



**AGENDA**  
**COMMITTEE OF THE WHOLE MEETING**  
**Village Hall – Board Room**  
**Monday, November 9, 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 October 26, 2015 Committee of the Whole Meeting Minutes

**3.0 ITEMS OF GENERAL BUSINESS**

3.1 Planning, Zoning and Land Use

- 3.11 Consideration of Architectural Review Board Recommendation Regarding Updates to Lincolnshire Design Guidelines for Construction and Development along Major Thoroughfares (Village of Lincolnshire)

3.2 Finance and Administration

- 3.21 Public Comment Regarding the Proposed Fiscal Year 2016 Budget (Village of Lincolnshire)

3.3 Public Works

- 3.31 Consideration and Discussion of Concept Plans for Stage 2 of the Illinois Transportation Enhancement Project (ITEP) Grant (Village of Lincolnshire)

3.4 Public Safety

- 3.41 Consideration and Discussion of an Amendment to Section 3-3-2-6 of Title 3-3, Liquor Control, for the Creation and Issuance of Class "N" and Class "J" Liquor License for Half Day Brewing, LLC (Half Day Brewing Company)

3.5 Parks and Recreation

3.6 Judiciary and Personnel

**4.0 UNFINISHED BUSINESS**

- 4.1 Village of Lincolnshire Proposed 2016 Budget Follow Up
- a. Central Area Corridor Plan - Update
  - b. Discussion of Options Regarding Utility Rates

**5.0 NEW BUSINESS**

6.0 **EXECUTIVE SESSION**

7.0 **ADJOURNMENT**



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, October 26, 2015**

Present:

Mayor Brandt

~~Trustee Grujanac~~

Trustee McDonough

Trustee Leider

Village Attorney Simon

~~Chief of Police Kinsey~~

~~Public Works Director Woodbury~~

~~Trustee Feldman~~

Trustee Hancock

Trustee Servi

~~Village Clerk Mastandrea~~

Village Manager Burke

Treasurer/Finance Director Peterson

Community & Economic Development

Director McNellis

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:18 p.m. and Village Manager Burke called the Roll.

**2.0 APPROVAL OF MINUTES**

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

The minutes of the October 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 Consideration of a Zoning Board recommendation regarding a request to amend Sections 6-2-2, 6-3-5, 6-5A-1(H), 6-5B-2(G), 6-5C-2 and 6-5D-2 of the Lincolnshire Zoning Code to amend and introduce new regulations governing short-term rental of residential property (Village of Lincolnshire)**

Community & Economic Development Director McNellis provided a brief presentation of a Zoning Board recommendation regarding a request to amend sections of the Zoning Code to amend and introduce new regulations governing short-term rental of residential property.

Trustee Hancock asked what staff was recommending compared to the Zoning Board recommendation. Community & Economic Development Director McNellis stated initially staff did not recommend this ordinance be applied to multi-family zoning, but thought it best to be consistent and is now in agreement with the Zoning Board recommendation.

Mayor Brandt suggested the proposed amendment is an attempt to amend the Zoning Code to be as clear as possible so there are no questions.

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

3.2 Finance and Administration

3.3 Public Works

3.4 Public Safety

3.5 Parks and Recreation

3.6 Judiciary and Personnel

#### **4.0 UNFINISHED BUSINESS**

Village Manager Burke updated the Board regarding annexation issues; specifically around the Pulte/Sedgebrook Site. Village Manager Burke noted staff, Mayor Brandt, and Trustee McDonough previously met and has worked with the Boznos family regarding options for possible voluntary annexation. The Boznos family has obtained an attorney and is reviewing the draft annexation agreement provided. Staff recommends moving forward with the process of involuntary annexation in the event progress on the voluntary annexation discussions does not move along quickly.

Trustee Hancock asked how long this would take. Village Manager Burke noted notices would be mailed out followed by a waiting period prior to the annexation.

Village Manager Burke noted the existing Cubby Bear property, which is currently being marketed for sale, is the main focus at this time. It is the Village's desire to pursue annexation at this time so the parcel does not get redeveloped under Lake County land use regulations.

Trustee Hancock asked what the process would be after notices and the waiting period were complete. Village Manager Burke stated the involuntary annexation would come back to the Board for approval and then any other subsequent development of the parcels would fall under the Village's Zoning Ordinance in place at the time a development project is pursued. Village Attorney Simon noted when parcels get annexed involuntarily the zoning defaults to the Village's most restrictive zoning district. In this case, the most restrictive zoning classification is R1; single-family residential. Once annexed and zoned R1, any redevelopment of the properties would include the Village Board making a decision on whether or not to permit rezoning of the property.

Trustee Leider asked if the Boznos family was against annexation to the Village. Mayor Brandt stated it was her opinion the Boznos family was not necessarily against annexation. However, it is important for the Village to pursue annexation at this time to ensure the current boundary agreement between Lincolnshire and Buffalo Grove is acted upon.

#### **5.0 NEW BUSINESS**

#### **6.0 EXECUTIVE SESSION**

**7.0 ADJOURNMENT**

Trustee McDonough moved and Trustee Servi seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 7:32 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk

**REQUEST FOR BOARD ACTION  
Committee of the Whole  
November 9, 2015**

<b>Subject:</b>	Lincolnshire Design Guidelines Update
<b>Action Requested:</b>	Consideration and Discussion of Updates to the Lincolnshire Design Guidelines
<b>Originated By/Contact:</b>	Stephen Robles, AICP - Village Planner Department of Community & Economic Development
<b>Referred To:</b>	Architectural Review Board

**Background:**

- A goal of the Community & Economic Development Department is to update the existing "Lincolnshire Village Center Design Guidelines", established in the early 1990's through the services of a planning consultant.
- The current Guidelines are dated and the objective is to modernize the document to identify and illustrate the desired visual character for Lincolnshire's built environment, for both new construction and redevelopment along major thoroughfares.
- On October 20, 2015, the Architectural Review Board unanimously recommended approval of the proposed Lincolnshire Design Guidelines updates, subject to:
  1. Extending the boundaries of the Guidelines to include non-residential properties adjacent to Interstate 94.
  2. Including a requirement for evergreen plantings within the Landscaping component of the Guidelines.

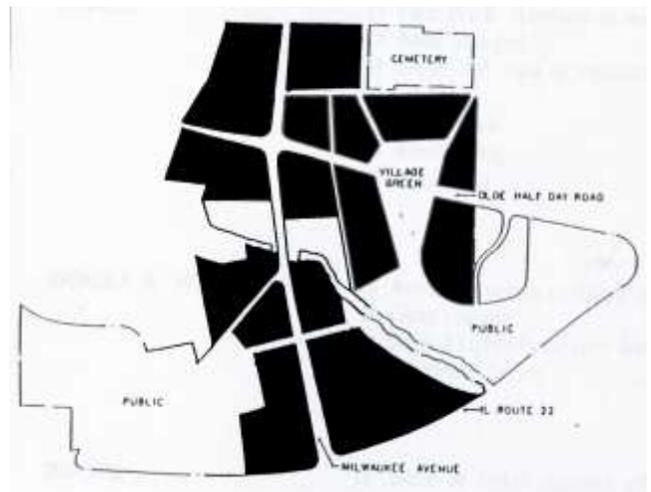
**Summary:**

The following summarizes the proposed updates to the Design Guidelines, which were recommended by the ARB (see attachment for specific details):

• **Purpose**

**Current Guidelines:** The current guidelines focus solely on the Village Center, referred to as the "Half Day Area" (see inset map), which served only a small segment of the Village.

**Proposed Guidelines:** The guidelines are expanded to contain non-residential parcels along the highly-visible and traveled thoroughfares of Route 22, Milwaukee Avenue, Aptakisic Road, and Interstate 94 since development along these arterials should exemplify the best in quality design and character (see Chapter 1C of attached Guidelines for area map).



• **Objectives**

**Current Guidelines:** The current objectives focus on development of the Village Center to "achieve a uniform identity for the Village Center through a consistency in architecture and landscape".

**Proposed Guidelines:** *The proposed objectives account for the expanded focus area and to encourage consistent development while avoiding uniform aesthetics, as follows:*

1. *Further the vision of the Update 2012 Comprehensive Plan by providing design and aesthetic standards for commercial, mixed-use and office development within the Village's commercial corridor.*
2. *Create a contextual relationship with the existing Village character, while avoiding repetitive and uninteresting environments.*
3. *Establish reasonable expectations regarding architecture and landscape design balancing quality with the economic realities of site development.*
4. *Create safe and efficient pedestrian and vehicular networks linking developments and public spaces along the Village's commercial corridors.*

- **Identification of Character**

**Current Guidelines:** A key element missing from the current guidelines is the identification of Lincolnshire's established character. This is an important summary of established Village architectural styles not always evident to designers focusing on a single site.

**Proposed Guidelines:** *The design character is included to establish the expectations of the Village and aims to avoid repetition and oversaturation of similar building designs. The Village's commercial architectural style generally falls into one of three styles: 1) Traditional, 2) Postmodern, and 3) Prairie School.*

- **Design Elements**

**Current Guidelines:** The current guidelines describe building use, placement, height, parking and other issues in a very specific manner (see Current Guidelines, attached). That approach limits design flexibility and creativity, resulting in monotonous development patterns.

**Proposed Guidelines:** *The update focuses on main elements of quality site and building design. Rather than outlining specific design standards, common design elements/themes are identified. Development is encouraged to incorporate such common elements to establish cohesion, while allowing architectural creativity.*

- **Architectural Style**

**Current Guidelines:** The current document addresses only the architectural style within the Village Green center.

**Proposed Guidelines:** *The update illustrates the overall architectural influence present throughout the commercial areas of Lincolnshire, generally identified as Traditional, with Postmodern design influences. It also notes the architecture pallet has been expanded to include other of Prairie School design elements (Lincolnshire Commons) and country-farm design elements (The Fresh Market). Finally, this revised section notes new construction should be mindful of the existing architectural context, but must also establish its own unique identity and place within Lincolnshire to avoid producing undistinguishable environments.*

- **Building Materials**

**Current Guidelines:** Materials focus specifically on traditional materials such as brick, wood, and stone. Given the age of the current guidelines, modern synthetic building materials were not included.

**Proposed Guidelines:** *The identification of acceptable exterior building materials is expanded to include new synthetic materials, such as cement fiber siding (“hardboard”) and composite roofing shingles. The update reinforces EIFS/dry-vit material should be limited and only used for secondary accent materials.*

- **Additional Design Elements**

**Current Guidelines:** Additional elements important in the overall character of a building/development; such as site furniture and lighting, service areas, façades, roofs, and awnings/canopies are absent from the current guidelines.

**Proposed Guidelines:** *The additional site elements listed above are incorporated into the proposed guidelines to emphasize consideration must also be given to such elements, as they contribute to a development’s overall character.*

**Recommended Action:**

Consideration of updates to the Lincolnshire Design Guidelines and placement on the November 23<sup>rd</sup> Consent Agenda for approval.

**Reports and Documents Attached:**

- Current Lincolnshire Urban Design Guidelines.
- Proposed Design Guidelines, prepared by Staff.
- Staff Memoranda and Meeting Minutes of the April 21<sup>st</sup> and October 20<sup>th</sup> ARB.

<b>Meeting History</b>	
Initial Referral at Village Board (COW):	July 28, 2014
Architectural Review Board (Cancelled):	August 19, 2014
Architectural Review Board (Tabled):	September 16, 2014
Architectural Review Board (Tabled):	October 21, 2014
Architectural Review Board (initial review):	April 21, 2015
Architectural Review Board (second review):	September 16, 2015
Architectural Review Board (final review):	October 20, 2015
Current Village Board (COW):	November 9, 2015

LINCOLNSHIRE VILLAGE CENTER DESIGN GUIDELINES  
GENERAL PROVISIONS

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**INTENT**

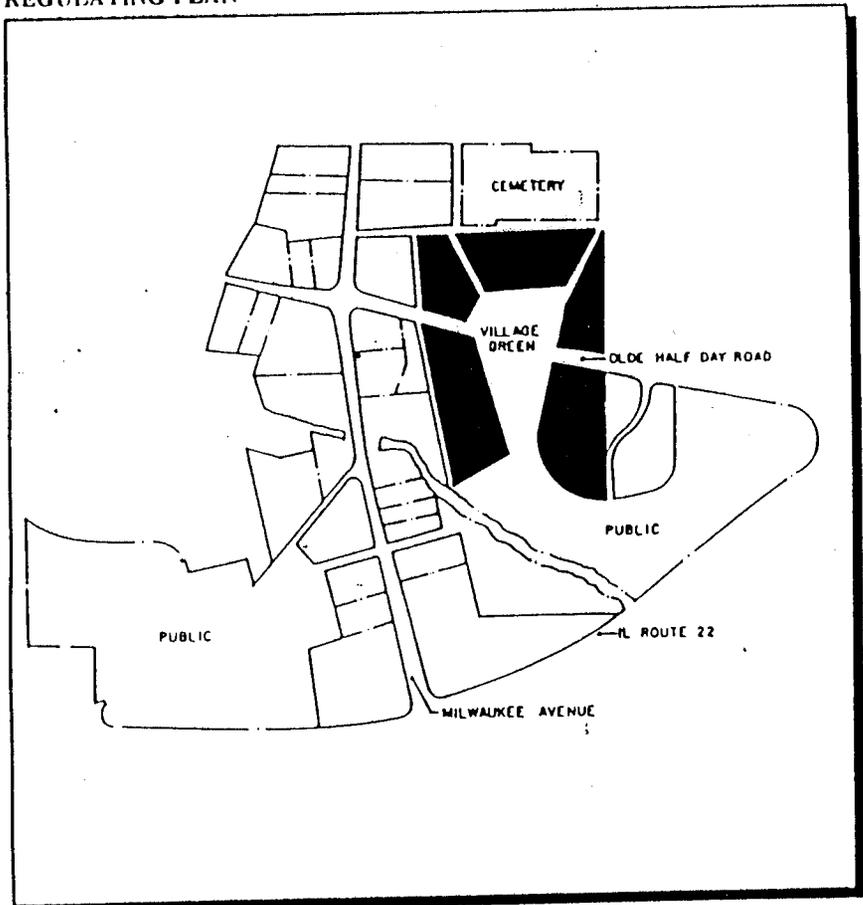
- A. These guidelines represent the aspirations of the Village of Lincolnshire for development of the Half Day area. They are intended as a tool for use by the Village in evaluating proposed development. Likewise, they provide the potential developer with an idea of the type of development desired by the community.
- B. The primary objectives of these guidelines are as follows:
  - 1. Encourage the development of a traditional Village Center for the community of Lincolnshire.
  - 2. Achieve a uniform identity for the Village Center through a consistency in architecture and landscape.
  - 3. Create active public space.
  - 4. Create pedestrian and vehicular networks linking development and public spaces within the Village Center and with surrounding areas.
- C. As implied by the title, these are intended as guidelines and may be modified by the Village to best serve their needs. Additionally, if during the course of using these guidelines it becomes obvious that they are in some way unworkable or present an undue burden to potential developers in the judgement of the Village, then they may be modified accordingly.
- D. The scope of these guidelines encompass the proposed Village Center roughly bounded by the cemetery on the north, the new Village Hall on the east, Illinois Route 22 on the south and the new Library on the west. These parameters may be expanded or contracted as seen fit by the Village.
- E. The scope of these guidelines encompasses some property already developed. Future improvements to these properties shall conform to these guidelines as closely as can be reasonably expected.

**GENERAL REQUIREMENTS**

- A. These Design Guidelines are comprised of the following:
  - 1. **Urban Guidelines** which describe building placement, height, parking and other issues relating to the definition public space. Urban Guidelines are divided in to three (3) areas:
    - a. **Village Green** for buildings fronting this space.
    - b. **Transitional Village Green/Highway Commercial**, for the buildings near the intersection of Milwaukee Avenue and Olde Half Day Road.
    - c. **Highway Commercial**, primarily for buildings fronting Milwaukee Avenue.
  - 2. **Architectural Guidelines** which describe building forms and materials.
  - 3. **Landscape Guidelines** which describe plant materials and arrangements.
  - 4. Illustrative site plan and building elevation.
- B. Development shall conform to the following diagrams in the **Downtown Redevelopment Implementation Program**:
  - 1. **Land Use**, figure 6.
  - 2. **Open Space**, figure 7.
  - 3. **Pedestrian Network**, figure 8.
  - 4. **Traffic Network**, figure 9.
- C. Development shall conform to the Village of Lincolnshire Zoning Ordinances and Building Codes.
- D. Building service areas shall be located so as not to be seen from major street frontages.

# LINCOLNSHIRE URBAN GUIDELINES VILLAGE GREEN

## REGULATING PLAN



### GENERAL

Development of this area must result in the creation of a public Village Green defined through the placement of buildings on all sides. The Village Green shall have a minimum area of one and a half (1.5) acres; at least one third (1/3) of this area must be located both north and south of Old Half Day Road.

The main entrance for all buildings shall face onto the Village Green.

### BUILDING USE

Retail, Entertainment, Residential, Office

Minimum 75% of first floor in area designated Mixed Use in Land Use diagram, Fig. 6, shall be Retail or Entertainment.

### BUILDING PLACEMENT

Buildings shall have a facade facing the Village Green which is at least 70% the length of the property parallel to the Village Green.

Buildings shall be placed on lots within shaded areas.

Setbacks measured from curb at street frontages and from property lines elsewhere.

### BUILDING HEIGHT

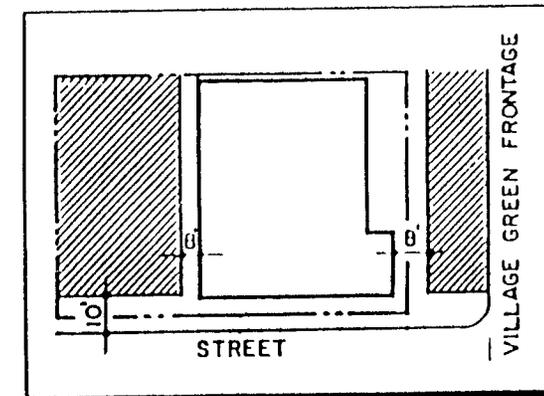
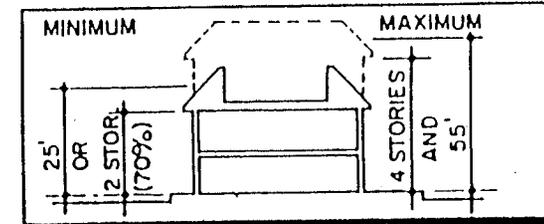
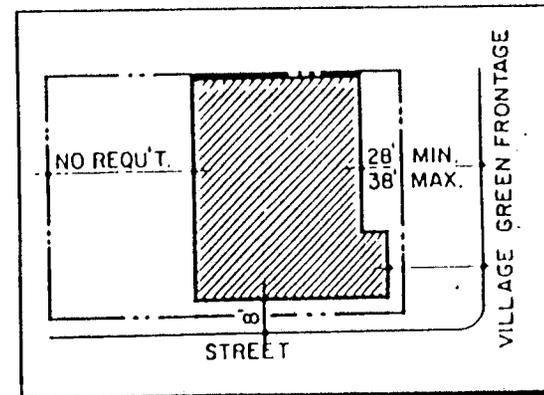
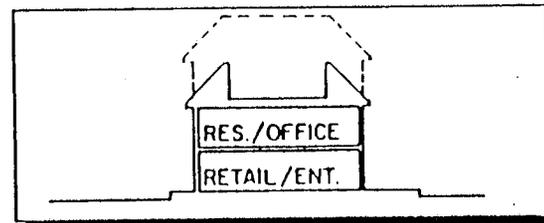
Dimensional heights measured in accordance with Zoning Ordinances; story heights based 13 feet maximum floor to floor.

Measured relative to grade on Village Green side.

### PARKING

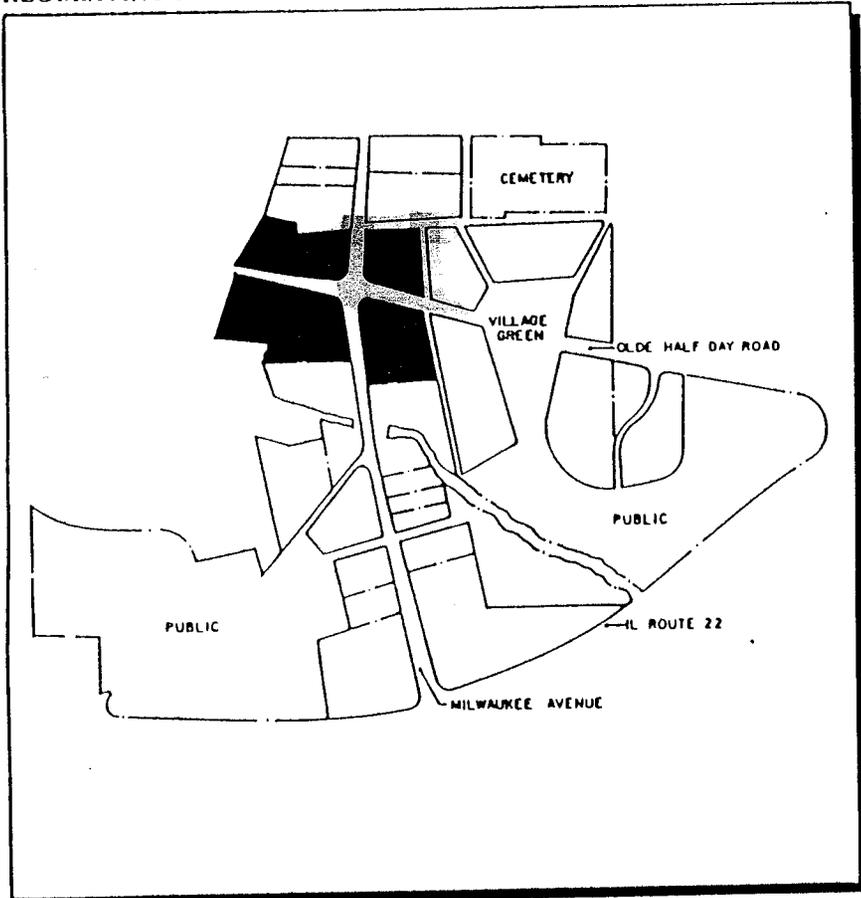
Parking and associated circulation roads shall be located in shaded areas.

Parking and road dimensions per Zoning Ordinances.



**LINCOLNSHIRE VILLAGE CENTER URBAN GUIDELINES  
TRANSITIONAL: MILWAUKEE/OLDE HALF DAY CORNER**

**REGULATING PLAN**



**GENERAL**

Development of this area is intended as a transition between highway commercial development and the Village Green.

At least one entrance of each building shall face onto either Milwaukee Avenue or Olde Half day Road.

**BUILDING USE**

Retail, Entertainment, Commercial, Residential or Office uses permitted on all floors.

**BUILDING PLACEMENT**

Buildings shall be placed on lots within the shaded areas.

Setbacks measured from curb at street frontages and from property lines elsewhere.

**BUILDING HEIGHT**

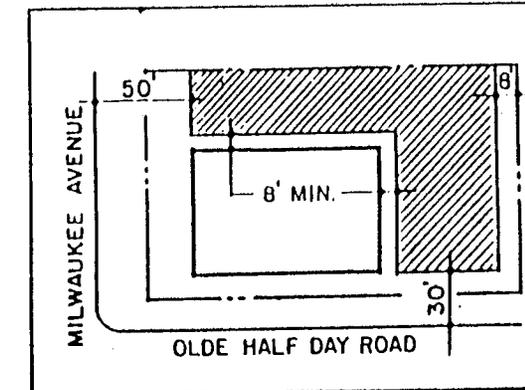
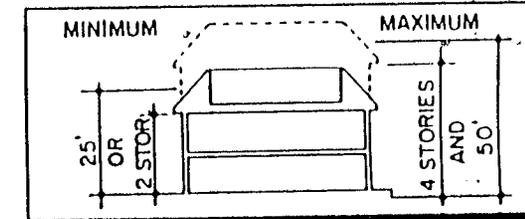
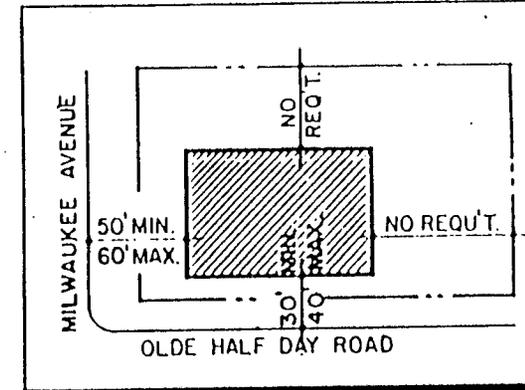
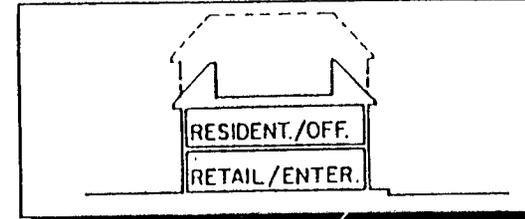
Measured relative to average of grades between major street frontages.

Dimensional heights measured in accordance with Zoning Ordinances; story heights based on 13 feet maximum floor to floor.

**PARKING**

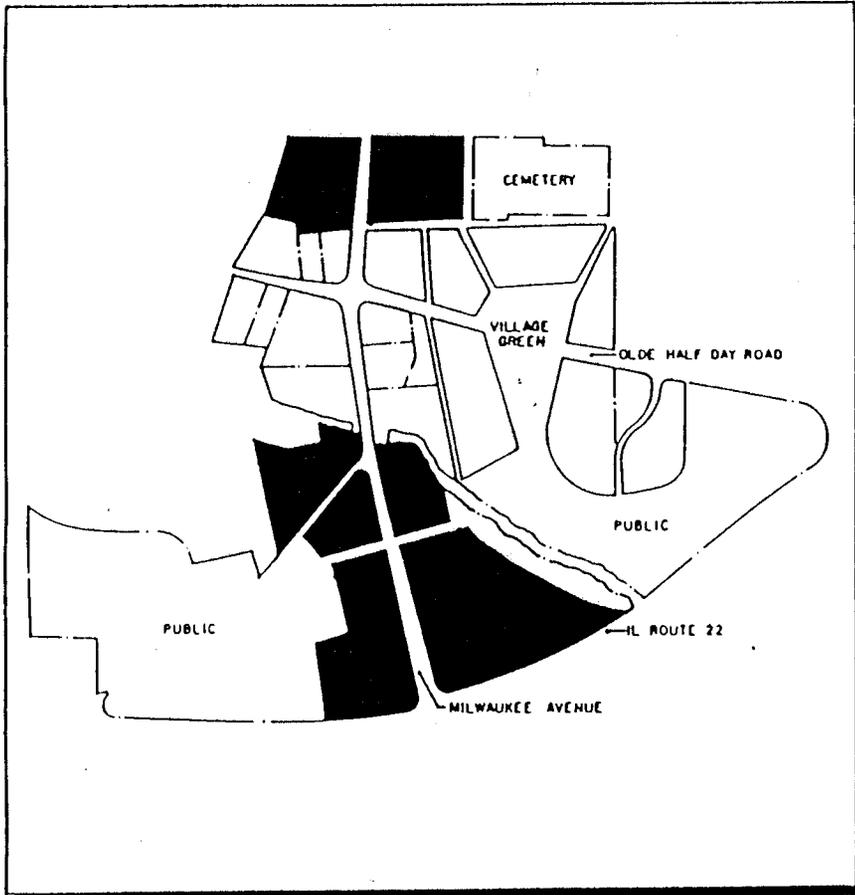
Parking and associated circulation roads shall be located in shaded areas shown.

Parking and road dimensions per Village requirements.



# LINCOLNSHIRE VILLAGE CENTER URBAN GUIDELINES HIGHWAY COMMERCIAL

## REGULATING PLAN



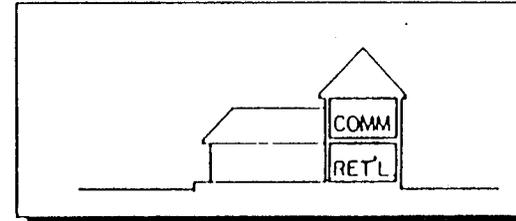
### GENERAL

Development of this area is generally intended to follow the precedents for design guidelines set by the Village in the development of the Amoco and McDonald's at the northwest corner of Milwaukee Avenue and IL Route 22.

The main entrance for all buildings shall face onto Milwaukee Avenue.

### BUILDING USE

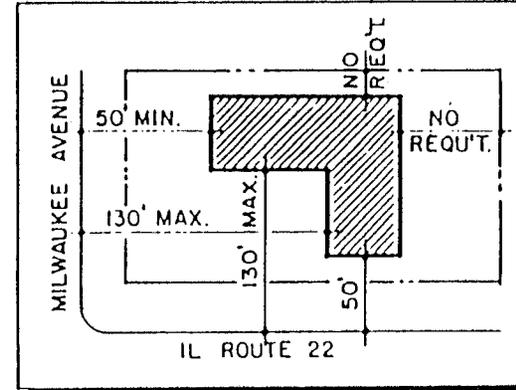
Retail, Entertainment, Commercial, Office



### BUILDING PLACEMENT

Buildings shall be located within shaded areas.

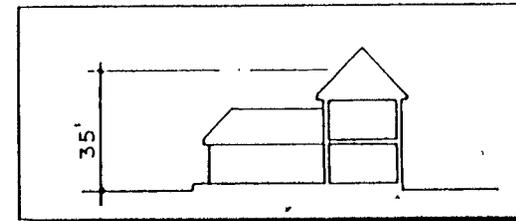
Setbacks shall be measured from the curb line at street frontages and from property lines elsewhere.



### BUILDING HEIGHT

Measured relative to grade on Milwaukee Avenue side.

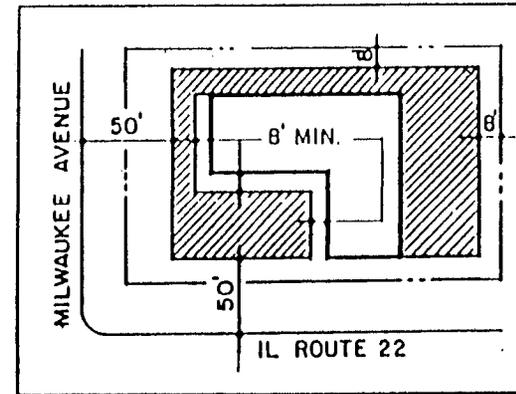
Dimension heights measured in accordance with Zoning Ordinances; story heights based on 13 feet maximum floor to floor.



### PARKING

Parking and associated roads shall be located in shaded areas.

Parking and road dimensions per Village requirements.



**LINCOLNSHIRE VILLAGE CENTER  
ARCHITECTURAL GUIDELINES**

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**MATERIALS**

**FORMS**

**WALLS**

- Face Brick: standard or modular size
- Wood Shingles
- Stone: cut, east or squared
- Stucco
- Glass Brick
- Wood Siding
- Wood Trim

- Masonry Coursing: running bond, soldier, rowlock, herringbone
- Wood Shingles above eave line only.
- Wood Siding to be clapboard or shiplap type.
- Wood Trim to finish flush with shingles and siding
- Shingle and Siding Exposure: 3.5" to 6"
- Vary elevations of horizontal datum lines.
- Materials to be used in horizontal bands.

**DOORS & WINDOWS**

- Wood, Aluminum or Vinyl/Aluminum Clad
- Clear Glazing
- Divided Lights to be true divided type or similar to Pella Architectural Series

- Window proportions to be vertical or square.
- Not more than six (6) windows in series in a single opening.
- Total Glazed Area above the first floor shall not exceed 30% of the facade area.

**ROOFS**

- Slate or cedar shingles all buildings fronting Village Green; wood or asphalt shingles allowed elsewhere.

- At least 80% of all visible roof lines shall be pitched
- Roof Pitch, except shed dormers: 9:12 min., 14:12 max.
- Roof Pitch, shed dormers: 4:12 min.
- Pitched Roof Surfaces to be broken by wall surfaces, such as gables, or by dormers at least every 50 ft
- Gables and Hips shall be symmetrically pitched.
- Flat Roofs shall be enclosed by a parapet; minimum height per Zoning Ordinance.

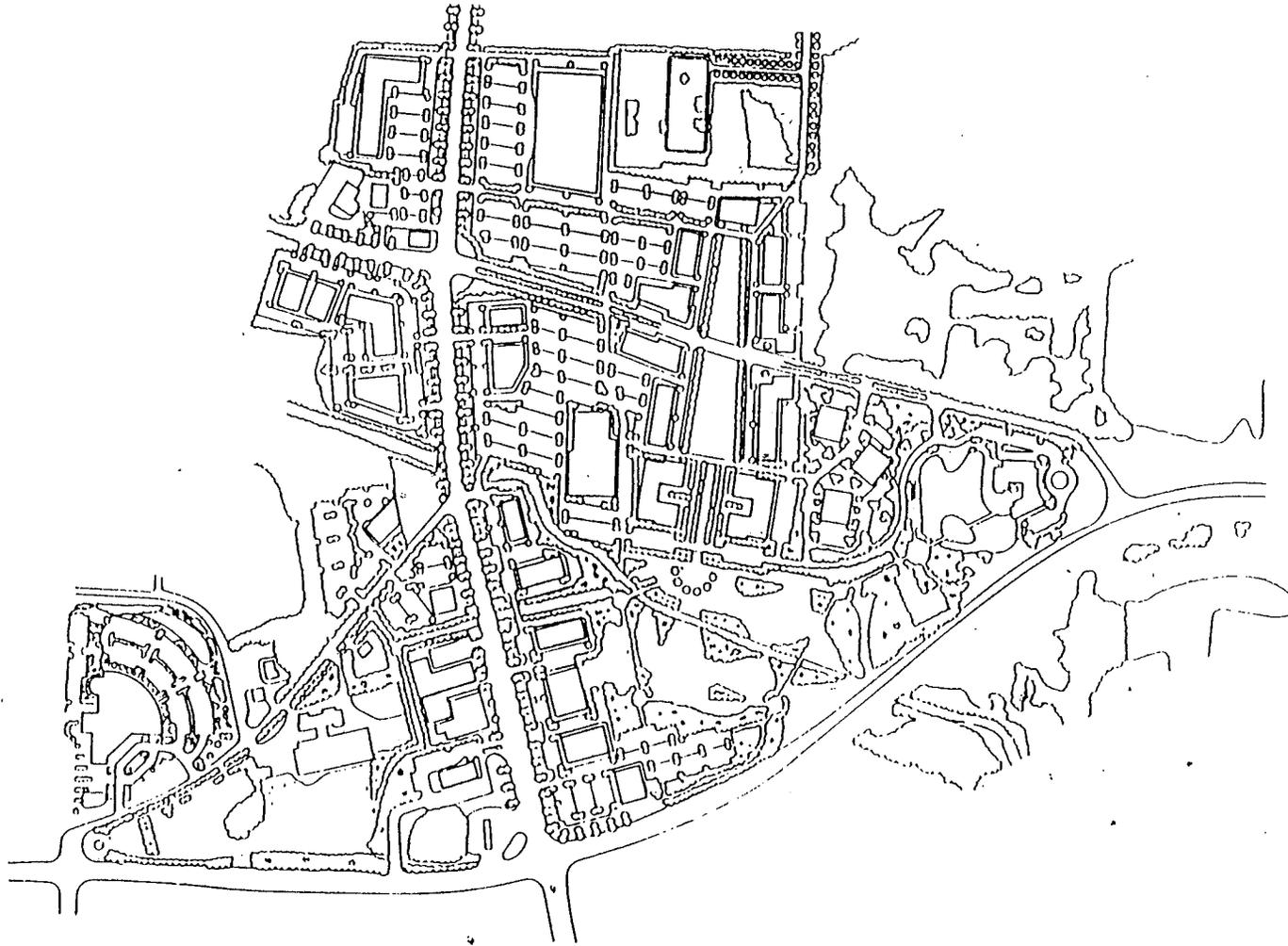
**OTHER ELEMENTS**

- Screen Wall and Chimney materials shall match dominant wall material.
- Visible Mechanical Openings shall be covered with ornamental metal grilles.
- Handrails shall be of metal; no members larger than 2" square.

- Arches shall be no less than 12" deep.
- Piers shall have a minimum dimension of 12".
- Bays shall project no more than 3 feet from wall

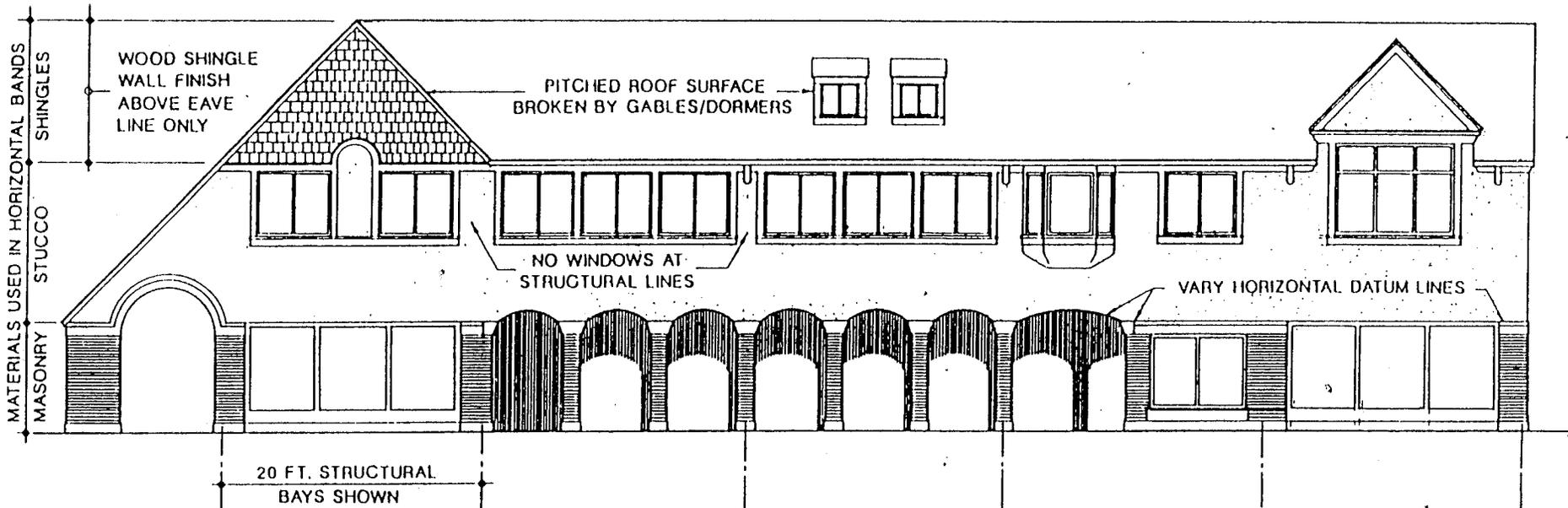
LINCOLNSHIRE VILLAGE CENTER  
ILLUSTRATIVE SITE PLAN

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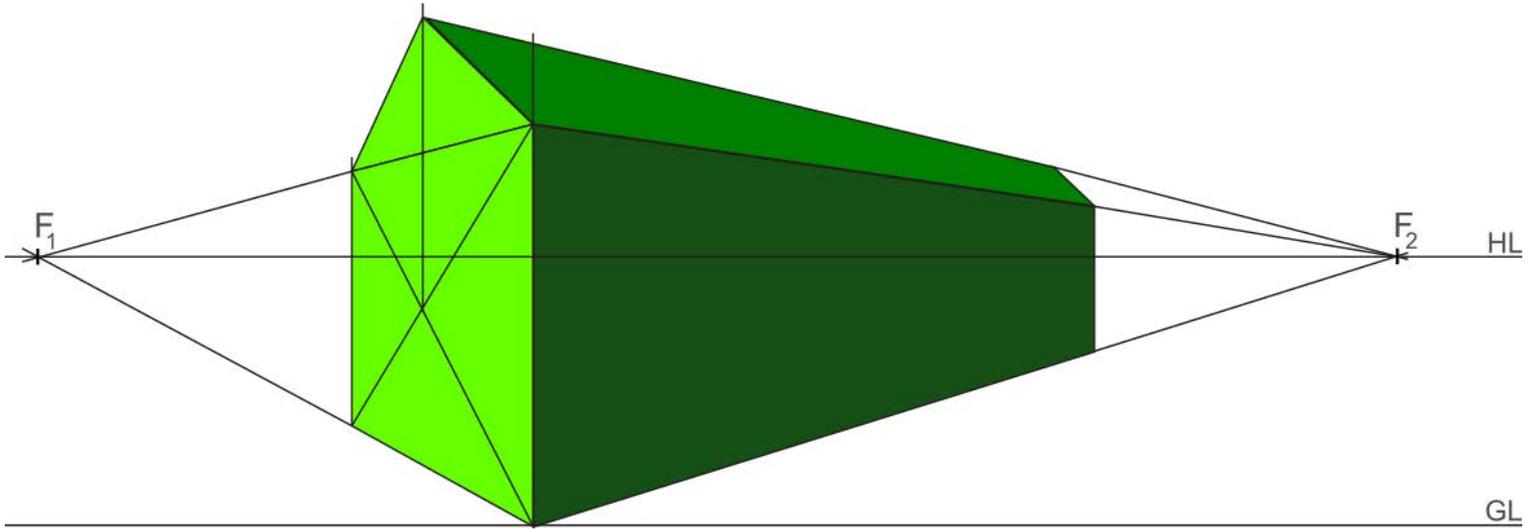


This site plan is intended as an illustration only of one possible plan for the Village Center.

LINCOLNSHIRE VILLAGE CENTER  
ILLUSTRATIVE ELEVATION



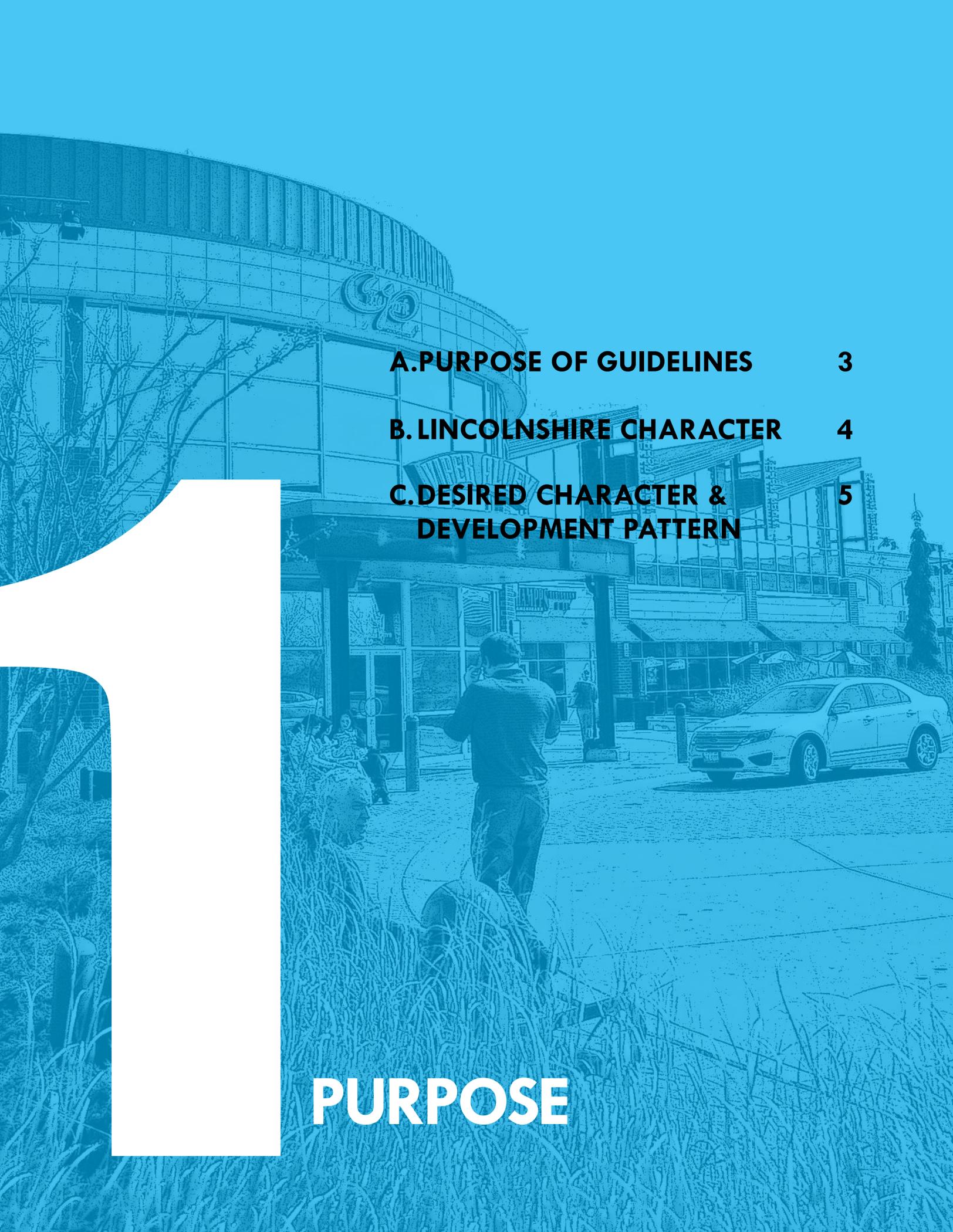
This elevation is intended as an illustration only of some of the architectural guidelines.



# DESIGN GUIDELINES

## Village of Lincolnshire

Community & Economic Development  
[www.lincolnshireil.gov](http://www.lincolnshireil.gov)



**A. PURPOSE OF GUIDELINES 3**

**B. LINCOLNSHIRE CHARACTER 4**

**C. DESIRED CHARACTER & DEVELOPMENT PATTERN 5**

**PURPOSE**

# DRAFT

## 1 A. PURPOSE OF DESIGN GUIDELINES

Since incorporation in 1957, the Village of Lincolnshire has established itself as a community that emphasizes the importance of the built environment through distinctive site design, high-quality architecture, and preservation of the natural environment. This mindset is evident in the original custom-built single-family homes of the Ladd's Lincolnshire Subdivision and continues through every new development proposal requested in Lincolnshire.

The purpose of these Guidelines is to represent the design objectives of the Village for non-residential development along the main commercial corridors within Lincolnshire. These corridors serve as the main thoroughfares throughout the community and are travelled by numerous residents and visitors on a daily basis. As a result, the visual character of Lincolnshire's built environment is "front and center" and sets the tone of the community's identity. While high-level development design is a goal throughout the entire community, these highly-visible corridors are the focus of the Design Guidelines and should exemplify the best in quality design and character.

The Design Guidelines are intended as a tool for use by the Village in evaluating proposed developments and may also be used in the expansion of existing buildings. These guidelines are aimed to convey the main elements of quality site and building design, and should not inhibit architectural creativity or impede the implementation of best practices.

### Primary Objectives of Guidelines:

1. Further the vision of the Update 2012 Comprehensive Plan by providing design & aesthetic standards for commercial, mixed-use & office development within the Village's commercial corridors.
2. Create a contextual relationship with the existing Village character, while avoiding repetitive & uninteresting built environments.
3. Establish reasonable expectations regarding architecture & landscape design to strengthen the Village's economic tax base.
4. Create safe & efficient pedestrian & vehicular networks linking developments & public spaces along the Village's commercial corridors.

*Lincolnshire Commons Retail Development*

# DRAFT

## 1 B. VILLAGE OF LINCOLNSHIRE CHARACTER

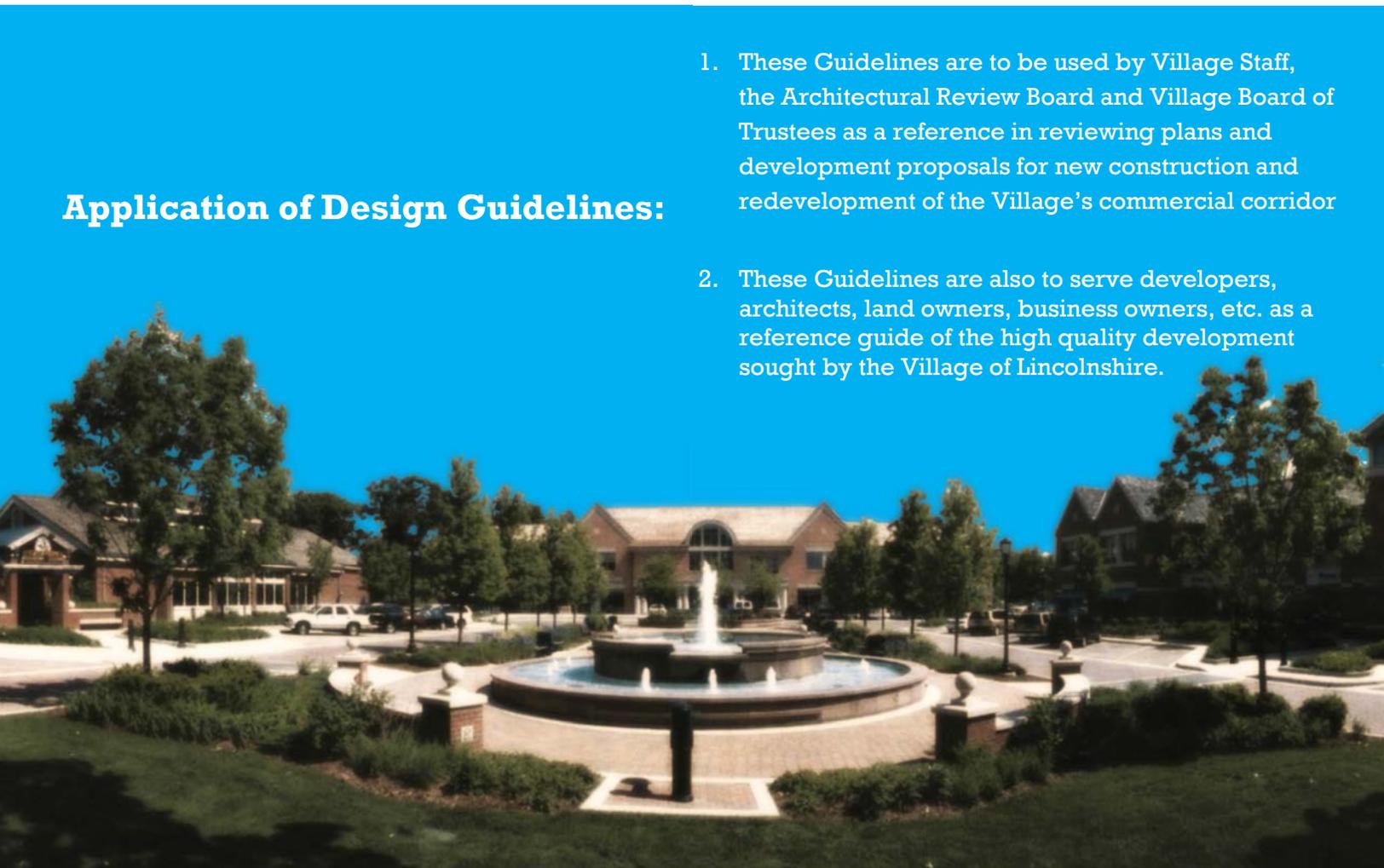
Having been established in 1957, through the original “Ladd’s” Lincolnshire subdivision, the Village’s architectural style is indicative of the post-War era. The Village isn’t defined by one dominant style, with Postmodern influences, mixed with regional Prairie-style elements, and combined with Traditional themes are characteristic of Lincolnshire.

The Village’s commercial buildings are strongly influenced by the use of high-quality materials such as brick, stone, limestone, and cedar shake roof shingles. Building detailing plays a contributing role in enhancing the aesthetic character and is as fundamental as the building’s design or use of materials.

The manner in which commercial buildings are landscaped reflects strongly on the Village’s image and commitment to the natural environment. As a result, the landscaping expectations for commercial developments is to achieve and maintain sustainable and functional landscapes, which emphasize the use of plants native to this area and to provide vegetation color and interest throughout the entire year.

### Application of Design Guidelines:

1. These Guidelines are to be used by Village Staff, the Architectural Review Board and Village Board of Trustees as a reference in reviewing plans and development proposals for new construction and redevelopment of the Village’s commercial corridor
2. These Guidelines are also to serve developers, architects, land owners, business owners, etc. as a reference guide of the high quality development sought by the Village of Lincolnshire.

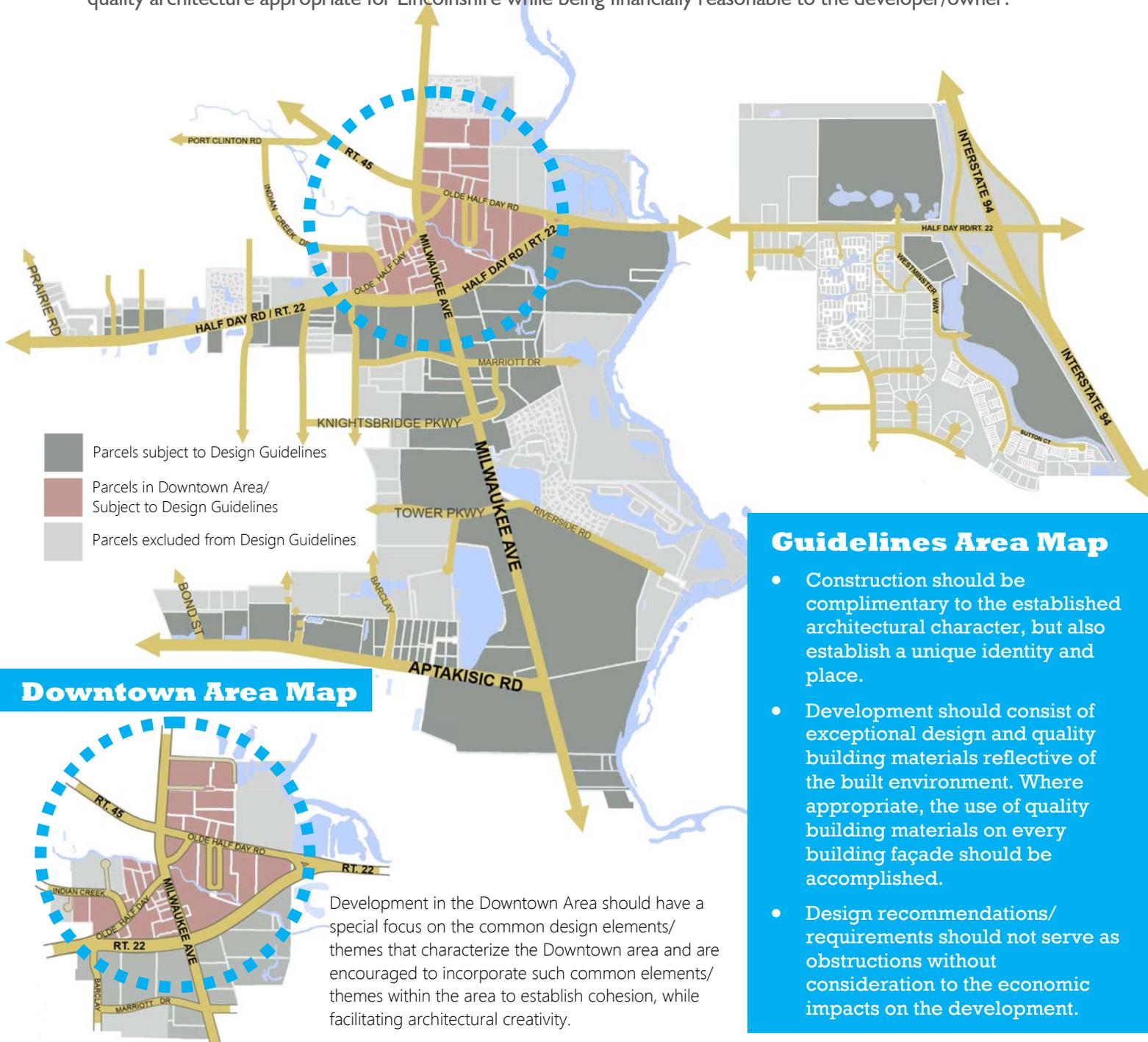


# DRAFT

## 1 C. DESIRED CHARACTER & DEVELOPMENT PATTERN

The highly traveled regional roadways of Milwaukee Avenue, Half Day Road (IL Route 22), Aptakasic Road, and Interstate 94 provide Lincolnshire with the opportunity to reinforce its commitment to quality architecture and design.

Development must go beyond the sole inspiration of aesthetics and also enhance Lincolnshire's economic vitality. The Village's expectations must take into account to the economic climate and how such expectations effects a business's overall operation. Design and aesthetic recommendations/requirements should not serve as obstructions without due consideration to the economic impacts on the developer/operator. Rather successful design should achieve a balance of quality architecture appropriate for Lincolnshire while being financially reasonable to the developer/owner.





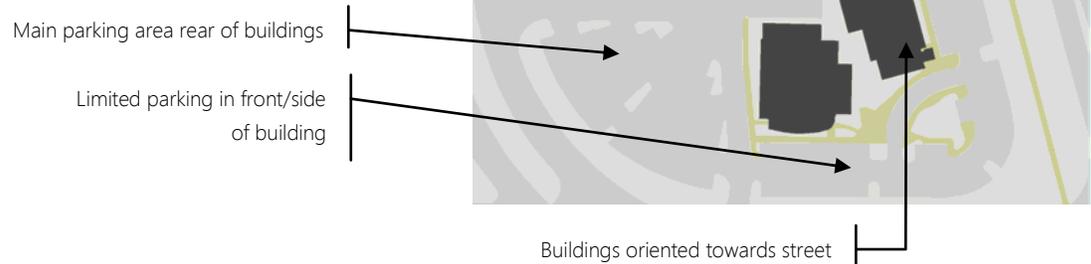
<b>A. PLACEMENT &amp; ORIENTATION</b>	<b>7</b>
<b>B. ARCHITECTURAL STYLE</b>	<b>9</b>
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# **DESIGN GUIDELINES**

# DRAFT

## 2 A. PLACEMENT AND ORIENTATION

1. Buildings should be oriented towards the street frontage to establish a vibrant street presence. Based on the adjacent buildings/properties, it may be appropriate to position buildings with minimal front setbacks to maintain the existing development pattern. Off-street parking areas do not need to be located entirely behind buildings and hidden from public/street view, but may be distributed to the side and rear of buildings. Positioning entire parking fields in front of a building should be avoided.



2. Buildings on corner lots should be positioned appropriately to take advantage of the corner street frontage and establish a prominent focal point, both in building location and architectural features. Thoughtful site design to locate main parking fields away from the intersection should be conducted.
3. Vehicle drive-thru facilities, including service windows and access lanes, should be positioned to minimize the visual impact from the street frontage to the greatest extent possible. Creative site design techniques, such as detached drive-thru facilities or integration of the drive-thru facility into the site/building design to conceal the facility may be appropriate.

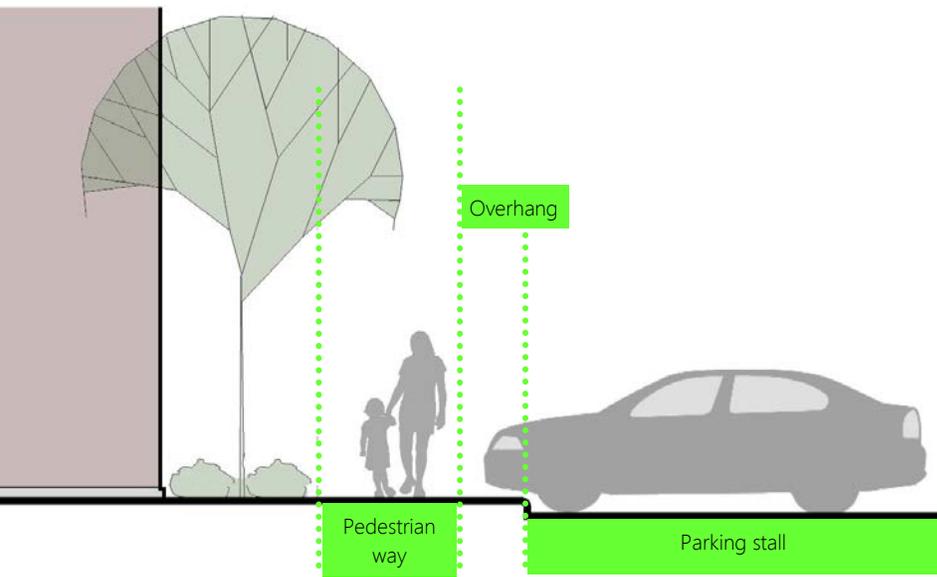


# DRAFT

## 2 A. PLACEMENT AND ORIENTATION (cont.)

4. Parking areas should be designed to provide safe and logical navigation throughout the site/development. When possible, sidewalk connectors from the parking lot to the building pad should be provided to minimize pedestrians having to walk within vehicle drive aisles. Vehicular ingress and egress to a site should focus on maximizing vehicle stacking opportunities so there is minimal impact on internal circulation and parking.

5. Parking spaces immediately adjacent to a building should be separated with adequate foundation landscape planting areas to establish a refined transition between parking areas and the building. For parking spaces fronting a curb line, the parking space length can be shortened by 2 feet where a vehicle overhang can be provided. Parking spaces where vehicle overhang is adjacent to a sidewalk, the sidewalk width should be increased to 7 feet to provide sufficient/unobstructed pedestrian access.

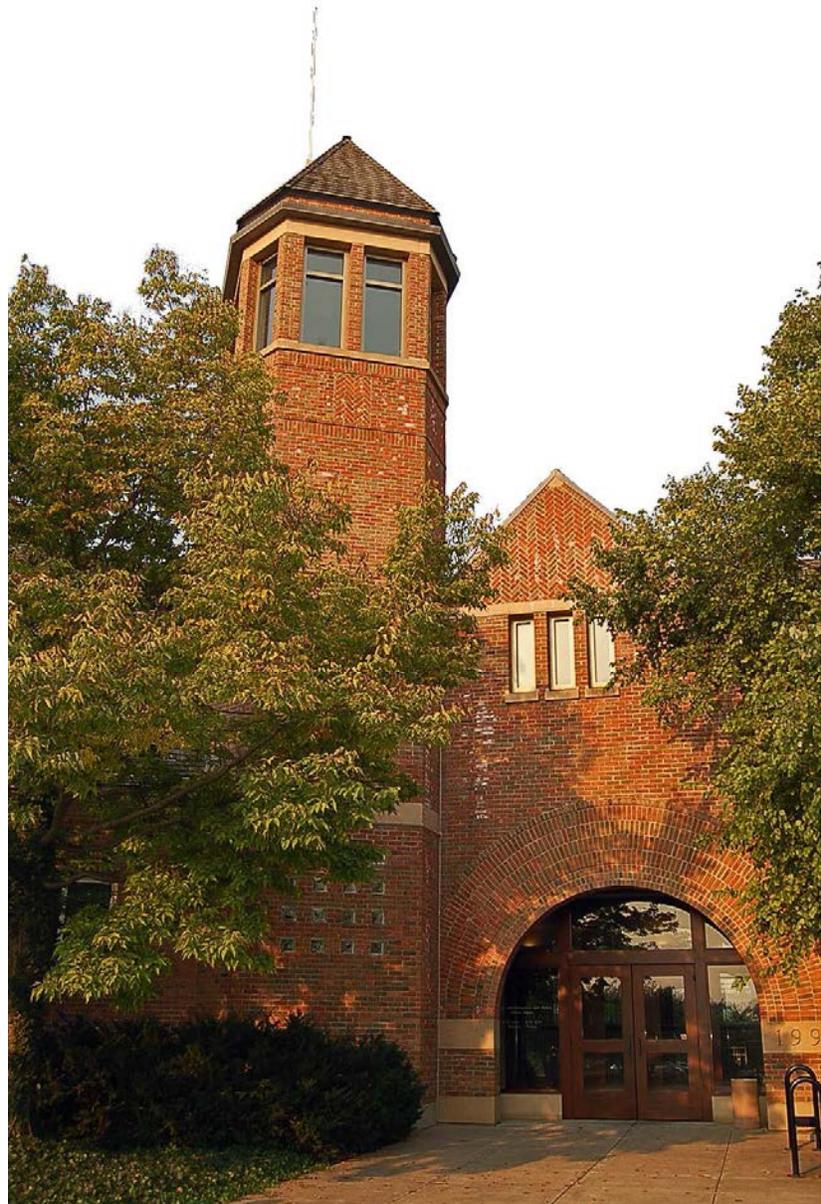


# DRAFT

## 2 B. ARCHITECTURAL STYLE

The most commonly implemented architectural style in Lincolnshire's commercial area is generally classified as traditional, where Postmodern design of reference and ornament are emphasized on the façade. Commercial settings have recently expanded the architectural pallet to include Prairie School design elements, colors and materials.

**New construction should be mindful of the existing architectural context, but must establish its own unique identity and place within Lincolnshire to avoid producing undistinguishable environments.**



# DRAFT

## 2 C. ARCHITECTURAL ELEMENTS

1. One-story commercial buildings should have their height accentuated through varied roof heights or architectural tower elements to provide presence.
2. Tower elements are encouraged and should be incorporated into the building design, where appropriate. Roof and building façade materials for such elements can incorporate distinctive materials separate from the main building field, but should be complementary to the overall building design and scale.



3. Buildings should incorporate a three-component façade design, including:
  - 1) Base element (through materials and design),
  - 2) A main building field, and
  - 3) Varied roofline.



# DRAFT

## 2 D. BUILDING MATERIALS

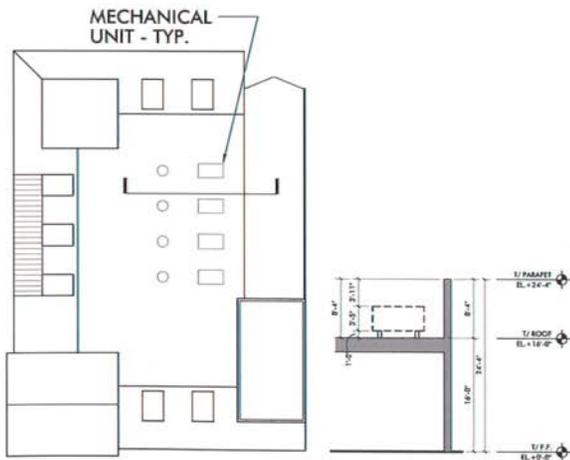
Beyond architectural style, a key element of a building's identity is the application of quality exterior materials. A variety of materials, such as stone, brick, granite, steel, wood, etc. is encouraged to create an enduring appearance.

1. Exterior materials should be coordinated with adjacent buildings to establish a harmonious character. However, repetitive use of like materials and colors can create a monotonous environment which could lead to a lack of identity amongst developments/buildings.
2. Synthetic materials such as Exterior Insulation and Finishing Systems (EIFS) and Dryvit® should not be used as the principal building material, but can be an acceptable application for secondary accent elements and features. However, materials such as cement fiber siding ("hardiboard") and composite roofing shingles that give the impression of natural materials can be an acceptable substitute for primary exterior building materials.
3. Rooftop equipment screens, rain gutters, downspouts, exhaust vent/screens, and similar ancillary components should coordinate with the building colors to appear as unobtrusive as possible.
4. To achieve a strong architectural setting, it is essential building façades be well articulated, with special attention to street-facing façades. Multiple building façades visible from the public way, parking lots, etc. must also display equal attention to detail and design as the primary façade, in which the material palette should be carried through on all visible façades of the building.
5. Blank walls facing public ways are highly discouraged and should incorporate architectural detailing and ornamentation even if not a customer entry. False storefronts or other detailing that gives the impression of an active elevation should be utilized.
6. Architectural detailing and ornamentation (e.g., windows, cornices, lintels, medallions, columns, etc.) are encouraged to provide visual interest.

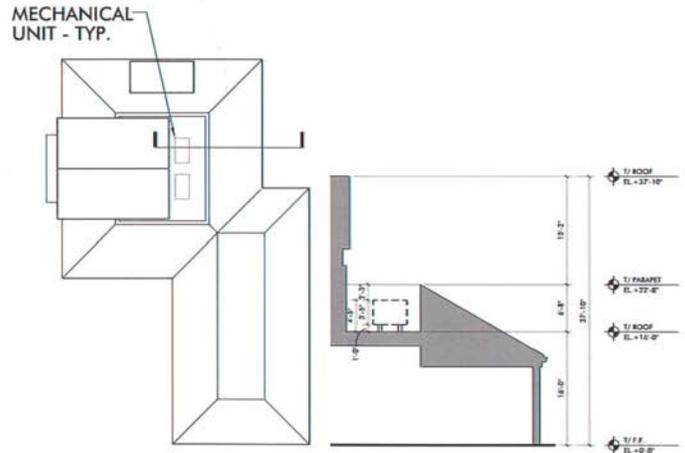


## 2 E. ROOFS

1. Roof styles must be compatible with the building's architectural design character.
2. Roof design elements (e.g., dormers, "eyelids", etc.) are encouraged to break up long roof sections. However, use of such elements should be implemented consciously so that elements do not appear forced.
3. Roof materials should consist of slate shingles, architectural-grade asphalt shingles, or synthetic shingles which give the appearance of slate, cedar or natural materials. Cedar shake roofing shingles are also acceptable; however, the long term maintenance and associated costs may not outweigh the visual appeal of such material. Roof materials for tower elements can incorporate distinctive materials separate from the main roof, such as standing seam metal, but should be complementary to the overall roof design.
4. Roofs should be designed to permit rooftop-mounted mechanical equipment to be placed within a well or behind parapet walls to be screened from surrounding properties.
5. Roof heights should be varied, where appropriate.



Parapet Roof Screen



Roof Well Screen

© A. Epstein and Sons, Int'l

## 2 F. AWNINGS & CANOPIES

1. Awnings and canopies should be an integral architectural feature of the building design, tailored to the façade of the building and positioned so that distinctive architectural features remain visible.
2. Materials should consist of noncombustible, non-reflective canvas or canvas-like material. Metal awnings and canopies can be appropriate based on compatibility with specific building architectural style.
3. Colors and patterns of awnings need not match the overall color scheme of the building to which they are attached, but should complement the building design.



## G. LIGHTING

1. Site lighting should reflect the architectural tone of the development and maintain a compatible style/design throughout.
2. Building illumination should extend beyond aesthetics and serve a functional purpose for safety. Architectural building elements and ornamentation can be highlighted through the use of thematic lighting, but should be carried out tastefully.



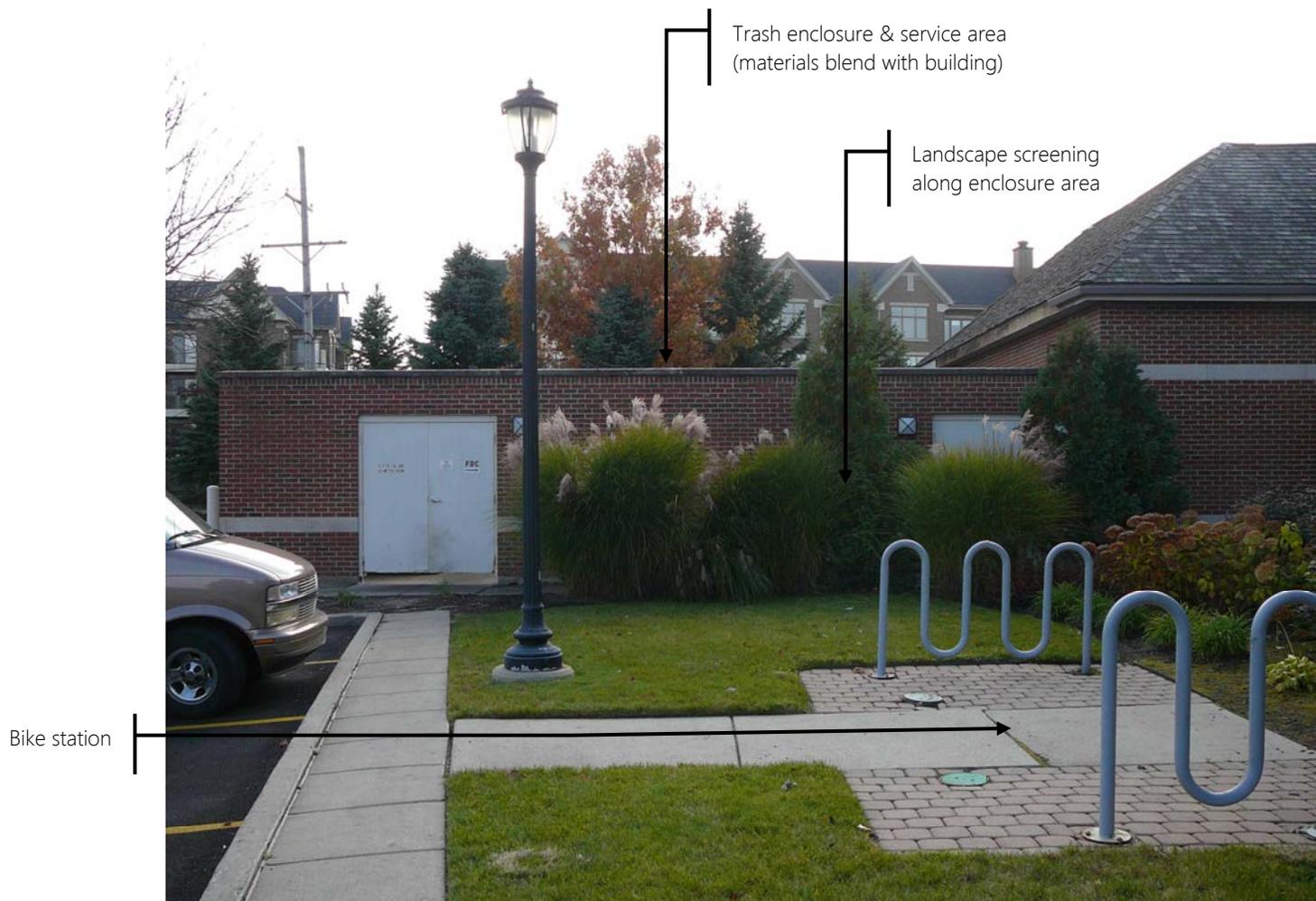
3. Pedestrian-oriented lighting fixtures and bollard lighting should be included in the site development.



# DRAFT

## 2 H. SERVICE & SITE AMENITIES

1. Site amenities such as flower baskets, sculptures, water fountains, children's play areas, etc., are encouraged to introduce a sense of place and character to developments.
2. Site furniture (e.g., benches, trash containers, drinking fountains, bike racks/stations, etc.) locations must be strategically positioned to be functional. Materials should be weather-resistant to reduce wear and tear.
3. Trash enclosures and service areas need to be concealed with a solid enclosure constructed of consistent building materials and colors to blend with the surroundings. For those portions of the enclosure which are open to public view, landscaping to soften the visual effect of enclosures and service areas is necessary.
4. Every effort should be taken to locate service areas in the rear of the site/building layout and limit visibility from street frontages.

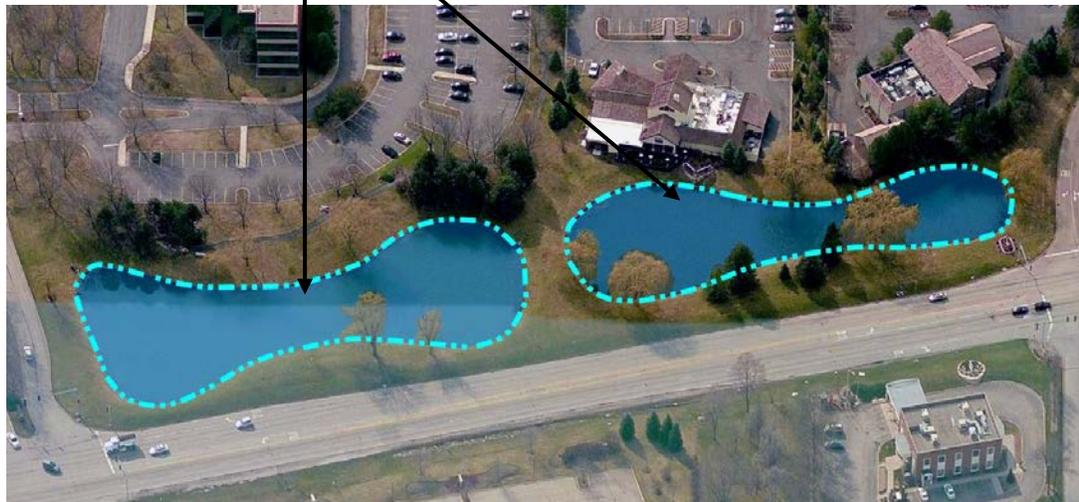


## 2 I. LANDSCAPING

1. Landscaping should be comprehensive to serve the individual building/site and also complement the surrounding landscape character. The use of evergreen trees and shrubs is encouraged to offer color and texture during winter seasons. Although it is routine practice to encourage dense landscaping and tree clusters along the street frontage to visually obscure commercial buildings, site landscaping should be implemented to contribute in creating a sense of place, not as a visual blocking tool obscuring commercial buildings.
2. Non-linear arrangement of landscape beds is preferred and should contain a variety of landscape species to present a diverse palate of height, color and texture. Plantings should also be selected to take advantage of the region's seasonal schedule to provide a range of color and texture throughout the year.
3. To the greatest extent possible, native plantings should be incorporated into the landscape design.
4. A "soldier-course" of landscape plantings should generally be avoided.
5. Screening of equipment should be accomplished through plantings that work into the natural rhythm of the landscape design, rather than introducing an evergreen "soldier-course" of material not present elsewhere on the site.



6. Stormwater detention basins often occupy a significant amount of open space and can be located in high-profile areas of a site. It is important detention areas are visually appealing and should be designed in a non-uniform shape. Expanses of linear shoreline should be reduced in favor of a gradually undulating perimeter, creating a more natural appearance, rather than engineered. Shorelines should be properly sloped to prevent erosion and facilitate native plantings.



**REQUEST FOR BOARD ACTION  
Architectural Review Board  
April 21, 2015**

<b>Subject:</b>	Lincolnshire Design Guidelines Update
<b>Action Requested:</b>	Consideration and Discussion of Lincolnshire Design Guidelines concept and objectives
<b>Originated By/Contact:</b>	Stephen Robles, Village Planner Department of Community & Economic Development
<b>Referred To:</b>	Architectural Review Board

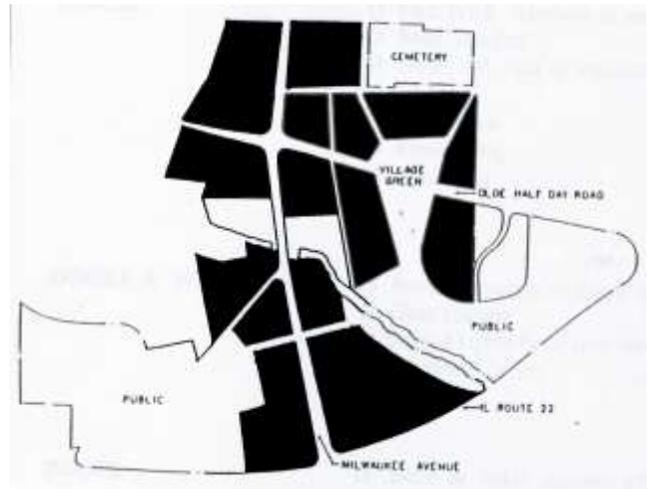
**Background:**

- A goal of the Community & Economic Development Department is to update the "Lincolnshire Village Center Design Guidelines" (Guidelines). The existing guidelines were established in the early 1990's, through the services of external consultants, and have not been updated in over 20 years.
- The objective of the update is to modernize the Guidelines to identify and illustrate the current desired visual character for Lincolnshire's built environment, both for new construction and redevelopment. The update will further provide the opportunity to incorporate design and development methods proven successful in site/building design, while avoiding/eliminating demonstrated design pitfalls.
- This initial introduction to the Guidelines was originally scheduled at the August 19, 2014 ARB meeting. However, that meeting was cancelled and this topic has since been tabled due to the ARB's request to discuss any updates with full Member attendance, as well as, ARB review of other development proposals resulting in lengthy discussions.

**Summary:**

- **Intent:** The original intent of the Guidelines focused solely on the Village Center referred to as the "Half Day Area" (see inset map). Staff proposes to expand the application of the Guidelines to the highly-visible and traveled thoroughfares of Route 22, Milwaukee Avenue and Aptakisic Road. Development along these primary arterials should exemplify the best in quality design and character (see attached Draft Corridor Map).

Additionally, Staff believes a more well-defined development character in the "Downtown" area should continue to apply, but at a more basic level of establishing common design themes that should be continued through new construction.



- **Objectives:** The objectives in the Guidelines are to be revised based on the expanded focus areas, as follows:
  - Further the vision of the Update 2012 Comprehensive Plan by providing design and aesthetic standards for commercial, mixed-use and office development within the Village's commercial corridor.

- ii. Create a contextual relationship with the existing Village character, while avoiding repetitive and uninteresting environments.
  - iii. Establish reasonable expectations regarding architecture and landscape design balancing quality with the economic realities of site development.
  - iv. Create safe and efficient pedestrian and vehicular networks linking developments and public spaces along the Village's commercial corridors.
- Identification of Character: A key element missing from the current Guidelines is the identification of Lincolnshire's character. Identifying design character establishes the expectations of the Village and aims to avoid repetition and oversaturation of similar building designs. Staff believes the Village's commercial architectural style generally falls into one of the three following design styles: 1) Traditional, 2) Postmodern, and 3) Prairie School.
  - Application of Guidelines: The update will identify the stakeholders who apply these Guidelines (Village Board, ARB, Staff, developers, architects, etc.), which is absent from the current document.
  - Guideline Elements: The current Guidelines describe "building use, placement, height, parking and other issues relating to the definition of public space" in a very specific manner (see current Urban Design Guidelines, attached). Such approach can limit design flexibility and creativity, resulting in monotonous development patterns. Updates will aim to convey the main elements of quality site and building design, without inhibiting architectural creativity or impeding the implementation of best practices.

The "Downtown" area will continue to have a special focus on development character. Rather than outlining specific design standards, Staff proposes to identify common design elements/themes that characterize the Downtown area. Development would be encouraged to incorporate such common elements/themes within the Downtown area to establish cohesion, while allowing architectural creativity.

- Architectural Style: The current document addresses only the architectural style within the Village Green center, whereas the update will illustrate the variety of architectural design and concepts appropriate for the expanded focus area.
- Building Materials: A key element to building design is the use of exterior materials. The identification of exterior building materials will be expanded to include new synthetic materials, such as cement fiber siding ("hardiboard") and composite roofing shingles. The update will also reinforce that EIFS/dry-vit material should be limited and only used for secondary accent materials.
- New Elements: Site furniture and lighting, service areas, façades, roofs, and awnings/canopies will be introduced into the updated Guidelines as each element plays a key role in the overall character of a building/development. In addition, Staff welcomes ARB input on any other elements that should be considered as part of the updated Guidelines.

**Recommended Action:**

Input and direction from the Architectural Review Board on the proposed outline for updates to Lincolnshire Design Guidelines. Staff recommends returning to the May meeting with a completed Draft Guideline document, incorporating ARB comments, for review.

**Reports and Documents Attached:**

- Current Lincolnshire Urban Design Guidelines.
- Draft Design Guidelines Corridor Map and Sample Pages, prepared by Staff.
- Design Guidelines 2015 Update Outline, prepared by Staff.

<b>Meeting History</b>	
Initial Referral at Village Board (COW):	July 28, 2014
Architectural Review Board (Cancelled):	August 19, 2014
Architectural Review Board (Tabled):	September 16, 2014
Architectural Review Board (Tabled):	October 21, 2014
Current Architectural Review Board:	April 21, 2015



~~no longer part of the Village administrative structure. The section had undergone substantial restructuring to remove Village required review and authorization in favor of a qualified environmental consultant to continue achieving the highest level of stormwater runoff reduction through the use of native vegetation.~~

~~**Village Planner Robles** concluded that many of the appendices had been incorporated into the text for continuity and was seeking a recommendation from the ARB.~~

~~There being no further discussion, **Chairman Grover** sought a motion.~~

~~**Member Hardnock** moved and **Member Kennerley** seconded a motion to recommend approval to the Village Board of text amendments to Chapter 2 of Title 13, Landscaping, of the Lincolnshire Code to revise and update the Village's landscaping requirements, further subject to:~~

- ~~1. Revise purpose statement "C" (Sec. 13-2-1) to clarify the intended purpose.~~
- ~~2. Revise the minimum number of trees required for new single-family residential lots (13-2-5(A)) to combine the planting requirements of the front, side, and rear yards, with at least one tree required in the front yard.~~

~~The motion passed unanimously by voice vote.~~

3.2 Consideration and Discussion regarding concepts and objectives for the Update to the Lincolnshire Design Guidelines (Village of Lincolnshire).

**Village Planner Robles** presented Staff's memorandum and noted the current Urban Design Guidelines were established in the early 1990's, through the services of external consultants, and had not been updated in over 20 years. The objective of this update was to modernize the Guidelines to identify and illustrate the desired visual character for Lincolnshire's built environment. He continued, the original intent of the Guidelines focused solely on the Village Center referred to as the "Half Day Area". Staff now proposed to expand the area to properties along Route 22, Milwaukee Avenue and Aptakisic Road, as such properties were the most visible areas of the Village. Additionally, Staff believed a more defined character in the "Downtown" area should continue to apply, but at a more basic level to establish common design themes, rather than specific building architecture. **Village Planner Robles** continued and identified that with the update, the objectives were also to be revised based on the expanded focus areas.

**Village Planner Robles** explained a key element missing from the current Guidelines was the identification of Lincolnshire's character, which establishes the expectations of the Village and aims to avoid repetition and oversaturation of similar building designs. Staff believed the Village's commercial architectural style generally fit into three design styles; 1) traditional, 2) postmodern, and 3) prairie school. The current Guidelines described building use, placement, height, parking, etc. in a very specific manner, which can limit design creativity and lead to monotonous developments. The proposed updates would aim to convey the main elements of desired site and building design, without inhibiting architectural



creativity or impeding the implementation of best practices. The “Downtown” area would continue to have a special focus on development character. However, rather than outlining specific design standards, Staff proposed to identify common design elements & themes that characterize the Downtown area.

**Village Planner Robles** moved onto architectural style noting the current document addressed only the architectural style within the Village Green center. The update would illustrate the variety of architectural design and concepts appropriate for the expanded focus area. Beyond architectural style, building materials were also a key element to design. The identification of building materials would be expanded to include new synthetic materials, such as “hardiboard” and composite roofing shingles. At the same time, Staff would also reinforce that EIFS materials be limited to secondary accent materials. New Elements such as site furniture and lighting, service areas, building façades, roofs, and awnings/canopies would be introduced into the updated Guidelines as each element plays a key role in the overall character of a building/development.

**Member Gulatee** expressed that if the Village simply wanted to determine design characteristics, material, aesthetics, etc., such would be easy to do. However, placement of buildings and connectivity of properties and uses is important. He continued, the bigger question is “what does the Village want to be”? **Member Kennerley** concurred and questioned what the vision is for the Village regarding the Design Guidelines, and further, how to visualize that for further discussion. **Member Hardnock** expressed the need for a context of how the Village wants to progress along the identified roadways in order to relate the Guidelines to that goal.

It was the consensus of the ARB to continue this item for Staff to return based on the direction provided.

- 4.0 UNFINISHED BUSINESS (None)
- 5.0 NEW BUSINESS
- 6.0 CITIZENS COMMENTS (None)
- 7.0 ADJOURNMENT

There being no further business, **Chairman Grover** adjourned the meeting at 9:00 p.m.

Minutes submitted by Stephen Robles, Village Planner.

**REQUEST FOR BOARD ACTION  
Architectural Review Board  
October 20, 2015**

<b>Subject:</b>	Lincolnshire Design Guidelines Update
<b>Action Requested:</b>	Continued discussion of concepts and objectives for the Update to the Lincolnshire Design Guidelines.
<b>Originated By/Contact:</b>	Stephen Robles, AICP - Village Planner Department of Community & Economic Development
<b>Referred To:</b>	Architectural Review Board

**Background:**

- At the September 16, 2015 meeting, the ARB directed Staff to prepare a draft Design Guidelines document based on the proposed Update Outline (attached) previously submitted.
- Since the existing guidelines were established by a consultant in the early 1990's, they have not been updated. The current objective is to modernize the Guidelines, establish the desired visual character for new construction and redevelopment, and implement that vision.

**Summary:**

- The attached Lincolnshire Design Guidelines document was developed based on the Update Outline and is divided into the following sections:
  1. Chapter 1
    - a. Purpose of Design Guidelines
    - b. Village of Lincolnshire Character
    - c. Desired Character & Development Pattern
  2. Chapter 2
    - a. Placement & Orientation
    - b. Architectural Style
    - c. Building Materials
    - d. Façades
    - e. Roofs
    - f. Awning & Canopies
    - g. Service & Site Amenities
    - h. Landscaping
- As directed by the ARB, the Guidelines document is intended to serve as a guide, representing design objectives for non-residential development along major thoroughfares. The aim is to convey the main elements of quality site and building design, and not to inhibit architectural creativity or impede the implementation of best practices.

**Recommended Action:**

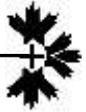
Approval of the Draft Lincolnshire Design Guidelines document, and recommendation to the Village Board for adoption.

**Reports and Documents Attached:**

- Draft Lincolnshire Design Guidelines document, prepared by Staff
- Design Guidelines 2015 Update Outline, prepared by Staff.

- Staff memorandum of the April 21, 2015 and September 16, 2015 ARB meeting.

<b>Meeting History</b>	
Initial Referral at Village Board (COW):	July 28, 2014
Architectural Review Board (Cancelled):	August 19, 2014
Architectural Review Board (Tabled):	September 16, 2014
Architectural Review Board (Tabled):	October 21, 2014
Architectural Review Board:	April 21, 2015
Architectural Review Board (Cancelled):	August 18, 2015
Architectural Review Board:	September 16, 2015
Current Architectural Review Board:	October 20, 2015



**UNAPPROVED** Minutes of the **ARCHITECTURAL REVIEW BOARD** held on Tuesday, October 20, 2015, in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

**PRESENT:** Chairman Grover, Members Gulatee, Kennerley, and Jensen.

**ABSENT:** Members Barranco and Hardnock, and Trustee Hancock

**ALSO PRESENT:** Stephen Robles, AICP - Village Planner

**CALL TO ORDER:** Chairman Grover called the meeting to order at 7:10 p.m.

**1.0 ROLL CALL**

The roll was called by Village Planner Robles and **Chairman Grover** declared a quorum to be present.

**2.0 APPROVAL OF MINUTES**

2.1 Approval of the Minutes of the Architectural Review Board held Wednesday, September 16, 2015.

**Member Kennerley** moved and **Member Jensen** seconded the motion to approve the minutes of the regular meeting of the Architectural Review Board held on September 16, 2015, as presented. The motion passed unanimously by voice vote.

**3.0 ITEMS OF GENERAL BUSINESS:**

3.1 Continued Consideration and Discussion regarding concepts and objectives for the Update to the Lincolnshire Design Guidelines (Village of Lincolnshire).

**Village Planner Robles** presented Staff's memorandum and noted that at the September 16<sup>th</sup> meeting, the ARB directed Staff to prepare a draft Design Guidelines document that was based on the Update Outline. He briefly summarized that the objective of the Design Guideline update was to modernize the existing Guidelines to establish the desired visual character for non-residential development along major thoroughfares. He continued that the Lincolnshire Design Guidelines document was divided into the following sections:

Chapter 1

- a. Purpose of Design Guidelines
- b. Village of Lincolnshire Character
- c. Desired Character & Development Pattern

And

Chapter 2

- a. Placement & Orientation
- b. Architectural Style
- c. Building Materials
- d. Façades



- e. Roofs
- f. Awning & Canopies
- g. Lighting
- h. Service & Site Amenities
- i. Landscaping

**Village Planner Robles** concluded his presentation by noting Staff was seeking the ARB's approval recommendation of the proposed updates to the Lincolnshire Design Guidelines, as presented.

**Chairman Grover** sought clarification whether the Guidelines were exclusive to the properties identified on the included map or if the properties along the Tollway could also be included. **Village Planner Robles** explained, as proposed, the Guidelines only included properties along Route 22, Milwaukee Avenue, and Aptakisic Road. He acknowledged there could be a benefit to including those non-residential properties along the Tollway into the Guidelines. There was a consensus amongst the ARB to include the non-residential properties adjacent to the Tollway into the Design Guidelines update.

**Member Gulatee** expressed his hesitation over the proposed Guidelines as he explained any such guidelines ultimately related to what the Village Board was seeking for new development in the Village. **Member Kennerley** summarized the previous discussion from the September meeting and explained that the guidelines were to serve as a substitute between the antiquated Guidelines and before the Village Staff begins the Milwaukee Avenue Corridor Plan in 2016. **Member Gulatee** further questioned any such guides without knowing what the Village wants. He continued and noted the Milwaukee Avenue corridor as an example and how to improve the whole streetscape without knowing what the desired result was. **Village Planner Robles** explained that the Guidelines were not to serve as a corridor plan, rather focused on the development and/or redevelopment of specific parcels within the Guidelines area. **Member Jensen** commented that the Guidelines were not to serve as a future planning document. **Member Kennerley** followed up that the document was to be used as a reference material for Staff and developers for pending developments.

**Member Jensen** concurred that the proposed guideline document established reasonable guides for use by the Village and the development community without establishing specific details to limit flexibility. **Chairman Grover** agreed that the items identified in Chapter 2 cover the majority of issued discussed by the ARB.

**Member Kennerley** noted her preference to include a mix of evergreens in the guidelines besides native plantings. **Member Jensen** expressed his support with the inclusion of native plantings in the document to promote water sustainability.

**Member Kennerley** expressed her satisfaction of the revised Guidelines and noted it provided a nice visual of the general scope for developers to use.

There being no further ARB comments, **Chairman Grover** requested a motion.



*Member Jenson moved and Member Kennerley seconded a motion to approve updates to the Lincolnshire Design Guidelines to establish the desired visual character for new construction and redevelopment for non-residential development along major thoroughfares, as presented in Staff's Memorandum, and further subject to the following:*

- 1. Extending the boundaries of the Guidelines to include non-residential properties adjacent to Interstate 94.*
- 2. Including a requirement for evergreen plantings within the Landscaping component of the Guidelines.*

*The motion passed unanimously by voice vote.*

- 4.0 UNFINISHED BUSINESS (None)**
- 5.0 NEW BUSINESS (None)**
- 6.0 CITIZENS COMMENTS (None)**
- 7.0 ADJOURNMENT**

There being no further business, **Chairman Grover** adjourned the meeting at 7:48 p.m.

Minutes submitted by Stephen Robles - AICP, Village Planner.

**REQUEST FOR BOARD ACTION**  
**November 9, 2015 Committee of the Whole Meeting**

**Subject:** ITEP Project Stage 2 Concept Plans

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**Action Requested:** Consideration and Discussion Concept Plans for Stage 2 of the Illinois Transportation Enhancement Project (ITEP) Grant (Village of Lincolnshire)

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**Originated By:** Bradford H. Woodbury, Public Works Director  
Scott Pippen, 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) grant 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. Stage I was bid in July, however only one bid was received from a non-prequalified company. This bid was subsequently rejected, and Staff continues to work with Gewalt Hamilton Associates to refine the Stage I (Route 22 medians) bid for letting in January, 2016.

The second project (Stage 2) for implementation in 2016 is the enhancement of the right-of-way along the north side of Olde Half Day Road and Route 22 between the North Village Green (east entrance) and the Des Plaines River Bridge. The base plan proposes clearing and grubbing all undesirable and invasive plant material south of the recreational path in this area. Additional work will include tree and shrub installation, grading, minor path relocation, enhancements to the pedestrian crossing at the Village Green, electrical installations, bench seating, additional paver lookout areas, pedestrian lighting and possible way-finding signs. This base plan is what is included in the ITEP funding.

The second, "enhanced" plan depicts possible further improvements and enhancement to the area that are above and beyond the scope of work covered by the ITEP funding. These enhanced plans were developed as a result of input from Public Works and Community and Economic Development staff, and the Lake County Forest Preserve District to explore possible options for creating more of a sense of "arrival" in the Lincolnshire village center. Consulting staff from Gewalt Hamilton and 3D Design worked with this additional input to develop an enhance gateway improvement option.

To meet Illinois Department of Transportation (IDOT) deadlines, Gewalt Hamilton must continue working with IDOT on the permitting and approval process. All plans need to be completed and submitted by early-December in order to bid this project in early Spring for a late Summer/early Fall construction period.

**Budget Impact:**

Staff included \$309,000 in the 2016 General Capital Budget to fund this Stage of the ITEP project. This amount will cover the base plan. The improvements shown in the enhanced plan can be budgeted for in future years at the Village Board's direction. The completion of this work will increase long range corridor maintenance costs due to plantings, mulching, weeding and other maintenance activities which will be performed in the newly landscaped locations. An additional \$2,000-\$3,000 will be added to the proposed 2017 Operating Budget to account for the maintenance costs of the improvement areas

The following table provides the total potential costs associated with the construction and engineering facet of the Stage 2 project based on the updated estimate from 3D Design:

		<b>Village Share</b>	<b>State Share</b>
2016 Stage #2 Budget	\$309,922.80		
<b>Stage 2 Costs</b>			
Participating Construction	\$238,961.80	\$47,792.36	\$191,169.44
Design Engineering	\$ 47,000.00	\$47,000.00	
Construction Engineering	\$ 23,961.00	\$ 4,792.00	\$ 19,169.00
<b>TOTAL</b>	<b>\$309,922.80</b>	<b>\$99,584.36</b>	<b>\$210,338.44</b>

In addition to the budget estimates for the base plan, the estimated budget for the enhanced plan is between \$780,000 - \$1,200,000. If the Village Board were to pursue the enhanced plan, a decision would need to be made of where the funds would be covered from. One possibility is to pull funding from outlying ITEP Stage years and amending or eliminating those plans. Another possibility would be to utilize the Park Development Fund.

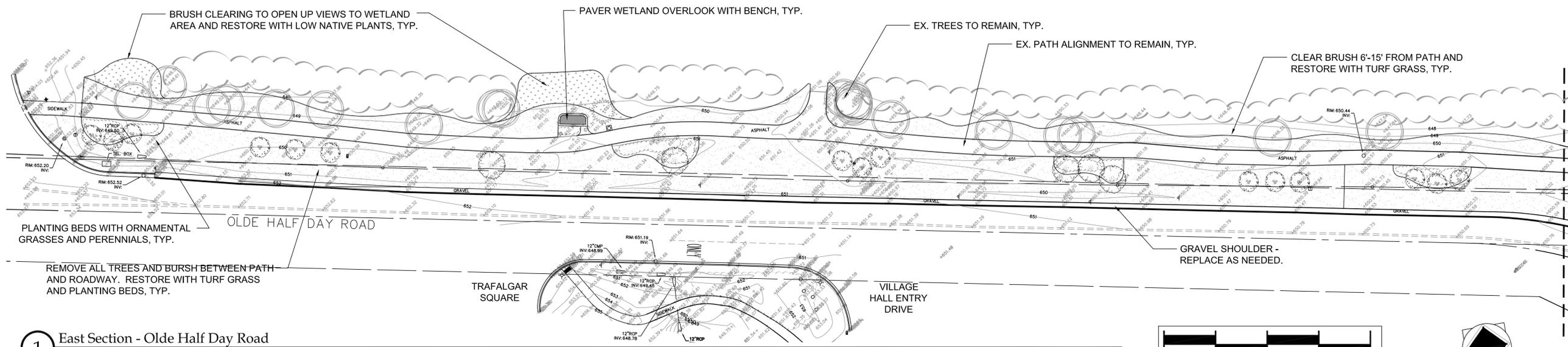
**Recommendation:**

Dan Dalziel of 3D Design will be in attendance at Monday's meeting to present the two plans to the Village Board and respond to questions. Staff requests direction from the Mayor and Trustees regarding any changes needed to the design concepts. Receiving this feedback at Monday night's meeting will keep the project on schedule to be bid in early spring of 2016.

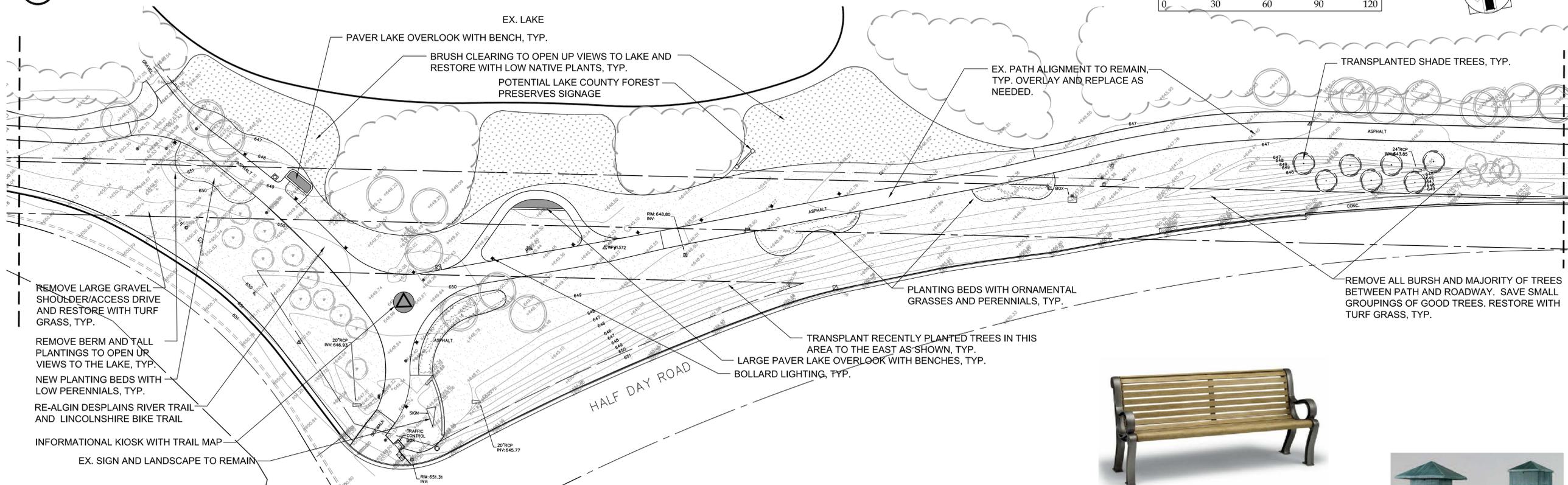
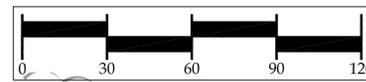
**Reports and Documents Attached:**

- Stage 2 - Base Plan
- Base Plan Budget Letter from 3D Design
- Stage 2 - Enhanced Plan
- Enhanced Plan Budget Letter from 3D Design
- ITEP Planning Meeting Minutes
- Before and After Photos of Lake Views

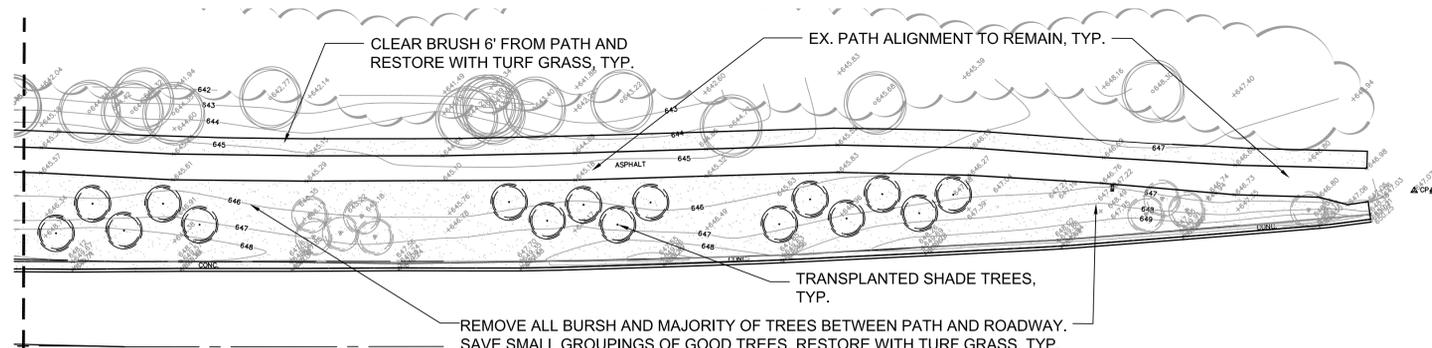
<b>Meeting History</b>	
<b>Committee of the Whole Meeting</b>	<b>November 9, 2015</b>



1 East Section - Olde Half Day Road  
SCALE: 1"=30'-0"

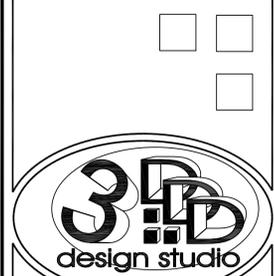


2 Middle Section - Olde Half Day Road and Illinois Route 22 Intersection  
SCALE: 1"=30'-0"



3 West Section - Illinois Route 22  
SCALE: 1"=30'-0"

4 Kit of Parts Images  
SCALE: N.T.S.



529 North Barron Boulevard  
Grayslake, IL 60030  
(847)223-1891 (847)223-1892 FAX  
website: www.3ddesignstudio.com  
email: info@3ddesignstudio.com

Lincolnshire - Route 22 ITEP Landscape  
ITEP Plan

scale	AS NOTED
design	3D
date	10.5.15
revision	10.16.15
revision	11.2.15
revision	11.4.15

sheet  
**1**  
of 3 sheet(s)

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Tel. 847.478.9700 • Fax 847.478.9701



# 3 D D E S I G N S T U D I O

November 4, 2015

Scott Pippen  
Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, IL 60069

**RE: ROUTE 22 ITEP LANDSCAPE PLAN ESTIMATE**

Dear Scott,

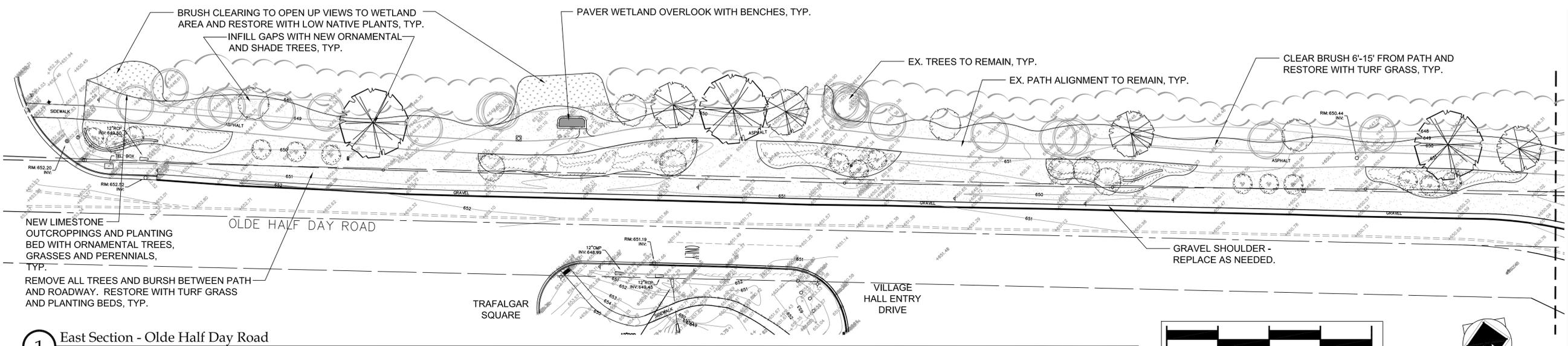
Below outlines the latest Budget Estimate for the ITEP Base Landscape Plan we have prepared. Please note that to meet budget, we have reduced the amount of landscape beds along Olde Half Day Road and have assigned a "Lighting Allowance" for lighting primarily in the triangular area where the Village Path and the Des Plaines Trail merge.

<b>Village of Lincolnshire</b>				
<b>ITEP Base Plan Estimate</b>				
11/4/2015	Quan.	Unit	Unit Price	Line Total
Clearing Area	1.7	ac.	\$ 40,000.00	\$ 68,000.00
Asphalt Path Removals	740	s.y.	\$ 18.00	\$ 13,320.00
New Asphalt Path Construction	695	s.y.	\$ 35.00	\$ 24,325.00
Landscape Walls	0	l.f.	\$ 150.00	\$ -
Concrete Flatwork	693	s.f.	\$ 6.00	\$ 4,158.00
Concrete Bands	122	l.f.	\$ 30.00	\$ 3,660.00
Concrete Pavers	375	s.f.	\$ 15.00	\$ 5,625.00
Transplanting Trees	23	ea.	\$ 150.00	\$ 3,450.00
Seeding- Turf	2.3	ac.	\$ 6,500.00	\$ 14,950.00
Seeding- Natives	0.3	ac.	\$ 9,000.00	\$ 2,700.00
Landscape Plantings- Ornamental Trees	20	ea.	\$ 475.00	\$ 9,500.00
Landscape Plantings- Shade Trees	0		\$ 650.00	\$ -
Landscape Plantings- Perennials/Grasses	4300	s.f.	\$ 3.50	\$ 15,050.00
Lighting Allowance	1	ea.	\$ 15,000.00	\$ 15,000.00
Grading	1	ea.	\$ 25,000.00	\$ 25,000.00
Site Furnishings Allowance	1	ea.	\$ 12,500.00	\$ 12,500.00
<b>Subtotal</b>				<b>\$ 217,238.00</b>
<b>Contingency at 10%</b>				<b>\$ 21,723.80</b>
<b>Budget Estimate</b>				<b>\$ 238,961.80</b>

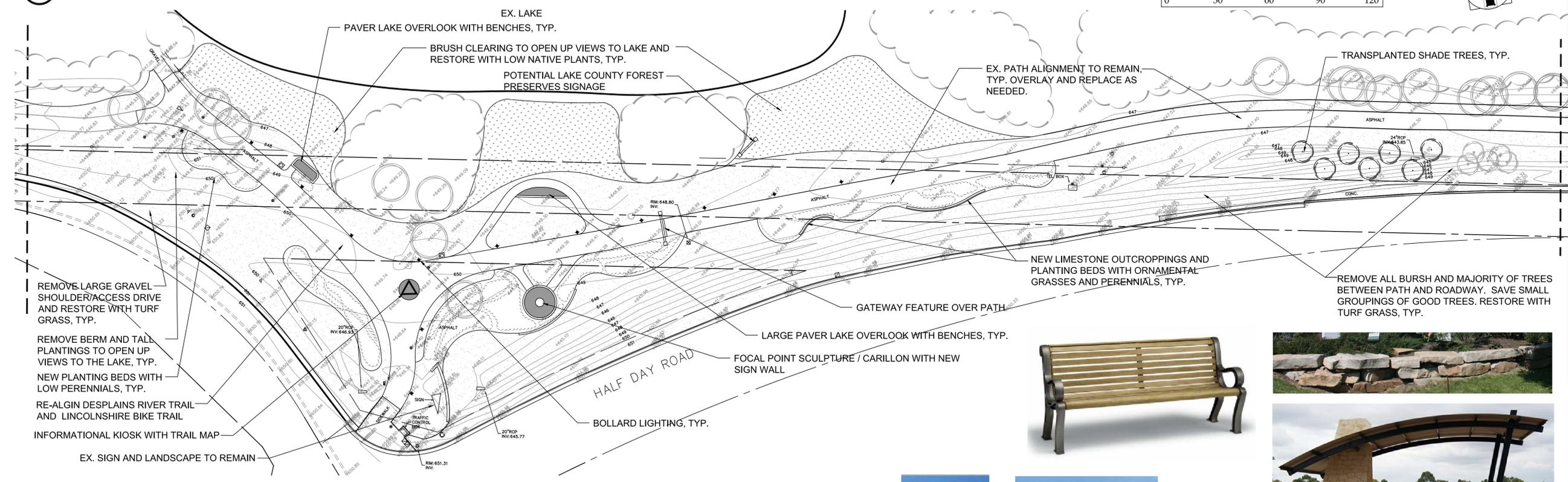
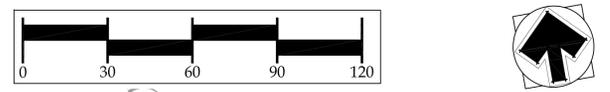
I look forward to presenting this plan and the Long Range Plan to the Village Board.

Very Truly Yours,

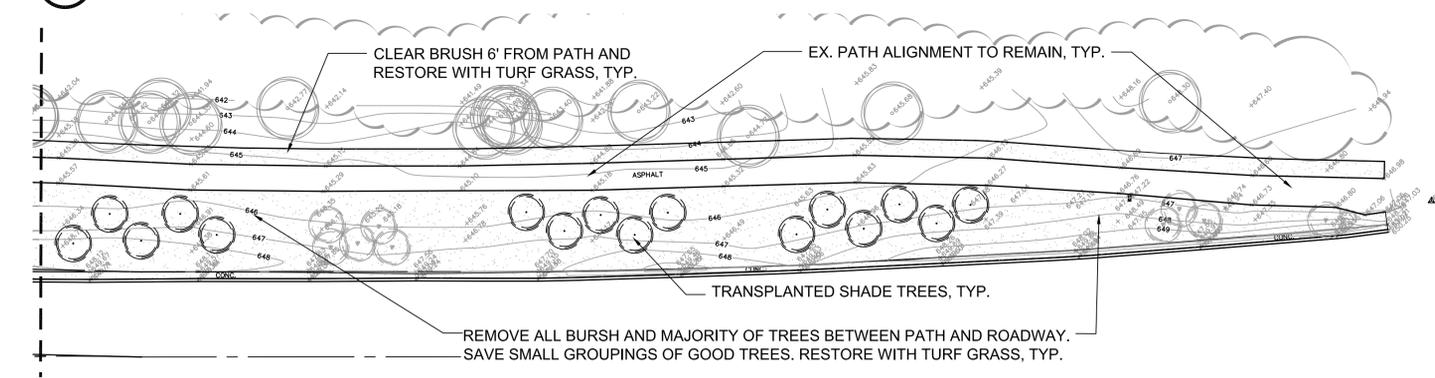
Daniel D. Dalziel, PLA, ASLA  
Principal



1 East Section - Olde Half Day Road  
 SCALE: 1"=30'-0"



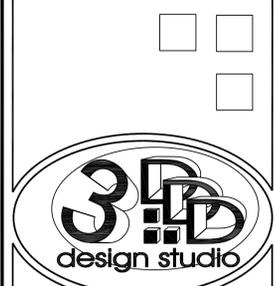
2 Middle Section - Olde Half Day Road and Illinois Route 22 Intersection  
 SCALE: 1"=30'-0"



3 West Section - Illinois Route 22  
 SCALE: 1"=30'-0"

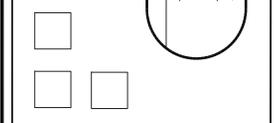


4 Kit of Parts Images  
 SCALE: N.T.S.



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Lincolnshire - Route 22 ITEP Landscape  
 Dream Plan



scale	AS NOTED
design	3D
date	10.5.15
revision	10.16.15
revision	11.2.15
revision	11.4.15

sheet  
 2  
 of 3 sheet(s)

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# 3 D D E S I G N S T U D I O

November 5, 2015

Scott Pippen  
 Village of Lincolnshire  
 One Olde Half Day Road  
 Lincolnshire, IL 60069

**RE: ROUTE 22 ITEP ENHANCED LANDSCAPE PLAN ESTIMATE**

Dear Scott,

Below outlines our Budget Estimate for the ITEP "Enhanced Landscape Plan". Please note that there are several items that have significant "swings" in their cost allowances, since they are as of yet quite undefined (Gateway Feature, Central Focal Art Piece, how much irrigation or lighting might be done, etc.). Therefore, we have assigned an "Allowance" for each for discussion purposes:

Village of Lincolnshire ITEP "Enhanced Plan" Estimate						
11/4/2015	Quan.	Unit	Unit Price-Range	Unit Price Range	Line Total	Line Total
Clearing Area	1.7	ac.	\$ 40,000.00	\$ 50,000.00	\$ 68,000.00	\$ 85,000.00
* Asphalt Path Removals	740	s.y.	\$ 18.00	\$ 20.00	\$ 13,320.00	\$ 14,800.00
* New Asphalt Path Construction	695	s.y.	\$ 35.00	\$ 37.00	\$ 24,325.00	\$ 25,715.00
Landscape Walls	275	l.f.	\$ 150.00	\$ 200.00	\$ 41,250.00	\$ 55,000.00
Landscape Planters- Bed Prep and Mulch	13250	s.f.	\$ 2.85	\$ 3.00	\$ 37,762.50	\$ 39,750.00
Landscape Planters- Perennials/Grasses	13250	s.f.	\$ 3.50	\$ 4.00	\$ 46,375.00	\$ 53,000.00
Landscape Planters- Irrigation	13250	s.f.	\$ 1.75	\$ 2.00	\$ 23,187.50	\$ 26,500.00
Turf Areas- Irrigation	77500	s.f.	\$ 1.25	\$ 1.50	\$ 96,875.00	\$ 116,250.00
Concrete Flatwork	925	s.f.	\$ 6.00	\$ 6.50	\$ 5,550.00	\$ 6,012.50
Concrete Bands	275	l.f.	\$ 30.00	\$ 32.00	\$ 8,250.00	\$ 8,800.00
Concrete Pavers	925	s.f.	\$ 15.00	\$ 18.00	\$ 13,875.00	\$ 16,650.00
Transplanting Trees	23	ea.	\$ 150.00	\$ 175.00	\$ 3,450.00	\$ 4,025.00
Seeding- Turf	2.3	ac.	\$ 6,500.00	\$ 6,750.00	\$ 14,950.00	\$ 15,525.00
Seeding- Natives	0.3	ac.	\$ 9,000.00	\$ 10,000.00	\$ 2,700.00	\$ 3,000.00
Landscape Plantings- Ornamental Trees	20	ea.	\$ 475.00	\$ 500.00	\$ 9,500.00	\$ 10,000.00
Landscape Plantings- Shade Trees	7	ea.	\$ 650.00	\$ 675.00	\$ 4,550.00	\$ 4,725.00
** "Gateway Feature"	1	ea.	\$ 25,000.00	\$ 60,000.00	\$ 25,000.00	\$ 60,000.00
** Central Focal Art Piece	1	ea.	\$ 150,000.00	\$ 350,000.00	\$ 150,000.00	\$ 350,000.00
Event Sign Relocation and Interpretive Signs	1	l.s.	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00	\$ 15,000.00
** Lighting Allowance	1	ea.	\$ 15,000.00	\$ 75,000.00	\$ 15,000.00	\$ 75,000.00
Grading	1	ea.	\$ 25,000.00	\$ 30,000.00	\$ 25,000.00	\$ 30,000.00
Site Furnishings Allowance	1	ea.	\$ 12,500.00	\$ 30,000.00	\$ 12,500.00	\$ 30,000.00
<b>Subtotal</b>					\$ 646,420.00	\$ 1,044,752.50
<b>Contingency at 10%</b>					\$ 64,642.00	\$ 104,475.25
<b>Engineering Fees</b>					\$ 69,328.55	\$ 112,049.71
<b>Budget Estimate</b>					<b>\$780,390.55</b>	<b>\$1,261,277.46</b>

\* There are multiple areas where sections of the Asphalt Path are recommended for removal and replacement, but we were not able to quantify them for the preparation of this estimate, therefore, that cost is not present in this estimate.  
 \*\* The three items designated with a double asterick could have significant "swings" in cost, depending upon what final decisions are made as to how significant or elaborate each of these items might be.

I look forward to presenting and discussing the Enhanced and ITEP Plans to the Village Board.

Very Truly Yours,

Daniel D. Dalziel, PLA, ASLA  
 Principal



## MEETING MINUTES

**Date:** October 26 and November 2, 2015

**Attending:** Brad Burke, Brad Woodbury, Scott Phippen, Steve McNellis and Stephen Robles; Village of Lincolnshire (VOL)  
Marie Hanson; Gewalt Hamilton Associates (GHA)  
Dan Dalziel and Craig Most; 3D Design Studio (3D)

**Re:** Route 22 Streetscape Renovation Planning Meeting

### THE FOLLOWING OUTLINES ITEMS DISCUSSED AND DECISIONS REACHED AT OCTOBER 26<sup>TH</sup> MEETING:

3D presented the two concept plans and discussed the advantages and differences of each of the concept plans.

#### DESIGN CONCEPTS:

- Comments regarding the plans included “create a plan that engages the Des Plaines Trail users”, prepare a plan that illustrates the “ITEP Budget Plan” and then “The Dream Plan” for the Board to consider.
- The “Dream Plan” should consider public art opportunities. Change and re-configure the geometry of the path at the intersection. Also, the existing “public announcement” sign can be re-designed or relocated. The “Dream Plan” should also incorporate a decorative shelter/gazebo. Dan recommended an architectural “centerpiece” that could be a carillon, clocktower, or shelter that emulates the existing belltower of the Village Hall. Most were interested in seeing what this could look like and incorporate it into this plan. Sculpture was another item to be considered. A sculpture should be planned closer to the intersection, if this idea goes forward.
- At the intersection, the crabapples were considered “expendable” and, if needed, could be eliminated.
- There was a request to incorporate landscape plantings of “sweeps” of colors from native grasses and perennials to create seasonal interest while being low to maintain the view to the ponds.
- Dan recommended being able to relocate many of the IDOT shade trees recently installed. Don pointed out that these trees will end up blocking the new views into the newly exposed pond, and all agreed these trees could be rearranged.

- 3D / GHA will check with the Forest Preserve regarding maintenance access to their trail. If access needs to remain off Olde Half Day Road, the use of a “grass pave” type product should be considered so the large gravel access area could be removed.

#### **SCHEDULE:**

- The schedule is currently to have another review meeting with staff on November 2<sup>nd</sup> at 2:00 pm, deliver the revised and updated plan ideas by the afternoon of November 3<sup>rd</sup> for Board packets, and present to the Board on November 9<sup>th</sup>.
- Final submittal to IDOT should be December 10<sup>th</sup>.

#### **THE FOLLOWING OUTLINES ITEMS DISCUSSED AND DECISIONS REACHED AT NOVEMBER 2ND MEETING:**

3D presented the two revised concept plans and the “Before and After” images of the clearing.

#### **DESIGN CONCEPTS:**

- The revisions to the “ITEP Budget Plan” and the “Before and After” image renderings were liked by all attendees. VOL said that the images will greatly assist in communication the clearing for the Board members.
- 3D and GHA will prepare a cost estimate to confirm the “ITEP Budget Plan” meets the \$238,200 budget amount and make any minor adjustments as necessary.
- The revisions to the “Dream Plan” and kit of parts images were reviewed. VOL liked the carillon and public art as the focal point. A focal point and plaza area should be incorporated with small and medium stone walls that could be used as an informal seating and possible Village signage.
- Craig recommended a gateway and sign over the Lincolnshire path that could be incorporated with the focal point plaza and seat walls.
- The barrel vaulted shelter image was preferred. We should not design a shelter for people to gather unless it is nearer to the water. A smaller version of the shelter could be used for shade at the main overlook area as part of the “Dream Plan”.
- Brad B. liked the idea of the using public art along the roadway similar to Algonquin Rd. and Randall Rd. area in Algonquin.

- VOL would like the overall layout of the “ITEP plan” and the “Dream Plan” to match so that the “Dream Plan” could be an “overlay” of the original base plan and built when funds become available in the future.
- VOL liked the prairie style bollard image shown it should be wayfinding lighting at the trail intersection area only. Additional bollard lighting along the path to the Village Green should be considered as part of the “Dream Plan”.
- Scott would like to include up and down lighting in trees (like Whytegate Park) and part of the overall plan but understand that is will not be part of the ITEP grant work.
- VOL suggested including a drinking fountain near the kiosk and plaza space if possible.

**SCHEDULE:**

- 3D will have estimate of probable cost to Scott by noon on Wednesday, November 4<sup>th</sup> and final rendered plans by 10:00 AM on Thursday.

cc: *Attendees;*  
*Todd Gordon & Jim Defferville, GHA;*  
*Sarah Foren, 3D Design Studio*



1 View from Eastbound Half Day Road (Before and After)  
SCALE:N.T.S.



2 View from Eastbound Olde Half Day Road (Before and After)  
SCALE:N.T.S.



3 View from Westbound Half Day Road (Before and After)  
SCALE:N.T.S.



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sheet title  
Lincolnshire - Route 22 ITEP Landscape  
Before and After Images

scale	AS NOTED
design	3D
date	10.5.15
revision	10.16.15
revision	11.2.15
revision	11.4.15

sheet  
**3**  
of 3 sheet(s)

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**REQUEST FOR BOARD ACTION  
NOVEMBER 9, 2015 COMMITTEE-OF-THE-WHOLE**

**Subject:** Consideration and Discussion of an Amendment to Section 3-3-2-6 of Title 3-3, Liquor Control, For the Creation and Issuance of Class "N" and Class "J" Liquor Licenses for Half Day Brewing, LLC (Half Day Brewing Company)

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**Action Requested:** Referral to November 23, 2015 Regular Village Board Meeting Consent Agenda for approval.

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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:**

Half Day Brewing, LLC submitted a completed "Petition for the Creation of a Village Retailer's License - Alcoholic Liquor," for Class "N" and Class "J" liquor licenses for their Half Day Brewing Company restaurant to be located at 200 Village Green. A Class "N" license authorizes the manufacture of beer only on the premises; sale of the manufactured beer to importing distributors, distributors, and to non-licensees for use and consumption; and the retail sale of beer for consumption on the licensed premises. A Class "N" license also authorizes the sale of alcoholic liquor for consumption on the licensed premises in conjunction with the sale of food only. A Class "J" license authorizes the retail sale of beer and wine only, in their original packages only, to be taken away by the consumer for consumption off the licensed premises.

In addition to the above information, the following areas were checked for compliance and conformity as required under Village Code:

1. The Petition for the Creation of a Village Retailer's Liquor License was submitted in its completed form. A check in the amount of \$250.00 was remitted with the application. The principals of the company were subjected to local, state and federal (FBI) criminal records checks. The driver's licenses of each were also checked to confirm information provided on the petition.
2. A check through the Illinois Secretary of State's Corporate Business Office on November 2, 2015 indicates Half Day Brewing, LLC is an Illinois Limited Liability Company licensed to conduct business and in "Good Standing" in Illinois. The Registered Agent is Donald B. Leventhal, 303 West Madison, Suite #1400, Chicago, IL 60603 which is consistent with the applicant's petition.
3. A photocopy of an executed lease agreement, dated February 16, 2015, between Village Green Baceline, L.P. and Half Day Brewing, LLC has been submitted to the Village. The term of the initial lease agreement is fifteen (15) years with options for two (2) additional five year terms.
4. A valid State of Illinois Liquor Retailer's License will be secured and forwarded to the Village subsequent to the issuance of the Village of Lincolnshire liquor licenses. The Illinois Liquor Control Commission requires a local liquor license prior to the issuance of a State liquor license.

5. A Certificate of Insurance with the required liquor liability coverage having policy limits meeting or exceeding Village Code requirements was submitted with the petition.
6. The local manager (who will be responsible for oversight of liquor sales) will be Robert Scott Ward, 8057 RFD, Long Grove, Lake County, IL 60047. Both Village Code and Illinois State Statute require an owner or manager/agent to reside within the county in which the licensed premises is located. The listed manager meets that requirement.
7. The fee for a Class "N" liquor license is \$2,500.00. As a secondary license, the fee for a Class "J" liquor license is \$500.00. Included below for reference are the Village Code definitions for Class "N" and Class "J" liquor licenses.

**CLASS N (Brew Pub – full liquor – dancing by patrons only)**

Issued to authorize the licensee to manufacture beer only on the premises specified in the license, to make sales of the beer manufactured on the premises to importing distributors, distributors, and to non-licensees for use and consumption, to store the beer upon the premises, and to sell and offer for sale at retail.

Issued to authorize the sale of alcoholic liquor in conjunction with the sale of food only. Dancing by patrons only shall also be allowed.

Brew Pub Requirements

The total square footage of the patron bar(s)/service bar(s), measured corner to corner, must be no greater than fifteen percent (15%) of the total square footage of the dining area(s).

The total seating at the patron bar(s) must be less than fifteen percent (15%) of the total seating in the dining area(s).

The total seating in the lounge area(s) must be less than fifty percent (50%) of the seating in the dining area(s). The total square footage of the lounge area(s) (not including the total square footage of the patron bar(s)/service bar(s)) must be less than thirty three percent (33%) of the total square footage of the patron bar(s)/service bar(s) lounge area(s) and dining area(s) combined.

**CLASS J (Package beer and wine only)**

Issued to authorize the retail sale of beer and wine only, in their original packages only, not for consumption on the premises where sold, but where the beer and wine only is intended for delivery to or to be taken away by the consumer.

Attached in ordinance form is an amendment to the Liquor Code increasing the number of authorized Class "N" liquor licenses by one (1) and increasing the number of authorized Class "J" liquor licenses by one (1).

**Budget Impact:**

Approval of this request will not result in any adverse impact to the current budget.

**Service Delivery Impact:**

Not Applicable.

**Recommendation:**

At this time, nothing has been found to preclude the issuance of the requested licenses. Staff recommends approval and requests this item be placed on the November 23, 2015 Consent Agenda for Board approval.

**Reports and Documents Attached:**

- Ordinance Amending Section 3-3-2-6 of Title 3, Chapter 3 of the Village of Lincolnshire Village Code (Liquor Control)

<b>Meeting History</b>	
<b>Initial Referral to Village Board (COW):</b>	<b>November 9, 2015</b>
<b>Regular Village Board Meeting:</b>	

**ORDINANCE NO. 15-**

**AN ORDINANCE AMENDING SECTION 3-3-2-6  
OF TITLE 3, CHAPTER 3,  
OF THE VILLAGE OF LINCOLNSHIRE VILLAGE CODE  
(LIQUOR CONTROL)**

**BE IT ORDAINED** by the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, as follows:

Section 1: That pursuant to Title 3, Chapter 3, Section 3-3-2-6 of the Lincolnshire Village Code, the number of Class “N” liquor licenses which are authorized for issuance in the Village of Lincolnshire shall be increased to one (1), and the number of Class “J” liquor licenses which are authorized for issuance in the Village of Lincolnshire shall be increased to five (5). (This increase in Class “N” and Class “J” liquor licenses reflects the issuance of Class “N” and Class “J” licenses to Half Day Brewing, LLC).

Section 2: This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law. The Village Clerk is hereby directed to publish this Ordinance in pamphlet form.

**PASSED** this 23<sup>rd</sup> day of November, 2015, by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

**AYES:** Trustees:

**NAYS:**

**ABSENT:**

**APPROVED** by the Mayor of the Village of Lincolnshire this 23<sup>rd</sup> day of November, 2015.

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Village Mayor

**ATTEST:**

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Village Clerk

**REQUEST FOR BOARD ACTION  
Committee of the Whole  
November 9, 2015**

<b>Subject:</b>	Central Area Corridor Plan - Update
<b>Action Requested:</b>	Information Only
<b>Originated By/Contact:</b>	Steve McNellis, Director Department of Community & Economic Development
<b>Advisory Board Review:</b>	None

**Background:**

- At the October 19<sup>th</sup> Budget Meeting, the Board requested Staff engage students in a college program in the Corridor Planning project. The goal is to seek innovative design ideas and concepts from future planners. The results of this effort will be incorporated into the planning and RFQ process with professional Planning consultants.
- Staff prepared the following general outline, detailing a general timeline and key action steps for the project.
- Prominent in this outline is the College Planning Program component. Staff initiated College City Planning programs seeking interest and will report back to the Board once we are prepared to partner with a particular college.

**Central Area Corridor Plan – Action Steps:**

- I. Contact City Planning programs at University of Wisconsin – Milwaukee (UWM), University of Illinois – Chicago (UIC), University of Illinois – Champaign/Urbana (U of I) and Northern Illinois University (NIU) to seek assistance in assigning a Corridor Plan as a Spring Studio class project.  
&  
Contact American Planning Association – Chicago Metro Section to seek professionals teaching at a local College, who would be interested in integrating a Corridor Plan into their Spring Curriculum.  
  
Select most appropriate program. **Contact all qualified programs by November 16, 2015. Program selection by November 30, 2015.**
- II. Prepare Corridor Plan Boundary Map. **Provide to Village Board by December 1, 2015.**
- III. Meet with selected College partner to discuss parameters of project. **Meet by December 18, 2015.**
- IV. Meet with Student Studio class, and provide necessary information, review, etc. throughout classwork. **Ongoing throughout Spring semester (January – May, 2016).**
- V. Prepare RFQ seeking professional Planning Consultants. **Prepare and send to qualified consultants by May 15, 2016.**
- VI. Recommend preferred Planning Consultant to Village Board. **Village Board**

**approval at June 27, 2016 meeting.**

- VII. Work with Planning Consultant and Village Board on Corridor Plan. Complete by October 31, 2016.**

Staff will update the status of this project monthly, or with greater frequency as necessary.

**REQUEST FOR BOARD ACTION**  
**November 9, 2015 Committee of the Whole Meeting**

**Subject:** Utility Rate Follow-Up

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**Action Requested:** Village of Lincolnshire Proposed 2016 Budget Follow Up:  
Consideration and Discussion of Options Regarding Utility Rates

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**Originated By:** Brad Burke, Village Manager  
Youssef Shoukry, Management Analyst

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**Referred To:** Village Board

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**Summary/Background:**

At the October 21, 2015 Budget Workshop, the Village Board discussed the proposed water and sewer rates for Fiscal Year 2016. The proposed 2016 Budget contemplated a 5% increase to the water rate; elimination of minimum monthly charge due to the transition to monthly billing; and implementation of a \$10.00 monthly infrastructure maintenance charge applied to all accounts. The intent of the proposed flat Water Infrastructure Fee is to address the need to generate and provide a stable revenue source to cover capital projects in the Water & Sewer Improvement Fund, as well as reduce reliance on General Fund transfers to support the Water & Sewer Improvement Fund. Discussion during the Budget Workshop indicated a variety of opinions exist among Board members on how best to address rate setting for the Water & Sewer Fund.

The Village of Lincolnshire revenue policies state:

***User Fees - The Village shall periodically recalculate the full cost of selected activities currently supported by user fees and charges to identify the impact of inflation and other cost increases. The Village shall set fees and user charges for the enterprise fund (Water and Sewer) at a level to fully support the total direct and indirect costs of operation.***

The purpose of this memorandum is to provide information to the Village Board on rate setting options to assist in the discussion of developing a plan to address the water and sewer fee structure to meet the needs of the Water & Sewer Fund and comply with existing Village policy.

Feedback tonight will be used to return to the Village Board with a recommended 2016 rate ordinance at the November 23, 2015 Village Board meeting. Timing of consideration of possible rate changes is critical due to a number of factors. The 2016 Budget needs to be finalized and ready for approval by the last Village Board meeting of the year (December 14, 2015). Due to the change from quarterly billing to monthly billing, any change in the rate or treatment of minimum bills will require a vote by the Board by the December meeting. Tracking toward the December 14, 2015 meeting means first reading of any fee or ordinance change should be presented to the Village Board for consideration by November 23, 2015.

In 2014, staff prepared a Long-Term Capital Plan for all Village infrastructure; including the water and sewer system. This plan was developed as a result of a 2013 recommendation to the Village Board to initiate a process of comprehensive planning a coordinated capital improvement program; including all components of Village infrastructure. The first Long-Term

Capital Plan was approved during the summer of 2014 and was accompanied by the Village's first 5-Year Financial Forecast. Both the Long-Term Capital Plan and Financial Forecast were updated and presented to the Village Board for consideration during the summer of 2015. The result of this work demonstrated how Water and Sewer Fund operations and capital needs were in need of ongoing support from the General Fund or a change in the existing Water & Sewer rates charged to system users. Copies of the 2015 Five-Year Financial Forecast charts pertaining to the Water & Sewer Fund are attached.

Due to the capital investment plan outlined in the Long-Term Capital Plan (\$17.3 million over the next 10 years); projected increases in operational costs identified in the 5-Year Financial Forecast; and anticipated declines in water usage due to increased attention to water conservation plumbing fixtures, overall expenditures exceed water revenues at current water rates and are projected to continue to do so in the future. In recent years, water and sewer rates have been adjusted to keep pace with rate increases from the Village's water supplier; the City of Highland Park and sewer service provided; Lake County Public Works. The most recent adjustment in 2014 was proportional to the increase in the supply cost from Highland Park at 4.0% to the water rate only. However, Highland Park has notified the Village of a 5.0% increase in their rate effective January 2016 and additional rate increases are expected in coming years due to the Highland Park's recent water plant overhaul.

### 2016 Rate Options

In terms of addressing the annual rate increase for 2016, staff previously recommended a 5% increase to *only* the water component of the utility rate, bringing the total rate to \$10.17 per 1,000 gallons and including a \$10.00 Infrastructure Maintenance Fee on each account's monthly bill. Given the needs of the Water and Sewer system, and the dependency of the water and sewer components on each other, after further analysis, staff recommends addressing rate increases in terms of the total rate rather than only the water or sewer components of the rate. During budget discussions, Trustees noted interest in considering a range of rate increases from 5%-6.5%. The follow table illustrates the total rate at varying levels of increases:

Increase to Total Rate	Total Rate/1,000 Gallons	Increase Amount Over Current	Additional Revenues Over Current Rates	Average Household Impact Annually vs. Current
<b>Current Rate</b>	\$9.95			
<b>Draft Budget (2.2%)</b>	\$10.17	\$0.22	\$105,600	\$15.84
<b>5.0%</b>	\$10.45	\$0.50	\$238,800	\$36.00
<b>5.5%</b>	\$10.50	\$0.55	\$262,680	\$39.60
<b>6.0%</b>	\$10.55	\$0.60	\$286,560	\$43.20
<b>6.5%</b>	\$10.60	\$0.65	\$310,440	\$46.80
<b>\$5.00 Monthly Infrastructure Fee</b>			\$144,000	\$60.00
<b>\$10.00 Monthly Infrastructure Fee</b>			\$288,000	\$120.00

**Recommendation**

Staff recommends the following:

- Increasing the total Water and Sewer rate by 6% to from \$9.95 to \$10.55. An increase in the total rate per 1,000 gallons from \$9.95 to \$10.55 or \$0.60/1,000 gallons. In terms of impact to the average residential user, the average monthly bill (roughly 6,000 per month) would increase by \$3.60, and \$43.20 annually.
- Implement \$5.00 monthly Infrastructure Maintenance Fee.
- Coupled with the recommended movement to a flat monthly fee, the average user would experience a monthly increase of \$8.60 and an annual increase of \$103.20.

To move forward with the budget, staff requests direction from the Board regarding recommendations made in this memo. With this direction, staff will build a formal rate ordinance for consideration as part of the 2016 Budget approval process.

**Attachments**

- **Illinois Department of Revenue 2015 Water and Sewer Rate Survey**
- **Five-Year Financial Forecast Charts**

<b>Meeting History</b>	
<b>Committee of the Whole Meeting</b>	<b>November 9, 2015</b>

**Illinois Department of Natural Resources, Office of Water Resources  
2015 Lake Michigan Water Rate Survey**

Permittee Name	Billing Frequency			Rates in \$/1,000 Gal.		Min. Bill Rate	Min. Rate Description	Rate Structure			Other: Explain	True Cost	
	Monthly	Bi-Monthly	Quarterly	Residential	Commercial			Flat Rate	Declining	Increasing		Yes	No
Addison		X		\$8.42	\$8.42	\$16.84	Min rate 1,000 gal per month for bi-monthly billing cycle a min of \$16.84	X					X
Alsip		X		\$5.64	\$5.25	\$41.16	Min rate residential \$41.16 bi-monthly, min rate commercial \$170.28 tri-annual		X		Rates increase with Chicago increases		X
Antioch*		X		\$2.66	\$2.66	\$12.00	Bill process fees added	X					X
Arlington Heights		X		\$4.64	\$4.64	\$5.20	Service charge is \$5.20	X					X
Bannockburn			X	\$8.11	\$8.11	\$242.80	\$8.11, \$8.34, \$8.53 is the rate increase			X	Tap in fee and meter purchase components.		X
Beach Park		X		\$6.43	\$6.43	\$0.00	Min rate commercial accounts is \$24.00 bi-monthly.	X					X
Bedford Park	X			\$5.75	\$5.20	\$140.43	Tiered: 1-35,000 gal \$140.43 monthly min. 25,000,001+ \$5.20/1,000 gal.		X				X
Bellwood	X			\$11.17	\$13.96	\$11.17		X					X
Bensenville	X			\$6.65	\$6.65	\$6.65	\$6.65 per 1,000 gal first 10,000 gallons, \$7.65 per 1,000 gal above 10,000 gal			X			X
Berkeley	X			\$9.43	\$9.43		Over 7,000,000 gallons, cost \$7.10 per 1,000 gal.		X		Price is decreased for industry.		X
Berwyn	X		X	\$7.98	\$7.98		Res \$57.05 <1000cuft >\$5.97 /100cuft, Com\$27.15 <300cuft >\$5.97/cuft	X			Flat rates and based on cubic feet		X
Bloomington		X		\$7.92	\$8.88	\$39.60	Based on first 5,000 gal - Residential \$39.60 / Commercial \$44.40 min rate	X			Customers outside corporate limits billed 150%		X
Blue Island	X			\$6.81	\$6.81	\$13.62	Min of 2,000 gal for a meter 3/4"	X					X
Bridgeview	X			\$8.34	\$7.20	\$25.02	Min 3,000 gal		X				X
Broadview	X			\$8.82	\$8.82	\$7.41	One unit = 748 gal, min is 2 units billed monthly			X			X
Brookfield			X	\$10.05	\$10.05	\$75.17		X					X
Buffalo Grove		X		\$4.38	\$4.38			X					X
Burnham			X	\$4.25	\$4.25	\$42.50	10k min rate	X					X

\*Indicates permittee was not using Lake Michigan Water at time of survey

**Illinois Department of Natural Resources, Office of Water Resources  
2015 Lake Michigan Water Rate Survey**

Permittee Name	Billing Frequency			Rates in \$/1,000 Gal.		Min. Bill Rate	Min. Rate Description	Rate Structure			Other: Explain	True Cost	
	Monthly	Bi-Monthly	Quarterly	Residential	Commercial			Flat Rate	Declining	Increasing		Yes	No
Burr Ridge		X		\$6.43	\$9.16	\$7.48	Min rate fixed fee at \$7.48 to cover overhead costs bi-monthly billing			X	Increased rate residential flat rate commercial	X	
Calumet City	X			\$7.81	\$7.81	\$7.81	First 1,000 Gallons used			X		X	
Calumet Park		X		\$6.75	\$7.00	\$6.75		X				X	
Carol Stream	X			\$6.73	\$6.73			X				X	
Central Stickney Sanitary District	X			\$8.00	\$8.00	\$13.00	Service charge \$5.00/mo	X				X	
Charmar Water Company	X			\$32.04		\$32.04	Pass through surcharge of \$8.84 per 1,000 gal to the city of Waukegan.	X				X	
Chicago		X		\$3.81	\$3.81		Average for unmetered residence is \$458 annually regardless of usage.	X					X
Chicago Heights	X			\$3.35	\$3.35			X				X	
Chicago Ridge	X		X	\$7.30	\$7.30	\$87.60	Residential 12,000 gal min quarterly Commercial 4,000 gal min monthly	X					X
Cicero	X		X	\$8.11	\$8.11		Rate based on a min use for flat fee. Charge added rate \$6.069/100 cu ft.	X				X	
Clarendon Hills	X			\$12.92	\$12.92	\$10.00	Fixed rate service charge ranges from \$10 - \$40 /month.	X				X	
Country Club Hills	X			\$9.21		\$25.33	Base bill on 2,750 gallons of water for \$25.33	X				X	
Countryside	X			\$6.88	\$10.00	\$5.00	Residential \$6.88 or \$8.81, Commercial \$10.00 or \$11.10. Service charge of \$5.00/ month.	X		X	Increasing commercial rate, flat rate residential	X	
Crestwood			X	\$5.75	\$5.75	\$57.50	Residential min is 10,000 gal at a cost of \$57.50 for water only.	X				X	
Darien		X		\$7.75	\$7.75	\$10.00	\$10 Service Charge per account	X				X	
Deerfield			X	\$5.46	\$5.46	\$24.48	Min charge is 6 units/quarter (billed per hcf).	X					X
Del Mar Woods Water Company	X			\$24.69		\$24.69	13.847/ 1000gal from Charmar + surcharge \$10.84 / 1,000 gal paid yearly to the Village of Bannockburn.	X				X	
Des Plaines		X		\$3.78	\$3.78	\$25.25	Min charge \$25.25 /bi-monthly billing	X				X	

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Permittee Name	Billing Frequency			Rates in \$/1,000 Gal.		Min. Bill Rate	Min. Rate Description	Rate Structure			Other: Explain	True Cost	
	Monthly	Bi-Monthly	Quarterly	Residential	Commercial			Flat Rate	Declining	Increasing		Yes	No
Dixmoor	X			\$12.52	\$16.25	\$10.88	\$10.88 for usage under 2,000 gal and is min bill	X					X
Dolton			X	\$5.61	\$5.61	\$56.10	Min rate is \$56.10. 10k gal min.	X					X
Downers Grove		X		\$7.95	\$7.95	\$7.95	Cost of water for customer outside corp limits of village is 9.12/1,000 gal.	X			Bi-Mo fixed fee based on meter size, fee=min charge		X
DuPage-Glen Ellyn Heights		X		\$9.40	\$9.40	\$9.40		X					X
DuPage-Hobson Valley		X		\$9.40	\$9.40	\$9.40		X					X
DuPage-Southeast		X		\$9.40	\$9.40	\$9.40		X					X
DuPage-Steeple Run		X		\$9.40	\$9.40	\$9.40		X					X
DuPage-York Township		X		\$9.40	\$9.40	\$9.40		X					X
East Hazel Crest			X	\$10.50	\$12.60	\$52.50	Min rate is 5,000 gal/ quarter	X					X
Elk Grove Village		X		\$9.75	\$9.75	\$9.75		X					X
Elmhurst		X		\$9.02	\$13.47			X					X
Elmwood Park		X		\$11.26	\$11.26	\$50.67	Min rate of \$50.67 for use of 0-4,500 gal billed bi-monthly.	X					X
Evanston		X		\$2.90			Includes the first 500 cu ft or 3.74 thousand gallons. 5/8" & .75"=7.78. Bimonthly bill includes rate by meter size	X					X
Evergreen Park	X			\$10.65	\$10.65	\$53.25	\$53.25 0-5,000 gal residential billed quarterly higher use billed monthly.	X					X
Flossmoor			X	\$10.08	\$10.08	\$41.20	Min rate includes Water \$10.08 Sewer \$2.62 Sanitary \$27.00 Stormwater \$1.50	X					X
Ford Heights	X					\$55.00	Flat Rate of \$55.00/month due to malfunctioning water meters.	X					X
Forest Park	X	X		\$9.62	\$15.11	\$43.20	Residential 6 unit min, multi family \$9.06 9 unit min, commercial 6 unitsmin /100 cuft	X					X
Forest View			X	\$10.70	\$10.70	\$9.53	Min rate/ 1,000 gal: residential=\$9.53, commercial=\$22.16, industrial=\$20.87			X			X

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**Illinois Department of Natural Resources, Office of Water Resources  
2015 Lake Michigan Water Rate Survey**

Permittee Name	Billing Frequency			Rates in \$/1,000 Gal.		Min. Bill Rate	Min. Rate Description	Rate Structure			Other: Explain	True Cost	
	Monthly	Bi-Monthly	Quarterly	Residential	Commercial			Flat Rate	Declining	Increasing		Yes	No
Fox Lake*		X		\$3.10	\$3.10	\$41.80	Each user is charged a base rate of \$41.80 to pay for fixed utility costs.	X				X	
Franklin Park	X			\$8.61	\$10.74	\$17.51	0-900 cu ft \$6.44, 900+ cu ft \$8.03. Min bill 100 cu ft or less			X		X	
Garden Homes Sanitary District		X		\$10.16	\$10.19	\$64.68	Min rate \$64.68 0-4,000 gal. 4,000+ gal used \$10.19 /1,000 gal.		X			X	
Glen Ellyn	X			\$9.75	\$9.75	\$19.50	Min rate 2,000 gal base charge of \$19.50	X				X	
Glenbrook Sanitary District			X	\$4.87	\$4.87	\$63.31	13,000 gal min quarterly.	X				X	
Glencoe			X	\$4.55	\$4.55			X				X	
Glendale Heights	X			\$7.31	\$7.31	\$7.50	Min Rate added per bill Residential \$7.50 Commercial \$11.25 Industrial \$22.00.			X		X	
Glenview			X	\$5.65	\$5.65	\$5.65		X				X	
Glenwood	X	X		\$12.00	\$12.00	\$12.00		X				X	
Golf			X	\$8.95		\$13.95	Admin fee of \$5 is addition to water rate of \$8.95/ 1,000 gal.	X				X	
Golf Greenwood Gardens			X	\$12.50		\$27.00	Min bill regardless of usage is \$27	X			Water system resently sold to Aqua America Illinois.	X	
Grayslake	X			\$13.01	\$13.01	\$13.01	Less than 1,000 gal not charged on monthly billing.	X				X	
Green Oaks			X	\$5.00	\$5.00	\$19.00	Min rate fixed charge of \$14/ quarter which covers the Village's operation cost of water	X			Uniform rate	X	
Gurnee		X		\$4.17	\$4.17	\$9.23	Min rate varies on size of meter: 1"=9.23, 1.5"=18.46, 2"=30, 3"=59, 4"=92, 6"=185	X				X	
Hanover Park		X		\$9.35	\$9.35	\$25.00	Infrastructure service charge of \$25/ bill regardless of use.	X				X	
Harvey	X			\$7.60	\$53.56	\$12.89	The rate for the first 1,697 gal used = \$12.89			X		X	
Harwood Heights	X	X		\$5.30	\$6.50	\$53.00	Bill in 100 cu ft, residential billed bi-monthly, commercial billed monthly \$67.52 min				Rate change from Chicago are passed on	X	
Hazel Crest			X	\$11.71	\$11.71	\$25.00	Per 2,000 gallons at \$25 then the per 1,000 gallons at \$11.71	X				X	

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**Illinois Department of Natural Resources, Office of Water Resources  
2015 Lake Michigan Water Rate Survey**

Permittee	Billing Frequency			Rates in \$/1,000 Gal.		Commercial	Min. Bill Rate	Min. Rate Description	Rate Structure			Other: Explain	True Cost	
	Monthly	Bi-Monthly	Quarterly	Residential	Commercial				Flat Rate	Declining	Increasing		Yes	No
Hickory Hills			X	\$7.26	\$7.26	\$101.52	Res min 12,000 gal/quarter, Com min 5,000 gal/mo, Flat fee \$4.80 /mo. Res min \$101.52/quarter, Com min \$41.10/mo			X			X	
Highland Park			X	\$2.62	\$2.87		Approx 1/2 of water is wholesaled to satellite systems at a (contract) rate of 1.15* the base rate (\$2.12/1000 gal)			X			X	
Highwood		X		\$4.60	\$4.60	\$44.40	Min rate based 1-10 units (748 gal) \$10 water meter surcharge	X					X	
Hillside	X			\$10.90	\$10.90	\$10.90	Min monthly usage is 1,000 gal	X					X	
Hinsdale		X		\$11.03	\$11.03	\$11.03	Min bill usage 2,244 gal still billed at \$11.03.	X					X	
Hodgkins		X		\$6.39	\$7.18	\$44.73	Residential 7,000 gal min, Commercial 14,000 gal min. Senior discount 30% off.	X					X	
Hoffman Estates	X			\$8.65	\$8.65	\$5.51	Rates based on meter size. 5/8"= \$5.51 to 12" \$343.36.			X			X	
Hometown	X			\$6.87	\$6.87	\$34.26	Rate is first 667 cu ft after the first 667 cubic feet, each unit is \$44.71, min rate is \$58.64			X			X	
Homewood			X	\$10.70	\$10.70	\$16.26	Min rate is an admin fee, not based on gal used. Moving towards monthly billing.	X			Rate change from Chicago are passed on		X	
Illinois American Water Company - Alpine	X			\$11.42	\$11.42	\$45.88	Usage fee \$5.117 surcharge \$6.30 meter fee \$16.50 fire protection fee \$6.55		X				X	
Illinois American Water Company - Arbury	X			\$11.29	\$11.29	\$45.64	Usage fee \$3.493 supply fee \$7.80 meter fee \$16.50 fire protection fee \$6.55		X				X	
Illinois American Water Company - Arrowhead*	X			\$9.76	\$9.76	\$42.58	Usage fee \$3.493 supply fee \$6.27 meter fee \$16.50 fire protection fee \$6.55		X				X	
Illinois American Water Company - Chicago Suburban	X			\$5.67	\$5.67	\$40.64	Usage fee \$3.493 supply fee \$2.18 water \$6.24 meter \$16.50 fire protection \$6.55		X				X	
Illinois American Water Company - Country Club Highland	X			\$9.76	\$9.76	\$49.32	Volumetric Rate includes usage charge of 3.493 plus surcharge of 6.27. Fixed charges for fixed water charge of 6.74, meter charge 16.50 and fire protection charge of 6.55		X				X	
Illinois American Water Company - Derby Meadows	X			\$11.29	\$11.29	\$45.64	Usage fee \$3.493 surcharge \$7.80 meter fee \$16.50 fire protection fee \$6.55		X				X	
Illinois American Water Company - DuPage Utility	X			\$9.76	\$9.76	\$49.32	Usage fee \$3.493 supply \$6.27 water \$6.74 meter \$16.50 fire protection \$6.55		X				X	
Illinois American Water Company - Fernway	X			\$8.98	\$8.98	\$41.02	Usage fee \$3.493 supply fee \$5.49 meter fee \$16.50 fire protection fee \$6.55		X				X	
Illinois American Water Company - Liberty Ridge East	X			\$9.76	\$9.76	\$49.32	Usage fee \$3.493 supply fee \$6.27 water \$6.74 meter \$16.50 fire protection \$6.55		X				X	

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Permittee	Billing Frequency			Rates in \$/1,000 Gal.		Commercial	Min. Bill Rate	Min. Rate Description	Rate Structure			Other: Explain	True Cost	
	Monthly	Bi-Monthly	Quarterly	Residential	Commercial				Flat Rate	Declining	Increasing		Yes	No
Illinois American Water Company - Liberty Ridge West	X			\$9.76	\$9.76	\$49.32	Usage fee \$3.493 supply fee \$6.27 water \$6.74 meter \$16.50 fire protection \$6.55		X				X	
Illinois American Water Company - Lombard Heights	X			\$9.76	\$9.76	\$49.32	Usage fee \$3.493 supply fee \$6.27 water \$6.47 meter \$16.50 fire protection \$6.55		X				X	
Illinois American Water Company - Moreland	X			\$7.42	\$7.42	\$37.90	Usage fee \$3.493 supply fee \$3.93 meter fee \$16.50 fire protection fee \$6.55		X				X	
Illinois American Water Company - Valley View	X			\$9.76	\$9.76	\$46.98	Usage fee \$3.493 supply fee \$3.93 water \$6.74 meter \$16.50 fire protection \$6.55		X				X	
Illinois American Water Company - Waycinden	X			\$10.14	\$10.14	\$43.34	Usage fee \$3.493 supply fee \$6.65 meter fee \$16.50 fire protection fee \$6.55		X				X	
Illinois American Water Company - West Suburban/Santa Fe	X			\$11.29	\$11.29	\$45.64	Usage fee \$3.493 supply fee \$7.80 meter fee \$16.50 fire protection fee \$6.55		X				X	
Indian Head Park			X	\$10.05	\$10.05	\$120.60	12,000 gal min rate of \$10.05 /1,000 gal for \$120.60 quarterly.	X						X
Itasca	X			\$8.77	\$8.77	\$8.20	O&M fee ranging monthly \$8.20-\$22.00 regardless of use based on size	X					X	
Justice	X	X		\$11.82	\$9.31	\$70.97	Res <6,000gal \$70.97 min bill >\$11.23 bi-monthly, Com <4,000gal \$37.22 min bill >\$10.41 monthly		X	X	Commercial Increase, residential decreasing.		X	
Kenilworth				\$6.95	\$7.93	\$167.00	Min rate \$173.50 includes: \$52.00 water \$6.50 sewer \$115.00 upgrades all in cu ft. Billed Tri-Annually.	X			Billed tri-annually		X	
La Grange		X		\$10.95	\$10.95	\$54.56	Min rate is \$54.56 per billing cycle.	X					X	
La Grange Park			X	\$9.35	\$9.35	\$41.94	Rates billed cu ft., the min bill is 600 cu ft per quarter.	X					X	
LaGrange Highlands Sanitary District		X		\$8.00	\$8.00	\$56.00	Min bill 7,000 gal/bi-monthly	X					X	
Lake Bluff			X	\$6.95	\$6.95	\$7.50		X					X	
Lake County - Fox Lake Hills*		X		\$3.23	\$3.23			X					X	
Lake County - Grandwood Park*		X		\$3.23	\$3.23			X					X	
Lake County - Knollwood-Rondout		X		\$5.91	\$5.91	\$35.46	Min charge is 3,000 gal/mo or 6,000 gal/ bi-month bill.	X					X	
Lake County - Vernon Hills		X		\$5.91	\$5.91	\$35.46	Min charge is 3,000 gal/mo or 6,000 gal/ bi-month bill.	X					X	

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	Monthly	Bi-Monthly	Quarterly	Residential	Commercial			Flat Rate	Declining	Increasing		Yes	No
Lake County - Wildwood		X		\$5.91	\$5.91	\$35.46	Min charge is 3,000 gal/mo or 6,000 gal/ bi-month bill.	X				X	
Lake Forest			X	\$5.30	\$5.46	\$30.00	Flat fee meter charge 5/8th- 1.5 inch \$30, 2-4 inches \$150, 6 inches + \$750	X		X	>60,000gal rate increases to \$5.57 /1000 residential	X	
Lake Villa*	X	X		\$5.51	\$5.51	\$16.53	Min mo fee water service is \$16.53. Min usage 3,000 gal/mo.	X				X	
Lake Zurich*	X			\$5.90	\$5.90	\$11.80	Min charge based on usage 2,000 gal regardless of actual use.	X			Covers operating costs not capital improvements	X	
Lansing			X	\$5.16	\$5.16					X		X	
Leyden Township	X			\$8.86	\$13.27	\$8.86	includes 3,000 gal or less.	X				X	
Libertyville		X		\$6.40	\$6.40	\$30.69	Min rate \$7.67 /gal for first 4,000 gal or \$30.69 each 1,000 gal thereafter \$6.40			X		X	
Lincolnshire			X	\$4.68	\$4.68	\$56.16	Min rate first 12,000 gal. Reviewed in 2015 moving to monthly billing 2016	X					X
Lincolnwood	X		X	\$13.78	\$13.78	\$8.66	Commercial billed monthly residential billed quarterly. \$8.66 for 1st 1000gal, after 5.12 is + each 1000gal=\$13.78			X	>1,000 gal/mo additional charge of \$5.12 /1,000 gal	X	
Lindenhurst*		X		\$3.00	\$3.00	\$33.71	Min charge includes services for the first 15 units (11,000 gal)	X				X	
Lisle	X	X		\$6.50	\$6.50	\$39.00	Min rate is 6,000 gal. commercial billed monthly, residential billed bi-monthly.	X			Commercial billed monthly residential billed bi-monthly	X	
Lockport*	X			\$6.08	\$6.08	\$12.16	Water \$6.08 Sewer \$5.88 with a 2,000 gal min.			X	Using well water at time of survey		X
Lombard		X		\$6.61	\$6.61	\$9.05	Min rate \$9.05 service fee /billing cycle. \$1.20/ 1,000gal capital fee \$6.61/ 1,000gal	X				X	
Long Grove*			X	\$14.00	\$14.00	\$500.00	Min water bill \$500.	X			cover operating cost not upgrades few # customers	X	
Lynwood	X			\$5.04	\$5.04			X					X
Lyons		X		\$11.00	\$9.50	\$44.00	Commercial rate is 9.50 -> \$14.50 min rate/bill \$44 or \$102 Min bill for 4,000 gal		X	X	\$0.50 sewer charge \$12.50	X	
Markham	X			\$10.76	\$10.76	\$43.04	Consumption 0- 4,000 gal charge of \$43.04	X			Follows Chicago rate increases	X	
Matteson		X		\$11.39	\$11.39		No min rate	X			\$8.52 /every 100 cu ft	X	

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**Illinois Department of Natural Resources, Office of Water Resources  
2015 Lake Michigan Water Rate Survey**

Permittee Name	Billing Frequency			Rates in \$/1,000 Gal.		Commercial Min. Bill Rate	Min. Rate Description	Rate Structure			Other: Explain	True Cost		
	Monthly	Bi-Monthly	Quarterly	Residential	Commercial			Flat Rate	Declining	Increasing		Yes	No	
Maywood	X			\$14.53	\$14.53	\$32.61	0-3 units are billed the same rate				Actual consumption/usage	X		
McCook	X			\$0.00	\$7.15	\$10.00	Company using less than \$10 worth of water charged flat fee \$10 for the month	X					X	
Melrose Park	X	X		\$4.95	\$26.80	\$32.00	Res bi-mo min bill 10,000gal \$32.00 Industrial mo min bill 8,000 gal \$233.00			X			X	
Merrionette Park		X		\$10.19	\$12.77	\$71.33	Residential \$71.33/ 7,000 gal Commercial \$89.36/ 7,000 gal min rate 7,000 gal	X			Flat Rate /1,000 gal min rate 7,000 gal		X	
Midlothian			X	\$7.38	\$7.38	\$44.28	6,000 gal min /billing cycle	X					X	
Mission Brook Sanitary District			X	\$7.25		\$50.00	Min bill is \$50 /quarter	X					X	
Mokena	X			\$7.10	\$4.10			X					X	
Morton Grove		X		\$10.81	\$10.81	\$32.43	3,000 gal min bi-monthly	X		X	Flat Rate for residential, Increasing for commercial		X	
Mount Prospect	X			\$8.34	\$8.34	\$8.34	Water charge is 8.34 sewer charge is 1.71	X						X
Mundelein		X		\$6.17	\$6.17	\$6.17	Min bi-monthly use of 8,000 gal for 6.17, then each 1000 gal after is also 6.17	X						X
Naperville	X			\$6.71	\$6.60	\$5.05	Admin fees of \$5.05	X						X
New Lenox	X			\$4.63	\$4.63		Residential/Commercial \$4.63 0-8,000 gal \$5.91 9,000-19,000 gal \$9.02 20,000+ gal			X	Charge \$33 /line, \$7 debt/ capital charge		X	
Niles	X		X	\$8.42	\$8.42		Residential billed Quarterly, Commercial billed monthly	X						X
Norridge		X		\$5.30	\$7.15	\$42.40	Residential bi-mo min of \$42.40/ 8,000 gal Commercial mo min \$42.90/ 6,000 gal	X						X
North Chicago		X		\$4.29	\$4.29			X						X
North Riverside		X		\$7.54	\$13.23	\$30.16	Residential \$30.16/ 4,000 gal min bi-mo commercial \$99.23/ 7,500 gal min bi-mo	X						X
Northbrook			X	\$4.90	\$4.90	\$34.30	Based on a min. charge for 7,000 gal	X						X
Northfield			x	\$6.99	\$6.99	\$52.30	Min charge if water is used or not.	X						X

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Permittee	Billing Frequency			Rates in \$/1,000 Gal.		Commercial	Min. Bill Rate	Min. Rate Description	Rate Structure			Other: Explain	True Cost	
	Monthly	Bi-Monthly	Quarterly	Residential	Commercial				Flat Rate	Declining	Increasing		Yes	No
Northlake	X	X		\$8.52	\$11.59	\$17.04	Min rate /cycle is 2000 gallons Residential \$17.04 industrial \$23.18. Over 50 million gal price drops to \$8.24/1000gal.		X		Except over 50million gal rate \$8.24 /1,000 gal	X		
Oak Brook	X	X		\$7.73	\$7.73	\$7.33	Res bi-mo Com mo Non-Res \$9.13/ 1,000 gal \$7.33 mo \$1.25 /1,000 gal capital fee	X				X		
Oak Forest			X	\$8.05	\$9.05	\$15.00	0 <25,000gal \$8.05 >25,000gal \$9.05/1,000 gal. Base charge \$15/bill	X			(1 unit=1,000 gallons)	X		
Oak Lawn			X	\$6.23	\$6.33	\$62.30	\$6.23 10,000 gal /1,000 gal \$6.33 10,001-30,000 gallons; over 30,000 gallons \$6.43. Non resident rates exist.			X		X		
Oak Park			X	\$8.37	\$8.37	\$5.00	Flat fee /mo \$5 1 in or <meter \$10 /mo 1.5-3in meter \$15 /mo 4in or > meter.	X				X		
Oakbrook Terrace		X		\$9.97	\$9.97	\$59.82	6,000 gal min bi-monthly, unincorporated areas charged \$14.96 per 1000 gal	X			\$14.96 /1,000 gal (unincorporated rate)		X	
Old Mill Creek*							Currently on private wells				Currently on private wells			
Olympia Fields		X		\$11.48	\$14.35	\$22.96	Min rate is based on usage 0-2 units (per 1,000 gal) min rate is \$22.96 and \$28.71	X				X		
Orland Park		X		\$5.85	\$5.85		\$5.85 /1,000 gal <9,000 gal 9,000-18,000 gal \$7.23 >18,000 gal \$8.62			X		X		
Palatine	X	X		\$3.66	\$3.66	\$18.30	\$18.30 usage fee \$2.14 /mo water rate \$4.70 /1000 gal over 74,810 gal, commercial monthly, residential bi-monthly.			X			X	
Palos Heights			X	\$9.81	\$9.81	\$119.77	\$119.77 / 1st 12,000 as min charge	X			Senior Discount- 25%, Unincorporated Cost +20%	X		
Palos Hills	X			\$8.72	\$8.72	\$34.88	4,000 gal min bill \$34.88 use over 4,000 gal billed normal rate of \$8.72	X				X		
Palos Park		X		\$11.91	\$11.91	\$71.46	Rate covers water service and fire protection costs.	X				X		
Park City	X	X		\$6.91	\$6.91	\$71.00	Min rate commercial only	X				X		
Park Ridge		X		\$7.32	\$7.32		No Min Rate			X	Increasing rate- water use Flat rate- service charge	X		
Phoenix	X			\$7.08	\$6.18	\$19.96	Min \$19.96 2,300 gal 2,300-6,000 \$7.08 /1,000 gal 6,000+ \$6.18/1,000 gal		X				X	
Plainfield	X			\$7.78	\$7.78	\$5.82	\$5.82 / 748 gallons= 100 cu ft	X				X		
Posen	X			\$12.92	\$12.92	\$38.76	Min rate is 3000 gal regardless of use after that \$12.92. Senior discount pay for use.	X				X		

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	Monthly	Bi-Monthly	Quarterly	Residential	Commercial			Flat Rate	Declining	Increasing		Yes	No
Prospect Heights	X			\$6.13	\$6.13	\$39.59	Customer delivery charge, infrastructure reserve charge and debt service charge.	X				X	
River Forest		X		\$7.89	\$7.89	\$9.45	Rate /100 cu ft \$5.90 water \$3.55 sewer = \$9.45 /100 cu ft. 12.63/ 1000 gal	X				X	
River Grove	X			\$6.65	\$6.65	\$7.00	Rate is for 0 usage no sewer charge			X		X	
Riverdale		X		\$6.57	\$6.32			X				X	
Riverside		X		\$12.48	\$12.48	\$12.48		X				X	
Riverwoods	X		X	\$6.75	\$6.75	\$10.00	Monthly Min \$10 Commercial billed Monthly, Residential billed Quarterly.	X				X	
Robbins	X					\$63.65	Flat rate. Commercial \$30.89 + \$141.00 Residential \$63.65	X					X
Rolling Meadows	X			\$9.42	\$9.42		\$2 Monthly water access fee.			X		X	
Roselle	X			\$7.11	\$7.11	\$7.11	Rate for 1,000 gal or less doesn't include sewer/capital improvements surcharge.	X				X	
Rosemont	X			\$3.85	\$8.50	\$25.50	Only bill after the first 5,000 gal	X				X	
Round Lake	X			\$2.68	\$2.68	\$2.68				X			X
Round Lake Beach		X		\$6.35	\$6.35			X				X	
Round Lake Heights	X			\$6.25	\$6.25			X					X
Round Lake Park		X		\$6.52	\$6.52	\$45.62	0-7,000 gal flat rate \$45.62			X		X	
Schaumburg	X			\$8.31	\$8.31	\$3.40	Base charge \$3.40 /month regardless of water use	X					X
Schiller Park	X	X		\$9.96	\$9.96	\$59.76	Min rate 6,000 gal /month commercial and unit buildings 4+ units. Bi-mo bill <4 unit	X				X	
Shorewood*	X			\$4.20	\$4.20		\$3.47 flat fee added to the first 1,000 gal	X				X	
Skokie			X	\$5.02	\$5.02	\$37.54	Min rate \$35.79 /quarter up to 1,000 cu ft	X				X	

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Permittee Name	Billing Frequency			Rates in \$/1,000 Gal.		Commercial Min. Bill Rate	Min. Rate Description	Rate Structure			Other: Explain	True Cost	
	Monthly	Bi-Monthly	Quarterly	Residential	Commercial			Flat Rate	Declining	Increasing		Yes	No
South Chicago Heights		X		\$8.02	\$13.84	\$42.00	Tiers \$6.35-\$10.35 /100 cuft. Min bill 7cuft residential- \$42.00, 10cuft commercial/ industrial- \$103.50	X	X		Commercial declining rate based on usage.		X
South Holland	X			\$6.01	\$6.01	\$6.01	> 25,000 gal rate drops \$5.37 /1,000gal >120,000 gal rate drops \$5.26 /1,000 gal		X				X
South Palos Township Sanitary District		X		\$16.04		\$16.04	8,000 gal min.	X					X
South Stickney Sanitary District	X			\$8.10	\$8.10	\$17.60	\$9.50 min service fee for each service then \$8.10 /1,000 gal	X					X
Stickney		X		\$8.70	\$9.30	\$9.20	Commercial/Industrial \$9.30 / \$14.10	X					X
Stone Park		X		\$8.00	\$9.75	\$48.00	Min charge is after 6,000 gal. Residential \$48.00 Commercial \$58.50	X					X
Streamwood	X			\$8.20	\$7.43	\$16.40	Min bill 2,000 gal Commercial rate /1,000 gal \$7.43 Industrial rate /1,000 gal \$5.47	X					X
Summit			X	\$9.25	\$9.25	\$59.15	Min rate includes 7,000 gal then billed @ \$9.25 /1,000 gal	X					X
Thornton		X		\$8.16	\$9.47		2% increase every fiscal year.			X	There is 2% increase every fiscal year.		X
Tinley Park			X	\$6.10	\$6.10	\$30.94	base rate \$30.94 first 20,000 gal are billed at \$6.10 after rate increases \$8.30			X			X
Villa Park	X			\$8.22	\$8.22	\$4.56	Base rate meter charge .75"=\$4.56 1"=\$8.21 1.25"=\$12.77 1.5"=\$18.24 2"=\$32.38 3"=\$72.96 4"=\$129.51				Meter size fee		X
Volo*	X			\$6.00	\$6.00	\$30.00	Base charge of \$30 /mo (includes 5,000 gal) beyond that 1,000 gal = \$6	X					X
Wauconda*	X			\$5.28	\$6.39	\$10.41	Commercial \$5.82/\$6.39 (min rate is billed for 2,000 gal)			X			X
Waukegan			X	\$2.64	\$2.64	\$10.70	<10,000gal\$2.64>25,000gal\$3.03 >90,000 gal\$2.99 Min residential\$10.70/quarter		X	X	Over 90,000 gallons rate decreases		X
Westchester	X			\$8.82	\$8.82	\$13.20	1 unit 748 gal min is 2 units billed			X			X
Westmont		X		\$8.72	\$9.72	\$13.72	Charge \$5 on top of the first 1,000 gal for capital improvement plans.	X			Researching costs in 2015 make sure still in the black		X
Wheaton	X			\$6.75	\$6.75	\$5.05	Min rate /100 cuft \$5.05 plus meter fee .75"=\$13.50 - 6"=\$543.53 Sewer charge 1.04, storm water charge .65	X			Charge based on meter size		X
Wheeling		X		\$5.65	\$5.65	\$16.95	3,000 gal min rate charge bi-monthly cycle Separate sewer charges	X					X

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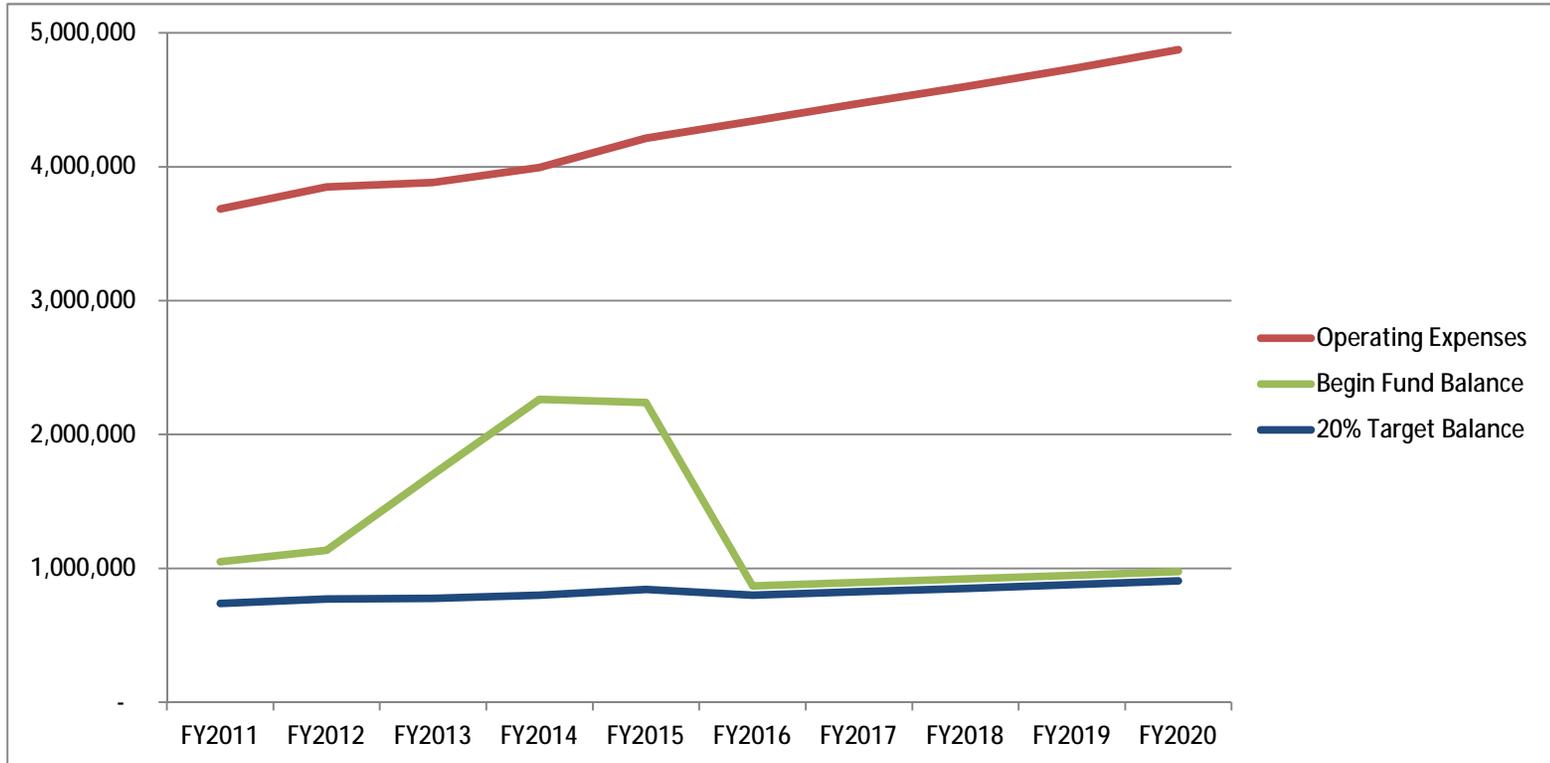
**Illinois Department of Natural Resources, Office of Water Resources  
2015 Lake Michigan Water Rate Survey**

Permittee Name	Billing Frequency			Rates in \$/1,000 Gal.		Min. Bill Rate	Min. Rate Description	Rate Structure			Other: Explain	True Cost	
	Monthly	Bi-Monthly	Quarterly	Residential	Commercial			Flat Rate	Declining	Increasing		Yes	No
Willow Springs	X	X		\$11.23	\$10.41	\$70.97	Res <6,000gal \$70.97 min bill >\$11.23, Com <4,000gal \$37.22 min bill >\$10.41	X				X	
Willowbrook			X	\$9.67	\$11.14	\$78.56	Residential min 9,000 gal Commercial rates based on meter size			X		X	
Wilmette			X	\$3.33	\$3.33	\$19.98	Min is 6,000 gallons per quarter	X				X	
Winfield	X			\$12.25	\$12.25	\$30.63	Min use of 2,500 gal @ \$12.25/1000 gal or \$30.63	X				X	
Winnetka		X		\$4.38	\$7.70		Residential \$32.83/ 1000 cu.ft. Industrial \$57.58/ 1000 cu.ft.	X				X	
Winthrop Harbor			X	\$4.65	\$4.65	\$13.00		X				X	
Wood Dale	X			\$9.93	\$9.93	\$3.06	Min bill is fixed rate of \$3.06 regardless of consumption.	X				X	
Woodridge		X		\$7.92	\$7.92		Fixed fee based on meter size for the min billing	X				X	
Worth	X			\$7.64	\$7.70			X					X
Zion			X	\$4.00	\$4.00	\$16.00	Base rate on first 4,000 gal			X			X
<b>Average Rates 2015:</b>				<b>\$7.97</b>	<b>\$8.42</b>								
<b>Average Rates 2010:</b>				<b>\$5.22</b>	<b>\$5.45</b>								
<b>Difference from 2010:</b>				<b>\$2.75</b>	<b>\$2.97</b>								

Note: This survey is intended to provide a general overview of water rates in the Lake Michigan water service area, and not to compare rates between water systems. Comparing rates can be misleading due to the many factors that are used in determining a water rate. The information presented herein is based on survey responses provided to the Department in the second and third quarters of calendar year 2015. The reader is cautioned that water rates change often and the information presented here may not include other customer charges.

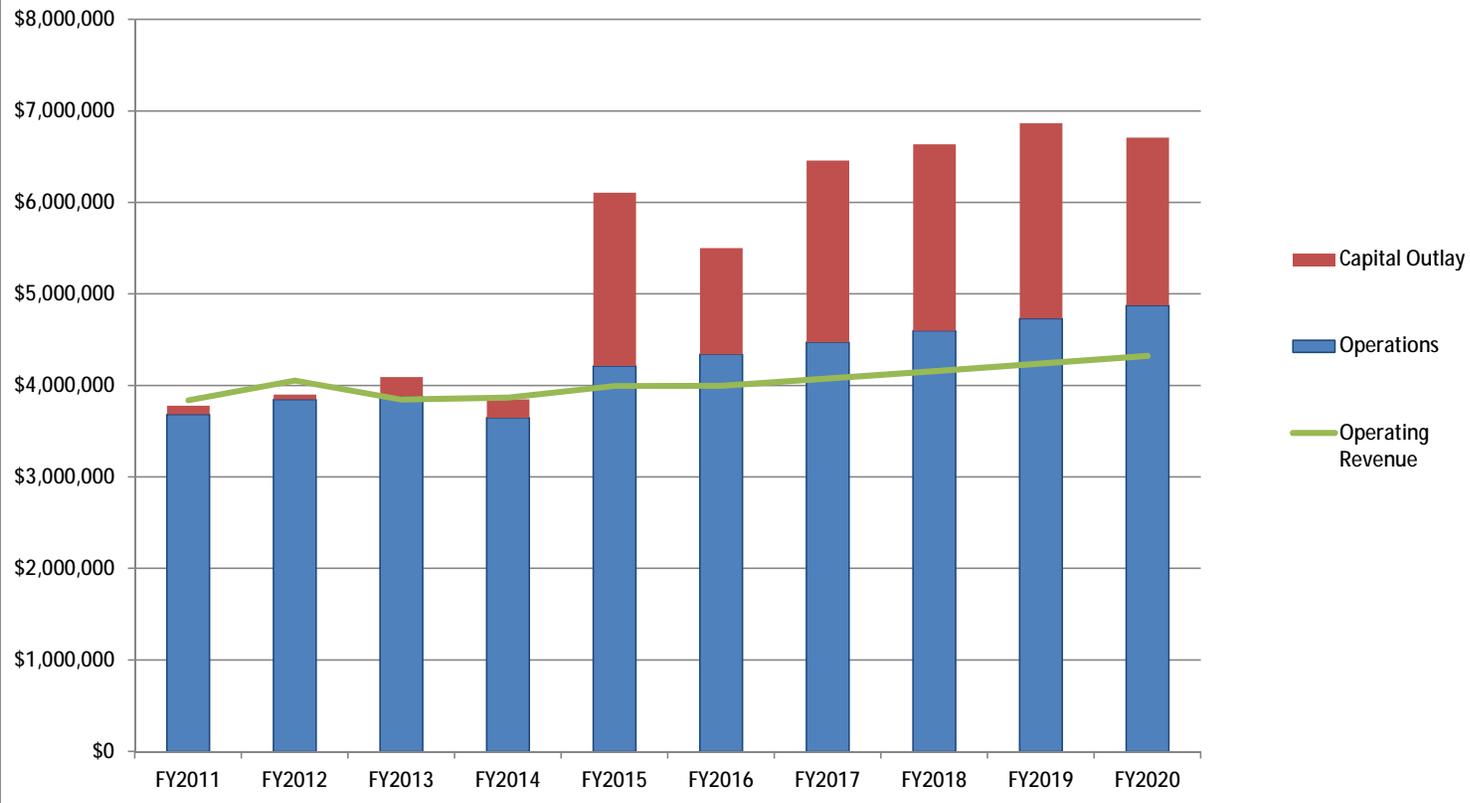
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# WATER & SEWER FUND ANNUAL OPERATING EXPENSES VS FUND BALANCE



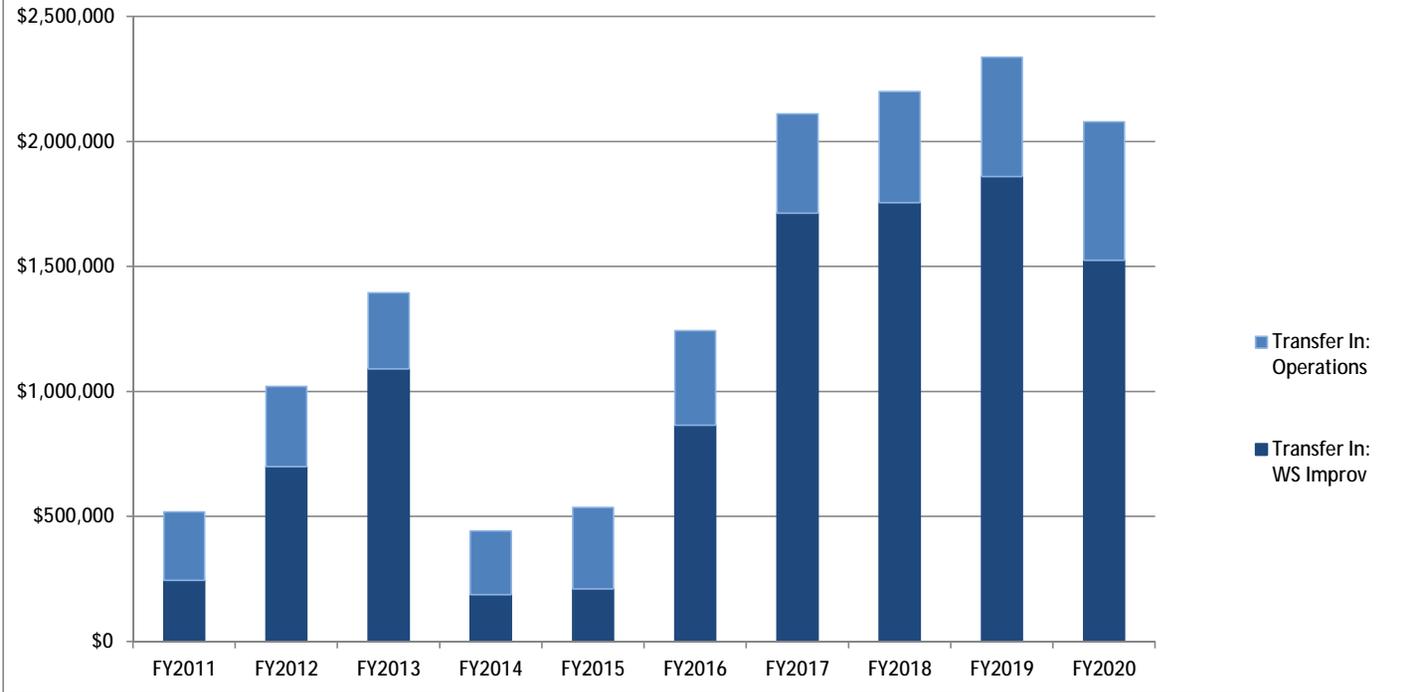
<b>Fiscal Year</b>	<b>Operating Expenses</b>	<b>Begin Fund Balance</b>	<b>20% Target Balance</b>
FY2011	3,685,429	1,049,886	737,086
FY2012	3,848,174	1,134,494	769,635
FY2013	3,882,045	1,704,160	776,409
FY2014	3,994,618	2,261,714	798,924
FY2015	4,213,922	2,239,565	842,784
FY2016	4,341,085	868,217	868,217
FY2017	4,472,766	894,553	894,553
FY2018	4,597,795	919,559	919,559
FY2019	4,732,043	946,408	946,409
FY2020	4,875,242	975,048	975,048

## WATER & SEWER FUND REVENUE TO EXPENSES



Fiscal Year	Operating Revenue	Operations	Capital Outlay
FY2011	3,839,738	3,685,429	95,604
FY2012	4,052,808	3,848,174	52,803
FY2013	3,844,673	3,882,045	211,347
FY2014	3,867,138	3,648,395	202,098
FY2015	3,994,830	4,213,922	1,892,190
FY2016	3,994,830	4,341,085	1,161,800
FY2017	4,074,727	4,472,766	1,986,800
FY2018	4,156,221	4,597,795	2,039,926
FY2019	4,239,346	4,732,043	2,134,500
FY2020	4,324,132	4,875,242	1,834,500

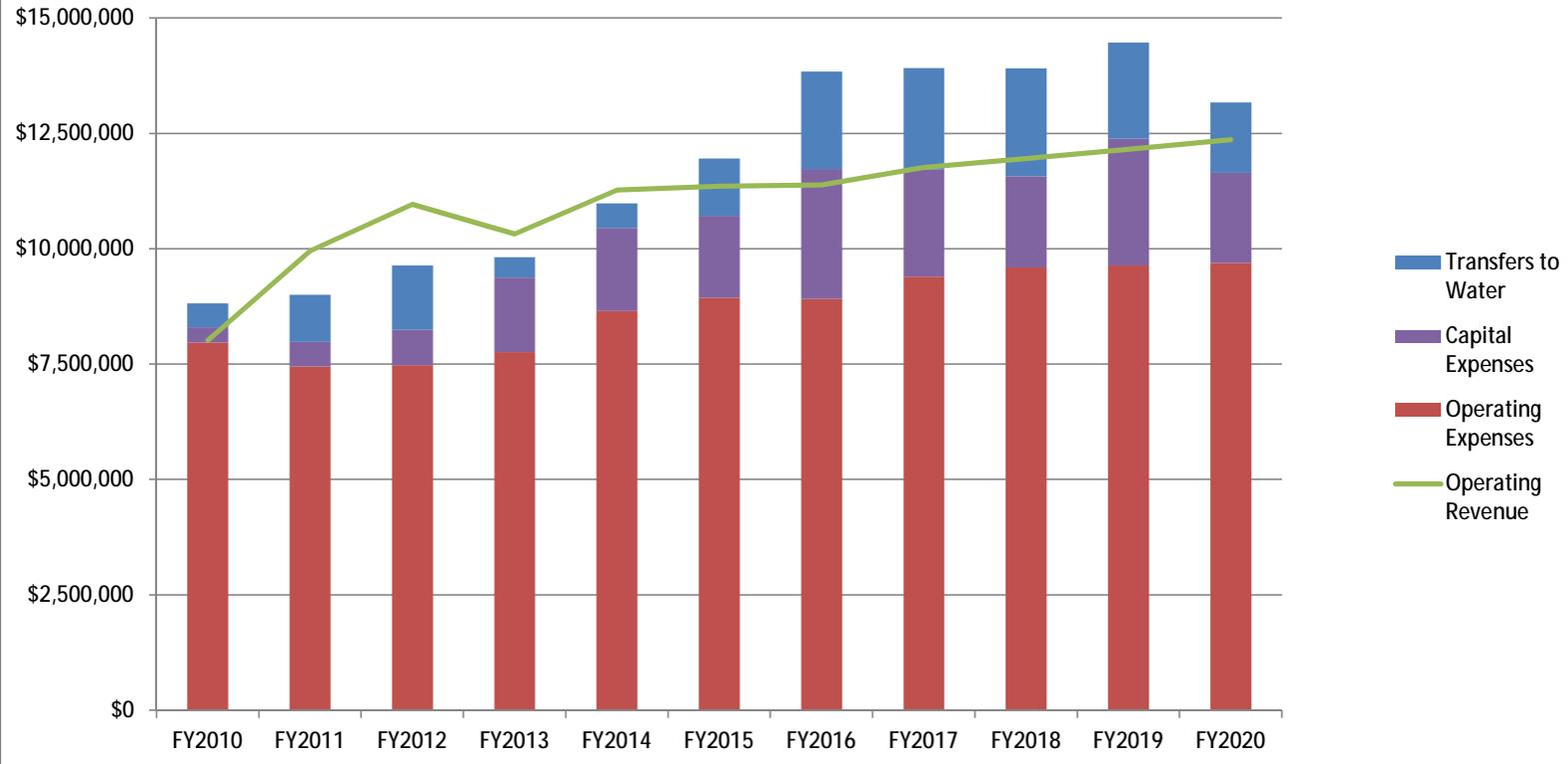
## TRANSFERS General Fund to Water & Sewer Funds



Fiscal Year	Transfer In: Operations	Transfer In: WS Improv	Total
FY2011	274,265	245,000	519,265
FY2012	321,277	700,000	1,021,277
FY2013	304,354	1,090,400	1,394,754
FY2014	255,220	187,300	442,520
FY2015	325,427	210,837	536,264
FY2016	378,312	865,619	1,243,931
FY2017	396,897	1,713,774	2,110,671
FY2018	443,986	1,756,214	2,200,200
FY2019	477,831	1,860,613	2,338,444
FY2020	554,337	1,525,500	2,079,837
			<u>13,887,163</u>

General Fund Transfers to Subsidize W/S	\$13,887,163
UB Customers	2,448
Subsidy Per Customer	\$5,673
Average Per Year Subsidy Per Customer	\$567
<b>Average Per Month Subsidy Per Customer</b>	<b>\$47.27</b>

## GENERAL FUND REVENUES WITH OPERATING & CAPITAL EXPENSES



Fiscal Year	Operating Revenue	Operating Expenses	Capital Expenses	Transfers to Water	Revenues Over (under) Expenses
FY2010	8,018,402	7,973,066	328,056	519,265	(801,985)
FY2011	9,957,264	7,455,545	529,025	1,021,277	951,417
FY2012	10,967,558	7,479,223	767,215	1,394,754	1,326,366
FY2013	10,326,210	7,766,812	1,610,505	442,520	506,373
FY2014	11,273,842	8,653,397	1,799,153	536,264	285,028
FY2015	11,358,253	8,942,706	1,772,232	1,243,931	(600,616)
FY2016	11,386,950	8,915,312	2,816,940	2,110,671	(2,455,973)
FY2017	11,765,916	9,397,287	2,321,074	2,200,200	(2,152,645)
FY2018	11,961,598	9,599,321	1,971,068	2,338,444	(1,947,234)
FY2019	12,161,981	9,641,094	2,747,172	2,079,837	(2,306,122)
FY2020	12,367,144	9,697,702	1,950,302	1,525,500	(806,360)