

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

Monday, March 28, 2016

7:00 P.M.

40 East Center Avenue  
Village Hall Board Room

**AGENDA**

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. AWARDS AND PROCLAMATIONS

- a) A Proclamation Designating April 2016 as "Fair Housing Month"

4. CONSIDERATION OF THE MARCH 14, 2016 VILLAGE BOARD MEETING

5. 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.

6. 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.

7. VILLAGE FINANCE REPORT

- a) Warrant Report for March 16-31, 2016

8. VILLAGE ADMINISTRATOR'S REPORT

- a) Request from the Lake Bluff Park District to Waive Building Permit Fees for the Installation of Emergency Lights in the Blair Recreation Center  
b) Request from the Lake Bluff Park District to Waive Building Permit Fees for the Resurfacing of the Tennis Courts in Artesian Park

9. VILLAGE ATTORNEY'S REPORT

10. VILLAGE PRESIDENT'S REPORT

CONSENT AGENDA

11. ACCEPTANCE OF THE CORRESPONDENCE

Please note all correspondence was delivered to the Village Board of Trustees in the Informational Reports on March 11 and 18, 2016.

12. A RESOLUTION REALLOCATING THE 2016 VILLAGE OF LAKE BLUFF VOLUME CAP TO THE VILLAGE OF BUFFALO GROVE, ILLINOIS (Host Community of the Lake County Private Activity Bond Clearinghouse)
13. SECOND READING OF AN ORDINANCE GRANTING VARIATIONS FROM THE VILLAGE'S MAXIMUM FLOOR AREA AND SIDE YARD SETBACK REGULATIONS (611 E. Prospect Avenue)
14. SECOND READING OF AN ORDINANCE AMENDING THE ADMINISTRATIVE AND ENFORCEMENT PROVISIONS OF THE VILLAGE'S BUILDING REGULATIONS
15. SECOND READING OF AN ORDINANCE COMPREHENSIVELY AMENDING TITLE IX OF THE LAKE BLUFF MUNICIPAL CODE TO UPDATE NEW BUILDING, CONSTRUCTION AND DEVELOPMENT STANDARDS

OTHER BUSINESS

16. A RESOLUTION APPROVING THE VILLAGE OF LAKE BLUFF 2016-2017 OFFICIAL PAY PLAN
17. AN ORDINANCE AMENDING TITLE 1 OF THE MUNICIPAL CODE OF THE VILLAGE OF LAKE BLUFF REGARDING THE COMPREHENSIVE FEE SCHEDULE
18. AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO LAKE EFFECT HOLDINGS, LLC TO PERMIT OPERATION OF AN EATING PLACE WITHOUT A DRIVE-THROUGH FACILITY AND APPROVING A SITE PLAN AT 600 WALNUT AVENUE (Hansa Coffee)
19. SECOND READING OF AN ORDINANCE ADOPTING THE BIENNIAL BUDGET FOR THE VILLAGE OF LAKE BLUFF FOR THE FISCAL YEARS COMMENCING MAY 1, 2016 AND ENDING APRIL 30, 2018
20. TRUSTEE'S REPORT
21. EXECUTIVE SESSION
22. CONSIDERATION OF THE MINUTES OF THE MARCH 14, 2016 EXECUTIVE SESSION MEETING
23. 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.

*P R O C L A M A T I O N*

**Designating April 2016 as “Fair Housing Month”**

**WHEREAS**, April 11, 2016, marks the 48<sup>th</sup> anniversary of the passage of the U.S. Fair Housing Law, Title VIII of the Civil Rights Act of 1968, as amended, which enunciates a national policy of Fair Housing without regard to race, color, religion, sex, familial status, handicap and national origin, and encourages fair housing opportunities for all citizens; and,

**WHEREAS**, individuals in the State of Illinois have the right to choose where to live without discrimination based on race, color, religion, age (40 and over), sex (including sexual harassment and pregnancy), familial status, marital status, national origin/ancestry, disability, sexual orientation, gender identity, military status, unfavorable military discharge, and order of protection status; and,

**WHEREAS**, the National Association of Realtors code of ethics commits all Realtors to providing equal professional services without discrimination based on race, color, religion, sex, familial status, handicap, sexual orientation, gender identity, and national origin; and,

**WHEREAS**, acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness; and,

**WHEREAS**, the Village of Lake Bluff welcomes the opportunity to reaffirm our commitment to the principal of fair housing for all and is committed to all efforts that address discrimination in our communities, support all programs that will educate the public concerning their rights to equal housing opportunity and to assure every person their right to live free of the fear of housing discrimination.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, COUNTY OF LAKE, AND STATE OF ILLINOIS**, hereby proclaims April 2016, “Fair Housing Month” in the Village of Lake Bluff. This proclamation begins a year long commemoration of the U.S. Fair Housing Law in Lake Bluff and urge all citizens to wholeheartedly recognize this celebration throughout the year.

**PASSED** this \_\_\_ day of March, 2016.

ATTEST:

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

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

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
MARCH 14, 2016**

**DRAFT MINUTES**

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

Village President O'Hara called the meeting to order at 7:00 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  
John Josephitis  
William Meyer

Absent: Eric Grenier, Village Trustee

Also Present: Aaron Towle, Village Clerk  
Drew Irvin, Village Administrator  
Peter Friedman, Village Attorney  
Susan Griffin, Finance Director  
Jeff Hansen, Village Engineer  
Mike Croak, Building Codes Supervisor (BCS)  
David Belmonte, Police Chief  
Jake Terlap, Public Works Superintendent  
Franco Bottalico, Administrative Intern

**2. PLEDGE OF ALLEGIANCE**

President O'Hara led the Pledge of Allegiance.

**3. CONSIDERATION OF THE MINUTES**

Trustee Christensen moved to approve the February 20, 2016 Special Meeting and February 22, 2016 Board of Trustees Regular Meeting Minutes as presented. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

**4. 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.

President O'Hara recognized Lake Bluff Boy Scout Troop #42 and noted their attendance at tonight's meeting helps them earn the community citizen badge.

Ms. Kristin Ashley, President of Artists on the Bluff, read a letter thanking the Village for its support over the years and as a community partner for providing space for an art gallery, painting of two murals in the train station and supporting the Artists on the Bluff's arts festival each summer. She stated a rendering of the historic train station and a coloring book of local Lake Bluff scenes was given to Staff prior to the meeting. Ms. Ashley thanked the Village Board for their support over the years and provided a copy of the letter for the record.

## **5. VILLAGE BOARD SETS THE ORDER OF THE MEETING**

At the request of those present, Trustee Meyer moved to take Agenda Items #20, #11 and #12 then return to the regular order of the meeting. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

## **6. ITEM #20 – AN ORDINANCE GRANTING VARIATION FROM THE VILLAGE'S MAXIMUM FLOOR AREA AND SIDE YARD SETBACK REGULATIONS (611 E. Prospect Avenue)**

President O'Hara reported on January 27, 2016 the Village received a zoning application from Bruce and Jill Danly, property owners of 611 E. Prospect Avenue, requesting variations from the Village's maximum floor area regulations and the R-4 District minimum side yard setback regulations to remove and reconstruct a single story addition on the rear of the house to serve as a mudroom. The house was originally built in the 1880s and is a legal nonconforming structure because the house:

- exceeds the maximum floor area regulations by 1,000.41 sq. ft. (1,759.13 sq. ft. maximum allowed); and
- encroaches into the westerly side yard setback by 0.78 ft. (5.18 ft. minimum is required).

President O'Hara reported at its meeting on February 17<sup>th</sup> the Joint Plan Commission and Zoning Board of Appeals (PCZBA) conducted a public hearing and recommended the Village Board approve the following:

- A variation from the maximum floor area regulations of 1,017.98 sq. ft. (or a 57.87% variation); and
- A variation from the R-4 District minimum side yard setback regulations of .78 ft. (or a 15.38% variation)

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

Ayes: (5) Ankenman, Christensen, Dewart, Josephitis and Meyer  
Nays: (0)  
Absent: (1) Grenier

**7. ITEM #11 – A RESOLUTION APPROVING A SITE PLAN REVIEW FOR A PROPOSED GENERATOR AND FENCE AT BLAIR PARK LOCATED AT 355 W. WASHINGTON AVENUE**

President O’Hara reported the Lake Bluff Park District proposes to place a generator to the south of the Blair Park Recreation Center, east of the skate park, in order to provide emergency power during outages. The generator will be screened by a 6 foot wooden fence similar to the fence around the generator behind Village Hall. She further reported at their March 1, 2016 meeting, the Architectural Board of Review (ABR) recommended the Village Board approve the site plan for the fence and generator. In preparation for the Village Board’s consideration of the request, the neighboring property owners have been notified and a resolution has been prepared transmitting the ABR’s recommendation.

In response to a question from the Board, Lake Bluff Park District Superintendent of Facility Services Ed Heiser stated he is unaware of any comments regarding the generator. He stated the site plan presented tonight does not reflect the Park District’s intent to install the generator closer to the rear of the building.

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

Ayes: (5) Christensen, Dewart, Josephitis, Meyer and Ankenman  
Nays: (0)  
Absent: (1) Grenier

**8. ITEM #12 – A RESOLUTION APPROVING A SITE PLAN REVIEW FOR A FENCE AND LANDSCAPING FOR THE WADING POOL AT BLAIR PARK LOCATED AT 355 W. WASHINGTON AVENUE**

President O’Hara reported on September 28, 2015 the Village Board approved a site plan for the new swimming pool and wading pool at Blair Park. Per the recommendation of the ABR, the resolution called for the Park District to return for later approval of landscaping and the fence around the exterior of the wading pool. The Park District’s original proposal was to place a chain link fence around the exterior of the wading pool. At the suggestion of the ABR, they have revised the plan to use a more decorative aluminum fence in this location. The existing fence will remain around the main pool. She further reported at their March 1, 2016 meeting, the ABR recommended that the Village Board approve the amended site plan for the fence and landscaping. In preparation for the Village Board’s consideration of the request, the neighboring property owners have been notified and a resolution has been prepared transmitting the ABR’s recommendation.

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

Ayes: (5) Dewart, Josephitis, Meyer, Ankenman and Christensen  
Nays: (0)  
Absent: (1) Grenier

**9. ITEM #6A – WARRANT REPORT FOR MARCH 1-15, 2016 AND FEBRUARY 2016 PAYROLL EXPENDITURES**

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$289,965.01 for March 1-15, 2016.

President O'Hara reported expenditure of Village funds for payroll in the amount of \$255,089.49 for February 2016.

As such, the total Expenditures for this period is in the amount of \$545,054.50.

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

Ayes: (5) Josephitis, Meyer, Ankenman, Christensen and Dewart  
Nays: (0)  
Absent: (1) Grenier

#### **10. ITEM #6B – FEBRUARY 2016 FINANCIAL REPORT**

At President O'Hara's request, Finance Director Susan Griffin provided a brief summary of the February 2016 Finance Report highlighting major revenue sources and expenditures for the period:

- Sales tax revenue for May-November 2015 is \$1.66 million which is \$189,000 or 13% greater and home rule sales tax of \$453,000 is \$116,000 or 34% greater than the same period in 2014;
- Income tax receipts of \$468,000 for May 2015 – February 2016 is 11% greater than the same period in 2014-15;
- Building permit revenue projection has been revised from \$660,000 to \$500,000 as some anticipated building activity is not expected to commence before May 1<sup>st</sup>;
- Capital project expenditures exceed the same period in the prior fiscal year by \$552,000; and
- Water bill consumption is down 7.331 million gallons. This resulted in a decline in water sales of \$17,000 (after accounting for the change in water rates).

Staff continues to closely monitor the actions in Springfield and assess any implications to the Village including potential changes in State-shared revenue allocations, property tax limitation changes, or pension reform become law.

Trustee Christensen moved to accept the Finance Report. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

#### **11. ITEM #7A – VILLAGE ADMINISTRATOR'S REPORT REGARDING THE MANAGEMENT OF ELECTRONIC WASTE**

Village Administrator Drew Irvin reported the ability for Lake County residents to have E-waste drop-off facilities has diminished because the Solid Waste Agency of Lake County (SWALCO) cannot comply with the unanticipated costs associated with collecting electronics. SWALCO will continue to work with electronic manufacturers, legislators and recyclers to develop a sustainable solution to dispose of E-waste. Village Administrator Irvin reported when the Village had to stop offering a year-round drop off location for recycling old computers and electronics equipment at the Public Works Facility at the end of 2014, Lake Bluff residents were directed to dispose of E-waste at nearby Midwest Computer Recycling (101 Skokie Valley Road). Lake Bluff residents can continue to dispose of E-waste at Midwest Computer

Recycling (disposal of TVs include a charge up to \$20) or residents may want to call Groot (877-404-7668) to schedule a special home pick up. If residents contact Groot 24 hours before the standard collection day, Groot will collect six items of E-waste at the curb for a fee of \$30.00 (6 item limit can include one TV with a weight limit of 45 lbs.).

Trustee Dewart moved to accept the report. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

**12. ITEM #7B – VILLAGE ADMINISTRATOR’S REPORT REGARDING A REQUEST FROM THE LAKE BLUFF PARK DISTRICT TO WAIVE BUILDING PERMIT FEES FOR THE PADDLE COURT LIGHTS AT BLAIR PARK**

Village Administrator Irvin reported on March 7, 2016 the Village received a letter from Lake Bluff Park District Board President Rob Douglass requesting a waiver of all fees associated with the replacement of the Paddle Court lights at Blair Park (355 W. Washington Avenue). As the total cost of construction for this project is \$10,966, it is estimated that without a waiver, the permit fees for the project would be \$235. Similar requests have been considered on a case-by-case basis for other non-profit and governmental organizations.

Trustee Josephitis moved to waive the fees in the amount of \$235. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

Ayes:	(4)	Josephitis, Meyer, Christensen and Dewart
Nays:	(1)	Ankenman
Absent:	(1)	Grenier

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

Village Attorney Peter Friedman had no report.

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

President O’Hara reported Police Chief Belmonte urges all residents to enroll in the Village’s emergency notification system through CodeRED. The CodeRED Weather Warning system automatically notifies those registered of severe weather. She stated additional information regarding CodeRED is available on the Village’s website at *lakebluff.org*.

**15. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE**

President O’Hara introduced the correspondence from the Informational Reports on February 19, 26 and March 4, 2016.

In response to a comment from Trustee Ankenman, Village Administrator Irvin stated the absence of the March 11<sup>th</sup> Informational Report will be looked into.

Trustee Josephitis moved to accept the correspondence as submitted. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**16. ITEM #13 – A RESOLUTION APPROVING A SITE PLAN REVIEW FOR CHANGES TO THE EXTERIOR OF THE BUILDING FOR NORTSHORE DERMATOLOGY LOCATED AT 925 SHERWOOD DRIVE**

President O’Hara reported Northshore Dermatology (Petitioner) moved into the building at 925 Sherwood Drive early last year and came before the ABR and the Village Board in April and May of 2015 for approval of signs, standing seam metal canopies, sconce lights, and other improvements to the façade of building. The petitioner is requesting approval of three changes from the previous design. They are proposing to separate what was previously proposed to be one long canopy on the south façade into two shorter canopies. Portions of the façade that were previously proposed to be EIFS have instead been completed in lannon stone. This also results in a change to the corbeling at the top of the wall. Lastly, the sign on the south façade is made out of plexiglass instead of the aluminum that was proposed in the previous submittal. The size and shape of the sign remain the same. She further reported the ABR reviewed the proposed changes at its March 1, 2016 meeting and voted unanimously to recommend the Village Board approve the proposed changes. In preparation for the Village Board’s consideration of the request, the neighboring property owners have been notified and a resolution has been prepared transmitting the ABR’s recommendation.

In response to a comment from the Board, BCS Mike Croak stated the petitioner was not aware the proposed change from EIFS to lannon stone had to come back to the ABR for approval.

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

Ayes: (5) Dewart, Josephitis, Meyer, Ankenman and Christensen  
Nays: (0)  
Absent: (1) Grenier

**17. ITEM #14 – A RESOLUTION AUTHORIZING AND APPROVING EXECUTION OF A SMART-READY LED STREET LIGHTING PROGRAM PARTICIPATION AGREEMENT BETWEEN THE VILLAGE OF LAKE BLUFF AND COMMONWEALTH EDISON**

President O’Hara reported street lights throughout the Village, both the traditional neighborhood post lights and cobra head style lights, are owned and maintained by varying parties depending on the location. ComEd recently approached the Village regarding participation in the Smart-Ready LED Street Lighting Program. This program involves the conversion of 217 Com-Ed-owned cobra head style street lights with mercury vapor and high pressure sodium fixtures to Smart-Ready LED fixtures which should reduce the Village’s annual energy expenses by approximately \$7,300. In addition to the energy efficiencies, other benefits to the LED fixtures include: (i) the ability to modify the intensity of the light, (ii) the new fixtures are Dark Sky at night full cut-off style (very little light trespass), and (iii) the potential for future Village operational control of the fixtures.

President O’Hara reported the new Sustainability & Enhancement Ad Hoc Committee (SEC) discussed the program at their February 24, 2016 meeting and unanimously recommended the Village Board enter into the agreement. The SEC also suggested the Village develop a plan to convert all remaining street lights to LED for both aesthetic and energy savings purposes.

In response to a question from Trustee Josephitis, Public Works Superintendent Jake Terlap stated the 129 Village-owned street lights have been converted to LED. Currently, there are 29 lights in the business park which will be converted to cobra head lights and approximately 23 post top lights in the Sanctuary that needs to be converted.

Trustee Dewart asked how the bulbs relate to the ComEd franchise program. Village Administrator Irvin stated the LED conversion is not addressed in the franchise agreement, but an objective for ComEd to address energy saving programs. The program cost is covered by ComEd users and the goal is to address the statutory obligation to improve their sustainability.

As there were no further comments from the Board, Trustee Josephitis moved to adopt the resolution. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

**18. ITEM #15 – A RESOLUTION AUTHORIZING AN ANIMAL/RABIES CONTROL AGREEMENT BETWEEN THE VILLAGE OF LAKE BLUFF AND THE LAKE COUNTY HEALTH DEPARTMENT**

President O’Hara reported on January 28, 1991, the Village of Lake Bluff authorized an agreement with the Lake County Health Department for the purpose of providing animal and rabies control services. In order to improve services, such as increasing cat and dog registration compliance, the Lake County Board amends the agreement from time to time and asks municipalities to acknowledge and authorize any revisions. The most previous revision to the contract (chiefly concerning changes to service fees) was approved by the Village Board in February 2008. She further reported the revised Fee for Service Agreement and Animal Care and Control Fee Schedule went into effect January 1, 2016 and the Village is being asked to acknowledge and authorize the following revisions: (i) clarification of the type of services provided during and after business hours; and (ii) reduction in the fees for the pickup and impoundment of stray roaming cats.

President O’Hara reported historically, fees incurred by the Village under this service agreement are minimal and typically do not exceed \$500 in any one fiscal year. With the exception of the aforementioned amendments, the terms remain unchanged and the agreement will renew automatically until either party to the agreement provides a 30 day termination notice.

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

Ayes: (5) Ankenman, Christensen, Dewart, Josephitis and Meyer  
Nays: (0)  
Absent: (1) Grenier

**19. ITEM #16 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH SCHROEDER & SCHROEDER, INC OF SKOKIE, ILLINOIS, FOR THE VILLAGE OF LAKE BLUFF’S FY2016 PORTLAND CEMENT CONCRETE (PCC) SIDEWALK REPLACEMENT PROJECT**

President O’Hara reported on March 9, 2016, bids were opened in the Board Room of the Lake Bluff Village Hall (40 E. Center Avenue) for the Village’s FY2016 Concrete Sidewalk Replacement Project. A total of five bids were received. The lowest responsive bid was submitted by Schroeder & Schroeder,

Inc. of Skokie, Illinois, in the total amount is \$28,320.00. The Village's FY2017-2018 Proposed Biennial Budget includes a total of \$35,000 for the miscellaneous sidewalk replacement work which is \$6,680 greater than the low bid amount of Schroeder and Schroeder, Inc. She further reported the remaining budget amount is intended to be expended by increasing the quantities of sidewalk replacement in this contract and other miscellaneous sidewalk repairs. Schroeder and Schroeder has successfully completed numerous concrete sidewalk replacement projects for the Village in the past. The Village Engineer is recommending that an award be made to Schroeder & Schroeder, Inc. in the total low bid amount of \$28,320.00.

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

Ayes: (5) Christensen, Dewart, Josephitis, Meyer and Ankenman  
Nays: (0)  
Absent: (1) Grenier

**20. ITEM #17 – A PUBLIC HEARING CONCERNING THE VILLAGE OF LAKE BLUFF  
PROPOSED FISCAL YEARS 2017-18 BIENNIAL BUDGET**

President O'Hara reported, as required by law, the Village must hold a public hearing on the Tentative Biennial Budget after which hearing the budget may be revised and passed without any further inspection, notice or hearing. Consistent with past practice, first reading of the budget ordinance will follow this public hearing with second reading and adoption of the budget anticipated at the next Board meeting on March 28<sup>th</sup>. Notice of this hearing was published in the Pioneer Press – Lake Forester on March 3, 2016.

President O'Hara declared the public hearing open.

Finance Director Griffin stated this is the Village's first time submitting a two year budget commencing with the period beginning May 1, 2016 and end April 30, 2018. She presented information on the FY2017-18 Biennial Budget noting the primary budget objectives, main types of funds, the operating and capital budgets (including the library funds), expenditures by category, personnel projections and the projected revenue sources. She presented a slide showing the five year history of the major revenue sources and discussed assumptions used in developing the current year projections.

- The total budget proposed for FY2017 is \$13.04 million resulting in a 4.1% increase from the previous fiscal year;
- The total budget proposed for FY2018 is \$12.97 million resulting in a 0.5% decrease from the previous fiscal year;
- The operating budget for FY2017 is \$10.77 million resulting in a 1.8% increase from the previous fiscal year;
- The operating budget for FY2018 is \$10.966 million resulting in a 1.8% increase from the previous fiscal year;
- The Library's total budget proposed for FY2017 is \$1.006 million resulting in a 7.1% increase from the previous fiscal year; and
- The Library's total budget proposed for FY2018 is \$960 thousand resulting in a 4.6% decrease from the previous fiscal year.

Finance Director Griffin presented a slide showing the general fund balance revenues, expenditures, interfund transfers out and estimated fund balance for FY2016, FY2017 and FY2018.

Finance Director Griffin presented a slide showing the proposed capital expenditures by type for FY2017 and FY2018 and detailed the following major capital expenditures: (i) street rehabilitation and roadway improvements - \$550,000 (FY2017 and FY2018), (ii) Moffett/E. Witchwood Sanitary Sewer - \$80,000 (FY2017) and \$800,000 (FY2018), (iii) E. Prospect Sanitary Sewer - \$60,000 (FY2017) and \$400,000 (FY2018), (iv) vehicles, equipment and technology replacements - \$441,000 (FY2017) and \$340,000 (FY2018), (v) water meter auto read conversion - \$375,000 (FY2017), (vi) W. Sheridan Place open space water main extension - \$400,000 (FY2017), (vii) sanitary sewer lift station improvements - \$198,000 (FY2017) and \$150,000 (FY2018), (viii) building maintenance and ADA improvements - \$167,000 (FY2017) and \$66,000 (FY2018), (ix) pedestrian bicycle path Sheridan Road/Public Safety building connection - \$132,000 (FY2017) and (x) corridor improvements, gateway signage and Center/Scranton streetscape improvements - \$82,000.

Finance Director Griffin stated the Water Fund retail rate is recommended to increase from \$6.95 to \$7.10 per thousand gallons in FY2017 and projects to be \$7.25 in FY2018 and that the CLCJAWA wholesale water rate is expected to increase from \$2.68 to \$2.73 per thousand gallons. The Water Fund policy is to maintain a rate that covers the wholesale rate, billing and reading costs, and annual capital maintenance. She concluded her presentation by sharing a chart of the 2014 property tax rates for all taxing bodies impacting Lake Bluff property owners. She noted the Village represents 9% and the Library represents 3% of the total tax bill. The combined elementary school and high school districts account for approximately 60% of the total tax bill.

Finance Director Griffin thanked Staff for their diligent efforts in preparing the two year budget and the Board for their support as we continue to work together to ensure the financial stability of the community.

Trustee Josephitis asked if all the current meters would be converted to automatic read meters. Finance Director Griffin stated the meters are comprised of the meter and transmitter. Although each home is not required to have the interior meter replaced, the transmitter must be installed to obtain the reading.

Finance Committee Chair Christensen thanked Staff for preparing the biennial budget.

As there was no public comments, President O'Hara closed the public hearing.

**21. ITEM #18 – AN ORDINANCE ADOPTING THE BIENNIAL BUDGET FOR THE VILLAGE OF LAKE BLUFF FOR THE FISCAL YEARS COMMENCING MAY 1, 2016 AND ENDING APRIL 30, 2018**

President O'Hara reported this tentative budget, in the amount of **\$14,043,941** plus **\$1,192,218** in inter-fund transfers for FY2017 and **\$13,934,293** plus **\$1,241,853** in inter-fund transfers for FY2018, includes the Village of Lake Bluff funds and the Lake Bluff Public Library funds.

President O'Hara reported the operating budget (all costs except capital and contingency) for the Village and the Library is \$10.774 million for FY2017 and \$10.966 million for FY2018, both years representing a 1.8% increase from the previous year budget.

In addition, President O'Hara reported locally, the economic climate improved in the prior fiscal year as evidenced by the 7% rise in income tax receipts estimated for FY2016; however, there continues to be significant concerns regarding the state's fiscal management and its potential effect on the municipal allocation of state-shared revenues such as income, sales, personal property replacement, and motor fuel taxes. She further reported on February 12, 2016 the Village Finance Committee discussed and recommended approval of this tentative budget document.

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

Ayes: (5) Dewart, Josephitis, Meyer, Ankenman and Christensen  
Nays: (0)  
Absent: (1) Grenier

**22. ITEM #19 – ORDINANCES ADOPTING UPDATED BUILDING REGULATIONS (Title 9 Lake Bluff Municipal Code)**

President O'Hara reported Village policy is to consider the adoption of the latest building codes every three to four years in order to stay current with the latest technology and best practices in the industry. Accordingly, Staff has prepared the attached recommended changes to Village Ordinances to adopt the new codes. As was true in previous years, the model codes under consideration are published by the International Code Council (ICC) and the National Fire Protection Association (NFPA), or in the case of the Plumbing Code and the Accessibility Code, by the State of Illinois. She further reported the ABR discussed the proposed changes at their meetings on January 5 and February 2, and held a public hearing regarding the proposed changes on March 1, 2016. The ABR heard no objections or comment from public at the discussions or public hearing. The technical details of the latest editions of the codes are summarized in the attached memo.

President O'Hara reported Staff recommends the amendments to Chapter 1 (Administration and Enforcement) of Title IX relating to permit renewals be effective immediately after second reading in order to allow people to renew expiring permits in accordance with our new procedures as soon as possible. Approval by the State of Illinois Department of Public Health is required for the Plumbing Code amendments. After the first reading of the ordinance amending the Plumbing Code, Staff will send the ordinance to the State for approval. The Plumbing Code amendments will return to the Village Board for second reading after the State's consideration. Staff recommends the remaining amendments, relating to adopting the 2015 Codes in Chapter 2-5 and Chapter 7-18, be adopted with an effective date of July 1, 2016. This will allow people who have already begun designs to submit under the existing codes.

BCS Croak reviewed an ordinance amending the administrative and enforcement provisions of the Village's Building Regulations and noted the most significant change concerns permit renewals.

BCS Croak reviewed an ordinance amending Title IX of the Lake Bluff Municipal Code to adopt local amendments to the Illinois Plumbing Code and noted State Law requires any community that uses Lake Michigan water to establish plumbing code amendments requiring new plumbing fixtures to be water sense labeled for water conservation and to prohibit the irrigation of lawns during a six hour time period in the middle of the day. Currently, Village Code prohibits watering for a five hour time period from 12:01 to 5:00 p.m. and Staff recommends amending the irrigation hours to 11:00 a.m. to 5:00 p.m. In

addition, he stated the Plumbing Code amendments will return to the Village Board for second reading after it receives approval from the State.

BCS Croak reviewed an ordinance comprehensively amending Title IX of the Lake Bluff Municipal Code to update new building, construction and development standards. Staff recommends removal of the amendment to the International Building Code that required fire partitions to be masonry and propose the adoption of the 2015 International Energy Conservation Code.

Trustee Dewart inquired of the use of polyethylene tubing for water supply. BCS Croak stated the 2014 edition of the State Plumbing Code allowed the polyethylene tubing; however, due to concerns expressed for the tubing Staff recommends no changes and to keep the existing Village Code amendment requiring copper pipes for the Village's water supply.

As there were no further comments from the Board, Trustee Ankenman moved to approve first reading of the ordinance amending the administrative and enforcement provisions of the Village's Building Regulations. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Josephitis, Meyer, Ankenman, Christensen and Dewart  
Nays: (0)  
Absent: (1) Grenier

Trustee Dewart moved to approve first reading of the ordinance amending Title IX of the Lake Bluff Municipal Code to adopt local amendments to the Illinois Plumbing Code. Trustee Meyer seconded the motion.

Trustee Josephitis moved to amend the ordinance to include the provision limiting irrigation to a six hour time period from 11:00 a.m. to 5:00 p.m. Trustee Christensen seconded the motion. The motion passed on a unanimous voice vote.

Following a brief discussion, first reading of the ordinances passed on the following roll call vote:

Ayes: (5) Josephitis, Meyer, Ankenman, Christensen and Dewart  
Nays: (0)  
Absent: (1) Grenier

Trustee Josephitis moved to approve first reading of an ordinance comprehensively amending Title IX of the Lake Bluff Municipal Code to update new building, construction and development standards. Trustee Christensen seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Meyer, Ankenman, Christensen, Dewart and Josephitis  
Nays: (0)  
Absent: (1) Grenier

**23. ITEM #21 – TRUSTEE’S REPORT**

There was no Trustee's report.

**24. ITEM #22 – EXECUTIVE SESSION**

At 9:18 p.m. Trustee Christensen moved to enter into Executive Session for the purpose of discussing Property Disposition (5 ILCS 120/2(c)(6)) and Executive Session Minutes (5 ILCS 120/2(c)(21)). Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Ankenman, Christensen, Dewart, Josephitis and Meyer  
Nays: (0)  
Absent: (1) Grenier

There being no further business to discuss, Trustee Ankenman moved to adjourn out of executive session. Trustee Josephitis seconded the motion and the motion passed on a unanimous voice vote at 10:00 p.m.

**25. ITEM #23 – CONSIDERATION OF THE FEBRUARY 22, 2016 EXECUTIVE SESSION MEETING MINUTES**

Trustee Christensen moved to approve the February 22, 2016 Executive Session Meeting Minutes as presented. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

**26. ITEM #24 – ADJOURNMENT**

Trustee Ankenman moved to adjourn the regular meeting. Trustee Josephitis seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 10:01 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: 7a**

**Subject:** WARRANT REPORT FOR MARCH 16-31, 2016

**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 \$178,429.83 for March 16-31, 2016.

**Total Expenditures of \$178,429.83**

**Reports and Documents Attached:**

1. Warrant Report for March 16-31, 2016 \$ 178,429.83 (dated 3/28/16)

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.

**Village Administrator's Recommendation:**

Approval of Warrant in the total amount of **\$178,429.83**

**Date Referred to Village Board:** 3/28/2016

DATE: 03/23/16  
TIME: 14:22:27  
ID: AP441000.WOW

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DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 03/28/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
121ELEV	121	ELEVATOR INCORPORATED					
2190	02/15/16	01	QTRLY ELEVATR MAINT:MAR-MAY 16	01-60-900-41000		03/28/16	551.50
				MAINTENANCE-BUILDING			
						INVOICE TOTAL:	551.50
						VENDOR TOTAL:	551.50
A PLUS	A PLUS BUILDING SERVICES						
8182	03/14/16	01	PSB CLEANING:APR 2016	01-70-930-41000		03/28/16	1,360.00
				MAINTENANCE-BUILDING			
		02	V HALL CLEANING:APR 2016	01-60-900-41000			490.00
				MAINTENANCE-BUILDING			
		03	DEPOT CLEANING:APR 2016	01-80-920-41000			200.00
				MAINTENANCE-BUILDING			
						INVOICE TOTAL:	2,050.00
						VENDOR TOTAL:	2,050.00
AASERVIC	AA SERVICE CO.						
225013	02/10/16	01	REP'R FURNANCE:PSB	01-70-930-41000		03/28/16	106.00
				MAINTENANCE-BUILDING			
						INVOICE TOTAL:	106.00
						VENDOR TOTAL:	106.00
ADP	ADP INC.						
470761223	03/18/16	01	PAYROLL PROCESSING:3/17/16	01-60-610-41304		03/28/16	187.95
				OTHER PROFESSIONAL SERVICE			
						INVOICE TOTAL:	187.95
						VENDOR TOTAL:	187.95
ADVBUSGR	ADVANCED BUSINESS GROUP LLC						
19328	03/15/16	01	POLICE T-1 LINE CHR:2/15-3/15	01-70-710-43210		03/28/16	387.88
				TELEPHONE			
						INVOICE TOTAL:	387.88
						VENDOR TOTAL:	387.88

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
AMERGAS AMERICAN GASES CORP.							
107272	02/29/16	01	OXYGEN TANKS:FIRE	01-70-730-43570		03/28/16	14.00
				OPERATING SUPPLIES			
						INVOICE TOTAL:	14.00
						VENDOR TOTAL:	14.00
AT & T AT & T							
1603 615-2726	03/04/16	01	LCL PH SRVC:WATER TOWER	46-80-800-43210		03/28/16	104.93
				TELEPHONE			
						INVOICE TOTAL:	104.93
						VENDOR TOTAL:	104.93
BAXTWOOD BAXTER & WOODMAN							
0185033	03/17/16	01	ENG SRVC'S:MOFFETT RD CULVERT	43-80-870-49000		03/28/16	1,860.00
				MOFFETT RD BOX CULVERT			
						INVOICE TOTAL:	1,860.00
0185034	03/17/16	01	BLOCK 3 TRIP GENERATION STUDY	01-80-890-41304		03/28/16	500.00
				OTHER PROFESSIONAL SERVICE			
						INVOICE TOTAL:	500.00
						VENDOR TOTAL:	2,360.00
CALLONE CALL ONE							
1010-9117-1602	02/15/16	01	POTS LINE:V HALL ELEVATOR	01-60-610-43210		03/28/16	26.80
				TELEPHONE			
		02	POTS LINE:DISPATCH	01-70-711-43210			109.51
				TELEPHONE			
		03	POTS LINE:FIRE	01-70-730-43210			61.79
				TELEPHONE			
		04	POTS LINE:PUB WKS	01-80-910-43210			171.11
				TELEPHONE			
						INVOICE TOTAL:	369.21
						VENDOR TOTAL:	369.21

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-----							
CARGILL CARGILL, INCORPORATED							
2902725638	03/02/16	01	ROAD SALT: 100.62 TONS	01-80-840-43580		03/28/16	6,782.80
				SNOW/ICE CONTROL MATERIALS			
						INVOICE TOTAL:	6,782.80
						VENDOR TOTAL:	6,782.80
CARQUEST CARQUEST OF LIBERTYVILLE							
14663-140176	02/17/16	01	CREDIT-CONTROL ARM ASSEMBLY	01-70-710-43640		03/28/16	-85.46
				MAINTENANCE SUPPLIES-VEHIC			
						INVOICE TOTAL:	-85.46
14663-141995	03/07/16	01	BRAKE PADS/ROTORS	01-70-710-43640		03/28/16	279.95
				MAINTENANCE SUPPLIES-VEHIC			
						INVOICE TOTAL:	279.95
14663-142090	03/08/16	01	HEADLAMP HARNESS	01-70-710-43640		03/28/16	11.62
				MAINTENANCE SUPPLIES-VEHIC			
						INVOICE TOTAL:	11.62
14663-142092	03/08/16	01	HEADLAMP HARNESS	01-70-710-43640		03/28/16	23.24
				MAINTENANCE SUPPLIES-VEHIC			
						INVOICE TOTAL:	23.24
						VENDOR TOTAL:	229.35
CHICCAN CHICAGO CANVAS & SUPPLY							
IN0105186	03/18/16	01	ROAD SALT TARP COVER	01-80-840-43690		03/28/16	1,585.00
				MAINTENANCE SUPPLIES-STREE			
						INVOICE TOTAL:	1,585.00
						VENDOR TOTAL:	1,585.00
COMED COM ED							
2030627002 1602	03/09/16	01	ELECTR:1 GR BAY RD SS#176	01-80-840-43230		03/28/16	55.32
				UTILITIES/STREET LIGHTS			

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
COMED	COM ED						
2030627002 1602	03/09/16	02	2/9-3/9/16	** COMMENT **		03/28/16	
						INVOICE TOTAL:	55.32
5190012013 1602	03/09/16	01	ELECTR:WALNUT PRKNG LOT LIGHTS	01-80-840-43230		03/28/16	74.87
		02	2/8-3/9/16	UTILITIES/STREET LIGHTS ** COMMENT **			
						INVOICE TOTAL:	74.87
						VENDOR TOTAL:	130.19
COMCAST COMCAST CABLE							
3-16-4/15/16	03/09/16	01	COMMUNITY ROOM INTERNET ACCESS	01-70-930-41300		03/28/16	129.85
		02	3/16-4/15/16	INTERNET/COMPUTER SERVICES ** COMMENT **			
						INVOICE TOTAL:	129.85
3/19-4/18/16	03/12/16	01	P WKS CABLE TV/INTERNET ACCESS	01-80-910-43210		03/28/16	130.00
		02	3/19-4/18/16	TELEPHONE ** COMMENT **			
						INVOICE TOTAL:	130.00
						VENDOR TOTAL:	259.85
DAILYHER DAILY HERALD							
3/26-5/20/16	03/18/16	01	DAILY HERALD DELIVERY:V HALL	01-60-600-42460		03/28/16	100.00
		02	3/26-5/20/16	PUBLICATIONS ** COMMENT **			
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
DELTADEN DELTA DENTAL							
831481	03/28/16	01	PPO DENTAL PREM:APR 2016	01-20-102-20000		03/28/16	3,391.77
				ACCOUNTS PAYABLE			
						INVOICE TOTAL:	3,391.77

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-----							
DELTADEN DELTA DENTAL							
831483	03/28/16	01	HMO DENTAL PREM:APR 2016	01-20-102-20000 ACCOUNTS PAYABLE		03/28/16	66.83
						INVOICE TOTAL:	66.83
						VENDOR TOTAL:	3,458.60
DONATISP DONATIS PIZZA							
FIN CMTE MTG 3/14	03/14/16	01	DINNER-FINANCE CMTE MTG 3/14	01-60-650-40800 BOARD/COMMITTEE RECOGNITIO		03/28/16	133.03
						INVOICE TOTAL:	133.03
						VENDOR TOTAL:	133.03
ELEVATOR ELEVATOR INSPECTION SERVICES							
58427	03/14/16	01	ELEVATOR INSPECTION	01-60-680-41301 BUILDING INSPECTIONS		03/28/16	80.00
						INVOICE TOTAL:	80.00
						VENDOR TOTAL:	80.00
EXCELLTD EXCEL LTD. INC.							
17055	03/09/16	01	REP'R CBD STREET LIGHT	01-80-840-41304 OTHER PROFESSIONAL SERVICE		03/28/16	329.77
						INVOICE TOTAL:	329.77
						VENDOR TOTAL:	329.77
FEECEOIL FEECE OIL COMPANY							
3407100	03/14/16	01	GASOLINE:1500 GALLONS	01-10-301-55100 GASOLINE INVENTORY		03/28/16	2,904.00
						INVOICE TOTAL:	2,904.00
3407101	03/14/16	01	DIESEL:1000 GALLONS	01-10-301-55100 GASOLINE INVENTORY		03/28/16	1,672.00
						INVOICE TOTAL:	1,672.00
						VENDOR TOTAL:	4,576.00

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
FRANKSWI WILLIAM Y. FRANKS							
FEB 2016	03/18/16	01	PROSECUTIONS-FEB 16	01-60-600-41351		03/28/16	1,573.00
				PROSECUTION SERVICES			
		02	PROP CODE/ZONING ISSUES:FEB 16	01-60-680-41350			52.00
				LEGAL SERVICE			
						INVOICE TOTAL:	1,625.00
JAN 2016	03/18/16	01	PROSECUTIONS-JAN 16	01-60-600-41351		03/28/16	2,119.00
				PROSECUTION SERVICES			
		02	PROP CODE/ZONING ISSUES:JAN 16	01-60-680-41350			39.00
				LEGAL SERVICE			
						INVOICE TOTAL:	2,158.00
						VENDOR TOTAL:	3,783.00
00000537 GEWALT HAMILTON ASSOC., INC.							
4478.002-39	03/08/16	01	ITEP SIDEWALK DESIGN	01-80-840-49214		03/28/16	1,243.33
				SIDEWALK ADDITIONS			
						INVOICE TOTAL:	1,243.33
4478.011-3	03/08/16	01	2016 ROADWY IMPROVEMENT DESIGN	01-80-840-49216		03/28/16	1,925.25
				STREET REHAB PROJECTS NON-			
						INVOICE TOTAL:	1,925.25
						VENDOR TOTAL:	3,168.58
GLOBALCO GLOBALCOM INC							
13067172	03/21/16	01	PRI/VOIP TELEPHONE SERVICE	01-60-600-43210		03/28/16	67.47
				TELEPHONE			
		02	PRI/VOIP TELEPHONE SERVICE	01-60-610-43210			67.47
				TELEPHONE			
		03	PRI/VOIP TELEPHONE SERVICE	01-60-680-43210			67.47
				TELEPHONE			
		04	PRI/VOIP TELEPHONE SERVICE	01-70-710-43210			67.47
				TELEPHONE			

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
GLOBALCO GLOBALCOM INC							
13067172	03/21/16	05	PRI/VOIP TELEPHONE SERVICE	01-70-711-43210 TELEPHONE		03/28/16	89.95
		06	PRI/VOIP TELEPHONE SERVICE	01-70-730-43210 TELEPHONE			44.97
		07	PRI/VOIP TELEPHONE SERVICE	01-80-910-43210 TELEPHONE			44.97
						INVOICE TOTAL:	449.77
						VENDOR TOTAL:	449.77
GRAINGER W. W. GRAINGER, INC.							
9055945027	03/17/16	01	LIFT STN ELECTRICAL RELAYS	01-80-890-45900 MINOR EQUIPMENT		03/28/16	29.82
						INVOICE TOTAL:	29.82
						VENDOR TOTAL:	29.82
GRIFFINS SUSAN GRIFFIN							
DNS WEB FORWARDING	02/15/16	01	WEB FORWARDNG FOR DOMAIN NAMES	01-60-610-41300 COMPUTER SERVICES		03/28/16	47.97
						INVOICE TOTAL:	47.97
DOMAIN NAME RENEW	01/27/16	01	REIMBURSE DOMAIN NAME RENWL	01-60-610-41300 COMPUTER SERVICES		03/28/16	441.82
						INVOICE TOTAL:	441.82
						VENDOR TOTAL:	489.79
HAVEYCOM HAVEY COMMUNICATIONS, INC.							
6261	03/10/16	01	REMOVE EQUIPMENT:OLD SQD #24	01-70-710-43570 OPERATING SUPPLIES		03/28/16	350.00
						INVOICE TOTAL:	350.00
						VENDOR TOTAL:	350.00
HOLLAND HOLLAND & KNIGHT LLP							

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INVOICES DUE ON/BEFORE 03/28/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
HOLLAND HOLLAND & KNIGHT LLP							
FEB 2016	03/07/16	01	LEGAL SERVICES:FEB 16	01-60-600-41350		03/28/16	15,666.36
				LEGAL SERVICES			
		02	STONEBRDG/ROANOKE:FEB 16	01-20-202-20535			850.00
				ZONING ESCROW-SUNCAL/STONE			
		03	VLADS GYM:FEB 16	01-20-202-20591			405.00
				ZONING ESCR-910 SHERWD DR,			
		04	611 E PROSPECT:FEB 16	01-20-202-20592			648.00
				ZONING ESCROW-611 E. PROSP			
						INVOICE TOTAL:	17,569.36
						VENDOR TOTAL:	17,569.36
ICMA RET ICMA RETIREMENT TRUST 457							
3/17 PAYROLL DEDUCT	03/17/16	01	3/17 'EE PAYROLL DEDUCTION	01-20-102-45000		03/28/16	168.84
				ICMA 457 PLAN PAYABLE			
		02	3/17 'EE PAYROLL DEDUCTION	01-20-102-45000			422.08
				ICMA 457 PLAN PAYABLE			
		03	3/17 'EE PAYROLL DEDUCTION	01-20-102-45000			201.29
				ICMA 457 PLAN PAYABLE			
		04	3/17 'EE PAYROLL DEDUCTION	01-20-102-45000			211.04
				ICMA 457 PLAN PAYABLE			
		05	3/17 'EE PAYROLL DEDUCTION	01-20-102-45000			422.08
				ICMA 457 PLAN PAYABLE			
						INVOICE TOTAL:	1,425.33
3/17/16 W/H	03/17/16	01	3/17 'EE W/H	01-20-102-45000		03/28/16	2,946.22
				ICMA 457 PLAN PAYABLE			
						INVOICE TOTAL:	2,946.22
						VENDOR TOTAL:	4,371.55
IFOP IL FRATERNAL ORDER OF POLICE							
3/17 W/H	03/17/16	01	'EE W/HELD FOP DUES:3/17/16	01-20-102-49000		03/28/16	279.50
				UNION DUES PAYABLE			
						INVOICE TOTAL:	279.50

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
IFOP IL FRATERNAL ORDER OF POLICE							
3/3 W/H	03/03/16	01	'EE W/HELD FOP DUES:3/3/16	01-20-102-49000 UNION DUES PAYABLE		03/28/16	279.50
						INVOICE TOTAL:	279.50
						VENDOR TOTAL:	559.00
M							
ILSECST ILLINOIS SECRETARY OF STATE							
POLICE 2016 TAHOE	03/16/16	01	REG'N/PLATES:2016 CHEV TAHOE-	01-70-710-43640 MAINTENANCE SUPPLIES-VEHIC		03/28/16	105.00
		02	POLICE	** COMMENT **			
						INVOICE TOTAL:	105.00
						VENDOR TOTAL:	105.00
M							
ILCENTRA ILLINOIS CENTURY NETWORK							
T1626370	03/14/16	01	INTERNET SRVC PROVIDER:FEB 16	01-60-610-41300 COMPUTER SERVICES		03/28/16	76.00
						INVOICE TOTAL:	76.00
						VENDOR TOTAL:	76.00
ILFIRESE ILLINOIS FIRE SERVICE							
DUES:GUSTERINE	03/15/16	01	MEMBERSHIP DUES:GUSTERINE	01-70-730-42440 DUES		03/28/16	35.00
						INVOICE TOTAL:	35.00
						VENDOR TOTAL:	35.00
IUOEADM INT'L UNION OF OPER ENGINEERS							
3/17 W/H	03/17/16	01	3/17 'EE IUOE ADMIN DUES	01-20-102-49000 UNION DUES PAYABLE		03/28/16	374.00
						INVOICE TOTAL:	374.00
						VENDOR TOTAL:	374.00
IUOEMEMB INT'L UNION OF OPER ENGINEERS							

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TIME: 14:22:28  
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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
IUOEMEMB INT'L UNION OF OPER ENGINEERS							
3/17 W/H	03/17/16	01	3/17 'EE IUOE MEMBERSHIP DUES	01-20-102-49000		03/28/16	82.39
				UNION DUES PAYABLE			
						INVOICE TOTAL:	82.39
						VENDOR TOTAL:	82.39
JGUNIFOR J.G. UNIFORMS, INC.							
41727	03/08/16	01	UNIFORMS:OFCR SZALKOWSKI	01-70-710-42420		03/28/16	211.04
				UNIFORMS			
						INVOICE TOTAL:	211.04
						VENDOR TOTAL:	211.04
00000855 LAKE BLUFF GARDEN CLUB							
#1 LB GARDEN CLUB	03/22/16	01	SPECIAL VEH STICKER DONATIONS	01-20-202-20450		03/28/16	2,880.00
		02	3/14-3/22/16	OUTSIDE ORGANIZATION DONAT			
				** COMMENT **			
						INVOICE TOTAL:	2,880.00
						VENDOR TOTAL:	2,880.00
LBPARKDI LAKE BLUFF PARK DISTRICT							
95 CLAY CT IMPACT	03/04/16	01	IMPACT FEE:95 CLAY CT	01-40-603-78500		03/28/16	15,454.22
				NAPERVILLE CONTRIBUTIONS			
						INVOICE TOTAL:	15,454.22
						VENDOR TOTAL:	15,454.22
POLPEN LAKE BLUFF POLICE PENSION FUND							
3/17/16 W/H	03/17/16	01	3/17 'EE POLPEN W/HELD	01-20-102-45500		03/28/16	4,974.68
				POLICE PENSION EE CONTRIBU			
						INVOICE TOTAL:	4,974.68
						VENDOR TOTAL:	4,974.68
LBSCHOOL LAKE BLUFF SCHOOL DIST. 65							

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-----							
LBSCHOOL LAKE BLUFF SCHOOL DIST. 65							
95 CLAY CT IMPACT	03/04/16	01	IMPACT FEE:95 CLAY CT	01-40-603-78500		03/28/16	9,068.76
				NAPERVILLE CONTRIBUTIONS			
						INVOICE TOTAL:	9,068.76
						VENDOR TOTAL:	9,068.76
LF CITY CITY OF LAKE FOREST							
17031	03/11/16	01	AMBULANCE CALLS FY16 3RD QTR	01-70-730-41301		03/28/16	64,821.00
				AMBULANCE SERVICE CONTRACT			
						INVOICE TOTAL:	64,821.00
						VENDOR TOTAL:	64,821.00
LFHIGHSC LAKE FOREST SCHOOL DIST 115							
95 CLAY CT IMPACT	03/04/16	01	IMPACT FEE:95 CLAY CT	01-40-603-78500		03/28/16	4,121.30
				NAPERVILLE CONTRIBUTIONS			
						INVOICE TOTAL:	4,121.30
						VENDOR TOTAL:	4,121.30
LFPOSTOF LAKE FOREST POST OFFICE							
MAIL PERMIT #29	03/17/16	01	ANN'L MAIL PERMIT #29	01-60-600-43300		03/28/16	225.00
				POSTAGE			
						INVOICE TOTAL:	225.00
						VENDOR TOTAL:	225.00
LECHNER LECHNER & SONS UNIFORM RENTAL							
2136493	03/11/16	01	UNIFORMS: FORESTRY	01-80-860-42420		03/28/16	4.79
				UNIFORMS			
		02	UNIFORMS: STREETS	01-80-840-42420			25.00
				UNIFORMS			
		03	UNIFORMS: SEWERS	01-80-890-42420			1.72
				UNIFORMS			

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-----							
LECHNER LECHNER & SONS UNIFORM RENTAL							
2136493	03/11/16	04	UNIFORMS: PUB WKS	01-80-910-42420		03/28/16	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
2138893	03/18/16	01	UNIFORMS: FORESTRY	01-80-860-42420		03/28/16	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
						VENDOR TOTAL:	115.82
LINCOLN LINCOLN NATIONAL LIFE INS. CO.							
APR 2016	03/28/16	01	GR TERM LIFE PREM:APR 2016	01-20-102-20000		03/28/16	826.72
				ACCOUNTS PAYABLE			
						INVOICE TOTAL:	826.72
						VENDOR TOTAL:	826.72
LURVEYLA LURVEY LANDSCAPE SUPPLY							
T6-10043594	03/14/16	01	GRASS SEED	01-80-870-43680		03/28/16	136.25
				MAINTENANCE SUPPLIES-GROUN			
						INVOICE TOTAL:	136.25
						VENDOR TOTAL:	136.25

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MAILFINA MAILFINANCE							
N5844854	03/17/16	01	POSTAGE METER MAINT:1/19-4/18	01-60-610-41200		03/28/16	298.98
				MAINTENANCE EQUIPMENT			
						INVOICE TOTAL:	298.98
						VENDOR TOTAL:	298.98
MC MASTE MC MASTER-CARR SUPPLY CO.							
51902366	03/09/16	01	REP'R PARTS:SEWER JET HOSE	01-80-890-43650		03/28/16	34.97
				MAINTENANCE SUPPLIES-EQUIP			
						INVOICE TOTAL:	34.97
						VENDOR TOTAL:	34.97
MINNLIFE MINNESOTA LIFE							
MAR 2016	03/07/16	01	IND LIFE PREM:FINANCE-MAR 16	01-60-610-40420		03/28/16	204.67
				LIFE INSURANCE			
		02	IND LIFE PREM:ADMIN-MAR 16	01-60-600-40420			97.95
				LIFE INSURANCE			
		03	IND LIFE PREM:POLICE-MAR 16	01-70-710-40420			85.75
				LIFE INSURANCE			
		04	IND LIFE PREM:PRK DIST-MAR 16	01-10-201-37200			36.09
				DUE FROM PARK DISTRICT			
						INVOICE TOTAL:	424.46
						VENDOR TOTAL:	424.46
MOUNTJAS JASON MOUNT							
CHILD SFTY RECERT	03/17/16	01	CHILD SFTY SEAT RECERTIFICATN	01-70-710-42400		03/28/16	50.00
				TRAINING/EDUCATION			
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
MYERSTIR MYERS TIRE - CHICAGO							
61202120	03/14/16	01	TIRE PATCHES	01-60-680-43640		03/28/16	32.92
				MAINTENANCE SUPPLIES-VEHIC			
						INVOICE TOTAL:	32.92
						VENDOR TOTAL:	32.92

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
NCCPETER NCC PETERSEN PRODUCTS							
69458	03/17/16	01	16 OZ FOAM CUPS:PUB WKS	01-80-910-43660		03/28/16	52.61
				MAINTENANCE SUPPLIES-BLDG			
						INVOICE TOTAL:	52.61
						VENDOR TOTAL:	52.61
NOSHRWAT NORTH SHORE WATER RECLAMATION							
3234093	03/05/16	01	WSTWATER TREATMENT:VILL HALL	01-60-900-43230		03/28/16	9.28
		02	11/13/15-2/5/16	UTILITIES ** COMMENT **			
						INVOICE TOTAL:	9.28
3234095	03/05/16	01	WASTEWTR TREATMENT:PSB	01-70-930-43230		03/28/16	55.68
		02	10/27/15-2/4/16	UTILITIES ** COMMENT **			
						INVOICE TOTAL:	55.68
						VENDOR TOTAL:	64.96
PACIFICT PACIFIC TELEMAGEMENT SERVICE							
824512	03/17/16	01	PAY PH:PSB LOBBY-APR 2016	01-70-710-43210		03/28/16	76.50
		02	PAY PH:JAIL INTAKE-APR 2016	TELEPHONE 01-70-710-43210 TELEPHONE			76.50
						INVOICE TOTAL:	153.00
						VENDOR TOTAL:	153.00
PARAMICR PARAGON MICRO INC.							
642602	03/10/16	01	USB FLASH DRIVES:POLICE	01-70-710-45900		03/28/16	850.00
				MINOR EQUIPMENT			
						INVOICE TOTAL:	850.00
						VENDOR TOTAL:	850.00
PARTSMAR PARTSMART CORPORATION							

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PARTSMAR PARTSMART CORPORATION							
0597844-IN	03/03/16	01	REP'R PART:COM DEVELOP PRINTER	01-60-680-43550		03/28/16	16.63
				OFFICE SUPPLIES			
						INVOICE TOTAL:	16.63
						VENDOR TOTAL:	16.63
PETTIBON P. F. PETTIBONE & CO.							
35284	03/15/16	01	MINUTE PAPER:VILL HALL	01-60-600-43550		03/28/16	46.85
				OFFICE SUPPLIES			
						INVOICE TOTAL:	46.85
						VENDOR TOTAL:	46.85
PREMIERD PREMIER DOOR CORPORATION							
13794	03/07/16	01	REP'R FIRE BAY MIDDLE DOOR	01-70-930-41000		03/28/16	120.00
				MAINTENANCE-BUILDING			
						INVOICE TOTAL:	120.00
						VENDOR TOTAL:	120.00
RELADYNE RELADYNE,LLC							
0950633-IN	03/15/16	01	55 GAL DRUM 5W30 MOTOR OIL	01-80-840-43560		03/28/16	489.50
				GASOLINE & OIL			
		02	55 GAL DRUM 15W40 MOTOR OIL	01-80-840-43560			527.45
				GASOLINE & OIL			
		03	DRUM DEPOSIT	01-80-840-43560			40.00
				GASOLINE & OIL			
		04	DRUM CREDIT	01-80-840-43560			-40.00
				GASOLINE & OIL			
						INVOICE TOTAL:	1,016.95
						VENDOR TOTAL:	1,016.95
REYNOLDS JIM REYNOLDS							
NIPAS TRNG	03/08/16	01	NIPAS TRNG:DETECTIVE REYNOLDS	01-70-710-42400		03/28/16	145.94
				TRAINING/EDUCATION			
						INVOICE TOTAL:	145.94
						VENDOR TOTAL:	145.94

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
RICOH RICOH USA, INC							
1061433484	03/14/16	01	TONER CARTRIDGE:VILL HALL	01-60-600-43550		03/28/16	92.47
				OFFICE SUPPLIES			
						INVOICE TOTAL:	92.47
						VENDOR TOTAL:	92.47
SERDARTI TIM SERDAR							
COAST GUARD REIMB	03/18/16	01	COAST GUARD PAY REIMBURSED TO	01-70-710-40000		03/28/16	5,077.21
		02	VILLAGE	** COMMENT **			
						INVOICE TOTAL:	5,077.21
						VENDOR TOTAL:	5,077.21
M							
SHERAUTO SHERIDAN AUTO PARTS							
897112	03/18/16	01	AIR,OIL & FUEL FILTERS	01-80-840-43640		03/28/16	135.05
				MAINTENANCE SUPPLIES-VEHIC			
						INVOICE TOTAL:	135.05
						VENDOR TOTAL:	135.05
STATEDIS STATE DISBURSEMENT UNIT							
3/17 PAYROLL DEDUCT	03/17/16	01	3/17 'EE PAYROLL DEDUCTION	01-20-102-51000		03/28/16	579.69
				WAGE ASSIGNMENT PAYABLE			
						INVOICE TOTAL:	579.69
						VENDOR TOTAL:	579.69
M							
SBOC SUBURBAN BUILDING OFFICIALS							
SBOC TRNG:CROAK	03/11/16	01	SBOC TRNG SEMINAR:CROAK	01-60-680-42400		03/28/16	125.00
				TRAINING/EDUCATION			
						INVOICE TOTAL:	125.00
						VENDOR TOTAL:	125.00
M							
TAXMAN TAXMAN CORPORATION LLC							

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
TAXMAN TAXMAN CORPORATION LLC							
H2O CREDIT BAL	03/18/16	01	H2O CREDIT BAL:201 S WKGN RD	46-40-403-45000		03/28/16	7,084.80
				WATER SALES			
						INVOICE TOTAL:	7,084.80
						VENDOR TOTAL:	7,084.80
TERMINAL TERMINAL SUPPLY CO.							
94682-00	03/10/16	01	ELECTRICAL/WIRING SUPPLIES	01-80-840-43650		03/28/16	191.66
				MAINTENANCE SUPPLIES-EQUIP			
						INVOICE TOTAL:	191.66
						VENDOR TOTAL:	191.66
THEEXCHA THE CHEVY EXCHANGE							
131584	03/15/16	01	TRANSMISSION REP'R:SQD #21	01-70-710-41100		03/28/16	728.09
				MAINTENANCE-VEHICLES			
						INVOICE TOTAL:	728.09
						VENDOR TOTAL:	728.09
UNCOFFEE UNITED COFFEE SERVICE, INC.							
556172	03/17/16	01	COFFEE SUPPLIES:PUB WKS	01-80-910-43660		03/28/16	179.85
				MAINTENANCE SUPPLIES-BLDG			
						INVOICE TOTAL:	179.85
						VENDOR TOTAL:	179.85
USPOSTAL UNITED STATES POSTAL SERVICE							
2016 MAR	03/14/16	01	POSTAGE:BUSINESS REPLY ACCT	46-80-800-43300		03/28/16	150.00
				POSTAGE			
						INVOICE TOTAL:	150.00
LANDSCAPING LETTER	03/14/16	01	POSTAGE:LANDSCAPING LETTER	01-60-600-43300		03/28/16	345.94
				POSTAGE			
						INVOICE TOTAL:	345.94

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
USPOSTAL UNITED STATES POSTAL SERVICE							
MAR 2016	03/10/16	01	POSTAGE:VEH LIC APPLICATIONS	01-60-600-43300		03/28/16	1,737.99
				POSTAGE			
						INVOICE TOTAL:	1,737.99
						VENDOR TOTAL:	2,233.93
LFLBUWAY UNITED WAY NORTH SHORE							
MAY 2015-APR 2016	03/28/16	01	UNITED WAY 'EE CONTRIBUTIONS	01-20-102-48000		03/28/16	130.00
				UNITED WAY PAYABLE			
						INVOICE TOTAL:	130.00
						VENDOR TOTAL:	130.00
VLBWATER VILLAGE OF LAKE BLUFF							
DEPOT H2O 1/27	02/25/16	01	WATER:DEPOT 10/15/15-1/27/16	01-80-920-43230		03/28/16	7.50
				UTILITIES			
						INVOICE TOTAL:	7.50
						VENDOR TOTAL:	7.50
VISIONSE VISION SERVICE PLAN							
APRIL 2016	03/16/16	01	VILLAGE VISION PREM:APR 2016	01-20-102-20000		03/28/16	303.08
				ACCOUNTS PAYABLE			
		02	PARK DIST VISION PREM:APR 2016	01-20-102-20000			122.13
				ACCOUNTS PAYABLE			
		03	LIBRARY VISION PREM:APR 2016	01-20-102-20000			56.99
				ACCOUNTS PAYABLE			
						INVOICE TOTAL:	482.20
						VENDOR TOTAL:	482.20
						TOTAL ALL INVOICES:	178,429.83

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
10	ASSETS		
FEECEOIL	FEECE OIL COMPANY	48,442.58	4,576.00
MINNLIFE	MINNESOTA LIFE	4,486.65	36.09
	ASSETS		4,612.09
20	LIABILITIES		
00000855	LAKE BLUFF GARDEN CLUB	5,860.17	2,880.00
DELTADEN	DELTA DENTAL	43,318.41	3,458.60
HOLLAND	HOLLAND & KNIGHT LLP	108,581.20	1,903.00
ICMA RET	ICMA RETIREMENT TRUST 457	89,753.53	4,371.55
IFOP	IL FRATERNAL ORDER OF POLICE	5,590.00	559.00
IUOEADM	INT'L UNION OF OPER ENGINEERS	7,281.50	374.00
IUOEMEMB	INT'L UNION OF OPER ENGINEERS	1,824.35	82.39
LFLBUWAY	UNITED WAY NORTH SHORE		130.00
LINCOLN	LINCOLN NATIONAL LIFE INS. CO.	5,787.04	826.72
POLPEN	LAKE BLUFF POLICE PENSION FUND	109,234.05	4,974.68
STATEDIS	STATE DISBURSEMENT UNIT	12,753.18	579.69
VISIONSE	VISION SERVICE PLAN	5,665.27	482.20
	LIABILITIES		20,621.83
40	REVENUE		
LBPARKDI	LAKE BLUFF PARK DISTRICT	46,362.66	15,454.22
LBSCHOOL	LAKE BLUFF SCHOOL DIST. 65	27,206.28	9,068.76
LFHIGHSC	LAKE FOREST SCHOOL DIST 115	12,363.90	4,121.30
	REVENUE		28,644.28
60	ADMINISTRATION		
121ELEV	121 ELEVATOR INCORPORATED	1,614.62	551.50
A PLUS	A PLUS BUILDING SERVICES	22,550.00	490.00
ADP	ADP INC.	7,784.59	187.95
CALLONE	CALL ONE	4,048.59	26.80
DAILYHER	DAILY HERALD	483.20	100.00
DONATISP	DONATIS PIZZA	507.24	133.03
ELEVATOR	ELEVATOR INSPECTION SERVICES	1,143.00	80.00
FRANKSWI	WILLIAM Y. FRANKS	19,097.00	3,783.00
GLOBALCO	GLOBALCOM INC	4,928.72	202.41

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-----			
GENERAL FUND			
60	ADMINISTRATION		
GRIFFINS	SUSAN GRIFFIN	4,130.57	489.79
HOLLAND	HOLLAND & KNIGHT LLP	108,581.20	15,666.36
ILCENTRA	ILLINOIS CENTURY NETWORK	836.00	76.00
LFPOSTOF	LAKE FOREST POST OFFICE	225.00	225.00
MAILFINA	MAILFINANCE		298.98
MINNLIFE	MINNESOTA LIFE	4,486.65	302.62
MYERSTIR	MYERS TIRE - CHICAGO	174.06	32.92
NOSHRWAT	NORTH SHORE WATER RECLAMATION	228.52	9.28
PARTSMAR	PARTSMART CORPORATION		16.63
PETTIBON	P. F. PETTIBONE & CO.	2,489.85	46.85
RICOH	RICOH USA, INC	8,318.21	92.47
SBOC	SUBURBAN BUILDING OFFICIALS		125.00
USPOSTAL	UNITED STATES POSTAL SERVICE	10,473.35	2,083.93
	ADMINISTRATION		25,020.52
70	PUBLIC SAFETY		
A PLUS	A PLUS BUILDING SERVICES	22,550.00	1,360.00
AASERVIC	AA SERVICE CO.	5,294.50	106.00
ADVBUSGR	ADVANCED BUSINESS GROUP LLC	3,532.92	387.88
AMERGAS	AMERICAN GASES CORP.	757.27	14.00
CALLONE	CALL ONE	4,048.59	171.30
CARQUEST	CARQUEST OF LIBERTYVILLE	1,900.87	229.35
COMCAST	COMCAST CABLE	2,492.62	129.85
GLOBALCO	GLOBALCOM INC	4,928.72	202.39
HAVEYCOM	HAVEY COMMUNICATIONS, INC.	5,713.10	350.00
ILFIRESE	ILLINOIS FIRE SERVICE	200.00	35.00
ILSECST	ILLINOIS SECRETARY OF STATE	297.00	105.00
JGUNIFOR	J.G. UNIFORMS, INC.	2,372.11	211.04
LF CITY	CITY OF LAKE FOREST	416,502.75	64,821.00
MINNLIFE	MINNESOTA LIFE	4,486.65	85.75
MOUNTJAS	JASON MOUNT	297.64	50.00
NOSHRWAT	NORTH SHORE WATER RECLAMATION	228.52	55.68
PACIFICT	PACIFIC TELEMAGEMENT SERVICE	1,683.00	153.00
PARAMICR	PARAGON MICRO INC.		850.00
PREMIERD	PREMIER DOOR CORPORATION	1,530.00	120.00
REYNOLDS	JIM REYNOLDS		145.94
SERDARTI	TIM SERDAR		5,077.21
THEEXCHA	THE CHEVY EXCHANGE	5,584.44	728.09
	PUBLIC SAFETY		75,388.48

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
80	PUBLIC WORKS		
00000537	GEWALT HAMILTON ASSOC., INC.	141,654.90	3,168.58
A PLUS	A PLUS BUILDING SERVICES	22,550.00	200.00
BAXTWOOD	BAXTER & WOODMAN	81,355.70	500.00
CALLONE	CALL ONE	4,048.59	171.11
CARGILL	CARGILL, INCORPORATED	17,757.15	6,782.80
CHICCAN	CHICAGO CANVAS & SUPPLY		1,585.00
COMCAST	COMCAST CABLE	2,492.62	130.00
COMED	COM ED	55,043.47	130.19
EXCELLTD	EXCEL LTD. INC.	1,151.00	329.77
GLOBALCO	GLOBALCOM INC	4,928.72	44.97
GRAINGER	W. W. GRAINGER, INC.	2,103.41	29.82
LECHNER	LECHNER & SONS UNIFORM RENTAL	2,780.10	113.82
LURVEYLA	LURVEY LANDSCAPE SUPPLY	937.35	136.25
MC MASTE	MC MASTER-CARR SUPPLY CO.	2,203.96	34.97
NCCPETER	NCC PETERSEN PRODUCTS	5,841.16	52.61
RELADYNE	RELADYNE, LLC	2,651.04	1,016.95
SHERAUTO	SHERIDAN AUTO PARTS	3,268.70	135.05
TERMINAL	TERMINAL SUPPLY CO.	516.45	191.66
UNCOFFEE	UNITED COFFEE SERVICE, INC.	6,512.38	179.85
VLBWATER	VILLAGE OF LAKE BLUFF	1,905.74	7.50
	PUBLIC WORKS		14,940.90
REDEVELOPMENT PROGRAM FUND			
80	PUBLIC WORKS		
BAXTWOOD	BAXTER & WOODMAN	81,355.70	1,860.00
	PUBLIC WORKS		1,860.00
WATER FUND			
40	REVENUES		
TAXMAN	TAXMAN CORPORATION LLC		7,084.80
	REVENUES		7,084.80
80	PUBLIC WORKS		
AT & T	AT & T	29,084.08	104.93
LECHNER	LECHNER & SONS UNIFORM RENTAL	2,780.10	2.00

DATE: 03/23/2016  
TIME: 14:22:57  
ID: AP443000.WOW

-- VILLAGE OF LAKE BLUFF --  
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 03/28/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
WATER FUND			
80	PUBLIC WORKS		
USPOSTAL	UNITED STATES POSTAL SERVICE	10,473.35	150.00
	PUBLIC WORKS		256.93
	TOTAL ALL DEPARTMENTS		178,429.83

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

**Agenda Item: 8a**

**Subject:** REQUEST FROM THE LAKE BLUFF PARK DISTRICT TO WAIVE  
BUILDING PERMIT FEES FOR THE INSTALLATION OF  
EMERGENCY LIGHTS IN THE BLAIR RECREATION CENTER

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

**Originated By:** VILLAGE STAFF

**Referred To:** VILLAGE BOARD

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

On March 14, 2016 the Village received the attached letter from Lake Bluff Park District Facility Maintenance Services Manager, Micah Kamin, requesting a waiver of all permit fees associated with the installation of new emergency lights inside the Recreation Center located at 355 West Washington Avenue. The Recreation Center has had emergency and exit lighting powered by a central battery bank. Those batteries have worn out and the Park District has decided that it is more cost effective to install new emergency lights and exit signs powered by batteries at each individual light rather than replace the large batteries in the central battery bank. As the total cost of construction of this project is \$11,633, it is estimated that, without a waiver, the permit fees for this project would be \$145.

Similar requests have been considered on a case-by-case basis for other non-profit and governmental organizations.

**Reports and Documents Attached:**

- A Copy of the Letter Dated March 14, 2016.

**Village Administrator's Recommendation:** Consideration of the Request.

**Date Referred to Village Board:** 3/28/2016



# LAKE BLUFF PARK DISTRICT

---

355 W. Washington Lake Bluff, Illinois 60044  
Phone (847) 234-4150

March 14, 2016

Mike Croak, CBO, CBCO  
Building Codes Supervisor  
40 E Center Ave,  
Lake Bluff, IL 60044

Mike,

Rob Foster has asked me to reach out to you regarding the install of the emergency lights he has discussed with you. Please see attached information of the type of lights with the application for the building permit per your requested. I am asking at this time, as we have in the past, to waive the fees for this permit. If there is anything else you need from us please let me know. I can either be contacted through the email on the bottom of this letter or on my cell at **847-815-1771**. As per your previous email to Rob, it looked as if you were O.K. with these lights and we have ordered them.

Thanks for your consideration with this project and helping us become compliant.

MicahKamin  
*Facility Maintenance Services Manager*  
Lake Bluff Park District  
[mkamin@lakebluffparkdistrict.org](mailto:mkamin@lakebluffparkdistrict.org)  
(847)-234-7348



## FEATURES & SPECIFICATIONS

**INTENDED USE** — Suitable for applications requiring both exit sign and unit equipment. Attractive, 8" tall, streamlined design is great for above-the-door applications and other tight fits. Optional high-output version with remote lamps are ideal for emergency egress lighting. **Certain airborne contaminants can diminish integrity of acrylic.** [Click here for Acrylic Environmental Compatibility table, for suitable uses.](#)

**CONSTRUCTION** — Engineering-grade thermoplastic housing is impact-resistant, scratch-resistant and corrosion-proof. UL94V-0 flame rating. UV-stable resin resists discoloration from natural and man-made light sources.

Rugged unibody housing snaps together with no additional fasteners. Faceplate and back cover are interchangeable on housing. Positive snap-fit tabs hold faceplate securely, yet are easily removable for lamp compartment access. Universal, directional chevron inserts are easily removed and reinserted.

Uniform graphics illumination without shadows or hot spots. Letters are 6" high with 3/4" stroke, with 100 ft. viewing distance rating based upon UL924 standard.

LEDs mounted on primary circuit boards for sign illumination. Low-energy LED lamp in sign operates in normal (AC input) and emergency (DC input) modes.

Low-profile, integrated test switch/pilot light. Easily viewed bright red status indicator.

Unique track-and-swivel arrangement permits full range of direction of lamp head adjustment. Universal J-box mounting pattern. Tool-less access for maintenance. Conduit entry position on top of unit.

**U.S. Patent No. 6,848,798; 6,499,866; 6,142,648; 5,797,673; D379,373; 5,526,251; D484,272; D473,672; 5,611,163; 5,646,502.**

**OPTICS** — Twin LED lamp heads operate in emergency (DC input) mode with 12 series-parallel white LEDs in each head. Provides redundant light sources to ensure emergency lighting performance. The typical life of the exit LED lamp is 70 years.

**ELECTRICAL** — Dual-voltage input capability (120/277V). Edge connector on printed circuit board ensures long-term durability.

Current-limiting charger maximizes battery life and minimizes energy consumption. Provides low operating costs.

Short-circuit protection — current-limiting charger circuitry protects printed circuit board from shorts.

Thermal compensation adjusts charger output to provide optimum charge voltage relative to ambient temperature.

Regulated charge voltage maintains constant-charge voltage over a wide range of line voltages. Prevents over-  
undercharging that shortens battery life and reduces capacity.

Filtered charger input minimizes charge voltage ripple and extends battery life.

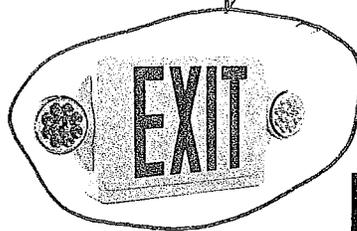
AC/LVD reset allows battery connection before AC power is applied and prevents battery damage from deep discharge.

Single multi-color LED indicator to display two-state charging, test activation and three-state diagnostic test. Test switch provides manual activation of 30-second diagnostic testing for on-demand visual inspection. Self-diagnostic testing for 30 seconds every 30 days, 30 minutes at 180-day interval, and 90 minutes annually. Diagnostic evaluation of LED light source, AC-to-DC transfer, charging and battery condition.

Battery: Sealed, maintenance-free nickel-cadmium battery delivers 90-minute capacity to emergency lamps. Two-state constant-current charge maximizes battery life and automatically recharges after battery discharge. Low-voltage disconnect prevents excessively deep discharge that can permanently damage the battery. Optional high-output battery to power both local and optional LED remote lamp heads simultaneously.

*This Light*

Catalog Number
Notes
Type



**QUANTUM**<sup>®</sup>  
Thermoplastic Exits

**LHQM LED**



HO RO

LED Lamp Head  
Nickel-Cadmium Battery



**INSTALLATION** — Top, end or back mounting. Housing snaps to canopy with positive-locking tabs. Cam locking pin secures housing to canopy.

Easily removed mounting knockouts. Conduit entry knockout for 1/2" flexible conduit. J-box pattern on back panel.

**LISTINGS** — UL damp location listed standard 50°-104°F (10°-40°C). Meets UL 924, NFPA 101 (current Life Safety Code), NEC and OSHA illumination standards.

**WARRANTY** — 5-year limited warranty. (Battery is prorated). Complete warranty terms located at [www.AcuityBrands.com/CustomerResources/Terms\\_and\\_Conditions.aspx](http://www.AcuityBrands.com/CustomerResources/Terms_and_Conditions.aspx).

**Note:** Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

### ORDERING INFORMATION

Lead times will vary depending on options selected. Consult with your sales representative.

Example: LHQM LED G

LHQM Family	LED Lamp type	Housing color	Letter color	Options
LHQM Stencil face, single face plate with extra face plate	LED Two 1.5W/9.6V white LED	(blank) White	R Red	HO High-output Ni-cad battery
		B Black	G Green	NOM Meets Mexican standards <sup>1</sup>
				HO RO High-output option, less lamp heads
				SD Self-diagnostics
				SALIDA NOM Salida signage (non-UL) <sup>2</sup>

### Accessories: Order as separate catalog number.

ELA Q L0309 SD	Single LED indoor remote head, white, self-diagnostics <sup>3,4,5</sup>	ELA WG3	Wireguard, 30"W x 13-1/2"H x 6"D <sup>6</sup>
ELA T Q L0309 SD	Twin LED indoor remote head, white, self-diagnostics <sup>3,4,5</sup>	ELA WG2M	Wireguard, 21-1/4"W x 15"H x 12"D <sup>6</sup>
ELA QWP L0309 SD	Single LED weather-proof remote head, gray, self-diagnostics <sup>3,4,5</sup>	ELA LQMUS12	12" brushed aluminum stem kit <sup>7</sup>
ELA T QWP L0309 SD	Twin LED weather-proof remote head, gray, self-diagnostics <sup>3,4,5</sup>	ELA LED M12	Single LED remote lamp <sup>8,9</sup>
ELA Q L0309	Single LED indoor remote head, white <sup>4,5</sup>	ELA LED T M12	Twin LED remote lamp <sup>8,9</sup>
ELA T Q L0309	Twin LED indoor remote head, white <sup>4,5</sup>	ELA LED WP M12	Single LED Weather proof remote lamp <sup>8,9</sup>
ELA QWP L0309	Single LED weather-proof remote head, gray <sup>4,5</sup>	ELA LED T WP M12	Twin LED Weather proof remote lamp <sup>8,9</sup>
ELA T QWP L0309	Twin LED weather-proof remote head, gray <sup>4,5</sup>		

### Notes

- Available in black or white. Consult factory for options.
- Only available in white. NOM standard.
- Only compatible with self-diagnostic option. (ex: HO SD)
- Also available in black. Add "B" after ELA to order black finish. Example: ELA B Q L0309.
- Only compatible with HO option. See spec sheet [ELA-Q-LED](#).
- See spec sheet [ELA-WG](#).
- See spec sheet [ELA-STEMKITS](#).
- See spec sheet [ELA-LED](#) (Contractor Select LED Remotes).
- Not available with SD.

# LHQM LED QUANTUM® Exit/Unit Combo

## SPECIFICATIONS

Electrical				
Primary Circuit				
	Typical LED life <sup>1</sup>	Supply voltage	Max amps	Max watts
Red and green LED	10 years	120	.05	4.3
		277	.03	4.3

## BATTERY

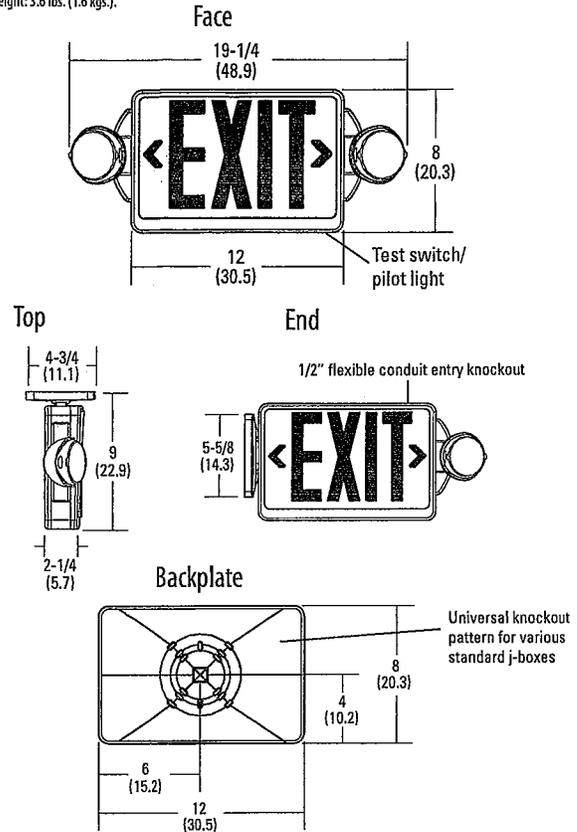
Ni-Cad				
Voltage	Shelf life <sup>2</sup>	Typical life <sup>2</sup>	Maintenance <sup>3</sup>	Optimum temperature <sup>4</sup>
9.6	3 years	7-9 years	none	50-104°F (10-40°C)

- Based on continuous operation.
- At 77°F (25°C).
- All life safety equipment, including emergency lighting path of egress, must be maintained, serviced and tested in accordance with all National Fire Protection Association and local codes. Failure to perform the required maintenance, service or testing could jeopardize the safety of occupants and will void all warranties.
- Optimum ambient temperature range where unit will provide capacity for 90 minutes. Higher and lower temperatures affect life and capacity. Consult factory for detailed information.

Remote Output Capacity			
Standard unit	Combo	Combo/high-output battery(HO)	Combo/high-output (HO) and no heads (RO)
NA	NA	3W	6W

## MOUNTING

All dimensions are inches (centimeters).  
Shipping weight: 3.6 lbs. (1.6 kgs.).

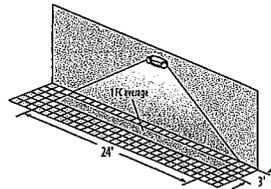


## LAMP PHOTOMETRICS

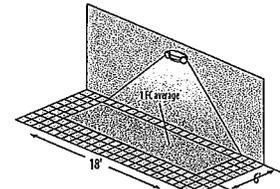
### QUANTUM LED SERIES — SINGLE COVERAGE

3W Total White LEDs

Using a single unit at a typical 7.5' mounting height delivers an average illuminance of 1.0 FC over a distance of 24' on a 3' path of egress and 18' on a 6' path of egress.



Example of single LHQM LED WRS exit illuminating a 3' path of egress

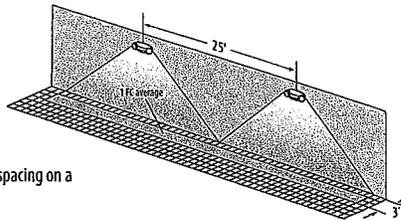


Example of single LHQM LED WRS exit illuminating a 6' path of egress

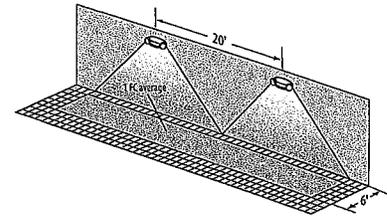
### QUANTUM LED SERIES — MULTIPLE COVERAGE

3W Total White LEDs

Using multiple units at a typical 7.5' mounting height delivers 25' center-to-center spacing on a 3' path of egress and 20' center-to-center spacing on a 6' path of egress.



Example of multiple LHQM LED WRS exits illuminating a 3' path of egress



Example of multiple LHQM LED WRS exits illuminating a 6' path of egress

## EXTENDED RUN-TIME FOR HIGH-OUTPUT EXITS

Product	Run time
LHQM LED HO (no remotes)	3.8 hours
LHQM LED HO RO (no remotes)	7.5 hours



An Acuity Brands Company

LHQM-LED

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

**Agenda Item: 8b**

**Subject:** REQUEST FROM THE LAKE BLUFF PARK DISTRICT TO WAIVE  
BUILDING PERMIT FEES FOR THE RESURFACING OF THE  
TENNIS COURTS IN ARTESIAN PARK

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

**Originated By:** VILLAGE STAFF

**Referred To:** VILLAGE BOARD

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

On March 10, 2016 the Village received the attached letter from Lake Bluff Park District Board President, Rob Douglass, requesting a waiver of all permit fees associated with the resurfacing of the tennis courts in Artesian Park. As the total cost of construction of this project is \$127,130, it is estimated that, without a waiver, the permit fees for this project would be \$3,810.

Similar requests have been considered on a case-by-case basis for other non-profit and governmental organizations.

**Reports and Documents Attached:**

- A Copy of the Letter Dated March 10, 2016.

**Village Administrator's Recommendation:** Consideration of the Request.

**Date Referred to Village Board:** 3/28/2016



# LAKE BLUFF PARK DISTRICT

355 W. WASHINGTON AVENUE \* LAKE BLUFF, ILLINOIS 60044

Phone (847) 234-4150

March 10, 2016

Mr. Drew Irvin  
Village of Lake Bluff  
Village Administrator  
40 E. Center Avenue  
Lake Bluff, IL 60044

Dear Drew:

In 2014, the Lake Bluff Park District passed a referendum for specific community projects. The Park District is planning to resurface the tennis courts located at Artesian Park beginning in April. The Park District is respectfully requesting a waiver of all permit fees associated with this resurfacing project. On behalf of the Park District, thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Douglass". The signature is stylized and cursive.

Rob Douglass  
Board President

cc: Board of Commissioners  
Ron Salski, Executive Director

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

**Agenda Item: 12**

**Subject:** A RESOLUTION REALLOCATING THE 2016 VILLAGE OF LAKE BLUFF VOLUME CAP TO THE VILLAGE OF BUFFALO GROVE, ILLINOIS (HOST COMMUNITY OF THE LAKE COUNTY PRIVATE ACTIVITY BOND CLEARINGHOUSE)

**Action Requested:** ADOPTION OF THE RESOLUTION (Roll Call Vote)

**Originated By:** LAKE COUNTY PARTNERS

**Referred To:** VILLAGE BOARD

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

Industrial Revenue Bonds (IRB), or Private Activity Bonds, are tax exempt bonds issued on behalf of businesses engaged in the manufacture or production of tangible personal property. Due to significant up-front issuance costs, IRBs less than \$2 million generally are not cost effective. Because of this, municipalities often cede their volume cap to other towns or the State of Illinois, who combine their resources and approve larger bond issues. By May 1<sup>st</sup> of this year, each home rule unit with less than 2,000,000 inhabitants must report to the Governor's Office on volume cap granted, transferred, or reserved by official action of the unit's governing body.

Over the last five years the Village Board authorized the transfer of \$591,185 (2011 volume cap), \$543,590 (2012 volume cap), \$545,775 (2013 volume cap), \$571,000 (2014 volume cap) and \$570,600 (2015 volume cap) to the Private Activity Bond Clearinghouse Pool ("Pool") which is hosted by the Village of Buffalo Grove. Each participating community receives 0.5% fee for their cap if/when it is allocated to fund a project. Please know that the Village may get additional "rollover" fees in the coming years (cap must be utilized by the clearinghouse within 3 years).

On March 7, 2016 Lake County Partners approached the Village with the hope of securing the Village's 2016 volume cap allocation (\$569,800) for the purpose of combining available funds into the Pool; the Village of Buffalo Grove is again serving as the Pool host home rule community. Therefore, they will be the recipient of any transferred volume cap and then issue private activity bonds through the Pool to finance eligible projects in Lake County. In the absence of any local business requests for use of Lake Bluff's volume cap and in order to respond to the Lake County Partner's request, Staff is providing this to the Village Board for consideration. Village Staff will be in attendance to answer questions from the Board.

**Reports and Documents Attached:**

1. A Resolution Reallocating the 2016 Volume Cap to the Village of Buffalo Grove, Illinois; and
2. A Letter Dated March 7, 2016 from Barbara Prusila, Economic Development Manager for Lake County Partners, Requesting the Village's Participation in Lake County's Private Activity Bond Clearinghouse in 2016 (with attachments).

**Village Administrator's Recommendation:** Consideration of the Resolution.

**Date Referred to Village Board:** 3/28/2016

**RESOLUTION NO. 2016-****A RESOLUTION REALLOCATING 2016 VOLUME CAP  
TO THE VILLAGE OF BUFFALO GROVE, ILLINOIS**

**WHEREAS**, the Village of Lake Bluff, Lake County, Illinois (the “Village”), is a municipality and a home rule unit of government duly organized and validly existing under Section 6(a) of Article VII of the 1970 Constitution and laws of the State of Illinois; and,

**WHEREAS**, certain tax exempt private activity bonds may be issued only if sufficient volume cap pursuant to Section 146 of the Internal Revenue Code of 1986, as amended (the “Code”), is available for the bonds; and,

**WHEREAS**, pursuant to the Code, the Village has been allocated volume cap equal to \$100.00 per resident of the Village in calendar year 2016, or \$569,800 for the issuance of such tax exempt private activity bonds; and,

**WHEREAS**, pursuant to Section 6 and Section 6.1 of the Illinois Private Activity Bond Allocation Act, 30 ILCS 345/1 *et seq.* (the “**Bond Allocation Act**”), and the Guidelines and Procedures promulgated hereunder, the Village may, prior to May 1, 2016, reallocate to other home rule units of government the volume cap allocated to the Village by the Code for their issuance of such tax exempt private activity bonds or for subsequent transfer or reallocation; and,

**WHEREAS**, the Village has not used any of its 2016 volume cap and has no present intention to use the same; and,

**WHEREAS**, the Lake County Partnership for Economic Development, Inc. has offered Lake County home rule communities the opportunity to participate in a program to combine their respective volume cap allocations and create a Private Activity Bond Clearinghouse Pool (the “**Pool**”) to facilitate the issuance of tax-exempt private activity bonds to finance, manufacturing and multi-family housing commercial projects in Lake County, Illinois, for economic development purposes (“**Eligible Projects**”); and,

**WHEREAS**, the Village of Buffalo Grove, a home rule unit of government (“**Buffalo Grove**”), pursuant to its Resolution No. 2001-51 adopted December 17, 2001, agreed to host the Pool and to reserve its own volume cap, and accept volume cap reallocated to Buffalo Grove by other home rule units of government, for the issuance of tax-exempt private activity bonds placed through the Pool to finance Eligible Projects; and,

**WHEREAS**, Buffalo Grove has requested that the Village reallocate all of its 2016 volume cap to Buffalo Grove to be used for the issuance of tax-exempt private activity bonds placed through the Pool to finance Eligible Projects.

**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:** Pursuant to Section 6 and Section 6.1 of the Bond Allocation Act and the Guidelines and Procedures promulgated hereunder, the Village irrevocably agrees to, and does hereby, transfer and reallocate all of its 2016 volume cap to Buffalo Grove to be used for the issuance of tax-exempt private activity bonds placed

through the Pool to finance Eligible Projects as directed by the Advisory Committee created pursuant to Buffalo Grove Resolution No. 2001-51.

**Section 2:** This Resolution shall constitute the agreement of the Village to a different allocation under Section 146(e)(3) of the Code and the writing required under Section 6 of the Bond Allocation Act.

**Section 3:** The Village covenants and warrants that it has taken no action or issued bonds that would abrogate, diminish, or impair its ability to fulfill the written agreement, covenants, and undertakings on its part under this Resolution.

**Section 4:** As required by the Bond Allocation Act and the Guidelines and Procedures promulgated hereunder, a certified copy of this Resolution shall be transmitted to the Office of the Governor of the State of Illinois. The Village President, the Village Clerk, and all other proper officers, officials, agents, and employees of the Village are hereby authorized, empowered, and directed to take all necessary and advisable actions, and to execute all such documents and certificates, as may be necessary to further the purposes and intent of this Resolution.

**Section 5:** The Village shall maintain a written record of this Resolution in its records for so long as the bonds to which the volume cap transferred by this Resolution is reallocated remain outstanding.

**Section 6:** This Resolution shall be in full force and effect from and after its passage and approval as required by law and is enacted by the Village pursuant to its powers under the laws of the State of Illinois and the Illinois Constitution of 1970 and its home rule powers.

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

**AYES:**           ()

**NAYS:**           ()

**ABSENT:**       ()

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

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

ATTEST:

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



March 7, 2016

Mr. Drew Irvin  
Village Administrator  
Village of Lake Bluff  
40 E Center Ave  
Lake Bluff, IL 60044

RECEIVED  
MAR 11 2016

BY: .....

Dear Mr. Irvin:

I am writing to request your municipality's participation in Lake County's Private Activity Bond Clearinghouse (PABC) in 2016. Each year, Lake County Partners contacts the home rule communities in Lake County to request a pooling together of the volume cap to ensure the best use of our collective private activity bond allocation. The PABC cap for each year is transferred to the Village of Buffalo Grove, the Pool's host home rule community. *If your municipality is interested in participating, your governing body must approve a resolution and submit it to Governor Rauner's Office before May 1, 2016. A sample resolution is attached for your use.*

Since its inception, the Lake County PABC has funded nearly \$200,000,000 in local projects, which has resulted in the construction of over 360,000 sq. ft. of new manufacturing space, the creation of 648 new manufacturing jobs, the renovation of 1,600 multi-family dwelling units, the purchase of an estimated 251 homes by first-time homebuyers, the expansion of a Montessori School, and the construction of a new solid waste disposal cell.

This year's "State of Illinois' Guidelines and Procedures for the Allocation of Private Activity Bonding Authority in Accordance with the Tax Reform Act of 1986 and 30 ILCS 345" are also attached for your reference. This year's per capita amount remains \$100.00, and population data estimates outlined within these guidelines are based on Census information updated to December 2015. **The population estimate for Village of Lake Bluff is 5,698, bringing your municipality's 2016 allocation to \$569,800.**

Your municipality's approval of a resolution to transfer its volume cap to the Village of Buffalo Grove will preserve the volume cap in Lake County for a three-year period for the important reasons outlined above. **Lake County Partners therefore requests that you place the attached resolution on your Board's schedule for approval and forward the approved resolution to the attention of the Governor's Office as soon as possible; templates of the documentation to accompany this approval to the Governor's Office can be found in the attached materials. Please copy me on the Board's actions and subsequent notification to the Governor's Office, or notify me if your community chooses not to participate in this year's pool so that I may more effectively manage the process in 2017.**

Please note that all reporting submissions are to be submitted to the Governor's Office both in hard copy and electronic format – see page three of the attached Guidelines and Procedures for specific submission requirements. Feel free to contact me with any questions or concerns at 847-597-1230 or [bprusila@lakecountypartners.com](mailto:bprusila@lakecountypartners.com) We appreciate your support and look forward to working with you.

Sincerely,

Barbara C. Prusila  
Economic Development Manager

**VILLAGE/CITY OF \_\_\_\_\_**  
**RESOLUTION NO. 2016-\_\_\_\_\_**

**A RESOLUTION OF THE (Insert Village/City Name), ILLINOIS  
REALLOCATING 2016 VOLUME CAP TO THE VILLAGE OF BUFFALO GROVE, ILLINOIS.**

**WHEREAS**, the (Insert Village/City Name), Lake County, Illinois the (“Municipality”), is a municipality and a home rule unit of government duly organized and validly existing under Section 6(a) of Article VII of the 1970 Constitution and laws of the State of Illinois; and

**WHEREAS**, certain tax exempt private activity bonds may be issued only if sufficient volume cap pursuant to Section 146 of the Internal Revenue Code of 1986, as amended (the “Code”), is available for the bonds; and

**WHEREAS**, pursuant to the Code, the Municipality has been allocated volume cap equal to \$100.00 per resident of the Municipality in calendar year 2016, or (Allocation Amount) for the issuance of such tax exempt private activity bonds; and

**WHEREAS**, pursuant to Section 6 and Section 6.1 of the Illinois Private Activity Bond Allocation Act, 30 ILCS 345/1 *et seq.* (the “Bond Allocation Act”), and the Guidelines and Procedures promulgated thereunder, the Municipality may, prior to May 1, 2016, reallocate to other home rule units of government the volume cap allocated to the Municipality by the Code for their issuance of such tax exempt private activity bonds or for subsequent transfer or reallocation; and

**WHEREAS**, the Municipality has not used any of its 2016 volume cap and has no present intention to use the same; and

**WHEREAS**, the Lake County Partnership for Economic Development, Inc. has offered Lake County home rule communities the opportunity to participate in a program to combine their respective volume cap allocations and create a Private Activity Bond Clearinghouse Pool (the “Pool”) to facilitate the issuance of tax-exempt private activity bonds to finance manufacturing and multi-family housing commercial projects in Lake County, Illinois, for economic development purposes (“Eligible Projects”); and

**WHEREAS**, the Village of Buffalo Grove, a home rule unit of government (“Buffalo Grove”), pursuant to its Resolution No. 2001-51 adopted December 17, 2001, agreed to host the Pool and to reserve its own volume cap, and accept volume cap reallocated to Buffalo Grove by other home rule units of government, for the issuance of tax-exempt private activity bonds placed through the Pool to finance Eligible Projects; and

**WHEREAS**, Buffalo Grove has requested that the Municipality reallocate all of its 2016 volume cap to Buffalo Grove to be used for the issuance of tax-exempt private activity bonds placed through the Pool to finance Eligible Projects;

**NOW, THEREFORE, BE IT RESOLVED BY LAKE COUNTY, ILLINOIS, AS  
FOLLOWS:**

**SECTION ONE: RECITALS.** The foregoing recitals are incorporated in and made a part of this Resolution by this reference as findings of the **(Authorizing Body of Municipality)**.

**SECTION TWO: TRANSFER AND REALLOCATION OF 2016 VOLUME CAP.**

Pursuant to Section 6 and Section 6.1 of the Bond Allocation Act and the Guidelines and Procedures promulgated thereunder, the Municipality irrevocably agrees to, and does hereby, transfer and reallocate all of its 2016 volume cap to Buffalo Grove to be used for the issuance of tax-exempt private activity bonds placed through the Pool to finance Eligible Projects as directed by the Advisory Committee created pursuant to Buffalo Grove Resolution No. 2001-51.

**SECTION THREE: AGREEMENT.** This Resolution shall constitute the agreement of the Municipality to a different allocation under Section 146(e) (3) of the Code and the writing required under Section 6 of the Bond Allocation Act.

**SECTION FOUR: WARRANTY.** The Municipality covenants and warrants that it has taken no action or issued bonds that would abrogate, diminish, or impair its ability to fulfill the written agreement, covenants, and undertakings on its part under this Resolution.

**SECTION FIVE: AUTHORIZATION.** As required by the Bond Allocation Act and the Guidelines and Procedures promulgated thereunder, a certified copy of this Resolution shall be transmitted to the Office of the Governor of the State of Illinois. Any and all appropriate and proper officers, officials, agents, and employees of the Municipality are hereby authorized, empowered, and directed to take all necessary and advisable actions, and to execute all such documents and certificates, as may be necessary to further the purposes and intent of this Resolution.

**SECTION SIX: MAINTAIN RECORD.** The Municipality shall maintain a written record of this Resolution in its records for so long as the bonds to which the volume cap transferred by this Resolution is reallocated remain outstanding.

**SECTION SEVEN: EFFECTIVE DATE.** This Resolution shall be in full force and effect from and after its passage and approval as required by law and is enacted by the Municipality pursuant to its powers under the laws of the State of Illinois and the Illinois Constitution of 1970 and its home rule powers.

PASSED THIS \_\_\_ DAY OF \_\_\_\_\_, 2016

AYES:

NAYS:

ABSENT:

PASSED THIS \_\_\_ DAY OF \_\_\_\_\_, 2016

\_\_\_\_\_  
**(Title of Authorized Municipal Official)**

ATTEST:

\_\_\_\_\_  
**(Title of Authorized Municipal Official)**

# STATE OF ILLINOIS



## GUIDELINES AND PROCEDURES

FOR THE

ALLOCATION OF PRIVATE ACTIVITY BONDING AUTHORITY

IN ACCORDANCE WITH THE TAX REFORM ACT OF 1986

AND 30 ILCS 345

OFFICE OF THE GOVERNOR

*Effective January 1, 2016*

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Questions regarding these guidelines and procedures may be directed to the Debt Management Unit of the Governor's Office of Management and Budget at (217) 782-5886.

The Federal Tax Reform Act of 1986 (the "Code") as amended, imposes a limit on the aggregate amount of "tax exempt private activity" bonds (also known as "Volume Cap") that can be issued by a state. While the Code provides an allocation scheme for specific issuing authorities, it also provides that a state may, by law, provide a different formula for allocating the State ceiling among the governmental units in the State having authority to issue such bonds. The State of Illinois ("the State") has adopted procedures for the allocation of Volume Cap pursuant to the Illinois Private Activity Bond Allocation Act, 30ILCS 345 (the "Illinois Allocation Act").

The Governor's Office is the entity charged with authority to allocate Volume Cap among the political subdivisions within the State. In the event of conflict between the Code and Illinois Allocation Act and these "2016 Guidelines and Procedures" (the "Guidelines"), the Code and the Illinois Allocation Act shall control. Any matters not covered by the Code or the Illinois Allocation Act or the Guidelines shall be decided by the Governor's Office, and the Governor's Office reserves the right to amend the Guidelines at any time.

These Guidelines are provided by the Governor's Office to assist issuers in understanding how the allocation formula will be administered. They do not represent a binding legal interpretation of either the Code or the Illinois Allocation Act. The Governor's Office will not make a legal determination of the applicability of the Code to an issuer nor will it determine an issuer's compliance under the Code. Issuers should consult their own legal counsel to make these determinations.

The Guidelines require certain issuers to submit requests to the Governor's Office for allocations of Volume cap. In addition, they require issuers within the State to report on reallocations and their use of Volume Cap.

**PLEASE NOTE – ALL REQUESTS AND REPORTING SUBMISSIONS, AS DESCRIBED HEREIN, MUST BE SUBMITTED IN BOTH (i) HARD AND (ii) ELECTRONIC FORMATS (ADOBE ACROBAT "PDF") TO THE FOLLOWING ADDRESSES:**

**HARD COPY SUBMISSIONS TO:**

**Governor's Office of Management and Budget  
Debt Management Unit – Volume Cap Submission  
603 Stratton Building  
Springfield, IL 62706**

**ELECTRONIC (PDF) SUBMISSIONS TO:**

**[OMB.VolumeCapRequest2016@illinois.gov](mailto:OMB.VolumeCapRequest2016@illinois.gov)**

Please indicate the (i) name, (ii) status of your organization (Home Rule, Non-Home Rule or State Agency) and (iii) type of submission (either a "REPORT" or a "REQUEST") in the "SUBJECT" line of your submission e-mail. Please include the following information for a primary and secondary contact person in the body of each electronic submission (email):

Name  
Title  
Department/Division  
Phone Number  
Email address

**IMPORTANT NOTE – The time and date stamp of the email will be used for the purpose of determining the order in which the submissions are received unless otherwise noted herein.**

## Calendar Year 2016 State Ceiling and Allocations

### 2016 State Ceiling – Background and Calculation

Section 146 of the Code limits the amount of qualified private activity bond debt that may be issued in a state during a calendar year (“the State Ceiling”). Section 146(d) of the Code was amended by H.R. 5662, the “Community Renewal Tax Relief Act of 2000 (the “CRTF Act”),” to specify that beginning in calendar year 2002 the limit shall be the greater of \$75 multiplied by a state’s population or \$225 million. The CRTF Act further specifies that beginning in calendar year 2003 the volume limit may be adjusted annually for inflation. Pursuant to Revenue Procedure 2008-66 published by the Internal Revenue Service, the volume limit on qualified private activity bonds adjusted for inflation for calendar year 2016 is \$100 multiplied by the state’s population.

Section 146(j) of the Code further requires that the calculation of the State Ceiling be based on the most recent resident population estimate released by the U. S. Bureau of the Census before the beginning of the calendar year. On December 30, 2015, the Population Division of the U.S. Census Bureau issued “Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000 to July 1, 2015 (NST-EST2015-01)” which reports Illinois’s estimated population as **12,859,995**.

Illinois 2016 State Ceiling is **\$1,285,999,500.00** ( $\$100 \times 12,859,995$ ).

### Allocations

Pursuant to the Statute, the table below denotes the initial allocation of the 2016 State Ceiling.

Home Rule Units	\$809,077,700.00
Non-Home Rule Units	238,460,900.00
State Agencies/Authorities	238,460,900.00
Total	\$1,285,999,500.00

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# HOME RULE UNITS

## Allocation

### *January 1 Benchmark*

As described in “2016 State Ceiling – Background and Calculation” above, each Home Rule community is allocated an amount equal to \$100.00 multiplied by its population and Cook County, as a Home Rule county, is allocated an amount equal to \$100.00 multiplied by the population of its unincorporated area. Based on the most recent US Census estimates the total amount for all Home-Rule units has been determined to be \$809,077,700.00. Appendix C attached identifies the list of Home Rule units and the population count used by the Governor’s Office for the volume cap allocation. Special census estimates or other estimates for individual municipalities are not recognized by the Governor’s Office.

During the period from January 1, 2016 through May 1, 2016 Home Rule units may not apply to the State for an allocation under the Illinois Allocation Act. Rather, Home Rule units must determine and monitor their own private activity bond limits as provided in the Illinois Allocation Act. Please see reporting requirements detailed below in “Home Rule Reporting”.

### *June 1 Benchmark*

Of the total amount available to each Home Rule unit of government with less than 2,000,000 inhabitants, the amount that has not been granted, transferred, or reserved by Home Rule units for specific projects or purposes as of May 1, 2016, shall be reserved to the Governor’s Office on June 1, 2016 (the “home Rule Pool”). From the period of June 1 through July 15, 2016, one-half of the Home rule Pool will be available to all Home Rule units with less than 2,000,000 inhabitants (the remaining half is available for allocation to the State or State Agencies as herein after described).

The Governor’s Office will accept Home Rule units’ requests for volume cap from the Home Rule Pool beginning on the first State business day on or after June 1, 2016. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., June 1, 2016. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor’s Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first-come, first-granted basis.**

If a determination is made that there is a sufficient amount of allocation remaining in the Home Rule Pool upon a request made, an allocation approval letter will be sent to the applicant. The approval letter will be mailed by first class U.S. Mail to the signator of the application letter Express mail will be used upon request and at the issuer’s expense. The allocation is valid for a period of 60 calendar days from the date of the letter or December 27 of the year of the allocation. This period is set by Illinois Allocation Act and cannot be extended.

### *July 15 Benchmark*

On and after July 15, 2016, the amount of the unused allocation from the Home Rule Pool shall be available to both Home Rule units of government (with less than 2,000,000 inhabitants) and to State agencies. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed after July 15 if cap still is requested.

The Governor's Office will accept Home Rule units' requests for volume cap from the Home Rule pool beginning on the first State business day on or after July 15, 2016. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2016. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first-come, first-granted basis.**

**Please Note –**

- A completed "Allocation Request Letter" (Appendix A) and a copy of an "Official action", as defined in the Statute, **must accompany all** request submissions (June 1 or July 15). A submission **will not** be deemed complete unless a copy of Official action is included in the transmittal.
- No Home Rule unit may be granted more than 10% of the amount of total allocation initially available for Home Rule units for a single project. Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Requests will be processed only for allocation to be used directly by the requesting Home Rule unit. Joint requests from more than one unit or requests from one unit for allocation that will also be used by other units of government will not be considered. Once an allocation is given to a specific unit, the Governor's Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.
- The allocation approval letter to Home Rule units of government is valid for a period of 60 calendar days from the date of the letter or through December 31, 2016, whichever date comes first. If an issuer's allocation has expired, it may apply for a new allocation if allocation is still available. Such application will be processed by the Governor's Office in the same manner as any other new application.
- The State, a State agency or Home Rule unit may reallocate all or a portion of its ORIGINAL allocation to a Home Rule Unit, the State, a State agency or a Non Home Rule Unit of local government. Home Rule units may reallocate by official action of their governing body only as to volume cap reserved prior to May 1, 2016. Home Rule units MAY NOT reallocate any allocation granted by the Governor's Office after June 1. Please see "REALLOCATION PROVISIONS" for further details.

*Confirmation of Issuance*

Pursuant to Section 7 of the Illinois Allocation Act, any Home Rule unit utilizing Volume Cap (regardless of its source) is required to report, within 10 calendar days of issuance, the following:

- (a) Name of the Issuer;
- (b) Principal amount of the issue;
- (c) Purpose for which the private activity bonds were issued;
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the "Confirmation of Bond Issuance" letter is provided in Appendix A.

If the amount of bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the amount of unused allocation shall be added to the remaining pool allocation available. This "lapsed" volume cap will be offered first to all issuers who have requested volume cap whose requests were not completely fulfilled, in the order that such requests were initially filed. If more than one request was initially filed at the same time, the order of filing will be randomly assigned for purposes of offering lapsed cap. Volume cap is not considered lapsed unless the issuer or issuer's representative states in writing that all or a portion of the cap will not be used.

*Mid-Year Reporting*

No later than May 10, 2016, each Home Rule unit with less than 2,000,000 inhabitants must report to the Governor's Office in writing on volume cap (i) granted, (ii) transferred, or (iii) reserved by official action of the unit's governing body prior to May 1, 2016. The form described in Appendix A is provided for this purpose -- "Report of Allocation Granted by Home Rule".

Once Volume Cap is properly reserved by a Home Rule unit prior to May 1, 2016, the Governor's Office will not object to the subsequent transfer or reallocation of such cap, or filing of a carry-forward of such volume cap, and no notice to the Governor's Office of any such subsequent action is required. {Please note, however, that Home Rule units must provide notice to the Governor's office, as provided in Section 6 of the Illinois Allocation Act, within fourteen days of said reallocation.}

**Please Note - Copies of "Official Action", as defined in the Illinois Allocation Act, must accompany this reporting submission. Submission will not be deemed complete unless a copy of Official Action is included with the submissions.**

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## NON-HOME RULE UNITS

### Allocation Requests

#### *January 1 Benchmark*

The 2016 allocation of Volume Cap available on or after January 1, 2016 to be issued by Non-Home Rule units of local government is expected to be \$238,460,900.00. Non-Home Rule units are defined as municipalities or counties, other than Home-Rule units. All other forms of government, such as local water districts or airport authorities, must apply for Volume Cap as a State Agency.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Local Government Pool beginning on the first State business day on or after January 1, 2016 (January 4, 2016). Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., January 4, 2016. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission received, and processed on a first-come, first-granted basis.**

If a determination is made that there is a sufficient amount of allocation remaining in the total available allocation, an allocation approval letter will be sent to the applicant. The approval letter will be mailed by first class U.S. Mail to the signator of the application letter. Express mail may be used upon request and at the issuer's expense.

#### *July 15 Benchmark*

Of the total amount allocated to Non-Home Rule units, the amount of remaining allocation as of July 14, 2016 (the "Non-Home Rule Pool") shall be reserved to the Governor's Office on July 15, 2016 to be allocated to the State, State agencies or Non-Home Rule units as described in the Illinois Allocation Act. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed on or after July 15 if volume cap is still requested.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Non-Home Rule Pool beginning on the first State business day on or after July 15, 2016. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2016. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first-come, first-granted basis.**

#### **Please Note –**

- A completed "Allocation Request Letter" (Appendix A) and a copy of an "Official Action", as defined in the Illinois Allocation Act, **must** accompany **all** request submissions (January 1 or July 15). A submission **will not** be deemed complete unless a copy of Official Action is included in the transmittal.
- No Non-Home Rule unit may be granted more than 10% of the amount of total allocation initially available to units of local government for a single project. Non-Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Non-Home Rule units do not have power under statute to transfer or reallocate cap to other Non-Home Rule or Home-Rule units. Requests may be made only for cap that will be used within the Non-Home Rule unit's jurisdiction, as evidenced by such documentation or evidence as the Governor's Office shall request. Letters of intent from lenders shall be deemed

with this section in their request letter.

- The allocation approval letter is valid for a period of 60 calendar days from the date of the letter. This period is set by the Illinois Allocation Act and cannot be extended.
- Pursuant to Section 6 of Illinois Allocation Act, a Non-Home Rule unit **IS NOT AUTHORIZED TO REALLOCATE** all or any unused portion of its allocation. Direct and indirect reallocations by Non-Home Rule Units are strictly prohibited. This prohibition is discussed more fully in the “Reallocation Provisions” of these Guidelines.
- The proceeds from bonds utilizing Volume Cap allocated to a Non-Home Rule unit pursuant to these Guidelines must be used within the jurisdiction of the Non-Home Rule unit.

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*Confirmation of Issuance*

Pursuant to Section 7 of the Illinois Allocation Act, Non-Home Rule units are required to report, within 10 calendar days of issuance, the following:

- (a) Name of the Issuer;
- (b) Principal amount of the issue;
- (c) Purpose for which the private activity bonds were issued;
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the "Confirmation of Bond Issuance" letter is provided in Appendix A.

If the amount of bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the amount of unused allocation shall be added to the remaining pool allocation available. This "lapsed" volume cap will be offered first to all issuers who have requested volume cap whose requests were not completely fulfilled, in the order that such requests were initially filed. If more than one request was initially filed at the same time, the order of filing will be randomly assigned for purposes of offering lapsed cap. Volume cap is not considered lapsed unless the issuer or issuer's representative states in writing that all or a portion of the cap will not be used.

*Annual Reporting of Housing Projects*

The Illinois Allocation Act requires Non-Home Rule units to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in the Section 7.5 of the Illinois Allocation Act. A form to aid reporting has been provided in Appendix B to these Guidelines. Calendar Year 2016 submissions are to be sent via the instructions set forth on page 3 of these Guidelines by February 1, 2016. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority ("IHDA") at the following address:

Illinois Housing Development Authority  
Attention: General Counsel  
401 North Michigan Avenue  
Chicago, IL 60611

Please Note - Excel version of this form is available for download on our webpage (<http://www.state.il.us/budget/>) for your convenience.

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## STATE AGENCIES

### Allocation Requests

For calendar year 2016 there is expected to be \$238,460,900.00 for use by State Agencies, (the "State Agency Pool"), defined as any State agency, commission, board, authority, or body politic and corporate of the State authorized by law to issue Private Activity Bonds, other than a Non-Home Rule or Home-Rule unit.

The Governor's Office may allocate among all State agencies from the State Allocation Pool available after January 1, 2016 (January 4, 2016). In addition, State agencies may apply beginning on or after the first State business day after June 1, 2016 for the allocation retained by the Governor's Office from the Home-Rule Pool and beginning on or on July 15, 2016 for the allocation retained, if any, from the Non-Home Rule Pool. Requests submitted prior to June 1 which are not completely fulfilled and requests submitted prior to July 15 which are not completely fulfilled must be re-filed after July 15 if cap from the Non-Home Rule pool is requested. Please see "HOME RULE" and "NON-HOME RULE" sections for submission procedures.

### Please Note-

- **Requests will be processed only for allocation to be used directly by the requesting State agency. Requests may be requested and granted on a lump-sum by private activity bond category or individual project basis as the Governor's Office may determine. Joint requests from more than one State agency or units of government or requests from one State agency for an allocation that will be used by other units of government will not be considered. Once an allocation is given to a specific State agency, the Governor's Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.**
- **State agencies may submit requests for allocations of any amount. The 10% limit does not apply to State Agencies**
- **The Governor's Office may consult with State agencies prior to submission of their allocation requests and determine the amount of allocation that shall be requested and approved. The allocation shall be valid through the end of the calendar year.**
- **State agencies may reallocate their unused allocation in the manner described in "REALLOCATION PROVISIONS" with the approval of the Governor's Office. A State agency that issues bonds after receiving a reallocation from a Home-Rule unit or another State agency shall submit the information described in the "Reporting" section below.**
- **State agencies also may file a carry-forward of an allocation remaining at the end of one calendar year to the next under certain circumstances, with the approval of the Governor's Office. Issuers should consult their legal counsel with respect to the applicability of this provision to their circumstances**

*Confirmation of Issuance*

Pursuant to Section 7 of the Illinois Allocation Act. State Agencies are required to report, within 10 calendar days of issuance, the following:

- (a) Name of the Issuer;
- (b) Principal amount of the issue;
- (c) Purpose for which the private activity bonds were issued;
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the "Confirmation of Bond Issuance" letter is provided in Appendix A.

If the amount of the bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the unused allocation amount shall be retained by the State Agency unless otherwise directed by the Governor's Office.

*Annual Reporting of Housing Projects*

Pursuant to the Illinois Allocation Act, State Agencies are required to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in Section 7.5 of the Illinois allocation Act and a form has been provided in Appendix B for submission. Calendar Year 2016 Submissions are to be sent via the instruction set forth on page 3 of these guidelines by February 1, 2016. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority ("IHDA") at the following address:

Illinois Housing Development Authority  
Attention: General Counsel  
401 North Michigan Avenue  
Chicago, IL 60611

Please Note - Excel version of this form is available for download on our webpage (<http://www.illinois.gov/gov/budget/Pages/default.aspx>) for your convenience.

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## **REALLOCATION PROVISIONS**

### **Reallocations by the State, a State Agency or a Home Rule Unit**

The State, any State Agency or Home Rule unit may voluntarily reallocate to any Non-Home Rule unit of local government, Home-Rule unit, the State or any State agency all or any portion of its unused allocation. {The State Agency or Home Rule unit reallocating all or a portion of its unused allocation must provide notice to the Governor's office within fourteen days of said reallocation.}

Consistent with the Illinois Allocation Act and these guidelines, entities that issue private activity bonds on the basis of reallocations must submit to the Governor's Office written evidence of such reallocation and a confirmation of bond issuance letter within ten calendar days from the date the bonds are issued.

### **Reallocations by a Non-Home Rule Unit Are Prohibited**

Non-Home Rule units may not reallocate to any issuer. This prohibition applies to direct reallocations and to reallocations attempted via an intergovernmental or other agreement. Allocations made to Non-Home Rule units pursuant to the Illinois Allocation Act and these Guidelines may not be used in an issuance by another governmental entity on behalf of the Non-Home Rule unit or as a surrogate for the Non-Home Rule unit via an intergovernmental or other agreement.

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# APPENDIX A

## STANDARD FORM OF LETTERS

(Letterhead of Signator)

**ALLOCATION REQUEST LETTER  
FROM ALL ISSUERS**

(Date)

Office of the Governor  
Governor's Office of Management and Budget  
603 Stratton Building  
Springfield, Illinois 62706

ATTENTION: Debt Management Unit

RE: Issuer: \_\_\_\_\_  
Type: (Home-Rule, Non-Home Rule or State agency)  
Maximum Principal Amount: \_\_\_\_\_  
Bond Description: (project, beneficiary, location, type/category of bonds)

Dear Governor Quinn:

In accordance with the Tax Reform Act of 1986 as passed by 99th Congress 2nd Session (1986), as amended, and 30 ILCS 345, the (name of issuer) respectfully requests an allocation for the above-captioned private activity bonds. In preparation for this bond issue to date, all applicable Federal and State requirements have been complied with. A copy of the inducement resolution or similar official action for this issue has been attached herewith.

[(The following is required only of Non-Home Rule units which expect to join other units in a single bond issue as described in the guidelines): I hereby certify that (name of issuer) intends to comply with requirements set forth in the Governor's Office guidelines and will not transfer or reallocate any cap received from the Governor's Office to other Non-Home Rule or Home-Rule units and will use the cap only within our jurisdiction.]

I hereby certify under penalty of perjury, that to the best of my knowledge, the issuance of the Private Activity Bond was or will not be made in consideration of any bribe, gift, gratuity or direct or indirect contribution to any political campaign.

Please forward the allocation approval letter to the undersigned [or to: \_\_\_\_\_]. Bond counsel for these bonds [is expected to be \_\_\_\_\_, who may be reached at [phone number]] [has not yet been selected].

Sincerely,

(Name of issuer)

\_\_\_\_\_  
(Signature of authorized public official)

(Title)

(Phone number)

[Note: The Bond description cannot be materially changed after submission.]

**BOND ALLOCATION APPROVAL LETTER**

(Date)

Allocation Number (our assigned number)

(Name of issuer)

Attention: (Name of Official)

Re: Issuer: \_\_\_\_\_  
Type: (Home-Rule, Non-Home Rule or State agency)  
Maximum Principal Amount: \_\_\_\_\_  
Bond Description: (project, beneficiary, location, type/category of bonds)

Ladies and Gentlemen:

In accordance with the Tax Reform Act of 1986, as amended, and *30 ILCS 345*, the above-captioned Issuer has requested an allocation for Private Activity Bonds with respect to the above-captioned bonds. In support of this request, I have been presented with the resolution duly adopted by the Issuer or similar official action with respect to the above-captioned bonds.

I hereby allocate \$ \_\_\_\_\_ of the State's 2016 maximum limit on private activity bonds to the above-captioned Issuer.

Pursuant to Section 6 of the Illinois Private Activity Bond Allocation Act, this allocation is only valid if:

- (1) the proceeds from the bonds (the "Bonds") utilizing the bond volume cap are to originate single family mortgages to finance the purchase of homes located within the jurisdiction of the unit local government applying for the bond volume cap, or the costs associated therewith, or, if not so used, applied to redeem the Bonds; and
- (2) the unit of local government is the Issuer of the Bonds.

"Issuer" as used herein is the entity named on the Bonds and obligated for the repayment of the Bonds and does not include an entity for whom bonds have been issued by another party via an intergovernmental or other agreement.

This allocation is valid through and including \_\_\_\_\_. If the above-captioned bonds have not been issued by said date this allocation automatically expires and is available for reallocation.

Sincerely,  
BRUCE RAUNER

Governor

(Letterhead of Signator)

**CONFIRMATION OF BOND ISSUANCE  
TO BE PROVIDED BY ISSUER**

(Date) [Within 10 calendar days of issuance]

Allocation Number: (assigned by us in the allocation approval letter)

Office of the Governor  
Governor's Office of Management and Budget  
603 Stratton Building  
Springfield, Illinois 62706

ATTENTION: Debt Management Unit

Re: Issuer: \_\_\_\_\_  
Type: (Non Home-Rule, Home-Rule or State agency)  
Date of Issuance: \_\_\_\_\_  
Principal Amount Issued: \_\_\_\_\_  
Bond Description: (project, beneficiary, location, type/category of bonds)

Dear \_\_\_\_\_:

In accordance with the Tax Reform Act of 1986, as amended, and 30 ILCS 345, the above-captioned Issuer is giving notice that the above-captioned private activity bonds have been issued. With regard to the issuance of these bonds, all applicable federal and state requirements have been complied with. The total allocation provided for this bond issue in the Allocation Approval Letter dated \_\_\_\_\_ was \$ \_\_\_\_\_. The total principal amount actually issued was \$ \_\_\_\_\_ and, therefore, the amount of \$ \_\_\_\_\_ is unused allocation that may be added to the total available allocation.

Sincerely,

(Name of issuer)

\_\_\_\_\_  
(Signature of authorized public official)  
(Title)

**Attachments**

[Note: If the bonds were issued on the basis of a voluntary reallocation of unused allocation or as a result of a carry-forward of allocation from a prior year, this fact should be so stated in this confirmation letter and a copy of the written evidence of such reallocation or carry-forward should be attached.]

(Letterhead of Signator)

**REPORT OF ALLOCATION GRANTED  
BY HOME-RULE UNITS**

(Date) [Due Thursday, May 10, 2016]

Office of the Governor  
Governor's Office of Management and Budget  
603 Stratton Building  
Springfield, Illinois 62706

ATTENTION: Debt Management Unit

Re: Issuer: (Home-Rule unit)  
Total 2016 Volume Cap Allocation: [see list attached to guidelines for population,  
multiplied by \$100.00 ]

Volume Cap allocations granted, transferred, or reserved by Issuer resolution prior to May 1,  
2016:

1. Principal Amount of Issue: \_\_\_\_\_  
Bond Description: (Type of bond)  
(Repeat as necessary identify all specific allocations)  
If reallocated to another issuer, state name of issuer: \_\_\_\_\_

Copies of allocation resolutions or ordinances are attached. [Note: Memorandums of  
agreements with businesses need not be attached.]

Total Allocation Granted or Reallocated \$ \_\_\_\_\_

Sincerely,

(Name of issuer)

\_\_\_\_\_  
(Signature of authorized public official)  
(Title)  
(Phone number)

**APPENDIX B**

**ANNUAL HOUSING REPORT**

**SAMPLE FORM**

**(Excel version available for download on GOMB website - (<http://www.illinois.gov/gov/budget/Pages/default.aspx>))**

Bond Issuer Annual Reporting Form		
Statutory Requirement (30 ILCS 345/7.5)	Explanation/Detail	Insert Required Information
<b>Information Required for All Bond Issues</b>		
Bond Issuer	Entity Issuing Bonds:	
Person Completing Report (Drafter)	Name:	
Drafter Contact Information	Company:	
	Address:	
	Address:	
	City, State, Zip:	
	Phone:	
	E-mail Address:	
Reporting Period	Calendar Year:	
Date of Report	Date (no less than 45 days prior to end of Reporting Period):	
Bond Proceeds Used for Projects and Loans	Percentage of Total Issuance:	
Total Cost of Issuance	Amount:	
Bond Proceeds Used to Refund Prior Bonds	Amount:	
Unused Proceeds at Time of Report	Amount:	
Plan for Use of Any Unused Proceeds	Attach Narrative and Supporting Documentation Showing Commitments to Utilize Proceeds, including timetable for use.	
<b>For Multifamily Rental Units Only</b>		
Total Number of Developments	Total:	
Total Number of Units	Total:	
Income Levels for All Units (using Area Median Income, or "AMI")	No. Units at 30% AMI or less:	
	No. Units at 40% AMI:	
	No. Units at 50% AMI:	
	No. Units at 60% AMI:	
	No. Units at 80% AMI:	
	No. of Other Restricted Units ( % AMI):	
	No. of Other Restricted Units ( % AMI):	
	No. of Other Restricted Units ( % AMI):	
	Unrestricted (Market Rate):	
Annual Comprehensive Housing Plan Priorities (see below for priority key)	Attach detail showing the number units serving the priority populations described below, along with documentation showing efforts to serve Priority Populations, when available.	
<b>For Single Family Units Only</b>		
Loans and Households Achieving Homeownership with Bond Proceeds	Number of Mortgage Loans:	
	Number of Households:	
Loan Amounts, Actual and Effective Interest Rates	Attach List of Individual Loan Amounts, detailing the actual and effective interest rate for each loan.	
Annual Comprehensive Housing Plan Priorities (see below for priority key)	Attach detail showing the number units serving the priority populations described below, along with documentation showing efforts to serve Priority Populations, when available.	
First-time Homebuyers Homeownership Counseling	Number: No. of assisted homeowners who received any homeownership counseling:	
<b>Key to Priorities</b>		
Disabled - No. Units Serving People with Disabilities (as defined in the Illinois Comprehensive Housing Plan, found at <a href="http://www.ihda.org">www.ihda.org</a> ; choose "Housing Policy and Planning" in the left margin)		
Extremely Low Income - No. Units Serving Very Low-Income (less than 30% AMI) Households and Families		
Homeless - No. Units Serving Homeless People and Families and Those At-Risk of Homelessness		
Live Near Work - No. Units Serving Low and Moderate-Income Families and People Unable to Find Affordable Housing Near Employment or Transportation		
Preservation - No. of Units for Low-Income Families and People Living in Existing Affordable Housing that is in Danger of Becoming Unaffordable		
Very Low Income - No. Units Serving Very Low-Income (31 to 50% AMI) Households and Families		
<b>QUESTIONS?????</b>		
Any questions on how to complete this form should be directed to Charlotte Flickinger at the Illinois Housing Development Authority at 312-836-5200 or TTD 312-836-5222.		

**APPENDIX C**  
**POPULATION ESTIMATES**

<u>Home Rule Unit</u>	<u>Population</u>	<u>Home Rule Unit</u>	<u>Population</u>
Addison Village	37,297	Du Quoin City	5,908
Alsip Village	19,427	East Dundee Village	3,198
Alton City	27,177	East Hazel Crest Village	1,552
Arlington Heights Village	76,024	East St. Louis City	26,672
Aurora City	200,456	Edwardsville City	24,758
✓Bannockburn Village	1,575	Elgin City	111,117
Barrington Hills Village	4,259	Elk Grove Village Village	33,379
Bartlett Village	41,632	Elmhurst City	45,751
Bartonville Village	6,423	Elmwood Park Village	24,954
Batavia City	26,424	Elwood Village	2,267
Bedford Park Village	576	Evanston City	75,658
Belleville City	42,529	Evergreen Park Village	19,935
Bellwood Village	19,152	Fairview Heights City	16,901
Belvidere City	25,282	Flora City	4,977
Benton City	7,016	Forest View Village	697
Berkeley Village	5,230	Freeport City	24,851
Berwyn City	56,693	Galesburg City	31,665
Bloomington City	22,299	Gilman City	1,765
Bloomington City	78,730	Glen Ellyn Village	27,763
Bolingbrook Village	74,180	Glendale Heights Village	34,530
Bridgeview Village	16,491	Glenview Village	46,767
Bryant Village	215	Glenwood Village	9,036
✓Buffalo Grove Village	41,701	Golf Village	506
Burbank City	29,218	Granite City City	29,183
Burnham Village	4,229	Gurnee Village	31,207
Cahokia Village	14,588	Hanover Park Village	38,476
Calumet City City	37,213	Harvey City	25,347
Calumet Park Village	7,903	Harwood Heights Village	8,675
Carbon Cliff Village	2,046	Hazel Crest Village	14,182
Carbondale City	26,324	<del>Herrin City</del>	12,852
Carlock Village	559	<del>Highland Park City</del>	29,871
Carol Stream Village	40,349	<del>Highwood City</del>	5,387
Carpentersville Village	38,407	Hillside Village	8,195
Carterville City	5,770	Hodgkins Village	1,881
Champaign City	84,513	Hoffman Estates Village	52,347
Channahon Village	12,616	Homer Glen Village	24,364
Chicago City	2,722,389	Hopkins Park Village	584
Chicago Heights City	30,436	Inverness Village	7,592
Chicago Ridge Village	14,434	Jacksonville City	19,159
Christopher City	2,773	Johnston City City	3,506
Cicero town	84,354	Joliet City	147,928
Collinsville City	24,883	Kankakee City	26,860
Cook County, Unincorporated	104,917	<del>Lake Barrington Village</del>	4,985
Country Club Hills City	16,865	✓Lake Bluff Village	5,698
Countryside City	6,023	✓Lake Forest City	19,379
Crainville Village	1,364	Lake in the Hills Village	28,893
Crystal Lake City	40,493	Lansing Village	28,522
Danville City	32,243	LaSalle City	9,328
Darien City	22,315	Lincolnshire Village	7,292
Decatur City	74,010	Lincolnwood Village	12,687
Deerfield Village	18,385	Manhattan Village	7,302
DeKalb City	44,054	Marion City	17,438
De Pue Village	1,760	Mascoutah City	7,869
Des Plaines City	58,947	Maywood Village	24,133
Dolton Village	23,307	McCook Village	231
Downers Grove Village	49,715	McHenry City	26,630

1. Home Rule Communities: Secretary of State – Index Department

2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000 to July 1, 2015 (NST-EST2015-01) on December 30, 2015

<u>Home Rule Unit<sup>1</sup></u>	<u>Population<sup>2</sup></u>	<u>Home Rule Unit<sup>1</sup></u>	<u>Population<sup>2</sup></u>
Melrose Park Village	25,511	Riverwoods Village	3,659
Mettawa Village	571	Robbins Village	5,480
Midlothian Village	14,911	Rockdale Village	1,957
Moline City	42,685	Rock Island City	38,642
Monee Village	5,105	Rolling Meadows City	24,279
Monmouth City	9,527	Romeoville Village	39,679
Morton Grove Village	23,497	Rosemont Village	4,226
Mound City City	558	Round Lake Beach Village	28,012
Mount Prospect Village	54,951	St. Charles City	33,387
Mount Vernon City	15,177	Sauget Village	153
Muddy Village	69	Schaumburg Village	74,896
Mundelein Village	31,562	Schiller Park Village	11,857
Murphysboro City	7,811	Sesser City	1,903
Naperville City	146,128	Sherman Village	4,511
Naples town	127	Shorewood Village	16,569
Nauvoo City	1,110	Skokie Village	65,112
New Lenox Village	25,426	South Barrington Village	4,822
Niles Village	30,000	South Holland Village	22,144
Normal town	54,594	Springfield City	116,809
Norridge Village	14,674	Standard Village	211
Northbrook Village	33,655	Stickney Village	6,818
North Chicago City	30,395	Stone Park Village	4,957
Northfield Village	5,483	Streamwood Village	40,345
Northlake City	12,372	Sycamore City	17,753
North Utica Village	1,356	Thornton Village	2,401
Oakbrook Terrace City	2,171	Tilton Village	2,647
Oak Forest City	28,174	Tinley Park Village	57,280
Oak Lawn Village	57,034	Tuscola City	4,461
Oak Park Village	52,008	University Park Village	7,095
O'Fallon City	29,069	Urbana City	42,044
Old Mill Creek Village	224	Valier Village	658
Onarga Village	1,329	Valmeyer Village	1,259
Orland Park Village	58,666	Vernon Hills Village	25,911
Oswego Village	33,099	Volo Village	3,870
Palatine Village	69,387	Warrenville City	13,336
Park City City	7,440	Washington City	15,816
Park Forest Village	22,034	Watseka City	5,113
Park Ridge City	37,856	Waukegan City	88,915
Pekin City	33,824	West Chicago City	27,507
Peoria City	115,828	West City Village	653
Peoria Heights Village	6,020	West Dundee Village	7,391
Peru City	10,016	West Frankfort City	8,056
Phoenix Village	1,969	Wheaton City	53,644
Plainfield Village	42,138	Wheeling Village	38,010
Posen Village	6,021	Williamsville Village	1,494
Prairie Grove Village	1,876	Wilmette Village	27,446
Quincy City	40,805	Winnetka Village	12,490
Rantoul Village	13,100	Woodridge Village	33,378
Riverdale Village	13,604		

1. Home Rule Communities: Secretary of State – Index Department 2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000 to July 1, 2015 (NST-EST2015-01) on December 30, 2015"



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

**Agenda Item: 13**

**Subject:** AN ORDINANCE GRANTING VARIATIONS FROM THE VILLAGE'S  
MAXIMUM FLOOR AREA AND SIDE YARD SETBACK REGULATIONS (611  
E. Prospect Avenue)

---

**Action Requested:** SECOND READING CONSIDERATION APPROVAL (Roll Call Vote)

---

**Originated By:** BRUCE AND JILL DANLY (Petitioners)

---

**Referred To:** JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS

---

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

On January 27, 2016 the Village received a zoning application from Bruce and Jill Danly (Petitioners), property owners of 611 E. Prospect Avenue, requesting variations from the Village's maximum floor area regulations and the R-4 District minimum side yard setback regulations to remove and reconstruct a single story addition on the rear of the house to serve as a mudroom. The house was originally built in the 1880s and is a legal nonconforming structure because the house:

- exceeds the maximum floor area regulations by 1,000.41 sq. ft. (1,759.13 sq. ft. maximum allowed); and
- encroaches into the westerly side yard setback by 0.78 ft. (5.18 ft. minimum is required).

At its meeting on February 17<sup>th</sup> the Joint Plan Commission and Zoning Board of Appeals (PCZBA) conducted a public hearing and recommended the Village Board approve the following:

- A variation from the maximum floor area regulations of 1,017.98 sq. ft. (or a 57.87% variation); and
- A variation from the R-4 District minimum side yard setback regulations of .78 ft. (or a 15.38% variation)

The Village Board approved first reading of the ordinance at its meeting on March 14, 2016.

**Reports and Documents Attached:**

- Ordinance Granting Requested Variations for 611 E. Prospect Avenue.

The following document was provided as part of the March 14<sup>th</sup> Village Board Agenda Packet:

- PCZBA Staff Report Dated February 12, 2016 (with attachments).

**PCZBA's Recommendation:** Approval of the Ordinance.

**Village Administrator's Recommendation:** Consideration of Second Reading of the Ordinance.

**Date Referred to Village Board:**

3/28/2016

ORDINANCE NO. 2016-\_\_\_\_\_

**AN ORDINANCE GRANTING VARIATIONS  
FROM THE VILLAGE'S MAXIMUM FLOOR AREA AND  
SIDE YARD SETBACK REGULATIONS  
(611 East Prospect)**

**WHEREAS**, Bruce and Jill Danly (collectively, "**Applicant**") are the owners of the property located in the Village's R-4 Residence District ("**R-4 District**") at 611 East Prospect Avenue, Lake Bluff, Illinois, which is legally described on **Exhibit A** attached hereto ("**Property**"); and,

**WHEREAS**, on January 27, 2016, the Applicant submitted an application including site plans, elevations, and a plat of survey (collectively, "**Application**"), requesting: (i) a variation from the maximum floor area restrictions of the Lake Bluff Zoning Regulations ("**FAR Variation**"), (ii) a variation from the Village's daylight plane height restrictions, and (iii) any other zoning relief as required in order to construct a single-story addition on the rear of the existing home on the Property ("**Addition**"); and,

**WHEREAS**, upon reviewing the Application, Village staff determined that the requested variation from the Village's daylight plane height restrictions was not required, but that construction of the Addition would require other zoning relief consisting of a variation from the side yard setback restrictions of the Lake Bluff Zoning Regulations ("**Side Yard Setback Variation**"); and,

**WHEREAS**, on February 17, 2016, the Village's Joint Plan Commission and Zoning Board of Appeals ("**PCZBA**") conducted a duly-noticed public hearing to consider the FAR Variation and the Side Yard Setback Variation and recommended that the Village Board grant the FAR Variation and conditionally approved and recommended that the Village Board approve the Side Yard Setback Variation; and,

**WHEREAS**, the President and Board of Trustees has determined that it would be in the best interest of the Village to grant the FAR Variation and the Side Yard Setback Variation 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 FAR Variation and the Side Yard Setback Variation was duly advertised on February 1, 2016, in *The News-Sun*, and was held by the PCZBA on February 17, 2016, on which date the PCZBA recommended approval of the FAR Variation and conditionally approved and recommended that the Village Board approve the Side Yard Setback variation.

### **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. FAR Variation. A variation of approximately 1,017.98 square feet, or 57.87%, is hereby granted to the Applicant from the restrictions of Section 10-5-6 of the Lake Bluff Zoning Regulations to permit the construction of the Addition on the Property.

B. Side Yard Setback Variation. A variation of approximately 0.78 feet, or 15.38%, is hereby granted to the Applicant from the restrictions of Section 10-5G-2B of the Zoning Regulations to permit the Addition to encroach into the required side yard setback for the Property.

### **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. The Addition, the Property 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 B**.

B. Compliance with Applicable Law. In addition to the other specific requirements of this Ordinance, the Addition, the Property, 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.

C. Drainage from Property. As represented by the Applicant during the public hearing before the PCZBA, the Applicant will take all reasonable steps consistent with the Lake County Watershed Development Ordinance to ensure that construction of the Addition does not cause water to drain from the Property onto neighboring residential lots, including without limitation the lot to the immediate west of the Property.

### **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 the Property, 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 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 Applicant. The unconditional agreement and consent must be substantially in the form attached hereto and incorporated herein as **Exhibit C**.

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.

**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:**            March 14, 2016

**SECOND READING:**        \_\_\_\_\_

**PASSED:**                    \_\_\_\_\_

**APPROVED:**                \_\_\_\_\_

**PUBLISHED IN PAMPHLET FORM:** \_\_\_\_\_

#39378182\_v1

**Exhibit A**

**Legal Description of the Subject Property**

THOSE PARTS OF LOTS 3, 4, AND 5 IN THE OUTER CIRCLE OF LOTS IN BLOCK 17 OF LAKE BLUFF, A SUBDIVISION OF PART OF THE N. ½ OF SECTION 21, TOWNSHIP 44 NORTH, RANGE 12 EAST OF THE THIRD P.M., ACCORDING TO THE PLAT THEREOF RECORDED MARCH 15, 1877, AS DOCUMENT 16918, IN BOOK "A" OF PLATS, PAGE 95, AND OF THOSE PARTS OF LOTS 8 & 9 IN THE PLAT OF RESUBDIVISION OF PARTS OF BLOCK 17 IN LAKE BLUFF, A SUBDIVISION OF PART OF THE N. ½ OF SECTION 21, TOWNSHIP 44 NORTH, RANGE 12 EAST OF THE 3<sup>RD</sup> P.M., ACCORDING TO THE PLAT OF SAID RESUBDIVISION, RECORDED OCT. 24, 1910, AS DOCUMENT 131943, IN BOOK "H" OF PLATS, PAGE 79, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE NORTH LINE OF SAID LOT 3, 8.50 FEET EAST OF THE N.W. CORNER THEREOF; THENCE SOUTH ALONG A LINE 8.50 FEET EAST OF THE PARALLEL WITH THE WEST LINE OF SAID LOT 3, AND WITH SAID WEST LINE PRODUCED STRAIGHT SOUTH, 84.90 FEET; THENCE WEST ALONG A LINE PARALLEL WITH THE NORTH LINE OF SAID LOTS 3, 4 AND 5, 51.60 FEET, MORE OR LESS, TO A LINE 7.00 FEET EAST OF AND PARALLEL WITH THE WEST LINE OF SAID LOT 5 AND SAID WEST LINE PRODUCED STRAIGHT SOUTH; THENCE NORTH ALONG SAID LINE 7.00 FEET EAST OF AND PARALLEL WITH EXTENDED WEST LINE OF LOT 5, 84.90 FEET TO THE NORTH LINE THEREOF; AND THENCE EAST ALONG SAID NORTH LINE OF LOTS 5,4 AND 3, 51.57 FEET, MORE OR LESS, TO THE POINT OF BEGINNING, IN LAKE COUNTY, IL.

PIN #s 12-21-223-019; 12-21-223-030

Commonly known as 611 East Prospect Avenue, Lake Bluff, Illinois.

**Exhibit B**

**Zoning Application and Related Documents**

## Exhibit C

### Applicants' Unconditional Agreement and Consent

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

**WHEREAS**, Bruce and Jill Danly (collectively, "**Applicant**") are the owners of the property located in the Village's R-4 Residence District ("**R-4 District**") at 611 East Prospect Avenue, Lake Bluff, Illinois, which is legally described on **Exhibit A** attached hereto ("**Property**"); and,

**WHEREAS**, on January 27, 2016, the Applicant submitted an application including site plans, elevations, and a plat of survey (collectively, "**Application**"), requesting: (1) a variation from the maximum floor area restrictions of the Lake Bluff Zoning Regulations ("**FAR Variation**") and (2) a variation from the side yard setback restrictions of the Lake Bluff Zoning Regulations ("**Side Yard Setback Variation**") in order to construct a single-story addition on the rear of the existing home on the Property ("**Addition**"); and,

**WHEREAS**, on February 17, 2016, the Village's Joint Plan Commission and Zoning Board of Appeals ("**PCZBA**") conducted a duly-noticed public hearing to consider the FAR Variation and the Side Yard Setback Variation and recommended that the Village Board grant the FAR Variation and conditionally approved and recommended that the Village Board approve the Side Yard Setback Variation; and,

**WHEREAS**, Ordinance No. \_\_\_\_\_, adopted by the President and Board of Trustees of the Village of Lake Bluff on \_\_\_\_\_, 2016, ("**Ordinance**") approves the requested Variation, 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 Applicant does hereby agree and covenant as follows:

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

2. The Applicant acknowledges 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 Applicant 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 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 Applicant against damage or injury of any kind and at any time.

4. The Applicant agrees to and hereby holds 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 Variation.

Dated: \_\_\_\_\_, 2016.

ATTEST:

**BRUCE DANLY**

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

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

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

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

ATTEST:

**JILL DANLY**

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

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

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

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

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

**Agenda Item: 14**

**Subject:** AN ORDINANCE AMENDING THE ADMINISTRATIVE AND ENFORCEMENT PROVISIONS OF THE VILLAGE'S BUILDING REGULATIONS

**Action Requested:** SECOND READING CONSIDERATION APPROVAL (Roll Call Vote)

**Originated By:** VILLAGE STAFF

**Referred To:** ARCHITECTURAL BOARD OF REVIEW

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

Lake Bluff Village policy is to consider the adoption of the latest building codes every three to four years in order to stay current with the latest technology and best practices in the industry. Accordingly, staff has prepared the attached recommended changes to Village Ordinances to adopt the new codes. As was true in previous years, the model codes under consideration are published by the International Code Council (ICC) and the National Fire Protection Association (NFPA), or, in the case of the Plumbing Code and the Accessibility Code, by the State of Illinois.

The Architectural Board of Review (ABR) discussed the proposed changes at their meetings on January 5 and February 2, and held a public hearing regarding the proposed changes on March 1, 2016. The ABR heard no objections or comment from public at the discussions or public hearing.

Staff recommends that the amendments to Chapter 1 (Administration and Enforcement) of Title IX relating to permit renewals be effective immediately after second reading in order to allow people to renew expiring permits in accordance with our the new procedures as soon as possible. The Village Board approved first reading of the ordinance at its meeting on March 14, 2016.

**Reports and Documents Attached:**

- A copy of the ordinance.

The following documents were provided as part of the March 14<sup>th</sup> Village Board Agenda Packet:

- Memo Summarizing Changes in Latest Model Code Editions;
- 2015 ICC Model Codes Summary of Important Changes;
- Significant Changes to the 2015 International Energy Conservation Code;
- General Summary of the Changes to the Illinois Plumbing Code;
- IDNR letter; and
- Changes to the 2014 National Electrical Code.

**ABR's Recommendation:** Adoption of the Ordinance.

**Village Administrator's Recommendation:** Adoption of the Ordinance.

**Date Referred to Village Board:** 3/28/2016

VILLAGE OF LAKE BLUFF

ORDINANCE NO. 2016-\_\_\_\_

**AN ORDINANCE AMENDING THE ADMINISTRATIVE AND ENFORCEMENT PROVISIONS OF THE VILLAGE'S BUILDING REGULATIONS**

**WHEREAS**, Title IX of the Village Code sets forth certain regulations and restrictions known as the "Lake Bluff Building Regulations" ("Building Regulations") to ensure the public health, safety, and welfare as affected by building construction and to secure safety to life and property from all hazards incident to the occupancy of buildings, structures, or premises; and,

**WHEREAS**, the general administrative and enforcement provisions of the Building Regulations are set forth in Chapter 1 of Title IX of the Village Code; and,

**WHEREAS**, pursuant to the home rule powers of the Village, the Village Board desires to amend the general administrative and enforcement provisions of the Building Regulations: (i) make administration of the Building Regulations more efficient; and (ii) to further clarify the Building Regulations; and,

**WHEREAS**, the Village Board has determined that it will serve and be in the best interest of the Village and its residents to amend the Village Code pursuant to this Ordinance.

**NOW, THEREFORE, BE IT ORDAINED 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 Ordinance as the findings of the Village Board.

**Section 2: Amendments to Section 9-1-5 of the Village Code.**

Section 9-1-5, titled "Building Permits," of Chapter 1, titled "Administrative and Enforcement," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-1-5: BUILDING PERMITS:

\* \* \*

F. Plat Of Survey: Every application must include ~~five (5)~~ **four (4)** copies of a certified plat of survey prepared, signed, and sealed by a qualified land surveyor licensed by the state of Illinois, showing all boundaries of the property, setback lines, existing structures if any, and all easements of record submitted with the application.

\* \* \*

G. Site Plan:

1. Every application for a permit authorizing new construction must include

a fully dimensioned site plan, drawn to scale in accordance with a plat of survey, showing the size and location of all new construction and all existing buildings and structures on the site, distances of the buildings or structures to all property lines, and the existing grades at the corners of the site, at 20' intervals along the property lines and at as many other locations as necessary to show the topography and drainage of the site. The site plan also must show the proposed final grades of the top of the building foundation walls, the finished site grades at all corners, the finished site grades at 20' intervals along the property lines, the intended surface water drainage plan, all parking lots with the required vehicle parking stalls, all outside lighting, landscaping, utility lines, and other required elements.

2. For demolition projects, the site plan must show all buildings and structures to be demolished, the location and size of all existing buildings and structures that are to remain on the site, and all finished grades, stormwater drainage structures, and swales to drain the site on completion of the demolition work. There shall also be a tree survey submitted indicating the existing trees on the property and the trees that will be removed or impacted by the demolition project. A property restoration plan shall also be included with the submittal.

3. In all cases, the requirement of a fully developed site plan may be modified or waived by the building commissioner in lieu of a simple plat plan for small building additions, accessory buildings and structures, demolition of minor buildings or structures, or other minor projects.

\* \* \*

**Section 3: Amendments to Section 9-1-9 of the Village Code.**

Section 9-1-9, titled "Time Limits," of Chapter 1, titled "Administrative and Enforcement," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-1-9: TIME LIMITS:

\* \* \*

A. Building Permits; Restoration: Any building permit issued pursuant to this title will be ~~not~~ **null** and void: 1) if the work authorized by such permit has not commenced within six (6) months after the date of issuance of such permit, or 2) if such work has begun but is suspended or abandoned for six (6) months or longer, or 3) if work is not completed within one year ~~or such other time as may be slated in the permit~~ **for projects with a construction cost of \$300,000 or less or within fifteen (15) months for projects with a construction cost of over \$300,000.** The building commissioner may, but is not **required** to, extend any such time limit ~~for six (6) months~~ for good cause shown, after written request for such extension and payment of a **deposit equal to an amount adequate to cover permit renewal for at least six (6) months or such longer time as the Building**

**Commissioner may determine is likely to be necessary for the completion of construction, fee equal to fifty percent (50%) of the original permit fee. The fee due shall be based on the monthly permit renewal fee set in the fee schedule for renewal of a permit with exterior work incomplete or renewal of a permit with only interior work incomplete, as the case may be. The building commission may grant no more than two (2) such extensions.**

If a permit has expired and is not renewed, then all previous construction, if any, must be removed and the property restored to its original condition, and all fees paid therefor are forfeited to the village and the permit is null and void. If the permittee does not remove all previous construction and restore the property to its original condition, then the village may complete such removal and restoration and recover all of its costs and expenses by the filing of a lien on the property or by any other legal action permitted by law. **Any bond or deposit on file for such permit shall be forfeited to the Village.**

- B. Applications: Any permit application pending for more than six (6) months for which no permit has been issued will be returned to the applicant and deemed null and void.

**Section 4. Effective Date.**

This Ordinance shall be effective following passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law and publication in pamphlet form in the manner required 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:**            ()

**ABSTAIN:**        ()

**ABSENT:**         ()

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

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

ATTEST:

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

**FIRST READING:**            March 14, 2016

**SECOND READING:**

**PASSED:**

**APPROVED:**

**PUBLISHED IN PAMPHLET FORM:**

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

**Agenda Item: 15**

**Subject:** AN ORDINANCE COMPREHENSIVELY AMENDING TITLE IX OF  
THE LAKE BLUFF MUNICIPAL CODE TO UPDATE NEW BUILDING,  
CONSTRUCTION AND DEVELOPMENT STANDARDS

**Action Requested:** SECOND READING CONSIDERATION APPROVAL (Roll Call Vote)

**Originated By:** VILLAGE STAFF

**Referred To:** ARCHITECTURAL BOARD OF REVIEW

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

Lake Bluff Village policy is to consider the adoption of the latest building codes every three to four years in order to stay current with the latest technology and best practices in the industry. Accordingly, staff has prepared the attached recommended changes to Village Ordinances to adopt the new codes. As was true in previous years, the model codes under consideration are published by the International Code Council (ICC) and the National Fire Protection Association (NFPA), or, in the case of the Plumbing Code and the Accessibility Code, by the State of Illinois.

The Architectural Board of Review (ABR) discussed the proposed changes at their meetings on January 5 and February 2, and held a public hearing regarding the proposed changes on March 1, 2016. The ABR heard no objections or comment from public at the discussions or public hearing.

Staff recommends that the remaining amendments, relating to adopting the 2015 Codes in Chapter 2-5 and Chapter 7-18, be adopted with an effective date of July 1, 2016. This will allow people who have already begun designs to submit under the existing codes. The Village Board approved first reading of the ordinance at its meeting on March 14, 2016.

**Reports and Documents Attached:**

- A copy of the ordinance.

The following documents were provided as part of the March 14<sup>th</sup> Village Board Agenda Packet:

- Memo Summarizing Changes in Latest Model Code Editions;
- 2015 ICC Model Codes Summary of Important Changes;
- Significant Changes to the 2015 International Energy Conservation Code;
- General Summary of the Changes to the Illinois Plumbing Code;
- IDNR letter; and
- Changes to the 2014 National Electrical Code.

**ABR's Recommendation:** Adoption of the Ordinance.

**Village Administrator's Recommendation:** Adoption of the Ordinance.

**Date Referred to Village Board:** 3/28/2016

**VILLAGE OF LAKE BLUFF**

**ORDINANCE NO. 2016-\_\_\_\_**

**AN ORDINANCE COMPREHENSIVELY AMENDING TITLE IX OF THE  
LAKE BLUFF MUNICIPAL CODE TO UPDATE NEW BUILDING,  
CONSTRUCTION AND DEVELOPMENT STANDARDS**

**WHEREAS**, Title IX of the Village Code sets forth certain regulations and restrictions known as the “Lake Bluff Building Regulations” (“Building Regulations”) to ensure the public health, safety, and welfare as affected by building construction and to secure safety to life and property from all hazards incident to the occupancy of buildings, structures, or premises; and,

**WHEREAS**, the Building Code currently adopts by reference, with various modifications, certain State of Illinois and other model codes, including, without limitation, the 2012 International Building Code, the 2012 International Residential Code for One and Two Family Dwellings, the 2012 International Property Maintenance Code, the 2011 National Electrical Code, and the 2012 International Fire Code (collectively, “*Building Codes*”); and,

**WHEREAS**, to ensure that the Village is using the best industry standards and practices, the Village desires to adopt by reference, with various modifications, updated versions of the Building Codes; and,

**WHEREAS**, under Section 1-3-2 of the Illinois Municipal Code, 65 ILCS 5/1-3-2, local governments may adopt all or part of the provisions of public records and any published compilation of rules and regulations which have been prepared by nationally recognized associations, including building, electrical wiring, mechanical, fuel gas systems, energy conservation, and property maintenance codes; and,

**WHEREAS**, at least one copy of the of each of the Building Codes have been on file in the office of the Village Clerk for public use, inspection, and examination for at least 30 days preceding the adoption of this Ordinance, as required by 65 ILCS 5/1-3-2; and,

**WHEREAS**, at least 30 days before the adoption of this Ordinance, the Village provided identification of the codes being adopted herein, by title and edition, to the Illinois Capital Development Board Division of Building Codes and Regulations (formerly the Illinois Building Commission) as required by 65 ILCS 5/1-2-3.1; and,

**WHEREAS**, pursuant to the home rule powers of the Village, the Village Board desires to amend the Building Regulations to adopt the updated versions of the Building Codes; and,

**WHEREAS**, the Village Board has determined that it will serve and be in the best interest of the Village and its residents to amend the Village Code pursuant to this Ordinance.

**NOW, THEREFORE, BE IT ORDAINED 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 Ordinance as the findings of the Village Board.

**Section 2: Amendments to Section 9-2-1 of the Village Code.**

Section 9-2-1, titled "Adoption of International Building Code," of Chapter 2, titled "Building Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

**"9-2-1: ADOPTION OF INTERNATIONAL BUILDING CODE:**

The international building code, ~~2012~~ **2015** edition, as promulgated and published by the International Code Council, Inc. ("international building code"), is adopted by reference by the village of Lake Bluff as modified in section 9-2-3 of this chapter for the purpose of regulating the erection, construction, enlargement, equipment, alteration, repair, moving, removal, demolition, conversion, use, height, area and maintenance of all buildings and structures in the village of Lake Bluff. ~~The international building code shall apply to all buildings and structures within the village,~~ except for single-family detached dwellings and two-family dwellings and all buildings and structures accessory thereto to the extent that such dwellings are expressly regulated by the international residential code, as adopted by the village and amended pursuant to chapter 3 of this title.

**Section 3: Amendments to Section 9-2-3 of the Village Code.**

Section 9-2-3, titled "Amendments to the International Building Code," of Chapter 2, titled "Building Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

**"9-2-3: AMENDMENTS TO THE INTERNATIONAL BUILDING CODE:**

The international building code, adopted by reference pursuant to section 9-2-1 of this chapter is amended as set forth in this section. Subsequent section numbers used in this section shall refer to the like numbered sections of the international building code:

\* \* \*

**401.47 101.4.8 Add the following new section 401.4.7 101.4.8:**

"~~401.4.7~~ **101.4.8** Electrical. The provisions of the ~~2011~~ **2014** edition of the national electric code (NFPA 70) as adopted by the village and amended pursuant to title 9, chapter 7 of the village code ("electric code"), shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto. Every reference to the ICC electrical code in the international building code shall mean and refer to the national electric code."

**401.48 101.4.9 Add the following new section 401.4.8 101.4.9:**

"~~401.4.8~~ 101.4.9 International Building Code Commentary. The narratives in the preface to international building code shall apply, as a supplement, to the international building code."

\* \* \*

~~302.2~~ Add the following new section ~~302.2~~:

~~"302.2 Separations. All A-1, A-2, A-3, A-4 and A-5, R-1, R-2, R-3, R-4 and I-1, I-2, I-3 and I-4 use classifications shall be separated from any use group classification by a minimum of a two hour U.L. listed masonry or concrete assembly."~~

~~401.1~~ Delete section ~~401.1~~ and replace as follows:

~~"401.1 Detailed Use And Occupancy Requirements. In addition to the general requirements of this code and the village zoning regulations (title 10 of the village code) governing the location, construction and equipment of all buildings and structures and the fire resistance ratings, height and area limitations as set forth in this code, the provisions of this building code shall control all building and structures designed for special uses and occupancies."~~

425 427 Add the following new section ~~425~~ 427:

Section ~~425~~ 427 Vacant Buildings

~~425.1~~ 427.1 Maintenance Of Vacant Buildings. All windows, doors, and glass areas of nonresidential buildings or structures, or portions thereof, that are vacant for a period of 14 days or more shall be treated to prevent any view into the interior of the building or structure by either of the following methods:

1. The uniform use of horizontal or vertical blinds, which blinds shall be either white or opaque in color; or
2. The use of professionally applied adhesive film.

No other method to prevent any view into the interior of a vacant nonresidential building or structure, including without limitation the use of window soap, boards, paper, or plastic sheeting, shall be permitted unless approved by the building code official.

~~503.1~~ Delete section ~~503.1~~, including subsections ~~503.1.1~~ through ~~503.1.3~~, and replace as follows:

~~"503.1 General. The areas and heights of all buildings and structures in the village of Lake Bluff are set forth in title 10 of the municipal code ("village zoning regulations"), except that no building or structure may be constructed more than two stories nor more than 25 feet in height except for single family residences, schools, churches, or a municipal building. Any reference in this code to buildings or structures which exceed these limits shall not be applicable unless otherwise permitted by the village zoning regulations. Type V construction shall not be~~

~~allowed for use groups R-1, R-2, I-1, I-2, I-3 and I-4 and all new one and two family dwelling buildings; new mixed use buildings comply. No combustible construction allowed in type III. AN new one and two family residential buildings and mixed use buildings shall be of non-combustible construction and any framing members shall be of non-combustible construction."~~ 9-2-3 non shall non

**503.1.4 Add new following new section 503.1.4**

**"503.1.4 Non-combustible Construction**

**All new buildings, other than one and two family dwellings, shall be of non-combustible construction."**

\* \* \*

903.2.4 Add the following at the end of section 903.2 Where Required and delete the exception:

"903.2.4 Automatic Fire Sprinkler System Required.

1. Notwithstanding anything contained in this international building code to the contrary, in all areas of the village, automatic fire sprinkler systems must be installed and maintained in all newly constructed buildings.
2. Any existing building (other than single family and two family residential dwellings) that undergoes any work or renovations that requires a building permit, has a change of use or occupancy type, or is improved with an addition to the building shall be required to add an approved fire sprinkler system if the fire sprinkler system would be required by the applicable sections of the 2015 international existing buildings code. Except as otherwise specifically prescribed, complete automatic fire sprinkler systems shall also be installed wherever specified by this international building code.
3. All existing non-residential buildings, mixed use buildings and multi-family residential buildings with more than two residential units, shall provide a complete automatic fire sprinkler system by January 1, 2026, except that existing churches (A-3 use group section 303) are exempt.

Whenever access to a building or structure will be unduly difficult because of secured openings, and where immediate access will be required for life saving and fire protection purposes, the fire code official may require an approved key box to be in a readily accessible location approved by the fire code official."

**907.2 Add the following text after the existing text within Section 907.2:**

~~"907.2 Where Required. Notwithstanding anything contained in this international building code to the contrary, all newly constructed buildings, renovation and remodeling, change of occupant, change of ownership or additions thereto in non-residential zoned areas of the village and mixed use buildings and other buildings~~

~~in residential zoning districts, and all newly constructed attached residential dwellings consisting of more than two units, or additions thereto, shall have installed and maintained therein, an automatic fire alarm system. Except as otherwise specifically prescribed, complete automatic fire alarm systems shall also be installed wherever specified by this code."~~ **The other sections of this code notwithstanding, all occupancies shall have a complete fire alarm system, except that rooms larger than 5,000 square feet within fully sprinklered buildings shall not be required to have more than one smoke detector for every 2,500 square feet.**

\* \* \*

916 **917** Add a new section 916 917 as follows:

"Section 916 **917** Knox Box"

916.4 **917.1** Knox Box. All commercial buildings and residential structures with automatic fire alarms and/or fire sprinkler systems require a knox box. Multiple knox boxes may be required by the building official. The fire department shall approve the location of all knox boxes.

~~917 Add a new section 917 as follows~~ **915 Delete Section 915 and replace with the following:**

Section ~~917~~ **915** Carbon Monoxide Detectors

Section ~~917.1~~ **915.1** Definitions. The following words and terms shall, for the purposes of this section ~~917.1~~ **915.1**, have the following meanings:

Carbon Monoxide Alarm. An electrical device which meets the requirements of UL standard 2034 for detecting and warning individuals of the presence of carbon monoxide.

Carbon Monoxide Monitor. An electrical device for detecting and warning individuals of the presence of carbon monoxide. These devices do not meet UL standard 2034 because they detect and alarm smaller quantities of carbon monoxide than UL 2034 allows.

917.2 **915.2** Add new section 917.2 **915.2** as follows:

"917.2 **915.2** General.

1. Carbon monoxide alarms where required by this code shall meet the current UL standard 2034 or its equivalent. Carbon monoxide alarms shall be installed per the requirements of NFPA 720 and the laws of the state of Illinois.
2. Carbon monoxide monitors where allowed by this code shall be installed and maintained per the manufacturer's recommendations."

917.3 **915.3** Add new section 917.3 **915.3** as follows:

Section ~~917.3~~ **915.3** Where Required. Carbon monoxide alarms are required:

1. In any building with sleeping facilities that relies on combustion of fossil fuel for heat, ventilation, hot water, or fireplace within the building, and for buildings with attached garages, fossil fueled appliances, propane fuels, liquid type fuels and as required by laws of the state of Illinois. There shall be a detector locator in each sleeping room, within 15 feet of a sleeping room, every level of the building and possibly multiple detectors per level and in all mechanical rooms.
2. In existing buildings, with sleeping facilities, that area renovated or altered and the work would normally require a village permit to accomplish, after adoption of this ordinance shall be required to install a carbon monoxide alarm per this ordinance.
3. In existing buildings with sleeping facilities that replace a furnace or hot water heater with a fossil fueled furnace or hot water heater or install a fireplace shall be required to install a carbon monoxide alarm per this ordinance.

~~917.4~~ **915.4** Add new section ~~917.4~~ **915.4** as follows:

"Section 917.4 Parking Garages. If a parking garage does not meet the requirements for open air parking structures (NFPA) or an open parking garage (section 406 of this code) or in the interpretation of the building official may require a system, an automatic carbon monoxide system must be installed as follows:

1. The system must be connected to the NFPA 88A (parking structure) required ventilation system, where upon activation, the system will automatically turn on and exhaust fumes to the exterior;
2. The ventilation system must have manual, key operated override for emergency use. The override must be capable of turning the system on when shut down and turning the system off if activated. The required key switch and proper signage will be mounted in an easily accessible area next to the garage entrance, in a location approved by the fire department;
3. Ventilation systems must be tested annually and re-certified to manufacturers' specifications at least annually. Test results shall be forwarded to the fire official."

~~4029.5.3~~ **1030.5.3** Add the following new section ~~4029.5.3~~**1030.5.3**:

"~~4029.5.3~~ **1030.5.3** Window Well Covers. A guard rail shall be provided at grade around all window wells, or a cover provided capable of supporting 500 pounds."

\* \* \*

1301.1 Amend section 1301.1 as follows:

"Section 1301.1 Criteria. Buildings shall be designed and constructed in

accordance with the ~~2012~~ **2015** international energy **9-2-3**  
conservation code, current state of Illinois energy conservation code  
and ANSI/ ASHRAE/IESNA standard 90.1."

\* \* \*

~~2303.1 Add the following to the end of section 2303.1:~~

~~"The exterior walls, interior partitions, floors and roofs of wood construction shall be designed and constructed to develop adequate strength to resist all vertical and lateral forces due to both dead and live loads. Standard balloon, braced, platform and post and beam types of construction shall be acceptable framing methods. Joists, studs and rafters shall not be spaced more than 16 inches (408 mm) on center unless otherwise approved. Roof trusses in residential construction may be 24 inches (610 mm) on center. References to wider spacing in subsequent tables and sections of this chapter or the international building code are not applicable. Three stud corners are required in all wall framing." Framing differences may be applied if applicable to use of international green construction code or a LEED certified project and approved by the building official.~~

2304.7.3 Add the following new section 2304.7.3:

"2304.7.3 Minimum Roof Sheathing. Roof sheathing supported on 24 inch spacing is to be a minimum of 5/8 inch thick. Roof sheathing supported on 16 inch spacing shall be a minimum of 1/2 inch thick."

\* \* \*

2701.2 Add the following new section 2701.2:

Amendments To NFPA 70. The ~~2011~~ **2014** edition of NFPA 70 (national electrical code) have been adopted for use by the village pursuant to title 9, chapter 7 of the village code.

\* \* \*

~~3202 Delete section without replacement.~~

3301.3 Add the following new section 3301.3:

3301.3 Additional Site Plan Requirements. Additional site plan requirements are to be determined by the building official for each permit, and may include one or more of the following:

1. Fencing is to be installed as listed on the approved site plan and shall include a gate for access and ability to enclose the site at the end of each working day. Commercial fencing is to be a minimum of six-foot high chain link fence properly supported. Residential fence is to be a minimum of a four foot high green construction fence type fence properly supported;

2. All open excavated holes and drops are to be completely encircled as a minimum with a four foot high safety fencing;
3. Silt fencing is required to prevent silt from causing a nuisance to neighboring properties, discharge into the storm sewer system or creating a hazard;
4. A construction drive shall be installed at the start of the job with a gravel base to provide contractor parking to the extent possible to prevent mud and debris from being tracked onto streets;
5. Dirt and debris are to be kept off of street at all times a dumpster or trash container shall be provided throughout construction;
6. A portable toilet shall be maintained at all times, except where the building owner allows use of the existing facility. The portable toilet is to be placed to least impact the neighbors and a minimum of 10 feet off the lot line;
7. All side-walks damaged during construction are to be replaced. In areas where a new home is constructed all the sidewalks along the property are to be replaced unless determined otherwise by the building official. Damaged side-walks are to be replaced with a minimum of a four inch bed of compacted gravel and a minimum of five inch thick concrete panel. Side walk panels in drive areas are to be replaced with a minimum of seven inch thick concrete;
8. Sidewalks damaged during construction shall be topped with temporary bituminous pavement until final concrete can be placed;
9. Granular back fill shall be required for ail street, road edge, side- walk, driveway, slab, or patio areas as determined by the building official;
10. Any street excavation shall be topped with a temporary bituminous pavement within 48 hours of excavation. A permanent minimum of three (3) inch bituminous layer, compacted in two lifts, with saw cut edges, is required as part of the final approval. (A road opening fee per the current fee schedule will be accessed if road opening is performed.);
11. Damage to parkway or neighbors' property due to construction shall be repaired as soon as weather permits;
12. Traffic and parking requirements as noted on plan are to be followed throughout the construction process;
13. Temporary electric services are to be installed to prevent the use of generators;
14. Tree protection is to be installed per the site plan and may include (fencing, wrapping of trunk, root cutting before excavation trimming limbs for access, feeding, aerating, and directional boring under trees with services) as well as requirements of the tree preservation ordinance, set forth in title 10, chapter 11 of the municipal code;

15. Materials are to be stored on private property, storage of materials in the public right of way is not permitted unless prior approval is granted by the village;

16. Dust of any type is to be controlled by use of water or other forms of containment so not to cause a nuisance;

17. Sump discharge is to have one or more of the following: open site connection, storm sewer connection, drywell or discharge to approved area on the property. (Sump water will not be allowed to discharge to a location that will cause a hazard in freezing conditions such as drives, sidewalks, or streets.);

**18.** As-built **utility** drawings are required for all exterior water, sanitary, and storm service lines from the foundation wall of the structure being serviced to the point of connection with the existing service stub or existing main. The as built drawing is required regardless of the length of the installation of the new portion of the utility service;

**18.1 As-built grading drawings are required for any permitted activity that changes the grades on the site. The as-built drawing must show grades at all lot corners, at 20' intervals along lot lines, and at locations within the lot as needed to show the drainage patterns of the lot. Lot drainage must be in accordance with the approved lot grades.**

18.1 The drawings must be to scale and be no smaller than 1" = 20'. The scale must be indicated on the submitted drawings.

**18.2** The drawing must be neat, clean and legible. Multiple service lines can be shown on the same drawing.

~~18.2~~ **18.3 If the approved site plans were produced on a CADD system then the as-built drawings must be drafted on a CADD system**

~~18.3~~ **18.4** The minimum acceptable drawing size is 8<sup>1</sup>/<sub>2</sub>" x 11". **Submittal should include a PDF file and the CADD file where applicable.**

18.4 **18.5** The pipe size and type must be indicated for each service line.

~~18.5~~ **18.6** The location of the installed service line(s) must be tied to a minimum of two exterior property corners and two exterior foundation corners within an accuracy of one (1) foot.

~~18.6~~ **18.7** The locations of all fittings, cleanouts, and B-boxes must be identified within an accuracy of one (1) foot.

~~18.7~~ **18.8** The depth of the utility service below final grade must be indicated at all grade and at a minimum of every 50 feet along the length of each installed service.

~~18.8~~ **18.9** All prominent topographical features such as exterior build foundations lines, sidewalks, back of curb, edge of pavement and existing manholes must be indicated if these features are within 20 feet of any portion of the utility service line work covered by the building permit.

~~18.9~~ **18.10** The means of connecting the new portion of the utility line to the existing main or stub must be identified (coupling types, tees, wyes, etc.).

~~18.10~~ **18.11** The lower right hand corner of the submitted drawing must contain the following information: street address where the work is being performed; the building permit number; the date of the sketch preparation; the name and address and telephone number of the general contractor and subcontractor.

\* \* \*

**Section 4: Amendments to Section 9-3-1 of the Village Code.**

Section 9-3-1, titled "Adoption of the International Residential Code by Reference," of Chapter 3, titled "Residential Code for One- and Two-Family Dwellings," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-3-1: ADOPTION OF THE INTERNATIONAL RESIDENTIAL CODE BY REFERENCE:

The international residential code, ~~2012~~ **2015** edition, as promulgated and published by the International Code Council, Inc. ("international residential code"), is hereby adopted by reference by the village of Lake Bluff as modified pursuant to this chapter. The international residential code applies to all single-family detached dwellings and two-family dwellings and all buildings and structures accessory thereto that are expressly regulated by the international residential code.

Each and all of the regulations, provisions, penalties, conditions, and terms of said international residential code are hereby referred to, adopted, and made a part hereof, as if fully set forth in this code with the additions, insertions, deletions and changes hereinafter prescribed."

**Section 5: Amendments to Section 9-3-3 of the Village Code.**

Section 9-3-3, titled "Amendments to the International Residential Code," of Chapter 3, titled "Residential Code for One- and Two-Family Dwellings," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-3-3: AMENDMENTS TO THE INTERNATIONAL RESIDENTIAL CODE:

The international residential code, adopted by reference pursuant to this chapter, is amended as set forth in this section. Subsequent section numbers used in this section shall refer to the like numbered sections of the international building code:

\* \* \*

R301.2 Delete entire table R301.2(1) and replace as follows:

Table R301.2(1) Climatic And Geographic Design Criteria	
Ground snow load	40 <del>30</del> psf minimum
Wind speed	<del>3 second 90 normal 80</del> <b>115 mph</b>
Seismic design category	<del>(0) but check design criteria for new Madrid Fault</del>
Weathering	Severe
Frost line depth	42 inches
Termite	<del>Moderate to heavy</del> <b>Slight to Moderate</b>
Decay	Slight to moderate

Winter design temperature	0 degrees
Ice shield underlayment	Yes
Flood hazard	See local flood zone map
Air freezing index	2000
Mean annual temperature	50 degrees

\* \* \*

R313.2 Delete sections R313.2 and R313.2.1 and replace as follows:

R313.2 One And Two Family Dwellings Automatic Fire Sprinkler Systems.

Notwithstanding anything contained in sections R313.2 and R313.2.1 in the 2012 **2015** international residential code:

\* \* \*

N1101.2 Delete section N1101.2 and replace with the following:

N1101.2 Compliance. Compliance shall be demonstrated by meeting the minimal requirements of the 2012 **2015** international energy conservation code as amended in title 9, chapter 10 of the village code or meeting the requirements of title 9, chapter 3 of the village code, whichever is more restrictive. Climate zones from figure N1101.2 or table N1101.2 shall be used in determining the applicable requirements from this chapter. Compliance shall

not be less than what is required by any state of Illinois energy conservation code.

\* \* \*

Chapter 44 - Referenced Standards

1. Delete "international plumbing code" and substitute and replace with "Illinois plumbing code 2004". Law as defined in section 2901.1 of the international building code as amended by title 9 of the village code.
2. Delete "international electric code" and substitute replace with "NFPA 70 2011 2014 edition". "National electric code 2011 2014 edition."
3. Delete "international zoning code" without substitution.

\* \* \*

**Section 5: Amendments to Section 9-4-2 of the Village Code.**

Section 9-4-2, titled "Amendments to the International Property Maintenance Code," of Chapter 4, titled "Property Maintenance Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-4-2: Amendments to the International Property Maintenance Code:

The following sections of the 2012 international property maintenance code are hereby amended, revised, and changed as follows:

\* \* \*

104.7 Add new section 104.7 as follows:

~~104.7 Coordination Of Inspections. Whenever in the enforcement of this code or another code or ordinance, the responsibility of more than one code official of the jurisdiction is involved, it shall be the duty of the code officials involved to coordinate their inspections and administrative orders as fully as practicable so that the owners and occupants of the structure shall not be subjected to visits numerous inspectors or multiple or conflicting orders. Whenever an inspector from any agency or department observes an apparent or actual violation of some law, ordinance or code not within the inspector's authority to enforce, the inspector shall report the findings to the code official having jurisdiction.~~

\* \* \*

~~303.2 Delete section 303.2 and replace as follows:~~

~~303.2 Enclosures. Private swimming pools, hot tubs and spas, capable of containing water 24 inches or more in depth shall be completely surrounded~~

~~by a fence or barrier at least 48 inches in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of six inches from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.~~

~~Exception: Aboveground spas or hot tubs with a locking safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section 303.2.~~

~~\* \* \*~~

306.1 Delete section 306.1 and replace as follows:

~~306.1 General. Every exterior and interior flight of stairs having four or more risers shall have a handrail on one side of the stairs and every open portion of the stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches high above the floor of the landing, balcony, porch, deck, ramp or other walking surface.~~

~~\* \* \*~~

502.5 Delete section 502.5 and replace as follows:

Section 502.5 Public Toilet Facilities. Public toilet facilities shall be maintained in a safe sanitary and working condition in accordance with the 2004 state of Illinois plumbing code, as adopted by the village and amended pursuant to title 9, chapter 6 of the village code. Except for periodic maintenance or cleaning, public access and use shall be provided to the toilet facilities at all times during the occupancy of the premises.

505.1 Delete section 505.1 and replace as follows:

Section 505.1 General. Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs, and showers shall be supplied with hot or tempered and cold running water in accordance with the 2004 state of Illinois plumbing code, as adopted by the village and amended pursuant to title 9, chapter 6 of the village code.

~~\* \* \*~~

604.3.1.1 Amend section 604.3.1.1 and replace as follows:

604.3.1.1 Electrical Equipment. Add the following sentence at the end of the paragraph. All work shall also be in compliance with the ~~2011~~ **2014** national electrical code (NFPA 70), as adopted by the village and amended pursuant to title 9, chapter 7 of the village code.

604.3.2.1 Amend section 604.3.2.1 and replace as follows:

604.3.2.1 Electrical Equipment. Add the following sentence at the end of the section before the exception: All work shall also be in compliance with the ~~2011~~ **2014** national electrical code (NFPA 70), as adopted by the village and amended pursuant to title 9, chapter 7 of the village code.

\* \* \*

~~704.5 Delete section 704.5 and replace as follows:~~

~~704.5 Smoke Alarms. Single or multiple station smoke alarms shall be installed and maintained in groups R-2, R-3, R-4 and in dwellings not regulated in group R occupancies, regardless of occupant load at all of the following locations:~~

- ~~1. On the ceiling or wall outside of each separate sleeping area within 15 feet of bedrooms;~~
- ~~2. In each room used for sleeping purposes; and~~
- ~~3. In each story within a dwelling unit, including basements and cellars but not including crawlspaces and uninhabitable attics.~~

~~Single or multiple station smoke alarms shall be installed in other use groups in accordance with the international fire code and also any laws of the state of Illinois.~~

704.6 **704.5** Add new section 704.6 as follows:

704.6 **704.5** Carbon Monoxide Detectors. Single or multiple-station carbon monoxide detectors shall be installed and maintained in groups R-1, R-2, R-3 and R-4 and in dwellings not regulated in group R occupancies, regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area within 15 feet of bedrooms;
2. In each room used for sleeping purposes, and
3. In each story within a dwelling unit, including basements and cellars, but not including crawlspaces and uninhabitable attics.

Exceptions: As allowed by the state of Illinois carbon monoxide act.

\* \* \*

**Section 6: Amendments to Section 9-5-1 of the Village Code.**

Section 9-5-1, titled "Adoption of International Fire Code," of Chapter 5, titled "Fire Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-5-1: ADOPTION OF INTERNATIONAL FIRE CODE:

The regulations of the ~~2012~~ **2015** edition of the international fire code, as published by the International Code Council ("international fire code") is hereby adopted as the regulations governing the safeguard of life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices; and from conditions hazardous to life or property in the use or occupancy of existing or proposed new buildings or premises in the village of Lake Bluff with such amendments as are hereafter set forth."

**Section 7: Amendments to Section 9-5-3 of the Village Code.**

Section 9-5-3, titled "Amendments to International Fire Code," of Chapter 5, titled "Fire Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-5-3: AMENDMENTS TO INTERNATIONAL FIRE CODE:

The following sections of the ~~2012~~ **2015** international fire code are hereby amended, revised, and changed as follows:

\* \* \*

~~609.4~~ **609.5** Add new section as follows:

~~609.4~~ **609.5** Required Kitchen Hood Fire Suppression Systems. All required commercial or other occupancy kitchen exhaust hood and duct system shall be protected with an approved wet chemical fire suppression system installed and maintained per NFPA 17, and UL 300 standard. Every required automatic fire suppression system, when activated shall transmit a fire alarm signal to the village of Lake Bluff main dispatch center or a U.L. listed and approved central monitoring station via an approved fire alarm system.

~~609.5~~ **609.6** Add new section as follows:

~~609.5~~ **609.6** Maintenance. Commercial kitchen exhaust systems shall be cleaned to remove deposits of residue and grease in the system at intervals specified in the cleaning schedule required to be submitted in accordance with the mechanical code listed in chapter 47. Thorough cleaning of ducts, hoods and fans shall require scraping, brushing or other positive cleaning methods.

~~609.6~~ **609.7** Add new section as follows:

~~609.6~~ **609.7** Cleaning Schedule. Where a cleaning schedule is not on file, the code official shall require a schedule to be submitted, indicating the method of cleaning and the time intervals between cleanings.

\* \* \*

~~903.3.8~~ **903.3.9** Add new section as follows:

~~903.3.8~~ **903.3.9** Sprinkler Valve/Fire Pump Room. All new or renovated buildings shall enclose the fire sprinkler valve rooms and fire pump rooms with a minimum of an approved one hour rated fire separation enclosure.

\* \* \*

~~907.2.11.4~~ Add the following to the end of the section:

~~"2. Group R-3 smoke alarms are to be 120 volt with a battery backup.~~

~~3. Smoke alarms are not required to be equipped with battery backup in group R-1 where they are connected to an emergency electrical system."~~

\* \* \*

~~3305.2 Delete sections 3305.2 through 3305.9.~~

Chapter 47

Referenced Standards

Chapter 47 Referenced Standards:

Delete ICC electric code and insert 2014 **2012** national electric code-NFPA 70.

Delete international plumbing code and insert the Illinois state plumbing code.

Delete the international sewage disposal code and insert Illinois state plumbing code.

\* \* \*

**Section 8: Amendments to Section 9-7-1 of the Village Code.**

Section 9-7-1, titled "Adoption of National Electric Code," of Chapter 7, titled "Electrical Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-7-1: ADOPTION OF NATIONAL ELECTRICAL CODE:

There is hereby adopted by the village the 2014 **2014** national electrical code (NFPA 70) as hereinafter amended (hereinafter the "electrical code"). At least one

copy of the ~~2014~~ **2014** national electrical code (NFPA 70) has been on file in the office of the village clerk for a period of at least thirty (30) days prior to the adoption of these provisions and remains on file in the office of the village clerk, and is hereby adopted and incorporated as fully as if set out at length herein."

**Section 9: Amendments to Section 9-7-3 of the Village Code.**

Section 9-7-3, titled "Amendments to the Electrical Code," of Chapter 7, titled "Electrical Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-7-3: AMENDMENTS TO THE ELECTRICAL CODE:

The following sections of the electrical code are hereby amended as set forth in this section. Subsequent section numbers used in this chapter shall refer to like numbered sections of NFPA 70:

\* \* \*

~~225.6(B) Delete section 225.6(B) and replace as follows:~~

~~"225.6(B) Festoon Lighting. Not permitted."~~

\* \* \*

~~300.22(B) Delete the first sentence of section 300.22(B) and replace as follows:~~

~~300.22(B) Ducts Or Plenums Used For Environmental Air. Only wiring methods consisting of electrical metallic tubing, intermediate metal conduit or rigid conduit shall be installed in ducts or plenums specifically fabricated to transport environmental air.~~

~~410.16(D) Add new subsection Luminaires Required (Fixtures) In Clothes Closets as follows:~~

~~"410.16(D) Luminaires In Clothes Closets. A light fixture shall be installed in closets."~~

\* \* \*

**Section 10: Amendments to Section 9-8-1 of the Village Code.**

Section 9-8-1, titled "Adoption of International Fuel Gas Code," of Chapter 8, titled "Fuel Gas Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-8-1: ADOPTION OF INTERNATIONAL FUEL GAS CODE:

There is hereby adopted by the village the ~~2012~~ **2015** international fuel gas code as hereinafter amended (hereinafter the "fuel gas code"). At least one copy of the

~~2012~~ **2015** international fuel gas code has been on file in the office of the village clerk for a period of at least thirty (30) days prior to the adoption of these provisions and remains on file in the office of the village clerk, and is hereby adopted and incorporated as fully as if set out at length herein."

**Section 11: Amendments to Section 9-8-2 of the Village Code.**

Section 9-8-2, titled "Amendments to the Fuel Gas Code," of Chapter 8, titled "Fuel Gas Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-8-2: AMENDMENTS TO THE FUEL GAS CODE:

The following sections of the fuel gas code are hereby amended as set forth in this section. Subsequent section numbers used in this chapter shall refer to like numbered sections of the fuel gas code:

\* \* \*

108.5 Delete section 108.5 and replace as follows:

"108.5 Stop Work Orders. Upon notice from the code official that mechanical work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work, **or shall be posted on the property where the work is being done.** The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue to work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for penalties as set forth in section 9-1-22 of this title."

\* \* \*

**Section 12: Amendments to Section 9-10-1 of the Village Code.**

Section 9-10-1, titled "Adoption of Codes," of Chapter 10, titled "Energy Conservation Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-10-1: ADOPTION OF CODES:

"There is hereby adopted by the village the ~~2012~~ **2015** international energy conservation code and the ANSI/ASHRAE/IESNA standard 90.1-2010 energy standard for buildings as hereinafter amended (hereinafter the "energy code"). The provisions of the Illinois energy conservation act, 20 Illinois Compiled Statutes 1115/1 et seq., and the regulations adopted hereunder, shall apply to all buildings as specified in the act and all buildings in the village of Lake Bluff including residential structures. At least one copy of the ~~2012~~ **2015** international energy

conservation code has been on file in the office of the village clerk for a period of at least thirty (30) days prior to the adoption of these provisions and remains on file in the office of the village clerk, and is hereby adopted and incorporated as fully as if set out at length herein.”

**Section 13: Amendments to Section 9-10-2 of the Village Code.**

Section 9-10-2, titled "Amendments, Revisions, Changes," of Chapter 10, titled "Energy Conservation Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

“9-10-2: AMENDMENTS, REVISIONS, CHANGES:

The following sections of the ~~2012~~ **2015** international energy conservation code are hereby added, amended, revised, and changed as follows:”

\* \* \*

**Section 14: Amendments to Section 9-11-1 of the Village Code.**

Section 9-11-1, titled "Adoption of Code," of Chapter 11, titled "Mechanical Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

“9-11-1: ADOPTION OF CODE:

“There is hereby adopted by the village the ~~2012~~ **2015** international mechanical code, as hereinafter amended (hereinafter the "mechanical code"). At least one copy of the ~~2012~~ **2015** international mechanical code has been on file in the office of the village clerk for a period of at least thirty (30) days prior to the adoption of these provisions and remains on file in the office of the village clerk, and is hereby adopted and incorporated as fully as if set out at length herein. ”

**Section 15: Amendments to Section 9-11-2 of the Village Code.**

Section 9-11-2, titled "Amendments, Revisions, Changes," of Chapter 11, titled "Mechanical Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

“9-11-2: AMENDMENTS, REVISIONS, CHANGES:

The following sections of the ~~2012~~ **2015** international mechanical code are hereby amended, revised, and changed as follows:

\* \* \*

108.5 Delete section 108.5 and replace as follows:

108.5 Stop Work Orders. Upon notice from the code official that mechanical work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in

writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work, or posted on the property where the work is being done. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue to work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for penalties as set forth in section 9-1-22 of this title.

\* \* \*

**Section 16: Amendments to Section 9-12-1 of the Village Code.**

Section 9-12-1, titled "Recommended Green Building Standards," of Chapter 12, titled "Green Building Guidelines," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-12-1: RECOMMENDED GREEN BUILDING STANDARDS:

The village highly encourages the use of "green" or sustainable building practices. As such, the village has identified the ~~2012~~ 2015 international green construction code as a useful minimum standard for permit applicants who wish to follow green building practices. Those persons who desire to use sustainable building practices are encouraged to use the ~~2012~~ 2015 international green construction standard or to consult with the code official to identify other appropriate sustainable building standards for either residential or nonresidential building projects."

**Section 17: Amendments to Section 9-15-1 of the Village Code.**

Section 9-15-1, titled "Adoption of International Swimming Pool and Spa Code," of Chapter 15, titled "Swimming Pool and Spa Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-15-1: ADOPTION OF INTERNATIONAL SWIMMING POOL AND SPA CODE:

There is hereby adopted by the village the ~~2012~~ 2015 international swimming pool and spa code (hereinafter the "swimming pool code"). At least one copy of the ~~2012~~ 2015 international swimming pool and spa code has been on file in the office of the village clerk for a period of at least thirty (30) days prior to the adoption of these provisions and remains on file in the office of the village clerk, and is hereby adopted and incorporated as fully as if set out at length herein.

The state of Illinois has promulgated rules and regulations for public swimming pools, spas and beaches under Illinois administrative code title 77 chapter 1 subchapter n part 820. Additional references to this can be found under 210 Illinois Compiled Statutes 125 et seq. The adoption of the 2012 international swimming pool and spa code does not supersede the state of Illinois rules and regulations/laws unless the swimming pool code is more restrictive in requirements."

**Section 18: Amendments to Section 9-16-1 of the Village Code.**

Section 9-16-1, titled "Adoption of International Existing Building Code," of Chapter 165, titled "Existing Building Code," of Title 9, titled "Building Regulations," of the Village Code is hereby amended further to read as follows:

"9-16-1: ADOPTION OF INTERNATIONAL EXISTING BUILDING CODE:

There is hereby adopted by the village the 2012 ~~2015~~ international existing building code and as amended hereafter. At least one copy of the 2012 ~~2015~~ international existing building code has been on file in the office of the village clerk for a period of at least thirty (30) days prior to the adoption of these provisions and remains on file in the office of the village clerk, and is hereby adopted and incorporated as fully as if set out at length herein."

**Section 19: Amendments to Title IX of the Village Code.**

Title 9, titled "Building Regulations," of the Village Code is hereby amended further to add a new Chapter 18 to read as follows:

**"Chapter 18  
STORMWATER DRAINAGE**

**9-18-1: ADOPTION OF CHAPTER 11 OF THE ILLINOIS PLUMBING LAW:**

**Chapter 11 of the 2015 International Plumbing Code is hereby adopted as amended hereafter to regulate storm water drainage.**

**9-18-2: AMENDMENTS TO CHAPTER 11 OF THE INTERNATIONAL PLUMBING CODE:**

**The following sections of the fuel gas code are hereby amended as set forth in this section. Subsequent section numbers used in this chapter shall refer to like numbered sections of the fuel gas code:**

**Section 1101.9 shall be deleted and replaced with the following:**

**1101.9 All new storm direct connections to the main shall be cored and installed with a core and T boot.**

**Add new section, Section 1101.10 as follows:**

**All directionally bored storm lines shall be inspected after installation by use of a video camera supplied by the contractor to verify integrity and proper pitch of the pipe. Village inspector to be on site at the time the video is taken.**

**Add new section, Section 1101.11 as follows:**

**All new storm sewer pipe below grade shall be bedded in granular material approved by the Village. Granular material is required to be installed to a level 4" above the pipe from a level 2" below the pipe.**

**Section 1102 Materials shall be deleted and replaced with the following:**

**1102.1 Pipe used for storm water drainage shall be of one of the following materials or approved equal:**

**Cast Iron Pipe (Hub & Spigot) ASTM A74, CISPI HS 74, C564**

**HDPE Polyethylene smooth interior wall plastic pipe ASTM F2648 (for use outside of paved areas only)**

**Polyvinyl Chloride (PVC) SDR 26 ASTM 3034**

**Polyvinyl Chloride Schedule 40, ASTM 2665**

**Concrete Pipe, Reinforced**

**Cellular core pipe is not permitted."**

**Section 20. Effective Date.**

This Ordinance shall be effective after following passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law and publication in pamphlet form in the manner required by law, but in no event sooner than July 1, 2016.

[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

#39737972\_v2

**FIRST READING:**           March 14, 2016

**SECOND READING:**

**PASSED:**

**APPROVED:**

**PUBLISHED IN PAMPHLET FORM:**

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

**Agenda Item: 16**

**Subject:** A RESOLUTION APPROVING THE VILLAGE OF LAKE BLUFF 2016-2017 OFFICIAL PAY PLAN

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

**Originated By:** VILLAGE ADMINISTRATOR

**Referred To:** VILLAGE BOARD

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

Attached is a Resolution approving the Village of Lake Bluff Official Pay Plan (Pay Plan) for Fiscal Year beginning May 1, 2016. This document, which is updated annually, establishes the authority and official guidelines by which the Village Administrator may appoint, promote, evaluate and compensate all Village employees except those employees subject to one of the three collective bargaining agreements (Police Sergeants, Police Officers, and Public Works unions).

A main component of the Pay Plan is the schedule of salary ranges for the various Village positions. Consistent with Village policy to maintain non-union salary levels at or above the average of those in the competitive market, the proposed schedule reflects a market adjustment of 5% over the previously approved salary range maximums for only the following positions: Asst. Finance Director, PW Superintendent, Asst. to Village Administrator, Building Codes Supervisor, Deputy and Chief of Police, Finance Director and Village Engineer. Please know that actual employee pay increases are contingent on performance evaluations.

The Fiscal Year 2017 Annual Budget includes a 2.5% pool for non-union salary adjustments. At their March 14<sup>th</sup> meeting the Finance Committee reviewed the schedule of salary ranges, the actual current salaries with a survey of comparable communities, and recommends approval of the Pay Plan. The Pay Plan reflects compensation levels for all authorized positions. In accordance with the Illinois Open Meetings Act (5 ILCS 120/7.3) the most recent Compensation Program (attached) has been posted on the Village's website since March 3, 2016. At its March 14<sup>th</sup> meeting the Finance Committee reviewed and recommended Village Board approval of the Pay Plan. Staff will be available to respond to questions from the Village Board.

**Reports and Documents Attached:**

1. Resolution Approving the Village of Lake Bluff 2016-2017 Official Pay Plan;
2. Village of Lake Bluff Proposed 2016-2017 Official Pay Plan;
3. Proposed Salary Ranges for Village Employees; and
4. Village Staff Compensation Program.

**Finance Committee's Recommendation:** Adoption of the Resolution.

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

**Date Referred to Village Board:** 3/28/2016

**RESOLUTION 2016-**

**A RESOLUTION APPROVING THE VILLAGE OF LAKE BLUFF 2016-2017 OFFICIAL PAY PLAN**

**WHEREAS**, the Village's Official Pay Plan establishes the authority and official guidelines by which the Village Administrator may appoint, promote, evaluate and compensate all Village employees except those employees subject to collective bargaining agreements; and,

**WHEREAS**, the Village of Lake Bluff endeavors to adequately and fairly compensate its employees; and,

**WHEREAS**, the Village Administrator and Finance Committee recommend approval of the 2016-2017 Official Pay Plan, which is attached to and incorporated into this Resolution as **Exhibit A**; and,

**WHEREAS**, the President and Board of Trustees have determined that it is in the best interest of the Village to adopt the 2016-2017 Official Pay Plan in accordance with, and subject to, the terms of this Resolution.

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

**Section 1. Recitals.**

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

**Section 2. Approval of 2016-2017 Official Pay Plan.**

The Village of Lake Bluff 2016-2017 Official Pay Plan, attached to and incorporated into this Resolution as **Exhibit A**, is approved, and the Village Administrator is authorized and directed to implement the 2016-2017 Official Pay Plan as of May 1, 2016.

**Section 3. Effective Date.**

This Resolution will be in full force and effect following its passage and approval in the manner required by law.

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

**AYES:** (0)

**NAYS:** (0)

**ABSENT:** (0)

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

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

ATTEST:

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

**Exhibit A**

**Village of Lake Bluff 2016-2017 Official Pay Plan**

OFFICIAL PAY PLAN  
May 1, 2016

1.0 Purpose:

1.1 To officially disseminate the Official Pay Plan as approved by the Village Board of Trustees.

2.0 Scope:

2.1 The Official Pay Plan in accordance with Title I of the Municipal Code of the Village of Lake Bluff establishes the authority and official guidelines by which the Village Administrator may appoint, promote, evaluate and compensate all Village employees except those employees subject to a collective bargaining agreement.

3.0 Policy:

3.1 The Village Administrator, as the Chief Administrative Officer of the Village, shall be responsible to the Village Board of Trustees for the administration and interpretation of the Official Pay Plan.

4.0 Distribution:

4.1 To all Department Heads and to be made available for review by all employees.

## PROCEDURES AND IMPLEMENTATION DATA

### The Official Pay Plan

The salary ranges and position titles, as presented herein, shall constitute the Official Pay Plan for all employees of the Village of Lake Bluff excepting those employees subject to a collective bargaining agreement and the Village Administrator, unless otherwise approved by the Village Board.

The provisions of this pay plan are not intended to, and should not be construed to, create contractual obligations of any kind or a contract of employment between the Village and any of its employees. All Village employees are employees at will, and the Village reserves the right to terminate the employment relationship at any time, with or without cause and without advance notice. The provisions of this pay plan may be revised, supplemented, or rescinded at any time at the Village's sole discretion.

The provisions of this pay plan supersede all existing policies and practices in conflict herewith and no policy or practice in conflict with the provisions of this pay plan shall be valid or shall be relied on by any employee, unless such policy or practice has been issued in writing by the Village.

### Administrator of Pay Plan

The Village Administrator, as Chief Administrative Officer of the Village, shall be responsible to the Village Board of Trustees for the administration and interpretation of the Official Pay Plan and shall set salaries for all employees within the limits of the salary ranges established herein. The Village Administrator shall apprise the Village Board of Trustees annually regarding the appropriateness of municipal salary levels, taking into consideration cost of living, area employment conditions, level of employee performance and other appropriate factors. All salary adjustments shall be authorized by the Village Administrator following the consideration of recommendations of Department Heads who shall certify as to each employee's eligibility and qualifications for such salary adjustment. The Village Administrator is further authorized to establish and administer an employee evaluation and development program to be used to determine employee job effectiveness, performance, and individual employee development. Such a program serves as an important factor in consideration of employee salary adjustments. Additionally, the Village Administrator shall have the authority to establish personnel review boards to administratively review and recommend employees for probation and salary adjustments.

## SALARY ADMINISTRATION PROCEDURE

### Salary Range

The Official Pay Plan establishes a salary range which recognizes that individual ability and exhibited job performance are the basic considerations in salary administration. The Plan also recognizes that it is desirable to provide the opportunity for employees to attain, within a reasonable period following employment, a salary level appropriate to their position and skills exhibited, based on their performance. The schedule of approved salary ranges is attached as Exhibit A.

### Pay Plan Implementation and Probationary Period

#### Policy Goal:

Establish and maintain the relationship between compensation and performance.

#### Policy Guidelines:

~~1. — The starting salary shall be 75% to 80% of the maximum salary, unless otherwise approved by the Department Head and the Village Administrator.~~

~~2.~~ Except as otherwise approved, length of service will not automatically relate to a level of compensation. Job performance, including experience, shall be used to determine the level of compensation within the approved pay range.

However, employees may be hired at a level higher than the minimum with the expressed approval of the Village Administrator who shall have authority to establish initial employment compensation at any salary level within the range authorized for the position. Employees appointed at the initial increment for their position salary range shall be eligible for a salary increase upon satisfactory completion of a probationary period and recommendation for salary adjustment by the Department Head. With the exception of police personnel, and those subject to a collective bargaining agreement, probationary periods shall normally cover the initial six (6) months of employment; however, such period may be extended not to exceed one (1) year if, in the opinion of the Department Head and Village Administrator, an extended period is necessary to fully evaluate the employee for regular appointment. Police personnel, unless otherwise specified in a collective bargaining agreement, shall serve a minimum eighteen months probationary period. No employee shall be considered for regular employee appointment nor salary increase if the employee is determined to not satisfactorily perform duties of the position to which the employee is assigned.

Following completion of the probationary period, employees shall be evaluated annually on or before May 1<sup>st</sup> for a salary adjustment based upon demonstrated job performance.

## Pay Plan Adjustments

### Policy Goal:

Establish and maintain position salary levels that attract and retain qualified and productive employees. Position salary levels should be at or above the average of those in the competitive market and demonstrate an appropriate relationship between positions within the Village. In unique circumstances, it is recognized that additional factors may be utilized to determine an appropriate salary level.

### Policy Guidelines:

1. The competitive market for Village positions consists of the communities in Lake County and the North Shore. For survey purposes, these communities consist of Deerfield, Glencoe, Gurnee, Highland Park, Lake Forest, Libertyville, Lincolnshire, North Chicago, Northfield, Vernon Hills and Waukegan.
2. The positions to be surveyed are those included in the Village of Lake Bluff Salary Schedule/Pay Plan. Salary levels to be surveyed will be for the most recent fiscal year in which the Village has approved a Pay Plan. Each position will be surveyed by matching, as much as possible, like duties and responsibilities.
3. Each year during preparation of the next fiscal year's budget, the Village Administrator shall present to the Finance Committee a proposed Pay Plan for review and comment. Based on Finance Committee review, the proposed Pay Plan may be modified by the Village Administrator for presentation to the Village Board. The Village Board shall accept or modify the Pay Plan to be adopted by the Village in conjunction with the Annual Budget.

Following approval of the Pay Plan by the Village Board, all regular, full time employees will be eligible for salary increase consideration within the approved salary range, dependent upon their performance evaluation, the recommendation of the supervising Department Head and the approval of the Village Administrator unless otherwise subject to a collective bargaining agreement.

## Promotions

Promotions in the Village service shall be based upon merit and ability to fulfill the requirements of the position. When an employee is promoted from one position or salary range to another position or salary range, the employee's salary shall be adjusted by the Village Administrator. Such salary will be at an increment within the new salary range which is at least equal to or higher than the employee's salary rate before such promotion. The Village Administrator may authorize a salary increase within the new salary range which reflects the increased duties and responsibilities assigned the employee.

### Transfers

All job transfers require approval by the Village Administrator. Transfers are of two types: (1) those requested by the employee, and (2) those made by the Village, either temporary or permanent, where the best interest of the Village is served. The Village Administrator shall have the authority to adjust the employee's salary to a lower or higher salary range to properly reflect assigned duties and responsibilities.

### Reclassification

An employee's position may be re-established by the Village Administrator to a higher or lower salary range to properly reflect assigned duties and responsibilities. The Village Administrator shall have the authority to reassign and place an employee at a lower salary range.

### Additional Duty Pay

The Village Administrator shall have the authority to assign additional duty responsibilities, on a temporary or permanent basis, to regular employees which will be special or collateral assignments in addition to the employee's regular position. Employees assigned an additional duty position shall be eligible, upon authorization by the Village Administrator, for salary adjustments not to exceed \$130 per pay period. The salary adjustments shall be in effect only so long as authorized by the Village Administrator.

The standards for awarding additional duty pay shall include at least one the following:

1. The additional duties must represent skills not normally associated with the position classification as determined by the Village Administrator.
2. The individual must be performing duties not normally assigned to the position and the additional duties must represent forty percent (40%) of the individual's time or represent significant off-duty preparation time.
3. The individual must act as a working leader for a crew of three (3) or more for sixty percent (60%) of the individual's time. This must include:
  - assigning personnel;
  - directing personnel;
  - being held responsible for crew performance by the Department Head; and
  - being assigned as acting Department Head periodically.
4. The additional duties must represent assigned managerial responsibilities either as an "acting" position or as an "assistant to" position.

### Part-Time and Temporary Employees

Certain job functions are required to be performed only on a part-time, temporary or seasonal basis. Such positions are unclassified in the Official Pay Plan and are authorized to be filled and paid within established salary levels, as approved by the Village Administrator.

#### Part-Time and Temporary Positions

#### Hourly Pay Range

Administrative Intern	\$11.50 - \$19.00
Secretary/Clerical	\$8.25 - \$21.20
Seasonal Laborer/Maintenance Worker	\$8.25 - \$21.25
Special Police	\$8.25 - \$15.75
Crossing Guard	\$8.25 - \$15.75

#### Volunteer Firefighters & Fire Inspector

Volunteer Firefighters shall receive reimbursement for expenses related to calls and training pursuant to a reimbursement system approved by the Fire Chief and Village Administrator within limitations of the Village Annual Budget. The Fire Inspector shall be compensated at a rate not to exceed \$18.00 per hour.

#### Executive, Managerial and Administration Classification

The Village Administrator shall, within established salary levels, have full discretion and authority to periodically adjust salaries of those persons in the Executive, Managerial and Administrative Classification of the Official Pay Plan. Performance of such professional personnel will be reviewed at least annually.

Salary increases shall be based upon demonstrated performance in the following areas:

1. Management -
  - a. The ability to secure cooperation and obtain optimum results through the efforts of others.
  - b. The demonstration of fiscal accountability and efficient and effective utilization of resources.
  - c. The ability to conceptualize the needs of the Department and organize necessary programs and activities to increase efficiency and effectiveness.
  - d. The ability for written and oral communication.
2. Technical skills and abilities.

3. Personal development for personal growth and continued value to the organization.

In addition, the salary plan shall be reviewed each year based upon the following considerations:

1. The relationship between positions and preserving management and supervisory relationships.
2. The Village's competitive position in terms of retaining existing personnel and recruiting new personnel.
2. The Village's financial ability to adequately compensate authorized personnel.

### **MERIT PROGRAM**

Policy Goal:

To encourage and reward exceptional service to the Village by its employees.

Policy Guidelines:

1. The Village of Lake Bluff will offer employees an annual lump sum merit award for service that significantly exceeds performance requirements.
2. The award is for an action or a series of actions that result in a significant cost savings and/or improved service to the Village.
3. The award must be recommended for approval by the employee's Department Head, and approved by the Village Administrator.
4. The total for all awards in a year must be within the amount budgeted in the Village's Fiscal Year Budget, but individual awards shall not exceed \$5,000 for any one year.

#### Merit Plan Implementation

1. The Village budgets an amount for merit bonus awards.
2. A Village employee (full or part time) performs an act or series of acts that meet the significant cost savings and/or improved service to the Village criteria.
3. The Department Head shall submit Department nominations as a group to the Village Administrator, between March 15<sup>th</sup> and April 15<sup>st</sup> for award by April 30<sup>th</sup>. Actions taking place after March 15<sup>th</sup> will be considered for award during the following year.

4. The Village Administrator reviews the nominations from all departments and makes a final determination regarding the number and amount of the awards, if any, to be made that fiscal year. There is no obligation on the part of the Village to make merit awards even though an amount is budgeted for this purpose and nominations are made. Because this program is designed to commend truly significant contributions to the Village's operating efficiency, the Village Administrator is obligated to approve awards only in circumstances in which, in his or her professional judgment, they are truly merited and meet the program goal and guidelines. All awards shall be made through the Village's payroll system and all appropriate tax requirements shall apply.

## SALARY RANGES AND AUTHORIZED REGULAR FULL-TIME POSITIONS FISCAL YEAR 2016-2017

(from May 1, 2016 to April 30, 2017)

Positions	Minimum	Maximum	# of Authorized Positions
Finance Clerk	\$45,970	\$61,293	2
Administrative Secretary	\$45,970	\$61,293	1
Police Records Clerk	\$49,969	\$66,625	2
Executive Assistant	\$52,100	\$69,466	1
Maintenance Worker II <sup>1</sup>	\$52,728	\$66,768	4
Maintenance Worker I <sup>1</sup>	\$47,465	\$60,154	2

Positions	Minimum	Maximum	# of Authorized Positions
Mechanic <sup>1</sup>	\$56,493	\$71,614	1
Police Officer <sup>2</sup>	\$68,200	\$90,905	10

Positions	Minimum	Maximum	# of Authorized Positions
Assistant to the Village Administrator	\$65,015	\$91,021	1
Public Works Superintendent	\$68,486	\$95,881	1
Assistant Finance Director	\$70,000	\$102,058	1
Police Sergeant <sup>3</sup>	\$95,507	\$104,902	3
Deputy Chief of Police	\$91,487	\$128,082	1

Positions	Minimum	Maximum	# of Authorized Positions
Building Code Supervisor	\$79,506	\$111,309	1
Village Engineer	\$96,077	\$134,507	1
Director of Finance	\$110,302	\$154,422	1
Chief of Police	\$110,376	\$154,525	1
Village Administrator	-	-	1
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<sup>1</sup>IUOE Local 150 Contract (Public Works Maintenance Employees)  
Agreement Expires April 30, 2016 and negotiations will start in the near future  
Approved by Village Board: 10/28/13

<sup>2</sup>FOP Contract (Police Officers) Pay Ranges Updated  
Agreement Expires April 30, 2016 and negotiations will start in the near future  
Approved by Village Board : 7/14/14

<sup>3</sup>FOP Contract (Police Sergeants)  
Agreement Expires April 30, 2017  
Approved by Village Board : 6/22/15

The Village's compensation program aims to attract, retain, and incentivize qualified and productive employees. To do so, the Village pegs position salary levels at or above the average of those in the competitive market and sets an appropriate compensation relationship between positions within the Village organization. The Official Village Pay Plan establishes a salary range which recognizes individual ability and exhibited job performance as the basic considerations in salary determination. In addition, the Village has reviewed pay levels in other Lake County and North Shore communities as "market comparables." An annual compensation survey is used as a gauge for this purpose.

The Village's Official Pay Plan is reviewed by the Village Board every year during the annual budget process. All regular, full time employees not covered by a collective bargaining agreement are eligible for salary increases within the approved salary range, consistent with the Plan's criteria and economic conditions. The Village Administrator is responsible for the administration and interpretation of the Plan and sets salaries for all employees within the salary ranges after discussing them with the Department Heads. Some employees are covered by a collective bargaining agreement.

Employee Number	Position	Market Comparables Base Salary <sup>1</sup>		Annual Base Salary <sup>2</sup>	Health Savings Contrib	Health Insurance Opt-Out	Auto Allowance <sup>3</sup>	ICMA 457 Pension Contrib	Housing Loan <sup>4</sup>	Other Comp <sup>5</sup>	TOTAL
		Minimum	Maximum								
100589	Administrative Secretary	37,794	68,177	54,302	-	1,000					55,302
100592	Asst Director of Finance	67,501	141,526	90,619	1,500					1,000	93,119
100524	Asst to Village Admin	52,731	102,506	75,750	750						76,500
100662	Bldg Code Supervisor	67,074	129,842	90,130	1,500						91,630
100669	Chief Mechanic	per CBA		63,630	750						64,380
100656	Deputy Police Chief	80,236	160,968	109,180	-					1,000	110,180
100258	Director of Finance	95,610	194,725	147,069	750					545	148,364
100464	Executive Assistant	45,470	76,291	60,820	1,500					250	62,570
100498	Finance Clerk	37,005	72,673	60,156	750					1,200	62,106
100663	Finance Clerk	37,005	72,673	56,000	1,500						57,500
100642	Maintenance II	per CBA		54,270	-						54,270
100649	Maintenance I	per CBA		51,896	-						51,896
100335	Maintenance II	per CBA		66,768	-					4,000	70,768
100370	Maintenance II	per CBA		66,768	-					650	67,418
100500	Maintenance II	per CBA		66,768	-					650	67,418
100633	Maintenance I	per CBA		48,900	-						48,900
100176	Police Chief	97,759	194,725	130,421	1,500						131,921
100425	Police Records Clerk	37,005	69,279	63,550	1,500						65,050
100454	Police Records Clerk	37,005	69,279	63,550	1,500						65,050
100655	Police Officer	per CBA		79,554	750						80,304
100650	Police Officer	per CBA		79,554	1,500						81,054
100651	Police Officer	per CBA		79,554	750						80,304
100392	Police Officer	per CBA		91,555	-	1,000					92,555
100457	Police Officer	per CBA		91,555	1,500						93,055
100459	Police Officer	per CBA		91,555	1,500						93,055
100494	Police Officer	per CBA		91,555	-	1,000					92,555
100544	Police Officer	per CBA		90,905	1,500						92,405
100587	Police Officer	per CBA		90,905	1,500						92,405
100644	Police Officer	per CBA		83,340	750						84,090
100411	Police Sergeant	per CBA		102,343	750						103,093
100443	Police Sergeant	per CBA		99,375	1,500						100,875
100479	Police Sergeant	per CBA		102,343	1,500						103,843
100363	PW Superintendent	58,677	109,619	85,609	1,500						87,109
100591	Village Administrator	154,100	240,000	190,000	1,500		4,800	10,000	5,000	10,000	221,300
100666	Village Engineer	65,601	124,978	109,000	1,500						110,500

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<sup>1</sup>Market comparables updated in March 2015.

<sup>2</sup>Includes the use of vacation and sick time.

<sup>3</sup>Police Chief and Deputy Police Chief are provided a take-home vehicle.

<sup>4</sup>Village Administrator housing assistance (VA required to live in Lake Bluff) consisting of an interest-free \$200,000 loan, forgivable at \$5,000 per year beginning in the third year of employment.

<sup>5</sup>Extra-duty, longevity and bonus pay not included in base salary and paid as of date shown above.

CBA = collective bargaining agreement.

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

**Agenda Item: 17**

<b>Subject:</b>	<u>AN ORDINANCE AMENDING TITLE I OF THE MUNICIPAL CODE OF THE VILLAGE OF LAKE BLUFF REGARDING THE COMPREHENSIVE FEE SCHEDULE</u>
<b>Action Requested:</b>	<u>FIRST READING APPROVAL (Roll Call Vote)</u>
<b>Originated By:</b>	<u>FINANCE COMMITTEE</u>
<b>Referred To:</b>	<u>VILLAGE BOARD</u>

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

As part of the budget development process, the Finance Committee reviews the comprehensive fee schedule. At the March 14, 2016 Finance Committee meeting, the members recommended the following changes to the comprehensive fee schedule:

**Construction/Building Fees:** (page 4 of the Ordinance)

- Building permit renewal fee for interior only activity from 50% of original permit fee to \$100 per month; and
- Building permit renewal fee for exterior and all other building/site activity from 50% of original permit fee to \$200 per month.

This fee was originally in Section 9-1-9A of the Municipal Code and has been deleted from this Section pursuant to the “Ordinance Adopting Updated Building Regulations” (first reading approval at the March 14<sup>th</sup> Board meeting.) The permit renewal fee is being included in Section 1-12-3 of the Municipal Code (the Comprehensive Fee Schedule.)

**User Charges and Connection Fees:** (page 16 of the Ordinance)

- Adjust water rate for properties within Village limits from \$6.95 to \$7.10/1,000 gallons; and
- Adjust water rate for properties outside of the Village limits from \$7.99 to \$8.17/1,000 gallons.

The water rate is revised pursuant to the multi-year rate projections developed to adequately cover the operating and capital costs.

**Reports and Documents Attached:**

- Village’s Comprehensive Fee Ordinance with the Recommended Adjustments Highlighted.

**Finance Committee’s Recommendation:** First Reading Approval of the Ordinance.

**Village Administrator’s Recommendation:** First reading approval of the ordinance.

**Date Referred to Village Board:** 3/28/2016

**ORDINANCE NO. 2016-**

**AN ORDINANCE AMENDING TITLE 1 OF THE MUNICIPAL CODE  
REGARDING THE COMPREHENSIVE FEE SCHEDULE**

**WHEREAS**, all Village fees and charges are set forth in the Village's Comprehensive Fee Schedule, codified as Section 1-12-3 of the Municipal Code, for ease of reference and administrative purposes; and,

**WHEREAS**, the Village Administrator and the Finance Committee have reviewed fees and charges to ensure that the rates are commensurate with either the best interest of the Village or with inflation, and otherwise reasonably approximate the Village's costs and expenses in providing the Village service; and,

**WHEREAS**, the Village Administrator and the Finance Committee recommend that the fees and charges for water usage be established at a rate that is necessary to adequately fund the operating and capital costs to purchase and deliver potable water; and,

**WHEREAS**, the Village Administrator and the Finance Committee further recommend that the fees and charges for water usage for residents be set at \$7.10 and for non-residents at \$8.17 per thousand gallons of usage effective May 1, 2016; and,

**WHEREAS**, Section 9-1-9A of the Municipal Code entitled "Building Permits; Restoration" allows the building commissioner to extend the time limit for expired building permits upon payment of a fee; and,

**WHEREAS**, the Village Administrator and the Finance Committee recommend that the fees for building permit renewals for expired permits be incorporated into Section 1-12-3 of the Municipal Code and be set at \$100 per month for permits that comprise interior work only and \$200 per month for all other building permit renewals; and,

**WHEREAS**, the President and Board of Trustees have determined that it is in the best interest of the Village to adjust certain fees and charges for Village services, as set forth in this Ordinance.

**NOW, THEREFORE, BE IT ORDAINED 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 herein as the findings of the President and Board of Trustees.

**Section 2. Amendment to Section 1-12-3 of the Municipal Code**

Section 1-12-13, entitled "Schedule of Fees, Charges and Rates," of Chapter 12, entitled "Comprehensive Fee Schedule," of Title 1, entitled "Administration," of the Municipal Code shall be and it is hereby amended in its entirety so that Section 1-12-3 shall hereafter be and read as follows (additions are **bold and underlined** and deletions are ~~struck through~~):

"1-12-3: **SCHEDULE OF FEES, CHARGES AND RATES:**

ADMINISTRATIVE FEES

Description	Amount	Municipal Code Provision
Budget	\$ 25.00	
Building code	10.00	Title 9, chapters 1 through 9
Comprehensive plan	25.00	
Documents and records:		<a href="#">1-10-2</a>
Deposit for microfilm records	150.00 per week	
For all documents or records copied in response to an FOIA request:		Ord. 2010-1; <u><a href="#">5 ILCS 140/1 et seq.</a></u>
8.5" x 11" or 8.5" x 14" (black and white), first 50 pages	No charge	
8.5" x 11" or 8.5" x 14" (black and white), each page after first 50 pages	\$0.15 per side	
11" x 17" (black and white)	0.50 per page	
8.5" x 11", 8.5" x 14", or 11" x 17" (color)	Costs incurred	
Certification of documents/records	\$1.00 per document (plus copying cost)	
Electronic records		
<ul style="list-style-type: none"> <li>Non-voluminous requests</li> </ul>	Cost Incurred	
<ul style="list-style-type: none"> <li>Voluminous Requests (PDF format)</li> </ul>	<ul style="list-style-type: none"> <li>\$20 for up to 80 megabytes of data</li> <li>\$40 for more than 80 but not more than 160 megabytes of data</li> <li>\$100 for more than 160 megabytes of data</li> </ul>	
<ul style="list-style-type: none"> <li>Voluminous Requests (Non-PDF Format)</li> </ul>	<ul style="list-style-type: none"> <li>\$20 for up to 2 megabytes of data</li> <li>\$40 for more than 2 but not more than 4 megabytes of data</li> <li>\$100 for more than 4 megabytes of data</li> </ul>	
Use of an outside vendor to produce requested documents	Cost incurred	
Fine for FOIA violations	\$750.00 for each violation	

	For records requested by a commercial requestor, time in excess of eight hours spent to search for, examine for redactions, or retrieve requested records	\$10.00/hour	
	Land use maps	\$ 5.00	
	Sign regulations	10.00	<a href="#">Title 10, chapter 10</a>
	Subdivision title	25.00	<a href="#">Title 11</a>
	Tree regulations	10.00	<a href="#">Title 10, chapter 11</a>
	Zoning title	25.00	<a href="#">Title 10</a>

#### ALARM FEES

Description	Amount	Municipal Code Provision
Annual registration:		<a href="#">5-6-8</a>
Within the village limits	\$ 25.00	
Outside the village limits	50.00	
Directly connected alarm fees:		<a href="#">5-6-8</a>
Initial connection fee	125.00	
Onetime relay deposit fee	150.00	
Single-family residence within the village limits	50.00	
Other property within the village limits	75.00	
All property outside the village limits	Set by contract	
False alarm fees:		<a href="#">5-6-10A</a>
1 to 4 false alarms	No charge	
5th false alarm	\$ 50.00	
6th false alarm	100.00	
7th false alarm	100.00	
8th false alarm	100.00	
9th false alarm	150.00	
10th false alarm or more	250.00	

CONSTRUCTION/BUILDING FEES

Description	Amount	Municipal Code Provision
Construction permit <sup>1</sup> , unless otherwise listed	\$30.00 per \$1,000.00 of construction cost	<a href="#">Title 9, chapter 1</a>
Building Permit, Restoration (renewal for expired permit)	\$100 per month for interior only building activity \$200 per month for all other building/site activity	Title 9, chapter 1, para. 9A
Plumbing permit	\$25.00 application fee, plus \$10.00 per \$1,000.00 of construction cost	<a href="#">Title 9, chapter 1</a>
Electric permit	\$25.00 application fee, plus \$10.00 per \$1,000.00 of construction cost	<a href="#">Title 9, chapter 2</a>
Heating and air conditioning	\$25.00 application fee, plus \$10.00 per \$1,000.00 of construction cost	<a href="#">Title 9, chapter 1</a>
Replacement siding, exterior doors, and windows permit	\$50.00 application fee, plus \$10.00 per \$1,000.00 of construction cost	<a href="#">Title 9, chapter 2</a>
Building permit fee reduction for landmark designated structures	Reduction of 25% of total building permit fee	
Building permit fee reduction for certified landmark designated structures	Reduction of 50% of total building permit fee	
Elevator plan review and inspection	Village cost	<a href="#">Title 9, chapter 2</a>
Residential fire sprinkler plan review and inspection	\$150.00	<a href="#">Title 9, chapter 1</a>
Fence installation:		<a href="#">10-9-1</a>
New fence	50.00	
Replacement fence	25.00	
New or replacement patio, sidewalk, driveway, private roadway, and parking lot permit	\$25.00 application fee, plus \$10.00 per \$1,000.00 of construction cost, \$50.00 minimum	<a href="#">7-1-12E1, E2</a>
Demolition tax for principal residential structures	\$10,000.00	<a href="#">1-8I-2</a>
Demolition tax for landmark designated structures	12,500.00	
Demolition tax for certified landmark designated structures	15,000.00	

Demolition permit <sup>2</sup> :		<a href="#">9-1-18</a>
Principal structures:		
Up to and including 500 square feet <sup>3</sup>	\$1.00 per square foot	
501 square feet through 2,500 square feet	\$1.00 per square foot for the first 500 square feet, plus \$2.00 for each square foot from 501 through 2,500	
2,501 square feet and above	\$1.00 per square foot for the first 500 square feet, plus \$2.00 for each square foot from 501 through 2,500, plus \$0.50 for each square foot from 2,501 and above	
Accessory structures:		<a href="#">9-1-18</a>
150 square feet through 500 square feet	\$0.50 per square foot	
501 square feet through 1,000 square feet	\$0.50 per square foot from 150 through 500, plus \$1.00 for each square foot from 501 through 1,000	
1,001 square feet and above	\$0.50 per square foot from 150 to 500, plus \$1.00 for each square foot from 501 through 1,000, plus \$0.25 for each square foot from 1,001 and above	
Roofing permit	\$25.00 application fee, plus \$10.00 per \$1,000.00 of construction cost, \$50.00 minimum fee	<a href="#">Title 9, chapter 2</a>
Reinspections	\$150.00	<a href="#">Title 9, chapter 1</a>
Occupancy certificate	250.00	<a href="#">10-2-3B3</a>
Copy of original certificate	1.00	<a href="#">10-2-3B4</a>
Building department plan review (only applies when plans are reviewed and no permit is issued)	200.00	<a href="#">Title 9, chapter 2</a>
Plan review deposit	\$200.00 for plans that are \$20,000.00 or more in construction value and \$100.00 for plans under \$20,000.00 in construction value	<a href="#">Title 9, chapter 2</a>
Fire department plan review (multi-family and commercial only)	\$ 50.00	<a href="#">Title 9, chapter 2</a>
Septic system permit	2,500.00	<a href="#">8-2-1B2</a>
Street opening permit	550.00	<a href="#">7-1-8C, 9-3-2(R106.2)</a>
Street tunneling permit	100.00	<a href="#">7-1-8C</a>
Sidewalk opening permit	110.00	<a href="#">7-1-8C</a>

Swimming pool installation permit	330.00	<a href="#">Title 9, chapter 1</a>
Aboveground pool/spa	330.00	<a href="#">Title 9, chapter 1</a>
Inground pool/spa (no structures or enclosures)	350.00	<a href="#">Title 9, chapter 1</a>
Pools and spas (which include structures)	\$30.00 for each \$1,000.00 of construction value (minimum of \$400.00)	<a href="#">Title 9, chapter 1</a>
Moving license	\$5,000.00	<a href="#">9-1-16</a>
Lawn irrigation system installation permit	330.00	<a href="#">Title 9, chapter 1</a>
Water tap permit	25.00	<a href="#">8-1A-2A2</a>
Water taps	100.00	<a href="#">8-1A-2A2</a>
Water meter and accessories	Costs incurred, plus 10%	<a href="#">8-1A-3</a>
Satellite/antenna dish review	\$25.00	
Special inspections (i.e., veterans' affairs, FHA)	\$125.00 per inspection	<a href="#">Title 9, chapter 1</a>
Security systems	\$25.00 per permit and \$10.00 per \$1,000.00 of construction value for an electrical permit (minimum of \$50.00)	<a href="#">Title 9, chapter 1</a>
New construction and/or large scale renovation 15,000 or more square feet, life safety review	\$0.005 per square foot (minimum of \$250.00)	<a href="#">Title 9, chapter 1</a>
Small scale tenant finish or renovation less than 15,000 square feet, life safety review	\$150.00	<a href="#">Title 9, chapter 1</a>
Automatic fire extinguishing systems, NFPA 13 or 13R	\$100.00 plus \$3.00 per sprinkler head (minimum of \$200.00)	<a href="#">Title 9, chapter 1</a>
Automatic fire extinguishing systems, combination preaction/clean agent	\$450.00	<a href="#">Title 9, chapter 1</a>
Automatic fire extinguishing systems, other fire suppression systems (wet chemical, etc.)	250.00	<a href="#">Title 9, chapter 1</a>
Standpipe systems	200.00	<a href="#">Title 9, chapter 1</a>
Fire pumps and related equipment	200.00	<a href="#">Title 9, chapter 1</a>
Compressed gases, system installations	100.00	<a href="#">Title 9, chapter 1</a>

Flammable and combustible liquids tank installation and/or process installation	100.00	<a href="#">Title 9, chapter 1</a>
Hazardous materials uses	100.00	<a href="#">Title 9, chapter 1</a>
LP gas installations	100.00	<a href="#">Title 9, chapter 1</a>
Private fire hydrants review	100.00	<a href="#">Title 9, chapter 1</a>
Fire alarm systems and related equipment	\$5.00 per device (minimum of \$100.00)	<a href="#">Title 9, chapter 1</a>
Fire alarm panel replacement	\$250.00	<a href="#">Title 9, chapter 1</a>
Small scale tenant fire alarm renovation	100.00	<a href="#">Title 9, chapter 1</a>
Tents and air supported structures	25.00	<a href="#">Title 9, chapter 1</a>

#### DEVELOPMENT FEES

Description	Amount	Municipal Code Provision
Preannexation, per filing	\$500.00 per acre or fraction thereof (plus additional costs incurred by the village) <sup>4</sup>	
Annexation of territory	\$1,000.00 per acre or fraction thereof (plus additional costs incurred by the village) <sup>5</sup>	
Appeals to administrative decisions/rebuttals to board and commission recommendations	\$100.00	
Architectural board of review:		
Minor improvements to existing sites/structures or concept review	\$100.00, plus additional costs incurred	<a href="#">9-13-5</a>
Major improvements, per structure or type of structure	\$300.00, plus additional costs incurred	<a href="#">9-13-5</a>
Sign review, per sign	\$150.00, plus additional costs incurred	<a href="#">10-10-17</a>
Site plan approval application	\$300.00, plus an amount	<a href="#">10-2-8A</a>

		determined by the village administrator to reimburse the village for all anticipated out of pocket expenses incurred in connection with the delivery of notice pursuant to section <a href="#">10-2-8</a> of this code	
Subdivisions and planned developments:			
	Filing fee for preliminary plat of subdivision application, no plan commission review	\$250.00 per subdivision	<a href="#">11-3-1</a>
	Filing fee for preliminary plat of subdivision application, with plan commission review	\$250.00 per subdivision	<a href="#">11-3-1</a>
	Tentative and final plat of subdivision (prior to recording by village)	\$1,000.00 (plus additional costs incurred by the village) <sup>6</sup>	<a href="#">11-3-2</a>
	Application filing fee for planned development	\$150.00 per acre or fraction thereof	<a href="#">10-5J-4B1</a>
	Planned development	\$2,000.00 (plus additional costs incurred by the village) <sup>6</sup>	<a href="#">Title 10, chapter 5, article J</a>
	Tentative and final plat for planned development (prior to recording by the village)	\$1,000.00 (plus additional costs incurred by village) <sup>6</sup>	<a href="#">10-5J-4B1</a>
	Tree permit application review (see permit fees of this section for tree permit fees):		<a href="#">10-11-6E</a>
1.	Development of a vacant lot	\$450.00	
2.	Structure demolitions	525.00	
3.	Room additions	275.00	
4.	Driveway installations	150.00	
5.	Installations (pools, tennis courts, sport courts)	195.00	
6.	Fence and shed installations	125.00	
7.	Deck and patio installations	140.00	
8.	Irrigation system installations	125.00	
Tree replacement mitigation fee		\$150.00 per each 1 inch caliper of replacement trees that are not being planted on the subject property at the full replacement rate that would otherwise be applicable	<a href="#">10-11-7G2</a>
Watershed development regulations review <sup>7,8</sup> :			<a href="#">12-1-1</a>

1.	Sediment and erosion control only:		
	a. Single-family home/ development under 5 acres	\$ 150.00	
	b. Single-family home/ development under 5 acres with floodplain or wetlands	200.00	
	c. Development 5 acres or more	350.00	
2.	Minor development without detention	700.00	
3.	Minor development with detention	1,400.00	
4.	Major development (stream bank/shoreline stabilization)	300.00	
5.	Major development (detention, no floodplain)	1,950.00	
6.	Major development (grading in floodplain, no detention)	400.00	
7.	Major development (with floodplain under 100 acres tributary)	2,700.00	
8.	Major development (with floodplain 100 to 200 acres tributary)	4,350.00	
9.	Major development (with floodplain over 200 acres tributary)	5,500.00	
10.	Floodplain/floodway accessory structure review	100.00	
11.	Public road development (detention and floodplain modeling)	1,550.00	
12.	Public road development (with detention and/or floodplain impact)	1,050.00	
13.	Public road development (no detention)	600.00	
14.	Wetland, jurisdictional determination	350.00	
15.	Wetland, no impact determination	300.00	
16.	Wetland category I permit (single-family)	150.00	
17.	Wetland category I permit (nonsingle- family)	900.00	
18.	Wetland category II permit	1,250.00	
19.	Wetland category III permit	1,300.00	
20.	Wetland category IV permit (less than 1	500.00	

	acre)		
21.	Wetland category IV permit (greater than or equal to 1 acre)	1,000.00	
22.	Resubmittals	1/3 of base fee	
23.	FEMA map revisions	\$1,250.00	
Zoning board of appeals:			<a href="#">2-5-3F, 10-2-6</a>
	Appeal of interpretation of zoning regulations pursuant to state statutes	150.00	
	Variations:		
	Requiring only zoning board of appeals approval, per filing	\$500.00, plus additional costs incurred by the village	
	Requiring village board approval, per filing	\$750.00, plus additional costs incurred by the village	
	Text or map amendments to the zoning regulations, per filing	\$750.00, plus additional costs incurred by the village	
	Special use permit up to 1 acre:		
	Up to 1 acre	\$750.00, plus additional costs incurred by the village	
	Per acre or fraction thereof over 1 acre	\$10.00 per acre	
Developer donation impact fees: The following variables shall be used to determine developer donations for school, park, library, and village purposes in accordance with the method of calculation and provisions outlined in <a href="#">title 11</a> of this code, particularly <a href="#">title 11, chapter 4</a> :			<a href="#">11-4-4</a>
	Lake Bluff park district multiplier	7.3 acres per 1,000 residents	
	School district 115 multiplier	50 acres per 1,500 students	
	School district 65 multipliers	15 acres per 600 K - 5 students 30 acres per 900 6 - 8 students	
	Municipal (village)	9.7 acres per 1,000 residents	
	Library (village)	0.05 acre per 1,000 residents	
	Value of vacant land for "cash in lieu of" donation	\$583,200.00 per acre	<a href="#">11-4-4G</a>

LICENSE FEES

Description		Amount	Municipal Code Provision
Business occupancy certificate fee		\$ 100.00	<a href="#">3-9-2B</a>
Business license transfer fee		10.00	<a href="#">3-1-4B</a>
Contractor's license fee; fees for all contractor licenses that are issued on or after November 1 shall be prorated on a semiannual basis		100.00	<a href="#">9-2-3</a> (105.8)
Liquor licenses:			
	Initial application fee	250.00	<a href="#">3-2-4B</a>
	Annual license fees; fees for all liquor licenses, except class L, that are issued on or after November 1 shall be prorated on a semiannual basis:		<a href="#">3-2-9</a>
	Class A	2,500.00	
	Class B	940.00	
	Class C	2,500.00	
	Class D	2,500.00	
	Class L	30.00 per event	
	Class P	No charge	
	Class R	\$1,250.00	
	Class S	1,250.00	
	Class T	1,250.00	
	Class U	1,250.00	
	Class V	2,750.00	
	Class W	500.00	
	Class X	500.00	
	Class Y	1,000.00	
	Class Z	275.00	
	Class AA	\$250.00, provided that this charge will be waived for holders of an existing village liquor license	
Food license, restaurant/food store		\$100.00	<a href="#">3-7A-2B</a>

Food and beverage delivery service		\$100.00 per vehicle	<a href="#">3-7B-1C1</a>
Milk and milk products sales, delivery and distribution:			<a href="#">3-7C-2B3</a>
	Engaging in business of delivery or distribution of milk	\$50.00 per vehicle	
	Retail businesses where milk is sold, except where a food dealer's license has been issued	\$ 50.00	
	Each milk vending machine	25.00	
Junk dealer		25.00	<a href="#">3-8-3A</a>
Gasoline station		100.00	<a href="#">3-6-5A</a>
Massage establishments		100.00	<a href="#">Title 3, chapter 13</a>
Motor vehicle:		40.00	<a href="#">6-2-3</a>
	Owner 65 or over	15.00	<a href="#">6-2-3</a>
Trucks		55.00	<a href="#">6-2-3</a>
Motorcycles, motorized bicycles, motorized tricycles and other motorized vehicles		25.00	<a href="#">6-2-3</a>
Motor vehicle, truck or motorcycle late fee penalty		50% of license fee	<a href="#">6-2-3</a>
Vehicle license - transfer to new vehicle, same owner		No charge	<a href="#">6-2-3</a>
Vehicle license fine		\$50.00	<a href="#">6-2-5</a>
Peddler or solicitor		\$100.00 per person	<a href="#">3-3-3</a>
Scavenger		\$750.00 per company	<a href="#">3-4-1B</a>
Taxicab service		\$ 25.00	<a href="#">3-5-3A</a>
Livery service		250.00	<a href="#">3-5-3B</a>
Fingerprinting fees:			
	Village resident	Free	
	Nonvillage resident	\$100.00	

PERMIT FEES

Description	Amount	Municipal Code Provision
Commercial filming and videotaping:		
Permit application	\$1,000.00	<a href="#">3-10-3A1</a>
Disruptive use of village property	2,000.00 per day	<a href="#">3-10-3F1</a>
Nondisruptive use of village property	1,000.00 per day	<a href="#">3-10-3F1</a>
Total closure of public street right of way	200.00 per hour	<a href="#">3-10-3F1</a>
Partial closure of public street right of way	100.00 per hour	<a href="#">3-10-3F1</a>
Parking permit:		
Village lot (Mawman Avenue)	125.00 per year	
Train station lot	360.00 per year	<a href="#">6-4-3D14</a> , <a href="#">6-4-4D14</a> , <a href="#">10-6A-8C2c(2)</a>
Train station lot	3.00 per day	<a href="#">6-4-3D12</a> , <a href="#">6-4-4D12</a>
Overnight	300.00 per year	<a href="#">6-4-3D2</a> , <a href="#">6-4-4D2</a>
Central business district	150.00 per year	
Central business district Walnut Avenue lot	50.00 per year	<a href="#">6-4-3D16</a>
Central business district train station lot (northern portion)	25.00 per year	<a href="#">6-4-3D16</a>
Transfer to new vehicle, same owner	No charge	
Tree permit (see development fees of this section for tree permit application review fees):		
Application	50.00	<a href="#">10-11-6E</a>

SUPPLIES AND OTHER USER CHARGES

Description		Amount	Municipal Code Provision
Refuse and recycling containers		First container: provided by supplier	<a href="#">4-2-8A</a>
		Each additional container: \$5.00 per month	
Lost or damaged refuse or recycling container		\$50.00 per container	<a href="#">4-2-8C</a>
Solid waste collection:			
1.	For recyclables collection (curbside), weekly curbside solid waste collection, and weekly curbside landscape waste collection	Amount pursuant to most recent contract	<a href="#">4-2-7C</a>
A la carte waste disposal services:			<a href="#">4-2-7L</a>
1.	For weekly back door solid waste collection	Amount pursuant to most recent contract	
2.	For twice weekly curbside solid waste collection	Amount pursuant to most recent contract	
3.	For twice weekly back door solid waste collection	Amount pursuant to most recent contract	
White goods collection		Amount pursuant to most recent contract	<a href="#">4-2-7G</a>

TAXES

Description		Amount	Municipal Code Provision
Automobile rental use tax		1%	
Automobile renting occupation tax		1%	<a href="#">1-8E-1A</a>
Cable and video service:			
	PEG access support fee	1% of holder's gross revenues or, if greater, the percentage of gross revenues that incumbent cable operators pay to the village or its designee for PEG access support in the village	<a href="#">3-11-3A</a>

	Provider fee	5% of holder's gross revenues	<a href="#">3-11-2A</a>
Electric utility tax, calculated on a monthly basis for each purchaser:			<a href="#">1-8C-2A</a>
	<u>Kilowatt Hours Used Or Consumed In A Month</u>	<u>Cents Per Kilowatt Hour</u>	
	First 2,000	\$0.553	
	Next 48,000	0.416	
	Next 50,000	0.323	
	Next 400,000	0.315	
	Next 500,000	0.300	
	Next 2,000,000	0.280	
	Next 2,000,000	0.260	
	Next 5,000,000	0.240	
	Next 10,000,000	0.220	
	Excess of 20,000,000	0.200	
	Emergency disaster services agency tax	Not to exceed \$0.05 per \$100.00 of the full, fair cash value as equalized by the department of revenue of the state of Illinois on all taxable property in the village. However, that amount collectible under such levy shall in no event exceed \$0.25 per capita	<a href="#">2-7-13</a>
	Emergency 911 telephone tax	\$0.65 per month, per landline connection	<a href="#">5-4-2B2</a>
	Foreign fire insurance companies	2% of gross receipts	<a href="#">1-8F-1</a>
	Home rule food and alcoholic beverage tax	1% of the purchase price	<a href="#">1-8J-2</a>
	Home rule hotel tax	7% of gross revenues	<a href="#">1-8H-2</a>
	Home rule municipal retailers' occupation tax	1% of gross receipts	<a href="#">1-8D-1A</a>
	Home rule municipal service occupation tax	1% of selling price	<a href="#">1-8D-2A</a>
	Home rule municipal use tax	1% of selling price	<a href="#">1-8D-3A</a>
	Public benefit tax	0.05% of the full fair cash value as equalized or assessed by the state department of revenue	<a href="#">1-8A-1</a>
	Simplified municipal telecommunications tax	5% of gross receipts	<a href="#">1-8G-2A</a>
	Utility tax	5% of gross receipts	<a href="#">1-8B-2</a>

USER CHARGES AND CONNECTION FEES

Description	Amount	Municipal Code Provision
<b>Water rate:</b>		<a href="#">8-1B-1</a>
<b>Within the village</b>	<del>\$6.95</del> <b>\$7.10</b> per 1,000 gallons of water usage	
<b>Outside the village</b>	<del>\$7.99</del> <b>\$8.17</b> per 1,000 gallons of water usage	
Water service, account maintenance fee	\$7.50 per quarter	
Water system recapture connection fee:		
Within the village:		
Per residential dwelling unit	\$400.00 per 1/8 inch of tap size	
New commercial construction	\$0.73 per square foot	
New tax exempt institutional construction	\$0.67 per square foot	
Water system tap size increase	\$400.00 per 1/8 inch of tap size	
Outside the village	\$600.00 per 1/8 inch of tap size	
Turning water on and off	\$25.00	<a href="#">8-1A-3C3</a> , <a href="#">8-1A-10</a> , <a href="#">8-1B-2B</a> , <a href="#">8-1C-9</a>
Reinstating water to a plugged pipe	10.00	<a href="#">8-1A-10</a>
Delinquent payment fee	1.5% of the outstanding balance	<a href="#">8-1B-5C</a>
Use of water by construction contractors	\$10.00 for meter rental, plus charge for use of the water	<a href="#">8-1C-7</a>
Cross connection control violations; fee to reconnect water service	\$100.00	<a href="#">8-1E-5</a>
<b>Sanitary sewer rate:</b>		<a href="#">8-1B-1</a>
Within the village	\$1.10 per 1,000 gallons of water usage	
Outside the village	\$1.21 per 1,000 gallons of water usage	
Sanitary sewer service, account maintenance fee	\$0.00 per quarter	
Sanitary sewer system recapture connection fee:		
Within the village	\$1,000.00	

	Outside the village	2,000.00	
Storm sewer system recapture connection fee:			
	Within the village	750.00	
	Outside the village	1,000.00	

**AMBULANCE TRANSPORT FEES**

Description	Amount	Municipal Code Provision
Resident and nonresident	\$1,335.00	

**Notes:**

1. Includes the construction of municipal utilities, including stormwater detention facilities, and the construction of private/public roadways and all new parking lots associated with new construction.
2. In addition to the other applicable fees, a \$25.00 application fee shall apply to all demolition permits.
3. For purposes of determining square footage for demolition permit fees, only the square footage of floor area at or above grade shall be counted.
4. "Costs" for preannexation include all legal, engineering, and other consulting and administrative fees, costs, and expenses that are incurred in connection with review and processing of the preannexation.
5. "Costs" for annexation include all legal, engineering, and other consulting and administrative fees, costs, and expenses that are incurred in connection with review and processing of the annexation.
6. "Costs" for subdivisions and planned developments include all legal, engineering, and other consulting and administrative fees, costs, and expenses that are incurred in connection with review and processing of the subdivision or planned development, including construction observation services related to all infrastructure construction associated with a development. An escrow and a maintenance guarantee are also required and shall be maintained to cover costs incurred as a result of a development.
7. When consulting fees are incurred by the village for the processing of watershed development permits, the applicant shall pay the village for the cost incurred for utilizing the consultant in lieu of applicable fee(s) listed herein.
8. "Major development", "minor development", and the permit categories used in this section shall have the meanings ascribed to them in the village watershed development ordinance. (See section 12-1-1 of this code.)"

**Section 3. Effective Date.**

This Ordinance shall be effective following passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law and publication in pamphlet form in the manner required by law.

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

**AYES:**            ( )

**NAYS:**        ( )

**ABSENT:**     ( )

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

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

ATTEST:

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

**FIRST READING:**           March 28, 2016

**SECOND READING:**

**PASSED:**

**APPROVED:**

**PUBLISHED IN PAMPHLET FORM:**

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

**Agenda Item: 18**

**Subject:** AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO LAKE EFFECT HOLDINGS, LLC TO PERMIT OPERATION OF AN EATING PLACE WITHOUT A DRIVE-THROUGH FACILITY AND APPROVING A SITE PLAN AT 600 WALNUT AVENUE (Hansa Coffee Roasters)

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**Action Requested:** CONSIDER FIRST READING APPROVAL (Roll Call Vote)  
CONSIDER REQUEST TO WAIVE SECOND READING (Roll Call Vote)

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**Originated By:** LAKE EFFECT HOLDINGS, LLC (Petitioner)

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**Referred To:** ARCHITECTURAL BOARD OF REVIEW  
JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS

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

In January 2016 the Village received a zoning petition and a site plan review application from Lake Effect Holdings, LLC (Petitioner), owner of the former Village Market building (600 Walnut Avenue), seeking: (i) a Special Use Permit (SUP) to operate an eating place without a drive through facility, (ii) changes to the exterior of the building, and (iii) an exemption from the Sign Code requirements to allow an awning sign (to meet notice requirements this will be considered by the Board at its meeting on April 11<sup>th</sup>). The Petitioner's tenant is Hansa Coffee Roasters, a local coffee roaster that will provide a full service coffee bar (seats 28 customers in 1,030 sq. ft. of space), an assortment of roasted coffee beans, bakery and breakfast items, coffee machines, presses and other accessories.

At its meeting on February 2<sup>nd</sup> the Architectural Board of Review (ABR) conducted a public hearing and recommended the Village Board approve an amended site plan allowing for the installation of window shutters, an awning structure above the entrance with a sign on each of the three sides of the awning valance, and to approve the existing position of the staircase (which was shown as perpendicular to the building pursuant to Resolution #2006-09). On February 17<sup>th</sup> the Plan Commission & Zoning Board of Appeals (PCZBA) conducted a public hearing and recommended the Village Board deny the request for a special use permit for an eating place because of the impact the new business would have on parking within the Central Business District (CBD). At its meeting on February 22<sup>nd</sup> the Village Board considered the recommendations, and in light of new information presented to the Village Board by the Petitioner that was not previously presented to the PCZBA, referred the zoning petition back to the PCZBA for further consideration. On March 16<sup>th</sup> the PCZBA conducted a public hearing and, with additional information on parking and traffic, recommended (on a 4 to 0 vote with 1 abstention) the Village Board approve the request for a special use permit with the following conditions:

- a) Hansa Coffee Roasters (Restaurant) shall be the exclusive Restaurant operating at this location;
- b) The Restaurant shall be a coffee shop that shall not prepare food on-site;
- c) The Restaurant shall operate from 6:00 a.m. to 9:00 p.m. Monday through Friday, 7:00 a.m. to 10:00 p.m. on Saturday, and 12:00 to 6:00 p.m. on Sunday;
- d) No more than 28 seats may be provided for customer use;
- e) The maximum space for the Restaurant shall not exceed 1,030 sq. ft.;
- f) The Restaurant shall meet regularly with Village Staff to review traffic, parking and other issues relating to business operations; and
- g) All Restaurant employees must obtain a Downtown Employee Parking Permit and park at the Train Station.

Mr. Robert Douglass, representative of the Petitioner, Tom Maegdlin and Kevin Kane (co-owners of Hansa Coffee Roasters), as well as Village Staff, will be in attendance to answer questions from the Board.

**Reports and Documents Attached:**

1. Ordinance (with Exhibits) Approving a Site Plan and Granting a Special Use Permit to the Petitioner to Operate an Eating Place Without a Drive Through; and
2. ABR Staff Report Dated February 2, 2016 (without attachments);
3. PCZBA Staff Report (without attachments) Dated March 11, 2016;
4. A Letter Dated March 18<sup>th</sup> Requesting the Waiver of Second Reading of the Ordinance; and
5. Comments Regarding the Restaurant.

**ABR's Recommendation:** Approve the site plan amendment.  
**PCZBA's Recommendation:** Conditionally approve the ordinance.  
**Village Administrator's Recommendation:** Consider first reading of the ordinance.

**Date Referred to Village Board:**

3/28/ 2016

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ORDINANCE NO. 2016-\_\_

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**AN ORDINANCE GRANTING A SPECIAL USE PERMIT  
TO LAKE EFFECT HOLDINGS, LLC  
TO PERMIT OPERATION OF AN EATING PLACE WITHOUT A DRIVE-THROUGH FACILITY  
AND APPROVING A SITE PLAN AT 600 WALNUT AVENUE  
(Hansa Coffee)**

Passed by the Board of Trustees, \_\_\_\_\_, 2016

Printed and Published, \_\_\_\_\_, 2016

Printed and Published in Pamphlet Form  
by Authority of the  
President and Board of Trustees

VILLAGE OF LAKE BLUFF  
LAKE COUNTY, ILLINOIS

I hereby certify that this document  
was properly published on the date  
stated above.

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Village Clerk

ORDINANCE NO. 2016-\_\_

AN ORDINANCE GRANTING A SPECIAL USE PERMIT  
TO LAKE EFFECT HOLDINGS, LLC  
TO PERMIT OPERATION OF AN EATING PLACE WITHOUT A DRIVE-THROUGH FACILITY  
AND APPROVING A SITE PLAN AT 600 WALNUT AVENUE  
(Hansa Coffee)

**WHEREAS**, Lake Effect Holdings, LLC ("**Applicant**") has applied for a special use permit pursuant to Section 10-4-2E of the Lake Bluff Zoning Regulations ("**Special Use Permit**") to allow for the operation of an eating place without drive in or drive through facilities ("**Restaurant**") in the property owned by the Applicant and located at 600 Walnut Avenue, Lake Bluff, Illinois ("**Restaurant Space**") within the portion of the Village's CBD Central Business District known as CBD Block One, and is legally described on **Exhibit A** attached to this Ordinance ("**Subject Property**"); and

**WHEREAS**, the Applicant has proposed that the Restaurant Space will be occupied by Hansa Coffee Roasters, Ltd. ("**Hansa**"); and

**WHEREAS**, pursuant to Ordinance Number 2007-14, the Village approved a final plat of subdivision and related relief for the Subject Property ("**Final Plat Approval Ordinance**") and the March 31, 2007 development agreement by, between, and among the Village, the Owner, and John Griffith, Inc. d/b/a Griffith, Grant & Lackie Realtors ("**Development Agreement**"); and

**WHEREAS**, following a public hearing on February 2, 2016, the Lake Bluff Architectural Board of Review ("**ABR**") recommended that the Village Board approve a site plan for exterior modifications to the Restaurant Space related to operation of the Restaurant ("**Site Plan**"); and

**WHEREAS**, on February 17, 2016, following a public hearing, the Lake Bluff Joint Plan Commission and Zoning Board of Appeals ("**PCZBA**") recommended by a 5 to 2 vote that the Village Board deny a Special Use Permit for operation of the Restaurant in the Restaurant Space, citing in part concerns regarding the special use permit standards under Section 10-4-2E3 of the Village Zoning Code concerning traffic congestion and interference with surrounding development; and

**WHEREAS**, on February 22, 2016, following comments from the Applicant, Hansa, and the public, the Village Board referred the Applicant's application for a Special Use Permit back to the PCZBA so that (i) the Applicant can present additional information to the PCZBA and (ii) the PCZBA could reconsider the application based on this additional information; and

**WHEREAS**, on March 16, 2016, following an additional public hearing, the PCZBA recommended by a 4 to 0 vote, with one member abstaining, that the Village Board approve the Special Use Permit for operation of the Restaurant in the Restaurant Space pursuant to certain conditions; and

**WHEREAS**, the President and Board of Trustees have duly considered the recommendations of the PCZBA and ABR and determined that it would be in the best interest of

the Village to grant the requested Special Use Permit and approve the Site Plan in accordance with, and subject to, the conditions, restrictions, and provisions of this Ordinance;

**NOW, THEREFORE, BE IT ORDAINED 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 this Ordinance as findings of the President and Board of Trustees.

**Section 2. Public Hearings.**

A. Site Plan. A public hearing to consider the Applicant's request for approval of the Site Plan was duly noticed pursuant to Section 10-2-8B of the Village's Zoning Regulations and held by the Architectural Board of Review on February 2, 2016, on which date the Architectural Board of Review recommended that the Village Board approve the Site Plan as presented.

B. Special Use Permit. Public hearings to consider the Applicant's request for the Special Use Permit were duly advertised on or before (i) January 29, 2016 in *The News-Sun*, and held by the PCZBA on February 17, 2016, and (ii) February 29, 2016 in *The News-Sun*, and held by the PCZBA on March 16, 2016, on which date the PCZBA recommended that the Village Board approve the Special Use Permit subject to certain conditions.

**Section 3. Special Use Permit Approval.**

Subject to and contingent upon the conditions, restrictions, and provisions set forth in Section 5 of this Ordinance, a special use permit is hereby granted, pursuant to Section 10-4-2E of the Lake Bluff Zoning Regulations, to allow the operation of the Restaurant in the Restaurant Space on the Subject Property.

**Section 4. Site Plan Approval.**

In accordance with the standards and procedures in Section 10-6A-10 and Section 10-2-8D of the Zoning Regulations, and subject to and contingent upon the conditions in Section 5 of this Resolution, the Site Plan for the Restaurant Space, consisting of 3 pages prepared by the Applicant, all of which are attached to and incorporated into this Ordinance as ***Exhibit C***, is approved pursuant to Section 10-2-8C of the Zoning Regulations and the home rule powers of the Village.

**Section 5. Conditions.**

The special use permit granted in Section 3 of this Ordinance is expressly subject to and contingent on each of the following conditions, restrictions, and provisions:

A. Compliance with Application and Site Plan. The Restaurant must be operated in strict accordance with the Applicant's application for a special use permit and accompanying documents, attached to this Ordinance as ***Exhibit B***, including without limitation the Site Plan attached to this Ordinance as ***Exhibit C***.

B. Compliance with Applicable Law. In addition to the other specific requirements of this Ordinance, the Restaurant, and all of the operations and activities on and in the Restaurant Space and the Subject Property shall comply at all times with all applicable federal, state, and Village statutes, ordinances, resolutions, rules, codes, and regulations, including without limitation the Final Plat Approval Ordinance and the Development Agreement. In the event of any conflict between this Ordinance and the Final Plat Approval Ordinance or the Development Agreement, the Final Plat Approval Ordinance or the Development Agreement, as applicable, will control.

C. Exclusive Operator of the Restaurant. The Restaurant shall be operated exclusively by Hansa. In the event that Hansa ceases operations of the Restaurant or is no longer the tenant of the Restaurant Space, the Special Use Permit granted pursuant to Section 3 of this Ordinance shall automatically terminate.

D. Restaurant Type. The Restaurant shall be operated as a coffee bar and restaurant providing service of beverages and food items, which food items are prepared off-site. The Restaurant shall not have any kitchen equipment or cooking facilities on the premises. No food shall be cooked or prepared on-site, provided that use of a toaster oven or similar appliance for the warming of food items prepared off-site is permitted. No coffee beans shall be roasted on-site.

E. Hours of Operation. The Restaurant may be open for business during the hours of 6:00 a.m. through 9:00 p.m. Monday through Friday, 7:00 a.m. to 10:00 p.m. Saturday, and 12:00 p.m. to 6:00 p.m. Sunday, unless otherwise approved by the Village Board of Trustees by resolution duly adopted.

F. Maximum Number of Seats. No more than 28 seats may be provided in the Restaurant Space for use by patrons.

G. Maximum Size of Restaurant. The Restaurant Space shall not exceed 1,030 square feet.

H. Meetings with the Village. The Applicant shall meet regularly, but in no event less once every six months, with the Village Administrator or his designee to review traffic, parking, and other issues relating to the use and operation of the Restaurant Space.

I. Liquor License. No alcoholic beverages may be sold, served, or consumed at the Restaurant or in the Restaurant Space unless and until the Village has issued a valid liquor license for the Restaurant in accordance with the Village's liquor licensing standards, regulations, and procedures. The adoption of this Ordinance is not and will not be deemed as a guaranty or actual approval of the liquor license or licensing regulations required to allow alcoholic beverages to be sold, served, or consumed at the Restaurant or in the Restaurant Space.

J. Final Plat Approval Ordinance Provisions Apply. The Restaurant and Restaurant Space are subject to, and must comply with, the specific requirements provided in the Final Plat Approval Ordinance for the Subject Property, including without limitation, those requirements concerning refuse removal, snow removal, screening of refuse containers, delivery parking and loading, location of required parking spaces, customer parking, public use of parking spaces after business hours, tenant and employee parking, and compliance with a parking plan approved by the Village Administrator.

K. Parking.

1. Parking spaces shall be made available in accordance with, and pursuant to, Section 7H(3) of Ordinance 2007-14, concerning the availability of public parking after business hours to alleviate any parking issues caused by the operation of the Restaurant.
2. All employees of Hansa who work in the Restaurant Space must obtain a Central Business District parking permit from the Village and shall only be allowed to park in those portions of the train station depot parking lot designated for parking for CBD permit holders.

L. Outdoor Dining. Outdoor eating facilities will be permitted on or adjacent to the Restaurant Space only with the advance approval of the Village Board of Trustees by resolution duly adopted pursuant to Village Ordinance No. 94-13. The adoption of this Ordinance is not and will not be deemed as a guaranty or actual approval of an outdoor eating facility at the Restaurant Space.

**Section 6. Failure to Comply with Conditions.**

Upon failure or refusal of the Applicant or Owner to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, the approvals granted in Sections 3 and 4 of 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 7. Binding Effect; Non-Transferability.**

The privileges, obligations, and provisions of each and every section and provision of this Ordinance are for the sole benefit of and bind the Applicant, unless otherwise explicitly set forth in this Ordinance. Nothing in this Ordinance will be deemed to allow this Ordinance to be transferred to any person or entity other than the Applicant without a new application for approval.

**Section 8. Effective Date.**

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

1. Passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law;
2. Publication in pamphlet form in the manner required by law; and
3. The filing by the 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 all of the terms, conditions, and limitations set forth in this Ordinance. The unconditional agreement and consent must be executed by the Applicant. The unconditional agreement and consent must be substantially in the form attached to this Ordinance 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.3 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.

**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 Subject Property**

THAT PART OF LOT 6 IN BLOCK 47 IN THE NORTH ADDITION TO LAKE BLUFF, BEING A SUBDIVISION IN THE NORTH HALF OF SECTION 21, TOWNSHIP 44, NORTH RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 6, 1886, AS DOCUMENT 56750, IN BOOK "A" OF PLATS, PAGE 57 DESCRIBED AS FOLLOW: BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 6; THENCE WEST ALONG THE SOUTH LINE OF SAID LOT 6, 28.50 FEET; THENCE PARALLEL WITH THE EAST LINE OF SAID LOT 6, 11.00 FEET; THENCE WEST PARALLEL WITH SAID SOUTH LINE OF SAID LOT 6, 3.00 FEET; THENCE NORTH PARALLEL WITH SAID EAST LINE OF LOT 6, 114.53 FEET, MORE OR LESS, TO THE NORTH LINE OF SAID LOT 6; THENCE EAST ALONG THE NORTH LINE OF LOT 6 31.50 FEET, MORE OR LESS, TO THE NORTHEAST CORNER THEREOF, AND THENCE SOUTH ALONG SAID EAST LINE OF LOT 6, 124.68 FEET, MORE OR LESS TO A POINT OF BEGINNING, IN LAKE COUNTY, ILLINOIS.

Commonly known as 600 Walnut Avenue, Lake Bluff, Illinois.

**EXHIBIT B**

**ZONING APPLICATION**

# lake effect

H O L D I N G S , L L C

March 3, 2016

Mr. Steve Krauss  
Village of Lake Bluff PCZBA Board of Review  
40 East Center Avenue  
Lake Bluff, Illinois 60044

RECEIVED  
MARCH 14 2016  
BY:.....

Re: Special Use Permit - 600 Walnut Avenue

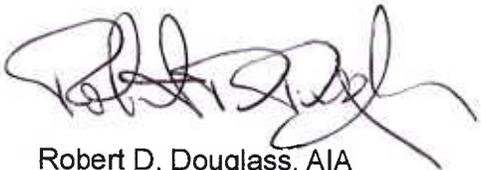
Dear Mr Krauss,

At the Village Board meeting on February 22, 2016, the Village Board directed Lake Effect to re-submit our Special Use Permit application to the PCZBA for further review. We will be presenting additional information to address the primary area of concern the Board had with the impact on parking in the Central Business District. We will also have the co-owners of Hansa Coffee at the meeting to answer any questions the Board might have.

Our presentation will begin with a brief history of Block One. We will then address the biggest issue raised at the previous meeting, the impact on parking in the CBD. The parking impact analysis is based upon the Rich and Associates Parking Study, June 2014. We will also include a chart of Hansa Coffee customer volume & time of day. We will then address the second concern the Board had with the SUP request, the impact on the development or use of surrounding properties.

We believe with this additional information, our request for a Special Use Permit conforms to all Standards outlined in the application. Hanna Coffee is consistent to what exists and is consistent to the goals of the Central Business District.

Cordially,  
LAKE EFFECT HOLDINGS, LLC



Robert D. Douglass, AIA  
Managing Member

cc: Drew Irvin  
Brandon Stanick

FEE PAID:  
RECEIPT NUMBER: 1

DATE RECEIVED  
BY VILLAGE:

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

**SUBJECT PROPERTY**

Address: 600 Walnut Avenue Lake Bluff, IL Zoning District: CBD  
*(Property address for which application is submitted)*

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

PIN Number: 12-21-109-023

**APPLICANT**

Applicant: Lake Effect Holdings, LLC

Address: 600 Walnut Avenue Lake Bluff, IL  
*(Address if different than subject property)*

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

Home Telephone: \_\_\_\_\_ Business Telephone: 847/234-4688

**OWNER**

**Owner - Title Holder**

Name: Lake Effect Holdings, LLC  
Address: P.O. Box 155  
Lake Bluff, IL 60044  
Daytime Phone: 847/234-4688

**If Joint Ownership**

Joint Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
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: \_\_\_\_\_ Special Use Permit

**Applicable Section(s) of Zoning Ordinance, if known:** \_\_\_\_\_

A coffee shop has been categorized with an SIC code 5812 "Eating places without drive-in or drive-through facilities". Reference was then made to the US Dept of Labor OSHA description of eating places where "coffee shops" has been identified as an "eating place". Therefore a SUP is required.

**Narrative description of request:** \_\_\_\_\_

The new business to occupy 600 Walnut Avenue is Hansa Coffee Roasters which is based out of Libertyville. Lake Effect Holdings, LLC, is requesting to hold the Special Use Permit. Hours of operation will be Monday - Friday 6:00am to 9:00pm, Saturday 7:00am - 10:00pm & Sunday 12:00 noon to 6:00pm. Hansa will provide a full service coffee bar, an assortment of freshly roasted coffee beans, bakery & breakfast items, coffee machines & presses and other coffee accessories.

**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.

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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.

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~~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.~~

~~\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

~~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.~~

~~\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

~~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.~~

~~\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

**STANDARDS FOR SPECIAL USE PERMITS:**

1. **General Standard:** Describe how the proposed use will not adversely impact adjacent properties.

There will be no adverse impact to the adjacent properties. The business is consistent with the other businesses with the Block One development. The majority of deliveries will be serviced from the rear of the building.

2. **No Interference with Surrounding Development:** Describe how the proposed use will not hinder or interfere with the development or use of surrounding properties.

**REFER TO ATTACHED**

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.

The existing building is already served by existing streets, public utilities, police & fire service, etc. Nothing will be changing with the tenant occupant of the retail space.

4. **No Traffic Congestion:** Describe how the proposed use will not cause undue traffic and traffic congestion.

**REFER TO ATTACHED**

5. **No Destruction of Significant Features:** Describe how the proposed use will not destroy or damage natural, scenic or historic features.

The Village Market building is the oldest commercial building in the CBD. This type of business does not necessitate a change to the existing building and will not destroy or damage natural, scenic or historic features.

**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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**APPLICATION MATERIALS**

**LEGAL DESCRIPTION - MUST BE PROVIDED**

THAT PART OF LOT 6 IN BLOCK 47 IN THE NORTH ADDITION TO LAKE BLUFF, BEING A SUBDIVISION IN THE NORTH HALF OF SECTION 21, TOWNSHIP 44, NORTH RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 6, 1886, AS DOCUMENT 55760, IN BOOK "A" OF PLATS, PAGE 57 DESCRIBED AS FOLLOW: BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 6; THENCE WEST ALONG THE SOUTH LINE OF SAID LOT 6, 28.50 FEET; THENCE PARALLEL WITH THE EAST LINE OF SAID LOT 6, 11.00 FEET; THENCE WEST PARALLEL WITH SAID SOUTH LINE OF SAID LOT 6, 3.00 FEET; THENCE NORTH PARALLEL WITH SAID EAST LINE OF LOT 6, 114.53 FEET, MORE OR LESS, TO THE NORTH LINE OF SAID LOT 6; THENCE EAST ALONG THE NORTH LINE OF LOT 6 31.50 FEET, MORE OR LESS, TO THE NORTHEAST CORNER THEREOF, AND THENCE SOUTH ALONG SAID EAST LINE OF LOT 6, 124.68 FEET, MORE OR LESS TO A POINT OF BEGINNING, IN LAKE COUNTY, ILLINOIS.

**Required\***

- Plat of survey including legal description.
- Evidence of title to property for which relief is sought or written documentation of contractual lease.
- Scale site plan showing building locations and dimensions.
- Scale site plan showing addition, new construction, modification, etc.
- Schematic drawings showing floor plan, elevations, and exterior mechanical equipment.
- Floor Area Calculation Table (if applicable)
- Other: Store Front Elevation

**Optional**

- Landscape Plan
- Photographs of subject property and surrounding properties.
- Testimony from neighbors is strongly encouraged.

\*15 copies, no larger than 11x17, must be submitted

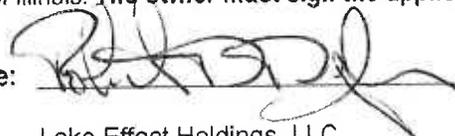
**SIGNATURES**

The undersigned hereby represent, upon all of the penalties of the law, for the purpose of inducing the Village of Lake Bluff to take the action herein requested, that all statements herein and on all related attachments are true and that all work here mentioned will be done in accordance with the ordinances of the Village of Lake Bluff and the laws of the State of Illinois. **The owner must sign the application.**

Revised March 3, 2016

Owner

Signature:



Date: January 12, 2016

Lake Effect Holdings, LLC

Print Name: Robert D. Douglass, Managing Partner

Applicant

Signature:

\_\_\_\_\_  
*(if other than owner)*

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# ADDENDUM TO THE APPLICATION FOR SPECIAL USE PERMIT

March 3, 2016

**Standard 4 “No Traffic Congestion:** Describe how the proposed use will not cause undue traffic congestion.”

To address the parking concerns expressed by the PCZBA at the 2/17/16 meeting, we have studied at length the Rich and Associates Parking Study Report dated June 2014. We believe the recommendation of the PCZBA at the previous meeting was not based on the data of this report. The parking study indicates parking during the peak business hours from 7am - 11am are more than adequate to handle any increase in traffic to the CBD.

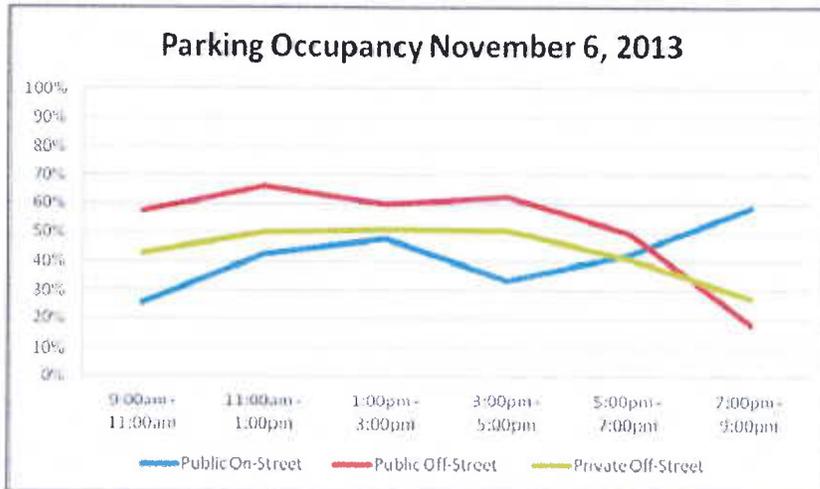
Hansa Coffee's hours would compliment the low parking utilization as illustrated in the two charts below. As the day progresses into the evening restaurant traffic increases, Hansa's traffic would decrease, not affecting the parking for the restaurant patrons.

Furthermore, the Public On-Street parking data reflected at the time of this study was done was during a time period when 600 Walnut was occupied by the Daily Grind.

According to our modeling, at peak capacity, Hansa would utilize 19 parking spaces. This is based off of standard parking measurements of 1.5 customers per car. As Hansa has 28 seats proposed, these 19 cars would illustrate the cafe operating at full capacity. According to the data provided by the Rich and Associates, this would only increase parking utilization in Lake Bluff CBD by 9%. for a total occupancy through 11:00am of 34%. This calculation was based off of table D on page 8 of the the Rich and Associates report.



**Hansa Daily Customer Volume Based on Time of Day.**



### Rich and Associates Parking Study - Table

In the meeting minutes for the **Special Joint Meeting of the Committee of a Whole and the Development and Downtown Committee 6/23/2014** when the parking study was presented, the minutes stated: "Ms. Norris showed a slide that provided the overall peak observed occupancy occurring between 11:00 a.m. and 1:00 p.m. She stated this increase may be reflective of CBD employees parking on-street close to the businesses instead of the train station. She reported there were 24 vehicles in violation of the posted parking regulations during this observation and some exceeded the parking time limits by ten hours."

The parking study report further states on p.34, "By differentiating the time limits of parking between off and on-street parking, we are helping to ensure that customers and visitors always have adequate and convenient parking. However, it is necessary to enforce the parking time limits in order for the allocation to work." To date, parking enforcement has been very limited and inconsistent.

**Standard 2 No interference with the Surrounding Development:** Describe how the proposed use will not hinder or interfere with the development or use of surrounding properties.

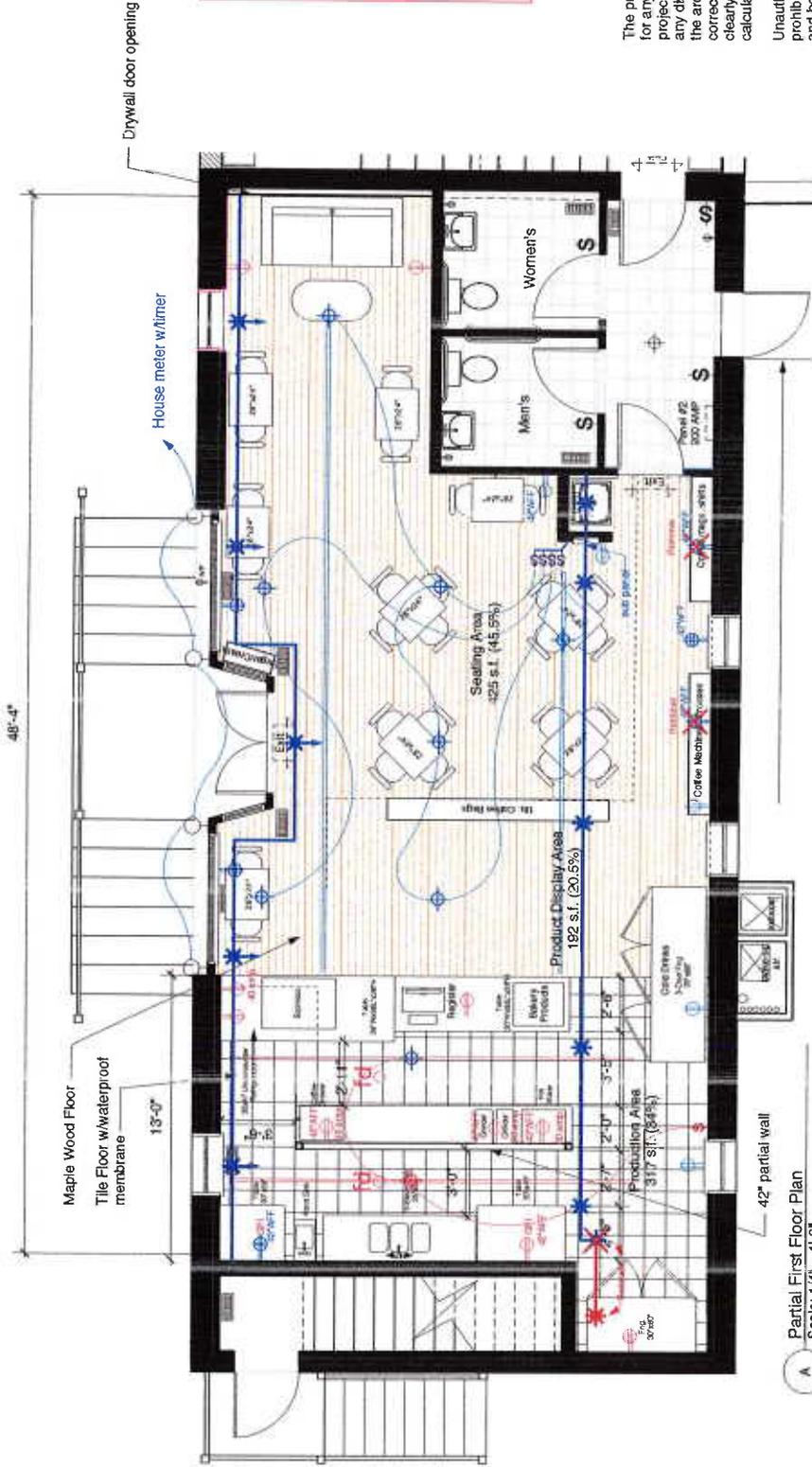
Please refer to the staff report dated 2/12/16 in the section “**Surrounding Land Use.**” The following is stated:

- North: Parking lot & multi-family residential
- East: Office
- South: Village Green Park
- West: Office, restaurant & train station

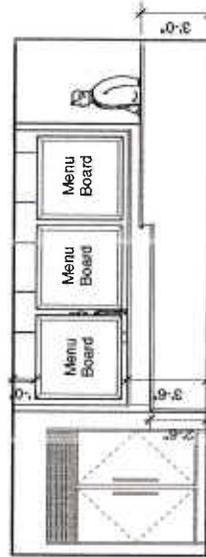
This description in the staff report clearly defines the “surrounding properties” as stated in Standard 2. There is minimal impact to these areas as defined by the staff report. The term “development” references the Block One Development which 600 Walnut Avenue is apart of. The introduction of Hansa to this location is an enhancement to the Block One Development and to the surrounding properties. This new business will bring more customers to the CBD who will intern spend money at the other businesses in town.

When the Block One Development site plan was approved in 2007 “Ordinance 2007-14,” the 600 Walnut Avenue retail space was accounted for by the Village of Lake Bluff which included all retail spaces in Block One. The intent of the zoning district in which the property is located indicates a desire for businesses.

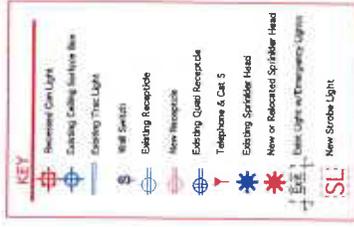
Lake Effect and Hansa Coffee believe with this additional information, the request for a Special Use Permit conforms to ALL Standards outlined in the application. Hanna Coffee is consistent to what exists and is consistent to the goals of the Central Business District.



Partial First Floor Plan  
Scale: 1/4" = 1'-0"



North Interior Elevation  
Scale: 1/4" = 1'-0"



The project architect will not be responsible for any action taken by any person on the project if that person has any knowledge of any discrepancy, error or specifications until the architect has been notified and has corrected, made the inclusion or has more clearly explained the intent of the drawings, calculations and/or specifications.

Unauthorized use of these documents is prohibited. To the best of my knowledge and belief these drawings conform to all ordinances and requirements of the Village of Lake Bluff, Illinois.

Robert D. Douglass, AIA  
IL #001-14968  
Expires 11.30.16

Lake Effect Architects Inc.  
IL #184-002-316  
Expires 4.30.17

General Notes

1. Issued for Review	12/1/15
2. Issued for Permit	1/6/16
3. Issued for Public Review	1/13/16

The Village Market Building

600 Walnut Avenue Lake Bluff, Illinois 60044



ARCHITECTS, INC.  
20. Box 155 Lake Bluff, IL 60044 T. 847.234.4688 E. rob@l-effect.com

Floor Plan

A-1

© 2015 Robert D. Douglass, AIA, Inc.



## Description for 5812: Eating Places

Division G: Retail Trade | Major Group 58: Eating And Drinking Places

Industry Group 581: Eating And Drinking Places

### 5812 Eating Places

Establishments primarily engaged in the retail sale of prepared food and drinks for on-premise or immediate consumption. Caterers and industrial and institutional food service establishments are also included in this industry.

- Automats (eating places)
- Beaneries
- Box lunch stands
- Buffets (eating places)
- Cafes
- Cafeterias
- Carry-out restaurants
- Caterers
- Coffee shops
- Commissary restaurants
- Concession stands, prepared food (e.g., in airports and sports arenas)
- Contract feeding
- Dairy bars
- Diners (eating places)
- Dining rooms
- Dinner theaters
- Drive-in restaurants
- Fast food restaurants
- Food bars
- Food service, Institutional
- Frozen custard stands
- Grills (eating places)
- Hamburger stands
- Hot dog (frankfurter) stands
- Ice cream stands
- Industrial feeding
- Lunch bars
- Lunch counters
- Luncheonettes
- Lunchrooms
- Oyster bars
- Pizza parlors
- Pizzerias
- Refreshment stands
- Restaurants
- Restaurants, carry-out
- Restaurants, fast food
- Sandwich bars or shops
- Snack shops
- Soda fountains
- Soft drink stands

- Journalistic sandwich shops
- Tea rooms
- Theaters, dinner

[SIC Search](#)

[Division Structure](#)

[Major Group Structure](#)

[Freedom of Information Act](#) | [Privacy & Security Statement](#) | [Disclaimers](#) | [Important Web Site Notices](#) | [International](#) | [Contact Us](#)

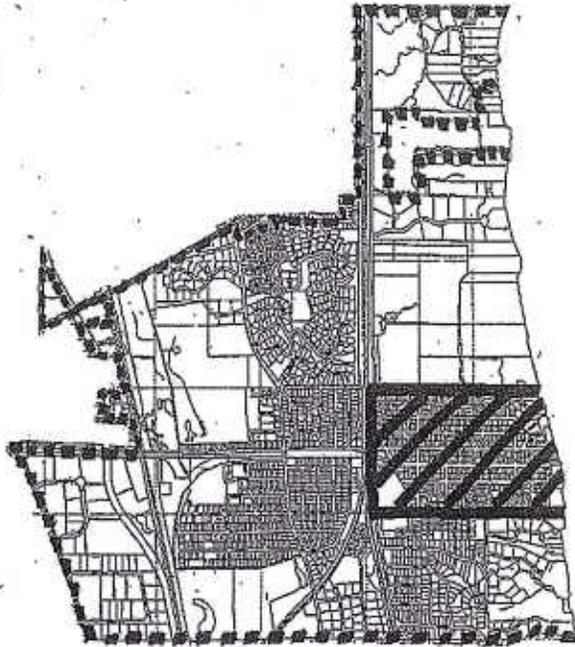
U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210

Telephone: 800-321-OSHA (6742) | TTY

[www.OSHA.gov](http://www.OSHA.gov)

**Objectives - Land Use Area 2**

- LU2. A) Promote orderly redevelopment of the Central Business District.  
B) Preserve the unique residential character of the area.  
C) Encourage rehabilitation and control redevelopment of property in an orderly manner compatible with neighboring properties.



East of Sheridan Road, north of East Sheridan Place and Ravine Avenue and south of Blodgett Avenue.

**Policies - Land Use Area 2**

- LU2-1. Pursue a comprehensive review of the Central Business District as a Special Study Area. The future land use map outlines the proposed area. A moratorium on changes in use, or significant alterations to existing structures and/or uses, should be considered as part of a Special Study of the Central Business District. The Study should be completed within one year of the adoption of the Plan. See "Economic Development" for a map of the study area. See policies ED1-1 and H3-2.
- LU2-2. 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 a historic district designation.
- LU2-3. Review the creation of, and subsequent rezoning to, a public use zoning classification where appropriate.
- LU2-4. Retain, and expand as possible, the open space buffer areas along Sheridan Road, outside of the Central Business District.
- LU2-5. 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.



26877 Northwestern Hwy.  
Suite 208  
Southfield, MI 48033  
tel 248.353.5080  
fax 248.353.3830  
www.richassoc.com

Parking Consultants Architects Engineers Planners



February 22, 2016

Brandon Stanick  
Asst. to the Village Administrator  
Village of Lake Bluff  
40 E. Center Avenue  
Lake Bluff, IL 60044

**RE: Hansa Coffee Rosters at 600 Walnut/Lake Bluff**

Dear Mr. Stanick,

I have read over the memo from Lake Effect Holdings regarding the proposed Hansa Coffee Rosters location. There is currently a proposal for a 1,100 sf coffee shop that would be going into current vacant space. This space formally housed the Daily Grind a retail store. The coffee shop would fall under a restaurant land use label. When referencing the 2013 Rich & Associates Parking Study to address the parking needs, the parking generation for restaurant use in the demand model (page 19) is 6 spaces per 1,000 sf of restaurant use. The proposed square foot for the restaurant is 1,100 thus needing 7 parking spaces. If the Daily Grind had the same square foot (retail land use needing 2.38 per 1,000sf retail parking) the parking need would have been 3 spaces, thus the slightly higher deficit for this block.

If there have not been any changes from the 2013 parking study, replacing the Daily Grind with Hansa Coffee rosters in the demand model changes the deficit on block 3 from -21 to -25. Though there is a deficit on block 3 there is a surplus of parking directly across the street on block 8 with 24 spaces. With the loss of LuLu's Frozen Delights on the same block there is an additional reduction to the parking need of 7 spaces bringing the deficit to -16.

When reviewing the occupancy analysis from the 2013 parking study, there was an overall surplus of parking on block 3 with additional parking available on block 8. Though there were parking areas that were over 85 percent occupied, the peak occupancy of the entire area (not including commuter parking and Artesian Park spaces) never reached above 47 percent occupied. During a Farmers Market day the parking will be difficult, though there will be more foot traffic throughout the downtown during this time.

Although the calculation shows a deficit parking condition, in reality people will cross streets to reach their destination and demand is accomplished on adjacent blocks. Shared use parking occurs and different land uses will peak at different times of the day needing different amounts of parking throughout the day. A coffee shop typically peaks in the morning with a smaller peak in the late



26877 Northwestern Hwy.  
Suite 208  
Southfield, MI 48033  
tel 248.353.5080  
fax 248.353.3830  
www.richassoc.com



Parking Consultants Architects Engineers Planners

Mr. Stanick  
February 22, 2016  
Page 2

afternoon and evening. Because of the parking surplus across the street and the overall occupancy peak of 47 percent at 1:00pm – 3:00pm (with morning circuits below 45 percent) we believe, based on the 2013 parking study, there is enough parking for Hansa Coffee Rosters. Rich & Associates has not done an update to the study and we do not have all of the land use changes in the downtown since the study. This finding was based on specific information on this land use change.

If you have any questions, please give me a call at 248.353.5080.

Sincerely,

Annaka Norris

**RICH & ASSOCIATES, INC.**  
**PARKING CONSULTANTS**



**NORTH SHORE LIFE  
LAKE BLUFF STYLE**

**Date:** March 11, 2016  
**To:** Brandon Stanick, Assistant to the Village Administrator  
**CC:** Drew Irvin, Village Administrator  
**From:** Jeff Hansen, Village Engineer  
**Subject:** Proposed Hansa Coffee Roasters traffic and parking impacts

---

The purpose of this memorandum is to provide my professional opinion on the potential impacts on traffic and parking if Hansa Coffee Roasters were to open at 600 Walnut Avenue.

**Parking:**

After reviewing the Village's 2014 Downtown Parking Study (Study) by Rich & Associates, and the letter from Rich & Associates dated February 22, 2016, I agree there is sufficient parking to accommodate Hansa opening at 600 Walnut Avenue.

According to the Study (reference pg. 17), more restaurants might have a negative impact on the parking situation:

*In summary, there is currently enough parking to satisfy the parking demand in the study area even with blocks 3, 4 and 7 showing a shortage of parking in the demand matrix. Though these blocks have a shortage of parking, the parking need for these blocks is being met on other blocks in the study area. The current overall surplus is not large and could begin to affect new businesses or land use changes (especially restaurants) wanting to locate within the downtown.*

The February 22, 2016 letter from Rich & Associates claims that because the proposed restaurant is a coffee shop that it would not have the same impact because this specific type of restaurant has a much higher AM peak demand than the PM peak demand. Information from the Institute of Traffic Engineers (ITE) indicates that a coffee/donut shop would expect to have a PM peak that is only 35% as much as the AM peak (see attachment A). In looking at the data published in the Study, and specifically looking at the public parking in block 3 and the adjacent blocks (blocks 4, 7 and 8), it shows that the peak parking demand observed at that time was in the afternoon and evening hours (see attachment B).

Given the observed PM peak demand from the original study and the typical AM peak of this type of business I concur with the statement in the February 22<sup>nd</sup> Rich & Associates letter that there should be adequate parking if Hansa were to operate at 600 Walnut Avenue.

## **Traffic:**

The ITE publishes the "Trip Generation Manual", which is the standard resource for trying to determine the traffic impacts of specific types of development. They aggregate traffic data from studies across the country and report the range of results for thousands of different categories of development. One such category is "Coffee/Donut Shop without Drive-Through Window". Their data shows an average number of trips generated for an 1,100 square foot shop would be 119 trips per hour during a weekday morning peak (the published range is 60-280 trips) and 45 trips per hour during a weekday evening peak (the range is 28-82 trips). This is raw data that includes all types of areas where a coffee shop might be located. See attachment A for the relevant data from the ITE. Research also shows that ITE data in "Smart Growth" districts (described as a compact walkable area with multiple destinations) overestimates such trips by a factor of 2.3 to 2.4.

In conclusion, it is more likely the proposed Hansa Coffee Roasters site would fall towards the lower end of the range published by the ITE for the use and generate approximately 75 trips per hour during the AM peak and 35 during the PM peak. This level of traffic should not have a significant impact in the area. Due to the one-way segment of Walnut Avenue the majority of this traffic would access and leave the downtown via E. Scranton Avenue. The traffic impact on North Avenue would likely not be measurable when looking at a Level of Service type of analysis.

Please feel free to contact me at 847-283-6884 if you have any questions.

# Coffee/Donut Shop without Drive-Through Window (936)

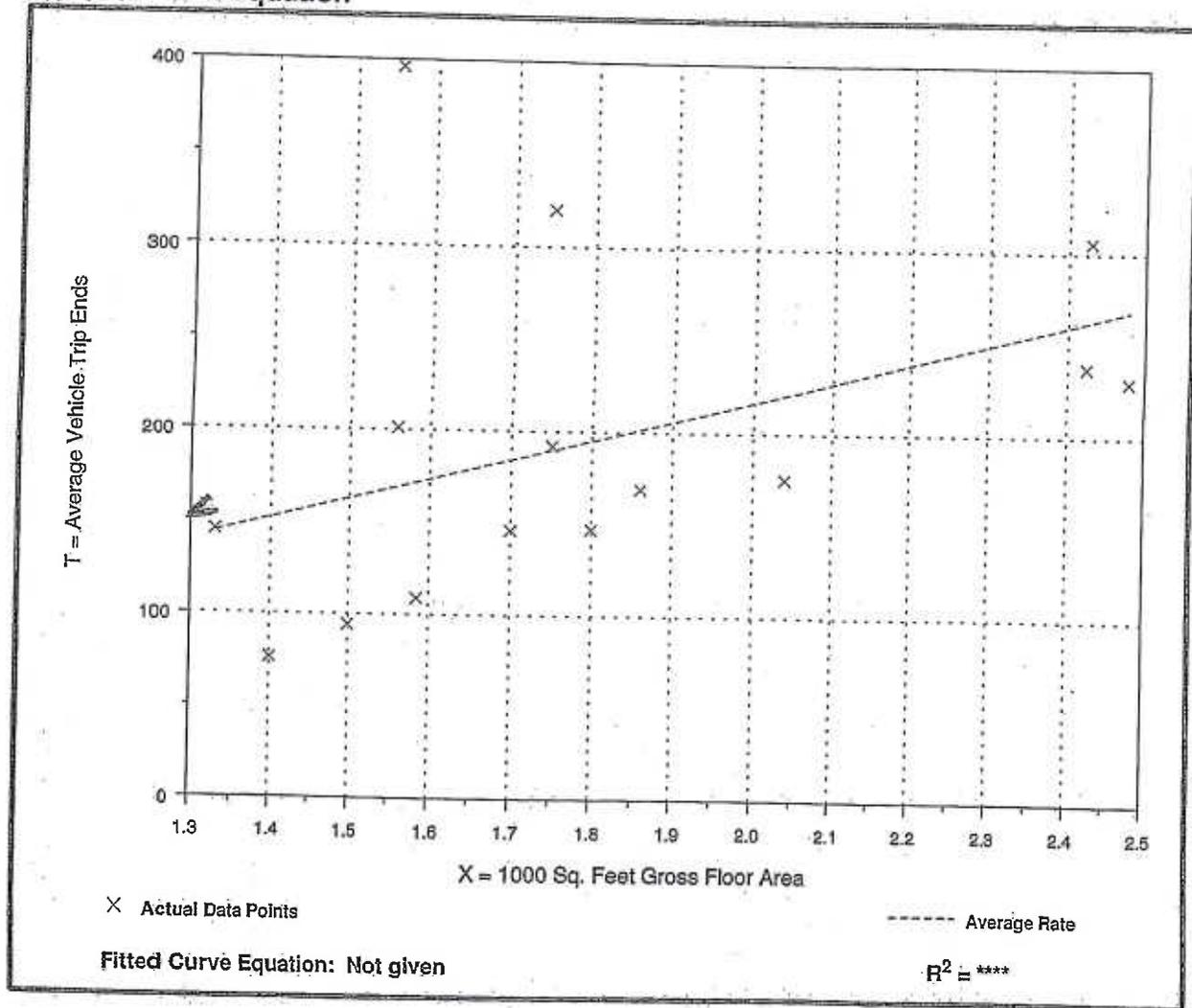
Average Vehicle Trip Ends vs: 1000 Sq. Feet Gross Floor Area  
On a: Weekday,  
Peak Hour of Adjacent Street Traffic,  
One Hour Between 7 and 9 a.m.

Number of Studies: 15  
Average 1000 Sq. Feet GFA: 2  
Directional Distribution: 51% entering, 49% exiting

## Trip Generation per 1000 Sq. Feet Gross Floor Area

Average Rate	Range of Rates	Standard Deviation
108.38	54.29 - 254.50	47.90

## Data Plot and Equation



# Coffee/Donut Shop without Drive-Through Window (936)

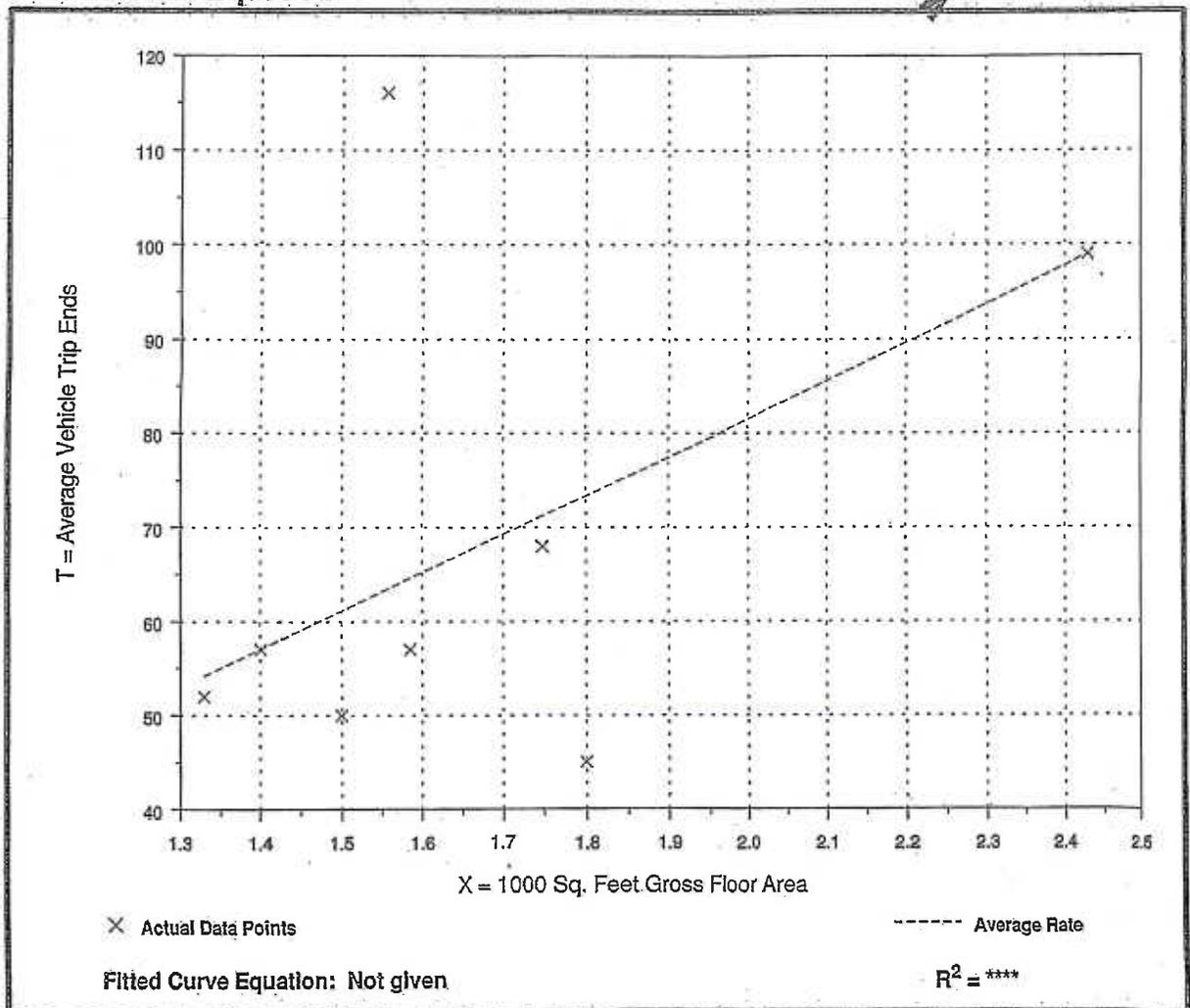
Average Vehicle Trip Ends vs: 1000 Sq. Feet Gross Floor Area  
 On a: Weekday,  
 Peak Hour of Adjacent Street Traffic,  
 One Hour Between 4 and 6 p.m.

Number of Studies: 8  
 Average 1000 Sq. Feet GFA: 2  
 Directional Distribution: 50% entering, 50% exiting

## Trip Generation per 1000 Sq. Feet Gross Floor Area

Average Rate	Range of Rates	Standard Deviation
40.75	25.00 - 74.55	14.42

## Data Plot and Equation



Village of Lake Bluff, Illinois

Parking Study  
Final Report

Table E

Occupancy Wednesday November 6, 2013

PEAK PARKING

2nd HIGHEST PEAK

Block #/Face	Description	# of Spaces observed	9:00am - 11:00am	% Occ.	11:00am - 1:00pm	% Occ.	1:00pm - 3:00pm	% Occ.	3:00pm - 5:00pm	% Occ.	5:00pm - 7:00pm	% Occ.	7:00pm - 9:00pm	% Occ.
1	Mawman Ave lot	58	37	64%	50	86%	38	66%	47	81%	30	52%	1	2%
2	East train lot metered	119	109	92%	108	91%	109	92%	108	91%	87	73%	27	23%
2	East train lot CBD permit/overnight	57	8	14%	11	19%	9	16%	7	12%	12	21%	9	16%
3	4 hr & Permit - Walnut lot	19	7	37%	12	63%	10	53%	9	47%	9	47%	14	74%
3	Private lot (including 10 public spaces)	28	14	50%	18	64%	17	61%	17	61%	11	39%	3	11%
3A	Private lot	17	6	35%	9	53%	7	41%	8	47%	5	29%	1	6%
3A	2 hr on-street	6	2	33%	2	33%	1	17%	1	17%	2	33%	1	17%
3B	15 min on-street	3	0	0%	0	0%	2	67%	0	0%	2	67%	2	67%
3C	2 hr & 15 min on-street	5	3	60%	4	80%	3	60%	4	80%	4	80%	4	80%
4	Private lots	35	19	54%	18	51%	20	57%	19	54%	16	46%	9	26%
4A	2 hr on-street	8	0	0%	1	13%	1	13%	0	0%	0	0%	0	0%
4B	2 hr on-street (out of study area)	5	2	40%	1	20%	3	60%	3	60%	3	60%	3	60%
4B	Public currently used as private on-street	8	6	75%	5	63%	8	100%	6	75%	6	75%	6	75%
4C	2 hr on-street	11	2	18%	6	55%	8	73%	2	18%	7	64%	10	91%
4D	2 hr on-street	8	2	25%	1	13%	5	63%	4	50%	5	63%	6	75%
5	PNC lot	39	2	5%	2	5%	3	8%	2	5%	2	5%	0	0%
5A	2 hr on-street (out of study area)	8	0	0%	1	13%	0	0%	0	0%	0	0%	1	13%
5C	2 hr on-street	6	0	0%	3	50%	1	17%	1	17%	1	17%	2	33%
6	Library Staff lot	8	2	25%	7	88%	6	75%	7	88%	5	63%	1	13%
6A	2 hr & unmarked on-street	7	1	14%	2	29%	1	14%	1	14%	2	29%	1	14%
6C	unmarked on-street (out of study area)	6	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
6D	30 min on-street	3	0	0%	1	33%	0	0%	0	0%	1	33%	1	33%
7	Private lot	18	11	61%	14	78%	13	72%	18	100%	15	83%	15	83%
7	Private lot	10	5	50%	6	60%	8	80%	4	40%	5	50%	6	60%
7A	2 hr on-street	24	12	50%	22	92%	17	71%	8	33%	15	63%	21	88%
7B	2 hr & 15 min on-street	4	1	25%	1	25%	2	50%	3	75%	0	0%	3	75%
7B	4 hr on-street	8	5	63%	5	63%	7	88%	6	75%	5	63%	6	75%
7C	2 hr on-street	5	0	0%	0	0%	1	20%	0	0%	1	20%	1	20%
7D	2 hr & 15 min on-street	7	0	0%	4	57%	5	71%	5	71%	5	71%	7	100%
8A	2 hr on-street	12	6	50%	4	33%	7	58%	9	75%	5	42%	9	75%
8B	2 hr on-street	12	2	17%	5	42%	7	58%	2	17%	5	42%	9	75%
9	Artesian Park lot	30	4	13%	6	20%	5	17%	6	20%	3	10%	1	3%
9	Police vehicle spaces	5	5	100%	4	80%	3	60%	4	80%	5	100%	4	80%
9	Police spaces	8	5	63%	5	63%	5	63%	4	50%	2	25%	3	38%
9	Lot in front of Police Station	4	0	0%	3	75%	1	25%	2	50%	2	50%	0	0%
<b>Totals</b>		<b>611</b>	<b>278</b>	<b>45%</b>	<b>341</b>	<b>56%</b>	<b>333</b>	<b>55%</b>	<b>317</b>	<b>52%</b>	<b>278</b>	<b>45%</b>	<b>187</b>	<b>31%</b>
<b>HIGHLIGHTS TOTALS</b>		<b>126</b>	<b>43</b>	<b>34%</b>	<b>61</b>	<b>48%</b>	<b>77</b>	<b>61%</b>	<b>53</b>	<b>41%</b>	<b>65</b>	<b>51%</b>	<b>88</b>	<b>70%</b>

**EXHIBIT C**

**SITE PLAN**





## EXHIBIT D

### APPLICANT'S UNCONDITIONAL AGREEMENT AND CONSENT

TO: The Village of Lake Bluff, Illinois (" **Village**");

**WHEREAS**, Lake Effect Holdings, LLC ("**Applicant**") has applied for a special use permit pursuant to Section 10-4-2E of the Lake Bluff Zoning Regulations ("**Special Use Permit**") to allow for the operation of an eating place without drive in or drive through facilities ("**Restaurant**") in the property owned by the Applicant and located at 600 Walnut Avenue, Lake Bluff, Illinois ("**Restaurant Space**") within the property known as the Village Commons and also known as CBD Block One, which property is located in the Village's CBD Central Business District and is legally described on **Exhibit A** attached to this Ordinance ("**Subject Property**"); and

**WHEREAS**, pursuant to Ordinance Number 2007-14, the Village approved a final plat of subdivision and related relief for the Subject Property ("**Final Plat Approval Ordinance**") and the March 31, 2007 development agreement by, between, and among the Village, the Owner, and John Griffith, Inc. d/b/a Griffith, Grant & Lackie Realtors ("**Development Agreement**"); and

**WHEREAS**, following a public hearing on February 2, 2016, the Lake Bluff Architectural Board of Review ("**ABR**") recommended that the Village Board approve a site plan for exterior modifications to the Restaurant Space related to operation of the Restaurant ("**Site Plan**"); and

**WHEREAS**, on February 17, 2016, following a public hearing, the Lake Bluff Joint Plan Commission and Zoning Board of Appeals ("**PCZBA**") recommended by a 5 to 2 vote that the Village Board deny a Special Use Permit for operation of the Restaurant in the Restaurant Space, citing in part concerns regarding the special use permit standards under Section 10-4-2E3 of the Village Zoning Code concerning traffic congestion and interference with surrounding development; and

**WHEREAS**, on February 22, 2016, following comments from the Applicant, Hansa, and the public, the Village Board referred the Applicant's application for a Special Use Permit back to the PCZBA so that (i) the Applicant can present additional information to the PCZBA and (ii) the PCZBA could reconsider the application based on this additional information; and

**WHEREAS**, on March 16, 2016, following an additional public hearing, the Lake PCZBA recommended by a 4 to 0 vote, with one member abstaining, that the Village Board approve the Special Use Permit for operation of the Restaurant in the Restaurant Space pursuant to certain conditions; and

**WHEREAS**, Ordinance No. 2016-\_\_\_, adopted by the President and Board of Trustees of the Village of Lake Bluff on \_\_\_\_\_, 2016, ("**Ordinance**") grants the requested Special Use Permit and Site Plan for the Subject Property, 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 Applicant files 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 of the Ordinance;

**NOW, THEREFORE,** the Applicant agrees and covenants as follows:

1. The Applicant hereby unconditionally agrees to accept, consent to, and abide by all of the terms, conditions, restrictions, and provisions of the Ordinance.
2. The Applicant acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Applicant 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 permits for the use of the Subject Property, including, without limitation, the Special Use Permit granted in the Ordinance, and that the Village's issuance of any such permits does not, and will not, in any way, be deemed to insure the Applicant against damage or injury of any kind and at any time.
4. The Applicant agrees to and does 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 Subject Property or the Village's adoption of the Ordinance granting the Special Use Permit set forth in the Ordinance.

Dated: \_\_\_\_\_, 2016.

ATTEST:

**LAKE EFFECT HOLDINGS, LLC**

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

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

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

## VILLAGE OF LAKE BLUFF

**Memorandum**

**TO:** Chairman Hunter and Members of the Architectural Board of Review

**FROM:** Mike Croak, Building Codes Supervisor

**DATE:** February 2, 2016

**SUBJECT:** Agenda Item #4 - A Public Hearing to Consider a Site Plan to Review Changes to the Exterior of the Building and Signage for Hansa Coffee Roasters at 600 Walnut Avenue

Hansa Coffee Roasters is the proposed new tenant of Lake Effect Holdings, LLC, the owner of the building at 600 Walnut Avenue. Since this use is a special use, they have applied for a special use permit and that request will be considered by the PC/ZBA and Village Board.

They propose to add four sets of shutters, an awning with three valence signs, and two window signs to the east elevation of the building.

They are proposing a sign on the east valance of the awning reading, "Hansa Coffee Roasters," and signs on the north and south valances reading, "Hansa Coffee." The Sign Code only allows one awning sign per business (even in a corner building where two wall signs are permitted) so these three signs will require an exemption from this requirement.

The following is a chart summarizing the measurements of the proposed signs:

Sign Code CBD	Proposed Signage
1.) One awning sign permitted per business	Exemption Requested to allow 3 awning signs
2.) Letters on the awning are to be between 5" & 7" tall	Complies
3.) Awning lettering shall be on descending skirt only	Complies
4.) Window Signage allowed up to 15% of window area	Complies—13.36% proposed

**Recommendation:**

It is recommended the ABR conduct a public hearing to consider modification to the site plan and signage plan, appropriately question the Petitioner as needed, entertain public comments and questions from the petitioner and make one of the following recommendations regarding the site plan:

- Recommend that the Village Board approve the proposed site plan as presented or with conditions;
- Recommend that the Village Board deny the proposed site plan; or
- Request the petitioner to provide additional information for the ABR's consideration.

At the conclusion of the public hearing, it is recommended that the ABR take one of the following actions with respect to the signage plan:

- Recommend the Village Board grant or deny an exemption from the Sign Code regulations for the signage as presented;

- Approve the sign permit (with conditions) that complies with all Code regulations; or
- Deny the sign permit.

Rob Douglas of Lake Effect Holdings and Village Staff will be in attendance at Tuesday's meeting to respond to questions from the ABR. If you should have any questions regarding this matter, please feel free to contact me at 847-283-6885.

**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:** March 11, 2016

**SUBJECT:** **Agenda Item #4** - Special Use Permit to Operate an Eating Place at 600 Walnut Avenue

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<b>Applicant Information:</b>	Lake Effect Holdings, LLC (Petitioner & Property Owner)
<b>Location:</b>	600 Walnut Avenue
<b>Existing Zoning:</b>	Central Business District (CBD)
<b>Purpose:</b>	Operate an eating place (coffee shop) at 600 Walnut Avenue
<b>Requested Action:</b>	A recommendation to the Village Board to approve, approve with conditions or deny the request for a Special Use Permit (SUP) to operate an eating place at 600 Walnut Avenue.
<b>Public Notice:</b>	<i>Lake County News Sun</i> – February 29, 2016
<b>Tenant Space:</b>	1,030 sq. ft.
<b>Existing Land Use:</b>	Commercial
<b>Surrounding Land Use:</b>	<ul style="list-style-type: none"> <li>• North: Parking lot &amp; multi-family residential</li> <li>• East: Office</li> <li>• South: Village Green park</li> <li>• West: Office, restaurant &amp; train station</li> </ul>
<b>Comprehensive Plan Land Use Objectives:</b>	<ul style="list-style-type: none"> <li>• Promote orderly redevelopment of the CBD, and</li> <li>• Encourage rehabilitation and control redevelopment of property in an orderly manner compatible with neighboring properties.</li> </ul>
<b>Zoning History:</b>	<ul style="list-style-type: none"> <li>• Resolution 2006-09, granting site plan approval for the rehabilitation of the former Village Market building; and</li> <li>• Ordinance 2007-14, approving Village Commons development.</li> </ul>
<b>Applicable Land Use Regulations:</b>	SUP is required to operate an eating place in the CBD.

**Background and Summary**

At its meeting on February 17, 2016, the PCZBA conducted a public hearing and recommended the Village Board (on a 5 to 2 vote) deny the zoning petition from Lake Effect Holdings, LLC (Petitioner) seeking a special use permit (SUP) to operate an eating place without a drive through facility at 600 Walnut Avenue. The proposed tenant for the space is Hansa Coffee, a local small business coffee roaster. On February 22<sup>nd</sup> the Village Board,

following comments from the Petitioner, representatives of Hansa Coffee and the public, referred the zoning petition back to the PCZBA for further consideration due to new information provided by the Petitioner that was not available during the public hearing. The Petitioner has provided information addressing anticipated impacts to parking and surrounding development that Hansa Coffee would have in the Central Business District should the request be approved.

As Lake Effect Holdings, LLC is the Petitioner, should the petition be approved, Lake Effect Holdings, LLC will hold the SUP, and therefore, has the authority to establish an eating place consistent with any conditions identified in the SUP and will not require a public hearing with the PCZBA for any future eating places.

### **Zoning Analysis**

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The Village Commons development was approved pursuant to Ordinance #2007-14. The Village Market building existed prior to the construction of the Village Commons, however, Ordinance #2007-14 incorporates the Village Market parcel as part of the development. As this is the case, the approval ordinance establishes regulations for operations and activity for the Village Commons and the Village Market building.

**The following information specific to the zoning petition is consistent with the information provided during the February 17<sup>th</sup> public hearing with the exception to the Petitioner's responses to the standards for SUPs relating to: interference with surrounding development and traffic congestion.**

The floor plan provided as part of the submittal shows seating for 28 customers at nine tables and one couch. Hansa Coffee will provide a full service coffee bar, assortment of roasted coffee beans, bakery and breakfast items, as well as coffee machines and presses among other coffee accessories. The Petitioner has also included an outside site plan showing proposed location of outdoor seating during warmer months. This is different than the existing outdoor seating plan and will require consideration by the Village Board.

The following is a summary of the proposed hours of operation:

<b>Hours of Operation:</b>
Monday through Friday: 6:00 am to 9:00 pm
Saturday: 7:00 am to 10:00 pm
Sunday: 12:00 pm to 6:00 pm

No traffic demands or safety hazards are foreseen with this type of use.

There will be minimum impact to public utilities as adequate water and sewer services are currently available.

Sanitation service will be provided by the Petitioner's contractor and is currently provided at the rear of the building several times per week.

Village Staff does not anticipate any irregular impacts to police and/or fire services.

In response to the Petitioner's information related to the Village's 2014 Downtown Parking Study, the Village's consultant, Rich and Associates, Inc., has provided a response to the Petitioner's statements. Also, attached is a memorandum from Village Engineer Jeff Hansen verifying the response provided by Rich and Associates, Inc.

### **PCZBA Authority**

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The PCZBA has the authority to:

- Recommend the Village Board approve, approve with conditions or deny the request for a SUP.

## **Recommendation**

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Following the public hearing to consider the requested SUP, 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 Petitioner to provide additional information; or
- If more information is not required, vote to:
  - Approve, approve with conditions, or deny the Petitioner's request.

## **Attachments**

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- Petitioner's Revised Zoning Application and Related Material;
- Letter Dated February 22, 2016 from Rich and Associates, Inc. Concerning Parking Impacts Related to Hansa Coffee Roasters at 600 Walnut Avenue;
- Memorandum Dated March 11, 2016 from Village Engineer Jeff Hansen Verifying the Response From Rich and Associates, Inc.

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

# lake effect

HOLDINGS, LLC

March 18, 2016

Ms Kathleen O'Hara, Village Board President  
Village of Lake Bluff  
40 E. Center Avenue  
Lake Bluff, Illinois 60044

Re: SUP - 600 Walnut Avenue

Dear President O'Hara,

On March 16th at the Plan Commission & Zoning Board of Appeals Meeting, the commission recommended approval for Hansa Coffee Roasters and Lake Effect Holdings for a Special Use Permit. At the upcoming Village Board meeting on Monday, March 28th, we would like to request waving the second reading for the Special Use Permit. Thank you for your consideration.

Cordially,  
LAKE EFFECT HOLDINGS, LLC



Robert D. Douglass, AIA  
Managing Member

cc: Kevin Kane  
Tom Maergdlin

# ATTACHMENT 5

## COMMENTS REGARDING THE RESTAURANT

415 E. Sheridan RD  
Lake Bluff IL 60044

March 19,  
2016

Dear president Ohara,

My name is Caroline,

I am 10 years old, and I live

in Lake Bluff. I am so

excited for the new coffee

shop. I am especially excited

because it will be open

on Sundays, and it provides

indoor seating for year round

enjoyment. It's going to be

a great place to meet friends,

and stop for a snack. I am →

RECEIVED  
MAR 21 2016

BY: .....

and it's going to be a great  
success. I look forward to  
their "grand opening", and how  
it will be a great addition  
to the village community.

Thank you for helping to serve  
the needs of the families  
that live in Lake Bluff.

Sincerley,

Caroline Gerber.

ANDREW F. SPILLANE

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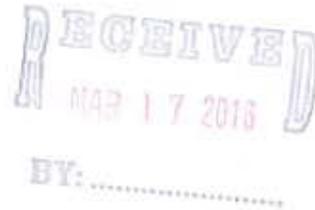
N53W16614 Prairie Dawn • Menomonee Falls, WI 53051 • (414) 531-1879 • spillaa@gmail.com

---

March 14, 2016

**VIA U.S. MAIL**

Village of Lake Bluff  
Plan Commission and Zoning Board of Appeals  
Village Hall Board Room  
40 East Center Avenue  
Lake Bluff, IL 60044



Re: Comment Letter in Support of the Petition Filed by Lake Effect Holdings, LLC Seeking: (i) a Special Use Permit to Allow the Operation of an Eating Place Without a Drive-Through Facility (SIC 5812) at 600 Walnut Avenue; and (ii) Any Other Zoning Relief as Required to Operate the Business

To whom it may concern,

I am writing to provide comments to the Village of Lake Bluff's PCZBA regarding the captioned petition, specifically as it pertains to the proposed tenant at the address listed above: Hansa Coffee Roasters. Both of Hansa's proprietors—Tom Maegdlin and Kevin Kane—are close friends of mine for whom I have deep admiration and respect. Starting a successful small business, as they have, is no small feat. Starting a small business whose central feature is being an integral part of its community is a rarity. As such, I would urge the JPCZBA to grant the petition and allow Hansa to contribute to the Lake Bluff's residents.

At first blush, Hansa Coffee Roasters is just that, a coffee roaster. And so it was when Tom started his company, which originated as a mail-order website for specialty coffee. Tom had bigger aspirations for turning his company into a brick-and-mortar shop, and Hansa evolved into so much more.

From some, Hansa is a meeting place. As a Milwaukee-area resident who intermittently visits Lake county, I place myself in this category. Tom and Kevin often say that they strive to create a friendly atmosphere similar to Cheers, "where everyone knows your name." This is marked break from the more typical specialty coffee shops, which often exude a holier-than-thou superiority. Instead, Hansa's staff—from baristas just starting out all the way up to the ownership—make an effort to get to know their customers. It is not uncommon to hear questions like "What are you up to today" and "How are the kids" with a genuine interest in their answers. Their positive attitude is infectious: the shop's patrons have a way of finding common interests with other customers and getting to know each other. It doesn't take long until the patrons are asking themselves, "What are you up to today" and "How are the kids."

One night I spent at Hansa frames this dynamic in concrete terms. Tom happened to be in attendance, and made me a kaffelemoad: a Swedish-inspired drink that is one part lemonade and one part cold brew coffee. Very unique beverage, but what struck me about that night was that a circle of about six people were around me in the front of the shop, most of whom I had never met. For someone who normally is quite introverted, this could have been intimidating, but Tom, his wife Alex, Kevin, and the others made me feel right at home. Hours passed with us talking about what seemed like everything under the sun, and before long, the others sitting around me felt like long-time neighbors. Lake county, across the border from my home state, felt like my neighborhood.

For others, Hansa has been a partner in giving back. Understanding its role as a community gathering place, Hansa has a bulletin board where people can promote upcoming events and lent its space to community groups to set up tables to raise money for their causes. Their history of supporting local charities goes all the way back to their shop's opening in 2013. They partnered with Lon Hodge and his service dog, a labradoodle named Gander, to support trauma and post-traumatic stress disorder recovery for war veterans through sales

of a special blend called Gander's Choice. This long-standing partnership grew to include a promotion through which Hansa would donate bags of coffee to servicemembers in Afghanistan.

Hansa not only has provided a location for the local community to interact, but they are keenly aware of their social responsibility to serve their communities and give back. In business ethics, Milton Friedman is famous for saying that the only social responsibility of business is to make profit for its owners. The counterpoint comes from R. Edward Freeman, that in fact businesses have a duty to serve various stakeholders: customers, employees, vendors, suppliers, and their communities. Hansa has a proven track record of going above and beyond this responsibility to becoming an integral part of its community. They wish to inject this magic into the community of Lake Bluff, and if their last two and half years of retail operations are any indicator, Tom, Kevin, and their team are more than capable of doing it again.

Accordingly, I urge the Village of Lake Bluff's PCZBA to grant the special use permit, and thus allow the creation of a successful, inclusive, socially conscious gathering place. I have enjoyed what has become of Libertyville's decision to permit Hansa to open its location there; I sincerely hope that a new Hansa will become a starting point for me to visit and to become just as at home in your community.

Thank you for your attention to this comment letter.

Regards,

A handwritten signature in blue ink, appearing to read "Andrew F. Spillane", with a long horizontal flourish extending to the right.

Andrew F. Spillane

448 Gurney Ave.  
Lake Bluff, IL 60044  
March 12, 2016

Chair Steve Kraus & Members of the PCZBA  
40 E. Center Avenue  
Lake Bluff, IL 60044

Dear Chair and Members of the PCZBA:

I am writing to express my support for the Special Use Permit for Hansa Coffee.

The proposed use of this space by Hansa Coffee Roasters is consistent with Village goals to create and maintain a vibrant central business district. To do so, we need to attract people – and their business - to town. The Village's existing restaurants: Inovasi, The Side Door, Bluffington's and Maeverly's, Prairie Espresso and the Lake Bluff Brewing Company have contributed much to this goal: people come to eat, drink, shop. The addition of another eating establishment – in this case a coffee shop - should be considered a plus with the added benefit of attracting business during the morning hours when many of the aforementioned businesses are closed. This is the type of use the community has always supported.

It does not benefit the community to have empty storefronts, and the zoning decision should not be made based on emotion and opinions regarding whether or not like businesses should exist in downtown. As the petitioner mentioned, we have multiple restaurants and drycleaners in town. The market appears to support competition in these areas. There is no reason Lake Bluff cannot support two coffee shops as well. It seems inappropriate for the PCZBA to reject this special use permit request because there is a similar business in town.

The PCZBA raised the issue of parking as the main reason for denying the petition last month. Given the reality of downtown traffic (or lack thereof), Hansa's business will not create parking issues during its peak hours in the morning. If we don't have the vision to encourage businesses that will attract people to the Central Business District we put the long term future of the downtown at risk.

View the pluses that this business use will generate: increased business in Lake Bluff, and vote to approve the special use permit.

Sincerely,

Pam Russell

**From:** Lynn Gerber Lynn.Gerber@astelias.com  
**Subject:** Support of Hansa in Lake Bluff  
**Date:** Today at 7:00 AM  
**To:** Sue Douglass suedouglass@mac.com

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Hi Sue,

I have followed online the controversy related to the proposed entry of Hansa in Lake Bluff. What is the best way to voice my opinion to the Village of Lake Bluff? In my opinion, Hansa completely fits the Lake Bluff life style and charm. There are so many times my family would love to walk to the village (summer and winter alike) to get coffee and read the newspaper but there are limited establishments to do so, and no options on a Sunday. On Sundays we end up walking to Lake Forest instead. L Let's keep the business local to our lovely little Lake Bluff! I can't imagine parking being an issue as most of the client base will walk and coffee shops may be high traffic but low duration of stay. Please – I hope this goes through. My family has been so excited about it.

L. Gerber

**From:** Lynn lynnfenicchia@hotmail.com  
**Subject:** Note of support - Hansa  
**Date:** Today at 5:38 PM  
**To:** Sue Douglass suedouglass@mac.com

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**Greetings,**

I am writing to support Hansa opening in Lake Bluff. My family would love to be able to walk to the village and frequent an indoor coffee shop to sit, relax, and enjoy a cup of coffee. A sit-in coffee shop would strongly align to the quaint vibe of our wonderful little community. Please allow it to proceed!

**Lynn Fenicchia**  
**Lake Bluff resident**

**From:** Gretchen Bellino gbbell@comcast.net  
**Subject:** Support for Hansa Coffee  
**Date:** Yesterday at 9:37 PM  
**To:** Sue Douglass suedouglass@mac.com

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I have read through the information regarding the opening of Hansa Coffee in Lake Bluff. I am in full support of the store opening and I am perplexed as to why there is a controversy. Lake Bluff is in need of this type of establishment for families, businesses and friends to gather. In addition to the LF/LB community, I also see many Navy recruits/students and their families walking around our charming village. Yes, Prairie sells fine coffee and I support them as well, but there is no indoor seating, they close at 3pm and are also closed on Sunday. I often wondered if they were actually going to get enough business, especially due to weather. I read Prairie has expanded their business and hopefully will meet success with this new venture. Also, Bluffingtons closes at 3pm and is closed on Sunday. Yes, there is a slight overlap of coffee, but I see each of these businesses as having other things to offer too. Currently, there are no other establishments specifically for families to gather, especially in the late afternoon or evening. Inovasi and Maevery House are very nice, but more costly for families. Lake Bluff Brewery and Wisma obviously have a different niche.

I will support both businesses. Hope to see Hansa in our Lake Bluff neighborhood soon!

Sincerely,  
Gretchen Bellino  
Lake Bluff

**From:** Daria Andrews dandrews@koenigrubloff.com  
**Subject:** Hansa Coffee Support  
**Date:** Today at 4:10 PM  
**To:** Sue Douglass suedouglass@mac.com

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Dear Zoning Board,

I am a 26 year resident of Lake Bluff and a local real estate agent since 1998. I wouldn't have raised my children anywhere else in the Chicagoland area. At almost 21 and 25 years of age, they have frequently commented on how Lake Bluff was the best place to grow up and they wish they could do it again as it was so much fun. I have enjoyed my adult life in Lake Bluff and been very involved in the community, the PTO, the 4th of July Parade Committee, The Alliance For Excellence etc.

As a real estate agent I am consistently acting as the biggest cheerleader for Lake Bluff. Convincing out of towners why they must live in our idyllic, charming community, although our taxes are painfully high as compared to neighboring Lake Forest- our biggest housing competition. I sell the houses, but more importantly I sell the life style, which is second to none on the North Shore.

Over my 26 years here I have experienced that some Lake Bluffers can be very resistant to change. But look at how wonderful our downtown has become and how thriving a community we live in. Hansa Coffee would be a welcomed and needed addition to our town. What are people so afraid of? A coffee shop?

The addition of a local coffee shop that would welcome the community, and surrounding communities is exactly what we need. Bluffingtons is an absolutely perfect breakfast and lunch shop but they close at 3pm. There is nowhere else that people can congregate and have a cup of delicious coffee or a snack in the late afternoons or evenings that doesn't serve alcohol. The other choices are wonderful in town, but they are bars and restaurants that serve alcohol. I personally would love a coffee shop that I could meet clients in, and catch up with friends. People of all ages could congregate . It would be a great place for the college, high school and middle schoolers. A wonderful place for families to frequent, as well as business people, and local residents.

We would be very fortunate to have Hansa Coffee in downtown Lake Bluff.

Thank you for your consideration.

**From:** vflannery@gmail.com  
**Subject:** Hansa coffee  
**Date:** Today at 5:04 PM  
**To:** Sue Douglass suedouglass@mac.com

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**Hi, am not sure I am writing to the correct recipient, if incorrect I apologize.**

**I am a resident of lake bluff (in Moffett and the ravine), and am very hopeful we can, as a village, approve and advance the expansion of business in our downtown area. I am huge supporter of Hansa coffee opening in LB (I am in no way affiliated with the company), and would like to know if there is anything I can or should do to further having government interfere with free enterprise.**

**Best regards,**

**Vince Flannery.**

**Sent from my iPhone, please enjoy typos**

## **Sue Douglass**

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**Subject:** FW: hanse coffee

Anonymous Supporter:

When I learned Hansa Coffee Roasters was coming to Lake Bluff, I was really excited because I often meet people for work in coffee shops. My first thought was: "Now I don't have to meet people in Starbucks!" ... Hansa's new coffee shop will compete with other sit-down coffee shops in the area like Starbucks and the new Dunkin Donuts in downtown Lake Forest. It will bring people to downtown Lake Bluff who otherwise would be going to chain businesses.

I don't consider Hansa as competition to Prairie Espresso, which is a take-out coffee shop nine months of the year and is extremely weather-dependent for seating the rest of the year.

## Sue Douglass

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**Subject:** FW: Hansa in Lake Bluff

**From:** Jamie Sawicz <[jsawicz@gwmail.gwu.edu](mailto:jsawicz@gwmail.gwu.edu)>

**Subject:** Hansa in Lake Bluff

**Date:** March 2, 2016 at 2:50:11 PM CST

**To:** Sue Douglass <[suedouglass@icloud.com](mailto:suedouglass@icloud.com)>

To Whom It May Concern,

This is the first time that I'm writing to the Village in support of any business or any matter in Lake Bluff. But with all the reactions coming from the opening of Hansa in Lake Bluff, I am appalled by some of the behavior I have heard about and the questions asked at the last meeting regarding the SUP.

Hansa is a great establishment. Not only is it great coffee, but the business is owned by someone with tight connections with the North Shore community. We are a town all about local businesses and fostering them. Hansa is not a chain. They one other location in Libertyville which is not far from us.

I am a college student and am only home for breaks, but plan to move back to the Lake Bluff area after graduation. When I'm home, I take the drive to Libertyville for coffee as I'm mostly home during the colder months, right now. Prairie Espresso is good, but by only offering outside seating, it's very limiting.

I'm a political science major at college and have taken a few economic courses. The free market is a vital source of the United States economy and encourages business to get better and have a higher standard with the existence of competition. I love the small town feel of Lake Bluff, but there already exists competition in our small town with multiple restaurants and gift stores. The existence of a competition between coffee shops should be no different.

The amount of discussion and harsh comments on this new business coming to our town is deplorable. I've also be proud to come from a small town like Lake Bluff. We should be supporting one another and not them tearing down.

Regards,  
Jamie Sawicz

**Sue Douglass**

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**Subject:** FW: Hansa, yes, yes, yes!

**From:** Deborah Flanagan <[fergusone@ameritech.net](mailto:fergusone@ameritech.net)>

**Subject:** Hansa, yes, yes, yes!

**Date:** March 3, 2016 at 11:20:33 AM CST

**To:** [suedouglass@mac.com](mailto:suedouglass@mac.com)

Hansa, yes, yes, yes!

**Sue Douglass**

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**Subject:** FW: Hansa Lake Bluff location

**From:** Kyle King <kylemft@gmail.com>

**Subject:** Hansa Lake Bluff location

**Date:** March 3, 2016 at 12:00:05 PM CST

**To:** [suedouglass@mac.com](mailto:suedouglass@mac.com)

To whom it may concern:

I own a home in Lake Bluff, as well as a private therapy practice also located in Lake Bluff. I am highly in favor of Hansa opening a location in Lake Bluff. My partner and I are "coffee snobs" and Hansa serves our favorite coffees - currently we make the drive 2-3 times a week to the Libertyville location to get it. We also home-brew beans purchased retail at Hansa. A drawback to the Libertyville location for us is that it's so (deservedly) popular that there's frequently no open seating! This is because Hansa does a great job providing a hip, inviting atmosphere for people of all ages. I see student study groups, working professionals, couples and friends all hanging out there. The music is always on point as well. I believe that Hansa in Lake Bluff would provide that cool, slightly alternative yet still upscale location and would be a welcome addition to the small walkable downtown. I do not see a shortage of coffee drinkers or people searching for a good place to spend time with friends in our city. Please bring Hansa to Lake Bluff!!

Sincerely,  
Kyle S. King

Sent from my iPhone

Andrew Dewar  
andrewvdewar@gmail.com  
I am a Lake Bluff resident

I really enjoy the libertyville location and think that this could bring a lot to lake bluff, a place for people to get together and enjoy some of the best coffee I have ever had as well as a friendly relaxing environment that is very open and welcoming.

Patty Abrams  
Patty@corp-imaging.com  
I am a Lake Bluff resident

While I love Lake Bluff, I never go into town because there aren't any shops that draw me there on a daily basis. A sit-down coffee shop would do it for me - I could walk to town for my daily cup o' Joe, and sit inside to enjoy it. It seems like there must be more to the resistance than the average person knows, and it seems unfair.

Hansa fits the character of Lake Bluff, and the foot traffic would benefit surrounding businesses. Most important, the coffee is top-notch! I have actually driven to the Libertyville Hansa to meet Lake Bluff friends for coffee.

Please welcome Hansa to Lake Bluff. Everyone deserves a chance!

Ryan Tilot  
rtilot@gmail.com  
I am a Lake Bluff resident

I strongly urge you to approve Hansa Coffee's request to the PCZBA Committee. Hansa Coffee would be an excellent addition to the Lake Bluff community. Lake Bluff need a safe establishment where community members can work, and children and students can study in an alcoholic-free environment. At the moment, Bluffington's is the only option in downtown Lake Bluff, and it is closed by 3:00 PM. My wife and I moved to Lake Bluff so that our child can live, study and grow in a safe environment, and Hansa Coffee provides that opportunity.

I am reluctant to note that your primary concern with Hansa Coffee - parking - is merely pretext for protecting an existing establishment (Prairie Espresso). I understand and appreciate your efforts to protect Lake Bluff and its businesses. However, Prairie Espresso does not fulfill the needs that Hansa Coffee can provide. After all, Prairie Espresso is not open from 6:00 am to 10 pm, it does not offer indoor seating, and it serves alcohol.

As such, I once again strongly encourage that you and your fellow board members approve Hansa Coffee's request. Thank you for your time and consideration.

Mark Rickmeier  
Mrickmeier@gmail.com  
I am a Lake Bluff resident

Dr Mr Kraus,

I feel Hansa would bring a huge benefit to the community in that we need a community location that offers year round seating and longer hours. We have lost so many small businesses that to have a successful small business join our town may bring consumer confidence back. Hansa has done wonderful things for the libertyville community- it brings people together. I would be sad if my family was denied that option in town and I was forced to leave lake bluff frequently during the week to find that community setting. Please reconsider your previous decision. You will look back and thank yourself for bringing them into the LB fold one day

Jennifer Sontag  
Jenny931@aol.com  
I am a Lake Bluff resident

My family and friends have been saying for a long time that this town needs a coffee shop! We have bars, we have restaurants.. But there are many people who would need and deserve a place to meet up with friends, sit and enjoy a more quiet atmosphere than a bar or don't want to sit and eat amidst the bustle of a restaurant. I would love the option to go to place where the mood isn't about alcohol (it's true, our town puts a lot of emphasis on adult gathering spots revolving around alcohol) I would love an option in the evening instead of meeting up with a friend for a glass of wine at Wisma or the brewery to sit and enjoy the atmosphere of a coffee shop. This town is starting to feel to me and my family like it serves a certain part of the community in the business sector and not the community as a whole.. A coffee shop would promote so much as far as a community gathering spot, and give many people of any age a reason to leave their house and venture over to town. Not everyone has a friend to meet and have a drink with. A coffee house will give people a place to sit, meet more members of the community, walk around town, talk, engage.. The list goes on and on. I am tired of driving away from my community to get the community vibe a coffee house brings to the table!!! Hansa in libertyville nails that for me and when I am in there I observe many of libertyvilles local moms hanging out, I see business men on their laptops, I see intimate conversation.. I honestly get jealous that we do not offer that in our town! I envision how much it would add for people that don't have an outlet like that as an option. The whole parking issue I've heard grumblings about doesn't make sense to me. No one seems to complain they can't find a spot the nights the Brewery or invovassi are busy when I meet friends there! I might hear "sorry I'm running a little late took a little longer to get a spot" I never have much of a problem so if I have to drive the streets a few rounds to find a spot is not a big deal!! We also have many residences that are in easy walking distance. I am not too close but I would certainly ride my bike to enjoy a place like Hansa! A coffee house adds charm, community building, an option outside of drinking, (which sends a good message to our teens and young adults) I do not understand at all why this is seen as something other than a positive addition for our town. I have a lot more I would like to say/share.. If you would like more feedback please let me know.

Peter Nash  
Nash.pete@gmail.com  
I am a Lake Bluff resident

Lake bluff needs a gathering place like this. Great for all types of people, students, friends Etc. We don't have a true coffee shop in East LB and we need it. I vote for it.

Kaila Thomas  
kailathomas26@gmail.com  
I am a Lake Bluff resident

Hands is the highest quality coffee around here, and Lake Bluff would be wise to give its residents easy access to such delicious drinks.

Mike Devora  
mld72@comcast.net  
I am a Lake Bluff resident

To whom it may concern. I am a resident in Lake Bluff and an employee of a large landscape firm located in Lake Bluff. The owners of Hansa coffee and there employees are some of the kindest people you will meet. They provide both a great service and atmosphere. It's a place my family and I drive out of our way to during the week and throughout the weekend. It's the kind of place that the town needs. I truly believe it will be beneficial to the other businesses as well.

Regards,

Mike Devora

April Thomas  
april.h.thomas@comcast.net  
I am a Lake Bluff resident

Our community could use a nice coffee shop like Hansa. We are losing business to other communities since we do not have a morning coffee/food shop other than Bluffington's in the village.

Andrew Walther  
awaltherhome@comcast.net  
I am a Lake Bluff resident

This location would be an absolutely fantastic addition to the Lake Bluff Village. I also think that with all of the central focus that Lake Forest and Lake Bluff community has on shopping local, I believe that this would be a big anchor for the lake Bluff community to have in its business district. Currently there aren't many hangout spots in Lake Bluff for teens and young adults to go to. This would also benefit from college students in Lake Forest. Hansel gives off a very fun and hip vibe with this in mind it would attract a new group of people to the lake Bluff community in which all surrounding stores including the other door would benefit from. This would also create jobs for teens at the high school to apply for which is always great! This is especially good because the Lake Forest Starbucks is now serving alcohol and this eliminates jobs for teens.

Charles Potter

I am a Lake Bluff resident

I see no reason to not allow Hansa Coffee into Lake Bluff. They are only a coffee shop, they have a great following, and they make great coffee. I support Prairie Coffee as well and will continue to go there as they have unique other coffees that Hansa does not sell, plus they have a great outdoor setting. More places to hang out in Lake Bluff will help all of the businesses flourish. When new restaurants come to town and want to serve burgers, should we limit them and say no as Inovasi and Maevery also sell burgers? That makes no sense. Time for more culture in our little town and I really look forward to visit all of them.

Karen Kortsch  
Kmkortsch@gmail.com  
I am a Lake Bluff resident

I love Hansa Coffee and think we need a new coffee shop downtown.

Stephanie Rickmeier  
Smpunke@gmail.com  
I am a Lake Bluff resident

I feel like since we lost Lulu's, there's been nowhere in town for people (particularly the under21 set) to come to hang out, without drinking. Hansa coffee shop could be a place like that, year-round.

I just want to see more offerings in Lake Bluff that are not kitschy stores, or service businesses that draw no one to town. (Don't even get me started on the personal training studio that replaced the ice cream store. What a blow to the community.). Maybe if there were more downtown patrons and traffic, we could have sustained Lulu's, or another store like it. I feel like we're near a tipping point in Lake Bluff - one more cafe/casual eating/dessert spot and downtown becomes a destination. One less, and we become a dying downtown with only services and spice stores that are never open.

Casey Sawicz

cmsawicz@icloud.com

I am a Lake Bluff resident

Something that Lake Bluff has been lacking is a place to meet up with friends and sit down. The restaurants are great, but we are in college and can't always afford to eat out. Having a place to catch up with friends on school breaks would be amazing. To sit down with a cup of coffee and catch up. I want a place where I can do homework in town and I want a place in town where I can spend time. I think Hansa can offer this space.

Kathleen Reidy  
kathleenmreidy@gmail.com  
I am a Lake Bluff resident

I have always thought that a coffee house would be a great addition to our Village. It seemed like the one thing we were missing. A traditional coffee house is such a good fit for our community. There are Starbucks in other areas which serve LF and the unincorporated areas of the area (including the medical school) but nothing for our own Village. It would serve as a wonderful gathering place in town and would bring more traffic into the downtown shops. It's a win-win!

Liz Nesbit  
Liznesbit661@gmail.com  
I am a Lake Bluff resident

I've been to Libertyville location and it is a gathering spot for locals, lake bluff supports that atmosphere so why not support this shop?

Jenny Simpson  
bizsimpson@juno.com  
I am a Lake Bluff resident

We need to support business in Lake Bluff and we need to keep our town thriving. We have been doing so well. Lets keep up the momentum.Lake Bluff needs a place where people can hang out (indoors), have coffee, study or socialize.

Jackie Sawicz  
jackiesawicz@icloud.com  
I am a Lake Bluff resident

I feel Hansa would be a good addition because so many students love the coffee shop atmosphere when working on homework, papers, or studying. Hansa would be able to supply that in Lake Bluff and it would bring customers to the other local businesses as people would see what our small town has to offer. Also, when people are studying they will go to Bluffington's for lunch or Inovasi or the Other Door. The welcoming attitude in the Libertyville location is something that would be carried over to the Lake Bluff location, this would only increase the small town welcoming vibe that Lake Bluff has.

Mary Beth Kercher  
I am a Lake Bluff Resident  
mbkercher3@att.net

Lake Bluff needs a coffee/tea place where they can meet others, study or relax without others drinking wine or beer. I think Hansa will be a great fit for our town.

Victoria Carton  
vcarton@atproperties.com  
I am not a Lake Bluff resident

As local Lake County Realtors, we look forward to having a coffee shop where we can sit down with clients for a few minutes, to take a break from viewing homes, review a contract, etc while grabbing a cup of coffee. We have stopped in Libertyville Hansa often for such occasions and would enjoy this type of venue in Lake Bluff as well. Thank you for your consideration. Patrick & Victoria Carton

Amanda Lepich  
Aalepich@gmail.com  
I am not a Lake Bluff resident

The Libertyville location is small, funky and inviting. The coffee is awesome. A large variety of folks come in; which adds to the appeal. A second location in Lake Bluff would only enhance your community. We have three coffee shops in our town and everyone is prospering. I love Hansa and definitely would visit The new location and explore Lake Bluff more.

Melissa Norton  
melissanorton3@gmail.com  
I am not a Lake Bluff resident

I am the owner of Holcomb Hollow, a local bakery that supplies Hansa Coffee with gluten free & dairy free food items. Every summer we sell our popular products at the Lake Bluff Farmers Market to many local residents who suffer from celiac or other food allergies and intolerances. They often ask if I could find a place where they could purchase year round because these type of gluten free products are not available anywhere else in the vicinity. Hansa Coffee will be an important addition to the downtown area for this reason and many more.

Thank you for your time.

Sincerely,  
Melissa Norton  
Owner, Holcomb Hollow

Gail Eisenberg  
Gailsbrownies@gmail.com  
I am not a Lake Bluff resident

Hansa is a great place to meet for coffee. It is a perfect spot for local residents to get a delicious cup of coffee. It is very important to support local businesses with nice and ethical owners who care about the community.

Andrea Vena  
Richter0661@gmail.com  
I am not a Lake Bluff resident

I work in Lake Bluff and could use a good coffee spot. Lake Bluff does not currently have this and I need some good coffee in my life!

Anup Manchanda  
anupm25@gmail.com  
I am not a Lake Bluff resident

Hansa in Libertyville has created a place for me to meet with friends and potential clients in a very business and social friendly environment. It would have the same impact in Lake Bluff

Joan Zietlow  
joan@vibranthealthandhealing.com  
I am not a Lake Bluff resident

I am a member of the LFLB Chamber of Commerce. I am a register nurse, board certified health coach, hold an MBA and a small business owner. We have a national health crisis in our country that I am dedicated to helping; 75% of the disease we have in our country stems from our inability to manage stress so it manages us. Having a quality place where you can meet a friend, co-worker or business associate that is alcohol free is a huge resource to building community, communication and stress reduction. Hansa Coffee is a safe place that provides a quality product and excellent service.

What do people do at a coffee shop? They talk; they spend time with each other as opposed to texting and zoning out in front of a TV. I have personally enjoyed many hours at Hansa coffee because it's a safe and welcoming place for a single woman to go. It's a great place for a business meeting and catching time with a friend.

I have also been the receiver of the generosity of the owners of Hansa coffee to use their space to present free health awareness information for the community. Honestly I was saddened, frustrated and in total disbelief that there was negative push back instead of welcoming gratitude for a small business that wants to invest and pull business into the Lake Bluff community. You have got to be kidding me keeps going through my mind, especially when the research on the parking issue clearly supports a business that has parking needs during the non busy times in the town. I joined the local Chamber because I felt this community was a place that I wanted to help and honestly this situation of negative support for a small business owner has got me thinking twice about what the values of this community really are. Please make me proud to be a member of your business community and Welcome Hansa Coffee to the Lake Bluff community.

Sincerely,  
Joan Zietlow BSN, RN, CHHC, AADP, MBA

Donna Codell  
anglequeen1@aol.com  
I am not a Lake Bluff resident

The owners are very charitable and also give back to the community

Ryan Bulava  
Poshnoggin@gmail.com  
I am not a Lake Bluff resident

I am a small business owner in Libertyville and Hansa has been good for my business. Our business, Noggin Salon, opened in July of 2015. We have served (and sold) Hansa coffee since day one.

The shop caught my attention when I saw a Facebook friend's check-In. Upon stopping in, I immediately loved the atmosphere and genuinely fabulous customer service. The coffee is high quality and the signature drinks are inventive ( & so delicious).

I once asked Tom a question about a difference between roasts. He answered not as a condescending "expert", but as a passionate, knowledgeable consumer. It's was refreshing to hear someone talking about his craft with excitement.

My business partner and myself may not have survived our buildout without their coffee. Daily we would chat about construction and our upcoming opening with the staff of Hansa. By the time we opened, they were very eager to help promote our new business.

Tom and his staff have been there anytime we have hosted shop local events or any special promotions. They have helped send business our way and encourage a culture of support amongst the local business community.

I have worked in Lake Bluff. I know many residents of the town and Lake Bluff is a community in the truest sense of the word. The existing businesses have grown through support and referrals. People who live in the community are frequently hosting neighbors in block parties and other events. They believe in supporting their businesses and each other. Hansa already operates with this spirit. I believe it would offer not only added business stimulus to the area. They provide a refreshing environment to gather, study, type and ultimately enjoy an amazing cup of coffee.

Thank you for your time and consideration.

Ryan Bulava  
Noggin Salon  
847-281-7177

Suzanne Baumruk  
suzanne.baumruk@gmail.com  
I am not a Lake Bluff resident

I live and Libertyville but frequent downtown Lake Bluff. Hansa in Libertyville has become a favorite place for myself and my family. My high school children find it a wonderful place to gather with friends and study. It has been a wonderful addition to our community as I know it would be to Lake Bluff.

Jan Emery  
janemery@comcast.net  
I am not a Lake Bluff resident

As a Libertyville resident, I can attest that the addition of Hansa coffee to our community has provided a welcome alternative to chain establishments such as Starbucks. The unique, hip atmosphere is a refreshing break from more traditional coffee shops. In addition, their employees are truly engaged with their jobs and connect with the customers.

I would also add that I would frequent the Lake Bluff establishment when I wanted to linger over my beverage (versus to-go) because of the restrictions on seating found in the Libertyville venue. In other words, I would drive to your community and pass an hour or two both in Hansa, and walking around your village center streets and shops.

Sincerely,

Jan Emery

Brittany Lehmann  
Brittanylehmann@yahoo.com  
I am not a Lake Bluff resident

I am from Lake Forest and I work in Lake Bluff at Lindemann Chimney. I think that Hansa coffee is just what the town of Lake Bluff needs. We also need to be in support of amazing and exceptional local businesses. I want Hansa coffee in Lake Bluff to be my go to place in the future.

Jayne Hettinger  
Liam2000mom@yahoo.com  
I am not a Lake Bluff resident

I love the Hansa coffee in Libertyville. The sense of community that is created in that space is something that was sorely lacking and I thoroughly enjoy meeting my friends there for a drink in the fun, relaxing environment. I think it's a shame if you deprive your residents of such a place. Thank you for your time.

Joan Sauers  
joan\_sauers@yahoo.com  
I am not a Lake Bluff resident

I visit Hansa in Libertyville at least 4 days a week - it is a 10 minute drive from my house. I work out in Lake Forest and go 15 minutes out of my way to go there after my classes. It is also a great spot for afternoon latte. The people who work at Hansa are delightful, friendly, welcoming, and kind. They made an effort to learn my name and know my drink order. The environment they created is welcoming and laid back. People enjoy going in for their coffee or tea - and to visit with the other customers. It is a great meeting spot for small school, church, and business meetings. I frequent the restaurants and the farmers market in Lake Bluff and believe Hansa would be an awesome addition to the town. I would absolutely make that my after class stop - hopefully some of the amazing baristas from Libertyville will be there as well!

Allison Fink  
allison\_fink@yahoo.com  
I am not a Lake Bluff resident

There are no coffee shops present in LB. I'm a teacher at the MS & would LOVE a place to get coffee & treats close to school in a timely fashion!!

Joy DesLauriers  
Joydeslauriers@gmail.com  
I am not a Lake Bluff resident

Hansa Coffee Roaster would be an asset to Lake Bluff. They would provide a place for all generations to meet, socialize and enjoy a great cup of coffee. They have been an example of how local businesses can give back to their community. I personally have been greatly impacted by Hansa Coffee Roasters in Libertyville, both by Kevin, Tom and their incredibly friendly and knowledgeable staff. They are my go to place to meet friends, co-workers, pta associates as well as a welcoming place for my teenager son to meet his friends. Hansa Coffee Roasters is the heart of our town! They are our go to coffee house! I strongly support an Hansa in Lake Bluff.

Joy DesLauriers

Karen Fato  
karenmfato@gmail.com  
I am not a Lake Bluff resident

I began going to Hansa in September 2014. A month later my father had a stroke. I was spending every day going back and forth from my home in Gurnee to Condell Hospital, to my parents' home in Libertyville to get my mom, and back home.

Before heading home I would stop at Hansa to get a cup of coffee or espresso drink, fall into one of the comfortable seats in the cozy reading nook in the front of the cafe and turn everything off.

The music playing in the background, the genuinely friendly staff, Tom and Kevin, the diverse clientele, Lon and Gander and the genuine feeling of family all provided, and continue to provide me with the respite I needed to get away from the extreme stress of my family's situation.

You don't feel a division between staff and patrons. Kevin and Tom not only walk through the shop, they give you a genuine hello accompanied with your name, and even stop and chat for a while. Yesterday, Tom was stocking the fridge with cold brew coffee. They will plop down next to you in the front area to relax and have a conversation.

It's my "home-away-from-home."

Thank you for your time,

Karen Fato

Adrienne Olmstead  
addiesimon@gmail.com  
I am not a Lake Bluff resident

As a teacher at Lake Bluff Middle School it would be a great place to collaborate with my fellow teachers and to be present in the school community.

Bill Braman  
billbraman@yahoo.com  
I am not a Lake Bluff resident

Hansa Coffee in Libertyville has been an outstanding addition to the downtown's main street, Milwaukee Avenue. The clientele is quiet and well-mannered. The coffee and espresso drinks are absolutely bursting with smooth, delicious flavor. The service and attention to the detail of every beverage is impeccable. This is the type of business that gives a community and a business district not just "a good name," but a superior "name" while creating a welcoming ambiance to the surrounding neighborhood, as well.

Whether you drink coffee or not, Hansa would be a seriously delightful addition to Lake Bluff. Having a quality establishment where residents can come together to create community in a serene setting amidst the soothing aroma of fresh-pulled espresso would be just another reason Lake Bluff is known as one of "Chicago's Best Places To Live."

Vote YES for Hansa.

Alison Parsons  
Alisonparsons12@gmail.com  
I am not a Lake Bluff resident

I visit the Libertyville location frequently and I am satisfied every time. I go there to meet friends, or stop in whenever I am passing by Libertyville. Every time I go, it is consistently busy, but the employees treat everyone as their friend. Hansa coffee is great, they just started serving it at a location in my hometown (Mundelein) and as soon as I found out, I became a frequent customer there as well. A Lake Bluff location would be beneficial to the community and appreciated by everyone who enjoys coffee. I would specifically go to Hansa if I was in the area, and would recommend it to anyone. Hansa is managed by genuine people who care about sustainability and improving the local area they are a part of. Hansa would absolutely be a positive addition to the Lake Bluff community.

Molly Norton  
Mollyjanee95@gmail.com  
I am not a Lake Bluff resident

Hansa Coffee is an amazing coffee shop with a great atmosphere and even better coffee. It's simply a must to bring it to lake bluff. They're passionate about what they do and that's what you need in a coffee shop. It's a perfect place for good coffee and meeting up with people.

I live in Mundelein and I've been supporting Hansa since they opened, and they've never let me down. Thank you for your time.

Sandra Stuck  
Samds4@gmail.com  
I am not a Lake Bluff resident

My daughter has recently moved home and is a first year medical student at Rosalind Franklin University. She and her fellow students are in great need of a nearby 24 hour coffee shop for studying and meeting to work on projects and committees.

We were very excited about the prospect of such a location in Lake Bluff!

Terry Levin

tttbne@aol.com

I am not a Lake Bluff resident

Hansa is a fantastic addition to any neighborhood. It is a great meeting place for local business meetings, donates to many charities and to local chamber of commerces and networking groups. I haven't even mentioned the great coffee and people. I can not think of one single reason why they would not be a great asset to any community, and not welcoming them would be a huge mistake.

Nancy Stolbom  
jstolbom@aol.com  
I am not a Lake Bluff resident

Hansa has brought new life to have a place to convene in Libertyville. I think it would do the same for the residents of Lake Bluff as well. I also do not feel that Hansa would do anything to deter from any other business who claims to sell coffee in Lake Bluff. Where Hansa is located in Libertyville is literally right across the street from another independently owned coffee shop. She is still in business and is doing well. Also, there is a Starbucks a block South and they still get their share of clients. There are enough people in the area who will choose their coffee shops as they choose their restaurants. By what they like to eat and drink and the environment that is presented to them. The other businesses of Lake Bluff should be proud and excited that Hansa is able to bring a different flair to the downtown area.

Maureen Szostak  
maureen.szostak@gmail.com  
I am not a Lake Bluff resident

Hansa coffee is delicious! It's so nice to have a place to go for a good cup of coffee. I work in Lake Bluff and would be a regular client of Hansa if they were to open. Hansa has a wonderful atmosphere in their store and is a great place to catch up with a friend or have a meeting. Anyone who appreciates access to a "real" cappuccino will love Hansa! It seems to me that the feeling of Hansa is very much in line with the community feel of Lake Bluff.

Rachel Cope  
rachel.a.cope@gmail.com  
I am not a Lake Bluff resident

Hansa coffee serves good, quality coffee. This is reason enough to give them a permit. Go to Nashville, you'll find coffee shops like this on every corner. But here in the suburbs, the only thing you'll find is Starbucks. We need more businesses like Hansa that really care about providing customers with a high-quality product. They are an independent business that has made a name for themselves in downtown Libertyville... customers can go to Starbucks down the street or that other coffee shop across the train tracks, but instead they go to Hansa because the second they tasted their coffee, they knew it was different. They knew it was good. I've survived living in the suburbs for the past almost 4 years (eek) because of Hansa. Every employee knows me by name. Every employee knows my favorite drink. I'd even consider some those employees my friends. You don't find too many businesses in the suburbs or elsewhere that you can say that about... Hansa is a special place. Let them grow and expand. Trust me. When you try their coffee, you'll understand.

Eileen Campbell  
ech27@cornell.edu  
I am not a Lake Bluff resident

I am a Realtor who shows in Lake Forest, Lake Bluff, and Libertyville (where I live), among others. When I bring transferees to look at these towns, they "get" Lake Forest and they like a lot about Lake Bluff, but they often mention the need for another true coffee shop. In Libertyville, I take the transferees and other buyers to Hansa, which they all love. Having Hansa in Lake Bluff would solidify the unique charm of this village, and increase home sales as transferees choose Lake Bluff.

Tom Parsons  
Tcparsonslf@yahoo.com  
I am not a Lake Bluff resident

I'm a LF resident and currently drive to Libertyville to get my coffee beans. Hansa is a coffee roaster, whereas Prairie to my knowledge is not. I will also continue to patronize Prairie as a member of a cycling club that uses Activator as its hub and frequents Prairie in the evenings and after Saturday AM club rides.

Maria Kyle  
Maria.kyle@students.loy.org  
I am not a Lake Bluff resident

I believe Hansa Coffee would be a great addition to the Lake Bluff community. I currently live in Gurnee, but make the trek down to the Libertyville location because of the amazing atmosphere, and of course, the coffee. I am a senior in high school and find Hansa the perfect place to work on school stuff, hang with friends, or just stop in for a drink to go. I am a swimmer that practices out of Lake Forest High School and am in the Lake Bluff/Lake Forest area at least 5 times a week. The addition of Hansa would be amazing for myself and my fellow teammates that live in the area. I actually found out Hansa was coming to Lake Bluff through a teammate that lives in Lake Bluff. She was so excited that there would be another shop within walking distance to her house. Please please please add Hansa to Lake Bluff!! Residents will no longer have to venture way out of their backyard in order to find a place to get work done, hang with friends, or simply grab a cup to go.

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Moses Viveros  
mviveros9335@yahoo.com  
I am a Lake Bluff resident

Lake Bluff is in need of a place where I can meet up with colleagues, friends, and family. I frequent the Hansa Libertyville location because the shop provides an amazing sense of community and great coffee. Hansa would be a welcome addition to the Lake Bluff community.

Patrick Held  
Patrickheld@outlook.com  
I am not a Lake Bluff resident

I no longer live in libertyville but when I did, Hansa was the BEST coffee shop and gathering place in town! The staff is great and the quality of product top notch. I have a hard time understanding why lake bluff would not want a thriving and successful new business, if Hansa opened up in my town I would be there quite regularly.

Isaac Shur  
isaacj96@comcast.net  
I am not a Lake Bluff resident

The Hansa Coffee Roasters in Libertyville has been a place where my friends and I have felt at home since its opening. For as long as I have been a patron of Hansa, I've known each employee I've encountered by name. I've made countless friendships and have had numerous meaningful interactions with people that I would have never known if not for the authentic environment that is Hansa Coffee Roasters. Hansa has provided a place where people of all demographics share a common ground. This common ground has fostered and furthered a sense of community in Libertyville and the surrounding area, and I would be happy to know that the same kind of environment will be formed in Lake Bluff. More conversations, more community, more coffee. That's what Hansa is and has always been about.

Jonathan Richards  
Jonnynash33@gmail.com  
I am not a Lake Bluff resident

Hansa would be a great addition and a complimentary addition to the wonderful dining establishments already in Lake Bluff. It would also provide a good casual meeting place and a source of great coffee in an area currently void of both and would increase awareness of the surrounding businesses.

Tara Banick  
tarabanick@yahoo.com  
I am not a Lake Bluff resident

As a Libertyville resident who eagerly awaited the addition of Hansa to my community a couple of years ago, and who has seen the way Hansa has brought so many members of our village together in beautiful and intangible ways, I urge you to welcome Hansa #2 into Lake Bluff. Unlike soulless coffee chain stores that bring nothing remarkable to a neighborhood, Hansa has created a completely unique aura of warm-hearted togetherness, where people of all ages gather and enjoy coffee of a caliber rarely found in suburban America. I myself have played live music at Hansa as part of a local acoustic trio, and I have a deep appreciation for how its owners have encouraged the arts. They have also supported other local small businesses in our village (where several area chef-driven restaurants have chosen to serve Hansa coffee), and have given back to the community with in-kind donations to local charities. People come to Hansa from surrounding communities as well, thanks to the quality of their coffee and tea products, and this has fostered a greater awareness of other Libertyville stores -- something the small businesses of Lake Bluff's downtown district would certainly appreciate as well.

A coffee shop like Hansa that is open late into the evenings provides a wonderful place for people to hang out before or after a meal in town, a place for local high schoolers to study, a place for local professionals to transact business, and a place for residents of all kinds to bond in a family-friendly, peaceful environment. I have met a local pen and ink artist there who enjoys coming in nearly every weekend for inspiration from the setting. I have become friends with several of the expert baristas, who knew me by name after just a couple of visits, and who now are part of a comforting ritual of coffee and conversation in my life. Surely a village as lovely as Lake Bluff, with businesses that I myself have regularly frequented for years, would relish the opportunity to fill an available downtown retail space with a business that fosters the same kind of small-town, high-quality goals shared by its other shops. I know I myself would be inclined to come over to downtown Lake Bluff even more often if Hansa was there as a place for me to get my daily coffee fix while I did other shopping and eating.

I know you want the best for your community, just as I and many other Libertyville residents who cherish Hansa do for our village. I am positive you will not regret welcoming Hansa into your downtown district, and I look forward one day to sitting down to a cortado as I look out onto the streets of lovely Lake Bluff!

Sincerely,  
Tara Banick

Jeanne Silver  
jeannecarstar@gmail.com  
I am not a Lake Bluff resident

Hansa Coffee would make a great addition to the Lake Bluff community. They have a wonderful product, and are well regarded in Libertyville. In this day of dying downtowns, I cannot imagine a village rejecting a small business that wants to establish itself in the community. It's just a poor decision based on misinformation, and seems somewhat prejudicial. Lake Bluff does not want to be known as a community that is small business unfriendly. Let Hansa in, I would travel to get there.

Lana Sorensen  
Lsoren@comcast.net  
I am not a Lake Bluff resident

My family is considering purchasing a beach pass and dog beach pass this summer. We were concerned that there weren't enough places open on Saturdays and Sundays in Lake Bluff. It's such a nice town with so much potential for business. This would be the clincher for us to make the decision to join. We would love Hansa to have a location in Lake Bluff.

Elizabeth washburn  
I am not a Lake Bluff resident  
bettesboop@gmail.com

coffee shops are a great place for people to get together and meet where no alcohol is involved so open for all ages lb needs this for the community and people who travel thru and a lot of people travel thru please reconsider your decision and allow hansa coffee to join in your community.

Colleen von Ohlen  
I am not a Lake Bluff resident

We live in Lake Forest, and my teenage son has many friends (and a girlfriend!) who live in Lake Bluff. He is 15, and it would be so nice for him to have a coffee house where he could meet friends to study that is safe and does not serve alcohol. A local coffee house would perfectly fit into the quaint Lake Bluff community. As we live in the northwest portion of Lake Forest, it would be nice to have another option where I could meet friends for coffee.

Joe Schultz  
Jeschul6@gmail.com  
I am not a Lake Bluff resident

Being an out of townner, I love visiting Lake Bluff. It is so unique and so fun to drive to, ride my bike to, walk around, etc. I love the lake, Wisma, The Other Door, Inovasi and Activator Cycles. I also feel that bringing in Hansa will only add to the fun of visiting Lake Bluff. It is just unique enough and I think it will fit in well. Furthermore, I feel Prairie Espresso is also unique enough to do well too. Late night coffee or wine and music... sounds like a cool downtown to me!

Meg Ramsland  
meg.ramsland@gmail.com  
I am not a Lake Bluff resident

I am a current student at Lake Forest College, and about once a week I drive 20 minutes to visit Hansa Coffee in Libertyville. I often bring friends, and in nice weather, we choose to walk around the area, often stopping to visit other stores.

Hansa Coffee would positively impact the economy of Lake Bluff, especially stores surrounding the new location. Lake Forest students would be eager to explore different dining and shopping options between studying or chatting over a cup of delicious coffee. I fail to see how more business to a city could be viewed as negative.

Hansa Coffee has maintained the highest standards both in coffee and customer service. Every time I go, I am greeted with a smile and asked how my day is going. The baristas make an effort to learn their customers' names and orders in order to best serve them and create community within their store. After only going three times, my barista was able to remember that I took my lattes with almond milk. I was astonished. As an avid coffee drinker, it was the first time that a store had made me feel that welcome.

Lake Forest students love Hansa. They've advertised in our school newspaper, and everyone knows that it is the best coffee they can get. Opening a Hansa in Lake Bluff would bring more students and consumers to the area, create more business, and foster a positive sense of community in the city of Lake Bluff. If you don't believe me, stop by the Libertyville location. I guarantee you'll leave smiling.

Sincerely,  
Meg Ramsland  
Junior at Lake Forest College

Lisa Strong  
I am not a Lake Bluff resident  
stinkfoot@comcast.net

Hansa Coffee Roasters is by far the best and only truly local option for great, site-roasted coffee in the area. An expansion into nearby Lake Bluff would only enhance the burgeoning entertainment/dining scene of LB. Hansa is a great place to work, meet friends, have REALLY GOOD coffee and enjoy art/music/culture that is just not found many places in Libertyville or on the entire North Shore at this time.

Ashley Versage  
Ashleyversage@gmail.com  
I am not a Lake Bluff resident

Hansa Coffee Roasters has not only provided excellent coffee, but a place for people to meet, study, or in my case edit photos. I value their small business as it is one of the only places near me to get coffee that ISN'T Starbucks or Dunkin Donuts. It's real. When the Lake Bluff location opens, I vow to be a regular. I also know that it will make a great addition to the community.

Sonja Kassebaum

I am not a Lake Bluff resident

I do not reside in Lake Bluff, but I own a business nearby, have a post office box at the Lake Bluff PO, and am in town several times a week. I would frequent the new Hansa coffee for beans as well as drinks, if it were in downtown Lake Bluff - that location would be very convenient for me, and I think they would be a nice addition to the area, especially for afternoons and evenings, when it is harder to find a place to meet friends, etc. and grab a cup of joe while out and about.

I visit the Libertyville location of Hansa Coffee often, and it's a great place to get a fantastic cup of coffee from a local company instead of a huge chain, as well as to catch up on work or meet a friend. It is very helpful that they are open extended hours, and have a welcoming environment that makes it a meeting place for everyone (kids/teens/families/seniors, as well as groups of adults). The owners are great, and we have partnered with them on events and such - I think they'd be a great addition to downtown Lake Bluff.

Elizabeth Ireland  
erireland@brfinc.com  
I am not a Lake Bluff resident

Friends in Lake Bluff feel it would be an important addition to their community as a meeting place that does not serve alcohol.

Tony Cambio  
Cambio.tony@gmail.com  
I am not a Lake Bluff resident

I met Tom and Kevin, the owners of Hansa, as they were building the Libertyville location. I anxiously awaited their opening, while wondering how one more coffee shop in Libertyville could thrive. They've proven their niche for extra-high quality coffee. All the coffee shops in Libertyville are doing well. I have become a Hansa convert, as I work across the street at George Garner's. In addition, their employees are some of the nicest people I've met, and I consider them friends. They know my taste in coffee, my order, my taste in sweets. There should be more of this. Lake Bluff seems like a natural place for another Hansa.

Stephanie Lawrence  
Steph@crossfitfreedom.com  
I am a Lake Bluff resident

As a small business owner in Libertyville- Our gym, CrossFit Freedom has had the opportunity to collaborate with Hansa Coffee Roasters on multiple fundraisers and local competitions over the last few years. From our experience, I can attest to their well intentions of branching out to a second location.

Despite this letter on Facebook trying to brand Hansa as some sort of wannabe coffee chain, I assure you this is not Starbucks. Hansa is a true coffee house and in a class of their own when it comes to providing quality specialty coffee. The atmosphere is unique. It has a welcoming energy and makes the simple concept of drinking coffee a personalized experience. The employees and owners are wonderful people who take pride in connecting to and building their community. I feel they are a perfect fit for Lake Bluff.

I've spent the last 20 years in Lake Bluff. If Hansa existed when I was a teenager in LB, it would have been such a welcomed space to meet up with friends, study and do homework not to mention a safe place to hang out at 9pm on a Friday that isn't the park or the beach. Today, I am a self proclaimed, 30-something sleep deprived Mom. You will find me looking for a caffeine boost!

Allison Grant  
ason89@att.net  
I am not a Lake Bluff resident

Dear Mr. Kraus,

My name is Allison Grant and I work at an ad agency just down the road from Lake Bluff in North Chicago. I've been a regular customer at Hansa since they opened in Libertyville and drive there from Grayslake every weekend because I won't get my coffee anywhere else. So you can imagine I was ecstatic to hear they are opening a location in Lake Bluff just minutes from my office.

Hansa would be an incredible addition to Lake Bluff. Not only is the coffee outstanding, but I have never met friendlier people than the owners and staff there. They all know every member in my family by name and make a point of striking up a conversation every time we come in. I'm sure the residents of Lake Bluff will fall in love with Hansa just like I did. I know I would make a lot more trips to Lake Bluff on my lunch break and patronize the restaurants there if Hansa was in town!

Sincerely,  
Allison Grant

Tiffany Swift

I am not a Lake Bluff resident

Swift1784@gmail.com

I was once the store manager for Caribou Coffee in Libertyville back in 2010-2012. I was immersed in the community with amazing people and talented people that worked for me. The owners of the (now) Hansa were my customers at Caribou Coffee for years, so I saw firsthand how genuine they were in character and how well they treated my staff. Once Caribou coffee closed and I heard that Hansa would be opening, I knew that the community would have a wonderful safe, inviting place to get coffee and feel part of the community just based on the two men who would be owning and operating it. I've visited Hansa many times since they've been open, noticing that most of my former customers were happily now customers there. Not only did they hire ALL of my former staff members from the closed Caribou coffee, but they integrated themselves into the community in a healthy way. Any town/city would benefit from Hansa entering their area. My hope is that more towns will be inclusive of the small businesses, especially Hansa's owners who have been investing in the PEOPLE of the area.

David Robison  
I am not a Lake Bluff resident  
Palatinedave@aol.com  
8473442422

The positive vibe not to mention the amazing coffee would help the community

## Sue Douglass

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**Subject:** FW: Hansa Coffee in Lake Bluff

**From:** Kip Stehling <[Kip.Stehling@Hilton.com](mailto:Kip.Stehling@Hilton.com)>  
**Subject:** Hansa Coffee in Lake Bluff  
**Date:** March 3, 2016 at 12:00:52 PM CST  
**To:** "[suedouglass@mac.com](mailto:suedouglass@mac.com)" <[suedouglass@mac.com](mailto:suedouglass@mac.com)>

To local decision makers,

As a frequenter of a coffee shop that is a decent distance away from my home and place of work, I want to see Hansa successful in their efforts to open a new shop in Lake Bluff.

I live in Gurnee and drive to Hansa specifically to support my local business friend (Kevin Kane) that is a member of several community organizations of which I am also involved and support. Not to mention, their coffee reigns supreme! Kevin and Tom are genuinely good people that donate their product and time to support "local." As a US Marine Veteran, I applaud Kevin for organizing a community donation supporting the military in combat zones overseas (which our hotel donated \$250 towards the effort) to protect the freedoms that we so comfortably embrace in communities such as Lake Bluff.

As a Hotel Leader, I took my entire team to his coffee shop on the last day for one of my associates who was retiring and he said it was "...a memorable experience, and will be visiting there again!" The service is fantastic, the baristas are artists, and the product is the best I have ever had. Not to bring this shop into your community would be a disservice to "locally-minded" business owners who would be strong leaders in the Lake Bluff community and a genuine coffee shop experience.

Regards,

**Kip Stehling** *General Manager*  
D (847) 970 6901 | F (847) 949 0117 | M (214) 600 4800

**DoubleTree by Hilton Libertyville-Mundelein**  
510 East IL Route 83, Mundelein, IL 60060  
[Mundelein.DoubleTree.com](http://Mundelein.DoubleTree.com) | [Become a fan on Facebook](#)



**Sue Douglass**

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**Subject:** FW: Hanna Coffee Shop

**From:** Joren Robles <jorenrobles@hotmail.com>

**Subject:** Hanna Coffee Shop

**Date:** March 3, 2016 at 10:33:24 AM CST

**To:** [suedouglass@mac.com](mailto:suedouglass@mac.com)

I am a new resident to Lake Forest and would LOVE to have Hansa closer to home. I drive all the way to Libertyville for a latte and having them closer would be great for me.

My daughter goes to Lake Forest High School and it would be so convenient for those that live closer to the Lake, to head there before or after school. It's also nice to have a

place open a little later to go grab a drink. My son goes to Lake Forest College and Hansa is totally a place he would love to go frequent, if it was a closer drive.

Thanks for reading this and have a great day!

~Joren Robles  
171 W Everett Rd  
Lake Forest, IL 60045  
815-546-0802

## Sue Douglass

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**Subject:** FW: HANSA Coffee

**From:** Margaret Severance <[margaret.severance@gmail.com](mailto:margaret.severance@gmail.com)>

**Subject:** HANSA Coffee

**Date:** March 3, 2016 at 10:46:05 AM CST

**To:** [suedouglass@mac.com](mailto:suedouglass@mac.com)

I am writing you today in regards to the Grounds for Scrutiny blog post.

I am a student at the Rosalind Franklin campus and frequent Hansa's Libertyville location. I also grew up in the North Shore and my parents still live in Highland Park.

When I found out they were planning on opening a location near school, I was extremely excited, as there are NO local (good) coffee hangouts in our area.

I am appalled to think that a city like Lake Bluff would want to force out a wonderful small business that would bring more profit and exposure to the area. Would you really rather that we all went and supported a giant chain such as Dunkin Donuts in Lake Bluff instead? Why not give the business to someone whose profits go to paying for their child's soccer lessons or music lessons, versus a CEO purchasing a new boat....

It seems ridiculous that this much effort (and negativity) is being put into something that the community as a whole would benefit from. This is coffee. Not a nightclub. I hope the village comes to its senses and supports the wonderful people at Hansa and their vision of providing a community coffee shop.

I look forward to having my first cup there soon!

Margaret Severance

**Sue Douglass**

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**Subject:** FW: Hansa

**From:** Maggie Massarelli <[maggiem8@comcast.net](mailto:maggiem8@comcast.net)>

**Subject:** Hansa

**Date:** March 3, 2016 at 2:41:22 PM CST

**To:** [suedouglass@mac.com](mailto:suedouglass@mac.com)

What a wonderful coffee shop! What a bread addition to your community- why it's not being welcomed with open arms is beyond me. Go Hansa!

Maggie Massarelli.

Sent from my iPhone

**From:** Douglas Matiassek douglas.p.matiassek@gmail.com  
**Subject:** Re: LB Hansa  
**Date:** Today at 9:37 PM  
**To:** Sue Douglass suedouglass@mac.com

**Hello,**

**I would just like to shoot an email encouraging the expansion of the business into Lake Bluff. My serious girlfriend and I would definitely enjoy a quicker way of accessing your services!**

**All the best,  
Doug Matiassek**

**From:** Bethany Williams bethanyfischerwilliams@gmail.com  
**Subject:** Hansa Coffee  
**Date:** Today at 9:16 PM  
**To:** Sue Douglass suedouglass@mac.com

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**To whom it may concern,**

**I'm writing to offer my support for the proposed Hansa Coffee shop in Lake Bluff. As a resident of Libertyville, I can't opine on what shops should or shouldn't be in your downtown, but I will say that Hansa has been a terrific addition to Libertyville. They have become a gathering place for friends and neighbors, and a good community partner. Given that your local espresso shop has turned into a wine/beer serving cafe, you would be lucky to have a true coffee shop in town. I hope you will consider the application to allow them to open their shop. Also, try their kaffeemonad next summer. Trust me. You won't regret it.**

**Bethany Williams  
Libertyville**

**From:** Shelley Snarfy Lazarus snl@snarfoods.com  
**Subject:** Hansa Coffee  
**Date:** Yesterday at 11:47 PM  
**To:** Sue Douglass suedouglass@mac.com

Just a short note to say I am very supportive of Hansa Coffee coming to Lake Bluff.

Hansa is a wonderful company that would be a great addition to any community. The people and products are of the highest quality. The kind of business that should not be discouraged by a small vocal minority with incorrect information.

I hope my small voice will will have some effect in the decision to allow Hansa to do business in Lake Bluff. By doing so it will be a win win for all involved.

Regards,

Shelley Lazarus  
847-977-0507 (cell)

From: **Shelley Snarf Lazarus** snl@snarffoods.com  
Subject: Hansa Coffee  
Date: Yesterday at 11:47 PM  
To: Sue Douglass suedouglass@mac.com

Just a short note to say I am very supportive of Hansa Coffee coming to Lake Bluff.

Hansa is a wonderful company that would be a great addition to any community. The people and products are of the highest quality. The kind of business that should not be discouraged by a small vocal minority with incorrect information.

I hope my small voice will will have some effect in the decision to allow Hansa to do business in Lake Bluff. By doing so it will be a win win for all involved.

Regard,

Shelley Lazarus  
847-977-0507 (cell)

## ANDREW F. SPILLANE

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N53W16614 Prairie Dawn • Menomonee Falls, WI 53051 • (414) 531-1879 • spillaa@gmail.com

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March 14, 2016

### VIA U.S. MAIL

Village of Lake Bluff  
Plan Commission and Zoning Board of Appeals  
Village Hall Board Room  
40 East Center Avenue  
Lake Bluff, IL 60044

Re: Comment Letter in Support of the Petition Filed by Lake Effect Holdings, LLC Seeking: (i) a Special Use Permit to Allow the Operation of an Eating Place Without a Drive-Through Facility (SIC 5812) at 600 Walnut Avenue; and (ii) Any Other Zoning Relief as Required to Operate the Business

To whom it may concern,

I am writing to provide comments to the Village of Lake Bluff's PCZBA regarding the captioned petition, specifically as it pertains to the proposed tenant at the address listed above: Hansa Coffee Roasters. Both of Hansa's proprietors—Tom Maegdlin and Kevin Kane—are close friends of mine for whom I have deep admiration and respect. Starting a successful small business, as they have, is no small feat. Starting a small business whose central feature is being an integral part of its community is a rarity. As such, I would urge the JPCZBA to grant the petition and allow Hansa to contribute to the Lake Bluff's residents.

At first blush, Hansa Coffee Roasters is just that, a coffee roaster. And so it was when Tom started his company, which originated as a mail-order website for specialty coffee. Tom had bigger aspirations for turning his company into a brick-and-mortar shop, and Hansa evolved into so much more.

From some, Hansa is a meeting place. As a Milwaukee-area resident who intermittently visits Lake county, I place myself in this category. Tom and Kevin often say that they strive to create a friendly atmosphere similar to Cheers, "where everyone knows your name." This is marked break from the more typical specialty coffee shops, which often exude a holier-than-thou superiority. Instead, Hansa's staff—from baristas just starting out all the way up to the ownership—make an effort to get to know their customers. It is not uncommon to hear questions like "What are you up to today" and "How are the kids" with a genuine interest in their answers. Their positive attitude is infectious: the shop's patrons have a way of finding common interests with other customers and getting to know each other. It doesn't take long until the patrons are asking themselves, "What are you up to today" and "How are the kids."

One night I spent at Hansa frames this dynamic in concrete terms. Tom happened to be in attendance, and made me a kaffelemnad: a Swedish-inspired drink that is one part lemonade and one part cold brew coffee. Very unique beverage, but what struck me about that night was that a circle of about six people were around me in the front of the shop, most of whom I had never met. For someone who normally is quite introverted, this could have been intimidating, but Tom, his wife Alex, Kevin, and the others made me feel right at home. Hours passed with us talking about what seemed like everything under the sun, and before long, the others sitting around me felt like long-time neighbors. Lake county, across the border from my home state, felt like my neighborhood.

For others, Hansa has been a partner in giving back. Understanding its role as a community gathering place, Hansa has a bulletin board where people can promote upcoming events and lent its space to community groups to set up tables to raise money for their causes. Their history of supporting local charities goes all the way back to their shop's opening in 2013. They partnered with Lon Hodge and his service dog, a labradoodle named Gander, to support trauma and post-traumatic stress disorder recovery for war veterans through sales

of a special blend called Gander's Choice. This long-standing partnership grew to include a promotion through which Hansa would donate bags of coffee to servicemembers in Afghanistan.

Hansa not only has provided a location for the local community to interact, but they are keenly aware of their social responsibility to serve their communities and give back. In business ethics, Milton Friedman is famous for saying that the only social responsibility of business is to make profit for its owners. The counterpoint comes from R. Edward Freeman, that in fact businesses have a duty to serve various stakeholders: customers, employees, vendors, suppliers, and their communities. Hansa has a proven track record of going above and beyond this responsibility to becoming an integral part of its community. They wish to inject this magic into the community of Lake Bluff, and if their last two and half years of retail operations are any indicator, Tom, Kevin, and their team are more than capable of doing it again.

Accordingly, I urge the Village of Lake Bluff's PCZBA to grant the special use permit, and thus allow the creation of a successful, inclusive, socially conscious gathering place. I have enjoyed what has become of Libertyville's decision to permit Hansa to open its location there; I sincerely hope that a new Hansa will become a starting point for me to visit and to become just as at home in your community.

Thank you for your attention to this comment letter.

Regards,

A handwritten signature in cursive script, appearing to read "Andrew F. Spillane". The signature is written in dark ink and is positioned above the printed name.

Andrew F. Spillane

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

**Agenda Item: 19**

<b>Subject:</b>	<u>AN ORDINANCE ADOPTING THE BIENNIAL BUDGET FOR THE VILLAGE OF LAKE BLUFF FOR THE FISCAL YEARS COMMENCING MAY 1, 2016 AND ENDING APRIL 30, 2018</u>
<b>Action Requested:</b>	<u>SECOND READING APPROVAL (Roll Call Vote)</u>
<b>Originated By:</b>	<u>VILLAGE STAFF</u>
<b>Referred To:</b>	<u>FINANCE COMMITTEE</u>

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

This tentative budget, in the amount of **\$14,043,941** plus **\$1,192,218** in inter-fund transfers for FY2017 and **\$13,934,293** plus **\$1,241,853** in inter-fund transfers for FY2018, includes the Village of Lake Bluff funds and the Lake Bluff Public Library funds. For the first time ever the Village is submitting a two-year fiscal plan; this multi-year budget process emphasizes long-range planning, budgeting for results, effective program management, and fiscal responsibility.

The operating budget (all costs except capital and contingency) for the Village and the Library is \$10.774 million for FY2017 and \$10.966 million for FY2018, both years representing a 1.8% increase from the previous year budget. The capital expenditure budget of \$3.014 million for FY2017 and \$2.707 million for FY2018 represents 21% and 19% respectively, of the total budget. Property taxes and sales taxes continue to be the two largest sources of revenue at \$4.2 and \$3.6 million, respectively. Sales tax revenue projections are 17% and 18% higher for FY2017 and FY2018, respectively, than the FY2015 actual sales tax revenue as automobile and auto-related sales recovered in 2015, Heinen's grocery store began operations in the vacant Dominick's space in October 2014, and the Target store and adjacent out lot businesses began generating sales taxes in the July 2015. This budget was prepared with no recommended fee changes except for a 2.2% rise in the water rate from \$6.95 to \$7.10 per thousand gallons.

From a planning perspective, our economic outlook remains cautious as the sustainability of the recovery is still uncertain. Locally, the economic climate improved in the prior fiscal year as evidenced by the 7% rise in income tax receipts estimated for FY2016; however, there continues to be significant concerns regarding the state's fiscal management and its potential effect on the municipal allocation of state-shared revenues such as income, sales, personal property replacement, and motor fuel taxes. This budget was prepared with no modification in the formula for these State-shared sources nor with any property tax freeze, as there has been no clear plan coming from Springfield. Last year the Village increased its General fund balance reserve from 30% to 50% of operating expenditures to provide expanded flexibility to address potential revenue cuts and unanticipated issues. During this budget period the Village will postpone some capital items to address any changes enacted by the State legislature.

On February 12, 2016 the Village Finance Committee discussed and recommended approval of this tentative budget document, which has been available for public inspection since March 3, 2016 at the Village Hall, the Public Safety Building and the Lake Bluff Library as well as on-line at the Village's website at [lakebluff.org](http://lakebluff.org). The Village Board approved first reading of the ordinance at its meeting on March 14, 2016.

**Reports and Documents Attached:**

- A Copy of the Ordinance.

The following document was provided as part of the March 14<sup>th</sup> Village Board Agenda Packet:

- Tentative Budget Transmittal Letter.

**Village Administrator's Recommendation:** Approval of the ordinance.

**Date Referred to Village Board:** 3/28/2016

**ORDINANCE NO. 2016-**

**AN ORDINANCE ADOPTING THE BIENNIAL BUDGET FOR  
THE VILLAGE OF LAKE BLUFF FOR THE FISCAL YEARS  
COMMENCING MAY 1, 2016 AND ENDING APRIL 30, 2018**

**WHEREAS**, the Village of Lake Bluff has placed on file its proposed Tentative Biennial Budget and has made such Tentative Biennial Budget conveniently available for public inspection at least 10 days prior to the passage of the Biennial Budget; and,

**WHEREAS**, said Village of Lake Bluff held a public hearing on March 9, 2015 and complied with the provisions of Section 8-2-9.9 of the Illinois Municipal Code, 65 ILCS 5/8-2-9.9 (1996) in the matter of its Biennial Budget for the fiscal years commencing May 1, 2016 and ending April 30, 2018.

**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.            BUDGET ADOPTED.**

The Biennial Budget with expenditures in the sum of fourteen million, forty-three thousand, nine hundred forty-one and 00/100's dollars (\$14,043,941) be and the same is hereby adopted as the Biennial Budget for the Village of Lake Bluff for the year commencing May 1, 2016 and ending April 30, 2017. The Biennial Budget with expenditures in the sum of thirteen million, nine hundred thirty-four thousand, two hundred ninety-three and 00/100's dollars (\$13,934,293) be and the same is hereby adopted as the Biennial Budget for the Village of Lake Bluff for the year commencing May 1, 2017 and ending April 30, 2018. The Village Administrator is authorized to transfer amounts between line items and departments within the same fund.

**SECTION 2.            INTERFUND TRANSFERS.**

Interfund transfers between Village funds, as specified in the Biennial Budget, in the sum of one million, one hundred ninety-two thousand, two hundred eighteen and 00/100's dollars (\$1,192,218) for the fiscal year commencing May 1, 2016 and ending April 30, 2017 and Interfund transfers between Village funds, as specified in the Biennial Budget, in the sum of one million, two hundred forty-one thousand, eight hundred fifty-three and 00/100's dollars (\$1,241,853) for the fiscal year commencing May 1, 2017 and ending April 30, 2018 are hereby approved and incorporated into the Biennial Budget.

**SECTION 3.            EFFECTIVE DATE.**

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

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

BIENNIAL BUDGET ORDINANCE 2016

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**AYES:**                    ()

**NAYS:**                    ()

**ABSENT:**                ()

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

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

ATTEST:

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

**FIRST READING:**        March 14, 2016

**SECOND READING:**     March 28, 2016

**PASSED:**

**APPROVED:**

**PUBLISHED IN PAMPHLET FORM:**

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**ORDINANCE NO. 2016-**

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**AN ORDINANCE ADOPTING THE BIENNIAL BUDGET FOR THE VILLAGE OF  
LAKE BLUFF FOR THE FISCAL YEAR COMMENCING MAY 1, 2016 AND ENDING  
APRIL 30, 2018**

Passed by the Board of Trustees,

Printed and Published,

Printed and Published in Pamphlet Form  
by Authority of the  
President and Board of Trustees

VILLAGE OF LAKE BLUFF  
LAKE COUNTY, ILLINOIS

I hereby certify that this document  
was properly published on the date  
stated above.

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Village Clerk