pandaleon asked the City Council for a motion.

Alderman Rummel made a to approve the thirteen (13) Omnibus items as presented, seconded by Alderman Preschlack. The following voted "Aye": Alderman Morris, Novit, Rummel, Notz, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

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

OLD BUSINESS

Mayor Pandaleon stated prior to discussion, that there is an understanding of the emotion and passion residents have for finding a solution while also acknowledging that the conduct of the City Council meeting must remain civil and respectful. He also outlined the process that Council will follow while hearing this item, noting he will be coupling both items for a vote.

Mayor Pandaleon introduced Czerniak, Director of Community Development.

- 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).**

Ms. Czerniak gave an overview of the Plan Commission's recommendation. She outlined the Plan Commission meeting of November 9, which modified the original plan, increasing the number of buildings in the Phase three parcel to two (2), reducing size and footprint of the Condominium building, and increases in square footage and lot coverage. Private road configuration and landscaping/architectural design will remain the same. She also outlined the options for the City Council; either accepting or rejecting the Plan Commission's Recommendation of an Ordinance approval.

The City Council had discussion on procedure issues related to the HPC

Mayor Pandaleon then introduced Robert T. O'Donnell, Attorney for 361 Westminster LLC (Appellant).

2. 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.

Robert O'Donnell highlighted a recommendation to the Council to reverse the November 16 HPC decision to deny a certificate of appropriateness. This was because of, not only a satisfaction of the 17 standards outlined by the HPC in the application, but also an exercise of power, in a broad perspective, set forth in City code. Settlement agreement thus allows for the modified plan to be implemented, ending litigation.

City Council then had lengthy discussion with City Staff regarding the specifics on the conditions and overall precedent of an approval or denial of the above consideration. The City Council also had discussion on the City code, city staff designee, written finding and the seventeen standards. A discussion with Mr. O'Donnell ensued. City staff and the Council had discussion on the modified plan and the settlement agreement, noting that it included that both the Plan Commission and the HPC were to hold meetings. The City Council went on to discuss concerns about setting a precedent, it was noted that the library was included in and present at each meeting. Additionally, the Council discussed green space and ethics. An objection to discussion of ethics was voiced, the City Attorney Julie Tappendorf added that this has never been a disqualifying conflict of interest in relation to this item. City Council then went into a break until 8:50p.m.

City Council reconvened at 8:50p.m., with the Council discussion of conditions City Staff recommended to the HPC, as well as additional conditions that were agreed upon by the Appellant. Catherine Czerniak noted expansions of construction activity and possible color/technical standards and exterior lighting.

After stating public comment guidelines, Mayor Pandaleon offered time for anyone from the public who would like to make a comment.

Laura Luce offered her opinion to the City Council to uphold the HPC's recommendation, noting harm in the quality of life and visual character of Lake Forest.

Bridget O'Keefe, in the absence of Jim and Sally Downey, offered her opinion to the City Council regarding a danger of precedent with a zoning border, health and safety welfare, and a lack of upholding the 17 standards.

Jamie Robinson, representing Jeff and Laura Torosian and Maggie Coleman, offered her opinion to the City Council to deny the appeal of the HPC due to a lack of enforcing ordinances.

Susan Athenson, representing the Lake Forest Preservation Foundation, offered her opinion to the City Council, summarizing the letter that was sent in from the HPC to uphold their decision.

Tim Downey offered his opinion to the City Council, stating that building design should not be changed, and the alternate plan will fit in the HPC's standards.

Reed Daily offered his opinion to the City Council, noting his thoughts that the balconies will go into his property, therefore lowering house value and overall legacy in Lake Forest.

Susan Daily offered her opinion to the City Council, suggesting to table the discussion until after outside legal consideration.

Rommy Lopat offered her opinion to the City Council, stating that the 2017 Master Plan mentioned a land swap of two parcels included in decision, were established as open-space, prompting a want for the City Council to uphold the HPC's recommendation.

Kari Johnston asked the City Council how close they each lived to the McKinley development, stating a lack of knowledge into the issues.

Regina Lind offered her opinion to the City Council, stating a wedge between the City and the neighbors.

Mayor Pandaleon asked if any other member of the public wants to address the City Council. Seeing none, Mayor Pandaleon then asked City Council members for final comment.

Alderman Morris stated that although he lives near the development of these items, he is not obligated to abstain from the vote. Alderman Buschmann acknowledged the differences in zoning and adjacent property factors, which as stated, needs further reports from the HPC specifying what standards were not met. Regarding the Plan Commission, Alderman Buschmann suggested that the Council not vote on the easy way out, but to vote on what's right. Alderman Novit appreciates the hard work from City commissions and City staff, stating a concern for precedence. She says the City owes it to residents to not loosely sit, but to help the library while they need it. Alderman Morris, Preschlack, Notz and Weber stated their thanks for the hard work in these items, all noting the necessity for the City to move forward, with Alderman Rummel questioning whether modifications to the development would improve the character and visual of the overall project. Robert O'Donnell stated the developer will not be considering any additional conditions.

Mayor Pandaleon finalized discussion by stating the City will not be open to negotiations regarding this issue again. Mayor Pandaleon asked for a motion.

COUNCIL ACTION: 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, with an added condition, giving no certificate of occupancy for the condo until construction of the single-family home is underway. (If desired by the Council waive first reading or the Ordinance and grant final approval).

Alderman Preschlack made a motion to 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, with an added condition, giving no certificate of occupancy for the condo until construction of the single-family home is underway, seconded by Alderman Notz. The following voted "Aye": Alderman Rummel, Notz, Preschlack, Goshgarian, Weber, and Morris. The following voted "Nay": Alderman Novit and Buschmann. 6-Ayes, 2-Nays, motion carried.

Mayor Pandaleon then asked for a motion.

COUNCIL ACTION: 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.

Alderman Preschlack made a motion to 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, Replace window in the gable end of garage with a vent, 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, Replace the proposed standing seam metal roof with wood shingles if the pitch is determined to be workable, Show the side of the dormer on the east elevation to accurately reflect the proposed conditions, 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, seconded by Alderman Goshgarian. The following "Aye": Alderman Rummel, Notz, Preschlack, Goshgarian, Weber, and Morris. The following voted "Nay": Alderman Novit and Buschmann. 6-Ayes, 2-Nays, motion carried.

NEW BUSINESS

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS

Mayor Pandaleon asked the Council if they have any additional items. Seeing none, he wished all fellow Council, staff, and residents a wonderful Holiday season!

ADJOURNMENT

There being no further business Mayor Pandaleon asked for a motion. Alderman Weber made a motion to adjourn, seconded by Alderman Novit. Motion carried unanimously by voice vote at 10:18 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.



Committee Representing Our Young Adults

CROYA FOUNDATION

Susan Kullby - President
Henry Sackman - Treasurer
Jennifer Karas - Director

YOUTH LIAISON

Pride Haggerty

HONORARY CHAIRS

Ray Guerin
Alana Hender
Eugene Hotchkiss
Margot Martino
Craig Pierson
Carla Seidel

IN MEMORY

Wally Allen, Jr.
Frank Farwell
Robert Stuart

**FRIENDS OF THE
CROYA FOUNDATION**

Susan Beshilas
Kate Bryant
Kamy Daddono
Tom Dickelman
Catherine Driscoll
Marilyn Henry
Greg & Melissa Glyman
Krina Huddleston
Anne Jacobs
Whitney Keller
Marcy Kerr
Heather Kotlarz
David & Diane Moore
Louis & Sara Pickus
Laurie Rule
Sandi Rupprecht
Justine Santello
Bill & Penny Strong
Lillian Stuart

CROYA STAFF

Todd Nahigian
Rick Day
Catherine Gray
Susan Simms
Leslie Wallon

January 6, 2023

Mayor Pandaleon

The City of Lake Forest

220 E. Deerpath Rd.

Lake Forest, IL 60045

Dear Mayor Pandaleon,

The CROYA Foundation is asking for the City Council's consideration of a waiver for the requirements of the fidelity bond, with regards to our CROYA Bowl Raffle license application. The CROYA Bowl Raffle includes items with an estimated value of approximately \$2,000, and we anticipate the number of tickets to be sold at 200.

Thank you in advance, for your consideration.

Sincerely,

Susan Kullby

CROYA Foundation President

THE CITY OF LAKE FOREST

ORDINANCE NO. 2022-_____

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE REGARDING
THE CLASS C-1AND C-3 LIQUOR LICENSES**

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

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

THE CITY OF LAKE FOREST
ORDINANCE NO. 2022 - _____

**AN ORDINANCE AMENDING THE LAKE FOREST CITY CODE REGARDING
THE CLASS C-1AND C-3 LIQUOR LICENSES**

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

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

WHEREAS, pursuant to Section 111.037(B) of the Liquor Code, without further action of the City Council, the maximum number of licenses in any class shall automatically be reduced upon the expiration, revocation or non-renewal of an existing license in any such license class;
and

WHEREAS, the C-1 and C-3 licenses issued to a local entity for a restaurant operation recently expired; and

WHEREAS, pursuant to Section 111.073(B) of the Liquor Code, the maximum number of C-1 and C-3 licenses was automatically reduced without action of the City Council; and

WHEREAS, The City of Lake Forest desires to amend its Liquor Code to increase the number of liquor licenses in the C-1and C-3 categories to accommodate applications filed by ~~a~~ the local entity for ~~a a new~~ restaurant operation after the entity's current liquor licenses expired pursuant to the Liquor Code; and

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

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

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

“§111.037 NUMBER OF LICENSES.

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

<i>Class</i>	<i>Maximum Number of Licenses Authorized</i>
A-1	8
A-2	6
A-3	No more than the total number of Class A-1 licenses issued by the city
B-1	1
C-1	42 13
C-2	11
C-3	48 19
D-1	5
E-1	2
F-2	As many as determined reasonable by the Commissioner
F-3	As many as determined reasonable by the Commissioner
F-4	As many as determined reasonable by the Commissioner
F-5	1
F-6	3
G-1	3
G-2	2
I-1	No more than the total number of Class B-1, C-1, C-2, C-3, D-1, E-1 and F-1 licenses issued by the city
I-3	As many as determined reasonable by the Commissioner
J	1
K	1

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

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

Passed this ____ day of _____, 2022.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this ____ day of _____, 2022.

Mayor

ATTEST:

City Clerk

THIS FIRST AMENDMENT (“*Amendment*”) to the Purchase, Sale, and Development Agreement (“***PSA***”), dated October 29, 2018, is made and entered into by 361 Westminster LLC, an Illinois limited liability company (“***361 Owner***”), 705 McKinley Development, LLC, an Illinois limited liability company (“***705 Owner***”), on the one hand, and the City of Lake Forest, an Illinois home rule and special charter municipal corporation (“***City***”) on the other hand. Capitalized terms used herein but not defined shall have the meanings as set forth in the PSA.

WHEREAS, the 361 Owner and the 705 Owner (collectively referred to as the “*Developer*”) previously entered into the PSA with the City for the purchase, sale, and redevelopment of the property commonly known as 361 E. Westminster Avenue, Lake Forest, Illinois (“*361 Property*”), and the redevelopment of several adjacent parcels to the 361 Property; and

WHEREAS, the Developer and City entered into a Settlement Agreement on October 19, 2022, to resolve litigation regarding the development of Phase III, as it is referred to in the PSA; and

WHEREAS, pursuant to the Settlement Agreement, the Developer submitted revised development and design plans for Phase III, which plans were considered by the City’s Plan Commission and Historic Preservation Commission, and ultimately approved by the City Council on December 5, 2022 (“***Revised Phase III Plan***”); and

WHEREAS, the City and the Developer desire to amend the PSA as required by the Settlement Agreement in order to implement the Revised Phase III Plan, as more fully set forth in this Amendment.

Section 1. **Amendment to Part I, Section 1.E.** Part I, Section I.E is hereby deleted in its entirety.

“City: The City of Lake Forest
220 East Deerpath
Lake Forest, Illinois 60045
Attention: Jason Wicha, City Manager
Facsimile 847-615-4289
Email: jwicha@cityoflakeforest.com

With a copy to: Ancel Glink, PC
140 S. Dearborn Street, Ste 600
Chicago, Illinois 60603
Facsimile: 312-782-0943
Email: jtappendorf@ancelglink.com”

Section 3. **Amendment to Part II, Section 3.** Part II, Section 3 of the PSA is hereby amended as follows (deletions in ~~striketrough~~, and additions in **underline**):

“SECTION 3. **PURCHASE PRICE.**

The purchase price for the 361 Property to be paid by the 361 Owner to City, subject to the terms and conditions of this Agreement is ~~\$500,000.00,~~ **\$250,000.00,** plus or minus prorations (the “Purchase Price”), at Closing (as herein defined). Additional considerations for the 361 Property are incorporated into the terms of this Agreement.”

Section 4. **Amendment to Part II, Section 5(A).** Part II, Section 5(A) of the PSA is hereby amended, in pertinent part, as follows (deletions in ~~striketrough~~, and additions in **underline**):

“A. **Closing.** The closing of the transaction contemplated in this Agreement (“**Closing**”) shall take place through a deed and money escrow at the Lake Bluff, Illinois office of the Title Company (or such other office of the Title Company as the Parties mutually agree). The Closing shall occur **on or before February 17, 2023, or on such date that is mutually agreeable to the Developer and the City Manager** ~~days next following (i) 361 Owner and Developer’s completion and acceptance of due diligence and survey and title examinations under Sections 7 and 8 of Part II of this Agreement, and (ii) the date that the Developer’s Preliminary Development Plan (as further described in Part III, Section 3 of this Agreement) has been approved by the City and all of its requisite regulatory agencies~~ (the “**Closing Date**”). In the event City shall fail to close the transaction contemplated herein by the Closing Date and 361 Owner is not otherwise in default under any provision of this Agreement, Developer shall have the right either:

* * *

Section 5. **Amendment to Part II, Section 9.** Part II, Section 9 of the PSA is hereby amended as follows (deletions in ~~striketrough~~, and additions in **underline**):

“SECTION 9. **TITLE POLICY.**

As a condition to 361 Owner’s obligation to close, the City shall deliver or cause to be delivered to 361 Owner at the Closing Date a current ALTA Form Owner’s Title Policy issued by the Title Company in the amount of **\$250,000.00**

~~\$500,000.00~~ for the 361 Property (subject only to the Permitted Exceptions) with the extended coverage over the general exceptions (“***Title Policy***”). The reasonable cost and expense of the Title Policy shall be paid by the Developer.”

Section 6. Amendment to Part III, Section 2 (B). Part III, Section 2(B) of the PSA is hereby deleted in its entirety and replaced with the following:

“B. Intentionally Blank.”

Section 7. Amendment to Part III, Section 3(A). Part III, Section 3(A) of the PSA is hereby amended as follows (deletions in ~~striketrough~~, and additions in **underline**):

“A. **In General.** Developer will apply for approval of a Multi-Family Planned Development (the “***Development***) that will encompass the Building 1 Parcel (as a previously developed phase of such Development) and the McKinley Parcels, which Development shall implement the concepts and general elements of the Master Plan. The City Acknowledges that the preliminary plans for the Development (the “***Preliminary PUD Plans***) will vary from the Master Plan to incorporate the entirety of the 361 Property. The Parties anticipate that the Development will include not more than four separately developed and separately owned multi-family condominium buildings as part of the Development (including Building 1), which buildings shall be in similar scale, materials, and design to Building 1, except as limited in Part III, Section 4 or as may otherwise be approved by the City. The Development is expected to be developed in at least three phases: (i) Phase 1, being the completed Building 1; (ii) Phase II, which will be the redevelopment of the 711 Parcel (which redevelopment may be identified as 705 North McKinley) and will contain not more than six dwelling units; and (iii) Phase III, which will be the redevelopment of the 361 Parcel with not more than two buildings (the northerly of which shall include not more than six units), not more than 14 dwelling units, and developed in not more than two phases. ~~The Development shall include a sufficient number of affordable units to satisfy the City’s Inclusionary Housing Regulations under Chapter 158 of the City Code.~~ **The Developer will satisfy the City’s Inclusionary Housing Requirements for Phase III as provided for in Part III, Section 4(C) of this Agreement.**”

Section 8. Amendment to Part III, Section 3(B). Part III, Section 3(B) of the PSA is hereby amended, in pertinent part, as follows (deletions in ~~striketrough~~, and additions in **underline**):

“B. Initial PUD Application. Developer is required to deliver to the City a completed application and other required submittals to the Development within 30 days after the Execution Date (the “***PUD Application***”). The PUD Application shall seek preliminary planned development approval of the Development (the “***Preliminary Development Plan***”), which shall indicate final planned development approval of Building I and may contemporaneously include final planned development approval of Phase II, Phase II, or both Phases II and III of the Development. ~~The Preliminary Development Plan shall identify (including legal~~

~~descriptions therefor) the Parking Area and Open Space Area.~~ Following Receipt of the PUD Application, the City shall diligently pursue its review of the PUD Application, including the conduct of the public hearing required under the Lake Forest Zoning Code.

* * *

Section 9. Amendment to Part III, Section 4(B)iii. Part III, Section 4(B)iii of the PSA is hereby deleted in its entirety and replaced with the following:

“iii. Open Space Area. Developer of the Associations shall improve, own, and maintain the open space areas as shown on the final approved PUD Plans for Phase III.”

Section 10. Amendment to Part III, Section 4(C). Part III, Section 4(C) of the PSA is hereby amended as follows (deletions in ~~strike through~~, and additions in **underline**):

“C. **Affordable Units.** The Development (including Building I) shall include a sufficient number of affordable units to satisfy the City’s Inclusionary Housing regulations under Chapter 158 of the City Code. As part of such compliance, and Developer shall require the Covenants on its respective parcel to include appropriate provisions (as approved by the City Manager in consultation with the City’s attorney) to ensure long-term compliance with the requirements of the Inclusionary Housing Ordinance. The number of affordable units for each respective portion of the Development shall be established as part of the Preliminary Development Plan. **Notwithstanding anything herein to the contrary, the Developer will satisfy the City’s Inclusionary Housing requirements for Phase III of the Development by making a cash payment in lieu of providing the required number of affordable units within Phase III of the Development in the amount of \$72,000.00 to deposited into the City’s Affordable Housing Trust Fund.**”

Section 11. Amendment to Part III, Section 4(G). Part III, Section 4(G) of the PSA is hereby deleted in its entirety.

Section 12. Amendment to Part III, Section 4. Part III, Section 4 of the PSA is hereby amended by adding a new Subsection G as follows:

“G. **Burying of Utility Lines.** The Developer agrees to fully bury and underground the existing utility lines in the Alley and remove the utility poles, as more fully depicted on Exhibit D attached hereto. The City will reimburse the Developer for its actual costs incurred in burying the utility lines up to a maximum amount of \$250,000.00. The City and the Developer agree to take all necessary steps to obtain any required approvals for the burying of the utility lines in the Alley.”

Section 13. **Full Force and Effect.** Except as otherwise specifically modified by this Amendment, all other provisions of the PSA shall remain in full force and effect. To the extent there is any conflict between the terms of this Amendment and the terms of the PSA, the terms of this Amendment will prevail.

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the dates written below:

Signatures on following page

CITY OF LAKE FOREST

Mayor George Pandaleon

Date: _____

Margaret Boyer, City Clerk

361 WESTMINSTER, LLC

BY: _____

Date: _____

ITS: _____

705 N. MCKINLEY DEVELOPMENT, LLC

BY: _____

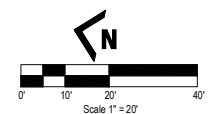
Date: _____

ITS: _____

EXHIBIT D TO THE PSA

Utility Lines To Be Buried

715 MCKINLEY RD
PHASE 3 CONDO
LAKE FOREST, IL



BENCHMARK:
NE BOLT ON FIRE HYDRANT
EAST ROW MCKINLEY ROAD
AT #721 ENTRANCE
ELEVATION = 699.50

ISSUED DATE	ISSUED FOR
09.16.2020	PERMIT
06.10.2021	LF REV 1

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

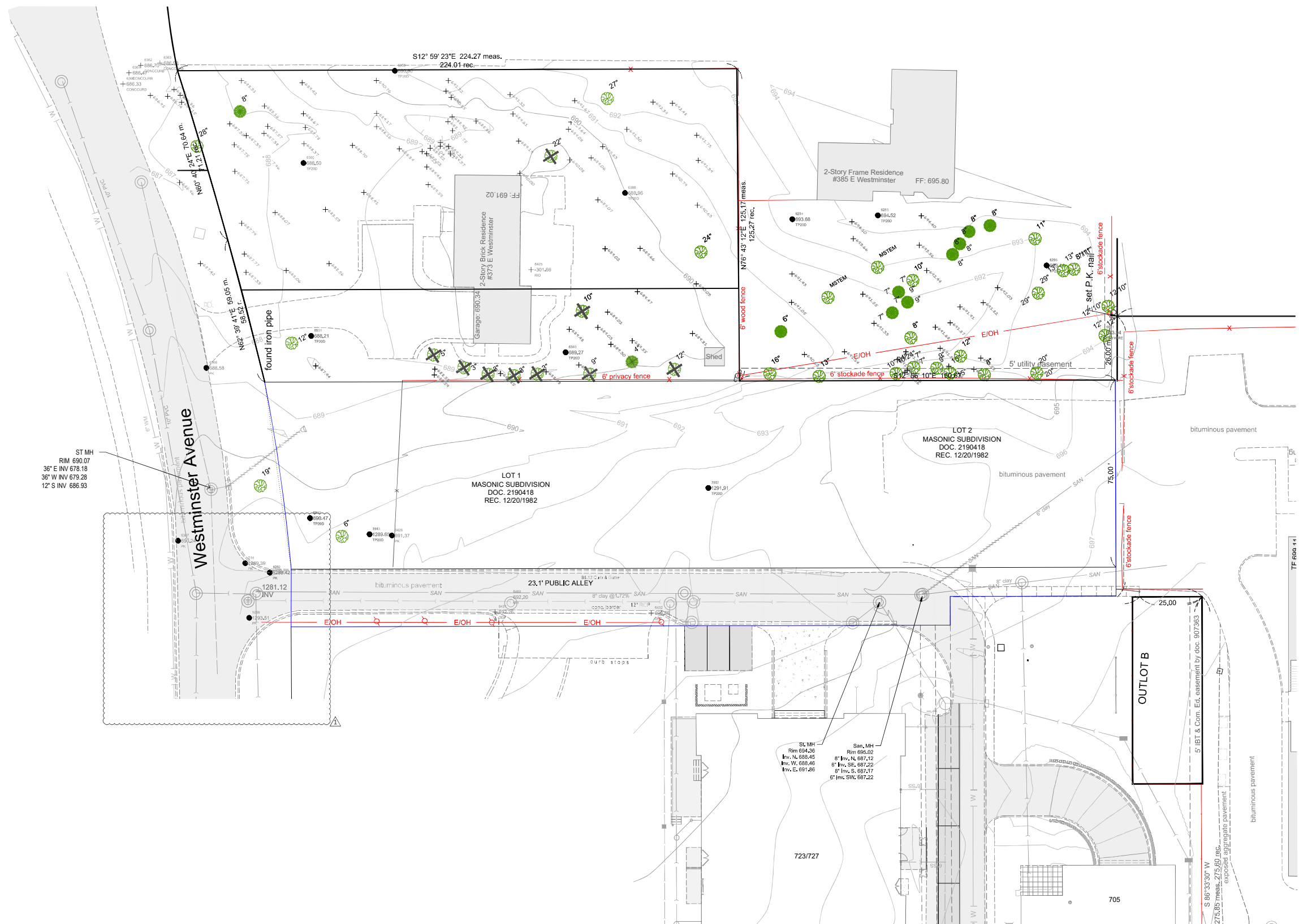
Michael G. Bleck, PE 06.10.2021
License No. 062.046883 Expires 11/30/21
© 2021 Bleck Engineering Company, Inc. All Rights Reserved

MCKINLEY PARTNERS, LLC
1000 N. WESTERN AVE
LAKE FOREST, IL 60045

70-948	Project No.
BCF	Drawn By
MGB	Checked By

Drawing No.
C3

Drawing Name
EXISTING CONDITIONS





Area of Request
853 Oakwood Avenue

THE CITY OF LAKE FOREST
ORDINANCE NO. 2023- ____

**AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE
PROPERTY LOCATED AT 853 OAKWOOD AVENUE**

WHEREAS, Oakwood Family Management, LLC (Tom Swarthout, David Swarthout, Cynthia Luetje and James Swarthout) ("**Owner**") is the owner of that certain real property commonly known as 853 Oakwood Avenue, 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 construct a partial second floor addition, an open front porch, and make related alterations ("**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 December 7, 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. Owner proposes to construct the Improvements as depicted on the Plans,
3. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

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

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

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

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

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

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

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

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters 150, regarding buildings and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owner will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- E. Fees and Costs. The Owner shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City

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

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

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the 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 _____, 2023

AYES: ()

ABSENT: ()

NAYS: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2023

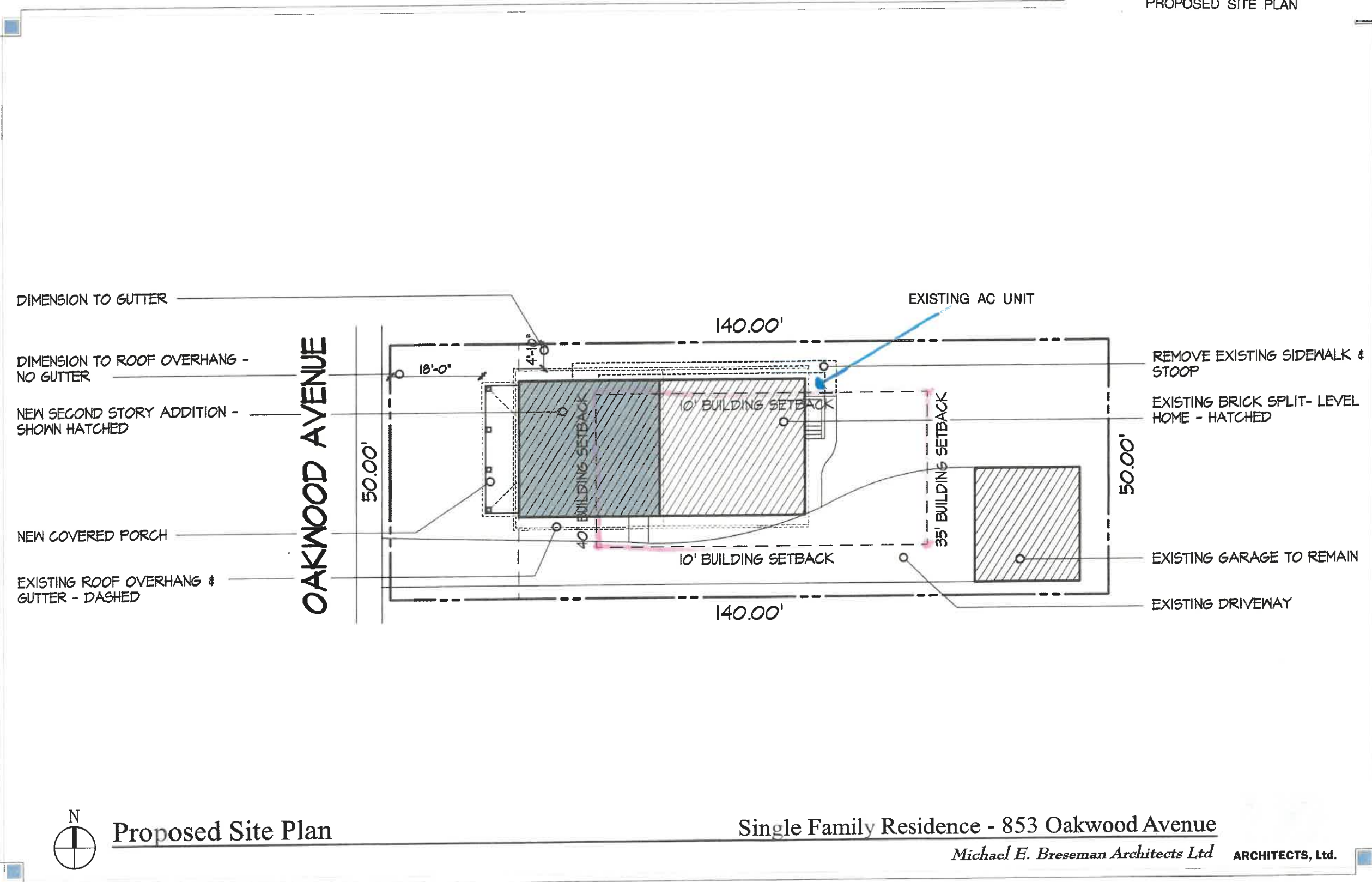
Mayor

ATTEST:

City Clerk

The Plans

PROPOSED SITE PLAN

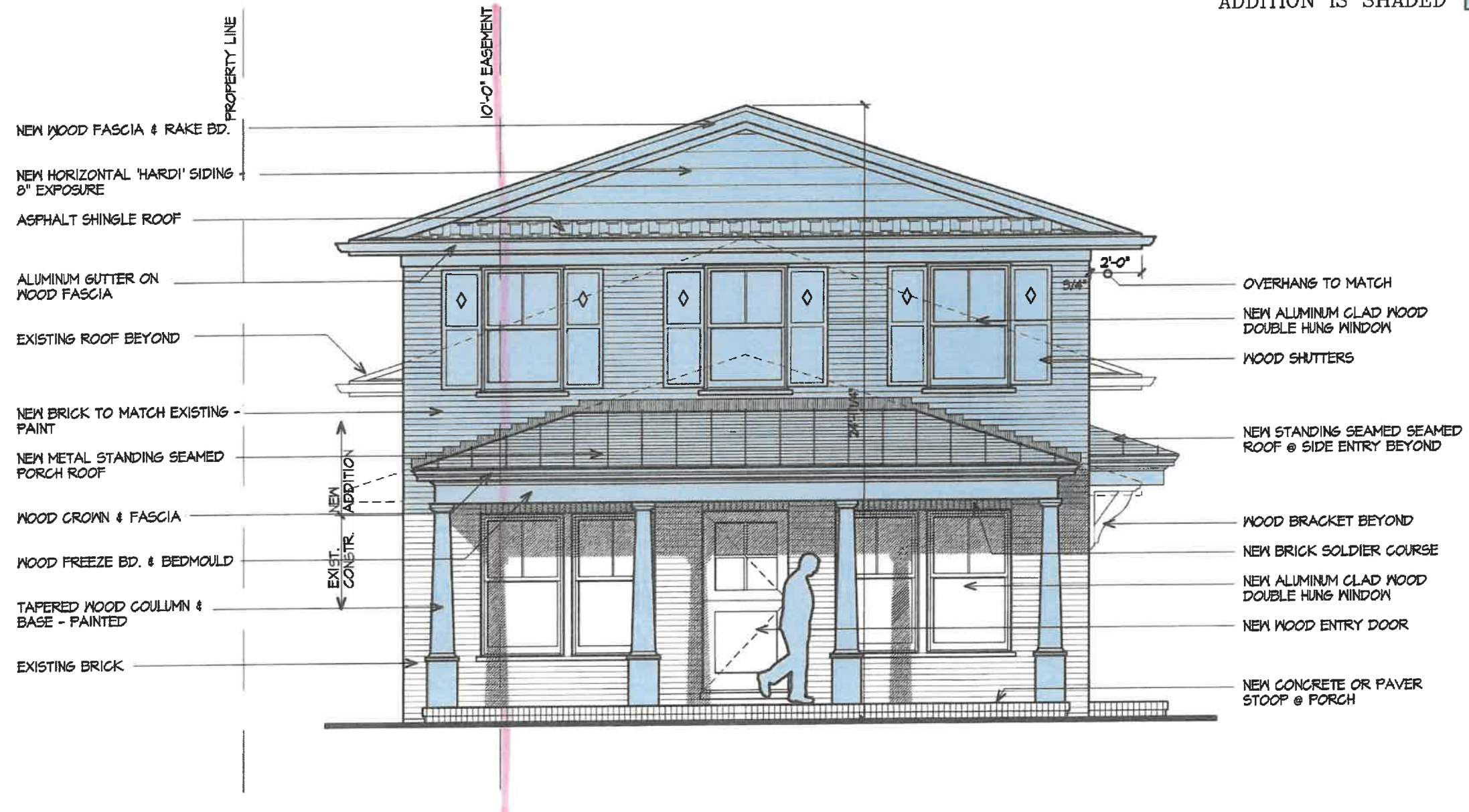


GROUP EXHIBIT B

The Plans

PROPOSED WEST ELEVATION

ADDITION IS SHADED 



Proposed West Elevation

SCALE 1/4" = 1'-0"

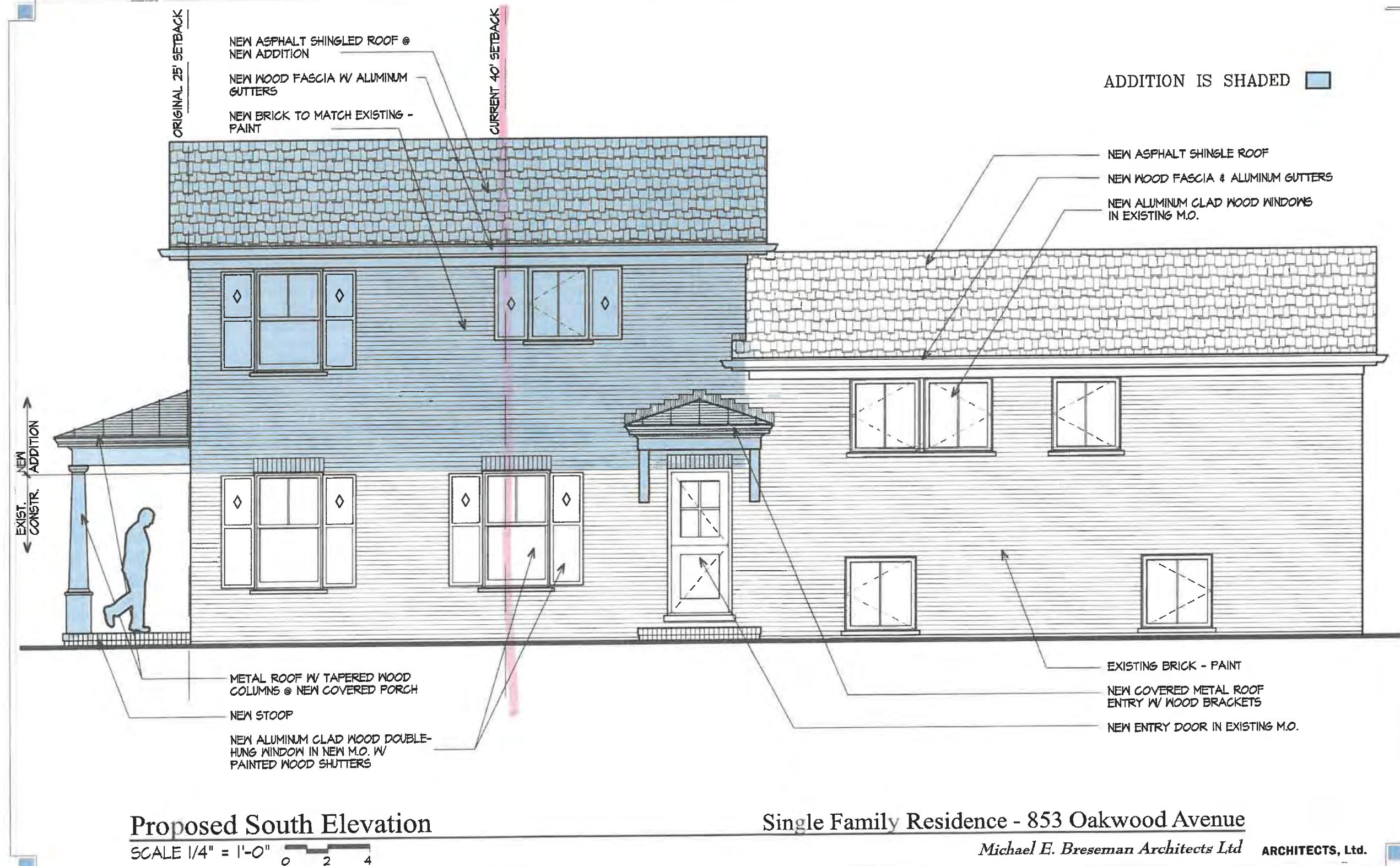
Single Family Residence - 853 Oakwood Avenue

Michael E. Breseman Architects Ltd ARCHITECTS, Ltd.

GROUP EXHIBIT B

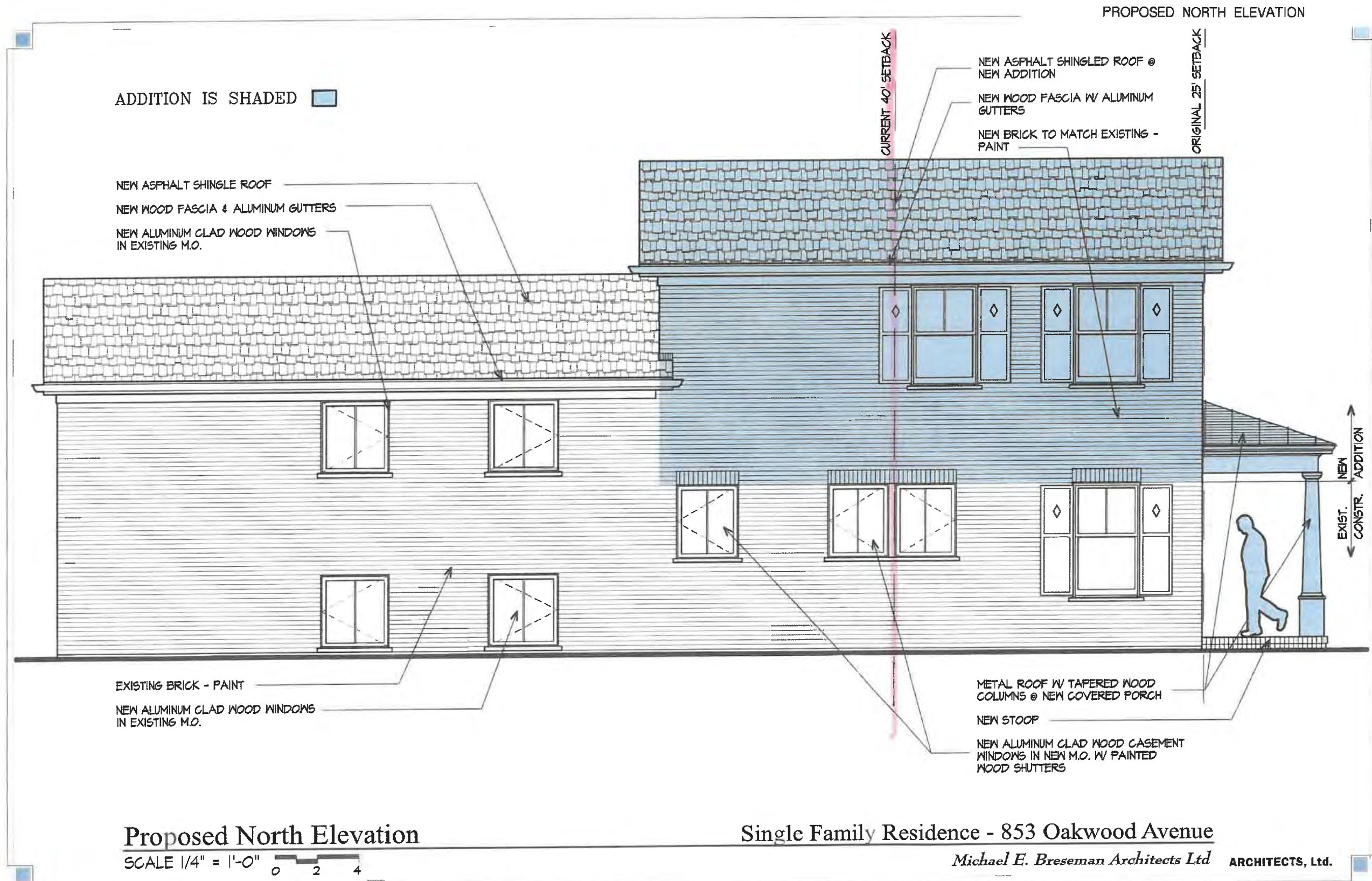
The Plans

PROPOSED SOUTH ELEVATION




GROUP EXHIBIT B

The Plans



The Plans

PROPOSED EAST ELEVATION

ADDITION IS SHADED 

NEW WOOD FASCIA & RAKE BD.

NEW HORIZONTAL 'HARDI' SIDING -
8" EXPOSURE

ASPHALT SHINGLE ROOF

ALUMINUM GUTTER ON
WOOD FASCIA

OVERHANG TO MATCH

NEW BRICK TO MATCH - PAINT

NEW WOOD TRIM BOARD

NEW ALUMINUM CLAD WOOD
CASEMENT WINDOW IN EXISTING M.O.

EXISTING BRICK - PAINT

NEW ALUMINUM CLAD WOOD
CASEMENT WINDOW IN EXISTING M.O.

10'-0" EASEMENT

PROPERTY LINE

NEW WOOD FASCIA & RAKE BD.

NEW HORIZONTAL 'HARDI' SIDING -
8" EXPOSURE

ASPHALT SHINGLE ROOF

ALUMINUM GUTTER ON
WOOD FASCIA


OVERHANG TO MATCH

NEW ALUMINUM CLAD WOOD
CASEMENT WINDOW IN EXISTING M.O.

EXISTING BRICK - PAINT

NEW ALUMINUM CLAD WOOD ENTRY
DOOR W/ GLASS LITES IN EXISTING
M.O.

Proposed East Elevation

SCALE 1/4" = 1'-0" 

Single Family Residence - 853 Oakwood Avenue

Michael E. Breseman Architects Ltd ARCHITECTS, Ltd.



Preliminary Rendering from SW

Single Family Residence - 853 Oakwood Avenue

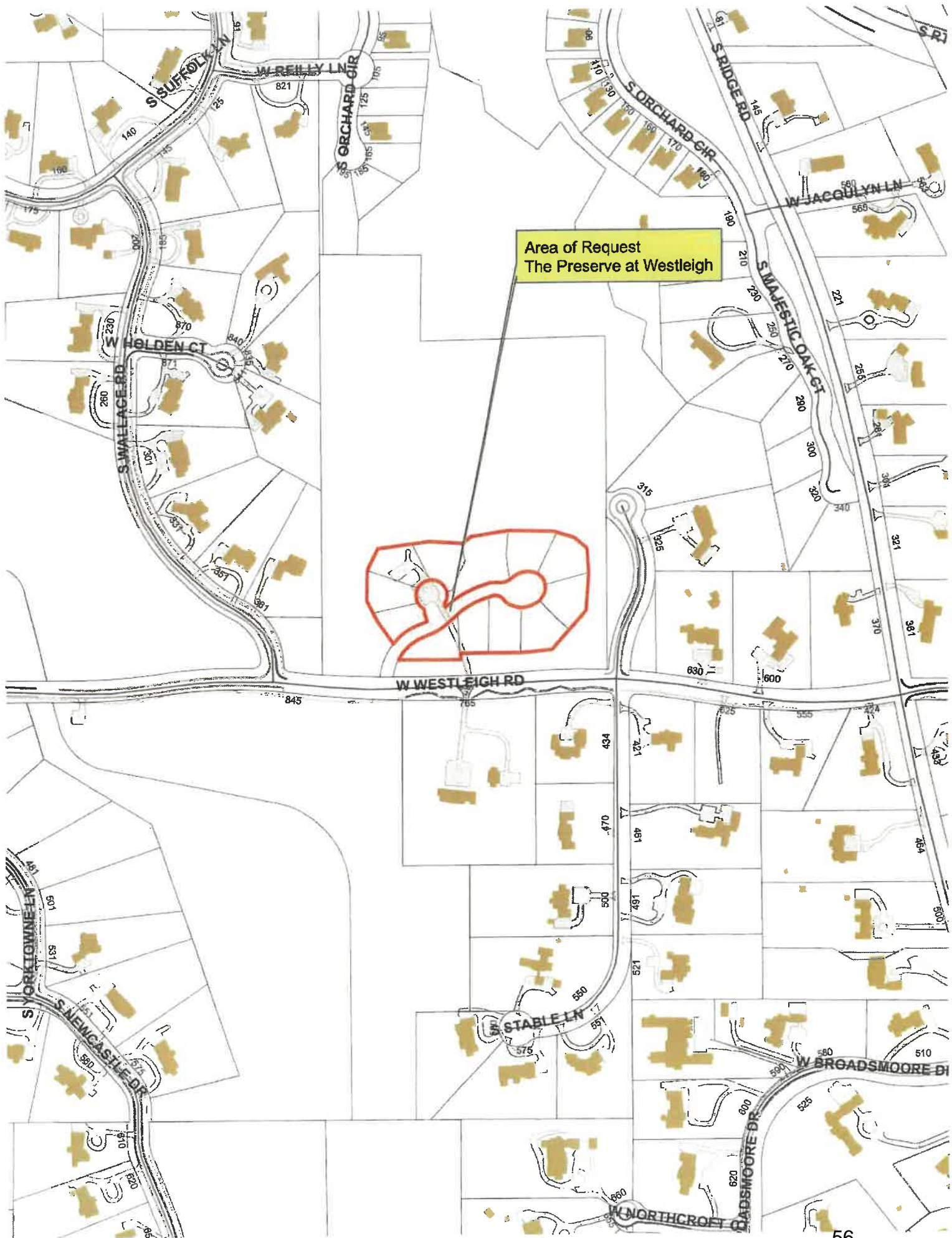
Michael E. Breseman Architects Ltd

The Plans

Hand-drawn landscape plan for a residential property. The plan shows a large lawn area with a central circular feature, possibly a pond or a large tree. The lawn is bordered by a sidewalk and a street. A driveway leads to a garage. The plan includes labels for 'LAWN', 'GARAGE', and 'STREET'. A scale bar indicates 1/4" = 1'-0". A north arrow points towards the top right.



ARCHITECTS, Ltd.



THE CITY OF LAKE FOREST
ORDINANCE NO. 2023- ____

**AN ORDINANCE APPROVING ARCHITECTURAL DESIGNS FOR TWO MODEL HOMES
IN THE PRESERVE AT WESTLEIGH SUBDIVISION**

WHEREAS, Westleigh Preserve, LLC (Gary Janko, 95.31%, JW Deerfield, .001%, Trillium Investments, 1.95%, Michael M. Janko, .5464%, JFLT, 1.64% and Mark Janko, .5464%) ("**Owner**") is the owner of that certain real property commonly known as The Preserve at Westleigh, Lake Forest, Illinois which consists of 9 vacant lots and legally described in **Exhibit A**, attached hereto ("**Property**"); and

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

WHEREAS, the Owner desires to construct 9 single family homes and landscaping on the property ("**Improvements**") as depicted on the 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 for two model homes 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 February 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-4, Single Family Residential District under the City Code,
2. Owner proposes to construct the Improvements as depicted on the Plans,
3. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

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

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

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

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

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

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

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

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

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

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if 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 _____, 2023.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

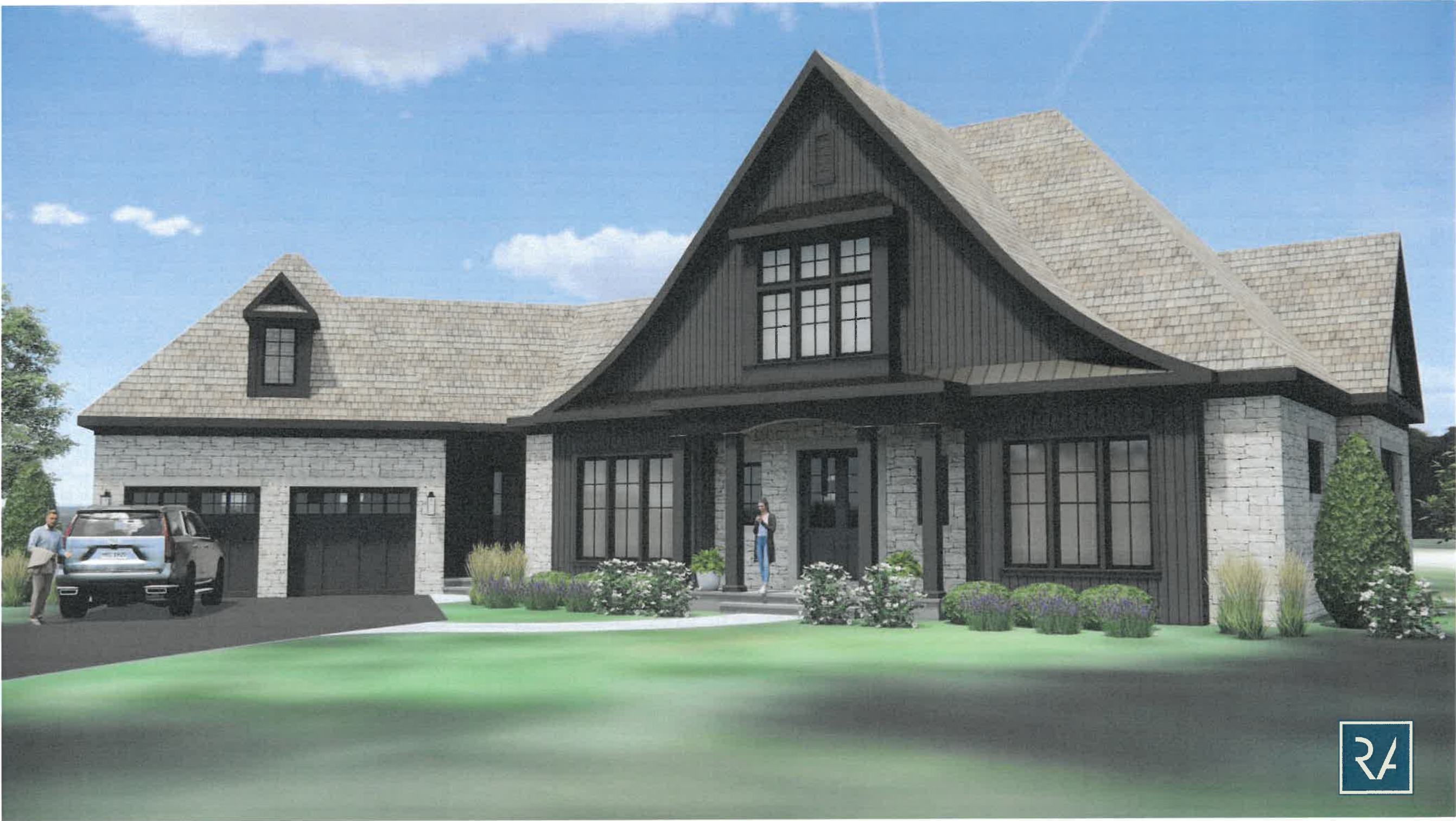
PASSED THIS __ DAY OF _____, 2023.

Mayor

ATTEST: _____
City Clerk

The Plans

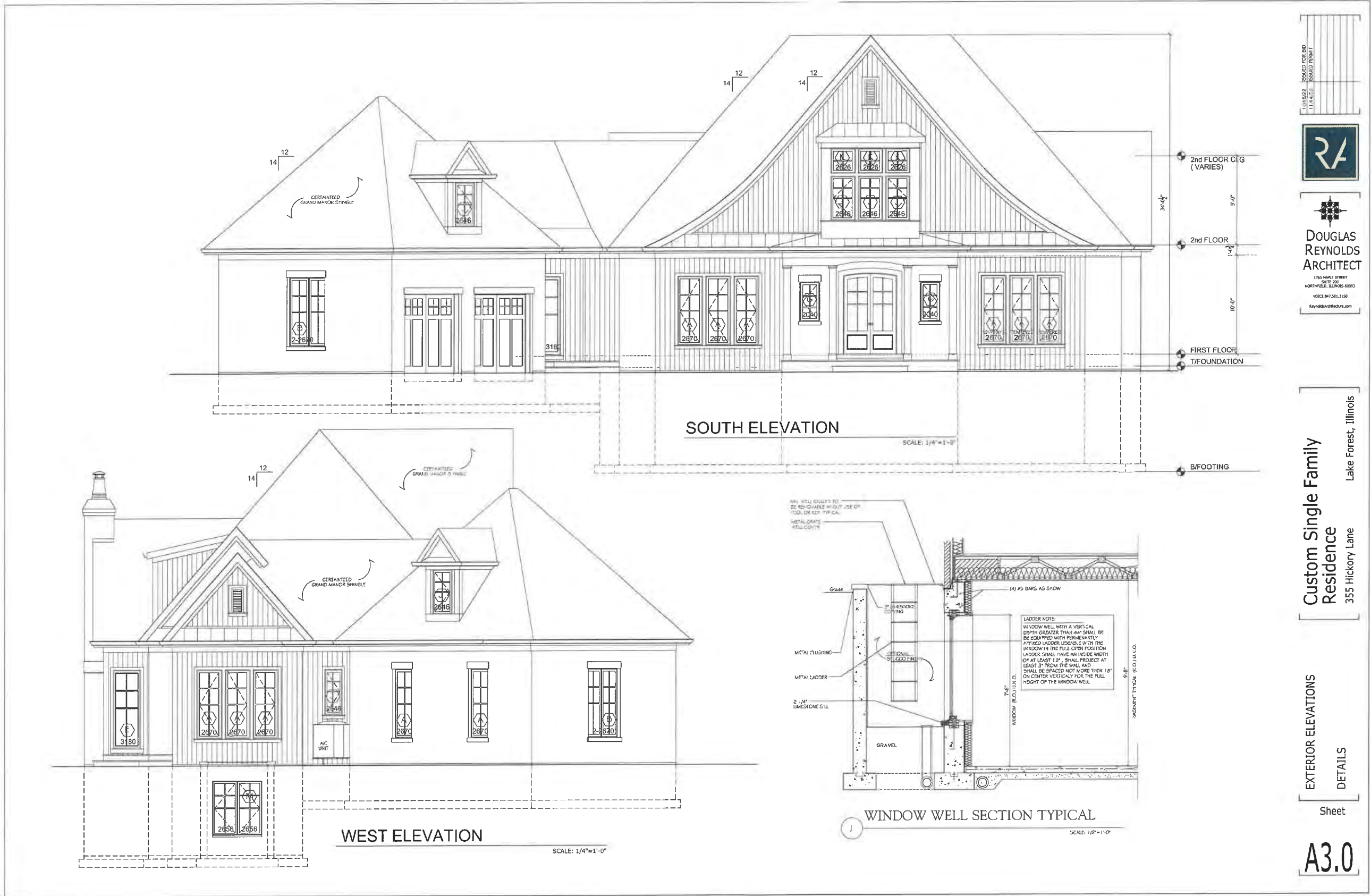




MODEL A

GROUP EXHIBIT B

The Plans



DOUGLAS
REYNOLDS
ARCHITECT
1765 HAWK STREET
SUITE 200
NORTHFIELD, ILLINOIS 60063
VOICE 847.563.3156
douglasreynoldsarchitect.com

Custom Single Family
Residence
355 Hickory Lane
Lake Forest, Illinois

EXTERIOR ELEVATIONS
DETAILS
Sheet

A3.0

MODEL A

GROUP EXHIBIT B

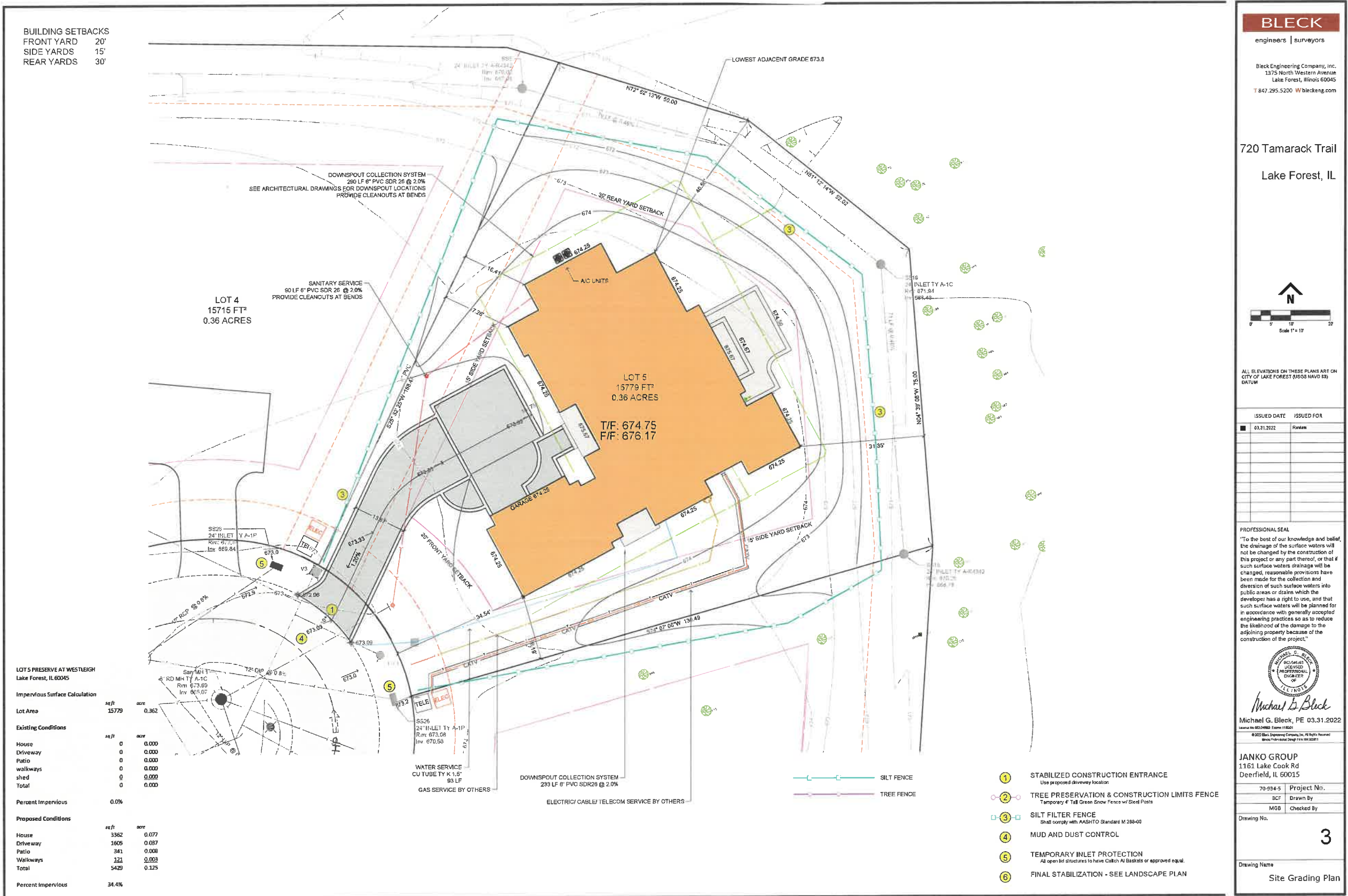
The Plans



MODEL A

GROUP EXHIBIT B

The Plans



TYPICAL SITE PLAN - MODEL B

GROUP EXHIBIT B

The Plans



PRESERVE AT WESTLEIGH MODEL B



444 STONE BLVD, SUITE 200
WILMETTE, IL 60091
847.572.5200
PICKELBUILDERS.COM

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The Preserve at Westleigh
Lake Forest, IL 60045

P.N. 3-2756-00
DATE: 7/18/22

GROUP EXHIBIT B

The Plans



MODEL B



444 SIOUX DRIVE, SUITE 200
LAKE FOREST, IL 60045
847.572.5200
PICKELBUILDERS.COM

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The Preserve at Westleigh
Lake Forest, IL 60045

P.N. 3.2756-00
DATE: 7/18/22

A2

GROUP EXHIBIT B

The Plans



PLAN "B"
PROPOSED LEFT ELEVATION

1/8" = 1'-0" 0' 2' 4' 8'

MODEL B



444 SIOUX BLVD., SUITE 200
WILMINGTON, IL 60091
847.572.5200
PICKELLDIGITALDESIGN.COM

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The Preserve at Westleigh
Lake Forest, IL 60045

P.N. 3-2756-00
DATE: 7/18/22

A 3

The Plans



PLAN "B"
PROPOSED RIGHT ELEVATION

1/8" = 1'-0" 0' 2' 4' 8'

MODEL B



444 SOWE BLVD., SUITE 200
WILMETTE, IL 60091
847.522.5209
PICKELBUILDERS.COM

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The Preserve at Westleigh
Lake Forest, IL 60045

P.N. 3.2756-00
DATE: 7/18/22

A4

GROUP EXHIBIT B

The Plans



PLAN "B"
PROPOSED REAR ELEVATION

1/8" = 1'-0" 0' 2' 4' 8'

MODEL B



444 SMOKE HUNT, SUITE 200
WILSONVILLE, OR 97151
957.572.5206
PICKELBUILDERS.COM

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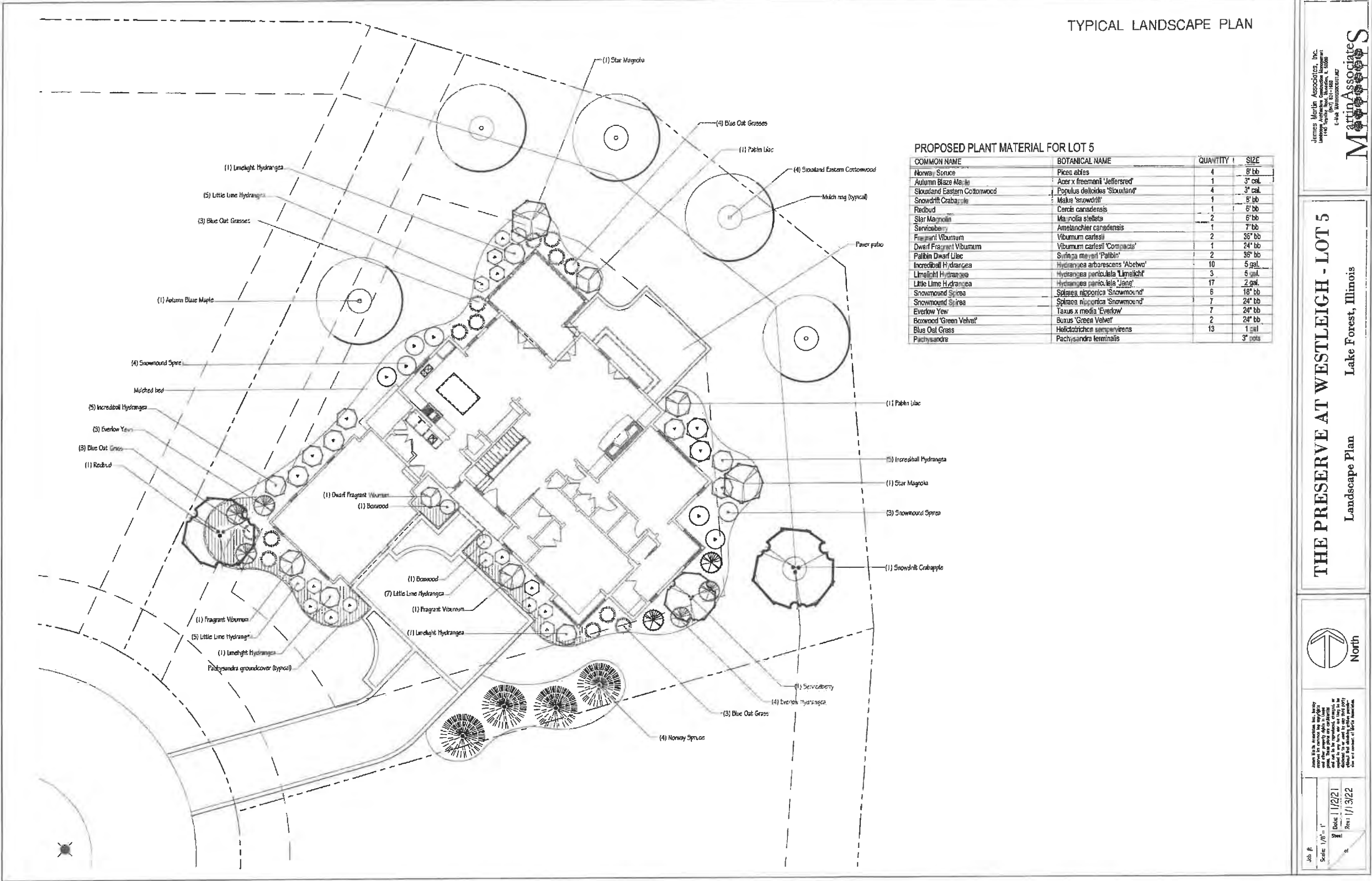
The Preserve at Westleigh
Lake Forest, IL 60045

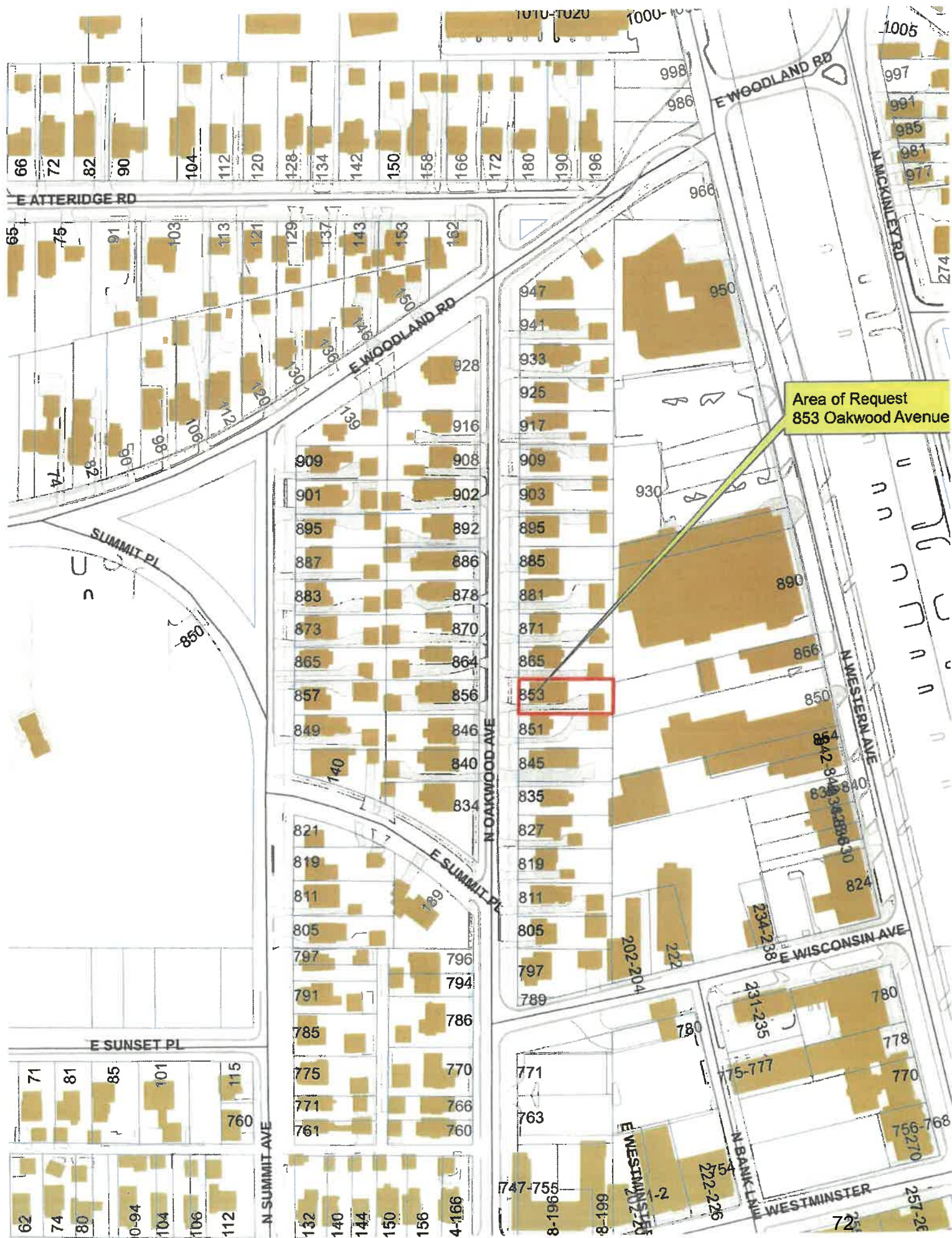
P.N. 3-2756-00
DATE: 7/18/22

A5

GROUP EXHIBIT B

The Plans





THE CITY OF LAKE FOREST

ORDINANCE NO. 2023-____

AN ORDINANCE GRANTING VARIANCES FROM THE FRONT AND SIDE YARD SETBACKS FOR PROPERTY LOCATED AT 853 OAKWOOD AVENUE

WHEREAS, Oakwood Family Management LLC (Tom Swarthout, David Swarthout, Cynthia Luetje and James Swarthout) ("**Owner**") is the owner of that certain real property commonly known as 853 Oakwood Avenue, 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 construct a partial second floor addition and an open front porch within the front and side yard setbacks ("**Improvements**") as depicted on the site plans attached hereto as **Group Exhibit B** ("**Plans**"); and

WHEREAS, the Owner submitted an application ("**Application**") for a variance from Section 159.084, R-1, Single Family Residence District, of the City of Lake Forest Code to allow construction of the Improvements, within the front and side yard setbacks; and

WHEREAS, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on November 28, 2022; and

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

1. The requested setback variances from the front and side yard (north) property lines to allow construction of a partial second floor over an existing one story element of the house, the addition of an open front porch, and the replacement of an existing air conditioner unit will result in modifications to the residence in a manner that is generally compatible with the surrounding neighborhood.
2. The variance requests are based on the following facts: the City adopted a Zoning Code after the property was created through a subdivision in the early 1900's, and the house was constructed in 1959 in conformance with the zoning regulations that were in place at that time. These factors are generally unique to this neighborhood and this property and are not generally applicable to other properties in the same zoning district throughout the City.

3. The existing residence does not conform to the current 40-foot front yard or 10-foot side yard (north) setback requirements. The hardship in conforming to the required setback is the result of changes to the applicable zoning regulations over time.
4. The modifications if constructed consistent with the variances requested, will not impair light or ventilation to adjacent properties, increase congestion, endanger public safety, or diminish property values. The proposed improvements are intended to upgrade the home in a manner consistent with other homes in the neighborhood.

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

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

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

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

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

SECTION THREE: Zoning Setback Variances Granted. Based on the findings presented above, the City Council does hereby grant approval of the requested variances to allow construction of a partial second floor addition no closer than 18 feet to the front property line and no closer than 4'10" to the side (north) property line and replacement of an air conditioning unit no closer than 7 feet to the side (north) property line.

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

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters , 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owner will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Staging, Parking and Storage. Prior to the issuance of building permits, a plan for staging and storage of construction and demolition materials and a plan for parking construction vehicles shall be submitted and will be subject to City review and approval.
- E. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans which detail the porch as an open, rather than an enclosed, element.
- F. Fees and Costs. The Owner shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the 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.

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

PASSED THIS __ DAY OF _____, 2023.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2023.

Mayor

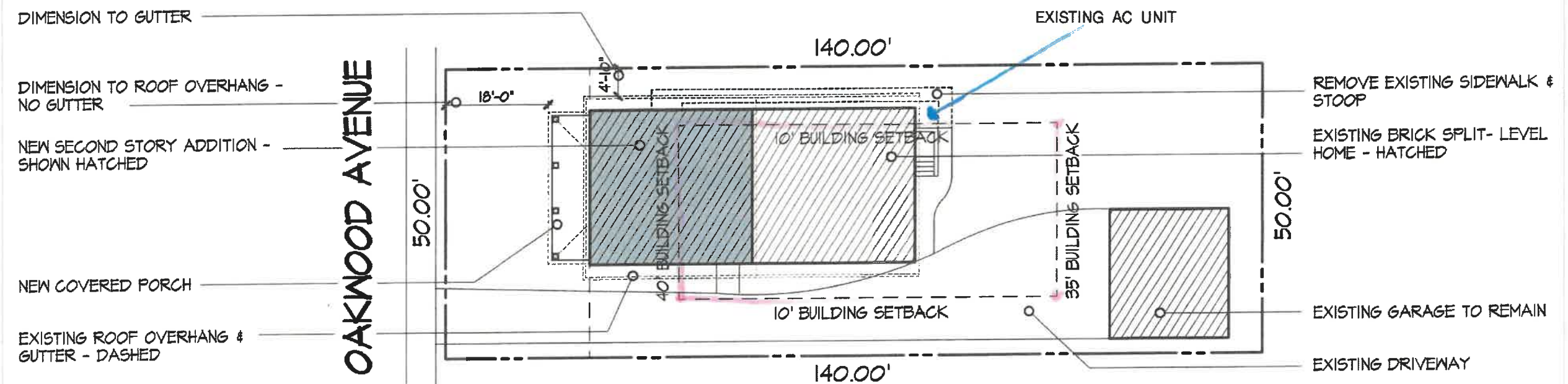
ATTEST:

City Clerk

GROUP EXHIBIT B

The Plans

PROPOSED SITE PLAN



Proposed Site Plan

Single Family Residence - 853 Oakwood Avenue

Michael E. Breseman Architects Ltd ARCHITECTS, Ltd.

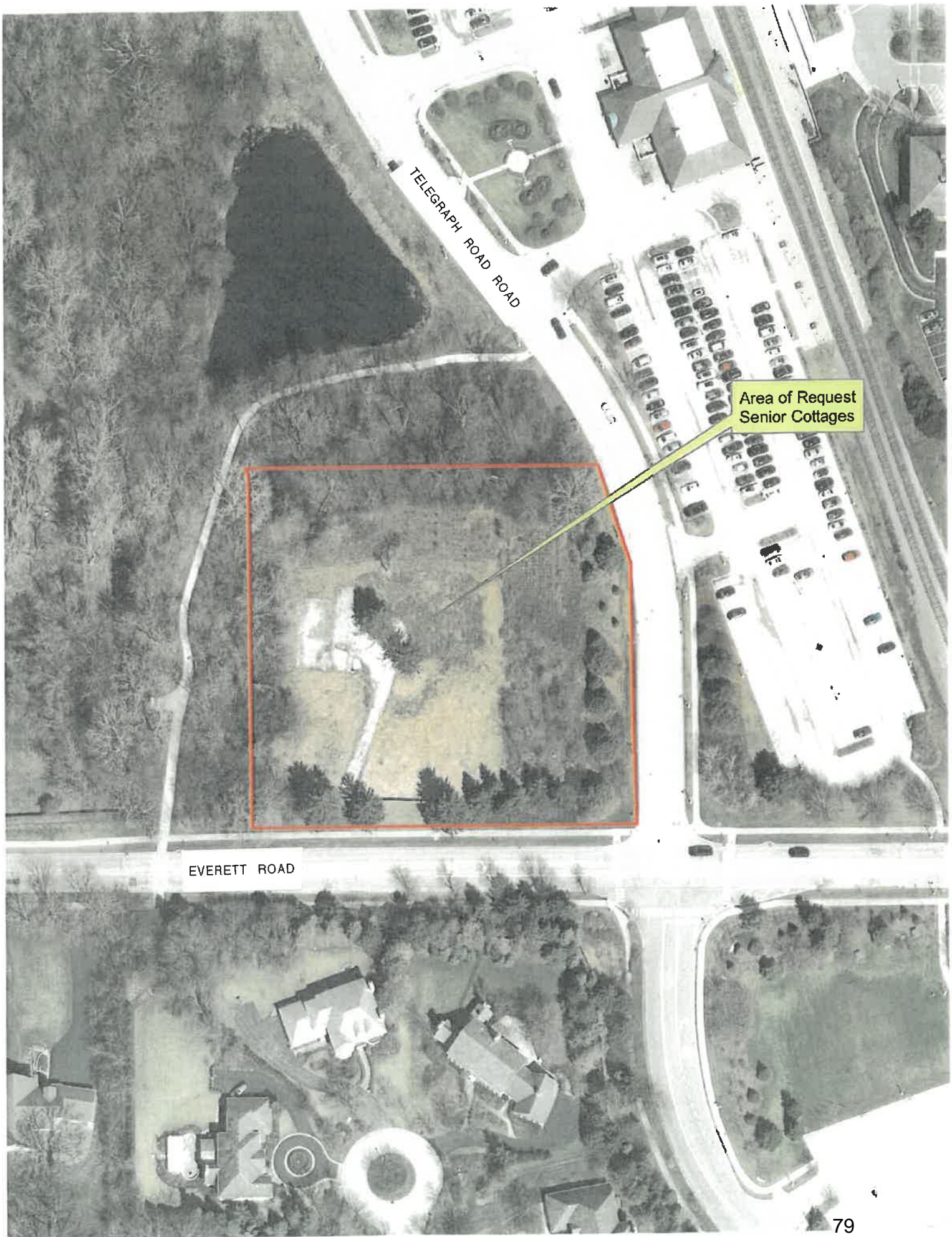


TELEGRAPH ROAD

Area of Request
Senior Cottages

EVERETT ROAD

WAUKEGAN ROAD



THE CITY OF LAKE FOREST

ORDINANCE NO. 2023-____

**AN ORDINANCE GRANTING A VARIANCE FROM THE CORNER SIDE YARD SETBACK
ALONG TELEGRAPH ROAD FOR SENIOR COTTAGES TO BE LOCATED ON THE
NORTHWEST CORNER OF EVERETT AND TELEGRAPH ROADS**

WHEREAS, the City of Lake Forest ("**Owner**") is the owner of that certain real property located on the northwest corner of Everett and Telegraph Roads commonly known as 1150 – 1180 Everett Road, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

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

WHEREAS, the Owner intends to transfer the Property to Community Partners for Affordable Housing for the purpose of constructing twelve Senior Cottages, in six buildings, ("**Improvements**") as depicted on the site plans attached hereto as **Group Exhibit B ("Plans")**; and

WHEREAS, the Owner submitted an application ("**Application**") for a variance from Section 159.109 B-1, Neighborhood Business District, of the City of Lake Forest Code to allow construction of a small portion of the Improvements within the corner side yard setback; and

WHEREAS, pursuant to notice duly published, the Plan Commission reviewed and evaluated the Plans at a public hearing held on February 9, 2022; and

WHEREAS, the Plan Commission, 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 requested setback variance from the corner side yard (east) property line to allow a small portion of one duplex building to encroach into the required setback will result in development and setbacks that are generally consistent with the surrounding neighborhood.
2. The variance request is based on limitations on the site including wetlands, a pedestrian path, and a vegetative buffer which all exist on the west side of the site. The variance allows these features to be preserved. These factors are generally unique to this site and are not generally applicable to other properties in the same zoning district throughout the City.
3. The hardship in conforming to the 20 foot setback is based on existing features of the site and the need to provide for adequate circulation and turning radii on the roads internal to the site.

4. The Improvements, if constructed consistent with the variance requested will not impair light or ventilation to adjacent properties, increase congestion, endanger public safety, or diminish property values. The proposed development is intended to provide attainable housing for seniors.

and recommended that the City Council approve the variance 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 Plan Commission, have determined that it is in the best interests of the City and its residents to grant approval of the requested variance subject to the terms and conditions hereinafter set forth;

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

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

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

SECTION THREE: Zoning Setback Variance Granted. Based on the findings presented above, the City Council does hereby grant approval of the requested variance to allow a portion of two of the senior cottages to encroach up to, and not more than, five feet into the corner side yard setback along Telegraph Road.

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

- A. **No Authorization of Work.** This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly

applied for, paid for, and granted in accordance with applicable law.

- B. Compliance with Laws. Chapters , 150, regarding building and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owner will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Staging, Parking and Storage. Prior to the issuance of building permits, a plan for staging and storage of construction and demolition materials and a plan for parking construction vehicles shall be submitted and will be subject to City review and approval.
- E. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans which detail the porch as an open, rather than an enclosed, element.
- F. Fees and Costs. The Owner shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the 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.

SECTION FIVE: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owner has not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the

form attached hereto as **Exhibit C** and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein. The City Clerk is hereby directed to record this Ordinance and such agreement and consent with the Recorder of Deeds of Lake County.

PASSED THIS __ DAY OF _____, 2023.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2023.

Mayor

ATTEST:

City Clerk

MAS

MIDWEST
ARCHITECTURE
STUDIO

216 MARKET SQUARE SUITE A
LAKE FOREST, IL 60045
T 847.604.8509
F 847.604.8508
WWW.MASISMORE.COM

PUBLIC PEDESTRIAN PATH

WEST LAKE SUBDIVISION
DOC. 2625982

LOT 1

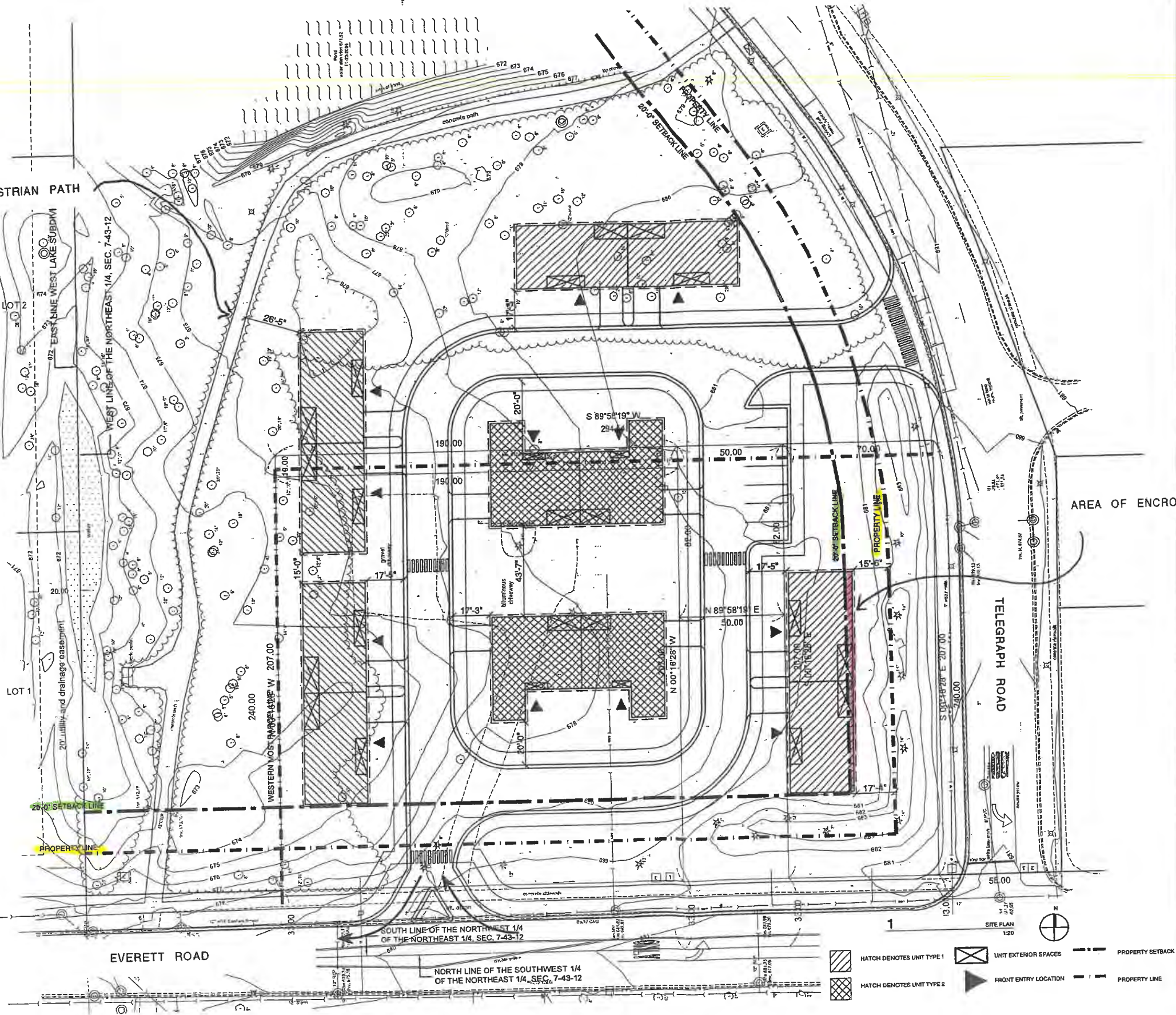
LOT 2

WEST LINE WEST LAKE SUBDIVISION

EVERETT ROAD

TELEGRAPH ROAD

AREA OF ENCROACHMENT



- HATCH DENOTES UNIT TYPE 1
- HATCH DENOTES UNIT TYPE 2
- UNIT EXTERIOR SPACES
- FRONT ENTRY LOCATION
- PROPERTY SETBACK
- PROPERTY LINE

EXISTING SITE PLAN &
COTTAGE LOCATIONS
SCALE: 1/20
1/10/22
DRAWN BY: BG

SENIOR CENTER COTTAGES
EVERETT & TELEGRAPH RD
LAKE FOREST, IL 60045

THE CITY OF LAKE FOREST
ORDINANCE NO. 2023- ____

**AN ORDINANCE APPROVING ARCHITECTURAL AND SITE DESIGN FOR THE SENIOR
COTTAGES TO BE LOCATED ON THE NORTHWEST CORNER OF EVERETT AND
TELEGRAPH ROADS**

WHEREAS, the City of Lake Forest is the owner of that certain real property located on the northwest corner of Everett and Telegraph Roads commonly known as 1150 – 1180 Everett Road, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

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

WHEREAS, the Owner intends to transfer the Property to Community Partners for Affordable Housing for the purpose of constructing twelve Senior Cottages ("**Improvements**") as depicted on the site plan and architectural drawings that are attached hereto as **Group Exhibit B** ("**Plans**"); and

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

WHEREAS, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearing held on January 10, 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 B-1, Neighborhood Business District under the City Code,
2. Owner proposes to construct the Improvements as depicted on the Plans,
3. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with the recommended conditions and the Plans, will meet the design standards and requirements of Section 150.147 of the City Code,

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

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

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

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

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

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

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

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

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

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the 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 _____, 2023

AYES: ()

ABSENT: ()

NAYS: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2023

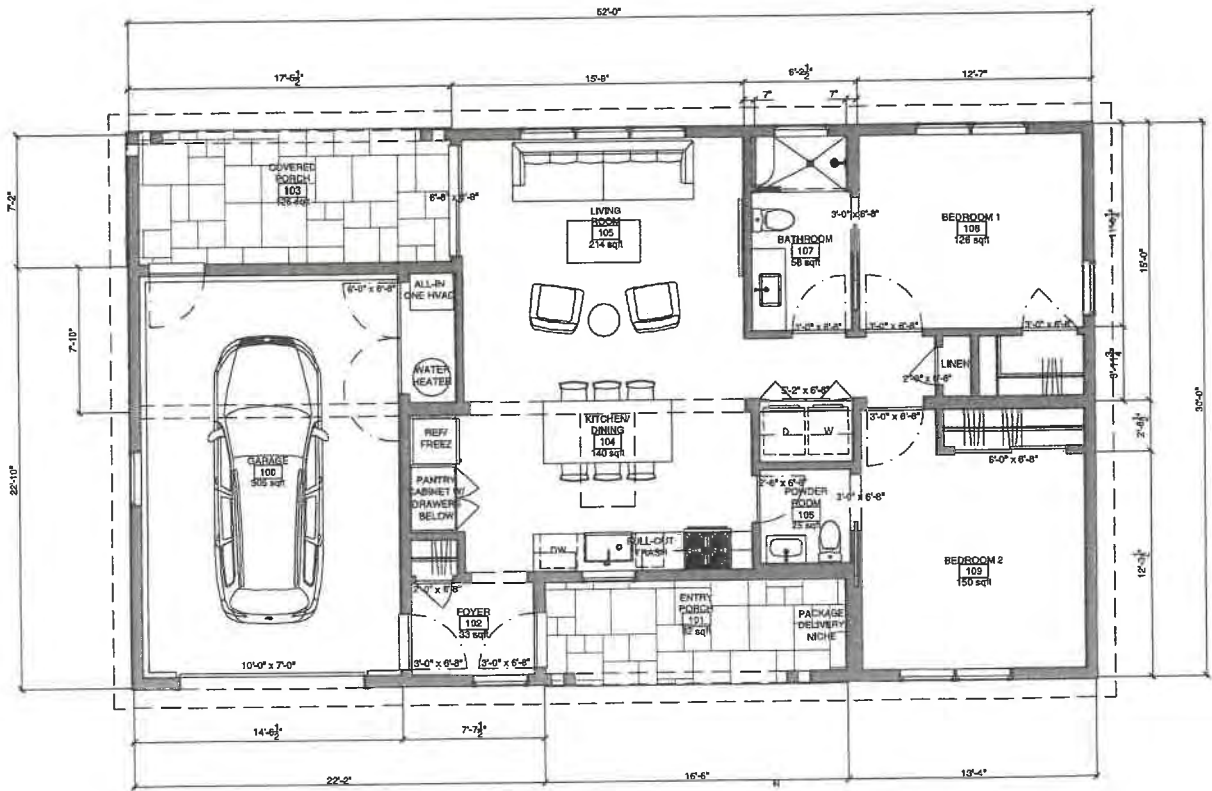
Mayor

ATTEST:

City Clerk



2 FRONT ELEVATION - OPTION 1
1/4" = 1'-0"



1 FLOOR PLAN - OPTION 1
1/4" = 1'-0"

MAS

MIDWEST
ARCHITECTURE
STUDIO

289 MARKET SQUARE SUITE A
LAKE FOREST, IL 60045
T 847.634.8589
F 847.634.1510
WWW.MAS15MORE.COM

ARCHITECTURAL PLANS
FLOOR PLAN & FRONT ELEVATION
SCALE: 1/4" = 1'-0"
1.10.22
DRAWN BY: RB

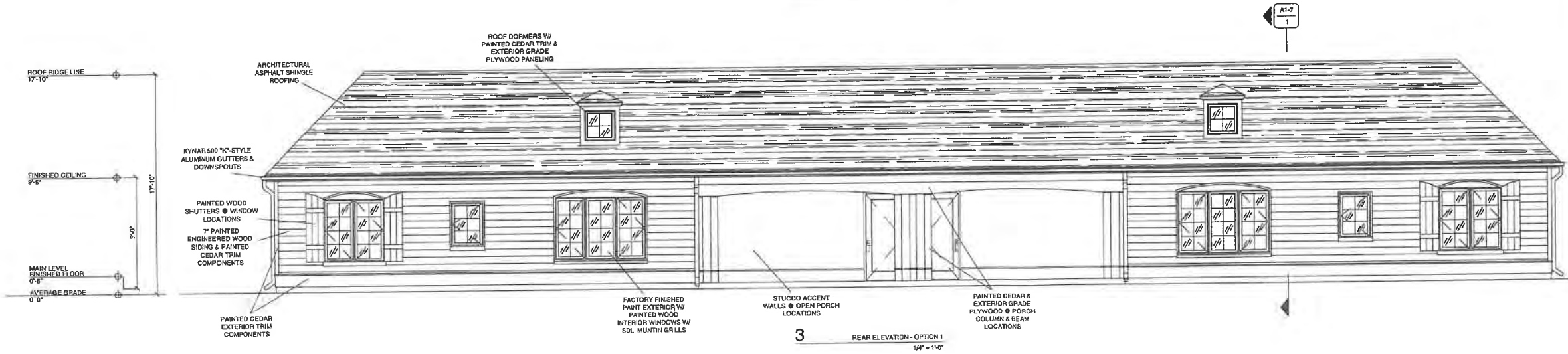
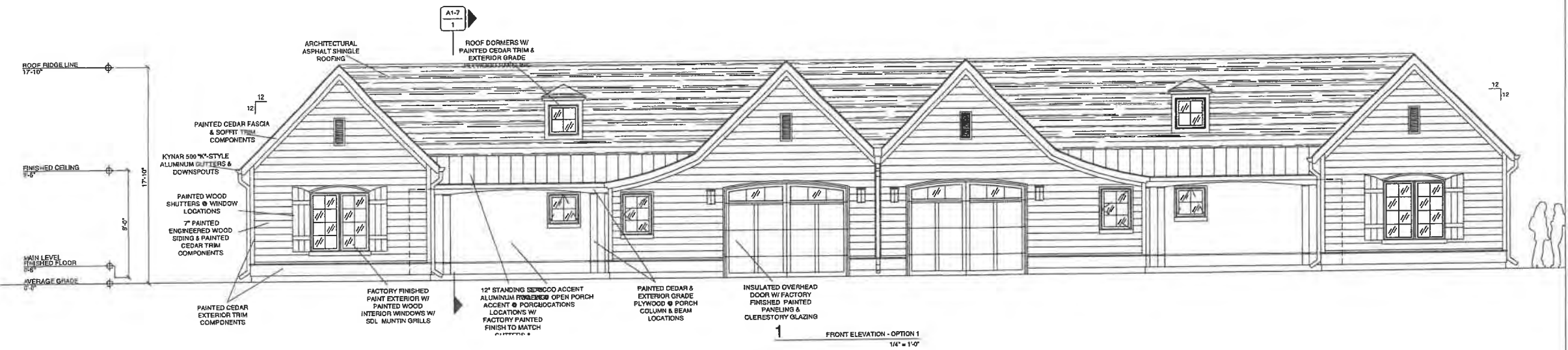
SENIOR CENTER COTTAGES
EVERETT & TELEGRAPH RD
LAKE FOREST, IL 60045

A1-1

MAS

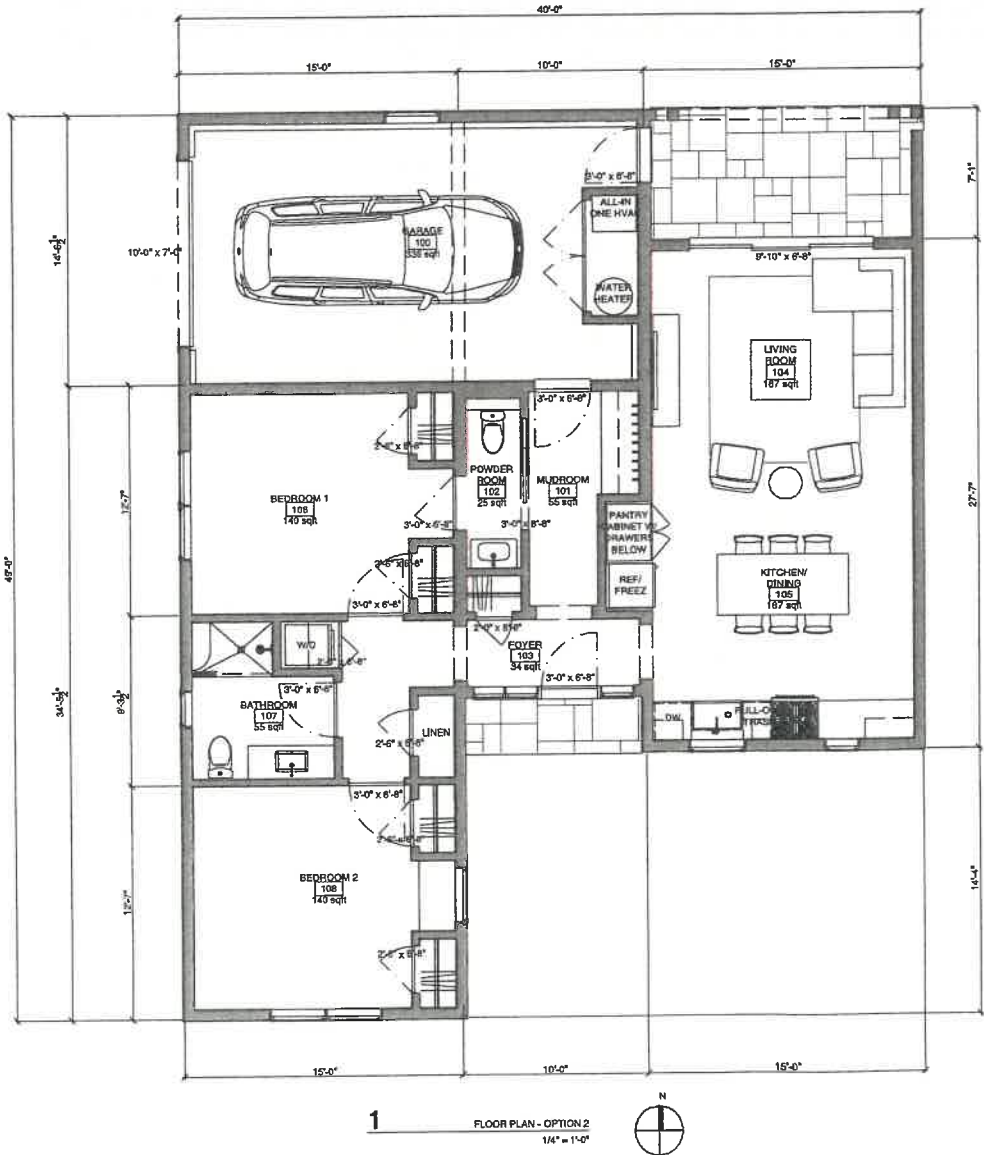
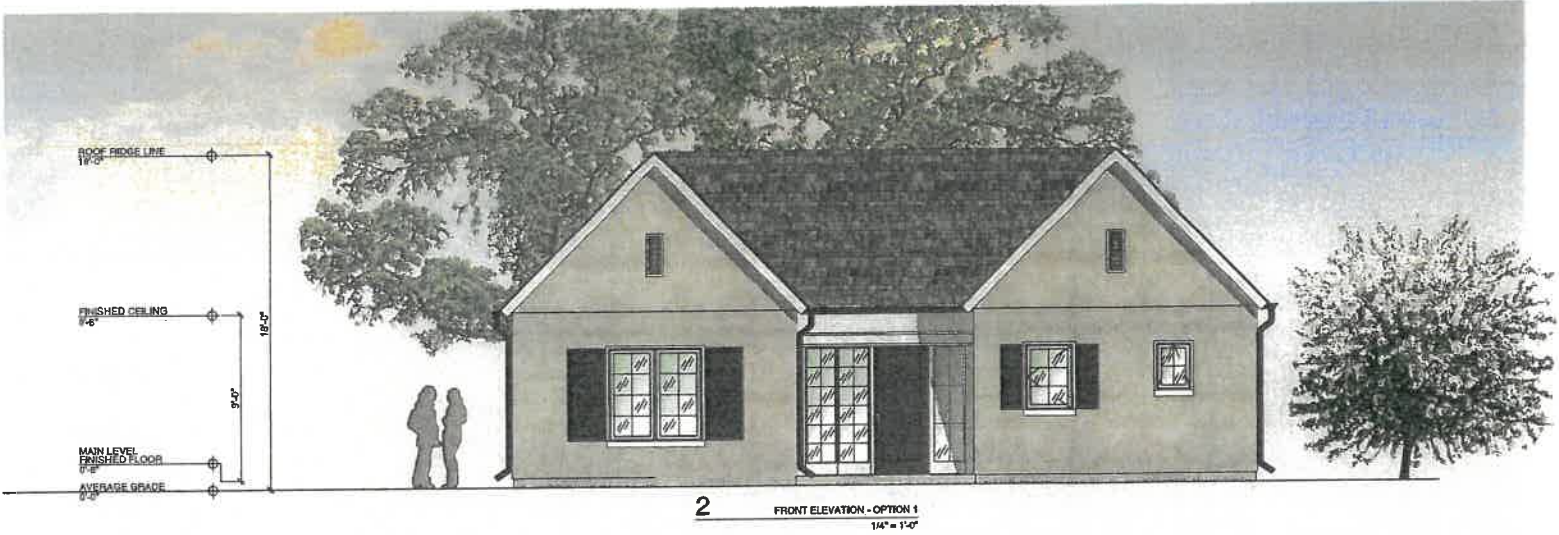
MIDWEST
ARCHITECTURE
STUDIO

269 MARKET SQUARE SUITE A
LAKE FOREST, IL 60345
T 847 604 8509
F 847 604 8508
WWW.MASISMORE.COM



ELEVATIONS
OPTION 1
SCALE: 1/4" = 1'-0"
1/1/22
DRAWN BY: BB

SENIOR CENTER COTTAGES
EVERETT & TELEGRAPH RD
LAKE FOREST, IL 60345



MAS

MIDWEST
ARCHITECTURE
STUDIO

269 MARKET SQUARE SUITE A
LAKE FOREST, IL 60045
T 847 634 8500
F 847 651 8508
WWW.MASISMORE.COM

ARCHITECTURAL PLANS
FLOOR PLAN & FRONT ELEVATION
SCALE: 1/4" = 1'-0"
1-10-22
DRAWN BY: BB

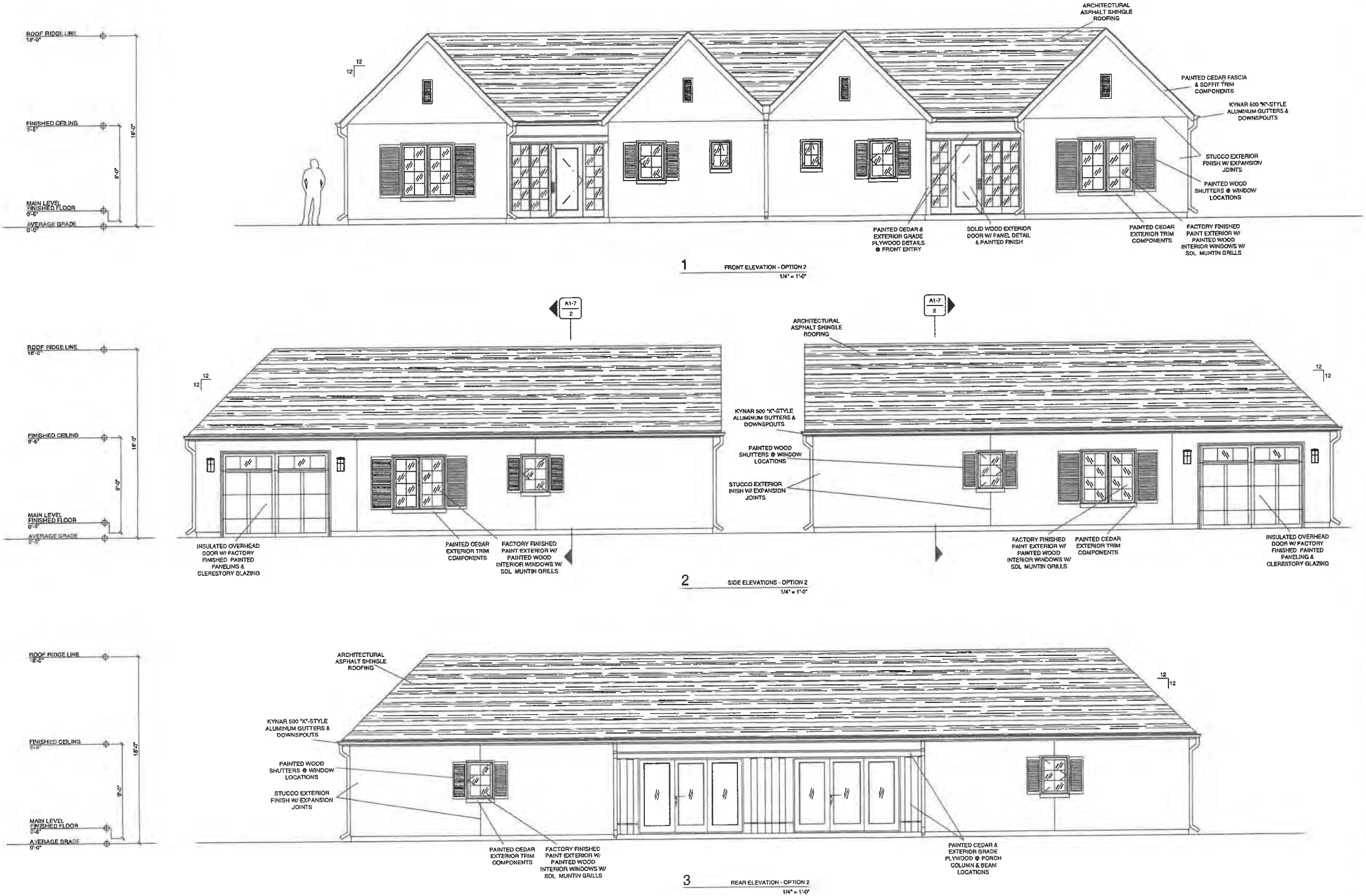
SENIOR CENTER COTTAGES
EVERETT & TELEGRAPH RD
LAKE FOREST, IL 60045

A1-2

MAS

MIDWEST
ARCHITECTURE
STUDIO

269 MARKET SQUARE SUITE A
LAKE FOREST, IL 60045
T 847 604 6599
F 847 604 6598
WWW.MASISMORE.COM



ELEVATIONS
OPTION 2
SCALE: 1/4" = 1'-0"
1/1/22
DRAWN BY: BB

SENIOR CENTER COTTAGES
EVERETT & TELEGRAPH RD
LAKE FOREST, IL 60045

THE CITY OF LAKE FOREST

RESOLUTION NO. _____

**A RESOLUTION DECLARING CERTAIN REAL PROPERTY TO BE SURPLUS AND
DIRECTING STEPS TO CONVEY THE PROPERTY LOCATED ON THE NORTHWEST
CORNER OF EVERETT ROAD AND TELEGRAPH ROAD**

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

WHEREAS, the City is the owner of various contiguous parcels of land located on the northwest corner of Everett Road and Telegraph Road, which the City acquired at or about the time the City established the Tax Increment Financing District along the Waukegan Road Business District Corridor; and

WHEREAS, a 2.23 acre parcel owned by the City and legally described in Exhibit A attached hereto ("**Property**") is vacant and unused and has been so for approximately ten years; and

WHEREAS, on or about March 4, 2013, the City Council passed Resolution No. 2013-05 adopting a Policy for the Acquisition, Sale, Lease and Retention of Public Property ("**Policy**");

WHEREAS, the Policy identifies steps the City may follow to convey title to City-owned land; and

WHEREAS, in accordance with the Policy, for several years the Property has been identified in the City's property inventory database as a potential site for affordable housing; and

WHEREAS, in February 2021, the City Council approved a motion in support of proceeding with the necessary due diligence and public review process to allow consideration of a senior cottages development on the Property and indicating preliminary support for donating the land if all required approvals and funding is secured; and

WHEREAS, over the course of two meetings, on June 9, 2021, and February 9, 2022, the Plan Commission, after public notice in accordance with the Code requirements, conducted a

public hearing to consider the site plan, a plat of consolidation, and a setback variance, and voted 6 to 0 to recommend approval of the same to the City Council; and

WHEREAS, on January 10, 2022, the Building Review Board, after public notice in accordance with the Code requirements, conducted a public hearing to consider the design aspects of the proposed senior cottage development and voted 5 to 0 to recommend approval of the same to the City Council; and

WHEREAS, on December 5, 2022, the Property and Public Lands Committee of the City Council voted unanimously to recommend to the City Council that the Property be declared Surplus Property based on a determination that the Property is no longer necessary to, appropriate for, required by, profitable to, or for the best interest of the City, but instead, that the Property should be disposed of for purposes of supporting the development of senior cottages that would not otherwise be possible.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE, STATE OF ILLINOIS, in exercise of its home rule authority, as follows:

SECTION ONE: RECITALS AND EXHIBITS. The foregoing recitals are incorporated in, and made a part of, this Resolution by this reference as findings of the City Council of The City of Lake Forest. All exhibits attached to this Resolution are incorporated by this reference.

SECTION TWO: POLICY SECTIONS WAIVED. The City Council hereby waives Policy Sections 3.2, 3.3, and 3.6 requiring the City to (a) provide a report to the City Council in executive session concerning the Property; (b) provide notice of intent to sell the Property; and (c) obtain an appraisal of the Property dated within the last 6 months, given the Council's previous discussions and indication of support for the Property donation and the availability of an appraisal of the Property from June 2022.

SECTION THREE: DECLARATION OF SURPLUS PROPERTY; CONDITIONS OF SALE.

- a) The City Council hereby declares the Property as surplus and authorizes and directs the City Manager to undertake all necessary steps to transfer the Property subject to and in accordance with subsections (b) and (c) below.
- b) The City Council hereby waives the bidding process and authorizes and directs the City Manager to conduct a negotiated sale in accordance with the Policy.
- c) The Property's sale shall be subject to:
 - i. Compliance with the zoning and other approvals granted by the City Council;
 - ii. All easements of record; and
 - iii. The execution of a mutually acceptable donation agreement to be approved by the City Council in accordance with the Policy.

SECTION FOUR: REPEAL. All ordinances, resolutions, or parts thereof in conflict with this Resolution are repealed to the extent of any such conflict.

SECTION FIVE: SEVERABILITY. Any section or provision of this Resolution that is found to be invalid or void shall not affect the remaining sections or provisions of this Resolution, which shall remain in full force and effect.

SECTION SIX: EFFECTIVE DATE. This Resolution shall be in full force and effect upon the passage and approval.

PASSED THIS _____ DAY OF _____, 2023.

AYES:

NAYS:

ABSENT:

APPROVED THIS _____ DAY OF _____, 2023.

Mayor

ATTEST:

City Clerk



PLAN COMMISSION REPORT AND RECOMMENDATION
Senior Cottages – Plat of Consolidation & Site Plan with Setback Variance

TO:	Honorable Mayor Pandaleon and Members of the City Council
FROM:	Chairman Dixon and Members of the Plan Commission
SUBJECT:	Recommendation in Support of a Plat of Consolidation and Site Plan with a Setback Variance for Senior Cottages

OWNER

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

PROPERTY LOCATION

Northwest Corner of Everett and
Telegraph Roads

ZONING

B-1 Neighborhood
Commercial

Recommendation

After conducting a public hearing and considering this petition over the course of two meetings, the Plan Commission voted 6 to 0 to recommend approval of 1) a plat of consolidation delineating the development site 2) a site plan including a setback variance to allow an encroachment of a portion of one of the cottage buildings, two cottage units, into the 20' setback along Telegraph Road at a distance ranging from 2'-8" to 4'-6".

Background Information

The City's Housing Trust Fund Board (the "HTFB") works on a continuing basis to enhance the diversity of housing in the community and to ensure that a variety of housing types are provided to meet the changing needs of individuals and families in the community, relatives of those living in the community as well as those wanting to move to the community. Providing housing options for senior citizens has always been a priority for the HTFB and is consistent with the housing goals established by the City Council. A 1984 survey conducted by the City identified a community concern about the decreasing availability of housing for seniors. It was noted at that time that the housing stock often desired and needed by seniors was being lost as a result of increased development in and around the City's business districts, and because of the demolition of many of the smaller homes in the community that often best meet the needs of the older population. The need for more housing options for our community's seniors has continued to be voiced since that survey several decades ago. The need still exists.

In 2001, the City Council approved the first Senior Cottage development. These five cottages located on the north side of Conway Road, at the north end of Telegraph Road, have proven to be very successful and have offered comfortable and convenient rental housing, tailored to meet the needs of seniors. The new cottages now proposed are not far from the original Senior Cottages. The original Senior Cottage development was made possible through the efforts of a not for profit group comprised of a former alderman, other local residents and through generous pro bono services and material offerings from local contractors, architects and vendors. The City donated the land for the existing cottage development as is proposed for the current development. The availability of land, in a desirable location, at no cost is critical in allowing

senior housing development initiatives to move forward. The terms of the land donation for the original Senior Cottage development established a reversion clause should a change of use ever be proposed. A similar provision, reverting the land to the City in the event of a change of use or a decision by CPAH to sell the property, will be incorporated into the land donation for the currently proposed development. Much was learned from the original Senior Cottage development all to the benefit of the current proposal.

In 2013, ownership of the existing Senior Cottages was transferred to Community Partners for Affordable Housing (CPAH), a not for profit group with the expertise and resources necessary to manage the development long term. After several years, the City realized that neither the Senior Cottages Foundation, nor the City had the expertise or resources to do so. The City, under the direction of the City's HTFB, has partnered with CPAH over the course of many years on various housing initiatives. Under the ownership and management of CPAH, the existing Senior Cottages have been extraordinarily successful, well managed and maintained, and there is never a shortage of interested residents on the rare occasion that a cottage becomes available. There is a clear demand for additional Senior Cottages.

The HTFB and City Council have adopted a multi-pronged approach to increasing and retaining a diversity of housing types, at various price points, throughout the community. As noted above, senior housing is identified as a priority particularly those developments that are achieved through partnerships. The Senior Cottages proposed at Everett and Telegraph Roads are the result of the initiative, efforts and persistence of the Lake Forest-Lake Bluff Senior Resources Commission and the Lake Forest- Lake Bluff Senior Citizens Foundation. A number of years ago, the Housing Trust Fund Board encouraged those groups to come forward with a proposal to increase the availability of senior housing in the community and when they did, the HTFB enthusiastically endorsed the development and recommended to the City Council that funds be allocated from the City's Housing Trust Fund, a fund that is restricted to supporting housing diversity, to support the development along with the donation of City owned land. The City Council accepted the HTFB's recommendation and indicated a willingness to donate the City land pending approval of the development and once the necessary funding from various partners is aligned. A key partner in this development is the Lake Forest-Lake Bluff Senior Citizens' Foundation. This group has committed to match the City's financial contribution of \$350,000 and has been active in soliciting grants as well in support of the project. CPAH will obtain tax credits to support construction of the development. And CPAH will own and manage the new Senior Cottage development along with the existing five cottages which they already own and manage.

Action to Date

The City's HTFB and the City Council have both endorsed the development of Senior Cottages on the northwest corner of Everett and Telegraph and, the City Council has previously indicated a willingness to donate City land to support this initiative. The City Council has not taken any formal action pending recommendations on the plat of consolidation and the requested variance from the zoning setback from the Plan Commission, and on the design aspects of the development from the Building Review Board.

In June 2021, the Plan Commission heard an introductory presentation on the proposed Senior Cottages and work on preliminary engineering plans, preparation of the plat of consolidation to delineate the boundary of the property to be transferred from the City to CPAH for the cottages, and development of architectural plans proceeded.

On January 10, 2022, the Building Review Board held a public hearing to consider the design aspects of the Senior Cottages. The Board voted to recommend approval subject to the conditions and refinements listed below.

- As the plans are finalized for the cottages consider:
 - Additional detailing such as the addition of shutters on the front elevations, the addition of windows and details to break up large expanses of walls that exist in some locations, add detailing to street facing elevations, and refine the roof form at the southwest corner of the site given the visibility of this element from the street.
- Provide some variation in the exterior color palettes of the six cottage buildings.
- Submit the landscape plan to the Board for review and approval once the site begins to take shape. Detail existing streetscape trees and vegetation that will remain and any additional plantings planned, provide a typical foundation plantings plan for the cottages and reflect planned street tree plantings. The focus should be on retaining existing trees that are of good quality and in good condition to the extent possible.

On February 9, 2022, the Plan Commission concluded its consideration of the petition and after conducting a public hearing, voted to recommend approval of the site plan including a variance to allow an encroachment of up to five feet into the 20 foot setback along the east property line and plat of consolidation. The Commission received one letter in support of the proposed development and heard testimony from neighbor who noted concern about the volume of traffic in the area and emphasized that the pedestrian path west of the development site is well used and should remain. The Commission noted that the proposed Senior Cottage use is a low volume traffic generator, significantly lower than if the site was developed for a commercial or general multi-family use.

Staff Analysis

The City's Comprehensive Plan identifies three characteristics that should be available, in some combination, at sites being considered for senior housing:

- Easy access to commercial and retail facilities, religious institutions, medical care facilities, recreation and community facilities.
- Easy access to transportation.
- Safe environment.

The proposed location satisfies all three of these criteria. The site is located across the street from the train station and near stores, restaurants, medical offices, a Church, banks and the City's Fire Station.

The Senior Cottages will be available to income qualified seniors, at least 65 years of age, with priority given to current residents of Lake Forest and Lake Bluff and those with family in those communities. The income requirements are based on a percent of the Area Median Income as required by the terms of the grants or tax credits received to support the development. The existing cottages are leased in accordance with the same provisions.

Zoning/Use

The City's Comprehensive Plan for the Waukegan Road Business District was recently updated. As adopted, the site proposed for Senior Cottages was identified as an Opportunity Area. The following recommendations are offered in the Plan as it pertains to this specific site located on the northwest corner of Everett and Telegraph Roads.

General Recommendations

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

Recommendations Related to Residential Use

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

The Comprehensive Plan, unlike the Zoning Code, presents a vision, options and recommendations, not requirements. The proposed Senior Cottage development will implement the recommendations above with the exception of orienting the housing type to commuters. Seniors will benefit from the proximity to the train station and unlike a development geared toward commuters, the Senior Cottages will generate less day to day activity on the site.

The site is zoned B-1, Neighborhood commercial, this district permits a range of uses such as those located along Waukegan Road to the east, an area that is also B-1. For instance, a retail business or office development could be proposed for this site consistent with the uses permitted in the B-1 District. Multi-family uses are also permitted in the B-1 District by right, that is, no Special Use Permit is required. The proposed Senior Cottage development is an age restricted, low rise, duplex residential development. The proposed development is a low impact use with respect to traffic generation, demand for parking, lights, noise and activity.

Location

As noted above, the proposed location for a second Senior Cottage development is a City owned site located on the northwest corner of Everett and Telegraph Roads. The site that will ultimately be donated to the CPAH totals 2.23 two acres. The City will retain the adjacent land to the west and north.

Plat of Consolidation

The Plat of Consolidation identifies the exact boundary of the Senior Cottage site and the land area that will be donated. The property is comprised of several parcels that were established many decades ago, prior to the City's acquisition of the property. The plat of consolidation establishes new parcel boundaries, consolidating four parcels and a small portion of a larger fifth parcel.

Site Plan

The site plan reflects six buildings, each with two cottages. Each cottage has a separate entrance, separate living space, an outdoor patio area, covered porch, and a one car garage. Visitor parking is incorporated into the site plan along the private road.

After exploring alternative site plans, a variance is requested to allow the easternmost cottage to encroach less than five feet into the 20 foot setback along Telegraph Road. Although the entire cottage development could be shifted five feet to the west, doing so locates the westernmost cottages very close to the public pedestrian path that will be retained along the west side of the City property. The City will retain the property on which the pedestrian path is located. The site plan fully complies with the 30% building coverage limitation for the overall site. The buildings cover just over 19% of the overall site. The development complies with the requirement that at least 15% of the site remain as open space which includes residential pathways. The buildings, road and parking area cover about 43 percent of the site with the remainder of the site remaining as open space including yards, perimeter buffers and sidewalk.

The development will be pedestrian friendly with sidewalks on both sides of the private, internal streets that will connect to Everett and Telegraph Roads. As noted above, there is an existing public pedestrian walkway located on City owned property to the west and north of the proposed development. That path will remain and is used regularly by residents in neighborhoods to the south and west as convenient access to and from the train station and simply as a walking path. Consideration has been given as to whether a connection from the Senior Cottage development direct to the pedestrian pathway should be made. For security, a direct connection is not planned however, the pathway provides a pedestrian loop for residents of the cottages since there are connections to the path from the sidewalks along the adjacent public streets.

A conceptual landscape plan has not yet been developed pending the start of sitework. The Building Review Board will review the landscape plan once the site begins to take shape. Some tree removal will be required for this development. The City Forestry Section completed a tree inventory, and the site plan was configured to preserve and protect several high quality trees located beyond the northwest corner of the cottage development. As directed by the Building Review Board, the landscape plan will focus on providing screening along Everett and Waukegan Roads to maintain the landscaped dominant streetscape character of the site and to provide privacy and a buffer for the residents of the cottages from the adjacent streets. Attention will also be focused on screening the cottages that border the existing pedestrian path to the west and north for privacy and security, and to maintain the landscaped character of the walkway as it exists today. Fencing along the boundary of the Senior Cottage development may also be considered.

The configuration of the roadway and the turning radii has been reviewed by the City's Police and Fire Departments and the City Engineer to verify that the internal circulation is adequate to accommodate emergency vehicles. As noted above, the internal roadway will be a private road. The final engineering plans will be subject to review and approval by the City Engineer prior to the issuance of permits authorizing work to begin at the site.

As required for all new residential construction, each cottage will be equipped with a residential fire sprinkler system.

The cottages will be generally modeled on the existing cottages located on Conway Road, at the north end of Telegraph Road. The cottages will have approximately 1,000 square feet of living space and a single story. As noted above, the cottages will be configured as duplexes, two attached units.

Access

In developing the site plan input on access was provided by the City Engineer and the City's public safety departments. Two priorities emerged from those early discussions.

- First, access points to the site should be located as far away from the intersection of Everett and Telegraph Roads as possible. The point was made that this intersection is congested during peak commuter and school travel times. Delays occur when trains are moving through the area restricting east/west vehicle traffic.
- Second, two access points to the development should be provided. Consideration was given to creating a cul-de-sac type development, with a single access, however, from a public safety standpoint, two access points to the development are required. It is expected that the seniors living in the development will come to understand the times during which there are higher volumes of vehicles on Everett Road and will likely adjust not only their schedules accordingly to the extent possible, but also consider the traffic volume in determining which access point to use when entering and leaving the development. The access on Everett Road will be designed to encourage only right-in and right-out turning movements.

Importantly, Senior Cottages are a low traffic generator overall. As noted above, this site is zoned for commercial use, the same zoning that is applied to properties along both sides of Waukegan Road on the east side of the railroad tracks. This property could be sold by the City and developed for a commercial use or a multi-story residential building. Both of those options would generate a higher traffic volume at this site than will result from development of the site for Senior Cottages.

Partnerships

As noted above, community partnerships are critical to making a development like this become a reality. In addition to the partners mentioned above, the HTFB, CPAH, the Lake Forest-Lake Bluff Senior Resources Commission and the Lake Forest-Lake Bluff Senior Citizen Foundation, to date a local architectural firm, Midwest Architecture Studio, and a local engineering firm, Bleck Engineering, are both donating a portion of their services to further the community's goal of increasing the housing options for seniors.

Public Notice

Public notice of was provided in accordance with Code requirements and standard practices. Public notice was published in a newspaper of local circulation and mailed to property owners in the surrounding area. The agendas for the meetings were posted at various public locations and on the City's website.