



**AGENDA**  
**COMMITTEE OF THE WHOLE MEETING**  
**Village Hall – Community Room**  
**Monday, August 10, 2015**  
**Immediately following Regular Village Board Meeting**

*Reasonable accommodations / auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need special accommodations to attend.*

*The Committee of the Whole will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so. Citizens wishing to address the Board on agenda items may speak when the agenda item is open, prior to Board discussion.*

**CALL TO ORDER**

**1.0 ROLL CALL**

**2.0 APPROVAL OF MINUTES**

2.1 Acceptance of the July 27, 2015 Committee of the Whole Meeting Minutes

**3.0 ITEMS OF GENERAL BUSINESS**

3.1 Planning, Zoning and Land Use

3.11 Consideration and Discussion of an Appeal of Denial of Tree Removal Permit Application for Property at 53 Wiltshire Drive (Vera Terpay – 53 Wiltshire Drive).

3.2 Finance and Administration

3.3 Public Works

3.31 Consideration of Rejection of a Bid from Copenhaver Construction Company, Gilberts IL for Route 22 Median Landscaping (Village of Lincolnshire)

3.4 Public Safety

3.41 Report Regarding Police Communication Radio System Transition to the STARCOM21 Radio System (Village of Lincolnshire)

3.5 Parks and Recreation

3.6 Judiciary and Personnel

**4.0 UNFINISHED BUSINESS**

**5.0 NEW BUSINESS**

**6.0 EXECUTIVE SESSION**

**7.0 ADJOURNMENT**



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, July 27, 2015**

Present:

Mayor Brandt	<del>Trustee Feldman</del>
Trustee Grujanac	Trustee Hancock
Trustee McDonough	Trustee Servi
Trustee McAllister	Village Clerk Mastandrea
Village Attorney Christensen	Village Manager Burke
Chief of Police Kinsey	<del>Treasurer/Finance Director Peterson</del>
Public Works Director Woodbury	Community & Economic Development
Village Planner Robles	Director McNellis

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:42 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the July 13, 2015 Committee of the Whole Minutes**

The minutes of the July 13, 2015 Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Continued Preliminary Evaluation of proposed annexation of 19.71 acres, Rezoning from the R1 to R4 Single-Family Residential Zoning District, and Special Use for a Planned Unit Development (PUD) for a proposed 44-unit townhome development at 14600 Riverside Road (KZF Stack, LLC).**

Village Planner Robles provided a summary of the continued preliminary evaluation of proposed annexation of 19.71 acres, rezoning and special use for a planned unit development by KZF Stack, LLC. Village Planner Robles noted at the July 13, 2015 Committee of the Whole meeting the Board requested KZF Stack, LLC further explore density reductions and provide photograph samples of landscape treatments at other KZF Stack, LLC projects.

Mr. Jeff Rothbart, representing KZF Stack, LLC, highlighted changes to the proposed townhome development to address density, opening up the land plan and landscaping as a result of the July 13, 2015 Committee of the Whole meeting.

Trustee Hancock asked what the brush was along Riverside Road. Mr. Rothbart explained the brush was the existing tree line which is to be retained.

Trustees McDonough, Grujanac, Servi, and Mayor Brandt recommended further offsetting the eastern entrance to accommodate the current homeowner across Riverside Road. Trustees Grujanac and Servi noted concern regarding the location/position of the proposed 4-unit building at the eastern entrance. KZF Stack, LLC noted the location of the entrance and building at the eastern entrance could be adjusted.

Mayor Brandt suggested KZF Stack, LLC and Pulte consider meeting in the middle when improving Riverside Road since a portion of the road will not be a part of either project. Mr. Rothbart stated he would need to get an estimate in order to consider this as something KZF Stack, LLC could commit to. Mayor Brandt suggested Riverside Road be widened as a result of the two proposed developments. Mr. Rothbart stated he would discuss the possibility of the suggested improvements with Pulte Homes.

Trustee Hancock stated his opinion was that he approved of the mixed materials put in the plan for the units. Trustee Hancock noted concern for the units being close to Riverside Road and suggested adding trees to the entrance and roadway.

It was the consensus of the Board to refer the project to the Architectural Review Board with the direction to further explore the 4-unit buildings for configuration and density, the suggested improvements on Riverside Road, and some revisions to the site plan.

**3.12 Consideration and discussion of a Zoning Board recommendation regarding text amendments to Chapter 10, PD Planned Development District, and associated code sections and references, in Title 6 – Zoning of the Lincolnshire Village Code to revise and update specific code regulations related to an existing office campus district (Village of Lincolnshire).**

Village Planner Robles provided a presentation highlighting a list of requested changes based upon the Zoning Board recommendation for text amendment to Chapter 10 and associated code sections and references, in Title 6 to revise and update specific code regulations related to the existing PD – Planned office campus district, as well as two specific requests by Medline.

Trustee Servi asked if the property at the northwest corner of the Tollway and Route 22 is the only property in Lincolnshire zoned PD. Village Planner Robles confirmed this is the only property in Lincolnshire zoned PD.

A brief discussion followed regarding residential zoning on the site.

Trustee McDonough asked if Medline's request was to tear down an existing building and build a six-story building or add four stories to an existing building. Village Planner Robles stated what was conveyed to staff is the eastern-most building is in disrepair, and the intent is to remove the building. The initial plan is to occupy the two existing buildings located on the western part of the property, which require internal renovations. Village Planner Robles noted Medline's long-term plan is still being developed; which contemplates a five-story building height that may include multiple buildings.

Trustee McDonough stated it was his opinion to keep the zoning as a Planned Development and approve the plans as they are submitted. Village Planner Robles noted keeping the zoning as a PD would not give assurances to the property owner in developing a long-term master plan and investing in the site. A brief conversation followed regarding zoning, Board approval, setbacks, building height, Architectural Review Board review, and the potential Medline plans. Trustee Hancock noted his opinion would be to find out what the intended purpose would be for Medline's occupancy prior to approving the Zoning Board recommendation for the site.

Mr. Bill Abrams with Medline provided information related to the company's vision and intentions of the site to include additional buildings in the future to serve as their corporate headquarters. A brief conversation regarding the location of a parking building followed.

Trustee McDonough asked if Medline would like to put a five-story building anywhere on the site. Mr. Abrams confirmed, Medline is requesting the flexibility to locate five-story buildings anywhere on the property.

Trustee Hancock asked how many employees Medline anticipated having based on their 10 to 15 year plan. Mr. Abrams stated he believes the current growth of Medline is encouraging and estimated 1,500 employees at the site since this is what they currently have at the Mundelein location.

Trustee Servi noted his opinion would be to put certain setbacks in place depending on the building stories and asked Mr. Abrams if he would feel comfortable doing that. Mr. Abrams stated the business is growing and the more restrictions put on the site the less interesting the site becomes. Mr. Abrams noted Medline intends to share the proposed Master Plan with the Village Board once the zoning regulations of the site are finalized. Mr. Abrams noted Medline intends to honor the natural elements of the site and how it is situated.

Community & Economic Development Director McNellis suggested the option of putting a staggered setback on the west allowing shorter

buildings closer to the west and gaining height towards the tollway on the sight in order to take away concern of the Board. Mayor Brandt asked what the setbacks are for the Tri-State in order to compare. Community & Economic Development Director McNellis stated he did not know what the setbacks were off hand but could find out.

Trustee McDonough asked what was the significance regarding the potential change of research laboratory to research and development laboratory. Village Planner Robles noted this was a terminology change to follow recently approved code revisions that use the same term. Village Planner Robles noted the Zoning Board expressed concern that keeping research laboratory as a permitted use, any type of laboratory could go in tomorrow without Village review. The Zoning Board recommended this use change to a Special Use to require Village review. Trustee McDonough noted changing this would put more restrictions on the site and suggested leaving the use as is. Village Planner Robles noted this was a Zoning Board recommendation. Trustee Hancock noted his concern; not changing the use could allow for toxins and other hazardous materials. Mr. Abrams noted Medline currently has a laboratory in Mundelein, and it is not their intention to move it. Mr. Abrams stated he is fine with the proposed change but more flexibility is always preferred. Trustee Grujanac noted it was her opinion to give Medline the most possible flexibility.

Mr. Abrams stated the most important thing for Medline is the site of the buildings and timelines of obtaining Village approvals.

A brief conversation took place regarding a possible conservancy to the north.

Trustee Hancock asked what the economic impact was of Medline bringing in 1,500 employees via taxes and other potential benefits to the community. Village Planner Robles stated since he did not know Medline's plans or financial structure, one area to work out is point of sales and whether point of sales will be located in Lincolnshire, but that the point of sales may have to remain in Mundelein. Some other economic benefits are Medline employees adding to the daytime population benefiting Lincolnshire retail and service businesses. Trustee Hancock suggested Medline provide an economic impact at some point.

Trustee McAllister noted he was in favor of bringing the site back to life, Medline is a company with a great reputation, and it was his opinion they would do nothing to harm the community they locate their business in.

Mayor Brandt suggested staff work with Medline to make the Board members more informed regarding setbacks and floodplain issues prior to presenting this at the next Regular Village Board meeting. Mayor Brandt asked staff to provide Trustee Hancock and Trustee Grujanac

with additional information previously presented regarding the Florsheim property which surrounds this site.

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

**3.13 Preliminary Evaluation of a request for Special Use Permit to establish and operate a dance studio at 300 Village Green, Village Green of Lincolnshire (Center for Ballroom & Dance LLC).**

Community & Economic Development Director McNellis provided a summary of the request by Center for Ballroom & Dance, LLC for a Special Use Permit to establish and operate a dance studio at 300 Village Green.

Mr. Mike Berman, representing Center for Ballroom & Dance LLC provided information regarding their request to establish and operate a dance studio at 300 Village Green. Mr. Berman addressed potential parking issues brought up by staff.

Trustee McAllister asked what the potential opening date would be for the center. Mr. Berman stated they have followed the steps the Center needed to take for approval and is meeting with an architect for a build-out and once they have a time frame of the build-out, the center will have a better idea of an opening date.

Trustee Brandt asked if the center would still have a side entrance. Mr. Berman stated they would not keep the side entrance but would like to use the main doors in the hallway due to protecting the dance floor.

Mr. Berman provided the Board concept pictures of the potential site and provided interior detail they would like for the center.

A conversation followed regarding the location of the center, potential opening date, current clientele and potential clientele.

Trustee McDonough asked if the Yoga center previously located in the Village Green had the same type of use. Community & Economic Development Director McNellis stated 2Hot Yoga required a special use permit as well.

There was a consensus of the Board to refer this item to the Zoning Board.

**3.2 Finance and Administration**

**3.21 Mid-Year Update on Fiscal Year 2015 Budget and Village Goals and Objectives for 2015**

Village Manager Burke provided an update regarding fiscal year 2015

budget and Village goals and objectives for 2015.

3.3 Public Works

3.4 Public Safety

**3.41 Consideration and Discussion of Recent Amendments to the Illinois Liquor Control Act (Village of Lincolnshire)**

Chief of Police Kinsey provided a summary of recent amendments to the Illinois Liquor Control Act. As a result of the Act and in accordance with Village Code, staff recommends keeping the provisions of Happy Hour in place, maintaining current local hotel licensing requirements, following state statute regarding infusion-type alcoholic beverages, and amend the Code to require BASSIT training for all servers of alcoholic beverages similar to the state statute. Chief of Police Kinsey stated staff is requesting direction from the Village Board on how to proceed.

Trustee McAllister asked if the only negative impact regarding hotel licensing was the loss of \$5,000 in revenues. Chief of Police Kinsey stated that if we reduce the Hotel licenses to one, the revenues would decrease.

Trustee Hancock asked if any of the Lincolnshire proprietors have expressed an interest in having a Happy Hour. Chief of Police Kinsey stated he has not heard from any of the current liquor license holders but noted his opinion is they will ask.

Trustee Servi noted he was in favor of staff recommendations but suggested staff review this again in the near future to compare how surrounding municipalities are handling it prior to the Village Board taking formal action.

Trustee McDonough stated he would not be opposed to allowing Happy Hour and would approve the other staff recommendations.

A conversation followed regarding how proprietors have worked around Happy Hour by having other special offers for food. Police Chief Kinsey stated his opinion was not in favor of Happy Hour noting this encourages people to drink more and in a shorter period of time. Trustee McDonough stated the state has made the change to allow this and surrounding municipalities will likely follow state statute.

There was a consensus of the Board to maintain the current regulations in the Village Code and have staff research how other municipalities are handling the State Statute as it relates to Happy Hour and report back to the Board in ninety days.

3.5 Parks and Recreation

3.6 Judiciary and Personnel

#### **4.0 UNFINISHED BUSINESS**

##### **4.11 Analysis of Residential Lighting Ordinances**

Mayor Brandt initially pulled this item from the agenda due to Trustee Feldman being absent from the meeting, and the fact that Trustee Feldman had made this request.

Trustee Hancock stated he is unclear how it is possible to measure what too much light is noting this may be difficult to monitor.

Community & Economic Development Director McNellis stated the staff recommendation would be to continue to monitor the issue since putting this in the Code would be difficult for anyone to administer. Community & Economic Development Director McNellis noted there are only a few calls regarding lighting concerns received each year.

All Trustees were in agreement with staff recommendation. Mayor Brandt directed staff to inform Trustee Feldman of the consensus of the Board.

There was a consensus of the Board to approve staff recommendation and continue to monitor the situation prior to presenting a code amendment to the Zoning Board.

#### **5.0 NEW BUSINESS**

Trustee Servi noted he has read a few news articles recently related to electronic water meter reading over charging in nearby suburbs and asked if Lincolnshire is using the same vendor. Public Works Director Woodbury stated Lincolnshire uses Badger Meters and the meters in question are Spartan meters. Public Works Director Woodbury stated Lincolnshire has used Badger meters for years, and there have never been any issues. Village Manager Burke noted some residents have inquired and staff has given them information regarding the Badger meters used. Village Manager Burke noted the information will be posted on the website and be included in the weekly E-News.

Community & Economic Development Director McNellis noted in light of recent activities regarding Airbnb, staff is seeking direction from the Board regarding the current code language as it relates to short term rentals, Airbnb, and bed and breakfasts. Trustee McDonough noted the Code currently states it has to be a permitted use and if not listed as a current use, it is prohibited. Trustee McDonough asked if a bed & breakfast was currently listed as permitted use. Community & Economic Development Director McNellis stated this is not listed as a permitted use currently; however, staff is proposing to change the code to make it abundantly clear as to what is and is not permitted. Community & Economic Development Director McNellis asked the Board how they would want to handle short term rentals of 3 months or 6 months; or the possibility that any rental under 3 months is not allowed. Trustees Hancock and McAllister stated their opinion was 3 – 6 months was acceptable. Mayor Brandt noted her concern was when people are trying to get children in the school district. A brief conversation followed about putting a limit on the amount of 3 - 6 month rentals in a calendar year for each property. It was the

consensus of the Board for staff to draft changes to the code for short term rentals to be at least 90 days, one time, within 365 days.

Trustee Hancock stated he has received some complaints regarding the Milwaukee Ave./Route 22 light timing being off and asked if this was an Illinois Department of Transportation (IDOT) issue. Village Manager Burke confirmed this was an IDOT issue and staff will contact IDOT to let them know.

Mayor Brandt noted Cruisn' with the Cops is Friday, July 31, 2015 at the Fresh Market from 6:00 p.m. – 9:00 p.m. and National Night out is Tuesday, August 4, 2015 at North Park from 5:00 p.m. – 8:00 p.m.

## **6.0 EXECUTIVE SESSION**

### **7.0 ADJOURNMENT**

Trustee McDonough moved and Trustee McAllister seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 9:30 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk

**REQUEST FOR BOARD ACTION**  
**Committee of the Whole**  
**August 10, 2015**

**Subject:** Appeal of Decision of the Village to Deny Tree Removal Permit

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**Action Requested:** Consideration and Discussion of an Appeal of Denial of Tree Removal Permit Application for the Property at 53 Wiltshire Drive (Vera Terpay – 53 Wiltshire Drive)

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**Originated By/Contact:** Michael Jesse, Building Official  
Department of Community & Economic Development

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

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**Background:** The residents at 53 Wiltshire Drive submitted an appeal of staff's decision to deny a tree removal permit application for a large oak tree located in the front yard of the home located at 53 Wiltshire Road. (Attachment A) The following is background information on the tree permit application and staff's decision to deny.

- Ms. Vera Terpay first contacted staff in May 2015 asking about the process to remove a tree. Staff informed Ms. Terpay in person the Village Code generally does not permit removal of a healthy tree not associated with a construction project. Ms. Terpay submitted a tree removal application and supporting reasons for review. (Attachments B & C)
- Village Staff, including Certified Arborist Chris Fisher, inspected the tree and denied the application based on the apparent good health of the tree in question. At that time, Ms. Terpay was informed that hiring a Certified Arborist to provide a second opinion would allow Staff the opportunity to re-evaluate their decision.
- Ms. Terpay contacted Sav-A-Tree, and Illinois Certified Arborist Art Hoskins provided the following information to Village Arborist Chris Fisher via email;

*The Oak appears to be healthy. There is a small amount of fine deadwood apparent, but nothing significant at this time. The trunk appears sound with no visible signs of decay. The base of the tree is intact with a good visible root flare and no apparent cracks or cavities at the base. In my opinion, based on what I can see this tree is in fine shape.(Attachment D)*

- On June 24, 2015, Mr. Serje Terpay submitted a letter (Attachment E) requesting removal of the tree. Mr. Terpay's letter contradicts the opinion of Art Hoskins by stating "*the tree specialist told us that he is sure that raccoons live in the hollow space in the tree trunk and that the tree is weak because it is empty inside*" The owner provided no evidence supporting this statement or information from a Certified Arborist that provides findings different than those provided by Art Hoskins from Sav-A-Tree.
- Along with Mr. Terpay's June 24, 2015 correspondence, the property owners provided supporting documents prepared by Val S. Dubovoy of Cornerstone Building Restoration. (Attachment F)
- Mr. Dubovoy's report mentions a crack in the garage floor as being caused by the tree. It is Staff's professional experience that Lincolnshire homes of this era (built in 1969) are subject to garage slab cracking and settling due to poor sub-base preparations. Typical of the time, native soils were used to fill the excavated space which settled and shrank leaving voids

where the un-reinforced concrete slab may be subject to collapse. Many Lincolnshire homes of the era have cracked and settled garage floors similar to the conditions indicated in the report.

- Mr. Dubovoy’s report mentions a cracked foundation wall as being caused by the tree’s root structure. Also very common throughout Lincolnshire are expansive clay soil conditions which expand and contract with fluctuating moisture levels in the ground. 53 Wiltshire Drive lies within a federally regulated floodway, which adds to the effects of instable soils. These active soil conditions frequently create stresses on foundations in the Village requiring stabilization and repair, regardless of proximity to tree roots. The foundations of this era home were also not typically constructed with reinforcing bars which can aid in their resistance to stresses.
- It should be noted that Mr. Dubovoy is neither an Illinois Licensed Professional Engineer nor Illinois Licensed Structural Engineer, which are State requirements for performing engineering services within Illinois.
- Staff conducted a drive-by survey of nearby properties to identify other homes with trees in close proximity to the building. Heavily wooded lots with mature trees are prevalent throughout the subdivisions south of Half Day Road, and especially those west of Riverwoods Road. There are many instances which can be seen where very large mature trees exist within arm’s reach of resident’s homes. Photos of two such examples are included for reference.(Attachment G)

**Recommendation:**

Village Code 13-1-3 (F) (Attachment H) lists four scenarios for tree removal when no building permit is sought. The scenarios are; good forestry practice/eliminate crowding, tree dead/declining, creation of a single rear yard area, or replacement of poor quality trees. Since the tree in question meets none of these criteria, Staff denied the permit requesting removal. The resident has asked the Village Board of Trustees to reconsider Staff’s decision.

Section 13-1-12 of the Village Code provides individuals an opportunity to appeal “any decision of the Village in the enforcement of any terms or provisions” of the Tree Preservation Ordinance. Appeals are made to the Mayor and Board of Trustees. In accordance with the Tree Preservation Ordinance, the Village Board may affirm, modify, or reverse the decision made by staff.

Village staff recommends the denial of the tree removal permit stand for this property.

**Reports and Documents Attached:**

- Attachment A – Resident Appeal of Denial
- Attachment B – Tree Removal Permit Application
- Attachment C – Supporting Reasons
- Attachment D – Email from Art Hoskins at Sav-A-Tree
- Attachment E – June 24, 2015 Letter from Mr. Serje Terpay
- Attachment F – Val S. Dubovoy Report
- Attachment G –Photos of Similarly Situated Homes in Neighborhood
- Attachment H - Village Code Section

Meeting History	
Initial Referral to Village Board (COW):	August 10, 2015
Regular Village Board Meeting:	

**Mike Jesse**

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**From:** Vera Terpay [REDACTED]  
**Sent:** Monday, August 03, 2015 4:35 PM  
**To:** Mike Jesse  
**Subject:** 53 Wiltshire Drive Lincolnshire Tree Permit Issue  
**Attachments:** Property Condition Survey 1.pdf; Property Condition Survey 2.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

07/30/2015

From: Serje and Vera Terpay

53 Wiltshire Drive  
Lincolnshire, IL 60069

To: Mayor and Board of Trustees  
Village of Lincolnshire

Re: Appeal of denial to remove tree.

Dear Mayor Elizabeth Brandt and Board of Trustees,

We wish to appeal the staff's denial of our request to remove a tree on our property.

From the beginning we have stated that the reason for removing the tree is NOT that the tree is unhealthy but rather **it is unsafe and hazardous conditions for people as well as property (the building). We have documented this through expert reports and photographs.** All documents are attached.

We submitted our first Tree Removal Application on May 6th, 2015. We did not receive any answer for about 3 weeks, so we went to Village Hall and village clerk verbally informed us that the application was denied. Per Chris Fisher's recommendation, we hired an arborist to inspect the tree. However, he was only able to inform us that the tree is healthy, which we already knew and agreed with. Our initial request to remove the tree due to unsafe and hazardous conditions was left unaddressed. We then hired an experienced engineer to inspect our house and he concluded that the overgrown tree roots are absorbing most of the moisture, which is causing the foundation to dry out and resulting in cracks on the garage floor, basement, and the outside walkway. He explained that "as trees grow in size, their roots systems will also grow requiring even more water from the soil to sustain their growth. This oak tree is the tallest tree at this location and in close proximity to the house, thus creating greater risks for damage by falling tree branches as results of storms as well as greater susceptibility to lightning strikes with unpredictable consequences." We understand that Lincolnshire prides itself in it's Tree City Growth Award for thirteen consecutive years. However, we do fear for our safety that the house will continue to deteriorate over time and that severe thunderstorms may cause unpredictable consequences.

We love this area and enjoy the forest feel. We have already planted an additional 40 evergreen trees along our property. We hope you understand our concerns and will show favor on our request.

Thank you,

Serje and Vera Terpay



One Olde Half Day Road  
Lincolnshire, IL 60069  
Ph: 847.883.8600 | Fax: 847.883.8608  
www.lincolnshireil.gov

**\*\*THIS IS NOT A PERMIT\*\***



### TREE REMOVAL PERMIT APPLICATION

Application #: \_\_\_\_\_ Permit #: \_\_\_\_\_

#### PROJECT INFORMATION

Property Address: 53 Wiltshire Drive  Residential  Commercial

Applicant Name: Vera Terpay Telephone: [REDACTED]

Email: [REDACTED] Fax: ( )

Contractor Name: Mike's Tree Care Telephone: (630)914-0884

Email: \_\_\_\_\_ Fax: ( )

#### TREE REMOVAL DETAILS

**COMMERCIAL TREE REMOVAL REQUESTS MUST INCLUDE A SITE LANDSCAPE PLAN IDENTIFYING THE LOCATION OF TREE(S) TO BE REMOVED AND REPLACEMENT TREE(S)**

Number of trees to be removed: 1 Number of trees to be replaced: 1 (in other place)

Reason(s) for Removal:  Poor Condition  Hazardous  Dead  Other

- 1. Diameter of Tree: 10 1/2" Species: oak 5. Diameter of Tree: " Species: "
- 2. Diameter of Tree: " Species: " 6. Diameter of Tree: " Species: "
- 3. Diameter of Tree: " Species: " 7. Diameter of Tree: " Species: "
- 4. Diameter of Tree: " Species: " 8. Diameter of Tree: " Species: "

Location of Tree(s): Front Yard: 1 Rear Yard: \_\_\_\_\_ Side Yard: \_\_\_\_\_

Please list associated numbers with proper locations (ex 1, 6, 8) Village Conservancy  
Right-of-Way: \_\_\_\_\_ Area: \_\_\_\_\_

Identifying characteristics and/or marker (paint, ribbon, flag, etc.): By front door Whitepaint.

#### APPLICANT SIGNATURE

The Village shall review and render a decision on the application within ten (10) business days from receipt of a properly completed application. By signing below, the Applicant acknowledges all fees and work must be conducted in accordance with Section 13-1 of the Lincolnshire Village code.

Signature: [Signature] Date: 05/06/15

Name (Print): VERA TERPAY

**Any tree or grouping of trees six (6") inches or greater may not be removed without a tree removal permit. Tree trimming does not require a permit, but is recommended to be done by a certified arborist. A permit fee and cash bonds may be required upon issuance of permit.**

PLEASE SUBMIT COMPLETED PERMIT APPLICATION TO:  
 Fax: 847.883.8608  
 Email: [ljones@lincolnshireil.gov](mailto:ljones@lincolnshireil.gov)  
 In Person: Lincolnshire Village Hall, One Olde Half Day Road

The tree is so close to the house. The roots is under structure and dangerous for the house. The garage and walkway have cracks already from the roots.

This is what I gave Chris Fisher before. (2 pages)

53 WILTSHIRE DRIVE LINCOLNSHIRE IL 60069

Attachment C

### **Dangerous for kids**

The tree is so close to the entry door.

We had two times the same issue. First time, our son's friend ran outside and hit the tree and second time it happened with our son.

### **Damage to Buildings and Foundations**

Large root systems that extend under the house cause foundation uplift.

Roots leech water from the soil beneath foundations, causing the structure to settle and sink unevenly. We believe that happened to the our house. Through all garage and walkway we have deep crack. (See pictures.)

### **Drain damage**

Roots block drains, which burst as a result. This lead to the formation of cavities where water flows into the soil. Older drains with poor seals and rigid joints are most susceptible. (Our house build in 1967).

### **Physical damage**

Falling branches cause damage to roof and guttering. Our son afraid to sleep, because the branches fell all the time.

Leaves and broken branches clog gutters, potentially causing ice dams or water penetration into the building.

Large, weak branches, too, are a hazard, especially if weighed down by ice.

Old trees may fall and endanger lives and property.

**Mike Jesse**

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**From:** Christopher Fisher  
**Sent:** Wednesday, June 03, 2015 7:56 AM  
**To:** Art Hoskins  
**Cc:** Scott Phippen; Mike Jesse  
**Subject:** RE: 53 Wiltshire Drive, 36" oak by front door

Hi Art,

Thanks for taking the time to reply to the 36" oak by the front door of 53 Wiltshire. Your professional opinion is greatly appreciated.

Chris.  
ISA IL-1471A

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**From:** Art Hoskins [mailto:ahoskins@savatree.com]  
**Sent:** Friday, May 29, 2015 3:06 PM  
**To:** Christopher Fisher; Christopher Fisher  
**Cc:** Wendy McDaniel  
**Subject:** 53 Wiltshire Drive, 36" oak by front door

Hello Chris,  
Here is my assessment of the 36" Oak by the front door of this property. I saw this Oak in Mid March of this year.

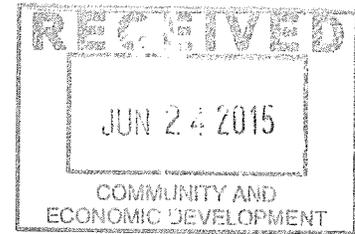
The Oak appears to be healthy. There is a small amount of fine deadwood apparent, but nothing significant at this time. The trunk appears sound with no visible signs of decay. The base of the tree is intact with a good visible root flare and no apparent cracks or cavities at the base. In my opinion, based on what I can see this tree is in fine shape. As to the flaws in the garage floor, I could not see these because the floor was covered with items in storage and I would not be able to assess the floor because I am not trained in that area.

I hope this helps. Let me know if there is anything more I can do.

Thx,

-Art Hoskins  
ISA IL-5158A

**Serje Terpay**  
53 Wiltshire Drive  
Lincolnshire, IL 60069



June 24, 2015

To: Mike Jesse  
Village of Lincolnshire  
RE: Tree Removal Request

Dear Mike,

This letter is to confirm our recent conversations, email and meeting and to request in writing permission to remove a tree on our property because it presents a danger to people and property (our home).

Appended to this letter is a report from a certified structural engineer, Val S. Dubovoy at Cornerstone Building Restoration, Inc., showing that the tree, which is in very close proximity to our home, is causing structural damage to our home. His recommendation is to remove the tree because of serious concerns over current and future structural integrity of the house and the safety of its inhabitants. Four reasons for this recommendation are listed in the report along with photos documenting the structural damage.

We also ordered a certified arborist from Savatree. The tree specialist told us that he is sure that raccoons live in the hollow space in the tree trunk and that the tree is weak because it is empty inside. We have seen raccoons on the tree several times.

We are concerned that with our Illinois' weather including thunderstorms, high winds and lightning, the tree presents a real and present danger to our home and the people inside.

Please be assured that we love trees and forest. This is one of the reasons we purchased this property. Since moving in, we have planted 40 evergreen bushes and five small trees. However, we believe it is only prudent, and in the best interest of our home integrity and personal safety to remove the tree in question as soon as possible. This is not only our opinion, but the opinion of the certified structural engineer and the certified arborist.

Therefore, we respectfully request permission to remove the tree and we look forward to your favorable decision.

Sincerely Yours,

Serje Terpay





June 23, 2015

Mr. Serje Terpay  
53 Wiltshire Dr.  
Lincolnshire, IL 60069

Property Damage Caused by Overgrown Tree Roots

Dear Mr. Terpay:

At your request, Cornerstone Building Restoration, Inc. conducted a condition survey of the above-referenced property with respect to damage allegedly caused by overgrown tree roots. The roots reportedly belong to a mature oak tree located at north elevation of the property in close proximity to the building exterior.



You indicated that there were several cracks in the building's concrete members, such as garage floor slab, concrete walkway as well as sections of the foundation wall, all located in close proximity to the tree root system. You wanted us to determine if the observed damage was indeed caused by the overgrown root system and expressed concern over current integrity of the house and potential long term detrimental effects if the tree is allowed to grow further. To address your concern, a visual condition survey of the building was conducted by the undersigned during the site visit on June 23, 2015. The following activities were implemented:

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**[www.CornerstoneBRinc.com](http://www.CornerstoneBRinc.com)**

1. Visual survey of the exterior and interior of the structure was performed with the areas of visible distress documented and photographed.
2. At two locations in front of the house top soil was removed to expose the tree roots and to observe their growth pattern and disposition relative to the foundation wall. Our observations of the excavated areas were documented and photographed.

## Findings and Conclusions

1. A large mature oak tree approximately 30-40 feet tall with the trunk about 3 feet in diameter is located in less than 6 feet from the exterior wall near the front entrance. No shallow lateral roots were immediately observable on the surface.
2. Visual survey revealed several instances of distressed concrete paved areas. More specifically, the crack that split apart a section of concrete walkway along the north wall has further propagated into concrete floor slab inside the garage.



This crack pattern is typical of concrete floor settlement caused by the loss of soil moisture most likely drawn by the tree roots from underneath the slab.

3. Two cracks were observed inside the crawlspace on the section of the foundation wall adjacent to the tree on the outside. One of the cracks on the photograph is highlighted by the arrow. No cracks were observed in other sections of the foundation.



4. Examination of the excavated area between the tree trunk and the foundation wall revealed clusters of overgrown roots in contact with concrete



The extremely dense root structure made further manual excavation impossible. The overgrown roots of this density exert pressure against the walls. At the same time such an extensive root system absorbs a lot of moisture from the soil causing it to shrink thus promoting settlement of the foundation walls. Both of these factors contribute to cracking of concrete.

## **Recommendation**

The large oak tree located in close proximity to the residential home at 53 Wiltshire Rd. is the cause of serious concern over the current and future structural integrity of the house and safety of its inhabitants. The reasons for concern are as follows:

1. Overgrown root system observed is in direct contact with the foundation and can exert pressure against the foundation walls resulting in stress cracking of the concrete.
2. Extensive root system of the oak tree that spreads both laterally and to the considerable depth results in loss of large amounts of moisture from the soil which may result in structural damage due to excessive soil settlement.
3. With time, the above problems are only going to get worse. As trees grow in size, their root systems will also grow requiring even more water from soil to sustain their growth.
4. This oak tree is the tallest tree at this location and in close proximity to the house, thus creating greater risks for damage by falling tree branches as results of storms as well as greater susceptibility to lightning strikes with unpredictable consequences.

In light of the above, we recommend that the tree be removed with the consent and cooperation from the proper authorities.

If you have any questions regarding our findings and conclusions, please do not hesitate to call

Very Truly Yours,

CORNERSTONE BUILDING RESTORATION, INC.

Val S. Dubovoy, PE  
President



# **Cornerstone** **Building Restoration, Inc.**

Sincerely,

CORNERSTONE BUILDING RESTORATION, INC.

Val S. Dubovoy, PE

President

847.877.2116

3515 Keenan Lane • Glenview, IL 60026  
[www.CornerstoneBRinc.com](http://www.CornerstoneBRinc.com)



Attachment G



## YARD AREA

An open space on the same lot or parcel with a building, that, with the exception of trees and other vegetation, is to be unoccupied and unobstructed from the ground upward.

**13-1-3: REQUIREMENTS FOR TREE REMOVAL AND REPLACEMENT IN THE VILLAGE:**

A. AUTHORIZATION REQUIRED FOR REMOVAL OF DEAD OR DYING TREES.

No dead or dying tree of six (6") inches or greater may be removed without the authorization of the Village.

B. PERMIT REQUIRED FOR REMOVAL OF HEALTHY TREES.

No tree of 6" or more or, no 6" grouping of trees, as defined in this Chapter 1, may be removed without a tree removal permit.

C. REMOVAL FOR TRANSPLANTING:

Any tree removed from a parcel for transplanting elsewhere must be replaced according to regulations outlined in this Chapter 1.

D. TREE REPLACEMENT:

1. Any "Appendix A" tree that is removed, and requires replacement by this Chapter shall be replaced with trees from Appendix A.
2. Any "Non-Appendix A" tree that is removed must be replaced with:
  - a. Appendix A trees the total DBH of which is equal to thirty percent (30%) of the total DBH inches removed, or
  - b. Non Appendix A trees the total DBH of which is equal to 100% of the total DBH inches removed.
  - c. If a deciduous tree is removed, at least 75% of the DBH inches to be replaced must be with deciduous trees.
3. When a tree removal is required:

- a. as a result of a project which requires a Certificate of Occupancy, tree replacement shall occur within 30 days (residential)/60 (commercial) of issuance of the tree removal permit or issuance of a Temporary Conditional Occupancy.
  - b. for a site improvement or activity that requires a permit, tree replacement shall occur within 30 days (residential)/60 days (commercial) of substantial completion.
  - c. that does not require a building permit or a Certificate of Occupancy, tree replacement shall occur within sixty (60) days(residential)/sixty (60) days (commercial) of the tree removal.
4. In the event of weather conditions, which prohibit proper replacement of trees, the Village may issue an extension of up to 180 days upon written request by the Applicant. If an extension is awarded to the Applicant, the Applicant shall notify the Village when replacement is complete. If, after the 30 day (residential)/60 day (commercial) or, if awarded, 180 day extension, the trees are not replaced or the Applicant has not notified the Village that installation is complete, all bonds shall be forfeited and the bond money shall be placed in the Tree Bank.

E. SIZE OF REPLACEMENT TREES:

1. Unless otherwise stated in these regulations, the removal of any 6" tree or 6" grouping of trees appearing on Appendix A, must be replaced on a caliper inch per caliper inch basis.
2. Any 6" non-Appendix A tree must be replaced with:
  - a. Appendix A trees the total DBH of which is equal to thirty percent (30%) of the total DBH inches removed, or
  - b. Non Appendix A trees the total DBH of which is equal to 100% of the total DBH inches removed.
  - c. No replacement tree may be less than two and one half (2-1/2") inches DBH.

F. TREE REMOVAL WHEN NO BUILDING PERMIT OR SUBDIVISION PLAT IS SOUGHT:

A tree may be removed when no development is contemplated or building

permit or subdivision plat is being sought only under the following circumstances:

1. When removal is necessary to observe good forestry practice, such as optimizing the number of healthy trees a given parcel of land will support or when such removal is in accordance with a Village approved landscape management plan, noreplacement is required under these circumstances.
2. When the tree, due to natural circumstances, is dead or irreversibly declining:
  - a. is in danger of falling,
  - b. is too close to existing structures so as to endanger such structures,
  - c. interferes with utility services,
  - d. creates unsafe vision clearance, or constitutes a health hazard, such trees may be removed only after the Village, in its sole and absolute discretion, has verified that such a condition exists. In instances where no additional services or inspections are required by the Village, the fee for a tree removal permit will be waived and no tree survey will be required. No replacement is required under these circumstances.
3. Neither this nor any other regulation of this Chapter 1 shall be deemed to prohibit any owner of improved residential property in the Village of Lincolnshire from creating a single, regularly shaped rear yard lawn area, subject to the following conditions:
  - a. No tree may be removed in violation of any regulation of this Chapter in order to effect the creation of any rear yard lawn area that would exceed ten (10%) percent of the entire rear yard area.
  - b. The location and shape of the lawn area and the choice of which trees are to be removed shall be determined with the advice and reasonable consent of the Village.
  - c. A tree survey must be provided. The tree survey shall not be more than two years old and shall accurately depict existing conditions.
  - d. Trees must be replaced in accordance with this Chapter. For

purposes of this subparagraph 3 only, "lawn area" shall not necessarily imply the removal of all trees within the specified lawn area, but only those as may be required to permit reasonable growth of lawn grasses and to allow for the safe movement of persons enjoying the lawn area.

- e. If a tree is removed on a parcel to create a lawn area, then for a period of 60 months, no additional permit may be issued for tree removal on that parcel or for an unattached amenity.

4. When the Village concludes that benefits provided by trees will be increased by replacing a tree that is of poor quality or not suited to its location. Such trees must be replaced on the subject property, on an inch per inch basis. Prior to issuance of the tree removal permit the property owner will be required to pay a permit fee and submit the appropriate cash bond to insure tree replacement. The Village may require a tree survey prior to any removals as outlined above. The tree survey shall not be more than two years old and shall accurately depict existing conditions.

G. TREES TO BE REMOVED FOR A NON-RESIDENTIAL DEVELOPMENT, OR A RESIDENTIAL DEVELOPMENT THAT INVOLVES TWO OR MORE LOTS OR ANY MULTIFAMILY CONSTRUCTION.

1. A tree survey indicating all trees of 6" or greater must be provided for the entire development area.
2. The tree survey shall not be more than two years old and shall accurately depict existing conditions.
3. All tree removal shall be accomplished according to this Chapter. Additionally, all Appendix A trees of 6" or greater to be removed shall be replaced on a DBH inch per DBH inch basis with Appendix A trees. All non-Appendix A trees of 6" DBH or greater may be replaced with non-Appendix A trees the total DBH of which is equal to one hundred (100) percent of the total DBH inches removed or Appendix A trees, which is equal to thirty percent (30%) of the total DBH inches removed. The Corporate Authorities may approve exceptions to this regulation pursuant to a Planned Unit Development, Special Use, Conditional Use or a Natural Amenity Exception Plan prepared by Natural Environment Professional or Landscape Professional. Any such exception must include a specific finding that the alternative will provide those benefits set forth in this Chapter's Statement of Purpose.

**REQUEST FOR BOARD ACTION**  
**August 10, 2015 Committee of the Whole**

**Subject:** Rejection of a Bid from Copenhaver Construction Company, Gilberts IL,  
for Route 22 Median Landscaping

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**Action Requested:** Consideration ,Discussion, and Placement on the August 24, 2015  
Consent Agenda for Approval

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**Originated  
By/Contact:** Scott Phippen, Operations Superintendent

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**Referred To:** Village Board

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**Summary / Background:**

The Village received an Illinois Transportation Enhancement Project (ITEP) in December of 2009. In February of 2010, the Mayor and Board of Trustees (MBOT) selected projects from the Corridor Enhancement Program for implementation utilizing the ITEP funds. The schedule for this project has evolved in the period since, and staff continues to work diligently with the Lake County Department of Transportation (LCDOT) and the Illinois Department of Transportation (IDOT) to ensure the funding for this project is maintained. Staff presented an implementation schedule to the Village Board at the March 13, 2015 Committee of the Whole meeting. The subject bid is Phase I of the project.

The request for Phase I bids was advertised on July 2, July 9, and July 16, 2015, in the Chicago Tribune per IDOT requirements. The Village opened sealed bids on July 23. Only one bid was received from Copenhaver Construction totaling \$227,011.00 as-read. However, when calculating the bid tab using the unit prices provided, the as-calculated bid total was \$249,691.00.

IDOT has advised the Village that Copenhaver Construction is not prequalified to do at least 50% of the bid work per prequalification requirements in landscaping (Category 18) as outlined in the job specifications. Due to these prequalification requirements, the project cannot be awarded to Copenhaver Construction and must be re-let in order to use ITEP funds.

**Budget Impact:**

Account # 51-22-80-5023 contains \$288,000.00 for engineering and construction expenditures related to this project. The engineer's estimate for construction is \$230,475.00. The ITEP Grant would fund \$184,380.00 and the Village's portion would be \$46,095.00. Accepting this bid would preclude the use of ITEP funds and the Village would need to fund the whole project.

**Recommendation:**

Staff does not recommend accepting this bid due to Copenhaver not meeting IDOT pre-qualifications for ITEP funded projects. Other concerns are the uncertainty of the bid amount, and the Village only receiving one bid. It is Staff and the Village's consulting engineer's opinion that re-bidding this project in November – December for spring 2016 construction will attract interest from pre-qualified contractors who may have their schedules full through the remainder of 2015. Staff has confirmed with IDOT there are no financial implications if the project is re-let for next year. Staff will continue to work with the consulting engineer to prepare the Phase II documents to keep the ITEP Grant Project on schedule. It is Staff's recommendation to reject the bid from Copenhaver Construction and carry over this project into the 2016 fiscal year.



**Reports and Documents Attached:**

- Updated ITEP Grant Project Schedule

<b>Meeting History</b>	
<b>Initial Referral to Village Board (COW):</b>	<b>August 10, 2015</b>
<b>Regular Village Board Meeting:</b>	<b>August 24, 2015</b>

Illinois Transportation Enhancement Program  
 Village of Lincolnshire  
 Project Scope and Schedule  
 ITEP Project Number 102330  
 Revised 11/11/14 GHA

Year	Location	Description	Total Cost	Village	ITEP	
Spring 2016 Stage 1	ILL Rte 22 - 2 Islands at ILL Rte 21 (Milwaukee Av) and 2 Islands at Hewitt Drive	The Village will plant four existing medians located in the middle of ILL Rte 22 which are currently mowed turf grass. This project is in conjunction with recent widening of ILL Rte 22 at ILL Rte 21 (Milwaukee Av) and the ILL Rte 22 at the I-94 (Tri-State Tollway) and Hewitt Drive by IDOT. IDOT is aware and supportive of the Village proposed work. Trees, roses, grasses and perennials installed in the medians. Medians to match existing medians planted in conjunction with IDOT.				
		ITEP (80 Federal/20 Local)				
		Median #1 (West of ILL Rte 21 Milwaukee Av)				
		650' in length				
		Removal of existing turf grass, Pavement roses, Karl Forester grasses, Nepata perennials, mulch.				
		Median #2 (West of ILL Rte 21 Milwaukee Av)				
		400' in length				
		Removal of existing turf grass, Pavement roses, Karl Forester grasses, Nepata perennials, mulch.				
		Median #3 (At Hewitt Drive)				
		150' in length				
		No plantings. Removal of existing turf grass, cobblestones to be installed in entire median.				
		Median #4 (East of Hewitt, West of I-94)				
		525' in length				
		Removal of existing turf grass, Pavement roses, Karl Forester grasses, Nepata perennials, mulch and cobblestones to be installed on the perimeter of the median.				
				<i>Construction</i>	\$ 230,475.00	\$ 46,095.00
		<i>Phase III Construction Engineering</i>	\$ 19,925.00	\$ 3,985.00	\$ 15,940.00	
		<b>Sub-Total (ITEP)</b>	<b>\$ 250,400.00</b>	<b>\$ 50,080.00</b>	<b>\$ 200,320.00</b>	
		<b>Stage 1 Total</b>	<b>\$ 250,400.00</b>	<b>\$ 50,080.00</b>	<b>\$ 200,320.00</b>	
Fall 2016 Stage 2	North side of Olde Half Day Road between east of Village Green and approximately 650 feet west of the Des Plaines River	Phase I and II Engineering Services for clearing and grubbing, tree removal, grading, mid-block pedestrian crossing, path relocation, electrical access, restoration landscaping and wayfinding signage.				
		Village (100%)				
		Phase I and II Design Engineering	\$ 47,000.00	\$ 47,000.00		
			\$ 47,000.00	\$ 47,000.00		
		ITEP (80 Federal/20 Local)				
		Clearing and Grubbing	\$ 35,000.00			
		Tree Removal	\$ 15,000.00			
		Grading	\$ 24,000.00			
		Mid-Block Pedestrian Crossing	\$ 15,000.00			
		Path Relocation	\$ 20,000.00			
		Electrical Access w/ Ped Lights - 9 light poles (approx.)	\$ 44,200.00			
		Restoration Landscaping	\$ 75,000.00			
		Wayfinding Signage	\$ 10,000.00			
			<i>Construction</i>	\$ 238,200.00	\$ 47,640.00	\$ 190,560.00
			<i>Phase III Construction Engineering</i>	\$ 23,820.00	\$ 4,764.00	\$ 19,056.00
	<b>Sub-Total (ITEP)</b>	<b>\$ 262,020.00</b>	<b>\$ 52,404.00</b>	<b>\$ 209,616.00</b>		
	<b>Stage 2 Total</b>	<b>\$ 309,020.00</b>	<b>\$ 99,404.00</b>	<b>\$ 209,616.00</b>		
Fall 2017 Stage 3	ILL Rte 22 at the western Village limits and ILL Rte 22 at the eastern Village limits.	Phase I and II Engineering Services for installation of two formal Village entry features with lannon stone edging, entry signage, landscaping, irrigation system and signage lighting.				
		Village (100%)				
		Phase I and II Design Engineering	\$ 32,000.00	\$ 32,000.00		
			\$ 32,000.00	\$ 32,000.00		
		ITEP (80 Federal/20 Local)				
		Grading and Earthwork	\$ 18,000.00			
		Ornamental Trees and Shrubs	\$ 16,000.00			
		Perennials and Groundcovers	\$ 24,000.00			
		Mulch	\$ 3,000.00			
		Lannon Stone Decorative Edging	\$ 35,000.00			
		Irrigation System	\$ 30,000.00			
		Signage Lighting	\$ 10,000.00			
		Village Signage Installation (Village to Provide)	\$ 20,000.00			
			<i>Construction</i>	\$ 156,000.00	\$ 31,200.00	\$ 124,800.00
			<i>Phase III Construction Engineering</i>	\$ 15,600.00	\$ 3,120.00	\$ 12,480.00
	<b>Sub-Total (ITEP)</b>	<b>\$ 171,600.00</b>	<b>\$ 34,320.00</b>	<b>\$ 137,280.00</b>		
	<b>Stage 3 Total</b>	<b>\$ 203,600.00</b>	<b>\$ 66,320.00</b>	<b>\$ 137,280.00</b>		
Fall 2018 Stage 4	Aptikisic Road at western Village limits and Riverwoods Road at southern Village limits.	Phase I and II Engineering Services for installation of two formal Village entry features with lannon stone edging, entry signage, landscaping, irrigations system and signage lighting.				
		Village (100%)				
		Phase I and II Design Engineering	\$ 32,000.00	\$ 32,000.00		
			\$ 32,000.00	\$ 32,000.00		
		ITEP (80 Federal/20 Local)				
		Grading and Earthwork	\$ 18,000.00			
		Ornamental Trees and Shrubs	\$ 16,000.00			
		Perennials and Groundcovers	\$ 24,000.00			
		Mulch	\$ 3,000.00			
		Lannon Stone Decorative Edging	\$ 35,000.00			
		Irrigation System	\$ 30,000.00			
		Signage Lighting	\$ 10,000.00			
		Village Signage Installation (Village to Provide)	\$ 20,000.00			
			<i>Construction</i>	\$ 156,000.00	\$ 31,200.00	\$ 124,800.00
			<i>Phase III Construction Engineering</i>	\$ 15,600.00	\$ 3,120.00	\$ 12,480.00
	<b>Sub-Total (ITEP)</b>	<b>\$ 171,600.00</b>	<b>\$ 34,320.00</b>	<b>\$ 137,280.00</b>		
	<b>Stage 4 Total</b>	<b>\$ 203,600.00</b>	<b>\$ 66,320.00</b>	<b>\$ 137,280.00</b>		
<b>ITEP SUMMARY</b>						
		<b>Totals</b>		<b>Local (20%)</b>	<b>ITEP (80%)</b>	
	<b>Stage 1 (Const &amp; Phase III)</b>	\$ 250,400.00	\$ 50,080.00	\$ 200,320.00		
	<b>Stage 2 (Const &amp; Phase III)</b>	\$ 262,020.00	\$ 52,404.00	\$ 209,616.00		
	<b>Stage 3 (Const &amp; Phase III)</b>	\$ 171,600.00	\$ 34,320.00	\$ 137,280.00		
	<b>Stage 4 (Const &amp; Phase III)</b>	\$ 171,600.00	\$ 34,320.00	\$ 137,280.00		
		\$ 855,620.00	\$ 171,124.00	\$ 684,496.00		
	<b>Stage 2-4 (Phase I &amp; II)</b>		\$ 111,000.00			
	<b>Totals</b>	\$ 966,620.00	\$ 282,124.00	\$ 684,496.00		

**REQUEST FOR BOARD ACTION  
AUGUST 10, 2015 COMMITTEE-OF-THE-WHOLE MEETING**

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**Subject:** STARCOM21 Radio System Transition

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**Action Requested:** Consideration of a Report Regarding Police Communication Radio System Transition to the STARCOM21 Radio System (Village of Lincolnshire)

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**Originated  
By/Contact:** Peter D. Kinsey, Chief of Police

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**Referred To:** Village Board

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**Summary / Background:**

The Lincolnshire Police Department, along with the Vernon Hills, Libertyville, and Mundelein Police Departments collectively share a UHF radio frequency in the "T-Band" for police communications. During the late 70's to early 80's, these four agencies collaborated to formulate the Central Lake County Radio Network (CLCRN) to share in the cost of the purchase and ongoing maintenance of a repeated radio network infrastructure. Each individual community in the group was responsible for purchasing and maintaining their own portable radios.

In March 2003, the FCC ordered all users of the T-Band to narrowband their spectrum by December 31, 2012. On February 22, 2012 Public Act 112-96 was signed into law authorizing the FCC to auction off spectrum in the T-Band for commercial use. This Act also ordered the auction to begin in 9 years (February 22, 2021) and public safety users to vacate within two years of the close of the auction (February 22, 2023). With the looming deadline to narrowband, the CLCRN opted to stop end-of-lifecycle replacement of aging equipment and move into a holding pattern until a firm plan of action could be decided upon. The CLCRN membership voted to continue the special assessment it had implemented for narrowbanding and move those funds into a separate account to help offset costs associated with the impact of Public Act 112-96.

During this same time period, the Lake County Sheriff's Department was advised their radio system had reached end of life, and work began on developing a replacement plan.

Late in 2012, under pressure from T-Band users, the FCC voted to suspend the narrowband requirements. The FCC realized systems should not be forced to upgrade equipment, only to have to vacate that same equipment before it reached the end of its useful service life.

During 2013, the CLCRN continued to maintain its current system, but began facing escalating costs related to upkeep of the infrastructure. Discussion was initiated concerning replacement of the current system and joining either the STARCOM21 radio network or the Lake County Sheriff's Department new radio system. A representative from the CLCRN was allowed to participate with Lake County's evaluation committee, and at the end of 2013, the CLCRN signaled its intention to join with Lake County when fiscally prudent to do so.

In January 2014, two vendors and three options were selected by Lake County for further review and vetting. In August of 2014, STARCOM21 was selected by Lake County as their new

radio system provider, and the CLCRN requested a proposal from Motorola to examine the available options and cost of transition to their system.

STARCOM21 is a public/private partnership between Motorola and public safety/service agencies in Illinois. It was designed to provide shared system economies of scale while ensuring a public safety grade of service. STARCOM21 is chartered to enable interoperable communications among local, state and federal government users in Illinois. It was designed to enhance disaster response and support the Homeland Security initiatives within the state. STARCOM21 is the designated interoperable solution for the Illinois Terrorism Task Force, all state agencies, and the Illinois Toll Authority. State users began operational use of the network in March of 2007. It is currently being utilized by a growing number of other municipal agencies.

The STARCOM21 Network is a digital trunked radio network built in four zones. STARCOM21 offers users significant advantages including:

- Shared statewide network allows for easy to use interoperability.
- Quick implementation, already built, tested and being used.
- Project 25 compliant standards-based network.
- Guaranteed network availability and grade of service.
- Greater than 95% statewide mobile coverage.
- Economies of scale in purchasing jointly with CLCRN and Lake County

The membership of the CLCRN believes transition to the STARCOM21 Radio Network is the best option for reliable police communications for our communities moving forward. Each community will be responsible for purchasing portable radios for their personnel. The volume discounted cost of each portable radio is \$3,337 and includes a five (5) year warranty. In addition, equipment upgrades will need to be made to the Vernon Hills Consolidated Communications Center to make it compatible with the STARCOM21 system. Lincolnshire's share of these costs is outlined in Table A below. Usage of the STARCOM21 radio system is billed similar to cellular telephones. The monthly fee is \$34 per radio. As indicated in Table A, the annual air time cost for Lincolnshire is \$11,424 (\$34 x 28 radios x 12 months). The total first year expense will be reduced by \$42,000 refunded to the Village from the CLCRN account initially established for the narrowbanding project.

**TABLE A – STARCOM21 RADIO SYSTEM TRANSITION COSTS**

<b>Lincolnshire PD</b>	<b>Year 1 Initial Startup Costs</b>	<b>Year 2-10 Annual Costs</b>
Motorola APX6000 Portable Radios (28 Units)	\$93,438	\$0
Special Assessment (Comm Center Upgrades)	\$45,336	\$0
IP Logger (SC21 Radio)	\$43,750	\$3,000
Recurring SC21 Maintenance (Infrastructure/Software)	\$0	\$2,498
Monthly Air Time (Projected 8 months in Year 1)	\$7,616	\$11,424
Refund from CLCRN Narrowband Account	(\$42,000)	\$0
<b>TOTALS</b>	<b>\$148,140</b>	<b>\$16,922</b>

Currently, the Village of Lincolnshire has been paying approximately \$11,392 annually to the CLCRN which helps pay for infrastructure maintenance and other radio system expenses. In

addition, for the past five years Lincolnshire has paid \$9,816 annually to the CLCRN, initially to pay for narrowbanding, but later to help offset the costs of a new radio system. So the current annual payment to the CLCRN is \$21,208. With the transition to the STARCOM21 Radio Network, this expense will be eliminated beginning with the FY2016 budget. The annual cost for use of the STARCOM21 Radio Network and associated maintenance will be \$16,922 in years 2-10.

**Budget Impact:**

Funding for the radio system transition will be included in the FY2016 budget. No actual expenses will be incurred until after May 1, 2016.

**Service Delivery Impact:**

Transition of police communications to the STARCOM21 radio system will allow the Police Department to continue to provide the highest quality police services to the Village of Lincolnshire.

**Recommendation:**

No action on the part of the Village Board is requested at this time. Staff will bring a formal request to purchase the portable radios to the Board for approval in the near future.

**Reports and Documents Attached:**

- None

<b>Meeting History</b>	
<b>Initial Referral to Village Board (COW):</b>	<b>August 10, 2015</b>
<b>Regular Village Board Meeting:</b>	