



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
6:15 P.M., FEBRUARY 17, 2015**

AGENDA

I) Call to Order

II) Roll Call

III) Minutes

- 1) Committee of the Whole Meeting – February 3, 2015
- 2) Committee of the Whole Budget Workshop – February 9, 2015

IV) Regular Business

- 1) Discussion Concerning the Chamber of Commerce's Request to Install Street Light Banners (6:15 – 6:30 p.m.)
- 2) Discussion Concerning a Development Proposal for the Current Kow Kow Restaurant Site (6:30 – 7:00 p.m.)
- 3) Discussion Concerning Public Transportation Options (7:00 – 7:30 p.m.)

V) Public Comment

VI) Adjournment

DATE POSTED: February 13, 2015

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
FEBRUARY 3, 2015**

Call to Order

President Pro-Tem Elster called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:30 PM, Tuesday, February 3, 2015 in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

Roll Call

On roll call by Deputy Village Clerk Douglas Petroschius the following were:

PRESENT: President Pro-Tem Elster, Trustees Patel, Cope, Klatzco, Leftakes, President Turry (by way of video conference)

ABSENT: Trustee Sprogis-Marohn

A quorum was present. Also present: Timothy Wiberg, Village Manager; Charles Meyer, Assistant to the Village Manager; Douglas Petroschius, Assistant Village Manager; Steven Elrod, Village Attorney; Amanda Williams, Management Analyst; Charles Greenstein, Village Treasurer; Timothy Clarke, Director of Community Development; Aaron Cook Community Development Manager; Plan Commission members Paul Eisterhold, Patricia Goldfein, Irv Fishman, Anthony Pauletto; Park and Recreation Board members Barry Bass and Jennifer Spino.

Approval of Minutes

Minutes of the January 20, 2015 Committee of the Whole meeting were distributed in advance of the meeting and were examined. Trustee Leftakes moved to approve the minutes as presented. Trustee Klatzco seconded the motion.

The motion passed with a Voice Vote, 5-0.

Regular Business

1. Discussion Concerning the Proposed Shoppes at Lincoln Pointe Development

This item was presented by Neil Stein of North Capital Group (NCG) using PowerPoint. Mr. Stein provided a status update on his firm's progress on his proposed "Shoppes at Lincoln Pointe" development for 4500 West Touhy Avenue. He indicated that NCG has reengineered the original plan and developed a new preliminary concept that is somewhat different than the first concept presented last year. Mr. Elrod stated that the new concept plan was presented on February 3, 2015 to Village staff and Trustees Patel and Leftakes. This is the same group that the Village Board created in 2014 to work with NCG on the previous development concept. Mr. Stein continued to explain that Fairmount Properties has been engaged as a co-developer for the project. Randy Ruttenberg and Emmerick Corsi of Fairmount Properties were introduced. Mr. Ruttenberg explained that Fairmount is an integrated real estate firm with 21 professionals and \$1.3 billion in projects. They assisted in creating the revised development plan being proposed and focused on creating commercial and public gathering spaces. Mr. Corsi presented the leasing options, discussed the market needs, and the major elements of the plan. He indicated that 35% of the tenants for the proposed development have letters of intent and that the market is supportive of the revised plan. He proposes this as a seamlessly integrated project with all uses working together and that the plan is not intended to be built in phases, as the market is not interested in a phased approach. Mr. Ruttenberg estimates that construction could start as early as the fall of 2015 with completion in the spring of 2017. Mr. Ruttenberg also asked to exercise a portion of the Zoning Code which allows for the applicant to combine the preliminary plan and final plan consideration for the Plan Commission into one step instead of two, suggesting that this will save time. Plan Commission Chair Eisterhold

respectfully disagreed and preferred that the NCG follow the conventional process outlined in the Village Code. Discussion ensued. There was consensus on the Village Board to provide preliminary support for the project and to proceed with the plan submittal to the Plan Commission. The Village Board also had consensus to proceed with combining the preliminary plan and final plan consideration at the Plan Commission but Mr. Elrod indicated that according to the Zoning Code the decision rests with the Plan Commission. Mr. Stein and Mr. Ruttenberg thanked the Village Board for their time and consideration.

Adjournment

At 7:36 PM Trustee Leftakes moved to adjourn the Committee of the Whole. Seconded by Trustee Cope. The motion passed with a Voice Vote, 5-0.

Respectfully Submitted

Douglas Petroschius
Deputy Village Clerk

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
BUDGET WORKSHOP
VILLAGE HALL COUNCIL CHAMBERS
FEBRUARY 9, 2015**

Call to Order

President Pro-Tem Elster called the Committee of the Whole Budget Workshop meeting of the Lincolnwood Board of Trustees to order at 6:07 P.M., Monday, February 9, 2015 in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

Roll Call

On roll call by Deputy Village Clerk Douglas Petroschius the following were:

PRESENT: President Turry (by phone until 7:15 PM), President Pro-Tem Elster, Trustees Patel, Cope, Klatzco, Leftakes, Elster

ABSENT: Trustee Sprogis-Marohn

A quorum was present. Also present: Timothy Wiberg, Village Manager; Douglas Petroschius, Assistant Village Manager; Charles Meyer, Assistant to the Village Manager; Amanda Williams, Management Analyst; Timothy Clarke, Director of Community Development; Robert Merkel, Finance Director; Janice Hincapie, Director of Parks and Recreation; Ashley Engelmann, Public Works Director; Andrew Letson, Assistant to the Public Works Director; Michael Hansen, Fire Chief; Ray White, Deputy Fire Chief; Robert LaMantia, Police Chief; John Walsh, Deputy Police Chief; Charles Greenstein, Village Treasurer; Joe Mangan, Accountant; Tim O'Connor, Detective; Travis Raypole, Sergeant.

Budget Workshop

Mr. Wiberg provided an overview of the evening's agenda and introductory remarks regarding the state of the Village's finances and what is anticipated for the next fiscal year. A PowerPoint presentation was utilized for all discussions throughout the evening. The purpose of the Budget Workshop is to report on the current fiscal year condition and to receive broad policy direction from the Village Board as staff prepares the draft fiscal year 2015/16 budget. He also discussed macroeconomic reports and predictions from Rick Mattoon of the Federal Reserve Bank of Chicago, a firm known as the Retail Coach, and other governmental statistics. Discussion ensued.

Before continuing with the presentation Mr. Wiberg proposed scheduling a date for the Finance Committee to meet to review the proposed budget in detail. A meeting was scheduled for February 25, 2015 at 3:30 PM. Mr. Wiberg continued to inquire if the Village Board had any comments on the department budget goal status and proposed goals for next fiscal year which were included with the meeting packet. No comments were made.

1. Discussion Concerning the Village's Fiscal Year 2014/15 Year End Projections

Mr. Merkel presented the year end projects for the current fiscal year. The Village is projected to experience a deficit of \$290,636 which is more than the \$196,247 surplus that was budgeted. The majority of this difference was due to the Union Pacific Right-of-Way not being purchased and the Village as unable to distribute a surplus to the taxing bodies from the Northeast Industrial (NEID) Tax Increment Financing (TIF) District Fund that would have been considered revenue to the general fund. Telecommunications Tax revenue is lower than budget as is permit revenue budgeted for the construction of the Shoppes at Lincoln Pointe development. Mr. Merkel presented the Village's total fund balance of \$10,106,562 in the General Fund and indicated that the Village has adequate reserves to absorb this deficit. There were no comments by the Village Board.

2. Discussion Concerning Fiscal Year 2015/16 Financial Forecast

Mr. Merkel presented the financial forecast for Fiscal Year 2015-16. The proposed budget projects a deficit of \$310,024 after transfers in the General Fund. Mr. Merkel indicated that the projected total fund balance will be \$10,106,562 in the General Fund and that the Village has adequate reserves to absorb this deficit. Staff projects \$20,513,735 in revenues for next year with adjustments of \$40,000 in fee increases and \$20,161,534 in expenditures. Discussion ensued regarding the fee increases which consist mostly of parking ticket increases. Chief LaMantia reported that based on the surrounding communities the average parking ticket fee is \$29 and the current Village fee of \$20 has not been increased in over 10 years. The purpose of increases is not to increase revenue but to help gain compliance with Village parking laws. There was concurrence on the Village Board to proceed with the staff recommendation for revenue adjustments.

Mr. Merkel continued to present the key general fund revenue issues including property tax, sales tax, and other taxes. Discussion ensued regarding the Local Government Distributive Fund which is distributed on a per capita basis from the State of Illinois' Income Tax. Staff and the Village Board are concerned that the State of Illinois may utilize these funds to aid their revenue challenges, thus reducing funds coming to the Village in the amount of \$1.2 million. Staff reported that the Village will continue to monitor the situation in Springfield and work with the Northwest Municipal Conference to ensure that the Village's funds are not reduced. Mr. Merkel reported that the Village's debt payments will be reduced significantly as this year the Village is paying its final payment for the 2004 GO Bonds. Per past Village Board direction staff will be using what would have been paid to the GO Bond to pay off the Fire Truck loan early thus avoiding future interest payments. Discussion ensued and considerations were made to foregoing the early payment of the Fire Truck loan thus making those funds available to pay for a potential reduction of LGDF revenue. The Village Board concurred with staff's recommendation to make the payoff the Fire Truck loan in Fiscal Year 2015-16.

Discussion ensued regarding other proposed expenditures including the replacement of the E911 Dispatch Center system, improving the Proesel Park Shelter, Police vehicle replacement, and replacing a Fire Engine. There was consensus to proceed with staff's recommendations and make the necessary improvements or replacements. No other comments regarding the financial forecast were received.

3. Discussion Concerning Fiscal Year 2015/16 Policy Issues

By way of background Mr. Wiberg reminded the Village Board of the recent presentation by the Police Pension Fund at a previous Committee of the Whole where the Police Pension Board members reported that the State of Illinois requires that all municipal pension funds be 90% funded by 2040. The Village's Police Pension Fund is funded at 49%. The Pension Board members suggested that the Village contribute more money than what is required by the department of insurance which will boost investment and ultimately help achieve the funding requirements. Recent funding obligations have been relatively flat but staff is anticipating future increases. Staff is proposing an increase of \$0.02 per gallon of fuel on the Village's municipal Gasoline Tax and earmark that new revenue for the Police Pension Fund. It is estimated that this will provide an additional \$280,000 in revenue. The total Gasoline Tax would increase from \$0.03 to \$0.05 per gallon of fuel. Discussion ensued regarding concerns of the burden to residents, non-residents sharing the burden, competition between area gas stations, and the other community taxes. There was direction to proceed with the Gasoline Tax increase for the purpose of earmarking the funds for the Police Pension Fund. Mr. Wiberg indicated that staff would propose an Ordinance to the Village at a future Village Board meeting and notify the local gas station operators.

Mr. Wiberg provided an overview of the activity in all other funds of the Village. Discussion ensued regarding the annual water fee increase from the City of Chicago which is 15% and was enacted on January 1, 2015. As per past Village Board direction staff budgeted this fee increase as a pass-through cost to the residents but it will be effective May 1, 2015. The Village Board concurred. Discussion ensued regarding the Vac-con machine which is due to be replaced for the cost of \$375,000. The Village Board directed staff to proceed with the replacement. Mr. Wiberg presented and summarized the major capital expenditures planned for next and future years. Mr. Petroschius summarized the major technology-related initiatives planned for next year and Mr. Wiberg indicated that the proposed Strategic Master Technology Plan would come before the Finance

Committee meeting for further review. Mr. Wiberg reported that the open-session portion of the workshop is concluded. The Village Board thanked staff for their work on the budget and their presentation.

Adjournment to Executive Session

At 9:00 PM Trustee Patel moved to adjourn the Committee of the Whole to Executive Session for the purpose of discussion of personnel. The motion was seconded by Trustee Klatzco.

Upon Roll Call the Results were:

AYES: President Pro-Tem Elster, Trustees Patel, Cope, Leftakes, Klatzco

NAYS: None

The motion passed.

Reconvention

At 9:56 PM President Pro-Tem Elster reconvened the Committee of the Whole.

Adjournment

At 9:56 P.M. Trustee Cope made a motion to adjourn Committee of the Whole. Trustee Klatzco seconded the motion. The motion was approved by voice vote, 5-0. The Committee of the Whole was adjourned.

Respectfully Submitted,

Douglas Petroschius
Deputy Village Clerk

MEMORANDUM

TO: President Turry and Members of the Village Board

FROM: Timothy C. Wiberg, Village Manager

DATE: February 13, 2015

SUBJECT: **February 17 Committee of the Whole Meeting**

As a reminder, the Committee of the Whole (COTW) meeting is scheduled for **6:15 p.m.** on Tuesday evening. **Please note: Dinner will be available beginning at 5:30 in the Community Center due to the annual Employee Recognition program.** Please find below a summary of the items on the COTW agenda:

1) **Discussion Concerning the Chamber of Commerce's Request to Install Street Light Banners (6:15 – 6:30 p.m.)**

The Lincolnwood Chamber of Commerce is requesting it be allowed to install banners on the Village-owned streetlights on Touhy Avenue, from Crawford to McCormick. The Chamber would utilize these banners as a revenue enhancement by selling advertisement on the banners to Lincolnwood businesses. [Attached](#) is a memorandum from the Public Works Director regarding this request. Jackie Boland, Chamber Executive Director, will be present to discuss this item with the Board.

2) **Discussion Concerning a Development Proposal for the Current Kow Kow Restaurant Site (6:30 – 7:00 p.m.)**

Gary Levitas, of the Northfield Group, is interested in obtaining Board feedback on his development concept for 6755 N. Cicero Avenue. [Attached](#) is a memorandum from the Community Development Director, along with the proposed plans for the site.

3) **Discussion Concerning Public Transportation Options – (7:00 – 7:30 p.m.)**

At the September 2, 2014 COTW meeting, Steven Andrews, Community Relations Representative from PACE, presented some options for Village-operated transit services for Devon Avenue. At the conclusion of that meeting the Board directed staff to conduct a survey of residents that might be interested in a bus route on Devon Avenue. On December 31 staff concluded the survey and received 55 responses. [Attached](#) is a memorandum from the Assistant to the Village Manager summarizing the results of the survey that will be discussed on Tuesday evening.

If you should have any questions concerning these matters, please feel free to contact me.



MEMORANDUM

TO: Timothy C. Wiberg, Village Manager

FROM: Ashley Engelmann, Public Works Director

DATE: February 12, 2015

SUBJECT: Chamber of Commerce Street Light Banner Program

Background: The Chamber of Commerce is requesting permission from the Village to install decorative street light banners within the commercial district located along Touhy Avenue from approximately 4007 Touhy (The Private Bank) east to the intersection of McCormick Boulevard and Touhy Avenue (Lincolnwood Town Center Mall). The purpose of the program is to provide an opportunity for businesses to advertise, create a community identifier and brand for the commercial district as well as to provide an ongoing fundraiser for the Chamber of Commerce.

As regulated by the Zoning Code, such advertising on street lights is considered both signage within the public right-of-way as well as off-premises advertising signs. Both of these sign-types are currently prohibited by Section 11.06 of the Zoning Code.

Purpose: Staff is seeking Village Board direction regarding the Chamber of Commerce's request to install street light banners on Touhy Avenue.

Zoning Code: Section 11.06 of the Zoning Code currently prohibits light pole signs. In order for the Chamber of Commerce street light banner program to be allowable under the Zoning Code a text amendment would be required.

A similar text amendment was approved by the Village Board on March 17, 2011 to allow for advertising signs within bus shelters in the public right-of-way.

If the Village Board supports the program, Staff recommends that the Plan Commission be directed to conduct a public hearing concerning Zoning Code text amendments that would permit

streetlight banner advertisements. Following the public hearing, Staff and the Village Attorney will draft an Ordinance amending the Zoning Code in accordance with the Commission's recommendations for the Village Board's review at a subsequent Village Board meeting.

Program Details: The Chamber of Commerce street light banner program would be an annual program that would provide Lincolnwood businesses that are in good standing with the Chamber with the opportunity to advertise on street light banners. The Chamber of Commerce would be responsible for receiving and placing all banner orders. Their contractor would install the banners on the Village's street lights and would maintain them. In addition, their contractor would name the Village as an additional insurer on their liability insurance. The Village would maintain the right to hang Village owned banners on the street lights and would give the Chamber a 30 day notice prior to hanging Village banners. The proposed cost to the businesses for the banners is as follows:

New Orders

- \$300 each for 1-2 banners + \$50 (set-up fee)
- \$275 each for 3-9 banners + \$50 (set-up fee)
- \$250 each for 10+ banners + \$50 (set-up fee)

Annual Renewal Fee

- \$150 each for 1-2 banners
- \$125 each for 3-9 banners
- \$100 each for 10+ banners

The Public Works Department would assist the Chamber of Commerce with identifying if banners are in need of maintenance and would contact the Chamber of Commerce so that their contractor may be scheduled to perform any necessary maintenance. The Department would also provide emergency assistance in the event that a banner was hanging and in need of removal.

Timeline:

- February 17, 2015 Committee of the Whole Meeting
- April 1, 2015 Plan Commission Meeting
- May 5, 2015 Ordinance presented to the Village Board for approval

Village Board Direction: Staff is seeking direction regarding a recommendation to the Plan Commission to consider a text amendment to allow street light banners with advertisements within the Touhy Avenue commercial district.

Documents Attached:

1. Letter from the Chamber of Commerce
2. Sample Brochure
3. Sample Banner
4. Map of Proposed Banner Locations



February 9, 2015

Mr. Tim Wiberg
Village of Lincolnwood
6900 N. Lincoln Avenue
Lincolnwood, IL 60712

Dear Tim,

The Lincolnwood Chamber of Commerce & Industry is requesting permission from The Village of Lincolnwood to install Decorative Street Light Banners in the Commercial District along Touhy Ave.

Decorative banners are located in many neighborhoods in the city and suburbs. They provide an attractive way to identity the neighborhood while allowing businesses to display their names to the thousands that pass through the commercial streets on a daily basis. The residents will benefit from the decorative nature of the banners and the Chamber will cover the costs. This program is ideal in that all parties benefit. Businesses can advertise with this type of signage, the commercial districts are handsomely identified, the Chamber will enjoy a consistent revenue source at no cost to the taxpayer and there is minimal burden on the Department of Public Works.

The Chamber will manage the program and will be responsible to install, repair or replace the banners if the banner suffers from weather or any other damage.

The Banners will be installed initially on Touhy Ave starting at the Private Bank on Crawford and extend east to the Lincolnwood Town Center Mall. (Approx XXX streetpoles)

Banners are digitally printed, two sides, in full four color on 18 oz. outdoor vinyl

Attached is a sample of the banner design and a copy of the draft of the brochure that will be used to solicit businesses.

Thank you,

Jacqueline Boland
Executive Director
Lincolnwood Chamber of Commerce.



For best results consider selecting 1 or 2 of the following to be printed on your banner:

- Company Name**
- Logo**
- Website**
- Phone number**

Pricing and Renewal Fees

NEW ORDERS

\$300 each for 1-2 banners + \$50 (set-up fee)
 \$275 each for 3-9 banners + \$50 (set-up fee)
 \$250 each for 10+ banners + \$50 (set-up fee)

ANNUAL RENEWAL FEE

\$150 each for 1-2 banners
 \$125 each for 3-9 banners
 \$100 each for 10+ banners

The annual renewal fee covers all maintenance and permitting fees.

 Name

 Company

 Address

 Phone

 Fax

1-2 banners _____ x \$300 each = \$ _____

3-9 banners _____ x \$275 each = \$ _____

10+ banners _____ x \$250 each = \$ _____

+ \$50 set-up fee

Total Amount Due \$ _____

Payment

Please make check payable to the Lincolnwood Chamber of Commerce & Industry. Payment must be received before the order can be processed

Please provide approximate addresses of where you would like your banners displayed below. Locations are not guaranteed. See opposite side for restrictions.

1. _____
2. _____
3. _____
4. _____
5. _____

Terms: I understand by signing below that the banners I ordered will remain up for one full year. After one year, an renewal fee must be paid annually in order for the banner to remain up. Also, I understand that my annual SCOC membership must be current to remain in the program.

 (please sign for order to be processed)

PLEASE RETURN FORM TO:

Lincolnwood Chamber of Commerce & Industry
 4433 W. Touhy Ave. Mezzanine Level
 Lincolnwood, IL 60712

Lincolnwood Chamber of Commerce & Industry Banner Program

Display your business name on prominent commercial streets by ordering street pole banners for your business!

Through participation in this exciting program, you can advertise to the thousands that pass through the commercial streets of Lincolnwood daily. This promotional offer is exclusive to Lincolnwood Businesses who are Chamber members in good standing

Program Details

- The banners are installed on light poles along commercial streets in Lincolnwood
- Business information will be printed on the lower 1/3 of both sides of the 6-foot banner.
- Your banner is guaranteed to remain up for one year at which time members will have the option to renew.*
- The Chamber will fix or replace any wear or tear the banner suffers during the first year at no additional charge.
- Membership must be current for banners to be displayed.
- Banners cannot be displayed on signal lights, poles currently occupied by other members or on poles outside of competitors.

*The Lincolnwood Chamber of Commerce does not guarantee continual banner display on some streets. The Village of Lincolnwood reserves the right to remove banners.



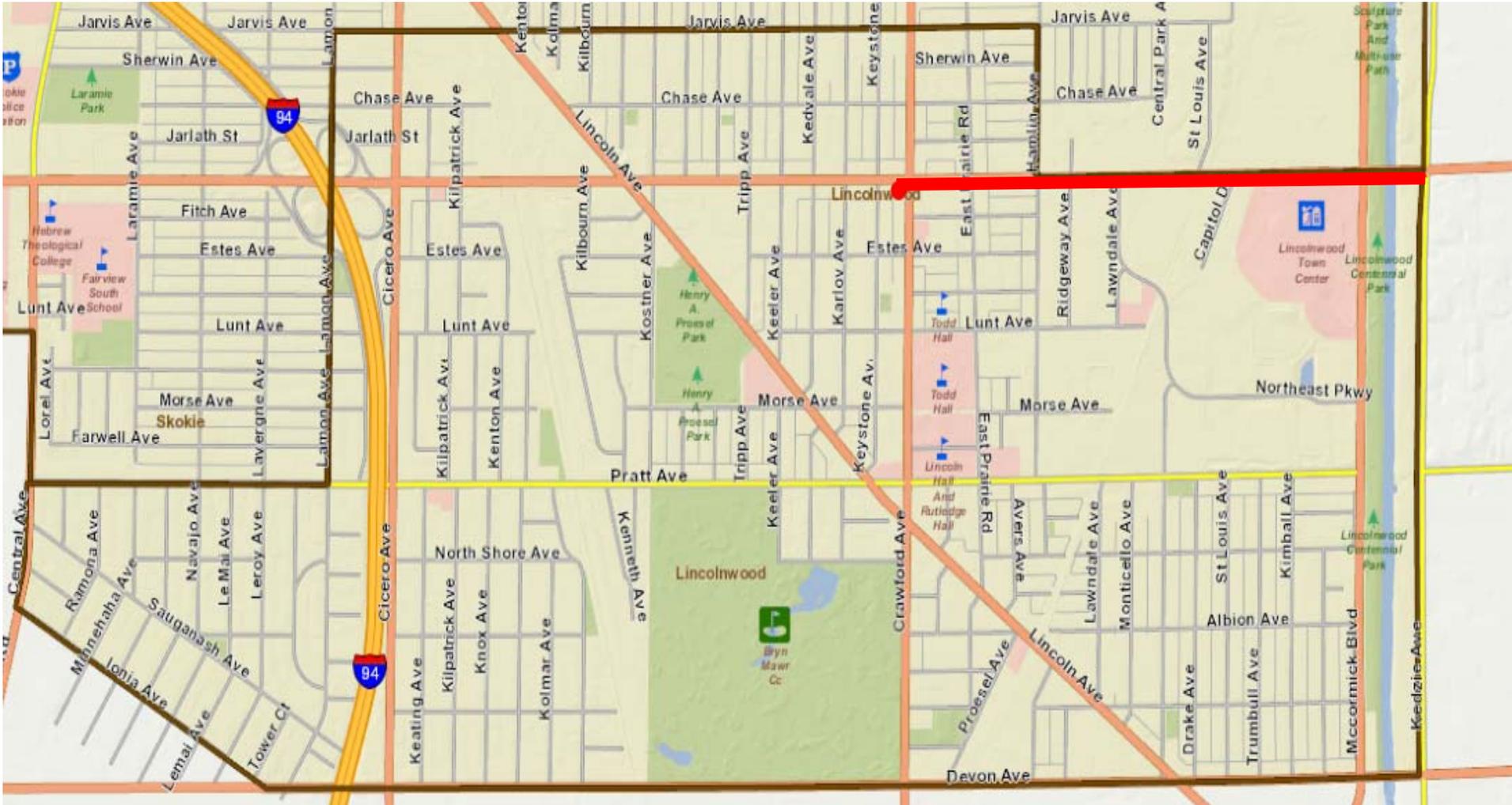
2015 Lincolnwood Chamber of Commerce & Industry Street Pole Banner Program

Advertise
24 hours a day,
7 days a week!



ALPHAMERIC
ACCOUNTING

Chamber of Commerce Street Light Banner Program



Memorandum

To: Timothy C. Wiberg
Village Manager

From: Timothy M. Clarke, AICP
Community Development Director

Aaron N. Cook, AICP
Community Development Manager

Date: February 11, 2015

**Subject: Kow Kow Restaurant Site
Mixed Use Development**

Gary Levitas of Northfield Group, LTD has approached the Village with a desire to redevelop the Kow Kow Restaurant site. His proposal includes both 3,600-square feet for commercial space as well as 24 residential units. This site is located at the southeast corner of Pratt and Cicero Avenues. Kow Kow Restaurant has been a long-term business user of this property which is now on the market for sale.

The zoning of the Kow Kow restaurant site has historically been for business. Recently, action was taken to correct a zoning map error found concerning this property which designated a portion of this property as R-4 Residential District in addition to a portion of the site as B-2 General Business District. The result of this action was to return the entire Kow Kow property to the B-2 General Business Zoning District. The B-2 General Business District does not allow for *any* type of residential housing.

As currently conceived, the developer is interested in constructing on the Kow Kow site a 58-foot-tall, 62,000-square-foot building which includes 36 indoor parking spaces. This proposed development would also include 5 outdoor parking spaces for guest parking and 5 outdoor parking spaces for the commercial space. Since the B-2 Zoning District does not permit any residential development, to allow for such development, a change in zoning/text amendment would be required for the proposed development.

To gauge if there is any Village Board support to change zoning for this property to allow for mixed use or residential development, the developer plans to present his concept plan for this property to the Village Board at the February 17, 2015 COTW meeting. Attached are the concept plans provided to staff with the developer indicating that slight revisions may be made to these plans prior to presentation on February 17, 2015. These plans have not yet been reviewed or analyzed by staff to ascertain whether any other zoning Variations would also be necessary.

Attachments

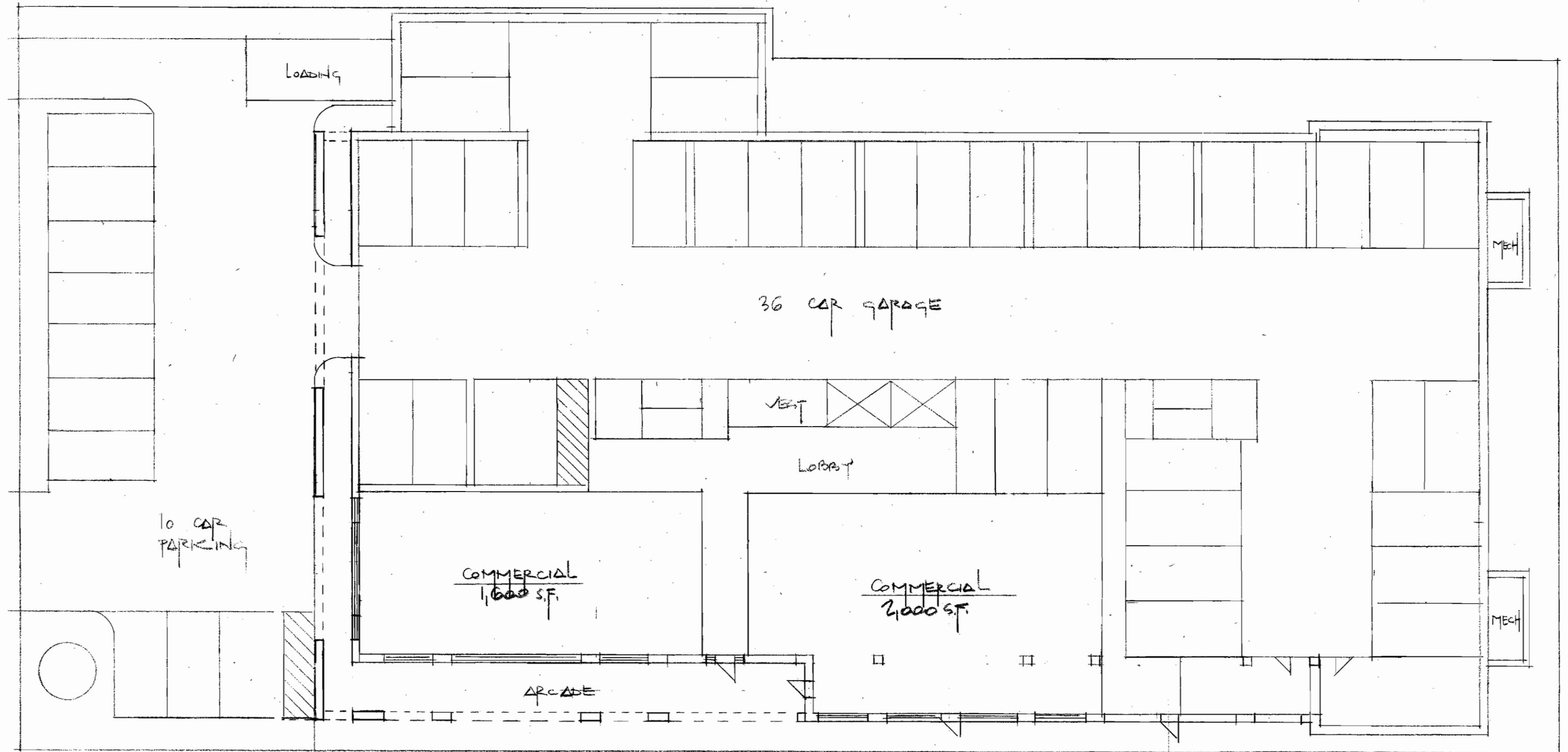
1. Proposed Concept Plans

24 UNIT DEVELOPMENT- CICERO AVE. & PRATT AVE.

Lincolnwood, Illinois



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1ST FLOOR PLAN
 1/16" = 1'-0"

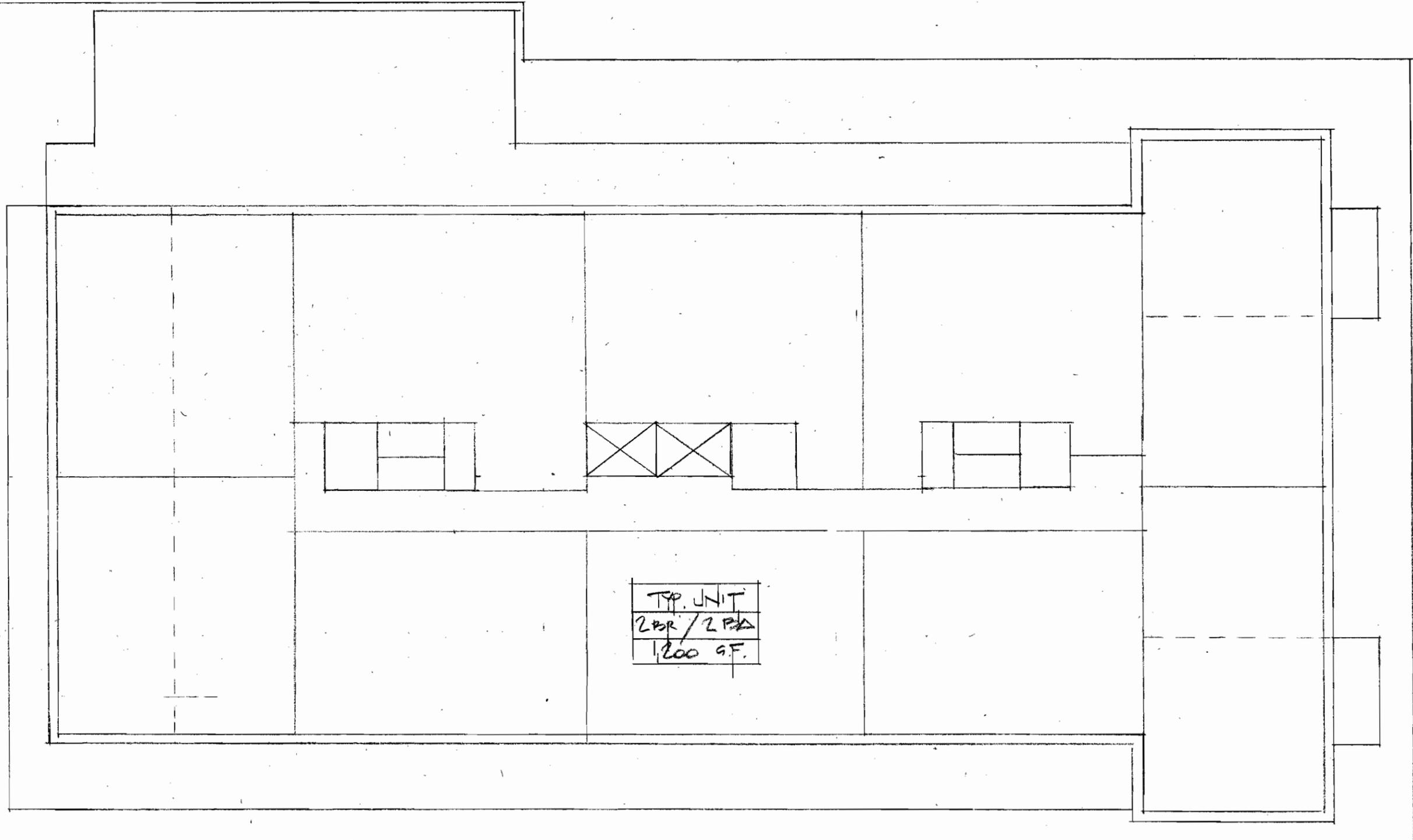
CICERO AVE.



PROFESSIONAL DESIGN FIRM
 ARCHITECT CORPORATION
 LICENSE NUMBER 184-001485

180 W. WASHINGTON AVE.
 CHICAGO, ILLINOIS 60602
 Phone: 312-750-1800
 Fax: 312-750-1801

email: hannaarchitects@sbcglobal.net
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CICERO AVE.

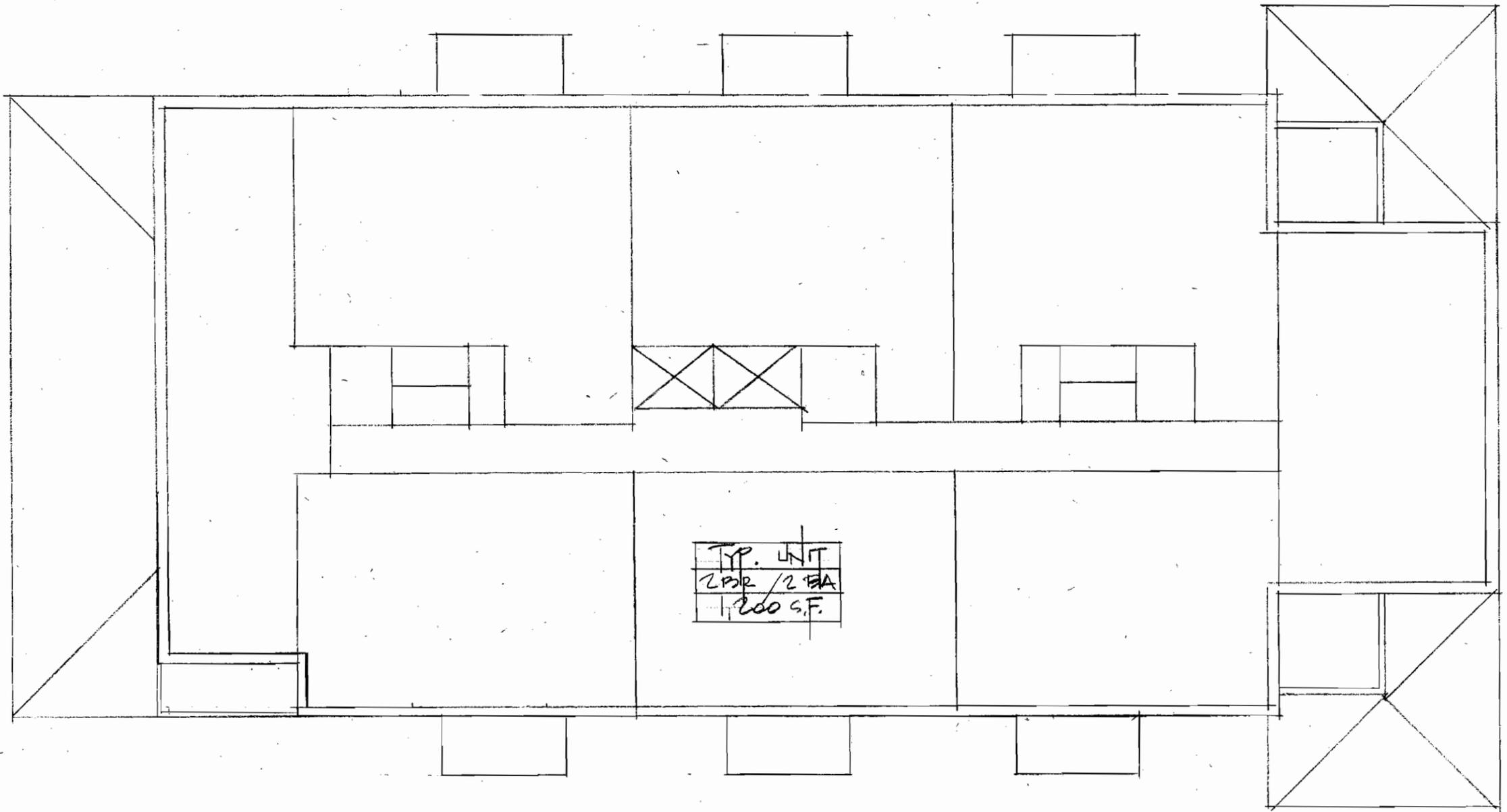
⊕ 2nd Floor PLAN
 1/16" = 1'-0"



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CICEPO AVE.

3RD FLOOR PLAN
 1/16" = 1'-0"

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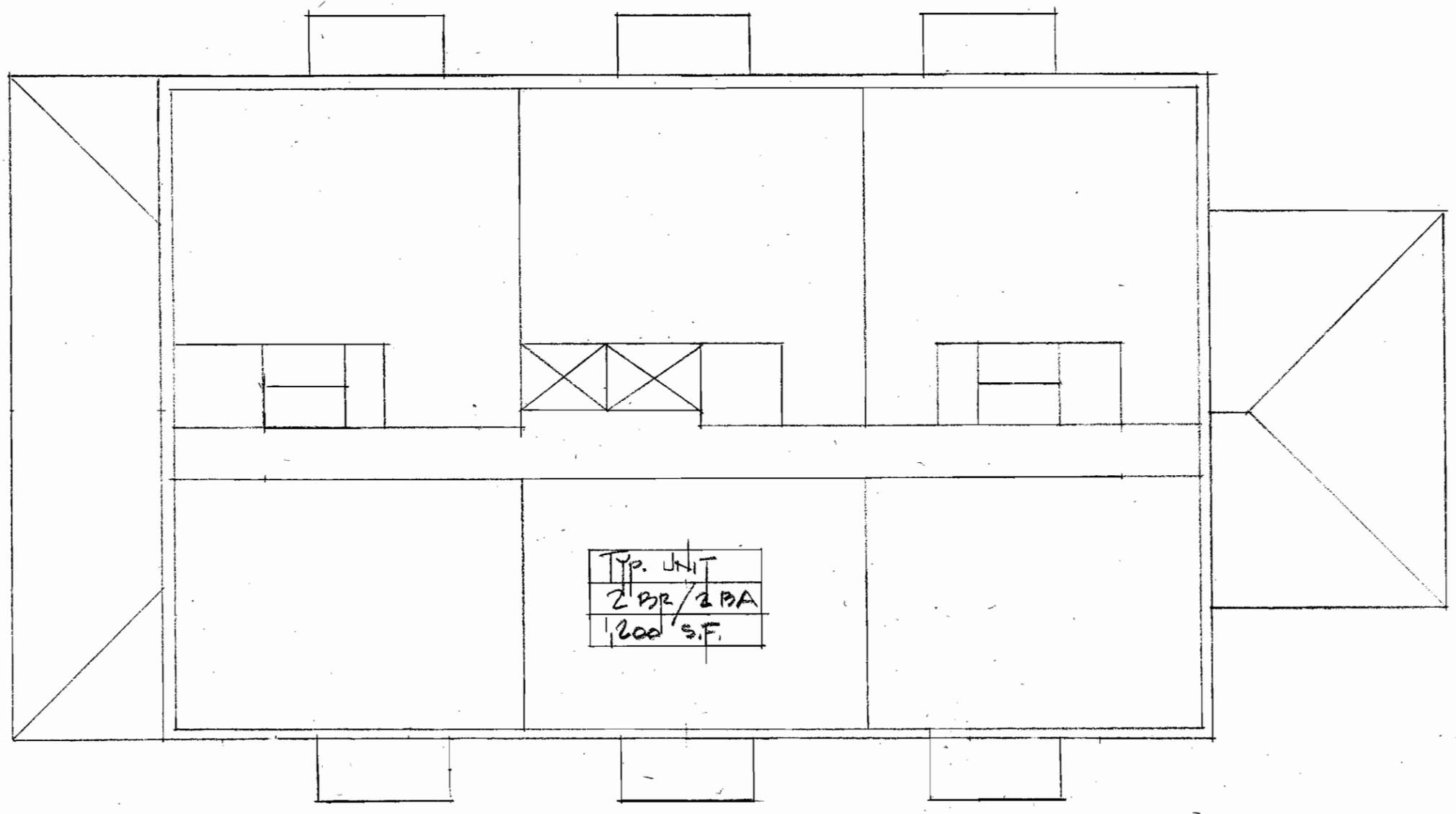
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CICERO AVE

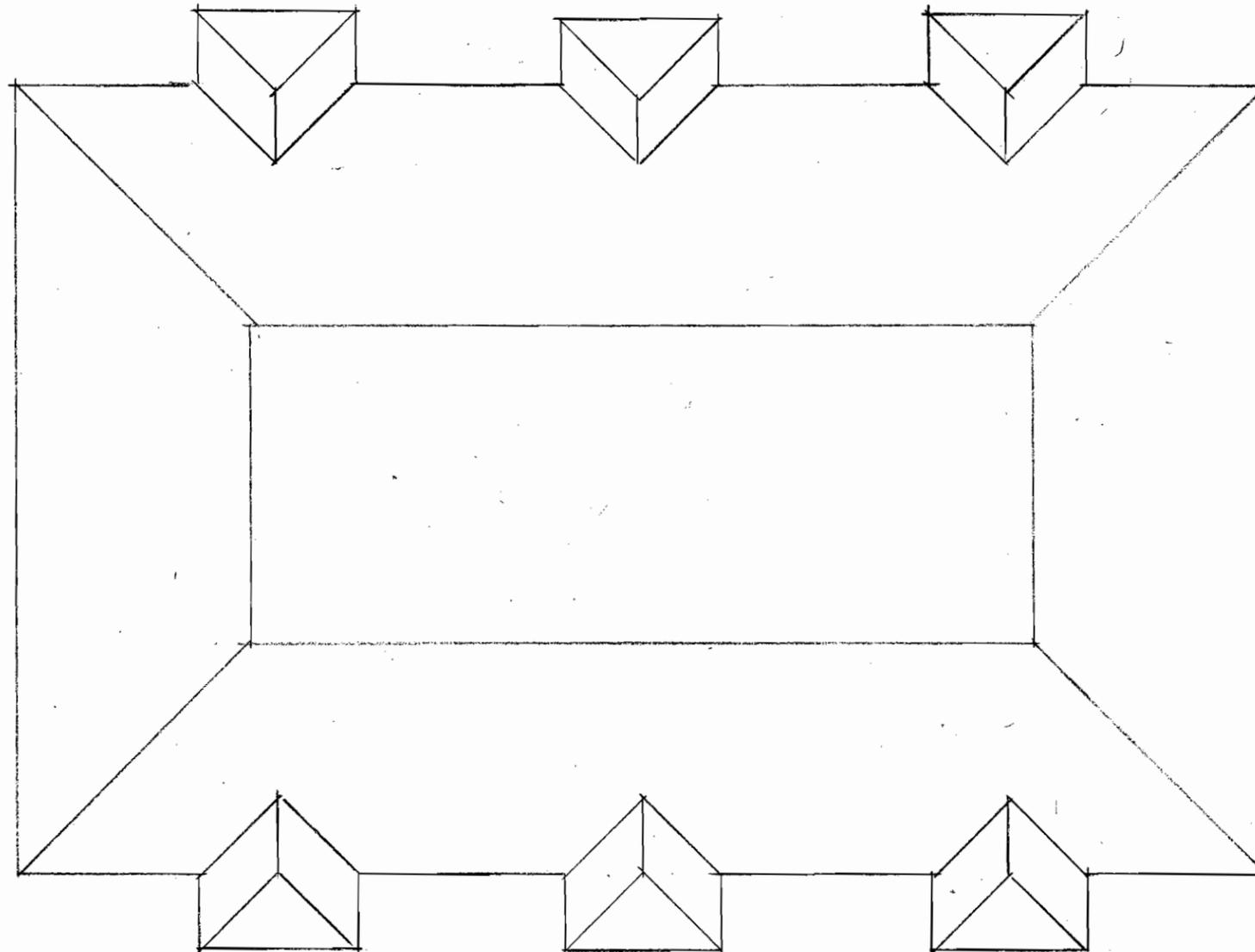
⊕ 4TH FLOOR PLAN
 1/16" = 1'-0"

***h* HANNA**
 ARCHITECTS, INC.

PROFESSIONAL DESIGN FIRM
 ARCHITECT CORPORATION
 LICENSE NUMBER 184-001485

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 CHICAGO, ILLINOIS 60602
 Phone: 312-750-1800
 Fax: 312-750-1801

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CICERO AVE.

⊕ ROOF PLAN
1/16" = 1'-0"

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ARCHITECT CORPORATION
LICENSE NUMBER 184-001485

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email: hannaarchitects@sbcglobal.net

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MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Charles Meyer, Assistant to the Village Manager

DATE: February 13, 2015

SUBJECT: Bus Route Survey Results

Background

On September 2, 2014, the Village Board directed staff to distribute a survey to Lincolnwood residents regarding interest in a potential bus route along Devon Avenue. The survey was advertised in the Village newsletter along with promotion through Facebook, the Village's website, and an e-mail to subscribers of the Village's e-gov system. The Village also created a webpage to provide information to residents on mass transit options in Lincolnwood. The survey closed on December 31, 2014 and the Village received 55 responses. The survey's compiled results and comments are included below.

Survey

Response	Percentage of Responses
1. If available how likely are you to ride a bus with a fixed route on Devon Avenue that operates between the Kedzie Bus Stop and Edgebrook Metra Station?	
Very Likely	53.57%
Likely	1.79%
Neutral	7.14%
Unlikely	3.57%
Very Unlikely	33.93%
2. On a scale of 1-5 with 5 being very interested and 1 being not interested at all how interested are you in a new bus route being developed for Lincolnwood?	
5	70.91%
4	1.82%
3	5.45%
2	1.82%
1	20.00%

3. What time of day would you use a bus? (Check all that apply)	
6:00 am to 10:00 am	28.89%
10:00 am to 2:00 pm	18.52%
2:00 pm to 6:00 pm	30.37%
6:00 pm to 10:00 pm	22.22%
4. If a bus route was available nearby where would you like it to take you?	
Lincolnwood Community Center / Village Hall	12.43%
Lincolnwood Town Center Mall	10.65%
Proesel Park Family Aquatics Center	9.47%
Edgebrook Metra Station	24.85%
Devon-Kedzie CTA Stop	17.75%
Touhy / Crawford Business District	10.06%
Lowe's	9.47%
Centennial Park	5.33%
Other (Responses Attached to this Memorandum)	
5. How much would you pay to utilize a bus in Lincolnwood on a per trip basis? (Select the highest applicable value)	
Nothing	23.33%
\$1.00	26.67%
\$1.50	28.33%
\$2.00	13.33%
\$2.50	8.33%
6. Do you currently utilize mass transit (Buses, Trains, etc.)?	
Yes	68.52%
No	31.48%
7. How often do you currently utilize mass transit?	
Daily	27.78%
Three to four times a week	18.52%
Once a week	5.56%
A few times a month	24.07%
Never	24.07%
8. What transportation options do you utilize?	
Pace	22.41%
Chicago Transit Authority Buses	20.69%
Chicago Transit Authority Trains	30.17%
Metra Trains	18.10%
Other	8.62%
9. General Comments (Responses Attached to this Memorandum)	

Additionally, the Village solicited addresses from respondents to determine possible locations for a potential route:



(The dots above indicate the reported addresses of respondents. There are significant pockets of interested parties along Devon, Cicero, Touhy and Pratt Avenues in the Village. Current Pace bus routes are also included on this map to show the level of coverage available)

Discussion

While the survey was not conducted scientifically and only represents 0.44% of the Village’s population, it does provide insight into the community’s interest in a route being created in Lincolnwood. A majority of respondents showed support in the creation of a bus route with a desire to provide a route that would help residents connect with the Metra Edgebrook Station and the Devon-Kedzie CTA Stop. In reviewing the comments made in the survey and the map of respondents, it is likely that a route would need to include other parts of Lincolnwood in addition to Devon Avenue.

The survey results also reflected the concern of some residents over the proposed bus route in Lincolnwood. In Question 1, which asked about the likelihood of using a Devon Avenue bus route, the second most common response (33.93%) was “Very Unlikely”. Additionally, in Question 2, which gauged the participants’ interest in a bus route being developed in Lincolnwood, the second most common response (20.00%) was “1” which is the lowest possible score to receive. While the majority of respondents were in favor of a new route, it should be noted that there was likely a selection bias in respondents where people who were predisposed to a bus route were more likely to respond to the survey and would skew the results of the survey towards support of a route.

Recommended Action

At the Board’s discretion, there are two options identified by staff for the next step in this process. These options include lobbying Pace for more frequent bus service on current routes along with lobbying CTA to extend current routes through Lincolnwood and the evaluation by staff of a Village-operated route using a Pace bus.

Option 1 of lobbying Pace and CTA for additional coverage on existing routes would reflect the sentiments of several respondents. The majority of respondents live in close proximity to existing Pace routes and would benefit from increased buses on the routes that could connect them to the Kedzie CTA Stop and Edgebrook Metra Station. Additionally, CTA has a bus route that currently operates on Devon Avenue and could extend to the Edgebrook Metra Station. This would be the most cost-effective method of improving mass transit for the Village as there would be no additional costs to residents. Option 1 would also be responsive to the comments received through the survey from residents requesting that the Village not expend resources in the creation of a route to be operated by Lincolnwood. Option 1 would not prohibit the Village's ability to evaluate alternatives in the future in addressing mass transit needs and bring further options to the Village Board's attention as they become available.

Option 2 is the creation of a Lincolnwood-centric bus route that would offer the most flexibility for the Village in creating a mass transit option that meets the needs reflected in the survey. If approved, Village staff would begin working with Pace to setup a new route that would be operated by the Village. Based on the feedback received in the survey, it is estimated that there would need to be a route operated Monday through Friday during the morning and evening rush hours to accommodate demand. In evaluating this scenario, there are some considerations if the Village were to proceed with this Option:

- Route: A route would need to be designed that could serve the residents while allowing for timely service to destinations.
- Fares: Establishing a rate schedule that will offset the Village's expenses while not detracting usage would need to be developed. As part of this consideration, the Village would need to determine the applicability of a discounted rate for seniors.
- Ongoing program costs (maintenance, personnel expenses, etc.): The Village would be responsible for a \$100 monthly fee to Pace, a \$1,000 deposit on the bus provided by Pace, expenses related to personnel (\$27,000), and ongoing maintenance costs (\$13,500). There would also be additional costs related to this program such as new signage for bus stops. The Village would also be required to provide insurance coverage for the vehicle and training for the driver(s).

While this option offers the most flexibility for the Village in creating a response to this desire for more public transit options, it also is the most expensive and will require the most staff time to implement and operate. It is likely that the bus would not be financially self-sufficient and would require a subsidy from the Village in order to operate. Additionally, while this option may help some of the respondents, it would be in conflict with the 21.82% of respondents that were not in favor of a bus route. If Option 2 is selected, Village staff will present information for the Village Board's consideration at the February Budget Workshop Meeting.

Enclosure - Additional Comments Received in Survey

Additional Comments Received in Survey

The survey included areas for respondents to provide additional comments. These comments are included in this attachment to supplement the survey results.

Question 4. Additional Destinations for Pace Bus Route
Crawford to Howard
Lincoln Ave / Devon Ave Lincoln Ave / Lawndale Ave Lincoln Ave / Crawford Ave Lincoln Ave / Touhy Ave As 210 Pace is very infrequent and doesn't stop
Lincoln Ave and Arthur Ave, Lincoln Ave and Devon Ave Lincoln Ave and Touhy Ave TOUHY Ave and Crawford Lincoln Ave and Pratt Ave
Devon Ave and Crawford Ave. Devon Ave and Lincoln Ave Devon Ave and McCormick Ave. Lincoln Ave and Lawndale Ave. Touhy Ave and Lincoln Ave. Lincoln Ave and Howard ave.
Along Lincoln Ave with STOPS on Lawndale Ave, Crawford Ave Touhy Ave and Howard Ave connecting Lincolnwood downtown with Skokie downtown Yellow line and Metra train station.
Metra Station in Edgebrook
West on Devon from Kedzie to Edgebrook Metra Station. Touhy/Crawford to Edgebrook Metra Station
Jefferson Park CTA Blue Line Station
Connection to Lincoln Ave bus route to Brown Line Station. Also connector to Skokie Swift stop at Oakton Street. We need better connections to CTA stops. Not thrilled with PACE bus service, even though it's available.
It should be like the Niles bus system, taking you to shops around town such as the mall, Lincolnwood Pointe, Library, whatever replaces Dominick's. Also should be free for residents.
Skokie Swift, Oakton station
Old Orchard Metra Train Station in Roger Parks Edgebrook Metra Station Red Line CTA
I don't think that a bus route is necessary
Linking the Skokie 215 bus down Crawford to Devon.
Oakton train station
Jefferson Park CTA Blue Line Station
CTA train stations. LW is small enough to get to other PACE/Metra/CTA routes.
Everyone would like to have service to their door to a location they need to go to. If you drove them to the loop, they would then want a ride to Midway. Basic transportation is available to most of the village as well as the supplementary plans listed. The only thing that might be of interest is the monitoring of Metra routes and discussion with the Skokie Swift for an additional stop. Not really the Village's function more than they are already performing.
Village of Lincolnwood should not be in the bus or transportation or subsidy of taxi's business. We have far more pressing issues than this. This has all the characteristics of a government boondoggle. This is a mature, low growth community, new demand is not springing up.

Towards village crossing to be able to shop there as well
Stops along Lincoln or Pratt.
To other mass transit
To the Skokie Swift stop on Oakton.
Lincolnwood does not need anything and should not spend money on surveys or consultants. Existing options are fine. Cta station is only place of interest
School
Question 9. General Survey Comments:
Need to have more frequent Pace service with more stops. Need to have along with Pace other buses connecting Pace, CTA, Metra, and CTA trains services already operating.
Badly need public transport
Needs to work with Skokie and Evanston to get continuity of the service lines and linking the Pace, CTA , Metra and CTA Train yellow line and others.
If conveniently public transport available more people will use it. either they are located far apart and very in frequent route not very practical.
Often take the train to the Union Station via Edgebrook Metra station and a bus going there would be very helpful. Must take taxi now.
The CTA should extend their bus route 155 (Devon) west to the Edgebrook Metra station or (better yet) to the Jefferson Park CTA Blue Line station
New to Lincolnwood. Frequently used CTA transportation when lived in Evanston and Chicago (daily use)
I would like to see the Lincoln Ave entrance to the new development as the central entrance, & connect it by bus to the Oakton station. The new development will create a much desirable downtown. To draw people from nearby northern suburbs (Skokie, Wilmette, Morton Grove) make Lincoln Ave entrance the main entrance. That will also help to ease overcrowding on already busy Touhy.
Drive mostly Maybe take the train into the city 2x a year
Hoping for the bus along Devon to the Edgebrook Metra would deviate a little to pick up more LW residents from the center of town. It would be too far for people who live on the northside of LW to walk to Devon to get to the Metra. Suggested Route - West on Devon from Kedzie; go north on Crawford to Touhy; West on Touhy to Cicero. South on Cicero to Devon, then west on Devon to metra. This would incorporate picking up people from all around LW.
This is a nice idea, if the need is there. One of the great things about Lincolnwood is access to public transportation when it is needed. I am right off the Pace 290 route, but it is a hike to Howard to get the bus to Old Orchard.
What about a bus route along Pratt to the metra station?

<p>When you ask "How much would I pay?" Is it per ride or including prorata real estate taxes? It feels like there may be a contingent along Devon that wants this service. I can understand the desire "To Help" if it was being served by CTA and was recently eliminated. Also, this route (Devon) has more Chicago homes adjacent to it than LW residents. Would it be nice? YES. Would it raise the desirability of living in LW? Maybe for a few along Devon but not worth whatever the cost.</p>
<p>This sounds like what will eventually become a tax levy to subsidize a very underutilized program. I would think Village officials have more pressing issues than polling only residents who choose to respond to a survey. Please stop this now.</p>
<p>Great idea</p>
<p>I am a university student, so I am able to use a prepaid U-pass on the CTA buses. It would be great if I could also use this pass on a bus system in Lincolnwood, since that is about half of my commute to and from school.</p>
<p>Extension of the Devon bus to the Metra makes sense. Lincolnwood is too small to have its own bus route or maintain its own service. Cta or pace should figure out a way to get people from Kedzie to Caldwell.</p>
<p>A more centralized bus route that traveled the entire length of Pratt would better serve the residents. It could still link the Devon Kedzie and Edgebrook stops.</p>
<p>No need, save our money</p>
<p>I don't feel we need a village bus. We definitely do not want village employees in this position. The pension responsibility is too great. Public transportation is a DRAIN on Municipal Financial resources ...A FACT! Riders do not pay near the total cost required to fund the service. Unless riders pay 100% of the total cost, it should not be attempted in Lincolnwood. (that is equipment purchase, marketing, labor, operational costs, maintenance, pension, etc. etc.) Those that need public transportation should live close to public transportation, or use the two programs already available to the Lincolnwood residents & are subsidized by taxpayers already. We do not need larger government! Our municipal government should spend their time & efforts to seek expansion of the existing Pace routes if ridership would warrant.</p>
<p>Would love a bus to the train from Pratt and Cicero. Not helping me if its from Devon.</p>
<p>Maybe the bus to the metro train station might work better on Pratt.</p>
<p>Senior - discount</p>
<p>I am a senior citizen, I hope the cost per trip would honor the Ventra Card currently used by the CTA/RTA for seniors or be less expensive.</p>
<p>Bus #210 should make more stops along Lincoln Avenue</p>
<p>Visit friend on west side of Lincolnwood - too far to walk. Would use Metra trains more often if I could get there to go downtown</p>
<p>I am a senior citizen who rides the Pace, CTA buses and trains daily. Accordingly, I have been issued a reduced fare card by the RTA and I use it daily. I believe the proposed line would be very useful and valuable to me in completing my shopping needs.</p>



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
7:30 P.M., FEBRUARY 17, 2015**

I. Call to Order

II. Pledge to the Flag

III. Roll Call

IV. Approval of Minutes

1. Board Meeting Minutes – February 3, 2015

V. Warrant Approval

VI. Village President's Report

1. Retirement of Sergeant Richard Solomon
2. Annual Employee Recognition

VII. Consent Agenda (If any one wishes to speak to any matter on the Consent Agenda, a Speaker's Request Form must be completed, presented to the Village Clerk, and the matter will be removed from the Consent Agenda and added to Regular Business.)

1. Approval of a Recommendation by the Parks and Recreation Board to Adopt an Ordinance Waiving the Enforcement of Section 10-2-36(A) of the Village Code for the Sale of Beer and Wine at the Community Center by the Special Education Foundation for Niles Township District for Special Education #807 (Appears on the Consent Agenda Because it is a Routine Function of Government)
2. Approval of a Resolution Authorizing the Engagement of Houseal Lavigne Associates, in Partnership with KLOA, to Assist in the Preparation of a New Comprehensive Plan (Appears on the Consent Agenda Because it was Discussed at a Previous Village Board Meeting)

VIII. Regular Business

3. Consideration of a Recommendation by the Zoning Board of Appeals to Approve Variations from Section 3.08(4)a, Section 3.08(5), and Section 4.12 of the Zoning Code to Permit a Detached Garage in the Rear Yard of the Property Located at 3350 West Columbia Avenue
4. Consideration of a Recommendation by the Parks and Recreation Board to Adopt an Ordinance, Waiving Section 6-3-2(B) Governing Park Hours, Section 9-1-3 Requiring the Issuance of Business Licenses and 6-3-9(I) Prohibiting Gambling, allowing the Friends of the Community Center to Hold Lincolnwood Fest 2015 on July 23-26

IX. Manager's Report

X. Board, Commission, and Committee Reports

XI. Village Clerk's Report

XII. Trustee Reports

XIII. Public Forum

XIV. Executive Session

An Executive Session is Requested to Discuss Personnel

XV. Adjournment

DATE POSTED: February 13, 2015

All Village Board meetings are broadcast live to residents on Comcast Cable Channel 6, AT&T U-VERSE Channel 99, and online at Lincolnwood.tv at 7:30 p.m. Rebroadcasts of Village Board meetings can be viewed one week following the live broadcast at 1:00 p.m. and 7:30 p.m. on cable television or online at Lincolnwood.tv.

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
FEBRUARY 3, 2015**

Call to Order

President Pro-Tem Elster called the Regular Meeting of the Lincolnwood Board of Trustees to order at 7:43 P.M., Tuesday, February 3, 2014, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Pledge to the Flag

The Corporate Authorities and all persons in attendance recited the Pledge of Allegiance to the flag of our country.

Roll Call

On roll call by Deputy Village Clerk Douglas Petroschius the following were:

PRESENT: President Pro Tem Elster, Trustees Patel, Cope, Klatzco, Leftakes

ABSENT: President Turry, Trustee Sprogis-Marohn

A quorum was present. Also present: Timothy Wiberg, Village Manager; Douglas Petroschius, Assistant Village Manager; Charles Meyer, Assistant to the Village Manager; Steven Elrod, Village Attorney; Amanda Williams, Management Analyst; Charles Greenstein, Village Treasurer; Timothy Clarke, Director of Community Development; Aaron Cook, Community Development Manager.

Approval of Minutes

The minutes of the January 20, 2015 Regular Village Board meeting had been distributed in advance and were examined. Trustee Patel moved to approve the presented minutes. The motion was seconded by Trustee Klatzco. The motion passed with a Voice Vote, 5-0.

Warrant Approval

Trustee Klatzco moved to approve Warrants in the amount of \$285,053.29. Trustee Patel seconded the motion.

Upon a Roll Call by the Deputy Village Clerk the results were:

AYES: President Pro-Tem Elster, Trustees Patel, Cope, Klatzco, Leftakes

NAYS: None

The motion passed

Village President's Report

President Pro-Tem Elster thanked Public Works Director Engelmann and the employees of the Public Works Department for their outstanding snow removal operations last weekend. The upcoming public meeting dates and events were announced.

Consent Agenda

President Pro-Tem Elster introduced the Consent Agenda which was presented by PowerPoint as follows:

1. Approval of a Resolution Authorizing a Contract with Dell for the Purchase of Two Servers and a Centralized Storage System through the Midwest Higher Education Compact in the Amount of \$28,777.95

2. Approval of an Ordinance Amending the Zoning Code Regarding the Painting of Exterior Brick Façades
3. Approval of a Resolution Approving a Second Amendment to the Restated Pre-Development Agreement with North Capital Group, LLC
4. Approval of a Resolution Approving the Extension of the Period For Submission of a Final Development Plan and Final Plat of Subdivision for 4500-4560 Touhy Avenue and 7350-7360 North Lincoln Avenue

President Pro-Tem Elster reported that no requests were received to remove items from the Consent Agenda.

Trustee Klatzco moved to approve the Consent Agenda as presented. Trustee Patel seconded the motion.

Upon Roll Call the Results were:

AYES: President Pro-Tem Elster, Trustees Patel, Cope, Klatzco, Leftakes

Nays: None

The motion passed

Regular Business

None

Manager's Report

Mr. Wiberg reminded the Village Board of the Budget Workshop taking place on February 9, 2015.

Board and Commissions Report

None

Village Clerk's Report

None

Trustees Report

Trustee Cope complimented the efforts of the Public Works Department in their snow removal operations and informed the public that the Illinois State Supreme Court would be considering the issue of public pension funds.

Adjournment to Executive Session

At 7:48 PM Trustee Patel moved to adjourn the Regular Meeting to Executive Session for the purpose of discussion of land acquisition. The motion was seconded by Trustee Klatzco.

Upon Roll Call the Results were:

AYES: President Pro-Tem Elster, Trustees Patel, Cope, Klatzco, Leftakes

NAYS: None

The motion passed

Reconvention

At 8:08 PM President Pro-Tem Elster reconvened the Regular Meeting.

Adjournment

At 8:09 PM Trustee Leftakes moved to adjourn the Regular Meeting. The motion was seconded by Trustee Patel. The motion passed with a Voice Vote, 5-0.

Respectfully Submitted,

Douglas Petroschius
Deputy Village Clerk

TO: President and the Board of Trustees

FROM: Timothy C. Wiberg, Village Manager

SUBJECT: Warrant Approval

DATE: February 13, 2015

The following are the totals for the List of Bills being presented at the February 17th Village Board meeting.

2/17/2015	160,182.83
2/17/2015	79,699.04
2/17/2015	323,015.23
2/17/2015	26,993.47
Total	<hr/> <u>\$ 589,890.57</u>

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
 Printed: 02/10/2015 - 11:13AM
 Batch: 00200.02.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Air One Equipment									
AIRONE									
101055	1/26/2015	590.29	0.00	02/17/2015				False	0
				101-350-512-5665 Firefighting supplies	Helmets, harnesses				
		<u>590.29</u>							
101055 Total:		590.29							
101108	1/28/2015	82.71	0.00	02/17/2015				False	0
				101-350-512-5665 Firefighting supplies	Harness				
		<u>82.71</u>							
101108 Total:		82.71							
Air One Equipment Total:		<u>673.00</u>							
Canon Solutions America, Inc									
CANONSOL									
902238602	9/23/2014	66.44	0.00	02/17/2015				False	0
				101-000-110-1231 Special Use Cost Reimburseabl	Check Plt Bond paper				
		<u>66.44</u>							
902238602 Total:		66.44							
Canon Solutions America,		<u>66.44</u>							
City of Chicago Dept of Water									
CTYOFCHI									
430883-430883	2/6/2015	78,379.72	0.00	02/17/2015				False	0
				660-620-519-5790 Water purchases	Water - 12/10/14-1/12/15				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	430883-430883 Total:	78,379.72							
430884-430884	2/6/2015	68,441.68	0.00	02/17/2015				False	0
660-620-519-5790	Water purchases			Water - 12/10/14-1/12/15					
	430884-430884 Total:	68,441.68							
	City of Chicago Dept of W	146,821.40							
Eterno, Attorney at Law, David									
ETERNO									
11494	1/2/2015	637.50	0.00	02/17/2015				False	0
101-230-511-5399	Other professional services			Adjudication Hearing Officer - December billing					
	11494 Total:	637.50							
11515	2/2/2015	712.50	0.00	02/17/2015				False	0
101-230-511-5399	Other professional services			Adjudication Hearing Officer - January billing					
	11515 Total:	712.50							
	Eterno, Attorney at Law, D	1,350.00							
Lowe's Business Acc/GECF									
LOWES									
07510	1/27/2015	75.16	0.00	02/17/2015				False	0
101-350-512-5799	Other materials & supplies			Duct tape, scapers, heat gun					
	07510 Total:	75.16							
07874	1/25/2015	131.56	0.00	02/17/2015				False	0
101-350-512-5799	Other materials & supplies			Lumber					
07874	1/25/2015	-10.86	0.00	02/17/2015				False	0
101-350-512-5799	Other materials & supplies			Tax credit					
	07874 Total:	120.70							
08342	1/28/2015	54.03	0.00	02/17/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
101-350-512-5745 Small tools				Metal shears, drill bits, lumber					
08342	1/28/2015	22.12	0.00	02/17/2015				False	0
101-350-512-5799 Other materials & supplies				Metal shears, drill bits, lumber					
	08342 Total:	76.15							
2007	1/15/2015	3.78	0.00	02/17/2015				False	0
101-420-511-5405 R&M - buildings				White lamp socket for VH statue					
	2007 Total:	3.78							
2266	1/19/2015	14.08	0.00	02/17/2015				False	0
101-440-513-5480 R&M - vehicles				Light switch, adhesive for tractor #4					
	2266 Total:	14.08							
2355	1/20/2015	12.71	0.00	02/17/2015				False	0
101-410-511-5730 Program supplies				Plywood for Shop					
	2355 Total:	12.71							
2426	1/21/2015	179.99	0.00	02/17/2015				False	0
101-420-511-5405 R&M - buildings				Strut, drill bit, batteries for PW					
	2426 Total:	179.99							
2429	1/21/2015	77.86	0.00	02/17/2015				False	0
660-620-519-5405 R&M - buildings				Shop light, fluorescent wrap for Pump station					
	2429 Total:	77.86							
2518	1/22/2015	8.52	0.00	02/17/2015				False	0
101-420-511-5405 R&M - buildings				Spray paint for Flag pole					
	2518 Total:	8.52							
2588	1/23/2015	17.46	0.00	02/17/2015				False	0
101-420-511-5405 R&M - buildings				Key retriever, snap hook, key tags for generator					
	2588 Total:	17.46							
2884	1/14/2015	30.96	0.00	02/17/2015				False	0
101-420-511-5405 R&M - buildings				Steel floor jack					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	2884 Total:	30.96							
2885	1/14/2015	55.88	0.00	02/17/2015				False	0
101-440-513-5290	Street lights & traffic signal			Chain quick links for street lights					
	2885 Total:	55.88							
2911	1/14/2015	113.77	0.00	02/17/2015				False	0
101-440-513-5290	Street lights & traffic signal			Pliers, took kit, heat shrink tubing for street lights					
	2911 Total:	113.77							
	Lowe's Business Acc/GEC	787.02							
Maaco Auto Painting & Bodyworks Center									
MAACO									
36280	1/26/2015	879.90	0.00	02/17/2015				False	0
101-350-512-5770	Training supplies			Paint squad car					
	36280 Total:	879.90							
	Maaco Auto Painting & Bo	879.90							
Marc Printing									
MARCP									
RES3COM4	2/3/2015	756.56	0.00	02/17/2015				False	0
660-610-519-5720	Postage			Postage for mailing water bills - Cycle 3 & 4					
	RES3COM4 Total:	756.56							
	Marc Printing Total:	756.56							
Palatine Oil, Co, Inc.									
PALAT									
497087	1/29/2015	1,791.27	0.00	02/17/2015				False	0
101-300-512-5670	Fuel			Fuel usage					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
497087	1/29/2015	106.70	0.00	02/17/2015				False	0
101-350-512-5670 Fuel				Fuel usage					
497087	1/29/2015	25.99	0.00	02/17/2015				False	0
101-410-511-5670 Fuel				Fuel usage					
497087	1/29/2015	21.50	0.00	02/17/2015				False	0
101-420-511-5670 Fuel				Fuel usage					
497087	1/29/2015	216.92	0.00	02/17/2015				False	0
101-440-513-5670 Fuel				Fuel usage					
497087	1/29/2015	309.36	0.00	02/17/2015				False	0
205-430-515-5670 Fuel				Fuel usage					
497087	1/29/2015	353.13	0.00	02/17/2015				False	0
660-620-519-5670 Fuel				Fuel usage					
497087 Total:		2,824.87							
7049709	1/29/2015	440.01	0.00	02/17/2015				False	0
101-350-512-5670 Fuel				Fuel usage					
7049709	1/29/2015	1,235.03	0.00	02/17/2015				False	0
101-440-513-5670 Fuel				Fuel usage					
7049709	1/29/2015	237.01	0.00	02/17/2015				False	0
205-430-515-5670 Fuel				Fuel usage					
7049709	1/29/2015	359.51	0.00	02/17/2015				False	0
660-620-519-5670 Fuel				Fuel usage					
7049709 Total:		2,271.56							
Palatine Oil, Co, Inc. Total		5,096.43							
United States Postal Service									
USPOSTAL									
PB012715	1/27/2015	40.34	0.00	02/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					
PB012715	1/27/2015	26.65	0.00	02/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					
PB012715	1/27/2015	3.06	0.00	02/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					
PB012715	1/27/2015	105.33	0.00	02/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
PB012715	1/27/2015	29.70	0.00	02/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					
PB012715	1/27/2015	96.63	0.00	02/17/2015				False	0
205-500-515-5720 Postage				Pitney Bowes postage					
PB012715	1/27/2015	24.13	0.00	02/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					
PB012715	1/27/2015	413.49	0.00	02/17/2015				False	0
660-610-519-5720 Postage				Pitney Bowes postage					
	PB012715 Total:	<u>739.33</u>							
	United States Postal Servic	<u>739.33</u>							
Verizon Wireless									
VERIZON									
9739003002	1/16/2015	1,371.24	0.00	02/17/2015				False	0
101-210-511-5580 Telephone				Cell Phones Dec 17 thru Jan 16					
9739003002	1/16/2015	60.75	0.00	02/17/2015				False	0
205-508-515-5580 Telephone				Cell Phones Dec 17 thru Jan 16					
9739003002	1/16/2015	39.63	0.00	02/17/2015				False	0
205-520-515-5580 Telephone				Cell Phones Dec 17 thru Jan 16					
9739003002	1/16/2015	184.39	0.00	02/17/2015				False	0
205-530-515-5580 Telephone				Cell Phones Dec 17 thru Jan 16					
9739003002	1/16/2015	34.05	0.00	02/17/2015				False	0
205-560-515-5580 Telephone				Cell Phones Dec 17 thru Jan 16					
9739003002	1/16/2015	0.20	0.00	02/17/2015				False	0
205-550-515-5270 Purchased program services				Cell Phones Dec 17 thru Jan 16					
9739003002	1/16/2015	127.14	0.00	02/17/2015				False	0
101-000-210-2650 Contractor Permits Payable				Cell Phones Dec 17 thru Jan 16					
9739003002	1/16/2015	392.37	0.00	02/17/2015				False	0
660-610-519-5580 Telephone				Cell Phones Dec 17 thru Jan 16					
9739003002	1/16/2015	656.09	0.00	02/17/2015				False	0
101-250-511-5580 Telephone				Cell Phones Dec 17 thru Jan 16					
	9739003002 Total:	<u>2,865.86</u>							
	Verizon Wireless Total:	<u>2,865.86</u>							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Welding Supply Inc. WELDINGS 408246	2/4/2015	146.89	0.00	02/17/2015				False	0
205-530-515-5730 Program supplies				Helium tank - Replacement					
408246 Total:		146.89							
Welding Supply Inc. Total:		146.89							
Report Total:		160,182.83							

Accounts Payable

To Be Paid Proof List

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Active Electrical Supply Co., Inc. & Fox Lighting									
ACTIVELE									
10449053-00	1/14/2015	40.20	0.00	02/17/2015	Tuner cleaner for Pump Station			False	0
660-620-519-5405 R&M - buildings									
10449053-00 Total:		40.20							
10449056-00	1/14/2015	128.10	0.00	02/17/2015	Mogul base for street lights			False	0
101-440-513-5290 Street lights & traffic signal									
10449056-00 Total:		128.10							
10449184-00	1/15/2015	68.21	0.00	02/17/2015	Midget fuse for street lights			False	0
101-440-513-5290 Street lights & traffic signal									
10449184-00 Total:		68.21							
10449275-00	1/16/2015	42.99	0.00	02/17/2015	Breaker for street lights			False	0
101-440-513-5290 Street lights & traffic signal									
10449275-00 Total:		42.99							
Active Electrical Supply C		279.50							
Air One Equipment									
AIRONE									
100641	1/9/2015	448.50	0.00	02/17/2015	Helmets, harnesses			False	0
101-350-512-5665 Firefighting supplies									
100641 Total:		448.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100825	1/16/2015	1,215.00	0.00	02/17/2015				False	0
101-350-512-5665				Gloves					
	100825 Total:	1,215.00							
	Air One Equipment Total:	1,663.50							
Amazon									
AMAZON									
119663745621	12/11/2014	40.00	0.00	02/17/2015				False	0
101-210-511-5700				Office supplies - Finance					
	119663745621 Total:	40.00							
160556585946	12/16/2014	15.99	0.00	02/17/2015				False	0
101-250-511-6530				HDMI Cable					
	160556585946 Total:	15.99							
189841537728	1/8/2015	143.10	0.00	02/17/2015				False	0
101-250-511-6530				Cables for Yoga					
189841537728	1/8/2015	23.85	0.00	02/17/2015				False	0
660-620-519-5599				Cables for Yoga					
	189841537728 Total:	166.95							
243569863318	12/12/2014	11.58	0.00	02/17/2015				False	0
101-000-210-2650				Ext. Cable					
	243569863318 Total:	11.58							
251542983607	1/8/2015	50.99	0.00	02/17/2015				False	0
660-620-519-5599				Monitor stands					
	251542983607 Total:	50.99							
251544411433	1/9/2015	495.00	0.00	02/17/2015				False	0
101-250-511-6530				Docking stations					
251544411433	1/9/2015	89.00	0.00	02/17/2015				False	0
660-620-519-5599				Docking stations					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	251544411433 Total:	584.00							
251549404057	1/8/2015	101.98	0.00	02/17/2015				False	0
101-250-511-6530	Equipment - data processing			Monitor stands					
	251549404057 Total:	101.98							
273953721724	12/12/2014	15.99	0.00	02/17/2015				False	0
101-250-511-6530	Equipment - data processing			HDMI Cable					
	273953721724 Total:	15.99							
295439300354	1/8/2015	111.88	0.00	02/17/2015				False	0
101-250-511-6530	Equipment - data processing			Yoga cases					
	295439300354 Total:	111.88							
296858889728	12/29/2014	33.58	0.00	02/17/2015				False	0
101-100-511-5599	Other contractual			Printer for Admin					
	296858889728 Total:	33.58							
7136773070	12/22/2014	122.79	0.00	02/17/2015				False	0
101-100-511-5599	Other contractual			Printer for Admin					
	7136773070 Total:	122.79							
82272653756	12/19/2014	303.54	0.00	02/17/2015				False	0
660-620-519-5405	R&M - buildings			Dehumidifier					
	82272653756 Total:	303.54							
	Amazon Total:	1,559.27							
America's Custom Homes AMERICAC 012515	1/25/2015	3,000.00	0.00	02/17/2015				False	0
101-000-210-2620	Contractor bonds payable			Site development deposit- refund					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	012515 Total:	3,000.00							
	America's Custom Homes T	3,000.00							
Audio Visual Systems, Inc AUDIOVIS 52000	1/20/2015	16,021.52	0.00	02/17/2015			0000000542	False	1
101-250-511-6530 Equipment - data processing				Audio visual equipment for the Police Fire Training room					
	52000 Total:	16,021.52							
	Audio Visual Systems, Inc	16,021.52							
Brozville Graphics BROZVILL B0065	12/23/2014	300.00	0.00	02/17/2015				False	0
101-350-512-5560 Printing & copying services				Department envelopes					
	B0065 Total:	300.00							
	Brozville Graphics Total:	300.00							
Bustamante, Jeff BUSTA 012615	1/26/2015	630.00	0.00	02/17/2015				False	0
205-000-210-2430 Parks and Recs Control Deposi				Large room rental - refund					
	012615 Total:	630.00							
	Bustamante, Jeff Total:	630.00							
Canon Solutions America, Inc CANONSOL 988381947	1/17/2015	290.08	0.00	02/17/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
101-210-511-5440 R&M - office equipment				Maintenance for plotter - December					
988381947 Total:		290.08							
Canon Solutions America,		290.08							
Central Polygraph Services LTD CENTRPOL 21121	1/23/2015	420.00	0.00	02/17/2015				False	0
101-200-511-5599 Other contractual				Polygraph services for PD applicant					
21121 Total:		420.00							
Central Polygraph Services		420.00							
Christopher Burke Engineering CHRISTB 120194	1/12/2015	344.39	0.00	02/17/2015				False	0
660-620-519-5320 Consulting				Review XP -SWMM modeling for inlet restrictor program					
120194 Total:		344.39							
Christopher Burke Enginee		344.39							
Classic Design Awards CLASSICD 150068	1/21/2015	44.30	0.00	02/17/2015				False	0
101-200-511-5799 Other materials & supplies				Name plates - Asst to PW Director					
150068 Total:		44.30							
Classic Design Awards Tot		44.30							

Duntemann, Mark
DUNTEMAN

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
2015-3	1/23/2015	3,392.50	0.00	02/17/2015				False	0
101-400-511-5039	Other contract labor			Service request, nuisance tree removal permits					
	2015-3 Total:	3,392.50							
	Duntemann, Mark Total:	3,392.50							
Eagle Engraving									
EAGLE									
2015-233	1/26/2015	17.90	0.00	02/17/2015				False	0
101-350-512-5665	Firefighting supplies			Passport tags & gear locker sign					
	2015-233 Total:	17.90							
	Eagle Engraving Total:	17.90							
ESRI									
ESRI									
92927700	1/16/2015	1,300.00	0.00	02/17/2015				False	0
101-250-511-5330	Data processing			ArcGIS online					
92927700	1/16/2015	1,300.00	0.00	02/17/2015				False	0
660-610-519-5330	Data processing			ArcGIS online					
	92927700 Total:	2,600.00							
	ESRI Total:	2,600.00							
Fedex									
FEDEX									
2-913-69552	1/21/2015	28.74	0.00	02/17/2015				False	0
205-500-515-5560	Printing & copying services			Overnight shipping - Summer Camp brochure					
	2-913-69552 Total:	28.74							
	Fedex Total:	28.74							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
GE Capital									
GECAPITA									
62109043	1/21/2015	232.43	0.00	02/17/2015				False	0
660-610-519-5340	Maintenance Agreement Expen			Copier - Public Works					
62109043	1/21/2015	269.95	0.00	02/17/2015				False	0
205-500-515-5440	R&M - office equipment			Copier - Parks					
62109043	1/21/2015	232.44	0.00	02/17/2015				False	0
101-000-210-2650	Contractor Permits Payable			Copier - Fire					
62109043	1/21/2015	232.46	0.00	02/17/2015				False	0
101-210-511-5440	R&M - office equipment			Copier - Police					
62109043	1/21/2015	232.45	0.00	02/17/2015				False	0
101-210-511-5440	R&M - office equipment			Copier - Admin					
62109043	1/21/2015	232.45	0.00	02/17/2015				False	0
660-610-519-5340	Maintenance Agreement Expen			Copier - Finance					
62109043 Total:		1,432.18							
GE Capital Total:		1,432.18							
Global Emergency Products Inc									
GLOBALEN									
AG43221	1/15/2015	101.50	0.00	02/17/2015				False	0
101-350-512-5799	Other materials & supplies			Stanchion for E15					
AG43221 Total:		101.50							
Global Emergency Product		101.50							
HMO Healthcare Service Corporation									
HMO									
01162015	1/16/2015	28,991.18	0.00	02/17/2015				False	0
102-000-210-2027	Health insurance premium with			Employee Health Insurance - February 2015					
01162015 Total:		28,991.18							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	HMO Healthcare Service C	28,991.18							
Lee Auto Parts									
LEEAUTOP									
442-298202	1/15/2015	36.99	0.00	02/17/2015				False	0
101-300-512-5480 R&M - vehicles				Solenoid for Squad #7					
	442-298202 Total:	36.99							
	Lee Auto Parts Total:	36.99							
Lincolnwood Chamber of Commerce & Industry									
LWDCHAMB									
STB01222015	1/22/2015	120.00	0.00	02/17/2015				False	0
101-200-511-5840 Meals				Salute to Business dinner					
STB01222015	1/22/2015	60.00	0.00	02/17/2015				False	0
101-240-517-5840 Meals				Salute to Business dinner					
STB01222015	1/22/2015	60.00	0.00	02/17/2015				False	0
101-300-512-5840 Meals				Salute to Business dinner					
STB01222015	1/22/2015	120.00	0.00	02/17/2015				False	0
101-100-511-5840 Meals				Salute to Business dinner					
	STB01222015 Total:	360.00							
	Lincolnwood Chamber of C	360.00							
M.A.T.I.S Parts									
MATIS									
1666	1/22/2015	181.61	0.00	02/17/2015				False	0
101-350-512-5799 Other materials & supplies				Adhesive, bulbs, hand cleaner					
1666	1/22/2015	122.00	0.00	02/17/2015				False	0
101-350-512-5740 Repair parts				Blower motor, resistor					
1666	1/22/2015	772.98	0.00	02/17/2015				False	0
101-350-512-5799 Other materials & supplies				Grinder, adhesive sanding discs					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

1666 Total:		1,076.59							
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M.A.T.I.S Parts Total:		1,076.59							
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Madison National Life
MADISON

1157936	1/20/2015	148.11	0.00	02/17/2015				False	0
101-200-511-5150 Insurance - group life & AD&D				Life insurance - February 2015					
1157936	1/20/2015	90.34	0.00	02/17/2015				False	0
101-210-511-5150 Insurance - group life & AD&D				Life insurance - February 2015					
1157936	1/20/2015	84.91	0.00	02/17/2015				False	0
101-240-517-5150 Insurance - group life & AD&D				Life insurance - February 2015					
1157936	1/20/2015	616.43	0.00	02/17/2015				False	0
101-300-512-5150 Insurance - group life & AD&D				Life insurance - February 2015					
1157936	1/20/2015	16.65	0.00	02/17/2015				False	0
101-350-512-5150 Insurance - group life & AD&D				Life insurance - February 2015					
1157936	1/20/2015	37.97	0.00	02/17/2015				False	0
101-400-511-5150 Insurance - group life & AD&D				Life insurance - February 2015					
1157936	1/20/2015	34.41	0.00	02/17/2015				False	0
101-410-511-5150 Insurance - group life & AD&D				Life insurance - February 2015					
1157936	1/20/2015	95.00	0.00	02/17/2015				False	0
101-440-513-5150 Insurance - group life & AD&D				Life insurance - February 2015					
1157936	1/20/2015	57.04	0.00	02/17/2015				False	0
205-430-515-5150 Insurance - group life & AD&D				Life insurance - February 2015					
1157936	1/20/2015	90.89	0.00	02/17/2015				False	0
205-500-515-5150 Insurance - group life & AD&D				Life insurance - February 2015					
1157936	1/20/2015	93.14	0.00	02/17/2015				False	0
660-620-519-5150 Insurance - group life & AD&D				Life insurance - February 2015					

1157936 Total:		1,364.89							
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Madison National Life Tot		1,364.89							
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Meyer, Ph.D, Barbara
MEYERBA

12915	1/29/2015	160.00	0.00	02/17/2015				False	0
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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
205-570-515-5270	Purchased program services				Senior Exercise				
	12915 Total:	160.00							
	Meyer, Ph.D, Barbara Tota	160.00							
Monroe Truck Equipment									
MONROET									
5286684	1/5/2015	345.65	0.00	02/17/2015				False	0
	101-440-513-5480 R&M - vehicles				Liner for Truck #26				
	5286684 Total:	345.65							
	Monroe Truck Equipment T	345.65							
Northern Illinois University-Grants Fiscal Admin									
NIUG									
PRI4148	1/22/2015	1,056.00	0.00	02/17/2015				False	0
	101-240-517-5399 Other professional services				Invoice for student intern for CD - December				
	PRI4148 Total:	1,056.00							
	Northern Illinois Universit	1,056.00							
Northwest Municipal Conference									
NWMNCCON									
9733	1/26/2015	45.00	0.00	02/17/2015				False	0
	101-100-511-5840 Meals				NWMC Legislative brunch				
9733	1/26/2015	45.00	0.00	02/17/2015				False	0
	101-200-511-5840 Meals				NWMC Legislative brunch				
	9733 Total:	90.00							
	Northwest Municipal Conf	90.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Pecirno, Ardis PECIRNO 1212015	1/21/2015	750.00	0.00	02/17/2015				False	0
205-500-515-5599 Other contractual				Graphic design - Summer Camp brochure					
	1212015 Total:	750.00							
	Pecirno, Ardis Total:	750.00							
Personnel Strategies, LLC PERSONNE 012515	1/25/2015	450.00	0.00	02/17/2015				False	0
101-200-511-5599 Other contractual				Pre-employment psychological assessment					
	012515 Total:	450.00							
	Personnel Strategies, LLC	450.00							
Printwell Printing PRINTWEL 46666	1/22/2015	80.56	0.00	02/17/2015				False	0
101-400-511-5560 Printing & copying services				Business cards for PW					
	46666 Total:	80.56							
	Printwell Printing Total:	80.56							
Russo Power Equipment RUSSO 2197509	10/30/2014	1,871.68	0.00	02/17/2015				False	0
101-440-513-5680 Landscaping supplies				Curlex, seeds for stump removal					
	2197509 Total:	1,871.68							
2206274	11/5/2014	135.92	0.00	02/17/2015				False	0
101-440-513-5745 Small tools				Bar & chain for Forestry					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	2206274 Total:	135.92							
2210181	11/8/2014	292.41	0.00	02/17/2015				False	0
101-440-513-5745	Small tools			Oil pump, fuel filter for Forestry					
	2210181 Total:	292.41							
2251777	12/9/2014	2,916.82	0.00	02/17/2015				False	0
101-440-513-5745	Small tools			Chain saws for Forestry					
	2251777 Total:	2,916.82							
	Russo Power Equipment T	5,216.83							
Sam's Club									
SAMSCL									
12615	1/26/2015	137.46	0.00	02/17/2015				False	0
205-520-515-5645	Concessions & food			Snacks - Club Kid					
	12615 Total:	137.46							
	Sam's Club Total:	137.46							
Shah, Rajesh									
SHAHRAJ									
P3705828	1/28/2015	100.00	0.00	02/17/2015				False	0
101-000-410-4540	Parking ticket fines			Refund overpayment on parking ticket					
	P3705828 Total:	100.00							
	Shah, Rajesh Total:	100.00							
Stachewicz, Chris									
STACHEW									
REIM012215CST	1/22/2015	47.97	0.00	02/17/2015				False	0
205-500-515-5810	Conference & meeting registrat			Reimbursement - Conference transportation					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	REIM012215CST Total:	47.97							
	Stachewicz, Chris Total:	47.97							
State Treasurer, IL Dept of Trans. STATETIL 42212	1/20/2015	5,590.74	0.00	02/17/2015				False	0
212-000-513-5290 Street lights & traffic signal				Maintenance - Traffic controll signals					
42212 Total:		5,590.74							
State Treasurer, IL Dept of		5,590.74							
Sun-Times Media/Pioneer Press PIONEPRS 0000905858-01	1/22/2015	20.80	0.00	02/17/2015				False	0
205-500-515-5510 Advertising				RFP notice for O'Brien Park					
0000905858-01 Total:		20.80							
Sun-Times Media/Pioneer		20.80							
Vermont Systems, Inc. VERMONT 45818	1/27/2015	1,250.00	0.00	02/17/2015				False	0
205-500-515-5730 Program supplies				WebTrac page design					
45818 Total:		1,250.00							
Vermont Systems, Inc. Tota		1,250.00							
Work' N Gear, LLC WRKNGEAR HA38677	12/15/2014	3.00	0.00	02/17/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
101-440-513-5070	Uniform allowance				Clothing allowance				
	HA38677 Total:	3.00							
HA39099	12/29/2014	25.00	0.00	02/17/2015				False	0
101-440-513-5070	Uniform allowance				Clothing allowance				
	HA39099 Total:	25.00							
	Work' N Gear, LLC Total:	28.00							
Zoll Medical Corporation GPO									
ZOLLMEDC									
2204686	1/21/2015	420.00	0.00	02/17/2015				False	0
101-350-512-5660	EMS supplies				CPR pads, data cards				
	2204686 Total:	420.00							
	Zoll Medical Corporation G	420.00							
	Report Total:	79,699.04							

Accounts Payable

To Be Paid Proof List

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
Active Electrical Supply Co., Inc. & Fox Lighting									
ACTIVELE									
10449021-00	1/20/2015	296.78	0.00	02/17/2015				False	0
					101-440-513-5290 Street lights & traffic signal	Tape, wire, plier for street lights			
		<u>296.78</u>							
		10449021-00 Total:	296.78						
10449021-01	1/20/2015	415.78	0.00	02/17/2015				False	0
					101-440-513-5290 Street lights & traffic signal	Lockout-tagout kit for street lights			
		<u>415.78</u>							
		10449021-01 Total:	415.78						
10449053-01	1/20/2015	34.86	0.00	02/17/2015				False	0
					101-440-513-5290 Street lights & traffic signal	Tuner cleaner for street lights			
		<u>34.86</u>							
		10449053-01 Total:	34.86						
10449638-00	1/20/2015	58.22	0.00	02/17/2015				False	0
					101-420-511-5405 R&M - buildings	Timer for PW lights			
		<u>58.22</u>							
		10449638-00 Total:	58.22						
10449643-00	1/21/2015	336.01	0.00	02/17/2015				False	0
					101-420-511-5405 R&M - buildings	Cool LED light, gasket, cover for PW flag			
		<u>336.01</u>							
		10449643-00 Total:	336.01						
		<u>1,141.65</u>							
		Active Electrical Supply C	1,141.65						

American Charge Service
 AMERCHAR

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
95958	1/23/2015	35.00	0.00	02/17/2015				False	0
205-570-515-5280	Subsidized taxi program			Taxi coupons - January					
	95958 Total:	35.00							
	American Charge Service T	35.00							
Batteries Plus #890									
BATT									
890-104562-01	1/30/2015	59.80	0.00	02/17/2015				False	0
101-250-511-5340	Maintenance Agreement Expen			Battery back up					
	890-104562-01 Total:	59.80							
890-235018	1/26/2015	63.90	0.00	02/17/2015				False	0
101-410-511-5730	Program supplies			Flashlight for PW shop					
	890-235018 Total:	63.90							
	Batteries Plus #890 Total:	123.70							
Canon Solutions America, Inc									
CANONSOL									
988395905	2/3/2015	226.58	0.00	02/17/2015				False	0
101-210-511-5440	R&M - office equipment			Maintenance for copier - February					
	988395905 Total:	226.58							
	Canon Solutions America,	226.58							
CDW Government									
CDWGOV									
SB80674	1/23/2015	66.74	0.00	02/17/2015				False	0
101-250-511-6530	Equipment - data processing			Cisco Smartnet					
	SB80674 Total:	66.74							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
SC29483	1/24/2015	70.00	0.00	02/17/2015				False	0
101-250-511-6530	Equipment - data processing			Cisco Smartnet					
	SC29483 Total:	70.00							
	CDW Government Total:	136.74							
Computer Brain COMPBR									
145681	1/19/2015	118.99	0.00	02/17/2015				False	0
101-350-512-5730	Program supplies			Hard drive for notebook					
	145681 Total:	118.99							
	Computer Brain Total:	118.99							
EC Link ECLINK									
10646	2/1/2015	210.00	0.00	02/17/2015				False	0
101-250-511-5340	Maintenance Agreement Expen			Statistic monitoring					
	10646 Total:	210.00							
	EC Link Total:	210.00							
ESRI ESRI									
92930567	1/27/2015	2,975.00	0.00	02/17/2015				False	0
101-250-511-5330	Data processing			ArcGIS Online					
92930567	1/27/2015	2,975.00	0.00	02/17/2015				False	0
215-000-512-5599	Other contractual			ArcGIS Online					
	92930567 Total:	5,950.00							
	ESRI Total:	5,950.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Grainger GRAINGER 9642285184	1/16/2015	291.65	0.00	02/17/2015				False	0
101-420-511-5730 Program supplies				Fuses for Buildings					
	9642285184 Total:	291.65							
	Grainger Total:	291.65							
Home Depot Credit Services HOMEDEPO 008579/7023430	12/8/2014	543.15	0.00	02/17/2015				False	0
101-420-511-5405 R&M - buildings				Scrapers, vinyl tiles, adhesive for PW lunchroom					
	008579/7023430 Total:	543.15							
009016/6031634	12/9/2014	92.70	0.00	02/17/2015				False	0
101-420-511-5405 R&M - buildings				Knee pads, knife, adhesive for PW lunchroom					
	009016/6031634 Total:	92.70							
017720/8032468	12/17/2014	17.78	0.00	02/17/2015				False	0
101-420-511-5405 R&M - buildings				Adapter for Building Dept					
	017720/8032468 Total:	17.78							
	Home Depot Credit Serv	653.63							
IL Municipal Retirement Fund ZZIMRF January2015	2/5/2015	13,829.54	0.00	02/17/2015				False	0
102-000-210-2023 Employee IMRF withholding				Employee - January					
January2015	2/5/2015	32,661.16	0.00	02/17/2015				False	0
102-000-210-2023 Employee IMRF withholding				Employer - January					
	January2015 Total:	46,490.70							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	IL Municipal Retirement F	46,490.70							
Illinois Municipal League ILMUNICI									
M-322	1/27/2015	1,094.00	0.00	02/17/2015				False	0
101-100-511-5540	Intergovernmental fees & dues			IML annual dues for 2015					
	M-322 Total:	1,094.00							
	Illinois Municipal League T	1,094.00							
Lee Auto Parts LEEAUTOP									
442-298804	1/23/2015	8.80	0.00	02/17/2015				False	0
101-300-512-5480	R&M - vehicles			Light bulbs for Police Dept					
	442-298804 Total:	8.80							
	Lee Auto Parts Total:	8.80							
Marc Printing MARCP									
108853	1/15/2015	473.04	0.00	02/17/2015				False	0
660-610-519-5720	Postage			Mailing of water bills - Residential & Commercial					
	108853 Total:	473.04							
	Marc Printing Total:	473.04							
Martin Implement Sales Inc MARTINIM									
P89914	1/20/2015	120.21	0.00	02/17/2015				False	0
660-620-519-5480	R&M - vehicles			Relay, lever for Tractor #7					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	P89914 Total:	120.21							
P90038	1/27/2015	140.05	0.00	02/17/2015				False	0
	660-620-519-5480 R&M - vehicles				Module for Tractor #7				
	P90038 Total:	140.05							
	Martin Implement Sales In	260.26							
Mc Govern, Michael									
MCGOV									
020315	2/3/2015	2,000.00	0.00	02/17/2015				False	0
	460-000-561-6350 Sewer Fund				Sewer reimbursement program				
	020315 Total:	2,000.00							
	Mc Govern, Michael Total:	2,000.00							
MGP, Inc.									
MGPINC									
2447	1/31/2015	871.75	0.00	02/17/2015				False	0
	101-250-511-5599 Other contractual				GISC Staffing - January				
2447	1/31/2015	871.75	0.00	02/17/2015				False	0
	101-000-210-2650 Contractor Permits Payable				GISC Staffing - January				
2447	1/31/2015	1,746.50	0.00	02/17/2015				False	0
	660-620-519-5599 Other contractual				GISC Staffing - January				
	2447 Total:	3,490.00							
	MGP, Inc. Total:	3,490.00							
National Government Services, Inc.									
NATLGOV									
020415	2/4/2015	302.05	0.00	02/17/2015				False	0
	101-350-512-4315 Ambulance & EMS fees				Reimbursement - Medicare overpayment on ambulance bill				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	020415 Total:	302.05							
	National Government Serv	302.05							
Paramedic Services of Illinois PARAMEDI									
4375	2/1/2015	221,785.30	0.00	02/17/2015				False	0
101-350-512-5220	Fire protection				Services Rendered for Month ended 2/28/15				
	4375 Total:	221,785.30							
4376	2/1/2015	1,200.00	0.00	02/17/2015				False	0
101-240-517-5399	Other professional services				Code Enforcement Officer - 12/31/14-1/27/15				
	4376 Total:	1,200.00							
	Paramedic Services of Illin	222,985.30							
PEP Boys PEPBOYS									
04791026564	2/3/2015	455.57	0.00	02/17/2015				False	0
101-350-512-5740	Repair parts				Vehicle batteries 1513 & A6				
	04791026564 Total:	455.57							
	PEP Boys Total:	455.57							
Stanley Consultants, Inc. STANLEY									
10	12/22/2014	12,302.61	0.00	02/17/2015				False	0
454-000-561-5340	Engineering				Touhy overpass				
	10 Total:	12,302.61							
	Stanley Consultants, Inc. T	12,302.61							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Suburban Laboratories, Inc.									
SUBURB									
119425	1/17/2015	67.50	0.00	02/17/2015				False	0
660-620-519-5320 Consulting				Coliform testing and disinfectant by products					
	119425 Total:	67.50							
	Suburban Laboratories, Inc	67.50							
Sun-Times Media/Pioneer Press									
PIONEPRS									
100127958	12/31/2014	150.00	0.00	02/17/2015				False	0
205-504-515-5730 Program supplies				Ad for Daddy Daughter Dance					
	100127958 Total:	150.00							
	Sun-Times Media/Pioneer	150.00							
Traffic Control & Protection									
TRAFFICC									
82286	1/20/2015	615.80	0.00	02/17/2015				False	0
101-440-513-5768 Street materials - signs & bar				Signs					
	82286 Total:	615.80							
	Traffic Control & Protectio	615.80							
UPS									
UPS									
0000048TT5504	12/13/2014	32.81	0.00	02/17/2015				False	0
101-440-513-5480 R&M - vehicles				Parts for PW vehicles					
	0000048TT5504 Total:	32.81							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	UPS Total:	32.81							
Welding Supply Inc. WELDINGS									
889509	1/31/2015	6.32	0.00	02/17/2015				False	0
	205-571-515-5730 Program supplies				Helium tank rental - February				
	889509 Total:	6.32							
	Welding Supply Inc. Total:	6.32							
Wells Fargo Bank, N.A. SWANC									
5000	2/1/2015	959.76	0.00	02/17/2015				False	0
	101-440-514-5230 Garbage & recycling				FY2015 Fixed Costs - February				
5000	2/1/2015	21,869.37	0.00	02/17/2015				False	0
	101-440-514-5230 Garbage & recycling				FY2015 O & M Costs - February				
5000	2/1/2015	-42.79	0.00	02/17/2015				False	0
	101-440-514-5230 Garbage & recycling				FY14 Fixed True-Up				
5000	2/1/2015	-1,039.58	0.00	02/17/2015				False	0
	101-440-514-5230 Garbage & recycling				FY14 O & M True-Up				
	5000 Total:	21,746.76							
	Wells Fargo Bank, N.A. To	21,746.76							
Ziebell Water Service Product ZIEBELLW									
227858-000	1/13/2015	942.39	0.00	02/17/2015				False	0
	660-620-519-5796 Water system repair parts				Adapter, reducer, seat ring, grease for hydrants				
	227858-000 Total:	942.39							
227859-000	1/13/2015	365.88	0.00	02/17/2015				False	0
	660-620-519-5796 Water system repair parts				Couplings for water main breaks				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	227859-000 Total:	<u>365.88</u>							
	Ziebell Water Service Prod	<u>1,308.27</u>							
Zoll Medical Corporation GPO ZOLLMEDC 2205537	1/23/2015	337.50	0.00	02/17/2015				False	0
101-350-512-5660 EMS supplies				Data Card for monitor					
	2205537 Total:	<u>337.50</u>							
	Zoll Medical Corporation G	<u>337.50</u>							
	Report Total:	<u><u>323,015.23</u></u>							

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
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 Batch: 00203.02.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
911 Arrives									
911ARRIV									
03262015-03	12/5/2014	178.00	0.00	02/17/2015				False	0
101-300-512-5590 Training					Tele communicator as an investigator training				
	03262015-03 Total:	178.00							
	911 Arrives Total:	178.00							
Cahill, Inc.									
CAHILL									
140867	12/3/2014	500.00	0.00	02/17/2015				False	0
101-000-210-2620 Contractor bonds payable					Deposit Refund - 3420 Arthur				
	140867 Total:	500.00							
	Cahill, Inc. Total:	500.00							
Chicago Communications, LLC									
CHGOCOMM									
268084	1/13/2015	1,787.50	0.00	02/17/2015				False	0
101-300-512-5410 R&M - communications equipm					TAC 5 radio/unit inoperable				
	268084 Total:	1,787.50							
	Chicago Communications,	1,787.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Cook, Aaron COOKAARO 125930-1514	1/22/2015	524.00	0.00	02/17/2015				False	0
101-220-512-5570 Professional associations				APA Membership					
	125930-1514 Total:	524.00							
	Cook, Aaron Total:	524.00							
FSCI Corporate Office FSCI 2013-157AF	12/31/2014	392.00	0.00	02/17/2015				False	0
101-240-517-5399 Other professional services				Kitchen wet chemicals					
	2013-157AF Total:	392.00							
2014-1403	12/9/2014	222.00	0.00	02/17/2015				False	0
101-240-517-5399 Other professional services				Sprinkler system					
	2014-1403 Total:	222.00							
2014-1420	12/2/2014	232.00	0.00	02/17/2015				False	0
101-240-517-5399 Other professional services				Sprinkler system					
	2014-1420 Total:	232.00							
2014-1459	12/10/2014	437.00	0.00	02/17/2015				False	0
101-240-517-5399 Other professional services				Alarm System					
	2014-1459 Total:	437.00							
	FSCI Corporate Office Tot	1,283.00							
Got Laundry Chicago?, Inc. GOTLAUND 262016	11/11/2014	12.00	0.00	02/17/2015				False	0
101-300-512-5730 Program supplies				Dry clean cell blankets					
262016	11/18/2014	19.00	0.00	02/17/2015				False	0
101-300-512-5730 Program supplies				Dry clean cell blankets					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	262016 Total:	31.00							
264790	11/26/2014	12.00	0.00	02/17/2015				False	0
101-300-512-5730	Program supplies			Dry clean cell blankets					
	264790 Total:	12.00							
265061	12/2/2014	7.00	0.00	02/17/2015				False	0
101-300-512-5730	Program supplies			Dry clean cell blankets					
	265061 Total:	7.00							
265429	12/9/2014	19.00	0.00	02/17/2015				False	0
101-300-512-5730	Program supplies			Dry clean cell blankets					
	265429 Total:	19.00							
265782	12/16/2014	24.00	0.00	02/17/2015				False	0
101-300-512-5730	Program supplies			Dry clean cell blankets					
	265782 Total:	24.00							
266172	12/24/2014	18.00	0.00	02/17/2015				False	0
101-300-512-5730	Program supplies			Dry clean cell blankets					
	266172 Total:	18.00							
266635	1/6/2015	78.00	0.00	02/17/2015				False	0
101-300-512-5730	Program supplies			Dry clean cell blankets					
	266635 Total:	78.00							
267061	1/13/2015	31.00	0.00	02/17/2015				False	0
101-300-512-5730	Program supplies			Dry clean cell blankets					
	267061 Total:	31.00							
	Got Laundry Chicago?, Inc	220.00							

Graham C-Stores Company

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
GRAHAM INV065998 101-300-512-5480 R&M - vehicles	2/4/2015	625.00	0.00	02/17/2015	Car washes - November, 2014 thru Jan 2015			False	0
	INV065998 Total:	625.00							
	Graham C-Stores Company	625.00							
IACP IACP 1001131861 101-300-512-5570 Professional associations	1/14/2015	150.00	0.00	02/17/2015	Membership renewal			False	0
	1001131861 Total:	150.00							
	IACP Total:	150.00							
IL Liquor Control Commission ILLIQUOR ILCC2015 101-300-512-5540 Intergovernmental fees & dues	5/5/2015	250.00	0.00	02/17/2015	BASSET application renewal			False	0
	ILCC2015 Total:	250.00							
	IL Liquor Control Commis	250.00							
IPELRA IPELRA Parks 205-500-515-5590 Training	2/4/2015	175.00	0.00	02/17/2015	Conference for Village employees			False	0
	Parks Total:	175.00							
Police 101-300-512-5590 Training	2/4/2015	565.00	0.00	02/17/2015	Conference for Village employees			False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		565.00							
Police Total:		565.00							
Public Works	2/4/2015	390.00	0.00	02/17/2015				False	0
101-440-513-5590 Training				Conference for Village employees					
		390.00							
Public Works Total:		390.00							
VMO	2/4/2015	195.00	0.00	02/17/2015				False	0
101-200-511-5590 Training				Conference for Village employees					
		195.00							
VMO Total:		195.00							
		1,325.00							
IPELRA Total:		1,325.00							
Northwestern University									
NWUNIVER									
23854	1/28/2015	64.00	0.00	02/17/2015				False	0
101-300-512-5730 Program supplies				School of Police graduation luncheon					
		64.00							
23854 Total:		64.00							
		64.00							
Northwestern University To		64.00							
Postu, Ovidu									
POSTU									
140256	5/23/2014	1,000.00	0.00	02/17/2015				False	0
101-000-210-2620 Contractor bonds payable				Deposit Refund - 6701 Kilpatrick					
		1,000.00							
140256 Total:		1,000.00							
		1,000.00							
Postu, Ovidu Total:		1,000.00							
Printwell Printing									
PRINTWEL									
46702	2/4/2015	178.00	0.00	02/17/2015				False	0
101-220-512-5560 Printing & copying services				Business Cards - Community Development					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	46702 Total:	178.00							
	Printwell Printing Total:	178.00							
RJ Plumbing RJPLUM 140780	10/29/2014	500.00	0.00	02/17/2015				False	0
	101-000-210-2620 Contractor bonds payable			Deposit refund - 6616 Leroy					
	140780 Total:	500.00							
	RJ Plumbing Total:	500.00							
Sarge's Range Service Inc SARGE SRS-58	1/22/2015	800.00	0.00	02/17/2015				False	0
	101-300-512-5405 R&M - buildings			Maintenance - Police shotting range					
	SRS-58 Total:	800.00							
	Sarge's Range Service Inc T	800.00							
Secretary State of Illinois SECSOL SOS020515	2/5/2015	285.00	0.00	02/17/2015				False	0
	101-300-512-5599 Other contractual			Title application for new squads					
	SOS020515 Total:	285.00							
	Secretary State of Illinois T	285.00							
T.P.I. Building Code Consultants, Inc. TPI 2015-01	2/2/2015	6,526.05	0.00	02/17/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
101-240-517-5399 Other professional services				Plan Review - January					
2015-01	2/2/2015	7,156.50	0.00	02/17/2015				False	0
101-240-517-5399 Other professional services				In House - January					
	2015-01 Total:	13,682.55							
	T.P.I. Building Code Cons	13,682.55							
Thompson Elevator Inspection Service, Inc.									
THOMPSON									
14-3614	10/9/2014	300.00	0.00	02/17/2015				False	0
101-240-517-5399 Other professional services				Elevator inspection					
	14-3614 Total:	300.00							
15-0266	1/28/2015	494.00	0.00	02/17/2015				False	0
101-240-517-5399 Other professional services				13 semi annual elevator inspections					
	15-0266 Total:	494.00							
	Thompson Elevator Inspec	794.00							
TransUnion Risk and Alternative									
TRANSUN									
5568112115	2/1/2015	20.50	0.00	02/17/2015				False	0
101-300-512-5399 Other professional services				Online investigative database					
	5568112115 Total:	20.50							
	TransUnion Risk and Alter	20.50							
VCG Uniform									
VCGUNIFO									
10588	6/23/2014	684.00	0.00	02/17/2015				False	0
101-300-512-5730 Program supplies				Safety vest					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	10588 Total:	684.00							
	VCG Uniform Total:	684.00							
Warehouse Direct WAREHOUS 2565549-0	1/8/2015	125.83	0.00	02/17/2015				False	0
101-240-517-5700 Office supplies				Office supplies					
	2565549-0 Total:	125.83							
2565584-0	1/8/2015	260.21	0.00	02/17/2015				False	0
101-350-512-5700 Office supplies				Office supplies					
	2565584-0 Total:	260.21							
2565690-0	1/8/2015	478.00	0.00	02/17/2015				False	0
101-210-511-5700 Office supplies				Office supplies					
	2565690-0 Total:	478.00							
2566984-0	1/9/2015	33.02	0.00	02/17/2015				False	0
101-350-512-5700 Office supplies				Office supplies					
	2566984-0 Total:	33.02							
2573875-0	1/15/2015	99.06	0.00	02/17/2015				False	0
101-300-512-5730 Program supplies				Office supplies					
	2573875-0 Total:	99.06							
2578891-0	1/21/2015	283.35	0.00	02/17/2015				False	0
101-210-511-5700 Office supplies				Office supplies					
	2578891-0 Total:	283.35							
2588383-0	1/29/2015	159.72	0.00	02/17/2015				False	0
101-400-511-5700 Office supplies				Office supplies					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		159.72							
2588383-0 Total:		159.72							
2588384-0	1/29/2015	483.91	0.00	02/17/2015				False	0
101-200-511-5799				Office supplies					
		483.91							
2588384-0 Total:		483.91							
2588409-0	1/29/2015	120.76	0.00	02/17/2015				False	0
101-210-511-5700				Office supplies					
		120.76							
2588409-0 Total:		120.76							
2589223-0	1/29/2015	99.06	0.00	02/17/2015				False	0
101-300-512-5730				Office supplies					
		99.06							
2589223-0 Total:		99.06							
		2,142.92							
Warehouse Direct Total:		2,142.92							
		26,993.47							
Report Total:		26,993.47							

Request For Board Action

REFERRED TO BOARD: February 17, 2015

AGENDA ITEM NO: 1

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Approval of a Recommendation by the Parks and Recreation Board to Adopt an Ordinance Waiving the Enforcement of Section 10-2-36(A) of the Village Code for the Sale of Beer and Wine at the Community Center by the Special Education Foundation for Niles Township District for Special Education #807

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Special Education (SEED) Foundation for Niles Township District is a not-for-profit foundation created in 2013, which partners with Niles Township District for Special Education (NTDSE), parents and the community to provide resources to support and promote educational services and program for students at the Julia Molloy Education Center and other satellite sites. The SEED Foundation aims to facilitate partnerships within the community to promote awareness and understanding of people with disabilities while fostering inclusive opportunities for our students with disabilities.

The SEED Foundation has rented the Community Center on Saturday, April 18, 2015 for their fundraiser, an adults-only Trivia Night. The event will take place from 6:00-10:00 pm. Tickets will be sold for \$20 per person. They plan to have drawings for donated prizes and a trivia contest. They would also like to sell beer and wine, which is prohibited by the Village Code in section 10-2-36 (A). If the Board approves this Ordinance they will raise money through the sale of beer and wine for fundraising, in addition to the other activities at the event. If the Board does not approve this Ordinance, they will still hold the event but will charge more per person for the other activities offered as part of the event.

FINANCIAL IMPACT:

None

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. Unapproved Minutes of the February 10, 2015 Parks and Recreation Board meeting
3. Letter from NTDSE-ED Foundation

RECOMMENDED MOTION:

Move to approve an Ordinance waiving the enforcement of Section 10-2-36 (A) of the Village Code for the sale of beer and wine at the Community Center by the Special Education Foundation for Niles Township District for Special Education #807 for their fundraiser on April 18, 2015.

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2015-____

**AN ORDINANCE WAIVING ENFORCEMENT OF SECTION 10-2-36(A)
OF THE MUNICIPAL CODE OF LINCOLNWOOD
FOR THE SALE OF BEER AND WINE
AT THE LINCOLNWOOD COMMUNITY CENTER
BY THE NTDSE-ED FOUNDATION**

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF _____, 2015.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois
this ____ day of _____, 2015

ORDINANCE NO. 2015-___

**AN ORDINANCE WAIVING ENFORCEMENT OF SECTION 10-2-36(A)
OF THE MUNICIPAL CODE OF LINCOLNWOOD
FOR THE SALE OF BEER AND WINE
AT THE LINCOLNWOOD COMMUNITY CENTER
BY THE NTDSE-ED FOUNDATION**

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, the NTDSE-ED Foundation ("*Foundation*") is a not-for-profit organization organized under the laws of the State of Illinois; and

WHEREAS, the Foundation desires to host a Trivia Night fundraiser on April 18, 2015 ("*Event*"), in the Lincolnwood Community Center located at 6900 North Lincoln Avenue in the Village ("*Community Center*"); and

WHEREAS, the Foundation desires to sell beer and wine at the Event; and

WHEREAS, Section 10-2-36(A) of the Municipal Code of Lincolnwood ("*Village Code*") prohibits the sale or distribution of alcoholic beverages for tangible consideration at the Community Center; and

WHEREAS, the Foundation has filed a request with the Village Board, seeking a waiver of enforcement of Section 10-2-36(A) of the Village Code to permit the sale of beer and wine at the Event ("*Requested Waiver*"); and

WHEREAS, the President and Board of Trustees have considered the request of the Foundation and have determined that it will grant the Requested Waiver, but only in accordance with the provisions of this Ordinance, and specifically subject to the conditions set forth in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. WAIVER. In accordance with the home rule powers of the Village, and subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section 3 of this Ordinance, the Village President and Board of Trustees hereby waive the enforcement of Section 10-2-36(A) of the Village Code to the extent necessary to permit the sale of beer and wine at the Event.

SECTION 3. CONDITIONS. Notwithstanding any right that may be applicable or available pursuant to the provisions of the Village Code or any other rights the Foundation may have, the waiver granted in Section Two of this Ordinance is hereby expressly subject to and contingent upon the operation of the Event in compliance with each and all of the following conditions:

- A. Compliance with Regulations. Except to the extent specifically provided otherwise in this Ordinance, the operation of the Event must comply at all times with all applicable Village codes and ordinances, as the same have been or may be amended from time to time.

- B. Dispensation, Sale, and Consumption of Alcoholic Beverages.
 - 1. Compliance with Liquor Ordinance. No alcoholic beverage may be dispensed, served or consumed at the Event except in strict compliance with Article 2 of Chapter 11 of the Village Code. Specifically, and without limitation of the foregoing:
 - a. Liquor Licenses. No alcoholic beverage may be dispensed, served or consumed at the Event prior to the issuance to the Foundation of all state and Village liquor licenses necessary therefor.
 - b. Community Center Permit. No alcoholic beverage may be dispensed, served or consumed at the Event prior to the issuance to the Foundation of a permit therefor, in accordance with Sections 10-2-36(B) and 10-2-36(C) of the Village Code.
 - c. Insurance. The Foundation must procure all insurance policies required pursuant to Sections 10-2-9 and 10-2-36(B)(3) of the Village Code.
 - d. Product Sampling. No beer or wine may be dispensed at the Event in violation of the product sampling regulations set forth in Section 10-2-35 of the Village Code.
 - 2. Sales of Beer and Wine Only. Other than beer and wine, no spirits or other alcoholic beverage may be dispensed, sold, or consumed at the Event.
 - 3. Responsible Alcohol Service Training. Prior to the commencement of the Event, the manager of the Event, and all persons who will sell, mix, prepare, serve, or deliver alcoholic beverages at the Event, must complete the Beverage Alcohol Sellers and Servers Education and Training (BASSET) program, or a similar responsible alcohol service training program.

4. Off-Premises Consumption Prohibited. No alcoholic beverage dispensed or served at the Event may be consumed off of the Community Center premises.
- C. Sale of Food and Beverages. No food or nonalcoholic beverages may be sold at the Event, except upon: (1) proper inspection by the Cook County Department of Health; and (2) the issuance of all Village permits required therefor.
- D. Raffles. No raffle may be conducted at the Event except: (1) in accordance with the Illinois Raffles Act, 230 ILCS 15/1 *et seq.* and Article 14 of Chapter 9 of the Village Code; and (2) upon issuance of a license therefor pursuant to Article 14 of Chapter 9 of the Village Code.

SECTION 4. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance will remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 5. EFFECTIVE DATE.

- A. This Ordinance will be effective only upon the occurrence of all of the following events:
 1. Passage by the Village President and Board of Trustees in the manner required by law;
 2. Publication in pamphlet form in the manner required by law; and
 3. The filing by the Foundation with the Village Clerk of an Unconditional Agreement and Consent, in the form of **Exhibit A** attached to and, by this reference, made a part of this Ordinance, to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the Village for any claims that may arise in connection with the approval of this Ordinance.
- B. In the event the Foundation does not file fully executed copies of the Unconditional Agreement and Consent, as required by Section 5.A.3 of this Ordinance, within 30 days after the date of final passage of this Ordinance, the Village President and Board of Trustees will have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2015.

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this ____ day of _____, 2015.

Nicholas T. Leftakes, President Pro Tem
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
____ day of _____, 2015

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

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EXHIBIT A

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The Village of Lincolnwood, Illinois ("**Village**"):

WHEREAS, Ordinance No. 2014-_____, adopted by the Village President and Board of Trustees on _____, 2014 ("**Ordinance**"), grants a waiver of enforcement from Section 10-2-36(A) of "The Municipal Code of Lincolnwood," as amended, to permit the sale of beer by The Beverage Retailers Foundation of Illinois ("**Foundation**") at the Event on July 13 and 14, 2014, at the Lincolnwood Community Center; and

WHEREAS, Section 5 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Foundation has filed, within 30 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the Foundation does hereby agree and covenant as follows:

1. The Foundation hereby unconditionally agrees to accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.

2. The Foundation acknowledges and agrees that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village's authorization of the operation of the Event or its adoption of the Ordinance, and that the Village's approvals do not, and will not, in any way, be deemed to insure the Foundation against damage or injury of any kind and at any time.

3. The Foundation hereby agrees to hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the Village's adoption of the Ordinance authorizing the operation of the Event.

Dated: _____, 2014.

ATTEST:

**SPECIAL EDUCATION FOUNDATION FOR
SCHOOL DISTRICT 219**

By: _____
Its: _____

By: _____
Its: _____



Lincolnwood Park and Recreation Board Meeting
Lincolnwood Village Hall – Council Chambers
February 10, 2015
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:05 P.M.

PRESENT AT MEETING

Park Board Members: Gail Ito, Art Lovering, Jennifer Spino, Laura Tomacic

Parks and Recreation Department Staff: Jan Hincapie, Katie Gamroth, Chris Stachewicz

Audience: Trustee Klatzco; Carole and Gary Swain, 7203 N. East Prairie; Gerald Kung, 3839 W. Chase Ave; Judith Snyder, 7267 N. E. Prairie; Steven Lee, 7308 N. East Prairie; Damien Kardaras, 7150 N. Karlov; Cary Izzi, 5825 Washington, Morton Grove, IL 60053; Jackie Boland, 4433 W. Touhy Ave; Vince Aluisi; Nabihah Ahsan, 7363 Crawford Ave;

APPROVAL OF MINUTES

On motion, Ito/Tomacic to approve the meeting minutes of the January 13, 2015. 4-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

OLD BUSINESS

A. Consideration of an Ordinance approving Lincolnwood Fest 2015 on July 23-26, 2015

Hincapie- Each year the friends present a letter to the board to grant them the permission to conduct Lincolnwood Fest in Proesel Park. The letter generates the development of an Ordinance to waive the business license fee, extend the hours of the park on Friday and Saturday, and allow for amusements and alcohol. We typically have one ordinance to cover all of it. Fest set up starts on Sunday prior for set up and then the Fest will run Thursday-Sunday, July 23-26. This event has been going on for 20 years or so, the first 16 years led by Diana Lass, Executive Director of the Chamber and Jim Berger of what was the Lincolnwood Bank, and the last five years by Randy Myles, the owner of Village Inn in Skokie and Barb Faermark, the owner of MARC printing and graphics in Lincolnwood. The request for the 2015 Fest came from Damian Kardaras, a Lincolnwood resident and business owner and Jackie Boland, Executive Director of the Chamber.

Ito- It is nice to see that Randy is still involved

Lovering- I see the hours for the fest are until 11:30pm, is this a change?

Hincapie- No, the last two years the entertainment ended at 11pm with lights turning off at 11:30pm to allow the safe exit of fest-goers. This change in the closing of the park was suggested by the Police.

On motion, Spino/Ito to approve an Ordinance waiving business license fee requirement and the enforcement of section 6-3-2(B) and 6-3-9(I) of the municipal code of Lincolnwood for Lincolnwood Fest 2015 on July 23-26, 2015. 4-0, motion passed.

B. Consideration of an Ordinance approving NTDSE-ED Fundraiser at the Community Center on April 18, 2015

Hincapie- The Niles Township Special Education Foundation is holding an adults-only trivia night at the Community Center on April 18, 2015. Tickets will be sold at \$25 per person and would also like to sell beer and wine at the event. This is a fundraising event that did very well last year. This Ordinance will allow this group to fundraise in the Community Center and to sell beer and wine. The only change in the event from its inaugural year in 2014 is an increase in the ticket price from \$20 to \$25 per person.

On motion, Tomacic/Spino to approve an Ordinance waiving enforcement of section 10-2-36(A) of the municipal code of Lincolnwood for the sale of beer and wine at the Lincolnwood Community Center by the NTDSE-ED Foundation. 4-0, motion passed.

Izzi- Thank you very much for allowing this fundraiser, with the proceeds from events like this we will be installing a merry-go-round for children with wheel chairs.

NEW BUSINESS

A. Request from Slammers Softball for Tournament

Stachewicz- Presentation of Slammers Softball Association Fundraising Tournament and Field Fees

Hincapie- The fee for this fundraising event was waived in because Slammers are associated with District 219 as a feeder program. Morton Grove charged the Slammers last year because they questioned their affiliation with SD 219 and didn't feel it should carry over to fundraisers. After analyzing the expenses associated with this weekend event and speaking with SD 219, staff is recommending charging the Slammers this year. New rates for usage of the ball diamonds were presented by Superintendent Stachewicz. The hourly rate for users is \$40 for residents and \$75 for non-residents, without lights. Fields with lights are rented at the rate of \$60 per hour for residents and \$100 per hour for non-residents. Staff is recommending a charge of \$20 per hour for the Slammers tournament, plus supplies such as Diamond Dry and field mix. This is based on 68 hours of usage, so the rate will be adjusted accordingly if hours decrease.

On motion, Ito/Tomacic to approve the new fee structure for the Slammers and other users of the baseball/softball fields. 4-0, motion passed.

Lovering- As a past coach and parent of a player, I believe this is a nice accommodation

Hincapie- Skokie is also looking at charging for field use

Lovering- Do they know about the change?

Stachewicz- The Slammers have been made aware that this change is coming

On motion, Spino/Ito to approve the new fee structure for field rentals. 4-0, motion passed.

B. Design Proposals for the renovation of O'Brien Park

Stachewicz- Presentation of the O'Brien Park Renovation

Hincapie- We have gone through a new more formal process this year to make sure that we are giving every company an opportunity to present a design for consideration. Once a design is chosen, bid specifications will be developed and a bid process will take place which will include the equipment purchase and the cost of installation.

The Village will once again propose donating the playground to the Rockford-based organization, Kids Around the World. Residents are invited to come and participate in the removal of the old playground. Once the playground is removed it is refurbished and sent off to locations in need of a playground in underprivileged areas in the United States and other countries. I was also contacted by one of our Lincoln Hall students who did her own design of O'Brien Park in her STEM class, we will be showing that design later this evening.

Lovering- If we all could take about ten minutes to walk around and review the design submissions we will resume shortly

Stachewicz- Results are in and we have a tie between design #5 and design #3

Hincapie- Village staff and the afterschool program Club Kid also voted on the designs and the winner of those votes was design #5

a. Public Input

Snyder- I like the designs that are presented, are we losing any trees with any of these?

Hincapie- No, the only trees that we are and have been losing are those with the Emerald Ash Borer.

Snyder- I do not see much shade, will there be shaded areas? And what about the sculpture?

Hincapie- All of the designs include the sculpture, we might need to put a slab of concrete under it, but it will remain in the park. Depending on base price of the equipment we will have the ability to add in alternates; drinking fountains, basketball courts, shade structure and fencing

Snyder- I am concerned about the fence and where it will be located, we want to make sure the kids are safe

Hincapie- We will also be looking at the alley that dead ends, we have had a few comments about people cutting through. So we will be looking to put up a barrier at the entrance.

Ito- If anyone sees this happening please call the police

On motion, Ito/Spino to approve design #5 for O'Brien Park Renovation. 4-0, motion passed.

Snyder- Will the surface be wood chips?

Hincapie – Yes, there will also be a wheelchair accessible surface used in specific areas in the park
Lovering- I remember growing up going to Flowers Park playground. It had a cannon and tank for kids to play on. It was the cat’s meow!

Lee (resident)- Will there be a barrier up during the process of replacement?

Hincapie – Yes that will be included in the specifications sent out to the companies who will be installing the playground. They will be required to make the area safe during the hours the park is not being worked on. Last year the Drake renovation took about a week to complete.

Kung (resident)- There is a large tree out there and I am concerned with branches falling, does the Village check on things like that?

Lovering-Yes we have park inspections that happen and looking at the areas surrounding the playground equipment is included in that process.

Hincapie- Public Works also does trim and make sure that the areas are safe after major storms, they are very proactive.

Ito-The Village also has an arborist that oversees the trees in the Village.

Ahsan- I am 11 years old and a 6th grade student at Lincoln Hall. My design for O’Brien Park includes a slide into a ball pit, swings, fountain on a higher platform for everyone to find, tables and a family lounge area, restrooms, built in trampoline with soft landing pads on the sides, street signs to direct people, and a track for jogging or biking.

Hincapie- Nabiha, we have four more parks to complete and would love for you to be involved on the design for the next one.

Lovering- You have put a lot of thought into this and are very passionate about it. I bet lots of companies would be interested in your ideas.

Hincapie- We would love to have you at the grand opening of O’Brien Park, thank you.

CHAIRPERSON’S REPORT – None

COMMISSIONERS’ REPORTS - None

DIRECTOR’S REPORT

Hincapie- Today is Chris’s one year anniversary and Melissa Rimdzius one year is on February 25th. They both have done an amazing job learning their jobs. We look forward to many more years together at the Village. Thank you for your efforts on behalf of the Village.

STAFF REPORTS

A. **SUPERINTENDENT OF RECREATION – GAMROTH**

As noted in report

B. **SUPERINTENDENT OF PARKS AND FACILITIES - STACHEWICZ**

As noted in report

C. **COMMUNITY CENTER PROGRAM SUPERVISOR - RIMDZIUS**

As noted in report

D. **COMMUNITY OUTREACH AND MARKETING COORDINATOR – VERING**

Tomacic-Do I see that the Summer Concert has moved to Centennial Park?

Hincapie- No, we are planning on hosting a movie at that location. The concerts will remain in Proesel Park.

Lovering- Where?

Hincapie- The movie will be held at the base of the amphitheater area. We are currently dealing with some vandalism that is happening in that location our rocks have been rolled into the channel and we do not have a machinery to get them out.

Ito- What about adding some lighting?

Hincapie- We are looking into options, including a 911 phone, lighting and reduced hours for the parking lot.

E. **YOUTH PROGRAMS COORDINATOR - FLETCHER**

As noted in report

ADJOURNMENT

Meeting adjourned at 8:07 P.M.

Park Board Minutes prepared by: Katie Smith Gamroth, Superintendent of Recreation

Park and Recreation Board President:

Signature

Date



Seed Foundation

NTDSE-ED Foundation
5825 Washington
Morton Grove, IL 60053
FEIN #32-0393662 IRS 501C-3

February 6, 2015

Jan Hincapie
Director of Parks and Recreation
Lincolnwood, IL

Dear Ms. Hincapie,

The **SEED Foundation** is a not-for-profit foundation created in 2013, which partners with Niles Township District for Special Education (NTDSE), parents and the community to provide resources to support and promote educational services and programs for students at the Julia Molloy Education Center and within satellite sites. The **SEED Foundation** aims to facilitate partnerships within the community to promote an awareness and understanding of people with disabilities while fostering inclusive opportunities for our students with disabilities.

The **SEED Foundation** would like to host its Second Annual Trivia Night at the Lincolnwood Village Hall on Saturday, April 18, 2015 from 6:00 - 10:00 P.M. It was such a huge success at the Lincolnwood Village Hall last year and we are hoping for continued success in 2015! Our goal for the evening is for families, staff and the residents of Niles Township to come to this event and support our students with disabilities. Participants/attendees will be asked to purchase a ticket for \$25 or a table of 8 for \$200. All attendees are required to be over 21. We do plan to sell alcohol (beer and wine) at the event to further our fundraising efforts. We would appreciate if the Parks and Recreation Board would grant us permission to fundraise at the Lincolnwood Community Center.

If you have additional questions, please contact me or the NTDSE Executive Director, Tarin Kendrick (tkendrick@ntdse.org). We thank you for considering this opportunity for the **SEED Foundation**. We look forward to our continued partnership with Lincolnwood.

Fondly,

Cary Izzi
President, SEED Foundation
cary@ntdseed.org

Request For Board Action

REFERRED TO BOARD: February 17, 2015

AGENDA ITEM NO: 2

ORIGINATING DEPARTMENT: Community Development

SUBJECT: Approval of a Resolution Authorizing the Engagement of Houseal Lavigne Associates, in Partnership with KLOA, to Assist in the Preparation of a New Comprehensive Plan

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Village received three responses to its Request For Proposals for preparation of a New Comprehensive Plan. These responses were from:

Teska Associates, in partnership with Business Districts, Inc.
Camiros, in partnership with Sam Schwartz Engineering
Houseal Lavigne Associates, in partnership with KLOA

All three responding planning firms, Camiros, Teska and Houseal Lavigne, are nationally recognized planning firms, all with previous experience working for the Village: Teska in updating the Zoning Code in 2008; Camiros in the preparation of the 2001 Comprehensive Plan; and Houseal Lavigne in the 2010 preparation of a Retail Feasibility Study for the Lincolnwood Business Park.

To ensure each respondent was proposing a scope of work within the Village's budget, the Village RFP noted the \$50,000 budgeted amount for this work. Costs indicated by the responding firms were as follows:

Camiros:	\$50,000 total fee
Teska:	\$49,975 (subsequently corrected to include out-of-pocket expenses in this figure)
Houseal:	\$49,920 plus direct expenses (estimated at no more than \$2,496)

To review responses to the Village's RFP and to interview each firm concerning their proposal, a selection panel comprised of the Village Manager, Community Development Director, Development Manager, Development Intern and the Chair of the newly formed Comprehensive Plan Committee was formed.

After review of the RFP responses and an interview with each firm, it was the consensus of the selection panel that Houseal Lavigne was the best fit for this work and, as such, the selection panel recommends engagement of this firm. Attached is a Resolution which would authorize engagement of Houseal Lavigne to assist the Village in development of a new Comprehensive Plan.

Work on this initiative is expected to begin in March with this work taking about a year to complete.

FINANCIAL IMPACT:

\$50,000 total over two fiscal years

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Proposed Agreement
3. Houseal Lavigne Proposal

RECOMMENDED MOTION:

Move to approve a Resolution authorizing the engagement of Houseal Lavigne Associates, in partnership with KLOA, to prepare a new Comprehensive Plan for the Village.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2015-_____

A RESOLUTION APPROVING THE AWARD OF A PROFESSIONAL SERVICES AGREEMENT FOR THE PREPARATION OF A NEW COMPREHENSIVE PLAN TO HOUSEAL LAVIGNE ASSOCIATES, LLC, OF CHICAGO, ILLINOIS

WHEREAS, the Village sought proposals for the award of a professional services agreement for the preparation of a new comprehensive plan ("*Agreement*"); and

WHEREAS, the Village President and Board of Trustees have determined that Houseal Lavigne Associates, LLC, of Chicago, Illinois ("*Houseal Lavigne*"), is the most qualified and lowest responsible bidder for the Agreement; and

WHEREAS, the President and Board of Trustees have determined that entering into the Agreement with Houseal Lavigne will serve and be in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF AGREEMENT. The Agreement by and between the Village and Houseal Lavigne is hereby approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3. EXECUTION OF AGREEMENT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Agreement upon receipt by the Village Clerk of at least one original copy of the Agreement executed by Houseal Lavigne; provided, however, that if the executed copy of the Agreement is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of February, 2015.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this ____ day of February, 2015.

Nicholas Leftakes, President Pro Tem
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
____ day of February, 2015

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#34698694_v1

EXHIBIT A
AGREEMENT

**VILLAGE OF LINCOLNWOOD
PROFESSIONAL SERVICES AGREEMENT**

This **PROFESSIONAL SERVICES AGREEMENT** (“*Agreement*”) is dated as of the ____ day of _____, 2015, and is by and between the **VILLAGE OF LINCOLNWOOD**, an Illinois home rule municipal corporation (“*Village*”), and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the Village’s statutory and home rule powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The Village desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name ("Consultant"): Houseal Lavigne Associates, LLC
Address: 134 North LaSalle Street, Suite 1100
Chicago, Illinois 60602
Telephone No.: (312) 372-1008
Email: info@hlplanning.com
Project Name/Description: Village of Lincolnwood Comprehensive Plan
Agreement Amount: Not to exceed \$52,416

B. Project Description. Preparation of a new Comprehensive Plan for the Village, and provision of consulting and advisory services in connection therewith, all as more fully described in the proposal attached to this Agreement as **Exhibit A** (“*Proposal*”).

C. Representations of Consultant. The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Proposal (“*Services*”) in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The Village retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement; Time of Performance. The Consultant shall commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties (“*Commencement Date*”). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the

termination of this Agreement by the Village, but in no event later than the date that is 365 days after the Commencement Date (“*Time of Performance*”). The Village may modify the Time of Performance at any time upon 15 days prior written notice to the Consultant. Delays caused by the Village shall extend the Time of Performance in equal proportion to the delay caused by the Village; provided, however, that the Consultant shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by employees of either the Consultant or the Village.

D. Reporting. The Consultant shall regularly report to the Village Manager, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the Village for the Services pursuant to this Agreement shall not exceed the amount identified as the Agreement Amount in Section 1.A of this Agreement. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the Village for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. The Village shall pay to the Consultant the amount billed within 45 days after receiving such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the Village to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the Village at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Claim In Addition To Agreement Amount.

1. The Consultant shall provide written notice to the Village of any claim for additional compensation as a result of action taken by the Village, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the Village, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the Village shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (“*Additional Services*”),

regardless of whether such Additional Services are requested or directed by the Village, except upon the prior written consent of the Village.

F. Taxes, Benefits, and Royalties. Each payment by the Village to the Consultant includes all applicable federal, state, and Village taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the Village of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal, including, without limitation, representatives of Kenig, Lindgren, O'Hara, Aboona, Inc. ("**KLOA**"), shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the Village's prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the Village as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the Village for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the Village in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement. Specifically, and without limitation of the foregoing, the Village approves of the use by the Consultant of KLOA as a subcontractor.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the Village remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term “*Confidential Information*” shall mean information in the possession or under the control of the Village relating to the technical, business, or corporate affairs of the Village; Village property; user information, including, without limitation, any information pertaining to usage of the Village's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. Village Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the Village prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (“*Time of Disclosure*”); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the Village; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the Village under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the Village. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the Village.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection

with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of \$1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage. The Consultant shall cause the Village to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the Village with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverages and limits set forth in this Section 6.C shall be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the Village shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and Consultant; or (2) to create any relationship between the Village and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed Village official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Consultant nor any person employed or associated with Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Consultant nor any person employed by or associated with Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either

Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at the Village's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the Village may terminate this Agreement at any time upon 15 days written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("*Event of Default*"), and fails to cure any such Event of Default

within ten business days after the Consultant's receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. **Cure by Consultant.** The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. **Termination of Agreement by Village.** The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. **Withholding of Payment by Village.** The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. Village Board Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the Village Board of Trustees. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the Village. The Village shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the Village Board of Trustees.

I. Mutual Cooperation. The Village agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance and completion of the Services and with any other consultants engaged by the Village.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the Village Manager or his designee.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the Village by the Consultant in connection with any or all of the Services to be performed under this Agreement ("***Documents***") shall be and remain the exclusive property of the Village. At the Village's request, or upon termination of

this Agreement, the Consultant shall cause the Documents to be promptly delivered to the Village.

SECTION 8. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the Village and the Consultant in accordance with all applicable statutory procedures.

B. Assignment. This Agreement may not be assigned by the Village or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the Village, the Consultant, and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village of Lincolnwood
Village Hall
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712
Attention: Village Manager

With a copy to:

Holland & Knight LLP
131 S. Dearborn, 30th Floor
Chicago, Illinois 60603
Attention: Steven M. Elrod, Village Attorney

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Houseal Lavigne Associates, LLC
134 North LaSalle Street
Chicago, Illinois 60602
Attention: Devin Lavigne

With a copy to:

Houseal Lavigne Associates, LLC
134 North LaSalle Street
Chicago, Illinois 60602
Attention: John Houseal

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the Village.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

J. Authority to Execute.

1. The Village. The Village hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the Village that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

L. Waiver. Neither the Village nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the Village or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the Village's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibit A attached to this Agreement is, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

R. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 2015.

ATTEST:

**VILLAGE OF
LINCOLNWOOD**

By: _____
Beryl Herman, Village Clerk

By: _____
Timothy Wiberg, Village Manager

ATTEST:

CONSULTANT

By: _____

By: _____

Title: _____

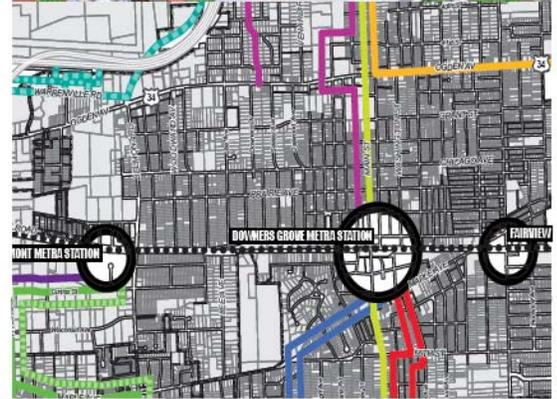
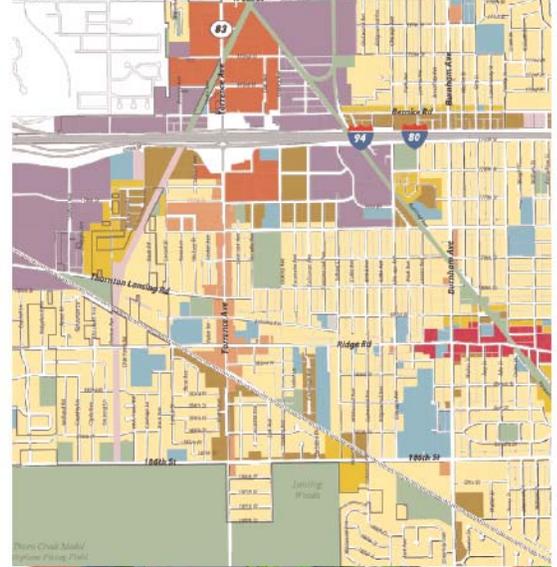
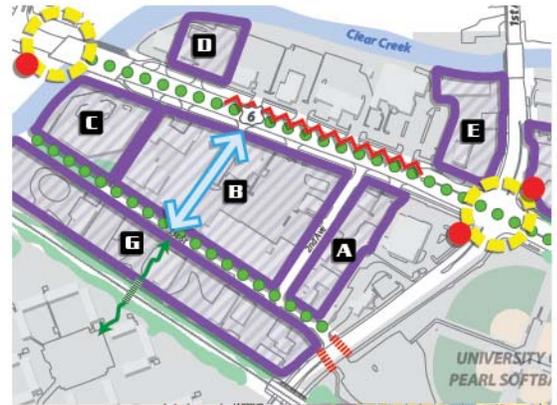
Its: _____

#34596229_v3

EXHIBIT A
PROPOSAL

Village of Lincolnwood
**Comprehensive Plan
Proposal**

December 29, 2014





December 23, 2014

Village of Lincolnwood
Attn: Timothy M. Clarke, AICP
6900 Lincoln Avenue
Lincolnwood, Illinois 60714

Dear Mr. Clarke:

Houseal Lavigne Associates is pleased to submit this proposal to assist the Village of Lincolnwood with the development of its new Comprehensive Plan. We believe our Team is uniquely qualified to undertake the new Comprehensive Plan assignment and provide the Village with a responsive, attractive, visionary, and implementable plan that will serve the Lincolnwood community for decades to come. We are familiar with the Village of Lincolnwood having conducted the Lincolnwood Business Park retail analysis and feasibility report in 2011. We will work closely with Village staff to undertake a process that incorporates effective community outreach, national best practices, and yields a unique and innovative deliverable.

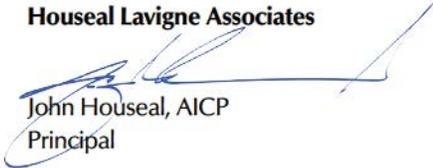
Houseal Lavigne Associates is an award-winning community planning, economic development, and urban design firm with extensive experience in a range of assignments, including local and regional wide studies. Collectively, the senior level staff of Houseal Lavigne Associates has several decades of experience and has worked with more than 200 communities throughout the region and country. We have a depth of knowledge and expertise that allows us to effectively address any local community or regional planning related issues that might arise.

For this assignment, we are joined by **Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA)**, a full service engineering and transportation consulting firm.

We appreciate the opportunity to be considered for this assignment and look forward to the prospect of working with the Village of Lincolnwood. If you have any questions please do not hesitate to contact me.

Sincerely,

Houseal Lavigne Associates



John Houseal, AICP
Principal

HOUSEAL LAVIGNE
ASSOCIATES, LLC.

CHICAGO, IL
134 North LaSalle Street, Suite 1100
Chicago, IL 60602
(312) 372-1008

www.hlplanning.com
info@hlplanning.com

SECTION 1
PROJECT TEAM

SECTION 1

PROJECT TEAM

Project Team

Our project team for the Village of Lincolnwood assignment is made up of a team of professionals with specialized expertise in all areas of transportation planning, access and mobility planning and design, traffic analysis and civil engineering, transit planning, community planning, urban design, community outreach and engagement, pedestrian mobility, and implementation. Our Project Team will be led by Houseal Lavigne Associates and our team members include KLOA (transportation, parking, and infrastructure). Our Team has been specifically assembled to provide Lincolnwood with a responsive, effective, creative, and specifically unique Comprehensive Plan for the Village.



Houseal Lavigne Associates (HLA) is a nationally recognized award-winning firm, highly regarded for its integrated and creative approach to community planning. HLA will serve as the lead agency for the Lincolnwood assignment and brings to the team extensive national, regional, and local experience and expertise. A full firm profile can be found on page 2.



Kenig, Lindgren, O'Hara, Aboona (KLOA) is a premier traffic and transportation planning and engineering firm. KLOA will be leading the transportation, parking, access, mobility, and infrastructure aspects of the assignment. A full firm profile can be found on page 6.



SERVICES

Comprehensive Planning

Downtown Planning

Transit Oriented Development

Corridor Planning

Neighborhood & Subarea Planning

Zoning/Regulatory Controls

Design Guidelines

Land Planning and Site Design

Park & Recreation & Trail Master Planning

Market & Demographic Analysis

Fiscal/Economic Impact Analysis

Development Services

Retainer Services

Houseal Lavigne Associates

Firm Profile

Houseal Lavigne Associates is an award winning consulting firm specializing in all areas of community planning, urban design, and economic development, with expertise in comprehensive planning, corridor planning, downtown planning, neighborhood planning, zoning, market analysis, project implementation and financing, and citizen engagement. We strive for a true collaboration of disciplines and talents, infusing all of our projects with creativity, realism, and insight.

Houseal Lavigne Associates provides a fresh approach to urban planning, a strong foundation in contemporary development practices, an insightful understanding of market and economic analysis, and an effective ability to conduct engaging community outreach. Our firm is able to meet the unique challenges of any planning assignment and is able to develop creative solutions that ensure compatibility between both the existing and the new, and the built and natural environments.

Houseal Lavigne Associates provides services ranging from detailed economic analysis to long-term community visioning; from smaller site planning and design projects to larger regional studies; from creating exciting new transit-oriented development plans to revitalizing historic downtowns; and from shaping broad community strategies to creating context sensitive zoning regulations.

Houseal Lavigne Associates consists of a team dedicated professionals experienced in community planning and economic development. Collectively, senior staff has worked with more than two hundred communities in several states and brings over one hundred fifty years of professional planning experience to work for both public and private sector clients.

Houseal Lavigne Associates is founded on a set of core principles that, when combined with our professional experience and expertise, creates a consulting firm that stands above the rest. Since the firm's founding in 2004, Houseal Lavigne Associates has established itself as one of the Nation's premier consulting firms.

Firm History

Houseal Lavigne Associates was founded in 2004 by John Houseal and Devin Lavigne. John and Devin first began working together in 2001 at the planning firm Trkla, Pettigrew, Allen & Payne (TPAP) where John served as a firm Principal and Devin as a Senior Associate. In 2003 TPAP was acquired by URS Corporation where John was promoted to Midwest Director of Urban Planning and Devin to Planning Manager of the Chicago office. In November 2004, they left URS to establish Houseal Lavigne Associates. Despite a sluggish national economy, Houseal Lavigne Associates has flourished, growing from the two founders working in a small room to a staff of 14 in a Downtown Chicago office – a testament to the firm's quality work, staff, dedication and leadership.

Founding Principles

Houseal Lavigne Associates began with a set of founding principles that still guide every project we undertake. By continually honoring these principles, we have reliably and repeatedly produced plans that don't just meet our clients' needs but are points of pride in their communities. Our principles result in plans that are recognized as some of the best in the industry. Our founding principles are:

Better Community Outreach. Fostering a strong sense of "community stewardship" requires using an inclusive approach to citizen participation as a foundation for our planning projects.

Commitment to Creativity. Vision and creativity are among the most important components of good planning and design, so we provide fresh, responsive, and intriguing ideas for local consideration.

Graphic Communication. All plans and documents should utilize a highly illustrative and graphic approach to better communicate planning and development concepts in a user friendly, easy to understand, and attractive manner.

Technology Integration. The integration of appropriate technologies should be used to improve the planning process and product - increasing communication and involvement with the public, gathering and assessing vital information, and producing more effective documents and recommendations.

Client Satisfaction. Meeting the needs of our clients is a top priority. We strive to achieve this by developing and maintaining strong professional relationships, being responsive to clients' concerns and aspirations, and always aiming to exceed expectations.

Firm Information

Houseal Lavigne Associates, LLC

134 N LaSalle St., Suite 1100
Chicago, IL 60602
Phone: (312) 372-1008
Fax: (312) 827-9593
Website: www.hlplanning.com
FEIN/Tax ID: 13-4287640

Firm Contacts

John Houseal, Principal
jhouseal@hlplanning.com
(312) 372-1008 x 101

Devin Lavigne, Principal
dlavigne@hlplanning.com
(312) 372-1008 x 102



RECENT AWARDS

2014

American Planning Association
National Planning Excellence Award
for an Emerging Planning & Design Firm

MI APA - Planning Excellence Award for Public
Outreach

IA APA - Daniel Burnham Award (Best Plan)
Coralville Community Plan

2013

Kane County Plan of the Year Award
City of St. Charles Comprehensive Plan

2012

IL APA - Daniel Burnham Award (Best Plan)
Village of Downers Grove Comprehensive Plan

ACEC Illinois - Merit Award - Studies & Research
IL 47 Corridor Plan

Chaddick Institute - Development Regulation Award
Oak Brook Commercial Areas Master Plan

2011

IL APA - Gold Award - Implementation
Village of Bartlett Town Center

2010

MO APA - Daniel Burnham Award (Best Plan)
City of Jackson, MO Comprehensive Plan

IL APA - Daniel Burnham Award (Best Plan)
McHenry County 2030 Comprehensive Plan

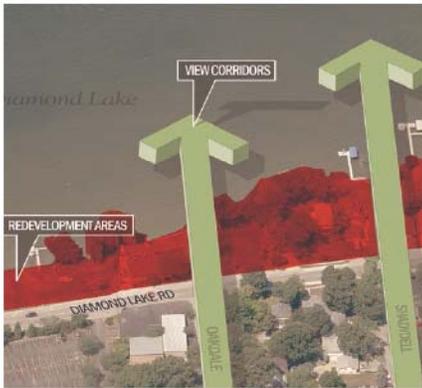
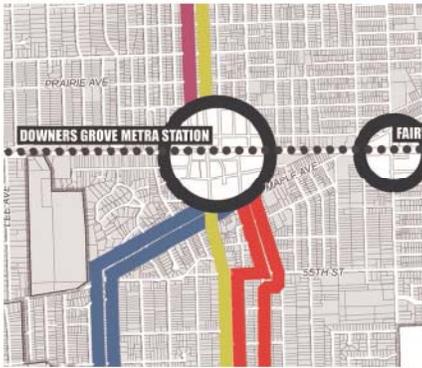
IL APA - Gold Award - Strategic Plan
Village of River Forest Corridors Plan

IL APA - Gold Award - Best Practice
Planning Mapper

2009

GOBCC - Commercial Revitalization Award
Oak Brook Commercial Areas Master Plan

IL APA - Gold Award - Plan Implementation
Ogden Avenue Enhancement Initiative



Approach to Planning

Our philosophy of community planning, visioning, goal setting, and implementation is built on a foundation of professional experience, sound planning and design practices, and a track record of award-winning projects. Our approach combines extensive community outreach and participation, highly illustrative and user-friendly maps and graphics, and utilization of available technologies. Our process will help establish a community vision, set community goals, and foster community consensus. Our approach to this assignment will include and be guided by the following core principles, which will allow us to successfully engage the community, develop viable and visionary solutions, and comprehensively respond to local issues and needs.

Focus on Urban Planning and Community Development. Houseal Lavigne Associates specializes in community planning, urban design, and economic development. It is our focus, it is our passion, and it is our area of expertise. We are a specialized urban planning firm whose efforts are not diluted or compromised by bureaucracy or competing interests. Our focus and size allow us to provide the creativity, flexibility, and responsiveness needed to meet our Clients' needs without wasting precious resources.

Foundation of Experience. The Principals of Houseal Lavigne Associates have extensive experience in community planning, visioning and goal setting, implementation strategies, comprehensive planning, economic development studies, urban design, and more. We have directed, managed, and assisted with similar planning assignments for communities across the country.

Engaging Community Outreach. One of our greatest strengths is our ability to design and conduct engaging and effective community outreach. It is a vital part of all of our planning projects and we believe it is a necessary component of any successful planning process. It is important that all interested persons have the ability to participate in the planning process, and to know they have been heard and their opinion taken into consideration. We believe strongly in fostering a stewardship for the community and achieving a high level of community consensus for planning initiatives.

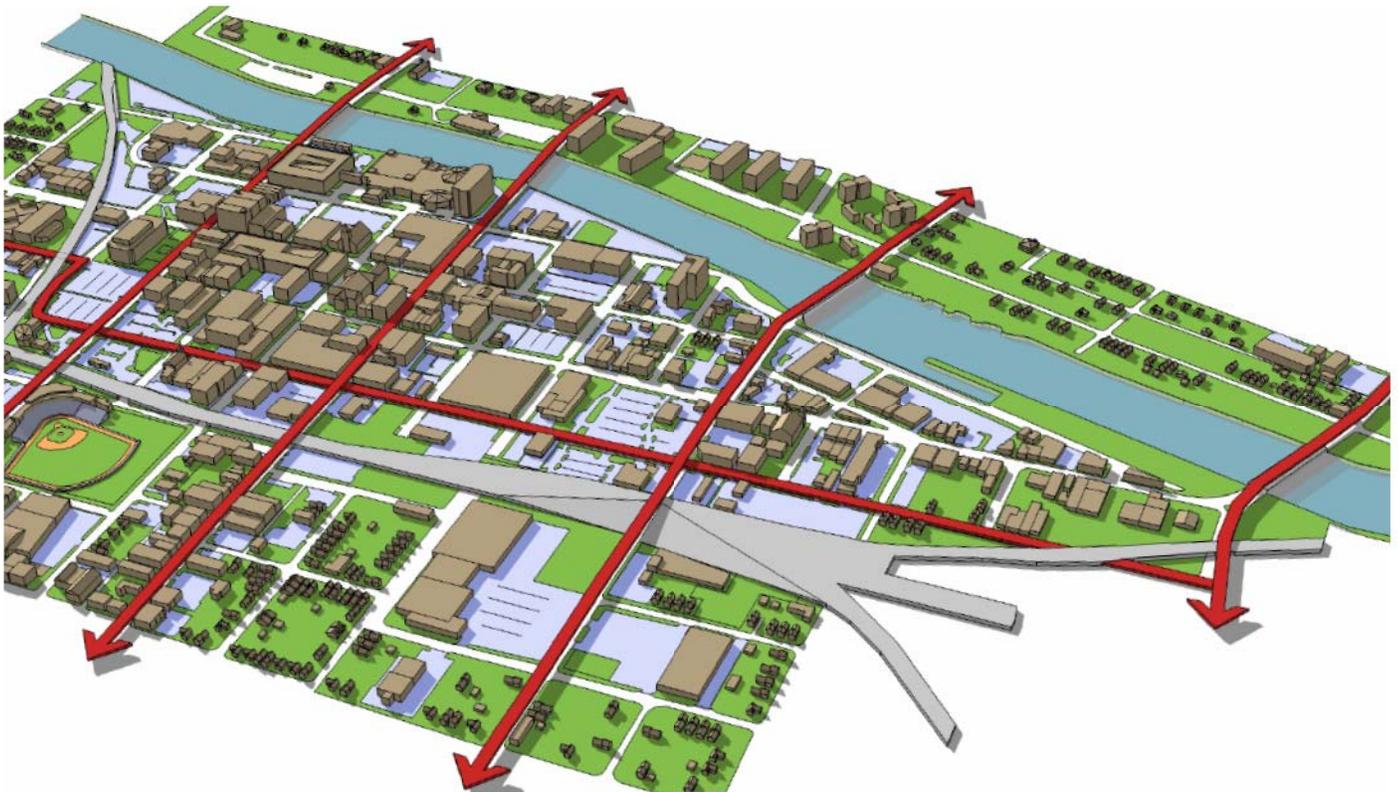
Illustrative Format and Quality Graphics. All of our projects incorporate a highly illustrative and graphic approach to communicating planning and development policies and recommendations. We have developed a distinct design approach to urban planning and community development projects which we incorporate into all of our projects. The results of this approach are reports and plans that are attractive, distinctive, and easy to use and understand.

Technology Integration. Integrating appropriate technologies can greatly improve the planning process and product. We specialize in the use of GIS, designing and hosting project websites, on-line surveys, key pad polling, and utilizing 3-D rendering to improve planning and development concepts. Our maps and graphics are attractive and compatible with existing and developing information systems. When designed and managed appropriately, these technologies greatly improve communication and involvement with the public.

Vision, Creativity, and Innovation. We believe vision and creativity are among the most important components of good planning and design. Too often, vision and creativity are lacking in the planning process and final planning product. With the help of the community, we will establish a “Vision” that captures the local spirit and character, while presenting new ideas and concepts for consideration. Our fresh approach to planning and development will broaden the range of available options and maximize the potential of community resources.

Targeted Implementation. Identifying the “next steps” to be taken is an important part of any good plan. Plans are not meant to sit on a shelf gathering dust, but should be used on a regular and on-going basis as a foundation for decision-making. Our plans identify key implementation steps that should be taken to “jump start” the ultimate realization of the Plan’s vision and recommendations. Implementation steps outline the projects and actions to be taken and identify responsibilities, timing, and funding options.

Commitment to Client Satisfaction. Our Firm’s primary focus is on client satisfaction. We pride ourselves on our professional relationships, reputation, and client references. We develop strong relationships with our clients and are often considered “an extension of staff.” We are responsive to clients’ concerns, we are available at anytime to assist with unforeseen events and issues, and we are committed to doing whatever it takes to serve the client. Many of our “one-time” projects result in long-term on-going professional relationships with client communities.





KLOA Kenig, Lindgren, O’Hara, Aboona

Kenig, Lindgren, O’Hara, Aboona, Inc. (KLOA, Inc.) provides transportation and parking consulting services to public and private sector clients. Formed in 1995, KLOA’s mission is to respond to client needs in a timely, professional, and cost effective manner. KLOA, Inc. is headquartered at 9575 W. Higgins Road in Rosemont, Illinois and has a staff of transportation engineers and planners whom represent a wide array of talent and experience and have solved transportation challenges for both limited and broad scopes.

Practice areas include multi-modal transportation planning, transit-oriented development plans, corridor studies, traffic operations analyses, traffic impact and pedestrian safety studies, parking demand studies, preliminary engineering, traffic signal design, and Complete Streets improvements. KLOA, Inc. has developed transportation and parking plans for entire communities, downtown business districts, local and regional corridors, transit-oriented developments, mixed- or single-use developments, medical centers, and university/ educational campuses. Our staff work collaboratively with architectural and land planning firms, civil engineering consultants, real estate developers, facilities managers, attorneys, public officials, and other technical professionals to develop workable development plans.

KLOA has also recently completed the transportation elements of comprehensive plans, transit oriented development plans, and transit access improvement studies for communities such as Cary, Rolling Meadows, Ottawa, Bourbonnais, Manhattan, Park Ridge, Marengo, Morton Grove, Orland Park, and Tinley Park, among many others.

KLOA is a licensed professional design firm and professional engineering corporation in the State of Illinois and is pre-qualified with IDOT in Traffic Signals-Plans, Specifications & Estimates, Traffic Studies and Safety Studies. KLOA is also very familiar with the design requirements of the DuPage County Division of Transportation.

Specialized Services

- Community & Neighborhood Planning
- Corridor and Thoroughfares Studies
 - Downtown Master Plans
 - Redevelopments
- Major Mixed-use Projects
- University and Medical Campuses
 - School Districts
 - Financial Institutions
- Entertainment Complexes
- Industrial Parks
- Office and Business Centers
- Retail and Commercial Developments

Firm Location

9575 W Higgins Rd
Rosemont, IL 60018

SECTION 2
KEY PERSONNEL

SECTION 2

KEY PERSONNEL

Key Personnel

Our professional staff provides a collaboration of disciplines and is committed to developing creative solutions that ensure compatibility between the existing, new, built, and natural environments. The following pages provide information regarding Houseal Lavigne Associates and KLOA key personnel that will be assigned to the Lincolnwood assignment.

Professionals with our firms are members of the following professional organizations: American Planning Association, American Institute of Certified Planners, Urban Land Institute, National Trust for Historic Preservation, Lambda Alpha International, Congress for New Urbanism, Illinois City/County Management Association, National Recreation and Parks Association, U.S. Green Building Council, National Association of Photoshop Professionals, Illinois Development Council, Illinois GIS Association, American Society of Landscape Architects, and American Institute of Graphic Arts.



John A. Houseal, AICP **Principal | Co-Founder**

John is a Principal and Co-founder of Houseal Lavigne Associates and has established himself as one of the region's top urban planning professionals. John's reputation and expertise within the profession as a leader in urban planning, contemporary development practices, and community outreach has garnered him wide recognition and numerous planning awards. John has been a featured speaker at national, regional, state, and local events and conferences for issues related to urban planning, zoning, transportation, context sensitive design, and the environment. John is recognized as one of the top community facilitators, consensus builders, and citizen participation experts in the region.

John maintains professional memberships with Lambda Alpha International, American Planning Association, the American Institute of Certified Planners, the National Trust for Historic Preservation, and Urban Land Institute. John received a Bachelor of Science in environmental sciences from University of Michigan and a Master of Environmental Planning for environmental and urban planning from Arizona State University. John is also an AICP certification instructor and has been responsible for preparing planners for professional certification since 2005.

Prior to co-founding Houseal Lavigne Associates, John was a Principal and the Director of Urban Planning for URS Corporation, a global multi-disciplinary engineering firm based in San Francisco, California. Working from the Michigan Avenue office in Downtown Chicago, John oversaw and directed the firm's urban planning and community development projects, often coordinating on assignments throughout the country. Prior to being the Director of Urban Planning for URS Corporation, John was a Principal with Trkla, Pettigrew, Allen and Payne (TPAP), a prominent planning and economic development firm in Chicago. While a Principal at TPAP, John directed a wide range of urban planning and community development assignments throughout the Midwest.

From revitalization plans for Chicago's south side neighborhoods to regional highway corridor studies, John has directed, managed, and assisted with a wide range of planning assignments. John has directed a number planning and development related assignments in several states, including comprehensive plans, corridor plans, downtown plans, neighborhood plans, master development/site plans, and more. John has also directed the zoning updates and amendments, as well as the creation of entirely new zoning ordinances, sign ordinances, planned unit development ordinances, overlay districts, and design and development guidelines.

Several unique and very significant assignments have been directed by John and provided significant momentum in his career, including the IDOT SWS Tools for Balanced Growth Study, which was the State of Illinois' first balance growth initiative; the Cap the Ike Study, which was a study examining the creation of "new land" by capping the Eisenhower Expressway for approximately 1.5 miles; and an FAA funded study to examine land use compatibility and the O'Hare Modernization Project (OMP). As project director, John's leadership skills and planning and design expertise were pivotal to the success of these, and many other assignments.

John has received several professional planning awards and distinctions, including an ILAPA Gold Award for Planning; an ILAPA Silver Award for Plan Implementation; an ILAPA Award for Planning Education; ILAPA Awards for Strategic Planning; the DePaul University Chaddick Institute Development Award; the Greater OBCC Commercial Revitalization Award, and induction into Lambda Alpha International, an international honorary fraternity for professional excellence in the field of land economics.

Education

Bachelor of Environmental Sciences
University of Michigan

Master of Environmental Planning
Arizona State University

Memberships

American Planning Association
American Institute of Certified Planners
Lambda Alpha International
OPRF Community Foundation
Board of Directors

Awards

2014 APA National Award for Excellence
Emerging Planning and Design Firm

2014 APA-MI Public Outreach Award
Imagine Flint Master Plan

2014 APA-IA Daniel Burnham Award
Coralville Community Plan

2012 APA-IL Daniel Burnham Award
Downers Grove Comprehensive Plan

2010 APA-IL Strategic Plan Award
River Forest Corridors Plan

2009 APA-IL Implementation Award
Ogden Avenue Enhancement Initiative

2007 APA-IL Daniel Burnham Award
Carpentersville Comprehensive Plan

2007 APA-IL Implementation Award
Palos Park Strategic Plan

DePaul University's Chaddick Institute
for Metropolitan Development Award

2012 Oak Brook Commercial Areas Plan
2008 Algonquin Downtown Plan

Commercial Revitalization Award
Oak Brook Commercial Areas Plan
Greater OBCC 2009

AICP Certification Instructor

APA National and APA State Chapters
2005 to present

John A. Houseal, AICP

Highlighted Experience

Comprehensive Plans

60+ Comprehensive Plans including:

- Benton Harbor, MI
- Brookfield
- Brownsburg, IN
- Byron
- Carpentersville
- Coralville, IA
- Council Bluffs, IA
- Countryside
- Davis Junction
- Downers Grove
- Edinburgh, IN
- Evergreen Park
- Fairview Heights
- Flint, MI
- Forest Park
- Geneva
- Glen Ellyn
- Hammond, IN
- Harwood Heights
- Homer Glen
- Jackson, MO
- Kenilworth
- Lynwood
- Lansing
- Marion, IA
- Mattoon
- Maywood
- Melrose Park
- Montgomery
- Morton Grove
- Mundelein
- Niles
- Oakbrook Terrace
- Oak Park
- Palos Heights
- Palos Park
- Prairie Grove
- River Forest
- St. Charles
- Sugar Grove
- Tipton, IN
- Tipton County, IN
- Westmont
- Whiting, IN

Corridor Planning

70+ Corridor Plans including:

- Bellwood - Mannheim Road Corridor; 25th Avenue Corridor Plan
- Brookfield - Ogden Ave. Corridor Plan; 47th Street Corridor Plan; 31st Street Corridor Plan
- Carpentersville - IL Route 31 Corridor Plan; IL Route 25 Corridor Plan; Randall Road Corridor Plan
- Countryside - LaGrange Road Corridor Plan; Joliet Road Corridor Plan; Road Corridor Plan
- Davis Junction - IL Route 172 Corridor Plan
- Hinsdale - Odgen Avenue Corridor Plan
- IL 47 Corridor Study
- Kenilworth - Green Bay Road Corridor Plan
- Lockport - I-355 Corridor Master Plan
- Melrose Park - Lake Street Corridor Plan; Broadway Avenue Corridor Plan; North Avenue Corridor Plan
- Melrose Park Broadway Avenue Corridor Plan
- Montgomery - Montgomery Road Corridor Plan; Blackberry Creek Corridor Plan
- Naperville - Ogden Avenue Enhancement Study
- Oak Brook - 22nd Street Corridor Plan
- Palos Heights - Harlem Avenue Corridor Plan
- River Forest Corridors Plan - Madison Street Corridor Plan; North Avenue Corridor Plan; Lake Street Corridor Plan; Harlem Avenue Corridor Plan
- Traverse City, MI - Eight Street Corridor Plan; East Front Street Corridor Plan; West Front Street Corridor Plan; Garfield Avenue Corridor Plan; 14th Street Corridor Plan

Downtown Planning

30+ Downtown Plans including:

- Algonquin Downtown Plan
- Downers Grove Downtown
- Forest Park Madison Street Corridor
- Geneva Downtown Master Plan
- Huntly Downtown Master Plan
- McHenry Downtown Plan
- Melrose Park Historic Broadway Avenue District Plan
- Morton Downtown Master Plan
- Murray, KY Main Street Plan
- Round Lake Downtown Plan
- Winfield Downtown/TOD Plan

Zoning & Design Guidelines

30 Zoning & Design Guidelines

Assignments, including:

- Benton Harbor, MI
- Brookfield
- Carpentersville
- Chicago
- Dunwoody, GA
- Fairview Heights
- Flint, MI
- Geneva
- Harwood Heights
- Hinsdale
- Kenilworth
- Marion, IA
- McHenry
- Melrose Park
- Montgomery
- Muskogee, OK
- Murray, KY
- Northbrook
- Oak Brook
- Oakbrook Terrace
- Pace TOD Guidelines Manual
- Palos Park
- Palos Heights
- Prairie Grove
- River Forest
- Wilmette

Special Area Planning

50+ Special Area Plans, including:

- Bellwood TOD master Development Plan
- Bellwood St. Charles Road Corridor/TOD Plan
- Countryside Dansher Industrial Park Subarea Plan
- Glenview The Glen Parcel 24 Master Plan
- Island Lake Commercial Areas Master Plan
- Marengo TOD & Western Corridor Planning Area
- Melrose Park Rose trail Neighborhood Master Plan
- Montgomery Preserve Subarea Master Plan
- Naperville Martin Mitchell Campus Master Plan
- Oak Brook Commercial Areas Master Plan
- Oakbrook Terrace Unit 5 Area Master Plan
- Palos Park Commercial Areas Master Plan
- Prairie Grove River Front Vision
- Rolling Meadows Golf Road Corridor Mobility Plan
- South Chicago Heights Station Area Plan
- Skokie Dempster Station Area Plan

Retainer Services

- Brookfield
- Davis Junction
- Harwood Heights
- Kenilworth
- Lockport
- Melrose Park
- Montgomery
- Oakbrook Terrace
- Palos Park
- Prairie Grove
- River Forest
- Round Lake
- Winnetka



Houseal Lavigne Associates

November 2004 - Present

Education

Bachelor of Science
School of Urban and Regional Planning
Ryerson Polytechnic University

Memberships

American Planning Association
American Institute of Certified Planners
National Trust for Historic Preservation
Congress for the New Urbanism
Urban Land Institute

Awards

Daniel Burnham Award
Downers Grove Comprehensive Plan
American Planning Association
Illinois Chapter, 2012

Daniel Burnham Award
McHenry County 2030 Comprehensive Plan
American Planning Association
Illinois Chapter, 2010

"Best Practice" Gold Award
Planning Mapper
American Planning Association
Illinois Chapter, 2010

SketchUp Design Award Google.com

"Plan" Gold Award
Carpentersville Comprehensive Plan
American Planning Association
Illinois Chapter, 2007

"Project, Tool, or Program" Gold Award
Planningprep.com
American Planning Association
Illinois Chapter, 2007

Illinois Tomorrow Award
Outstanding Balanced Growth
Naperville Park District Open Space &
Recreation Master Plan

Lecturing/Instruction

UP 426 Urban Design Studio

University of Illinois at Urbana Champaign
2012 to present

AICP Certification Instructor

2005 to present APA Illinois Chapter
2008 APA Missouri & Kansas Chapters
www.planningprep.com - site co-creator

Devin J. Lavigne, AICP, LEED AP

Principal | Co-Founder

Devin is a Principal and Co-founder of Houseal Lavigne Associates with special expertise in urban design, land-use planning, site planning, land planning, land-use regulation, graphic illustration and development visualization, geographic information systems, and web development. Devin received his Bachelor of Science from the School of Urban and Regional Planning at Ryerson Polytechnic University in Toronto Ontario.

Devin is regarded as one of the profession's top designers and graphic specialists. Devin has presented at both national and state planning conferences about the importance in graphics and instructed on how best to communicate plans and planning concepts as well as the importance of development visualization. Devin has garnered national attention and has helped distinguish the firm's body work. At the American Planning Association's 2010 National Conference his presentation Better Graphics, Better Plans was regarded as "best in show" and at 2008 National Conference, Devin's SketchUp! portfolio was presented by Google to show planners how the software can be used by the profession.

In 2005 Houseal Lavigne Associated completed a project for NAVTEQ (Chicago Landmarks & Districts Study), the world's largest employer of map making professionals. Houseal Lavigne Associates was hired to identify key corridors and community areas for more detailed mapping in portable GPS devices. NAVTEQ used the final product to secure additional capital for research and development, and has applied mapping styles presented by Houseal Lavigne Associates into mapping programs to better present data.

Prior to co-founding Houseal Lavigne Associates, Devin was the Senior Planning Manager for URS Corporation, a global multi-disciplined engineering firm based in San Francisco, California. Working from the Michigan Avenue office in Downtown Chicago, Devin managed, directed and provided technical assistance to numerous studies. Devin joined URS through their acquisition of Trkla, Pettigrew, Allen and Payne (TPAP) a prominent planning and economic development firm in the City of Chicago.

Devin has managed, directed, authored and contributed to more than 100 planning studies, including a number of downtown plans, corridor plans, subarea plans, park master plans, and comprehensive plans throughout the country.

In addition to his responsibilities at Houseal Lavigne Associates, Devin is an adjunct lecturer at the School of Urban and Regional Planning at the University of Illinois in Champaign-Urbana. In 2011 Devin was asked by the school to revive the program's urban design studio, UP 426. The program introduces both graduate and undergraduate students to urban design and includes instruction on urban design analysis and planning graphics.

Devin maintains professional memberships with the American Planning Association, the American Institute of Certified Planners, the Congress for New Urbanism, the National Trust for Historic Preservation, Urban Land Institute and the National Association of Photoshop Professionals.

Devin J. Lavigne, AICP, LEED AP

Project Experience

Comprehensive Plans

40 Comprehensive Plans Including:

- Brookfield
- Brownsburg, IN
- Carpentersville
- Countryside
- Council Bluffs, IA
- Downers Grove
- Flint, MI
- Itasca
- Kenilworth
- Machesney Park
- Marion, IA
- McHenry County
- Melrose Park
- Muskogee, OK
- Niles
- Oakbrook Terrace
- Palos Park
- Prairie Grove
- River Forest
- Sugar Grove
- St. Charles

Downtown Planning

20 Downtown Plans including:

- Downers Grove, Downtown Subarea Plan
- Downers Grove Pattern Book
- St. Charles Downtown Subarea Plan
- Geneva, Downtown Plan
- Huntley, Downtown Plan
- McHenry, Downtown Plan
- Murray, KY, Downtown Plan
- Morton, Downtown Plan
- Round Lake, Round Lake Downtown Plan
- Winfield, Downtown Marketing & Capacity Study

Design and Development Guidelines

15 Guidelines including:

- Downers Grove
- Prairie Grove
- St. Charles
- Kenilworth
- McHenry
- Huntley
- IL Route 47
- Brookfield
- Round Lake
- Westmont
- Hinsdale
- Travers City, MI

Corridor Planning

50 Corridor Plans including:

- Brookfield, Ogden Avenue Corridor Plan
- Carpentersville, IL Route 31 Corridor Plan
- Countryside, LaGrange Road Corridor Plan
- Downers Grove, Ogden Avenue Corridor Plan
- Hinsdale, Ogden Avenue Corridor Plan
- Illinois Route 47 Corridor Plan
- Kenilworth, Green Bay Road Corridor Plan
- Melrose Park, Broadway Avenue Corridor Plan
- Montgomery, Orchard Road/Blackberry Creek Corridor Plan
- Naperville, Ogden Avenue Enhancement Study
- Oak Brook, 22nd Street Corridor Plan
- River Forest, Corridors Plan
- St. Charles, Main Street & Randall Road
- Westmont, Ogden Avenue Corridor Plan
- Traverse City Corridors Master Plan

Visualization & Illustration

25 assignments including:

- Firestone Retail Development
- Westfield, Old Orchard Signage
- Naperville Park District, Naperville Riverwalk 3D Illustration
- Peoria River Trail Development Visualization
- Forest Park Shopping Plaza Redevelopment Sketch
- Center, Chicago Grove Shopping Center Redevelopment Sketch
- Plaza, Maywood River Pointe Plaza Rendering
- HOA, Las Vegas, NV, Taos Estates Entry Monument Render
- Machesney Park, Machesney Mall Redevelopment Concept
- Kenilworth, Green Bay Road Redevelopment Site Illustration
- Bellwood, TOD Development Visualization
- Hanover Park/Irving Park Road Development Concepts

Zoning & Regulatory

10 Studies including:

- Chicago, Broadway Avenue Zoning & Market Study
- City of Countryside Landscaping Ordinance
- City of Hammond, IN Landscaping Ordinance
- Westfield Old Orchard Signage Plan
- Westfield Hawthorn Woods Signage Study
- Green Bay Road Shadow Study
- Oakbrook Terrace Zoning Revisions

Parks & Recreation

10 Parks and Recreation assignments including:

- Geneva, Open Space & Recreation Master Plan
- Naperville Park District, Parks, Open Space & Recreation Master Plan
- Homer Glen, Open Space & Recreation Master Plan
- Naperville Park District, Naperville Trails Master Plan
- Robbins Green, Community Plan
- Machesney Park, Open Space Plan

Special Area Planning (TOD, Neighborhoods, Special District)

8 Special Area Plans including:

- Chicago, Stockyards Market & Land Use Analysis
- Countryside, Dansher Industrial Park Subarea Plan
- Oak Brook, Oak Brook Commercial Areas Master Plan
- South Chicago Heights, Station Area Plan
- Marengo, Transit Oriented Development Plan
- Naperville, Martin Mitchell Campus Master Plan
- Oakbrook Terrace, Unit 5 Area Master Plan
- Winfield, Downtown Winfield Marketing & Capacity Study
- Dunwoody, Village Master Plan
- Dunwoody, Georgetown/North Shallowford Road Master Plan

Special Projects

- NAVTEQ Chicago Landmarks & Districts Study
- IDOT Tools for Balanced Growth

Strategic Planning

3 Strategic Plans, including:

- Oak Brook
- Palos Park
- Warrenville



Daniel T. Gardner

Principal

Dan Gardner has over twenty years of experience in planning, development, and real estate, with experience in both the private and public sectors. Prior to joining Houseal Lavigne Associates in 2007, Dan was the Director of Consulting Services for a prominent Chicago based real estate advisory firm where he directed numerous complex municipal projects related to fiscal, economic, and market analysis. Dan was also a Senior Manager with the Chicago office of Economics Research Associates (ERA), an international economic and real estate consulting firm where he was responsible for business development and overseeing both national and international projects.

His professional experience has involved projects ranging from the revitalization of large urban areas in Chicago, Milwaukee, and Omaha to small rural communities throughout the Midwest. His past projects include: analyzing market potential for residential, retail, office, entertainment and industrial development; instituting economic development programs and incentives; preparing grant applications for state and federal funds; facilitating community outreach; preparing developer requests for proposals and a range of related assignments.

In addition to his professional experience, Dan has served on several elected and appointed boards, commissions and advisory committees. His combination of professional and government experience gives him a unique perspective that is beneficial to clients. He understands and can relate to issues and concerns facing both private developers and public officials.

Dan was an elected Trustee for the Village of Glen Ellyn, Illinois (population 27,000) from 2003 to 2007, and prior to that served as the Chairman of the Village's Plan Commission. He currently serves on a Process Improvement Team to improve the business and economic climate in the Village. Throughout his tenure the Village maintained a balanced budget and significant cash reserves. From 2007 to 2012 he was a member of the Executive Committee of the Du Page County Community Development Commission and the Du Page County HOME Advisory Group, preparing policy recommendations and overseeing the allocation of millions of dollars in CDBG and HUD funds.

Dan has a Masters Degree in Public Administration (MPA) from the Illinois Institute of Technology (IIT) and a Bachelors of Science from Loyola University Chicago. In 2007 he was inducted into Lambda Alpha International, an organization recognizing career accomplishments in land economics. He is a member of the Urban Land Institute (ULI) where he formerly served on the Chicago Policy Committee and he is an active member of Illinois City/County Management Association (ILCMA) and the Illinois Development Council (IDC).

He is well versed in public speaking and meeting facilitation, having conducted hundreds of meetings throughout his professional and civic career. He routinely presents to professional organizations and serves as a guest speaker on a variety of topics related to planning and development issues. He has also authored or coauthored articles for professional publications and journals.

Education

Bachelor of Science, Loyola University
Masters of Public Administration,
Illinois Institute of Technology

Boards and Commissions

Served on Executive Committee Du
Page County Community Development
Commission
Du Page County HOME
Advisory Group
Village of Glen Ellyn Board of Trustees
Village of Glen Ellyn Plan Commission

Memberships

Urban Land Institute
Illinois City/County
Management Association
Illinois Development Council
Lambda Alpha International

Publications

"The Importance of Intergovernmental
Relationships " for ILCMA August 2008
"Incorporating Technology into Community
Outreach" for ILCMA October 2009

Daniel T. Gardner

Project Experience

Comprehensive Plans

- Benton Harbor, MI
- Brownsburg, IN
- Marion, IA
- Downers Grove
- Freeport
- Mundelein
- Highwood
- Glen Ellyn
- Jackson, MO
- Kenilworth
- Machesney Park
- Muskogee, OK
- Palos Heights
- Palos Park
- St. Charles

Downtown Planning

- Clarendon Hills
- Franklin Park
- Geneva
- Huntley
- Morton
- Round Lake
- Shorewood, WI
- Skokie
- Winfield

Zoning & Regulatory

Zoning and Regulatory Studies including:

- River Forest Zoning Ordinance Updates

Strategic Planning

- Oak Brook
- Lombard

Special Area Planning (TOD, Neighborhoods, Special District)

- Oak Brook, Oak Brook Commercial Areas Master Plan
- South Chicago Heights, Station Area Plan
- Marengo, TOD & Western Corridor Planning Area
- Lincolnwood Business Park
- Lake Barrington Business Park
- Bartlett Town Center

Corridor Planning

- City of Bellevue, NE
- Bellwood, Manheim Road Corridor
- City of Chicago, Lincoln Square
- City of Chicago, Commercial Avenue
- Freeport, West Galena Avenue
- Kane and McHenry Counties, Illinois Route 47
- Lockport, I-355 Corridor Master Plan
- Milwaukee, WI, 27th Street
- Naperville, 75th Street Market Study
- Oak Brook, 22nd Street Corridor Plan
- Omaha, NE, Maple Street
- River Forest, Village Corridors Plan
- Traverse City, MI (Study of 5 corridors)
- Rolling Meadows, Golf Road

Fiscal & Economic Impact Analysis

- Du Page County, Impact of O'Hare Airport expansion
- Village of Channahon
- City of Chicago
- Village of Glenview
- Village of Hoffman Estates
- Village of West Dundee
- Village of Plainfield
- City of Naperville
- Village of North Barrington

Special Projects

- Du Page County, Impact of Airport expansion
- Lombard, Downtown Vision
- New Urbanism Analysis of mall redevelopment sites
- IL Housing Dev. Auth. (IHDA) Tax Credit Studies
- Commonwealth Edison Valuation for easements

Market & Demographic Analysis

- Chicago
- Clarendon Hills
- Du Page County
- IL Housing Dev. Auth. (IHDA)
- Jackson, MO
- Kane County
- Marion, IA
- McHenry County
- Milwaukee, WI
- Mount Prospect
- Naperville
- North Barrington
- Oak Brook
- Omaha, NE
- Oklahoma City, OK
- Park Forest
- Skokie
- Mundelein
- Lockport
- South Chicago Heights
- Benton Harbor, MI
- Madison, AL
- Downers Grove
- Highwood
- Lombard
- Huntley
- River Forest
- Freeport
- Jackson, MO
- Marion, IA
- Macomb
- Peoria
- Bellevue, NE
- Carpentersville
- Cleveland, OH
- Colorado Springs, CO
- Coppell, TX
- Council Bluffs, IA
- Denver, CO
- Dubuque, IA
- East Dubuque
- Grayslake
- International development in Asia
- Indianapolis, IN

Market & Demographic Analysis Continued

- Channahon
- Flint, MI
- Johnsburg
- Kalamazoo, MI
- Lake Barrington
- Mount Prospect
- Nassau County, NY
- Palos Heights
- Palos Park
- Park Ridge
- Philadelphia, PA
- Rockford
- Round Lake
- Savanna
- Shorewood, WI
- Skokie
- Troy, OH
- West Dundee

Development Services

Assessment of development potential and review of developer proformas for municipal and private sector clients in several municipalities including:

- Chicago
- Milwaukee, WI
- Omaha, NE
- Wheaton
- Hoffman Estates
- Prairie Grove
- Naperville
- River Forest

Department of Defense Projects

Base Redevelopment and Closure (BRAC) and United States Air Force base feasibility studies in:

- Alaska
- Texas
- Georgia
- Texas
- Florida
- Washington D.C.
- Idaho



Brandon Nolin, AICP

Senior Associate

Brandon joined Houseal Lavigne Associates in 2008 after receiving his Master's degree in Urban Planning and Policy from the University of Illinois at Chicago (UIC). He also received a Master's degree in Urban and Environmental Geography from UIC. Prior to joining Houseal Lavigne Associates, Brandon was a member of a Chicago-based real estate research firm specializing in market and financial analysis in both the public and private sectors.

Since joining the firm, Brandon has continued to hone his market research and economic development skills and has striven to create sensible plans that are both physically achievable and economically viable. Brandon has worked in a variety of contexts including urban centers, suburban downtowns, commercial corridors, and transit-oriented developments and at a variety of scales from community-wide comprehensive plans to site-specific redevelopment initiatives.

Most recently, Brandon has worked on several physical planning and urban projects with an economic development focus. He has helped develop plans to revitalize aging commercial areas within the City of Milwaukee, facilitated redevelopment of outmoded industrial areas in an inner-ring suburb of Chicago, and repositioned a poorly functioning commercial center in a suburban downtown. Brandon has also worked with several communities to modify and modernize zoning code and development regulations to reflect best practices and desires of current businesses and residents.

Brandon has extensive knowledge and experience in the use of Geographic Information Systems (GIS) and spatial statistics. His research has included flow accumulation modeling and flood plain analysis, viewshed analysis, land sales inventorying and distribution mapping, and industrial development site suitability analysis.

Project Experience

Comprehensive Plans

- Benton Harbor, MI
- Brownsburg, IN
- Crothersville, IN
- Culver, IN
- Downers Grove
- Elgin
- Fairview Heights
- Flint, MI
- Freeport
- Highwood
- Jackson, MO
- Marion, IA
- McHenry County
- Mundelein
- Palos Park
- Tipton, IN
- Tipton County, IN
- Westmont

Corridor Planning

- Freeport - West Galena Avenue
- Kane and McHenry Counties - Illinois Route 47
- Lockport - I-355 Corridor Master Plan
- Milwaukee, WI - 27th Street
- River Forest - Village-wide Corridors Plan

Downtown Planning

- Highwood
- Huntley
- Lombard
- Murray, KY

Zoning & Regulatory

- Fairview Heights
- Flint, MI
- Harwood Heights
- Marion, IA
- Murray, KY
- Muskogee, OK
- River Forest

Special Area Planning (TOD, Neighborhoods, Special District)

- Chicago - Central Area Plan
- Clarendon Hills
- Flint, MI
- Marengo
- Milwaukee, WI
- Murray, KY
- Skokie
- South Chicago Heights
- Sterling
- Winfield

Market Analysis & Economic Development

- Bartlett
- Benton Harbor, MI
- Brownsburg, IN
- Channahon
- Chicago
- Clarendon Hills
- Des Plaines
- Downers Grove
- Edinburgh, IN
- Freeport
- Highwood
- Huntley
- IL Housing Dev. Auth. (IHDA)
- Jackson, MO
- Kane County
- Lake Barrington
- Lincolnwood
- Lombard
- Marion, IA
- McHenry County
- Milwaukee, WI
- Mundelein
- Muskogee, OK
- Palos Park
- River Forest
- South Chicago Heights

Education

Bachelor of Science
Anthropology
Michigan State University

Masters of Urban and
Environmental Geography
University of Illinois at Chicago

Masters of Urban Planning and Policy
University of Illinois at Chicago

Memberships

American Planning Association

American Institute of Certified Planners

Illinois GIS Association

Treasurer, Chicago Metro Section
Illinois Chapter of the
American Planning Association

Co-founder, Young Planners Group
Illinois Chapter of the
American Planning Association



Nikolas Davis, ASLA

Senior Associate

Nik joined Houseal Lavigne Associates in 2012 and brings more than eight years of professional experience in urban design, zoning, design guidelines, landscape design, site plan development, land use planning, and sustainable practices to the firm. Prior to joining Houseal Lavigne, Nik worked for a consulting firm specializing in zoning, planning, urban design, and landscape architecture.

Nik has extensive experience in landscape and planting design which includes conducting site visits and creating inventory and analysis maps, developing project bases, drafting general development and preliminary plans, producing hand and computer rendered sketches and plans, and submitting construction documents, specifications, plant list schedules, and cost estimates for review and installation.

Nik has a diverse background in urban planning and design with experience in the preparation of research and inventory materials, site analysis maps, framework plans, preparation of conceptual development plans for a full range of residential, commercial, mixed-use, office and industrial park developments, and commercial corridors.

Nik has worked on many zoning related projects and has assisted clients with drafting zoning policy, managing growth and development, and illustrating regulation changes to the built environment while using a range of sustainable techniques and "best practices."

Nik has extensive technical expertise in Adobe CS design programs, AutoCAD, ArcMap GIS SketchUp, and website development software. His experience also includes the coordination of database and map information used for regional planning and TIF district establishment.

Education

Bachelor of Science in Landscape Architecture, Purdue University

Memberships

American Society of Landscape Architects

ASLA Positions

Currently the Public Awareness Chair, working with ILASLA + ASLA

Past ILASLA External Communications Officer

Presentations

New Tools for Zoning and Development Visualization
National APA Conference April, 2013

Putting Zoning on the Map
APA-CMS January, 2012

Integrating Sustainability Into Development Regulations
October 2011, APA-IL State Conference

Awards

Winnebago County 2030 Land Resource Management Plan
Sustainability-based County-Wide Land Resource Management Plan,
Honor Award for Environmental Stewardship, Illinois American Society of Landscape Architects, 2009

Project Experience

Comprehensive Plans

- Buffalo, NY
- Lynwood
- Westmont
- Winnebago County

Corridors

- Chicago - Madison St.
- Des Plaines
- Elmhurst
- Island Lake
- New Lenox
- Park Ridge
- Portage, IN
- Traverse City, MI

Downtown/TOD Plans

- Buffalo Grove
- Chicago - Auburn Gresham-79th Street
- Rolling Meadows

Streetscape Designs

- Bourbonnais
- Chicago - 87th & Stony, Lake Street, Uptown-Broadway Avenue
- Huntley
- Richton Park
- Glen Ellyn

Design Guidelines & Standards

- Chicago - Archer & Halsted
- Council Bluffs, IA
- Fort Dodge, IA
- Mundelein
- Pace Suburban Bus

Zoning/Form-Based Codes

- Baltimore, MD
- Buffalo, NY
- Cleveland Heights, OH
- Council Bluffs, IA
- Duluth, MN
- Dunwoody, GA
- Flint, MI
- Hinsdale
- La Grange Park
- Mundelein
- Muskogee, OK
- New Orleans, LA
- Park Ridge
- Riverside
- Wilmette
- Winnebago County

Design Development & Land Planning

- Bensenville
- Manteno
- New Lenox Commons
- Olympia Fields
- Oswego - Prairie Market
- Yorkville

Conceptual Designs

- Chicago
- Crystal Lake
- Deerfield
- Grayslake
- Lincolnwood
- Mokena

Planting Designs

- Chicago - Shetland, Metraflex, Dima Properties
- Glenview
- Oswego



Drew Awsumb, MPA

Senior Associate

Drew joined Houseal Lavigne Associates in 2014 and brings approximately ten years of experience in local government management, last serving as a city administrator in the St. Louis region. He brings firsthand knowledge of the inner workings of municipalities, having successfully directed activities across multiple departments to most efficiently and effectively achieve the city's goals in partnership with community stakeholders. In those duties he focused on public budgeting, financial and strategic planning, and performance management and assessment.

Drew also focused on economic development activities, managing business recruitment, retention, and expansion programs, focusing on projects ranging from industrial and heavy manufacturing, to shopping mall and "big box" center redevelopment, to "Main Street" redevelopment with entrepreneurs and small businesses. He has managed public incentive financing tools, development agreements, and special taxing districts in these duties, working directly with business owners, developers, and local business groups like the Chamber of Commerce.

Drew has a successful track record in translating public processes and local government planning efforts into action, leading the development of strategies, policies, and implementation steps that deliver tangible outcomes. He has worked to ensure operations and policy tools, such as the annual budget, capital improvement program, city code and zoning ordinance, and departmental performance metrics were aligned towards effective, efficient implementation. Further, Drew has developed performance monitoring and assessment tools that guide policy modifications using on-the-ground observations generated by operations personnel. Such steps better connect long-range planning exercises to day-to-day management, helping ensure implementation actions perform as expected, and municipal leaders' original policy goals are achieved.

Drew has been active in the International City/County Management Association (ICMA) and International Economic Development Council (IEDC) in Illinois and Missouri, and also received specialized training in economic development, city planning, and zoning administration. Originally from the "Capital of Southern Illinois," Drew has served on the board for local community museums, as a volunteer for a parks clean-up crew, and as chairman of the city's historic preservation commission in his hometown.

Education

Bachelor of Arts in Political Science,
American University, Washington, D.C.

Master of Public Administration,
Northern Illinois University

Master of Urban Planning,
University of Illinois, Urbana-Champaign

Memberships

American Planning Association

Past Professional Service

International City/County Management
Association (ICMA)

Member of ILCMA Board of Directors

Past President, Illinois Downstate City/
County Management Association

International Economic Development
Council (IEDC), Member

Certifications

Heartland Economic Development Course,
IEDC, University of Northern Iowa

Certificate in Planning & Zoning,
University of Missouri - St. Louis

Presentations

A New Vision for Regional Transit & Land
Use Planning in Peoria, Illinois
Illinois APA Conference October, 2014

Awards

University of Illinois, Urban & Regional
Planning Special Achievement Award,
Transit Oriented Development (TOD) in
Decatur and Peoria, Illinois

Green ReScheme, Bergeson Energy &
Environment Award, "Bluegrass Run"
Development Concept Design

Project Experience

Comprehensive Plans

- Cary, Illinois
- Elgin, Illinois
- Fairview Heights, Illinois*
- Plainfield, Indiana
- University City, Missouri

Corridor Planning

- Dempster Street, Morton Grove, Illinois*
- Lincoln Trail TIF District, Fairview Heights, Illinois*

Downtown Planning

- Ferguson, Missouri*

Transit-Oriented Development (TOD) Plans & Studies

- CityLink Downtown Transit Center, Peoria, Illinois (UIUC)
- Fairview Heights Metrolink Station, Fairview Heights, Illinois*
- FMSL-North Station, Ferguson, Missouri*
- Metra Station, Morton Grove, Illinois*
- Severns Transit Center, Decatur, Illinois (UIUC)

Subarea Plans & Studies

- Lehigh-Ferris TIF District, Morton Grove, Illinois*
- Lincoln Trail TIF District, Fairview Heights, Illinois*
- Mintert Industrial Park, Ferguson, Missouri*

Zoning & Permitting Administration

- Ferguson, Missouri*
- Fairview Heights, Illinois*

* : Denotes work performed in prior duties as a member of city management personnel in the municipality listed.



Education

Masters of Urban and Regional Planning,
University of California, Los Angeles

Bachelor of Science in Cognitive Science,
University of California, San Diego

Memberships

American Planning Association

Women in Planning + Development
Board of Directors

Awards

2014 APA California Academic Award

2014 APA Los Angeles Academic Award

2013 APA National Conference
Student Competition Runner-up

2012 Leon Hoffman Award for Excellence
in Planning and Urban Design

Publications

Cultivate L.A.: An Assessment of Urban
Agriculture in Los Angeles County, June 2013.

"Going Up? Masonry Contributes to Good
Design, Safety and a Smaller Waistline,"
Masonry Edge, Volume 6, Number 2, 2011.

Jaemi Jackson, LEED AP

Associate

Jaemi joined Houseal Lavigne Associates in 2013 after receiving her master's degree in Urban and Regional Planning from the University of California, Los Angeles (UCLA). While at UCLA, Jaemi specialized in urban design, development, and active transportation planning.

Since joining HLA, Jaemi has provided support across a range of the firm's project portfolio including comprehensive and subarea plans. She is able to utilize her design and research skills to provide comprehensive solutions to the many challenges facing urban environments of today. Some of Jaemi's past projects include developing an award-winning comprehensive plan for a college town in Iowa and creating a rails-to-trails visualization for a low-income community in southern California. She has also published award-winning research on urban agriculture in Los Angeles.

Before becoming a planner, Jaemi worked in the architecture, planning, and engineering industries as a marketing coordinator and graphic designer. While earning her masters degree, she worked as a research and policy analyst in a range of public, private, and non-profit settings. Jaemi's diverse background gives her a unique approach to planning problems.

Project Experience

Comprehensive Plans

- Coralville, IA
- Council Bluffs, IA
- Crest Hill, IL
- Crothersville, IN
- Culver, IN
- Elgin, IL
- Flint, MI
- Gardner, KS
- Grundy County, IL
- Hawthorn Woods, IL
- Jackson, TN
- Lansing, IL
- Maywood, IL
- Montgomery, IL
- Oak Park, IL
- Plainfield, IN
- Pleasant Hill, IA
- Richton Park, IL
- St. Cloud, MN



Education

Master of Public Policy
University of Michigan, Ann Arbor

Bachelor of Arts in History
cum laude and with high distinction
University of Illinois, Urbana-Champaign

Awards

2008 Martha Belle Barrett Prize in History
2012 Ned Gramlich Showcase Honoree

Matthew Filter

Associate

Matt joined Houseal Lavigne Associates in December 2013. He brings with him several years of experience from the public sector and politics. Prior to joining the firm, Matt worked at City Hall in Flint, MI on the passage of "Imagine Flint," the City's first master plan since 1960. He has also served as a legislative advisor to a U.S. Senator on Capitol Hill, and worked for the Mayors of New York City, Newark, and Flint.

At Houseal Lavigne Associates, Matt focuses on neighborhood revitalization, market assessment and analysis, and economic development. He holds a Master of Public Policy degree from the University of Michigan at Ann Arbor and a Bachelor of Arts in History from the University of Illinois at Urbana-Champaign.

Project Experience

- Cary, IL
- Council Bluffs, IA
- Crest Hill, IL
- Culver, IN
- Elgin, IL
- Elmhurst, IL
- Flint, MI
- Gardner, KS
- Greater Bridgeport Region, CT
- Grundy County, IL
- Hawthorn Woods, IL
- Hudson, OH
- Jackson, TN
- Montgomery, IL
- Morton Grove, IL
- Niles, IL
- North Aurora, IL
- Park Forest, IL
- Rock Island, IL
- South Beloit, IL
- West Bloomfield, MI
- Woodridge, IL



Eric D. Russell, PE, PTOE, PTP, LEED AP ND

Principal

Mr. Russell is a traffic and transportation engineer/planner with more than 25 years of experience. Prior to joining KLOA, Inc. Mr. Russell was a Principal Associate with Parsons Corporation (Barton-Aschman Associates). He has served as project manager or project engineer on a variety of public and private sector projects including multimodal transportation planning; traffic impact, parking demand, and shared parking studies; transportation management plans; roadway geometric concept plans; parking facility layout; wayfinding sign and pavement marking plans; traffic simulation and operations analysis; freeway access studies; traffic signal design and warrant studies; pedestrian studies; and bicycle facility planning. Mr. Russell also regularly appears as an expert witness at public hearings.

Education

Master of Business Administration
(Real Estate Development),
George Washington University

Bachelor of Science,
Civil Engineering
(Transportation), University of Cincinnati

Registration

Professional Engineer in State of Illinois

Certifications

Professional Traffic Operations Engineer

Professional Transportation Planner

Traffic Signal Operations Specialist

LEED Accredited Professional –
Neighborhood Development

Professional Affiliations

Institute of Transportation Engineers

American Planning Association

Congress for New Urbanism

Representative Projects

Transportation Plans:

Grundy County, IL; Will County, IL; Ames, IA; Bourbonnais, IL; Cary, IL; Frankfort, IL; Oswego, IL; Ottawa, IL; Manhattan Village Center, Manhattan, IL; Downtown Tinley Park, IL; Bolling Air Force Base, Washington, DC.

Traffic Impact Studies:

Numerous studies of residential, commercial, industrial, institutional, casinos, parks, event centers, and mixed-use developments throughout greater Chicago, Washington, DC and Detroit, and in Colorado, Indiana, Iowa, Delaware, Maryland, New York, North Carolina, Ohio, Pennsylvania, South Dakota, Virginia, Wisconsin.

Corridor Studies:

Somonauk Rd, Cortland, IL; Golf Rd, Rolling Meadows, IL; 47th St, La Grange, IL; Broadway Rd, Reed Rd, Brisbin Rd & Saratoga Rd, Grundy County, IL; WIKADUKE Trail, Kendall County, IL; IL 53, Will County, IL; Western Ave/Gregory St, Blue Island, IL; Kinzie, Armitage, Burnside, Pullman, & Calumet Industrial Corridors, Auburn-Gresham/79th St, Sheridan Rd & Central (Downtown) District, Chicago, IL; Bolling Air Force Base and Union Station/North Capitol St, Washington, DC.

Pedestrian Crossing Improvements:

W. Harrison St, Sheffield Ave/Belden Ave, Stony Island Ave, Chicago, IL; 47th St/9th Ave, 47th St/Waiola Ave, La Grange Rd/52nd St, Gilbert Ave/Mason Dr, La Grange, IL; Dundee Rd/Wheeling Ave, Wheeling, IL.

Pedestrian Safety Studies

Safe Walking Routes to School plan, Oak Park, IL; 601 West Monroe Development travel time study, Chicago, IL.

Campus Traffic/Parking Planning

University of Chicago, University of Chicago Medical Center, DePaul University, Loyola University Chicago, St. Bernard Hospital, University of Illinois-Chicago, St. Xavier University, Illinois Medical District, Vencor (Kindred) Hospital Chicago North campus, and John H. Stroger, Jr. Hospital of Cook County, Chicago, IL; Little Company of Mary Hospital, Evergreen Park, IL; Northern Illinois University, DeKalb, IL; Iowa State University, Ames, IA; Cleveland Clinic, Cleveland, OH.

Traffic Safety/Calming Studies

Citywide, Darien, IL; Ogden Ave and Gilbert Ave, La Grange, IL; Gurnee Plaza, Gurnee, IL; St. John's Ave/Cedar Ave, Highland Park, IL; Plum Grove Rd, Barrington Hills, IL; Prestonfield Subdivision, West Chicago, IL; Oak Lawn High School, Oak Lawn, IL; Hinsdale Central High School, Hinsdale, IL; Lyons Township High School-South Campus, Western Springs, IL; Hinsdale South High School, Darien, IL; Schaumburg Christian School, Schaumburg, IL.

SECTION 3
PROJECT EXPERIENCE

SECTION 3

PROJECT EXPERIENCE

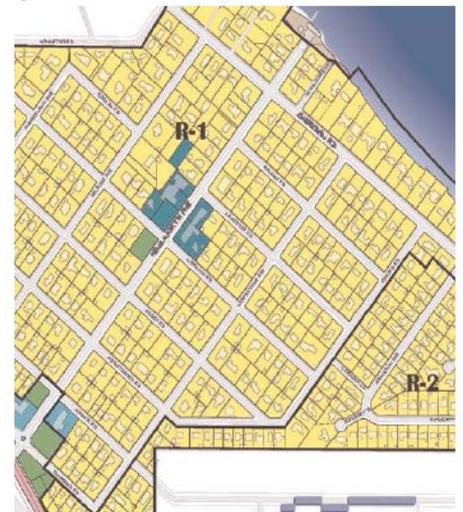
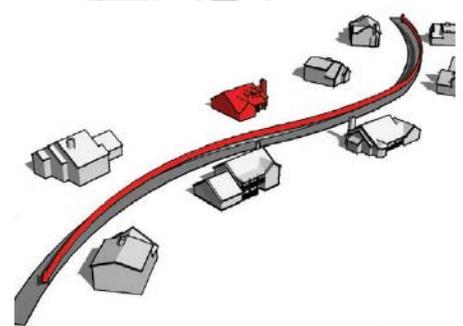
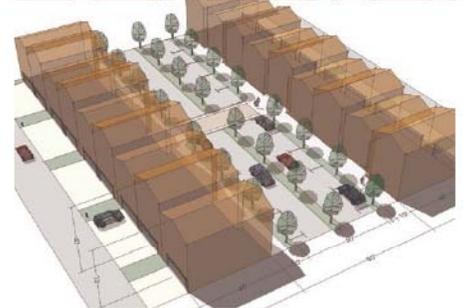
While we recognize that every community and assignment is unique, our team has extensive experience in assignments throughout the Midwest and United States. This experience will allow us to balance the issues, opportunities and aspirations of the Lincolnwood community with proven best practices that can be adapted locally to help the community attain its vision. The following pages include samples of our project experience that demonstrate our creativity, ability to meet client needs, and visual approach to planning, while the list below highlights provides a more comprehensive snapshot of our planning experience.

Comprehensive Plan Experience

In addition to the select project experience for which detailed information has been provided, the senior staff at Houseal Lavigne Associates has prepared comprehensive plans for over fifty communities throughout the nation.

Communities for which we have prepared Comprehensive Plans include:

- City of Benton Harbor, MI
- Village of Brookfield
- Town of Brownsburg, IN
- City of Byron
- Village of Carpentersville
- City of Coralville, IA
- City of Countryside
- City of Council Bluffs, IA
- City of Crest Hill
- Town of Crothersville, IN
- Town of Culver, IN
- Village of Davis Junction
- Village of Downers Grove
- Town of Edinburgh, IN
- Village of Evergreen Park
- City of Fairview Heights
- Village of Forest Park
- Village of Franklin Park
- City of Freeport
- City of Geneva
- Village of Glen Ellyn
- City of Hammond, IN
- Village of Harwood Heights
- Village of Hawthorn Woods
- City of Highwood
- Village of Homer Glen
- Village of Itasca
- City of Jackson, MO
- Village of Kenilworth
- Village of Lansing
- Village of Lynwood
- Village of Machesney Park
- Village of Mahomet
- City of Marion, IA
- Village of Mattoon
- McHenry County
- Village of Melrose Park
- Village of Monroe Center
- Village of Montgomery
- Village of Morton Grove
- Village of Mundelein
- City of Muskogee, OK
- Village of Niles
- Village of Northbrook
- City of Oakbrook Terrace
- City of Oakwood, OH
- City of Palos Heights
- Village of Palos Park
- Village of Prairie Grove
- Village of Richton Park
- Village of River Forest
- Village of South Chicago Heights
- Springfield-Sangamon County
- City of St. Charles
- City of South Beloit
- Village of Streamwood
- Village of Sugar Grove
- Tipton County, IN
- City of Tipton, IN
- Village of Westmont
- City of Whiting, IN
- Village of Wilmette



Village of Kenilworth Comprehensive Plan & Green Bay Road Corridor Plan

The primary objectives of the Kenilworth Comprehensive Plan are to preserve, protect and enhance the historically and architecturally significant residential neighborhoods and revitalize the viability, function, and overall character of the Green Bay Road Corridor Commercial District. Directed by **Houseal Lavigne Associates**, the Kenilworth Comprehensive Plan built upon the rich planning heritage of the community. The Plan provides detailed architectural, design, and development guidelines for commercial/mixed-use buildings and reinforces the “rhythm” of the neighborhoods’ beautiful homes and stunning open spaces.

Figure 7: Green Bay Road Existing Building Conditions (Park to Melrose)



Figure 6: Green Bay Road Existing Conditions



Figure 1: Land Use Plan

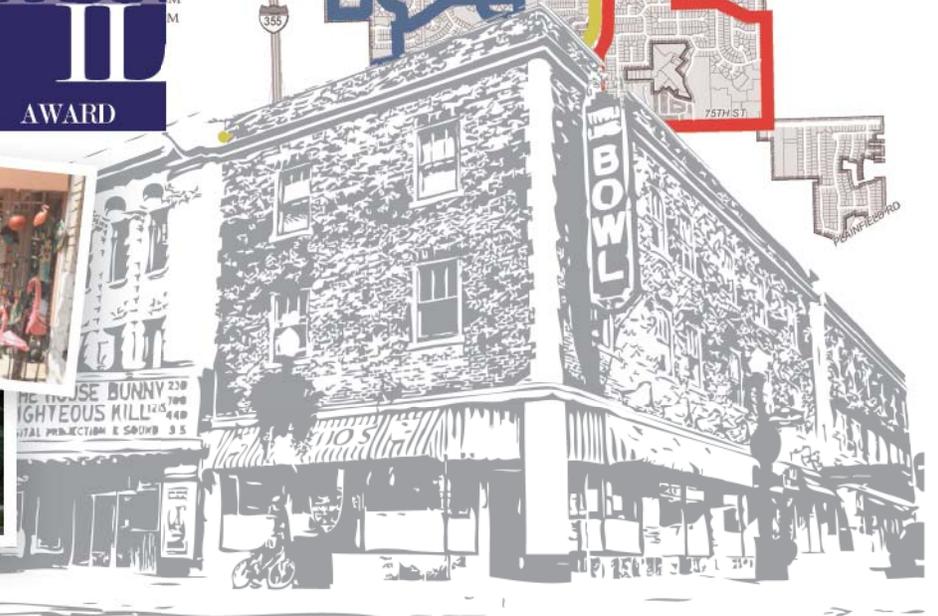
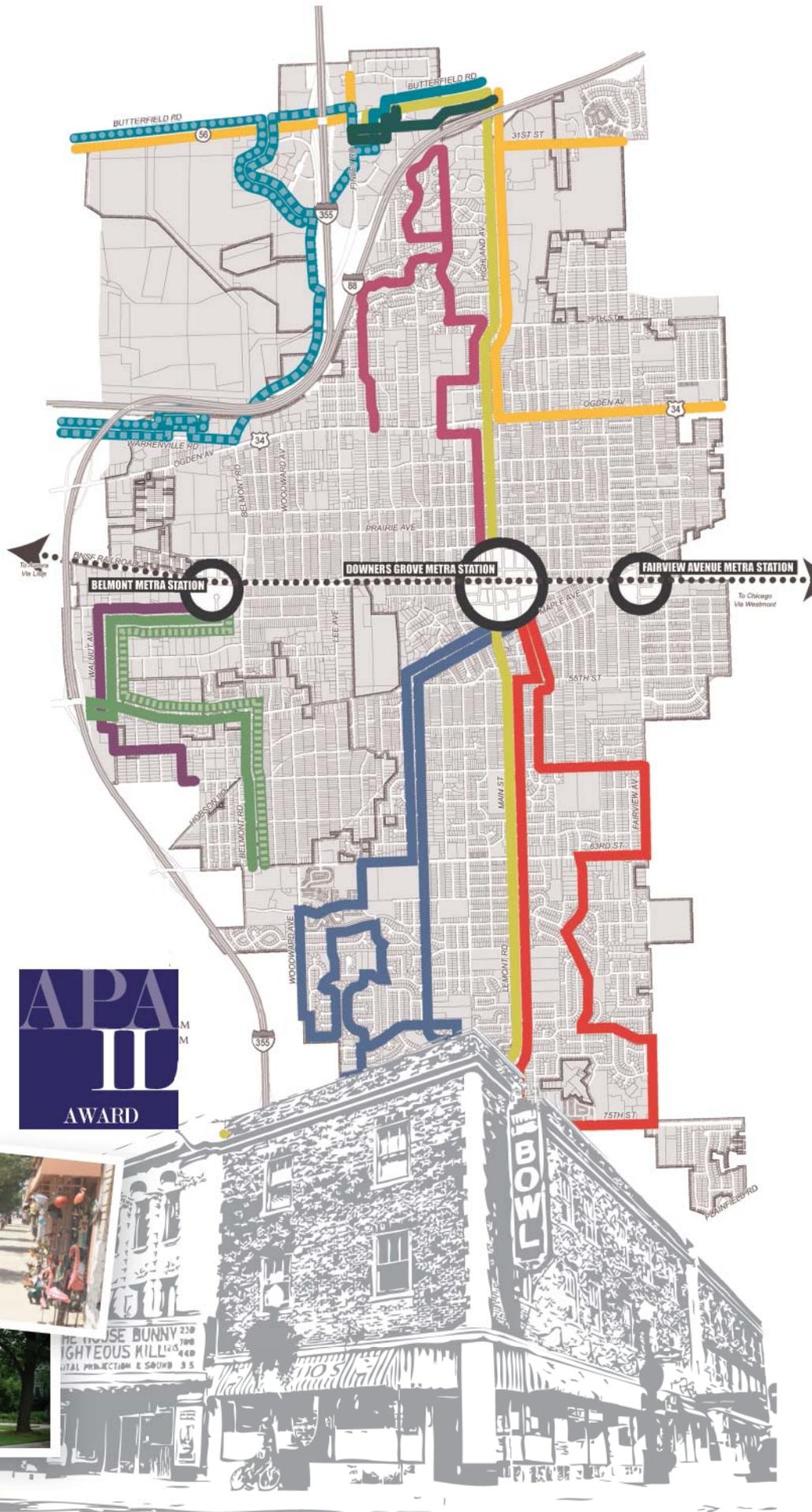
Beautiful, historic residential neighborhoods, a small, quaint, pedestrian-oriented commercial district along Green Bay Road, attractive parks and open space, and well maintained community facilities make up the land use areas of the Village. Although it is unlikely that the future will bring major changes in land use designations, the overall attractiveness and desirability of the community will continue to make the Village a destination for new development. Any new single-family residential infill development along Green Bay Road should aim to revitalize the corridor as any new commercial development should complement the existing character of the corridor as an attractive mixed-use environment as well as complement the existing character of the Village.

- Single-Family Residential
- Attached Single-Family Residential
- Commercial/Mixed-Use
- Park
- Kenilworth Beach
- Public/Semi Public
- School
- Religious Institution
- Rail/Metro



Village of Downers Grove, Illinois Comprehensive Plan

Building on the success of the Total Community Development 3 (TCD3) process, an extensive eight-month community outreach campaign involving more than a thousand residents and used as a foundation for prioritizing community issues and objectives, **Houseal Lavigne Associates** directed the update of the Downers Grove Comprehensive Plan. The Plan provides detailed recommendations for several sub-areas within the Village, including the Downtown and the Ogden Avenue Corridor, as well as plans for all areas of the Village, including land use and development, transportation, community facilities, environmental features and open space, and much more. Since the last Plan's adoption in 1965, the Village has experienced significant population growth, as well as socio-economic and physical changes. The Plan was created to better address the changing needs of the Village's commercial and industrial areas while protecting and enhancing its attractive and well established residential neighborhoods. In 2012 the Downers Grove Comprehensive Plan received the Daniel Burnham Award by the Illinois Chapter of the American Planning Association for the best Comprehensive Plan in the State.



Village of Lincolnwood, Illinois
Lincolnwood Retail Analysis

Lincolnwood Business Park is a 150-acre site located in the Village of Lincolnwood, ten miles north of the City of Chicago. While the Business Park is a viable development with several large scale uses, it is located along a busy largely commercial corridor and immediately adjacent to Lincolnwood Town Center, a well established regional shopping center. The Village retained **Houseal Lavigne Associates** to analyze the potential to reposition the Business Park for retail development. HLA recommendations included the need to work closely with Simon Properties, the shopping center’s owner, as well as other property owners with frontage along Touhy Avenue. It was concluded that through realignment of the mall ring road and redevelopment of frontage sites, the entire area could be better positioned.



Retail Concentrations

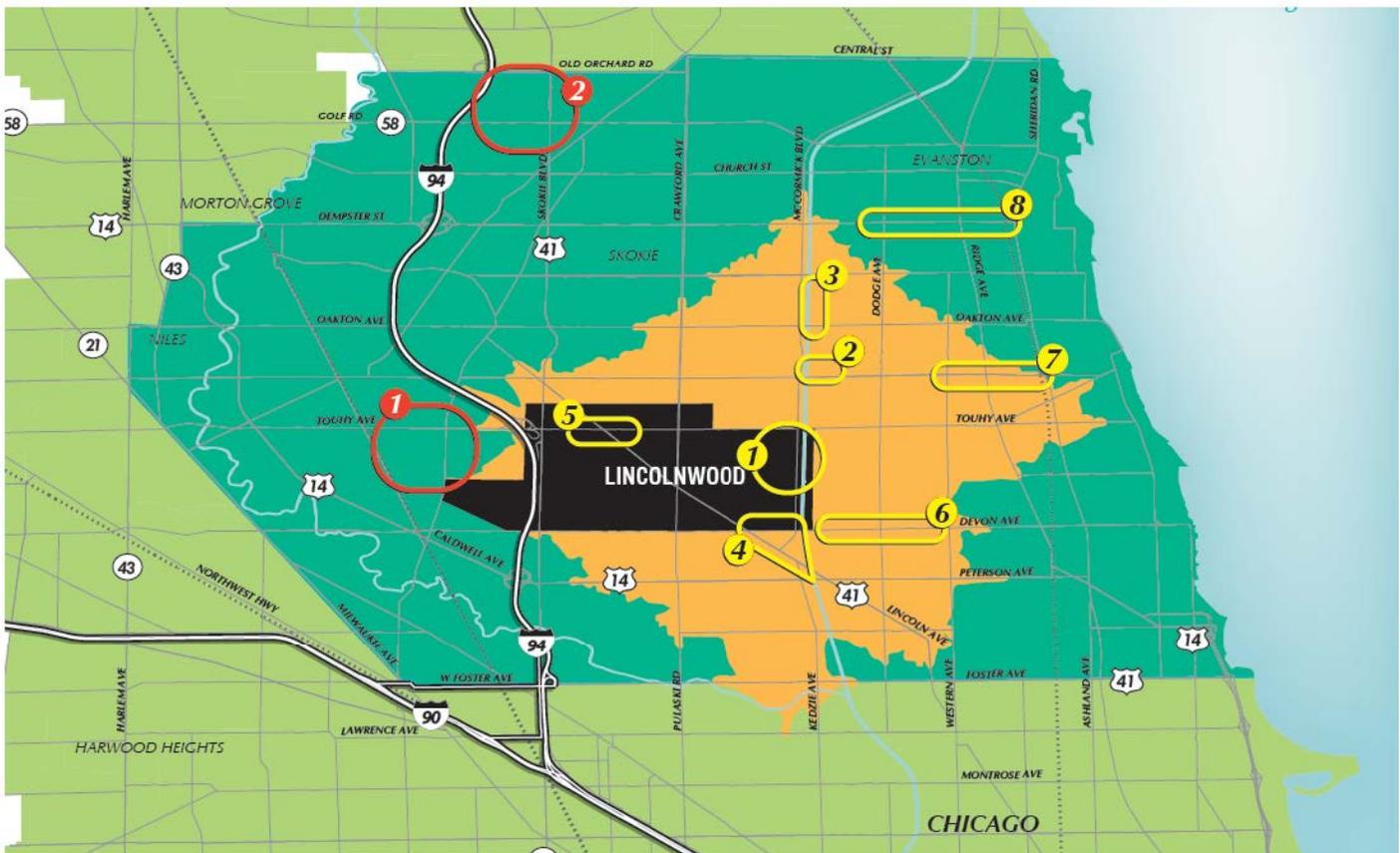
- 1 Lincolnwood Town Center
- 2 Evanston Center
- 3 Main/Oakton
- 4 Devon/McCormick/Lincoln
- 5 Touhy/Lincoln
- 6 Devon Avenue
- 7 Howard Street
- 8 Dempster Street

Regional Destinations

- 1 Village Crossing
- 2 Old Orchard

Market Area Boundaries

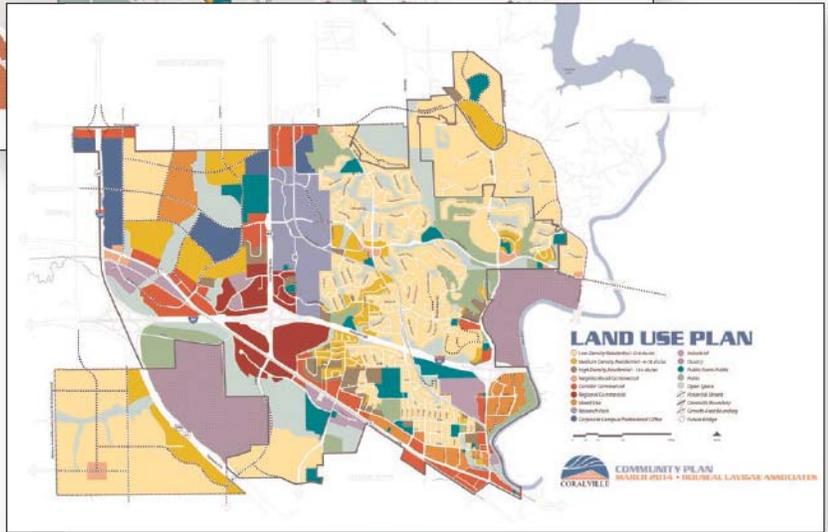
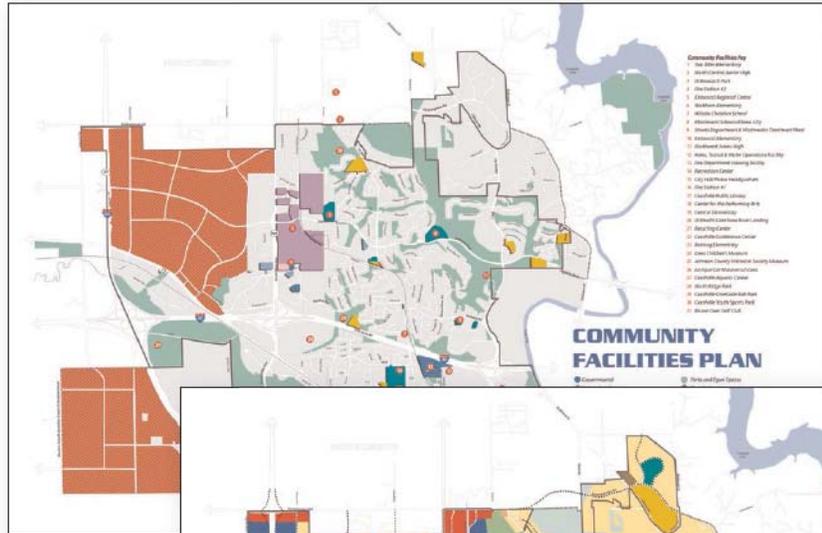
- Primary Market Area
- Secondary Market Area



City of Coralville

Coralville Community Plan

Propelled by a burgeoning tech, research, and medical community, Coralville is a rapidly growing City in eastern Iowa. Houseal Lavigne Associates directed the update of the City's Community Plan, which provides guidance on future growth and development, with a focus on creating diverse residential areas, improving retail areas, establishing mixed-use areas, strengthening connections to the University of Iowa campus, and supporting R&D and technology-based industries. The Community Plan provides a growth plan that encourages the expansion of the University of Iowa Research Park, a STEM community college, and the University of Iowa Medical Center, while balancing the need for retail and residential diversity.



**SUBAREA FRAMEWORK PLAN
SOUTHEAST COMMERCIAL AREA**



Village of Oak Park, Illinois
Envision Oak Park

Envision Oak Park is the Village's new Comprehensive Plan. Built upon a foundation of four core principals – 1) urban sustainability; 2) diversity, 3) cooperation and coordination, and 4) respecting Oak Park's Heritage, the Plan is directly evolving from intense public engagement and resident involvement. In addition to more common elements such as land use and transportation, the plan includes elements ranging from education and community life and engagement, to governmental excellence and arts and culture. participation. Additional, benchmarks and community score cards are being developed to measure the Village's implementation success over time.



Village of Oak Park
Land Use

- Single Family
- Single Family Attached
- Multi-family
- Commercial
- Mixed-use
- Community Facility
- School
- Medical
- Place of Worship
- Park

BE PART OF PLANNING OAK PARK'S FUTURE.

NEIGHBORHOOD WORKSHOP SERIES

Envision Oak Park is a community-based process and plan for the future of Oak Park. Get together with your neighbors. Let your voice be heard as we talk about issues important to you...neighborhoods, economy, environment, diversity, education, and so much more.

www.envisionoakpark.com

Envision Oak Park

Plan Elements:

- Land Use and Built Environment
- Arts and Culture
- Parks, Open Space, and Environment

What is Envision Oak Park?

Envision Oak Park is the name of the process, and ultimate product, to create a Comprehensive Plan for the Village of Oak Park. The Plan will address a wide number of issues related to local quality of life.

How can I get involved?

- Village will be hosting a Workshop Series that will include three workshops
- The public is invited to participate in the workshops and offer input regarding any of the 11 plan elements
- All workshops will be held at Oak Park-River Forest High School, from 7:00-9:30 p.m., on the following dates:
 - **April 23:** Vision and "Importance and Understanding" Narrative
 - **May 14:** Goals and Objectives
 - **June 5:** Metrics and Benchmarks of Success

How can I stay informed?

- Check out envisionoakpark.com for ways you can stay informed, provide input, and review documents.
- Other inquiries can be made to **Craig Fallor, Village Planner**, at (708) 358-5418, or fallor@oak-park.us.

NORTH YORK STREET CORRIDOR PRIORITY REDEVELOPMENT AND REINVESTMENT OPPORTUNITIES

The Land Use Plan also includes a list of Priority Redevelopment Opportunities, which are more than twenty sites within the Corridor that are well-positioned for new development that can create jobs, spur investment, and generate tax revenue. The design Guidelines prescribe the design of public and private improvements in the Corridor, and ensure that the appearance of the Corridor's structures are attractive and welcoming.

The Land Use Plan and Design Guidelines provide a tangible "roadmap" for the City, developers, businesses, and residents to improve the North York Street Corridor. While specific recommendations and scenarios have been identified to guide the City's decision makers, a heavy amount of flexibility and discretion is built into the recommendations.



Village of Elmhurst, Illinois North York Street Corridor Plan

North York Street is one of Elmhurst's most important arterial roadways and runs north-south from the City's northern border to its southern border. It links the northern neighborhoods to Downtown Elmhurst and provides connections to I-290. The study area for the North York Street Corridor Plan is considered the City's northern gateway into the community and the Downtown, and is the first impression of Elmhurst that visitors encounter when entering from the I-290 interchange. The North York Street Corridor Plan outlines the City's vision and strategies for improvement, redevelopment, beautification, and overall revitalization of the Corridor. The North York Street Corridor Plan, prepared by **Houseal Lavigne Associates**, is the product of substantial community input and participation from City residents, elected and appointed officials, City staff, and representatives from the local business community. The Plan establishes a foundation for future decision-making and provides specific recommendations regarding land use and development, design/development guidelines, transportation and access, and streetscape and beautification along the North York Street Corridor.



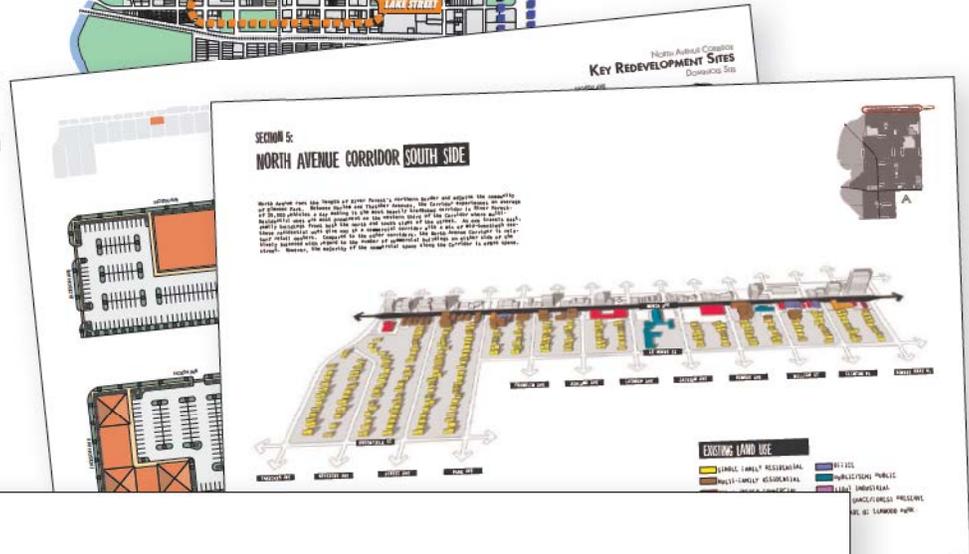
Recommended Enhancements

- 1 Prominent corners enhanced with low masonry planters with seasonal plantings
- 2 Recommended tree planting and sidewalk enhancements
- 3 Decorative traffic signal
- 4 Brick paver crosswalks
- 5 Ladder crosswalks

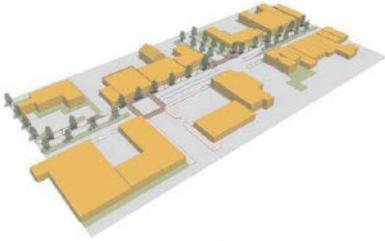
Village of River Forest

Corridors Plan

Using a variety of illustrative techniques the Plan communicates the detailed improvement plans and redevelopment priorities for each of the Village's primary commercial/mixed-use corridors. A goal of the plan was to utilize effective graphics that would ensure that residents and existing business/property owners would quickly and accurately understand its recommendations. The Village of River Forest is a mature community noted for its historic homes, beautiful neighborhoods, and tree lined streets, however, its commercial corridors are in need of revitalization. The Corridors Plan, directed and prepared by **Houseal Lavigne Associates**, focuses on revitalizing and beautifying the Village's commercial corridors.



CORRIDOR BEAUTIFICATION FRAMEWORK IMPLEMENTATION OF STREETSCAPE COMPONENTS



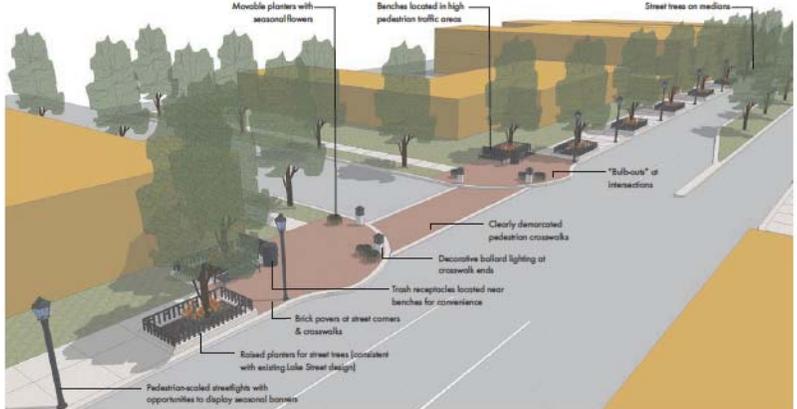
This page presents a combination of the primary streetscape components to form an attractive, pedestrian-oriented corridor environment. A memorable street is one that is typically oriented towards the pedestrian experience, thus pedestrian enhancement concepts focus predominantly on streetscape design.

Streetscape design refers to the overall design of a street, including the road, sidewalks and pedestrian amenities, landscaping, and the character of the adjacent building facades. Attention to detail and the use of quality materials is important in achieving a successful streetscape design along each of the Village's commercial/mixed-use corridors.

Proposed pedestrian enhancements are envisioned to extend the entire length of Madison Street, North Avenue and Harlem Avenue. The overall goal of enhancing the Village's streetscape is to improve pedestrian activity and safety along the corridors while enhancing the corridors overall character, appearance, and sense of place. Streetscape projects can help spur economic redevelopment and revitalization along the corridors and provide more attractive gateways and a unique identity for the Village of River Forest.

Enhancing the pedestrian areas along each of the corridors can help achieve the following:

- Establish a unique identity for the Village.
- Create unified districts in the Village.
- Strengthen the community's sense of place.
- Improve pedestrian mobility and safety.
- Enhance the overall character, appearance, and image of the corridors.



PRIORITIZING THE PEDESTRIAN REALM

The principle goal of the proposed streetscape improvements is to enhance the pedestrian atmosphere of the Village's auto-oriented corridors. Pedestrian-friendly streets are designed to be more accommodating to pedestrian traffic than conventionally designed streets, which are typically designed for the automobile. This concept of "Complete Streets" is being systematically embraced and implemented at the local, county, and state levels, and provides for all modes of transportation, including walking, biking, vehicles, transit, and more. Pedestrian friendly streets promote smart growth, context sensitive design, walkable neighborhoods, and innovative development approaches. Streets that are accommodating to pedestrians also enhance overall street liveliness and help in creating sense of place.





City of Rolling Meadows, Illinois

Golf Road Transit and Pedestrian Mobility Plan

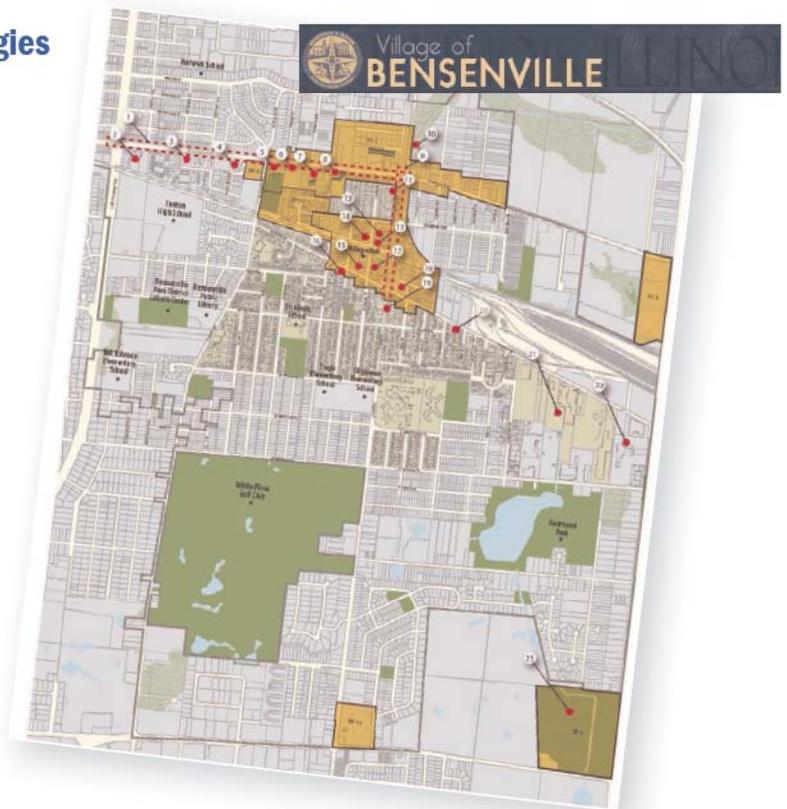
The City of Rolling Meadows, with support from the Regional Transportation Authority (RTA), retained the Houseal Lavigne Associates/**KLOA, Inc.** team to develop a Transit and Pedestrian Mobility plan for the Golf Road corridor between IL Route 53 on the west and Algonquin Road on the east. The adjoining project area consists of two corporate parks, major shopping destinations, and a forest preserve. Currently, the vast majority of employees in the corridor travel commute by private automobile. While the corridor is conveniently served by three Pace suburban bus routes that connect to regional transportation centers, the environment within the corridor is not conducive to mobility and fails to provide proper facilities, amenities, efficiencies, safety and security for pedestrians, bicyclists and transit users.

Village of Bensenville, Illinois

Legends Golf Course and Downtown Strategies

KLOA, Inc. participated in the Legends Golf Course and Downtown Strategies project as a sub-consultant to Hitchcock Design Group. The two-phase process consisted of (1) the identification of redevelopment opportunities and strategies in an expanded downtown study area and (2) the development of alternative strategies that explore priority opportunities in greater detail.

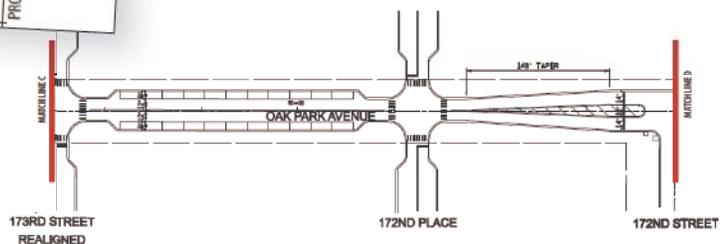
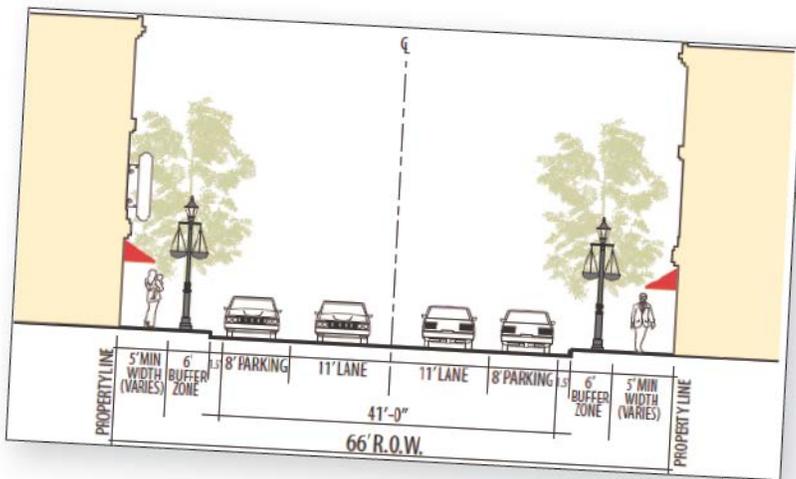
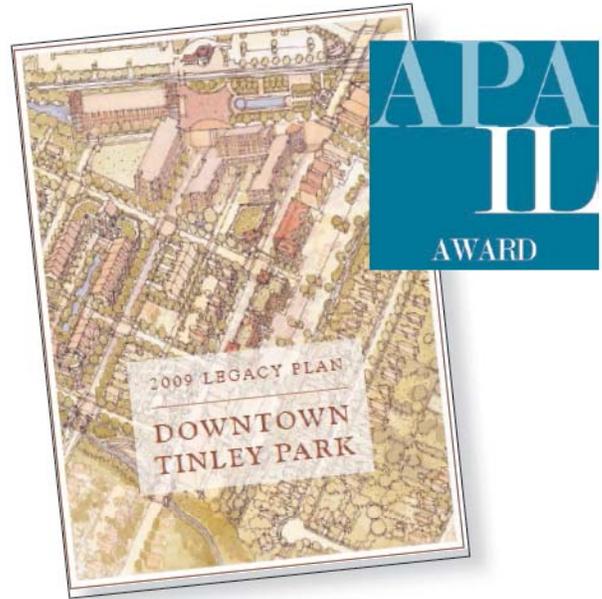
KLOA, Inc. participated in the stakeholder interviews and meetings with the Illinois Department of Transportation (IDOT), reviewed the various Western Bypass options developed by IDOT, summarized available traffic counts as well as the public transit routes serving the study area, and created an inventory of all public and private on-street and off-street parking spaces within the study area. KLOA, Inc. also identified key roadway, parking and transit constraints and opportunities and collaborated with Hitchcock Design Group on the development of various alternative strategies for the redevelopment of the CBD and Legends Golf Course areas.



Village of Tinley Park, Illinois Downtown Tinley Park Legacy Plan

The Village of Tinley Park retained **KLOA, Inc.**, as part of a Ginkgo Planning & Design-led project team, to develop an integrated master plan for the downtown area to guide near-term development. The vision of the downtown core includes a concentration of retail uses, dense residential development, civic buildings, and recreational and entertainment amenities all arranged in a coordinated grid that surrounds the existing Metra station, accommodates the automobile, and is designed primarily for the comfort and safety of pedestrians. Critical components of the plan are the preservation of the walkable charm of Oak Park Avenue, which is the Village's main street.

KLOA, Inc. and Ginkgo Planning & Design developed a roadway framework plan that included new street connections to complete the existing street grid, alleys that provided shared parking to the rear of street-fronting businesses, realigned street segments, curb cut consolidation and bicycle accommodations. The plan included the reconfiguration of Oak Park Avenue through the downtown core to improve pedestrian safety, create opportunities for enhanced streetscaping, and retain on-street parking that supports the street level retail businesses. Complete Streets principles were incorporated into the plan such as curb extensions, specialty crosswalk treatments, narrower travel lanes, and tighter intersection radii. Parking design standards were also developed for the downtown district.



SECTION 4
APPROACH & SCOPE OF WORK

SECTION 4

APPROACH & SCOPE OF WORK

Background and Understanding

The Village of Lincolnwood is well positioned within the Chicago region to capitalize on new investment and development opportunities. The Village contains a range of land uses and development typically not found in a community of its size including a regional mall, business park, hotels, multiple commercial corridors, a range of housing products and prices, and recreation facilities. With several major arterials and easy access to interstates and public transportation, residents can easily get to Chicago, the lakefront and other suburban locations. Equally, access to the Village from the City and other areas provides a competitive advantage for employers and retail businesses.

The Village is also an older landlocked community with aging infrastructure and intense competition from the City of Chicago and other nearby municipalities. The new comprehensive plan needs to ensure that the Village is able to leverage existing assets and the foundation that is already in place as a catalyst for future investment, both public and private.

The following represents an overview of some important current and future influences on the Village.

Commercial Development

Considering the geographic size of Lincolnwood, the Village has a large amount of commercial areas, most of which are located along its primary corridors including portions of Touhy Avenue, Cicero Avenue, Lincoln Avenue, Crawford Avenue, and McCormick Boulevard. Lincolnwood Town Center, located at the corner of Touhy and McCormick, represents the largest concentration of retail and restaurant uses in the Village, with over 400,000 square feet of space. While there are already existing developed outlots on the property, there is also a large amount of surface parking and adjacent property that may allow for additional redevelopment.

In addition, other commercial opportunities exist throughout the Village along all of the Village's commercial corridors. Some of these locations are challenging, with shallow lot depths, limited access, and a need for site assemblage that may require the Village to take an active role in facilitating redevelopment. Also, as additional development and investment occurs, it will be important to ensure that new uses complement and not detract from existing viable businesses.

New Investment

While the downturn in the economy and the real estate market slowed, and in some cases stopped, development in the Village, new investment is beginning to take place in several locations. Perhaps the most prominent and notable redevelopment is that taking place on the former "Purple Hotel" site which is slated to include a new hotel, entertainment, retail, and dining. This is a positive step forward for the Village, particularly given the number of years that the site was undeveloped.

The Village has three Tax Increment Finance Districts designed to incentivize development including the Lincoln Touhy TIF that was utilized to fund a portion of the hotel site redevelopment. TIF and other development tools should continue to be used where appropriate to maximize development potential.

Centers of Employment

Considering that Lincolnwood is primarily a residential community, the Village has a relatively diverse job mix. One of the main employment centers within the Village is the Lincolnwood Business Park, containing a mix of manufacturing, light industrial uses, and related businesses. While the site has been the subject of discussion regarding potential redevelopment/repositioning, its presence allows for a diversification of the Village's tax base. Professional office and retail uses represent the majority of other private sector employment. Maintaining both this land use mix and job base will be increasingly important to Lincolnwood's future.

Community Amenities

The Village has a good network of public parks and recreation facilities. The Village's civic facilities including municipal offices and police/fire are attractive and present a positive image of the community. It is our understanding that the Village continues to explore the potential to secure funding to construct a bicycle/pedestrian overpass that would provide an additional recreational amenity to residents and visitors and provide connections to a larger regional trail network.

Neighborhoods and Housing

One of the unique things that distinguishes Lincolnwood from many other communities is its rich cultural diversity. This is further enhanced by the desirability of the Village's residential neighborhoods. While the Village contains a mix of housing product, it will be increasingly important to provide options that attract all ages including young professionals looking to move to the community for the first time as well as empty-nesters and seniors seeking to remain in the community after selling a larger single-family home. In addition, School Districts 74 and 219 are well regarded for both academics and diversity which serve as a tremendous mechanism for attracting young families to the area.

Scope of Work

We propose a five-step planning process for preparing the Village's Comprehensive Plan. This program entails analyzing existing conditions to provide a concise and accurate assessment of strengths, weaknesses, issues and opportunities; establishing a vision for the community as a foundation for future planning efforts; formulating goals and objectives; developing and evaluating alternative plans and policies; and preparing final Comprehensive Plan recommendations and implementation strategies that are measurable and specific.

When assisting communities with similar planning efforts, we have experience working with Planning Citizen or Advisory Committees, Plan Commissions, and other established or elected boards. The planning process for the Lincolnwood Comprehensive Plan will include a 7-member citizen committee to better represent the spectrum of positions, interests, and insights within the community. If individuals are carefully selected, this approach will result in a more comprehensive process and increase the potential for considering unique insights and varying perspectives.

Our approach to comprehensive planning emphasizes community participation. We recognize the importance of using the planning process to establish community consensus and foster a stewardship for the Plan. Our approach requires that residents, business persons, and Village officials get involved in every step of the planning process and be active participants, helping to define issues, establish a vision, formulate ideas, and shape solutions. Our approach casts a wide net of engagement by providing an assortment of both traditional and innovative web-based approaches.

We suggest that the Comprehensive Plan emphasize the use of maps and graphics. We believe that a graphic approach conveys planning and development data more clearly and more concisely, and is more easily understood by most business persons, residents, and public officials. It is essential that the Plan be attractive, easy to use, provides a good "web presence", and has the ability to be used as part of the Village's overall marketing materials.

We believe our proposed work program will produce a meaningful and responsive Comprehensive Plan for Lincolnwood. We have completed similar work programs in a number of other communities during the past few years. Should the Village favor our basic approach, we will work closely with Village staff and officials to further refine this process to meet specific local needs and requirements.

On the following pages, each task of our proposed Scope of Work is presented in detail. At the end of this section, our proposed Scope of Work and timeline are summarized and graphically depicted.

Step 1: Project Initiation & Outreach

To “kick-off” the planning process on the right foot, meetings with key Village staff, and the Comprehensive Plan Citizen Committee (CPCC) are needed prior to undertaking other community outreach activities. After the “kick-off” to the planning process, our proposed outreach activities will help foster a stewardship for the Plan and the community as a whole.

Robust community outreach and citizen participation are the cornerstones of our proposed planning process. Anticipating high levels of participation from an active and engaged community, our proposed outreach process includes both traditional (face-to-face) and web-based activities to obtain the broadest levels of participation in preparing the Comprehensive Plan for the Village of Lincolnwood. Community outreach is included throughout the entire planning process, with this step providing the initial participation efforts and laying the foundation for the remaining steps.

1a: Director Meeting

Prior to our first meeting with the Citizen Committee, key members of the Consultant Team will meet with Village staff. This first meeting will allow the Project Director for the Consultant Team to review and discuss matters with the Village at the onset of the assignment. Regular and “as needed” meetings with Village staff will be held throughout the planning process to ensure an open communication and exchange of ideas.

1b: Project Initiation Workshop – Comprehensive Plan Citizen Committee

Before actual work begins, a project initiation meeting will be held to set the foundation for the planning program and review and discuss the overall direction and policy issues facing the community. Participants in the project initiation meeting would include Village staff, CMAP, and members of the Comprehensive Plan Citizen Committee. The purposes of this meeting will be to: (a) review overall project objectives; (b) review and discuss the work program for the project; (c) establish and discuss project roles and responsibilities; and, (d) establish an overall schedule for the project and upcoming events. The project initiation meeting will conclude with a Project Initiation Workshop. The workshop is intended to solicit the views of the Citizen Committee and staff regarding their concerns and aspirations for the Village of Lincolnwood.

1c: Press Releases, Notices, and Newsletter Articles

We will work with Village staff to prepare special articles at key points in the planning process for the Village’s website, local newsletters, local media outlets, and the interactive project website we will create for the project. We suggest an initial article to describe the purpose and objectives of the Comprehensive Plan, as well as regular updates during the process.

1d: Community Workshop & Charrette

The purpose of the community workshop is to allow residents to provide input into the future plans for the Village. The workshop will: (a) review the purpose of the Comprehensive Plan, the planning process to be undertaken, and the schedule for the project; and (b) secure local views on concerns, issues, and potentials within the community. The session will include both large group and small group working sessions to review and discuss conditions and potentials within the Village. The large group will work together to identify issues and opportunities, and the small “breakout” groups will work together to develop “visions” for the future of the community.

1e: Interactive Project Website (at no cost to the Village)

We will design and host an interactive Project Website that is linked to the Village's website. We are committed to utilizing the internet to maximize the participation and communication between the Village, the CPCC, and residents as it relates to the new Comprehensive Plan for the duration of the planning process and beyond.

This website can be used to post project schedules and meeting dates; display graphics, maps, and draft documents; address frequently asked questions; host a community discussion forum; contain on-line community surveys; and provide a variety of other features. The website will be the "one place" to go to for information regarding the updated Comprehensive Plan. Our websites are designed and hosted in house and provided free of charge for our projects.

1f: Social Networking & RSS

If desired by the Village, we can integrate Twitter, RSS Feeds, and Facebook into the interactive website and Comprehensive Plan process. For those residents that use the Internet to stay informed, these tools are essential in keeping them connected with local happenings as it relates to the Plan. Social networking tools can help increase awareness of the Comprehensive Plan and process and assist in increasing the number of people participating in all outreach exercises, including traditional face-to-face meetings.

1g: sMap (On-Line Community Issues Mapping)

For no additional charge, we will feature sMap, a web-based community issues mapping tool on the interactive Project Website. This award-winning tool, developed by Houseal Lavigne Associates, allows website visitors to identify, map, and comment on areas of concern and valued community assets. It simplifies the mapping process and familiarizes residents with all areas of the community in a fun, interactive, and effective manner. Input from residents allows us to create a composite map of community issues to assist with the identification and establishment of community goals and objectives.

1h: On-line Community Questionnaires for Residents & Businesses

To provide another means for community participation, we will prepare (1) a web-based questionnaire for residents of Lincolnwood to solicit community-wide opinion on a range of topics and issues, and (2) a web-based questionnaire for business owners designed to gather information on those issues and concerns most important to the Village's business community. These online surveys will be posted on the project website. At the close of the survey response period, we will review and summarize results as a gauge of community priorities and issues.

Step 2: Existing Conditions Analysis

This step will include the analysis of existing conditions and future potentials within the community. It will be based on information provided by the Village, as well as feedback from community service providers and reconnaissance, surveys, inventories, and analyses undertaken by the Consultant. The emphasis will be on the identification of existing conditions that will be taken into consideration during the formulation of goals, objectives, and planning recommendations.

2a: Village Studies, Plans, and Reports

The Village's previously prepared plans and studies with an influence on the new Comprehensive Plan will be assembled and reviewed, including the Village's 2006 amended Comprehensive Plan, The Lincolnwood Strategic Plan, The Lincolnwood Bikeway Plan, The Village's Corridor Plans, The Lincoln Avenue Streetscape Master Plan, The Village's TIF District Plans, and other relevant documents, studies, and plans, including CMAP's Go To 2040. This review of documents will determine: (a) recently adopted Village policies which needs to be reflected in the new Comprehensive Plan; (b) changes within the community that have taken place since the previous plans were prepared; (c) inconsistencies between plans and reports; (d) the relevance of previously collected data; and, (e) gaps in data which must be corrected as part of this planning process.

2b: Zoning and Development Controls

All of the Village's regulatory controls will be assessed to identify strengths and weaknesses, and to determine how these controls may influence opportunities for new development or redevelopment, including opportunities to support the Village's economic development efforts within existing, or expanded, commercial areas.

2c: Demographic Overview

A firm understanding of the community's existing and forecasted demographics is important as a foundation for land use planning and development decision-making.

Our demographic overview will include an analysis of recent trends in population, households, income, age and gender characteristics, racial and ethnic composition, and labor force and employment to help create a foundation to assist with future land use designations and planning objectives.

2d: Existing Land-Use and Development

An Existing Land-Use Map will be prepared that inventories all parcels in the Village and its planning area. The map will then be analyzed to identify functional land-use areas, compatible and incompatible land-use arrangements, and other issues related to land-use and existing development conditions. This inventory and assessment will include detailed examination of residential neighborhoods, commercial areas, industrial/employment areas, and more.

2e: Community Facilities

We will conduct an inventory and analysis of community service providers and owners, including Lincolnwood School District 74, Niles Township High School District 219, Oakton Community College District, Lincolnwood Public Library District, Lincolnwood Fire Department, Lincolnwood Police Department, Public Works Department, and more. Facilities and services will be evaluated with respect to age, condition, capacity, demand, and the need for future improvement. The Consultant will prepare a facilities survey questionnaire to be sent to all service and facility providers within the community. The results of the survey, together with fieldwork and other research, will be used to prepare a report detailing and mapping existing community facilities.

2f: Transportation and Mobility

An analysis of the Village's existing transportation conditions will be undertaken. This will encompass the existing street system, sidewalk network and other bike and pedestrian facilities, and public transportation. Problems, concerns, and opportunities for improvement will be identified. The analysis will assist with the development of recommendations that would improve access and control, linkages and connectivity, and overall safety and efficiency.

2g: Environmental Features and Open Space

This step will include the review, inventory, and analysis of the Village's open space and environmental features, including all Lincolnwood Parks & Recreation Department parks, other significant natural resources, water features, and other special natural and human-made features that add to the Village's image and character. Problems, concerns, strengths, and opportunities for improvement and incorporation will be identified.

2h: Existing Conditions Analysis CPCC Presentation

The results of the community outreach activities and the preceding work steps will be outlined in a memorandum and presentation to the Comprehensive Plan Citizen Committee detailing issues, opportunities, potentials, existing conditions, and trends to be addressed in the new Comprehensive Plan. The Existing Conditions analysis will answer the questions "Where are we now?" and "Where are we headed?" This will serve as a foundation for the future steps in the planning process. The objective of this meeting is to provide an overview of outreach completed to date and develop an understanding of the issues, concerns, and priorities that should be addressed in the Comprehensive Plan as a foundation for preparing the Preliminary Goals and Objectives in Step 3.

Step 3: Community Vision, Goals, and Objectives

The purpose of this step will be to establish an overall "vision" for the future of the Village of Lincolnwood that can provide focus and direction for subsequent planning activities and serve as the "cornerstone" of the consensus building process. Based on the Vision and previous steps in the planning process, preliminary Goals and Objectives will also be prepared.

3a: Vision Statement

Building on the community workshop and our assessment of existing conditions, we will prepare a preliminary Vision Statement for the Village of Lincolnwood. The preliminary Vision Statement will be based on the Vision Session, feedback from the community outreach activities, and observations from the Consultant Team.

3b: Goals and Objectives

Based on previous steps in the planning process, preliminary Goals and Objectives will be prepared which will provide more specific focus and direction for planning recommendations. Possible categories include (1) Village image and identity; (2) Housing and residential neighborhoods; (3) Economic development; (4) Commercial areas; (5) Transportation, safety, and mobility; (6) Parks and open space; (7) Community facilities and infrastructure; and, (8) Plan implementation. The Preliminary Vision Statement, Goals, and Objectives will be provided to the Committee for review and comment.

Step 4: Community-Wide Plans and Policies

This step will entail the preparation of future plans for growth and annexation, land use, transportation and mobility, open space and environmental features, community facilities, urban design and community character, and community sustainability. These future plans will provide the “core” for the Comprehensive Plan and will reflect community input and the Village’s Goals and Objectives.

4a: Land Use and Development Plan

Based on the Goals and Objectives and work activities in Steps 1 through 3, a Land Use Plan will be prepared for the Village and its planning area. The Land Use Plan will include recommendations and policies for all land use areas in the Village, including residential neighborhoods and uses, commercial areas, industrial land uses, and more. The Plan will provide land use designations for all areas of the Village as well as any adjacent unincorporated areas. The Land Use and Development Plan will utilize text and highly illustrative maps and graphics to communicate planning concepts and principles.

4b: Neighborhoods and Commercial Area Framework Plans

In addition to a Village-Wide Land Use Plan and Map, the Land Use Plan will also include more specific framework plans and policies for both major land use divisions, including: (1) Residential Areas/Neighborhoods Plan & Policies; (2) Commercial and Industrial Areas Plan & Policies. The Residential Areas Framework Plan will explore opportunities and policies to stabilize existing neighborhoods while expanding housing opportunities and the Commercial and Industrial Areas Framework Plan will explore opportunities for economic development and expansion of the Village’s tax base.

4c: Transportation and Mobility Plan

Based on work activities in Steps 1 through 3, the preliminary Transportation and Mobility Plan for the Village will be prepared. The existing street system is well established in some areas of the community, but system recommendations can improve transportation options for residents, including a comprehensive sidewalk network. The Transportation and Mobility Plan will focus on the coordination and optimization of all modes of travel within the Village, including vehicular, bicycle, walking, and transit services. The Transportation and Mobility Plan will include specific recommendations for motorized and non-motorized travel, parking, circulation, and linkages between key areas of the Village. The Transportation and Mobility Plan will utilize text and highly illustrative maps and graphics to communicate transportation planning concepts, recommendations, and principles.

4d: Recreation, Open Space, and Natural Features Plan

The Comprehensive Plan will recognize the importance of the Village’s natural resources and its established parks and recreation system. Plan recommendations will promote working with the Lincolnwood Park & Recreation Department to preserve and enhance parks and open spaces and improve their accessibility throughout the Village.

4e: Community Facilities Plan

Based on work activities in Steps 1 through 3, the preliminary Community Facilities Plan will be prepared. The Plan will identify and inventory all community facilities in the Village and include recommendations and policies for municipal facilities and services, infrastructure, intergovernmental coordination and cooperation, and more. The Community Facilities Plan will utilize text and highly illustrative maps and graphics to communicate planning concepts and principles.

4f: Urban Design and Beautification Framework Plan

An Urban Design and Beautification Framework Plan will be prepared that provides a framework of recommendations for improving the overall identity, appearance, and character of the Village and its corridors, neighborhoods, and employment areas. The Plan will seek to improve the overall image and attractiveness of the Village through urban design, landscaping, pedestrian amenities, entry features, development design criteria, signage improvements, and more.

4g: Implementation Strategy

An Implementation Strategy will be prepared which will describe the specific actions required to carry out the new Comprehensive Plan, including recommendations regarding zoning and other regulations, timing of recommendations (short, mid-, long-term), priority improvement projects and redevelopment sites, potential funding sources and implementation techniques, and general administration and follow-up to the Plan. This section will also identify methods and indicators to allow the Village to track the progress and effectiveness of the Plan and maximize its usefulness as a tool to achieve community Goals and Objectives.

Step 5: Plan Documents and Adoption

Based on the previous steps in the planning process, the draft and final versions of the Comprehensive Plan document will be prepared for local review and consideration, including the Plan Commission public hearing and the presentation to and adoption by the Village Board.

5a: Draft Comprehensive Plan Document

Based on the results of Steps 1-4, a draft Comprehensive Plan document will be prepared for local review and consideration. The Plan report will be designed not only to serve as a legal document for guiding land use and development, but also as a guide for establishing Village policy regarding a variety of community components that collectively provide the community's overall quality of life. The Plan will also provide a detailed Implementation Strategy that identifies specific projects and actions that need to be undertaken in order for the Village to realize the Plan's recommendations. We anticipate that the Plan report will include the following sections:

Introduction, which will describe: (1) the history of the community and background to the Comprehensive Plan; (2) the overall purpose of the planning program; (3) the planning process undertaken by the Village; and 4) the organization of the Plan document.

Community Profile and Assessment, which will describe the existing conditions within the Village, including demographics, existing land use, current zoning, community facilities, transportation conditions, community character, and open space and environmental features.

Community Outreach, which will highlight and summarize results of community outreach activities, including the community workshops, charrettes, surveys, key person interviews, meetings, and more.

Community Vision, Goals, and Objectives, which will provide a Vision for the community, and the Goals and Objectives for the Plan. The Vision will serve as the foundation for all planning principles, policies, and recommendations included in the Plan.

Land-Use and Development Plan, which will establish land use designations for all areas of the Village and its planning jurisdiction and highlight potential redevelopment areas in the Village. The Land-Use Plan will present recommendations for improving and enhancing existing land-use areas and promote compatible new development and redevelopment in selected locations.

Neighborhood and Housing, will present policies and guidelines to manage, protect, and enhance established neighborhoods and new residential construction.

Business, Commercial, and Industrial Areas, will present policies and guidelines to manage, protect, and improve the Village's employment and shopping areas.

Transportation and Mobility Plan, which will present policies and recommendations related to access, traffic circulation, parking, pedestrian and bicycle movement, and public transportation.

Recreation, Open Space, and Natural Resources Plan, which will present policies and recommendations for maintaining and enhancing the Village's open space and environmental features, including parks, water features, wetlands, and any other environmental features of interest.

Community Facilities Plan, which will provide a detailed inventory of community facilities and present policies and recommendations for municipal facilities, public utilities (water and sewer), telecommunications facilities, schools, other institutions, cultural facilities, and other community facilities and services.

Implementation, which will describe the specific actions required to carry out the new Comprehensive Plan, including recommendations regarding zoning and other regulations, priority improvement projects and redevelopment sites, potential funding sources and implementation techniques, and general administration and follow-up to the Plan.

5b: Staff Review

Prior to presenting the Draft Comprehensive Plan to the Comprehensive Plan Citizen Committee, the Plans will be distributed to Village staff for review. The Plans will be modified based on staff review before presentation to the CPCC.

5c: Comprehensive Plan Citizen Committee Meeting

A meeting will be conducted with the Comprehensive Plan Citizen Committee to review and reach agreement on the draft Comprehensive Plan before proceeding to the community open house and public hearing.

5d: Community Open House

Prior to the Public Hearing, a community open house will be held to allow residents to "drop in" and review preliminary plans and ask questions of the members of the Consultant Team. The Open House format provides an opportunity to see and learn about the Village's new Comprehensive Plan before the adoption process begins.

5e: Final Plan Report to Plan Commission (Public Hearing/Presentation)

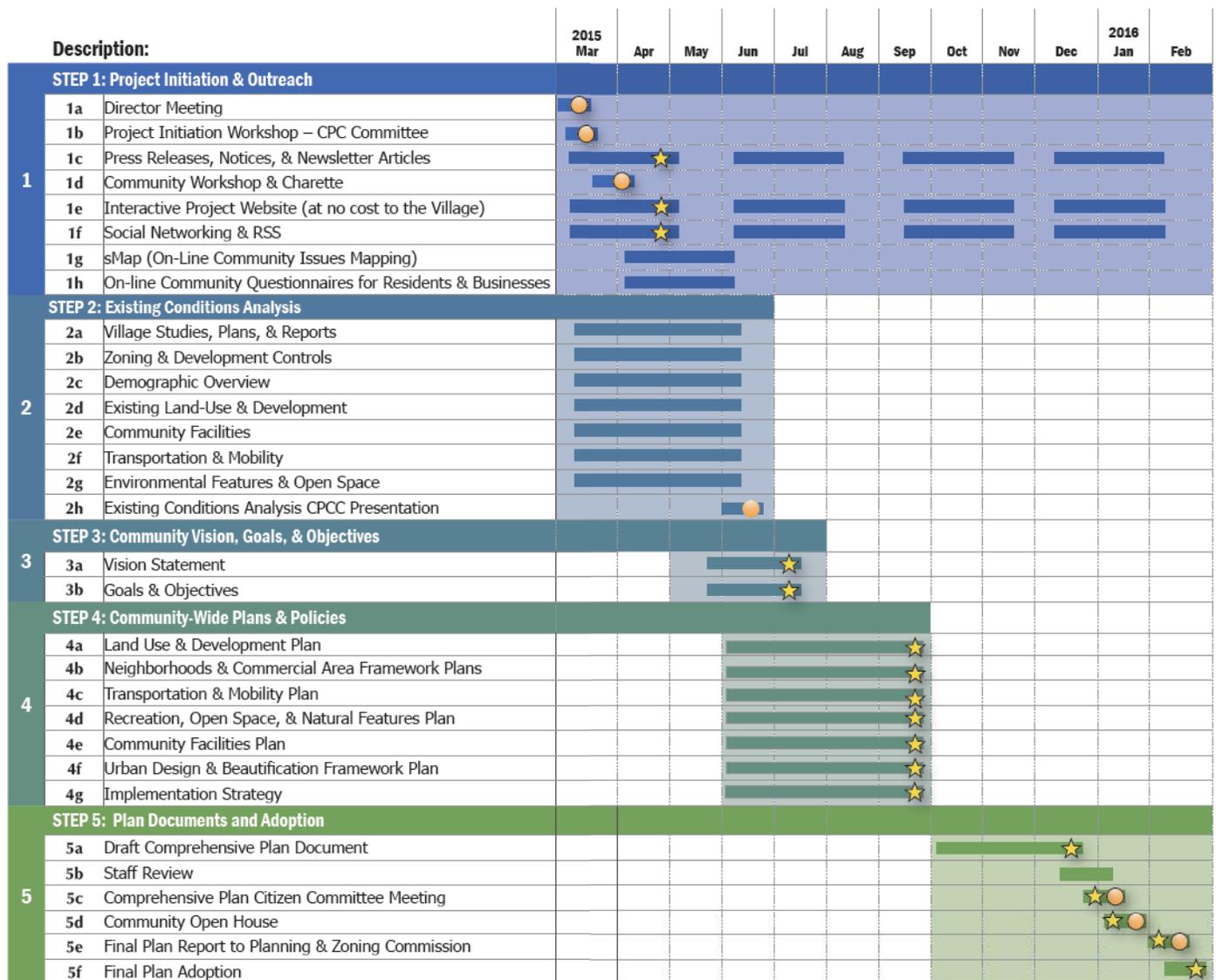
The Final Comprehensive Plan Report will be presented to the Plan Commission for public hearing. The Public Hearing provides an opportunity for residents and the community at-large to comment on the Plan and its recommendations prior to its adoption. Based on review and discussion, and based on public feedback during the public hearing, a revised Comprehensive Plan will be prepared for recommendation to the Village Board.

5f: Final Plan Adoption

The Final Comprehensive Plan Report will be presented to the Village Board for consideration and adoption. At the conclusion of the project, all of the background data and information compiled by the Consultant during the course of the study will be made available to the Village.

Anticipated Timeline

The timeline on the below describes how the services described in this Proposal will be executed over the next twelve months. This timeline will serve as the general framework for a more specific project schedule developed in conjunction with Village staff that will identify key opportunities for interaction with a project steering committee, stakeholders, and the public at-large.



Legend for Diagram:

- Denotes the estimated timeline for each individual task.
- Denotes meetings to be conducted by Project Team.
- Denotes products to be delivered by Project Team.

SECTION 5
COST

SECTION 5

COST

Project Cost

Our estimated cost for the proposed Scope of Work outlined is \$49,920. This price excludes anticipated direct project related expenses such as printing, copies, graphic reproduction, presentation materials, mileage, etc.

Hourly Rates

Estimated project costs are based on anticipated work load and the Project Team’s hourly rates shown below:

Houseal Lavigne

Principal - \$155
 Senior Associate - \$125
 Associate - \$100
 Intern - \$50-\$80

KLOA

Principal - \$170
 Associate \$65

Description:	Cost	Principal	Senior Associate	Associate	KLOA
1 STEP 1: Project Initiation & Outreach	\$2,640	36	14	14	
2 STEP 2: Existing Conditions Analysis	\$20,760	24	16	129	20
3 STEP 3: Community Vision, Goals, & Objectives	\$1,530	6			8
4 STEP 4: Community-Wide Plans & Policies	\$16,480	28		100	20
5 STEP 5: Plan Documents and Adoption	\$8,510	22	16	31	
Total Base Cost*	\$49,920				
Total Hours		116	46	274	48

*Excluding direct expenses estimated to be no more than 5% of total cost

Request For Board Action

REFERRED TO BOARD: February 17, 2015

AGENDA ITEM NO: 3

ORIGINATING DEPARTMENT: Community Development

SUBJECT: Consideration of a Recommendation by the Zoning Board of Appeals to Approve Variations from Section 3.08(4)a, Section 3.08(5), and Section 4.12 of the Zoning Code to Permit a Detached Garage in the Rear Yard of the Property Located at 3350 West Columbia Avenue

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the January 20, 2015 Village Board meeting, the Village Board continued this matter to the February 17, 2014 Village Board meeting.

Since the January 20, 2015 meeting, the Petitioner has submitted a revised drawing reducing the area of the proposed detached garage. The Petitioner originally proposed a 494.5-square-foot (23'0" x 21'6") detached garage. The revised garage is now proposed to be 430-square feet (20'0" x 21'6"). The Petitioner has also eliminated sidewalks along the east side of the property and in the rear yard.

Below is an update on the three specific development standards for which Variations from the Zoning Code were originally sought:

1. Minimum 15-foot separation between principal and accessory structure (Section 3.08(4)a);
 - The applicant proposes a minimum distance of three feet. Variation requested.
2. Maximum 30 percent accessory building rear yard coverage (Section 3.08(5)); and
 - With the revised plan, a detached garage of 430-square feet does not exceed the maximum 30 percent rear yard coverage. Variation no longer required.
3. Maximum 35 percent building coverage (Section 4.12).
 - With the reduced area of the detached garage, the total building coverage is 2,456-square feet. The revised building coverage as proposed is 39.6 percent. Variation requested.

Attached is this revised drawing. The material provided below was first presented to the Village Board for its January 20, 2015 meeting.

Mira Hoxha, the property owner ("Petitioner"), seeks approval of three Variations in order to erect a 494.5-square-foot (23' x 21'6") detached garage in the rear yard at 3350 West Columbia Avenue. Below are the three specific development standards for which Variations from the Zoning Code are sought:

1. Minimum 15-foot separation between principal and accessory structure (Section 3.08(4)a). The applicant proposes a minimum distance of three feet.
2. Maximum 30 percent accessory building rear yard coverage (Section 3.08(5)). The applicant proposes a rear yard coverage of approximately 31.4 percent.

3. Maximum 35 percent building coverage (Section 4.12). The applicant proposes building coverage of approximately 40.64 percent.

The Petitioner recently purchased the subject property and, as indicated in the application, seeks to install the detached garage for the parking of commercial vehicles.

Building Separation Variation Request

The first of the requested Variations is to permit the detached garage to be located three feet from the nearest portion of the principal structure. The Zoning Code requires that, "A detached accessory building shall not be nearer than fifteen feet (15') from the nearest wall of the principal building..."

The total depth of the subject rear yard is approximately 31.25 feet. The proposed garage depth is approximately 21.5 feet. Given the rear yard depth, a detached garage in the rear yard could not be installed to comply with both the minimum 15-foot building separation requirement and the minimum 5-foot rear yard setback requirement.

Rear Yard Coverage Variation Request

The Petitioner also seeks a Variation to exceed the maximum 30 percent accessory building rear yard coverage. The subject rear yard area is 1,575-square feet. Therefore, the maximum rear yard building coverage is 472.5-square feet. The proposed detached garage is 494.5-square feet or approximately 31.4 percent of the rear yard.

Building Coverage Variation Request

Finally, the Petitioner seeks a Variation to permit the principal structure and detached structure to exceed the 35 percent maximum building coverage. The lot area of the subject property is 6,200-square feet. Therefore, the combined area of the principal and accessory structures cannot exceed 2,170-square feet. With the construction of the proposed detached garage, the total building coverage is approximately 2,520-square feet. As a result, the Petitioner seeks approval of a 40.64% building coverage, which is in excess of the maximum permitted building coverage of 35% by approximately 350-square feet.

The proposed garage complies with the Village's bulk requirements for setbacks and maximum height for detached accessory buildings.

Pertinent Records and Cases

A review of Village records indicates that the existing home was constructed in approximately 1959. A search of Village records resulted in no additional information on the subject property pertinent to the requested Variations.

Since adoption of the 2008 Zoning Ordinance, the Village has considered five applications for relief involving three building separation Variations, three building coverage Variations, and no rear yard coverage Variations. While every project is unique, the Village approved the five applications requesting the aforementioned Variations. A complete summary of each request can be found in the attached staff summary to the Zoning Board of Appeals.

Public Hearing

The Zoning Board of Appeals (ZBA) considered the requested Variations on December 17, 2014. Chairman Theisen asked the Petitioner to address the hardship pertaining to the Variation requests. Ms. Rebeka Hoxha stated that the property was recently purchased with the intention to construct a detached garage. Ms. Hoxha stated that a detached garage cannot be installed on the property without relief from the Zoning Code. Ms. Hoxha added that many residences on the block have garages and there are still a high number of vehicles parked on Columbia Avenue. Ms. Hoxha indicated the

detached garage would not be out of character in the neighborhood and would help reduce on-street congestion.

In its deliberations, the ZBA discussed the purpose and origin of the building separation requirement and the location of the proposed detached garage within the rear yard. The ZBA asked if staff was aware of any detached structure located closer than 15 feet to the principal structure. Staff indicated that there is not an inventory of such properties, but that the condition is not uncommon in the Village.

Chairman Theisen entered into the record two letters of objection submitted by the residents of 3336 West Columbia Avenue.

The ZBA also received oral testimony at the Public Hearing. Ms. Mary Nakawatase, 3325 West Columbia Avenue, stated that there is too much congestion on Columbia Avenue. Ms. Nakawatase voiced her opposition to the Variation as she does not believe the detached garage will be a solution to the on-street parking congestion.

Except that identified above, no other public testimony was received.

Zoning Board of Appeals Recommendation

The ZBA first considered a motion to deny the requested Variations. That motion however failed by a 3-4 vote.

The ZBA next considered a motion to approve the requested Variations, and by a 4-3 vote (Commissioners Keller, Ikezoe-Halevi, and Chairman Theisen opposing), the ZBA recommends approval of the requested Variations, subject to the detached garage being constructed with minimum 2-hour fire separation requirement, including the roof structure.

FINANCIAL IMPACT:

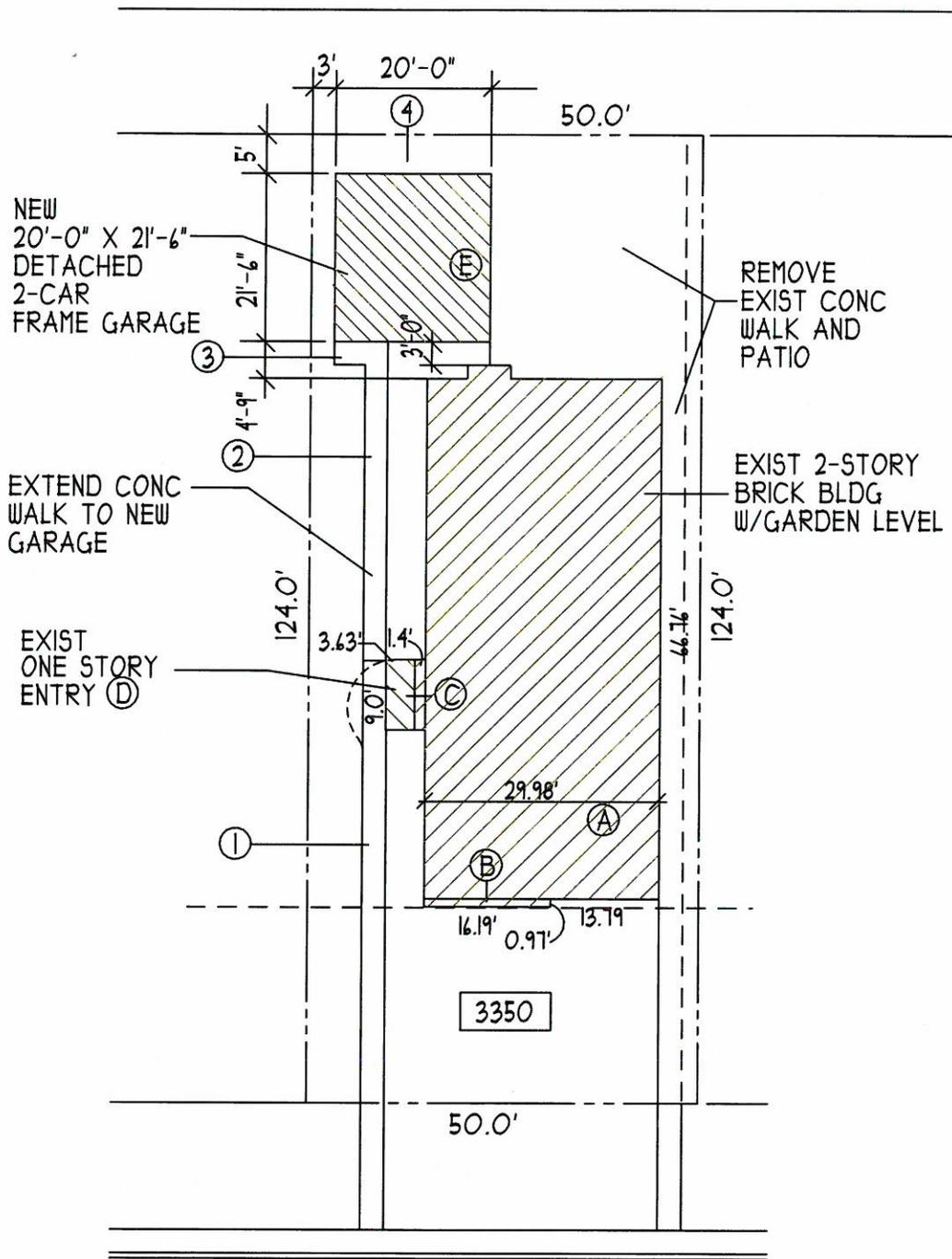
None

DOCUMENTS ATTACHED:

1. Revised Variation Site Plan
2. December 17, 2014 ZBA Minutes (Draft)
3. December 17, 2014 ZBA Packet
 - a. Staff Report to ZBA
 - b. Letters of Opposition
 - c. Section 3.08(4) and 3.08(5) of the Zoning Code
 - d. Section 4.12 of the Zoning Code
 - e. Petitioner Prepared Zoning Calculation
 - f. Site Plan with Zoning Calculation
 - g. Residential Zoning Variation Application
 - h. Site Plans
 - i. Petitioner Submitted Photographs
 - j. Garage Floor Plan
 - k. Proposed Garage Elevations

RECOMMENDED MOTION:

Move to concur with the recommendation of the Zoning Board of Appeals to approve Variations from Section 3.08(4)a, Section 3.08(5), and Section 4.12 of the Zoning Code to Permit a proposed Detached Garage in the Rear Yard of the Property Located at 3350 West Columbia Avenue, subject to a fire separation requirement and to direct the Village Attorney to prepare the requisite Ordinance for adoption.



WEST COLUMBIA AVENUE



SITE PLAN

SCALE: 1" = 20'-0"

NEW DETACHED GARAGE
 3350 WEST COLUMBIA AVE
 LINCOLNWOOD, IL 60112
 ARCHITECT: CHRIS GEORGE, P.C.
 124 HILL ST. MT. PROSPECT, IL 60056-2732
 (847) 699-8150 FAX (847) 699-8151
 JOB #1525 1/27/2015



**DRAFT MEETING MINUTES OF THE
ZONING BOARD OF APPEALS
DECEMBER 17, 2014 – 7:00 P.M.**

**LINCOLNWOOD VILLAGE HALL
COUNCIL CHAMBERS
6900 NORTH LINCOLN AVENUE
LINCOLNWOOD, ILLINOIS 60712**

MEMBERS PRESENT:

Chairman Herb Theisen
Paul Grant
Jean Ikezoe-Halevi
Martina Keller
Christopher Nickell
Kathy O'Brien
Kirill Vorobeychik

MEMBERS ABSENT:

STAFF PRESENT:

Aaron N. Cook, AICP, Community Development Manager

I. CALL TO ORDER

Chairman Theisen noted a quorum of seven members and called the meeting to order at 7:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

Motion to recommend approval of the November 19, 2014 Meeting Minutes was made by Commissioner Grant, and seconded by Commissioner Ikezoe-Halevi.

Aye: Grant, Ikezoe-Halevi, Keller, Nickell, Vorobeychik, and Theisen

Abstained: O'Brien

Nay: None

Motion Approved: 6-0

DRAFT

IV. Public Hearing: 3350 West Columbia Avenue – Accessory Building Variations

Chairman Theisen swore in the Petitioners, Ms. Mira Hoxha of 3350 Columbia Avenue and Ms. Rebeka Hoxha of 3420 North Shore Avenue.

Mr. Cook presented the two Variation requests required for the building of a new two-car detached garage. The property at 3350 West Columbia Avenue is in the R-4 Residential Zoning District. The first Variation request is to allow the detached garage to be located three feet from the principal structure. The Zoning Code requires at least a 15-foot separation. The second Variation request relates to the maximum building coverage requirement. The Zoning Code requires a maximum lot coverage of 35 percent. The Petitioner is requesting a lot coverage of 40.64 percent.

The site plan, with zoning calculations, was presented for review. Mr. Cook stated that there were several related or similar actions since the adoption of the current Zoning Code in November 2008. The majority of those requests were approved unanimously.

Chairman Theisen entered into the record two letters of opposition to this Variation request. Mr. Cook summarized the letters as saying that the property already has a large principal structure and the garage would crowd the property as well as disrupt their view. The Petitioners thought the neighbors were opposed to the height of the garage and not the structure itself. Mr. Cook said the letters were not clear as to this opinion.

Chairman Theisen questioned the Petitioners regarding their hardship. The Petitioners stated that they recently purchased the property with the hopes of building a garage. If they had to comply with the Zoning Code, they would not be able to have a garage at all. They also stated that all of the residences on the block do have a garage, so they did not anticipate any problems. They further stated they might use this two-unit building as a rental property.

Commissioner Nickell asked Mr. Cook as to why there has to be a 15-foot separation. Mr. Cook replied that this is a life safety code issue that in the event of a fire, this separation minimizes the chance of fire to both structures. When asked by Commissioner Nickell if the Petitioners could build an attached garage and comply with the Zoning Code, Mr. Cook replied that they would then have to comply with the 30-foot rear yard setback which would not be possible.

Commissioner Keller questioned the Petitioners what hardships they would experience if this Variation was denied. The Petitioners stated that with the congestion on Columbia, they would like a garage to keep their vehicles protected. There is barely any parking available on Columbia as it is.

Commissioner Keller asked the Petitioners if they are not living there, why do they need to park their vehicles there. The Petitioners stated that they live in the neighborhood and since they own this property as well, this is where they would like to park their vehicles within the proposed detached garage.

Commissioner Grant asked Mr. Cook how far it was from the entrance of the garage to the alley. Mr. Cook replied that there is a five-foot setback from the rear lot line adjoining the alley which allows enough room for the vehicles to maneuver in and out of the garage. If the garage was placed any closer to the alley, this would create maneuverability issues as well as the need for another Variation request.

Ms. Mary Nakawatase of 3325 West Columbia Avenue said there is too much congestion on the street already, and that the people renting these units will have to park on the street as well. She is opposed to this Variation and does not believe that this garage is going to make a difference with regards to the current and future parking situation.

Commissioner Halevi asked Mr. Cook if this separation issue is really a zoning concern. She also asked if there any other properties in the Village with such a small separation between structures and if the fire code is the only reason for the 15-foot separation. Mr. Cook replied that there are some properties in Lincolnwood with less than 15 feet between structures, but was not aware of any that are this small. Mr. Cook further answered that there are building standards that could be included in the plans to address the fire safety code issues. The 15-foot separation achieves some level of openness which the Zoning Code is intended to achieve. If there are too many structures clustered together, it increases the intensity of that property. Mr. Cook believes that this is more of a fire prevention standard than promoting the openness concept.

Chairman Theisen asked if anyone in the audience would like to address the Zoning Board regarding this Public Hearing. Let the record state that no one came forward.

Motion to deny the Accessory Building Variation was made by Commissioner Keller, and seconded by Chairman Theisen.

Aye: Keller, Theisen, and Ikezoe-Halevi
Nay: Grant, O'Brien, Nickell, and Vorobeychik
Motion Approved: 3-4

Motion to approve the Accessory Building Variation to reduce the 15-foot separation to 3 feet, to reduce the maximum lot coverage from 35 percent to 40.64 percent, and to reduce the rear yard building coverage, if staff finds it required upon review, to 494.5 feet. Additionally, a stipulation to include that the building meets a fire safety rating of a minimum two-hour or better standard to also include the roof structure as well was made by Commissioner O'Brien, and seconded by Commissioner Nickell.

Aye: O'Brien, Nickell, Grant, and Vorobeychik
Nay: Keller, Ikezoe-Halevi, and Theisen
Motion Approved: 4-3

This Variation request will be heard by the Village Board at the Tuesday, January 20, 2015 meeting.

VI. ADJOURNMENT

Hearing no further business, **motion to adjourn** was made by Commissioner Ikezoe-Halevi, and seconded by Commissioner Keller. Meeting adjourned at 7:50 p.m.

Aye: Ikezoe-Halevi, Keller, Grant, O'Brien, Nickell, Vorobeychik, and Theisen
Nay: None
Motion Approved: 7-0

Respectfully Submitted,

Kathryn M. Kasprzyk
 Community Development Coordinator



Staff Report

Zoning Board of Appeals

December 17, 2014

Subject Property:
3350 West Columbia Avenue

Zoning District: R-4 Residential

Petitioner: Mira Hoxha - Property Owner

Nature of Request: The Petitioner seeks to erect a new detached garage in the rear yard of the existing residence located at 3350 West Columbia Avenue.



Requested Action: The Petitioner seeks a Variation from Article III, Section 3.08(4)a to permit the proposed detached garage to be located less than fifteen feet from the nearest wall of the principal building and a Variation from Article IV, Section 4.12 to permit the principal building and detached building to exceed the maximum 35% building coverage.

Notification of Public Hearing: Consistent with Village requirements, notice of the scheduled December 17, 2014 Hearing was published in the Lincolnwood Review dated November 27, 2014, a Public Hearing sign installed at 3350 West Columbia Avenue, and notices dated November 27, 2014 were also mailed to properties within 250 feet.

Summary of Request

The Petitioner is seeking to erect a new detached garage in the rear of the property commonly known at 3350 West Columbia Avenue. The proposed 494.5-square-foot (23'.0" x 21'6") garage complies with the bulk requirements for setbacks and detached accessory building height.

The Petitioner seeks two Variations in order to erect the detached garage. The first of the requested Variations is to permit the detached garage to be located three feet from the principal structure. The Zoning Code requires that, "A detached accessory building shall not be nearer than fifteen feet (15') from the nearest wall of the principal building..."

The Petitioner additionally seeks a Variation to permit the principal structure and detached structure to exceed the maximum building coverage. The Zoning Code requires that the horizontal area measured within the outside of the exterior walls of the ground floor of all principal and accessory buildings on a lot cannot exceed 35% of the lot area. The lot area of the subject property is 6,200-square feet. Therefore, the combined area of the principal and accessory structures cannot exceed 2,170-square feet. With the construction of the proposed detached garage, the total building coverage is approximately 2,520-square feet. As a result, the Petitioner seeks approval of a 40.64% building coverage, in excess of the maximum permitted building coverage of 35% by approximately 350-square feet.

Related Village Action

Pertinent Property Background – The existing home was constructed in or around 1959. A search of Village records resulted in no additional records or information regarding the subject property pertinent to this request.

Related Detached Garage Variation Requests Considered Since 2008

<u>Property Address</u>	<u>ZBA Recommendation</u>	<u>Status</u>
<u>3725 West Wallen Avenue</u>	<u>Recommended Approval 7-0</u>	<u>Ordinance No. Z2011-2946 Approved</u>
Requested <i>detached building separation Variation</i> to permit a detached garage to be located 10.5-feet from the nearest wall of the principal building rather than the minimum 15-foot separation. The ZBA concluded that a detached garage as proposed is reasonable for residential properties. The Zoning Board noted there are unique limiting characteristics of the subject property such as the existing home is set back at a distance which creates a uniquely small rear yard. However, the ZBA did discuss the Petitioner constructed a rear yard addition in 1998 which contributed to the creation of a smaller rear yard. The Village Board concurred.		
<u>6529 North Cicero Avenue</u>	<u>Recommended Approval 7-0</u>	<u>Ordinance No. Z2011-2976 Approved</u>
Requested <i>detached building separation Variation</i> to permit a detached garage to be located 11.3-feet from the nearest wall of the principal building rather than the minimum 15-foot separation. The ZBA concluded that a detached garage as proposed is reasonable for residential properties. The Zoning Board noted there are unique limiting characteristics of the subject property such as the existing home is set back at a distance which creates a uniquely small rear yard. The Village Board concurred.		
<u>6730 North Kimball Avenue</u>	<u>Recommended Approval 6-0</u>	<u>Ordinance No. 2012-3010 Approved</u>
Requested <i>detached building separation Variation</i> and <i>building coverage Variation</i> to permit a detached garage be located approximately 10 feet 7 inches from the nearest wall of the principal building rather than the minimum 15-foot separation and to permit a total 36% (2,010-square feet) building coverage exceeding the maximum 35% (1,943-square feet) building coverage. The ZBA concluded that a detached garage as proposed is reasonable for residential properties and the proposed garage depth of 20 feet was as narrow as could be built. The ZBA noted there are unique limiting characteristics of the subject property such as the existing home is constructed in a manner which results in a uniquely small rear yard. The ZBA also gave some consideration to the property being slightly substandard in lot area for a two-family development. As part of its recommendation, the ZBA recommended the following two conditions: 1) The garage may not exceed 405-square feet in area; and 2) the existing asphalt driveway along the south side of the property must be removed. The Village Board concurred.		

6531 North Drake Avenue Recommended Denial 4-3 Ordinance No. 2012-3017 Approved
Requested *building coverage Variation* and *impervious coverage Variation* to permit a detached garage in the rear yard. The property owner initially submitted for consideration a 720-square foot (30' x 24') garage and amended the request for a 528-square feet (22' x 24') garage. The reduction in garage area resulted in the elimination of a Variation to exceed 60% impervious coverage. The amended application results in a building coverage of 38.34% (1,945-square feet), exceeding the maximum 35% (1,775-square feet) building coverage allowed for this property under the Zoning Code. The ZBA did not believe the request for a 720-square-foot garage was the minimum request needed and was not keeping in the spirit of the Zoning Code. The ZBA found that the revised detached garage was excessive, sighting an existing one-car attached garage on the property. The Village Board discussed the minimum reasonable size for a detached garage and concluded that the 528-square-foot proposed structure was reasonable and appropriate. The Village Board placed a condition of approval that the property may not exceed a maximum impervious coverage of 58 percent.

6849 North Keeler Avenue Recommended Approval 4-1-1 Ordinance No. 2013-3060 Approved
Requested *building coverage Variation* to permit a detached garage in rear yard. The property owner initially submitted for consideration a garage with the dimensions of 23'2" x 26'0" which would result in a building coverage of 38.37 percent. The ZBA found that the proposed detached garage should not result in a total building coverage in excess of the maximum building coverage Variation granted in a recent consideration of 38.34% (6531 North Drake Avenue). The ZBA recommended approval of a building coverage Variation to not exceed 38.34% and the Petitioner agreed to reduce the area of the proposed detached garage. The Village Board concurred.

Conclusion

The property owner is seeking two Variations in order to erect a detached garage in the rear yard: 1) detached building separation Variation; and 2) building coverage Variation. In granting a Variation, a determination must be made that a hardship exists. The following page includes the standards which are to be taken into consideration.

Documents Attached

1. Letters of Opposition
2. Section 3.08(4)a of the Lincolnwood Zoning Code
3. Section 4.12 of the Lincolnwood Zoning Code
4. Petitioner Prepared Zoning Calculation
5. Site Plan with Zoning Calculations
6. Residential Zoning Variation Application
7. Site Plans
8. Petitioner Submitted Photographs of Subject Property
9. Proposed Garage Elevations

Board Action Standards For Granting Relief

In determining whether in a specific case there are practical difficulties or particular hardships in the way of carrying out the strict letter of this Zoning Ordinance, the following standards shall be taken into consideration the extent to which the following facts are established:

<u>STANDARDS</u>	<u>Yes</u>	<u>No</u>
<i>a. The requested major variation is consistent with the stated intent and purposes of this Zoning Ordinance and the Comprehensive Plan;</i>		
Notes:		
<i>b. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced;</i>		
Notes:		
<i>c. The conditions upon which the petition for the variation is based would not be applicable generally to other property within the same zoning district;</i>		
Notes:		
<i>d. The variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property;</i>		
Notes:		
<i>e. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;</i>		
Notes:		
<i>f. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;</i>		
Notes:		
<i>g. The variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property;</i>		
Notes:		
<i>h. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.</i>		
Notes:		

12/5/2014

Ems Vervilas & Leah Vidal
3336 W. Columbia Ave.
Unit 2
Lincolnwood, IL 60712

Village Zoning Development Dept.
6900 N. Lincoln Ave.
Lincolnwood, IL 60712

Re: 3350 W. Columbia
Pin # 10-35-425-015-0000

To Whom It May Concern:

This is in response to Mira Horha asking for permissions to permit a detached garage higher than normal. I would like to vote "NO" because it's obstruct my view from my unit. I can see Mr. Horha already built an abnormal size detached garage in my block (3316 W. Columbia) and his commercial truck is always park behind this garage overnight (outside alley). And many times, this commercial truck takes the whole alley space. I can't pass through. Building another detached garage higher than normal will truly lose the beauty of my neighbor. I've been living in my resident for more than 30 years and I would to maintain the uniformity through out my block - having no garage or just normal height residential garage. Again, my vote to this matter is No.

Sincerely,

Leah & Ems

12/8/2014

Gregory Vervilas
3336 W. Columbia Ave. - Unit 1
Lincolnwood, IL 60712

Village Zoning Development Dept.
6900 N. Lincoln Ave.
Lincolnwood, IL 60712

Re: 3350 W. Columbia Ave.
Pin # 10-35-425-015-0000

Dear Sir/Madam:

My vote to this matter is NO. Building another detached garage higher than normal will truly obstruct my view to the street or to the alley. In addition, building a detached garage higher than normal, it doesn't look good - appearance wise in my block. I've been living in my resident for more than 30 years and it has a huge change. Especially now, that in my block and around my vicinity, village has allowed 2 detached garage higher than normal. It's somewhat eye sore to me and to my block. For this time, I would like to oppose on their request.

Sincerely,
Gregory Vervilas

Close

Print

Resize: 

*Village of Lincolnwood, IL
Tuesday, January 13, 2015*

Chapter 15. Zoning

Article III. GENERAL PROVISIONS AND REGULATIONS

Part B. Allowable Uses and Bulk

3.08. Accessory buildings, structures and uses.

- (1) Accessory uses shall be permitted with all permitted and special uses as allowed in the various zoning districts.
- (2) Accessory uses shall be compatible with the principal use and shall not be established prior to the establishment of the principal use, and shall not include the keeping, propagation, or culture of pigeons, poultry or livestock, whether or not for profit.
- (3) Every tower, pole or antenna structure shall comply with the rear yard setback requirements of this Zoning Ordinance and as specifically set forth in Subsection 3.12 of this article.
- (4) Except as otherwise regulated herein, an accessory building hereafter erected, altered, enlarged or moved on a lot shall conform with the following:
 - a. A detached accessory building shall not be nearer than 15 feet from the nearest wall of the principal building, nor within 60 feet of the front lot line.
 - b. A detached accessory building or an accessory building when attached to the principal building shall not be located in a front yard, interior side yard or side yard abutting a street; except that an attached garage may be located in a front or side yard provided that applicable setback requirements are met.
 - c. A detached accessory building or structure in a rear yard shall be not less than three feet from a lot line, except:
 - i. On corner lots: not less than five feet from a rear lot line which adjoins a lot in a Residence District and not less than required corner front yard abutting a street;
 - ii. On through lots: not less than the distance required for a front yard setback from the rear lot line abutting a street; and
 - iii. An accessory building having vehicular access from an alley not less than five feet from the lot line abutting the alley.

- (5) A detached accessory building or structure greater than 120 square feet in area located in a rear yard shall not exceed one story or 17 feet in height, whichever is lower. An accessory building or structure of 120 square feet or less in area located in the rear yard shall not exceed 12 feet in height. Accessory buildings shall not occupy more than 30% of a rear yard.
- (6) A building intended for an accessory use, when attached to or a part of the principal building, shall be deemed a part of the principal building with regard to all setback and other requirements hereunder. If a building intended for an accessory use is attached to or made part of the principal building, it must meet Building Code standards for the principal building.

Close

Print

Resize:



Village of Lincolnwood, IL
Wednesday, December 10, 2014

Chapter 15. ZONING

Article IV. ZONING DISTRICTS; MAPS

Part C. Area, Bulk, Density and Setback Requirements

4.12. Area, bulk, density and setback standards: R-4 - General Residence District.

[Amended 2-5-2013 by Ord. No. 2013-3036; 2-5-2013 by Ord. No. 2013-3039]

Use Category	Zoning District Residential Zone R-4
Lot Standards	
Minimum lot size (square feet)	5,400 SF
Minimum lot area all non-SF dwelling types (per unit)	3,000 SF
Minimum lot width (feet) detached single-family with attached garage	60 feet
Maximum impervious coverage single-family (%)	60%
Maximum building coverage single-family (%)	35%
Minimum Coverage Floor Area Per Dwelling	
SF detached 1-story dwelling without basement	1,100 SF
SF detached 1-story dwelling with basement	1,000 SF
SF detached dwellings with (1 + stories)	650 SF
SF semidetached dwelling (1 story)	1,000 SF
SF semidetached dwelling (1 + stories)	650 SF
Two-family detached dwellings	1,000 SF
Building Standards	
Single-family attached or detached maximum building height for pitched roofs (Note 1)	35 feet or 2 stories
Single-family maximum building height for flat roofs	22 feet
Finished 1st floor height limit single-family detached; (elevation at top of curb to the top of the first floor)	Maximum 3 feet
Multifamily or nonresidential maximum building height (feet)	45
Maximum FAR	
SF detached, lot size \geq 6,000 SF	0.6
SF detached, lot size $<$ 6,000 SF or total floor area $<$ 3,600 SF	0.66
Multifamily residential	0.6
Non residential permitted or special uses	0.6
Yard Standards (Note 2)	
Minimum front setback (feet) (Note 5)	25
Max. front yard coverage with impervious surface (%)	50%
Min. interior side setback (feet) single-family detached dwellings	5 or 10% of lot width*



VILLAGE OF LINCOLNWOOD
COMMUNITY DEVELOPMENT DEPT.

Zoning Calculations
Accessory Structure

Please fill out this form for all permits involving new detached accessory structures
(Garages and sheds)

ADDRESS 3350 W. COLUMBIA AVE ZONING DISTRICT _____

TOTAL LOT AREA = WIDTH 50' X LENGTH 124 = 6200 Sq.Ft.

ZONING ACCESSORY STRUCTURE SETBACKS

	Required	Proposed
FROM SIDE PROPERTY LINE	<u>3</u> Ft.	<u>3</u> Ft.
FROM SIDE PROPERTY LINE	<u>3</u> Ft.	<u>24</u> Ft.
FROM REAR PROPERTY LINE	<u>5</u> Ft.	<u>5</u> Ft.
DISTANCE BETWEEN HOUSE AND ACCESSORY STRUCTURE	Minimum 15 Ft.	<u>3'</u> Ft.

ZONING CALCULATION INSTRUCTIONS

	Permitted	Proposed Total
60% TOTAL LOT COVERAGE (Lot area)	<u>6200</u> X .60 = <u>3720</u> Sq.Ft.	<u>3515.63</u> Sq.Ft.
35% BUILDING COVERAGE (Lot area)	<u>6200</u> X .35 = <u>2170</u> Sq.Ft.	<u>2517</u> Sq.Ft.
30% REAR YARD BLDG. COV. (Rear yard)	<u>1562.5</u> X .30 = <u>468</u> Sq.Ft.	<u>494.5</u> Sq.Ft.

AREA CALCULATIONS

	Existing	Proposed Changes	Proposed Total
A. BUILDING COVERAGE	<u>2026</u> Sq.Ft.	<u>- 0 -</u> Sq.Ft.	<u>2026</u> Sq.Ft.
B. DRIVEWAY/APRON	<u>- 0 -</u> Sq.Ft.	<u>115</u> Sq.Ft.	<u>115</u> Sq.Ft.
C. SIDEWALKS	<u>150</u> Sq.Ft.	<u>730.63</u> Sq.Ft.	<u>880.63</u> Sq.Ft.
D. PATIO/OTHER IMPERVIOUS SURFACE	<u>- 0 -</u> Sq.Ft.	<u>- 0 -</u> Sq.Ft.	<u>- 0 -</u> Sq.Ft.

ACCESSORY STRUCTURE HEIGHT (Measured from finished grade) Permitted Maximum 17 Ft. Proposed 16'-5" Ft.

VARIATION REQUIRED

No

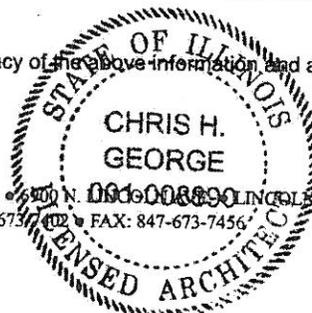
Yes DISTANCE BETWEEN GARAGE AND EXIST BUILDING

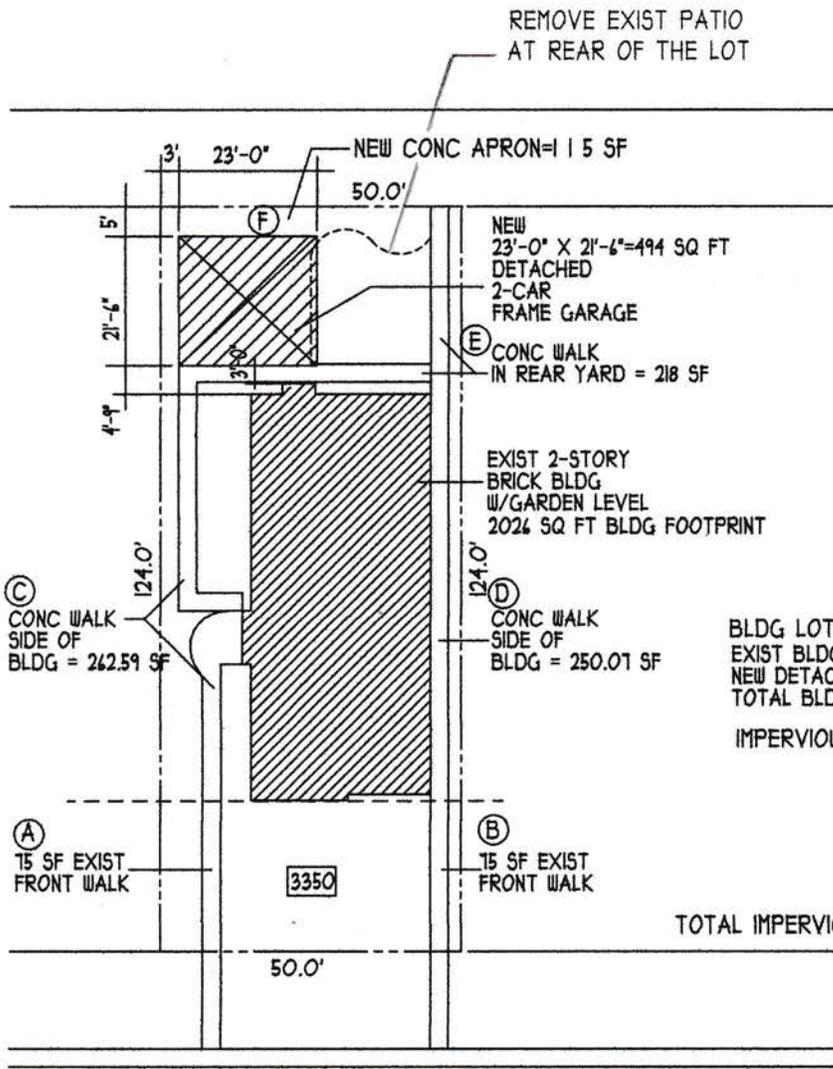
The undersigned hereby acknowledges the accuracy of the above information and accepts full responsibility for any discrepancies or inaccuracies.

[Signature]
Property Owners Signature

11/17/14
Date

COMMUNITY DEVELOPMENT DEPT. • 800 N. LINCOLNWOOD, IL 60712 •
PHONE: 847-673-7456 • FAX: 847-673-7456





BLDG LOT COVERAGE:
 EXIST BLDG AREA FOOTPRINT = 2024 SF
 NEW DETACHED GARAGE AREA = 494 SF
 TOTAL BLDG COVERAGE = 2520 SF

IMPERVIOUS AREAS:

- A 15 SF
- B 15 SF
- C 262.59 SF
- D 250.01 SF
- E 218.00 SF
- F 115.0 SF

TOTAL IMPERVIOUS = 995.63 SF

WEST COLUMBIA AVENUE

 **SITE PLAN**
 SCALE: 1" = 20'-0"

NEW DETACHED GARAGE
 3350 WEST COLUMBIA AVE.
 LINCOLNWOOD, IL 60712
 ARCHITECT: CHRIS GEORGE, P.C.
 124 HILL ST MT. PROSPECT, IL 60056-2732
 (847) 699-8150 fax (847) 699-8151
 JOB #1525 | 1/15/14





VILLAGE OF LINCOLNWOOD Public Hearing Application
Community Development Department Variations

SUBJECT PROPERTY

Property Address: 3350 W. Columbia

Permanent Real Estate Index Number(s): 10-35-425-015-0000

Zoning District _____ Lot Area: _____

List all existing structures on the property. Include fencing, sheds, garages, pools, etc.

Are there existing development restrictions affecting the property? ___ Yes No
 (Examples: previous variations, conditions, easements, covenants)

If yes, describe: _____

REQUESTED ACTION

- Variation - Residential
- Variation - Non-Residential
- Variation - Off-Street Parking
- Variation - Design Standards
- Variation - Signs/Special Signs
- Minor Variation
- Other

PROJECT DESCRIPTION

Describe the Request and Project: I currently own two business trucks and we are not allowed to keep any trucks with signage on the street or on the driveway overnight. Therefore, we would like to build a garage to house these vehicles. All the neighboring housing currently have a garage in line with our proposed build.

PROPERTY OWNER/PETITIONER INFORMATION

Property Owner(s):

Name: (List all beneficiaries if Trust): Mira Hoxha

Address: 3350 W. Columbia, Lincolnwood, IL 60710

Telephone: (847) 568-1440 Fax: (847) 568-1441 E-mail Address: Sabav136@comcast.net

Petitioner (if different from owner):

Name: _____ Relationship to Property: _____

Address: _____

Telephone: (847) -- 144 Fax: (847) 568-1441 E-mail Address: Sabav136@comcast.net

REQUIRED ATTACHMENTS *

Check all documents that are attached:

- Plat of Survey
- Site Plan
- Proof of Ownership
- Floor Plans
- Elevations
- Applicable Zoning Worksheet
- Photos of the property
- PDF files of all drawings

For Office Use Only

Fee: _____ Deposit: _____

Date Received: _____

Checked By: _____

The article(s), section(s) and paragraph(s) of the Village of Lincolnwood Zoning Ordinance from which the Action is being sought:

*The above documents are required for all applications. The Zoning Officer may release an applicant from specific required documents or may require additional documents as deemed necessary.

COST REIMBURSEMENT REQUIREMENT

The Village requires reimbursement of certain out-of-pocket costs incurred by the Village in connection with applications for zoning approvals and relief. These costs include, but are not limited to, mailing costs, attorney and engineer costs, and other out-of-pocket costs incurred by the Village in connection with this application. In accordance with Section 5.02 of the Village of Lincolnwood Zoning Ordinance, both the petitioner and the property owner shall be jointly and severally liable for the payment of such out-of-pocket costs. Out-of-pocket costs incurred shall be first applied against any hearing deposit held by the Village, with any additional sums incurred, to be billed at the conclusion of the hearing process.

Invoices in connection with this application shall be directed to:

Name: Mira Hoxha

Address: 3410 W. North Shore

City, State: Lincolnwood, IL 60712

ATTESTMENT AND SIGNATURE

I hereby state that I have read and understand the Village cost reimbursement requirement, as well as the requirements and procedures outlined in Article V of the Village Zoning Ordinance, and I agree to reimburse the Village within 30 days after receipt of an invoice therefor. I further attest that all statements and information provided in this application are true and correct to the best of my knowledge and that I have vested in me the authority to execute this application.

PROPERTY OWNER

PETITIONER (If different than property owner)

Mira Hoxha _____

Signature Date

Signature Date

Mira Hoxha

PRINT NAME

PRINT NAME



VILLAGE OF LINCOLNWOOD
COMMUNITY DEVELOPMENT DEPARTMENT

VARIATION STANDARDS

To be approved, each variation request must meet certain specific standards. These eight standards are listed below. After each listed standard, explain how your variation request satisfies the listed standard. Use additional paper if necessary.

1. The requested variation is consistent with the stated intent and purposes of the Zoning Ordinance and the Comprehensive Plan.

The proposed garage will be consistent with the stated intent and purposed of the Zoning Ordinance and Comprehensive Plan.

2. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced.

We use Commercial vehicles that have signs on them in our line of business and we are not able to park vehicles on the street or the driveway, therefore creating a hardship since we will need to house these vehicles overnight.

3. The conditions upon which the petition for the variation is based would not be applicable generally to other property within the same Zoning District.

The garage is needed in order to house the commercial vehicles overnight.

4. The variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property.

VARIATION STANDARDS (continued)

5. The alleged difficulty or hardship has not been created by any person presently having an interest in the property.

No

6. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.

No, the proposed structure will not be in any ones way.

7. The variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property.

8. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.

The garage will be consistant with all the garages in the neighborhood.



VILLAGE OF LINCOLNWOOD
COMMUNITY DEVELOPMENT DEPARTMENT

PUBLIC HEARING FEES & DEPOSITS SCHEDULE

Plan Commission

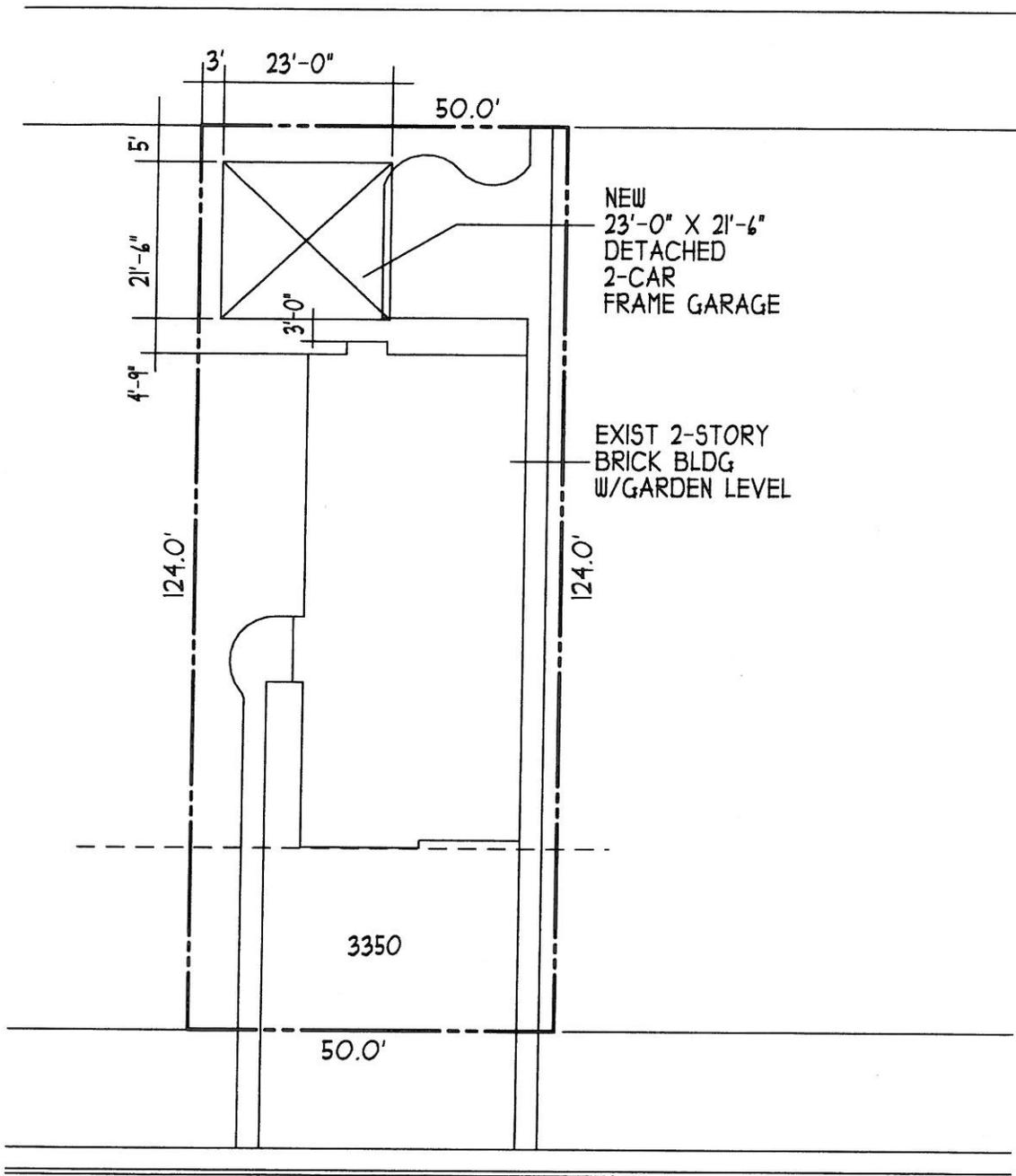
Hearing Type	Hearing Fee*	Hearing Deposit**
Special Use - Non Residential Property	\$500	\$2,000
Special Use - Residential Property	\$250	NA
Reasonable Accommodation	\$250	\$2,000
Text Amendment	\$500	\$2,000
Map Amendment	\$500	\$2,000
Planned Unit Development (PUD) 0 to 5 acres	\$1,250	\$10,000
Planned Unit Development (PUD) 5 to 10 acres	\$2,500	\$10,000
Planned Unit Development (PUD) Over 10 acres	\$3,000	\$10,000
Minor Subdivision	\$250	NA
Major Subdivision	\$500	\$2,000

Zoning Board of Appeals

Hearing Type	Hearing Fee*	Hearing Deposit**
Major Variation - Non Residential Property	\$500	NA
Major Variation - Residential Property	\$250	NA
Variation - Off-Street Parking	\$500	NA
Variation - Design Standards	\$250	NA
Minor Variation	\$125	NA
Sign Variation/Special Signs	\$500	NA

* Hearing fees are non-refundable.

** Hearing Deposits shall be applied to out-of-pocket expenses incurred by the Village as the result of the public hearing process. If additional costs are incurred, or if no deposit is provided, such out-of-pocket expenses will be billed directly to the applicant.



WEST COLUMBIA AVENUE

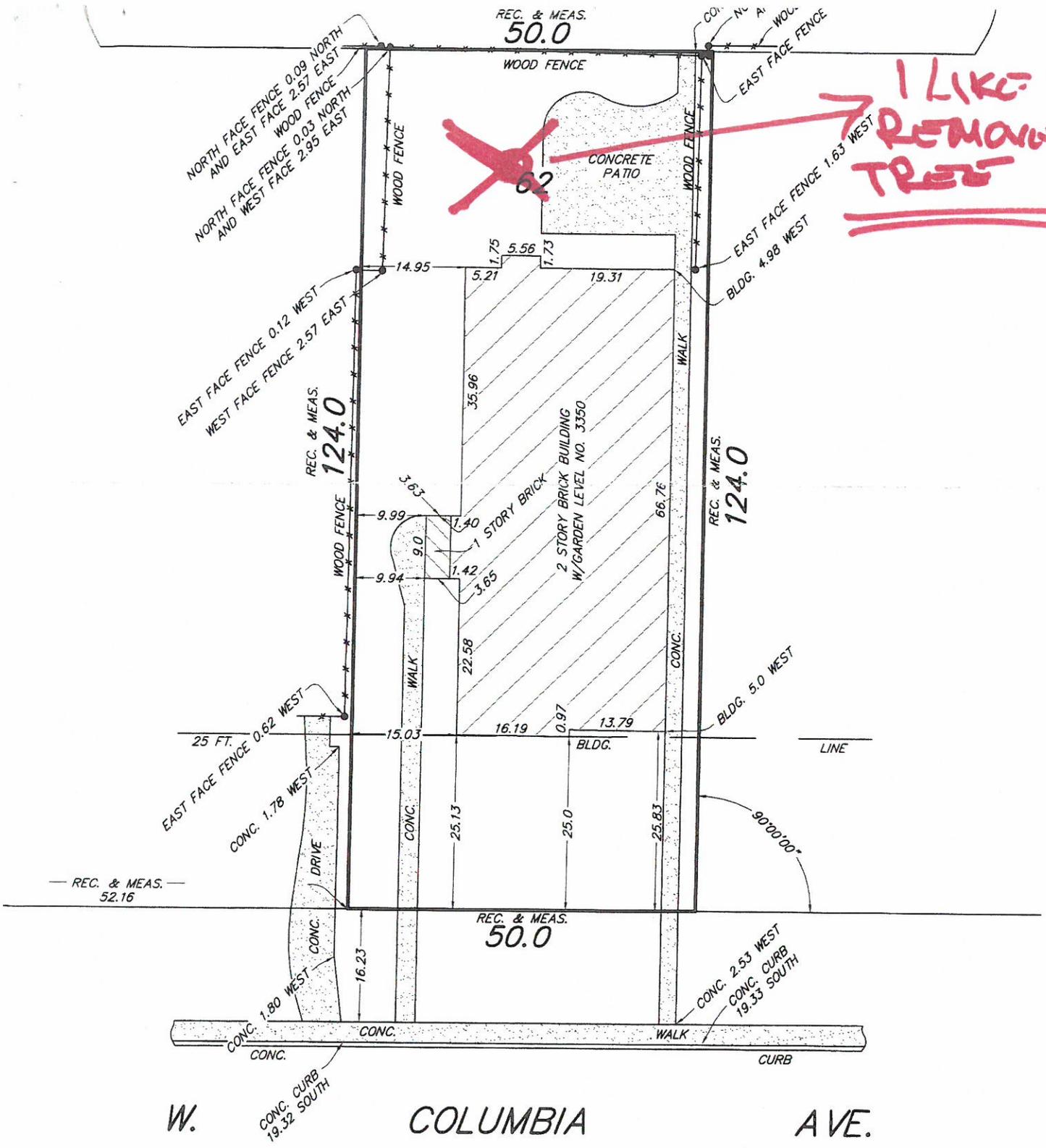


SITE PLAN

SCALE: 1" = 20'-0"

NEW DETACHED GARAGE
3350 WEST COLUMBIA AVE
LINCOLNWOOD, IL 60712

ARCHITECT: CHRIS GEORGE, P.C.
124 HILL ST MT. PROSPECT, IL 60056-2131
(847) 699-8150 fax (847) 699-8151
JOB #7525 | 1/1 1/14



I LIKE TO REMOVE THIS TREE

NOTE :
 on this plat is a copy of the land survey order accuracy **MUST** Be compared with the Deed. s refer to your Abstract, Deed or Contract.
 s between points before building and discrepancy to this office immediately.
 hereon are not to be assumed or scaled.
 eon are in feet and decimal parts thereof.
 en established to complete the plat of survey it been staked or flagged per the land survey ick it was placed by the client.
 ation date : September 19, 2014.

State of Illinois)
 County of Cook)

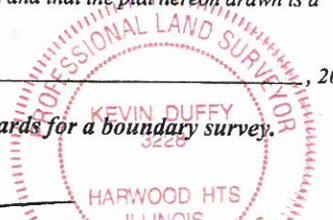
JENS K. DOE PROFESSIONAL LAND SURVEYORS, P.C., does hereby certify that a survey has been made under its direction, by an Illinois Professional Land Surveyor of the property described hereon and that the plat hereon drawn is a correct representation of said survey.

Chicago, Illinois, Dated this 22nd Day of September

This professional service conforms to the current Illinois minimum standards for a boundary survey.

JENS K. DOE PROFESSIONAL

[Handwritten Signature]





Subject : 3350 W. Columbia



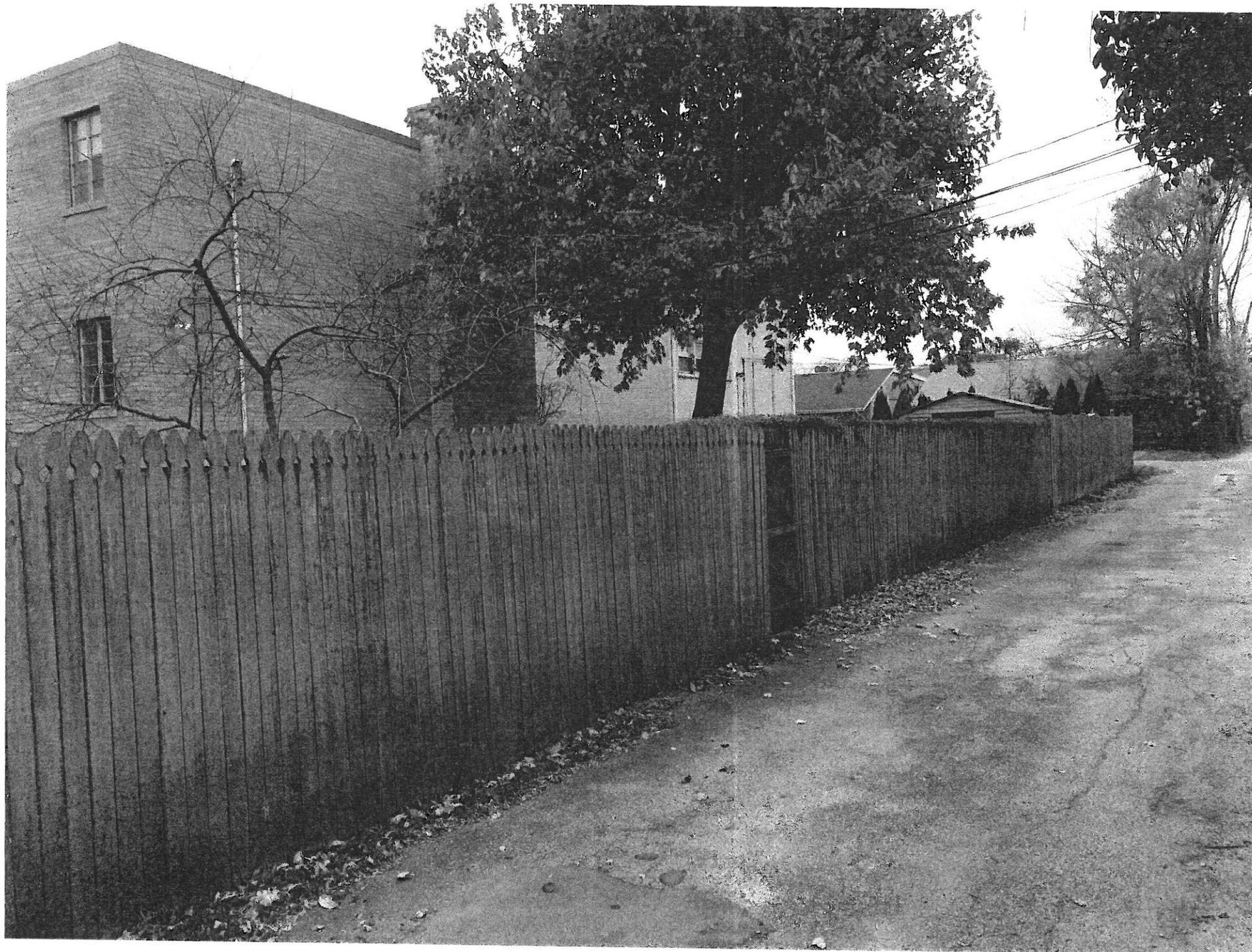
Subject: 3350 W. Columbia



Subject: 3350 W. Columbia



Subject: 3350 W. Columbia



Subject: 3350 W. Columbia

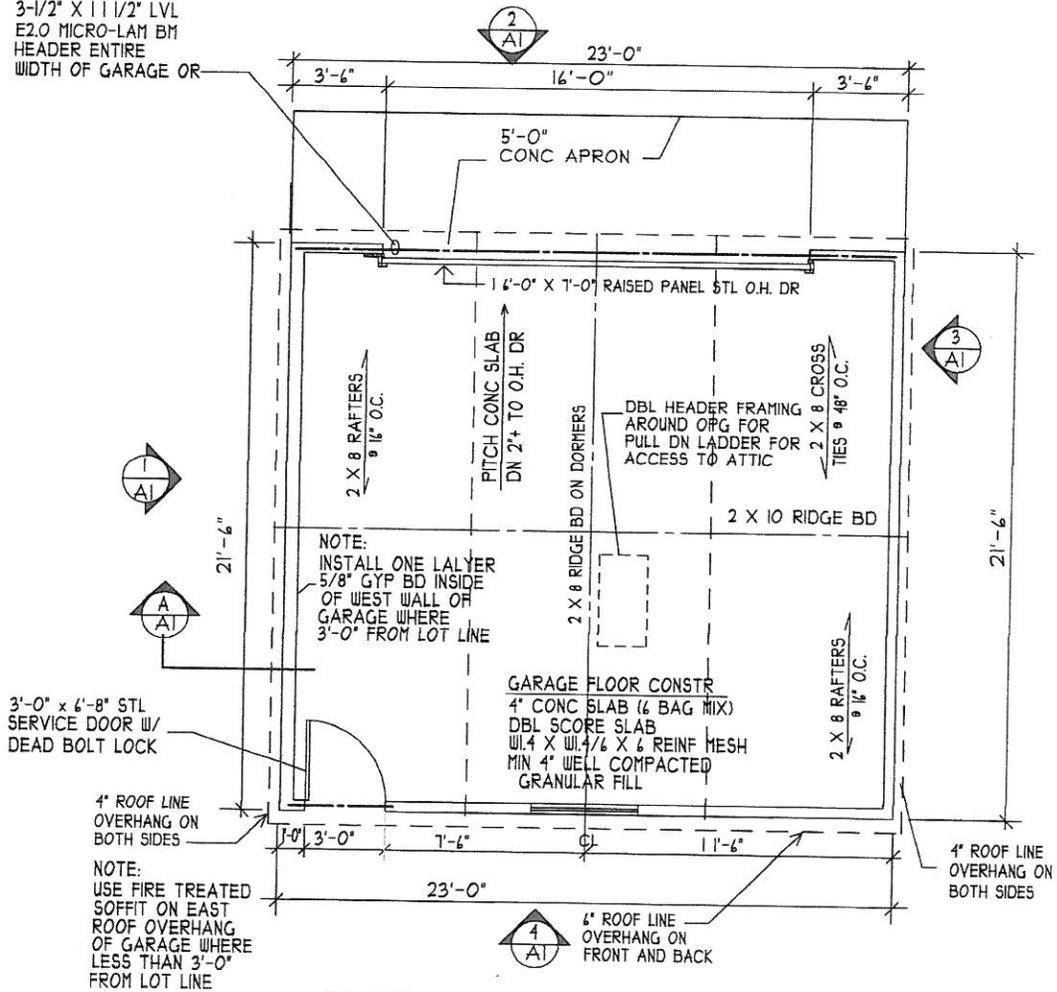


Neighbor



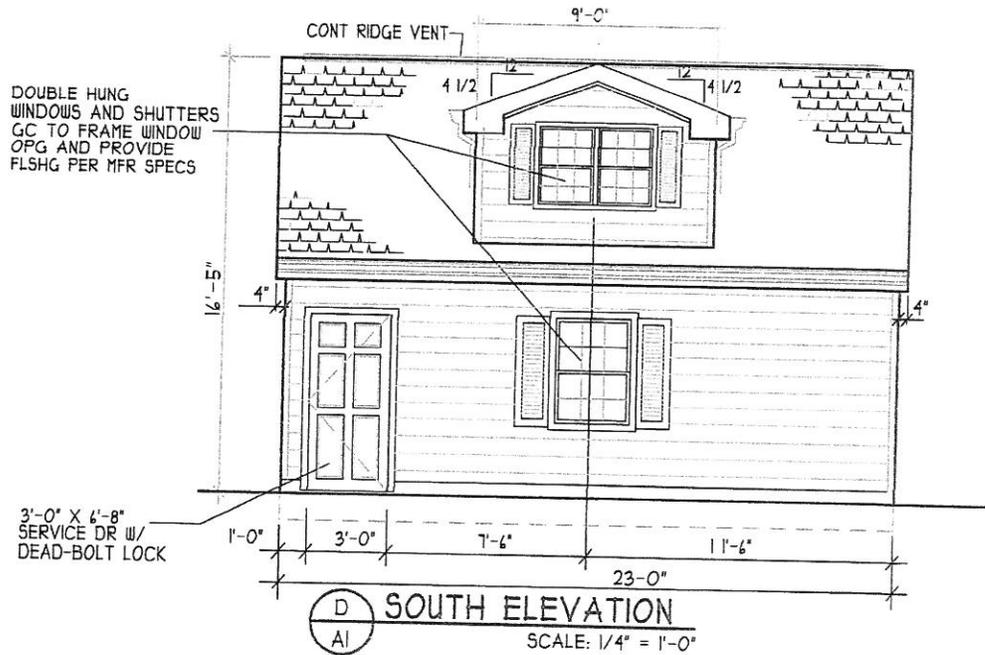
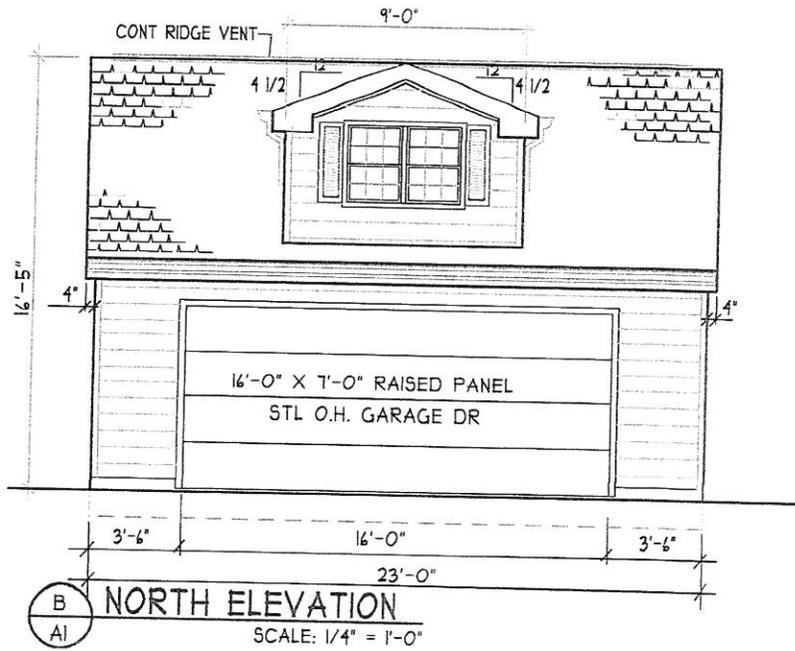
Neighbor

(3) 2 X 12 HEADER OR
 3-1/2" X 11 1/2" LVL
 E2.0 MICRO-LAM BM
 HEADER ENTIRE
 WIDTH OF GARAGE OR

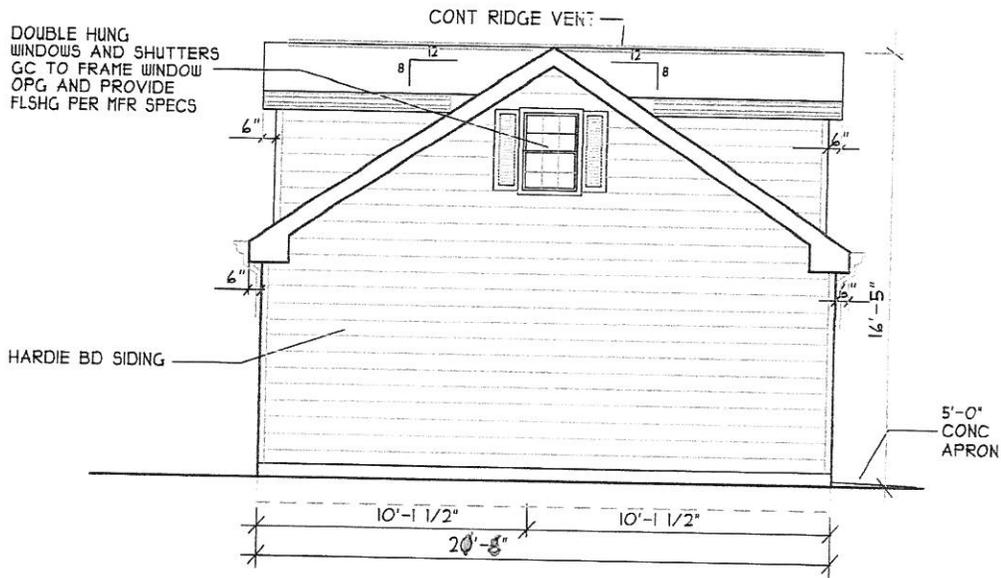


NEW
GARAGE FLOOR PLAN
 SCALE: 1/4" = 1'-0"

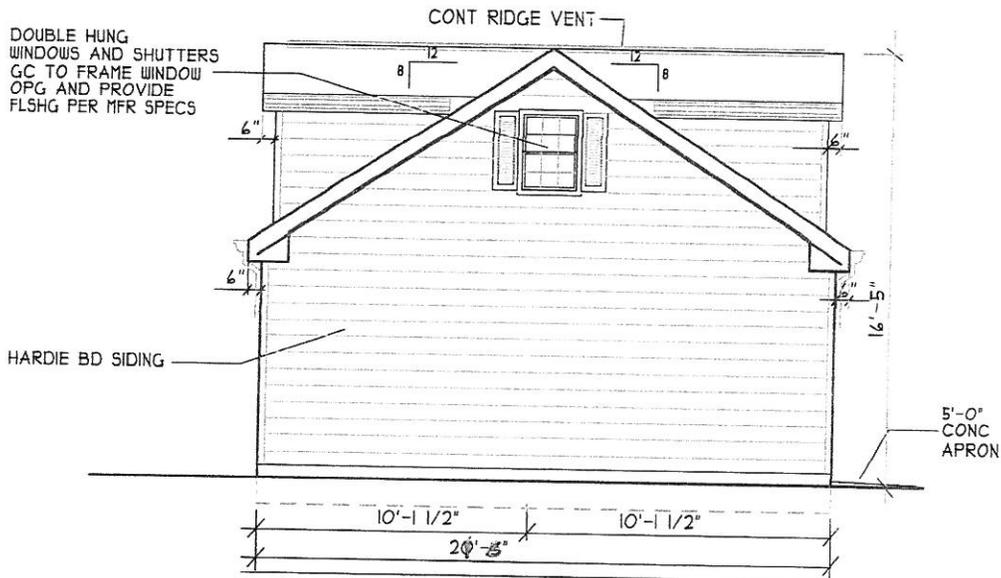
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 LINCOLNWOOD, IL 60712
 ARCHITECT: CHRIS GEORGE, P.C.
 124 HILL ST MT. PROSPECT, IL 60056-2732
 (847) 699-8150 fax (847) 699-8151
 JOB #1525 11/1 2/14



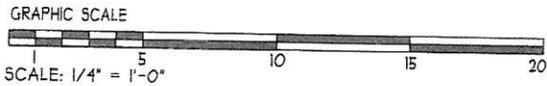
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124 HILL ST MT. PROSPECT, IL 60056-2132
(847) 699-8150 fax (847) 699-8151
JOB #1525 1/1/2/14



A EAST ELEVATION
 AI SCALE: 1/4" = 1'-0"



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



NEW DETACHED GARAGE
 3350 WEST COLUMBIA AVE
 LINCOLNWOOD, IL 60712
 ARCHITECT: CHRIS GEORGE, P.C.
 124 HILL ST MT. PROSPECT, IL 60056-2732
 (847) 699-8150 fax (847) 699-8151
 JOB #1525 | 1/1 2/14

Request For Board Action

REFERRED TO BOARD: February 17, 2015

AGENDA ITEM NO: 4

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Consideration of a Recommendation by the Parks and Recreation Board to Adopt an Ordinance, Waiving Section 6-3-2(B) Governing Park Hours, Section 9-1-3 Requiring the Issuance of Business Licenses and 6-3-9(I) Prohibiting Gambling, allowing the Friends of the Community Center to Hold Lincolnwood Fest 2015 on July 23-26

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Friends of the Community Center Committee will once again plan and implement Lincolnwood Fest, a four day festival in Proesel Park. The event will be held July 23-26, 2015. Music, food, a beer/wine tent, a car show, business exposition and a carnival will be featured as part of the weekend's activities. There will not be a pancake breakfast this year.

Hours for the event are as follows:

Thursday - 5:00-10:00 pm
Friday - 5:00-11:00 pm
Saturday - Noon-11:00 pm
Sunday - 10:00 am - 9:00 pm

Per Section 6-3-2(B) of the Village Code: No person shall be in or remain in Henry A. Proesel Park between the hours of 11:00 pm and 6:00 am on the following day, each and every day of the year. Fest activities will cease at regular closing time. The extension of park hours on Friday and Saturday, until 11:30 pm, will keep the park illuminated allowing for safe passage out of the park for visitors at the end of the night.

Per Section 9-1-3 of the Village Code: It is unlawful for any individual, firm or corporation to operate or conduct a business based within the Village without first having obtained a business license. Approval of this Ordinance will waive the business license fees for food and product vendors for the four-day festival.

Per Section 6-3-9(I) of the Village Code: Gambling is prohibited in the Park. Approval of this Ordinance will waive the enforcement of this section of the Code and will allow Bingo to be held during the festival.

FINANCIAL IMPACT:

The revenue produced by the sale of business licenses for Lincolnwood Fest is approximately \$250.

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. Proposed Site Plan
3. Draft Minutes of the February 10, 2015 Park and Recreation Board Meeting
4. Letter from Damien Kardaras and Jacqueline Boland

RECOMMENDED MOTION:

Move to approve an Ordinance, waiving the enforcement of Section 6-3-2(B), Section 9-1-3 and Section 6-3-9(I) of the Village Code for the 2015 Lincolnwood Fest.

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2015-____

**AN ORDINANCE WAIVING BUSINESS LICENSE FEE REQUIREMENTS
AND THE ENFORCEMENT OF SECTIONS 6-3-2(B) AND 6-3-9(I)
OF THE MUNICIPAL CODE OF LINCOLNWOOD
FOR LINCOLNWOOD FEST 2015**

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF _____, 2015.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois
this ____ day of _____, 2015

ORDINANCE NO. 2015-_____

AN ORDINANCE WAIVING BUSINESS LICENSE FEE REQUIREMENTS
AND THE ENFORCEMENT OF SECTIONS 6-3-2(B) AND 6-3-9(I)
OF THE MUNICIPAL CODE OF LINCOLNWOOD
FOR LINCOLNWOOD FEST 2015

WHEREAS, the Village of Lincolnwood is a home rule municipality in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Friends of the Lincolnwood Community Center ("**FLCC**") is a not-for-profit organization organized to raise funds for the Lincolnwood Community Center; and

WHEREAS, the FLCC desires to host a carnival, festival and fair in Proesel Park ("**Park**") in the Village from July 23 through July 26, 2015, to be known as "**Lincolnwood Fest 2015**"; and

WHEREAS, Lincolnwood Fest 2015 will include, without limitation, the sale of food, wares, and merchandise by various merchants; and

WHEREAS, pursuant to Article 1 of Chapter 9 of the Village Code, any entity that conducts a business, occupation, activity or establishment within the Village must obtain a business license from the Village and pay the required fee therefor; and

WHEREAS, Lincolnwood Fest 2015 is scheduled to end on Friday, July 24, and Saturday, July 25, 2015 at 11:00 p.m.; and

WHEREAS, pursuant to Section 6-3-2(B) of the Municipal Code of Lincolnwood, as amended ("**Village Code**"), no person may be or remain in the Park between the hours of 11:00 p.m. and 6:00 a.m. on the following day, each and every day of the year; and

WHEREAS, the Lincolnwood American Legion Post #1226 desires to conduct bingo games in the Park from 5:00 p.m. until 10:00 p.m. on July 24, 25, and 26, 2015 as part of Lincolnwood Fest 2015 ("**Proposed Bingo Games**"); and

WHEREAS, pursuant to Section 6-3-9(I) of the Village Code, gambling is prohibited in the Park; and

WHEREAS, the Village desires to: (i) extend the closing of the Park until 11:30 p.m. on July 24 and July 25, 2015, to afford visitors to Lincolnwood Fest 2015 an additional half-hour to exit the Park; and (ii) permit the operation of the Proposed Bingo Games during Lincolnwood Fest 2015; and

WHEREAS, the President and Board of Trustees have determined that it will serve and be in the best interests of the Village to waive the enforcement of: (i) the business license fee requirements set forth in Article 1 of Chapter 9 of the Village Code with respect to the merchants that will sell food, wares, or merchandise at Lincolnwood Fest 2015; (ii) Section 6-3-2(B) of the Village Code to allow visitors to Lincolnwood Fest 2015 to remain in the Park until 11:30 p.m.

on July 24 and July 25, 2015; and (iii) Section 6-3-9(I) of the Village Code for the Proposed Bingo Games;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. WAIVER. The President and Board of Trustees hereby waive the enforcement of: (A) the business license fee requirements set forth in Article 1 of Chapter 9 of the Village Code with respect to the merchants that will sell food, wares, or merchandise at Lincolnwood Fest 2015; (B) Section 6-3-2(B) of the Village Code to allow visitors to the Fest to remain in the Park until 11:30 p.m. on July 24 and July 25, 2015; and (C) Section 6-3-9(I) of the Village Code to allow the Proposed Bingo Games during Lincolnwood Fest 2015.

SECTION 3. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance will remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 4. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2015.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this ____ day of _____, 2015.

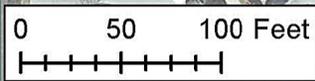
Nicholas T. Leftakis, President Pro Tem
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office the
____ day of _____, 2015.

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois



Lincolnwood Fest Layout





Lincolnwood Park and Recreation Board Meeting
Lincolnwood Village Hall – Council Chambers
February 10, 2015
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:05 P.M.

PRESENT AT MEETING

Park Board Members: Gail Ito, Art Lovering, Jennifer Spino, Laura Tomacic

Parks and Recreation Department Staff: Jan Hincapie, Katie Gamroth, Chris Stachewicz

Audience: Trustee Klatzco; Carole and Gary Swain, 7203 N. East Prairie; Gerald Kung, 3839 W. Chase Ave; Judith Snyder, 7267 N. E. Prairie; Steven Lee, 7308 N. East Prairie; Damien Kardaras, 7150 N. Karlov; Cary Izzi, 5825 Washington, Morton Grove, IL 60053; Jackie Boland, 4433 W. Touhy Ave; Vince Aluisi; Nabihah Ahsan, 7363 Crawford Ave;

APPROVAL OF MINUTES

On motion, Ito/Tomacic to approve the meeting minutes of the January 13, 2015. 4-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

OLD BUSINESS

A. Consideration of an Ordinance approving Lincolnwood Fest 2015 on July 23-26, 2015

Hincapie- Each year the friends present a letter to the board to grant them the permission to conduct Lincolnwood Fest in Proesel Park. The letter generates the development of an Ordinance to waive the business license fee, extend the hours of the park on Friday and Saturday, and allow for amusements and alcohol. We typically have one ordinance to cover all of it. Fest set up starts on Sunday prior for set up and then the Fest will run Thursday-Sunday, July 23-26. This event has been going on for 20 years or so, the first 16 years led by Diana Lass, Executive Director of the Chamber and Jim Berger of what was the Lincolnwood Bank, and the last five years by Randy Myles, the owner of Village Inn in Skokie and Barb Faermark, the owner of MARC printing and graphics in Lincolnwood. The request for the 2015 Fest came from Damian Kardaras, a Lincolnwood resident and business owner and Jackie Boland, Executive Director of the Chamber.

Ito- It is nice to see that Randy is still involved

Lovering- I see the hours for the fest are until 11:30pm, is this a change?

Hincapie- No, the last two years the entertainment ended at 11pm with lights turning off at 11:30pm to allow the safe exit of fest-goers. This change in the closing of the park was suggested by the Police.

On motion, Spino/Ito to approve an Ordinance waiving business license fee requirement and the enforcement of section 6-3-2(B) and 6-3-9(I) of the municipal code of Lincolnwood for Lincolnwood Fest 2015 on July 23-26, 2015. 4-0, motion passed.

B. Consideration of an Ordinance approving NTDSE-ED Fundraiser at the Community Center on April 18, 2015

Hincapie- The Niles Township Special Education Foundation is holding an adults-only trivia night at the Community Center on April 18, 2015. Tickets will be sold at \$25 per person and would also like to sell beer and wine at the event. This is a fundraising event that did very well last year. This Ordinance will allow this group to fundraise in the Community Center and to sell beer and wine. The only change in the event from its inaugural year in 2014 is an increase in the ticket price from \$20 to \$25 per person.

On motion, Tomacic/Spino to approve an Ordinance waiving enforcement of section 10-2-36(A) of the municipal code of Lincolnwood for the sale of beer and wine at the Lincolnwood Community Center by the NTDSE-ED Foundation. 4-0, motion passed.

Izzi- Thank you very much for allowing this fundraiser, with the proceeds from events like this we will be installing a merry-go-round for children with wheel chairs.

NEW BUSINESS

A. Request from Slammers Softball for Tournament

Stachewicz- Presentation of Slammers Softball Association Fundraising Tournament and Field Fees

Hincapie- The fee for this fundraising event was waived in because Slammers are associated with District 219 as a feeder program. Morton Grove charged the Slammers last year because they questioned their affiliation with SD 219 and didn't feel it should carry over to fundraisers. After analyzing the expenses associated with this weekend event and speaking with SD 219, staff is recommending charging the Slammers this year. New rates for usage of the ball diamonds were presented by Superintendent Stachewicz. The hourly rate for users is \$40 for residents and \$75 for non-residents, without lights. Fields with lights are rented at the rate of \$60 per hour for residents and \$100 per hour for non-residents. Staff is recommending a charge of \$20 per hour for the Slammers tournament, plus supplies such as Diamond Dry and field mix. This is based on 68 hours of usage, so the rate will be adjusted accordingly if hours decrease.

On motion, Ito/Tomacic to approve the new fee structure for the Slammers and other users of the baseball/softball fields. 4-0, motion passed.

Lovering- As a past coach and parent of a player, I believe this is a nice accommodation

Hincapie- Skokie is also looking at charging for field use

Lovering- Do they know about the change?

Stachewicz- The Slammers have been made aware that this change is coming

On motion, Spino/Ito to approve the new fee structure for field rentals. 4-0, motion passed.

B. Design Proposals for the renovation of O'Brien Park

Stachewicz- Presentation of the O'Brien Park Renovation

Hincapie- We have gone through a new more formal process this year to make sure that we are giving every company an opportunity to present a design for consideration. Once a design is chosen, bid specifications will be developed and a bid process will take place which will include the equipment purchase and the cost of installation.

The Village will once again propose donating the playground to the Rockford-based organization, Kids Around the World. Residents are invited to come and participate in the removal of the old playground. Once the playground is removed it is refurbished and sent off to locations in need of a playground in underprivileged areas in the United States and other countries. I was also contacted by one of our Lincoln Hall students who did her own design of O'Brien Park in her STEM class, we will be showing that design later this evening.

Lovering- If we all could take about ten minutes to walk around and review the design submissions we will resume shortly

Stachewicz- Results are in and we have a tie between design #5 and design #3

Hincapie- Village staff and the afterschool program Club Kid also voted on the designs and the winner of those votes was design #5

a. Public Input

Snyder- I like the designs that are presented, are we losing any trees with any of these?

Hincapie- No, the only trees that we are and have been losing are those with the Emerald Ash Borer.

Snyder- I do not see much shade, will there be shaded areas? And what about the sculpture?

Hincapie- All of the designs include the sculpture, we might need to put a slab of concrete under it, but it will remain in the park. Depending on base price of the equipment we will have the ability to add in alternates; drinking fountains, basketball courts, shade structure and fencing

Snyder- I am concerned about the fence and where it will be located, we want to make sure the kids are safe

Hincapie- We will also be looking at the alley that dead ends, we have had a few comments about people cutting through. So we will be looking to put up a barrier at the entrance.

Ito- If anyone sees this happening please call the police

On motion, Ito/Spino to approve design #5 for O'Brien Park Renovation. 4-0, motion passed.

Snyder- Will the surface be wood chips?

Hincapie – Yes, there will also be a wheelchair accessible surface used in specific areas in the park
Lovering- I remember growing up going to Flowers Park playground. It had a cannon and tank for kids to play on. It was the cat’s meow!

Lee (resident)- Will there be a barrier up during the process of replacement?

Hincapie – Yes that will be included in the specifications sent out to the companies who will be installing the playground. They will be required to make the area safe during the hours the park is not being worked on. Last year the Drake renovation took about a week to complete.

Kung (resident)- There is a large tree out there and I am concerned with branches falling, does the Village check on things like that?

Lovering-Yes we have park inspections that happen and looking at the areas surrounding the playground equipment is included in that process.

Hincapie- Public Works also does trim and make sure that the areas are safe after major storms, they are very proactive.

Ito-The Village also has an arborist that oversees the trees in the Village.

Ahsan- I am 11 years old and a 6th grade student at Lincoln Hall. My design for O’Brien Park includes a slide into a ball pit, swings, fountain on a higher platform for everyone to find, tables and a family lounge area, restrooms, built in trampoline with soft landing pads on the sides, street signs to direct people, and a track for jogging or biking.

Hincapie- Nabiha, we have four more parks to complete and would love for you to be involved on the design for the next one.

Lovering- You have put a lot of thought into this and are very passionate about it. I bet lots of companies would be interested in your ideas.

Hincapie- We would love to have you at the grand opening of O’Brien Park, thank you.

CHAIRPERSON’S REPORT – None

COMMISSIONERS’ REPORTS - None

DIRECTOR’S REPORT

Hincapie- Today is Chris’s one year anniversary and Melissa Rimdzius one year is on February 25th. They both have done an amazing job learning their jobs. We look forward to many more years together at the Village. Thank you for your efforts on behalf of the Village.

STAFF REPORTS

A. **SUPERINTENDENT OF RECREATION – GAMROTH**

As noted in report

B. **SUPERINTENDENT OF PARKS AND FACILITIES - STACHEWICZ**

As noted in report

C. **COMMUNITY CENTER PROGRAM SUPERVISOR - RIMDZIUS**

As noted in report

D. **COMMUNITY OUTREACH AND MARKETING COORDINATOR – VERING**

Tomacic-Do I see that the Summer Concert has moved to Centennial Park?

Hincapie- No, we are planning on hosting a movie at that location. The concerts will remain in Proesel Park.

Lovering- Where?

Hincapie- The movie will be held at the base of the amphitheater area. We are currently dealing with some vandalism that is happening in that location our rocks have been rolled into the channel and we do not have a machinery to get them out.

Ito- What about adding some lighting?

Hincapie- We are looking into options, including a 911 phone, lighting and reduced hours for the parking lot.

E. **YOUTH PROGRAMS COORDINATOR - FLETCHER**

As noted in report

ADJOURNMENT

Meeting adjourned at 8:07 P.M.

Park Board Minutes prepared by: Katie Smith Gamroth, Superintendent of Recreation

Park and Recreation Board President:

Signature

Date



February 4, 2015

Lincolnwood Parks & Recreation Department
Attn: Jan Hincapie
6900 N. Lincoln Avenue
Lincolnwood, IL 60712

Dear Jan,

We are pleased to announce that The Friends of the Lincolnwood Community Center have joined hands with some new faces that are excited to work together in support of this year's Fest. We respectfully request the consent of the Village to hold Lincolnwood Fest 2015 from July 23rd through July 26th, 2015.

The Fest will include four days and three nights of carnival entertainment with a focus on rides and attractions that are suitable for all ages, musical entertainment, food vendors, Bingo events (Friday and Saturday), and a Business Expo to be provided by the Chamber of Commerce.

We will once again have a Car Show on Sunday however this year we will not include a pancake breakfast.

If you have any questions or concerns, please do not hesitate to contact any of us. Our contact information is listed below.

On behalf of the new Fest team, we thank you for your consideration.

The Friends of the Lincolnwood Community Center - Committee

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