

**VILLAGE OF LAKE BLUFF  
HISTORIC PRESERVATION COMMISSION  
May 9, 2018**

**APPROVED MINUTES**

**1. Call to Order and Roll Call**

A Regular Meeting of the Historic Preservation Commission (HPC) of the Village of Lake Bluff was called to order on May 9, 2018 at 7:01 p.m. in the Village Hall Board Room.

The following members were present:

Present:            Paul Bergmann  
                       Robert Hunter, Vice Chair  
                       Jane Jerch  
                       Randolph Liebolt  
                       Lois Nicol  
                       Cheri Richardson  
                       Steve Kraus, Chair

Also Present:     R. Drew Irvin, Village Administrator  
                       Glen Cole, Assistant to the Village Administrator  
                       John Scopelliti, Administrative Intern

**2. Oath of Office for New Members**

VA Irvin swore in the new Chair, Steve Kraus, to the Historic Preservation Committee. VA Irvin swore in the new member, Lois Nicol, to the Historic Preservation Committee.

**3. Non-Agenda Items and Visitors**

Chair Kraus stated that the Chairperson and Members of the HPC allocate fifteen (15) minutes at this time for those individuals who would like the opportunity to address the HPC on any matter within its area of responsibility that is not listed on the agenda.

There were no requests to address the HPC.

**4. Strategic Planning and Visioning for the Historic Preservation Commission**

Chair Kraus gave a brief explanation of himself and his background regarding the Village of Lake Bluff and the committees he has been a part of. Chair Kraus described his background as it interacted with the HPC, drafting of the HPC ordinance, the formation of the HPC, and the move back from the PCZBA to HPC. He lives in an old house, barn for the Swift Estates. Chair Kraus stated that he had met with the former HPC Chair, Janet Nelson. He wants to continue in the direction that Janet has created but he wants the commission to think differently moving forward. Chair Kraus stated that he wants to redefine the HPC in the context of 2018. In the context of Lake Bluff, Chair Kraus wants to address the following topics: i) who's moving to Lake Bluff, and ii) what we want to do with our volunteer time on board. Chair Kraus invited the rest of the commission

to introduce themselves and explain how/why they became a member of the Historic Preservation Committee.

Member Nichol lives on Center Ave. She moved to Lake Bluff 5 years ago. Member Nichol has been familiar with Lake Bluff since 1975, has had friends who live here. Member Nichol stated that she attended the Members of the Methodist church on Center Ave. She chose to move here for the historic nature of the community. Member Nichol loves the architecture of all the different homes, along with the landscape and streetscape. She stated that she is always interested in historic preservation.

Member Liebolt stated he came to the Village of Lake Bluff 10 years ago. He bought a cottage house, and has 3 little kids growing up. Member Liebolt stated that they have made substantial renovations on the inside of the house. He stated that the property is sort of landlocked. He is an architect, appreciates the house and estimates the house was built in the 1900s.

Member Richardson has lived in the Village of Lake Bluff since 1985. Her husband grew up here and their first house was the camp meeting house on Prospect Ave. She believes the home was built in the 1870s. Member Richardson stated that when her children got old and large, the family was short on space so they moved into the home her father-in-law built in the 1950s in the East Terrace. She has always been interested in the village history. She was a founder of the Vilet Center. Member Richardson served on the PCZBA for many years, then joined HPC. She was on the commission right at beginning and wants to preserve the character of our village.

Member Jerch stated that she moved here in 1976. She was attracted to the nature of the village, charm, old homes, historic aspects, etc. Member Jerch stated that her first house was a Cape Cod that was torn down and McMansion-ized (they were upsizing when sold it). She wasn't sure what was happening in the village. Member Jerch is worried about her current house being torn down because the lot is big enough for a larger house. She stated that character changes and sometimes it is for the better, sometimes not. Member Jerch stated that she is sad about some of the losses but proud of the accomplishments. She expressed that the loss column is longer than the accomplishments column. Member Jerch stated that this is the reason why she is here.

Vice Chair Hunter has been the Vice Chair since the beginning of this commission. He moved to Lake Bluff in 1976. Member Hunter stated that he heard the story that Member Liebolt's house was occupied by a German spy and there was an antenna in chimney. He has been on the ABR since 1979 and was the chair for plenty of years. Member Hunter stated that he is involved with the town. He stated his house should have been condemned when he bought it. Member Hunter's home is an 1880 cottage on Prospect Ave, which he has spent 42 years keeping it standing.

Member Bergmann stated he is a lifelong resident and his parents were active in village affairs. His dad was a Village trustee and a local architect in Lake Forest. Member Bergmann stated that when his dad passed away, he inherited his architectural collection. He stated that it has been 20 years since his father's death. Member Hunter stated that his father's collection has something like 20,000 drawings in his basement including the original Lake Forest hospital, Lake Forest High School, Northern Trust, several homes, stables, farms, etc. He stated that due to his large collection of drawings, he can call up strangers and ask to see their nice homes. Member Bergmann stated that he

has a strong interest in historic preservation. He has written several National Historic Preservation applications which were accepted. Member Bergmann stated his interest is he lives on Woodland, and in his time, 25 teardowns on 23 lots. He expressed that there are more houses than lots because lots keep getting cut in half for double houses.

Chair Kraus started to talk about what is in the packet. Chair Kraus asked to go through everyone to get action steps out of tonight's meeting. Chair Kraus mentioned that the commission needs to think about what can we ask the village and others to do to enhance this concept of Historic Preservation, concept of Village of Lake Bluff as a place that we hold dear. Chair Kraus mentioned the following areas of interest: i) more interest in education, ii) consensus building within the Village of Lake Bluff about Historic Preservation, iii) identity of Lake Bluff, iv) special place that Lake Bluff is, and v) a consensus that we feel we are comfortable in representing the village. He stated that sometimes there is a disconnect between some folks in the village coming in without history of the village and people that have been here for a long time. Chair Kraus stated that this commission does a good job of dealing with the process and encouraging alternatives. He stated that he wants fewer of those and more discussion of what to do differently in the village. Chair Kraus stated that he wants to spend the next two months on: action steps, strategy, direct focus of village and new entrances to village. He stated that he wants less focus on process. Chair Kraus stated that we can find ways to make things happen that may not have resources now, but just need to plan and fail actively.

Member Richardson stated that the 2007 Historic District Proposal was still valid and that there was a consensus for it.

Vice Chair Hunter stated that one of the issues is that we need to define the problem and the solution will become clearer. He stated that we have never really defined the problem of why people are averse to this.

Chair Kraus asked the commission if there is a problem we are looking to address. He stated that the Historic Preservation Commission was formed because there was perception of a problem. Chair Kraus stated that around 2003 there were homes torn down in a day without notice or warning.

Member Richardson expressed that teardowns are still the problem, maybe not as many as during that period but still.

Chair Kraus asked the commission if the problem is teardowns and replacement or that there is not a process in place for residents to have input into that activity.

Member Bergmann stated that houses continue to be torn down. He stated that outside developers come into the community rather than having local developers come into the community; come in, buy house, replace, etc. He stated that the developers are commercial developers that are publicly traded corporations, New York Stock Exchange listed, no interest in community, just looking for the dollar return. Member Bergmann talked about some teardowns that are near him by a developer. He stated that he did not change but instead his neighborhood changed out from underneath him. Member Bergmann stated that suddenly you're living in a different neighborhood and entire homes were shoved into dumpsters in 4 hours. He stated that this process produces an extra \$300,000 - \$400,000 for the developer.

Chair Kraus stated that his neighborhood is changing around him and that's a reality. He talked about his neighborhood and the changes that have occurred along with his home being considered non-conforming for the area it is currently located.

Chair Kraus expressed his perspective on the last 20 years since the ordinance passed. He stated that before the HPC was active, the value of property was greater than the value of houses. Chair Kraus expressed that developing communities were looking to profit from that reality. He explained that before the HPC, it was a relatively straightforward for developers to knock down and make an offer that made you question if it was true or not. Chair Kraus stated that those of us who bought their homes in the 1970s realize what we paid for them. He stated the demolition "process" before the HPC: developers shake hands, buy the house, apply for demolition, and tears it down. Chair Kraus stated that one of the questions to consider is if the commission should extend from 120 days max to 365 days max. He stated that with the delay, most of that activity stopped. Chair Kraus expressed that this is a positive result of the HPC formation for imposing process on tear downs and public hearings. He stated that some people and some developers did not want to sit on their money and decided to look elsewhere. Chair Kraus stated that the neighborhood is changing around him. He expressed that it is still true that economic value of some housing stock is greater as teardown than as rehab. Chair Kraus explained that there is potential for economic gain due to the point that it is easier and there is a bigger profit to tear down and build new. He stated that this an economic reality. Chair Kraus asked the questions: how should we address that, and can we address that structure by structure?

Member Bergmann stated that his neighborhood has changed and that there is a dueling concept. He also stated that his home is his castle. Member Bergmann stated that he bought this piece of dirt and he can do what he wants on it, like a skyscraper build, subject to whatever laws. He stated that when you buy a house, you're not just buying dirt, you're buying a community. Member Bergmann explained that you're buying the adjacent houses, the school system, and the quaint uptown. He stated that you can go to the Farmers Market and other local events but you can ask any residents, "when did you get here and why did you come here?" Member Bergmann stated that most residents will state that they like the town because it was quaint and because of all its old homes, and trees. He stated he bought into that and brought a bulldozer and chainsaw with him. Member Bergmann expressed that he loves Lake Bluff and he can't wait to cut down this oak and tear the house down.

Chair Kraus stated that he has a theory and a methodology. He explained that his theory is the younger generation, those moving in the last 10 years and who are moving in here now and tearing down and rebuilding, would say exactly those old houses, streetscapes, etc. Chair Kraus explained that the perception is that the people who moved into the village later have the same reason for liking the village, except the starting point is just a little different. He expressed to the commission that he has an assignment for each of them. Chair Kraus stated that the assignment is for each member to talk to people, buy coffee and talk to people not in your demographic, people who are your neighbors who you may know already from advisory boards or social activities. He stated to ask questions like "what do you like about Lake Bluff?" Chair Kraus explained that the two residents he will talk to have moved in within the last 10 years, tore down, but he expressed that he wants to know why they made that decision. He stated that he expects the response of, the home was too small and too old. Chair Kraus stated that this opens the door to ask the question, "did you

consider, what if?" He stated that over the next two months, record those conversations, come back and share with the commission. Chair Kraus explained that these people feel the same way and start from different points in their lives. He stated that these individuals don't remember Member Bergmann's 25 beautiful cottages, they remember what's there now and were attracted by that. Chair Kraus stated he wants to recommend policies that can influence policies when they can be influenced; when individuals first get to the village, first have a friend, first talk to a realtor, and first consider buying. He stated that people love the perception and my one little house won't really matter so I can build something I like and fit in. Chair Kraus explained that to a large degree, it is hard to remember what used to be there. He stated that you should react to reality but also ask the questions, "how do we adapt to that economic reality for new homeowners", "how do we encourage a view that values a preserved structure as much as an open floor plan and 2500 sq.ft. on a small lot." Chair Kraus stated that when we talk about historic districts such as in 2007, it had teeth attached with it, and it had a way to make a district. He explained that certain rights are taken away from owners within a historic district; one of those rights being that you should go to advisory review for exterior modification. Chair Kraus stated that when historic districts were first discussed, neighbors were not happy with him based off the issue surrounding property rights. He stated that he understands that and the fact that portions of the village are still worth memorializing. Chair Kraus stated that his initial approach is to memorialize and educate rather than make another legal solution with hard and fast rules. He stated that this means you can do this if you just jump through hoops in the village. Chair Kraus stated that he wants a process where people want are encouraged to participate and that financially, zoning, etc. it is an encouragement rather a hard/fast district.

Member Richardson stated that anyone who ends up coming here has already made their decision. She stated that this is part of the challenge with addressing tear downs. Member Richardson explains that individuals come in, fall in love with the community, find a house, can see them living here in the future, then they come to our commission and we end up having to talk them out of it emotionally, financially, and most of the time usually both. She stated that she was curious as to how we can educate people before we make that step because we need to catch someone early so they can understand what HPC wants, what the Village Board wants, and what the neighbors want. Member Richardson stated that it wouldn't hurt to have the realtors involved, the only issue is that it's their job to sell the home. She asked the question of, "how far will the realtor push to educate someone to not tear down?"

Member Bergmann stated that we should implement a buyer beware rider. He stated that is what Lake Forest does. Member Bergmann explained that the seller also has anticipation of "this is a teardown."

Member Richardson stated that family circumstances play into everything too. She stated that when someone must sell and someone's offering money, we can understand that.

Chair Kraus stated that there are many moving pieces in these situations.

Vice Chair Hunter stated that there are two kinds of people tearing things down; i) outsiders, development folks who tear it down and are gone, those are all generic, and ii) the people who move around town. He stated that is may be interesting to take a different kind of survey on what replaced the teardown. Member Hunter stated that some houses just need to be torn down.

Member Bergmann stated that we have lost almost all the wonderful old funky cottages.

Chair Kraus stated that the rest that remain, fortunately or unfortunately, remain on lots where you can't do much else so we may need to do something heroic make sure those few are safe moving forward.

Vice Chair Hunter requested that Chair Kraus get back to his agenda.

Chair Kraus stated that what he is hearing is wouldn't it be nice where a development will put a monstrosity up, to have mandatory architectural review.

Vice Chair Hunter stated that we have been against that for decades.

Chair Kraus stated that it would not be such a bad thing. He stated that we could recommend different criteria for teardowns that would require a different set of standards than we would for major rehabilitation.

Vice Chair Hunter stated that the ABR (Architectural Board of Review) was asked to do material standards, which they did, but not it is in limbo. He stated that it was meant to be an intermediate level of control. Member Hunter stated that without going through the process and telling someone you must do it this way would be objectionable and subjective.

Member Jerch asked if there was an issue with the zoning laws. She stated one of the reasons developers look at Lake Bluff is because we have larger ratio square footage.

Member Richardson stated threatening to tear houses down for a variation would be interesting.

Chair Kraus stated that once they're there though, they've made up their mind. He asked if it is practical to think about a different set of standards for a teardown than for a rehabilitation. Chair Kraus mentioned the idea of not having a mandatory architectural review.

Vice Chair Hunter stated that ABR's proposal was to raise the quality level because the current review is limited.

Member Bergmann stated that we are looking for compatibility with the neighborhood. He stated that the developer doesn't care what he or she builds, it's money arbitrage so he built what we asked for. Member Bergmann asked if it is possible to building something like what is currently present on the street or in the neighborhood. He stated that some houses on his street are awful because they look like drawings that came out of a catalog. Member Bergmann stated to open the floor plan, make it hip, etc. He stated that there is a quality issue but more importantly a compatibility issue. Member Bergmann explained that his neighborhood went from cape cods to 2.5/3 story homes. He stated that you can lean out a second-floor bathroom and touch your neighbor's home.

Chair Kraus stated that what we are talking about now is different. He asked the commission if there are things we can put in place that will influence the compatibility, and fitting-in ness of that structure in the neighborhood.

Vice Chair Hunter stated the zoning code being too lenient doesn't help us and that one of the things that hurts us is the height vs size of lot. He stated that architects are saying that 10-foot ceilings are going away, and now the client wants 11 and 12-foot ceilings, now they want deeper basements and now we have a mountain for a final product.

Member Bergmann stated that individuals can't find 100 foot lots fast enough to split.

Chair Kraus stated that we keep starting at a micro level like height so instead let's start at a concept like a compatibility of a new structure to its neighborhood. He stated that if we decide we want to hold it to a standard of compatibility, we can figure out what happens. Chair Kraus stated that the first step is if that's something we think we would like to see, that your conversations with neighbors and friends leads you to believe the village would buy into. He stated that we can ask Village Staff to do research to look and see what percentage of bulk is being rebuilt and what did the old homes look like. Chair Kraus stated that Village Staff can create a standard that would create a concept of compatibility.

Member Liebolt stated that we can give opinions but we have not had some teeth if we want to keep some of these homes from being tear downs. He stated that if it's not within the codes then we need to create something that will be within the codes.

Member Nicol stated that it would be interesting to know the number of teardowns in the last five years and if they were torn down by people moving in, moving around, or a developer. She stated that this might help us to target our education and efforts.

Member Richardson stated that she loves the idea of compatibility, trying to keep the scale the same, and pushback from people who want new a house and not a fixer-upper. She stated that it is a different mindset because it is not something they want to do. Member Richardson expressed that when you allow the tear downs, we lose the stock of smaller houses that young families can buy or for those of us that are getting older can live in. She stated that would give us good control of that market as well, which would make us happy with the variety.

Member Bergmann stated that the high school student population is growing faster than the grade school population, which indicates that students are moving here at a certain age. He stated that this means the family is moving here on their second or third job.

Vice Chair Hunter stated that this is happening because families can't afford to move here until they are at that point in their professional career.

Chair Kraus talked about affordability and that he couldn't have bought in at a certain point. He asked the following questions: "what's the current reality?" and "what does historic preservation mean for residents living in Lake Bluff right now?" Chair Kraus stated that it may not mean a one-story ranch because affordability is radically different now. He stated that we should develop policies that recognize that and thinking back to our compatibility piece, which is a heavy lift in the village. Chair Kraus expressed that if that's the direction we want to go, we need some research and some logic because this can't be done by itself. He stated that this should be done in the context of rethinking in the village because we may have more people coming to meetings.

Member Bergmann explained a macro point that he wants to get on the list at the very beginning of the conversation. He emphasized several studies that show that historic districts increase value of property in relationship to adjacency. Member Bergmann stated a historic preservation lesson at a macro level is that preservation works and it is not just a limitation by old codgers that don't want old things to change.

Chair Kraus stated that he wanted to certainly memorialize areas of historic impact before we move on and consider thinking about the historic district concept. He asked the commission what are the advantages of having seven or nine districts.

Member Bergmann stated that those were all building blocks, talking points when you do a gathering so that's what you want to hand out.

Chair Kraus stated that it may be more attractive in certain places so he would prefer to go at historic areas. He expressed the idea that why shouldn't the real estate community be able to talk about being in the historic district settlement, etc.

Member Bergmann stated that they do that in the City of Lake Forest.

Chair Kraus explained that one of these themes is building bridges with the real estate community that way when people discover Lake Bluff via a real estate agent, the real estate agent has dossier on that house and information on the structure, area, and history. He stated that they can think about preservation rather than something different.

Member Richardson stated that another piece we talked about is houses already being a part of the survey. She stated that if she decides she wants to sell the house, not interested in preservation, that person doesn't know that house has contributed to history of the village in some way.

Chair Kraus requested that there be some type of document or program on the village website that lists these things we have been discussing.

Vice Chair Hunter stated that it is somewhere buried on the village website.

Chair Kraus stated that data isn't really customer friendly. He stated that no link within anything says this was part of a compound and part of our work is making information readily available, not something that has to be hunted for. Chair Kraus stated the AVA Cole and AI Scopelliti have developed an interactive map of Lake Bluff, each parcel adapts to social history, sales history, etc. He stated that there's a structure there to make an information base, work with Zillow, etc.

AVA Cole talked about the RBC memo along with the FAR regulations. A brief discussion commenced.

Chair Kraus asked the commission if there were any records towards demolition history.

Member Bergmann stated no.

Member Nicol stated no.

AVA Cole stated that stopped some time ago.

Vice Chair Hunter stated that historically HPC memos would tell the story.

Chair Kraus requested that documents be created to tell the teardown story, what was lost, what was there, what's there now, numbers for the property/home, and information about the buyer or seller. He stated that he will talk with staff more to see if there are any interesting fact-based materials to document what is now the perception that the village is a bulkier place than it was 20 years ago because it would be nice to have real supporting data.

Chair Kraus requested that we add an additional landmark type for future applications. He stated that he believes this is a great idea, he thinks personally, because the number of landmarks we have is relatively small. He stated that he originally hoped everyone would landmark their house, which developed an interesting set of question for what that didn't happen. Chair Kraus mentioned the castle mentality. He stated that having an honorific historic designation makes sense because our commission has the authority to recommend landmark status on our own. Chair Kraus asked if some homes are on the national register and not on the local register. He stated there may be a short list where we want to initiate landmarking to keep a list of landmarks in sync. Chair Kraus mentioned there may be others we identify that we think are very contributing and would merit an honorific designation and a welcoming into the historic context. He stated that there are physical areas within the village, such as the tabernacle, we know where they were and should formally recognize that these areas were part of social context. Chair Kraus stated that doing this process correctly can create an interesting educational context.

Member Bergmann explained to the commission one of the things about recognizing houses. He stated that the history museum has distinguished a home program but perhaps we're trying to honor social history, compatible infill. Member Bergmann stated that this program started and has been ongoing for years, which we can build off that or leave it to the history museum and look elsewhere. He stated that we have talked about neighborhood plaques, like bronze plaques in the sidewalk or a way-fairing sign. Member Bergmann stated that there was an app that was funded but it disappeared, it operated from QR codes to GPS location. He stated that it took the steam out of the project but was a cool thing to do.

Chair Kraus stated two separate trails between the commission and the history museum. He stated that we may not need to be identical but can cross-pollinate ways we identify, make history accessible to the degree we can do GPS to use on a bike tour and auto tour. Chair Kraus stated most residents in the village would think that's a positive thing. He stated that when he visits his children, who have homes in CA and NY, he makes them go to small town history museums. Chair Kraus stated that every little town has a history museum, has a lot more plaques and wayfinding devices than the Village of Lake Bluff. He mentioned that it gives you the social context of the town because you read a couple of those plaques and one of them will have old photographs of a barn. Chair Kraus talked about the history of information on the east side and the Harlan Homes. A brief discussion commenced.

Vice Chair Hunter stated that we have talked about how to get this and Mariani on the same list.

Chair Kraus stated that we should simply just do it.

Member Liebolt emphasized that needed to leave, the time was 8:35p.m.

Chair Kraus repeated the homework assignment for each member.

Chair Kraus stated that we should do these things and make them pervasive.

Member Nicol stated that we've talked about people moving into the village to target; people in communities subject to teardown; etc. She stated that we need to speak to people who have been here for a long time to remind them of the rich history of the community. Member Nicol emphasized that we really need to work to develop shared interest in the community, get them involved, interested and active.

Chair Kraus stated that he needs to get over "this place isn't what it used to be" himself. He stated that we need to honor the past and recognize the present if we're going to influence the future and we have recognize the motivations of what people moving the village want.

Vice Chair Hunter mentioned that maybe we find out people aren't coming here for the reasons we think. He stated that the village provides a good address and close accessibility to Abbott but maybe some make so much money that it doesn't matter.

Member Bergmann stated those people are called zip-coders. He stated those are people that move to west Lake Forest, for example, to be close to the train station and the airport.

Chair Kraus mentioned that maybe this evolves into a community survey. He stated that the number one request there was to bring in a restaurant because there was no bars or restaurant at that time. Chair Kraus mentioned that we may want to think, from a historic context, to stick an insert in the newsletter that gets some feedback. He mentioned that one of the individuals he has already talked to loved Lake Bluff but didn't like the stock of houses. Chair Kraus stated that in retrospect, the individual still would have torn the house down, but would have built something different, which was astounding to him so maybe that's something we can influence moving forward.

Chair Kraus quickly ran through some callback items:

- Check if we can landmark a site and not just a whole parcel
- Talk about tent revival idea
- Have a qualified representative for the property having public hearing
- Increase demolition delay (year is standard throughout north shore communities; a peer community comparison was requested)
- Historic Preservation Survey
- Heritage Lots (lot and a half; carry over to June meeting agenda)
- Revise & simplify application
- New outreach program
- Funding HPC with demolition fees

Chair Kraus summarized the callback items and will send the next agenda items to AVA Cole.

Member Richardson stated that we should tell the Village Board that we're changing our recommendations.

Vice Chair Hunter stated that we should share material standards.

Chair Kraus stated that there are binders full of historic surveys somewhere and for some portions there is more detail than others.

Member Richardson discussed the RBC trip (Residential Building Ad Hoc Committee). A brief discussion commenced.

Chair Kraus mentioned to the committee the City of Elmhurst display panel which has a dial in a decade program that gives you the ability to see development in that period. He stated that you can focus on specific areas.

Member Bergmann asked Chair Kraus to circulate the bullet points and notes from tonight's meeting to form a basis for our future discussions.

Chair Kraus discussed the Historic Preservation lifecycle and where we can influence decision. He asked the commission, "What interventions can we have?" Chair Kraus expressed right policy, right place, right time is part of what we can do. He explained that the commission needs to discuss these things in a bigger context.

**5. Chairperson's Report**

Chair Kraus had no report.

**6. Staff Report**

There was no staff report.

**7. Adjournment**

There being no further business to consider, Member Richardson motioned to adjourn. Member Bergmann seconded the motion. Upon a motion duly made and seconded, the meeting was adjourned at 9:02p.m.

Respectfully submitted,

John Scopelliti  
Administrative Intern