

**THE CITY OF LAKE FOREST  
CITY COUNCIL AGENDA**  
Monday, May 15, 2023  
220 E. Deerpath  
Lake Forest, IL 60045

**CALL TO ORDER AND ROLL CALL**

**6:30 p.m.**

Honorable Mayor, Stanford R. Tack

Nancy Novit, Alderman First Ward

Jim Preschlack, Alderman Third Ward

Terry Mieling, Alderman First Ward

Ara Goshgarian, Alderman Third Ward

Edward U. Notz, Jr., Alderman Second Ward

Eileen Looby Weber, Alderman Fourth Ward

John Powers, Alderman Second Ward

Richard Walther, Alderman Fourth Ward

**PLEDGE OF ALLEGIANCE**

**REPORTS OF CITY OFFICERS**

|                             |
|-----------------------------|
| <b>1. COMMENTS BY MAYOR</b> |
|-----------------------------|

**A. 2023-2024 Board & Commission Appointments and Reappointments**

**BUILDING REVIEW BOARD**

| NAME OF MEMBER | APPOINT/REAPPOINT | WARD |
|----------------|-------------------|------|
|                |                   |      |
| Justin Stamer  | APPOINT           | 2    |
| Eric Lohmuller | APPOINT           | 2    |

**GORTON**

| NAME OF MEMBER | APPOINT/REAPPOINT | WARD |
|----------------|-------------------|------|
|                |                   |      |
| Bob Scales     | APPOINT           | 1    |

**CROYA**

| NAME OF MEMBER | APPOINT/REAPPOINT | WARD |
|----------------|-------------------|------|
|                |                   |      |
| Julie Crouch   | APPOINT           | 1    |

**HISTORIC PRESERVATION COMMISSION**

| NAME OF MEMBER    | APPOINT/REAPPOINT | WARD |
|-------------------|-------------------|------|
|                   |                   |      |
| Tina Dann-Fenwick | APPOINT           | 4    |

**LIBRARY**

| NAME OF MEMBER | APPOINT/REAPPOINT | WARD |
|----------------|-------------------|------|
| Emily Van Bel  | APPOINT           | 2    |

**PLAN COMMISSION**

| NAME OF MEMBER | APPOINT/REAPPOINT | WARD |
|----------------|-------------------|------|
| Lisa Nehring   | APPOINT           | 2    |

**SENIOR RESOURCE COMMISSION**

| NAME OF MEMBER | APPOINT/REAPPOINT | WARD |
|----------------|-------------------|------|
| Jean Manning   | APPOINT           | 3    |

**ZONING BOARD OF APPEALS**

| NAME OF MEMBER | APPOINT/REAPPOINT | WARD |
|----------------|-------------------|------|
| Mike Adams     | APPOINT           | 1    |

A copy of volunteer profiles sheets are available at City Hall upon request.

**COUNCIL ACTION: Approve the Mayors Appointments and Reappointments**

**2. COMMENTS BY CITY MANAGER**

- A. Emerging Artists Awards
  - Morgan Adams- Executive Director at Deer Path Art League

**3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL**

**4. COMMITTEE REPORTS**

**PUBLIC WORKS**

- 1. Rockefeller-McCormick-Loch Ravine Improvement Project Overview
  - Jim Lockfeer, Assistant Public Works Director

**5. ITEMS FOR OMNIBUS VOTE CONSIDERATION**

- 1. Approval of May 1, 2023, first session City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 17**

COUNCIL ACTION: Approval of May 1, 2023, first session City Council Meeting Minutes

**2. Approval of May 1, 2023, second session City Council Meeting Minutes**

A copy of the minutes can be found beginning on **page 20**

COUNCIL ACTION: Approval of May 1, 2023, second session City Council Meeting Minutes

**3. Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions as follows:**

| BOARD, COMMISSION OR COMMITTEE   | NAME OF MEMBERS(S) |
|----------------------------------|--------------------|
| GORTON                           | Nick Bothfeld      |
| BUILDING REVIEW BOARD            | Jim Diamond        |
| CROYA                            | Carolyn Bielski    |
| HISTORIC PRESERVATION COMMISSION | Janet Gibson       |
| LIBRARY                          | Andrea Lemke       |
| ZONING BOARD OF APPEALS          | Lisa Nehring       |

A copy of the resolution can be found **on page 25**

COUNCIL ACTION: Approve the Resolution of Appreciation

**4. Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding a Raffle in the City of Lake Forest for McKinlock Post 264-American Legion (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 McKinlock Post 264-American Legion.

**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 McKinlock Post 264-American Legion is requesting a waiver of the bond requirement and has submitted a request. A copy of the requests can be found beginning on **page 26**

**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 McKinlock Post 264-American Legion. (Approval by Motion)

**5. Approval to extend the City’s Office Supplies Contract with Warehouse Direct through May 31, 2024, with the option for additional extension as determined by the Suburban Purchasing Cooperative of the Northwest Municipal Conference.**

STAFF CONTACT: *Jamese Scott, Staff Accountant (847-810-3618)*

**PURPOSE AND ACTION REQUESTED:** Staff recommends City Council authorization to extend the current contract with Warehouse Direct for City office supply purchases pursuant to a contract granted by the Suburban Purchasing Cooperative (SPC) of the Northwest Municipal Conference.

**PROJECT REVIEW/RECOMMENDATIONS:**

| Reviewed     | Date    | Comments   |
|--------------|---------|--|
| City Council | 5/18/20 | Approved extension through 5/31/23 consistent with the SPC extension.  |
| City Council | 3/18/19 | Approved extension through 5/31/20 consistent with the SPC extension.  |
| City Council | 2/5/18  | Approved extension through 2/28/19 consistent with the SPC extension.  |
| City Council | 1/17/17 | Approved extension through 2/28/18 consistent with the SPC extension.  |
| City Council | 2/6/16  | Approved extension through 12/31/16 consistent with the SPC extension. |
| City Council | 9/6/13  | Awarded contract for office supplies to Warehouse Direct.              |

**BACKGROUND/DISCUSSION:** In September 2013, the City Council approved a contract with Warehouse Direct for City office supply purchases. This contract was approved pursuant to a contract awarded by the Suburban Purchasing Cooperative (SPC) of the Northwest Municipal Conference. Since that time, the City Council has approved several extensions of the contract consistent with actions by the SPC, as noted above. As an active SPC participant, staff is seeking authorization to extend the contract through May 31, 2024 consistent with a recent announcement by the SPC (**page 27**).

This joint purchasing initiative allows the City to benefit from competitive bid and discounted pricing without having to designate Warehouse Direct as an exclusive provider. Should departments find more advantageous savings through another source for a particular item, they may purchase from other suppliers.

**BUDGET/FISCAL IMPACT:** Office supplies are paid directly from department operating budgets and this action has no immediate fiscal impact. Office supply costs are included within individual operating budgets. The estimated total of purchases for FY2024 is \$45,000.

COUNCIL ACTION: Approval to extend the City’s Office Supplies Contract with Warehouse Direct through May 31, 2024, with the option for additional extension as determined by the Suburban Purchasing Cooperative of the Northwest Municipal Conference.

**6. Award of a Bid in the Amount of \$64,686 to Tiles in Styles for the Lake Forest Public Safety Building Flooring Project, Plus a 5% Contingency in the Amount of \$3,235, for a Total of \$67,921**

STAFF CONTACT: *Kevin Zelk, Administrative Commander - Police (847-810-3816)*

**PURPOSE AND ACTION REQUESTED:** The Police Department requests City Council authorization to award the bid for the FY24 Public Safety Building Flooring Project to Tiles in Styles. The awarded bid would include the moving of furniture, removal and disposal of old carpeting/tile, and the purchase and installation of new laminate flooring on the first floor of the Public Safety Building (PSB).

**BACKGROUND/DISCUSSION:** The current carpeting and tile was installed in the early 90’s and has greatly exceeded its estimated useful life. The combined effect of salt, snow, mud, dirt and daily use on the carpets has started to exceed the ability for City staff and commercial cleaning to remove signs of wear and tear. The flooring is showing extreme wear and stains, most notably in the PSB classroom. In this location, the carpet had deteriorated well beyond repair and was removed. Over the last several years, there have been improvement projects to both the Police and Fire sides of the PSB. This project would replace the last remaining carpet and tile on the first floor.

**BUDGET/FISCAL IMPACT:** On April 13, 2023 staff received the following bids for the removal and disposal of old carpeting/tile, and the purchase and installation of new laminate flooring. Companies were asked to provide a bid on the total cost of services and materials. Companies were also asked to provide an alternate bid for moving furniture.

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

| Company                    | Total    | Alternate | Total + Alternate |
|----------------------------|----------|-----------|-------------------|
| Tiles in Styles            | \$60,786 | \$3,900   | \$64,686          |
| Libertyville Tile & Carpet | \$71,360 | \$8,000   | \$79,360          |
| Red Feather Group          | \$99,885 | \$12,475  | \$112,360         |

The PSB Flooring Project followed the public bid process. The invitation to bid was advertised through online service. The apparent low firm, Tiles in Styles has been in business for the past 16 years and had many favorable references to include schools, local municipalities, and government agencies.

This project will be funded through the FY24 Capital Fund. If approved, the project will be completed over the fall months of FY24.

| FY2024 Funding Source | Account Number     | Amount Budgeted | Amount Requested w/ Contingency | Budgeted? Y/N |
|-----------------------|--------------------|-----------------|---------------------------------|---------------|
| Capital Improvement   | 311-7603-475.75-49 | \$71,478.00     | \$67,921.00                     | Y             |
| <b>Total</b>          |                    |                 | <b>\$67,921.00</b>              |               |

COUNCIL ACTION: Award of a Bid in the Amount of \$64,686 to Tiles in Styles for the Lake Forest Public Safety Building Flooring Project, Plus a 5% Contingency in the Amount of \$3,235, for a Total of \$67,921

**7. Approval of a Recommendation from the Public Works Committee to Award of Four City Facility HVAC Unit Replacements to JNL Climate Control in the Amount of \$45,638**

STAFF CONTACT: *Jim Lockfeer, Assistant Director of Public Works (847-810-3542)*

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and City staff requests City Council award four City facility HVAC replacements to JNL Climate Control in the amount of \$45,638.

**BACKGROUND/DISCUSSION:** The Building Maintenance Section maintains a comprehensive asset assessment and condition program for all City facilities and their associated assets. Building Maintenance Section staff uses this program to identify needed facility asset replacements that are at their end of estimated useful life.

Via the development of the Fiscal Year 2024 Building Maintenance Section operating budget, four City HVAC system replacements were identified. Three of the four units that will be replaced are over 20 years old and have exceeded their estimated useful life. They are located at the East Train Station Depot, Volwiler Building (Grove Campus), and South Beach Maintenance Building. The fourth replacement unit, located at Fire Station 2, is approaching its end of estimated useful life. This unit is recommended for replacement to support Fire Station 2 operational needs. In working with Fire Department staff, Building Maintenance Section staff identified poor cooling and air flow in the Fire Station 2 fitness room. The replacement unit will improve both cooling and airflow in the fitness room.

**PROJECT REVIEW/RECOMMENDATIONS:**

| Reviewed               | Date   | Comments  |
|------------------------|--------|---|
| Public Works Committee | 5/1/23 | Reviewed and Recommended Approval to City Council |

**BUDGET/FISCAL IMPACT:** Each of the four HVAC unit replacements are priced below \$25,000. The Building Maintenance Supervisor obtained three quotes for each of the four units. The low

quote obtained for each unit was submitted by the same firm, JNL Climate Control as outlined below.

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

| Firm                          | Total Quote Amount |
|-------------------------------|--------------------|
| <b>JNL Climate Control</b>    | <b>\$45,638</b>    |
| MK Industries Inc             | \$51,538           |
| Roberts Environmental Control | \$54,644           |

JNL Climate Control has considerable HVAC system maintenance, replacement, and large project experience. They have also completed positive City facility HVAC work previously.

Below is an estimated summary of Project budget:

| FY24 Funding Source                          | Amount Budgeted | Amount Requested | Budgeted? Y/N |
|--|-----------------|------------------|---------------|
| Operating Capital Fund<br>101-1503-478.78-98 | \$30,000        | \$21,878         | Y             |
| Operating Capital Fund<br>101-1503-467.67-24 | \$15,000        | \$10,287         | Y             |
| Operating Capital Fund<br>101-1503-467.67-81 | \$15,000        | \$6,987          | Y             |
| Operating Capital Fund<br>101-1503-467.67-85 | \$15,000        | \$6,486          | Y             |

If approved, this work will begin in May of 2023 and is anticipated to be completed by the end of June of 2023.

**COUNCIL ACTION:** Approval of a Recommendation from the Public Works Committee to Award of Four City Facility HVAC Unit Replacements to JNL Climate Control in the Amount of \$45,638

- 8. Approval of a Recommendation from the Public Works Committee to Award the Bid for the Rockefeller-McCormick-Loch Ravine Improvement Project to the Lowest Responsive and Responsible Bidder, V3 Construction Group, in the Amount of \$693,500 Plus a 10% Contingency in the Amount of \$69,350 for a Total of \$762,850**

STAFF CONTACT: *Jim Lockfeer, Assistant Director of Public Works (847-810-3542)*

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and City staff requests award of bid for the Rockefeller-McCormick-Loch Ravine Improvement Project to the lowest responsive and responsible bidder, V3 Construction Group, in the amount of \$693,500 plus a 10% contingency in the amount of \$69,350 for a total of \$762,850.

**BACKGROUND/DISCUSSION:** The Public Works Department maintains a Ravine Inventory and Evaluation Program. Every three years, a qualified intern is hired by the City to investigate the City's entire ravine system, to include all public and private areas. Following this inventory process, Public Works staff evaluates any priority issue areas to determine public responsibility.

After the last Ravine Inventory and Evaluation Program process during the summer of 2021, the Rockefeller-McCormick-Loch Ravine Improvement Project was identified as a priority project.

Located in southeastern Lake Forest, the Rockefeller-McCormick-Loch Ravine Improvement Project features City storm sewer repairs to three different, yet nearby ravine areas in the Villa Turicum subdivision. These areas were combined as one project due to their close proximity and similar needed repair work. Each area features significant ravine erosion that has resulted in the undermining and failure of important City storm sewer infrastructure. This infrastructure conveys stormwater from the adjacent City road into the nearby ravine. Important components of City stormwater management, designing and making these repairs to this infrastructure are significant in maintaining the overall health of the City's storm sewer system.

The completed project design identified all the needed repairs to existing storm sewer infrastructure and further included the stabilization of adjacent ravine bank areas to prevent future stormwater erosion. In addition to the needed storm sewer infrastructure repairs, stone riffle pools will be installed. These riffle pools assist in dissipating stormwater energy as it is discharged from the City storm sewer into the ravine system. After the project is complete, the impacted construction areas will be planted with native seed mix and plant material. This plant material helps to further stabilize the ravine banks. This project's sustainability initiatives were supported and recommended by the City's Environmental Sustainability Committee. The overall design and added sustainability elements are very similar in nature to the project work completed for the past Ringwood Ravine and Rosemary Ravine Projects.

**PROJECT REVIEW/RECOMMENDATIONS:**

| Reviewed               | Date   | Comments  |
|------------------------|--------|---|
| Public Works Committee | 5/1/23 | Reviewed and Recommended Approval to City Council |
| City Council           | 5/2/22 | Project Design Services Proposal Approved         |

**BUDGET/FISCAL IMPACT:** On April 13, 2023, City staff initiated the public bid process for this project. On April 27, 2023, the City received five bids as outlined below.

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

| Firm Name                     | Bid Total        |
|-------------------------------|------------------|
| Misfits Construction Company  | \$648,220        |
| <b>V3 Construction Group</b>  | <b>\$693,500</b> |
| Lenny Hoffman Excavating Inc. | \$731,471        |
| Semper Fi Land Service        | \$733,537        |
| John Keno and Company         | \$753,469        |

Following the review of the apparent low bid firm, Misfits Construction Company, staff requested information on five similar projects completed by the firm that were comparable in both size and scope. In reviewing the submitted project references and qualifications, only one of the five projects submitted was found by staff to be comparable in both size and scope. After reviewing these staff concerns regarding project experience with the City

Attorney, staff is recommending that Misfits Construction Company be found as not a responsible bidder for this size project.

The next apparent low bidder, V3 Construction Group, has a great deal of local experience in completing ravine and similar bank stabilization projects that are comparable in both size and scope. V3 Construction Group successfully completed construction for the City's Rosemary Ravine and Ringwood Ravine Projects.

Below is an estimated summary of project budget:

| FY24 Funding Source                | Amount Budgeted | Amount Requested | Budgeted? Y/N |
|------------------------------------|-----------------|------------------|---------------|
| Capital Fund<br>311-3703-467.67-26 | \$850,000       | \$762,850        | Y             |

If approved, project construction is anticipated to begin in September and will be complete by early November. Prior to any project construction, City staff will communicate project information with residents and property owners.

COUNCIL ACTION: Approval of a Recommendation from the Public Works Committee to Award the Bid for the Rockefeller-McCormick-Loch Ravine Improvement Project to the Lowest Responsive and Responsible Bidder, V3 Construction Group, in the Amount of \$693,500 Plus a 10% Contingency in the Amount of \$69,350 for a Total of \$762,850

**9. Award of the Low Bid for the Annual Concrete Street, Curb, and Sidewalk Project, and the Deerpath/Westmoreland Sidewalk Connectivity Project to Schroeder & Schroeder, Inc., and Authorize the City Manager to Execute an Agreement in an Amount Not to Exceed \$185,000**

STAFF CONTACT: *Byron Kutz, P.E., Superintendent of Engineering (847-810-3555)*

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and staff request City Council approval of the Annual Concrete Street, Curb, and Sidewalk Project, and the Deerpath/Westmoreland Sidewalk Connectivity Project with Schroeder and Schroeder, Inc.

**BACKGROUND/DISCUSSION:** This project is a combination of the sidewalk/curb replacement program, and the concrete streets repair program. The sidewalk replacement program is an annual program that replaces hazardous and deteriorated sections of sidewalk, and curb and gutter. The concrete streets repair program is an annual program that replaces damaged and deteriorated sections of concrete road pavement.

Based on the concrete streets survey, the City Sidewalk Survey, and requests for replacement of concrete sidewalk and curb from residents and businesses, the Engineering staff prioritizes the locations on an annual basis for replacement based on the severity of their condition.

Added to this year's project is the Deerpath/Westmoreland Sidewalk Connectivity project to construct approximately 300' of new sidewalk on the north side of Deerpath Road to connect from the Lake Forest Hospital asphalt path at Westmoreland east to the existing City sidewalk by Faith Lutheran Church. The proposed sidewalk along Deerpath is mostly within the City's

right-of-way but a combination of temporary/permanent easements are required as the sidewalk connects north into the Lake Forest Hospital's existing asphalt path, requiring future City Council approval of these easements at a later date.

City staff have previously briefed the City Council on Municipal Partnership Initiative (MPI), a program that takes advantage of economies of scale by securing low bid prices among neighboring municipalities who bid similar projects each year. This year, the City joined forces with Lake Bluff, Glenview, Kenilworth, Northfield, and Lincolnwood for the 2023 Concrete Curb and Sidewalk Replacement Project.

This Contract may be renewed for up to three additional and consecutive one-year terms, upon the mutual written consent of the City and Contractor.

**PROJECT REVIEW/RECOMMENDATIONS:**

| Reviewed               | Date       | Comments  |
|------------------------|------------|---|
| Public Works Committee | 5/1/2023   | Reviewed & Recommended City Council Approval  |
| Finance Committee      | 11/14/2022 | Concrete Streets and Deerpath/Westmoreland Sidewalk Connectivity Included with FY '24 Capital Plan* |

\*Note: Sidewalk Replacement is included in the Operations Budget.

**BUDGET/FISCAL IMPACT:** Bids for the 2023 Annual Concrete Street, Curb, and Sidewalk Project, and the Deerpath/Westmoreland Sidewalk Connectivity Project were received and opened on April 20, 2023. The City received a total of three bids.

If awarded, the work on the sidewalk/curb/streets portion of the project is expected to begin in late June and be completed by early July. Work on the Deerpath Sidewalk Connectivity portion of the project is dependent on easement agreements but potentially could be any time between early August and late October. Property owners living near the vicinity of the construction work will be notified in advance of the start of construction.

The City's Engineering staff will provide oversight through daily inspections.

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

The following is a summary of the three bids received:

| Company Name                          | Bid Amount          |
|---------------------------------------|---------------------|
| <b>Schroeder &amp; Schroeder Inc.</b> | <b>\$167,200.00</b> |
| D'Land Construction, LLC              | \$263,470.00        |
| G&M cement construction               | \$274,560.00        |

The low bidder, Schroeder & Schroeder, Inc., has worked in The City of Lake Forest and the work was satisfactory to Engineering staff.

Below is an estimated summary of project budget by funding source:

| FY 2024 Funding Source   | Amount Budgeted | Amount Requested | Budgeted Y/N |
|--|-----------------|------------------|--------------|
| Operating Fund (Walks/Curbs)<br>101-5103-467.67-12                                     | \$85,000        | \$85,000         | Y            |
| Capital Fund (Streets)<br>311-3703-467.67-41   | \$50,000        | \$50,000         | Y            |
| Capital Fund<br>(Deerpath/Westmoreland<br>Sidewalk Connectivity)<br>311-3703-467.67-12 | \$50,000        | \$50,000         | Y            |

The Lake Forest portion of the bid amounts to \$167,200. Staff recommends that the contract be awarded at the full budgeted amount of \$185,000 which would allow for additional quantities to be added. This work is performed on a unit-price basis in which the Contractor is paid based on the quantity of work completed.

COUNCIL ACTION: Award of the Low Bid for the Annual Concrete Street, Curb, and Sidewalk Project, and the Deerpath/Westmoreland Sidewalk Connectivity Project to Schroeder & Schroeder, Inc., and Authorize the City Manager to Execute an Agreement in an Amount Not to Exceed \$185,000

**10. Consideration of an Ordinance Approving a Recommendation from the Historic Preservation Commission. (First Reading and if Desired by the City Council, Final Approval)**

*STAFF CONTACT: Catherine Czerniak,  
Director of Community Development (847-810-3504)*

The following recommendation from the Historic Preservation Commission is presented to the City Council for consideration as part of the Omnibus Agenda.

590 N. Sheridan Road – The Commission recommended approval of a building scale variance to allow the addition of an open porch to the rear of the residence. No testimony was presented to the Commission on this petition. (Approved 6 – 0)

The Ordinance approving the petition, with key exhibits attached, is included in the Council’s packet beginning on **page 28**. The Ordinance with complete 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 building scale variance as recommended by the Historic Preservation Commission.

**11. Consideration of a Recommendation from the Plan Commission in support of a Special Use Permit for Pizza by Sal, a New Restaurant Proposed at 177 E. Laurel Avenue. (First reading and if appropriate final approval)**

*STAFF CONTACT:  
Catherine Czerniak, Director of Community Development (847-810-3504)*

**PURPOSE AND ACTION REQUESTED:** Council consideration of a recommendation from the Plan Commission.

**BACKGROUND/DISCUSSION:** Ballyhoo Hospitality, the owners of Sophia Steak Lake Forest, proposes to open a new takeout restaurant, Pizza by Sal, in an existing tenant space in the same building as and adjacent to Sophia Steak. Ballyhoo Hospitality is an experienced restaurateur with proven success in operating unique neighborhood oriented restaurants as demonstrated by the recent opening of Sophia Steak, which has been very well received by the community and beyond. The commercial building in which Pizza by Sal is proposed is located steps away from the recently completed apartments, condominiums and single family homes in Kelmscott Park as well as other well established residential developments to the west on Laurel Avenue.

The City Code classifies restaurants located within 150' of residential zoning districts as special uses and therefore, a public hearing on this matter was held by the Plan Commission. Restaurants located further away from residential properties are permitted outright, no public review process is required.

Public testimony was received from a resident of Regent's Row, the residential development located directly south of the commercial building in which Pizza by Sal is proposed. The resident stated general support for the restaurant but noted concern about increased activity and traffic in the area of Laurel and Western Avenues. The Commission noted that conditions of approval are recommended in an effort to mitigate congestion in the area to some extent by requiring employees to park in the City lots on the east side of the railroad tracks. The Commission also noted that successful restaurants are a good problem to have.

After deliberation, the Commission voted 5 to 0 to recommend approval of a Special Use Permit to authorize Pizza by Sal, a takeout restaurant, at 177 E. Laurel Avenue. The Ordinance is included in the Council's packet beginning on **page 37**. The Plan Commission's report is also included in the Council packet beginning on **page 46** for additional information.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of an Ordinance approving a Special Use Permit for Pizza by Sal at 177 E. Laurel Avenue in accordance with the Plan Commission's recommendation.

**12. Consideration of an 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 (847-810-3504)*

**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:**

189 Summit Place – The Zoning Board of Appeals recommended approval of a variance from the rear yard setback to allow replacement of an existing screen porch with a fully enclosed family room. Written testimony in support of the petition was submitted by two neighbors. In response to concerns raised by the neighbor to the south, the Board required additional perimeter landscaping to provide enhanced screening between the properties. (Board vote: 6-0, approved)

370 E. Onwentsia Road – The Zoning Board of Appeals recommended approval of variances from the front and side yard setbacks to allow reconfiguration of a driveway including installation of a second curb cut. The Board acknowledged the safety issues that support the proposed reconfiguration due to the proximity of the property to the Lake Forest Country Day School parking lot. A letter was received from a neighbor noting drainage concerns in the area. In response, the Board directed careful review of the grading and drainage plan by the City Engineer prior to the issuance of the permit. (Board vote: 6-0, 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 49**. 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 Ordinance approving the petition in accordance with the Zoning Board of Appeals' recommendation.

**13. Consideration of a Request to Authorize the City Manager to Enter into an Amended Professional Services Contract with Tank Industry Consultants for Third Party Reviews Related to Upgrades to Telecommunications Equipment on the City's Water Tower at 1381 Kennedy Road (Route 60) in an Amount Not to Exceed \$26,139.24**

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

**PURPOSE AND ACTION REQUESTED:** Council approval is requested for contractual services exceeding \$25,000.

**BACKGROUND/DISCUSSION:** The City leases space in, on, and around the City's water tower which is located at the Compost Center to telecommunications companies. Antenna arrays and individual antenna are located on top of the water tower, cables run through the center of the tower, and equipment cabinets are located on the ground within a fenced in area at the base of the water tower. From time to time, the telecommunication companies submit plans to the City for upgrades to the equipment to improve service. The water tower is a critical component of the City's infrastructure. To assure the ongoing structural integrity of the water tower, the City engages a third party firm, one with expertise on water towers, to review plans for any work on the tower and to conduct on site inspections. The third party reviews are in addition to reviews that are conducted in house, by Public Works and Community Development staff.

In 2022, both AT&T and T-Mobile submitted plans for equipment upgrades at the City's water tower. The City entered into a contract for reviews and inspections with Tank Industry Consultants in the amount of \$23,500. As the work progressed, additional inspections were required resulting in an overage in the cost of service. The total cost incurred for the reviews and inspections is \$26,139.24. Because the total amount now exceeds \$25,000, Council approval is required to amend the contract.

Importantly, the City is fully reimbursed for all third party review and inspection costs by the telecommunication providers.

**BUDGET/FISCAL IMPACT:** Has City staff obtained competitive pricing for proposed goods/services?

No, this contract was not competitively bid. In the past, the City engaged Chicago Bridge and Iron Works (CBI) for these specialized reviews and inspections. In 2022, the City learned that CBI, due to changes at the company, was no longer available to provide this service. City staff contacted a number of engineering firms, however only TIC had the necessary experience.

| FY2023 Funding Source   | Amount Budgeted | Amount Requested             | Budgeted Y/N |
|---|-----------------|------------------------------|--------------|
| General Fund<br>101-3401-414-35-10<br>Community Development Contractual Account<br>(Fully Reimbursable) | 0               | Not to Exceed<br>\$26,139.24 | N            |

**COUNCIL ACTION:** By motion, authorize the City Manager to Enter into an Amended Professional Services Contract with Tank Industry Consultants for Third Party Reviews Related to Upgrades to Telecommunications Equipment on the City’s Water Tower at 1381 Kennedy Road (Route 60) in an Amount Not to Exceed \$26,139.24

**COUNCIL ACTION:** Approve the thirteen (13) omnibus items as presented

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS**

- 1. EXECUTIVE SESSION pursuant to 5ILCS120/2(c), 11 The City Council will be discussing pending litigation.**

**Adjournment into Executive Session**

**Reconvene into Regular Session**

**9. ADJOURNMENT**

A copy of the Decision Making Parameters is included beginning on **page 22** of this packet.

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





## THE CITY OF LAKE FOREST

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

*Adopted June 18, 2018*

The City of Lake Forest Mission Statement:

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

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

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

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

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

The City of Lake Forest  
CITY COUNCIL MEETING  
**FIRST SESSION**  
*Proceedings of the Monday, May 1, 2023*  
City Council Meeting – City Council Chambers  
220 E Deerpath, Lake Forest, IL 60045

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

Present: Alderman Morris, Alderman Novit, Alderman Rummel, Alderman Notz, Alderman Preschlack, Alderman Goshgarian, 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 acknowledged the grand opening of Fannie Mae in the past week.

**COMMENTS BY CITY MANAGER**

**OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL**

**COMMITTEE REPORTS**

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE**

- A. **Report on Committee Achievement**
  - **Alderman Melanie Rummel, Committee Chair**

Alderman Rummel gave a presentation to the City Council on the achievements and initiatives suggested by the committee, noting large financial savings, long-term planning measures, and nationally recognized awards. She thanked the committee for their continued work.

**ITEMS FOR OMNIBUS VOTE CONSIDERATION**

1. **Approval of April 17, 2023, City Council Meeting Minutes**
2. **Approval of the Check Register for the Period of March 25 – April 21, 2023**
3. **Approval of FY24 Special Event Funding for Friends of Lake Forest Parks and Recreation in the amount of \$100,000**

4. **Approval of Ordinances Terminating Special Service Area 25 and Special Service Area 26 and Declaring Surplus to be Refunded to Impacted Property Owners (First Reading, and if Desired by the City Council, Final Approval)**
5. **Approval of a Collective Bargaining Agreement between the City and the Lake Forest Employee Association (LFEA)**
6. **Approval of a Twelve (12) Month Renewal Agreement with XO Communications for SIP Telecommunication Services at an Estimated Expense of \$34,000**
7. **Award of the Low Bid for the 2023 Crack Sealing Project to Patriot Pavement Maintenance, Inc., and Authorize the City Manager to Execute an Agreement in the Amount Not to Exceed \$35,000.**
8. **Approval of Professional Engineering Services for the 2023 Sanitary Sewer Inflow and Infiltration Testing to RJN Group and authorize the City Manager to Execute an Agreement in the Amount Not to Exceed \$100,000**

Mayor Pandaleon asked members of the City Council if there were any items that they would like removed or taken separately. Seeing none, he asked for a motion.

**COUNCIL ACTION: Approval of the eleven (8) Omnibus items as presented.**

Alderman Preschlack made a motion to approve the eight (8) Omnibus items as presented, seconded by Alderman Rummel. The following voted "Aye": Alderman Morris, Novit, Rummel, Notz, Preschlack, Goshgarian, and Weber. The following voted "Nay": none. 7-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.*

|                     |
|---------------------|
| <b>OLD BUSINESS</b> |
|---------------------|

|                     |
|---------------------|
| <b>NEW BUSINESS</b> |
|---------------------|

|  |
|--|
| <b>ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS</b> |
|--|

**With Thanks and Appreciation Presentation**

- **City Manager, Jason Wicha**

Jason Wicha, City Manager, presented Alderman Morris, Alderman Rummel, and Mayor Pandaleon each with a certificate for a tree to be planted in their honor, along with a personalized City street sign.

1. **Final words for departing Council Members from remaining Council Members for Alderman Morris, Alderman Rummel, and Mayor Pandaleon**

Each Alderman expressed sincere gratitude for the service of departing Alderman Morris, Alderman Rummel, and retiring Mayor Pandaleon, saying a few words regarding each of their service to the City.

2. **Final comments from Alderman Morris, Alderman Rummel and Mayor Pandaleon**

Alderman Morris, Alderman Rummel, and Mayor Pandaleon made closing remarks to the Council, Residents, and Staff about their tenure and accomplishments on the City Council.

**ADJOURNMENT**

There being no further business Mayor Pandaleon asked for a motion. Alderman Rummel made a motion to adjourn, seconded by Alderman Morris. Motion carried unanimously by voice vote at 8:26p.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](http://www.cityoflakeforest.com). Click on I Want To, then click on View, then choose Archived Meetings Videos..*

The City of Lake Forest  
CITY COUNCIL MEETING  
**SECOND SESSION**  
*Proceedings of the Monday, May 1, 2023*  
City Council Meeting – City Council Chambers  
220 E Deerpath, Lake Forest, IL 60045

**The City Clerk Called for the Organization of the 2023-2023 Lake Forest City Council**

**CITY CLERK ADMINISTERS THE OATH OF OFFICE TO:**

- First Ward Alderman-Elect - - Terence Mieling
- Second Ward Alderman-Elect - - John Powers
- Third Ward Alderman-Elect - - Ara Goshgarian
- Fourth Ward Alderman-Elect - - Richard Walther

The City Clerk administered the Oath of Office to First Ward Alderman-Elect Terence Mieling, Second Ward Alderman-Elect John Powers, Third Ward Alderman-Elect Ara Goshgarian, and Fourth Ward Alderman-Elect Richard Walther.

**CITY CLERK ADMINISTERS THE OATH OF OFFICE TO:**

- Mayor-Elect - - Stanford R. Tack

The City Clerk administered the Oath of Office to Mayor-Elect Stanford R. Tack.

**CALL TO ORDER AND ROLL CALL**

Mayor Tack called the meeting to Order at 8:35pm.

- |   |  |
|---|--|
| Honorable Mayor, Stanford R. Tack         |  |
| Nancy Novit, Alderman First Ward          | Jim Preschlack, Alderman Third Ward      |
| Terry Mieling, Alderman First Ward        | Ara Goshgarian, Alderman Third Ward      |
| Edward U. Notz, Jr., Alderman Second Ward | Eileen Looby Weber, Alderman Fourth Ward |
| John Powers, Alderman Second Ward         | Richard Walther, Alderman Fourth Ward    |

The Pledge of Allegiance was recited.

**ELECTION AND APPOINTMENT OF CITY OFFICERS**

Mayor Tack read the following, and asked for a motion to approve election and appointment of City Officers:

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

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

**COUNCIL ACTION: Approve the Mayors Appointments**

Alderman Preschlack made a motion to approve the Mayors Appointments, seconded by Alderman Weber. Motion passed unanimously by voice vote.

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

**A. Resolution of Appreciation for Ward 1 Alderman James “Jed” Morris**

Mayor Tack read the resolution, and photos were taken.

**B. Resolution of Appreciation for Ward 2 Alderman Melanie K. Rummel**

Mayor Tack read the Resolution, and photos were taken.

**C. Resolution of Appreciation for Mayor George A. Pandaleon**

Mayor Tack read the Resolution, and photos were taken.

**D. 2023-2024 Board and Commission Appointments and Reappointments**

Mayor Tack made the following appointments and reappointments:

**BUILDING REVIEW BOARD**

| NAME OF MEMBER | APPOINT/REAPPOINT  | WARD |
|----------------|--------------------|------|
| John Looby     | REAPPOINT as Chair | 4    |
| Joann Bluhm    | REAPPOINT          | 4    |
| Scott Renken   | REAPPOINT          | 1    |
| Tim Franzen    | REAPPOINT          | 1    |

**CEMETERY**

| NAME OF MEMBER | APPOINT/REAPPOINT  | WARD |
|----------------|--------------------|------|
| John Anderson  | REAPPOINT as Chair | 2    |
| Robert Wayne   | REAPPOINT          | 3    |
| Lowell Dixon   | REAPPOINT          | 1    |

**CROYA**

| NAME OF MEMBER | APPOINT/REAPPOINT | WARD |
|----------------|-------------------|------|
| Kate Leech     | REAPPOINT         | 4    |
| Kristen Lee    | REAPPOINT         | 3    |

**HISTORIC PRESERVATION COMMISSION**

| NAME OF MEMBER   | APPOINT/REAPPOINT  | WARD |
|------------------|--------------------|------|
|                  |                    |      |
| Lief Soderberg   | REAPPOINT          | 2    |
| Maureen Grinnell | REAPPOINT as Chair | 3    |

**LEGAL**

| NAME OF MEMBER      | APPOINT/REAPPOINT  | WARD |
|---------------------|--------------------|------|
|                     |                    |      |
| Joy Guscott-Mueller | REAPPOINT as Chair | 3    |
| David Michael       | REAPPOINT          | 2    |
| Paul Sundberg       | REAPPOINT          | 3    |

**LIBRARY**

| NAME OF MEMBER | APPOINT/REAPPOINT | WARD |
|----------------|-------------------|------|
|                |                   |      |
| Bryan Bertola  | REAPPOINT         | 1    |
| John Johnson   | REAPPOINT         | 2    |
| Joann Desmond  | REAPPOINT         | 4    |

**PARKS & RECREATION BOARD**

| NAME OF MEMBER   | APPOINT/REAPPOINT | WARD |
|------------------|-------------------|------|
|                  |                   |      |
| Kevin Carden     | REAPPOINT         | 1    |
| Patrick Marshall | REAPPOINT         | 3    |

**PLAN COMMISSION**

| NAME OF MEMBER  | APPOINT/REAPPOINT  | WARD |
|-----------------|--------------------|------|
|                 |                    |      |
| Louis Pickus    | REAPPOINT          | 2    |
| Mark Pasquesi   | REAPPOINT          | 4    |
| Barrett Davie   | REAPPOINT          | 1    |
| Stephen Douglas | REAPPOINT          | 1    |
| John Dixon      | REAPPOINT as Chair | 1    |

**SENIOR RESOURCE COMMISSION**

| NAME OF MEMBER | APPOINT/REAPPOINT | WARD |
|----------------|-------------------|------|
|                |                   |      |

|                 |           |   |
|-----------------|-----------|---|
| Fred Montgomery | REAPPOINT | 3 |
|-----------------|-----------|---|

**ZONING BOARD OF APPEALS**

| NAME OF MEMBER | APPOINT/REAPPOINT  | WARD |
|----------------|--------------------|------|
| Laurie Rose    | REAPPOINT          | 4    |
| Ari Bass       | REAPPOINT as Chair | 2    |
| Jamie Moorhead | REAPPOINT          | 1    |

**COUNCIL ACTION: Approve the Mayors Appointments and Reappointments**

Alderman Novit made a motion to approve the Mayors Appointments and Reappointments, seconded by Alderman Weber. Motion carried unanimously by voice vote.

**COMMENTS BY CITY MANAGER**

City Manager Jason Wicha welcomed all of the new City Council members on behalf of the staff.

**OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL**

**COMMITTEE REPORTS**

**ITEMS FOR OMNIBUS VOTE CONSIDERATION**

1. **Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions as follows:**

| BOARD, COMMISSION OR COMMITTEE | NAME OF MEMBERS(S) |
|--------------------------------|--------------------|
| AUDIT                          | Terence Mieling    |
| BUILDING REVIEW BOARD          | Richard Walther    |

2. **Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding a Raffle in the City of Lake Forest for the Junior Garden Club and the Women’s Board of Northwestern Lake Forest Hospital (Approval by Motion)**

Mayor Tack asked members of the City Council if there were any items that they would like removed or taken separately. Seeing none, he asked for a motion.

**COUNCIL ACTION: Approval of the two (2) Omnibus items as presented.**

Alderman Goshgarian made a motion to approve the two (2) Omnibus items as presented, seconded by Alderman Notz. The following voted “Aye”: Alderman Novit, Mieling, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. 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**

**NEW BUSINESS**

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

City Council members welcomed new members.

**ADJOURNMENT**

There being no further business Mayor Tack asked for a motion. Alderman Notz made a motion to adjourn, seconded by Alderman Preschlack. Motion carried unanimously by voice vote at 9:13pm.

Respectfully Submitted,  
Margaret Boyer, City Clerk

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RESOLUTION OF APPRECIATION

WHEREAS

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

**BOARD OR COMMISSION  
YYYY-YYYY**

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

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

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

*Adopted by the City Council of  
The City of Lake Forest this  
XX day of XXXX, 2023*

---

Mayor



## McKinlock Post Foundation

PO Box 264  
Lake Forest, Illinois 60045  
(847) 234-9870

May 8, 2023

### BOARD MEMBERS

Thomas Marks,  
President

David A. Schafer,  
Secretary

Robert McPhillym,  
Treasurer

Charles Cooper

Ed Geraghty

David R. Nash

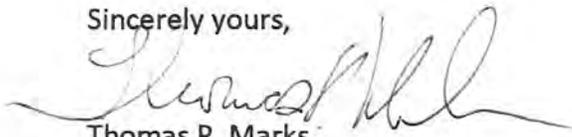
The honorable Randy Tack, Mayor  
The City of Lake Forest  
220 E. Deerpath  
Lake Forest, IL 60045

Dear Mr. Mayor:

McKinlock Post 264 is asking for the City Council's consideration of a waiver for the requirements of the fidelity bond, with regard to the Lake Forest Day raffle license application. The Lake Forest Day raffle has 22 prizes with total prizes in the amount of \$17,000.

Thank you very much for your consideration.

Sincerely yours,



Thomas P. Marks  
Post Commander

McKinlock Post 264 is an Illinois 501(c3) corporation

## **OFFICE SUPPLIES & JANITORIAL SUPPLIES**

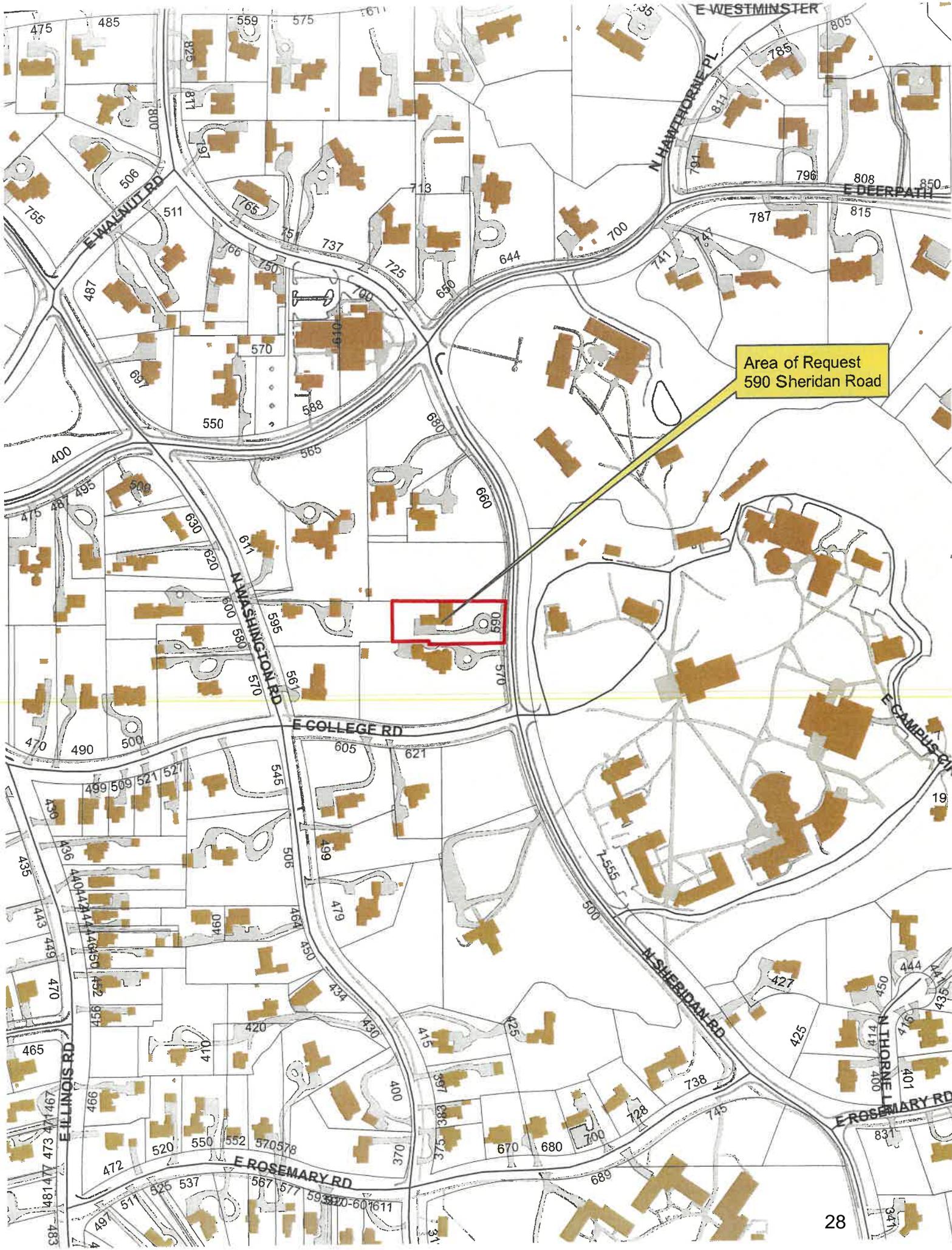
### **Warehouse Direct - Contract #189**

#### **COMBINED OFFICE SUPPLIES & JANITORIAL SUPPLIES**

The Suburban Purchasing Cooperative's Governing Board has approved awarding a combined Janitorial Supplies and Office Supplies Contract (#189) by piggybacking onto the National Cooperative Purchasing Alliance (NCPA) agreement with American Office Products Distributors (AOPD), solicited and awarded by lead agency Region XIV Education Service Center, Abilene, TX according to the State of Illinois statutes, 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), which authorizes any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units. The contract is effective through May 31, 2024 with one additional one-year contract extension available. The contract can then be renewed annually for an additional five years, if mutually agreed on by Region XIV ESC and American Office Products Distributors, Inc. (AOPD).

Warehouse Direct has been a valued vendor for the SPC for over ten years. Combining Office Supplies and Janitorial Supplies onto one contract will simplify ordering for contract participants.

Under this Agreement, all Suburban Purchasing Cooperative members, non-profit and "public agency" participants will be grouped under one Master SPC Account to aggregate all purchases towards volume rebate incentives. Additionally, individual entities will receive up to a 1% e-commerce rebate paid in the form of a credit towards future purchases no later than 45 days from the end of each quarter (40-79% online =0.5% rebate; 80% or more purchased online =1% rebate).



Area of Request  
590 Sheridan Road

THE CITY OF LAKE FOREST

ORDINANCE NO. 2023 - \_\_\_\_

AN ORDINANCE GRANTING A FLOOR AREA EXCEPTION FOR  
THE PROPERTY LOCATED AT 590 N. SHERIDAN ROAD

**WHEREAS**, Matthew and Amy Miclea ("**Owners**") are the owners of that certain real property commonly known as 590 N. Sheridan Road, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

**WHEREAS**, the Property has been designated as a Local Landmark or included in a Local Historic District pursuant to Chapter 155 of the City Code; and

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

**WHEREAS**, the Owners desire to construct improvements including an open porch addition at the rear of the residence ("**Improvements**") as depicted on the site plan and architectural drawings that are attached hereto as Group Exhibit B ("**Plans**"); and

**WHEREAS**, in order to construct the Improvements, Section 155.07 of the City Code requires the Owners to obtain a Certificate of Appropriateness ("**CoA**") from the Historic Preservation Commission ("**HPC**");

**WHEREAS**, some of the Improvements as depicted on the Plans would exceed the maximum floor area allowances set forth in Section 150.148(D), which apply to new construction on, or additions and alterations to existing construction on, residential property; and

**WHEREAS**, pursuant to notice duly published, the HPC reviewed and evaluated the Plans at a public hearing held on April 26, 2023; and

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

1. the Property is located within the R-3 District under the City Code,
2. Owners propose to construct the Improvements as depicted on the Plans,

3. as depicted on the Plans, the Improvements exceed the maximum floor area allowances set forth in Section 150-148(D) of the City Code,
4. the Improvements are consistent with the design standards in Section 150.147 of the City Code,
5. the Property is in a local historic district or is designated as a Local Landmark and the Improvements are consistent with the standards in the Historic Preservation Ordinance, and approval of the Improvements as depicted on the Plans would further the purpose of the Historic Preservation Ordinance,
6. the HPC has determined that the Plans qualify for a Certificate of Appropriateness under the standards set forth in Section 155.08 of the City Code;
7. the location, massing and architectural detailing of the Improvements will mitigate the appearance of excessive height and mass of the structure and as a result, the proposed development of the Improvements as set forth on the Plans is in keeping with the streetscape and overall neighborhood,
8. the Improvements are sited in a manner that minimizes the appearance of mass from the streetscape and neighboring residences due to the location of the addition at the rear of the residence and existing and proposed vegetation. In addition, the proposed Improvements will not have a significant negative impact on the light to and views from neighboring homes.
9. the height and mass of the Improvements will generally be compatible with the height and mass of structures on adjacent lots, buildings on the street and on adjacent streets, and other residences and garages in the same subdivision,
10. the evidence presented indicates that the construction of the Improvements, if undertaken in conformity with this Ordinance, the recommended conditions, and the Plans, will meet the standards and requirements of Sections 150.147 and 150.148 of the City Code,

and recommended that the City Council approve the Application and the Plans and grant an exception to the maximum allowable floor area consistent with the Plans, subject to the terms and conditions hereinafter set forth; and

**WHEREAS**, the Mayor and City Council, having considered Owners' request for exceptions to the maximum floor area requirements set forth in Section 150.148 of the City Code and the findings and recommendations of the HPC, have determined that it is in the best interests of the City and its residents to grant such exceptions, subject to the terms and conditions hereinafter set forth; and

**WHEREAS**, the Mayor and City Council further determine in the exercise of the City's home rule powers that it is in the best interests of the City and its residents to grant Owners' request for exceptions to the otherwise applicable maximum floor area requirements, 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: Maximum Floor Area Exception Granted.** Pursuant to Section 155.08 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 an exception to the maximum floor area requirements set forth in Section 150.148(D) of the City Code, as more fully depicted on the Plans, by allowing the Improvements which together with other structures on the Property will have a maximum square footage not to exceed 5,842 square feet, 15% over the allowable square footage.

**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 building, 156, regarding subdivisions, 159, regarding zoning, and 155, regarding historic preservation, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owners will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- E. Fees and Costs. The Owners shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owners shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.
- F. Other Conditions. The improvements shall be substantially in conformance with the Commission's deliberations as reflected on Exhibit C, Certification of Appropriateness, 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 Owners have (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. 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:

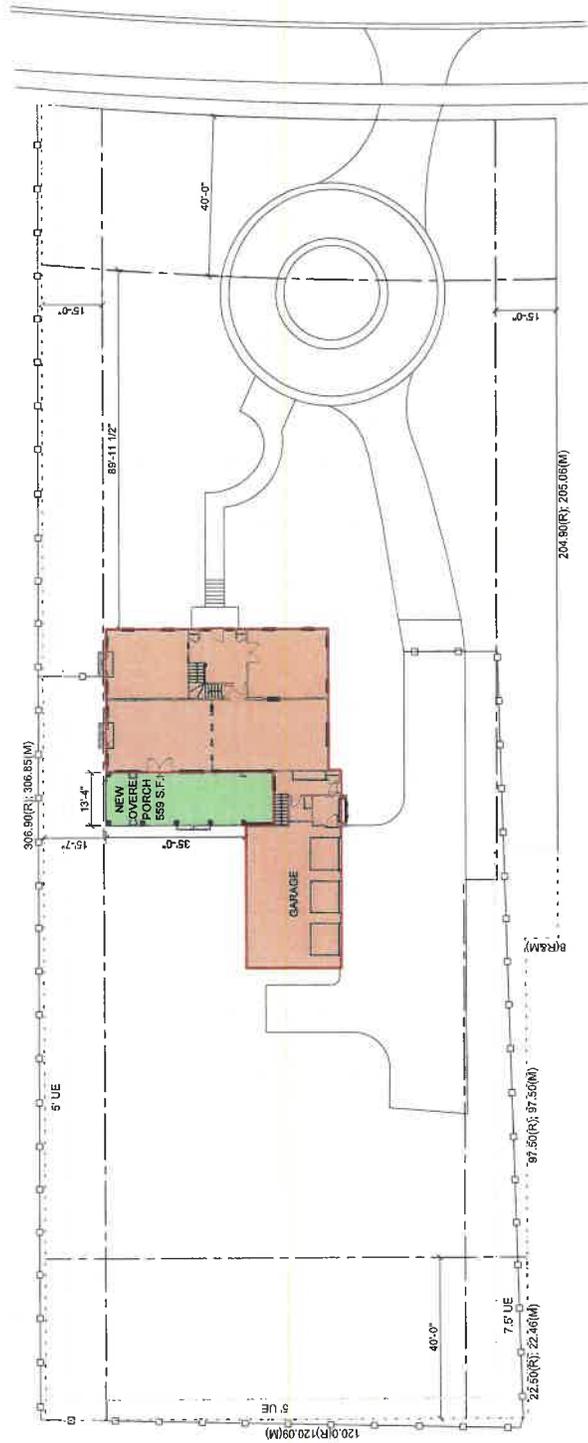
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City Clerk

**GROUP EXHIBIT B**

**The Plans**

LOT AREA: 40,748 S.F.  
 MAXIMUM ALLOWABLE BULK: 5,059.84 S.F.  
 ACTUAL SQUARE FOOTAGE (INCLUDING OVERAGE IN DESIGN ELEMENTS) 5,815.62 S.F.  
 OVER MAX. BULK 755.78 S.F.



SCALE: 1"=30'

JOB NO.: 1994  
 DWG. NO.:  
 DATE: 04/26/2023



MICLEA RESIDENCE  
 RENOVATIONS TO  
 590 NORTH SHERIDAN ROAD  
 LAKE FOREST, IL

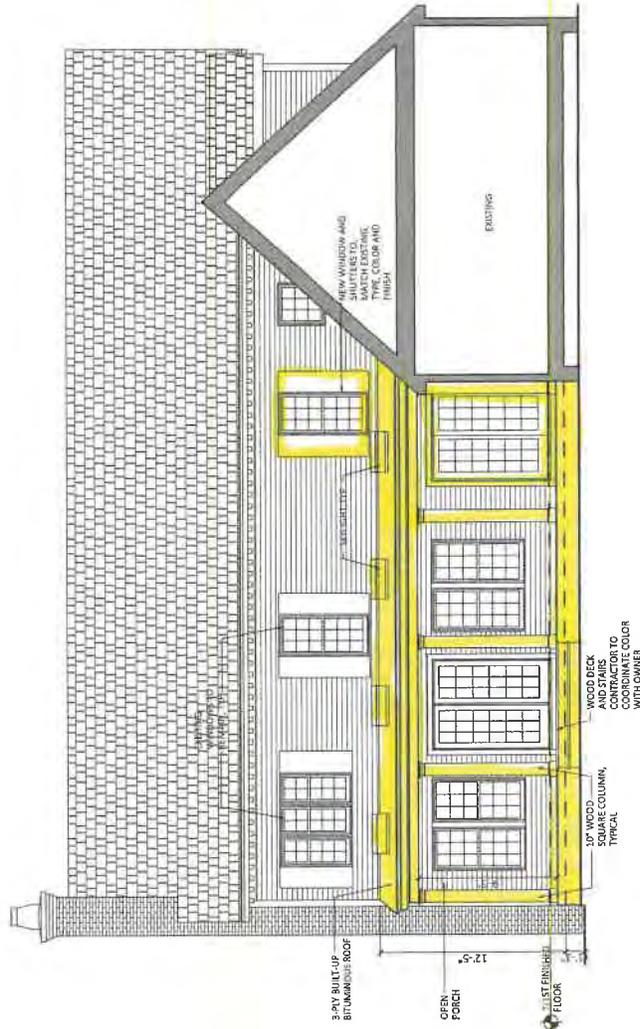
TITLE: PROPOSED SITE PLAN

MELICHAIR ARCHITECTS  
 THE PRACTICE OF FINE ARCHITECTURE  
 207 EAST WESTMINSTER  
 LAKE FOREST, ILLINOIS 60045  
 P 847-295-2440 F 847-295-2451 © 2023 MELICHAIR ARCHITECTS



GROUP EXHIBIT B

The Plans



TITLE: PROPOSED WEST EXTERIOR ELEVATION

SCALE: 1/8" = 1'-0"

MELICHAR ARCHITECTS  
THE PRACTICE OF FINE ARCHITECTURE

207 EAST WESTMINSTER LAKE FOREST, ILLINOIS 60045  
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MICLEA RESIDENCE  
RENOVATIONS TO  
590 NORTH SHERIDAN ROAD  
LAKE FOREST, IL

JOB NO.: 1994

DWG. NO.:

DATE: 04/26/2022

**PRELIMINARY**  
NOT FOR CONSTRUCTION



GROUP EXHIBIT B

The Plans



TITLE: PROPOSED NORTH EXTERIOR ELEVATION

SCALE: 1/8"=1'-0"



MELICHAR ARCHITECTS  
 THE PRACTICE OF FINE ARCHITECTURE  
 207 EAST WESTMINSTER LAKE FOREST, ILLINOIS 60045  
 P 847-295-2440 F 847-295-2451 © 2023 MELICHAR ARCHITECTS

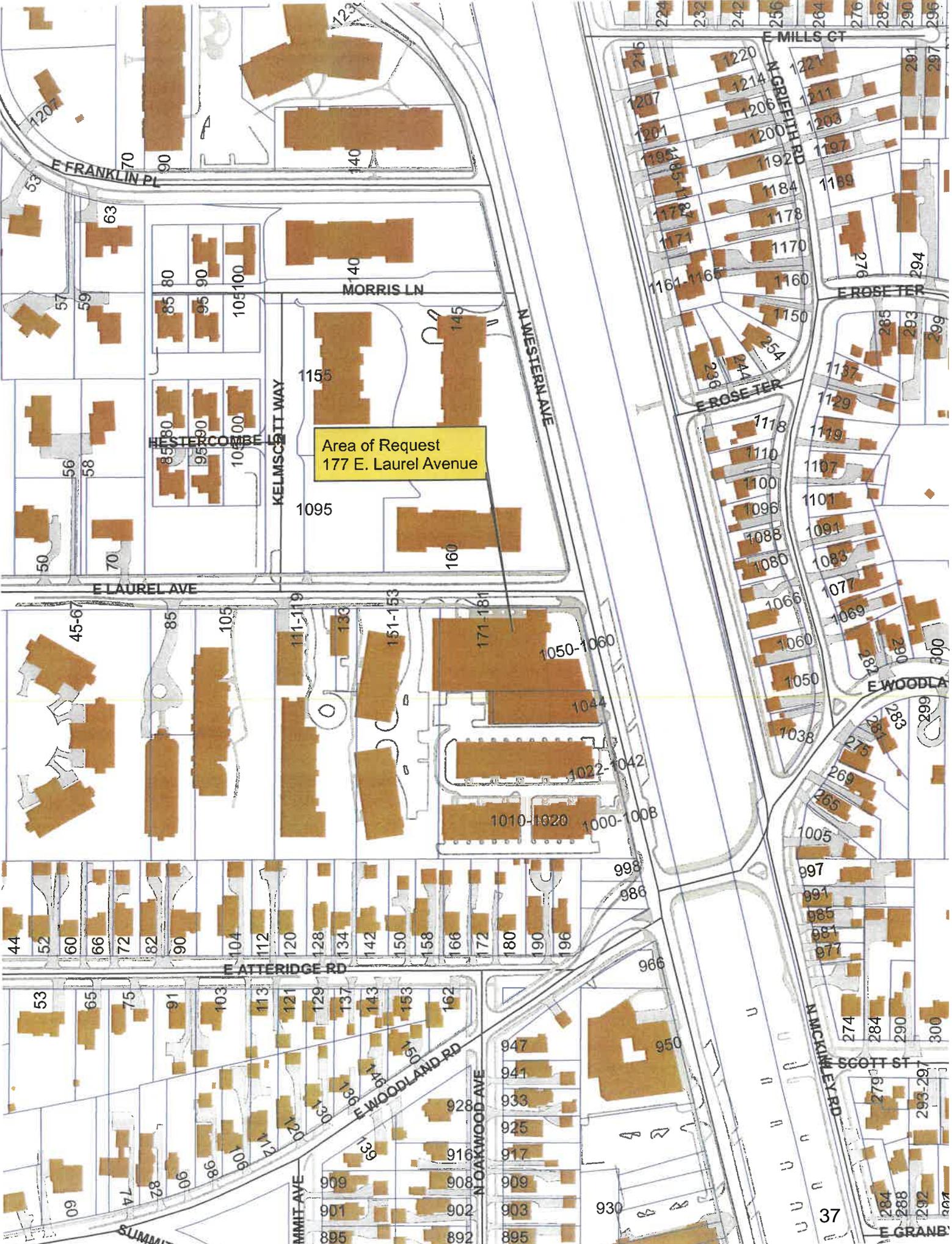
MICLEA RESIDENCE  
 RENOVATIONS TO  
 590 NORTH SHERIDAN ROAD  
 LAKE FOREST, IL

**PRELIMINARY**  
 NOT FOR CONSTRUCTION

JOB NO.: 1994

DWG. NO.:

DATE: 12/05/2022



Area of Request  
177 E. Laurel Avenue

Map labels include street names: E FRANKLIN PL, MORRIS LN, E LAUREL AVE, E ATERIDGE RD, E WOODLAND RD, N OAKWOOD AVE, N WESTERN AVE, E MILLS CT, E ROSE TER, E WOODLA, N MICKIN EX RD, and E GRANB. House numbers are scattered throughout the map, including 50, 53, 56, 57, 58, 59, 63, 70, 75, 80, 85, 86, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500.

THE CITY OF LAKE FOREST

ORDINANCE NO. 2023-\_\_\_\_\_

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT AUTHORIZING PIZZA BY SAL, A TAKEOUT RESTAURANT, TO OPERATE AT 177 E. LAUREL AVENUE, WITHIN 150 FEET OF A RESIDENTIAL ZONING DISTRICT**

**WHEREAS**, Gershman Properties, (the "**Owner**") is the Owner of that certain real property commonly known as 177 E. Laurel Avenue, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto (the "**Property**"); and

**WHEREAS**, Ballyhoo Hospitality (the "**Tenant**") proposes to establish and operate a restaurant, Pizza by Sal, in existing tenant space; and

**WHEREAS**, the Tenant, with the approval of the Owner, has filed a petition (the "**Petition**") requesting approval of a Special Use Permit ("**SUP**") to authorize a new takeout restaurant within 150 feet of a residential zoning district with the Plan Commission for its evaluation and recommendation; and

**WHEREAS**, the Petition was filed in accordance with the regulations of Section 159.045, Special Uses, and Section 159.111, Community Commercial Business District, of the Lake Forest Zoning Code; and

**WHEREAS**, the Plan Commission did conduct a properly noticed public hearing on the Petition on April 20, 2023, and, after having fully heard and having considered the evidence and testimony offered and after deliberation, voted 5 to 0 to recommend approval of the request subject to the conditions of approval hereinafter set forth and made findings as detailed on **Exhibit B**, attached hereto and made a part hereof; and

**WHEREAS**, the Plan Commission welcomed the new restaurant and thanked Ballyhoo Hospitality for their continued interest in Lake Forest noting residents continually express an interest in more restaurants in the community; and

**WHEREAS**, the City Council (i) concurs with the findings of the Plan Commission, (ii) finds that the uses and Improvements as authorized herein will satisfy the requirements of Sections 159.045 and 159.111(C) of the Zoning Code, and (iii) subject to the terms and conditions herein set forth, finds and determines that it is in the best interests of the City and its residents to approve the Petition and grant the SUP as set forth in the Ordinance.

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

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

**SECTION TWO. Approval of SUP:** Pursuant to Sections 159.045 and 159.111(C) of the Zoning Code and subject to the limitations set forth in the City Code and the conditions set forth in Section Three of this Ordinance, the City Council hereby approves the Petition and grants the SUP authorizing the establishment and operation of Pizza by Sal, a takeout restaurant on the Property generally in conformance with the plans as depicted on **Exhibit C** attached hereto and made a part hereof.

**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:

General Conditions

- 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. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans, as recommended by the Building Review Board and previously approved by the City Council.
- D. Fees and Costs. The Owners/Tenant 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/Tenant shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property,

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

E. Conditions Specific to Pizza by Sal:

1. No employee parking is permitted on public streets. Employees must park off site in remote parking lots intended for Central Business District employees.
2. No parking or standing (waiting for food pick up) is permitted off site, on private driveways or private property without prior written permission from the property owner(s).
3. No customer or delivery service parking, staging or standing is permitted on Laurel Avenue, west of the commercial building or in the travel lanes anywhere along Laurel Avenue. The public street must remain unobstructed.
4. Exterior lighting, signage and awnings proposed for the site shall be subject to City review and if not in full compliance with Code requirements and City guidelines, will be referred to the Building Review Board. The light source for all exterior lighting shall be shielded from view from off the property to respect the nearby residential development, and only essential security lighting is permitted to remain on after operating hours.
5. No outdoor speakers are permitted so long as outdoor speakers are located on the Sopha Steak patio.

**SECTION FOUR: Amendment to Ordinance.** Any amendments to the terms, conditions, or provisions of this Ordinance that may be requested after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in Section 159.045 of the Zoning Code, or by an amendment to the SUP itself in the manner provided in the Zoning Code and by applicable law.

**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 Owners have not (i) executed and (ii) thereafter filed with the City Clerk, within 60 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as Exhibit D and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein. The City Clerk is hereby directed to record this Ordinance and such agreement and consent with the Recorder of Deeds of Lake County.

PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

**EXHIBIT B**  
**Findings of Fact**

*Performance Standard - Availability of parking*

The site is located close enough to the public parking lots on the east side of the railroad tracks to accommodate employee parking. As part of the Kelmscott Park development, additional on street parking spaces were added on Western Avenue specifically to provide customer parking for businesses in this area.

Importantly, given the convenient location, it is expected that many customers from the surrounding residential areas will walk to the restaurant.

The restaurant owners and manager will be responsible for advising all restaurant employees that on street employee parking is not permitted. Community Development Department staff will work with the property and business owners and the City's Police Department to address any on street parking by employees.

*Performance Standard – Building Review Board Approval*

No exterior alterations are proposed. If the proposed signage for the restaurant does not conform to previous approvals for the building, Building Review Board review will be required.

*Performance Standard – Issuance of a Liquor License*

The petitioner states the intention to “share” the liquor license held by Sophia Steak which is permissible as long as the two restaurants share a single tax identification number. Most liquor licenses allow the sale of alcohol between the hours of 11 a.m. and midnight although some licenses permit the sale of alcohol earlier in the morning.

*Performance Standard – Ventilation Systems*

The City Code requires high quality air filtration and ventilation systems for restaurants. The existing systems will be used. The Code requires regular, ongoing maintenance and cleaning of the ventilation systems and documentation of that work must be submitted to the City on an annual basis.

*Performance Standard – Amplified Sound*

No amplified outdoor sound or outdoor speakers are proposed. The Plan Commission recently indicated support for allowing restaurants to have outdoor speakers with some limitations. Work on that Code amendment is pending and will be presented to the Commission in the coming months.

Because Pizza by Sal is a takeout restaurant and because Sophia Steak has, in anticipation of a Code amendment to allow outdoor speakers, installed outdoor speakers on the patio, disallowing outdoor speakers at this new restaurant seems appropriate given the proximity to the Sophia Steak patio.

*Performance Standard – Schedules for deliveries and trash pickup*

Hours for deliveries to restaurants and trash pickup are limited by the Code and may not occur earlier than 7 a.m. Trash and recycling containers are located inside the garage on the site. Deliveries will be scheduled to minimize congestion on the adjacent streets and will be coordinated and consolidated with deliveries to Sophia Steak.

*Performance Standard – Minimizing impacts on single family homes: light, noise, traffic.*

Delivery trucks are limited to Western Avenue and the portion of Laurel Avenue immediately adjacent to the commercial building. City staff will work with the restaurant manager to schedule deliveries to minimize disruption to residential neighbors and traffic circulation in the area.

Provided below is an evaluation of the **Criteria for Special Use Permits** in the City Code.

*Special Use Permit Criteria #1: The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.*

The proposed restaurant is consistent with other uses in the Central Business District and is not unlike other uses that are in proximity to the residential neighborhoods that border the full length of the City's business. In general, business and residential uses have been able to co-exist for many years in this area. Issues do come up from time to time and efforts are made to resolve them by working with all parties to assure that both the residential neighborhoods and the businesses thrive.

The proposed takeout restaurant will not be detrimental to or endanger public health, safety, morals, comfort or general welfare and will offer an amenity often requested by Lake Forest residents.

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

The proposed new restaurant, if operated consistent with the recommended conditions of approval, will not be injurious to the use and enjoyment or value of properties in the immediate area. Importantly, the restaurant operators are experienced and known for operating a first class restaurant as demonstrated by the success of Sophia Steak. The proposed restaurant will be an amenity to the neighboring residential area and will add vitality to the City's business district.

Consistently, resident surveys indicate an interest in bringing new restaurants into the City's business district. In addition, the City's Strategic Plan places a high priority on encouraging new businesses to bring increased activity into the City's core.

*Special Use Permit Criteria #3: The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. In business districts, the special use will not negatively affect the overall character of the area or detract from the primary retail nature of the district.*

The surrounding area is already developed. The proposed restaurant may attract other tenants to this commercial building to provide increased options and to meet the needs and interests of the growing residential population located within walking distance.

The proposed restaurant will offer an additional dining option in the City's core area. The proposed restaurant, if operated consistent with the proposed conditions of approval, will not negatively affect the overall character of the area and will support and enhance the business district.

*Special Use Permit Criteria #4: The exterior architectural appearance and functional plan of any proposed structure will not be incompatible with existing buildings, sites, the larger neighborhood or district so as to cause a substantial depreciation in the property values.*

No new buildings or significant alterations are proposed.

*Special Use Permit Criteria #5: Adequate utilities, access roads, drainage and or necessary facilities have been or are being provided.*

Adequate utilities and other infrastructure are in place to serve the new restaurant which will be in an existing commercial development.

*Special Use Permit Criteria #6: Adequate measures have been or will be taken to provide ingress and egress.*

This is an existing commercial site. No changes are planned to the location or configuration of the curb cuts.

*Special Use Permit Criteria #7: The special use shall conform to the applicable regulations of the district in which it is located except as such regulations may in each instance be modified by the City Council as part of the Special Use Permit.*

As recommended, the Special Use Permit for the proposed restaurant will allow operation of the restaurant in a manner consistent with the regulations of the B-2, Community Commercial Business District. No variances from the regulations of the district are requested and the recommended conditions of approval will put operating parameters in place for the new restaurant.

Google Maps 177 E Laurel Ave

Lake Forest, Illinois  
Google Street View.  
Nov 2018 See more dates



Image capture: Nov 2018 © 2023 Google





## PLAN COMMISSION REPORT AND RECOMMENDATION

|          |   |
|----------|---|
| TO:      | Honorable Mayor Tack and Members of the Council                           |
| DATE:    | April 20, 2023  |
| FROM:    | Chairman Dixon and members of the Plan Commission                         |
| SUBJECT: | <i>Special Use Permit for <b>Pizza by Sal</b> at 177 E. Laurel Avenue</i> |

### Petitioner

Pizza by Sal  
Ryan O'Donnell, Glenn Keefer,  
Jon Farrer (restaurant owners)

### Property Location

177 E. Laurel Avenue

### Zoning District

B-2 Community Commercial

### Property Owner

Gershman Properties,  
12300 Wilshire Boulevard Suite 310  
Los Angeles, CA 90025

Representatives: Ryan O'Donnell, Glenn Keefer, Jon Farrer, Sophia Steak owners  
Brianne Carden, Vice President of Project Development, Ballyhoo Hospitality  
Christopher Canning, attorney

### Recommendation

Based on the findings detailed in the Ordinance included in the Council packet, the Plan Commission recommends approval of a Special Use Permit to authorize Pizza by Sal to locate and operate in the existing commercial development located on the southwest corner of Laurel and Western Avenues, at 177 E. Laurel Avenue. The recommended conditions of approval are detailed in the Ordinance.

### Description of the Request

This is a request for a Special Use Permit to allow a new takeout restaurant to be located in an existing tenant space adjacent to and associated with Sophia Steak. Pizza by Sal will be owned and operated by Ballyhoo Hospitality, the owner of Sophia Steak. The two businesses will share an expanded kitchen. Pizza by Sal will not have any seating inside the space, however, the small plaza just outside the front door could offer some space for tables on a seasonal basis. Pizza by Sal will not employ delivery drivers. Customers will arrive by car or walk from the nearby residential developments to pick up food and drink. Independent delivery services are also expected to come by to pick up food.

Pizza by Sal is proposed in an existing tenant space at 177 E. Laurel Avenue, space previously occupied by Phoenix Nail Salon and Spa. The nail salon remains in the space directly to the west. The tenant space is in a larger commercial building located on the southwest corner of Western and Laurel Avenues, a multi-tenant building with a mix of office, personal fitness and services businesses, and as noted above, Sophia Steak.

### **Review Process**

Restaurants and bars are permitted outright in the B-2 zoning district except when located within 150 feet of property zoned for residential use. Restaurants proposed within 150 feet of a residential zoning district may only be authorized through a Special Use Permit.

The proposed restaurant is located within 150 feet of a residential zoning district. A residential zoning district is located to the west along Laurel Avenue and therefore, the petition was presented to the Commission for consideration as a Special Use consistent with the Code requirement. The property directly across Laurel Avenue is not residentially zoned, however there are residential units across the street, part of the Kelmscott Park residential planned development.

The Special Use Permit process provides for a public hearing before the Plan Commission. The Commission is required to evaluate requests for Special Use Permits for restaurants based on the standard Special Use Permit criteria and on the performance standards that apply specifically to restaurants. The criteria and standards are detailed in the accompanying Ordinance. As part of the special use process, approval can be conditioned upon limitations and requirements which impose a higher bar for restaurants located within 150 feet of residentially zoned properties than for restaurants located more centrally within the business district.

### **Background**

The corner of Laurel and Western Avenues has long been a commercial site. City records indicate that as early as the 1920's, commercial activity was taking place in this location. At the peak of commercial activity in this area, a large car dealership, a vehicle service garage including a paint spray area, a building materials yard, and the City's Municipal Services Facility and maintenance yard were all located in this area.

In 2001, the City reconsidered whether the commercial zoning designation for the area that is the subject of this petition was appropriate. After much study and discussion, and after several public hearings on the matter, the Plan Commission reaffirmed that the commercial zoning in the area of Laurel and Western Avenues was not only appropriate, but important as a component of the City's business district.

### **Description of the Site and Surrounding Area**

The commercial building on the southwest corner of Western and Laurel Avenues is in the northern portion of the City's Central Business District and has been home to a variety of retail uses, service businesses, restaurants and office tenants for nearly 20 years. This building is located across the street from Kelmscott Park, a new residential development which includes apartments, condominiums and single family homes. Several condominium buildings are located to the west of the site of the proposed restaurant, on the south side of Laurel Avenue, and Regent's Row, the City's only rowhouse development, is located to the south. Crystal Point Condominiums and other multi-family buildings are located further north on Western Avenue. Single family neighborhoods are located to the east, across the railroad tracks and to the west toward Green Bay Road. The location has proven to be an optimal location for a restaurant.

Many commercial developments and businesses in the City's linear Central Business District abut residential uses. This juxtaposition can create conflicts while at the same time, providing a unique amenity to residents who are able to walk to restaurants, stores and service businesses. Together, the residential neighborhoods and the Central Business District create a character that is uniquely Lake Forest. The Special Use Permit process provides the opportunity to establish conditions that help to manage potential conflicts between adjacent uses.

## **KEY ISSUES**

### *Hours*

As noted above, Pizza by Sal is a takeout restaurant. The proposed hours are 3 p.m. to 9 p.m. Sunday through Thursday, and 3 p.m. to 10 p.m. Friday and Saturday. Currently, no lunch hour service is planned but could be added in the future.

### *Parking*

Employee parking is not permitted on public streets in the Central Business District. The restaurant owners and manager will be responsible for ensuring that employees do not park on City streets. The parking lots on the east side of the railroad tracks can easily accommodate employee parking during the later afternoon and evening hours.

With the opening of Sophia Steak, parking in the area during peak dinner hours has been in greater demand than in the recent past. Valet service is offered by Sophia Steak and the City continues to work with Sophia Steak to address any issues that come up. It is important to remember that parking demand in the City's Central Business District is a good problem to have!

Pizza by Sal, as a takeout restaurant, will require only short term parking for customers who will run into the restaurant to pick up food. There are eight diagonal parking spaces along the south side of Laurel Avenue, in front of the proposed restaurant, which, when not in use by customers of other businesses, will be available for takeout customers. If necessary, a couple of the spaces could be signed as fifteen minute spaces. Two parking spaces near the garage, at the west end of the building, have been designated by the property owner for use by Pizza by Sal customers and will be appropriately signed by the petitioner.

Since this is an existing building, with no expansion of the building footprint, compliance with current parking standards is not required. Importantly, the location of the restaurant is walkable from many of the nearby residential units as well as from many of the single family neighborhoods located in the general vicinity. A takeout restaurant at this location will be an amenity for the many residents in the area.

### **Correspondence and Public Testimony**

Notice of this petition was provided in accordance with the Code requirements. A legal ad was published in a newspaper with local circulation. Notices of the public hearing were mailed to residents in the surrounding area by the petitioner and by the City. The agenda for this meeting was posted at public locations and on the City's website. One letter was received from a resident in Regents Row stating general support for the restaurant but concern about increased activity and traffic in the area.

As noted above, the accompanying Ordinance details the Commissions findings based on the applicable criteria and the recommended conditions of approval.



Area of Request  
189 Summit Place

189

THE CITY OF LAKE FOREST  
ORDINANCE NO. 2023-\_\_\_

**AN ORDINANCE GRANTING A VARIANCE FROM THE REAR YARD SETBACK FOR  
PROPERTY LOCATED AT 189 SUMMIT PLACE**

**WHEREAS**, James and Ann Pasquesi ("**Owners**") are the owners of that certain real property commonly known as 189 Summit Place, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

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

**WHEREAS**, the Owners desire to convert a screen porch/sunroom to a fully enclosed family room within the rear yard setback ("**Improvements**") as depicted on the site plans attached hereto as **Group Exhibit B ("Plans")**; and

**WHEREAS**, the Owners 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 rear yard setback; and

**WHEREAS**, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on April 24, 2023; 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 variance will not alter the essential character of the neighborhood. The proposed family room will be constructed in the footprint of the existing screen porch/sunroom. The proposed family room will more closely align with the architectural style and the exterior materials of the home than the existing screen porch/sunroom.
2. The conditions upon which this request is based are unique to this property and are not applicable, generally, to other properties with the same zoning classification. The property is uniquely shaped and is located on a corner and these factors together result in a restrictive buildable area.
3. The hardship in conforming to the required setbacks is a result of the application of the R-1 zoning district after the lot was created and after the residence was constructed. The existing nonconforming condition of

the original house is not the result of any action by the current or any previous property owner.

4. The construction of an enclosed family room on the foot print of the existing screen porch/sunroom will not impair light to adjacent properties and will result in a reduction in light spillover from the existing transparent structure. The proposed family room will not impair ventilation to adjacent property, increase congestion in the neighborhood, endanger public safety, or diminish property values.

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 Owners' 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 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 Variances Granted.** Based on the findings presented above, the City Council does hereby grant approval of the requested variances to allow replacement of a screen porch/sunroom with a fully enclosed family room located no closer than four and a half feet (4.5 feet) to the rear 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 Owners 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 Owners shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

**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 Owners have not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as **Exhibit 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: ( )

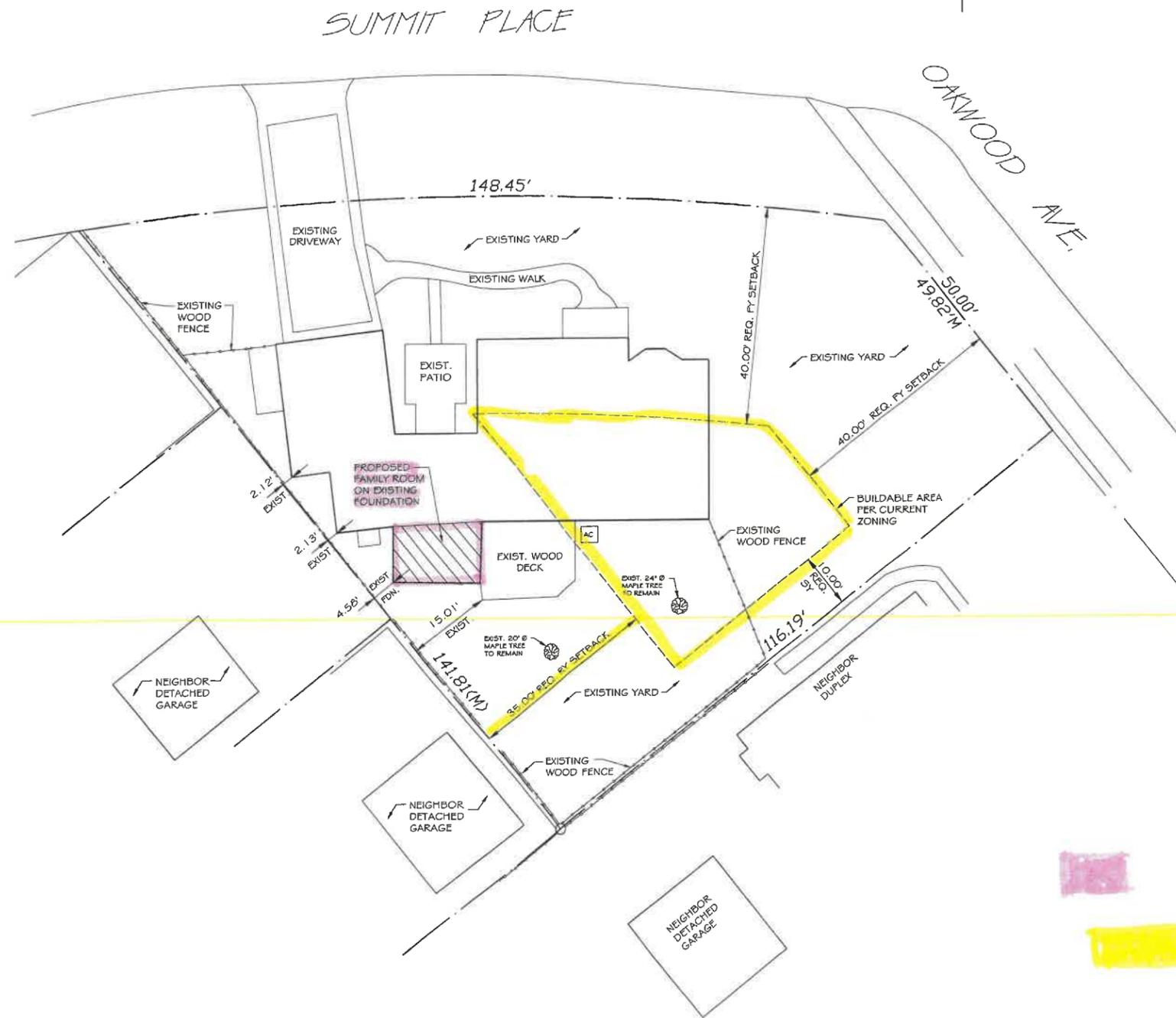
PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

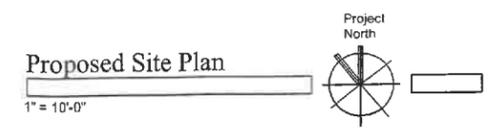
ATTEST:

\_\_\_\_\_  
City Clerk

The Plans



 AREA OF REQUEST  
 SETBACKS



**A. Biondi ARCHITECTS**  
 1815 Spruce Ave | Highland Park, Illinois 60035  
 P: 847.780.4315 | F: 847.780.4845 | www.abiondiarchitects.com

Zoning Variance Submittal  
 03.17.23

Pasquesi Residence  
 189 E. Summit Place Lake Forest, Illinois 60045

SHEET NO.  
**ZBA.01**

JOB NO. 2023.10

The Plans



Proposed East Elevation

1/4" = 1'-0"

Proposed West Elevation

1/4" = 1'-0"



Proposed South Elevation

1/4" = 1'-0"

AREA OF REQUEST

**A. Biondi ARCHITECTS**  
 1815 Spruce Ave | Highland Park, Illinois 60035  
 P: 847.780.4313 | F: 847.780.4845 | www.abondiaarchitects.com

Zoning Variance Submittal  
 03.17.23

**Pasquesi Residence**  
 189 E. Summit Place Lake Forest, Illinois 60045

SHEET NO.  
**ZBA.04**

JOB NO. 2023.10



THE CITY OF LAKE FOREST

ORDINANCE NO. 2023-\_\_

AN ORDINANCE GRANTING VARIANCES FROM THE FRONT AND SIDE YARD  
SETBACKS FOR PROPERTY LOCATED AT 370 E. ONWENTZIA ROAD

**WHEREAS**, Patrick and Joanna Marshall ("**Owners**") are the owners of that certain real property commonly known as 370 E. Onwentsia Road, Lake Forest, Illinois and legally described in **Exhibit A**, attached hereto ("**Property**"); and

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

**WHEREAS**, the Owners desire to reconfigure the existing driveway, including the addition of a second curb cut within the front and side yard setbacks ("**Improvements**") as depicted on the site plans attached hereto as **Group Exhibit B** ("**Plans**"); and

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

**WHEREAS**, pursuant to notice duly published, the ZBA reviewed and evaluated the Plans at a public hearing held on April 24, 2023; 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 variances will not alter the essential character of the neighborhood. The modifications to the driveway are desired to improve the functionality and safety of a nonconforming property.
2. The conditions upon which the variances are requested are generally unique to this neighborhood and to this property and are not generally applicable to other properties in the same zoning district throughout the City. The property is adjacent to Lake Forest Country Day School and Onwentsia Road is used to access the school parking lot and student drop off areas.
3. The hardship in conforming with the requirements of the Zoning Code is that the property was created and developed prior to the current zoning regulations.

4. The variances, if granted to allow modifications to the driveway configuration, will not impair light or ventilation to adjacent properties, increase congestion, endanger public safety, or diminish property values. The proposed modifications will create a safer environment for the property owners and those going to and from the Lake Forest Country Day School.

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 Owners' 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 modifications of the driveway to accommodate a replacement residence, to encroach into the front and side yard setbacks.

**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 Owners 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 Owners shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owners shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within 30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

**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 Owners have not (i) executed and (ii) thereafter filed with the City Clerk, within 90 days following the passage of this Ordinance, the unconditional agreement and consent, in the

form attached hereto as **Exhibit 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

