

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING**

Monday, July 11, 2016  
7:00 P.M.  
40 East Center Avenue  
Village Hall Board Room

**REVISED  
NOTICE & AGENDA**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CONSIDERATION OF THE JUNE 27, 2016 VILLAGE BOARD MEETING
4. NON-AGENDA ITEMS AND VISITORS

The Village President and Board of Trustees allocate fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Village Board of Trustees on any matter not listed on the agenda. Each person addressing the Village Board of Trustees is asked to limit their comments to a maximum of five (5) minutes.

5. VILLAGE BOARD SETS THE ORDER OF THE MEETING

The Village President and Board of Trustees will entertain requests from anyone present on the order of business to be conducted during the Village Board Meeting.

6. VILLAGE FINANCE REPORT

- a) Warrant Report for July 1-15, 2016 and June 2016 Payroll Expenditures
- b) June 2016 Finance Report

7. VILLAGE ADMINISTRATOR'S REPORT

8. VILLAGE ATTORNEY'S REPORT

9. VILLAGE PRESIDENT'S REPORT

CONSENT

10. ACCEPTANCE OF THE CORRESPONDENCE

Please note all correspondence was delivered to the Village Board of Trustees in the Informational Reports on June 24 and July 1, 2016.

11. A RESOLUTION APPROVING AN ILLINOIS ELEVATOR SAFETY PROGRAM AGREEMENT AND AUTHORIZING CERTAIN ELEVATOR SAFETY STANDARDS

OTHER BUSINESS

12. A RESOLUTION AUTHORIZING THE PURCHASE OF TWO FORD POLICE VEHICLES AND THE DECLARATION OF TWO CHEVROLET SQUAD CARS AS SURPLUS PROPERTY
13. A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LYNN MONTEI ASSOCIATES FOR THE DEVELOPMENT OF A VILLAGE STRATEGIC PLAN
14. A RESOLUTION TERMINATING THE INTERGOVERNMENTAL AGREEMENT THAT CREATED THE LAKE AND MCHENRY COUNTIES FIRE DEPARTMENT'S SPECIALIZED RESPONSE TEAMS AND TRANSFERRING THOSE FUNCTIONS TO MABAS DIVISIONS 4 AND 5 SPECIALIZED RESPONSE TEAMS
15. A RESOLUTION APPROVING A FINAL PLAT OF SUBDIVISION FOR PROPERTY LOCATED AT 515 CAMBRIDGE LANE
16. AN ORDINANCE GRANTING VARIATIONS FROM LOT FRONTAGE, LOT WIDTH, AND ACCESSORY STRUCTURE REQUIREMENTS (515 Cambridge Lane)
17. TRUSTEE'S REPORT
18. EXECUTIVE SESSION
19. CONSIDERATION OF THE MINUTES OF THE JUNE 27, 2016 EXECUTIVE SESSION MEETING
20. ADJOURNMENT

*R. Drew Irvin*  
*Village Administrator*

The Village of Lake Bluff is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact R. Drew Irvin, Village Administrator, at 234-0774 or TDD number 234-2153 promptly to allow the Village of Lake Bluff to make reasonable accommodations.

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
JUNE 27, 2016**

**DRAFT MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

Village President O'Hara called the meeting to order at 7:02 p.m. in the Lake Bluff Village Hall Board Room, and Village Clerk Aaron Towle called the roll.

The following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman  
Steve Christensen  
Mark Dewart  
Eric Grenier  
John Josephitis  
William Meyer

Also Present: Aaron Towle, Village Clerk  
Drew Irvin, Village Administrator  
Peter Friedman, Village Attorney  
Susan Griffin, Finance Director  
Michael Croak, Building Codes Supervisor  
Jeff Hansen, Village Engineer  
David Belmonte, Police Chief  
Jake Terlap, Public Works Superintendent  
Brandon Stanick, Assistant to the Village Administrator (A to VA)

**2. PLEDGE OF ALLEGIANCE**

President O'Hara led the Pledge of Allegiance.

**3. CONSIDERATION OF THE MINUTES**

Trustee Meyer moved to approve the June 13, 2016 Board of Trustees Regular Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**4. VILLAGE BOARD SETS THE ORDER OF THE MEETING**

At the request of those present, Trustee Dewart moved to take Agenda Items #12, #7a, #15 and #16 then return to the regular order of the meeting. Trustee Christensen seconded the motion. The motion passed on a unanimous voice vote.

**5. NON-AGENDA ITEMS AND VISITORS**

President O'Hara stated the Village President and Board of Trustees allocate fifteen minutes for those individuals who would like the opportunity to address the Village Board on any matter not listed on the agenda. Each person addressing the Village Board of Trustees is asked to limit their comments to a maximum of five (5) minutes.

There were no requests to address the Board.

**6. ITEM #12 – A RESOLUTION HONORING THE PUBLIC SERVICE OF MICHAEL GOLDSBERRY**

President O'Hara read the resolution honoring the public service of Michael Goldsberry and presented him with a framed copy of the resolution. In addition, President O'Hara recognized the Goldsberry Family for their contributions to the community in supporting Michael Goldsberry.

Mr. Goldsberry thanked his family for their support. He stated volunteering is important and a great way to be involved in the community and encouraged everyone to volunteer.

Trustee Dewart moved to adopt the resolution. Trustee Christensen seconded the motion. The motion passed on a unanimous voice vote.

**7. ITEM #7A – VILLAGE ADMINISTRATOR'S REPORT REGARDING A REQUEST FROM THE CENTRAL LAKE COUNTY JOINT ACTION WATER AGENCY TO WAIVE BUILDING PERMIT FEES FOR MODIFICATION TO THE WATER PLANT LOCATED AT 200 ROCKLAND ROAD**

President O'Hara reported in February 2015 the Village passed Resolution 2015-7 approving a temporary easement agreement with CLCJAWA to allow the use of Village property east of CLCJAWA for temporary staging activities for a period of up to 26 months from the commencement date at a cost of \$25,000. The need for this easement agreement is specific to the CLCJAWA ozone generation and ancillary projects.

President O'Hara reported CLCJAWA is now requesting a waiver of building permit fees of \$196,620 for the \$6.554 million ozone generation system conversion project. CLCJAWA is changing its ozone generation process from one that generates ozone from ambient air to one generating ozone from pure oxygen. Additionally, CLCJAWA is requesting fee waivers of \$2,526 for two smaller projects: the replacement of an air conditioning system and the installation of new control valves in a boiler system with construction costs of \$65,130 and \$19,100, respectively. She further reported exterior changes to the building for the ozone replacement system consist of the installation of new ventilation louvres in the exterior walls on the south and east sides of the building. CLC JAWA anticipates going through the Village's site plan review process in July for these exterior changes. In addition, President O'Hara reported in the past the Village has approved requests from the Lake Bluff Park District, CLCJAWA, and the Union Church of Lake Bluff to waive building permit fees and, for the Park District, demolition taxes.

Trustee Dewart moved to waive CLCJAWA building permit fees as requested. Trustee Christensen seconded the motion. A discussion followed.

Mr. Darrell Blennis, CLCJAWA Executive Director, thanked the Village Board for their consideration of the request. He stated the project is part of a long range capital improvement plan. The request to waive second reading is to allow construction to begin within the next month.

Mr. Bill Soucie, CLCJAWA Operations Director, provided a brief summary of the ozone generation system conversion project. The system allows CLCJAWA to convert oxygen to ozone which is bubbled into the water to kill organisms and remove compounds from the water.

In response to a question from Trustee Christensen, Mr. Blennis stated CLCJAWA has requested fee waivers for projects related to its facility in Libertyville.

Village Administrator Drew Irvin stated Staff is waiting for CLCJAWA to clarify the change in intensity associated with the ozone generation system conversion project in term of noise and vibration. He stated in 2002 zoning relief was approved under specific conditions which included hours of construction, a single point of contact to address residents questions and a requirement for any out of pocket fees that the Village would have incurred related to inspecting those improvements would be passed through. Village Administrator Irvin stated CLCJAWA is scheduled to go through the ABR site plan review process due to the exterior modifications.

Trustee Josephitis inquired of the inspection cost for this project. Village Administrator Irvin stated building permit fees are 3% of construction cost which includes equipment and it is estimated the inspection cost will amount to approximately \$3,000.

Trustee Grenier asked if the changes were maintenance related improvements. Mr. Blennis stated these improvements are based on cost and efficiency improvements to the system and briefly explained how the current system operates.

Trustee Dewart moved to amend the motion to include waiving reasonable expenses incurred by the Village not to exceed \$5,000. Trustee Meyer seconded the motion. The motion as amended passed on the following roll call vote:

Ayes: (6) Ankenman, Christensen, Dewart, Grenier, Josephitis and Meyer  
Nays: (0)  
Absent: (0)

**8. ITEM #15 – AN ORDINANCE AMENDING THE LAKE BLUFF ZONING REGULATIONS TO ALLOW ELECTRIC LIFT SYSTEMS ON BLUFFS**

President O’Hara reported on May 31, 2016 the Village received a zoning application from Mr. and Mrs. Edward and Margaret Fiorentino (Petitioners), property owners of 611 Lansdowne Lane, requesting:

- A text amendment to the Zoning Code allowing electric lift systems (“trams”) on bluffs as a special use or as a permitted use for residential lakefront properties; and
- A special use permit (SUP) to maintain and operate a tram on the bluff located at 611 Lansdowne Lane.

President O'Hara reported the Property Owner is requesting this text amendment because, pursuant to Section 10-12-5 of the Zoning Code, the Village does not allow construction activity on bluffs or ravines except for paths, steps/stairs, decks and benches. For your information, the Village has previously granted zoning relief (pursuant to Ordinances #2004-26 and #2007-13) to allow the construction, maintenance and operation of a tram on the bluff for two lakefront properties. In addition to providing safe access to the lakefront, tram systems cause less disturbance to the bluff face than the surface excavation necessary to install steps at grade which require small retaining walls to move laterally across a bluff slope resulting in more disturbance to the slope. President O'Hara further reported at the conclusion of the public hearing on June 15<sup>th</sup> the Plan Commission and Zoning Board of Appeals (PCZBA) unanimously voted to recommend the Village Board: a) approve a text amendment allowing trams on bluffs on residential lakefront property as a special use with the condition of allowing one tram per property; and b) grant a SUP to construct, operate and maintain a tram on the bluff located at 611 Lansdowne Lane.

President O'Hara inquired of the request to waive second reading of the ordinance. Mr. Jeff Tondola, representative of the Petitioner, stated the waiver would allow time to expedite the engineering process to further evaluate the bluff for future work related to this project.

Village Administrator Irvin expressed his understanding the waiver request would allow installation of the tram system for safe accessibility to the bluff to allow project engineers to conduct an erosion assessment. He stated the desire by the property owner was expressed during the public hearing process to repair the existing stairs.

In response to a question from President O'Hara, Mr. Tondola stated should there be evidence of instability on the bluff the installation of the trams and stairs would be re-evaluated.

In response to a comment regarding annual inspections, Village Administrator Irvin stated Staff reviewed the Elevator Safety Act and because this a private conveyance on residential property, an annual inspection is not currently required.

Village Administrator Irvin stated Staff's recommendation was making this use as of right, as with the stairs there are certain improvements that can be constructed on bluffs and ravines which are a permitted exception. He stated Staff is recommending including trams on that list of exceptions to lessen the burden on future property owners seeking to install a tram.

As there were no further comments from the Board, Trustee Josephitis moved to approve first reading of the ordinance as presented with the conditions recommended by the PCZBA. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Christensen, Dewart, Grenier, Josephitis, Meyer and Ankenman  
Nays: (0)  
Absent: (0)

At the request of the Petitioner, Trustee Grenier moved to waive second reading of the ordinance. Trustee Christensen seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Dewart, Grenier, Josephitis, Meyer, Ankenman and Christensen  
Nays: (0)  
Absent: (0)

**9. ITEM #16 – AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR THE PROPERTY LOCATED AT 611 LANSDOWNE LANE TO PERMIT THE CONSTRUCTION OF AN ELECTRIC LIFT SYSTEM ON A BLUFF**

President O’Hara reported on May 31, 2016 the Village received a zoning application from Mr. and Mrs. Edward and Margaret Fiorentino (Petitioners), property owners of 611 Lansdowne Lane, requesting:

- A text amendment to the Zoning Code allowing electric lift systems (“trams”) on bluffs as a special use or as a permitted use for residential lakefront properties; and
- A special use permit (SUP) to maintain and operate a tram on the bluff located at 611 Lansdowne Lane.

President O’Hara reported at the conclusion of the public hearing on June 15<sup>th</sup> the PCZBA unanimously voted to recommend the Village Board: a) approve a text amendment allowing trams on bluffs on residential lakefront property as a special use with the conditions of allowing one tram per property and requiring an annual inspection; and b) grant a SUP to construct, operate and maintain a tram on the bluff located at 611 Lansdowne Lane

As there were no comments from the Board, Trustee Meyer moved to approve first reading of the ordinance. Trustee Josephitis seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Grenier, Josephitis, Meyer, Ankenman, Christensen and Dewart  
Nays: (0)  
Absent: (0)

At the request of the Petitioner, Trustee Dewart moved to waive second reading of the ordinance. Trustee Josephitis seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Josephitis, Meyer, Ankenman, Christensen, Dewart and Grenier  
Nays: (0)  
Absent: (0)

**10. ITEM #6A – WARRANT REPORT FOR JUNE 16-30, 2016**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$100,111.78 for June 16-30, 2016.

As such, the total expenditures for this period is in the amount of \$100,111.78.

As there were no questions from the Board, Trustee Christensen moved to approve the Warrant Report. Trustee Josephitis seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Meyer, Ankenman, Christensen, Dewart, Grenier and Josephitis  
Nays: (0)  
Absent: (0)

**11. ITEM # 7 – VILLAGE ADMINISTRATOR’S REPORT**

Village Administrator Irvin had no further information to report.

**12. ITEM #8 – VILLAGE ATTORNEY’S REPORT**

Village Attorney Peter Friedman had no report.

**13. ITEM #9 – VILLAGE PRESIDENT’S REPORT**

President O’Hara thanked the Lake Bluff History Museum and Trustee Dewart for their work in hosting the annual car show. Village President O’Hara reported on various ongoing events and the upcoming Fireman’s Ball on July 3<sup>rd</sup>, the 4<sup>th</sup> of July Parade, and Criterium Bike Race on July 23<sup>rd</sup>.

Trustee Dewart stated the car show was an extraordinary event and thanked the local merchants, volunteers and Village Staff for their support.

**14. ITEMS #10 AND #11 – CONSENT AGENDA**

President O’Hara introduced the following Consent Agenda items for consideration:

- 10. Correspondence Delivered in the June 10 and 17, 2016 Informational Reports; and
- 11. Second Reading of an Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics, and Other Workers for Lake Bluff Public Works Projects for 2016.

Trustee Ankenman moved to approve the Consent Agenda. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**15. ITEM #13 – A RESOLUTION APPROVING A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH BAXTER & WOODMAN, INC (Phase 1 Design Agreement for Moffett Road Bridge Repair and Resurfacing Project)**

President O’Hara reported the Village is pursuing federal funding through the Surface Transportation Program (STP) for the repair of the land bridge just south of the intersection of Moffett Road and East Witchwood Lane and the resurfacing of Moffett Road between East Center Avenue and the southern Village limit. In accordance with STP funding requirements, a Phase 1 Engineering and Environmental Study is required. The Phase I Study is not eligible for federal funding. Phase II (final design) and Phase III (construction) are eligible. Construction of the project is expected during the summer of 2018. The Village requested a proposal from Baxter & Woodman, Inc. to prepare and submit the Phase I study to the Illinois Department of Transportation. Baxter & Woodman, Inc. has worked with the Village on the Moffett Road project in the past and has specific expertise in completing projects within the STP funding process.

President O'Hara reported the proposal from Baxter & Woodman, Inc. is for an amount not to exceed \$57,700. The FY2016-2017 budget contains \$250,000 for the Moffett Road culvert project. Approximately \$10,000 of the budgeted amount has been spent to date on engineering of potential temporary repairs to Moffett Road and the slope. The remaining budgeted \$182,300 will be used for temporary repairs to Moffett Road, potential easement acquisition costs, and Phase II engineering. It is recommended that the board approve the proposal from Baxter & Woodman, Inc. for an amount not to exceed \$57,700.

President O'Hara asked how the State's lack of funding for IDOT engineering and construction programs would impact the project. Village Engineer Jeff Hansen stated Phase I of the project is not federally funded and will not be impacted. However, should the State not pass a budget, Phase II of the project will be impacted in 2017. The current lack of funding is currently delaying the Public Safety Building and Sheridan Road sidewalks project.

As there were no further questions from the Board, Trustee Ankenman moved to adopt the resolution. Trustee Josephitis seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Ankenman, Christensen, Dewart, Grenier, Josephitis and Meyer  
Nays: (0)  
Absent: (0)

**16. ITEM #14 – A RESOLUTION TERMINATING THE INTERGOVERNMENTAL AGREEMENT THAT CREATED THE LAKE AND MCHENRY COUNTIES FIRE DEPARTMENT'S SPECIALIZED RESPONSE TEAMS AND TRANSFERRING THOSE FUNCTIONS TO MABAS DIVISIONS 4 AND 5 SPECIALIZED RESPONSE TEAMS**

Village Administrator Irvin reported the Village Attorney continues to research and finalize Village Board action documents involved in the termination of the intergovernmental agreement that created the Lake and McHenry Counties Fire Department's Specialized Response Teams and transferring those functions to MABAS Divisions 4 and 5 Specialized Response Teams.

It was the consensus of the Village Board to take no action on this agenda item.

**17. ITEM #17 – TRUSTEE'S REPORT**

There was no Trustee's report.

**18. ITEM #18 – EXECUTIVE SESSION**

At 7:27 p.m. Trustee Christensen moved to enter into Executive Session for the purpose of discussing Possible Litigation (5 ILCS 120/2(c)(11)), Land Acquisition (5 ILCS 120/2(c)(5)) and Executive Session Minutes (5 ILCS 120/2(c)(21)). Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Christensen, Dewart, Grenier, Josephitis, Meyer and Ankenman  
Nays: (0)  
Absent: (0)

There being no further business to discuss, Trustee Grenier moved to adjourn out of executive session. Trustee Christensen seconded the motion and the motion passed on a unanimous voice vote at 7:59 p.m.

**19. ITEM #19 – CONSIDERATION OF THE JUNE 13, 2016 EXECUTIVE SESSION MEETING MINUTES**

Trustee Dewart moved to approve the June 13, 2016 Executive Session Meeting Minutes as presented. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

**20. ITEM #20 – ADJOURNMENT**

Trustee Meyer moved to adjourn the regular meeting. Trustee Grenier seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

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Aaron Towle  
Village Clerk

**VILLAGE OF LAKE BLUFF  
REQUEST FOR BOARD ACTION**

**Agenda Item: 6a**

**Subject:** WARRANT REPORT FOR JULY 1-15, 2016 AND JUNE 2016  
PAYROLL EXPENDITURES

**Action Requested:** APPROVAL OF DISBURSEMENTS (Roll Call Vote)

**Originated By:** DIRECTOR OF FINANCE

**Referred To:** VILLAGE BOARD

**Summary of Background and Reason For Request:**

Expenditure of Village funds for payment of invoices in the amount of \$303,196.55 for July 1-15, 2016.

Expenditure of Village funds for payroll in the amount of \$285,459.85 for June 2016.

Total Expenditures of \$588,656.40

**Reports and Documents Attached:**

1. Warrant Report for July 1-15, 2016 \$303,196.55 (dated 7/11/16)

Note that the warrant report designates those checks issued prior to the Board's formal approval as manual checks "M" on the Warrant Report. These are checks that are prepared in advance of the warrant due to contractual or governmental/payroll tax obligations; to obtain a discount; or for extenuating circumstances that may arise.

2. FY2016-17 Payroll Report.

**Village Administrator's Recommendation:**

Approval of Warrant and Payroll in the total amount of **\$588,656.40**

**Date Referred to Village Board:**

7/11/2016

DATE: 07/06/16  
 TIME: 15:49:35  
 ID: AP441000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAIL BOARD REPORT

ATTACHMENT 1

INVOICES DUE ON/BEFORE 07/11/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
ADP	ADP INC.						
475741312	06/24/16	01	PAYROLL PROCESSING:6/23/16	01-60-610-41304		07/11/16	235.30
				OTHER PROFESSIONAL SERVICE			
						INVOICE TOTAL:	235.30
						VENDOR TOTAL:	235.30
ALLDATA	ALLDATA						
2016 RENEWAL	06/13/16	01	VEHICLE SRVC/PARTS MANUAL	01-80-890-43640		07/11/16	500.00
		02	VEHICLE SRVC/PARTS MANUAL	01-70-710-43640			750.00
		03	VEHICLE SRVC/PARTS MANUAL	01-60-680-43640			250.00
		04	8/17/16-8/16/17	** COMMENT **			
						INVOICE TOTAL:	1,500.00
						VENDOR TOTAL:	1,500.00
AMERGAS	AMERICAN GASES CORP.						
305938	06/29/16	01	OXYGEN TANKS:FIRE	01-70-730-43570		07/11/16	22.64
				OPERATING SUPPLIES			
						INVOICE TOTAL:	22.64
						VENDOR TOTAL:	22.64
ANDERPES	ANDERSON PEST CONTROL						
3803682	05/01/16	01	PSB PEST CONTROL:MAY 16	01-70-930-41000		07/11/16	68.13
				MAINTENANCE-BUILDING			
						INVOICE TOTAL:	68.13
3836091	06/01/16	01	PSB PEST CONTROL:JUNE 16	01-70-930-41000		07/11/16	68.13
				MAINTENANCE-BUILDING			
						INVOICE TOTAL:	68.13
3836092	06/01/16	01	PSB EXTERIOR PEST CONTROL	01-70-930-41000		07/11/16	80.03
				MAINTENANCE-BUILDING			
						INVOICE TOTAL:	80.03

DATE: 07/06/16  
TIME: 15:49:35  
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-- VILLAGE OF LAKE BLUFF --  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 07/11/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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ANDERPES ANDERSON PEST CONTROL							
3880105	07/01/16	01	VILL HALL PEST CONTROL:JULY 16	01-60-900-41000		07/11/16	44.29
				MAINTENANCE-BUILDING			
						INVOICE TOTAL:	44.29
						VENDOR TOTAL:	260.58
AT & T AT & T							
1607 299-9528	06/16/16	01	POLICE IPSAN CIRCUIT LINE	01-70-710-43210		07/11/16	1,525.06
				TELEPHONE			
						INVOICE TOTAL:	1,525.06
						VENDOR TOTAL:	1,525.06
BAXTWOOD BAXTER & WOODMAN							
0186497	06/23/16	01	2015 NPDES PHASE II ASSISTANCE	01-60-680-41304		07/11/16	1,458.75
				OTHER PROFESSIONAL SERVICE			
						INVOICE TOTAL:	1,458.75
0186498	06/23/16	01	MOFFETT RD CULVERT	43-80-870-49000		07/11/16	4,650.00
				MOFFETT RD BOX CULVERT			
						INVOICE TOTAL:	4,650.00
0186499	06/23/16	01	MOFFETT RD CULVERT	43-80-870-49000		07/11/16	7,500.00
				MOFFETT RD BOX CULVERT			
						INVOICE TOTAL:	7,500.00
0186500	06/23/16	01	BLOCK 3 TRAFFIC REPORT REVIEW	01-80-890-41304		07/11/16	562.50
				OTHER PROFESSIONAL SERVICE			
						INVOICE TOTAL:	562.50
0186501	06/23/16	01	SAN SEWER FLO MONITORING PGRM	01-80-890-49500		07/11/16	7,682.80
				STORM SEWER IMPROVEMENTS			
						INVOICE TOTAL:	7,682.80
						VENDOR TOTAL:	21,854.05

DATE: 07/06/16  
 TIME: 15:49:35  
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-- VILLAGE OF LAKE BLUFF --  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 07/11/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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BCBS	BLUECROSS BLUE SHIELD OF IL						
JULY 2016	06/16/16	01	VILLAGE MEDICAL PREM:JULY 2016	01-20-102-20000		07/11/16	55,487.15
				ACCOUNTS PAYABLE			
						INVOICE TOTAL:	55,487.15
						VENDOR TOTAL:	55,487.15
M							
CARQUEST CARQUEST OF LIBERTYVILLE							
14663-155096	07/05/16	01	ACCELERATOR SENSOR #61004	46-80-800-43640		07/11/16	128.47
				MAINTENANCE SUPPLIES-VEHIC			
						INVOICE TOTAL:	128.47
						VENDOR TOTAL:	128.47
CLCJAWA CENTRAL LAKE COUNTY JOINT							
JUNE 2016	07/01/16	01	H2O PURCHASES-JUNE 2016	46-80-800-44100		07/11/16	60,141.90
				WATER PURCHASES			
						INVOICE TOTAL:	60,141.90
						VENDOR TOTAL:	60,141.90
CHTRIBDI CHICAGO TRIBUNE DIGITAL							
NEWS-SUN ANN'L RENEW	07/05/16	01	NEWS-SUN ANN'L RENEWAL:V HALL	01-60-600-42460		07/11/16	118.56
				PUBLICATIONS			
		02	7/24/16-7/25/17	** COMMENT **			
						INVOICE TOTAL:	118.56
						VENDOR TOTAL:	118.56
CHLORINA CHLORINATING LTD, INC							
816174	06/25/16	01	COLIFORM TESTS OF WATER SYSTEM	46-80-800-41490		07/11/16	550.00
				WATER ANALYSIS			
						INVOICE TOTAL:	550.00
						VENDOR TOTAL:	550.00
CHOICE1 CHOICE1 HEALTH CARE SERVICES,							

DATE: 07/06/16  
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-- VILLAGE OF LAKE BLUFF --  
DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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CHOICE1 CHOICE1 HEALTH CARE SERVICES,							
5586	06/24/16	01	GLUCOSE TEST STRIPS:EMT-FIRE	01-70-730-43570		07/11/16	49.90
				OPERATING SUPPLIES			
						INVOICE TOTAL:	49.90
						VENDOR TOTAL:	49.90
COMED COM ED							
0435147130 1606	06/29/16	01	ELECTR:ST LIGHTS (VILL RENTS)	01-80-840-43230		07/11/16	3,655.47
		02	5/31-6/29/16	UTILITIES/STREET LIGHTS			
				** COMMENT **			
						INVOICE TOTAL:	3,655.47
						VENDOR TOTAL:	3,655.47
COMCAST COMCAST CABLE							
JULY 2016	06/18/16	01	VILL HALL CABLE SRVC:JULY 2016	01-60-900-43230		07/11/16	6.34
				UTILITIES			
						INVOICE TOTAL:	6.34
						VENDOR TOTAL:	6.34
DONATISP DONATIS PIZZA							
07116-31	07/01/16	01	'EE RECOGNITION LUNCH 7/1/16	01-60-610-40800		07/11/16	94.59
				EMPLOYEE RECOGNITION			
						INVOICE TOTAL:	94.59
						VENDOR TOTAL:	94.59
FEECEOIL FEECE OIL COMPANY							
3425080	06/27/16	01	GASOLINE:1200 GALLONS	01-10-301-55100		07/11/16	2,516.52
				GASOLINE INVENTORY			
						INVOICE TOTAL:	2,516.52
3425081	06/27/16	01	DIESEL:1200 GALLONS	01-10-301-55100		07/11/16	2,340.00
				GASOLINE INVENTORY			
						INVOICE TOTAL:	2,340.00
						VENDOR TOTAL:	4,856.52

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FRANKSWI WILLIAM Y. FRANKS							
APRIL 2016	07/01/16	01	PROSECUTIONS-APRIL 16	01-20-102-20000		07/11/16	1,703.00
				ACCOUNTS PAYABLE			
		02	PROP CODE/ZONING ISSUES:APR 16	01-20-102-20000			455.00
				ACCOUNTS PAYABLE			
						INVOICE TOTAL:	2,158.00
JUNE 2016	07/01/16	01	PROSECUTIONS-JUNE 16	01-60-600-41351		07/11/16	2,574.00
				PROSECUTION SERVICES			
		02	PROP CODE/ZONING ISSUES:JUN 16	01-60-680-41350			351.00
				LEGAL SERVICE			
						INVOICE TOTAL:	2,925.00
MARCH 2016	07/01/16	01	PROSECUTIONS-MARCH 16	01-20-102-20000		07/11/16	1,729.00
				ACCOUNTS PAYABLE			
		02	PROP CODE/ZONING ISSUES:MAR 16	01-20-102-20000			195.00
				ACCOUNTS PAYABLE			
						INVOICE TOTAL:	1,924.00
MAY 2016	07/01/16	01	PROSECUTIONS-MAY 16	01-60-600-41351		07/11/16	1,833.00
				PROSECUTION SERVICES			
		02	PROP CODE/ZONING ISSUES:MAY 16	01-60-680-41350			520.00
				LEGAL SERVICE			
						INVOICE TOTAL:	2,353.00
						VENDOR TOTAL:	9,360.00
GLOBALCO GLOBALCOM INC							
13145647	06/21/16	01	PRI/VOIP TELEPHONE SRVC	01-60-600-43210		07/11/16	67.47
				TELEPHONE			
		02	PRI/VOIP TELEPHONE SRVC	01-60-610-43210			67.47
				TELEPHONE			
		03	PRI/VOIP TELEPHONE SRVC	01-60-680-43210			67.47
				TELEPHONE			
		04	PRI/VOIP TELEPHONE SRVC	01-70-710-43210			67.47
				TELEPHONE			

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GLOBALCO GLOBALCOM INC							
13145647	06/21/16	05	PRI/VOIP TELEPHONE SRVC	01-70-711-43210 TELEPHONE		07/11/16	89.95
		06	PRI/VOIP TELEPHONE SRVC	01-70-730-43210 TELEPHONE			44.97
		07	PRI/VOIP TELEPHONE SRVC	01-80-910-43210 TELEPHONE			44.97
						INVOICE TOTAL:	449.77
						VENDOR TOTAL:	449.77
GROWEREQ GROWER EQUIPMENT & SUPPLY CO.							
61259	06/29/16	01	LAWN MOWER REP'R PARTS	01-80-870-43650 MAINTENANCE SUPPLIES-EQUIP		07/11/16	129.43
						INVOICE TOTAL:	129.43
						VENDOR TOTAL:	129.43
GUSTERNA NANCY GUSTERINE							
SUPPLIES	07/05/16	01	JULY 4TH & BIKE RACE SUPPLIES	01-70-730-43650 MAINTENANCE SUPPLIES-EQUIP		07/11/16	148.66
						INVOICE TOTAL:	148.66
						VENDOR TOTAL:	148.66
HAVEYCOM HAVEY COMMUNICATIONS, INC.							
6523	06/22/16	01	REAR CARGO CABINET:SQD#20 & 27	01-70-710-45900 MINOR EQUIPMENT		07/11/16	4,580.00
						INVOICE TOTAL:	4,580.00
						VENDOR TOTAL:	4,580.00
ICMA RET ICMA RETIREMENT TRUST 457							
7/7 PAYROLL DEDUCT	07/07/16	01	7/7 'EE PAYROLL DEDUCTION	01-20-102-45000 ICMA 457 PLAN PAYABLE		07/11/16	168.84

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ICMA RET ICMA RETIREMENT TRUST 457							
7/7 PAYROLL DEDUCT	07/07/16	02	7/7 'EE PAYROLL DEDUCTION	01-20-102-45000		07/11/16	422.08
				ICMA 457 PLAN PAYABLE			
		03	7/7 'EE PAYROLL DEDUCTION	01-20-102-45000			201.29
				ICMA 457 PLAN PAYABLE			
		04	7/7 'EE PAYROLL DEDUCTION	01-20-102-45000			211.04
				ICMA 457 PLAN PAYABLE			
		05	7/7 'EE PAYROLL DEDUCTION	01-20-102-45000			422.08
				ICMA 457 PLAN PAYABLE			
						INVOICE TOTAL:	1,425.33
7/7/16 W/H	07/07/16	01	7/7 'EE W/H	01-20-102-45000		07/11/16	3,117.85
				ICMA 457 PLAN PAYABLE			
						INVOICE TOTAL:	3,117.85
						VENDOR TOTAL:	4,543.18
ILCMA I L C M A CENTER FOR GOV'T							
2016-17 DUES:IRVIN	06/30/16	01	ILCMA FY16-17 DUES:IRVIN	01-60-600-42440		07/11/16	424.13
				DUES			
						INVOICE TOTAL:	424.13
						VENDOR TOTAL:	424.13
ILCENTRA ILLINOIS CENTURY NETWORK							
T1637509	06/20/16	01	INTERNET SRVC PROVIDER:MAY 16	01-60-610-41300		07/11/16	76.00
				COMPUTER SERVICES			
						INVOICE TOTAL:	76.00
						VENDOR TOTAL:	76.00
IEPA ILLINOIS ENVIRON PROTECT AGENC							
2016 NPDES PERMIT	06/24/16	01	2016 NPDES ANNUAL PERMIT FEE	46-80-800-41304		07/11/16	1,000.00
				OTHER PROFESSIONAL SERVICE			
						INVOICE TOTAL:	1,000.00
						VENDOR TOTAL:	1,000.00

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INDORGSO INDUSTRIAL ORGANIZATIONAL SOL							
C37124A	07/01/16	01	POLICE RECRUITMENT AD	01-70-710-42450 RECRUITMENT		07/11/16	967.00
						INVOICE TOTAL:	967.00
						VENDOR TOTAL:	967.00
ICMACONF INT'L CITY MANAGEMENT ASSN.							
2016-17 DUES:IRVIN	07/01/16	01	2016-17 MEMBERSHIP DUES:IRVIN	01-60-600-42440 DUES		07/11/16	1,400.00
						INVOICE TOTAL:	1,400.00
						VENDOR TOTAL:	1,400.00
IUOEADM INT'L UNION OF OPER ENGINEERS							
7/7 W/H	07/07/16	01	7/7 'EE IUOE ADMIN DUES	01-20-102-49000 UNION DUES PAYABLE		07/11/16	378.86
						INVOICE TOTAL:	378.86
						VENDOR TOTAL:	378.86
IUOEMEMB INT'L UNION OF OPER ENGINEERS							
7/7 W/H	07/07/16	01	7/7 'EE IUOE MEMBERSHIP DUES	01-20-102-49000 UNION DUES PAYABLE		07/11/16	82.39
						INVOICE TOTAL:	82.39
						VENDOR TOTAL:	82.39
INTLAKES INTEGRATED LAKES MANAGEMENT							
26812	06/27/16	01	POND TREATMENT:PUB WKS	01-80-870-41050 MAINTENANCE GROUNDS		07/11/16	407.13
						INVOICE TOTAL:	407.13
						VENDOR TOTAL:	407.13
INTERDEV INTERDEV, LLC							

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INTERDEV INTERDEV, LLC							
MSP-1009876	06/30/16	01	IT ADMINISTRATION:JUNE 2016	01-60-610-41300 COMPUTER SERVICES		07/11/16	4,993.81
						INVOICE TOTAL:	4,993.81
						VENDOR TOTAL:	4,993.81
JWTFURFF J.W. TURF, INC.							
85644	06/21/16	01	REPLACE WINDSHIELD #11107	01-80-850-43640 MAINTENANCE SUPPLIES-VEHIC		07/11/16	598.68
						INVOICE TOTAL:	598.68
						VENDOR TOTAL:	598.68
KENHALLM KEN HALL MUSIC							
MUSICAL PERFORM 6/24	07/01/16	01	FARM MRKT MUSICAL PERFORM:6/24	01-60-650-44610 FARMER'S MARKET		07/11/16	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
IDSTORE THE ID STORE (05)							
42615	06/17/16	01	BRASS PLATE ENGRAVING:POLICE	01-70-710-43400 PRINTING		07/11/16	40.00
						INVOICE TOTAL:	40.00
						VENDOR TOTAL:	40.00
KRUMSEEJ JOHN KRUMSEE							
LIC RENEWAL-EMT	06/13/16	01	EMT LIC RENEWAL:KRUMSEE	01-70-730-42420 UNIFORMS		07/11/16	21.00
		02	EMT LIC RENEWAL:MIDDAUGH	01-70-730-42420 UNIFORMS			21.00
						INVOICE TOTAL:	42.00
						VENDOR TOTAL:	42.00

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-----							
LEAD	L.E.A.D						
2016 PARENT UNIV	06/28/16	01	FY17 PARENT UNIVERSITY DONAT	01-60-650-44850		07/11/16	5,000.00
				COMMUNITY PARTNERSHIP PROG			
						INVOICE TOTAL:	5,000.00
2016 SPEAK UP	06/28/16	01	FY17 SPEAK UP COALITION CONTR	01-60-650-44850		07/11/16	2,500.00
				COMMUNITY PARTNERSHIP PROG			
						INVOICE TOTAL:	2,500.00
						VENDOR TOTAL:	7,500.00
POLPEN	LAKE BLUFF POLICE PENSION FUND						
7/7/16 W/H	07/07/16	01	7/7 'EE POLPEN W/HELD	01-20-102-45500		07/11/16	4,744.20
				POLICE PENSION EE CONTRIBU			
						INVOICE TOTAL:	4,744.20
						VENDOR TOTAL:	4,744.20
LCHOSE	LAKE COUNTY HOSE AND EQUIPMENT						
140936	07/05/16	01	PRESSURE WASHER 50' HOSE	01-80-910-43650		07/11/16	97.14
				MAINTENANCE SUPPLIES-EQUIP			
						INVOICE TOTAL:	97.14
						VENDOR TOTAL:	97.14
LANERMUC	LANER, MUCHIN, DOMBROW, BECKER						
495862	07/01/16	01	POLICE LABOR NEGOT:6/20/16	01-70-710-41350		07/11/16	722.50
				LEGAL SERVICES			
		02	POLICE GENRL LABOR:6/20/16	01-70-710-41350			50.00
				LEGAL SERVICES			
						INVOICE TOTAL:	772.50
						VENDOR TOTAL:	772.50
LAWSONPR	LAWSON PRODUCTS, INC.						
9304170798	06/16/16	01	REP'R HARDWARE: CBD TRASH CANS	01-80-850-45900		07/11/16	121.42
				MINOR EQUIPMENT			
						INVOICE TOTAL:	121.42
						VENDOR TOTAL:	121.42

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-----							
LECHNER LECHNER & SONS UNIFORM RENTAL							
2174103	06/24/16	01	UNIFORMS: FORESTRY	01-80-860-42420		07/11/16	4.79
				UNIFORMS			
		02	UNIFORMS: STREETS	01-80-840-42420			25.00
				UNIFORMS			
		03	UNIFORMS: SEWERS	01-80-890-42420			1.72
				UNIFORMS			
		04	UNIFORMS: PUB WKS	01-80-910-42420			15.17
				UNIFORMS			
		05	UNIFORMS: WATER	46-80-800-42420			1.00
				UNIFORMS			
		06	PUB WKS OPERATING SUPPLIES	01-80-910-43660			10.23
				MAINTENANCE SUPPLIES-BLDG			
						INVOICE TOTAL:	57.91
2176532	07/01/16	01	UNIFORMS: FORESTRY	01-80-860-42420		07/11/16	4.79
				UNIFORMS			
		02	UNIFORMS: STREETS	01-80-840-42420			25.00
				UNIFORMS			
		03	UNIFORMS: SEWERS	01-80-890-42420			1.72
				UNIFORMS			
		04	UNIFORMS: PUB WKS	01-80-910-42420			15.17
				UNIFORMS			
		05	UNIFORMS: WATER	46-80-800-42420			1.00
				UNIFORMS			
		06	PUB WKS OPERATING SUPPLIES	01-80-910-43660			11.19
				MAINTENANCE SUPPLIES-BLDG			
						INVOICE TOTAL:	58.87
						VENDOR TOTAL:	116.78
00000980 LYNCH CONSTRUCTION							
SIGN PROJ DEPOSIT	07/06/16	01	20% DEPOSIT:VILL SIGNAGE PROJ	01-80-870-49100		07/11/16	16,887.40
				GATEWAY SIGNAGE/CORRIDOR I			
						INVOICE TOTAL:	16,887.40
						VENDOR TOTAL:	16,887.40

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-----							
MCGREEVA AUSTIN MCGREEVEY							
MUSIC PERFORM 6/17	07/01/16	01	FARM MRKT MUSIC PERFORM 6/17	01-60-650-44610		07/11/16	100.00
				FARMER'S MARKET			
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
MENARDS MENARD'S							
8373	06/21/16	01	CHLORINE TABS:V HALL FOUNTAIN	01-60-900-45900		07/11/16	29.99
				MINOR EQUIPMENT			
						INVOICE TOTAL:	29.99
GURN30198322	06/09/16	01	RADIO:TRK #84099	01-80-860-43640		07/11/16	52.98
				MAINT. SUPPLIES-VEHICLES			
						INVOICE TOTAL:	52.98
						VENDOR TOTAL:	82.97
MOEWF MIDWEST OP ENGINEERS LOCAL 150							
AUG 2016	07/05/16	01	P WKS 'EE MED INS:AUG 2016	01-20-102-20000		07/11/16	1,300.00
				ACCOUNTS PAYABLE			
		02	P WKS FAMILY MED INS:AUG 2016	01-20-102-20000			8,000.00
				ACCOUNTS PAYABLE			
						INVOICE TOTAL:	9,300.00
						VENDOR TOTAL:	9,300.00
MORANTER TERRY MORAN							
MUSIC PERFORM 6/10	07/01/16	01	FARM MRKT MUSICAL PERFORM:6/10	01-60-650-44610		07/11/16	100.00
				FARMER'S MARKET			
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
MOTRGRAF MOTR GRAFX							
5679	06/28/16	01	EMT SUPPLIES:FIRE	01-70-730-43570		07/11/16	786.00
				OPERATING SUPPLIES			
						INVOICE TOTAL:	786.00
						VENDOR TOTAL:	786.00

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-----							
NAPA NAPA AUTO SUPPLY							
607856	06/24/16	01	FIRE ENGINE CLEANING SUPPLIES	01-70-730-43640		07/11/16	85.96
				MAINTENANCE SUPPLIES-VEHIC			
						INVOICE TOTAL:	85.96
607916	06/24/16	01	FIRE ENGINE CLEANING SUPPLIES	01-70-730-43640		07/11/16	74.61
				MAINTENANCE SUPPLIES-VEHIC			
						INVOICE TOTAL:	74.61
						VENDOR TOTAL:	160.57
NORTHSHO NORTH SHORE GAS							
611 WALNUT 6/27	06/29/16	01	GAS:611 WALNUT 5/26-6/27/16	01-60-940-43230		07/11/16	3.88
				UTILITIES			
						INVOICE TOTAL:	3.88
GASLITES 6/27	06/29/16	01	GAS LITES:5/25-6/27/16	01-80-840-43230		07/11/16	305.32
				UTILITIES/STREET LIGHTS			
						INVOICE TOTAL:	305.32
PSB GENERATOR 6/27	06/29/16	01	PSB GENERATOR:5/25-6/27/16	01-70-930-43230		07/11/16	95.19
				UTILITIES			
						INVOICE TOTAL:	95.19
						VENDOR TOTAL:	404.39
NOSHRWAT NORTH SHORE WATER RECLAMATION							
3322011	07/02/16	01	WSTWTR TRTMENT:P WKS GARAGE	01-80-910-43230		07/11/16	29.00
				UTILITIES			
		02	3/7-6/3/16	** COMMENT **			
						INVOICE TOTAL:	29.00
						VENDOR TOTAL:	29.00
PERSPECT PERSPECTIVES							
84068	07/01/16	01	'EE ASSISTANCE PROGRAM:	01-60-600-40900		07/11/16	879.32
				OTHER EMPLOYEE BENEFITS			

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-----							
PERSPECT PERSPECTIVES							
84068	07/01/16	02	7/1/16-6/30/17		** COMMENT **	07/11/16	
						INVOICE TOTAL:	879.32
						VENDOR TOTAL:	879.32
PRECSERV PRECISION SERVICE & PARTS, INC							
30IV098444	06/29/16	01	WIRING HARNESS #61004	46-80-800-43640		07/11/16	89.20
				MAINTENANCE SUPPLIES-VEHIC		INVOICE TOTAL:	89.20
						VENDOR TOTAL:	89.20
RCJUGGLE RC JUGGLES							
070116	06/30/16	01	BALLOON SCULPTING:FARM MRKT	01-60-650-44610		07/11/16	420.00
				FARMER'S MARKET			
		02	6/17 & 7/1/16	** COMMENT **			
						INVOICE TOTAL:	420.00
						VENDOR TOTAL:	420.00
SCHELHAS WILLIAM A. SCHELHAS							
JUNE 2016	07/05/16	01	VLB SHARE PROD ASST:JUN 2016	01-60-600-41304		07/11/16	1,120.00
				OTHER PROFESSIONAL SERVICE		INVOICE TOTAL:	1,120.00
						VENDOR TOTAL:	1,120.00
SHERAUTO SHERIDAN AUTO PARTS							
907955	06/29/16	01	SOLDERING IRON TIPS:PUB WKS	46-80-800-43640		07/11/16	6.57
				MAINTENANCE SUPPLIES-VEHIC		INVOICE TOTAL:	6.57
						VENDOR TOTAL:	6.57
SHIINTER SHI INTERNATIONAL CORP							

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SHIINTER SHI INTERNATIONAL CORP							
B05156238	06/24/16	01	(2) VIEWSONIC 24" MONITORS	45-60-610-49350		07/11/16	246.00
				COMPUTER EQUIPMENT			
						INVOICE TOTAL:	246.00
						VENDOR TOTAL:	246.00
SNAPONBR SNAP-ON TOOLS							
06171623025	06/23/16	01	VEHICLE CODE SCANNER SYSTEM	01-80-910-49400		07/11/16	2,445.01
				EQUIPMENT			
						INVOICE TOTAL:	2,445.01
						VENDOR TOTAL:	2,445.01
STNDRDEQ STANDARD EQUIPMENT CO.							
C14399	06/27/16	01	STREET SWEEPER BRUSH	01-80-840-43650		07/11/16	120.55
				MAINTENANCE SUPPLIES-EQUIP			
						INVOICE TOTAL:	120.55
						VENDOR TOTAL:	120.55
STAPLES STAPLES ADVANTAGE							
3305765427	06/18/16	01	OFFICE SUPPLIES:COM DEVELOPMNT	01-60-680-43550		07/11/16	42.59
				OFFICE SUPPLIES			
						INVOICE TOTAL:	42.59
3306130721	06/23/16	01	OFFICE SUPPLIES:VILL HALL	01-60-610-43550		07/11/16	36.29
				OFFICE SUPPLIES			
						INVOICE TOTAL:	36.29
3306130722	06/23/16	01	OFFICE SUPPLIES:VILL HALL	01-60-610-43550		07/11/16	108.17
				OFFICE SUPPLIES			
						INVOICE TOTAL:	108.17
						VENDOR TOTAL:	187.05

STATEDIS STATE DISBURSEMENT UNIT

DATE: 07/06/16  
 TIME: 15:49:36  
 ID: AP441000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 07/11/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
STATEDIS STATE DISBURSEMENT UNIT							
7/7 PAYROLL DEDUCT	07/07/16	01	7/7 'EE PAYROLL DEDUCTION	01-20-102-51000		07/11/16	579.69
				WAGE ASSIGNMENT PAYABLE			
						INVOICE TOTAL:	579.69
						VENDOR TOTAL:	579.69
SWANTONK KATHLEEN SWANTON							
JUNE 2016	07/01/16	01	FARMERS' MKT MANAGER:JUNE 2016	01-60-650-44610		07/11/16	540.00
				FARMER'S MARKET			
						INVOICE TOTAL:	540.00
						VENDOR TOTAL:	540.00
TALENTWI TALENTWISE							
94666941	05/31/16	01	BKGROUND CK:P/T BLDG INSPECTOR	01-60-680-42450		07/11/16	111.00
				RECRUITMENT			
						INVOICE TOTAL:	111.00
						VENDOR TOTAL:	111.00
THEEXCHA THE CHEVY EXCHANGE							
134854	06/23/16	01	REP'L FUEL PRESSURE SENSOR:#22	01-70-710-41100		07/11/16	303.60
				MAINTENANCE-VEHICLES			
						INVOICE TOTAL:	303.60
135127	06/30/16	01	REP'R AC/COOLING SYST FAN:#21	01-70-710-41100		07/11/16	164.30
				MAINTENANCE-VEHICLES			
						INVOICE TOTAL:	164.30
46503	06/27/16	01	WINDOW REGULATOR:SQD #21	01-70-710-43640		07/11/16	158.49
				MAINTENANCE SUPPLIES-VEHIC			
						INVOICE TOTAL:	158.49
46511	06/28/16	01	FAN RELAY: SQD #21	01-70-710-43640		07/11/16	25.52
				MAINTENANCE SUPPLIES-VEHIC			
						INVOICE TOTAL:	25.52
						VENDOR TOTAL:	651.91

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DATE: 07/06/16  
 TIME: 15:49:36  
 ID: AP441000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 07/11/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
TRANSUNI TRANS UNION RISK & ALTERNATIVE							
JUNE 2016	07/01/16	01	PERSON SEARCH:POLICE	01-70-710-43570		07/11/16	61.75
				OPERATING SUPPLIES			
						INVOICE TOTAL:	61.75
						VENDOR TOTAL:	61.75
USPOSTAL UNITED STATES POSTAL SERVICE							
2016 JUNE	06/24/16	01	POSTAGE:CYCLE #01 WTR BILLING	46-80-800-43300		07/11/16	285.43
				POSTAGE			
						INVOICE TOTAL:	285.43
						VENDOR TOTAL:	285.43
USABLUЕ USA BLUE BOOK							
979653	06/15/16	01	SHOVELS:PUB WKS	01-80-870-45900		07/11/16	135.80
				MINOR EQUIPMENT			
						INVOICE TOTAL:	135.80
						VENDOR TOTAL:	135.80
VILLOFGL VILLAGE OF GLENVIEW							
7787	07/01/16	01	DISPATCH FY17 Q2 OPERATNG COST	01-70-711-41301		07/11/16	45,180.02
				COMMUNICATIONS SERVICE			
		02	DISPATCH FY17 Q2 OPERATNG COST	01-70-730-41303			28,120.00
				DISPATCH SERVICES			
						INVOICE TOTAL:	73,300.02
						VENDOR TOTAL:	73,300.02
VLBWATER VILLAGE OF LAKE BLUFF							
ADMIN PW 6/6/16	06/24/16	01	WATER:P WKS ADMIN 3/7-6/3/16	01-80-910-43230		07/11/16	37.02
				UTILITIES			
						INVOICE TOTAL:	37.02
GARAGE PW 6/3	06/24/16	01	WATER:P WKS GARAGE 3/7-6/3	01-80-910-43230		07/11/16	215.76
				UTILITIES			
						INVOICE TOTAL:	215.76
						VENDOR TOTAL:	252.78

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DATE: 07/06/16  
TIME: 15:49:36  
ID: AP441000.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 07/11/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
VISOGRAP VISOGRAPHIC INC							
203219	06/29/16	01	BUSINESS CARDS:JEFF SHANK	01-60-680-43400		07/11/16	82.03
			PRINTING				
						INVOICE TOTAL:	82.03
						VENDOR TOTAL:	82.03
VOSSSIGN VOSS SIGNS LLC							
C-188460	06/21/16	01	"NO PARKING" SIGNS	01-70-710-43570		07/11/16	272.50
			OPERATING SUPPLIES				
						INVOICE TOTAL:	272.50
						VENDOR TOTAL:	272.50
						TOTAL ALL INVOICES:	303,196.55

DATE: 07/06/2016  
 TIME: 15:51:05  
 ID: AP443000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/11/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
10	ASSETS		
FEECEOIL	FEECE OIL COMPANY	8,804.58	4,856.52
	ASSETS		4,856.52
20	LIABILITIES		
BCBS	BLUECROSS BLUE SHIELD OF IL	112,992.38	55,487.15
FRANKSWI	WILLIAM Y. FRANKS		4,082.00
ICMA RET	ICMA RETIREMENT TRUST 457	22,176.82	4,543.18
IUOEADM	INT'L UNION OF OPER ENGINEERS	1,894.30	378.86
IUOEMEMB	INT'L UNION OF OPER ENGINEERS	411.95	82.39
MOEWF	MIDWEST OP ENGINEERS LOCAL 150	18,600.00	9,300.00
POLPEN	LAKE BLUFF POLICE PENSION FUND	25,171.26	4,744.20
STATEDIS	STATE DISBURSEMENT UNIT	2,898.45	579.69
	LIABILITIES		79,197.47
60	ADMINISTRATION		
ADP	ADP INC.	824.80	235.30
ALLDATA	ALLDATA		250.00
ANDERPES	ANDERSON PEST CONTROL	419.20	44.29
BAXTWOOD	BAXTER & WOODMAN	17,518.35	1,458.75
CHTRIBDI	CHICAGO TRIBUNE DIGITAL		118.56
COMCAST	COMCAST CABLE	522.88	6.34
DONATISP	DONATIS PIZZA	292.20	94.59
FRANKSWI	WILLIAM Y. FRANKS		5,278.00
GLOBALCO	GLOBALCOM INC	899.54	202.41
ICMACONF	INT'L CITY MANAGEMENT ASSN.		1,400.00
ILCENTRA	ILLINOIS CENTURY NETWORK	152.00	76.00
ILCMA	I L C M A CENTER FOR GOV'T	253.12	424.13
INTERDEV	INTERDEV, LLC	15,992.39	4,993.81
KENHALLM	KEN HALL MUSIC		100.00
LEAD	L.E.A.D		7,500.00
MCGREEVA	AUSTIN MCGREEVEY		100.00
MENARDS	MENARD'S	260.82	29.99
MORANTER	TERRY MORAN		100.00
NORTHSHO	NORTH SHORE GAS	1,442.59	3.88
PERSPECT	PERSPECTIVES		879.32
RCJUGGLE	RC JUGGLES	150.00	420.00
SCHELHAS	WILLIAM A. SCHELHAS	2,400.00	1,120.00
STAPLES	STAPLES ADVANTAGE	340.37	187.05

DATE: 07/06/2016  
TIME: 15:51:05  
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-- VILLAGE OF LAKE BLUFF --  
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 07/11/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
60	ADMINISTRATION		
SWANTONK	KATHLEEN SWANTON		540.00
TALENTWI	TALENTWISE	71.00	111.00
VISOGRAP	VISOGRAPHIC INC	615.25	82.03
	ADMINISTRATION		25,755.45
70	PUBLIC SAFETY		
ALLDATA	ALLDATA		750.00
AMERGAS	AMERICAN GASES CORP.	229.17	22.64
ANDERPES	ANDERSON PEST CONTROL	419.20	216.29
AT & T	AT & T	4,755.02	1,525.06
CHOICE1	CHOICE1 HEALTH CARE SERVICES,		49.90
GLOBALCO	GLOBALCOM INC	899.54	202.39
GUSTERNA	NANCY GUSTERINE		148.66
HAVEYCOM	HAVEY COMMUNICATIONS, INC.	240.85	4,580.00
IDSTORE	THE ID STORE (05)		40.00
INDORGSO	INDUSTRIAL ORGANIZATIONAL SOL		967.00
KRUMSEEJ	JOHN KRUMSEE		42.00
LANERMUC	LANER, MUCHIN, DOMBROW, BECKER	1,148.41	772.50
MOTRGRAF	MOTR GRAFX		786.00
NAPA	NAPA AUTO SUPPLY	54.02	160.57
NORTHSHO	NORTH SHORE GAS	1,442.59	95.19
THEEXCHA	THE CHEVY EXCHANGE	1,204.46	651.91
TRANSUNI	TRANS UNION RISK & ALTERNATIVE	90.00	61.75
VILLOFGL	VILLAGE OF GLENVIEW	83,172.72	73,300.02
VOSSSIGN	VOSS SIGNS LLC		272.50
	PUBLIC SAFETY		84,644.38
80	PUBLIC WORKS		
00000980	LYNCH CONSTRUCTION		16,887.40
ALLDATA	ALLDATA		500.00
BAXTWOOD	BAXTER & WOODMAN	17,518.35	8,245.30
COMED	COM ED	10,304.10	3,655.47
GLOBALCO	GLOBALCOM INC	899.54	44.97
GROWEREQ	GROWER EQUIPMENT & SUPPLY CO.	370.46	129.43
INTLAKES	INTEGRATED LAKES MANAGEMENT	319.50	407.13
JWTURFF	J.W. TURF, INC.		598.68
LAWSONPR	LAWSON PRODUCTS, INC.	248.52	121.42
LCHOSE	LAKE COUNTY HOSE AND EQUIPMENT		97.14

DATE: 07/06/2016  
TIME: 15:51:05  
ID: AP443000.WOW

-- VILLAGE OF LAKE BLUFF --  
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 07/11/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
80	PUBLIC WORKS		
LECHNER	LECHNER & SONS UNIFORM RENTAL	521.19	114.78
MENARDS	MENARD'S	260.82	52.98
NORTHSHO	NORTH SHORE GAS	1,442.59	305.32
NOSHRWAT	NORTH SHORE WATER RECLAMATION	59.16	29.00
SNAPONBR	SNAP-ON TOOLS		2,445.01
STNDRDEQ	STANDARD EQUIPMENT CO.		120.55
USABLUE	USA BLUE BOOK		135.80
VLBWATER	VILLAGE OF LAKE BLUFF	459.26	252.78
	PUBLIC WORKS		34,143.16
REDEVELOPMENT PROGRAM FUND			
80	PUBLIC WORKS		
BAXTWOOD	BAXTER & WOODMAN	17,518.35	12,150.00
	PUBLIC WORKS		12,150.00
VEHICLE/EQUIP REPLACEMENT FUND			
60	ADMINISTRATION		
SHIINTER	SHI INTERNATIONAL CORP	1,297.00	246.00
	ADMINISTRATION		246.00
WATER FUND			
80	PUBLIC WORKS		
CARQUEST	CARQUEST OF LIBERTYVILLE	645.36	128.47
CHLORINA	CHLORINATING LTD, INC		550.00
CLCJAWA	CENTRAL LAKE COUNTY JOINT	97,045.34	60,141.90
IEPA	ILLINOIS ENVIRON PROTECT AGENC		1,000.00
LECHNER	LECHNER & SONS UNIFORM RENTAL	521.19	2.00
PRECSERV	PRECISION SERVICE & PARTS, INC	321.52	89.20
SHERAUTO	SHERIDAN AUTO PARTS	738.41	6.57
USPOSTAL	UNITED STATES POSTAL SERVICE	1,761.83	285.43
	PUBLIC WORKS		62,203.57
	TOTAL ALL DEPARTMENTS		303,196.55

VILLAGE OF LAKE BLUFF 2016-17  
PAYROLL BREAKDOWN BY DEPARTMENT

6-Jul-16  
ATTACHMENT #2

ATTACHMENT 2

ANNUAL		FUND DEPARTMENT	MAY 2016	JUNE 2016	JULY 2016	(4)	(5)	2016-17		% OF	2015-16
ACTUAL 2015-16	BUDGET 2016-17					FY15-16 Accrual	FY16-17	YR-TO-DATE ACTUAL	BUDGET	BUDGET EXPENDED	YR-TO-DATE ACTUAL
<b>General</b>											
370,441	383,500	Administrative	38,624.77	29,162.70		(6,575)		61,212	59,000	15.96%	57,529
282,204	284,000	Finance	22,834.53	21,537.50		(5,296)		39,076	43,692	13.76%	40,356
1,635,964	1,720,000	Police Sworn	117,700.52	137,103.27		(29,725)		225,079	264,615	13.09%	226,762
143,896	175,000	Police Support Serv	10,419.52	11,189.68		(2,857)		18,752	26,923	10.72%	21,953
60,120	67,500	Fire (Notes 2-3)	4,678.56	4,678.56		(1,170)		8,187	10,385	12.13%	7,486
161,780	160,000	Community Develop	21,789.22	19,114.93		(2,780)		38,124	24,615	23.83%	13,956
PUBLIC WORKS:											
0											
289,313	284,500	Streets, Lighting	20,546.66	19,498.69		(4,961)		35,084	43,769	12.33%	28,039
4,288	8,000	Sanitation	600.00	525.00		(150)		975	1,231	12.19%	800
64,710	85,500	Forestry	5,539.02	5,251.44		(1,298)		9,492	13,154	11.10%	7,204
42,619	31,500	Parks & Parkways	2,072.32	8,145.28		(245)		9,973	4,846	31.66%	8,744
103,178	121,000	Sewer	9,210.72	9,120.64		(2,508)		15,823	18,615	13.08%	11,253
14,602	9,600	Village Hall Bldg	811.16	717.12		0		1,528	1,477	15.92%	1,926
14,602	9,600	Public Safety Bldg	811.16	717.12		0		1,528	1,477	15.92%	1,926
13,820	5,375	Public Works Bldg	419.16	429.14		(122)		726	827	13.51%	1,926
28,556	35,000	Commuter Station	2,651.13	2,673.68		(645)		4,680	5,385	13.37%	3,337
226,150	207,500	<b>Water</b>	15,760.53	15,595.10		(3,737)		27,619	31,923	13.31%	23,583
3,456,244	3,587,575	TOTAL	274,468.98	285,459.85	0.00	(62,069)	0	497,860	551,935	13.88%	456,778

1. The Village pays employees bi-weekly; there will be three payrolls in September 2016 and March 2017.
2. The Fire department volunteers are reimbursed through accounts payable in June & Dec.
3. The Fire Secretary is paid bi-weekly through payroll.
4. FY15-16 Pay Accrual is salaries paid in May 2016 but expensed/earned in April 2016.
5. FY16-17 Pay Accrual is salaries paid in May 2017 but expensed/earned in April 2017.

**VILLAGE OF LAKE BLUFF  
REQUEST FOR BOARD ACTION**

**Agenda Item: 6b**

**Subject:** JUNE 2016 FINANCIAL REPORT

**Action Requested:** RECEIPT OF FINANCIAL REPORT (Voice Vote)

**Originated By:** DIRECTOR OF FINANCE

**Referred To:** VILLAGE BOARD

**Summary of Background and Reason For Request:**

Attached for your consideration is the June 2016 Financial Report.

Highlights of this report are:

- Sales tax revenue for May 2015-March 2016 is \$2.569 million which is \$267k or 12% greater and home rule sales tax of \$726k is \$230k or 46% greater than the same period in 2014-15;
- Income tax revenue of \$115k for May-June 2016 is 20% lower than the same period in 2015;
- Building permit revenue is \$123k and is \$45k 57% greater than May-June 2015;
- We continue to closely monitor the actions in Springfield and assess the implications to the Village of potential changes in State-shared revenue allocations, property tax limitation changes, or pension reform become law.

**Reports and Documents Attached:**

- June 2016 Financial Report

**Village Administrator's Recommendation:** Acceptance of Report.

**Date Referred to Village Board:** 7/11/2016

VILLAGE OF LAKE BLUFF

MEMORANDUM

TO: Village President and Board of Trustees  
Drew Irvin, Village Administrator

FROM: Susan M. Griffin, Director of Finance

DATE: July 6, 2016

SUBJECT: June 2016 Monthly Report



**Treasury Report – Exhibit A**

Attached is the two page Treasury Report for June 2016. The total cash and investments in the treasury for the governmental and water funds are \$10,069,267 plus \$8,977,292 for the Police Pension Fund.

**Investment Report – Exhibit B**

Attached is the Investment Report for the month ending June 30, 2016. The par value plus interest credited to the CD's for the governmental and Water fund short-term investments is \$2,735,943. The Village investments are managed within the guidelines of the Village's Cash Management and Investment Policy.

**Budget Analysis Report – Exhibit C**

Attached is the Budget Analysis Report for June 2016. The revenues in Exhibit C reflect actual and estimated receipts. Below is more specific information about the major revenues and expenditures by fund. The General and Water Funds revenues and expenditures that exceed or are under 20% of the prior year amounts have been highlighted on Exhibit C.

**General Fund Revenues:**

**Property Tax revenue** is received predominately in June and September as the taxes are due by the first week of those months. The *total* Village tax *extension* for the 2015 property taxes (received in FY17) is \$3,193,440 with the General Fund receiving 69% or \$2,195,529 of the monies. The IMRF, FICA and Police Pension Funds receive the balance of the revenues of \$997,811. The Police Pension property taxes are recorded as a revenue in the General Fund and a transfer out of the General Fund into the Police Pension Fund in compliance with GASB.

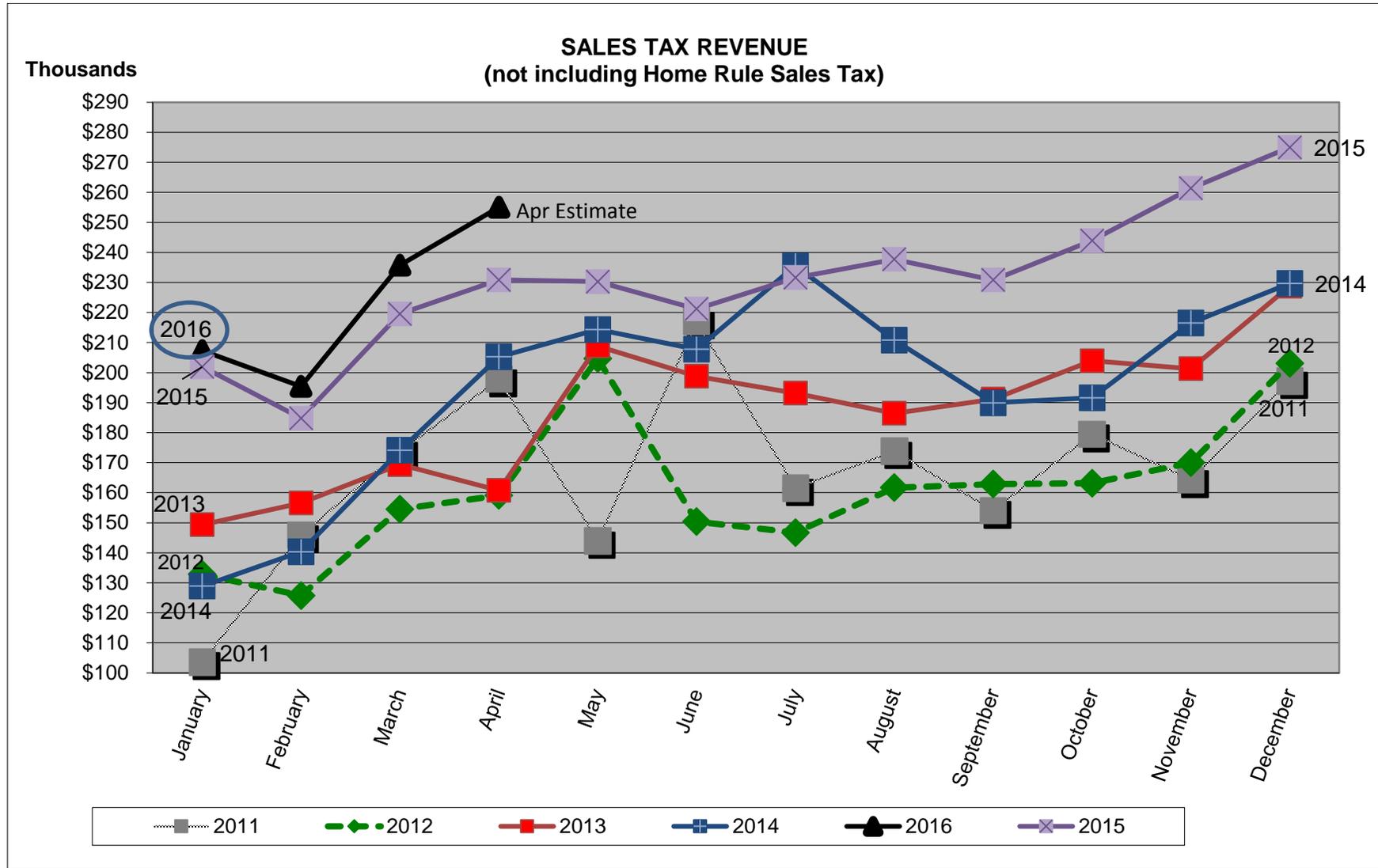
The 2015 property tax extension, received from May-December 2016 and recorded as revenue in FY2017, of \$3,193,439 is \$43,744 or 1.4% more than the 2014 extension. For the first time since 2009 the Village's EAV grew increasing by 8.8% to \$521.832 million.

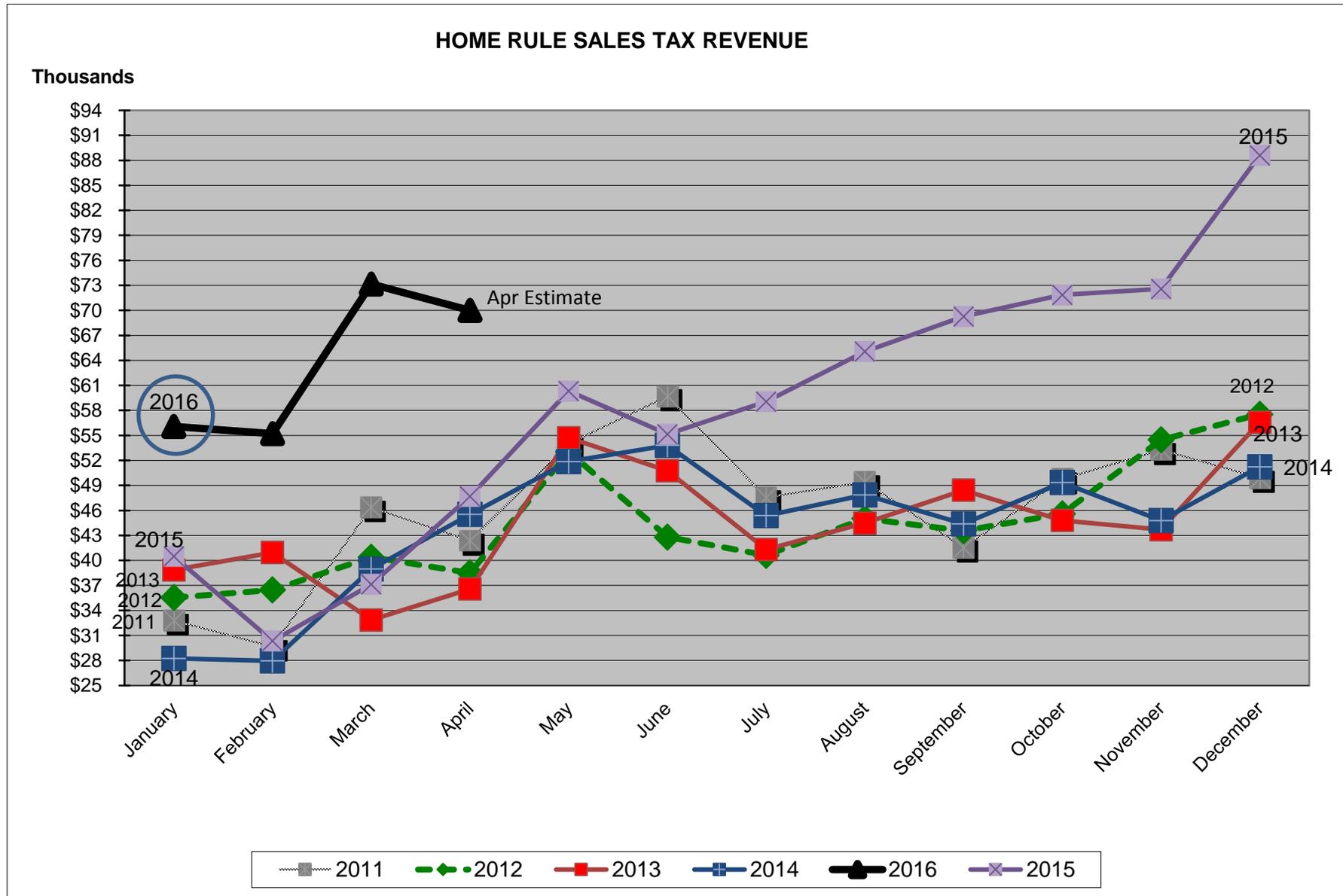
**Sales Tax Revenue** (non-home rule 1% and local use tax) is shown in table format on the next page with monthly revenues for FY16, FY15, and FY14. This chart reflects the May 2015-March 2016 revenues for FY16 which are \$266,639 or 12% greater than the same period in 2014-15. The FY15 sales taxes of \$2,533,246 are \$272,370 or 12% greater than FY14. The chart on page 3 shows the non-home rule sales tax by month for the calendar years 2009 through March 2016 **with estimates for April 2016** as these numbers have not been reported to the municipalities at this time.

Liability Month	FY2015-16 Revenue (A)	FY2014-15 Revenue (B)	\$ Change FY15 to FY16 (A-B)	FY2013-14 Revenue (C)	\$ Change FY14- FY15 (B-C)
May 2015	\$ 230,253	\$ 214,330	\$ 15,923	\$ 208,839	\$ 5,491
June	\$ 221,167	\$ 207,740	\$ 13,427	\$ 198,781	\$ 8,959
July	\$ 231,558	\$ 235,549	(\$ 3,991)	\$ 193,135	\$ 42,414
August	\$ 237,694	\$ 210,817	\$ 26,877	\$ 186,436	\$ 24,381
September	\$ 229,733	\$ 189,923	\$ 39,810	\$ 191,150	(\$ 1,227)
October	\$ 243,811	\$ 191,588	\$ 52,223	\$ 203,927	(\$ 12,339)
November	\$ 261,349	\$ 216,524	\$ 44,825	\$ 201,292	\$ 15,232
December	\$ 274,963	\$ 229,680	\$ 45,283	\$ 228,777	\$ 903
January 2016	\$ 207,309	\$ 201,909	\$ 5,400	\$ 128,878	\$ 73,031
February	\$ 195,430	\$ 184,808	\$ 10,622	\$ 140,358	\$ 44,450
March	\$ 235,774	\$ 219,534	\$ 16,240	\$ 174,087	\$ 45,447
April		\$ 230,844		\$ 205,216	\$ 25,628
<b>FY Total</b>	<b>\$2,569,041</b>	<b>\$2,533,246</b>	<b>\$ 266,639</b>	<b>\$2,260,876</b>	<b>\$ 272,370</b>
FY Monthly Average	\$ 233,549	\$211,104		\$188,406	

**Home rule sales tax** became effective January 1, 2006 with actual receipts shown below. By statute this 1% tax does not apply to food/medicines and titled products such as autos. The home rule sales tax revenue for May 2015-March 2016 of \$726,294 is \$229,694 or 46% higher than the same period in 2014-15. The FY2015 home rule sales taxes of \$544,272 are \$18,839 or 3.6% more than FY14 revenue. The chart on page 4 shows the home rule sales tax by month for the calendar years 2009 through March 2016 **with estimates for April 2016**.

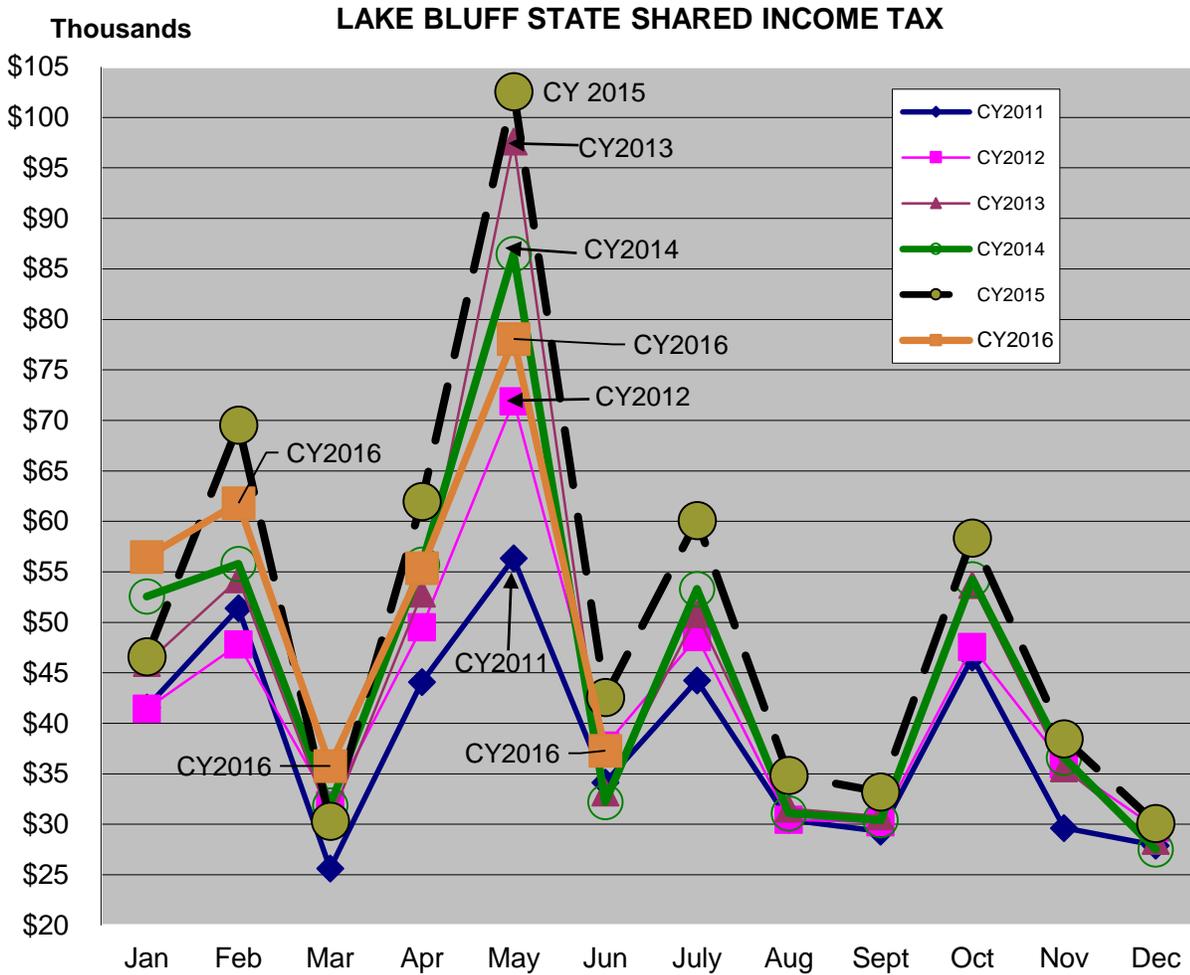
Home Rule Sales Tax By Liability Month	FY2015-16 Revenue (A)	FY2014-15 Revenue (B)	\$ Change FY15 to FY16 (A-B)	FY2013-14 Revenue (C)	\$ Change FY14 to FY15 (B-C)
May 2015	\$ 60,325	\$ 51,864	\$ 8,461	\$ 54,714	(\$ 2,850)
June	\$ 55,143	\$ 53,809	\$ 1,334	\$ 50,760	\$ 3,049
July	\$ 59,056	\$ 45,382	\$13,674	\$ 41,299	\$ 4,083
August	\$ 65,060	\$ 47,867	\$17,193	\$ 44,476	\$ 3,391
September	\$ 69,262	\$ 44,378	\$24,884	\$ 48,429	(\$ 4,051)
October	\$ 71,862	\$ 49,349	\$22,513	\$ 44,804	\$ 4,545
November	\$ 72,579	\$ 44,780	\$27,799	\$ 43,688	\$ 1,092
December	\$ 88,604	\$ 51,229	\$37,375	\$ 56,579	(\$ 5,350)
January 2016	\$ 56,058	\$ 40,487	\$15,571	\$ 28,248	\$ 12,239
February	\$ 55,196	\$ 30,334	\$24,862	\$ 27,948	\$ 2,386
March	\$ 73,149	\$ 37,121	\$36,028	\$ 38,973	\$ (1,852)
April		\$ 47,672		\$ 45,515	\$ 2,157
<b>FY Total</b>	<b>\$726,294</b>	<b>\$544,272</b>	<b>\$229,694</b>	<b>\$525,433</b>	<b>\$ 18,839</b>
FY Monthly Average	\$ 66,027	\$ 45,356		\$ 43,786	





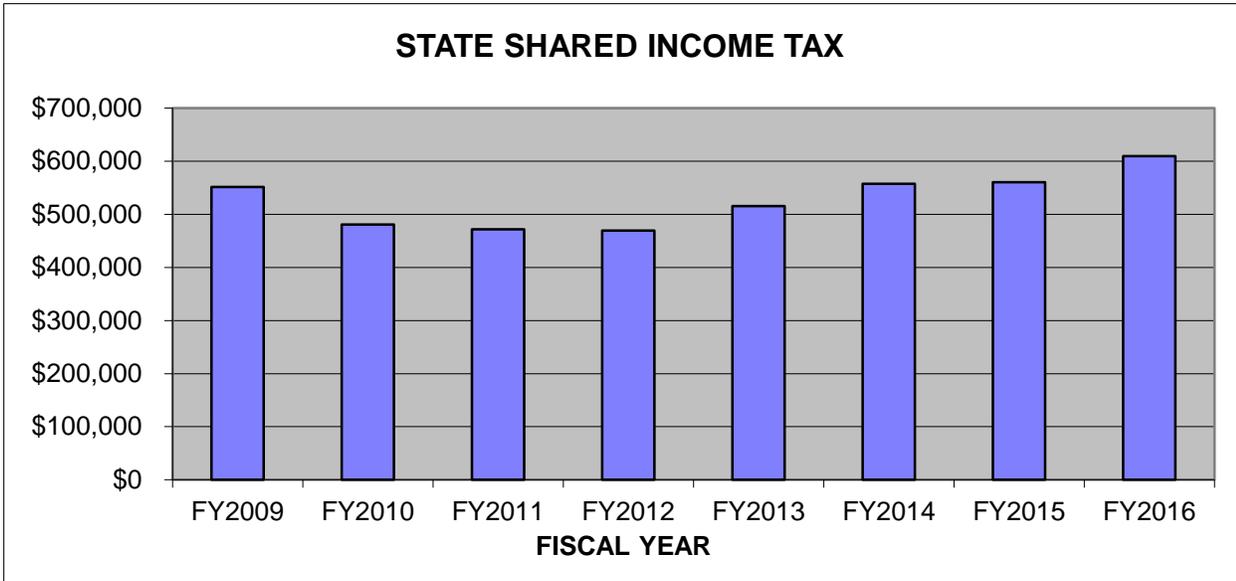
**Other Taxes** category encompasses state income, personal property replacement, and the demolition tax.

The actual income tax revenue for May-June 2016 at \$115,355 is 20% less than the same period in 2015. May 2015-April 2016 (FY16) at \$609,807 is 8.8% higher than FY15 at \$560,382. Below is a chart showing the income tax revenues by month from January 2011-June 2016.



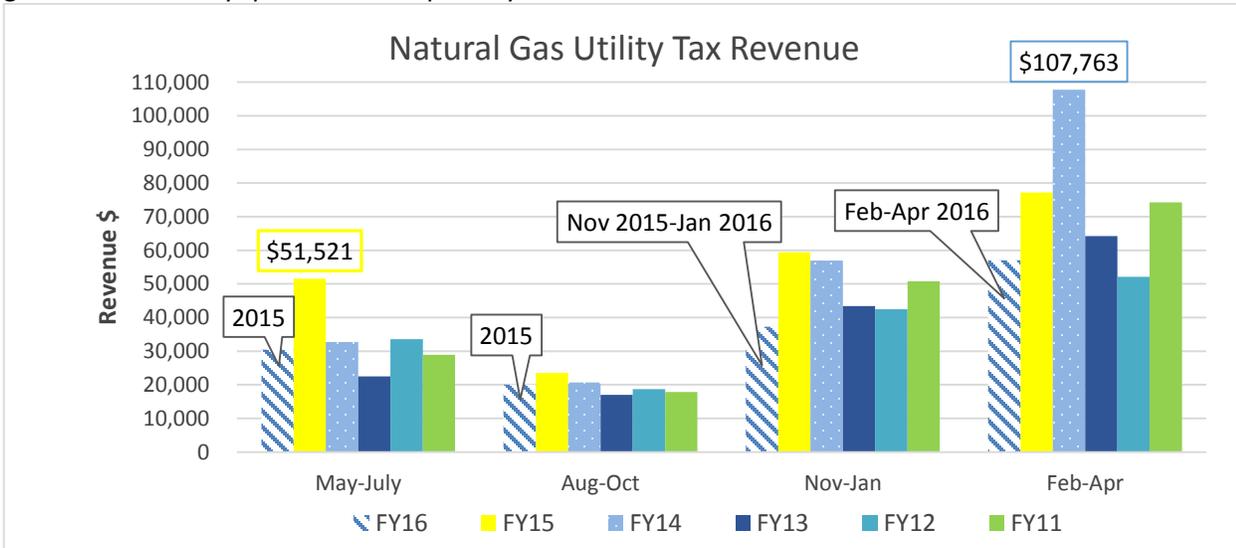
According to the Illinois Municipal League, the 36% jump in the May 2013 receipts were an aberration caused partly by individuals and corporations reporting capital gains income in anticipation of significant changes in Federal tax policy. The revenue for May 2015 is \$102,570 or 5% more than June 2013. Again this could be an increase in capital gains.

The following page shows a bar graph of the income tax revenue by fiscal year for FY09-FY16. Fiscal year 2016 total revenue of \$609,807 is the highest year in over 20 years. However, this source of revenue is one that is likely to decline if the State revises the formula for sharing income tax revenue with local municipalities. No word yet with any conclusive plans regarding changes to the municipal share as the State still has not approved a FY2015-16 budget.



**Utility Taxes** category is comprised of a tax on electric, natural gas, and telecommunications usage. The tax is 5% of the distribution, supply, furnishing or sale of natural gas and electricity consumed within the Village with the electric tax being based on tiers of kilowatt hours usage. The telecommunications tax is 5% of the gross charge for the act or privilege of originating or receiving telecommunications in the Village and all services rendered in connection therewith.

**North Shore Gas** utility tax revenues are received quarterly in June (for February-April), September (for May-July), December (for August-October), & March (for November-January). Below is a chart showing the natural gas tax revenues by quarter for the past 5 years.



The February-April 2014 quarter amount of \$107,763 was 68% greater than the same quarter in 2013. This is attributed to the increase in natural gas consumption for building heating because of the subzero temperatures experienced in the Midwest during the winter of 2014. This cooler weather pattern is assumed to be partly the reason for the May-July 2014 amount of \$51,521 which is the highest amount received for the summer quarter since at least 1996! May-July 2015 tax of \$30,411 is consistent with the same quarters in previous years, except for 2014. The August-October 2015 tax of \$20,059 is slightly less than the prior year. The November 2015-January 2016 tax of \$37,234 is 37% less than the same period the prior year consistent with the low fuel prices and mild winter weather.

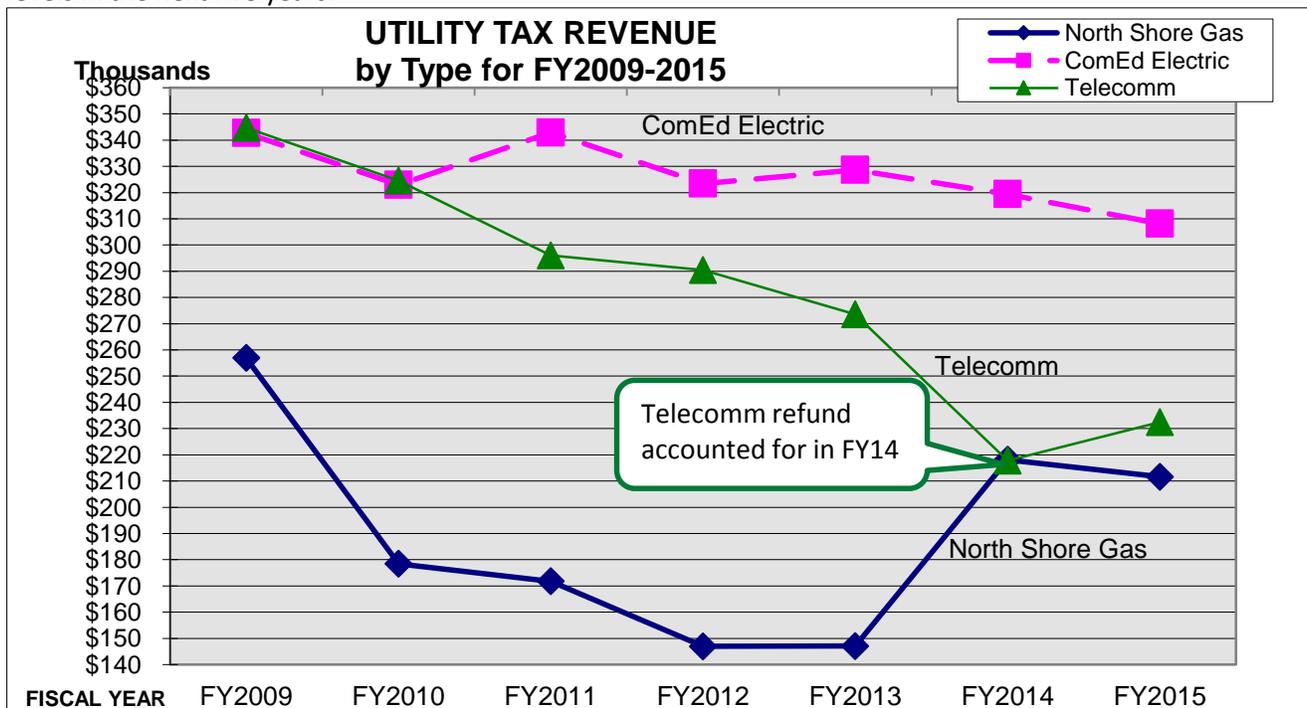
Below is a table showing the natural gas tax revenue by fiscal year with the dollar and percentage change from the prior year.

Fiscal Yr	Total Natural Gas Tax Revenue	\$ Change from PY	% Change from PY
16	\$144,777	(\$66,851)	(32%)
15	\$211,628	(\$ 6,501)	(3%)
14	\$218,129	\$71,057	48%
13	\$147,072	\$ 128	---
12	\$146,944	(\$24,832)	(14%)

**ComEd electric tax** actual revenue for FY16 at \$310,025 is 0.6% greater than \$308,147 for FY15. FY15 of \$308,147 is \$11,309 or 3.5% less than the \$319,456 revenue for FY14. The FY14 revenue was \$9,178 or 2.8% less than FY13 revenue of \$328,634.

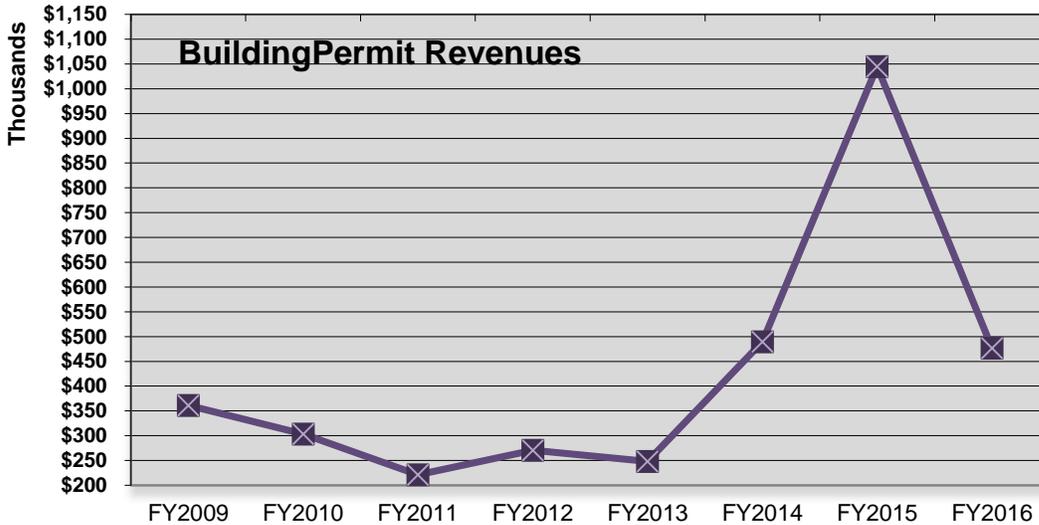
Actual **telecomm taxes** are remitted to the Village by the State; actual receipts lag about 3-4 months from the liability period. The Village May 2015-January 2016 revenue of \$170,233 is 2.6% less than the same period in 2014 of \$174,761. In April 2013 the State notified the Village that a large telecommunications carrier was ordered to seek refunds from the states on behalf of customers that were charged telecomm taxes on transactions that were not properly taxable under federal and state laws. Illinois municipalities were advised that a significant portion of the State refunds involved proceeds that were distributed to local governments. The Village’s portion of the recovery of distributions was \$32,792. While the State recovered these funds over an equal amount each month for a year during FY15, the Village reduced its FY14 telecommunications tax revenue by this amount. After this adjustment, FY14 revenue is \$217,745; \$55,867 or 25.7% less than FY13 revenue of \$273,612. The FY15 revenue is \$231,348 compared to \$217,745 for FY14 (after taking into account the refundable adjustment noted above) which represents a 6.2% increase.

Below is a chart showing the telecommunications (from various sources), ComEd electric, and the North Shore natural gas utility taxes by fiscal year. Upon review of this chart, it is clear that all three of these revenue sources are well below their pre-2008-2009 amounts. Given the more efficient appliances, consumer conservation habits, and the lower price of fuel, projections are that this source will not likely rise to those levels in the next five years.



**Building Permit** revenue for May-June 2016 is \$122,773 compared to \$45,373 in for the same period in 2015. This represents \$45,373 or 59% more revenue in FY17 than FY16. FY15 ended the year 113% more than the receipts for FY14 due to the Target development, Heinen’s remodeling of the Dominick’s store and two large residences in Lansdowne.

On the next page is a graph of the building permit revenues since FY09 through FY2016.



**Sewer charge** revenue for May-June 2016 is \$24,918 which is \$1,202 or 5% less than May-June 2015 revenue of \$26,120. The sewer charge is billed at the rate of \$1.10 per thousand gallons of water used with a credit during the billing months of August-October for water presumed for lawn irrigation purposes.

**General Fund Expenditures:**

The May-June 2016 expenditures of \$1.816 million is \$501,467 higher than May-June 2015 due to the payout for road repaving projects. This accounts for the increase in the Streets division and Capital category from the prior fiscal year-to-date.

Interfund transfers are for the Police Pension property taxes, Vehicle Replacement contributions, and the 2012 Refunding Bonds debt payment. Refunding bond interest is paid in June and December with the principal payment in December each year.

**Water Sales:**

The Water sales in dollars for May-June 2016 is \$8,806 less than the same period in 2015. Of this difference \$3,430 is attributed to the rate change effective May 1, 2016 from \$6.95 to \$7.10 per thousand gallons of water consumed. Billed consumption was 22.867 million gallons (mg) in May-June 2016 compared to 24.645 mg for May-June 2015. The reduction in billed consumption of 1.778 mg accounts for \$12,236.

**Water Purchases:**

Water purchases for May-June 2016 are 41.484 mg compared to 39.281 mg for May-June 2015. Effective May 1, 2016, CLCJAWA increased the wholesale water rate from \$2.68 to \$2.73 per 1,000 gallons of water purchased. The increase in water purchased during this period of 2.203 mg accounted for \$5,904 in cost and the rate increase added \$2,074 for a total increase of \$7,978 in water purchase expense from \$105,273 in 2015 to \$113,251 in 2016.

The June 2016 water purchases exceeded June 2015 by over 2 million gallons (of the 2.203 mg increase from last fiscal year) and it should be noted that much of this water will be billed in July and August.

**Special Revenue, Capital Projects, and Debt Service Funds:**

The revenues and expenditures for these funds are consistent with their specified purpose. The IMRF and FICA funds expenditures are financed by property tax revenues. The Motor Fuel Tax Fund (MFT) receives allotments each month from the state to be used exclusively for roadway improvements. In FY17 and FY16 all road improvements are expensed in the General Fund. The Redevelopment Fund budget of \$250k is for the Moffett Road box culvert improvement project.

06-Jul-16

Village of Lake Bluff  
Treasury Report

EXHIBIT A1

For the Month Ending June 30, 2016

Fund Name	#	Beginning Cash Balance	Cash Receipts	Disbursements		Inter-Fund Transfers/ Other Transaction	June 2016 Ending Cash Balance
				Acct. Pay/EFT	Gross Payroll Pension Benefits		
General	1	6,385,685.43	1,913,879.15	904,682.03	269,864.75	(10,746.25)	7,114,271.55
IMRF	7	7,878.68	72,233.35	14,156.66			65,955.37
Foreign Fire Tax	10	30,342.95					30,342.95
Social Security	14	112,667.30	92,957.26	21,215.32			184,409.24
Motor Fuel Tax	29	324,644.39	13,035.00				337,679.39
E911	32	261,498.46	11,929.85				273,428.31
2012 G.O. Bonds	37	715.40		10,746.25		10,746.25	715.40
Special Serv	38	13,450.32	3.76				13,454.08
Capital Improve	42	13,783.08	3.85				13,786.93
Redevelopment	43	86,958.91	24.30				86,983.21
Vehicle Replace	45	971,717.14	579.29	1,297.00			970,999.43
Water Fund	46	965,734.40	105,904.80	80,601.60	15,595.10		975,442.50
Train Wreath	61	1,798.17	0.50				1,798.67
Subtotal		\$ 9,176,874.63	\$ 2,210,551.11	\$ 1,032,698.86	\$ 285,459.85	\$ -	\$ 10,069,267.03
Police Pension (a)	62	8,760,989.49	285,455.07	5,416.00	63,736.64		8,977,291.92
Total		\$ 17,937,864.12	\$ 2,496,006.18	\$ 1,038,114.86	\$ 349,196.49	\$ -	\$ 19,046,558.95

(a) The Police Pension beginning balance was adjusted to reflect the investments at market value as of April 30, 2016.

06-Jul-16

Village of Lake Bluff  
Treasury Report

EXHIBIT A2

As of June 30, 2016

Fund Name	#	Checking	Savings/	IL Funds	Certificates	Corporate	Federal Gov't	Mutual Funds	June 30, 2016
		Accounts	Money Market		of Deposit		& Municipal	Stocks/Equities	Total Cash & Investments
		Max Safe LF Bnk			(a)	Bonds	Obligations	(a)	
General	1	2,875,134.48	0.00	1,771,145.22	2,467,991.85				7,114,271.55
IMRF	7			65,955.37					65,955.37
Foreign Fire Tax	10	30,342.95							30,342.95
Social Security	14			184,409.24					184,409.24
Motor Fuel Tax	29			337,679.39					337,679.39
E911	32			273,428.31					273,428.31
2012 G.O. Bond	37			715.40					715.40
Special Serv	38			13,454.08					13,454.08
Capital Improve	42			13,786.93					13,786.93
Redevelopment	43			86,983.21	0.00				86,983.21
Vehicle Replace	45			702,903.89	268,095.54				970,999.43
Water Fund	46	603,183.26		372,259.24	0.00				975,442.50
Train Wreath	61			1,798.67					1,798.67
Subtotal		\$ 3,508,660.69	\$ -	\$ 3,824,518.95	\$ 2,736,087.39	\$ -	\$ -		\$ 10,069,267.03
Police Pension	62	56,478.73	712,212.05		-	2,090,189.97	2,285,706.89	3,832,704.28	8,977,291.92
Total		\$ 3,565,139.42	\$ 712,212.05	\$ 3,824,518.95	\$ 2,736,087.39	\$ 2,090,189.97	\$ 2,285,706.89	\$ 3,832,704.28	\$ 19,046,558.95

(a) The CD's are shown with interest that has been added to the principal balance. The Police Pension investments are shown at market value as of April 30, 2016. The investments have been marked to market as of April 30, 2016 as of this report. The Police Pension Fund is the only fund allowed to invest in equities.

#	Certif Nbr	Amount	Interest Rate	Purchase Date	Maturity Date	Investment Maturities	Interest Credited	Current Book Value	General Fund	Vehicle Replace Fund
<b>NORTHERN TRUST BANK</b>										
	35551-5	1,015,362.25	0.095%	09/02/15	09/02/16		\$481.06	\$1,015,843.31	\$1,015,843.31	
	35550-7	505,858.66	0.075%	11/05/15	08/01/16		\$124.75	\$505,983.41	\$505,983.41	
	35549-11	503,178.32	0.075%	02/03/16	08/01/16		\$31.02	\$503,209.34	\$503,209.34	
<b>SUBTOTAL INVESTMENTS--NORTHERN TRUST BANK</b>								<b>\$2,025,036.06</b>	<b>\$2,025,036.06</b>	<b>\$0.00</b>
<b>PRIVATE BANK - LAKE FOREST</b>										
	52027-13	134,730.55	0.15%	7/8/2014	9/8/2015	(134,970.43)	\$239.88	(\$0.00)	(\$0.00)	
	52027-14	134,970.43	0.15%	9/8/2015	11/8/2016		\$102.37	\$135,072.80	\$135,072.80	
<b>SUBTOTAL INVESTMENTS--PRIVATE BANK</b>								<b>\$135,072.80</b>	<b>\$135,072.80</b>	
<b>LAKE FOREST BANK &amp; TRUST</b>										
	51371-31	460,514.35	0.15%	03/29/15	09/29/15	(460,862.68)	\$348.33	\$0.00	\$0.00	\$0.00
	51371-32	460,862.68	0.15%	09/29/15	03/29/16	(461,207.49)	\$344.81	\$0.00	\$0.00	\$0.00
	51371-33	461,207.49	0.15%	03/29/16	09/29/16		\$58.76	\$461,266.25	\$307,738.84	\$153,527.41
<b>SUBTOTAL INVESTMENTS--LAKE FOREST BANK &amp; TRUST</b>								<b>\$461,266.25</b>	<b>\$307,738.84</b>	<b>\$153,527.41</b>
<b>FIRST BANK &amp; TRUST OF EVANSTON</b>										
	601724631-16	113,948.63	0.325%	08/05/14	08/06/15	(114,319.52)	\$370.89	\$0.00		\$0.00
	601724631-17	114,319.52	0.325%	08/06/15	08/05/16		\$248.61	\$114,568.13		\$114,568.13
<b>SUBTOTAL INVESTMENTS--FIRST BANK/EVANSTON</b>								<b>\$114,568.13</b>	<b>\$0.00</b>	<b>\$114,568.13</b>
<b>TOTAL INVESTMENTS -- CURRENT BALANCE</b>								<b>\$2,735,943.24</b>	<b>\$2,467,847.70</b>	<b>\$268,095.54</b>

**VILLAGE OF LAKE BLUFF**  
**REVENUE AND EXPENDITURE REPORT**  
**For period ending June 30, 2016**

**EXHIBIT C**

**FY2016-17**

Department	Description	Fiscal Year Total-to-Date	Fiscal Year 16-17 Budget	% of Budget Used/Rec'd	Previous Fiscal YTD	% of Budget Used/Rec'd	FY15-16 BUDGET
<b>FUND NAME: GENERAL</b>							
<b>Revenues</b>							
	Property Taxes	\$ 1,496,813	\$ 2,925,710	51.2%	\$ 1,465,739	50.4%	\$ 2,910,404
	Sales Taxes	450,307	2,806,975	16.0%	367,343	13.6%	2,703,840
	Home Rule Sales Tax	90,000	780,825	11.5%	70,000	9.9%	707,840
	North Chicago Sales tax share	-	15,000	0.0%	-	---	6,000
	Utility Taxes	79,337	717,200	11.1%	156,211	21.4%	729,945
	Other Taxes	182,582	785,115	23.3%	235,480	33.3%	707,050
	Vehicle Licenses	122,485	135,250	90.6%	120,136	88.8%	135,250
	Building Permits	122,773	510,000	24.1%	77,400	11.7%	660,000
	Demolition Permits	7,546	20,000	37.7%	9,529	28.7%	33,200
	Other Licenses & Permits	110,121	209,220	52.6%	106,738	56.4%	189,410
	Sewer Charge	24,918	170,000	14.7%	26,120	14.8%	176,000
	Services & Fees	855	35,250	2.4%	1,000	3.4%	29,475
	Fines	12,258	99,900	12.3%	10,832	11.4%	95,100
	Interest Earnings	3,335	10,500	31.8%	843	7.0%	12,000
	Grants	-	146,150	0.0%	940	0.3%	297,000
	Sale of Property	-	-	---	-	---	-
	Miscellaneous Revenue	43,410	369,674	11.7%	44,639	11.7%	380,402
	Operating Transfers In	-	-	---	-	---	-
<b>Total Revenues</b>		<b>\$ 2,746,738</b>	<b>\$ 9,736,769</b>	<b>28.2%</b>	<b>\$ 2,692,949</b>	<b>27.6%</b>	<b>\$ 9,772,916</b>
<b>Expenditures</b>							
	Administration	\$ 134,252	\$ 1,387,551	9.7%	\$ 94,955	6.8%	\$ 1,393,173
	Finance	63,380	615,202	10.3%	62,167	13.2%	470,225
	Community Development	45,192	364,770	12.4%	39,134	11.8%	331,620
	Boards & Commissions	17,225	65,575	26.3%	17,926	24.8%	72,200
	Village Hall	6,573	222,600	3.0%	6,088	5.4%	113,350
	Village Properties/Vacant Land	1,252	7,150	17.5%	1,498	21.0%	7,150
	<i>Total Administration</i>	<b>\$ 267,874</b>	<b>\$ 2,662,848</b>	<b>10.1%</b>	<b>\$ 221,768</b>	<b>9.3%</b>	<b>\$ 2,387,718</b>
	Police Sworn	\$ 673,248	\$ 2,978,915	22.6%	\$ 648,544	23.0%	\$ 2,822,935
	Police Records	99,541	539,083	18.5%	168,391	34.7%	484,583
	Crossing Guards	-	-	---	1,740	#DIV/0!	-
	Fire	45,345	728,160	6.2%	43,906	6.0%	733,149
	Public Safety Building	9,901	92,500	10.7%	9,136	10.7%	85,550
	<i>Total Public Safety</i>	<b>\$ 828,035</b>	<b>\$ 4,338,658</b>	<b>19.1%</b>	<b>\$ 871,717</b>	<b>21.1%</b>	<b>\$ 4,126,217</b>
	Streets, Lighting	\$ 529,848	\$ 1,364,892	38.8%	\$ 57,161	3.0%	\$ 1,918,100
	Sanitation	98,628	603,513	16.3%	95,127	15.8%	603,575
	Forestry	29,871	195,145	15.3%	21,400	11.4%	187,827
	Parks/Parkways/Ravines	16,456	201,015	8.2%	15,843	7.1%	222,385
	Sewers	28,656	662,735	4.3%	17,879	3.6%	489,865
	Public Works Facility	6,513	78,000	8.3%	5,223	9.8%	53,525
	Commuter Station	10,764	91,420	11.8%	9,057	10.2%	88,928
	<i>Total Public Works</i>	<b>\$ 720,734</b>	<b>\$ 3,196,720</b>	<b>22.5%</b>	<b>\$ 221,691</b>	<b>6.2%</b>	<b>\$ 3,564,205</b>
<b>Total Expenditures</b>		<b>\$ 1,816,643</b>	<b>\$ 10,198,226</b>	<b>17.8%</b>	<b>\$ 1,315,176</b>	<b>13.0%</b>	<b>\$ 10,078,140</b>

**VILLAGE OF LAKE BLUFF**  
**REVENUE AND EXPENDITURE REPORT**  
**For period ending June 30, 2016**

**EXHIBIT C**

**FY2016-17**

Department	Description	Fiscal Year Total-to-Date	Fiscal Year 16-17 Budget	% of Budget Used/Rec'd	Previous Fiscal YTD	% of Budget Used/Rec'd	FY15-16 BUDGET
<b>FUND NAME: GENERAL</b>							
<i>Expenditures by Type</i>							
	Salaries, Benefits, Insurance	\$ 628,754	\$ 4,153,133	15.1%	\$ 584,397	14.7%	\$ 3,963,444
	Contractual & Commodities	332,069	2,888,305	11.5%	382,706	13.3%	2,870,203
	Interfund Transfers Out	343,955	1,177,218	29.2%	338,227	29.2%	1,159,643
	Contingency	-	200,000	0.0%	-	0.0%	200,000
	<b>Total Operating Expenditures</b>	<b>\$ 1,304,779</b>	<b>\$ 8,418,656</b>	<b>15.5%</b>	<b>\$ 1,305,331</b>	<b>15.9%</b>	<b>\$ 8,193,290</b>
	Capital & Land Acquisition	511,865	1,779,570	28.8%	9,846	0.5%	1,884,850
	<b>Total Expenditures</b>	<b>\$ 1,816,643</b>	<b>\$ 10,198,226</b>	<b>17.8%</b>	<b>\$ 1,315,176</b>	<b>13.0%</b>	<b>\$ 10,078,140</b>

**FUND NAME: WATER**

**Revenues**

	Water Sales	\$ 172,068	\$ 1,258,930	13.7%	\$ 180,874	13.2%	\$ 1,365,120
	Connection Fees	6,400	22,000	29.1%	7,200	32.7%	22,000
	Meter Sales	2,870	3,000	95.7%	800	12.3%	6,500
	Other Fees	-	100	0.0%	-	----	150
	Interest Earnings	586	2,000	29.3%	315	15.8%	2,000
	Miscellaneous Revenue	165	450	36.6%	81	18.0%	450
	IRMA Surplus Credit	-	-	----	-	----	3,000
	Interfund Operating Transfr	-	-	----	-	----	-
	<b>Total Revenues</b>	<b>\$ 182,089</b>	<b>\$ 1,286,480</b>	<b>14.2%</b>	<b>\$ 189,270</b>	<b>13.5%</b>	<b>\$ 1,399,220</b>

**Expenses**

	Salaries & Benefits	\$ 38,226	\$ 267,250	14.3%	\$ 35,227	13.7%	\$ 256,281
	IMRF	-	21,800	0.0%	-	0.0%	25,200
	FICA/Medicare	-	15,400	0.0%	-	0.0%	13,900
	Water Purchases	113,251	616,600	18.4%	105,273	16.8%	628,125
	Contractual & Commodities	5,940	112,500	5.3%	4,817	5.0%	96,845
	Debt Interest Payment <sup>a</sup>	25,122	220,744	0.0%	26,772	0.0%	219,044
	Contingency	-	50,000	0.0%	-	0.0%	50,000
	Interfund Transfers Out	-	15,000	0.0%	-	0.0%	15,000
	Capital Equipment	-	375,000	----	-	----	300,000
	Capital Infrastructure	-	400,000	----	16,562	----	40,000
	<b>Total Expenses before Depreciation</b>	<b>\$ 182,539</b>	<b>\$ 2,094,294</b>	<b>8.7%</b>	<b>\$ 188,651</b>	<b>11.5%</b>	<b>\$ 1,644,395</b>
	Depreciation Expense	-	-	-	-	-	-
	<b>Total Expenses After Depreciation</b>	<b>\$ 182,539</b>	<b>\$ 2,094,294</b>	<b>8.7%</b>	<b>\$ 188,651</b>	<b>11.5%</b>	<b>\$ 1,644,395</b>

<sup>a</sup> Debt principal payment is adjusted from expense to a reduction in the Bonds Payable on the balance sheet in April each year.

**VILLAGE OF LAKE BLUFF**  
**REVENUE AND EXPENDITURE REPORT**  
**For period ending June 30, 2016**

**EXHIBIT C**

**FY2016-17**

Department	Description	Fiscal Year Total-to-Date	Fiscal Year 16-17 Budget	% of Budget Used/Rec'd	Previous Fiscal YTD	% of Budget Used/Rec'd	FY15-16 BUDGET
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**SPECIAL REVENUE, CAPITAL PROJECTS, DEBT SERVICE FUNDS & POLICE PENSION TRUST**

**FUND NAME: IMRF**

Revenues		\$ 78,489	\$ 156,060	50.3%	\$ 77,027	50.1%	\$ 153,790
Expenditures	IMRF on Water Salaries in Water Fund	\$ 26,894	\$ 158,084	17.0%	\$ 26,680	16.9%	\$ 158,250

**FUND NAME: SOCIAL SECURITY**

Revenues		\$ 100,914	\$ 199,770	50.5%	\$ 97,501	50.2%	\$ 194,050
Expenditures	FICA on Water Salaries chg to Wtr Fnd	\$ 41,578	\$ 236,648	17.6%	\$ 38,702	15.8%	\$ 245,525

**FUND NAME: SPECIAL FIRE INS TAX**

Revenues		\$ -	\$ 27,565	0.0%	\$ -	0.0%	\$ 27,415
Expenditures		\$ -	\$ 31,700	0.0%	\$ -	0.0%	\$ 31,700

**FUND NAME: MOTOR FUEL TAX**

Revenues & Transfers In from General		\$ 25,125	\$ 132,545	19.0%	\$ 23,506	13.7%	\$ 171,045
Expenditures		\$ -	\$ -	----	\$ -	---	\$ -

**FUND NAME: E911 SURCHARGE**

Revenues		\$ 5,905	\$ 78,530	7.5%	\$ 13,634	17.4%	\$ 78,530
Expenditures		\$ 9,873	\$ 52,213	18.9%	\$ 617	0.4%	\$ 141,942

**FUND NAME: VEHICLE/EQUIP REPLACE**

Revenues & Transfers In		\$ 371	\$ 294,700	0.1%	\$ 24	0.0%	\$ 279,300
Capital Equipment Expenditures		\$ 6,844	\$ 132,000	5.2%	\$ -	0.0%	\$ 194,750

**FUND NAME: REDEVELOPMENT PROGRAM**

Revenues & Transfers In		\$ 46	\$ 5	920.0%	\$ 10	100.0%	\$ 10
Expenditures		\$ -	\$ 250,000	0.0%	\$ -	0.0%	\$ 95,000

*Revenues from this account are reimbursements for grants for the Route 41/176 Interchange project.*

**FUND NAME: 2012 REFUNDING BONDS**

Revenues & Transfers In from General Fund		\$ 10,746	\$ 251,493	4.3%	\$ 11,896	4.7%	\$ 254,293
Expenditures - Bond Payments		\$ 10,746	\$ 251,743	4.3%	\$ 11,896	4.7%	\$ 254,293

**FUND NAME: POLICE PENSION TRUST**

Additions		\$ 380,960	\$ 1,170,100	32.6%	\$ 375,178	38.4%	\$ 976,295
Deductions		\$ 147,759	\$ 824,750	17.9%	\$ 137,197	16.1%	\$ 851,700

**VILLAGE OF LAKE BLUFF  
REQUEST FOR BOARD ACTION**

**Agenda Item: 11**

**Subject:** A RESOLUTION APPROVING AN ILLINOIS ELEVATOR SAFETY PROGRAM AGREEMENT AND AUTHORIZING CERTAIN ELEVATOR SAFETY STANDARDS

**Action Requested:** ADOPTION OF THE RESOLUTION

**Originated By:** BUILDING CODES SUPERVISOR

**Referred To:** VILLAGE BOARD

**Summary of Background and Reason For Request:**

The Village of Lake Bluff operates an Elevator Safety Program wherein the Village assumes the responsibility for elevator plan review and inspection from the Office of the State Fire Marshall and, in turn, the Village contracts with Elevator Inspection Services to have those plan reviews and inspections performed.

In order to operate a municipal Elevator Inspection Program, the Village must enter into an Illinois Elevator Safety Program Agreement with the Office of the State Fire Marshall. Our most recent agreement was approved on February 11, 2013. Attached is the latest agreement from the Office of the State Fire Marshall.

The Joint Plan Commission and Zoning Board of Appeals recently made a recommendation, as part of their recommendation for approval of a Special Use Permit for a tram on the lake bluff at 611 Lansdowne Lane, that the annual elevator inspection requirement be broadened to include outdoor trams. This recommendation will be brought to the Board for discussion at a future meeting.

**Reports and Documents Attached:**

1. A Resolution Approving an Illinois Elevator Safety Program Agreement and Authorizing Certain Elevator Safety Standards;
2. Illinois Elevator Safety Program Agreement; and
3. Letter from Elevator Inspection Services.

**Village Administrator's Recommendation:** Adoption of the Resolution

**Date Referred to Village Board:** 7/11/2016

## RESOLUTION NO. 2016-\_\_\_\_\_

**A RESOLUTION APPROVING AN  
ILLINOIS ELEVATOR SAFETY PROGRAM AGREEMENT  
AND AUTHORIZING CERTAIN ELEVATOR SAFETY STANDARDS**

**WHEREAS**, the Village has established an elevator safety program ("**Program**") in conjunction with the Office of the State Fire Marshal, Elevator Safety Division, pursuant to Section 140 of the Elevator Safety Act, 225 ILCS 312/140 ("**Act**") and the Administrative Rules adopted at 41 Ill Adm. Code 1000; and,

**WHEREAS**, the State Fire Marshal requires municipalities who wish to establish or continue an elevator safety program pursuant to the Act to enter into an Illinois Elevator Safety Program Agreement which sets forth certain guidelines for such programs ("**Agreement**"); and,

**WHEREAS**, pursuant to the Agreement, a municipality must attest that it has adopted certain elevator safety standards pursuant to the Act by ordinance or resolution within 30 days of the execution of the Agreement; and,

**WHEREAS**, the State Fire Marshal requires municipalities desiring to continue an elevator safety program pursuant to the Act to enter into a new Agreement every four years; and,

**WHEREAS**, the President and Board of Trustees have determined that it is in the best interests of the Village to enter into the Agreement with the State Fire Marshal attached hereto as Exhibit A as set forth in this Resolution.

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

**Section 1. Recitals.** The foregoing recitals are hereby incorporated into, and made a part of, this Resolution as the findings of the President and Board of Trustees of the Village of Lake Bluff.

**Section 2, Approval and Authorization of Agreement.** The Illinois Elevator Safety Program Agreement, attached to this Resolution as Exhibit A, shall be, and it is hereby, approved. The Village Administrator and Village Clerk are hereby authorized and directed to execute and seal said Agreement on behalf of the Village.

**Section 3: Effective Date.** This Resolution shall be in full force and effect upon passage and approval in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

**PASSED** this \_\_\_ day of \_\_\_\_\_, 2016, by vote of the Board of Trustees of the Village of Lake Bluff as follows:

**AYES:**        ( )

**NAYS:**        ( )

**ABSENT:**     ( )

**ABSTAIN:**    ( )

**APPROVED** this \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Village President

ATTEST:

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

Bruce Rauner, Governor

Matt Perez, State Fire Marshal



## *Office of the State Fire Marshal*

### **ILLINOIS ELEVATOR SAFETY PROGRAM AGREEMENT**

This Agreement is made between the Office of the State Fire Marshal ("OSFM") and the municipality or county ("Local Authority") as hereinafter identified.

This Agreement constitutes a contract between the OSFM and Local Authority which permits the Local Authority to operate an Elevator Safety Program ("Program") in conformity with Section 140 of the Elevator Safety Act (225 ILCS 312/140) and the Administrative Rules adopted at 41 Ill. Adm. Code 1000. In that regard, the Local Authority agrees to the following:

1. This Agreement will become effective on the date it is accepted by the OSFM and shall remain valid for a period of four (4) calendar years thereafter. Prior to the expiration of this Agreement, the Local Authority shall reapply for approval of its PROGRAM by submitting to the OSFM the information detailed in Section 2, below.
2. The Local Authority shall submit to the OSFM, along with this Agreement executed by an officer of the Local Authority, the following information and shall notify the OSFM in writing of any changes to subsections "A" and "B" thereafter during the term of this Agreement:
  - A. The name and contact information of its Program administrator. It is the responsibility of the Local Authority to notify the OSFM of any changes to this information.
  - B. The name and contact information of any third party inspection company/is under contract with the Local Authority or the name and license number of the inspector(s) employed by the Local Authority to perform such inspections.
  - C. The number and type of conveyances covered by the Program.
  - D. The number and type of conveyances NOT covered by the Program, if any. These records shall be maintained by the Local Authority.
3. The Local Authority, by signing this Agreement, attests to the OSFM that it will enforce safety standards, codes and regulations at least as stringent as those adopted in the current version of the Illinois Elevator Safety Rules, 41 Ill. Adm. Code 100.60. The Local Authority also agrees to amend and enforce its Program, as required by Section 6(l) of this Agreement, to reflect subsequent amendments to the safety standards, codes and regulations adopted by the Illinois Elevator Safety Rules.
4. Should the Local Authority desire to amend any of the Standards, the Local Authority must submit to the OSFM, for approval by the Illinois Elevator Safety Review Board ("Board"), a copy of the amendment and its reason for the change. The Board shall review the amendment and

notify the Local Authority no later than 30 days after the Board meeting at which the variance request is heard of its approval or denial.

5. With respect to ASME A17.3-2005, *Safety Code for Existing Elevators and Escalators*, upgrades required by Section 35(h) must be completed no later than January 1, 2015. By signing this Agreement, the Local Administrator recognizes that Public Act 97-1048 adjusted the compliance date for upgrade requirements to the restricted opening of hoistway doors or car doors on passenger elevators from January 1, 2015 to January 1, 2014.

An existing conveyance is a conveyance located in a building for which a building permit was issued prior to the effective date of the Administrative Rules which were adopted in conformance with the Elevator Safety and Regulation Act.

6. The Local Authority by signing this Agreement agrees to operate its Program in compliance and conformance with the Elevator Safety and Regulation Act and Administrative Rules. Under the Program, the Local Authority shall:
  - A. Issue construction and alteration permits and certificates of operation.
  - B. Consider requests to extend the time frame for construction or alteration permits. Such requests shall be granted for an additional 12 months if the request is received by the Local Authority prior to expiration of the existing permit. Extension requests received by the Local Authority after the expiration of the existing permit shall be denied, requiring a new application that must be accompanied by payment of the current fee charged by the Local Authority.
  - C. Provide for inspection of elevators, including temporary operation inspections.
  - D. Grant exceptions and variances from the literal requirements of applicable State codes, standards and regulations in cases in which such variances would not jeopardize the public safety and welfare. The OSFM shall be notified immediately by mail of any exception or variance granted. The OSFM may object to such exception or variance within 7 business days of receipt of the notice. Should the OSFM and Local Authority not reach agreement on the exception or variance, the matter shall be directed to the Elevator Safety Review Board ("Board") to hear and decide.
  - E. Enforce the applicable provisions of the Elevator Safety Act, and levy fines in accordance with the Municipal Code [65 ILCS 5] or Counties Code [55 ILCS 5].
  - F. Maintain for inspection by the OSFM the following documentation and information, all of which shall be maintained for a 2-year period:
    - 1) All permit applications;
    - 2) All permits issued by the Local Authority;
    - 3) All exceptions or variances granted or denied;
    - 4) All inspection reports for conveyances subject to the Program; and
    - 5) Proper records demonstrating the number of certificates of operation issued by the Local Authority

- G. Ensure that all inspections are performed by personnel properly licensed by the State.
  - H. Notify the OSFM of any instances of non-compliance with the Elevator Safety Act and/or Administrative Rules of which it becomes aware.
  - I. Amend its Program within 90 days of receipt of notice from the OSFM informing them of changes to any form, document, the Standards and/or rules that affect the Program.
  - J. To notify the OSFM at least 90 days in advance of the date the Local Authority elects to discontinue its Program.
  - K. To require all conveyances in its jurisdiction to register and pay the associated fee to the OSFM and to put out-of-service and report to the OSFM the names of the owners of those conveyances that fail to register within 30 days of determination that the conveyance is not registered.
  - L. To make itself available, upon reasonable notice, to meet with the Administrator or its representatives, to ensure compliance with the Elevator Safety Act and Administrative Rules.
7. In accordance with the Elevator Safety and Regulation Act and the Administrative Rules, with the exception of the registration fees, the fees and procedures for applications, permits, inspection and enforcement under the Local Authority's Program shall remain the jurisdiction of the Local Authority and such procedures shall take precedence over the procedures adopted by the OSFM and Board.
8. Should the OSFM determine that the Program does not meet the requirements of the Elevator Safety and Regulation Act or the Administrative Rules, the OSFM shall notify the Local Authority of the corrective actions needed to bring the Program into compliance. Should the Local Authority fail to make the corrections, the OSFM may, after allowing time for corrective action and after a hearing under Section 160 of the Administrative Rules, withdraw approval of the Program.
9. A copy of the Administrative Rules (41 Ill. Admin. Code 1000) is available at "<http://www.ilga.gov/commission/jcar/admincode/titles.html>" once published.

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Local Authority Name

Office of the State Fire Marshal  
1035 Stevenson Drive  
Springfield, IL 62703  
(217) 785-0969

Signature of Officer

Accepted by:

Printed Name

Title

Matt Perez, State Fire Marshal

Address

Date

City/State/Zip

Telephone Number

Date

Revised 04/12/16



June 15, 2016

TO: All Municipalities  
RE: Illinois Elevator Safety Program  
From Terry Lewis – Director of Operations

All of you have entered into an agreement with the OSFM and the Local Authority Having Jurisdiction (LAHJ) or E.I.S in this case.

It is mandated by the OSFM to re-sign this commitment every four years. This is simply an agreement between your Municipality/Village/ City and the State of Illinois to have a third party inspection program in place in lieu of being under the jurisdiction of the State. This is NOT an agreement between Elevator Inspection Service Co and your respective Municipality.

This agreement/form is NOT necessary if you have signed after June 1, 2012.

The form requires our license # to operate under the terms of this agreement.  
Our License # **IL03861**

If you have any additional questions, please contact either myself or Amanda Russell @ 630-323-6541

I have attached this form for your review and completion. Please return on or before July 1, 2016 to:

Office of the State Fire Marshal  
Elevator Safety Division  
James R. Thompson Center  
100 W Randolph Street – suite 4-600  
Chicago, IL 60601

You may also e-mail this document to [SFM.Elevators@Illinois.gov](mailto:SFM.Elevators@Illinois.gov) In addition, please send a copy for our records to [Terry.lewis@elevator-inspection.com](mailto:Terry.lewis@elevator-inspection.com)

Regards,

Terry D. Lewis 847-876-0817 (cell)

A handwritten signature in blue ink, appearing to be 'Terry D. Lewis', is written over the typed name and phone number.

745 MCLINTOCK DRIVE, SUITE 235, BURR RIDGE, IL 60527  
630-323-6541 • [WWW.ELEVATOR-INSPECTION.COM](http://WWW.ELEVATOR-INSPECTION.COM) • 630-323-7149

**VILLAGE OF LAKE BLUFF  
REQUEST FOR BOARD ACTION**

**Agenda Item: 12**

**Subject:** A RESOLUTION AUTHORIZING THE PURCHASE OF TWO FORD  
POLICE VEHICLES AND THE DECLARATION OF TWO  
CHEVROLET SQUAD CARS AS SURPLUS PROPERTY

**Action  
Requested:** APPROVAL AND AUTHORIZATION TO PURCHASE

**Originated By:** CHIEF OF POLICE

**Referred To:** VILLAGE BOARD

**Summary of Background and Reason For Request:**

The Village's FY2016-17 budget provides \$65,000 in funding for the replacement of two police vehicles pursuant to the vehicle and equipment replacement schedule. The Suburban Purchasing Cooperative awarded the bid to Currie Motors of Frankfort, Illinois for Ford Interceptor (Taurus-style) police package vehicles in the amount of \$24,683 per vehicle. In addition, it costs \$6,000 to install standard police equipment in each vehicle. The total cost for the two squad cars and required equipment installation is \$61,366.

These Ford vehicles will replace two 2012 Chevrolet Impala squad cars which have high mileage and require extensive repairs. The Police Chief and Finance Director recommend approval of the purchase of two Ford Interceptor police package vehicles and the declaration of two 2012 Chevrolet Impala vehicles as surplus property.

**Reports and Documents Attached:**

- A copy of the Resolution.

**Village President's Recommendation:**

**Village Administrator's Recommendation:**

**Date Referred to Village Board:** 7/11/2016

**RESOLUTION NO. 2016-**

**A RESOLUTION AUTHORIZING THE PURCHASE OF  
TWO FORD POLICE PACKAGE VEHICLES AND THE DECLARATION  
OF TWO SQUAD CARS AS SURPLUS PROPERTY**

**WHEREAS**, the Village's Purchasing Policy and Procedures Manual ("Manual") requires the solicitation of competitive bids for purchases in excess of \$20,000; however, Section 7 of the Manual states that joint purchasing satisfies the requirement for bidding; and,

**WHEREAS**, the approved Fiscal Year 2016-17 Annual Budget provides funding in the amount of \$65,000 for the purchase of two replacement police vehicles; and,

**WHEREAS**, the Suburban Purchasing Cooperative has awarded bids for Ford police package vehicles to Currie Motors of Frankfort, Illinois at a bid amount of \$24,683 per vehicle. An additional cost of \$6,000 per vehicle is required to have an approved vendor install police package equipment; and,

**WHEREAS**, the purchase of two replacement vehicles will cause two Chevrolet Impala squad cars to become surplus property; and,

**WHEREAS**, the Police Chief and the Director of Finance recommend that the Village Board approve the purchase of two Ford police package vehicles and the installation of equipment in the total amount of \$61,366; and,

**WHEREAS**, the Village Board has determined that adopting this Resolution is in the best interests of the residents of the Village.

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

**SECTION 1.            RECITALS.**

The foregoing recitals are hereby adopted as the findings of the President and Board of Trustees.

**SECTION 2.            AUTHORIZATION TO PURCHASE TWO POLICE VEHICLES.**

The Village Administrator is hereby authorized to purchase two Ford police package vehicles from Currie Motors of Frankfort, Illinois, in accordance with the specifications at a cost not to exceed \$49,366 and to engage an approved vendor to install police package equipment at a cost not to exceed \$12,000.

**SECTION 3.            DETERMINATION OF SURPLUS PROPERTY.**

Pursuant to 65 ILCS 5/11-76-4 and the home rule powers of the Village, the President and Board of Trustees of the Village of Lake Bluff hereby determine that the following personal property is no longer necessary or useful to the Village and that the best interests of the Village will be served by its disposal:

- 2012 Chevrolet Impala VIN # 2G1WD5E35C1184027
- 2012 Chevrolet Impala VIN #2G1WD5E39C1185777

**SECTION 3. AUTHORIZATION FOR DISPOSAL OF PROPERTY.**

The President and Board of Trustees of the Village hereby authorize the Village Administrator to dispose of the two Chevrolet Impala squad cars by trade-in, auction, or sale in the manner most advantageous to the Village.

**SECTION 4. EFFECTIVE DATE.**

This Resolution shall be effective following passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law.

**PASSED** this \_\_\_\_ day of July, 2016, by vote of the Board of Trustees of the Village of Lake Bluff as follows:

**AYES:**                    ()

**NAYS:**                    ()

**ABSENT:**                ()

Approved this

\_\_\_\_\_  
Village President

ATTEST:

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

**VILLAGE OF LAKE BLUFF  
REQUEST FOR BOARD ACTION**

**Agenda Item: 13**

**Subject:** A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT  
WITH LYNN MONTEI ASSOCIATES FOR THE DEVELOPMENT OF A  
VILLAGE STRATEGIC PLAN

**Action Requested:** CONSIDERATION OF RESOLUTION (Roll Call Vote)

**Originated By:** VILLAGE PRESIDENT AND VILLAGE STAFF

**Referred To:** VILLAGE BOARD

**Summary of Background and Reason For Request:**

In December 2010, following a community-wide engagement of various Lake Bluff stakeholders, the Village Board adopted Lake Bluff's first ever Strategic Plan – an organizational blue print that has helped define the direction of the Village and assist in how resources have been allocated over the past five years. The Village President and Village Administrator believe this community-driven approach has served the Village well and both recommend taking a similar path to develop a new strategic plan for the next five years. To that end, Village has solicited a proposal from Lynn Montei Associates (LMA) to facilitate an update and refresh to the community vision and design a strategy to achieve it. As you may recall, LMA facilitated the most recent strategic planning effort in late 2010 and was very well received by the community and stakeholder participants. The proposed scope of work includes but is not limited to the following components:

- Engage a guidance team comprised of up to 10 diverse stakeholders for advice, guidance and to enhance stakeholder representation;
- Conduct thought-leader interviews;
- Host stakeholder workshop for system connection, visioning, data generation, etc.;
- Perform analysis and plan development with a resident synthesis team;
- Review the preliminary draft plan in Village Board Committee of the Whole meeting;
- Host public review of the draft plan at an open-invitation community dialogue session; and
- Design a dashboard of key outcomes and measures that will serve as a companion to the strategic plan.

Village Staff is recommending all elements of the proposal be authorized (except for the staff workshop component) which will result in an anticipated total cost of \$22,350. Village Staff believe this more robust scope of work (compared to the previous strategic planning facilitation engagement) is appropriate given it will provide (i) the opportunity for greater stakeholder participation and diversity and (ii) community created metrics to monitor plan implementation.

**Reports and Documents Attached:**

1. A copy of the Resolution; and
2. A copy of the proposed Professional Services Agreement with Lynn Montei Associates
3. A copy of the 2016 Strategic Plan

**Village Administrator's Recommendation:** Adoption of Resolution

**Date Referred to Village Board:** 7/11/2016

**RESOLUTION NO. 2016-\_\_****A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LYNN MONTEI ASSOCIATES FOR STRATEGIC PLAN CONSULTING SERVICES**

**WHEREAS**, following a community-wide engagement of various Lake Bluff stakeholders in December 2010, facilitated by Lynn Monte Associates, the Village Board adopted Lake Bluff's first ever Strategic Plan; and,

**WHEREAS**, the Village has solicited a proposal from Lynn Monte Associates to facilitate an update and refresh to the community vision and design a strategy to achieve it; and,

**WHEREAS**, pursuant to Section 4.6.1 of the Village of Lake Bluff's ("*Village*") Purchasing Policy and Procedures Manual, professional service contracts in the amount of \$20,000 or more must be authorized by Board action; and,

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

**Section 1. Recitals.**

The foregoing recitals are hereby incorporated into, and made a part of, this Resolution as the findings of the President and Board of Trustees of the Village of Lake Bluff.

**Section 2. Authorization and Execution of Agreement with Lynn Monte Associates**

The Village Administrator is hereby authorized and directed to execute a contract in a form acceptable to the Village Attorney with Lynn Monte Associates to facilitate an update and refresh to the community vision and design a strategy to achieve it consistent with the Professional Services Agreement attached as Exhibit A for a fee not to exceed \$22,350.

**Section 3. Effective Date.**

This Resolution shall be effective following passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law.

**PASSED** this \_\_\_<sup>th</sup> day of July, 2016, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

**AYES:**                    ()

**NAYS:**                    ()

**ABSENT:**                ()

**APPROVED** this \_\_\_<sup>th</sup> day of July, 2016.

\_\_\_\_\_  
Village President

ATTEST:

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

**EXHIBIT A**

**PROFESSIONAL SERVICES AGREEMENT**

**VILLAGE OF LAKE BLUFF  
PROFESSIONAL SERVICES AGREEMENT  
FOR STRATEGIC PLAN CONSULTING SERVICES**

**THIS AGREEMENT** is dated as of the \_\_\_\_ day of \_\_\_\_\_, 2016 ("**Agreement**") and is by and between the **VILLAGE OF LAKE BLUFF**, an Illinois home rule municipal corporation ("**Village**") and the Consultant identified in Subsection 1A below.

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

**SECTION 1. CONSULTANT.**

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

Lynn Monte Associates ("**Consultant**")  
409 Commons Circle  
Clarendon Hills, IL 60514  
Telephone: 630-920-0446  
Email: lynn@lynnmontei.com

**B. Project Description.** The Consultant will facilitate a strategic planning process to update and refresh the Village's vision for the future and design a strategy to achieve it pursuant to Exhibit A with the exception of staff engagement workshop component.

**C. Representations of Consultant.** The Consultant has submitted to the Village a description of the services to be provided by the Consultant, a copy of which is attached as Exhibit A to this Agreement ("**Services**"). The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the professional consulting services set forth in Exhibit A in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

**D. Agreement Amount.** The total amount billed by the Consultant for the Services under this Agreement shall not exceed \$22,350 ("**Agreement Amount**"), including reimbursable expenses, unless amended pursuant to Subsection 8A of this Agreement.

**SECTION 2. SCOPE OF SERVICES.**

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

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

C. **Commencement; Time of Performance.** The Consultant shall commence the Services immediately upon receipt by the Consultant of written notice from the Village that this Agreement has been fully executed by the parties. ("***Commencement Date***"). The Consultant shall diligently and continuously prosecute the Services until the completion of the Work, but in no event later than 150 days after the date of the execution of this Agreement ("***Time of Performance***").

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

### **SECTION 3. COMPENSATION AND METHOD OF PAYMENT.**

A. **Agreement Amount.** The total amount billed for the Proposal during the term of this Agreement shall not exceed the amount identified as the Agreement Amount in Subsection 1D of this Agreement, without the prior express written authorization of the Village.

B. **Invoices and Payment.** The Consultant shall submit invoices to the Village in an approved format for those portions of the Services performed and completed by the Consultant. The amount billed in any such invoice shall be based on the method of payment set forth in Exhibit A. The Village shall pay to the Consultant the amount billed within 30 days after its receipt and approval of such an invoice.

C. **Records.** The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the authorized representative of the Village to inspect and audit all data and records of the Consultant for work done under the Agreement. The records shall be made available to the Village at reasonable times during the Agreement period, and for three years after the termination of the Agreement.

D. **Claim In Addition To Agreement Amount.** If the Consultant wishes to make a claim for additional compensation as a result of action taken by the Village, the Consultant shall provide written notice to the Village of such claim within 7 days after occurrence of such action as provided by Subsection 8D of this Agreement, and no claim for additional compensation shall be valid unless made in accordance with this Subsection. Any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Subsection 8A of this Agreement. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the Services required to complete the Services under this Agreement as determined by the Village without interruption.

E. **Taxes, Benefits and Royalties.** The Agreement Amount includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. Any claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

F. **Final Acceptance.** The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final

written acceptance by the Village of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

#### **SECTION 4. PERSONNEL; SUBCONTRACTORS.**

**A. Key Project Personnel.** The Key Project Personnel identified in Exhibit A shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the Village's prior written approval.

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

**C. Approval and Use of Subcontractors.** The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by the Village in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by the Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

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

#### **SECTION 5. CONFIDENTIAL INFORMATION.**

**A. Confidential Information.** The term "***Confidential Information***" shall mean information in the possession or under the control of the Village relating to: the technical, business or corporate affairs of the Village; Village property; user information, including, without limitation, any information pertaining to usage of the Village's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. Confidential Information shall not include information that can be demonstrated: (i) to have been rightfully in the possession of the Consultant from a source other than the Village prior to the time of disclosure of said information to the Consultant under this Agreement ("***Time of Disclosure***"); (ii) to have been in the public domain prior to the Time of Disclosure; (iii) to have become part of the public domain after the Time of Disclosure by a publication or by any other

means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the Village; or (iv) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.

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

#### **SECTION 6. WARRANTY; INDEMNIFICATION; INSURANCE.**

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

**B. Indemnification.** The Consultant shall, without regard to the availability or unavailability of any insurance, either of the Village or the Consultant, indemnify, save harmless, and defend the Village, and its officials, employees, agents, and attorneys against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that arise, or may be alleged to have arisen, out of or in connection with, the Consultant's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of the Consultant, except to the extent caused by the sole negligence of the Village.

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

#### **SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.**

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

**B. Conflict of Interest.** The Consultant represents and certifies that, to the best of its knowledge, (i) no Village employee or agent is interested in the business of the Consultant or this Agreement; (ii) as of the date of this Agreement neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner

or degree with the performance of the obligations under this Agreement; and (iii) neither the Consultant nor any person employed by or associated with the Consultant will at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

**C. No Collusion.** The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it is found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement will, at the Village's option, be null and void.

**D. Sexual Harassment Policy.** The Consultant certifies that is has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

**E. Termination.** Notwithstanding any other provision hereof, the Village may terminate this Agreement at any time upon 15 days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed determined as provided in Exhibit A.

**F. Term.** The Time of Performance of this Agreement, unless terminated pursuant to the terms of this Agreement, shall expire on the date the Village Administrator determines that all of the Services under this Agreement, including warranty services, are completed. A determination of completion shall not constitute a waiver of any rights or claims which the Village may have or thereafter acquire with respect to any breach hereof by the Consultant or any right of indemnification of the Village by the Consultant.

**G. Compliance with Laws and Grants.** Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation: the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Consultant shall also comply with all conditions of any federal, state, or local grant received by Owner or Consultant with respect to this Contract or the Services. Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or

body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof. Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

**H. Default.** If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("***Event of Default***"), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

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

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

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

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

**J. Village Administrator Authority.** Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to vendors shall be subject to the approval of the Village Administrator. The Village shall not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the Village, without the knowledge and approval of the Village Administrator.

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

**L. News Releases.** The Consultant shall not issue any news releases or other public statements regarding the Services without prior approval from the Village Administrator.

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

## **SECTION 8. GENERAL PROVISIONS.**

**A. Amendment.** No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

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

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

**D. Notice.** Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, (iv) by facsimile, or (v) by electronic internet mail ("e-mail"). Facsimile notices shall be deemed valid only to the extent that they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three business days thereafter at the appropriate address set forth below. E-mail notices shall be deemed valid and received by the addressee thereof when delivered by e-mail and (a) opened by the recipient on a business day at the address set forth below, and (b) followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Subsection, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

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

Village of Lake Bluff  
40 E. Center Ave  
Lake Bluff, Illinois 60044  
Attention: R. Drew Irvin, Village Administrator  
E-mail: dirvin@lakebluff.org

With a copy to:

Holland & Knight LLP  
131 South Dearborn Street, 30th Floor

Chicago, Illinois 60603  
Attention: Peter Friedman  
E-mail: peter.friedman@hklaw.com

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

Lynn Montei Associates ("**Consultant**")  
409 Commons Circle  
Clarendon Hills, IL 60514  
Telephone: 630-920-0446  
Email: lynn@lynnmontei.com

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

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

**G. Time.** Time is of the essence in the performance of this Agreement.

**H. Governing Laws.** This Agreement shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

**I. Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the Village and the Consultant with respect to the Proposal and the Services.

**J. Waiver.** No waiver of any provision of this Agreement shall be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

**K. Exhibits.** Exhibits A through D are attached hereto and, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between the Exhibit and the text of this Agreement, the text of this Agreement shall control.

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

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

ATTEST:

By: \_\_\_\_\_  
Village Clerk

ATTEST:

By: \_\_\_\_\_

Title: \_\_\_\_\_

**VILLAGE OF LAKE BLUFF**

By: \_\_\_\_\_  
Village Administrator

**LYNN MONTEI ASSOCIATES**

By: \_\_\_\_\_

Its: \_\_\_\_\_

# 5150754\_v1

**EXHIBIT A**

**SCOPE OF SERVICES**

May 25, 2016

Brandon Stanick  
Assistant to the Village Administrator  
Village of Lake Bluff  
40 East Center Avenue  
Lake Bluff, IL 60044

Dear Mr. Stanick:

Please find a proposal for consulting services for development of the Village of Lake Bluff Strategic Plan. We hope it is responsive to your needs in every respect, and we welcome your questions, comments and feedback. We may be reached at the contact information found below and also by mobile phone at (630) 750-3538.

Thank you for the opportunity to submit this proposal. It would be a distinct pleasure to be of service to the Village of Lake Bluff once again.

Sincerely,



Lynn Montei  
President

# A Proposal for Strategic Plan Consulting Services

Village of Lake Bluff, Illinois

May 25, 2016

# Table of Contents

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# Introduction

The Village of Lake Bluff, Illinois will once again initiate a strategic planning process to update and refresh its vision for the future and design a strategy to achieve it. The community responded very positively five years ago when invited to re-imagine and envision the Village's future. Lynn Montei Associates was privileged to facilitate that process, and we appreciate the opportunity to submit this proposal as the Village designs its next chapter.

We have prepared and herein provide our qualifications and proposed approach for a plan development process that will deliver a clear, powerful and compelling vision for 2021, and clear direction and strategy toward that new future.

The deliverables we propose are 1) the Strategic Plan, comprised of a contemporary expression of who the Village of Lake Bluff is, its core values, mission, vision and plan of action to attain its desired future, 2) explicit outcomes and measures for implementation accountability and 3) a climate conducive to plan fulfillment.

Quite literally, our planning orientation facilitates the process of shaping a future in which the Village will prosper and thrive. We utilize a creative rather than a reactive stance which has the power to inspire and energize individuals, the organization and the larger community. Our plan development partnership – the Village of Lake Bluff, its stakeholders and consultant together – can effectively deliver on this bold promise.

To achieve exceptional yet affordable deliverables, we propose to identify and engage Village of Lake Bluff stakeholders throughout the process. We will detail the specific process components and, to provide flexibility, identify some components as optional.

## Professional Qualifications

### Firm Background

Lynn Montei Associates is a strategic planning and organizational development firm that helps governments, businesses and nonprofit organizations create and inspire meaningful change in their organizations and communities.

Since 2002, Lynn Montei Associates has served municipal and other local governments in strategic planning. Our association with local government began years before in suburban Chicago where Lynn served for 17 years as executive director of a council of governments.

Through periods of recession, rapid growth and all manner of dynamic change, she observed what distinguishes communities that thrive, even in hard times. Municipalities in that elite group are those who commit to celebrating their uniqueness, achieving a high level of clarity and passion about what they intend to create, and then focusing and aligning themselves around it.

With that understanding, sound principles and theory, talent and a passion to serve, our firm began.

Our areas of expertise include strategic planning, stakeholder engagement, management consulting, leadership development and culture change. We design and facilitate processes for civic engagement, strategic alignment, board development, team building and coaching.

We have a powerful understanding of how to achieve clarity, focus and strategic alignment across a community's sectors and interests – and capture it in writing. Clients tell us the plans we create together provide guidance and inspiration throughout their intended life. As important, stakeholders invest, exhibit ownership and are real contributors to vision attainment.

We recognize the importance of words and language as a means to convey intention, inspire clarity and focus, and fuel momentum. Through use of our robust processes and skills, and in total partnership with our client and stakeholders, the plan comes together clearly, powerfully, and with relative ease and agreement.

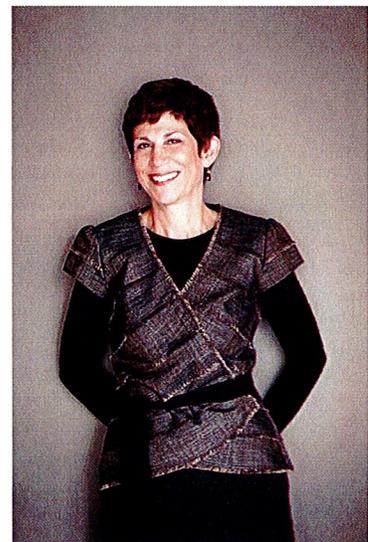
## Personnel

### *Lynn Montei, Principal*

Lynn Montei is a designer and facilitator who guides groups to create and inspire vibrant, thriving communities, organizations, businesses and workplaces.

In all types of settings and conditions, Lynn's work helps clients move beyond perceived roadblocks to realize successes previously thought to be out of reach. Clients and their stakeholders can claim the tangible benefits of great strategic plans, and quality intangible benefits of heightened trust, ownership, collaboration and accountability.

Lynn serves governments, nonprofit organizations, businesses and individuals. She draws upon her nonprofit management and municipal experience as executive of a suburban council of governments where she forged multi-jurisdictional collaborations, brought innovation to public



policy, and advocated locally and nationally on behalf of municipalities. Lynn also served as Dean of the Illinois School for Management and Change, a learning lab for teams leading change.

## Deliverables

We are inspired by strategic plans that describes the exciting, unfolding future of a community. The best plans draw the reader in and inspire participation and enthusiasm. In addition to its main purpose of setting clear direction and guidance for policymakers and the Village organization, your Strategic Plan serves as a tool for economic development, community marketing, community engagement, orientation of new residents and employees, and a tangible reminder of a positive and successful community.

Municipal plans run the risk of becoming trite because there are obvious similarities in municipal purpose, responsibilities and basic services. So there is great value in optimizing every bit of content in your Strategic Plan by developing Mission, Vision, Goals and Strategies statements that carry and convey intentional, unique meaning.

We are open to the format of the strategic plan document. It may include explicit outcomes and performance measures or they may be contained in a companion document. In either case, this feature can be used to monitor progress and communicate plan performance to stakeholders.

The intangible deliverable we have promised is “a climate conducive to plan fulfillment.” The climate created in the planning process is a byproduct of the way we work. The process is transparent, inclusive, honoring of all perspectives and engaging. This becomes even more clear in the remainder of the proposal, and is a key differentiator in our approach to the work.

## Approach and Methodology

Lynn Montei Associates will use a "whole system" learning and engagement process to create the Village of Lake Bluff Strategic Plan. The whole system design and facilitation process brings together a diverse and broad cross-section of community stakeholders – people, perspectives, institutions and sectors – in learning conversations.

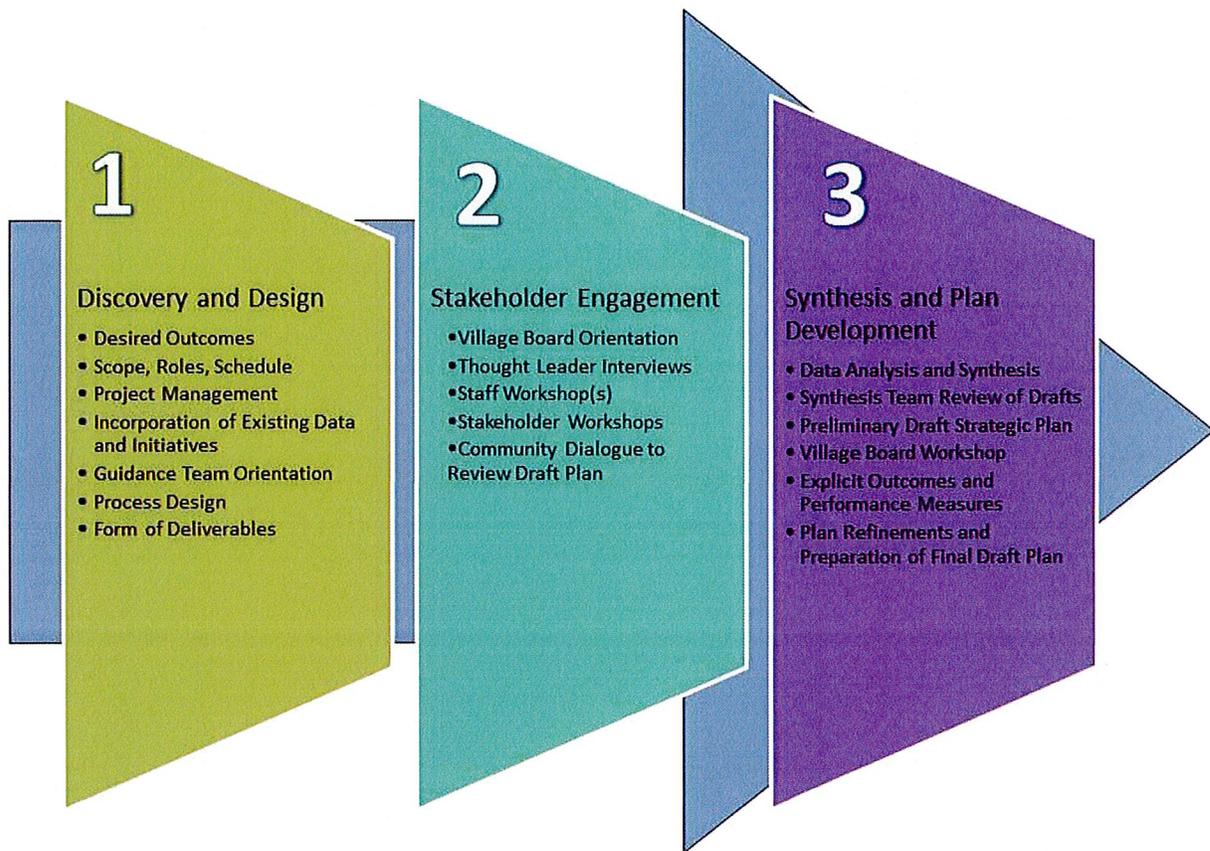
Our reasons for favoring a learning and engagement approach come from our study and observation of how groups move beyond their routine to new, more exciting territory. Research has found that connecting people in relationship across sectors, interest groups, and other categories of affiliation elevates the dialogue and increases individual capability and understanding. We have seen the evidence that it can shift the dialogue from positional or adversarial to a more grounded stance with a wider view, and a desire to understand how things are interrelated.

We propose a process in three phases: 1) Discovery and Design, 2) Stakeholder Engagement, and 3) Synthesis and Plan Development. An illustration of the three-phase process can be found on page 6. The length of the process can vary depending on the desired pace but we should expect completion in no less than 4 months and up to 8 months.



Major process components:

1. Engage a Guidance Team comprised of up to 10 diverse stakeholders for advice, guidance and to enhance stakeholder representation
2. Provide orientation to the Village Board on the strategic planning process
3. Conduct thought-leader interviews
4. Host whole-system stakeholder workshop (one full or two half-day) and staff workshop (one full or two half-day) for system connection, awareness, visioning, data generation, establishment of trajectory and alignment, ownership of the new future and to build momentum
5. Perform analysis and plan development with a Synthesis Team
6. Review the preliminary draft plan in a Village Board work session
7. Host public review of the draft plan at an open-invitation Community Dialogue
8. Incorporate refinements resulting from public review
9. Design a dashboard of key outcomes and measures that will serve as a companion to the strategic plan
10. Present the final draft strategic plan for Village Board consideration



This Illustration portrays the three-phase process we propose.

Our approach and methodology facilitate a stable platform for sustaining a dynamic, evolving, interactive planning process involving key Village and community stakeholders. By design, the process intends to yield a strategic plan that resonates with the entire community. This list of process features further describes our way of working.

1. Employ a proven set of foundational principles: whole-system thinking, rules of engagement, guidelines for listening, creative orientation and organic systems
2. Engage the Village Board, executive leadership, staff and the public in dialogue together
3. Design groups and experiences to bring diverse perspectives and demographic representation together (a “microcosm” of the whole system)
4. Utilize a diverse Guidance Team that partners with the consultant throughout the process to plan, execute and evaluate the process and its components
5. Utilize interviews (optional), team meetings, staff (optional) and community workshops and a Village Board workshop for Strategic Plan development
6. Incorporate both community and organizational needs

7. Design workshop sessions as interactive practice fields or “learning labs” to cultivate participant skills needed to create the desired future
8. Share information for transparency and to build community capacity for vision implementation and accountability
9. Cultivate the community as a living system with the ability to grow, adapt, and rejuvenate
10. Train stakeholder focus on the trajectory to the desired future rather than reacting to unwanted conditions
11. Partner with a representative, dedicated Synthesis Team to capture the vision and strategy in writing, and ensure appropriate analysis and synthesis
12. Based on the Strategic Plan framework, define specific measurable performance targets for accountable implementation
13. Provide a tracking and reporting tool for communication to stakeholders (optional)



## References

Lynn Montei Associates has prepared strategic plans for these clients and many others. A more comprehensive list of clients can be found on page 9.

The Village of Mount Prospect, Illinois

Reference: David Strahl, Assistant Village Manager, [dstrahl@mountprospect.org](mailto:dstrahl@mountprospect.org), (847) 818-5305

The Village of Westmont, Illinois

Reference: Stephen May, Village Manager, [smay@westmont.il.gov](mailto:smay@westmont.il.gov), (630) 981-6296

Intergovernmental Personnel Benefit Cooperative (IPBC)

Reference: David Cook, Executive Director, [davec@cmservices.com](mailto:davec@cmservices.com), (630) 878-2019

Lake County, Illinois, Division of Transportation

Reference: Doretha M. Johnson, Director of Administration, [djohnson@lakecountyil.gov](mailto:djohnson@lakecountyil.gov), (847) 377-7445

# Estimate of Cost

## Direct Costs

All costs will be reimbursed on an actual basis. Cost of mileage is billed at the IRS Standard Mileage rate. Other anticipated expenses are simple materials such as flip charts and handout material. The consultant will make every effort to work with the Village's designated liaison for logistics and materials, with electronic documents to be supplied in sufficient time so that photocopies can be made by Village personnel.

This proposal has not addressed costs associated with facilities, refreshments, graphic design or production of the strategic plan document.

## Professional Fees

The proposal we have presented with all its component parts is our recommendation for optimal plan development. It meaningfully engages a variety of stakeholders and accommodates integration of all perspectives. If the proposed scope is too ambitious, however, some components may be reduced or eliminated. These are indicated as optional.

<b>Component</b>	<b>Cost</b>
Refine Work Plan, Integrate Existing Data and Manage Project	\$ 1,400.00
Engage and Facilitate Guidance Team [optional]	1,750.00
Process Design (allocated to each specific activity/event)	0.00
Interview 6 Key Persons/Thought Leaders, Prepare Report [optional]	1,750.00
Engage Staff – Workshop (1 full or 2 half-day workshops) [optional]	2,800.00
Engage Community –Stakeholder Workshop (2 half-day workshops)	4,000.00
Analyze and Synthesize Data	2,800.00
Review and Refine Synthesis Documents – Synthesis Team	4,200.00
Develop Preliminary Draft Plan Presentation	1,050.00
Host Village Board Preliminary Draft Plan Review Workshop	700.00
Define Explicit Outcomes and Performance Measures– Synthesis Team	2,100.00
Host Stakeholder Dialogue to Improve/Validate Draft Plan	2,100.00
Present Final Draft Plan	500.00
<b>Total</b>	<b>\$25,150.00</b>

## Conclusion

We thank you for the opportunity to offer our thoughts on the development of the Village of Lake Bluff strategic plan. We sincerely hope that what we have presented is useful and relevant to your process. We extend our sincere wishes for the success of the initiative, and it would be a distinct pleasure to be of service to you.

## Clients Served by Lynn Montei Associates

<p>Algonquin-Lake in the Hills Fire Protection District Strategic Planning          All Chicago, Strategic Planning          American Solar Energy Society, Strategic and Operational Planning          Chicago Community Group-IONS, Strategic Planning          City of Batavia, Illinois, Board Governance          City of Bloomington, Illinois, Council Planning, Organizational Development          City of Des Plaines, Illinois, Strategic Planning          City of Evanston, Illinois, Community Budget Workshop Process          City of Geneva, Illinois, Strategic Planning          City of Iowa City, Iowa, Council-Management Team Workshop          City of Naperville, Illinois Team Development          City of St. Charles, Illinois, Strategic &amp; Implementation Planning          City of St. Charles Fire Department, Strategic &amp; Implementation Planning          Community Housing Initiatives, Iowa, Strategic Planning          DuKane Valley Council, Assessment of Viability          DuPage Mayors and Managers Conference, Team Development          Elmhurst Park District, Strategic Planning          Exelon Corporation, Strategy Development          Fox Cities Comm. Health Center, Wisconsin, Strategic Planning          Illinois Education Foundation (IEF), Board Development          Institute of Noetic Sciences, Member Council Strategic Planning          Intergovernmental Personnel Benefit Cooperative (IPBC), Strategic Planning          La Leche League International, Strategic Planning          Lake County, Illinois, Division of Transportation Strategic Plan          Lake County, Illinois, Human Resources, Finance and Administrative Services              Department Strategic Alignment          Lake County, Illinois, Public Works Team Culture Initiative          Lake County, Illinois, Workforce Development Team Culture Development          Lake County, Indiana Workforce Investment Board, Strategic Plan, Leadership/Executive Coaching          Leadership Greater Chicago Fellows Association Board, Strategy Development, Alumni Retreat          Lucas County, Ohio, Dept of Job and Family Services, Team Development and Short-Range Plan          Metro West Council of Government, Strategy Development          Lynn Montei Associates – Proposal for Strategic Plan Consulting Services</p>	<p>Miracle League of Illinois, Strategy Development          Midwest Energy Efficiency Alliance, Strategy, Board Development, Leadership/ Executive Coaching          Nicor Gas, Senior Management Team Development          Northwestern Indiana Regional Planning Commission (NIRPC), Community Vision and Strategic Direction, Organizational Alignment, Leadership and Executive Coaching          Oak Park-River Forest Community Foundation, Strategic Planning, Community Conversation Café          Oak Park and River Forest High School District 200, Leadership Roundtable Development          Rehabilitation Institute of Chicago Women with Disabilities Center, Vision Development          Rush University College of Nursing, Strategy Development          Sisters of St. Benedict, Rock Island, Illinois, Council &amp; Chapter Strategy Development, Leadership and Executive Coaching          United States Dept of Energy Midwest Regional Office, Strategic Planning and Team Building          United States EPA, Air Quality, Planning &amp; Standards, Team Development          Urban Partnership Bank, Strategic Leadership Team Development          Us TOO International, Board and Strategy Development          Village of Addison, Illinois, Strategic Planning          Village of Buffalo Grove, Illinois, Goal Setting          Village of Burr Ridge, Illinois, Goal Setting          Village of Glen Ellyn, Illinois, Board of Trustees Goal Setting          Village of Gilberts, Illinois, Strategic Planning          Village of Lake Bluff, Illinois, Strategic Planning          Village of Montgomery, Illinois, Board Development, Strategic Planning          Village of Mount Prospect, Illinois, Strategic Planning          Village of Orland Park, Illinois, Goal Setting and Team Building          Village of Oswego, Illinois, Strategic Planning          Village of Park Forest, Illinois, Goal Setting          Village of Tinley Park, Illinois, Management Team Development          Village of Westmont, Illinois, Strategic Planning          Village of Wilmette, Illinois, Goal Setting          Village of Woodridge, Illinois Board of Trustees Planning</p>
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MEMORANDUM

To: Drew Irvin, Village Administrator  
Brandon Stanick, Assistant to the Village Administrator

From: Lynn Montei

Subject: Prospective Strategic Plan Companion Document

Date: July 1, 2016

You have asked for a description of what it would look like to have an accompanying document to the completed strategic plan, as offered in my proposal. The document's purpose would be plan performance monitoring and reporting, and it would contain explicit outcomes and performance measures of interest to those responsible for plan implementation and accountability.

The companion document, or performance gauge, would also provide transparency for interested and engaged constituents without their having to peruse all the data contained in a more detailed implementation plan. I would suggest it be provided on a quarterly or semiannual basis to the Village Board and be available online, but not be distributed broadly with the strategic plan.

Over the five year life of the plan, the performance gauge will necessarily be updated, added to and amended. For illustration purposes, I offer an early prototype based on a segment of the Village of Lake Bluff Strategic Plan for 2016. (see next page)

1. Column 1: Represent and keep focus on the desired high-level outcomes of the Goal
2. Column 2: Provide indicators or measures that offer a 5-year target for successful outcome achievement
3. Column 3: Enumerate an explicit list of projects, initiatives or actions that are currently or will be employed to achieve the goal and outcomes
4. Column 4: Indicate the progress on implementation of the projects/initiatives

On an annual basis, a dashboard could be produced by inserting one or more narrow color-coded columns to indicate pace/progress (exceeding, improving, consistent, declining.)

The gauge should be designed by a team familiar with what information is most critical to the target audience. An attractive format would be applied.

Vision: Business Climate		Goal 2: Foster a business friendly environment.		
Key Outcomes		Measures	Initiatives/Projects	Progress (for example)
Establish conditions for innovative commercial development that keeps pace with contemporary life.		Increase total number of businesses operating in Village	Zoning Petition for Planned Commercial Development Regulations	Completed
Increase foot traffic in the CBD		Hold 6 major CBD events annually and weekly summer gatherings	2014 Farmers' Market Event	On schedule
Attract a diverse, appealing commercial mix appealing to a wide range of shoppers and diners		Maintain commercial occupancy at 100%	2014 Criterium Bike Race & Block Party	On schedule
		Increase commercial property values by 2% annually	CBD Parking Study	Not yet started
			Train Station Retail Tenant	Behind schedule
			Evaluate Planned Mixed-Use Dev.	



## Lake Bluff Description

Incorporated in 1895, Lake Bluff, is an inviting North Shore suburb of Chicago and was **noted as one of the Top 20 Great Towns and Neighborhoods** by Chicago Magazine (April 2010). Located in southeast Lake County, it is a Village that offers exceptional New England-like charm, a high quality of life, fine residential neighborhoods, and high performing public schools. The shores of Lake Michigan and the many activity trails throughout the community offer distinctive recreational opportunities. Lake Bluff has a daytime service population of approximately 7,600 and a full time population just over 6,000. It is home to a thriving downtown and in close proximity to major international businesses and transportation networks.



## Mission/Purpose Statement

The expression of purpose is that for which all actions, commitments and resources are in service.

**The Village of Lake Bluff provides visionary stewardship, effective services and a culture of involvement to maintain and enhance our quality of life and to honor our legacy.**

## Guiding Principles

These shared values are embraced by the Village and all its stakeholders, serve as guideposts that describe conduct and behavior in all circumstances and apply to everyone without exception.

### In Lake Bluff we...

- Serve as fiscally responsible stewards of Village resources
- Treat each other with civility and respect
- Act with integrity and accountability
- Embrace volunteerism and community participation
- Cherish our history while preparing for our future
- Hold special regard for our community's children and seniors
- Appreciate neighborliness
- Respect the natural environment
- Retain our small-town atmosphere
- Engage in open communication and transparency



## Vision for 2016

Vision Statements should be bold, compelling, ennobling and inspire others to take part, move to town, do business, shop or play in the Village.

### We envision the Village of Lake Bluff as a community where:

- Unparalleled quality of life across all neighborhoods fosters stability and well-being for our stakeholders
- Engagement and volunteerism are the essence of our community culture
- High-quality, cost-effective municipal services meet community needs and position the Village for future success
- Our business climate sustains a robust and stable local economy
- People move with ease on foot, bicycle and by automobile in a safe, accessible and well-connected system of sidewalks, paths and roads
- Housing stock diversity and strong property values serve residents at all stages of life
- Environmental stewardship enhances the natural beauty of the community

## Strategies for Vision Attainment

To move strategically toward attainment of each Vision, the Village of Lake Bluff and its stakeholders will employ these initial goals and strategies.



Quality of Life

### Unparalleled quality of life across all neighborhoods fosters stability and well being for our stakeholders.

#### Goal 1: Create an environment that fosters resident creativity, enthusiasm and initiative.

- Invite participation and shared leadership
- Create opportunities for community-wide dialogue
- Model a standard of civility in public discourse
- Respect cultural diversity

#### Goal 2: Heighten the community's sense of connection and shared values.

- Utilize public spaces to cultivate community connectedness
- Participate in programs that promote wellness
- Identify and assist people in need

#### Goal 3: Place special attention on our youth, seniors and the benefits of intergenerational connection.

- Link with community resources and partners to support youth and senior services
- Facilitate youth and senior engagement in the life of the Lake Bluff community
- Cultivate opportunities for intergenerational experience



Volunteerism

**Engagement and volunteerism are the essence of our community culture.**

**Goal 1: Cultivate awareness and appeal of the Village's volunteer traditions.**

- Articulate the mutual benefits to the individual and the community
  - Enrichment, opportunity and personal satisfaction to individual
  - Value to the community in terms of quality, vitality and cost savings
  - Volunteers essential to ensuring the sustainability of the Fire Department
- Recognize and celebrate the contributions of volunteers

**Goal 2: Create a new and viable volunteer model that accommodates contemporary life.**

- Create a task force comprised of diverse stakeholders and all village partners in model development
  - Include a wide range of volunteer commitment levels
  - Create entry level choices for newcomers and youth
  - Utilize guiding principles to set the standard of conduct and behavior
  - Simplify and increase transparency of elected and volunteer recruitment process
  - Consider a structure to coordinate volunteer activities and needs
- Inform the community on the essential role volunteers fill
  - Create a marketing and recruitment plan

Municipal Services

**High-quality, cost-effective municipal services meet community needs and position the Village for future success.**

**Goal 1: Ensure a sound and stable fiscal condition that matches resources with community needs.**

- Educate the community about municipal services, legal obligations and associated revenue sources
  - Enumerate municipal functions of public works, police protection, fire protection (volunteer), building, administration and finance



- Identify, implement and monitor the optimal balance between community needs/desired levels of service and available resources
  - Identify what services stakeholders consider essential
  - Develop additional sources of revenue, such as user fees

**Goal 2: Explore cost saving alternatives.**

- Collaborate with other municipalities, taxing bodies and private sector partners to identify and advance shared services opportunities
  - Expand use of purchasing consortia for various products and services
- Continue to identify and implement reductions in operating expenses
- Use the insight of employees to innovate and contain costs
- Seek and utilize cost effective service delivery alternatives
- Expand use of purchasing consortia for various products and services

**Goal 3: Maintain sound infrastructure, facilities and other capital assets.**

- Annually review and adhere to the Capital Improvement Plan
- Consult the Strategic and Comprehensive Plans to guide planning and capital investments

**Goal 4: Maintain our commitment to public safety.**

**Goal 5: Expand the use of technology to improve service, increase communication and cost effectiveness.**

- Explore the use of social media
- Enhance the website



**Our business climate sustains a robust and stable local economy.**

**Goal 1: Create a sustainable revenue base.**

- Develop a marketing plan
- Explore strategic annexation of commercial properties located at the northeast quadrant of US 41/ IL Rt 176, IL Rt 43 and the IL Rt 176 corridor
- Further engage local businesses and business groups in dialogue to retain existing and attract new business
- Reposition the Business Parks for the new economy
  - Re-examine highest and best uses of business parks
  - Improve access to and within the Business Park

**Goal 2: Foster a business friendly environment.**

- Streamline the business development process
  - Evaluate codes and explore zoning techniques
- Strengthen our Central Business District
  - Complete the downtown streetscape and integrate the Train Station
  - Facilitate more seasonal events
- Maintain relationships with the auto park community



Accessibility/  
Transportation

People move with ease on foot, bicycle and by automobile in a safe, accessible and well-connected system of sidewalks, paths and roads.

**Goal 1: Develop a master plan for all desired transportation improvements.**

- Perform needs analysis to improve accessibility and enhance safety
- Consider the following for inclusion in the master plan
  - Sidewalk extensions and pedestrian ramp cuts at key village intersections
  - Improvement of the East Sheridan Rd./ Moffett Rd. intersection
  - Expansion of walking and bike paths
  - Feasibility study of a second east-west transportation corridor from Green Bay Rd. to Sheridan Rd.
  - Train station traffic flow improvements
  - Completion of planning and design of the US 41/ IL Rt 176 intersection

**Goal 2: Pursue federal, state and private funding for accessibility and transportation improvements.**

**Goal 3: Cultivate working relationships with all transportation agencies and providers.**

**Goal 4: Reduce the overall number of vehicular traffic movements.**

- Encourage walking, biking, carpooling and increased use of public transportation
- Explore the expansion of public transportation opportunities

Housing  
Diversity

Housing stock diversity and strong property values serve residents at all stages of life.

**Goal 1: Assess the balance of housing types that will meet the needs and desires of our community.**

- Review all existing plans and regulations for compatibility with identified needs and retention of community character



Environment/  
Green  
Initiatives

- Develop a senior housing plan to address our current and future senior housing needs
- Review the Affordable Housing Plan to ascertain its compatibility with community needs

**Goal 2: Educate the community and the individual homeowner on the benefits of historic preservation.**

**Environmental stewardship enhances the natural beauty of the community.**

**Goal 1: Take the initiative to prioritize and advance environmental stewardship.**

- Assess the community's preference as to the natural environment's level of priority
- Educate the community on methods to utilize environmentally conscious behaviors
- Publicize current and past successes at advancing environmental stewardship
- Enlist volunteers to maintain litter-free streets and blocks
- Identify incentives and building codes that encourage green building

**Goal 2: Enhance the quality of public and private open spaces.**

- Partner with the Park District to improve access and aesthetics of the lakefront and ravines
- Educate the public regarding native plantings
- Increase the number of quality trees and expand on the Tree City USA program

**Goal 3: Maintain and enhance recycling efforts.**

- Place recycling bins in and around town
- Maintain Village Public Works Recycling/Waste Facility
- Incent businesses to recycle
- Monitor existing recycling regulations
- Encourage environmental practices at home

**Goal 4: Explore alternative energy regulations for residential and commercial uses.**



## Stakeholder Inventory

A stakeholder list was created by the Steering Committee to bring to mind the spectrum of perspectives and interests present in the Village's "system." It was generated by answering three questions: **Who does the Village serve? Whose support does it need? Who is impacted by its work?** Participants made several additions to the list which now reads as follows:

### Residents

- Seniors
- New
- School Age Parents
- Newcomers
- DINKs
- Youth
- Empty Nesters
- Geographic locations

### Taxpayers

### Not for profit organizations

### Parade Committee

### Vliet Museum

### Garden Club

### Women's Club

### LF/LB Chamber of Commerce

### Open Lands Association

### Farmers Market

### Committee/Users

### Artists on the Bluff

### Volunteer Fire Department

### Churches (2), Beach Church (1)

### Other Local Governments

- Library
- School District #115 Lake Forest High School
- School District #65
- Park District
- Shields Township
- CLCJAWA

### American Legion

### Rotary Club

### Kiwanis

### Boy Scouts

### Lions Club

### Lake Bluff BBQ Society

### Lake Bluff Baseball Association

### Hospital (NWLFB)

### Downtown Merchants

### PTO

### Forest Bluff Montessori

### Boards and Commissions

- Plan Commission
- Zoning Board of Appeals
- Architectural Board of Review
- Board of Fire and Police
- Police Pension Fund Board
- Historic Preservation Commission
- Senior Resources Commission
- CROYA

### The Lake Bluff Caucus

### Business

- Large Employers
- CBD & Other small employers
- Geographic locations
- Type (Auto, retail, food, etc.)

### Major Employers

### Surrounding Communities

- Lake Forest
- North Chicago
- Knollwood

### Employees

- Public Works

### Trustees

### Public Safety

### Trustee/Elected Officials

### Alumni

### Realtors

### Contractors

### Preservationists

### Commuters

### Great Lakes Naval Station

### Homeowner Associations

- The Sanctuary
- Tangle Oaks
- Armour Woods
- Belle Foret

### Lake Bluff Yacht Club

### Building Community

### Media



The Village is grateful to the following individuals who participated in the Stakeholder Workshops:

Phyllis Albrecht

Brad Andersen

Barbara Ankenman

Betty Frank-Bailey

David Barkhausen

Michael Barrett

Mary Jane Brady

Marina Carney

Mary Collins

Kevin Considine

Mark Dewart

Rina Du Toit

Adrienne Fawcett

David Forlow

Peter Friedman

William Gallagher

David Graf

Susan Griffin

Robert Hertel

Drew Irvin

John Josephitis

Michael Klawitter

Paul Lemieux

Rick Lesser

Christine Letchinger

Thomas McAfee

Simon Moughamian

Elliot Miller

Gerald Nellessen

Janet Nelson

Matt Nielsen

Kathleen O'Hara

Edward Pasquesi

Craig Pierson

George Russell

Jim Seymour

Brandon Stanick

Jake Terlap

David Thomas

Ryan Waller

**Project Facilitator:**

Lynn Montei

**Photography:**

Gunnar Soderlind

**Design:**

Lynne Grenier

**VILLAGE OF LAKE BLUFF  
REQUEST FOR BOARD ACTION**

**Agenda Item: 14**

**Subject:** A RESOLUTION TERMINATING THE INTERGOVERNMENTAL  
AGREEMENT THAT CREATED THE LAKE AND MCHENRY COUNTIES  
FIRE DEPARTMENTS SPECIALIZED RESPONSE TEAMS

**Action Requested:** ADOPTION OF THE RESOLUTION

**Originated By:** FIRE CHIEF DAVID GRAF

**Referred To:** VILLAGE BOARD

**Summary of Background and Reason For Request:**

As you know, MABAS is a statewide mutual aid system which has been in existence since the late 1960s. Originally, MABAS was heavily rooted throughout northern Illinois but since September 11th MABAS has rapidly grown throughout the State of Illinois as well as Wisconsin, Indiana and Michigan and parts of Iowa and Missouri. Day-to-day MABAS extra alarms are systematically designed to provide speed of response of emergency resources to the stricken community during an ongoing emergency. Declarations of Disaster provide a MABAS sustained system of response on top of daily mutual aid activations. Today MABAS includes approximately 1,175 of the state's 1,246 fire departments organized within 69 divisions. MABAS also offers specialized operations teams for hazardous materials (40 teams), underwater rescue/recovery (15 teams), technical rescue (39 teams) and a state sponsored urban search and rescue team. Late last year the Lake & McHenry Counties Fire Departments Specialized Response Teams (SRT) processed a governance change and, as of January 1, 2016, it became the MABAS Divisions 4 & 5 SRT. The goal of this governance change was to align the organization with the MABAS model to take advantage of available training, equipment and resource opportunities. All SRT member units of government have been asked to pass a resolution acknowledging the cancellation of the current SRT organization. To that end, the attached resolution (i) formally dissolves the current SRT organization by terminating the intergovernmental agreement that originally created it in 1996 and (ii) authorizes the Village Administrator to execute all necessary documents to effectuate the termination.

**Reports and Documents Attached:**

- A Resolution Terminating the IGA that Created the Lake and McHenry Counties Fire Departments SRT with Exhibits

**Village Administrator's Recommendation:** Approval of the Resolution

**Date Referred to Village Board:** 7/11/2016

**RESOLUTION NO. 2016-\_\_\_**

**A RESOLUTION TERMINATING THE INTERGOVERNMENTAL AGREEMENT THAT  
CREATED THE LAKE AND MCHENRY COUNTIES FIRE DEPARTMENTS  
SPECIALIZED RESPONSE TEAMS**

**WHEREAS**, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised jointly with any other unit of local government or private corporation; and

**WHEREAS**, The Intergovernmental Cooperation Act provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and

**WHEREAS**, the Fire Protection District Act (70 ILCS 705/11a) provides that a fire protection district may contract for mutual aid from and to governmental units organized to furnish fire protection services; and

**WHEREAS**, the Municipal Code (65 ILCS 5/1-1-5) authorizes the corporate authorities of a municipality to exercise jointly all powers which it possesses; and

**WHEREAS**, the Lake and McHenry Counties Fire Departments Specialized Response Teams ("**SRT**") was originally organized as the Lake County Fire Departments Specialized Response Teams through intergovernmental agreement in 1996; and

**WHEREAS**, the SRT membership was expanded in 2005-06 through a revised intergovernmental agreement to include fire departments from McHenry County and the SRT name was changed to the Lake and McHenry Counties Fire Departments Specialized Response Teams and has operated the SRT since; and

**WHEREAS**, the SRT is administered by an Executive Committee composed of the Fire Chiefs (or other representative designated by the member unit of government) of each member unit of government; and

**WHEREAS**, various public agencies in Illinois, Wisconsin, Missouri, Michigan, Indiana and Iowa have federated together through the aforementioned Acts and Agreements to form the Mutual Aid Box Alarm System ("**MABAS**"); and

**WHEREAS**, MABAS is divided into operational Divisions, generally based on geographic regions, to facilitate day-to-day operations and develop local policy and procedures; and

**WHEREAS**, MABAS Division 4, comprised generally of fire departments (Units) in Lake County, Illinois, is duly authorized by MABAS-IL as a Division; and

**WHEREAS**, MABAS Division 5, comprised generally of fire departments (Units) in McHenry County, Illinois, is duly authorized by MABAS-IL as a Division; and

**WHEREAS**, MABAS-IL has agreed to individually recognize SRT related response teams for both MABAS Divisions 4 & 5 which will provide for insurance coverage, equipment and training for SRT functions within each respective MABAS Division, increasing the SRT response capabilities in both Divisions; and

**WHEREAS**, the SRT Executive Committee has determined that it is in the best interest of the SRT to transfer apparatus, equipment and funding from the SRT to the respective MABAS Divisions to take advantage of the insurance, equipment and training available through MABAS-IL; and

**WHEREAS**, the SRT was a trendsetting organization at the time of its original establishment in 1996, however the SRT response model has shifted throughout the state of Illinois to a MABAS Division based model; and

**WHEREAS**, Divisions 4 and 5 have independently determined that it is in their best interests to accept the apparatus, equipment and funding from the SRT and to establish an intergovernmental specialized response teams joint administrative council to coordinate training, response procedures and equipment on behalf of both the MABAS Division 4 & 5 SRT teams as witnessed by the execution of the MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS MUTUAL AID AGREEMENT that has been attached as **Exhibit A**; and

**WHEREAS**, the SRT through prior resolution has transferred apparatus, equipment and funding to MABAS Divisions 4 & 5 through Resolution 2015-2 that has been adopted through majority vote of the SRT Executive Committee and is included as **Exhibit B**; and

**WHEREAS**, the SRT through prior resolution has provided for the termination of the SRT operations and responsibilities, transferring said operations and responsibilities to MABAS Divisions 4 & 5 and the newly created SRT Joint Administrative Council, through Resolution 2015-3 that has been adopted through majority vote of the SRT Executive Committee and is included as **Exhibit C**; and

**WHEREAS**, the Village Board of Trustees has determined that it is in the best interest of the Village to approve this Resolution.

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

**Section 1. Recitals.**

The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the Village Board.

**Section 2. Termination of SRT.**

A. The foregoing recitals are hereby incorporated into this Resolution.

B. It is recognized, and specifically approved by this unit of government and member of the SRT, that as of January 1, 2016, the intergovernmental agreement as amended which created the Lake and McHenry Counties Fire Departments Specialized Response Teams

shall terminate, and all responsibilities regarding the routine operation and coordination of the SRT shall be transferred to the newly formed SRT Joint Administrative Council.

C. All records, reports and information in the possession of the SRT will be transferred to the newly formed SRT Joint Administrative Council.

D. Future payments for SRT related operations will be directed to the appropriate MABAS Division in lieu of the SRT.

E. Upon the conclusion of all required actions to terminate the SRT, the Lake and McHenry Counties Specialized Response Teams Mutual Aid Agreement shall be considered terminated, null and void.

F. The invalidity of any provision of this Resolution shall not render invalid any other provision. If, for any reason, any provision of this Resolution is determined by a Court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable, and this Resolution may be enforced with that provision severed or as modified by court order.

**Section 3. Execution of Documents.** The Village Administrator is hereby authorized to execute all documents necessary to effectuate Section 2 of this Resolution.

**Section 4. Effective Date.** This Resolution will be effective upon passage by the President and Board of Trustees in the manner required by law.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2016, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

**AYES:**            ()

**NAYS:**            ()

**ABSTAIN:**        ()

**ABSENT:**         ()

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Village President

ATTEST:

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

Exhibit A

Exhibit B

Exhibit C

**MABAS DIVISIONS 4 & 5  
SPECIALIZED RESPONSE TEAMS  
MUTUAL AID AGREEMENT**

This Agreement is made and entered into on the dates set forth next to the signature of each party hereto, by and between the Mutual Aid Box Alarm System - Illinois (MABAS-IL) Divisions 4 and 5 (Divisions), and any subsequent Divisions, which have approved this Agreement in the manner provided by the law, and have subscribed hereto creating an intergovernmental mutual aid committee by and between these units of government as further enumerated herein (the "SRT Joint Administrative Council").

**WHEREAS**, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised jointly with any other unit of local government or private corporation; and

**WHEREAS**, The Intergovernmental Cooperation Act provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and

**WHEREAS**, the Fire Protection District Act (70 ILCS 705/11a) provides that a fire protection district may contract for mutual aid from and to governmental units organized to furnish fire protection services; and

**WHEREAS**, the Municipal Code (65 ILCS 5/I-1-5) authorizes the corporate authorities of a municipality to exercise jointly all powers which it possesses; and

**WHEREAS**, various public agencies in Illinois, Wisconsin, Missouri, Michigan, Indiana and Iowa have federated together through the aforementioned Acts and Agreements to form the Mutual Aid Box Alarm System (MABAS); and

**WHEREAS**, MABAS is divided into operational Divisions, generally based on geographic regions to facilitate day-to-day operations and develop local policy and procedures; and

**WHEREAS**, MABAS Division 4, comprised generally of fire departments (Units) in Lake County, Illinois, is duly authorized by MABAS-IL as a Division; and

**WHEREAS**, MABAS Division 5, comprised generally of fire departments (Units) in McHenry County, Illinois, is duly authorized by MABAS-IL as a Division; and

**WHEREAS**, Divisions 4 and 5 hereto have determined that it is in their best interests to establish an intergovernmental specialized response teams administrative council and to enter into this Agreement to secure coordination of training, equipment and resources to support the Divisions' fire service specialized response teams; and

**NOW, THEREFORE**, in consideration of the foregoing recitals, the Division's membership in the SRT Joint Administrative Council, and the covenants herein contained, the MABAS Divisions hereto agree as follows:

## **SECTION I PURPOSE AND INTENT**

The Divisions recognize and acknowledge that in certain situations, such as, but not limited to, emergencies, natural disasters and man-made catastrophes, the joint use of personnel and equipment to perform specialized response both within and outside the territorial limits of the Divisions is desirable and necessary to effectively and efficiently preserve and protect the health, safety and welfare of the public. Further, it is acknowledged that coordination of specialized response teams training, equipment and resources is desirable for the effective and efficient provision of public health and safety.

The purpose of this Agreement is to provide coordination of training, qualification, resources and equipment for specialized response services, including but not limited to, confined space rescue, below ground/trench rescue, hazardous materials emergency response, water operations, rope rescue, structural collapse rescue, wildland firefighting task forces, mechanics and support services between the Divisions' member units in certain situations where such aid is necessary, and desirable to best serve the interest of the Units in preserving the life, property, health, safety, and welfare of the public within the territories of the respective Divisions or such territory as may be annexed by such Divisions, or their member units, hereafter.

Each member Division agrees to maintain minimum response capabilities to facilitate the purpose and intent of this agreement. These minimum capabilities shall be set forth in policy by the SRT Joint Administrative Council, as approved by the member Divisions.

In addition, the SRT Joint Administrative Council may facilitate joint purchasing or other collective activities. Such activities shall be regulated through the bylaws, policies and procedures of the SRT Joint Administrative Council. The SRT Joint Administrative Council shall enjoy all the rights, privileges, and immunities extended to the Divisions, and its member Units, by statutory or common law.

It is the intent of all Divisions and their member units to comply with all applicable State and Federal law.

## SECTION II DEFINITIONS

In this Agreement, the following terms shall be defined as follows:

- A. **Division:** A geographical group of MABAS Member Units that have federated together to form a Division, approved by the MABAS Executive Board, to facilitate the purposes of MABAS-IL. This shall include both primary and associate members of any Division.
- B. **Emergency:** An unforeseen occurrence or condition in a Unit's territorial jurisdiction which exceeds the Unit's capabilities to provide adequate service in the area of specialized emergency response services including, but not limited to, confined space rescue, below ground/trench rescue, hazardous materials emergency response, water operations, rope rescue, structural collapse rescue, wildland firefighting task forces, mechanics and support between the Units in certain situations where such aid is necessary and desirable to best serve the interest of the Units in preserving the life, property, health, safety, and welfare of the public within the territories of the respective Units or such territory as may be annexed by such Units hereinafter.
- C. **Incident Commander:** An individual who has responsibility for the overall operations at an emergency scene.
- D. **Mutual Aid Box Alarm System - Illinois (MABAS-IL):** An intergovernmental cooperative formed to provide response and assistance to a Stricken Unit by the Aiding Unit(s) in accordance with a prearranged plan established and maintained by the MABAS-IL member units and amended from time to time.
- D. **Unit or Member Unit:** A unit of local government (or an intergovernmental public agency and the units of which the intergovernmental governmental public agency is comprised) or a private entity that has adopted an ordinance (or resolution) accepting the terms of the MABAS Agreement, and is a member of a MABAS Division signatory to this Agreement, and that pays annual assessments to the MABAS Division, and that agrees to comply with the rules, regulations, policies and procedures adopted by this Agreement.
- E. **SRT Joint Administrative Council:** The governing body of the SRT Joint Administrative Council comprised of three representatives selected or appointed by each of the MABAS Divisions that are signatory to this agreement.
- F. **Stricken Unit:** A Unit which requests aid in the event of an emergency.

**SECTION III  
ADMINISTRATIVE ORGANIZATION**

This Agreement shall be administered by the SRT Joint Administrative Council composed of the three (3) representatives elected or appointed from each MABAS Division signatory to this agreement. The SRT Joint Administrative Council shall administer the routine affairs of the SRT response teams for each MABAS Division, provide for the hiring of administrative staff, and secure space for the housing of offices, records and/or equipment.

The SRT Joint Administrative Council shall annually elect from among the Council members a Chairman, Vice-Chairman and Secretary/Treasurer. All documents, records, minutes and other items essential to the administration of the SRT Joint Administrative Council shall be stored under the direction of the current Secretary/Treasurer.

The SRT Joint Administrative Council may form subcommittees, from time to time, to further the objectives of the Council. Membership on sub-committees may include members of the SRT Joint Administrative Council and/or other individuals with subject matter expertise.

Supplies and equipment purchased by the SRT Joint Administrative Council shall be in the name of the MABAS Division(s).

The SRT Joint Administrative Council may make bylaws necessary to implement this Agreement and to conduct its meetings. Bylaws must be approved through majority vote of the member Divisions. All member Units must have all proposed bylaws or changes to current bylaws fourteen (14) calendar days in advance of the meeting where such bylaws, or changes to current bylaws will be considered. Upon adoption or modification, the member Units shall receive a copy of the amended or modified bylaws within fourteen (14) days after adoption.

**SECTION IV  
POLICY AND PROCEDURE**

The SRT Joint Administrative Council may, from time to time, adopt policies and procedures consistent with this agreement to provide for the orderly implementation of the specialized response teams coordination to be provided by this Agreement.

**SECTION VI  
AUTHORITY TO ENTER INTO CONTRACTS**

The SRT Joint Administrative Council has the express authority to associate with individuals, associations, and corporations in any manner not prohibited by law on behalf of the Council and for activities consistent with the SRT Joint Administrative Council's purpose and intent.

The SRT Joint Administrative Council has the express authority to enter into contracts on behalf of the SRT Joint Administrative Council for the purchase of goods and services that are consistent with the Council's purpose and intent. Each contract shall set forth fully the purposes, powers, rights, obligations and responsibilities of the SRT Joint Administrative Council and all other parties to the contract.

**SECTION VII  
JURISDICTION OVER PERSONNEL AND EQUIPMENT**

Personnel and equipment dispatched to aid a Stricken Unit pursuant to this Agreement remain employees, property and responsibility of the Aiding Unit. Personnel and equipment rendering aid shall report to the Incident Commander of the Stricken Unit at the occurrence scene for direction and assignment. The Aiding Unit, at all times, retains the right to withdraw any and all aid rendered upon order of its Fire Chief or his/her designee; provided, however, that the Aiding Unit that intends to withdraw aid shall notify the Incident Commander of the Stricken Unit of the withdrawal and the extent of the withdrawal of aid.

**SECTION VIII  
FINANCES**

- A. Personnel and equipment provided pursuant to this Agreement under emergency conditions as defined herein shall be provided at no charge to the Stricken Unit, except as set forth herein or in the policies and procedures of MABAS.
- B. Reimbursement of unusual and burdensome costs may be set forth in fine policies and procedures as adopted and amended from time to time.
- C. Each member Division maintains the duty to adequately fund the ongoing maintenance, operation, replacement and related needs for the specialized response teams as enumerated in Section I of this Agreement. Nothing in this clause shall limit the member Divisions from expanding the scope of emergency response included herein.
- D. The SRT Joint Administrative Council shall annually develop a budget for the Council's operation to be submitted to each Division for approval. This budget shall include a per department assessment payable annually through their respective Division. The SRT Joint Administrative Council is hereby authorized to expend available funds in accordance with its approved budget. In the event of an unplanned or emergency expenditure, the SRT Joint Administrative Council must obtain approval from the affected Division(s).
- E. The member Divisions shall assess their member Units to adequately fund the special team operations and the SRT Joint Administrative Council. Each Division shall pay the funds assessed for the operation of the SRT Joint Administrative Council to the Council's Secretary/Treasurer.

## **SECTION IX INSURANCE**

- A. Each MABAS Division and their member Units participating under the terms of this Agreement shall procure and maintain, at its sole and exclusive expense, insurance coverage including comprehensive liability, contractual liability, personal injury, property damage, workers' compensation, and, if applicable, emergency medical services professional liability, with such limits of coverage and deductibles as are prudent and reasonable for the protection of itself, its personnel and its equipment.
- B. A Stricken Unit shall have no obligation to provide or extend insurance coverage to insure the personnel of any Aiding Unit or to insure the acts or omissions of personnel of the Aiding Unit.

## **SECTION X INDEMNIFICATION**

- A. Each MABAS Division and their member Units agree to waive all claims against all other Units for any loss, damage, personal injury, or death occurring in consequence of the performance of this Agreement; provided however, that such claim is not a result of gross negligence or willful misconduct by a Unit or its personnel.
- B. Each MABAS Division and its member Units requesting or providing aid pursuant to this Agreement hereby expressly agrees to hold harmless, indemnify, and defend the Unit rendering aid and its personnel from any and all claims, demands, liability, losses, suits in law, or in equity which are made by a third party. This indemnity shall include attorney's fees and costs that may arise from providing aid pursuant to this Agreement. All employee benefits, wage and disability payments, pensions, workers' compensation claims, damage to or destruction of equipment and clothing, and medical expenses of the Unit rendering aid shall be the sole and exclusive responsibility of the respective Unit, provided, however, that claims made by a third party are not caused by gross negligence or willful misconduct on the part of the Unit rendering aid.
- C. Each MABAS Division and its member Units, whether an Aiding Unit or Stricken Unit, agrees that, except as otherwise provided herein, it shall remain solely and exclusively responsible for the employee benefits, wage and disability payments, pensions, workers' compensation claims, medical and hospitalization claims of its employees and agents, and for its own property loss.
- D. Each MABAS Division and its member Units agree to raise before any court all civil immunity provided pursuant to 745 ILCS 10/1 *et seq.* as affirmative defenses in any litigation brought by anyone whereby, as a result, any Unit to this Agreement is a defendant.

**SECTION XI  
NON-LIABILITY FOR FAILURE TO RENDER AID**

No MABAS Division or member Unit, nor its agents or personnel, shall be liable to any other Unit, whether expressly or impliedly, for its failure or refusal to render aid pursuant hereto, nor for the withdrawal of aid, in whole or in part, which has been provided pursuant to this Agreement.

**SECTION XII  
TERM**

This Agreement shall be in effect for a term of one year from the effective date and shall automatically renew for successive one-year terms unless terminated in accordance with this Section.

Any MABAS Division may withdraw from this Agreement at any time, by giving written notice to the SRT Joint Administrative Council Chairman specifying the date of termination. The written notice provided herein shall be given by certified mail, at least three hundred sixty five (365) days prior to the date on which termination is to be effective. All terminations shall be effective on the last day of the calendar month. Any unilateral withdrawal shall result in forfeiture of all sums of money or property of any kind contributed by the withdrawing MABAS Division and its member Units.

**SECTION XIII  
EFFECTIVE DATE OF THIS AGREEMENT**

The SRT Joint Administrative Council created by this agreement shall become operational on January 1<sup>st</sup> of the year immediately following the execution of this agreement by both MABAS Divisions 4 and 5. An organizational meeting shall be held at a time and place so selected by the Presidents of MABAS Divisions 4 & 5 to establish the SRT Joint Administrative Council. Notice of this meeting shall be provided to all member Units at least ten (10) calendar days prior to the time and date selected.

**SECTION XIV  
BINDING EFFECT**

This Agreement shall be binding upon and inure to the benefit of any successor entity which may assume the obligations of a MABAS Division. However, this Agreement may not be assigned by any Division without the prior written consent of the SRT Joint Administrative Council and this Agreement may not be assigned by the SRT Joint Administrative Council without the prior written consent of each member Division.

**SECTION XV  
VALIDITY**

The invalidity of any provision of this Agreement shall not render invalid any other provision. If, for any reason, any provision of this Agreement is determined by a Court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable, and this Agreement may be enforced with that provision severed or as modified by court order.

**SECTION XVI  
GOVERNING LAW**

This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Illinois.

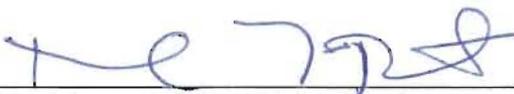
**SECTION XVII  
AMENDMENTS**

This Agreement may be amended from time to time by the majority vote of the Member Units of each Division.

**SECTION XVIII  
EXECUTION IN COUNTERPARTS**

This Agreement may be executed in multiple counterparts or duplicate originals, or with multiple signature pages, each of which shall constitute and be deemed one and the same document.

**IN WITNESS WHEREOF**, this Agreement has been duly executed by the duly elected presidents of the MABAS Divisions whose names are subscribed below or on the signature pages as attached hereto from time to time, and which pages are specifically incorporated herein.

By:   
President – MABAS Division 4

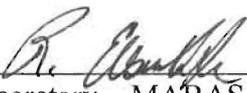
Attest:

  
Secretary – MABAS Division 4

Dated this 11 day of August, 2015

By:   
President – MABAS Division 5

Attest:

  
Secretary – MABAS Division 5

Dated this 19 day of August, 2015

Execution Copy Dated: 08/05/2015

**LAKE AND MCHENRY COUNTIES FIRE DEPARTMENTS  
SPECIALIZED RESPONSE TEAMS ASSOCIATION**

**RESOLUTION 2015-2**

**A RESOLUTION TRANSFERRING ASSETS OF THE LAKE AND MCHENRY COUNTIES FIRE DEPARTMENTS SPECIALIZED RESPONSE TEAMS, HEREINAFTER REFERRED TO AS "SRT" TO THE OWNERSHIP AND CONTROL OF MABAS DIVISIONS 4 AND 5 RESPECTIVELY.**

**WHEREAS**, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised jointly with any other unit of local government or private corporation; and

**WHEREAS**, The Intergovernmental Cooperation Act provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and

**WHEREAS**, the Fire Protection District Act (70 ILCS 705/11a) provides that a fire protection district may contract for mutual aid from and to governmental units organized to furnish fire protection services; and

**WHEREAS**, the Municipal Code (65 ILCS 5/I-1-5) authorizes the corporate authorities of a municipality to exercise jointly all powers which it possesses; and

**WHEREAS**, the SRT was originally organized as the Lake County Fire Departments Specialized Response Teams through intergovernmental agreement in 1996; and

**WHEREAS**, the SRT membership was expanded in 2005-06 through a revised intergovernmental agreement to include fire departments from McHenry County and the SRT name was changed to the Lake and McHenry Counties Fire Departments Specialized Response Teams and has operated the SRT since; and

**WHEREAS**, the SRT is administered by an Executive Committee composed of the Fire Chiefs (or other representative designated by the member unit of government) of each member unit of government; and

**WHEREAS**, various public agencies in Illinois, Wisconsin, Missouri, Michigan, Indiana and Iowa have federated together through the aforementioned Acts and Agreements to form the Mutual Aid Box Alarm System (MABAS); and

**WHEREAS**, MABAS is divided into operational Divisions, generally based on geographic regions to facilitate day-to-day operations and develop local policy and procedures; and

**WHEREAS**, MABAS Division 4, comprised generally of fire departments (Units) in Lake County, Illinois, is duly authorized by MABAS-IL as a Division; and

**WHEREAS**, MABAS Division 5, comprised generally of fire departments (Units) in McHenry County, Illinois, is duly authorized by MABAS-IL as a Division; and

**WHEREAS**, MABAS-IL has agreed to individually recognize SRT related response teams for both MABAS Divisions 4 & 5 which will provide for insurance coverage, equipment and training for SRT functions within each respective MABAS Division, increasing the SRT response capabilities in both Divisions; and

**WHEREAS**, the SRT Executive Committee has determined that it is in the best interest of the SRT to transfer apparatus, equipment and funding from the SRT to the respective MABAS Divisions to take advantage of the insurance, equipment and training available through MABAS-IL; and

**WHEREAS**, the SRT was a trendsetting organization at the time of its original establishment in 1996, however the SRT response model has shifted throughout the state of Illinois to a MABAS Division based model; and

**WHEREAS**, Divisions 4 and 5 have independently determined that it is in their best interests to accept the apparatus, equipment and funding from the SRT and to establish an intergovernmental specialized response teams joint administrative council to coordinate training, response procedures and equipment on behalf of both the MABAS Division 4 & 5 SRT teams as witnessed by the execution of the MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS MUTUAL AID AGREEMENT that has been attached as Appendix 1.

**NOW, THEREFORE**, in consideration of the foregoing recitals and the covenants herein contained, the Lake and McHenry Counties Fire Departments Specialized Response Teams Executive Committee does hereby resolve that:

1. The foregoing recitals are hereby incorporated into this Resolution.
2. On or after the 1<sup>st</sup> day of December 2015, title, ownership, responsibility and liability for the following pieces of apparatus, and all associated tools, equipment and hardware shall transfer to the possession of MABAS Division 4:

SRT Unit Number	Model Year	Make, Model or Type	Vehicle Identification or Serial Number
6951	2005	Kenworth / Haz Mat	2NKMHD6X25M114113
6954	2013	Peterbilt / Conventional 365	1NPSLPOX6DD199889
6955	2004	International / First Responder	1HTWGADT94J092311
6958	2000	Ford / F550 Super Duty	1FDAF56F2YEB48172
6972	1983	Trail King / Trailer	1TKC02423DM053643
6973	1995	Ford / Brush Vehicle	1FDXF80E99VA25777
6990	2000	Wells / Spill Trailer	1WC200G26W1055020
6992	2005	Eager Beaver / Deployment Trailer	112H8V3225L069674
6994	1990	E-Z Loader / Boat Trailer	1ZEAAANR5XA015464
6997	2001	Ford Cutaway E350 SUP Bus	1FDWE35S01HB51474
-	1990	Wells Cargo / Sonar Trailer	1WC200G27L1047845
TRT4	1998	TRT Roll-off Container	
TRENCH4	2003	Trench Roll-off Container	
Support 4	2008	Haz-Mat Support Roll-off Container	
Lumber 4	2003	Lumber Cache Roll-off Platform	
Spare	2006	Spare Roll-off Container	
6995	1994	Mechanics Air Compressor	

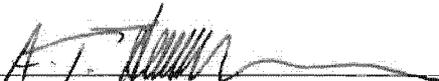
3. On or after the 1<sup>st</sup> day of December 2015, title, ownership, responsibility and liability for the following pieces of apparatus, and all associated tools, equipment and hardware shall transfer to the possession of MABAS Division 5:

SRT Unit Number	Model Year	Make, Model or Type	Vehicle Identification or Serial Number
6950	2000	Freightliner / Haz Mat	1FV6HLCBXYHB18790
6956	2011	International / 7000 Series 7600	1HTWYSJT7BJ344884
6993	1997	Wells Cargo / Dive Trailer	1WC200621V1078382
6971		Wildland ATV	
TRT 5	2003	TRT Roll-off Container	
Trench 5		Trench Roll-off Container	

4. On or after the 1<sup>st</sup> day of December 2015, the SRT Treasurer shall transfer \$150,000 of SRT funds to the bank account of the newly formed SRT Joint Administrative Council created by the MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS MUTUAL AID AGREEMENT.

5. On the first business day, or as soon as practical thereafter, the SRT Treasurer shall determine the cash balances of all SRT bank accounts and cause to be transferred to the account of MABAS Division 4 sixty-two percent (62%) of said balance and cause to be transferred to the account of MABAS Division 5 the remaining thirty-eight percent (38%) of said balance.
6. All office equipment, supplies, records and related items in the possession of the SRT and/or its Administrative Coordinator shall be transferred to the possession of the SRT Joint Administrative Council.
7. The invalidity of any provision of this Resolution shall not render invalid any other provision. If, for any reason, any provision of this Resolution is determined by a Court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable, and this Resolution may be enforced with that provision severed or as modified by court order.

**IN WITNESS WHEREOF**, this Resolution has been duly executed by majority vote of a quorum of the Lake and McHenry Counties Fire Departments Specialized Response Teams Executive Committee the 28<sup>th</sup> day of October, 2015.

By:   
Chairman

Attest:

  
Secretary Pro Tem

**LAKE AND MCHENRY COUNTIES FIRE DEPARTMENTS  
SPECIALIZED RESPONSE TEAMS ASSOCIATION**

**RESOLUTION 2015-3**

**A RESOLUTION TERMINATING THE INTERGOVERNMENTAL AGREEMENT THAT CREATED THE LAKE AND MCHENRY COUNTIES FIRE DEPARTMENTS SPECIALIZED RESPONSE TEAMS, HEREINAFTER REFERRED TO AS "SRT".**

**WHEREAS**, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised jointly with any other unit of local government or private corporation; and

**WHEREAS**, The Intergovernmental Cooperation Act provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and

**WHEREAS**, the Fire Protection District Act (70 ILCS 705/11a) provides that a fire protection district may contract for mutual aid from and to governmental units organized to furnish fire protection services; and

**WHEREAS**, the Municipal Code (65 ILCS 5/I-1-5) authorizes the corporate authorities of a municipality to exercise jointly all powers which it possesses; and

**WHEREAS**, the SRT was originally organized as the Lake County Fire Departments Specialized Response Teams through intergovernmental agreement in 1996; and

**WHEREAS**, the SRT membership was expanded in 2005-06 through a revised intergovernmental agreement to include fire departments from McHenry County and the SRT name was changed to the Lake and McHenry Counties Fire Departments Specialized Response Teams and has operated the SRT since; and

**WHEREAS**, the SRT is administered by an Executive Committee composed of the Fire Chiefs (or other representative designated by the member unit of government) of each member unit of government; and

**WHEREAS**, various public agencies in Illinois, Wisconsin, Missouri, Michigan, Indiana and Iowa have federated together through the aforementioned Acts and Agreements to form the Mutual Aid Box Alarm System (MABAS); and

**WHEREAS**, MABAS is divided into operational Divisions, generally based on geographic regions, to facilitate day-to-day operations and develop local policy and procedures; and

**WHEREAS**, MABAS Division 4, comprised generally of fire departments (Units) in Lake County, Illinois, is duly authorized by MABAS-IL as a Division; and

**WHEREAS**, MABAS Division 5, comprised generally of fire departments (Units) in McHenry County, Illinois, is duly authorized by MABAS-IL as a Division; and

**WHEREAS**, MABAS-IL has agreed to individually recognize SRT related response teams for both MABAS Divisions 4 & 5 which will provide for insurance coverage, equipment and training for SRT functions within each respective MABAS Division, increasing the SRT response capabilities in both Divisions; and

**WHEREAS**, the SRT Executive Committee has determined that it is in the best interest of the SRT to transfer apparatus, equipment and funding from the SRT to the respective MABAS Divisions to take advantage of the insurance, equipment and training available through MABAS-IL; and

**WHEREAS**, the SRT was a trendsetting organization at the time of its original establishment in 1996, however the SRT response model has shifted throughout the state of Illinois to a MABAS Division based model; and

**WHEREAS**, Divisions 4 and 5 have independently determined that it is in their best interests to accept the apparatus, equipment and funding from the SRT and to establish an intergovernmental specialized response teams joint administrative council to coordinate training, response procedures and equipment on behalf of both the MABAS Division 4 & 5 SRT teams as witnessed by the execution of the MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS MUTUAL AID AGREEMENT that has been attached as Appendix 1.

**WHEREAS**, the SRT through prior resolution has transferred apparatus, equipment and funding to MABAS Divisions 4 & 5 through Resolution 2015-2 that has been adopted through majority vote of the SRT Executive Committee and is included as Attachment 1.

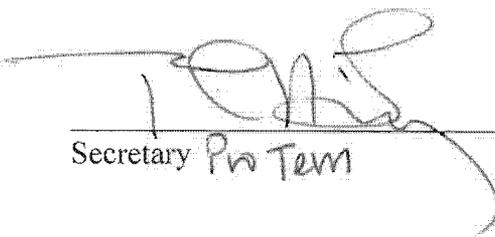
**NOW, THEREFORE**, in consideration of the foregoing recitals and the covenants herein contained, the Lake and McHenry Counties Fire Departments Specialized Response Teams Executive Committee does hereby resolve that:

1. The foregoing recitals are hereby incorporated into this Resolution.
2. As of January 1, 2016, all responsibilities regarding the routine operation and coordination of the SRT shall be transferred to the newly formed SRT Joint Administrative Council.
3. All records, reports and information in the possession of the SRT shall be transferred to the newly formed SRT Joint Administrative Council.
4. Employment of the Administrative Coordinator through the SRT shall terminate before midnight on December 31, 2015.
5. The Executive Committee shall cause a review of the financial records after all funds are transferred and ensure that all SRT obligations have been met and that all SRT bank accounts have been closed.
6. The Executive Committee shall request that all member Units of Government pass a Resolution (Attachment 2) acknowledging the cancellation of the MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS MUTUAL AID AGREEMENT.
7. The invalidity of any provision of this Resolution shall not render invalid any other provision. If, for any reason, any provision of this Resolution is determined by a Court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable, and this Resolution may be enforced with that provision severed or as modified by court order.

**IN WITNESS WHEREOF**, this Resolution has been duly executed by majority vote of a quorum of the Lake and McHenry Counties Fire Departments Specialized Response Teams Executive Committee the 20th day of October, 2015.

By:   
Chairman

Attest:

  
Secretary Pro Tem

**VILLAGE OF LAKE BLUFF  
REQUEST FOR BOARD ACTION**

**Agenda Item: 15**

**Subject:** A RESOLUTION APPROVING A FINAL PLAT OF SUBDIVISION FOR  
PROPERTY LOCATED AT 515 CAMBRIDGE LANE

**Action Requested:** APPROVAL OF RESOLUTION (Roll Call Vote)

**Originated By:** CHRIS AND MARGUERITE BURKE

**Referred To:** PLAN COMMISSION AND ZONING BOARD OF APPEALS

**Summary of Background and Reason For Request:**

The property located at 515 Cambridge Lane is currently comprised of two parcels - lot 7 (existing house) and parcel 1 of lot 8 (vacant parcel) of the Imperial Woods Subdivision. The easterly portion of the Property is vacant and currently under contract by Chris and Marguerite Burke (Petitioner) to purchase and build a new single-family house. In order to build their new home the Petitioner has requested the Village consider a final plat of subdivision that transfers approximately 56 sq. ft. of land and provides 26.1 ft. of additional frontage for a total frontage along a public street of 35.92 ft. for the purpose of constructing a new driveway off of Cambridge Lane. Both lot 7 and parcel 1 of lot 8 maintain a lot area greater than the required minimum lot area of 65,340 sq. ft. (or 1.5 acres). The approval of the resolution is conditional upon the Village's review and approval of private easements that are to be established between the Petitioner and the neighboring property owner to the east; these easements will run with the land and be recorded against the Property. Pursuant to Section 11-2-6B of the Village's Subdivision Regulations, the sale or exchange of parcels of adjoining and contiguous land, with the approval of the Village Board, is exempt from the Subdivision Regulations, provided that the sale or exchange: (i) does not create any additional lots or reduce any lot to an area smaller than required by the Zoning Code, (ii) does not create any non-conforming condition, and (iii) a correct survey is submitted showing dimensions and new square footage of lots or parcels involved and the location of any existing buildings. Village Staff and Legal Counsel have confirmed the proposed subdivision complies with all of the previously noted exemptions.

To subdivide the property and qualify for the exemption to the Village's Subdivision Regulations, as well as construct a new single-family house, the Petitioner is requesting the following zoning relief: i) a variation from the minimum lot frontage requirements, ii) a variation from the minimum lot width requirements, iii) a variation from the minimum accessory structure setback requirements, and iv) a variation to permit the existing accessory structure that is located on parcel 1 of Lot 8 to remain without a principal structure. Details regarding the PCZBA's unanimous recommendation to approve the aforementioned zoning relief is presented in Agenda Item #16.

The Petitioner and Village Staff will be in attendance to address any questions from the Board.

**Reports and Documents Attached:**

1. Resolution Approving Final Plat of Subdivision (with attachments); and
2. PCZBA Staff Memo Dated June 10, 2016 (with attachments).

**Village Administrator's Recommendation:** Consider Approving the Resolution.

**Date Referred to Village Board:** 7/11/2016

## RESOLUTION NO. 2016-\_\_\_\_

**A RESOLUTION APPROVING A FINAL PLAT OF SUBDIVISION  
FOR PROPERTY LOCATED AT 515 CAMBRIDGE LANE**

**WHEREAS**, the Cambridge Lane Land Trust ("**Owner**") is the owner of certain real property located at 515 Cambridge Lane in the Village, known as Lot 7, and Parcel 1 of Lot 8 ("**Parcel 1**"), in the Imperial Woods Subdivision, both of which are legally described on the attached **Exhibit A** (Lot 7 and Parcel 1 are, collectively, the "**Property**"); and,

**WHEREAS**, Christopher and Marguerite Burke (collectively, the "**Applicant**") are the contract purchasers of the portion of the Property identified as Parcel 1 and Parcel 3 on Exhibit A; and,

**WHEREAS**, with the consent of the Owner, and pursuant to the Village of Lake Bluff Subdivision Ordinance ("**Subdivision Ordinance**"), the Applicant has submitted to the Village for its review a final plat of subdivision for the Property ("**Final Plat**") to alter the lot boundary between Lot 7 and Parcel 1; and,

**WHEREAS**, pursuant to Section 11-2-6B of the Village's Subdivision Regulations, codified at Title 11 of the Village's Municipal Code, the sale or exchange of parcels of adjoining and contiguous land, with the approval of the Village Board, is exempt from the Subdivision Regulations, provided that the sale or exchange (i) does not create any additional lots or reduce any lot to an area smaller than required by the Lake Bluff Zoning Ordinance; (ii) does not create any non-conforming condition, (iii) a correct survey of the property is submitted showing dimensions and new square footage of lots or parcels involved and the location of existing buildings, if any; and,

**WHEREAS**, Village staff have reviewed the Applicant's request for approval of the Final Plat and confirmed that the proposed Subdivision and the property transfer meet the requirements of Section 11-2-6B and may be considered for approval by the Village Board; and,

**WHEREAS**, the President and Board of Trustees have determined that it is in the best interests of the Village to approve the Final Plat for the Property in accordance with, and subject to, the conditions, restrictions, and provisions of this Resolution.

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

**Section 1. Recitals.**

The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the Village Board.

**Section 2. Final Subdivision Plat Approval.**

A. Approval of Final Plat. Subject to and contingent upon the conditions, restrictions, and provisions set forth in Section 3 of this Resolution, the Final Plat for the Property, prepared by Lake County Land Survey Company, consisting of two sheets entitled "Cambridge Lane Subdivision" with a last revision date of June 15, 2016, is hereby approved, in substantially the form set forth in **Exhibit C** to this Resolution, pursuant to the Village's Subdivision Regulations and the home rule powers of the Village.

B. Authorization. The Village President and the Village Clerk are hereby authorized and directed, subject to the terms and conditions of Section 3 of this Resolution, to

execute and seal, on behalf of the Village, the Final Plat, following execution by the Applicant and any other party with an interest in the Property, and subject to certification by the Office of the Lake County Clerk that there are no property tax delinquencies, as well as all other certifications as necessary.

C. Recordation. The Village Administrator, or the Applicant at the Village Administrator's direction, is hereby directed to record the Final Plat with the Office of the Lake County Recorder upon satisfactory completion of all administrative details relating thereto and all conditions of this Resolution.

### **Section 3. Conditions.**

The findings in Section 1 and the approval granted in Section 2 of this Resolution are hereby expressly subject to and contingent upon each of the following conditions, restrictions, and provisions:

A. Compliance with Final Documents. Except for minor changes and site work approved by the Village Building Commissioner or the Village Engineer in accordance with applicable Village standards, the Property must be developed, used, and maintained in strict accordance with the Final Plat and this Resolution.

B. No Authorization of Work. The approvals granted pursuant to this Resolution do not authorize the development, construction, reconstruction, alteration, or moving of any buildings or structures on the Property, but merely authorize the preparation, filing, and processing of applications for any permits or approvals that may be required by the codes and ordinances of the Village, including without limitation demolition and building permits.

C. Zoning Variations. The approvals granted pursuant to this Resolution are conditioned on the Village President and Board of Trustees granting the following variations from the Village's Zoning Regulations for the Property:

1. A variation from the minimum lot frontage requirements of Section 10-5-1 of the Zoning Regulations to permit a lot frontage for the portion of the Property identified as Lot 1 on the Final Plat ("**Lot 1**") to be 35.92 feet;
2. A variation from the minimum lot width requirements of Section 10-5-2 of the Zoning Regulations to permit a lot width for Lot 1 to be 123 feet;
3. A variation from the minimum lot area and width requirements of Section 10-5B-5 of the Zoning Regulations to permit a lot width for Lot 1 to be 123 feet; and
4. A variation from Section 10-5-9.F of the Zoning Regulations to permit the existing accessory storage structure located on Lot 1 to remain without a principal structure.
5. A variation from Section 10-5-4C(3) of the of the Zoning Regulations to permit the existing accessory storage structure located on Lot 1 to be located within 15 feet of the side lot line.

D. Approval and Recording of Utility Easements. The approvals granted pursuant to this Resolution are conditioned upon: (i) the Village's review and approval of a

private water service easement and private sanitary force main easements that run with the land to be recorded against the Property (collectively, "**Utility Easements**"); (ii) the recording of the Utility Easements against the Property with the Office of the Lake County Recorder; and (iii) the notation of the final location of the Utility Easements and the recording numbers for the Utility Easements being added to the Final Plat to the satisfaction of the Village Administrator.

E. Compliance with Applicable Law. In addition to the other specific requirements of this Resolution, the Property and all operations conducted thereon must comply at all times with all applicable federal, state, and Village statutes, resolutions, ordinances, rules, codes, and regulations, including building, electrical, and fire prevention codes (collectively, the "**Requirements of Law**"), except as modified in this Resolution or as set forth on the Final Plat.

F. Completion of Property Transfer. The approval of the Final Plat is subject to, and conditioned upon, the provision by the Applicant of documentary evidence, in a form acceptable to the Village Attorney, demonstrating the Owner has completed the transfer to Applicant of the entire portion of the property identified as Lot 1. The Final Plat shall not be executed or recorded by the Village until such documentary evidence is received and confirmed by the Village.

**Section 4. Failure to Comply with Conditions.**

Upon failure or refusal of the Applicant or the Owner, or any of their officers, employees, or agents, to comply with any or all of the conditions, restrictions, or provisions of this Resolution, the permits and approvals granted in this Resolution shall, at the sole discretion of the President and Board of Trustees, by resolution duly adopted, be revoked and become null and void.

**Section 5. Binding Effect.**

The privileges, obligations, and provisions of each and every section and provision of this Resolution are for and inure to the benefit of and run with and bind the Property, unless otherwise explicitly set forth in this Resolution.

**Section 6. No Third Party Beneficiaries.**

Nothing in this Resolution creates, or will be construed or interpreted to create, any third party beneficiary rights.

**Section 7. Effective Date.**

A. This Resolution will be effective only upon the occurrence of all of the following events:

- i. passage by the President and Board of Trustees in the manner required by law;
- ii. the filing by the Applicant and the Owner with the Village Clerk, within 30 days after passage of this Resolution by the President and Board of Trustees, for recording in the Office of the Lake County Recorder of Deeds, of an unconditional agreement and consent, signed by all owners of property within the Property, to accept and abide by each and all of the terms, conditions and limitations set forth in this Resolution. The unconditional agreement and consent will be in the form of **Exhibit C** attached hereto and by this reference made a part of this Resolution; and
- iii. the recordation of the Final Plat with the Lake County Recorder of Deeds.

B. In the event that the Applicant and the Owner do not file with the Village Clerk a fully executed copy of the unconditional agreement and consent required pursuant to paragraph 7.A.ii of this Resolution within 30 days after the date of passage of this Resolution by the President and Board of Trustees, or in the event that the Final Plat has not been recorded pursuant to Subsection 2.C of this Resolution within one year after the date of passage of this Resolution by the President and Board of Trustees, then, at the option of the President and Board of Trustees by Resolution duly adopted, this Resolution shall be of no force or effect and shall be rendered null and void.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2016, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

**AYES:**            ()

**NAYS:**            ()

**ABSTAIN:**        ()

**ABSENT:**         ()

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Village President

ATTEST:

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

## Exhibit A

### Legal Description of the Property

#### Lot 7:

that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 10.00 feet; thence due west at right angles with the last described line 1.00 foot, more or less, to a curved line, being a northerly line of said Lot 7; and thence northeasterly along said curved line, being a northerly line of said Lot 7 and a southerly line of Cambridge Road, having a radius of 50.00 feet, 10.10 feet, more or less, to the corner of beginning

#### Parcel 1:

that part of Lot 8 described as follows: beginning at the point of intersection of the westerly line of Lot 8 and a line 50.00 feet southerly of and parallel with a northerly line of said Lot 8; thence north 80 degrees 46 minutes 45 seconds east along said line 50.00 feet southerly of and parallel with the aforementioned northerly line of Lot 8, 167.50 feet; thence south 88 degrees 11 minutes 25 seconds east 64.98 feet; thence south 80 degrees 30 minutes 45 seconds east 65.85 feet; thence south 7 degrees 09 minutes 35 seconds west 208.28 feet, more or less, to a point on a southerly limit of Lot 8 bearing south 58 degrees 12 minutes 30 seconds east 12.00 feet from an angle point in the southerly limits of aforesaid Lot 8; thence north 58 degrees 12 minutes 30 seconds west along said southerly limit of Lot 8, 12.00 feet to said angle point; thence south 88 degrees 22 minutes 30 seconds west along a southerly limit of said Lot 8, 82.00 feet, more or less, to an angle point; thence south 76 degrees 13 minutes 30 seconds west along a southerly limit of said Lot 8, 78.23 feet, more or less, to an angle point; thence south 50 degrees 18 minutes 30 seconds west along a southerly limit of said Lot 8, 136.56 feet, more or less, to the southwesterly corner of said Lot 8; and thence north 0 degrees 44 minutes 13 seconds east along the westerly line of said Lot 8, 294.60 feet, more or less, to the point of beginning

#### Parcel 3:

that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 25.00 feet; thence due west at right angles with the last described line 6.82 feet, more or less, to a curved line, being a northerly line of said Lot 7; and thence northeasterly along said curved line, being a northerly line of said Lot 7 and a southerly line of Cambridge Road, having a radius of 50.00 feet, 26.21 feet, more or less, to the point of beginning, except that part thereof described as follows:

that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 10.00 feet; thence due west at right angles with the last described line 1.00 foot, more or less, to a curved line, being a northerly line of said Lot 7; and thence northeasterly along said curved line, being a northerly line of said Lot 7 and a southerly line of Cambridge Road, having a radius of 50.00 feet, 10.10 feet, more or less, to the point of beginning

Exhibit B

Final Plat of Subdivision

# Cambridge Lane Subdivision

of

those parts of Lots 7 and 8 in Imperial Woods according to the plat thereof recorded as Document No. 1273071 on August 12, 1965, in the south east 1/4 of Section 21, Township 44 North, Range 12 East of the 3rd Principal Meridian, Village of Lake Bluff, Lake County, Illinois, described as follows:

**Parcel 1:**  
that part of Lot 8 described as follows: beginning at the point of intersection of the westerly line of Lot 8 and a line 50.00 feet southerly of and parallel with a northerly line of said Lot 8; thence north 80 degrees 46 minutes 45 seconds east along said line 50.00 feet southerly of and parallel with the aforementioned northerly line of Lot 8, 167.50 feet; thence south 88 degrees 11 minutes 25 seconds east 64.98 feet; thence south 80 degrees 30 minutes 45 seconds east 65.85 feet; thence south 7 degrees 09 minutes 35 seconds west 208.28 feet, more or less, to a point on a southerly limit of Lot 8 bearing south 58 degrees 12 minutes 30 seconds east 12.00 feet from an angle point in the southerly limits of aforesaid Lot 8; thence north 56 degrees 12 minutes 30 seconds west along said southerly limit of Lot 8, 12.00 feet to said angle point; thence south 88 degrees 22 minutes 30 seconds west along a southerly limit of said Lot 8, 82.00 feet, more or less, to an angle point; thence south 76 degrees 13 minutes 30 seconds west along a southerly limit of said Lot 8, 78.23 feet, more or less, to an angle point; thence south 50 degrees 18 minutes 30 seconds west along a southerly limit of said Lot 8, 136.56 feet, more or less, to the southwesterly corner of said Lot 8; and thence north 0 degrees 44 minutes 13 seconds east along the westerly line of said Lot 8, 294.60 feet, more or less, to the point of beginning

### Ownership certificate

State of Illinois } s.s.  
County of Lake }

I, Grove N. Mower, as Trustee under the Cambridge Lane Land Trust dated November 5, 1997, does hereby certify that it is the legal owner, as such Trustee, of Parcel 1 described in the caption hereon and has caused said property to be surveyed, subdivided, staked, and platted, as hereon shown for the purpose of having this plat recorded as provided by law.

I further certify that the above described property lies within the following school districts:  
(1) Elementary School District No. 65  
(2) High School District No. 115  
(3) Junior College District No. 532

dated at Lake Bluff, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By \_\_\_\_\_  
Grove N. Mower, Trustee  
515 Cambridge Road  
Lake Bluff, Illinois, 60044

### Notarial certificate

State of Illinois } s.s.  
County of Lake }

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, do hereby certify that Grove N. Mower, personally known to me to be the same person whose name is subscribed in the foregoing certificate of ownership, appeared before me this day in person and individually acknowledged that they executed said ownership certificate as his free and voluntary act and as the free and voluntary act and deed for the purpose and use therein set forth.

given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By \_\_\_\_\_  
Notary Public

### Ownership certificate

State of Illinois } s.s.  
County of Lake }

We, John B. Merritt and Madama S. Merritt, each in his or her own right and as husband and wife, both being in the County and State aforesaid, do hereby certify that we are the legal owners of Parcel 3 described in the caption of this plat and have caused said property to be surveyed, subdivided, staked, and platted, as hereon shown for the purpose of having this plat recorded as provided by law.

We further certify that the above described property lies within the following school districts:  
(1) Elementary School District No. 65  
(2) High School District No. 115  
(3) Junior College District No. 532

dated at Lake Bluff, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By \_\_\_\_\_  
John B. Merritt, Owner

By \_\_\_\_\_  
Madama S. Merritt, Owner  
515 Cambridge Lane  
Lake Bluff, Illinois, 60044

### Notarial certificate

State of Illinois } s.s.  
County of Lake }

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, do hereby certify that John B. Merritt and Madama S. Merritt, personally known to me to be the same persons whose names are subscribed in the foregoing certificate of ownership, appeared before me this day in person and individually acknowledged that they executed said ownership certificate as their free and voluntary act and as the free and voluntary act and deed for the purpose and use therein set forth.

given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By \_\_\_\_\_  
Notary Public

**Parcel 2:**  
that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 10.00 feet; thence due west of right angles with the last described line 1.00 foot, more or less, to a curved line, being a northerly line of said Lot 7; and thence northwesterly along said curved line, being a northerly line of said Lot 7 and a southerly line of Cambridge Road, having a radius of 50.00 feet, 10.10 feet, more or less, to the corner of beginning

### Village Board of Trustees certificate

Approval and accepted by Village Board of Trustees of the Village of Lake Bluff, Lake County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By \_\_\_\_\_  
Kathleen O'Hara, President of said Board of Trustees

Attest \_\_\_\_\_  
Aaron Towle, Village Clerk

### Village Finance Director's certificate

State of Illinois } s.s.  
County of Lake }

I, Susan Griffin, as Finance Director for the Village of Lake Bluff in the State aforesaid, do hereby certify that there are no delinquent or unpaid or forfeited special assessments or any deferred installments thereof that have not been apportioned against the land included in this plat of subdivision.

dated at Lake Bluff, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By \_\_\_\_\_  
Susan Griffin, Finance Director

### Village Engineer's certificate

Approved by the Village Engineer of Lake Bluff, Lake County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By \_\_\_\_\_  
Jeff M. Hansen, Village Engineer

### Drainage Statement

I, \_\_\_\_\_, as Village Engineer, do hereby state that to the best of my knowledge and belief, the drainage of surface waters will not be changed by the construction of this subdivision or any part thereof, or that if such surface waters will be changed, reasonable provisions have been made for the collection and diversion of such surface waters into public areas or drains which the owners have the right to use; and that such surface waters will be planned for in accordance with generally accepted engineering practice and standards and the likelihood of damage to the adjoining property because of the construction of this subdivision.

this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By \_\_\_\_\_  
Village Engineer

### County Clerk's certificate

State of Illinois } s.s.  
County of Lake }

I, Carla N. Wyckoff, County Clerk of Lake County, Illinois, do hereby certify that there are no delinquent or unpaid special assessments or any deferred installments thereof that have not been apportioned against any of the land included in the described property.

I further certify that I have received all statutory fees in connection with the plat.

given under my hand and seal of the County Clerk of Lake County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By \_\_\_\_\_  
Carla N. Wyckoff, County Clerk

(County Clerk's seal)

**Parcel 3:**  
that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 23.00 feet; thence due west at right angles with the last described line 6.82 feet, more or less, to a curved line, being a northerly line of said Lot 7; and thence northwesterly along said curved line, being a northerly line of said Lot 7; and Cambridge Road, having a radius of 50.00 feet, 26.21 feet, more or less, to the point of beginning; except that part thereof described as follows:  
that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 10.00 feet; thence due west at right angles with the last described line 1.00 foot, more or less, to a curved line, being a northerly line of said Lot 7; and thence northwesterly along said curved line, being a northerly line of said Lot 7 and a southerly line of Cambridge Road, having a radius of 50.00 feet, 10.10 feet, more or less, to the point of beginning

### Plan Commission certificate

Approved by the Plan Commission of the Village of Lake Bluff, Lake County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By \_\_\_\_\_  
Steve Kraus, Chairperson of Plan Commission

Attest \_\_\_\_\_

### Surveyor's certificate

State of Illinois } s.s.  
County of Lake }

In behalf of Lake County Land Survey Company, Inc., we as Illinois Professional Land Surveyors, do hereby certify that we have made a cadastral survey of the property described in the caption of this plat and have subsequently subdivided and platted the land as depicted on the face of this plat.

The Lots hereby created are permanently staked as indicated. We have placed at least two concrete or stone monuments as provided in the "Plat Act" as amended.

This property is within the corporate limits of the Village of Lake Bluff, Lake County, Illinois.

The Federal Emergency Management Agency "FIRM" Community Panel No. 1709700190K effective September 16, 2013, indicates that the property covered by this subdivision is not situated within an area designated as a special flood hazard area.

dated at Lake Bluff, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By \_\_\_\_\_  
Robert A. Ross Jr.,  
an Illinois Professional Land Surveyor No. 3315  
license expiration date: November 30, 2016

Attest \_\_\_\_\_  
Cheryl J. Thompson  
as Assistant Secretary-Treasurer of said Company

### Plat Submittal certificate

The individual listed below is hereby granted permission to record this plat on behalf of Lake County Land Survey Company, Inc.

By \_\_\_\_\_  
Robert A. Ross Jr.,  
an Illinois Professional Land Surveyor No. 3315  
license expiration date: November 30, 2016

Attest \_\_\_\_\_  
Cheryl J. Thompson  
as Assistant Secretary-Treasurer of said Company

this plat submitted for recording by:

Jeff M. Hansen, Village Engineer  
Village of Lake Bluff  
40 East Center Avenue  
Lake Bluff, Illinois, 60044

mail to:  
Village of Lake Bluff  
Attention: Jeff M. Hansen, Village Engineer  
40 East Center Avenue  
Lake Bluff, Illinois, 60044

revised on July 6, 2016  
field work completed on July 5, 2016

for  
**Christopher and Marguerite Burke**  
693 Spruce Avenue  
Lake Forest, Illinois, 60045

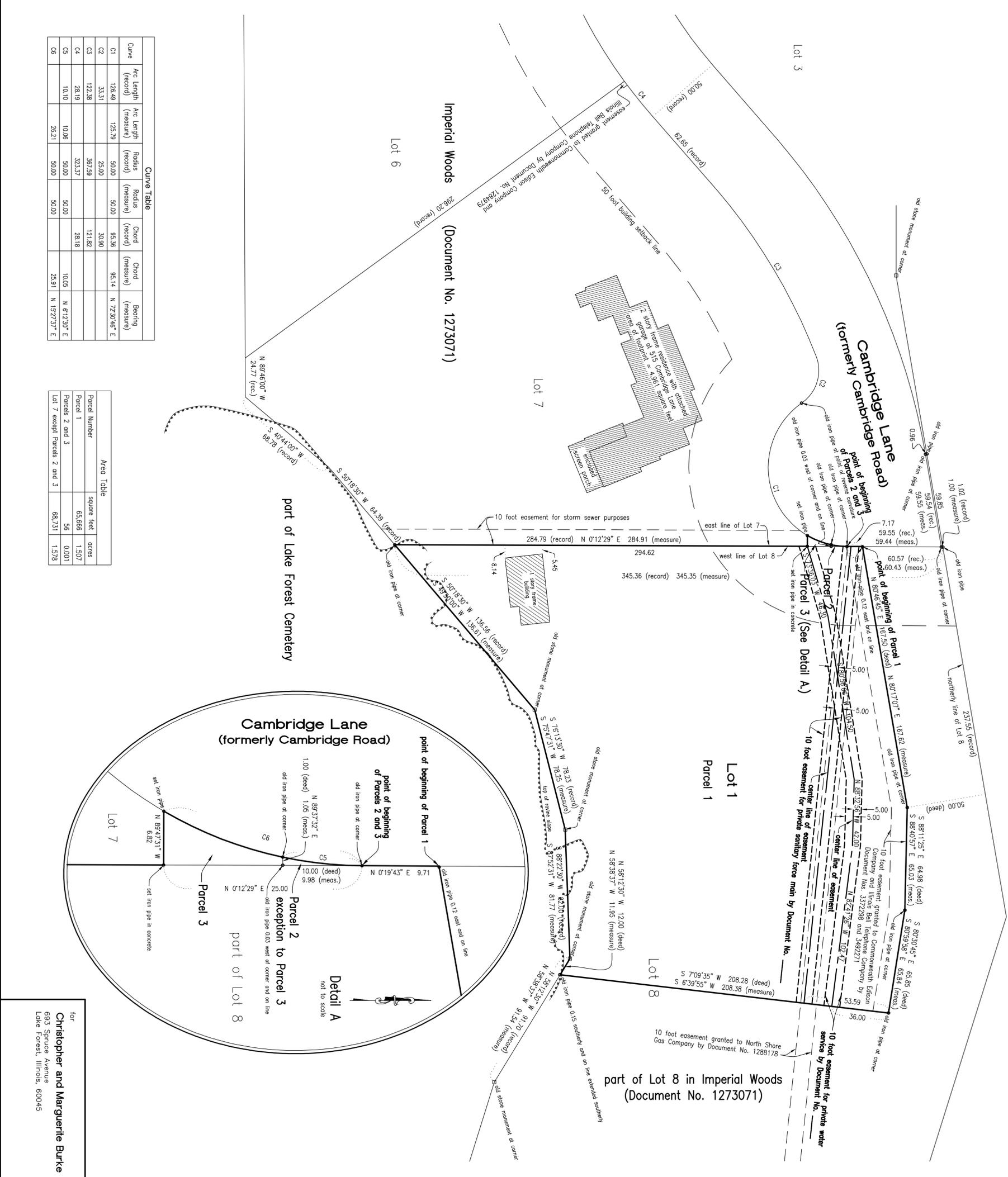
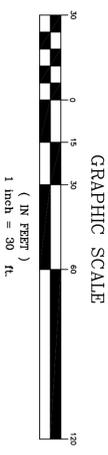
from the office of  
**Lake County Land Survey Company**  
Land Surveyors and Civil Engineers  
920 West North Shore Drive  
Lake Bluff, Illinois, 60044  
(847) 234-8909  
Professional Design Firm 184.005459

Order No. 18174  
Field Book E875 page 58  
Date June 15, 2016  
File No. 9-2-1249

Sheet No. 1  
of  
2 sheets

# Cambridge Lane Subdivision

All dimensions hereon shown unless it is otherwise noted are given in feet and decimal parts thereof. All measured bearings hereon shown are assumed bearings. Copyright 2016, Lake County Land Survey Company, all rights reserved.



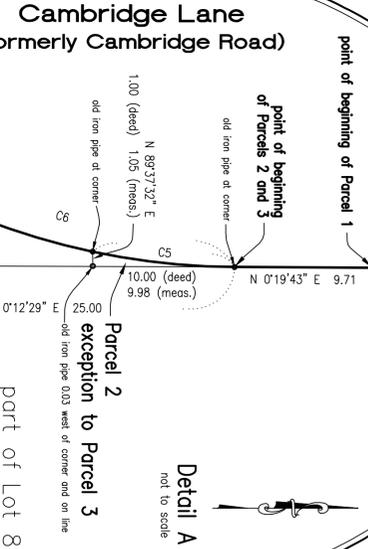
part of Lake Forest Cemetery

part of Lot 8 in Imperial Woods (Document No. 1273071)

Imperial Woods (Document No. 1273071)

Curve Table							
Curve	Arc Length (record)	Arc Length (measure)	Radius (record)	Radius (measure)	Chord (record)	Chord (measure)	Bearing (measure)
C1	128.49	123.79	50.00	50.00	95.36	95.14	N 72°30'46" E
C2	33.31	25.00	25.00	25.00	30.90		
C3	122.38	367.29			121.82		
C4	28.19	32.337			28.18		
C5	10.10	10.06	50.00	50.00	10.05		N 6°12'30" E
C6		26.21	50.00	50.00	25.91		N 15°27'37" E

Acre Table		
Parcel Number	square feet	acres
Parcel 1	65,666	1.507
Parcels 2 and 3	56	0.001
Lot 7 except Parcels 2 and 3	68,731	1.578



for  
**Christopher and Marguerite Burke**  
693 Spruce Avenue  
Lake Forest, Illinois, 60045

from the office of  
**Lake County Land Survey Company**  
Land Surveyors and Civil Engineers  
920 West North Shore Drive  
Lake Bluff, Illinois, 60044  
(847) 234-8909  
Professional Design Firm 184.005459

Order No. 18174  
Field Book E875 page 58  
Date June 15, 2016  
File No. 9-2-1249

revised on July 6, 2016  
field work completed on July 5, 2016

Sheet No. 2  
of  
2 sheets

## Exhibit C

### Unconditional Agreement and Consent

TO: The Village of Lake Bluff, Illinois (“**Village**”):

**WHEREAS**, the Cambridge Lane Land Trust (“**Owner**”) is the owner of certain real property located at 515 Cambridge Lane in the Village, known as Lot 7, and Parcel 1 of Lot 8 (“**Parcel 1**”), in the Imperial Woods Subdivision, both of which are legally described on the attached **Exhibit A** (Lot 7 and Parcel 1 are, collectively, the “**Property**”); and,

**WHEREAS**, Christopher and Marguerite Burke (collectively, the “**Applicant**”) are the contract purchasers of the portion of the Property identified as Parcel 1 and Parcel 3 on Exhibit A; and,

**WHEREAS**, with the consent of the Owner, and pursuant to the Village of Lake Bluff Subdivision Ordinance (“**Subdivision Ordinance**”), the Applicant has submitted to the Village for its review a final plat of subdivision for the Property (“**Final Plat**”) to alter the lot boundary between Lot 7 and Parcel 1; and,

**WHEREAS**, Resolution No. \_\_\_\_\_, adopted by the President and Board of Trustees of the Village of Lake Bluff on \_\_\_\_\_, 2016, (“**Resolution**”) approves the Final Plat, subject to certain modifications, conditions, restrictions, and provisions; and,

**WHEREAS**, Section 7.A.ii of the Resolution provides that the Resolution will be of no force or effect unless and until the Applicant has filed with the Village Clerk, within 30 days after passage of the Resolution, the unconditional agreement and consent of the Applicant and Owner to accept and abide by each of the terms, conditions, and limitations set forth in the Resolution:

**NOW THEREFORE**, the Applicant and Owner hereby agree and covenant as follows:

1. The Applicant and Owner hereby unconditionally agrees to accept, consent to, and abide by all of the terms, conditions, restrictions, and provisions of the Resolution.
2. The Applicant and Owner acknowledges and agrees that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village’s issuance of any approvals or permits for the use of the Property, and that the Village’s issuance of any approvals or permit does not, and will not, in any way, be deemed to insure the Applicant or Owner against damage or injury of any kind and at any time.
3. The Applicant and Owner acknowledge that all applicable public notices and hearings have been properly given and held with respect to the adoption of the Resolution, have considered the possibility of the revocation provided for in the Resolution, and agree not to challenge any revocation on the grounds of any procedural infirmity or any denial of any procedural right.

4. The Applicant and Owner agree to and hereby indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of these parties in connection with the Village's adoption of the Resolution granting the approvals to the Applicant as set forth in the Resolution.

ATTEST:

**CAMBRIDGE LANE LAND TRUST**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

**CHRISTOPHER BURKE**

By: \_\_\_\_\_

\_\_\_\_\_

ATTEST:

**MARGUERITE BURKE**

By: \_\_\_\_\_

\_\_\_\_\_

## Exhibit A

### Legal Description of the Property

#### Lot 7:

that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 10.00 feet; thence due west at right angles with the last described line 1.00 foot, more or less, to a curved line, being a northerly line of said Lot 7; and thence northeasterly along said curved line, being a northerly line of said Lot 7 and a southerly line of Cambridge Road, having a radius of 50.00 feet, 10.10 feet, more or less, to the corner of beginning

#### Parcel 1:

that part of Lot 8 described as follows: beginning at the point of intersection of the westerly line of Lot 8 and a line 50.00 feet southerly of and parallel with a northerly line of said Lot 8; thence north 80 degrees 46 minutes 45 seconds east along said line 50.00 feet southerly of and parallel with the aforementioned northerly line of Lot 8, 167.50 feet; thence south 88 degrees 11 minutes 25 seconds east 64.98 feet; thence south 80 degrees 30 minutes 45 seconds east 65.85 feet; thence south 7 degrees 09 minutes 35 seconds west 208.28 feet, more or less, to a point on a southerly limit of Lot 8 bearing south 58 degrees 12 minutes 30 seconds east 12.00 feet from an angle point in the southerly limits of aforesaid Lot 8; thence north 58 degrees 12 minutes 30 seconds west along said southerly limit of Lot 8, 12.00 feet to said angle point; thence south 88 degrees 22 minutes 30 seconds west along a southerly limit of said Lot 8, 82.00 feet, more or less, to an angle point; thence south 76 degrees 13 minutes 30 seconds west along a southerly limit of said Lot 8, 78.23 feet, more or less, to an angle point; thence south 50 degrees 18 minutes 30 seconds west along a southerly limit of said Lot 8, 136.56 feet, more or less, to the southwesterly corner of said Lot 8; and thence north 0 degrees 44 minutes 13 seconds east along the westerly line of said Lot 8, 294.60 feet, more or less, to the point of beginning

## VILLAGE OF LAKE BLUFF

### Memorandum

---

**TO:** Chair Kraus and Members of the Joint Plan Commission & Zoning Board of Appeals

**FROM:** Brandon J. Stanick, Assistant to the Village Administrator

**DATE:** June 10, 2016

**SUBJECT:** **Agenda Item #4 - 515 Cambridge Lane Request for Zoning Relief**

---

<b>Applicant Information:</b>	Christopher & Marguerite Burke (Contract Purchasers) Cambridge Lane Land Trust – John Merritt, Beneficiary
<b>Location:</b>	515 Cambridge Lane
<b>Existing Zoning:</b>	E-1 Zoning District (single-family residential)
<b>Purpose:</b>	To grant variations from the minimum lot frontage and lot width requirements to confirm buildability of eastern parcel of 515 Cambridge Lane for construction of new single family residence.
<b>Requested Action:</b>	Seeking zoning variation from the minimum lot frontage and minimum lot width requirements (Sections 10-5-1, 10-5-2, and 10-5B-4)
<b>Public Notice:</b>	<i>Lake County News Sun</i> – May 30,, 2016
<b>Lot Areas Existing:</b>	Lot 7: (68,763 square feet) West Portion of Lot 8: (65,621 square feet)
<b>Existing Land Use:</b>	Single-family residential
<b>Surrounding Land Use:</b>	<ul style="list-style-type: none"> <li>• North, East &amp; West: Single-family residential</li> <li>• South: Lake Forest Cemetery</li> </ul>
<b>Comprehensive Plan Land Use Objectives:</b>	<ul style="list-style-type: none"> <li>• Preserve the unique residential character of the area;</li> <li>• Encourage rehabilitation &amp; control redevelopment in an orderly manner compatible with neighboring properties.</li> </ul>
<b>Zoning History:</b>	Not applicable
<b>Applicable Land Use Regulations:</b>	<ul style="list-style-type: none"> <li>• <b>Section 10-5-1:</b> Lot Frontage Regulations</li> <li>• <b>Section 10-5-2:</b> Lot Width Regulations</li> <li>• <b>10-5-5B-5:</b> E-1 Minimum Lot Width</li> </ul>

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## **Background and Summary**

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On May 20, 2016, the Village received an application from the contract purchasers of the parcel of land that currently functions as the easterly side yard of 515 Cambridge Lane. The current owners of 515 Cambridge Lane are proposing to sell the easterly parcel, however the easterly parcel has a lot frontage on Cambridge Lane and a technical lot width that is less than the minimum dimensions required by the zoning code. Please refer to "Attachment A" which is an aerial photograph which has been marked in the color "blue" to indicate the current location and configuration of the property commonly known as 515 Cambridge Lane.

In 1965 the Village of Lake Bluff approved the Imperial Woods Subdivision. This was a subdivision of the original estate property with an address of 1 Moffett Road that extended from the lakefront on the east to Moffett Road on the west and along the northerly limit of the Lake Forest Cemetery and the City of Lake Forest. The Imperial Woods subdivision broke up the estate into a total of 9 parcels. Included as "Attachment B" is an aerial photograph showing the easterly end of the lots in the subdivision, including the lot on which the estate house is located on Lake Michigan; a large vacant parcel known as Lot 8 with the exception of a storage structure; and Lot 7 on which the existing single family residence known as 515 Cambridge Lane is located.

At the time of the Imperial Woods Subdivision in 1965, the owner of the estate home on the lake also retained ownership of Lot 8. In 1977, Lot 8 was subdivided into two parcels and this subdivision of Lot 8 was approved by the Village. The easterly portion of Lot 8 was retained by the owner of the lakefront property while the westerly portion of Lot 8 was eventually acquired by the owner of Lot 7, commonly known as 515 Cambridge Lane. With the exception of an older storage structure in the southwest corner of the westerly portion of the original Lot 8, both portions of Lot 8 have remained vacant to this time.

## **Zoning Analysis**

---

Village Staff has conducted the required zoning analysis of the current property known as 515 Cambridge Lane (Lot 7 on which the single family home is located and the westerly portion of the original Lot 8 on which just a storage building is located).

Lot 7 on which the single family home is located has a total lot area of 68,763 square feet which is in excess of the minimum lot size required of 65,340 square feet (1&1/2 Acres) in the E-1 Single Family Estate District. Lot 7 has a lot frontage and lot width in excess of 300 feet which exceeds the minimum lot width and lot frontage requirement of 150 feet.

The western half of Lot 8, which is the portion of the 515 Cambridge Lane parcel proposed for sale has a lot area of 65,621 square feet which also exceeds the minimum required lot size of 65,340 square feet. However, Lot 8 only has a lot frontage on the Cambridge Lane Right-of-Way of 9.71 feet. This is the same lot frontage that has existed since 1977 when the Village approved the subdivision of Lot 8. In 1977, the Village's zoning code did not include a minimum lot frontage requirement. The 9.71 foot length of frontage is depicted as a short "red" line on "Attachment C".

By definition lot width is to be measured along a line parallel to the lot frontage at a distance 50-feet back from the right-of-way line (50-feet being the front yard setback requirement in the E-1 District). An arc measured along the 50 foot setback line has a total length of approximately 123-feet which is under the minimum required technical lot width of 150-feet for lots in the E-1 District. The western half of Lot 8

has an average east to west dimension of approximately 280 feet and an average north to south dimension of 220 feet. For this irregular lot layout relative to the public right-of-way it is Village Staff's opinion that the lot width of the westerly half of Lot 8 does meet the intent of the minimum lot width regulation for the E-1 District.

As noted, the lot frontage of the western half of Lot 8 (the lot proposed for sale and construction of a new single family home) is only 9.71 feet. This dimension is the absolute bare minimum required for a single lane driveway for access to and from Cambridge Lane. As a result of this constriction the owner of 515 Cambridge has proposed a minor resubdivision of Lot 7 and the western portion of Lot 8 so that approximately 120 square feet of land will become part of the lot for sale (the western half of the original Lot 8. This land transfer will result in the lot frontage of the westerly portion of Lot 8 increasing from 9.71 feet to 35.92 feet. This small area of land transfer is indicated in the color "yellow" on "Attachment C".

Included as "Attachment D" is an enlargement of the far northwesterly corner of the westerly portion of Lot 8. The proposed land transfer is shown in the highlighted color "pink".

Included with the Application Materials is the draft plat of resubdivision showing the transfer of approximately 120 square feet from Lot 7 to the westerly portion of Lot 8. The subdivision will be considered by the Village Board upon a receipt of a recommendation by the PCZBA on the necessary zoning variations.

### **Zoning Variations Required**

---

Upon Completion of the land transfer the westerly portion of Lot 8 will require the following variations:

- A 76% variation from the minimum lot frontage requirements of Section 10-5-1, Lot Frontage, and Section 10-5-2, Lot Width, to permit a lot frontage of 35.92 feet where 150-feet is required: and
- A 18% variation from the minimum lot width requirements of Section 10-5-2, Lot Width, and Section 10-5B-5, Lot Area and Width, to permit a technical lot width of 123 feet where 150 feet is required.

The Petitioners have addressed the Standards for Variation in their application which is attached. The PCZBA should consider if the Petitioners' statements and submitted materials satisfy the established standards for variation.

### **PCZBA Authority**

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Because Minimum Lot Frontage and Minimum Lot Width Requirements are not Bulk Regulations the PCZBA has recommending authority only regardless of the percentage of variation. Therefore, the PCZBA has the authority to:

- Recommend the Village Board approve, approve with conditions or deny the request for:
  - A 76% variation from the **minimum lot frontage requirements** to allow for the westerly portion of Lot 8 to become a buildable lot.
  - An 18% variation from the **minimum lot width requirements** to allow for the westerly portion of Lot 8 to become a buildable lot.

## **Recommendation**

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Following the public hearing to consider the requested zoning relief, the PCZBA should take one of the following actions:

- If more information is required, continue the public hearing to a date certain to allow the Petitioners to provide additional information; or
- If more information is not required, vote to:
  - Recommend the Village Board approve, approve with conditions, or deny the request for a 76% variation from the **minimum lot frontage requirements**
  - Recommend the Village Board approve with conditions, or deny the request for a 18% variation from the **minimum lot width requirements.**

## **Attachments**

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- Attachment “A” – 515 Cambridge Lane Vicinity Map
- Attachment “B” – Exhibit Showing Easterly End of Imperial Woods Subdivision
- Attachment “C” – Lot Frontage Conditions for Westerly Portion of Lot 8
- Attachment “D” – Detail Exhibit of Lot Frontage Conditions for Westerly Portion of Lot 8
- Petitioners’ zoning application and related material.

If you should have any questions concerning the information provided in this memorandum please feel free to contact me at 847-283-6889.

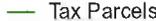




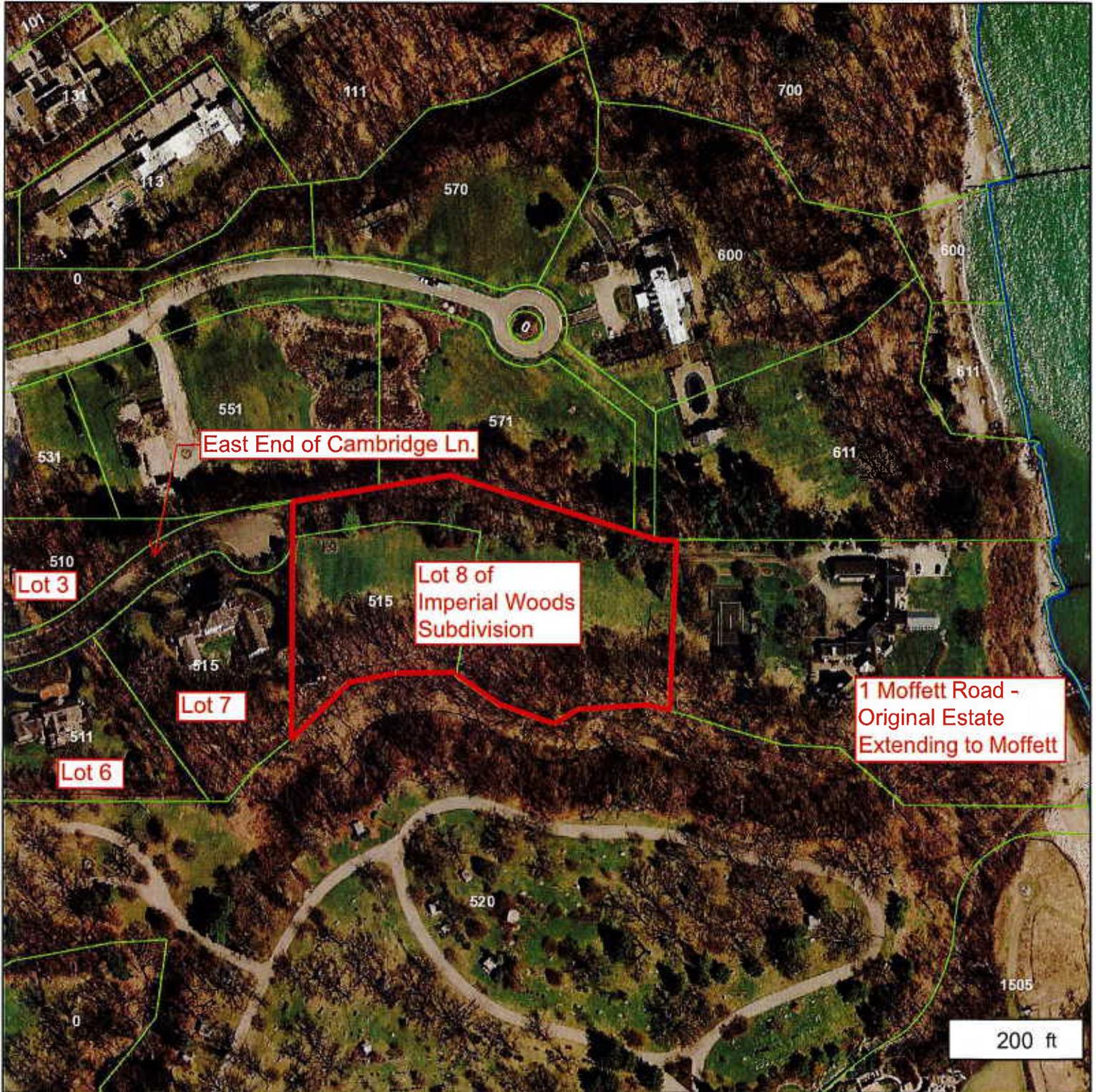


Lake County  
Department of Information Technology  
18 N County St  
Waukegan IL 60085  
(847) 377-2373  
Map Printed on 6/10/2016





**Disclaimer:** The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.



 **LakeCounty**  
Geographic Information System

Lake County  
Department of Information Technology  
18 N County St  
Waukegan IL 60085  
(847) 377-2373

Map Printed on 6/10/2016



— Tax Parcels

**Disclaimer:**

The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.

**Lot Frontage Conditions - Westerly Portion of Original Lot 8 of Imperial Woods Subdivision**

Attachment C



 **LakeCounty**  
Geographic Information System

Lake County  
Department of Information Technology  
18 N County St  
Waukegan IL 60085  
(847) 377-2373

Map Printed on 6/10/2016



— Tax Parcels

**Disclaimer:**

The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.

Cambridge Lane  
(formerly Cambridge Road)

point of beginning of Parcel 1

point of beginning  
of Parcels 2 and 3

old iron pipe at corner

N 89°37'32" E  
1.00 (deed) 1.05 (meas.)

old iron pipe at corner

Parcel 2  
exception to Parcel 3

old iron pipe 0.03 west of corner and on line

part of Lot 8

Parcel 3

set iron pipe

N 89°47'31" W  
6.82

set iron pipe in concrete

Lot 7

old iron pipe 0.12 east and on line

9.71'

N 0°19'43" E 9.71

CURRENT  
LOT FRONTAGE  
OF WESTERLY  
PORTION OF  
LOT 8

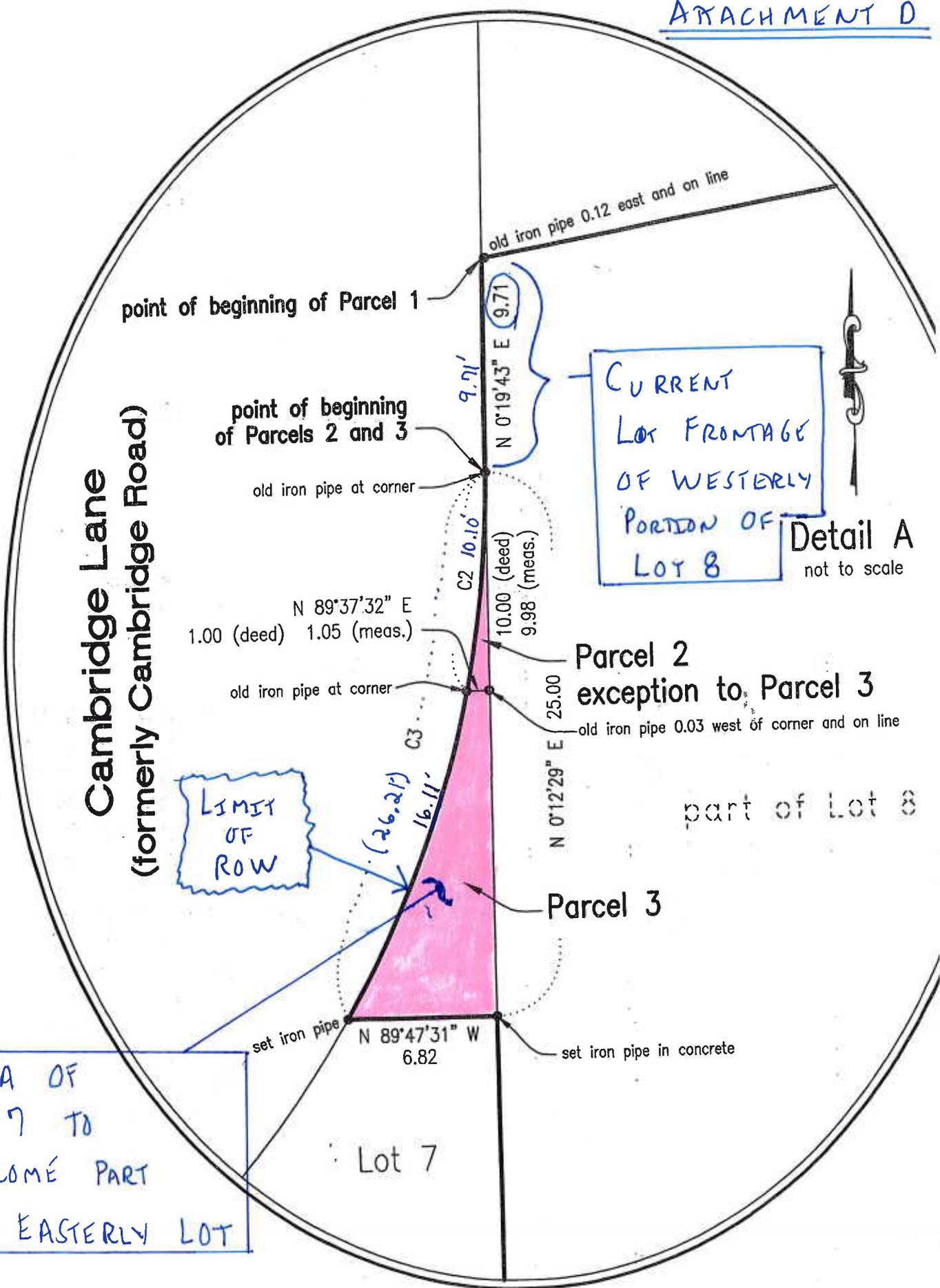
Detail A  
not to scale

C2 10.10'  
10.00 (deed)  
9.98 (meas.)

LIMIT  
OF  
ROW

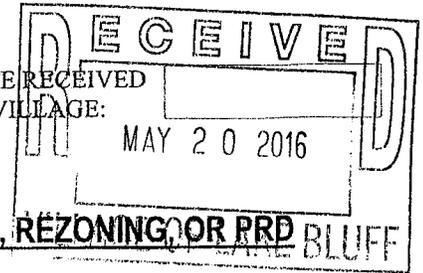
(26.21)  
16.11'

AREA OF  
LOT 7 TO  
BECOME PART  
OF EASTERLY LOT



FEE PAID:   
RECEIPT NUMBER:

DATE RECEIVED   
BY VILLAGE:   
MAY 20 2016



**VILLAGE OF LAKE BLUFF**  
**APPLICATION FOR ZONING VARIATION, SPECIAL USE PERMIT, REZONING OR PRD**

**SUBJECT PROPERTY**

Address: 515 Cambridge Road Zoning District: E-1  
(Property address for which application is submitted)

Current Use: VACANT  
(Residential, Commercial, Industrial, Vacant, Etc.)

PIN Number: 12-342-8939

**APPLICANT**

Applicant: Christopher J. + Marguerite T. Burke

Address: 693 Spruce Avenue  
(Address if different than subject property)

Relationship of Applicant to Property: Contract Purchaser  
(Owner, Contract Purchaser, Etc.)

Home Telephone: 847-234-8223 Business Telephone: 312-612-6110

**OWNER**

Owner - Title Holder Cambridge Lane If Joint Ownership  
Name: Land Trust Joint Owner: \_\_\_\_\_  
Address: Grove Mower: Trustee Address: \_\_\_\_\_  
John Merritt: Beneficiary  
Daytime Phone: 1-847-735-0826 Daytime Phone: \_\_\_\_\_

If ownership is other than individual and/or joint ownership, please check appropriate category and provide all additional ownership information as an attachment.

- Corporation
- Land Trust
- Other: \_\_\_\_\_
- Partnership
- Trust

Are all real estate taxes, special assessments and other obligations on the subject property paid in full?

Yes  No If No, Explain: \_\_\_\_\_

**ACTION REQUESTED**

To provide time for legal notification requirements, any application requiring a Public Hearing before the Zoning Board of Appeals must be received at least 25 days prior to the next meeting date.

- Zoning Variation
- Special Use Permit
- Text Amendment
- Rezoning
- Planned Residential Development
- Other: \_\_\_\_\_

Applicable Section(s) of Zoning Ordinance, if known: Section 10-5B-5

Narrative description of request: Subdividing a property that has necessary lot area but lot frontage is insufficient to satisfy requirements of E-1 Zoning district.

**STANDARDS FOR VARIATIONS AND SPECIAL USE PERMITS**

The Zoning Board is required by the Illinois State Statutes to apply the following standards in reviewing requests for Variations and Special Use Permits. The Board may only grant a variation or recommend that the Village Board grant a variation in cases where there are practical difficulties and particular hardships brought about by the strict application of the Zoning Ordinance and not by any persons, presently or formerly, having an interest in the property. The applicant has the burden of establishing each of these standards both in writing and at the Public Hearing. Please attach additional materials if necessary.

**STANDARDS FOR VARIATIONS:**

1. **Practical Difficulty or Hardship:** Describe the practical difficulty or particular hardship that would result from the strict application of the Zoning Ordinance.

The configuration of the surrounding lots and topography of the land prevents subdividing in a way that complies with frontage lot requirements.

2. **Unique Physical Condition:** Describe the unique characteristics of the lot or structures on the subject property which are exceptional, such as: a) existing unique structures or uses, b) irregular lot shape, size, or location, c) exceptional topographical features, or d) other extraordinary physical conditions.

- a. —
- b. Irregular lot shape
- c. Bavine to South restricts reconfiguration to a conforming status.

3. **Special Privilege:** Describe how the request will not simply provide the applicant with a special privilege that other property owners do not enjoy. The request must be for relief from the regulations due to hardship, and not simply to reduce inconvenience or to provide for financial gain.

The property has already been configured to allow a substandard frontage. It is irregularly shaped due to the topography.

4. **Code Purposes:** Describe how the request does not violate the intentions of the regulations. The applicant must show that the request does not adversely impact surrounding properties or the general welfare.

Configuration of the street causes it to have less frontage than is currently required. Otherwise the lot fulfills size requirements of the zoning code.

5. **Public Health and Safety:** Describe how the request will not: a) adversely impact the supply of light and air to adjacent properties, b) increase traffic congestion, c) increase the hazard of fire, d) endanger public safety, e) diminish the value of property within the surrounding area, or f) impair the public health, safety, comfort, morals, and welfare of the people.

- a. At 1.5 acres - property is large enough to satisfy E-1
- b. Residential use - impact is diminimus.
- c. Set back requirements will be met
- d. Set back requirements " " "
- e. Currently all homes in this area + one additional impact

No

**STANDARDS FOR SPECIAL USE PERMITS:** is diminimus  
f. all zoning requirements will be met

1. **General Standard:** Describe how the proposed use will not adversely impact adjacent properties.

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2. **No Interference with Surrounding Development:** Describe how the proposed use will not hinder or interfere with the development or use of surrounding properties.

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3. **Adequate Public Facilities:** Describe how the proposed use will be served by streets, public utilities, police and fire service, drainage, refuse disposal, parks, libraries and other public services.

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4. **No Traffic Congestion:** Describe how the proposed use will not cause undue traffic and traffic congestion.

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5. **No Destruction of Significant Features:** Describe how the proposed use will not destroy or damage natural, scenic or historic features.

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NO X

### **STANDARDS FOR TEXT AMENDMENTS**

The wisdom of amending the Village Zoning Map or the text of the Zoning Code is a matter committed to the sound legislative discretion of the Village Board of Trustees and is not dictated by any set standard. In determining whether a proposed amendment will be granted or denied the Board of Trustees may be guided by the principle that its power to amend this title should be exercised in the public good.

#### **TEXT AMENDMENT GUIDING PRINCIPLES:**

In considering whether the principle is satisfied in amending the text of the Zoning Code, the Board of trustees may weigh, among other factors, the following:

1. **The consistency of the proposed amendment with the purposes of this title:**

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2. **The community need for the proposed amendment and any uses or development it would allow:**

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3. **The conformity of the proposed amendment with the village's comprehensive plan and zoning map, or the reasons justifying its lack of conformity:**

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**EXHIBIT A**

**LEGAL DESCRIPTION**

THOSE PARTS OF LOTS 7 AND 8 IN IMPERIAL WOODS ACCORDING TO THE PLAT THEREOF RECORDED AS DOCUMENT NO. 1273071 ON AUGUST 12, 1965, IN THE SOUTH EAST 1/4 OF SECTION 21, TOWNSHIP 44 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

**PARCEL 1:**

THAT PART OF LOT 8 DESCRIBED AS FOLLOWS: BEGINNING AT THE POINT OF INTERSECTION OF THE WESTERLY LINE OF SAID LOT 8 AND A LINE 50.00 FEET SOUTHERLY OF AND PARALLEL WITH A NORTHERLY LINE OF SAID LOT 8; THENCE NORTH 80° 46' 45" EAST ALONG SAID LINE 50.00 FEET SOUTHERLY OF AND PARALLEL WITH THE AFOREMENTIONED NORTHERLY LINE OF LOT 8, 167.50 FEET; THENCE SOUTH 88° 11' 25" EAST 64.98 FEET; THENCE SOUTH 80° 30' 45" EAST 65.85 FEET; THENCE SOUTH 7° 09' 35" WEST 208.28 FEET, MORE OR LESS, TO A POINT ON A SOUTHERLY LIMIT OF LOT 8 BEARING SOUTH 58° 12' 30" EAST 12.00 FEET FROM AN ANGLE POINT IN THE SOUTHERLY LIMITS OF AFORESAID LOT 8; THENCE NORTH 58° 12' 30" WEST ALONG SAID SOUTHERLY LIMIT OF LOT 8, 12.00 FEET TO SAID ANGLE POINT; THENCE SOUTH 88° 22' 30" WEST ALONG A SOUTHERLY LIMIT OF SAID LOT 8, 82.00 FEET, MORE OR LESS, TO AN ANGLE POINT; THENCE SOUTH 76° 13' 30" WEST ALONG A SOUTHERLY LIMIT OF SAID LOT 8, 78.23 FEET, MORE OR LESS, TO AN ANGLE POINT; THENCE SOUTH 50° 18' 30" WEST ALONG A SOUTHERLY LIMIT OF SAID LOT 8, 136.56 FEET, MORE OR LESS, TO THE SOUTHWESTERLY CORNER OF SAID LOT 8; AND THENCE NORTH 0° 44' 13" EAST ALONG THE WESTERLY LINE OF SAID LOT 8, 294.60 FEET, MORE OR LESS, TO THE POINT OF BEGINNING, IN IMPERIAL WOODS SUBDIVISION, BEING A RESUBDIVISION OF LOTS 6 AND 7 AND PART OF LOT 5 IN FERRY FIELD AND FERRY WOODS IN THE SOUTH EAST 1/4 OF SECTION 21, TOWNSHIP 44 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 12, 1965 AS DOCUMENT 1273071, IN BOOK 42 OF PLATS, PAGE 24, IN LAKE COUNTY, ILLINOIS.

**PARCEL 2:**

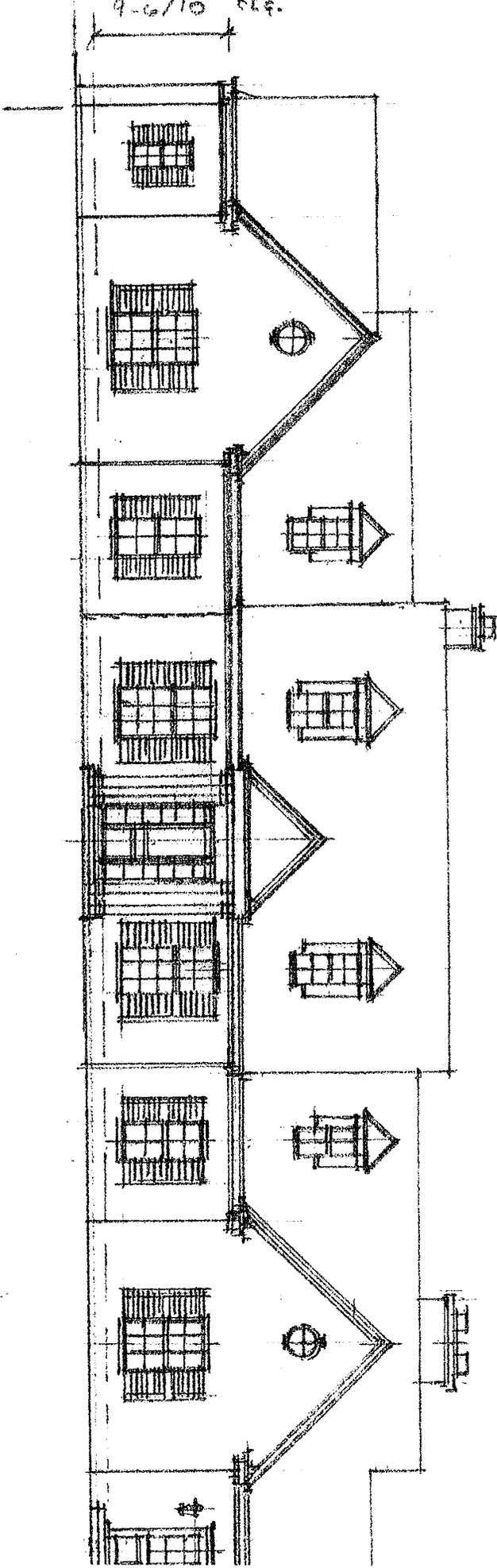
THAT PART OF SAID LOT 7 DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTH EAST CORNER OF SAID LOT 7; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 7, 10.00 FEET; THENCE DUE WEST AT RIGHT ANGLES WITH THE LAST DESCRIBED LINE 1.00 FEET, MORE OR LESS, TO A CURVED LINE, BEING A NORTHERLY LINE OF SAID LOT 7; AND THENCE NORTHEASTERLY ALONG SAID

CURVED LINE, BEING A NORTHERLY LINE OF SAID LOT 7 AND A SOUTHERLY LINE OF CAMBRIDGE ROAD, HAVING A RADIUS OF 50.00 FEET, 10.10 FEET, MORE OR LESS, TO THE CORNER OF BEGINNING.

Subject to: (i) General taxes not yet due and payable; (ii) special taxes or assessments, if any, for improvements not yet completed; (iii) installments, if any, not due and payable of any special taxes or assessments for improvements theretofore completed; (iv) building lines which are either (A) shown on that certain survey dated July 18, 1992 prepared by North Central Land Survey Company, Inc., ("Survey"), or (B) reasonably acceptable to Grantee; (v) building and liquor restrictions, so long as none of the same unreasonably and adversely affects the residential use of the property; (vi) zoning and building laws and ordinances, so long as none of the same unreasonably and adversely affects the residential use of the property; (vii) private, public and utility easements which are either (A) shown on the Survey, or (B) reasonably acceptable to Grantee; (viii) covenants and restrictions of record as to use and occupancy, so long as none of the same unreasonably and adversely affects the residential use of the property, and (ix) acts done or suffered by or through Grantee.

30090866.1

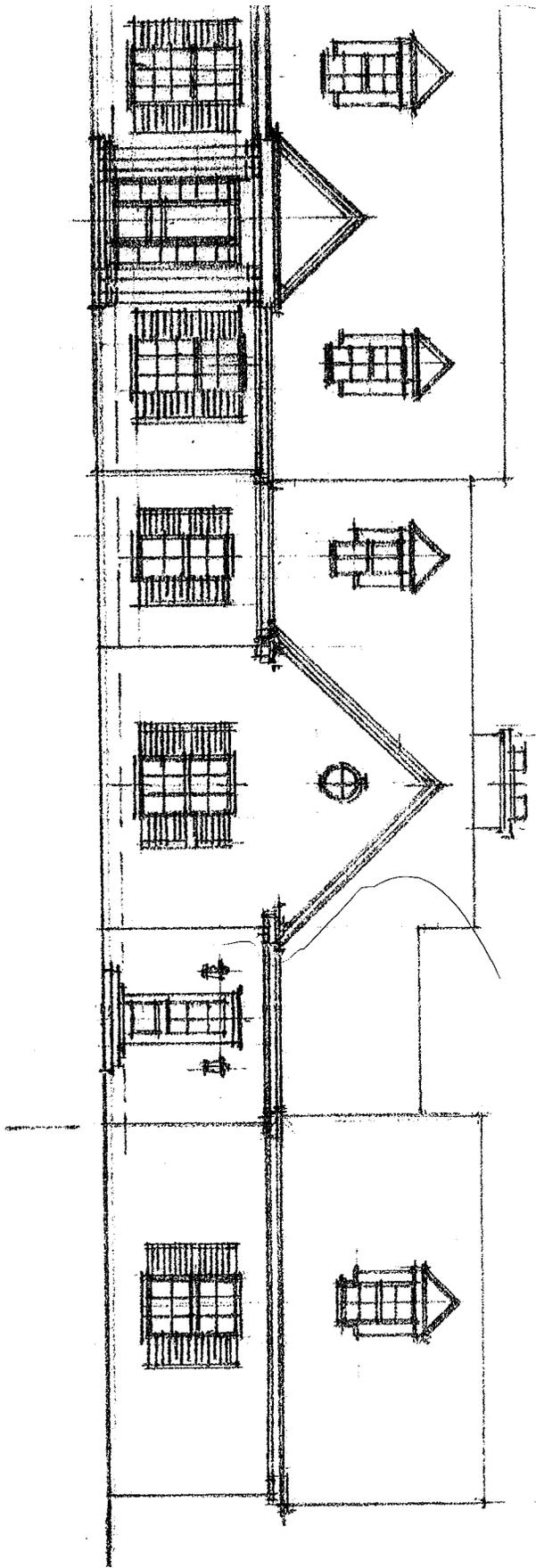
9'-6"/10' clg.



BURKE RESIDENCE

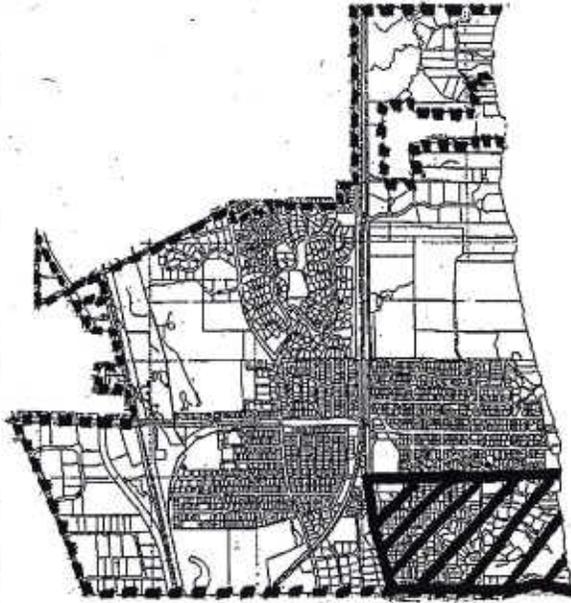
3/92 = 110

WAKE RESIDENCE  
3/22 = 110



**Objective - Land Use Area 3**

- LU3. A) Preserve the unique residential character of the area.
- B) Encourage rehabilitation and control redevelopment in an orderly manner compatible with neighboring properties.



East of Sheridan Road, south of East Sheridan Place and south of Ravine Avenue.

**Policies - Land Use Area 3**

- LU3-1. Maintain the existing zoning classifications for the area considering the following special features:
- a) Develop an ordinance regulating development of properties near or in ravines. *See policy PO3-2.*
  - b) Inventory and then vacate and dispose of surplus public alleys.
  - c) Consider an ordinance pertaining to architectural preservation/conservation or historic district designation.
- LU3-2. Ensure that the development and redevelopment of the properties east of Moffett Road occurs in a manner that is compatible with neighboring land uses, through:
- a) Restricting curb cuts to encourage cul-de-sac development.
  - b) Encouraging natural buffers along Moffett Road. *See policy AD2-3.*
- LU3-3. Retain the public open space buffer areas adjacent to Sheridan Road.
- LU3-4. As a general policy, retain existing public rights-of-way throughout the Village. Inventory and categorize existing Village rights-of-way. Develop a process, standards and criteria for identifying rights-of-way which, if vacated, sold or otherwise disposed of, would not adversely impact the character of the Village.

**VILLAGE OF LAKE BLUFF  
REQUEST FOR BOARD ACTION**

**Agenda Item: 16**

**Subject:** AN ORDINANCE GRANTING VARIATIONS FROM LOT FRONTAGE, LOT WIDTH, AND ACCESSORY STRUCTURE REQUIREMENTS (515 Cambridge Lane)

**Action Requested:** FIRST READING APPROVAL OF ORDINANCE (Voice Vote)  
CONSIDER WAIVING SECOND READING (Roll Call Vote)

**Originated By:** CHRISTOPHER AND MARGUERITE BURKE

**Referred To:** JOINT PLAN COMMISSION AND ZONING BOARD OF APPEALS

**Summary of Background and Reason For Request:**

The property located at 515 Cambridge Lane is currently comprised of two parcels - lot 7 (existing house) and parcel 1 of lot 8 (vacant parcel) of the Imperial Woods Subdivision. The easterly portion of the Property is vacant and currently under contract by Chris and Marguerite Burke (Petitioner) to purchase and build a new single-family house. In order to build their new home the Petitioner has requested the Village consider a final plat of subdivision and zoning relief from the minimum lot frontage requirements, minimum lot width requirements, minimum accessory structure setback requirements and a variation to permit an existing accessory structure without a principal structure. The Plan Commission and Zoning Board of Appeals (PCZBA) conducted a public hearing on June 15, 2016 and unanimously recommended the Village Board approve the following:

- A 76% variation from the minimum lot frontage requirements of 150 ft. to permit a lot frontage of 35.92 ft. for parcel 1 of Lot 8 (vacant parcel);
- An 18% variation from the minimum lot width requirements of 150 ft. to permit a lot width of 123 ft. for parcel 1 of Lot 8;
- A 64% variation from the E-1 District minimum accessory structure setback requirements of 15 ft. to allow an existing accessory structure (approximately 23 ft. in height) to encroach in the required side yard setback by 9.55 ft.; and
- A variation to permit the existing accessory structure located on parcel 1 of Lot 8 to remain without a principal structure.

The Petitioner requests the Village Board consider waiving second reading. The Petitioner and Village Staff will be in attendance to address any questions from the Board.

**Reports and Documents Attached:**

1. Ordinance Approving Requested Zoning Relief;
2. PCZBA Staff Memo Dated June 10, 2016 (with attachments); and
3. Email Dated July 8, 2016 Request Waiver of Second Reading.

**Village Administrator's Recommendation:** Consider First Reading Approval of Ordinance.  
Consider Waiver of Second Reading.

**Date Referred to Village Board:** 7/11/2016

## ORDINANCE NO. 2016-\_\_\_\_

**AN ORDINANCE GRANTING VARIATIONS  
FROM LOT FRONTAGE, LOT WIDTH, AND ACCESSORY STRUCTURE REQUIREMENTS  
(515 Cambridge Lane)**

**WHEREAS**, the Cambridge Lane Land Trust ("**Owner**") is the owner of certain real property located at 515 Cambridge Lane in the Village, known as Lot 7, and Parcel 1 of Lot 8 ("**Parcel 1**") in the Imperial Woods Subdivision, and legally described on the attached **Exhibit A** (Lot 7 and Parcel 1 are, collectively, the "**Property**"), which Property is located in the E-1 Estate residence district ("**E-1 District**"); and

**WHEREAS**, Christopher and Marguerite Burke (collectively, the "**Applicant**") are the contract purchasers of the portion of the Property identified as Parcel 1 and Parcel 3 on Exhibit A; and

**WHEREAS**, pursuant to Resolution No. 2016-\_\_\_\_ ("**Final Plat Resolution**"), the Village Board approved a final plat of subdivision ("**Final Plat**") to alter the lot boundary between Lot 7 and Parcel 1; and

**WHEREAS**, pursuant Section 3.C of the Final Plat Resolution, the approval of the Final Plat is conditioned on the Village Board of Trustees granting variations from the Village's Zoning Regulations to permit the property identified as Lot 1 on the Final Plat, and legally described in **Exhibit B** ("**Lot 1**") to have a lot frontage and width that is less than the minimum required by the Zoning Regulations and to allow a pre-existing accessory structure to remain on Lot 1 without a principal structure; and

**WHEREAS**, with the consent of the Owner, the Applicant submitted an application ("**Application**"), requesting variations from Sections 10-5-1, 10-5-2, 10-5B-5, 10-5-9.F, and 10-5-4C(3) of the Zoning Regulations (collectively, "**Variations**"); and

**WHEREAS**, on June 15, 2016, the Village's Joint Plan Commission and Zoning Board of Appeals ("**PCZBA**") conducted a duly-noticed public hearing to consider the Variations and recommended that the Village Board grant the Variations; and

**WHEREAS**, the President and Board of Trustees has determined that it would be in the best interest of the Village to grant the Variations in accordance with, and subject to, the conditions, restrictions, and provisions of this Ordinance;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS, AS FOLLOWS:**

**Section 1. Recitals.**

The foregoing recitals are incorporated into this Ordinance as the findings of the President and Board of Trustees.

## **Section 2. Public Hearing.**

A public hearing to consider the applicant's request for the Variations was duly advertised on May 30, 2016, in *The Lake County News-Sun*, and was held by the PCZBA on June 15, 2016, on which date the PCZBA recommended approval of the Variations.

## **Section 3. Grant of Variations.**

Pursuant to the standards and procedures set forth in Section 10-2-4 of the Lake Bluff Zoning Regulations and subject to and contingent upon the conditions, restrictions, and provisions set forth in Section 4 of this Ordinance, the Village Board hereby grants the following variations:

A. Lot Frontage Variation. A variation of approximately 114.08 feet, or 76%, is hereby granted to the Applicant from the restrictions of Section 10-5-1 of the Lake Bluff Zoning Regulations to permit a lot frontage for Lot 1 to be 35.92 feet.

B. Lot Width Variations.

(i) A variation of approximately 27 feet, or 18%, is hereby granted to the Applicant from the restrictions of Section 10-5-2 of the Zoning Regulations to permit Lot 1 to have a lot width of 123 feet.

(ii) A variation of approximately 27 feet, or 18%, is hereby granted to the Applicant from the restrictions of Section 10-5B-5 of the Zoning Regulations to permit Lot 1 to have a lot width of 123 feet.

C. Accessory Structure Variations.

(i) A variation is hereby granted to the Application from the restrictions of Section 10-5-9.F of the Zoning Regulations to permit the existing accessory storage structure located on Lot 1 to remain without a principal structure.

(ii) A variation of approximately 9.55 feet, or 63.67%, is hereby granted to the Applicant from the restrictions of Section 10-5-4C(3) of the Zoning Regulations to permit the existing accessory storage structure located on Lot 1 with a height of approximately 23 feet to remain approximately 5.45 feet from the side lot line.

## **Section 4. Conditions of Approval.**

The findings in Section 1 and the variations granted in Section 3 of this Ordinance are hereby expressly subject to and contingent upon each of the conditions set forth in this Section.

A. Compliance with Application. Lot 1 and all operations conducted thereon must be developed, used, maintained, and located in substantial compliance with the provisions set forth in Section 3 of this Ordinance and the Application attached to this Ordinance as ***Exhibit C.***

B. Compliance with Applicable Law. In addition to the other specific requirements of this Ordinance, Lot 1, and all operations conducted thereon must comply at all

times with all applicable federal, state, and Village statutes, ordinances, resolutions, rules, codes, and regulations, including building, electrical, and fire prevention codes.

**Section 5. Failure to Comply with Conditions.**

Upon failure or refusal of the Applicant, or any of its officers, employees, or agents, to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, the variations granted in this Ordinance will, at the sole discretion of the Village Board of Trustees, by ordinance duly adopted, be revoked and become null and void.

**Section 6. Binding Effect; Non-Transferability.**

The privileges, obligations, and provisions of each and every Section of this Ordinance are for and will inure to the benefit of and run with and bind Lot 1, unless otherwise explicitly set forth in this Ordinance.

**Section 7. No Third Party Beneficiaries.**

Nothing in this Ordinance creates, or will be construed or interpreted to create, any third party beneficiary rights.

**Section 8. Effective Date.**

A. This Ordinance will be effective only upon the occurrence of all of the following events:

- i. Passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law;
- ii. Printing and publication of this Ordinance in the manner required by law; and
- iii. The filing by the Owner and Applicant with the Village Clerk, for recording in the Office of the Lake County Recorder of Deeds, of an unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance. The unconditional agreement and consent must be executed by the Owner and Applicant. The unconditional agreement and consent must be substantially in the form attached hereto and incorporated herein as **Exhibit D**.

B. In the event that the Applicant does not file with the Village Clerk the unconditional agreement and consent required by Paragraph 8.A(iii) of this Ordinance within 60 days after the date of final passage of this Ordinance, the Village Board of Trustees will have the right, in their sole discretion, to declare this Ordinance null and void and of no force or effect.

[SIGNATURE PAGE FOLLOWS]

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2016, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

**AYES:** ( )

**NAYS:** ( )

**ABSTAIN:** ( )

**ABSENT:** ( )

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Village President

ATTEST:

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

**FIRST READING:** \_\_\_\_\_

**SECOND READING:** \_\_\_\_\_

**PASSED:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**PUBLISHED IN PAMPHLET FORM:** \_\_\_\_\_

## Exhibit A

### Legal Description of the Property

#### Lot 7:

that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 10.00 feet; thence due west at right angles with the last described line 1.00 foot, more or less, to a curved line, being a northerly line of said Lot 7; and thence northeasterly along said curved line, being a northerly line of said Lot 7 and a southerly line of Cambridge Road, having a radius of 50.00 feet, 10.10 feet, more or less, to the corner of beginning

#### Parcel 1:

that part of Lot 8 described as follows: beginning at the point of intersection of the westerly line of Lot 8 and a line 50.00 feet southerly of and parallel with a northerly line of said Lot 8; thence north 80 degrees 46 minutes 45 seconds east along said line 50.00 feet southerly of and parallel with the aforementioned northerly line of Lot 8, 167.50 feet; thence south 88 degrees 11 minutes 25 seconds east 64.98 feet; thence south 80 degrees 30 minutes 45 seconds east 65.85 feet; thence south 7 degrees 09 minutes 35 seconds west 208.28 feet, more or less, to a point on a southerly limit of Lot 8 bearing south 58 degrees 12 minutes 30 seconds east 12.00 feet from an angle point in the southerly limits of aforesaid Lot 8; thence north 58 degrees 12 minutes 30 seconds west along said southerly limit of Lot 8, 12.00 feet to said angle point; thence south 88 degrees 22 minutes 30 seconds west along a southerly limit of said Lot 8, 82.00 feet, more or less, to an angle point; thence south 76 degrees 13 minutes 30 seconds west along a southerly limit of said Lot 8, 78.23 feet, more or less, to an angle point; thence south 50 degrees 18 minutes 30 seconds west along a southerly limit of said Lot 8, 136.56 feet, more or less, to the southwesterly corner of said Lot 8; and thence north 0 degrees 44 minutes 13 seconds east along the westerly line of said Lot 8, 294.60 feet, more or less, to the point of beginning

**Exhibit B**

**Legal Description of Lot 1**

that part of Lot 8 described as follows: beginning at the point of intersection of the westerly line of Lot 8 and a line 50.00 feet southerly of and parallel with a northerly line of said Lot 8; thence north 80 degrees 46 minutes 45 seconds east along said line 50.00 feet southerly of and parallel with the aforementioned northerly line of Lot 8, 167.50 feet; thence south 88 degrees 11 minutes 25 seconds east 64.98 feet; thence south 80 degrees 30 minutes 45 seconds east 65.85 feet; thence south 7 degrees 09 minutes 35 seconds west 208.28 feet, more or less, to a point on a southerly limit of Lot 8 bearing south 58 degrees 12 minutes 30 seconds east 12.00 feet from an angle point in the southerly limits of aforesaid Lot 8; thence north 58 degrees 12 minutes 30 seconds west along said southerly limit of Lot 8, 12.00 feet to said angle point; thence south 88 degrees 22 minutes 30 seconds west along a southerly limit of said Lot 8, 82.00 feet, more or less, to an angle point; thence south 76 degrees 13 minutes 30 seconds west along a southerly limit of said Lot 8, 78.23 feet, more or less, to an angle point; thence south 50 degrees 18 minutes 30 seconds west along a southerly limit of said Lot 8, 136.56 feet, more or less, to the southwest corner of said Lot 8; and thence north 0 degrees 44 minutes 13 seconds east along the westerly line of said Lot 8, 294.60 feet, more or less, to the point of beginning

and

that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 25.00 feet; thence due west at right angles with the last described line 6.82 feet, more or less, to a curved line, being a northerly line of said Lot 7; and thence northeasterly along said curved line, being a northerly line of said Lot 7 and a southerly line of Cambridge Road, having a radius of 50.00 feet, 26.21 feet, more or less, to the point of beginning, except that part thereof described as follows:

that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 10.00 feet; thence due west at right angles with the last described line 1.00 foot, more or less, to a curved line, being a northerly line of said Lot 7; and thence northeasterly along said curved line, being a northerly line of said Lot 7 and a southerly line of Cambridge Road, having a radius of 50.00 feet, 10.10 feet, more or less, to the point of beginning

**Exhibit C**

**Zoning Application and Related Documents**

## Exhibit D

### Applicants' Unconditional Agreement and Consent

TO: The Village of Lake Bluff, Illinois (“**Village**”):

**WHEREAS**, the Cambridge Lane Land Trust (“**Owner**”) is the owner of certain real property located at 515 Cambridge Lane in the Village, known as Lot 7, and Parcel 1 of Lot 8 (“**Parcel 1**”), in the Imperial Woods Subdivision, both of which are legally described on the attached **Exhibit A** (Lot 7 and Parcel 1 are, collectively, the “**Property**”); and

**WHEREAS**, Christopher and Marguerite Burke (collectively, the “**Applicant**”) are the contract purchasers of the portion of the Property identified as Parcel 1 and Parcel 3 on Exhibit A; and

**WHEREAS**, the Applicant submitted an application (“**Application**”) requesting variations from Sections 10-5-1, 10-5-2, 10-5B-5, 10-5-9.F, and 10-5-4C(3) of the Zoning Regulations (collectively, “**Variations**”) in order to permit them to alter the lot boundary line between Lot 7 and Parcel 1; and

**WHEREAS**, on June 15, 2016, the Village’s Joint Plan Commission and Zoning Board of Appeals (“**PCZBA**”) conducted a duly-noticed public hearing to consider the Variations and recommended that the Village Board grant the Variations; and

**WHEREAS**, Ordinance No. \_\_\_\_\_, adopted by the President and Board of Trustees of the Village of Lake Bluff on \_\_\_\_\_, 2016, (“**Ordinance**”) approves the requested Variations, subject to certain modifications, conditions, restrictions, and provisions; and

**WHEREAS**, Subsection 8.B of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Applicants file with the Village Clerk, within 60 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each of the terms, conditions and limitations set forth in said Ordinance;

**NOW, THEREFORE**, the Owner and Applicant do hereby agree and covenant as follows:

1. The Owner and Applicant hereby unconditionally agree to accept, consent to, and abide by all of the terms, conditions, restrictions, and provisions of the Ordinance.
2. The Owner and Applicant acknowledge that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, have considered the possibility of the revocation provided for in the Ordinance, and agree not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Owner and Applicant acknowledge and agree that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village’s issuance of any permits or approvals for the use of the Property, and that the Village’s issuance of any such permits or approvals does not, and will not, in any way, be deemed to insure the Owner or the Applicant against damage or injury of any kind and at any time.

4. The Owner and Applicant agree to and hereby hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the operation and use of the Property or the Village's adoption of the Ordinance approving the Variations.

Dated: \_\_\_\_\_, 20\_\_.

ATTEST:

**CAMBRIDGE LANE LAND TRUST**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

**CHRISTOPHER BURKE**

By: \_\_\_\_\_

\_\_\_\_\_

ATTEST:

**MARGUERITE BURKE**

By: \_\_\_\_\_

\_\_\_\_\_

## Exhibit A

### Legal Description of Lot 1

#### Parcel 1:

that part of Lot 8 described as follows: beginning at the point of intersection of the westerly line of Lot 8 and a line 50.00 feet southerly of and parallel with a northerly line of said Lot 8; thence north 80 degrees 46 minutes 45 seconds east along said line 50.00 feet southerly of and parallel with the aforementioned northerly line of Lot 8, 167.50 feet; thence south 88 degrees 11 minutes 25 seconds east 64.98 feet; thence south 80 degrees 30 minutes 45 seconds east 65.85 feet; thence south 7 degrees 09 minutes 35 seconds west 208.28 feet, more or less, to a point on a southerly limit of Lot 8 bearing south 58 degrees 12 minutes 30 seconds east 12.00 feet from an angle point in the southerly limits of aforesaid Lot 8; thence north 58 degrees 12 minutes 30 seconds west along said southerly limit of Lot 8, 12.00 feet to said angle point; thence south 88 degrees 22 minutes 30 seconds west along a southerly limit of said Lot 8, 82.00 feet, more or less, to an angle point; thence south 76 degrees 13 minutes 30 seconds west along a southerly limit of said Lot 8, 78.23 feet, more or less, to an angle point; thence south 50 degrees 18 minutes 30 seconds west along a southerly limit of said Lot 8, 136.56 feet, more or less, to the southwesterly corner of said Lot 8; and thence north 0 degrees 44 minutes 13 seconds east along the westerly line of said Lot 8, 294.60 feet, more or less, to the point of beginning

#### Parcel 3:

that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 25.00 feet; thence due west at right angles with the last described line 6.82 feet, more or less, to a curved line, being a northerly line of said Lot 7; and thence northeasterly along said curved line, being a northerly line of said Lot 7 and a southerly line of Cambridge Road, having a radius of 50.00 feet, 26.21 feet, more or less, to the point of beginning, except that part thereof described as follows:

that part of Lot 7 described as follows: beginning at the north east corner of said Lot 7; thence south along the east line of said Lot 7, 10.00 feet; thence due west at right angles with the last described line 1.00 foot, more or less, to a curved line, being a northerly line of said Lot 7; and thence northeasterly along said curved line, being a northerly line of said Lot 7 and a southerly line of Cambridge Road, having a radius of 50.00 feet, 10.10 feet, more or less, to the point of beginning

## VILLAGE OF LAKE BLUFF

### Memorandum

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**TO:** Chair Kraus and Members of the Joint Plan Commission & Zoning Board of Appeals

**FROM:** Brandon J. Stanick, Assistant to the Village Administrator

**DATE:** June 10, 2016

**SUBJECT:** **Agenda Item #4 - 515 Cambridge Lane Request for Zoning Relief**

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<b>Applicant Information:</b>	Christopher & Marguerite Burke (Contract Purchasers) Cambridge Lane Land Trust – John Merritt, Beneficiary
<b>Location:</b>	515 Cambridge Lane
<b>Existing Zoning:</b>	E-1 Zoning District (single-family residential)
<b>Purpose:</b>	To grant variations from the minimum lot frontage and lot width requirements to confirm buildability of eastern parcel of 515 Cambridge Lane for construction of new single family residence.
<b>Requested Action:</b>	Seeking zoning variation from the minimum lot frontage and minimum lot width requirements (Sections 10-5-1, 10-5-2, and 10-5B-4)
<b>Public Notice:</b>	<i>Lake County News Sun</i> – May 30,, 2016
<b>Lot Areas Existing:</b>	Lot 7: (68,763 square feet) West Portion of Lot 8: (65,621 square feet)
<b>Existing Land Use:</b>	Single-family residential
<b>Surrounding Land Use:</b>	<ul style="list-style-type: none"> <li>• North, East &amp; West: Single-family residential</li> <li>• South: Lake Forest Cemetery</li> </ul>
<b>Comprehensive Plan Land Use Objectives:</b>	<ul style="list-style-type: none"> <li>• Preserve the unique residential character of the area;</li> <li>• Encourage rehabilitation &amp; control redevelopment in an orderly manner compatible with neighboring properties.</li> </ul>
<b>Zoning History:</b>	Not applicable
<b>Applicable Land Use Regulations:</b>	<ul style="list-style-type: none"> <li>• <b>Section 10-5-1:</b> Lot Frontage Regulations</li> <li>• <b>Section 10-5-2:</b> Lot Width Regulations</li> <li>• <b>10-5-5B-5:</b> E-1 Minimum Lot Width</li> </ul>

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## **Background and Summary**

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On May 20, 2016, the Village received an application from the contract purchasers of the parcel of land that currently functions as the easterly side yard of 515 Cambridge Lane. The current owners of 515 Cambridge Lane are proposing to sell the easterly parcel, however the easterly parcel has a lot frontage on Cambridge Lane and a technical lot width that is less than the minimum dimensions required by the zoning code. Please refer to "Attachment A" which is an aerial photograph which has been marked in the color "blue" to indicate the current location and configuration of the property commonly known as 515 Cambridge Lane.

In 1965 the Village of Lake Bluff approved the Imperial Woods Subdivision. This was a subdivision of the original estate property with an address of 1 Moffett Road that extended from the lakefront on the east to Moffett Road on the west and along the northerly limit of the Lake Forest Cemetery and the City of Lake Forest. The Imperial Woods subdivision broke up the estate into a total of 9 parcels. Included as "Attachment B" is an aerial photograph showing the easterly end of the lots in the subdivision, including the lot on which the estate house is located on Lake Michigan; a large vacant parcel known as Lot 8 with the exception of a storage structure; and Lot 7 on which the existing single family residence known as 515 Cambridge Lane is located.

At the time of the Imperial Woods Subdivision in 1965, the owner of the estate home on the lake also retained ownership of Lot 8. In 1977, Lot 8 was subdivided into two parcels and this subdivision of Lot 8 was approved by the Village. The easterly portion of Lot 8 was retained by the owner of the lakefront property while the westerly portion of Lot 8 was eventually acquired by the owner of Lot 7, commonly known as 515 Cambridge Lane. With the exception of an older storage structure in the southwest corner of the westerly portion of the original Lot 8, both portions of Lot 8 have remained vacant to this time.

## **Zoning Analysis**

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Village Staff has conducted the required zoning analysis of the current property known as 515 Cambridge Lane (Lot 7 on which the single family home is located and the westerly portion of the original Lot 8 on which just a storage building is located).

Lot 7 on which the single family home is located has a total lot area of 68,763 square feet which is in excess of the minimum lot size required of 65,340 square feet (1&1/2 Acres) in the E-1 Single Family Estate District. Lot 7 has a lot frontage and lot width in excess of 300 feet which exceeds the minimum lot width and lot frontage requirement of 150 feet.

The western half of Lot 8, which is the portion of the 515 Cambridge Lane parcel proposed for sale has a lot area of 65,621 square feet which also exceeds the minimum required lot size of 65,340 square feet. However, Lot 8 only has a lot frontage on the Cambridge Lane Right-of-Way of 9.71 feet. This is the same lot frontage that has existed since 1977 when the Village approved the subdivision of Lot 8. In 1977, the Village's zoning code did not include a minimum lot frontage requirement. The 9.71 foot length of frontage is depicted as a short "red" line on "Attachment C".

By definition lot width is to be measured along a line parallel to the lot frontage at a distance 50-feet back from the right-of-way line (50-feet being the front yard setback requirement in the E-1 District). An arc measured along the 50 foot setback line has a total length of approximately 123-feet which is under the minimum required technical lot width of 150-feet for lots in the E-1 District. The western half of Lot 8

has an average east to west dimension of approximately 280 feet and an average north to south dimension of 220 feet. For this irregular lot layout relative to the public right-of-way it is Village Staff's opinion that the lot width of the westerly half of Lot 8 does meet the intent of the minimum lot width regulation for the E-1 District.

As noted, the lot frontage of the western half of Lot 8 (the lot proposed for sale and construction of a new single family home) is only 9.71 feet. This dimension is the absolute bare minimum required for a single lane driveway for access to and from Cambridge Lane. As a result of this constriction the owner of 515 Cambridge has proposed a minor resubdivision of Lot 7 and the western portion of Lot 8 so that approximately 120 square feet of land will become part of the lot for sale (the western half of the original Lot 8. This land transfer will result in the lot frontage of the westerly portion of Lot 8 increasing from 9.71 feet to 35.92 feet. This small area of land transfer is indicated in the color "yellow" on "Attachment C".

Included as "Attachment D" is an enlargement of the far northwesterly corner of the westerly portion of Lot 8. The proposed land transfer is shown in the highlighted color "pink".

Included with the Application Materials is the draft plat of resubdivision showing the transfer of approximately 120 square feet from Lot 7 to the westerly portion of Lot 8. The subdivision will be considered by the Village Board upon a receipt of a recommendation by the PCZBA on the necessary zoning variations.

### **Zoning Variations Required**

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Upon Completion of the land transfer the westerly portion of Lot 8 will require the following variations:

- A 76% variation from the minimum lot frontage requirements of Section 10-5-1, Lot Frontage, and Section 10-5-2, Lot Width, to permit a lot frontage of 35.92 feet where 150-feet is required: and
- A 18% variation from the minimum lot width requirements of Section 10-5-2, Lot Width, and Section 10-5B-5, Lot Area and Width, to permit a technical lot width of 123 feet where 150 feet is required.

The Petitioners have addressed the Standards for Variation in their application which is attached. The PCZBA should consider if the Petitioners' statements and submitted materials satisfy the established standards for variation.

### **PCZBA Authority**

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Because Minimum Lot Frontage and Minimum Lot Width Requirements are not Bulk Regulations the PCZBA has recommending authority only regardless of the percentage of variation. Therefore, the PCZBA has the authority to:

- Recommend the Village Board approve, approve with conditions or deny the request for:
  - A 76% variation from the **minimum lot frontage requirements** to allow for the westerly portion of Lot 8 to become a buildable lot.
  - An 18% variation from the **minimum lot width requirements** to allow for the westerly portion of Lot 8 to become a buildable lot.

## **Recommendation**

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Following the public hearing to consider the requested zoning relief, the PCZBA should take one of the following actions:

- If more information is required, continue the public hearing to a date certain to allow the Petitioners to provide additional information; or
- If more information is not required, vote to:
  - Recommend the Village Board approve, approve with conditions, or deny the request for a 76% variation from the **minimum lot frontage requirements**
  - Recommend the Village Board approve with conditions, or deny the request for a 18% variation from the **minimum lot width requirements.**

## **Attachments**

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- Attachment “A” – 515 Cambridge Lane Vicinity Map
- Attachment “B” – Exhibit Showing Easterly End of Imperial Woods Subdivision
- Attachment “C” – Lot Frontage Conditions for Westerly Portion of Lot 8
- Attachment “D” – Detail Exhibit of Lot Frontage Conditions for Westerly Portion of Lot 8
- Petitioners’ zoning application and related material.

If you should have any questions concerning the information provided in this memorandum please feel free to contact me at 847-283-6889.

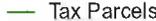






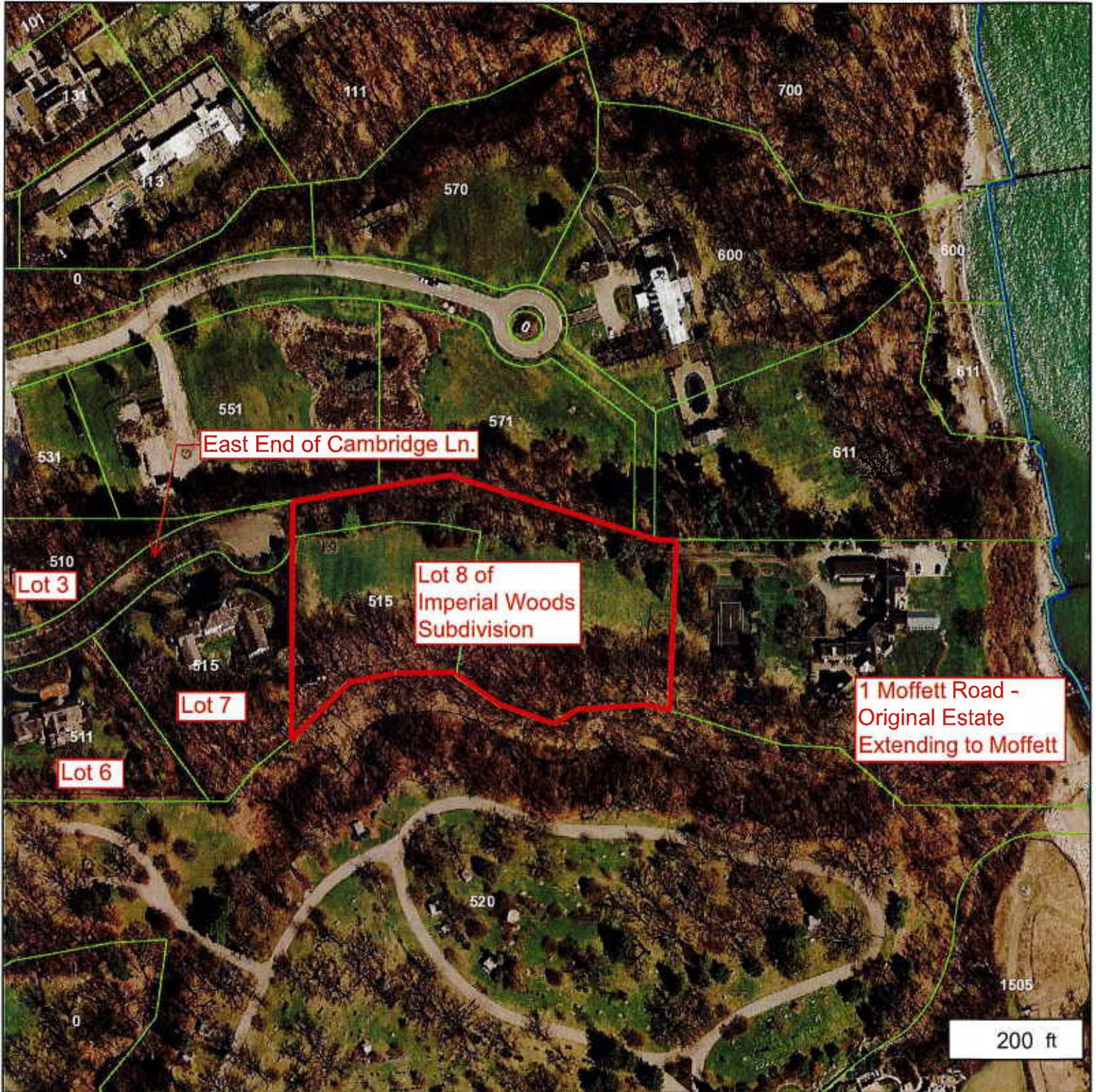
Lake County  
Department of Information Technology  
18 N County St  
Waukegan IL 60085  
(847) 377-2373  
Map Printed on 6/10/2016





— Tax Parcels

**Disclaimer:** The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.



 **LakeCounty**  
Geographic Information System

Lake County  
Department of Information Technology  
18 N County St  
Waukegan IL 60085  
(847) 377-2373

Map Printed on 6/10/2016



— Tax Parcels

**Disclaimer:**

The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.

**Lot Frontage Conditions - Westerly Portion of Original Lot 8 of Imperial Woods Subdivision**

**Attachment C**



 **LakeCounty**  
Geographic Information System

Lake County  
Department of Information Technology  
18 N County St  
Waukegan IL 60085  
(847) 377-2373

Map Printed on 6/10/2016



— Tax Parcels

**Disclaimer:**

The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.

Cambridge Lane  
(formerly Cambridge Road)

point of beginning of Parcel 1

point of beginning  
of Parcels 2 and 3

old iron pipe at corner

N 89°37'32" E  
1.00 (deed) 1.05 (meas.)

old iron pipe at corner

Parcel 2  
exception to Parcel 3

old iron pipe 0.03 west of corner and on line

part of Lot 8

Parcel 3

set iron pipe

N 89°47'31" W  
6.82

set iron pipe in concrete

Lot 7

old iron pipe 0.12 east and on line

9.71'

N 0°19'43" E 9.71

C2 10.10'  
10.00 (deed)  
9.98 (meas.)

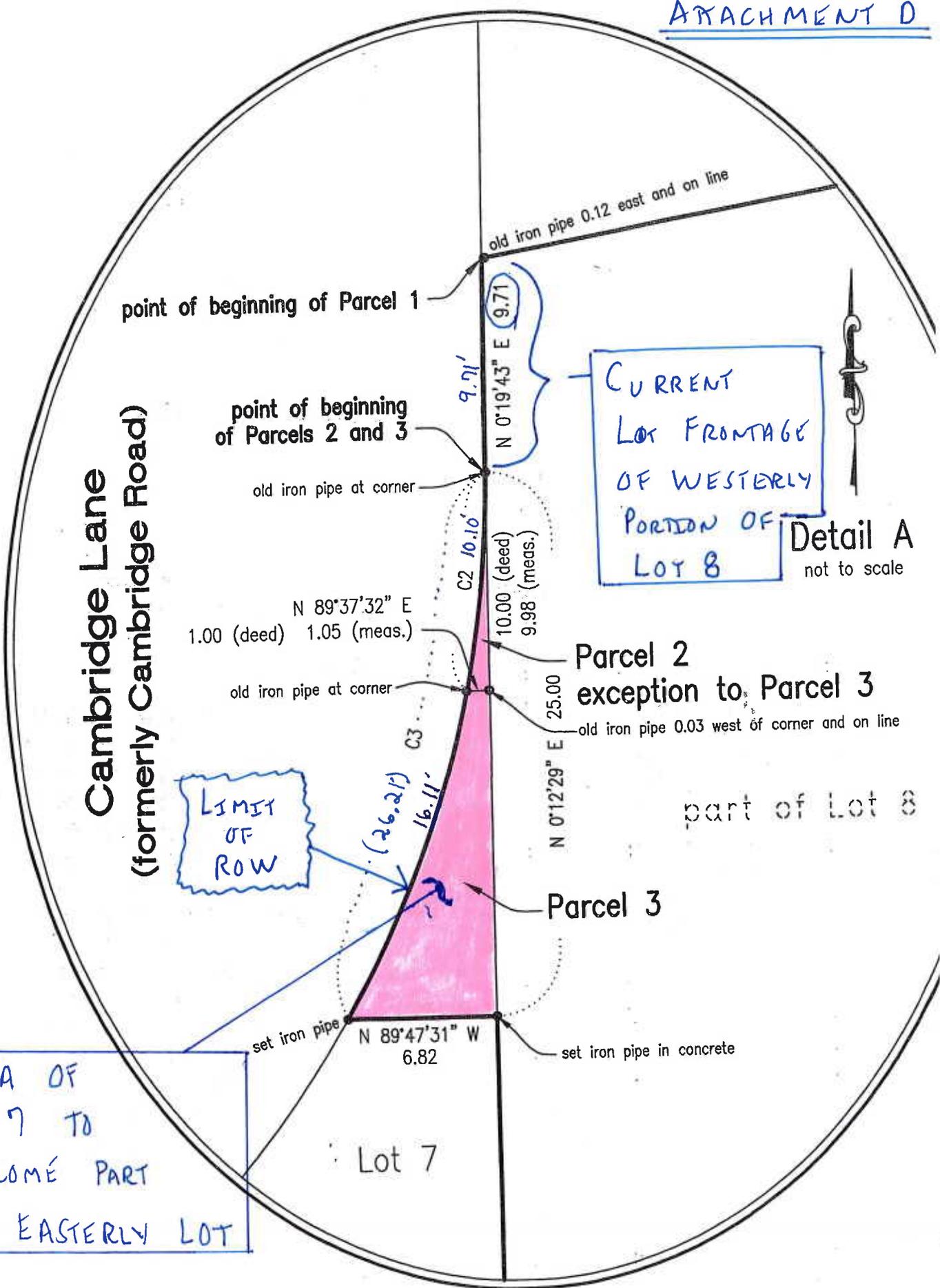
CURRENT  
LOT FRONTAGE  
OF WESTERLY  
PORTION OF  
LOT 8

Detail A  
not to scale

LIMIT  
OF  
ROW

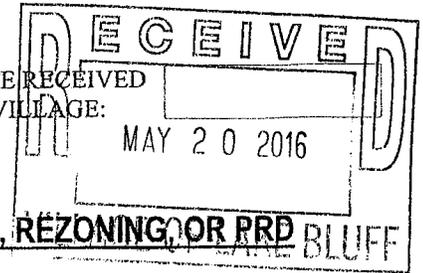
(26.21)  
16.11'

AREA OF  
LOT 7 TO  
BECOME PART  
OF EASTERLY LOT



FEE PAID:   
RECEIPT NUMBER:

DATE RECEIVED   
BY VILLAGE:   
MAY 20 2016



**VILLAGE OF LAKE BLUFF**  
**APPLICATION FOR ZONING VARIATION, SPECIAL USE PERMIT, REZONING OR PRD**

**SUBJECT PROPERTY**

Address: 515 Cambridge Road Zoning District: E-1  
(Property address for which application is submitted)

Current Use: VACANT  
(Residential, Commercial, Industrial, Vacant, Etc.)

PIN Number: 12-342-8939

**APPLICANT**

Applicant: Christopher J. + Marguerite T. Burke

Address: 693 Spruce Avenue  
(Address if different than subject property)

Relationship of Applicant to Property: Contract Purchaser  
(Owner, Contract Purchaser, Etc.)

Home Telephone: 847-234-8223 Business Telephone: 312-612-6110

**OWNER**

Owner - Title Holder Cambridge Lane If Joint Ownership  
Name: Land Trust Joint Owner: \_\_\_\_\_  
Address: Grove Mower: Trustee Address: \_\_\_\_\_  
John Merritt: Beneficiary  
Daytime Phone: 1-847-735-0826 Daytime Phone: \_\_\_\_\_

If ownership is other than individual and/or joint ownership, please check appropriate category and provide all additional ownership information as an attachment.

- Corporation
- Land Trust
- Other: \_\_\_\_\_
- Partnership
- Trust

Are all real estate taxes, special assessments and other obligations on the subject property paid in full?

Yes  No If No, Explain: \_\_\_\_\_

**ACTION REQUESTED**

To provide time for legal notification requirements, any application requiring a Public Hearing before the Zoning Board of Appeals must be received at least 25 days prior to the next meeting date.

- Zoning Variation
- Special Use Permit
- Text Amendment
- Rezoning
- Planned Residential Development
- Other: \_\_\_\_\_

Applicable Section(s) of Zoning Ordinance, if known: Section 10-5B-5

Narrative description of request: Subdividing a property that has necessary lot area but lot frontage is insufficient to satisfy requirements of E-1 Zoning district.

**STANDARDS FOR VARIATIONS AND SPECIAL USE PERMITS**

The Zoning Board is required by the Illinois State Statutes to apply the following standards in reviewing requests for Variations and Special Use Permits. The Board may only grant a variation or recommend that the Village Board grant a variation in cases where there are practical difficulties and particular hardships brought about by the strict application of the Zoning Ordinance and not by any persons, presently or formerly, having an interest in the property. The applicant has the burden of establishing each of these standards both in writing and at the Public Hearing. Please attach additional materials if necessary.

**STANDARDS FOR VARIATIONS:**

1. **Practical Difficulty or Hardship:** Describe the practical difficulty or particular hardship that would result from the strict application of the Zoning Ordinance.

The configuration of the surrounding lots and topography of the land prevents subdividing in a way that complies with frontage lot requirements.

2. **Unique Physical Condition:** Describe the unique characteristics of the lot or structures on the subject property which are exceptional, such as: a) existing unique structures or uses, b) irregular lot shape, size, or location, c) exceptional topographical features, or d) other extraordinary physical conditions.

- a. —
- b. Irregular lot shape
- c. Bavine to South restricts reconfiguration to a conforming status.

3. **Special Privilege:** Describe how the request will not simply provide the applicant with a special privilege that other property owners do not enjoy. The request must be for relief from the regulations due to hardship, and not simply to reduce inconvenience or to provide for financial gain.

The property has already been configured to allow a substandard frontage. It is irregularly shaped due to the topography.

4. **Code Purposes:** Describe how the request does not violate the intentions of the regulations. The applicant must show that the request does not adversely impact surrounding properties or the general welfare.

Configuration of the street causes it to have less frontage than is currently required. Otherwise the lot fulfills size requirements of the zoning code.

5. **Public Health and Safety:** Describe how the request will not: a) adversely impact the supply of light and air to adjacent properties, b) increase traffic congestion, c) increase the hazard of fire, d) endanger public safety, e) diminish the value of property within the surrounding area, or f) impair the public health, safety, comfort, morals, and welfare of the people.

- a. At 1.5 acres - property is large enough to satisfy E-1
- b. Residential use - impact is diminimus.
- c. Set back requirements will be met
- d. Set back requirements " " "
- e. Currently all homes in this area + one additional impact

no

**STANDARDS FOR SPECIAL USE PERMITS:** is diminimus  
f. all zoning requirements will be met

1. **General Standard:** Describe how the proposed use will not adversely impact adjacent properties.

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2. **No Interference with Surrounding Development:** Describe how the proposed use will not hinder or interfere with the development or use of surrounding properties.

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3. **Adequate Public Facilities:** Describe how the proposed use will be served by streets, public utilities, police and fire service, drainage, refuse disposal, parks, libraries and other public services.

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4. **No Traffic Congestion:** Describe how the proposed use will not cause undue traffic and traffic congestion.

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5. **No Destruction of Significant Features:** Describe how the proposed use will not destroy or damage natural, scenic or historic features.

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NO X

**STANDARDS FOR TEXT AMENDMENTS**

The wisdom of amending the Village Zoning Map or the text of the Zoning Code is a matter committed to the sound legislative discretion of the Village Board of Trustees and is not dictated by any set standard. In determining whether a proposed amendment will be granted or denied the Board of Trustees may be guided by the principle that its power to amend this title should be exercised in the public good.

**TEXT AMENDMENT GUIDING PRINCIPLES:**

In considering whether the principle is satisfied in amending the text of the Zoning Code, the Board of trustees may weigh, among other factors, the following:

1. **The consistency of the proposed amendment with the purposes of this title:**

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2. **The community need for the proposed amendment and any uses or development it would allow:**

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3. **The conformity of the proposed amendment with the village's comprehensive plan and zoning map, or the reasons justifying its lack of conformity:**

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**AFFIDAVIT OF TITLE, COVENANT AND WARRANTY**  
(Illinois)

FEDERAL REPUBLIC OF GERMANY )  
LAND STATE OF \_\_\_\_\_ )  
CITY OF MUNICH ) SS. ) SS.  
CONSUL GENERAL OF THE )  
UNITED STATES OF AMERICA )

The undersigned affiant, being first duly sworn, on oath says, and also covenants with and warrants to the grantee hereinafter named:

That affiant has an interest in the premises described below or in the proceeds thereof or is the grantor in the deed dated Nov 07 1997, 1997, to Grove N. Mower as Trustee under the Cambridge Lane Land Trust dated November 5, 1997 and his successor trustees thereunder, grantee, conveying the following described premises:

SEE EXHIBIT A ATTACHED HERETO AND  
BY THIS REFERENCE MADE A PART HEREOF

That no labor or material has been furnished for premises within the last four months, that is not fully paid for.

That since the title date of September 2, 1997, in the report on title issued by Chicago Title Insurance Company, affiant has not done or suffered to be done anything that could in any way affect the title to premises, and no proceedings have been filed by or against affiant, nor has any judgment or decree been rendered against affiant, nor is there any judgment note or other instrument that can result in a judgment or decree against affiant within five days from the date hereof.

That the parties, if any, in possession of premises are bona fide tenants only, and have paid promptly and in full their rent to date, and are renting from N/A to N/A, and not for any longer term, and have no other or further interest whatsoever in premises.

That all water taxes, except the current bill, have been paid, and that all the insurance policies assigned have been paid for.

That this instrument is made to induce, and in consideration of, the said grantee's consummation of the purchase of premises.

Affiant further states: NAUGHT

Subscribed and Sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 1997.

Nov 07 1997

Notary Public

*Robert Settje*  
Robert Settje  
Vice Consul

*Robert Diemann*  
ROBERT DISSMANN, TRUSTEE

Service No. \_\_\_\_\_  
Pariff Item No. 281  
Fee Paid: \$ 10.00  
30090874-1-1-  
Notary Public

**EXHIBIT A**

**LEGAL DESCRIPTION**

THOSE PARTS OF LOTS 7 AND 8 IN IMPERIAL WOODS ACCORDING TO THE PLAT THEREOF RECORDED AS DOCUMENT NO. 1273071 ON AUGUST 12, 1965, IN THE SOUTH EAST 1/4 OF SECTION 21, TOWNSHIP 44 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

**PARCEL 1:**

THAT PART OF LOT 8 DESCRIBED AS FOLLOWS: BEGINNING AT THE POINT OF INTERSECTION OF THE WESTERLY LINE OF SAID LOT 8 AND A LINE 50.00 FEET SOUTHERLY OF AND PARALLEL WITH A NORTHERLY LINE OF SAID LOT 8; THENCE NORTH 80° 46' 45" EAST ALONG SAID LINE 50.00 FEET SOUTHERLY OF AND PARALLEL WITH THE AFOREMENTIONED NORTHERLY LINE OF LOT 8, 167.50 FEET; THENCE SOUTH 88° 11' 25" EAST 64.98 FEET; THENCE SOUTH 80° 30' 45" EAST 65.85 FEET; THENCE SOUTH 7° 09' 35" WEST 208.28 FEET, MORE OR LESS, TO A POINT ON A SOUTHERLY LIMIT OF LOT 8 BEARING SOUTH 58° 12' 30" EAST 12.00 FEET FROM AN ANGLE POINT IN THE SOUTHERLY LIMITS OF AFORESAID LOT 8; THENCE NORTH 58° 12' 30" WEST ALONG SAID SOUTHERLY LIMIT OF LOT 8, 12.00 FEET TO SAID ANGLE POINT; THENCE SOUTH 88° 22' 30" WEST ALONG A SOUTHERLY LIMIT OF SAID LOT 8, 82.00 FEET, MORE OR LESS, TO AN ANGLE POINT; THENCE SOUTH 76° 13' 30" WEST ALONG A SOUTHERLY LIMIT OF SAID LOT 8, 78.23 FEET, MORE OR LESS, TO AN ANGLE POINT; THENCE SOUTH 50° 18' 30" WEST ALONG A SOUTHERLY LIMIT OF SAID LOT 8, 136.56 FEET, MORE OR LESS, TO THE SOUTHWESTERLY CORNER OF SAID LOT 8; AND THENCE NORTH 0° 44' 13" EAST ALONG THE WESTERLY LINE OF SAID LOT 8, 294.60 FEET, MORE OR LESS, TO THE POINT OF BEGINNING, IN IMPERIAL WOODS SUBDIVISION, BEING A RESUBDIVISION OF LOTS 6 AND 7 AND PART OF LOT 5 IN FERRY FIELD AND FERRY WOODS IN THE SOUTH EAST 1/4 OF SECTION 21, TOWNSHIP 44 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 12, 1965 AS DOCUMENT 1273071, IN BOOK 42 OF PLATS, PAGE 24, IN LAKE COUNTY, ILLINOIS.

**PARCEL 2:**

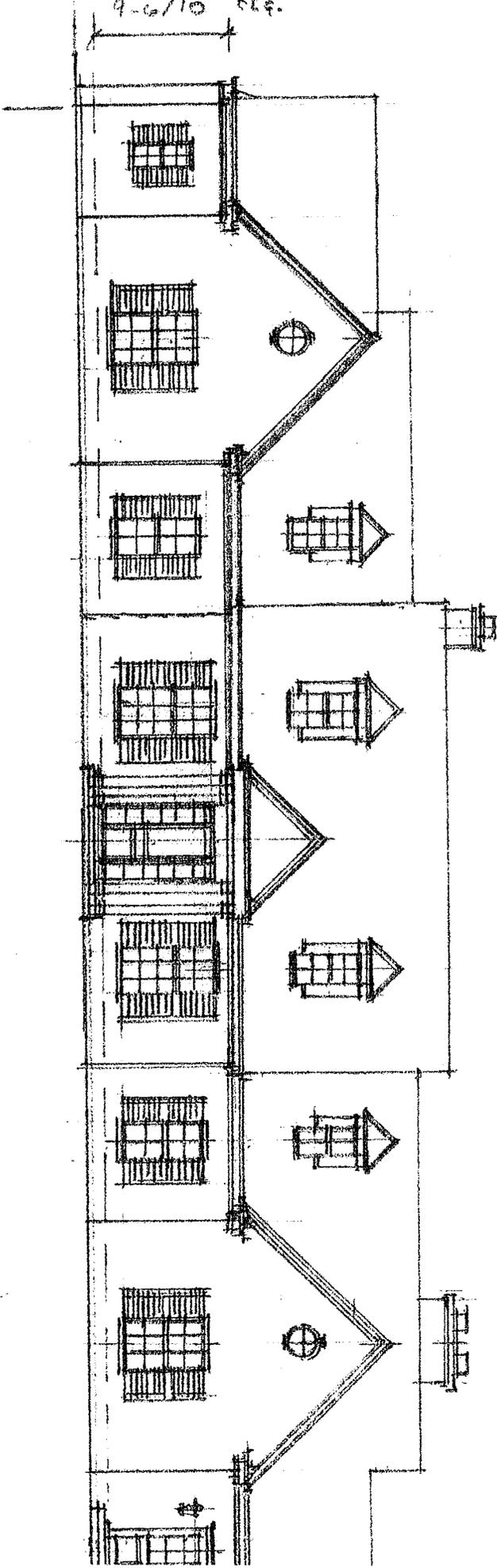
THAT PART OF SAID LOT 7 DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTH EAST CORNER OF SAID LOT 7; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 7, 10.00 FEET; THENCE DUE WEST AT RIGHT ANGLES WITH THE LAST DESCRIBED LINE 1.00 FEET, MORE OR LESS, TO A CURVED LINE, BEING A NORTHERLY LINE OF SAID LOT 7; AND THENCE NORTHEASTERLY ALONG SAID

CURVED LINE, BEING A NORTHERLY LINE OF SAID LOT 7 AND A SOUTHERLY LINE OF CAMBRIDGE ROAD, HAVING A RADIUS OF 50.00 FEET, 10.10 FEET, MORE OR LESS, TO THE CORNER OF BEGINNING.

Subject to: (i) General taxes not yet due and payable; (ii) special taxes or assessments, if any, for improvements not yet completed; (iii) installments, if any, not due and payable of any special taxes or assessments for improvements theretofore completed; (iv) building lines which are either (A) shown on that certain survey dated July 18, 1992 prepared by North Central Land Survey Company, Inc., ("Survey"), or (B) reasonably acceptable to Grantee; (v) building and liquor restrictions, so long as none of the same unreasonably and adversely affects the residential use of the property; (vi) zoning and building laws and ordinances, so long as none of the same unreasonably and adversely affects the residential use of the property; (vii) private, public and utility easements which are either (A) shown on the Survey, or (B) reasonably acceptable to Grantee; (viii) covenants and restrictions of record as to use and occupancy, so long as none of the same unreasonably and adversely affects the residential use of the property, and (ix) acts done or suffered by or through Grantee.

30090866.1

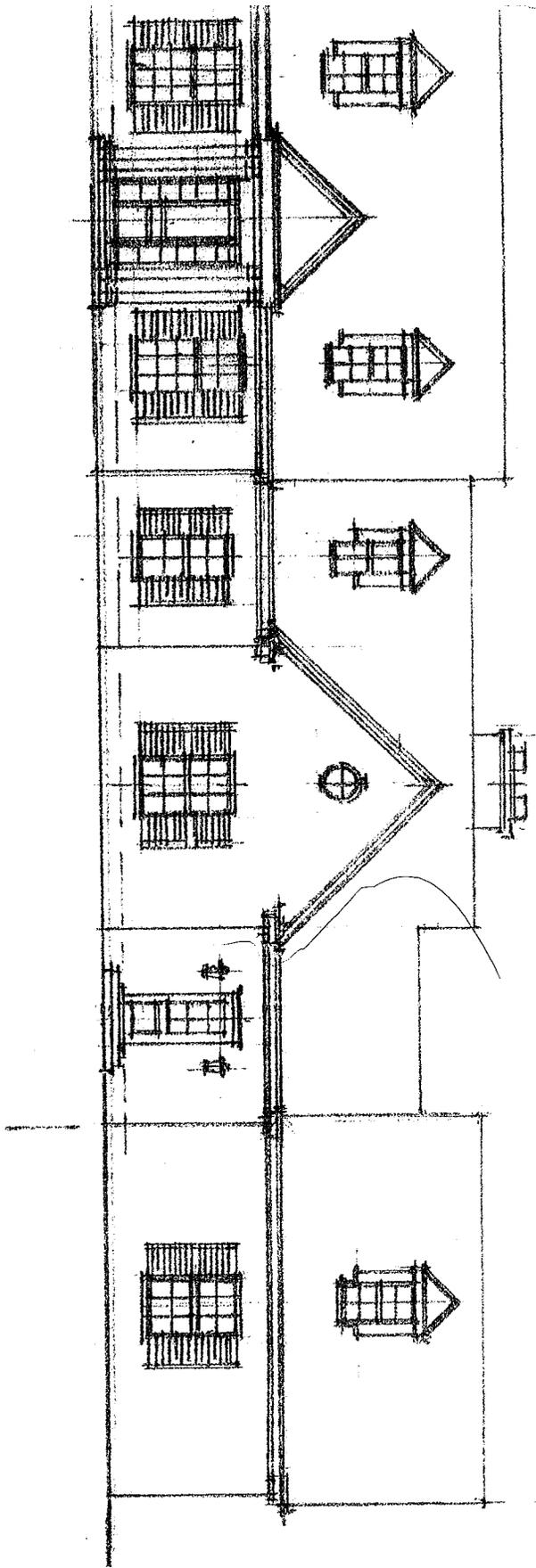
9'-6"/10' clg.



BURKE RESIDENCE

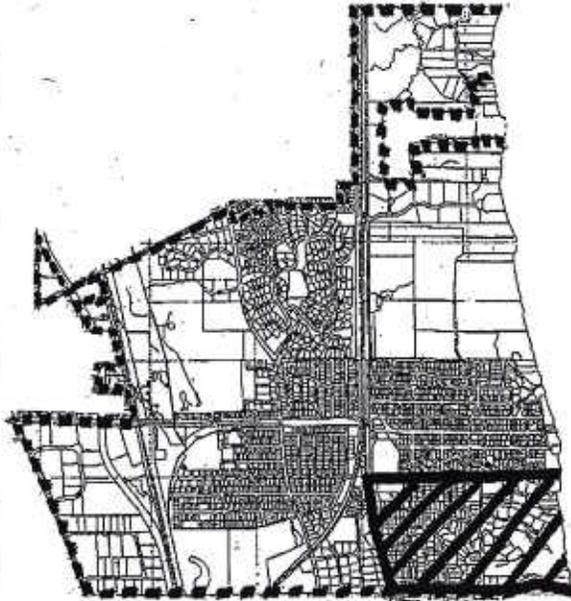
3/92 = 110

WAKE RESIDENCE  
3/22 = 110



**Objective - Land Use Area 3**

- LU3. A) Preserve the unique residential character of the area.
- B) Encourage rehabilitation and control redevelopment in an orderly manner compatible with neighboring properties.



East of Sheridan Road, south of East Sheridan Place and south of Ravine Avenue.

**Policies - Land Use Area 3**

- LU3-1. Maintain the existing zoning classifications for the area considering the following special features:
- a) Develop an ordinance regulating development of properties near or in ravines. *See policy PO3-2.*
  - b) Inventory and then vacate and dispose of surplus public alleys.
  - c) Consider an ordinance pertaining to architectural preservation/conservation or historic district designation.
- LU3-2. Ensure that the development and redevelopment of the properties east of Moffett Road occurs in a manner that is compatible with neighboring land uses, through:
- a) Restricting curb cuts to encourage cul-de-sac development.
  - b) Encouraging natural buffers along Moffett Road. *See policy AD2-3.*
- LU3-3. Retain the public open space buffer areas adjacent to Sheridan Road.
- LU3-4. As a general policy, retain existing public rights-of-way throughout the Village. Inventory and categorize existing Village rights-of-way. Develop a process, standards and criteria for identifying rights-of-way which, if vacated, sold or otherwise disposed of, would not adversely impact the character of the Village.

# JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS REGULAR MEETING

## INFORMATIONAL UPDATES

Wednesday, June 15, 2016

7:00 P.M.

- **Agenda Item #3 (sent via email):** Public comments concerning the proposed zoning petition for the redevelopment of the former PNC Bank property (Block Three) received since 5:00 p.m. on June 10<sup>th</sup>.
- **Agenda Item #4:** In light of receiving an updated plat of subdivision the proposal includes a request to keep the existing accessory structure on newly created Lot 1 (reference the attached updated Cambridge Lane Subdivision). The location of the westerly lot line for newly created Lot 1 places the accessory structure within 5.45 feet of the lot line. The Village's Zoning Code (pursuant to Section 10-5-4C(3)) requires a minimum setback of 15 ft. from the rear and side lot lines for accessory structures that exceed a height of 17 ft. in the E-1 Zoning District. The additional zoning relief being sought by the Petitioners is to allow an existing accessory structure that is approximately 23 ft. in height (includes top of cupola) to encroach into the E-1 District minimum required accessory structure side yard setback of 15' by 9.55 ft. (a 63.67% variation).

### Attached:

- Updated Plat of Subdivision;
- Responses to the standards for variation addressing the requested zoning relief; and
- Historic documents concerning the property.

**ACTION REQUESTED**

To provide time for legal notification requirements, any application requiring a Public Hearing before the Zoning Board of Appeals must be received at least 25 days prior to the next meeting date.

- Zoning Variation
- Special Use Permit
- Text Amendment
- Rezoning
- Planned Residential Development
- Other: \_\_\_\_\_

RECEIVED  
JUN 15 2016

BY: .....

Applicable Section(s) of Zoning Ordinance, if known: Section 10-5B-5

Narrative description of request: Seeking Zoning relief from height restriction for ancillary structure, current building is "legal non-conforming" at 18 1/2' - 19' whereas code is 17'

**STANDARDS FOR VARIATIONS AND SPECIAL USE PERMITS**

The Zoning Board is required by the Illinois State Statutes to apply the following standards in reviewing requests for Variations and Special Use Permits. The Board may only grant a variation or recommend that the Village Board grant a variation in cases where there are practical difficulties and particular hardships brought about by the strict application of the Zoning Ordinance and not by any persons, presently or formerly, having an interest in the property. **The applicant has the burden of establishing each of these standards both in writing and at the Public Hearing.** Please attach additional materials if necessary.

**STANDARDS FOR VARIATIONS:**

1. **Practical Difficulty or Hardship:** Describe the practical difficulty or particular hardship that would result from the strict application of the Zoning Ordinance.  
The structure was built before the current zoning ordinance was enacted, at the height of 19' and closer to the rear/side lot line than the 15' min. now required.
2. **Unique Physical Condition:** Describe the unique characteristics of the lot or structures on the subject property which are exceptional, such as: a) existing unique structures or uses, b) irregular lot shape, size, or location, c) exceptional topographical features, or d) other extraordinary physical conditions.
  - a) structure was built before ordinance was enacted
  - b) structure located in wooded section of property with no impact on surrounding structures.
  - c) -
  - d) -

3. **Special Privilege:** Describe how the request will not simply provide the applicant with a special privilege that other property owners do not enjoy. The request must be for relief from the regulations due to hardship, and not simply to reduce inconvenience or to provide for financial gain.

The subject building is an masonry structure that was built before current zoning. To comply the structure would have to be demolished or altered materially.

4. **Code Purposes:** Describe how the request does not violate the intentions of the regulations. The applicant must show that the request does not adversely impact surrounding properties or the general welfare.

Structure is located in wooded section of property with no visibility to public.

5. **Public Health and Safety:** Describe how the request will not: a) adversely impact the supply of light and air to adjacent properties, b) increase traffic congestion, c) increase the hazard of fire, d) endanger public safety, e) diminish the value of property within the surrounding area, or f) impair the public health, safety, comfort, morals, and welfare of the people.

a) structure is located in wooded section of property.  
b) does not apply - no public use.  
c) existing structure fire hazard unchanged.  
d) no public access, low frequency usage.  
e) existing property, no change f) does not apply.

**STANDARDS FOR SPECIAL USE PERMITS:**

1. **General Standard:** Describe how the proposed use will not adversely impact adjacent properties.

2. **No Interference with Surrounding Development:** Describe how the proposed use will not hinder or interfere with the development or use of surrounding properties.

3. **Adequate Public Facilities:** Describe how the proposed use will be served by streets, public utilities, police and fire service, drainage, refuse disposal, parks, libraries and other public services.



VILLAGE OF LAKE BLUFF

LAKE COUNTY, ILLINOIS

June 8, 1977

PETER J. NORDIGIAN  
VILLAGE ATTORNEY  
33 NORTH COUNTY STREET  
WAUKEGAN, ILLINOIS 60085  
312 623-0112

President and Board of Trustees  
Village of Lake Bluff  
Lake Bluff, Illinois 60044

Dear Members:

We have received a request from Mr. Theodore Eck to allow the division of Lot 8 in Imperial Woods Subdivision into two parcels of land.

It is the intention of Mr. Eck that he would sell one of these lots to his neighbor to the west. The western neighbor wants an assurance that he would have a buildable lot before he purchases part of this lot.

The lot before its division is buildable. After the division, there would not be two buildable lots unless Mr. Eck complied with the Lake Bluff Subdivision Ordinance.

In an attempt to avoid this requirement, I am advised that Mr. Eck would agree to add the one part of lot 8 to his present lot. However, there must be some additional assurance to the Village that this lot could not be buildable. A covenant that could be recorded is the only alternative.

As to the lot which he would sell off, it appears that the frontage would be quite minimal, although perhaps under Lake Bluff ordinances, it could qualify because of the interpretation given to width or irregular shaped lots. It would seem logical to also require the potential property owner of that lot to agree to re carve his present lot to provide more frontage than simply a driveway.

A copy of the proposed plat of division is enclosed.

Yours very truly,

Peter J. Nordigian

PJN:ml

cc: Mr. Theodore Eck



L M 1/11/40  
240

I am advised by the owner of Lot 8 in Imperial Woods Subdivision, a Mr. Theodore Eck, that he would be willing to split his lot and be bound by a covenant that he would not utilize the remainder of his lot for a buildable site, unless and until he complies with the Lake Bluff Subdivision Ordinance.

The request is unusual, but perhaps permissible.

However, before I recommend such action, it would have to be backed up by a covenant signed by the property owner that he would not use the remainder of Lot 8 as a buildable site unless and until he complied with the Lake Bluff Subdivision Ordinance, or unless otherwise approved by the Board of Trustees of the Village of Lake Bluff.

With regard to the parcel of land being conveyed, it will also be necessary or desirable to have some restriction placed thereon, because of the narrow frontage to a roadway. This should be coupled with an agreement by that lot owner that as a condition to be considered a buildable site under present ordinances (we cannot bind ourselves in perpetuity, that he would redivide his present lot and this one in such a way as to provide at least a certain minimum number of front feet on Cambridge Lane, and comply with all other ordinances of the Village.

6/27/1977 V.B.mtg. minutes

Resolution Correcting Appointment of Lewis T. Steadman to Zoning Board of Appeals

The Board was advised by Attorney Nordigian that Lewis T. Steadman had been appointed to the Zoning Board of Appeals for a period of seven years however Mr. Steadman was actually filling a vacancy caused by the resignation of Harmon H. Woodworth. Trustee Sexton made a motion to adopt a Resolution Correcting the Appointment of Lewis T. Steadman to the Zoning Board of Appeals from a seven year term to filling the unexpired final year term of the appointment of Harmon H. Woodworth. Trustee Slivon seconded the motion. On a roll call vote all Board members unanimously approved the motion.

Non-Agenda Items - Visitors

There was no one in the audience who wished to address the Board on a Non-Agenda item.

Consider Ordinance Granting Variations from Zoning Ordinance for Office Building - Sherwood Terrace

Attorney Nordigian submitted an Ordinance Granting a Variation for excess parking of 18 parking spaces for consideration by the Board. The draft Ordinance was prepared at the request of Board members at the June 14, 1977 meeting in order that the petitioner, Zoning Board of Appeals and the Village Board have a document to consider. The Board will consider adoption of the Ordinance upon receipt of recommendations from the Zoning Board of Appeals. Attorney Nordigian clarified the request for a variation which is going before the Zoning Board of Appeals.

Resubdivision of Eck Property

Attorney Nordigian advised Board members of a meeting held with Mr. Eck, Mr. Donald Shumaker, Administrator Ankrum and Attorney Nordigian with regard to the request to resubdivide lot 8 of Imperial Woods Subdivision into two parcels of land. Nordigian stated: Mr. Eck will have to come before the Village Board and Plan Commission at such time as he desires to build on proposed lot 2 since lot 2 will be unbuildable; Mr. Eck has agreed to this and will make a covenant of record stating that Lot 2 will not be built upon; as to proposed lot 1 Attorney Nordigian advised that this lot can be a buildable lot if Mr. Shumaker will convey additional frontage from Lot 7, which he presently owns. Trustee Slivon suggested a better laid out lot 1. Mr. Shumaker objected to the suggested new layout of lot 1 proposed by Trustee Slivon. After further review, Trustee Albrecht made a motion to approve the division of Lot 8 in Imperial Woods Subdivision into lot 1 and lot 2, lot 2 being an unbuildable site and lot one being a buildable site; said approval subject to surveys of the proposed lot one and present lot seven; said approval is only on the part of said division of lot 8. Trustee Carter seconded the motion. On a roll call the following votes were cast: Ayes: Trustees Albrecht, Baddeley, Brady, Carter, Sexton and President Oliver. Nays: Trustee Slivon. The motion carried.

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# FEDERSEN & HOUPT

A PROFESSIONAL CORPORATION

PEER FEDERSEN  
RICHARD V. HOUPT  
GEORGE L. PLUMB  
JAMES K. STUCKO  
PETER O'CONNELL KELLY  
THOMAS J. KELLY  
SHELDON DAVIDSON  
GREGORY J. PERRY  
DAVID C. NEWMAN  
HERBERT J. LINN  
ALICE GOULD  
PAUL S. ALTMAN  
MATT P. CUSHNER  
BARRY YAVITZ  
KENNETH J. GUMBINER  
JAMES J. CLARKE II  
THEODORE E. CORNELL III  
JOHN K. LOVISON  
J. DAVID SANNER  
W. JEFFREY TULLY  
JONATHAN B. GILBERT

SUITE 3400

180 NORTH LA SALLE STREET,  
CHICAGO, ILLINOIS 60601

September 16, 1977

AREA CODE 312

641-6888

PLEASE REFER TO FILE NO.

Mr. Peter J. Nordigian  
Attorney at Law  
33 North County  
Waukegan, Illinois 60085

Dear Mr. Nordigian:

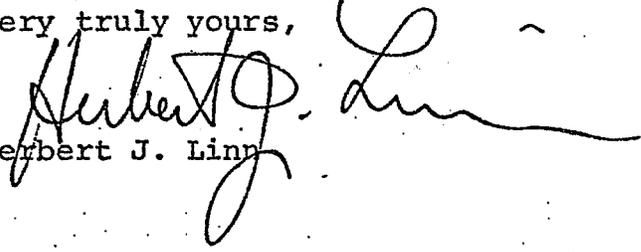
This firm represents Theodore Eck, who resides in the Village of Lake Bluff. As you recall, Mr. Eck contracted to sell the western portion of Lot 8 in Imperial Woods, which western portion consisted of 1.51 acres. The Village of Lake Bluff agreed that said 1.51 acres would constitute a buildable lot so long as development on the eastern portion of Lot 8 was restricted.

The sale of the 1.51 acres closed on September 9, 1977.

I am enclosing a copy of a Declaration of Restrictive Covenants dated July 28, 1977, made by Theodore R. Eck and recorded in Lake County, Illinois, as Document No. 1863121. This Declaration restricts development on the eastern portion of Lot 8 in Imperial Woods, which was retained by Mr. Eck. This eastern portion consists of 2.29 acres. The Declaration is in accordance with my letter to you of July 7, 1977, and our subsequent telephone conversation.

Thank you for your very kind assistance.

Very truly yours,

  
Herbert J. Linn

HJL:hmk  
enclosure  
cc: Mr. Theodore Eck

DECLARATION OF RESTRICTIVE COVENANTS

THIS Declaration is made this 28th day of JULY  
1977, by THEODORE R. ECK ("Owner").

W I T N E S S E T H:

WHEREAS, Owner is the owner of the real estate located in the Village of Lake Bluff, County of Lake, State of Illinois, and legally described on Exhibit A attached hereto (hereinafter referred to as the "subject premises"); and

WHEREAS, Owner desires to convey a parcel of real estate adjoining the subject premises to a purchaser who may wish to construct a dwelling unit on said adjoining parcel of real estate; and

WHEREAS, the Village of Lake Bluff will not permit a dwelling to be constructed on said adjoining parcel of real estate unless and until Owner subjects the subject premises to the restrictive covenants contained herein.

NOW, THEREFORE, the undersigned, THEODORE R. ECK, for himself, his successors and assigns, and grantees, does hereby covenant that the use of the subject premises shall be restricted in the following manner:

1. The subject premises will not be used as a buildable site for any construction unless and until the subject premises shall have been properly subdivided in accordance with the Lake Bluff Subdivision Ordinance or unless otherwise permitted by the Board of Trustees of the Village of Lake Bluff.

2. These covenants of the undersigned shall run with

the land and shall be binding upon the undersigned, his successors and assigns, his personal representative, and all parties claiming by, through or from him and shall be construed as real covenants running with the land. These covenants shall run to the benefit of the Village of Lake Bluff, a Municipal Corporation, which may enforce the terms by appropriate form of action at law or in equity in any court of competent jurisdiction. Said covenants may only be released or amended by action of the Board of Trustees of the Village of Lake Bluff, Illinois.

*Theodore R. Eck*  
\_\_\_\_\_  
THEODORE R. ECK

↓ Prepared By and  
When Recorded Mail To:  
HERBERT J. LINN  
Pedersen & Houpt  
180 North LaSalle Street  
Suite 3400  
Chicago, Illinois 60601

PAID



**Brandon Stanick**

---

**From:** Christopher Burke <cburke@matrixcapital.com>  
**Sent:** Friday, July 08, 2016 3:57 PM  
**To:** Brandon Stanick  
**Cc:** Marguerite Burke; karl  
**Subject:** 515 Cambridge Lane ( 525 Cambridge Lane - new lot)

Brandon - I am writing to request that the Village Board waive the second reading requirement for our plan of subdivision submission. We are trying to get the most out of this construction season so we can be closed up by winter. As of now I am not aware of any objections to our plan either by staff or the Zoning Board.

Thank you and the Board for your consideration of our request.

Christopher and Marguerite Burke

Christopher J. Burke  
*Managing Director*



Matrix Capital Advisors  
200 S. Wacker Drive, Suite 680  
Chicago, Illinois 60606  
P: 312.612.6110  
cburke@matrixcapital.com  
matrixcapital.com