

**AGENDA**  
**COMMITTEE OF THE WHOLE MEETING**  
**Village Hall – Board Room**  
**Monday, February 11, 2019**  
**Following Regular Village Board Meeting**

*Reasonable accommodations / auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need special accommodations to attend. The Committee of the Whole will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so. Citizens wishing to address the Board on agenda items may speak when the agenda item is open, prior to Board discussion.*

**CALL TO ORDER****1.0 ROLL CALL****2.0 APPROVAL OF MINUTES**

- 2.1 Acceptance of the January 28, 2019 Committee of the Whole Meeting Minutes

**3.0 ITEMS OF GENERAL BUSINESS****3.1 Planning, Zoning and Land Use**

- 3.11 Preliminary Evaluation of a Petition for a New Planned Unit Development in the B2 General Business District to Permit a Vehicle Fueling Station with Convenience Store and Car Wash at the southeast corner of Illinois Route 21 (Milwaukee Avenue) and Illinois Route 22 (Half Day Road) (Gendell Realty Partners, Inc.)

- 3.12 Consideration of Request for Internal Village Fee Waiver – Parking Lot Expansion (Adlai E. Stevenson High School District 125)

- 3.13 Consideration and Discussion Regarding AccessMyGov and Online Credit Card Payments for Various Required Village Permits (Village of Lincolnshire)

**3.2 Finance and Administration**

- 3.21 **PUBLIC HEARING:** Regarding an Ordinance Making Appropriations to Defray all Necessary Expenses and Liabilities of the Village of Lincolnshire, Lake County, Illinois for the Fiscal Year 2019 (Village of Lincolnshire)

- 3.22 Consideration of New Village Policies for Private Sponsorships, Donations & the 4<sup>th</sup> of July Parade (Village of Lincolnshire)

**3.3 Public Works****3.4 Public Safety****3.5 Parks and Recreation****3.6 Judiciary and Personnel****4.0 UNFINISHED BUSINESS****5.0 NEW BUSINESS**

- 6.0 **EXECUTIVE SESSION**
- 7.0 **ADJOURNMENT**



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, January 28, 2019**

Present:

Mayor Brandt	Trustee Harms Muth
Trustee Grujanac	Trustee Hancock
Trustee McDonough	<del>Trustee Servi</del>
<del>Trustee Leider</del>	<del>Village Clerk Mastandrea</del>
Village Attorney Simon	Village Manager Burke
<del>Finance Director/Treasurer Peterson</del>	Public Works Director Woodbury
<del>Chief of Police Leonas</del>	Assistant Village Manager/Community &
Planning & Development Manager Zozulya	Economic Development Director Gilbertson

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:31 p.m. and Village Manager Burke called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the January 14, 2019 Committee of the Whole Meeting Minutes**

The minutes of the January 14, 2019 Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Preliminary Evaluation of a Petition for a Text Amendment to Revise Hotel Parking Requirements for Dining Areas (Knight Bridge Pkwy, LLC – Home2 Hotel by Hilton – 300 Knightsbridge Parkway)**

Assistant Village Manager/Community & Economic Development (CED) Director Gilbertson provided background and a summary of the request for a petition by Home2 Hotel by Hilton for a text amendment to revise hotel parking requirements for dining areas. If the Board approves the petition, it would go to the Zoning Board and Architectural Review Board for review before coming back to the Village Board. Assistant Village Manager/CED Director Gilbertson noted staff supports the request, and noted the dining areas for many hotels is space related to serving only hotel guests and not the general public. As such, the parking requirements based upon parking spaces per each hotel room, should address parking demand for the hotel use.

Mr. Bill Zalewski, Engineer and Partner with Advantage Consulting

Engineers, representing Home2 Hotel by Hilton provided a brief summary of the petition for a text amendment to revise hotel parking requirements for dining areas.

Trustee Grujanac asked if there was any meeting spaces in the hotel. Mr. Zalewski stated there are no meeting spaces in the hotel other than an area for a small group of 8 which can only be used by individuals staying at the hotel.

Mayor Brandt asked if breakfast was complimentary for the patrons. Mr. Zalewski stated breakfast was complimentary for patrons at the hotel.

Trustee McDonough stated he did not have a problem with the request.

Mayor Brandt stated her opinion was that there is parking all around and did not see the petition as an issue.

Village Attorney Simon stated that when this gets to the Special Use amendment and comes back before the Village Board, the recommendation would include a stipulation of the Special Use for the dining room area be reserved only for guests of the hotel so the parking would match with what is being requested.

It was the consensus of the Board to refer this to the Zoning Board.

**3.12 Consideration of Zoning Board Non-Recommendation Regarding Text Amendment to Single-Family Residential Bulk Regulations in Title 6, Chapters 5A (R1, R2 and R3 Single-Family Residence Districts) and 5B (R2A Single-Family Residence District) of the Lincolnshire Village Code (Village of Lincolnshire))**

Assistant Village Manager/CED Director Gilbertson provided background and a summary of the Zoning Board's recent non-recommendation regarding a text amendment to single-family residential bulk regulations in Title 6 Chapters 5A (R1, R2 and R3 Single-Family Residence Districts) and 5B (R2A Single-Family Residence District) of the Lincolnshire Village Code. The non-recommendation is only dealing with the zoning components discussed previously by the Village Board in 2017. Assistant Village Manager/CED Director Gilbertson provided staff recommendations as listed in the packet are to reduce the Floor Area Ratio (FAR) across all residential zoning districts which would vary depending on lot size as well as the zoning district.

Village Attorney Simon asked for clarification on maximum lot area, inquiring if a property owner would stop accruing square footage for a home after the lot reaches a certain size, rather than capping lot square footage exclusively. Assistant Village Manager/CED Director Gilbertson confirmed this.

Assistant Village Manager/CED Director Gilbertson stated most of the Zoning Board's concerns were related to changes proposed for the R3 District. The Zoning Board expressed concerns regarding potential hampering of future additions of homes in the R3 District.

Assistant Village Manager/CED Director Gilbertson stated no members of the Zoning Board voted in favor of amending the proposed Bulk Regulations so there are three things the Village Board can do at this time.

1. The Code allows the Village Board to override a non-recommendation by the Zoning Board and would require a 2/3 vote of all elected members of the Village Board.
2. The Village Board could direct staff to gather additional research on zoning bulk regulations.
3. This could conclude the consideration of zoning bulk regulations.

Village Manager Burke clarified staff is not looking for a vote tonight; since this is not on a Regular Village Board, meeting the 2/3 threshold is not important to the current discussion.

Trustee Hancock stated he read through the notes of the Zoning Board minutes and stated his opinion the non-recommendation did not make much sense and noted an example of a 17,000 square foot home being built on a lot as a reason why the revised bulk regulations made sense. A conversation regarding current bulk regulations followed. Trustee Hancock suggested bringing this back when the full Board is present for a re-consideration. Trustee Grujanac was in agreement with Trustee Hancock. A conversation followed regarding what the Board thought Floor Area Ratio (FAR) should be.

Village Attorney Simon stated the current recommendation is the staff recommendation. The Zoning Board recommended the Village Board ignore staff recommendation. Trustee Grujanac stated her opinion is to bring this to the full Board and let the Village Board consider staff's recommendation.

Mayor Brandt recapped the Board's discussion in 2017 and the reason the Board directed staff to research FAR, setbacks, and landscaping.

A discussion regarding the R3 Zoning district followed. Planning and Development Manager Zozulya suggested putting a cap on lot size. Mayor Brandt recommended changing requirements for tree removal since this will change the size requirements of a home. Discussion ensued regarding options for revised bulk regulations.

Mayor Brandt noted when considering square footage of the house, a garage is not part of the square footage. Assistant Village Manager/CED Director Gilbertson stated there is a 400 square-foot allowance for garage. A conversation regarding consideration of impervious surface and FAR followed. Planning & Development Manager Zozulya noted the FAR ratio can be deceiving based on how the house sits on the lot.

Village Attorney Simon read the definition of FAR so the Board could get a better understanding of what is included in its calculation.

It was the consensus of the Board to have staff obtain renderings for the Board to compare on a lot and revise the recommendations based on Board direction and bring back to the full Village Board for consideration.

3.2 Finance and Administration

3.3 Public Works

**3.31 Consideration of a Request to Authorize Purchase of a John Deere 324G Skid Steer (Replacing Public Works Vehicle #320) via Sourcewell Joint Purchase Program from Westside Tractors, Wauconda, Illinois in an Amount not to Exceed \$90,000 (Village of Lincolnshire)**

Public Works Director Woodbury provided a summary of a request to authorize purchase of a John Deere 324G Skid Steer (replacing Public Works vehicle #320) via Sourcewell Joint Purchase Program from Westside Tractors, Wauconda, Illinois in an amount not to exceed \$90,000. The current unit is not capable of clearing snow along the pathways. Staff also recommends various attachments for forestry operations.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.32 Consideration of Contract for the Replacement of the Eastside Reservoir Emergency Generator with Altorfer Power Systems, Elmhurst, Illinois in an Amount not to Exceed \$160,866.92 (Village of Lincolnshire)**

Public Works Director Woodbury provided a summary of a proposed contract for the replacement of the Eastside Reservoir Emergency Generator with Altorfer Power Systems, Elmhurst, Illinois in an amount not to exceed \$160,866.92.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

### **3.33 Consideration of an Out of Village Water Service Request for 23436 Elm Road (Mr. and Mrs. Rizvi – 23436 Elm Road)**

Public Works Director Woodbury provided a summary of out of Village water service request for 23436 Elm Road (Mr. and Mrs. Rizvi – 23436 Elm Road).

Trustee Hancock stated there is another house just north of this and asked if staff tries to incorporate nearby homes into the request when such an inquiry is made. Public Works Director Woodbury stated staff typically follows code and requires the applicant extend the utility across the full length of the subject property. Public Works Director Woodbury noted staff does not typically reach out to adjacent property owners as the utility extension would be to the property line.

Trustee Hancock asked what the motivation is for the Village to allow out-of-village water service requests. Mayor Brandt stated the Village gets the income from the hookup and charges a non-resident rate for water service.

A conversation regarding possibly notifying other homes and the process of allowing this followed.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

- 3.4 Public Safety
- 3.5 Parks and Recreation
- 3.6 Judiciary and Personnel

#### **4.0 UNFINISHED BUSINESS**

#### **5.0 NEW BUSINESS**

#### **6.0 EXECUTIVE SESSION**

#### **7.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee McDonough seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:25 p.m.

Respectfully submitted,  
**VILLAGE OF LINCOLNSHIRE**

Bradly J. Burke  
Deputy Village Clerk

**REQUEST FOR BOARD ACTION  
Committee of the Whole  
February 11, 2019**

**Subject:** True North Fueling Station Proposal - 501 Milwaukee Avenue

**Action Requested:** Preliminary Evaluation of a Petition for a New Planned Unit Development in the B2 General Business District to Permit a Vehicle Fueling Station with a Convenience Store and Car Wash

**Petitioner:** Gendell Realty Partners, Inc.

**Originated By/Contact:** Tonya Zozulya, Planning & Development Manager

**Referred To:** Village Board

**Background:**

- Gendell Realty Partners, a real estate and development company, seeks a new Planned Unit Development (PUD) in the B2 General Business zoning district to allow a fueling station with a convenience store and car wash for the property located at 501 Milwaukee Avenue. Gendell Realty Partners is also the contract purchaser for this property. The request is supported by current property owner, Indian Creek Investors.
- The 3.7-acre subject property is located at the southeast corner of Illinois Route 21 (Milwaukee Avenue) and Illinois Route 22 (Half Day Road) and is one of the few remaining vacant sites along the Milwaukee and Half Day Road arterials (see Figure 1 to the right and attached location map). The site has been the subject of several prior development proposals, which did not reach the formal approval stage, including a Jewel grocery store and other commercial uses. Indian Creek Investors has owned the property since the 1960's. Aerial photographs reviewed by staff indicate the subject property contained a vehicle fueling station at this location between the 1960's and early 1980's.
- The subject site is zoned B2 General Business. Although the zoning map indicates the site has a PUD designation, staff and the Village Attorney found no evidence a PUD was previously created.

Figure 1: Aerial Image of 501 Milwaukee



- Adjacent uses and zoning classifications include:
  - To the north: Lincolnshire Marketplace Retail Center (zoned R5 Mixed-Use Residence with a PUD designation)
  - To the south: Courtyard by Marriott Hotel (zoned B2 General Business with a Special Use designation)
  - To the east: vacant property (zoned E Small Scale Office)
  - To the west: vacant property (zoned O/la Office-Industrial)

### **Proposal Summary & Staff Comments:**

#### **Planning & Zoning**

- Uses/Layout: The attached site plan depicts two lots to be created in conjunction with the PUD approval process (see attached Document 2). The east lot is proposed to be developed with a 24/7, 16-pump True North vehicle fueling station selling Shell-branded gasoline; a 4,200-square-foot convenience store (located 270' from Half Day Road); and a 1,560-square-foot car wash (located 115' from Half Day Road and 260' from the adjacent Courtyard Hotel property line).

The west lot, slated for a 5,000-square-foot restaurant, is proposed to be created in conjunction with the current approvals but is to be developed at a later date as the developer has not identified a restaurant user at this time. The developer will need to return to the Village Board to seek restaurant approvals on the west lot as a major amendment to the PUD (requiring a Public Hearing at the Village Board) under a separate application. The restaurant use is shown on the site plan for illustrative purposes only and its development dimensions are tentative and outside the scope of the current request.

The Village Code requires a Special Use permit for fueling stations. However, since all PUDs are Special Uses, no separate Special Use process is required for this development petition. This approval process is consistent with other recent approvals, including Culver's in the Lincolnshire Marketplace Center.

There is an existing True North fueling station in Libertyville (Lake Street/Peterson Road). The developer indicated two other fueling stations are set to break ground this year in Buffalo Grove (Milwaukee Avenue/Lake Cook Road) and in Lake Zurich (Rand Road/Half Day Road).

The Village Code states lot sizes and setbacks in B2 PUDs are to be determined by the Village Board and are not prescribed by code.

The proposed development will provide an opportunity to serve Tollway-bound morning commuters driving through the Village. There is no existing vehicle fueling stations on the south side of Half Day Road between Lake Zurich and Bannockburn.

- On-Site Detention: On-site detention is shown in the southern portion of the property. An additional detention area is proposed off-site, on the adjacent property to the east owned by Indian Creek Investors. The developer contacted the Lake County Stormwater Management Commission (SMC) regarding on-site detention for this development and received preliminary approval. A formal SMC permit will be required prior to final Village Board review/approvals.

- Parking, Access & Traffic Impacts: 40 parking spaces are proposed for the proposed fueling station uses, which exceeds code.

The site plan shows an area along Milwaukee Avenue and Half Day Road slated to be acquired by the Illinois Department of Transportation (IDOT) for planned road widening projects. Based on IDOT's preliminary comments, right-in/right-out access points to the site are proposed along Half Day Road and Milwaukee Avenue and right-turn lanes are proposed on Half Day Road and Milwaukee Avenue.

A new 10' bike path is proposed along the Milwaukee Avenue frontage, connecting the relocated bike path along Half Day Road. The developer proposes cross-access between the west lot and the Courtyard Hotel property, requiring approval of the Marriott Corporation.

The developer would provide a traffic study prior to the Development Review Team to demonstrate projected traffic generation and other impacts to ensure no backups onto Half Day Road and Milwaukee Avenue. The developer contacted IDOT to discuss the proposed access. IDOT has not raised access concerns. A formal IDOT permit will be required prior to final Village Board review/approvals.

- Conceptual Building Design: Two conceptual building design options for the vehicle fueling station canopy, convenience store, and car wash are attached. The first option depicts a traditional, 40' tall colonial convenience building design with a cupola, as well as red brick and EFIS (dryvit) primary building materials with an asphalt shingle roof. The second design option is more modern, featuring a 25' tall convenience store building with brown brick and stone materials and a metal roof. Staff believes the first option is more appropriate for the subject location, given the design of the former Fresh Market building on the north side of Half Day Road. The convenience store and car wash buildings will be less than the maximum permitted height of 42' in the B2 district (see attached Document 3).

*Staff requests If the Village Board refers this petitions to the Architectural Review Board (ARB), Board direction regarding which of the two building design options the developer should submit to the ARB ) for review is requested. Staff also requests with Board feedback regarding any necessary design changes the Board may find appropriate.*

Based on the Board's preference, the developer will carry the same design scheme to the car wash and vehicle fueling station canopy to match the convenience store. The design of the proposed buildings on the west lot will influence the design of the future restaurant building on the east lot.

- Comprehensive Plan Recommendations: The Comprehensive Plan (Plan) recommends a cohesive Corridor Commercial land use development for this site to accommodate retail and service-oriented uses and complement the mixed-use nature of the downtown core along the two arterials (see attached Document 4). The Plan also encourages creativity in site design, with building façades oriented on Milwaukee Avenue and Half Day Roads.
- PUD Exceptions: The developer intends to request the following B2 PUD exceptions based on information available at this time (the exceptions would be discussed in detail at the Village Board's Public Hearing after the Development Review Team and ARB reviews):

- Section 6-3-8(B)(6): Paved areas are less than 5' from the property line for the proposed car wash drive aisles.
- Section 6-11-2(B)(4): Required parking in the front yard facing Half Day Road.
- Section 12-9-1(A)(2): Ground signs are located less than 400' apart along the Milwaukee Avenue and Half Day Road frontages that are each less than 800' in length. The proposed Half Day Road sign spacing is 274' (with the 380' frontage) and the proposed Milwaukee Avenue sign spacing is 263' (with the 250' frontage). Please note the diagonal line at the corner has been excluded from either frontage distance.
- Section 13-2-4(C)(5)(b): Foundation screening around the convenience store and car wash buildings is less than the required 8' in width. The exact measurements are still being developed and the foundation width will vary for the convenience store and car wash. The Development Review Team and the ARB will work with the developer to maximize the landscaping around the building and throughout the site to minimize any potential exceptions.

#### **Liquor Control Code Amendment**

- The developer has also expressed a desire to sell packaged beer and wine at their True North store. Lincolnshire has historically prohibited such sales. This request would require a text amendment to the Liquor Code and may impact all fueling stations in the Village. (There are three existing fueling stations in the Village: BP, Marathon, and Shell). Both BP and Marathon have previously expressed a desire to sell packaged beer and wine. This amendment would be considered separate from the zoning approvals, but could occur in conjunction with the final planning and zoning review. Amendments to the Liquor Code do not require a Public Hearing or notification.

#### **Review & Approval Process:**

##### **Planning & Zoning**

1. The Village's internal Development Review Team will review the proposal and generate comments about fire access, circulation, traffic, and other items.
2. The Architectural Review Board will review the proposal regarding site layout, parking lot design, lighting, landscape screening, and signage.
3. The Village Board will consider the ARB's recommendation, hold a Public Hearing regarding the PUD (and related exceptions) and potentially consider a Liquor Code amendment and make the final determination. The Zoning Board will not be involved in the PUD review.

#### **Recommendation:**

The Village Board has the authority to provide feedback to staff and the developer and consider one of the following actions:

1. Refer the proposal to the Architectural Review Board for design review with or without specific direction.
2. Continue the preliminary evaluation and ask the developer to return to a future Village Board meeting with more information and/or revisions.

3. Not refer the proposal.

**Reports and Documents Attached:**

- Document 1: Location map, prepared by MGP GIS Consortium.
- Document 2: Petitioner's presentation packet, with the cover letter dated February 6, 2019.
- Document 3: B1 and B2 Business Code.
- Document 4: Comprehensive Plan recommendations for the subject property.

<b>Meeting History</b>	
Committee of the Whole (current)	February 11, 2019





**TERRACO, INC.**

3201 Old Glenview Road, Suite 300  
Wilmette, IL 60091

Main: 847.679.6660 Direct: 847.906.5023  
JGoodman@TerracoRealEstate.com  
www.TerracoRealEstate.com

February 6, 2019

Mayor Elizabeth Brandt & Village Trustees  
Village of Lincolnshire  
1 Old Half Day Road, Lincolnshire, IL 60069

**RE: Terraco Development Proposal  
SEC Milwaukee Ave & Half Day Road**

Dear Mayor Brandt & Village Trustees,

We are pleased to present our development proposal for the southeast corner of Milwaukee Ave. & Half Day Road. Terraco's purchasing entity, Gendell Realty Partners, Inc, is the Contract Purchaser and Indian Creek Investors, Inc (owner of the Marriott Resort) is the Seller of Milwaukee Ave & Half Day Road.

Terraco, Inc. was founded in 1985 and has been a general partner in over 110 commercial development projects including the Walgreens at Milwaukee Ave. & Old Half Day Road in Lincolnshire. A list of our past projects are included in our submittal. We are confident that our expertise and experience will result in a high quality development at this corner.

The subject property is 3.7 acres of vacant land. Our proposed project will include two lots and will be anchored by a Shell Branded Gasoline service station which operates 24 hours/day and includes 16 pumps, a 4,200 SF convenience store and a 1,560 SF car wash. The gas station will be operated by True North Energy. We included a brief overview of True North as well as samples of some of their more recent projects. The project will also include a future 2<sup>nd</sup> user as shown on the attached plan. We are in discussions with many potential users including Buona Beef.

As part of the project IL Department of Transportation will require a right turn lane added to Route 22, new right in/right out curb cuts on both Milwaukee Ave & Route 22 and future Right of Way taking along both streets. Furthermore, due to limited access; Terraco is proposing a roadway connection to the Courtyard Marriott property to the south that will require Marriott's approval for a cross access easement. Lastly, a new bike path will be installed along Milwaukee Ave that will connect to a relocated bike path along Route 22.

We are requesting a Special Use Permit in the B-2 PUD Zoning District. Per our initial site plan; we are also requesting approval for the following variances; front yard parking setback, landscaping foundation screening requirement, paved area lot line requirement (less than 5') and the ground sign spacing requirement. In addition, True North will require approval from the Village Trustees to sell beer & wine. Lastly, the initial site plan has been submitted to

both IL Department of Transportation and the Lake County Storm Water Commission. We have received initial positive feedback from both governmental agencies and are not aware of any major impediments to date.

Our project will have a tremendous economic impact to Lincolnshire and we look forward to working with the Village on a successful development.

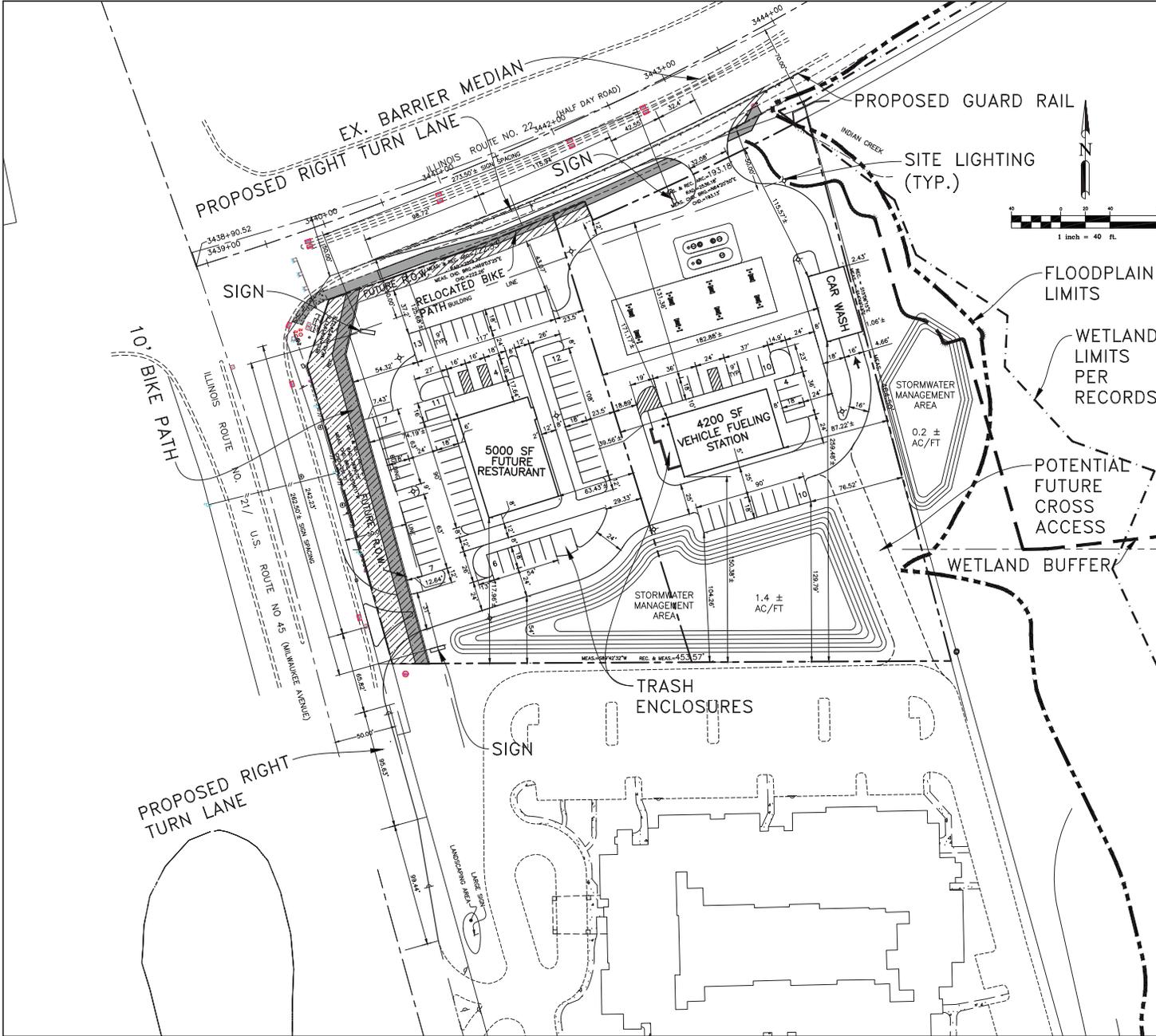
Sincerely,



Daniel Wander  
Senior Vice President



Joe Goodman  
Director



- NOTES:**
1. ALL DIMENSIONS ARE APPROXIMATE.
  2. ALL VEHICLE USE AREA SURFACES ARE ASPHALT OR CONCRETE.
  3. MIN. LOT AREAS, WIDTHS AND SETBACKS FOR PUD'S ARE NOT PRESCRIBED BY CODE AND ARE TO BE AS APPROVED BY VILLAGE BOARD.
  4. ALL 18' DEPTH PARKING STALLS PROVIDE EXTRA 1" DEPTH OF OVERHANG.
  5. FUTURE RIGHT-OF-WAY INDICATES IDOT'S RIGHT-OF-WAY TAKING FOR NEXT ROADWAY IMPROVEMENT PROJECT.
  6. BIKE PATHS WILL BE IN THE ROW AFTER IDOT TAKING.

IDOT PROPOSED ROW TAKE

SITE DATA	
ADDRESS	501 MILWAUKEE AVENUE, LINCOLNSHIRE, IL 60069
PIN#	15-15-406-003-0000
ZONING	B-2 PUD B-2 PUD-PROPOSED
IDOT ROW TAKE	11,605 SF
SIGN SPACING	HALF DAY 273.50'± MILWAUKEE 262.50'±

VEHICLE FUELING STATION (SEE NOTE 3)		
TYPE	REQUIRED/PERMITTED	PROPOSED
SITE SQUARE FOOTAGE	N/A	86,350± SF (AFTER TAKE)
HALF DAY FRONTAGE	BY VILLAGE BOARD	200'±
GROSS AREA OF BUILDINGS	N/A	5850 SF
IMPERVIOUS AREA	N/A	41,033 SF
OPEN SPACE	N/A	45,317 SF
FLOOR AREA RATIO	N/A	N/A
BUILDING HEIGHT	42' MAX	LESS THAN 42'
FOUNDATION SCREENING	8'	0'± TO 8'±
PARKING (1 PER (PUMP/EMPLOYEE/5000SF))	28 (16-PUMPS / 3 EMPLOYEE / 9 FLOOR AREA)	40 (16-PUMPS/22 STANDARD ADA)
PARKING SETBACK	N/A	12'±
FRONT SETBACK	BY VILLAGE BOARD	171'±
REAR SETBACK	BY VILLAGE BOARD	150'±
SIDE SETBACK	BY VILLAGE BOARD	39'±
CORNER SIDE SETBACK	BY VILLAGE BOARD	N/A

CAR WASH BUILDING (SEE NOTE 3)		
TYPE	REQUIRED/PERMITTED	PROPOSED
BUILDING HEIGHT	42' MAX	LESS THAN 42'
FOUNDATION SCREENING	8'	1'± TO 8'±
FRONT SETBACK	BY VILLAGE BOARD	115'±
REAR SETBACK	BY VILLAGE BOARD	259'±
SIDE SETBACK	BY VILLAGE BOARD	1'±
CORNER SETBACK	BY VILLAGE BOARD	N/A

FUTURE RESTAURANT (SEE NOTE 3)		
TYPE	REQUIRED/PERMITTED	PROPOSED
SITE SQUARE FOOTAGE	N/A	65,400± (AFTER TAKE)
HALF DAY FRONTAGE	BY VILLAGE BOARD	180'±
MILWAUKEE FRONTAGE	BY VILLAGE BOARD	250'±
GROSS AREA OF BUILDINGS	N/A	5,000± SF
IMPERVIOUS AREA	N/A	47,417± SF
OPEN SPACE	N/A	17,983± SF
FLOOR AREA RATIO	N/A	N/A
BUILDING HEIGHT	42' MAX	LESS THAN 30'
FOUNDATION SCREENING	8'	0' TO 2'±
PARKING	50 SPACES (10 PER 1,000 SF)	60 SPACES INCLUDES 3 HC
DRIVE THRU STACKING	4 VEHICLES	8 VEHICLES
PARKING SETBACK	N/A	7'±
FRONT SETBACK	BY VILLAGE BOARD	125'±
REAR SETBACK	BY VILLAGE BOARD	118'±
SIDE SETBACK	BY VILLAGE BOARD	63'±
CORNER SIDE SETBACK	BY VILLAGE BOARD	74'±

No.	DATE	DESCRIPTION
1	10/09/18	ISSUED FOR REVIEW
1	11/15/19	ISSUED FOR REVIEW
2	12/07/19	ISSUED FOR REVIEW



# SITE SKETCH

PROJECT NAME  
**TRUE NORTH ENERGY**  
ILLINOIS  
LINCOLNSHIRE

PROJECT No.  
**17.TERR.003**  
SHEET No.  
**SS**

Building Design Option 1- Traditional





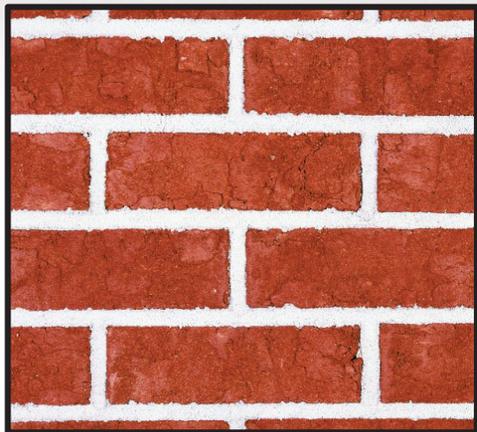








## MATERIAL LISTING



Brick: Triangle Brick in Windsor Red  
Utility size



EIFS on entry, gable  
and horizontal band  
Sto color 93240,  
Smoked Putty



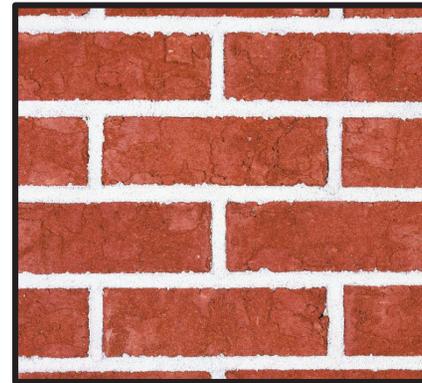
Indiana Limestone  
in Standard Buff for  
window sills and  
dumpster cap



Storefront frames:  
Kawneer: Finish in  
clear anodized  
aluminum



Sungate 400 passive  
Low-E glass in clear &  
clear, 76% VLT



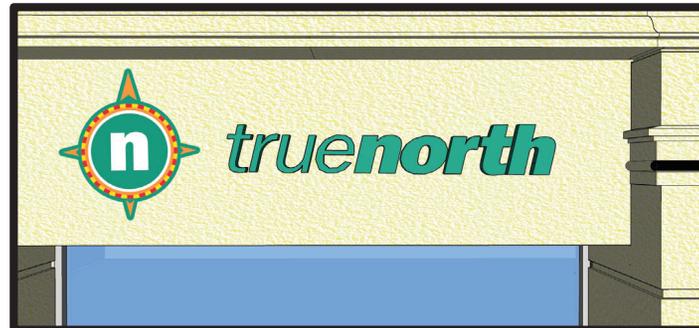
Dumpster enclosure  
 Brick: Triangle Brick in  
 Windsor Red Utility size



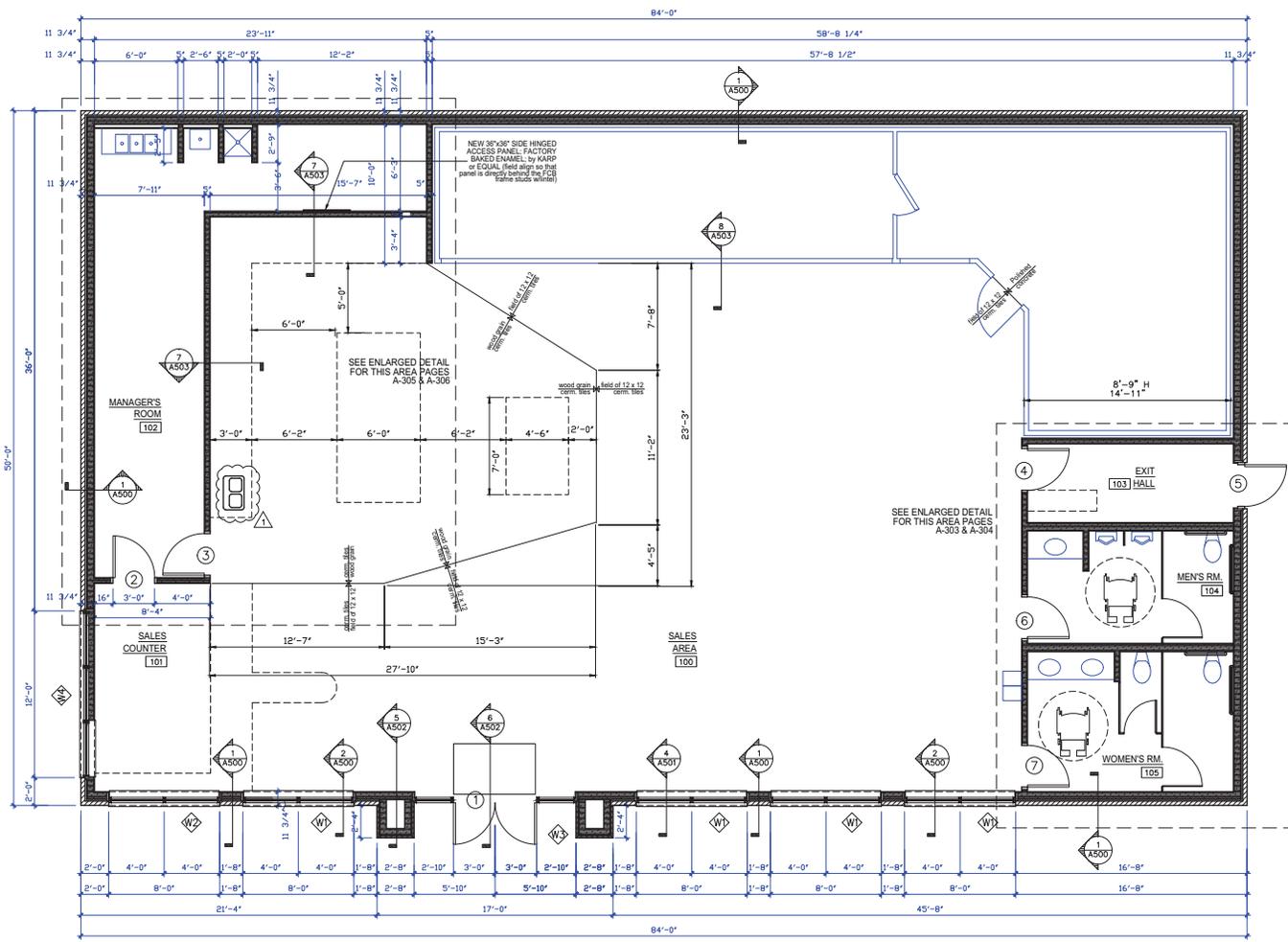
Indiana Limestone in  
 Standard Buff for  
 dumpster enclosure  
 cap

MATERIAL LISTING

Decorative down led  
 Light gooseneck style  
 in bronze color



Signage, compass logo  
 30" H x 2'-3 5/8"W  
 Followed by text letters  
 TrueNorth 8 1/4" – 11" H  
 X 5'-10 1/2 W  
 PMS#334 Green



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



Project: 1130-2012  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Subject to review in accordance with the Illinois Professional Practice Act, Section 100-2.25, ILCS 305/16. Expiration date as listed on the license shall be the expiration date.

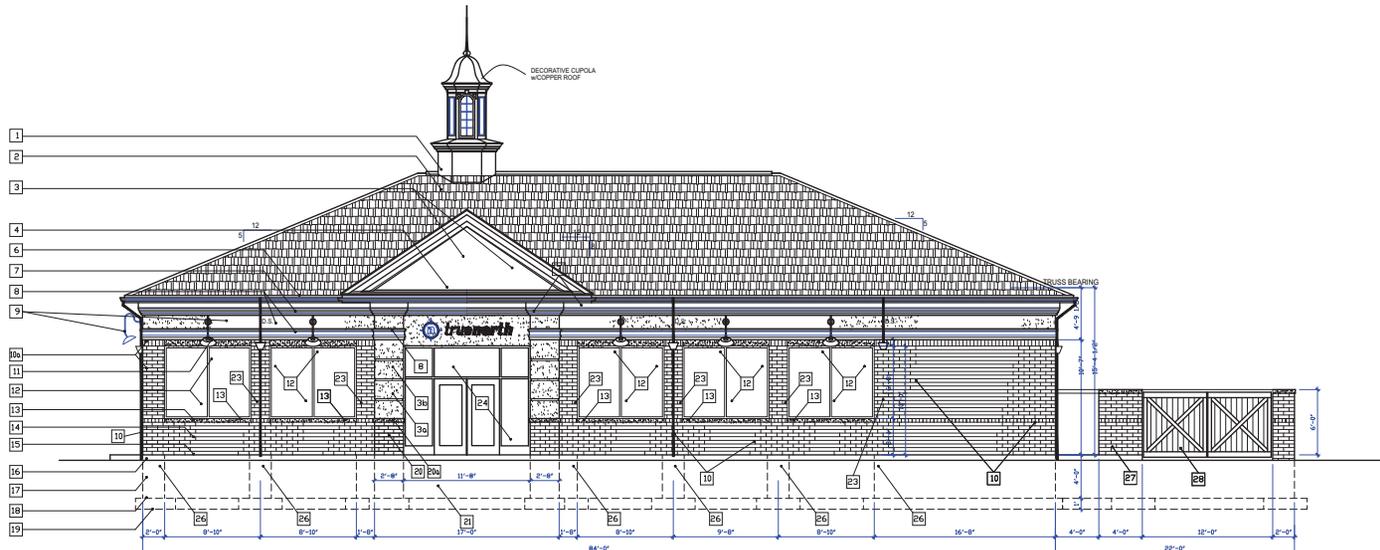
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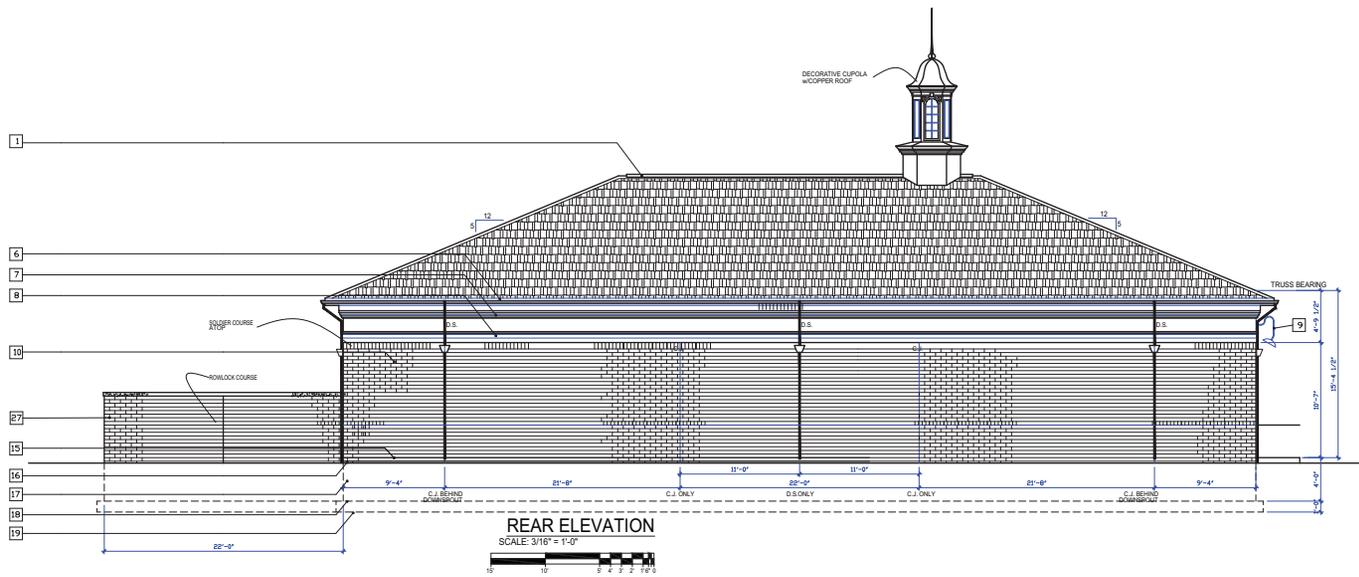
**F. A. Ross - Architects**  
 P.O. BOX 5973  
 NEW CASTLE, PA 16105  
 PHONE: (724) 658-7888  
 FAX: (724) 658-7892

Drawing: Front and left side elevation & notes  
 project: Truemanth  
 Lincolnshire, Illinois

date: 1/30/2019  
 project number: TN ---  
 sheet:

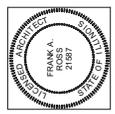


**FRONT ELEVATION**  
SCALE: 3/16" = 1'-0"



**REAR ELEVATION**  
SCALE: 3/16" = 1'-0"

CODED NOTES	
1	ROOF VENT AFTER FABRIC AND MATCHING SHINGLES
2	OWENS CORNING ARCHITECTURAL LAMINATED SHINGLES (USE 36 SQ. YARDS) (CHARGE DRIFTWOOD LAMINATED SHINGLES IN INSULATION AND PERM. AIR BY TO PERM.)
3	GABLE ENTRY STRUCTURE TO ALIGN TO THE PERPENDICULAR WALL & GABLE STRUCTURE. THE FASCIA IS WRAPPED AT THE GABLE ALIAS AS THE FASCIA ALONG THE PERMETER GUTTER LINE. REFER TO APPLICABLE WALL SECTIONS.
3a	CONSTRUCT MAIN ENTRY STRUCTURE WITH AS INDICATED & FRAMING AS SHOWN IN SECTIONS. ROOF PLANE & THESE ELEVATIONS. TRIANGULAR GABLE FACE TO MATCH ALL OTHER EPS ON THE BUILDING.
3b	IMPACT RESISTANT MESH AND EPS SYSTEM FROM THE TOP Limestone SILL TO A HEIGHT OF 2'-0" AFF. TRANSITION FROM 3a TO 3b AT AN INSULATION JOINT.
3c	STANDARD EPS MESH AND INSULATION SYSTEM FROM 3b UP TO THE TOP TRANSITION FROM 3b TO 3c AT AN INSULATION JOINT.
3d	PLEASE REFER TO NOTE NUMBER OF THE ENTIRE ELEVATION TO THE BOTTOM COURSE.
4	LIMITED SECTION OF DUTCH GABLE ROOF AS SHOWN COVER W/ICE AND SNOW.
5	"TRIENORTH" ENTRY EXTERNALLY SLIP AND PROTECT TO BE COLORED OR SIGN POINTS)
6	USE ALUMINUM GUTTER ON THE FASCIA (BE BRASS & W/BRASS). USE DOWNSPOUTS (A conductor head) COLOR DOWNSPOUT (A conductor head) COLOR
7	EPS MOLDING. REFER TO WALL SECTIONS FOR PEOPLE'S MOLDING SHOWN AT THE CORNER OF THE WALL. THE MOLDING UNITS MOLDINGS AS INDICATED ON WALL SECTIONS
8	GOOSENECK LIGHT FIXTURE AS SELECTED BY OWNER (BRONZE COLOR)
9	JAMBO BRICK COLOR AS SUBMITTED TO THE LOCAL AUTHORITIES. RED BRICK COLOR TRIANGLE BRICK CO. WINDOW BRICK ROWLOCK AT WINDOW SILL HEIGHT AND SQUARE AT WINDOW HEAD HEIGHT
11	Limestone HEADER ABOVE WINDOW. SAME MATERIAL AS SILL.
12	NO. 12 IR VENEER GLASS. WINDOW FRAME (color grouted and window frame w/ lead (shown right) REFER TO PLANS AND WINDOW INFO AND SCHEDULES, ETC.
12a	SAME WINDOW AND FRAME AS 12 EXCEPT NOT VENEER GLASS
13	Limestone SILL CUT AND LAD IN A MANNER THAT SHOWS WATER AWAY FROM THE WINDOW. PLACE AND SEAL FLASHING AT TOP OF SILL. (If rain does water away from the window, seal as required)
14	BRICK W/LEADS SHOWN BELOW THE WINDOW SILL. REFER TO NOTE 10 FOR TOP OF CONCRETE WALKER LINE.
15	CONCRETE WALKER LINE SHOWN AT THE FLOOR LINE. SLOPE AWAY FROM THE BUILDING. CROSS GLAZE. REFER TO SITE DRAWINGS FOR LOCATIONS AND DETAILS.
16	GRADE LINE. REFER TO SITE DRAWINGS
17	FOUNDATION WALL BELOW GRADE
18	TOP FFG.
19	BOTTOM OF FOOTING.
20	Limestone BAND ON THE FACE OF ALL 3 SIDES. BOTTOM 8" OF TOP 4" OF (same as note 12) (in the window)
21	FOUNDATION TO SUPPORT THE ENTRY BUILDING. REFER TO THE FOUNDATION PLANS AND WALL SECTIONS.
22	WALL AND LIGHT FIXTURE. REFER TO LIGHTING PLAN
23	WALL WITH 2" BRICK STUD AND SINGLE BRICK STUD EACH SIDE OF THE 3" WALL BETWEEN WINDOW OPENINGS TO SUPPORT LINTEL ABOVE. REFER TO FRAMING PLANS.
24	ENTRY DOOR AND FRAME/TRANSOM. REFER TO DOOR AND FRAME SCHEDULE. COLOR AS LISTED BELOW.
25	REAR DOOR AND FRAME. REFER TO DOOR AND FRAME SCHEDULE. COLOR AS SELECTED BY OWNER.
26	AREA REINFORCED IN THE FOUNDATION. REFER TO FOUNDATION PLAN & DETAILS
27	MASONRY CHAMPIER ENCLASURE CONTROL OF THE MASS MASONRY MATERIALS. HEIGHT OF 6" FROM BLDG. FLOOR TO THE TOP OF STONE CORNING. REFER TO WALL SECTION 37 A.302
28	CHAMPIER ENTRY GATE (HANG BOLT DOOR TYPE AND STYLE AND MATERIAL AS SELECTED BY OWNER. HANG BOLT TO BE USED AT THE TOP OF THE single door) COLOR AS SELECTED BY OWNER.
<b>BUILDING MATERIAL COLORS</b>	
EPS MATERIALS	
PLEASE NOTE ALL EPS MATERIALS SHALL BE 50% RHO - 8000 GPD DENSITY	
ALL FINISH ALUMINUM (except PUTTY)	
FASCIA, SIPPY TRIM, CORNING AND GUTTER MATERIALS, ALCOA MASTIC, SEBEST GUMPT, GOOSENECK LIGHTS	
TBD	
ROOF SHINGLES	
OWENS CORNING ARCHITECTURAL LAMINATED SHINGLES (USE 36 SQ. YARDS) (CHARGE DRIFTWOOD LAMINATED SHINGLES)	
BRICK	
RED BRICK COLOR TRIANGLE BRICK CO. WINDOW BRICK	
WINDOW / DOOR FRAME	
CLAY FINISHED ALUMINUM	
REAR DOOR AND FRAME	
AUBURN BROWN SWOOSH PAINT BY SHERWIN WILLIAMS & EQUIVALENT	
CHAMPIER GATE	
AUBURN BROWN SWOOSH SHERWIN WILLIAMS & EQUIVALENT	
FINISH ABOVE GRADE	
THE SEPARATE COLORS AND FINISHES WILL BE SUBMITTED TO THE LOCAL AUTH. IN THE PROCESS OF SUBMITTING FOR A SIGN PERMIT.	



Project: 1130-2022  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

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Working Building Elevations for  
**front & rear**  
 project: Truenorth IL  
 Lincolnshire, Illinois

date: 1/30/2019  
 project number: TN  
 sheet

A-400



Building Design Option 2 - Modern









Car Wash

Enter





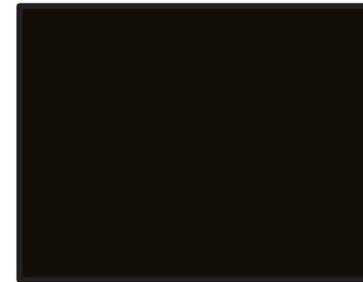


MATERIAL LISTING

Front Entry: Eldorado Dry Creek Stacked Stone



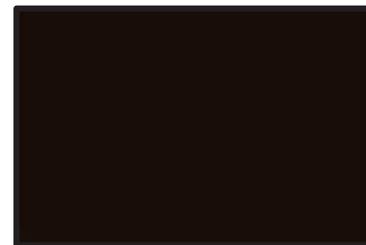
Brick: Glen Gery Standard size in Baxter Smooth



ATAS metal color  
Classic Bronze 01 for:  
Top metal coping  
band, 17" EIFS  
band, and all standing  
seam metal awnings



EIFS 3'-9" band to  
be custom colored  
matched to Eldorado  
Stone color



Storefront frames:  
Anodized finish  
In Dark Bronze #40



Sungate 400 passive  
Low-E glass in clear &  
clear, 76% VLT,  
SHGC IS .63, U value  
is .32 to meet the  
energy codes



MATERIAL LISTING

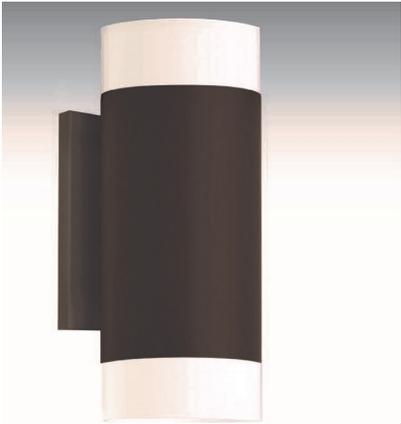


Sloped Standing seam  
Metal awning in ATAS color  
in Classic Bronze 01



Curved standing metal  
awning over entry door  
in ATAS color  
in Classic Bronze 01

Decorative sconces,  
LED up and down  
lighting, Besa Lighting  
decorative accents in  
bronze metal, diffuser  
in Opal Matte  
24" h x 6" w x 7" d,  
3000K temp



EIFS 3'-9" band to  
be custom matched  
to Eldorado Stone



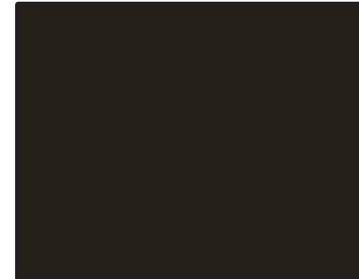
Brick: Glen Gery  
Standard size in  
Baxter Smooth



MATERIAL LISTING



Dumpster gate  
Trex composite  
material, color to  
compliment brick  
color



ATAS metal color  
in Classic Bronze 01:  
Top metal coping  
band, EIFS smaller  
band, and all standing  
seam metal awnings



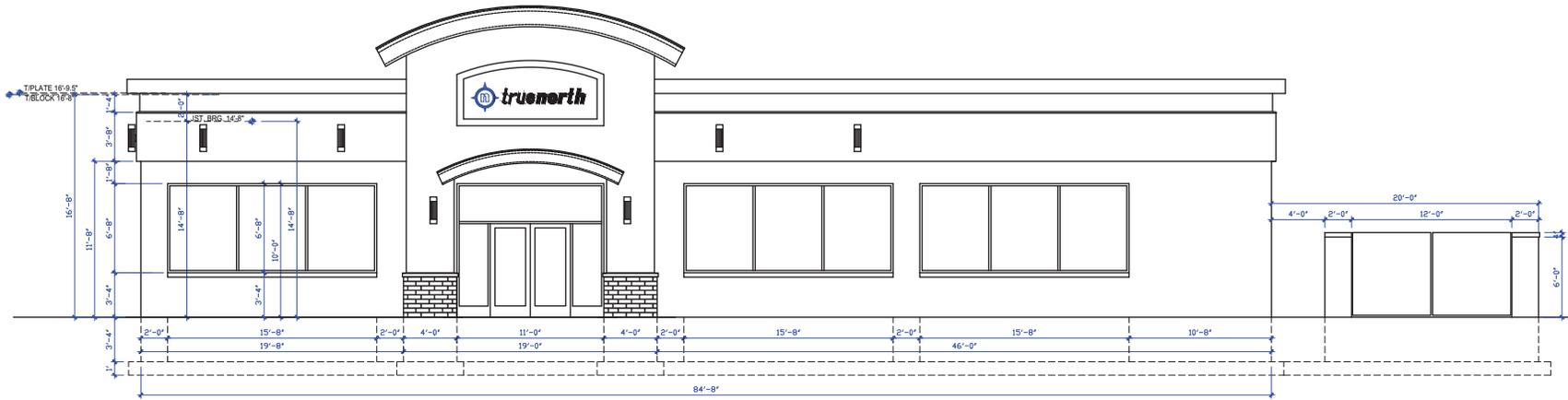
EIFS 3'-9" band to  
be custom matched  
to Eldorado Stone



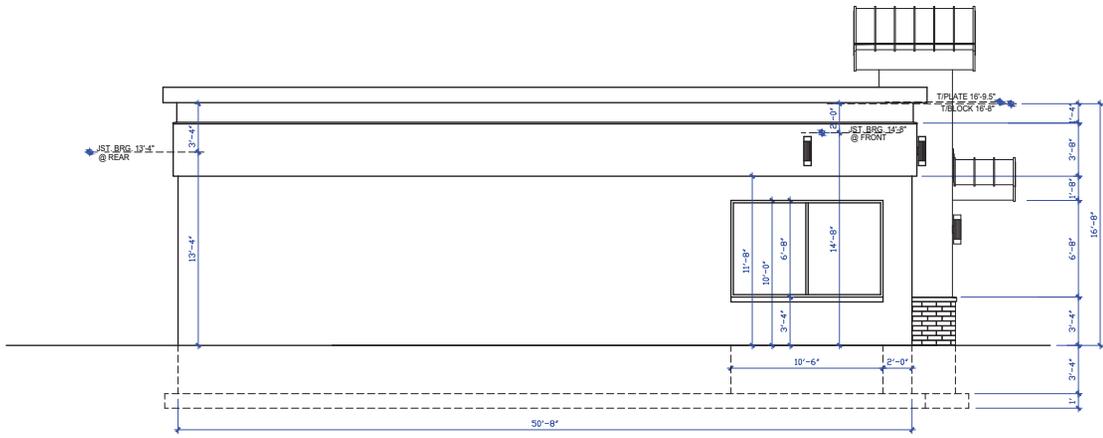
Brick: Glen Gery  
Standard size in  
Baxter Smooth



Indiana Limestone in  
Standard Buff for  
dumpster cap and  
window sills



**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"



**LEFT ELEVATION**  
SCALE: 1/4" = 1'-0"



revision: 11/30/2019  
signature: \_\_\_\_\_  
date: \_\_\_\_\_

Subject to review in accordance with the provisions of the Illinois Professional Engineers Act (220 ILCS 305/16) and the Illinois Board of Professional Engineers (220 ILCS 305/16) and the Illinois Board of Professional Engineers (220 ILCS 305/16) and the Illinois Board of Professional Engineers (220 ILCS 305/16).

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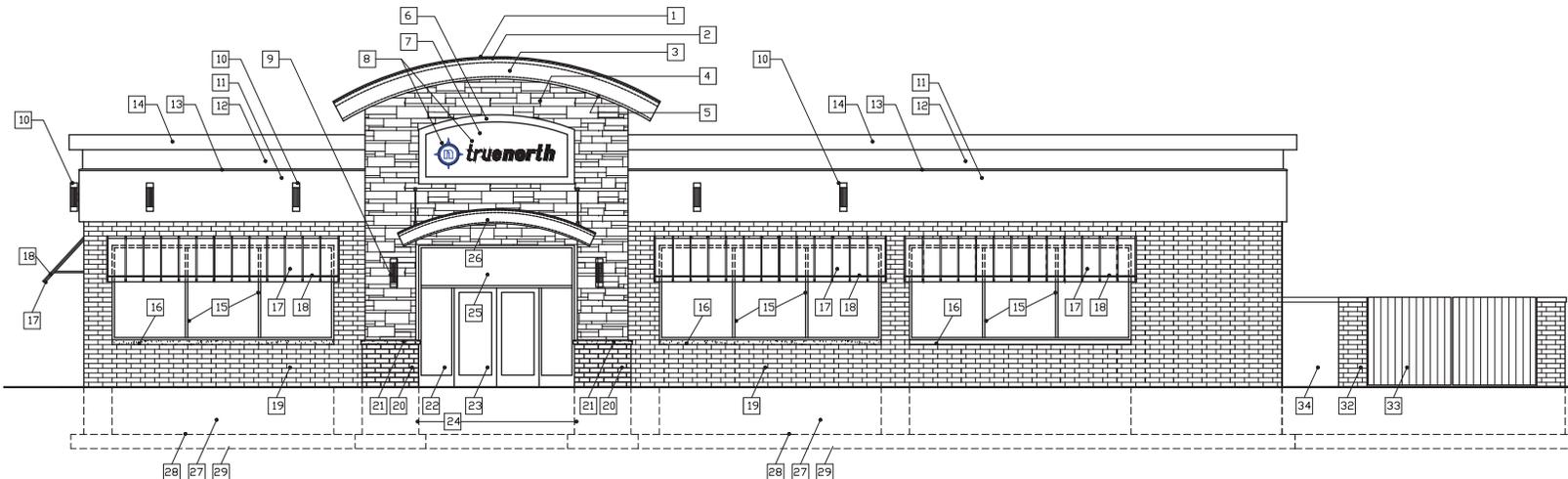


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FAX: (724) 658-7892

Working Floor Plan  
& notes  
project: Truernorth 185 N. Milwaukee  
Lincolnshire, Illinois

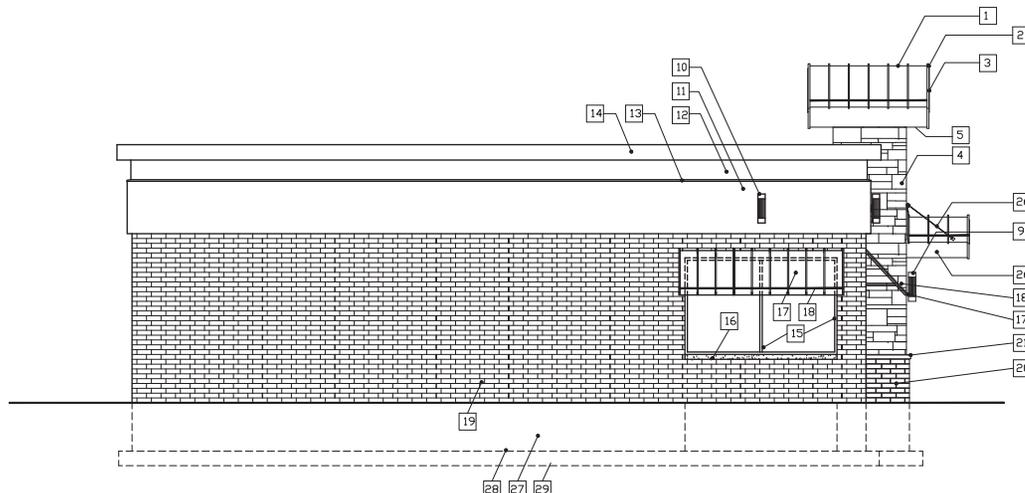
date: 01/30/2019  
project number: TN  
sheet:

A-400.0



**FRONT ELEVATION**

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



**LEFT ELEVATION**

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

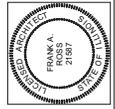


**BUILDING MATERIAL COLORS**

- ALL EIFS MATERIALS
- EIFS COLOR 1: 3/8" BAND CUSTOM COLOR TO MATCH ELDORADO STONE DRY CREEK STACKED STONE
- EIFS COLOR 2: 1/4" BAND CUSTOM COLOR TO MATCH METAL COPING COLOR ATAS COLOR CLASSIC BRONZE 01. ONLY APPLIES IF OWNER SELECTS THIS COLOR IN L&M OF BRONZE COLOR GREY METAL (BRONZE COLOR ALUM. IS IN BASE BID).
- ALL FINISH ALUMINUM (except window frames)
- FASCIA, SOFFIT, COPING ETC. IN ATAS COLOR CLASSIC BRONZE 01
- BRICK
- BROWN BRICK COLOR: GLEN GERY BRICK, BAXTER SMOOTH, GLEN GERY MORTAR COLOR G302
- STONE ON ENTRY
- ELDORADO STACKED STONE IN DRY CREEK STONE 4" H AND LENGTHS VARYING IN 8", 12" 20"
- DECORATIVE WALL SCONCE LIGHTS
- BESA LIGHTING, SCONCE WITH OPAL MATTE GLASS SHADE, METAL ACCENT IN BRONZE 01 W x 24" H x 7"
- ROOF
- EPDM FULLY ADHERED ROOF, COPING TO MATCH ATAS COLOR CLASSIC BRONZE 01
- WINDOW / DOOR FRAME
- DOUBLE THERMALLY BROKEN BRONZE ANODIZED FRAMES (or bronze Kynar coating) w/1" INSULATED GLASS WITH LOW EMISSIVITY COATING ON THE NUMBER 2 SURFACE, KAWNEER No. 40 DARK BRONZE
- PANES THAT ARE OPAQUE, COLOR BLACK TO MATCH APPEARANCE OF VIEWABLE GLASS
- AWNING COLORS
- STANDING SEAM SLOPED METAL AWNING ABOVE WINDOWS IN ATAS COLOR BRONZE 01, FRAMES IN SAME COLOR
- CURVED AWNING ABOVE ENTRY DOOR IN ATAS COLOR BRONZE 01, FRAMES IN SAME COLOR AWNINGS BY OTHERS
- REAR DOOR AND FRAME
- PAINTE COLOR TO MATCH GLEN GERY BRICK COLOR
- DUMPSTER GATE
- COMPOSITE MATERIAL, SCRATCH AND DENT RESISTANT, COLOR TO COMPLEMENT BRICK COLOR
- SIGNAGE ABOVE THE DOOR
- THE SIGNAGE COLOR AND GRAPHICS WILL BE SUBMITTED TO THE LOCAL AUTH. IN THE PROCESS OF SUBMITTING FOR A SIGN PERMIT
- SIGNAGE COMPASS LOGO, 2'-8" H X 2'-3 5/8" W FOLLOWED BY TEXT LETTERS TRUENORTH, 6 1/4" X 1 1/4" X 5'-10 1/2" WIDE LOGO TO HAVE SATIN ACRYLIC POLYURETHANE FINISH WITH LETTER FACES RETURNS TO BE FINISH GREEN, LOGO FACE DIGITALLY PRINTED APPLIED FIRST SURFACE WITH PROTECTIVE CLEAR COAT

**CODE NOTES ELEVATIONS**

- 1 STANDING SEAM METAL ROOF, CUSTOM CURVED ATOP SEGMENTAL ARCH AT ENTRY.
- 2 CUSTOM ALUM. DRIP EDGE ALONG SIDE EDGE OF CUSTOM CURVED ARCH AT OP ENTRY.
- 3 CUSTOM CURVED ALUM. FASCIA AT THE CUSTOM CURVED ARCH AT OP ENTRY.
- 4 ADHERED TYPE STONE, REFER TO SPECIFICATIONS & SECTIONS
- 5 CUSTOM CURVED ALUM. "F" MOLD CHANNEL AT EACH END OF ENTRY AND STANDARD LINEAR SOFFIT PANELS SET IN ALONG THE RADIUS.
- 6 FRAMED EDGE OF EIFS TO CREATE THE SIGN PANEL RECESS.
- 7 BACK SURFACE OF EIFS TO CREATE THE SIGN PANEL RECESS, (concealed can light)
- 8 NON-ILLUMINATED (not internally) SIGN BY OWNER (external can light shines on sign)
- 9 ENTRY WALL SCONCE, REFER TO LIGHTING PLAN.
- 10 MAIN WALL SCONCE, REFER TO LIGHTING PLAN.
- 11 EIFS WALL SURFACE, REFER TO WALL SECTIONS.
- 12 ALUMINUM WALL SURFACE, REFER TO WALL SECTIONS.
- 13 ALUMINUM FLASHING AT TRANSITION BETWEEN EIFS AND ALUM. SURFACES REFER TO WALL SECTIONS.
- 14 OVERHEAD ALUMINUM FASCIA AT THE PARAPET, REFER TO WALL SECTIONS.
- 15 BRONZE ANODIZED THERMALLY BROKEN WINDOW FRAME AND INSULATION GLASS, REFER TO WALL SECTIONS.
- 16 LIMESTONE WINDOW SILL.
- 17 CUSTOM MADE STANDING SEAM METAL CANOPY ATOP WINDOW, REFER TO ARCH SHOP DRAWINGS.
- 18 SNOW AND ICE RETENTION BAR BUILT INTO THE AWNING.
- 19 UTILITY SIZE BRICK SET AT 13rd RUNNING BOND
- 20 UTILITY SIZE BRICK SET AT 13rd RUNNING BOND AT ENTRY BASE
- 21 LIMESTONE SILL BETWEEN THE BRICK AT THE ENTRY BASE AND THE STONE ABOVE
- 22 CLEAR ANODIZED THERMALLY BROKEN DOOR FRAME AND SIDELITE INSULATION GLASS, REFER TO WALL SECTIONS.
- 23 CLEAR ANODIZED DOUBLE ENTRY DOOR, REFER TO DOOR SCHEDULE.
- 24 REINFORCED FOUNDATION FOR THE ENTRY STRUCTURE.
- 25 CLEAR ANODIZED TRANSOM FRAME AND GLASS, REFER TO DOOR SCHEDULE
- 26 CUSTOM ARCHED CANOPY ATOP THE ENTRY DOOR, REFER TO CANOPY SHOP DRAWINGS.
- 27 REINFORCED CONCRETE FOUNDATION WALL, REFER TO FOUND PLANS AND SECTIONS AND SCHEDULES
- 28 TOP OF FOUNDATION, FOUNDATION PLAN FOR ELEV.
- 29 BOTTOM OF FOUNDATION, REFER TO FOUNDATION PLAN FOR ELEV.
- 30 THIS NOTE HAS BEEN DELETED.
- 31 THIS NOTE HAS BEEN DELETED.
- 32 DUMPSTER WALL, REFER TO WALL SECTION No.3
- 33 COMPOSITE MATERIAL, SCRATCH AND DENT RESISTANT, COLOR TO COMPLEMENT BRICK COLOR.
- 34 OPENING IN DUMPSTER FOR MAN DOOR
- 35 ALUMINUM DOWNSPOUT, REFER TO THE SECTION PAGE WITH DETAILS AND ALSO REFER TO ROOF PLAN.
- 36 ALUMINUM CONDUCTOR HEAD, REFER TO THE SECTION PAGE WITH DETAILS AND ALSO REFER TO ROOF PLAN.
- 37 MEMBRANE LINED SCUPPER OPENING ATOP THE CONDUCTOR HEAD AND ALSO TO SERVE AS AN EMERG. OVERFLOW, ALSO REFER TO ROOF PLAN.
- 38 MEMBRANE LINED PARAPET OPENING IN THE LOCATION AS SHOWN FOR ROOF ACCESS, ALSO REFER TO THE ROOF PLAN.
- 39 BACKSIDE OF THE ENTRY STRUCTURE, LINE WITH MEMBRANE.



Project: 1130-20207  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Subject to review in accordance with the provisions of the Illinois Professional Practice Act of 1989 (225 ILCS 305.16) and applicable rules of the Board of Registration for Professional Engineers and Architects.

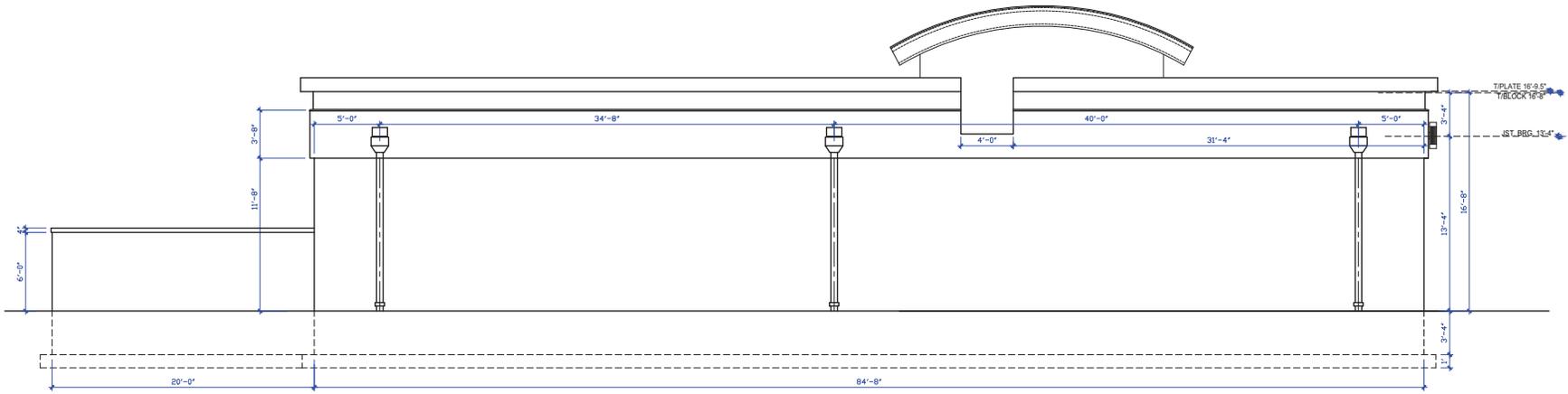
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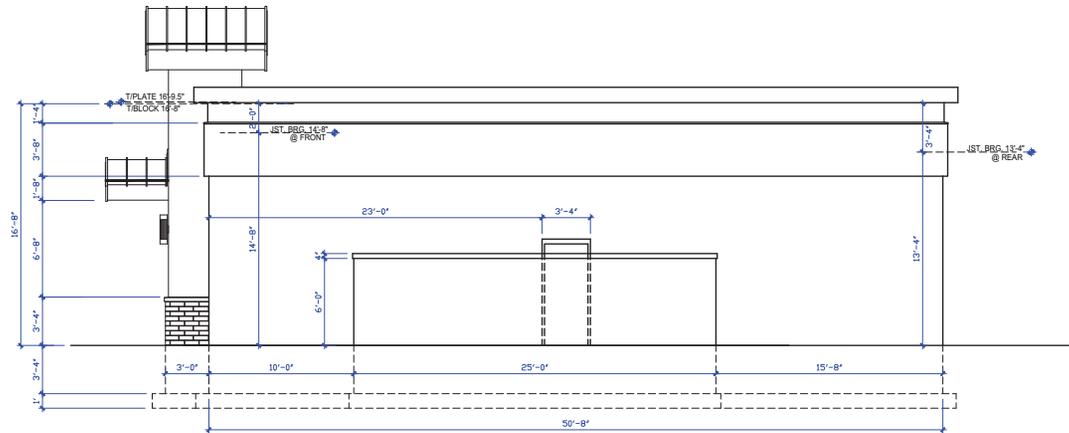
Sheet: **Front and Left Side Elevation & materials notes**  
 Project: **truenorth 185 N. Milwaukee**  
 Location: **Lincolnshire, Illinois 60069**

Date: 1/30/2019  
 Project Number: TN  
 Sheet:



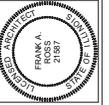
REAR ELEVATION

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



RIGHT ELEVATION

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



revision: 1/30/2019  
signature:  
date:

Subject to review in accordance with the Practice Act of 1987, I, the undersigned, do hereby certify that the information herein is true and correct as of the date of preparation of this drawing.

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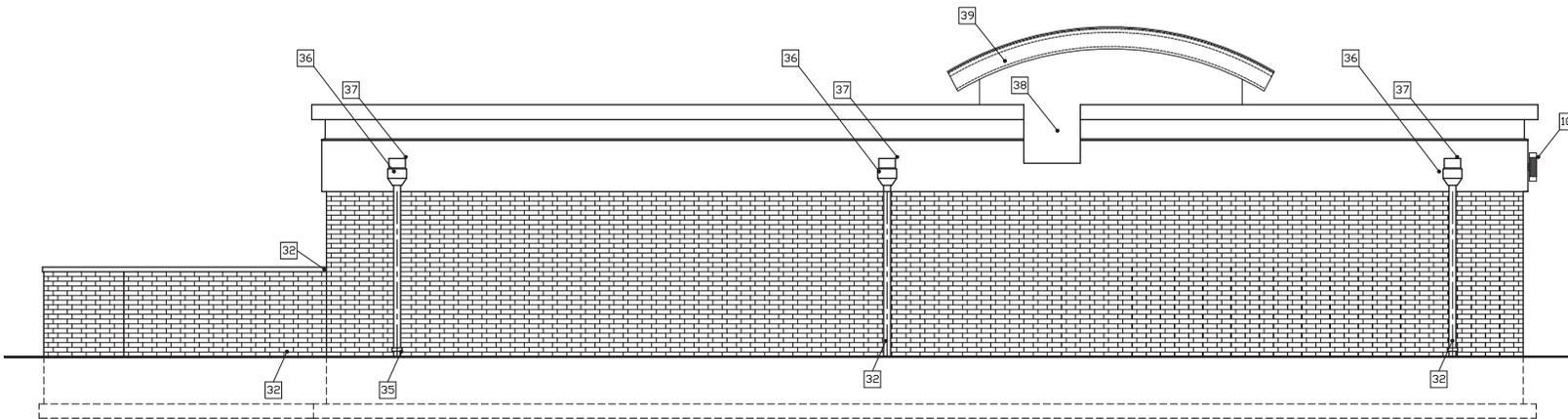


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Showing Rear and Right Elevations with dimensions  
project: Trueneroth 185 N. Milwaukee  
Lincolnshire, Illinois

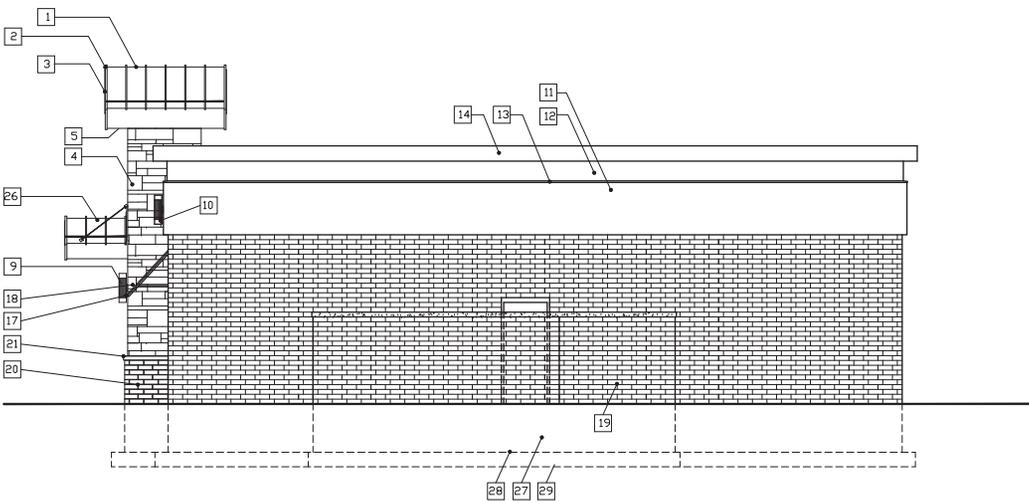
date: 1/30/2019  
project number: TN  
sheet:

A-402



**REAR ELEVATION**

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



**RIGHT ELEVATION**

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

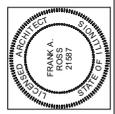


**X CODE NOTES ELEVATIONS**

- 1 STANDING SEAM METAL ROOF, CUSTOM CURVED ATOP SEGMENTAL ARCH AT ENTRY.
- 2 CUSTOM ALUM. DRIP EDGE ALONG SIDE EDGE OF CUSTOM CURVED ARCH ATOP ENTRY.
- 3 CUSTOM CURVED ALUM. FASCIA AT THE CUSTOM CURVED ARCH ATOP ENTRY.
- 4 ADHERED TYPE STONE, REFER TO SPECIFICATIONS & SECTIONS.
- 5 CUSTOM CURVED ALUM. "F" MOULD CHANNEL, AT EACH END OF ENTRY AND STANDARD LINEAR SOFFIT PANELS SET IN ALONG THE RADIIUS.
- 6 FRAMED EDGE OF EIFS TO CREATE THE SIGN PANEL RECESS.
- 7 BACK SURFACE OF EIFS TO CREATE THE SIGN PANEL RECESS. (unscaled call light)
- 8 NON-ILLUMINATED (not internally) SIGN BY OWNER (external can light shines on sign)
- 9 ENTRY WALL SCONCE, REFER TO LIGHTING PLAN.
- 10 MAIN WALL SCONCE, REFER TO LIGHTING PLAN.
- 11 EIFS WALL SURFACE, REFER TO WALL SECTIONS.
- 12 ALUMINUM WALL SURFACE, REFER TO WALL SECTIONS.
- 13 ALUMINUM FLASHING AT TRANSITION BETWEEN EIFS AND ALUM. SURFACES REFER TO WALL SECTIONS.
- 14 OVERHEAD ALUMINUM FASCIA AT THE PARAPET, REFER TO WALL SECTIONS.
- 15 BRONZE ANODIZED THERMALLY BROKEN WINDOW FRAME AND INSULATION GLASS, REFER TO WALL SECTIONS. THE OWNER MAY ELECT TO HAVE A BRONZE COLOR KYNAR COATING.
- 16 LIMESTONE WINDOW SILL.
- 17 CUSTOM MADE STANDING SEAM METAL CANOPY ATOP WINDOW, REFER TO MFG. SHOP DRAWINGS.
- 18 SNOW AND ICE RETENTION BAR BUILT INTO THE AWNING.
- 19 UTILITY SIZE BRICK SET AT 13rd RUNNING BOND.
- 20 UTILITY SIZE BRICK SET AT 13rd RUNNING BOND AT ENTRY BASE.
- 21 LIMESTONE SILL BETWEEN THE BRICK AT THE ENTRY BASE AND THE STONE ABOVE.
- 22 CLEAR ANODIZED THERMALLY BROKEN DOOR FRAME AND SIDELITE INSULATION GLASS, REFER TO WALL SECTIONS.
- 23 CLEAR ANODIZED DOUBLE ENTRY DOOR, REFER TO DOOR SCHEDULE.
- 24 REINFORCED FOUNDATION FOR THE ENTRY STRUCTURE.
- 25 CLEAR ANODIZED TRANSOM FRAME AND GLASS, REFER TO DOOR SCHEDULE.
- 26 CUSTOM ARCHED CANOPY ATOP THE ENTRY DOOR, REFER TO CANOPY SHOP DRAWINGS.
- 27 REINFORCED CONCRETE FOUNDATION WALL, REFER TO FOUND. PLANS AND SECTIONS AND SCHEDULES.
- 28 TOP OF FOUNDATION, FOUNDATION PLAN FOR ELEV.
- 29 BOTTOM OF FOUNDATION, REFER TO FOUNDATION PLAN FOR ELEV.
- 30 THIS NOTE HAS BEEN DELETED.
- 31 THIS NOTE HAS BEEN DELETED.
- 32 COMPOSITE MATERIAL, SCRATCH AND DENT RESISTANT, COLOR TO COMPLEMENT BRICK COLOR.
- 33 OPENING IN DUMPSTER FOR MAN DOOR.
- 34 ALUMINUM DOWNSPOUT, REFER TO THE SECTION PAGE WITH DETAILS AND ALSO REFER TO ROOF PLAN.
- 35 ALUMINUM CONDUCTOR HEAD, REFER TO THE SECTION PAGE WITH DETAILS AND ALSO REFER TO ROOF PLAN.
- 36 MEMBRANE LINED SCUPPER OPENING ATOP THE CONDUCTOR HEAD AND ALSO TO SERVE AS AN EMERG. OVERFLOW, ALSO REFER TO ROOF PLAN.
- 37 MEMBRANE LINED PARAPET OPENING IN THE LOCATION AS SHOWN FOR ROOF ACCESS, ALSO REFER TO THE ROOF PLAN.
- 38 BACKSIDE OF THE ENTRY STRUCTURE, LINE WITH MEMBRANE.

**BUILDING MATERIAL COLORS**

<p><b>ALL EIFS MATERIALS</b> EIFS COLOR 1: 3" BAND CUSTOM COLOR TO MATCH ELDRADO STONE DRY CREEK STACKED STONE EIFS COLOR 2: 1.5" BAND CUSTOM COLOR TO MATCH METAL COPING COLOR ATAS COLOR CLASSIC BRONZE 01. ONLY APPLIES IF OWNER SELECTS THIS COLOR IN LIEU OF BRONZE COLORED METAL. (BRONZE COLOR ALUM. IS IN BASE BID).</p> <p><b>ALL FINISH ALUMINUM (except window frames)</b> FASCIA, SOFFIT, COPING ETC. IN ATAS COLOR CLASSIC BRONZE 01 CONDUCTOR HEAD AND DOWNSPOUT ATAS COLOR CLASSIC BRONZE 01</p> <p><b>BRICK</b> BROWN BRICK COLOR, GLEN GERY BRICK, BAXTER SMOOTH, GLEN GERY MORTAR COLOR G302</p> <p><b>STONE ON ENTRY</b> ELDRADO STACKED STONE IN DRY CREEK, STONE 4" H AND LENGTHS VARYING IN 8", 12", 20"</p> <p><b>DECORATIVE WALL SCONCE LIGHTS</b> BESA LIGHTING, SCONCE WITH OPAL MATTE GLASS SHADE, METAL ACCENT IN BRONZE 6" W X 24" H X 7"D</p> <p><b>ROOF</b> EPDM FULLY ADHERED ROOF, COPING TO MATCH ATAS COLOR CLASSIC BRONZE 01</p> <p><b>WINDOW / DOOR FRAME</b> DOUBLE THERMALLY BROKEN BRONZE ANODIZED FRAMES (or bronze Kynar coating) w/ INSULATED GLASS WITH LOW EMISSIVITY COATING ON THE NUMBER 2 SURFACE, KAWNEER No. 40 DARK BRONZE</p> <p><b>PANES THAT ARE OPAQUE, COLOR BLACK TO MATCH APPEARANCE OF VIEWABLE GLASS</b></p> <p><b>AWNING COLORS</b> STANDING SEAM SLOPED METAL AWNING ABOVE WINDOWS IN ATAS COLOR BRONZE 01, FRAMES IN SAME COLOR CURVED AWNING ABOVE ENTRY DOOR IN ATAS COLOR BRONZE 01, FRAMES IN SAME COLOR AWNINGS BY OTHERS</p> <p><b>REAR DOOR AND FRAME</b> PAINT COLOR TO MATCH GLEN GERY BRICK COLOR</p> <p><b>DUMPSTER GATE</b> COMPOSITE MATERIAL, SCRATCH AND DENT RESISTANT, COLOR TO COMPLEMENT BRICK COLOR</p> <p><b>SIGNAGE ABOVE THE DOOR</b> THE SIGNAGE COLOR AND GRAPHICS WILL BE SUBMITTED TO THE LOCAL AUTH. IN THE PROCESS OF SUBMITTING FOR A SIGN PERMIT. SIGNAGE COMPASS LOGO, 2'-6" H X 2'-3 5/8" W FOLLOWED BY TEXT LETTERS "TRUENORTH", 8 1/4" X 11" H X 5-10 1/2" WIDE LOGO TO HAVE SATIN ACRYLIC POLYURETHANE FINISH WITH LETTER FACES TURNS TO BE PMSR34 GREEN, LOGO FACE DIGITALLY PRINTED APPLIED FIRST SURFACE WITH PROTECTIVE CLEAR COAT</p>	<p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p> <p>26</p> <p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p> <p>39</p>
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Project: 1330-20207  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Subject to review in accordance with the Illinois Professional Practice Act of 1989 (225 ILCS 305.16) separate file as noted expiration date.

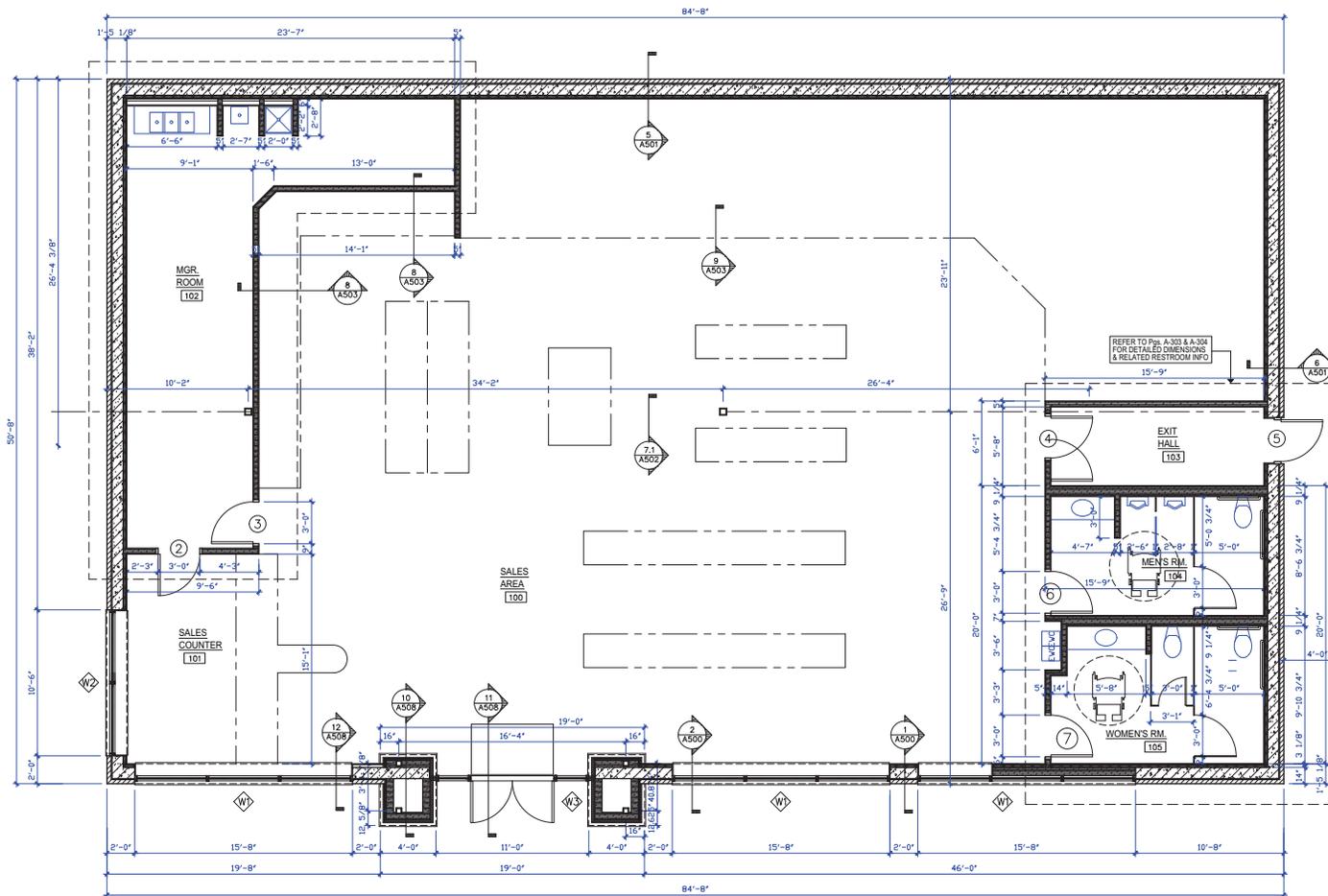
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Showing Rear and Right Side Elevation & materials notes  
 Project: Truenorth 185 N. Milwaukee  
 Lincolnshire, Illinois

Date: 1/30/2019  
 Project Number: TN  
 Sheet: \_\_\_\_\_



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



revision: 1/30/2019  
signature: \_\_\_\_\_  
date: \_\_\_\_\_

Subject to review in accordance with the Illinois Building Code, Practice Act or other applicable regulations and as noted on the drawings.

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Drawing Floor Plan & notes  
project Truemanth  
Lincolnshire, IL

date 1/30/2019  
project number TN x  
sheet

A-200



# TERRACO DEVELOPMENT HISTORY

## 1982 - PRESENT

### 1982-1989

■ CITY	■ INTERSECTION	■ SQ. FT.	■ ANCHORS
1 Skokie, IL	NEC Dempster St. & Skokie Blvd.	7,200 SF	Devonshire Depot Specialty Store
2 Skokie, IL	SEC Dempster St. & Central Pk.	14,000 SF	Blockbuster
3 Skokie, IL	NWC Dempster St. & Monticello St.	5,000 SF	Zenith Computer Center
4 Skokie, IL	NEC Dempster St. & Keeler Rd.	20,000 SF	Hamakor Gallery, American Airlines, & Alper Furs
5 Orland Park, IL	SEC 151st St. & Regent	20,000 SF	Unanchored
6 Evanston, IL	NWC Sherman Ave. & Lake St	7,000 SF	Tommy Nevin's Bar
7 Skokie, IL	NWC Monticello St. & Dempster St.	3,000 SF	Grease Monkey
8 Wilmette, IL	NWC Old Glenview Rd. & Skokie Blvd.	6,000 SF	Coconuts Music & Video

### 1990-1994

■ CITY	■ INTERSECTION	■ SQ. FT.	■ ANCHORS
9 Bartlett, IL	NWC Rte. 59 & Stearns Rd.	72,000 SF	Dominick's
10 Zion, IL	NWC Sheridan Rd. & Shiloh	12,000 SF	Walgreens
11 Vernon Hills, IL	SEC Townline Rd. & Fairfield Dr.	20,000 SF	Walter E. Smithe, Red Lobster
12 Bolingbrook, IL	NEC Lily Cache Ln. & Schmidt Rd.	3,000 SF	7-Eleven
13 Chicago, IL	SEC 63rd St. & Kedzie Ave.	3,000 SF	Checkers
14 Downers Grove, IL	NWC 63rd St. & Belmont Ave.	12,000 SF	Walgreens
15 Bolingbrook, IL	SWC 83rd St. & Janes Ave.	13,500 SF	Walgreens
16 Vernon Hills, IL	SWC Route 60 & Fairway Dr.	51,000 SF	Sportmart & TGI Fridays
17 Dublin, OH	NWC Sawmill Rd. & Martin Rd.	45,000 SF	Sportmart
18 Aurora, IL	SEC Ogden Ave. & Eola Rd.	16,500 SF	Walgreens & Burger King
19 Bartlett, IL	NWC Devon Ave. & Main St.	4,000 SF	American Chartered Bank
20 Chicago, IL	SWC Shakespeare Ave & Clybourn Ave.	13,000 SF	White Glove Car Wash
21 Highland Park, IL	NEC Green Bay Rd. & Elm St.	13,500 SF	Walgreens
22 Blue Island, IL	NWC 127th St. & Western Ave.	13,500 SF	Walgreens
23 Oak Brook, IL	NEC Rte. 83 & 16th St.	112,000 SF	Borders Books, Container Store, & Office Max

### 1995-1999

■ CITY	■ INTERSECTION	■ SQ. FT.	■ ANCHORS
24 Fox Lake, IL	SEC Rand Rd. & Sayton Rd.	22,500 SF	Walgreens & Blockbuster Video
25 Bloomingdale, IL	Lake St.	28,000 SF	Stroud's Linens
26 Torrance, CA	SWC Torrance Blvd & Amie Ave.	45,000 SF	Sportmart
27 Hobart, IN	SWC Hwy 30 & Colorado St.	30,000 SF	Crown Books
28 Orland Park, IL	NEC 159th St. & LaGrange Rd.	15,500 SF	Babies-R-Us
29 Orland Park, IL	NEC 159th St. & 80th Ave.	24,000 SF	Casual Male, Hollywood Video
30 Gurnee, IL	SWC Grand Ave. & Hunt Club Rd.	280,000 SF	Home Depot & Dominick's
31 Bartlett, IL	NEC Rte. 59 & Army Trail Rd	15,000 SF	Bartlett Gymnastics Academy



# TERRACO DEVELOPMENT HISTORY

## 1982 - PRESENT

■ CITY	■ INTERSECTION	■ SQ. FT.	■ ANCHORS
32	Champaign, IL NEC Town Center Blvd. & Prospect Ave.	250,000 SF	Menard's & Border's Books
33	Downer's Grove, IL NWC Butterfield Rd. & 355	25,000 SF	Golfsmith
34	Romeoville, IL 135th St. & Weber Rd.	130,000 SF	Dominick's & Ace Hardware
35	Alsip, IL 127th St. & Pulaski	13,900 SF	Walgreens
36	Skokie, IL SWC Skokie Blvd. & Church St.	13,900 SF	Walgreens
37	Glenview, IL SWC Glenview Rd. & Greenwood Rd.	13,905 SF	Walgreens
38	Oak Brook, IL 22nd St. & Midwest Blvd.	13,905 SF	Walgreens
39	Bartlett, IL NEC Rte. 59 & Army Trail Rd	9,000 SF	Starbucks
40	Las Vegas, NV NEC Tropical Pkwy. & Lossee Ave.	41 acre land	Land development and sale

### 2000-2004

■ CITY	■ INTERSECTION	■ SQ. FT.	■ ANCHORS
41	Lincolnshire, IL Milwaukee Ave. & Olde Half Day Rd.	15,000 SF	Walgreens
42	Buffalo Grove, IL SEC Buffalo Grove Rd. & Aptakisic Rd.	28,120 SF	Walgreens & Starbucks
43	Evanston, IL Oakton St. & Hartrey Rd.	5,000 SF	Steak-N-Shake
44	Homewood, IL 183rd St. & Halsted St.	132,000 SF	Office Max & Jewel-Osco
45	Hillside, IL Cermak Rd. & Wolf Rd.	20,000 SF	Walgreens & Buona Beef
46	Bartlett, IL Rte. 59 & Schick Rd.	20,000 SF	7/Eleven, Multi-family residential
47	Middletown, PA NWC W. Harrisburg Pike & James Way Plz	130,000 SF	CVS & Old Navy
48	Chicago, IL SEC 71st St. & Stony Island	5,000 SF	Starbucks & LaSalle Bank
49	Chicago, IL SEC 95th St. & Jeffery	58,000 SF	Walgreens & Ace Hardware
50	Dyer, IN Rte. 30 & Calumet Ave.	20,000 SF	Walgreens & McDonald's
51	Bridgeview, IL NWC 79th St. & Harlem Ave.	40,000 SF	Walgreens & Aldi
52	Highland Park, IL NEC Deerfield Rd. & Ridge Rd	2,000 SF	Starbucks
53	Lisle, IL Ogden Ave. & Old Tavern Rd.	5,000 SF	Popeye's
54	Orland Park, IL NWC 147th St. & LaGrange Rd.	24,000 SF	Walgreens
55	Lockport, IL IL Rte. 7 & Farrell Rd.	20,000 SF	Walgreens & Fifth Third Bank
56	Evanston, IL SEC Central Ave. & Crawford St.	3,500 SF	Starbucks
57	Romeoville, IL 135th St. & Weber Rd.	20,000 SF	Walgreens & BP Amoco
58	Plainfield, IL 127th St. & Rte. 59	200,000 SF	Target, Barnes & Nobel
59	Chicago, IL McCormick Blvd. & Lincoln Ave.	210,000 SF & 105 residential units	Office Depot, Borders Books, & Senior Housing
60	Chicago, IL NWC St. & Kedzie Ave.	20,000 SF	Walgreens
61	Chicago, IL 103rd St. & Western Ave.	14,500 SF	Walgreens
62	Skokie, IL NWC Emerson St. & Skokie Blvd.	23,300 SF & 110 residential units	Fifth Third Bank, Portillos, Siena Condominiums
63	Chicago, IL Harlem Ave. & Foster Ave.	13,000 SF	Walgreens
64	Morton Grove, IL 9000 Waukegan Rd.	80,000 SF	Illinois Bone & Joint Institute



# TERRACO DEVELOPMENT HISTORY

## 1982 - PRESENT

■ CITY	■ INTERSECTION	■ SQ. FT.	■ ANCHORS
65	Huntley, IL Kreutzer St. & Rte. 47	30,000 SF	Walgreens & Bank One
66	Skokie, IL 5001 Dempster St.	4,000 SF	Starbucks drive-thru & Washington Mutual
67	Glen Ellyn, IL St. Charles St., Main St., & Geneva Rd.	21,000 SF	Walgreens & Dairy Queen
68	Chicago, IL 4211 Cicero Ave.	42,000 SF	Medical offices
69	Mt. Prospect, IL SEC Dempster St. & Busse Rd.	22,000 SF	Culvers
70	Chicago, IL NWC 76th St. & Stony Island Ave.	67,815 SF	Staples & Walgreens, K&G, Star Beauty
71	Oswego, IL NWC Rte. 34 & Orchard St.	15,000 SF	Castle Bank, Wendy's, Exxon Mobil
72	Oswego, IL SWC Lewis St. Orchard Rd.	14,500 SF	Walgreens

### 2005-2010

■ CITY	■ INTERSECTION	■ SQ. FT.	■ ANCHORS
73	Mt. Prospect, IL NEC Wolf Rd. & Euclid Ave.	24,000 SF	North Shore Health System & Dunkin Donuts
74	Orland Park, IL NEC 159th St. & LaGrange Rd.	15,000 SF	Heavenly Massage, Physicians Immediate Care
75	Vero Beach, FL Rte. 1 & 79th St.	111 residential units	Residential Subdivision
76	Coal City, IL SWC Hwy 113 & Berta Rd.	60,000 SF	Ace Hardware
77	Libertyville, IL SEC Rte. 137 & Milwaukee Ave.	5,000 SF	Starbucks & Chiro One Wellness Center
78	Kenosha, WI NEC Green Bay Rd. & Washington St.	100,000 SF	CVS, McDonald's
79	Gurnee, IL SEC & SWC Grand Ave. & Rollins Rd.	205,000 SF	Lowe's, Northshore University Health Systems
80	Chicago Heights, IL SEC Halsted St. & Vollmer Rd.	15,000 SF	Taco Bell
81	Alexandria, MN NWC 10th St. & Broadway Ave.	14,820 SF	Walgreens
82	Skokie, IL SWC Skokie Blvd. & Gross Point Rd.	2,000 SF	Midwest Gold Buyers
83	Alexandria, MN NWC 50th Ave. & Sanibel Dr.	14,400 SF	Dunn Bros. Coffee & Mid Minnesota Credit Union
84	Wood Dale, IL SWQ Irving Park Rd. & Addison Rd.	6,000 SF	NAPA Auto
85	Joliet, IL NEC Caton Farm Rd. & Ridge Rd.	15,000 SF	Walgreens
86	Orlando, FL NEC International Dr. & Kirkman Rd.	33,000 SF	Brown Shoes
87	Bartlett, IL SWC Rte. 59 & Schick Rd.	25,150 SF	Suburban Orthopedics
88	Northbrook, IL NWC Shermer Rd. & Waukegan Rd.	14,500 SF	Walgreens
89	Wilmette, IL Old Glenview Rd. & Edens Expressway	60,000 SF	Office Building

### 2011-Present

■ CITY	■ INTERSECTION	■ SQ. FT.	■ ANCHORS
90	Riverwoods, IL SEC Milwaukee Ave. & Deerfield Rd.	20,000 SF	TBD
91	Milwaukee, WI SEQ South 27th St. & Loomis Road	22,000 SF	Buffalo Wild Wings
92	Diamond, IL Route 113 & Berta Road	6,125 SF	Advance Auto Parts
93	Kankakee, IL Route 45 & Brookmont Blvd.	325,000 SF	Ultra Foods anchored
94	Evanston, IL 1211 Chicago Ave.	13,000 SF	Trader Joe's
95	Evanston, IL 1233 Chicago Ave.	11,843 SF	Mixed-use Building
96	Wilmette, IL 3201 Old Glenview Road	75,000 SF	White Lodging
97	Skokie, IL SWC Harrison Rd. & Crawford Ave.	15,000 SF	Walgreens
98	Skokie, IL 4749 Golf Road	3,600 SF	Citibank
99	Stockton, CA SEC Wilson Way & Fremont St.	15,000 SF	Walgreens
100	Madison, WI 7475 Mineral Point Road	85,403	Pier 1 Imports, Dollar Tree, Planet Fitness



# TERRACO DEVELOPMENT HISTORY

1982 - PRESENT

	■ CITY	■ INTERSECTION	■ SQ. FT.	■ ANCHORS
101	Evanston, IL	2814 Central St.	11,713 SF	Little Green Tree House
102	Skokie, IL	7939-7941 Lincoln Ave.	6,000 SF	Chase Bank
103	Stockton, CA	Wilson Way & Fremont St.	12,000 SF	WSS Shoes
104	Stockton, CA	Wilson Way & Fremont St.	1 acre	Panda Express
105	Chicago, IL	76th & Ashland	40,000 SF	Walmart
106	Chicago, IL	2500 N. Milwaukee Avenue	250,000 SF	Mixed Use Project
107	Grandville, MI	3845 Rivertown Parkway	60,000 SF	Planet Fitness, Noodles & Co.
108	Skokie, L	9240 Skokie Blvd.	5,200 SF	Mattress Firm, Union Bank
109	Evanston, IL	2100 Green Bay Rd.	25,000 SF	Walgreens
110	New Buffalo, MI	18519 LaPorte Rd.	13,000 SF	Dollar General
111	Chicago, IL	1035 W. Addison Street	7,500 SF	Across from Wrigley Field
112	Chicago, IL	61st & Cottage Grove	40,000 SF	Jewel-Osco

■ 112 PROJECTS

■ OVER 4.75M SQUARE FEET



# *truenorth*

## WHAT/WHO IS *truenorth*

*truenorth* was founded in 1999 when the family owned Lyden Company formed an equity joint venture with Shell Oil Company. The Lyden Company, now known as True North Holdings, has been in the business for 99 years with both the 3rd and 4th generations leading growth and development

Through its company operations, *truenorth* provides fuel and convenience retailing to customers at ~110 locations, while providing fuel to another ~200 independent dealers. Through all of the knowledgeable, hardworking and dedicated employees, they offer each customer Fast, Friendly, and Clean stores.

We pride ourselves in being involved in all the communities we serve. Our sites are well landscaped, well lit, safe and inviting.

We build our stores primarily of natural materials and typically have 6-8 fueling islands that will fuel from 12-16 vehicles simultaneously. Shell's globally recognized, modern and clean image is a compliment to our brand. LED lighting is utilized both inside and out and all surfaces are composed of concrete.

We are proactive in maintenance and capital re-investment and believe in keeping our facilities modern and relevant.



## Contact Us

*truenorth*

10346 Brecksville Rd.  
Brecksville, OH 44141

(440) 792-4200

Visit us on the web:  
[www.truenorthstores.com](http://www.truenorthstores.com)

We operate our *truenorth* locations with our own staff. This allows us to maintain a high bar related to standards, policies, procedures, and control of our operations.

This culture ensures we are successful in delivering our brand promise. Our stores are well staffed and well trained, always putting our customers first.



**TITLE: 6**  
**CHAPTER 6: Business Districts**  
**ARTICLE: A, B1 Retail Business District**



**Sections:**

- 6-6A-1: Intent and Scope of Regulations
- 6-6A-2: General Requirements
- 6-6A-3: Uses
- 6-6A-4: Lot Size Requirements
- 6-6A-5: Building Setbacks
- 6-6A-6: Building Height
- 6-6A-7: Signs
- 6-6A-8: Off-Street Parking and Loading
- 6-6A-9: Landscaping

**6-6A-1: Intent and Scope of Regulations**

This District is intended to provide a location suitable to accommodate a combination of retail, service and office uses in an intensive commercial core area. Permitted and special uses can be placed on relatively small zoning lots reflecting the historic development pattern of Half Day Road and to encourage a pedestrian environment in retail shopping areas.

As the village relies almost exclusively on retail sales generated from properties located in the village to fund its municipal services, this Article is also intended to regulate the conversion or elimination of retail sales establishments through the preservation and enhancement of sales tax generating uses, while also working with the property owners to maintain a viable tenant mix on various properties within this District.

**6-6A-2: General Requirements**

- A. Outdoor Business and Storage: All business, service, storage, merchandise display and repair processing, where allowed, shall be conducted only within a completely enclosed building except for off-street parking, off-street loading, open sales lots, automobile service facilities, and drive-thru facilities where such uses are allowed.
- B. Production of Goods: The production of any goods on the premises shall be associated with a Permitted and/or Special Use and incidental to the principal use, unless otherwise specifically provided herein.
- C. Performance Criteria: The use of equipment and goods processed or produced in the premises shall not be objectionable by reason of odor, dust, smoke, cinders, gas, noise, vibration, refuse matter or water-carried waste.
- D. Restrictions on Ground Floor Uses:
  - 1. Non-sales tax-generating uses shall be unlimited in structures constructed prior to January 1, 1995, subject to Chapter 13, Non-Conforming Buildings & Uses, of this Title.
  - 2. Non-sales tax generating uses in structures constructed after January 1, 1995 shall be

subject to the following restrictions:

- a. Gross Floor Area: A maximum 25% of the gross ground floor area per principal structure on a zoning lot shall be utilized for non-sales tax generating uses.
- b. Variance: Any request for an increase in the above restriction shall be subject to the Variance procedures of Section 6-14-9 of this Title.

### 6-6A-3: Uses

Uses permitted in the B1 Retail Business District are identified in the table below:

<b>Uses</b>	<b>P = Permitted</b> <b>SU = Special Use</b>
Banks and financial institutions, with drive-through facilities	SU
Banks and financial institutions, without drive-thru facilities	P
Catering establishment	SU
Convenience store	P
Day care center	SU
Day Spa, with massage services	SU
Day Spa, without massage services	P
Educational institution, private, business, trade school	SU
Food store, including candy/confectionery stores, dairy products and bakeries	P
Funeral home	SU
General retail and services uses	P
Government building (subject to the regulations of Section 6-6A-2(D))	SU
Liquor sales, package only	P
Musical instrument sales and repair, including accessory instruction/lessons	P
Office, business and professional (subject to the regulations of Section 6-6A-2(D))	P
Personal fitness/instruction studio (yoga, martial arts, dance), not including health club/athletic facilities	P
Pet shop, with limited boarding and/or sale of live animals	SU
Physician's office	P
Planned Unit Development (PUD), as regulated in Section 6-14-12 of this Title	SU
Printing, publishing, blueprinting and photocopying establishments with retail sales only	SU
Repair or servicing of any article, the sale of which is from a permitted use in this District	SU
Restaurants with Live Entertainment	SU
Restaurants, excluding Live Entertainment	P
Restaurants, Fast Food with drive-thru	SU
Restaurants, Fast Foot without drive-thru facility	P
Retail pharmacy/ drug store, without drive-thru facility	P
Vehicle Fueling Station, may include convenience store	SU
Any other similar use not specifically permitted in this Chapter, but which has substantially similar impacts on public services, traffic, parking and property values as the uses expressly permitted herein, is consistent with the trend in development within the District, and is complementary to the Village's reliance on non-property taxes to finance municipal operations.	P

**6-6A-4: Lot Sizes**

<b>Uses</b>	<b>Minimum Lot Area</b>	<b>Minimum Lot Width</b>
Permitted Uses	15,000 sq. ft.	100 ft.
Banks and financial institutions, with drive-through	40,000 sq. ft.	150 ft.
Funeral home	30,000 sq. ft.	200 ft.
Planned Unit Development	By Village Board	By Village Board
Restaurant with Live Entertainment	15,000 sq. ft.	100 ft.
Restaurant, Fast Food with drive-thru facility	45,000 sq. ft.	200 ft.
Special Uses, all others	7,500 sq. ft.	100 ft.
Vehicle Fueling Station, may include convenience store	45,000 sq. ft.	200 ft.

**6-6A-5: Building Setbacks**

<b>Uses</b>	<b>Front</b>	<b>Side</b>	<b>Corner Side</b>	<b>Rear</b>
Permitted Uses	10 ft.	8 ft.	10 ft.	15 ft.
Special Uses	10 ft.	8 ft.	10 ft.	15 ft.
Planned Unit Developments (PUD)	By Village Board			

Where a side and/or rear yard abuts any residential zoning district, excluding the R5 District, a transitional yard measuring twice the minimum yard requirement shall be required. Landscaping or fence screening a minimum of seventy-five percent (75%) opacity shall be provided along such transitional yards. Transitional yards shall not contain any off-street parking or other structures, except driveways, sidewalks, and landscaping.

**6-6A-6: Building Height**

In the B1 District no building shall exceed two and one-half (2-1/2) stories or thirty feet (30') in height including rooftop equipment.

**6-6A-7: Signs**

Signs shall be subject to the regulations contained in Title 12 of this Code.

**6-6A-8: Off-Street Parking and Loading**

Off-street parking and loading facilities shall be provided as required in Chapter 11 of this Title. (Ord. 86-885-22)

**6-6A-9: Landscaping**

Landscaping shall be subject to the regulations contained in Title 13 of this Code

**TITLE: 6**  
**CHAPTER 6: Business Districts**  
**ARTICLE: B, B2 General Business District**



**Sections:**

- 6-6B-1: Intent and Scope of Regulations
- 6-6B-2: General Requirements
- 6-6B-3: Uses
- 6-6B-4: Lot Sizes
- 6-6B-5: Building Setbacks
- 6-6B-6: Building Height
- 6-6B-7: Signs
- 6-6B-8: Off-Street Parking and Loading
- 6-6B-9: Landscaping

**6-6B-1: Intent and Scope of Regulations**

The intent of the B2 District is to accommodate those uses which require substantial land area, are major travel destinations, require substantial support parking and draw their clientele or employees from the regional market. Often times such uses require a high degree of access and roadside visibility or exposure from major thoroughfares.

As the village relies almost exclusively on retail sales generated from properties located in the village to fund its municipal services, this Article is also intended to regulate the conversion or elimination of retail sales establishments through the preservation and enhancement of sales tax generating uses, while also working with the property owners to maintain a viable tenant mix on various properties within this District.

**6-6B-2: General Requirements**

- A. Outdoor Business and Storage: All business, service, storage, merchandise display and repair processing, where allowed, shall be conducted only within a completely enclosed building except for off-street parking, off-street loading, open sales lots, automobile service facilities, and drive-thru facilities where such uses are allowed.
- B. Production of Goods: The production of any goods on the premises shall be associated with a Permitted and/or Special Use and shall be incidental to the principal use, unless otherwise specifically provided herein.
- C. Performance Criteria: The use of equipment and goods processed or produced on the premises shall not be objectionable by reason of odor, dust, smoke, cinders, gas, noise, vibration, refuse matter or water-carried waste.
- D. Restrictions on Ground Floor Uses:
  - 1. Non-sales tax-generating uses shall be unlimited in structures constructed prior to January 1, 1995, subject to Chapter 13, Non-Conforming Buildings & Uses, of this Title.
  - 2. Non-sales tax generating uses in structures constructed after January 1, 1995 shall be subject to the following restrictions:

- a. Gross Floor Area: A maximum 25% of the gross ground floor area per principal structure on a zoning lot shall be utilized for non-sales tax generating uses.
- b. Variance: Any request for an increase in the above restrictions shall be subject to the Variance procedures of Section 6-14-9 of this Title.

### 6-6B-3: Uses

Uses permitted in the B2 General Business District are identified in the table below:

<b>Uses</b>	<b>P = Permitted</b>
	<b>SU = Special Use</b>
Any Permitted Use in the B1 Retail Business District	P
Any Special Use in the B1 Retail Business District	SU
Assembly Uses, as defined in Chapter 2 of this Title	SU
Automotive service facility	SU
Bowling alley establishment	P
Colleges, universities, or vocational schools	SU
Convalescent, sheltered care facilities and group or nursing homes	P
Drinking establishments, including Live Entertainment	SU
Hotels	SU
Motor vehicle sales establishments	SU
Parks and playgrounds	P
Radio and television station, excluding transmission towers	SU
Recreation facility, public or private, as defined in Chapter 2 of this Title	SU
Retail shopping centers	P
Urgent medical care center/clinic	SU
Any other similar use not specifically permitted in this Chapter, but which has substantially similar impacts on public services, traffic, parking and property values as the uses expressly permitted herein, is consistent with the trend in development within the District, and is complementary to the Village's reliance on non-property taxes to finance municipal operations.	P

### 6-6B-4: Lot Sizes

<b>Uses</b>	<b>Minimum Lot Area</b>	<b>Minimum Lot Width</b>
Permitted Uses	30,000 sq. ft.	200 ft.
Automotive service/repair facility	30,000 sq. ft.	100 ft.
Motor vehicle sales establishment	30,000 sq. ft.	300 ft.
Planned Unit Developments(PUD)	By Village Board	By Village Board
Special Uses, all other	30,000 sq. ft.	200 ft.

**6-6B-5: Building Setbacks**

<b>Uses</b>	<b>Front</b>	<b>Side</b>	<b>Corner Side</b>	<b>Rear</b>
Permitted Uses	50 ft.	20 ft.	50 ft.	25 ft.
Special Uses, all others	50 ft.	20 ft.	50 ft.	25 ft.
Planned Unit Development (PUD)	By Village Board			

Where a side and/or rear yard abuts any residential zoning district, excluding the R5 District, a transitional yard measuring twice the minimum yard requirement shall be required. Landscaping or fence screening a minimum of seventy-five percent (75%) opacity shall be provided within such transitional yards. Transitional yards shall not contain any off-street parking or other structures, except driveways, sidewalks, and landscaping.

**6-6B-6: Building Height**

In the B2 District no building shall exceed three and one-half (3-1/2) stories or forty two feet (42') in height including rooftop equipment.

**6-6B-7: Signs**

Signs shall be subject to the regulations contained in Title 12 of this Code.

**6-6B-8: Off-Street Parking and Loading**

Off-street parking and loading facilities shall be provided as required in Chapter 11 of this Title. (Ord. 86-885-22)

**6-6B-9: Landscaping**

Landscaping shall be subject to the regulations contained in Title 13 of this Code

## VILLAGE CORE SECTOR

### CH 3C

Continued ingress and egress to the planning area from Milwaukee Avenue and Olde Half Day Road remains acceptable, however, consolidation of curb-cuts along Milwaukee Avenue should be strongly encouraged to reduce traffic conflicts.

#### Critical Area 4

This planning area is composed of approximately 12.8 acres of the Village's Downtown Redevelopment Area established at the northeast corner of Milwaukee Avenue and Half Day Road. Although this planning area previously contained several deteriorated commercial retail and residential structures, including a former Lincolnshire-Riverwoods Fire Protection District station, the village has removed all the remnant structures and prepared the area to construction ready condition.



As a result of the Village's progression in preparing the site for future construction, the majority of the existing low-quality scrub trees have been removed. Furthermore, the village has also performed substantial improvements to the banks of Indian Creek, including the planting of additional trees and aquatic vegetation. Included in the site preparation work was construction of a stormwater detention basin and compensatory stormwater storage facility. Additional environmental considerations include the ongoing environmental remediation work at the site of former and current gas stations. It is important to

note that the current remediation work must be completed prior to any future development of the planning area.

Ingress and egress to this planning area has been re-established on Half Day Road as a restricted, right-in/right-out configuration and at the reconfigured Milwaukee Avenue/Olde Half Day Road signalized intersection, pursuant to IDOT restrictions and approval.

#### Land Use Recommendation: Mixed Use Village Core

This planning area has been placed within the "Mixed Use Village Core" land use classification to permit its redevelopment in conformance with the Village's Downtown Redevelopment Plan. The redevelopment of this area should be characterized by human-scale buildings with street frontage facades and rear or interior parking areas. Architectural characteristics of this design should include four-sided buildings employing high-quality design and building materials, with pedestrian connectivity to the greatest extent possible. Furthermore, the design of this area should convey a unique sense of place.

Land uses acceptable within this planning area include retail, service-oriented, and entertainment-based uses as a convenience and destination point for village residents and visitors. Access to the site should be provided via the recently constructed curb-cuts on Milwaukee Avenue and Half Day Road.

#### Critical Area 5

Area 5 is partially made up of a collection of four parcels consisting of approximately 7 acres. This vacant planning area is located at the southeast corner of Milwaukee Avenue and Half Day Road, south of Critical Area 4.

Although the trees within this planning area do not exhibit the level of superior quality found throughout other areas of the village, additional environmental considerations within the area include the presence of wetlands and a small portion of the Indian Creek 100-Year Floodplain at the eastern boundary.

Even though the site maintains frontage on both Milwaukee Avenue and Half Day Road, access to the vacant site is currently not provided.



**Land Use Recommendation: Corridor Commercial**

This planning area has been placed within the “Corridor Commercial” land use classification in recognition of its location along a major traffic intersection and to supplement the mixed-use commercial development forecasted for Critical Area 4. Due to the environmental constraints, land size and accessibility limitations of this planning area, a commercial planned unit development (PUD) typical of the Village Green of Lincolnshire, CityPark, and Lincolnshire Commons cannot be expected for this area. However, any retail development should be complimentary to the development qualities and character of the Village Core. Creative site planning and design is necessary to ensure that any development of this area is not executed hastily in order to avoid the occurrence of a traditional commercial retail “strip” center at this highly visible intersection. Architectural design consistent with that of Critical Areas 2 and 4 is strongly encouraged in order to visually unite the entire area by way of strong architectural elements, features and high-quality building materials. Further, site design should orient building facades to the Milwaukee Avenue and Half Day Road frontages and rear parking areas in a manner consistent with traditional downtown development.

The limited frontage of this planning area along Milwaukee Avenue and proximity to the Half Day Road intersection creates a unique challenge for vehicular access. Ingress and egress on Milwaukee Avenue and Half Day Road will be limited to a single right-in/right-out/left-in curb-cut design. Opportunities for a full access curb-cut on Half Day Road to align with Critical Area 4 to the north have been denied by IDOT and further reinforced through the positioning of the Half Day Road curb-cut to Critical Area 4. Full access to the area can be achieved via a northern extension of Knightsbridge Parkway from its current terminus at Marriott Drive. This roadway extension would extend northerly to connect to Half Day Road.

Stormwater detention facilities should be established at the southeastern portion of the area, between the existing Courtyard by Marriott hotel and the future extension of Knightsbridge Parkway. This location would result in minimal disruption of the nearby wetlands and provide a naturalized separation to the hotel from the extended roadway. Pedestrian connectivity should also be required along the Knightsbridge Parkway extension and to the neighboring hotel to facilitate pedestrian access for nearby hotel guests and employees of the surrounding office buildings.

**Critical Area 6** (see map on page 48)

This planning area is composed of two vacant parcels at the southwest corner of Milwaukee Avenue and Half Day Road totaling approximately 21 acres, located within the Lincolnshire Corporate Center. Although the area is situated adjacent to the most visible intersection in the village, development of this land area has yet to occur.

Currently there are no access points to this vacant site. However, Marriott Drive provides opportunity for multiple curb-cuts into the planning area. No environmental constraints are present in this area, however, an existing stormwater detention pond is located at the southeast corner of the planning area.

**REQUEST FOR BOARD ACTION  
Committee of the Whole  
February 11, 2019**

<b>Subject:</b>	Fee Waiver – Adlai E. Stevenson High School District 125
<b>Action Requested:</b>	Consideration of an Internal Village Fee Waiver - Parking Lot Expansion
<b>Petitioner:</b>	Adlai E. Stevenson High School District 125
<b>Originated By/Contact:</b>	Tonya Zozulya, Planning & Development Manager

**Background:**

- Adlai E. Stevenson High School District 125 (School District 125) requests a waiver of internal Village fees associated with the proposed parking lot expansion north of the east building addition along Hotz Road at 1 Stevenson Drive (see attached Document 1).
- Section 5-3-2A (Building Regulations – Building Fees & Charges – Not for Profit Fees) of the Village Code allows the Village Board to waive internal Village fees for charitable organizations up to \$5,000 per development/project (see attached Document 3). Out-of-pocket costs for outside consultant reviews or inspections, including applicable attorney's fees, are not eligible to be waived and are applied to the petitioner's escrow account.
- School District 125 parking lot project will be reviewed and approved by the Architectural Review Board (ARB) as a minor amendment to their Special Use permit on February 19, 2019. The ARB has final review and approval authority for the Special Use Permit minor amendment request.
- Based on the code requirements and the W-9 form provided by School District 125 (see attached Document 2), School District 125 is eligible for an internal Village fee waiver not to exceed \$5,000 for the proposed parking lot expansion project. If approved, the fee waiver will be applied to the following internal Village fees:

<i>Application Fees (ARB minor review):</i>	\$250.00
<i>Planning Review Fees (1.5 hrs @\$79.19 overhead rate - ARB review):</i>	\$118.79
<i>Permit Review Fees (estimated):</i>	\$1,200.00
<b>Total Fee Waiver:</b>	<b>\$1,568.79</b>

- The Village Board in the past has waived internal Village fees for other School District 125 projects, as well as School District 103, Vernon Area Library District, Vernon Township, and the Lincolnshire-Riverwoods Fire Protection District.

**Recommendation:**

Consideration to waive Village internal review fees in accordance with Village Code Section 5-3-2A and placement on the February 25, 2019 Consent Agenda for approval.

**Reports and Documents Attached:**

- Document 1: School District 125 fee waiver letter dated January 29, 2019.
- Document 2: School District 125's W-9 form.
- Document 3: Village Code Section 5-3-2(A).

**Meeting History**

<b>Meeting History</b>	
Committee of the Whole (COW):	February 11, 2019



Adlai E. Stevenson High School

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January 29, 2019

Mayor Elizabeth J. Brandt  
Board of Trustees  
One Olde Half Day  
Lincolnshire, IL 60069

Dear Mayor Brandt,

I am writing to request a waiver of the Village Internal review fee's associated with zoning and architectural review for a proposed addition to the high school's parking lot.

As you are aware Adlai E. Stevenson High School qualifies under the State of Illinois as a non-profit organization. In addition, an overwhelming majority of our revenue comes from taxpayers within the community. As evidence of our non-profit status, I've included a copy of our W-9 as well as our certificate of tax exemption issued by the Illinois Department of Revenue.

If you have any questions or concern, please feel free to contact me at (847) 415-4117.

Sincerely,

Sean P. Carney

**ASSISTANT  
SUPERINTENDENT FOR  
BUSINESS**

Sean Carney  
scarney@d125.org  
847-415-4117

**DIRECTOR'S ASSISTANT**

Lorena Garcia  
lgarcia@d125.org  
847-415-4119

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"SUCCESS FOR  
EVERY STUDENT"

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

**Name (as shown on your income tax return)**  
**Adlai E. Stevenson High School**

**Business name/disregarded entity name, if different from above**

Check appropriate box for federal tax classification:  
 Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Other (see instructions) ▶ **Government/School District**

**Exemptions (see instructions):**  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_

**Address (number, street, and apt. or suite no.)**  
**2 Stevenson Drive**

**City, state, and ZIP code**  
**Lincolnshire, IL 60069**

**Requester's name and address (optional)**

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Social security number**

			-						
--	--	--	---	--	--	--	--	--	--

**Employer identification number**

3	6	-	6	0	0	4	9	0	1
---	---	---	---	---	---	---	---	---	---

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**    **Signature of U.S. person**     **Date** ▶ **1/23/2019**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

## CHAPTER 3 BUILDING FEES AND CHARGES

### SECTION:

- 5-3-1: Fees for Permits**
- 5-3-2: Reimbursement of Professional Review Fees**
- 5-3-2A: Not-For-Profit Fees**
- 5-3-3: Additional Fees**
- 5-3-4: Water and Sewer Connection Charges**
- 5-3-4-1: Connection Charges Outside Corporate Limits**

**5-3-1 FEES FOR PERMITS:** The fee for a building permit to construct, alter or repair any building or other structure or its service equipment in the Village shall be as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code. (Ord. Amd. 96-1467-51 eff. 12/9/96)

A. Applicants for a building permit shall submit the estimated construction cost of the proposed improvements. The building official shall use the most recent copy of the International Building Code building valuation data report on file for verifying any estimates. The building official may request a verified statement of actual costs upon completion of the work. In the event the actual cost exceeds the estimate, an additional fee based upon such actual costs in accordance with this Section shall be paid.

**5-3-2: REIMBURSEMENT OF PROFESSIONAL REVIEW FEES:** Except as otherwise provided for in this Chapter, Applicants for a building permit shall be required to remain in compliance with Title 1, Chapter 8, Article D, as a condition of receiving a building permit.(Amd. Ord. 07-2981-09, eff. 4/23/07)

**5-3-2A: NOT FOR PROFIT FEES** (Ord. 94-1345-29 eff. 7/11/94)

A. Any charitable organization may file an application with the Village for a waiver of fees imposed by the Village. The application for waiver of fees shall be in writing and shall contain all the information necessary to determine the applicant's eligibility under this Ordinance and identify the fees and amounts which the applicant is requesting to be waived. The Board of Trustees shall review the application and satisfy itself of the sufficiency of the application and eligibility of the applicant at a Committee-of-the Whole meeting, and shall then formally approve or disapprove the application at scheduled regular meeting of the Village Board of Trustees. The application shall be filed with the Village

Clerk at least five (5) days before the date of the Committee-of-the-Whole meeting at which the application is to be considered initially.

There shall be no waiver of fees in excess of \$5,000 per development or project.

**B. DEFINITIONS**

<b>CHARITABLE ORGANIZATION</b>	Shall mean any not for profit corporation, association or foundation organized and operated exclusively for religious purposes, charitable purposes, or for the prevention of cruelty to children or animals.(Amd. Ord. 98-1543-05, eff. 3/9/98)
<b>FEES</b>	Shall mean those fees that would otherwise be required for, or incurred in connection with, planning, zoning and building permits in regard to construction, restoration, replacement, renovation, remodeling, addition or repair of a structure, but not including sewer and water connection fees and fees or charges recovering direct out-of-pocket Village expenses.
<b>OUT-OF-POCKET VILLAGE EXPENSES</b>	Shall mean any costs incurred by the Village for outside services of independent contractors related to the processing of any petitions or permits, including, but not limited to, postage, legal fees, costs of legal notices and the cost of any inspections or analysis required by the Village from outside consultants.

**5-3-3: ADDITIONAL FEES:**

- A. Lake County Sanitary Sewer Fee: Applicants for connection to, or modification of, the Village sanitary sewer system shall pay connection fees as required by the County of Lake. The Building Official shall collect such fee on behalf of the County and transfer such funds to the County on a schedule in accordance with the requirements of the County.
- B. Outside Agency & Consultant Fees: Applicants for Building Permits shall reimburse the Village for all costs incurred by contracted or specialized reviewers necessary to ensure that the application, design, plans and specifications meet the requirements of the Village. The Village reserves the right to request a specialized review for any project submitted. In the event that such a review is required, the Village shall make every effort to inform the applicant of the need for a specialized review that might not typically be required, prior to securing the Consultant / Agency for said review.
- C. Recapture Fees: Applicants shall pay any and all recapture fees prior to issuance of a permit in accordance with the applicable Recapture Agreement. (Amd. Ord. 09-3090-13, eff. 03/23/09)

**REQUEST FOR BOARD ACTION  
Committee of the Whole  
February 11, 2019**

**Subject:** Enterprise Software AccessMyGov Online Interface

**Action Requested:** Consideration and Discussion Regarding AccessMyGov and Online Credit Card Payments for Various Required Village Permits (Village of Lincolnshire)

**Originated By/Contact:** Ben Gilbertson, Assistant Village Manager/CED Director  
Mike Jesse, Building Official

**Referred To:** Village Board

**Summary / Background:**

- In late 2015, staff implemented a new enterprise software system – BS&A – for various functions, including finance and accounting, work order management, permitting, and planning project management. In addition to internal workflow improvements, the new software included an online component called AccessMyGov (AMG). AMG is an internet-based public interface for the public to create “requests for action” (e.g., tall grass, playground issues), schedule inspections, apply for “express permits” (e.g., garage sales, driveways), and process online payments.
- At the March 2016 Committee of the Whole meeting, staff provided a report and presentation on the features of the software. Based on the information presented, the Village Board (Board) expressed concerns with the type and amount of information publicly visible related to building permits. It was the consensus of the Board to turn off the details for building permits, planning and zoning details, and code enforcement. Additionally, the Board approved external utility billing access via a personal identification number (PIN), contractor and residential submittal of online permits, online service requests, inspection scheduling, and online bill payment. In 2016, staff executed a “soft deployment” of the online permit and inspection requests without providing the public access to permit information of concern to the Board.

**BS&A / AMG Progress**

- Data from January 1, 2018 – January 22, 2019 show utilization of the following online services for the Community & Economic Development Department (CED):

Service	Percent of Total Activity
Online Inspection Requests	11.0%
Online Permit Requests	1.8% (Tree) 11.9% (Engineering) 0.4% (Building) 3.5% (All Permits)
Point-of-Sale Credit Card Payments	10.8%

- The Village began accepting point-of-sale (i.e., in-person at the service counter) credit card payments in late 2017 via a third-party vendor, Invoice Cloud, which integrates with BS&A. In

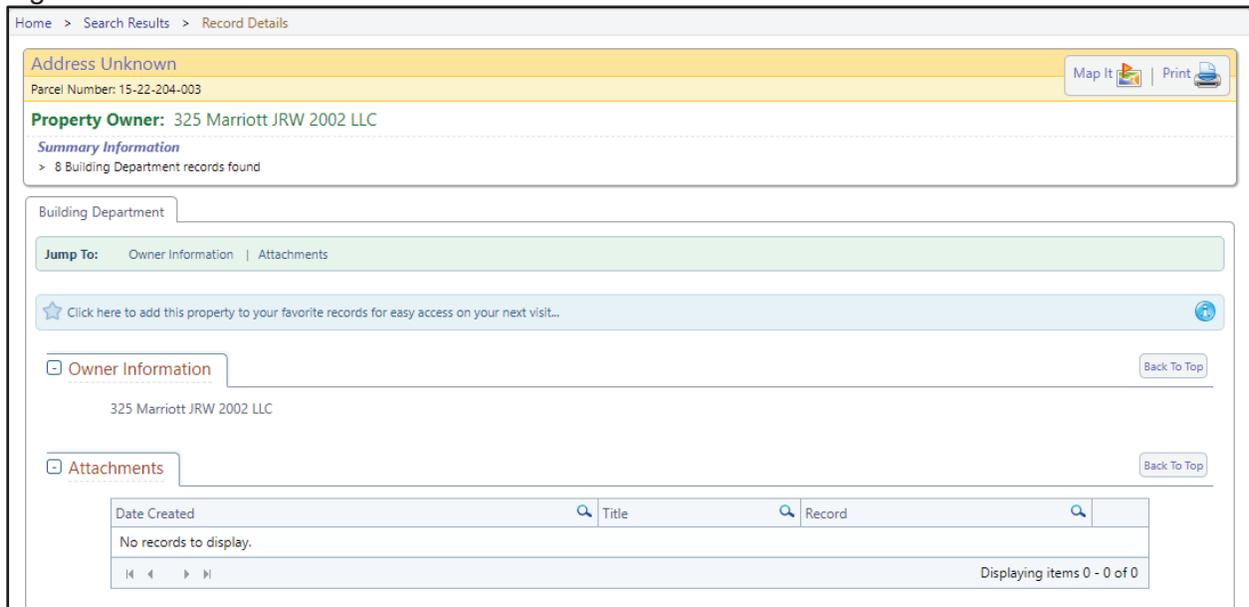
late 2018, this integration was completed with the permit module. All credit card fees are assumed by the customer.

- BS&A-Invoice Cloud integration shows categories in permit data when using the AMG online portal. When the Village first implemented BS&A, there were limitations on the types of information that could be hidden if a community wanted to allow residents or contractors to pay for permits online with a credit card. Since that time, BS&A has deployed version upgrades that allow the municipality to hide a majority of the publicly visible information initially of concern to the Board (e.g. code enforcement, planning and zoning details, construction value, and permit status).

### Points of Consideration

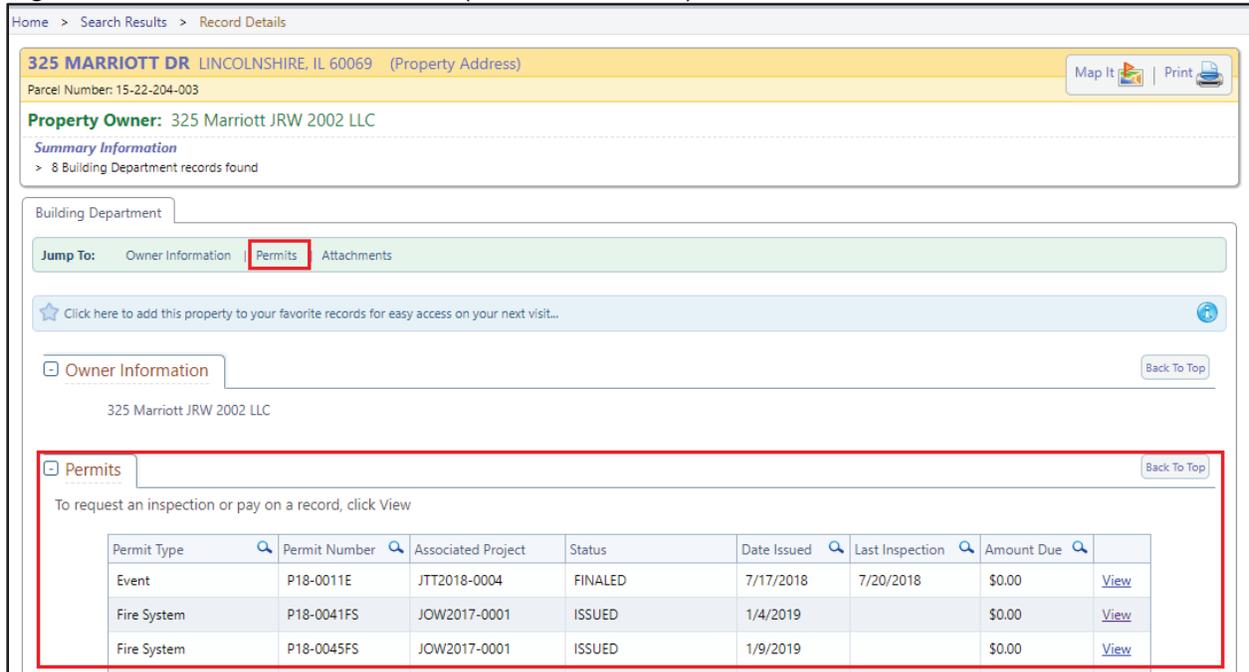
- While a majority of the information the Board was initially concerned with can be hidden from online public view, several permit-related items would remain visible with the BS&A-Invoice Cloud payment activation. Screen shots of examples provided below highlight types of information available. At Monday’s meeting, staff will provide a live navigation of the current and test environments for the Board to demonstrate publicly available property owner information.
- As shown in the “Record Details” screen in Figure 1, in the current environment, virtually all information associated with a project is hidden in BS&A Online, as the online payment option is not activated. The only information associated with a project would be the number of Building Department records (i.e., permits) found under the “Summary Information” header (top left portion of Figure 1). However, specific details of these records are not currently publicly viewable.

Figure 1: Current BS&A Online Information



- Figure 2 shows the type of information viewable with activation of Invoice Cloud to allow online credit card payment. The information outlined in red – permit type, permit number, permit status, and amount due – reflect the information that would be viewable should online permit payment be activated. Only by clicking “View” in the far right column can users see more detailed information regarding individual permits.

Figure 2: BS&A Online Information (w/ Invoice Cloud)



Home > Search Results > Record Details

**325 MARIOTT DR** LINCOLNSHIRE, IL 60069 (Property Address) Map It | Print

Parcel Number: 15-22-204-003

**Property Owner:** 325 Marriott JRW 2002 LLC

**Summary Information**  
> 8 Building Department records found

Building Department

Jump To: Owner Information **Permits** Attachments

Click here to add this property to your favorite records for easy access on your next visit...

Owner Information Back To Top

325 Marriott JRW 2002 LLC

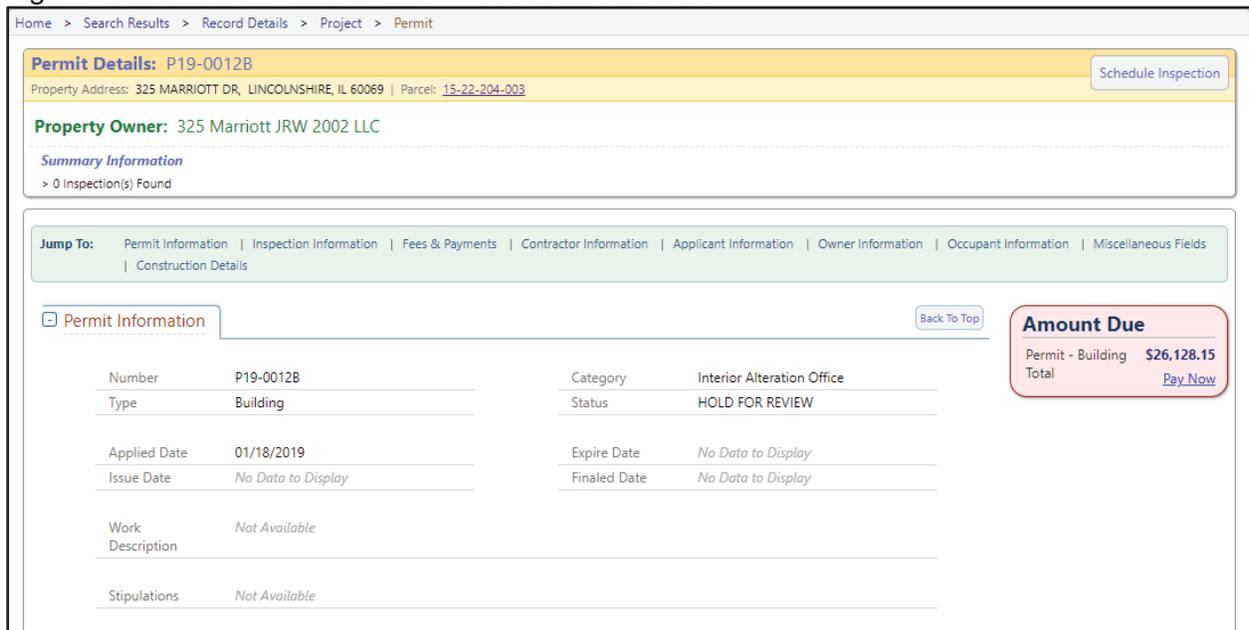
**Permits** Back To Top

To request an inspection or pay on a record, click View

Permit Type	Permit Number	Associated Project	Status	Date Issued	Last Inspection	Amount Due	
Event	P18-0011E	JTT2018-0004	FINALED	7/17/2018	7/20/2018	\$0.00	<a href="#">View</a>
Fire System	P18-0041FS	JOW2017-0001	ISSUED	1/4/2019		\$0.00	<a href="#">View</a>
Fire System	P18-0045FS	JOW2017-0001	ISSUED	1/9/2019		\$0.00	<a href="#">View</a>

- Figure 3 shows those details, including the “Amount Due” total.

Figure 3: Individual Permit Details – Total Amount Due



Home > Search Results > Record Details > Project > Permit

**Permit Details:** P19-0012B Schedule Inspection

Property Address: 325 MARIOTT DR, LINCOLNSHIRE, IL 60069 | Parcel: 15-22-204-003

**Property Owner:** 325 Marriott JRW 2002 LLC

**Summary Information**  
> 0 Inspection(s) Found

Jump To: Permit Information | Inspection Information | Fees & Payments | Contractor Information | Applicant Information | Owner Information | Occupant Information | Miscellaneous Fields | Construction Details

**Permit Information** Back To Top

Number	P19-0012B	Category	Interior Alteration Office
Type	Building	Status	HOLD FOR REVIEW
Applied Date	01/18/2019	Expire Date	No Data to Display
Issue Date	No Data to Display	Finalized Date	No Data to Display
Work Description	Not Available		
Stipulations	Not Available		

**Amount Due**

Permit - Building **\$26,128.15**

Total [Pay Now](#)

- Figure 4 shows the “Amount Due” itemized by the type of fee (e.g., fire reviews, structural reviews, water connection, and sewer connection).

Figure 4: Individual Permit Details – Itemized Fees & Payments

Fees & Payments <span style="float: right;">Back To Top</span>						
	Date	Action	Qty	Description	Billed	Paid
	2/1/2019	Invoice Item	424.05	Standard Item: Reviews - Consultant (F.D.) (Invoice Number: 00023744)	\$424.05	
	2/1/2019	Invoice Item	2,205.10	Standard Item: Reviews - Consultant (B&F) (Invoice Number: 00023744)	\$2,205.10	
	1/25/2019	Invoice Item	7.00	Standard Item: Water Connection - Village (Invoice Number: 00023744)	\$15,694.00	
	1/25/2019	Invoice Item	7.00	Standard Item: Sewer Connection - Village (Invoice Number: 00023744)	\$7,805.00	

- A resident or contractor can then make a payment on the invoice, as shown in Figure 5.

Figure 5: Online Payment Option

Home > Search Results > Record Details > Make Payment

**Make a Payment on Invoices**  
Building Department Online Payment Service

Property: 15-22-204-003

**Name & Address Information**

Paid By Name: PREMIER DESIGN BUILD GROUP LLC  
1000 W Irving Park Rd  
Itasca, IL 60143

**Pay Invoices on this Property**

Check the box or boxes of the payment(s) you are making. Verify the Total at the bottom of the Pay Record column, then click the **Make Payment** button.

Record Type	Record	Property Address	Invoice #	Amount Due	Pay Record?
Permit	P19-0012B	325 MARRIOTT DR	00023744	\$26,128.15	<input checked="" type="checkbox"/> Pay this Invoice
<b>Total:</b>				<b>\$26,128.15</b>	<b>\$26,128.15</b>

**NOTE:** Any recent payment(s) made online may not be immediately reflected in amount(s) due

- For another permit as seen in Figure 6, inspection information is visible including inspection type and inspection result.

Figure 6: Inspection Information

Inspection Type	Inspector	Status	Scheduled Date	Completed Date	Result	
Pre - Construction	Mike Jesse	Completed	10/4/2018	10/4/2018	Partially Approved	<a href="#">View</a>
Pre - Construction	Wally Dittrich	Scheduled	10/4/2018			<a href="#">View</a>
Footing	Mike Jesse	Completed	10/18/2018	10/18/2018	Approved	<a href="#">View</a>
Footing	Mike Jesse	Completed	10/19/2018	10/19/2018	Approved	<a href="#">View</a>
Footing	Mike Jesse	Completed	10/22/2018	10/22/2018	Approved	<a href="#">View</a>
Footing	Mike Jesse	Completed	10/23/2018	10/23/2018	Approved	<a href="#">View</a>
Foundation Wall	Mike Jesse	Completed	10/23/2018	10/23/2018	Approved	<a href="#">View</a>
Foundation Wall	B & F Technical Code Services	Completed	10/25/2018	10/25/2018	Approved	<a href="#">View</a>
Foundation Wall	B & F Technical Code Services	Completed	10/26/2018	10/26/2018	Approved	<a href="#">View</a>
Foundation Wall	Mike Jesse	Completed	10/22/2018	10/22/2018	Approved	<a href="#">View</a>
Foundation Wall	Mike Jesse	Canceled	10/29/2018	10/29/2018	Canceled	<a href="#">View</a>
Foundation Wall	B & F Technical Code Services	Canceled	10/30/2018	10/30/2018	Canceled	<a href="#">View</a>
Footing	B & F Technical Code Services	Completed	10/25/2018	10/25/2018	Approved	<a href="#">View</a>
Footing	B & F Technical Code Services	Completed	10/26/2018	10/26/2018	Approved	<a href="#">View</a>
Footing	Mike Jesse	Completed	10/29/2018	10/29/2018	Approved	<a href="#">View</a>
Footing	B & F Technical Code Services	Completed	10/30/2018	10/30/2018	Approved	<a href="#">View</a>

### Benefits of Invoice Cloud Activation

- Although some information initially deemed sensitive by the Board would be visible with activation of Invoice Cloud (e.g., permit amount, inspection status, and inspection result), publicly visible information can be limited to permits and fees. This information is also subject to release via the Freedom of Information Act.
- Presently, residents can apply for a permit online but are required to visit Village Hall in-person to pay for the permit. Allowing online payments provides a major convenience for residents and contractors by allowing them to apply, pay, and print “express”/minor building permits without ever needing to visit Village Hall. In turn, this feature provides a larger audience the opportunity to take advantage of online payment. By not activating Invoice Cloud, the public is precluded from the convenience of readily-available technology enhancement, thereby making it more difficult and more time consuming to do business in the Village.
- CED issues “express” permits for dumpsters, garage sales, and residential roof replacements, which require no plan review. These permits are administrative functions requiring entry into permitting system, printing and assembly of documents, and receipt of payment. All of these functions could be shifted to the online applicant, saving staff time of approximately 5-10 minutes for each permit. For reference, between January 1, 2018 and January 22, 2019, CED issued 8 dumpster, 28 garage sale, and 69 residential roof permits. If 50% of these permits were completed online, approximately 9-18 hours of staff time could be spent on other value-add tasks, and over one ream of paper would be saved. Furthermore, CED would look to expand issuance of “express” permits to other types of projects, which are merely administrative functions, thereby saving additional staff time and resources.

### Budget Impact:

None.

**Service Delivery Impact:**

Staff anticipates online application and payment features will enhance the customer experience. Additionally, a significant amount of staff time will be saved by receiving and processing documents electronically, rather than the standard paper format.

**Recommendation:**

Staff recommends authorizing the implementation of online credit card payments.

**Reports and Documents Attached:**

- Document 1: Minutes from the March 12, 2016 Committee of the Whole meeting.

<b>Meeting History</b>	
Committee of the Whole:	March 14, 2016 February 11, 2019

Mayor Brandt asked why some of the swales are not continued. Mr. Conrad noted drainage would be brought to the front of the property and the swales were done this way to keep the flow moving to the front of the property.

There was a consensus of the Board to place this item under Items of General Business for discussion and approval at the next Regular Village Board Meeting.

3.2 Finance and Administration

**3.21 Consideration of an Ordinance Authorizing the Disposal of Surplus Property (Village of Lincolnshire)**

Village Manager Burke provided a summary of the request for disposal of surplus property which is typically brought before the Board twice a year.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.22 Consideration of a Report Regarding Enterprise Software - AccessMyGov Online Interface and Deployment Options (Village of Lincolnshire)**

Management Analyst Shoukry provided a report presentation regarding enterprise software – AccessMyGov Online Interface and deployment options.

Trustee McDonough asked for an example of what an outside customer might pull from AccessMyGov. Management Analyst Shoukry provided the example of a monthly request for all building permits, per address, per month. Management Analyst Shoukry also provided an example of Code Enforcement violations.

Management Analyst Shoukry continued with his presentation related to AccessMyGov.

Trustee Feldman asked if residents have the option to “police” their neighbors to see if they have obtained permits for work being done in and around their homes. Management Analyst Shoukry stated this information would be available for neighbors to obtain and view.

Trustee Leider asked Village Attorney Simon what type of risk this presents to the Village. Village Attorney Simon stated his note on the memo is to refer to the Freedom of Information Act and exclude any information from the website exempt from disclosure under this Act. Trustee Leider noted concern regarding putting too much information out; it will be searched instead of requested.

Management Analyst Shoukry provided a search by address for the

Board to see what is available to view. Village Manager Burke noted records from 2006 onward have been brought forward from the old system.

Trustee Leider asked if the Village of Lincolnshire is taking the lead on this and how Lincolnshire compares to other communities regarding this type of interface. Village Manager Burke noted the software is making a big leap in the market in Illinois and there are a number of communities deploying AccessMyGov currently but Lincolnshire is further along. Village Manager Burke stated in terms of publicly available information, Michigan has a different set of requirements in terms of tax information that has to be available online. BS&A headquarters are in Michigan so some of the way in which the information is presented is based on what BS&A has been doing for years in Michigan. Village Manager Burke noted BS&A started as a building software company so the online ability for contractors is more advanced than what most of the nearby communities are at.

Trustee Leider asked if this is housed in the cloud or on-site. Management Analyst Shoukry noted the website itself is housed in the cloud but the data is housed on our server at the Village.

Village Attorney Simon stated as far as having on-line access to permit information, applying for permits, unilateral transactions; this is becoming more prevalent. Trustee Leider stated concern with Lincolnshire taking the lead in this.

Management Analyst Shoukry continued his presentation noting construction amounts are not shown and either are any type of phone numbers. Trustee Leider asked if this is intended for external or internal use, further noting his concerned is not with external use.

Trustee Feldman noted a contractor being listed could be a type of advertisement. Management Analyst Shoukry noted lists are not available by contractor but by address, so if an external user wanted to find a contractor they would have to take the time to search through individual addresses.

Village Manager Burke stated the public piece for contractors to schedule inspections has been beneficial to staff. Village Manager Burke noted the external portion can be changed to what is desired by the Board.

Village Attorney Simon asked if there is a way to prevent a program from doing mass searches. Management Analyst Shoukry noted he would have to look into this and report back. Village Manager Burke noted there is a CAPTCHA required when submitting a request.

Management Analyst Shoukry provided additional information residents can obtain from the software related to Planning & Zoning projects,

Code Enforcement issues, and violations. Management Analyst Shoukry provided information related to water billing information which can be obtained with a pin access number, provided on billing statements.

Village Manager Burke provided information regarding credit card integration with the BS&A software and fees.

Trustee McDonough stated some concern with making the information available for anyone to search. Trustee McDonough noted agreement with making water billing information accessible with pin numbers, but had some concern if someone got a hold of someone else's pin number. Finance Director/Treasurer Peterson noted with regard to credit card payment, all card information would be communicated securely and in compliance with Payment Card Industry regulations. Trustee McDonough recommended reducing information down that is available to external users.

Mayor Brandt recommended having a report online for work permits as was done in the past and utility billing information. Mayor Brandt noted some individuals may not even be able to work around the software without some type of training.

Trustee Leider stated his recommendation would be less is more with external aspects of the software. Management Analyst Shoukry noted there are many drill down items available and asked specifically what to withhold from the public. Trustee Leider stated he would need to go through the list of drill down items before he would be able to make a determination. The ability to request building permits and schedule inspections was discussed as being the most useful part of the AccessMyGov Site. Trustee Leider noted he is supportive of this piece but would limit anything additional.

Trustee Servi recommended focusing on items that would make it easier for staff to do their job and bring those items back to the Board.

It was the consensus of the Board to turn off the details on building permit information, planning and zoning information, and code enforcement information. It was the consensus of the Board to approve external access of utility billing with a provided pin number, contractor and residential submittal of online permits, online service requests, scheduling inspections, and online bill payment.

3.3 Public Works

**3.31 ~~Consideration of Purchase of a Trailer Mounted Sewer Flusher with Camera System (Unit #502) Under the National Joint Powers Alliance Contract Number (022014-SCA) Awarded to Sewer Company of America, Dixon, Illinois in an Amount not to Exceed \$144,796.23 (Village of Lincolnshire)~~**

**REQUEST FOR BOARD ACTION**

**Subject:** An Ordinance Making Appropriations To Defray All Necessary Expenses And Liabilities Of The Village Of Lincolnshire, Lake County, Illinois For The Fiscal Year 2019.

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**Action Requested:** **PUBLIC HEARING:** Review and approval of Appropriations Ordinance

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**Originated By/Contact:** Michael R. Peterson, Finance Director/ Treasurer  
Bradly J. Burke, Village Manager

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**Referred To:** Mayor Brandt and Board of Trustees

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**Summary/ Background:**

The annual Appropriation Ordinance must be passed by municipalities with a population under 500,000 during the first quarter of the fiscal year - 65 ILCS 5/8-2-9. Approval of an Appropriation Ordinance is the formal means for authorizing the expenditures of funds in a particular fiscal year.

Prior to passage, the Village is required to:

1. Make a copy of the Ordinance available for public inspection in pamphlet form.
2. Publish a Public Hearing legal notice in the local area newspaper at least ten days prior to the hearing.
3. Hold a Public Hearing.

**Supplemental Information:**

The Annual Appropriation Ordinance represents the legal spending limit available to fund items included in the 2019 Budget. The proposed Ordinance reflects the annual Appropriation at 110% of each department/operating area level. This provides flexibility for Staff and Village Officials to allocate expenditures among line items to accommodate price changes and unexpected expenditures that may occur throughout the year.

General Fund- Two exceptions are proposed to the spending plan not reflected in the 2019 Budget as follows:

**Community & Economic Development Department- Economic Development Incentives:**

Original 2019 budget \$934,470. The 2019 appropriation has been increased an additional \$100,000 to \$1,128,780 to accommodate for additional tax sharing related to Interior Investment sales.

**E911- Prof Services- Deerfield Contribution:**

Original 2019 budget \$340,050. The 2019 appropriation amount of \$394,060 includes an additional one-time \$20,000 related to the dispatching services transition to Deerfield and possible need to update all in-car laptops.

As in previous years, in 2018, it was staff's goal to adhere to the approved budget as opposed to the annual appropriation ordinance. This goal was achieved, and it should be noted all departments/operating areas of the Village finished below budgeted expenditures for Fiscal Year 2018. For 2019, the budget will remain the spending plan and objective of the Village staff.

General Capital Fund and Water/ Sewer Improvement Fund - Additionally, the two Capital Funds are appropriated at 100% of the budget amounts. New noteworthy changes to the appropriation include:

**01-21-62-4043 General Capital Fund – Snow/Ice Liquid De-Icing:**

Original 2019 budget \$5,000. The 2019 appropriation has been increased to \$15,000 to accommodate for changes to the application procedure for applying liquids and filling the anti-icing tank for the coming season.

**01-25-61-9095 General Capital Fund – Cont Svc- Building Misc.:**

Original 2019 budget \$3,000. In January 2019, an unexpected water service break at Village Hall, resulted in a sump pump and sidewalk repair to the Village Hall entrance. For this reason, the 2019 appropriation has been increased to \$50,000 for this line item. This amount will permit staff flexibility to determine the best approach to repair the Village Hall front entrance sidewalk.

Three carry-over projects from 2018; initiated but not completed by year end:

**51-21-84-5117 General Capital Fund – Lincolnshire Creek - Coventry South: Ph 1 & 2:**

Original 2019 budget \$0. The project was not completed in 2018 as planned. For this reason, the 2019 appropriation has been increased to \$30,000 for this line item. This amount reflects the total project cost unchanged from the 2018 budget.

**51-21-84-5118 General Capital Fund – Lincolnshire Creek - Coventry South: Construction:**

Original 2019 budget \$50,000. The project was not completed in 2018 as planned. For this reason, the 2019 appropriation has been increased to \$300,000 for this line item.

**51-25-61-9207 General Capital Fund – Rivershire Nature Center Building:**

2019 Original budget \$0. The project was not completed in 2018 as planned. For this reason, 2019 appropriation has been increased to \$26,000 for this line item.

Staff will be available at Monday’s meeting to respond to any questions the Village Board may have regarding the Appropriations Ordinance or the above mentioned change in expenditures for FY2019.

**Recommendation:**

Conduct Public Hearing on February 11, 2019.

Consideration and Discussion of placing the Appropriations Ordinance on the Consent Agenda for Approval at the February 25, 2019 meeting.

**Reports and Documents Attached:**

- Published Legal Notice
- Draft Appropriation Ordinance

<b>Meeting History</b>	
<b>Committee of the Whole Meeting:</b>	<b>February 11, 2019</b>
<b>Public Hearing:</b>	<b>February 11, 2019</b>
<b>Regular Village Board Meeting:</b>	<b>February 25, 2019</b>

LEGAL NOTICE

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN to all interested persons that the Corporate Authorities of the Village of Lincolnshire, Lake County, Illinois on February 11, 2019, 7:00 pm. at the Village of Lincolnshire Village Board Room, Village Hall, One Old Half Day Road, Lincolnshire, Illinois will conduct a public hearing on the Village's Annual Appropriation Ordinance for the 2019 fiscal year.

The appropriations expected to be considered include the following proposed budget expenditures for said fiscal year commencing January 1, 2019 and ending December 31, 2019.

General Fund	
Administration	316,030
Finance	314,440
Police	1,840,120
Community & Economic Development	1,028,780
Insurance & Common	1,786,200
Public Works- Administration	241,150
Streets	1,279,050
Parks & Open Space	1,381,050
Buildings & Grounds	208,530
Debt & Transfers	2,021,350
General Fund Total	10,416,700

Police Protection Services	2,668,600
IMRF Contribution	310,350
FICA Expense	223,070
Water and Sewer Operations Fund	5,757,960
Motor Fuel Tax Fund	192,500
Police Pension Fund	1,359,560
Water and Sewer Improvement Fund	2,474,000
Fraud, Alcohol, Drug Enforcement Fund	71,180
Vehicle Maintenance Fund	530,050
E-911 Fund	374,060
Park Development Fund	1,090,100
Sedgebrook SSA Fund	1,303,580
General Capital Fund	3,142,500

All persons interested may appear and be heard relative to the Annual Appropriation Ordinance and each person shall have the opportunity to ask questions concerning the entire appropriations of the Village.

The Corporate Authorities reserve the right to continue their hearing from time to time as may be required without further notice.

The proposed Annual Appropriation Ordinance shall be on file in the Village Clerk's office at least ten days prior to February 11, 2019 and is available for public inspection and examination during regular business hours.

/s/ Barbara Mastandrea  
Village Clerk  
Village of Lincolnshire  
Lake County, Illinois  
Published in Daily Herald January 25, 2019 (4517176)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the DAILY HERALD. That said DAILY HERALD is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, North Aurora, Bannockburn, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Crystal Lake, Deerfield, Deer Park, Des Plaines, Elburn, East Dundee, Elgin, South Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Franklin Park, Geneva, Gilberts, Glenview, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Wood, Highland Park, Highwood, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Bluff, Lake Forest, Lake in the Hills, Lake Villa, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Melrose Park, Montgomerie, Morton Grove, Mt. Prospect, Mundelein, Niles, Northbrook, Northfield, North Palatine, Park Ridge, Prospect Heights, River Grove, Riverwoods, Rolling Meadows, Rosemont, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, Schaumburg, Schiller Park, Sleepy Hollow, St. Charles, Streamwood, Sugar Grove, Third Lake, Tower Lakes, Vernon Hills, Volo, Wadsworth, Wauconda, Waukegan, West Dundee, Wheeling, Wildwood, Wilmette

County(ies) of Cook, Kane, Lake, McHenry and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 25-JAN-19 in said DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.  
DAILY HERALD NEWSPAPERS

BY Daula Baltz  
Authorized Agent

Control # 4517176

**VILLAGE OF LINCOLNSHIRE**

**ORDINANCE NO. 19-xxx**

**ANNUAL APPROPRIATION ORDINANCE**

**AN ORDINANCE MAKING APPROPRIATIONS OF SUMS OF MONEY  
FOR ALL THE NECESSARY EXPENDITURES OF THE  
VILLAGE OF LINCOLNSHIRE  
FOR ALL CORPORATE AND SPECIAL PURPOSES  
FOR THE FISCAL YEAR  
BEGINNING JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019**

**Published in Pamphlet Form, February 25, 2019**

VILLAGE OF LINCOLNSHIRE

ORDINANCE NO. 19-xxx

ANNUAL APPROPRIATION ORDINANCE  
AN ORDINANCE MAKING APPROPRIATIONS OF SUMS OF MONEY  
FOR ALL THE NECESSARY EXPENDITURES OF THE  
VILLAGE OF LINCOLNSHIRE  
FOR ALL CORPORATE AND SPECIAL PURPOSES FOR THE FISCAL YEAR  
BEGINNING JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019

**WHEREAS**, a proposed Appropriation Ordinance for the Village of Lincolnshire, Lake County, Illinois for the fiscal year ending December 31, 2019, upon which this Appropriation Ordinance is based, was heretofore duly prepared and has been made conveniently available for public inspection by the Corporate Authorities of this municipality for at least ten days prior to the public hearing hereinafter mentioned and prior to adoption of this ordinance; and

**WHEREAS**, a public hearing was duly held February 11, 2019 in this municipality on said proposed ordinance prior to the adoption hereof and notice by publication of the time and place of the holding of said public hearing and of the place where copies of the proposed Appropriation Ordinance would be accessible for examination, was given at least ten days prior to the hearing thereof in the Daily Herald;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNSHIRE, LAKE COUNTY, ILLINOIS**, as follows:

**Section 1. Finding Facts.** The Corporate Authorities of this municipality hereby find as facts all of the matters hereinabove recited in the “**WHEREAS**” clauses hereof.

**Section 2. General Corporate Appropriations.** The following sums of money, or as much thereof as may be authorized by law, are hereby appropriated for the general purposes of the Village of Lincolnshire, Illinois, herein specified for the fiscal year commencing on January 1, 2019 and ending December 31, 2019:

**GENERAL CORPORATE FUND:**

ADMINISTRATION	316,030
FINANCE	314,440
POLICE	1,840,120
COMMUNITY & ECONOMIC DEVELOPMENT	1,128,780
INSURANCE & COMMON	1,786,200
PUBLIC WORKS: ADMINISTRATION	241,150
STREETS	1,279,050
PARKS & OPEN SPACES	1,381,050
BUILDINGS & GROUNDS	208,530

DEBT & TRANSFERS	<u>2,021,350</u>
<b>TOTAL GENERAL FUND APPROPRIATION</b>	<b>\$10,516,700</b>

**SECTION 3:** That there be appropriated for Police Protection Services:

**POLICE PROTECTION**

01-05-60-1000 Regular Salaries	2,668,600
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**SECTION 4:** That there be appropriated for IMRF Contributions:

**IMRF CONTRIBUTIONS**

01-01-70-9101 IMRF Contrib. Exp: Gen- Admin	34,180
01-02-70-9101 IMRF Contrib. Exp: Gen- Finance	38,210
01-05-70-9101 IMRF Contrib. Exp: Gen- Police	31,470
01-08-70-9101 IMRF Contrib. Exp: Gen- CED	57,950
01-20-70-9101 IMRF Contrib. Exp: Gen- PW Admin	25,220
01-21-70-9101 IMRF Contrib. Exp: Gen- PW Streets	62,780
01-22-70-9101 IMRF Contrib. Exp: Gen- PW Parks Open Space	<u>60,540</u>
<b>TOTAL IMRF CONTRIBUTION APPROPRIATION</b>	<b>\$310,350</b>

**SECTION 5:** That there be appropriated for FICA Expenses:

**FICA EXPENSE**

01-01-70-9200 FICA Expense: Gen- Admin	21,070
01-02-70-9200 FICA Expense: Gen- Finance	21,670
01-05-70-9200 FICA Expense: Gen- Police	57,510
01-08-70-9200 FICA Expense: Gen- CED	32,860
01-20-70-9200 FICA Expense: Gen- PW Admin	14,310
01-21-70-9200 FICA Expense: Gen- PW Streets	36,940
01-22-70-9200 FICA Expense: Gen- PW Parks Open Space	<u>38,710</u>
<b>TOTAL FICA EXPENSE APPROPRIATION</b>	<b>\$223,070</b>

**SECTION 6:** That there be appropriated from the Water and Sewer Fund:

**WATER & SEWER OPERATIONS FUND**

Water & Sewer Expenditures	<u>5,757,960</u>
<b>TOTAL WATER &amp; SEWER FUND APPROPRIATION</b>	<b>\$5,757,960</b>

**SECTION 7:** That there be appropriated from the Motor Fuel Tax Fund:

**MOTOR FUEL TAX FUND**

03-01-80-5009 Infra- Road Resurfacing	<u>192,500</u>
<b>TOTAL MFT APPROPRIATION</b>	<b>\$192,500</b>

**SECTION 8:** That there be appropriated from the Police Pension Fund:

**POLICE PENSION FUND**

Police Pension Expenditures	1,359,560
<b>TOTAL POLICE PENSION APPROPRIATION</b>	<b>\$1,359,560</b>

**SECTION 9:** That there be appropriated from the Water and Sewer Improvements Fund:

**WATER & SEWER IMPROVEMENTS**

W&S Improvement Expenditures	2,474,000
<b>TOTAL W&amp;S IMPROVEMENTS APPROPRIATION</b>	<b>\$2,474,000</b>

**SECTION 10:** That there be appropriated from the Fraud, Alcohol, Drug Enforcement Fund:

**FRAUD, ALCOHOL, DRUG ENFORCEMENT FUND**

Fraud, Alcohol, Drug Enforcement Expenditures	71,180
<b>TOTAL FRAUD, ALCOHOL, DRUG ENFORCE APPROPRIATION</b>	<b>\$71,180</b>

**SECTION 11:** That there be appropriated from the Vehicle Maintenance Fund:

**VEHICLE MAINTENANCE FUND**

Vehicle Maintenance Fund Expenditures	530,050
<b>TOTAL VEHICLE MAINT FUND</b>	<b>\$530,050</b>

**SECTION 12:** That there be appropriated from the E911 Fund:

**E911 FUND**

E911 Expenditures	394,060
<b>TOTAL E911 FUND APPROPRIATION</b>	<b>\$394,060</b>

**SECTION 13:** That there be appropriated from the Park Development Funds:

**PARK DEVELOPMENT FUND**

Park Development Expenditures	1,090,010
<b>TOTAL PARK DEVELOPMENT FUND APPROPRIATION</b>	<b>\$1,090,010</b>

**SECTION 14:** That there be appropriated from the Sedgebrook SSA Fund:

**SEDGEBROOK SSA FUND**

20-01-61-4000 Professional Services	25,850
20-01-64-7100 Bond Payment	1,277,730
<b>TOTAL SEDGEBROOK SSA APPROPRIATION</b>	<b>\$1,303,580</b>

**SECTION 15:** That there be appropriated from the General Capital Fund:

**GENERAL CAPITAL FUND**

General Capital Expenditures	3,142,500
<b>TOTAL GENERAL CAPITAL FUND</b>	<b><u>\$3,142,500</u></b>

**SECTION 16:** Summary of Appropriation. That the following is a summary of the appropriation hereinbefore provided for:

General Corporate Fund	10,516,700
Police Protection Services	2,668,600
IMRF Contribution Expenses	310,350
FICA Expenses	223,070
Water And Sewer Operations Fund	5,757,960
Motor Fuel Tax Fund	192,500
Police Pension Fund	1,359,560
Water And Sewer Improvements Fund	2,474,000
Fraud, Alcohol, Drug Fund	71,180
Vehicle Maintenance Fund	530,050
E911 Fund	394,060
Park Development	1,090,100
Sedgebrook SSA Fund	1,303,580
General Capital Fund	<u>3,142,500</u>
<b>TOTAL APPROPRIATION</b>	<b><u>\$30,034,210</u></b>

**SECTION 17:**

That all the unexpended balances of any item made in this Ordinance be expended in making up any insufficiency in any item or items in the same general appropriation and for the same general purpose or in any like appropriation made by this Ordinance.

**SECTION 18:**

That all unexpended balances of annual appropriations from previous years are hereby re-appropriated.

**SECTION 19:**

This Appropriation Ordinance is adopted pursuant to procedure set forth in the Illinois Municipal Code: provided, however, any limitations in the Illinois Municipal code in conflict with the provisions of this Ordinance shall not be applicable to this Ordinance pursuant to Section 6 of Article V11 of the Constitution of the State of Illinois. This Ordinance is enacted pursuant to the Home Rule Powers of the Village of Lincolnshire.

**SECTION 20:**

That this Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED by the Board of Trustees of the Village of Lincolnshire on this \_\_\_ day of \_\_\_\_\_, 2019 by a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by the Mayor of the Village of Lincolnshire on this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Elizabeth J. Brandt, Mayor

ATTEST:

\_\_\_\_\_  
Barbara Mastandrea, Village Clerk

**REQUEST FOR BOARD ACTION  
Committee of the Whole  
February 11, 2019**

**Subject:** Sponsorships, Donations & 4<sup>th</sup> of July Parade Policies

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**Action Requested:** Consideration of New Village Policies for Private Sponsorships, Donations & the 4<sup>th</sup> of July Parade

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**Petitioner:** Village of Lincolnshire

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**Originated By/Contact:** Ben Gilbertson, Assistant Village Manager/CED Director  
Tonya Zozulya, Planning & Development Manager

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**Background:**

- The Village maintains a number of Village Board-adopted policies governing various aspects of Village operations, facility usage, and programs. Examples of existing policies include the Web Site Link Policy, Community Event Kiosk Usage Policy, and the Donations Policy regarding the Village providing public donations to local groups.
- Due to the Village's increased involvement in major special events over the last few years (e.g., 4<sup>th</sup> of July, Cruisin' with Cops/National Night Out, and Boo Bash), staff has developed proposed policies regarding private sponsorships in support of Village-managed special events and the 4<sup>th</sup> of July parade. Staff has also developed a policy governing donations to the Village (see attached Document 1).

**Overview:**

- The Sponsorship and Donation policies are designed to establish criteria for the review, potential acceptance/rejection, and use of private funds provided to the Village in the form of services, funds, and real or personal property for special events and general Village operations.
- The 4<sup>th</sup> of July Parade Policy is designed to establish criteria for parade registration and participation to facilitate event organization and public safety.
- In developing these policies, staff reviewed current Village policies and researched similar policies in other communities. Village Attorney Simon reviewed the draft policies and offered comments, which have been incorporated into the drafts. Staff has also prepared a draft resolutions for each of the policies (see attached Document 2).

**Recommendation:**

1. Consideration, discussion, and feedback to staff regarding the draft Sponsorship, Donation, and 4<sup>th</sup> of July Parade Policies.
2. Placement of the corresponding resolutions on the February 25, 2019 Committee of the Whole consent agenda.

**Reports and Documents Attached:**

- Document 1: Draft Sponsorship, Donation, and 4<sup>th</sup> of July Parade policies.

- Document 2: Draft Sponsorship, Donation, and 4<sup>th</sup> of July Parade policy resolutions.

<b>Meeting History</b>	
Committee of the Whole (COW):	February 11, 2019

**PRIVATE SPONSORSHIP POLICY****Last Updated: February 2019****1. Policy**

- 1.01 The Village of Lincolnshire (“Village”) relies on the support of businesses, organizations, and individuals to host an array of community events throughout the year. The Village recognizes the role sponsorships play in supporting the community, as well as promoting tourism and economic development. Because of the close relationships between the Village and community stakeholders, as well as varying degrees of interest and participation from these stakeholders, guidelines are necessary to establish expectations; to ensure the quality of events is maintained; and to develop consistency between the form of sponsorship and theme of the events.

**2. Statement of Intent and Purpose**

- 2.01 The purpose of this policy is to establish guidelines and criteria for the Village’s solicitation and acceptance of private funds as well as in-kind products and services.
- 2.02 Sponsorship funds, products, and services shall offset, in whole or in part, the costs of the Village’s special events and programs. These events and programs may include, but are not limited to, the 4<sup>th</sup> of July Celebration, Cruisin’ with the Cops, National Night Out, Boo Bash, and the Winter Holiday event.
- 2.03 The Village prioritizes sponsorships from Lincolnshire-based businesses or organizations, or businesses and organizations located outside the Village with significant ties to Lincolnshire, as determined by the Village on a case-by-case basis. Examples of significant ties to Lincolnshire may include, but are not be limited to, services to Lincolnshire residents or businesses or through ongoing partnerships with the Village.
- 2.04 Sponsorship through the contribution of funds or in-kind services (including, but not limited to contributions of staff, equipment or other services, booth participation or promotional items) will be considered for special events, community projects or programs designed to accomplish one or more of the following goals and objectives:
- a. Promote Lincolnshire as a desirable place to live, visit, and do business.
  - b. Promote Lincolnshire as a visitor destination and/or bring tourism-associated revenue to the Village.
  - c. Enhance quality of life and well-being.



- d. Promote cultural and artistic awareness among residents and businesses.

### **3. Responsibility**

- 3.01 The Village Manager or his/her designee is responsible for ensuring compliance with this policy.
- 3.02 The Village is ultimately responsible for the control of content and selection of presenters, moderators, entertainers, products, event/program/activity logistics/layout, and/or publication logistics/layout. The Village declares the selection of content and sponsors of the Village's special events and programs to be an exercise of governmental speech and the Village's freedom of association over which the Village shall exercise exclusive control.
- 3.03 The Village reserves the right to not invite or welcome specific sponsorships if they do not add value to an event, if they have demonstrated a history of diminishing an event, if the products or services provided by a sponsor are likely to harm the Village's good will, or the Village's association with the sponsor will place the Village's reputation in a bad light. The Village may terminate an existing sponsorship for the same reasons.

### **4. Sponsorship Definitions**

- 4.01 The Village solicits sponsorships in recognition of their role in supporting community events, supplementing the Village's General Fund contributions, and promoting community engagement, partnerships, and service.
- 4.02 Sponsorships may be considered as cash or in-kind products or services offered by sponsors in exchange for public recognition or promotion related to a specific Village-sponsored event, activity, or program. Examples of in-kind products and services may include providing gift cards for raffles/prizes or staffing an activity at a special event.
- 4.03 Sponsorships in the form of staffing an event activity shall align with and contribute to the theme of the event. Although sponsors may be eligible to staff a table or organize an activity, the primary focus of their sponsorship shall be to positively supplement the event and the Village's own staff resources to provide the attraction/activity at the event. Sponsors may be allowed to distribute promotional materials in concurrence with their activity, so long as it does not distract patrons, detract from the event or increase the likelihood of litter.
- 4.04 This policy does not apply to private donations, which are governed by a separate policy.



## **5. Sponsorship Benefits**

- 5.01 The following are examples of benefits offered to sponsors in exchange for their funds or in-kind products or services, depending on the specific sponsorship level or tier that can vary based on the special event:
- a. A mention of the sponsor name in Village publications/website and social media, signage at the event.
  - b. Placement of a sponsor logo on sponsor banner. High-resolution logos are to be sent to the Village in “png”, “tif”, or similar formats. If a logo is received and is unusable due to format, design, quality, or content, corrected artwork may be submitted prior to the deadline. The deadline shall be concurrent with submittal of a sponsor’s contribution (30 days – see Section 6.01). All logos are subject to final approval.
  - c. Display of sponsor-provided banners with a sponsor name and/or logo only. The banner is to be provided to the Village at least seven days prior to the event.
  - d. Display of products or services at a table. Emphasis of the display shall be on the positive contribution and complement to the event. Exclusive sale of products/services and/or registration of customers/members is prohibited, as are displays deemed offensive or inappropriate by the Village or general public based on prevailing community standards.

## **6. Sponsorship Submittal & Acknowledgement**

- 6.01 Sponsors are required to complete and submit a Village-provided form stating the level of their monetary or in-kind contribution, as well as the monetary contribution itself, at least 30 days prior to the event to take advantage of the full array of benefits.
- 6.02 The Village will contact each sponsor to acknowledge the receipt of the sponsorship as well as the corresponding benefits. The Village will also coordinate with the sponsor regarding the appropriate staffing levels and logistics if an in-kind sponsorship is selected.
- 6.03 Special requests from the sponsor are to be approved by the Village’s Special Events Committee.
- 6.04 Sponsorship level exclusivity is not guaranteed, and more than one entity may qualify for any sponsorship level.

## **7. Event and Sponsorship Cancellation**

- 7.01 The Village reserves the right to cancel or postpone an event due to weather-related emergencies or other extenuating circumstances.



- 7.02 Events canceled by the Village allow sponsors to apply their full sponsorship amount toward a future event selected by the sponsor in consultation with the Village.
- 7.03 In-kind sponsorships related to an event, which is cancelled, may not be applied to a future event.
- 7.05 Requests for the withdrawal of previously issued sponsorships to the Village shall be made in writing at least 30 days prior to the event.

**8. Assumption of Risk & Indemnification**

- 8.01 Sponsors assume all risk and liability related to their participation in special events, and shall indemnify the Village and its employees via a liability waiver.



## PRIVATE DONATION POLICY

Last Updated: February 2019

### 1. Statement of Intent and Purpose

- 1.01 The purpose of this policy is to establish guidelines and criteria for accepting private donations from individuals, businesses, or organizations (“donors”), in support of the Village of Lincolnshire’s (Village) general operations.
- 1.02 The Village may accept donations in recognition of the role private donations play in supporting the Village’s general operations and promoting community engagement, partnerships, and service.

### 2. Donation Definition

- 2.01 Donations may be in the form of money or in-kind contributions of real or personal property, and may be restricted for a particular purpose/use or be unrestricted.
- 2.02 A donation may be unrestricted, where the donor has placed no limitation on its use, or restricted, where the donor has restricted its use to a specified purpose.
- 2.03 This policy does not apply to private sponsorships, which are governed by a separate policy, or to incidental donations of food items, which are governed by Section 1-16-2 of the Village Code.

### 3. General Provisions

- 3.01 Donors shall not expect, nor shall the Village grant any extra consideration to the donor in relation to Village procurement, regulatory matters, or any other business, services or operations of the Village. To avoid the possible appearance of extra considerations, members of the Village staff are not authorized to solicit donations to the Village.
- 3.02 Donations may not be used for personal financial gain of any Village elected or appointed official or employee.
- 3.03 This policy shall be interpreted and administered in a manner consistent with Section 1-16-2 of the Village Code (“Gift Ban”). In no case may the Village, or any officer or employee, accept a gift which would result in a violation of the Gift Ban ordinance.

### 4. Responsibility

- 4.01 The Village Manager or his/her designee is responsible for ensuring compliance with this policy. The Finance Director shall also provide insight to ensure acceptance of donations comply with applicable Village financial policies.



## **5. Donation Submittal and Acknowledgement**

- 5.01 The Village shall contact each donor to acknowledge the receipt of the donation in writing. Donation information, including the name of the donor and donation amount, may be subject to Freedom of Information (FOIA) disclosure.
- 5.02 If the donor wishes to remain anonymous to staff and all members of the Village Board, the donation, whether restricted or unrestricted, may only be offered through another lawful entity, such as a community foundation, a financial institution, or trust.
- 5.03 The Village shall make no representations regarding the value of any non-cash donation or the tax consequences of the donation. The Village shall cooperate with the donor for the purpose of memorializing acceptance of the donation and describing the future use of the real or personal property.

## **6. Donation Review and Acceptance/Rejection**

- 6.01 Restricted donations may only be accepted when their purpose is lawful; is consistent with the Village's goals and objectives; and is in the best interest of the Village.
- 6.02 The Village Manager shall review donation offers and make recommendation to the Village Board regarding their acceptance. The Village Board shall make the final determination on each donation offer.
- 6.03 The Village will notify donors in writing regarding whether their donations were approved for acceptance.
- 6.04 The Village reserves the right to reject any donation if, upon review, acceptance of the donation is determined, in the sole discretion of the Village, to not be in the best interest of the Village.
- 6.05 No donation shall be considered accepted by the Village unless and until the Village Board approves the acceptance of the donation. The Village will not involuntarily take title to any real or personal property for which it has not expressed its acceptance.

## **7. Donation Distribution and Use**

- 7.01 Tangible donated items will be distributed for use or, at the discretion of the Village Manager, be disposed of in an appropriate manner according to the Village's disposal procedures.
- 7.02 Restricted donations of cash shall be deposited into the appropriate revenue account earmarked for the restricted use.



- 7.03 Unrestricted donations of cash shall be deposited into the appropriate Village fund as approved by the Village Board.



## 4<sup>TH</sup> OF JULY PARADE POLICY

Last Updated: February 2019

### 1. Policy

1.01 The 4<sup>th</sup> of July parade, occurring in the Village of Lincolnshire (“Village”), must adhere to guidelines of safety for parade participants as well as the viewing public. These guidelines are designed to ensure appropriate event organization/preparation, ease the impact on residents, traffic, and pedestrians, and address all safety issues. The Village recognizes the parade is a long-standing tradition encouraging community engagement and partnerships. The Village also recognizes the need to provide guidance for participants to ensure the event is orderly, safe, and complements the tradition.

### 2. Statement of Intent and Purpose

2.01 The purpose of this policy is to establish guidelines and criteria for parade organizers as well as individuals, businesses, and organizations (collectively, “participants”).

### 3. Responsibility

3.01 The Village Manager or his/her designee is responsible for ensuring compliance with this policy.

3.02 The Village shall designate an appropriate parade route each year. The route may be altered from time to time due to ongoing or planned public works projects or for any other reason warranting route adjustments, as determined by the Village in its sole discretion. The Village shall not be responsible for any loss or damages resulting from the selection of the parade route, which is an exercise of discretion.

### 4. Eligibility

4.01 Eligibility for participation in the parade will only be considered for participants that:

- Contribute to the promotion of cultural, heritage, social, or wellbeing of the community or address a community need; and
- Meet a community development need and priority of the Village.

### 5. Participation Expectations

5.01 Individuals and groups wishing to participate must register by June 15<sup>th</sup> of each year via a registration form.



- 5.02 All parade participants must report to the designated staging area at least 30 minutes prior to the start of the parade. The Village may change the staging area from time to time based on the pre-approved route.
- 5.03 Participants must follow instructions of designated Village staff and parade marshals at all times.
- 5.04 Participants must keep pace with the rest of the parade and attempt to minimize extensive gaps along the route. In order to provide for potential emergency response, stopping for performances, conversations, or other non-emergency reasons is prohibited. The Village reserves the right to regulate the pace by designating the order of individuals, groups, and/or floats.
- 5.05 Participants shall be responsible for making their own hand-held signs or signs for vehicle display.
- 5.06 The Village requests all participants emphasize the Independence Day or community spirit theme. The Village highly discourages solicitation of funds, political or editorial content that may detract from the family-themed nature of the event. Participants who do not conform to the theme or a patriotic display may not be allowed to participate in future parades. Individuals or organizations who are not invited to participate in a parade may appeal to the Village Board and provide evidence of how they intend to cooperate with the theme of the event. The Village Board shall not make a decisions based on the political or religious affiliation of the organization.
- 5.07 Participation in the parade is a privilege and a choice. Therefore, in consideration for the Village granting permission for a participant to participate in the parade, each participant in the parade shall be deemed to agree to: (i) indemnify the Village against any and all costs, liabilities, losses, expenses, judgments and fines, of whatever kind or nature (collectively, "Claims"), resulting from the participants' acts or omissions; and (ii) release the Village from and waive any Claims arising from the participant's participation in the parade, regardless of the cause thereof.



**6. Fees**

6.01 Political groups/ candidates or commercial entities are encouraged to provide a minimum donation of \$50 for their participation. Checks should be provided 15 days prior to the parade, made out to “Village of Lincolnshire”.

**7. Cancellation/Rescheduling**

7.01 The Village reserves the right to cancel, reschedule, or postpone the start of the parade due to inclement or dangerous weather, or to accept parade registration forms from any individuals or groups at its own discretion, but shall not base its decisions based on religious or political affiliation of such individuals or groups.

VILLAGE OF LINCOLNSHIRE  
LAKE COUNTY, ILLINOIS

RESOLUTION NO \_\_\_\_\_

**A RESOLUTION ADOPTING A PRIVATE SPONSORSHIP POLICY**

**WHEREAS**, the Village of Lincolnshire is an Illinois home rule municipal corporation organized and operating under the Constitution and Laws of the State of Illinois; and

**WHEREAS**, the Village of Lincolnshire relies on the support of businesses, organizations, and individuals to host an array of community events throughout the year; and

**WHEREAS**, the Village of Lincolnshire recognizes the role sponsorships play in supporting the community, as well as promoting tourism and economic development; and

**WHEREAS**, the Village of Lincolnshire wishes to ensure the quality of events and consistency between the form of sponsorship and theme of the events; and

**WHEREAS**, the Village of Lincolnshire wishes to establish criteria for the Village’s solicitation and acceptance of private funds as well as in-kind products and services.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees that the Private Sponsorship Policy, attached hereto as *Exhibit A* and incorporated the same as though fully set forth herein, is hereby adopted and shall become effective immediately upon the approval of this resolution.

**SO RESOLVED** this \_\_\_\_\_th Day of February, 2019.

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
Elizabeth J. Brandt, Mayor

**ATTEST:**

\_\_\_\_\_  
Barbara Mastandrea, Village Clerk

**EXHIBIT A**

**VILLAGE OF LINCOLNSHIRE  
PRIVATE SPONSORSHIP POLICY**

(Attached)

VILLAGE OF LINCOLNSHIRE  
LAKE COUNTY, ILLINOIS

RESOLUTION NO \_\_\_\_\_

**A RESOLUTION ADOPTING A PRIVATE DONATION POLICY**

**WHEREAS**, the Village of Lincolnshire is an Illinois home rule municipal corporation organized and operating under the Constitution and Laws of the State of Illinois; and

**WHEREAS**, the Village of Lincolnshire may accept donations in recognition of the role private donations play in supporting the Village's general operations and promoting community engagement, partnerships, and service; and

**WHEREAS**, private donations may be in the form of money or in-kind contributions of real or personal property, and may be unrestricted, where the donor has placed no limitation on its use, or restricted, where the donor has restricted its use for a specified purpose; and

**WHEREAS**, the Village of Lincolnshire wishes to establish criteria for accepting private donations from individuals, businesses, and organizations in support of the Village's general operations.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees that the Private Donation Policy, attached hereto as *Exhibit A* and incorporated the same as though fully set forth herein, is hereby adopted and shall become effective immediately upon the approval of this resolution.

**SO RESOLVED** this \_\_\_\_\_th Day of February, 2019.

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
Elizabeth J. Brandt, Mayor

**ATTEST:**

\_\_\_\_\_  
Barbara Mastandrea, Village Clerk

**EXHIBIT A**

**VILLAGE OF LINCOLNSHIRE**

**PRIVATE DONATION POLICY**

(Attached)

VILLAGE OF LINCOLNSHIRE  
LAKE COUNTY, ILLINOIS

RESOLUTION NO \_\_\_\_\_

**A RESOLUTION ADOPTING A 4<sup>TH</sup> OF JULY PARADE POLICY**

**WHEREAS**, the Village of Lincolnshire is an Illinois home rule municipal corporation organized and operating under the Constitution and Laws of the State of Illinois; and

**WHEREAS**, the 4<sup>th</sup> of July Parade is a long-standing tradition in Lincolnshire, encouraging community engagement and partnerships; and

**WHEREAS**, the Village of Lincolnshire wishes to ensure safety for parade participants and the viewing public, as well as ease the impact on residents, traffic and pedestrians; and

**WHEREAS**, the Village of Lincolnshire wishes to ensure appropriate event organization and preparation; and

**WHEREAS**, the Village of Lincolnshire wishes to establish criteria for the Village's 4<sup>th</sup> of July Parade organization, eligibility, and participation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees that the 4<sup>th</sup> of July Parade Policy, attached hereto as *Exhibit A* and incorporated the same as though fully set forth herein, is hereby adopted and shall become effective immediately upon the approval of this resolution.

**SO RESOLVED** this \_\_\_\_\_th Day of February, 2019.

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
Elizabeth J. Brandt, Mayor

**ATTEST:**

\_\_\_\_\_  
Barbara Mastandrea, Village Clerk

**EXHIBIT A**

**VILLAGE OF LINCOLNSHIRE**

**4<sup>th</sup> OF JULY PARADE POLICY**

(Attached)