



VILLAGE OF LINCOLNSHIRE

AGENDA COMMITTEE OF THE WHOLE Virtual Meeting Tuesday, September 29, 2020 Following Regular Village Board

This meeting will be conducted by audio or video conference without a quorum of the public body physically present because of a disaster declaration related to COVID-19 public health concerns affecting the Village of Lincolnshire. The Mayor determined that an in-person meeting at the Village Hall with all participants is not practical or prudent because of the disaster.

PUBLIC REMOTE PARTICIPATION OPTIONS

• View/Listen

- Watch live on Cable Channel 10 or <https://zoom.us/j/94506420355>
- Listen live via phone 312-626-6799 (Access Code = 945-0642-0355).
- Meetings posted to www.lincolnshireil.gov/government/about/agendas-minutes-packets-video the day after meeting.

• Public Comment – Items Not Requiring a Public Hearing

- Call 847-913-2312 to leave a voicemail message with your comment by 5:00 p.m. on Monday, September 29, 2020. For members of the public leaving voicemails, the voicemails must be:
 - Articulate and audibly comprehensible.
 - Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than two minutes in length.
 - Free of any abusive or obscene language.
- Email your comment to VOLPublicComment@lincolnshireil.gov by 5:00 p.m. on Monday, September 29, 2020. You may also submit a letter by dropping it off in the Village Hall vestibule or mailing it via the United States Postal Service. For members of the public submitting comment via email or letter, the written notice must be:
 - Typed or written legibly.
 - Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than 200 words in length.
 - Free of any abusive or obscene language.
- Comments received before the meeting will be read concurrent with respective agenda item. Comments may be sent to the VOLPublicComment@lincolnshireil.gov email address during the meeting, but it is not guaranteed they will be read until the end of the meeting.

CALL TO ORDER

- 1.0 **ROLL CALL**
- 2.0 **ITEMS OF GENERAL BUSINESS**

- 2.1 Planning, Zoning and Land Use
 - 2.11 Preliminary Evaluation of an Impervious Surface Variance and Fee Waiver (1207 / 24325 Riverwoods Road – Ascension of Our Lord Greek Orthodox Church)
 - 2.12 Consideration of an Ordinance Amending Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code to Revise Regulations Regarding Administration and Enforcement Processes (Village of Lincolnshire)
 - 2.13 Consideration of an Ordinance Amending Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to Regulate Electric Vehicle Charging Stations (Village of Lincolnshire)
- 2.2 Finance and Administration
 - 2.21 Receipt of Presentation and Request from Visit Lake County Regarding Funding for Fiscal Year 2021(Village of Lincolnshire)
 - 2.22 Consideration of an Ordinance Disposal Ordinance (Village of Lincolnshire)
 - 2.23 Consideration of Proposed Amendments to the Village of Lincolnshire Personnel Policy Manual Pertaining to Holidays/Floating Holidays (Chapter); Vacations (Chapter 10); Sick Leave (Chapter 11) (Village of Lincolnshire)
- 2.3 Public Works
 - 2.31 Presentation of Update on Various Drainage Project (Village of Lincolnshire)
- 2.4 Public Safety
- 2.5 Parks and Recreation
 - 2.51 Consideration of a Contract with Durabilt Fence, Wheeling, Illinois to Install 2,050 Linear Feet of Split 2-Rail Fence at Rivershire Park in an Amount not to Exceed \$55,845.00 (Village of Lincolnshire)
 - 2.52 Presentation of Update on Village of Lincolnshire Bicycle / Pedestrian Plan (Village of Lincolnshire)
- 2.6 Judiciary and Personnel
- 3.0 **UNFINISHED BUSINESS**
- 4.0 **NEW BUSINESS**
- 5.0 **EXECUTIVE SESSION**
- 6.0 **ADJOURNMENT**

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.



ITEM SUMMARY

Reviewing Body / Meeting Date	Committee of the Whole – September 29, 2020
Subject:	Ascension of Our Lord Greek Orthodox Church – Impervious Surface Variance and Fee Waiver
Action Requested (Address – Petitioner):	Preliminary Evaluation of an Impervious Surface Variance and Fee Waiver (1207 / 24325 Riverwoods Road - Ascension of Our Lord Greek Orthodox Church)
Staff Recommendation:	Consideration and Referral to the Zoning Board and Architectural Review Board
Meeting History:	N/A
Tentative Meeting Schedule:	Zoning Board – November 10, 2020 Architectural Review Board – November 17, 2020 Committee of the Whole – November 23, 2020 Regular Village Board – December 14, 2020
Reports / Documents Attached:	1) Location Map 2) Petitioner’s Cover Letter and Presentation Packet, Submitted by Firsell Ross Attorneys at Law, with the Cover Letter Dated September 21, 2020 3) Village Code Section 6-5A-3(A)(6) – R1 Impervious Surface 4) Village Code Section 5-3-2A – Not-for-Profit Fees

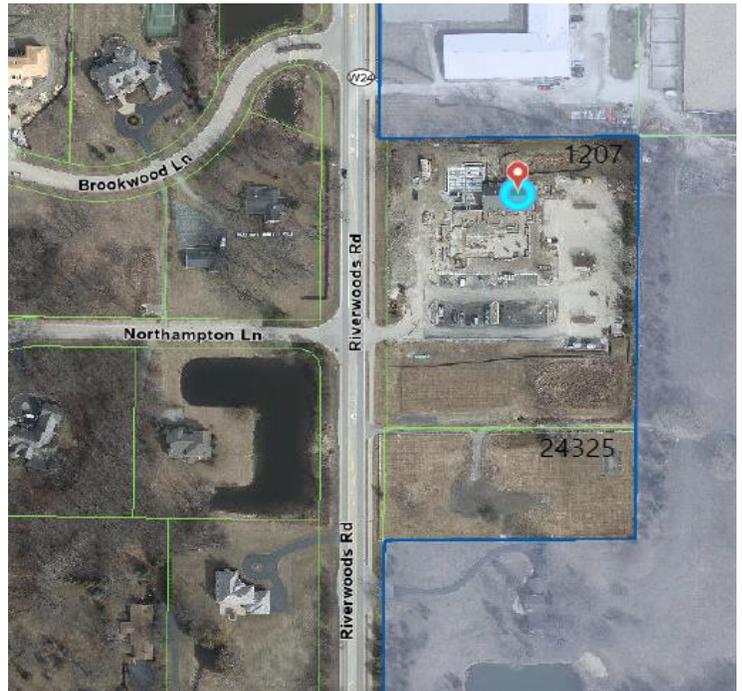
Request Summary

The Ascension of Our Lord Greek Orthodox Church (“church”), located at 1207 and 24325 Riverwoods Road, seeks a variance from Section 6-5A-3(A)(6) of the Lincolnshire Village Code (“Code”) to increase the maximum impervious surface from 30% to 35.62% of the total lot area due to the proposed parking expansion on the 1207 Riverwoods parcel. The church also seeks a waiver of all in-house application and permit fees per Code Section 5-3-2A.

Background

The entire 6.26-acre church property is located in the R1 Single-Family Residence District. The north parcel (1207 Riverwoods Road) is improved with the church facilities and the south parcel (24325 Riverwoods Road) is vacant land (it previously contained a single-family home which was demolished in 2013). Adjacent uses include an unincorporated single-family home to the south; incorporated single-family homes to the west; unincorporated Banner Day Camp to the east; and an unincorporated horse farm to the north.

Figure 1: Location Map





- In 1998, Ascension of Our Lord Greek Orthodox Church was first established in a single-family home at 1207 Riverwoods Road in unincorporated Lake County.
- In 1999, the Village Board approved an annexation agreement for the 1207 Riverwoods Road property by Ordinance #99-1694-02.
- In 2000, 1207 Riverwoods Road was annexed into the Village with an R1 zoning designation and obtained a Special Use Permit by Ordinance #00-1696-04 which allowed for the conversion of an existing residence and construction of a sanctuary addition to accommodate the church's needs. The annexation agreement approvals included conceptual plans for the construction of a new larger church and activity center to replace the existing home. Future expansion of the church required substantial conformity with the development plans contained in the agreement.
- In 2008, the church sought amendments to the annexation agreement and Special Use permit, as well as annexation of the 1.92-acre 24325 Riverwoods Road property to the south (which the church acquired in 2005) to construct a new church facility for administration offices, an education wing, and a multi-purpose parish life center. The 2008 application was ultimately withdrawn.
- In 2014, the church submitted a new application and site development plan for a new church significantly reduced in size and scope.
- In 2015, the Village Board granted the following approvals to the church:
 - An amendment to the Annexation Agreement (Ordinance #15-3358-85);
 - An annexation of 24325 Riverwoods Road (Ordinance #15-3359-86); and
 - An amendment of the Special Use permit to allow the church expansion (Ordinance #15-3360-87).
- In 2018, staff updated the Village Board regarding the church's Minor Special Use amendment request to permit façade revisions. In 2018, the ARB approved a Minor Special Use amendment to:
 - Allow replacement of the previously approved natural-color E.I.F.S. (dryvit) façade material with an earth-tone color brick material;
 - Change the natural-color color of the windows, fascia, and mortar to more closely match the proposed brick color; and
 - Replace the previously approved light grey aluminum dome material with a champagne-color aluminum material to be more compatible with the brick color.
- In 2019, the ARB approved a minor Special Use amendment to revise the previously-approved church building dome material and color from the champagne-color painted aluminum to natural gray zinc.
- In 2019, construction on the new building and parking areas was completed.

Project Description

Impervious Surface Variance

The petitioner's cover letter and presentation packet (see attached Document 2) indicates the impervious surface is proposed to increase from the current 29.99% to 35.62% due to the proposed 50-car parking lot expansion from 141 spaces (136 regular and 5 ADA) to 191 spaces (185 regular and 6 ADA). The maximum permitted impervious surface for both residential and non-residential properties in the R1 district is 30% of the total lot area, although it is typical for non-residential properties to have larger parking facilities than residential properties.

Additional parking for the church is required to accommodate the church congregation, which has grown from 270 to 340 families over the last few years. The highest demand is on Sundays when parishioners arrive for the Sunday service and religious school (both occur 8 a.m. – 12:15 p.m.) and on six major religious holidays. The current parking shortage causes church families to park in undesignated areas onsite (including in fire lanes and on grass) and to use adjacent bike paths and residential areas for off-site parking (see attached Document 2 for photos). The church is unable to schedule more than one Sunday service to spread the parishioner attendance as Orthodox Christian Canon law prohibits a priest from conducting more than one service per day (the church has only one priest). The church has also



been unable to eliminate existing impervious area from other onsite locations to make room for the new parking lot impervious area.

The petitioner proposes to retain the existing berm along Riverwoods Road and to supplement it with a raised landscape area along the south property line of the 1207 Riverwoods Road parcel and transplant existing trees and bushes (see attached Document 2).

The church has received a conceptual approval from the Lake County Stormwater Management Commission (SMC) which indicates the existing onsite detention volume may need to be increased and a new wetland assessment will need to be completed given the increase in impervious surface. The petitioner is also working with the Lake County Division of Transportation (LCDOT) on obtaining approvals due to the parking expansion, although the existing site access from Riverwoods Road will not change. The final SMC and LCDOT permits will be required prior to the Village granting final approvals at the conclusion of the review process.

Staff has reviewed the conceptual site plan and found it to be in compliance with code. More detailed plans will be required for staff review prior to the Zoning Board public hearing. Staff believes the proposed impervious surface increase will not be detrimental to adjacent properties. New parking, which will be screened via berms and landscaping, will be beneficial for orderly on-site parking and will alleviate congestion on nearby streets and bike paths. In addition, the proposed impervious surface will be in line with other R1-zoned church properties along Riverwoods Road which exceed the maximum impervious surface based on Village records (Village Church of Lincolnshire at 201 Riverwoods Road - 36%; and Lutheran Church of the Holy Spirit at 30 Riverwoods Road - 37%; both developed prior to the current regulations and are considered legally nonconforming). The Community Christian Church's impervious surface area at 1970 Riverwoods Road in the R1 district is 24.6%.

Fee Waiver

The church's in-house fee waiver request is supported by Section 5-3-2A which allows fee waivers of up to \$5,000 per not-for-profit development or project. It is consistent with past Village Board approvals for churches, schools, and other entities. Staff will calculate the amount of in-house application and permit fees for the current project and bring it to the Village Board for approval following the advisory board review. Any third-party fees, including Village attorney, legal notice publication, and ordinance recording fees, will not be waived per code.

Approval Process

1. A public hearing at the Zoning Board regarding the proposed impervious surface area variance and a recommendation to the Village Board.
2. Architectural Review Board review and recommendation regarding the proposed parking lot design, landscaping, and lighting plans.
3. Consideration at the Committee of the Whole meeting and potential approval at the Regular Village Board meeting regarding the proposed impervious surface variance and in-house fee waiver.

Staff Recommendation / Next Steps

Staff recommends referral of the proposal to the Zoning Board for a public hearing regarding the impervious surface variance and to the Architectural Review Board for the review of the parking design, landscaping, and lighting plans.



Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Notes

Ascension of Our Lord Greek Orthodox Church



MICHAEL D. FIRSEL
 MICHAEL E. ROSS
 CHRISTINE S. BOLGER
 KAREN JERWOOD
 JESSICA T. COOPER

2801 LAKESIDE DRIVE, SUITE 207
 BANNOCKBURN, IL 60015

O 847-582-9900
 F 847-582-9933

www.firsellross.com

September 18, 2020

Mayor Elizabeth Brandt and Board of Trustees
 Village of Lincolnshire
 One Olde half Day Road
 Lincolnshire, Illinois 60069

Re: Request for Impervious Surface Variance for
 Ascension of Our Lord Greek Orthodox Church
 1207 and 24325 Riverwoods Road

Dear Mayor Brandt and Village Trustees,

Our law firm represents the Ascension of Our Lord Greek Orthodox Church (the "Church") with regard to the land, building and other improvements located at 1207 and 24325 Riverwoods Road in the Village (the "Church Property"). As you are aware the Church has appeared before various Village Commissions and this Board over the past several years relative to the renovation and expansion of the Church Property. In April of 2015, the Village enacted Ordinance 15-3360-87 which Ordinance approved an Amendment to a Special Use Permit for the Operation of Assembly Use in a R-1 Single-Family Residential District ("Ordinance 15-3360-87"). In short, Ordinance 15-3360-87 authorized a modification of the special use of the Church Property for its current use. Thereafter, Ordinance 15-3360-87 was modified by minor modifications to the approved site development and building plans in order to make the building all masonry.

The purpose of this letter is to request (a) a modification of the approved site plan for the current Special Use of the Property by modifying the approved site plan for the Property, and (b) a variance Village Code Section 6-5A-3A-6 to increase the impervious surface limitation of 30% to 35.62% in order to accommodate the additional parking spaces on the Church Property.

The entire site consists of 276,938 square feet, or, 6.36 acres. The current Church building consists of 17,859 square feet (0.410 acres). The current total impervious surface coverage of vertical structures on this site, which will not change, is only 6.45%. The existing parking area, sidewalks and drives currently total 65,194 square feet. When added to the building coverage, the total current impervious surface area is 83,053 square feet, or 29.99%. The additional parking area will add 15,598 square feet of additional impervious surface, for a revised total of 98,651 square feet, or 35.62% of impervious surface coverage. The bases for the requested variances are as follows:

1. At the time the final site plan for the Church was approved by the Village, the impervious surface coverage comprised 29.99% of the Property, which percentage was in compliance with Village Code, so no impervious surface variation was required. With deletion of one parking space from the existing site and the addition of 51 parking spaces and associated drives and improvements in the expansion area, the impervious surface will be approximately 35.62%, which requires an impervious surface variation of 5.62%.
2. This request is necessary for the continued functional, safe and successful operation of the Church, as well as the health, safety, and welfare of the general public. Since the completion of the Church renovations and addition, the number of Church parishioners has grown from 270 to approximately 340 families, translating to 740 to 1,000 individuals, partially because of the new, updated and attractive facility, but more so by the popularity and attraction of the current Priest of the Church, Father Sotirios. The parishioners live within a seven mile radius of the Church.
3. The Church has studied and explored various ways to try and minimize the parking issue. The suggestion of multiple services was raised and studied. Orthodox Christian Cannon law prevents a Priest from conducting more than one service per day. Since the Church has only one Priest multiple services are not possible. Even if it were possible, splitting the community every Sunday would be highly unpopular and undesirable. When considering the elimination of impervious surfaces, no alternative solution was found.

The highest demand times are on Sunday mornings and during the various Church holidays. There are currently 137 regular spaces and 4 handicap accessible spaces for a total of 141 parking spaces. Staff has pointed out that the Site Plan shows one space encroaching into the front yard setback area in the southwest corner of the expansion area, which Petitioner has agreed to eliminate (which will also show as eliminated in all future submittals). Therefore, 51 new spaces will be added in the expanded parking area, and one space will be eliminated in the existing parking lot. If approved, the new total number of parking spaces will be 185 regular spaces, plus 6 handicap accessible spaces, for a total of 191 spaces, resulting in a net addition of 50 parking spaces overall.

4. The Church's main concern is for the safety of its parishioners and the general public. The current overcrowding of cars parking in unmarked spots on site is dangerous. Please see the attached photos demonstrating this fact. The Church has tried to use remote parking areas, but many parishioners prefer to walk along Riverwoods Road

from and to these remote locations. The other choice is to park on local nearby streets in the residential neighborhoods south and west on the Church. At present the overflow of parking is contained in the aisles and double parking within the existing lot. If cars are parking in fire lanes so that if a fire were to occur while parishioners and students are inside, it would be difficult for the fire department to access the building, thereby creating a very significant safety concern.

When first proposing this matter to Village staff, several questions were posed by staff to be addressed in this request. Many are discussed in the narrative above. Below are the questions and the Church's response to the remaining questions.

- (a). Describe church uses (worship, classes, etc.).

Response: (i) Church services on Sunday mornings occur from 8:00 a.m. to approximately 12:15 p.m. with religious school occurring simultaneously.

- (ii) The following are the Holy Days and approximate times that religious services occur:

Christmas Eve Vespers : 5:00-6:30 p.m.

January 6 Service : 8 a.m.-12.30 p.m.

2nd Sunday of September (Family Picnic)

Palm Sunday: 8:00 a.m.-12:30 p.m.

Holy Wednesday 4:00-6:00 p.m. (Easter Week)

Saturday Easter Eve 10:00 p.m.-2:00 a.m.

- (iii) Small group meetings, discussions and social gatherings occur from time to time, mostly in the evenings (currently suspended due to COVID-19).

- (b) What are the hours of operation – weekday and weekends?

Response: Office Hours: Monday through Friday 9:00 a.m.-4:00 p.m.
School Hours: Tuesdays 4-7:00 p.m. (Youth Greek School)
Thursdays 6-9 p.m. (Adult Greek School)
Youth Groups: Mondays 5-8:00 p.m. (GOYA, JR GOYA) /
Wednesdays 10-11:00 a.m. (HOPE) /
Women's Bible Study: Thursdays 10:30 a.m.-12:00 p.m.
Men's Bible Study: Wednesdays 6-7:00 a.m.



(c) How many staff?

Response: 3 full-time.

(d). How did you determine you need 51 new spaces?

Response: There are actually 50 total new spaces. This number was arrived at (i) by the parishioner demand as determined by the Parish Council, (ii) the general layout of the site, (iii) the engineering of the site to accommodate all stormwater and other site utilities, and (iv) the required berming and landscaping.

(e) How do you propose to mitigate parking expansion impacts on surrounding properties (e.g., existing and new berms, tall evergreen trees)?

Response: There should be no parking expansion impact of the surrounding properties. In fact, the parking expansion impact on the surrounding properties will only be positive. Adding a small berm and lining evergreen trees to shield south perimeter area will create a more significant barrier of parking lot from view looking north on Riverwoods Road. Please see the proposed landscaping plan attached.

(f) How do you propose to lessen parking lot lighting impacts?

Response: There will be no parking lot lighting impacts. Please see the attached photometrics.

Given the non-profit status of the Church, the Church hereby requests to have the Village application and site permit fees waived, with the Church understanding that such waiver will not include attorney and other third party fees (for which the Village will draw from the Church's established escrow account).

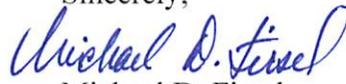
When the impervious surface issue was previously discussed with the Village Staff and Board in 2015, it was mentioned that the impervious surface coverage for religious institutions in the Village at that time was 36% on average. Not knowing what the actual parking demand would be plus the costs associated with building additional parking, the Church decided not to request a variation to the impervious surface coverage unless and until it was needed. That time has now come, and regardless of the average today, the amount of variance requested is certainly within the



Village of Lincolnshire
September 18, 2020
Page 5

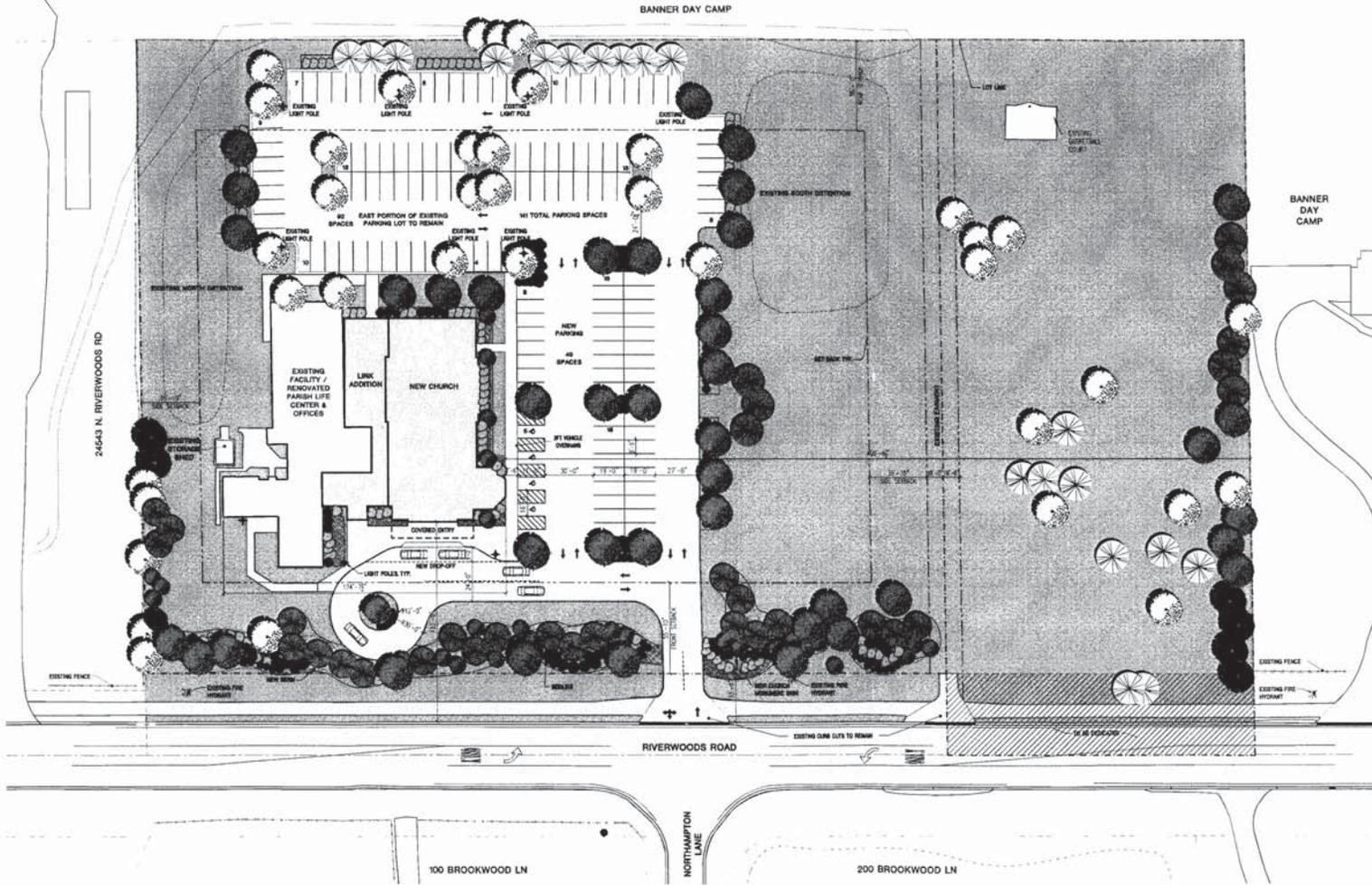
range that the Village has entertained in the past. It should also be noted that the only other Church in the Village with less than 36% impervious surface has a parking shortage of 25% to what is required by Code. Finally, it should be emphasized that there is no request for an increase in size if the vertical structure which takes up approximately 6.45% of the entire Church property.

The Church respectfully requests that this matter be reviewed and approved by the Village Plan Commission, and thereafter referred to the Village Board for review, consideration, and approval.

Sincerely,

Michael D. Firsell

Existing Site Plan

7376247
3/1/2017

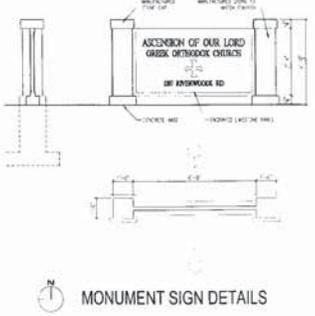


SITE DATA CHART

ZONING	
R1 SINGLE FAMILY RESIDENCE DISTRICT (CHURCH + ACCEPTABLE SPECIAL USE WITHIN R0)	
AREA CALCULATIONS	
+ SITE	99,077 SF
DRIVES/PARKING	6,077 SF
TOTAL IMPERVIOUS SITE	65,194 SF
+ BUILDINGS	
EXISTING FACILITY	7,538 SF
CHURCH ADDITION	7,344 SF
LINK ADDITION	2,477 SF
TOTAL IMPERVIOUS BUILDING	17,359 SF
TOTAL IMPERVIOUS	83,053 SF
TOTAL OPEN SPACE	163,215 SF
EXISTING PARCEL SF	83,723 SF
ANNEX PARCEL SF	276,936 SF
TOTAL AREA OF PARCELS	289,939 SF
TOTAL IMPERVIOUS AREA PERCENTAGE	28.66%
TOTAL OPEN SPACE	193,885 SF
FLOOR AREA RATIO	
MAXIMUM F.A.R. = 0.25 (276,936) =	69,234 SF
ACTUAL F.A.R. = 0.095	17,359 SF
PARKING	
(NON-CONCURRENT USE)	
NON-ADA REQUIRED	95
ADA REQUIRED	4
TOTAL REQUIRED	99
NON-ADA PROVIDED	136
ADA PROVIDED	5
TOTAL PROVIDED	141
BUILDING HEIGHT	
MAXIMUM ALLOWED	60'-0"
ACTUAL	45'-10"

SITE PLAN LEGEND

(Symbol)	EXISTING TREES TO REMAIN
(Symbol)	NEW TREES
(Symbol)	RELOCATED TREES
(Symbol)	FLOWERS/SHRUBS
(Symbol)	RENOVATE
(Symbol)	NEW CONSTRUCTION
(Symbol)	GRASS
(Symbol)	DRIVES
(Symbol)	SIDEWALK

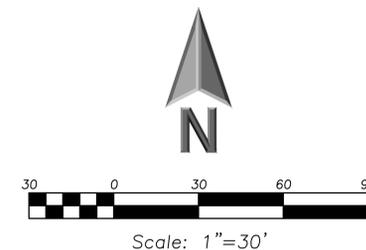
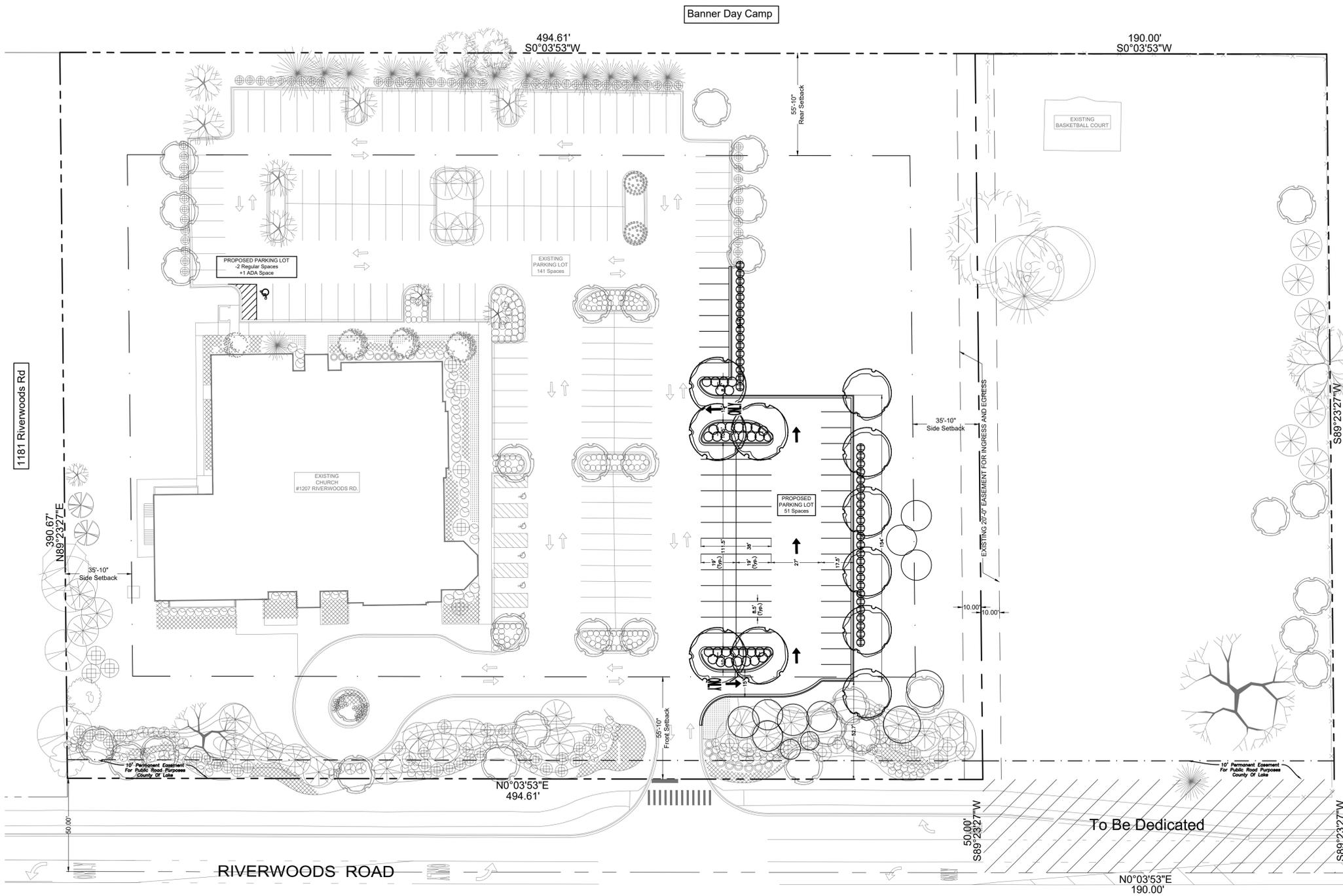


JNKA ARCHITECTS
JAeger NICKOLA Kuhlman & ASSOCIATES, LTD.
 430 S. Northwood Hwy., Ste. 106, Park Ridge, IL 60068
 www.jnka.com | 312.497.4400 | 312.497.4401

SITE PLAN
 MARCH 23, 2015

**ASCENSION OF OUR LORD
 GREEK ORTHODOX CHURCH**
 1207 Riverwoods Road
 Lincolnshire 60069

Proposed Site Plan



SITE DATA	
ZONING	
R1 Single Family Residence District (Church = Acceptable Special Use Within R1)	
AREA CALCULATIONS	
Lot Area	
Existing Parcel (Parcel 1)	193,215 SF
Annex Parcel (Parcel 2)	83,723 SF
TOTAL Parcel Area	276,938 SF
Site	
TOTAL Impervious Site	80,792 SF
Building	
TOTAL Impervious Building	17,859 SF
TOTALS	
TOTAL Impervious Area	98,651 SF
TOTAL Open Space	178,287 SF
Impervious Area Coverage	35.62%
FLOOR AREA RATIO (F.A.R.)	
Maximum F.A.R. = 0.25	0.25 x 276,938 SF = 69,235 SF
Actual F.A.R. = 0.067	18,530 SF / 276,938 SF = 0.067
PARKING	
Existing Parking Provided/Code Required	
(Non-Concurrent Use)	
Regular	136/94
Accessible	5/4
Proposed Additional Parking*	
Regular	51
Accessible	1
* 2 existing regular spaces are being removed and replaced with 1 Accessible space	
Total Parking After Expansion	
Regular	185
Accessible	6
TOTAL	191
BUILDING HEIGHT	
Maximum Allowed	60'-0"
Actual	45'-10"

SCOPE OF WORK
Construct Parking Lot Expansion Per Plan

ERIKSSON ENGINEERING ASSOCIATES, LTD.
145 COMMERCE DRIVE, SUITE A
GRAYSLAKE, ILLINOIS 60030
PHONE: (847) 223-4804
FAX: (847) 223-4864
EMAIL: INFO@EEA-LTD.COM
PROFESSIONAL DESIGN FIRM
LICENSE NO. 184-003220
EXPIRES: 04/30/2021

**ASCENSION OF OUR LORD
PARKING LOT EXPANSION**
1207 North Riverwoods Road
Lincolnshire, Illinois

Reserved for Seal:

No.	Date	Description
	08/12/2020	Issued For Approval
	09/18/2020	Village Revisions

© ERIKSSON ENGINEERING ASSOCIATES, LTD., 2020
THIS PLAN & RECORD ARE THE PROPERTY OF ERIKSSON ENGINEERING ASSOCIATES, LTD.
NO REPRODUCTION OR USE OF ANY PART OF THIS PLAN IS PERMITTED WITHOUT THE WRITTEN
CONSENT OF ERIKSSON ENGINEERING ASSOCIATES, LTD.

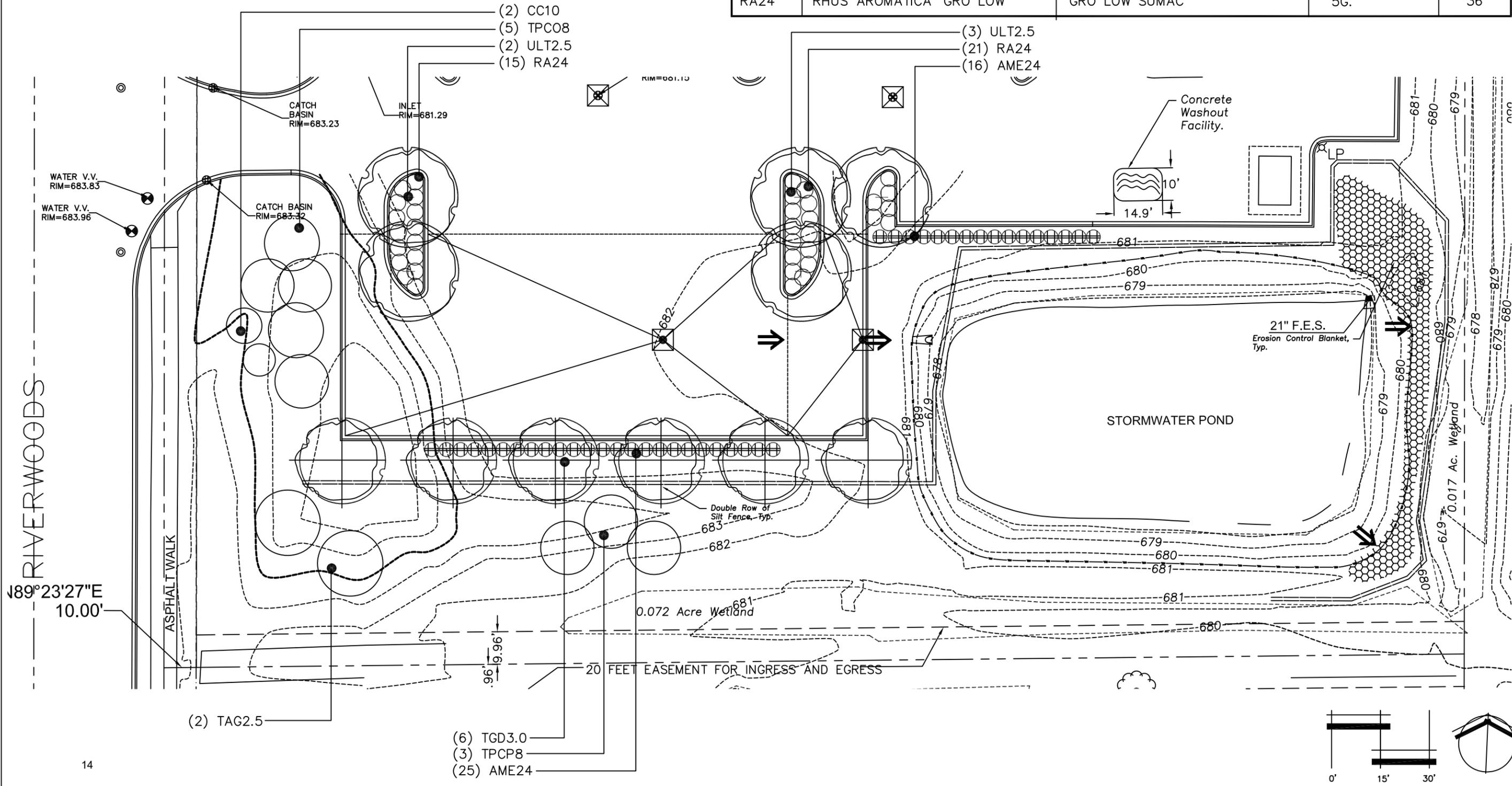
Design By: SDC Approved By: TLH Date: 08/09/2020

Sheet Title:
**SITE PLAN
EXHIBIT**

Sheet No:
P2-1a

Proposed Landscape Plan

PLANT LIST				
SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	QUANTITY
CANOPY / ORNAMENTAL / EVERGREEN TREES				
ULT2.5	ULMUS TRIUMPH 'MORTON GLOSSY'	TRIUMPH ELM	2.5"	5
TGD3.0	GYMNOCLDUS DIOICUS	KENTUCKY COFFEE TREE	TRANSPLANTED	6
TAG2.5	AESCLUSUS GLARBA	OHIO BUCKEYE	TRANSPLANTED	2
CC10	CRATAEGUS CRUSGALLI	THORNLESS COCKSPUR HAWTHORN	TRANSPLANTED	2
TPCP8	PICEA PUNGENS	COLORADO SPRUCE	TRANSPLANTED	3
TPC08	PICEA OMORIKA	SERBIAN SPRUCE	TRANSPLANTED	5
SHRUBS				
AME24	ARONIA MELANCARPA 'ELATA'	GLOSSY BLACK CHOKEBERRY	5G.	41
RA24	RHUS AROMATICA 'GRO LOW'	GRO LOW SUMAC	5G.	36



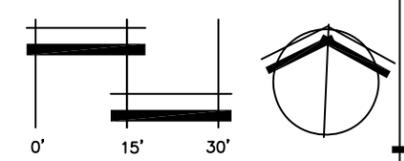
Sheet Number
 7.23.20
 KRC
 1"=30'-0"
 Date: 7.23.20
 Drawn By: KRC
 Scale: 1"=30'-0"
This drawing is the property of Moore Landscapes, Inc. and is not to be used, copied, or reproduced in any form without written authorization.

Revisions:

MOORE LANDSCAPES, INC.
 1869 TECHNY ROAD
 NORTHBROOK, ILLINOIS 60062
 847.774.5490

**PARKING LOT EXPANSION
 PLANTING PLAN**

ASCENSION OF OUR LORD
 1207 NORTH RIVERSIDE ROAD
 LINCOLNSHIRE, IL.



Photos of Existing On-Site Parking Conditions







**CHAPTER 5
RESIDENCE DISTRICTS
ARTICLE A. R1, R2 AND R3 SINGLE-FAMILY
RESIDENCE DISTRICTS**

SECTION:

- 6-5A-1: Permitted Uses**
6-5A-2: Special Uses
6-5A-3: R1 Single-Family Residence District
6-5A-4: R2 Single-Family Residence District
6-5A-5: R3 Single-Family Residence District
6-5A-6: Off-Street Parking

6-5A-1: PERMITTED USES:

- A. Single-family detached dwellings.
- B. Home occupation - as regulated in Section 6-5-3.
- C. Signs - as regulated in Title 12.
- D. Uses and buildings accessory to single-family detached dwellings. (Ord. 65-138-15)
- E. Dog runs - as regulated in Section 6-5-4b. (Ord. 74-358-34)
- F. Community residential homes of less than four (4) persons. (Ord. 90-1182-66)
- G. Memorial Garden, as an accessory use to an assembly use, including, for example, religious institutions or schools; provided the memorial garden is not located in any required yards. (Amd. Ord. 08-3070-53, eff. 11/24/08)
- H. Short-Term Rental – as an accessory use to residential dwelling units and as regulated in Section 6-3-5 of this Title.(Amd. Ord. 15-3379-106, eff. 11/09/15)

6-5A-2: SPECIAL USES:

- A. Art galleries, libraries and museums not operated for profit.

- B. Automobile parking lots open to the public or accessory to a use not permitted in the district.
- C. Churches.
- D. Golf courses - but not including commercially operated driving ranges or miniature golf courses.
- E. Parks, playgrounds, recreational and community buildings.
- F. Public schools, elementary and high and private schools having a curriculum equivalent to a public elementary and having no rooms regularly used for housing or sleeping purposes; provided, however, no private kindergarten or nursery school shall be permitted except as otherwise provided in this Zoning Code.
- G. Public utility uses, including outside telephone pay booths and public transportation facilities such as shelters, terminals, parking areas, service building and turnarounds.
- H. Where a single-family detached dwelling with not less than four thousand (4,000) square feet of floor area is located on a lot not less than eighty thousand (80,000) square feet in area, a second dwelling unit located in an existing building accessory to the principal dwelling may be allowed for domestic help and provided that such second dwelling unit shall not contain living quarters for roomers, lodgers, or permanent guests.
- I. Temporary building and uses for construction purposes for a period not to exceed one year. (Ord. 65-138-15)
- J. Indoor Tennis Club.
- K. Nursery schools, when accessory to the use of a church or public school permitted under this Article, provided that the number of children in attendance at any one time is not in excess of twenty five (25), the building used for the nursery school meets the State requirements for such school and is located on a site of a minimum of four (4) acres with direct access to a major thoroughfare and adequate off-street parking. (Ord. 70-221-3)
- L. Planned Development, R3 Single-Family Residence District:

1. Land Area: An area of not less than three (3) acres of which not less than thirty percent (30%) when fully developed will be devoted to commons. The commons area may not include paved surfaces.
 2. Permitted Uses and Special Uses: As in R1, R2, and R3 Single-Family Residence Districts.
 3. Lot Area: No requirement.
 4. Frontage: No requirement.
 5. Floor Area Ratio: No requirement.
 6. Floor Area:
 - a. General: Not less than one thousand five hundred (1,500) square feet.
 - b. Ground Floor Area Per Dwelling: One-story dwelling - not less than one thousand five hundred (1,500) square feet. More than one - story dwelling -not less than eight hundred fifty (850) square feet.
 7. Building Height: As in R1, R2, and R3 Single-Family District.
 8. Yards:

Front	No requirement.
Side	No requirement.
Rear	No requirement.
 9. Density: See subsection 6-14-14M of this Zoning Title. (Ord. 89-1042-09)
- M. Detached garage only in Historic District as defined herein. (Ord. 87-956-42)
- N. Memorial Assembly Facility: (Amd. Ord. 08-3070-53, eff. 11/24/08)
1. Shall only be permitted as an accessory use to an assembly use, including, for example, religious institutions or schools.
 2. Shall be permitted
 - a. inside the principle structure on the Lot, or
 - b. as an accessory structure subject to compliance with the

following design and setback standards:

- i. Shall be located not less than one-hundred feet (100') from any Lot Line where there is Frontage;
- ii. Shall maintain a minimum distance of one hundred and thirty-five feet (135') from any Lot Line where there is no Frontage;
- iii. Shall be located not more than twenty feet (20') from the principle structure on the Lot;
- iv. Shall comprise an area no greater than six hundred (600) square feet;
- v. The structure shall have a height not greater than three feet (3');
- vi. The structure shall be concealed from the adjacent right-of-way and contiguous residential Lots with vegetation which provides complete screening during the entire year and shall be a minimum of six feet (6') tall at the time of planting, but which vegetation shall not be considered part of the Memorial Assembly Facility for the purpose of measuring the permitted area thereof; and
- vii. The face of the structure into which cremated human remains are interned must substantially face towards the principal structure to which it is accessory.

6-5A-3: R1 SINGLE-FAMILY RESIDENCE DISTRICT

A. Site and Structure Provisions

1. Minimum Lot Area. The lot area for each dwelling unit shall not be less than 80,000 square feet.
2. Setback. The distance between the front lot line and the nearest supporting wall or portion of the structure on the lot shall not be less than 50 feet nor more than 1/3 the depth of the average of the side lot lines.
3. Frontage. The lot width of each zoning lot shall not be less than 150 feet. If the frontage of a lot is on a cul-de-sac, as defined in Section 7-1-4 of Title 7 of this Code, the frontage shall not be less than 55 feet. *(Refer to Section 6-5-1).

4. Floor Area Requirement. The maximum floor area ratio shall not exceed 0.25 and the minimum floor area per dwelling unit shall not be less than 1,750 square feet. The ground floor area of one story dwellings shall not be less than 1,750 square, or for dwellings with more than one story, the ground floor area shall not be less than 1,000 square feet.
5. Building Height. The maximum building height shall be 2½ stories or 40 feet whichever is lower. Public buildings, churches, temples, colleges, or schools may be erected to a height not exceeding 60 feet. However if such building is located in any residence district it shall be set back from each property line at least one foot per each foot of additional building height above the limit for the district, in addition to the other requirements of this Zoning Code. This clause shall not be construed as modifying the other provisions of this Zoning Code limiting the use of property in any other district.
6. Maximum Impervious Surface. The maximum impervious surface may not exceed 30% of the Gross Lot Area, notwithstanding whether the calculation of the Buildable Area for the subject Lot results in a larger area for permitted structures and uses. (Amd. Ord. 07-2973-01B, eff. 1/22/07)
7. Where a setback greater than the minimum required front yard setback has been maintained for existing buildings on lots having frontage of seventy-five percent (75%) or more of the total frontage of that block, the front yard setback for any new principal building, attached accessory building or building addition shall be no closer than the front yard setback established by the existing principal building on that side of that portion of that street with the least front yard setback, excluding existing principal buildings permitted by virtue of a variance to this regulation; provided that this regulation is not to be interpreted to permit a setback less than that required in the designated zoning district. Further, this regulation shall not apply to any building in a new subdivision for the first five (5) years from the approval of the Final Plat of Subdivision. (Amd Ord. 07-2977-05, eff. 3/12/07)(Amd. Ord. 07-2999-27, eff. 7/23/07)

B. Yard Requirements

1. Front Yard. In the R1 District, the front yard shall not be less than 50 feet.
2. Side Yards. Two side yards, each a minimum of 30 feet in width, shall be provided. *(Refer to Section 6-5-1)

3. Rear Yard. In the R1 District, the rear yard shall not be less than 50 feet.
4. Corner Side Yard. A side yard abutting a street shall not be less than 20 feet in width.
(Ord. Amd. 99-1619-03, eff. 1/11/99)
5. Building Side Setback Plane. For all new single-family residential dwelling units and additions to existing single-family residential dwelling units, a "Building Side Setback Plane must be calculated, inside which said dwelling unit must be contained. The Building Side Setback Plane shall be measured beginning at ten feet (10') directly above the established grade on the Side Lot Line. (Ord. Amd. 07-2973-01B, eff. 1/2/07)

6-5A-4: R2 SINGLE-FAMILY RESIDENCE DISTRICT

A. Site and Structure Provisions

1. Minimum Lot Area. The lot area for each dwelling unit shall not be less than 40,000 square feet.
2. Setback. The distance between the front lot line and the nearest supporting wall or portion of the structure on the lot shall not be less than 40 feet nor more than 80 feet.
3. Frontage. The lot width of each zoning lot shall not be less than 120 feet. If the frontage of a lot is one a cul-de-sac, as defined in Section 7-1-4 of Title 7 of this Code, the frontage shall not be less than 55 feet. *(Refer to Section 6-5-1)
4. Floor Area Requirements. The maximum floor area ratio shall not exceed 0.25 and the minimum floor area per dwelling unit shall not be less than 1,750 square feet. The ground floor area of one story dwellings shall not be less than 1,750 square, or for dwellings with more than one story, the ground floor area shall not be less than 1,000 square feet.
5. Building Height. The maximum building height shall be 2½ stories or 35 feet whichever is lower. Public buildings, churches, temples, colleges, or schools may be erected to a height not exceeding 60 feet. However if such building is located in any residence district it shall be set back from each property line at least one foot per each foot of additional building height above the limit for the district, in addition to the other requirements

of this Zoning Code. This clause shall not be construed as modifying the other provisions of this Zoning Code limiting the use of property in any other district.

6. Maximum Impervious Surface. The maximum impervious surface may not exceed 35% of the Gross Lot Area, notwithstanding whether the calculation of the Buildable Area for the subject Lot results in a larger area for permitted structures and uses. (Amd. Ord. 07-2973-01B, eff. 1/22/07)
7. Where a setback greater than the minimum required front yard setback has been maintained for existing buildings on lots having frontage of seventy-five percent (75%) or more of the total frontage of that block, the front yard setback for any new principal building, attached accessory building or building addition shall be no closer than the front yard setback established by the existing principal building on that side of that portion of that street with the least front yard setback, excluding existing principal buildings permitted by virtue of a variance to this regulation; provided that this regulation is not to be interpreted to permit a setback less than that required in the designated zoning district. Further, this regulation shall not apply to any building in a new subdivision for the first five (5) years from the approval of the Final Plat of Subdivision. (Amd. Ord. 07-2977-05, eff. 3/12/07)(Amd. Ord. 07-2999-27, eff. 7/23/07)

B. Yard Requirements

1. Front Yard. In the R2 District, the front yard shall not be less than 40 feet.
2. Side Yards. Two side yards, each a minimum of 20 feet in width, shall be provided. *(Refer to Section 6-5-1)
3. Rear Yard. In the R2 District, the rear yard shall not be less than 40 feet.
4. Corner Side Yard. A side yard abutting a street shall not be less than 20 feet in width. (Ord. Amd. 99-1619-03, eff. 1/11/99)
5. Building Side Setback Plane. For all new single-family residential dwelling units and additions to existing single-family residential dwelling units, a "Building Side Setback Plane must be calculated, inside which said dwelling unit must be contained. The Building Side Setback Plane shall be measured beginning at ten feet (10') directly above the established grade on the Side Lot Line. (Amd. Ord. 07-2973-01B, eff. 1/22/07)

6-5A-5: R3 SINGLE-FAMILY RESIDENCE DISTRICT

A. Site and Structure Provisions

1. Minimum Lot Area. The lot area for each dwelling unit shall not be less than 20,000 square feet.
2. Setback. The distance between the front lot line and the nearest supporting wall or portion of the structure on the lot shall not be less than 30 feet nor more than 80 feet.
3. Frontage. The lot width of each zoning lot shall not be less than 100 feet. If the frontage of a lot is one a cul-de-sac, as defined in Section 7-1-4 of Title 7 of this Code, the frontage shall not be less than 55 feet. *(Refer to Section 6-5-1)
4. Floor Area Requirements. The maximum floor area ratio shall not exceed 0.25 and the minimum floor area per dwelling unit shall not be less than 1,750 square feet. The ground floor area of one story dwellings shall not be less than 1,750 square, or for dwellings with more than one story, the ground floor area shall not be less than 1,000 square feet.
5. Building Height. The maximum building height shall be 2 stories or 30 feet, whichever is lower. Public buildings, churches, temples, colleges, or schools may be erected to a height not exceeding 60 feet. However if such building is located in any residence district it shall be set back from each property line at least one foot per each foot of additional building height above the limit for the district, in addition to the other requirements of this Zoning Code. This clause shall not be construed as modifying the other provisions of this Zoning Code limiting the use of property in any other district.
6. Maximum Impervious Surface. The maximum impervious surface may not exceed 40% of the Gross Lot Area, notwithstanding whether the calculation of the Buildable Area for the subject Lot results in a larger area for permitted structures and uses. (Amd. Ord. 07-2973-01B, eff. 1/22/07)
7. Where a setback greater than the minimum required front yard setback has been maintained for existing buildings on lots having frontage of seventy-five percent (75%) or more of the total frontage of that block, the front yard setback for any new principal building, attached accessory building or building addition shall be no closer than the front yard setback

established by the existing principal building on that side of that portion of that street with the least front yard setback, excluding existing principal buildings permitted by virtue of a variance to this regulation; provided that this regulation is not to be interpreted to permit a setback less than that required in the designated zoning district. Further, this regulation shall not apply to any building in a new subdivision for the first five (5) years from the approval of the Final Plat of Subdivision. (Amd Ord. 07-2977-05, eff. 3/12/07)(Amd. Ord. 07-2999-27, eff. 7/23/07)

B. Yard Requirements

1. Front Yard. In the R3 District, the front yard shall not be less than 30 feet.
2. Side Yards. Two side yards, each a minimum of 10 feet in width shall be provided. (Ord. Amd. 04-1934-50, eff.11/8/04)
3. Rear Yard. In the R3 District, the rear yard shall not be less than 30 feet.
4. Corner Side Yard. A side yard abutting a street shall not be less than 20 feet in width. If a corner lot, duly recorded prior to the effective date of this Zoning Code, has insufficient width to provide a side yard 20 feet in width and still maintain a buildable width of 27 feet, then the side yard abutting the street may be reduced in width to permit a building width of 27 feet, provided such side yard is not less than five feet in width. (Ord. Amd. 99-1619-03, eff. 1/11/99)
5. Building Side Setback Plane. For all new single-family residential dwelling units and additions to existing single-family residential dwelling units, a Building Side Setback Plane must be calculated, inside which said dwelling unit must be contained. The Building Side Setback Plane shall be measured beginning at 10' directly above the Side Lot Line. (Ord. Amd. 04-1934-50, eff.11/8/04)

6-5A-6: OFF-STREET PARKING: Parking spaces in accordance with provisions set forth in Section 6-11-3 of this Zoning Code. (Ord. 65-138-15)

**TITLE 5: BUILDING REGULATIONS
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 local government serving all or any part of the Village, or any charitable organization, may file an application with the Village for a waiver of fees imposed by the Village, excluding out-of-pocket Village expenses. 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, satisfy itself of the sufficiency of the application and eligibility of the applicant, and formally approve or disapprove the application at a regular meeting of the Village Board of Trustees as part of the Consent Agenda, unless otherwise pulled for consideration under Items of General Business per Section 1-5-3-5-8 of the Lincolnshire Village Code. Applications shall be filed with the Community & Economic Development Department at least 14 (14) days before the date of the scheduled 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

CHARITABLE ORGANIZATION Any not-for-profit corporation, association, or foundation organized and operated exclusively for religious, charitable, scientific, testing for public

safety, literary, educational, and/or cruelty to children or animals purposes. For the purposes of this ordinance, homeowners associations do not qualify as charitable organizations and may not seek fee waivers.

FEES

Fees that would otherwise be required for, or incurred in connection with, planning, zoning, and building applications and 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.

OUT-OF-POCKET VILLAGE EXPENSES

Shall mean any costs incurred by the Village for outside services of independent contractors related to the processing of any agreements, 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 Village Engineer 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 and/or agency for said review.
- C. **Recapture Fees:** Applicants shall pay any and all recapture fees prior to issuance of any permit and/or at the time required for a plat of subdivision, in accordance with the applicable Recapture Agreement (Amd. Ord. 09-3090-13, eff. 03/23/09).

5-3-4: WATER AND SEWER CONNECTION CHARGES

- A. **Basis for Connection Charge:** Water and sewer connection charges within the Village corporate limits shall be calculated on the basis of equivalent dwelling units (EDUs). Each dwelling unit, as defined by the Zoning Definitions as set forth in Chapter 2 of Title 7 of this Code, is considered one EDU. EDUs for all nonresidential buildings are determined according to a schedule based upon the type/use of building.
- B. **Formula for Determining Annual Water and Sewer Connection Charges:** Annually, prior to the start of each fiscal year, the present value of the combined water and sewer system of the Village shall be reviewed and set for the upcoming fiscal year. The Village Engineer, in consultation with the Finance Director, shall determine the total value of the combined water and sewer system at such time based upon the following:

Current replacement value of all accepted water and sanitary sewer improvements less accumulated depreciation and less outstanding indebtedness (hereinafter referred to as CRV). For developments under construction, the value of the public improvements shall be prorated based upon the

percentage of developed land.

The current replacement value of all improvements to the system shall be determined by the Village Engineer by estimating the current construction costs and shall include all ancillary costs such as engineering, land financing, legal, and all other costs of any kind. Such current construction costs shall be estimated in accordance with the generally accepted standards in the engineering profession for estimating costs of proposed projects (Ord. 89-1116-83).

- C. **Water Connection Charge:** The connection charge for connecting to the water system of the Village within its corporate limits shall be in accordance with the fees as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code (Ord. 90-1134-18; Amd. Ord. 92-1245-23; Amd. Ord. 93-1283-13, eff. 5/10/93).

The minimum fee shall be the cost for one equivalent dwelling unit (Ord. 90-1161-45).

- D. **Sewer Connection Charge:** The connection charge for connecting to the sewer system of the Village within its corporate limits shall be in accordance with the fees as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code (Ord. 90-1134-18; Amd. Ord. 92-1245-23; Amd. Ord. 93-1283-13, eff 5/10/93).

The minimum fee shall be the cost for one equivalent dwelling unit (Ord. 90-1161-45).

- E. **Equivalent Dwelling Units:**

1. **Basis for Mean Annual Expected Usage Coefficients:** The number of equivalent dwelling units used to determine water and sewer connection charges for nonresidential buildings shall be based upon "A System of Computerized Models for Calculating and Evaluating Municipal Water Requirements and Forecasting Municipal Water Requirements" prepared by Hittman Associates, Inc. for the Office of Water Resources Research, United States Department of the Interior. The "Commercial and Industrial Categories and Usage Coefficient Values for the Library of Water Usage Parameters, tables AIII.2 through AIII.6", delineate the expected usage coefficients for the mean annual water usage expected in commercial and industrial categories. These values shall be used in the formula to determine EDUs. Due to the length of the documents referred to above, three (3) copies of said documents shall remain on file for public inspection in the Lincolnshire Village Hall. These documents are hereby adopted by reference.

2. **Average Daily Water Usage for Residential Users:** Annually, prior to the start of each fiscal year, the average daily water usage for residential users for the previous five (5) calendar years shall be determined by the Village Engineer. This shall be accomplished by dividing the total volume of residential water metered for each of the previous five (5) calendar years by the total number of residential customers at each of the five (5) calendar years' end. The five (5) year average shall then be determined by adding the results of the five (5) individual calendar year's averages and dividing by five (5).

3. **Equivalent Dwelling Unit Formula:** The equivalent dwelling units for each non-residential building shall be determined by using the following formula:

Category parameter multiplied by the planned annual expected usage divided by the average daily water use for residential users equals the equivalent dwelling units.

For the purpose of determining fees, calculated EDUs shall be rounded to the nearest whole EDU.

For example, for a new one hundred thousand (100,000) square foot office building, the formula would be as follows assuming three hundred (300) gallons per day is the average daily water usage for a single-family dwelling unit:

100,000 square feet X 0.093 / 300 = 31 EDUs (Ord. 89-1116-83)

4. In the case where a proposed use is not shown in “The Commercial and Industrial Categories and Usage Coefficient Values for the Library of Water Usage Parameters, tables AIII.2 through AIII.6”, the Village Manager may, at his or her sole discretion, authorize the use of other empirical data to determine the usage parameter. Such data may consist of engineering studies completed by a licensed Illinois Professional Engineer, data from similar facilities, or other data as determined to be acceptable. The Village may also rely on the data for substantially similar uses which share a common North American Industry Classification System code.

The Village reserves the right to adjust the parameters within two and one-half (2.5) full years of occupancy of any nonresidential building so that the computed equivalent dwelling units equals the actual equivalent dwelling units as determined from actual water usage. The connection charges may then be adjusted based upon the revised computed equivalent dwelling units and the connection charge as set forth in the Lincolnshire Village Code at the time the original connection charges were computed (Ord. 00-1730-38, eff. 8/14/00).

- F. **Time of Payment:** Water and sewer connection charges shall be due and payable at time of building permit issuance for any building. If the category or parameter of any nonresidential building shall change, at any time, the number of equivalent dwelling units shall be recalculated. If said new category increases the number of EDUs, the difference between the original connection charges paid and the new charges owed will be charged to the new user (Ord. 92-1245-23). The Village bears no obligation to reimburse a new user if the new category decreases the number of EDUs from the previous or original use.
- G. The following information has been taken from the “Commercial and Industrial Categories and Usage Coefficient Values for the Library of Water Usage Parameters” and shall be used in calculating connection fees:

**Commercial Categories and Usage Coefficient Values for
the Library of Water Usage Parameters**

Date Identification Name	Commercial Category	Parameters	Coefficients (gallons/day/unit of parameter)
			Expected Usage Coefficients Mean Annual
BARB	Barber Shops	Barber Chairs	54.6
BEUT	Beauty Shops	Station	269.0
DPOT	Bus-Rail Depots	Sq. Ft.	3.33
CARW	Car Washes	Inside Sq. Ft.	4.78
CHUR	Churches	Member	0.138
CLUB	Golf-Swim Clubs	Member	22.2
BOWL	Bowling Alleys	Alley	133
COLG	Colleges Resid.	Student	106
HOSP	Hospitals	Bed	346
HOTL	Hotels	Sq. Ft.	0.256
LNDM	Laundromats	Sq. Ft.	2.17
LNDY	Laundry	Sq. Ft.	0.253
MEDL	Medical Offices	Sq. Ft.	0.618
MOTL	Motels	Sq. Ft.	0.224
MOVI	Drive-In Movies	Car Stall	5.3
NURS	Nursing Homes	Sq. Ft.	133.0
OFFN	New Office Bldg.	Sq. Ft.	0.093
OFFO	Old Office Bldg.	Sq. Ft.	0.142
JAIL	Jail and Prison	Person	133.0
EATN	Restaurants	Seat	24.2
EATO	Drive-In Rest.	Car Stalls	109.0
NITE	Night Clubs	Persons Served	1.33
SALE	Retail Space	Sale Sq. Ft	0.106
SKLL	School, Elementary	Student	3.83
SKLH	School, High	Student	8.02
YMCA	YMCA-YWCA	Person	33.3
GASS	Service Station	Inside Sq. Ft.	0.251
THTR	Theaters	Seat	3.33
	Warehouses	Sq. Ft.	0.025

Source: "A System of Computerized Models for Calculating and Evaluating Municipal Water Requirements and Forecasting Municipal Water Requirements"

AIII.4
Industrial Categories and Usage Coefficient Values
for the Library of Water Usage Parameters

S.I.C Number	Industrial Category	Mean Annual Usage Coefficients* (gal/day/employee)
201	Meat products	903.890
202	Dairies	791.350
203	Can, frozen food	784.739
204	Grain mills	488.249
205	Bakery Products	220.608
206	Sugar	1433.611
207	Candy	244.306
208	Beverages	1144.868
209	Miscellaneous foods	1077.360
211	Cigarettes	193.613
221	Weaving, cotton	171.434
222	Weaving, synthetics	344.259
223	Weaving, wool	464.439
225	Knitting mills	273.439
226	Textile finish	810.741
227	Floor covering	297.392
228	Yarn-thread mill	63.558
229	Miscellaneous textile	346.976
230	Whl. apparel industry	20.000
242	Saw-planning mill	223.822
243	Millwork	316.420
244	Wood containers	238.000
249	Miscellaneous wood	144.745
251	Home furniture	122.178
259	Furniture fixture	122.178
261	Pulp mills	13494.110
262	Paper mills	2433.856
263	Paperboard mills	2464.478
264	Paper products	435.790
265	Paperboard boxes	154.804
266	Building paper mills	583.355
270	Whl. print industry	15.000
281	Basic chemicals	2744.401
282	Fibers, plastics	864.892
283	Drugs	457.356
284	Soap-toilet goods	672.043
285	Paint allied product	845.725
286	Gumwood chemical	332.895
287	Agriculture chem.	449.836
289	Miscellaneous chemicals	984.415
291	Petroleum refining	3141.100
295	Paving-roofing	829.592
301	Tires and tubes	375.211

302	Rubber footwear	82.592
303	Reclaimed rubber	1031.523
306	Rubber products	371.956
307	Plastic products	527.784
311	Leather tanning	899.500
321	Flat glass	590.140
322	Press-blown glass	340.753
323	Prod. purch. glass	872.246
324	Cement, hydraulic	279.469
325	Structural clay	698.197
326	Pottery products	326.975
327	Cement-plaster	353.787
328	Cut stone prod.	534.789
329	Nonmetallic mineral	439.561
331	Steel rolling	494.356
332	Iron-steel found.	411.052
333	Prime nonferrous	716.626
334	Sec. nonferrous	1016.596
335	Nonferrous rollg.	675.475
336	Nonferrous found.	969.586
339	Prime metal ind.	498.331
341	Metal cans	162.547
342	Cutlery, hardware	459.300
343	Plumbing, heating	411.576
344	Structure, metal	319.875
345	Screw machine	433.193
346	Metal stamping	463.209
347	Metal service	1806.611
348	Fabricated wire	343.367
349	Fabricated metal	271.186
351	Engines, turbines	197.418
352	Farm machinery	320.704
353	Construction equipment	218.365
354	Metalwork, machinery	196.255
355	Special industry machinery	290.494
356	General ind. machinery	246.689
357	Office machines	138.025
358	Service ind. Machine	334.203
359	Miscellaneous machine	238.839
361	Elect. distr. product	272.001
362	Elec. ind. appart.	336.016
363	Home appliances	411.914
364	Light-wiring fixtures	369.592
365	Radio TV receiving	35.763
366	Communication equipment	86.270
367	Electronic comp.	203.289
369	Electric product	393.272
371	Motor vehicles	318.233
372	Aircraft and parts	154.769

373	Ship and boat building	166.074
374	Railroad equipment	238.798
375	Motorcycle, bike	414.859
381	Scientific instruments	181.007
382	Mechanical measure	237.021
384	Medical instrument	506.325
386	Photo equipment	120.253
387	Watches, clocks	164.815
391	Jewelry, silver	306.491
394	Toys, sport goods	213.907
396	Costume jewelry	423.124
398	Miscellaneous manufacturing	258.270
399	Miscellaneous manufacturing	258.270

5-3-4-1: CONNECTION CHARGES OUTSIDE CORPORATE LIMITS

The charge for connection to either the Village's water or the sanitary sewer system for property outside of the corporate limits shall be an amount equal to one hundred seventy five percent (175%) of the charge or fee paid for a connection of like nature within the corporate limits; provided, however, public schools, public libraries, forest preserve districts and other public, governmental agencies serving the Village shall be required to pay only that amount which would be charged to a public school or similar public body for a similar connection within the corporate limits of the Village.

Anyone desiring to connect either to the Village's water or to the sanitary sewer system outside the corporate limits shall file an application on a form provided by the Village. If the owner of record of said territory is a land trust, the applicant will comply with the Land Trust Disclosure Ordinance of the Village by filing concurrently with the application an appropriate land trust disclosure statement. No such application shall be accepted for filing unless accompanied by a filing fee as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code. The Village will then review the application and all matters contained therein to determine the sufficiency and accuracy thereof, and if in proper form and containing all required information the Village will then cause to be prepared a contract providing for said sewer and water connection and the supplying of water and sewer service to said real estate. Said contract must then be approved by the Board of Trustees, by ordinance or resolution authorizing the execution of said contract. Such approval shall be at the discretion of the Board of Trustees based upon the best interests of the Village at the time of said application. (Ord. 89-1116-83)

In order for the Village to collect a fair and reasonable charge for connection to the water and sanitary sewer systems of this Village, the parcels as set forth in Exhibit "A" shall pay to the Village, prior to connecting to the systems of the Village, the sums as set forth in Exhibit "B" for each such parcel. Such sums shall be in addition to, and not as a credit against, all other connection or hook-on fees as may be imposed by other rule, regulation, resolution or ordinance of this Village, or shown by its fee schedule, the connection fee hereby imposed being directly related to the costs to the Village of constructing, expanding, and extending the existing systems to accommodate the parcels as set forth in Exhibit "A". (amd. Ord. 94-1369-53 12/12/94)

The allocation of connection fees as set forth in Exhibit "B" is based upon actually incurred as well as estimated future costs to the Village of constructing, expanding, and extending the water and sewer systems as determined as of the date of this ordinance. In the event costs as actually incurred by the Village vary from those estimated, the Village reserves the right, for any parcel for which payment in full of connection fees has not been received, to modify, alter or amend the allocation of connection fees to such parcel to reflect the actual costs to the Village of constructing, expanding, and extending the waterworks and sewerage systems. The Village further reserves the right to increase such connection fees to reflect any financing and interest costs or other changes which the Village reasonably determines are to be allocated to the construction, expansion, and extension of said water and sewer systems.(amd. Ord. 94-1369-53 12/12/94)

The allocation of connection fees (Exhibit "B") is further based upon the presently existing or anticipated future zoning of such parcels and the anticipated water and sewer requirements related thereto. In the event any such parcel is zoned differently than anticipated at the time of request for connection to the Village water or sanitary sewer system, the Village reserves the right to alter or amend the connection fees for such parcel in order to reflect such change in zoning and water or sewer requirements. (amd. Ord. 94-1369-53 12/12/94)

This ordinance shall further serve as notice to affected property owners of the additional connection fees associated with connection of their parcels to the Village water and sewer systems. Affected property owners must contact the Village in order to determine the adjustment, if any, to the connection fee figures as set for the herein which will be applicable to any specific parcel, and arising out of changes in costs, allocation of interest or other charges, changes in zoning, or other similar costs related to the construction, expansion and extension of the systems.(amd. Ord. 94-1369-53 12/12/94)

**EXHIBIT A
INDIAN CREEK RECAPTURE MAP**

THE REMAINDER OF THIS SHEET LEFT INTENTIONALLY BLANK

**EXHIBIT B
INDIAN CREEK RECAPTURE CALCULATION**

Indian Creek Watermain Loop

Actual Cost of Watermain Construction \$262,603.04

Total lineal footage of project 6,064 lft

Portion attributed to School District 125 property:
 1,801 lft \$78,995.00

Remaining portion attributable to properties abutting the Indian Creek Road Watermain Loop:
 4,263 lft \$183,608.04*

*This amount will be divided among the remaining 33 single family residence properties

Cost per equivalent dwelling unit shall be \$5,563.88.

THE REMAINDER OF THIS SHEET LEFT INTENTIONALLY BLANK



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole - September 29, 2020
Subject:	Zoning Administration and Enforcement Text Amendments
Action Requested (Address – Petitioner):	Consideration of an Ordinance Amending Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code to Revise Regulations Regarding Administration and Enforcements Processes (Village of Lincolnshire)
Prepared By:	Tonya Zozulya - Planning & Development Manager
Staff Recommendation:	Placement on the October 13, 2020, Regular Village Board Agenda for Approval
Meeting History:	Committee of the Whole – July 27, 2020 Zoning Board – September 8, 2020
Tentative Meeting Schedule:	Regular Village Board – October 13, 2020
Reports/Documents Attached:	1) Draft Ordinance, Prepared by the Village Attorney 2) Redlined Draft Text Amendment to Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code, Prepared by Staff and the Village Attorney 3) Unapproved September 8, 2020, Zoning Board Meeting Minutes

Background

At the July 27, 2020, Committee of the Whole meeting, the Village Board conducted preliminary evaluation of the proposed text amendment and referred it to the Zoning Board for a public hearing and recommendation. Proposed changes to the code included:

- Requiring a formal application and corresponding fees be collected after the pre-application meeting with the Village Board;
- Expanding the public hearing notification requirement to include the first-class mail notification option in addition to the currently-required certified or registered mail;
- Expanding the public hearing notification radius from 250’ to 500’ for properties 3 acres or larger, while maintaining the current radius of 250’ for all other properties;
- Require applicants to complete Village approvals within one year of application submittal. If that does not occur, applications will be invalidated and petitioners must file a new application, pay new application fees, and conform with current codes;
- Eliminating former authorized variances and require all variances be evaluated by the Village Board before proceeding to the Zoning Board;
- New language to qualify a request for a major special use amendment; and
- New language requiring issuance of all applicable external agency permits before the Village Board grants final approvals.

Zoning Board Recommendation / Conditions

On September 8, 2020, the Zoning Board conducted a public hearing on this matter and provided a unanimous favorable recommendation to the Village Board (see attached Document 3). The Zoning Board did not attach any conditions to its approval. Attached is the draft ordinance (see Document 1) and redlined code (see Document 2).



Staff Recommendation / Next Steps

Staff recommends the Board's review of the draft ordinance and redlined code as well as placement on the October 13, 2020, Regular Village Board agenda for approval.

**VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS**

ORDINANCE _____

**AN ORDINANCE AMENDING TITLE 6 (ZONING),
CHAPTERS 14 (ADMINISTRATION & ENFORCEMENT)
OF THE LINCOLNSHIRE VILLAGE CODE**

WHEREAS, the Village of Lincolnshire (the “Village”) is an Illinois home rule municipal corporation organized and operating under the Constitution and laws of the State of Illinois; and

WHEREAS, the Village desires to modify its zoning administration and enforcement regulations to improve the efficiency, transparency, and predictability for applicants proceeding through the development review process; and

WHEREAS, the Corporate Authorities referred certain amendments of Title 6 (Zoning), Chapters 14 (Administration and Enforcement) (the “Text Amendments”) of the Lincolnshire Village Code (the “Village Code”) to the Zoning Board for the purpose of improving the efficiency, transparency, and predictability of the Village’s development review process, attached hereto as Exhibit B; and

WHEREAS, the Zoning Board held a public hearing regarding the Text Amendments on September 8, 2020, on which date the Zoning Board voted in favor of recommending approval of the Text Amendments. The public hearing notice was published in the August 21, 2020, edition of the *Daily Herald*.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, in exercise of its home rule powers, as follows:

SECTION 1. Recitals; Findings. The preamble to this Ordinance expresses the Village’s purpose and intent for enacting this amendment to the Village Code and it is the

intent of the Mayor and Board of Trustees for this Ordinance to be liberally construed to most effectively accomplish the purposes described above. The Corporate Authorities also hereby adopt the findings of fact attached hereto as Exhibit A in support of the amendments enacted by this Ordinance.

SECTION 2. Text Amendments. Title 6 (Zoning), Chapter 14 (Administration and Enforcement) of the Village Code is hereby amended in the manner described in Exhibit B, attached hereto and incorporated as though fully recited herein. The changes are shown in a redline format. Language which is omitted from Exhibit B is not intended to be changed.

SECTION 3. Severability. In the event any provision or application of the Village Code enacted by this Ordinance is found to be invalid or unenforceable, it is the intent of the Village Board that all other applications and the remaining provisions shall remain in full force and effect to the extent permitted by law.

SECTION 4. Effective Date. This Ordinance shall become effective following its adoption and approval in the manner provided by law.

SO ORDAINED this _____ day of _____, 2020, at Lincolnshire, Lake County,
Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk

Published by me in pamphlet form

this _____ day of _____, 20 _____.

**EXHIBIT A
FINDINGS OF FACT**

**Text Amendment Subject: Administration & Enforcement
Petitioner: Village of Lincolnshire**

The following Findings of Fact relate to a text amendment to Chapter 14 (Administration & Enforcement) of Title 6 (Zoning). The text amendment would revise regulations regarding administration and enforcements processes.

Following due notice, as required by Title 6 (Zoning) of the Lincolnshire Village Code, the Zoning Board held a public hearing on September 8, 2020. Having reviewed materials submitted by the petitioner, and having heard Village staff comments and the sworn testimony of all interested parties desiring to be heard at the public hearing, the Zoning Board of the Village of Lincolnshire reached the following Findings of Fact:

Findings of Fact

1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare because:

The amendment will enhance the Village's ability to efficiently and effectively review applications for zoning entitlements and relief, thereby resulting in better decisions which directly promote the public health, safety and general welfare.

2. The request for an amendment shall conserve the value of property throughout the community because:

More efficient and effective zoning decisions will reduce uncertainty and risk for property owners, resulting in the conservation and appreciation of property values.

3. The request for an amendment shall lessen or avoid congestion in the public streets and highways because:

The proposed text amendment will have no impact on congestion in the public streets and highways.

Prepared by:

Brian Bichkoff, Chair of the Lincolnshire Zoning Board
September 8, 2020

**EXHIBIT B
TEXT AMENDMENTS**

[SEE ATTACHED]

CHAPTER 14

ADMINISTRATION AND ENFORCEMENT

SECTION:

- 6-14-1: Administration
- 6-14-2: Zoning Administrator
- 6-14-3: Zoning Board
- 6-14-4: Village Board of Trustees
- 6-14-5: Architectural Review Board
- 6-14-6: Development Review Team
- 6-14-7: ~~Letters Certificates~~ of Zoning Compliance
- 6-14-8: General Application Process
- 6-14-9: Variances
- 6-14-10: Amendments
- 6-14-11: Special Uses
- 6-14-12: Planned Unit Developments (PUD)
- 6-14-13: Appeals of Administrative Decisions
- 6-14-14: Fees
- 6-14-15: Inspections

6-14-1: ADMINISTRATION

This Title is hereby administered by the following:

- Zoning Administrator (Village Manager)
- Village Board of Trustees
- Architectural Review Board
- Zoning Board
- Development Review Team

This Chapter shall first set out the authority of each of the above, and then describe the procedure and substantive standards with respect to the following administrative functions:

- Issuance of ~~Letters Certificates~~ of Zoning Compliance
- General Application Process
- Varianncestions
- Amendments
- Special Uses
- Planned Unit Developments (PUD)
- Appeals
- Fees
- Inspections

6-14-2: ZONING ADMINISTRATOR

— Shall be the Village Manager or his/her designee, and shall be responsible for the following duties:

- A. Conduct inspections to determine compliance with the terms of this Title.
- B. Issue violation notices requiring compliance within thirty (30) days and advising suspected

violators of their right to appeal; and to issue citations for violations of this Title.

- C. Require that all construction or work of any type be stopped when such work is not in compliance with this Title; and revoke any permit which was unlawfully issued.
- D. Have possession of permanent and current records of this Title, including but not limited to, all applications of amendments, special uses, ~~variations~~variances, and appeals.
- E. Assist in providing public information relative to this Title.
- F. Forward to the Zoning Board all applications for appeals, ~~variations~~variances, special uses, excluding Planned Unit Developments (PUD), and amendments to this Title.
- G. Forward pertinent applications to the Architectural Review Board as specified in [Title 2, Chapter 3 \(Architectural Review Board\) of the Lincolnshire Village Code](#).
- H. Forward applications and related information to the Development Review Team in all cases which require development review as defined in Section 6-14-6 of this Chapter.
- I. Enforce all orders of the Zoning Board. (Ord. 86-885-22; Amd. Ord. 90-1138-22)

6-14-3: ZONING BOARD

~~§~~The Zoning Board shall discharge the following duties under this Title:~~;~~

- A. Review all applications for ~~variations~~variances from the terms of this Title, and report findings and recommendations to the Village Board of Trustees in the manner prescribed in Section 6-14-9 of this Chapter.
- B. Review all applications for text and map amendments to this Title, and report findings and recommendations to the Village Board of Trustees in the manner prescribed in Section 6-14-10 of this Chapter.
- C. Review all applications for special uses, excluding Planned Unit Developments (PUD), and report findings and recommendations to the Village Board of Trustees as prescribed in Section 6-14-11 of this Chapter.
- D. Approve or disapprove applications for Minor Amendments to special uses, excluding Planned Unit Developments (PUD), as defined in Section 6-14-11(F)(2).
- E. Review all applications for appeals from any order, requirement, decision, or determination made by the Village, and recommend action to the Village Board of Trustees as prescribed in Section 6-14-13 of this Chapter.
- F. Receive from the Zoning Administrator and/or the Village Board of Trustees recommendations and inquires related to the effectiveness of this Title and report conclusions and recommendations to the Village Board of Trustees.
- G. Coordinate the provisions of this Title with that of the Official Comprehensive Plan of the Village.
- H. Receive from the Village Board of Trustees any matters not listed above, which has been referred to it, and report conclusions and recommendations to the Village Board of Trustees.

6-14-4: VILLAGE BOARD OF TRUSTEES

✚The Village Board of Trustees shall discharge the following duties under this Chapter:

- A. Receive findings and recommendations from the Zoning Board, and approve or disapprove, all applications for amendments, special uses (excluding Planned Unit Developments) and ~~variations~~variances from this Title.
- B. Receive recommendations from the Zoning Board or Architectural Review Board for all appeals filed to it.
- C. Receive recommendations from the Zoning Board or Architectural Review Board for all matters of inquiry referred to it under Section 6-14-3 or 6-14-5, respectively.
- D. Review all applications for special uses for Planned Unit Developments (PUD) and approve or disapprove.
- E. Receive findings and recommendations from the Architectural Review Board, and approve or disapprove, all proposed ~~variations~~variances from Title 12 (Sign Control) of the Lincolnshire Village Code, and recommendations regarding the exterior architectural design of applicable buildings and development.
- F. May from time to time adopt rules and procedures governing the conduct of any public hearings held before the Village Board required by this Chapter.

6-14-5: ARCHITECTURAL REVIEW BOARD

✚The Architectural Review Board (ARB) shall discharge the following duties under this Title:

- A. Review and make recommendations to the Village Board of Trustees regarding the exterior architectural design of applications for new construction of buildings and development, related to exterior architectural design, arrangement, building massing and scale, height and appearance, color and texture of exterior materials, landscaping, entrance ways, lighting, off-street parking facilities, signage, and similar matters. The ARB shall not review plans for single-family residential structures and structures which are accessory thereto.
- B. To make recommendations regarding advisable amendments to existing codes, ordinances and regulations of the Village.
- C. Approve or disapprove revisions to existing site development plan(s), including Minor Amendments to Special Use or Planned Unit Development (PUD), regarding exterior architectural design, arrangement, building massing and scale, height and appearance, color and texture of exterior materials, landscaping, lighting, signage, and similar elements.

6-14-6: DEVELOPMENT REVIEW TEAM

- A. Creation: The Development Review Team shall consist of ~~staff from the Village's operating departments as well as the respective Manager or his/her designee, Director of Community and Economic Development or his/her designee, Director of Public Works or his/her designee, Village Planner, Building Official, the Chief of Police or his/her designee, and a Fire Protection District designee.~~ staff from the Village's operating departments as well as the respective Manager or his/her designee, Director of Community and Economic Development or his/her designee, Director of Public Works or his/her designee, Village Planner, Building Official, the Chief of Police or his/her designee, and a Fire Protection District designee.
- B. Jurisdiction: Development Review Team meetings occur ~~as needed every third Wednesday of each month, but no later than 30 days after documents described in Section 6-14-6(C) are filed, -~~ as needed every third Wednesday of each month, but no later than 30 days after documents described in Section 6-14-6(C) are filed, -

to carry out review of preliminary ~~or conceptual site~~ development plans to achieve an acceptable development design and produce solutions to specific site problems.

1. The Development Review Team shall discharge the following duties:
 - a. Subdivision layout and design review of new residential subdivision(s) filed pursuant to Title 7 of ~~the Village this~~ Code.
 - b. Review of preliminary site development plans for the construction of new structure(s) and major modifications to existing structures, excluding single-family residential.
 - c. ~~Site plan R~~review of special use applications required in Section 6-14-11(CB) of this Title.
 - d. Review of ~~conceptual site~~ preliminary development plans for new Planned Unit Developments required in Section 6-14-12(E)(2) of this Title.
2. Written review comments and recommendations from the Development Review Team will be issued to the Applicant within ten (10) business days from the meeting date. No final or binding decision shall be rendered by the Development Review Team and any comments and recommendations shall be deemed advisory. A summary of the Development Review Team's comments and recommendations pertinent to the findings of fact will be shared with the Village Board and advisory boards responsible for evaluating the application.

C. Required Plans: The following plans shall be submitted to the Development Review Team for evaluation:

1. A preliminary plan of the parcel(s) of land, drawn to scale, illustrating the proposed site improvements, including building footprint location(s), parking facilities, streets, internal service/access roads, vehicle ingress/egress, landscaping, services areas (trash enclosure, fire lanes, etc.), and any other pertinent amenities.
2. Preliminary building elevations of all proposed structures showing actual dimensions, building materials and any other special building treatments, excluding single-family residential.
3. Additional plans may be requested by the Development Review Committee deemed necessary to conduct a full evaluation of the development proposal.

6-14-7: ~~_____~~ LETTERS CERTIFICATES OF ZONING COMPLIANCE

~~+~~The Village shall issue letters certificates of zoning compliance for the purpose of ~~e~~insuring compliance with the regulations of this Title, including any decisions, conditions or special requirements resulting from the administration of this Title. Every letter certificate shall state the status of compliance with the provisions of this Title for any use or occupancy.

- A. Request for Letters Certificate of Zoning Compliance: Requests for a Letter Certificate of Zoning Compliance shall be submitted in compliance with the Village of Lincolnshire's Freedom of Information Act Policy. Each request must specify the parcel address(es), parcel index number(s) (PIN), specific zoning information being requested, and name and address of requestor.
- B. Issuance of Letter Certificate of Zoning Compliance: Letters Certificates of Zoning Compliance will be issued pursuant to the Village of Lincolnshire Freedom of Information Act Policy, based on available records. No Letter Certificate of Zoning Compliance shall be issued for any building or portion thereof under construction until the premises has been inspected and issued a Certificate of Occupancy by the Village's Building Official.

6-14-8: GENERAL APPLICATION PROCESS

A. Application: An application for any request outlined in this Chapter shall be submitted upon forms provided by the Community ~~and~~ & Economic Development Department which shall include written consent of the property owner(s). All plans and documents shall be filed in the manner designated by the application; applications will not be accepted until filed in proper form and contain all required information. Within 30 days of the application being filed with the Community ~~and~~ & Economic Development Department and determined to be complete, such application shall be scheduled for a ~~Preliminary Evaluation~~ Pre-Application Meeting.

~~B. Preliminary Evaluation~~ Pre-Application -Meeting: ~~Except as otherwise described in this Chapter, as a condition precedent to the filing of an application, the Village Board shall evaluate the proposal on a preliminary or conceptual basis for initial comment prior to the filing of the application. An application for any new request shall first be evaluated on a preliminary basis by the Village Board of Trustees for initial comment prior to the holding of a public hearing. This meeting shall not be required for minor modifications to existing developments, as determined by the Zoning Administrator.~~

- ~~C.B.~~
1. Required Documentation:
 - a. The applicant shall submit a written description of the specific request(s) and the site conditions and/or development goals resulting in such request.
 - b. A conceptual illustrative plan shall accompany the written description showing the extent of the request.
 2. The following criteria shall be applied ~~during in~~ the ~~Preliminary Evaluation~~ Pre-Application Meeting:
 - a. The written description and conceptual illustrative plan shall be reviewed with the Board of Trustees to provide, ~~if any,~~ initial comment, direct further analysis to be conducted by the Zoning Board, or modifications to the plan(s) for Zoning Board review. ~~Any final decision must first require a recommendation incorporating findings of fact from the Zoning Board.~~
 - b. Unless requested by the applicant, a maximum of one ~~Preliminary Evaluation~~ Pre-Application Meeting shall be conducted for any given application.
 - c. Public notification is not required for a Preliminary Evaluation ~~Pre-Application Meeting. Public participation may be permitted by the Village Board of Trustee, but is not required.~~

~~D.C.~~ Notice of Public Hearing:

1. Publication of Notice: Notice of the date, time, and place, common address and Property Index Number(s) (P.I.N.) of the parcel(s) involved in the application, and a description of the relief or entitlements requested ~~action(s) of the public hearing by the applicant~~ shall be published by the Village of Lincolnshire at least once in a newspaper of general circulation within the Village not more than thirty (30) days nor less than fifteen (15) days before such public hearing.
2. Written Notice: Except for text amendment applications, ~~The~~ applicant shall provide written notice to all persons to whom the current real estate tax bills are sent, as shown on the records of ~~the Vernon Township Assessor's office or the Lake County Chief County Assessor's Office~~ Assessor's Office as follows:
 - a. For all lots or any part of which lie within two hundred and fifty feet (250') of the

property lines of the lot for which an application has been filed, except lots that are three (3) acres or larger shall provide written notice within five hundred feet (500') of their property lines.

- b. Written notices shall give the date, time, and place, case number, if any, assigned to the application, common address and Property Index Number(s) (P.I.N.) of the parcel(s) involved in the application, and a description of the relief or entitlements requested action(s) of the public hearing by the applicant. All such notice must be sent no more than thirty (30) days nor less than fifteen (15) days in advance of the public hearing.
- c. Notices ~~may be shall be~~ sent by first class, certified, or registered mail, return receipt requested. The applicant shall file a sworn affidavit containing a complete list of the names, last known addresses of all property owners entitled to notice and served, and one copy of the notice with the Community ~~and~~ Economic Development Department not less than four (4) days in advance of the public hearing, exclusive of the date of the hearing itself.

~~E.~~ _____ Action by the Zoning Board: Subject to the notice requirements in paragraph C, the Zoning Board shall hold a public hearing no later than sixty (60) days after receiving a complete application to consider the application and make findings of fact in accordance with the standards hereinafter prescribed. Recommendations of the Zoning Board for approval, approval with conditions, or denial shall be forwarded to the Village Board of Trustees incorporating the Zoning Board findings of fact for final action. ~~Any application must receive the approval of four (4) members of the Zoning Board to be deemed an approval recommendation.~~ Action by the Zoning Board shall follow the provisions set forth in Title 2, Chapter 6 (Zoning Board) of the Village Code.

~~F.D.~~
~~G.E.~~ _____ Action by the Architectural Review Board: No later than sixty (60) days after receiving a complete application ~~the Preliminary Evaluation Meeting~~, the Architectural Review Board shall convene a meeting to consider the application and make recommendations to the Village Board of Trustees regarding the exterior architectural design of all applicable buildings and development. Action by the Architectural Review Board shall follow the provisions set forth in Title 2, Chapter 3 (Architectural Review Board) of the Village Code. ~~Any application must receive the approval of four (4) members of the Architectural Review Board to be deemed an approval recommendation.~~

~~H.F.~~ _____ Action by the Village Board of Trustees:

1. Recommendations of the Zoning Board for approval, approval with conditions, or denial shall be forwarded to the Board of Trustees incorporating the Zoning Board findings of fact for final action.
2. Recommendations of the Architectural Review Board for approval, approval with conditions, or denial shall be forwarded to the Board of Trustees incorporating the Architectural Review Board recommendation(s) for final action.
3. The Village Board of Trustees shall act upon the recommendation of the Zoning Board and/or Architectural Review Board within not more than sixty (60) days from the last date ~~of the either~~ advisory body votes on an application. Without further public hearing, the Village Board of Trustees shall approve (or approve with conditions) by ordinance, deny the application, or refer it back to the appropriate advisory board for further consideration. An application which fails to receive an approval recommendation of the Zoning Board/Architectural Review Board must receive a favorable vote of two-thirds (2/3) of all the elected members of the Village Board of Trustees to be approved. An application which receives the approval recommendation of the Zoning Board/Architectural Review Board

may be denied by a majority vote of the Village Board of Trustees.

4. The ordinance authorizing the application shall contain a specific description of the request relief or entitlements granted, along with any conditions and restrictions, or appropriate guarantees upon the establishment, location, and construction of the request as is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified herein.

G. Condition of All Applications and Approvals: Any application filed pursuant to this Chapter shall not be considered complete unless and until all fees and deposits due pursuant to Comprehensive Fee Schedule have been paid. Any approval granted pursuant to this Chapter shall, whether or not expressly so conditioned, be deemed to be conditioned upon payment of fees as required by Section 6-14-14. The failure to fully pay any such fee or deposit upon request shall be grounds for tolling any deadlines, rejection in processing an application and for denying or revoking any approval sought or issued with respect to the land or development to which the unpaid fee or deposit relates.

H. Revocation: An application shall become null and void if, by reason of the applicant's delay, final action cannot be completed by an applicable Village body within one (1) year from the date of the application filing. Upon request by the applicant, a one-time extension may be granted by the Village Board of Trustees without a public hearing. Upon the expiration of the application, a new Pre-Application Meeting and a new application and fees shall be required in compliance with village codes in effect at the time of the new application filing.

6-14-9: VARIANCES

- A. Purpose: A variance authorizes a relaxation of the terms of this Title where such relaxation will not be contrary to the public interest and where, due to practical difficulties on the property, a literal enforcement of the Code would result in unnecessary hardship. The Zoning Board may recommend a variance from the regulations of this Title to the Board of Trustees consistent with the general purpose and intent of this Title. The Board of Trustees shall make all final decisions on variance requests.
- B. Process: Except as described in subparagraph D. The application process outlined in Section 6-14-8 of this Chapter shall apply.
- C. Findings of Fact: The Zoning Board shall not recommend a variance from the regulations of this Title unless it shall make findings based upon the evidence presented to it in each specific case the proposed variance meets each and every one of the following standards:
 1. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out;
 2. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the zoning district in which it is located;
 3. The conditions upon which an application for a variance is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification;
 4. The alleged difficulty or hardship is not based primarily upon a desire by any persons presently having an interest in the property or to increase financial gain;

5. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;
6. The granting of the variance will not alter the essential character of the neighborhood or locality;
7. The proposed variance will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion of the public streets, or increase the danger of fire, or impair natural drainage or create drainage problems on adjacent properties, or endanger the public safety, or substantially diminish or impair property values within the neighborhood;
8. The proposed variance is consistent with the official Comprehensive Plan of the Village and other development codes of the Village.

The Zoning Board may recommend and the Village Board of Trustees may impose such conditions and restrictions upon the premises benefitted by a variance as may be necessary to comply with the standards established in this Section and the objectives of this Title.

~~D. Authorized Variations: Due to their minor nature, an application for the following variations shall not require a Preliminary Evaluation as outlined in Section 6-14-8(B), and shall advance directly to Public Hearing by the Zoning Board:~~

- ~~1. Reduction in the Setback required by the applicable zoning regulations of not more than 25%.~~
- ~~2. Reduction of the Lot Area or Lot Width required by the applicable zoning regulations of not more than 25%.~~
- ~~3. To permit the same off-street parking space(s) to qualify as space(s) for two (2) or more separate uses required by Section 6-11-3(A)(5) of this Title, provided that use of such parking space(s) for each user does not occur at approximately the same hours of the same days of the week.~~
- ~~4. To increase the maximum distance parking spaces are permitted to be located from the use served by not more than fifty percent (50%), as required by 6-11-3(A)(2) of this Title.~~
- ~~5. To permit the deferment of required parking facilities for a specified period of time.~~
- ~~6. To permit an increase in established grade from which Building Height is measured a maximum of 2.5 feet above the base floodplain elevation (BFE), provided the Buildable Area of the subject parcel has an elevation below the BFE.~~

~~An application for variance from the regulations of this Title not contained in this Subsection (above) may be considered by the Zoning Board at a public hearing, only after evaluated at Preliminary Evaluation Meeting by the Village Board of Trustees, as outlined in Section 6-14-8(B).~~

~~E.D. Revocation: Where a variance has been granted pursuant to the provisions of this Chapter, such approval shall become null and void unless construction thereon is substantially under way within one (1) year from ordinance approval, unless a one-time extension is granted by the Village Board of Trustees without an additional public hearing.~~

6-14-10: AMENDMENTS (MAP AND TEXT)

- A. Purpose: For the purpose of ensuring that the taxable value of land and buildings throughout the municipality may be conserved; congestion in the public streets may be lessened or avoided; the public health, safety, comfort, morals, and welfare may otherwise be promoted; and to ensure and facilitate the preservation of sites, areas, and structures of historical, architectural and aesthetic importance, the Village Board of Trustees may, in the manner hereinafter set forth, amend the regulations imposed in the districts created by this Title or amend district boundary lines. Due allowances shall be made for existing conditions, the policies, standards, and principles of the Comprehensive Plan of the Village, the conservation of property values, the direction of building development to the best advantage of the entire community, and the uses to which property is devoted at the time of the adoption of such amendatory ordinance.
- B. Process: The application process outlined in Section 6-14-8 of this Chapter shall apply.
- C. Findings of Fact - Text Amendment: At the conclusion of the public hearing, the Zoning Board shall submit written recommendations to the Village Board of Trustees. Where the purpose and effect of the proposed amendment is not to change the zoning classification of particular property, the Zoning Board shall make findings based upon the evidence presented to it in each specific case with respect to, but not limited to, the following standards.
1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare.
 2. The request for an amendment shall conserve the value of property throughout the community.
 3. The request for an amendment shall lessen or avoid congestion in the public streets and highways.
- D. Findings of Fact - Map Amendment (Rezoning): At the conclusion of the public hearing, the Zoning Board shall submit written recommendations to the Village Board of Trustees. The Zoning Board may recommend the adoption of an amendment changing the zoning classification of the property in question to any higher classification than that requested by the applicant. For the purpose of this paragraph, the R-1 District shall be considered the highest classification and the M-1 District shall be considered the lowest classification. The Zoning Board shall not recommend the adoption of a proposed amendment if it finds that the adoption of such amendment is detrimental to the public interest, based on the following standards:
1. Existing zoning classification of the property.
 2. Existing uses of property and existing physical, social or economic factors within the general area of the property in question.
 3. The zoning classification of property within the general area of the property in question.
 4. The suitability of the property in question to the uses permitted under the existing or proposed zoning classification.
 5. The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place in its present zoning classification.
 6. The length of time the property has been vacant as zoned.
 7. The extent to which the property's values is diminished by the existing zoning classification.

8. The impact upon the objectives of the official Comprehensive Plan of the Village, as amended.

E. Denial of Amendment: Any application for an amendment which has been denied by the Village Board of Trustees shall not be resubmitted for a period of one year from the date of the denial, except on the grounds of new evidence or proof of change of conditions.

6-14-11: SPECIAL USES

A. Purpose: The development and execution of this Title is based upon the division of the community into zoning districts within which the use of land, buildings and their bulk and location in relation to the land are substantially uniform. It is recognized, however, there are certain uses because of their unique characteristics, requires consideration, in each case, of the impact of those uses upon neighboring land and of the public need for the particular use in the particular location. ~~Such special uses fall into two (2) categories:~~

~~1. Uses publicly operated or associated with a public interest, and~~

~~2. Uses entirely private in character, but of a unique nature that their operation may give rise to unique problems with respect to their impact upon neighboring property.~~

B. Process: The application process outlined in Section 6-14-8 of this Chapter shall apply.

C. Development Review Team: A meeting of the Development Review Team shall be conducted to carry out review of all new applications for a special use prior to the holding of a public hearing with the Zoning Board, as outlined in Section 6-14-6 of this Chapter.

D. Findings of Fact: At the conclusion of the public hearing, the Zoning Board shall make findings based upon the evidence presented to it and submit written recommendations to the Village Board of Trustees. No special use shall be recommended by the Zoning Board, unless it shall find that each and every one of the following standards are met:

1. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject premises for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood in which it is to be located.
2. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
3. Adequate utilities, access roads, drainage and/or necessary facilities have been or will be provided.
4. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
5. The proposed special use is not contrary to the objectives of the Official Comprehensive Plan of the Village as amended.
6. The special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be varied pursuant to Section 6-14-9 of this Chapter.

- E. Denial of Special Use: Any application for a special use, which has been denied wholly or in part by the Village Board of Trustees, shall not be resubmitted for a period of one year from the date of said denial, except on the grounds of new evidence or proof of change of conditions.
- F. Amendments to Special Uses: A special use shall be implemented only in strict adherence to the authorizing ordinance, along with any conditions and restrictions, or appropriate guarantees upon the establishment, location, and construction of the application, which shall be binding on the applicants, their successors, grantees and assigns. Any request to amend an approved special use shall be subject to the following:
1. Major Amendments: Major amendments are classified as any change not categorized as a Minor Amendment, and shall be subject to the requirements of Section 6-14-8.
 2. Minor Amendments: Minor amendments are classified as any change which does not request changes from conditions of approval expressed in the original special use ordinance, substantially alter the nature of the approved use(s), increase the intensity of the approved use(s), or substantially increase the scale of structures or site improvements associated with the approved special use(s). Upon the submission of a new application for a minor amendment, the Zoning Board and/or Architectural Review Board may approve, without the holding of a public hearing, minor amendments.
- G. Revocation: Where a special use has been granted pursuant to the provisions of this Chapter, such approval shall become null and void unless construction thereon is substantially under way within three (3) years of the date of granting, unless a one-time extension is granted by the Village Board of Trustees without an additional hearing.

6-14-12: PLANNED UNIT DEVELOPMENTS ~~lanned Unit Developments~~ (PUD)

- A. Purpose and Description: While a Planned Unit Development (PUD) is a special use, this Section provides a special mechanism to accommodate development which is in the public interest and would not otherwise be permitted pursuant to this Title. These provisions are also intended to provide an opportunity to accommodate developments that involve one or more uses and may be located in more than one zoning district.

It is anticipated that planned unit developments will offer one or more of the following advantages:

1. Designs which reflect the historic open character of single-family areas of the Village.
2. Designs which provide substantial buffers and transitions between areas of different land use or development densities.
3. Designs which enhance the appearance of neighborhoods by conserving streams, areas of natural beauty, and natural green spaces.
4. Designs which counteract possible urban monotony and congestion in streets.
5. Designs which promote compatible architecture between adjacent buildings.
6. Designs which will buffer differing types of land use and intensities of development from each other so as to minimize any adverse impact which new development may have on existing or zoned development.

- B. Intent: A planned unit development is of substantially different character than other uses described in this Title. Planned unit developments allow for far more flexibility than those pertaining to other land uses and allows for uses which may not otherwise be identified in this Title. The maximum use of zoning exceptions for planned developments will not automatically be granted by the Village Board of Trustees; rather the intent is to grant only such exceptions adjustments or uses which create a balance with the benefits accruing to the Village as a result of

the planned unit development. Therefore, the Village Board of Trustees may, as a condition of approval, require any reasonable condition, limitation, or design factor which will promote proper development of a planned unit development.

The planned unit development provisions of this Chapter are intended to provide the following:

1. A choice in the type of environment available to the public by allowing development that would not be possible under the strict application of other sections of this Title.
2. Creation and/or permanent reservation of open space, recreational areas and facilities.
3. A land use plan which permits preservation of green space, natural vegetation, topographic and geological features, and historic resources.
4. A creative approach to the use of land and related physical facilities which results in better urban design, higher quality construction and the provision of aesthetic amenities.
5. The efficient use of land, so as to promote economies in the provision of utilities, streets, schools, public grounds and buildings, and other facilities.
6. Innovations in development so the growing needs and demands of the population may be met by a greater variety in land uses, building type, design, and layout, and by conservation and more efficient use of open space ancillary to such development, all in a manner consistent with the character of the zoning district in which the planned unit development is located.
7. A land use which promotes the public health, safety, comfort, morals and welfare.

C. Minimum Area for Planned Unit Development: A minimum gross area of three (3) acres is required of each site for a planned unit development, except in the R-4, R-5, B₂ and E Zoning Districts, where there shall be no minimum size requirement.

D. Application: A planned unit development shall be granted as a special use in permissible zoning districts and in accordance with the procedures and standards set forth in this Section. To the extent the procedures and standards set forth in this Section conflict with other sections of the Village Code, this Section shall apply, except that all required improvements, construction standards, design standards and all other engineering standards contained within the Village's Subdivision and Land Development regulations of Title 7 must be complied with, except where specifically varied through the provisions of this Section.

1. Application: Applications shall be made on forms provided by the Community ~~and~~ & Economic Development Department and shall be filed as outlined in Section 6-14-8(A) of this Chapter.
2. Joint Request: If any additional application pursuant to this Title is filed in conjunction with a planned unit development, the applications shall be processed concurrently; however all applicable public hearings shall be convened by the Village Board of Trustees, which shall consider the joint requests prior to consideration of the planned unit development application.
3. Optional Pre-Application Conference: Prior to filing an application for a planned unit development, the applicant may request a pre-application conference with the Zoning Administrator or his/her designee. The purpose of such a conference is to ~~allow the Zoning Administrator to~~ inform the applicant of all applicable ordinances, rules, regulations, plans,

policies, standards, and procedures which may affect the proposed development, or the consideration of said development by the Village Board of Trustees. Such conference also allows the applicant to present a general concept of the proposed development prior to the preparation of detailed plans. No final or binding action shall be taken at a pre-application conference and any views expressed shall be deemed to be only preliminary and advisory.

E. Preliminary Development Plan: The Preliminary Development Plan of the planned unit development is intended to provide the basic scope, character, and nature of the entire proposed planned unit development. The Preliminary Development Plan is the basis on which the required public hearing is held, enabling public consideration of the proposal at the earliest possible stage.

1. ~~Preliminary Evaluation-Pre-Application Meeting Meeting~~: An application for a planned unit development shall be first evaluated at a ~~Preliminary Evaluation-Pre-Application Meeting~~ by the Village Board of Trustees for initial review prior to any further action, and shall include the following plans and documents:
 - A detailed explanation of the character of the planned unit development and the reasons why it has been planned to take advantage of the flexibility of these regulations. This item shall include a specific explanation of how the proposed land use(s) and ~~how~~ the proposed planned unit development meets the objectives of all official plans which affect the parcel(s) in question.
 - A location map.
 - An accurate legal description of the entire area under immediate development within the planned unit development.
 - Conceptual design plans regarding land use, dwelling type, density, building architecture, street and lot arrangement and preliminary lot sizes.
 - Tentative proposals regarding surface drainage and stormwater management facilities.
 - ~~Statement of present and proposed ownership of all land within the project including the beneficial owners of any land trust in accordance with Section 1-12-1 of the Village Code.~~
2. Development Review Team: Following the ~~application filing, a Preliminary Evaluation~~, a meeting of the Development Review Team shall be conducted pursuant to Section 6-14-6 to carry out review of Preliminary Development Plans prior to consideration by ~~the advisory boards the Architectural Review Board. Copies of the Preliminary Development Plan for all new residential developments shall be made available to any school district, library district, and fire protection district which might be affected by the development. The Zoning Administrator shall notify any such district concerning the filing of said documents.~~

The Preliminary Development Plan and supporting data shall include the following:

- a. Site Plan: A site plan of the planned unit development shall be drawn to an engineer's scale ratio and shall include the following:
 - i. General location and purpose of each building, other than detached single-family residences on individually platted lots.
 - ii. All proposed streets (public and private), required yards, common open space, recreation facilities, parking areas, service areas, and other facilities to indicate the character of the proposed development.

- iii. Existing Easements: Location, width and purpose of all existing platted and recorded easements.
 - iv. Conditions on Adjoining Land: Direction and gradient of ground slope, including any embankments or retaining walls; character and location of major buildings, easements, railroads, power lines, towers and other nearby land uses or adverse influences.
 - v. Streets: Existing streets adjacent to the tract, including street names, right-of-way widths, existing or proposed center lines, pavement type, walks, curbs, gutters, culverts, etc.
 - vi. Utilities: Identify utilities on and adjacent to the tract; location and size of sanitary and storm sewers; location and size of water mains; location of fire hydrants and street lights
 - vii. Topography: Ground elevations on the tract and on the first fifty (50) feet of all adjacent tracts of land showing one (1) foot contours for land which slopes less than one-half (1/2) percent along with all breaks in grades, at all drainage channels or swales, and at selected points not more than one hundred (100) feet apart in all directions. For land that slopes more than one-half (1/2) percent, two (2) foot contours shall be provided. Any land within the one hundred (100) year floodplain shall be shown.
 - viii. Soil Conditions: Subsurface conditions on the tract, if required by the Village Engineer, shall be tested to ascertain subsurface soil, rock and groundwater conditions, depth to groundwater, unless test pits are dry at a depth of five (5) feet
 - ix. Natural Features: Watercourses, marshes, wooded areas, and other significant environmental features.
 - x. Open Space: All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the purpose indicated.
- b. Preliminary Building Elevations: Architectural elevation plans of all proposed structures identifying actual dimensions, building materials and any other special building treatments.
 - c. Preliminary Landscape Plan: A landscape plan of the entire planned unit development and detailed plans of landscaping for a typical building area.
 - d. Density: Information of residential uses, including dwelling units per gross acre, dwelling units per net acre; the number of dwelling units by type, and the number of bedrooms in each dwelling unit type. Information should be provided for each unit in the planned unit development.
 - e. Site Data: Tabulations on each separate unsubdivided use area, including land area, number of buildings, and number of dwelling units per acre. Nonresidential intensity information on the type and amount of nonresidential uses including building locations, sizes, floor area ratio, building height, the amount and location of common open space.
 - f. Preliminary Subdivision Plat: A preliminary subdivision plat for all subdivided lands included in the planned unit development and meeting all the requirements of a subdivision plat in accordance with Title 7 of the Lincolnshire Village Code, except those aspects that vary from the subdivision regulations.
 - g. Cost-Revenue Analysis: If requested by the Zoning Administrator, a study shall be prepared by the applicant's expense, indicating the fiscal impact of the planned unit development on major taxing districts limited to, the sanitary treatment facilities,

- school district(s), fire protection district(s), library district(s), and the park network. Information shall include detailed estimates on expected population of the development; the operating cost to be incurred by each taxing body; any additional major capital investments required, in part or in whole, because of the planned unit development; and revenue generated for each taxing body by the planned unit development to offset fiscal impacts created by the planned unit development. The study should include a cash flow analysis based on the proposed staging of the planned unit development.
- h. **Traffic Analysis:** If requested by the Zoning Administrator, a study shall be prepared by the applicant's expense, analyzing the impact caused by the planned unit development on the street and highway systems.
 - i. **Environmental Analysis:** If requested by the Zoning Administrator, a study of the major environmental impacts of the planned unit development on the environment shall be prepared by the applicant's expense, analyzing and disclosing all environmental impacts of the proposed planned unit development. Generally, such impacts would include effects on ~~discrete~~ ecosystems; any deterioration in the surface water quality; and effect on sensitive land areas as identified by the Development Review Team from time to time, such as floodplains, wetlands, forests, aquifer recharge areas, historic buildings or structures, prairie landscapes, and mineral resource reserves.
 - j. **Zoning Exceptions:** Identification and explanation of those aspects of the proposed planned unit development that vary from the Zoning Ordinance requirements applicable to the underlying zoning district and from the subdivision regulations of the Village.
 - k. Additional plans or documents as may be required by the Development Review Team necessary to conduct a full evaluation of the planned unit development.
3. **Architectural Review Board:** Prior to any public hearing at the Village Board, the Architectural Review Board shall review the Preliminary Development Plans and make recommendations to the Village Board of Trustees regarding the exterior architectural design of all primary buildings, with the exception of all detached single-family residential housing, clearly depicting the exterior architectural design, arrangement, building massing and scale, height and appearance, color and texture of exterior materials; site development design; landscaping; lighting; off-street parking facilities; signage; and site fixtures.
 4. **Action by the Village Board of Trustees:**
 - a. The Village Board shall hold a public hearing in accordance with Section 6-14-8(c) and make findings of fact in accordance with standards hereinafter prescribed, Architectural Review Board findings and recommendation, and other supporting data.
 - b. **Findings of Fact:** The Preliminary Development Plans may be approved by the Village Board of Trustees if it can make findings of fact related to the specific proposal set forth with particularity, describing in what respects the proposal would be in the public interest, based on the following:
 - i. The proposed plan is consistent with the stated purpose of the planned unit development regulations.

- ii. The proposed plan meets the requirements and standards of the planned unit development regulations.
 - iii. The proposed plan departs from the zoning and subdivision regulations otherwise applicable to the subject property, including but not limited to, the density, dimensions, area, bulk, use, required improvement, construction and design standards and the reasons why such departures are deemed to be in the public interest.
 - iv. The public benefit produced by the planned unit development outweighs the increased burden(s) on public services and infrastructure. Any specific beneficial actions, plans or programs agreed to in the planned unit development proposal which are clearly beyond the minimum requirements of the Zoning Code shall be specifically listed as evidence of justified bulk premiums and/or use exception.
 - v. The physical design of the proposed plan makes adequate provisions for public services, provides adequate control over vehicular traffic, provides for and protects designated common open space, and further the amenities of light and air, recreation and visual enjoyment.
 - vi. The beneficial relationship and compatibility of the proposed plan to the adjacent properties and neighborhood.
 - vii. The desirability of the proposed plan to the Village's physical development, tax base and economic well-being.
 - viii. The conformity with the recommendations of the Official Comprehensive Plan, as amended, and all other official plans and planning policies of the Village.
- c. Modifications, Conditions, Exceptions, Restrictions: Upon approval of a Preliminary Development Plan, the Village Board may require modifications, or make grant conditions; ~~modifications, bonuses~~ and grant exceptions; ~~if any~~; and impose restrictions upon the establishment, location, construction, maintenance, and operation to the plan as deemed necessary for the protection of the public interest and to secure compliance with the findings and requirements specified herein.
- i. Use Exceptions: The Village Board of Trustees may authorize specified uses not permitted by the use regulations of the zoning district(s) in which the planned unit development is located, provided that:
 - The uses permitted by such exception are necessary or desirable and are appropriate with respect to the primary purpose and character of the planned unit development.
 - The uses permitted by such exception will not exercise a detrimental influence on the neighborhoods surrounding the planned unit development, or upon the internal character of any part or all of the planned unit development itself.
 - ii. Bulk Regulations: The Village Board of Trustees may authorize exceptions from ~~to~~ the applicable bulk regulations of the Zoning Code within the boundaries of such planned unit development, provided that:

- Such exception shall be solely for the purpose of promoting an integrated site plan no less beneficial to the residents or occupants of such development as well as the neighboring property, than would be obtained under the bulk regulations of the Zoning Code for buildings developed on separate zoning lots.
- The overall floor area ratio for the planned unit development would not exceed more than ten percent (10%) the maximum floor area ratio which would be determined on the basis of the floor area ratio required for the individual uses in such planned unit developments, as stipulated in each zoning district.
- Along the periphery of the planned unit development, required front, side and rear yards may be provided as required by the zoning district in which said development is located.

III. Sign Exceptions: The Village Board may authorize exceptions from Sign Code regulations. Where applicable, such exceptions will be memorialized as part of the Master Sign Plan described in Title 12, Chapter 5 of the Village Code.

5. Acceptance of the Preliminary Development Plan: The Preliminary Development Plan shall be deemed only an expression of acceptance of the concepts and details, and serve as a specific guide to the preparation of the Final Development Plan which is required of the application for a planned unit development. Further, it indicates acceptance of the commitment by the applicant to the details set forth in the application. Acceptance of the Preliminary Development Plan shall be null and void if a Final Development Plan application is not submitted within one year from the date of the Preliminary Development Plan approval, unless a one-time extension is granted by the Village Board of Trustees without a public hearing.
 - a. Record of Acceptance: An ordinance granting acceptance of the Preliminary Development Plan for the planned unit development shall be prepared and contain a specific description of the special use, along with any conditions applied, modifications, exception and bonuses granted, if any, and the findings of fact of the Village Board of Trustees.
 - b. Building Permits: No permits for construction shall be issued for the planned unit development until the Final Development Plan has been filed, approved, and recorded with the County Recorder, as provided in Subsection F.

F. Final Development Plan: The Final Development Plan of a planned unit development shall be prepared to designate the land lots as well as the division of other lands, not so subdivided, into common open space areas and building areas, and shall show the exact location of each structure to be constructed to designate specific internal uses of each structure and parcel of the land. The Final Development Plan shall detail the restrictions placed upon the land and serves as a zoning control device.

1. Procedure: Within one year from the date of approval of the Preliminary Development Plan, the Final Development Plan and supporting data shall be filed with the Zoning Administrator for certification the Final Development Plan is in substantial conformity to the approved Preliminary Development Plan. The Final Development Plan shall conform substantially to the Preliminary Development Plan as approved. If requested by the applicant, the Final Development Plan may be submitted in development phases, with each phase representing a unit of the approved Preliminary Development Plan to be developed;

provided, however, that such unit conforms to all requirements of these regulations.

2. Final Development Plans: The Final Development Plan of the planned unit development shall include, but not be limited to, the following:
 - a. An accurate legal description of the entire area under immediate development within the planned unit development.
 - b. Density information of residential uses, including dwelling units per gross acre and dwelling units per net acre; the number of dwelling units by type, and the number of bedrooms in each dwelling unit type. Information should be provided for each unit in the planned unit development.
 - c. Site Plan illustrating the exact location of all structures to be constructed and the specific internal land uses for each building, including all proposed streets (public and private), required yards, common open space, recreation facilities, off-street parking areas, service areas, and other facilities to indicate the character of the proposed development.
 - d. Tabulations on each separate unsubdivided use area, including land area, number of buildings, number of dwelling units per acre. Nonresidential intensity information on the type and amount of nonresidential uses including building locations, sizes, floor area ratio, building height, the amount and location of common open space.
 - e. Architectural Plans of all primary buildings clearly depicting the final exterior architectural design, arrangement, building massing and scale, height and appearance, color and texture of exterior materials, lighting, signage and site fixtures, as recommended by the Architectural Review Board.
 - f. Landscape Plan for each phase of the planned unit development seeking final approval and detailed plans of landscaping for a typical building area.
 - g. Final improvement plans in accordance with Section 7-3-3(A) of the Lincolnshire Village Code including construction details for all roads and off-street parking facilities; classification, width of right of way, width of pavement, and construction details; sidewalks and paths; sanitary sewers; stormwater drainage facilities; water supply system; and street lighting Furnished for each building.
 - h. Authorization from Lake County Stormwater Management Commission and other external agencies, if applicable, affirming the planned unit development and the design of all improvements is in accordance with the Lake County Watershed Development Ordinance (WDO) and external agency requirements, as amended, except where specific exemptions may be authorized.
 - i. Development schedule indicating the phases in which project will be built; if more than one construction phase will occur, identifying the phase boundaries, density, use and public facilities, and open space to be developed with each phase. Each phase shall be described and mapped as a unit of the project. Overall design of each unit shall be shown on the plan and through supporting graphic material. If approval for only one (1) phase of the Final Development Plan is requested by the applicant, the development schedule for the entire planned unit development must be submitted with the first Final Development Plan and may be amended upon filing approval for each subsequent phase.
 - j. All common open space, at the election of the Village, shall be:

- i. Conveyed to a Village or public corporation, or conveyed to a not-for-profit corporation or entity established for the purpose of benefitting the owners and residents of the planned unit development or adjoining property owners or any one or more of them, in whole or in part. All lands conveyed shall be subject to the right of the grantee or grantees to enforce maintenance and improvement of the common open space; and/or
 - ii. By-Governed by a restrictive covenant describing the open space and its maintenance and improvement, running with the land for the benefit of residents of the planned unit development or adjoining property owners and/or both.
 - iii. Permanent common open space equivalent to at least twenty five percent (25%) of the total development area in the planned unit development.
- k. Covenants: Final agreements, restrictions, provisions, or covenants governing the use, maintenance, and continue protection of the planned unit development and any of the common open space.

3. Approval of Final Development Plan: After review of the Final Development Plan and supporting data for substantial conformity with the approved Preliminary Development Plan, the Zoning Administrator shall forward a recommendation to the Village Board of Trustees which shall approve, approve with modifications or conditions, or disapprove the final plan. Disapproval of the final plan shall include a written statement of the reasons thereof.

- a. Authorizing Ordinance: An ordinance granting approval of the Final Development Plans for the planned unit development shall be prepared and contain a specific description of the special use, along with any conditions and restrictions, bonuses and exceptions, or appropriate guarantees upon the establishment, location, and construction of the planned unit development as is deemed necessary for the protection of the public interest. The authorizing ordinance including all exhibits/documents and Final Plat of Subdivision, as set forth in Title 7 of the Lincolnshire Village Code, shall be recorded with the Lake County Recorder’s Office.
- b. Building Permits: No permits for construction of any structure or other improvements, shall take place until approval and recording of the Final Development Plan documents.

G. Amendments to Planned Unit Developments: A planned unit development shall be developed only in strict adherence to the approved Final Development Plan and all supporting documentation, which shall be binding on the applicants, their successors, grantees and assigns. Any request to amend an approved planned unit development shall be subject to the following:

- 1. Major Amendments: Shall require the submission of a new planned unit development plan and supporting data, and shall be subject to the requirements of Subsection E. Major amendments include but are not limited to the following:
 - a. Increase in density;
 - b. Increase in building height(s);
 - c. Reduction in open space (publicly dedicated or private);
 - d. More than a ten percent (10%) modification in proportion of housing types;
 - e. Reduction in approved parking areas which reduces the total number of parking spaces below code requirements or modifications which require an increase in required parking;

- f. Additions -to authorized categories of land use(s);
- g. Modifications to existing Areas of Special Sign Control which do not impact sign dimensions would alter the character of the development; and
- h. Change in the final governing agreements, provisions, or covenants.
- ~~h.i.~~ Material changes to on-site or off-site improvements, required by outside agencies, which affect whether the public benefit produced by the planned unit development outweighs the increased burden(s) on public services and infrastructure.

- 2. Minor Amendments: Minor revisions to the approved planned unit development may be approved by the Architectural Review Board, as determined by the Zoning Administrator. Minor amendments are classified as any change not outlined as a Major Amendment, including but not limited to the following:
 - a. Minor modifications to existing Areas of Special Sign Control;
 - b. Changes to approved landscape plan(s) for the development;
 - c. Increase of site amenities or changes to site furniture/lighting fixtures;
 - d. Changes to exterior material(s) and colors, provided the replacement material(s); will not be of lesser quality from the approved material(s).

H. Revocation: Where approval of the Final Development Plan for a planned unit development has been granted pursuant to the provisions of this Chapter, such approval shall become null and void unless construction of the planned unit development is substantially under way within three (3) years of the date of approval of the Final Development Plan. Revocation shall not occur before the applicant and/or developer receives written notification at least sixty (60) days prior to any such revocation. Extension in the building schedule may be granted by the Village Board of Trustees upon written request by the applicant/developer. Upon revocation, the parcel(s) of land shall conform to regulations and procedures of the underlying zoning district.

6-14-13: APPEALS OF ADMINISTRATIVE DECISIONS

- A. Authority: Any person aggrieved shall appeal any order, requirement, decision or determination made under the regulations of this Title within 30 days from the date of the administrative decision. An application for appeal shall be filed with the Zoning Administrator, who shall schedule a public hearing no later than sixty (30) days after receipt of an application in accordance with this Section.
- B. Action:
 - 1. Action by the Zoning Administrator: The appeal application shall be forwarded to the Zoning Board which shall hear the appeal and forward its recommendation to the Board of Trustees.
 - 2. Action by the Zoning Board: The appeal application shall be forwarded to the Village Board of Trustees which shall hear the appeal.
 - 3. Action by the Architectural Review Board: The appeal application shall be forwarded to the Village Board of Trustees which shall hear the appeal.
- C. Public Hearing: A public hearing shall be conducted upon consideration of every appeal application. Notice of the hearing shall be posted in accordance with the Open Meetings Act.
- D. Final Action: The Village Board of Trustees shall act upon the decision of the Zoning Board and/or Architectural Review Board within not more than sixty (60) days from the last date of the advisory body votes on an application. The Village Board of Trustees shall render a final decision of all by ordinance.

6-14-14: FEES

A. Application: Any application filed pursuant to this Title after the Pre-Application Meeting shall be accompanied by the application fees established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code. Such fees are non-refundable, regardless of whether the application was approved, denied, or withdrawn at any stage of the review process. All application fees include no more than two (2) staff reviews and Village Board/advisory board meetings following the Pre-Application meeting. Applications that have exceeded two (2) staff reviews or (2) meetings by the Village Board/advisory boards will be required to pay a supplemental application fee equal to the amount of the original application fee prior to proceeding through the Village review and approval process.

A.B.

B. Escrow: Every application filed pursuant to this Title shall be accompanied by the deposit of an additional amount for recoverable costs as provided in Title 1, Chapter 8 (Village Finances) of the Village Code, to be deposited in an application fee escrow. ~~No interest shall be payable on any such escrow. The Village shall from time to time, draw funds from the escrow account established for such application to pay such costs and shall transfer such funds to the appropriate Village accounts. The Village shall maintain an accurate record of all such drawings. If the actual costs for the services exceed the amount of the initial deposit, the applicant shall replenish the escrow upon Village request. Remaining funds in the escrow at the completion of the application will be returned to the entity providing the initial fee escrow deposit.~~

C.
6-14-15: INSPECTIONS

+ For the purpose of enforcing the provisions of this Zoning Code, the Director of Community ~~and &~~ Economic Development, or his/her designee, is hereby authorized to make inspections of all structures and premises to determine their compliance with the provisions of this Zoning Code. Such inspections shall be made subject to the following standards and conditions:

- A. An entry for the purpose of such inspection may take place if a complaint respecting said premises has been received by the Director of Community ~~and &~~ Economic Development, or his/her designee, and such complaint in the opinion of the Director of Community ~~and &~~ Economic Development provides reasonable grounds that a violation exists, or such inspection is undertaken as part of a regular inspection program whereby certain areas of the Village may be inspected from time to time in their entirety by the direction of the Village Board of Trustees.
- B. Such inspection shall be made by the Director of Community ~~and &~~ Economic Development, or his/her designee, upon the direction of the Village Board of Trustees.
- C. When inspecting a structure or premises, the Director of Community ~~and &~~ Economic Development or his/her designee shall furnish to the owner, occupant, or operator sufficient identification and information to enable the owner, occupant, or operator to determine both the inspector's identity as a representative of the Village and the purpose of the inspection. The Director of Community ~~and &~~ Economic Development may apply to any court of competent jurisdiction for a search warrant or other legal process for the purpose of securing entry to any building, structure, or premises if the owner, occupant, or operator shall refuse to grant entry.

equipment, and the proposed regulations will require equipment be enclosed and screened from the street and adjacent properties. Member Kelly asked about advertising. PDM Zozulya stated the name and phone number of the operator on the station would be permitted. However, third-party advertising would not be permitted.

Chair Bichkoff asked members if they would consider the amendments as presented or add additional restrictions or modifications. Member Josephson stated the Village may want to restrict the number of Level 3 stations and possibly only allow them in certain areas given Lincolnshire's location off the tollway which could make it attractive for these stations. PDM Zozulya stated upon previous discussions with Electrify America, Level 3 charging stations generally are spaced 15-20 miles apart due to level of investment, and added there are no pending EV charging station applications at this time. Chair Bichkoff stated he believes no additional restrictions are needed regarding the number and locations of EV stations as that will be determined by the market.

Member Curtin stated that technology continues to evolve on electric vehicles and wanted to know whether the proposed code would have the ability to adapt to any new technology. PDM Zozulya stated it was staff understanding no new station level is proposed to be deployed in the near future.

There being no further comment, Chair Bichkoff closed the public hearing.

Member Josephson moved and Alternate Member Kelly seconded the motion to recommend approval to the Village Board the proposed text amendments to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to permit and regulate electric vehicle charging stations within parking facilities for all non-residential uses in all zoning districts, and all multi-family residential uses with a Special Use/PUD designation in all zoning districts prior to approval of the proposed ordinance.

AYES: Bichkoff, Udoni, Josephson, Kelly, and Curtin

NAYS: None

ABSENT: Hersch, Kalina

ABSTAIN: None

Chair Bichkoff declared the motion carried.

3.2 Public Hearing regarding a Text Amendment to Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code to Revise Regulations regarding Administration and Enforcements Processes (Village of Lincolnshire)

Chair Bichkoff convened the public hearing and provided an overview of the virtual public hearing process and procedures.

PDM Zozulya summarized the petition, stating the proposed amendments are the result of a general text cleanup, tightening of regulations, and removal of items that were considered burdensome to petitioners. She stated the Village Board conducted a preliminary evaluation regarding the text amendments at the July 27, 2020 Committee of the Whole. PDM Zozulya stated a notice of

the public hearing was published in the *Daily Herald*. She also noted findings of fact for the text amendment were prepared and requested they be entered into the public record.

PDM Zozulya summarized the significant proposed amendments, including the change in terminology from “preliminary evaluation to “pre-application meeting”. She stated this change will require fees and application to be collected after the pre-application meeting versus the current requirement that they be paid in advance. With this change, petitioners will not forgo any fees if the proposal is not favorably received by the Village Board. She added this will also reinforce the conceptual nature of the review of a site plan rather than more detailed plans.

PDM Zozulya stated the notification requirements are proposed to be amended to allow first class mail as qualified public hearing notices. She stated the current requirement of notice delivery by certified or registered mail return receipt requested is burdensome and expensive.

PDM Zozulya stated staff is also proposing a tiered notification process to require properties that are 3 acres or larger to increase the notification radius from 250 feet to 500 feet to allow for a greater number of residents to be notified and participate in the process. Properties that are less than 3 acres in size will continue to use the current radius of 250 feet.

PDM Zozulya summarized the proposed addition of language to require applicants to complete their approvals within one year of submittal. If not completed in that time frame, applications will be invalidated and petitioners will be required to refile, pay new fees, and comply with current codes. PDM Zozulya stated projects such as Aloft Hotel at 20 Westminster and U-Haul at 200 Industrial Drive are recent examples of this issue.

PDM Zozulya summarized the list of “authorized” variances that can currently go directly to the Zoning Board without preliminary evaluation at the Village Board. She stated staff is recommending these variance types be eliminated and require all types of variances be evaluated by the Village Board before proceeding to the Zoning Board.

PDM Zozulya summarized the proposed amendments to Special Uses, stating new language is proposed to qualify a request for a major special use amendment. If any conditions of approval in the original special use are proposed to be changed, the request will then qualify as a major special use amendment.

PDM Zozulya summarized the proposed changes to Planned Unit Developments. She stated current code only requires Lake County Stormwater Management Commission (SMC) final permits prior to final Village Board approval. She stated staff recommends language to apply to all external agency permits before the Village Board grants approval. In addition, she stated a new requirement is proposed that if one or more outside agencies request any material for on-site or off-site changes, the application must be evaluated as a major PUD amendment to ensure the entire scope of the project is reviewed by the Village Board.

Chair Bichkoff opened the meeting to public comments. There being no public comments, Chair Bichkoff opened comments to the Zoning Board members.

Member Kelly asked for clarifications regarding the findings of fact language in the Special Use section on page 54 of the packet. Chair Bichkoff stated the Zoning Board forwards its findings of fact to the Village Board as part of the approval process. PDM Zozulya stated she will review the language. Member Kelly also asked if the approval timeframe will change with the pre-application meeting step. PDM Zozulya stated this will not add additional time into the process.

There being no further comments, Chair Bichkoff closed the public hearing.

Member Udoni moved and Member Josephson seconded the motion to recommend approval to the Village Board of the proposed text amendments to Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code to revise regulations regarding administration and enforcements processes.

AYES: Bichkoff, Udoni, Josephson, Kelly, and Curtin
NAYS: None
ABSENT: Hersch, Kalina
ABSTAIN: None

Chair Bichkoff declared the motion carried.

4.0 UNFINISHED BUSINESS None

5.0 NEW BUSINESS None

6.0 CITIZENS COMMENTS None

7.0 ADJOURNMENT

Member Josephson moved and Member Udoni seconded the motion to adjourn the Zoning Board Meeting. The voice vote was unanimous and Chair Bichkoff declared the meeting adjourned at 7:50 p.m.

Minutes submitted by Carol Lustig, Administrative Assistant, Community & Economic Development.



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole - September 29, 2020
Subject:	Electric Vehicle Charging Stations Text Amendments
Action Requested (Address – Petitioner):	Consideration of Approval of an Ordinance Amending Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to Regulate Electric Vehicle Charging Stations (Village of Lincolnshire)
Prepared By:	Tonya Zozulya - Planning & Development Manager
Staff Recommendation:	Placement on the October 13, 2020, Regular Village Board Agenda for Approval
Meeting History:	Committee of the Whole – June 8, 2020 Committee of the Whole – July 13, 2020 Zoning Board – September 8, 2020 Architectural Review Board – September 15, 2020
Tentative Meeting Schedule:	Regular Village Board – October 13, 2020
Reports/Documents Attached:	1) Draft Ordinance and Regulations, Prepared by the Village Attorney and Staff 2) Unapproved September 8, 2020, Zoning Board Meeting Minutes 3) Unapproved September 15, 2020, Architectural Review Board Meeting Minutes

Background

At the July 13, 2020, Committee of the Whole meeting, the Village Board concluded the preliminary evaluation of the proposed text amendment regulating electric vehicle (“EV”) charging stations and referred this matter as follows:

- Zoning Board for a public hearing and recommendation related to evaluation of screening, height, location, and other zoning-related matters for charging stations, and
- Architectural Review Board (“ARB”) for design review of the proposed regulations given the fact that if the text amendment is approved, future EV station proposals will require ARB review and Village Board approval.

Zoning Board Recommendation / Conditions

On September 8, 2020, the Zoning Board conducted a public hearing on this matter and provided a unanimous favorable recommendation to the Village Board (see attached Document 2). While the Zoning Board did not attach any formal conditions to their motion, they expressed the following comments concerning the proposed regulations:

- *Equipment Protection:* The Zoning Board stated their preference to require bollard installations for EV equipment. The Zoning Board felt curbing and other protective measures would not suffice. The current draft amendment lists bollards as a possible option (along with curbs and other barriers), but does not require them. Staff believes bollards should be left as an optional equipment protective structure. Property owners and EV operators will have the ability to weigh the risks of bollards (due to



possible bollard/car damage) against the benefit of protecting the EV equipment and determine whether bollards, curbs, or other devices are appropriate for their location.

- *Equipment Maintenance & Removal:* The Zoning Board recommended the language regarding the equipment removal be revised to state the property owner needs to remove inactive equipment within 90 days of receiving written notification from the Village. The Zoning Board wanted to ensure inactivity is firmly established and is not temporary due to reasons such as seasonal fluctuations. The current language does not require notification. The Village Attorney recommends not requiring a written notice from the Village to the property owner to avoid placing the burden of formally establishing equipment inactivity. Staff will likely become aware of any inactivity or maintenance issues through field inspections or complaints and will communicate with the property owner regarding the removal requirements. However, the proposed language does still provide for the 90-day removal window of when equipment becomes inactive, thereby attaching some urgency to removal.
- *Approval Process:* The Zoning Board expressed concern about the proposed approval process (ARB review/recommendation and final review/approval by the Village Board). The Zoning Board felt the Village should consider allowing EV stations with a building permit to incentivize EV charging stations and to be on par with the majority of surrounding communities that do not require board approvals for these structures.

Architectural Review Board Recommendation / Conditions

On September 15, 2020, the Architectural Review Board conducted design review of the proposed text amendment and provided a unanimous favorable recommendation to the Village Board (see attached Document 3). While the ARB did not attach any formal conditions to their motion, they expressed the following comments concerning the proposed regulations:

- *Equipment Protection:* The ARB stated bollards should not be required as they could get easily damaged and become a maintenance problem.
- *Approval Process:* It was the consensus of the ARB that any future EV applications should be reviewed and approved by the ARB only without requiring the Village Board approval, provided all code requirements are met. The ARB felt having EV review standards will ensure compliance and will reduce application approval times. Staff believes allowing the ARB to be the final authority for EV charging station reviews is appropriate, but requests the Board's feedback on this item.

Staff Comments

Attached is the draft ordinance incorporating the new code regulations (see Document 1).

Staff Recommendation / Next Steps

Staff requests the Board's consideration of the advisory board recommendations/comments, direction to staff regarding any ordinance changes, and placement of this item on the October 13, 2020, Regular Village Board agenda for approval.

**VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS**

ORDINANCE _____

**AN ORDINANCE AMENDING TITLE 6 (ZONING),
CHAPTER 11 (OFF-STREET PARKING AND LOADING)
OF THE LINCOLNSHIRE VILLAGE CODE
TO REGULATE ELECTRIC VEHICLE CHARGING STATIONS**

WHEREAS, the Village of Lincolnshire (the “Village”) is an Illinois home rule municipal corporation organized and operating under the Constitution and laws of the State of Illinois; and

WHEREAS, the Village desires to modify its off-street parking regulations to permit certain types of electric vehicle charging stations subject to compliance with certain aesthetic and maintenance standards; and

WHEREAS, after due and careful consideration and analysis, the Village has determined that new zoning regulations are appropriate to regulate electric vehicle charging stations, and promote the public health, safety, and welfare; and

WHEREAS, the Corporate Authorities referred certain amendments of Title 6 (Zoning), Chapters 11 (Off-Street Parking and Loading) (the “Text Amendments”) of the Lincolnshire Village Code (the “Village Code”) to the Zoning Board for the purpose of regulating the placement, operation, maintenance, repair, and removal of electric vehicle charging stations, attached hereto as Exhibit B; and

WHEREAS, the Zoning Board held a public hearing regarding the Text Amendments on September 8, 2020, on which date the Zoning Board voted in favor of recommending approval of the Text Amendments, for which the public hearing notice was published in the August 21, 2020, edition of the *Daily Herald*; and

WHEREAS, the Architectural Review Board (ARB) held a public meeting to review the Text Amendments on September 15, 2020, at which time the ARB recommended the approval of the Text Amendments to the Village Board.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, in exercise of its home rule powers, as follows:

SECTION 1. Recitals; Findings. The preamble to this Ordinance expresses the Village's purpose and intent for enacting this amendment to the Village Code and it is the intent of the Mayor and Board of Trustees for this Ordinance to be liberally construed to most effectively accomplish the purposes described above. The Corporate Authorities also hereby adopt the findings of fact attached hereto as Exhibit A in support of the amendments enacted by this Ordinance.

SECTION 2. Text Amendments. Section 2 (Off-Street Parking Facilities) of Title 6 (Zoning), Chapter 11 (Off-Street Parking and Loading) of the Village Code is hereby amended in the manner described in Exhibit B, attached hereto and incorporated as though fully recited herein. The changes are shown with a redline format. Language which is omitted from Exhibit B is not intended to be changed.

SECTION 3. Severability. In the event any provision or application of the Village Code enacted by this Ordinance is found to be invalid or unenforceable, it is the intent of the Village Board that all other applications and the remaining provisions shall remain in full force and effect to the extent permitted by law.

SECTION 4. Effective Date. This Ordinance shall become effective following its adoption and approval in the manner provided by law.

SO ORDAINED this _____ day of _____, 2020, at Lincolnshire, Lake County,
Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk

Published by me in pamphlet form

this _____ day of _____, 20 _____.

**EXHIBIT A
FINDINGS OF FACT**

**Text Amendment Subject: Electric Vehicle Charging Stations
Petitioner: Village of Lincolnshire**

The following Findings of Fact relate to a text amendment to Chapter 11 (Off-Street Parking & Loading) of Title 6 (Zoning). The text amendment would permit and regulate electric vehicle (EV) charging station installations within parking facilities in all zoning districts.

Following due notice, as required by Title 6 (Zoning) of the Lincolnshire Village Code, the Zoning Board held a public hearing on September 8, 2020. Having reviewed materials submitted by the petitioner, and having heard Village staff comments and the sworn testimony of all interested parties desiring to be heard at the public hearing, the Zoning Board of the Village of Lincolnshire reached the following Findings of Fact:

Findings of Fact

1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare because:

Permitting the installation of EV Charging Stations will promote the use of electric vehicles. Promoting the use of electric vehicles will reduce the community's reliance on fossil fuels and reduce greenhouse gas emissions, resulting in greater public health and welfare.

2. The request for an amendment shall conserve the value of property throughout the community because:

Permitting the installation of EV Charging Stations will cause property owners to reconstruct and/or improve parking lots, causing an improvement to the property and resulting in property value increases. Furthermore, the screening requirements described in the text amendment will prevent negative aesthetic impacts, allowing for the conservation of property values for neighboring properties. The decommissioning requirements will avoid the deterioration of abandoned EV Charging Stations, resulting in the preservation of property values.

3. The request for an amendment shall lessen or avoid congestion in the public streets and highways because:

Permitting the installation of EV Charging Stations will have no impact on congestion in the public streets and highways.

Prepared by:

Brian Bichkoff, Chair of the Lincolnshire Zoning Board
September 8, 2020

**EXHIBIT B
TEXT AMENDMENTS**

6-11-2: Off-Street Parking Facilities:

A. General Requirements

* * *

6. Electric Vehicle Charging Stations
Electric vehicle charging stations are permitted with review and recommendation of the Architectural Review Board and final approval by the Village Board in all zoning districts for non-residential uses, and for multi-family residential uses for which a special use permit has been previously issued, subject to general regulations of this Chapter and the following specific regulations:
- a. Parking Spaces:
Charging station spaces may be included in the overall calculation of minimum parking spaces required for the primary use by this Title, provided that charging station spaces do not reduce the dimensions of adjoining spaces or the parking aisle or reduce the number of available spaces below the minimum required by this Chapter.
 - b. Accessibility: If any EV charging stations are constructed, a minimum of one accessible charging station with an adjacent accessible parking space shall be installed per development in compliance with all local, state, and federal accessibility requirements. The accessible charging station does not have to be designated for exclusive use of persons with disabilities, unless it is intended to satisfy the overall accessibility requirement in this Chapter.
 - c. Location:
Every effort shall be made to place charging stations on site so as to minimize vehicular and pedestrian conflicts and maintain site aesthetics.
 - d. Height:
The height of charging stations and related equipment shall be the smallest practicable size. The burden of proof shall be on the applicant to demonstrate the minimum required size for the EV charging station and why a smaller size is impractical. There shall be a rebuttable presumption against any EV charging stations that exceed 6' in height. In evaluating practicality, the ARB may consider EV charging stations actually erected both within and outside the Village.
 - e. Screening:
Charging station equipment shall be screened from adjacent properties and the right-of-way with a screen and adjacent evergreen plantings that are sufficiently tall and dense. Screens shall be designed of a material compatible with the principal building on the site and comply with ground-mounted equipment screen requirements in Chapter 15, Fences and Screens, of Title 6, except the height of charging station equipment screens for residential and non-residential uses in all zoning districts is permitted to be 7.5'. No screens shall be required if the site provides sufficient screening through an existing

building or another structure located in close proximity to the charging station equipment.

- f. Signage:
Only signs required to identify the purpose and function of the charging station and corresponding parking space are allowed in compliance with Title 12, Sign Control. Off-premises advertisement of goods and services is prohibited on LED screens or on any other component of the charging station through images or sound.
- g. Pavement Marking:
White or yellow lettering that states "EV Charging Only" as well as markings necessary to delineate spaces shall be the only pavement marking permitted to identify charging station spaces.
- h. Equipment Protection:
All equipment shall be protected via curbing, bollards, or similar protective structure or device.
- i. Equipment Maintenance & Removal:

As a condition of receiving a permit, the applicant must record a Decommissioning and Maintenance Plan against the subject property. The Decommissioning and Maintenance Plan shall require:
 - (1) All equipment shall be maintained in good condition free of wear and tear;
 - (2) Any inactive equipment shall be removed, by the owner of the property where an electric vehicle charging station was installed, within 90 days of said equipment becoming inactive (except for periods of maintenance and repair); and
 - (3) Following removal, the site and parking spaces shall be restored to their original condition.
- j. Impervious Surface:
For every square foot of new impervious surface added to the property to erect a charging station, the owner shall offset that addition with the reduction of impervious surface elsewhere on the same zoning parcel.



VILLAGE OF LINCOLNSHIRE

MINUTES ZONING BOARD MEETING Tuesday, September 8, 2020

Present:

Chair Bichkoff

Member Hersch

Member Kalina

Alternate Member Kelly

Assistant Village Manager/Community &

Economic Development Director Gilbertson

Member Udoni

Member Curtin

Member Josephson

Trustee Harms Muth

Planning & Development Manager Zozulya

*This was a remote video-conference meeting"

1.0 ROLL CALL

Chair Bichkoff called the meeting to order at 7:05 p.m., and Planning and Development Manager Zozulya ("PDM Zozulya") called the roll and declared a quorum to be present.

2.0 APPROVAL OF MINUTES

2.1 Approval of the minutes of the Zoning Board meeting held on Tuesday, August 11, 2020.

Member Udoni moved and Member Josephson seconded the motion to approve the minutes as presented for the Tuesday, August 11, 2020, Zoning Board.

AYES: Bichkoff, Udoni, Josephson, Curtin, and Kelly

NAYS: None

ABSENT: Hersch, Kalina

ABSTAIN: None

Chair Bichkoff declared the motion carried.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Public Hearing regarding a Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to Permit and Regulate Electric Vehicle Charging Stations within Parking Facilities in All Zoning Districts (Village of Lincolnshire)

Chair Bichkoff convened the public hearing and provided an overview of the virtual public hearing process and procedures.

PDM Zozulya summarized the petition, noting the original applicant, Electrify America, LLC applied for this text amendment to install an electric vehicle (EV) charging station in the Bank of America building parking lot at 185

Milwaukee Avenue. She stated Electrify America withdrew their application after the preliminary evaluation meeting on June 8, 2020, and the Village then took over the application. At the July 13, 2020, Committee of the Whole meeting, the Village Board referred the matter to the Zoning Board for a public hearing and to the Architectural Review Board (ARB) for design review.

PDM Zozulya stated notice of public hearing was published in the *Daily Herald*. She also stated findings of facts for the text amendment were prepared and requested they be entered into the record.

PDM Zozulya reviewed the three levels of charging stations noting only Levels 2 and 3 are being considered for text amendments. Level 1 chargers are indicated for residential use and are not proposed to be regulated by the current text amendment. She stated Level 2 chargers take more time to charge vehicles and currently there are two Level 2 stations in the Village at Walgreens and Stevenson High School. She added Level 3 stations are typically installed in high-high traffic commercial areas, and no Level 3 charges are located in the Village. PDM Zozulya stated staff believes the proposed text amendment will meet the village's high standards. They will be permitted for all non-residential uses in all zoning districts and for all multi-family uses that were granted a Special Use permit in all zoning districts. She provided an overview of the proposed code requirements.

Chair Bichkoff opened the meeting to public comments. There being no public comments, Chair Bichkoff opened comments to the Zoning Board members.

Member Curtin asked about safety of the charges. PDM Zozulya stated these stations will comply with all building regulations, require permits for installation, and will be inspected for compliance and safety.

Member Udoni requested clarification on removal if stations are not used. PDM Zozulya stated in the case of the Walgreens Level 2 charging station, Walgreens indicated they have not seen anyone use it. PDM Zozulya stated as long as the equipment is maintained and in working order, the Village would not require decommissioning of the unit. However, if the Village sees sign of neglect, staff would then seek maintenance compliance or decommissioning of the unit.

Member Josephson commented that the proposed text indicated removal if inactive for 90 days. He suggested modifying the language to require removal 90 days after written notice from the Village to account for temporary inactivity.

Chair Bichkoff commented that based upon his review of the survey, Lincolnshire is being more restrictive requiring both Village Board and ARB review. Too many restrictions may deter these stations and this may not be the message the Village wants to convey.

Alternate Member Kelly asked staff to change the wording to require bollards for equipment protection rather than making them optional. Member Kelly asked about the enclosure in the Schaumburg Level 3 station equipment. PDM Zozulya stated this charging station level typically requires significant

equipment, and the proposed regulations will require equipment be enclosed and screened from the street and adjacent properties. Member Kelly asked about advertising. PDM Zozulya stated the name and phone number of the operator on the station would be permitted. However, third-party advertising would not be permitted.

Chair Bichkoff asked members if they would consider the amendments as presented or add additional restrictions or modifications. Member Josephson stated the Village may want to restrict the number of Level 3 stations and possibly only allow them in certain areas given Lincolnshire's location off the tollway which could make it attractive for these stations. PDM Zozulya stated upon previous discussions with Electrify America, Level 3 charging stations generally are spaced 15-20 miles apart due to level of investment, and added there are no pending EV charging station applications at this time. Chair Bichkoff stated he believes no additional restrictions are needed regarding the number and locations of EV stations as that will be determined by the market.

Member Curtin stated that technology continues to evolve on electric vehicles and wanted to know whether the proposed code would have the ability to adapt to any new technology. PDM Zozulya stated it was staff understanding no new station level is proposed to be deployed in the near future.

There being no further comment, Chair Bichkoff closed the public hearing.

Member Josephson moved and Alternate Member Kelly seconded the motion to recommend approval to the Village Board of the proposed text amendments to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to permit and regulate electric vehicle charging stations within parking facilities for all non-residential uses in all zoning districts, and all multi-family residential uses with a Special Use/PUD designation in all zoning districts prior to approval of the proposed ordinance.

AYES: Bichkoff, Udoni, Josephson, Kelly, and Curtin

NAYS: None

ABSENT: Hersch, Kalina

ABSTAIN: None

Chair Bichkoff declared the motion carried.

3.2 Public Hearing regarding a Text Amendment to Title 6 (Zoning), Chapter 14 (Administration & Enforcement) of the Lincolnshire Village Code to Revise Regulations regarding Administration and Enforcements Processes (Village of Lincolnshire)

Chair Bichkoff convened the public hearing and provided an overview of the virtual public hearing process and procedures.

PDM Zozulya summarized the petition, stating the proposed amendments are the result of a general text cleanup, tightening of regulations, and removal of items that were considered burdensome to petitioners. She stated the Village Board conducted a preliminary evaluation regarding the text amendments at the July 27, 2020 Committee of the Whole. PDM Zozulya stated a notice of



VILLAGE OF LINCOLNSHIRE

MINUTES ARCHITECTURAL REVIEW BOARD MEETING Tuesday, September 15, 2020

Present:

Chair Kennerley

Member McCall

Member Santosuosso

Alternate Member Killedar

Assistant Village Manager/Community &
Economic Development Director Gilbertson

~~Member Orzeske~~

~~Member Tapia~~

~~Trustee Hancock~~

Planning & Development Manager Zozulya

This was a remote video-conference meeting

1.0 ROLL CALL

Chair Kennerley called the meeting to order at 7:03 p.m., and Planning & Development Manager Zozulya ("PDM Zozulya") called the roll and declared a quorum to be present.

2.0 APPROVAL OF MINUTES

2.1 Approval of the minutes of the Architectural Review Board meeting held on July 21, 2020.

Member McCall moved and Member Santosuosso seconded the motion to approve the minutes as presented for the July 21, 2020, Architectural Review Board meeting.

AYES: Kennerley, Tapia, McCall, Santosuosso, and Killedar

NAYS: None

ABSENT: Orzeske

ABSTAIN: None

Chair Kennerley declared the motion carried.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Design Review of Proposed Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to Permit and Regulate Electric Vehicle Charging Stations within Parking Facilities in All Zoning Districts (Village of Lincolnshire)

PDM Zozulya summarized the proposed text amendments to permit and regulate electric vehicle ("EV") charging stations within parking facilities. She noted the amendments were first sought by Electrify America to install an EV station in the Bank of America building parking lot at 185 Milwaukee Avenue,

adding the petitioner withdrew the application after preliminary review by the Village Board on June 8, 2020. Seeing a need to better regulations, Village staff took over the application. At the July 13, 2020, Committee of the Whole meeting, the Village Board referred the matter to the Zoning Board for a public hearing and to the ARB for design review. PDM Zozulya reviewed the proposed regulations for EV charging installations, including requirements for parking facilities in all non-residential uses in any zoning district, and all multi-family residential uses with a Special Use/PUD designation in any zoning district. EV charging facilities will require ARB review and Village Board approval. She added only two Level 2 EV stations are currently in Lincolnshire at Adlai E. Stevenson High School and Walgreens.

Member McCall asked about private indoor parking garages. PDM Zozulya said this would not be considered an open parking area, and the property owner would only need to apply for building permits.

PDM Zozulya reviewed the various EV charging station levels. She said Level 1 stations are the typically single-family residential stations located in garages. The focus of the current amendments is Level 2 and Level 3 EV stations which have commercial applications. Level 2 EV stations take several hours to charge, and Level 3 are the most powerful, high speed chargers available and are very equipment-oriented with meters, power boxes, and cabinets.

PDM Zozulya presented staff findings on a surrounding community survey which indicated nine communities allow EV stations, with only one community required design review.

PDM Zozulya stated the proposed code standards would not require additional parking spaces so long as no reduction in stall sizes or number of required spaces occurs. One handicapped accessible station would be provided and equipment would need to be protected via curbing, bollards, or other protective devices. PDM Zozulya stated per direction from the Village Board, charging stations would be required to be maintained in good condition with inactive stations being removed. In addition, she stated the Village Board's direction regarding any new impervious surface created for an EV station must be offset elsewhere on the same property.

PDM Zozulya discussed the typical height of EV stations, stating staff is proposing a recommended guide of six feet. Any equipment taller than six feet would need to be demonstrated as warranted by the petitioner for the ARB's consideration. In regards to screening, PDM Zozulya stated both evergreen landscaping and a permanent equipment enclosure are proposed. PDM Zozulya stated only functional signs – not advertisements – would be permitted to be on the equipment. Pavement markings would also be regulated to keep them restrained.

PDM Zozulya stated the Zoning Board provided a unanimous favorable recommendation regarding the proposed text amendments following the September 8, 2020, public hearing. She stated some Zoning Board members expressed a desire to require bollards to ensure proper equipment protection; provide a 90-day written decommissioning notice to the EV property owner;

and to allow the ARB to be the final approving authority on EV applications to incentivize EV installations and be in line with neighboring communities. Chair Kennerley opened the floor for comments and questions.

Member McCall said technology is moving rapidly on this and believes staff can review EV stations in house. In regards to Level 3 equipment, he did not believe bollards should be required as they frequently get damaged and may look unsightly. He expressed his support for requiring evergreen screening and an equipment enclosure consistent with the primary building design. Member Tapia suggested specifying permitted EV station locations, noting many are located by main building entrances to incentivize use. He also commented the maintenance plan would need to address snow removal to keep stations operational.

Member Killedar stated some EV stations may need to be placed farther away from the building due to time required for a full charge.

Member Santosuosso stated in his experience, Level 3 stations require larger equipment. He added since the installation needs to meet ADA requirements, their location will be determined by ADA requirements. Member Santosuosso also suggested a clarification under "General Requirements" to change the language regarding Special Use permits from "previously granted" to "issued."

Chair Kennerley wanted to know how often EV stations would be maintained. She also noted her concern regarding the use of evergreens for screening due to plantings being unkempt and becoming an eyesore. Member McCall stated professional landscapers typically maintain the landscape in these areas. PDM Zozulya stated the property owner would be required to maintain the EV site via a written maintenance agreement. Chair Kennerley indicated her preference to be more specific in the screening requirement and have the ability to require additional screening requirements on a case-by-case basis to be reviewed by the ARB.

Member Tapia anticipated much interest in EV stations. Member Santosuosso commented he feels the technician assigned to monitor EV stations would most likely indicate maintenance issues to be addressed if found upon their routine inspection schedule.

Member Santosuosso moved and Member McCall seconded the motion to recommend approval to the Village Board of the proposed text amendments to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to permit and regulate electric vehicle charging stations within parking facilities for all non-residential uses in all zoning districts, and all multi-family residential uses with a Special Use/PUD designation in all zoning districts prior to approval of the proposed ordinance, and further subject to...

AYES: Kennerley, Tapia, McCall, Santosuosso, and Killedar

NAYS: None

ABSENT: Orzeske

ABSTAIN: None

Chair Kennerley declared the motion carried.

4.0 UNFINISHED BUSINESS None

5.0 NEW BUSINESS None

6.0 CITIZENS COMMENTS None

7.0 ADJOURNMENT

Chair Kennerley declared the meeting adjourned at 7:50 p.m.

Minutes submitted by Carol Lustig, Administrative Assistant, Community & Economic Development.

DRAFT



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole – September 29, 2020
Subject:	Visit Lake County Annual Report
Action Requested (Address – Petitioner):	Receipt of Presentation and Request from Visit Lake County Convention and Visitors Bureau Regarding Funding for Fiscal Year 2021 Budget (Visit Lake County)
Prepared By:	Brad Burke, Village Manager
Staff Recommendation:	Receipt of request. Staff will incorporate this request into the proposed Fiscal Year 2021 Budget for consideration by the Village Board at upcoming budget workshops.
Budgeted Amount:	\$31,175
Actual Amount:	\$31,175
Level of Service Impact:	N/A
Meeting History:	N/A
Tentative Meeting Schedule:	2021 Budget Workshop Meetings
Reports / Documents Attached:	1) September 23, 2020 Letter from Visit Lake County President Maureen Reidy

Request Summary

The annual budget process invites partner and community organizations, as well as residents to provide comments and recommendations regarding items the Village may address in the coming fiscal year. As part of this process, Village staff extends a formal invitation to Visit Lake County, of which the Village is a member, to provide an annual presentation regarding their efforts to serve as a destination marketing organization and promote tourism in Lincolnshire and throughout Lake County. Maureen Riedy, Visit Lake County President, and Brad Lajoie, General Manager of the Lincolnshire Marriott Resort, will be in attendance at Tuesday’s meeting to share information about the value of Visit Lake County in promoting the Village of Lincolnshire as part of overall efforts to promote tourism throughout the County.

The Village of Lincolnshire is represented by two seats on the Visit Lake County Board of Directors. This Board meets monthly throughout the year to guide Visit Lake County’s efforts in marking Lake County as a destination and championing tourism in all of Lake County. The Board has the overall authority and responsibility of all activities and operations of Visit Lake County. Currently, Lincolnshire Marriott General Manager Brad Lajoie and Village Manager Brad Burke serve on the Visit Lake County Board, along with representatives from partner communities and businesses throughout Lake County.

Visit Lake County

Attached is information submitted by Visit Lake County pertaining to their request for Fiscal Year 2021. For 2021, Visit Lake County is seeking a contribution of \$31,175. This request is the same as the contribution amount paid in Fiscal Year 2020. The partner fee contribution requested reflects the amount established by the Visit Lake County Board of Directors. The partner contribution amounts are based primarily on the number of hotel rooms in the community. For Lincolnshire, with more than 1,000 hotel rooms, the Village falls into Community Partner Level 2 (\$31,175) contribution level. Community contributions are important as they aid the convention and visitors bureau in securing the most state grant funds available to support Visit Lake County’s mission.



In addition to the Village's partner contribution, Visit Lake County also receives revenues from participating hotels, restaurants, and destinations. Visit Lake County supports partner communities by listing all restaurants on its website with direct links to the specific restaurant page. At this time, Visit Lake County's website hosts information on more than 30 different Lincolnshire businesses. The amount paid by the hotel operators in the community is based upon a calculation of \$8.25 per room. Restaurants typically pay a flat rate of \$300, which ensures inclusion in Visit Lake County's annual Restaurant Week promotion. As a community partner benefit, all restaurants and hotels are listed on Visit Lake County's website. Partners are featured first with a photo. Non-partners were encouraged to participate in Lake County Restaurant Rally this past August, and there was no charge to participate. In addition to Bontà, Half Day and Wright's, Marigold Maison, and Flemings took advantage of the free opportunity.

In 2020, the following businesses were official Visit Lake County partners:

Hotels (100% participation of all Lincolnshire hotels)

- Courtyard by Marriott
- Hampton Inn & Suites
- Lincolnshire Marriott Resort (Including Crane's Landing Golf Course, Marriott Theater, Three Embers Restaurant, Wright's Brew & Bistro)
- SpringHill Suites
- Homewood Suites

Restaurants (Over 20% participation of all Lincolnshire restaurants)

- Big Bowl
- Bontà Pizzeria & Restaurant
- Half Day Brewing
- Wildfire

Venues

- Viper Alley
- Park-King Skill Golf



The table below lists historical Visit Lake County contributions:

Year	Contribution Amount
2007	\$10,000
2008	\$10,000
2009	\$10,000
2010	\$5,000
2011	\$2,500
2012	\$7,500
2013	\$10,000
2014	\$15,000
2015	\$15,000
2016	\$15,000
2017	\$15,000
2018	\$18,575
2019	\$20,000
2020	\$31,175
2021 (Request)	\$31,175

Project Description

Not applicable.

Budget Impact

Budget impact for Fiscal Year 2021 to be determined during upcoming budget workshops. The Village benefits from the work of Visit Lake County. Their work in destination marketing and securing hotel stays in Lincolnshire has a direct impact on hotel tax revenue received by the Village. During this difficult economic time, many Lincolnshire hotels have significantly reduced or even eliminated their sales/marketing staff. Visit Lake County’s business marketing effort are helping significantly to fill a needed gap at this crucial time.

Level of Service Impact

N/A

Approval Process

Special Committee of the Whole Budget Meetings

Staff Recommendation / Next Steps

Receipt of request. Staff will incorporate this request into the proposed Fiscal Year 2021 Budget for consideration by the Village Board at upcoming budget workshops.



September 23, 2020

Honorable Mayor Elizabeth Brandt & Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069-3035

Dear Mayor Brandt and Village Trustees,

We would like to respectfully request continuation of your annual partnership with Visit Lake County (VLC). Thank you for your yearly investment and support of our on-going hospitality and entertainment business development and promotional programs. I have highlighted below the return-on-investment the Village of Lincolnshire and your local businesses have received from your partnership with Visit Lake County over the past 12 months.

As the official tourism bureau for Lake County, VLC, has played a vital role in refueling the tourism economy for Lincolnshire and provided critical support to your hospitality and entertainment partners during the COVID-19 crisis. Now, more than ever, it's important to start reminding customers that the Lincolnshire hotels and restaurants are open for corporate and leisure business. As the recovery advances, we will help elevate the profile of Lincolnshire as a vibrant destination, ready to welcome visitors, following health and safety guidelines.

Visit Lake County Website

Our website is a rich resource for travelers and residents - providing descriptions, photos, videos and blogs about Lake County attractions and events. Lincolnshire is highlighted in our community section with links to **35 local businesses**, including restaurants, hotels and other venues. Pre-COVID-19, we were averaging over 69,000 unique visits and 100,000+ pageviews per month on our website. In response to the pandemic, we created **LakeCounty @Home**, a hub for information on restaurants offering Take-Out and Curbside Services, Open Hotels, Virtual Events and Tours, Community Resources and more. We have been actively adding special offers to this section, and have **featured offers from 13 Lincolnshire businesses**, including hotel weekend rates, First Responder rates, special golf rates, lunch specials and more. We have featured listings from both member and non-member restaurants and hotels due to the pandemic.

Public Relations & Social Media Marketing

We listed **44 events and festivals in Lincolnshire** on our website in the past 12 months. During the pandemic we shifted to promoting Facebook Live and virtual events until outdoor events were allowed. We promoted events such as the **Lincolnshire Art Walk**, the outdoor concerts at **Lincolnshire Marriott Resort** and **Loft 21** drive-in movie series on our website and social media platforms.

We are very active in social media marketing and promote community events and businesses through Facebook (57,928 followers), Twitter (7,291 followers) and Instagram (4,074 followers). Lincolnshire events and businesses were mentioned in **183 social media posts** in the past 12 months. We also write two to three blogs weekly on *Top Weekend Events* and unique experiences in Lake County. Lincolnshire events and businesses were mentioned **52 times in blogs** the past 12 months including blogs on weekend events and festivals. We also featured Lincolnshire events in 10 *Daily Herald* "Weekend Watch" columns we authored.

Visitors Map Guide

We recently published a map guide reflective of the changes in consumer travel right now. Since travelers are staying closer to home, we focused on an easy-to-follow map of Lake County. We also promoted road trips through the main corridors of the county including Hwy. 21 with stops at **Par-King Skill Golf and Lincolnshire**

Marriott Resort. Visitors can download the guide from our website, plus 40,000 copies will be distributed at our Lake Forest/I-94 Tollway Oasis kiosk and other tourism outlets.

Leisure Travelers

Since many companies have curtailed business travel during the pandemic, leisure travel is a lifeline for hotels. In addition to highlighting Lake County Road Trips in our new map guide, the Illinois Office of Tourism is also planning to encourage road trips throughout the state. We recently submitted a 3-day itinerary featuring Libation Trail partners and a two-night stay at the **Lincolnshire Marriott Resort**. **Suggested stops in Lincolnshire include Wright's Brew & Bistro, Half Day Brewing, Crane's Landing, shopping at Lincolnshire Commons, and Par-King Skill Golf.** This itinerary will be promoted on EnjoyIllinois.com and VisitLakeCounty.org.

Lake County Libation Trail

Our special branded promotion Lake County Libation Trail showcases craft breweries, wineries and distilleries and continues to grow in stature. **Half Day Brewing Company and Wright's Brew & Bistro**, featuring its locally sourced Five Eyes beer, are highlighted in our year-around branded Trail. Here's a link to the Libation Trail section of our website <https://www.visitlakecounty.org/Libation-Trail>. To highlight the program, we conducted "Check-in Challenges" in October and January with print and digital ads publicizing our Libation Trail partners.

Lake County Restaurant Week, February 28-March 8, 2020

Lake County Restaurant Week annually showcases local dining experiences and helps attract new diners and visitors. We are continuing to build momentum. In 2020, participation increased from 66 to 74 participants in 23 Lake County communities. Our marketing campaign produced 5 million impressions including radio, billboards, YouTube videos, Daily Herald ads, Chicago Tribune eblast and insert, postcards, coasters, mailers, blogs and native ads. Facebook and Instagram video ads alone produced a reach of 236,353 with 1.2 million impressions.

We created a dedicated section on our website which generated 102,000 landing page views and featured participating restaurants and their special menus. **Big Bowl, Bonta Pizzeria, Half Day Brewing, Three Embers, and Wildfire** participated from Lincolnshire this year.

Lake County Restaurant Rally, July 31-August 9

To support Lake County restaurants during the pandemic, we launched Lake County Restaurant Rally as an event mirroring the Lake County Restaurant Week concept, offering "Ten More Days to Savor." Our goal was to attract new customers while the weather was still favorable. In a quickly planned campaign, 104 restaurants from 27 communities participated. The campaign was open to all dining establishments in Lake County. We worked with municipalities and Chambers of Commerce to help spread the word. There was no charge for restaurants to participate. The Lincolnshire village staff was very helpful in reaching out to local restaurants. **Bonta Pizzeria, Flemings, Half Day Brewing, Wright's Brew & Bistro and Marigold Maison** participated from Lincolnshire.

We used a mobile platform to encourage diners to enroll and "Check-In" at venues for a chance to win dining gift cards. We focused on social media, local radio spots, and a Daily Herald insert. 722 people enrolled in the Check-In program. Our Facebook and Instagram posts garnered 982,000 digital impressions to geo targets in Lake & Cook Counties with a reach of 347,800. Facebook & Instagram ads generated 26,000 clicks to our dedicated landing page featuring all participating restaurants. We also produced Facebook Live sessions with radio personalities and Meteorologist Mike Caplan at restaurants including **Half Day Brewing** - netting 2,700 views.

Group Business Recruitment

Our sales team recruits groups for Lincolnshire hotels and venues. Before the "shelter-in-place" and capacity restrictions were instituted in March, our sales team helped secure **23 groups for Lincolnshire hotels**, including corporate meetings, tour and sports groups. These groups **used 3,164 hotel rooms and spent an estimated \$1,200,350** on lodging, dining, shopping and entertainment. Additionally, over the past 12 months we provided

115 referrals for future business opportunities for Lincolnshire hotels and other venues. Our sales efforts are critical right now since many hotels have reduced or eliminated their sales staff as a cost-saving measure. Per Brad Lajoie, the Lincolnshire Marriott Resort has reduced their sales staff from 17 to 3 and are relying on our sales team's assistance to help recruit future group business.

Partnership/Funding

As the certified Destination Marketing Organization for the county, we are awarded a state tourism grant annually. The grant funds are earmarked for sales and marketing initiatives to boost tourism and hotel stays, and must be matched by local partners. Due to the COVID crisis and its impact on the economy, we are sensitive to our partners' financial situations. We realize that Lincolnshire will face budget shortfalls in the coming year, however, we are hopeful that you recognize the importance of our partnership in supporting your hospitality and entertainment community during the recovery. Visit Lake County will play a pivotal role as an economic catalyst once this pandemic subsides.

Based on the partnership levels set by the VLC Board of Directors, Lincolnshire falls into Investment Level 2 at \$31,500. The commitment of all partners allows us to provide the best services and support to our community members and business partners. These contributions also help ensure Visit Lake County receives its appropriate share of the funds available through the Illinois tourism grant program. Below are the VLC community partners' investment levels. At this time, we expect our partners to stay at these levels in 2021.

Level 1

1,200 or more hotel rooms plus major tourism attractions

Partners: Gurnee, Lake County (investment is based on actual hotel tax receipts).

Investment: Gurnee – estimated at \$50,000 in FY '21. Lake County - estimated at \$40,000 in FY '21.

Level 2

1,000 or more hotel rooms

Partners: Deerfield, Waukegan, Lincolnshire

Investment: \$31,500

Level 3

650 or under hotel rooms

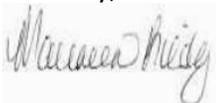
Partners: Antioch, Fox Lake, Grayslake, Highland Park, Lake Zurich, Libertyville, Mundelein, Vernon Hills, Zion.

Investment: \$12,500

Tourism is an essential investment in the prosperity of Lincolnshire and will help rebuild the economy and strengthen the tax base of your community. In addition to filling hotel rooms, a resurgence in business travelers will give a vital boost to your local restaurants - especially on weekdays which tend to be slower.

We appreciate your past investments and ongoing support. During these challenging times, the local hotels and restaurants desperately need the business development Visit Lake County provides. We are grateful that Brad Burke and Brad Lajoie from the Lincolnshire Marriott Resort, serve on our Board of Directors to provide input and oversight. Brad Lajoie and I look forward to making a virtual presentation at your upcoming Board meeting.

Sincerely,



President
Visit Lake County



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole – September 29, 2020
Subject:	Authorization of Surplus Property Disposal
Action Requested (Address – Petitioner):	Consideration of an Ordinance Disposing Surplus Property (Village of Lincolnshire)
Prepared By:	Ben Gilbertson – Assistant Village Manager/Community and Economic Development Director Jack Cascone – Administrative Intern
Staff Recommendation:	Consideration of the Draft Ordinance. Potential Approval at the October 13, 2020, Regular Village Board meeting.
Budgeted Amount:	N/A
Actual Amount:	N/A
Level of Service Impact:	N/A
Meeting History:	N/A
Tentative Meeting Schedule:	Regular Village Board – October 13, 2020
Reports / Documents Attached:	1) Draft ordinance containing property to be disposed

Request Summary

Several departments are in possession of surplus, obsolete, or non-operational equipment requiring sale or disposal. This includes vehicles and surplus police, office, and park equipment. Equipment will be traded-in, auctioned, or recycled. An ordinance is required by Chapter 65, Section 5/11-76-4 of the Illinois Compiled Statutes authorizing the disposal of surplus equipment.

Project Description

Not applicable.

Budget Impact

The value of auctioned or recycled equipment is to be determined.

Level of Service Impact

Disposal of this equipment will have no impact on level of service.

Approval Process

Approval of the ordinance requires two readings before approval by the Village Board.

Staff Recommendation / Next Steps

Consideration of the draft ordinance and direct placement on the October 13, 2020, Regular Village Board meeting consent agenda for approval.

**VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS**

**ORDINANCE NO. _____
AN ORDINANCE AUTHORIZING THE SALE OF SURPLUS PROPERTY**

WHEREAS, the Mayor and Board of Trustees may designate property no longer needed by the Village of Lincolnshire ("Village") to provide services or that does not otherwise benefit the Village as surplus property; and

WHEREAS, pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the Mayor and Board of Trustees may authorize the sale and disposal of surplus property; and

WHEREAS, the Mayor and Board of Trustees have determined it is no longer necessary or useful, or in the best interests of the Village, to retain items listed on Exhibit A attached to this ordinance, currently owned by the Village ("Surplus Property"); and

WHEREAS, the Mayor and Village Board of Trustees have determined it is in the best interest of the Village to dispose of the Surplus Property.

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

SECTION ONE: The foregoing recitals are incorporated in this Ordinance as the findings of the Mayor and Board of Trustees.

SECTION TWO: Pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the Mayor and Board of Trustees find that the Surplus Property described in the attached Exhibit A, now owned by the Village of Lincolnshire, is no longer necessary or useful to the jurisdiction and the best interests of the jurisdiction would be best served by its disposal.

SECTION THREE: The Village Manager is hereby authorized and directed to dispose of the aforementioned Surplus Property. Surplus Property identified on **Exhibit A** as having a minimum bid shall be sold to the highest bidder following a public auction. Surplus Property identified on Exhibit A as having no value shall be disposed of in such a manner deemed appropriate.

SECTION FOUR: The Village Manager is hereby authorized to and may direct the Northwest Municipal Conference ("NWMC") to advertise the sale of the aforementioned Surplus Property prior to said public auction.

SECTION FIVE: The Village Manager is hereby authorized to direct NWMC to enter into an agreement for the sale of said Surplus Property whereby said property may be sold at a public auction.

SECTION SIX: Upon payment of the full auction price for the aforesaid items of Surplus Property, the Village Manager is authorized to direct NWMC to convey and transfer the title and ownership of said Surplus Property, to the successful bidder.

SECTION SEVEN: This Ordinance shall be in full force and effect from and after its passage, by a vote of at least three-fourths of the corporate authorities, and approval in the manner provided by law.

PASSED this _____ day of _____, 2020, by the Corporate Authorities of the Village of Lincolnshire, on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED: this _____ day of _____, 2020

Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk

EXHIBIT A

Disposal Inventory Form

Your Name: Ben Gilbertson
 Agency Name: Village of Lincolnshire
 Agency Address: 1 Olde Half Day Road
 Lincolnshire, IL 60069
 Agency Phone: 847-913-8600

Disposal Options
 Auction
 Trade-In
 Recycle
 Disposal

Point of Contact	Make	Model	Type	Unit #	Date of Acquisition	Serial Number/VIN	Quantity	MLG/HRS	Disposal Process
Vehicles/Equipment									
Computer Equipment									
Matt Liewehr	Toshiba	Satellite	Laptop			9442283	1		Disposal
InterDev	Hewlett Packard	Compaq 8100 Minitower	Desktop	290		MXL10216s4	1		Disposal
InterDev	Apple	Ipad	Tablet				2		Dispose\Resell
InterDev	Apple	iPhone	Phone				10		Dispose\Resell
InterDev	Planar	PL1910M-BK	Monitor	534		AI501F20D10	1		Disposal
Miscellaneous Electronic Equipment									
Matt Liewehr	Canyon	BubbleJet	Printer			PBC22132	1		Disposal
Matt Liewehr	Remote Control Panel						1		Disposal
Matt Liewehr	Motorola		Handheld Battery				1		Disposal
Office Equipment									
Police Equipment									
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80773	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80812	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80786	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80980	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80674	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80635	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80624	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80623	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80968	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80767	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80787	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80673	1		Auction
Jamie Watson	Panasonic	Toughbook CF-31	Laptop		10/1/2013	2G TSA80650	1		Auction
Jamie Watson	Kodlak	450-4103 REV	Docking Station		10/1/2013		13		Auction
Jamie Watson	Motorola	VRM850	Modem			508SDL0307	1		Auction
Jamie Watson	Radio Shack		Scanner				1		Auction
Jamie Watson	Plectron		FM Receiver				1		Auction
Jamie Watson	Streamlight	Mag Lite	Flashlight				7		Auction



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole – September 29, 2020
Subject:	Amendments to the Lincolnshire Personnel Policy Manual
Action Requested (Address – Petitioner):	Consideration of Approval regarding Proposed Amendments to the Village of Lincolnshire Personnel Policy Manual Pertaining to Holidays/Floating Holidays (Chapter 9), Vacations (Chapter 10), and Sick Leave (Chapter 11)
Prepared By:	Brad Burke – Village Manager
Staff Recommendation:	Consideration and approval
Budgeted Amount:	N/A
Actual Amount:	N/A
Level of Service Impact:	N/A
Tentative Meeting Schedule:	Regular Village Board – October 13, 2020
Reports and Documents Attached:	1) Proposed chapters of the Personnel Policy Manual to be Amended with Track Changes Highlighted

Request Summary

As a result of the COVID-19 pandemic, many Village employees have not utilized vacation leave accrued throughout the year. The Village’s current Personnel Policy Manual credits vacation leave in advance and must be used prior to the end of the year. The policy provides some limited exceptions for vacation carryover which must be approved by the Village Manager. The Village’s current collective bargaining agreement between the Fraternal Order of Police who represent Lincolnshire police officers gives all officers the ability to carryover up to 80 hours of vacation time as a matter of right. Given current pandemic circumstances and a desire to provide parity between union and non-union employees, department managers reviewed current vacation leave policies for non-union personnel and recommend several updates. To provide consistency in administering all leave time, staff also reviewed other sections of the Lincolnshire Personnel Policy pertaining to sick time and holiday/floating holiday leave. Many of the changes recommended are intended to update language use throughout the document. A summary of the substantive changes to each section is listed below.

Project Description

There are two primary changes in all chapters recommended for update. The first change is aligning the increments in which employees can request leave time. Currently, depending upon the leave time requested (sick, vacation, floating holiday) employees are permitted to take such leave in half day, one hour, or 30 minute increments. One of the primary cleanup items in the proposed updates is to permit employees to take any type of accrued leave time in 15 minute increments. Staff believes the larger increments harkens back to a time when accruals were managed manually. The Village’s electronic payroll system can manage and track leave time requests in the smaller 15-minute increment being recommended. The 15-minute increment is also necessary for 7.5 hour employees to accurately request a half day of leave (i.e., 3.75 hours).

Throughout all chapters recommended for update, the reference to probationary employee is eliminated. Recent case law indicates eliminating reference to probationary status is appropriate to avoid establishing the potential for an employee to argue a “property right” to their position. Eliminating this reference does



not significantly change operations for new hires and merely affirms all employees' "at will" employment status.

Chapter 9 Holidays / Floating Holidays – Substantive Change

- Elimination of probationary status reference.
- Permission to schedule leave time in 15-minute increments.
- Change to the allocation and tracking of holidays for Sergeants to mirror how holiday pay is handled in the FOP contract for police officers. The reason for this change is due to how police shift work and scheduling is administered.

Chapter 10 Vacations – Substantive Changes

- Elimination of probationary status reference.
- Permission to schedule leave time in 15-minute increments.
- Employees will begin accruing vacation time at the start of employment. Vacation time will no longer be credited in advance to employees at the beginning of the calendar year. Striking this provision eliminates the concern of employees leaving employment with the Village having used more vacation time than has been earned and having to reconcile such matters on the final date of compensation. Eliminating the advanced credit of vacation time also clarifies handling payment of accumulated vacation time upon separation as provided in Section 10.6.
- Employees are still encouraged to use their annual allotment of vacation days on an annual basis. However, proposed changes will permit employees to carry a balance of up to one year's annual accrual into a future year. Accruals greater than one year's annual vacation allotment will be paid out in January of each year.

Chapter 11 Sick Leave – Substantive Changes

- Elimination of probationary status reference.
- Permission to schedule leave time in 15-minute increments.
- Incorporate reference to the Illinois Healthy Workplace Act which permits employees to use up to 40 hours of paid sick time during a 12-month period for a variety of specific reasons.
- Provides that employees who are required to stay home due to quarantine or directed to leave the place of employment but can work from home may be permitted to do so if approved by the Department Manager and Village Manager.

Budget Impact

No change or increase to benefit levels or process for accruals. May be budgetary impact depending upon individual employee accrual and required payout.

Level of Service Impact

Not applicable.

Approval Process

Village Board consideration of proposed changes to the Personnel Policy Manual at the September 29, 2020, Committee of the Whole meeting and possible approval at the October 13, 2020, Regular Village Board meeting.

Staff Recommendation / Next Steps

Staff recommends directing placement of the proposed changes to various chapters of the Personnel Policy Manual to be included on the Consent Agenda for the October 13, 2020, Regular Village Board meeting.



VILLAGE OF LINCOLNSHIRE

HOLIDAYS/FLOATING HOLIDAYS Chapter 9

9.1 HOLIDAYS

The following holidays are observed by the Village of Lincolnshire:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Christmas Eve
8. Christmas Day

Five Floating Holidays, afforded at 8-hours each, (40 hours total)

9.2 ELIGIBILITY

Full-time employees are entitled to holiday benefits.

Part-time employees are entitled to holiday benefits if their regularly scheduled hours fall on the day the holiday is observed. Pay for the holiday is pro-rated on the number of weekly hours they are normally scheduled to work divided by five (5).

Non-seasonal and seasonal employees are not eligible for holiday benefits.

9.3 HOLIDAY COMPENSATION PROBATIONARY & REGULAR EMPLOYEES

Full-time and part-time employees required to maintain regularly scheduled office hours shall receive their normal compensation for holidays. If a full-time or part-time employees are required to work on a holiday, they are entitled to overtime pay at a rate equal to two (2) times their equivalent hourly rate.

If, due to an emergency, non-seasonal, part-time, or full-time employees are called in to work on a holiday, employees are entitled to overtime pay at a rate equal to two times their equivalent hourly rate.

Example: Christmas Day falls on a Sunday. The Christmas Day holiday is observed by the Village on Monday. If an employee is called in on either Sunday (the holiday) or Monday (the holiday observed) for an emergency, the employee is entitled to overtime pay at a rate equal of two times his/her equivalent hourly rate.

Sergeants

In lieu of the above designated holidays, each employee assigned to the rank of Sergeant shall receive thirteen (13) 8-hour paid holidays (104 hours of holiday time off), banked at the beginning of the calendar year and scheduled with the approval of the Chief of Police or his designee. All banked holiday time off must be taken during the calendar year and may not be carried over from year to year. If, for any reason, any holiday time cannot be taken during the calendar year, it will be paid out on the first payday in January of the following year.

An employee who is employed for less than a full calendar year shall receive holidays on a pro rata basis based on the number of holidays observed by the Village during the portion of the year that the employee is employed. If an employee who leaves the Village's employ prior to the end of the calendar year has taken more holidays than he is entitled to on a pro rata basis, an adjustment shall be made in his final paycheck. Holiday time off may be used in 15 minute increments and shall not be taken in increments of less than 15 minutes.

Sergeants can elect to be paid in lieu of time off for up to sixty-four (64) holiday hours, payable the first payday on or after June 1 or the first payday on or after December 1. An employee requesting a payout under this paragraph must do so in writing by May 1 for a June payout or November 1 for a December payout.

Sergeant Pay for Holidays Worked

Effective May 1, 2015 and thereafter, a Sergeant who actually works his or her scheduled shift on any of the eight designated holidays listed in this section shall be paid at time and one half (1.5) for all hours worked on that holiday. For purposes of this paragraph, all consecutive hours worked by an employee whose shift begins during the 24-hour period encompassing the holiday shall be deemed to be hours worked on the holiday; on the other hand, hours worked by an employee whose shift begins prior to the 24-hour period encompassing the holiday shall not be considered to be hours worked on the holiday, even if such hours extend into the period covered by the holiday.

Example: an employee who begins a shift at 6:00 pm on Wednesday evening before Thanksgiving Day will not be eligible for such holiday pay, but an employee who begins working at 6:00 pm on Thanksgiving will be eligible for holiday pay under this Section.)

A Sergeant not scheduled to work but who is called in to work or held over to work on any one of the eight (8) designated holidays listed in this section shall be paid at two times their normal hourly rate of pay for all hours worked on the holiday. For purposes of this paragraph, the "holiday" shall mean the actual hours of the holiday itself (12:00 a.m. to 11:59 P.M.), so that, for example, an employee called in at 8:00 p.m. on (Memorial Day) who works until 2:00 a.m. the following day will be paid four (4) hours at double time for work performed on the holiday and two (2) hours at time and one-half for work performed on an overtime basis. On the other hand, an employee who is called in to work at 8:00 p.m. on Thanksgiving Day who works until 2:00 a.m. the following day will be paid six (6) hours

at double time for four (4) hours worked on Thanksgiving Day and two (2) hours worked on the Day after Thanksgiving.

Pay for holidays worked under this Section must be taken as pay and cannot be taken as compensatory time off.

9.4 HOLIDAY COMPENSATION - SEASONAL EMPLOYEES

A seasonal employee shall receive time off without pay for holidays.

A seasonal employee who is required to work on a holiday or is called in for an emergency on a holiday shall be compensated at a rate of 1.5 times their equivalent hourly rate.

9.5 ROTATING DAYS OFF

If an employee has rotating days off and if they are scheduled to work a full, regular work day on a holiday, or if a scheduled holiday falls on one of their scheduled days off, they have the following options:

- A. Schedule a paid day off in lieu of the holiday not received. This must be done with the approval of their Supervisor.
- B. To be paid a day's wage for the holiday not taken. This must be done with the approval of their Supervisor.

9.6 HOLIDAYS FALLING ON WEEKENDS

When a holiday falls on a Saturday, it shall typically be observed on the preceding Friday. When a holiday falls on a Sunday, it shall typically be observed on the following Monday. A schedule of holidays will be provided annually by the Village Manager.

9.7 HOLIDAYS FALLING OVER A VACATION

When a holiday falls within an employee's vacation period, the employee shall be paid for the holiday and that day shall not be charged against the employee's vacation balance.

9.8 FLOATING HOLIDAYS

Floating holidays will be awarded to full-time employees based on their eligibility. Floating holidays may not be taken in increments less than 15 minutes. Part-time employees, hired prior to January 1, 2014, are entitled to Floating Holidays prorated for the number of hours normally scheduled to work.

Part-time employees hired after January 1, 2014, non-seasonal, and seasonal employees are not eligible for floating holiday benefits.

9.9 FLOATING HOLIDAYS - ELIGIBILITY

Full-time employees and part-time employees (hired prior to January 1, 2014) of the subject year are entitled to five floating holidays in the subject calendar year. Full-time

employees, who join the Village between January 1 and March 31 of the current year, are entitled to three floating holidays in the subject calendar year. Employees joining the Village between April 1 and June 30 are entitled to two floating holidays in the subject calendar year. Employees joining the Village between July 1 and September 30 are entitled to one floating holiday in the subject year.

9.10 SCHEDULING OF FLOATING HOLIDAYS

Scheduling of the floating holidays shall be at the employees' discretion, subject to the approval of the Department Manager.

9.11 NON-CUMULATIVE

Floating holidays are non-cumulative and must be observed during the year they are awarded.

9.12 TERMINATING EMPLOYEES

Terminating employees will not be charged for floating holidays used or paid for floating holidays not used. Terminating employees shall not use floating holidays once notice of termination has been given.

9.13 SUBSTANTIATION

Floating holidays must be substantiated by a "Leave Request" in the Village's payroll system approved by the employee's Supervisor and Department Manager.

9.14 SICK LEAVE INCENTIVE HOLIDAY

All full-time employees and part-time employees hired prior to January 1, 2014, who, during a 12 month period beginning on January 1 of each year, do not utilize any sick leave for that 12 month period, shall receive one (1) day off in the following year. It is non-cumulative and must be observed during the year that it is awarded. It must be scheduled in the same manner as floating holidays.

Part-time employees hired after January 1, 2014, non-seasonal, and seasonal employees are not eligible for sick leave incentive holiday benefits.



VILLAGE OF LINCOLNSHIRE

VACATIONS Chapter 10

10.1 GENERAL

Vacations are provided for the recreation, relaxation, and well-being of Village employees. Employees are encouraged to take a leave on an annual basis.

10.2 ALLOTMENT

Full-time employees, and part-time employees hired prior to January 1, 2014, shall be eligible for paid vacation time after six (6) months' employment with the Village. Vacation allowance shall be based on the following schedule:

Lenth of Service	Vacation Days Per Year
Six month through 5 years	10 Days
6 through 11 years	15 Days
12 through 15 years	20 Days
16 years	21 Days
17 years	22 Days
18 years	23 Days
19 years	24 Days
20 years and more	25 Days

If the employee begins employment after the 1st of the month and before the 16th of any month, the employee shall accrue one-half of their accrual for that month. If the employee begins employment on the 16th or later of any month, vacation accrual begins with the first full month of employment.

Part-time employees hired after January 1, 2014, non-seasonal, and seasonal employees are not eligible for vacation leave.

10.3 ACCRUAL

Employees shall accrue paid vacation credit on a monthly basis. Full-time employees, and part-time employees hired prior to January 1, 2014, are allowed to take their accrued vacation days after six months of employment.

Employees shall accrue vacation at the start of employment with the Village.

Vacation time shall not be accrued while on leave of absence without pay.

If a part-time employee hired prior to January 1, 2014 becomes a full-time employee, vacation days accrued while the employee is part-time will be pro-rated based on hours worked as a part-time employee, and recalculated based on full-time hours.

Example: If an employee worked four hours per day and had six vacation days coming to them, and as a full-time employee is working eight hours a day, the six vacation days accrued as a part-time employee will become three vacation days accrued as a full-time employee.

The following pertains to part-time employees hired prior to January 1, 2014 with a set work schedule:

- Vacation days are determined by pro-ration based on the number of weekly hours divided by the number of days normally scheduled to work.
- Vacation time accrual is determined by the number of days an employee is normally scheduled to work and the years of service following the same schedule as full-time employees.
- The formula is based upon the number of days part-time employee is normally scheduled to work multiplied by the number of weeks of vacation they are entitled to based on years of service divided by twelve (12).

Example: This example is based upon an employee whose normal work week is four (4) days. They would accrue at a rate of .67 days per month for a total of eight (8) days per year from six (6) months through five (5) years of service. Part-time employees who have served the Village from six (6) through twelve (12) years accrue one (1) day per month and for years thirteen (13) and higher, they would accrue 1.33 day's per month.

10.4 SCHEDULING

The Village Manager and Department Managers reserve the right to determine vacation schedules and to arrange vacation schedules at any time at the discretion of their immediate supervisor, the department manager and/or village manager

10.5 ACCUMULATION OF VACATION TIME

Employees are encouraged to use their full allotment of vacation days annually. Up to one year of annual vacation accrual may be rolled over from one year to the next. Employees are not permitted to carryover more than one year's worth of vacation accrual. Any accrual in excess of one year's accrual will be paid out in January of each year.

Vacation days may be taken in 15 minute increments.

10.6 PAYMENT ON SEPARATION

Full-time and part-time employees leaving the Village shall be compensated for vacation leave earned and unused to the date of separation. In the event of separation due to death of the employee, compensation shall be made to the employee's beneficiary.

10.7 HOLIDAYS OCCURRING DURING VACATION PERIOD

Any official holiday as set forth in these rules which may occur during an employee's scheduled vacation period shall not be counted as a day of vacation.

10.8 SUBSTANTIATION

Vacation days must be substantiated via the Village's time and attendance payroll system and approved by the employee's Supervisor and Department Manager.



VILLAGE OF LINCOLNSHIRE

SICK LEAVE Chapter 11

11.1 PRIVILEGE

Sick leave is a privilege, not a right, extended to full-time employees, and part-time employees hired prior to January 1, 2014.

11.2 ACCUMULATION OF SICK LEAVE

Sick leave will be accumulated by full-time employees, and part-time employees hired prior to January 1, 2014, on a monthly basis, one day credited the first day of each month for the previous full month worked. Sick leave may be accumulated from year-to-year up to a maximum of 150 days. Employees will not be paid for unused sick leave upon termination. (See exception 11.7). Sick leave days may be taken in 15 minute increments.

Part-time employees hired prior to January 1, 2014, with a set work schedule, are allotted sick time on the same schedule, but pro-rated for their average weekly hours worked for the previous year.

Example: If an employee works from January 1 to December 16, and becomes ill on December 16, they have accumulated 11 sick days to date.

Example 2: If an employee works from February 12 to December 15, and becomes ill, they are entitled to nine sick days - March, April, May, June, July, August, September, October, and November.

Part-time employees hired after January 1, 2014, non-seasonal, and seasonal employees are not eligible for sick leave.

If a part-time employee, hired prior to January 1, 2014, becomes a full-time employee, sick days accrued while the employee is part-time will be pro-rated based on hours worked as a part-time employee, and recalculated based on full-time hours.

Example: If an employee worked four hours per day and had six sick days coming to them, and as a full-time employee is working eight hours a day, the six sick days accrued as a part-time employee will become three sick days accrued as a full-time employee.

11.3 PURPOSE OF SICK LEAVE

In addition to personal sickness or injury, sick leave may be granted at the discretion of the Department Manager, for the following reasons in accordance with the Illinois Health Workplace Act:

- A. Care for the employee's health – a bona fide illness or accident during which the employee is unable to perform their job, or during which their presence in the workplace would constitute a health hazard for other employees.
- B. Medical appointments which cannot be scheduled outside of working hours for self or family member. Every effort should be made by the employee to schedule medical appointments outside of regular working hours.
- C. Illness or injury of a member of the employee's immediate family, , or living in the employee's home, when it is clearly demonstrated to the Village that the employee's absence from work is necessary for the employee to provide care, supervision, or transportation of an ill family member to and from the doctor or hospital, Five days of sick leave per year may be used for this purpose.
- D. Upon either the birth or adoption of a child, an employee shall be granted five (5) days leave from work, utilizing their accrued sick leave time. The employee must give reasonable notice to their Department Manager.
- E. Care for a child out of school or a place of care.
- F. Care for self or family member as a result of domestic violence. Five days of sick leave per year may be used for this purpose.

11.4 REPORTING ILLNESS OR INJURY

An employee who, unexpectedly, must be absent from work due to illness or injury must report the absence before the assigned starting time of his workday, if possible. If an employee fails to contact their Supervisor, they could lose sick leave benefits. The employee must report to their Supervisor on a daily basis while using sick leave. If an employee receives pre-approval for sick time usage (Example: planned surgery) that spans over a one day period, the Department Manager will determine, if necessary, frequency of required status checks. If, however, it has been determined by their Department Manager that the recuperation period of the employee will be lengthy, the employee is required to contact their Department Manager a minimum of one time per week.

11.5 WRITTEN CERTIFICATION

The Village reserves the right to require a written statement from the employee's doctor(s) or an examination by a doctor(s) of the Village's choice as a basis for determining receipt of sick leave pay. If the Village requests an examination by a doctor of its choosing, the Village will pay for the examination. Sick leave will be charged for time used to complete a Village-requested examination. It is the employee's responsibility to contact their Department Manager immediately if there is any significant change in their condition, which includes their ability to return to work,

including limited duty. Any employee may be required to provide satisfactory evidence of accident, illness, or doctor's appointment when requested by the Department Manager. If it is determined that the employee has abused these sick leave provisions, the employee may be subject to a loss of pay and other appropriate disciplinary action.

A Return-to-Work Request form may be required at the discretion of the Department Manager.

11.6 SUBSTANTIATION

Sick days must be substantiated by a "Leave Request" via the Village's time and attendance payroll system and approved by the employee's Supervisor and Department Manager.

11.7 PAY FOR ACCUMULATED SICK LEAVE UPON RETIREMENT

Upon separation (excluding termination for cause), an employee who is eligible to receive a pension or deferred pension under a Village authorized pension fund shall receive from the Village additional separation benefits. The employee shall have more than fifty (50) days of accumulated sick leave to be eligible for this benefit. The benefit is calculated based on sick leave days which are accrued in excess of fifty (50) days, up to and including the maximum possible accrual amount of one hundred fifty (150) days. Such pay shall be at the employees' regular straight-time hourly rate of pay at the date of their separation. In order to receive pay for accumulated sick leave under this Section, an employee must notify the Village of their decision to separate at least fourteen (14) days before the proposed effective date of their separation.

- Employees with at least 20 years of service with the Village shall receive pay equal to 55% of their accumulated sick leave with a maximum benefit of 55 day's pay.
- Employees with at least 25 years of service with the Village shall receive pay equal to 80% of their accumulated sick leave with a maximum benefit of 80 day's pay.
- Employees with at least 30 years of service with the Village shall receive pay equal to 85% of their accumulated sick leave with a maximum benefit of 85 days pay.

11.8 COMMUNICABLE DISEASE AND ILLNESS

Except to the extent limited by any other express provision of this policy, the Village of Lincolnshire retains all rights to manage and direct its employees in all aspects of their job duties, including but not limited to the following: to evaluate and assess the physical fitness of its employees and determine, based on reasonable indicia, whether any employee represents a risk to the health and welfare of other employees by virtue of communicable disease or illness (e.g. COVID-19, H1N1, seasonal flu). In the event an employee's Department Manager determines, in their reasonable judgment, that an employee exhibits such indicia of communicable disease or illness that such employee is a risk to the health and welfare of the Village's other employees, the Department Manager may make one or more of the following orders,

each of which shall be considered cumulative and not mutually exclusive:

(a) the employee shall use one or more commonly accepted chemical, biological, or physical means to inhibit the spread of disease or illness; or

(b) the employee shall be required to leave the place of employment and shall be charged with whatever form of compensated time-off as the employee elects, or uncompensated time if compensated time is unavailable. However, if the employee is able to work and their position permits remote work, the employee may not be required to be charged for compensated time-off at the approval of the Department Manager and Village Manager. An example of this would be in the event an employee is mandated to be quarantined due to a possible exposure to contagious illness, but the employee is not exhibiting symptoms and employee is able to perform work activities.

In each case when the Department Manager exercises the foregoing authority, the Department Manager shall document the reasons for the decision and place a written memorandum of the decision in the employee's medical file. The fact that such an order was issued shall not, in itself, be considered cause for discipline of the employee, provided that failure to comply with the order shall cause the employee to be subject to disciplinary measures.



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole / September 29, 2020
Subject:	Drainage Projects Update Presentation
Action Requested:	Discussion
Prepared By:	Wally Dittrich, Assistant Public Works Director/Village Engineer
Staff Recommendation:	Discussion
Budgeted Amount:	N/A
Actual Amount:	N/A
Level of Service Impact:	Unknown
Meeting History:	June 29, 2020
Tentative Meeting Schedule:	TBD
Reports / Documents Attached:	Project Location Map

Request Summary / Project Description

In June 2020, the Village completed work on a Village-Wide Drainage Study that analyzed various drainage concerns across the Village and prioritized them for implementation for inclusion in future budgets and the Village’s 10 Year Capital Improvement Program (CIP). Staff posted a Request for Qualifications (RFQ’s) in July of 2020 in order to move forward with design on the following projects:

1. Windsor Drive Drainage Improvements – Scope includes additional storm sewer with increased capacity to serve Balzer Park, Windsor Drive, Canterbury Road, Anglican Lane, and Brunswick Lane.
2. Lincolnshire Drive North Drainage Improvements – Scope includes additional storm sewer with increased capacity to serve parts of Lancaster Lane, Oxford Drive, and Lincolnshire Drive
3. Lincolnshire Drive South Drainage Improvements – Scope includes additional storm sewer with increased capacity and a storm water lift station to serve Lincolnshire Drive and Cumberland Drive.
4. Surrey Lane Drainage Improvements – Scope includes additional storm sewer to reduce roadway flooding on Surrey Lane.

In accordance with State law for the selection of consultants for professional engineering services, a public notice regarding the Request for Qualifications for the drainage projects was posted. Staff received 15 RFQ’s and is currently working with the following consultants, who have been selected based on the qualifications they presented in their RFQ, on negotiating contracts for the Village Board’s approval: Windsor Drive Drainage Improvements – HR Green; Lincolnshire Drive North Drainage Improvements – Christopher Burke Engineering; Lincolnshire Drive South Drainage Improvements – Ciorba Group; Surrey Lane Drainage Improvements – Gewalt Hamilton. The Surrey Lane Drainage Improvement Project is currently included in the 10-Year Capital Improvement Plan, but not until 2026. Staff recommends working with a consultant on this project to be in a position to submit a grant application and/or design should a grant be available that requires work to be completed on a “shovel ready” project. If the contract is over \$25,000, then it will be brought forward for the board’s approval, otherwise the Village Manager will execute it within his spending authority.

Work is expected to begin immediately after approval in conjunction with the Village Board’s previous desire during the 2020 budget development and at the conclusion of the Village-Wide Drainage Study to



implement drainage improvement projects as soon as possible. The start of engineering on these projects is in addition to the other drainage improvements already undertaken this year including the Lincolnshire Drive Standpipe and Outfall Improvements (complete) and the Briarwood/Surrey/Durham/Old Mill Drainage Study (completion anticipated in late October).

Budget Impact

\$260,000 was included in the 2020 budget to begin work on priority projects identified in the Village-Wide Drainage Study.

Level of Service Impact

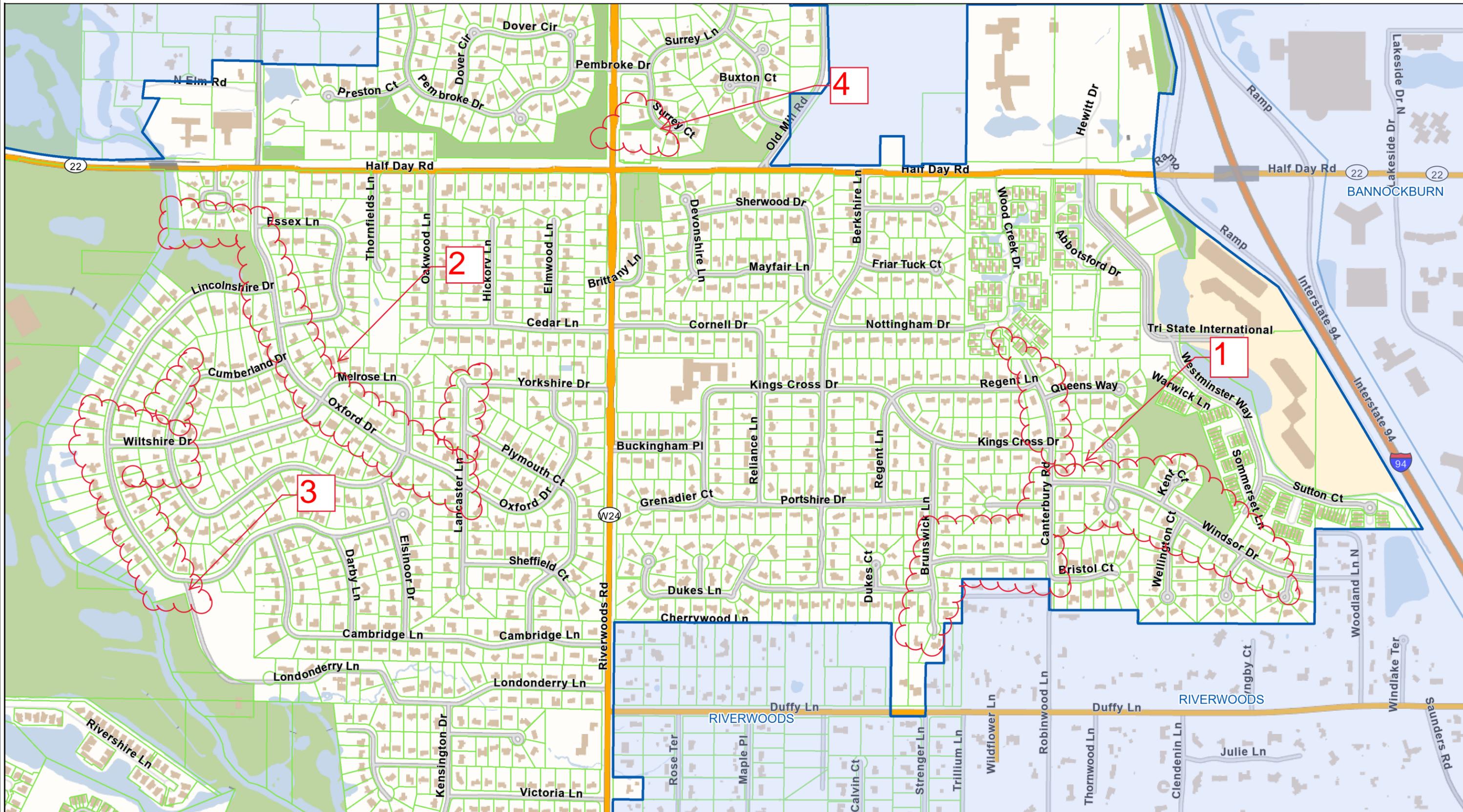
None

Approval Process

Agreements with the various consultants will be brought forward at the October 13, 2020 Regular Village Board meeting for consideration and approval.

Staff Recommendation / Next Steps

Staff is in the process of negotiating contracts with the various consultants which will identify work that is to be completed in 2020 with the remaining funds as well as an overall contract to complete the design engineering for the various projects to be in a position to construct the projects starting in 2022.



Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Notes



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole
Subject:	Rivershire Park Fence Replacement Project
Action Requested	Consideration and Discussion of a Contract with Durabilt Fence, Wheeling, Illinois to Install 2,050 Linear Feet of Split 2-Rail Fence at Rivershire Park in an Amount not to Exceed \$55,845.00 (Village of Lincolnshire) (Village of Lincolnshire)
Prepared By:	Bradford H. Woodbury – Public Works Director
Staff Recommendation:	Consideration and approval
Budgeted Amount:	\$50,000.00
Actual Amount:	\$55,845.00
Meeting History:	N/A
Tentative Meeting Schedule:	<u>September 29, COW</u> <u>October 13, Village Board</u>
Reports / Documents Attached:	1) Rivershire Park Fence Replacement Bid Specifications 2) September 25, 2020 - Bid Tabulation Report 3) List of companies who received bid information 4) Rivershire Park Fence Replacement Map

Request Summary

Approval of Professional Service Agreement with Durabilt Fence of Wheeling, Illinois for Rivershire Park Fence Replacement. The existing path system and fence is deteriorated, and there is no deterrant in the park design to keep the public from entering into the Lincolnshire Public Works facility at this location. Frequently Public Works personnel encounter residents walking through the parking lot / storage area while in the process of operating heavy equipment or moving materials. This poses a safety hazard to both the members of the public and Public Works staff.

Project Description

On August 31, 2020, Village Staff published bids for the contractual installation of 2-rail fence at Rivershire Park. The bid is for the complete removal of all existing fencing, installation of 4,050 linear feet of new 2-rail split rail fencing and also a complete resurfacing of the existing pathways with new woodchips.

Staff received bids from three (3) companies in response to this bid. On September 21, 2020, staff publicly opened three sealed proposals for this work with Durabilt Fence submitting the lowest responsible bid. Staff is recommending the initial bid and add alternate #1 in order to stay within a reasonable range of the estimated budget. Staff would plan to execute on the add alternate #2, woodchip path installation, through obtaining competitive pricing and expending the funds from an operating budget line item. The three options included in the bid document were as follows:

- **INITIAL BID - AREA 1 (Rivershire Park):** Furnish all labor, materials, and equipment to remove approximately 600 linear feet and dispose of existing fence and install approximately 2,090 linear feet of two (2) rail split cedar fence with hardware in accordance with the specifications



- **ADD ALTERNATE #1 BID – AREA 2 (Woodland Trail Area):** Furnish all labor, materials, and equipment to install approximately 2,112 linear feet of two (2) rail split cedar fence with hardware in accordance with the specifications
- **ADD ALTERNATE #2 BID – Wood Chip Path Installation:** Install 3”-4” of all-natural woodchips along all path areas through fence along both **AREA 1-Rivershire Park** and **AREA 2-Woodland Trail Area**

The following is the contract price prepared by each bidder:

<u>Company</u>	<u>Base Bid 1</u>	<u>Alternate Bid 1</u>	<u>Alternate Bid 2</u>	<u>Total</u>
Durabilt Fence	\$28,695.00	\$27,150.00	\$8,750.00	\$64,595.00
Continental Construction	\$38,000.00	\$41,000.00	\$48,000.00	\$127,000.00
Green Acres Landscaping	-	-	\$10,500.00	\$10,500.00

Staff recommends awarding the “base bid” and “alternate bid 1” to Durabilt Fence. This would ensure the entire pathway areas at Rivershire Park would now be delineated in an effort to (1) keep people on the proper pathway areas, and (2) prevent people from entering the Public Works maintenance yard. Staff has worked with Durabilt Fence in the past with positive results and has also checked the references and received extremely positive feedback regarding this contractor.

Budget Impact

The 2020 Village General Capital Budget includes \$50,000.00 in account 51-22-86-4601 for this project. Awarding the base bid and alternate bid 1 to Durabilt Fence would bring the total to \$55,845.00 which is \$5,845.00 more than the budgeted amount.

Level of Service Impact

Staff feels a better delineation of the pathway areas which begins at Coldstream Circle and extends to Londonderry Lane is needed to restrict access to dangerous and hazardous areas maintained by Lincolnshire Public Works. Installing the fence at Rivershire Park will help not only to better delineate the current path areas, but will help prevent people from entering the Village owned maintenance yard with a goal of improving the overall security at the Rivershire Park site.

Below are examples of some of the dangerous areas within the maintenance yard which could pose hazards to individuals using the path:





Below are photos of the existing fencing at Rivershire Park:



Approval Process

An initial review by the Committee of the Whole on September 29, 2020, with a recommendation to be placed on the Consent Agenda for final approval on October 13, 2020.

Staff Recommendation / Next Steps

Staff checked the references supplied by the contractor and recommends approval and placement on the October 13, 2020 Consent Agenda a contract for Rivershire Park Fence Replacement with Durabilt Fence, of Wheeling, Illinois.

VILLAGE OF LINCOLNSHIRE

Notice to Bidders

Rivershire Park Fence Replacement Project

The Village of Lincolnshire will receive sealed proposals until 10:30 a.m. local time on September 21, 2020, at the Lincolnshire Village Hall, located at One Olde Half Day Road, Lincolnshire, Illinois 60069-3035, at which time and place the bids will be publicly opened.

The proposed project consists of The Village of Lincolnshire Public Works Department is seeking bids to furnish and install approximately 2,090 linear feet, of two rail wood fence at specified areas throughout Rivershire Park. Included within the scope of the project is the removal and disposal of the existing split rail fence now encompassing the park. The Village will consider either split western red cedar or fully pressure treated, pine fencing as the replacement. All locations are within the Village of Lincolnshire.

A pre-bid meeting will be held on September 14, 2020. This pre-bid meeting will begin at 10:00 am at Rivershire Park, 45 Londonderry Lane, Lincolnshire, IL 60069. A brief discussion and walk through of the area will be performed.

Electronic copies of the proposal specifications are available by contacting Marc Facchini-Management Analyst at 847.913.2356 or mfacchini@lincolnshireil.gov. Information can also be found on the Village website at: <http://www.lincolnshireil.gov/i-want-to/find/bid-information>

The Village of Lincolnshire reserves the right to accept or reject any and all proposals and to waive technicalities and to accept the proposal which best meets the needs and requirements of the Village.

Village of Lincolnshire

Bradford H. Woodbury
Public Works Director

VILLAGE OF LINCOLNSHIRE
Proposal for Bid No. 2020-08
Rivershire Park Fence Replacement Project

TO: Mayor and Board of Trustees
Village of Lincolnshire
1 Olde Half Day Road
Lincolnshire, Illinois 60069

FROM: _____
Company

Address

City State Zip

(_____) _____
Telephone

Dear Mayor and Trustees:

We, the undersigned, hereby propose to furnish all labor, materials, tools, and services required to conduct the **Rivershire Park Fence Replacement Project** for the Village of Lincolnshire, Illinois ("Village") in accordance with the Plans and Specifications, Notice to Bidders, Instructions to Bidders, and forms of Contract and bid bond included in the bid specifications distributed for **Rivershire Park Fence Replacement Project** (collectively, the "**Contract Documents**").

The undersigned declares that we have examined said Contract Documents and acknowledges that the same are accurate and complete and are approved by the undersigned.

The undersigned agrees that the contract shall be for a one year period, but shall provide that it can be extended, on an annual basis, at the option of the Village of Lincolnshire in its sole and absolute discretion, for up to two additional years, on the terms in the bid document submitted in response to the request for proposal.

The undersigned agrees to commence work not later than 10 calendar days after the notice to proceed from the Village, and to complete the project within the time frame specified in the Contract Documents.

The Contractor understands that a contract to purchase products and/or work shall be based upon the terms of the Contract Documents upon acceptance of Contractor's proposal by the Village, and that the Village will not execute any form of contract submitted by the Contractor. The Village expressly rejects any form of contract submitted by the Contractor, and that by submitting a bid the Contractor has agreed that any such form is expressly superseded by the Contract Documents. No substitutes will be permitted unless specified by the Contractor in the proposal and approved by the Village.

Village of Lincolnshire		Bid No. 2020-08		Rivershire Park Fence Replacement Project
1 Olde Half Day Road, Lincolnshire, IL 60069		www.lincolnshireil.gov		P: 847-883-8600 F: 847-883-8608

RETURN WITH BID

The undersigned submits the following Schedule of Unit Prices for the work to be performed as shown on the Plans and Specifications, and agrees that the items of work not specifically mentioned in the Schedule which are necessary and required to complete the work intended shall be done incidental to and as part of the items of work for which a unit price is given, and understands that no additional payment will be made for such incidental work.

The undersigned has received and considered in this proposal the following:

Addendum # _____
Addendum # _____
Addendum # _____

If no addenda were received, mark not applicable.

The undersigned agrees to submit a payment and performance bond equal to 110% of the value of the contract amount at the time of execution of the contract with the successful bidder.

The prices stated in this proposal are guaranteed for 90 days from the date hereof, and if awarded the work within that period, we agree to complete the work covered by this proposal at said prices.

Dated this _____ day of _____ 20____.

Respectfully submitted,

Company

Title

**PREVAILING WAGE ACT
NOTIFICATION TO CONTRACTORS**

Pursuant to P.A. 96-0437, effective January 1, 2010, a public body that fails to provide written notice to its public works contractors that a project is subject to Illinois prevailing wage requirements is, itself, liable for interest, penalties, and fines as stated under Section 4(a-3) of the Act. Failure by the public body to provide written notice does not relieve the contractor of the duty to comply with the prevailing wage rate, nor of the obligation to pay any back wages, to the extent applicable under the Act. This notice is being provided for the mutual benefit of you and the Village.

This contract may call for the performance or delivery of a "public work" within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"). P.A. 96-0437 requires contractors and subcontractors, to the extent that the Act applies, to pay laborers, workers, and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. Related to the Act, the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1, et seq., requires contractors and subcontractors performing services on public works to have in place a written substance abuse program, which meets or exceeds the program requirements in this Act, on file with the Village.

As the prevailing rate of wages are revised by the Department of Labor and are available on the Department's official website, the revised prevailing rate of wages shall apply to this contract and the cost therefore shall be borne solely by the contractor. The most current prevailing rate of wages can be found here:

<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>

To the extent that the Act applies, all contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping and submittal duties, including the Substance Abuse Prevention on Public Works Act. If the contractor determines that the Act does not apply to it, contractor shall, in lieu of certified payrolls, submit a letter stating that the Act does not apply to it and set forth the reasons therefore.

RETURN WITH BID

SCHEDULE OF UNIT PRICES

The undersigned proposes to **FURNISH ALL EQUIPMENT, MATERIAL, AND LABOR TO REMOVE ALL EXISTING FENCE AND INSTALL A TWO RAIL SPLIT CEDAR FENCE AT RIVERSHIRE PARK (45 LONDONDERRY LANE, LINCOLNSHIRE, IL 60069)** in accordance with the following prices:

CONTRACTOR NAME: _____

INITIAL BID - AREA 1 (Rivershire Park): Remove, Dispose, and Install Fence at Rivershire Park

A) Rivershire Park – 45 Londonderry Lane, Lincolnshire, IL 60069: Furnish all labor, materials, and equipment to remove approximately 600 linear feet and dispose of existing fence and install approximately 2,090 linear feet of two (2) rail split cedar fence with hardware in accordance with the specifications

Complete for the sum of \$_____

ADD ALTERNATE #1 BID – AREA 2 (Woodland Trail Area): Install fence along Woodland Trail Area

B) Woodland Trail Area - 45 Londonderry Lane, Lincolnshire, IL 60069: Furnish all labor, materials, and equipment to install approximately 2,112 linear feet of two (2) rail split cedar fence with hardware in accordance with the specifications

Complete for the sum of \$_____

ADD ALTERNATE #2 BID – Wood Chip Path Installation: Install 3"-4" of all-natural woodchips along all path areas through fence along both **AREA 1-Rivershire Park** and **AREA 2-Woodland Trail Area**.

Complete for the sum of \$_____

NOTE: All items of work noted in the specifications that are not specifically noted in the proposal shall be considered as included in the contract and shall be constructed at no extra cost to the Village of Lincolnshire.

FIELD MEASUREMENTS: Measurements given in the bid proposal are approximate and made in good faith. It shall be the bidder’s responsibility to take exact measurements during the site inspection. Any discrepancies in the measurements must be brought to the Village’s attention.

SITE INSPECTION: All bidders are requested to examine the premises to determine the amount of work to be done in accordance with the specifications. Contact **Brad Woodbury**, Public Works Director at **(847) 913-2381**, Monday through Friday, 6:30 a.m. to 3:00 p.m. to arrange for a site inspection. If a site inspection is not made, the bidder accepts full responsibility and risk for any errors or omissions in his/her bid proposal.

() Our company visited the site on _____

() Our company did not visit site

Signature: _____ Date: _____

Village of Lincolnshire		Bid No. 2020-08		Rivershire Park Fence Replacement Project
1 Olde Half Day Road, Lincolnshire, IL 60069		www.lincolnshireil.gov		P: 847-883-8600 F: 847-883-8608

RETURN WITH BID

CONTRACTOR'S CERTIFICATION

_____, of _____, Illinois, as part of its bid on a contract for _____ for the Village of Lincolnshire, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either Section 5/33E-3 or 5/33E-4 of Article 33E of Chapter 720 of the Illinois Compiled Statutes, 1994.

_____, having submitted a bid/proposal for **Rivershire Park Fence Replacement Project** to the Village of Lincolnshire, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with Chapter 775 ILCS 5/2-105(A), 1994.

I, _____ duly authorized agent for _____, having been first duly sworn depose and state as follows:

1. The above-named company is not delinquent in payment of any tax administered by the Illinois Department of Revenue. If it is:
2. a. It has previously filed the appropriate document contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate revenue Act; or
b. It has entered into an agreement with the Department of Revenue for payment of all its taxes due and is in compliance with that agreement.
3. **Patriot Act.** The aforementioned Contractor represents and warrants that it is not acting, directly or indirectly, for or on behalf of any person, group, entity, or nation named by the United States Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity, or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit, or supports terrorism; and that it is not engaged in this transaction directly or indirectly on behalf of, or facilitating this transaction directly or indirectly on behalf of, any such person, group, entity, or nation.

By: _____
Signature

Name, printed
Authorized Agent of Contractor

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public

SEAL

Village of Lincolnshire		Bid No. 2020-08		Rivershire Park Fence Replacement Project
1 Olde Half Day Road, Lincolnshire, IL 60069		www.lincolnshireil.gov		P: 847-883-8600 F: 847-883-8608

RETURN WITH BID

CONTRACTOR REFERENCES

Please list below four (4) references for which your firm has performed similar work for municipalities as identified in Bidder Qualifications.

Municipality: _____
Address: _____
City, State, Zip Code: _____
Contact Person/
Telephone Number: _____
Dates of Service/
Award Amount: _____

Municipality: _____
Address: _____
City, State, Zip Code: _____
Contact Person/Telephone
Number: _____
Dates of Service/
Award Amount: _____

Agency: _____
Address: _____
City, State, Zip Code: _____
Contact Person/
Telephone Number: _____
Dates of Service/
Award Amount: _____

Agency: _____
Address: _____
City, State, Zip Code: _____
Contact Person/
Telephone Number: _____
Dates of Service/
Award Amount: _____

GENERAL CONDITIONS & INSTRUCTIONS TO BIDDERS

- 1. Examination of Plans, Specifications and Site of Work:** The bidder shall carefully examine the site of the proposed work and the plans, specifications, and forms of proposal, and contract before submitting his bid for the work contemplated. The submission of a proposal shall be considered conclusive evidence that the bidder has investigated and is satisfied as to all conditions to be encountered in performing the work, and is fully informed as to the character, quality, quantities, and costs of work to be performed and materials to be furnished, and to the requirements of the Contract Documents. If this bid is accepted, the bidder will be responsible for all errors in the proposal resulting from failure or neglect to comply with these instructions, and for any anticipated profits resulting from such failure or neglect.
- 2. Preparation of Proposal:** The bidder shall submit the proposal on forms furnished by the Village. All writing shall be in ink or typewriter, except the signature of the bidder shall be handwritten with ink. A proposal made by an individual shall be signed by the bidder or a duly authorized agent. A proposal made by a partnership shall be signed by one partner or by a duly authorized agent thereof. A proposal made by a corporation shall be signed by an authorized officer or duly authorized agent of such corporation.
- 3. Bidder's Statement of Competency:** The bidder shall submit with the proposal a satisfactory statement of competency to perform the work contemplated in the form of a signed letter addressed to the Village. The bidder's statement of competency shall consist of a complete report of equipment, prior experience including the project names, locations, dates of completion, contact names with telephone numbers of at least three (3) similar projects completed within the last 24 months.
- 4. Delivery of Proposal:** The proposal shall be placed in a sealed envelope plainly marked to indicate the project name, its contents, and the bidder's name and address. Proposals shall be delivered prior to the time and at the place designated in the Notice to Contractors. When delivered by mail, the sealed proposal marked as specified above shall be enclosed in an additional envelope addressed to the Village and preferably sent by registered or certified mail. If the proposal is received after the opening of bids, it will be returned to the bidder unopened. The bidder is solely responsible for delivery of its proposal on time.
- 5. Opening of Proposals:** Proposals will be opened and read publicly at the time and place designated in the Notice to Contractors. The Village reserves the right to hold a closed bid opening with the recording being available per the instructions in the Notice to Bidders. The Village will not accept any unsolicited information regarding the proposals after the bid opening, but reserves the authority to request supplemental information meant to clarify any ambiguities in a proposal.
- 6. Rejection of Proposals:** The Village reserves the right to reject a bidder's proposal for any of the following causes:
 - 6.1 Developments or information discovered subsequent to the bid opening which in the Owner's opinion would reasonably be construed as affecting the competency or responsibility of the bidder.
 - 6.2 Conviction of a violation of State or Federal law, or rule or regulation of a State or Federal agency, relating to or reflecting on the competency of the bidder for performing the work contemplated.

- 6.3 More than one proposal for the same work from an individual, partnership, or corporation under the same or different names, or evidence of collusion among bidders.
- 6.4 Proposal contains omissions, erasures, alterations, unauthorized additions, conditional or alternate bids, or irregularities of any kind which tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- 6.5 Proposal form is other than furnished by the Village.
- 6.6 Proposal is not accompanied by a proper bidder's statement of competency.
- 6.7 Lack of qualifications as revealed by the bidder's statement of competency.
- 6.8 Uncompleted work which in the judgement of the Village might hinder or prevent the prompt completion of additional work if awarded.
- 6.9 The bidder's history of performance or nonperformance on prior projects for the Village.

7. Award of Contract

- 7.1 All bids will remain firm for 90 days after the bid opening. The Village reserves the right to reject any or all bids or to accept any bid, which in the Village's judgment, will be in the best interest of the public or to waive any informalities in bidding. In determining the lowest responsive and responsible bidder, the Village further reserves the right to combine or separate or delete any section of work or alternates or items in the bid if it is in the best interest of the Village. Only bids in compliance with the provisions of the contract documents will be considered. No bids shall be withdrawn after the opening of the bids for a period of 90 days after the bid date opening
- 7.2 Upon awarding of this contract the successful bidder shall provide to the Village a payment and performance bond equal to 110% of the contract amount. The performance bond shall be valid for not less than three years from the date of awarding of this contract.

8. Insurance Requirements: The Contractor shall secure and maintain such insurance from an insurance company authorized to write commercial general liability insurance in the State of Illinois to protect against claims for bodily injury, death, or property damage which may arise from the project. The insurance policy shall name the Village as an additional insured, and Contractor shall submit a certificate of insurance or certified copy of the insurance policy with the Village. The insurance shall cover the following:

- 1. Workmen's Compensation and Employer's Liability Insurance shall be secured and maintained as required by the State of Illinois Revised Statutes.
- 2. General liability Insurance including general aggregate coverage, products aggregate coverage, personal and advertising injury, and each occurrence; a minimum limit two million dollars (\$2,000,000.00) for each item.
- 3. Automobile and truck public liability including bodily injury (per person), bodily injury (per accident) and property damage; a minimum combined single limit of two million dollars (\$2,000,000.00).
- 4. Excess liability umbrella coverage of two million dollars (\$2,000,000.00) for each occurrence and two million dollars (\$2,000,000.00) in aggregate.

9. Failure to Execute Contract: Failure on the part of the successful bidder to execute a contract within 15 days after the date the contract was mailed or otherwise delivered, will be just cause for annulment of the award. If the Village fails to execute the contract agreement within a reasonable time, not to exceed 90 days after receiving the executed contract agreement from the successful bidder, the Contractor shall have the right to withdraw his proposal.

10. Indemnification

10.1 To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Village and its officers, agents, and employees from and against claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to party or person described in this Paragraph 10. The Contractor shall further indemnify, defend, and hold harmless the Village and its officers, agents, and employees from and against any claims, damages, losses, and expenses, including but not limited to attorneys' fees, resulting from Contractor's breach of the Contract.

10.2 In claims against any person or entity indemnified under this paragraph by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation or amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workman's compensation acts, disability benefit acts or other employee benefit acts.

11. Tax Exempt: The Village of Lincolnshire is a tax exempt body. All purchases of materials subject to a sales or use tax shall be coordinated with the Village in order to claim this tax exempt status.

12. Delays and Extensions of Time: If the Contractor is delayed at any time in progress of the work by an act or neglect of the Village, or of a separate contractor employed by the Village, or of an employee of either, or by changes ordered in the work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond the Contractor's control, or by delay authorized by the Village, at its sole discretion, pending arbitration, or by other causes which the Village, at its sole discretion, determines may justify delay, then the contract time shall be extended by change order for such reasonable time as the Village may determine at its sole discretion.

13. Payment and Holdback: The Village approves invoices on the second and fourth Mondays of each month. All invoices must be submitted for payment one week prior to each board meeting which generally fall on the second and fourth Mondays of each month. Invoices will be submitted for approval by the Village Board at each respective board meeting and payment will be made the following business day once approved.

14. Subcontractor: If contractor proposes to perform contract with Subcontractor(s), then all qualifications, insurance requirements, and other applicable terms and conditions shall apply to each and every Sub-contractor. The proposal shall include such documentation for each Subcontractor. Prior to any work being performed by the Subcontractor, the Contractor shall submit all the necessary information to the Village regarding Subcontractor including company name, company address, certificate of insurance, licenses, years in business, bid certification, name of project, and contact person. The Village, at its sole discretion, may require additional insurance, bonds, or deposits to assure faithful performance.

15. Clean Up: The Contractor shall at all times keep the premises free from accumulation of waste materials and rubbish caused by the work. Tools, equipment, and surplus materials shall be removed upon completion of the work.

If the Contractor fails to clean up as provided in the Contract Documents, the Village may do so and the cost thereof shall be charged to the Contractor or subtracted from any holdback amount.

16. Final Acceptance

16.1 Preliminary Procedures: before requesting final payment, complete the following:

16.1.1 List any exceptions in the request for final payment.

16.1.2 Submit an updated final statement, accounting for final additional changes to the Contract.

16.1.3 Submit the notice of final acceptance from the Village along with all other documentation.

16.1.4 Submit a final lien waiver and contractor sworn statement from the Contractor, all Subcontractors, and materialmen.

16.2 Inspection/Re-inspection Procedure: the Village will inspect or re-inspect the work upon receipt of notice that the work, including inspection list items from any earlier inspections, has been completed, except items whose completion has been delayed because of circumstances acceptable to the Village. Upon completion of inspection or re-inspection, the Village will prepare a notice of final acceptance, or advise the Contractor of work that is incomplete or obligations that have not been fulfilled but are required for final acceptance.

17. Warranty: The Contractor shall guarantee that the materials, merchandise and workmanship incorporated into the work are of the highest quality in every respect and that it will make good any defects in materials or workmanship which may develop within one year from the date of final acceptance, at no cost to the Village.

Contractor shall assign to the Village, to the fullest extent permitted by law, all warranties provided by original equipment manufacturers for materials incorporated into the work or provided in the performance of the Contract.

If defects appear due to faulty workmanship or materials within the warranted period, the Contractor will upon receipt of notice thereof repair or replace same without charge to the Village. All non-warranty services furnished by the Contractor after installation and acceptance will be provided by the Contractor at the prevailing rate of wages for the trade required. The Contractor will provide such service through its own mechanics and Subcontractors and shall charge only the effective rate.

Replacement merchandise and parts other than those furnished under warranty shall be provided at the same rates as the basic products sold under these General Conditions.

In the case of any work performed in correcting defects pursuant to the guarantees provided for by the Contractor, the guarantee period shall begin anew from the date of the notice of acceptance of the repair work.

The forgoing remedies shall not deprive the Village of any action, right, or remedy otherwise available for breach of any of the provisions of the Contract Documents by the Contractor and the periods referred to above and shall not be construed as a limitation on the time in which the Village may pursue other action, right, or remedy.

RIVERSHIRE PARK FENCE REPLACEMENT BID SPECIFICATIONS

Split Rail Fence

- 1. Location:** Rivershire Park – 45 Londonderry Lane, Lincolnshire, IL 60069
- 2. Description:** Furnish, install, remove and replace approximately 2,090 linear feet of split rail fence. Removal shall consist of approximately 600 linear feet of existing fence.
- 3. Materials:** Furnish materials in accordance with the following:

Posts:

- Provide pressure treated pine or split western cedar
- Provide materials that are free from loose knots, cracks or other imperfections.
- Split rail fencing shall have standard rails of 10–12 inch girth and approximately 10 feet long. Split western red cedar or fully pressure treated, pine fencing as the replacement Round rail pressure treated pine fencing shall have rails no less than 4 inches in diameter and posts no less than 5 inches in diameter. Contractor must obtain Village approval for any deviations.
- Provide 2-rail posts 36-in. in height. Obtain Department approval for any deviations.
- Bury posts 30-in. into the ground.

Rails:

- Provide fences 3 ft. in height.
 - Use a 2-rail split rail system.
- 4. Construction:** Erect the split rail fence to line up with and match the height of the previous fence. Backfill post holes with suitable material.

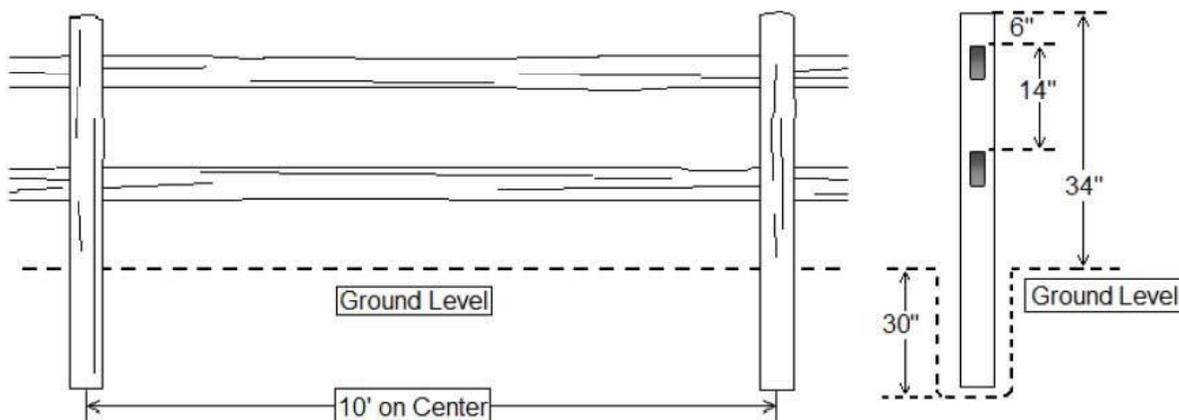


FIGURE 1 - 2-Rail Split Rail Fence Detail



FIGURE 2 – Example Photo of 2-Rail Split Rail Fence

A. Erection of Posts: Install posts as shown in Figure 1. Plumb and permanently position posts with anchorages firmly set before installing rails.

- 1. Postholes:** Drill holes for concrete footings for posts to provide footings that are 30 in. deep. (See Figure 1).

Where solid rock is encountered before reaching required depth, penetrate the solid rock by at least 12 in. (18 in. for end posts) or to the depth noted in Figure 1. Drill holes in solid rock with a diameter at least 1 in. greater than the outside diameter of the post.

After the posts are set and plumbed, fill the hole in the solid rock with grout consisting of 1 part hydraulic cement and 3 parts clean, well-graded sand. Other grouting materials may be used if approved. Thoroughly work the grout into the hole, leaving no voids. Construct concrete footings from the solid rock to the top of the ground.

- 2. Concrete Footings:** Center posts in their footings. Place concrete and compact by tamping or other approved methods. Machine mix batches of concrete over 1/2 cu. yd. Hand mixing concrete is allowed on batches under 1/2 cu. yd.

Use forms for footings where the ground cannot be satisfactorily excavated to neat lines. Crown the concrete or grout (for solid rock) to carry water from the post. Keep the forms in place for at least 24 hours. Backfill the footing with moistened material as soon as each form is removed, and thoroughly tamp. Cover concrete with at least 4 in. of loose moist material, free of clods and gravel, immediately after placing concrete. No other curing is required.

Spread excess excavated and loose material used for curing neatly and uniformly. Remove excess concrete and other construction debris from the site.

- 5. Measurement:** Split rail fence will be measured by the foot of fence installed, repaired, replaced, or removed, measured along the bottom of the lower rail from centerline of post to centerline of post.

6. Additional Requirements:

- Dimensions provided by the Village are approximations.
- Contractor is responsible for removal of existing split rail fence and dispose of all debris.
- All holes created during removal of existing fence shall be filled by the contractor.
- Contractor shall provide the Village with an additional 25 post and 50 rails over and above that used for the installation.

7. Payment. The work performed and materials furnished in accordance with this Item and measured as provided under "Measurement" will be paid for at the unit price bid for "Split Rail Fence (Install)" or "Split Rail Fence (Remove)". Clearing and grading for fencing is subsidiary to this item.

- A. Split Rail Fence (Install).** This price is full compensation for furnishing materials; replacing fencing; cleaning, grading, and backfilling; removing and disposing of surplus or damaged material; and equipment, labor, tools, and incidentals.
- B. Split Rail Fence (Remove).** This price is full compensation for removing fencing, except gates; cleaning, grading, and backfilling; removing and disposing of surplus material; and equipment, labor, tools, and incidentals.
- C. Disposal.** The disposal of all removed fencing and materials shall be done off-site and in an appropriate manner and shall be included in the bid price.

8. Designate Village Representative: For additional information or questions concerning this project please contact: Brad Woodbury, Public Works Director at **(847) 913-2381**.

9. Fence Areas: AREA 1 (Rivershire Park) AREA 2 (Woodland Trail Area)



INITIAL BID (AREA 1) - FENCE INSTALLATION AREA PHOTOS



Village of Lincolnshire

Bid No. 2020-01

Rivershire Park Fence Replacement Project

1 Olde Half Day Road, Lincolnshire, IL 60069

www.lincolnshireil.gov

P: 847-883-8600

F: 847-883-8608



ADD ALTERNATE #1 (AREA 2) - FENCE INSTALLATION AREA PHOTOS



Village of Lincolnshire
1 Olde Half Day Road, Lincolnshire, IL 60069

Bid No. 2020-01
www.lincolnshireil.gov

Rivershire Park Fence Replacement Project
P: 847-883-8600 | F: 847-883-8608

**Rivershire Park Fence Replacement Project
CONTRACT**

THIS AGREEMENT made this _____, by and between the Village of Lincolnshire, County of Lake, State of Illinois, hereinafter called the "Village" _____, of _____ hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will furnish all materials, supplies, tools, equipment, labor and other services necessary to commence and complete the **Rivershire Park Fence Replacement Project**, in accordance with the conditions and prices stated in the Proposal, Notice to Contractors, Instructions to Bidders, Plans and Specifications, and Schedule of Unit Prices all of which are made a part hereof and herein called "Contract Documents."
2. All terms, conditions, representations, specifications, promises, and undertakings contained in the Bidders Proposal, the Instructions to Bidders, Specifications for **Rivershire Park Fence Replacement Project** and Supplemental Special Provisions of this contract, form part and partial this contract as if they were fully set forth herein.
3. The owner will pay the Contractor in the amounts, manner and at times as set forth in the Contract Documents.
4. This agreement is binding upon the parties hereto and their respective heirs, executors, administrators, successors or assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement as of the day and year first above written.

Attest:

By _____
Signature
Barbara Mastandrea, Village Clerk

Village of Lincolnshire:

By _____
Signature
Elizabeth J. Brandt, Mayor

Attest:

Signature

Printed Name and Title

(Contractor)

Signature

Printed Name and Title

Companies:	Durabilt Fence	Continental Construction Contractors	Green Acres Landscaping
BASE BID SUM	\$ 28,695.00	\$ 38,000.00	\$ -
Alternate 1	\$ 27,150.00	\$ 41,000.00	\$ -
Alternate 2	\$ 8,750.00	\$ 48,000.00	\$ 10,500.00
Total	\$ 64,595.00	\$ 127,000.00	\$ 10,500.00
Recommended	\$55,845.00		

2020 Rivershire Park Fence Replacement Bid Planholders

**Pre-bid Meeting September 14, 2020 – Rivershire Park
Bid opening September 21, 2020 – 10:30am – Lincolnshire Village Hall**

Action Fence
945 Tower Road
Mundelein, IL 60060
Phone: 847-949-6690
Email: kubo@actionfence.com
<https://www.actionfence.com/>

Mike Meir/Sons Fence Mfr.
7501 Meyer Road
Spring Grove, IL 60081
Phone: 815-674-1111
Email: FencesMMeierSons@aol.com
<http://www.meierfence.com/>

Green Acres Landscaping Inc.
P. O. Box 375
Ingleside, IL 60041
Email: bhernandez2@sbcglobal.net

Aronson Fence Co., Inc.
26356 W. Ivanhoe Road
Wauconda, IL 60084
Phone: 847-526-9300
Email: info@aronsonfence.net
<https://aronsonfence.com/>

Peerless Fence Group
33W401 Roosevelt Road
West Chicago, IL 60185
Phone: 630-584-7710
Email: info@peerlessfence.com
<https://www.peerlessfence.com/contact/>

Durabilt Fence
433 Denniston Court
Wheeling, IL 60090
Phone: 847-499-1094
Email: durabiltfence@sbcglobal.net
<https://durabiltfence.com/>

Stars Fence Inc.
13620 Rockland Road
Lake Bluff, IL 60044
Phone: 847-362-4500
Email: starsfence@aol.com
<http://www.starsfence.com/>



Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently check for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Notes



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole / September 29, 2020
Subject:	Village of Lincolnshire Bicycle / Pedestrian Plan Update
Action Requested:	Discussion
Prepared By:	Wally Dittrich, Assistant Public Works Director/Village Engineer
Staff Recommendation:	Consideration and Approval
Budgeted Amount:	N/A
Actual Amount:	N/A
Level of Service Impact:	Unknown
Meeting History:	September 12, 2016
Tentative Meeting Schedule:	TBD
Reports / Documents Attached:	2020 Bike/Plan Update 2016 Milwaukee Avenue Bike/Ped Plan 2003 Bike/Ped Plan

Request Summary / Project Description

In 2003, the Village Board identified bicycle/pedestrian path improvements with a focus on the IL-22 and Riverwoods Road corridor to improve mobility across the Village. Over the next 10 years, those connections were largely implemented. In 2016, the Village Board reviewed an update to the plan that focused on Milwaukee Avenue in an effort to bring the elements of the 2009 Milwaukee Avenue corridor plan that included landscaping, signage, and other amenities into alignment with the overall vision for the Milwaukee Corridor. The 2016 update also included improvements that were part of IDOT’s proposed improvements to the US 45/Milwaukee Avenue corridor. At that time, the Board’s desire was to focus more on improvements that served the residential areas along Riverwoods Road such as the recently completed connection of Whytegate Park to Daniel Wright Middle School. In March of 2020, the Village Board adopted a complete streets policy that emphasized the Village’s desire to consider bicycle/pedestrian facilities whenever a new development or village project was being undertaken. This plan update is intended to provide a clear vision for where the Village desires these types of facilities in the future, especially when new development is proposed that could possible construct improvements as part of a development or when the Village is completing an improvement such as a resurfacing project where a bicycle / epdestrian project could be included.

Staff has updated the bicycle/pedestrian plan for the Village incorporating connections to existing paths on the west side of Riverwoods Road, as well as linking existing paths in the corporate center with other existing and proposed bike/pedestrian facilities. Input from the 2019 Parks survey was also incorporated into the plan update.

IDOT currently has a call for projects out for the Illinois Transportation Enhancement Program (ITEP) which is looking to disperse approximately \$50 million in its call for projects. If the board desires to prioritize any of the proposed connection in the plan, they would need to be added to the 10 Year Capital Improvement Program (CIP) and or the 2021 budget. Currently, the only project identified in the CIP is the Milwaukee Avenue Shared Used Path from Riverside Drive to Half Day Road. It should also be noted that Marriott Drive is proposed to be resurfaced this year in its entirety so the potential exists to add that project to the resurfacing project (and/or submit an application for funding if desired).



Staff requests feedback from the board on the following items:

- Any projects that should be added to the plan
- Any projects included in the plan that are not necessary or should be omitted
- Identification of any projects that should be prioritized in the CIP and/or be applied for funding assistance as part of the ITEP call for projects. Staff would bring additional cost/scope information back at a future meeting if any project are identified for prioritization.

Budget Impact

Budget impact for Fiscal Year 2021 budget to be determined.

Level of Service Impact

None

Approval Process

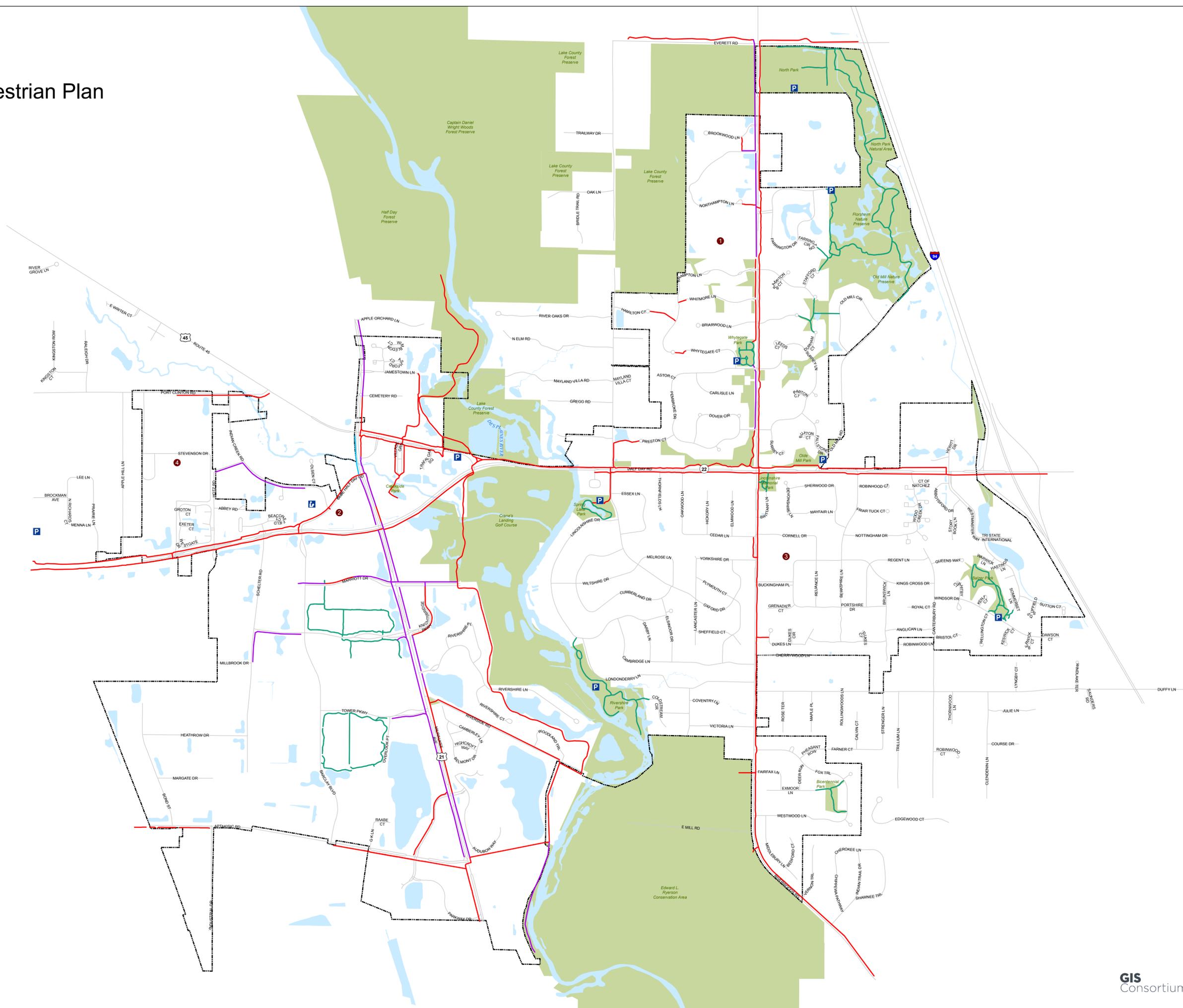
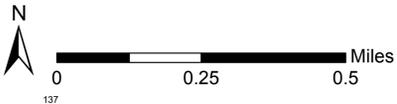
Any desired changes to the plan can be made before bringing the Bicycle / Pedestrian Plan back to a future board meeting for either additional discussion or approval. Also, in accordance with the Village's Grant Policy, Village Board approval would be required if an application for grant funding were to be desired for a particular project.

Staff Recommendation / Next Steps

Consideration and discussion/approval of the proposed Bicycle / Pedestrian Plan and any changes as well as input if any projects should be prioritized for inclusion in the 2021 budget so it could be eligible for submission for ITEP funding

2020 Proposed Bike/Pedestrian Plan

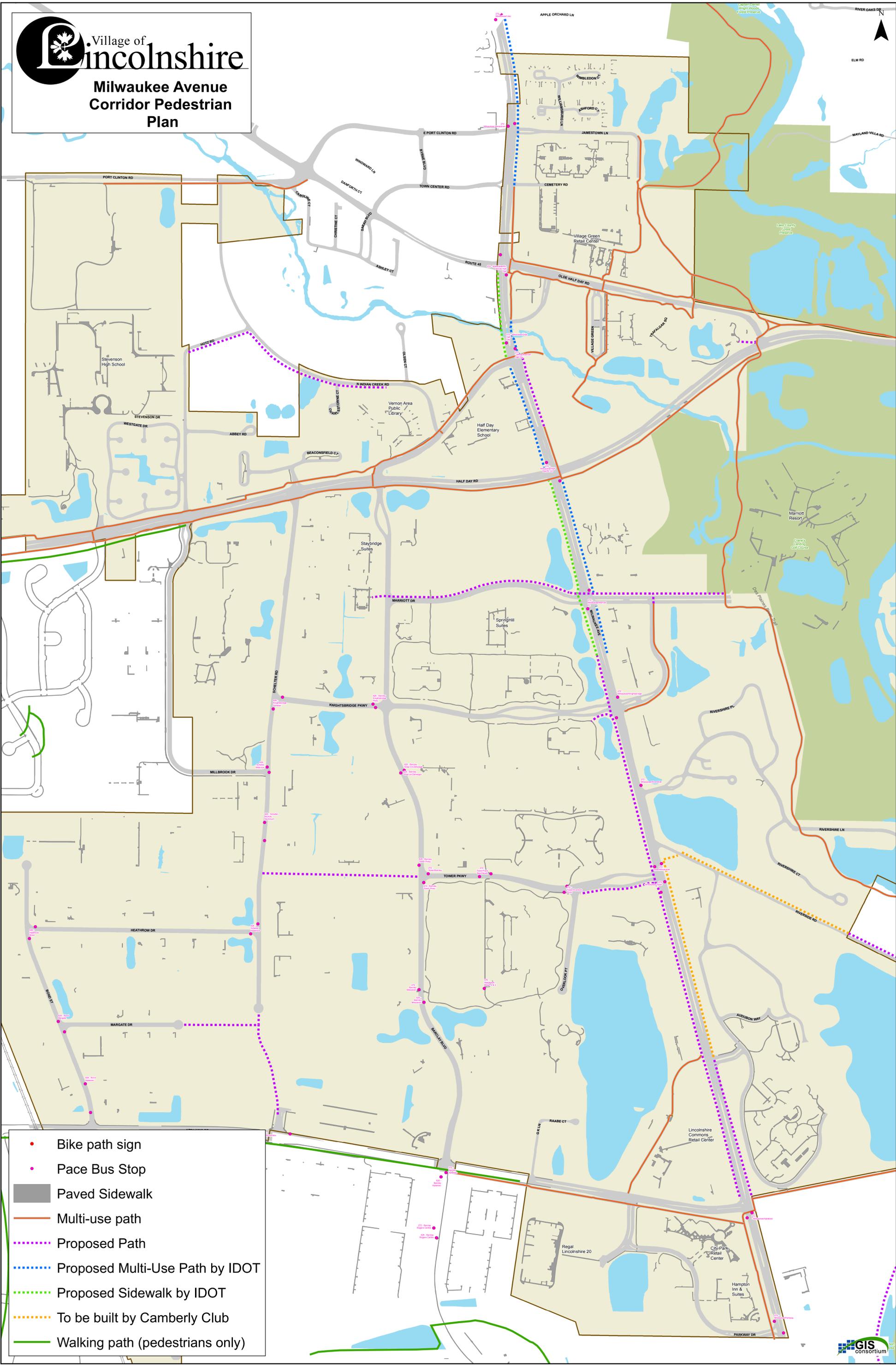
-  Free parking
-  Library
- School**
-  Daniel Wright Junior High School
-  Half Day Elementary School
-  Laura B. Sprague Elementary School
-  Adlai E. Stevenson High School
-  Proposed Walking-Only Path
-  Proposed Multi-Use Path
-  Existing Walking-Only Path
-  Existing Multi-Use Path





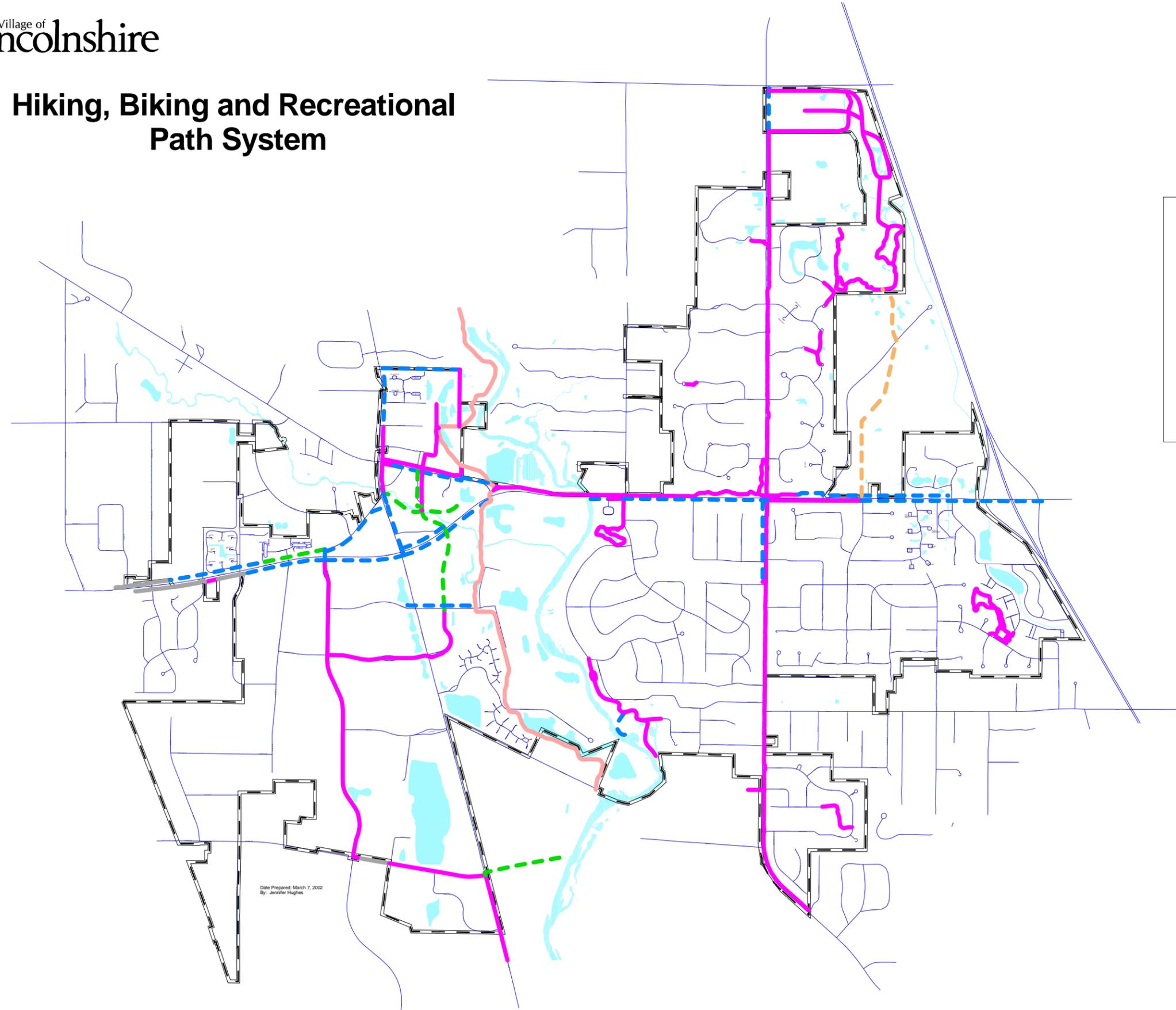
Village of Lincolnshire

Milwaukee Avenue Corridor Pedestrian Plan



- Bike path sign
- Pace Bus Stop
- Paved Sidewalk
- Multi-use path
- Proposed Path
- Proposed Multi-Use Path by IDOT
- Proposed Sidewalk by IDOT
- To be built by Camberly Club
- Walking path (pedestrians only)

Hiking, Biking and Recreational Path System



Hiking, Biking, and Recreational Path System

Trail	
	BUFFALO GROVE PATH
	BUILT AND IN USE
	DES PLAINES RIVER TRAIL
	FUTURE CONNECTION
	ON VILLAGE STREETS
	TO BE BUILT BY DEVELOPER
	TO BE BUILT BY VILLAGE

Date Prepared: March 7, 2002
By: Jennifer Hughes



Village of Lincolnshire

Lake County, Illinois

DISCLAIMER OF LIABILITY: The user agrees that use of all these services are provided by the Village and its officers and employees without any warranty and that any liability shall be borne by the user and not the Village. The Village makes no claim as to the accuracy of this map and the associated data files and does not, by providing, the map, warrant or assume any liability in connection with the use of the map. The Village assumes no responsibility for the accuracy of any subsequent copies of this article.