

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL COUNCIL CHAMBERS  
5:00 P.M. SEPTEMBER 5, 2017**

**AGENDA**

- I) Call to Order**
- II) Roll Call**
- III) Minutes** – Committee of the Whole Meeting – August 15, 2017
- IV) Regular Business**
  - 1) Discussion Concerning Code Enforcement Priorities (5:00 – 5:30 p.m.)
  - 2) Discussion Concerning Emergency 9-1-1 Calls from Cellular Telephones (5:30 – 5:45 p.m.)
  - 3) Status Report Concerning Consolidated Emergency Dispatch Services (5:45 – 6:00 p.m.)
  - 4) Discussion Concerning Police Department Lobby Hours (6:00 – 6:30 p.m.)
  - 5) Discussion Concerning a Potential Welcoming City Resolution (6:30 – 7:00 p.m.)
  - 6) Discussion Concerning Residential Sprinkler Regulations (7:00 – 7:20 p.m.)
  - 7) Discussion Concerning the Potential Referral to the Plan Commission of a Zoning Code Text Amendment Regarding Auto Uses (7:20 – 7:30 p.m.)
- V) Public Comment**
- VI) Adjournment**

DATE POSTED: September 1, 2017

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL COUNCIL CHAMBERS  
AUGUST 15, 2017**

**DRAFT**

**Call to Order**

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 5:47 P.M., Tuesday, August 15, 2017, 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 Village Clerk Beryl Herman the following were:

PRESENT: President Bass, Trustees Nickel, Halevi, Patel, Spino, Sugarman (6:05)

ABSENT: Trustee Cope

A quorum was present. Also present: Timothy Wiberg, Village Manager, Ashley Engelmann, Assistant Village Manager; Steven Elrod, Village Attorney; Heather McFarland, Management Analyst; Charles Meyer, Assistant to the Village Manager; Steve McNellis, Community Development Director; Andrew Letson, Public Works Director; Nadim Badran, Assistant to the Public Works Director; Doug Hammel, Community Development Manager; Robert Merkel, Finance Director; Ben Harris, Accountant; Robert LaMantia, Police Chief

**Approval of Minutes**

Minutes of the July 18, 2017 Committee of the Whole meetings were distributed in advance of the meeting and were examined. Trustee Ikezoe-Halevi moved to approve the minutes. Trustee Nickel seconded the motion. The motion passed with a Voice Vote

**Regular Business**

**1. Discussion Concerning Televising Additional Village Commission Meetings**

The item was presented by Mr. Meyer using PowerPoint.

Current Broadcasts

\*Village Board and Committee of the Whole

\*Plan Commission

\*Zoning Board of Appeals (ZBA)

\*Viewership

- 320 Live Viewers per month
- 240 On - Demand Viewers per month

Additional Broadcasts

\*Traffic Commission

- 11-12 Meetings per year
- \$650 annual expense to broadcast Traffic Commission
- No new staff needed

Of nine communities surveyed only one (Hinsdale) broadcasts Traffic Commission Meetings

\*All Public Meetings

- 52 meetings per year
- \$3,100 annual expense to broadcast all public meetings  
#Currently it costs \$2,150 to broadcast the Village Board, Plan Commission and ZBA
- Additional staff needed for daytime meetings and possibly to serve as back-up

\*The costs for televising each of the six commissions for the year was presented with the total cost being \$3,877.54

\*Seventeen communities were surveyed: All televised Village Board Meetings, only Hinsdale televises most of their commissions, Evanston televises three additional meetings and the others no more than two.

Requested Direction

\*Staff is seeking direction regarding the broadcasting of additional meetings

\*If additional broadcasting is approved:

- Traffic Commission can be implemented as of September, 2017
- All other Boards and Commissions would be implemented no later than October 2017

Discussion ensued with clarification from Mr. Meyer and Mr. Wiberg

Consensus was for staff to attend these meetings and discuss the possible televising of the meetings.

**2. Discussion Concerning a Potential Water Supply Contract with the City of Evanston**

This item was presented by Mr. Letson using PowerPoint.

This is an update to the April workshop. The focus was on the city of Evanston.

For many years water was obtained cheaply from Chicago. In 2008 Chicago began regular raising of rates.

#### Purpose of Discussion

To obtain direction regarding whether to negotiate a water purchase contract with the city of Evanston and to obtain a proposal from the Village Engineer to conduct a route study.

Chicago sells water wholesale to over 120 municipalities either individually or through water agencies. Chicago's wholesale rate must be the same for all customers. The existing connection to Chicago was exhibited. Chicago's water rate history was presented from 2002 through 2017.

#### Alternative Suppliers

\*Examined potential alternative water supplier options with Evanston, Skokie and Wilmette.  
\*After extensive review, staff concluded that purchasing water directly from Evanston is the most cost effective.

#### April 19, 2017 Water Fund Workshop

\*Discussed the various supplier alternatives  
\*Evanston proposal - \$2.34 per 1,000 gallons

- Included a connection point at Oakton and McCormick

\*Village Board directed staff to evaluate an alternative connection point at Emerson Street

- Evanston will not allow connection at Emerson due to concerns with the existing transmission pipe's capacity during peak periods of demand and available space for a meter vault

#### Evanston's Rate Model

\*Rate is based on the American Water Works Association (AWWA) M1 Manual – Industry Standard  
\*Rate is calculated based on their operating costs and the value of their infrastructure impacted by the Village's water use  
\*Rate is broken into three categories

- Operations and Maintenance
- Depreciation
- Return on Rate

#### Rate Proposal Time

\*May 5, 2017 – Evanston submitted an amended offer that reduced the required transmission mains to be proportionally funded (from all mains 12 inches and larger to six)

- Reduced rate to \$1.56/1,000 gallons

\*June 7, 2017 m- Village provided a counter offer that reduced the number of transmission mains to four.

- Two mains appeared redundant – reduced rate to \$1.44/1,000 gallons

Evanston's current offer was presented:

2019 - \$1.44

2020 - \$1.60

2021 - \$1.63

2022 - \$1.82

\*In 2020 and 2022, Evanston anticipates completing two major capital improvements (replacement of a clear well and an intake pipe) at a value of \$45 million.

\*Values for each component of the rate are examined annually as part of a true-up process, based on Evanston's Comprehensive Annual Financial Report and each community's actual usage.

\*Rate increases are based on actual increases in operational costs or the value of physical assets

- Evanston anticipates approximately 2% increases each year
- Niles/Morton Grove agreement with Evanston distributes rate increases greater than 4% over multiple years to prevent spikes in the rate

Village's Capital Cost Estimate

\*Route from Oakton/McCormick to Lincolnwood water reservoir

- Approximately 2 miles of 20 inch water main

\*Estimated \$7,814,000 for construction and engineering

\*Route would likely be within a portion of the MWRD right-of-way

- Village Engineer is determining required easements and any costs
- Costs for an easement would be determined during the route study

Estimated annual savings were presented – Debt free 2039.

Estimated Savings

\*Niles/Morton Grove agreement has a term of 39 years, staff anticipates pursuing a similar term

- Maximum length under Illinois law

\*Savings over 39 years: \$54.9 million

Questions from committee members with clarification from Mr. Wiberg and Mr. Letson.

Financing Options

\*Illinois Environmental Protection Agency (IEPA) low interest loan

- 20 year loan
- Paid for through wholesale water rate savings
- Typical interest rate 2.5%
- IEPA has indicated that the program is underfunded based on the number of projects, which could delay our project
- Pre-application has been submitted

\*Bond

- 20 year term
- Paid for through wholesale water rate savings
- Interest rate between 2.8% and 3%
- Shorter timeframe than IEPA loan

Staff will continue to pursue the IEPA loan and if it appears that the project will be significantly delayed, bonding will be further evaluated.

A proposed timeline was presented, running from September 2017 to winter 2019, at which time the Village should begin purchasing water from Evanston.

Staff Direction

Should the Village begin negotiations with the City of Evanston for a water purchase contract and solicit a proposal from the Village Engineer (Burke) for conducting a route study.

Consensus:

All ayes to go ahead. Staff will return to the Board with a proposal from Christopher Burke.

**3. Discussion Concerning Proposed Amendments to the Village Code Relating to Commercial Vehicle Parking**

This item was presented by Police Chief LaMantia who provided background information. The following were presented for approval.

\*Take out non-permanent equipment and just include requirements that vehicles (regardless of whether they are commercial vehicles or not) may not be taller than 8'6" or 21' in length.

- Any equipment added to the vehicle – i.e. ladder racks etc. will be included in the calculation of the height and length (for example, if a vehicle was 8'5" in height and had a ladder rack on top of it that made the total vehicle height 9', it would be in violation

\*Panel vans should be considered commercial vehicles and should be limited to one per residential driveway. The definition should include the following: a van with no rear seating and no rear passenger windows.

Consensus was agreement.

**Adjournment**

At 7:15PM Trustee Spino moved to adjourn Committee of the Whole, seconded by Trustee Patel.  
The motion passed with a Voice Vote.

Respectfully Submitted,

Beryl Herman  
Village Clerk

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# MEMORANDUM

TO: President Bass and Members of the Village Board

FROM: Timothy C. Wiberg, Village Manager

DATE: September 1, 2017

SUBJECT: **September 5, 2017 Committee of the Whole Meeting**

As a reminder, the Committee of the Whole (COTW) meeting is scheduled for **5:00 p.m.** on Tuesday evening. Dinner will be available beginning at 4:15 p.m. in the Village Hall Board Conference Room. Please find below a summary of the items for discussion:

**1) Discussion Concerning Code Enforcement Priorities (5:00 – 5:30 p.m.)**

At its July 18 COTW meeting, the Village Board discussed code enforcement issues. The Board requested information be provided pertaining to the current administrative process for addressing code enforcement violations, a multi-year review of the number of code enforcement issues addressed by staff, the revenue received by the Village for fines, and an estimate of what it would cost to hire a full-time Code Enforcement Officer. [Attached](#) is a staff memorandum concerning these issues. Staff is seeking Board direction on these items as well as the Board's code enforcement priorities.

**2) Discussion Concerning Emergency 9-1-1 Calls from Cellular Telephones (5:30 – 5:45 p.m.)**

From time to time, staff receives complaints that a resident's call to 9-1-1 from a cellular phone does not immediately go to the Village's Emergency Dispatch Center, but often to a neighboring Dispatch Center. This is a nation-wide issue and is a product of the way cell technology works, in conjunction with the cell antennae nearest to the signal from the phone. [Attached](#) is a memorandum from the Assistant Village Manager concerning this issue.

**3) Status Report Concerning Consolidated Emergency Dispatch Services (5:45 – 6:00 p.m.)**

On March 1, 2017 the Village began receiving its emergency dispatch services from the Village of Skokie. At the time of transition, staff informed the Board that after six months of service, a status report would be provided summarizing the service being received. [Attached](#) is a memorandum from staff providing statistics for the services being provided by Skokie. As can be seen, in most cases, response times and related performance indicators have mostly improved under the new service delivery model.

**4) Discussion Concerning Police Department Lobby Hours (6:00 – 6:30 p.m.)**

Once the Village consolidated its emergency dispatch services with the Village of Skokie, the Village's seven full-time Dispatcher positions were eliminated. Without these positions, there was no longer staff available to be present 24 hours in the Police lobby to handle walk-in traffic to the Police Department. As staff reported during several meetings throughout 2016 and 2017, it would be cost prohibitive to add the staff required to keep the

lobby open 24/7, especially due to the historically low volume of walk-in traffic during the night time/weekend hours. Therefore, staff recommended, and the Board approved a new schedule for the lobby which called for the lobby to be open Monday – Friday, 9:00 a.m. to 5:00 p.m. All other hours the lobby was to be closed and the public would have access to a phone in the Police vestibule where they could immediately be connected to the Skokie Dispatch Center and subsequently a Lincolnwood Police Officer would be dispatched to the lobby to handle the visitor. This process does not result in a delay in having an Officer handle the visitor, compared to when the lobby was open 24 hours. Based on a request from the Mayor, staff was able to open the lobby at 7:00 a.m. Monday – Friday by adjusting the schedules of existing personnel. To date, this system has worked as designed, and there have been no calls made from the vestibule phone, after hours, of an emergency nature. The Mayor has requested Board discussion on options to keep the lobby open to the public for a longer period than is currently the case. [Attached](#) is a memorandum from the Police Chief concerning this issue.

**5) Discussion Concerning a Potential Welcoming City Resolution (6:30 – 7:00 p.m.)**

The Village’s Human Relations Commission and Multi-Cultural Taskforce have both discussed the possibility of the Village approving a Welcoming City Resolution, which would establish certain standards by which the Village would treat immigrants in the Village. The State of Illinois has recently adopted a law governing this issue, which may make this discussion moot. In any event, [attached](#) is a memorandum from the Police Chief concerning this issue.

**6) Discussion Concerning Residential Sprinkler Regulations (7:00 – 7:20 p.m.)**

Over the past few years, the Board has discussed the regulations governing when sprinklers are required to be installed in single-family homes. For many years, sprinklers have been required for newly constructed homes, however, the standards for when sprinklers would be required for home additions has been debated by the Board. After the last discussion, staff developed a worksheet to aid property owners who were constructing a home addition, to determine when the 50% threshold of modifications were being made to the existing home, which is the current trigger for requiring sprinklers. [Attached](#) is a memorandum from the Fire Chief concerning this issue.

**7) Discussion Concerning the Potential Referral to the Plan Commission of a Zoning Code Text Amendment Concerning Auto Uses (7:20 – 7:30 p.m.)**

Auto dealerships have been an integral component of the Village’s local economy for many years. The sales and property tax they provide is a key revenue source for funding the local government. Staff is proposing a Zoning Code Text Amendment which would allow auto sales and service in the “O” office zone as a Special Use. If the Board is supportive of this concept, it would be appropriate to refer this matter to the Plan Commission for the requisite public hearings and recommendation back to the Village Board. [Attached](#) is a memorandum from the Community Development Director concerning this issue.

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



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## MEMORANDUM

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**TO:** Timothy Wiberg, Village Manager

**FROM:** Ashley Engelmann, Assistant Village Manager; Steve McNellis, Community Development Director; Robert LaMantia, Police Chief; Doug Hammel; Community Development Manager; Chuck Meyer, Assistant to the Village Manager

**DATE:** August 29, 2017

**SUBJECT:** Code Enforcement Priorities Follow-up

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**Background:** On July 18, 2017 at a meeting of the Committee of the Whole staff presented a summary of how code enforcement is conducted within the Village. The presentation included information regarding staffing, previously identified code enforcement priorities, work order request types, an overview of adjudication citations and the current code enforcement process. The Board directed staff to return with the following information:

- Summary of administrative tasking for the Code Enforcement Officer and the Community Service Officer
- Multi-year perspective regarding work orders
- Fines collected for code violations
- Cost for a full-time Code Enforcement Officer

**Purpose of Discussion:** To present follow-up information that was requested at the July 18, 2017 meeting of the Committee of the Whole and to obtain direction regarding the Board's priorities for code enforcement within the Village.

**Summary of Administrative Tasking:** Administrative tasking efforts for both the Code Enforcement Officer and Community Service Officer positions may be found in the table on the following page.

	<b>Code Enforcement Officer</b>	<b>Community Service Officer (Code Enforcement Duties)</b>	<b>Community Service Officer (Non-Code Enforcement)</b>
Hours Per Week	14-18	26.5	28.5
Administrative Tasking	<ul style="list-style-type: none"> <li>-Property Owner Identification</li> <li>-Citation Documentation</li> <li>-Adjudication Preparation</li> <li>-Work Order Entry</li> <li>-FOIA Response</li> <li>-1-2/hr day (email, phone messages, FOIA response)</li> <li>-6-7/hrs in the field per day</li> <li>-1 day per month 4-5 hours in Adjudication</li> </ul>	<ul style="list-style-type: none"> <li>-Property Owner Identification</li> <li>-Citation Documentation</li> <li>-Adjudication Preparation</li> <li>-Work Order Entry</li> <li>-FOIA Response</li> <li>-1 day per month 4-5 hours in</li> <li>-Adjudication</li> </ul>	<ul style="list-style-type: none"> <li>-Court Liaison</li> <li>-Records Clerk Data Entry</li> <li>-Mail and Document Pick-up and Delivery</li> <li>-Police Fleet Maintenance Coordinator</li> <li>-Animal Control Transport and Assistance</li> <li>-School Crossing Guard</li> <li>-Review Work Order System for Time Sensitive Issues</li> </ul>

Staff must balance managing these tasks with time in the field identifying and addressing code enforcement issues that are received through the Village’s work order system. Provided below is an example of the staff time and effort used to address code enforcement issues. A detailed resource allocation breakdown is attached to this memorandum.

<b>Means of Compliance</b>	<b>Steps</b>	<b>Actions</b>	<b>Duration</b>
<b>Immediate Compliance (Violator is responsive and addresses the issue with minimal staff involvement)</b>	-Identify Issue	-Entered into Work Order System, Routed to Staff	1-2 Weeks
	-Contact with Violator	-Gather Information, Work with Violator, Update Work Order	2-4 Weeks
<i>Total Staff Time 3-6 Weeks or .5- 1.5 Hours</i>			
<b>Supported Compliance (Violator requires assistance and reminders to gain compliance)</b>	-Regular contact with Violator -Relevant approvals and permits -Compliance, or measurable progress toward compliance	-Status Checks with Violator, Next Steps Identified	2-4 Weeks
	-Regular contact with Violator -Compliance	-Frequent Status Checks with Violator, Next Steps Identified	2-4 Weeks
<i>Total Staff Time 6-12 Weeks or 1.5- 3.5 Hours</i>			
<b>Mandated Compliance (Violator does not comply, citation necessary)</b>	-Citation Processing	-Confirm Property Owner Information, Registered Mail, Evidence Gathering, Update Work Order	1 Week
	-Adjudication- Phase I	-Compliance Prior to Hearing Date, Court-Issued Compliance	2-3 Weeks
	-Adjudication- Phase II	-See Adjudication- Phase I	1 Month
<i>Total Staff Time 10-20 Weeks or 10-15 Hours</i>			

**Multi-Year Work Order History:** Staff and the public enter complaints regarding code enforcement into the Village's work order system *PublicStuff*. Prior to May 2, 2016 these items were entered into a different work order system. This system did not offer a mobile application for entering complaints. This application provides a more efficient mechanism for submitting complaints.

Complaints received through this method make up the primary workload for the Code Enforcement Officer. Provided below is a breakdown of work order requests received by the Code Enforcement Officer from January 1, 2012- July 1, 2017.

**January 1, 2012-July 1, 2017**

Type	2012	2013	2014	2015	2016*	2017**	Total
Animal Control - Wildlife	23	20	13	12	40	6	114
Code Enforcement		3	73	60	198	87	421
Construction Complaint	8	2		4	35	14	63
Damage and/or Graffiti on Public Property			1	1	30	13	45
Downspout Complaint		1		2			3
Garbage Out Early	6	7			4		17
General Complaint	29	62	11	10	2		114
Line of Sight Obstruction (Landscaping)	6	5	4	1	14	8	38
Sidewalk Inspection	19	22	22	35	39	23	160
Tall Grass or Weeds	3	14	193	135	55	92	492
<b>Totals</b>	<b>94</b>	<b>136</b>	<b>317</b>	<b>260</b>	<b>417</b>	<b>243</b>	<b>1467</b>

\*The Village's new system *PublicStuff* began being used as of May 2, 2016.

\*\*2017 Data range is 1/1/17-7/1/17

**Fines Collected for Code Violations:** The overriding goal with code enforcement is to gain compliance from the property owner. At times, compliance is not able to be achieved by putting a property owner on notice or giving them a warning. When compliance is not gained through these methods a citation must be issued to the property owner.

Provided below is a table summarizing fines collected through the Administrative Hearing Court process. The total fines collected include court fee costs, fines assessed for violations for parking tickets and other municipal code violations. Fines collected for red light camera violations, which are also heard at the Administrative Hearing Court are not included within this table.

Department	FY 2017/2018 YTD	FY 2016/17	FY 2015/16	FY 2014/15	FY 2013/14	FY 2012/13
<b>*Total</b>	\$26,769.33	\$96,020.18	\$127,566.39	\$113,550.93	\$134,027.01	\$129,658.64

\*The total fines collected for parking tickets paid prior to the Administrative Hearing Court, fees assessed for the purchase of late vehicle stickers and handicap parking permits are also included in these numbers. These fees are not parsed out in the Village's financial software.

The Village budgets \$35,000 annually for prosecution and personnel related to the Administrative Hearing Court process. Fines collected for violations are used to offset personnel costs and contractual remediation (tree removal, tree replacement, mowing services, refuse haulers, etc.).

**Full-time Code Enforcement Officer Cost:** In January of 2012 the part-time Code Enforcement Officer position was created to enforce the Village's property maintenance codes. The Code Enforcement Officer works two days a week. The current hourly rate for the Code Enforcement Officer position is \$23.69. This position does not earn benefits. During the July 18, 2017 Committee of the Whole discussion more proactive code enforcement was discussed. In order to conduct a proactive code enforcement program a full-time Code Enforcement Officer would be necessary. The Village Board directed staff to return with the cost for a full-time position.

The annual cost to the Village for the current, part-time position is approximately \$20,000. If a full-time Code Enforcement Officer position were to be created the annual cost with benefits would be approximately \$65,000. This is in-line with comparable community's wages as well as the Community Service Officer's salary. The increased cost to the Village for a full-time Code Enforcement Officer would be approximately \$45,000.

### **Options for Consideration:**

- A. Status Quo
- B. Continue to utilize the current staffing model and the Village Board identifies code enforcement priorities

#### *Violation Types for Review*

- Property Maintenance Concern
  - Refuse, Debris, or Discarded Materials on Public or Private Property
  - Unkempt Property
  - Building Code Violation or Issue
  - Storm water / Drainage / Flooding Issue
  - Signage Issue
  - Health / Sanitation Issue
  - Commercial Vehicle Issue
  - Donation Box Issue
  - Tall Grass or Weeds
  - Sidewalk Maintenance
  - Wildlife or Insect Concern
  - Unpermitted Construction
  - Graffiti
  - Construction Concern
  - Parkway Restoration
  - Line of Sight Obstruction
  - Excessive Animals
  - Inoperable or Abandoned Vehicle
  - Overcrowding

C. Discuss the addition of a full-time Code Enforcement Officer at the 2018-2019 FY Budget Workshop

**Documents Attached:**

1. July 18, 2017 Approved Committee of the Whole Meeting Minutes
2. July 18, 2017 Committee of the Whole Staff Memorandum
3. Code Enforcement Process and Resource Allocation Matrix

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL COUNCIL CHAMBERS  
JULY 18, 2017**

**Call to Order**

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 5:48 P.M., Tuesday, July 18, 2017, 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 Village Clerk Beryl Herman the following were:

PRESENT: President Bass, Trustees Patel, Izekoe- Halevi, Hlepas-Nickel (Sugarman 6:10, Cope 6:40)

ABSENT: None

A quorum was present. Also present: Timothy Wiberg, Village Manager, Ashley Engelmann, Assistant Village Manager; Steven Elrod, Village Attorney; Heather McFarland, Management Analyst; Charles Meyer, Assistant to the Village Manager; Steve McNellis, Community Development Director; Andrew Letson, Public Works Director; Nadim Badran, Assistant to the Public Works Director; Charles Greenstein, Village Treasurer; Doug Hammel, Community Development Manager; Deputy Police Chief, John Walsh; Robert Merkel, Finance Director; Ben Harris, Account

**Approval of Minutes**

Minutes of the June 20, 2017 Committee of the Whole meetings were distributed in advance of the meeting and were examined. Trustee Patel moved to approve the minutes. Trustee Ikezoehalevi seconded the motion. The motion passed with a Voice Vote

**Regular Business**

**1. Discussion Concerning Code Enforcement Priorities**

This item was presented by Mr. Wiberg, Mrs. Engelmann, Mr. Letson and Mr. McNellis. Staff is always ready to learn what this sitting Board desires.

## Background

### \*Prior to 2009

- Two full time Building Inspectors responsible for code enforcement activities and building inspections  
#Compliant based and proactive

### \*2009

- TPI Building Code Consultants (“TPI”) was contracted to provide part-time building plan review/inspection services
- Code enforcement not conducted by TPI  
#Minimal opportunity for proactive enforcement and limited complaint based enforcement
- Administrative Hearing process began

\*2009-2012 – Police Department Community Service Officers were utilized for code enforcement

## CODE Team

\*2009 staff created the Code of Ordinances Dedicated to Enforcement (CODE) Team to coordinate code enforcement efforts

- Village Board Direction from 2009 strategic planning discussions
- Representatives from Administration, Community Development, Public Works, Police and Fire

\*CODE Team developed two strategies

- Complaint Based Enforcement  
#Code violations enforced when a member of the public reports a violation
- Proactive Enforcement  
#Anytime staff observed a violation, action was taken to resolve the matter

February 18, 2010 Committee of the Whole, the CODE Team presented the most common violations proactively enforced. The Village Board concurred. The CODE Team presented a list of violations that were currently handled on a complaint basis, for which staff had received requests from the public for proactive enforcement.

In 2012, a part-time Code Enforcement Officer position was created. This position was to be supported by Community Services Officers, as time permits.

Code Enforcement Officer’s primary workload is generated through work order requests.

Property Maintenance Service Requests were identified.

### Sign Regulations

\*Common property maintenance complaint received regarding signage in commercial areas

\*Enforcement challenges include:

- Real Estate sign, height and location
  - #Signs are often erected higher than 6 feet, often placed at the property line
  - #Signs for different brokers, for different tenants in the same shopping center. The Code allows for only one sign per shopping center
- Portable signs are often located in the right-of-way
- Businesses use whiteboards, which are not permitted
  - #May be left out overnight and are tied to a tree or post

Sign regulations were exhibited.

Administrative Hearing Citation topics were presented along with the numbers of citations issued.

It was noted that cases that are heard through the Administrative Hearing process typically result in compliance gained once the issue is heard by the Administrative Law Judge.

The Current Code Enforcement Process was presented.

Photos of violations were exhibited.

Code enforcement issues in neighboring communities were exhibited.

Staff is seeking direction regarding the current process as well as priorities for identifying code violations.

Property Maintenance concerns regarding violation types were presented for review.

Flowcharts were exhibited for the three types of violations.

Discussion ensued regarding enforcement limitations due to staffing numbers.

Requests were made for information regarding costs and how these can be tasked out.

Staff to return with information regarding hiring of a full time Code Enforcement person.

Consensus was to go ahead.

## **2. Discussion Concerning Citizen Survey Questions**

This item was presented by Charles Meyer using a PowerPoint presentation.

### Background

\*National Research Company (NRC) is being contracted by the Village to complete the Citizen Survey during the Fall of 2017.

\*Surveys will be sent out to 1,500 households via the USPS

- Program will be publicized on all Village communication platforms
- Available online for participants as well

\*Results will be available for discussion as part of 2018/19 Budget.

\*NRC will use standardized questions to compare Lincolnwood to comparable communities

\*Questions are grouped into broad categories that range from quality of life to the quality of services provided by the community

- There are a total of 13 categories and over 100 questions as part of the survey

\*Village can also add three customized questions.

### Timeline

\*September/October: Citizen Survey is promoted in Village communications/social media

\*September 29: Citizen Survey is mailed

- Delivery expected October 2, 2017

\*September 20-November 3: Citizen Survey responses collected by NRC

\*November 27: NRC sends draft Citizen Survey Report

\*December 11: NR sends final Citizens Survey Report

### Custom Survey Questions

\*2007 Question

- To what degree do you support or oppose the Village taking each of the following actions? (Respondents would answer: Strongly Support, Somewhat Support, Somewhat Oppose, Strongly Oppose)
  1. Creating more Village publications and programs in languages other than English
  2. Significantly expanding the Community Center to improve recreation programs and services
  3. Pursuing and promoting the use of environmentally friendly initiatives for new developments

### Possible Custom Survey Questions

\*What is the single most important priority for the Village of Lincolnwood to address in the next five years? (Select One)

- Safety
- Affordability/Cost of Living
- Parks/Natural Environment enhancement
- Encouragement of mass transit opportunities through expanded bus services
- Commercial development
- Growth management
- Property maintenance/Code enforcement
- City government /
- Services
- Other

\*Rate the importance of each of these in terms of what Lincolnwood should invest in to increase the sense of community. (Respondents should answer Very Important, Somewhat Important, Neutral, Not Important, Not Important at All)

- Neighborhood Watch
- Opportunities to get to know your neighbors
- Neighborhood clean-up
- Learning about diverse perspectives
- Block parties

\*Please indicate how much of a source, if at all, you consider each of the following to be for obtaining information about the Village government and its activities, events and services.

(Respondents should answer Major Source, Minor Source, Not a Source)

- Village Newsletter
- Village Website
- Village Facebook Page
- Village Twitter account
- NextDoor.com
- Other Social Media sources
- Village's bi-weekly e-newsletter
- Word of Mouth
- Local newspapers

- E-mail
- Other

\*Please indicate how important to you, if at all, it would be for the Village to pursue the following community initiatives/programs. (Respondents should answer Very Important, Somewhat important, Neutral, Not Important, Not Important at ALL)

- Diversity flags on Lincoln Avenue during the month of August
- Televising of public meetings of Boards and Commissions
- Creation of a “downtown” or Village center
- Addressing noise concerns related to O’Hare International Airport
- Expanding Police Department lobby hours beyond Monday through Friday from 9AM to 5PM

\*Have you had any in-person, email or phone contact with an employee of the Village of Lincolnwood within the last 12 months?

- If yes, proceed to the next question

\*What was your impression of the employee of the Village of Lincolnwood in your most recent contact? (Respondents should answer Excellent, Good, Fair, Poor, Don’t Know)

- Knowledgeable
- Responsive
- Courteous
- Overall impression

\*Please indicate how important to you, if at all, each of the following infrastructure improvements would be. (Respondents should answer Very Important, Somewhat Important, Neutral, Not Important, Not Important at ALL)

- Pedestrian improvements such as expanding or widening sidewalks
- Roadway improvements such as resurfacing existing streets
- Traffic mitigation such as enhancements to intersections
- Stormwater management
- Residential street lighting

It is requested that three questions are selected and/or drafted that could be incorporated into the Citizen Survey.

Questions and discussion ensued regarding items to appear on the survey.

Consensus was that Trustees send ideas for inclusion to Mr. Wiberg.

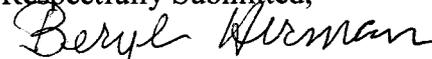
**3. Discussion Regarding Televising Additional Boards and Commission Meetings**

*Due to time constraints, this item will be tabled to a future meeting.*

**Adjournment**

At 7:32 P.M. Trustee Cope moved to adjourn Committee of the Whole, seconded by Trustee Patel. The motion passed with a Voice Vote.

Respectfully Submitted,



Beryl Herman  
Village Clerk



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## MEMORANDUM

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**TO:** Timothy Wiberg, Village Manager

**FROM:** Ashley Engelmann, Assistant Village Manager; Steve McNellis, Community Development Director; Robert LaMantia, Police Chief; Doug Hammel; Community Development Manager; Chuck Meyer, Assistant to the Village Manager

**DATE:** July 10, 2017

**SUBJECT:** Code Enforcement Priorities

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**Background:** Prior to 2009 the Village had two full-time building inspectors that performed both building inspections as well as code enforcement activities within the community. Code enforcement during this time was a combination of proactive and complaint based enforcement. In 2009, after Village Board approval, the Village began contracting building inspection services to T.P.I. Building Code Consultants ("T.P.I."). T.P.I. was contracted to provide Building Plan Review/inspection services for the Village. T.P.I. was not contracted to perform code enforcement services, which left the community with minimal opportunity for proactive enforcement and limited complaint based enforcement. T.P.I. did provide a quote to the Village for code enforcement services however it was not considered cost effective and would not provide the Village with a routine schedule for enforcement.

Throughout 2009 the Village utilized Community Service Officers in the Police Department to address complaint based code enforcement concerns. At the 2009 Strategic Planning session of the Village Board the desire to enhance code enforcement was expressed. As a result, in 2009 staff created the Code of Ordinances Dedicated to Enforcement ("CODE") team to coordinate code enforcement efforts. The team consisted of representatives from Administration, Community Development, Public Works, Police and Fire. Due to limited resources it was not feasible to proactively enforce all Village Ordinances regularly.

Therefore, the CODE Team developed two strategies for responding to violations of the Village Code:

- Complaint Based Enforcement
  - Staff enforces the Village Code when a member of the public reports a violation
- Proactive Enforcement
  - Proactive was defined as “acting in advance to deal with an expected difficulty.” In regards to code enforcement, this meant that anytime a Code Enforcement Official observed a violation, action was taken to resolve the matter

The CODE team developed a list of the most common violations that were being proactively enforced as well as a list of violations that were currently handled on a complaint basis, for which staff had received requests from the public for proactive enforcement. Staff sought Village Board direction on whether or not those items should be handled proactively. On February 18, 2010 at a Committee of the Whole meeting the Village Board discussed and agreed-upon direction to maintain a list of proactively enforced violations, identified below:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Public (property) tree ordinance</li> <li>• Private (property) tree ordinance</li> <li>• Failure to install or service an RPZ valve</li> <li>• Weeds and tall grass</li> <li>• Temporary signs in the parkway</li> <li>• Motor vehicles inoperative or dismantled in front of property</li> <li>• Hours of construction</li> <li>• Parking Restrictions</li> <li>• Fly dumping</li> </ul> | <ul style="list-style-type: none"> <li>• Failure to dispose of yard waste left in front of house</li> <li>• Defacement of property</li> <li>• Sale or service of alcohol or tobacco to a minor</li> <li>• Abandoned vehicles</li> <li>• Dumpster overflow</li> <li>• Fences in disrepair</li> <li>• Property/building in disrepair</li> <li>• Swimming pools in poor condition</li> </ul> |
|--|---|

The Village Board also provided further direction regarding the following violations:

<b>Violation Type</b>	<b>Enforcement Direction</b>
Leaf blower	Complaint Based
Exterior of property is unclean and unsafe	Complaint Based
Accessory structures in poor condition	Complaint Based
Sidewalks and driveways in poor condition	Complaint Based
Line of sight obstruction	Proactive
Failure to remove garbage totes after pickup	Proactive
Illuminated signs after hours	Proactive

In addition to identifying priorities for addressing code violations proactively, on November 24, 2009 the Village began holding Administrative Hearings for violations of municipal Ordinances as an alternative to Cook County Circuit Court. The Administrative Hearing process is intended to expedite resolutions and ensure compliance.

From 2010-2012 the Village continued to utilize Community Service Officers within the Police Department to address code enforcement needs based on the aforementioned established guidelines.

In January of 2012, after approval by the Village Board, a part-time Code Enforcement Officer position was created to enforce the Village’s property maintenance codes. The Code Enforcement Officer works two days a week. Due to the limited schedule, code enforcement continues to be handled on a complaint basis if the issue is not identified as a proactive enforcement matter. Specifically, time is mainly spent addressing complaints that are received through the Village’s work order system *PublicStuff*. In addition to the Code Enforcement Officer, the Village utilizes one full-time Community Service Officer and one part-time Community Service Officer to assist with code enforcement, as time permits. The majority of the assistance provided to the Code Enforcement Officer occurs during the spring and summer when the need for code enforcement is at its highest demand.

The overall goal of code enforcement is to gain compliance. This is done through notification, warnings and ultimately citations, if necessary.

**Purpose of Discussion:** To obtain direction regarding the Village Board’s priorities for code enforcement within the Village.

**Current Staffing:**

The Village’s current staffing model for code enforcement is as follows:

	<b>Code Enforcement Officer</b>	<b>Community Service Officer</b>
<b>Department</b>	Community Development	Police
<b># of Employees</b>	1 Part-Time	1 Full-Time; 1 Part-Time
<b>Hours Per Week</b>	14-18	53 (approximately 26.5 on code enforcement)
<b>Primary Method</b>	Complaint Based	Complaint Based
<b>Main Responsibilities</b>	Stop Work Orders Work Without a Permit Work Order Requests Adjudication Issues Citations Follow-up Permit Issues Lighting Complaints Signage Complaints	Long Grass Complaints Long Grass Observed Overflow Complaints Assigned to Code Enforcement Officer Follow-up

Given the structure of the staffing model complaint-based code enforcement with select proactive enforcement is the primary current method used by the Village.

**Work Order Requests:**

Staff and the public enter complaints regarding code enforcement concerns into the Village’s work order system *PublicStuff*. Complaints received through this method make up the primary workload for the Code Enforcement Officer. Provided below is a breakdown of work order requests received by the Code Enforcement Officer from May 2016-May 2017.

***Issue Type by Month (May 2016-May 2017)***

<b>Violation Type</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Property Maintenance Concern	5	18	16	16	9	53	21	16	21	26	13	15	229
Tall Grass or Weeds				4	44	24	17	10	4				103
Sidewalk Maintenance	3	3	3	7	6	2	2	5	3	5	3	1	43
Wildlife or Insect Concern		2	1		2	4	2	14	7	3	2		37
Unpermitted Construction	1		4			4	2	4	5	3	4	1	28
Graffiti			5	3	1	3	4	6	2			2	26
Construction Concern		4		1	2	3	1	1	3		1	2	18
Parkway Restoration				2	3	2	2	2	3	1			15
Line of Sight Obstruction					1	3	2	1	3	1	1	1	13
Excessive Animals							3		2	2		1	8
Inoperable or Abandoned Vehicle	1						1	2	1		1		6
Overcrowding										1	2		3
<b>Total</b>	<b>10</b>	<b>27</b>	<b>30</b>	<b>33</b>	<b>69</b>	<b>98</b>	<b>57</b>	<b>61</b>	<b>54</b>	<b>42</b>	<b>27</b>	<b>23</b>	<b>529</b>

The greatest number of code enforcement complaints that are received fall into the property maintenance category. A breakdown of the type of complaints received within this category (from May 2016 – May 2017) may be found below:

<b>Type of Property Maintenance Concern</b>	<b>Number of Complaints</b>
Refuse, Debris, or Discarded Materials on Public or Private Property	80
Unkempt Property	56
Building Code Violation or Issue	33
Storm water / Drainage / Flooding Issue	20
Signage Issue	13
Health / Sanitation Issue	11
Commercial Vehicle Issue	9
Donation Box Issue	4
Public Property Maintenance Issue	3
<b>Total</b>	<b>229</b>

**Signage Regulations:**

One of the more common property maintenance complaints that are received is regarding signage in commercial areas. Staff is often challenged when enforcing the sign code due to issues such as:

- Real Estate sign height and location
  - Signs are often erected higher than 6’ and are almost always at the property line, even though they are required to be set-back 10’ from a property line
- Real estate signs are often found from different brokers, for different tenants in the same shopping center. The Code allows for only one sign per shopping center
- Portable signs are often located in the right-of-way. In addition, businesses often use a whiteboard where they can change the message, but that is not permitted. These types of signs are sometimes left out overnight and are tied to a tree or post

The Village has several signage regulations which are summarized below.

<b>Sign Type</b>	<b>Description</b>	<b>Regulation</b>	<b>Permit Required</b>	<b>No Permit Required</b>
Permanent Window	Applied or attached to a window or is located within a building such that the sign is positioned to be viewed from the exterior of the building	May be affixed or applied to window glass, provided that the area of permanent window signs does not exceed 20% of the window surface area. A maximum of four permanent window signs per establishment may be illuminated	X	
Temporary Window	Any sign allowed for a limited period of display	Temporary window signs which announce a specific sale or product price and which are posted for not longer than 30 days, provided the total area of permanent and temporary window signs occupies no more than 20% of the window surface area		X
Special Event/Grand Opening	A temporary sign applied to, or constructed of paper plastic or fabric, with or without frame, used to identify or attract attention to a location, object, institution, product service or business	Private property only for a total of two nonconsecutive events per year, but not exceeding 15 consecutive days per event: Pennant/streamer signs, Temporary banner signs, and other temporary signs	X	

Real Estate	One sign used to offer for sale, lease or rent the land or buildings upon which the sign is located	<p><i>Ground Sign</i>- shall not exceed 16 square feet in area per side for a property with 50 feet or less of frontage, or 32 square feet in area per side for a property with more than 50 feet of frontage. Shall not exceed six feet in height above finished grade and shall not be closer than 10 feet to any property line</p> <p><i>Wall Sign</i>- shall not exceed 16 square feet in area per side for a property with 50 feet or less of frontage, or 32 square feet in area per side for a property with more than 50 feet of frontage. Shall not exceed 20 feet in height above finished grade. These signs (Ground and Wall) shall be removed within 7 days of sale, lease or rental transaction</p>		X
Portable Signs	Designed to be moved from place to place or not permanently attached to the ground or to any structure	<p>Such as A-Frame signs or sandwich boards in front of business or commercial establishments on private property only, subject to:</p> <ul style="list-style-type: none"> <li>• One portable sign along each frontage</li> <li>• May not exceed 4' in height</li> <li>• May not exceed 6 square feet in sign face area</li> <li>• May not be in a sight triangle</li> <li>• Must be professionally printed and not written by hand</li> <li>• Must be maintained in like-new appearance and must be free of dents or other damage</li> <li>• May be displayed only during the hours of operation of the business establishment in front of which it is displayed</li> <li>• Must be weighted or anchored so that they remain upright</li> </ul>		X

**Administrative Hearing Process:**

The overriding goal with code enforcement is to gain compliance from the property owner. At times, compliance is not able to be achieved by putting a property owner on notice or giving them a warning. When compliance is not gained through these methods a citation must be issued to the property owner. Provided on the following page is a table with citations related to code enforcement that were heard at the Administrative Hearing Court from May of 2016 through May of 2017.

*Administrative Hearing Citations from May 2016-May 2017*

<b>Violation Type</b>	<b>Number of Citations</b>
Commercial Parking in Public Street	33
Unpermitted Construction	16
Tall Grass	11
Hours of Operation for Business	11
Invalid Building Permit	8
Final Inspection	8
Improper Storage	4
Fire Alarm Required	4
Inoperable Motor Vehicles	4
Hours of Construction	2
Inoperable/Abandoned Vehicle	2
Nuisance Tree	2
Damage to Parkway	2
Storage of Refuse	1
Overcrowding	1
<b>Total</b>	<b>109</b>

Cases that are heard through the Administrative Hearing process typically result in compliance gained once the issue is heard by the Administrative Law Judge.

**Current Code Enforcement Process:**

In 2009 staff developed a code process matrix for addressing the most common code violations. The matrix is used as a guide for staff when issuing warnings and citations. This matrix was endorsed by the Village Board in 2010. The matrix may be found below:

<b>Enforcement Type</b>	<b>First Warning</b>	<b>Second Warning</b>	<b>Citation</b>
A	X	X	X
B	X		X
C			X

The most common violations that fall within these categories may be found on the following page.

*Common Violations by Enforcement Category*

**Type A**

-Leaf blower

**Type B**

-Exterior Property Issues  
 -Swimming Pools in Poor Condition  
 -Building Code Violations  
 -Fences in Need of Repair  
 -Dumpster Overflow  
 -Illuminated Signs

**Type C**

-Public/Private Tree Ordinance Violations

**Neighboring Communities:**

Staff surveyed neighboring communities regarding their code enforcement processes. Provided below is a breakdown of the responses which provide information regarding staffing, complaint versus proactive enforcement and communication methods regarding property maintenance. Survey results may be found below.

Community	Cases Per Month/Year	Staff Hours	Complaint or Observation Based	Residential/ Commercial Priorities	Compliance Vs. Citations	Communication Efforts
Park Ridge	Approximately 500 per year	1 Full-time Code Enforcement Officer	Complaint based and observation for specific items requested by the Village Board	Feral cats, litter/dumping, hoarding, grass and weeds (270 complaints)	Citations- Letter, 2 weeks to comply then issue a citation	Quarterly newsletter for residents' awareness
Niles	800 rental properties with inspections every three years and neighborhood walks/drives every year	2 Full-time Code Enforcement Officers	Proactive; regular drive-by's and rental inspections; 1 or 2 out of 10 cases often become priority cases	Townhouse/apartment areas tend to be most problematic Commercial areas tend to be pretty good	Go to efforts to avoid a ticket and get to compliance first	Send a letter to townhouse areas each Spring with a list of "typical" violations the Village observes and enforces
Lincolnwood	529	1.5 Part-time officers (Code Enforcement Officer with support from Community Service Officer)	Primarily complaint, with some limited proactive priorities	Tall Grass Property Maintenance Sidewalk Maintenance Wildlife/Insects Unpermitted Construction	Use warning to notice to citation protocol on a case-by-case basis	"Connections" Newsletter

**Summary and Village Board Direction Sought:**

Due to staffing constraints, since 2009, the Village has utilized a complaint based approach to code enforcement regarding property maintenance concerns with proactive enforcement for

certain identified priorities. This method is, by intent reactive and leaves minimal opportunity for staff to evaluate properties for property maintenance code violations. Staff is seeking direction regarding the current code enforcement process as it relates to providing property owners warnings prior to a citation being issued, as well as direction regarding specific violation types that the Village Board would like staff to focus on in a proactive manner.

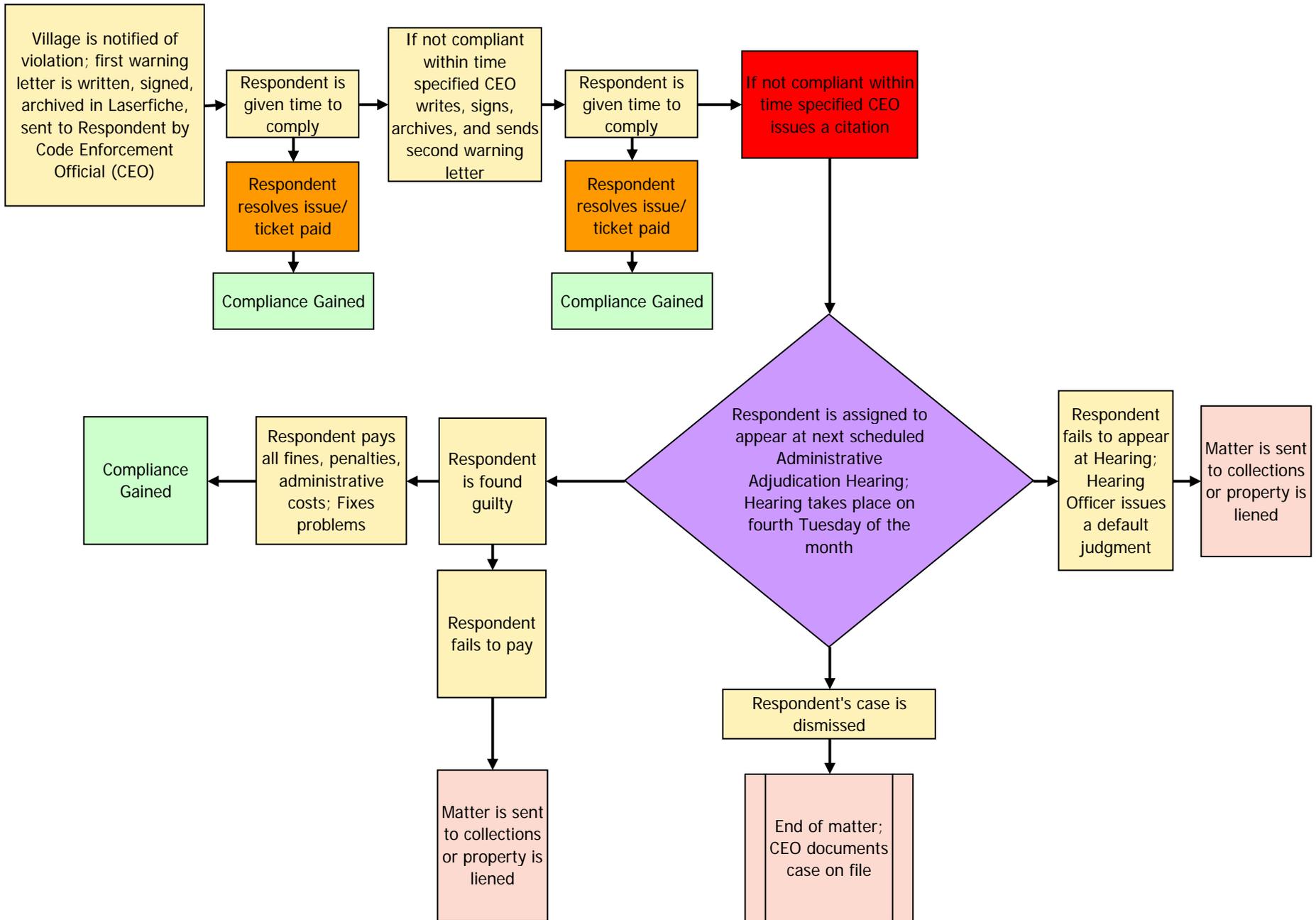
*Violation Types for Review*

- Property Maintenance Concern
  - Refuse, Debris, or Discarded Materials on Public or Private Property
  - Unkempt Property
  - Building Code Violation or Issue
  - Storm water / Drainage / Flooding Issue
  - Signage Issue
  - Health / Sanitation Issue
  - Commercial Vehicle Issue
  - Donation Box Issue
- Public Property Maintenance Issue
  - Tall Grass or Weeds
  - Sidewalk Maintenance
  - Wildlife or Insect Concern
  - Unpermitted Construction
  - Graffiti
  - Construction Concern
  - Parkway Restoration
  - Line of Sight Obstruction
  - Excessive Animals
  - Inoperable or Abandoned Vehicle
  - Overcrowding

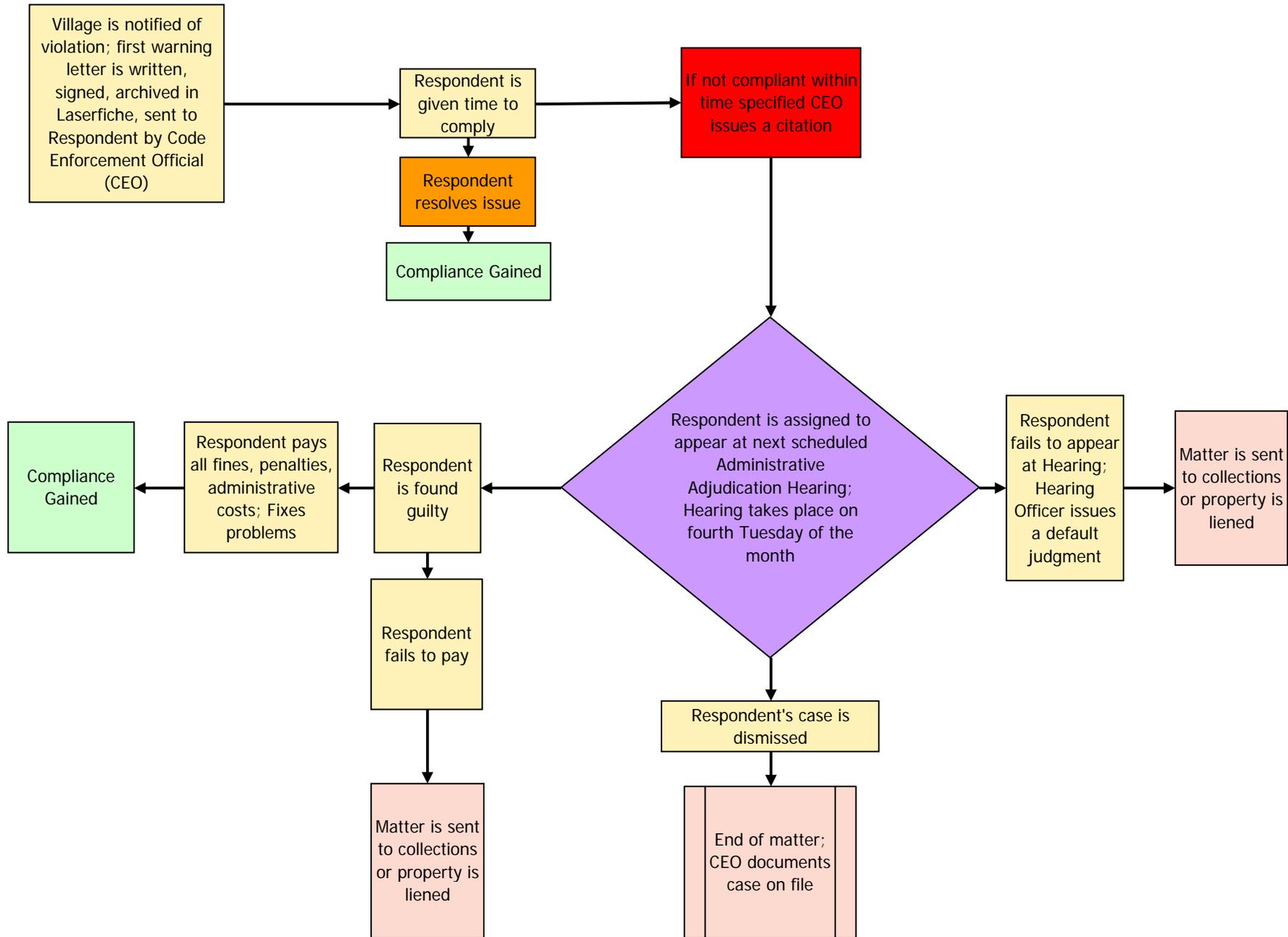
**Documents Attached:**

1. Code Enforcement Flow Charts by Enforcement Type
2. PowerPoint Presentation for July 18, 2017

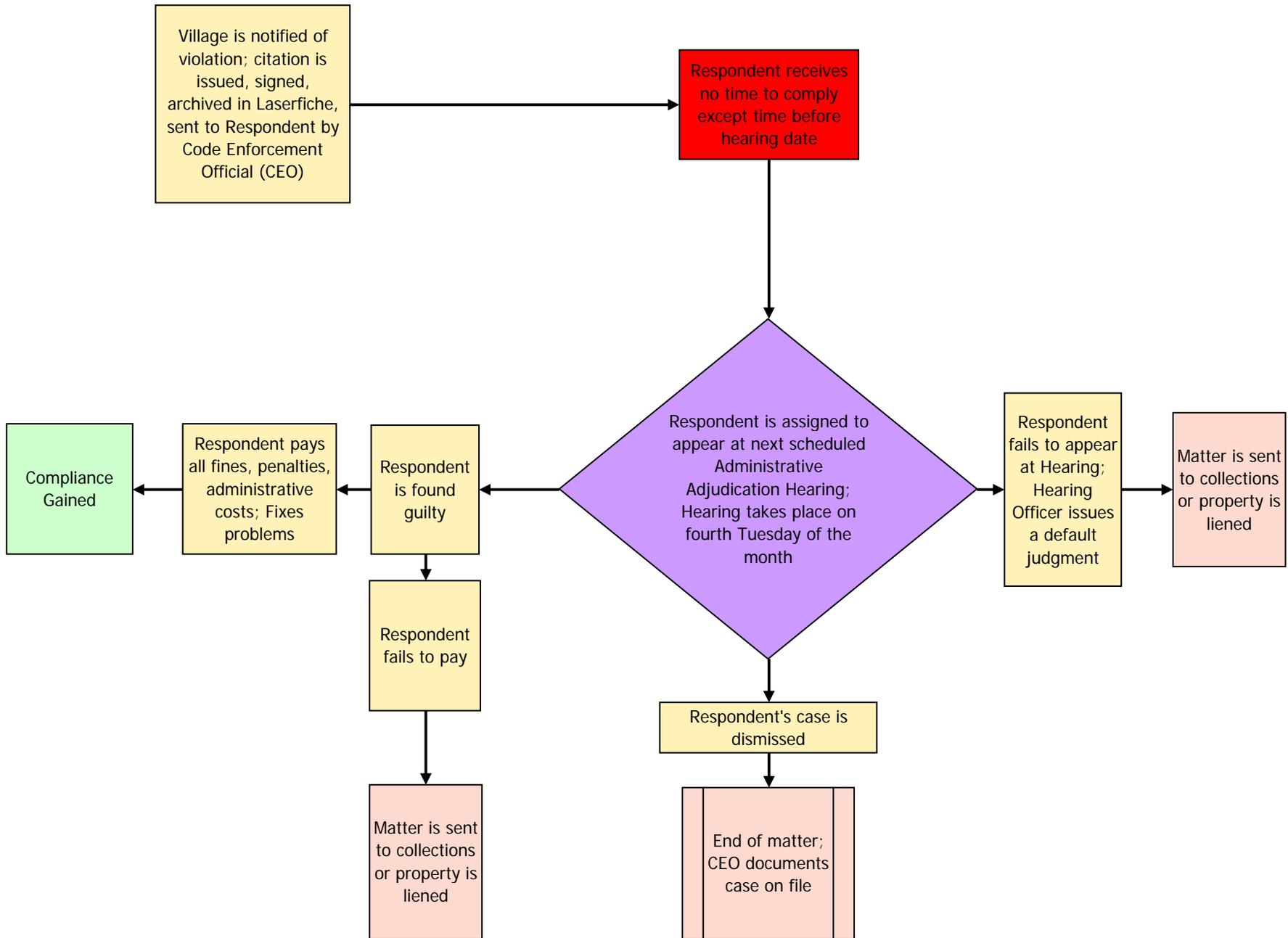
# Code Enforcement Flowchart - Enforcement Type A



# Code Enforcement Flowchart - Enforcement Type B



# Code Enforcement Flowchart - Enforcement Type C



# Code Enforcement Priorities

Committee of the Whole

July 18, 2017

# Purpose of Discussion

- To obtain direction regarding the Village Board's priorities for code enforcement in the Village

# Background

- Prior to 2009
  - 2 full-time Building Inspectors responsible for code enforcement activities and building inspections
    - Complaint based and proactive
- 2009
  - T.P.I. Building Code Consultants (“TPI”) was contracted to provide part-time building plan review/inspection services
  - Code enforcement not conducted by TPI
    - Minimal opportunity for proactive enforcement and limited complaint based enforcement
  - Administrative Hearing Process began
- 2009-2012 Police Department Community Service Officers were utilized for code enforcement
  - Complaint based with limited proactive enforcement for specific issues

# CODE Team

- 2009 staff created the Code of Ordinances Dedicated to Enforcement (“CODE”) Team to coordinate code enforcement efforts
  - Village Board Direction from 2009 strategic planning discussions
  - Representatives from Administration, Community Development, Public Works, Police and Fire
- CODE Team developed two strategies
  - Complaint Based Enforcement
    - Code violations enforced when a member of the public reports a violation
  - Proactive Enforcement
    - Anytime staff observed a violation, action was taken to resolve the matter

# CODE Team

- February 18, 2010 Committee of the Whole
  - CODE Team presented the most common violations proactively enforced
  - Village Board concurred
- Public (property) tree ordinance
- Private (property) tree ordinance
- Failure to install or service an RPZ valve
- Weeds and tall grass
- Temporary signs in the parkway
- Motor vehicles inoperative or dismantled in front of property
- Hours of construction
- Parking Restrictions
- Fly dumping
- Failure to dispose of yard waste left in front of house
- Defacement of property
- Sale or service of alcohol or tobacco to a minor
- Abandoned vehicles
- Dumpster overflow
- Fences in disrepair
- Property/building in disrepair
- Swimming pools in poor condition

# CODE Team

- February 18, 2010 Committee of the Whole
  - List of violations were presented that were currently handled on a complaint basis, for which staff had received requests from the public for proactive enforcement

Violation Type	Enforcement Direction
Leaf blower	Complaint Based
Exterior of property is unclean and unsafe	Complaint Based
Accessory structures in poor condition	Complaint Based
Sidewalks and driveways in poor condition	Complaint Based
Line of sight obstruction	<b>Proactive</b>
Failure to remove garbage totes after pickup	<b>Proactive</b>
Illuminated signs after hours	<b>Proactive</b>

# Current Staffing Model

- In 2012, a part-time Code Enforcement Officer position was created
  - Supported by Community Service Officers, as time permits

	Code Enforcement Officer	Community Service Officer
Department	Community Development	Police
# of Employees	1 Part-Time	1 Full-Time; 1 Part-Time
Hours Per Week	14-18	53 (approximately 26.5 on code enforcement)
Primary Method	Complaint Based	Complaint Based
Main Responsibilities	Stop Work Orders Work Without a Permit Work Order Requests Adjudication Issues Citations Follow-up Permit Issues Lighting Complaints Signage Complaints	Long Grass Complaints Long Grass Observed Overflow Complaints Assigned to Code Enforcement Officer Follow-up

# Work Order Requests

- Code Enforcement Officer's primary workload is generated through work order requests

**Issue Type by Month (May 2016-May 2017)**

Violation Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Property Maintenance Concern	5	18	16	16	9	53	21	16	21	26	13	15	229
Tall Grass or Weeds				4	44	24	17	10	4				103
Sidewalk Maintenance	3	3	3	7	6	2	2	5	3	5	3	1	43
Wildlife or Insect Concern		2	1		2	4	2	14	7	3	2		37
Unpermitted Construction	1		4			4	2	4	5	3	4	1	28
Graffiti			5	3	1	3	4	6	2			2	26
Construction Concern		4		1	2	3	1	1	3		1	2	18
Parkway Restoration				2	3	2	2	2	3	1			15
Line of Sight Obstruction					1	3	2	1	3	1	1	1	13
Excessive Animals							3		2	2		1	8
Inoperable or Abandoned Vehicle	1						1	2	1		1		6
Overcrowding										1	2		3
<b>Total</b>	<b>10</b>	<b>27</b>	<b>30</b>	<b>33</b>	<b>69</b>	<b>98</b>	<b>57</b>	<b>61</b>	<b>54</b>	<b>42</b>	<b>27</b>	<b>23</b>	<b>529</b>

# Property Maintenance Service Requests

Type of Property Maintenance Concern	Number of Complaints
Refuse, Debris, or Discarded Materials on Public or Private Property	80
Unkempt Property	56
Building Code Violation or Issue	33
Storm water / Drainage / Flooding Issue	20
Signage Issue	13
Health / Sanitation Issue	11
Commercial Vehicle Issue	9
Donation Box Issue	4
Public Property Maintenance Issue	3
<b>Total</b>	<b>229</b>

**(May 2016-May 2017)**

# Sign Regulations

- One common property maintenance complaint often received is regarding signage in commercial areas
- Enforcement challenges include:
  - Real Estate sign height and location
    - Signs are often erected higher than 6', often placed at the property line
    - Signs for different brokers, for different tenants in the same shopping center. The Code allows for only one sign per shopping center
  - Portable signs are often located in the right-of-way. Businesses use whiteboards which are not permitted
    - May be left out overnight and are tied to a tree or post

# Sign Regulations

Sign Type	Description	Regulation	Permit Required	Permit Not Required
<b>Permanent Window</b>	Applied to a window or is located within a building, the sign is positioned to be viewed from the exterior of the building	Affixed to window glass, provided that the area of permanent window signs does not exceed 20% of the window surface area. A maximum of four permanent window signs may be illuminated	X	
<b>Temporary Window</b>	Sign allowed for a limited period of display	Temporary window signs which announce a specific sale or product price, Posted for not longer than 30 days, provided the total area of permanent and temporary window signs occupies no more than 20% of the window surface area		X
<b>Special Event/Grand Opening</b>	A temporary sign applied to, or constructed of paper plastic or fabric, with or without frame, used to identify or attract attention to a location, object, institution, product service or business	Private property only for a total of two nonconsecutive events per year, but not exceeding 15 consecutive days per event: Pennant/streamer signs, Temporary banner signs, and other temporary signs	X	

# Sign Regulations

Sign Type	Description	Regulation	Permit Required	Permit Not Required
Real Estate	One sign used to offer for sale, lease or rent the land or buildings upon which the sign is located	<p>Ground Sign- shall not exceed 16 square feet in area per side for a property with 50 feet or less of frontage, or 32 square feet in area per side for a property with more than 50 feet of frontage. Shall not exceed six feet in height above finished grade and shall not be closer than 10 feet to any property line</p> <p>Wall Sign- shall not exceed 16 square feet in area per side for a property with 50 feet or less of frontage, or 32 square feet in area per side for a property with more than 50 feet of frontage. Shall not exceed 20 feet in height above finished grade. These signs (Ground and Wall) shall be removed within 7 days of sale, lease or rental transaction</p>		X
Portable Signs	Designed to be moved from place to place or not permanently attached to the ground or to any structure	<p>Such as A-Frame signs or sandwich boards in front of business or commercial establishments on private property only, subject to:</p> <ul style="list-style-type: none"> <li>• One portable sign along each frontage</li> <li>• May not exceed 4' in height</li> <li>• May not exceed 6 square feet in sign face area</li> <li>• May not be in a sight triangle</li> <li>• Must be professionally printed and not written by hand</li> <li>• Must be maintained in like-new appearance and must be free of dents or other damage</li> <li>• May be displayed only during the hours of operation of the business establishment in front of which it is displayed</li> <li>• Must be weighted or anchored so that they remain upright</li> </ul>		X

# Administrative Hearing Citations

Violation Type	Number of Citations
Commercial Parking in Public Street	33
Unpermitted Construction	16
Tall Grass	11
Hours of Operation for Business	11
Invalid Building Permit	8
Final Inspection	8
Improper Storage	4
Fire Alarm Required	4
Inoperable Motor Vehicles	4
Hours of Construction	2
Inoperable/Abandoned Vehicle	2
Nuisance Tree	2
Damage to Parkway	2
Storage of Refuse	1
Overcrowding	1
Total	109

Cases that are heard through the Administrative Hearing process typically result in compliance gained once the issue is heard by the Administrative Law Judge

# Current Code Enforcement Process

- 2009 staff developed a code process matrix for common code violations

Enforcement Type	First Warning	Second Warning	Citation
A	X	X	X
B	X		X
C			X

## **Type A**

-Leaf blower

## **Type B**

-Exterior Property Issues  
-Swimming Pools in Poor Condition  
-Building Code Violations  
-Fences in Need of Repair  
-Dumpster Overflow  
-Illuminated Signs

## **Type C**

-Public/Private Tree Ordinance



**Temporary Sign-Not Compliant Not a Special Event**



**Temporary Sign-Not Compliant Not a Special Event**



**Temporary Sign-Not Compliant Not a Special Event**



**Temporary Sign-Not Compliant Not a Special Event**



847-525

OPEN

NAILS

SPA  
WAXING  
WELCOME

6839

WAXING

BUSINESS HOURS  
MONDAY 10:00 - 8:00  
TUESDAY 10:00 - 8:00  
WEDNESDAY 10:00 - 8:00  
THURSDAY 10:00 - 8:00  
FRIDAY 10:00 - 8:00  
SATURDAY 10:00 - 8:00  
SUNDAY 10:00 - 8:00

Shrek  
THE MUSICAL  
JR

SPA

Temporary Window Sign-Not Compliant Due to Percent of Window Covered



HAIR SALON STATIONS FOR RENT



Shoe

CHRIS'S HAIR SALON  
847-568-0707



OPEN  
BUSINESS HOURS  
MON 10:00 - 8:00  
TUE 10:00 - 8:00  
WED 10:00 - 8:00  
THU 10:00 - 8:00  
FRI 10:00 - 8:00  
SAT 10:00 - 8:00  
SUN 10:00 - 8:00

Eyebrow Threading  
\$6.99  
Eyebrow Waxing: \$12

Haircuts:  
Men & Women  
Wash, Cut, & Dry  
Wash & Blow Dry  
Styling  
Threading Waxing  
Eyebrow Eyebrow  
Lip Lip  
Chin Chin  
Face Body  
Hair Coloring  
Highlights: Foil or Cap  
Partial Highlights  
Perm with Haircut  
6 Month Hair Straightening  
Eyelash Extensions

Temporary Window Sign-Not Compliant Due to Percent of Window Covered



**Outdoor Equipment Storage-Not Compliant**



**Pavement Condition-Not Compliant**



**Pavement Condition-Not Compliant**



Real Estate Signs-Not Compliant Due to Height and Proximity to Property Line



**Real Estate Signs-Not Compliant Proximity to Property Line and Number of Signs**



**Site Elements-Not Maintained**



**Site Elements-Not Maintained**



**Toters Out After Garbage Pick-up-Not Compliant**



**Peeling Paint and Broken Garage Door-Not Compliant**

**Tarp on Roof-Not Compliant**





**Car Parked on Sidewalk-In Violation**



**Broken Fence-Not Compliant**



**Inoperable Truck Trailer-Not Compliant**

# Neighboring Communities

Community	Cases Per Month/Year	Staffing	Complaint or Observation Based	Residential/ Commercial Priorities	Compliance Vs. Citations	Communication Efforts
Lincolnwood	<ul style="list-style-type: none"> <li>• 529</li> </ul>	<ul style="list-style-type: none"> <li>• 1.5 part-time officers (Code Enforcement Officer with support from Community Service Officer)</li> </ul>	<ul style="list-style-type: none"> <li>• Primarily complaint, with some limited proactive priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Tall grass</li> <li>• Property maintenance</li> <li>• Sidewalk maintenance</li> <li>• Wildlife/insects</li> <li>• Unpermitted construction</li> </ul>	<ul style="list-style-type: none"> <li>• Use warning to notice to citation protocol on a case-by-case basis</li> </ul>	<ul style="list-style-type: none"> <li>• “Connections” newsletter</li> </ul>
Niles	<ul style="list-style-type: none"> <li>• Total cases unknown</li> <li>• 800 rental properties with inspections every three years and neighborhood walks/drives every year</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Full-time Code Enforcement Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive; regular drive-by’s and rental inspections; 1 or 2 out of 10 cases often become priority cases</li> </ul>	<ul style="list-style-type: none"> <li>• Townhouse/apartment areas tend to be most problematic</li> <li>• Commercial areas tend to be pretty good</li> </ul>	<ul style="list-style-type: none"> <li>• Go to efforts to avoid a ticket and get to compliance first</li> </ul>	<ul style="list-style-type: none"> <li>• Send a letter to townhouse areas each Spring with a list of “typical” violations the Village observes and enforces</li> </ul>
Park Ridge	<ul style="list-style-type: none"> <li>• approximately 500 per year (including both health and property cases)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Full-time Code Enforcement Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Complaint based and observation for specific items requested by the Village Board</li> </ul>	<ul style="list-style-type: none"> <li>• Feral cats, litter/dumping, hoarding, grass and weeds (270 complaints)</li> </ul>	<ul style="list-style-type: none"> <li>• Citations- Letter, 2 weeks to comply then issue a citation</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly newsletter for residents’ awareness</li> </ul>

# Village Board Direction Sought

- Staff is seeking direction regarding the current process as well as priorities for identifying code violations

## Code Enforcement Process and Resource Allocation

Means of Compliance	Steps	Ideal Outcomes	Actions	Duration	Level of Staff Effort	Challenges
Immediate Compliance	Issue Identification and Submittal	<ul style="list-style-type: none"> <li>Respectful dialogue with Complainant</li> <li>Good information about potential issue</li> <li>Clear expectations of next steps</li> </ul>	<ul style="list-style-type: none"> <li>Complaint received by staff and entered into PublicStuff</li> <li>Request is routed to appropriate staff through PublicStuff</li> </ul>	<ul style="list-style-type: none"> <li>1-2 weeks, depending on the nature of the issue</li> </ul>	<ul style="list-style-type: none"> <li>0-30 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Lack of clarity concerning the issue</li> <li>Lack of complainant contact information</li> </ul>
	Initial Contact with Violator	<ul style="list-style-type: none"> <li>Appropriate staff assignment to address issue</li> <li>Constructive contact with Violator</li> <li>Clear determination of magnitude of violation</li> <li>Compliance, or clear path to compliance</li> <li>Violator often given timeframe to demonstrate progress toward compliance</li> </ul>	<ul style="list-style-type: none"> <li>Staff reaches out to Violator to gather information (ideally through face to face contact) and assess next steps</li> <li>Staff determines magnitude of a code violation and parameters for progress (typically 2-4 weeks, depending on the issue)</li> <li>Update status and provide comments in PublicStuff</li> </ul>	<ul style="list-style-type: none"> <li>2-4 weeks, once direct contact is made</li> </ul>	<ul style="list-style-type: none"> <li>30-60 minutes, depending on ability to contact Violator</li> </ul>	<ul style="list-style-type: none"> <li>Difficulty in identifying owner</li> <li>Lack of response from owner or occupant</li> <li>Lack of cooperation in providing information regarding the potential issue</li> <li>On-going neighbor dispute</li> </ul>
	<b>Typical Range of Total Time and Level of Effort to Achieve Self-Compliance</b>			<b>3 - 6 weeks</b>	<b>.5 - 1.5 hours</b>	
Supported Compliance	Monitoring – Phase I	<ul style="list-style-type: none"> <li>Regular contact with Violator</li> <li>Relevant approvals and permits</li> <li>Compliance, or measurable progress toward compliance</li> </ul>	<ul style="list-style-type: none"> <li>Staff reaches out to Violator to check status of progress</li> <li>If progress is being made, next steps are identified</li> <li>If status is not being made, a warning may be issued</li> <li>Direction given regarding steps to compliance</li> <li>Update status and provide comments in PublicStuff</li> </ul>	<ul style="list-style-type: none"> <li>2-4 weeks, depending on next steps</li> </ul>	<ul style="list-style-type: none"> <li>30-60 minutes, depending on the level of progress</li> </ul>	<ul style="list-style-type: none"> <li>Lack of response from owner or occupant</li> <li>Lack of cooperation in providing information regarding the current status</li> <li>Time required to procure approvals or permits</li> <li>Time required for contracting and work initiation</li> </ul>
	Monitoring – Phase II	<ul style="list-style-type: none"> <li>Regular contact with Violator</li> <li>Compliance</li> </ul>	<ul style="list-style-type: none"> <li>Staff reaches out to Violator to check status of progress</li> <li>If progress is being made, next steps are identified</li> <li>If progress is not being made, Citation may be issued</li> <li>Update status and provide comments in PublicStuff</li> </ul>	<ul style="list-style-type: none"> <li>2-4 weeks, depending on next steps</li> </ul>	<ul style="list-style-type: none"> <li>30-60 minutes, depending on the level of progress</li> </ul>	<ul style="list-style-type: none"> <li>Lack of response from owner or occupant</li> <li>Lack of cooperation in providing information regarding the current status</li> <li>Inadequate or incomplete fixes have been implemented</li> </ul>
	<b>Typical Range of Total Time and Level of Effort to Achieve Supported Compliance</b>			<b>6 - 12 weeks</b>	<b>1.5 - 3.5 hours</b>	
Mandated Compliance	Citation Processing	<ul style="list-style-type: none"> <li>Legally issued Citation</li> </ul>	<ul style="list-style-type: none"> <li>Staff confirms contact information for property owner</li> <li>Staff issues registered mail to property address and owner address</li> <li>Staff processes evidence and timeline of interactions with property occupants/owner</li> <li>Update status and provide comments in PublicStuff</li> </ul>	<ul style="list-style-type: none"> <li>1 week</li> </ul>	<ul style="list-style-type: none"> <li>4-6 hours, depending on the complexity of the case and ability to identify property owner</li> </ul>	<ul style="list-style-type: none"> <li>Property owner identification                             <ul style="list-style-type: none"> <li>Foreclosures</li> <li>Rental properties</li> <li>Recent sales</li> </ul> </li> <li>Limited ability of Violator to implement solutions (i.e. age, income, etc.)</li> </ul>
	Adjudication – Phase I	<ul style="list-style-type: none"> <li>Compliance prior to hearing date</li> <li>Court-issued parameters for compliance by date certain for next hearing</li> </ul>	<ul style="list-style-type: none"> <li>Staff prepares case research and background information</li> <li>Staff documents conditions on date of hearing and prepares report for hearing</li> <li>Staff attends hearing and testifies as necessary</li> </ul>	<ul style="list-style-type: none"> <li>2-3 weeks, depending on the next adjudication date</li> </ul>	<ul style="list-style-type: none"> <li>2-3 hours</li> </ul>	
	Adjudication – Phase II	<ul style="list-style-type: none"> <li>See Adjudication Phase I</li> </ul>	<ul style="list-style-type: none"> <li>See Adjudication Phase I</li> </ul>	<ul style="list-style-type: none"> <li>1 month</li> </ul>	<ul style="list-style-type: none"> <li>See Adjudication Phase I</li> </ul>	
	<b>Typical Range of Total Time and Level of Effort to Achieve Required Compliance</b>			<b>10 - 20 weeks</b>	<b>10 - 15 hours</b>	



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## MEMORANDUM

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**TO:** Timothy Wiberg, Village Manager

**FROM:** Ashley Engelmann, Assistant Village Manager

**DATE:** August 28, 2017

**SUBJECT:** Wireless Telephone Calls and E9-1-1 Dispatch

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**Background:** From time to time, wireless phone callers who dial 9-1-1 within the geographical boundaries of the Village experience a neighboring community's dispatch center answering the call. When this occurs the neighboring dispatch center transfers the call to the appropriate location. Most dispatch centers are set-up with a transfer button to seamlessly transfer calls to neighboring community's dispatch centers. Dispatchers use either a soft or hard transfer depending upon the nature of the call. A hard transfer is when the call is released from the dispatch center to the correct dispatch center. A soft transfer is when the original dispatcher who answers the call remains on the phone with the caller and works with the dispatcher in the location where the caller is located to address the problem.

**Purpose:** To provide information regarding how wireless E9-1-1 phone calls are currently routed and a status on future regulations and technology to enhance location accuracy.

**Current Technology:** The Federal Communications Commission (FCC) estimates that about 70 percent of E9-1-1 calls are placed from wireless phones. Calls received from wireless phones present challenges due to the fact that a wireless phone is not associated with a fixed location or address. As a result, the location of the wireless site closest to the E9-1-1 caller may provide a general indication of the caller's location but not an exact location.

The FCC has adopted rules for improving the reliability of wireless E9-1-1 services and the accuracy of the location information transmitted about a wireless E9-1-1 call. The FCC's basic E9-1-1 rules require all wireless service providers to transmit all E9-1-1 calls to Public Safety Answering Points "PSAP". The rules also require wireless service providers to provide the PSAP

with the telephone number of the originator of a wireless E9-1-1 call and the location of the cell site or base station transmitting the call. Information regarding the location which includes the latitude and longitude of the caller must be accurate to within 50 to 300 meters depending upon the location of where the technology is being used.

As a result of current technology the issue with locating wireless phone calls to the correct E9-1-1 dispatch center is a problem that exists throughout the United States.

**Next Generation E9-1-1 System:** Next Generation E9-1-1 (“NG E9-1-1”) is a requirement to update E9-1-1 service infrastructure to improve emergency dispatch services in order to address wireless phone technology. The initiative will address location accuracy from wireless phone calls, enable the public to transmit text, images, video and data to a dispatch center. The concept of NG E9-1-1 began being developed in 2003 by the National Emergency Number Association. As of 2017, 19 of 46 States that reported on the current status of their NG E9-1-1 readiness indicated that they had issued a Request for Proposal for NG E9-1-1 components.

The State of Illinois has developed a plan to implement a statewide NG E9-1-1 network. The timeline and associated actions are as follows:

Timeframe	Actions
Phase I-December 21, 2016- October 27, 2017	-Assessment of the current E9-1-1 network -Survey of all PSAPs and 7- Town Hall meetings for input -Feasibility Report of the readiness and recommendations will be generated
Phase II- October 30, 2017- May 11, 2018	-Request for Proposal will be developed for a Next Generation E9-1-1 System Network Provider
Phase III- May 14, 2018- July 1, 2020	-Next Generation E9-1-1 System Network Provider selected, implementation of the system

**FCC Communication:** Staff spoke with Mr. Tim May in the Public Safety and Homeland Security Bureau of the FCC to discuss the issue of misrouted wireless E9-1-1 phone calls. Mr. May confirmed that the main issue that the Village is experiencing has to do with the locations of the carrier cell sites and how the calls are routed. This problem exists nationwide and the FCC continues to examine the issue. A copy of a report by the FCC on optimizing PSAP re-routes is attached to this memorandum. Mr. May further noted that an option that the Village could explore would be to contact the cellular carriers and ask for the locations of their sites and how calls received in the sites are routed. The Village could ask that the carriers reexamine the direction that sites are pointed to try to mitigate the number of misroutes. The Village did make this request within the last year and received notice from the carriers that the sites were properly directed.

**Neighboring Communities:** Staff contacted neighboring communities regarding their experience with E9-1-1 calls from wireless phones. Provided on the following page are the survey results.

<b>Community</b>	<b>E9-1-1 Wireless Phone Calls Answered by Neighboring Communities</b>
Skokie	Experience this issue from time-to-time.
Wilmette	Calls to Wilmette dispatch are frequently received by Evanston, Skokie and Glenview; Wilmette often receives calls for Winnetka and Skokie.
Glencoe	Do not have many issues with this due to the fact that Glenview dispatches for them and they dispatch for most of their neighboring communities, therefore calls do not need to be transferred.
Niles	Glenview receives many calls for Niles as well as the surrounding communities, including Chicago.

**Summary:** Wireless phone technology presents issues for locating E9-1-1 callers due to the mobility of the technology. This problem is present throughout the United States. Dispatch centers have developed transfer mechanisms to address the challenges that are present with wireless E9-1-1 phone calls. Both the Federal Government and the State of Illinois are working towards implementing Next Generation E9-1-1 programs to address location issues that are a result of wireless phones.

**Attachments:**

1. FCC Tips for E9-1-1 Phone Calls
2. FCC Report on Optimizing PSAP Re-Routes
3. 911.Gov Review of Nationwide 9-1-1 Data Collection Report

## 911 Wireless Services

The number of 911 calls placed by people using wireless phones has significantly increased in recent years. It is estimated that about 70 percent of 911 calls are placed from wireless phones, and that percentage is growing. For many Americans, the ability to call 911 for help in an emergency is one of the main reasons they own a wireless phone.

### Unique challenges posed by wireless phones

While wireless phones can be an important public safety tool, they also create unique challenges for emergency response personnel and wireless service providers. Since wireless phones are mobile, they are not associated with one fixed location or address. While the location of the cell site closest to the 911 caller may provide a general indication of the caller's location, that information is not always specific enough for rescue personnel to deliver assistance to the caller quickly.

### Tips for 911 calling

Consumers making a 911 call from a wireless phone should remember the following:

- Tell the emergency operator the location of the emergency right away.
- Provide the emergency operator with your wireless phone number, so if the call gets disconnected, the emergency operator can call you back.
- PSAPs currently lack the technical capability to receive texts, photos and videos.
- If your wireless phone is not "initialized" (meaning you do not have a contract for service with a wireless service provider), and your emergency call gets disconnected, you must call the emergency operator back because the operator does not have your telephone number and cannot contact you.
- To help public safety personnel allocate emergency resources, learn and use the designated number in your state for highway accidents or other non life-threatening incidents (States often reserve specific numbers for these types of incidents. For example, "#77" is the number used for highway accidents in Virginia.)
- Refrain from programming your phone to automatically dial 911 when one button, such as the "9" key, is pressed. Unintentional wireless 911 calls, which often occur when auto-dial keys are inadvertently pressed, cause problems for emergency call centers.
- If your wireless phone came pre-programmed with the auto-dial 911 feature already turned on, turn this feature off (consult your user manual for instructions).
- Lock your keypad when you're not using your wireless phone to help prevent accidental calls to 911.
- Consider creating a contact in your wireless phone's memory with the name "ICE" (In Case of Emergency), which lists the phone numbers of people you want to have notified in an emergency.

### Ask about your handset's E911 capabilities

When replacing your handset, ask about E911 capabilities. Some providers may offer incentives to encourage customers without location-capable phones to obtain new location-capable phones. Some providers may choose to prevent reactivation of older handsets that do not have E911 capability, or

they may adopt various other measures. If a provider declines to reactivate a handset that is not location-capable, the FCC still requires the provider to deliver a 911 call from that handset to the appropriate PSAP.

## Wireless 911 rules

As part of our efforts to improve public safety, the FCC has adopted rules aimed at improving the reliability of wireless 911 services and the accuracy of the location information transmitted with a wireless 911 call. The improvements help providing Public Safety Answering Points with meaningful, accurate location information from wireless 911 callers in order to dispatch local emergency responders to the correct location and to provide assistance to 911 callers more quickly.

The FCC's wireless 911 rules apply to all wireless licensees, broadband Personal Communications Service licensees and certain Specialized Mobile Radio licensees. Mobile Satellite Service providers, however, are currently excluded.

**The FCC's basic 911 rules** require wireless service providers to transmit all 911 calls to a PSAP, regardless of whether the caller subscribes to the provider's service or not.

**Phase I Enhanced 911 (E911) rules** require wireless service providers to provide the PSAP with the telephone number of the originator of a wireless 911 call and the location of the cell site or base station transmitting the call.

**Phase II E911 rules** require wireless service providers to provide more precise location information to PSAPs; specifically, the latitude and longitude of the caller. This information must be accurate to within 50 to 300 meters depending upon the type of location technology used.

The FCC recently required wireless carriers to provide more precise location information to PSAPs. As a result, wireless carriers will be required to comply with the FCC's location accuracy rules at either a county-based or PSAP-based geographic level. The new standards apply to outdoor measurements only, as indoor use poses unique obstacles.

## Compliance

Wireless service providers are required to file with the FCC a list of counties, or portions of counties, that they seek to exclude from the location accuracy requirements. The FCC permits exclusions only where wireless carriers determine that providing location accuracy is limited, or technologically impossible, because of either heavy forestation or the inability to triangulate a caller's location. Wireless carriers must report any changes to their exclusion lists within 30 days of such changes. The exclusion lists and changes must be reported in the record of the FCC's docketed proceeding addressing location accuracy, PS Docket No. 07-114 (<http://apps.fcc.gov/ecfs/proceeding/view?name=07-114>), which is publicly available online.

## Filing a complaint

You have multiple options for filing a complaint with the FCC:

- File a complaint online at <https://consumercomplaints.fcc.gov>
- By phone: 1-888-CALL-FCC (1-888-225-5322); TTY: 1-888-TELL-FCC (1-888-835-5322); ASL: 1-844-432-2275
- By mail (please include your name, address, contact information and as much detail about your complaint as possible):



Federal Communications Commission  
Consumer and Governmental Affairs Bureau  
Consumer Inquiries and Complaints Division  
445 12th Street, S.W.  
Washington, DC 20554

### Accessible formats

To request this article in an accessible format - braille, large print, Word or text document or audio - write or call us at the address or phone number above, or send an email to [fcc504@fcc.gov](mailto:fcc504@fcc.gov).

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*This document is for consumer education purposes only and is not intended to affect any proceedings or cases involving this subject matter or related issues.*

Last reviewed 11/02/15





March 2016

WORKING GROUP 1  
Evolving 911 Services

Final Report – Task 1: Optimizing PSAP Re-Routes

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# 1 Results in Brief

## 1.1 Executive Summary

The Communications Security, Reliability and Interoperability Council’s (CSRIC) mission is to provide recommendations to the FCC to ensure, among other things, optimal security and reliability of communications systems, including telecommunications, media, and public safety.

Under current practice, a wireless 9-1-1 call is routed to a Public Safety Answering Point (PSAP) based on the originating cell sector that handles the call. For a variety of reasons, once a 9-1-1 call is routed to a primary PSAP, sometimes the call needs to be re-routed to a different primary PSAP. How 9-1-1 calls are re-routed is often based on Best Practices and Standard Operating Procedures.

Best Practices represent voluntary guidance for various communication network and public safety entities and allow each entity some flexibility. In this report Working Group 1 reviews legacy Best Practices and identifies those with continued relevance and modifies some legacy Best Practices to make them relevant in today’s environment. In addition, Working Group 1 has developed a number of new recommendations to optimize the re-routing process.

## 2 Introduction

This final report documents the efforts undertaken by the CSRIC V Working Group 1 with respect to its Task 1 to review existing Best Practices, identify gaps in those Best Practices and make recommendations towards Best Practices that optimize PSAP reroutes.

### 2.1 CSRIC Structure

Communications Security, Reliability, and Interoperability Council (CSRIC) V								
CSRIC Steering Committee								
Chair or Co-Chairs: Working Group 1	Chair or Co-Chairs: Working Group 2	Chair or Co-Chairs: Working Group 3	Chair or Co-Chairs: Working Group 4A	Chair or Co-Chairs: Working Group 4B	Chair or Co-Chairs: Working Group 5	Chair or Co-Chairs: Working Group 6	Chair or Co-Chairs: Working Group 7	Chair or Co-Chairs: Working Group 8
Working Group 1: Evolving 911 Services	Working Group 2: Emergency Alerting Platforms	Working Group 3: EAS	Working Group 4A: Submarine Cable Resiliency	Working Group 4B: Network Timing Single Source Risk Reduction	Working Group 5: Cybersecurity Information Sharing	Working Group 6: Secure Hardware and Software – Security by Design	Working Group 7: Cybersecurity Workforce	Working Group 8: Priority Services

Table 1 - Working Group Structure

### 2.2 Working Group 1 Team Members

Working Group 1 consists of the members listed below.

Name	Company
Jeff Cohen – Co-Chair	APCO International
Susan Sherwood – Co-Chair	Verizon Wireless
Trey Forgety	NENA
Dorothy Spears Dean	(VITA) NASNA
Christian Militeau	Intrado
Ryan Jensen	T-Mobile
Eric Hagerson	T-Mobile
Brice Hall	DHS
Tony Montani	Verizon
Laurie Flaherty	DOT
Willie King	CSD
Melissa Wood	Comcast Cable
Elaine Sze	AT&T Services, Inc.
Eric Parry	Utah Communications Authority
Roger Marshall	TCS
Kathy Whitbeck	Nsight
Firdaus Aryana	CenturyLink
Jeanna Green	Sprint
Peter Musgrove	(AT&T) ATIS
Jim Thompson	California Governor’s Office of Emergency Services
Brent Bischoff	Cox Communications
Andre Savage	Cox Communications
Steve Mace	NCTA
Roger Hixson	NENA
Greg Schumacher	Sprint

Table 2 - List of Working Group Members

### 3 Objective, Scope, and Methodology

#### 3.1 Objective

Working Group 1 of CSRIC V has been charged with completing the following two tasks:

**Task 1: Review Cell-Sector Routing Practices**

This objective is to review public safety and industry Best Practices and Standard Operating Procedures on Legacy, Transitional (IP-based) and Next Generation 9-1-1 (NG9-1-1) systems for rerouting 9-1-1 calls between PSAPs due to the use of cell sectors for routing purposes, and where necessary identify gaps and make recommendations towards optimizing PSAP re-routes. This report provides the recommendations of Working Group 1 for this Task.

**Task 2: Make Recommendations for Implementing Location-Based Routing**

This objective is to study and make recommendations on the architectural, technical, operational standards, and cyber security requirements of location-based routing that uses longitude and latitude information or other location identification methods (when available) to determine the appropriate PSAP to route a 9-1-1 call to when a 9-1-1 call is placed. This also involves exploring and reporting on the pros and cons of various sources of location information available for location-based routing, the reliability and accuracy of the sources, and the transition path to location-based routing of 9-1-1 calls from Legacy to Transitional and then fully deployed NG9-1-1 systems, in particular identifying the roles and responsibilities of key

stakeholders involved in supporting 9-1-1 calls and existing and future standards to support the transition. Working Group 1 will deliver a report with guidelines and recommendations for this Task in September 2016.

## **3.2 Scope**

This report is focused on Task 1, Review of Cell-Sector Routing Practices.

Working Group 1 has identified numerous sources of public safety and industry Best Practices and Standard Operating Procedures related to re-routing of 9-1-1 calls following initial routing based on originating cell sector. Recommendations are based upon the Best Practices and Standard Operating Procedures that Working Group 1 was able to identify, and the collective expertise of Working Group 1 members.

## **3.3 Methodology**

### **3.3.1 Identify Relevant Best Practices and Standard Operating Procedures on Cell Sector-Based Routing, and Rerouting**

Task Force members sought to identify existing Best Practices and Standard Operating Procedures for legacy, transitional (IP-based) and NG9-1-1 systems that address wireless 9-1-1 call routing and re-routing. This involves both the initial routing decision and subsequent re-routing between PSAPs. Sources that were explored included associations, federal agencies, and individual states and localities. The Working Group also studied efforts in progress or recently completed in certain states to review routing and re-routing cases.

### **3.3.2 Identify Gaps in Best Practices and Standard Operating Procedures**

Working Group 1 members reviewed and analyzed each Best Practices and Standard Operating Procedures document to identify where gaps exist to optimize PSAP re-routes.

### **3.3.3 Make Recommendations Towards Optimizing PSAP Reroutes**

Upon review of existing Best Practices and Standard Operating Procedures, Working Group 1 members formulated recommendations for optimizing PSAP re-routes. For the initial routing decision, this included analyzing inter-jurisdictional coordination on MSAG Master Street Address Guide (“MSAG”) and Geographical Information Systems (“GIS”). This analysis addresses areas where cell sector coverage may lead to the routing of a 9-1-1 call to a PSAP that is not serving the jurisdiction of the caller, the initial set up and maintenance procedures for the wireless voice 9-1-1 call routing decision process, and analysis of existing data on routing and re-routing. The Working Group identified potential improvements to the current process, including transition considerations.

The Working Group next focused on re-routing and identified gaps and recommendations towards optimizing re-routing Best Practices. This included an assessment of whether current Best Practices and Standard Operating Procedures address re-routing issues associated with the deployment of legacy, transitional (IP-based), and NG9-1-1 systems that handle 9-1-1 calls for

multiple jurisdictions operating in collaboration but which may not incorporate PSAPs bordering the regional partnership. Further, the Working Group considered situations causing the need to re-route, including immediately adjacent jurisdictions, radiofrequency coverage variances and call origination dynamics, policy routing rules that provide alternate routing for specific situations, failover routing due to exigent circumstances, and third party calling situations where the person in need is not in the same jurisdiction as the caller.

## **4 Background**

The timing of the wireless 9-1-1 call flow provides an explanation for the current practice of routing calls based on cell sector. Determination of Phase 2 estimated caller location takes on average 15 seconds. Thus, due to the critical, time-sensitive requirements of wireless 9-1-1 calls, wireless 9-1-1 calls are currently routed using a pre-agreed cell sector-to-PSAP arrangement. This method helps to provide PSAPs with a call volume that can be anticipated and in some cases, is associated with PSAP funding. Cell sector-based routing also helps to troubleshoot call routing issues. At the same time, cell sector routing presents certain challenges, such as when more than one PSAP is within the coverage area of a cell sector or radiofrequency propagation results in a 9-1-1 call not originating on the nearest cell sector. These challenges can cause re-routes of calls between PSAPs and can result in slower emergency response times.

However, advancements in wireless 9-1-1 location technologies may hold promise for enabling location-based routing. The potential to leverage these services into location-based routing may lead to quicker and more accurate routing of 9-1-1 calls to the PSAP in the same jurisdiction of the caller, thereby minimizing the need for reroutes between PSAPs. A number of legal, regulatory, technical and operational factors would need to be considered in moving to location-based routing, including reliability, accuracy, and cybersecurity. The Task 2 report will focus on the architectural, technical, operational standards, and cyber security requirements of location-based routing.

## **5 Analysis, Findings and Recommendations**

### **5.1 Analysis**

Working Group 1 members reviewed a total of 51 standards and best practices comprised from the following entities: CSRIC Best Practice and previous Working Groups, Report to Congress-Legal & Regulatory Framework for NG911 Services, PSAPs, NENA, and FCC. Each standard and best practice was analyzed for the 9-1-1 call routing and re-route coordination execution. The Working Group categorized the Best Practices to determine what was still valid, needs modification, or whether a new Best Practice needs to be written. Six Best Practices were deemed valid, six needed some modification and eleven new Best Practices were written to optimize the rerouting process within public safety entities.

### **5.2 Findings**

The Work Group found that some existing Best Practices directly related to the routing and re-routing of 9-1-1 calls to PSAPs and some, while not directly related, did have an impact on 9-1-1 call routing. For example, Best Practices relating to obtaining wireless 9-1-1 Phase 2 location

information have an impact on the decision a call taker makes on whether to re-route the 9-1-1 call and to where. This architecture for 9-1-1 call routing could change if early, reliable location information becomes available. WiFi, Bluetooth and handset location may be opportunities to provide routing data that could be used to provide more exact location information for initial 9-1-1 call routing.

## **5.3 Recommendations**

### **5.3.1 Valid 911 Call Routing Best Practices**

Members of Work Group 1 reviewed existing CSRIC Best Practices and have identified the following Best Practices as being related, directly or indirectly, to the routing or re-routing of 9-1-1 calls and are still valid as written. These are identified by the Best Practice number assigned in the CSRIC database:

9-9-3216 - For Network Operators that cannot default route 9-1-1 calls based on cell sector/tower location, switch level defaulted calls should be routed to a “fast busy” tone or to an appropriate recorded announcement.

9-9-3218 - Public Safety should provide Training to educate PSAP personnel as to the process to obtain E9-1-1 Phase II data.

9-9-3219 - Public Safety should provide training to educate PSAP personnel as to the proper meaning and interpretation of the E9-1-1 Phase II display parameters.

9-9-3239 - Network Operators, Service Providers, and Public Safety should implement testing and verification processes for 9-1-1 pseudo Automatic Number Identification (pANI) to prevent bad data from being entered into the wrong routing databases typically occurring at the Automatic Location Information (ALI) or Selective Router (SR) stage of the provisioning process.

9-9-3243 - Service Providers, Network Operators, and Public Safety should coordinate and perform necessary testing of all new call paths between their network and the emergency services network (e.g., Selective Routers, or the Emergency Services IP Network (ESInet)) that includes a test call using all routing elements.

9-9-0568 - Network Operators, Service Providers and Public Safety should establish routing plan so that in the case of lost connectivity or disaster impact affecting a Public Safety Answering Point (PSAP), 9-1-1 calls are routed to an alternate PSAP answering point.

### **5.3.2 Modified 911 Call Routing Best Practices**

Members of Work Group 1 reviewed existing CSRIC Best Practices and have identified the following Best Practices as being related, directly or indirectly, to the routing or re-routing of 9-1-1 calls and are still valid, but needed some modification. These are

identified by the Best Practice number assigned in the CSRIC database. These Best Practices are shown below with the modifications shown as 1) a strike out of letters/words to be deleted and 2) new words in bold:

9-9-3215 - For Network Operators that operate Mobile Switching Centers (MSCs), the MSC should default route 9-1-1 calls based on cell sector/tower location **toward** the ~~proper~~ **designated** serving Public Safety Answering Point (PSAP) when necessary and where feasible.

9-9-3223 - Network Operators, Public Safety and Service Providers should implement dedicated **and as diverse** trunk groups **as feasible and commercially reasonable as possible** between the Mobile Switching Center (MSC) end office or similar source and the E9-1-1 Selective Router (SR), based on the geography served by the default Public Safety Answering Points (PSAPs).

9-9-3224 - Network Operators, Service Providers, and Public Safety should use dedicated **and diverse** Signaling System 7 (SS7) or Multi-Frequency (MF) controlled trunk groups **as feasible and commercially reasonable as possible** for the normal routing of 9-1-1 calls from originating switching entities to 9-1-1 Selective Routers (SRs) rather than using shared Public Switched Telephone Network (PSTN) trunk arrangements and where appropriate and necessary supported by service level agreements. **Network Operators, Service Providers, and NG9-1-1 PSAPs should use dedicated, geo-diverse and redundant IP connection points when feasible & commercially available.**

9-9-0901 - Voice over Internet Protocol (VoIP) Service Providers (VSP) should conduct extensive 9-1-1 call-through testing for environments that have a high user capacity (e.g., university campuses, large commercial enterprise campuses, and densely populated multi-tenant buildings/complexes) to immediately reduce the risk of misrouting a block of callers at a particular facility. ~~and in turn reduce the liability for those same entities~~

9-9-0902 - Service Providers and Network Operators when reconfiguring their network (e.g., changes to ~~Virtual Private Cloud~~ **VoIP Positioning Center** (VPC), Mobile Position Center (MPC), Gateway Mobile Location Center (GMLC), or Emergency Services Gateway (ESGW)) should assess the impact on the routing of 9-1-1 calls.

9-9-3240 - Network Operators, Service Providers, and Public Safety should establish ~~an assignment~~ a provisioning accuracy process ~~to send a list of all applicable Master Street Address Guide (MSAG) ranges to Virtual Private Cloud (VPC) and Mobile Positioning Center (MPC) operators~~ to ensure pseudo Automatic Number Identification (pANI) shell records are built correctly during original pANI provisioning to reduce negative impact ~~of errors related to data entry~~ **and mis-routing of 9-1-1 calls.**

### 5.3.3 New 911 Call Routing Best Practices

Members of Work Group 1 have identified the following new Best Practices for routing or re-routing of 9-1-1 calls to public safety:

1. Public Safety should develop relationships and agreements with PSAPs outside of their normal service jurisdiction in an effort to improve their ability to handle calls in an overflow, backup, or disaster situation. Features within NG9-1-1 will help foster the capabilities available to PSAP administrators to meet these enhanced operational needs.
2. Network Operators, Service Providers, and Public Safety should develop procedures that consider the full capability of NG9-1-1, including the rerouting of calls from other PSAPs as a result of overflow, backup, and disaster situations. Inter-agency agreements should be updated to reflect the updated procedures.
3. Network Operators, where MSC capabilities exist, should default route calls based on the location of the cell tower, to the MSC-SR trunks designated for that cell site to the serving PSAP. Switch level defaulted calls shall be routed to a "fast busy" tone or, where that option is not available, to an appropriate recorded announcement.
4. Public Safety should conduct on-going regional meetings with several bordering or nearby PSAPs to clarify the wireless 9-1-1 call routing determination process. For example, it may be appropriate to route a cell site/sector based on the area covered or where the highest density population exists.
5. Public Safety should consider obtaining GIS data from bordering PSAP jurisdictions and expanding and testing their transfer list to bordering PSAPs. This is necessary as the routing of wireless 9-1-1 calls may require a PSAP to receive and transfer calls for an area larger than the wireline coverage area.
6. When the initial PSAP receives a call that should be transferred to another jurisdiction, the transferring PSAP should transfer to the primary PSAP for that jurisdiction and not directly to the secondary PSAP. While transferring directly to the secondary PSAP seems a time saver, it bypasses local protocols, causing confusion and disjointed responses.
7. Public Safety should use one year of 9-1-1 call data to determine the best PSAP to designate as the pre-selected PSAP under current routing sheet methods for each cell and sector. This may require coordination with adjacent PSAPs to make joint decisions on the most effective routing plans with wireless carriers. If there is a state level data group and/or use of wide ranging data across many PSAPs for call handling analysis, this can assist the overall analysis of routing.
8. Public Safety should avoid the use of cold transfers (non-handshake transfer) of 9-1-1 calls. The initial PSAP should transfer and stay on the line to coordinate already gathered info from the caller, rather than force the caller to repeat from scratch. This allows verification that the transfer was accurately performed, to avoid reprocessing of the call.
9. Public Safety should review 9-1-1 call routing decisions for a given area at least every 3 years.

10. Public Safety should review routing on new cell towers six months after deployment using call data captured at the PSAP to determine if routing should be adjusted. The review period could be extended to a year in areas with low call volumes.
11. Public Safety should keep call transfers for mobile 9-1-1 callers that move across public safety jurisdictions, at a minimum due to the potential increase to response time from the transfer coordination between the two jurisdictions. It is estimated that every transfer adds 45 seconds to response time.

## 6 Conclusions

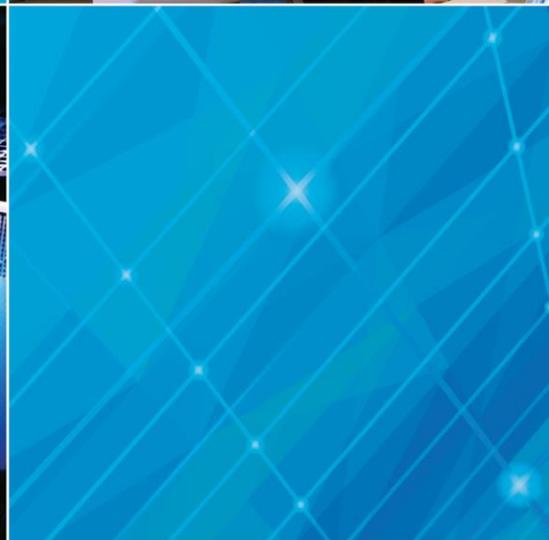
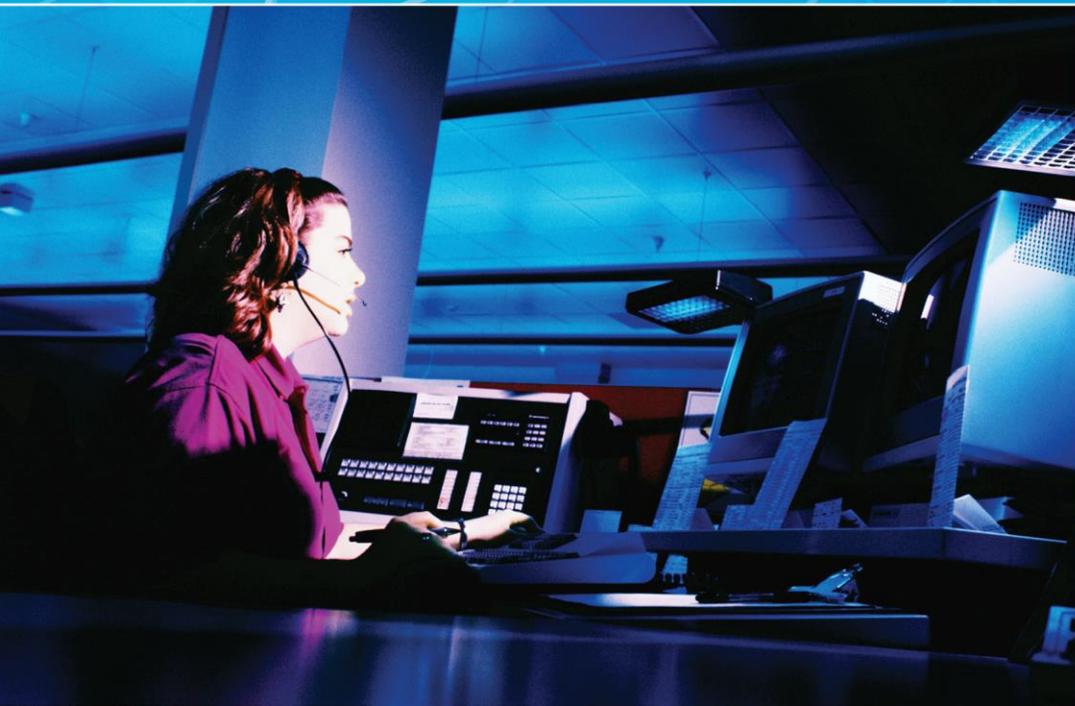
Members of CSRIC V, Working Group 1 reviewed various authoritative SME sources for existing Best Practices that dealt with 9-1-1 call routing to initial PSAPs and for re-routing practices between PSAPs. Working Group 1 found some limited Best Practices that were directly related to routing/re-routing practices and other Best Practices that, while not directly related, had an indirect impact on how 9-1-1 calls would be re-routed. For example, default and alternate routing practices could impact how the 9-1-1 call is initially routed in mass calling events or outages.

To that end, this document provides a review of existing, legacy Best Practices that directly or indirectly impacts 9-1-1 call routing/re-routing and identifies those with continued relevance in Section 5.3.1 and modifies others in Section 5.3.2 to make them relevant in the current 9-1-1 environment. In addition, in Section 5.3.3, Working Group 1 developed new recommendations to optimize the routing/re-routing process.

# Review of Nationwide 911 Data Collection

National 911 Program

February 2017



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## ABOUT THE NATIONAL 911 PROGRAM

The mission of the National 911 Program is to provide federal leadership in supporting and promoting optimal 911 services. It was created to coordinate activities among 911 stakeholders and to provide information that can be used to improve the 911 system. The National 911 Program develops a variety of tools and resources for planning and implementing Next Generation 911 (NG911).

The National 911 Program is housed within the Office of Emergency Medical Services at the National Highway Traffic Safety Administration (NHTSA) – part of the U.S. Department of Transportation (USDOT).

## INTRODUCTION

The importance of data in decision-making is well documented. In recent years, many State and Federal agencies have been focusing efforts on how to collect larger sets of data and how to use this data for planning and day-to-day operational purposes. The federal government's [DATA.gov](https://data.gov) website lists nearly 200,000 data sets provided by 50 organizations in 14 topic areas, in support of the “Open Government Initiative”. These data sets and others, which are collected and reported by various agencies, are being used to understand the impacts of various projects. Large and regularly collected data sets can help agencies in many ways, such as:

- Understanding if initiatives and programs have the intended impacts and outcomes (performance management)
- Comparing data from different periods of time to track progress (for example, year-to-year comparisons)
- Planning new or updated programs to achieve intended results
- Integrating findings from data collection and analysis efforts in communications and program implementations.

The National 911 Program began collecting State 911 data in 2011 for the 2010 calendar year. In that first year, the National 911 Program developed a comprehensive data dictionary in collaboration with State 911 offices and the National Association of State 911 Administrators (NASNA) to ensure that data collected was representative and consistent. States were asked to respond to a survey and the requested information was used to build a National 911 Profile Database. Not all States responded, but this initial effort to compile State information provided an excellent foundation for future years. Each year since then, the data dictionary is revised to improve the quality of data collected. The number of reporting States and the interpretive value of the data have both increased substantially.

The public safety community has also begun using data in innovative ways. For example, NHTSA's Office of Emergency Medical Service (EMS) developed and manages the National EMS Information System (NEMSIS), which provides the framework for collecting, storing, and sharing standardized EMS data to accurately assess EMS needs and performance. The U.S. Fire Administration's National Fire Incident Reporting System (NFIRS) collects data from fire departments in all 50 States and the District of Columbia on all types of fire-related incidents. Within [DATA.gov](https://data.gov), a Safety Community ([safety.data.gov](https://safety.data.gov)) was established to focus on public safety data, furthering the discussion around crime, roadway safety, and safety in the workplace. These examples show how the public safety community is embracing “big data,” or data analytics. Collecting reliable and accurate information about 911 is consistent with, and supports, other public safety efforts to develop metrics of performance.

## WHY WE NEED 911 DATA

Numerous 911-related white papers, reports, and fact sheets are now complemented by a collection of uniform 911 data representing the national status of 911 system technology or operations. At the national level, a number of fundamental questions about 911 are being answered, including:

- How many public safety answering points (PSAPs) exist nationwide?<sup>1</sup>
- How many 911 calls are recorded per year?
- How many jurisdictions use Basic 911, Enhanced 911 (E911), or Next Generation 911 (NG911)?

Until several years ago, there were no evidence-based answers to questions like these on a national level. Consequently, it was difficult for State and Federal governments to allocate the proper amount of funding to 911 agencies or develop appropriate governance models and oversight policies. Now that we have a far greater understanding of the current status of 911, it is possible to know where to focus resources to improve service. Public safety officials can use these baseline or measurement tools to measure progress or identify effective, data-driven improvement strategies. State and local 911 agencies can justify effective and cost-efficient investments to assist with the ongoing transition to NG911.

Data collection is extremely valuable in describing the national status of 911 service, as well as the quality of that service and the nation's progress in migrating to NG911. Continued collection of 911 data is essential in describing the current status of 911 and also in helping PSAPs measure performance, such as metrics to ensure 911 calls are routed properly and assess call processing times. The 911 data that has been and continues to be collected can be examined and analyzed to aid in multiple decision-making processes.

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*“This report provides State-by-State data, thus providing a wealth of information and allowing States to utilize the data for collaborative purposes.”*

*- 2016 National 911 Progress Report <sup>2</sup>*

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## NATIONWIDE 911 DATA COLLECTION

During recent years, the National 911 Program and the National Emergency Number Association (NENA) have come together to combine their 911 data to better understand the status of 911 service across the country. The private sector also collects PSAP call data for selected States. PSAPs and States use this data to assess key parameters related to 911 service. Please note, for the purposes of this report, States, territories, and the District of Columbia are all referred to as “States.”

The National 911 Program's 911 Resource Center maintains a **National 911 Profile Database**,<sup>3</sup> containing state-specific data to benchmark and show progress in an annual National 911 Progress Report. The most recent report, published in December 2016, represents 2015 data. The data that is included describes the status of statewide 911 systems and the progress each State is making toward implementing NG911. A total of 46 States and territories provided data for this report. The data collected includes information on planning, procurement, installation, testing, transition, and operation of NG911.

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<sup>1</sup> A public safety answering point (PSAP) is a call center responsible for accepting emergency calls and communicating with appropriate public safety responders.

<sup>2</sup> The 2016 National 911 Progress Report can be found at: <https://www.911.gov/pdf/National-911-Program-2016-ProfileDatabaseProgressReport-120516.pdf>

<sup>3</sup> This annual data collection effort and associated process complies with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.). In accordance with that Act, the National Highway Traffic Safety Administration (NHTSA), under the U.S. Department of Transportation (USDOT), as the host federal agency for the National 911 Program, received authorization from the Office of Management and Budget (OMB) for the related information solicitation.

In addition to the National 911 Profile Database, NENA has been monitoring the deployment of 911 across the country since 2006. Their **911 Deployment Profile** collects data at the county level to determine the status of 911, including Wireless Phase I<sup>4</sup> and Phase II<sup>5</sup> deployment. This data collection benefits 911 stakeholders at all levels of government to form a more complete nationwide picture of progress to assist in identifying gaps and barriers, especially with the transition to NG911. Additionally, NENA updates a **Transitional State NG911 Progress Map**,<sup>6</sup> identifying progress throughout the nation at the State and sub-state levels.

The purpose of this report is to combine these two data sets. While neither of these data sets are complete, combining the data from the National 911 Program and NENA provides a more complete picture of the status of 911 services than either data set provides alone.

## NATIONAL 911 PROGRAM: NATIONAL PROFILE DATABASE

The collection of uniform data is necessary to track the status of NG911 implementation and to provide baseline information (e.g., operational and fiscal data) to answer basic questions, such as the number of PSAPs and 911 calls nationwide. To collect this data, the National 911 Program established the National 911 Profile Database. The National 911 Program's National 911 Resource Center has worked closely with NASNA to develop a uniform set of data elements and definitions as the basis for collecting data from States. Data based on these data elements and definitions are provided by 911 authorities at the State level and focus on 911 and NG911 planning and transition.

The National 911 Profile Database baseline data elements include:

- 911 Operational Data
  - 911 authorities and levels of service at the State and sub-state level
  - Number of primary and secondary PSAPs
  - Call volume statistics (e.g., wireline, cellular, Voice over Internet Protocol [VoIP], multi-line telephone system [MLTS], text-to-911, other)
  - Percentage of population served by levels of service
  - Percentage of geographic area served by levels of service
- 911 Fiscal Data
  - Annual revenue
  - Annual costs
  - Revenue sources.

The National 911 Profile Database also includes information that can be used to measure and report on 911 authorities' progress toward the implementation of NG911 technology and operations. As part of the data collection process, progress benchmarks are reported to reflect the status of State efforts to implement NG911 systems and capabilities. These benchmark elements were categorized into several categories:

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<sup>4</sup> The FCC's Phase I E911 rules require wireless service providers to provide the PSAP with the telephone number of the originator of a wireless 911 call and the location of the cell site or base station transmitting the call

<sup>5</sup> The FCC's Phase II E911 rules require wireless service providers to provide more precise location information to PSAPs; specifically, the latitude and longitude of the caller. This information must be accurate to within 50 to 300 meters, depending upon the type of location determination technology used (i.e., handset or network).

<sup>6</sup> The National Emergency Number Association tracks the status of NG911 activity online. The existing map tracking the 'Transitional NG911 Progress by State' is available at [https://www.nena.org/?NG911\\_StateActivity](https://www.nena.org/?NG911_StateActivity)

- **Planning** – defined as a State that has decided on an NG911 architecture or concept of operations
- **Procurement** – defined as a State that has released a request for proposal (RFP), procured NG911 components, or awarded a contract
- **Installation and Testing** – defined as a State that has either tested or completed the installation and testing of NG911 components or have agreements with service providers
- **Operations** – defined as the percentage of planned NG911 systems that are operational in coordination with external organizations
- **Transition** – defined as the percentage of population served by 911 call taking using NG911 components and/or infrastructure.

## NENA: 911 DEPLOYMENT PROFILE AND STATUS OF NG911 STATE ACTIVITY

NENA collects State data on 911 deployment and readiness across the nation to monitor and advance the deployment of 911 technologies. These data have been compiled into a 911 Deployment Profile and capabilities are categorized into one of the following groups:

- No 911 (calls are remote call forwarded to an answering point)
- Basic 911
- 911 Phase I
- 911 Phase II.

These data elements capture the technological status of States and are depicted in county-by-county deployment maps. The deployment maps are accessible and provide tabular data for each county.<sup>7</sup> NENA updates information in the 911 Deployment Profile on an ongoing basis. This information can be accessed online by visiting [NENA.org](http://NENA.org), then clicking on “PSAP Survey Results.”

In addition to tracking 911 deployment, NENA also tracks the status of NG911 State activity to identify States that are conducting or planning NG911 related trials, as well as where NG911 components are currently being implemented. This information helps identify “early adopter” States that have begun the transition to NG911. Indicators of early adoption include State and sub-state initiatives to establish and implement Emergency Services IP networks (ESInets) supporting future NG911 capabilities, and deployment of NG911. These data are presented on a color-coded map, which summarizes the status of these activities by State. Activities are broken down by depictions of:

- IP network available at State level
- IP network available at sub-state level
- NG911 planning started
- NG911 preparation activity at State level
- NG911 preparation activity at sub-state level
- NG911 implementation in progress at State level
- NG911 implementation in progress at sub-state level.

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<sup>7</sup> Deployment maps can be found at: <http://nena.ddti.net/>.

## NATIONWIDE 911 PROGRESS REPORT

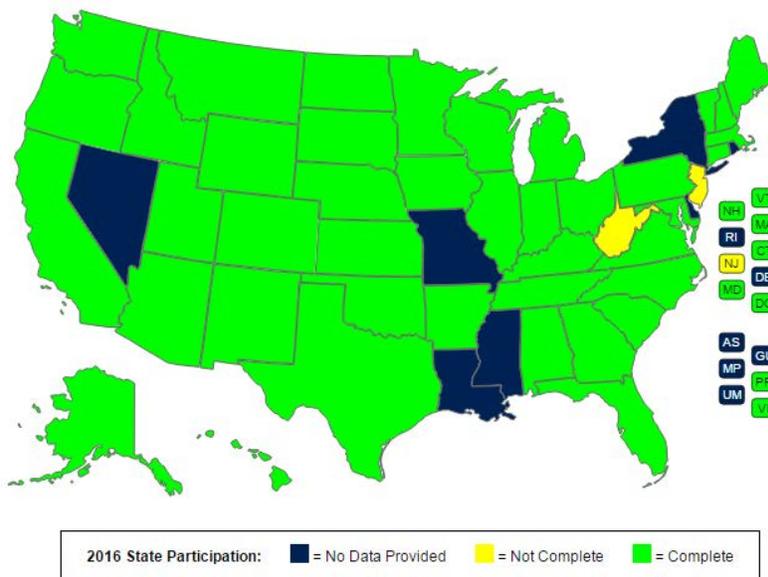
This Nationwide 911 Progress Report uses data collected from the participating States and territories to create a snapshot of 911 service and the NG911 transition. By combining the NG911 data from the National 911 Progress Report with NENA’s 911 Deployment Profile and National Progress on IP network, ESInet, and NG911 map, a more complete picture of the overall status of nationwide 911 service can be represented.

For the 2016 National 911 Progress Report, 46 States responded to the data call. The remainder of the States and territories were categorized into one of the following four categories:

- Unable to submit data due to lack of statutory authority to collect data from local 911 authorities
- Unable to submit data due to lack of resources to collect and/or aggregate data
- Contacted State point of contact, however no response was received
- No State point of contact is available.

States that reported data for the 2016 National 911 Progress Report are depicted in green in Figure 1 below. Two states, West Virginia and New Jersey (depicted in yellow), began the data submission process but were not able to complete their data submission.

**FIGURE 1: STATES REPORTING DATA FOR THE NATIONAL 911 PROGRESS REPORT**



By analyzing the data provided by these States, it is possible to begin to understand 911 operations across the country. Some of the key pieces of information from the report include:<sup>8</sup>

- The majority of 911 calls are received from cellular phones
  - Approximately 80 percent of 911 calls received were from cellular phones, while 16 percent were from wireline phones (the other 4 percent were from either VoIP, MLTS, or text-to-911).

<sup>8</sup> Additional information from the 2016 National 911 Progress Report can be found in Appendix A.

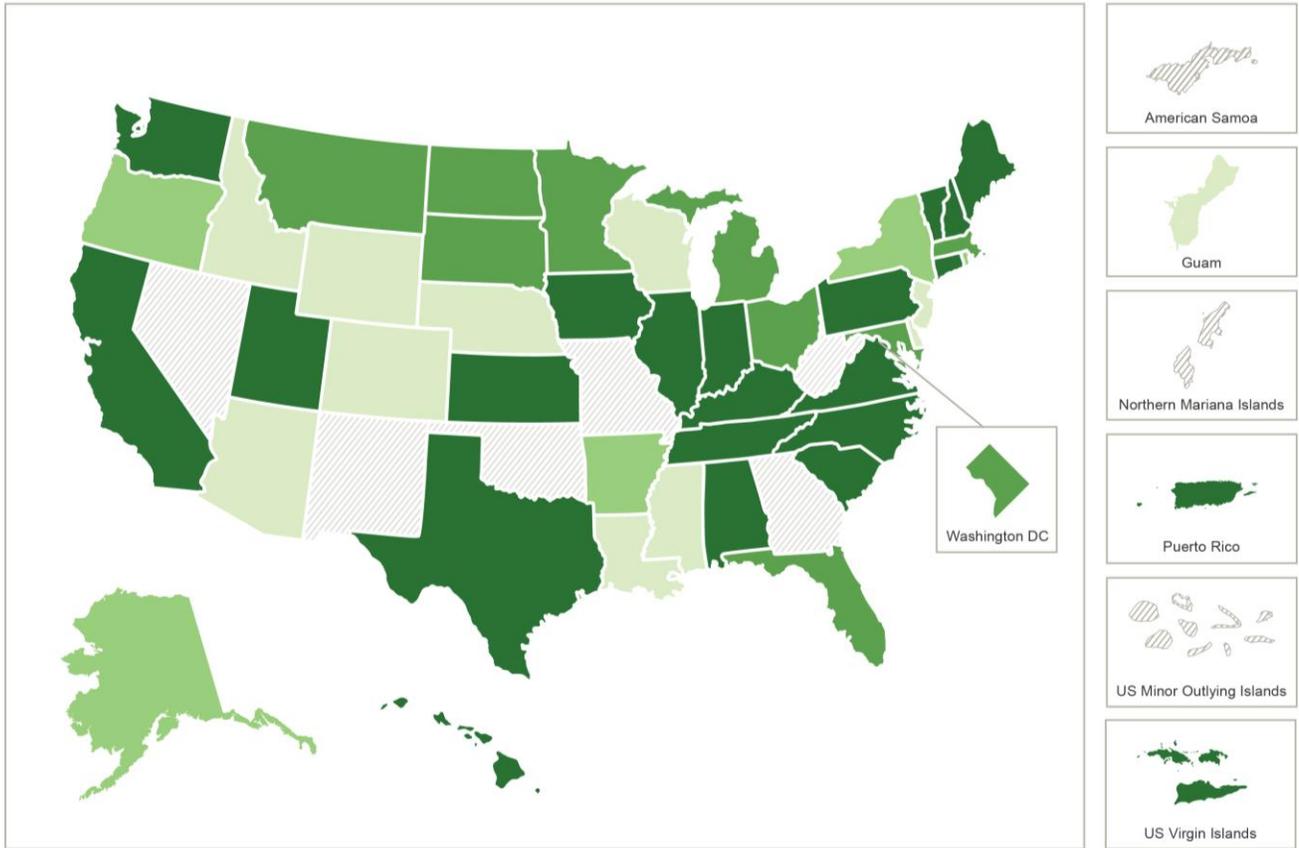


## THE COMPREHENSIVE PICTURE OF NG911 PROGRESS

By combining the data from the 46 States that submitted data to the National 911 Program's data call in 2016 and the 46 States included in NENA's 'National Progress on IP Network, ESInet, and NG911' data call, a more complete picture of nationwide progress toward NG911 deployment is displayed. One main advantage of combining the data is that out of the 57 States, only 9 States (Georgia, Missouri, New Mexico, Nevada, Oklahoma, West Virginia, American Samoa, Northern Mariana Islands, and United States Minor Outlying Islands) were not able to provide data toward nationwide NG911 deployment. By combining the data from the National 911 Program's 46 reporting states, along with NENA's 46 reporting states, and by using historical reporting, we have data from 48 states and territories on nationwide NG911 deployment. The combined National 911 Program and NENA data are shown in Figure 3 of the corresponding page.

FIGURE 3: COMBINED NENA AND NATIONAL 911 PROGRAM NG911 STATUS

## 2016 NG911 Progress Snapshot



**No Data Provided**  
A State or sub-state's progress toward implementing NG911 has been unreported or is inactive.

**States Have Adopted a NG911 Plan**  
A State or sub-state has developed and adopted a statewide NG911 Plan, including governance, funding, system components, and operations strategies.

**States Seeking Proposals**  
A State or sub-state has released a RFP and is seeking proposals for defined statewide components for a NG911 system.

**States with NG911 Implementation in Progress**  
A State or sub-state has awarded a contract for any NG911 component, including Basic IP Network, ESInet, NG911 Applications or NG911 Transition components.

**States with 911 Authorities that are Capable of Processing and Interpreting Location and Caller Information**  
A State or sub-state has 911 authorities that have implemented systems capable of processing and interpreting location and caller information for all service types (e.g., wireline, wireless, VoIP) using NG911 capable infrastructure.

On the combined 2016 NG911 Progress Snapshot:

- U.S. States and territories are all designated as “States.”
- Data for sub-state activity and State activity were combined to show States where a particular activity had been started, even if the entire State had not completed the activity.
- If discrepancies occurred between NENA data and National 911 Profile Database data, data from the National 911 Profile Database was utilized, as it was reported by the State 911 Authority.
- Data map reporting is comprehensive from year to year. This ensures historical reporting is taken into account when developing the current progress snapshot.

Findings from the 2016 NG911 Progress Snapshot are displayed as follows:

- 22 States have 911 Authorities that are capable of processing and interpreting location and caller information. In comparison, only 13 States were recorded in this category in the 2015 NG911 Progress Snapshot.
- 10 States have begun implementing some component of NG911. In comparison, 11 States reported implementing some component of NG911 in the 2015 NG911 Progress Snapshot.
- 5 States are currently requesting proposals to begin NG911 projects. In comparison, 8 States were recorded in this category in the 2015 NG911 Progress Snapshot.
- 11 States are in the phase of adopting an NG911 plan. In comparison, 16 States were recorded in this category in the 2015 NG911 Progress Snapshot.
- 9 States were depicted as having unknown data or no activity. In comparison, 9 States were also recorded in this category in the 2015 NG911 Progress Snapshot.

Although there were more States in the second, third, and fourth bulleted categories above in last year’s report, this is because those same States progressed to the more advanced NG911 category (e.g., States that have 911 authorities that are capable of processing and interpreting location and caller information).

## PRIVATE SECTOR DATA

There are a number of private sector companies currently collecting millions of 911 call records from local jurisdictions and PSAPs. These data could provide PSAPs with a baseline for their current operations and allow them to identify areas for improvement. The data is not available for public analysis. Making these data available could result in identifying metrics and conclusions about 911 service. Standardization of the data could also allow for comparison of technical, operational, and cost factors among jurisdictions.

As PSAPs transition to NG911, there is an opportunity to receive and process data and information from additional sources outside of traditional 911 or public safety entities, such as vehicle text-to-911 service providers, alarm systems, and other data-rich sensor information. These data, when combined with data from other sources, will provide an even more enhanced picture of 911 service.

## CHALLENGES & LIMITATIONS

While these data sets have already shown benefits in understanding the current status of 911, there are ongoing data challenges in presenting a complete and accurate picture. In developing the National 911 Profile Database, the National 911 Program was able to solicit input from 46 States. While this data collection was considered successful overall, future data calls could yield additional participation from States and territories. The ability of a State to submit data depends upon multiple

factors, including funding, resources, and the nature of the State 911 agency's responsibility and statutory authority, which varies widely from State to State. For many reasons, the State's ability to collect local data may be limited.

Some States have struggled with reporting data within the requested timeframe. It should also be noted that not all States maintain the same reporting periods – some operate on a fiscal year while others operate on a calendar year. Further, data normally collected by the State may not be consistent with the data elements requested – and even with training and support, some misinterpretations of data element definitions can occur.

Harmonizing data from the different States and thousands of local jurisdictions is another challenge. The nature of the decentralized 911 governance structure makes the use of common definitions for data points such as “number of 911 calls per year” difficult. The definition of a “call” may vary from jurisdiction to jurisdiction. How does a State categorize a text message? How is data collected on non-emergency or administrative calls? The National 911 Program, NENA, and NASNA have developed and continue to refine a common data dictionary that is uniform and consistent with industry usage, thereby helping to improve the accuracy and utility of data collection efforts and comparison of State data.

## MOVING FORWARD

As jurisdictions continue to make the transition to NG911, data has become increasingly valuable and useful to both public and private organizations. There is an ongoing and critical need to collect, analyze, and use 911 data to understand trends and to improve the delivery of the nation's 911 services. Working together, the National 911 Program, NENA, NASNA, the States, and other public and private 911 data collectors, can offer a complete picture of the national “state of 911” by sharing their 911 data.

It is important to not only collect the data, but also to share the data with 911 professionals and policy makers so they have the opportunity to utilize the data to improve planning and decision-making.

Individuals and organizations throughout the 911 community can continue to help improve the state of 911 data collection in a variety of ways:

- Identify the current degree of data collection within individual PSAPs, States, or organizations
- Raise awareness of the benefits to collecting, analyzing, and sharing data
- Work towards standardization of data elements.

Both the National 911 Program and NENA continue to strive to assist 911 stakeholders to understand the importance of these data elements being collected on a yearly basis. With continued support from multiple organizations, the value of the data becomes realized, which results in a more accurate picture of the progress of the 911 system nationwide.

## APPENDIX A: NATIONAL 911 PROGRESS REPORT

The full 2016 National 911 Progress Report is available online at [www.911.gov](http://www.911.gov).

To access the full report directly, access the resource center here: <https://www.911.gov/pdf/National-911-Program-2016-ProfileDatabaseProgressReport-120516.pdf>.

In addition to the NG911 statistics referenced above, this report provides statistics regarding the operations, administrative, and financial pieces of our nation's 911 systems.

## APPENDIX B: NG911 DATA BENCHMARKS

### Benchmarks as Defined by the National Emergency Number Association (NENA)

### Benchmarks as Defined by the National 911 Profile Database

**IP network available at State level** – IP network(s) in place statewide upon which the ESInet, and then NG911, can be established

N/A

**IP network available at sub-state level** – IP network(s) in place at sub-state level upon which an intended regional ESInet can be established

N/A

**NG911 planning started** – activity within the State to understand and plan for a proposed NG911 service system, whether State or sub-state level

**Statewide NG911 Plan Adopted (3.2.1.1)** – Identifies a State that has developed and adopted a statewide NG911 Plan

**Sub-state 911 Authority NG911 Plan Adopted (3.2.1.2)** – Identifies the number of regional or local 911 authorities within a State who have developed and adopted NG911 Plans.

**NG911 preparation activity at State level** – statewide actions to establish governance and prepare and issue RFPs for NG911

**Statewide Request for Proposal Released (3.2.2.1)** – Identifies whether a State has released an RFP for defined statewide components,

**NG911 preparation activity at sub-state level** – sub-state, regional actions to establish governance and prepare and issue RFPs for NG911

**911 Authority RFP Released (3.2.2.2)** – Identifies the number of regional or local 911 authorities within a State who have released an RFP for NG911 components

**NG911 implementation in progress at State level** – decisions made on vendors and activity in progress to implement a coordinated NG911 service for the State

**State Contract for NG911 Has Been Awarded (3.2.2.5)** – Captures whether a State has awarded contracts for the procured components and/or functions defined in 3.2.2.3

**NG911 implementation in progress at sub-state level** – decisions made on vendors and regional activity in progress to implement a coordinated NG911 service

**Number of 911 Authorities Statewide that Have Awarded a Contract (3.2.2.6)** – Identifies the number of 911 authorities within your State that have awarded a contract of the system components and/or functions procured in 3.2.2.3



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## MEMORANDUM

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**TO:** Timothy Wiberg, Village Manager

**FROM:** Ashley Engelmann, Assistant Village Manager; Robert LaMantia, Police Chief; and Mike Hansen, Fire Chief

**DATE:** August 28, 2017

**SUBJECT:** Combined Emergency Dispatch Status Update

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**Background:** In the summer of 2015, the State of Illinois adopted Public Act 99-0006, which significantly amended the Emergency Telephone Systems Act and repealed the Wireless Emergency Telephone Safety Act, for the purpose of consolidating E9-1-1 dispatch centers in order to prepare for a statewide conversion to a “Next Generation” E9-1-1 system. The Act severely limits local control of the operation and maintenance of emergency dispatch centers. The Act imposed a statewide mandate requiring dispatch centers serving populations less than 25,000 to consolidate and limits the local authority to collect E9-1-1 fees.

For over 30 years the Village maintained an E9-1-1 dispatch center (dispatch center) at the Police Department. The purpose of the dispatch center was to receive E9-1-1 telephone calls, non-emergency administrative telephone calls and provide callers with a response including dispatching Police Officers, Fire Fighters, or transferring inquiries and other requests for service to the appropriate department. In 2002, the Village outsourced Fire and Paramedic calls to the Regional Emergency Dispatch (RED) Center in order to provide emergency medical dispatch which provides services to nine fire departments and five fire protection districts.

Due to the fact that the Village would lose its E9-1-1 revenue (approximately \$200,000 annually) if it did not consolidate its dispatch center, staff considered proposals from area municipalities to serve as the Village’s dispatch center. On November 1, 2016 the Village Board approved a five year Intergovernmental Agreement (IGA) with the Village of Skokie to provide police, fire and paramedic dispatch services to the Village.

**Consolidation:** On March 1, 2017 the Village of Skokie began dispatching police calls for the Village of Lincolnwood. On April 24, 2017 all fire and paramedic service calls began being dispatched by the Village of Skokie. The Village’s E9-1-1 infrastructure is connected to the Village of Skokie through fiber communications lines. The Police Department connects to the Village of Skokie’s computer aided dispatch (CAD) system through an interface that was designed so that each call for service is electronically imported into the records management system without error, omission or redundancy. The Fire Department shared the same records management system with the Village of Skokie; therefore an interface was not required.

The Village of Skokie answers and dispatches all Lincolnwood E9-1-1 calls. From 7:00 a.m. to 5:00 p.m. Monday through Friday Records Clerks in the Village’s Police Department answer administrative and non-emergency police phone calls as well as greet and assist visitors to the Police Department. Prior to 7:00 a.m. and after 5:00 p.m. Monday-Friday and on weekends visitors to the Police Department can access a Police Officer by using a phone in the Police Department vestibule that connects directly to the Skokie dispatch center. A Skokie dispatcher will dispatch a police officer if one is needed to the Police Department vestibule.

The Village spent approximately \$300,000 to combine dispatch services. It is estimated that a savings of \$292,000, over five years will be realized when compared to in-house dispatching.

**Response Times and Number of Calls:** Provided below are statistics regarding calls for service since combining dispatch centers with the Village of Skokie. No missed E9-1-1 calls have occurred.

**Police Calls for Service (March 1, 2017- August 24, 2017)**

<b>Service</b>	<b>Skokie Dispatch</b>	<b>Lincolnwood Dispatch</b>
Total Calls Processed	14,212	N/A
Calls Answered in Less than 10 Seconds	94%	90%
Response Times (minutes)	4:43	Less than 5 minutes
Vestibule Calls	629 Calls	N/A

- Answering E9-1-1 calls in less than 10 seconds is an industrywide standard measurement. The modest improvement since combining dispatch services is most likely due to the fact that the Village would generally staff one dispatcher at a time. The Village of Skokie has four or more dispatchers on-duty at a time
- Several considerations must be given when reviewing average response times. Many calls are not time sensitive and therefore are delayed and inflate the average response time. For example, an abandoned automobile complaint may be held for an hour during busy periods, it may also be held due to the fact that it is not considered a safety hazard and therefore not time sensitive. The response time for emergency type calls such as a burglary in progress is typically under the average response time of 4 minutes and 43 seconds

- Calls made from the vestibule phone have been general assistance calls, no calls have been emergent in nature

**Fire Calls for Service (April 24, 2017-August 24, 2017)**

	<b>Skokie Dispatch</b>	<b>RED Center</b>
Total Calls Handled	Over 800	N/A
Call Receive to Routed (minutes)	0:41	0:33
Call Receive to 1 <sup>st</sup> Dispatch (minutes)	1:20	1:18
Call Receive to 1 <sup>st</sup> Arrive (minutes)	5:29	5:30
1 <sup>st</sup> Dispatch to 1 <sup>st</sup> Arrive (minutes)	4:11	4:12

- Response times meet or exceed national standards

**Community Feedback:** Immediately following the transition, staff identified several administrative, non-emergency telephone lines that did not transfer after 5:00 p.m. to the Skokie Police Department. These calls would ring to various voicemail extensions within the Police Department. It was determined that the lines were part of a trunk or group that needed to be routed together to Skokie. The problem has been corrected.

The Police Department received constructive feedback regarding dispatcher handling of two calls. Every call to the Skokie dispatch center is recorded. Lincolnwood Police Department Supervisors have the ability to review these conversations. Upon review, in both instances, the on-duty dispatcher acted properly and professionally.

**Benefits:** Consolidated dispatch provides a benefit to emergency services Mutual Aid. This is due to the fact that two Police and Fire Departments are dispatched by one communications center. The dispatchers are able to deploy more officers, firefighters and paramedics in less time in response to an emergent situation. Another advantage that staff has experienced is access to Automated Vehicle Location (AVL) information on monitors in the Police and Fire stations within Lincolnwood. The officers can see the location of the vehicles as they move through the community or to and from area hospitals. The location of Skokie vehicles can also be viewed.

**Summary and Next Steps:** The Village has successfully consolidated emergency dispatch centers with the Village of Skokie. Response times and subsequent levels of service have not been affected and in some instances have improved. Mutual Aid benefits are seen as a result.

Staff is continuing to work with the Village of Skokie as the State of Illinois reviews the Village’s consolidation program and policies which were required to be submitted and approved by the Illinois 9-1-1 Administrator’s Office. Initial feedback has been received which indicates that some minor administrative amendments with respect to how E9-1-1 funds are remitted to the Village will most likely be necessary. Staff anticipates bringing an amendment for consideration to the Village Board by December of 2017.



# LINCOLNWOOD POLICE DEPARTMENT

## INTER-OFFICE MEMO

Robert LaMantia  
Chief of Police

To: Timothy C. Wiberg, Village Manager  
From: Robert LaMantia, Chief of Police  
Date: September 5, 2017  
Subject: Police Department Lobby Hours

The Village contracted with the Village of Skokie to provide police and fire emergency communications beginning on March 1, 2017. The outsourcing resulted in the elimination of seven full-time and one part-time communications operator.

Providing police and fire emergency communications in-house allowed the Police Department to perform non-emergency tasks 24 hours-a-day, seven days-a-week with on-duty communications staff. Those tasks included processing administrative calls, data entry, supervising prisoners, and assisting citizens walking into the police department.

When the Village contracted with Skokie to provide emergency communications, 7.5 Communications Operator positions were eliminated; and 1.5 Records Clerk positions were added to perform the non-emergency tasks described above, and the Police Department's business hours were changed from 24/7 to 9:00 a.m. to 5:00 p.m., Monday through Friday.

Citizens may request emergency and general assistance from the Lincolnwood Police after regular business hours by using a telephone in the vestibule of the police department. The table below shows the emergency and general assistance calls from the vestibule calls after hours from March 1 to August 22, 2017.

<b>Calls Made from the Vestibule between March 1 and August 22, 2017</b>	
General Assistance Calls	629
Emergency Calls	0

### Business Hour Adjustment

On August 1, 2017, the Police Department adjusted the hours to open at 7:00 a.m. on Monday through Friday. The Police Department was able to staff 7:00 a.m. to 9:00 a.m. without adding personnel.

### Calls from the Telephone in the Vestibule of the Police Department

The Police Department is currently open Monday through Friday between 7:00 a.m. and 5:00 p.m. If a citizen comes to the police station to report an emergency, the Records Clerk calls 9-1-1, and the Skokie Police Department dispatches a Lincolnwood Police Officer from his beat. Officers spend the majority of their shift in their beat patrolling the streets of Lincolnwood.

The telephone in the vestibule of the Police Department is for both emergency and general assistance requests for service, after business hours. The telephone is connected directly to the Skokie Police Department. If a citizen calls from the vestibule, rather than explain the situation to a Records Clerk and have him call 9-1-1, a Lincolnwood Police Officer is dispatched from his beat to the vestibule. One step is removed from the previous process. In theory, the police response time should be reduced by using the vestibule phone to speak directly to a dispatcher in Skokie.

Between March 1 and August 22, 2017, there were **629** calls for general assistance (i.e.; a citizen filing a police report, picking up property, discussing a case with an officer, or filing an accident report, etc.) made from the vestibule of the Lincolnwood Police Department. That's an average of 3.59 calls per day. None involved life safety. Of the **629** calls, **203** were made Monday through Friday between 5:00 p.m. and 9:00 p.m., for an average, 1.16 calls per day. The table below summarizes calls made from the vestibule.

<b>Calls Made from the Vestibule From March 1 to August 22, 2017</b>	
General Assistance	629
Emergency	0
General Assistance Per Day (Average)	3.59
General Assistance M-F From 5:00 p.m. to 9:00 p.m. (Total)	203
Average General Assistance M-F From 5:00 p.m. to 9:00 p.m. (Per Day)	1.16

### Administrative Telephone Calls

The Skokie Police Department handles administrative telephone calls after regular business hours and on weekends. Administrative telephone calls involve a variety of non-time sensitive requests for general service and inquiries. Between March 1 and August 22, 2017, Skokie processed 4,203 administrative telephone calls after regular business hours. That is approximately 24 calls per day.

There were 1,076 administrative calls were handled by Skokie between Sunday through Saturday 5:00 p.m. and 9:00 p.m. That is approximately six calls during the early evening hours. The number of administrative telephone calls between 5:00 p.m. and 9:00 p.m. Monday through Friday was not available at the time of this report. None administrative telephone calls involved an emergency.

### Walk-in Traffic

The Police Department conducted a survey of citizen walk-in traffic. Citizens walk into the police station for a variety of reasons including asking a question about a crime, filing a police report, requesting a copy of a police report, picking up property, asking a question about a ticket, reporting an incident, and/or requesting police service. With the exception of requesting a police report, a police officer will respond to the station to assist a citizen, whether the police station is open or closed.

On average, four citizens an hour visit the Police Department during regular business hours. It is expected that four or fewer would visit between 5:00 p.m. and 9:00 p.m., if the station was open.

### Expanded Police Department Evening Hours

The Mayor asked staff to research the feasibility of expanding the Police Department lobby hours into the early evening. Adding one part-time Records Clerk at a cost of \$27,000 including benefits would allow the Police Department keep the lobby of the Police Department open Monday through Friday until 9:00 p.m. for greater convenience.

### Neighboring Communities

Police departments that have in house police and fire emergency communications have staff available to process administrative telephone calls and assist the general public 24/7. Those communities include Deerfield, Evanston, Glenview, Northbrook, Skokie and Wilmette. Police departments that outsource police and fire emergency communications are generally closed after normal business hours. The Niles Police Department is the only exception. Niles does not have a communications center and the police department is open 24/7.

The table below shows police departments that have outsourced police and fire communications and the hours they are open to the public. Bannockburn, Grayslake, Highwood, Kenilworth, Lindenhurst, Northfield, Riverwoods and Winnetka all have somewhat regular business hours.

<b>Police Department Lobby Hour Outsourced Communications</b>	
<b>Village</b>	<b>Hours</b>
Bannockburn	Monday – Thursday, 8:30 AM – 4:30 PM Friday, 8:30 AM – 12:00 PM
Grayslake	Monday – Friday, 9:00 AM – 5:00 PM
Highwood	Monday – Friday, 8:00 AM – 5:00 PM
Kenilworth	Monday – Friday, 8:30 AM – 4:30 PM
Lake Bluff	Monday – Friday, 7:30 AM – 10:30 PM
Lake Forest	Monday – Friday, 8:00 AM – 10:00 PM Saturday and Sunday, 8:00 AM – 6:00 PM
<b>Lincolnwood</b>	<b>Monday – Friday, 7:00 AM – 5:00 PM</b>
Lindenhurst	Monday – Friday, 8:30 AM – 4:30 PM
Morton Grove	Monday – Sunday, 6:00 AM – 2:00 AM
Niles	24/7
Northfield	Monday – Friday, 8:30 AM – 4:30 PM
Riverwoods	Monday – Friday, 8:30 AM – 3:30 PM
Winnetka	Monday – Friday, 8:30 AM – 4:30 PM

## **Annual Cost**

The annual cost of a full-time records clerk is \$60,000 including benefits. The annual cost of a part-time records clerk is \$27,000 including benefits.

It requires a minimum of five full-time employees to staff one records clerk position 24/7. The Police Department is budgeted for two full-time records clerks (\$120,000) and one part-time records clerk (\$27,000) for a total of \$157,000 in FY2017-18. The annual cost to staff five records clerks is \$300,000.

The annual cost to expand the lobby hours to 24/7 is an additional \$143,000.

The annual cost to expand the lobby hours to include 5:00 p.m. to 9:00 p.m. Monday through Friday is an additional \$27,000.

There are at least three challenges to consider when determining expanded hours.

1. The Village is saving \$58,000 annually by contracting with Skokie to provide emergency police and fire communications. Part or all of the savings will be diminished by the cost of hiring additional staff. Depending on the decision, it may cost the Village more to outsource police and fire communications.
2. There is very limited tasking for records clerks working after regular business hours. The majority of clerical tasks can be managed with existing budgeted personnel.
3. There is very limited supervision for records clerks working after regular business hours. Police supervisors are assigned to work the street and only come into the station, when necessary.

## **Options**

1. Maintain the status quo.
2. Present this information to the Village Board at the FY2018-19 Budget Workshop.



# LINCOLNWOOD POLICE DEPARTMENT

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## INTER-OFFICE MEMO

Robert LaMantia  
Chief of Police

To: Timothy C. Wiberg, Village Manager  
From: Robert LaMantia, Chief of Police  
Date: September 5, 2017  
Subject: Welcoming City Resolution Discussion

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Staff assisted the Human Relations Commission, the Multi-Cultural Task Force and a group of interested persons within the community regarding a Welcoming City type Resolution or Ordinance.

Many communities, including Evanston, Skokie, Morton Grove and Oak Park, have adopted a Welcoming City Resolution or Ordinance. Neither preempts State or Federal law.

There is no clear definition as to what a Welcoming City is, but there may be a common theme among them. Welcoming City Resolutions and Ordinances generally:

1. Contain statements of recognition, understanding, acceptance, and appreciation of the value of a diverse community
2. State that people of all races, ethnic backgrounds, and religious backgrounds are welcome
3. Affirm that all people will be treated with respect and dignity, including undocumented citizens
4. Discourage unlawful discrimination
5. Support the equal treatment of all individuals, regardless of national origin
6. Clarify by official action that trust and cooperation between the community and the police department are critical to achieving public safety goals

The Village of Skokie's Resolution includes other components such as:

- a. The Village will not create or maintain a register of individuals based on their ancestry, national origin or religion
- b. The Village will not use threats of deportation or engage in verbal abuse of any person based on perceived citizenship or immigration status
- c. The Village will not investigate or assist in the investigation of citizenship or immigration status
- d. The Village will not detain any individual based on citizenship or immigration status unless pursuant to an outstanding criminal warrant
- e. The Village will not assist in immigration enforcement operations

Staff requested the Village Attorney identify some of the potential Benefits and Drawbacks of a Welcoming City Resolution or Ordinance. The following is a brief overview.

### **Potential Benefits**

#### Avoidance of Civil Rights Liability

The federal Immigrations and Customs Enforcement (ICE) agency sometimes issues immigration detainer requests, by which ICE asks local law enforcement to either provide information about someone in local custody, or to detain that person until ICE can take custody. Courts have held, and the federal government has acknowledged, that compliance with detainer requests is voluntary. Importantly, some analysts believe that detainer requests can violate the Fourth Amendment to the U.S. Constitution. Typically, part of the "welcoming village" designation is a policy that requires local law enforcement to refuse to honor detainer requests. Thus, if the Village does not honor a detainer request, it will avoid the risk of a Fourth Amendment lawsuit related to the request.

#### Community Policing

"Welcoming Village" policies arguably allow local law enforcement officials to better implement community policing programs because they generally limit the collection of information about immigration status unless the person is believed to have committed a felony. Some believe that this increases crime reporting rates.

#### Compliance with State Law

On August 28, 2017, Governor Rauner signed into law Senate Bill 31, titled the "Illinois TRUST Act". Under this new state statute, local governments will more or less be required to become "sanctuary" jurisdictions. Specifically, the Illinois TRUST Act imposes limits on local government compliance with immigration detainer requests, and imposes limits on immigration-status-based law enforcement activities (such as stops, arrests, and searches). Note that the Illinois TRUST Act does not include a home rule limitation, so Lincolnwood has authority to adopt a local ordinance in contravention of the new law.

## **Potential Drawbacks**

### Loss of Grant Funding

The President has issued an Executive Order that conditions the issuance of “Federal grants” in compliance with a federal statute that states, in relevant part, that states and local governments may not prohibit, or in any way restrict, the maintenance or sending of information on immigration status to federal immigration officials. The breadth of the “Federal grant” reference is not clear, nor is there certainty as to how the federal government will determine whether a local government is in compliance or not. But a local government that becomes a “welcoming” jurisdiction risks losing some federal grant funding, particularly through the Departments of Justice and Homeland Security (the Department of Justice has stated that only Justice and Homeland Security grants are subject to the Executive Order, but that is merely an agency guidance that can be modified or revoked at any time). The DOJ has also stated specifically that Byrne JAG grants, and participation in the Public Safety Partnership Program, are now expressly conditioned on cooperation with the federal government concerning certain immigration matters.

### Risk of Targeting by Department of Justice and Immigration and Customs Enforcement

There is some concern that the Department of Justice may seek to enforce the federal statute referenced above against jurisdictions that adopt “welcoming” or “sanctuary” policies. We suspect that the Department of Justice would more likely target larger municipalities with more aggressive policies, but that is uncertain.

The Acting Director of Immigration and Customs Enforcement has also indicated recently that his agency may send its officers into those specific jurisdictions that are designated as sanctuary cities.

## **Summary**

Staff has reviewed the statements contained in the Village of Skokie Resolution and it affirms the manner which professional law enforcement has operated for over 35 years. The Human Relations Commission, Multi-Cultural Task Force and interested persons in the community have expressed support in a Resolution or Ordinance stating the Village’s practices; as long as the Board action does not conflict with State and/or Federal law or compromise grant funding. Staff is seeking direction from the Village Board.

## **Options**

1. Take no action regarding a Welcoming City type Resolution or Ordinance, but direct staff to continue to seek and recommend additional methods to recognize, educate, and increase the understanding and acceptance of the Village’s diversity.
2. Direct the Village Attorney to prepare a Resolution or Ordinance, stating the Village is a Welcoming City, identifying current practices demonstrating its commitment, and, as specified by the Board, directing Village Staff to take or refuse to take certain related actions.

Documents Attached:

1. Village of Skokie Welcoming City Resolution
2. City of Evanston Welcoming City Ordinance
3. Village of Morton Grove Welcoming City Resolution
4. Village of Oak Park Welcoming City Ordinance
5. Illinois Trust Act

THIS ORDINANCE MAY BE CITED AS  
VILLAGE ORDINANCE NUMBER  
**17-3-C-**

**AN ORDINANCE AMENDING CHAPTER 58, ARTICLE I, HUMAN  
RELATIONS CHAPTER, OF THE SKOKIE VILLAGE CODE  
PERTAINING TO THE GENERAL POLICIES OF THE  
VILLAGE OF SKOKIE**

1           **WHEREAS**, Chapter 58, of the Skokie Village Code provides for Human Relations as  
2 a matter of right in the Village; and

3           **WHEREAS**, the United States of America is a nation founded by immigrants seeking  
4 refuge from oppression, discrimination and religious persecution, and the Village of Skokie  
5 has a long history of being a place that welcomes immigrants into its community and  
6 prohibiting any and all kinds of bigotry, hate crimes, intolerance and discrimination; and

7           **WHEREAS**, the Village of Skokie recognizes the value and contribution that  
8 immigrants make to the community, be it those who immigrated decades ago and have  
9 remained a valuable part of the community ever since, or those who have joined the Village of  
10 Skokie mere weeks ago and strive to enrich it; and

11           **WHEREAS**, the Village of Skokie is and has always been a community of immigrants,  
12 making up 40% of the population of the Village of Skokie and hailing from over 90 countries;  
13 and

14           **WHEREAS**, there is now significant fear amongst immigrants throughout the country,  
15 as turmoil has created a level of uncertainty with regards to universal access to local  
16 municipal services and police and fire protection; and

17           **WHEREAS**, the Village of Skokie is cognizant of effects of having a portion of our  
18 community living in constant fear, not knowing whether it is safe to make contact with  
19 emergency and other Village services, and seeks to allay recent fears in their already difficult  
20 lives; and

21           **WHEREAS**, the Village of Skokie considers immigrant rights to be unequivocally a  
22 matter of human rights, and that fundamentally everyone deserves to live with an expectation  
23 of basic safety and security; and

24           **WHEREAS**, the Village of Skokie has always maintained, and will continue to  
25 maintain, a policy to offer services regardless of immigration status, and to not inquire about  
26 such status for any reason; and

1           **WHEREAS**, there has arisen at this time in national events, a need for this Village of  
2 Skokie policy to become a public part of the Skokie Village Code, rather than an internal  
3 policy; and

4           **WHEREAS**, the Village Manager and Corporation Counsel recommended to the  
5 Mayor and Board of Trustees that Chapter 58, Article I, of the Skokie Village Code be  
6 amended accordingly; and

7           **WHEREAS**, the Mayor and Board of Trustees at a public meeting duly held on  
8 February 21, 2017 concurred in the aforesaid recommendation of the Village Manager and  
9 Corporation Counsel; and

10           **NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Board of Trustees of the  
11 Village of Skokie, Cook County, Illinois;

12           **Section 1:** That Chapter 58, Article I, of the Skokie Village Code be and the same  
13 is hereby amended in the manner hereinafter indicated. The new material is **highlighted in**  
14 **bold**.

15 Chapter 58 HUMAN RELATIONS

16 ARTICLE I. IN GENERAL

17 **Sec. 58-1. Registries.**

18 **No Village staff, elected or appointed officials, or any other party acting on behalf of**  
19 **the Village shall in any way assist, enable or participate in the creation or maintenance**  
20 **of any program to register individuals in the United States based on their ancestry,**  
21 **national origin, or religion.**

22 **Sec. 58-2. Immigration status-based threats prohibited.**

23 **No Village staff, elected or appointed officials, or any other party acting on behalf of**  
24 **the Village will coerce, including using threats of deportation, or engage in verbal**  
25 **abuse of any person based upon the person's or the person's family members' actual**  
26 **or perceived citizenship or immigration status.**

27 **Sec. 58-3. Requesting information prohibited.**

28 **No Village staff, elected or appointed officials, or any other party acting on behalf of**  
29 **the Village shall request information about or otherwise investigate or assist in the**  
30 **investigation of the citizenship or immigration status of any person.**

31 **Any Village form fields requesting information on citizenship or immigration status**  
32 **shall be removed, unless such information is required by statute, federal regulation or**  
33 **an order of a court of competent jurisdiction.**

34 **Sec. 58-4. Right to Village services and benefits regardless of immigration status.**

1 No Village staff, elected or appointed officials, or any other party acting on behalf of  
2 the Village shall condition the receipt of Village services, benefits or any other  
3 advantage, upon citizenship or immigration status unless required to do so by statute,  
4 federal regulation or an order of a court of competent jurisdiction.

5 **Sec. 58-5. Detainment.**

6 The Village shall not detain any individual based on their citizenship or immigration  
7 status unless pursuant to an outstanding criminal warrant.

8 **Sec. 58-6. Assistance with enforcement operations.**

9 No Village staff or any party acting on behalf of the Village shall accept requests by  
10 any agencies to support or assist with immigration enforcement operations, including  
11 but not limited to requests to provide information on persons who may be the subject  
12 of immigration enforcement operations (except as may be required under Section 7 of  
13 this Article) or to otherwise be present to assist or support an operation.

14 **Sec 58-7. Information regarding citizenship or immigration status.**

15 Nothing in this Article prohibits the Village sending to, or receiving from, any local  
16 state or federal agency, a statement of an individual's country of citizenship or a  
17 statement of an individual's immigration status. Village staff shall be instructed that  
18 federal law does not allow such prohibition.

19 **Section 2:** That this Ordinance shall be in full force and effect from and after its  
20 passage, approval and publication in pamphlet form as provided by law.  
21

ADOPTED this            day of March, 2017.

Ayes:  
Nays:  
Absent:

\_\_\_\_\_  
Village Clerk

Attested and filed in my office  
this            day of March, 2017;  
and published in pamphlet form  
according to law from March  
                 , 2017 to March           , 2017.

Approved by me this March day of  
                 , 2017.

\_\_\_\_\_  
Mayor, Village of Skokie

\_\_\_\_\_  
Village Clerk

THIS RESOLUTION MAY BE CITED AS  
VILLAGE RESOLUTION NUMBER  
  
**17-2-R**

**A RESOLUTION HONORING OUR RESIDENTS, ORGANIZATIONS,  
AND HOUSES OF WORSHIP THAT WELCOME AND HELP SETTLE  
IMMIGRANTS AND REFUGEES IN SKOKIE AND URGING THE  
ILLINOIS GENERAL ASSEMBLY TO ADOPT PENDING LEGISLATION  
RESPECTING IMMIGRANTS' RIGHTS**

1           **WHEREAS**, the United States of America is a nation founded by immigrants seeking  
2 refuge from oppression, discrimination and religious persecution, and the Village of Skokie has  
3 a proud and distinguished history of being a place that welcomes immigrants into its community  
4 and prohibiting any and all kinds of bigotry, hate crimes, intolerance and/or discrimination; and  
5

6           **WHEREAS**, the Village of Skokie values is and has always been a community of  
7 immigrants, including residents from over 90 countries making up 40% of the population; and  
8

9           **WHEREAS**, the Village of Skokie strives to create a culture of inclusivity for all of its  
10 residents through programs and events, including the Human Relations Commission which  
11 promotes understanding and respect between residents of various racial, religious and ethnic  
12 backgrounds; its annual Festival of Cultures which highlights Skokie's diversity; and its support  
13 of the Niles Township ELL Parent Center; and  
14

15           **WHEREAS**, the Village of Skokie's Department of Human Services has worked for years  
16 with the needs of immigrant families and immigrant residents interested in taking on community  
17 leadership roles through volunteerism, service on a board or commission and/or as an elected  
18 official; and  
19

20           **WHEREAS**, the Skokie Police Department hosts programs to acquaint the international  
21 community with its community policing, crime prevention and neighborhood watch programs;  
22 and  
23

24           **WHEREAS**, due to the continuing war, turmoil and unrest in Syria, and other parts of the  
25 world, numerous individuals, organizations and houses of worship within Skokie have been  
26 working tirelessly to welcome and settle immigrants and refugees from these affected countries;  
27 and  
28

29           **WHEREAS**, the Village of Skokie pledges and reaffirms that its Departments will  
30 continue to support these individuals and worthy organizations through staff services and other  
31 resources; and  
32

33           **WHEREAS**, the Village of Skokie wishes to commend, honor and encourage our  
34 residents, organizations and houses of worship for their work to help and welcome immigrants  
35 and refugees to the Village of Skokie and encourages continued efforts for this purpose; and  
36

1           **WHEREAS**, currently there are two bills pending in the Illinois Legislature, HB 3099,  
2 which seeks to build trust between law enforcement agencies and immigrant communities and  
3 HB 0426, which denies access to federal authorities without a valid court-issued warrant for  
4 immigration enforcement at State funded schools, universities and healthcare facilities; and  
5

6           **WHEREAS**, the Village of Skokie is the first municipality in the State of Illinois to  
7 affirmatively call upon and urge the Illinois General Assembly to adopt and enact both HB 3099  
8 and HB 0426.  
9

10           **NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Trustees of the  
11 Village of Skokie, Cook County, Illinois that our residents, organizations and houses of worship  
12 be commended, honored and encouraged to undertake efforts to help settle immigrants and  
13 refugees in Skokie, and for their continued effort at creating a better society and Village.  
14 Furthermore, the Village of Skokie calls upon the Illinois General Assembly and Governor  
15 Rauner to protect all residents of Illinois by adopting and enacting HB 3099 and HB 0426.  
16

17           **PASSED** this     day of February, 2017.

Ayes:  
Nays:  
Absent:

\_\_\_\_\_  
Village Clerk

Attest:

Approved by me this     day of  
February, 2107.

\_\_\_\_\_  
Village Clerk

\_\_\_\_\_  
Mayor, Village of Skokie

18

## **Information on House Bills HB 3099 and HB 0426 as cited in the Village of Skokie Welcoming Ordinance –**

### **Please Review**

#### **Bill Status of HB3099** *100th General Assembly* **Synopsis As Introduced**

Creates the Illinois Trust Act. Provides that no law enforcement agency may detain or continue to detain any individual solely on the basis of any immigration detainer or administrative warrant, or otherwise comply with an immigration detainer or administrative warrant, after that individual becomes eligible for release from custody. Provides that a law enforcement official or other law enforcement agency personnel shall not give an immigration agent access to an individual or allow an immigration agent to use law enforcement agency facilities for investigative interviews or other investigative purposes; transfer a person into an immigration agent's custody; permit federal Immigration Custom Enforcement agents use of agency facilities, information, or equipment, including an agency's electronic database for investigative interviews or other investigative purpose or for purposes of executing an immigration enforcement operation; or respond to immigration agent inquiries regarding an individual's incarceration status, release date, or contact information except insofar as the agency makes that information available to the public. Amends the Police Training Act. Requires the Illinois Law Enforcement Training Standards Board to conduct or approve a training program on federal U and T nonimmigrant visas and other federal immigration remedies for immigrant victims of qualifying criminal activity. Amends the Juvenile Court Act of 1987. Makes changes in provisions concerning special immigrant juvenile status. Amends the Code of Criminal Procedure of 1963. Provides that no person subject to an immigration detainer or administrative warrant shall be denied bail solely on the basis of that immigration detainer or administrative warrant. Makes changes in provisions concerning post-conviction proceedings. Makes other changes. Effective immediately.

#### **Bill Status of HB0426** *100th General Assembly* **Synopsis As Introduced**

Creates the Immigration Safe Zones Act. Provides that schools, medical treatment and health care facilities, and places of worship may not grant access to State and local law enforcement agencies that have entered into an agreement with United States Immigration and Customs Enforcement or undertake other joint efforts with federal, State, or local law enforcement agencies to investigate, detain, or arrest individuals for violation of federal immigration law, unless a court has issued a warrant and appropriate personnel have reviewed that warrant and have consented to access or unless required by law and appropriate personnel have consented. Prohibits employees of elementary and secondary schools and institutions of higher education from asking about a student's immigration status or that of the student's family members, with exceptions. Requires the Department of Human Services to provide training or make training available to teachers, administrators, and other staff of elementary and secondary schools, as well as to medical treatment and health care facilities, on how to deal with immigration issues and how to notify families of those issues in multiple languages. Requires appropriate personnel of a facility to develop a plan to provide assistance, information, and safety to persons who are concerned about the government's immigration enforcement efforts. Provides for the removal of certain file information by State agencies, public schools, and public institutions of higher education. Contains a severability clause. Effective immediately.

**156-O-16**

**AN ORDINANCE**

**Amending Title 1 of the Evanston City Code to Add Chapter 21 to  
Codify Evanston as a “Welcoming City”**

**NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
EVANSTON, COOK COUNTY, ILLINOIS THAT:**

**SECTION 1: Legislative Statement.**

The City of Evanston welcomes diversity and believes that all individuals living in or visiting the City of Evanston should be treated fairly and with respect and dignity. The City Council wishes to further enhance the City’s relationship with immigrant communities and make the City of Evanston an immigrant-friendly City. This Ordinance discourages unlawful discrimination and strongly supports the equal treatment of all individuals regardless of national origin.

The City Council finds that achieving and maintaining a community that treats documented and undocumented immigrants with respect and dignity is in line with the public policy of the City and the principles upon which the United States was founded. This Ordinance will promote the general welfare of City of Evanston residents and visitors alike.

Article VII, Section (6)a of the Illinois Constitution of 1970, states that the “powers and functions of home rule units shall be construed liberally,” and written “with the intention that home rule units be given the broadest powers possible” (*Scadron v. City of Des Plaines*, 153 Ill.2d 164). Pursuant to 65 ILCS 5/1-2-1, the City may make all rules

and regulations to carry out powers granted to the City, which are broad complementing the City's home rule powers. At meetings held in compliance with the provisions of the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*), the City Council considered this Ordinance, heard public comment, and made findings. It is well-settled law in Illinois that the legislative judgment of the City Council must be considered presumptively valid (*see Glenview State Bank v. Village of Deerfield*, 213 Ill.App.3d 747(1991)) and is not subject to courtroom fact-finding (*see National Paint & Coating Ass'n v. City of Chicago*, 45 F.3d 1124 (1995)).

**SECTION 2:** Title 1 of the Evanston City Code of 2012, is hereby amended to add Chapter 21, *Welcoming City Ordinance*, which shall read as follows:

## **CHAPTER 21 – WELCOMING CITY ORDINANCE**

### **1-21-1: SHORT TITLE.**

This Chapter shall be known and may be cited as the EVANSTON WELCOMING CITY ORDINANCE.

### **1-21-2: PURPOSE.**

The vitality of the City of Evanston (the "City"), as an ethnically, racially and religiously diverse city in the State of Illinois, is built, in part, on the strength of its immigrant communities in the City. The City Council finds that the cooperation of all persons, both documented citizens and those without documentation status, is essential to achieve the City's goals of protecting life and property, preventing crime and resolving problems. Furthermore, immigrant community members, whether documented citizens or not, should be treated with respect and dignity by all City employees and should not be subjected to physical abuse, threats, or intimidation. One of the City's most important goals is to enhance the City's relationship with the immigrant communities.

Due to the City's limited resources; the complexity of immigration laws; the clear need to foster the trust of and cooperation from the public, including members of the immigrant communities; and to effectuate the City's goals, the City Council finds that there is a need to clarify the communications and enforcement relationship between the City and the federal government and to clarify what specific conduct by City employees is prohibited because such conduct significantly harms the City's relationship with immigrant communities. The purpose of this Chapter is to establish the City's

procedures concerning immigration status and enforcement of federal civil immigration laws and to identify the conduct that City employees may not engage in when interacting with community members.

**1-21-3: CONSTRUCTION.**

This Chapter shall be construed according to the fair import of its terms and shall be liberally construed to further the purposes and policy stated in this Section and the special purpose of the particular provision involved.

**1-21-4: SEVERABILITY.**

If any provision of this Chapter or the application thereof to any person or circumstances is held invalid, the remainder of this Chapter and the application of the provision to other persons not similarly situated or to other circumstances shall not be affected thereby.

**1-21-5: DEFINITIONS.**

For the purposes of this Chapter, the following terms shall have the following meanings:

ADMINISTRATIVE WARRANT	Any document issued by ICE that can form the basis for an individual's arrest or detention for a civil immigration enforcement purpose. This definition does not include any criminal warrant issued upon a judicial determination of probable cause, and in compliance with the requirements of the Fourth Amendment to the U.S. Constitution and Article I, Section 6 of the Illinois Constitution.
AGENCY	Every City department, division, council, committee, board, or other body established by authority of an ordinance, or City Council resolution.
AGENT	Any person employed by or acting on behalf of the City of Evanston.
CITIZENSHIP OR IMMIGRATION STATUS	All matters regarding questions of citizenship of the United States or any other country, the authority to reside in or otherwise be present in the United States.
COERCION	The use of improper or unlawful force or threats, express or implied, in order to compel a person to act against his or her will. Coercion also includes compelling a person to make statements.

ICE	The United States Immigration and Customs Enforcement Agency and shall include any successor agency charged with enforcement of civil immigration laws.
IMMIGRATION DETAINER	A request by ICE to a federal, state or local law enforcement agency to provide notice of release or maintain custody of an individual based on an alleged violation of a civil immigration law.
VERBAL ABUSE	The use of oral or written remarks that are overtly insulting, mocking, or belittling, directed at a person based upon the actual or perceived race, immigration status, color, ancestry, or national origin.

**1-21-6: REQUESTING INFORMATION PROHIBITED.**

No agent or agency shall request information about or otherwise investigate or assist in the investigation of the citizenship or immigration status of any person unless such inquiry or investigation is required by Illinois State Statute, federal regulation, or court decision. Notwithstanding this provision, the Corporation Counsel may investigate and inquire about immigration status when relevant to potential or actual litigation or an administrative proceeding in which the City is or may be a party.

**1-21-7: THREATS BASED ON CITIZENSHIP OR IMMIGRATION STATUS PROHIBITED.**

No agent or agency will coerce, including improper or unlawful threats of deportation, or engage in verbal abuse of any person based upon the person's or the person's family members' actual or perceived citizenship or immigration status.

For purposes of this Section, "family member" means a person's:

1. Mother, father, spouse, brother or sister (including blood, step or half), son or daughter (including blood, step or half), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent or grandchild; or
2. Court-appointed legal guardian; or
3. Domestic partner or the domestic partner's mother, father, brother, sister (including blood, step, or half), son or daughter (including blood, step or half).

**1-21-8: DISCLOSING INFORMATION PROHIBITED.**

Except as otherwise provided under applicable federal law, no agent or agency shall disclose information regarding the citizenship or immigration status of any person

unless required to do so by legal process or such disclosure has been authorized in writing by the individual to whom such information pertains, or if such individual is a minor or is otherwise not legally competent, by such individual's parent or guardian.

**1-21-9: CONDITIONING BENEFITS, SERVICES, OR OPPORTUNITIES ON IMMIGRATION STATUS PROHIBITED.**

- (A) No agent or agency shall condition the provision of City of Evanston benefits, opportunities, or services on matters related to citizenship or immigration status unless required to do so by statute, federal regulation, or court decision.
- (B) Where presentation of an Illinois driver's license or identification card is accepted as adequate evidence of identity, presentation of a photo identity document issued by the person's nation of origin, such as a driver's license, passport, or consulate-issued document, shall be accepted and shall not subject the person to a higher level of scrutiny or different treatment than if the person had provided an Illinois driver's license or identification card except that this subsection (B) shall not apply to the completion of the federally mandated I-9 forms.

**1-21-10: CIVIL IMMIGRATION ENFORCEMENT ACTIONS – FEDERAL RESPONSIBILITY**

- (A) Except for such reasonable time as is necessary to conduct the investigation specified in Subsection (D) of this Section, no agency or agent shall:
  - 1. Arrest, detain or continue to detain a person solely on the belief that the person is not present legally in the United States, or that the person has committed a civil immigration violation;
  - 2. Arrest, detain, or continue to detain a person based on an administrative warrant entered into the Federal Bureau of Investigation's National Crime Information Center database, or successor or similar database maintained by the United States, when the administrative warrant is based solely on a violation of a civil immigration law; or
  - 3. Detain, or continue to detain, a person based upon an immigration detainer, when such immigration detainer is based solely on a violation of a civil immigration law.
- (B) Unless an agency or agent is acting pursuant to a legitimate law enforcement purpose that is unrelated to the enforcement of a civil immigration law, no agency or agent shall:
  - 1. Permit ICE agents access to a person being detained by, or in the custody of, the agency or agent;
  - 2. Permit ICE agents use of agency facilities for investigative interviews or other investigative purpose; or

3. While on duty, expend their time responding to ICE inquiries or communicating with ICE regarding a person's custody status or release date.
- (C) An agency or agent is authorized to communicate with ICE in order to determine whether any matter involves enforcement based solely on a violation of a civil immigration law.
- (D) This Section shall not apply when an investigation conducted by the agency or agent indicates that the subject of the investigation:
1. Has an outstanding criminal warrant;
  2. Has been convicted of a felony in any court of competent jurisdiction;
  3. Is a defendant in a criminal case in any court of competent jurisdiction where a judgment has not been entered and a felony charge is pending;  
or
  4. Has been identified as a known gang member either in a law enforcement agency's database or by his or her own admission.

#### **1-21-11: NO PRIVATE CAUSE OF ACTION.**

This Chapter does not create or form a basis for liability on the part of the City, its agents, or agencies. The exclusive remedy for violation of this Chapter shall be through the City's disciplinary procedures for officers and employees under regulations including but not limited to this City personnel rules, Code of Ethics, union contracts, or any other City rules and/or regulations. If a complaint is received for a possible violation of this Chapter by a member of the Evanston Police Department, the City Manager shall transmit it to the Evanston Police Department, Office of Professional Standards, for processing and review.

#### **1-21-12: EXCHANGING FILE INFORMATION.**

All applications, questionnaires, and interview forms used in relation to City of Evanston benefits, opportunities, or services shall be promptly reviewed by the pertinent agencies and any questions regarding citizenship or immigration status, other than those required by statute, ordinance, federal regulation or court decision, shall be deleted within ninety (90) days of the passage of this Ordinance.

**SECTION 3:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 4:** If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect

without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

**SECTION 5:** The findings and recitals herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

**SECTION 6:** Ordinance 156-O-16 shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Introduced: November 28, 2016

Approved:

Adopted: December 12, 2016

December 12, 2016

  
Elizabeth B. Tisdahl, Mayor

Attest:

Approved as to form:

  
Rodney Greehe, City Clerk

  
W. Grant Farrar, Corporation Counsel

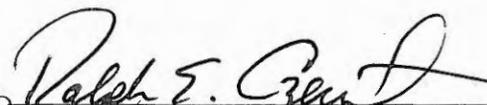
Legislative Summary

Resolution 17-28

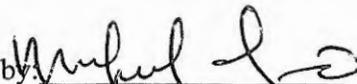
Formalizing Current Village Policies and Practices  
Regarding Enforcement of Federal Immigration Laws

<b>Introduced:</b>	May 22, 2017
<b>Purpose:</b>	This Resolution will assure all interested persons that our Police Department will continue following all existing policies on the enforcement of federal immigration laws. It is intended to confirm our culture of openness and inclusion and promote positive interaction between local law enforcement and persons born outside of the United States. This Resolution is not intended to designate Morton Grove as a sanctuary city, or to provide refuge for any person who has committed any crime.
<b>Background:</b>	<p>The enforcement of federal immigration laws is handled primarily by federal law enforcement agencies. The Morton Grove Police Department has not, in recent memory been asked to assist Immigration and Customs Enforcement (ICE) or any federal agency with immigration enforcement operations. The Department understands people who are new to this country are often uncomfortable dealing with the police and is proactive in community policing and outreach to facilitate trust between local law enforcement and immigrants. The Department's current policy is to not ask any person about his/her immigration status, unless required by federal treaties, and not to detain a person suspected of violating immigration laws unless a criminal arrest warrant has been issued. This Resolution will require all policies regarding immigration enforcement remain in effect and not be modified without Village Board approval.</p> <p>Recently the Illinois Senate passed Senate Bill 0031 which, if enacted into law will provide consistent and uniform standards for interactions between State and local law enforcement agencies and federal immigration official. This Resolution does not supersede any current or future state or federal law relating to immigration enforcement.</p>
<b>Departments Affected:</b>	Police, Legal, and Administration Departments
<b>Fiscal Impact:</b>	The Village does not and will not allocate any significant resources to a federal immigration enforcement, and does not wish to jeopardize its ability to receive federal funding.
<b>Source of Funds:</b>	N/A
<b>Work Impact:</b>	The Resolution will be implemented by Staff as part of its normal operations.
<b>Admin Recommend:</b>	Approval as presented.
<b>First Reading:</b>	Not required.
<b>Special Consider or Requirements:</b>	None.

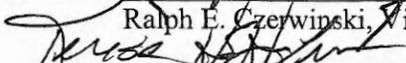
Respectfully submitted:

  
Ralph E. Czerwinski, Village Administrator

Reviewed by:

  
Michael Simo, Police Chief

Prepared by:

  
Teresa Hoffman Liston, Corporation Counsel

## Resolution 17-28

### Formalizing Current Village Policies and Practices Regarding Enforcement of Federal Immigration Laws

WHEREAS, the Village of Morton Grove proudly recognizes that whether we came to the United States many generations or just a few months ago, we are a country of immigrants; and

WHEREAS, the Village welcomes and celebrates our cultural diversity and appreciates the contributions many immigrants make to improve our quality of life to support our local economy by providing a variety of goods and services and paying sales and property taxes; and

WHEREAS, the United States Supreme Court has consistently held that the establishment and enforcement of immigration laws are matters of federal and not local concern; and

WHEREAS, the Morton Grove Police Department is committed to fair and impartial law enforcement; and

WHEREAS, the Morton Grove Police Department understands people who are new to this country are often uncomfortable dealing with the police as victims or witnesses and is therefore very proactive in community policing and outreach to facilitate trust between local law enforcement and new immigrants; and

WHEREAS, the Village of Morton Grove does not ask about a person's immigration status before providing public safety, emergency and other services; and

WHEREAS, the Morton Grove Police Department currently has and follows policies dealing with immigration concerns that:

- Prohibit police officers from stopping any person to check his or her immigration status;
- Prohibit Police officers from questioning a person in custody about his/her immigration status unless required by federal laws or treaties;
- Prohibit police officers from holding people under arrest that are ready to be released just to check their immigration status; and
- Prohibit Morton Grove police officers from enforcing or arresting people for federal civil immigration violations. An example of a civil violation is someone that entered the country legally but stayed too long;
- Prohibit police officers from holding any person on a federal civil immigration detainer from the Immigration and Customs Enforcement (ICE), unless the detainer is accompanied by a valid arrest warrant, or the person has been charged with a federal crime; and

WHEREAS, the Morton Grove Police Department has no records of requests for assistance of any kind from the old Immigration and Naturalization Service or the present-day Immigration and Customs Enforcement (ICE), except for very rare instances when the

Department has arrested and held persons based on a warrant for a violation of a federal criminal immigration law; and

WHEREAS, recently, a group of residents have asked the Village Board to pass legislation to formalize Village's policies prohibiting discrimination based on a person's immigration status, and regulating interactions between federal immigration officials and the Morton Grove Police Department; and

WHEREAS, a town hall meeting was held on April 24, 2017 which afforded all interested persons an opportunity to share their views and concerns on this subject. During the town hall meeting residents and non-residents provided diverse views and comments; however no person provided any objection or complaint regarding the Morton Grove Police Department's current policies on immigration enforcement; and

WHEREAS, the Village has received and expects in the future to apply for and receive federal funding for public safety equipment and services and other Village needs; and

WHEREAS, the United States Department of Justice has recently issued a statement that local jurisdictions applying for Justice Department grants will be required to certify they follow federal laws requiring local authorities to share information regarding any person's immigrant status with certain federal agencies;

WHEREAS, it is the intent of the Village Board to comply with all federal laws, and allow the Village to remain eligible to apply for and receive federal funding; and

WHEREAS, the Village Board has confidence in the Morton Grove Police Department and the way it handles immigration matters and does not wish or intend to restrict the Department's ability to protect the peace and safety of the community; and

WHEREAS, the purpose and intent of this resolution is to publically confirm the Village's culture of openness and inclusion, prohibit discrimination, promote positive interaction between local law enforcement and persons born outside of the United States, and provide assurances that our Police Department will continue its current policies and practices regarding immigration matters.

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS FOLLOWS:**

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing WHEREAS clauses into this Resolution as though fully set forth therein thereby making the findings as hereinabove set forth.

SECTION 2: The Village of Morton Grove hereby establishes the following policies of the Village:

- A. No person acting on behalf of the Village shall create or maintain a registry of individuals based on their ancestry, national origin, or religion.
- B. No person acting on behalf of the Village will verbally abuse, coerce, or threaten any person based upon the person's or the person's family members' actual or perceived citizenship or

immigration status.

SECTION 3: The Police Department shall maintain its current written policies which:

- A. Prohibit any person acting on behalf of the Village, including police officers from questioning any person, including any person in custody about his/her immigration status unless required by federal laws or treaties;
- B. Prohibit any person acting on behalf of the Village, including police officers from holding any person in custody for the sole purpose of checking or investigating his/her immigration status; and
- C. Prohibit any person acting on behalf of the Village, including police officers from enforcing or arresting people for federal civil immigration violations. An example of a civil violation is someone that entered the country legally but stayed too long;
- D. Prohibit any person acting on behalf of the Village, including police officers from holding any person solely on a detainer or administrative warrant unless the detainer or administrative warrant is accompanied by a valid arrest warrant or the person has been charged with a crime. For purposes of this section a detainer is a request issued by Immigration and Customs Enforcement (ICE) or a federal agency charged with the enforcement of civil immigration laws to hold an individual based on an alleged violation of a civil immigration law;
- E. Prohibit any person acting on behalf of the Village, including police officers from participating or engaging in “immigration sweeps” except for providing traffic control, public safety, or peace keeping functions deemed necessary by the Chief of Police.

SECTION 4: The policies established and referenced in Section 2 and Section 3 of this resolution shall remain in effect and shall not be modified without the consent of the Village Board.

SECTION 5: Neither this resolution nor any policy of the Village shall be construed to:

- A. Direct any person acting on behalf of the Village, including police officers to disobey any lawful order, direction or state or federal law;
- B. Prevent any person acting on behalf of the Village from communicating or sharing legally required information with any federal law enforcement agency;
- C. Prohibit, impede or interfere with any law enforcement investigation, activity or situation involving a person who has committed or is suspected of any criminal violation;
- D. Provide a defense to any criminal offense or authorize anyone to violate any federal law;
- E. Authorize any person to impede or interfere with any enforcement action, investigation or work performed by ICE or any federal agency; or
- F. Create a cause or right of action against the Village of Morton Grove or any person acting on behalf of the Village, except for disciplinary actions taken against a Village employee initiated in the sole discretion of the Village Administrator or Chief of Police.

SECTION 6: The terms and conditions of this resolution shall be severable and if any section, term, provision, or condition is found to be invalid or unenforceable by any reason by a court of competent jurisdiction, the remaining sections, terms, provisions, and conditions, shall remain in full force and effect.

SECTION 7: In the event this resolution conflicts with any state or federal law or part thereof, the state or federal law shall be controlling.

SECTION 8: This Resolution shall be in full force and effect immediately upon its passage.

PASSED this 22<sup>nd</sup> day of May 2017.

Trustee Gear \_\_\_\_\_  
Trustee Minx \_\_\_\_\_  
Trustee Ramos \_\_\_\_\_  
Trustee Travis \_\_\_\_\_  
Trustee Thill \_\_\_\_\_  
Trustee Witko \_\_\_\_\_

APPROVED by me this 22<sup>nd</sup> day of May 2017.

\_\_\_\_\_  
Daniel P. DiMaria, Village President  
Village of Morton Grove  
Cook County, Illinois

ATTESTED and FILED in my office  
this 23<sup>rd</sup> day of May 2017.

\_\_\_\_\_  
Eileen Scanlon Harford, Village Clerk  
Village of Morton Grove  
Cook County, Illinois

## ORDINANCE

### **AN ORDINANCE AMENDING CHAPTER 13 (“HUMAN RIGHTS”) OF THE OAK PARK VILLAGE CODE BY ADDING A NEW ARTICLE 7 (“WELCOMING VILLAGE”)**

**WHEREAS**, the Village of Oak Park (“Village”) welcomes diversity and believes that all individuals living in or visiting the Village should be treated fairly and with respect and dignity the Village Board wishes to further enhance the Village’s relationship with immigrant communities and make the Village of Oak Park an immigrant-friendly Village; and

**WHEREAS**, this Ordinance discourages unlawful discrimination and strongly supports the equal treatment of all individuals regardless of national origin; and

**WHEREAS**, the Village Board finds that achieving and maintaining a community that treats documented and undocumented immigrants with respect and dignity is in line with the public policy of the Village and the principles upon which the United States was founded; and

**WHEREAS**, this Ordinance will promote the general welfare of Village residents and visitors alike; and

**WHEREAS**, the validity of the Village as an ethnically, racially and religiously diverse Village in the State of Illinois, is built, in part, on the strength of its immigrant communities in the Village; and

**WHEREAS**, the Village Board finds that the cooperation of all persons, both documented citizens and those without documentation status, is essential to achieve the Village’ goals of protecting life and property, preventing crime and resolving problems; and

**WHEREAS**, immigrant community members, whether documented citizens or not, should be treated with respect and dignity by all Village employees and should not be subjected to physical abuse, threats, or intimidation; and

**WHEREAS**, one of the Village’s most important goals is to enhance the Village’s relationship with the immigrant communities; and

**WHEREAS**, due to the Village’s limited resources; the complexity of immigration laws; the clear need to foster the trust of and cooperation from the public, including members of the immigrant communities; and to effectuate the Village’s goals, the Village Board finds that there is a need to clarify the communications and enforcement relationship between the Village and the federal government and to clarify what specific conduct by Village employees is prohibited because such conduct significantly harms the Village’s relationship with immigrant communities; and

**WHEREAS**, the purpose of this Ordinance is to establish the Village’s procedures concerning immigration status and enforcement of federal civil immigration laws and to identify conduct in which Village employees may not engage when interacting with community members; and

**WHEREAS**, Article VII, Section 6(a) of the Illinois Constitution of 1970, provides that the “powers and functions of home rule units shall be construed liberally,” and written “with the intention that home rule units be given the broadest powers possible,” *Scadron v. City of Des Plaines*, 153 Ill.2d 164 (1992), and this Ordinance is adopted pursuant to such authority.

**NOW THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois, in the exercise of their home rule powers, as follows:

**Section 1. Recitals Incorporated.** The above recitals are incorporated herein as though fully set forth.

**Section 2. Village Code Amended.** A new Article 7 (“Welcoming Village”) is hereby added to Chapter 13 (“Human Rights”) of the Oak Park Village Code as follows:

## **ARTICLE 7**

### **WELCOMING VILLAGE**

**13-7-1: DEFINITIONS:**

**13-7-2: REQUESTING INFORMATION PROHIBITED:**

**13-7-3: THREATS BASED ON CITIZENSHIP OR IMMIGRATION STATUS PROHIBITED:**

**13-7-4: CONDITIONING BENEFITS, SERVICES, OR OPPORTUNITIES ON IMMIGRATION STATUS PROHIBITED:**

**13-7-5: CIVIL IMMIGRATION ENFORCEMENT ACTIONS – FEDERAL RESPONSIBILITY:**

**13-7-6: FEDERAL REGISTRY PROGRAMS**

**13-7-7: INFORMATION REGARDING CITIZENSHIP OR IMMIGRATION STATUS:**

**13-7-8: NO PRIVATE CAUSE OF ACTION:**

**13-7-1: DEFINITIONS:**

The following terms wherever used in this article shall have the following meanings unless a difference meaning appears from the context:

**ADMINISTRATIVE WARRANT:** An immigration warrant of arrest, order to detain or release aliens, notice of custody determination, notice to appear, removal order, warrant of removal, or any other documents, issued by ICE that can form the basis for an individual’s arrest or detention for a civil immigration enforcement purpose. This definition does not include any criminal warrants issued upon a judicial determination of probable cause and in compliance

with the requirements of the Fourth Amendment to the United States Constitution and Article 1, Section 6 of the Illinois Constitution.

**AGENCY:** Every Village department, division, commission, committee, board, or other body established by authority of an ordinance or Village Board resolution.

**AGENT:** Any person employed by or acting on behalf of an agency.

**CITIZENSHIP OR IMMIGRATION STATUS:** All matters regarding questions of citizenship of the United States or any other country, the authority to reside in or otherwise be present in the United States, the time and manner of a person's entry into the United States, or any other immigration matter enforced by the Department of Homeland Security or successor or other federal agency charge with the enforcement of civil immigration laws.

**COERCE:** To use express or implied threats towards a person or any family member of a person that attempts to put the person in immediate fear of the consequences in order to compel that person to act against his or her will.

**CONTACT INFORMATION:** Home address, work address, telephone number, electronic mail address, social media contact information, or any other means of contacting an individual.

**ELIGIBLE FOR RELEASE FROM CUSTODY:** A person that may be released from custody because one of the following conditions has occurred:

- A. All criminal charges against the person have been dropped or dismissed;
- B. The person has been acquitted of all criminal charges filed against him or her;
- C. The person has served all the time required for his or her sentence;
- D. The person has posted a bond; or
- E. The person is otherwise eligible for release under state or local law, or local policy.

**ICE:** The United States Immigration and Customs Enforcement Agency and shall include any successor agency charged with enforcement of civil immigration laws.

**IMMIGRATION DETAINER:** A request by ICE to a federal, state or local law enforcement agency to provide notice of release or maintain custody of an individual based on an alleged violation of a civil immigration law, including detainers issued pursuant to Sections 1226 or 1357 of Title 8 of the United States Code or 287.7 or 236.1 of Title 8 of the Code of Federal Regulations. These detainers include but are not limited to DHS Form I-247D "Immigration Detainer –

Request for Voluntary Action”; DHS I-247X “Request for Voluntary Transfer”; or DHS Form I-247N “Request for Voluntary Notification of Release.”

**IMMIGRATION ENFORCEMENT OPERATION:** Any operation that has as one of its objectives the identification or apprehension of a person or persons: 1) in order to subject them to civil immigration detention, removal proceedings and/or removal from the United States; or 2) to criminally prosecute a person or persons for offenses related to immigration status, including but not limited to violations of Sections 1253, 1304, 1306(a) and (b), 1325, or 1326 of Title 8 of the United States Code.

**VERBAL ABUSE:** The use of oral or written remarks that are overly insulting, mocking, or belittling, directed at a person based upon the actual or perceived race, color, sex, religion, national origin, English proficiency, sexual orientation, or gender identity of that person.

**13-7-2: REQUESTING INFORMATION PROHIBITED:**

No agent or agency shall request information about or otherwise investigate or assist in the investigation of the citizenship or immigration status of any person unless such inquiry or investigation is required by an order of a court of competent jurisdiction. Notwithstanding this provision, the Village Attorney or the Village Attorney’s designee may investigate and inquire about immigration status when relevant to potential or actual litigation or an administrative proceeding in which the Village is or may be a party.

**13-7-3: THREATS BASED ON CITIZENSHIP OR IMMIGRATION STATUS PROHIBITED:**

No agent or agency will coerce, including using threats of deportation, or engage in verbal abuse of any person based upon the person’s or the person’s family members’ actual or perceived citizenship or immigration status.

For purposes of this section, “family member” means a person’s:

1. Mother, father, spouse, brother or sister (including blood, step or half), son or daughter (including blood, step or half), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent or grandchild;
2. Court-appointed legal guardian or a person for whom the person is a court-appointed legal guardian; or
3. Domestic partner or the domestic partner’s mother, father, brother, sister (including blood, step, or half), son or daughter (including blood, step or half).

**13-7-4: CONDITIONING BENEFITS, SERVICES, OR OPPORTUNITIES ON IMMIGRATION STATUS PROHIBITED:**

A. No agent or agency shall condition the provision of the Village benefits, opportunities, or services on matters related to citizenship or immigration status unless required to do so by statute, federal regulation, or an order of a court of competent jurisdiction.

B. Where presentation of an Illinois driver's license or identification card is accepted as adequate evidence of identity, presentation of a photo identity document issued by the person's nation of origin, such as a driver's license, passport, or consulate-issued document, shall be accepted and shall not subject the person to a higher level of scrutiny or different treatment than if the person had provided an Illinois driver's license or identification card except that this subsection B shall not apply to the completion of federally mandated I-9 forms.

C. All applications, questionnaires, and interview forms used in relation to Village benefits, opportunities, or services shall be promptly reviewed by the Village and any questions regarding citizenship or immigration status, other than those required by statute, ordinance, federal regulation or court decision, shall be deleted and of no force and effect.

**13-7-5: CIVIL IMMIGRATION ENFORCEMENT ACTIONS – FEDERAL RESPONSIBILITY:**

A. No agency or agent shall stop, arrest, detain, or continue to detain a person after that person becomes eligible for release from custody or is free to leave an encounter with an agent or agency, based on any of the following:

1. An immigration detainer;
2. An administrative warrant as defined herein (including but limited to entered into the Federal Bureau of Investigation's National Crime Information Center database); or
3. Any other basis that is based solely on the belief that the person is not present legally in the United States, or that the person has committed a civil immigration violation.

B. No agency or agent shall be permitted to accept requests by ICE or other agencies to support or assist in any capacity with immigration enforcement operations, including, but not limited to, requests to provide information, other than as provided in Section 13-7-7 below, on persons who may be the subject of immigration enforcement operations, to establish traffic perimeters, or to otherwise be present to assist or support an operation. In the event an agent receives a request to support or assist in an immigration enforcement operation, he or she shall report the request to his or her supervisor, who shall

decline the request and document the declination in an interoffice memorandum to the agency director through the chain of command.

C. No agency or agent shall enter into an agreement under Section 1357(g) of Title 8 of the United States Code or any other federal law that permits state or local governmental entities to enforce federal civil immigration laws.

D. Unless presented with a valid and properly issued criminal warrant, no agency or agent shall:

1. Permit ICE agents access to a person being detained by, or in the custody of, the agency or agent;
2. Transfer any person into ICE custody;
3. Permit ICE agents use of agency facilities, information, other than as provided in Section 13-7-7 below, or equipment, including any agency electronic databases, for investigative interviews or other investigative purpose or for purposes of executing an immigration enforcement operation; or
4. Expend the time of the agency or agent in responding to ICE inquiries or communicating with ICE regarding a person's custody status, release date, or contact information.

#### **13-7-6: FEDERAL REGISTRY PROGRAMS**

No agency or agent shall expend any time, facilities, equipment, information, or other resources of the agency or agent to facilitate the creation, publication, or maintenance of any federal program to register individuals present in the United States based on their ancestry, national origin, or religion, or the participation of any Village residents in such a registry.

#### **13-7-7: INFORMATION REGARDING CITIZENSHIP OR IMMIGRATION STATUS:**

Nothing in this article prohibits any agency or agent from sending to, or receiving from, any local, state, federal agency, information regarding an individual's citizenship or immigration status. All agents shall be instructed that federal law does not allow such a prohibition. "Information regarding an individual's citizenship or immigration status," for purposes of this section, means a statement of the individual's country of citizenship or a statement of the individual's immigration status.

**13-7-8: NO PRIVATE CAUSE OF ACTION:**

This article does not create or form a basis for liability on the part of the Village, its agents, or agencies. The exclusive remedy for violation of this article shall be the Village’s disciplinary procedures for officers and employees.

**Section 3. Severability and Repeal of Inconsistent Ordinances.** If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4. Effective Date.** This Ordinance shall be in full force and effect after its approval, passage and publication as provided by law.

**ADOPTED** this 6<sup>th</sup> day of February, 2017, pursuant to a roll call vote at follows:

Voting	Aye	Nay	Abstain	Absent
President Abu-Taleb				
Trustee Barber				
Trustee Brewer				
Trustee Button Ott				
Trustee Lueck				
Trustee Salzman				
Trustee Tucker				

**APPROVED** this 6<sup>th</sup> day of February, 2017.

\_\_\_\_\_  
Anan Abu-Taleb, Village President

**ATTEST**

\_\_\_\_\_  
Teresa Powell, Village Clerk

Published in pamphlet form this 6<sup>th</sup> day of February, 2017.

\_\_\_\_\_  
Teresa Powell, Village Clerk

AN ACT concerning government.

**Be it enacted by the People of the State of Illinois,  
represented in the General Assembly:**

Section 1. Short title. This Act may be cited as the Illinois TRUST Act.

Section 5. Legislative Purpose. Recognizing that State law does not currently grant State or local law enforcement the authority to enforce federal civil immigration laws, it is the intent of the General Assembly that nothing in this Act shall be construed to authorize any law enforcement agency or law enforcement official to enforce federal civil immigration law. This Act shall not be construed to prohibit or restrict any entity from sending to, or receiving from, the United States Department of Homeland Security or other federal, State, or local government entity information regarding the citizenship or immigration status of any individual under Sections 1373 and 1644 of Title 8 of the United States Code. Further, nothing in this Act shall prevent a law enforcement officer from contacting another law enforcement agency for the purposes of clarifying or confirming the nature and status of possible offenses in a record provided by the National Crime Information Center, or detaining someone based on a notification in the Law Enforcement Agencies Data Administrative System unless it is

clear that request is based on a non-judicial immigration warrant.

Section 10. Definitions. In this Act:

"Immigration detainer" means a document issued by an immigration agent that is not approved or ordered by a judge and requests a law enforcement agency or law enforcement official to provide notice of release or maintain custody of a person, including a detainer issued under Section 1226 or 1357 of Title 8 of the United States Code or Section 236.1 or 287.7 of Title 8 of the Code of Federal Regulations.

"Law enforcement agency" means an agency of the State or of a unit of local government charged with enforcement of State, county, or municipal laws or with managing custody of detained persons in the State.

"Law enforcement official" means any individual with the power to arrest or detain individuals, including law enforcement officers, county corrections officer, and others employed or designated by a law enforcement agency.

"Non-judicial immigration warrant" means a Form I-200 or I-205 administrative warrant or any other immigration warrant or request that is not approved or ordered by a judge, including administrative warrants entered into the Federal Bureau of Investigation's National Crime Information Center database.

Section 15. Prohibition on enforcing federal civil immigration laws.

(a) A law enforcement agency or law enforcement official shall not detain or continue to detain any individual solely on the basis of any immigration detainer or non-judicial immigration warrant or otherwise comply with an immigration detainer or non-judicial immigration warrant.

(b) A law enforcement agency or law enforcement official shall not stop, arrest, search, detain, or continue to detain a person solely based on an individual's citizenship or immigration status.

(c) This Section 15 does not apply if a law enforcement agency or law enforcement official is presented with a valid, enforceable federal warrant. Nothing in this Section 15 prohibits communication between federal agencies or officials and law enforcement agencies or officials.

(d) A law enforcement agency or law enforcement official acting in good faith in compliance with this Section who releases a person subject to an immigration detainer or non-judicial immigration warrant shall have immunity from any civil or criminal liability that might otherwise occur as a result of making the release, with the exception of willful or wanton misconduct.

Section 20. Law enforcement training. By January 1, 2018, every law enforcement agency shall provide guidance to its law

Public Act 100-0463

SB0031 Enrolled

LRB100 04996 RJF 15006 b

enforcement officials on compliance with Section 15 of this Act.

Section 99. Effective date. This Act takes effect upon becoming law.



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## MEMORANDUM

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**TO:** Timothy Wiberg, Village Manager  
Ashley Engelmann, Assistant Village Manager

**FROM:** Mike Hansen, Fire Chief  
Clyde Heineman, Battalion Chief

**DATE:** August 29, 2017

**SUBJECT:** Fire Sprinkler Requirements

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**Background:** Since the beginning of the Lincolnwood Fire Department in January 1990, staff has been updating the Village Code pertaining to fire and life safety. Since the National Fire Protection Association (NFPA) first required residential sprinklers in 2006 edition, the Department has approved 110 homes with completed fire sprinkler systems. There are another 14 homes that are in the process for final inspection. These 124 homes are a combination of newly constructed residences and homes that have gone through rehabilitation involving over 50 percent of the aggregate building area.

Currently, the Village has adopted the 2012 version of the Life Safety Code (NFPA 101) and the 2009 International Residential Code (IRC) including Appendix P for Sizing of Water Supply System as well as the International Building Code (IBC) and the International Fire Code (IFC). All of these codes are "silent" on the issue of sprinkler systems in building additions to residential property. Our concern is that many of the additions to residences have increased the aggregate living space by more than 50 to 100 percent and should be considered prime candidates for a fire sprinkler system.

Lincolnwood is a unique Village that has spent most of its history without having a dedicated full-time or part-time fire department personnel to solely protect the community and businesses. Our building codes called for masonry construction for the exterior building materials in an effort to minimize the effects of fires from spreading from one structure to another. Another fire concern to Lincolnwood is the fact that Lincolnwood has very small side yard setbacks between residences. These small setbacks provides a fire risk if the adjoining

structure is on fire. Residents also have the perception that by utilizing masonry constructed homes will protect their property from fire if the neighbor's home catches fire.

The single most hazard that has had the most influence on fighting residential fires in the last 40 years is the material use of polyurethane foam filled materials and plastics. These plastics make up most of the materials that are found in carpeting, furniture and their coverings, and electronics toys. The sheer volumes of these plastics in the households lead to fires that burn quicker and the temperatures of the fires are much higher.

The use of lightweight materials such as engineered floor systems, along with open construction designs can create more dangerous conditions faster and fail sooner compared to older dimensional lumber systems. For all of these reasons, the Fire Department has committed its efforts to reducing the risk of fire through realistic and cost-conscious fire sprinkler codes for Lincolnwood.

One of staff's first attempts to modernize Lincolnwood's fire and building codes was to partner the Building Departments. By joining our efforts, staffs of both departments present changes in the building and fire codes with one ordinance in 2006 and three other ordinances in 2007.

There were four ordinances made Lincolnwood a safer community by:

- adopted the ICC Building Code set
- changed the building size thresholds for sprinkler requirements
- require sprinklers for various occupancy types in one and two-family dwellings
- amended previously adopted new NFPA Codes

In subsequent years, the Fire Department continued to strengthen the fire and building codes. These code changes were offered for consideration and the following meetings were assembled to listen and provide comment to staff's recommendations. Here is a summation of these meetings:

### **June 14, 2013 Committee of the Whole Meeting**

On June 14, 2013, the Community Development Director and the Fire Chief offered updates to various building and fire codes including the National Electrical Code (NEC) and the Illinois Plumbing Code to the Committee of the Whole (COTW). The Village's Life Safety Code required all new residences in the Village to have fire sprinklers and also required fire sprinklers in residences where alterations occur in 50 % or more of the residence. However, the Village did not have any regulation requiring the installation of fire sprinklers for building additions to residences. The COTW determined that CORB Committee would hear the proposal and offer their findings back to the Board. The CORB Meeting was set for August 14, 2013.

### **August 14, 2013 CORB Meeting**

At the August 14<sup>th</sup> CORB Meeting, the committee reviewed the building codes updates and were approved and then CORB reviewed the fire sprinkler recommendation. There was consensus of CORB to direct staff to refine the proposed amendment language to include inclusions for remodel and additions and clearly define what the trigger event would include for requiring sprinklers. CORB would review this matter to their next meeting.

## July 8, 2014 CORB Meeting

The next CORB Meeting that dealt with fire sprinklers was called July 8<sup>th</sup>, 2014. CORB approved the following language for residential addition sprinkler requirements:

**Whenever a residential dwelling undergoes construction resulting in an addition that is 50% or greater than the size of the original structure, the entire structure shall be subject to the fire sprinkler protection requirements in accordance with the adopted codes applicable to new construction for the occupancy.**

This motion passed CORB 3-0.

In the NFPA 101 Life Safety Code, Chapter 43 outlines criteria for Building Rehabilitation including:

- 43.2.2.1.1 **Repair.** The patching, restoration, or painting of materials, elements, equipment, or fixtures for the purpose of maintain such materials, elements, equipment, or fixtures in good or sound condition.
- 43.2.2.1.2 **Renovation.** The placement in kind, strengthening, or upgrading of building elements, materials, equipment, or fixtures, that does not result in a reconfiguration of the building spaces within.
- 43.2.2.1.3 **Modification.** The reconfiguration of any space, the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system, or the installation of any additional equipment.
- 43.2.2.1.4 **Reconstruction.** The reconfiguration of a space that effects an exit or a corridor shared by more than one occupant space; or the configuration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained.

The Fire Department staff offered to remove the definition of Repair and Renovation as criteria for fire sprinklers but will review and offer new language under Chapter 43 Building Rehabilitation, specifically 43.6.4 Extinguishing Systems at the next meeting.

## August 26, 2014 CORB Meeting

Staff prepared another version of proposed sprinkler language.

**43.6.4.1** In a building with rehabilitation work areas involving **modification, or reconstruction of** over 50 percent of the aggregate building area, **and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing** automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this *Code* applicable to new construction for the occupancy.

**43.6.4.2** On any story with rehabilitation work areas involving **modification, or reconstruction of** over 50 percent of the area of the story, **and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing** a sprinkler system shall be provided throughout the story

in accordance with the requirements of other sections of this *Code* applicable to new construction for the occupancy.

There was discussion about the potential ambiguity of the proposed language but staff indicated the proposed language was more clear and easier to interpret than the existing language. The direction of the Committee to develop a process so the applicant who is not required to install sprinklers for their project that if the project exceeds the 50% threshold after receiving the project, they may be required to meet the sprinkler requirement.

### December 16, 2014 COTW Meeting

The next meeting for COTW was December 16, 2014. Fire Department staff offered language based off of other municipalities sprinkler requirements. The proposed language includes:

#### Proposed Changes to NFPA 101® Life Safety Code® 2012 Edition

(Proposed Change Approved by CORB Committee - shown in red and/or underlined or ~~striketrough~~)

In section “43.2.2 Special Definitions”, the *Life Safety Code* defines four “Categories of Rehabilitation Work”:

~~**43.2.2.1.1 Repair.** The patching, restoration, or painting of materials, elements, equipment, or fixtures for the purpose of maintaining such materials, elements, equipment, or fixtures in good or sound condition.~~

~~**43.2.2.1.2 Renovation.** The replacement in kind, strengthening, or upgrading of building elements, materials, equipment, or fixtures, that does not result in a reconfiguration of the building spaces within.~~

**43.2.2.1.3 Modification.** The reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system; or the installation of any additional equipment.

**43.2.2.1.4\* Reconstruction.** The reconfiguration of a space that affects an exit or a corridor shared by more than one occupant space; or the reconfiguration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained.

### Summary:

After the July 8<sup>th</sup>, 2014 CORB Meeting, staff developed a form that architects could use to determine the square footage of each floor area as well as indicate on this form the square footage of rehabilitation work that is being completed on every floor. The architect will also calculate the percentage of building rehabilitation work that is being completed. If the percentage is over 50%, a fire sprinkler will be necessary. Conversely, if that percentage is under 50%, a fire sprinkler system is not required. The architect also has to identify on the blueprints submitted for review the specific work areas that are considered to be under rehabilitation. Staff rolled out this process in February, 2015.

Since February 2015, staff has received 52 plans for review under this new process. A tally of homes that needed fire sprinklers based on the architect’s calculation and confirmed by onsite visual inspection totaled 19 or 36% of the total plans submitted. The majority of 52 homes, 33 homes to be exact did not need a sprinkler system. This represented 64% of the applications received. Staff has been very transparent with this process and the architects and contractors appreciated the form.

After four years of various committee meetings, staff is prepared to discuss and recommend the proposed code changes listed below.

## Summary of Proposed Code Changes

### Building Rehabilitation

<b>Current Code Language</b>	<b>Proposed Code Language</b>
<p>43.2.2.1.1 <b>Repair.</b> The patching, restoration, or painting of materials, elements, equipment, or fixtures for the purpose of maintain such materials, elements, equipment, or fixtures in good or sound condition.</p> <p>43.2.2.1.2 <b>Renovation.</b> The placement in kind, strengthening, or upgrading of building elements, materials, equipment, or fixtures, that does not result in a reconfiguration of the building spaces within.</p> <p>43.2.2.1.3 <b>Modification.</b> The reconfiguration of any space, the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system, or the installation of any additional equipment.</p> <p>43.2.2.1.4 <b>Reconstruction.</b> The reconfiguration of a space that effects an exit or a corridor shared by more than one occupant space; or the configuration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained.</p>	<p>43.2.2.1.3 <b>Modification.</b> The reconfiguration of any space, the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system, or the installation of any additional equipment.</p> <p>43.2.2.1.4 <b>Reconstruction.</b> The reconfiguration of a space that effects an exit or a corridor shared by more than one occupant space; or the configuration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained.</p>

## Building Rehabilitation

Current Code Language	Proposed Code Language
<p><b>43.6.4.1</b> In a building with rehabilitation work areas involving over 50 percent of the aggregate building area, automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this <i>Code</i> applicable to new construction for the occupancy.</p> <p><b>43.6.4.2</b> On any story with rehabilitation work areas involving over 50 percent of the area of the story, a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this <i>Code</i> applicable to new construction for the occupancy.</p>	<p><b>43.6.4.1</b> In a building with rehabilitation work areas involving <b>modification, or reconstruction of</b> over 50 percent of the aggregate building area, <b>and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing</b> automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this <i>Code</i> applicable to new construction for the occupancy.</p> <p><b>43.6.4.2</b> On any story with rehabilitation work areas involving <b>modification, or reconstruction of</b> over 50 percent of the area of the story, <b>and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing</b> a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this <i>Code</i> applicable to new construction for the occupancy.</p>

## Residential Additions

Current Code Language	Proposed Code Language
Code is silent.	Whenever a residential dwelling undergoes construction resulting in an addition that is 50% or greater than the size of the original structure, the entire structure shall be subject to the fire sprinkler protection requirements in accordance with the adopted codes applicable to new construction for the occupancy.

### **Documents Attached:**

1. Committee Ordinances, Rules and Building Meeting Approved Minutes August 14, 2013
2. Committee Ordinances, Rules and Building Meeting Approved Minutes July 8, 2014
3. Committee Ordinances, Rules and Building Meeting Approved Minutes August 26, 2014
4. Committee of the Whole Meeting Approved Minutes December 16, 2014
5. PowerPoint Presentation



**Committee on Ordinances, Rules, and Buildings Meeting Minutes**

July 8, 2014

Village Hall Board Conference Room

6900 North Lincoln Avenue

Lincolnwood, Illinois 60712

**Committee Members Present**

Trustee Cope, Chair  
Trustee Klatzco  
Trustee Patel

**Committee Members Absent**

None

**Others Present**

Douglas Petroschius, Assistant Village Manager  
Timothy Wiberg, Village Manager  
Robert LaMantia, Police Chief  
Ashley Engelmann, Assistant to the Public Works Director  
Michael Hansen, Fire Chief  
Clyde Heineman, Fire Prevention Bureau  
Donald Gelfund, Traffic Commission Chair  
Paul Eisterhold

**I. Call to Order**

- a. The meeting of the Committee on Ordinances, Rules, and Buildings (CORB) was called to order at 8:32 A.M. by Trustee Cope in the Village Hall Board Conference Room.

**II. Roll Call**

- a. Mr. Petroschius called the Roll. A quorum was present.

**III. Approval of Minutes**

- a. The minutes of the August 14, 2013 meeting of CORB was delivered to the Committee in advance and reviewed. Trustee Klatzco made a motion to approve the minutes, seconded by Trustee Patel. The motion carried by voice vote, 3-0. The minutes were approved.

**IV. Old Business – Residential Sprinklers - Additions**

- a. Lieutenant Heineman presented new proposed language that has been modified based on the survey results requested by CORB at the previous meeting. Discussion ensued regarding the proposed language and the survey results. Considerations were made to what the appropriate language is that triggers the residential sprinkler requirements. Lieutenant Heineman indicated that the triggering term “repair” has been withdrawn from the proposed language. Considerations were made to developing an appeal process

starting with the Fire Chief and the Village Manager and to refine the language. The discussion will continue at the next CORB meeting.

- b. The proposed language from staff for residential home additions was discussed. Trustee Patel made a motion to recommend to the Village Board to add the following language to the Village Code, "Whenever a residential dwelling undergoes construction resulting in an addition that is 50% or greater than the size of the original structure, the entire structure shall be subject to the fire sprinkler protection requirements in accordance with the adopted codes applicable to new construction for the occupancy." Trustee Klatzco seconded the motion. The motion passed by voice vote, 3-0.

Chief Hansen and Lieutenant Heineman left the meeting at 9:25 A.M.

**V. New Business – Commercial Vehicle Parking - Residential Streets and Driveways**

- a. Trustee Cope introduced the item. Trustee Klatzco indicated that he is opposed to construction equipment in residential driveways and streets and expressed concerns with other aspects of the proposed Ordinance. Trustee Cope indicated that he is opposed to commercial vehicles parked in residential neighborhoods and fully supported the Traffic Commission recommendation. Trustee Patel indicated that he does not support the Traffic Commission recommendation. Discussion ensued. CORB debated the difference between commercial vehicles. There was consensus on CORB to concur with the recommendation by the Traffic Commission.
- b. Trustee Patel proposed the following recommendation to CORB: One commercial vehicle is allowed in a residential driveway between 7:00 p.m. and 7:00 a.m. on Monday through Saturday, with the following restrictions:
  - 1. Advertising space is restricted to three square feet on each side of the vehicle. No advertising is allowed on the front or rear of the vehicle.
  - 2. Roof top advertising is prohibited, except in the case of taxi vehicles. Taxi vehicles may display a taxi sign on the roof, up to the minimum size required by state law, and the only signs that are allowed are those required by state statute.
  - 3. The vehicle must be a single color.
  - 4. The vehicle height must be less than nine feet in height.
  - 5. Livery vehicles must be less than 22' in length and no markings may be on the vehicle.
  - 6. No permanent or semi-permanent equipment racks may be mounted to the vehicle.
  - 7. Non-permanent equipment typically used for commercial use may not be attached to the exterior of the vehicle; i.e., a ladder rack, etc.

8. Vehicles equipped with snow plows are only allowed between April 1 and October 31.
9. Vehicles restricted to "B" license plates or less. "D" license plates and above are prohibited.
10. Handicapped vehicles intended for non-commercial purposes are exempt from the restrictions in this section.
11. The following vehicles are prohibited at all times, except for the expeditious loading and unloading.
  - a. Snowmobiles
  - b. Boats
  - c. Wave Runners
  - d. Golf Carts
  - e. Trailers
  - f. Recreational Vehicles
  - g. Vehicles covered with a tarp or similar item
  - h. Construction equipment; i.e., bobcats, etc.

Trustee Cope directed staff to develop this recommendation in print for review at the next CORB meeting. CORB concurred. The next meeting will take place on Tuesday, August 26, 2014 at 8:30 A.M. in the Village Hall Board Conference Room.

**VI. Public Comment**

- a. None.

**VII. Adjournment**

- a. Trustee Patel made a motion to adjourn the meeting. Trustee Klatzco seconded the motion. The meeting was adjourned by voice vote at 10:16 AM., 3-0.

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**Minutes Recorded by:**

Douglas Petroschius  
Assistant Village Manager



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*Staff Liaison*

Points for CORB Meeting:

- Polling of various municipalities on sprinkler requirements for additions
- Met with CORB with initial proposals
- Re-evaluation of proposed sprinkler requirements for additions
- Meetings held with various contractors who do residential work in the Village of Lincolnwood
- Re-write of proposed sprinkler requirements for additions
- Proposed change to NFPA 101 *Life Safety Code* Chapter 43 – Rehabilitation to eliminate inference of sprinkler requirements when doing repair work.



**Committee on Ordinances, Rules, and Buildings Meeting Minutes**

August 14, 2013

Village Hall Council Chambers

6900 North Lincoln Avenue

Lincolnwood, Illinois 60712

**Committee Members Present**

Trustee Cope, Chair  
Trustee Klatzco  
Trustee Patel

**Committee Members Absent**

**Others Present**

Douglas Petroschius, Assistant Village Manager  
Timothy Clarke, Community Development Director  
Aaron Cook, Development Manager  
Timothy Wiberg, Village Manager  
Michael Hansen, Fire Chief  
Clyde Heineman, Fire Prevention Bureau  
Steve Tisinai, TPI Building Code Consultants

**I. Call to Order**

- a. The meeting of the Committee on Ordinances, Rules, and Buildings (CORB) was called to order at 8:32 A.M. by Trustee Cope in the Village Hall Council Chambers.

**II. Roll Call**

- a. Mr. Petroschius called the Roll. A quorum was present.

**III. Approval of Minutes**

- a. The minutes of the June 11, 2013 meeting of CORB was delivered to the Committee in advance and reviewed. Trustee Patel made a motion to approve the minutes, seconded by Trustee Klatzco. The motion carried by voice vote, 3-0. The minutes were approved.

**IV. Review of Building Code Updates**

- a. Mr. Hansen presented the material on this item which is a recommendation by staff and TPI, the Village's plan review and inspection firm to update the Village's International and National Building Codes. This discussion was originally discussed by the Village Board at its June 18, 2013 Committee of the Whole meeting. At that time the Village Board referred this matter to CORB. The central focus of the discussion was in regards to the proposed local amendments to the proposed Building Codes which are: 1) Fire sprinkler requirement for existing single family, duplex, and townhomes; revised

- definition of Fire Area; new vacant building board-up requirement; and forfeitable deposit for temporary occupancies.
- b. CORB directed its attention to the fire sprinkler recommendation. Currently, the Village Life Safety Code requires all new residences in the Village to have fire sprinklers and also requires fire sprinklers in residences where alterations occur in 50% or more of the residence. However, the Village does not have any regulation requiring fire sprinklers for additions to residences. This proposed local amendment would require the installation of fire sprinklers throughout an existing residence, where an addition to an existing residence is proposed that is more than 50% of the floor area of the new total floor area of the residence, or where both an addition to a home is requested and alterations to an existing home are proposed that would result in the addition and altered area being greater than 50% of the new total floor area of the residence. Survey data from neighboring communities' code requirements was presented. Discussion ensued. Considerations were made to the cost of installing sprinklers and what the triggering event is for sprinklers. There was consensus on CORB to direct staff to refine the proposed amendment language to include exclusions for remodel and additions and clearly define what the triggering event is. CORB will review this matter at its next meeting.
  - c. Mr. Clarke presented the other three proposed local code amendments. Specific attention was directed to the local amendment of revising the definition of "Fire Area". Discussion ensued. CORB concurred with staff's recommendation and directed staff to move forward to the Village Board with the related codes with this amendment.
  - d. Mr. Cook presented the new vacant building board-up requirement which was to require vacant structures with missing windows and doors to have boards in place as a temporary requirement until the vacant structure makes corrective action. Discussion ensued. CORB concurred with staff's recommendation and directed staff to move forward to the Village Board with the related codes with this amendment.
  - e. Mr. Clarke presented the matter of forfeitable deposit for temporary occupancies which creates a requirement that deposits provided at time of a temporary occupancy permit is forfeited if required work is not completed by expiration of temporary permit. Mr. Cook indicated that temporary occupancies are currently not common and are typically required for when landscaping is required and the winter season does not allow the installation of the landscaping. CORB concurred that temporary Certificates of Occupancies (CO) should continue to be kept to a minimum and property owners should strive to get their CO. Discussion ensued. CORB concurred with the recommendation by staff and directed staff to move forward to the Village Board with the related codes with this amendment.

#### **V. Review of Residential Front Yard Parking**

- a. This matter was referred to CORB by the Village Board at its July 16, 2013 Regular Meeting. Trustee Patel restated his position on this matter as it was stated at the July 16, 2013 meeting which was in opposition to this requirement in the Zoning Code. Trustee Cope disagreed with Trustee Patel and indicated his support of this code requirement. Discussion ensued. There was consensus by CORB to make no change to the current Zoning Code requirement.

**VI. Public Comment**

- a. No comment was made as no members of the public were present.

**VII. Adjournment**

- a. Trustee Patel made a motion to adjourn the meeting. Trustee Klatzco seconded the motion. The meeting was adjourned by voice vote at 10:16 AM., 3-0.
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**Minutes Recorded by:**

Douglas Petroschius  
Assistant Village Manager



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*Staff Liaison*



## LINCOLNWOOD FIRE DEPARTMENT

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Mike Hansen  
Fire Chief

TO: Doug Petroschius, Assistant Village Manager

FROM: Mike Hansen, Fire Chief  
Lt. Clyde Heineman

DATE: July 2, 2014

SUBJECT: CORB Meeting

The Fire Department is requesting time with the CORB Committee to continue our discussion on sprinkler codes for new additions to the homes in Lincolnwood. Since our last meeting we have completed the following:

- Polled various municipalities on sprinkler requirements for home additions
- Re-evaluated the proposed sprinkler requirements for additions
- Held meetings with various contractors who do residential work in the Village
- Re-write of proposed sprinkler requirements for additions
- Offer proposed change to NFPA 101 Life safety Code, Chapter 43- Rehabilitation to eliminate inference of sprinkler requirements when doing repair work

Staff has included proposed changes to the Life Safety Code for consideration and a survey of communities requirements.

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**NFPA 13D ADDITION PERCENTAGE REQUIREMENTS**

TOWN/DISTRICT	ADDITION PERCENTAGE	NOTES
Hoffman Estates	110%	Required if an addition and/or remodel is 110% of the original structure.
Wheeling	110%	Required if an addition and/or remodel is 110% of the original structure.
Park Ridge	50%	<p>For any new construction, sprinklers are required. For an addition, Park Ridge relies on the International Residents Code for 1 and 2 Family Dwellings and its definition of a new structure. Park Ridge Municipal Code Article 15-3-10 reads: "<i>15-3-10 DEFINITION OF NEW STRUCTURE</i></p> <p><i>The Building Official will classify a Building Permit for altering an existing structure as new construction, when the proposed construction project will result in the amount of demolished existing exterior walls greater than or equal to ( ≥ ) 50% of the total lineal feet of the existing exterior walls (perimeter of the existing walls) or when the amount of demolished existing exterior walls is greater than or equal to ( ≥ ) 25% and the amount of demolished existing ceiling joists and/or floor joists is greater than or equal to ( ≥ ) 25%.</i></p> <p>When this condition is met, then the building department will contact the fire department and require that sprinklers need to be installed.</p>
Mount Prospect	150%	Required if an addition and/or remodel is 150% of the original structure.
Long Grove FPD	** 50% **	(Pending Ordinance) - Will be required if an addition and/or remodel is 50% of the original structure.
North Maine FPD	65% / 50%	<p>When 65% of more of the home has been destroyed by fire, North Maine requires sprinklers added.</p> <p>Required if an addition and/or remodel is 50% of the original structure.</p>
Skokie	50%	Required if an addition and/or remodel is 50% of the original structure.
Des Plaines	50%	Required if an addition and/or remodel is 50% of the original structure.
Libertyville FPD	100%	Required if an addition and/or remodel is 100% of the original structure.
Prospect Heights	50%	<p>Required if an addition and/or remodel is 50% of the original structure.</p> <p>Additions that exceed fifty percent (50%) of the existing floor area of the existing building, or in excess of fifty percent (50%) of the equalized assessed valuation of the property, or as determined by the City Director of building and Zoning and the Fire Marshal of the Prospect Heights Fire District, shall require the installation of an approved automatic sprinkler system</p>

Northbrook	When 40% or less of the outside walls Remain	An existing 1 story house that adds a second floor would not be required to add sprinklers to the house. If you take down 60% of outside walls for the new building, then considered new building and need to be sprinklered.
Lincolnshire / Riverwoods FPD	50%	Required if an addition and/or remodel is 50% of the original structure.
Wilmette	50%	Required if an addition and/or remodel is 50% of the original structure, but only required if light weight construction is used.
Bridgeview	50%	Required if an addition and/or remodel is 50% of the original structure.
Oak Forest	50%	Required if an addition and/or remodel is 50% of the original structure.
River Forest	50%	Required if a remodel exceeds 50% of the structure (excluding basements). Uses 50% of the ceiling and drywall coverage of a room to determine the square footage. They do not have to retrofit the whole structure. Only the new construction must be sprinklered. If they sprinkle one side of a room that is remodeled then they have to do the other side. 50% cumulative ceiling and drywall over a 3 year coverage.
Glenwood	50%	Required if an addition and/or remodel is 50% of the original structure or exceeds 50% of the Value of the Home.
Oakbrook Terrace F.P.D. (Unincorporated Area Only)	50%	Required if an addition and/or remodel is 50% of the original structure.
Niles	Varies	Not for additions or remodels unless the 1st floor ceiling joists are removed, in which case it is considered new construction falling under the residential sprinkler requirement for new construction.



**Committee on Ordinances, Rules, and Buildings Meeting Minutes**

August 26, 2014

Village Hall Board Conference Room

6900 North Lincoln Avenue

Lincolnwood, Illinois 60712

**Committee Members Present**

Trustee Klatzco

Trustee Patel

**Committee Members Absent**

Trustee Cope

**Others Present**

Douglas Petroschius, Assistant Village Manager

Timothy Wiberg, Village Manager

Robert LaMantia, Police Chief

Ashley Engelmann, Assistant to the Public Works Director

Michael Hansen, Fire Chief

Clyde Heineman, Fire Prevention Bureau

Donald Gelfund, Traffic Commission Chair

Paul Eisterhold, Plan Commission Chair

**I. Call to Order**

- a. The meeting of the Committee on Ordinances, Rules, and Buildings (CORB) was called to order at 8:42 A.M. by Trustee Klatzco in the Village Hall Board Conference Room.

**II. Roll Call**

- a. Mr. Petroschius called the Roll. A quorum was present.

**III. Approval of Minutes**

- a. The minutes of the July 8, 2014 meeting of CORB was delivered to the Committee in advance and reviewed. Trustee Patel made a motion to approve the minutes, seconded by Trustee Klatzco. The motion carried by voice vote, 2-0. The minutes were approved.

**IV. Old Business – Residential Sprinklers - Additions**

- a. Chief Hansen presented this item and the proposed language that was submitted to CORB in advance of the meeting. The requirement for a sprinkler system in a residence would be triggered when there would be 50% of the aggregate wall and ceiling framing would

## DRAFT MINUTES

be removed from the project. This language was based off of other municipalities' requirements. The proposed language is as follows:

“NFPA 101® Life Safety Code® 2012 Edition (Proposed Change)

Chapter 43 Building Rehabilitation

43.6.4 Extinguishing Systems.

43.6.4.1 In a building with rehabilitation work areas involving modification, or reconstruction of over 50 percent of the aggregate building area, and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this Code applicable to new construction for the occupancy.

43.6.4.2 On any story with rehabilitation work areas involving modification, or reconstruction of over 50 percent of the area of the story, and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this Code applicable to new construction for the occupancy.”

Trustee Patel expressed concern with the potential ambiguity with this proposed language. Mr. Wiberg indicated that it may be more simplistic to require sprinklers at the time of new construction or additions only. Lieutenant Heineman indicated that this proposed language is easier to interpret than the existing language. Discussion ensued. Trustee Klatzco indicated support for the proposed language but that the Fire Department should have an inspection during the process. Trustee Patel recommended that a policy requiring the applicant who is not required to install sprinklers to make it clear that he or she understands the sprinkler requirement in the event that the applicant expands the project scope to exceed 50% after receiving a building permit. Trustee Klatzco concurred.

Chief Hansen and Lieutenant Heineman exited the meeting at 9:40 A.M.

### **V. New Business – Commercial Vehicle Parking - Residential Streets and Driveways**

- a. CORB discussed the proposed language which was developed at the previous meeting and provided to the Committee in advance. Discussion ensued. Trustee Klatzco recommended changing November 1 to March 31 instead of April 1 to October 31 and make racks for recreational use be permissible. Trustee Patel recommended that no equipment is allowed. Trustee Patel recommended removing the requirement for the commercial vehicles to be a single color. Trustee Patel recommended the prohibitions for roof top advertising. CORB concurred with the proposed changes. Mr. Eisterhold suggested permitting temporary cars. CORB concurred. Trustee Patel requested that staff review the size of livery vehicles and sprinter vans are in comparison to the proposed 22' length limit. Discussion ensued regarding the storing of boats in residential driveways. Mr. Wiberg recommended informing those residents with boats of the future Committee

**DRAFT MINUTES**

of the Whole meeting where this would be discussed. Trustee Patel further suggested that car covers be prohibited.

Trustee Patel recommended that this matter be referred to the Village Board at a Committee of the Whole meeting. CORB concurred. Mr. Wiberg suggested discussing this matter at the COTW first and then referring the matter to a recommending body and then notifying the affected members of the public for the Commission meeting. CORB concurred.

**VI. Public Comment**

- a. None.

**VII. Adjournment**

- a. Trustee Patel made a motion to adjourn the meeting. Trustee Klatzco seconded the motion. The meeting was adjourned by voice vote at 10:16 AM., 2-0.

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**Minutes Recorded by:**

Douglas Petroschius  
Assistant Village Manager

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*Staff Liaison*



## LINCOLNWOOD FIRE DEPARTMENT

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Mike Hansen  
Fire Chief

TO: Timothy Wiberg, Village Manager  
FROM: Mike Hansen, Fire Chief  
SUBJECT: Committee of the Whole Request  
DATE: December 9, 2014

Tim,

The Fire Department is requesting time with the Committee of the Whole for December 16, 2014 to discuss proposed changes in the residential sprinkler requirements as it applies to building additions. Since the 2006 edition of the NFPA 101 Life Safety Code was adopted, the Fire Department is closing in on 100 new homes that have been equipped with residential fire sprinkler systems. This addition to our Fire Code has protected these new properties as well as the neighbors' homes that are adjacent to them. We have had one fire in a sprinklered home that was kept in check until the Fire Department arrived on the scene.

The Fire Prevention Bureau has met with the CORB Committee as well as construction companies who have built residential additions in Lincolnwood. Based on the CORB Committee recommendation for a text amendment, staff recommended a change to the NFPA 101 Life Safety Code. Staff would like to discuss these recommendations from the CORB Committee to the Committee of the Whole to determine a course of action at the Board level.

I have included a letter from Lt. Clyde Heineman discussing these code recommendations and look forward to presenting these proposed changes at the Committee of the Whole.

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# LINCOLNWOOD FIRE DEPARTMENT

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6900 N. LINCOLN AVENUE – LINCOLNWOOD, ILLINOIS - 60712

PHONE: 847-673-1545 FAX: 847-673-7456

Lt. Clyde G. Heineman  
Director - Fire Prevention Bureau  
[cheineman@lwd.org](mailto:cheineman@lwd.org)

## Memo

**To:** Chief Hansen

**From:** Lt. Heineman

**Subject:** Proposed Residential Sprinkler Requirements for Residential Structure Additions with Changes to NFPA 101 Life Safety Code 2012 Edition

**Date:** December 9, 2014

Chief,

As you are aware we have had a residential sprinkler requirement for all new construction of single family homes since the requirement as such first appeared in the 2006 edition of the NFPA 101 Life Safety Code.

Historically, we have included homes that had been razed to the "foundation and a wall" and building a new home.

The difficulties for us began with homes being "gutted" and a new home *essentially* being constructed. The question that we have always encountered is, "How much construction trips the sprinkler requirement?"

The Life Safety Code addresses this in "Chapter 43 Building Rehabilitation" where it states:

### **43.6.4 Extinguishing Systems**

**43.6.4.1** In a building with rehabilitation work areas involving over 50 percent of the aggregate building area, automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this *Code* applicable to new construction for the occupancy.

**43.6.4.2** On any story with rehabilitation work areas involving over 50 percent of the area of the story, a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this *Code*

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applicable to new construction for the occupancy.

It has been pointed out by administration that **43.6.4.1** and **43.6.4.2** as stated could be construed to require the addition of a sprinkler system with as little as painting the inside of the home.

Therefore staff has proposed the elimination of “repair” as well as “renovation” from the list of “Categories of Rehabilitation Work” that would require the sprinkler installation by listing the specific parts of rehabilitation we want to target within **43.6.4.1** and **43.6.4.2**, as well additional language suggested by CORB to make the requirement less onerous to residents.

## **Proposed Changes to NFPA 101® Life Safety Code® 2012 Edition**

(Proposed Change Approved by CORB Committee - shown in red)

**43.6.4.1** In a building with rehabilitation work areas involving **modification, or reconstruction of** over 50 percent of the aggregate building area, **and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing** automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this *Code* applicable to new construction for the occupancy.

**43.6.4.2** On any story with rehabilitation work areas involving **modification, or reconstruction of** over 50 percent of the area of the story, **and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing** a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this *Code* applicable to new construction for the occupancy.

The other area addressed by CORB was the question of when sprinklers are to be required in additions. The following proposed ordinance language was developed:

## **Proposed Residential Addition Sprinkler Requirement**

(Proposal Approved by CORB Committee)

**Whenever a residential dwelling undergoes construction resulting in an addition that is 50% or greater than the size of the original structure, the entire structure shall be subject to the fire sprinkler protection requirements in accordance with the adopted codes applicable to new construction for the occupancy.**

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## Proposed Residential Addition Sprinkler Requirement

(Proposal Approved by CORB Committee)

Whenever a residential dwelling undergoes construction resulting in an addition that is 50% or greater than the size of the original structure, the entire structure shall be subject to the fire sprinkler protection requirements in accordance with the adopted codes applicable to new construction for the occupancy.

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**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL COUNCIL CHAMBERS,  
DECEMBER 16, 2014**

**Call to Order**

President Turry called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:35 PM, Tuesday, December 16, 2014 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 Village Clerk Beryl Herman the following were:

PRESENT: President Turry, Trustees Cope, Elster, Klatzco, Patel

ABSENT: None

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 Fire Chief, Michal Hansen; Police Chief Robert LaMantia; Clyde Heineman, Fire Prevention; Ashley Engelmann, Public Works Director.

**Approval of Minutes**

Minutes of the December 2, 2014 Committee of the Whole meeting were distributed in advance of the meeting and were examined. Trustee Patel moved to approve the minutes as presented, Trustee Cope seconded the motion.

The motion passed by Voice Vote.

**Regular Business**

**1. Discussion Concerning Nextdoor.com**

This item was introduced by Mr. Wiberg and Amanda Williams using PowerPoint.

**Current Communication Methods**

**\*Facebook**

- Village: 319 Likes
- Parks and Recreation: 675 Likes

**\*Twitter**

- Village: 124 Followers
- Parks and Recreation: 45 Followers

**\*Email Subscription Lists**

- Village News: 638 Subscribers

**\*Village Newsletter**

**\*Village Website**

- \*Social networking site that has become increasingly popular in recent years
- \*Started October 2011
- \*Expanded to over 47,000 neighborhoods
- \*Launched a program focused on cities in September 2014
- \*Funded by Venture Capital firms at no cost to subscribers

Content on Nextdoor.com

- \*Recommendations – 26%
- \*Community Issues - 22%
- \*Crime and Safety – 20%
- \*Classifieds - 14%
- \*Events - 11%
- \*Other – 7%

Nearby neighborhoods were identified:

- \*Lincolnwood Terrace – 2 members
- \*Skokie – 225 members
- \*West Ridge North - 327 members
- \*Sauganash – 668 members
- \*Fairview South Skokie – 29 members
- \*Robert Crown – 15 members

A map of the identified area was presented as were sample pages.

Why Nextdoor.com is Different than Other Social Media Sites

- \*Based on geographic location rather than other common interest
  - Facebook and Twitter users generally communicate with family, friends and classmates
  - Less than 2% of peoples’ Facebook friends are their neighbors
- \*Committed to bringing neighbors together and promoting community
- \*Each neighborhood is a private, secure website and address has to be verified
- \*Ability to target messages to members in specific neighborhoods
- \*Members do not need to subscribe to a specific page to receive information from the Village

Illinois Municipalities that Use Nextdoor.com

Rockford – 4,024 Users - Population 150,251 - Percentage of Population - 2.7%

Downers Grove – 3,915 Users – Population – 43,833 – Percentage of Population - 8.9%

Gurnee – 2,224 Users – Population 31,284 – Percentage of Population - 7.1%

Peoria – 2,159 Users – Population – 118,943 – Percentage of Population – 1.8%

Evanston – 1,394 users – Population – 74,486 – Percentage of Population – 1.9%

Pages from the City of Evanston site were exhibited

Benefits

\*Communication Outlet

- Village would post to sites that have already been established
- Expand our reach

\*No financial impact

\*Village is one subscriber of many

\*Limited Staff time required

\*Advertise events to subscribers in neighboring communities (i.e. Skokie, Chicago)

Summary

\*Correct the municipal boundary map

\*Publicize availability of the service, currently 22 members

\*Increase number of participants

\*Ongoing communication with residents

- Specific to geographic locations (Police Department, Public Works and others)

Questions and discussion ensued with clarification by MS Williams and Mr. Wiberg

**2. Discussion Concerning Commercial Vehicle Parking Regulations and Residential Fire Sprinkler Requirements**

*This item was divided into two presentations, the first section to be discussed was regarding Residential Fire Sprinkler requirements.*

This item was presented by Clyde Heineman and Chief Hansen.

Sprinkler Codes in Lincolnwood

\*All new homes built since January 2006

- Adopted NFP 101: Life Safety Code (2012)
- Adopted IRC: Appendix P (2009)

\*To Date: 92 homes completed – 8-9 in plan phase

\*Current Code does not require sprinklers in additions

Proposed Residential Addition Sprinkler Requirement Approved by CORB

Whenever a residential dwelling undergoes construction resulting in an addition that is 50% or greater than the size of the original structure, the entire structure shall be subject to the fire sprinkler protection requirements in accordance with the adopted codes applicable to new construction for the occupancy.

Definition of Rehabilitation Area (Current)

On enforcing this requirement we have to next ask, “What is a rehabilitation area?” The definitions in the Life Safety Code give us four definitions of rehabilitation work areas, any one of which would require the sprinkler requirement.

**43.2.2.1.1 Repair:** The patching, restoration or painting of materials, elements, equipment or fixtures for the purpose of maintaining such materials, elements equipment or fixtures in good or sound condition.

**43.2.2.1.2 Renovation:** The replacement in kind, strengthening or upgrading of building elements, materials, equipment or fixtures, that does not result in a reconfiguration of the building spaces within.

**43.2.2.2.3 Modification:** The reconfiguration of any space; the addition, relocation or elimination of any door or window; the addition or reconfiguration of load bearing elements; the reconfiguration or extension of any system; or the installation of any additional equipment.

**43.2.2.1.4 Reconstruction:** The reconfiguration of a space that affects an exit or a corridor shared by more than one occupant space: or the reconfiguration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained.

#### CORB Recommendation

*This list was the same as the previous definitions.*

#### Current Sprinkler Code Building Rehabilitation

*The Life Safety Code addresses this in "Chapter 43 Building Rehabilitation"*

#### **43.6.4 Extinguishing Systems**

- **43.6.4.1** In a building with rehabilitation work areas involving over 50 percent of the aggregate building area, automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this Code applicable to new construction for the occupancy.
- **43.6.4.2** On any story with rehabilitation work areas involving over 50 percent of the area of the story, a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this Code applicable to new construction for the occupancy.

#### Rehabilitation Change Approved by CORB

*(Proposed Change Approved by CORB Committee – shown in italics)*

- **43.6.4.1** In a building with rehabilitation work areas involving *modification or reconstruction of* over 50% of the aggregate building area, *and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing* automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this Code applicable to new construction for the occupancy
- **43.6.4.2** On any story with rehabilitation work areas involving *modification or reconstruction of* over 50 percent of the area of the story, *and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems etc.) is being removed down to the framing* a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this Code applicable to new construction for occupancy

Questions and discussion ensued.

Consensus was that the Fire Department will bring in a worksheet for architects to use when working with residents. This worksheet will be reviewed by the Board.

*The section of this item dealing with Commercial Vehicle Parking Regulations will be presented and discussed at the second meeting in January 2015.*

**Adjournment**

At 7:40 PM Trustee Elster moved to adjourn the Committee of the Whole, seconded by Trustee Cope. The motion passed with a Voice Vote.

Respectfully Submitted

Beryl Herman

A handwritten signature in cursive script that reads "Beryl Herman".

Village Clerk

## Residential Addition Sprinkler Requirement (Proposal Approved by CORB Committee)

Whenever a residential dwelling undergoes construction resulting in an addition that is 50% or greater than the size of the original structure, the entire structure shall be subject to the fire sprinkler protection requirements in accordance with the adopted codes applicable to new construction for the occupancy.

## NFPA 101® Life Safety Code® 2012 Edition (Proposed Change)

### Chapter 43 Building Rehabilitation

#### 43.6.4 Extinguishing Systems.

**43.6.4.1** In a building with rehabilitation work areas involving **modification, or reconstruction of over 50 percent of the aggregate building area, and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing** automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this *Code* applicable to new construction for the occupancy.

**43.6.4.2** On any story with rehabilitation work areas involving **modification, or reconstruction of over 50 percent of the area of the story, and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing** a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this *Code* applicable to new construction for the occupancy.

#### Rationale:

In section “43.2.2 Special Definitions”, the *Life Safety Code* defines four “Categories of Rehabilitation Work”:

**43.2.2.1.1 Repair.** The patching, restoration, or painting of materials, elements, equipment, or fixtures for the purpose of maintaining such materials, elements, equipment, or fixtures in good or sound condition.

**43.2.2.1.2 Renovation.** The replacement in kind, strengthening, or upgrading of building elements, materials, equipment, or fixtures, that does not result in a reconfiguration of the building spaces within.

**43.2.2.1.3 Modification.** The reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system; or the installation of any additional equipment.

**43.2.2.1.4\* Reconstruction.** The reconfiguration of a space that affects an exit or a corridor shared by more than one occupant space; or the reconfiguration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained.

Administration rightly points out that **43.6.4.1** and **43.6.4.2** as currently stand could be construed to require the addition of a sprinkler system with as little as painting the inside of the home. Therefore we eliminated “repair” as well as “renovation” from the list of rehabilitation types that would require the sprinkler installation by listing the specific parts of rehabilitation we want to target.



# LINCOLNWOOD FIRE DEPARTMENT

6900 N. LINCOLN AVENUE – LINCOLNWOOD, ILLINOIS - 60712

PHONE: 847-673-1545 FAX: 847-673-7456

## 13D Sprinkler Requirement Determination for Homes Undergoing Rehabilitation

Please complete the following information including all areas of the existing structure.  
Do **NOT** include any additions as part of the calculated rehab areas.

**Return with drawings showing the "Rehabilitation Work Areas" on each level as shaded areas.**

### Project Information (To be Provided by Architect)

Project Address:	
Owners Name: Phone:	
Architects Name: Address: Phone:	
Builders Name: Address: Phone:	

Floor Level	Square Footage of Each Floor Level	Square Footage of Rehabilitation Work Areas on Each Level
Basement		
1 <sup>st</sup> Floor		
2 <sup>nd</sup> Floor		
3 <sup>rd</sup> Floor		
4 <sup>th</sup> Floor or Attic If Habitable		
Total Square Footage of Building:		
Total Square Footage of All Proposed Rehabilitation Work Areas:		
Percentage of Building Rehabilitation Work Areas:		

# **Sprinkler Code Updates**

# Sprinkler Codes in Lincolnwood

- All new homes built since Jan 2006
  - Adopted NFPA 101: Life Safety Code (2012)
  - Adopted IRC: Appendix P (2009)
- To Date: 110 homes completed  
14 in plan phase
- Current Code doesn't require sprinklers in additions

# Sprinkler Discussion Meetings

- June 14, 2013 COTW
- August 14, 2013 CORB
- July 8, 2014 CORB
- August 26, 2014 CORB
- December 16, 2014 COTW

# Proposed Residential Addition Sprinkler Requirement Approved by CORB

- Whenever a residential dwelling undergoes construction resulting in an addition that is 50% or greater than the size of the original structure, the entire structure shall be subject to the fire sprinkler protection requirements in accordance with the adopted codes applicable to new construction for the occupancy.

# Definition of Rehabilitation Area (Current)

On enforcing this requirement we have to next ask, “What is a rehabilitation area?” The definitions in the *Life Safety Code* gives us four definitions of rehabilitation work areas, any one of which would require the sprinkler requirement:

**43.2.2.1.1 Repair.** The patching, restoration, or painting of materials, elements, equipment, or fixtures for the purpose of maintaining such materials, elements, equipment, or fixtures in good or sound condition.

**43.2.2.1.2 Renovation.** The replacement in kind, strengthening, or upgrading of building elements, materials, equipment, or fixtures, that does not result in a reconfiguration of the building spaces within.

**43.2.2.1.3 Modification.** The reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system; or the installation of any additional equipment.

**43.2.2.1.4\* Reconstruction.** The reconfiguration of a space that affects an exit or a corridor shared by more than one occupant space; or the reconfiguration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained.

# CORB Recommendation

**43.2.2.1.1 Repair.** The patching, restoration, or painting of materials, elements, equipment, or fixtures for the purpose of maintaining such materials, elements, equipment, or fixtures in good or sound condition.

**43.2.2.1.2 Renovation.** The replacement in kind, strengthening, or upgrading of building elements, materials, equipment, or fixtures, that does not result in a reconfiguration of the building spaces within.

**43.2.2.1.3 Modification.** The reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system; or the installation of any additional equipment.

**43.2.2.1.4\*** **Reconstruction.** The reconfiguration of a space that affects an exit or a corridor shared by more than one occupant space; or the reconfiguration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained.

# Current Sprinkler Code Building Rehabilitation

The *Life Safety Code* addresses this in “Chapter 43 Building Rehabilitation” where it states:

## **43.6.4 Extinguishing Systems**

- **43.6.4.1** In a building with rehabilitation work areas involving over 50 percent of the aggregate building area, automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this *Code* applicable to new construction for the occupancy.
- **43.6.4.2** On any story with rehabilitation work areas involving over 50 percent of the area of the story, a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this *Code* applicable to new construction for the occupancy.

# Rehabilitation Change

## Approved by CORB (in Red)

(Proposed Change Approved by CORB Committee - shown in red)

- **43.6.4.1** In a building with rehabilitation work areas involving **modification, or reconstruction of** over 50 percent of the aggregate building area, **and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing** automatic sprinkler systems shall be provided on the highest floor containing a rehabilitation work area and on all floors below in accordance with the requirements of other sections of this *Code* applicable to new construction for the occupancy.
- **43.6.4.2** On any story with rehabilitation work areas involving **modification, or reconstruction of** over 50 percent of the area of the story, **and/or when 50% or more of aggregate wall and ceiling finishes (plaster, plaster board, gypsum board, suspended ceiling systems, etc.) is being removed down to the framing** a sprinkler system shall be provided throughout the story in accordance with the requirements of other sections of this *Code* applicable to new construction for the occupancy.

# Building Rehabilitation Work Form



## LINCOLNWOOD FIRE DEPARTMENT

6900 N. LINCOLN AVENUE – LINCOLNWOOD, ILLINOIS - 60712

PHONE: 847-673-1545 FAX: 847-673-7456

### 13D Sprinkler Requirement Determination for Homes Undergoing Rehabilitation

Please complete the following information including all areas of the existing structure.  
Do **NOT** include any additions as part of the calculated rehab areas.

**Return with drawings showing the "Rehabilitation Work Areas" on each level as shaded areas.**

#### Project Information (To be Provided by Architect)

Project Address:	
Owners Name:	
Phone:	
Architects Name:	
Address:	
Phone:	
Builders Name:	
Address:	
Phone:	

Floor Level	Square Footage of Each Floor Level	Square Footage of Rehabilitation Work Areas on Each Level
Basement		
1 <sup>st</sup> Floor		
2 <sup>nd</sup> Floor		
3 <sup>rd</sup> Floor		
4 <sup>th</sup> Floor or Attic If Habitable		
Total Square Footage of Building:		
Total Square Footage of All Proposed Rehabilitation Work Areas:		
Percentage of Building Rehabilitation Work Areas:		

# Two Year Results

- 52 Plans for review
- 33 homes had less 50% Rehab work and didn't need a sprinkler system (64% of applications)
- 19 had more than 50% Rehab work and needed a sprinkler system (36% of Applications)

# Options

- No Changes to Current Code
- Proposed Residential Additions Language
- Proposed Changes to Building Rehabilitation Code Language Omitting Repair & Renovation
- Proposed Changes to Building Rehabilitation Code Language to Add Triggers of 50% of the Aggregate wall and Ceiling Finishes, and Removing Wall, Ceiling to the framing.



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## MEMORANDUM

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**TO:** Timothy Wiberg, Village Manager

**FROM:** Doug Hammel, Development Manager

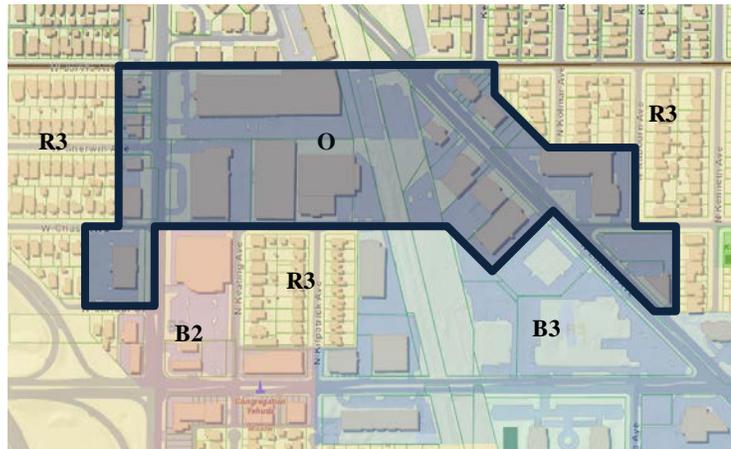
**DATE:** September 5, 2017

**SUBJECT:** Proposed Special Use Permissibility for Auto/Light Truck Sales and Service Uses in the “O” Office District

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### **Background**

The Village’s Zoning Map designates a number of parcels, generally located north of Chase Avenue and between Cicero Avenue and Lincoln Avenue, as being in the “O” Office District. The Zoning Ordinance states that the O, Office District has been established to “*provide an environment for low-density offices and office parks, as well as limited warehousing, commercial and industrial uses, that have negligible adverse effects upon the environment and surrounding areas.*”



**Current O Office District Boundary and Zoning Context**

Based on several factors outlined in this memorandum, staff feels it is appropriate to consider amending the permitted uses in the O, Office District to include Auto/Light Truck Sales and Service as a Special Use.

This memorandum includes the following information:

- A summary of six factors that provide the rationale for discussion related to a potential zoning amendment;
- A description of considerations to be discussed as part of the formal amendment process; and
- A description of potential impacts that could be addressed through the amendment process.

## **Rationale for the Proposed Zoning Amendment**

There are several factors that staff believes warrant discussion of Auto/Light Truck Sales and Service being permitted as a special use in the O, Office District. They include:

### **1. Similarity to Current Permissibility**

Table 4.01.1 of the Zoning Ordinance currently identifies the following non-residential uses as permitted by right or as a Special Use in the O, Office District:

#### ***Permitted Uses:***

- Office, general or professional
- Open-air parking lot
- Parking garage
- Light manufacturing
- Child/elderly development center
- Municipal facility
- Parks and playground
- Postal services
- Medical clinic
- Office, medical, outpatient only

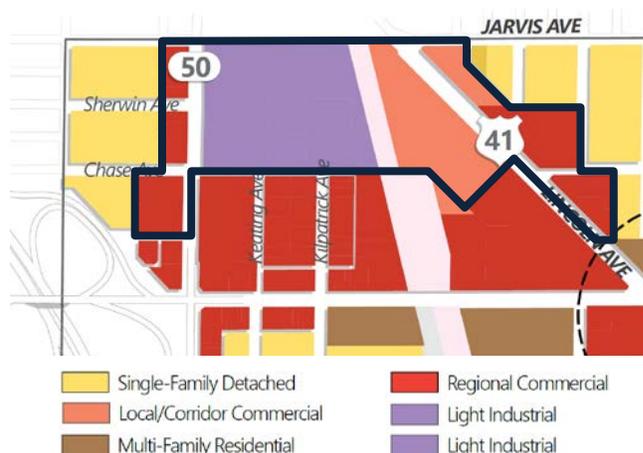
#### ***Special Uses:***

- Commercial recreational facility
- Health club
- Catering
- Research laboratory
- Support laboratory
- Wholesale establishment
- Warehouse
- College and university
- Trade, music or dance school
- Hospital
- Utilities

Several of these uses have impacts similar to what would be present in an Auto/Light Truck Sales and Service use. If referred to the Plan Commission, discussion of this potential amendment should consider what specific impacts may exist and how they can be mitigated.

### **2. Relationship to the Comprehensive Plan**

The Village's Comprehensive Plan, adopted in 2016, identifies parcels in this area of the Village as either Regional Commercial, Light Industrial, or Local/Corridor Commercial future land uses. This mix of uses generally reflects the intent of the permitted uses in the O, Office District. Auto/Light Truck Sales and Service uses would be generally compatible with the uses intended by the Comprehensive Plan, especially when considering the additional factors listed below.



### **3. Location Along Prominent Arterials**

The O, Office District includes property frontage along North Cicero Avenue and North Lincoln Avenue, and is located as close as one quarter-mile from the I-94 Touhy Avenue interchange. This locational advantage is well-suited for Auto/Light Truck Sales and Service uses that rely on a market area that extends beyond the Village boundaries. This would also support the Village's economic development goal of aligning viable sites with appropriate uses in order to strengthen the community's sales tax revenue base.

#### **4. Relationship to Adjacent Uses**

The O, Office District is adjacent to the R-3, Residential District to the west and east, and the B-2, General Business, R-3, Residential District, and B-3, Village Center PD Districts to the south. (The Comprehensive Plan shows the current R-3 Residential District on Keating Avenue and Kilpatrick Avenue as “Regional Commercial” in the future land use plan.) Current and potential future uses in the B-2 and B-3 Districts would be compatible with Auto/Light Truck Sales and Service uses. When discussing potential code amendments, specific impacts and potential required buffers may be considered adjacent to the R-3 District.

#### **5. Size of Existing Lots**

Existing parcel sizes in the O, Office District vary, but several are more than 2.5 acres in area. The largest lot is more than 5.25 acres. The size of these parcels can accommodate auto sales and service uses without relying on extensive land acquisition and assembly. Code amendment discussions may consider what size lots are appropriate for Auto/Light Truck Sales and Service uses, and determine if a minimum lot size requirement would be appropriate to ensure they are not developed on parcels that cannot adequately accommodate inventory, access, buffering, and other site characteristics.

#### **6. Greater Flexibility for Sales Tax Generating Uses**

An important goal of the Village is to ensure there is adequate land to accommodate uses that generate sales tax revenue. To that end, the current Zoning Ordinance permits Auto/Light Truck Sales and Service uses as a Special Use in the B-1, Traditional Business and B-2, General Business Districts. Recently, however, several office or service uses have been established along Lincoln Avenue, Touhy Avenue, and other corridors envisioned as retail streets. Allowing auto sales and service in the O, Office District would provide the opportunity for additional properties that could accommodate revenue generating uses on appropriately sized parcels.

#### **Planning/Zoning Considerations**

Should the Village Board find it appropriate to refer this request to the Plan Commission, there are several considerations that should be discussed as part of the formal amendment process, including:

- A potential minimum lot size requirement for auto sales and service uses that would ensure that lots have the capacity to accommodate inventory, employee parking, and screening and buffering from adjacent uses;
- The location of service functions related to surrounding uses in order to minimize impacts on other properties;
- Permitting service uses only as a supporting function to auto sales; and
- Traffic and parking management to minimize impacts on nearby commercial and residential uses.

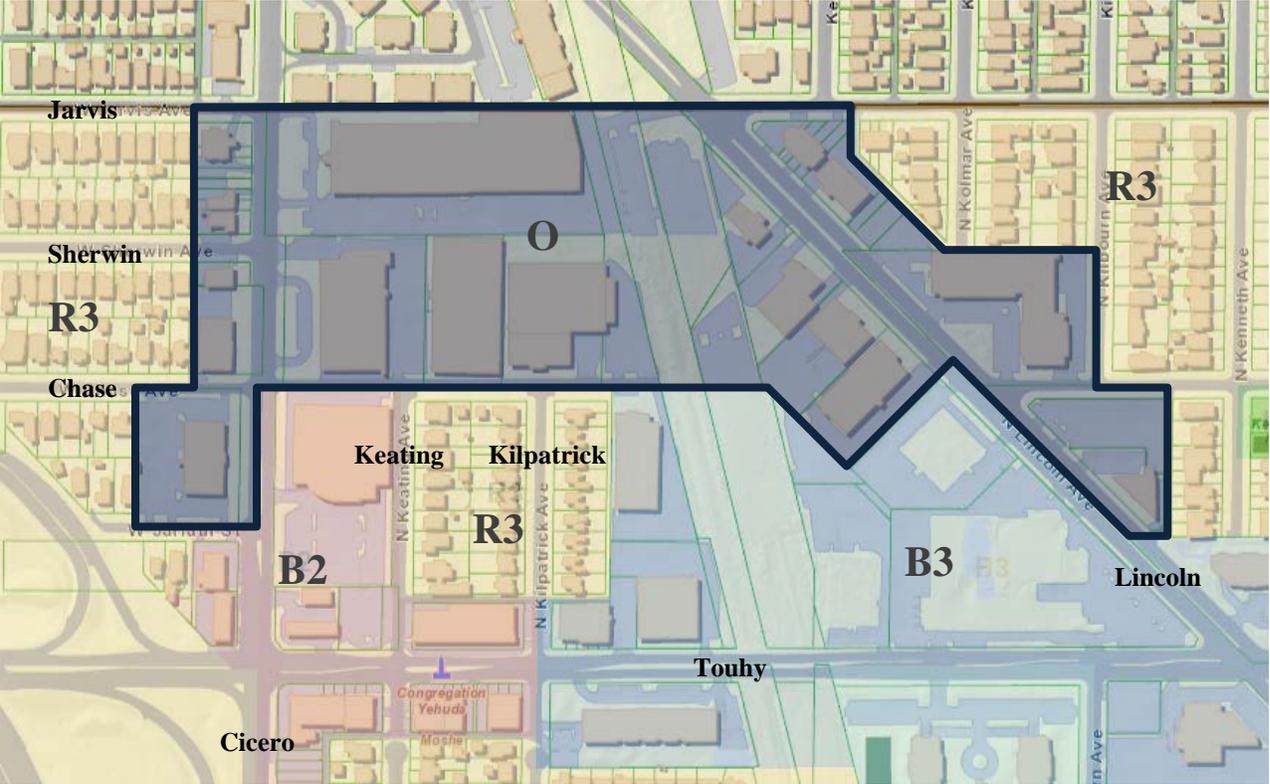
#### **Recommendation**

Staff recommends the Village Board consider referring this matter to the Plan Commission in order to explore the appropriateness of a code amendment that would permit Auto/Light Truck Sales and Service uses as a Special Use in the O, Office District.

#### **Documents Attached**

1. Map of Existing O, Office District Boundaries
2. PowerPoint Presentation

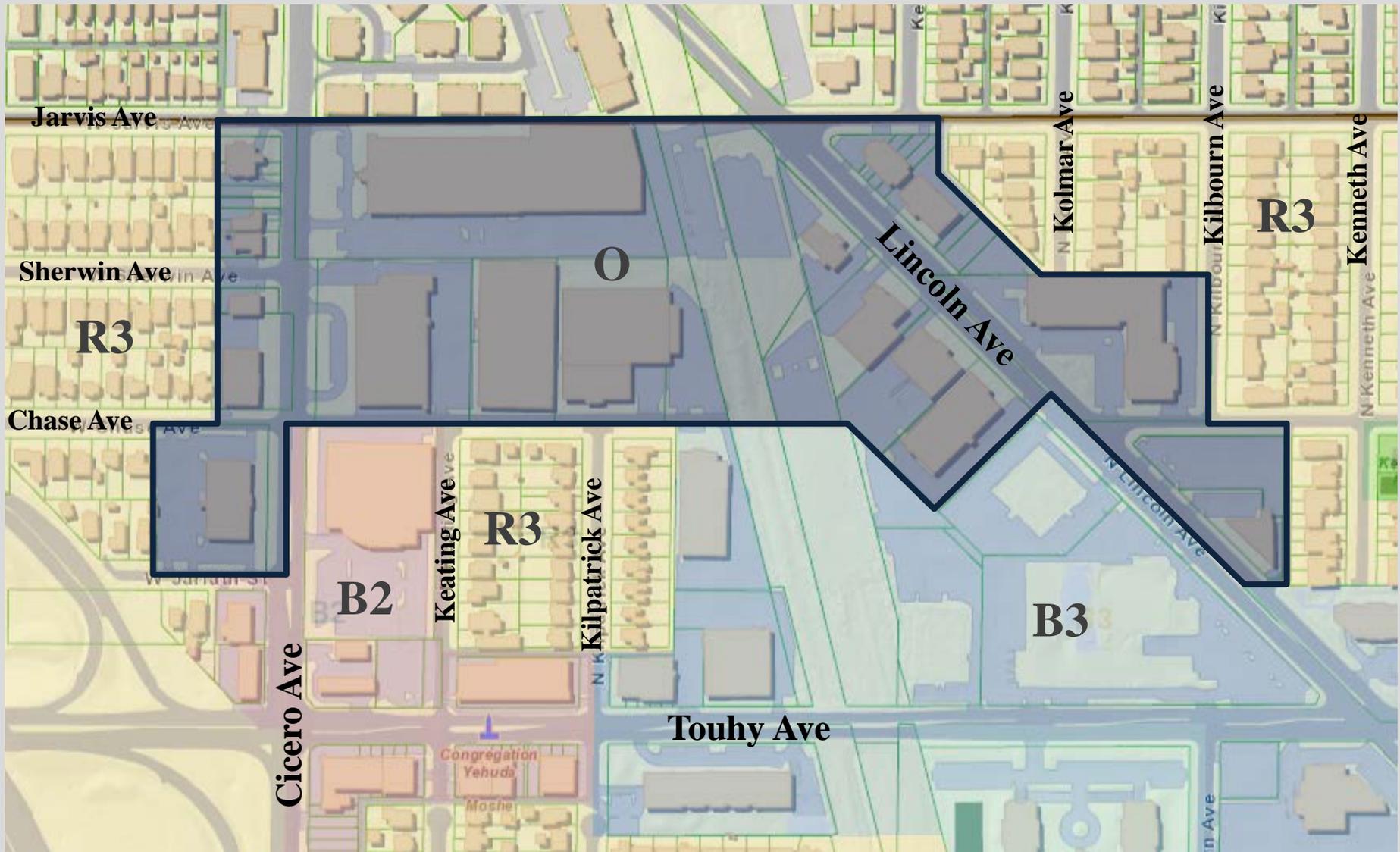
# Map of Existing O Office District Boundaries



***Proposed  
Zoning Text Amendment***

**Auto/Light Truck Sales and  
Service as Permitted Special  
Use in the “O” Office District**

# Current "O" Office District Boundaries



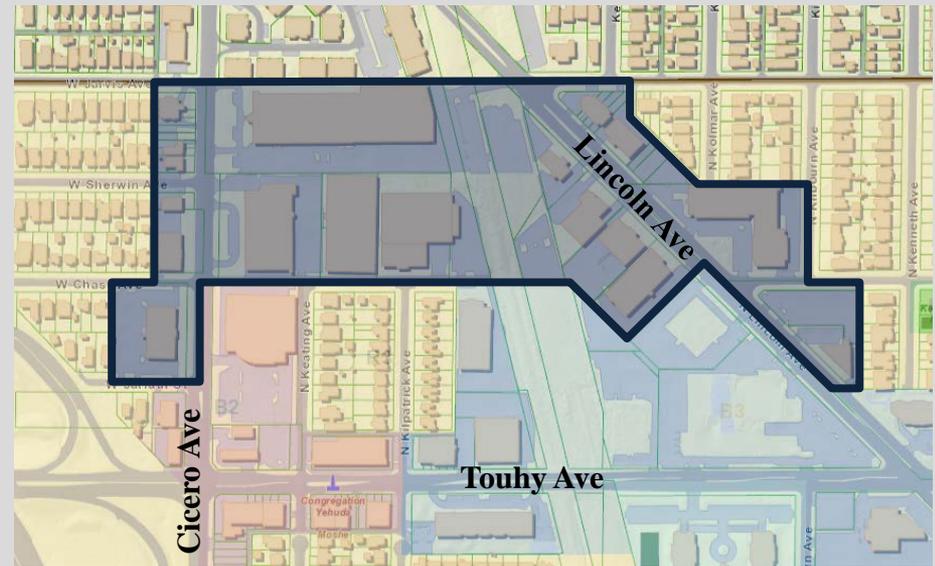
# Current “O” Office District Permissions

## Examples of Permitted Uses:

- General office
- Medical offices and clinics
- Parking facilities
- Light manufacturing
- Parks and playgrounds

## Examples of Special Uses:

- Recreational facilities
- Wholesale and warehousing
- Trade schools
- Research laboratories

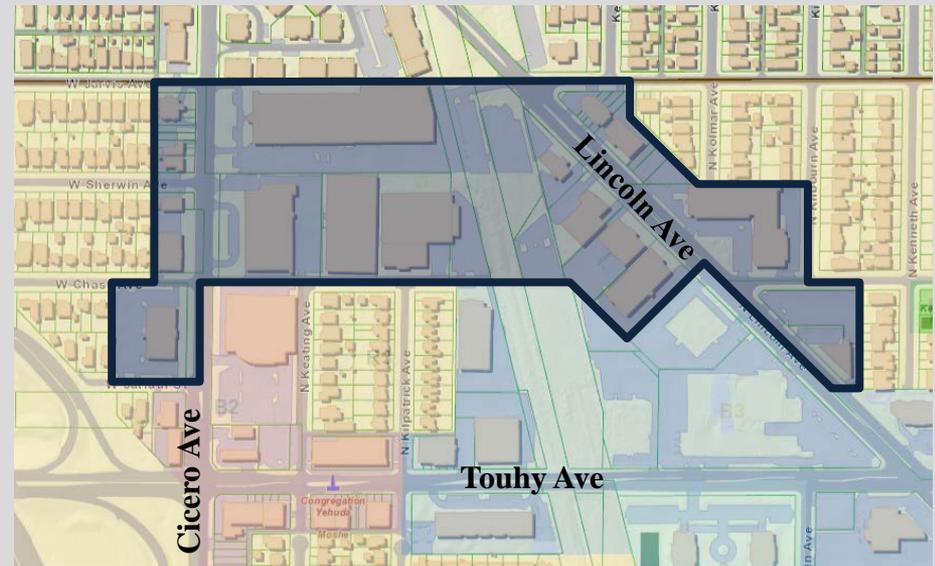


## Auto/Light Truck Sales and Service Permissions:

- B1 Traditional Business (*Special Use only*)
- B2 General Business (*Special Use only*)
- MB Manufacturing/Business

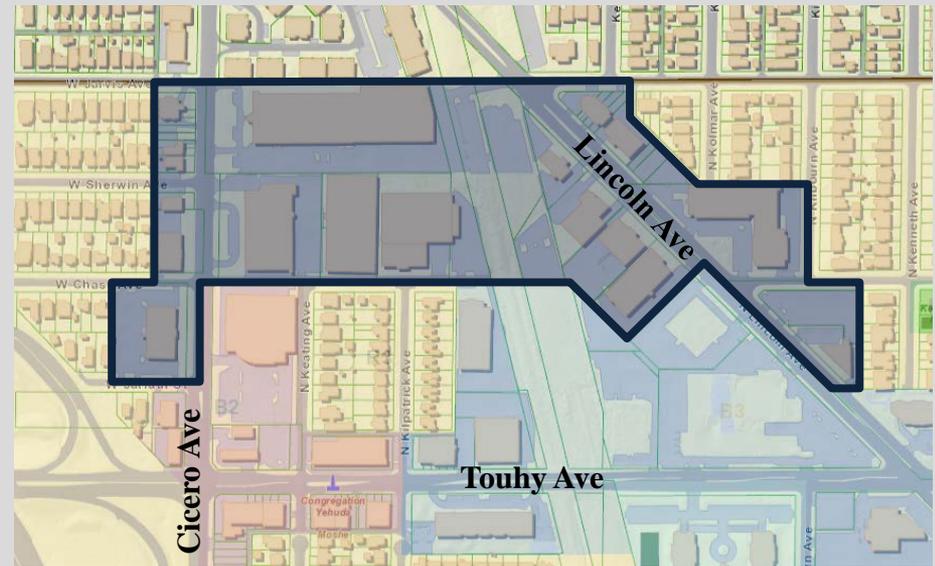
# Rationale for Proposed Amendment

- Similarity of Current Permissibility
- Relationship to the Comprehensive Plan
- Location along Prominent Arterials
- Relationship to Adjacent Uses
- Size of Existing Lots
- Greater Flexibility for Sales Tax generating Uses



# Relevant Considerations

- Potential minimum lot size for Auto/Light Truck Sales and Service uses
- Location of service operations relative to surrounding uses
- Service uses only as a supporting function to sales
- Traffic and parking management







**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
REGULAR MEETING  
VILLAGE HALL COUNCIL CHAMBERS  
7:30 P.M., SEPTEMBER 5, 2017**

**AGENDA**

- I. Call to Order**
- II. Pledge to the Flag**
- III. Roll Call**
- IV. Warrant Approval**
- V. Village President's Report**
  1. Appointment of John Ernst to the Traffic Commission
  2. Appointment of Rizwan Hussain to the Zoning Board of Appeals
  3. Swearing in of Police Officers Robert Labuz and Dominic Massa
- VI. Consent Agenda** (If anyone 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 Zoning Board of Appeals to Adopt an Ordinance Regarding Case #ZB-09-17 to Permit a Special Fence Along the Edens Expressway at 6489 North Longmeadow Avenue (Appears on Consent Agenda Because it was Approved Unanimously by a Recommending Body)
  2. Approval of a Recommendation by the Zoning Board of Appeals Regarding Case #ZB-10-17 Permitting a Variation from the Zoning Code to Allow a Six-foot-Tall Semi-Private Wood Fence in the Side Yard at 6638 North Ramona Avenue (Appears on Consent Agenda Because it was Approved Unanimously by a Recommending Body)
  3. Approval of an Ordinance Waiving the Competitive Bidding Process and Approving an Agreement with Christopher B. Burke Engineering, Ltd. in the Amount of \$103,000 for the Completion of a Water Transmission Main Route Study (Appears on Consent Agenda Because it was Discussed at a Previous Committee of the Whole)
  4. Approval of an Ordinance Amending Section 7-2-24 of the Village Code Regarding Parking of Commercial Vehicles (Appears on Consent Agenda Because it was Discussed at a Previous Committee of the Whole Meeting)

## **VII. Regular Business**

5. Consideration of a Recommendation by the Plan Commission Case #PC-06-17 Granting Approval of Residential Units as a Special Use and Variations related to Building Setback, Drive Aisle Width, Off-Street Parking Capacity, Off-Street Parking Location, and Parking Lot Perimeter Landscaping at 6733-6735 North Lincoln Avenue
6. Consideration of a Recommendation by the Zoning Board of Appeals to Adopt an Ordinance in Case #ZB-08-17 to Permit the Increase in Permitted Building Coverage from 1,619-Square Feet to 1,664-Square Feet to Allow the Construction of a New Two-Car Garage at 6641 North Trumbull Avenue
7. Consideration of a Recommendation by the Zoning Board of Appeals to Adopt an Ordinance Regarding Zoning Board of Appeals Case #ZB-07-17 Granting Variations Related to the Required Setback from the Front Façade and the Minimum Percent Openness of the Fences Located Parallel to and Along the Side Lot Lines at 6850 North Lowell Avenue
8. Consideration of an Ordinance Amending Chapter 4 of the Village Code Regarding the Appointment of Village Officials and Employees

## **VIII. Manager's Report**

## **IX. Board, Commission, and Committee Reports**

## **X. Village Clerk's Report**

## **XI. Trustee Report**

## **XII. Public Forum**

## **XIII. Closed Session**

*A Closed Session is Requested to Discuss Purchase or Lease of Property Per Section 2(c)(5) and to Discuss Employment Matters Per Section 2(c)(1)*

## **XIV. Adjournment**

DATE POSTED: September 1, 2017

All Village Board meetings are broadcast live to residents on Comcast Cable Channel 6, AT&T U-VERSE Channel 99, RCN Channel 49, and online at [Lincolnwood.tv](http://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 [lwdtv.org](http://lwdtv.org) or on the Lincolnwood Mobile App.

TO: President and the Board of Trustees

FROM: Timothy C. Wiberg, Village Manager

SUBJECT: Warrant Approval

DATE: September 1, 2017

The following are the totals for the List of Bills being presented at the September 5th Village Board meeting.

09/05/2017	198,977.75
09/05/2017	22,171.32
09/05/2017	68,121.07
09/05/2017	117,309.90
09/05/2017	98,868.77
09/05/2017	64,891.82
09/05/2017	97,848.76
09/05/2017	40,535.54
09/05/2017	32,440.92
Total	<hr/> \$ 741,165.85

# Accounts Payable

## To Be Paid Proof List

User: jmazzeffi  
Printed: 08/16/2017 - 12:20PM  
Batch: 00100.09.2017



Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
City of Chicago Dept of Water				
CTYOFCHI				
430883-430883	8/8/2017	104,398.80	0.00	09/05/2017
660-620-519-5790				Water 6/13/17-7/13/17
430883-430883 Total:		104,398.80		
430884-4300884				
430884-4300884	8/8/2017	91,041.11	0.00	09/05/2017
660-620-519-5790				Water 6/13/17-7/13/17
430884-4300884 Total:		91,041.11		
City of Chicago Dept of W				
		195,439.91		
Fedex				
FEDEX				
811309872223	7/28/2017	31.12	0.00	09/05/2017
101-210-511-5720				Postage Shipping - Finance
811309872223 Total:		31.12		
811309872234				
811309872234	7/31/2017	19.30	0.00	09/05/2017
101-210-511-5720				Postage Shipping - Administration
811309872234 Total:		19.30		
Fedex Total:				
		50.42		

Great Lakes Coca Cola Distribution

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
GREATLAC				
728206473	8/2/2017	306.73	0.00	09/05/2017
205-563-515-5645 Concessions & food				Product Delivery
	728206473 Total:	306.73		
	Great Lakes Coca Cola Dis	306.73		
I.D.E.S.				
IDES				
673018648	6/30/2017	96.91	0.00	09/05/2017
101-210-511-5195 Employee Benefit Expenses				Current quarter amount due
	673018648 Total:	96.91		
	I.D.E.S. Total:	96.91		
Lowe's Business Acc/GECF				
LOWES				
05327	8/2/2017	142.47	0.00	09/05/2017
101-350-512-5799 Other materials & supplies				Air filters
	05327 Total:	142.47		
07710	7/23/2017	21.12	0.00	09/05/2017
101-350-512-5740 Repair parts				Spark plugs
	07710 Total:	21.12		
07777	8/2/2017	28.50	0.00	09/05/2017
101-350-512-5799 Other materials & supplies				Carpet cleaner
	07777 Total:	28.50		
	Lowe's Business Acc/GEC	192.09		

Pitney Bowes

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
PITNEYBO					
3101467765	7/31/2017	262.26	0.00	09/05/2017	
101-210-511-5440 R&M - office equipment					Rental fees Jul 30 thru Aug 29th, 2017
	3101467765 Total:	262.26			
	Pitney Bowes Total:	262.26			
U.S. FoodService, Inc.					
USFOODSE					
1251203	8/1/2017	2,629.43	0.00	09/05/2017	
205-563-515-5645 Concessions & food					Concession stand food order
	1251203 Total:	2,629.43			
	U.S. FoodService, Inc. Tot	2,629.43			
	Report Total:	198,977.75			

# Accounts Payable

## To Be Paid Proof List

User: jmazzeffi  
Printed: 08/28/2017 - 1:35PM  
Batch: 00101.09.2017



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Airgas USA LLC					
AIRGAS					
9946498507	7/31/2017	291.81	0.00	09/05/2017	Oxygen cylinders for ambulances
101-350-512-5660 EMS supplies					
9946498507 Total:		291.81			
Airgas USA LLC Total:		291.81			
American Charge Service					
AMERCHAR					
100631	7/28/2017	12.00	0.00	09/05/2017	Taxi coupons - July
205-570-515-5280 Subsidized taxi program					
100631 Total:		12.00			
American Charge Service T		12.00			
American First Aid Services					
AFAS INC					
53881	8/10/2017	312.70	0.00	09/05/2017	First aid supplies - Pool
205-560-515-5730 Program supplies					
53881 Total:		312.70			
53884	8/10/2017	23.65	0.00	09/05/2017	First aid supplies - Office
205-500-515-5700 Office supplies					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
53884 Total:		23.65			
53885	8/10/2017	61.60	0.00	09/05/2017	
101-200-511-5599 Other contractual					First aid supplies - Village Hall Break room
53885 Total:		61.60			
American First Aid Service		397.95			
Anderson, Dorothy ANDERSDO					
080417	8/4/2017	384.75	0.00	09/05/2017	
205-000-210-2430 Parks and Recs Control Deposi					Refund - Camp
080417 Total:		384.75			
Anderson, Dorothy Total:		384.75			
ARRP Trucking & Hauling Inc ARRP					
21474	7/31/2017	494.00	0.00	09/05/2017	
660-620-519-5599 Other contractual					2 loads of hauling dirt
21474 Total:		494.00			
ARRP Trucking & Hauling		494.00			
BDS Construction BDSCONST					
160678	9/14/2016	3,000.00	0.00	09/05/2017	
101-000-210-2620 Contractor bonds payable					Refund Site development deposit
160678 Total:		3,000.00			
BDS Construction Total:		3,000.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
Bocancea, Robuam					
BOCANCEA					
080717	8/7/2017	292.00	0.00	09/05/2017	Refund swim lessons
205-000-210-2430 Parks and Recs Control Deposi					
080717 Total:		292.00			
Bocancea, Robuam Total:		292.00			
Builders Asphalt					
BUILDERS					
23618	7/26/2017	435.78	0.00	09/05/2017	Recycled surface
213-000-561-5490 R&M Road Repairs					
23618 Total:		435.78			
23634	7/27/2017	224.56	0.00	09/05/2017	Recycled surface
213-000-561-5490 R&M Road Repairs					
23634 Total:		224.56			
Builders Asphalt Total:		660.34			
Business Only Broadband					
BUSONLY					
82145	9/1/2017	250.00	0.00	09/05/2017	Back up connection - Internet Access
101-250-511-5580 Telephone					
82145 Total:		250.00			
82146	9/1/2017	250.00	0.00	09/05/2017	Wireless Alarm internet access
101-250-511-5580 Telephone					
82146 Total:		250.00			
Business Only Broadband		500.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
Canon Solutions America, Inc					
CANONSOL					
988890666	7/31/2017	341.96	0.00	09/05/2017	Maintenance for plotter - July
101-210-511-5440 R&M - office equipment					
	988890666 Total:	341.96			
988899046	8/2/2017	271.67	0.00	09/05/2017	Maintenance for copier - July
101-210-511-5440 R&M - office equipment					
	988899046 Total:	271.67			
	Canon Solutions America,	613.63			
Carle					
CARLE					
P-MVZPL	7/12/2017	25.00	0.00	09/05/2017	Drug screening
101-200-511-5599 Other contractual					
	P-MVZPL Total:	25.00			
	Carle Total:	25.00			
Clark Baird Smith, LLP					
CLARKBAI					
12805	7/31/2017	1,507.50	0.00	09/05/2017	Legal expenses for personnel issues
101-230-511-5399 Other professional services					
	12805 Total:	1,507.50			
	Clark Baird Smith, LLP To	1,507.50			
D'Original Juzz Dance Group					
DORIGINA					
7132017	7/13/2017	2,058.00	0.00	09/05/2017	June 2017 Collected Drop In
205-503-515-5270 Purchased program services					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	7132017 Total:	2,058.00			
8032017	8/3/2017	1,659.00	0.00	09/05/2017	July 2017 Collected Drop In
	205-503-515-5270 Purchased program services				
	8032017 Total:	1,659.00			
	D'Original Juzz Dance Gro	3,717.00			
Emcor Services Team Mechanical Inc					
EMCOR					
9300004548	8/8/2017	456.25	0.00	09/05/2017	Freezer repair
	205-560-515-5405 R&M - buildings				
	9300004548 Total:	456.25			
930004536	8/8/2017	452.66	0.00	09/05/2017	Repair fridge at Concessions
	205-560-515-5405 R&M - buildings				
	930004536 Total:	452.66			
930004561	8/8/2017	1,671.71	0.00	09/05/2017	Maintenance on pool heater
	205-560-515-5405 R&M - buildings				
	930004561 Total:	1,671.71			
930004572	8/8/2017	508.00	0.00	09/05/2017	Repair A/C in Building Dept
	101-420-511-5405 R&M - buildings				
	930004572 Total:	508.00			
	Emcor Services Team Mec	3,088.62			
Garvey, Diane					
GARVEY					
719217	7/19/2017	407.40	0.00	09/05/2017	Fitness Spring session
	205-503-515-5270 Purchased program services				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	719217 Total:	407.40			
	Garvey, Diane Total:	407.40			
Gatt Tool & Engineering					
GATTTOOL					
2012-41382	8/9/2017	75.00	0.00	09/05/2017	
205-560-515-6599					EQUIPMENT- POOL Plugs for Aquatic Center
	2012-41382 Total:	75.00			
	Gatt Tool & Engineering T	75.00			
General Code, LLC					
GENERAL					
PG000012753	8/9/2017	852.72	0.00	09/05/2017	
101-110-511-5550					Ordinance codification Supplement No. 33 updates to code
	PG000012753 Total:	852.72			
	General Code, LLC Total:	852.72			
Huang, Kim					
HUANGKIM					
080817	8/8/2017	38.00	0.00	09/05/2017	
205-000-210-2430					Parks and Recs Control Deposi Refund - Swim
	080817 Total:	38.00			
	Huang, Kim Total:	38.00			
Illinois Department of Revenue					
ILDEPREV					
July 2017	8/11/2017	2,551.00	0.00	09/05/2017	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
205-563-410-4486 Entrees				Sales tax concession July 2017
	July 2017 Total:	2,551.00		
	Illinois Department of Rev	2,551.00		
Impact Networking, LLC				
IMPACT				
893097	8/10/2017	221.08	0.00	09/05/2017
660-610-519-5340 Maintenance Agreement Expen				Copier - Public Works
893097	8/10/2017	417.30	0.00	09/05/2017
205-500-515-5440 R&M - office equipment				Copier - Parks
893097	8/10/2017	379.86	0.00	09/05/2017
101-000-210-2650 Contractor Permits Payable				Copier - Fire
893097	8/10/2017	694.96	0.00	09/05/2017
101-210-511-5440 R&M - office equipment				Copier - Police, Finance, Admin
	893097 Total:	1,713.20		
	Impact Networking, LLC T	1,713.20		
Lakeshore Recycling Systems				
LAKESHR				
167839	8/3/2017	95.00	0.00	09/05/2017
205-430-515-5730 Program supplies				Weekly Service/July 7 thru August 3
	167839 Total:	95.00		
	Lakeshore Recycling Syste	95.00		
Liponi Foundation				
LIPONI				
081117	8/11/2017	75.00	0.00	09/05/2017
205-580-515-5270 Purchased program services				Mini golf outing sponsor
	081117 Total:	75.00		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	Liponi Foundation Total:	75.00			
Park District of Highland Park PARKDIST					
195060	8/10/2017	305.00	0.00	09/05/2017	
205-530-515-5720 Postage					Day camp Potawatomie field trip
	195060 Total:	305.00			
	Park District of Highland P	305.00			
Physicians Immediate Care Chicago PHYSICIA					
3719363	8/9/2017	125.00	0.00	09/05/2017	
101-200-511-5599 Other contractual					Drug screening
	3719363 Total:	125.00			
	Physicians Immediate Care	125.00			
River Trails Park District RIVERTRA					
071217	7/12/2017	479.00	0.00	09/05/2017	
205-530-515-5720 Postage					Day camp Rutledge field trip
	071217 Total:	479.00			
	River Trails Park District T	479.00			
Sunburst Sportswear Inc SUNBURST					
117166	8/8/2017	470.40	0.00	09/05/2017	
205-502-515-5730 Program supplies					My First marathon T-shirts

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description

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117166 Total:		470.40		
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Sunburst Sportswear Inc To		470.40		
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Report Total:		22,171.32		
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# Accounts Payable

## To Be Paid Proof List

User: jmazzeffi  
Printed: 08/28/2017 - 1:35PM  
Batch: 00102.09.2017



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
All Season's Screen Printing					
ALLSEASO					
2833	7/20/2017	536.00	0.00	09/05/2017	
					205-562-515-5730 Program supplies
					Swim team shirt order
	2833 Total:	536.00			
	All Season's Screen Printin	536.00			
Alltown Bus Service					
ALLTOWN					
512388	7/31/2017	13,189.92	0.00	09/05/2017	
					205-530-515-5721 Transportation
					Daily Bus Service - Camp
512388	7/31/2017	633.46	0.00	09/05/2017	
					205-562-515-5270 Purchased program services
					Daily Bus Service - Camp
	512388 Total:	13,823.38			
	Alltown Bus Service Total:	13,823.38			
Alpha Baking Company					
ALPHABAK					
170055223002	8/11/2017	53.40	0.00	09/05/2017	
					205-563-515-5645 Concessions & food
					Concession stand bread order
	170055223002 Total:	53.40			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	Alpha Baking Company To	53.40			
B & H Youth Soccer Club BHYOUTH					
81617	8/16/2017	945.00	0.00	09/05/2017	
205-505-515-5270	Purchased program services				Soccer camp
	81617 Total:	945.00			
	B & H Youth Soccer Club	945.00			
Belga, Mary Jane BELGA					
080417	8/4/2017	322.00	0.00	09/05/2017	
205-000-210-2430	Parks and Recs Control Deposi				Refund - Praire Dogs
	080417 Total:	322.00			
	Belga, Mary Jane Total:	322.00			
Bounce Houses R Us BOUNCE					
6538	7/14/2017	825.00	0.00	09/05/2017	
205-504-515-5270	Purchased program services				Trackless train and bounce house
	6538 Total:	825.00			
	Bounce Houses R Us Total	825.00			
Brennan, Leah BRENNAN					
0817	8/17/2017	135.00	0.00	09/05/2017	
205-000-210-2430	Parks and Recs Control Deposi				Refund - Soccer camp

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
0817 Total:		135.00			
Brennan, Leah Total:		135.00			
Commonwealth Edison					
COMED					
1011026306	8/15/2017	1,387.77	0.00	09/05/2017	Metered street lights
101-440-513-5785 Utilities - public way					
1011026306 Total:		1,387.77			
2028043041	8/8/2017	2,960.90	0.00	09/05/2017	Master Account/Street Lighting
101-440-513-5785 Utilities - public way					
2028043041 Total:		2,960.90			
5103171049	8/15/2017	8,096.97	0.00	09/05/2017	Master Account/Street Lighting
101-440-513-5785 Utilities - public way					
5103171049	8/15/2017	105.72	0.00	09/05/2017	Master Account/Street Lighting
660-620-519-5785 Utilities - public way					
5103171049 Total:		8,202.69			
57221-35010	8/8/2017	160.58	0.00	09/05/2017	Master Account/Street Lighting
101-440-513-5785 Utilities - public way					
57221-35010 Total:		160.58			
592075011	7/28/2017	1,666.89	0.00	09/05/2017	Master Account/Street Lighting
101-440-513-5785 Utilities - public way					
592075011 Total:		1,666.89			
Commonwealth Edison To		14,378.83			
De Lange Landen Financial Services					
DELANGE					
55392810	7/21/2017	89.92	0.00	09/05/2017	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
205-571-515-5730					Program supplies
					CC Copier July invoice
		<u>89.92</u>			55392810 Total:
55735893	8/12/2017	89.82	0.00	09/05/2017	
205-571-515-5730					Program supplies
		<u>89.82</u>			55735893 Total:
		<u>179.74</u>			De Lange Landen Financia
E Town Tennis					
ETOWN					
872017	8/7/2017	2,049.60	0.00	09/05/2017	
205-550-515-5270					Purchased program services
		<u>2,049.60</u>			872017 Total:
		<u>2,049.60</u>			E Town Tennis Total:
Glenview Park District					
GVIEWP					
080217	8/2/2017	132.25	0.00	09/05/2017	
205-530-515-5720					Postage
		<u>132.25</u>			080217 Total:
		<u>132.25</u>			Glenview Park District Tot
Halogen					
HALOGEN					
507952	8/3/2017	32.80	0.00	09/05/2017	
205-560-515-5405					R&M - buildings
		<u>32.80</u>			507952 Total:
508262	8/9/2017	5,582.40	0.00	09/05/2017	
					Kiddie pool skimmer covers

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
205-560-515-5630	Chemicals - swimming pool				Pool chemicals
	508262 Total:	5,582.40			
	Halogen Total:	5,615.20			
Home Depot Credit Services					
HOMEDEPO					
012435/0015565	7/12/2017	232.41	0.00	09/05/2017	
	205-430-515-5730				Program supplies Orange safety fence for LWD Fest
	012435/0015565 Total:	232.41			
017377/5103371	7/17/2017	174.09	0.00	09/05/2017	
	205-430-515-5730				Program supplies Orange safety fence for LWD Fest
	017377/5103371 Total:	174.09			
026637/6190776	7/26/2017	260.82	0.00	09/05/2017	
	205-430-515-5730				Program supplies Water test kits for Parks
	026637/6190776 Total:	260.82			
	Home Depot Credit Serv	667.32			
Illinois Municipal League					
ILMUNICI					
IML09212017	8/7/2017	165.00	0.00	09/05/2017	
	101-100-511-5810				Conference & meeting registrat IML 104th annual conference
	IML09212017 Total:	165.00			
	Illinois Municipal League T	165.00			
Impact Networking, LLC					
IMPACT					
879815	7/24/2017	15.00	0.00	09/05/2017	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
205-571-515-5730	Program supplies			7/29-8/28 Billing Period
	879815 Total:	15.00		
	Impact Networking, LLC T	15.00		
IRMA				
IRMA				
CREDIT0002186	3/31/2017	-2,500.00	0.00	09/05/2017
101-210-511-5260	Liability insurance			March Deductible
	CREDIT0002186 Total:	-2,500.00		
CREDIT0002194	3/31/2017	-3,553.62	0.00	09/05/2017
101-210-511-5260	Liability insurance			March Optional Deductible
	CREDIT0002194 Total:	-3,553.62		
CREDIT0002201	4/30/2017	-100.00	0.00	09/05/2017
101-210-511-5260	Liability insurance			April Optional Deductible
	CREDIT0002201 Total:	-100.00		
IVC0010157	4/30/2017	119.00	0.00	09/05/2017
101-210-511-5260	Liability insurance			IVC0010157
	IVC0010157 Total:	119.00		
IVC0010165	5/31/2017	950.00	0.00	09/05/2017
101-210-511-5260	Liability insurance			IVC0010165
	IVC0010165 Total:	950.00		
IVC0010179	5/31/2017	50.00	0.00	09/05/2017
101-210-511-5260	Liability insurance			IVC0010179
	IVC0010179 Total:	50.00		
SALES0016120	4/30/2017	593.87	0.00	09/05/2017
101-210-511-5260	Liability insurance			April Deductible

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
	SALES0016120 Total:	593.87		
SALES0016203	5/31/2017	264.67	0.00	09/05/2017
101-210-511-5260	Liability insurance			May Deductible
	SALES0016203 Total:	264.67		
SALES0016268	6/30/2017	3,975.84	0.00	09/05/2017
101-210-511-5260	Liability insurance			June Deductible
	SALES0016268 Total:	3,975.84		
SALES0016310	7/31/2017	5,078.85	0.00	09/05/2017
101-210-511-5260	Liability insurance			July Deductible
	SALES0016310 Total:	5,078.85		
	IRMA Total:	4,878.61		
Landscape Concepts Management				
LANDSCAP				
128202	8/1/2017	2,835.00	0.00	09/05/2017
205-430-515-5250	Contract Maintenance			Landscaping Centennial Park - August
	128202 Total:	2,835.00		
	Landscape Concepts Mana	2,835.00		
Lee Jensen Sales Co				
LEEJEN				
169411	7/31/2017	100.00	0.00	09/05/2017
660-620-519-5745	Small tools			Hole hammer for Water
	169411 Total:	100.00		
	Lee Jensen Sales Co Total:	100.00		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
MABAS Divison III					
MABAS					
IL	7/31/2017	250.00	0.00	09/05/2017	
101-350-512-5540 Intergovernmental fees & dues					2017 State dues
	IL Total:	250.00			
	MABAS Divison III Total:	250.00			
Remke's					
REMKE					
0057386	8/16/2017	13,683.05	0.00	09/05/2017	
101-350-512-5480 R&M - vehicles					Repair Ambulance A6
	0057386 Total:	13,683.05			
	Remke's Total:	13,683.05			
Sam's Club					
SAMSCL					
2487	8/11/2017	69.86	0.00	09/05/2017	
205-530-515-5645 Concessions & food					Ice Cream Friday
2487	8/11/2017	8.98	0.00	09/05/2017	
205-530-515-5730 Program supplies					Cleaning wipes
	2487 Total:	78.84			
2765	6/29/2017	174.94	0.00	09/05/2017	
205-530-515-5645 Concessions & food					Ice Cream Friday supplies
	2765 Total:	174.94			
3099	8/4/2017	178.34	0.00	09/05/2017	
205-530-515-5645 Concessions & food					Adventure Camp overnight materials
	3099 Total:	178.34			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description

Sam's Club Total:		432.12		
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United States Postal Service USPOSTAL				
PB081817	8/18/2017	6.63	0.00	09/05/2017
101-210-511-5720 Postage				Pitney Bowes postage
PB081817	8/18/2017	59.25	0.00	09/05/2017
101-210-511-5720 Postage				Pitney Bowes postage
PB081817	8/18/2017	168.82	0.00	09/05/2017
101-210-511-5720 Postage				Pitney Bowes postage
PB081817	8/18/2017	12.24	0.00	09/05/2017
101-210-511-5720 Postage				Pitney Bowes postage
PB081817	8/18/2017	55.78	0.00	09/05/2017
101-210-511-5720 Postage				Pitney Bowes postage
PB081817	8/18/2017	86.60	0.00	09/05/2017
205-500-515-5720 Postage				Pitney Bowes postage
PB081817	8/18/2017	29.10	0.00	09/05/2017
101-210-511-5720 Postage				Pitney Bowes postage
PB081817	8/18/2017	364.58	0.00	09/05/2017
660-610-519-5720 Postage				Pitney Bowes postage

PB081817 Total:		783.00		
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United States Postal Servic		783.00		
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United States Treasury DEPARTME				
08/16/17	8/16/2017	63.28	0.00	09/05/2017
101-210-511-5160 Insurance - group medical				720 quarterly tax return PCORI

08/16/17 Total:		63.28		
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United States Treasury Tota		63.28		
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Williams Architects  
WILLIAM

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
17746	5/15/2017	80.69	0.00	09/05/2017	Professional services for Aquatic Center controllers
205-560-515-5405 R&M - buildings					
	17746 Total:	80.69			
	Williams Architects Total:	80.69			
Wirfs Industries					
WIRFS					
31405	8/7/2017	5,172.60	0.00	09/05/2017	T15 repairs
101-350-512-5480 R&M - vehicles					
	31405 Total:	5,172.60			
	Wirfs Industries Total:	5,172.60			
	Report Total:	68,121.07			

# Accounts Payable

## To Be Paid Proof List

User: jmazzeffi  
Printed: 08/28/2017 - 1:39PM  
Batch: 00103.09.2017



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
American First Aid Services					
AFAS INC					
53882	8/10/2017	14.17	0.00	09/05/2017	
101-350-512-5660					EMS supplies
53882	8/10/2017	14.18	0.00	09/05/2017	First aid kit supplies
101-220-512-5799					Other materials & supplies
		<hr/>			
	53882 Total:	28.35			
		<hr/>			
	American First Aid Service	28.35			
Chicago Metropolitan Fire Prevention Co.					
CHGOMETR					
165417	7/28/2017	860.25	0.00	09/05/2017	
101-350-512-5411					R&M- Wireless Alarm Equipm
		<hr/>			
	165417 Total:	860.25			Monthly wireless radio network maintenance billing
		<hr/>			
	Chicago Metropolitan Fire	860.25			
Maine-Niles Association of Special Recreation					
MNASR					
16-322	8/2/2017	4,538.03	0.00	09/05/2017	
205-580-515-5270					Purchased program services
		<hr/>			
	16-322 Total:	4,538.03			Inclusion Services for July B 2017

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
	Maine-Niles Association o	4,538.03		
Mateos, Norma MATEOS 080717	8/7/2017	40.00	0.00	09/05/2017
101-000-410-4201 License - passenger car				Refund - Duplicate sticker purchased
	080717 Total:	40.00		
	Mateos, Norma Total:	40.00		
Metropolitan Mayor Caucus METROMAY 2017-139	7/31/2017	566.55	0.00	09/05/2017
101-100-511-5540 Intergovernmental fees & dues				2016-2017 Dues
	2017-139 Total:	566.55		
	Metropolitan Mayor Cauca	566.55		
MGP, Inc. MGPINC 3628	7/31/2017	909.14	0.00	09/05/2017
101-250-511-5599 Other contractual				GISC Staffing - July
3628	7/31/2017	909.15	0.00	09/05/2017
101-000-210-2650 Contractor Permits Payable				GISC Staffing - July
3628	7/31/2017	1,818.29	0.00	09/05/2017
660-620-519-5599 Other contractual				GISC Staffing - July
3628	7/31/2017	275.00	0.00	09/05/2017
101-250-511-5599 Other contractual				GISC Staffing - July
	3628 Total:	3,911.58		
	MGP, Inc. Total:	3,911.58		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Mirza, Frederick MIRZFRED 170413	7/7/2017	1,000.00	0.00	09/05/2017	
101-000-210-2620 Contractor bonds payable					Refund Driveway deposit
170413 Total:		1,000.00			
Mirza, Frederick Total:		1,000.00			
North Suburban Employee Benefit NSEBENEF July, 2017	8/7/2017	95,367.00	0.00	09/05/2017	
102-000-210-2027 Health insurance premium with					Employee Health insurance - July 2017
July, 2017 Total:		95,367.00			
North Suburban Employee		95,367.00			
Northwest Municipal Conference NWMNCCON 10257	8/10/2017	150.00	0.00	09/05/2017	
101-100-511-5810 Conference & meeting registrat					NWMC Elected Officials Institute
10257 Total:		150.00			
Northwest Municipal Conf		150.00			
Oxford Real Estate Equities OXFORD R 160795	10/19/2016	3,000.00	0.00	09/05/2017	
101-000-210-2620 Contractor bonds payable					Refund Site Development
160795 Total:		3,000.00			
Oxford Real Estate Equitie		3,000.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description

Poladian, Maha POLADIAN 080717 205-000-210-2430 Parks and Recs Control Deposi	8/7/2017	95.00	0.00	09/05/2017 Refund Tennis
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080717 Total:		95.00		
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Poladian, Maha Total:		95.00		
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PPG Architectural Finishes PPGAR 944402105566 101-440-513-5730 Program supplies	8/3/2017	1,220.46	0.00	09/05/2017 White & Yellow paint, glass beads
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944402105566 Total:		1,220.46		
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PPG Architectural Finishes		1,220.46		
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RCN Telecom Services of Illinois, LLC RCNTEL 1001-0843800-01 215-000-512-5580 Telephone	7/31/2017	1,131.00	0.00	09/05/2017 E911 Connection to Skokie - August
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1001-0843800-01 Total:		1,131.00		
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RCN Telecom Services of I		1,131.00		
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Seniv, Oksana SENV 080717 205-000-210-2430 Parks and Recs Control Deposi	8/7/2017	248.00	0.00	09/05/2017 Refund pool rental
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080717 Total:		248.00		
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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	Seniv, Oksana Total:	248.00			
Tenton Tack & Feed, LLC					
TENTON					
9886	11/12/2009	3,000.00	0.00	09/05/2017	
101-000-210-2620	Contractor bonds payable				Refund site development
	9886 Total:	3,000.00			
	Tenton Tack & Feed, LLC	3,000.00			
The Fun Ones					
THEFUN					
52819	6/27/2017	971.00	0.00	09/05/2017	
205-504-515-5270	Purchased program services				Pumpkins in Proesel Park inflatables
	52819 Total:	971.00			
	The Fun Ones Total:	971.00			
Trizetto Provider Solutions					
TRIZETTO					
7108081700	8/1/2017	175.53	0.00	09/05/2017	
101-000-410-4315	Ambulance & EMS fees				Claims transaction fee for ambulance invoices
	7108081700 Total:	175.53			
	Trizetto Provider Solutions	175.53			
Vollmar Clay Products Company					
VOLLMER					
174059	7/14/2017	746.40	0.00	09/05/2017	
660-620-519-5793	Water system supplies				Pipe, inlet

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	174059 Total:	746.40			
174321	7/31/2017	220.75	0.00	09/05/2017	
660-620-519-5793	Water system supplies				PVC, bands, primer
	174321 Total:	220.75			
	Vollmar Clay Products Com	967.15			
Weinstein, Lottie					
WEINSLO					
080817	8/8/2017	40.00	0.00	09/05/2017	
101-000-410-4201	License - passenger car				Refund sticker purchased in error
	080817 Total:	40.00			
	Weinstein, Lottie Total:	40.00			
	Report Total:	117,309.90			

# Accounts Payable

## To Be Paid Proof List

User: jmazzeffi  
Printed: 08/28/2017 - 1:35PM  
Batch: 00104.09.2017



Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
Amazon				
AMAZON				
104535629600	7/17/2017	46.32	0.00	09/05/2017
205-530-515-5730 Program supplies				Day Camp Arts & crafts
	104535629600 Total:	46.32		
1217957643827	7/16/2017	96.40	0.00	09/05/2017
205-560-515-5700 Office supplies				Pool front desk supplies
	1217957643827 Total:	96.40		
125314529490	7/31/2017	154.38	0.00	09/05/2017
205-560-515-5730 Program supplies				Pool shower gel
	125314529490 Total:	154.38		
130269737836	7/18/2017	39.71	0.00	09/05/2017
205-530-515-5730 Program supplies				Day Camp Arts & crafts
	130269737836 Total:	39.71		
146846126503	7/6/2017	59.10	0.00	09/05/2017
205-560-515-5405 R&M - buildings				Pool storage shelves
	146846126503 Total:	59.10		
15077978698	7/11/2017	49.87	0.00	09/05/2017
205-530-515-5730 Program supplies				Day Camp arts & craft supplies
	15077978698 Total:	49.87		
208362674851	7/13/2017	35.97	0.00	09/05/2017

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
205-530-515-5730 Program supplies					Day Camp Arts & Crafts supplies
	208362674851 Total:	35.97			
216155190756	7/16/2017	9.04	0.00	09/05/2017	
205-560-515-5730 Program supplies					Pool event prizes
	216155190756 Total:	9.04			
232698041981	7/18/2017	32.81	0.00	09/05/2017	
205-530-515-5645 Concessions & food					Day Camp concessions
	232698041981 Total:	32.81			
241850974759	7/14/2017	49.44	0.00	09/05/2017	
205-530-515-5730 Program supplies					Day Camp Arts & craft supplies
	241850974759 Total:	49.44			
241853866804	7/13/2017	85.84	0.00	09/05/2017	
205-530-515-5730 Program supplies					Day Camp Arts & Crafts supplies
	241853866804 Total:	85.84			
28176269134	7/15/2017	49.95	0.00	09/05/2017	
205-530-515-5730 Program supplies					Director waterproof case
	28176269134 Total:	49.95			
297974328896	7/11/2017	118.00	0.00	09/05/2017	
205-560-515-5730 Program supplies					Pool first aid gloves
	297974328896 Total:	118.00			
67149427878	7/15/2017	142.07	0.00	09/05/2017	
205-560-515-5730 Program supplies					Pool events supplies & prizes
	67149427878 Total:	142.07			
85763431379	7/14/2017	143.00	0.00	09/05/2017	
205-560-515-5640 Computer supplies					Pool Front Desk cash drawer

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	85763431379 Total:	143.00			
	Amazon Total:	1,111.90			
American Express					
AMEREXP					
31083081617	8/16/2017	24.95	0.00	09/05/2017	
101-350-512-5620	Books & publications				Firehouse magazine subscription
31083081617	8/16/2017	560.00	0.00	09/05/2017	
101-000-410-4315	Ambulance & EMS fees				CMS Medicare
	31083081617 Total:	584.95			
31182071317	7/13/2017	1.99	0.00	09/05/2017	
101-250-511-5340	Maintenance Agreement Expen				Domain name
31182071317	7/13/2017	45.00	0.00	09/05/2017	
101-200-511-5599	Other contractual				Job posting / Crossing Guard
	31182071317 Total:	46.99			
31182071517	7/15/2017	25.98	0.00	09/05/2017	
101-250-511-5340	Maintenance Agreement Expen				Domain name
	31182071517 Total:	25.98			
31182071817	7/18/2017	271.00	0.00	09/05/2017	
101-100-511-5840	Meals				Village Board dinner
	31182071817 Total:	271.00			
31182071917	7/19/2017	-9.99	0.00	09/05/2017	
101-250-511-5340	Maintenance Agreement Expen				Credit - Domain Name
	31182071917 Total:	-9.99			
31182072217	7/22/2017	9.99	0.00	09/05/2017	
101-250-511-5340	Maintenance Agreement Expen				Domain name
	31182072217 Total:	9.99			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
31182072617	7/26/2017	-9.99	0.00	09/05/2017
101-250-511-5340 Maintenance Agreement Expen				Credit - Domain Name
31182072617	7/26/2017	149.00	0.00	09/05/2017
101-200-511-5590 Training				Administration Seminar
31182072617 Total:		139.01		
31182072717	7/27/2017	9.99	0.00	09/05/2017
101-250-511-5340 Maintenance Agreement Expen				Domain name
31182072717 Total:		9.99		
31182072917	7/29/2017	9.99	0.00	09/05/2017
101-250-511-5340 Maintenance Agreement Expen				Domain name
31182072917 Total:		9.99		
31182080217	8/2/2017	-9.99	0.00	09/05/2017
101-250-511-5340 Maintenance Agreement Expen				Credit - Domain Name
31182080217	8/2/2017	75.00	0.00	09/05/2017
101-200-511-5570 Professional associations				ICMA Membership
31182080217 Total:		65.01		
31182080517	8/5/2017	9.99	0.00	09/05/2017
101-250-511-5340 Maintenance Agreement Expen				Domain name
31182080517 Total:		9.99		
31182080817	8/8/2017	341.75	0.00	09/05/2017
101-200-511-5799 Other materials & supplies				Dinner Employee recognition
31182080817 Total:		341.75		
31182080917	8/9/2017	-9.99	0.00	09/05/2017
101-250-511-5340 Maintenance Agreement Expen				Credit - Domain Name
31182080917 Total:		-9.99		
31182081017	8/10/2017	1.99	0.00	09/05/2017
101-250-511-5340 Maintenance Agreement Expen				Domain name
31182081017	8/10/2017	413.30	0.00	09/05/2017

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
101-200-511-5799	Other materials & supplies				Employee appreciation gifts
	31182081017 Total:	415.29			
31182081117	8/11/2017	549.99	0.00	09/05/2017	
101-250-511-5340	Maintenance Agreement Expen				VPN Software
	31182081117 Total:	549.99			
31190071117	7/11/2017	380.00	0.00	09/05/2017	
205-530-515-5270	Purchased program services				Chicago Cubs tickets - Camp field trip
31190071117	7/11/2017	290.00	0.00	09/05/2017	
205-530-515-5270	Purchased program services				Schaumburg PD - Camp field trip
	31190071117 Total:	670.00			
31190071217	7/12/2017	506.00	0.00	09/05/2017	
205-570-515-5270	Purchased program services				Signature transportation - Senior bus
31190071217	7/12/2017	725.00	0.00	09/05/2017	
205-530-515-5270	Purchased program services				Century Theaters - Camp field trip
	31190071217 Total:	1,231.00			
31190071317	7/13/2017	667.11	0.00	09/05/2017	
205-500-515-5820	Local mileage, parking & tolls				American Airlines - Rec Trac training
31190071317	7/13/2017	48.00	0.00	09/05/2017	
205-530-515-5645	Concessions & food				Little Caesars - Camp pizza
	31190071317 Total:	715.11			
31190071417	7/14/2017	18.60	0.00	09/05/2017	
205-530-515-5730	Program supplies				Amazon - office supplies
31190071417	7/14/2017	103.03	0.00	09/05/2017	
205-530-515-5270	Purchased program services				Sky High - Camp field trip
31190071417	7/14/2017	424.32	0.00	09/05/2017	
205-530-515-5270	Purchased program services				Brunswick Zone - Camp field trip
31190071417	7/14/2017	11.94	0.00	09/05/2017	
205-530-515-5645	Concessions & food				CVS - Ice cream
	31190071417 Total:	557.89			
31190071517	7/15/2017	74.93	0.00	09/05/2017	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
205-530-515-5730 Program supplies					Amazon - Camp arts and crafts
31190071517	7/15/2017	78.80	0.00	09/05/2017	
205-530-515-5730 Program supplies					Amazon - Camp slip n slide soap
	31190071517 Total:	153.73			
31190071717	7/17/2017	150.00	0.00	09/05/2017	
205-509-515-5615 Awards					Plaque Master - Turkey Trot winners
31190071717	7/17/2017	150.00	0.00	09/05/2017	
205-500-515-5700 Office supplies					Plaque Master - Parks and Recs giveaways
	31190071717 Total:	300.00			
31190071917	7/19/2017	1,072.64	0.00	09/05/2017	
205-530-515-5270 Purchased program services					Enchanted Castle - Camp field trip
31190071917	7/19/2017	81.90	0.00	09/05/2017	
205-530-515-5590 Training					Lou Malnati's - supervisor training
31190071917	7/19/2017	438.00	0.00	09/05/2017	
205-530-515-5645 Concessions & food					Little Caesar's - Camp pizza
	31190071917 Total:	1,592.54			
31190072017	7/20/2017	52.56	0.00	09/05/2017	
205-530-515-5730 Program supplies					Amazon - Camp arts and craft supplies
31190072017	7/20/2017	149.59	0.00	09/05/2017	
205-530-515-5730 Program supplies					Wal Mart - Camp supplies
31190072017	7/20/2017	36.48	0.00	09/05/2017	
205-530-515-5730 Program supplies					Amazon - Camp supplies
31190072017	7/20/2017	47.96	0.00	09/05/2017	
205-530-515-5730 Program supplies					Amazon - Tent tennis ball covers
31190072017	7/20/2017	10.99	0.00	09/05/2017	
205-520-515-5799 Other materials & supplies					Amazon - Club Kid clip boards
31190072017	7/20/2017	49.98	0.00	09/05/2017	
205-504-515-5730 Program supplies					Amazon - Bingo cards
31190072017	7/20/2017	10.74	0.00	09/05/2017	
205-520-515-5799 Other materials & supplies					Amazon - Club Kid clip board
31190072017	7/20/2017	14.99	0.00	09/05/2017	
205-520-515-5799 Other materials & supplies					Amazon - Movie in the Park Movie
31190072017	7/20/2017	117.00	0.00	09/05/2017	
205-530-515-5270 Purchased program services					Metropolis - Camp field trip

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
31190072017	7/20/2017	112.89	0.00	09/05/2017	
205-530-515-5730					Program supplies Amazon - Camp art supplies
31190072017	7/20/2017	26.28	0.00	09/05/2017	
205-530-515-5730					Program supplies Amazon - Camp art supplies
31190072017	7/20/2017	445.00	0.00	09/05/2017	
205-530-515-5270					Purchased program services Putting Edge - Camp field trip
31190072017 Total:		1,074.46			
31190072117	7/21/2017	24.95	0.00	09/05/2017	
205-530-515-5645					Concessions & food Tel Aviv - Camp pizza Friday
31190072117 Total:		24.95			
31190072517	7/25/2017	153.46	0.00	09/05/2017	
205-530-515-5730					Program supplies Walmart - food week supplies
31190072517	7/25/2017	9.80	0.00	09/05/2017	
205-530-515-5730					Program supplies Amazon - Camp arts and crafts
31190072517 Total:		163.26			
31190072617	7/26/2017	91.20	0.00	09/05/2017	
205-560-515-5690					Merchandise for resale Amazon - Pool merchandise
31190072617	7/26/2017	1,029.80	0.00	09/05/2017	
205-530-515-5270					Purchased program services Sky High - Camp field trip
31190072617	7/26/2017	1,187.14	0.00	09/05/2017	
205-530-515-5270					Purchased program services Medieval Times - Camp field trip
31190072617	7/26/2017	481.43	0.00	09/05/2017	
205-530-515-5270					Purchased program services Lou Malnati's - Field trip
31190072617	7/26/2017	396.24	0.00	09/05/2017	
205-530-515-5270					Purchased program services Lou Malnati's - Field trip
31190072617	7/26/2017	250.00	0.00	09/05/2017	
205-530-515-5645					Concessions & food Meatheads - Camp family picnic
31190072617	7/26/2017	14.00	0.00	09/05/2017	
205-530-515-5645					Concessions & food Dollar Tree - Camp picnic
31190072617	7/26/2017	250.14	0.00	09/05/2017	
205-530-515-5645					Concessions & food Chipolte - Camp picnic
31190072617 Total:		3,699.95			
31190072717	7/27/2017	16.60	0.00	09/05/2017	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
205-530-515-5730 Program supplies					Amazon - Camp arts and crafts
31190072717	7/27/2017	12.00	0.00	09/05/2017	
205-530-515-5645 Concessions & food					Tel Aviv - Camp pizza
31190072717	7/27/2017	986.00	0.00	09/05/2017	
205-570-515-5270 Purchased program services					Ticketmaster - Senior Theater trip
31190072717	7/27/2017	603.08	0.00	09/05/2017	
205-530-515-5270 Purchased program services					Lou Malnati's - Camp field trip
31190072717	7/27/2017	38.00	0.00	09/05/2017	
205-530-515-5645 Concessions & food					Little Caesars - Camp pizza
31190072717 Total:		1,655.68			
31190072817	7/28/2017	65.00	0.00	09/05/2017	
205-530-515-5270 Purchased program services					FMNH Field museum - Camp trip
31190072817	7/28/2017	384.31	0.00	09/05/2017	
205-530-515-5645 Concessions & food					Sam's Club - Camp food
31190072817 Total:		449.31			
31190073117	7/31/2017	189.09	0.00	09/05/2017	
205-530-515-5730 Program supplies					Walmart - Camp supplies
31190073117	7/31/2017	28.17	0.00	09/05/2017	
205-530-515-5270 Purchased program services					Medieval Times - Camp field trip
31190073117	7/31/2017	290.00	0.00	09/05/2017	
205-530-515-5270 Purchased program services					Adler Planetarium - Camp trip
31190073117	7/31/2017	2,000.00	0.00	09/05/2017	
205-560-515-5270 Purchased program services					Povidence Aerial - NR pool pass program
31190073117	7/31/2017	5.49	0.00	09/05/2017	
205-530-515-5730 Program supplies					Amazon - Camp arts
31190073117 Total:		2,512.75			
31190080117	8/1/2017	20.60	0.00	09/05/2017	
205-530-515-5645 Concessions & food					Wal Mart - SnoCone ice cream
31190080117	8/1/2017	10.00	0.00	09/05/2017	
205-530-515-5730 Program supplies					Google - Camp Google doc account
31190080117	8/1/2017	10.00	0.00	09/05/2017	
205-560-515-5640 Computer supplies					Google - Camp Google doc account
31190080117 Total:		40.60			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
31190080217	8/2/2017	166.05	0.00	09/05/2017	
205-500-515-5725					Credit card charges Plug n Play - monthly billing
31190080217	8/2/2017	93.98	0.00	09/05/2017	
205-509-515-5730					Program supplies Amazon - Volunteer lanyards
31190080217	8/2/2017	28.17	0.00	09/05/2017	
205-530-515-5270					Purchased program services Medieval Times - Camp trip
31190080217	8/2/2017	132.00	0.00	09/05/2017	
205-530-515-5270					Purchased program services Wonder Works - Camp trip
31190080217 Total:		420.20			
31190080317	8/3/2017	210.00	0.00	09/05/2017	
205-530-515-5270					Purchased program services Whirley Bird - Camp trip
31190080317	8/3/2017	49.59	0.00	09/05/2017	
205-530-515-5730					Program supplies Amazon - Camp arts
31190080317	8/3/2017	2,362.50	0.00	09/05/2017	
205-509-515-5530					Equipment rental Indestructo Rental - Turkey Trot
31190080317	8/3/2017	413.00	0.00	09/05/2017	
205-530-515-5645					Concessions & food Little Caesars - Camp pizza
31190080317	8/3/2017	56.48	0.00	09/05/2017	
205-530-515-5730					Program supplies Amazon - Camp arts
31190080317 Total:		3,091.57			
31190080417	8/4/2017	13.87	0.00	09/05/2017	
205-530-515-5645					Concessions & food Tel Aviv - Camp pizza
31190080417 Total:		13.87			
31190080517	8/5/2017	94.43	0.00	09/05/2017	
205-530-515-5730					Program supplies Amazon - Camp arts
31190080517	8/5/2017	14.99	0.00	09/05/2017	
205-530-515-5730					Program supplies Amazon - Tye dye supplies
31190080517 Total:		109.42			
31190080717	8/7/2017	357.00	0.00	09/05/2017	
205-505-515-5730					Program supplies Amazon - Soccer balls
31190080717 Total:		357.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
31190080817	8/8/2017	529.00	0.00	09/05/2017	
205-530-515-5270					Purchased program services Museum - Camp field trip
31190080817	8/8/2017	19.68	0.00	09/05/2017	
205-500-515-5700					Office supplies Michaels - supplies for Community outreach`
31190080817 Total:		548.68			
31190080917	8/9/2017	566.22	0.00	09/05/2017	
205-530-515-5270					Purchased program services Enchanted Castle - Camp trip
31190080917	8/9/2017	360.00	0.00	09/05/2017	
205-530-515-5270					Purchased program services PayPal - Magic Randy
31190080917 Total:		926.22			
31190081017	8/10/2017	9.80	0.00	09/05/2017	
205-530-515-5645					Concessions & food Tel Aviv - Camp pizza
31190081017	8/10/2017	16.01	0.00	09/05/2017	
205-530-515-5730					Program supplies Lowe's - Adventure camp smores
31190081017	8/10/2017	63.00	0.00	09/05/2017	
205-530-515-5645					Concessions & food Little Caesars - Camp pizza
31190081017	8/10/2017	38.06	0.00	09/05/2017	
205-530-515-5645					Concessions & food Little Caesars - Camp pizza
31190081017	8/10/2017	39.31	0.00	09/05/2017	
205-530-515-5730					Program supplies Wal Mart - Supplies for food week
31190081017 Total:		166.18			
31190081117	8/11/2017	139.93	0.00	09/05/2017	
205-504-515-5730					Program supplies Amazon - Family Fun Fest
31190081117 Total:		139.93			
31208071817	7/18/2017	24.00	0.00	09/05/2017	
101-100-511-5799					Other materials & supplies Lifeguard meeting recognition
31208071817 Total:		24.00			
31208072717	7/27/2017	350.00	0.00	09/05/2017	
101-240-517-5810					Conference & meeting registrat Conference Registration - APA
31208072717 Total:		350.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
31208080117	8/1/2017	103.00	0.00	09/05/2017	
101-240-517-5570					Professional associations
					Illinois Chapter - APA
31208080117	8/1/2017	410.00	0.00	09/05/2017	
101-240-517-5570					Professional associations
					APA Professional membership
31208080117	8/1/2017	25.00	0.00	09/05/2017	
101-240-517-5570					Professional associations
					Economic Development - APA
	31208080117 Total:	538.00			
31208080317	8/3/2017	15.00	0.00	09/05/2017	
101-240-517-5820					Local mileage, parking & tolls
					Mileage and parking
31208080317	8/3/2017	105.00	0.00	09/05/2017	
101-240-517-5810					Conference & meeting registrat
					ICSC Chicago Retail connection
	31208080317 Total:	120.00			
31216081617	8/16/2017	75.00	0.00	09/05/2017	
101-400-511-5590					Training
					Conference for PW
	31216081617 Total:	75.00			
32008071217	7/12/2017	91.64	0.00	09/05/2017	
101-200-511-5840					Meals
					Luncheon/Administration
	32008071217 Total:	91.64			
32008071817	7/18/2017	34.21	0.00	09/05/2017	
101-100-511-5840					Meals
					Board meeting dinner
	32008071817 Total:	34.21			
32008072117	7/21/2017	104.85	0.00	09/05/2017	
660-610-519-5580					Telephone
					Internet Service - Pump House
	32008072117 Total:	104.85			
32008072417	7/24/2017	267.93	0.00	09/05/2017	
101-250-511-5580					Telephone
					Cable service - Village Hall
32008072417	7/24/2017	147.85	0.00	09/05/2017	
660-610-519-5580					Telephone
					Cable service - Public Service

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
32008072417 Total:		415.78			
32008080817	8/8/2017	62.17	0.00	09/05/2017	Lunch discussion for Engineering projects
101-200-511-5840 Meals					
32008080817 Total:		62.17			
American Express Total:		24,889.90			
Bank of America, Business Card					
BANKOFAM					
0423080817	8/8/2017	23.78	0.00	09/05/2017	
101-300-512-5700 Office supplies					NORTAF Supplies replenishment
0423080817	8/8/2017	241.91	0.00	09/05/2017	
101-300-512-5640 Computer supplies					Toner for PD
0423080817	8/8/2017	25.75	0.00	09/05/2017	
101-300-512-5620 Books & publications					Publication for Social Worker
0423080817	8/8/2017	41.44	0.00	09/05/2017	
101-300-512-5730 Program supplies					Breakfast with FPC Commissioner
0423080817	8/8/2017	139.25	0.00	09/05/2017	
101-000-210-2440 DUI Fines Fund					Supplies for Breathalyzer machine
0423080817 Total:		472.13			
1582071017	7/10/2017	63.77	0.00	09/05/2017	
205-560-515-5730 Program supplies					Koebers - Pool First Aid gloves
1582071017 Total:		63.77			
1582071417	7/14/2017	162.00	0.00	09/05/2017	
205-560-515-5590 Training					American Red Cross
1582071417 Total:		162.00			
1582071817	7/18/2017	207.17	0.00	09/05/2017	
205-560-515-5730 Program supplies					Lifeguard Store - Pool head immobilizers
1582071817 Total:		207.17			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
1582072017	7/20/2017	83.89	0.00	09/05/2017	
205-430-515-5730					Program supplies
1582072017	7/20/2017	100.00	0.00	09/05/2017	
205-560-515-5730					Program supplies
					Lifeguard Store - Fanny packs
	1582072017 Total:	183.89			
4141071817	7/18/2017	25.06	0.00	09/05/2017	
101-100-511-5840					Meals
					Refreshments for Village Board meeting
	4141071817 Total:	25.06			
6205071317	7/13/2017	11.80	0.00	09/05/2017	
205-530-515-5645					Concessions & food
					Tel Aviv - Pizza Friday
	6205071317 Total:	11.80			
6205072617	7/26/2017	442.00	0.00	09/05/2017	
205-530-515-5270					Purchased program services
					Mystic Waters - Field trip
	6205072617 Total:	442.00			
6205072817	7/28/2017	48.71	0.00	09/05/2017	
205-530-515-5730					Program supplies
					Wal Mart - Program supplies
	6205072817 Total:	48.71			
6205080417	8/4/2017	137.25	0.00	09/05/2017	
205-530-515-5270					Purchased program services
					Nickel City - Camp trip
6205080417	8/4/2017	7.00	0.00	09/05/2017	
205-530-515-5270					Purchased program services
					Nickel City - Camp trip
	6205080417 Total:	144.25			
8334071817	7/18/2017	40.00	0.00	09/05/2017	
101-210-511-5820					Local mileage, parking & tolls
					Ipass replenishment
	8334071817 Total:	40.00			
8334080317	8/3/2017	40.00	0.00	09/05/2017	
101-210-511-5820					Local mileage, parking & tolls
					Ipass replenishment
8334080317	8/3/2017	1,219.96	0.00	09/05/2017	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-210-511-5320 Consulting					PCI compliance scan
	8334080317 Total:	1,259.96			
8698071117	7/11/2017	16.20	0.00	09/05/2017	
205-570-515-5645 Concessions & food					Fireside Restaurant - Senior lunch trip
	8698071117 Total:	16.20			
8698071217	7/12/2017	900.00	0.00	09/05/2017	
205-530-515-5270 Purchased program services					Sunishine Arts and Crafts - Camp trip
	8698071217 Total:	900.00			
8698071317	7/13/2017	206.71	0.00	09/05/2017	
205-500-515-5830 Lodging					The Essex Resort - Conference lodging
	8698071317 Total:	206.71			
8698071817	7/18/2017	100.00	0.00	09/05/2017	
205-570-515-5270 Purchased program services					Lake Geneva Cruise Line - Senior Trip
	8698071817 Total:	100.00			
8698072717	7/27/2017	4.44	0.00	09/05/2017	
205-504-515-5730 Program supplies					CVS - Concert series water
	8698072717 Total:	4.44			
	Bank of America, Business	4,288.09			
Commonwealth Edison COMED					
2873043051	8/8/2017	110.04	0.00	09/05/2017	
101-440-513-5785 Utilities - public way					6471 N Lincoln
	2873043051 Total:	110.04			
300071087	8/4/2017	120.58	0.00	09/05/2017	
101-440-513-5785 Utilities - public way					7157 N Keeler

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	300071087 Total:	120.58			
381169268	8/7/2017	116.13	0.00	09/05/2017	
101-440-513-5785	Utilities - public way				7002 N. Tripp
	381169268 Total:	116.13			
4357072009	8/4/2017	105.03	0.00	09/05/2017	
101-440-513-5785	Utilities - public way				6401 Mc Cormick Road
	4357072009 Total:	105.03			
4847019018	8/8/2017	100.45	0.00	09/05/2017	
101-440-513-5785	Utilities - public way				6668 N Lincoln
	4847019018 Total:	100.45			
	Commonwealth Edison To	552.23			
Groot Recycling & Waste Services					
GROOT					
15176863	7/31/2017	2,585.34	0.00	09/05/2017	
101-440-514-5230	Garbage & recycling				22280-002/Public Works
	15176863 Total:	2,585.34			
15178571	7/31/2017	911.32	0.00	09/05/2017	
101-440-514-5230	Garbage & recycling				22280-001/Public Works
	15178571 Total:	911.32			
15181222	8/1/2017	56,586.54	0.00	09/05/2017	
101-440-514-5230	Garbage & recycling				1229-001/Community pick up
	15181222 Total:	56,586.54			
15181223	8/1/2017	718.07	0.00	09/05/2017	
101-440-514-5230	Garbage & recycling				1230-001/School District 74

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	15181223 Total:	718.07			
15194241	8/1/2017	3,146.40	0.00	09/05/2017	
101-440-514-5230					Garbage & recycling 1231-001/Multi family pick up
	15194241 Total:	3,146.40			
	Groot Recycling & Waste S	63,947.67			
Lowe's Business Acc/GECE					
LOWES					
02076	8/14/2017	21.19	0.00	09/05/2017	
660-620-519-5730					Program supplies Clamps, fitting & tubing for Pump House
	02076 Total:	21.19			
02104	8/14/2017	38.61	0.00	09/05/2017	
101-420-511-5405					R&M - buildings Screws, cutting bit & grinding wheel
	02104 Total:	38.61			
02179	8/15/2017	282.99	0.00	09/05/2017	
220-000-561-6310					Land Acq and Improvment Edging roll, rope, expansion joints
	02179 Total:	282.99			
02189	8/15/2017	60.27	0.00	09/05/2017	
205-430-515-5730					Program supplies Saw blades & speed square for Hockey ring
	02189 Total:	60.27			
02211	8/15/2017	170.10	0.00	09/05/2017	
220-000-561-6310					Land Acq and Improvment Concrete for Lincoln Ave project
	02211 Total:	170.10			
02217	8/15/2017	473.06	0.00	09/05/2017	
205-430-515-5730					Program supplies Bolt, hex, washer, drill bit & lumber

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	02217 Total:	473.06			
02370	8/7/2017	134.60	0.00	09/05/2017	Cement mix, cement block
660-620-519-5769	Street materials - Other				
	02370 Total:	134.60			
02593	8/9/2017	315.66	0.00	09/05/2017	Stakes, concrete groover, trowel
660-620-519-5745	Small tools				
	02593 Total:	315.66			
02701	8/10/2017	16.50	0.00	09/05/2017	Tape for Pump House
660-620-519-5730	Program supplies				
	02701 Total:	16.50			
02791	8/11/2017	17.99	0.00	09/05/2017	Outlet for VH
101-420-511-5405	R&M - buildings				
	02791 Total:	17.99			
10695	8/7/2017	14.32	0.00	09/05/2017	Wasp spray
205-430-515-5730	Program supplies				
	10695 Total:	14.32			
2120378	8/7/2017	21.40	0.00	09/05/2017	Screws and safety mask for Pool
205-560-515-6599	EQUIPMENT- POOL				
	2120378 Total:	21.40			
2387150	8/9/2017	91.08	0.00	09/05/2017	Garbage bags for Aquatic Center
205-560-515-5730	Program supplies				
	2387150 Total:	91.08			
2845	8/11/2017	15.25	0.00	09/05/2017	Bug spray
101-420-511-5730	Program supplies				
	2845 Total:	15.25			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
2870601	8/4/2017	68.24	0.00	09/05/2017
205-560-515-5730	Program supplies			Cleaning supplies - Aquatic Center
	2870601 Total:	68.24		
	Lowe's Business Acc/GEC	1,741.26		
Nicor Gas				
NICOR				
1436840000	8/8/2017	99.62	0.00	09/05/2017
205-430-515-5780	Utilities - government buildin			Community Center
	1436840000 Total:	99.62		
21-84-84-00004	8/8/2017	53.49	0.00	09/05/2017
660-620-519-5780	Utilities - government buildin			Pump Station
	21-84-84-00004 Total:	53.49		
301724000	8/9/2017	131.66	0.00	09/05/2017
101-420-511-5780	Utilities - government buildin			Public Services
	301724000 Total:	131.66		
31-46-84-00002	8/8/2017	940.80	0.00	09/05/2017
205-560-515-5780	Utilities - government buildin			Parks & Rec
	31-46-84-00002 Total:	940.80		
5202340000	8/9/2017	405.03	0.00	09/05/2017
101-420-511-5780	Utilities - government buildin			Village Hall
	5202340000 Total:	405.03		
6202340000	8/9/2017	605.91	0.00	09/05/2017
101-420-511-5780	Utilities - government buildin			Public Safety
	6202340000 Total:	605.91		
70-61-47-04487	8/9/2017	81.21	0.00	09/05/2017
205-560-515-5780	Utilities - government buildin			7055 Kostner

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description

70-61-47-04487 Total:		81.21		
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Nicor Gas Total:		2,317.72		
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Weinstein, Lottie				
WEINSLO				
081817	8/18/2017	20.00	0.00	09/05/2017
101-000-410-4201 License - passenger car				Refund discount on Village sticker

081817 Total:		20.00		
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Weinstein, Lottie Total:		20.00		
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Report Total:		98,868.77		
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# Accounts Payable

## To Be Paid Proof List

User: jmazzeffi  
 Printed: 08/28/2017 - 1:35PM  
 Batch: 00105.09.2017



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Accele Inc. #774375					
ACCELA					
INV-ACC32801	7/26/2017	4,317.18	0.00	09/05/2017	
101-000-210-2650 Contractor Permits Payable					Annual Maintenance - A/P, Online Business llicense
INV-ACC32801	7/26/2017	3,381.23	0.00	09/05/2017	
101-250-511-5340 Maintenance Agreement Expen					Annual Maintenance - A/P, Online Business llicense
	INV-ACC32801 Total:	7,698.41			
INV-ACC32802	7/26/2017	935.95	0.00	09/05/2017	
101-250-511-5340 Maintenance Agreement Expen					GIS Integration Maintenance & Support
	INV-ACC32802 Total:	935.95			
	Accele Inc. #774375 Total:	8,634.36			
Amazon					
AMAZON					
110382549716	7/11/2017	399.88	0.00	09/05/2017	
101-250-511-6530 Equipment - data processing					Replacement monitors
	110382549716 Total:	399.88			
121294637789	7/19/2017	158.56	0.00	09/05/2017	
101-200-511-5799 Other materials & supplies					Employee Appreciaton supplies
	121294637789 Total:	158.56			
127725024831	8/7/2017	20.16	0.00	09/05/2017	
101-350-512-5799 Other materials & supplies					Timer

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
127725024831 Total:		20.16			
145722590465	7/23/2017	28.53	0.00	09/05/2017	Employee Appreciaton Raffle gift
101-200-511-5799 Other materials & supplies					
145722590465 Total:		28.53			
145722813425	7/11/2017	435.53	0.00	09/05/2017	Employee Appreciation Raffle gift
101-200-511-5799 Other materials & supplies					
145722813425 Total:		435.53			
183260284673	7/11/2017	39.89	0.00	09/05/2017	Employee Appreciation Raffle gift
101-200-511-5799 Other materials & supplies					
183260284673 Total:		39.89			
183264380436	7/11/2017	87.22	0.00	09/05/2017	Employee Appreciation Raffle gift
101-200-511-5799 Other materials & supplies					
183264380436 Total:		87.22			
185554597162	8/7/2017	47.88	0.00	09/05/2017	Velcro
101-250-511-5640 Computer supplies					
185554597162 Total:		47.88			
220576326836	7/17/2017	21.34	0.00	09/05/2017	PW keyboard
101-250-511-6530 Equipment - data processing					
220576326836 Total:		21.34			
236131266362	8/7/2017	405.00	0.00	09/05/2017	FOBS
101-250-511-5330 Data processing					
236131266362 Total:		405.00			
259962944777	7/31/2017	79.99	0.00	09/05/2017	Seat cushion
101-200-511-5799 Other materials & supplies					
259962944777 Total:		79.99			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
262691983535	7/26/2017	9.99	0.00	09/05/2017
101-200-511-5799	Other materials & supplies			Supplies - Employee Appreciation
	262691983535 Total:	9.99		
276233795117	8/2/2017	21.85	0.00	09/05/2017
101-200-511-5799	Other materials & supplies			Supplies for Board meeting
	276233795117 Total:	21.85		
276239497901	8/2/2017	13.05	0.00	09/05/2017
101-200-511-5799	Other materials & supplies			Supplies for Board meeting
	276239497901 Total:	13.05		
285801194380	7/14/2017	333.68	0.00	09/05/2017
101-300-512-5620	Books & publications			Books and Publications
	285801194380 Total:	333.68		
293301736196	7/13/2017	50.68	0.00	09/05/2017
101-300-512-5620	Books & publications			Books and Publications
	293301736196 Total:	50.68		
36930611274	7/28/2017	69.99	0.00	09/05/2017
101-300-512-5730	Program supplies			Scanner for Mayor
	36930611274 Total:	69.99		
59214247777	8/8/2017	65.81	0.00	09/05/2017
101-350-512-5799	Other materials & supplies			Supplies Employee Appreciation
	59214247777 Total:	65.81		
84448877161	7/13/2017	50.66	0.00	09/05/2017
101-300-512-5620	Books & publications			Books and Publications
	84448877161 Total:	50.66		
	Amazon Total:	2,339.69		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
American First Aid Services					
AFAS INC					
53877	8/10/2017	69.40	0.00	09/05/2017	
101-400-511-5730					Program supplies
					First aid refills
	53877 Total:	69.40			
	American First Aid Service	69.40			
Avalon Petroleum					
AVALON					
37109	7/3/2017	577.50	0.00	09/05/2017	
101-300-512-5480					R&M - vehicles
					Mobile drive oil for PD & PW
37109	7/3/2017	357.50	0.00	09/05/2017	
101-440-513-5675					Lubricants & fluids
					Mobile drive oil for PD & PW
37109	7/3/2017	357.50	0.00	09/05/2017	
205-430-515-5675					Lubricants & fluids
					Mobile drive oil for PD & PW
37109	7/3/2017	357.50	0.00	09/05/2017	
660-620-519-5675					Lubricants & fluids
					Mobile drive oil for PD & PW
37109	7/3/2017	357.50	0.00	09/05/2017	
101-410-511-5675					Lubricants and Fluids
					Mobile drive oil for PD & PW
	37109 Total:	2,007.50			
	Avalon Petroleum Total:	2,007.50			
Back Flow Solutions Inc					
BFSINC					
2235	8/1/2017	435.42	0.00	09/05/2017	
660-620-519-5399					Other professional services
					Program management fee for backflow program
	2235 Total:	435.42			
	Back Flow Solutions Inc T	435.42			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Batteries Plus LLC					
BATT					
890-106742-01	8/14/2017	660.00	0.00	09/05/2017	
101-440-513-5730					Program supplies LED lights
	890-106742-01 Total:	660.00			
	Batteries Plus LLC Total:	660.00			
Builders Asphalt					
BUILDERS					
23878	8/2/2017	469.86	0.00	09/05/2017	
213-000-561-5490					R&M Road Repairs Recycled surface
	23878 Total:	469.86			
	Builders Asphalt Total:	469.86			
Cardona, Felix					
CARDONAM					
081817	8/18/2017	25.00	0.00	09/05/2017	
205-000-210-2430					Parks and Recs Control Deposi Refund - Camp
	081817 Total:	25.00			
	Cardona, Felix Total:	25.00			
Case Lots, Inc.					
CASELOTS					
5620	8/1/2017	2,205.95	0.00	09/05/2017	
101-420-511-5730					Program supplies Multi fold towels, garbage bags, pink soap
	5620 Total:	2,205.95			
	Case Lots, Inc. Total:	2,205.95			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Cassidy Tire CASSIDYT 6183367	7/26/2017	144.50	0.00	09/05/2017	
205-430-515-5480 R&M - vehicles					Tires for standing mower
6183367 Total:		144.50			
Cassidy Tire Total:		144.50			
ClientFirst Consulting Group, LLC CLIENTFI 7939	7/31/2017	4,322.50	0.00	09/05/2017	
101-250-511-5320 Consulting					IT Support
7939 Total:		4,322.50			
7940	7/31/2017	632.50	0.00	09/05/2017	
101-250-511-5320 Consulting					CAD Consolidation Asst.
7940 Total:		632.50			
7941	7/31/2017	270.00	0.00	09/05/2017	
101-000-210-2650 Contractor Permits Payable					IT Support
7941 Total:		270.00			
7942	7/31/2017	977.50	0.00	09/05/2017	
660-620-519-5320 Consulting					IT Support PW
7942 Total:		977.50			
7943	7/31/2017	140.00	0.00	09/05/2017	
101-250-511-5320 Consulting					IT Mgmt
7943 Total:		140.00			
7944	7/31/2017	201.25	0.00	09/05/2017	
101-000-210-2650 Contractor Permits Payable					CD Projects

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
		201.25			
7944 Total:					
7945	7/31/2017	1,750.00	0.00	09/05/2017	Data Hold
101-250-511-5320 Consulting					
		1,750.00			
7945 Total:					
7946	7/31/2017	172.50	0.00	09/05/2017	NWS upgrade
101-250-511-5320 Consulting					
		172.50			
7946 Total:					
7947	7/31/2017	488.75	0.00	09/05/2017	PD Dispatch TV relocation
101-250-511-5320 Consulting					
		488.75			
7947 Total:					
7948	7/31/2017	402.50	0.00	09/05/2017	PD Video server replacement
101-250-511-5320 Consulting					
		402.50			
7948 Total:					
7949	7/31/2017	765.00	0.00	09/05/2017	Pool setup & shutdown
101-250-511-5320 Consulting					
		765.00			
7949 Total:					
7950	7/31/2017	297.50	0.00	09/05/2017	UPS room in VH
101-250-511-6530 Equipment - data processing					
		297.50			
7950 Total:					
		10,420.00			
ClientFirst Consulting Gro					
Cook County Recorder of Deeds					
COOKCOUN					
3517312017R	7/31/2017	52.00	0.00	09/05/2017	Recording fees
101-230-511-5399 Other professional services					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
3517312017R Total:		52.00			
Cook County Recorder of D		52.00			
Dell Marketing, L.P					
DELLMARK					
10183638171	8/9/2017	754.04	0.00	09/05/2017	
101-250-511-6530 Equipment - data processing					Optiplex and adaptor
10183638171 Total:		754.04			
Dell Marketing, L.P Total:		754.04			
Emcor Services Team Mechanical Inc					
EMCOR					
930004447	8/1/2017	921.08	0.00	09/05/2017	
101-420-511-5405 R&M - buildings					HVAC preventive maintenance
930004447 Total:		921.08			
Emcor Services Team Mec		921.08			
H & H Electric Comp					
H&H ELEC					
28901	7/7/2017	16,854.40	0.00	09/05/2017	
212-000-561-6300 Street system const/imprvmnts					Street light improvement project
28901	7/7/2017	-842.72	0.00	09/05/2017	
212-000-561-6300 Street system const/imprvmnts					Retainage
28901 Total:		16,011.68			
H & H Electric Comp Tota		16,011.68			

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
ISOLVED					
8968537	8/10/2017	64.53	0.00	09/05/2017	
101-400-511-5440 R&M - office equipment					Monthly maintenance for time clock
8968537	8/10/2017	284.41	0.00	09/05/2017	
205-530-515-5730 Program supplies					Monthly maintenance for time clock
8968537	8/10/2017	303.53	0.00	09/05/2017	
205-560-515-5405 R&M - buildings					Monthly maintenance for time clock
	8968537 Total:	652.47			
	iSolved Total:	652.47			
Maine-Niles Association of Special Recreation					
MNASR					
16-328	8/15/2017	3,789.98	0.00	09/05/2017	
205-580-515-5270 Purchased program services					Inclusion Services for August A 2017
	16-328 Total:	3,789.98			
	Maine-Niles Association o	3,789.98			
Malnati Organization					
MALNATI					
634111	8/15/2017	233.95	0.00	09/05/2017	
101-100-511-5840 Meals					Dinner Village Board meeting 08/15/17
	634111 Total:	233.95			
	Malnati Organization Total	233.95			
NAPA					
NAPA					
275563	8/7/2017	138.99	0.00	09/05/2017	
660-620-519-5480 R&M - vehicles					Battery for Truck #2
	275563 Total:	138.99			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number	Description			
	NAPA Total:	138.99		
North Suburban Employee Benefit NSEBENEF				
September 2017	8/17/2017	10,050.00	0.00	09/05/2017
102-000-210-2028 Dental insurance premium with				Dental Bill - September 2017
	September 2017 Total:	10,050.00		
	North Suburban Employee	10,050.00		
O'Leary's Contractor Equip OLEARYS				
218080	7/17/2017	2,090.00	0.00	09/05/2017
660-620-519-5480 R&M - vehicles				Water pump
	218080 Total:	2,090.00		
	O'Leary's Contractor Equip	2,090.00		
Personnel Strategies, LLC PERSONNE				
081617	8/16/2017	500.00	0.00	09/05/2017
101-200-511-5599 Other contractual				Pre employment psychological assessment
	081617 Total:	500.00		
	Personnel Strategies, LLC	500.00		
PPG Architectural Finishes PPGAR				
944403086198	7/25/2017	206.60	0.00	09/05/2017
101-440-513-5730 Program supplies				Glass beads

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
944403086198 Total:		206.60			
944403087023	8/9/2017	269.30	0.00	09/05/2017	Glass beads, white paint
101-440-513-5730 Program supplies					
944403087023 Total:		269.30			
PPG Architectural Finishes		475.90			
Prairie Material Sales Inc PRAIRIEM					
888144510	8/10/2017	764.00	0.00	09/05/2017	3 cubic yards of concrete to repair water leaks
660-620-519-5769 Street materials - Other					
888144510 Total:		764.00			
Prairie Material Sales Inc T		764.00			
Russo Power Equipment RUSSO					
4293944	7/27/2017	109.99	0.00	09/05/2017	Clutch for Riding mower
101-440-513-5680 Landscaping supplies					
4293944 Total:		109.99			
4308904	8/1/2017	119.80	0.00	09/05/2017	Blade scag for lawn mower
101-440-513-5680 Landscaping supplies					
4308904 Total:		119.80			
Russo Power Equipment T		229.79			
Welding Supply Inc. WELDINGS					
491758	8/16/2017	12.50	0.00	09/05/2017	Helim tank - pickup empty tank
205-530-515-5730 Program supplies					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description

491758 Total:		12.50		
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Welding Supply Inc. Total:		12.50		
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Westmont Auto Parts  
WESTMONT

16605	7/14/2017	615.12	0.00	09/05/2017
660-620-519-5480 R&M - vehicles				Pads and rotors

16605 Total:		615.12		
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16614	7/17/2017	188.64	0.00	09/05/2017
101-300-512-5480 R&M - vehicles				Oil filters

16614 Total:		188.64		
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Westmont Auto Parts Total		803.76		
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Report Total:		64,891.82		
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# Accounts Payable

## To Be Paid Proof List

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Account Number	Description
Alltown Bus Service						
ALLTOWN						
512392	8/18/2017	7,511.36	0.00	09/05/2017	205-530-515-5721	Transportation Daily Bus service - Camp
512392 Total:		7,511.36				
Alltown Bus Service Total:		7,511.36				
American First Aid Services						
AFAS INC						
51493	6/9/2017	189.80	0.00	09/05/2017	205-560-515-5730	Program supplies First Aid supplies - Aquatic Center
51493 Total:		189.80				
51495	6/9/2017	19.55	0.00	09/05/2017	205-500-515-5700	Office supplies First Aid supplies - Parks
51495 Total:		19.55				
51496	6/9/2017	42.00	0.00	09/05/2017	205-571-515-5535	Facility rental First Aid supplies - Community Center
51496 Total:		42.00				
53883	8/10/2017	34.15	0.00	09/05/2017	101-300-512-5730	Program supplies First Aid supplies/replenish
53883 Total:		34.15				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
	American First Aid Service	285.50		
American Traffic Solutions ATS				
INV00024966	7/31/2017	4,400.00	0.00	09/05/2017
101-300-512-5599 Other contractual				Monthly Contractual fee/July 2017
INV00024966	7/31/2017	885.00	0.00	09/05/2017
101-300-512-5599 Other contractual				Collection of unpaid violations/July
	INV00024966 Total:	5,285.00		
	American Traffic Solutions	5,285.00		
Artistic Engraving Co. ARTISTIC				
11317	7/7/2017	426.00	0.00	09/05/2017
101-300-512-5730 Program supplies				Replacement badges/holders
	11317 Total:	426.00		
	Artistic Engraving Co. Total:	426.00		
Call One CALLONE				
1129134	8/15/2017	1,148.12	0.00	09/05/2017
101-210-511-5580 Telephone				Telephone Services/Admin
	1129134 Total:	1,148.12		
1129136	8/15/2017	370.48	0.00	09/05/2017
101-210-511-5580 Telephone				Telephone Services/NORCOM
	1129136 Total:	370.48		
1129137	8/15/2017	41.40	0.00	09/05/2017
101-210-511-5580 Telephone				Telephone Services/Aquatic Center

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	1129137 Total:	41.40			
1129138	8/15/2017	-277.94	0.00	09/05/2017	Telephone Services/Public Works
101-210-511-5580 Telephone					
	1129138 Total:	-277.94			
1129140	8/15/2017	43.05	0.00	09/05/2017	Telephone Services/Public Works
660-610-519-5580 Telephone					
	1129140 Total:	43.05			
1129141	8/15/2017	43.17	0.00	09/05/2017	Telephone Services/Pump House
660-610-519-5580 Telephone					
	1129141 Total:	43.17			
1129143	8/15/2017	504.81	0.00	09/05/2017	Telephone Services/Municipal Center
101-210-511-5580 Telephone					
	1129143 Total:	504.81			
1129144	8/15/2017	263.00	0.00	09/05/2017	Telephone Services/Red Center
101-210-511-5580 Telephone					
	1129144 Total:	263.00			
96780016416	8/15/2017	547.08	0.00	09/05/2017	Telephone Services/PRI Data
101-210-511-5580 Telephone					
	96780016416 Total:	547.08			
	Call One Total:	2,683.17			
Canon Solutions America					
CANN					
436798	8/1/2017	48.32	0.00	09/05/2017	Copier maintenance/August
101-210-511-5440 R&M - office equipment					
436798	8/1/2017	19.49	0.00	09/05/2017	Copier usage/July
101-210-511-5440 R&M - office equipment					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
436798 Total:		67.81			
Canon Solutions America T		67.81			
Cassidy Tire CASSIDYT 6183672	8/16/2017	300.00	0.00	09/05/2017	Tires for Squad 216
101-300-512-5480 R&M - vehicles					
6183672 Total:		300.00			
Cassidy Tire Total:		300.00			
CDW Government CDWGOV JST4691	8/9/2017	4,110.00	0.00	09/05/2017	Kaspersky Antivirus renewal
101-250-511-5340 Maintenance Agreement Expen					
JST4691 Total:		4,110.00			
JSX3067	8/10/2017	423.41	0.00	09/05/2017	Adobe Acrobat Pro
101-250-511-5340 Maintenance Agreement Expen					
JSX3067 Total:		423.41			
CDW Government Total:		4,533.41			
Chicago Communications, LLC CHGOCOMM 294088	8/3/2017	2,448.15	0.00	09/05/2017	Portable radio maintenance/July, August
101-300-512-5410 R&M - communications equipm					
294088 Total:		2,448.15			
Chicago Communications,		2,448.15			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
Chicago Tribune CHGOTRIB 5143799	8/21/2017	30.69	0.00	09/05/2017	
205-500-515-5510 Advertising					Notice for Central Playground bid
	5143799 Total:	30.69			
	Chicago Tribune Total:	30.69			
Christopher Burke Engineering CHRISTB 137874	8/9/2017	8,777.18	0.00	09/05/2017	
217-000-561-5340 Engineering					UP Parking lot ROW Observation
	137874 Total:	8,777.18			
137875	8/9/2017	4,500.00	0.00	09/05/2017	
660-620-519-5399 Other professional services					Engineering Retainer - July
137875	8/9/2017	4,500.00	0.00	09/05/2017	
101-290-511-5920 Administration Engineer Costs					Engineering Retainer - July
	137875 Total:	9,000.00			
137876	8/9/2017	3,901.00	0.00	09/05/2017	
660-620-519-5320 Consulting					Review Water rate analysis
	137876 Total:	3,901.00			
137877	8/9/2017	5,943.00	0.00	09/05/2017	
465-000-561-5340 Engineering					Lincoln Avenue Medians
	137877 Total:	5,943.00			
137878	8/9/2017	2,881.65	0.00	09/05/2017	
101-290-511-5922 Building Engineering Costs					3401-3501 Northeast Parkway
	137878 Total:	2,881.65			
137879	8/9/2017	5,101.75	0.00	09/05/2017	
101-290-511-5922 Building Engineering Costs					Hyatt - 2250 N. Cicero

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
		5,101.75			
137879 Total:					
137880	8/9/2017	1,214.09	0.00	09/05/2017	
101-290-511-5922 Building Engineering Costs					6755 N. Cicero/Stefani's
		1,214.09			
137880 Total:					
137881	8/9/2017	268.00	0.00	09/05/2017	
101-290-511-5922 Building Engineering Costs					Bryn Mawr Contry Club netting barrier
		268.00			
137881 Total:					
138256	8/21/2017	3,610.27	0.00	09/05/2017	
220-000-511-5340 Engineering					Devon Avenue Streetscape Phase I Design
		3,610.27			
138256 Total:					
Christopher Burke Enginee		40,696.94			
Eagle Engraving					
EAGLE					
2017-2760	8/17/2017	18.59	0.00	09/05/2017	
101-350-512-5665 Firefighting supplies					Passport tags & gear locker sign
		18.59			
2017-2760 Total:					
Eagle Engraving Total:		18.59			
Equipment Management Co					
EQUIPMEN					
51629	8/16/2017	1,061.25	0.00	09/05/2017	
101-350-512-5665 Firefighting supplies					Extrication gloves
		1,061.25			
51629 Total:					
Equipment Management C		1,061.25			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Galls Incorporated					
GALLS					
8072600	8/11/2017	179.24	0.00	09/05/2017	
101-300-512-5070	Uniform allowance				Misc. uniform items
	8072600 Total:	179.24			
	Galls Incorporated Total:	179.24			
Got Laundry Chicago?, Inc.					
GOTLAUND					
N302419	5/4/2017	43.00	0.00	09/05/2017	
101-300-512-5730	Program supplies				Dry Clean cell blankets
	N302419 Total:	43.00			
N302543	5/11/2017	7.00	0.00	09/05/2017	
101-300-512-5730	Program supplies				Dry Clean cell blankets
	N302543 Total:	7.00			
N302852	5/18/2017	13.00	0.00	09/05/2017	
101-300-512-5730	Program supplies				Dry Clean cell blankets
	N302852 Total:	13.00			
N303490	6/8/2017	13.00	0.00	09/05/2017	
101-300-512-5730	Program supplies				Dry Clean cell blankets
	N303490 Total:	13.00			
N303692	6/15/2017	7.00	0.00	09/05/2017	
101-300-512-5730	Program supplies				Dry Clean cell blankets
	N303692 Total:	7.00			
N304185	6/29/2017	13.00	0.00	09/05/2017	
101-300-512-5730	Program supplies				Dry Clean cell blankets
	N304185 Total:	13.00			



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Holland & Knight LLP HOLLAND 07312017	7/31/2017	12,885.00	0.00	09/05/2017	
101-230-511-5350 Legal - retainer					General Counsel Retainer - July
	07312017 Total:	12,885.00			
5546585	8/10/2017	1,365.00	0.00	09/05/2017	
101-230-511-5370 Legal - review					Purple Hotel Development
	5546585 Total:	1,365.00			
5546587	8/10/2017	198.00	0.00	09/05/2017	
101-230-511-5370 Legal - review					Misc. Private Documents
	5546587 Total:	198.00			
5546588	8/10/2017	198.00	0.00	09/05/2017	
101-230-511-5370 Legal - review					Administrative Hearing Officer Renewal
	5546588 Total:	198.00			
5546591	8/10/2017	340.00	0.00	09/05/2017	
101-230-511-5370 Legal - review					BFPC - General
	5546591 Total:	340.00			
5546592	8/10/2017	2,700.50	0.00	09/05/2017	
101-230-511-5360 Legal - litigation					Purple Hotel Code Enforcement
	5546592 Total:	2,700.50			
5546593	8/10/2017	205.00	0.00	09/05/2017	
101-230-511-5370 Legal - review					6755 N. Cicero
	5546593 Total:	205.00			
5546594	8/10/2017	178.00	0.00	09/05/2017	
101-230-511-5370 Legal - review					Grossinger Toyota
	5546594 Total:	178.00			
5546595	8/10/2017	3,682.50	0.00	09/05/2017	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-230-511-5360 Legal - litigation					Personnel matters
	5546595 Total:	3,682.50			
	Holland & Knight LLP Tot	21,752.00			
ILEAS					
ILEAS					
DUES6909	7/1/2017	120.00	0.00	09/05/2017	
101-300-512-5570 Professional associations					ILEAS 2017 Membership dues
	DUES6909 Total:	120.00			
	ILEAS Total:	120.00			
Illinois Homicide Investigators Association					
IHIA					
ILHIA080117	8/1/2017	975.00	0.00	09/05/2017	
101-300-512-5810 Conference & meeting registrat					Investigator's Conference 2017
	ILHIA080117 Total:	975.00			
	Illinois Homicide Investiga	975.00			
JG Uniforms Inc					
JGUNIFOR					
23444	7/31/2017	53.50	0.00	09/05/2017	
101-300-512-5070 Uniform allowance					Cover for bulletproof vest
	23444 Total:	53.50			
	JG Uniforms Inc Total:	53.50			

Kieca, Michael  
KIECA

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
REIM081517MKM	8/15/2017	45.00	0.00	09/05/2017
101-300-512-5840 Meals				Reimbursement/Meals
		45.00		
REIM081517MKM Total:		45.00		
		45.00		
Kiesler's Police Supply				
KIESLERS				
799688	3/8/2017	114.00	0.00	09/05/2017
101-300-512-5730 Program supplies				Surefire prong flash hider for weapon
		114.00		
799688 Total:		114.00		
799688A	8/3/2017	835.50	0.00	09/05/2017
101-300-512-5730 Program supplies				Surefire suppressor for weapon
		835.50		
799688A Total:		835.50		
		835.50		
Kiesler's Police Supply Tot		949.50		
		949.50		
Lowe's Business Acc/GECF				
LOWES				
07987	8/18/2017	24.93	0.00	09/05/2017
101-350-512-5799 Other materials & supplies				Electrical box, cover, hamper, diswasher cleaner
		24.93		
07987 Total:		24.93		
		24.93		
Lowe's Business Acc/GEC		24.93		
		24.93		
Ranallo, Sarah				
RANALLO				
081617	8/16/2017	303.54	0.00	09/05/2017
205-000-110-1010 Payroll Chkg Acct-BOL				Replace misplaced payroll check
		303.54		
081617 Total:		303.54		
		303.54		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	Ranallo, Sarah Total:	303.54			
Remke's REMKE					
0057564	8/22/2017	2,553.48	0.00	09/05/2017	Repairs to ambulance A7
101-350-512-5480 R&M - vehicles					
	0057564 Total:	2,553.48			
0057601	8/22/2017	2,023.46	0.00	09/05/2017	Repairs to ambulance A7
101-350-512-5480 R&M - vehicles					
	0057601 Total:	2,023.46			
	Remke's Total:	4,576.94			
Robbins, Salomon & Patt, LTD RS&PLTD					
215335	8/9/2017	65.75	0.00	09/05/2017	Municipal Prosecution/Traffic Violations/July
101-230-511-5399 Other professional services					
	215335 Total:	65.75			
215336	8/9/2017	592.50	0.00	09/05/2017	Adjudicative Hearings/July
101-230-511-5399 Other professional services					
	215336 Total:	592.50			
	Robbins, Salomon & Patt,	658.25			
Smith Gamroth, Katie SMITGAM					
CPMRKF	8/19/2017	595.19	0.00	09/05/2017	Reimbursement / Flight/Rec Trac Symposium
205-500-515-5820 Local mileage, parking & tolls					
	CPMRKF Total:	595.19			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	Smith Gamroth, Katie Tota	595.19			
Yuen, Peggy					
YUEN					
082317	8/23/2017	25.00	0.00	09/05/2017	
205-000-210-2430	Parks and Recs Control Deposi				Refund - Class
	082317 Total:	25.00			
	Yuen, Peggy Total:	25.00			
Zoll Data System					
ZOLLDATA					
8253	8/14/2017	1,017.50	0.00	09/05/2017	
101-350-512-5330	Data processing				Rescue net maintenance for ambulance billing
	8253 Total:	1,017.50			
	Zoll Data System Total:	1,017.50			
	Report Total:	97,848.76			

# Accounts Payable

## To Be Paid Proof List

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
Dell Marketing, L.P					
DELLMARK					
10185193458	8/20/2017	15,834.84	0.00	09/05/2017	
					101-250-511-6530 Equipment - data processing
					Desktop replacement program
		<hr/>			
		10185193458 Total:			15,834.84
		<hr/>			
		Dell Marketing, L.P Total:			15,834.84
First to the Finish					
FIRSTTO					
S1-653727	4/27/2017	2,511.50	0.00	09/05/2017	
					205-562-515-5730 Program supplies
					Swim Team Apparel
		<hr/>			
		S1-653727 Total:			2,511.50
S1-656265	6/16/2017	337.50	0.00	09/05/2017	
					205-562-515-5730 Program supplies
					Swim Team caps
		<hr/>			
		S1-656265 Total:			337.50
S1-657100	7/7/2017	450.00	0.00	09/05/2017	
					205-562-515-5730 Program supplies
					Swim Team Coach polos
		<hr/>			
		S1-657100 Total:			450.00
		First to the Finish Total:			3,299.00

Health Endeavors

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
HEALTHEN 6336	7/5/2017	410.00	0.00	09/05/2017	Annual Screening - Police
101-200-511-5599 Other contractual					
6336 Total:		410.00			
Health Endeavors Total:		410.00			
HMO Healthcare Service Corporation HMO					
Sept 17	8/17/2017	10,527.39	0.00	09/05/2017	Employee HMO Health Insurance - Sept 17
102-000-210-2027 Health insurance premium with					
Sept 17 Total:		10,527.39			
HMO Healthcare Service C		10,527.39			
Kim, Isaac KIMISAA					
082417	8/24/2017	250.00	0.00	09/05/2017	Refund - Soccer
205-000-210-2430 Parks and Recs Control Deposi					
082417 Total:		250.00			
Kim, Isaac Total:		250.00			
Lauria, Justin LAURIAJ					
REIM081717JLA	8/17/2017	24.77	0.00	09/05/2017	Reimbursement - Auto
101-300-512-5820 Local mileage, parking & tolls					
REIM081717JLA Total:		24.77			
REIM081717JLM	8/17/2017	30.00	0.00	09/05/2017	Reimbursement - Meals
101-300-512-5840 Meals					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	REIM081717JLM Total:	30.00			
	Lauria, Justin Total:	54.77			
Le, Lisa					
LELISA					
082417	8/24/2017	60.00	0.00	09/05/2017	
205-000-210-2430 Parks and Recs Control Deposi					Refund - Swim Lessons
	082417 Total:	60.00			
	Le, Lisa Total:	60.00			
Lowe's Business Acc/GECF					
LOWES					
7859113	8/4/2017	170.70	0.00	09/05/2017	
101-300-512-5480 R&M - vehicles					Carbon monoxide detectors for squads
	7859113 Total:	170.70			
7860021	8/4/2017	6.63	0.00	09/05/2017	
101-300-512-5480 R&M - vehicles					Velcro to mount detectors
	7860021 Total:	6.63			
	Lowe's Business Acc/GEC	177.33			
Madison National Life					
MADISON					
1205421	8/17/2017	156.17	0.00	09/05/2017	
101-200-511-5150 Insurance - group life & AD&D					Life Insurance - Sept 2017
1205421	8/17/2017	94.63	0.00	09/05/2017	
101-210-511-5150 Insurance - group life & AD&D					Life Insurance - Sept 2017
1205421	8/17/2017	88.27	0.00	09/05/2017	
101-240-517-5150 Insurance - group life & AD&D					Life Insurance - Sept 2017
1205421	8/17/2017	535.96	0.00	09/05/2017	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
101-300-512-5150 Insurance - group life & AD&D					Life Insurance - Sept 2017
1205421	8/17/2017	17.40	0.00	09/05/2017	
101-350-512-5150 Insurance - group life & AD&D					Life Insurance - Sept 2017
1205421	8/17/2017	66.96	0.00	09/05/2017	
101-400-511-5150 Insurance - group life & AD&D					Life Insurance - Sept 2017
1205421	8/17/2017	35.53	0.00	09/05/2017	
101-410-511-5150 Insurance - group life & AD&D					Life Insurance - Sept 2017
1205421	8/17/2017	96.87	0.00	09/05/2017	
101-440-513-5150 Insurance - group life & AD&D					Life Insurance - Sept 2017
1205421	8/17/2017	58.54	0.00	09/05/2017	
205-430-515-5150 Insurance - group life & AD&D					Life Insurance - Sept 2017
1205421	8/17/2017	93.13	0.00	09/05/2017	
205-500-515-5150 Insurance - group life & AD&D					Life Insurance - Sept 2017
1205421	8/17/2017	95.94	0.00	09/05/2017	
660-620-519-5150 Insurance - group life & AD&D					Life Insurance - Sept 2017
	1205421 Total:	1,339.40			
	Madison National Life Tot	1,339.40			
McDonald's Accounting Center					
MCDONACC					
McDon080917	8/9/2017	57.66	0.00	09/05/2017	
101-300-512-5730 Program supplies					Prisoner Meals May thru August
	McDon080917 Total:	57.66			
	McDonald's Accounting Ce	57.66			
Northwest Police Academy					
NWPDACAD					
NWPA17-18	8/15/2017	50.00	0.00	09/05/2017	
101-300-512-5570 Professional associations					Membership renewal
	NWPA17-18 Total:	50.00			
NWPA81717	8/17/2017	75.00	0.00	09/05/2017	
101-300-512-5590 Training					Training Seminar for PD

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
	NWPA81717 Total:	75.00			
	Northwest Police Academy	125.00			
P.F. Pettibone & Co					
PFPETTIB					
172843	8/18/2017	573.75	0.00	09/05/2017	
	101-300-512-5730 Program supplies				Police patches
172843	8/18/2017	10.85	0.00	09/05/2017	
	101-210-511-5720 Postage				Shipping
	172843 Total:	584.60			
	P.F. Pettibone & Co Total:	584.60			
Popovich, Pete					
POPOVICH					
2NDSUM17	8/23/2017	187.50	0.00	09/05/2017	
	205-540-515-5615 Awards				Sunday Softball Summer 2nd Place
	2NDSUM17 Total:	187.50			
	Popovich, Pete Total:	187.50			
Porter Lee Corporation					
PORTERLE					
19343	8/1/2017	954.00	0.00	09/05/2017	
	101-300-512-5420 R&M - data processing equipm				Annual Support fee/September 2017 thru August 2018
	19343 Total:	954.00			
	Porter Lee Corporation Tot	954.00			

R.C. Miller Events & Entertainment Co.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
RCMILL					
1	8/16/2017	625.00	0.00	09/05/2017	
205-504-515-5270					Purchased program services Family Fun Fest DJ
	1 Total:	625.00			
	R.C. Miller Events & Ente	625.00			
Rabin, Randy					
RABINR					
1SFTSUM17	8/23/2017	375.00	0.00	09/05/2017	
205-540-515-5615					Awards Sunday Softball Summer 1st Place
	1SFTSUM17 Total:	375.00			
	Rabin, Randy Total:	375.00			
SDI USA, Inc.					
SDIUSA					
E77231	7/25/2017	373.00	0.00	09/05/2017	
101-300-512-5420					R&M - data processing equipm Live Scan/Computer aided booking/maintenance agreement
	E77231 Total:	373.00			
	SDI USA, Inc. Total:	373.00			
State Industrial Products					
STATE					
900148282	9/7/2017	136.00	0.00	09/05/2017	
101-300-512-5730					Program supplies Sanitizer for Cells/Dispatch
900148282	9/7/2017	25.68	0.00	09/05/2017	
101-210-511-5720					Postage Shipping
	900148282 Total:	161.68			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number	Description			
	State Industrial Products To	161.68		
The Mulch Center THEMULC 30572	8/18/2017	2,800.00	0.00	09/05/2017
205-430-515-5730	Program supplies			Engineered wood fiber
	30572 Total:	2,800.00		
	The Mulch Center Total:	2,800.00		
Trans Union Corp TRANSU 7700518	7/27/2017	60.00	0.00	09/05/2017
101-300-512-5399	Other professional services			Monthly subscription fee
	7700518 Total:	60.00		
7700521	7/27/2017	109.74	0.00	09/05/2017
101-300-512-5399	Other professional services			Credit check on applicants
	7700521 Total:	109.74		
	Trans Union Corp Total:	169.74		
TransUnion Risk and Alternative TRANSUN 55681173117	8/1/2017	37.50	0.00	09/05/2017
101-300-512-5399	Other professional services			Online investigative database system
	55681173117 Total:	37.50		
	TransUnion Risk and Alter	37.50		

Verizon Wireless

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
VERIZON				
9789656092	7/21/2017	622.94	0.00	09/05/2017
101-210-511-5580 Telephone				Phone charges
9789656092	7/21/2017	30.11	0.00	09/05/2017
205-508-515-5580 Telephone				Phone charges
9789656092	7/21/2017	2.84	0.00	09/05/2017
205-520-515-5580 Telephone				Phone charges
9789656092	7/21/2017	60.63	0.00	09/05/2017
205-530-515-5580 Telephone				Phone charges
9789656092	7/21/2017	30.88	0.00	09/05/2017
205-560-515-5580 Telephone				Phone charges
9789656092	7/21/2017	1.15	0.00	09/05/2017
205-550-515-5270 Purchased program services				Phone charges
9789656092	7/21/2017	26.22	0.00	09/05/2017
101-000-210-2650 Contractor Permits Payable				Phone charges
9789656092	7/21/2017	67.26	0.00	09/05/2017
660-610-519-5580 Telephone				Phone charges
	9789656092 Total:	842.03		
9790125992	8/1/2017	90.10	0.00	09/05/2017
101-000-210-2650 Contractor Permits Payable				Machine to Machine 150 MB
	9790125992 Total:	90.10		
	Verizon Wireless Total:	932.13		
Vermont Systems, Inc.				
VERMONT				
55995	8/23/2017	1,200.00	0.00	09/05/2017
205-500-515-5810 Conference & meeting registrat				RecTrac Symposium
	55995 Total:	1,200.00		
	Vermont Systems, Inc. Tota	1,200.00		



# Accounts Payable

## To Be Paid Proof List

User: jmazzeffi  
Printed: 08/28/2017 - 1:35PM  
Batch: 00108.09.2017



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
ARRP Trucking & Hauling Inc					
ARRP					
21503	8/14/2017	741.00	0.00	09/05/2017	
660-620-519-5599					Other contractual 3 loads of hauling dirt
21503 Total:		741.00			
ARRP Trucking & Hauling		741.00			
Batteries Plus LLC					
BATT					
890-106752-01	8/21/2017	286.08	0.00	09/05/2017	
101-420-511-5730					Program supplies LED light bulbs
890-106752-01 Total:		286.08			
Batteries Plus LLC Total:		286.08			
Best Quality Cleaning, Inc.					
BESTQU					
21054	8/20/2017	2,813.34	0.00	09/05/2017	
101-420-511-5240					Janitorial Cleaning Service - August 2017
21054	8/20/2017	416.66	0.00	09/05/2017	
205-571-515-5240					Janitorial Cleaning Service - August 2017
21054 Total:		3,230.00			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
	Best Quality Cleaning, Inc.	3,230.00		
Builders Asphalt				
BUILDERS				
24016	8/8/2017	462.57	0.00	09/05/2017
	213-000-561-5490 R&M Road Repairs			Recycled surface
	24016 Total:	462.57		
24064	8/11/2017	502.50	0.00	09/05/2017
	213-000-561-5490 R&M Road Repairs			Recycled surface
	24064 Total:	502.50		
24133	8/15/2017	455.00	0.00	09/05/2017
	213-000-561-5490 R&M Road Repairs			Recycled surface
	24133 Total:	455.00		
	Builders Asphalt Total:	1,420.07		
Douglas Truck Parts				
DOUGTK				
32124	8/7/2017	35.99	0.00	09/05/2017
	101-410-511-5730 Program supplies			Jack stands
	32124 Total:	35.99		
32125	8/7/2017	158.99	0.00	09/05/2017
	101-410-511-5730 Program supplies			Jack stands, brake clean for Garage
	32125 Total:	158.99		
32413	8/14/2017	420.00	0.00	09/05/2017
	205-430-515-5480 R&M - vehicles			Injectors clean and test for Tractor #5
	32413 Total:	420.00		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Douglas Truck Parts Total:		614.98			
FSCI Corporate Office					
FSCI					
2017-977	6/21/2017	440.00	0.00	09/05/2017	
101-240-517-5399	Other professional services				6900 Central Park/Ravenswood Studio
2017-977 Total:		440.00			
FSCI Corporate Office Tot		440.00			
Han, Jimmy					
HANJIM					
REIM082817JHA	8/7/2017	112.19	0.00	09/05/2017	
101-350-512-5820	Local mileage, parking & tolls				Reimbursement/Auto
REIM082817JHA Total:		112.19			
REIM082817JHM	8/7/2017	45.00	0.00	09/05/2017	
101-350-512-5840	Meals				Reimbursement/Meals
REIM082817JHM Total:		45.00			
Han, Jimmy Total:		157.19			
HD Supply Waterworks, LTD.					
HDSUPPLY					
H616004	8/14/2017	715.62	0.00	09/05/2017	
660-620-519-5796	Water system repair parts				Coupling
H616004 Total:		715.62			
HD Supply Waterworks, LT		715.62			

Henry Frerk Sons

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
HENRYFRE					
2020045	8/2/2017	101.00	0.00	09/05/2017	
205-430-515-5730 Program supplies					Cement, white mortar
	2020045 Total:	101.00			
	Henry Frerk Sons Total:	101.00			
Lawson Products Inc					
LAWSNPRO					
9305159765	8/14/2017	296.03	0.00	09/05/2017	
660-620-519-5730 Program supplies					Screws, nuts
	9305159765 Total:	296.03			
9305159766	8/14/2017	123.45	0.00	09/05/2017	
101-410-511-5730 Program supplies					Shop supplies
	9305159766 Total:	123.45			
	Lawson Products Inc Total	419.48			
Lebedow, Madeleine					
LEBEDOW					
17-8020	8/3/2017	72.50	0.00	09/05/2017	
101-400-511-5210 Animal control					Animal control services
	17-8020 Total:	72.50			
	Lebedow, Madeleine Total	72.50			
Lowe's Business Acc/GEFCF					
LOWES					
02195	8/15/2017	4.60	0.00	09/05/2017	
101-420-511-5480 R&M - vehicles					Bolts for Tractor 4

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
	02195 Total:	4.60			
02289	8/16/2017	130.88	0.00	09/05/2017	
	205-430-515-5730 Program supplies				Tape, floor squeegee & tape for Parks
	02289 Total:	130.88			
02307	8/16/2017	7.56	0.00	09/05/2017	
	101-420-511-5730 Program supplies				Tape for PW
	02307 Total:	7.56			
02323	8/16/2017	19.92	0.00	09/05/2017	
	205-430-515-5730 Program supplies				Laundry detergent for Parks
	02323 Total:	19.92			
02743	8/10/2017	108.18	0.00	09/05/2017	
	205-430-515-5730 Program supplies				Edging roll for Central Park
	02743 Total:	108.18			
02764	8/22/2017	188.16	0.00	09/05/2017	
	101-420-511-5730 Program supplies				Extension pole, paint roller
	02764 Total:	188.16			
02887	8/23/2017	199.62	0.00	09/05/2017	
	205-430-515-5730 Program supplies				Lumber, drill bit, clamps
	02887 Total:	199.62			
	Lowe's Business Acc/GEC	658.92			
Martin Implement Sales Inc					
MARTINIM					
A57739	8/7/2017	1,223.25	0.00	09/05/2017	
	205-430-515-5480 R&M - vehicles				Cables for Tractor #4

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description

A57739 Total:		1,223.25		
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Martin Implement Sales In		1,223.25		
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Metal Supermarkets  
METALSUP

1005388	8/15/2017	203.26	0.00	09/05/2017
205-430-515-5730 Program supplies				Steel for Parks

1005388 Total:		203.26		
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Metal Supermarkets Total:		203.26		
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NAPA  
NAPA

275343	8/4/2017	27.48	0.00	09/05/2017
101-410-511-5480 R&M - vehicles				Oil filter

275343 Total:		27.48		
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275647	8/7/2017	383.80	0.00	09/05/2017
101-410-511-5480 R&M - vehicles				Starter, core deposit

275647 Total:		383.80		
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NAPA Total:		411.28		
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Orange Crush LLC  
ORANGCRH

36212	8/15/2017	336.26	0.00	09/05/2017
213-000-561-5490 R&M Road Repairs				Asphalt surface mix

36212 Total:		336.26		
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Orange Crush LLC Total:		336.26		
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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Description
Account Number					
Printwell Printing PRINTWEL 51232	8/23/2017	336.05	0.00	09/05/2017	Water Dept door hangers
660-620-519-5730 Program supplies					
	51232 Total:	336.05			
	Printwell Printing Total:	336.05			
Russo Power Equipment RUSSO 4337035	8/11/2017	36.50	0.00	09/05/2017	Seal for Riding mower #2
205-430-515-5480 R&M - vehicles					
	4337035 Total:	36.50			
4352605	8/14/2017	541.55	0.00	09/05/2017	Pump for Riding mower #2
205-430-515-5480 R&M - vehicles					
	4352605 Total:	541.55			
	Russo Power Equipment T	578.05			
Solid Waste Agency of Northern Cook County SOLIDWA 5713	9/1/2017	18,232.81	0.00	09/05/2017	FY 2016 O & M Costs - September
101-440-514-5230 Garbage & recycling					
	5713 Total:	18,232.81			
	Solid Waste Agency of Nor	18,232.81			
Swid Sales Corp SWIDSALE 29325	8/8/2017	119.86	0.00	09/05/2017	Batteries for Squad #213 and Truck #9
101-410-511-5480 R&M - vehicles					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	
Account Number					Description
29325	8/8/2017	239.72	0.00	09/05/2017	
101-300-512-5480 R&M - vehicles					Batteries for Squad #213 and Truck #9
	29325 Total:	359.58			
	Swid Sales Corp Total:	359.58			
Traffic Control & Protection					
TRAFFICC					
90065	8/11/2017	470.80	0.00	09/05/2017	
101-440-513-5768 Street materials - signs & bar					Post, anchor, bolt
	90065 Total:	470.80			
90106	8/21/2017	234.60	0.00	09/05/2017	
101-440-513-5768 Street materials - signs & bar					Anchor kit, release pin, spring
	90106 Total:	234.60			
	Traffic Control & Protectio	705.40			
Tyco Integrated Security LLC					
ADTSS					
29076838	8/12/2017	323.31	0.00	09/05/2017	
660-610-519-5340 Maintenance Agreement Expen					Alarm system service annual fee - Pump House
	29076838 Total:	323.31			
	Tyco Integrated Security L	323.31			
Warehouse Direct					
WAREHOUS					
3572142-0	8/4/2017	86.73	0.00	09/05/2017	
205-500-515-5700 Office supplies					Office supplies
	3572142-0 Total:	86.73			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
3572451-0	8/4/2000	235.34	0.00	09/05/2017
101-210-511-5700				Office supplies
	3572451-0 Total:	235.34		
3573776-0	8/7/2017	135.29	0.00	09/05/2017
101-350-512-5700				Office supplies
	3573776-0 Total:	135.29		
3575034-0	8/9/2017	119.22	0.00	09/05/2017
101-350-512-5700				Office supplies
	3575034-0 Total:	119.22		
3581510-0	8/11/2017	41.60	0.00	09/05/2017
101-350-512-5700				Office supplies
	3581510-0 Total:	41.60		
3589655-0	8/18/2000	106.68	0.00	09/05/2017
101-300-512-5730				Program supplies
	3589655-0 Total:	106.68		
	Warehouse Direct Total:	724.86		
Work' N Gear, LLC WRKNGEAR HA81696	8/8/2017	149.97	0.00	09/05/2017
101-440-513-5070				Clothing allowance
	HA81696 Total:	149.97		
	Work' N Gear, LLC Total:	149.97		



## John Ernst

Grew up in the heart of Chicago, received my BSBA from Roosevelt University. I have worked in medical distribution for 40 years ranging from small privately owned companies to a 200 billion dollars company. I owned my own medical DME equipment company, a car wash which I designed and built and sold 10 years later, also, a small real estate company. I now concentrate only on the medical. I have lived in Lincolnwood for 30 plus years and love our community. I coached soccer, Lincolnwood baseball, worked the carnival. I am a very direct, extremely focused, no nonsense type of individual.

# RIZWAN HUSSAIN

## EDUCATION

### University of Illinois at Chicago

Bachelor of Science in Architecture  
College of Architecture and the Arts – School of Architecture

Chicago, IL

## LICENSE

Licensed Architect registered in the State of Illinois  
License# 001-022520 | Issued: April 2014

## SKILLS

Possesses 10+ years of intimate knowledge of International Building Codes, Municipal Zoning Codes, and NFPA's Fire and Life Safety Standards. 3+ years of experience in MWRD Local Sewers Systems post-permit processing, archiving, and site inspections. Experienced project manager in architectural and engineering design firms as well as on-site construction management. Expertise in a wide range of construction means & methods, materials procurement, and scheduling. Proficient in construction documents, design, and plan submittal. Achieved recognition for excellent communication skills and in goal oriented management practices.

## EXPERIENCE

### Aug 2013 - Current

#### Metropolitan Water Reclamation District

Inspection Officer / Engineering Technician

Chicago, IL

- Conducted pre-construction meetings with contractors to elaborate on potential code issues on-site
- Performed daily field inspections of approved civil plans for underground utilities site development
- Inspected construction projects for proper materials, soil erosion and sediment control, sanitary sewer installations, and storm water management in respect to the MWRD Watershed Management Ordinance
- Coordinated with municipalities, engineers, and contractors in regards to code enforcement
- Tested and approved projects in compliance with MWRD standards, approved plans, and specifications
- Made determinations on complex code compliance issues and unique site constraints
- Investigated various storm water complaints from the residents and upon department requests
- Provided clients under violation with a path to compliance
- Reviewed as-built drawings for accuracy and completeness
- Assisted in developing standards for inspections and implementation of evolving directives
- Actively engaged in inspection training procedures, engineering seminars, and technical briefings
- Represented the department at local municipalities, seminars, and bid presentations
- Prepared project narratives and maintained routine project status reports

### Mar 2012 - Aug 2013

#### Chicago Building Design, PC

Project Manager / Supervisor

Chicago, IL

- Supervised staff in day to day operations of architectural plans, designs, and project submittals
- Assisted staff in code interpretation, project goals, and feasibility
- Identified and resolved complex design issues during design process
- Established design standards, plan submittal procedures, and client interaction policies
- Thoroughly surveyed proposed site and building to document existing conditions
- Studied building and zoning codes to gauge appropriateness of project within proposed site
- Produced preliminary budgets and site studies for prospective projects
- Specified materials, means and methods of building construction and finishes for optimal safety, aesthetics, and general standards in construction of building materials and systems.
- Conducted meetings, presentations, and Q&A sessions for potential projects
- Prioritized design workload to ensure projects were handled appropriately and expeditiously

# RIZWAN HUSSAIN

Reviewed submittal documents for accuracy, completeness, and legibility for conformance with Building Department requirements and the Chicago Building Code  
Occasionally designed and prepared Mechanical, Electrical, and Plumbing drawings and schedules  
Reviewed and signed off on plans, drawings, and construction documents prepared for submittal  
Conducted meetings with plan review official to address code conflicts and submittal issues  
Coordinated vendor product demos and industry education seminars for staff development  
Met with owners and staff routinely to establish and assess office goals  
Ensured staff were performing and contributing to the accomplishment of shared goals  
Focused or working as a team on daily workload, challenges, and achievements

**Jan 2010 - Mar 2012**

**Fire by Design, Inc.**

**Lake Villa, IL**

Project Manager / Designer

Collaborated with project engineers to draft project proposals  
Designed fire alarm, security, and life safety system plans  
Possessed intimate knowledge of fire prevention codes, Chicago Building Code, NFPA, and IBC  
Performed voltage drop, panel load, and battery back-up calculations  
Trained new hires in office standards, design, and procedures

**Jan 2002 - Mar 2010**

**Design Partners Architects** - Intern Architect

**Chicago, IL**

**Studio OMD** - Intern Architect

**Chicago, IL**

**Manhattan Architects** - Intern Architect

**Skokie, IL**

**American Developers Corporation** - Construction Intern

**Chicago, IL**

## SOFTWARE

CAD: AutoCAD, Autodesk Architecture, Maya, Rhino, 3D Studio Max, VIZ, & Sketch Up  
GRAPHICS: Adobe Photoshop, Illustrator, In Design, Dreamweaver, & Acrobat  
PROCESS: Microsoft Word, Project, Excel, Access, Power Point, & Outlook

## CREDENTIALS

2014 : State of Illinois Architectural License  
2012 : OSHA HAZWOPER Training Certificate  
2011 : NICET Level I Certified

## ASSOCIATIONS

2010 : Automatic Fire Alarm Association, Member  
2008 : National Council of Architectural Registration Boards, Member

## COURSEWORK

Architectural Design Studio, Mechanical Processes, Machinery Design, Vibrations, Building Sciences, Ethics in Building, Technics in Building Designing with the Environment, Designing in the City  
Structures: I – Statics and Dynamics, II - Strengths of Material, Advanced Digital Drafting Techniques

## REFERENCES

Oliver Seay, Office Manager at Chicago Building Design, PC – Chicago, IL  
Carl J. Olomon, Fire Prevention Engineer at Fire By Design, Inc. – Lake Villa, IL



# RIZWAN HUSSAIN

Rizwan Hussain graduated from the University of Illinois with an architectural degree. In his professional life he is an architect with broad experience in architecture, engineering, design and development, construction, and inspections. He has years of experience in life safety design, code compliance, and enforcement. He has worked for architectural and engineering offices, and is currently an Inspection Officer for the Metropolitan Water Reclamation District of Greater Chicago. He is involved in overseeing MWRD code compliance for 20 municipalities in the Cook County area. Projects include large scale capital development projects, commercial projects, residential, and development in flood hazard areas.

In his personal life he has been engaged in various projects with the local community, recently in senior housing projects for low income seniors with the successful completion of a \$14 million project on the north side of Chicago. He was actively involved in the Darul Aman senior housing development of 56 units, which was received as huge success in the community, and currently has a 1 year waitlist. He is currently the president of Hope for Seniors Foundation providing access to activities and affordable housing for seniors.

# Request For Board Action

**REFERRED TO BOARD:** September 5, 2017

**AGENDA ITEM NO:** 1

**ORIGINATING DEPARTMENT:** Community Development

**SUBJECT:** Approval of a Recommendation by the Zoning Board of Appeals to Adopt an Ordinance Regarding Case #ZB-09-17 to Permit a Special Fence Along the Edens Expressway at 6489 North Longmeadow Avenue

## **SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

Courtney Tucker, property owner at 6489 North Longmeadow Avenue, seeks Special Fence approval in order to install a noise barrier along the east property line abutting the Edens Expressway right-of-way. The proposed barrier would consist of a ten-foot-tall wall extending approximately 230 feet along the entire east property line. The wall would be made of a composite PVC material and supported by galvanized steel posts spaced every 12 feet.

The Zoning Ordinance allows for the approval of Special Fences or fences which “have a greater potential than permitted fences to have an adverse impact on the surrounding neighborhood. Special Fences may be appropriate in some locations and inappropriate in other locations.” In this instance, Special Fence approval is required based on the proposed ten-foot height, “solid” nature of the design, and proposed location in the front yard.

There are several considerations regarding the proposed Special Fence, including:

### **Special Fence Standards**

Section 3.13(25)b of the Zoning Ordinance identifies a series of standards that should be used when assessing the appropriateness of a Special Fence request. These standards are included as an attachment to this report.



**Manufacturer Examples of Similar Noise Barriers**

## Aesthetic Impacts from Longmeadow Avenue

The proposed noise barrier would extend approximately 60 feet beyond the front corner of the home on the subject property. As a result, it will be visible from the east-west cul-de-sac portion of Longmeadow Avenue as well as the primary north-south Longmeadow Avenue right-of-way. In discussions with staff and the Zoning Board of Appeals, the property owner stated that they intend to install landscaping along this portion of the wall to lessen the aesthetic impact on surrounding properties.



## Precedent Cases

Two similar requests near the subject property have been approved:

- In 2005, a Special Fence was approved for 6523 North Longmeadow Avenue. As a part of that approval, the Zoning Board of Appeals and Village Board imposed the following conditions:
  - The height of the sound wall/fence not be greater than the height of the building eave;
  - No existing trees be removed to facilitate installation of the sound wall;
  - Manufacturer's specifications be submitted to the Building Commissioner (now the Community Development Department); and
  - The Petitioner provide color samples and that the color of the wall be approved by the Building Commissioner (now the Community Development Department).
- In 2006, a Special Fence was approved for 6455 North Sauganash Avenue. The approval required that the noise barrier be designed as an eight-foot-tall masonry wall that matched other fencing on the property. The Village Board included the condition that the portion of the wall between the second to last pillar and last pillar (closest to Sauganash Avenue) be tapered down to a height of four feet.



## Proposed Special Fence Height

The Petitioner has requested a fence height of ten feet. According to the Petitioner, this requested height is based on the height of their structure and the ability of the wall to block expressway noise in different portions of the house. The precedent cases described above provide context when determining the appropriateness of this request:

- At 6523 North Longmeadow Avenue, the top of the ten-foot-tall wall is approximately 14 feet above the surface of the expressway;
- At 6455 North Sauganash Avenue, the top of the eight-foot-tall wall is approximately 13 feet above the surface of the expressway; and
- At 6489 North Longmeadow Avenue, the top of the proposed ten-foot-tall wall would be approximately 15 feet above the surface of the expressway.

The request for a ten-foot wall is generally in line with the precedent cases, and reflects the fact that, unlike 6523 North Longmeadow Avenue, the Petitioner's home is a two-story structure.

### Requested Zoning Action

Based on the characteristics of the proposed noise wall, Special Fence approval is required in order to grant relief from the following regulations:

- Ten-foot height: Section 3.13 of the Zoning Ordinance allows for fences up to six feet in height in some circumstances often found on residential lots. In no instance does it allow for a fence of ten feet in height. (A fence up to seven feet in height is permitted on a residential lot abutting a lot with a manufacturing use);
- "Solid" design: Section 3.13 of the Zoning Ordinance allows for "solid fences" (or fences with less than 33 percent open area) in residential districts along an alley, a lot line of a lot in a business district, a lot in a residential district used for nonresidential use, or a rear or side yard along a lot line which abuts the west side of the Valley Line Trail right-of-way. It does not allow for a solid fence along any other type of public right-of-way; and
- Location in the front yard: Section 3.13 of the Zoning Ordinance prohibits fences in the front yard of a residential property. The configuration of the subject property makes interpretation of the Village's definitions of lot lines and yards difficult, but it could be argued that a portion of the proposed noise barrier would be located in the front yard, since it runs along a lot line generally perpendicular to the shortest lot line along a public right-of-way and is located generally in a portion of the lot located in front of the street-facing elevation of the primary structure.

### **Public Hearing**

The Zoning Board of Appeals considered the Special Fence request at their August 16, 2017 meeting. Robert Tucker, property owner, testified on behalf of him and his wife, Courtney Tucker. Mr. Tucker noted that due to the height of his home, the ten-foot fence would reduce more noise than an eight-foot-tall fence. Mr. Tucker also plans to plant arborvitaes along the length of the fence which would be beige to match the color of his home. Mr. Tucker stated he has two small children and is unable to hear them in the back yard due to the noise from the Edens Expressway.

There was concern about the gap in the wall between the subject property and the neighbor's property and the narrowness for landscaping between the driveway and the proposed wall. Mr. Tucker replied that this gap will remain but there is ample landscaping between the properties. Mr. Tucker will have tall, full arborvitaes planted in this area. Acting Chairman O'Brien also expressed concern about structural stability. Mr. Tucker noted that the fence is of the highest quality and will be installed accordingly. Development Manager Hammel said that the fence would go through a building permit review.

Acting Chairman O'Brien stated that she had no issue with the solid nature of the fence or the location, but did have an issue with the ten-foot height. Commissioner Heller did not have an issue with the height, but would like to add landscaping to any proposed motion. Acting Chairman O'Brien also stated the portion of the fence by the northeast corner of the driveway to the cul-de-sac should be eight feet in height for aesthetic purposes.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. No one came forward.

### **Zoning Board of Appeals Recommendation**

In considering the request for Special Fence approval, the Zoning Board of Appeals discussed the benefits of landscaping along the portion of the noise wall that would be visible from North Longmeadow Avenue. The Property Owner stated that he intends to include landscaping as a component of the wall installation. As a result, the Zoning Board of Appeals made a motion to approve the proposed Special Fence with the condition that the improvement includes landscaping to adequately

screen the portion of the wall in front of the house and visible from the North Longmeadow Avenue right-of-way. By a unanimous vote (4-0), the Zoning Board of Appeals approved the request with the stated condition.

**FINANCIAL IMPACT:**

None

**DOCUMENTS ATTACHED:**

1. Proposed Ordinance
2. August 16, 2017 Zoning Board of Appeals Minutes Excerpt (Draft)
3. August 16, 2017 Staff Report to the Zoning Board of Appeals
4. Public Hearing Variation Application
5. Special Fence Standards

**RECOMMENDED MOTION:**

**Move to approve** an Ordinance granting Special Fence approval for a ten-foot-tall noise barrier along the east lot line at 6489 North Longmeadow Avenue, including the condition that the improvement includes landscaping to adequately screen the portion of the wall in front of the house and visible from the North Longmeadow Avenue right-of-way.

THIS SPACE FOR RECORDERS USE ONLY

**VILLAGE OF LINCOLNWOOD**

**ORDINANCE NO. 2017-\_\_\_\_\_**

**AN ORDINANCE GRANTING SPECIAL FENCE APPROVAL AND VARIATIONS  
FOR THE INSTALLATION OF A PERIMETER FENCE  
(6489 North Longmeadow Avenue)**

ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LINCOLNWOOD  
THIS \_\_\_ DAY OF SEPTEMBER, 2017.

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 September, 2017

\_\_\_\_\_  
Village Clerk

**AN ORDINANCE GRANTING SPECIAL FENCE APPROVAL AND VARIATIONS  
FOR THE INSTALLATION OF A PERIMETER FENCE**

(6489 North Longmeadow Avenue)

WHEREAS, Courtney Tucker ("**Owner**") is the record title owner of that certain property located in the R-1 Residential District ("**R-1 District**"), commonly known as 6489 North Longmeadow Avenue, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Property**"); and

WHEREAS, the Property is improved with a single-family residential structure; and

WHEREAS, the Property is immediately west of, and adjacent to, the Edens Expressway; and

WHEREAS, the Owner desires to install a 230-foot-long solid fence along the eastern lot line of the Property ("**Proposed Fence**"); and

WHEREAS, fences that abut the Edens Expressway may not be installed except upon approval by the Village Board of Trustees of a "special fence" authorization pursuant to Section 3.13(8) of "The Village of Lincolnwood Zoning Ordinance," as amended ("**Zoning Ordinance**"); and

WHEREAS, pursuant to Section 3.13(9)(c) of the Zoning Ordinance, fences may not be installed in front yards; and

WHEREAS, the Proposed Fence would be located in part within the front yard of the Property, in violation of Section 3.13(9)(c) of the Zoning Ordinance; and

WHEREAS, pursuant to Section 3.13(11) of the Zoning Ordinance, solid fences are not permitted in residential districts except as specifically provided in Section 3.13(11) of the Zoning Ordinance; and

WHEREAS, pursuant to Section 3.13(11), solid fences that are permitted in residential districts may not exceed seven feet in height if on a lot abutting a lot with a manufacturing use, or six feet in height on all other lots; and

WHEREAS, the location of the solid Proposed Fence is not authorized by Section 3.13(11) of the Zoning Ordinance; and

WHEREAS, the Proposed Fence would be 10 feet in height, in violation of the solid fence height regulations set forth in Section 3.13(11) of the Zoning Ordinance; and

WHEREAS, in order to install the Proposed Fence on the Property, the Owner has filed an application for: (i) special fence approval pursuant to Section 3.13(8) of the Zoning Ordinance; and (ii) variations from the front yard and solid fence regulations set forth in Sections 3.13(9)(c) and 3.13(11) of the Zoning Ordinance (collectively, the "**Requested Relief**"); and

WHEREAS, a public hearing of the Zoning Board of Appeals ("**ZBA**") of the Village of Lincolnwood to consider approval of the Requested Relief was duly advertised in the *Chicago Tribune* on July 27, 2017 and held on August 16, 2017; and

WHEREAS, on August 16, 2017, the ZBA made findings and recommendations in support of the Requested Relief, subject to specified conditions; and

WHEREAS, the Village President and Board of Trustees have determined that the Requested Relief meets the required standards for special fence authorizations and variations, as set forth in Sections 3.13(24) and 3.13(25) and Article V of the Zoning Ordinance; and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interests of the Village to grant the Requested Relief, subject to the conditions, restrictions, and provisions of this Ordinance;

**NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES 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. SPECIAL FENCE AUTHORIZATION. In accordance with and pursuant to Section 3.13(8) and Article V of the Zoning Ordinance and the home rule powers of the Village, and subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section 4 of this Ordinance, the Village President and Board of Trustees hereby grant special fence authorization to permit the installation of the Proposed Fence on the Property.

SECTION 3. APPROVAL OF REQUESTED VARIATIONS. In accordance with and pursuant to Section 3.13(24) and Article V of the Zoning Ordinance and the home rule powers of the Village, and subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section 4 of this Ordinance, the Village President and Board of Trustees hereby grant the following variations from the Zoning Ordinance for the Proposed Fence and the Property:

- A. Front Yard Fence. A variation from Section 3.13(9)(c) of the Zoning Ordinance to permit the installation of the Proposed Fence on the Property.
- B. Solid Fence. A variation from Section 3.13(11) of the Zoning Ordinance to permit the installation of the Proposed Fence within the front yard of the Property.
- C. Fence Height. A variation from Section 3.13(11) of the Zoning Ordinance to increase the maximum height of the Proposed Fence, from six feet to 10 feet.

SECTION 4. CONDITIONS. Notwithstanding any use or development right that may be applicable or available pursuant to the provisions of the Zoning Ordinance, the approvals granted pursuant to Section 2 of this Ordinance are hereby expressly subject to, and contingent upon, the development, use, and maintenance of the Proposed Fence and the Property 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 construction, development, use, operation, and maintenance of the Proposed Fence and the Property 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. Compliance with Plan. Except for minor changes and site work approved by the Village Zoning Officer or the Village Engineer (for matters within their respective permitting authorities) in accordance with all applicable Village standards, the development, use, operation, and maintenance of the Proposed Fence and the Property must comply with that certain plan consisting of \_\_\_\_\_ sheets and prepared by \_\_\_\_\_, with a latest revision date of \_\_\_\_\_, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit B ("Plan")**.
- C. Installation of Landscaping. The Owner must install landscaping on the Property, in a manner and of types approved in advance by the Village Community Development Department, to screen the Proposed Fence from view from the Longmeadow Avenue right-of-way.
- D. Limitation of Requested Relief. The special fence authorization and the variations granted in Sections 2 and 3 of this Ordinance apply and are limited only to the Proposed Fence, as depicted in the Plan. No future alterations or modifications that are not in conformity with the requirements of the Zoning Ordinance may be made to the Proposed Fence or the Property without first obtaining Village approval in accordance with the applicable provisions of the Zoning Ordinance.
- E. Reimbursement of Village Costs. In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes, ordinances, resolutions, rules, or regulations, the Owner must pay to the Village, promptly upon presentation of a written demand or demands therefor, all legal fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made must be made by a certified or cashier's check. Further, the Owner must pay upon demand all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.

SECTION 5. RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded with the Cook County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein inure solely to the benefit of, and are binding upon, the Owner and each of its heirs, representatives, successors, and assigns.

SECTION 6. FAILURE TO COMPLY WITH CONDITIONS. Upon the failure or refusal of the Owner to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, as applicable, the approvals granted in Sections 2 and 3 of this Ordinance will, at the sole discretion of the Village President and Board of Trustees, by ordinance duly adopted, be

revoked and become null and void; provided, however, that the Village President and Board of Trustees may not so revoke the approvals granted in Section 2 and 3 of this Ordinance unless they first provide the Owner with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village President and Board of Trustees. In the event of revocation, the development and use of the Property will be governed solely by the regulations of the R-1 District and the applicable provisions of the Zoning Ordinance, as the same may, from time to time, be amended. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION 7. AMENDMENTS. Any amendments to the approvals granted in Sections 2 and 3 of this Ordinance that may be requested by the Owner after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance.

SECTION 8. 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 are to 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 9. EFFECTIVE DATE.

- A. This Ordinance will become 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 Owner with the Village Clerk of an Unconditional Agreement and Consent, in the form of **Exhibit C** 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 Owner does not file fully executed copies of the Unconditional Agreement and Consent, as required by Section 9.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 September, 2017.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Barry I. Bass, President  
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this  
\_\_\_\_ day of \_\_\_\_\_, 2017

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

**EXHIBIT A**

**LEGAL DESCRIPTION OF THE PROPERTY**

LOT 1 IN BLOCK 14 IN LINCOLNWOOD TOWERS, FOURTH ADDITION, BEING A SUBDIVISION OF PART OF THE EAST FRACTIONAL  $\frac{1}{2}$  OF THE SOUTHEAST FRACTIONAL  $\frac{1}{4}$  OF FRACTIONAL SECTION 33, TOWNSHIP 41 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

Commonly known as: 6489 North Longmeadow Avenue, Lincolnwood, Illinois.

PIN: 10-33-442-004-0000

**EXHIBIT B**

**PLAN**

## **EXHIBIT C**

### **UNCONDITIONAL AGREEMENT AND CONSENT**

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

**WHEREAS**, Courtney Tucker ("**Owner**") is the record title owner of that certain property located in the R-1 Residential District, commonly known as 6489 North Longmeadow Avenue, in the Village ("**Property**"); and

**WHEREAS**, Ordinance No. 2017-\_\_\_\_\_, adopted by the Village President and Board of Trustees on \_\_\_\_\_, 2017 ("**Ordinance**"), grants special fence authorization and variations from "The Village of Lincolnwood Zoning Ordinance" to permit the installation of a fence on the Property; and

**WHEREAS**, Section 9 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Owner 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 Owner does hereby agree and covenant as follows:

1. The Owner hereby unconditionally agrees to, accepts, consents to, and will abide by, each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.
2. The Owner acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Owner 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 granting of special fence approval and variations for the Property 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 Owner against damage or injury of any kind and at any time.

4. The Owner 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 granting special fence approval and the variations for the Property.

Dated: \_\_\_\_\_, 2017

**COURTNEY TUCKER**

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**DRAFT MEETING MINUTES**  
**OF THE**  
**ZONING BOARD OF APPEALS**  
**AUGUST 16, 2017 – 7:00 P.M.**

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

**MEMBERS PRESENT:**

Acting Chairman Kathy O'Brien  
Paul Grant  
Bruce Heller  
Martina Keller

**MEMBERS ABSENT**

Chairman Herb Theisen  
Chris Nickell  
Kirill Vorobeychik

**STAFF PRESENT:**

Doug Hammel, AICP, Community Development Manager

**I. Call to Order**

Development Manager Doug Hammel announced that since Acting Chairman O'Brien was detained, he would begin the staff presentations; however, no open discussion can begin until the meeting has been called to order. Acting Chairman O'Brien arrived at 7:33 p.m. and called the meeting to order.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

**Motion to approve** the June 21, 2017 Zoning Board of Appeals Minutes, was made by Commissioner Grant and seconded by Commissioner Keller.

**Aye: Grant, Keller, Heller, and O'Brien**

**Nay: None**

**Motion Approved: 4-0**

**IV. Case #ZB-07-17: 6850 North Lowell Avenue – Fence Variation (Continued from June 21, 2017 and July 19, 2017)**

Development Manager Hammel announced Case #ZB-07-17 for consideration of a request by Michael and Amanda Gutwaks, property owners, to allow an existing non-compliant fence and gate to remain in place in the north and south side yards near the front façade of the home. The fence and gate require

Variations to allow them to be set back less than three feet from the front façade of the home and to allow for a semi-private fence in the side yard.

The Petitioners were issued a building permit in 2015 which included fence improvements along the side and front of the house. The Zoning Code requires fences to be set back three feet from the front of the house and fifty percent open. Upon inspection in 2016, the fence was found to be noncompliant. The Petitioner's fence was installed thirteen inches from the front of the house, where three feet is required, and was not an "open" design.

Development Manager Hammel presented the definitions and placement of open and semi-private fences and restated the requested Variations. Petitioner hardships include inhibiting maneuverability of their trash bins due to the concrete stoop outside their side door, the location of the fence to hide external utilities from street view, and compatibility with the neighbor's fence which looks aesthetically pleasing.

The Standards for Granting Variations, precedent cases, and letters of support from residents Reese and Joel Gratch (6825 North Lowell Avenue), and a phone call in support from Leah Brennan (6834 North Lowell Avenue) were presented for review and discussion. No public opposition was received regarding these requests.

Acting Chairman O'Brien announced Case #ZB-07-17 and swore in the Petitioner, Mr. Michael Gutwaks, 6850 North Lowell Avenue. Mr. Gutwaks stated the reasons for the requested Variations were presented by Development Manager Hammel and believes that having the fence hide the trash bins and utility meters, as well as matching their neighbor's fence, adds beauty and value to the neighborhood.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

Commissioner Keller asked for confirmation if the stoop was already there when the fence was installed and if this fence was a replacement. Mr. Gutwaks replied that the stoop was already there and the fence was a replacement since the fence was rotting. Mr. Gutwaks also mentioned they have made many improvements to their property such as landscaping, pavers, and a portico. If the fence were to be moved, there would be considerable cost to move and/or replace these improvements. While Commissioner Keller was appreciative of the improvements that were made to beautify their home, the fence building standards were provided but ignored. Commissioner Keller stated that this type of behavior sends a dangerous message and should be discouraged.

Commissioner Heller asked about the culpability of the contractor. Mr. Gutwaks replied that the contractor would move the fence, at no cost, but there would be considerable cost to them if they needed to remove or replace the improvements made subsequent to the installation of the fence.

Acting Chairman O'Brien concurred with Commissioner Keller about the message this sends if the building standards are ignored. The issue for Commissioner Keller was not the side fence, but the fence in front. Development Manager Hammel presented several options if the ZBA were to approve these Variations.

**Motion to consider approval** of the setback Variation from the required three feet to thirteen inches and the percentage of “open” fence area along the side property lines. The property owner will be required to modify the fence parallel to the front of the façade to be at least fifty percent open, but the location of the fence can remain as was made by Commissioner Grant and seconded by Commissioner Heller. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Grant, Heller, and O’Brien**

**Nay: Keller**

**Motion Approved: 3-1**

**V. Case #ZB-08-17: 6641 North Trumbull Avenue – Building Coverage Variation**  
*(Continued from July, 19, 2017)*

Acting Chairman O’Brien announced Case #ZB-08-17 for consideration of a request by Jose Quizhpi, property owner, to allow the replacement of a one-car garage with a new two-car garage in the rear yard. The proposed garage requires a Variation to allow for total building coverage on the property of greater than 35 percent.

Development Manager Hammel stated that the existing total building coverage is 1,567-square feet or 38.6 percent, and the Petitioner is proposing a two-car garage which would increase the total building coverage to 1,664-square feet or 40.8 percent. The Zoning Code establishes a maximum building coverage of 35 percent. This proposed increase would have minimal impact on neighboring properties, does not impact existing trees, and is compliant with all other Code requirements, including lot coverage.

The Standards for Granting Variations and precedent cases were presented for review and discussion. No public opposition was received regarding this request.

Acting Chairman O’Brien swore in the Petitioner, Mr. Jose Quizhpi, 6641 North Trumbull Avenue. Mr. Quizhpi stated his hardship is limited parking spaces on the block, especially after 6:00 p.m.

Commissioner Grant noted that the Petitioner’s hardship was not included in the Staff Report. Development Manager Hammel replied that it has been the past intention of the ZBA is that a two-car garage is considered the accepted base standard for off-street parking. Acting Chairman O’Brien concurred that Trumbull Avenue has limited street parking. Mr. Quizhpi’s neighbor, Mr. German Bedoya, spoke of his support for the garage and reiterated the limited parking on Trumbull Avenue.

Acting Chairman O’Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

**Motion to recommend approval** of a Variation to increase the building coverage from 1,567-square feet or 38.6 percent to 1,664-square feet or 40.8 percent was made by Commissioner Keller and seconded by Acting-Chairman O’Brien. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Keller, Heller, and O’Brien**

**Nay: Grant**

**Motion Approved: 3-1**

**DRAFT****VI. Case #ZB-09-17: 6849 North Longmeadow Avenue – Special Fence Approval**

Acting Chairman O'Brien announced Case #ZB-09-17 for consideration of a request by Robert Tucker, property owner, to allow the installation of a sound wall along the east property line abutting Interstate 94. The proposed sound wall requires approval of a Special Fence based on its proposed ten-foot height, lack of open area in the proposed fence design, and proposed location on the property.

Development Manager Hammel stated that the Petitioner is requesting installation of a sound wall to block the noise from the Edens Expressway. The rear property line is 53 feet away from the Edens Expressway.

The proposed sound wall is 10-feet tall and 230-feet long to be placed along the east lot line. The wall itself is a PVC composite with steel support beams. This wall is consistent with other sound barriers installed along many highways.

Special Fence approval is required for the ten-foot height, solid design, and location in the front and side yards. The Special Fence Standards, precedent cases, and aesthetic impacts were presented for review and discussion. No public comment was received regarding this request.

Acting Chairman O'Brien swore in the Petitioner, Mr. Robert Tucker, 6849 North Longmeadow Avenue. Mr. Tucker noted that due to the height of his home, the ten-foot fence would reduce more noise than an eight-foot-tall fence. Mr. Tucker also plans to plant arborvitae along the length of the fence which would be beige to match the color of his home. Mr. Tucker stated he has two small children and is unable to hear them in the back yard due to the noise from the Edens Expressway.

Development Manager Hammel noted that Special Fence approval does not follow the hardship standards required when requesting a Variation.

Commissioner Keller inquired as to why the Village has not installed any type of sound wall to shield residents from the noise from the Edens instead of residents having to pay for this costly improvement themselves. Development Manager Hammel replied that these walls are typically installed by the Illinois Department of Transportation as part of a larger improvement project.

There was concern about the gap in the wall between the subject property and the neighbor's property and the narrowness for landscaping between the driveway and the proposed wall. Mr. Tucker replied this gap will remain but there is ample landscaping between the properties. Mr. Tucker will have tall, full arborvitae planted in this area. Acting Chairman O'Brien also expressed concern about structural stability. Mr. Tucker noted that the fence is of the highest quality and will be installed accordingly. Development Manager Hammel said that the fence would go through a building permit review.

Acting Chairman O'Brien stated that she had no issue with the solid nature of the fence or the location, but did have an issue with the ten-foot height. Commissioner Heller did not have an issue with the height, but would like to add landscaping to any proposed motion. Acting Chairman O'Brien also stated the portion of the fence by the northeast corner of the driveway to the cul-de-sac to be eight feet in height for aesthetic purposes.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

**Motion to recommend approval** of a Special Fence request with a height up to ten feet, with the condition that appropriate landscaping be provided along the portion of the wall on the eastern corner of the property was made by Commissioner Heller and seconded by Commissioner Keller. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Heller, Keller, Grant, and O'Brien**

**Nay: None**

**Motion Approved: 4-0**

**VII. Case #ZB-10-17: 6638 North Ramona Avenue – Fence Variation and Generator Location Variation**

Acting Chairman O'Brien announced Case #ZB-10-17 for consideration of a request by Chalet Nursery, on behalf of Myles Berman, property owner, to approve three Variations. The three Variations include: 1) to allow for the construction of a six-foot-tall fence in the side yard along the southern property line; 2) to allow the proposed fence along the southern property line to be built as a solid fence; and 3) to allow for the installation of a backup electrical generator less than five feet from the northern side lot line.

Development Manager Hammel presented unique conditions of the property which include the close proximity and orientation of the neighboring property to the southwest. The proposed fence will be a 6-foot solid fence (not a "semi-private" fence, as noted in the Staff Report). The Zoning Code states that only open fences no more than four feet in height in side yards, with the exception of wrought iron fences that do not apply to this case. Additionally, the Petitioner is proposing to install a backup generator five feet from the northeastern side lot line. The Zoning Code requires backup generators be installed ten feet from all property lines. The Petitioner stated in his application if the generator were to be installed within the parameters of the Zoning Code, the backyard would become disjointed and not as functional with the generator placed in the middle of the yard. Another consideration in the placement of the generator was the noise factor. Decibel levels were shown during emergency use (66 decibels) and "exercising" use (58 decibels) from 23 feet away. The Zoning Code requires a decibel level maximum of 50 decibels at an adjacent residential lot line.

A letter of support was received from neighbors Koorosh and Minoo Banayan, 6662 North Ramona Avenue. Mr. Berman and the Banayans have met to identify mutually agreeable "exercising" times to minimize disruption. The generator is exercised for five minutes at a time once a week.

The Standards for Granting Variations and precedent cases were presented for review and discussion.

Acting Chairman O'Brien swore in the Petitioners, Robert Milani and Eleanor Brandt of Chalet Nursery, 3132 Lake Avenue, Wilmette, Illinois and Robert Bacci from Generac Generators. Mr. Milani clarified the distance between the the subject home and the home to the south. The distance between the structures was originally indicated to be twelve feet, but, in fact, the distance Mr. Berman's foundation is six feet from the property line and the neighbor's foundation is four feet from the property line. An additional photo exhibit was presented to the Commissioners by Eleanor Brandt showing the close proximity of the two homes.

Commissioner Heller and Acting Chairman O'Brien had issue with the fence blocking natural light into the home at 6607 North Ramona Avenue. Mr. Milani and Ms. Brandt replied that existing trees shield natural light into the neighbor's windows, and the proposed fence would not negatively impact the light into that residence. Mr. Milani stated that the proposed fence would be screened by the existing landscaping at 6607 North Ramona Avenue. Ms. Brandt noted that the proposed fence is a cedar board on board fence, not a solid wood fence. Development Manager Hammel replied no public comment was received regarding this request. Mr. Berman, property owner, stated his dining room and kitchen windows look directly into his neighbor's bedroom window, which forces him to keep the shutters closed.

Commissioner Keller asked the Petitioners to reiterate the hardship for requesting a six-foot solid fence instead of the required four- or five-foot fence. Ms. Brandt replied the hardship is the unique circumstances of the lot and the proximity and orientation of the homes. There is no privacy between these two residences. Due to the close proximity, a line of hedges would not be as aesthetically pleasing as the proposed fence. Additionally, with the lack of natural light, the hedges would not thrive.

Commissioner Keller asked the Mr. Berman to restate his hardship regarding the placement of the generator. Mr. Berman replied his lot is small, and he would like to have the generator moved out of the way and not placed in the middle of his backyard. Moving the generator would also make it easier to service. Mr. Berman agreed with Commissioner Keller that these conditions are more of a convenience than an actual hardship. Mr. Bochi stated the generator is required to be placed at a minimum of five feet from any door or window for ventilation purposes. Mr. Bochi also stated that running underground electric and gas lines would be a costly endeavor for Mr. Berman.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

Acting Chairman O'Brien did not have an issue with the placement of the generator, but noted that the proposed location does not constitute a hardship as is required for granting Variations. Acting Chairman O'Brien did have an issue with granting a Variation for the fence as a hardship was not demonstrated. Commissioner Heller had more of an issue with the placement of the generator than the six-foot-tall fence. Acting Chairman O'Brien requested that the fence and generator be separated into two motions.

**Motion to recommend denial** of the request for the placement of the backup generator was made by Commissioner Heller and seconded by Commissioner Keller.

**Aye: Heller, Keller, and Grant**

**Nay: O'Brien**

**Motion Approved: 3-1**

**Motion to recommend approval** of the request for a six-foot-tall semi-private fence in the side yard, as presented, was made by Commissioner Heller and seconded by Commissioner Keller. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Heller, Keller, Grant, and O'Brien**

**Nay: None**

**Motion Approved: 4-0**

**VIII. Rescheduling of the September 20, 2017 Regular Meeting of the ZBA**

Development Manager Hammel noted that September 20, 2017, at sundown, is the first night of Rosh Hashanah. Wednesday, September 27, 2017 is an open date on the Village calendar. A memorandum to all ZBA members will be sent out confirming availability. Commissioner Keller questioned Mr. Hammel about the rule governing Commissions with respect to missed meetings and eligibility to stay on said Commissions. Development Manager Hammel replied that he would check into this matter and respond accordingly.

Acting Chairman O'Brien asked if there was anyone in the audience who would like to address the Zoning Board of Appeals. Let the record state that no one came forward.

Acting Chairman O'Brien inquired as to whether the Plan Commission could look into the issue of changing the Code for approving two-car garages to be granted by the Village Zoning Officer as a Minor Variation versus the current Major Variation process. Development Manager Hammel stated that this issue will be pursued.

**VII. Next Meeting**

The next meeting of the Zoning Board of Appeals is scheduled for Wednesday, September 20, 2017 or will be rescheduled to Wednesday, September 27, 2017. *(Since the drafting of these minutes, it has been confirmed that the next meeting of the Zoning Board of Appeals will be on September 27, 2017 at 7:00 p.m.)*

**VIII. Adjournment**

**Motion to adjourn** was made by Commissioner Grant and seconded by Acting Chairman O'Brien. Meeting adjourned at 9:30 p.m.

**Aye: Grant, O'Brien, Heller, and Keller**

**Nay: None**

**Motion Approved: 4-0**

Respectfully submitted,

Kathryn M. Kasprzyk  
Community Development Coordinator



## Zoning Board of Appeals Staff Report

### Case #ZB-09-17

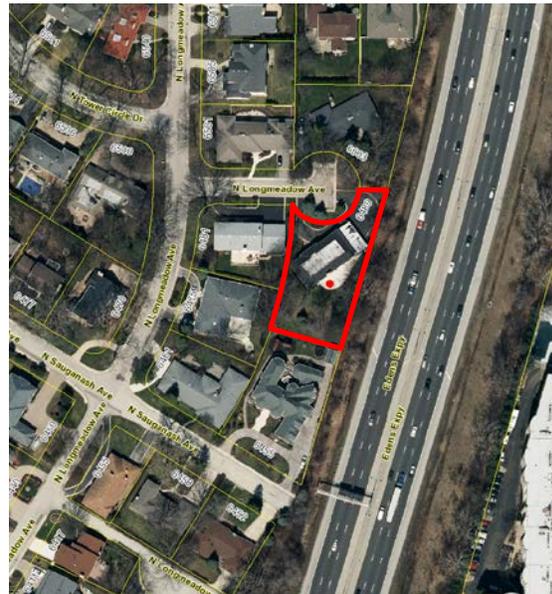
August 16, 2017

**Subject Property:**  
6489 North Longmeadow Avenue

**Zoning District:** R-1, Residential

**Petitioner:** Courtney Tucker, Property Owner

**Requested Action:** Approval of a Special Fence along the Edens Expressway with a height above what is permitted, a percentage of openness of less than what is permitted, and a portion of the fence being located in the front yard.



**Nature of Request:** The Petitioner seeks approval to allow the construction of a Special Fence in their rear, side, and front yards along the west side of the Edens Expressway. The proposed fence would be 10' in height and would act as a barrier against expressway noise.

**Notification:** Notice was published in the Chicago Tribune on July 27, 2017, a Public Hearing Sign installed at 6489 North Longmeadow Avenue, and Legal Notices were mailed on July 27, 2017 to Properties within 250 Feet.

### **Summary of Request**

The Petitioner is seeking approval to construct a 230-foot, long 10-foot tall noise barrier along the entirety of the east property line, which abuts the Edens Expressway. The wall would be made of a PVC composite material, and would be supported by galvanized steel posts. If approved, the Petitioner would be required to submit the design plan for plan review by the Village's Building Review consultant.

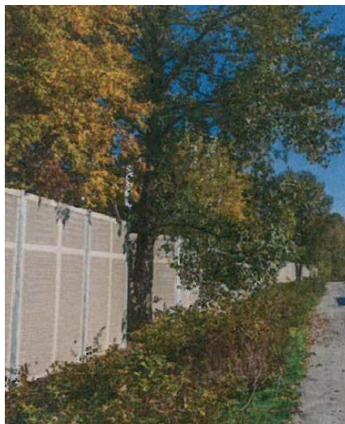
**Requested Action:**

Section 3.13(8) of the Village’s Zoning Code (see attachments) establishes regulations for special fences, or “fences which have a greater potential than permitted fences to have an adverse impact on the surrounding neighborhood. Special fences may be appropriate in some locations and inappropriate in other locations.” The proposed noise barrier is a fence that, based on the specifications submitted by the Petitioner, requires special allowances for the following characteristics:

- **Ten-foot height:** Section 3.13 of the Zoning Ordinance allows for fences up to six feet in height in certain instances. In no instance does it allow for a fence of ten feet in height. (A fence up to seven feet in height is permitted on a residential lot abutting a lot with a manufacturing use.)
- **“Solid” design:** Section 3.13 of the Zoning Ordinance allows for “solid fences” (or fences with less than 33% open area) in residential districts along an alley, a lot line of a lot in a business district, a lot in a residential district used for nonresidential use, or a rear or side yard along a lot line which abuts the west side of the Valley Line Trail right-of-way. It does not allow for a solid fence along any other type of public right-of-way.
- **Location in the front yard:** Section 3.13 of the Zoning Ordinance prohibits fences in the front yard of a residential property. The configuration of the subject property makes interpretation of the Village’s definitions of various lot lines and yards difficult, but it could be argued that a portion of the proposed noise barrier would be located in the front yard, since it runs along a lot line generally perpendicular to the shortest lot line along a public right-of-way, and is located generally in a portion of the lot located in front of the street-facing elevation of the primary structure.

**Proposed Improvement**

The proposed noise barrier would extend approximately 230 feet along the eastern property line along the Edens Expressway. The wall would be made of a PVC composite material, and would be supported by galvanized steel posts spaced every 12 feet.



**Considerations:**

The proposed noise barrier requires relief from the Zoning Ordinance based on its height, solid nature, and location on the lot. However, the Petitioner states that it will have significant positive impacts on not only their quality of life, but that of other residents in the neighborhood. Staff feels that the following considerations warrant discussion when determining the appropriateness of this request:

**Special Fence Standards**

Section 3.13(25)b of the Zoning Ordinance identifies a series of standards that should be used when assessing the appropriateness of a Special Fence request. Specifically, the Ordinance states that “the Zoning Board of Appeals shall not recommend to the Board of Trustees that a special fence permit be granted unless it makes findings of fact based upon evidence presented at the hearing in any given case that:

- i. *The special fence will serve the public convenience at the location of the subject fence; or that the establishment, maintenance or operation of the special fence will not be detrimental to or endanger the visibility, public safety, comfort or general welfare.*
- ii. *The special fence will be in harmony and scale with the architecture of the building in this development and with other fences in the neighborhood.*
- iii. *The special fence will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purpose already permitted; nor substantially diminish and impair the visibility of adjacent property.*
- iv. *The nature, location and size of the special fence will not impede, substantially hinder, or discourage the installation of fences on adjacent property in accordance with the Fence Ordinance.*
- v. *The special fence shall in all other respects conform to the regulations of this Section 3.13 except as modified as provided herein.”*

**Aesthetic Impacts from Longmeadow Avenue**

The proposed noise barrier would extend approximately 60 feet beyond the front corner of the home on the subject property. As a result, it will be visible from the east-west cul-de-sac portion of Longmeadow Avenue, as well as the primary north-south Longmeadow Avenue right-of-way. This may warrant landscaping or other improvements to minimize the aesthetic impact on adjacent properties and others passing through the neighborhood.



### Approval of Similar Requests

Two similar requests near the subject property have been approved:

- In 2005, a Special Fence was approved for 6523 North Longmeadow Avenue. The approval was requested in order to mitigate noise from the Edens Expressway. As a part of that approval, the Zoning Board of Appeals requested, and the Village Board confirmed, the following conditions:
  - The height of the sound wall/fence not be greater than the height of the building eave;
  - No existing trees be removed to facilitate installation of the sound wall;
  - Manufacturer's specifications be submitted to the Building Commissioner (now the Community Development Department); and
  - The Petitioner provide color samples and that the color of the wall be approved by the Building Commissioner (now the Community Development Department).
- In 2006, a Special Fence was approved for 6455 North Sauganash Avenue. The approval was requested in order to mitigate noise from the Edens Expressway, and specified an 8' tall masonry wall that matched the design of other fencing on the property. As a part of that approval, the Village Board included the condition that the portion of the wall between the second to last pillar and last pillar (closest to Sauganash Avenue) be tapered down to a height of four feet.



### Appropriate Noise Barrier Height

The Petitioner has requested permission for a 10' tall noise barrier. The similar requests described above provide some insight when determining whether or not this is an appropriate height for the noise barrier relative to the elevation of the Edens Expressway.

- At 6523 North Longmeadow, based on conditions imposed by the Village and the elevation of the eave of the house, the wall could have a maximum topographic elevation of 621'. The topographic elevation of the Edens Expressway at this address is 607'. ***The top of the permitted wall is approximately 14' above the surface of the expressway.***
- For 6455 North Sauganash, the approved 8' wall has a maximum topographic elevation of 619', compared to the elevation of the Edens Expressway roadbed of 606' next to this address. ***The top of the wall is approximately 13' above the surface of the expressway.***
- For 6489 North Longmeadow, the Petitioner is requesting a 10-foot tall noise barrier, which would have a maximum topographic elevation of 621', compared to the elevation of the Edens Expressway roadbed of 606' next to this address. ***The top of the wall would be approximately 15' above the surface of the expressway.***

**Public Comment**

No public comment was received by the Community Development Department prior to the distribution of this staff report.

**Precedent Cases**

The cases provided earlier in this report (6523 North Longmeadow Avenue and 6455 North Sauganash Avenue) represent the most relevant recent cases. In each case, both the Zoning Board of Appeals (referred to at the time as the Plan Commission/Zoning Board of Appeals) and Village Board unanimously approved the special fence requests with conditions described in each respective case.

**Conclusion**

The Petitioner is seeking Special Fence approval to construct a 230-foot, long 10-foot tall noise barrier along the entirety of the east property line, which abuts the Edens Expressway. The wall would be made of a PVC composite material, and would be supported by galvanized steel posts. Staff finds that all Special Fence standards, as identified in Section 3.13(25)b of the Zoning Ordinance, have been adequately addressed based on the intent to block noise from the expressway, which could be a benefit to others in the vicinity.

**Documents Attached**

1. Zoning Variation/Special Fence Application
2. Petitioner Letter
3. Proposed Noise Barrier Design Information
4. Plat of Survey
5. Aerial Imagery Showing Location of Proposed Noise Barrier



**VILLAGE OF LINCOLNWOOD Public Hearing Application**  
**Community Development Department Variations**

**SUBJECT PROPERTY**

Property Address: 6489 N. LONGMEADOW

Permanent Real Estate Index Number(s): 10-33-442-004-0000

Zoning District: R1 Lot Area: 21,305

List all existing structures on the property. Include fencing, sheds, garages, pools, etc.  
Pre existing 6' wooden fence

Are there existing development restrictions affecting the property?  Yes  No  
(Examples: previous Variations, conditions, easements, covenants) If yes, describe: \_\_\_\_\_

**REQUESTED ACTION**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Variation - Residential | <input type="checkbox"/> Variation - Signs/Special Signs |
| <input type="checkbox"/> Variation - Non-Residential        | <input type="checkbox"/> Minor Variation                 |
| <input type="checkbox"/> Variation - Off-Street Parking     | <input type="checkbox"/> Other                           |
| <input type="checkbox"/> Variation - Design Standards       |  |

**PROJECT DESCRIPTION**

Describe the Request and Project: Install a 10' sound barrier to reduce noise from Edens Expressway.

**PROPERTY OWNER/PETITIONER INFORMATION**

**Property Owner(s):** *(List all Beneficiaries if Trust)*

Name: \_\_\_\_\_

Address: 6489 N. Longmeadow

Telephone: (312) 404-3907 Fax: (888) 262-0357 E-mail: bobtucker@cdi-corp.com

**Petitioner:** *(if Different from Owner)*

Name: \_\_\_\_\_ Relationship to Property: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**NOTICE OF REASONABLE ACCOMMODATION PROCESS**

An alternate process is provided by the Village for persons with disabilities or handicaps who seek a Reasonable Accommodation from the Zoning Code regulations in order to gain equal access to housing. If you seek a Reasonable Accommodation from the Zoning Code based on disability or handicap, do not complete this application form, but rather a separate application for Reasonable Accommodation. For more information on this process, consult Section 4.06(3) of the Zoning Code, or contact the Community Development Department at 847.673.7402.

## REQUIRED ATTACHMENTS \*

Check all Documents that are Attached:

Plat of Survey	<input checked="" type="checkbox"/>	Applicable Zoning Worksheet	<input type="checkbox"/>
Site Plan	<input checked="" type="checkbox"/>	Photos of the Property	<input checked="" type="checkbox"/>
Proof of Ownership	<input checked="" type="checkbox"/>	PDF Files of all Drawings	<input checked="" type="checkbox"/>
Floor Plans	<input type="checkbox"/>	Elevations	<input checked="" type="checkbox"/>

*\*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.

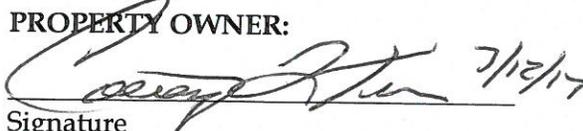
Invoices in connection with this application shall be directed to:

Name: \_\_\_\_\_  
Address: 6489 N. Longmeadow  
City, State, Zip: 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 also understand that if I desire a Reasonable Accommodation from the Zoning Code based on disability or handicap, that I must complete and submit a different application for consideration and by submitting this application for a Variation, I am attesting that I am not seeking a Reasonable Accommodation. 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:**

  
Signature

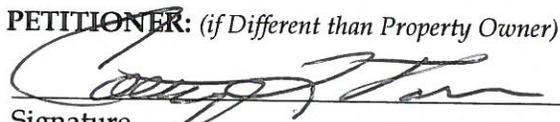
Robert Tucker

Print Name

7/10/2017

Date

**PETITIONER:** (if Different than Property Owner)

  
Signature

Courtney Tucker

Print Name

7/12/17

Date

## VARIATION STANDARDS

*To be approved, each Variation request must meet certain specific standards. These 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.

No

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.

Noise from expressway affects quality of life. Noise from the expressway makes conversations in yard very difficult. This barrier would also deflect emissions and smells from vehicles.

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.

This would not be applicable to homes not butting up to expressway.

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

The variation is to reduce noise for the resident and surrounding residents.

## 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, will increase quality of living conditions to surrounding neighbors.

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

Yes

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.

No



# VILLAGE OF LINCOLNWOOD

## COMMUNITY DEVELOPMENT DEPARTMENT

### SIGN VARIATION STANDARDS

*For all Sign Variation and/or Special Sign requests, the Applicant shall also complete Questions 9 through 12.*

9. The proposed Variation is consistent with the statement of purpose set forth in Section 11.01 of the Zoning Ordinance.

10. The proposed sign complies with any additional standards or conditions set forth in Article XI of the Zoning Ordinance.

11. The proposed sign will substantially enhance the architectural integrity of the building or other structure to which it will be attached, if any.

12. The proposed sign conforms with the design and appearance of nearby structures and signs.



**VILLAGE OF LINCOLNWOOD  
COMMUNITY DEVELOPMENT DEPARTMENT**

**PUBLIC HEARING FEES AND DEPOSIT 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.

RECEIVED



JUL 12 2017

Village of Lincolnwood

Permit No. \_\_\_\_\_

LINCOLNWOOD  
COMMUNITY DEVELOPMENT

# Fence Permit Application

JOB ADDRESS <b>6489 N. LONGMEADOW</b>	CONSTRUCTION COST \$ <b>\$70,000</b>
Property Identification Number (PIN) <b>10-33-442-004-0000</b>	

**Property Owner Information**

Name **ROBERT TUCKER** Email Address: **BOBTUCKER@CDI-CORP.COM**  
 Street Address **6489 N. LONGMEADOW LINCOLNWOOD, IL. 60712**  
 Home Phone # **312-404-3907** Daytime Phone # **312-404-3907**

**Installer/Contractor Information**

Name **MAXIMIZED RESTORATION SERVICES INC.**  
 Street Address **10350 DEARLOVE RD** **MAXIMIZEDRESTORATIONSERVICES.COM**  
 City/State/Zip **GLENVIEW IL 60025**  
 Office Phone # **312-296-9653** Cell Phone # **312-296-9653**  
 Email Address **PAUL@MAXIMIZEDRESTORATIONSERVICES.COM** Village License # **ON FILE**

**Proposed Fence**

Height **10'** Running Length **220'** Percent Open **0%**

Material (check one)  chain link  coated chain link  wrought iron/ aluminum  wood  
 masonry  composite material  other (identify) **PVC**

Type/Style (check one)  picket  wrought iron style  stockade  board on board  
 kentucky rail  chain link (open)  board & batten  shadow box  
 split rail  chain link (with slats)  Other (identify) **SOUND BARRIER**

Installation (check all that apply)  New  Repair  Replacement  
*Check Replacement if proposed new fence replaces an existing fence or portion of fence in the same location. Check New if proposed fence is a new fence in a new location. Check both if the proposed fence is both a replacement and extension. If a replacement, provide below in comments, the characteristics of the existing fence and percent amount of existing fence proposed to be replaced.*

Purpose of Fence/Additional Description/Comments: **SOUND BARRIER TO REDUCE ROAD NOISE FROM EXPRESSWAY**

ATTACH 3 COPIES OF PLAT OF SURVEY ACCURATELY NOTING PROPOSED FENCE LOCATION

### Notice and Disclaimer

It is the responsibility of both the property owner and fence installer to ensure that fence installation is accurately installed on the subject property and does not encroach upon any adjoining property or public right-of-way. The Village of Lincolnwood expressly disclaims any liability for improper fence installation, property encroachment or any property dispute that may arise from fence installation. Fences installed in utility easements may be subject to removal by utility companies performing work. In such cases, any fence replacement is the responsibility of the owner.

I have read the above disclaimer and hereby acknowledge my responsibility to ensure that fence installation does not encroach upon the public right-of-way or an adjoining property. I understand the Village fence regulations and inspection requirements, attest that I will comply with these requirements and hereby apply for a Village fence permit.

**ROBERT TUCKER** \_\_\_\_\_ **7/6/2017**  
 Print Name (owner or Authorized Agent) Signature Date

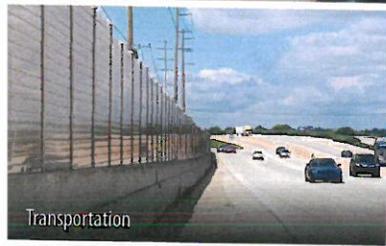
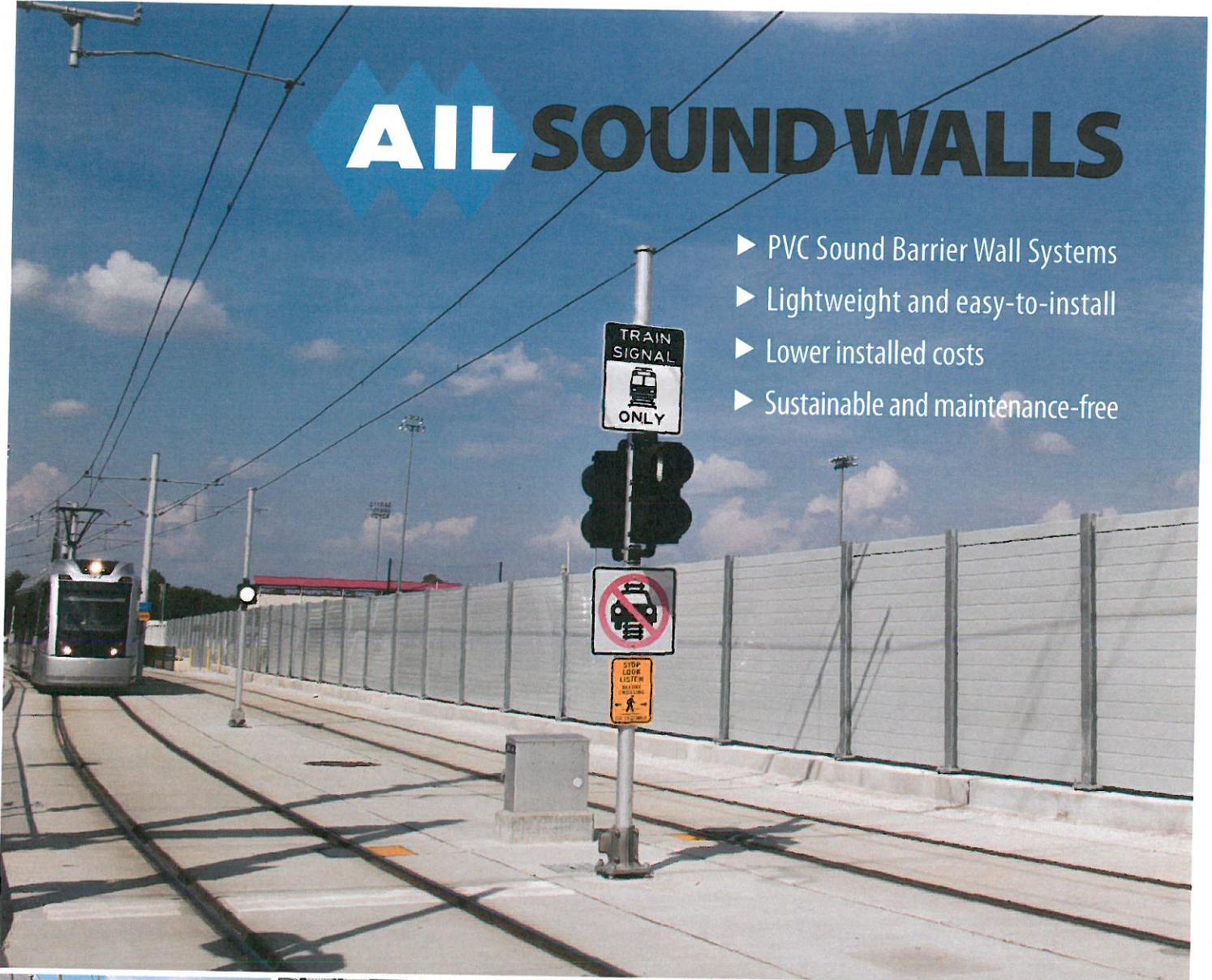
Call (847) 673-7402 at least 24 hours in advance to schedule required inspections

**Office Use Only**

060513 Approved by \_\_\_\_\_ Issue Date \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Permit # \_\_\_\_\_

# AIL SOUND WALLS

- ▶ PVC Sound Barrier Wall Systems
- ▶ Lightweight and easy-to-install
- ▶ Lower installed costs
- ▶ Sustainable and maintenance-free



Transportation



Industrial



Commercial



Roof Top Mechanical Systems

ENGINEERED SOUND MITIGATION SOLUTIONS

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1-866-231-7867



## Build in success with AIL.

Since 1965, Atlantic Industries Limited (AIL) has been adding value to the world's most successful infrastructure projects.

AIL is a world leader in developing innovative engineered solutions in sound barrier wall systems, structural plate bridges and tunnels, prefabricated bridges, MSE retaining walls and corrugated steel pipe.

Choose an AIL infrastructure solution and get the value, experience, innovation, sustainability and support that will ensure your project's success.



## An industry leader in sound mitigation.

### RECOMMENDED FOR

- ▶ Commercial ▶ Industrial ▶ Institutional ▶ Utilities
- ▶ Roof Top Mechanical Systems ▶ Power Generation ▶ Municipal
- ▶ Highways ▶ Railways ▶ Bridges ▶ Oil & Gas ▶ Water/Wastewater

AIL Sound Walls is a division of AIL and the manufacturer of the Silent Protector® and Tuf-Barrier® sound barrier wall systems for absorptive or reflective applications.

## Lightweight, easy-to-install, durable and cost-effective.

Lightweight and easy-to-install, AIL Sound Walls are engineered for maximum sound reduction of environmental or ambient noise such as traffic, manufacturing, industrial or commercial noise.

Our turn-key solutions, include: engineering, manufacturing, project management and site assistance.

- ▶ Meets accelerated test requirements for durability
- ▶ Impervious to rain, snow, ice and sleet
- ▶ Will not rust, rot, or stain
- ▶ Maintenance-free
- ▶ Designed to meet applicable design codes (AASHTO, IBC, CSA)
- ▶ Wind load tested for hurricane-force winds

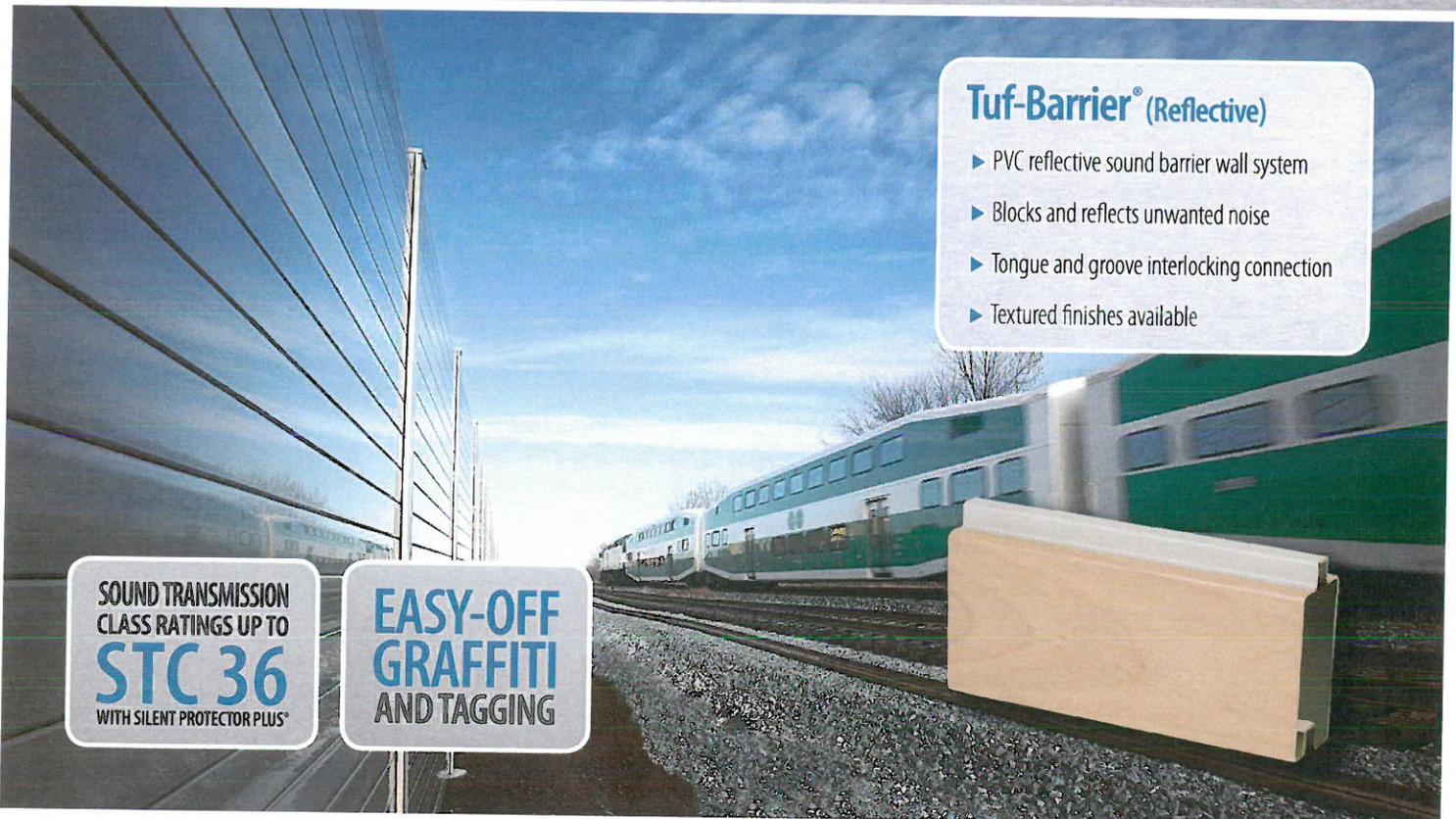


### Silent Protector® (Absorptive)

- ▶ PVC absorptive sound barrier wall system with acoustical mineral wool
- ▶ Noise Reduction Coefficient (NRC) rating of 1.0, the highest achievable rating
- ▶ Absorbs unwanted noise
- ▶ Silent Protector Plus® offers STC 36 and NRC 0.95, ask for details

NOISE REDUCTION  
COEFFICIENT RATING  
**NRC 1.0**

ALL Sound Walls are made from long-lasting, UV-resistant PVC,  
with the highest percentage of recycled content available.



### Tuf-Barrier® (Reflective)

- ▶ PVC reflective sound barrier wall system
- ▶ Blocks and reflects unwanted noise
- ▶ Tongue and groove interlocking connection
- ▶ Textured finishes available

SOUND TRANSMISSION  
CLASS RATINGS UP TO  
**STC 36**  
WITH SILENT PROTECTOR PLUS®

**EASY-OFF  
GRAFFITI  
AND TAGGING**

## Industrial, Commercial and Institutional

### RECOMMENDED FOR

- ▶ Commercial Developments ▶ Hospitals ▶ Schools and Universities
- ▶ Loading Docks ▶ Distribution Facilities ▶ Manufacturing Plants

Noise from large commercial or industrial developments and their associated traffic is one of the most contentious environmental problems for surrounding communities.

Residents are demanding better noise abatement solutions from facilities like shopping centers, manufacturing plants, distribution hubs and utility stations.

AIL Sound Walls provide superior performance for all noise sensitive projects.



Lightweight AIL Sound Walls are perfect for roof top applications.  
Man-doors and gates are easily integrated.

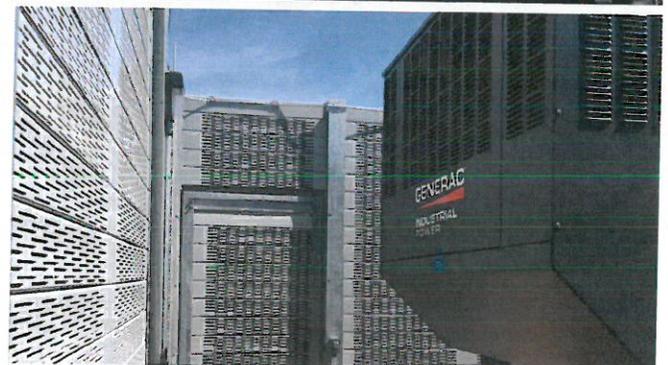
## Roof Top, Equipment and Machinery Enclosures

### RECOMMENDED FOR

- ▶ HVAC Units ▶ Generators ▶ Chillers ▶ Cooling Towers
- ▶ Oil & Gas ▶ Hydro ▶ Compressors ▶ Petro Chemical
- ▶ Sub Stations ▶ Water/Wastewater

The lighter weight of AIL Sound Walls make them ideal for roof top applications where sound mitigation is needed. The enclosure support system integrates easily with roof structures of both existing and new buildings to deliver effective sound mitigation.

Excessive noise is one of the most common occupational health hazards in today's heavy industrial or manufacturing environments. AIL Sound Walls are often used to mitigate unwanted noise caused by equipment in these types of applications. Transparent panels, utility ports and man-doors can also be integrated to allow access for routine maintenance or emergency repairs with reduced exposure to noise.



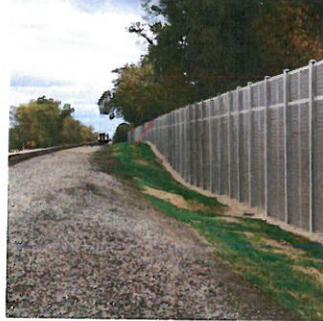
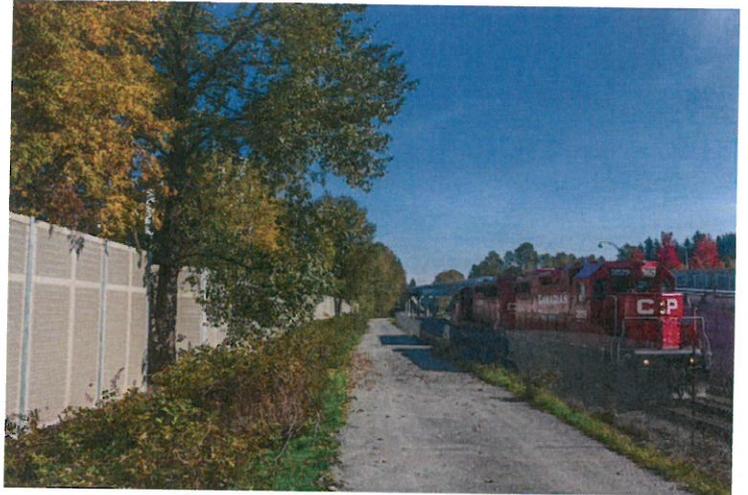
## Transportation

RECOMMENDED FOR

- ▶ Highways ▶ Bridges ▶ Rail ▶ LRT
- ▶ Airports ▶ Bus Terminals ▶ Residential

With their lighter weight, lower installed costs and long-term durability, AIL Sound Walls are a perfect choice to keep the peace in neighborhoods along busy transportation corridors.

In addition to their excellent sound mitigation properties, AIL Sound Walls can be installed easily on narrow road or rail jobsites and are an efficient land use solution in urban areas. They are also available in a variety of attractive colors and configurations to satisfy important aesthetic considerations.



Maintenance-free AIL Sound Walls are impervious to rain, snow and ice. Plus, they will not rust, rot or stain.

## Structure-Mounted Solutions

AIL Sound Walls are most often ground-mounted on concrete piers, but their light weight makes them ideal to mount to various types of structures such as concrete traffic barriers, bridge rail systems or MSE wall systems, including AIL Vist-A-Walls™. Our in-house engineering capability with multiple systems ensures project success.

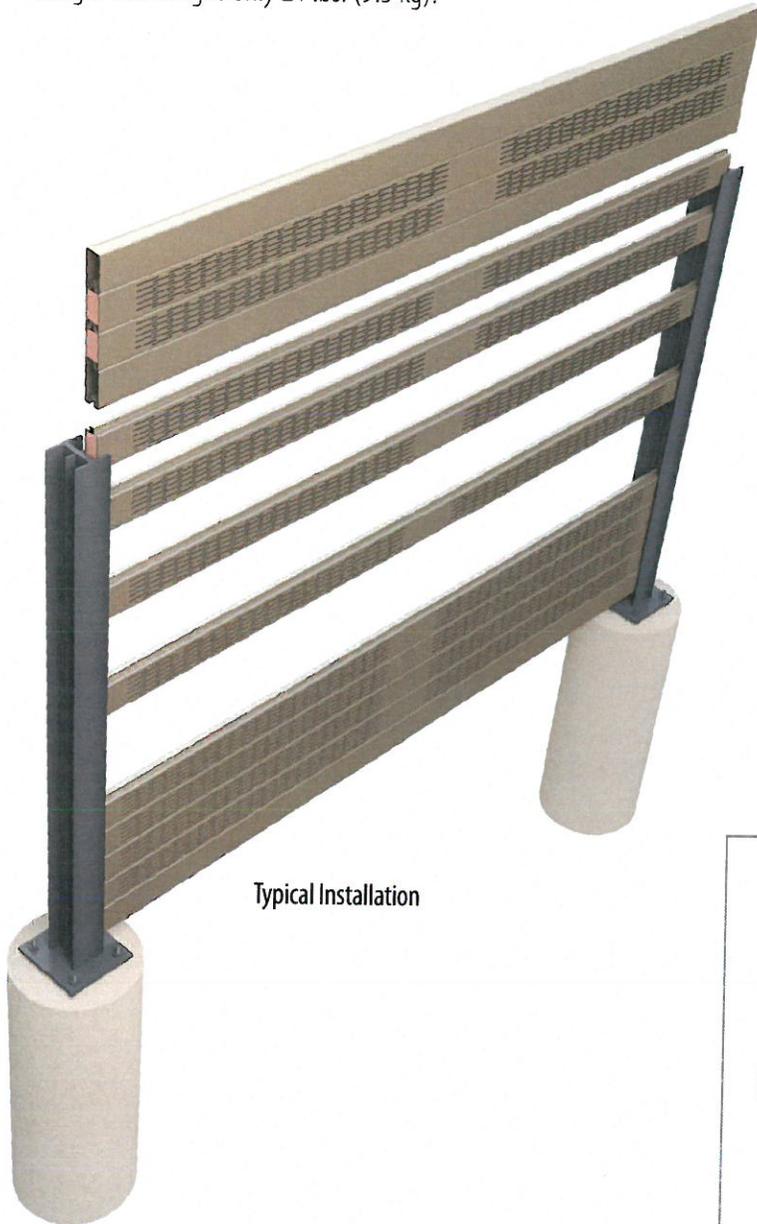


### Transparent Walls: Full and Partial Panels Available

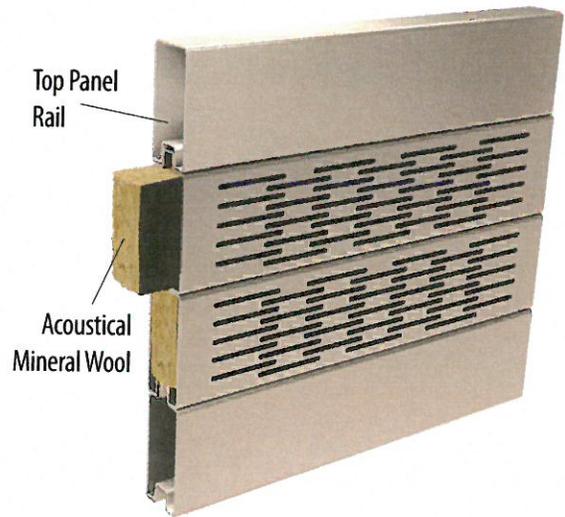
Reduce the tunnel effect and allow more natural light onto roadways or properties by incorporating ACRYLITE® Soundstop clear reflective panels into your design.

## Easy to install with local crews and reduced need for lifting equipment.

AIL Sound Walls are constructed with tongue and groove PVC panels. Panels are stacked and placed within standard steel posts to the required height and capped with a top panel. A standard panel is 10 ft. (3.0 m) in length and weighs only 21 lbs. (9.5 kg).



Typical Installation

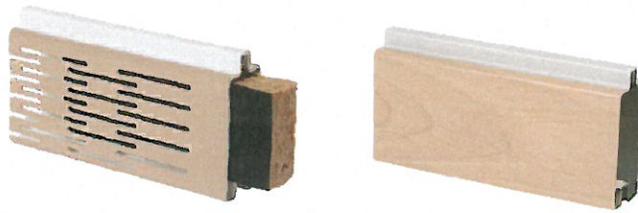


Flange Mounted Footing



Direct Bury Footing





ALL Sound Walls are available in a variety of attractive colors and textured finishes. Custom colors are also available.



Recent installation using Honey Maple

Color reproduction in this brochure is subject to limitations of the printing process. Please ask for actual PVC color samples.

### Product Specifications

#### Silent Protector® (Absorptive)

#### Tuf Barrier® (Reflective)

Span <sup>1</sup>	8 ft - 12 ft (2.44 m - 3.66 m)	8 ft - 14 ft (2.44 m - 4.27 m)
Panel Width	2.70 in (68.58 mm)	2.70 in (68.58 mm)
Panel Height	5.96 in ± .10 in (151.38 mm ± 0.25 mm)	5.96 in ± .10 in (151.38 mm ± 0.25 mm)
Weight	4.30 lbs/ft <sup>2</sup> (21 kg/m <sup>2</sup> ) <sup>4</sup>	Min. 4.10 lbs/ft <sup>2</sup> (20 kg/m <sup>2</sup> )
Wall Height	Greater than 30' / 9 m	Greater than 30' / 9 m
STC Rating	up to 36 <sup>2</sup>	up to 32
NRC Rating	1.0 <sup>3</sup>	n/a

For product technical specifications visit [ailsoundwalls.com](http://ailsoundwalls.com)

- Span is governed by wind loads and varies on code requirements. Contact AIL Sound Walls for recommended panel spans for your project.
- Standard Silent Protector has an STC rating of 31. Silent Protector Plus can achieve STC of 36.
- Standard Silent Protector NRC 1.0. Silent Protector Plus NRC is 0.95.
- Weight of Silent Protector Plus is 7.30 lbs/ft<sup>2</sup> (36kg/m<sup>2</sup>)

### Sound Transmission Loss ASTM E90 / E413

Octave Band Number	2	3	4	5	6	7	STC
Center Frequency (Hz)	125	250	500	1000	2000	4000	-
Silent Protector®	20	21	26	40	40	44	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>RATINGS UP TO</b>  <b>STC 36</b>  <b>ASK FOR DETAILS</b> </div>
Silent Protector® Plus	23	27	31	41	48	53	
Tuf-Barrier®	16	22	31	39	41	49	

### Sound Absorption Coefficients ASTM C423/E795

Octave Band Number	2	3	4	5	6	7	NRC
Center Frequency (Hz)	125	250	500	1000	2000	4000	-
Silent Protector®	0.41	0.84	1.19	1.06	1	0.81	1.0
Silent Protector® Plus	0.38	0.68	1.11	0.99	1.01	0.87	0.95

#### STC – Sound Transmission Class

STC is an integer rating used to measure the decibel reduction through a partition. It states the number of decibels lost through that partition in a laboratory environment.

#### NRC – Noise Reduction Coefficient

NRC is a rating between 0 and 1 to index how absorptive a material is. An NRC of 0 means no sound waves are absorbed whereas a rating of 1 means all of the sound waves are absorbed.

#### NRC

#### Qualitative

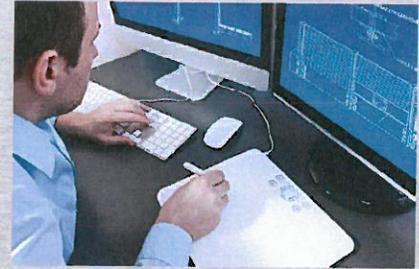
0.4 or less	Poor
0.5 to 0.6	Mediocre
0.6 to 0.7	Good
0.7 to 0.85	Very Good
> 0.85	Excellent
1.0	AIL Silent Protector®

For project planning and assistance call toll-free 1-866-231-7867, or email: [info@ailsoundwalls.com](mailto:info@ailsoundwalls.com)

## Save time. Save money. Choose efficient sound mitigation solutions from AIL Sound Walls.

### We support you.

- ▶ Be confident with an AIL Sound Walls solution
- ▶ Designs based on wind loading and local soil conditions
- ▶ Detailed proposals complete with installation budget estimates
- ▶ Engineer-stamped project drawings for approvals and construction
- ▶ Professional support in engineering, project management and site assistance



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The information and suggested applications in this brochure are accurate and correct to the best of our knowledge and are intended for general information purposes only. These general guidelines are not intended to be relied upon as final specifications and we do not guarantee specific results for any particular purpose.

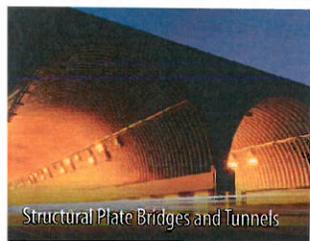
We strongly recommend consultation with an AIL Sound Walls Technical Sales Representative before making any design and purchasing decisions.



AIL products contain recycled content and are 100% recyclable.



PRINTED IN CANADA AIL-715 04/2016



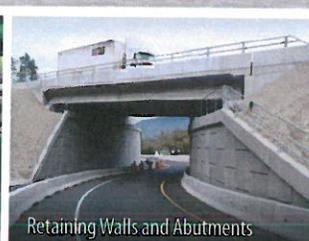
Structural Plate Bridges and Tunnels



Prefabricated Bridges



Culvert Bridges



Retaining Walls and Abutments



Sound Barrier Walls

Get AIL's innovative engineered solutions working for your better bottom line.



AIL Sound Walls is a Division of Atlantic Industries Limited and is a member of The AIL Group of Companies. The AIL Group is made up of a network of companies with technical sales teams, engineering departments, manufacturing plants and distribution centers across Canada and in the United States. AIL International and the operations of the AIL Group's licensees in Australia, Europe and Asia help extend our global reach.

A member of  
THE AIL GROUP OF COMPANIES





## **Section 3 – Technical Data Sheets**

## PART 1 GENERAL

### 1.04 References (ASTM Standards)

- A. ASTM D792 Specific gravity.
- B. ASTM D256 Izod impact.
- C. ASTM D638 Tensile properties.
- E. ASTM D648 Deflection temperature.
- F. ASTM D1784 Cell classification.
- G. ASTM D790 Flexural Properties
- H. ASTM F964 Rigid PVC Fencing Profiles
- I. ASTM E84 Burning Characteristics

### 1.06 Storage and Handling

- A. When storing and/or installing the product, be sure not to bring into contact with an abrasive surface.
- B. Bulk packaged product comes in plastic wrapped bundles or boxes. Keep bundles/boxes sealed as best possible to prevent dirt and debris from entering package. Keep unwrapped boxes in a dry location.
- C. Always stack product on a level surface. Stacking uneven can cause material to take a set to that shape.

## PART 2 PRODUCTS

### 2.01 Manufacturing Locations

- A. Birmingham, AL
- B. Millville, NJ
- C. Logan, UT

### 2.02 Mixes

- A. All profiles are extruded using dies designed internally and externally to be the same size and shape as the finished product. This ensures the profile will stay that shape due to the tremendous memory inherent in vinyl.
- B. Mono-extruded profiles and the cap stock of co-extruded profiles are formulated using TiO<sub>2</sub> and other additives for superior UV resistance. An excess of forty-five years experience in vinyl extrusions has led Homeland Vinyl Products to not rely solely on TiO<sub>2</sub> for UV protection. TiO<sub>2</sub> is used in conjunction with other ingredients to maximize UV protection of fence and railing products.
- C. Substrate of co-extruded profile is of a similar formulation as cap stock but with less UV inhibitors, eliminating unnecessary cost.
- D. Most profiles available in three colors: white, tan and adobe. See profile sheets for profile dimensions, length, color, etc.

E. Physical properties of the Rigid Vinyl compound are as follows (ASTM):

- 1. Specific gravity 1.436 D792
- 2. Izod impact ft.lbs. /in. notch (at 32°F) 2.41 D256 (at 73°F) 3.24 D256
- 3. Tensile yield strength, psi 6,702 D638
- 4. Flexural yield strength, psi 9,756 D790
- 5. Elasticity modulus, psi 381,000 D638
- 6. DTUL psi 69.7°C D648
- 7. Thermal expansion: 3.2 x 10<sup>-5</sup> in./in./°F D696
- 8. Flame spread 15 E84
- 10. Cell classification: 13343 D1784.
- 11. All profiles meet or exceed ASTM F964

## PART 3 EXECUTION

### 3.01 Installation

- A. Install sound wall panels accordance with AIL's instructions and recommendations found in installation/construction manuals.

### 3.02 Clean-up

- A. Remove all debris and construction materials.
- B. Clean any dirt, grime, etc. from the sound wall panels using a mild soap and water solution. If dealing with more stubborn stains, contact AIL for care guidelines.

### *Company Objective*

*Homeland Vinyl Products, Inc. manufactures AIL's proprietary sound wall product lines and is committed to the highest standards of quality – both in the products we manufacture and the manner in which we conduct our business. We recognize that our success is directly linked to the success of our customers, and we therefore pledge to support their efforts to develop, fabricate and market innovative and successful vinyl building products.*



**Atlantic Industries Limited**

## AIL Sound Wall Acoustical Mineral Wool Test Data for Silent Protector™ Absorptive Sound Wall Panels

### PRODUCT INFORMATION

AIL Acoustical Mineral used in Silent Protector™ Absorptive Sound Wall Panels are Roxul RockBoard 35 mineral wool fibre insulation made from basalt rock and slag. The combination results in a non-combustible product with a melting point of approximately 2150 F (1177 C), which gives it excellent fire resistance properties. RockBoard 35 mineral wool is water repellent yet vapour permeable material.

### PRODUCT DESCRIPTION - APPLICATION

RockBoard 35 is a semi-rigid material mineral wool insulation board that is non-combustible, lightweight, water repellent, fire resistant and sound absorbent. This board can also be fabricated to different dimensions while still retaining fire, water and thermal properties.

#### **Compliance and Performance:**

ASTM C 612	Mineral Fiber Block and Board Thermal Insulation	Type IVA, Complies
------------	--	--------------------

#### **Fire Performance:**

ASTM E 136	Behaviour of Materials at 750°C (1382°F)	Non-Combustible
CAN4 S114	Test for Non-Combustibility	Non-Combustible
ASTM E 84(UL 723)	Surface Burning Characteristics	Flame Spread = 5 Smoke Developed = 5
CAN/ULC S102	Surface Burning Characteristics	Flame Spread = 5 Smoke Developed = 10

#### **Maximum Service Temperature:**

ASTM C 411	Hot Surface Performance	In Compliance with ASTM C612 @ 1200°F(650°C)
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**Dimensional Stability:**

ASTM C 356                      Linear Shrinkage                      0.35% @ 1200°F (650°C)

**Moisture Resistance:**

ASTM C 1104                      Moisture Sorption                      0.3%

**Fungi Resistance**

ASTM C1338                      Determination of Fungi Resistance                      Passed

**Thermal Resistance:**

ASTM C 518 (C 177)                      R-value/inch @ 75°F                      4.1 hr.ft<sup>2</sup>.F/Btu  
RSI value/25.4 mm @ 24°C                      0.72 m<sup>2</sup>K/W

**Corrosive Resistance:**

ASTM C 665                      Corrosiveness to Steel  
ASTM C 795 \*\*\*\*                      Stainless Steel Stress Corrosion Specification as per Test  
Methods C871 and C692: U.S. Nuclear Regulatory Commission,  
Reg. Guide #1.36: U.S. Military Specifications MIL-I-24244 (all  
versions including B and C)

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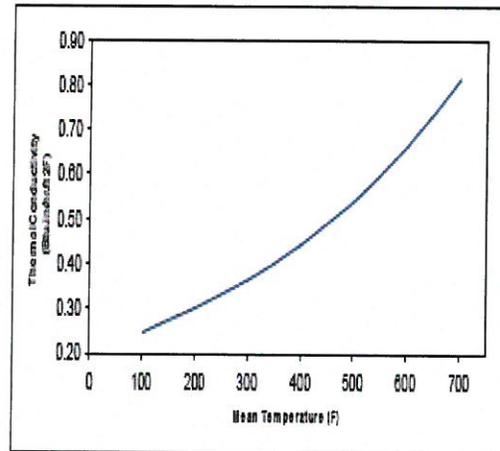
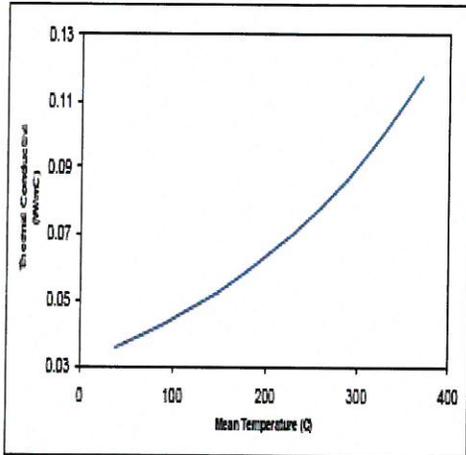
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**Thermal Conductivity (k):**



**Acoustical Performance**

ASTM C423 CO-EFFICIENTS AT FREQUENCIES							
Thickness	125 Hz	250 Hz	500 Hz	1000 Hz	2000 Hz	4000 Hz	NRC
1.0"	0.08	0.23	0.66	0.93	1.02	1.02	0.71
1.5"	0.15	0.47	0.98	1.06	1.02	1.02	0.90
2.0"	0.26	0.68	1.14	1.13	1.06	1.07	1.00
3.0"	0.62	1.03	1.20	1.10	1.08	1.10	1.10
4.0"	1.07	1.01	1.07	1.06	1.07	1.06	1.05

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**Compressive Strength:**

ASTM C 165	at 10%	71 psf (3.4 kPa)
	at 25%	209 psf (10 kPa)

**Density:**

ASTM C 612-00 – Actual	3.5 lbs/ft <sup>3</sup>	56 kg/m <sup>3</sup>
------------------------	-------------------------	----------------------

**Dimensions:**

24" (width) x 48" (length)  
610 mm (width) x 1219 mm (length)

36" (width) x 48" (length)  
914 mm (width) x 1219 mm (length)

**Thickness:**

Product thickness is available in 1" to 4" in ½" increments.

**Key Application Qualifiers:**

- Easily cut
- Non-combustible
- Excellent sound absorbency
- Chemically inert
- Does not rot or sustain vermin
- Does not promote growth of fungi or mildew
- Low moisture sorption
- Water resistant
- CFC and HCFC free product and process
- Made from natural & recycled materials

[END OF DOCUMENT]

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**QUOTATION**

Quotation Date: 06/05/2017

Quotation Number: 2017-01606

Expiration Date: 30 days from receipt

**Project:** 6489 N. Longmeadow - Lincolnwood, IL

Customer: CDI Corp.

Email: tucker808@aol.com

Contact: Bob Tucker

Phone: (800) 941-6716

Delivery: 6 - 8 weeks upon receipt of approved drawings

Taxes: Extra

F.O.B.: Truck, Jobsite in Lincolnwood, IL

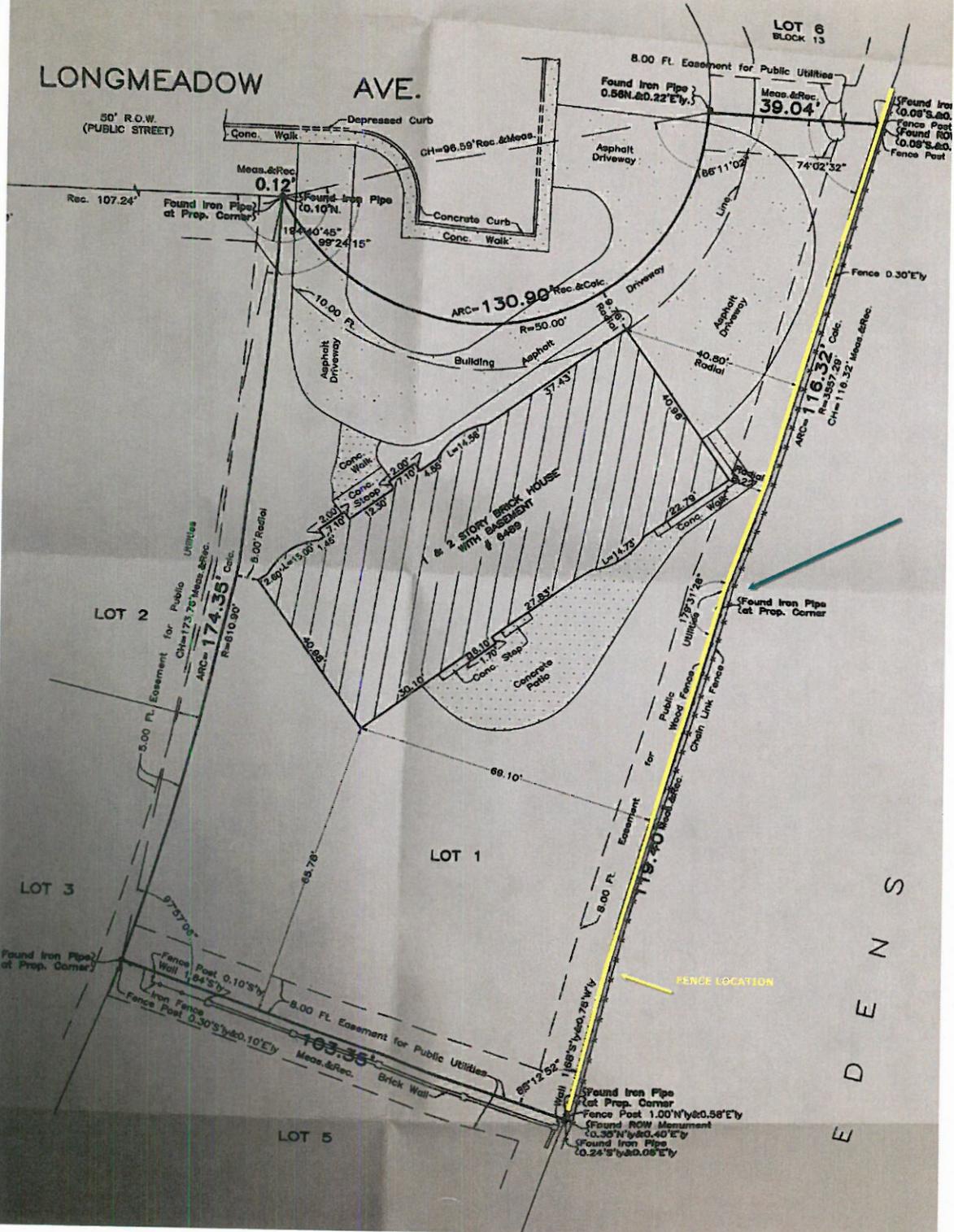
Item	Qty.	Unit	Description	Unit Price	Total Price
1	2,300	ft <sup>2</sup>	<p><b>**Design &amp; Material Supply Only**</b></p> <p><b>Tuf Barrier Reflective Sound Wall STC 31</b></p> <p><i>System c/w the following: Engineered Shop Drawings, PVC Sound Wall Panels, Galvanized Steel Posts, Post Flange Covers / Caps, &amp; Freight to Lincolnwood, IL.</i></p> <p><u>Notes:</u></p>	\$17.61	\$40,509.29
1	<p><b>Structure Parameters:</b></p> <ol style="list-style-type: none"> <li>1) Application: Residential</li> <li>2) Wall &amp; Accent Color: TBD - Standard Color Options(Adobe / Tan / Grey / White)</li> <li>3) Post Finish: Flange Cover / Cap</li> <li>4) Post Spacing: 12' (3.68 m)</li> <li>5) Foundations: Ground Mounted - Direct Bury</li> </ol>				
1	<p><b>Design Parameters:</b></p> <ol style="list-style-type: none"> <li>1) Wind Loads: per IBC</li> <li>2) Wall Height: 10'</li> <li>3) Wall Length: 230'</li> <li>4) Design Code: IBC</li> <li>5) Sound study: All acoustical requirements, wall dimensions and wall type (absorptive or reflective) are the responsibility of the customer.</li> </ol>				

Atlantic Industries Limited  
 102 W. Hill St. • Decatur, GA • 30030  
 Phone: (678) 260 - 8687 • Fax: 866-231-7790 • Email: ccook@ailsoundwalls.com

# LONGMEADOW AVE.

LOT 6  
BLOCK 13

50' R.O.W.  
(PUBLIC STREET)



E D E N S

# Special Fence Standards

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Section 3.13(25)b of the Zoning Ordinance identifies a series of Standards that should be used when assessing the appropriateness of a Special Fence request. Specifically, the Ordinance states that “the Zoning Board of Appeals shall not recommend to the Board of Trustees that a Special Fence permit be granted unless it makes findings of fact based upon evidence presented at the hearing in any given case that:

- i. The Special Fence will serve the public convenience at the location of the subject fence; or that the establishment, maintenance or operation of the Special Fence will not be detrimental to or endanger the visibility, public safety, comfort, or general welfare;
- ii. The Special Fence will be in harmony and scale with the architecture of the building in this development and with other fences in the neighborhood;
- iii. The Special Fence will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purpose already permitted; nor substantially diminish and impair the visibility of adjacent property;
- iv. The nature, location, and size of the Special Fence will not impede, substantially hinder, or discourage the installation of fences on adjacent property in accordance with the Fence Ordinance; and
- v. The Special Fence shall in all other respects conform to the regulations of this Section 3.13 except as modified as provided herein.”

# Request For Board Action

**REFERRED TO BOARD:** September 5, 2017

**AGENDA ITEM NO:** 2

**ORIGINATING DEPARTMENT:** Community Development

**SUBJECT:** Approval of a Recommendation by the Zoning Board of Appeals Regarding Case #ZB-10-17 Permitting a Variation from the Zoning Code to Allow a Six-foot-Tall Semi-Private Wood Fence in the Side Yard at 6638 North Ramona Avenue

## **SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

Robert Milani, of Chalet Nursery, on behalf of Myles Berman, property owner of 6638 North Ramona Avenue, seeks a Variation in order to install a six-foot-tall semi-private fence in the side yard of a residential property. (Please note that this request was part of a larger Variation request that was bifurcated by the Zoning Board of Appeals.) The portion of the fence that requires a Variation would be part of a larger fence that would screen the subject property from a residential property to the southwest. The overall fence would be approximately 79 feet in length, beginning at the rear lot line and extending along the southern side lot line along the side of the home.



### **Proximity to the Neighboring Residential Property**

The subject property has a side yard setback on the south lot line of approximately three feet. Based on the fifty-foot width of the lot, this setback does not meet the minimum zoning requirement of five feet. The adjacent property to the south (6607 North Dowagiac Avenue) also lacks the minimum required side yard setback as the home is approximately three feet from the shared property line. (Both homes were built prior to the side yard setback requirement being adopted, so they are considered legal non-conforming.) The result is a spacing of approximately six feet between adjacent building facades, which is less than what is intended by the Zoning Ordinance.

### **Orientation of the Neighboring Residential Property**

The house at 6607 North Dowagiac Avenue has its primary entrance oriented toward Dowagiac Avenue. As a result, the shared side lot line where the Petitioner is requesting a Variation for the fence is essentially fronted by the rear façade of the home at 6607 North Dowagiac Avenue. During his testimony, the property owner stated that his dining room and kitchen look directly into the neighbor's bedroom from six feet away, which is not a typical condition under normal circumstances.

### **Modifications to Original Variation Request**

The original request by the Petitioner included a six-foot-tall solid fence running approximately 79 feet along the southern side lot line. This would have required a combination of Variations for the entire length of the proposed fence. However, as the result of discussions with the Zoning Board of Appeals, the Petitioner agreed to modify the Variation request to include only the portion running along the side of the house. The new proposal includes a six-foot-tall semi-private shadow box fence running along the southern lot line. In the rear yard, this type of fence is permitted by right and does not require a Variation. However, in the side yard, a wooden fence can be no taller than four feet and must qualify as an "open" fence.

### **Requested Zoning Action**

Section 3.13(11)c. Fences and Natural Screening of the Village Zoning Ordinance states that "open fences of all types allowed by this regulation not more than four feet in height are allowed in side yards. Notwithstanding the foregoing wrought iron fences, as defined herein, up to a maximum six feet in height, may be erected in rear and side yards." Based on the proposed fence design, two Variations are required: 1) to permit a six-foot-tall wood fence in a side yard; and 2) to permit a "semi-private" fence, or a fence with less than 50 percent open area, in the side yard.

### **Public Hearing**

Acting Chairman O'Brien swore in the Petitioners, Robert Milani and Eleanor Brandt of Chalet Nursery, 3132 Lake Avenue, Wilmette, Illinois, and Robert Bacci from Generac Generators. As part of their testimony, they submitted a photo demonstrating the proximity of the homes and the rooms with a direct view from the subject property. (This photo is attached to this report.)

Commissioner Heller and Acting Chairman O'Brien had issue with the fence blocking natural light into the home at 6607 North Ramona Avenue. Mr. Milani and Ms. Brandt replied that existing trees shield natural light into the neighbor's windows, and the proposed fence would not negatively impact the light into that residence. Mr. Milani stated that the proposed fence would be screened by the existing landscaping at 6607 North Ramona Avenue.

Development Manager Hammel replied no public comment was received regarding this request. Mr. Berman, property owner, stated his dining room and kitchen windows look directly into his neighbor's bedroom window, which forces him to keep the shutters closed.

Commissioner Keller asked the Petitioners to reiterate the hardship for requesting a six-foot solid fence instead of the required four- or five-foot fence. Ms. Brandt replied the hardship is the unique circumstances of the lot and the proximity and orientation of the homes. There is no privacy between these two residences. Due to the close proximity, a line of hedges would not be as aesthetically pleasing as the proposed fence, and due to the lack of natural light in this area, would likely not thrive.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. No one came forward.

### **Zoning Board of Appeals Recommendation**

Members of the Zoning Board of Appeals had different opinions as to whether or not a true hardship was established. However, they empathized with the property owner's lack of privacy. Ultimately, the Zoning Board of Appeals unanimously voted to recommend approval of the Variation request for a six-foot-tall semi-private fence in the southern side yard of the home at 6638 North Ramona Avenue.

**FINANCIAL IMPACT:**

None

**DOCUMENTS ATTACHED:**

1. Proposed Ordinance
2. August 16, 2017 Zoning Board of Appeals Minutes Excerpt (Draft)
3. August 16, 2017 Staff Report to Zoning Board of Appeals
4. Public Hearing Variation Application
5. Relevant Code Sections
6. Petitioner Exhibit: Photo of Proximity to Adjacent Home

**RECOMMENDED MOTION:**

**Move to approve** an Ordinance permitting six-foot-tall semi-private wood fence in the side yard at 6638 North Ramona Avenue.

THIS SPACE FOR RECORDERS USE ONLY

**VILLAGE OF LINCOLNWOOD**

**ORDINANCE NO. 2017-\_\_\_\_\_**

**AN ORDINANCE GRANTING VARIATIONS  
FOR THE INSTALLATION OF A SEMIPRIVATE FENCE**  
(6638 North Ramona Avenue)

ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LINCOLNWOOD  
THIS \_\_\_ DAY OF SEPTEMBER, 2017.

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 September , 2017

\_\_\_\_\_  
Village Clerk

**AN ORDINANCE GRANTING VARIATIONS  
FOR THE INSTALLATION OF A SEMIPRIVATE FENCE**  
(6638 North Ramona Avenue)

WHEREAS, Myles Berman ("**Owner**") is the record title owner of that certain property located in the R-1 Residential District ("**R-1 District**"), commonly known as 6638 North Ramona Avenue, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Property**"); and

WHEREAS, the Property is improved with a single-family residential structure ("**Structure**"); and

WHEREAS, the Owner desires to install a semiprivate fence within the southwest side yard of the Property ("**Proposed Fence**"); and

WHEREAS, pursuant to Section 3.13(11)(c) of "The Village of Lincolnwood Zoning Ordinance," as amended ("**Zoning Ordinance**"), semiprivate fences are prohibited in side yards in residential districts of the Village; and

WHEREAS, pursuant to Section 3.13(11)(c) of the Zoning Ordinance, the maximum height of side yard fences in residential districts is six feet for wrought-iron fences, and four feet for all other fences; and

WHEREAS, the Proposed Fence is not wrought-iron, and is six feet in height, in violation of Section 3.13(11)(c) of the Zoning Ordinance; and

WHEREAS, in order to allow the installation of the Proposed Fence on the Property, Chalet Nursery ("**Applicant**"), on behalf of the Owner, has filed an application for variations from the semiprivate fence prohibition and the fence height restriction set forth in Section 3.13(11)(c) of the Zoning Ordinance (collectively, the "**Requested Variations**"); and

WHEREAS, a public hearing of the Zoning Board of Appeals ("**ZBA**") of the Village of Lincolnwood to consider approval of the Requested Variations was duly advertised in the *Chicago Tribune* on July 27, 2017, and held on August 16, 2017; and

WHEREAS, on August 16, 2017, the ZBA made findings and recommendations in support of the Requested Variations, subject to conditions; and

WHEREAS, the Village President and Board of Trustees have determined that the Requested Variations meet the required standards for variations as set forth in Section 3.13(24) and Article V of the Zoning Ordinance; and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interests of the Village to grant the Requested Variations, subject to the conditions, restrictions, and provisions of this Ordinance;

**NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES 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. APPROVAL OF REQUESTED VARIATIONS. In accordance with and pursuant to Section 3.13(24) and Article V of the Zoning Ordinance and 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 grant the following variations from the Zoning Ordinance for the installation of the Proposed Fence on the Property:

- A. Fence Type. A variation from Section 3.13(11)(c) of the Zoning Ordinance to permit the installation of a semiprivate fence in the southwest side yard of the Property; and
- B. Fence Height. A variation from Section 3.13(11)(c) of the Zoning Ordinance to increase the maximum height of the Proposed Fence, from four feet to six feet.

SECTION 3. CONDITIONS. Notwithstanding any use or development right that may be applicable or available pursuant to the provisions of the Zoning Ordinance, the approvals granted pursuant to Section Two of this Ordinance are hereby expressly subject to, and contingent upon, the development, use, and maintenance of the Proposed Fence and the Property 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 construction, development, use, operation, and maintenance of the Proposed Fence and the Property 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. Compliance with Plan. Except for minor changes and site work approved by the Village Zoning Officer or the Village Engineer (for matters within their respective permitting authorities) in accordance with all applicable Village standards, the development, use, operation, and maintenance of the Proposed Fence and the Property must comply with that certain plan consisting of \_\_\_\_\_ sheets and prepared by \_\_\_\_\_, with a latest revision date of \_\_\_\_\_, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit B ("Plan")**.
- C. Limitation of Variations. The variations granted in Section 2 of this Ordinance apply and are limited only to the Proposed Fence, as depicted in the Plan. No future alterations or modifications that are not in conformity with the requirements of the Zoning Ordinance may be made to the Fence without first obtaining Village approval in accordance with the applicable provisions of the Zoning Ordinance.
- D. Reimbursement of Village Costs. In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes, ordinances, resolutions, rules, or regulations, the Owner must pay to the Village, promptly upon presentation of a written demand or demands therefor, all legal

fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made must be made by a certified or cashier's check. Further, the Owner must pay upon demand all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.

SECTION 4. RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded with the Cook County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein inure solely to the benefit of, and are binding upon, the Owner, the Applicant, and each of their heirs, representatives, successors, and assigns.

SECTION 5. FAILURE TO COMPLY WITH CONDITIONS. Upon the failure or refusal of the Owner or the Applicant to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, as applicable, the variations granted in Section 2 of this Ordinance will, at the sole discretion of the Village President and Board of Trustees, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Village President and Board of Trustees may not so revoke the variations granted in Section 2 of this Ordinance unless they first provide the Owner and the Applicant with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village President and Board of Trustees. In the event of revocation, the development and use of the Property will be governed solely by the regulations of the R-1 District and the applicable provisions of the Zoning Ordinance, as the same may, from time to time, be amended. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION 6. AMENDMENTS. Any amendments to the variations granted in Section Two of this Ordinance that may be requested by the Owner or the Applicant after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance.

SECTION 7. 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 are to 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 8. EFFECTIVE DATE.

A. This Ordinance will become 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 Owner and the Applicant with the Village Clerk of an Unconditional Agreement and Consent, in the form of **Exhibit B** 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 Owner or the Applicant does not file fully executed copies of the Unconditional Agreement and Consent, as required by Section 8.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.

PASSED this \_\_ day of September, 2017.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

APPROVED by me this \_\_\_ day of September, 2017.

\_\_\_\_\_  
Barry I. Bass, President  
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this  
\_\_\_\_ day of \_\_\_\_\_, 2017

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

**EXHIBIT A**

**LEGAL DESCRIPTION OF THE PROPERTY**

LOT 4 IN BLOCK 7 IN GUBBINS & MCDONNELL'S EDGEBROOK GOLF ADDITION BEING A SUBDIVISION OF LOT 29 AND PARTS OF LOTS 22 AND 30, 37 AND 38 IN BRONSONS PART OF CALDWELL RESERVE IN TOWNSHIP 41, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

Commonly known as: 6638 North Ramona Avenue, Lincolnwood, Illinois.

PIN: 10-33-307-025-0000

**EXHIBIT B**

**PLAN**

## **EXHIBIT C**

### **UNCONDITIONAL AGREEMENT AND CONSENT**

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

**WHEREAS**, Myles Berman ("**Owner**") is the record title owner of that certain property located in the R-1 Residential District, commonly known as 6638 North Ramona Avenue, in the Village ("**Property**"); and

**WHEREAS**, Ordinance No. 2017-\_\_\_\_\_, adopted by the Village President and Board of Trustees on \_\_\_\_\_, 2017 ("**Ordinance**"), grants variations from "The Village of Lincolnwood Zoning Ordinance" to the Owner and to Chalet Nursery ("**Applicant**") to permit the installation of a semiprivate fence on the Property; and

**WHEREAS**, Section Eight of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Owner and the Applicant have filed, within 30 days following the passage of the Ordinance, their 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 Owner and the Applicant do hereby agree and covenant as follows:

1. The Owner and the Applicant hereby unconditionally agree to, accept, consent to, and will abide by, each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.

2. The Owner and the Applicant acknowledge that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, have considered the possibility of the revocation provided for in the Ordinance, and agree not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.

3. The Owner and the Applicant acknowledge and agree 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 granting of variations for the Property 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 Owner or the Applicant against damage or injury of any kind and at any time.

4. The Owner and the Applicant hereby agree 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 granting the variations for the Property.

Dated: \_\_\_\_\_, 2017

**MYLES BERMAN**

\_\_\_\_\_

**CHALET NURSERY**

By: \_\_\_\_\_

Its: \_\_\_\_\_



**DRAFT MEETING MINUTES**  
**OF THE**  
**ZONING BOARD OF APPEALS**  
**AUGUST 16, 2017 – 7:00 P.M.**

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

**MEMBERS PRESENT:**

Acting Chairman Kathy O'Brien  
Paul Grant  
Bruce Heller  
Martina Keller

**MEMBERS ABSENT**

Chairman Herb Theisen  
Chris Nickell  
Kirill Vorobeychik

**STAFF PRESENT:**

Doug Hammel, AICP, Community Development Manager

**I. Call to Order**

Development Manager Doug Hammel announced that since Acting Chairman O'Brien was detained, he would begin the staff presentations; however, no open discussion can begin until the meeting has been called to order. Acting Chairman O'Brien arrived at 7:33 p.m. and called the meeting to order.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

**Motion to approve** the June 21, 2017 Zoning Board of Appeals Minutes, was made by Commissioner Grant and seconded by Commissioner Keller.

**Aye: Grant, Keller, Heller, and O'Brien**

**Nay: None**

**Motion Approved: 4-0**

**IV. Case #ZB-07-17: 6850 North Lowell Avenue – Fence Variation (Continued from June 21, 2017 and July 19, 2017)**

Development Manager Hammel announced Case #ZB-07-17 for consideration of a request by Michael and Amanda Gutwaks, property owners, to allow an existing non-compliant fence and gate to remain in place in the north and south side yards near the front façade of the home. The fence and gate require

Variations to allow them to be set back less than three feet from the front façade of the home and to allow for a semi-private fence in the side yard.

The Petitioners were issued a building permit in 2015 which included fence improvements along the side and front of the house. The Zoning Code requires fences to be set back three feet from the front of the house and fifty percent open. Upon inspection in 2016, the fence was found to be noncompliant. The Petitioner's fence was installed thirteen inches from the front of the house, where three feet is required, and was not an "open" design.

Development Manager Hammel presented the definitions and placement of open and semi-private fences and restated the requested Variations. Petitioner hardships include inhibiting maneuverability of their trash bins due to the concrete stoop outside their side door, the location of the fence to hide external utilities from street view, and compatibility with the neighbor's fence which looks aesthetically pleasing.

The Standards for Granting Variations, precedent cases, and letters of support from residents Reese and Joel Gratch (6825 North Lowell Avenue), and a phone call in support from Leah Brennan (6834 North Lowell Avenue) were presented for review and discussion. No public opposition was received regarding these requests.

Acting Chairman O'Brien announced Case #ZB-07-17 and swore in the Petitioner, Mr. Michael Gutwaks, 6850 North Lowell Avenue. Mr. Gutwaks stated the reasons for the requested Variations were presented by Development Manager Hammel and believes that having the fence hide the trash bins and utility meters, as well as matching their neighbor's fence, adds beauty and value to the neighborhood.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

Commissioner Keller asked for confirmation if the stoop was already there when the fence was installed and if this fence was a replacement. Mr. Gutwaks replied that the stoop was already there and the fence was a replacement since the fence was rotting. Mr. Gutwaks also mentioned they have made many improvements to their property such as landscaping, pavers, and a portico. If the fence were to be moved, there would be considerable cost to move and/or replace these improvements. While Commissioner Keller was appreciative of the improvements that were made to beautify their home, the fence building standards were provided but ignored. Commissioner Keller stated that this type of behavior sends a dangerous message and should be discouraged.

Commissioner Heller asked about the culpability of the contractor. Mr. Gutwaks replied that the contractor would move the fence, at no cost, but there would be considerable cost to them if they needed to remove or replace the improvements made subsequent to the installation of the fence.

Acting Chairman O'Brien concurred with Commissioner Keller about the message this sends if the building standards are ignored. The issue for Commissioner Keller was not the side fence, but the fence in front. Development Manager Hammel presented several options if the ZBA were to approve these Variations.

**Motion to consider approval** of the setback Variation from the required three feet to thirteen inches and the percentage of “open” fence area along the side property lines. The property owner will be required to modify the fence parallel to the front of the façade to be at least fifty percent open, but the location of the fence can remain as was made by Commissioner Grant and seconded by Commissioner Heller. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Grant, Heller, and O’Brien**

**Nay: Keller**

**Motion Approved: 3-1**

**V. Case #ZB-08-17: 6641 North Trumbull Avenue – Building Coverage Variation**  
*(Continued from July, 19, 2017)*

Acting Chairman O’Brien announced Case #ZB-08-17 for consideration of a request by Jose Quizhpi, property owner, to allow the replacement of a one-car garage with a new two-car garage in the rear yard. The proposed garage requires a Variation to allow for total building coverage on the property of greater than 35 percent.

Development Manager Hammel stated that the existing total building coverage is 1,567-square feet or 38.6 percent, and the Petitioner is proposing a two-car garage which would increase the total building coverage to 1,664-square feet or 40.8 percent. The Zoning Code establishes a maximum building coverage of 35 percent. This proposed increase would have minimal impact on neighboring properties, does not impact existing trees, and is compliant with all other Code requirements, including lot coverage.

The Standards for Granting Variations and precedent cases were presented for review and discussion. No public opposition was received regarding this request.

Acting Chairman O’Brien swore in the Petitioner, Mr. Jose Quizhpi, 6641 North Trumbull Avenue. Mr. Quizhpi stated his hardship is limited parking spaces on the block, especially after 6:00 p.m.

Commissioner Grant noted that the Petitioner’s hardship was not included in the Staff Report. Development Manager Hammel replied that it has been the past intention of the ZBA is that a two-car garage is considered the accepted base standard for off-street parking. Acting Chairman O’Brien concurred that Trumbull Avenue has limited street parking. Mr. Quizhpi’s neighbor, Mr. German Bedoya, spoke of his support for the garage and reiterated the limited parking on Trumbull Avenue.

Acting Chairman O’Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

**Motion to recommend approval** of a Variation to increase the building coverage from 1,567-square feet or 38.6 percent to 1,664-square feet or 40.8 percent was made by Commissioner Keller and seconded by Acting-Chairman O’Brien. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Keller, Heller, and O’Brien**

**Nay: Grant**

**Motion Approved: 3-1**

**VI. Case #ZB-09-17: 6849 North Longmeadow Avenue – Special Fence Approval**

Acting Chairman O'Brien announced Case #ZB-09-17 for consideration of a request by Robert Tucker, property owner, to allow the installation of a sound wall along the east property line abutting Interstate 94. The proposed sound wall requires approval of a Special Fence based on its proposed ten-foot height, lack of open area in the proposed fence design, and proposed location on the property.

Development Manager Hammel stated that the Petitioner is requesting installation of a sound wall to block the noise from the Edens Expressway. The rear property line is 53 feet away from the Edens Expressway.

The proposed sound wall is 10-feet tall and 230-feet long to be placed along the east lot line. The wall itself is a PVC composite with steel support beams. This wall is consistent with other sound barriers installed along many highways.

Special Fence approval is required for the ten-foot height, solid design, and location in the front and side yards. The Special Fence Standards, precedent cases, and aesthetic impacts were presented for review and discussion. No public comment was received regarding this request.

Acting Chairman O'Brien swore in the Petitioner, Mr. Robert Tucker, 6849 North Longmeadow Avenue. Mr. Tucker noted that due to the height of his home, the ten-foot fence would reduce more noise than an eight-foot-tall fence. Mr. Tucker also plans to plant arborvitaes along the length of the fence which would be beige to match the color of his home. Mr. Tucker stated he has two small children and is unable to hear them in the back yard due to the noise from the Edens Expressway.

Development Manager Hammel noted that Special Fence approval does not follow the hardship standards required when requesting a Variation.

Commissioner Keller inquired as to why the Village has not installed any type of sound wall to shield residents from the noise from the Edens instead of residents having to pay for this costly improvement themselves. Development Manager Hammel replied that these walls are typically installed by the Illinois Department of Transportation as part of a larger improvement project.

There was concern about the gap in the wall between the subject property and the neighbor's property and the narrowness for landscaping between the driveway and the proposed wall. Mr. Tucker replied this gap will remain but there is ample landscaping between the properties. Mr. Tucker will have tall, full arborvitaes planted in this area. Acting Chairman O'Brien also expressed concern about structural stability. Mr. Tucker noted that the fence is of the highest quality and will be installed accordingly. Development Manager Hammel said that the fence would go through a building permit review.

Acting Chairman O'Brien stated that she had no issue with the solid nature of the fence or the location, but did have an issue with the ten-foot height. Commissioner Heller did not have an issue with the height, but would like to add landscaping to any proposed motion. Acting Chairman O'Brien also stated the portion of the fence by the northeast corner of the driveway to the cul-de-sac to be eight feet in height for aesthetic purposes.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

**Motion to recommend approval** of a Special Fence request with a height up to ten feet, with the condition that appropriate landscaping be provided along the portion of the wall on the eastern corner of the property was made by Commissioner Heller and seconded by Commissioner Keller. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Heller, Keller, Grant, and O'Brien**

**Nay: None**

**Motion Approved: 4-0**

**DRAFT**

**VII. Case #ZB-10-17: 6638 North Ramona Avenue – Fence Variation and Generator Location Variation**

Acting Chairman O'Brien announced Case #ZB-10-17 for consideration of a request by Chalet Nursery, on behalf of Myles Berman, property owner, to approve three Variations. The three Variations include: 1) to allow for the construction of a six-foot-tall fence in the side yard along the southern property line; 2) to allow the proposed fence along the southern property line to be built as a solid fence; and 3) to allow for the installation of a backup electrical generator less than five feet from the northern side lot line.

Development Manager Hammel presented unique conditions of the property which include the close proximity and orientation of the neighboring property to the southwest. The proposed fence will be a 6-foot solid fence (not a "semi-private" fence, as noted in the Staff Report). The Zoning Code states that only open fences no more than four feet in height in side yards, with the exception of wrought iron fences that do not apply to this case. Additionally, the Petitioner is proposing to install a backup generator five feet from the northeastern side lot line. The Zoning Code requires backup generators be installed ten feet from all property lines. The Petitioner stated in his application if the generator were to be installed within the parameters of the Zoning Code, the backyard would become disjointed and not as functional with the generator placed in the middle of the yard. Another consideration in the placement of the generator was the noise factor. Decibel levels were shown during emergency use (66 decibels) and "exercising" use (58 decibels) from 23 feet away. The Zoning Code requires a decibel level maximum of 50 decibels at an adjacent residential lot line.

A letter of support was received from neighbors Koorosh and Minoo Banayan, 6662 North Ramona Avenue. Mr. Berman and the Banayans have met to identify mutually agreeable "exercising" times to minimize disruption. The generator is exercised for five minutes at a time once a week.

The Standards for Granting Variations and precedent cases were presented for review and discussion.

Acting Chairman O'Brien swore in the Petitioners, Robert Milani and Eleanor Brandt of Chalet Nursery, 3132 Lake Avenue, Wilmette, Illinois and Robert Bacci from Generac Generators. Mr. Milani clarified the distance between the the subject home and the home to the south. The distance between the structures was originally indicated to be twelve feet, but, in fact, the distance Mr. Berman's foundation is six feet from the property line and the neighbor's foundation is four feet from the property line. An additional photo exhibit was presented to the Commissioners by Eleanor Brandt showing the close proximity of the two homes.

Commissioner Heller and Acting Chairman O'Brien had issue with the fence blocking natural light into the home at 6607 North Ramona Avenue. Mr. Milani and Ms. Brandt replied that existing trees shield natural light into the neighbor's windows, and the proposed fence would not negatively impact the light into that residence. Mr. Milani stated that the proposed fence would be screened by the existing landscaping at 6607 North Ramona Avenue. Ms. Brandt noted that the proposed fence is a cedar board on board fence, not a solid wood fence. Development Manager Hammel replied no public comment was received regarding this request. Mr. Berman, property owner, stated his dining room and kitchen windows look directly into his neighbor's bedroom window, which forces him to keep the shutters closed.

Commissioner Keller asked the Petitioners to reiterate the hardship for requesting a six-foot solid fence instead of the required four- or five-foot fence. Ms. Brandt replied the hardship is the unique circumstances of the lot and the proximity and orientation of the homes. There is no privacy between these two residences. Due to the close proximity, a line of hedges would not be as aesthetically pleasing as the proposed fence. Additionally, with the lack of natural light, the hedges would not thrive.

Commissioner Keller asked the Mr. Berman to restate his hardship regarding the placement of the generator. Mr. Berman replied his lot is small, and he would like to have the generator moved out of the way and not placed in the middle of his backyard. Moving the generator would also make it easier to service. Mr. Berman agreed with Commissioner Keller that these conditions are more of a convenience than an actual hardship. Mr. Bochi stated the generator is required to be placed at a minimum of five feet from any door or window for ventilation purposes. Mr. Bochi also stated that running underground electric and gas lines would be a costly endeavor for Mr. Berman.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

Acting Chairman O'Brien did not have an issue with the placement of the generator, but noted that the proposed location does not constitute a hardship as is required for granting Variations. Acting Chairman O'Brien did have an issue with granting a Variation for the fence as a hardship was not demonstrated. Commissioner Heller had more of an issue with the placement of the generator than the six-foot-tall fence. Acting Chairman O'Brien requested that the fence and generator be separated into two motions.

**Motion to recommend denial** of the request for the placement of the backup generator was made by Commissioner Heller and seconded by Commissioner Keller.

**Aye: Heller, Keller, and Grant**

**Nay: O'Brien**

**Motion Approved: 3-1**

**Motion to recommend approval** of the request for a six-foot-tall semi-private fence in the side yard, as presented, was made by Commissioner Heller and seconded by Commissioner Keller. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Heller, Keller, Grant, and O'Brien**

**Nay: None**

**Motion Approved: 4-0**

**VIII. Rescheduling of the September 20, 2017 Regular Meeting of the ZBA**

Development Manager Hammel noted that September 20, 2017, at sundown, is the first night of Rosh Hashanah. Wednesday, September 27, 2017 is an open date on the Village calendar. A memorandum to all ZBA members will be sent out confirming availability. Commissioner Keller questioned Mr. Hammel about the rule governing Commissions with respect to missed meetings and eligibility to stay on said Commissions. Development Manager Hammel replied that he would check into this matter and respond accordingly.

Acting Chairman O'Brien asked if there was anyone in the audience who would like to address the Zoning Board of Appeals. Let the record state that no one came forward.

Acting Chairman O'Brien inquired as to whether the Plan Commission could look into the issue of changing the Code for approving two-car garages to be granted by the Village Zoning Officer as a Minor Variation versus the current Major Variation process. Development Manager Hammel stated that this issue will be pursued.

**VII. Next Meeting**

The next meeting of the Zoning Board of Appeals is scheduled for Wednesday, September 20, 2017 or will be rescheduled to Wednesday, September 27, 2017. *(Since the drafting of these minutes, it has been confirmed that the next meeting of the Zoning Board of Appeals will be on September 27, 2017 at 7:00 p.m.)*

**VIII. Adjournment**

**Motion to adjourn** was made by Commissioner Grant and seconded by Acting Chairman O'Brien. Meeting adjourned at 9:30 p.m.

**Aye: Grant, O'Brien, Heller, and Keller**

**Nay: None**

**Motion Approved: 4-0**

Respectfully submitted,

Kathryn M. Kasprzyk  
Community Development Coordinator



## Zoning Board of Appeals Staff Report

### Case #ZB-10-17

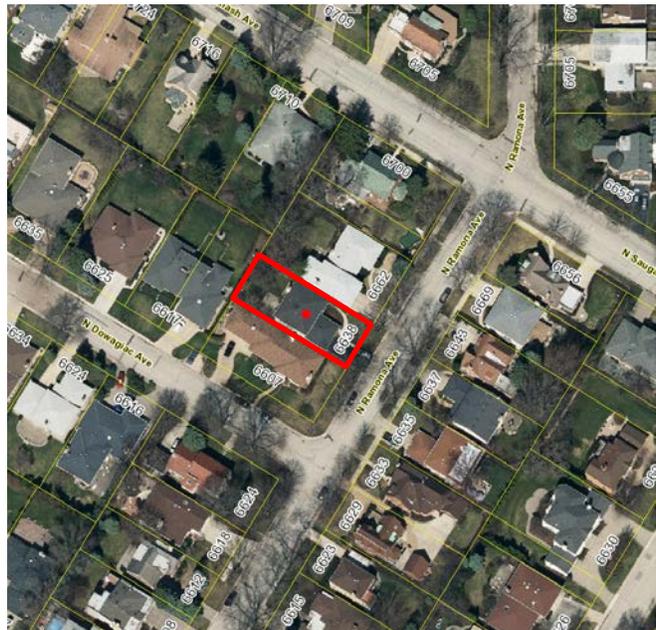
August 16, 2017

**Subject Property:**  
6638 North Ramona Avenue

**Zoning District:** R-1, Residential

**Petitioner:** Robert Milani, of Chalet Nursery, on behalf of Myles Berman, Property Owner

**Requested Action:** Approval of three Variation requests, including 1) permission to install a “semi-private” fence in the side yard; 2) permission to install a six-foot tall fence in the side yard; and 3) permission to install a backup generator less than 10 feet from a property line.



**Nature of Request:** The Petitioner seeks approval of two Variations to allow for the construction of a six-foot tall semi-private fence along the southwestern side lot line, and one Variation to allow for the installation of a backup generator approximately five feet from the northeastern side lot line.

**Notification:** Notice was published in the Chicago Tribune on July 27, 2017, a Public Hearing Sign installed at 6638 North Ramona Avenue, and Legal Notices were mailed on July 27, 2017 to Properties within 250 Feet.

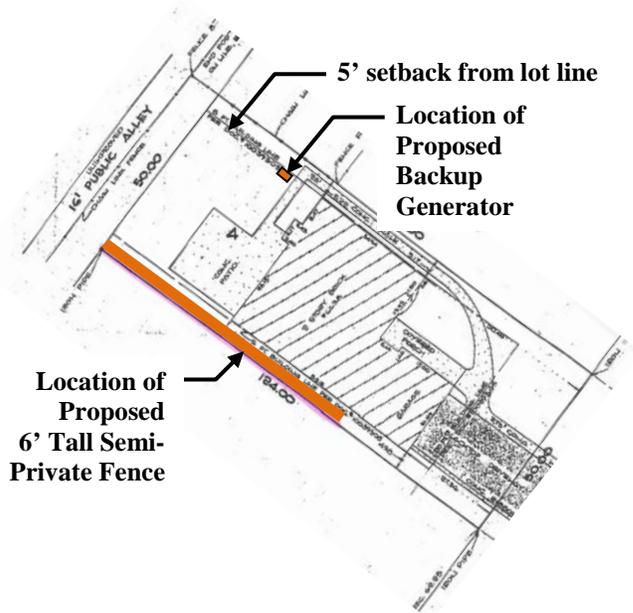
### **Summary of Request**

The Petitioner is seeking approval to construct a 79-foot long, six-foot tall semi-private fence along the southwest side lot line. The fence would begin at the rear lot line, and extend along the side lot line. The fence would end along the side of the primary structure, roughly in line with the front of the main portion of the house. The Petitioner is also seeking approval to install a backup generator in the rear yard approximately five feet from the northeastern side lot line.

**Requested Action:**

The Petitioner is requesting consideration of Variations from the following sections of the Village of Lincolnwood Zoning Ordinance:

- Section 3.13(11)c. Fences and Natural Screening of the Village zoning ordinance states that “open fences of all types allowed by this regulation not more than four feet in height are allowed in side yards. Notwithstanding the foregoing wrought iron fences, as defined herein, up to a maximum six feet in height, may be erected in rear and side yards.” The Petitioner’s request requires two Variations:
  - One to allow for a six-foot tall fence in the side yard, and
  - One to allow for a semi-private fence in the side yard.
- Section 3.10(1) Permitted Obstructions in Yards allows for backup electrical generators to be located in the rear yard. However, it requires that they be setback at least ten feet from all property lines. The Petitioner’s plan indicates that the backup electrical generator would be located approximately five feet from the northeastern side lot line.



**Considerations:**

The proposed improvements require relief from the Zoning Ordinance based on the height and percent openness of the fence in the side yard, as well as the proposed location of the backup generator. Staff feels that the following considerations warrant discussion when determining the appropriateness of this request:

**Proximity and Orientation of Neighboring Property to the Southwest**

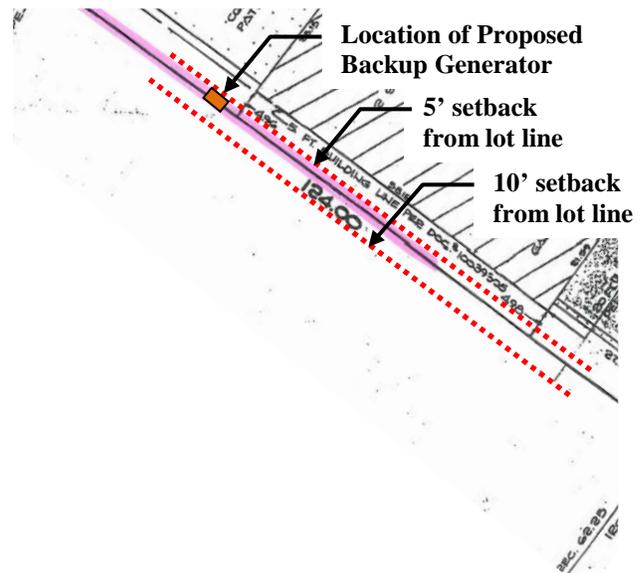
In discussions with Village staff, the Property Owner identified the physical relationship with the residential property to the southwest as a key reason for the request for the Variation to allow for a six-foot tall semi-private fence in the side yard. That neighboring property (6607 North Dowagiac) fronts on and is oriented toward Dowagiac Avenue. Its façade abutting the subject property is located only about 12 feet from the side façade of the home on the subject property. This spacing is typical of other structures in the neighborhood.



Based on the Village's definitions of various lot lines and yards, the lot line of 6607 North Dowagiac that abuts the subject property is considered the side lot line. However, because 6607 North Dowagiac's front-facing façade is on Dowagiac, the façade abutting the subject property is designed as its rear façade. As a result, it has fewer windows and includes some infrastructure elements in close proximity to the side façade of the subject property.

### **Location of the Backup Generator relative to Usable Yard Area**

In discussions with Village staff, the Property Owner indicated that meeting the requirements of the Zoning Ordinance to provide a 10-foot setback from the property line for the backup generator would disrupt the usable backyard area of the property.



### **Comparative Noise Levels and Hours of Use**

The proposed generator would create sound during regular operations (when the property would be without power) and during regular "exercising", or periodic running to ensure effective operations in case of an emergency. Based on manufacturer information provided as an attachment to this report, the full operation of the generator unit would result in noise levels of approximately 66 decibels at 23 feet from the unit. Exercising the unit will result in noise levels of approximately 58 decibels at 23 feet from the unit. The noise levels for exercising the unit are within the Village's thresholds for permitted noise levels in residential areas during the day. The Petitioner has expressed a willingness to work with the neighbors in 6662 North Ramona Avenue to identify appropriate times for exercising the unit.

### **Variation Standards**

*Section 5.15(7) Major Variations* of the Village zoning ordinance identifies eight standards related to this case to be used 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." These standards are included as an attachment to this report.

### **Public Comment**

A letter of support was submitted by Koorosh and Minoo Banayan, property owners at 6662 North Ramona Avenue, immediate neighbors to the northeast of the subject property. The letter states that Mr. Berman has provided Mr. and Mrs. Banayan with information regarding the generator, as well as details of his request. The letter supports Mr. Berman's request, and states that he is willing to discuss appropriate times for regular "exercising" of the backup generator.

**Conclusion**

The Petitioner is seeking approval to construct a 79-foot long, six-foot tall semi-private fence along the southwest side lot line. The fence would begin at the rear lot line, and extend along the side lot line. The fence would end along the side of the primary structure, roughly in line with the front of the main portion of the house. The Petitioner is also seeking approval to install a backup generator in the rear yard approximately five feet from the northeastern side lot line. The request for Variations to permit installation of the fence is the result of inherent physical characteristics of the property, while the request for the Variation to install the backup generator is based primarily on preference of the property owner.

**Documents Attached**

1. Zoning Variation Application
2. Plat of Survey Showing Location of Fence and Backup Generator
3. Generator manufacturer Specifications
4. Letter of Support from 6662 North Ramona Avenue
5. Photos of 6638 North Ramona
6. Variation Standards



**VILLAGE OF LINCOLNWOOD Public Hearing Application**  
**Community Development Department Variations**

**SUBJECT PROPERTY**

Property Address: 6638 North Ramona Avenue

Permanent Real Estate Index Number(s): 10333070250000

Zoning District: R1 Lot Area: 6,600 SF

List all existing structures on the property. Include fencing, sheds, garages, pools, etc.  
2-Story residential structure.

Are there existing development restrictions affecting the property?  Yes  No  
 (Examples: previous Variations, conditions, easements, covenants) If yes, describe: \_\_\_\_\_

**REQUESTED ACTION**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Variation - Residential | <input type="checkbox"/> Variation - Signs/Special Signs |
| <input type="checkbox"/> Variation - Non-Residential        | <input checked="" type="checkbox"/> Minor Variation      |
| <input type="checkbox"/> Variation - Off-Street Parking     | <input type="checkbox"/> Other                           |
| <input type="checkbox"/> Variation - Design Standards       |  |

**PROJECT DISCRPTION**

Describe the Request and Project: Request to install approximately 79 linear feet of 6' tall board-on-board fence along the south-west property line; extending forward past perpendicular with the rear edge of the structure.  
Request to install generator within the 10' setback.

**PROPERTY OWNER/PETITIONER INFORMATION**

**Property Owner(s):** *(List all Beneficiaries if Trust)*

Name: Myles Berman

Address: 6638 North Ramona Avenue

Telephone: (847) 679-5535 Fax: ( ) E-mail: MBerman@foley.com

**Petitioner:** *(if Different from Owner)*

Name: Chalet (Robert Milani, Eleanor Brandt) Relationship to Property: Landscape Architect

Address: 3132 Lake Avenue, Wilmette, IL 60091

Telephone: (847) 688-0561 Fax: (847) 256-0561 E-mail: EleanorB@chaletnursery.com

**NOTICE OF REASONABLE ACCOMMODATION PROCESS**

An alternate process is provided by the Village for persons with disabilities or handicaps who seek a Reasonable Accommodation from the Zoning Code regulations in order to gain equal access to housing. If you seek a Reasonable Accommodation from the Zoning Code based on disability or handicap, do not complete this application form, but rather a separate application for Reasonable Accommodation. For more information on this process, consult Section 4.06(3) of the Zoning Code, or contact the Community Development Department at 847.673.7402.

## REQUIRED ATTACHMENTS \*

Check all Documents that are Attached:

Plat of Survey



Site Plan



Proof of Ownership



Floor Plans



Applicable Zoning Worksheet



Photos of the Property



PDF Files of all Drawings



Elevations



*\*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: Myles Berman  
Address: 6638 North Ramona Avenue  
City, State, Zip: 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 also understand that if I desire a Reasonable Accommodation from the Zoning Code based on disability or handicap, that I must complete and submit a different application for consideration and by submitting this application for a Variation, I am attesting that I am not seeking a Reasonable Accommodation. 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:

Myles Berman  
Signature

Myles Berman

Print Name

JUNE 24, 2017  
Date

PETITIONER: (if Different than Property Owner)

Robert A. Milani  
Signature

Chalet

Print Name

ROBERT A. MILANI  
Date 7/13/17

**VARIATION STANDARDS**

*To be approved, each Variation request must meet certain specific standards. These 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.

See Attached

- 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.

See Attached

- 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.

See Attached

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

See Attached

**VARIATION STANDARDS (Continued)**

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

See Attached

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.

See Attached

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

See Attached

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.

See Attached



# VILLAGE OF LINCOLNWOOD

## COMMUNITY DEVELOPMENT DEPARTMENT

### SIGN VARIATION STANDARDS

*For all Sign Variation and/or Special Sign requests, the Applicant shall also complete Questions 9 through 12.*

9. The proposed Variation is consistent with the statement of purpose set forth in Section 11.01 of the Zoning Ordinance.

N/A

10. The proposed sign complies with any additional standards or conditions set forth in Article XI of the Zoning Ordinance.

N/A

11. The proposed sign will substantially enhance the architectural integrity of the building or other structure to which it will be attached, if any.

N/A

12. The proposed sign conforms with the design and appearance of nearby structures and signs.

N/A



# VILLAGE OF LINCOLNWOOD

## COMMUNITY DEVELOPMENT DEPARTMENT

### PUBLIC HEARING FEES AND DEPOSIT 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.

# Public Hearing Application – Variation Standards

6638 Ramona Avenue

Lincolnwood, IL

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

The requested Variations are consistent with the stated intent of Article 1 Section 1.03 1a of the Zoning Ordinance which states "This Zoning Ordinance is adopted for the purpose of: a. Promoting and protecting the public health, safety, comfort, morals, convenience, and general welfare.

**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.**

The distance between the south side of 6638 Ramona and the rear of the neighboring property (6607 Dowagiac) is quite narrow. The distance is insufficient to allow for adequate growth conditions for use of natural screening such as an evergreen hedge to achieve privacy in the rear or side yard of 6638 Ramona.

Chapter 15 Article IV Part C Section 4.11 Yard Standards also states that the rear yard setback for a corner lot such should be 5' or 10% of lot width. From field measurements and measurements taken from the Community Map, the neighboring property (6607 Dowagiac) is non-conforming.

The rear façade along the north side of 6638 Ramona and the rear façade along the south side of 6662 Ramona Ave (the neighboring property) are roughly perpendicular. The requested location for the generator alleviates the need to disturb more area in order to install the generator.

In addition, the location for the within the setback will have minimal to no impact on the usage and enjoyment on the neighboring property. The homeowners have written a letter stating they have no objections.

**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 variations requested are due to several factors. The proximity of the residences as stated above makes natural screening unattainable. The location for the proposed fence variation is also considered a rear-side yard at 6638 Ramona while simultaneously being considered solely a rear yard at 6607 Dowagiac. The proximity of the residence to the property line at both 6638 Ramona and 6662 Ramona means a reasonable generator location falls within the side-yard setback for generators.

## Public Hearing Application – Variation Standards

6638 Ramona Avenue

Lincolnwood, IL

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

The Variation for the fence is requested for the purpose of increasing privacy only.

The Variation for the generator is requested for the purpose of reducing construction disturbance. The owner of 6638 Ramona will also cooperate with the owners of 6662 Ramona to limit active generator times to a time amenable to both parties (per attached letter).

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

The difficulty arises from the proximity of the residences as constructed. The difficulty prompting the fence variation request also arises from the fact that whether the length between the two residences is considered rear or side-rear differs. The variation is requested due to the same length being considered a rear-side yard at 6638 Ramona while simultaneously being considered solely a rear yard at 6607 Dowagiac. Chapter 15 Article IV Part C Section 4.11 Yard Standards also states that the rear yard setback for a corner lot such should be 5' or 10% of lot width. From field measurements and measurements taken from the Community Map, the neighboring property (6607 Dowagiac) is non-conforming, which is a cause for the hardship. The difficulty prompting the request for variation for the generator location stems from the extensive work to extend utilities to a compliant location in a limited space. The gas line is located 10 feet from the property line, however the feed for the generator is located in a central position on the unit. The unit will extend over the required setback by the distance of 2 feet.

- 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.**

The granting of the Variation requested for the fence will not be detrimental. It will not impede any views in the public way, will not affect other improvements in the neighborhood. It will be of a benefit to both residences.

The granting of the Variation requested for the generator location comes with the support of the neighboring property that will be affected (6662 Ramona).

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

The Variations requested are consistent with the Zoning Ordinance. The location of the requested fence variance is consistent with the zoning regulations for the neighboring property. Granting the variation will alleviate the hardship in lack of privacy due to the proximity of the residences. The location of the requested generator variation is supported by the neighboring property that will be affected (6662 Ramona)

## Public Hearing Application – Variation Standards

6638 Ramona Avenue

Lincolnwood, IL

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 fence Variation is requested solely to improve privacy between residences. It is removed from and will be minimally visible if at all from the public right-of-way. There is adequate egress on either side of the proposed fence. The generator Variation requested is supported by the neighboring property (6662 Ramona)

## **Section 51.5(7) Major Variation Standards.**

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, there shall be taken into consideration the extent to which the following facts are established:

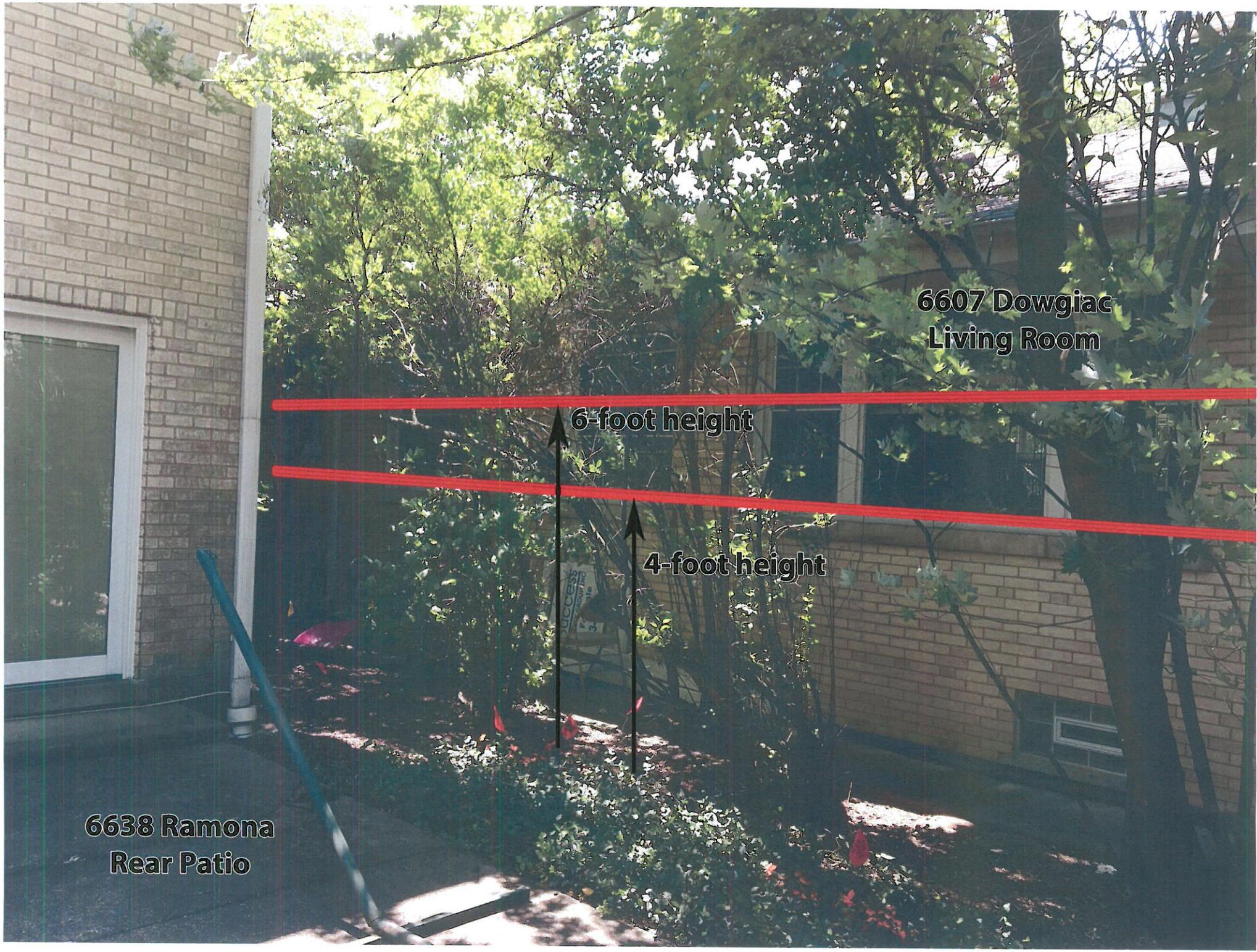
- a. The requested major Variation is consistent with the stated intent and purposes of this Zoning Ordinance and the Comprehensive Plan;
- b. The particular physical surroundings, shape, or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced;
- 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;
- d. The Variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property;
- e. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
- 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;
- g. The Variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property; and
- 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.

**6607 Dowgiac  
Living Room**

**6-foot height**

**4-foot height**

**6638 Ramona  
Rear Patio**



# Request For Board Action

**REFERRED TO BOARD:** September 5, 2017

**AGENDA ITEM NO:** 3

**ORIGINATING DEPARTMENT:** Public Works

**SUBJECT:** Approval of an Ordinance Waiving the Competitive Bidding Process and Approving an Agreement with Christopher B. Burke Engineering, Ltd. in the Amount of \$103,000 for the Completion of a Water Transmission Main Route Study

## **SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

The Village currently purchases water from the City of Chicago ("Chicago"). The current 10 year agreement is set to expire at the end of 2018. Since 2008, Chicago has increased water rates by \$2.35 per 1,000 gallons from \$1.53 to \$3.88. In response to Chicago's rate increase, the Village began searching for an alternative water supplier in 2012. Alternative water supply options with the City of Evanston ("Evanston"), the Village of Skokie, and the Village of Wilmette were evaluated. On April 19, 2017, the Village Board held a Water Fund Workshop to discuss the evaluation process and the possibility of purchasing water from Evanston. At that meeting, staff was directed to continue to pursue evaluating options for connecting into the Evanston system. On August 15, 2017, the Village Board met to discuss the most recent offer from Evanston of \$1.44 per 1,000 gallons and provided direction to staff to begin negotiating a water supply agreement with Evanston and request a proposal from the Village's engineering firm, Christopher B. Burke Engineering, Ltd. ("CBBEL") for the completion of a water transmission main route study.

In order to begin purchasing water from Evanston, the Village needs to construct the necessary infrastructure to transport the water from the Evanston border at Oakton Avenue to the Village's pump station at the intersection of Crawford and Springfield Avenues. It is estimated that the total capital cost for this work is \$7.814 million, including engineering. The first step in this process is to conduct a route study and investigative survey to ensure that the currently anticipated route will be feasible. Currently, staff anticipates that the transmission main will be installed east of McCormick Boulevard on property owned by the Metropolitan Water Reclamation District ("MWRD"), until it reaches Touhy Avenue where it will then travel to the former Union Pacific right-of-way, and ultimately south to the pump station.

The route study will identify any conflicts that need to be resolved in the detailed design and will include coordination with partnering agencies including Evanston, MWRD, the Village of Skokie, and the Illinois Department of Transportation ("IDOT"). As it is anticipated that the transmission main will be built on MWRD property, the route study will also include coordination regarding the necessary easements and any costs associated with their acquisition.

The scope of services provided by the CBBEL includes the following items:

1. *Project Coordination and Meetings* – This item includes coordination with the partnering agencies, evaluation of alternative routes, and establishment of design criteria.
2. *Investigative Route Study* – This item includes determination of potential utility conflicts and spot surveys in various locations that may affect alignment of the pipeline. Identification of these issues early in the design process is critical to reduce the likelihood of major changes to the project during the final design or construction.
3. *Alignment Study* – This service includes evaluation of alternative routes to determine a preferred route based on constructability, utility conflicts, number of required permits and/or easements, potential permitting/licensing issues, cost, and maintenance requirements.
4. *Preliminary Design and Cost Estimates* – This includes the development of a preliminary design of the project once the preferred route is established including preliminary sizing of structures required at the Evanston connection point and the Village's pump station, confirmation of pipe size and material, and preliminary drawings will be developed.
5. *Project Planning Report* – This item includes the development of a planning report that will summarize and document the study methodology, significant data, and results. The report will include the recommended alignment, preliminary probable costs, identify required permits and easements, and identify the expected water delivery pressure provided by Evanston.
6. *Illinois Environmental Protection Agency (IEPA) Project Planning Report Supplements* – The Village has identified the IEPA low interest loan program as a potential funding source for the construction of the transmission main. In order to secure funding, an application needs to be submitted with a project planning report. This item includes the development of the information that the IEPA requires be submitted.

CBBEL has provided a proposal in the amount of \$103,000 to perform the services outlined above. This amount is approximately 1.3% of the total capital cost associated with the water transmission main project. The Villages of Morton Grove and Niles recently entered into an agreement with Evanston to purchase water and have solicited proposals from engineering firms to perform a route study. Morton Grove and Niles anticipate that their total capital cost will be approximately \$90 million. Their total route study and investigative survey cost is \$894,406, which is approximately 1% of their total capital cost. The size of the water transmission main that will be required for Morton Grove and Niles is larger than the transmission main required to provide water to Lincolnwood, which means the construction cost per linear foot will also be higher. The cost of the route study is based on the length of the new transmission main rather than the size of the pipe; whereas the construction cost is based on both the size of the pipe and the length of the main. For this reason, their route study cost is expected to be a slightly lower percentage of their total capital cost; therefore, staff is comfortable with the fee proposed by CBBEL.

CBBEL has an intimate knowledge of the Village's water system as they have recently completed a model of the system. In addition, they have been involved in the discussions with each of the potential alternative water suppliers since becoming the Village's engineering firm in 2014. For these reasons as well as the fact that the cost of the route study as a percentage of the total capital cost is in line with what Morton Grove and Niles received, staff recommends waiving the competitive bid process and approving a proposal from CBBEL to complete a route study for a water transmission main.

**FINANCIAL IMPACT:**

\$350,000 has been included in the Water/Sewer Fund for engineering associated with the water transmission main project.

**DOCUMENTS ATTACHED:**

1. Proposed Ordinance
2. Route Study Proposal
3. CBBEL Statement of Qualifications

**RECOMMENDED MOTION:**

**Move to approve** an Ordinance waiving competitive bidding and authorizing an agreement with Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois, for a water transmission main route study.

**VILLAGE OF LINCOLNWOOD**

**ORDINANCE NO. 2017-\_\_\_\_\_**

**AN ORDINANCE WAIVING COMPETITIVE BIDDING AND  
AUTHORIZING AN AGREEMENT WITH  
CHRISTOPHER B. BURKE ENGINEERING, LTD., OF ROSEMONT, ILLINOIS,  
FOR A WATER TRANSMISSION MAIN ROUTE STUDY**

ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LINCOLNWOOD  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017.

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 \_\_\_\_\_, 2017

\_\_\_\_\_  
Village Clerk

**AN ORDINANCE WAIVING COMPETITIVE BIDDING AND  
AUTHORIZING AN AGREEMENT WITH  
CHRISTOPHER B. BURKE ENGINEERING, LTD., OF ROSEMONT, ILLINOIS,  
FOR A WATER TRANSMISSION MAIN ROUTE STUDY**

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 owns and operates a public water distribution system; and

WHEREAS, the Village currently obtains its potable water from the City of Chicago; and

WHEREAS, since 2008, the City of Chicago has increased the rate for the purchase of water by over 150%; and

WHEREAS, Village Staff, in consultation with the Village President and Board of Trustees, has evaluated alternative potable water suppliers, and has determined that it may be feasible for the Village to purchase water from the City of Evanston at a substantially lower rate than the current rate charged by the City of Chicago; and

WHEREAS, in order to determine whether, and how, the Village might construct the necessary water mains and facilities to facilitate the purchase of potable water from the City of Evanston, it is necessary to conduct a water transmission main route study ("**Study**") to identify the potential locations and design considerations for the mains and facilities; and

WHEREAS, the Village desires to retain a civil engineering consultant to conduct the Study; and

WHEREAS, Christopher B. Burke Engineering, Ltd., of Rosemont, Illinois ("**CBBEL**"), has submitted a proposal to the Village to conduct the Study, in an amount not to exceed \$103,000 ("**Proposal**");

WHEREAS, CBBEL currently serves as Village Engineer, and has unique knowledge of the design and condition of the Village's water distribution system; and

WHEREAS, the Village President and Board of Trustees have determined that CBBEL is uniquely qualified to complete the Study in an efficient and cost-effective manner, and that it is appropriate and in the best interests of the Village for CBBEL to perform the Study; and

WHEREAS, the Village desires to enter into an agreement with CBBEL for the completion of the Study, in accordance with the Proposal ("**Agreement**"); and

WHEREAS, in order to enter into the Agreement, the President and Board of Trustees have determined that it is appropriate to waive competitive bidding for the Agreement and the completion of the Study by CBBEL, pursuant to Section 8-8-13 of the Municipal Code of Lincolnwood, as amended ("**Village Code**"); and

WHEREAS, the President and Board of Trustees has determined that it will serve and be in the best interests of the Village to enter into the Agreement for the completion by CBBEL of the Study;

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 OF COMPETITIVE BIDDING. The advertising and bidding requirements for the Proposal, and for the performance of the Study by CBBEL, are hereby waived in accordance with Section 8-8-13 of the Village Code and the home rule powers of the Village.

SECTION 3. APPROVAL OF AGREEMENT. The Agreement by and between the Village and CBBEL is hereby approved in an amount not to exceed \$103,000, and in substantially the form attached to this Ordinance as **Exhibit A**.

SECTION 4. 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; provided, however, that if the executed copy of the Agreement is not received by the Village Clerk within 60 days after the effective date of this Ordinance, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 5. 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 are to 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 6. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, by a vote of two-thirds of the Board of Trustees, and approval and publication in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2017.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2017.

---

Barry I. Bass, President  
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this  
\_\_\_\_ day of \_\_\_\_\_, 2017

---

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

**EXHIBIT A**  
**AGREEMENT**



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

August 28, 2017

Village of Lincolnwood  
7001 N. Lawndale Avenue  
Lincolnwood, IL 60712

Attention: Mr. Andrew Letson  
Public Works Director

Subject: Proposal for Professional Engineering Services  
**Water Transmission Main Route Study**  
Village of Lincolnwood

Dear Mr. Letson:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal for the Water Transmission Main Route Study. The proposed transmission main is necessary to receive Lake Michigan water via the City of Evanston (COE) water supply system. Below are our Understanding of Assignment, Scope of Services, and Estimate of Fee.

**UNDERSTANDING OF ASSIGNMENT**

After assessing and evaluating various water supply options, the Village of Lincolnwood (Village) has concluded that receiving water directly from the COE rather than from the City of Chicago is the best option at this time and has therefore decided to proceed with Project implementation. Receiving a new source of water from the COE requires the construction of a new water transmission main connecting the two water systems. The focus of this assignment is to perform a route study to confirm that a feasible and cost effective transmission main route is available and to provide the necessary information to establish the Scope of Work for Project Design.

The current proposed transmission main route(s) to receive water from the COE is shown on the attached Exhibit. The COE has confirmed the location of the connection point to be east of the North Branch Channel on Oakton Street at the COE corporate boundary line. The transmission main route would extend about 2.5 miles from the COE connection point to Lincolnwood's ground storage reservoir located on Crawford just north of Devon. The land along the north/south alignment of the proposed transmission main route from Oakton St. to Devon Ave. is owned by the Metropolitan Water Reclamation District (MWRD). The land surface is open and provides a park and bike trail that is heavily treed in some areas, however, there are many existing utilities located beneath the ground surface. A recent

preliminary assessment was made by CBBEL with information provided by the MWRD that tentatively concluded that installation of a transmission main through this area is possible most likely using the directional boring method of construction. The MWRD's Terry O'Brien Water Reclamation Plant is located at McCormick Blvd. and Howard St. This facility has a massive underground outlet works structure that will present a challenge for routing of the proposed transmission main, but should not be insurmountable. The proposed transmission main route would also make use of the Village-owned former Union Pacific railroad ROW that extends from Touhy Ave. southwest to near the ground storage reservoir. Preliminary assessments by CBBEL indicate that the size of the transmission main should not exceed 20" in diameter.

### **SCOPE OF SERVICES**

The proposed work is based on using readily available data and information. We anticipate using the Cook County topographic and planimetric mapping to the maximum extent possible. A detailed field survey is not included in the proposed Scope of Services, however, the Cook County data will be supplemented by a limited investigative survey to confirm items that could significantly affect the route selection and or Project costs. We are proposing to complete the work under the following major tasks:

1. Project Coordination and Meetings
2. Investigative Route Survey
3. Alignment Study
4. Preliminary Design and Cost Estimate
5. Project Planning Report

#### **Task 1: Project Coordination and Meetings**

Once CBBEL is given the notice to proceed with the study, CBBEL will set up a Project Initiation meeting with key CBBEL Project staff and the Village to discuss any issues or concerns of the Village and ensure that all Project members are updated on recent developments and requirements to meet the goals and objectives of the Project. Key elements of the meeting will include the following:

- Confirm the Project Work Scope and Schedule
- Discuss the Coordination Efforts with the COE, MWRD, IDOT and Village of Skokie
- Discuss alternatives to be studied and evaluated
- Discuss and Collect Available Village information to be used on the Project including utility atlases, GIS data, as-built Drawings of the Ground Storage Reservoir, and real estate/survey data of Village-owned land to be used for the proposed transmission main.
- Establish and discuss design criteria to be used in the study

Coordination with the COE will need to be performed to establish planning and design criteria including the location and layout of the water delivery structure. A significant amount of coordination with the MWRD will be required throughout the planning process including an initial meeting to determine acceptable alignment options and design criteria, easements and/or permits that will be required, and a final acceptance of a suitable alignment. Coordination will also be required with IDOT and the Village of Skokie regarding alignment

and permitting requirements. Progress meetings with the Village will be held as required throughout the study.

### **Task 2: Investigative Route Survey**

The investigative survey will include a utility search at the initiation of the study to assist in determining potential utility conflicts that may affect route selection options. Spot surveys will be performed as necessary to confirm various locations/elevations of structures/utilities that may significantly affect pipeline alignment. These areas will be identified based on available mapping, record drawings, utility information, field reconnaissance, and will likely include the potential areas for crossing the North Branch Channel.

### **Task 3: Alignment Study**

CBBEL will perform the Alignment Study to determine a preferred route for the installation of the water transmission main. Pertinent available information relative to the study will be collected. The alternative route identification and assessment will primarily use the Cook County 2-foot contour maps, aerial maps, plat maps, MWRD record/proposed drawings and field reconnaissance. The potential routes will be evaluated based on constructability, potential utility conflicts, number of permits and/or easements to be acquired, potential permitting/licensing issues, preliminary comparative costing as appropriate, and maintenance requirements. A preferred route(s) will be selected and discussed with the Village, MWRD and other appropriate municipalities and/or jurisdictional agencies.

### **Task 4: Preliminary Design and Cost Estimates**

CBBEL will perform a preliminary design of the Project layout once a feasible and preferred pipeline alignment has been established. The preliminary design will include the location and preliminary sizing of required structures including the facilities required at the COE water delivery structure, the Lincolnwood reservoir connecting facilities, and the various valves that may be required along the alignment. Confirmation of pipe size and method of construction will be determined. Preliminary drawings of the Project layout will be prepared in sufficient detail to allow a preliminary opinion of probable construction cost to be developed.

### **Task 5: Project Planning Report**

A Planning Report will be prepared to summarize and document the study methodology, significant data and results. The report will present the recommended water transmission main alignment and preliminary opinion of probable construction cost. The report will summarize the significant data on the water delivery facility and estimated water delivery pressure as provided by the COE including the Lincolnwood connection requirements. The report will also identify any permits and easements required for Project implementation especially in regards to the MWRD owned properties.

### **Task 6: Illinois Environmental Protection Agency (IEPA) Project Planning Report Supplements**

The IEPA requires a number of additional items to be included in the Project Planning Report, should the Village decide to pursue a loan through the IEPA State Revolving Fund (SRF) Program. The Project Planning Report along with Pre-application for Loan

(previously submitted) is required to be submitted to the IEPA to start the loan application process. The IEPA requires the completion of the Environmental checklist which requires submittals and sign-offs from various agencies including the Illinois Department of Natural Resources (IDNR) and the Illinois Historic Preservation Agency (IHPA). The IEPA also requires a number of other various forms to be completed as well as description of the financial impact on the Village and a demonstration of how the potential loan will be paid for by the Village. This task will therefore include coordination with the Village Financial Department regarding potential IEPA loan repayment options.

**ESTIMATE OF FEE**

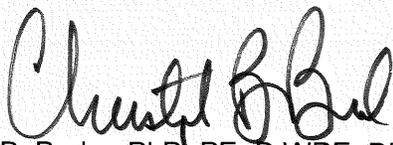
	FEE
Task 1 – Project Coordination and Meetings	\$ 10,120
Task 2 – Investigative Route Survey	\$ 33,078
Task 3 – Alignment Study	\$ 22,472
Task 4 – Preliminary Design and Cost Estimate	\$ 20,688
Task 5 – Planning Report	\$ 11,002
Task 6 – IEPA Planning Report Supplements	\$ 4,840
Direct Cost	\$ 800
<b>TOTAL</b>	<b>\$103,000</b>

The detailed man-hour and fee breakdown is contained in Exhibit A.

We will bill you at the hourly rates specified in our previously accepted Master Agreement. Please note that this proposal does not include detailed topographic field survey, land and/or easement acquisition, plats of survey, and/or wetland delineations, and that any requested additional services that are not identified and included in the preceding fee estimate will be billed at the hourly rates.

Please sign and return one copy of this agreement as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,



Christopher B. Burke, PhD, PE, D.WRE, Dist.M.ASCE  
President

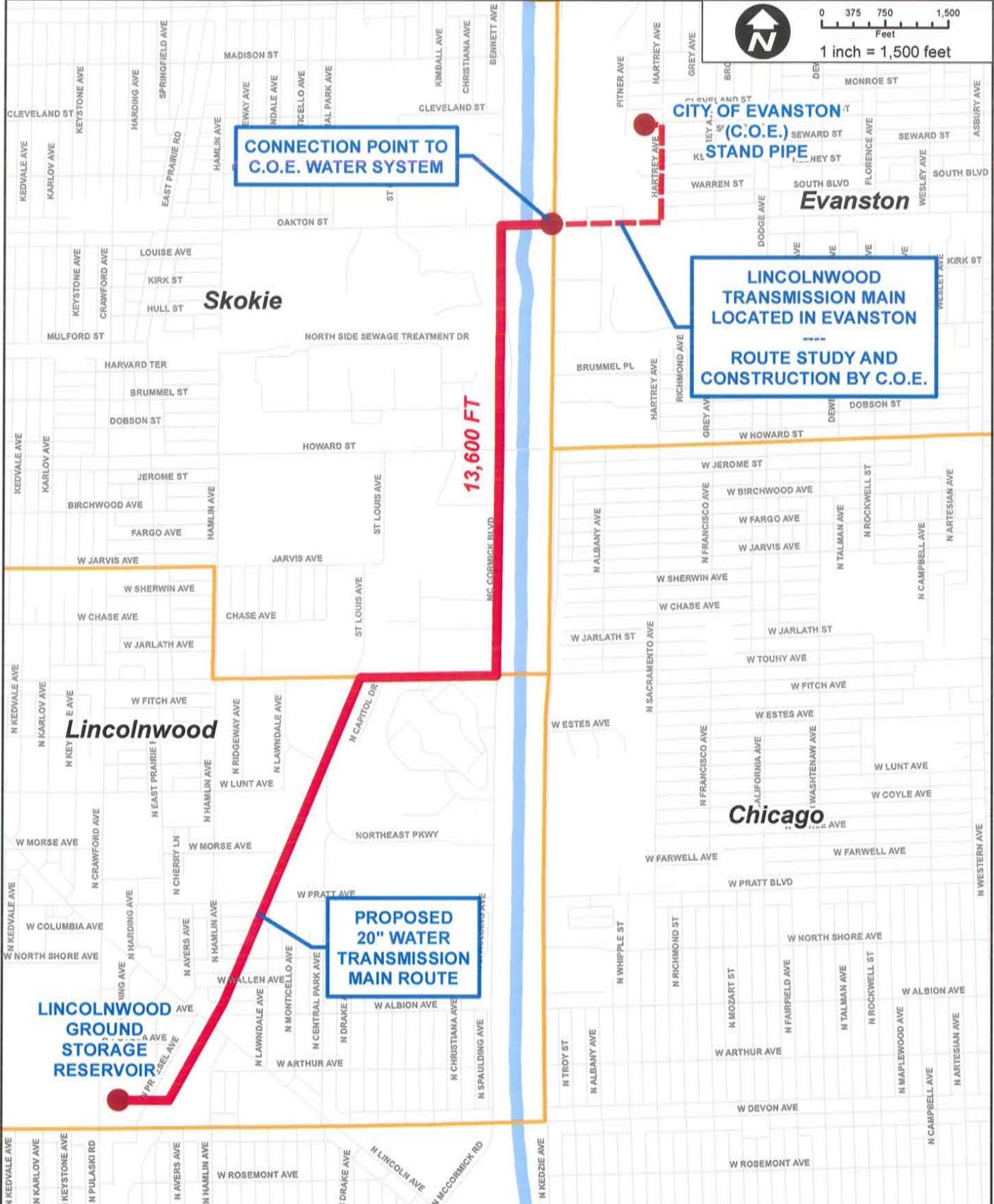
THIS PROPOSAL ACCEPTED FOR THE VILLAGE OF LINCOLNWOOD

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_



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Feet

1 inch = 1,500 feet



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CLIENT:  
**VILLAGE OF LINCOLNWOOD**

TITLE:  
**CITY OF EVANSTON WATER SUPPLY  
PROPOSED WATER  
TRANSMISSION MAIN ROUTE**

PROJ. NO.  
DATE:  
SHEET OF  
DRAWING NO.

**CB** **CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
9575 W. Higgins Road, Suite 600 · Rosemont, Illinois 60018 · (847) 823-0500

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CHKD.		PLOT DATE:	8/22/2017
FILE:	LincolnwoodTM_Exhibit2		

**EXH**

VILLAGE OF LINCOLNWOOD  
 WATER TRANSMISSION MAIN ROUTE STUDY  
 WORK EFFORT AND FEE STRUCTURE

EXHIBIT A

Classification	Engineer				Survey					CAD Manager	Asst. CAD Manager	Admin	Total Hours	Total Cost
	VI	V	IV	III	V	IV	III	II	I					
Rate (\$/hr)	\$184.00	\$150.00	\$121.00	\$112.00	\$150.00	\$115.00	\$110.00	\$86.00	\$67.00	\$121.00	\$115.00	\$79.00		
Task 1 - Project Coordination and Meetings	8	4	48	20									80	\$10,120.00
Task 2 - Investigative Route Study			24		10	10	22	72	72	48	72		330	\$33,078.00
Task 3 - Alignment Study	8	8	124	40								4	184	\$22,472.00
Task 4 - Preliminary Design and Cost Estimate	8	8	100	50								4	170	\$20,688.00
Task 5 - Planning Report	4		50	32								8	94	\$11,002.00
Task 6 - IEPA Planning Report Supplements			40										40	\$4,840.00
Subtotals	28	20	386	142	10	10	22	72	72	48	72	16	898	
Percentage of Hours	3.1%	2.2%	43.0%	15.8%	1.1%	1.1%	2.4%	8.0%	8.0%	5.3%	8.0%	1.8%	100.0%	
Total Personnel Cost	\$5,152.00	\$3,000.00	\$46,706.00	\$15,904.00	\$1,500.00	\$1,150.00	\$2,420.00	\$6,192.00	\$4,824.00	\$5,808.00	\$8,280.00	\$1,264.00		
														<b>Total Payroll Cost = \$102,200.00</b>
														<b>Direct Cost = \$800.00</b>
														<b>TOTAL COST = \$103,000.00</b>



Water Transmission Main Route Study - Village of Lincolnwood

AUGUST 28, 2017



# WATER SUPPLY AND TRANSMISSION

**SUBMITTED TO:**

ANDREW LETSON  
DIRECTOR OF PUBLIC WORKS  
VILLAGE OF LINCOLNWOOD  
6900 N. LINCOLN AVENUE  
LINCOLNWOOD, IL 60712

**SUBMITTED BY:**

JOHN CARUSO, PE  
CHRISTOPHER B. BURKE ENGINEERING, LTD.  
9575 W. HIGGINS ROAD, SUITE 600  
ROSEMONT, ILLINOIS 60018  
[jcaruso@cbbel.com](mailto:jcaruso@cbbel.com)





**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

August 28, 2017

Village of Lincolnwood  
6900 N. Lincoln Avenue  
Lincolnwood, IL 60712

Attention: Mr. Andrew Letson  
Director of Public Works

Subject: Statement of Qualifications  
Water Supply and Transmission Engineering Services

Dear Mr. Letson:

As requested by the Village of Lincolnwood, Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide our firm's qualifications for planning and design engineering services related to water supply and transmission facilities.

CBBEL has been assisting the Village over the last 2 years in assessing alternative water supply options and potential wholesale water rates. As a result the Village is considering switching their water supply source from the City of Chicago to the City of Evanston (COE). This potential change in water provider will require a new water transmission main and associated facilities.

CBBEL is well qualified to provide the required planning, design and construction engineering services for the new water facilities necessary to receive water from the COE water system. CBBEL is committed to provide these services with qualified and experienced personnel as described in this submission. We believe that we have the depth of personnel, the breadth of experience, and credentials to successfully complete the work.

CBBEL has successfully provided comprehensive engineering services for similar projects for various clients in the Chicagoland area. We have designated John Caruso, PE, Vice President and Head, Mechanical and Electrical Department as the Project Manager for this project.

If you have any questions or need any additional information, please do not hesitate to contact me or John Caruso at 847-823-0500.

Sincerely,

A handwritten signature in black ink that reads "Chris Burke".

Christopher B. Burke, PhD, PE, D.WRE, Dist.M.ASCE  
President

## TABLE OF CONTENTS

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**TAB 1 PROJECT UNDERSTANDING AND APPROACH**

PROJECT UNDERSTANDING

PROJECT APPROACH

**TAB 2 PROJECT TEAM**

ORGANIZATIONAL CHART

PROJECT TEAM EXPERIENCE SUMMARY

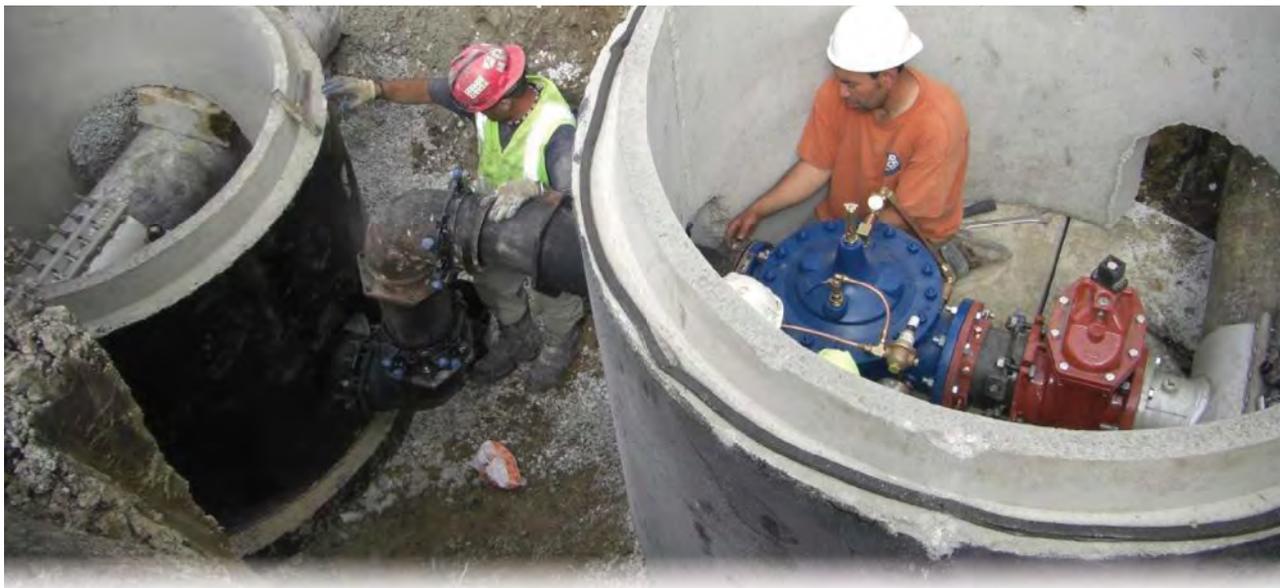
RESUMES

**TAB 3 SIMILAR PROJECT EXPERIENCE**

PROJECT FACT SHEETS







Christopher B. Burke Engineering, Ltd. (CBBEL) has been working with the Village of Lincolnwood over the last few years in assessing the option of changing the Village's water supply from the City of Chicago to the City of Evanston (COE). The Village has concluded that the switch to the COE water supply would be beneficial and has therefore entered into the final stages of negotiations to establish an acceptable wholesale water rate from COE. As such, the Village is planning on taking the next steps to implement the Project and has asked CBBEL to provide a Statement of Qualifications (SOQ) to perform this Work. This SOQ reaffirms CBBEL's understanding of the work, our approach to perform the Work and our previous experience on similar projects.

## PROJECT UNDERSTANDING

After assessing and evaluating various water supply options, the Village of Lincolnwood (Village) has concluded that receiving water directly from the COE rather than from the City of Chicago is the best option at this time and has therefore decided to proceed with Project implementation. The current water service agreement with the City of Chicago expires at the end of 2018, so implementation of the project should proceed as soon as practical. Receiving a new source of water from the COE requires the construction of a new water transmission main connecting the two water systems. The focus of this assignment is to perform a route study to confirm that a feasible and cost effective transmission main route is available and to provide the necessary information to establish the Scope of Work for Project Design.

The current proposed transmission main route(s) to receive water from the COE is shown on the attached Exhibit. The COE has confirmed the location of the connection point to be east of the North Branch Channel on Oakton Street at the COE corporate boundary line. The transmission main route would extend about 2.5 miles from the COE connection point to Lincolnwood's ground storage reservoir located on Crawford just north of Devon. The land along the north/south alignment of the proposed transmission main route from Oakton St. to Devon Ave. is owned by the Metropolitan Water Reclamation District (MWRD). The land surface is open and provides a park and bike trail that is heavily treed in some areas, however, there are many existing utilities located beneath the ground surface. A recent preliminary assessment was made by CBBEL with information provided by the MWRD that tentatively concluded that installation of a transmission main through this area is possible most likely using the directional boring method of construction. The MWRD's Terry O'Brien Water Reclamation Plant is located at McCormick Blvd. and Howard St. This facility has a massive underground outlet works structure that will present a challenge for routing of the proposed transmission main, but should not be insurmountable. The proposed transmission main route would also make use of the Village-owned former Union Pacific railroad ROW that extends from Touhy Ave. southwest to near the ground storage reservoir. Preliminary assessments by CBBEL indicate that the size of the transmission main should not exceed 20" in diameter.

The next steps for Project implementation would be to perform a Route Study to confirm and establish a feasible and cost effective alignment followed by Detailed Project Design.

## PROJECT APPROACH

CBBEL's approach to a successful completion of this assignment begins with composing a Project Team with the experience and expertise to meet all the goals and objectives of the Project. Our Project Team is presented under Tab 2 and is comprised of four highly qualified staff members who have worked together on many projects with similar work experience as required on this Project. As the Village is aware, the current Village Engineer, Jim Amelio, is a CBBEL staff member who will be able to provide close coordination between the Village and CBBEL.

Once CBBEL is given the notice to proceed with the study, CBBEL will set up a Project Initiation meeting with key CBBEL Project staff and the Village to discuss any issues or concerns of the Village and ensure that all Project members are updated on recent developments and requirements to meet the goals and objectives of the Project. Key elements of the meeting will include the following:

- Confirm the Project Work Scope and Schedule
- Discuss the Coordination Efforts with the COE, MWRD, IDOT and Skokie
- Discuss alternatives to be studied and evaluated
- Discuss and Collect Available Village information to be used on the Project including utility atlases, GIS data, as-built Drawings of the Ground Storage Reservoir, and real estate/survey data of Village-owned land to be used for the proposed transmission main.
- Establish and discuss design criteria to be used in the study

It is assumed that the Work will be performed in two phases, the Route Study and then Project Detailed Design. CBBEL will first provide the Village with a budget estimate to complete the defined scope of work for the Route Study. The results of the Route Study will confirm that a feasible and cost effective transmission main route is available and provide the necessary information to establish the Scope of Work for Project Design.

### ROUTE STUDY

The first phase for Project implementation would be to perform a Route Study to confirm and establish a feasible and cost effective alignment. The route study would encompass the area as previously described along the alignment shown on the attachment. Currently the water system connection point has been established in the area of Oakton Street at the eastern COE border as shown on the attached exhibit. The main objectives of the Route Study would be to:

- Perform a Utility Search and Limited Field Survey
- Meet with the MWRD to discuss potential alignments, requirements and design criteria
- Coordinate planning and design criteria with the COE
- Coordinate alignment and permitting requirements with IDOT and Skokie
- Establish the proposed transmission main alignment
- Confirm pipe size and method of construction
- Preliminary design of the Project layout
- Identify any costs associated with potential easements/license agreements
- Prepare a preliminary opinion of probable construction cost
- Coordinate with Village Financial Department regarding potential IEPA loan repayment
- Prepare a Planning Report suitable for updating and submittal to the IEPA in support of a low interest loan application should the Village decide to pursue this funding option

Entry into a water service agreement with the COE will depend on establishing a feasible transmission main alignment at an estimated construction cost that is in line with current estimates. The established Project layout would be used for final design of the Project.

### DETAILED DESIGN

The second phase for Project implementation would be to perform the detailed design for the Project layout established in the Route Study. CBBEL will first provide the Village with a budget estimate to complete the defined scope of work for the Detailed Design of the Project. The main tasks associated with the detailed design of the Project include:

- Prepare Detailed Topographic Survey Along Transmission Main Alignment
- Preparation of the Plan Set at Completion Levels Requested by the Village
- Prepare Preliminary Specifications in accordance with IEPA Loan Requirements
- Prepare Preliminary Opinion of Probable Construction Cost
- Prepare Permit Applications including IEPA Notice of Intent (NOI) and Storm Water Pollution Prevention plan (SWPPP) as required
- Prepare Plats of Easements if required
- Finalize Bid Documents incorporating Village and Permitting Agency Comments
- Assist the Village in the preparation of the Loan Documents Required by the IEPA Loan Application Requirements (if requested by the Village)

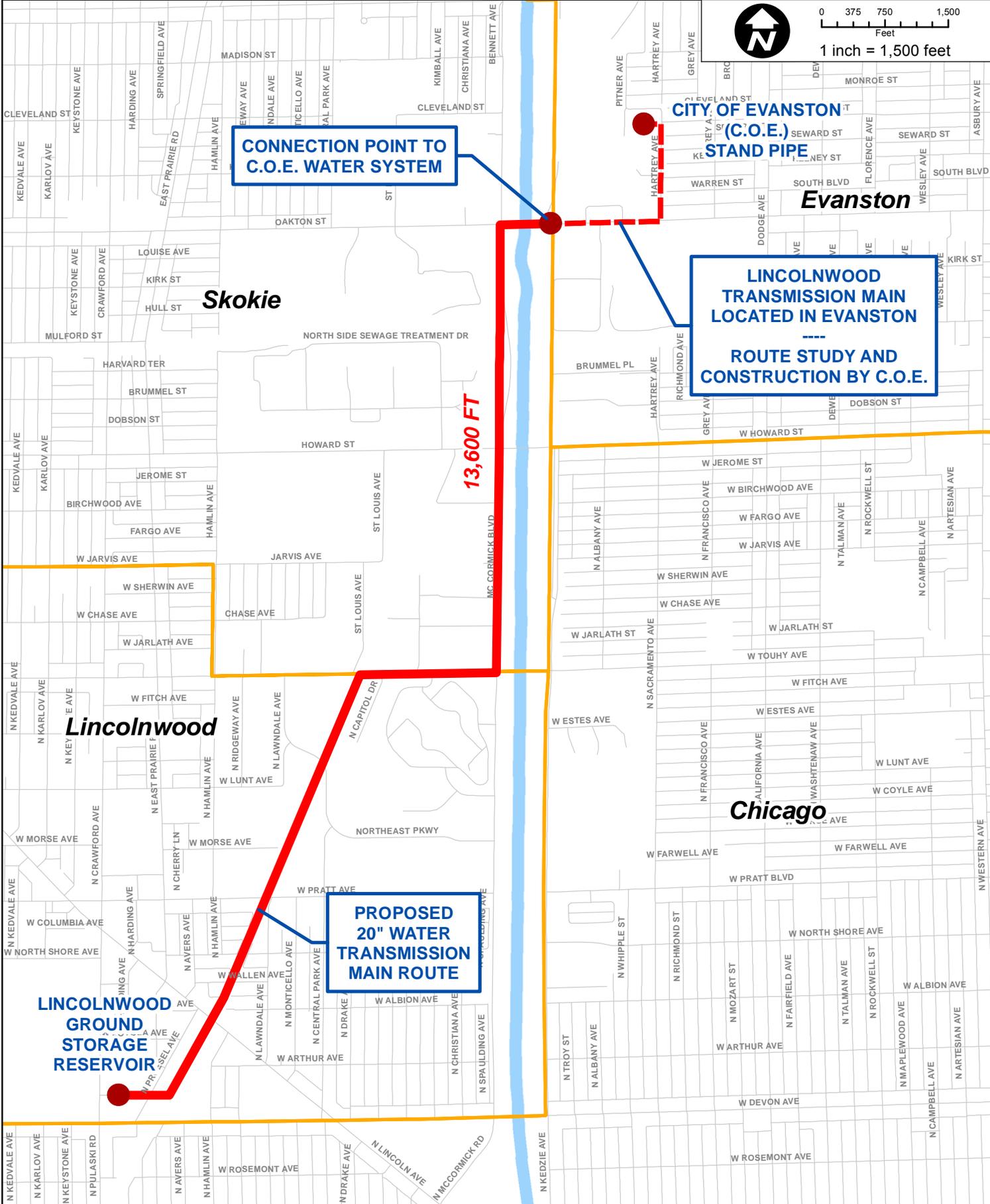
CBBEL will also provide the Village with a Scope of Work and budget estimates for Bidding Assistance and/or Construction Observation Services upon Village request.





0 375 750 1,500  
Feet

1 inch = 1,500 feet



**CONNECTION POINT TO C.O.E. WATER SYSTEM**

**CITY OF EVANSTON (C.O.E.) STAND PIPE**

**LINCOLNWOOD TRANSMISSION MAIN LOCATED IN EVANSTON**  
---  
**ROUTE STUDY AND CONSTRUCTION BY C.O.E.**

**13,600 FT**

**PROPOSED 20" WATER TRANSMISSION MAIN ROUTE**

**LINCOLNWOOD GROUND STORAGE RESERVOIR**

Path: N:\PROPOSALS\ADMIN\2017\Lincolnwood Transmission Main\Exhibits\LincolnwoodTM\_Exhibit2.mxd

CLIENT:  
**VILLAGE OF LINCOLNWOOD**

TITLE:  
**CITY OF EVANSTON WATER SUPPLY PROPOSED WATER TRANSMISSION MAIN ROUTE**

PROJ. NO.  
DATE:  
SHEET OF  
DRAWING NO.

**CB** **CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
9575 W. Higgins Road, Suite 600 · Rosemont, Illinois 60018 · (847) 823-0500

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CHKD.		PLOT DATE:	8/22/2017
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**EXH**





**DIRECTOR OF PUBLIC WORKS  
ANDREW LETSON**

**VILLAGE ENGINEER  
James Amelio, PE**

**PROJECT MANAGER  
John Caruso, PE**

**LEAD PROJECT ENGINEER  
David Sulkowski, PE**

**PROJECT ENGINEER  
Mark Emory, PE**

**PROJECT ENGINEER  
Kevin Baldwin, PE**



CBBEL is uniquely qualified to provide engineering services to the Village for the Water Transmission Main Project. As the Village is aware, CBBEL is a full service firm providing engineering, environmental and surveying services. In particular, our work as the Village/City Engineer for over 20 municipalities in the Chicagoland area including Lincolnwood has provided us with a vast amount of experience especially in the water and wastewater fields. Specifically our experience in the planning, design and construction of potable water systems in tandem with the small and well qualified team of engineers selected for this Project will ensure the Village a quality product that is on time and within budget. As such, CBBEL is responding to the Village's Request for Qualifications for the planning and design of the Transmission Main Project.

CBBEL is proposing to provide a small Project Team with four highly qualified members all from within the company's Mechanical/Electrical Department led by John Caruso who has been assigned as Project Manager. The Mechanical/Electrical Department is comprised of a multi-disciplined staff consisting of Mechanical, Electrical and Civil Engineers as well as technical and administrative personnel. The Department was assembled years ago with the intent of providing complete engineering services specifically for water and wastewater projects of all sizes and has expanded over time to include comprehensive electrical and lighting projects. Mr. Caruso who will serve as Project Manager is highly experienced in the planning, design and construction of water systems including water modeling, transmission and distribution piping, water storage and pumping facilities, emergency power facilities and SCADA systems. Mr. Caruso will serve as the primary contact with the Village and provide the QA/QC for Project implementation over all phases of the proposed Work.

The other three Project Team members are Mark Emory, Head of the Pumping Applications Section, David Sulkowski, Senior Civil Engineer and Kevin Baldwin, Mechanical Engineer specializing in water and sewer design and drawing preparation, as well as water system modelling and computer applications. Together, the four-member Project Team will provide about 125 years of engineering and project experience and have all worked together on a variety of projects including water system projects with similar work experience as required for the proposed Lincolnwood assignment. Some of these projects are briefly identified below and included in more detail under Tab 3



#### **JOHN CARUSO, PE - PROJECT MANAGER**

John is a Mechanical Engineer and the Head of the MECHANICAL/ELECTRICAL ENGINEERING DEPT. and oversees the work of the personnel within his Department which include the other three team members identified for this Project. As Department Head, John will provide the Project QA/QC. John has over 29 years of experience in the planning and design of mechanical, electrical and lighting projects. John specializes in water system analysis and design including pump station and emergency power design, water system modelling and evaluation, SCADA system design as well as roadway and site lighting design. Some of his relevant experience includes:

- Currently working with other Team Member, David, on the alternative water supply studies for the Village of Lincolnwood.
- Currently working on behalf of Chicago Heights in conjunction with other communities in obtaining Lake Michigan water supply via Hammond, Indiana as an alternative to water supply via Chicago.
- Project Manager/Design Engineer for Lansing Pump Station Improvements in Chicago Heights which included replacement of (3) 7,000 gpm horizontal split case potable water pumping units, associated isolation butterfly valves, pipe fittings, insertion flow meter, and SCADA.
- Project Manager/Design Engineer for construction of potable water booster pump station at existing Village of New Lenox standpipe and pump station.

- Project Manager for the design and construction of a new 1.5 MG spheroid water tower in the Village of Shorewood.
- Project Manager for the design and construction of a new 400,000 gallon, 128' tall elevated water storage tank on the Baxter Healthcare Campus in Round Lake Park.

### DAVID SULKOWSKI, PE - LEAD PROJECT ENGINEER

David is a CIVIL ENGINEER with over 42 years of experience in a broad range of projects including the planning, review, analysis, and design for municipal projects primarily related to water supply and wastewater collection, from small rehabilitation/replacement projects to major extensions of water and sewer systems. David specializes in planning studies that include the development and evaluation of alternative project concepts, hydraulic analysis and design, cost estimates, economic evaluation, preparation of planning reports, and water and sewer rate studies. Some of his relevant project experience includes:



- David is currently working with other Team Members, John and Kevin, on the alternative water supply studies for the Village of Lincolnwood to switch providers from the City of Chicago to the City of Evanston.
- Project Engineer for the design and construction of the new water transmission main system to replace the old system for the Hillside-Berkeley Water Commission (HBWC). The Project included approximately 22,000 feet of new 16" ductile iron water main with about 6,000 feet directionally bored. The Project also included the design and construction of an emergency interconnection between the HBWC and Bellwood water systems.
- Project Engineer for design and construction of 4,300 feet of 20" water transmission main located in DuPage County Hwy. 25 for the South Booster Station in Lombard.
- Project Engineer for the design of the 12-inch water interconnection between the City of Northlake and Village of Franklin Park. The interconnection is to be located beneath the Tri-State Tollway (I-294) and is currently on hold pending the final layout of the proposed Western Bypass (I-490)/Tri-State interchange.
- Project Engineer for the Palos Park \$10 million water and sewer system expansion that included a booster pump station and about 13,000 feet of 16" water transmission main and about 47,000 feet of water main to serve residents.



### MARK EMORY, PE - PROJECT ENGINEER

Mark is a Civil Engineer with a strong mechanical background and the HEAD of the PUMPING APPLICATIONS SECTION. Mark has over 41 years of experience in the planning, design and construction of engineering projects related to water supply and distribution as well as wastewater collection and treatment. Some of his relevant experience includes:

- Currently Mark is finishing up work with other Team Member, Kevin, on alternative water supply studies for the Village of Bartlett which resulted in the recommendation to bring Lake Michigan water to the Village via the DuPage Water Commission. Mark is currently scheduled for the design of the Bartlett water system improvements needed to accommodate the new water supply source.
- Project Manager for the design and construction of the 22,000-foot 16" water transmission system through the Village of Bellwood for the Hillside-Berkeley Water Commission (HBWC) as well as the design and construction of pump modifications for the HBWC system.
- Project Manager for the design and construction of a new \$2.5 million inter-zone potable water pumping station and transmission main in the Village of Lombard featuring 3-60 HP split case pumps, emergency generator and incorporation into the Village's existing SCADA system.
- Project Manager for the design and construction of a new water supply facility in the Village of Hawthorn Woods. Facility included 2 deep sandstone wells, cast-in-place concrete ground storage reservoir, variable high service and fire flow pumping, hydro-pneumatic tank, ion exchange softening and automated supervising controls.

- Project Manager for Gregg's Landing Ground Storage Reservoir and Pump Station, Milwaukee Avenue Pump Station, and delivery structure and water transmission main all in Lake County.
- Project Manager for 63 Pine Pump Station and Reservoir Rehabilitation in Riverside.

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### KEVIN BALDWIN, PE - PROJECT ENGINEER

Kevin is a Mechanical Engineer with over 11 years of experience in design and construction projects focusing on mechanical, electrical, and civil applications. Performs water distribution system modeling, water and sewer system design, potable water and sanitary pump station design, as well as roadway and site lighting design. Kevin specializes in the preparation of design drawings, water system modelling and computer applications. Computer Capabilities include software such as: Microstation and AutoCAD for plan drawings and creating exhibits; WaterGEMS, Infowater, and EPANET v2 for water distribution modeling and scenarios; ArcGIS and ArcMap for information systems analysis and exhibit creation; Microsoft Office and Adobe Standard for contract document preparation; ProjectWise Explorer for multiple company file transfer structure; and Excel and EDR (Electrical Designers reference) for voltage drop, panelboard circuit loads/schedules and fault current calculations. Some of his project experience includes:



- Currently Kevin is finishing up work with other Team Member, Mark, on alternative water supply studies for the Village of Bartlett which resulted in the recommendation to bring Lake Michigan water to the Village via the DuPage Water Commission.
- Also currently finishing water model studies for the O'Hare Airport water system, and assisting other Team Members, John, Mark and David, on multiple projects including the Bartlett and Lincolnwood alternative water supply studies.
- Developed a water model for the Village of Lincolnwood.
- Design Engineer for the design and construction of the new water transmission main system to replace the old system for the Hillside-Berkeley Water Commission (HBWC). The Project included approximately 22,000 feet of new 16" ductile iron water main.
- Converted and updated existing water models for the Villages of Shorewood and New Lenox.

Professional Engineer experienced in design of mechanical/electrical engineering projects. Experience includes pump station design, water model studies, roadway and site lighting design, SCADA system design and irrigation design. Participated and/or acted as Resident Engineer on various potable water and sewage related pumping station projects, roadway lighting, and stormwater management projects. Responsibilities include design coordination with all related engineering disciplines on various projects with an emphasis on pumping applications including storm, sewage and potable water pump stations, as well as roadway lighting design and electrical design. Duties include preparation of design memorandum and preliminary engineering reports; acquisition of permits from state, county, and local agencies; preparation of contract specifications and construction plans; review of drawings and specifications for code compliance; providing RE services; design of standby engine generators and electric services; design of lighting systems for roadway, parking lot, landscape, and interior applications; and design of SCADA systems for sanitary, storm and potable water applications. Performs water model analyses using WaterGems, Infowater, WaterCAD and EPANET.

### **PUMP STATIONS**

**Lansing Pump Station Improvements, Chicago Heights:** Project Manager/Design Engineer for replacement of (3) 7,000 gpm horizontal split case potable water pumping units including associated isolation butterfly valves, globe check valves, pipe fittings, insertion flow meter, SCADA improvements to the City of Chicago Heights potable water pumping station. Construction Cost \$300,000.

**Meter Vault at Lansing Pump Station, Chicago Heights:** Project Manager/Design Engineer for installation of 10' x 10' poured in place concrete, below grade meter vault over existing 36" water transmission main, including the installation of an insertion meter, electric and communication conduit and cable, connection to and modifications to existing SCADA system. Construction Cost \$200,000.

**Potable Water Booster Station, New Lenox:** Project Manager/Design Engineer for construction of booster pump station at existing Village stand pipe and pump station. Improvements include modification to existing building adding approximately 400 SF of floor space including new standing metal seam roof, roof trusses, brick and CMW block wall construction for 2 new 750 gpm potable water booster pumps to create new pressure zone in remote, elevated area of the Village currently experiencing low water pressure. New standby diesel generator, modifications to existing motor control center, pressure reducing valves, and remote pressure monitor station reporting back to SCADA via radio is included in scope. Construction Cost \$1,000,000.

**Flood Mitigation Project, Elmwood Park:** Project Manager/Lead Designer for 150 cfs stormwater pump station, including four 250 Hp pumps, 1,600A motor control center, 1,000 kW engine generator, 30'x12' control building, SCADA, CCTV and 1,000' of twin 36" HDPE forcemains. Construction cost \$3.6 million.

**Cummins Technical Center Flood Risk Reduction, Columbus, IN:** Project Manager responsible for design of flood control pumping stations. Project was a flood wall design to protect the Technical Center building. Included 45 cfs pump station, 5 cfs pump station, and over 500' of concrete flood wall.

**Wastewater Treatment Plant Modifications, Rochester, IN:** Modifications included replacement of 6 electric motors with inverter duty rated motors, installation of 6 variable frequency drives for trickling filter effluent pumps. Construction cost of \$200,000.

**Old Plank Park, Naperville:** Design of approx. 7 cfs stormwater dewatering pump station for approx. 80 ac-ft stormwater detention facility. Required coordination and modifications to existing Country Commons pumping facility.

**Graff Drive Stormwater Pump Station, Rosemont:** Design of 20 cfs stormwater pump station including SCADA and 100kw standby generator to alleviate local flooding in residential area. Construction cost \$586,000.

**Country Commons, Naperville:** Design of 2 cfs stormwater pump station to dewater 49 acre-foot stormwater reservoir underdrain system. Construction cost \$550,000.

**YEARS EXPERIENCE:** 29  
**YEARS WITH CBEL:** 29

### **EDUCATION**

Bachelor of Science, 1988  
Mechanical Engineering  
University of Illinois at Chicago

### **PROFESSIONAL REGISTRATION**

Professional Engineer, IL,  
062.048356, 1993  
Professional Engineer, WI,  
43186-6, 2013  
Professional Engineer, IN,  
PE11012145, 2010

### **PROFESSIONAL DEVELOPMENT**

Ethics in City Government,  
Ethics Training for  
CDA/OMP Contractors,  
Vendors and Employees

### **PROFESSIONAL AFFILIATIONS**

American Society of  
Mechanical Engineers

Engineers Without Borders

Illuminating Engineers Society



**Well No. 9, Shorewood:** Design of brick Well House for electrical, variable frequency drive and SCADA controls for 400 Hp, 1,200 gpm deep well pump. Packaged meter vault, manual transfer switch, and 2400 volt step up transformer included.

**Well Nos. 6 & 8, Sycamore:** Project Manager/Lead Designer for rehabilitation of two existing well houses. Upgrades included building additions to accommodate future radium treatment/removal equipment; electrical upgrades to existing well pumps; new diesel stand-by generator; underground piping revisions; well house piping revisions.

**Wood Dale-Itasca Reservoir and Pump Station, DCDEC:** Multi-phased stormwater management project along Salt Creek. Project included excavation of over 500,000 cy of material; construction of an earthen embankment approx. 0.5 mile long; 25 cfs pump station, 45' deep with two 75 hp pumps; 5 hp dewatering well, and SCADA telemetry system with a 75' tall radio antenna. Construction cost \$5 million.

**Westwood Creek Dam and Pump Station, Addison:** Assisted in preparation of construction drawings for stormwater dam and pump station consisting of three 300hp submersible tube type propeller pumps, three 6'x8' motor operated sluice gates, and associated level sensing and control devices. Pump station rated at 500cfs and provided with 800kw diesel-electric generator for standby power. Responsibilities included RE for 2 years during construction, contract administration, and preparation of O&M manual. Performed annual dam inspection report for submission. CECI 1995 Engineering Excellence Achievement Award Winning Project. Construction cost \$2 million.

**Finley/Crescent Pond, Lombard:** Design and resident engineering of 3 acre foot stormwater detention reservoir and 6cfs pump station. Construction cost \$800,000.

**Well No. 9, Sycamore:** Designed a 250 hp 1350 gpm well pump for potable water deep well and a well house including provisions for radium treatment equipment. Design included a 350kw standby power generator, SCADA controls and chemical treatment facilities. Construction cost \$827,000.

**William Street Reservoir and Pump Station, Rosemont:** Assisted in design and preparation of construction documents for below grade, poured-in-place concrete 5MG reservoir and 6,000gpm potable water pumping station. Responsibilities included sizing diesel electric generator; lighting, electrical power, piping layouts & CAD implementation to prepare contract drawings. Major equipment items included four 1,500gpm vertical turbine pumps driven by variable frequency drives; standby diesel electric generator; HVAC system for cooling main water pumps & heating pump station; chlorination equipment; control & alarm telemetry; & excavation support system. CECI 1995 Engineering Excellence Achievement Award Winning Project.

## LIFT STATIONS

**Menards Lift Station, Glendale Heights:** Project Manager for rehabilitation of existing sewage lift station along IL Route 64. Improvements include reuse of existing wet well with concrete rehabilitation, 3 new 1150 gpm submersible pumping units and associated valves and discharge piping, aluminum access hatches, expansion of existing precast concrete control building including

new roof and three wall additions, pump controls including VFDs, valve vault, meter vault with in-line meter, reuse of existing forcemain, modifications to SCADA. Construction Cost \$630,000.

**Lake Park Estates Lift Station, Palatine:** Project Manager for the rehabilitation of existing sewage lift station including converting dry well-wet well type station to submersible type station. Reuse of existing wet well, new valve vault and associated piping and valves, submersible pumping units, pump control panel and automatic transfer switch for 2 ComEd services. MWRDGC permit acquired. Construction Cost \$170,000.

**Elm and Blanchard Lift Station, Wheaton:** Project Manager for the design and construction of sewage lift station rehabilitation including new submersible 85 hp pumping units, pump controls with variable frequency drive (VFDs), connection to existing standby generator, new electric service, protective structural barrier wall. Construction Cost \$300,000.

**Regency Drive Lift Station, Glendale Heights:** Project Manager for design of 400 gpm sewage lift station modifications to convert from a can lift station to submersible pumps. Project also included a 50 kW natural gas generator.

**VFW Lift Station, Rochester, IN:** Design of sanitary lift station modifications for rehabilitation of existing lift station including pumps, controls, valves, hatches and bypass pumping. Construction cost of \$140,000.

**Klefsstad Lift Station, Wood Dale:** Project Manager for rehabilitation of duplex submersible sewage lift station conversion from dry pit station. Included 60kw natural gas standby generator. Construction cost \$450,000.

**Peck Farm Park, Geneva:** Design of a lift station, distribution watermain and electrical service to 50,000 SF recreational building. Construction cost \$800,000.

**Blacksmith Drive Lift Station Improvements, Wheaton:** Design and construction upgrades to existing sewage lift station including natural gas stand-by generation housed in pre-cast concrete building. New pump control panel and pump controls via transducer and backup floats.

**Lorraine Blockhouse Improvements, Wheaton:** Design and construction of upgrades to an existing sewage lift station including: demolition of existing 12'x12' brick building housing submersible pump controls, installation of a 10'x16' pre-cast concrete building with faux brick finish, new 60kw natural gas fueled generator, pump control panel, transducer and back-up floats. Overhead electrical service was replaced with below ground conduit and cables, along with new ComEd pad mounted transformers. New hatches provided on existing concrete pad and new pump guide-rail system and wet well piping was installed.

**Geneva Water Quality Subdivision:** Design and part-time construction observation services for sewage lift station and parking lot lighting. Lift station received backwash from future city water treatment plant filter tanks.



**Lift Station Upgrades Phases I & II, Lombard:** Project Manager/Design Engineer/Resident Engineer for the design and construction observation of 8 sanitary lift stations and 2 stormwater pump stations including demolition of existing dry-type stations. Construction cost \$4.5 million.

#### WATER STORAGE TANKS

**Glenwood School for Boys & Girls Painting of 150,000 Gallon High Tank, St. Charles:** Project Manager for painting 150,000 gallon elevated water tank. Coordinated use of temporary hydropneumatic tanks for water supply during time tank was out of service.

**500,000 Gallon Elevated Water Storage Tank Painting, Rosemont:** Assisted in preparation of contract documents and administration of bid process. This tank was awarded the 2006 Tank of the Year by the Tnemec Paint Company.

**Painting of 2 Million Gallon Standpipe, Darien:** Assisted in preparation of bidding plans and contract documents.

#### SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM DESIGN

**Village of Forest Park SCADA System:** Design and project management of SCADA system including 2 elevated tanks, 2 pump stations, meter station, emergency interconnection and lift station. Construction cost \$100,000.

**Village of Chicago Ridge SCADA System:** Design, contract document preparation and contract administration of a SCADA system incorporating a main potable water pump station, booster pump station, 1MG elevated water storage tank and three sanitary lift station sites. Construction cost \$100,000.

**Village of Willowbrook SCADA System:** Design, contract document preparation and contract administration of a SCADA system. System included 2 elevated storage tanks and a 3MG standpipe and booster pump station. Construction cost \$70,000.

#### WATER MODEL STUDIES

**Water Distribution Study, Bensenville:** Developed & calibrated a water distribution model (MWH Soft Info Water) and established user demands for water distribution system. Identified impacts on system from the removal of the existing piping and water supply demand within the O'Hare Modernization Program expansion area.

**Residences at the Grove, Downers Grove:** Water model constructed for a proposed 15 acre development to determine available fire flows for multi-family development.

**Apple Creek Estates, Woodstock:** Constructed water model for proposed 540 acre development, including single family, multi-family, commercial & a school. Fire flows, resultant pressures were analyzed along with sizing watermains and future elevated tank.

**Oak Grove Business Park, Waukegan:** Performed water model for industrial park including five flow demands for most distant building and sizing watermain. Model was basis for construction of 16" watermain extension to supplement park's watermain.

**Village of Palos Park:** Three, million dollar construction contracts for more than 10 miles of watermain and sanitary sewer. Through the use of CYBERNET, AutoCAD and KYPIPE, a water model was constructed and analyzed to size booster pump stations and watermain throughout selected portions of the Village.

**DuPage Technology Park, West Chicago:** Analyzed fire flow and water demands of Technology Park being connected to existing City of West Chicago water supply system.

**City of Rolling Meadows:** Review of an existing water model to determine effects of potable water pump station upgrades and pump selection.

#### ROADWAY LIGHTING DESIGN

**Uptown Redevelopment, Park Ridge:** Project Manager for \$1.5 million roadway lighting project near Northwest Highway and Touhy Avenue. Project included both City and IDOT roadways. Roadway lighting submittals and permit applications were submitted to IDOT for approval. Coordination with 7 intersections including traffic signal replacement at all intersections. Electrical included tree lighting, electrical feeds for kiosks and convenience receptacles.

**I-294 at IL Route 137, Lake County:** Project consisted of design of 5,500 LF of a new continuous freeway lighting system in each direction for widening I-294 and intersection lighting design for 4 signalized exit and entrance ramps. The project utilized approx. 75 lighting units with 400W HPS roadway luminaries mounted on 50' mounting height aluminum poles on 15' truss mast arms along with 150W HPS Wall Pak Type Lighting Units for Underpass Lighting. The Main Line lighting is controlled by centrally located Radio Controlled Lighting controller and the intersection transition lighting is controlled out of the traffic signal controller Transfer Cabinets. Project also included design and installation of 1,500 LF of duct bank for the installation of fiber optic network cable for Illinois Tollway Communications, Surveillance and Lighting Control.

**88th Avenue Street Lighting Design, Palos Hills:** Project Manager/Resident Engineer for 1 mile of roadway lighting design using ornamental type street lighting. Construction cost \$700,000. Project was redesigned using standard cobra head type luminaries and spun aluminum poles.

**Congdon Avenue Roadway Lighting, Elgin:** Project Manager for roadway lighting design of 1.2 miles. Coordination with CCHD plans for reconstruction of Congdon Avenue.

**McLean Boulevard Roadway Lighting, Elgin:** Project Manager/Resident Engineer for 1 mile of roadway lighting on 4 lane collector road in Elgin. Additional 7 'mid-block' sites at various residential streets also included. Construction cost \$220,000.

**71 South Lower Wacker Lighting, Chicago:** Design of intersection roadway lighting at proposed signalized intersection on Lower Wacker Drive for existing building loading dock. Reviewed & Permitted by City of Chicago and IDOT.



**Balmoral Avenue Extension, Rosemont:** Design of \$600,000 roadway lighting improvements. Incorporated the use of over 140 lighting units in the design of multiple lighting systems. The project's close proximity to O'Hare Airport restricted overall mounting height to 17'. Temporary lighting was installed on Mannheim Road for construction operations. Other entities consisted of bridge lighting mounted to parapet walls, underpass lighting, and upgrades to existing Village, City of Chicago and IDOT lighting systems. Construction cost \$10 million.

**Randall Road Intersection/Transition Lighting, MCDOT:** Design of lighting at 4 intersections using 61 light poles and 3 new lighting controllers. Upgraded existing lighting controllers and expanded the system. Incorporated existing luminaries on combination lighting/traffic signal poles into new lighting system.

**DuPage Technology Park Phase I, West Chicago:** Designed lighting using 42-40' light poles and 2 lighting controllers which illuminated approx. 4,400' of roadway including 2 roundabouts. Also aerated 7 ponds using air compressors and diffusers regulated by 2 aeration electric controllers. Duties included photometric design, plan design, and cost estimate.

**Meijer Store #182, St. Charles:** Design of roadway lighting for intersection and transition lighting along IL 38, Randall Rd and Bricher Rd. Project included 67 new light standards and removal of 18 existing light standards, lighting 3 intersections, installing 2 lighting controllers and modifying an existing controller. Coordination with Kane County, IDOT, St. Charles and Geneva was required.

#### SITE LIGHTING DESIGN

**DuPage County Courtyard, Wheaton:** Project Manager for installation of 11 ornamental roadway light poles, 35 ornamental walkway light poles, 8 ornamental parking lot light poles and a remote receptacle for events. Existing electrical panels were upgraded to accommodate new lighting. Designed a site irrigation system including a submersible pump drawing water from an adjacent pond via a concrete structure.

**National Street Metra Station, Elgin:** Project Manager for installation of 50 parking lot light standards in which 13 were located on the train platform deck. Also, included one lighting controller and 12 ornamental poles along the Fox River.

**Prairie Crossing Site Lighting, Metra:** Project Manager for installation of 80 ornamental parking lot lighting standards in which 15 were located on a train platform deck. Tasks included photometric design and preparation of plans.

#### ROADWAY LIGHTING STUDY

**Elgin Street Lighting Inventory and Effectiveness Study:** Survey of approx. 6,000 street lighting units with hand held GPS unit. Presented results to City in PowerPoint presentation including recommendations for additional lighting in residential areas.

**Street Lighting Study, Lombard:** Project Manager for locating, identifying, assessing, and organizing data for all street lighting within the Village. There were 2170 light poles controlled by 91 lighting controllers, and 81 light poles were directly connected to ComEd with 357 light poles owned by ComEd. The lighting ordinance was revised, street lighting atlases were revised, and a 10-year street lighting capital improvement plan was designed.

#### RECREATIONAL FACILITIES

**Lincoln Park Zoo South Pond Renovation, Chicago:** Project consisted of draining/dredging the existing pond and removing/replacing/upgrading all adjacent amenities, improvements including lighted boardwalk and path around pond, 2 waterside pavilions with lighting, electric and communication ports, ticket and toilet kiosks, receptacles throughout, a wind turbine, central electrical controller, pond aeration and an automated pond water refill system watermain.

**Concessions/Washroom Building, St. Charles Park District:** Designed a 2,100 SF restroom and concession building. Amenities included 3" water service from existing water well for domestic supply and fire protection, 480 volt electrical service, grinder sewage lift station and 1,200' of 2" force main, restrooms, concessions storage and picnic area.

**Prairie Lakes Park Expansion, Des Plaines:** Project Manager for lighting design for skate park and lighting/electrical for 6 batting cages. Also included were electrical provisions for a well and irrigation pump, a shelter building, vending machines and a tent for events.

**Redmond Park, Bensenville:** Design, contract documents, and construction observation of a multi-use recreational 70 acre site. Project included a 1,200 seat covered grandstand with press box, 1,200 SF washroom/concession building, 1,000 SF maintenance building, 2 lighted baseball fields with scoreboards, playground with play equipment and washrooms, soccer field, walking trails, 2 pedestrian bridges over concrete spillways, and irrigation in the ball fields. CECI 1998 Engineering Excellence Merit Award Winning Project. Construction cost \$5 million.

**Campton Hills Park District, St. Charles:** Project Manager for design of upgrades to existing electrical well house building, electric for 2 scoreboards, a sanitary lift station, and irrigation of 7 soccer fields with provisions to irrigate 6 more.

**The Morton Arboretum Children's Garden, Lisle:** Project Manager for design of path/area lighting and receptacles. Power was provided for 5 water feature pumps including a granite ball rotating on a cushion of water.

**East Side Sports Complex, St. Charles Park District:** Designed site lighting and softball field lighting; including two 1,200 amp electrical systems for two cartwheel style quad softball fields, 2 soccer fields, tennis, basketball, skate park, and parking lot. Also, included was the site electrical for a providing shallow (30') well to the site and irrigation system, and maintenance of the building's electrical systems. Construction cost \$4 million.



**Veteran's Memorial Park, Glendale Heights:** Project Manager for design of park lighting including 12 ornamental poles with receptacles, 11 recessed wall lights, 5 ingrade monument lights, 2 sign flood lights, 2 flag floodlights, and 4 low voltage ingrade lights for a 48" rotating granite ball. Also, there were 6 remote quad GFI receptacles and provisions for connecting portable power receptacles for events. Duties included photometric calculations, plan design and preparation, and cost estimate.

**The Legends Golf Course, Bensenville:** Design included architectural site lighting and sports lighting for golf course and driving range along with all related power and control.

**Fredenhagen Park, Naperville:** This \$1.7 million project included a concession building, an illuminated water fountain controlled from a below grade vault, an illuminated ornamental clock tower, 13 ornamental light poles, ground mounted light fixtures, well pump and exterior site receptacles. Duties included fountain design, electrical design, and cost estimate.

**Town Center Project, Carol Stream:** Design and contract documents including construction cost estimates, acquisition of IEPA water and sewer permits, Health Department permits, and construction observation of 25 acre park. Project included 1,200 SF visitors center with restrooms, concession and storage area, 30' diameter gazebo/pavilion with stage, 100' diameter architectural concrete fountain, 65' pedestrian bridge, brick paver walkways, site lighting, site irrigation, 1,300' sanitary sewer, and 300' watermain. CECI 1999 Engineering Merit Award Winning Project. Construction cost \$4 million.

## RESIDENT ENGINEERING

**DMS Replacement, Illinois Tollway:** Replacement of 5 dynamic message signs for Tollway including LED DMS signs, CCTV camera installation, fiber optic cable communications, and digital communications network equipment. Construction cost \$1.1 million.

**Lift Station Upgrades, Lombard:** Resident Engineer for upgrades to 8 sewage lift stations and 2 stormwater pump stations over a three year period. Construction cost \$3,000,000.

**Westwood Creek Dam and Pump Station, Addison:** Resident Engineer for construction of a stormwater dam and pump station consisting of three 300hp submersible tube type propeller pumps, three 6'x8' motor operated sluice gates, and associated level sensing and control devices. Pump station rated at 500cfs and provided with 800kw diesel-electric generator for standby power. Responsibilities included RE for 2 years during construction, contract administration, and preparation of O&M manual. Performed annual dam inspection report for submission. CECI 1995 Engineering Excellence Achievement Award Winning Project. Construction cost \$2 million.

## MISCELLANEOUS PROJECTS

**Ramp Plaza Widening at 63rd Street and Ogden Avenue, I-355, Illinois Tollway:** Design and contract document preparation of ramp toll collection equipment, canopy lighting and alarm videotaping for Tollway ramps along I-355. Prepared contract plans and specifications using Tollway guide drawings and specifications.

**Louis Reservoir, Addison:** Coordinated with water resource engineers to design a method of dewatering a 200 acre-feet stormwater storage reservoir along Salt Creek. Implementation of check valves, level sensing transducers, control devices, motor operated gate valve, and electrical power supply to facilitated the dewatering process. Provided Resident Engineer services for 2 years during construction including construction observation, contract administration and preparation of O&M manual. Construction cost \$3 million.

**Booster Station #2 Building Upgrades and Generator Upgrades, Northlake:** Project Manager for design and construction observation of a 400 SF building addition to a house; a new 230kw standby power generator, including upgraded ComEd transformer; installation of a new 400 amp ATS, variable frequency drive, heating and ventilation system and controls.

**Electrical and Ventilation Upgrades, Forest Park Fire Station:** Project Manager for a study of an existing fire station to provide a complete survey of total power consumption of the building and recommendations of ventilation needs.

**Illinois Tollway:** Project Manager for design and rehabilitation of electrical and camera surveillance systems for control buildings at the 63rd Street and Ogden Avenue toll plazas.

**Elevated Water Storage Tank Evaluations:** Assisted in review of water storage tank inspections and evaluations for tanks ranging from 100,000 gallons to 3,000,000 gallons for various municipalities such as Chicago Ridge, Elmwood Park, Northlake, and Willowbrook.

**Review of Electrical, Mechanical, Plumbing and Fire Protection Drawings:** Review of electrical, mechanical, plumbing and fire protection contract drawings for code compliance for commercial/office/hotel developments in the municipalities of Chicago Ridge, Elmwood Park, Rolling Meadows, Rosemont, Wayne, and Willowbrook.



Professional Engineer with extensive experience in a broad range of projects including planning, review, analysis, and design for municipal projects primarily related to water supply and wastewater collection, from small rehabilitation/replacement projects to major extensions of water and sewer systems. Design work includes the development of construction plans and specifications including project permitting, assistance during project bidding, and shop drawing review. Planning studies include the development and evaluation of alternative project concepts, hydraulic analysis and design, cost estimates, economic evaluation, preparation of facility plan reports, and water and sewer rate studies.

Project Engineer for representative projects including the Hillside Berkeley Water Commission \$5M Water Transmission Main project that included approx. 22,000' of 16" water transmission main with approx. 6,300' installed by directional boring; the Midlothian Road Corridor Sanitary Sewer project that included approx. 4,320' of 8" and 12" sanitary sewer, 11,120' of forcemain and two new lift stations; and Village of Minooka Wastewater Facilities Plan prepared for the entire Comprehensive Planning Area of the Village.

### **WATER AND SEWER RELATED PROJECTS**

#### **Solvay Silica Plant Wastewater Connection to MWRD Sewer System, Chicago Heights:**

Project Engineer. The proposed project would include a sanitary lift station at the Plant site with an approx. 2-mile long force main to convey the plant's effluent to the existing MWRD manhole connection point. Phase 1 (Route Selection Study) included scoping, contact and coordination with MWRD regarding potential connection points and requirements, and a route selection study to confirm the selection of preferred lift station/force main location and routing. The selected route was within and along Cook Co. Highways and required preparation of preliminary plans and permitting with Cook Co. Department of Transportation and Highways. Phase 2 included Preliminary Engineering to establish the layout and preliminary opinion of probable construction cost. Phases 3 and 4 (Detailed Engineering and Preparation of Bid Documents) are to proceed upon MWRD approval of the connection.

**Water Transmission Main Replacement Project, Hillside Berkeley Water Commission:** Project Engineer for \$5M Water Transmission Main project including an initial alignment study followed by project design and construction for new 16" water transmission mains to replace the existing 12" mains currently providing potable water to Villages of Hillside and Berkeley. Project included approx. 22,000' of new 16" watermain extending from the HBWC pump station to existing Berkeley Meter Vault and Hillside Water Tower with a separate loop connection between the Meter Vault and Water Tower. Approx. 6,300' of transmission mains were installed by directional bore method of construction. Work also included coordination Village of Bellwood to assist in development of a new Intergovernmental Agreement with HBWC and establish alignment and construction plan that would minimize disruption to residents during construction.

**Water Metering Equipment Feasibility Study, Glendale Heights:** The Village installed a Mobile Automatic Meter Reading system with Sensus water meters about 20 years ago. The Village was experiencing meter misreads due to aging and deteriorating AMR equipment as it approached the end of its service life. A feasibility study was performed to assess the costs and benefits of replacing various components of the Village's water metering system including a potential upgrade to a "Fixed Network" AMR system. Study also included a review of Village's recently completed water and sewer rate study and assessment of Village's financial condition in regards to funding and impact on water user rates.

**USEPA Compliance to SSO's, Chicago Heights:** Project Engineer for completing 2 of the major items that were required in order to comply with the EPA Compliance Order issued to the City regarding the elimination of 4 identified Sanitary Sewer Outfalls. Two items included: 1) preparation of SSO Elimination Plan Document that detailed the proposed sewer system rehabilitation work and schedule to eliminate the 4 SSO's; and 2) preparation of City's Capacity, Management, Operation and Maintenance Program Document. Work included the collection, review and analysis of an extensive amount of data related to sanitary sewer system including previous studies and rehabilitation work, coordination and discussions with the Thorn Creek Basin Sanitary District regarding the 7-year TCBSD I/I Compliance Program and related reporting documents, and preparation of proposed sewer system rehabilitation work and schedule.

**HHSD and SCSD Operation and Consolidation Study, DuPage County:** Performed a study to assess the operations and financial conditions of Highland Hills Sanitary District and Salt Creek

**YEARS EXPERIENCE:** 42  
**YEARS WITH CBBEL:** 22

### **EDUCATION**

Bachelor of Science, 1975  
Civil Engineering  
Michigan Technological  
University

### **PROFESSIONAL REGISTRATION**

Professional Engineer, IL,  
062.038912, 1979  
Professional Engineer, WI,  
26635-6, 1989

### **PROFESSIONAL DEVELOPMENT**

Ethics in City Government,  
Ethics Training for  
CDA/OMP Contractors,  
Vendors and Employees



Sanitary District to determine whether consolidation with other entities would provide greater operating efficiencies and reduced operating costs for their customers. Study included a condition assessment of Districts' water and sewer systems, review of facility plans and rate studies and other financial data to assess current and future financial stability. Study required meetings, discussions and solicitation of pertinent information from various entities including DuPage County, Lombard, Villa Park and Elmhurst.

#### **Water Transmission Main for South Booster Station, Lombard:**

Project Engineer for design of 4,300' of 20" water transmission main. Work included an alternative alignment study that resulted in the need to install the transmission main within Meyers Rd (DuPage County Hwy 25) in unincorporated York Township. Coordination with DuPage County Highway Department was necessary to gain approval for installation and watermain alignment and to develop an acceptable traffic control plan on the heavily used roadway.

#### **Midlothian Road Corridor Sanitary Sewer, Hawthorn Woods:**

Project Engineer for design including the replacement of existing Church St lift station (1,023 gpm), new Krueger Rd lift station (486 gpm) and improvements to existing District 95 lift station. Project also included approx. 11,120' of new 6", 8" and 10" forcemain and 4,320' of new 8" and 12" sanitary sewer including 1,920' of sewer replacement. Project required the connection to Lake Zurich sanitary sewer system and therefore required coordination with Lake Zurich for improvements to their system per the Intergovernmental Agreement.

**Sanitary Sewer Lift Station Study, Wood Dale:** Performed a condition assessment of the City's 13 sanitary/storm lift stations to identify and prioritize work that should be considered in the City's Capital Improvement Program. Assessment was based on discussions with Public Work's staff, collection and review of available lift station data, and field observations of facilities. A report was prepared to summarize the existing conditions, recommended improvements and the recommended CIP with associated budgetary costs.

#### **Basin 384 North Sanitary Sewer Lining Project, Westchester:**

Project Engineer responsible for preparation of design drawings and specifications for rehabilitation of Basin 384 North sanitary sewer system by the cured-in-place pipe method of construction. Project included approx. 13,620' of existing 10" through 27" sewers including lateral service reconnections, trimming of protruding taps, grouting of lateral connections, point repair excavations and installation of cleanouts. Project also included MWRD permitting and assistance during bidding and recommendation of contract award.

#### **Leonora Lane Water Main Replacement, Elmwood Park:**

Project Engineer responsible for preparation of design drawings and specifications for removal and replacement of approx. 1,500' of existing 8" water main including new water service lines, B-boxes, reconnections of existing services, new valves and vaults and fire hydrants. Project also included permitting and total road resurfacing following the water main work.

#### **Sanitary Sewer and Water System Expansion, Palos Park:**

Project Engineer for \$10M water and sanitary sewer system expansion project which included preparation of facilities

plan study and report for sewer system project, final design of selected water and sewer projects, and assistance during bidding and during contract negotiations. Projects included a potable water booster pump station and 5 sanitary lift stations. Services also included assisting the Village with an Intergovernmental Agreement, easement acquisitions (over 40), and coordination with IEPA to obtain funding for sewer projects under the Grant and Low Interest Loan Program.

#### **O'Hare Modernization Program, North Detention Basin**

**Operation Procedures:** Project Engineer responsible for preparation of Operations Procedure Manual. North Detention Basin facilities are provided for 2 purposes: to handle the storm water drainage of North Airfield and to reduce downstream flooding on Willow-Higgins Creek. Major facilities included Willow-Higgins control and diversion facilities, Willow-Higgins Flood Control Reservoir and pump station, North Detention Basin and pump station, and various components used for hydraulic interconnection of the system facilities and control of discharge to Willow-Higgins Creek and MWRD water reclamation plant. Operating procedures were prepared for 2 distinct operational periods, the "Deicing Season" when deicing chemicals are used in cold weather conditions and contaminate storm water that must be treated, and "Non-Deicing Season" when storm water is clean and can be discharged directly to Willow-Higgins Creek.

#### **O'Hare Modernization Program, Project Plan Reviews:**

Project Engineer responsible for review of multiple Project Plans related to OMP airport expansion projects in regards to demolition, relocation and reconstruction of the utility infrastructure and drainage facilities. Served as CBBEL team representative in the participation of plan review meetings to discuss and resolve comments regarding project design and proposed construction.

#### **Lakewood Homes City Acres Development, Plano:**

Provided engineering services for proposed 1,200 acre residential development. Assisted Lakewood Homes in their development of Annexation Agreement with the City, primarily in regards to formulation of cost effective plan for the backbone of proposed water and sanitary sewer systems to serve the proposed development. Recommended plan for the sanitary system included approx. 19,000' of 24" to 36" interceptor sewer, 7,500' of 12" to 18" of mainline sewer, lining of about 2,000' of existing 21" interceptor sewer and 2 sanitary lift stations. The recommended plan for water system included approx. 50,000' of 12" watermain, new well(s) (1,600 gpm), treatment facilities and a new 1,000,000 gallon elevated water storage tank.

#### **DuPage County Technology Park Sanitary Sewer and**

**Watermain, West Chicago:** Project Engineer for Phase I (Main Line), Phase II (Ring Road), and Phase III (Loop Road) designs of sanitary sewer and watermain extensions to serve proposed 720 acre Technology Park development. The utilities included the construction of approx. 19,000' of 8" to 18" sanitary sewer at depths up to 30' and approx. 27,500' of 12" watermain. Responsibilities included development of special provisions, project permitting, assistance to Owner in project bidding and award of construction contract, and follow-up review of construction related items.



**Armitage Avenue Water Main, Northlake:** Project Engineer. Prepared project planning report and loan documents required for obtaining IEPA low interest loan under ARRA of 2009. Project included replacement of approx. 4,000' of 4" water main with new 8" water main including various sewer and road pavement repairs and replacement. Work also included preparation of financial calculations and documents to demonstrate the City's source of revenue and ability to repay the loan.

**Water Main Improvements/Franklin Park Interconnection, Northlake and Franklin Park:** Project Engineer. Prepared plans and specifications, and permit and license agreement applications. Proposed project includes the construction of approx. 500' of 12" water main to interconnect Northlake and Franklin Park water systems. Work includes augering of a 329' of 36" steel casing beneath the Tri-State (I-294) Tollway and a 54' of 24" steel casing beneath the UPRR to make water main interconnection. Proposed work also includes installation of a Franklin Park underground meter and pressure reducing station.

**Herbert Street Water Main Connection, Northlake:** As Project Engineer, reviewed and approved project plans during design and shop drawings during construction for connection of Northlake water system to the water system owned and operated by the UPRR. Project included the construction of a 700' extension of an 8" water main and new meter vault.

**American Bottling Company/Dr. Pepper IEPA Permit Application for Pretreatment System, Northlake:** The American Bottling Co. prepared an IEPA Permit Application for proposed construction of a pretreatment system for pH neutralization which would be used to achieve compliance with the pH limits established by MWRD. Proposed pretreatment system and permit application were reviewed for recommended acceptance by the City.

**Water System Improvement Projects, Northlake:** Project Engineer for 3 water system improvement projects including residential water meter replacement program, replacement of existing 100,000 gallon elevated water tank with a new 250,000 gallon water tank, and painting and miscellaneous repairs for 1 and 3 million gallon ground water storage tanks. Performed the planning studies and prepared planning reports for submittal to IEPA in support of obtaining a low interest loan. An IEPA low interest loan was successfully obtained in the amount of approx. \$2.4M to fund design and construction of the projects. Prepared the required loan documents and submittals on behalf of the City to secure the loan as well as the pay requests to secure monthly disbursements under the IEPA Loan Program.

**Residential Water Meter Replacement Program, Northlake:** Project Engineer responsible for the City's water meter replacement program that included approx. 3,000 residential water meters. Proposed program included the installation of new mobile radio read, automatic meter reading system within the City's corporate limits. Prepared the design and contract documents, assisted the City during project bidding, contract award and construction.

**Braymore Force Main Replacement, Barrington:** Project Engineer for design of 3,500' of 6" force main replacement for the 500 gpm Braymore Sanitary Lift Station that services

the Weatherstone of Inverness residential development. The new force main was installed by directional boring method of construction along Barrington Rd. Work also included an alternative analysis of alternative routes and connection points, an existing sewer capacity assessment and IDOT & IEPA permitting.

**Des Plaines River WWTP Improvements, Lake County:** Project Engineer for design of sanitary sewer improvements. Improvements included the lining of a 200' section of existing 36" RCP sanitary sewer leading to WWTP and replacement of a section of 14" forcemain with a new 364' section of 24" gravity sewer leading to 36" RCP sewer proposed for the lining. An important consideration was the layout and construction sequencing of the improvement plan due to large amount of wastewater flow needed to be bypassed during construction. Project included providing assistance to LCPWD in performing design and preparing drawings and specs and IEPA permit application.

**Water and Sanitary Sewer Improvements, Riverside:** Project Engineer for design of Selbourne Rd Sewer Lining and Kent Rd water and sewer replacement projects. The Selbourne Rd Sewer Lining Project included rehabilitation of approx. 1,000' of existing 12" and 15" sewers by the cured-in-place pipe inversion method of lining. The Kent Rd Project included replacement of approx. 1,000' of existing 10" and 12" sanitary sewer and approx. 3,000' of existing 4" and 6" watermain with new 8" watermain. Project included design, permitting, assistance during bidding and construction observation.

**Medinah Area Water and Sanitary Sewer Concept Study, DuPage County:** Project Engineer for the study to provide water and sanitary sewer service to 840-acre unincorporated area including approx. 1,000 existing homes. The objective of the study was to identify and evaluate various alternatives to provide water and sanitary sewer service to area residents. Sanitary sewer alternatives included service, all or in part, by DuPage County or by neighboring municipalities including feasibility of constructing a 7,700' interceptor across the Medinah Country Club Golf Course to existing Nordic Wastewater Treatment Plant. Water system alternatives included construction of a new County operated community well, connection to DuPage Water Commission system, or service by the neighboring Villages.

**Quentin Road Watermain, Hawthorn Woods:** Project Engineer for design of a new 12" watermain to serve the proposed Cypress Grove Development (Kemper 7). Project included over one mile of new 12" watermain about half of which was installed using directional boring method of installation.

**Wastewater Facility Plan, Minooka:** Prepared the Village's Wastewater Facility Plan in support of an application to NIPC/CMAP on behalf of the Village to amend the Village's FPA boundaries. The Amendment Area request included 10,586 acres within Will, Grundy and Kendall Counties. Assisted the Village throughout the entire amendment process including participation at Public meeting and various NIPC Water Resource Committee meetings. Final approval to grant the entire FPA Amendment request of 10,586 acres was obtained from NIPC and IEPA.



**Amendment to Water Quality Management Plan, New Lenox:**

Prepared an application to NIPC on the behalf of the Village for amending the Village's FPA to include a 3,400-acre area located adjacent to Village's southern boundary. Assisted the Village throughout the entire amendment process until a final approval included participation at the Public meeting and various assessments related to a competing FPA amendment application by a neighboring community.

**Holiday Inn/Best Western Sanitary Building Service, Countryside:**

Project Engineer responsible for providing separate sanitary building services that previously shared a single sanitary sewer connection. Work included preparation of design drawings and specifications for installation of a new 6" sanitary sewer approx. 540' long to service Holiday Inn with multiple connection points. Existing service was left in place for use by Best Western and included spot rehabilitation and a new connection to existing South Lyons Township Sanitary District sewer located on Joliet Road. Work also included localized drainage improvements, permitting by SLTSD and MWRD, private solicitation of bids to do proposed work and recommendation of contract award to the owner.

**NPDES Permit Renewal for Wastewater Treatment Plant, Dwight:**

Project Engineer for preparation of permit application for renewal of IEPA NPDES Permit for the continued operation of existing 0.98 mg WWTP that serves a population of 4,276. Work included the collection, review and analysis of WWTP data (flow, effluent testing and sludge monitoring data) necessary to prepare the forms and schedules for permit renewal.

**City of Chicago, Department of Water Management:**

Participated in preparation of project layout and drawings, and prepared the Engineer's Opinion of Probable Construction Costs for 4 Department of Water Management projects. Projects included a total of about 13,000' of 12" to 84" size sewers.

**Sanitary Lift Station Replacement Projects:** Prepared project designs and contract documents for replacement of existing lift stations, some of which included replacing dry pit types with wet well and submersible type of lift stations for the following projects:

- Northwest Avenue LS, Northlake: 200 gpm at 27' TDH
- Palmer Avenue LS, Northlake: 400 gpm at 30' TDH
- Clow LS, Bensenville: 376 gpm at 24' TDH
- Garden Avenue LS, Bensenville: 120 gpm at 27' TDH
- Red Oak LS, Bensenville: 1,500 gpm at 64' TDH w/Variable Speed Drives (1 lift station to replace 2 existing lift stations including dry pit & wet well/submersible type arrangements)
- Church Road LS, Bensenville: 100 gpm at 15' TDH
- Thomas LS, Bensenville: 550 gpm at 27' TDH

**Potable Water Booster Pump Station No. 2, Rosemont:**

Project Engineer for design of proposed 1,500 gpm booster station that connects to City of Chicago water supply. Major features of installation included packaged type underground meter vault, 15,000 gallon poured-in-place concrete underground water delivery tank, booster pump station with two 750 gpm variable speed pumps located in cast-in-place lower level (below grade) with 12'x16' above grade prefabricated utility building housing the electrical equipment and chlorine room.

**STUDIES OF WATER AND SEWER SYSTEM USER CHARGES AND RATES****Review of Evanston Water Rate Analysis, Lincolnwood:**

Performed review and assessment of water rate analysis and associated studies performed by Evanston to establish a projected water rate for supplying Lake Michigan water to Lincolnwood. Main objective was to confirm and/or estimate what the fair water rate value should be. Work included review of Evanston water rate model and rate analysis, financial data and assumptions, as well as a review and assessment of alternative transmission main routes and costs in order to make the connection. Meetings were held with Evanston to discuss rate analysis, projected rates, and appropriate modifications to the rate analysis that would lower the proposed water rate to Lincolnwood. Work is ongoing and has involved meetings and discussions with other interested municipalities including Skokie, Morton Grove and Wilmette.

**O'Hare Modernization Program, Bensenville Water and Sewer Rate Assessment:**

Project Engineer. Reviewed the Village's Water and Sewer Rate Study to determine the effects on utility rates due to loss in about 10% customer base as a result of O'Hare Airport expansion and land acquisition. City of Chicago acquired a portion of the Village of Bensenville for O'Hare Airport expansion and use.

**Water and Sewer Rate Study, Glendale Heights:** Performed study to develop a spreadsheet for use by Village in order to quickly analyze potential rate increases that would be needed to maintain water and sewer systems as well as fund needed future water and sewer system improvement projects. Spreadsheet allowed input of potential annual rate increases and monthly surcharges for each of the 4 user categories as well as various levels of future funding for each of the 3 system components (water, sewer and treatment facilities) using given construction costs and loan rates as input. Study was also used to assess the need to revise the structure of Village's Rate Ordinance.

**Study of Water and Wastewater System Rates, DuPage County:**

Performed rate study of County's user charges for water and wastewater utilities in compliance with County Revenue Bond Ordinance. Study assessed historic financial data and current County plans to project future expenses and revenues in order to provide recommendations regarding rate adjustments to current user charges and rates over next 4-year period.

**Rate Study, Forest Park:** Performed study of revenues and expenses of Village's Water Fund in order to prepare a spreadsheet to analyze future rate increases. Spreadsheet was developed for use by Village in order to quickly analyze potential rate increases that would be needed to fund future water system improvement projects. Spreadsheet allowed input of potential annual rate increases and monthly surcharges for each of the 6 user categories to analyze the funding of various levels of water system improvements using a given construction cost and loan rate as input. Separate study was performed to assess the rate to be charged to Brookfield North Riverside Water Commission for transmission of water purchased from City of Chicago and conveyed through the Village owned transmission mains to the BNRWC.



Professional Engineer within the Mechanical Engineering Department experienced in engineering projects in water supply and distribution, wastewater collection and treatment, and stormwater fields. Experienced in civil, mechanical and electrical engineering disciplines. Overall experience includes field investigations and troubleshooting, water supply and planning studies, water system evaluations with distribution network hydraulic modeling, preliminary engineering, and preparation of final design, including bidding and contract documents. Construction experience includes assistance during bidding, services during construction, including construction observation, and shop drawing review. Qualified Project Liaison drawing from the experience of these many engineering projects.

Responsibilities encompass engineering activities for potable water and wastewater projects. Responsible for conceptual planning, preliminary engineering, final design, cost estimating, contract document preparation, permit and regulatory submittal preparation, bidding, and services during construction including construction observation. Duties include client contact and representation, responsible charge for overseeing the work of other project team members, and liaison for the coordination, presentation and delivery of the project.

Proficient in Microsoft Word, Excel, Power Point, Microsoft Project, Bentley MicroStation, Haestad Methods Sewer CAD and Water CAD, and EPANET Software.

**Midlothian Corridor Sanitary Sewer, Hawthorn Woods:** Planning and design of new arterial sewer facilities to provide wastewater service to unsewered areas. The new facilities are tributary to an adjacent municipal system and a County managed regional wastewater treatment plant. An FPA change was processed for the service area. Funding was through the formation of a SSA. Design included upgrades to receiving municipal system and new facilities for Village system. The \$3 million project included 3 lift stations, forcemains, and gravity sewers.

**Northwest Interceptor Sewer Facility Plan, Lake County Public Works Department:** Prepared a facilities plan for a 30 year old regional interceptor sewer serving 6 communities and 3 sewer districts in Northwest Lake County. The system historically experiences high peak flows during wet weather events. Study included evaluating and modeling the existing sewer facilities, projecting flows for a 20-year planning period and evaluating alternatives to provide for projected flow requirements. Project included participation in coordination meetings with representatives from the regional treatment plant and the member communities.

**South Booster Station and Transmission Main, Lombard:** Project Manager overseeing the design of a \$2.5 million new inter-zone pumping station and transmission main. Pump station featured 3 split case pumps at 60 horsepower, emergency generator and full incorporation into the Village's SCADA system. A pressure reducing station was also built to allow flow in either direction between the Village's pressure zones. The pump station building was designed and constructed to blend in with the adjacent property by providing the building with an exterior façade similar to the school next door. Project included design of nearly 4,000' of 20" water transmission main. After completion of a detailed alignment study, an alignment was selected under the pavement of a high traffic, 4 lane County highway. Traffic control and final alignment selection were closely coordinated with the Village and the County.

**Facilities Planning Area Amendment, Minooka:** Oversaw the preparation of a Facilities Plan and a FPA Amendment Application for the successful addition of 10,000 acres to Minooka's Facility Planning Area. The initial phase was the preparation of a Facilities Plan showing how the amendment would be provided with sanitary service. Flows were projected for a 20 year planning period and alternatives were evaluated for arterial interceptor sewers and treatment facilities. After completion, FPA Amendment Application for the 10,000 acre area was prepared for submittal and review at NIPC and IEPA. Work included coordinating with NIPC staff and preparing presentations for public hearings held as part of the application process. The Village was successful in adding the entire requested amendment area to its FPA.

**Water Transmission Main Project, Hillside Berkeley Water Commission:** Project Manager overseeing the design of new water transmission mains. Over 20,000' of new 16" water transmission mains were designed to replace and upsize the Commission's aging transmission mains that provide drinking water for the Villages of Hillside and Berkeley. Recent higher occurrences of breaks on the 50 year old mains coupled with re-development potential for higher water demand were major driving factors leading to replacing the transmission mains.

**YEARS EXPERIENCE:** 41  
**YEARS WITH CBEL:** 21

**EDUCATION**  
Bachelor of Science, 1975  
Civil Engineering  
University of Illinois at  
Urbana-Champaign

**PROFESSIONAL REGISTRATION**  
Professional Engineer, IL,  
062.038850, 1979

**PROFESSIONAL DEVELOPMENT**  
Ethics in City Government,  
Ethics Training for  
CDA/OMP Contractors,  
Vendors and Employees

**PROFESSIONAL AFFILIATIONS**  
American Water Works  
Association (AWWA)



The alignment of the mains is almost entirely on the Village of Bellwood's public ROW. Selection of alignment was closely coordinated with Bellwood to use streets scheduled for roadway improvements, streets with minimal utility conflicts and streets with low impact on Bellwood's residents. The \$5 million project nearly doubled the Commission's flow conveyance capacity without modifying the existing pumping facilities and at the same time reduced electrical consumption.

**Water Rate Study, Forest Park:** Conducted a Water System Review Study with recommendations for planning capital improvements. Prepared opinions of cost for the recommended improvements. Reviewed Village's current Water Fund and Water Rates. Prepared projections for water consumption and water system expenditures. Water Rate Spreadsheet provided input parameters to allow the Village to review future expenditures related to proposed capital improvements and effect on Water Fund. Spreadsheet also allowed the Village to input rate increases to determine the rates needed to fund various levels of capital improvements.

**Eisenhower Lane Reservoir Facility, Lombard:** Prepared preliminary design for 2 million gallon cast-in-place water storage reservoir, pump station and DuPage Water Commission Receiving Metering Station. Summarized preliminary design in report including station layout and identification of major equipment needed for facility. Prepared a preliminary opinion of cost.

**Selbourne Road Sewer Lining, Riverside:** Oversaw preparation of construction documents for approx. 1,000' of sewer lining in residential area. Design included addressing a point repair under a 36" diameter tree and near 2 sewer laterals.

**Northeastern Illinois Planning Commission Application, New Lenox:** Oversaw the preparation of a NIPC application to add 3,400 acres of non-FPA land to the New Lenox FPA. Project required coordination with Village Staff and other Village consultants as well as attendance at a Public Hearing for FPA amendment application.

**Portwine Road Lift Station, Lake County:** Performed an engineering study to determine low capital cost improvements to increase the capacity. Study included investigating the feasibility of using an abandoned sewer as a conduit for a new 11,000' long forcemain. Additional assignments included reviewing corrosive conditions found on a 20 year-old ductile iron forcemain.

**Wastewater Planning, Hawthorn Woods:** Conducted a study to determine means of connecting development property to an adjacent municipal system. Participated in engineering and administrative meetings needed to establish agreements and details of connection point to establish service. Performed engineering review of a Wastewater Spray Irrigation System provided to serve a golf course community as well as adjacent future development areas of the Village. Was an active participant in establishing the service area for the Wastewater Spray Irrigation System during the NIPC approval process. Reviewed recapture agreements for the Wastewater Spray Irrigation System as well as for the Potable Water System constructed by a large developer.

**Potable Water Supply Facility, Hawthorn Woods:** Planning, design and construction observation of a new water supply facility including two deep sandstone wells, cast-in-place concrete Ground Storage Reservoir, variable high service and fire flow pumping; hydropneumatic tank, ion exchange softening and automated supervising controls. Project was done on an accelerated schedule with water available within 4 months of initial facility concept. Site and building aesthetics also played a key role because the facility is at a marquis park-like intersection. Aesthetics were addressed through coordination with Engineer, Village Architect and Village Planner by locating utilitarian facilities below grade with a small stone cottage structure above grade.

**DuPage County Rate Study:** Project Manager overseeing the preparation of a User Charge Rate Study Report for the DuPage County Public Works Department Water and Wastewater Systems. The study reviewed and made recommendations for user rates for DCPWC county wide potable water and wastewater service areas.

**Woodridge Green Valley (WWTP), DuPage County:** Designed a 30 MGD excess flow clarifier for the WWTP. The clarifier is 150' in diameter with a 15 1/2' wall height. Design provided for the use of the clarifier as an equalization tank during non-excess flow periods. Provided construction observation services during construction of the clarifier. Construction is complete and the facility is in operation.

**Gregg's Landing Ground Storage Reservoir and Pump Station, Lake County:** Design and construction observation for a cast-in-place concrete ground storage reservoir and pump station. Facility was funded by a private developer and dedicated to the Lake County Public Works Department. The facility was designed for a low profile, low impact appearance in order to blend into a future upscale housing development on one side and a high profile commercial area on another side. Project included controls and valves necessary to fill the reservoir from the distribution system as well as full integration of controls with the LCPWD existing supervisory controls.

**Water System Evaluation Study, Hillside-Berkeley Water Commission:** Conducted a water system evaluation study to review pumping performance and winter operating characteristics for the Commissions potable water facilities. The facilities include a 4.4 MG ground storage facility, a 3 MGD pumping station, a 500,000 gallon elevated tank and water transmission mains. The evaluation included pipe distribution system modeling. Much of the original construction dates back to the 1950's.

**Pump Modifications, Hillside-Berkeley Water Commission:** Design and construction observation of a Pump Modifications project that upsized pump horsepower and flow capacity. Project included adding Variable Frequency Drives. The Pump Station maintained in-service throughout the construction of the improvements. Construction is complete and the station is in operation.



**Elevated Tank Repainting, Hillside-Berkeley Water**

**Commission:** Prepared contract documents including bidding documents and specifications. The elevated tank was built in the 1950's and supports telecommunications equipment for two vendors. Construction is complete and the tank is in operation.

**Pump Gallery Piping Improvement, Hillside-Berkeley Water**

**Commission:** Design and construction observation. Undersized and out of date piping, valve headers, and manifolds were upsized and modernized. Pump Station maintained in-service throughout construction phase with 3 out of 4 pumps always available. Construction is complete and the station is in operation.

**Potable Water Facilities Capital Improvement Master Plan, Riverside:**

Updated a Master Plan for Village Potable Water Facilities Capital Improvement Program. Assignment included reviewing and incorporating components of earlier plans and reports prepared by previous Village consultants with the objective of not duplicating work already performed and established. Planning work included making recommendations for rehabilitating a central pump station and decommissioning other out of date facilities. Recommended improvements also included new electrical service and distribution facilities for the Village's downtown campus area containing a national historical landmark structure. Distribution system modeling was performed and used for evaluating the pump station's performance & establishing a water main replacement program.

**63 Pine Pump Station and Reservoir Rehabilitation,**

**Riverside:** Performed design and construction observation of rehabilitation project. Design included upgrading the station pumping capacity, providing standby power and construction of a new pump building on top of an existing buried concrete reservoir. New pump building was designed to architecturally blend with the surrounding area. Design also included VFD's and sophisticated supervisory controls needed to allow the Village to convert from a floating overhead system to a closed system. Construction is complete and in operation.

**Water and Wastewater Projects, Hawthorn Woods:** Provided water and wastewater engineering associated with CBBEL being the Village Engineer. Duties included development plan reviews, Village representation at Public Hearings, and coordinating with potable water and wastewater providers serving the Village. Represented the Village at NIPC hearings that resulted in a support recommendation for creation of a Land Application Service Area overlying 4 FPA's existing within the Village.

**Watermain Replacement, Broadview:** Designed a watermain replacement for a Village watermain that was within a LUST Incident area. Special construction procedures were specified that included use of resistant gaskets as well as procedures coordinating with representatives responsible for disposing of contaminated soils. Project was within a non-Village ROW and required coordination with highway authorities as well as addressing traffic control for congested project area.

**Lift Stations, Lombard:** Designed 4 new lift stations to replace 4 existing out of date lift stations. Each project was tight quartered and required special attention to constructability issues. The old stations were maintained in-service throughout the construction of the new stations. Project included linking

each station to the Village's sophisticated SCADA system. The stations are built and are in operation.

**Milwaukee Avenue Lift Station, Lake County:** Final design and construction observation for modifications. Project entailed the addition of a new wet well and a 3,000 gallon per minute pump station adjacent to an existing lift station. The facility is deep, in excess of 37', and in poor soils. Site is tight quartered constricted by a 5-lane IDOT highway, heavy concentrations of utilities, new construction of adjacent site development and the existing lift station. The station houses two variable speed, 150 horsepower, submersible sewage pumps. Included in the project is over 2,000' of 16" forcemain.

**Delivery Structure and Water Transmission Main, Lake**

**County:** Final Design and Construction Observation of Central Lake County Joint Action Water Agency Delivery Structure and Water Transmission Mains. Project included the design of a new Delivery Structure and approx. 3,000' of 20" diameter transmission main. The main is routed along private property in easements, under two railroads, along a county highway and through congested Village Streets.

**Water and Sewer Facilities:** Design and planning of water and sewer facilities for a 600 acre business park and adjacent service areas. The facilities include approx. 7 miles of forcemains and gravity sewers with two lift stations to convey wastewater from a proposed business park development to a regional interceptor sewer. The water facilities include a 750,000 gallon elevated reservoir, a 200,000 gallon ground reservoir with high service pumping and Lake Michigan water receiving station, emergency supply wells and transmission and distribution mains. Lift stations have ratings to 2,900 gpm and water pumping station is rated for 1,600 gpm. Design includes a SCADA system to monitor and control each component facility.

**Wastewater System Evaluation Study and Report:** Performed data collection and evaluation of wastewater facilities for a private residential and commercial development. Report addressed design, current build-out and available capacity for the wastewater collection system, 2 lift stations and spray irrigation systems. The report also contained evaluation of the system performance and operating characteristics.

**Water System Capital Development Project, Melrose Park:**

Represented jointly 4 of 6 communities who purchase potable water from Melrose Park. Engineering services included review of proposed rate structure and study to finance the proposed \$40 million capital improvement program. Study also included the engineering review of proposed capital improvement program. Worked on a parallel course with the legal counsels for the communities as part of formulating the water contracts between the receiving communities and Melrose Park.



**Elevated Reservoir, Vernon Hills:** Periodic construction observation for the construction of a 500,000 gallon elevated reservoir. The reservoir is constructed in tight quarters on the corner of the Prairie Material Vernon Hills Yard. Work included 360 LF of bored and jacked watermain crossing of two railroads and wetland. The base of the tower houses pressure adjusting and rate of flow control equipment which receives and regulates water from a regional Lake Michigan water supply facility. Project is to be dedicated to the Lake County of Public Works who closely reviewed the tank design.

**500,000 Gallon High Tank, Hillside-Berkeley Water**

**Commission:** Project Manager for repainting of Hillside-Berkeley Water Commission's 500,000 gallon high tank located in Bellwood. Duties included review of tank condition report, field reconnaissance of tank, preparation of contract documents, bidding services and coordination of construction observation and third party inspectors. The tank is on a relatively small site and adjacent to residential areas. Communications equipment was removed from the tank and temporary communications equipment was utilized by the communications vendors during construction. Containment was provided. The tank has a cathodic protection system installed.

**City Acres 1,250,000 Gallon High Tank, Plano:** Project Manager for planning and design of a new high tank. Tank was designed to provide service for Lakewood Homes City Acres Subdivision. Design was coordinated with the Village and their consulting engineer. Services also included shop drawing review during the construction phase.

**Enterprise Drive 2 Million Gallon Fluted Column High Tank Painting, Westchester:** Participated in the repainting project for a 2 million gallon fluted column tank. Served as Project Engineer performing QA/QC duties.



Project Engineer with experience in design and construction projects focusing on mechanical, electrical, and civil applications. Participated in projects including water distribution system modeling, roadway and site lighting design, sanitary lift station design, pump station design, and site grading plans. Responsibilities include initial design process, evaluating design and modeling scenarios, creating layout exhibits, preparation of construction plan drawings, developing cost estimates, construction observation, and shop drawing reviews.

Computer Capabilities include software such as: Microstation and AutoCAD for plan drawings and creating exhibits; WaterGEMS, Infowater, and EPANET v2 for water distribution modeling and scenarios; ArcGIS and ArcMap for information systems analysis and exhibit creation; Microsoft Office and Adobe Standard for contract document preparation; ProjectWise Explorer for multiple company file transfer structure; and Excel and EDR (Electrical Designers reference) for voltage drop, panelboard circuit loads/schedules and fault current calculations.

### WATER MODEL STUDIES

**Water Modeling, O'Hare Airport:** Updated and improved the existing water model in WaterGEMS to analyze proposed improvements and expansions in various areas of one of the busiest airports in the world.

**Water Modeling, Lincolnwood:** Developed a water model using GIS information by means of WaterGEMS. Previous water studies of 2002 and 2008 have significant changes compares to the water demand of the Village in 2015. The model represents the revised water demands of the system along with incorporating fire flow information from the Fire Department.

**Water Modeling, Shorewood:** Converted and updated existing water model using GIS information by means of WaterGEMS. Duties included acquiring historical data, water atlases, coordination with GIS department, validating model system, calibration of the model, 2 proposed well location scenarios, overall assessment of system.

**Water Modeling, New Lenox:** Updated the existing water model using GIS information by means of WaterGEMS. Duties included acquiring historical data, water atlases, coordination with GIS department, validating model system, calibration of the model, collaboration of proposed scenarios with Village to verify previous water studies.

**Water Modeling & Hydraulic Analysis, Wheaton:** Built water model with City's GIS information for further analysis of system deficiencies and future capital improvement decision matrix. Duties included acquiring historical data, water atlases, coordination with GIS department, validating model system, calibration of the model, 2 proposed well location scenarios, overall assessment of system.

**Cornerstone Water Study Modeling, Grayslake:** Constructed a water model for Cornerstone Development. Updated the water model to be used for proposed scenarios of phased building of the development. Duties included acquiring historical data, water atlases, validating model system, calibration of the model, coordination with design engineer, preparation of presentation exhibits, graphs, and tables.

**Water Distribution Study, Bensenville:** Assisted with developing and calibrating a water distribution model (MWH Soft Info Water) and established user demands for water distribution system. Identified impacts on the system from removal of existing piping and water supply demand within the O'Hare Modernization Program expansion area.

### SANITARY/WATERMAIN DESIGN AND LIFT STATION DESIGN

**Hillside-Berkeley Water Commission, Bellwood:** Project included design of approx. 23,000' of new 16" water main with approx. half of the proposed alignment done by the directional boring method of construction. Duties included assistance in water main design and plan preparation, cost estimate, coordination of utilities, preparation and coordination of required permits, and easement plan preparation.

**Midlothian Road Corridor, Hawthorn Woods:** Preparation of design drawings, bidding documents, and coordination of utilities for 4,200' of 8" and 12" sanitary sewer, 11,000' of 6", 8", and 10" diameter sanitary forcemain, 2 new lift stations with standby power and replacement pumps for one existing lift station. New Lift station capacities were 486 GPM at 108' TDH and 1023 GPM at 67' TDH and the existing lift station capacity was 180 GPM at 77' TDH. Preparation

**YEARS EXPERIENCE:** 11  
**YEARS WITH CBEL:** 11

### EDUCATION

Bachelor of Science, 2006  
Multidisciplinary Eng.,  
Acoustics/Mechanics  
Purdue University

### PROFESSIONAL REGISTRATION

Professional Engineer, IL,  
062.065113, 2012

### PROFESSIONAL DEVELOPMENT

Ethics in City Government,  
Ethics Training for  
CDA/OMP Contractors,  
Vendors and Employees

### PROFESSIONAL AFFILIATIONS

Engineering Projects in  
Community Service (EPICS),  
Speech Language and  
Audiology Clinic Team,  
Purdue University, 2005-2006

### AWARDS

Advanced Micro Devices  
Design Award, Engineering  
Projects in Community Service  
(EPICS), Speech Language and  
Audiology Clinic Team, 2006



of permit documents for IEPA, Lake Zurich, Lake County Public Works, IDOT, LCDOT, LCSMC, EJ&E Railroads.

**Quentin Road Water Main, Hawthorn Woods:** Project included design of over 5,396' of water main and along approx. 6,000' of roadway. Duties included assistance in water main/sanitary sewer design and plan preparation, and coordination of utilities.

**Peck Farm Park, Geneva Park District:** Assisted in design and plan preparation of over 2,800' of water main improvements along Kaneville Rd. Design included proposed 8" water main connection to a 12" water main at Peck Rd and compliance with IEPA requirements. Duties included assistance in water main/sanitary sewer design and plan preparation, and coordination of utilities. In addition, assisted in design and plan preparation of a new 150 GPM sanitary sewage lift station and 2,000' of 4" sanitary forcemain. Preparation of permit documents for IEPA WM, IEPA Sewer, KDOT, and City of Geneva.

**Braymore Force Main Replacement, Barrington:** Preparation of design drawings, bidding documents, and coordination of utilities for 3,500' of 6" force main replacement, by directional boring method of construction, for the 500 GPM Braymore Sanitary Lift Station that services the Weatherstone of Inverness residential development. Preparation of permit documents for IEPA and IDOT.

#### PUMP STATION DESIGN

**South Booster Station, Lombard:** Assisted in design and plan preparation of a new inter-zone booster pump station with three 60 HP split case pumps rated at 1050 GPM @ 150' TDH each. Project also included a new 300 kW emergency generator and full integration into the Village's SCADA system. Pump station building was designed to blend with the nearby school next door and included the design of approx. 4,300' of 20" water transmission main with a detailed alignment study which selected the less obtrusive route under the pavement of Meyers Road (DuPage County Hwy 25). Duties included plan preparation, coordination of utilities, and preparation of IEPA permit applications.

#### ROADWAY LIGHTING DESIGN

**Ellinwood Street Streetscape, Des Plaines:** Project Engineer responsible for electrical design and irrigation design. Project included 44 tree receptacles, modifying 3 existing electrical controllers, irrigation and over 12,000' of wiring.

**US Route 14 (Miner Street) Streetscape, Des Plaines:** Project Engineer that assisted with electrical design. Project included 33 tree receptacles, relocating 3 light poles, new electrical controller, irrigation and over 26,000' of wiring.

**Houston and River Streets Streetscape, Batavia:** Project Engineer that assisted with photometric design and plan preparation. Project included 41 new ornamental light poles, 43 tree receptacles, monument lighting, 2 new lighting controllers and irrigation.

**Balmoral Avenue Extension (Stage 2), Rosemont:** Project Engineer that assisted with utility coordination, and plan preparation. Project included 15 new roadway light poles, 41 underpass luminaires, 1 lighting controller, new pump station

and controller, and relocation of underground primary electric lines.

**Balmoral Avenue Extension (Stage 3), Rosemont:** Project Engineer that assisted with photometric design and plan preparation. Project included 83 roadway light poles, 15 underpass luminaires, new electric sliding gate, relocation of 6 light poles, removal of 20 light poles and 1 new lighting controller.

**Wilson Street Streetscape, Batavia:** Project Engineer that assisted with photometric design, electrical design, irrigation design, utility coordination, plan preparation, specifications and cost estimate. Project included 12 ornamental roadway light poles, 12 pedestrian scale light poles, 19 tree receptacles, 1 new controller, 1 relocated controller and irrigation.

**Devon Avenue Streetscape (Kedzie Avenue to Leavitt Street), Chicago:** Project Engineer that assisted with photometric design, electrical design, utility coordination, plan preparation, specifications and cost estimate project was approx. 6,800' in length and 1,443 new ornamental light poles, replacing 26 existing luminaires mounted to combination traffic signal/light poles, 3 lighting controllers, and 3 festoon lighting controllers.

**Balmoral Avenue at I-294, Phase III, Rosemont:** Project Engineer that assisted with photometric design, electrical design, gas and electric utility coordination, generator sizing, HVAC design, plan preparation, specifications, cost estimate and construction observation. Project included new off-ramp for SB I-294 at Balmoral Ave. This included an all-electronic 2-lane toll plaza with building, 2,500' of ramp lighting, and 3,800' of roadway lighting encompassing 5 signalized intersections and modifications to 4 existing lighting systems.

**Uptown Streetscape, Phase 4, Park Ridge:** Project Engineer that assisted with photometric design, electrical design, plan preparation, specifications and cost estimate. Project included 43 new ornamental roadway poles, 26 new pedestrian scale light poles, 68 tree receptacles, 1 lighting controller, irrigation and over 89,000' of wire.

**Lawrence Avenue Streetscape (Western Avenue to Clark Street), Chicago:** Project Engineer that assisted with photometric design, electrical design, irrigation design, utility coordination, plan preparation, specifications and cost estimate. Project was approx. 5,900' in length and included 141 new ornamental light poles, 7 new lighting controllers, and irrigation.

**Rosemont Entertainment District:** Project Engineer that assisted with photometric design and plan preparation. Project included 65 new light standards and 2 new lighting controllers along approx. 2,600' of roadway. Project included 16 light poles installed along Purdue Drive with 17 underpass luminaires.

#### SITE LIGHTING DESIGN

**Bannockburn Green Plaza:** Assisted in design and plan preparation of proposed parking lot lighting. Project included 28, 25' poles with 400W metal halide luminaires.



## BUILDING FACILITIES

**Metra Commuter Rail Parking Lot, Berwyn:** Assisted in design and plan preparation of proposed Metra station. Project included design and photometric study for the platform, parking lot and roadway lighting systems as well as the design of the mechanical and electrical systems for the proposed warming shelter and utility coordination. Considerations for future parking lot and roadway expansion capabilities were considered in the design.

## RESIDENT ENGINEERING

### **Klefsstad Sanitary Lift Station Rehabilitation, Wood Dale:**

Project included removal of an existing can-type lift station, reconnection to an existing force main, electrical and station controls, installation of a 60kW natural gas emergency generator, and installation of 2 new 20 HP submersible pumps [rated capacity of 575 GPM at 69.5' TDH] within an existing 42' deep wet well. During the project, a by-pass pumping system was needed to pump approx. 450' to the nearest existing manhole which crossed several road crossings and loading dock entrances. Coordination with the contractor for utilities, by-pumping procedures, and construction operations in the highly trafficked truck area was needed for smooth operation.

## MISCELLANEOUS

**Williams Street Garage Electrical, Rosemont:** Assisted in design and plan preparation of electrical plans for the location of automated parking permit pay stations within the garage. Project needed 2 separate pay gate areas within the garage to accommodate business building and nearby convention center.

**Wilmette Fire Station Bikeway:** Assisted in design and plan preparation of a proposed fence and gate system to protect the bikeway from fire station trucks. Project also included an automated gate system with loop detector access, key entry, and emergency sensor features to accommodate the proper functions of the fire station.





CBBEL staff and in particular the selected Project Team routinely work on a variety of water and sewer projects of all types and sizes. Projects that demonstrate the Team's particular abilities and qualifications related to the proposed Lincolnwood Transmission Main Project have been identified and are listed below. A few of the identified pipeline projects involve large diameter sanitary interceptor sewer projects which often present a greater challenge in route studies because of the required pipeline slopes that need to be maintained and the potential utility conflicts to avoid. It should also be noted that several of the projects listed below have been or are intended to be financed via the IEPA low interest loan program. Individual Fact Sheets for the listed projects follow.

- HBWC Water Transmission Main
- Bartlet Water Supply Project
- South Booster Station and Transmission Main
- Palos Park Sanitary Sewer and Water Main Expansion Projects
- Franklin Park Interconnection
- Sunnyside Sanitary Interceptor Sewer Replacement
- Medinah Water and Sewer Planning Study
- Quentin Road Water Transmission Main Project
- Solvay USA, Inc. Wastewater Connection to MWRD
- Midlothian Corridor Sanitary Sewer
- New Lenox Well No. 10 Pump Station Improvements
- Riverside Water Main Improvements
- Clarendon Hills ARRA Water Main Replacement

# HBWC WATER TRANSMISSION MAIN



*CBBEL replaced the outdated 12" mains with over 4 miles of new 16" water transmission mains to accommodate for future higher demand.*



## 2007 - 2008

### PROJECT TEAM

Mark Emory, PE  
Project Manager

David Sulkowski, PE  
Project Engineer

Kevin Baldwin, PE  
Project Engineer

Vinny Wroblewski, EI  
Resident Engineer

### CLIENT

Hillside-Berkeley  
Water Commission

### CONSTRUCTION COST

\$5 million

### FEE

\$500 thousand

### FUNDING SOURCE

Local

Over 22,000' of new 16" ductile iron transmission mains were installed to replace the old 12" mains located in the densely populated Village of Bellwood. The project was completed ahead of schedule and within budget. The new main tapped into the existing Hillside Berkeley Water Commission pump station that was in use throughout the construction phase. The project scope was increased to design and install an emergency connection to the low pressure Bellwood Water System.

In order to minimize the disruption of construction, approximately one third of the total transmission line length was installed using directional drilling under existing structures.

### Services included:

- Route Study
- Conceptual Designing & Planning
- Coordination with the Village of Bellwood
- Preparation of Design Drawings & Bidding Documents
- Project Permitting
- Administration of the Bidding Process
- Construction Observation Services



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# BARTLETT, ILLINOIS POTABLE WATER STUDY



*CBBEL evaluated existing and alternative long term sustainable water supply source options for the Village of Bartlett.*



**2014**

**PROJECT TEAM**

Christopher Burke, PhD, PE,  
D.WRE, Dist.M.ASCE  
Principal in Charge

Mark Emory, PE  
Project Manager

Kevin Baldwin, PE  
Project Engineer

**CLIENT**

Village of Bartlett

**FUNDING SOURCE**

Local

**C**BBEL evaluated five water source options for the Village of Bartlett:

- Status Quo (Combination Elgin Purchase and Village Wells)
- 100% City of Elgin Purchase
- 100% Well Source
- Connection to NSMJAWA Lake Michigan Water
- Connection to DuPage Water Commission (DWC) Lake Michigan Water

All options were evaluated for:

- Long Term Sustainability of Source
- Capital Improvements Required
- Costs
  - Water Purchase
  - Capital Costs
  - O&M Costs
  - Buy-In Fees
  - Agreement Termination and Other Costs
- Phasing of Improvements
- Predictability of Future Rate Increases
- Predicted 5-Year Water Rates



The connection to DWC Lake Michigan Water alternative was identified as the most favorable and the recommended option.

Comprehensive Power Points were compiled and presented at a series of Village Board and public information meetings. The Board agreed with the recommended connection to DWC Lake Michigan Water option and directed staff to initiate negotiations with DWC for a new 35 year agreement.

CBBEL is currently assisting Village staff with negotiating the new water agreement with DWC, preparing the IDNR LMW-Application-for-Permit, IEPA Loan Project Plan, and water modeling scenarios.

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# SOUTH BOOSTER STATION & TRANSMISSION MAIN



*CBBEL designed a \$2.5 million new inter-zone booster pumping station and 20" water transmission main.*



## 2007 - 2009

### PROJECT TEAM

Mark Emory, PE  
Project Manager

David Sulkowski, PE  
Project Engineer

Gerald Hennelly  
Electrical

Kevin Baldwin, PE  
Design Engineer/CAD

### CLIENT

Village of Lombard

### CONSTRUCTION COST

\$1.2 million - Booster Station

\$1.3 million - Transmission Main

### FEE

\$280.2 thousand

### FUNDING SOURCE

Local

The pump station featured 3 split case pumps at 60 horsepower, 300 kW emergency generator and full incorporation into the Village's SCADA system. A pressure reducing station was also built into the facility to allow flow in either direction between the Village's pressure zones. The pump station building was designed and constructed to blend in with the adjacent property by providing the building with an exterior facade similar in architecture to the adjacent school. The project included the design and construction of nearly 4,300' of 20" water transmission main. After completion of a detailed alignment study, an alignment was selected under the pavement of Meyers Road (DuPage County Highway 25) which is a high traffic, 4 lane County highway in unincorporated York Township. Traffic control and final alignment selection were closely coordinated with the Village and the County.

### Services included:

- Route Selection Study
- Field Survey and Base Map Preparation
- Assistance in Easement Acquisition and Plat Drawings
- Preliminary Engineering (Alternative Alignment Evaluation)
- Preparation of Project Plans & Specifications
- Preparation of Opinion of Probable Construction Cost
- Assistance During Bidding
- Electric Service Coordination



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PALOS PARK, ILLINOIS

# SANITARY SEWER & WATER MAIN EXPANSION PROJECTS



*CBBEL provided design and construction engineering services for a major expansion of the sanitary sewer and water main systems to serve the far western portions of the Village of Palos Park.*



**1996 - 2000**

**PROJECT TEAM**

John Caruso, PE  
Project Manager/  
Water Modeling

David Sulkowski, PE  
Design Engineer

W. Daniel Crosson, PE  
Construction Project  
Manager

**CLIENT**

Village of Palos Park

**CONSTRUCTION COST**

\$9.5 million

**FEE**

\$656.8 thousand

**FUNDING SOURCE**

Local / IEPA Grant

**C**BBEL prepared contract documents for the installation of about 8 miles of new sanitary sewer and over 11 miles of watermain to serve the near and far western parts of the Village still utilizing wells and septic fields. The expansion of the existing sanitary sewer and watermain systems was divided into five separate contracts to facilitate the Village in assessing the residents appropriately. The three sanitary contracts were funded through the IEPA utilizing grants and low interest loans.

**Water System Expansion Projects**

The design for the water system included a 6700 LF 16" transmission main from the existing water tank to a proposed booster station and an additional 6300 LF 16" transmission main from the booster station to the far west end of the Village. It also included 47,000 LF of main line to serve all of the residents. The proposed booster station design also included a pressure sensing station (linked by telemetry to the booster station) to monitor the telemetry to the booster station) to monitor the pressure at the west end of the project area. The project also included the design and construction of an emergency water connection with Orland Park.

**Sanitary Sewer System Expansion Projects**

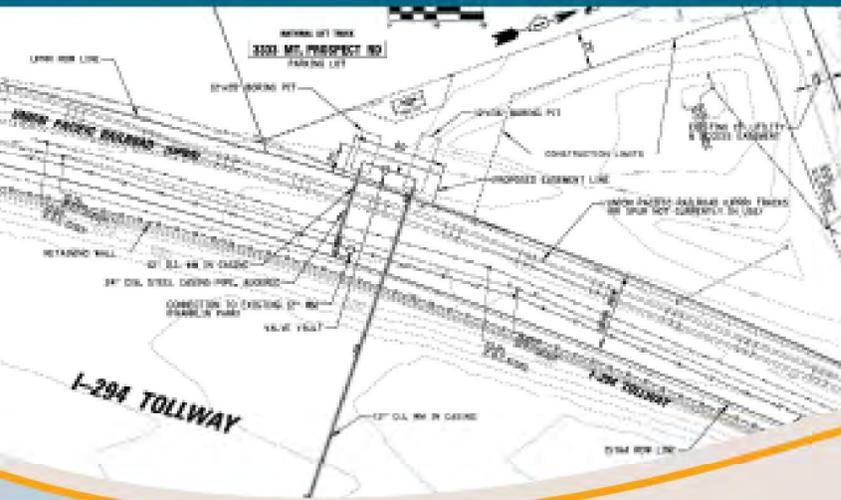
The design for the interceptor project included 810 LF of 15" sanitary sewer and 5600 LF of 12" sanitary sewer. 20% of the interceptor sewer was deeper than 25 LF. The design for the sanitary sewer system included 41,000 LF of main line gravity sewer. Because there is significant rise and fall in the topography found in Palos Park and the Village required that each resident be served by gravity (no ejector pumps), 20% of the main line sanitary sewer was deeper than 15 LF and 5 lift stations were required.

**Services Included:**

- Route Study & Conceptual Planning
- Coordination of Water & Sewer Interconnection with Orland Park
- IEPA Loan & Grant Procurement
- Preparation of Plans and Specification (5 Bid Documents)
- Assistance with Project Bidding & Contract Award
- Construction Observation Services

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# FRANKLIN PARK INTERCONNECTION



*CBBEL performed planning studies and prepared Plans and Specifications for the proposed water system interconnection between the City of Northlake and Village of Franklin Park.*



## 2016

### PROJECT TEAM

Mark Wrzeszcz  
Project Manager

David Sulkowski, PE  
Project Engineer

Kevin Baldwin, PE  
Design Engineer

### CLIENT

City of Northlake

### CONSTRUCTION COST

N/A

### FEE

Time & Materials

### FUNDING SOURCE

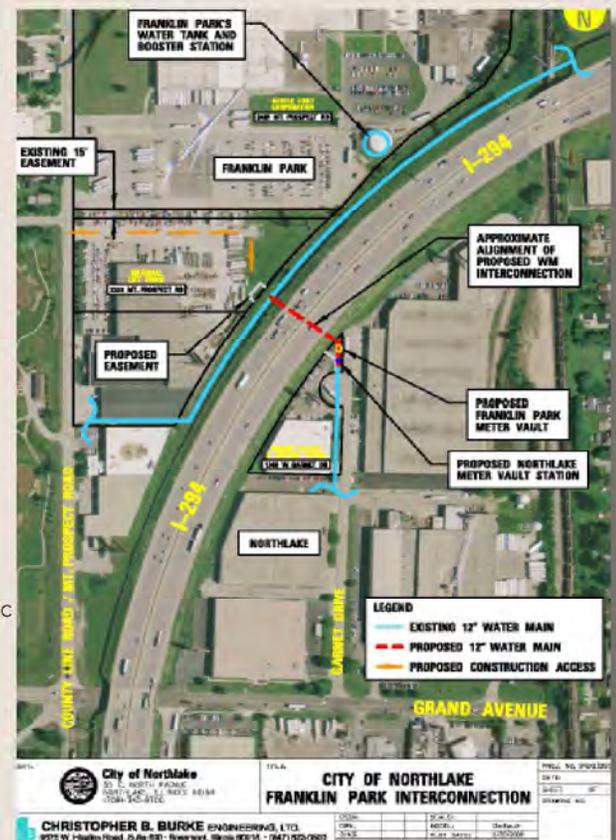
Local

The primary purpose of the interconnection was to satisfy Northlake water storage requirements in order to accommodate a proposed industrial high water user. Franklin Park has a surplus of water storage and can also benefit with an emergency interconnection.

The Project requires the installation of a 12" diameter 510 foot water main to be installed within a 36" steel casing pipe beneath the Tri-State Tollway (I-294). The Project also included a meter vault meeting Franklin Park specifications and similar equipment for Northlake including a pressure reducing valve to accommodate the difference in system water pressures. The Project is currently on hold pending the final location for the proposed interchange of the proposed Elgin-O'Hare Expressway Expansion and Tri-State Tollway.

### Services included:

- Studies to locate viable connection points between the water systems of Northlake and Franklin Park.
- Evaluations to select and recommend the proposed interconnection location and layout.
- Coordination with Franklin Park regarding possible interconnection locations and design criteria for their interconnection facilities.
- Project Design and Preparation of Plans and Specifications
- Acquisition of Easements and Union Pacific Railroad License Agreement
- ISTHA Permitting



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<p>City of Northlake 31 E. NORTH PARKWAY NORTHLAKE, IL 60064 708-440-3000</p>	<p>PROJECT NO. 2016-002 DATE SHEET DRAWING</p>
<p>FRANKLIN PARK INTERCONNECTION</p>	<p>CONTRACT NO. SCALE DATE DRAWN BY CHECKED BY</p>
<p>CHRISTOPHER B. BURKE ENGINEERING, LTD. 9575 W. Higgins Road, Suite 600 - Rosemont, Illinois 60018 - (847) 823-0500</p>	<p>DATE SCALE DATE DRAWN BY CHECKED BY</p>

# WESTCHESTER, ILLINOIS SUNNYSIDE SANITARY INTERCEPTOR SEWER REPLACEMENT



*CBBEL provided planning and design engineering services for a new 30" sanitary interceptor sewer that would serve about one-third of the Village.*



## 2014 - Present

### PROJECT TEAM

Mark Wrzeszcz  
Project Manager

David Sulkowski, PE  
Project Engineer

Kevin Baldwin, PE  
Project Engineer

### CLIENT

Village of Westchester

### CONSTRUCTION COST

\$4 million (Est.)

### FEE

\$150 thousand

### FUNDING SOURCE

IEPA Loan

The Project includes the replacement of approximately 5,100 feet of existing 24" through 30" sanitary interceptor sewer along a new alignment. The existing sewer is located along Salt Creek entirely within the Forest Preserve District of Cook County (FPDCC) with three creek crossings. The new sewer replacement is located along a new alignment primarily within roadway right-of-way and bike paths with only about 1,100 feet located in the FPDCC and only one creek crossing. The southern half of the alignment is located in the FPDCC and LaGrange Park where the existing connection is made to the MWRD Salt Creek Interceptor No. 3. The Project will be funded via an IEPA low interest loan with Project bidding planned for June 2017.

### Services included:

- Route Selection Study
- Planning Study and Report in support of IEPA Loan
- Coordination with LaGrange Park
- Coordination and negotiations with the FPDCC including tree surveys to obtain the FPDCC License Agreement
- IEPA Loan Procurement
- Preparation of Plans and Specifications in accordance with IEPA Loan Requirements
- Project Permitting including IEPA, MWRD, USACE, IDNR and the Salt Creek Woods Nature Preserves (INPC)



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# DUPAGE COUNTY, ILLINOIS MEDINAH WATER & SEWER PLANNING STUDY

*CBBEL evaluated several options to provide water and sewer services to the Unincorporated Medinah area.*



**2000 - 2001**

**PROJECT TEAM**

Christopher Burke, PhD, PE,  
D.WRE, Dist.M.ASCE  
Project Sponsor

David Sulkowski, PE  
Project Engineer

**CLIENT**

DuPage County Public Works

**CONSTRUCTION COST**

N/A

**FEE**

\$75 thousand

**FUNDING SOURCE**

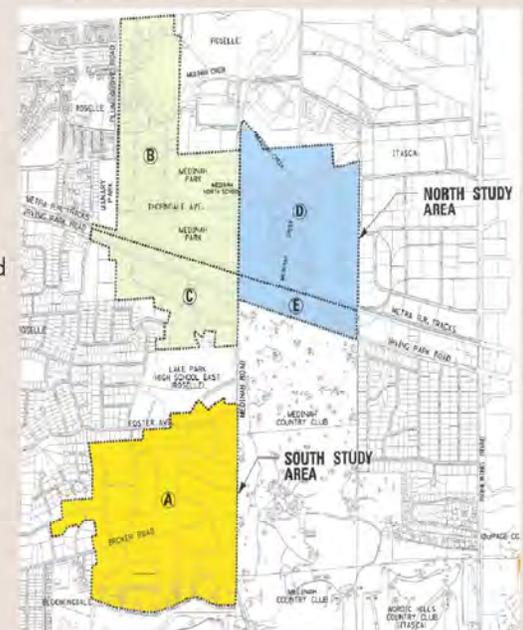
County

The project plan for the sewer system included approximately 14 miles of collector sewers, a 1.5 mile interceptor sewer, and a capacity upgrade to the existing 0.5 mgd Nordic Waste Water Treatment Plant (WWTP). The project plan for the water system included 15 miles of water supply and distribution piping, 200 gpm well and treatment facility and a 500,000 gallon elevated water tower.

**Services included:**

Christopher B. Burke Engineering, Ltd. (CBBEL) was retained by the DuPage County Division of Public Works to perform a planning study for the installation of a new sanitary sewer and water system to serve an existing 1,000 home residential community currently served by individual wells and septic systems. CBBEL performed the following engineering services:

- Establish study design criteria
- Establish system alignments and alternative project configurations with and without pumping
- Evaluate option of obtaining water supply by connecting to the DuPage Water Commission (DWC) system and connecting to the Nordic WWTP to provide sewer service
- Evaluate options of utilizing existing facilities of three surrounding villages (requiring annexation) and the Medinah Country Club
- Identify potential easements
- Prepare project layouts for alternatives considered
- Estimate preliminary construction costs
- Evaluate alternatives (cost & non-cost factors) to select recommended plan
- Prepare planning report
- Participate at the public meeting to present the proposed plan



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# QUENTIN RD. WATER TRANSMISSION MAIN



*CBBEL designed approximately 5,400' of new 12" water main along Quentin Road to serve the proposed Dartmoor Development.*



## 2007

### PROJECT TEAM

Mark Emory, PE  
Project Manager

David Sulkowski, PE  
Project Engineer

Katrina Ballado, PE, LEED AP  
Design Engineer

Kevin Baldwin, PE  
Design Engineer

Kevin Betke, PE  
Resident Engineer

### CLIENT

Village of Hawthorn Woods

### CONSTRUCTION COST

\$625 thousand

### FEE

\$95 thousand

### FUNDING SOURCE

Local

The Project involved the design and installation of approximately 5,400' of new 12" water main to serve the proposed Dartmoor Homes Development. The water main was installed along Quentin Road in Lake County and within the County ROW. About half of the water main was installed using the directional boring method of construction and HDPE pipe material. The size of the water main was originally determined to be 16"; however, a value engineering study was employed to select the 12" size as the most cost effective solution to meet domestic demands and fire flow requirements. The project schedule was coordinated to have water available to Dartmoor Homes to meet the build out plans for the Project.

### Services included:

- Project survey and preparation of base maps
- Value engineering / water main sizing
- Preparation of plans and specifications in conformance with the Lake County Department of Transportation requirements
- Project permitting
- Preparation of Engineer's Estimate of Probable Construction Cost
- Assistance during bidding and award of contract
- Construction observation, including documentation of quantities and preparation of pay estimates.



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CHICAGO HEIGHTS, ILLINOIS  
**SOLVAY USA, INC.**  
**WASTEWATER CONNECTION TO MWRD**



*CBBEL provided planning and design engineering services for a pump station and 2-mile long 12" forcemain for the proposed MWRD connection.*



## 2013 - Present

### PROJECT TEAM

Mark Emory, PE  
Project Manager

John Caruso, PE  
QA/QC

David Sulkowski, PE  
Project Engineer

Kevin Baldwin, PE  
Design Engineer

### CLIENT

City of Chicago Heights

### CONSTRUCTION COST

N/A

### FEE

\$100 thousand

### FUNDING SOURCE

Private

The Solvay Silica Plant currently conveys its plant effluent to the Thorn Creek Basin Sanitary District (TCBSD) for treatment. Solvay desired to expand their plant operations which would result in a significant increase in the future effluent flows. Since the TCBSD could not accommodate these future flows, Solvay proposed a direct connection to the MWRD sewer system. The proposed Project would include a sanitary lift station at the plant site with an approximate 2-mile long, 12" diameter force main to convey the plant effluent to the nearest MWRD manhole. The first phase of the Project (Route Selection Study) included Project scoping, contact and coordination with the MWRD regarding potential connection points and requirements, and a route selection study. The selected route was within and along Cook County Highways and required the preparation of preliminary plans and permitting with the Cook Co. Department of Transportation and Highways (CCDTH). The Project was put on temporary hold pending completion of the MWRD testing and assessment of receiving the proposed Solvay plant effluent due to temperature and Hydrogen Sulfide Gas (H<sub>2</sub>S) concerns.

### Services included:

- Route Selection Study
- Pipeline Material Selection Study to accommodate high temperature effluent containing hydrogen sulfide gas and the need to directional bore beneath Cook County Highways
- Coordination with MWRD
- Coordination and series of submittals to the CCDTH in order to obtain approval for future permitting
- Preparation of Preliminary Plans to establish project layout
- Preparation of Preliminary Opinion of Probable Construction Cost



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# HAWTHORN WOODS, ILLINOIS

# MIDLOTHIAN CORRIDOR

# SANITARY SEWER



*CBBEL planned & designed a new sewer system including 2 new lift stations and provided sanitary sewer to the undeveloped Midlothian Road Corridor.*



## 2008 - 2010

### PROJECT TEAM

Mark Emory, PE  
Project Manager

David Sulkowski, PE  
Project Engineer

Kevin Baldwin, PE  
Project Engineer

John Murphy, PE, PLS  
Survey

### CLIENT

Village of Hawthorn Woods

### CONSTRUCTION COST

\$2.4 million

### FEE

\$400 thousand

### FUNDING SOURCE

Local

This project consisted of the planning, design and construction for approximately 4,200' of 8" and 12" sanitary sewer, 11,000' of 6", 8" and 10" diameter forcemain, 2 new lift stations with standby power and replacement pumps for one existing lift station.

### Services included:

- Conceptual Design & Planning
- Facility Planning Area Amendment
- Engineering Services for Formation of SSA
- Ordinance Preparation
- Agreement Reviews
- Preparation of Design Drawings & Bidding Documents
- Permitting (IEPA, Lake Zurich, Lake County PW, IDOT, LCDOT, LCSMC, EJ&E RR)
- Bidding Assistance
- Construction Engineering Services



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## WELL NO. 10 PUMP STATION IMPROVEMENTS



*CBBEL designed a booster pump station to increase water distribution system pressure for Village of New Lenox residents.*



## 2015 - 2017

### PROJECT TEAM

John Caruso, PE  
Project Manager

Katrina Ballado, PE, LEED AP  
Project Engineer

Doug Kerr, EI  
Project Engineer

David Dobson, PE  
Construction Engineer

### CLIENT

Village of New Lenox

### CONSTRUCTION COST

\$1.2 million

### FEE

\$100 thousand

### FUNDING SOURCE

Local

The project consisted of a 450 sq. ft. building addition to an existing booster pump station, new 750 gpm booster pumps with variable frequency drives, associated water distribution piping and valves, electrical modifications to an existing Motor Control Center (MCC), and SCADA improvements (including new pressure transducers, radio antennae, and remote pressure reporting station and radio). Precast concrete underground vaults were designed for pressure relief valves, flow metering and pressure reducing valves.

### Services included:

- Design Engineering of Improvements
- Water Modeling of Distribution System
- Bidding Assistance
- Construction Engineering
- Contract Administration
- Commissioning



Christopher B. Burke  
Engineering, Ltd.  
9575 W. Higgins Road  
Suite 600  
Rosemont, IL 60018  
T: 847.823.0500  
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[www.cbbel.com](http://www.cbbel.com)

# WATER MAIN IMPROVEMENTS



*CBBEL replaced 8,500' of water main with new 8", 10" and 12" water main. This project also required the water main to be augered beneath railroad tracks.*



## 2010 - 2011

### PROJECT TEAM

W. Daniel Crosson, PE  
Project Manager

John Caruso, PE  
Project Engineer

Kevin Baldwin, PE  
Design Engineer

Orion Galey, PE  
Resident Engineer

### CLIENT

Village of Riverside

### CONSTRUCTION COST

\$2.5 million

### FEE

\$400 thousand

### FUNDING SOURCE

ARRA/IEPA PWSLP

The project involved the replacement of 8,500' of 4" and 6" water main with new 8", 10" and 12" water main along with 335 new service connections at various locations. The sections of the Village that were improved by this project include the Central Business District and multiple residential streets including two sections that required the water main be augered beneath the Burlington Northern Santa Fe (BNSF) Railroad tracks.

### Services included:

- Responsibilities included preparation of plans and specifications, bid advertisement and award recommendations. CBBEL also assisted the Village in applying for a loan from the IEPA's Public Water Supply Loan Program (PWSLP) to replace the water main using American Recovery and Reinvestment Act (ARRA) funds. In order to obtain these funds, a pre-application and project plan for water projects was submitted to the IEPA along with environmental sign-offs, an approved IEPA water main construction permit, a certified debt ordinance and a dedicated source of revenue identified by the Village to repay a portion of the loan. Permitting from BNSF Railroad for work within the railroad right-of-way was also applied for and received.
- Construction engineering duties included construction observation, coordination with affected businesses and residents, documentation of quantities, weekly written reports to the owner, preparation of pay estimates and as-built drawing.



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# 2010 ARRA WATER MAIN REPLACEMENT



*This Village has taken advantage of the current competitive bidding atmosphere by initiating a large watermain project funded by the American Recovery and Reinvestment Act (ARRA) and a roadway project.*



## 2010

### PROJECT TEAM

Lee Fell, PE  
Project Manager

Nick Morel, PE  
Project Engineer

Ron Olson  
Resident Engineer

### CLIENT

Village of Clarendon Hills

### CONSTRUCTION COST

\$2.1 million

### FEE

\$292 thousand

### FUNDING SOURCE

ARRA

The project included the replacement of approximately 11,300' of old, existing water main with new larger diameter ductile iron main at various locations throughout the Village to increase capacity and water pressure. New service lines and water service boxes were provided for all existing services and new valve vaults and fire hydrants were included within the project. The Village was required to complete the Loan Application, Project Plan, and Design Engineering for the entire project in good faith not knowing if they would receive the funds. The Village received over \$2.1 million of ARRA Funds and Public Water Supply Loan Program funds and received the final approval of the loan application from IEPA and the project was let October 6, 2009.

### Services included:

CBBEL prepared and submitted the IEPA Public Water Supply Loan Application Program. The scope included preparing the Project Plan, Design and Construction Engineering for the watermain replacement throughout the Village of Clarendon Hills. IEPA completed their review of the Loan Application, Project Plan and Engineering Plans and CBBEL received all the required permits and plan approval within 9 months of the Notice to Proceed.



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# Request For Board Action

**REFERRED TO BOARD:** September 5, 2017

**AGENDA ITEM NO:** 4

**ORIGINATING DEPARTMENT:** Police Department

**SUBJECT:** Approval of an Ordinance Amending Section 7-2-24 of the Village Code Regarding Parking of Commercial Vehicles

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

In 2013 the Traffic Commission began discussing the possibility of amending the Village Code with respect to commercial and recreational vehicle parking regulations. Since 2013, the Committee on Ordinances, Rules and Building (CORB) and the Village Board have held several meetings to discuss the potential amendments.

On February 21, 2017, at a meeting of the Committee of the Whole, the Village Board directed staff to facilitate a workshop comprised of residents who represent commercial vehicle owners as well as support both sides of the proposed amendments. The purpose of the workshop was to review, discuss and provide input regarding the recommended parking regulations. A group of 10 residents participated in two workshop meetings held on March 22 and April 20, 2017. Workshop participants discussed and reached agreement on each of the previously proposed regulations that had been reviewed by the Village Board. The workshop participants attempted to maintain the character of the community while recommending amendments that represent a consensus of the group.

On June 20, 2017 at a meeting of the Committee of the Whole, the Village Board discussed the results of the workshop discussions. A total of 13 items were reviewed. Four remaining items were unable to be discussed due to time constraints. The Village Board agreed with all of the reviewed recommendations from the workshop discussions, with minor revisions. The Village Board directed staff to work with the Village Attorney to prepare an Ordinance with the 13 agreed upon items and to return with an Ordinance for consideration at the July 18, 2017 Village Board meeting. Staff was also directed to bring the remaining four items that were not discussed to the August 15, 2017 Village Board meeting.

On July 18, 2017 the Village Board unanimously approved an Ordinance amending the Village Code to include the 13 agreed upon items.

On August 15, 2017 at a meeting of the Committee of the Whole, the Village Board discussed the remaining four items. The table on the following page summarizes each of the items for consideration along with the current regulations, what was proposed and discussed at the community workshop meetings and what the Village Board directed staff to include within the attached Ordinance for consideration.

<b>Remaining Commercial Vehicle Categories</b>			
<b>Item</b>	<b>Current Regulation</b>	<b>Proposed Regulation</b>	<b>Workshop Consensus</b>
Vehicle Height	Unregulated	Limited to Less than 8' – 6"	Agreed
Vehicle Length	Unregulated	Limited to 20'	Limited to 21'
Non-permanent Equipment; i.e. ladder racks	Unregulated	Prohibit	Agreed
Panel Vans	Unregulated	No Proposal	Considered a commercial vehicle and limited to one

Following a review and discussion, the Board agreed to limit the total vehicle height to 8'-6" the total vehicle length to 20', and consider panel vans commercial vehicles. The Board decided not to restrict non-permanent equipment affixed to the top of a vehicle as long as the total vehicle height is less than 8'-6". Based on the Board's direction, the Village attorney drafted a proposed Ordinance.

**FINANCIAL IMPACT:**

None

**DOCUMENTS ATTACHED:**

1. Proposed Ordinance
2. Committee of the Whole Meeting Minutes June 20, 2017
3. Committee of the Whole Meeting Memorandum August 15, 2017
4. Committee of the Whole Meeting Minutes August 15, 2017 (Draft)

**RECOMMENDED MOTION:**

**Move to approve** an Ordinance amending Chapter 7, Article 2, Section 24 of the Village Code regarding parking of recreational and commercial vehicles.

**VILLAGE OF LINCOLNWOOD**

**ORDINANCE NO. 2017-\_\_\_\_\_**

**AN ORDINANCE AMENDING SECTION 7-2-24  
OF THE MUNICIPAL CODE OF LINCOLNWOOD  
REGARDING PARKING OF COMMERCIAL VEHICLES**

ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LINCOLNWOOD  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017.

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 \_\_\_\_\_, 2017

**ORDINANCE NO. 2017-\_\_\_\_\_**

**AN ORDINANCE AMENDING SECTION 7-2-24  
OF THE MUNICIPAL CODE OF LINCOLNWOOD  
REGARDING PARKING OF COMMERCIAL VEHICLES**

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, Section 7-2-24 of the Municipal Code of Lincolnwood, as amended ("*Village Code*"), restricts the parking of commercial vehicles within the Village; and

WHEREAS, the Village President and Board of Trustees desire to update and clarify the Village regulations governing commercial vehicle parking and other regulations regarding the parking of vehicles within the Village; and

WHEREAS, the President and Board of Trustees have determined that it will serve and be in the best interests of the Village and its residents to amend the Village Code in accordance with 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. COMMERCIAL VEHICLE PARKING. Section 7-2-24 of the Village Code is hereby re-titled and amended further to read as follows:

**"7-2-24 Commercial Vehicle Parking.**

- (A) Definitions. The following definitions shall apply in the interpretation and enforcement of this Section 7-2-24:

**COMMERCIAL VEHICLE**

Any vehicle used, in whole or in part, for activities related to the conduct of a business. "Commercial vehicle" does not include passenger vehicles used for commuting between a driver's or a passenger's residence and place of employment if the passenger vehicles are not used for any other activity related to the conduct of a business. "Commercial vehicle" includes, without limitation: taxicabs and limousines (as those terms are

**Additions are bold and double-underlined;** ~~deletions are struck through.~~

defined in Section 9-1-2 of this Code); **panel vans**; trucks and other vehicles used in connection with construction, landscaping, and similar work; tow trucks; vehicles used to make deliveries; vehicles used to advertise a business or product; and vehicles used for ride-sharing services.

### **PANEL VAN**

#### **A van with no rear seating and no rear passenger windows.**

#### RESIDENTIAL DRIVEWAY

Any unenclosed parking space or parking area located on any lot in the Village used for residential purposes.

#### TRAILER

Any vehicle or portable structure constructed so as to permit occupancy thereof for lodging or dwelling purposes or for the use as an accessory building or structure in the conduct of a business, trade or occupation, and which may be used as a conveyance on streets and highways, by its own or other motive power; a portable structure supported by wheels, jacks, horses, skids or blocks without a permanent foundation which is towed or hauled by another vehicle and, whether occupied or not, used for temporary human occupancy, carrying materials, goods or objects, livestock, or use as a temporary office.

- (B) Use of public streets. Commercial vehicles or trailers shall not be permitted to park on any public street, thoroughfare or alley within the Village between the hours of 7:00 p.m. and 7:00 a.m. on weekdays, nor between the hours of 7:00 p.m. on Saturday and 7:00 a.m. on Monday.
- (C) Residential driveways. Notwithstanding any provision of this Code to the contrary, no ~~commercial~~ vehicle or trailer may be parked or stored in any residential driveway in violation of the following restrictions:
  - (1) General. Not more than one commercial vehicle that **is a panel van, or that** exceeds 8,000 pounds in gross vehicle weight, may be parked or stored in any residential driveway.
  - (2) Prohibited vehicles. The following types of ~~commercial~~ vehicles and trailers may not be parked or stored in any residential driveway at any time:
    - (a) **Vehicles that exceed eight feet six inches in height (measured from grade to the top of the vehicle, and**

**Additions are bold and double-underlined;** ~~deletions are struck through.~~

**including any equipment affixed to the top of the vehicle);**

**(b) Vehicles that exceed 21 feet in length;**

~~(a)~~**(c)** Commercial vehicles that exceed seven feet six inches in width;

~~(b)~~**(d)** Commercial vehicles or trailers containing, equipped with, or towing any equipment, tools, materials, and supplies used in construction, landscaping, or similar work;

~~(e)~~**(e)** Commercial vehicles with Class D license plates, except upon the prior written approval by the Chief of Police, which approval may not be granted for any vehicle that: (i) is used for public or commercial purposes; or (ii) features any signage or advertising of any kind; and

~~(d)~~**(f)** Commercial vehicles that display any advertising other than within a 10-square-foot area located on each of the sides, front, and back of the commercial vehicle. Specifically, and without limitation of the foregoing, commercial vehicles that display any rooftop advertising may not be parked or stored in any residential driveway at any time.

(3) Taxicabs and limousines. Not more than one taxicab or limousine may be parked or stored in any residential driveway. No taxicab or limousine parked or stored in a residential driveway may: (a) be equipped with an A-frame sign mounted on the roof, except as provided in this Section 7-2-24(C)(3); or (b) display any advertising except within a 10-square-foot area located on each of the sides, front, and back of the vehicle. A taxicab or limousine may be equipped with one roof-mounted sign that displays the word “taxi” and does not display any advertising.

(4) Vehicles equipped with snow plow. No commercial vehicle equipped with a snow plow or salt spreader may be parked or stored in a residential driveway, except that before April 1 and after November 1 of each calendar year, a commercial vehicle equipped with not more than two plows, each of which is physically attached to the vehicle, may be parked or stored in a residential driveway.

(D) Commercial vehicles providing service to a residence. The provisions of Section 7-2-24(C) of this Code do not apply to commercial vehicles

**Additions are bold and double-underlined;** ~~deletions are struck through.~~

parked in a residential driveway in connection with the performance of commercial services or work for the occupants of the residence served by the residential driveway.

- (E) Vehicles for persons with disabilities. The provisions of Section 7-2-24(C) do not apply to vehicles bearing license plates for persons with disabilities.
- (F) Penalty. Any person who shall violate any of the provisions of this Section 7-2-24 shall be subject to a fine as set forth in Section 7-2-31 of this Code."

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 are to 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.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2017.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
 Barry I. Bass, President  
 Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_

**Additions are bold and double-underlined;** ~~deletions are struck through.~~

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

#53409099\_v1

**Additions are bold and double-underlined;** ~~deletions are struck through.~~

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL COUNCIL CHAMBERS  
JUNE 20, 2017**

**Call to Order**

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 5:30 P.M., Tuesday, June 20, 2017, 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 Village Clerk Beryl Herman the following were:

PRESENT: President Bass, Trustees Sugarman, Spino, Hlepas Nickell, Ikezoe-Halevi, Cope (6PM), Patel

ABSENT: None

A quorum was present. Also present: Timothy Wiberg, Village Manager, Ashley Engelmann, Assistant Village Manager; Peter Friedman, Village Attorney; Heather McFarland, Management Analyst; Charles Meyer, Assistant to the Village Manager; Steve McNellis, Community Development Director; Police Chief Robert LaMantia; Andrew Letson, Public Works Director; Nadim Badran, Assistant to the Public Works Director; Charles Greenstein, Village Treasurer; Doug Hammel, Community Development Manager.

**Approval of Minutes**

Minutes of the June 6, 2017 Committee of the Whole meetings were distributed in advance of the meeting and were examined. Trustee Patel moved to approve the minutes. Trustee Spino seconded the motion. Trustee Hlepas Nickell requested a correction.

The motion passed with a Voice Vote as corrected

**Regular Business**

**1. Discussion Concerning the Human Relations Commission's Diversity Flag Program**

This item was presented by Police Chief LaMantia using PowerPoint.

**Flag Program History**

\*August 2005

- First Flag Display

\*August 22, 2014 – Human Relations Commission Discussion

- 175 people attended
- HRC recommended approving the display of the Palestinian flag and agreed to review the flag policy

\*April 7, 2015 – Village Board Meeting

- Flag policy submitted to the Village Board
- Policy intended to provide objective guidance
- The matter was referred back to the HRC

\*August 2015

- The flag program was placed on hold due to the scheduled replacement of street lights along Lincoln Avenue

\*September 2015 – December 2016

- New programs to recognize Lincolnwood’s diversity  
Diversity Dance, Clerics Group, Iron Chef “Style Cook-off

\*December 12, 2016

- The HRC voted to recommend continuation of the Flag Program

#### Draft Flag Policy Recommended in 2015

\*Only a Lincolnwood resident or business owner may submit an application for a flag to be displayed

\*Flag must either be the official flag recognized as a Member or Non-Member State of the United Nations, or must have been grandfathered in

\*Formal application process to include \$50 donation, if approved

\*Formal appeal process

Photos or advertising from the following events were displayed:

Flag program, Memorial Day Parade, Independence Day Concert in the Park, Diversity Dance, Library Ethnic Fest, Niles Township Food Drive, Iron Chef-Style Cook-Off, Coffee with the Clergy, Clergy Group, Reintroduction of the Neighborhood Watch Program

Staff is seeking direction on the future of the Flag Program.

The following speakers spoke in favor of continuing the Flag Program:

Dale Wickum, Marcella Ramahi, Judy Abelson, Charles Halevi

Discussion ensued. Trustees expressed their opinions regarding the program.

President Bass read the following statement:

The diversity in our Village is a source of great pride for our community. Our village is home to people that come from all over the globe; men women and children of different races, ethnicities, nationalities and religions. We are home to churches, synagogues, and hopefully, by the end of the year, a new mosque and learning center for our Islamic community. While the Diversity Flag Program was successful in expressing pride in our village's diversity, at times, it also brought about unnecessary contention between residents of different backgrounds and nationalities. It is for this reason that I propose ending this program. We don't need to look to flags of foreign and sometimes competing countries to show our diversity. One only has to look at the diverse student bodies in our schools, on our village boards, in our police and fire departments, and in our stores and businesses to see the harmonious and beautiful coexistence of the diverse population in our village. The American flag, our country's symbol of liberty for all, alone will stand for this diverse community.

President Bass called for a consensus regarding continuation of the Flag Program:

Trustee Cope – No

Trustee Patel – Table

Trustee Ikezoe-Halevi – Yes

Trustee Sugarman – No

Trustee Hlepas Nickell – No

Trustee Spino – No vote due to lack of information

President Bass stated that the consensus was to not have a flag display this year.

## **2. Discussion Regarding Televising Additional Boards and Commission Meetings**

*Due to time constraints, this item will be presented at a future Committee of the Whole*

## **3. Discussion Regarding Proposed Amendments to the Village Code Relating to Commercial Vehicles**

This item was presented by Chief LaMantia using PowerPoint.

### Background

October 24, 2013 – Traffic Commission recommendation to the Village Board to amend the Village Code regarding commercial vehicles

\*2013

- One Traffic Commission meeting
- One Village Board meeting

\*2014

- One Traffic Commission meeting
- Three Village Board meetings

- Two Committee on Ordinances Rules and Building meetings
- One Committee of the Whole discussion

\*2015

- Four Committee of the Whole discussions
- One Plan Commission meeting

\*2016

- Two Committee of the Whole discussions
- One Committee on Ordinances, Rules, and Buildings meeting

\*February 21, 2017 – Village Board directed staff to hold a series of workshops with a group of the public who represent both sides of the issue

#### Workshops

\*Workshop Group

- 10 Members of the public
- 1 Village Trustee
- 3 Staff Members

\*March 22, 2017 – Overview of commercial vehicle regulations and reached consensus on six items for consideration

\*April 3, 2017 – Continued discussion and reached consensus on the remaining ten items

#### Commercial Vehicle Definition

\*Any vehicle used, in whole or in part, for activities related to the conduct of a business

\*Does not include passenger vehicles used for commuting between a driver's or a passenger's residence and place of employment if the passenger vehicles are not used for any other activity related to the conduct of a business

\*Includes: taxicabs and limousines, panel vans, trucks and other vehicles used in connection with construction, landscaping, and similar work, tow trucks, vehicles used to make deliveries, and vehicles used to advertise a business or product, and vehicles used for ride-sharing services

Discussion ensued with some input from the audience. Attorney Friedman provided clarification.

Items were presented by Chief LaMantia. And consensus was reached on the following.

- \*Advertising on Motor Vehicles
- \*Commercial Vehicles
- \*Construction Equipment (bobcats, etc)
- \*Covered Vehicles
- \*"D" Plates
- \*Handicapped Vehicles

- \*Recreational Vehicles (boats, snowmobiles, campers, wave runners, golf carts and mobile homes)
- \*Rooftop Advertising
- \*Taxicabs with A-Frame Signs
- \*Temporary Storage Containers
- \*Trailers Prohibited Unless for Permitted Construction
- \*Vehicles Parked on Pervious Areas
- \*Vehicles with Snow Plows (Up to two snowplows, one unconnected)

The items approved will come to the July Village Board meeting.

The remainder of the items will be brought to the August Committee of the Whole meeting.

**Adjournment**

At 7:40 P.M. Trustee Cope moved to adjourn Committee of the Whole, seconded by Trustee Patel.

The motion passed with a Voice Vote.

Respectfully Submitted,



Beryl Herman  
Village Clerk



# LINCOLNWOOD POLICE DEPARTMENT

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## INTER-OFFICE MEMO

Robert LaMantia  
Chief of Police

To: Timothy C. Wiberg, Village Manager

From: Robert LaMantia, Chief of Police  
Ashley Engelmann, Assistant Village Manager

Date: August 15, 2017

Subject: Commercial and Recreational Vehicle Parking Discussion

---

In 2013, the Traffic Commission began discussing the possibility of amending the Village Code with respect to commercial and recreational vehicle parking regulations. Since 2013, the Committee on Ordinances, Rules and Building (CORB) and the Village Board have held several public meetings to discuss amending the Code on several occasions.

On February 21, 2017, at a meeting of the Committee of the Whole, the Village Board directed staff to facilitate a workshop comprised of residents who represent commercial vehicle owners as well as support both sides (i.e. pro and anti-regulation) of the proposed amendments. The purpose of the workshop was to review, discuss and provide input regarding the recommended parking regulations. A group of 10 residents participated in two workshop meetings held on March 22 and April 20, 2017. The workshop participants discussed and reached agreement on each of the previously proposed regulations that had been reviewed by the Village Board. The workshop participants attempted to maintain the character of the community while recommending amendments that represent the group's consensus.

On June 20, 2017 at a meeting of the Committee of the Whole, the Village Board discussed the results of the workshop discussions. A total of 13 revisions were reviewed. Four remaining revisions were unable to be discussed due to time constraints. The Village Board agreed with all of the reviewed recommendations from the workshop discussions, with only minor revisions. On July 18, 2017, the Village Board approved an Ordinance with the 13 agreed upon revisions. The table on the following page summarizes each of the revisions approved by the Board.

Staff was directed to bring the remaining four revisions that were not reviewed at the June 20, 2017 Village Board meeting to the August 15, 2017 meeting. Those revisions are included the table below.

<b>Remaining Commercial Vehicle Categories</b>			
<b>Item</b>	<b>Current Regulation</b>	<b>Proposed Regulation</b>	<b>Workshop Consensus</b>
Vehicle Height	Unregulated	Limited to Less than 8' – 6"	Agreed
Vehicle Length	Unregulated	Limited to 20'	Limited to 21'
Non-permanent Equipment; i.e. ladder racks	Unregulated	Prohibit	Agreed
Panel Vans	Unregulated	No Proposal	Considered a commercial vehicle and limited to one.

**1. Vehicle Height**

The workshop participants unanimously agreed to recommend the Village Board limit commercial vehicle height to eight feet, six inches. The group recognized that some Sprinter type vans would be restricted, but agreed with the recommendation.

**2. Vehicle Length**

The consensus of the workshop participants is to recommend the Village Board limit commercial vehicle length to twenty-one feet. The group recommended twenty-one feet to permit longer pick-up trucks.

**3. Non-permanent Equipment**

Non-permanent equipment includes ladder racks, ladders, scaffolds, and tubes to hold plumbing pipes, etc. The consensus of the workshop participants is to prohibit securing non-permanent equipment on roof-tops while parked overnight in a residential driveway. The group discussed allowing one item to be secured to the rooftop, but the consensus was not to allow any non-permanent equipment to be secured on top of a commercial vehicle. Two members of the group felt one item should be allowed.

**4. Panel Vans**

Restricting panel vans was not previously discussed, but the workshop participants agreed that panel vans should be defined as a commercial vehicle and limited to one per residential driveway. The definition of a panel van would include a van with no rear seating and no rear passenger windows.

Staff is seeking direction from the Village Board regarding amendments to the Code.

**Documents Attached**

1. July 18, 2017 Request for Board Action
2. PowerPoint Presentation

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL COUNCIL CHAMBERS  
AUGUST 15, 2017**

**DRAFT**

**Call to Order**

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 5:47 P.M., Tuesday, August 15, 2017, 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 Village Clerk Beryl Herman the following were:

PRESENT: President Bass, Trustees Nickel, Halevi, Patel, Spino, Sugarman (6:05)

ABSENT: Trustee Cope

A quorum was present. Also present: Timothy Wiberg, Village Manager, Ashley Engelmann, Assistant Village Manager; Steven Elrod, Village Attorney; Heather McFarland, Management Analyst; Charles Meyer, Assistant to the Village Manager; Steve McNellis, Community Development Director; Andrew Letson, Public Works Director; Nadim Badran, Assistant to the Public Works Director; Doug Hammel, Community Development Manager; Robert Merkel, Finance Director; Ben Harris, Accountant; Robert LaMantia, Police Chief

**Approval of Minutes**

Minutes of the July 18, 2017 Committee of the Whole meetings were distributed in advance of the meeting and were examined. Trustee Ikezoe-Halevi moved to approve the minutes. Trustee Nickel seconded the motion. The motion passed with a Voice Vote

**Regular Business**

**1. Discussion Concerning Televising Additional Village Commission Meetings**

The item was presented by Mr. Meyer using PowerPoint.

Current Broadcasts

\*Village Board and Committee of the Whole

\*Plan Commission

\*Zoning Board of Appeals (ZBA)

\*Viewership

- 320 Live Viewers per month
- 240 On - Demand Viewers per month

Additional Broadcasts

\*Traffic Commission

- 11-12 Meetings per year
- \$650 annual expense to broadcast Traffic Commission
- No new staff needed

Of nine communities surveyed only one (Hinsdale) broadcasts Traffic Commission Meetings

\*All Public Meetings

- 52 meetings per year
- \$3,100 annual expense to broadcast all public meetings  
#Currently it costs \$2,150 to broadcast the Village Board, Plan Commission and ZBA
- Additional staff needed for daytime meetings and possibly to serve as back-up

\*The costs for televising each of the six commissions for the year was presented with the total cost being \$3,877.54

\*Seventeen communities were surveyed: All televised Village Board Meetings, only Hinsdale televises most of their commissions, Evanston televises three additional meetings and the others no more than two.

Requested Direction

\*Staff is seeking direction regarding the broadcasting of additional meetings

\*If additional broadcasting is approved:

- Traffic Commission can be implemented as of September, 2017
- All other Boards and Commissions would be implemented no later than October 2017

Discussion ensued with clarification from Mr. Meyer and Mr. Wiberg

Consensus was for staff to attend these meetings and discuss the possible televising of the meetings.

**2. Discussion Concerning a Potential Water Supply Contract with the City of Evanston**

This item was presented by Mr. Letson using PowerPoint.

This is an update to the April workshop. The focus was on the city of Evanston.

For many years water was obtained cheaply from Chicago. In 2008 Chicago began regular raising of rates.

#### Purpose of Discussion

To obtain direction regarding whether to negotiate a water purchase contract with the city of Evanston and to obtain a proposal from the Village Engineer to conduct a route study.

Chicago sells water wholesale to over 120 municipalities either individually or through water agencies. Chicago's wholesale rate must be the same for all customers. The existing connection to Chicago was exhibited. Chicago's water rate history was presented from 2002 through 2017.

#### Alternative Suppliers

\*Examined potential alternative water supplier options with Evanston, Skokie and Wilmette.  
\*After extensive review, staff concluded that purchasing water directly from Evanston is the most cost effective.

#### April 19, 2017 Water Fund Workshop

\*Discussed the various supplier alternatives  
\*Evanston proposal - \$2.34 per 1,000 gallons

- Included a connection point at Oakton and McCormick

\*Village Board directed staff to evaluate an alternative connection point at Emerson Street

- Evanston will not allow connection at Emerson due to concerns with the existing transmission pipe's capacity during peak periods of demand and available space for a meter vault

#### Evanston's Rate Model

\*Rate is based on the American Water Works Association (AWWA) M1 Manual – Industry Standard  
\*Rate is calculated based on their operating costs and the value of their infrastructure impacted by the Village's water use  
\*Rate is broken into three categories

- Operations and Maintenance
- Depreciation
- Return on Rate

#### Rate Proposal Time

\*May 5, 2017 – Evanston submitted an amended offer that reduced the required transmission mains to be proportionally funded (from all mains 12 inches and larger to six)

- Reduced rate to \$1.56/1,000 gallons

\*June 7, 2017 m- Village provided a counter offer that reduced the number of transmission mains to four.

- Two mains appeared redundant – reduced rate to \$1.44/1,000 gallons

Evanston's current offer was presented:

2019 - \$1.44

2020 - \$1.60

2021 - \$1.63

2022 - \$1.82

\*In 2020 and 2022, Evanston anticipates completing two major capital improvements (replacement of a clear well and an intake pipe) at a value of \$45 million.

\*Values for each component of the rate are examined annually as part of a true-up process, based on Evanston's Comprehensive Annual Financial Report and each community's actual usage.

\*Rate increases are based on actual increases in operational costs or the value of physical assets

- Evanston anticipates approximately 2% increases each year
- Niles/Morton Grove agreement with Evanston distributes rate increases greater than 4% over multiple years to prevent spikes in the rate

Village's Capital Cost Estimate

\*Route from Oakton/McCormick to Lincolnwood water reservoir

- Approximately 2 miles of 20 inch water main

\*Estimated \$7,814,000 for construction and engineering

\*Route would likely be within a portion of the MWRD right-of-way

- Village Engineer is determining required easements and any costs
- Costs for an easement would be determined during the route study

Estimated annual savings were presented – Debt free 2039.

Estimated Savings

\*Niles/Morton Grove agreement has a term of 39 years, staff anticipates pursuing a similar term

- Maximum length under Illinois law

\*Savings over 39 years: \$54.9 million

Questions from committee members with clarification from Mr. Wiberg and Mr. Letson.

Financing Options

\*Illinois Environmental Protection Agency (IEPA) low interest loan

- 20 year loan
- Paid for through wholesale water rate savings
- Typical interest rate 2.5%
- IEPA has indicated that the program is underfunded based on the number of projects, which could delay our project
- Pre-application has been submitted

\*Bond

- 20 year term
- Paid for through wholesale water rate savings
- Interest rate between 2.8% and 3%
- Shorter timeframe than IEPA loan

Staff will continue to pursue the IEPA loan and if it appears that the project will be significantly delayed, bonding will be further evaluated.

A proposed timeline was presented, running from September 2017 to winter 2019, at which time the Village should begin purchasing water from Evanston.

#### Staff Direction

Should the Village begin negotiations with the City of Evanston for a water purchase contract and solicit a proposal from the Village Engineer (Burke) for conducting a route study.

Consensus:

All ayes to go ahead. Staff will return to the Board with a proposal from Christopher Burke.

### **3. Discussion Concerning Proposed Amendments to the Village Code Relating to Commercial Vehicle Parking**

This item was presented by Police Chief LaMantia who provided background information. The following were presented for approval.

\*Take out non-permanent equipment and just include requirements that vehicles (regardless of whether they are commercial vehicles or not) may not be taller than 8'6" or 21' in length.

- Any equipment added to the vehicle – i.e. ladder racks etc. will be included in the calculation of the height and length (for example, if a vehicle was 8'5" in height and had a ladder rack on top of it that made the total vehicle height 9', it would be in violation)

\*Panel vans should be considered commercial vehicles and should be limited to one per residential driveway. The definition should include the following: a van with no rear seating and no rear passenger windows.

Consensus was agreement.

**Adjournment**

At 7:15PM Trustee Spino moved to adjourn Committee of the Whole, seconded by Trustee Patel.  
The motion passed with a Voice Vote.

Respectfully Submitted,

Beryl Herman  
Village Clerk

# Request For Board Action

**REFERRED TO BOARD:** September 5, 2017

**AGENDA ITEM NO:** 5

**ORIGINATING DEPARTMENT:** Community Development

**SUBJECT:** Consideration of a Recommendation by the Plan Commission Case #PC-06-17 Granting Approval of Residential Units as a Special Use and Variations related to Building Setback, Drive Aisle Width, Off-Street Parking Capacity, Off-Street Parking Location, and Parking Lot Perimeter Landscaping at 6733-6735 North Lincoln Avenue

## **SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

Rebeka Hoxha, property owner of 6733-6735 North Lincoln Avenue, seeks approval for a Special Use and five Variations to allow the construction of a three-story, mixed-use project at 6733-6735 North Lincoln Avenue.

The project would include a showroom on the first floor, an office, and a two-bedroom residential unit on the second floor, and two residential units on the third floor (one one-bedroom unit and one two-bedroom unit). The residential units vary in size, but all comply with minimum area requirements. The subject property is within the B-1, Traditional Business District and the Mixed-Use Hub Overlay District. The following sections describe the relevant characteristics of the proposed development and the regulations which require Special Use approval or Variation.



### **Special Use to Approve Residential Above First Floor Commercial**

In 2015, the Village Board adopted an Ordinance requiring Special Use approval for all residential development along Lincoln Avenue. Three residential units are proposed. One two-bedroom unit is proposed on the second floor (along with office space). The third floor includes a one-bedroom unit and a two-bedroom unit. The Zoning Code requires 1.5-off-street parking spaces for each residential unit above first floor commercial. The Zoning Code also states that any fraction of a required parking space .5 or less can be ignored. Therefore, for the three units a total of four off-street spaces are required ( $1.5 \times 3 = 4.5$ ; rounded down - 4 off-street spaces are required for the residential units).

**Variations**

The proposed development requires the following Variation from the Village Zoning Ordinance:

1. Required Five-Foot Build-To Line Variation

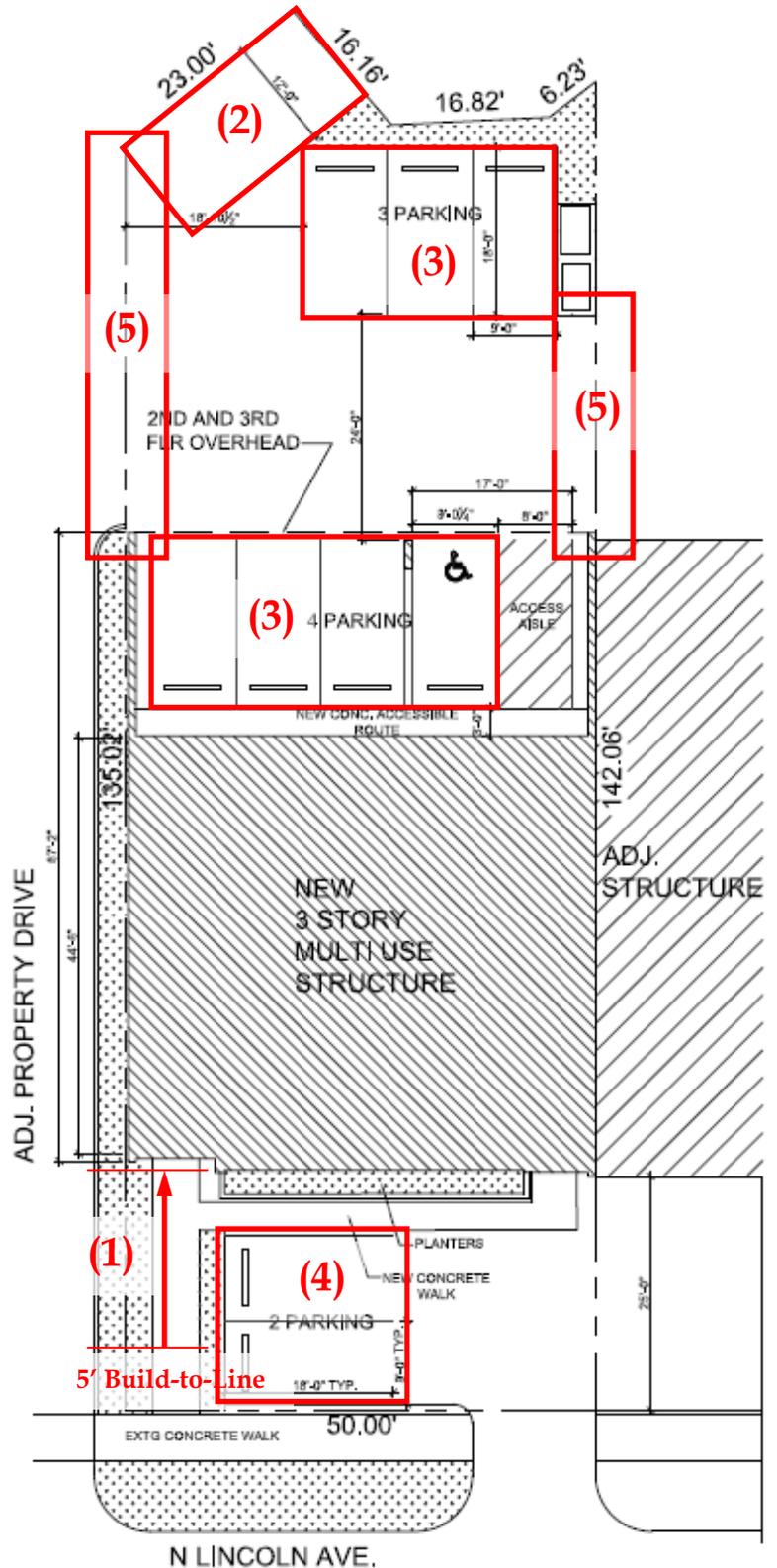
The Petitioner seeks approval to permit the construction of the new mixed-use building further back than the five-foot build-to line as required by the Additional Standards for Mixed-Use Section of the Zoning Code. The stated purpose of this build-to requirement is to locate buildings close to public sidewalks in an effort to create pedestrian-friendly development. The proposed building is to be set back 25 feet. Developments along Lincoln Avenue that have complied and incorporated these build-to standards include Meatheads, Oberweis, Walgreens, and the residential condominiums at 6521-6535 North Lincoln Avenue.

2. Drive Aisle Width Variation

The Petitioner seeks relief from the drive aisle width requirement of the Zoning Code in order to provide access from the adjacent parking lot serving 6717 North Lincoln Avenue. This drive aisle is located to the north edge of the property and provides access to the rear parking area. There is no other means of access to or from the rear parking area, so this drive aisle serves as a two-way drive. The proposed 12-foot width is less than the requirement drive aisle width of 24 feet for aisles configured with 90-degree parking.

3. Minimum Number of Off-Street Parking Spaces Variation:

As proposed, the Mixed-Use development includes a Furniture or Appliance Store Use, Office Use, and Dwellings Above First Floor Commercial. Based on these proposed uses above, the project is required to have fifteen off-street parking spaces.



Site Plan Showing the Location of requested Variations

Below are the requirements for each use.

*Furniture or appliance store: Seven spaces*

*Office, general or professional: Four spaces*

*Dwellings above first floor commercial: Four spaces*

The submitted site plan includes two parking spaces to the front of the building and seven parking spaces to the rear for a total of nine spaces. However, the seven spaces to the rear of the building are dependent upon access through the property at 6717 North Lincoln Avenue. The Petitioner was able to secure a License Agreement with the Property Owner at 6717 North Lincoln Avenue, but the agreement can be cancelled at any time by either party and does not provide for a permanent easement. Therefore, from a zoning perspective, the two spaces in front of the building represent the only qualifying off-street parking in the proposal. The Petitioner is requesting a Variation from the requirement for the remaining thirteen off-street spaces. (Discussions related to this specific request are outlined in the *Public Hearing* section of this report.)

It should be noted that on-street parking is limited on north side of the 6700 block of Lincoln Avenue due to the placement of commercial curb cuts and fire hydrants. Village staff estimates that the current condition allows for one on-street parking space on the block, while the proposed redevelopment may result in one additional on-street space.

#### 4. Off-Street Parking Location Variation

Section 8.10 of the Zoning Code permits off-street parking in any yard except a front yard and a yard abutting a street. As proposed, there are two off-street parking spaces between Lincoln Avenue and the new mixed-use building in the front yard. The site plan on the previous page includes a highlighted area #4 where off-street parking is prohibited. The majority of the off-street parking will be provided to the rear of the building which complies with the Zoning Code.

#### 5. Off-Street Parking Perimeter Landscape Variation

The Petitioner seeks approval to waive the eight-foot required width of perimeter landscaping along the side lot lines of the rear off-street parking area. The new off-street parking area does not include any perimeter landscape area. The site plan on the previous page includes a highlighted area #5 that indicates the location of the requested Variation to permit less than the required eight-foot perimeter landscape area and screening. The proposed parking area does not include the required screening that is planted within the perimeter landscape area as per Section 6.14(1)b. Four of the seven total spaces are not subject to this regulation as they are located below the upper floors of the proposed building.

(It should be noted that the original request by the Petitioner included a Variation from the requirement that an eight-foot masonry wall be constructed along the rear property line. However, the Plan Commission deemed that this is not required because the adjacent lot is used as parking for a commercial property. The Commission also stated that, if the existing parking lot north of the subject property should be redeveloped with a residential use, the Petitioner would be required to install an eight-foot masonry fence at that time.)

### **Public Hearing**

The Plan Commission considered the Special Use and Variations request at its June 7, 2017 meeting. The case was then continued to the July 5, 2017 meeting, but due to the absence of the Petitioner, it was continued again to the August 2, 2017 meeting. It should be noted that Commissioner Auerbach recused herself from the Plan Commission and spoke on behalf of the Petitioner, as she is the Architect of record for the proposed development.

During various hearings, Chairman Yohanna swore in the Petitioner, Rebeka Hoxha, 3420 West North Shore Avenue, Lincolnwood, Illinois, Sue Auerbach, Project Architect, and Mr. Allen Perl of Perl & Goodsnyder, attorney for the Petitioners.

Throughout the course of discussions related to this case, the Plan Commission generally agreed and stated on several occasions that they feel this is a good project for the Village. They also stated that, due to the configuration and size of the property, they feel there is adequate grounds for the granting of the requested Special Use and Variations related to the required five-foot build-to-line, drive aisle width, off-street parking location, and off-street parking perimeter landscaping based on a demonstrated hardship and standards included in the Zoning Ordinance. The vast majority of discussion regarding the request for the Variation related to off-street parking capacity and access to the spaces shown on the proposed development plan.

(It should be noted that the original Variation request related to off-street parking was for relief from six parking spaces, based on the assumption that all nine spaces shown on the proposed site plan would qualify as permitted off-street parking spaces. However, based on the potentially temporary nature of the license agreement between the Petitioner and the property owner of 6716 North Lincoln Avenue, the Plan Commission deemed that the seven spaces located behind the building would not qualify. Therefore the Variation request was changed to seek relief from thirteen required parking spaces.)

Chairman Yohanna stated that he is not comfortable permitting the seven parking spaces in the rear of the property to be counted toward the parking requirement since there is no assurance that they will be there permanently. Ms. Hoxha stated that the plat of survey shows a ten-foot easement and a vacated alley and that she had hoped that would provide some means of access to her property. Chairman Yohanna stated the Village Code requires an easement to be permanent, and, if there is no easement, they cannot get the parking to the rear of the property. In the August 2, 2017 hearing, Village staff confirmed that the easement is for utility maintenance and does not provide for any access to the subject property.

Commissioner Novoselsky asked if the site could be accessed from Grossingers to the north. Ms. Hoxha stated that both Grossinger and Great Beijing granted verbal permission to use their parking lots to access the rear parking in question, but neither was willing to pursue a permanent easement agreement and encumber their properties in the future. Chairman Yohanna stated the Village has been steadfast that dedicated parking be required.

Throughout the course of discussions, Ms. Hoxha stated that she has explored several potential avenues for meeting the off-street parking requirement, but has been unable to secure the necessary legal agreements. These options included:

- Permanent access easements granted by either 6717 North Lincoln Avenue (Great Beijing Restaurant) or 6747 North Lincoln Avenue (Grossinger);
- Permanent shared parking agreements with adjacent property owners;



**Existing Parking Lot Entrance from Harding Avenue to 6717 North Lincoln Avenue (Great Beijing Restaurant)**

- Legal interpretation of the existing easement to be used for access to the subject property; and
- The potential purchase of adjacent property.

There was discussion between Mr. Perl and the Commissioners regarding the legality of using the easement for access. Commissioner Novoselsky asked Mr. Perl if the property owners are willing to go forward with this project without a licensing agreement from the adjacent property owners for access. Ms. Auerbach replied that the property owners are asking to move forward with two parking spaces in front and the rest as public parking. (It was clarified that the request from the Petitioner is not to have any on-street spaces designated as parking for the proposed development.) The building plan would stay the same and would utilize Great Beijing's parking lot for rear access as they have done in the past. Commissioner Novoselsky stated that he believes the property is unusable without a parking Variation.

At both the June 7, 2017 and August 2, 2017 hearings, Chairman Yohanna asked if anyone in the audience would like to address the Plan Commission regarding this issue. No one came forward.

### **Plan Commission Recommendation**

Based on the discussions that took place and evidence presented during the June 7, 2017 and August 2, 2017 Plan Commission Public Hearings, the Plan Commission generally agreed that the subject property faces significant challenges to redevelopment if the Petitioner is required to comply with Village regulations. The Plan Commission also generally agreed that the standards for a Variation have been met.

As a result, a motion was made to approve the Special Use and Variations enumerated below. The motion passed by a vote of 5-1. The dissenting vote was cast by Chairman Yohanna, who expressed concerns related to the temporary nature of the license agreement providing access to the rear parking areas and the long-term viability of the property should access to those spaces be eliminated.

### Requested Zoning Actions

The Petitioner's request includes approvals of the following zoning actions:

1. Special Use to allow residential units above a ground floor commercial use in the B-1, Traditional Business District and Mixed Use Hub Overlay District;
2. Variation to permit a 25-foot front building setback instead of meeting the required 5-foot build-to-line along the front property line;
3. Variation to permit a 12-foot wide two-way drive aisle instead of providing the required 24-foot wide two-way drive aisle in the rear portion of the property;
4. Variation to permit two off-street parking spaces instead of the required 15 off-street parking spaces for the uses identified in the development plan;
5. Variation to permit off-street parking in the front yard of the Mixed Use Hub Overlay District; and
6. Variation from the required eight-foot wide parking lot perimeter landscaping along the side lot lines of the rear parking area.

### FINANCIAL IMPACT:

None

**DOCUMENTS ATTACHED:**

1. June 7, 2017 Plan Commission Minutes Excerpt
2. August 2, 2017 Plan Commission Minutes Excerpt (Draft)
3. June 7, 2017 Staff Report to the Plan Commission
4. August 2, 2017 Memorandum of Updated Information
5. Public Hearing Variation Application
6. Site and Architectural Design Plans
7. License Agreement Providing Access From 6717 North Lincoln Avenue
8. Village Board Meeting PowerPoint Presentation

**RECOMMENDED MOTION:**

**Move to concur** with the recommendation of the Plan Commission in Case #PC-06-17 granting approval of residential units as a Special Use and Variations related to building setback, drive aisle width, off-street parking capacity, off-street parking location, and parking lot perimeter landscaping at 6733-6735 North Lincoln Avenue and to direct the Village Attorney to prepare an Ordinance for adoption consistent with this concurrence.



**MEETING MINUTES  
OF THE  
PLAN COMMISSION  
JUNE 7, 2017 – 7:00 P.M.**

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

**MEMBERS PRESENT:**

Chairman Mark Yohanna  
Suzanne Auerbach  
Adi Kohn  
Henry Novoselsky  
Anthony Pauletto  
Don Sampen

**MEMBERS ABSENT:**

Steven Jakubowski

**STAFF PRESENT:**

Doug Hammel, AICP, Community Development Manager  
Kathryn Kasprzyk, Community Development Coordinator

**I. Call to Order**

Chairman Yohanna welcomed the two new members of the Plan Commission, Suzanne Auerbach, a previous Plan Commission member, and Adi Kohn. Chairman Yohanna noted a quorum of six members and called the meeting to order at 7:00 p.m.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

**Motion to approve** the May 3, 2017 Plan Commission Minutes was made by Commissioner Pauletto and seconded by Commissioner Novoselsky.

**Aye: Pauletto, Novoselsky, Sampen, and Yohanna**

**Nay: None**

**Abstained: Auerbach and Kohn**

**Motion Approved: 4-0**

**IV. Case #PC-07-17: 7300 North Cicero Avenue – Special Use for a Trade School**

Chairman Yohanna stated that this case will be heard first due to the anticipated length of the other agenda item and announced Case #PC-07-17 for consideration of a Special Use to allow for a Trade School in the O, Office District at 7300 North Cicero Avenue.

Development Manager Hammel stated that the Petitioner notified him earlier in the week that he would not be present. Chairman Yohanna said the Plan Commission should not proceed until the Petitioner appears in person and presents sworn testimony. The Petitioner's absence prevents the Plan Commission from asking questions which would be appropriate and necessary.

Commissioner Sampen added that the Plan Commission could hear staff's presentation and make a recommendation with the understanding that the representations made are correct and would be in effect.

Chairman Yohanna asked if anyone in the audience would like to address the Plan Commission regarding this issue. Let the record state that no one came forward.

**Motion to continue** to the July 5, 2017 Plan Commission meeting was made by Commissioner Novoselsky and seconded by Commissioner Pauletto.

**Aye: Novoselsky, Pauletto, Auerbach, Kohn, and Yohanna**

**Nay: None**

**Abstained: Sampen**

**Motion Approved: 5-0**

**V. Case #PC-06-17: 6733-6735 North Lincoln Avenue – Special Use and Variations for a Mixed-Use Project in the B-1, Traditional Business District And Mixed-Use Hub Overlay**

Chairman Yohanna announced Case #PC-06-17 for consideration of a Special Use to allow residential units above a commercial use with six Variations. Commissioner Auerbach recused herself from the panel as she is the architect for the project and assisting in the presentation on behalf of the Petitioner. Commissioner Kohn acknowledged that she worked on this project previously but no longer is involved with Commissioner Auerbach or this project. Commissioner Kohn stated that she can be fair and impartial.

Development Manager Hammel presented the requested Special Use and Variations for a proposed three-story mixed-use development in the B-1, Traditional Business District and Mixed-Hub Overlay. Presented for review were street view and rear access photographs, survey, and site plan.

The Special Use request is to allow residential units above first floor commercial. The project includes three units with one two-bedroom unit and office space on the second floor and a one-bedroom and a two-bedroom unit on the third floor.

Development Manager Hammel outlined the following requested Variations:

1. Variation approval to permit the new mixed-use building to be set back greater than the required five-foot build-to line, as the building is proposed to be set back 25 feet;
2. Variation approval to permit a drive aisle functioning as a two-way drive aisle to be less than the minimum width of 24 feet, as the proposed width is 12 feet;
3. Variation approval to permit less than the minimum required number of 15 off-street parking spaces, as the proposal calls for only 9 off-street spaces;
4. Variation approval to permit the location of off-street parking to the front of the proposed building, as the proposal calls for two spaces in front of the building;
5. Variation approval to permit less than the required eight-foot perimeter landscape for the parking area, as the proposal calls for no such landscaping and screening; and
6. Variation approval to permit a six-foot masonry wall as screening between zoning districts rather than the required eight-foot masonry wall.

An important consideration is a licensing agreement with the owners of 6717 North Lincoln Avenue (Great Beijing) in order to access the rear of the building through their parking lot. This licensing agreement does not establish an access easement and may be terminated at will by either party.

Chairman Yohanna swore in the Petitioner, Rebeka Hoxha, 3420 West North Shore Avenue, Lincolnwood, Illinois, and Sue Auerbach.

Chairman Yohanna said that the problem with this site is how parking is accessed and added that if the parking cannot be claimed permanently, you cannot claim it. The site can be accessed now, but the future is unclear.

Ms. Hoxha stated that the plat of survey shows a ten-foot easement and a vacated alley. Ms. Hoxha explained that she has been working with her attorney to find out what kind of easement is shown but, unfortunately, they have been unable to find any clarification. Chairman Yohanna stated the Village Code requires an easement to be permanent, and, if there is no easement, they cannot get the parking to the rear of the property.

Ms. Auerbach explained the difficulty in building on this lot and is trying to figure out the best way to utilize it. Commissioner Pauletto stated he would like to see this lot developed, and the Village should do everything possible to help get this project underway. Commissioner Sampen and Chairman Yohanna agreed with Commissioner Pauletto but said no approval should be granted until the licensing agreement issue is resolved.

Commissioner Novoselsky asked if the site could be accessed from Grossingers to the north. Grossinger and Great Beijing verbally assured them they may use their parking lot for access as they would like to see this lot developed. Unfortunately, they were not willing to pursue an easement agreement as they both did not want to put anything in writing to encumber their properties.

A lengthy discussion ensued regarding whether vacation of an alley is considered an easement and whether or not the Petitioner can use the easement for ingress and egress. It is unclear to the Plan Commission whether the easement is for Village utilities, access to private properties, or some other purpose. Development Manager Hammel stated he would do additional research as to the nature of this easement.

Ms. Hoxha was asked where the tenants would park if access was denied to the rear of the lot. Development Manager Hammel stated the Village Code requires off-street multi-family residential parking to be within a walking distance of 300 feet and require lot parking with a formal agreement with the property owner. The Petitioner believes there is enough street parking to serve tenants, but Development Manager Hammel clarified that, according to the Village Code, on-street spaces cannot be used to meet the zoning requirement.

Ms. Auerbach asked the Plan Commission if the Petitioner could amend their request to add an off-street parking Variation to only include the two parking spaces in the front. The building plan would stay the same and would utilize Great Beijing's parking lot for rear access as they have done in the past. Commissioner Novoselsky believes the property is unusable without a parking Variation. Commissioner Novoselsky also believes that the easement is to provide ingress and egress to a land-locked parcel. Development Manager Hammel stated that the location of the easement has not been preserved for access.

Chairman Yohanna asked if anyone in the audience would like to address the Plan Commission regarding this issue. Let the record state that no one came forward.

**Motion to continue** to the July 5, 2017 Plan Commission was made by Commissioner Novoselsky and seconded by Commissioner Sampen.

**Aye: Novoselsky, Sampen, Kohn, Pauletto, and Yohanna**

**Nay: None**

**Motion Approved: 5-0**

## **VI. Other Business**

No other business was discussed.

## **VII. Next Meeting**

The next meeting of the Plan Commission is scheduled for Wednesday, July 5, 2017.

**VIII. Adjournment**

**Motion to adjourn** was made by Commissioner Pauletto and seconded by Commissioner Sampen.  
Meeting adjourned at 8:37 p.m.

**Aye: Pauletto, Sampen, Kohn, Novoselsky, and Yohanna**

**Nay: None**

**Motion Approved: 5-0**

Respectfully submitted,

Kathryn M. Kasprzyk  
Community Development Coordinator



**DRAFT MEETING MINUTES  
OF THE  
PLAN COMMISSION  
AUGUST 2, 2017 – 7:00 P.M.**

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

**MEMBERS PRESENT:**

Chairman Mark Yohanna  
Sue Auerbach  
Steven Jakubowski  
Adi Kohn  
Henry Novoselsky  
Anthony Pauletto  
Don Sampen

**MEMBERS ABSENT:**

**STAFF PRESENT:**

Steve McNellis, Community Development Director  
Kathryn Kasprzyk, Community Development Coordinator

**I. Call to Order**

Chairman Yohanna noted a quorum of seven members and called the meeting to order at 7:03 p.m.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

**Motion to approve** the July 5, 2017 Plan Commission Minutes was made by Commissioner Sampen and seconded by Commissioner Novoselsky.

**Aye: Sampen, Novoselsky, Auerbach, Kohn, and Pauletto**

**Nay: None**

**Abstained: Jakubowski and Yohanna**

**Motion Approved: 5-0**

Chairman Yohanna recommended that Case #PC-12-17 – 6755 North Cicero Avenue be heard first, to which there was no disagreement by the Plan Commission.

**IV. Case #PC-12-17: 6755 North Cicero Avenue – Amendment to Approved Special Use Permits and Approval of New Variations Related to the Required Landscape Setback and Screening Area Between Zoning Districts**

Chairman Yohanna announced Case #PC-12-17 for consideration to amend previously-approved Special Use permits and for two new Variations to allow a six-foot-tall wood fence in place of an eight-foot-tall masonry wall as an alternative to meeting the minimum ten-foot-wide landscape setback and screening area between commercial and residential zoning districts; and a landscape setback and screening area that is five feet in width to contain a single row of densely-planted landscaping rather than the required double row in a ten-foot-wide landscape setback and screening area between commercial and residential zoning districts. Chairman Yohanna swore in Mr. Ken Nyenhuis, Vice President of Northern Builders and General Contractor for the Stefani Osteria & Bar.

Development Director McNellis stated the Petitioner is requesting two Variations to replace the previously-approved eight-foot-tall masonry screening wall with a combination of a six-foot-tall wood fence and six-foot-tall evergreens. The Petitioner recently met with the impacted property owners and have since revised their proposal to include an eight-foot-tall wood fence along the east property line, from the southeast corner of Stefani's lot, north to the front façade of the home at 4741 West Pratt Avenue, along with six-foot-tall columnar Arborvitae's along the entire east property line. Aerial views of the four affected properties (4741 West Pratt Avenue, 6742 West Keating Avenue, 6738 West Keating Avenue, and 6730 West Keating Avenue) were shown for review and discussion.

The first Variation is for an eight-foot-tall wood fence versus an eight-foot masonry wall within a five-foot landscape setback area. The Village prefers masonry walls because they are durable and typically maintenance free. The second Variation is for the landscape setback width/density. A ten-foot landscaped setback is required, whereas the Petitioner is requesting a five-foot-wide landscape area without the required double hedge row. The only area affected by this Variation is a 36-foot area in front of the home at 4741 West Pratt Avenue, from the front plane of that home, north a total of 36' to the North property line..

Development Director McNellis restated the staff-recommended Conditions to increase the height of the wood fence to eight-feet tall and to increase the height of the proposed evergreen trees to eight-feet tall at the time of planting. He noted the fence height increase was now being proposed as part of the revised plan. The eight-foot evergreen tree height would only apply to the above-mentioned 36-foot area adjacent to 4741 West Pratt Avenue.

Mr. Nyenhuis reviewed photographs of the residential rear yards adjacent to Stefani's property and noted the impact a masonry wall would have on these neighbors. Mr.

Nyenhuis stated the four affected neighbors do not want the masonry wall as it would require the removal of their existing hedges and entail disruption from the wall construction. Two of the four homeowners were in attendance and confirmed they preferred a wood fence instead of a masonry wall.

Commissioner Auerbach stated she would like to see the masonry wall built so as to screen the neighbors from animals. Chairman Yohanna swore in property owner, Mr. Phil Stefani. Mr. Stefani said the garbage enclosure would be in the service yard (behind the restaurant) and would be enclosed on all sides and sealed with a metal lid.

There was discussion regarding the viability of planting eight-foot evergreens versus six-foot evergreens. Mr. Nyenhuis and Development Director McNellis agreed that larger evergreens tend to fail at a higher rate due to shock and the size of the root ball. Village Code requires that evergreens be six-feet tall at the time of planting.

Chairman Yohanna asked if a composite material would be a more attractive and easier to maintain type of fence and stated he is opposed to the idea of a wood fence as they are not durable and need regular maintenance. There was much discussion regarding the type of fence material, other than wood, that should be considered. Mr. Nyenhuis replied the fence will be between two rows of evergreens so the fence will not even be visible once the evergreens are grown in. Commissioner Sampen agreed with Commissioner Jakubowski that the residents and owner are satisfied with the proposed wood fence and are confident that Mr. Stefani will maintain the fence.

Development Director McNellis stated that if the Plan Commission was considering a motion, it should take into consideration if the Variation Standards have been met. Commissioner Novoselsky stated the hardship is on the neighbors, which would justify granting the Variations. Commissioner Auerbach understood the hardship regarding installing a masonry wall, but is not committed to a wood fence.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.

**Motion to recommend approval** of amendments to the approved Special Uses and two new Variations to permit an eight-foot-tall wood fence and six-foot-tall evergreens along the entire east property line of 6755 N. Cicero Avenue, except adjacent to the area in front of the front plane of 4741 West Pratt Avenue which will consist only of eight-foot-tall evergreens, was made by Commissioner Pauletto and seconded by Commissioner Novoselsky. Commissioner Pauletto read the Special Use Standards into the record, and stated he believed the hardship standards had been met. The Plan Commission agreed these Standards have been met. Case #PC-12-17 will be heard at the August 15, 2017 meeting of the Village Board.

**Aye: Jakubowski, Novoselsky, Pauletto, and Sampen**  
**Nay: Auerbach, Kohn, and Yohanna**  
**Motion Approved: 4-3**

Commissioner Jakubowski asked the “Nay” voters if they could state why they did not support the proposal, to which Chairman Yohanna stated he could not agree with wood as the fence material, and Commissioner Auerbach stated she had concerns about the garbage enclosure and rodents getting under a wood fence.

**DRAFT**

**V. Case #PC-06-17: 6733-6735 North Lincoln Avenue – Special Use and Variations for a Mixed-Use Project in the B-1, Traditional Business District and Mixed-Use Hub Overlay**

Commissioner Auerbach recused herself from the Plan Commission panel as she is the architect of record.

Chairman Yohanna announced Case #PC-06-17 for consideration of a Special Use to allow residential units above a commercial use and six Variations to permit a new mixed-use building to be set back greater than required five-foot build-to line; a drive aisle functioning as a two-way drive aisle to be less than the minimum width; less than the minimum required number of off-street parking spaces; the location of off-street parking to the front of the proposed building; less than the required eight-foot perimeter landscape for the parking area; and a six-foot masonry wall as screening between zoning districts rather than the required eight-foot masonry wall.

Case #PC-06-17 was continued, without discussion, at the July 5, 2017 meeting and was originally heard on June 7, 2017.

Chairman Yohanna swore in Mr. Allen Perl of Perl & Goodsnyder, attorney for the Petitioners. Commissioner Auerbach and Ed and Rebeka Hoxha, property owners, were previously sworn in.

Development Director McNellis restated the Requested Action for the Special Use and six Variations which include the following: a Special Use to permit residential units above first floor commercial; a Variation to permit the new mixed-use building to be set back greater than required five-foot build-to line; a Variation to permit a drive aisle functioning as a two-way drive aisle to be less than the minimum width; a Variation to permit less than the minimum required number of off-street parking spaces; a Variation to permit the location of off-street parking to the front of the proposed building; a Variation to permit less than the required eight-foot perimeter landscape for the parking area; and a Variation to permit a six-foot masonry wall as screening between zoning districts rather than the required eight-foot masonry wall.

A key consideration is the parking area that includes seven parking spaces which can only be accessed from neighboring properties. There is a licensing agreement with the property owner at 6747 North Lincoln Avenue (Great Beijing), but this agreement can be terminated at any time. The property owners have had discussions with both neighboring

properties to provide access from their property, but are unwilling to formalize an agreement.

The utility easement in question was an alley that was vacated in 1962. It was determined that this is a utility easement only and not for vehicular access. This utility easement does not provide for physical access to the subject property, and the Village cannot force cooperation from the adjacent properties for access.

Potential actions by the Village could be to consider regulatory relief for seven rear parking spaces lacking permanent access and to consider special permission to count on-street spaces on Harding Avenue toward the parking requirement which would result in only two legal parking spaces. This action would grant relief of 13 parking spaces. If access is eliminated, several residential and/or office/commercial uses will be left without parking. If access is eliminated, this action could impact residential parking on Harding Avenue and other business parking near Lincoln Avenue. Chairman Yohanna stated the Village has been steadfast that dedicated parking be required.

Potential actions by the Petitioner include modifying the initial design concept to allow viable access from Lincoln Avenue, continue to pursue an access agreement with the adjacent property owners, or pursue additional property acquisition to create a more viable project site.

There was discussion between Mr. Perl and the Commissioners regarding the legality of using the easement for access. Commissioner Novoselsky asked Mr. Perl if the property owners are willing to go forward with this project without a licensing agreement from the adjacent property owners for access or are the property owners asking the Village for relief or permission now to count on-street parking spaces on Harding Avenue toward their parking requirement. Ms. Auerbach replied that the property owners are asking to move forward with two parking spaces in front and the rest as public parking. There was much discussion whether on-street parking could be included as "public" parking and if the same principal applies to public parking lots versus public street parking.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.

Development Director McNellis again stated that any recommendation to approve this proposal should take into consideration the Variation Standards. The Plan Commissioners have agreed that the Standards have been met. Case #PC-06-17 will be heard at the August 15, 2017 meeting of the Village Board.

**Motion to recommend approval** of a Special Use to allow residential units above a commercial use and Variations to permit a new mixed-use building to be set back greater than required five-foot build-to line; a drive aisle functioning as a two-way drive aisle to be less than the minimum width; less than the minimum required number of off-street parking spaces; the location of off-street parking to the front of the proposed building; and less than the required eight-foot perimeter landscape for the parking area. The Variation for the six-foot masonry wall has been removed from consideration. But if, at any time, residential

uses are built adjacent to the property, the eight-foot masonry wall must be erected. The motion includes two parking spaces instead of the required fifteen spaces, but the property owner will build seven spaces in the rear of the building.

**Aye: Pauletto, Novoselsky, Jakubowski, Kohn, and Sampen**

**Nay: Yohanna**

**Abstained: Auerbach**

**Motion Approved: 5-1**

**VI. Case #PC-10-17: Zoning Code Text Amendment – Natural Screening on Residential Properties**

Chairman Yohanna announced Case #PC-10-17 for consideration of a Zoning Code Text Amendment to modify the permissibility and requirements for Natural Screening on residential properties and adjacent Natural Screening defined as a Special Fence due to its location on public rights-of-way and utility easements.

Development Director McNellis stated that further information is required and requested Case #PC-10-17 be continued, without discussion.

**Motion to recommend** approval to continue Case #PC-10-17, without discussion, was made by Commission Sampen and seconded by Commissioner Pauletto.

**Aye: Sampen, Pauletto, Auerbach, Jakubowski, Kohn, Novoselsky, and Yohanna**

**Nay: None**

**Motion Approved: 7-0**

**VII. Case #PC-11-17: Zoning Code Text Amendment – West Devon Avenue Manufacturing/ Business Retail Overlay Zone**

Chairman Yohanna announced Case #PC-11-17 for consideration of a Zoning Code Text Amendment to permit establishment of a Retail Overlay Zone over M-B zoned properties between West Devon Avenue, North Lincoln Avenue, and the former Union Pacific property (also known as the Lincolnwood Union Pacific Recreation Path).

Development Manager McNellis restated the positive impacts of the Retail Overlay Zone. The Plan Commission previously recommended approval of a Zoning Map Amendment to establish a Retail Overlay Zone over M-B zoned properties between West Devon Avenue, North Lincoln Avenue, and the Village’s Union Pacific Recreation Path at the July 5, 2017 meeting. Such an Overlay Zone would add the permissibility of B2 uses without requiring a Rezoning. Further action was required as the Village attorney brought to staff’s attention that existing language describing the M-B Retail Overlay Zone prohibits Retail Overlay Zones anywhere other than M-B zoned property on Touhy Avenue. A text amendment is needed to essentially remove the words “and in the vicinity of Touhy Avenue”.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission regarding this Public Hearing. Let the record state that no one came forward.

**Motion to recommend approval** for a Zoning Code Text Amendment for the West Devon Avenue Manufacturing/Business Retail Overlay Zone was made by Commissioner Sampen and seconded by Commissioner Auerbach. Case #PC-11-17 will be heard at the August 15, 2017 meeting of the Village Board.

**Aye: Sampen, Auerbach, Jakubowski, Kohn, Pauletto, Sampen, and Yohanna**

**Nay: None**

**Motion Approved: 7-0**

**VIII. Other Business**

Commissioner Jakubowski suggested the Plan Commission ask the Village Board to recommend the masonry wall requirement be reviewed to determine if it is still meeting its goals. No other Plan Commissioner responded to this recommendation.

Chairman Yohanna asked if there was anyone in the audience who would like to address the Plan Commission. Let the record state that no one came forward.

**VI. Next Meeting**

The next meeting of the Plan Commission is scheduled for Wednesday, September 6, 2017.

**VII. Adjournment**

**Motion to adjourn** was made by Commissioner Sampen and seconded by Commissioner Pauletto. Meeting adjourned at 8:40 p.m.

**Aye: Sampen, Pauletto, Auerbach, Jakubowski, Kohn, Novoselsky, and Yohanna**

**Nay: None**

**Motion Approved: 7-0**

Respectfully submitted,

Kathryn M. Kasprzyk  
Community Development Coordinator



# Plan Commission Staff Report

Case #PC-06-17

June 7, 2017

**Subject Property:**

6733-6735 North Lincoln Avenue

**Zoning District:**

B-1, Tradition Business District and Mixed-Use Hub

**Petitioner:**

Rebeka Hoxha, Property Owner

**Nature of Request:** Petitioner seeks to demolish the existing structure at 6733-6735 North Lincoln Avenue and construct a new mixed-use structure and off-street parking area.



**Requested Action:**

**Special Use:** Permit Residential Units Above First Floor Commercial

**Variations:**

1. Variation approval to permit the new mixed-use building to be set back greater than required five-foot build-to line;
2. Variation approval to permit a drive aisle functioning as a two-way drive aisle to be less than the minimum width;
3. Variation approval to permit less than the minimum required number of off-street parking spaces;
4. Variation approval to permit the location of off-street parking to the front of the proposed building;
5. Variation approval to permit less than the required eight-foot perimeter landscape for the parking area; and
6. Variation approval to permit a six-foot masonry wall as screening between zoning districts rather than the required eight-foot masonry wall.

**Notification:** Notice in Lincolnwood Review dated May 15, 2017, Public Hearing Sign Installed at 6733-6735 North Lincoln Avenue, and Mailed Legal Notices Dated May 15, 2017 to Properties within 250 Feet.

### **Summary of Request**

Rebeka Hoxha, Property Owner of 6733-6735 North Lincoln Avenue, seeks to demolish the existing building on the property and to construct a three-story commercial/residential building with a showroom on the first floor, an office, and a two-bedroom residential unit on the second floor, and two residential units on the third floor (one one-bedroom unit and one two-bedroom unit). The residential units vary in size, but all comply with minimum area requirements. The subject property is within the B-1, Traditional Business District and the Mixed Use Hub Overlay District.

Currently, a one-story building with parking directly accessed from Lincoln Avenue is located at the property. The building includes two tenant spaces which are both currently unoccupied. The property includes overhead doors to the rear of the building which are accessed by a blacktop area across several pieces of property. At one time the area to the rear was accessed by a public alley. This alley was vacated on July 19, 1962.

Two parking spaces in front of the proposed three-story mixed use building would be accessed from Lincoln Avenue. Seven additional rear parking spaces would be accessed at the north end of the subject property from the adjacent parking lot operated by 6717 North Lincoln Avenue. The License Agreement expressing permission for this access is provided as an attachment to this report. It should be noted that the License Agreement provided stipulates that the agreement can be terminated at any point in time and does not provide for a permanent access easement for the Petitioner.

The proposed building would be constructed with a zero side yard setback which is permitted under the Zoning Code. The proposed plan includes a transition area to the rear including a six-foot masonry screening wall.

The Petitioner seeks the approvals necessary to permit the proposed redevelopment of the property at 6733-6735 North Lincoln Avenue. These approvals include: 1) a Special Use Approval to Permit Residential Use; and 2) six Variations.

The Village of Lincolnwood, through Home Rule authority, has created a process in which the Plan Commission considers zoning Variations when requested along with Special Use requests. This is intended to streamline the hearing process for the benefit of the applicant.

### **Special Use to Approve Residential Above First Floor Commercial**

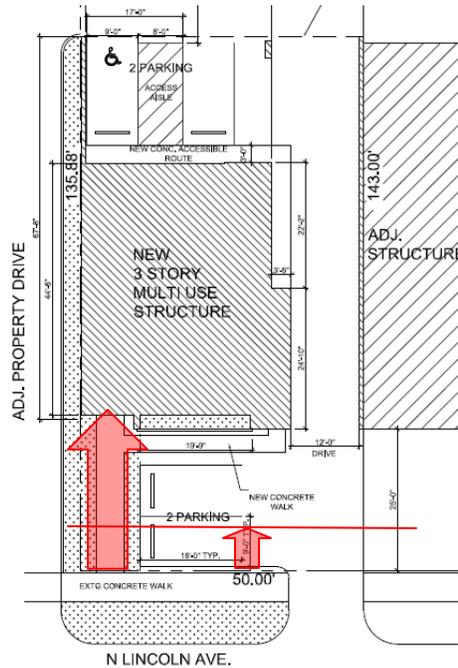
In 2015, the Village Board adopted an Ordinance requiring Special Use approval for all residential development along Lincoln Avenue. Three residential units are proposed. One two-bedroom unit is proposed on the second floor (along with office space). The third floor includes a one-bedroom unit and a two-bedroom unit. The Zoning Code requires 1.5 off-street parking spaces for each residential unit above first floor commercial. The Zoning Code also states that any fraction of a required parking space .5 or less can be ignored. Therefore, for the three units a total of 4 off-street spaces are required ( $1.5 \times 3 = 4.5$ ; Rounded down – 4 off-street spaces are required for the residential units).

**Variations**

The Petitioner also seeks certain Variations needed in order to redevelop the property. Below is a summary of the requested Variations.

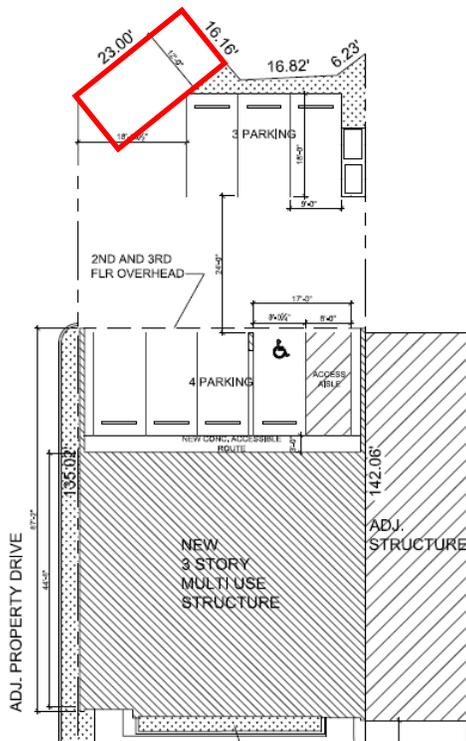
Required Five-Foot Build-To Line Variation: The Petitioner seeks approval to permit the construction of the new mixed-use building beyond the required five-foot build-to line as required by the Additional Standards for Mixed-Use Section of the Zoning Code. The stated purpose of this build-to requirement is to locate buildings close to public sidewalks in an effort to create pedestrian friendly development. The proposed building is to be set back 25 feet.

Developments along Lincoln Avenue that have complied and incorporated these build-to standards include Meatheads, Oberweis, Walgreens, and the residential condominiums at 6521-6535 North Lincoln Avenue.



Drive Aisle Width Variation: The Petitioner seeks relief from the drive aisle width requirement of the Zoning Code in order to provide access from the adjacent parking lot serving 6717 North Lincoln Avenue. This drive aisle located to the north edge of the property and provides access to the rear parking area. There is no other means of access to or from the rear parking area, so this drive aisle serves as a two-way drive. The proposed 12-foot width is less than the requirement drive aisle width for 90-degree parking of 24 feet.

This condition raises ingress/egress safety concerns as this access point can accommodate only one vehicle at a time. The layout of the parking area creates some additional potential for conflict of vehicle movements, especially since the remainder of the north property line is proposed to have a six-foot-tall masonry wall that would limit visibility as motorists approach the drive from either direction.



Minimum Number of Off-Street Parking Spaces Variation:

The Zoning Code requires minimum off-street parking spaces for uses within the Village. As proposed, the Mixed-Use development includes a Furniture or Appliance Store Use, Office Use, and Dwellings Above First Floor Commercial. Below are the off-street parking requirements for each of these uses:

- Furniture or appliance store: 2.5 spaces per 1,000 square feet of gross floor area*
- Office, general or professional: 3 spaces per 1,000 square feet of gross floor area*
- Dwellings above first floor commercial: 1.5 spaces for each dwelling*

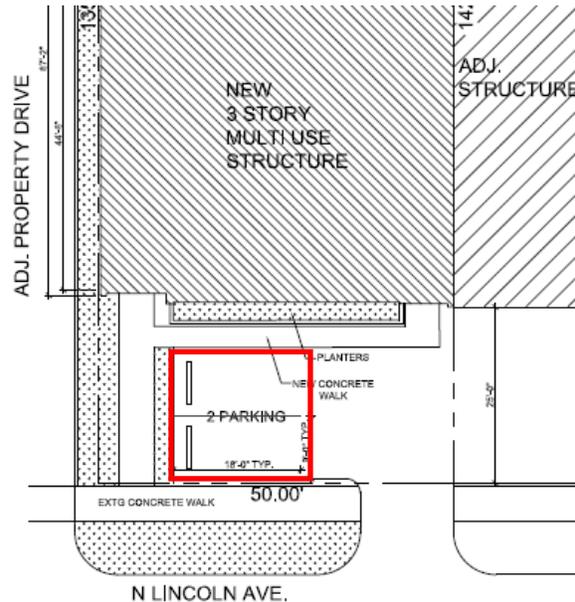
Based on the above, the project is required to have 15 off-street parking spaces (below are the requirements for each use).

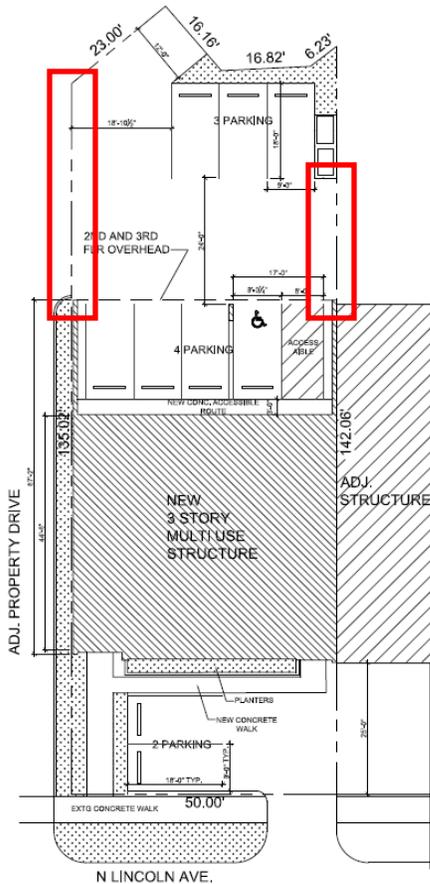
- Furniture or appliance store: 7 spaces*
- Office, general or professional: 4 spaces*
- Dwellings above first floor commercial: 4 spaces*

The submitted site plan includes two parking spaces to the front of the building and seven parking spaces to the rear for a total of nine spaces. Therefore, the Petitioner seeks a Variation in order to permit the redevelopment of the property with less than the minimum required off-street parking.

Off-Street Parking Location Variation:

Section 7.06(5) of the Zoning Code permits off-street parking in any yard except a front yard and a yard abutting a street. As proposed, there are two off-street parking spaces between Lincoln Avenue and the new mixed-use building in the front yard. The site plan to the right includes a highlighted area where off-street parking is prohibited. The majority of the off-street parking will be provided to the rear of the building which complies with the Zoning Code.





Off-Street Parking Perimeter Landscape Variation: The Petitioner seeks approval to waive the eight-foot required width of perimeter landscaping along the side lot lines of the rear off-street parking area. The new off-street parking area does not include any perimeter landscape area.

The area highlighted to the left on the site plan identifies the location of the requested Variation to permit less than the required eight-foot perimeter landscape area and screening. The proposed parking area does not include the Zoning Code required screening that is planted within the perimeter landscape area as per Section 6.14(1)b.

Four of the seven total spaces are not subject to this regulation as they are located below the second and third floor of the proposed mixed-use building.

Minimum Landscape Screening Between Zoning Districts – Masonry Wall Height Variation:

The Zoning Code requires that minimum screening be provided along the length of any property line located in the B-1, B-2, B-3, O, or M-B Zoning Districts when adjacent to property zoned residential. Adjacent to the property to the northeast is property zoned R-3, Residential. Therefore, a minimum ten-foot landscaped setback and screening area must be provided or an eight-foot high masonry wall within a five-foot landscape setback may be utilized as an alternative.



The Petitioner has opted to include the five-foot landscape setback and masonry wall; however, the proposed wall is six-feet in height. In order to construct the six-foot masonry wall a Variation is necessary.

**Public Comment**

The Community Development Department has received no public comment relevant to this case prior to the distribution of this staff report.

**Conclusion**

Rebeka Hoxha, Petitioner and Property Owner, seeks certain approvals to construct a three-story mixed-use building at 6733-6735 North Lincoln Avenue. In order to construct this new building and off-street parking area, the Petitioner seeks the following:

**Special Use:** Permit Residential Above First Floor Commercial

**Variations:**

1. Variation approval to permit the new mixed-use building to be set back greater than required five-foot build-to line;
2. Variation approval to permit a drive aisle functioning as a two-way drive aisle to be less than the minimum width;
3. Variation approval to permit less than the minimum required number of off-street parking spaces;
4. Variation approval to permit the location of off-street parking to the front of the proposed building;
5. Variation approval to permit less than the required eight-foot perimeter landscape for the parking area; and
6. Variation approval to permit a six-foot masonry wall as screening between zoning districts rather than the required eight-foot masonry wall.

**Documents Attached**

1. Petitioner Application
2. Site and Architectural Design Plans
3. License Agreement providing parking access from 6717 North Lincoln Avenue



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## MEMORANDUM

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**TO:** Chairman Yohanna  
Member of the Plan Commission

**FROM:** Doug Hammel, AICP  
Development Manager

**DATE:** August 2, 2017

**SUBJECT:** Case #PC-06-17: 6733-35 North Lincoln Avenue –  
Special Use and Variations

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The Public Hearing related to the subject case was opened on June 7, 2017 during a regular meeting of the Village of Lincolnwood Plan Commission. During that meeting, the Commission was presented with a redevelopment concept as depicted in the corresponding staff report. Discussion related to the proposal included several questions from the Plan Commission related to physical access to the property and, specifically, several parking lots located to the rear of the property. Relevant characteristics of the proposed development include the following:

- The proposed development includes a retail space, office space, and three residential units. In total, the Village Code would require fifteen parking spaces;
- The proposed development includes two spaces located in front of the building and accessed directly from Lincoln Avenue and seven rear parking spaces accessed from a neighboring property. This total of nine parking spaces is six less than what is required;
- The Petitioner included in its proposal a License Agreement stating that the owners of 6717 North Lincoln Avenue (Great Beijing Restaurant) would permit access through their north parking lot to the rear parking on the subject property. However, this agreement is terminable at any time by either party and does not establish a permanent easement for access to the rear parking spaces;
- A rear alley was vacated in 1962, removing access to the rear of the subject property through any public right-of-way; and
- On June 7, 2017, the Plan Commission voted to continue the case so that Village staff could provide additional information regarding the history of the alley vacation and the current standing of the Village's ability to support access to the rear parking area. (During the July 5, 2017 hearing, the case was again continued because the Petitioner was unable to attend.)

This memorandum provides information pertaining to key questions asked by Plan Commissioners during the June 7, 2017 Public Hearing. It is anticipated that this information will serve as the basis for continued discussion at the August 2, 2017 Public Hearing regarding the subject property.

***What is the purpose of the easement resulting from the 1962 alley vacation?***

***Does it provide for any means of access to the subject property?***

According to the Village Attorney's interpretation of the 1962 Ordinance vacating the alley adjacent to the subject property, the easement that resulted from said Ordinance is pertinent to the presence and maintenance of utilities. There was specific interest by a Plan Commissioner in specific text in the Ordinance stating that "the easements for all public utilities are hereby reserved for the public utility companies and municipality for the purpose of maintenance and repair of any installation now existing or hereafter to be installed." The Village Attorney's interpretation is that this phrase allows for utility maintenance and installation in the easement by utility companies or the Village of Lincolnwood, but it does NOT grant permission for the Village of Lincolnwood to use the easement for another purpose, such as physical access to properties.

***Is there any potential for the right of legal access for the subject property?***

According to the Village Attorney, there is no remaining legal recourse for the Village of Lincolnwood that would allow the Village to require that access be provided by adjacent properties. However, the Village Attorney made the property owner's attorney aware of an Illinois law that could potentially provide the grounds for a forced agreement between the subject property and neighboring properties. At this point in time, it is not known by Village staff whether or not the property owner has pursued this path. This advice was given with the following caveats:

- It is the obligation of the property owner of the subject property to explore this legal path, as filing of a case would be initiated by the property owner;
- The Village Attorney offered no assurances that the results of this research or any subsequent legal action would result in a finding that would benefit the property owner of the subject property, as such an outcome would depend on several factors; and
- The Village has no official role in such an action. Ultimately, the legal finding, if in the benefit of the subject property owner, would require an access agreement between property owners.

***How was the Grossinger wall approved, and when was it built?***

The wall along the east side of the Grossinger property was approved by an Ordinance in October 2005. The proposed wall required a Variation based on the fact that the required landscape buffer along the residentially-zoned properties could not be accommodated. Based on Plan Commission records, Village Board records, and the adopted Ordinance, there was no discussion of the easement that resulted from the 1962 alley vacation as a factor in the consideration of the approval of the Variation for the wall.



**VILLAGE OF LINCOLNWOOD Public Hearing Application**  
**Community Development Department Variations**

**SUBJECT PROPERTY**

Property Address: 6733- 35 Lincoln Ave.

Permanent Real Estate Index Number(s): 10-35-300-013-0000/10-35-300-014-0000

Zoning District: B-1 Mixed Use Hub Lot Area: 7103

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**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Variation - Residential        | <input type="checkbox"/> Variation - Signs/Special Signs |
| <input checked="" type="checkbox"/> Variation - Non-Residential    | <input type="checkbox"/> Minor Variation                 |
| <input checked="" type="checkbox"/> Variation - Off-Street Parking | <input checked="" type="checkbox"/> Other                |
| <input checked="" type="checkbox"/> Variation - Design Standards   |  |

**PROJECT DESCRIPTION**

Describe the Request and Project: 3 story, mixed use building with retail on the first floor, office/residential on the second floor and residential on the third floor

**PROPERTY OWNER/PETITIONER INFORMATION**

**Property Owner(s):** *(List all Beneficiaries if Trust)*

Name: Rebeka Hoxha

Address: 6733-35 N. Lincoln

Telephone: (847 ) 568-1440 Fax: (847 ) 568-1440 E-mail: edhoxha@hotmail.com

**Petitioner:** *(if Different from Owner)*

Name: \_\_\_\_\_ Relationship to Property: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**NOTICE OF REASONABLE ACCOMMODATION PROCESS**

An alternate process is provided by the Village for persons with disabilities or handicaps who seek a Reasonable Accommodation from the Zoning Code regulations in order to gain equal access to housing. If you seek a Reasonable Accommodation from the Zoning Code based on disability or handicap, do not complete this application form, but rather a separate application for Reasonable Accommodation. For more information on this process, consult Section 4.06(3) of the Zoning Code, or contact the Community Development Department at 847.673.7402.

## REQUIRED ATTACHMENTS \*

Check all Documents that are Attached:

Plat of Survey	<input checked="" type="checkbox"/>	Applicable Zoning Worksheet	<input type="checkbox"/>
Site Plan	<input checked="" type="checkbox"/>	Photos of the Property	<input checked="" type="checkbox"/>
Proof of Ownership	<input checked="" type="checkbox"/>	PDF Files of all Drawings	<input checked="" type="checkbox"/>
Floor Plans	<input checked="" type="checkbox"/>	Elevations	<input checked="" type="checkbox"/>

*\*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.

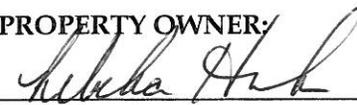
Invoices in connection with this application shall be directed to:

Name: Rebeka Hoxha  
Address: 6733-35 N. Lincoln  
City, State, Zip: 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 also understand that if I desire a Reasonable Accommodation from the Zoning Code based on disability or handicap, that I must complete and submit a different application for consideration and by submitting this application for a Variation, I am attesting that I am not seeking a Reasonable Accommodation. 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:**

  
\_\_\_\_\_  
Signature

Rebeka Hoxha  
\_\_\_\_\_  
Print Name

4/19/17  
\_\_\_\_\_  
Date

**PETITIONER:** *(if Different than Property Owner)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## VARIATION STANDARDS

*To be approved, each Variation request must meet certain specific standards. These 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.

We do not meet the Perimeter Screening Requirement (6.14) for off-street parking. The site is 50 feet wide and to put in a landscaped perimeter of 5' would make parking in the rear of the site (also a zoning requirement) impossible. We have added foundation plantings and rooftop planters to meet the spirit of the code.

We have direct driveway access from Lincoln Avenue because we have no other access to the site.

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.

Our site has no other access than Lincoln Avenue, which means that we need to minimize our drive and landscape screening area and maximize our parking. To park in the rear of the lot (Lincoln Avenue Reqmnt) and have landscape perimeter screening would make the lot unusable.

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.

This site has access only from Lincoln Avenue and is 50 feet wide. This is an uncommon situation in this district.

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

The Variation is required to be able to build any building with parking on this site.

## VARIATION STANDARDS (Continued)

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

This is an existing condition. Years ago, there was an alley in the back of the lot, which gave access to parking and loading in the rear. That alley is now closed so this site has no access except from Lincoln Avenue

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.

The adjacent properties are businesses with parking lots abutting our lot.

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

This lot is difficult to build on because of its size and situation. These variations are the minimum required to build any business with parking on the site.

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.

This has no affect on light, air or other public safety. It should increase property values in the area by replacing an abandoned eye sore building with a vibrant retail/residential structure.



# VILLAGE OF LINCOLNWOOD COMMUNITY DEVELOPMENT DEPARTMENT

## SIGN VARIATION STANDARDS

*For all Sign Variation and/or Special Sign requests, the Applicant shall also complete Questions 9 through 12.*

9. The proposed Variation is consistent with the statement of purpose set forth in Section 11.01 of the Zoning Ordinance.

10. The proposed sign complies with any additional standards or conditions set forth in Article XI of the Zoning Ordinance.

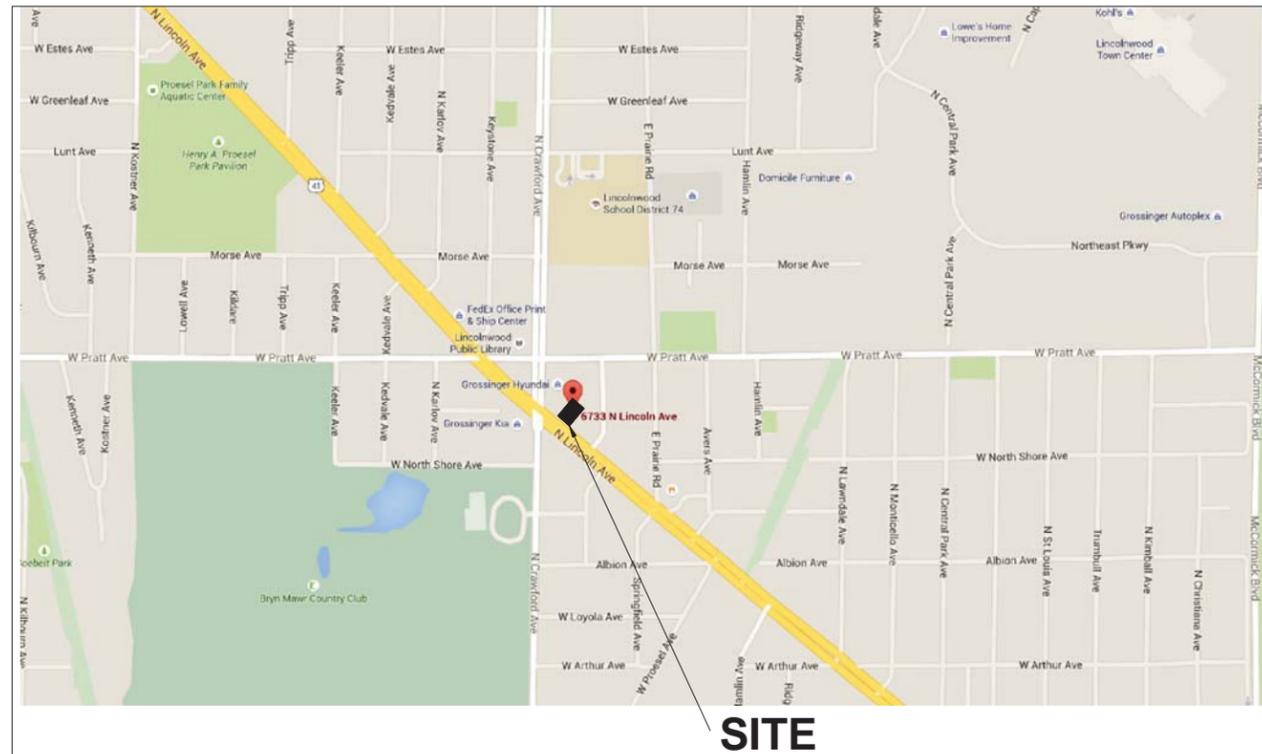
11. The proposed sign will substantially enhance the architectural integrity of the building or other structure to which it will be attached, if any.

12. The proposed sign conforms with the design and appearance of nearby structures and signs.



# PRELIMINARY ENGINEERING PLAN FOR 3 STORY MULTI USE STRUCTURE 6733 LINCOLN AVE. LINCOLNWOOD, COOK COUNTY, IL

SITE LOCATION MAP



6733 Lincoln Ave.				
Date: 07.06.2015				
	Existing		Proposed	
	Sq. Ft.	Acres	Sq. Ft.	Acres
Entire Lot	7,106.88	0.163		
Buildings	5,107.35	0.117	3,398.42	0.078
Walks	0.00	0.000	212.80	0.005
Driveway & Parking Lot	1,944.28	0.045	2,793.30	0.064
<b>Impervious Area</b>	<b>7,051.63</b>	<b>0.162</b>	<b>6,404.52</b>	<b>0.147</b>
<b>Pervious Area</b>	<b>55.25</b>	<b>0.001</b>	<b>702.36</b>	<b>0.016</b>
<b>Decrease in Impervious Area</b>	<b>647.110 SF</b>			

DRAWING INDEX:

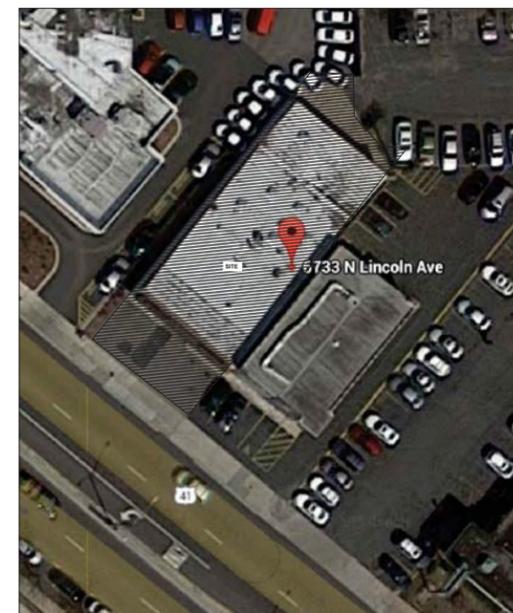
1. TITLE SHEET, LEGEND, SITE LOCATION, & AERIAL MAP
2. EXISTING TOPOGRAPHY & DEMOLITION PLAN
3. PRELIMINARY GRADING, DRAINAGE, & UTILITY PLAN

**BCI**  
BONO CONSULTING, INC.  
CIVIL ENGINEERS  
1018 BUSSE HIGHWAY  
PARK RIDGE, IL 60068  
PH: (847) 823-3000  
FAX: (847) 823-3003  
bbono@bonoconsulting.com

BERNARD A. BONO  
062-044068  
REGISTERED  
PROFESSIONAL  
ENGINEER  
OF  
ILLINOIS  
EXP. 11/30/15  
02-06-2015

*Bono*

AERIAL MAP



LEGEND:

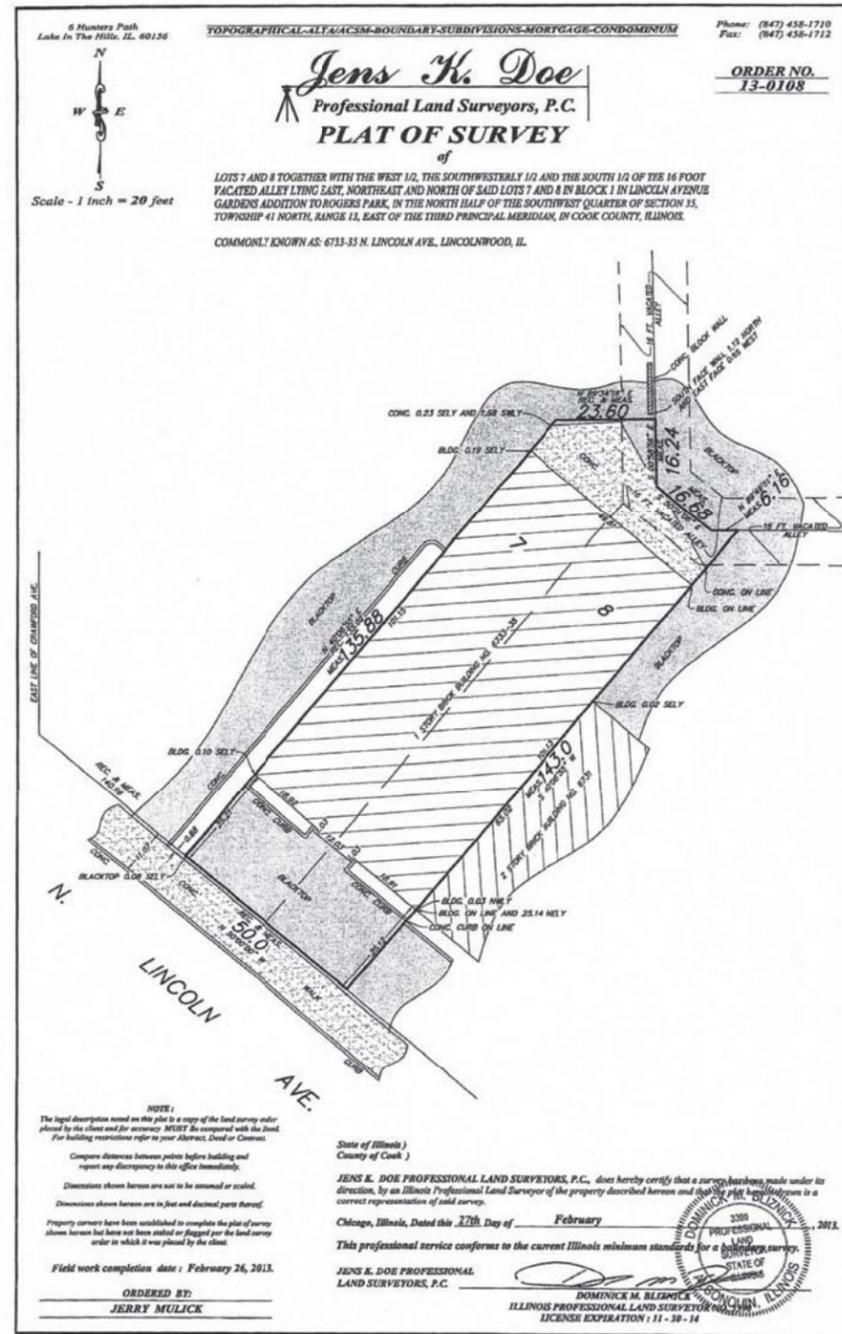
	EXISTING	PROPOSED
Property Line	---	---
Sanitary Sewer Line	—>—>	—>—>
Water Line	—v—v	—v—v
Storm Sewer Line	—>—>	—>—>
Storm Manhole	○	●
Sanitary Manhole	⊙	⊙
Combined Sewer	—>—>	—>—>
Combined Manhole	⊙	⊙
Catch Basin	○	○
Inlet	○	○
Water Valve Vault	⊙	⊙
Water Valve	⊙	⊙
Grade	—	—
Drainage Divide	—	—
Curb & Gutter	—	—
Cleanout	○	○
Downspout (Roof Drains)	—	—
Water B. Box	⊙	⊙
Tree Protection Fence	—	—
Construction Fence	—	—
Inlet Filter Basket	⊙	⊙
Traffic Direction Pavement Marking	—	—
Fire Hydrant	⊙	⊙
Top of Curb	—	—
Bottom of Curb	—	—
Top of Curb	—	—
Bottom of Gutter	—	—
Walk	—	—
Bottom of Walk	—	—
Depressed Curb	—	—
Bottom of Gutter	—	—
Mountable Curb	—	—
Bottom of Gutter	—	—

TITLE SHEET, LEGEND, SITE LOCATION MAP, &  
AERIAL MAP  
3 STORY MULTI USE BUILDING  
6733 LINCOLN AVE., LINCOLNWOOD, ILLINOIS

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WHOLLY OR IN PART, EXCEPT WHEN  
AUTHORIZED IN WRITING BY THE ENGINEER.

PROJECT NUMBER: 15215  
START DATE: JULY 6, 2015  
GRAPHIC SCALE  
SCALE: NTS  
SHEET NUMBER  
1 OF 3





PROJECT STAFF		ISSUE		REVISIONS		DATE
PROJECT MANAGER:	B. BONDY P.E.	1	PRELIMINARY PLAN			07/26/2015
ENGINEER:	A. VEEN					
TECHNICIAN:						

**BCI**  
BONO CONSULTING, INC.  
CIVIL ENGINEERS

1018 BUSSE HIGHWAY PH: (847) 823-3000  
PARK RIDGE, IL 60068 FAX: (847) 823-3003  
bbono@bonoconsulting.com

**GIS TOPOGRAPHIC MAP, EROSION CONTROL, DEMOLITION PLAN**  
3 STORY MULTI USE BUILDING  
6733 LINCOLN AVE., LINCOLNWOOD, ILLINOIS

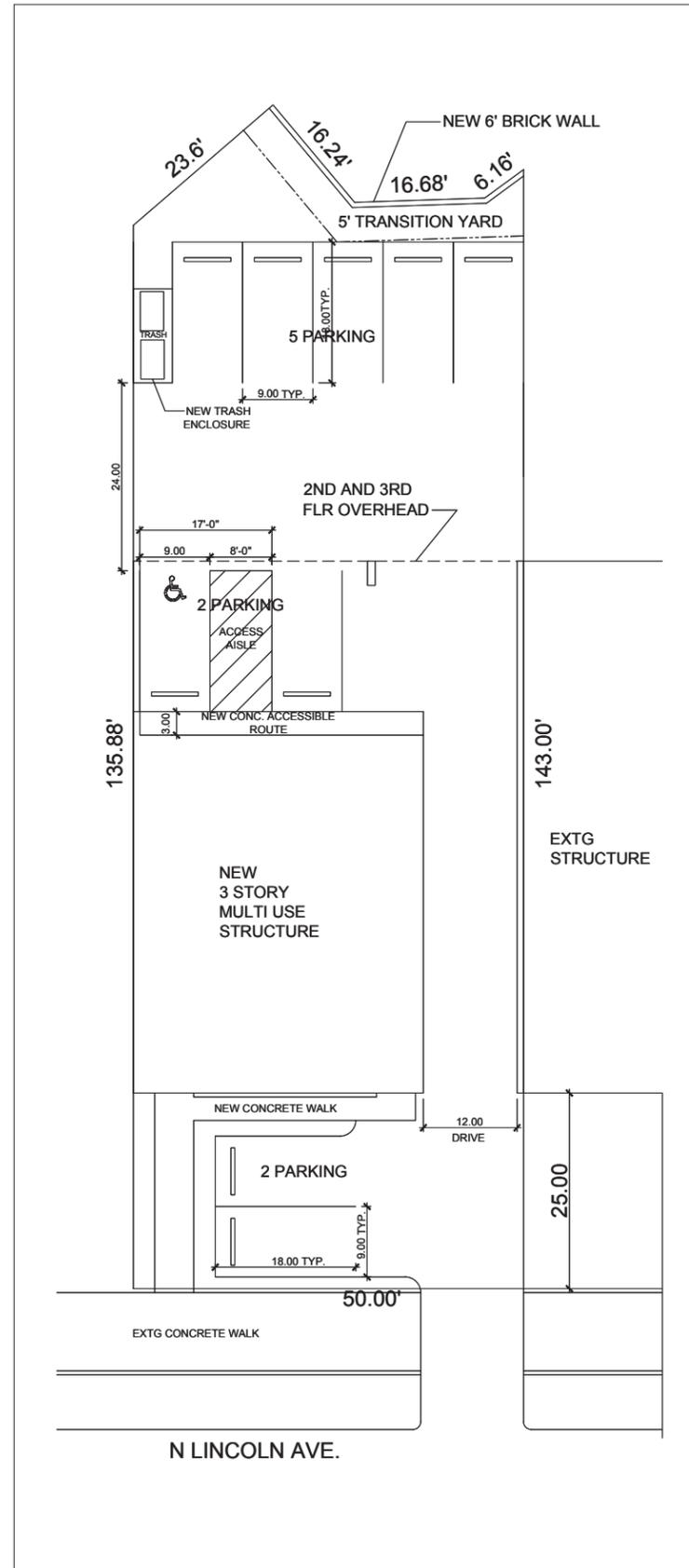
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PROJECT NUMBER: 15215  
START DATE: JULY 6, 2015

GRAPHIC SCALE  
20 0 20

SCALE: 1"=20'-0"

SHEET NUMBER  
2 OF 3

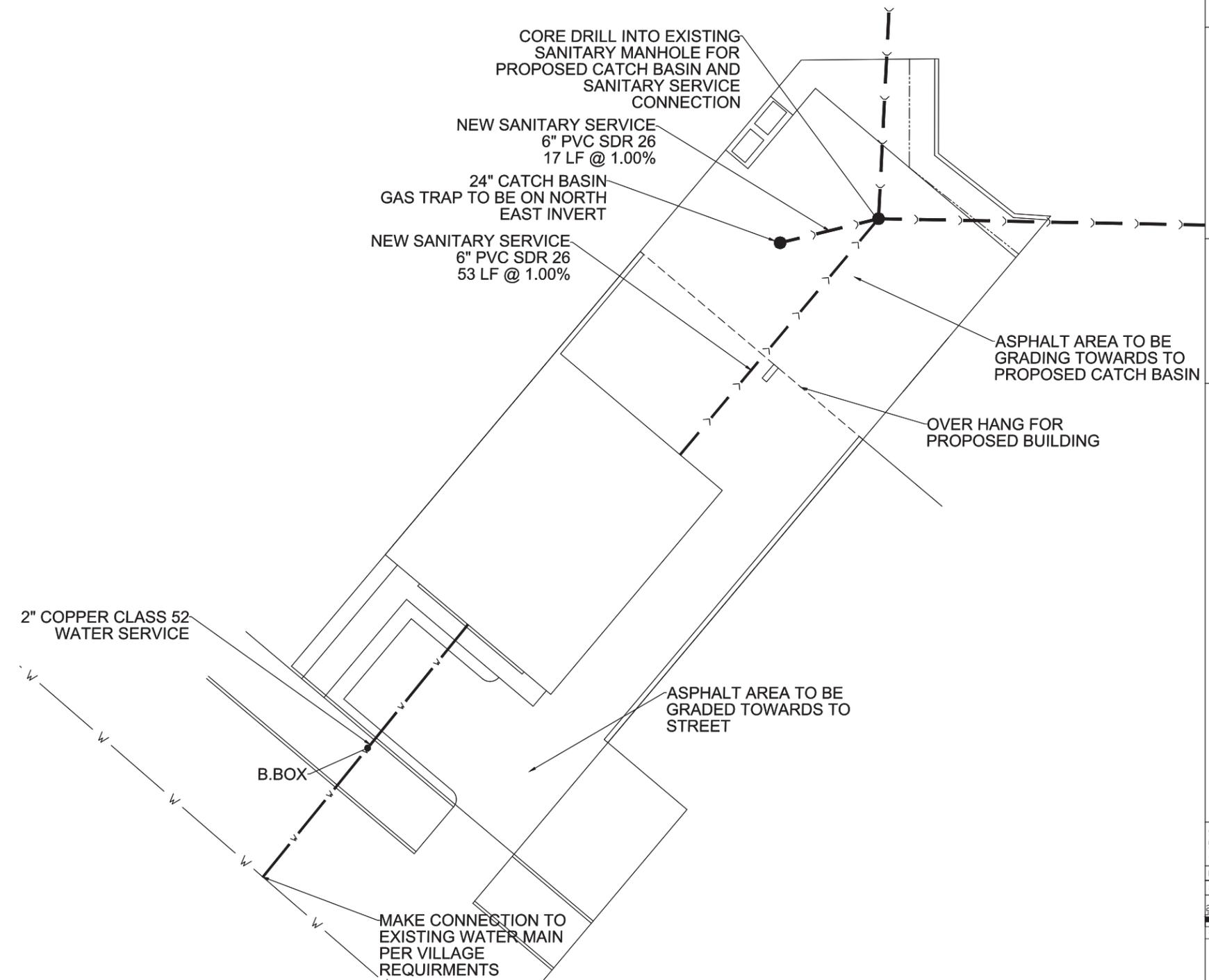


**GEOMETRIC PLAN**

6733 Lincoln Ave.

ate: 07.06.2015

	Existing		Proposed	
	Sq. Ft.	Acres	Sq. Ft.	Acres
Entire Lot	7,106.88	0.163		
Buildings	5,107.35	0.117	3,398.42	0.078
Walks	0.00	0.000	212.80	0.005
Driveway & Parking Lot	1,944.28	0.045	2,793.30	0.064
<b>Impervious Area</b>	<b>7,051.63</b>	<b>0.162</b>	<b>6,404.52</b>	<b>0.147</b>
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<b>Decrease in Impervious Area</b>	<b>647,110 SF</b>			



N

DATE	REVISIONS
07/06/2015	PRELIMINARY PLAN

PROJECT STAFF	ISSUE
PROJECT MANAGER: B. BONO P.E.	1
ENGINEER: A. VEEN	
EXAMINER: TECHNICAL	

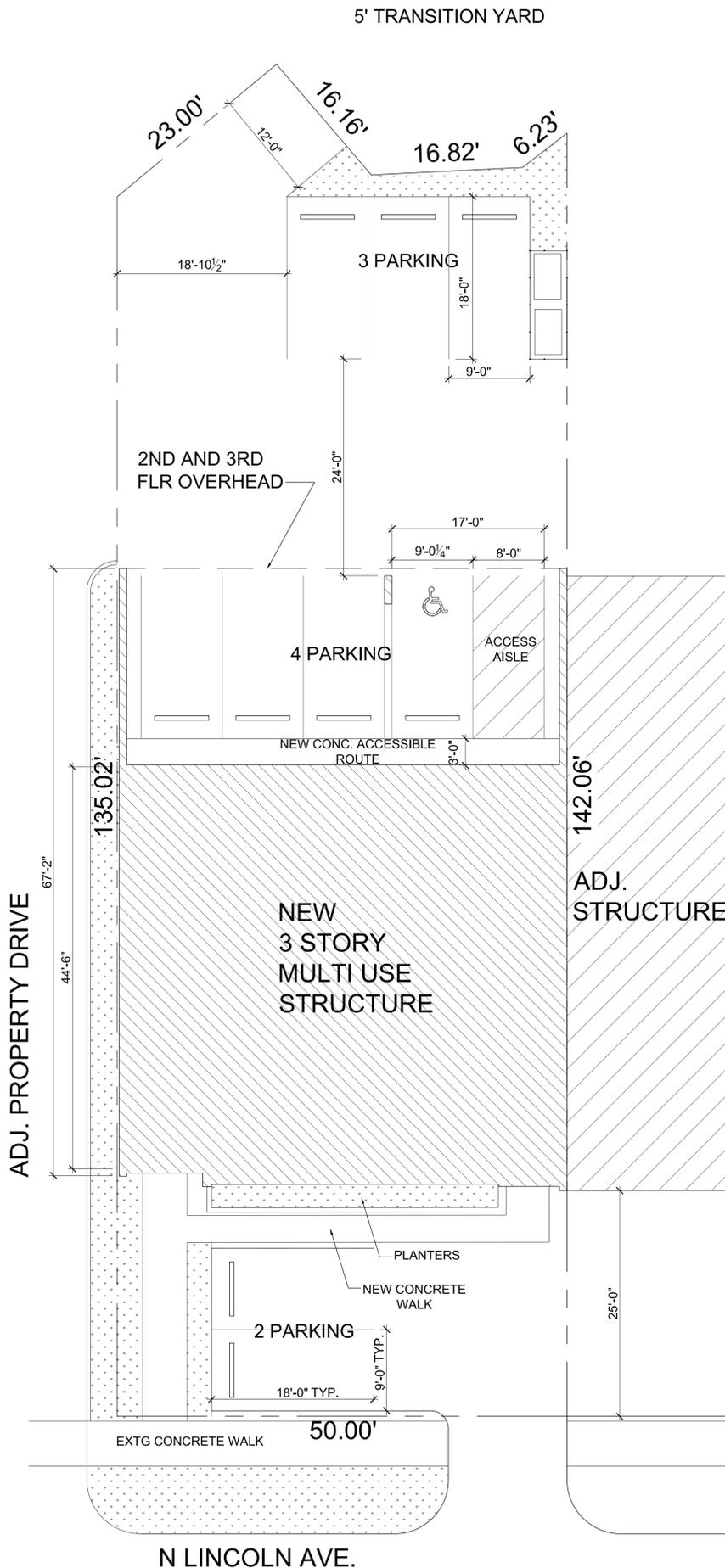
**BCI**  
BONO CONSULTING, INC.  
CIVIL ENGINEERS

1018 BUSSE HIGHWAY PH: (847) 823-3300  
PARK RIDGE, IL 60068 FAX: (847) 823-3303  
bbono@bonoconsulting.com

**PROPOSED, GEOMETRIC, GRADING,  
DRAINAGE & UTILITY PLAN**  
 3 STORY MULTI USE BUILDING  
 6733 LINCOLN AVE., LINCOLNWOOD, ILLINOIS

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PROJECT NUMBER: 15215  
 START DATE: JULY 6, 2015  
 GRAPHIC SCALE: 20 0 20  
 SCALE: 1"=20'-0"  
 SHEET NUMBER: **3** OF **3**



**3 SITE PLAN**  
EXTG FRONT SETBACK 1/8"=1'-0"

ABBREVIATIONS				REFERENCE SYMBOLS				SHEET INDEX					
CL	CENTER LINE	DIA	DIAMETER	HM	HOLLOW METAL	INC	NOT IN CONTRACT	ROOM	ROOM NAME	DEM	DEMOLITION	A1	COVER: SITE PLAN, SYMBOLS, CODE ANALYSIS, & EXTERIOR VIEWS
ADJ	ADJUSTABLE	DNM	DIMENSION	HVAC	HEATING VENTING AIR CONDITIONING	NTS	NOT TO SCALE	001	ROOM NUMBER	NEW	NEW CONSTRUCTION	A1.1	AREA PARKING DISTRIBUTION
AF	ABOVE FINISHED FLOOR	DN	DOWN	HW	HOT WATER	OC	ON CENTER	12345	DOOR NUMBER	GYP. BD.	GYP. BD.	A2	BASEMENT & 1ST FLOOR PLANS
ALT	ALTERNATE	DR	DOOR	HW1	HOT WATER HEATER	PTD	PAINTED	123	WINDOW TYPE	EQUIP	EQUIPMENT	A3	2ND AND 3RD FLOOR PLANS
APPROX	APPROXIMATE	DS	DOWN SPOUT	HW2	HEATER	PLAM	PLASTIC LAMINATE	123	WALL TYPE	REVISION	REVISION MARKER	A4	ROOF PLAN
APPRV	APPROVED	DW	DISH-WASHER	HW3	HEATER INCLUDING	PLYWD	PLYWOOD	10	EXTERIOR ELEVATION	ALIGN	ALIGN SURFACES	A5	EXTERIOR ELEVATIONS
ARCH	ARCHITECTURAL	DWG	DRAWING	INCL	INCLUDING	RI	RISER	10	INTERIOR ELEVATION	KEYNOTE	KEYNOTE	A6	EXTERIOR ELEVATION
AVG	AVERAGE	DWR	DRAWER	INFO	INFORMATION	RA	RETURN AIR	10	SECTION MARKER			L1	LANDSCAPING PLANS
BD	BOARD	EX	EXISTING	INSUL	INSULATION	REF	REFERENCE	10	ELEVATION MARKER				
BATT INSUL	BATTEN INSULATION	EA	EACH	INT	INTERIOR	RF	REFRIGERATOR/FREEZER						
BLDG	BUILDING	EL	ELEVATION	J	JUNCTION BOX	RM	ROOM						
BLKG	BLOCKING	ELEC	ELECTRICAL	JT	JOINT	RO	ROUGH OPENING						
BOT	BOTTOM	EQ	EQUAL	LAM	LAMINATE	SA	SUPPLY AIR						
BO	BY OTHERS	EXT	EXTERIOR	LAV	LAVATORY	SIM	SIMILAR						
CEL	CEILING	FD	FLOOR DRAIN	MAX	MAXIMUM	STD	STANDARD						
CL	CLOSET	FL	FLOOR	MC	MEDICINE CABINET	STL	STEEL						
CSO	CASED OPENING	GD	GARBAGE DISPOSAL	MDP	MEDIUM DENSITY FIBERBOARD	SUSP	SUSPENDED UNLESS OTHERWISE NOTED						
COL	COLUMN	GEN	GENERAL	GL	GLASS	UN	UNLESS OTHERWISE NOTED						
CONC	CONCRETE	MECH	MECHANICAL	GA	GAUGE	VF	VERIFY IN FIELD						
CPT	CARPET	GYP BD	GYP. WALLBOARD	MAN	MANUFACTURER	WD	WOOD						
CT	CERAMIC TILE	CC	GENERAL CONTRACTOR	MN	MINIMUM	WIN	WINDOW						
CJ	CONTROL JOINT	HDCP	HANDICAPPED	MISC	MISCELLANEOUS	WPT	WORK POINT						
DEMO	DEMOLISH (DEMOLITION)			MTD	MOUNTED								



**2 EXTERIOR VIEW FROM REAR** NTS



**1 EXTERIOR VIEW FROM STREET** NTS

Zoning Analysis 6733-35 N. Lincoln Ave.			
Description	Code	Proposed	Remarks
<b>Project Description</b>			
Address			
6733-35 N. Lincoln Ave.			
<b>Applicable Codes:</b>			
Lincolnwood Zoning Code			
International Building Code 2009			
International Residential Building Code 2009			
National Electric Code 2011			
Illinois State Plumbing Code			
International Fire Code 2009			
International Mechanical Code 2009			
International Energy Conservation Code 2012			
<b>Zoning</b>			
Designation	B1		Mixed Use Hub
Lot Size	NA	7,103 sqft	Actual
Max. building height	38 FT	38 FT	or 3 stories
Minimum SF per DU			
1 Bedroom/Studio	800 SF	1,191 SF	
2 Bedroom	1,500 SF	1,669 SF	
3 Bedroom	2,000 SF		
Max. Build to Line	5 FT	25 FT	
Driveways and Access			Residential Buildings shall not have garages or driveways with direct vehicular access to Lincoln Avenue
Min. Interior side setback	NA		
Minimum Rear Setback	10 FT		
Use Configuration			Ground floor limited to retail and other nonresidential uses that encourage pedestrian activity and shopping. Limited to residential, retail or office uses
Restricted Uses - Non Residential Uses	2,500 SF max	1,191	Limited to ground floor
Commercial Uses			Other uses which are found by the Plan Commission to be similar to permitted and special uses in the B-1 District.
Transitional Yard	30 FT		Buildings setback buffer. All structures adjacent to residential districts on the B-1, B-2, or B-3 zoned lot must be set back a distance that is equal to or greater than the side or rear yard setback requirement for the adjacent R-zoned lot, but not less than 10 feet
Landscape Buffer			A landscape buffer must also be provided. This buffer shall extend the length of the lot line or segment of the lot line that abuts the residential district, and shall be at least eight feet wide or where screening consists of a masonry wall, a minimum width of five feet.
Landscape Buffer			The landscape buffer shall not be used for the purposes of parking, loading, servicing, or storage.
Screening			Required screening shall be a minimum height of six feet at time of installation and may be comprised of berms, masonry walls, a double row of densely planted landscaping, or a combination thereof
Site Plan Review			Site plan review, landscape and parking standards. Site plan approval shall be required for all new construction and additions to existing structures. Site plan, site design and landscape standards are required as enumerated in Article V of this Zoning Ordinance. Off-street parking shall be provided for each use shown in Table 4.01.1, as required or permitted in Article VII (Off-Street Parking and Loading)
<b>Parking</b>			
Parking standards	9 FT		9x18' with 20' aisle.
Residential Parking	5		1.5 spaces per unit
Furniture Retail Parking	5		2.5 spaces per 1,000 SF gross
Office Parking	3		3 spaces per 1,000 SF gross
		9 total	spaces shown on plan

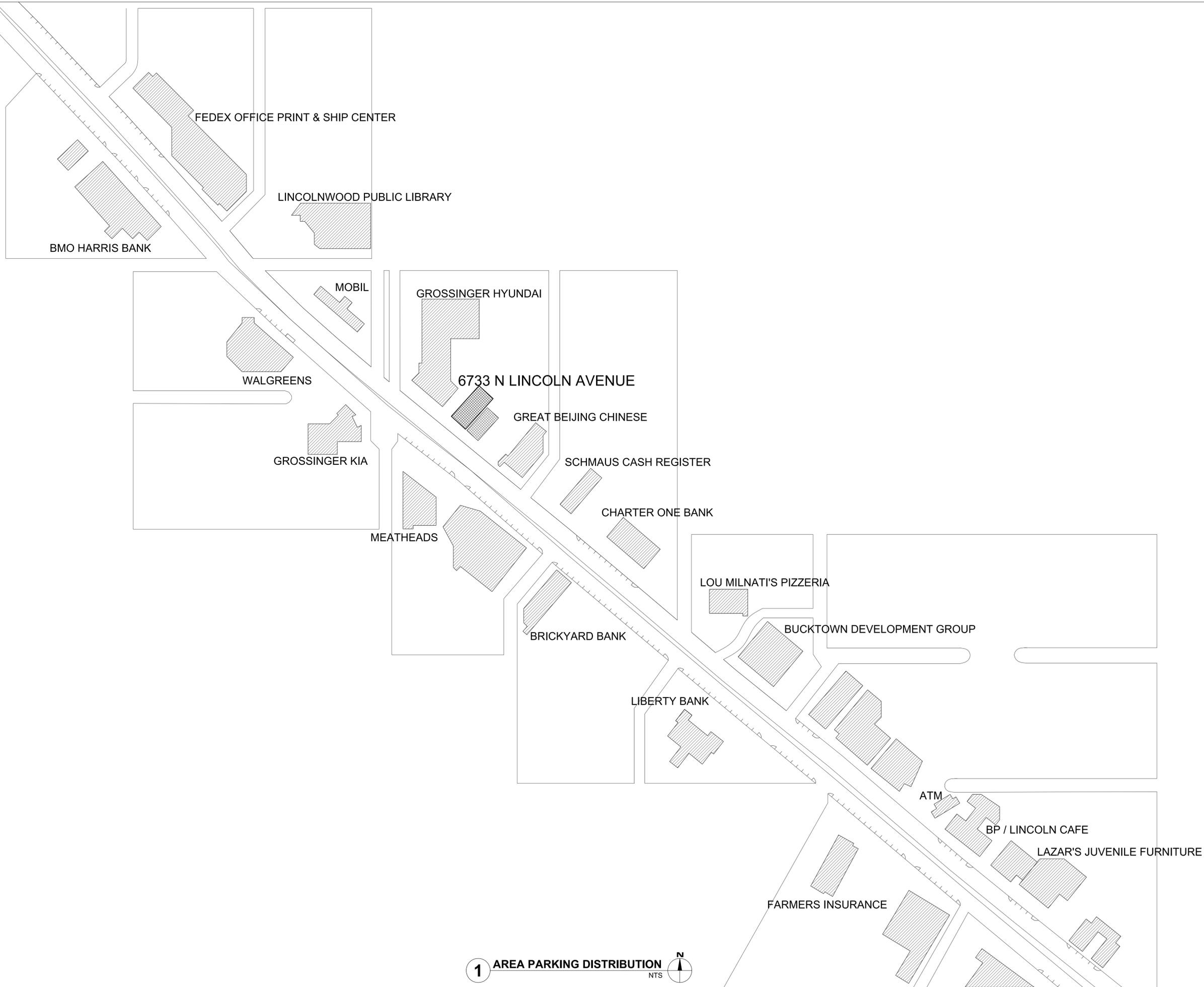
Revisions


Projects

COMMERCIAL AND RESIDENTIAL CONST.  
**ELITE HOME FURNISHINGS**

6733 N LINCOLN AVE  
LINCOLNWOOD, IL

**SITE PLAN, SYMBOLS, CODE ANALYSIS & EXTERIOR VIEWS**



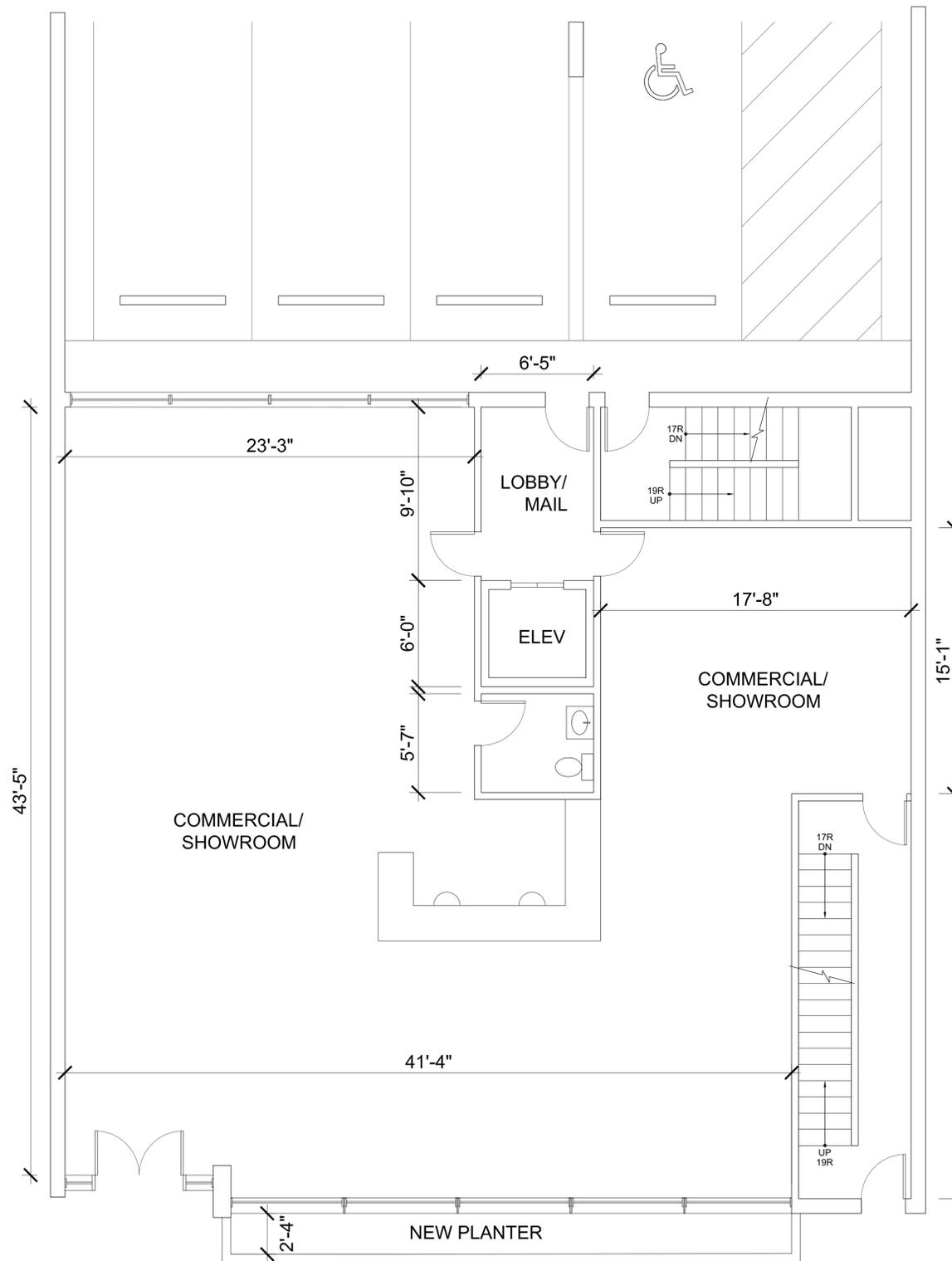
**1** AREA PARKING DISTRIBUTION  
 NTS

Revisions

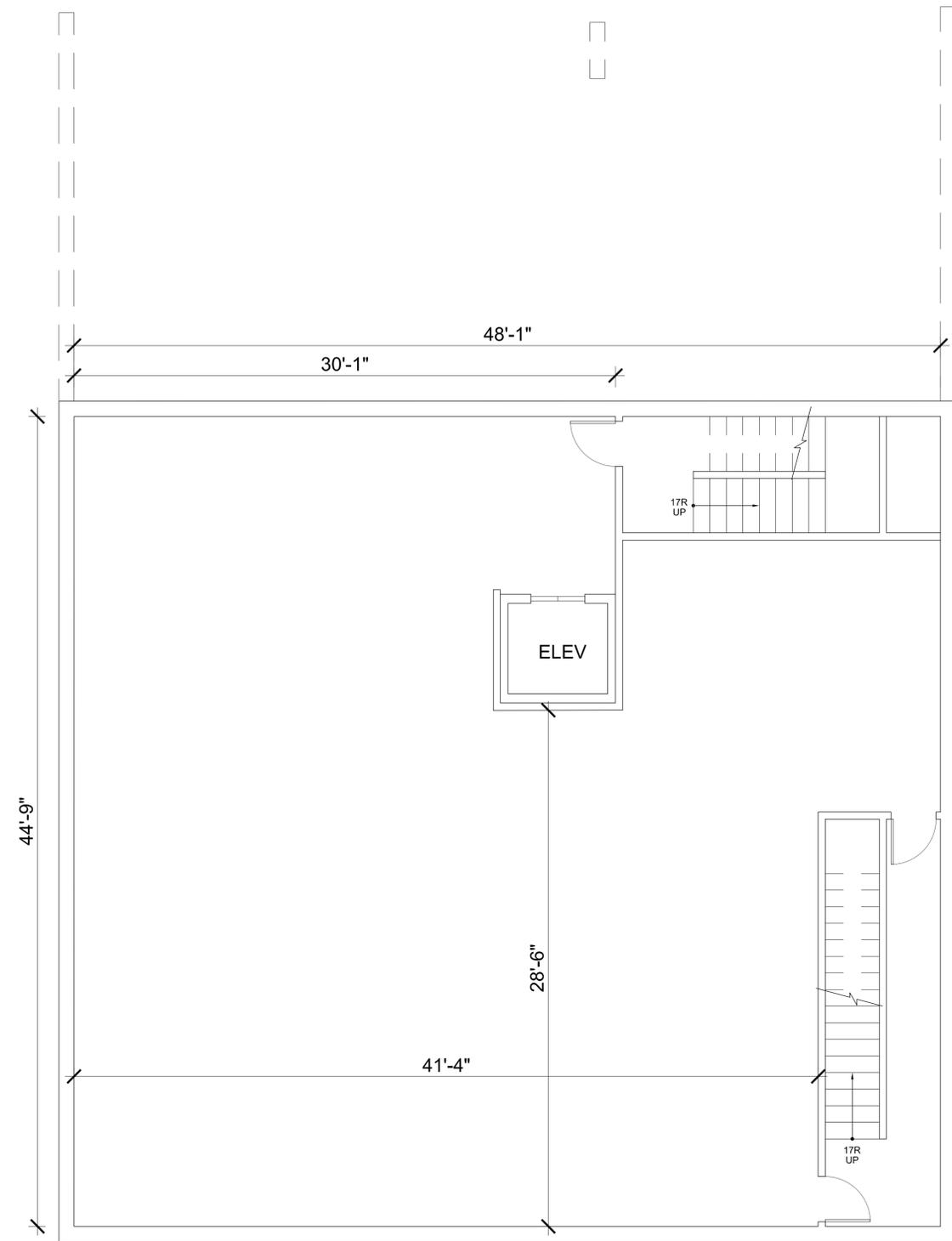
Projects  
 COMMERCIAL AND RESIDENTIAL CONST.  
 ELITE HOME FURNISHINGS  
 6733 N LINCOLN AVE  
 LINCOLNWOOD, IL

**AREA PARKING  
 DISTRIBUTION**

Date	11/10/15	Drawing No.	<b>A1.1</b>
Scale	NOTED		
Drawn by	--		
Approved	--		



**2** FIRST FLOOR PLAN  
1/4"=1'-0"



**1** BASEMENT PLAN  
1/4"=1'-0"

Revisions


Projects  
COMMERCIAL AND RESIDENTIAL CONST.  
ELITE HOME FURNISHINGS

6733 N LINCOLN AVE  
LINCOLNWOOD, IL

BASEMENT AND  
FIRST FLOOR  
PLANS

Date 11/10/15

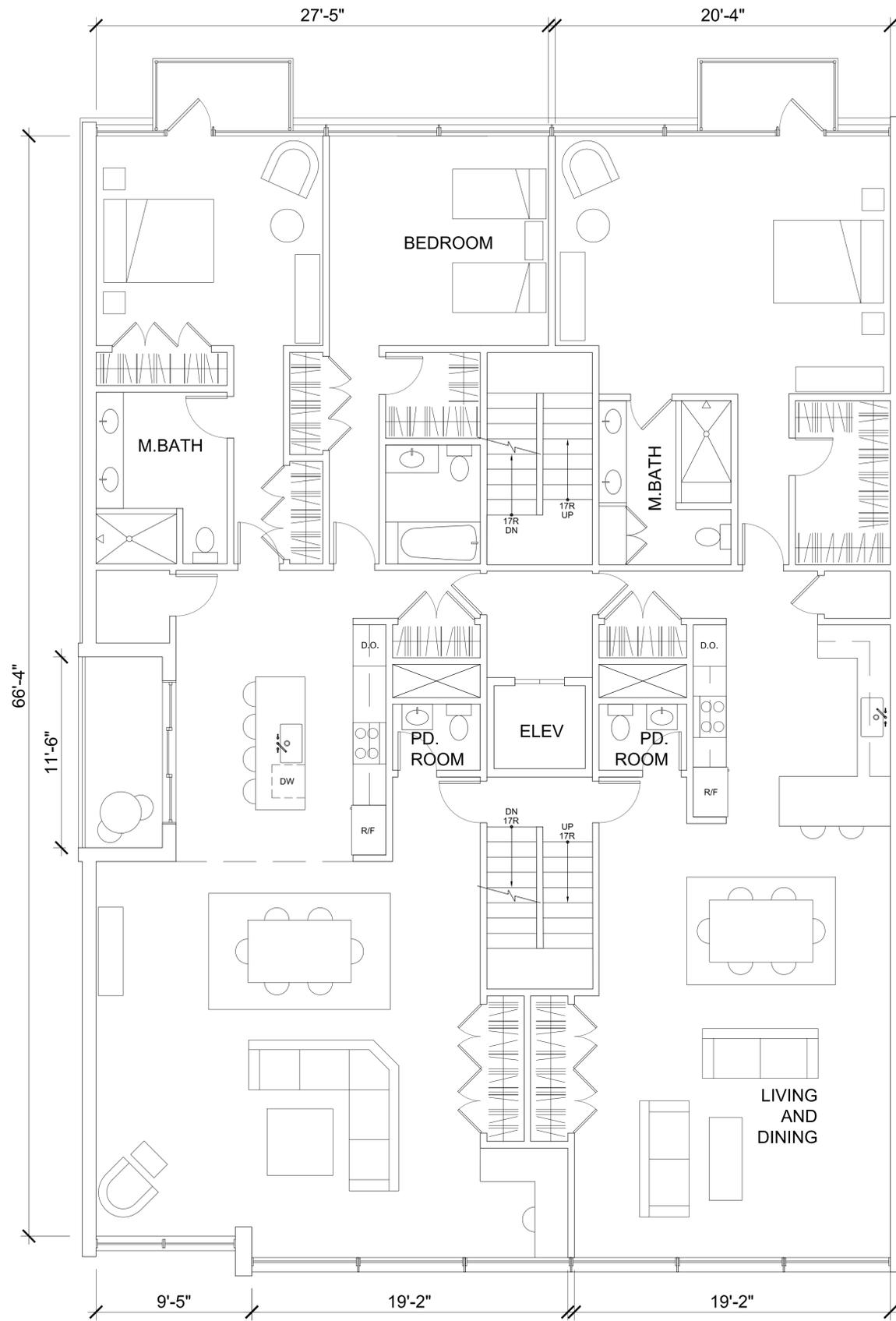
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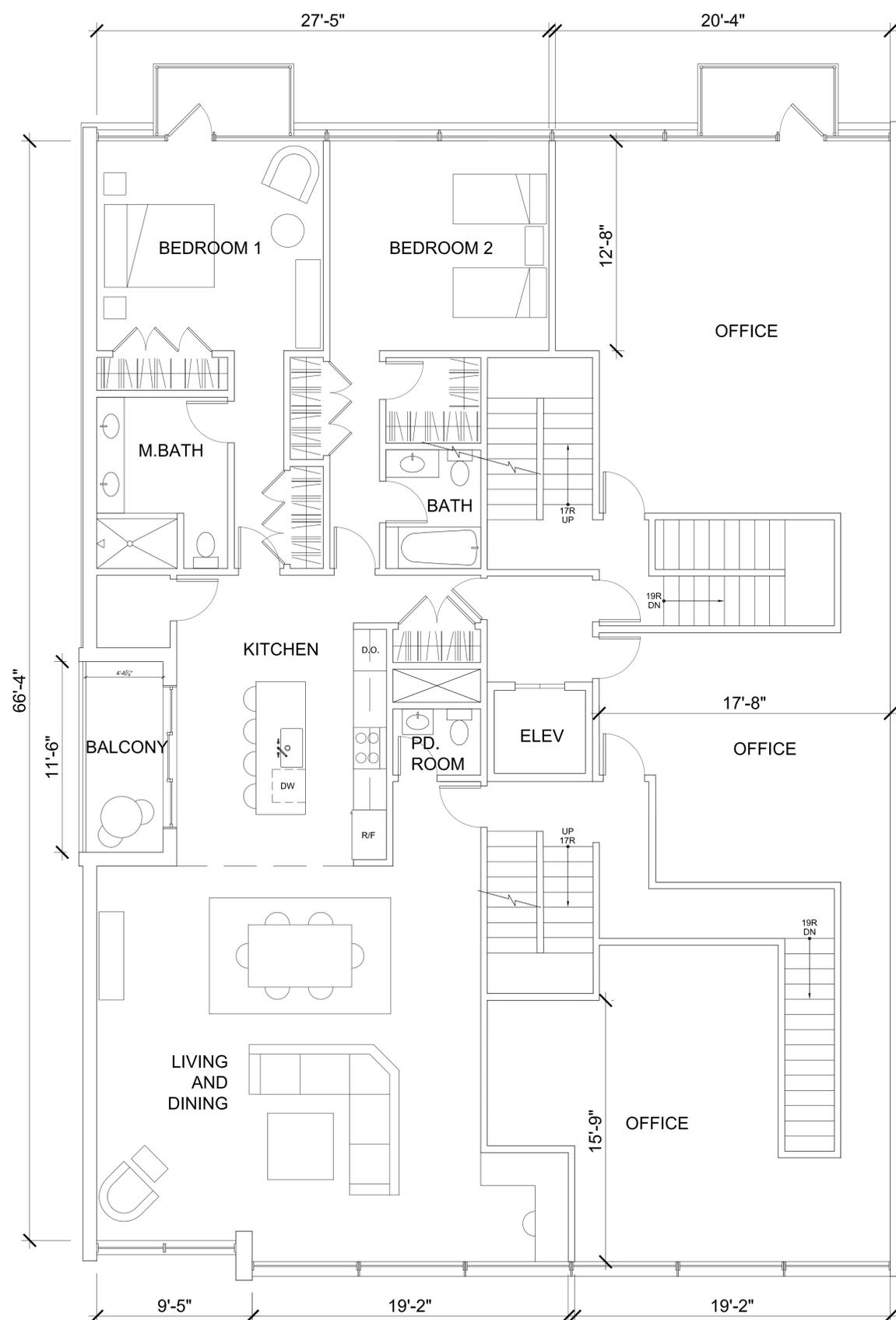
Drawn by --

Approved --

**A2**



**2** THIRD FLOOR PLAN  
 1/4"=1'-0"



**1** SECOND FLOOR PLAN  
 1/4"=1'-0"

Revisions

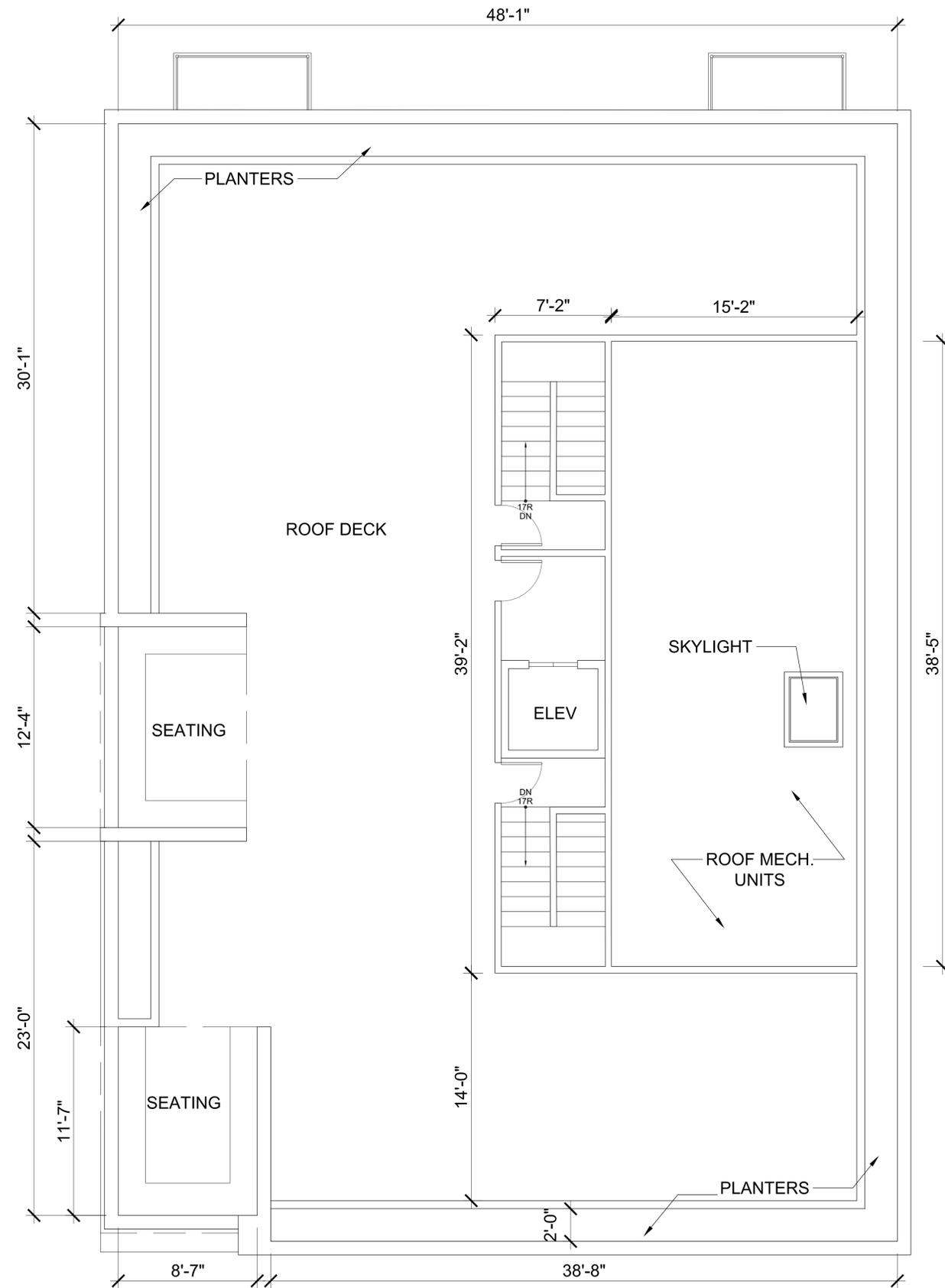

Projects  
 COMMERCIAL AND RESIDENTIAL CONST.  
 ELITE HOME FURNISHINGS

6733 N LINCOLN AVE  
 LINCOLNWOOD, IL

SECOND AND  
 THIRD FLOOR  
 PLANS

Date	11/10/15
Scale	NOTED
Drawn by	--
Approved	--

Drawing No.  
**A3**



2 ROOF PLAN

1/4"=1'-0"

Revisions


Projects  
COMMERCIAL AND RESIDENTIAL CONST.  
ELITE HOME FURNISHINGS

6733 N LINCOLN AVE  
LINCOLNWOOD, IL

ROOF PLAN

Date 11/10/15

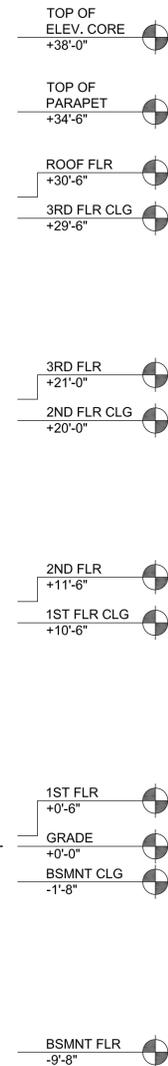
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Scale NOTED

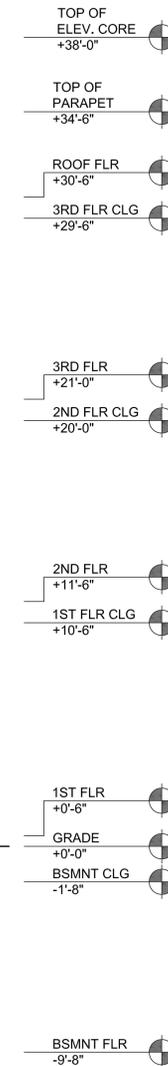
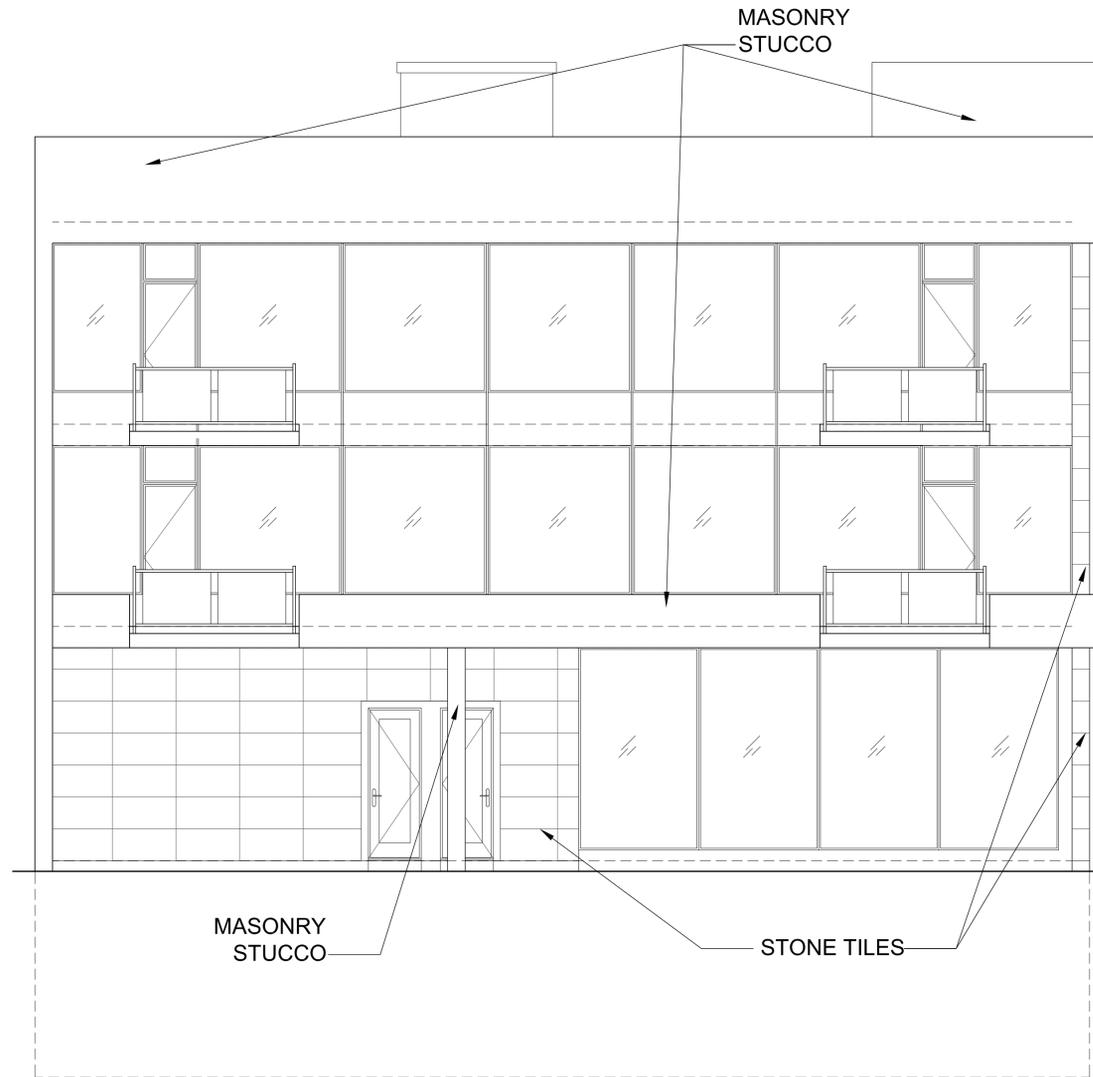
Drawn by --

Approved --

A4



**2** ELEVATION  
LOOKING NORTH-WEST 1/4"=1'-0"



**1** ELEVATION  
LOOKING SOUTH EAST 1/4"=1'-0"

Revisions

No.	Description

Projects  
COMMERCIAL AND RESIDENTIAL CONST.  
**ELITE HOME FURNISHINGS**

6733 N LINCOLN AVE  
LINCOLNWOOD, IL

EXTERIOR ELEVATIONS

Date 11/10/15

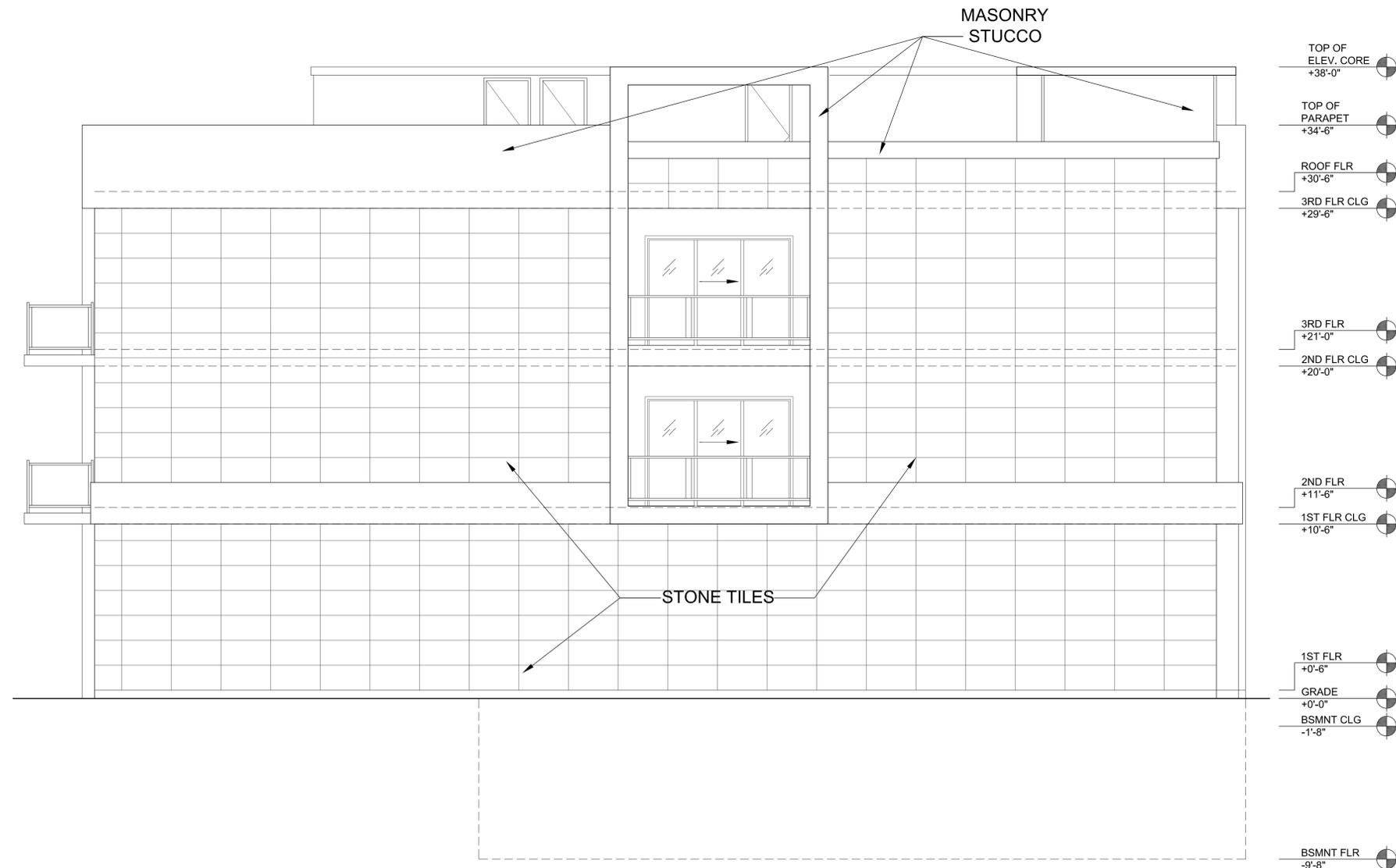
Scale NOTED

Drawn by --

Approved --

Drawing No.

**A5**



**1** ELEVATION  
LOOKING SOUTH EAST 1/4"=1'-0"

Revisions


Projects  
COMMERCIAL AND RESIDENTIAL CONST.  
ELITE HOME FURNISHINGS

6733 N LINCOLN AVE  
LINCOLNWOOD, IL

EXTERIOR ELEVATIONS

Date 11/10/15

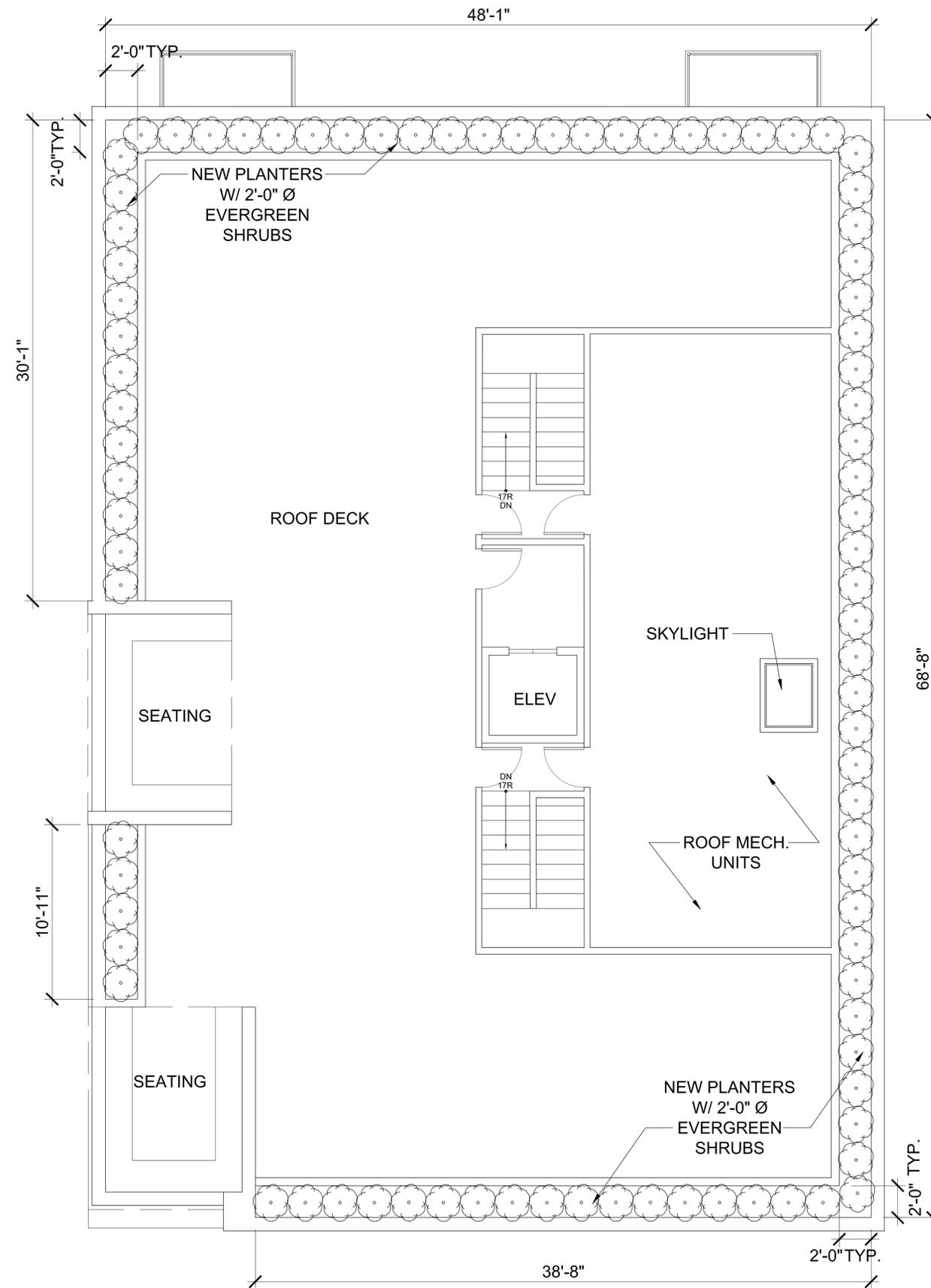
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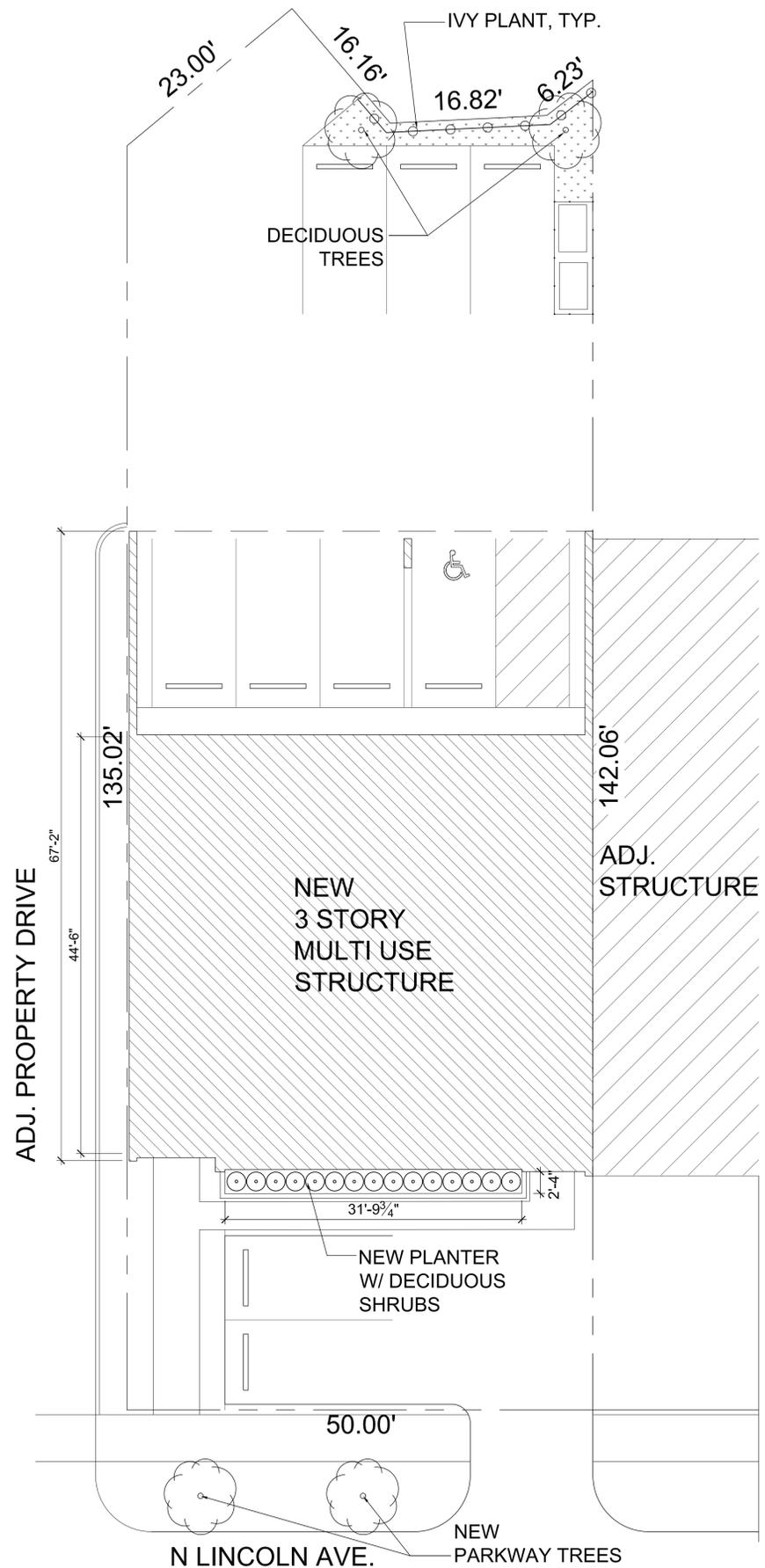
Approved --

Drawing No.

**A6**



**1** ROOF LANDSCAPING PLAN  
 1/4"=1'-0"



**1** SITE LANDSCAPING PLAN  
 1/8"=1'-0"

Revisions

Projects  
 COMMERCIAL AND RESIDENTIAL CONST.  
 ELITE HOME FURNISHINGS  
 6733 N LINCOLN AVE  
 LINCOLNWOOD, IL

LANDSCAPING PLANS

Date	11/10/15	Drawing No.	<b>L1</b>
Scale	NOTED		
Drawn by	--		
Approved	--		

## LICENSE AGREEMENT

THIS LICENSE AGREEMENT (Agreement) is made as of this \_\_\_ day of \_\_\_\_\_, 2016, by and between Hsing Tseng Kao and Szu Chung Kao (together, Owner) and Rebeka Hoxha and Esad Hoxha (together, Licensee).

### RECITALS

A. Owner is the owner of certain property commonly known as 6717 N. Lincoln Ave., Lincolnwood, Illinois 60712 and legally described in Exhibit A (Kao Property);

B. Licensee is the owner of certain property commonly known as 6733-35 N. Lincoln Ave., Lincolnwood, Illinois 60712 and legally described in Exhibit B (Hoxha Property);

C. Licensee desires to use a portion of the Kao Property for access to the Hoxha Property via North Harding Avenue, to the East, which portion is legally described in Exhibit C (Licensed Property).

D. Owner agrees to grant said use by Licensee under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing, the mutual agreement of the parties hereto and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. INCORPORATION OF RECITALS. The foregoing recitals are incorporated herein and are made a material part of this Agreement.

2. GRANT OF LICENSE. Owner hereby grants to Licensee, its employees, agents, contractors and subcontractors, a non-exclusive license to use the Licensed Property (License), which consists of a 10-foot wide strip of property running across Lot 16 uninterrupted from the East lot line to the West lot line lying 5 feet North of the 8-foot strip of vacated alley lying between Lot 16 to the North and Lots 7 through 12 to the South and West as depicted in Exhibit C.

3. TERM OF LICENSE. The license granted hereunder shall commence upon execution of this Agreement and can be terminated at any time, by either party, with written notice to the other. This License shall not run with the land.

4. LICENSE ONLY. This Agreement creates a license only and Licensee acknowledges that Licensee does not and shall not claim at any time interest or estate of any kind or extent whatsoever in the Licensed Property by virtue of this license or Licensee's use of the Licensed Property pursuant hereto.

5. IMPROVEMENTS. Licensee is not permitted to alter, improve, furnish, or place any equipment or item upon the Licensed Property except to install a driveway accessing the Licensed Property from Harding Avenue provided such installation is done in a good and workmanlike manner by licensed and insured professionals with proper permits obtained from any applicable governing body. This installation shall be done at Licensee's sole cost and expense and Licensee shall indemnify and hold harmless Owner with respect to any issue or cause of action arising from the installation of the driveway.

6. TRANSFER BY OWNER. Owner may at any time, in its sole discretion, assign its rights hereunder or transfer or convey the Licensed Property. Upon any such assignment, transfer or conveyance, the License and liability of Owner under this Agreement shall automatically terminate, unless Owner's assignee, transferee or grantee shall agree in writing in a separate agreement with Licensee to assume and be bound by the obligations of Owner under this Agreement.

7. RETURN OF THE LICENSED PROPERTY. At the termination of Licensee's license, Licensee shall repair and restore the Licensed Property to the same condition as it was at the time of the execution of this Agreement. At Owner's request, all temporary and permanent improvements, furnishings or equipment placed upon the Licensed Property by Licensee or Licensee's agents, employees or contractors, shall be removed by Licensee at its sole cost and expense prior to the termination of Licensee's license. If Licensee fails to remove same within thirty (30) days after termination of this Agreement, then Owner may, but not obligated to, remove said fence, improvements, furnishings or equipment and Licensee shall pay the cost of any such removal. If such payment is not made within fourteen (14) days of receipt of invoice by Licensee, Licensee agrees to pay the cost and expense of restoring the condition of the land together with interest thereon at the effective statutory rate from and after the date of such demand until receipt of full payment therefore.

8. MAINTENANCE OF LICENSED PROPERTY. During the term of this license, Licensee shall be responsible for twenty-five percent (25%) of all costs and expenses to repair and maintain the Licensed Property in good condition and repair. Owner shall bill any such costs to Licensee and payment shall be due upon receipt. Licensee shall ensure the condition and use of the Licensed Property and compliance with all applicable laws, statutes, ordinances, codes, rules regulations, orders and decrees.

9. INTERRUPTION OF USE. Owner may temporarily interrupt Licensee's use of the Licensed Property for repairs and maintenance provided, however, that Owner shall use reasonable efforts to perform all such repairs and maintenance of the Licensed Property in such a manner so as to reasonably minimize such interruption. If Licensee fails to perform its obligations under Paragraph 8 hereof, Licensee shall reimburse Owner for the cost thereof upon demand, together with interest thereon at the rate set forth in Paragraph 16 hereof from and after the date of such demand until receipt of full payment therefor.

10. PROHIBITED USES. Licensee may use the Licensed Property for ingress and egress from Harding Avenue to the Hoxha Property only. Licensee may not nor may permit others to park

on the Licensed Property. At all times, Licensee shall ensure the Licensed Property is free from all parked or standing vehicles and any other blockades of whatever kind or nature.

11. RESERVATION OF RIGHTS BY OWNER. The right of ingress and egress over the Licensed Property and other rights granted to Licensee hereunder are expressly reserved by Owner, its successors, grantees, invitees and assigns.

12. NO TRANSFER BY LICENSEE. Licensee shall not transfer any of its rights hereunder without the prior written consent of Owner. Any such assignment made without the prior written consent of Owner shall be null and void and of no force or effect and shall entitle Owner to terminate this Agreement.

13. NO EASEMENT. Neither this Agreement nor Licensee's use of the Licensed Property shall give rise to any easement or any other prescriptive rights in the Licensed Property. Licensee shall have the affirmative duty to keep all third parties from using the Licensed Property for any purpose and shall protect the Licensed Property against all claims of easement and prescriptive rights at all times during the term of this Agreement. Licensee shall defend and hold harmless Owner with respect to any such claims including hiring counsel to defend such claims, payment of damages in the event Licensee's duty is breached, attorney fees, court costs, and any and all litigation expenses.

14. CONDITION OF LICENSED PROPERTY; INDEMNITY. Licensee acknowledges that it (a) has physically inspected the Licensed Property, and (b) accepts the Licensed Property with full knowledge of the condition thereof. Furthermore, Licensee, for and on behalf of itself and all successors, grantees, invitees and assigns, assumes sole and entire responsibility for any and all loss of life, injury to persons or damage to property (wherever such property may be located) that may be sustained directly or indirectly due to the condition of the Licensed Property or the activities, operations or use of the Licensed Property by Licensee, its successors, grantees, invitees and assigns and all of their officers, directors, employees, representatives and agents. Further, Licensee, for itself, its successors, grantees, invitees and assigns, and for those claiming by, through or under any of them, hereby releases Owner, its officers, directors, agents and employees (collectively, Indemnitees) from any and all claims or demands for loss, liability, expense, cost or damage (whether to person or property), including, without limitation, reasonable attorney fees and litigation costs incurred by the Indemnitees in connection herewith, that may arise from operations on, or the use of, the Licensed Property by Licensee, its successors, grantees, invitees and assigns, and all of their officers, directors, employees, representatives and agents. Licensee hereby agrees to indemnify, defend and hold harmless the Indemnitees from and against any and all liability, loss, claim, demand, lien, damage, penalty, fine, interest, cost and expense (including without limitation, reasonable attorney fees and litigation costs) incurred by the Indemnitees for injuries to persons (including, without limitation, loss of life) and for damage, destruction or theft of property that is directly or indirectly due to or caused by any activity, work or thing done, permitted or suffered by Licensee or any third party in or about the Licensed Property, or for any act or omission of Licensee, its successors, grantees, invitees and assigns and any of their officers, directors, employees, representatives and agents. Licensee shall cooperate with Owner in the defense of any

such claims, demands or action, including, without limitation, the employment, at the sole expense of Licensee, of legal counsel satisfactory to Owner.

15. **WAIVER OF CLAIMS.** Licensee does hereby fully and completely waive and release, for itself, its successors, grantees, invitees and assigns, and for all of their officers, directors, employees, representatives, agents, contractors and subcontractors of any their, any and all claim of, or right to, a mechanic's lien, under the Statutes of Illinois, against, or with respect to the Licensed Property, or any portion thereof, or any improvement thereon, or with respect to the estate or interest of any person whatsoever therein or thereon, or any portion thereof, or with respect to any material, fixtures, apparatus or machinery to be furnished thereto, or with respect to any monies or other consideration that may be due at any time hereafter to anyone by Licensee, which claim of lien might be asserted by reason of doing, making or furnishing, heretofore, or at any time hereafter, of any labor, services, material, fixtures, apparatus, machinery, improvements, repairs or alterations to the Licensed Property.

16. **NO LIENS ON LICENSED PROPERTY.** Licensee shall not permit any lien to be filed against the Licensed Property or any improvements thereon for any labor or materials in connection with work of any character performed or claimed to have been performed on the Licensed Property at the direction or sufferance of Licensee.

In the event any such lien is filed against the Licensed Property or any improvements thereon, Licensee shall be in breach of this Agreement and Owner shall have the right, but not the obligation, to cause such lien to be release and Licensee shall pay on demand all Owner's costs in connection therewith, together with interest thereon at the rate set forth in Paragraph 16 hereof accruing from and after the date of such demand until Owner's receipt of full payment therefor.

17. **BREACH BY LICENSEE.** If Licensee breaches any provision in this Agreement and fails to cure any such breach within fourteen (14) days after written notice thereof, in addition to any other right or remedy available at law or in equity, Owner shall have the right, but not the obligation, to cure any such breach and Licensee agrees to reimburse Owner for the cost thereof upon demand, together with interest accruing thereon at an annual rate of interest equal to nine percent (9%) from the date of Owner's demand therefor until Owner's receipt of full payment therefor. Licensee is responsible for any and all costs of enforcing any and every provision of this Agreement including but not limited to court costs and attorney fees. Licensee agrees that Owner has the right to place a lien on the Hoxha Property, for any failure to pay any amount under any provision of this Agreement.

18. **NO WARRANTY; INTEGRATION.** Owner hereby makes and has made no representations, statements, warranties or agreements to or with Licensee in or in connection with this Agreement or the Licensed Property. This Agreement embodies the entire understanding of the parties hereto, and there are no further or other agreements or understanding, written or oral, in effect between the parties relating to the subject matter hereof.

19. INSURANCE. Licensee shall maintain liability insurance on the property reasonably satisfactory to Owner and such policy shall name Owner as an additional insured. Certificate of insurance shall be tendered to Owner prior to Licensee's use of the Licensed Property.

20. RECORDING. Each party hereby grants to the other party the right to record this Agreement against the Licensed Property and/or Licensee's property.

21. NOTICES. All notices and other communications given pursuant to this Agreement shall be in writing and shall be deemed properly served if delivered in person to the party to whom it is addressed or on the third (3rd) day after deposit in the U.S. mail as registered or certified mail, return receipt requested, postage prepaid, as follows:

If to Owner: Hsing Tseng Kao and Szu Chung Kao  
6717 N. Lincoln Ave., Lincolnwood, Illinois 60712

If to Licensee: Rebeka Hoxha and Esad Hoxha  
6733-35 N. Lincoln Ave., Lincolnwood, Illinois 60712

22. COUNTERPARTS. This Agreement may be executed in counter parts, each of which shall be deemed to be an original and all of which shall together constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

OWNER:

LICENSEE:

\_\_\_\_\_  
Hsing Tseng Kao

\_\_\_\_\_  
Rebeka Hoxha

\_\_\_\_\_  
Szu Chung Kao

\_\_\_\_\_  
Esad Hoxha

**EXHIBIT A**  
*KAO PROPERTY*

LOTS 11, 12, 13, 14, 15, 16 AND 17 IN BLOCK 1 IN LINCOLN AVENUE GARDENS, BEING A SUBDIVISION OF PART OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 35, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, ALSO THAT 1/2 OF THE VACATED ALLEY LYING NORTH OF AND ABUTTING LOTS 11 AND 13 AND THAT 1/2 OF THE VACATED ALLEY ABUTTING AND LYING SOUTH AND WEST OF LOT 16 AND THAT 1/2 VACATED ALLEY LYING WEST OF AND ABUTTING LOT 17 RECORDED AS DOCUMENT NUMBER 18594092 DATED SEPTEMBER 18, 1962, ALL IN BLOCK 1 IN LINCOLN GARDENS BEING A SUBDIVISION OF PART OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 35, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

**EXHIBIT B**  
*HOXHA PROPERTY*

LOTS 7 AND 8 IN BLOCK 1 IN LINCOLN AVENUE GARDEN, BEING A  
SUBDIVISION OF PART OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF  
FRACTIONAL SECTION 35, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE  
THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

**Case #PC-06-17**

**Special Use and  
Variations**

**Proposed 3-Story Mixed  
Use Development**

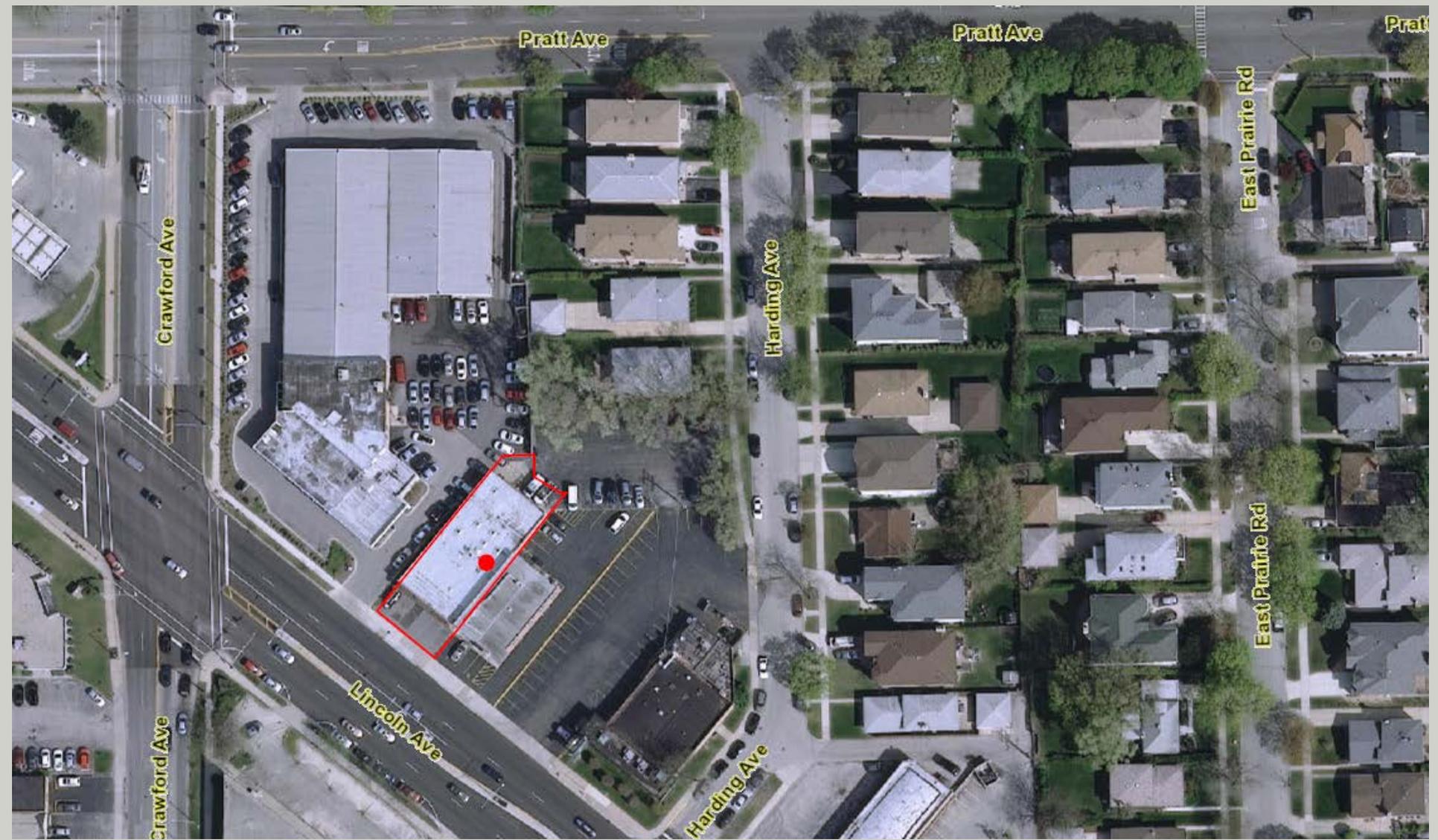
**6733-6735 North Lincoln Avenue**



CRAWFORD AVE

PRATT AVE

LINCOLN AVE



Crawford Ave

Pratt Ave

Pratt Ave

East Prairie Rd

Pratt

Crawford Ave

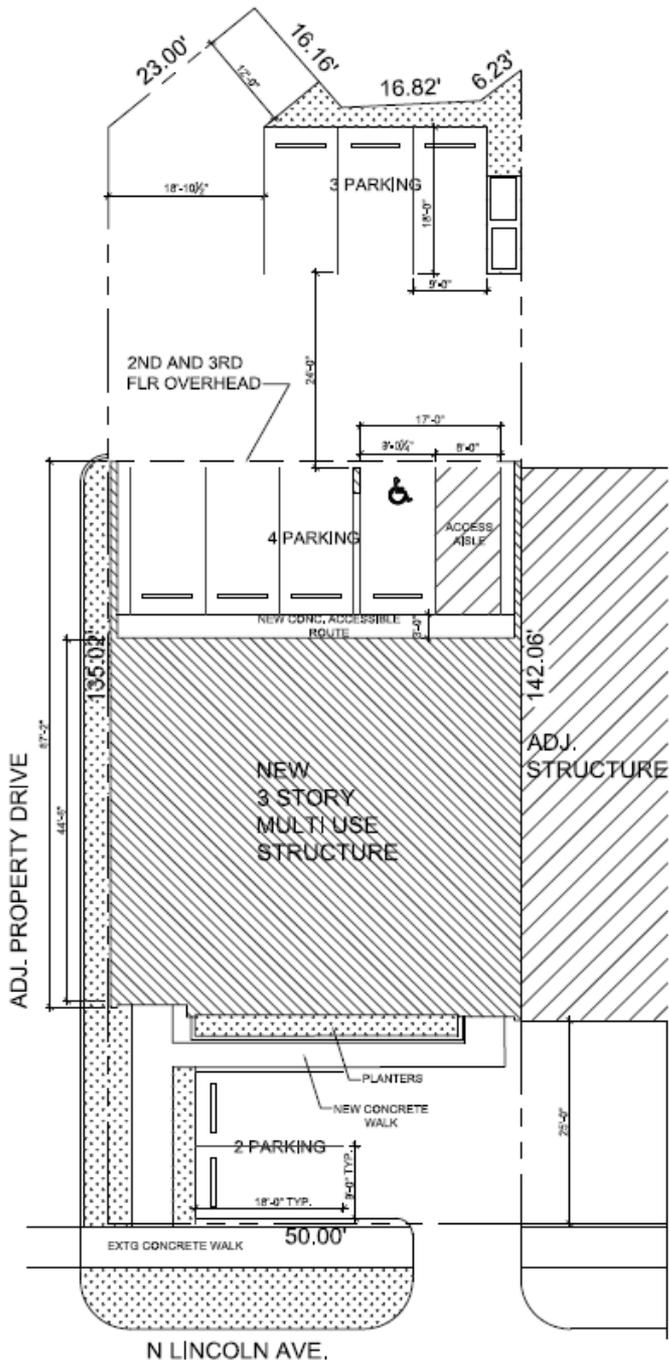
Lincoln Ave

Harding Ave

Harding Ave

East Prairie Rd

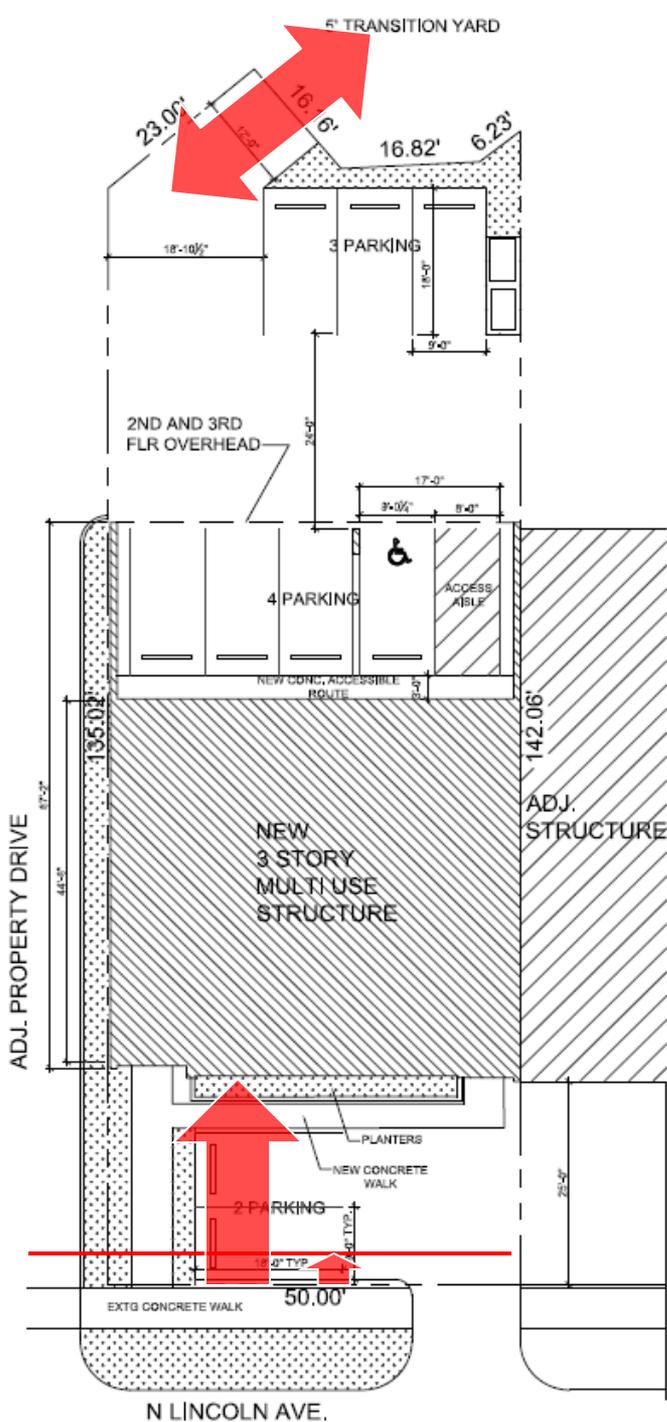
5<sup>th</sup> TRANSITION YARD



# Requested Action

- **Special Use** to Approve Residential Units Above First Floor Commercial
  - **Total of Three Residential Units**
    - One 2-bedroom unit on 2<sup>nd</sup> Floor
    - 2 Units on 3<sup>rd</sup> Floor
      - One 1-bedroom unit
      - One 2-bedroom unit

# Requested Action

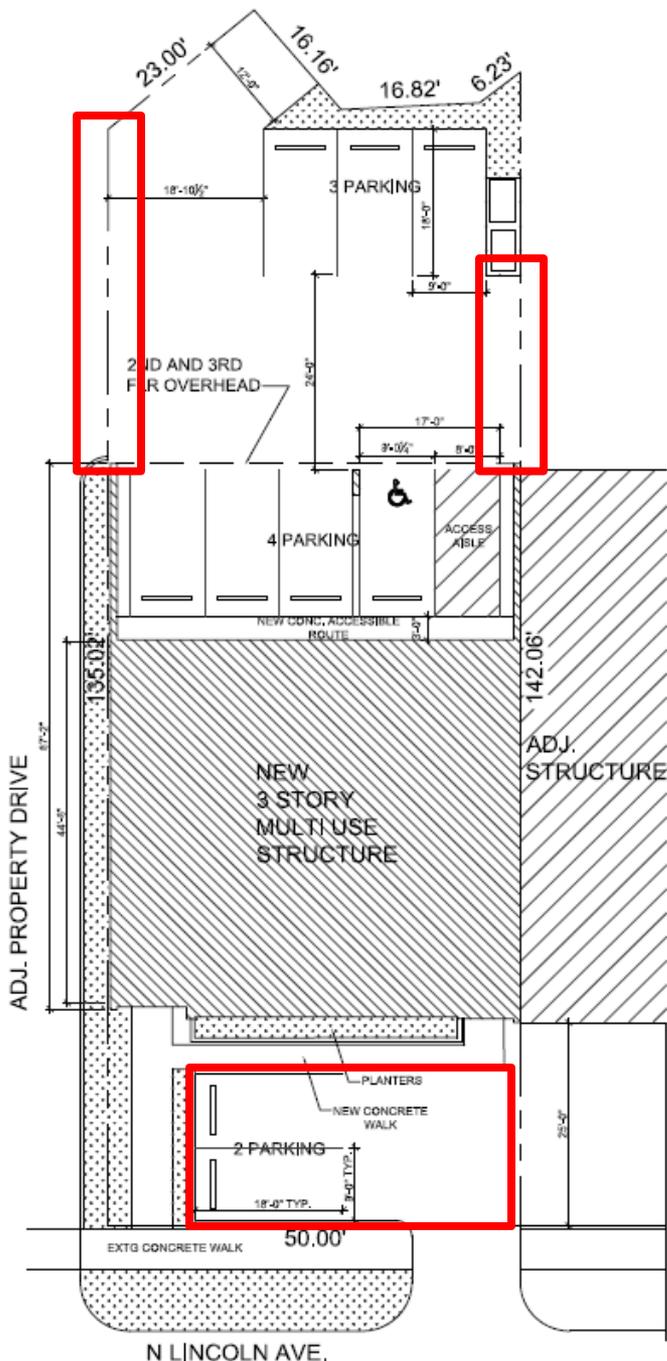


## Drive Aisle Width Variation

- Two-Way Drive Aisle  
Minimum Width – 24 Feet
- Proposed Aisle – 12 Feet

## Variation from Five-Foot Build-To Line

- Proposed Building Setback  
25 Feet



# Requested Action

## Variation from Off-Street Parking Location

- Parking Prohibited to the Front of the Building

## Variation from Minimum Perimeter Landscape

- Minimum 8-Foot Landscape Area with Screening Required
- No Landscape and Screening Provided

# **Requested Action**

**Variation** to Approve Less Than Minimum Number of Off-Street Parking

***Total Parking Required: 15 Off-Street Spaces***

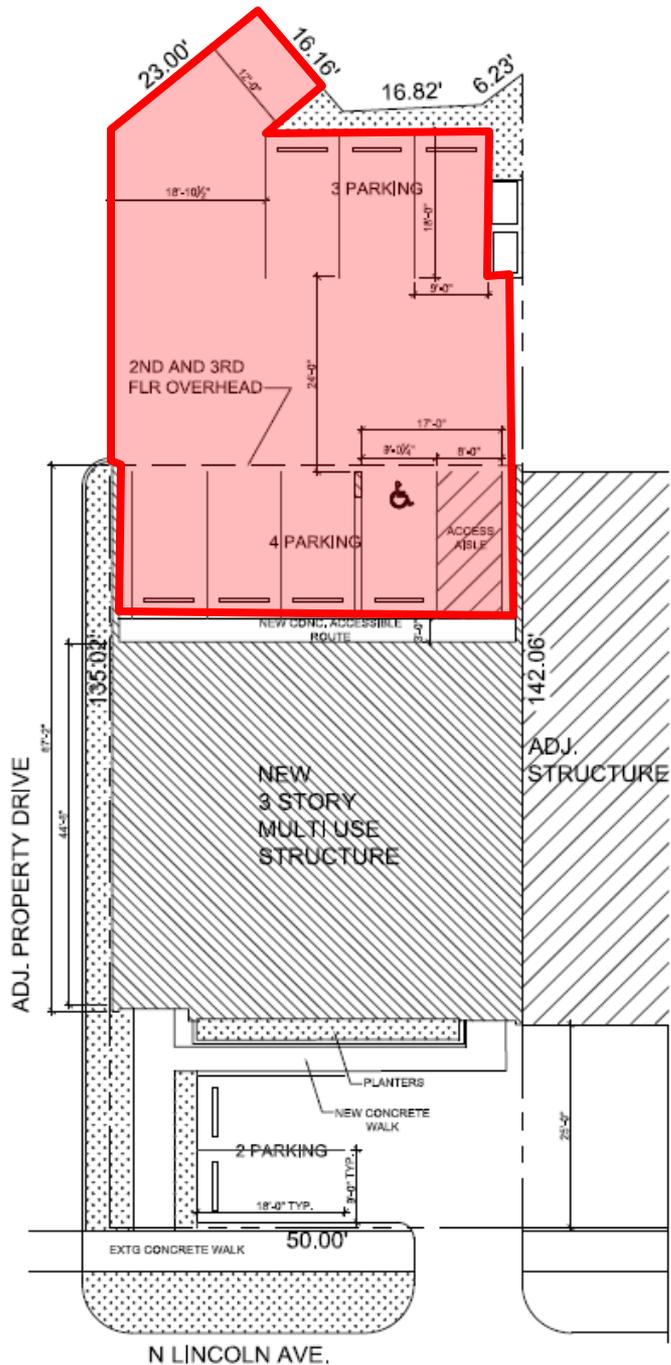
- *Furniture or appliance store: 7 spaces*
- *Office, general or professional: 4 spaces*
- *Dwellings above first floor commercial: 4 spaces*

***Total Qualifying Off-street  
Parking Spaces Provided: 2 \****

***\*9 off-street parking spaces are provided, but 7 do not have assurances for long-term access***

# Plan Commission Discussion

- Public Hearing opened on June 7, continued to July 5, then continued to August 2
  - Plan Commission generally agreed that this would be a positive project for the Village
  - Found there were adequate grounds for the granting of most of the Variations
  - Discussion focused primarily on off-street parking



# Parking Discussion

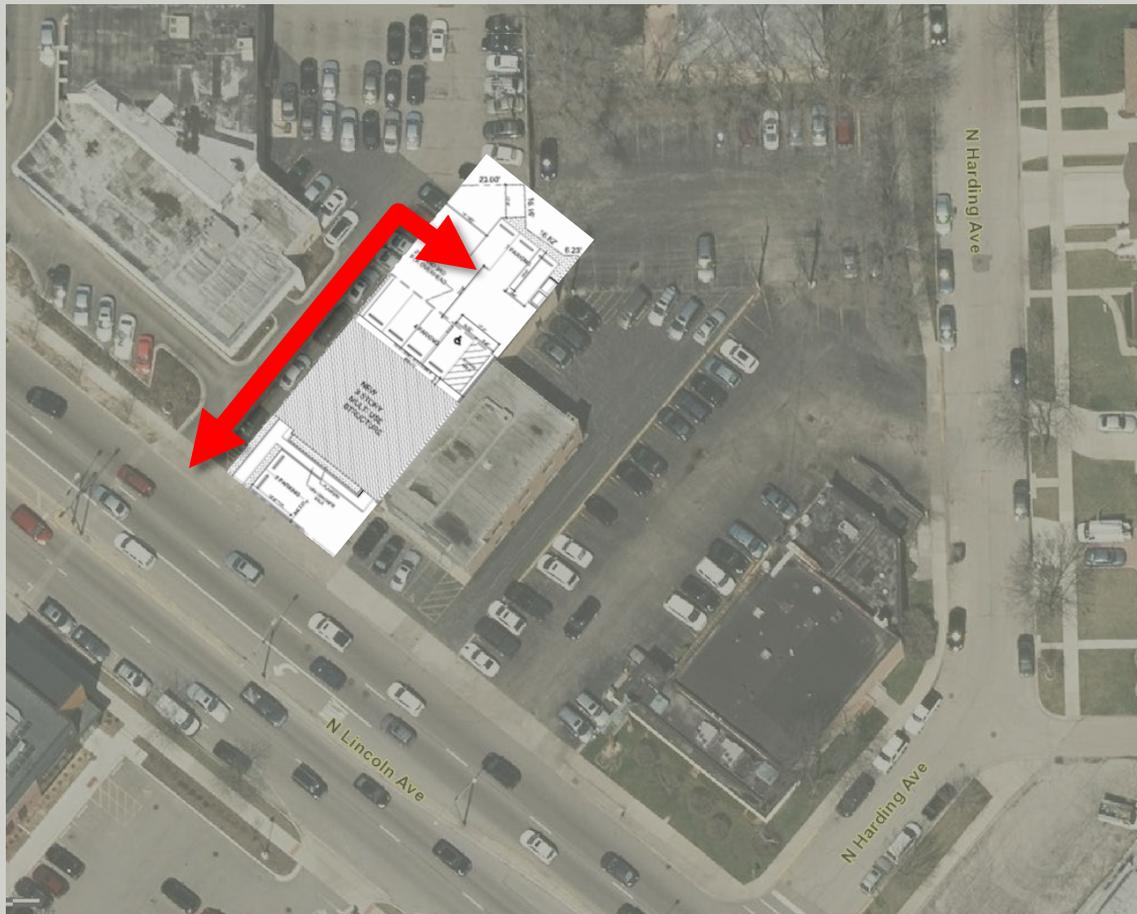
## Rear Parking Area

- Includes 7 spaces
- Requires access from adjacent property

# Access from Neighboring Properties

*Had discussions with owners of 6747 N Lincoln*

- *Potentially willing to provide access*
- *Unwilling to formalize an agreement*

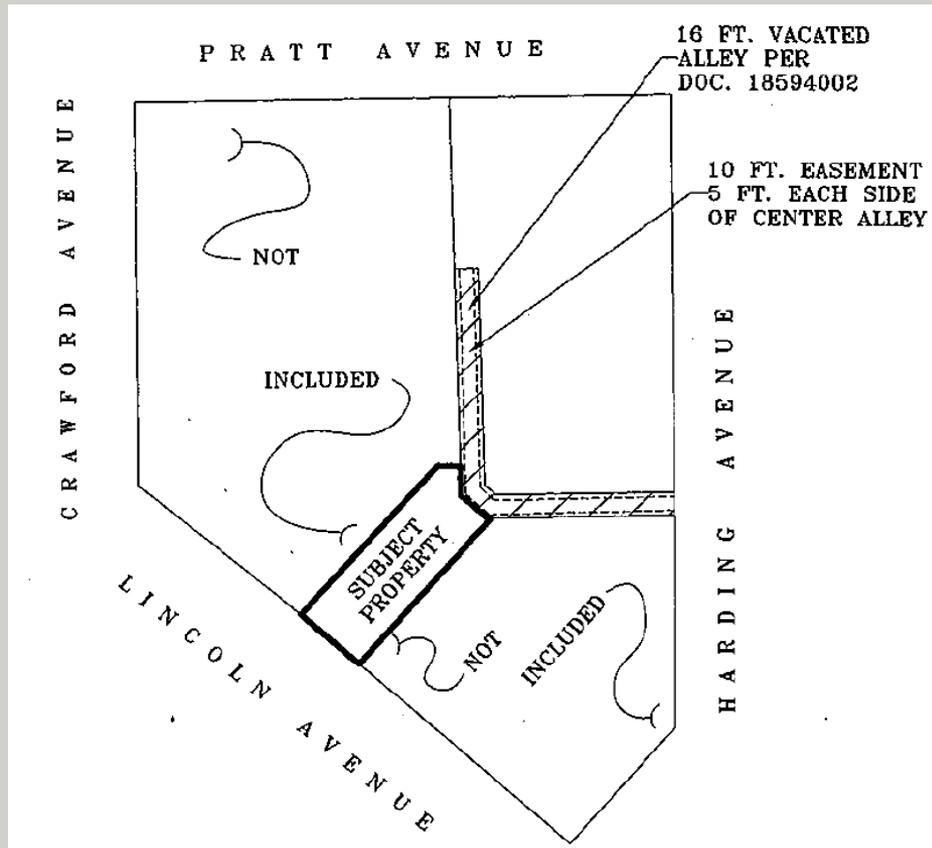




# Vacated Alley Easement

## *Public Easement*

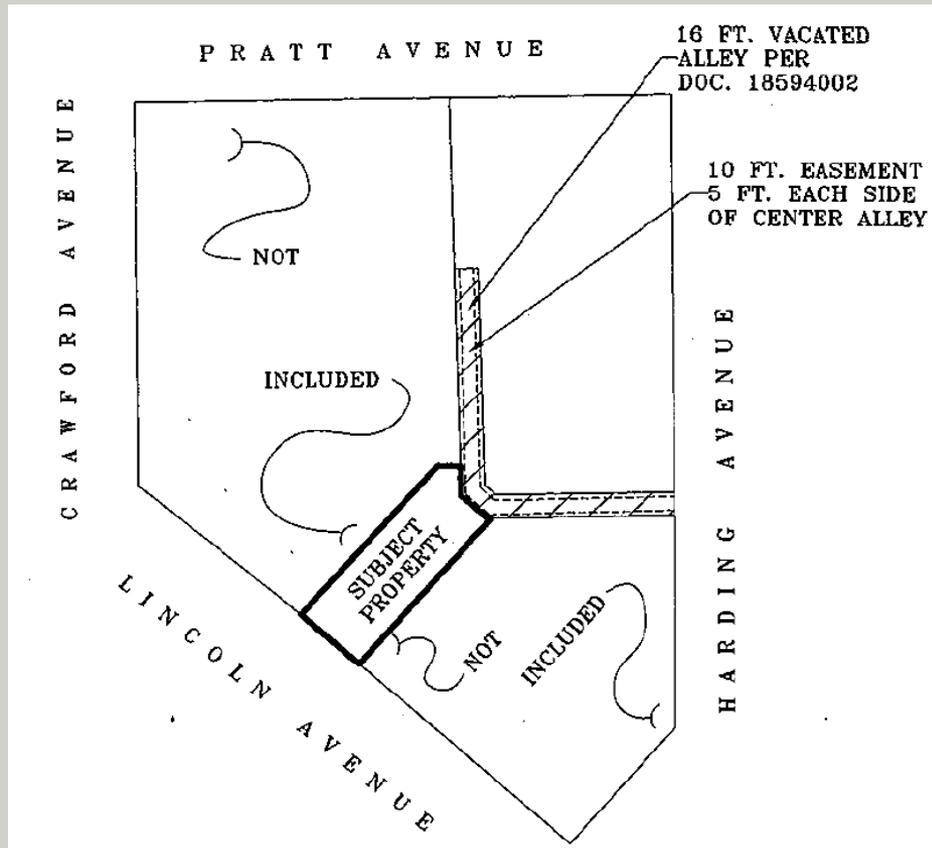
- *Established as part of alley vacation in 1962*
- *10' width dedicated to utility maintenance (by utility companies or the Village)*



# Vacated Alley Easement

## *Public Easement*

- *Does not provide for physical access to the subject property*
- *The Village cannot force cooperation from neighboring properties*



# Potential Actions

## Village

- Consider regulatory relief for seven rear parking spaces lacking permanent access (total variation relief of 13 parking spaces)
- Consider special permission to count on-street spaces on Harding Avenue toward parking requirement

## Petitioner

- Modify initial design concept to allow viable access from Lincoln Avenue
- Continue to pursue permanent access agreement with adjacent property owners
- Pursue additional property acquisition to create more viable project site

# Plan Commission Discussion

- Public Hearing opened on June 7, continued to July 5, then continued to August 2
  - Plan Commission generally agreed that this would be a positive project for the Village
  - Found there were adequate grounds for the granting of most of the Variations
  - Discussion focused primarily on off-street parking
  - **Approval of the Variation Request by a 5-1 vote**

# Plan Commission Discussion

- ZBA Hearing was held on August 16, 2017
  - Concerns that a true hardship had not been demonstrated
  - Discussion related to lack of on-street parking on the block
  - Approval of the Variation Request by a 3-1 vote

# Requested Relief

- **Special Use** to allow residential units above first floor commercial
- **Variation** to permit the new mixed-use building to be set back greater than required five-foot build-to line
- **Variation** to permit a drive aisle functioning as a two-way drive aisle to be less than the minimum width
- **Variation** to permit less than the minimum required number of off-street parking spaces
- **Variation** to permit the location of off-street parking to the front of the proposed building
- **Variation** to permit less than the required eight-foot perimeter landscape for the parking area; and

# Requested Action

- Consideration of *Approval of a Recommendation by the Plan Commission* to permit a Special Use and Five Variations at 6733-35 North Lincoln Avenue
- Direction to Village Attorney to prepare an ordinance for September 19 Village Board Meeting

# Request For Board Action

**REFERRED TO BOARD:** September 5, 2017

**AGENDA ITEM NO:** 6

**ORIGINATING DEPARTMENT:** Community Development

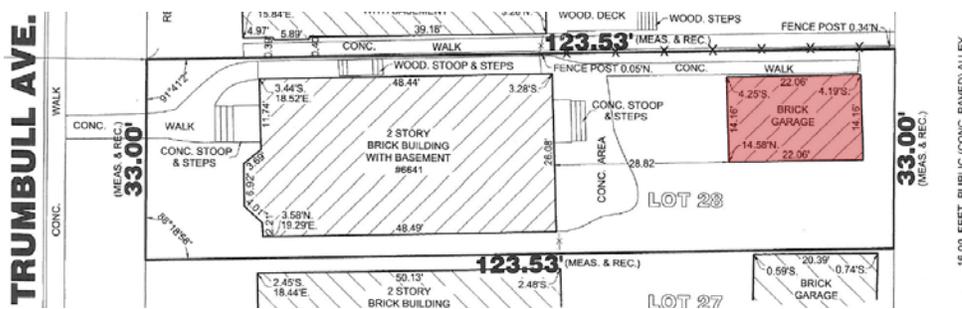
**SUBJECT:** Consideration of a Recommendation by the Zoning Board of Appeals to Adopt an Ordinance in Case #ZB-08-17 to Permit the Increase in Permitted Building Coverage from 1,619-Square Feet to 1,664-Square Feet to Allow the Construction of a New Two-Car Garage at 6641 North Trumbull Avenue

## SUMMARY AND BACKGROUND OF SUBJECT MATTER:

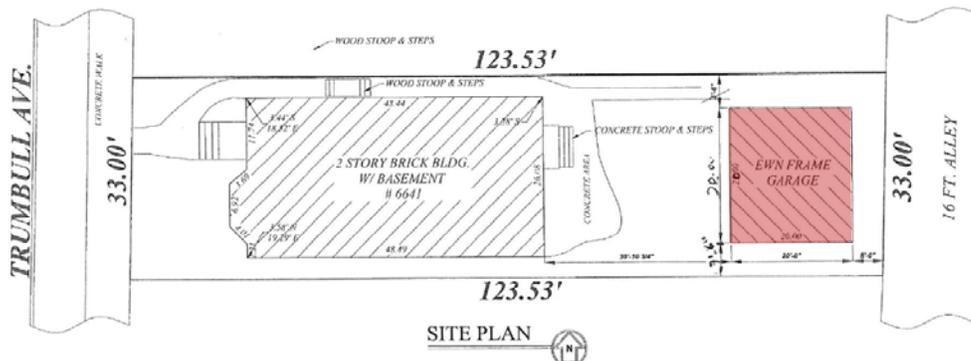
Jose Quizhpi, property owner, seeks a Variation to allow the development of a two-car garage that would result in a total building coverage of approximately 40.8 percent. The permitted building coverage for the R-3 Residential Zoning District is 35 percent. (The property currently has a building coverage of approximately 38.7 percent.)

The proposed improvement includes the removal of the existing one-car garage and the construction of a new two-car garage. The new garage would be located in generally the same portion on the lot and would have dimensions of 20-feet wide by 20-feet deep. (The existing garage has an area of 312-square feet, while the new garage would have an area of 400-square feet, resulting in a net gain of 88-square feet of building coverage.)

### Existing One-Car Garage



### Proposed Two-Car Garage



The size of the subject property has presented difficulties in meeting zoning requirements in the past. In 2009, the property received Variations for the following:

- Minimum Lot Size – A Variation to decrease the minimum lot size of the Property from 5,400-square feet to 4,076-square feet;
- Maximum Building Coverage – A Variation to increase the maximum building coverage for the structure currently located on the property from 1,427-square feet to 1,619-square feet;
- Front Yard Setback – A Variation to decrease the minimum front yard setback for the property from 25 feet to 18 feet;
- South Side Yard Setback – A Variation to decrease the minimum south side yard setback for the Property from five feet to three feet four inches; and
- North Side Yard Setback – A Variation to decrease the minimum north side yard setback for the Property from five feet to three feet eight inches.

The 2009 Variation related to building coverage brought the current building footprint into legal compliance but did not result in an expansion of the building footprint. Given the size of the property, the Zoning Ordinance would typically permit a total building coverage of 35 percent or 1,427-square feet. However, the 2009 Variation permits a building coverage of up to 1,619-square feet. The existing home and garage represent a total building coverage of 1,567-square feet. As a result, the property is entitled to an additional 52-square feet of building area with the need for another Variation. Since the proposed garage will result in a total building coverage of 1,664-square feet, the granting of a Variation based on the current two-car garage proposal would allow an additional 45-square feet of building coverage above and beyond what is already permitted.

#### **Summary of Permitted and Requested Building Coverage**

- Current Building Coverage: **1,576-square feet (38.6%);**
- Maximum Permitted Coverage based on 2009 Variation: **1,619-square feet (39.7%);**
- Proposed Building Coverage based on Current Variation Request: **1,664-square feet (40.8%); and**
- **Total Additional Variation Requested: 45-square feet.**

#### **Requested Zoning Action**

Section 4.11 of the Zoning Code establishes regulations for several characteristics related to the scale and intensity of development. Specifically, it states that the maximum building coverage in the R-3 Zoning District is 35 percent of the area of the lot. (The Zoning Ordinance defines “building coverage” as “the horizontal area measured within the outside of the exterior walls of the ground floor of all principles and accessory buildings on a lot.”) As previously described, the property was granted a Variation in 2009 to allow a building coverage of up to 1,619-square feet. The current requested zoning action is to consider a Variation for a total building coverage of 1,664-square feet, or 45-square feet beyond what is currently permitted.

#### **Public Hearing**

Acting Chairman O’Brien swore in the Petitioner, Mr. Jose Quizhpi, property owner of 6641 North Trumbull Avenue. Mr. Quizhpi stated his hardship is limited parking spaces on the block, especially after 6:00 p.m.

Commissioner Grant noted that the Petitioner’s hardship was not demonstrated through the application or staff report. Development Manager Hammel replied that it has been the past intention of the ZBA that a two-car garage is considered the accepted base standard for off-street parking. Acting Chairman

O'Brien concurred that Trumbull Avenue has limited street parking. Mr. Quizhpi's neighbor, Mr. German Bedoya, spoke of his support for the garage and reiterated the limited parking on Trumbull Avenue.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. No one came forward.

**Zoning Board of Appeals Recommendation**

The Zoning Board of Appeals generally agreed that the two-car garage may help alleviate parking demand on the block and that it represents a base standard for what residents should expect in the Village. A recommendation for approval was passed by a vote of 3-1.

The dissenting vote was cast by Commissioner Grant who felt that a property hardship had not been adequately demonstrated.

**FINANCIAL IMPACT:**

None

**DOCUMENTS ATTACHED:**

1. Proposed Ordinance
2. August 16, 2017 Zoning Board of Appeals Minutes Excerpt (Draft)
3. July 19, 2017 Staff Report to Zoning Board of Appeals
4. Public Hearing Variation Application
5. Relevant Code Sections
6. Design Plans and Elevations
7. Village Board Meeting PowerPoint Presentation

**RECOMMENDED MOTION:**

**Move to approve** an Ordinance in Case #ZB-08-17 to permit the increase in permitted building coverage from 1,619-square feet to 1,664-square feet to allow the construction of a new two-car garage at 6641 North Trumbull Avenue.

THIS SPACE FOR RECORDERS USE ONLY

**VILLAGE OF LINCOLNWOOD**

**ORDINANCE NO. 2017-\_\_\_\_\_**

**AN ORDINANCE GRANTING A VARIATION  
FOR THE CONSTRUCTION OF A DETACHED GARAGE**  
(6641 North Trumbull Avenue)

ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LINCOLNWOOD  
THIS \_\_\_ DAY OF SEPTEMBER, 2017.

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 September, 2017

\_\_\_\_\_  
Village Clerk

**AN ORDINANCE GRANTING A VARIATION  
FOR THE CONSTRUCTION OF A DETACHED GARAGE**  
(6641 North Trumbull Avenue)

WHEREAS, Jose Quizhpi ("**Owner**") is the record title owner of that certain property located in the R-3 Residential District ("**R-3 District**"), consisting of approximately 4,077 square feet, commonly known as 6641 North Trumbull Avenue, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Property**"); and

WHEREAS, the Property is improved with a single-family residential structure; and

WHEREAS, pursuant to Section 4.11 of the Zoning Ordinance, the maximum building coverage on a lot in the R-3 District is 35%; and

WHEREAS, on August 20, 2009, the Village President and Board of Trustees adopted Village Ordinance No. 2009-2851, approving, among other things, a variation to increase the maximum building coverage for the Property, from 1,427 square feet to 1,619 square feet (39.7%); and

WHEREAS, the Owner desires to construct a 400-square-foot detached garage in the rear yard of the property ("**Proposed Garage**"); and

WHEREAS, upon the construction of the Proposed Garage, the building coverage on the Property will be approximately 40.8%, in violation of the maximum building coverage regulation set forth in Section 4.11 of the Zoning Ordinance and in violation of Ordinance No. 2009-2851; and

WHEREAS, in order to construct the Proposed Garage, the Owner has filed an application for a variation from the maximum building coverage regulation set forth in Section 4.11 of the Zoning Ordinance ("**Requested Variation**"); and

WHEREAS, a public hearing of the Zoning Board of Appeals ("**ZBA**") of the Village of Lincolnwood to consider approval of the Requested Variation was duly advertised in the *Lincolnwood Review* on June 23, 2017, and held on July 19, 2017;

WHEREAS, on July 19, 2017, the ZBA made findings and recommendations in support of the Requested Variation, subject to specified conditions; and

WHEREAS, the Village President and Board of Trustees have determined that the Requested Variation meets the required standards for variations as set forth in Article V of the Zoning Ordinance; and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interests of the Village to grant the Requested Variation, subject to the conditions, restrictions, and provisions of this Ordinance;

**NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES 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. APPROVAL OF REQUESTED VARIATION. In accordance with and pursuant to Article V of the Zoning Ordinance and the home rule powers of the Village, and subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Three of this Ordinance, the Village President and Board of Trustees hereby grant a variation from Section 4.11 of the Zoning Ordinance to increase the maximum building coverage allowed on the Property, from 35% (1,427 square feet) to approximately 40.8% (1,664 square feet), to permit the construction of the Proposed Garage on the Property.

SECTION 3. CONDITIONS. Notwithstanding any use or development right that may be applicable or available pursuant to the provisions of the Zoning Ordinance, or pursuant to Ordinance No. 2009-2851, the approval granted pursuant to Section Two of this Ordinance is hereby expressly subject to, and contingent upon, the development, use, and maintenance of the Property 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 development, use, operation, and maintenance of the Proposed Garage and the Property 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. Compliance with Plans. Except for minor changes and site work approved by the Village Zoning Officer or the Village Engineer (for matters within their respective permitting authorities) in accordance with all applicable Village standards, the development, use, operation, and maintenance of the Proposed Garage and the Property must comply with the following plans, copies of which are attached to and, by this reference, made a part of this Ordinance as **Group Exhibit B** (collectively, the "*Plans*"):
  1. The Plat of Survey, prepared by \_\_\_\_\_, consisting of \_\_\_\_\_ page, dated \_\_\_\_\_; and
  2. That certain plan entitled \_\_\_\_\_, prepared by \_\_\_\_\_, consisting of \_\_\_\_\_ sheets, with a latest revision date of \_\_\_\_\_, 2017.
- C. Limitation of Variation. The variation granted in Section Two of this Ordinance applies and is limited only to the Proposed Garage, as depicted in the Plans. No future alterations or modifications that are not in conformity with the requirements of the Zoning Ordinance may be made to the Proposed Garage without first obtaining Village approval in accordance with the applicable provisions of the Zoning Ordinance.
- D. Reimbursement of Village Costs. In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes, ordinances, resolutions, rules, or regulations, the Owner must pay to the Village, promptly upon presentation of a written demand or demands therefor, all legal fees, costs, and expenses incurred or accrued in connection with the review,

negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made must be made by a certified or cashier's check. Further, the Owner must pay upon demand all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.

SECTION 4. CONFLICTING PROVISIONS. Except as provided otherwise in this Ordinance, all terms, provisions, and requirements of Ordinance No. 2009-2851 remain unchanged and in full force and effect. In the event of a conflict between this Ordinance and Ordinance No. 2009-2851, this Ordinance will control.

SECTION 5. RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded with the Cook County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein inures solely to the benefit of, and be binding upon, the Owner and each of its heirs, representatives, successors, and assigns.

SECTION 6. FAILURE TO COMPLY WITH CONDITIONS. Upon the failure or refusal of the Owner to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, as applicable, the variation granted in Section Two of this Ordinance will, at the sole discretion of the Village President and Board of Trustees, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Village President and Board of Trustees may not so revoke the variation granted in Section Two of this Ordinance unless they first provide the Owner with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village President and Board of Trustees. In the event of revocation, the development and use of the Property will be governed solely by the regulations of the R-3 District and the applicable provisions of the Zoning Ordinance, as the same may, from time to time, be amended. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION 7. AMENDMENTS. Any amendments to the variation granted in Section Two of this Ordinance that may be requested by the Owner after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance.

SECTION 8. 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 are to 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 9. 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 Owner with the Village Clerk of an Unconditional Agreement and Consent, in the form of **Exhibit C** 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 Owner does not file fully executed copies of the Unconditional Agreement and Consent, as required by Section 9.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.

PASSED this \_\_\_ day of September, 2017.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

APPROVED by me this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Barry I. Bass, President  
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this  
\_\_\_\_\_ day of \_\_\_\_\_, 2017

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

#53417081\_V1

**EXHIBIT A**

**LEGAL DESCRIPTION OF THE PROPERTY**

LOTS 28 IN DEVON-MCCORMICK BOULEVARD ADDITION TO ROGERS PARK IN THE SOUTHEAST  $\frac{1}{4}$  OF SECTION 35, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

Commonly known as: 6641 North Trumbull Avenue, Lincolnwood, Illinois.

PIN: 10-35-409-005-0000

**GROUP EXHIBIT B**

**PLANS**

## **EXHIBIT C**

### **UNCONDITIONAL AGREEMENT AND CONSENT**

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

**WHEREAS**, Jose Quizhpi ("**Owner**") is the record title owner of that certain property located in the R-3 Residential District, commonly known as 6641 North Trumbull Avenue, in the Village ("**Property**"); and

**WHEREAS**, Ordinance No. 2017-\_\_\_\_\_, adopted by the Village President and Board of Trustees on \_\_\_\_\_, 2017 ("**Ordinance**"), grants a variation from "The Village of Lincolnwood Zoning Ordinance" to permit the construction of a detached garage on the Property; and

**WHEREAS**, Section 9 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Owner 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 Owner does hereby agree and covenant as follows:

1. The Owner hereby unconditionally agrees to, accepts, consents to, and will abide by, each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.

2. The Owner acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.

3. The Owner 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 granting of a variation for the Property or its adoption of the Ordinance, and that the Village's approval does not, and will not, in any way, be deemed to insure the Owner against damage or injury of any kind and at any time.

4. The Owner 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 granting the variation for the Property.

Dated: \_\_\_\_\_, 2017

**JOSE QUIZHPI**

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**DRAFT MEETING MINUTES**  
**OF THE**  
**ZONING BOARD OF APPEALS**  
**AUGUST 16, 2017 – 7:00 P.M.**

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

**MEMBERS PRESENT:**

Acting Chairman Kathy O'Brien  
Paul Grant  
Bruce Heller  
Martina Keller

**MEMBERS ABSENT**

Chairman Herb Theisen  
Chris Nickell  
Kirill Vorobeychik

**STAFF PRESENT:**

Doug Hammel, AICP, Community Development Manager

**I. Call to Order**

Development Manager Doug Hammel announced that since Acting Chairman O'Brien was detained, he would begin the staff presentations; however, no open discussion can begin until the meeting has been called to order. Acting Chairman O'Brien arrived at 7:33 p.m. and called the meeting to order.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

**Motion to approve** the June 21, 2017 Zoning Board of Appeals Minutes, was made by Commissioner Grant and seconded by Commissioner Keller.

**Aye: Grant, Keller, Heller, and O'Brien**

**Nay: None**

**Motion Approved: 4-0**

**IV. Case #ZB-07-17: 6850 North Lowell Avenue – Fence Variation (Continued from June 21, 2017 and July 19, 2017)**

Development Manager Hammel announced Case #ZB-07-17 for consideration of a request by Michael and Amanda Gutwaks, property owners, to allow an existing non-compliant fence and gate to remain in place in the north and south side yards near the front façade of the home. The fence and gate require

Variations to allow them to be set back less than three feet from the front façade of the home and to allow for a semi-private fence in the side yard.

The Petitioners were issued a building permit in 2015 which included fence improvements along the side and front of the house. The Zoning Code requires fences to be set back three feet from the front of the house and fifty percent open. Upon inspection in 2016, the fence was found to be noncompliant. The Petitioner's fence was installed thirteen inches from the front of the house, where three feet is required, and was not an "open" design.

Development Manager Hammel presented the definitions and placement of open and semi-private fences and restated the requested Variations. Petitioner hardships include inhibiting maneuverability of their trash bins due to the concrete stoop outside their side door, the location of the fence to hide external utilities from street view, and compatibility with the neighbor's fence which looks aesthetically pleasing.

The Standards for Granting Variations, precedent cases, and letters of support from residents Reese and Joel Gratch (6825 North Lowell Avenue), and a phone call in support from Leah Brennan (6834 North Lowell Avenue) were presented for review and discussion. No public opposition was received regarding these requests.

Acting Chairman O'Brien announced Case #ZB-07-17 and swore in the Petitioner, Mr. Michael Gutwaks, 6850 North Lowell Avenue. Mr. Gutwaks stated the reasons for the requested Variations were presented by Development Manager Hammel and believes that having the fence hide the trash bins and utility meters, as well as matching their neighbor's fence, adds beauty and value to the neighborhood.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

Commissioner Keller asked for confirmation if the stoop was already there when the fence was installed and if this fence was a replacement. Mr. Gutwaks replied that the stoop was already there and the fence was a replacement since the fence was rotting. Mr. Gutwaks also mentioned they have made many improvements to their property such as landscaping, pavers, and a portico. If the fence were to be moved, there would be considerable cost to move and/or replace these improvements. While Commissioner Keller was appreciative of the improvements that were made to beautify their home, the fence building standards were provided but ignored. Commissioner Keller stated that this type of behavior sends a dangerous message and should be discouraged.

Commissioner Heller asked about the culpability of the contractor. Mr. Gutwaks replied that the contractor would move the fence, at no cost, but there would be considerable cost to them if they needed to remove or replace the improvements made subsequent to the installation of the fence.

Acting Chairman O'Brien concurred with Commissioner Keller about the message this sends if the building standards are ignored. The issue for Commissioner Keller was not the side fence, but the fence in front. Development Manager Hammel presented several options if the ZBA were to approve these Variations.

**Motion to consider approval** of the setback Variation from the required three feet to thirteen inches and the percentage of “open” fence area along the side property lines. The property owner will be required to modify the fence parallel to the front of the façade to be at least fifty percent open, but the location of the fence can remain as was made by Commissioner Grant and seconded by Commissioner Heller. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Grant, Heller, and O’Brien**

**Nay: Keller**

**Motion Approved: 3-1**

**DRAFT**

**V. Case #ZB-08-17: 6641 North Trumbull Avenue – Building Coverage Variation**  
*(Continued from July, 19, 2017)*

Acting Chairman O’Brien announced Case #ZB-08-17 for consideration of a request by Jose Quizhpi, property owner, to allow the replacement of a one-car garage with a new two-car garage in the rear yard. The proposed garage requires a Variation to allow for total building coverage on the property of greater than 35 percent.

Development Manager Hammel stated that the existing total building coverage is 1,567-square feet or 38.6 percent, and the Petitioner is proposing a two-car garage which would increase the total building coverage to 1,664-square feet or 40.8 percent. The Zoning Code establishes a maximum building coverage of 35 percent. This proposed increase would have minimal impact on neighboring properties, does not impact existing trees, and is compliant with all other Code requirements, including lot coverage.

The Standards for Granting Variations and precedent cases were presented for review and discussion. No public opposition was received regarding this request.

Acting Chairman O’Brien swore in the Petitioner, Mr. Jose Quizhpi, 6641 North Trumbull Avenue. Mr. Quizhpi stated his hardship is limited parking spaces on the block, especially after 6:00 p.m.

Commissioner Grant noted that the Petitioner’s hardship was not included in the Staff Report. Development Manager Hammel replied that it has been the past intention of the ZBA is that a two-car garage is considered the accepted base standard for off-street parking. Acting Chairman O’Brien concurred that Trumbull Avenue has limited street parking. Mr. Quizhpi’s neighbor, Mr. German Bedoya, spoke of his support for the garage and reiterated the limited parking on Trumbull Avenue.

Acting Chairman O’Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

**Motion to recommend approval** of a Variation to increase the building coverage from 1,567-square feet or 38.6 percent to 1,664-square feet or 40.8 percent was made by Commissioner Keller and seconded by Acting-Chairman O’Brien. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Keller, Heller, and O’Brien**

**Nay: Grant**

**Motion Approved: 3-1**

**VI. Case #ZB-09-17: 6849 North Longmeadow Avenue – Special Fence Approval**

Acting Chairman O'Brien announced Case #ZB-09-17 for consideration of a request by Robert Tucker, property owner, to allow the installation of a sound wall along the east property line abutting Interstate 94. The proposed sound wall requires approval of a Special Fence based on its proposed ten-foot height, lack of open area in the proposed fence design, and proposed location on the property.

Development Manager Hammel stated that the Petitioner is requesting installation of a sound wall to block the noise from the Edens Expressway. The rear property line is 53 feet away from the Edens Expressway.

The proposed sound wall is 10-feet tall and 230-feet long to be placed along the east lot line. The wall itself is a PVC composite with steel support beams. This wall is consistent with other sound barriers installed along many highways.

Special Fence approval is required for the ten-foot height, solid design, and location in the front and side yards. The Special Fence Standards, precedent cases, and aesthetic impacts were presented for review and discussion. No public comment was received regarding this request.

Acting Chairman O'Brien swore in the Petitioner, Mr. Robert Tucker, 6849 North Longmeadow Avenue. Mr. Tucker noted that due to the height of his home, the ten-foot fence would reduce more noise than an eight-foot-tall fence. Mr. Tucker also plans to plant arborvitaes along the length of the fence which would be beige to match the color of his home. Mr. Tucker stated he has two small children and is unable to hear them in the back yard due to the noise from the Edens Expressway.

Development Manager Hammel noted that Special Fence approval does not follow the hardship standards required when requesting a Variation.

Commissioner Keller inquired as to why the Village has not installed any type of sound wall to shield residents from the noise from the Edens instead of residents having to pay for this costly improvement themselves. Development Manager Hammel replied that these walls are typically installed by the Illinois Department of Transportation as part of a larger improvement project.

There was concern about the gap in the wall between the subject property and the neighbor's property and the narrowness for landscaping between the driveway and the proposed wall. Mr. Tucker replied this gap will remain but there is ample landscaping between the properties. Mr. Tucker will have tall, full arborvitaes planted in this area. Acting Chairman O'Brien also expressed concern about structural stability. Mr. Tucker noted that the fence is of the highest quality and will be installed accordingly. Development Manager Hammel said that the fence would go through a building permit review.

Acting Chairman O'Brien stated that she had no issue with the solid nature of the fence or the location, but did have an issue with the ten-foot height. Commissioner Heller did not have an issue with the height, but would like to add landscaping to any proposed motion. Acting Chairman O'Brien also stated the portion of the fence by the northeast corner of the driveway to the cul-de-sac to be eight feet in height for aesthetic purposes.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

**Motion to recommend approval** of a Special Fence request with a height up to ten feet, with the condition that appropriate landscaping be provided along the portion of the wall on the eastern corner of the property was made by Commissioner Heller and seconded by Commissioner Keller. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Heller, Keller, Grant, and O'Brien**

**Nay: None**

**Motion Approved: 4-0**

**VII. Case #ZB-10-17: 6638 North Ramona Avenue – Fence Variation and Generator Location Variation**

Acting Chairman O'Brien announced Case #ZB-10-17 for consideration of a request by Chalet Nursery, on behalf of Myles Berman, property owner, to approve three Variations. The three Variations include: 1) to allow for the construction of a six-foot-tall fence in the side yard along the southern property line; 2) to allow the proposed fence along the southern property line to be built as a solid fence; and 3) to allow for the installation of a backup electrical generator less than five feet from the northern side lot line.

Development Manager Hammel presented unique conditions of the property which include the close proximity and orientation of the neighboring property to the southwest. The proposed fence will be a 6-foot solid fence (not a "semi-private" fence, as noted in the Staff Report). The Zoning Code states that only open fences no more than four feet in height in side yards, with the exception of wrought iron fences that do not apply to this case. Additionally, the Petitioner is proposing to install a backup generator five feet from the northeastern side lot line. The Zoning Code requires backup generators be installed ten feet from all property lines. The Petitioner stated in his application if the generator were to be installed within the parameters of the Zoning Code, the backyard would become disjointed and not as functional with the generator placed in the middle of the yard. Another consideration in the placement of the generator was the noise factor. Decibel levels were shown during emergency use (66 decibels) and "exercising" use (58 decibels) from 23 feet away. The Zoning Code requires a decibel level maximum of 50 decibels at an adjacent residential lot line.

A letter of support was received from neighbors Koorosh and Minoo Banayan, 6662 North Ramona Avenue. Mr. Berman and the Banayans have met to identify mutually agreeable "exercising" times to minimize disruption. The generator is exercised for five minutes at a time once a week.

The Standards for Granting Variations and precedent cases were presented for review and discussion.

Acting Chairman O'Brien swore in the Petitioners, Robert Milani and Eleanor Brandt of Chalet Nursery, 3132 Lake Avenue, Wilmette, Illinois and Robert Bacci from Generac Generators. Mr. Milani clarified the distance between the the subject home and the home to the south. The distance between the structures was originally indicated to be twelve feet, but, in fact, the distance Mr. Berman's foundation is six feet from the property line and the neighbor's foundation is four feet from the property line. An additional photo exhibit was presented to the Commissioners by Eleanor Brandt showing the close proximity of the two homes.

Commissioner Heller and Acting Chairman O'Brien had issue with the fence blocking natural light into the home at 6607 North Ramona Avenue. Mr. Milani and Ms. Brandt replied that existing trees shield natural light into the neighbor's windows, and the proposed fence would not negatively impact the light into that residence. Mr. Milani stated that the proposed fence would be screened by the existing landscaping at 6607 North Ramona Avenue. Ms. Brandt noted that the proposed fence is a cedar board on board fence, not a solid wood fence. Development Manager Hammel replied no public comment was received regarding this request. Mr. Berman, property owner, stated his dining room and kitchen windows look directly into his neighbor's bedroom window, which forces him to keep the shutters closed.

Commissioner Keller asked the Petitioners to reiterate the hardship for requesting a six-foot solid fence instead of the required four- or five-foot fence. Ms. Brandt replied the hardship is the unique circumstances of the lot and the proximity and orientation of the homes. There is no privacy between these two residences. Due to the close proximity, a line of hedges would not be as aesthetically pleasing as the proposed fence. Additionally, with the lack of natural light, the hedges would not thrive.

Commissioner Keller asked the Mr. Berman to restate his hardship regarding the placement of the generator. Mr. Berman replied his lot is small, and he would like to have the generator moved out of the way and not placed in the middle of his backyard. Moving the generator would also make it easier to service. Mr. Berman agreed with Commissioner Keller that these conditions are more of a convenience than an actual hardship. Mr. Bochi stated the generator is required to be placed at a minimum of five feet from any door or window for ventilation purposes. Mr. Bochi also stated that running underground electric and gas lines would be a costly endeavor for Mr. Berman.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

Acting Chairman O'Brien did not have an issue with the placement of the generator, but noted that the proposed location does not constitute a hardship as is required for granting Variations. Acting Chairman O'Brien did have an issue with granting a Variation for the fence as a hardship was not demonstrated. Commissioner Heller had more of an issue with the placement of the generator than the six-foot-tall fence. Acting Chairman O'Brien requested that the fence and generator be separated into two motions.

**Motion to recommend denial** of the request for the placement of the backup generator was made by Commissioner Heller and seconded by Commissioner Keller.

**Aye: Heller, Keller, and Grant**

**Nay: O'Brien**

**Motion Approved: 3-1**

**Motion to recommend approval** of the request for a six-foot-tall semi-private fence in the side yard, as presented, was made by Commissioner Heller and seconded by Commissioner Keller. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Heller, Keller, Grant, and O'Brien**

**Nay: None**

**Motion Approved: 4-0**

**VIII. Rescheduling of the September 20, 2017 Regular Meeting of the ZBA**

Development Manager Hammel noted that September 20, 2017, at sundown, is the first night of Rosh Hashanah. Wednesday, September 27, 2017 is an open date on the Village calendar. A memorandum to all ZBA members will be sent out confirming availability. Commissioner Keller questioned Mr. Hammel about the rule governing Commissions with respect to missed meetings and eligibility to stay on said Commissions. Development Manager Hammel replied that he would check into this matter and respond accordingly.

Acting Chairman O'Brien asked if there was anyone in the audience who would like to address the Zoning Board of Appeals. Let the record state that no one came forward.

Acting Chairman O'Brien inquired as to whether the Plan Commission could look into the issue of changing the Code for approving two-car garages to be granted by the Village Zoning Officer as a Minor Variation versus the current Major Variation process. Development Manager Hammel stated that this issue will be pursued.

**VII. Next Meeting**

The next meeting of the Zoning Board of Appeals is scheduled for Wednesday, September 20, 2017 or will be rescheduled to Wednesday, September 27, 2017. *(Since the drafting of these minutes, it has been confirmed that the next meeting of the Zoning Board of Appeals will be on September 27, 2017 at 7:00 p.m.)*

**VIII. Adjournment**

**Motion to adjourn** was made by Commissioner Grant and seconded by Acting Chairman O'Brien. Meeting adjourned at 9:30 p.m.

**Aye: Grant, O'Brien, Heller, and Keller**

**Nay: None**

**Motion Approved: 4-0**

Respectfully submitted,

Kathryn M. Kasprzyk  
Community Development Coordinator



## Zoning Board of Appeals Staff Report

### Case #ZB-08-17

July 19, 2017

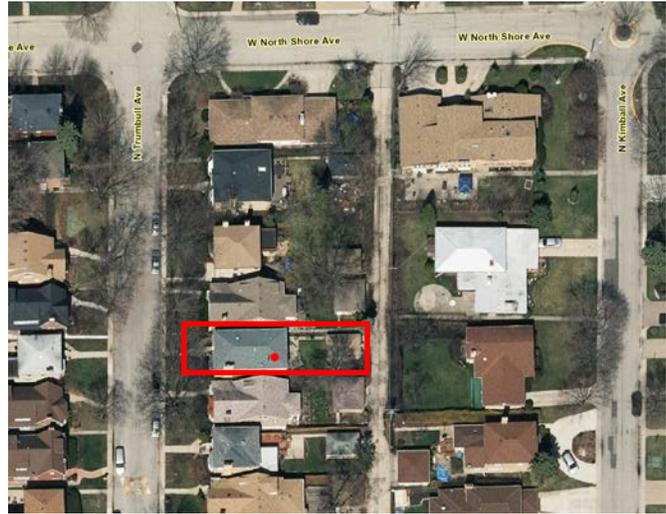
**Subject Property:**

6641 North Trumbull Avenue

**Zoning District:** R-3, Residential

**Petitioner:** Jose Quizhpi, Property Owner

**Requested Action:** Variation to allow the construction of a new accessory structure that would result in a total building coverage of more than 35%



**Nature of Request:** The Petitioner seeks a Variation to allow the development of a two-car garage that would result in a total building coverage of approximately 40.8%. The permitted building coverage for the R-3 Residential zoning district is 35%. (The property currently has a building coverage of approximately 38.7%.)

**Notification:** Notice was published in the Lincolnwood Review on June 23, 2017, a Public Hearing Sign installed at 6641 North Trumbull Avenue, and Legal Notices were mailed on June 23, 2017 to Properties within 250 Feet.

**Summary of Request**

The Petitioner is seeking zoning relief to allow the construction of a two-car garage at 6641 North Trumbull Avenue. The Petitioner stated in his application that a two-car garage represents the standard for the neighborhood. The new garage would replace an existing one-car garage, and would be located in the same general portion of the lot along the rear alley. The proposed improvement would be compliant with all other standards related to lot coverage, setbacks, and height of an accessory structure.

**Requested Relief:**

Section 4.11 of the Zoning Code (Attachment #4) establishes regulations for several characteristics related to the scale and intensity of development. Specifically, it states that the maximum building coverage in the R-3 zoning district is 35% of the area of the lot. (The zoning ordinance defines “building coverage” as “the horizontal area measured within the outside of the exterior walls of the ground floor of all principles and accessory buildings on a lot.”) The following statistics represent the existing and proposed characteristics of the property:

**Total Lot Area: 4,077 square feet**  
**Permitted Total Building Coverage: 1,427 square feet**

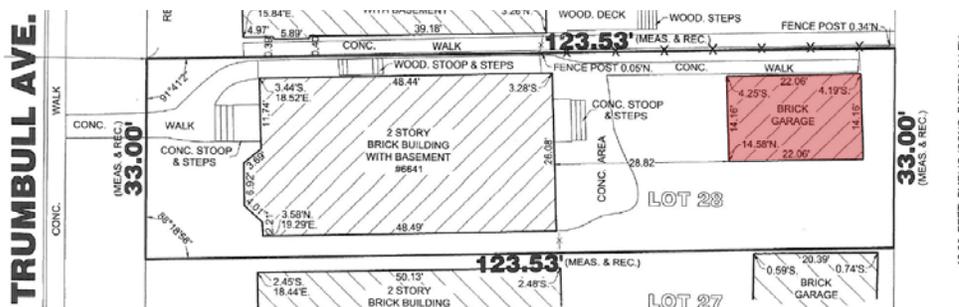
Building Area – Primary Structure: 1,264 square feet  
 Building Area – Existing 1-Car Garage: 312 square feet  
**Total Existing Building Coverage: 1,576 square feet (38.6% of total lot area)**

Proposed 2-Car Garage: 400 square feet  
 Total Proposed Increase over Existing Garage: 88 square feet  
**Total Proposed Building Coverage: 1,664 square feet (40.8% of total lot area)**  
**Proposed Building Coverage Above Permitted: 237 square feet**

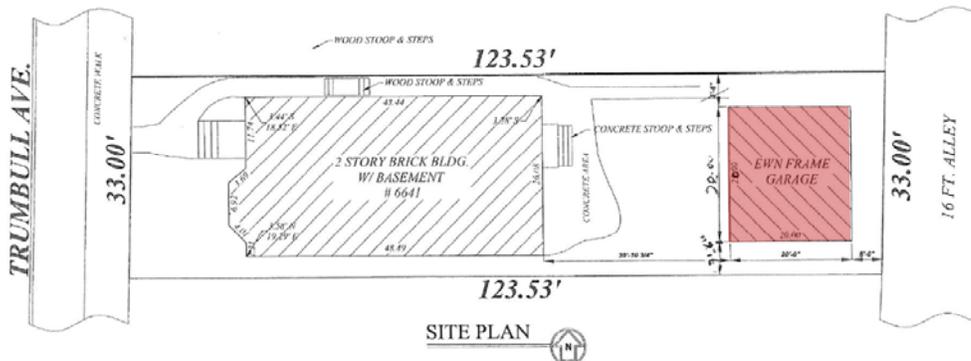
**Proposed Improvement:**

The Petitioner is proposing a two-car garage that would replace the existing one-car garage. The proposed garage would be 20 feet by 20 feet, and would be located 5.5’ from the north property line, 7.5’ from the south property line, and 5 feet from the rear alley.

**Existing One-Car Garage**



**Proposed Two-Car Garage**



**Considerations:**

The proposed improvement would result in a net increase of 88 square feet of building. Based on the information presented by the Petitioner, Village staff finds the following:

- The improvement would have minimal impact on neighboring properties based on the location at the rear of the lot and the fact that the north wall of the new garage would be in generally the same location as the existing garage. As a result, no additional daylight would be blocked for the neighbor to the north.
- The larger footprint will not require the removal of any existing trees.
- The proposed garage will increase the amount of impervious surface on the lot, but the property would comply with standards related to overall lot coverage. (The resulting total lot coverage would be approximately 59%. The maximum permitted lot coverage is 60%.)

**Variation Standards**

*Section 5.15(7) Major Variations* of the Village zoning ordinance identifies eight standards related to this case to be used 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.” These standards can be found in attachment #4 of this report.

**Public Comment**

No public comment was received by the Community Development Department prior to the distribution of this staff report.

**Precedent Cases**

<b><u>Property Address</u></b>	<b><u>ZBA Recommendation</u></b>	<b><u>Status</u></b>
<p><b>3738 West Columbia Avenue</b></p> <p>Requested <i>detached building separation Variation</i> and <i>total building coverage Variation</i> to permit a new detached garage to be built. The building coverage Variation request sought approval for a garage that would result in a total building coverage of 40.3%, or 260 square feet more than what is permitted. The ZBA concluded that the Petitioner failed to demonstrate a true hardship given the fact that there were other home renovation options available that would have met the building coverage requirement. The Village Board concurred.</p>	<p><b>Recommended Denial 5-1</b></p>	<p><b>Ordinance No. 2016-3208 Approved</b></p>
<p><b>3350 West Columbia Avenue</b></p> <p>Requested <i>detached building separation Variation</i> and <i>total building coverage Variation</i> to permit a new detached garage to be built. The building coverage Variation request sought approval for a garage that would result in a total building coverage of 40.64%, or 350 square feet more than what is permitted. The ZBA concluded that there was adequate hardship, given the lack of available on-street parking on the block. The Village Board heard the case over a series of three meetings. Over the course of deliberations with the Village Board, the Petitioner reduced the size of the garage from 494 square feet to 430 square feet (resulting in a total building coverage of 36.6%), and modified the plan to remove portions of the sidewalk in the rear yard. However, prior to the third hearing, the Petitioner withdrew his request for the Variations.</p>	<p><b>Recommended Approval 4-3</b></p>	<p><b>No Village Board Action Taken (Application Withdrawn)</b></p>





**SUBJECT PROPERTY**

Property Address: 6641 N. TRUMBULL AVE

Permanent Real Estate Index Number(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Lot Area: 4076 SFT.

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

Building, Fencing, New garage.

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: Replace existing garage (1.5 car) TO a 2 car garage

**PROPERTY OWNER/PETITIONER INFORMATION**

Property Owner(s): (List all Beneficiaries if Trust)

Name: JOSE QUIZHPI

Address: 6641 N TRUMBULL AV.

Telephone: (312) 2061330 Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: JQUIZHPI@YAHOO.COM

Petitioner: (if Different from Owner)

Name: \_\_\_\_\_ Relationship to Property: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**NOTICE OF REASONABLE ACCOMMODATION PROCESS**

An alternate process is provided by the Village for persons with disabilities or handicaps who seek a Reasonable Accommodation from the Zoning Code regulations in order to gain equal access to housing. If you seek a Reasonable Accommodation from the Zoning Code based on disability or handicap, do not complete this application form, but rather a separate application for Reasonable Accommodation. For information on this process, consult Section 4.06(3) of the Zoning Code, or contact the Community Development Department at 847.673.7402.

## VARIATION STANDARDS

To be approved, each Variation request must meet certain specific standards. These 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.

IT is not consistent with the zoning ordinance

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.

No. IT will not create any particular hardship.

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 variation requested will not change the same zoning district.

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

Neither enhancing value or increasing revenue. Only for personal use.

## VARIATION STANDARDS (Continued)

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

Not applicable.

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.

The variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood.

- \* 7. The Variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property.

The requested variation represents the standard size of the 2 car garage in the area.

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.

It is correct the proposed variation will not impair an adequate supply of light and air to adjacent property, or any other hazards.

## REQUIRED ATTACHMENTS \*

Check all Documents that are Attached:

Plat of Survey	<input checked="" type="checkbox"/>	Applicable Zoning Worksheet	<input checked="" type="checkbox"/>
Site Plan	<input checked="" type="checkbox"/>	Photos of the Property	<input type="checkbox"/>
Proof of Ownership	<input checked="" type="checkbox"/>	PDF Files of all Drawings	<input checked="" type="checkbox"/>
Floor Plans	<input type="checkbox"/>	Elevations	<input type="checkbox"/>

\*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: Jose Quizhpi  
Address: 6641 N. TRUMBULL AV.  
City, State, Zip: Lincolnwood IL.

## 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 also understand that if I desire a Reasonable Accommodation from the Zoning Code based on disability or handicap, that I must complete and submit a different application for consideration and by submitting this application for a Variation, I am attesting that I am not seeking a Reasonable Accommodation. 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:

Signature

Print Name

Date

PETITIONER: (if Different than Property Owner)

Signature

Print Name

Date

JOSE QUIZHPI

06/16/17

[Signature]

[Signature]

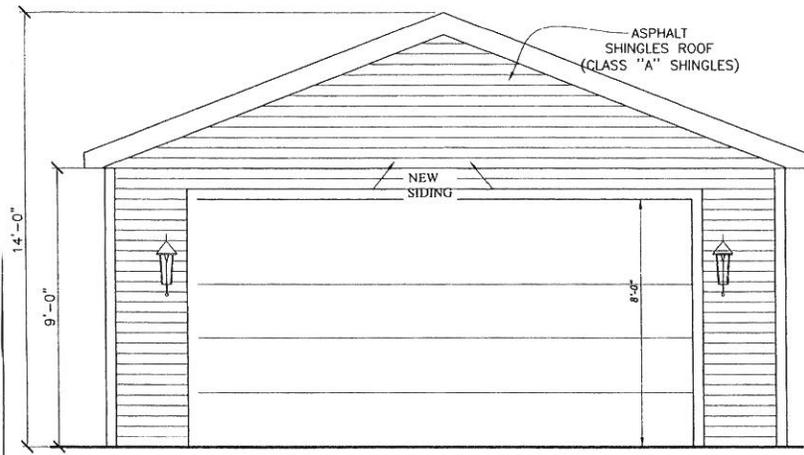
## **Section 51.5(7) Major Variation Standards.**

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, there shall be taken into consideration the extent to which the following facts are established:

- a. The requested major Variation is consistent with the stated intent and purposes of this Zoning Ordinance and the Comprehensive Plan;
- 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;
- 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;
- d. The Variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property;
- e. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
- 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;
- g. The Variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property; and
- 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.

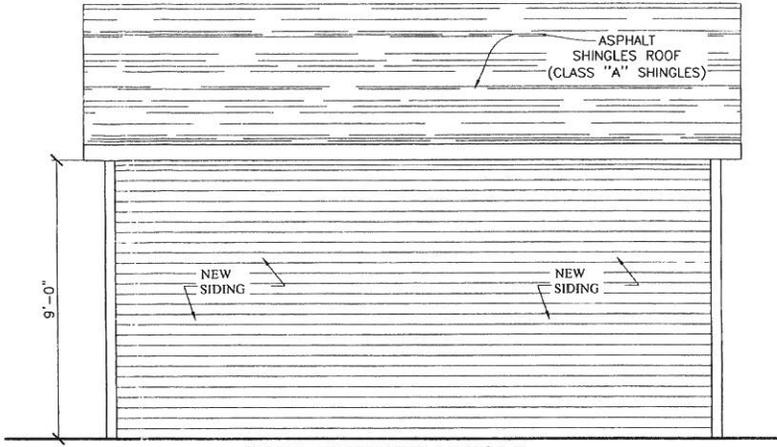






**EAST ELEVATION**

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

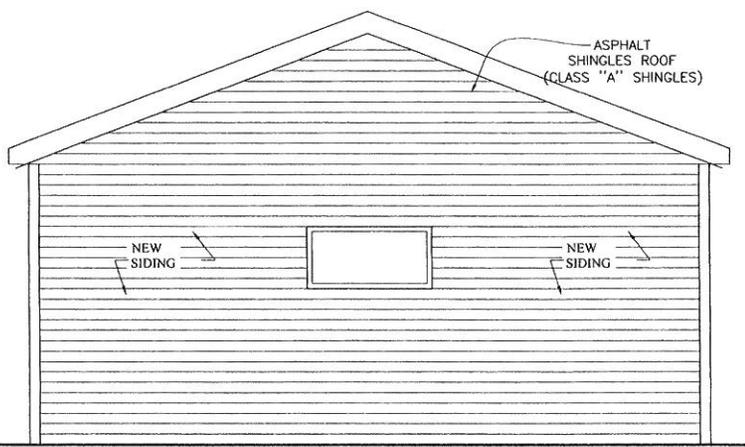


**SOUTH ELEVATION**

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

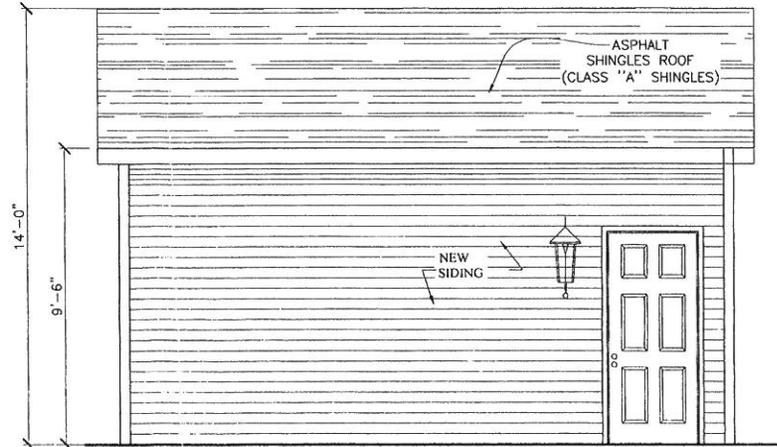


**STRUCTURAL DESIGN CRITERIA:**  
 1. ROOF: SNOW LOAD 25PSF, WIND UPLIFT LOAD 20PSF.  
 2. FLOOR: LIVE LOAD 100PSF + 10PSF DEAD LOAD  
 3. LUMBER: SOUTHERN PINE #2 OR BETTER, COLUMNS - SOUTHERN PINE #1  
 4. SOIL BEARING: 3000PSF, CONCRETE: 3500PSI @ 28 DAYS  
 5. STAIRWAY & BALCONY RAILING DESIGNED TO RESIST SIMULTANEOUS HORIZONTAL AND VERTICAL THRUST OF 50 PLF & APPLIED POINT LOAD OF 200 POUNDS AT ANY LOCATION ALONG TOP RAIL.



**WEST ELEVATION**

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

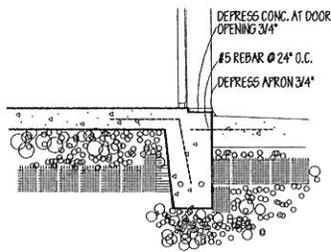


**NORTH ELEVATION**

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

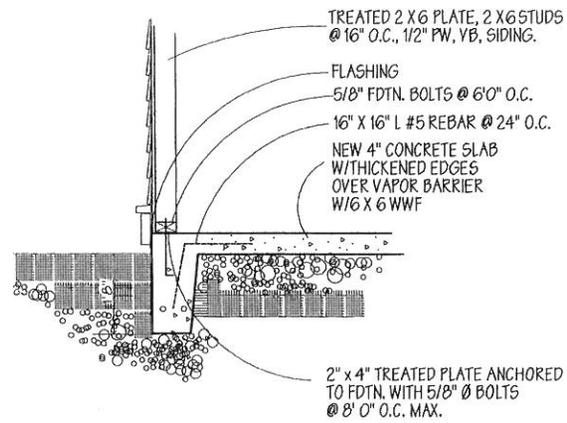


**NEW 2 CAR FRAME GARAGE**  
 6641 TRUMBULL AVENUE  
 LINCOLNWOOD, IL 60712



**A**  
SECTION @ OVERHEAD DOOR/APRON

SCALE: 1/2" = 1'0"



**B**  
SECTION @ EXTERIOR WALL

SCALE: 1/2" = 1'0"

**NEW 2 CAR FRAME GARAGE**  
6641 TRUMBULL AVENUE  
LINCOLNWOOD, IL 60712

Case #ZB-08-17

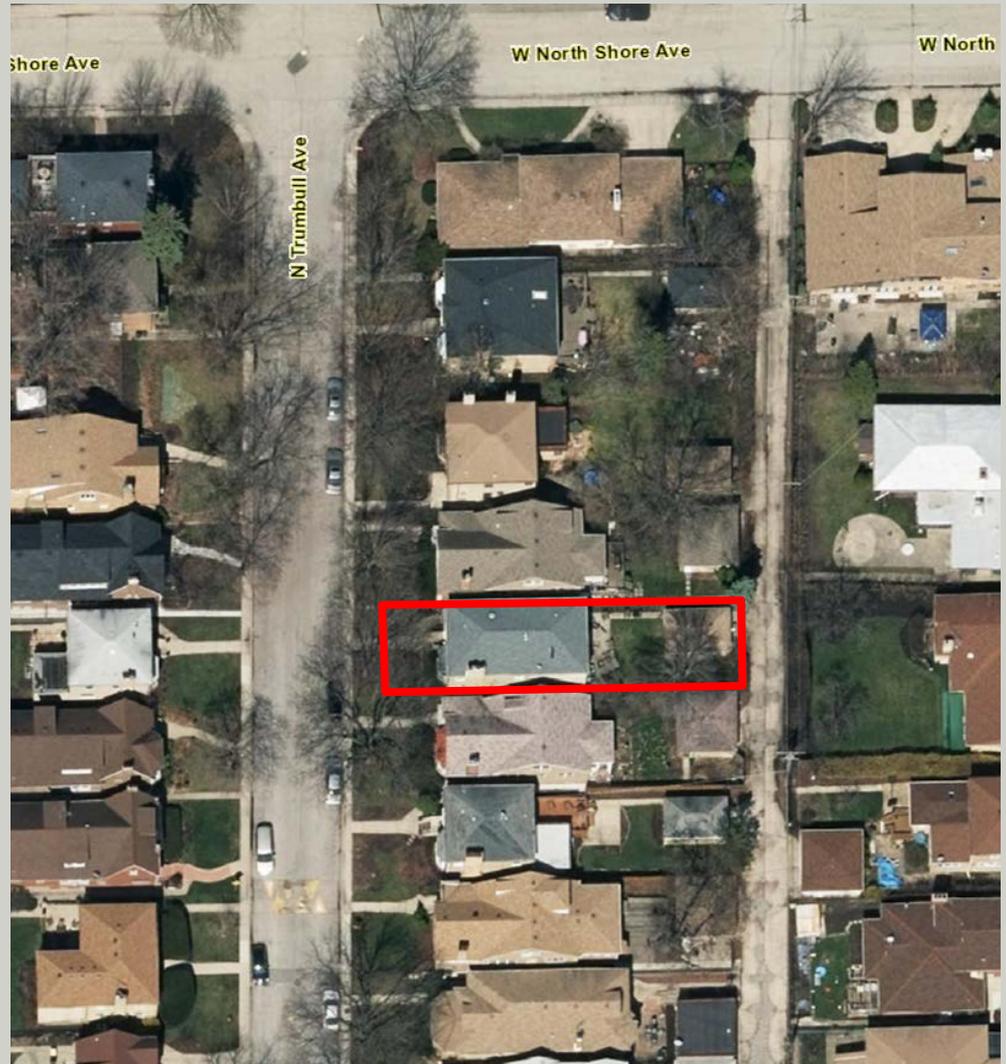
# **Building Coverage Variation**

**Building Coverage in  
Excess of Permitted 35%**

6641 North Trumbull Avenue

# Existing Property

- Zoning: R3 Residential
- 1-car garage loaded from the rear alley



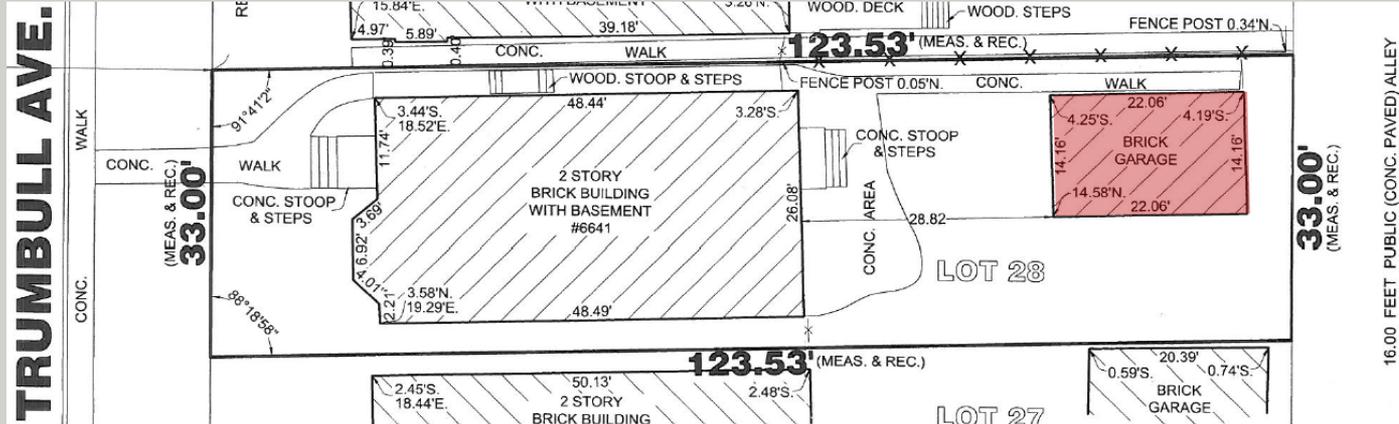
# Existing Property

- Lot Area: 4,077 sf
- Typical Permitted Bldg. Coverage:  
**1,427 sf (35%)**
- Permitted Bldg. Coverage based on 2009 Variation:  
**1,619 sf (39.7%)**
- Existing Bldg. Coverage:  
**1,567 sf (38.6%)**
  - Primary home
  - Existing 1-car garage

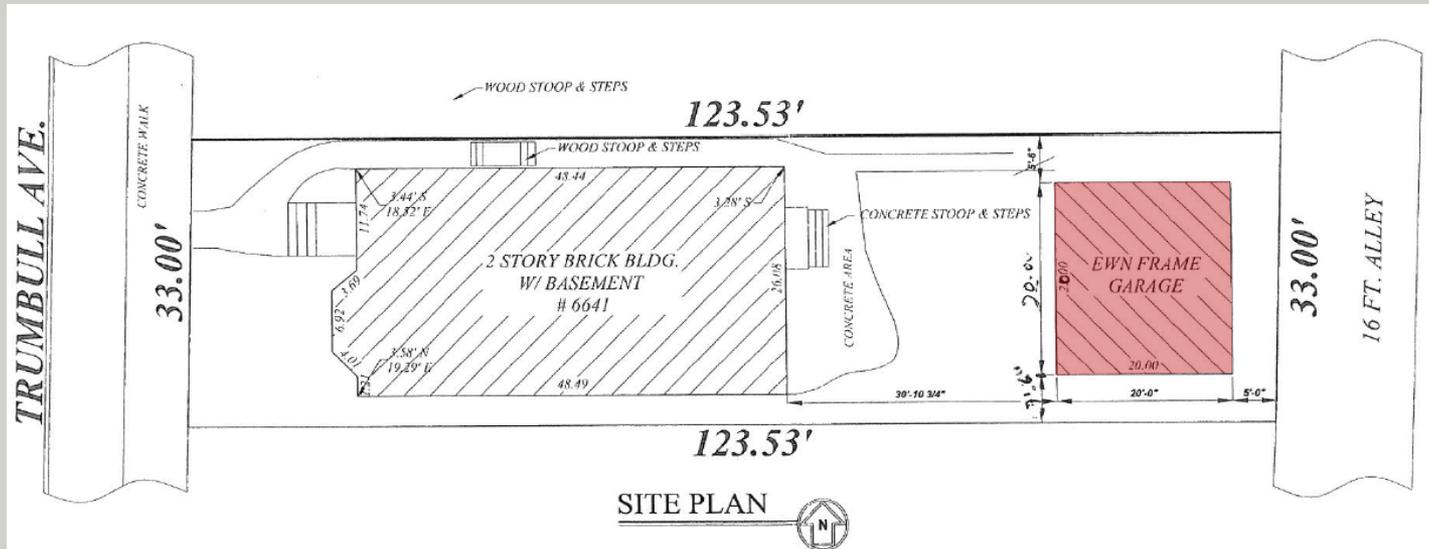


# Proposed Improvement

## Existing 1-car Garage



## Proposed 2-car Garage



# Requested Relief

## Existing 1-car Garage

- Total Bldg.  
Coverage:  
1,567 sf (38.6%)
- Permitted Bldg.  
Coverage:  
1,619 sf (39.7%)

## Proposed 2-car Garage

- Total Bldg.  
Coverage:  
**1,664 sf (40.8%)**
- **Required  
Variation  
from 2009  
Allowance:  
45 sf**

# Considerations

- Minimal impact on neighboring properties
- Proposed improvement does not impact existing trees
- Proposed improvement would be compliant with all other code requirements, including lot coverage
- ZBA has previously stated that they consider a 2-car garage a base standard

# Public Comment

- No public comment was received prior to this hearing

# ZBA Discussion

- ZBA Hearing was held on August 16, 2017
  - Concerns that a true hardship had not been demonstrated
  - Discussion related to lack of on-street parking on the block
  - Approval of the Variation Request by a 3-1 vote

# **Requested Action**

## ***Approval of an Ordinance***

with a Variation to allow a total permitted building coverage of 1,664 sf (40.8%)

# Request For Board Action

**REFERRED TO BOARD:** September 5, 2017

**AGENDA ITEM NO:** 7

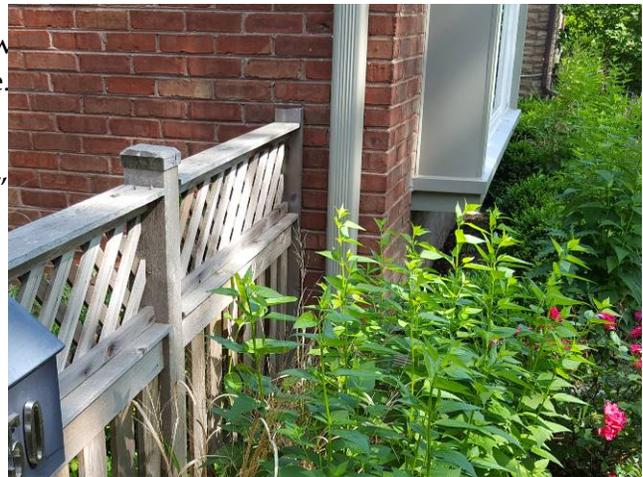
**ORIGINATING DEPARTMENT:** Community Development

**SUBJECT:** Consideration of a Recommendation by the Zoning Board of Appeals to Adopt an Ordinance Regarding Zoning Board of Appeals Case #ZB-07-17 Granting Variations Related to the Required Setback from the Front Façade and the Minimum Percent Openness of the Fences Located Parallel to and Along the Side Lot Lines at 6850 North Lowell Avenue

## **SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

Michael and Amanda Gutwaks, property owners of 6850 North Lowell Avenue, seek a Variation to allow an existing non-conforming fence to remain in place. The fence requires a Variation in order to be compliant because it is located too close to the front façade of the home and is considered “semi-private” in a location where an “open” fence is required.

In May 2015, a fence permit was issued for the subject property that allowed for the installation of a fence near the front of the house, in addition to other improvements on the lot. The permit documentation notes that the fence must be located at least three feet back from the front of the house, and must be at least fifty percent open in the north and south side yards. In April 2016, the Community Development Department filed a Building Inspection Report noting that the fence in question had not been built according to the Village Zoning Ordinance or the notes provided on the approved permit plans. In March 2017, the property owners were notified that the relevant permit for the fence improvement had expired and that they are required to come into compliance. The Petitioners have been responsive in working with the Community Development Department to a resolve this matter.



**Existing fence set back approximately 13 inches from front facing façade. (A 36-inch setback is required.)**



**Existing fence does not meet standards for an “open” fence.**

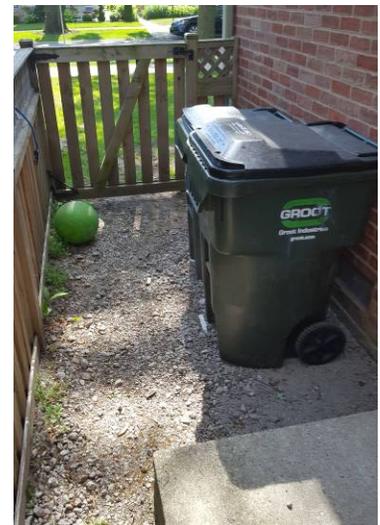
Section 3.13(9)d of the Village Zoning Ordinance states that *“Permitted interior side yard fencing (not on a corner lot adjacent to a street) shall be set back from the front facing facade of the principal building by three feet or more.”* The existing non-conforming fence is set back approximately thirteen inches from the front facing façade of the principal building.

Section 3.13(11)c of the Village Zoning Ordinance states that *“open fences of all types allowed by this regulation not more than four feet in height are allowed in side yards.”* The Zoning Ordinance defines an *“open fence”* as *“a fence including gates, which has, over its entirety, no less than 50% of the surface area in open space as viewed from an angle of 90°, from the fence line.”* The fence in question has pickets that are approximately 4 inches in width and openings that are approximately 2.5 inches in width.

The Petitioner identified the following as considerations in determining the appropriateness of the request for the Variation:

### **Trash Bin Storage and Screening**

On the north side of the home, a concrete stoop limits the possible locations for the storage of residential trash bins. The size of the stoop does not allow for the trash bins to be stored toward the rear of the lot while still allowing easy access to the front curb for garbage collection. The Petitioner’s application states that relocating the fence to be compliant would result in inadequate space to store the trash bins behind the fence and in front of the concrete stoop.



**An existing stoop places trash bins in close proximity to the fence and prevents storage toward the rear of the property.**

### **Location of External Building Utilities**

There are two external utility fixtures that would be visible from the street if the fence is required to be in compliance with the three-foot setback requirement. The south side of the principal structure has an electrical conduit located near the front façade, and the north side of the principal structure has a water meter located near the front façade.



**A utility meter and electrical conduit would be visible from the public street if the minimum three-foot front façade setback were met.**

### **Aesthetic Compatibility**

The Petitioner's application states that the fence design is intended to match the design of the neighbor's fence and that requiring fifty percent openness of the fence in question may result in awkward aesthetics.

### **Public Hearing**

Development Manager Hammel presented the relevant history related to the 2015 fence permit and subsequent improvement, as well as the relevant regulations that serve as the basis for the Variation request. He also presented letters of support from residents Reese and Joel Gratch (6825 North Lowell Avenue) and a phone call in support from Leah Brennan (6834 North Lowell Avenue).



**The fence on the subject property (right) was designed to be compatible with the neighboring fence (left).**

Acting Chairman O'Brien swore in the Petitioner, Mr. Michael Gutwaks, 6850 North Lowell Avenue. Mr. Gutwaks stated the reasons for the requested Variations were presented by Development Manager Hammel and believes that having the fence hide the trash bins and utility meters, as well as matching their neighbor's fence, adds beauty and value to the neighborhood.

Commissioner Keller asked for confirmation if the stoop was already there when the fence was installed and if this fence was a replacement. Mr. Gutwaks replied that the stoop was already there and the fence was a replacement since the fence was rotting. Commissioner Keller expressed concern that the design requirements were noted on the building permit but ignored by the contractor. She stated that approval of this Variation could encourage the wrong kind of behavior that should instead be discouraged.

Commissioner Heller asked about the culpability of the contractor. Mr. Gutwaks replied that the contractor would move the fence, at no cost, but the property owner would incur considerable cost if they needed to remove or replace landscaping or decorative pavers installed subsequent to the installation of the fence.

Acting Chairman O'Brien concurred with Commissioner Keller about the message this sends if the building standards are ignored. The issue for Commissioner Keller was not the side fence, but the fence in front. Development Manager Hammel presented several options if the ZBA were to approve these Variations. Ultimately, the Zoning Board of Appeals presented an alternative option of maintaining the location of the fence parallel to the front of the house and the openness of the fences running along the side yard, but requiring that the fences running parallel to the front of the front façade of the house be modified to qualify as an "open" fence.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. No one came forward.

### **Zoning Board of Appeals Recommendation**

The Zoning Board of Appeals generally agreed that requiring full compliance would result in negative impacts for the property owner and the neighborhood based on the additional work it would require the property owner to undertake and the exposing of utilities and trash bins. A recommendation for approval of a modified request agreed to by the property owner and passed by a vote of 3-1. The modified request permits the fence to remain closer than 36 inches from the front façade of the house

and allows the fences running parallel to and along the side lot lines to remain less than fifty percent open. However, it does not allow the fences running parallel to the front façade of the house to remain less than fifty percent open.

The dissenting vote was cast by Commissioner Keller, who stated that this could set a bad precedent of encouraging contractors to build things that are not compliant to Village regulations, then seeking Variations after the fact.

#### Requested Zoning Action

The original request by the Petitioner sought a Variation from:

- The required 36-inch setback from the front façade of the property, and
- The requirement that all fences in the side yard be at least fifty percent open.

However, during the course of discussions with the Zoning Board of Appeals, the request was modified to include Variations from the following:

- The required 36-inch setback from the front façade of the property, and
- The requirement that fences running parallel to and along the side lot lines be at least fifty percent open.

Based on this modified request, the portions of the fence running parallel to and near the front façade of the house must be modified to be at least fifty percent open.

#### FINANCIAL IMPACT:

None

#### DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. August 16, 2017 Zoning Board of Appeals Minutes Excerpt (Draft)
3. June 21, 2017 Staff Report to Zoning Board of Appeals
4. Public Hearing Variation Application
5. Relevant Code Sections
6. Building Permit #150216 With Approved Locations
7. Photographs of 6850 North Lowell Avenue
8. Letters of Support
9. Village Board Meeting PowerPoint Presentation

#### RECOMMENDED MOTION:

**Move to approve** an Ordinance based on a recommendation by the Zoning Board of Appeals in Case #ZB-07-17 granting Variations related to the required setback from the front façade and the minimum percent openness of the fences located parallel to and along the side lot lines at 6850 North Lowell.

THIS SPACE FOR RECORDERS USE ONLY

**VILLAGE OF LINCOLNWOOD**

**ORDINANCE NO. 2017-\_\_\_\_\_**

**AN ORDINANCE GRANTING VARIATIONS  
FOR THE MAINTENANCE OF SEMI-PRIVATE FENCES**  
(6850 North Lowell Avenue)

ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LINCOLNWOOD  
THIS \_\_\_ DAY OF SEPTEMBER, 2017.

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 September , 2017

\_\_\_\_\_  
Village Clerk

**AN ORDINANCE GRANTING VARIATIONS  
FOR THE MAINTENANCE OF SEMI-PRIVATE FENCES**  
(6850 North Lowell Avenue)

WHEREAS, Michael Gutwaks and Amanda Gutwaks (collectively, the "***Owners***") are the record title owners of that certain property located in the R-3 Residential District ("***R-3 District***"), commonly known as 6850 North Lowell Avenue, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("***Property***"); and

WHEREAS, the Property is improved with a single-family residential structure ("***Structure***"); and

WHEREAS, the Owners have installed semiprivate fences within the north and south side yards of the Property (collectively, the "***Fences***"); and

WHEREAS, pursuant to Section 3.13(9)(d) of "The Village of Lincolnwood Zoning Ordinance," as amended ("***Zoning Ordinance***"), fences in side yards must be set back at least three feet from the front-facing façade of the principal building on the lot; and

WHEREAS, the Fences are set back approximately 13 inches from the front-facing façade of the Structure, in violation of Section 3.13(9)(d) of the Zoning Ordinance; and

WHEREAS, pursuant to Section 3.13(11)(c) of the Zoning Ordinance, semiprivate fences are prohibited in side yards in residential districts of the Village; and

WHEREAS, in order to allow the continued maintenance of the Fences on the Property, the Owners have filed an application for: (i) a variation from the minimum fence setback requirement set forth in Section 3.13(9)(d) of the Zoning Ordinance ("***Requested Fence Setback Variation***"); and (ii) a variation from the semiprivate fence prohibition set forth in Section 3.13(11)(c) of the Zoning Ordinance ("***Requested Fence Type Variation***") (collectively, the "***Requested Variations***"); and

WHEREAS, a public hearing of the Zoning Board of Appeals ("***ZBA***") of the Village of Lincolnwood to consider approval of the Requested Variations was duly advertised in the *Lincolnwood Review* on May 25, 2017, and held on June 21, 2017; and

WHEREAS, at the public hearing, the Owners revised their request for the Requested Variations to provide that only those portions of the Fences that are not parallel to the front-facing façade of the Structure would remain semiprivate, and that the parallel portions of the Fences would be modified to be "open fences" (as that term is defined in Section 2.02 of the Zoning Ordinance); and

WHEREAS, on June 21, 2017, the ZBA made findings and recommendations in support of the Requested Variations, as modified by the Owners, subject to conditions; and

WHEREAS, the Village President and Board of Trustees have determined that the Requested Variations, as modified by the Owners, meet the required standards for variations as set forth in Section 3.13(24) and Article V of the Zoning Ordinance; and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interests of the Village to grant the Requested Variations, as modified by the Owners, subject to the conditions, restrictions, and provisions of this Ordinance;

**NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES 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. APPROVAL OF REQUESTED VARIATIONS. In accordance with and pursuant to Section 3.13(24) and Article V of the Zoning Ordinance and 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 grant the following variations from the Zoning Ordinance for the maintenance of the Fences on the Property:

- A. Fence Setback. A variation from Section 3.13(9)(d) of the Zoning Ordinance to reduce the minimum setback of the Fences from the front-facing façade of the Structure, from three feet to 13 inches; and
- B. Fence Type. A variation from Section 3.13(11)(c) of the Zoning Ordinance to permit the maintenance of the Fences as semiprivate fences in the side yards of the Property; provided, however, that this variation does not apply to those portions of the Fences that are parallel to the front-facing façade of the Structure.

SECTION 3. CONDITIONS. Notwithstanding any use or development right that may be applicable or available pursuant to the provisions of the Zoning Ordinance, the approvals granted pursuant to Section Two of this Ordinance are hereby expressly subject to, and contingent upon, the development, use, and maintenance of the Fences and the Property 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 construction, development, use, operation, and maintenance of the Fences and the Property 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. Compliance with Plan. Except for minor changes and site work approved by the Village Zoning Officer or the Village Engineer (for matters within their respective permitting authorities) in accordance with all applicable Village standards, the development, use, operation, and maintenance of the Fence and the Property must comply with that certain plan consisting of \_\_\_\_\_ sheets and prepared by \_\_\_\_\_, with a latest revision date of \_\_\_\_\_, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit B ("Plan")**.
- C. Modification of Fences. Notwithstanding the Plan to the contrary, those portions of the Fences that are parallel to the front-facing façade of the Structure must be modified to be “open fences”.

- D. Limitation of Variations. The variations granted in Section 2 of this Ordinance apply and are limited only to the Fences, as depicted in the Plan. No future alterations or modifications that are not in conformity with the requirements of the Zoning Ordinance may be made to the Fence without first obtaining Village approval in accordance with the applicable provisions of the Zoning Ordinance.
- E. Reimbursement of Village Costs. In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes, ordinances, resolutions, rules, or regulations, the Owners must pay to the Village, promptly upon presentation of a written demand or demands therefor, all legal fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made must be made by a certified or cashier's check. Further, the Owners must pay upon demand all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.

SECTION 4. RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded with the Cook County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein inure solely to the benefit of, and are binding upon, the Owners and each of their heirs, representatives, successors, and assigns.

SECTION 5. FAILURE TO COMPLY WITH CONDITIONS. Upon the failure or refusal of the Owners to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, as applicable, the variations granted in Section 2 of this Ordinance will, at the sole discretion of the Village President and Board of Trustees, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Village President and Board of Trustees may not so revoke the variations granted in Section 2 of this Ordinance unless they first provide the Owners with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village President and Board of Trustees. In the event of revocation, the development and use of the Property will be governed solely by the regulations of the R-3 District and the applicable provisions of the Zoning Ordinance, as the same may, from time to time, be amended. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION 6. AMENDMENTS. Any amendments to the variations granted in Section Two of this Ordinance that may be requested by the Owners after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance.

SECTION 7. 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 are to 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 8. EFFECTIVE DATE.

- A. This Ordinance will become 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 Owners with the Village Clerk of an Unconditional Agreement and Consent, in the form of **Exhibit B** 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 Owners do not file fully executed copies of the Unconditional Agreement and Consent, as required by Section 8.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.

PASSED this \_\_\_ day of September, 2017.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

APPROVED by me this \_\_\_ day of September, 2017.

\_\_\_\_\_  
Barry I. Bass, President  
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this  
\_\_\_ day of \_\_\_\_\_, 2017

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

**EXHIBIT A**

**LEGAL DESCRIPTION OF THE PROPERTY**

**THE SOUTH ½ OF LOT 2 AND ALL OF LOT 3 IN BLOCK 4 IN PRATT AVENUE  
SUBDIVISION OF THE SOUTH ½ OF THE SOUTHWEST ¼ OF THE NORTHEAST ¼  
OF SECTION 34, TOWNSHIP 41 NORTH, RANGE 13 OF THE THIRD PRINCIPAL  
MERIDIAN, IN COOK COUNTY, ILLINOIS**

Commonly known as: 6850 North Lowell Avenue, Lincolnwood, Illinois.

PIN: 10-34-223-056-0000

**EXHIBIT B**

**PLAN**

**EXHIBIT B**

**UNCONDITIONAL AGREEMENT AND CONSENT**

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

**WHEREAS**, Michael Gutwaks and Amanda Gutwaks ("**Owners**") are the record title owners of that certain property located in the R-3 Residential District, commonly known as 6850 North Lowell Avenue, in the Village ("**Property**"); and

**WHEREAS**, Ordinance No. 2017-\_\_\_\_\_, adopted by the Village President and Board of Trustees on \_\_\_\_\_, 2017 ("**Ordinance**"), grants variations from "The Village of Lincolnwood Zoning Ordinance" to permit the maintenance of fences on the Property; and

**WHEREAS**, Section Eight of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Owners have filed, within 30 days following the passage of the Ordinance, their 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 Owners do hereby agree and covenant as follows:

1. The Owners do hereby unconditionally agree to, accept, consent to, and will abide by, each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.
2. The Owners acknowledge that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, have considered the possibility of the revocation provided for in the Ordinance, and agree not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Owners acknowledge and agree 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 granting of variations for the Property 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 Owners against damage or injury of any kind and at any time.

4. The Owners hereby agree 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 granting the variations for the Property.

Dated: \_\_\_\_\_, 2017

**MICHAEL GUTWAKS**

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Dated: \_\_\_\_\_, 2017

**AMANDA GUTWAKS**

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**DRAFT MEETING MINUTES  
OF THE  
ZONING BOARD OF APPEALS  
AUGUST 16, 2017 – 7:00 P.M.**

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

**MEMBERS PRESENT:**

Acting Chairman Kathy O'Brien  
Paul Grant  
Bruce Heller  
Martina Keller

**MEMBERS ABSENT**

Chairman Herb Theisen  
Chris Nickell  
Kirill Vorobeychik

**STAFF PRESENT:**

Doug Hammel, AICP, Community Development Manager

**I. Call to Order**

Development Manager Doug Hammel announced that since Acting Chairman O'Brien was detained, he would begin the staff presentations; however, no open discussion can begin until the meeting has been called to order. Acting Chairman O'Brien arrived at 7:33 p.m. and called the meeting to order.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

**Motion to approve** the June 21, 2017 Zoning Board of Appeals Minutes, was made by Commissioner Grant and seconded by Commissioner Keller.

**Aye: Grant, Keller, Heller, and O'Brien**

**Nay: None**

**Motion Approved: 4-0**

**DRAFT**

**IV. Case #ZB-07-17: 6850 North Lowell Avenue – Fence Variation (Continued from June 21, 2017 and July 19, 2017)**

Development Manager Hammel announced Case #ZB-07-17 for consideration of a request by Michael and Amanda Gutwaks, property owners, to allow an existing non-compliant fence and gate to remain in place in the north and south side yards near the front façade of the home. The fence and gate require

Variations to allow them to be set back less than three feet from the front façade of the home and to allow for a semi-private fence in the side yard.

The Petitioners were issued a building permit in 2015 which included fence improvements along the side and front of the house. The Zoning Code requires fences to be set back three feet from the front of the house and fifty percent open. Upon inspection in 2016, the fence was found to be noncompliant. The Petitioner's fence was installed thirteen inches from the front of the house, where three feet is required, and was not an "open" design.

Development Manager Hammel presented the definitions and placement of open and semi-private fences and restated the requested Variations. Petitioner hardships include inhibiting maneuverability of their trash bins due to the concrete stoop outside their side door, the location of the fence to hide external utilities from street view, and compatibility with the neighbor's fence which looks aesthetically pleasing.

The Standards for Granting Variations, precedent cases, and letters of support from residents Reese and Joel Gratch (6825 North Lowell Avenue), and a phone call in support from Leah Brennan (6834 North Lowell Avenue) were presented for review and discussion. No public opposition was received regarding these requests.

Acting Chairman O'Brien announced Case #ZB-07-17 and swore in the Petitioner, Mr. Michael Gutwaks, 6850 North Lowell Avenue. Mr. Gutwaks stated the reasons for the requested Variations were presented by Development Manager Hammel and believes that having the fence hide the trash bins and utility meters, as well as matching their neighbor's fence, adds beauty and value to the neighborhood.

Acting Chairman O'Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

Commissioner Keller asked for confirmation if the stoop was already there when the fence was installed and if this fence was a replacement. Mr. Gutwaks replied that the stoop was already there and the fence was a replacement since the fence was rotting. Mr. Gutwaks also mentioned they have made many improvements to their property such as landscaping, pavers, and a portico. If the fence were to be moved, there would be considerable cost to move and/or replace these improvements. While Commissioner Keller was appreciative of the improvements that were made to beautify their home, the fence building standards were provided but ignored. Commissioner Keller stated that this type of behavior sends a dangerous message and should be discouraged.

Commissioner Heller asked about the culpability of the contractor. Mr. Gutwaks replied that the contractor would move the fence, at no cost, but there would be considerable cost to them if they needed to remove or replace the improvements made subsequent to the installation of the fence.

Acting Chairman O'Brien concurred with Commissioner Keller about the message this sends if the building standards are ignored. The issue for Commissioner Keller was not the side fence, but the fence in front. Development Manager Hammel presented several options if the ZBA were to approve these Variations.

**Motion to consider approval** of the setback Variation from the required three feet to thirteen inches and the percentage of “open” fence area along the side property lines. The property owner will be required to modify the fence parallel to the front of the façade to be at least fifty percent open, but the location of the fence can remain was made by Commissioner Grant and seconded by Commissioner Heller. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Grant, Heller, and O’Brien**

**Nay: Keller**

**Motion Approved: 3-1**

**V. Case #ZB-08-17: 6641 North Trumbull Avenue – Building Coverage Variation**  
*(Continued from July, 19, 2017)*

Acting Chairman O’Brien announced Case #ZB-08-17 for consideration of a request by Jose Quizhpi, property owner, to allow the replacement of a one-car garage with a new two-car garage in the rear yard. The proposed garage requires a Variation to allow for total building coverage on the property of greater than 35 percent.

Development Manager Hammel stated that the existing total building coverage is 1,567-square feet or 38.6 percent, and the Petitioner is proposing a two-car garage which would increase the total building coverage to 1,664-square feet or 40.8 percent. The Zoning Code establishes a maximum building coverage of 35 percent. This proposed increase would have minimal impact on neighboring properties, does not impact existing trees, and is compliant with all other Code requirements, including lot coverage.

The Standards for Granting Variations and precedent cases were presented for review and discussion. No public opposition was received regarding this request.

Acting Chairman O’Brien swore in the Petitioner, Mr. Jose Quizhpi, 6641 North Trumbull Avenue. Mr. Quizhpi stated his hardship is limited parking spaces on the block, especially after 6:00 p.m.

Commissioner Grant noted that the Petitioner’s hardship was not included in the Staff Report. Development Manager Hammel replied that it has been the past intention of the ZBA is that a two-car garage is considered the accepted base standard for off-street parking. Acting Chairman O’Brien concurred that Trumbull Avenue has limited street parking. Mr. Quizhpi’s neighbor, Mr. German Bedoya, spoke of his support for the garage and reiterated the limited parking on Trumbull Avenue.

Acting Chairman O’Brien asked if anyone in the audience would like to address the Zoning Board of Appeals regarding this issue. Let the record state that no one came forward.

**Motion to recommend approval** of a Variation to increase the building coverage from 1,567-square feet or 38.6 percent to 1,664-square feet or 40.8 percent was made by Commissioner Keller and seconded by Acting-Chairman O’Brien. This motion will be heard at the September 5, 2017 Village Board meeting.

**Aye: Keller, Heller, and O’Brien**

**Nay: Grant**

**Motion Approved: 3-1**



## Zoning Board of Appeals Staff Report

### Case #ZB-07-17

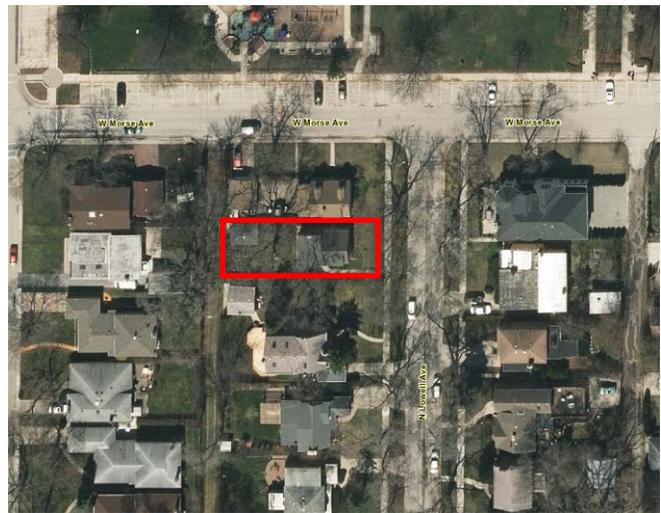
June 21, 2017

**Subject Property:**  
6850 North Lowell Avenue

**Zoning District:** R-3, Residential

**Petitioner:** Michael and Amanda  
Gutwaks, Property Owners

**Requested Action:** Variation to allow  
an existing non-conforming fence to  
remain in the north and south side yards



**Nature of Request:** The Petitioner seeks a Variation to allow an existing non-conforming fence to remain in place. The fence requires a variation in order to be compliant because it is located too close to the front façade of the home and is considered “semi-private” in a location where an “open” fence is required.

**Notification:** Notice was published in the Lincolnwood Review on May 25, 2017, a Public Hearing Sign installed at 6850 North Lowell Avenue, and Legal Notices were mailed on May 25, 2017 to Properties within 250 Feet.

### **Relevant History**

In May 2015, a Fence Permit (Permit # 150216) was issued for the subject property that allowed for the installation of a fence near the front of the house, in addition to other improvements on the lot. The permit documentation notes that the fence must be located at least 3’ back from the front of the house, and must be at least 50% open in the north and south side yards. In April 2016, the Community Development Department filed a Building Inspection Report noting that the fence in question had not been built according to the Village zoning ordinance or the notes provided on the approved permit plans. In March 2017, the property owners were notified that the relevant permit for the fence improvement had expired and that they are required to come into compliance. The Petitioners have been responsive in working with the Community Development Department to a resolve this matter.

**Requested Relief:**

The petitioner is seeking relief from two regulations contained within the Village’s zoning ordinance.

Section 3.13(9)d states that *“Permitted interior side yard fencing (not on a corner lot adjacent to a street) shall be set back from the front facing facade of the principal building by three feet or more.”*

The existing non-conforming fence is set back approximately 13” from the front facing façade of the principal building.



**Existing fence set back approximately 13” from front facing façade.**

Section 3.13(11)c states that *“open fences of all types allowed by this regulation not more than four feet in height are allowed in side yards.”* The zoning ordinance defines an “open fence” as *“a fence including gates, which has, over its entirety, no less than 50% of the surface area in open space as viewed from an angle of 90°, from the fence line.”* The fence in question has pickets that are approximately 4” in width and openings that are approximately 2.5” in width



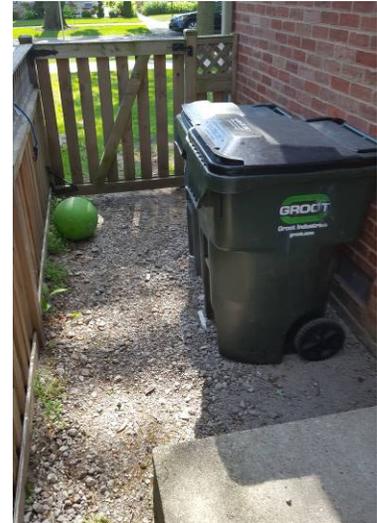
**Existing fence does not meet standards for an “open” fence.**

**Considerations:**

Several issues identified in the Petitioner’s application may warrant consideration by the ZBA.

**Trash Bin Storage and Screening**

On the north side of the home, a concrete stoop limits the possible locations for the storage of residential trash bins. The size of the stoop does not allow for the trash bins to be stored more toward the rear of the lot while still allowing easy access to the front curb for garbage collection. The Petitioner’s application states that relocating the fence to be compliant would result in inadequate space to store the trash bins behind the fence and in front of the concrete stoop.



**Location of External Building Utilities**

There are two external utility fixtures that would be visible from the street if the fence is required to be in compliance with the 3’ setback requirement. The south side of the principal structure has an electrical conduit located near the front façade, and the north side of the principal structure has a water meter located near the front façade.



**Aesthetic Compatibility**

The Petitioner’s application states that the fence design is intended to match the design of the neighbor’s fence, and that requiring 50% openness of the fence in question may result in awkward aesthetics.



**Variation Standards**

*Section 5.15(7) Major Variations* of the Village zoning ordinance identifies eight standards related to this case to be used 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.” These standards are identified in Attachment #3 of this report.

**Public Comment**

The Village has received no public comment regarding this case.

**Conclusion**

The Petitioner is seeking zoning relief to allow an existing non-conforming fence to remain in the north and south side yards. This request is based on several factors including the location of external utilities, accessibility to and the ability to screen trash bins, and the aesthetic character of neighboring fences.

**Related Variation Requests Considered Since 2011**

Research conducted by Village staff resulted in no direct precedents for this case. Cases with limited relevance are summarized below. These cases relate to requests for fences in corner side yards of a more “solid” nature or taller height than what is allowed. These have been included because they are cases that pertain to fences visible from the public street.

**6546 North Sauganash Avenue (2013)**

The property owner sought approval of a new fence at the property commonly known as 6546 North Sauganash Avenue. The property owner installed the fence without a permit and received a citation for the illegal fence. In response, the property owner sought Village approval for the desired fence. The fence was a six foot tall board-on-board design located in the corner side yard.

***ZBA Recommendation: Denial of the variation request by a 6-0 vote***

6402 North Kolmar Avenue (2012)

The property owner sought approval to replace an existing fence at 6402 North Kolmar Avenue. The existing fence had fallen into disrepair and the property owner wished to install a 5-foot high board-on-board fence in the same location as the existing fence. During deliberation, the ZBA asked that the Petitioner provide additional natural screening along the fence and additional foundation to ensure its integrity in the wind. Despite these conditions being agreed to by the property owner, the request was not approved.

***ZBA Recommendation: Denial of the variation request by a 3-2 vote***

**Documents Attached**

1. Zoning Variation Application
2. Home Owner Photographs of 6850 North Lowell Avenue
3. Relevant Code Standards
4. Building Permit #150216 with Approved Locations



**VILLAGE OF LINCOLNWOOD Public Hearing Application**  
**Community Development Department Variations**

**SUBJECT PROPERTY**

Property Address: 6850 N. Lowell Ave. Lincolnwood 60712

Permanent Real Estate Index Number(s): 10-34-223-056-0000

Zoning District: \_\_\_\_\_ Lot Area: 5,561 sq ft.

List all existing structures on the property. Include fencing, sheds, garages, pools, etc.  
House, 1 car garage, Fence, Pergola (under construction)

Are there existing development restrictions affecting the property?  Yes  No  
 (Examples: previous Variations, conditions, easements, covenants) If yes, describe: NA

**REQUESTED ACTION**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Variation - Residential | <input type="checkbox"/> Variation - Signs/Special Signs |
| <input type="checkbox"/> Variation - Non-Residential        | <input type="checkbox"/> Minor Variation                 |
| <input type="checkbox"/> Variation - Off-Street Parking     | <input type="checkbox"/> Other                           |
| <input type="checkbox"/> Variation - Design Standards       |  |

**PROJECT DESCRIPTION**

Describe the Request and Project: Fence location - See attached Document.

**PROPERTY OWNER/PETITIONER INFORMATION**

Property Owner(s): (List all Beneficiaries if Trust)

Name: Michael + Amanda Gutwaks

Address: 6850 N. Lowell Ave. Lincolnwood 60712

Telephone: (847) 917-7015 Fax: (847) 917-7014 E-mail: Mgutwaks@gmail.com

Petitioner: (if Different from Owner) <sup>other</sup>

Name: NA Relationship to Property: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**NOTICE OF REASONABLE ACCOMMODATION PROCESS**

An alternate process is provided by the Village for persons with disabilities or handicaps who seek a Reasonable Accommodation from the Zoning Code regulations in order to gain equal access to housing. If you seek a Reasonable Accommodation from the Zoning Code based on disability or handicap, do not complete this application form, but rather a separate application for Reasonable Accommodation. For more information on this process, consult Section 4.06(3) of the Zoning Code, or contact the Community Development Department at 847.673.7402.

## REQUIRED ATTACHMENTS \*

Check all Documents that are Attached: Word doc print out.

Plat of Survey

Site Plan

Proof of Ownership

Floor Plans

Applicable Zoning Worksheet

Photos of the Property

PDF Files of all Drawings

Elevations

\*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: Michael and Amanda Gutwaks  
Address: 6850 N. Lowell Ave  
City, State, Zip: 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 also understand that if I desire a Reasonable Accommodation from the Zoning Code based on disability or handicap, that I must complete and submit a different application for consideration and by submitting this application for a Variation, I am attesting that I am not seeking a Reasonable Accommodation. 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:

[Signature]

Signature

Amanda Gutwaks

Print Name

5/20/17

Date

PETITIONER: (if Different than Property Owner)

Signature

Print Name

Date

## VARIATION STANDARDS

*To be approved, each Variation request must meet certain specific standards. These 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.

See attached document.

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.

See attached...

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.

...

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.

*See attached...*

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.

...

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.

...

## 6850 N Lowell Variance Request - Project Description:

At the time we purchased our home (in the fall of 2012) there was fencing along part of the property but it was not enclosed, causing a safety hazard to our small child and dog and making our garbage cans visible to the street. The fence was also in bad disrepair, so in the spring of 2015 we removed the old fence and replaced it with a new fence, enclosing the yard, so our dog and small child can safely play outdoors and concealing the garbage cans. The fence was placed 13 inches from the front of the house, not 36 inches as required by Lincolnwood ordinance. We were unaware that this was an issue until we received a notice that we were in violation of city ordinance a few months ago (March, 2017). We cannot move the fence to comply with code without facing undue hardship, as outlined below, so we are requesting a variance to allow our fence to remain 13 inches from the front of the house.

Additionally, the fence was made with 4" wide pickets, with 2.5" wide spaces between them, which does not comply with the code requiring 50% open space. We cannot change the fence to comply with this without undue hardship and are requesting a variance on this as well.

### Variation Standards:

1. As we understand it, the intention of Lincolnwood's zoning ordinance regarding home fencing is to ensure the safety and beauty of our town. If granted, our variance would be within these intentions. Since we purchased our home, we have made drastic improvements to the exterior (new siding, new roofing, new windows, fence, removing dead trees, installing decorative landscaping, etc) that has greatly improved the curb appeal of our home, adding to the overall value of the neighborhood. The variance we seek would allow our home to contribute to the beauty of the neighborhood, as well as providing safety to our family.
2. The fence around our home is situated in such a way as to hide our garbage cans, so they are not visible from the street on non-garbage collection days. Previously, there was no fence and the garbage cans were an eyesore for the neighborhood. If we comply with the zoning ordinance, there will not be room to put the garbage cans behind the fence, as there is currently only 17 inches to spare, not the required 23 inches needed to comply with ordinance (photo attached). Because the side door has a large stoop, it is impossible to put the cans farther back on the property. If this variance were denied, the cans would have to be in front of the fence and would be a permanent blight on the neighborhood. There is room to move the fence if we change the swing of the gate to open out instead of in, but this would create a safety hazard for our small child and dog. The gate swings in so, if someone does not properly close the gate, our child or dog cannot simply push the gate open. Thus, it is imperative for safety reasons that the gate must continue to swing in.

Regarding the spacing of the openings: If it were 50% open, it would make our garbage cans more visible to the surrounding neighborhood, as well as being a safety hazard. Our dog is very small and can squeeze his body between 4 inch spaces. It would create an unsafe situation if the spaces between our pickets were 4

inches wide because he could run into the street. Additionally, we cannot use boards smaller than 4 inches because one side of our yard is actually the neighbor's fence. We matched our fence to our neighbor's so that it would be visually appealing, as well as providing safety.

3. Our house is unique because it does not have a front door facing the street, instead it has two side doors. Thus, our garbage cans are situated on the side of our house, not the back or in a garage in the front, as is the case with most houses in our neighborhood. The fence is acting as the main entry point on one side of our house and is concealing the garbage cans on the other side. Because we are in close proximity to Proesel Park, the side of our house where the garbage cans are stored is visible from "Madeline's Garden" where the annual Memorial Day parade ends and where residents gather year round to enjoy the beautiful surroundings. Most homes in Lincolnwood are not visible to Proesel Park, so it is especially important for our house to be beautiful and not create an eyesore for people enjoying the park.
4. The variance requests are for the safety and security of our home and to help beautify the neighborhood. The purpose of our fence is to prevent our dog and small child from running into the street, as well as to conceal the garbage cans. The variance requests have nothing to do with increasing our property value.
5. There is a large concrete stoop located by our side door, where our garbage cans are stored (photo attached). The location of this stoop prohibits us from storing our garbage cans farther back on our property. This stoop was here long before we bought this house and cannot be moved. Additionally, the neighbor's fence, that takes up one entire side of our yard, was installed before we moved in.
6. These variations will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood. On the contrary, the fence beautifies the surrounding area and we have received numerous compliments on the fence from neighbors.
7. We are asking that you allow us to have our fence 13 inches from the front of our house instead of 36 inches. This is a minimal variation to the zoning ordinance. We request that the variance be granted for the both sides of our house. If the variance were granted for one side and not the other, the difference would be visible from the street and would look very weird. We are also asking you to allow us to have 2.5 inch slots between the 4 inch pickets, to match the neighbor's fence, as well as to provide safety to our small dog.
8. The proposed variations increase the safety of our home. They do not impair the supply of light or air to our property in any way. They do not increase danger of fire or impair public safety in any way. The 2.5 inch openings provide ample visibility to the backyard, as well as providing safety. The variations requested enhance the property value of our surrounding neighborhood and it makes Proesel Park more enjoyable as well.

## **Attachment #3: Relevant Code Sections**

### **Section 2.02. Definitions**

FENCE, OPEN or OPEN FENCE: A fence including gates, which has, over its entirety, no less than 50% of the surface area in open space as viewed from an angle of 90°, from the fence line. Examples include, but are not limited to: chain link; wrought iron; picket; Kentucky rail; split rail.

### **Section 3.13(9) Location and orientation of fences and natural screening.**

- d. Permitted interior side yard fencing (not on a corner lot adjacent to a street) shall be set back from the front facing facade of the principal building by three feet or more.

### **Section 3.13(11) Fence types and height in residential districts.**

- c. Open fences of all types allowed by this regulation not more than four feet in height are allowed in side yards.

### **Section 5.15 Major Variations**

(7) Standards. 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, there shall be taken into consideration the extent to which the following facts are established:

- a. The requested major Variation is consistent with the stated intent and purposes of this Zoning Ordinance and the Comprehensive Plan;
- 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;
- 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;
- d. The Variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property;
- e. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
- 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;
- g. The Variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property; and
- 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.



# VILLAGE OF LINCOLNWOOD BUILDING PERMIT

<b>WORK ADDRESS: 6850 LOWELL AVE</b>	
<b>PERMIT TYPE: FENCE - RESIDENTIAL</b>	
<b>OWNER: MICHAEL GUTWAKS</b>	
<b>GENERAL CONTRACTOR: ATHANAS FENCE COMPANY</b>	
<b>SUBCONTRACTORS: NONE</b>	
<b>PERMIT #: 150216</b>	<b>ISSUE DATE: 5/14/2015</b>

Work must begin within 180 days from issue date or permit is void. This permit is valid for one year from issue date. Work not completed within one year will require additional permit fees.

**REQUIRED INSPECTIONS: MONDAY – WEDNESDAY – FRIDAY**

**CALL 847-673-7402 TO SCHEDULE INSPECTIONS. A minimum 24-hour notice is required. Work may not proceed until required interim inspections are approved.**

- A failed inspection requires payment of a reinspection fee which must be paid prior to scheduling a reinspection.
- Occupancy of the construction area is prohibited until all required inspections are approved and the Certificate of Occupancy is issued.
- All required inspections must be performed and approved before the Certificate of Occupancy is issued.
- Deposits are refunded after all inspections are approved.

### Inspections Required For This Permit:

<input type="checkbox"/> Demolition	<input type="checkbox"/> Rough Plumbing	<input type="checkbox"/> Final Electric
<input type="checkbox"/> Footing	<input type="checkbox"/> Rough Electrical	<input type="checkbox"/> Final HVAC <input checked="" type="checkbox"/> <b>Final Inspection</b>
<input type="checkbox"/> Drain Tile	<input type="checkbox"/> Rough HVAC	<input type="checkbox"/> Final Structural
<input type="checkbox"/> Damp Proofing	<input type="checkbox"/> Insulation	<input type="checkbox"/> Public Improvements
<input type="checkbox"/> Foundation	<input type="checkbox"/> Rough Structural	<input type="checkbox"/> Zoning Compliance
<input checked="" type="checkbox"/> <b>Post Hole</b>	<input type="checkbox"/> Tyvek/House Wrap	<input type="checkbox"/> Fire Prevention (call 847-673-1545)
<input type="checkbox"/> Pre-Pour/Base	<input type="checkbox"/> Final Plumbing	<input type="checkbox"/> Certificate of Occupancy

**Submittal and Approval of the following additional plans are required for this project:**

- Foundation Spot Survey (prior to framing)
- As-Built Site Grading Plan (proper grades with adjoining properties must be maintained)

**Hours for Construction: Monday – Friday: 7:00 a.m. to 6:00 p.m.  
Saturday: 7:00 a.m. to 12:00 Noon**

**No Work on Sundays  
Or Legal Holidays**

- Prior to excavating, call JULIE at 800-892-0123 for underground utility location.
- The site must be kept safe, sanitary, and free of trash, rubbish, and construction debris at all times.
- Dumpsters must be located on private property.
- The approved set of plans must be maintained on the construction site.

This permit is issued pursuant to Village Code and does not confer any approval or right to violate a restrictive property covenant, easement, Association Declaration, or other recorded restriction which may affect the construction site. Additional permits for this work may be required from other governmental agencies.

**Authorized By Community Development Manager**

**This permit card must be posted in a conspicuous location visible to public view and must remain posted until job is completed.**

RECEIVED

MAY 11 2015

LINCOLNWOOD  
COMMUNITY DEVELOPMENT



Drawings Reviewed by T.P.I. Building Code Consultants

Approved by: JCS

See Attached Plan Review

Dated: 5/13/15

Permit No. \_\_\_\_\_

Village of Lincolnwood

Fence Permit Application

JOB ADDRESS 6850 W Lowell CONSTRUCTION COST \$ 5400  
Property Identification Number (PIN) \_\_\_\_\_

**Property Owner Information**  
Name MIKE GUTWAKS Email Address: MGUTWAKS@gmail.com  
Street Address 6850 W Lowell  
Home Phone # 847 917 7015 Daytime Phone # \_\_\_\_\_

**Installer/Contractor Information**  
Name ATADAWAS FENCE CO INC  
Street Address 1292 OLD SKOKIE RD  
City/State/Zip HOE1 60035  
Office Phone # 847 681-9114 Cell Phone # \_\_\_\_\_  
Email Address OFFICE@ATADAWAS FENCE.COM Village License # \_\_\_\_\_

**Proposed Fence**  
Height 4' Running Length 180 Percent Open \_\_\_\_\_  
Material (check one)  chain link  coated chain link  wrought iron/ aluminum  wood  
 masonry  composite material  other (identify) \_\_\_\_\_  
Type/Style (check one)  picket  wrought iron style  stockade  board on board  
 kentucky rail  chain link (open)  board & batten  shadow box  
 split rail  chain link (with slats)  Other (identify) SPRAL TRAIN / CHAIN  
Installation (check all that apply)  New  Repair  Replacement  
Check "Replacement" if proposed new fence replaces an existing fence or portion of fence in the same location. Check "New" if proposed fence is a new fence in a new location. Check both if the proposed fence is both a replacement and extension. If a replacement, provide below in comments, the characteristics of the existing fence and percent amount of existing fence proposed to be replaced.  
Purpose of Fence/Additional Description/Comments: \_\_\_\_\_

OFFICE

ATTACH 3 COPIES OF PLAT OF SURVEY ACCURATELY NOTING PROPOSED FENCE LOCATION

Notice and Disclaimer

It is the responsibility of both the property owner and fence installer to ensure that fence installation is accurately installed on the subject property and does not encroach upon any adjoining property or public right-of-way. The Village of Lincolnwood expressly disclaims any liability for improper fence installation, property encroachment or any property dispute that may arise from fence installation. Fences installed in utility easements may be subject to removal by utility companies performing work. In such cases, any fence replacement is the responsibility of the owner.

I have read the above disclaimer and hereby acknowledge my responsibility to ensure that fence installation does not encroach upon the public right-of-way or an adjoining property. I understand the Village fence regulations and inspection requirements, attest that I will comply with these requirements and hereby apply for a Village fence permit.

JAMES J ADAMS Print Name (owner or Authorized Agent) J Adams Signature 5-11-15 Date

Call (847) 673-7402 at least 24 hours in advance to schedule required inspections

Office Use Only  
060513 Approved by [Signature] Issue Date 5-14-15 Fee Paid \$ 55.00 Permit # 150216

1292 Old Skokie Road  
 Highland Park, IL 60035  
 www.athanasfence.com



**ATHANAS  
 FENCE CO., INC.**

(847) 681-9114  
 (847) 433-5361 fax  
 We Accept:  
 Visa and MasterCard  
 3% Additional

DATE 9-25-14

NAME Michael Gutwaks  
 ADDRESS 6850 N. Lowell Ave.  
 CITY Lincolnwood STATE IL ZIP CODE 60712  
 PHONE 847 917-7015 BUS. FAX CITY

LINEL FEET GATES INCLUDED 180'  
 HEIGHT, STYLE 4' 3+1' spaced trad.  
 BOARDS-WIRE 1x4  
 TERMINAL POST 4x4  
 LINE POST 4x4  
 RAILS 2x4  
 GATES 2-4'x4'  
 COLOR Western red cedar  
 PLAN OF SURVEY NEEDED  YES  NO  
 UNDERGROUND UTILITIES (JULIE)  Athanas Fence  Owner  
 CONECT. PERMIT SECURED BY PURCHASER  YES  NO  
 POST SET IN CONCRETE  YES  NO  
 # OF CONCRETE OR ASPH. BRKS. 36  
 TOP OF FENCE  Follow Ground  Straight  Stepped  
 TRIM BUSHES  YES  NO  
 OLD FENCE  Take Down  Haul Away 100'  
 OTHER COMMENTS:

Take down + haul away existing fence  
 Install 180' 4' tall 3+1' spaced trad with 1' diagonal lattice top with 2- 4x4 gates \$4,400  
 4 1/2" min  
 Install classic arch arbor over entrance walk at front of house \$988

CUSTOMER AGREES TO PAY FOR ALL CHANGES TO ORIGINAL CONTRACT OR ANY ADDITIONAL WORK.  
 SIGN HERE [Signature] COMPLETE PRICE \$ DOWN PAYMENT 1/2 BALANCE 0.00 TERMS OF SALE

Purchaser has the right to cancel this contract within three working days. Cancellation must be in writing. Athanas Fence Co., Inc. Production or Credit department reserves the right to cancel this contract. Any deposit made by the Purchaser will be refunded. After three day there is a 25% of contract cancellation charge. An additional 3% charge added to all Visa/MC payments.

Contract price is based on normal installation only. Purchaser acknowledges that unforeseen conditions may exist which are not known at the time this contract was executed. Athanas Fence Co., Inc. has the right to assess additional charges for the work required. Unforeseen conditions included, but are not limited to, rough digging, rough fill, butt pulis, trimming, take down and haul away. Dirt is spread out on property. Dirt haul away is an additional charge. If any construction permit is required, purchaser agrees to obtain at his cost. Athanas Fence Co., Inc. is obligated only by the written terms of this contract.

Athanas Fence Co., Inc. can only be responsible for the location of property lines when supplied with a current survey. Purchaser is responsible for location of any underground lines not located by JULIE, such as but not limited to sprinkler lines, private electric and gas lines. Athanas Fence Co., Inc. is not responsible for any damages that may occur to unmarked lines. All fences follow the natural contours of the ground unless specified in this contract.

**Warranties and Guarantees**  
 All materials are guaranteed for two (2) years against natural defects. Installation is guaranteed for the life of the fence against defects resulting from improper workmanship, except for wood gates. Wood gates are guaranteed for one (1) year.

I hereby accept the terms and conditions on both sides of this contract and I agree to pay the amount mentioned in said proposal. Payment will be made as outlined above. Customer agrees to pay collection cost and reasonable attorney fees plus 2% per month on past due balance.

[Signature] 9/29/14  
 Respectfully Submitted By: [Signature] 9-25-14  
 DATE

Drawings Reviewed by T.P.I. Building Code Consultants  
 Approved by [Signature]  
 See Attached Plan Review  
 5/13/15  
 Contact:



# Fence Permit Requirements

Work must begin within 180 days of permit issuance. Work must be completed within 1 year. Permit Card must be posted in a visible location to the street and must remain posted until final Village inspection is approved.

Permit does not confer any approval or right to disregard any property covenant or a condominium/homeowners association restriction.

Two Village inspections for fence work are Required

**Pre-pour Inspection for Postholes – Must be 42 inches deep.**

**Final Inspection after fence is erected.**

For inspections, call 847- 673-7402 at least 24 hours prior to requested inspection time.

## General Fence Requirements

- J.U.L.I.E. must be contacted at 1- 800-982-0123 at least 48 hours prior to digging.
- Chain Link fences must be black or dark in color. Uncoated or galvanized chain link is not permitted in residential districts.
- Paint or stain used on fences must be compatible with the principal and surrounding structures.
- All finished-sides of the fence, except along an alleyway, must always be installed facing-out.
- Electrified Fences are prohibited.
- Post holes must be at minimum 42 inches in depth.
- Fence Posts may not extend more than 3 inches above fence section.
- Fences may not block natural drainage and must be kept a minimum of 3 inches above established ground.

## Residential Districts

Fences are not permitted in front yards

Maximum Rear and Side Yard Fence Height is:

Wrought Iron: 6 feet; Chain link: 4 feet

Semi-Private/Other Open Fences: 6 feet in Rear/Rear Side Yard; 4 feet in Side Yard;

Solid Fences: *Installation is limited to alleyway, surrounding a pool or adjacent to business district- 6 feet & adjacent to manufacturing district- 7feet)*

Maximum Dog Run Fence height: 6 feet (*must be located 20 feet from property lines*)

## Business Districts

Maximum height: 6 feet in rear yards. Solid Fence is required where abutting residential

Open Fences in side yards are limited to 5feet, except 6 feet for wrought iron.

## Manufacturing Districts

Maximum Rear and Side Yard Height: Solid Fences: 7 feet

*This summary is intended to provide only general information regarding Village fence regulations and does not supersede code requirements. For detailed requirements or exceptions see actual zoning & building codes.*

Village of  
Lincolnwood  
6900 North Lincoln Ave  
Lincolnwood, IL 60712  
(847) 673-1540  
www.lincolnwoodil.org

05/15/2015 11:28 AM  
Receipt No. 00170380  
MICHAEL GUTWAKS

Permit No.  
Utility Account No.

FenceRes	
Fence Residential	50.00
AdminHdl	
Administrative Handling	5.00

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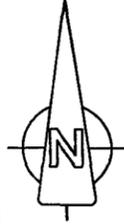
Total	55.00
Cash	0.00
CHECK        2469	55.00
Change	0.00

0((

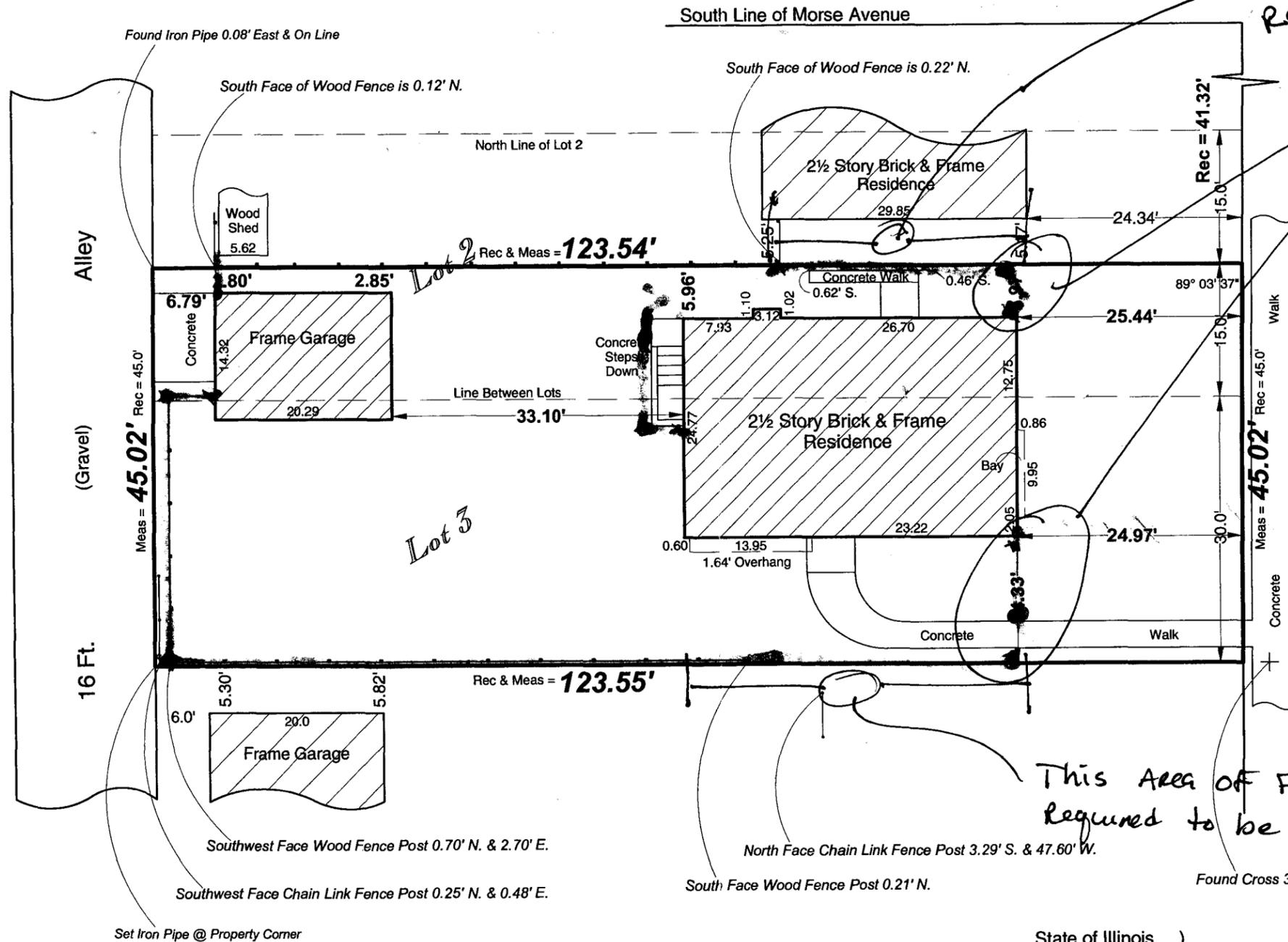
6415 N. Caldwell Ave.  
Chicago, Il. 60646

# Plat of Survey *by* Central Survey LLC

Phone (773) 631-5285  
Fax (773) 775-2071  
www.Centralsurvey.com



**Legal Description**  
The South 1/2 of Lot 2 and all of Lot 3 in Block 4 in Pratt Avenue Subdivision of the South 1/2 of the Southwest 1/4 of the Northeast 1/4 of Section 34, Township 41 North, Range 13 East of the Third Principal Meridian, in Cook County, Illinois  
Commonly Known as: 6850 Lowell Ave., Lincolnwood, Illinois  
Area of Land Described: 5,561 Sq. Ft.



*This Area of Fence is Required to be 50% open*

*3' setback Required from Front Face of House*

Drawings Reviewed by T.J. Building Code Consultants  
Approved by: JCS  
See Attached Plan Review  
Date: 5/13/15



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

NOTE: Property corners were NOT staked per customer.  
Scale: 1 Inch equals 15 Feet.  
Ordered By: Loren Siegel  
Order Number: 6850B  
Assume no dimension from scaling upon this plat. Compare all points before building and report any difference at once. For building restrictions refer to your abstract, deed, contract and local ordinances.

**Legend**

N.	=	North
S.	=	South
E.	=	East
W.	=	West
(TYP)	=	Typical
Rec	=	Record
Meas	=	Measure
St.	=	Street
Ave.	=	Avenue

Decimal/Inch Conversions		
0.01" = 1/8"	0.08" = 1"	0.58" = 7"
0.02" = 1/4"	0.17" = 2"	0.67" = 8"
0.03" = 3/8"	0.25" = 3"	0.75" = 9"
0.04" = 1/2"	0.33" = 4"	0.83" = 10"
0.05" = 5/8"	0.42" = 5"	0.92" = 11"
0.06" = 3/4"	0.50" = 6"	1.00" = 12"
0.07" = 7/8"		

*This Area of Fence is Required to be 50% open*

State of Illinois )  
                          )S.S.  
County of Cook )

Central Survey LLC does hereby certify that an on the ground survey per record description of the land shown hereon was performed on August 12, 2012 and that the map or plat hereon drawn is a correct representation of said survey. When bearings are shown the bearing base is assumed. Dimensions are shown in feet and hundredths and are correct at a temperature of 68° Fahrenheit.

Dated this 12th day of August 2012 William R. Webb  
William R. Webb P.L.S. #2190 (exp.11/30/2012) Professional Design Firm Land Surveying LLC (#184-004113)

Before:



After :









SPACE BETWEEN GARAGE OPENING AND GARAGE CURB



NEIGHBOR'S FENCE

OUR FENCE



## Kasprzyk.Kathryn

---

**From:** Joel Gratch <joel63@sbcglobal.net>  
**Sent:** Monday, August 14, 2017 10:33 AM  
**To:** Kasprzyk.Kathryn  
**Subject:** Support of neighbor's fence

Hi Kathy,

Thanks for calling me back.

I am writing in support of the fence variance for my neighbor, Michael and Mandy Gutwaks. They live at 6850 N. Lowell and I live at 6825 N. Lowell.

I feel that the fence they currently have beautifies the neighborhood and definately fits in with the properties around them. It should not need to be changed in any way and they should be granted the variation. I understand their case is being presented to the zoning board this Wednesday, case #ZB-07-17.

Please let those on the zoning board know that a neighbor on the same block is in strong support of the Gutwaks' getting their fence variation approved.

If you have any additional questions, please call (847-421-6865) or email me ([joel63@sbcglobal.net](mailto:joel63@sbcglobal.net)).

Thanks,

Joel Gratch  
6825 N. Lowell, Lincolnwood

## Kasprzyk.Kathryn

---

**From:** Reese Gratch <reese65@sbcglobal.net>  
**Sent:** Tuesday, August 15, 2017 11:12 AM  
**To:** Kasprzyk.Kathryn  
**Subject:** [BULK] Fence variance request for 6850 N Lowell

I am writing to recommend that the fence variance at 6850 Lowell be granted for Michael and Mandy Gutwaks. Case #ZB-07-17. I live at 6825 Lowell.

I had the opportunity to walk through their yard and see the fence, as well as how it matches so beautifully to the neighbors fence to the other side. Both the height and openings between each fence slat offers plenty of visibility between the neighboring properties.

I am hoping that I am not too late in responding, and that this letter can be shared with the Zoning Board prior to tomorrow's meeting.

Thank you for your consideration,

Reese Gratch  
McDermott Construction  
1939 Waukegan Road Suite 207A  
Glenview, IL 60025  
(847)421-6866

**Case #ZB-07-17**

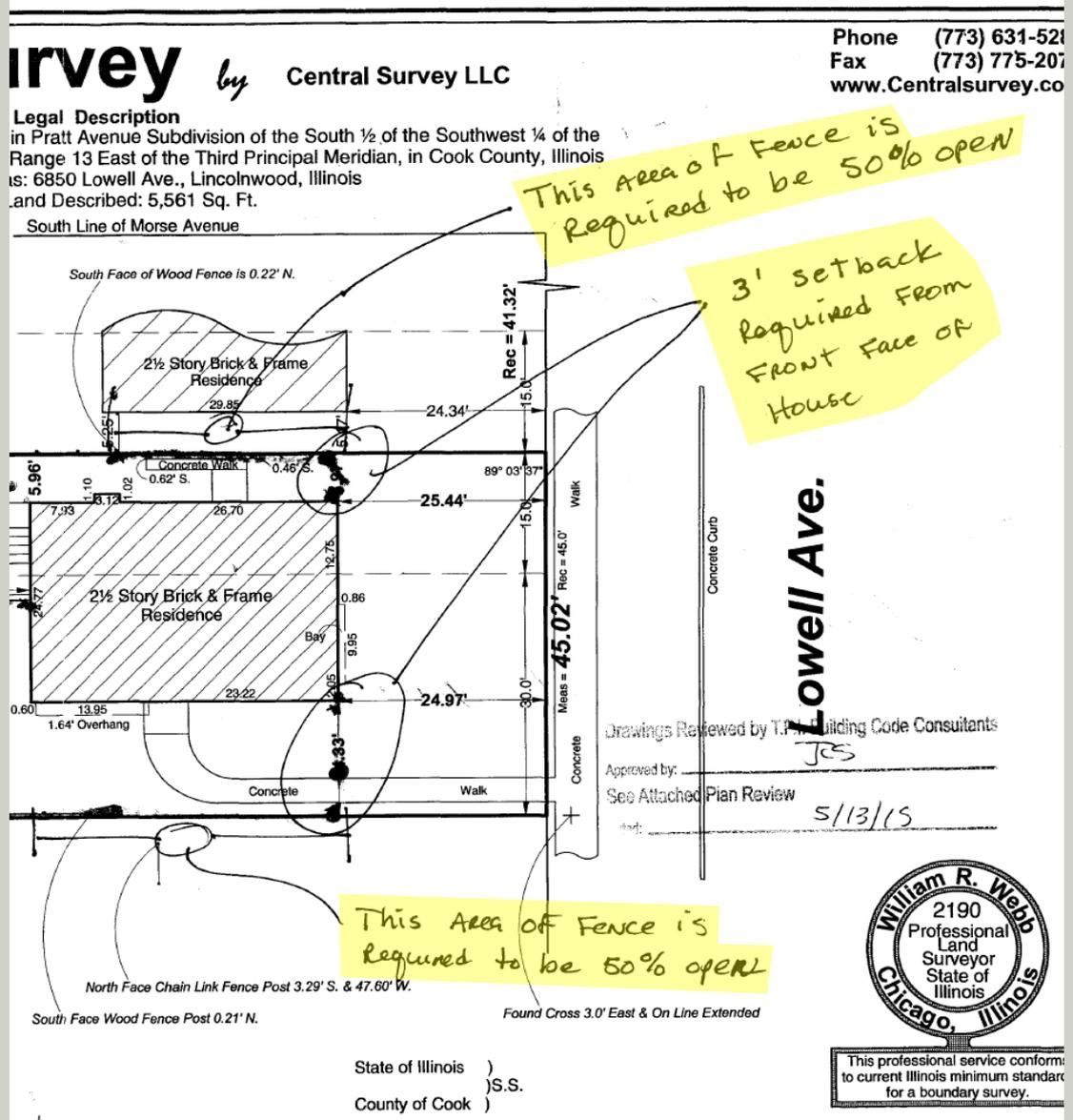
**Fence Variation**

**Front Façade Setback  
and Solid Fence**

**6850 North Lowell Avenue**

# Recent Improvement

- Permit issued in 2015
- Included fence improvements along the side and front of the house



# Recent Improvement

- Inspected in 2016
- Failed inspection due to setback and non-“open” design

Approx.  
33% “open”  
(50% required)



# Recent Improvement

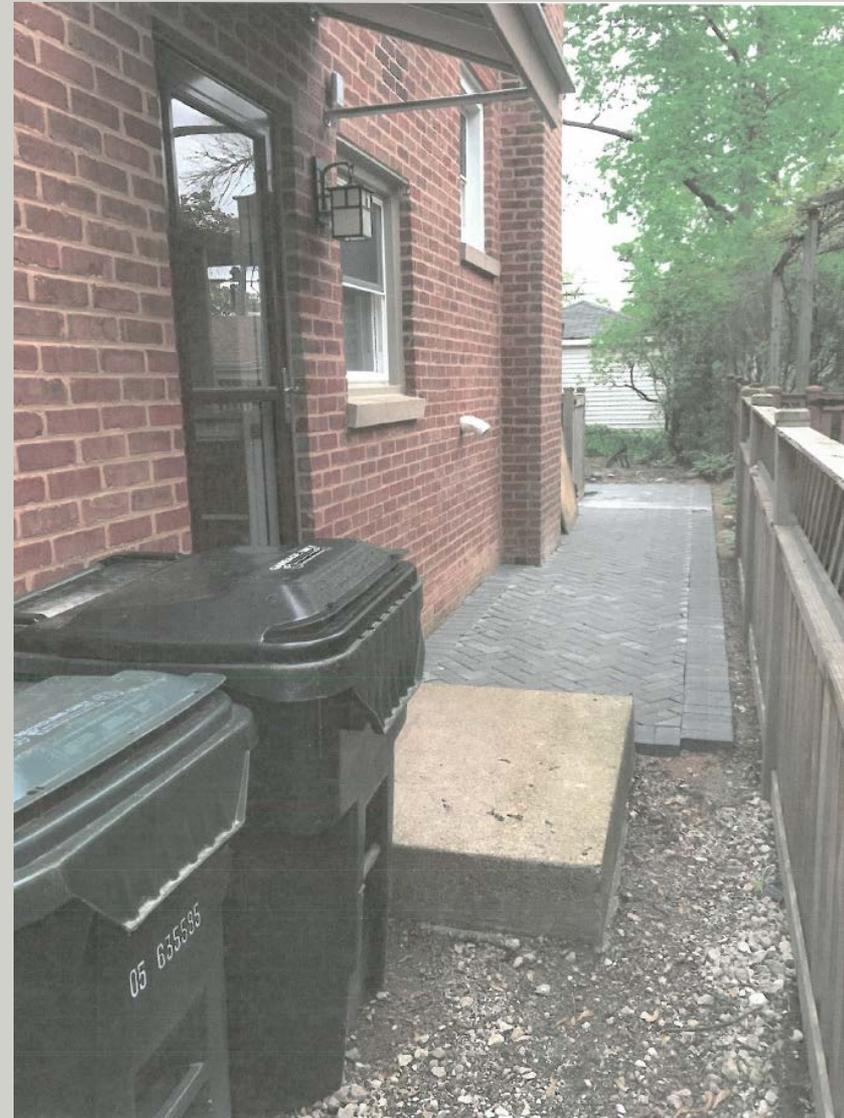
- Inspected in 2016
- Failed inspection due to setback and non-"open" design



Approx. 13"  
(36" required)

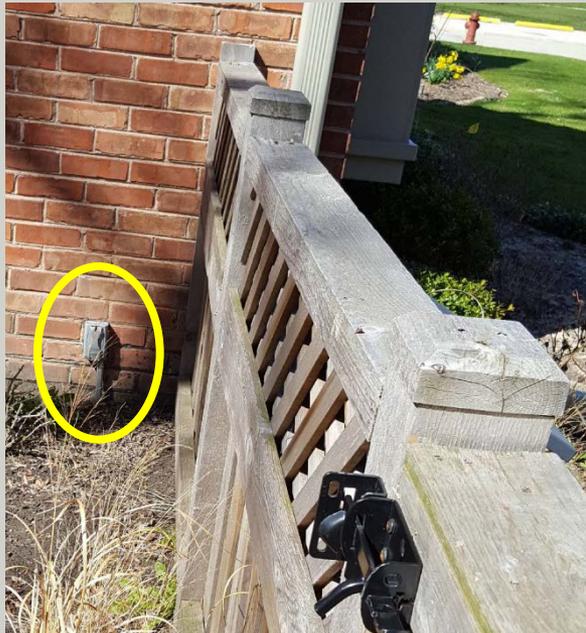
# Petitioner Considerations

- Trash Bin Storage
  - Concrete stoop inhibits relocation of trash bins
  - Fence relocation could inhibit maneuverability



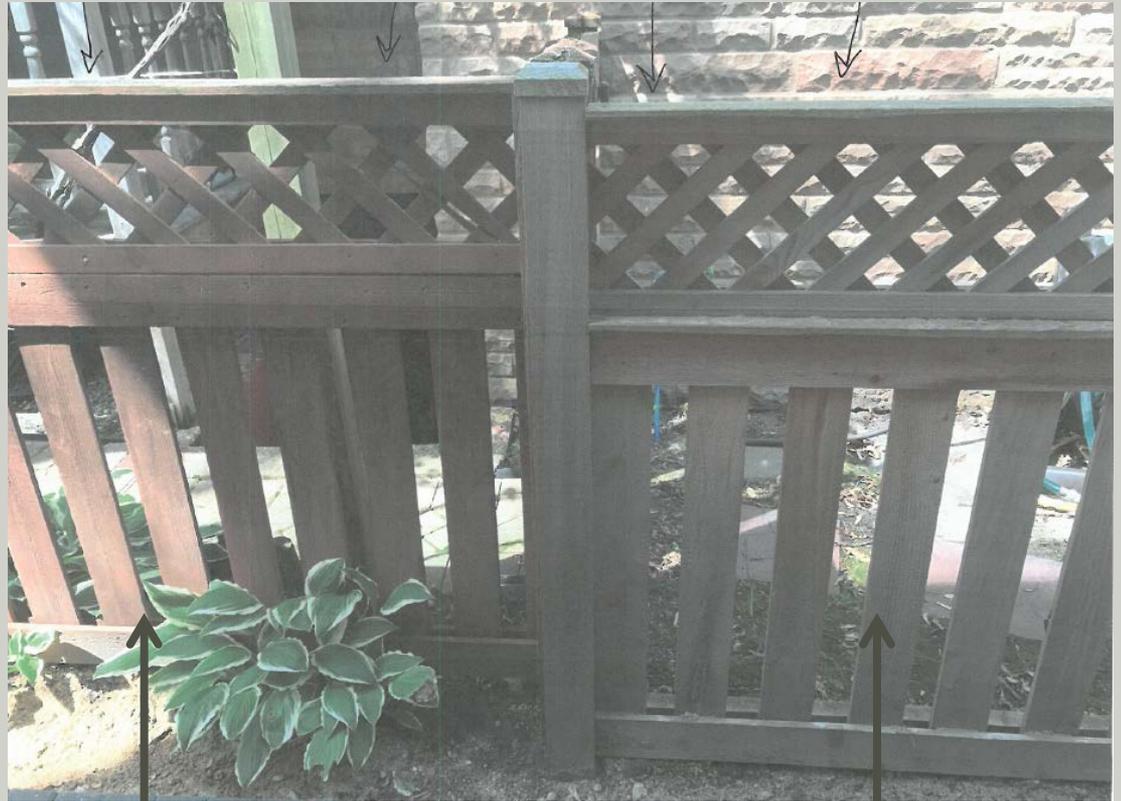
# Petitioner Considerations

- External Utilities
  - Electrical conduit in south side yard
  - Water meter in north side yard



# Petitioner Considerations

- Aesthetics
  - Compatibility with neighbor's fence



Neighboring  
fence

Petitioner's  
fence

# Public Comment

- Letter of support from Reese Gratch  
(6825 North Lowell Avenue)
- Letter of support from Joel Gratch  
(6825 North Lowell Avenue)
- Phone call of support from Leah Brennan  
(6834 North Lowell Avenue)

# ZBA Discussion

- ZBA Hearing opened on June 21, continued to August 16, 2017
  - Concerns regarding contractors doing non-compliant work then seeking Variations
  - Discussion related to the location of utilities and stoop and how they may inhibit compliance
  - Discussion about other work that would have to be done if full compliance is required

# ZBA Discussion

- ZBA Decision:
  - Agreed that full compliance would require excessive work to be done
  - **Approved the modified request by a 3-1 vote**
    - Variation from the front façade setback requirement
    - Variation for the percent openness for fences running along the side lot line
    - Fences parallel to front façade must be modified to meet 50% open requirement

# Requested Action

## *Approval of an Ordinance*

with Variations to allow an existing fence to remain in place that is:

- Constructed less than 3' from the front façade of the primary structure; and
  - Not consistent with the definition of an “open fence” along the side lot lines

# Request for Board Action

**REFERRED TO BOARD:** September 5, 2017

**AGENDA ITEM NO:** 8

**ORIGINATING DEPARTMENT:** Village President

**SUBJECT:** Consideration of an Ordinance Amending Chapter 4 of the Village Code Regarding the Appointment of Village Officials and Employees

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

The Village President has directed the Village Attorney to draft an Ordinance which would modify the means by which Department Heads are appointed/discharged from the Village. Currently the Village Code grants this authority to the Village Manager. Under the proposed Ordinance, this authority would be granted to the Village President; in the case of the Chiefs of Police and Fire, the authority to appoint/discharge is subject to consent by the Village Board, for all other Department Heads the authority would be granted to the Village President alone.

**FINANCIAL IMPACT:**

None

**DOCUMENTS ATTACHED:**

1. Proposed Ordinance
2. Proposed Village Code Changes

**RECOMMENDED MOTION:**

The Village President recommends a motion to approve the proposed Ordinance.

**VILLAGE OF LINCOLNWOOD**

**ORDINANCE NO. 2017-\_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 4  
OF THE MUNICIPAL CODE OF LINCOLNWOOD  
REGARDING APPOINTMENT OF VILLAGE OFFICIALS AND EMPLOYEES**

ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LINCOLNWOOD  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017.

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 \_\_\_\_\_, 2017

**ORDINANCE NO. 2017-\_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 4  
OF THE MUNICIPAL CODE OF LINCOLNWOOD  
REGARDING APPOINTMENT OF VILLAGE OFFICIALS AND EMPLOYEES**

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 Village President and Board of Trustees desire to amend various provisions of Chapter 4 of the Municipal Code of Lincolnwood, as amended ("***Village Code***"), to: (i) provide for the appointment of the heads of all village departments by the Village President, with the advice and consent of the Board of Trustees; and (ii) update and clarify the procedures for appointment of Village officials; and

WHEREAS, the President and Board of Trustees have determined that it will serve and be in the best interests of the Village and its residents to amend the Village Code in accordance with 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. PROVISIONS AND DEFINITIONS. Section 4-1-1 of the Village Code is hereby amended further to read as follows:

**"4-1-1 Provisions and Definitions.**

The provisions of this Article 1 shall apply to all officers and employees of the Village, regardless of the time of the creation of the office or position or the time of the appointment of the officer or employee.

Wherever the following words or phrases are used, they shall, for purposes of this article, have the meanings ascribed to them in this Section 4-1-1, except when the context otherwise indicates:

**Additions are bold and double-underlined;** ~~deletions are struck through.~~

**EMPLOYEE**

All at-will positions appointed ~~by the Village Manager~~ **pursuant to this Code**, or other positions governed by a collective bargaining agreement or **by** the Board of Fire and Police Commissioners.

**OFFICER**

All Village elected officials, the Village Treasurer, appointed members of Village commissions and boards, and the Village Manager.”

SECTION 3. APPOINTMENT OF EMPLOYEES. Section 4-1-2 of the Village Code is hereby amended further to read as follows:

**"4-1-2 Appointment of Employees.**

**(A)** Except as specifically provided to the contrary by **Section 4-1-2(B) or the other provisions of this Code, or otherwise by** law or by a collective bargaining agreement to which the Village is a party, all employees shall be appointed by the Village Manager.

**(B)** **The Village President shall appoint, and shall have the power to remove or discharge, all Directors of departments of the Village created pursuant to Section 4-7-1 of this Code.**”

SECTION 4. TERM OF OFFICE. Section 4-1-3 of the Village Code is hereby amended further to read as follows:

**“4-1-3 Term of Office.**

Every appointed officer of the Village shall hold office for an indefinite term, or until his or her successor is elected or appointed and qualified, unless otherwise provided by ordinance. Any officer appointed by the Village President with the consent of the Board of Trustees for an indefinite term may be removed by the Village President at any time without cause, **unless otherwise provided by law.**”

SECTION 5. POWERS AND DUTIES OF VILLAGE MANAGER. Section 4-3-7 of the Village Code is hereby amended further to read as follows:

**"4-3-7 Powers and Duties.**

The Village Manager shall have the following powers and shall perform the following duties:

\* \* \*

**Additions are bold and double-underlined;** ~~deletions are struck through.~~

(B) The Village Manager shall appoint or hire, discipline and remove or discharge such assistants, ~~department directors, or~~ **and** employees as are necessary for the proper functioning of the Village, except those officers and employees who are by law or ordinance **(including, without limitation, pursuant to Articles 1, 5, 6, and 7 of Chapter 4 of this Code)** required to be appointed by the Village President, the Board of Fire and Police Commissioners, or otherwise. The Village Manager may, however, make recommendations regarding the appointment or removal of officers appointed by the Village President. The Village Manager shall instruct all department directors and employees as to the policy and method of operation of all Village departments and employee functions. The hiring, discipline, suspension or removal of employees may be undertaken through a process of recommendations from department heads and other supervisors, but the final authority for such matters shall be that of the Village Manager. Such actions shall be undertaken in compliance with applicable laws, ordinances and collective bargaining agreements and shall be based on the merit and qualifications of the applicants and employees. The Village Manager may recommend from time to time to the corporate authorities that Village departments, employment positions, job descriptions or the salaries paid to employees or appointed officers be revised or reorganized.”

\* \* \*

SECTION 6. EMPLOYMENT OF VILLAGE ATTORNEY. Section 4-4-1 of the Village Code is hereby amended further to read as follows:

**“4-4-1 Employment of Village Attorney.**

The ~~corporate authorities~~ **Village** shall employ an attorney or firm of attorneys as the legal advisor to the Village, either as an employee or as an independent contractor. **The Village Attorney shall be appointed by the Village President, with the advice and consent of the Board of Trustees.**”

SECTION 7. FIRE CHIEF. Section 4-5-2 of the Village Code is hereby amended further to read as follows:

**“4-5-2 Fire Chief**

The Chief of the Fire Department shall be the officer in charge of the Fire Department, and shall be appointed **either: (a) by the Village ~~Manager~~ President, with the advice and consent of the Board of Trustees; or (b) by a contract approved by the Board of Trustees.** He or she shall serve an indefinite term or until his or her successor is appointed and qualified. **The Fire Chief may be removed or discharged by the Village President pursuant to the procedures set forth in the Illinois Municipal Code.**”

**Additions are bold and double-underlined;** ~~deletions are struck through.~~

SECTION 8. POLICE DEPARTMENT - EXEMPT AND NONEXEMPT POSITIONS. Section 4-6-2 of the Village Code is hereby amended further to read as follows:

**“4-6-2 Exempt and Nonexempt Positions**

- (A) The following sworn positions within the Police Department shall be exempt from the authority of the Board of Fire and Police Commissioners as set forth in Article 2 of Chapter 3 of this Code: Police Chief; Deputy Police Chief; and Lieutenant.
- (B) Appointments to the exempt positions within the Police Department shall be made as follows:
  - (1) The Police Chief shall be appointed by the Village ~~Manager in accordance with Section 4-1-2 of this Code~~ **President, with the advice and consent of the Board of Trustees, and may be removed or discharged by the Village President pursuant to the procedures set forth in the Illinois Municipal Code.**
  - (2) All Deputy Police Chiefs and Lieutenants shall be appointed by, and shall serve at the pleasure of, the Police Chief.
- (C) All non-exempt appointments to the Police Department and promotions within the Department, other than appointments and promotions to an exempt position, shall be made and effected by the Board of Fire and Police Commissioners pursuant to Article 2 of Chapter 3 of this Code. Each applicant seeking an original appointment to a nonexempt position within the Police Department shall pay a fee to the Village, in the amount set forth in the Annual Fee Resolution, to offset the cost of the materials required for and the processing of said application by the Board of Fire and Police Commissioners. The fee shall be payable at the time the completed application is submitted to the Village.

SECTION 9. DIRECTORS AND EMPLOYEES OF DEPARTMENTS. Section 4-7-2 of the Village Code is hereby amended further to read as follows:

**“4-7-2 Directors and Employees of Departments.**

- (A) Except for the Office of the Village Manager, there is hereby created the position of Director for each department created pursuant to Section 4-7-1 of this Code. Each Director created pursuant to this Section 4-7-2(A) shall be head of the department to which the Director is assigned, and each Director shall be appointed for an indefinite term, **and may be removed or discharged,** by the Village ~~Manager~~ **President as provided in Section 4-1-2(B) of this Code.**

**Additions are bold and double-underlined;** ~~deletions are struck through.~~

- (B) Each department created pursuant to Section 4-7-1 of this Code shall consist of the Director of that department and such other officers and employees as may be authorized by the Village Board of Trustees and assigned to it by the Village Manager. For purposes of this Section 4-7-2(B), the Village Manager shall be deemed the "Director" of the Office of the Village Manager.”

SECTION 10. 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 are to 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 11. 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.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2017.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Barry I. Bass, President  
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office the  
\_\_\_\_ day of \_\_\_\_\_, 2017.

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

#53469508\_v2

**Additions are bold and double-underlined;** ~~deletions are struck through.~~

**Village of Lincolnwood**  
**Appointment of Village Officials**

<b>Official</b>	<b>Statutory Requirement</b>	<b>Existing Village Code (effective 2011)</b>	<b>Proposed Draft Amendment to Village Code (2017)</b>
Village Trustees	Elected (vacancy appointed by Mayor with advice and consent of Village Board)	Per Statute	Per Statute <b>No Change</b>
Village Clerk	Elected	Per Statute	Per Statute <b>No Change</b>
Treasurer	Appointed by Mayor, with advice and consent of Village Board	Per Statute	Per Statute <b>No Change</b>
Commission Members	Appointed by Mayor, with advice and consent of Village Board	Per Statute	Per Statute <b>No Change</b>
Village Manager/Purchasing Agent	Appointed by Mayor, with advice and consent of Village Board	Per Statute	Per Statute <b>No Change</b>

<b>Official</b>	<b>Statutory Requirement</b>	<b>Existing Village Code (effective 2011)</b>	<b>Proposed Daft Amendment to Village Code (2017)</b>
Village Attorney	Appointed by Mayor, with advice and consent of Village Board	Appointed by Village Board	Appointed by Mayor, with advice and consent of Village Board <i>(Changed to conform with Statute)</i>
Fire Chief	Village Board Determination (based on BFPC Statute)	Appointed by the Village Manager, or by a contract approved by Village Board	Appointed by Mayor, with advice and consent of Village Board, or by contract approved by Village Board
Police Chief	Village Board Determination (based on BFPC Statute)	Appointed by Village Manager	Appointed by Mayor, with advice and consent of Village Board
Community Development Director	Village Board Determination	Appointed by Village Manager	Appointed by Mayor
Public Works Director	Village Board Determination	Appointed by Village Manager	Appointed by Mayor
Finance Director	Village Board Determination	Appointed by Village Manager	Appointed by Mayor
Parks & Recreation Director	Village Board Determination	Appointed by Village Manager	Appointed by Mayor
Village Engineer	Village Board Determination	By Contract (approved by Village Board)	By Contract (approved by Village Board) <b>No Change</b>