



AGENDA
COMMITTEE OF THE WHOLE MEETING
Village Hall – Board Room
Monday, January 11, 2016
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 December 14, 2015 Committee of the Whole Meeting Minutes

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

- 3.11 Consideration of a Final Development Plan and Final Plat of Subdivision for the 86-unit Camberley Club attached single-family residential townhouse PUD, preliminarily approved by Ordinance No. 15-3378-105 (Pulte Homes)

- 3.12 Preliminary evaluation of a Major Amendment to Ordinance No. 97-1498-22, which amended the CityPark Master PUD and approved the Regal Cinema, to permit the introduction of a multi-family development at 300 Parkway Drive, in the CityPark development at the southwest corner of Milwaukee Avenue and Aptakisic Road (ECD Company)

- 3.13 Consideration of the Annual Update to the 2013 Economic Development Strategic Plan: Building Economic Success (Village of Lincolnshire)

3.2 Finance and Administration

- 3.21 Consideration and Discussion of Approval of Certain Closed Session Minutes and Authorizing the Village Clerk to Make Certain Meeting Minutes Available for Public Inspection Second Review 2015 and Authorizing the Destruction of Certain Audio Recordings of Closed Session Minutes (Village of Lincolnshire)

3.3 Public Works

- 3.31 Consideration and Discussion of an Ordinance Adopting by Reference the Lake County Watershed Development Ordinance (Village of Lincolnshire & Lake County)

3.4 Public Safety

- 3.41 Emergency Operations Plan Update (Village of Lincolnshire)

3.5 Parks and Recreation

3.6 Judiciary and Personnel

4.0 **UNFINISHED BUSINESS**

5.0 **NEW BUSINESS**

6.0 **EXECUTIVE SESSION**

7.0 **ADJOURNMENT**



**MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, December 14, 2015**

Present:

Mayor Brandt	Trustee Feldman (left at 8:50 p.m.)
Trustee Grujanac	Trustee Hancock
Trustee McDonough	Trustee Servi
Trustee Leider	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Chief of Police Kinsey	Finance Director/Treasurer Peterson
Public Works Director Woodbury	Community & Economic Development Director McNellis

ROLL CALL

Mayor Brandt called the meeting to order at 8:15 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the November 23, 2015 Committee of the Whole Minutes

The minutes of the November 23, 2015 Committee of the Whole Meeting were approved with the following changes: Item 3.41, paragraph four, should be changed from "Trustee Servi noted some of the surrounding areas do allow Happy Hours which may put Lincolnshire at a negative disadvantage." to **"Trustee Servi noted some of the surrounding areas do allow Happy Hours which may put Lincolnshire at a competitive disadvantage."**

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Preliminary evaluation of a request for Special Use Permit to ratify operation of a public school including a proposed 24,500 square foot building addition for Half Day School, 239 Olde Half Day Road (Lincolnshire-Prairie View School District 103)

3.12 Preliminary evaluation of a request for Special Use Permit to ratify operation of a public school including a proposed 14,000 square foot building addition for Laura B. Sprague Elementary School, 2425 Riverwoods Road (Lincolnshire-Prairie View School District 103)

Mayor Brandt opened up Items 3.11 & 3.12 together.

Community & Economic Development Director McNellis provided a summary of the requests for Special Use Permits to ratify operation of

Half Day School and Laura B. Sprague Elementary School for proposed building additions. This is an opportunity to review the additions and look at the uses as a whole. Each school has issues and exceptions to the Code which will need to be addressed within the process. Community & Economic Development Director McNellis stated the petitioner requests referral to the Zoning Board for a Public Hearing then on to the Architectural Review Board (ARB) for the design review. Community & Economic Development Director McNellis introduced Mr. Dave Gassen, Senior Project Architect of Wight & Company and noted Mr. Scott Gaunky and Mr. Dan Stanley are in attendance from School District 103.

Mr. Dave Gassen, Senior Project Architect of Wight & Company, representing School District 103 provided a presentation regarding the proposed additions.

Trustee Feldman asked if parking would be extended. Mr. Gassen stated parking would remain the same at both schools; Half Day School parking would be shifted but total parking would be close to what it currently is. Mr. Gassen noted the addition at Half Day School is to accommodate moving the 5th grade to that facility and it is believed parking will accommodate the additional staff.

Trustee Grujanac stated she was notified there is currently an issue with drop-off and pick-up times and where the parents can safely manage this. Mr. Gassen noted this is a common concern at Half Day School and there is a suggested change in queuing the cars in the pick-up/drop-off spaces. Trustee Grujanac noted she had some concerns from parents who wanted to park and walk their children into school and was told this was not allowed. Mr. Don Mathews with Gewalt Hamilton Associates, engineers for the project, stated his firm has observed drop-off/pick-up at the schools and there are things they are recommending he believes will make the process more efficient; the process will be based upon how staff directs the parents as they are picking up their children, making this process more efficient. Trustee Grujanac noted she was told safety was an issue at the crosswalk or proposed crosswalk. Mayor Brandt stated she and Village Manager Burke met with Scott Warren and the school board to discuss potentially putting in a signalized crosswalk at this location.

Trustee Feldman asked if the schools would be at capacity with the expansions or would there be room for further growth. Mr. Gassen noted currently the expansion is to accommodate the 5th grade moving from Daniel Wright to Half Day School. Mr. Gassen stated there are no plans currently to add capacity to the addition, and it is not immediately necessary to accommodate future growth.

Trustee McDonough asked where the glass would face at Laura B. Sprague School. Mr. Gassen stated the glass would face north and south. Trustee McDonough noted there may be a reflection issue from

the glass on the south side and asked if this had been investigated. Mr. Gassen stated this had not been looked into yet but could be investigated as part of the review process.

There was a consensus of the Board to refer Items 3.11 & 3.12 to the Zoning Board for a Public Hearing.

3.13 Preliminary evaluation of a Major Amendment to Ordinance No. 86-866-03, which approved a PUD for Phase II of the Tri-State International Office Center, to permit wall signage with Sign Code exceptions (GA Tri-State Office Park LLC)

Community & Economic Development Director McNellis provided a summary of the evaluation of a major amendment to the PUD for Phase II of the Tri-State International Office Center, to permit wall signage with sign code exceptions for CDW on their recently renovated buildings and new parking deck. Community & Economic Development Director McNellis stated Kelly Morrissey, representing the Tri-State is in attendance and requests the Board consider an expanded PUD amendment that addresses all tollway facing signage for all buildings on the site rather than only the CDW buildings. Community & Economic Development Director McNellis stated the reason for this request is due to the three buildings south of CDW being equally or slightly further from the tollway and similar in height so there would be some merit in treating the entire center the same. Community & Economic Development Director McNellis noted if the extended request is referred, the request would be for tollway facing signage only, on any building in the Tri-State Center.

Mr. Ted Garnett with Garnett Architects provided a presentation regarding the proposed building signage for CDW.

Trustee Hancock stated it was his concern the parking garage for CDW is very close to the entrance ramp and the size of the proposed signage may be too large. Mr. Garnett noted the signage itself is opaque and edge-lit, so the shading around the edges would be the only thing visible at night. Mr. Garnett noted they do not want it to overwhelm but be visible to those driving; the signs are designed to be seen by individuals driving at slower speeds and hope it is appropriate for the size of the building.

Trustee Servi noted he is in agreement with the visibility of the sign. Trustees Grujanac and Feldman noted they support referring consideration of the proposed signs.

Trustee Leider asked if a comparison was made to the other signage across the interstate from this location. Community & Economic Development Director McNellis noted he does not have a comparison to the size of the other signs but this can be provided to the Zoning Board during the Public Hearing process and report back to the Village Board.

Trustee McDonough asked if the request is for three different sites. Community & Economic Development Director McNellis noted the CDW request is for two signs; one on the building and one on the parking deck. The alternate request is a single tollway-facing sign per building of this scale. Trustee McDonough noted he was not in favor of the alternate request but is in favor of the CDW request. Trustee Grujanac noted her agreement with Trustee McDonough and stated she would like to review any other requests. Village Attorney Simon stated even if the Board approved the scale of the other signage on the non-CDW buildings, any request would need to go before the Zoning Board and Village Board for approval. Trustee McDonough noted if the process of Zoning Board review and Village Board approval is in place, he would be fine with this process applicable to all buildings within the Tri-State business park.

Ms. Kelly Morrissey representing the Tri-State noted she did not want to hold back CDW from getting their request but currently the Tri-State has signed two leases for tenants also interested in tollway or monument signage. Ms. Morrissey stated if there is a way to be uniform with what is allowed on the buildings, this would be beneficial.

There was a consensus of the Board to refer Preliminary evaluation of a Major Amendment to Ordinance No. 86-866-03, which approved a PUD for Phase II of the Tri-State International Office Center, to permit wall signage with Sign Code exceptions with Trustees Hancock's concerns with the size of the parking structure signage to the Architectural Review Board.

There was a consensus of the Board the blanket idea of the larger size be referred to the Zoning Board but each additional sign would need to go through the ARB and to the Village Board for approval.

3.2 Finance and Administration

3.3 Public Works

3.31 Consideration and Discussion of the Use of Village Streets by District 103 Parent-Teacher Organization for a May 21, 2016 5K Walk/Run (District 103 Parent-Teacher Organization)

Public Works Director Woodbury summarized the request of Village streets by District 103 Parent-Teacher Organization for a May 21, 2016 5K walk/run.

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

3.4 Public Safety

3.5 Parks and Recreation

3.51 Consideration and Discussion of a Contract with the Lowest Responsible Bidder, Liberty Prairie Restoration, LLC, Libertyville, Illinois for Natural Areas Maintenance (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of the contract with the lowest responsible bidder, Liberty Prairie Restoration, LLC for natural areas maintenance.

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

3.6 Judiciary and Personnel

4.0 UNFINISHED BUSINESS

4.1 Status of Landscape Maintenance on Olde Half Day Road

Trustee Hancock asked for an update regarding the landscape maintenance project on Olde Half Day Road and asked if the proposal would include taking out some landscape foliage discussed at a previous meeting.

Village Manager Burke stated the plans have been revised and submitted to IDOT. The Board will see the bid responses from the revised submittal. Village Manager Burke noted based on discussions with the Board, the revisions included increasing the amount of natural grasses and native plantings; reduced the amount of tree removal; and reduced the amount of crabapple tree removal.

5.0 NEW BUSINESS

5.1 Coyote Concerns

Mayor Brandt stated she received several email concerns regarding coyotes, particularly in the Northampton area. The concerns were the coyotes are more aggressive and residents are concerned for their small dogs. Mayor Brandt asked the Board if they wanted to take action and noted there are some options but the options could be costly.

Trustee McDonough noted coyotes are afraid of people, and there was a situation in the past that the Village addressed but it dealt with a potential public safety concern. Trustee McDonough stated his opinion is that unless they have a dangerous situation as was handled in the past, the Village not act on this issue.

Village Attorney Simon noted there is a page on the Village website addressing this issue and direct concerns. Public Works Director Woodbury noted staff will update the website with additional information to help with concerns. Public Works Director Woodbury stated he spoke to a few contractors that did not suggest doing anything since most likely, the coyotes would return.

6.0 EXECUTIVE SESSION

7.0 ADJOURNMENT

Trustee McDonough moved and Trustee Grujanac seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:50 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk

**REQUEST FOR BOARD ACTION
Village Board
January 11, 2016**

Subject:	Camberley Club (Pulte) PUD Final Development Plan & Final Plat
Action Requested:	Consideration of a Final Development Plan and Final Plat of Subdivision for the 86-unit Camberley Club attached single-family residential townhouse PUD, preliminarily approved by Ordinance No. 15-3378-105
Petitioner:	Pulte Homes
Originated By/Contact:	Steve McNellis, Director Department of Community & Economic Development
Referred To:	Village Board

Background:

At the October 13, 2015 meeting, the Village Board approved an amendment to an Annexation Agreement and a Preliminary Development Plan for a new Planned Unit Development (PUD) for Pulte Homes' 86-unit Camberley Club Townhome development.

Project Summary:

Final Development Plan - Per Section 6-14-12 of the Village Code, Final PUD approval requires approval of Final Development Plans, including; Final Engineering plans and details, Final Landscaping plans and details, calculations of open space and detailed exterior architectural plans. All required plans and documents are attached and are in substantial compliance with the approved Preliminary Development Plan. There has been some discussion between the Village and the petitioner regarding the form of the Letter of Credit for this development. Staff is working with the Petitioner to resolve this matter prior to Village Board final consideration expected to be January 25th. Staff recommends the Final Development Plan for approval with the condition that the Letter of Credit form questions be resolved.

Staff and the Village Board required additional detail during the Preliminary Development Plan approval of this project, as did the necessity to amend the Annexation Agreement and existing Sedgebrook PUD. As a result, Final Development Plan requirements were substantially complete at Preliminary Approval in October of last year.

Final Plat of Subdivision - The attached Final Plat of Subdivision is compliant with all Village Code requirements and in conformance with the details of the previously-approved Site Plan and Preliminary Engineering Plans. The Final Plat is recommended for approval.

Recommendation:

Placement of the Final Development Plan and Final Plat of Subdivision for the 86-unit Camberley Club Townhome development on the January 25th Consent Agenda for approval.

Reports and Documents Attached:

- Draft Ordinance regarding Final Development Plan and Final Plat of Subdivision for the Camberley Club Townhome development, prepared by Village Attorney Simon.
- Presentation Packet, including Final Development Plans & Final Plat, prepared by Pulte Homes, dated January 11, 2016.

Meeting History	
Village Board Preliminary Evaluation (COW)	September 22, 2014
Continued Village Board Preliminary Evaluation (COW)	November 10, 2014
ARB Preliminary Design Review	February 17, 2015
Architectural Review Board (ARB)	March 17, 2015
Committee of the Whole (Continued Public Hearing)	May 26, 2015
Committee of the Whole (Continued Public Hearing)	June 22, 2015
Committee of the Whole (Continued Public Hearing)	July 13, 2015
Continued Village Board Review	August 24, 2015
Village Board Approval	October 13, 2015
Current Village Board	January 11, 2016

Prepared By and
After recording, return to:

Adam B. Simon, Esq.
Ancel, Glink, Diamond, Bush,
DiCianni & Krafthefer, P.C.
175 E. Hawthorn Pkwy. Ste. 145
Vernon Hills, Illinois 60061

This space reserved for Recorder's use only.

**VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS**

ORDINANCE NO. 16-_____

**AN ORDINANCE APPROVING A FINAL PLAT OF RESUBDIVISION
AND FINAL DEVELOPMENT PLAN FOR
CAMBERLEY CLUB PLANNED UNIT DEVELOPMENT**

**VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS**

ORDINANCE NO. 16-_____

**AN ORDINANCE APPROVING A FINAL PLAT OF RESUBDIVISION
AND FINAL DEVELOPMENT PLAN FOR
CAMBERLEY CLUB PLANNED UNIT DEVELOPMENT**

WHEREAS, a public hearing was held on May 26, 2015, on an application from Pulte Homes Corporation (“Developer”) and Lincolnshire Senior Care, L.L.C., a Delaware limited liability company (“Senior Care” or “Owner”), as successor owner of the property legally described herein below (the “Subject Property”), for an amendment to Ordinance 03-1864-41, which established a special use for a planned unit development for a Continuing Care Retirement Community (the “Sedgebrook PUD Ordinance”), which ordinance governed the development of the Subject Property (the “Camberley Club PUD Application”); and

WHEREAS, the aforesaid public hearing was held pursuant to legal notice as required by law and all persons desiring an opportunity to be heard were given such opportunity at said public hearing; and

WHEREAS, the Camberley Club PUD Application requested the Village to remove the Subject Property from the Sedgebrook PUD Ordinance, grant a new special use for a planned unit development for the Subject Property, and approve of a preliminary development plan for an 86-unit attached single family townhome community commonly known as “Camberley Club;” and

WHEREAS, on October 13, 2015, the Village adopted Ordinance 15-3378-105, which granted to the Developer a special use for a planned unit development and

approval of a preliminary development plan on the Subject Property (the “Camberley Club PUD Ordinance”); and

WHEREAS, the Village’s engineer has found that the proposed final plat for the Subject Property substantially conforms to the site plans described in the Camberley Club PUD Ordinance and there are no remaining engineering issues which should delay approval of the final plat for the Subject Property; and

WHEREAS, the Village’s Zoning Administrator has reviewed the final development plan and supporting data required by Section 6-14-12(F)(2) of the Village Code, finds it to be in substantial conformity with the preliminary development plan approved by the Camberley Club PUD Ordinance, finds the Developer has received all authorizations required by other governing bodies with jurisdiction over the Subject Property, and recommends to the Village Board that it be approved.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, in exercise of its home rule authority, as follows:

Section 1. LEGAL DESCRIPTION. The property which is the subject of this Ordinance is legally described as follows:

LOT 2 OF THE SEDGEBROOK RESUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 22, THE SOUTHWEST QUARTER OF SECTION 23, THE NORTHWEST QUARTER OF SECTION 26, AND OF THE NORTHEAST QUARTER OF SECTION 27, ALL IN TOWNSHIP 43 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 12, 2014, AS DOCUMENT NUMBER 7122660, IN LAKE COUNTY, ILLINOIS.

Section 2. CONDITIONS PRECEDENT. The rights, privileges and authority granted by this Ordinance are contingent upon, and shall not become effective, unless and

until the Village receives the Acquisition Notice prior to the termination of the Second Amendment in the manner described in Section 3 of the Second Amendment, as such terms are defined therein. In the event the Village terminates the Second Amendment before it receives the Acquisition Notice in the manner described in Section 3 of the Second Amendment, this Ordinance shall be null and void *ab initio*.

Section 3. APPROVAL; AUTHORIZATION. The final plat of subdivision for the Subject Property, prepared by _____, consisting of ____ sheets, date stamped received on _____ (***Final Plat***), attached hereto as **Exhibit A** and made a part hereof as though fully set forth herein, shall be, and is hereby, accepted as to design and layout in accordance with Section 7-4-3 of the Village of Lincolnshire Municipal Code, Subdivision and Land Development (***Lincolnshire Subdivision and Land Development Code***), as amended, and as to the establishment of utility easements and the dedication of a right-of-way in accordance with Section 7-2-1(C) of the Lincolnshire Subdivision and Land Development Code, as amended, and the home rule powers of the Village of Lincolnshire, and the authorized officials are hereby authorized to sign said Plat in the manner required by law.

Section 4. IMPROVEMENT AGREEMENT. The Village Board hereby approves the form of Improvement Agreement attached hereto as **Exhibit B**, authorizes the Mayor and Village Clerk to execute the same and directs the Village Engineer to take all such actions and execute all relevant documents reasonably required by said Improvement Agreement.

Section 5. FINAL DEVELOPMENT PLAN. The final development plan for an 86-unit attached single family townhome community on the Subject Property,

commonly known as Camberley Club, prepared by _____, consisting of _____ sheets, date stamped received on _____ (“*Final Development Plan*”), attached hereto as **Exhibit C** and made a part hereof as though fully set forth herein, shall be, and is hereby, approved in accordance with Section 6-14-12(F)(3) of the Village of Lincolnshire Municipal Code. Notwithstanding anything herein to the contrary, all conditions and restrictions, bonuses and exceptions described in Section 4 of the Camberley Club PUD Ordinance (except subparagraph (B)) are incorporated herein by reference and shall apply to the Final Development Plan as though fully restated herein.

Section 6. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its adoption and publication in the manner provided by law and the recording of the Plat by which the substitute access easement is dedicated.

ADOPTED this _____ Day of _____, 2016.

AYES:

NAYS:

ABSENT:

APPROVED this _____ Day of _____, 2016.

Elizabeth Brandt, Mayor

ATTEST:

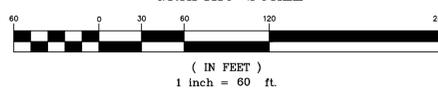
Barbara Mastandrea, Village Clerk

FINAL PLAT OF SUBDIVISION CAMBERLEY CLUB

PIN 15-22-406-002
PIN 15-22-407-001
PIN 15-23-302-002

LOT 2 IN SEDGEBROOK RESUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 OF SECTION 22, THE SOUTHWEST 1/4 OF SECTION 23, THE NORTHWEST 1/4 OF SECTION 26, AND OF THE NORTHEAST 1/4 OF SECTION 27, ALL IN TOWNSHIP 43 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 11, 2014 AS DOCUMENT NUMBER 7122660, IN LAKE COUNTY, ILLINOIS.

GRAPHIC SCALE



AREA SUMMARY

GROSS 874,109 SQUARE FEET OR 20.067 ACRES
LESS OUTLOT 2 12,493 SQUARE FEET OR 0.287 ACRES
LESS FUTURE R.O.W. DEDICATION 33,231 SQUARE FEET OR 0.763 ACRES
(OUTLOT 8 & 9)

NET AREA 828,385 SQUARE FEET OR 19.017 ACRES

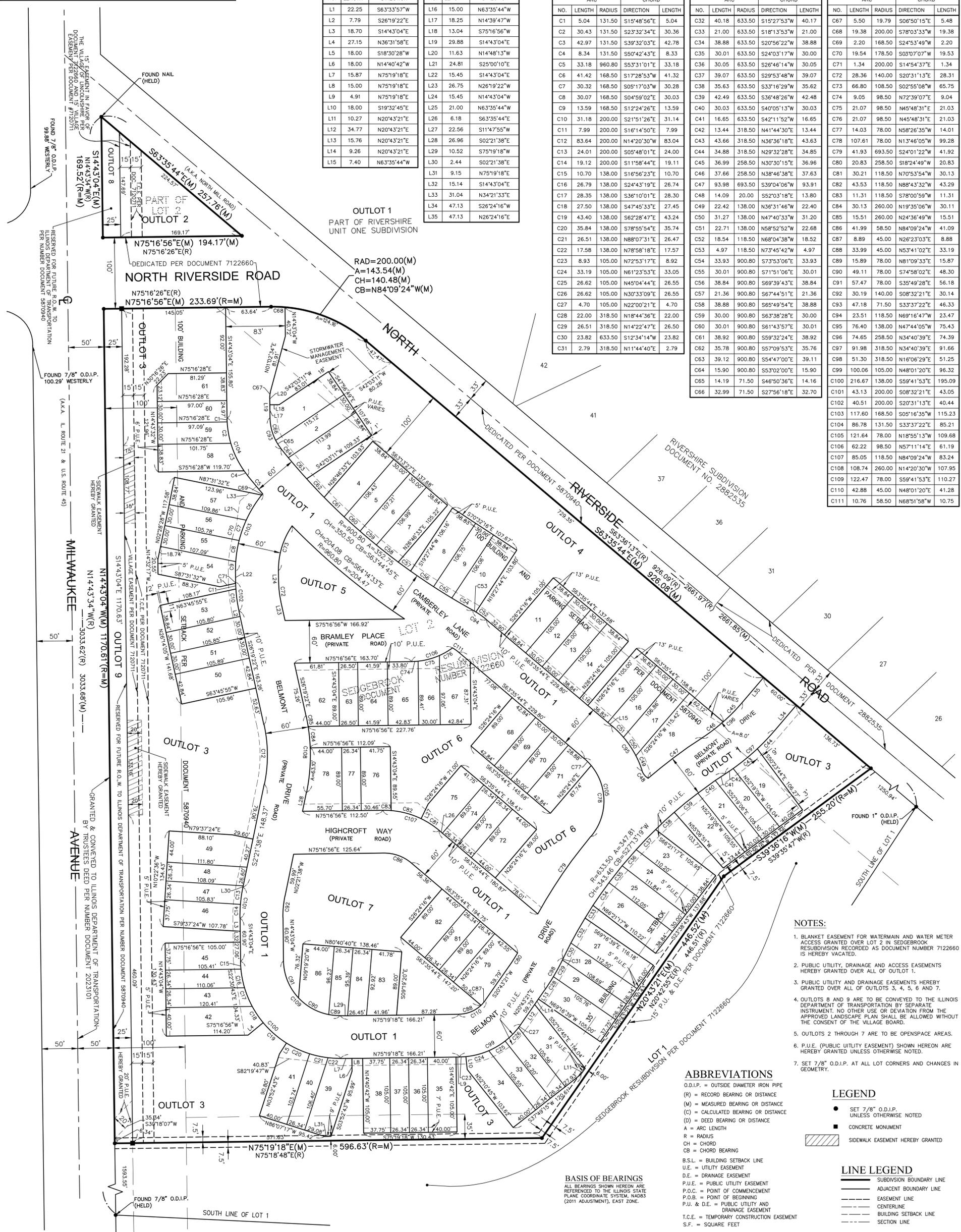
(TO HEAVY LINES)
(BASED ON MEASURED VALUES)

PARCEL LINE TABLE			PARCEL LINE TABLE		
NO.	LENGTH	DIRECTION	NO.	LENGTH	DIRECTION
L1	22.25	S63°35'57"W	L16	15.00	N63°35'44"W
L2	7.79	S26°19'22"E	L17	18.25	N14°39'47"W
L3	18.70	S14°43'04"E	L18	13.04	S75°16'56"W
L4	27.15	N36°31'58"E	L19	29.88	S14°43'04"E
L5	18.00	S18°30'28"W	L20	11.63	N14°48'13"W
L6	18.00	N14°40'42"W	L21	24.81	S25°00'10"E
L7	15.87	N75°19'18"E	L22	15.45	S14°43'04"E
L8	15.00	N75°19'18"E	L23	26.75	N26°19'22"W
L9	4.91	N75°19'18"E	L24	15.45	N14°43'04"W
L10	18.00	S19°32'45"E	L25	21.00	N63°35'44"W
L11	10.27	N20°43'21"E	L26	6.18	S63°35'44"E
L12	34.77	N20°43'21"E	L27	22.56	S11°47'55"W
L13	15.76	N20°43'21"E	L28	28.96	S02°21'38"E
L14	9.26	N20°43'21"E	L29	10.52	S75°19'18"W
L15	7.40	N63°35'44"W	L30	2.44	S11°58'44"E
			L31	9.15	N75°19'18"E
			L32	15.14	S14°43'04"E
			L33	31.04	N34°21'33"E
			L34	47.13	S26°24'16"W
			L35	47.13	N26°24'16"E

CURVE TABLE				
NO.	LENGTH	RADIUS	DIRECTION	LENGTH
C1	5.04	131.50	S15°48'56"E	5.04
C2	30.43	131.50	S23°32'34"E	30.36
C3	42.97	131.50	S39°32'03"E	42.78
C4	8.34	131.50	S60°42'43"E	8.33
C5	33.18	960.80	S53°31'01"E	33.18
C6	41.42	168.50	S17°28'53"W	41.32
C7	30.32	168.50	S05°17'03"W	30.28
C8	30.37	168.50	S04°59'02"E	30.03
C9	13.59	168.50	S12°24'26"E	13.59
C10	31.18	200.00	S21°51'26"E	31.14
C11	7.99	200.00	S16°14'50"E	7.99
C12	83.64	200.00	N14°20'30"W	83.04
C13	24.01	200.00	S05°48'01"E	24.00
C14	19.12	200.00	S16°14'50"E	19.11
C15	10.70	138.00	S16°56'23"E	10.70
C16	26.79	138.00	S24°43'19"E	26.74
C17	28.35	138.00	S36°10'01"E	28.30
C18	27.50	138.00	S47°45'33"E	27.45
C19	43.40	138.00	S62°28'47"E	43.24
C20	35.84	138.00	S78°55'54"E	35.74
C21	26.51	138.00	N88°07'31"E	26.47
C22	17.58	138.00	N87°58'18"E	17.57
C23	8.93	105.00	N72°53'17"E	8.92
C24	33.19	105.00	N61°23'53"E	33.05
C25	26.62	105.00	N45°04'44"E	26.55
C26	26.62	105.00	N30°33'09"E	26.55
C27	4.70	105.00	N22°00'21"E	4.70
C28	22.00	318.50	N18°44'36"E	22.00
C29	26.51	318.50	N14°22'47"E	26.50
C30	23.82	633.50	S12°34'14"W	23.82
C31	2.79	318.50	N11°44'40"E	2.79

CURVE TABLE				
NO.	LENGTH	RADIUS	DIRECTION	LENGTH
C32	40.18	633.50	S15°27'53"W	40.17
C33	21.00	633.50	S18°13'53"W	21.00
C34	38.88	633.50	S20°56'22"W	38.88
C35	30.01	633.50	S24°03'17"W	30.00
C36	30.05	633.50	S26°46'14"W	30.05
C37	39.07	633.50	S29°53'48"W	39.07
C38	35.63	633.50	S33°16'29"W	35.62
C39	42.49	633.50	S36°48'26"W	42.48
C40	30.03	633.50	S40°05'13"W	30.03
C41	16.65	633.50	S42°11'52"W	16.65
C42	13.44	318.50	N41°44'30"E	13.44
C43	43.66	318.50	N36°36'18"E	43.63
C44	34.88	318.50	N29°32'28"E	34.85
C45	36.99	258.50	N30°30'15"E	36.96
C46	37.66	258.50	N38°46'38"E	37.63
C47	93.98	693.50	S39°04'06"W	93.91
C48	14.09	200.00	S52°03'18"E	13.80
C49	22.42	138.00	N36°31'46"W	22.40
C50	31.27	138.00	N47°40'33"W	31.20
C51	22.71	138.00	N58°52'52"W	22.68
C52	18.54	118.50	N68°04'38"W	18.52
C53	4.97	118.50	N73°45'42"W	4.97
C54	33.93	900.80	S73°53'06"E	33.93
C55	30.01	900.80	S71°51'06"E	30.01
C56	38.84	900.80	S69°39'43"E	38.84
C57	21.36	900.80	S67°44'51"E	21.36
C58	38.88	900.80	S65°49'54"E	38.88
C59	30.00	900.80	S63°38'28"E	30.00
C60	30.01	900.80	S61°43'57"E	30.01
C61	38.92	900.80	S59°32'24"E	38.92
C62	35.78	900.80	S57°09'53"E	35.78
C63	39.12	900.80	S54°47'00"E	39.11
C64	15.90	900.80	S53°02'00"E	15.90
C65	14.19	71.50	S46°50'36"E	14.16
C66	32.99	71.50	S27°56'18"E	32.70

CURVE TABLE				
NO.	LENGTH	RADIUS	DIRECTION	LENGTH
C67	5.50	19.79	S06°50'15"E	5.48
C68	19.38	200.00	S78°03'33"W	19.38
C69	2.20	168.50	S24°53'49"W	2.20
C70	19.54	178.50	S03°07'07"W	19.53
C71	1.34	200.00	S14°54'37"E	1.34
C72	28.36	140.00	S20°31'13"E	28.31
C73	66.80	108.50	S02°55'08"W	65.75
C74	9.05	98.50	N72°39'07"E	9.04
C75	21.07	98.50	N45°48'31"E	21.03
C76	21.07	98.50	N45°48'31"E	21.03
C77	14.03	78.00	N58°26'35"W	14.01
C78	107.61	78.00	N13°46'05"W	99.28
C79	41.93	693.50	S24°01'33"W	41.92
C80	20.83	258.50	S18°24'49"W	20.83
C81	30.21	118.50	N70°53'54"W	30.13
C82	43.53	118.50	N88°43'52"W	43.29
C83	11.31	118.50	S78°00'39"W	11.31
C84	30.13	260.00	N19°35'06"W	30.11
C85	15.51	260.00	N45°48'31"E	15.51
C86	41.99	58.50	N84°09'24"W	41.09
C87	8.89	45.00	N26°23'03"E	8.88
C88	33.99	45.00	N53°41'02"E	33.19
C89	15.89	78.00	N81°09'33"E	15.87
C90	49.11	78.00	S74°58'02"E	48.30
C91	57.47	78.00	S35°49'28"E	56.18
C92	30.19	140.00	S08°32'21"E	30.14
C93	47.18	71.50	S33°37'22"E	46.33
C94	23.51	118.50	N69°16'47"W	23.47
C95	76.40	138.00	N47°44'05"W	75.43
C96	74.65	258.50	N34°40'39"E	74.39
C97	91.98	318.50	N34°40'39"E	91.66
C98	51.30	318.50	N16°06'29"E	51.25
C99	100.06	105.00	N48°01'20"E	96.32
C100	216.67	138.00	S59°41'53"E	195.09
C101	43.13	200.00	S08°32'21"E	43.05
C102	40.51	200.00	S20°31'13"E	40.44
C103	117.60	168.50	S05°16'35"W	115.23
C104	86.78	131.50	S33°37'22"E	85.21
C105	121.64	78.00	N18°55'13"W	109.68
C106	62.22	98.50	N57°11'14"E	61.19
C107	85.05	118.50	N84°09'24"W	83.24
C108	108.74	260.00	N14°20'30"W	107.95
C109	122.47	78.00	S59°41'53"E	110.27
C110	42.88	45.00	N48°01'20"E	41.28
C111	10.76	58.50	N68°51'58"W	10.75



- NOTES:**
- BLANKET EASEMENT FOR WATERMAIN AND WATER METER ACCESS GRANTED OVER LOT 2 IN SEDGEBROOK RESUBDIVISION RECORDED AS DOCUMENT NUMBER 7122660 IS HEREBY VACATED.
 - PUBLIC UTILITY, DRAINAGE AND ACCESS EASEMENTS HEREBY GRANTED OVER ALL OF OUTLOT 1.
 - PUBLIC UTILITY AND DRAINAGE EASEMENTS HEREBY GRANTED OVER ALL OF OUTLOTS 3, 4, 5, 6 AND 7.
 - OUTLOTS 8 AND 9 ARE TO BE CONVEYED TO THE ILLINOIS DEPARTMENT OF TRANSPORTATION BY SEPARATE INSTRUMENT. NO OTHER USE OR DEVIATION FROM THE APPROVED LANDSCAPE PLAN SHALL BE ALLOWED WITHOUT THE CONSENT OF THE VILLAGE BOARD.
 - OUTLOTS 2 THROUGH 7 ARE TO BE OPENSPACE AREAS.
 - P.U.E. (PUBLIC UTILITY EASEMENT) SHOWN HEREON ARE HEREBY GRANTED UNLESS OTHERWISE NOTED.
 - SET 7/8" O.D.I.P. AT ALL LOT CORNERS AND CHANGES IN GEOMETRY.

- ABBREVIATIONS**
- O.D.I.P. = OUTSIDE DIAMETER IRON PIPE
(R) = RECORD BEARING OR DISTANCE
(M) = MEASURED BEARING OR DISTANCE
(C) = CALCULATED BEARING OR DISTANCE
(D) = DEED BEARING OR DISTANCE
A = ARC LENGTH
R = RADIUS
CH = CHORD
CB = CHORD BEARING
B.S.L. = BUILDING SETBACK LINE
U.E. = UTILITY EASEMENT
D.E. = DRAINAGE EASEMENT
P.U.E. = PUBLIC UTILITY EASEMENT
P.O.C. = POINT OF COMMENCEMENT
P.O.B. = POINT OF BEGINNING
P.U. & D.E. = PUBLIC UTILITY AND DRAINAGE EASEMENT
T.C.E. = TEMPORARY CONSTRUCTION EASEMENT
S.F. = SQUARE FEET
- LEGEND**
- SET 7/8" O.D.I.P. UNLESS OTHERWISE NOTED
 - CONCRETE MONUMENT
 - ▨ SIDEWALK EASEMENT HEREBY GRANTED
- LINE LEGEND**
- SUBDIVISION BOUNDARY LINE
 - ADJACENT BOUNDARY LINE
 - - - EASEMENT LINE
 - - - CENTERLINE
 - - - BUILDING SETBACK LINE
 - - - SECTION LINE

BASIS OF BEARINGS
ALL BEARINGS SHOWN HEREON ARE REFERENCED TO THE ILLINOIS STATE PLANE COORDINATE SYSTEM, NAD83 (2011 ADJUSTMENT), EAST ZONE.

G:\Psdata\2014 Projects\14.0201\14.0201-02 plat of sub\2013.14.0201-02 POSUBD REV.dwg

<p style="font-size: 24pt; font-weight: bold;">1 OF 2</p> <p>SCALE: 1" = 60'</p>	<p style="font-size: 24pt; font-weight: bold;">COMPASS SURVEYING LTD</p> <p>ALTA SURVEYS • TOPOGRAPHY • CONSTRUCTION STAKING</p> <p>2631 GINGER WOODS PARKWAY, STE. 100 AURORA, IL 60502 PHONE: (630) 820-9100 FAX: (630) 820-7030 EMAIL: ADMIN@CLSURVEYING.COM</p>	<p>PROJECT CAMBERLEY CLUB Lincolnshire, IL</p> <p>CLIENT / ENGINEER KIMLEY HORN & ASSOCIATES 1001 Warrenville Road, Suite 350 Lisle, IL 60532</p>	<p>DATE: 12-1-15 PC N/A DRAWN BY MRA CHECKED BY SK BOOK N/A PG N/A</p>	<p>NO. 1</p>	<p>REVISIONS</p>	<p>DATE BY</p>
				<p>NO. 2</p>	<p>PER COMMENT LETTER DATED 1-4-16</p> <p>PER CLIENT COMMENTS</p>	<p>1-5-16 MRA</p> <p>1-8-16 MRA</p>



IMPROVEMENT AGREEMENT
(Camberley Club)

THIS AGREEMENT (“AGREEMENT”) made and entered into this 13 day of October 2015 by and between the VILLAGE OF LINCOLNSHIRE, a municipal corporation of the State of Illinois, having its principal office at One Olde Half Day Road, Lincolnshire, Illinois 60069 (hereinafter called “VILLAGE”) and PULTE HOME CORPORATION, a Michigan corporation (hereinafter called “DEVELOPER”). The VILLAGE and DEVELOPER are sometimes collectively referred to herein as the PARTIES and individually as a PARTY. All capitalized terms used, but undefined in this AGREEMENT, shall have the meaning ascribed to them in the SECOND AMENDMENT (as hereinafter defined).

W I T N E S S E T H:

WHEREAS, DEVELOPER, as applicant, previously filed an application for various land use approvals with respect to the property legally described on **Exhibit A** attached hereto (“SUBJECT REALTY”) so as to permit the construction of an attached single-family residential townhome community known as Camberley Club on the SUBJECT REALTY (“PROJECT”); and,

WHEREAS, the SUBJECT REALTY is the subject of that certain Second Amendment to Annexation Agreement, dated October 13, 2015, by and among the VILLAGE, the DEVELOPER and Lincolnshire Senior Care, LLC (the “SECOND AMENDMENT”); and

WHEREAS, the DEVELOPER desires to construct the PROJECT on the SUBJECT REALTY and has submitted to the VILLAGE that certain preliminary plat of subdivision for the PROJECT attached to the SECOND AMENDMENT as a part of “Group Exhibit C” thereto, and which preliminary plat of subdivision has been approved by the Village Board of the VILLAGE as part of the PRELIMINARY PUD PLANS for the PROJECT; and,

WHEREAS, the VILLAGE is willing to approve the FINAL PLAT OF SUBDIVISION for the PROJECT provided, inter alia, that this AGREEMENT is executed to ensure the completion of certain

Exhibit G

improvements in accordance with applicable VILLAGE ordinances and written agreements between the VILLAGE and DEVELOPER. The FINAL PLAT OF SUBDIVISION for the PROJECT shall not be approved until, inter alia, this AGREEMENT is executed.

NOW, THEREFORE, it is mutually agreed as follows:

1. DEVELOPER shall furnish, or cause to be furnished, at its own cost and expense, all the necessary materials, labor and equipment to complete the following improvements as those improvements are defined by the SECOND AMENDMENT (the “PUBLIC IMPROVEMENTS” or individually, a “PUBLIC IMPROVEMENT”):

- A. All sanitary sewer mains and appurtenant structures for Lot 2 in accordance with the Final Engineering Plans;
- B. All potable water mains and appurtenant structures for Lot 2 in accordance with the Final Engineering Plans;
- C. Those portions of proposed storm sewer mains and appurtenant structures for Lot 2 located within Outlot 2 and the Riverside Road right-of-way in accordance with the Final Engineering Plans;
- D. The Riverside Road Realignment and Intersection Improvements;
- E. The Riverside Road Right-of-Way Improvements, including landscaping thereof;
- F. the Trailhead Park Improvements;
- G. the Off-Site Milwaukee Avenue Trail Improvements; and
- H. the On-Site Milwaukee Avenue Trail Improvements

The PUBLIC IMPROVEMENTS shall be constructed in a good and workmanlike manner and in accordance with (i) all pertinent ordinances and regulations of the VILLAGE, (ii) all written agreements between the VILLAGE and DEVELOPER, and (iii) the FINAL PUD PLANS for the PROJECT. The FINAL PUD PLANS have heretofore been approved by the VILLAGE and are attached hereto as **Exhibit B**. Those PUBLIC IMPROVEMENTS illustrated and depicted on **Exhibit C** hereto are referred to herein as “ENGINEERING IMPROVEMENTS,” except to the extent of any

Exhibit G

modifications, revisions, or amendments thereto that are requested by DEVELOPER and approved by the VILLAGE in writing. Any utilities and services to be installed in or under the streets shall be installed prior to paving, except for directional-bored utility services. Those PUBLIC IMPROVEMENTS illustrated and on Exhibit D hereto are referred to herein as “LANDSCAPING IMPROVEMENTS,” except to the extent of any modifications, revisions, or amendments thereto that are requested by DEVELOPER and approved by the VILLAGE in writing.

2. Attached hereto as Exhibit E is a complete cost estimate for the construction of the PUBLIC IMPROVEMENTS. The Parties agree that the DEVELOPER shall collateralize its obligation to construct all of the PUBLIC IMPROVEMENTS by submitting to the VILLAGE a Letter of Credit issued by a sound financial institution authorized to transact business and maintaining an authorized agent for service in the State of Illinois.

Such Letter of Credit shall contain such terms and provisions as may be mutually acceptable to the DEVELOPER's bank and the Village Attorney of the VILLAGE, and shall be deposited with the VILLAGE prior to the commencement by DEVELOPER of earthwork associated with the PROJECT. Said Letter of Credit shall be in a principal amount of not less than one hundred twenty-five percent (125%) of the DEVELOPER'S engineer and landscape estimates of probable cost (as approved by the VILLAGE), of the costs of the PUBLIC IMPROVEMENTS. The Letter of Credit may be drawn upon by the Village for the purpose of curing or mitigating any default or failure of the DEVELOPER to perform with respect to the PROJECT in accordance with the VILLAGE CODE and the SECOND AMENDMENT (when taken together).

The Letter of Credit may provide for its reduction from time to time, based upon the VILLAGE staff's recommendation to the VILLAGE Manager of the value of any of the PUBLIC IMPROVEMENTS installed. The VILLAGE may require such lien waivers as it may deem appropriate prior to certifying any reduction of the Letter of Credit. In no event shall the Letter of Credit be reduced to an amount less than one hundred twenty-five percent (125%) of the VILLAGE'S estimate of

Exhibit G

the cost of completion of all remaining PUBLIC IMPROVEMENTS. Any language in such Letter of Credit with respect to its reduction shall be subject to the approval of the VILLAGE Attorney. In no event shall the VILLAGE'S reduction to the Letter of Credit or the VILLAGE Manager's authorization for such reduction constitute final acceptance of any of the PUBLIC IMPROVEMENTS.

3. DEVELOPER shall provide security deposit(s) in accordance with Section 5-2-5 of the Village Code, except to the extent DEVELOPER has already provided security for any such items under the Letter of Credit, any separate security required by the Illinois Department of Transportation, or any security deposit required by the Lake County Stormwater Management Commission as a condition of its approval of a Watershed Development Permit.

4. DEVELOPER will establish a cash advance account in the amount of \$2,500 with the VILLAGE to cover actual costs for engineering, landscaping, forestry, and inspection fees associated with the PUBLIC IMPROVEMENTS. Said amount shall be deposited prior to recording of the FINAL PLAT OF SUBDIVISION for the PROJECT. The DEVELOPER shall receive a monthly accounting of the use of such funds from the Village not later than the 5th day of any month. In the event the balance of such cash advance account falls below \$1,000, as described on any such monthly accounting, the DEVELOPER shall replenish such account to \$2,500 within ten (10) business days from receipt of such monthly accounting. All funds not expended will be returned to the DEVELOPER within 30 days of acceptance of final PUBLIC IMPROVEMENT.

5. The DEVELOPER shall furnish the VILLAGE with evidence of liability insurance in the amount of at least \$2,000,000 covering the construction activities of the DEVELOPER. In the event the DEVELOPER does not require its contractors and subcontractors to provide evidence of identical coverage to that described herein, the DEVELOPER'S insurance shall waive subrogation for the PUBLIC IMPROVEMENTS and any contractors and subcontractors utilized by the DEVELOPER in constructing the PUBLIC IMPROVEMENTS. Such insurance shall be written by a company rated by Standards and Poor's Rating Group as A- or better. Such certificate of insurance shall be provided to

Exhibit G

the VILLAGE before the commencement of any work on the PUBLIC IMPROVEMENTS by the DEVELOPER and shall specify the VILLAGE as an additional named insured. Such certificate of insurance shall provide a thirty (30) day “prior notice of termination” provision in favor of the VILLAGE. Should the DEVELOPER allow such liability insurance to terminate prior to the final acceptance of all of the PUBLIC IMPROVEMENTS, the VILLAGE shall stop work on all PUBLIC IMPROVEMENTS until such liability insurance is reinstated. On all policies provided hereunder, the VILLAGE shall be named as a primary additional insured on such policies so that any coverage held by the VILLAGE for identical losses or claims shall be considered secondary and excess to the DEVELOPER’S coverage herein provided. This coverage is intended to be in lieu of the requirements of Section 7-1-7 (A), 2, 3 and 4 of the Village Code.

6. The DEVELOPER, by its execution of this Agreement, agrees to indemnify, hold harmless, defend, pay costs of defense, and pay any and all claims or judgments which may hereafter accrue against the VILLAGE, or its agents, servants, and employees, arising out of any of the DEVELOPER’S construction of the PUBLIC IMPROVEMENTS, except to the extent such costs, claims or judgments also arise from the Village’s acts or omissions regarding the PUBLIC IMPROVEMENTS for which the VILLAGE may be held liable under the laws of the State of Illinois.

7. DEVELOPER shall cause the PUBLIC IMPROVEMENTS to be completed in accordance with the following schedule:

- A. Subject to Sections 12 and 6(D) and (E) of the SECOND AMENDMENT complete those PUBLIC IMPROVEMENTS identified as Items A-C of paragraph 1 of this Agreement prior to the issuance of any temporary certificate of occupancy for the PROJECT;
- B. Complete those PUBLIC IMPROVEMENTS identified as Item D of paragraph 1 of this Agreement prior to the issuance of the 36th building permit for any dwelling unit of the PROJECT.
- C. Complete those PUBLIC IMPROVEMENTS identified as Items F-H of paragraph 1 of this Agreement no later than the date of issuance of the last building permit for the last dwelling unit of the PROJECT.

Exhibit G

Notwithstanding any provision contained herein to the contrary, all PUBLIC IMPROVEMENTS shall be completed no later than three (3) years from and after the date of this Agreement, except for the bituminous surface course on Riverside Road.

If work relating to the PUBLIC IMPROVEMENTS is not completed within the time prescribed herein, the VILLAGE shall have the right, but not the obligation, to require the completion thereof by drawing on the Letter of Credit in addition to any other available remedies.

8. Upon completion of any ENGINEERING IMPROVEMENT and, further, upon the receipt of the VILLAGE of "as built" drawings for these improvements and upon submission to the VILLAGE of a certificate from the engineering firm employed by DEVELOPER stating that the said ENGINEERING IMPROVEMENT has been completed in conformance with this Agreement, the Village Code, the final engineering plans and specifications relative thereto, any applicable agreements and all State and Federal laws and standards, the VILLAGE staff shall, within thirty (30) days after the VILLAGE receives the aforesaid certification from the DEVELOPER'S engineer, either (i) recommend to the VILLAGE'S corporate authorities final acceptance of said ENGINEERING IMPROVEMENT, or (ii) designate in writing to DEVELOPER all corrections or alterations that shall be required to obtain a recommendation of final acceptance of said ENGINEERING IMPROVEMENT, specifically citing sections of the final engineering plans and specifications, the VILLAGE Code or this AGREEMENT, any applicable agreement or State or Federal law or standard, relied upon by the VILLAGE. Should the VILLAGE reject any ENGINEERING IMPROVEMENT, or any portion or segment thereof, for a recommendation of final acceptance, the DEVELOPER shall cause to be made to such ENGINEERING IMPROVEMENT such corrections or modifications as may be required by the VILLAGE. The DEVELOPER shall cause the ENGINEERING IMPROVEMENTS to be submitted and resubmitted as herein provided until the VILLAGE staff shall recommend final acceptance of same to the corporate authorities of the VILLAGE and the corporate authorities shall finally accept same. No

Exhibit G

ENGINEERING IMPROVEMENT shall be deemed to be finally accepted until the corporate authorities shall, by appropriate motion, finally accept same.

Upon completion and as a condition of final acceptance by the VILLAGE, DEVELOPER agrees to convey and transfer the ENGINEERING IMPROVEMENTS to the VILLAGE by appropriate Bill(s) of Sale.

9. Upon completion of any LANDSCAPE IMPROVEMENTS and, upon receipt of the VILLAGE of "as built" drawings of the LANDSCAPE IMPROVEMENTS and confirmation from a landscape professional mutually agreeable to the VILLAGE and DEVELOPER that the LANDSCAPE IMPROVEMENTS have been completed in conformance with this Agreement, the VILLAGE Code, the final landscaping plans and specifications relative thereto, any applicable agreements and all State and Federal laws and standards, the VILLAGE, within thirty (30) days after the VILLAGE receives the aforesaid certification from the DEVELOPER'S landscaper, either (i) recommend to the VILLAGE'S corporate authorities final acceptance of said LANDSCAPE IMPROVEMENTS, or (ii) designate in writing to DEVELOPER all corrections or alterations which shall be required to obtain a recommendation of final acceptance of said LANDSCAPE IMPROVEMENTS, specifically citing sections of the final landscaping plans and specifications, the Village Code, this AGREEMENT or any applicable agreement or State or Federal law or standard, relied upon by the VILLAGE in identifying such necessary corrections or alterations. Should the VILLAGE reject any LANDSCAPE IMPROVEMENTS, or any portion or segment thereof, for a recommendation of final acceptance, the DEVELOPER shall cause to be made to such LANDSCAPE IMPROVEMENTS such corrections or modifications as may be required by the VILLAGE. The DEVELOPER shall cause the LANDSCAPE IMPROVEMENTS to be installed and reinstalled as herein provided until the VILLAGE shall recommend final acceptance of same to the corporate authorities of the VILLAGE and the corporate authorities shall finally accept same. No LANDSCAPE IMPROVEMENTS shall be deemed to be finally accepted until the corporate authorities shall, by appropriate motion, finally accept same.

Exhibit G

Upon completion and as a condition of final acceptance by the VILLAGE, DEVELOPER agrees to convey and transfer the LANDSCAPE IMPROVEMENTS to the VILLAGE by appropriate method acceptable to the VILLAGE Attorney.

10. The DEVELOPER guarantees that the workmanship and materials furnished and used in accordance with the final plans and specifications for the PUBLIC IMPROVEMENTS will be furnished and performed in accordance with well-known established practices and standards recognized by engineers and landscape contractors in the trades. All PUBLIC IMPROVEMENTS shall be new and of the best grade of their respective kinds for the purpose.

All materials and workmanship shall be guaranteed by the DEVELOPER for a period of three (3) years from the date of final acceptance.

To partially secure the DEVELOPER'S guarantee, at the time or times of final acceptance by the VILLAGE of the installation of any PUBLIC IMPROVEMENTS in accordance with this Agreement, DEVELOPER shall deposit with the VILLAGE a Maintenance Letter of Credit in the amount of twenty-five percent (25%) of the actual cost of the PUBLIC IMPROVEMENTS finally accepted by the VILLAGE. This Letter of Credit shall be deposited with the VILLAGE and shall be held by the VILLAGE for a period of three (3) years after the PUBLIC IMPROVEMENTS are finally accepted.

If during said guarantee period, any PUBLIC IMPROVEMENT shall require any repairs or renewals, in the reasonable opinion of the VILLAGE, necessitated by reason of settlement of foundation, structure or backfill, defective workmanship or materials, dead or irreversibly declining plant material, or tree protection measures, the DEVELOPER shall, upon notification by the VILLAGE-of necessity for such repairs, replacements, or renewals, make such repairs, replacements, or renewals, at its own cost and expense. Should the DEVELOPER fail to make such repairs, replacements, or renewals within the time specified in such notification, the VILLAGE may cause such work to be done, either by contract or otherwise, and the VILLAGE may draw upon said Maintenance Letter(s) of Credit to pay

Exhibit G

the entire cost or expense thereof, including administration and attorneys' fees and consultants' costs. Should such cost or expense exceed the amount set forth in said Maintenance Letter(s) of Credit, the DEVELOPER will remain liable for any additional cost or expense incurred in the correction process. At the expiration of the guarantee period, DEVELOPER shall leave the PUBLIC IMPROVEMENTS in good and sound condition, satisfactory to the VILLAGE. In said event and at the expiration of such period, said Maintenance Letter(s) of Credit shall be returned to the DEVELOPER within 30 days.

11. As a condition of the VILLAGE's acceptance of any PUBLIC IMPROVEMENTS, the DEVELOPER shall furnish the VILLAGE with copies of lien waivers or other evidence satisfactory to the Village showing that all persons who have done work, or have furnished materials under this Agreement have been fully paid.

12. The DEVELOPER shall be responsible for the maintenance of the PUBLIC IMPROVEMENTS until such time as they are finally accepted by the VILLAGE. This maintenance shall include routine maintenance, replacement, and care of plant material, as well as repair or replacement required as a result of DEVELOPER's negligence, faulty workmanship or failure to maintain the IMPROVEMENTS as required by this Agreement. Such maintenance shall be sufficient to render the PUBLIC IMPROVEMENTS to be compliant with the plans and specifications therefor at the time of their final acceptance by the VILLAGE. DEVELOPER shall bear all risk of loss and casualty until such time when each PUBLIC IMPROVEMENT is accepted.

13. DEVELOPER shall be responsible for any and all damage to the PUBLIC IMPROVEMENTS which may occur as a result of the construction of the PROJECT irrespective of whether the PUBLIC IMPROVEMENTS damaged have or have not been finally accepted hereunder. DEVELOPER shall replace and repair damage to the PUBLIC IMPROVEMENTS installed within, under or upon the SUBJECT REALTY resulting from construction activities by DEVELOPER, its successors or assigns and its employees, agents, contractors or subcontractors during the term of this AGREEMENT, but shall not be deemed hereby to have released any other party from liability or

obligation in this regard. DEVELOPER shall have no obligation with respect to damage to the PUBLIC IMPROVEMENTS resulting from ordinary use, wear and tear occurring after final acceptance.

14. The rights and remedies of the VILLAGE as provided herein, in the ordinances of the VILLAGE and in any agreements between the VILLAGE and DEVELOPER regarding the PROJECT, shall be cumulative and concurrent, and may be pursued singularly, successively, or together, at the sole discretion of the VILLAGE, and may be exercised as often as occasion therefor shall arise. Failure of the VILLAGE, for any period of time or on more than one occasion, to exercise such rights and remedies shall not constitute a waiver of the right to exercise the same at any time thereafter or in the event of any subsequent default. No act of omission or commission of the VILLAGE or the DEVELOPER, including specifically any failure to exercise any right, remedy or recourse, shall be deemed to be a waiver or release of the same; any such waiver or release to be effected only through a written document executed by the VILLAGE or the DEVELOPER, as the case may be, and then only through a written document executed by the VILLAGE and then only to the extent specifically recited therein. A waiver or release with reference to any one event shall not be construed as a waiver or release of any subsequent event or as a bar to any subsequent exercise of the VILLAGE'S or DEVELOPER'S rights or remedies, as the case may be, hereunder. Except as otherwise specifically required, notice of the exercise of any right or remedy granted to the VILLAGE or DEVELOPER is not required to be given.

15. From and after the date on which the VILLAGE notifies the DEVELOPER, in writing, that the DEVELOPER is in default of any of its obligations under this AGREEMENT, the DEVELOPER shall pay to the VILLAGE, upon demand (but following a reasonable opportunity to cure the alleged default), all of the VILLAGE'S reasonable, actual fees, costs and expenses incurred in enforcing the provisions of this AGREEMENT against DEVELOPER, including, without limitation, engineers' and foresters', and attorneys' fees, costs and expenses, and, if any litigation is filed as part of such enforcement, any court costs and filing fees.

Exhibit G

16. This AGREEMENT shall be binding upon and inure to the Parties and their respective assignees and corporate successors during the Term hereof. Notwithstanding the foregoing, this AGREEMENT shall not be assigned by either Party without the prior written consent of the other Party to this AGREEMENT.

17. The invalidity of any provision of this AGREEMENT shall not impair the validity of any other provision. If any provision of this AGREEMENT is determined by a court of competent jurisdiction to be unenforceable, that provision will be deemed severable and this Agreement may be enforced with that provision severed or as modified by the court.

18. This AGREEMENT sets forth an agreement of the Parties insofar as it specifically contradicts, modifies or amplifies any provision of the VILLAGE CODE. To the extent that this AGREEMENT does not address an applicable provision of the VILLAGE CODE, the VILLAGE CODE shall continue to control the Parties' activities contemplated by this Agreement regardless of the fact that the VILLAGE Code has not been addressed within the specific terms of this Agreement. In the event of any conflict between this AGREEMENT and either the SECOND AMENDMENT or the VILLAGE CODE, this AGREEMENT shall control.

19. This AGREEMENT shall be in full force and effect from the date set forth above until three (3) years from and after the date on which the last of the PUBLIC IMPROVEMENTS is finally accepted.

20. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Illinois.

21. All notices hereunder shall be in writing and must be served either personally or by registered or certified mail to:

A. VILLAGE at:

VILLAGE Manager
VILLAGE OF LINCOLNSHIRE
One Olde Half Day Road
Lincolnshire, IL 60069

B. DEVELOPER at:

Attention: Curt Van Hyfte, Illinois Division President
1900 East Golf Road
Suite 300
Schaumburg, Illinois 60173

With a copy to:

PULTE HOME CORPORATION
Attention: Tina M. Dalman, Vice President and Area General Counsel
1900 East Golf Road
Suite 300
Schaumburg, Illinois 60173

22. This AGREEMENT may be executed in multiple counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

23. All exhibits to this AGREEMENT are incorporated herein by this reference thereto and are enforceable provisions of this AGREEMENT.

IN WITNESS WHEREOF, the Parties have set their hands and seals on the date first above written.

[SIGNATURE PAGES AND EXHIBITS FOLLOW]

VILLAGE OF LINCOLNSHIRE, an Illinois
municipal corporation,

By: _____
Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY

LOT 2:

LOT 2 IN SEDGEBROOK RESUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 OF SECTION 22, THE SOUTHWEST 1/4 OF SECTION 23, THE NORTHWEST 1/4 OF SECTION 26, AND OF THE NORTHEAST 1/4 OF SECTION 27, ALL IN TOWNSHIP 43 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 12, 2014 AS DOCUMENT NUMBER 7122660, IN LAKE COUNTY, ILLINOIS.

EXHIBIT B
FINAL PUD PLANS

[To be attached]

EXHIBIT C

PUBLIC IMPROVEMENTS

[To be attached]

EXHIBIT D
LANDSCAPING IMPROVEMENTS

[To be attached]

EXHIBIT E

**COMPLETE COST ESTIMATE FOR THE CONSTRUCTION OF THE PUBLIC
IMPROVEMENTS**

[To be attached]

A PULTE HOMES COMMUNITY

Camberley Club

Final PUD Plans
JANUARY.11.2016



Pulte Homes - Illinois Division
Contact: Mark Mastrorocco
Telephone: (847) 230-5281
Fax: (847) 230-5435
Email: mark.mastrorocco@Pulte.com

Camberley Club Illustrative Plan

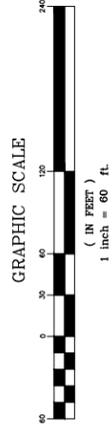


FINAL PLAT OF SUBDIVISION CAMBERLEY CLUB

PIN 15-22-406-002
PIN 15-22-407-001
PIN 15-23-302-002

LOT 2 IN SEDGEBROOK RESUBDIVISION, BEING A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 OF SECTION 22, THE SOUTHWEST 1/4 OF SECTION 27, THE NORTHWEST 1/4 OF SECTION 26, AND OF THE NORTHEAST 1/4 OF SECTION 27, ALL IN TOWNSHIP 43 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 12, 2014 AS DOCUMENT NUMBER 7122660, IN LAKE COUNTY, ILLINOIS.

AREA SUMMARY	
GROSS	874.109 SQUARE FEET OR 20.087 ACRES
LESS OUTLOT 2	12.493 SQUARE FEET OR 0.287 ACRES
LESS FUTURE R.O.W. DEDICATION (OUTLOT 8 & 9)	33.231 SQUARE FEET OR 0.763 ACRES
NET AREA	828.385 SQUARE FEET OR 19.017 ACRES (TO HEAVY LINES) (BASED ON MEASURED VALUES)



CURVE TABLE				CURVE TABLE			
NO.	LENGTH	RADIUS	DIRECTION	NO.	LENGTH	RADIUS	DIRECTION
C1	5.04	131.50	S19°46'36"E	C32	40.18	633.50	S15°27'53"W
C2	7.79	18.70	S26°19'22"E	C33	21.00	633.50	S18°13'53"W
C3	30.43	131.50	S23°32'34"E	C34	38.88	633.50	S20°56'22"W
C4	42.97	131.50	S30°33'03"E	C35	30.01	633.50	S24°03'17"W
C5	8.34	131.50	S50°42'42"E	C36	30.05	633.50	S26°46'14"W
C6	33.18	960.80	S53°31'01"E	C37	39.07	633.50	S29°53'48"W
C7	30.32	168.50	S05°17'02"W	C38	35.63	633.50	S33°16'29"W
C8	30.07	168.50	S04°59'02"E	C39	42.49	633.50	S36°48'26"W
C9	13.59	168.50	S12°24'26"E	C40	30.03	633.50	S40°05'13"W
C10	31.18	200.00	S21°51'28"E	C41	16.85	633.50	S42°11'52"W
C11	7.99	200.00	S16°14'20"E	C42	13.44	318.50	N41°44'30"E
C12	83.64	200.00	N14°20'30"W	C43	43.66	318.50	N36°36'18"E
C13	24.01	200.00	S05°48'01"E	C44	34.86	318.50	N29°32'28"E
C14	19.12	200.00	S11°58'44"E	C45	36.99	268.50	N03°30'15"E
C15	10.70	138.00	S17°29'53"W	C46	37.66	268.50	N07°04'38"E
C16	26.79	138.00	S36°10'01"E	C47	93.98	693.50	S39°04'06"W
C17	28.35	138.00	S36°10'01"E	C48	14.09	20.00	S52°03'18"E
C18	27.50	138.00	S47°45'32"E	C49	22.42	138.00	N36°31'46"W
C19	43.40	138.00	S62°28'47"E	C50	31.27	138.00	N47°40'33"W
C20	35.84	138.00	S75°55'54"E	C51	22.71	138.00	N65°52'52"W
C21	26.51	138.00	N88°07'31"E	C52	18.54	118.50	N68°04'38"W
C22	17.58	138.00	N75°58'18"E	C53	4.97	118.50	N73°45'42"W
C23	8.93	105.00	N72°53'17"E	C54	33.93	900.80	S73°55'06"E
C24	33.19	105.00	N61°23'54"E	C55	30.01	900.80	S71°51'06"E
C25	26.62	105.00	N45°04'44"E	C56	38.84	900.80	S69°39'43"E
C26	26.62	105.00	N33°33'09"E	C57	21.36	900.80	S67°44'51"E
C27	4.70	105.00	N22°00'21"E	C58	38.88	900.80	S65°49'54"E
C28	22.00	318.50	N18°44'38"E	C59	30.00	900.80	S63°38'28"E
C29	26.51	318.50	N12°24'24"E	C60	30.01	900.80	S61°43'57"E
C30	23.82	633.50	S12°34'14"W	C61	38.92	900.80	S59°32'24"E
C31	2.79	318.50	N11°44'40"E	C62	35.78	900.80	S57°09'53"E
C32	32.99	71.50	S27°56'18"E	C63	39.12	900.80	S54°47'00"E
C33	40.51	200.00	S20°31'13"E	C64	15.90	900.80	S53°02'00"E
C34	117.60	168.50	S05°16'35"W	C65	14.19	71.50	S46°50'36"E
C35	86.78	131.50	S33°37'22"E	C66	43.13	200.00	S08°32'21"E
C36	121.64	76.00	N18°55'13"W	C67	40.51	200.00	S20°31'13"E
C37	62.22	96.50	N57°11'14"E	C68	33.99	45.00	N53°41'02"E
C38	50.19	118.50	N84°09'24"W	C69	49.11	76.00	S74°58'02"E
C39	108.74	260.00	N14°20'30"W	C70	57.47	76.00	S35°49'28"E
C40	122.47	76.00	S59°41'53"E	C71	30.19	140.00	S08°32'21"E
C41	42.88	45.00	N48°01'20"E	C72	47.18	71.50	S33°37'22"E
C42	10.76	56.50	N68°51'56"W	C73	26.36	140.00	S20°31'13"E
C43	9.05	96.50	S02°25'08"W	C74	9.05	96.50	S02°25'08"W
C44	21.07	96.50	N45°48'31"E	C75	21.07	96.50	N45°48'31"E
C45	21.07	96.50	N45°48'31"E	C76	14.03	76.00	N58°26'35"W
C46	107.61	76.00	N13°46'05"W	C77	107.61	76.00	N13°46'05"W
C47	41.93	693.50	S24°01'21"E	C78	41.93	693.50	S24°01'21"E
C48	20.83	268.50	S16°24'48"W	C79	20.83	268.50	S16°24'48"W
C49	30.21	118.50	N70°53'54"W	C80	30.21	118.50	N70°53'54"W
C50	41.99	56.50	N84°03'35"W	C81	30.21	118.50	N70°53'54"W
C51	56.50	260.00	N24°36'49"W	C82	43.53	118.50	N68°44'33"W
C52	23.03	118.50	S76°00'59"W	C83	11.31	118.50	S76°00'59"W
C53	8.89	45.00	N26°23'03"E	C84	30.13	260.00	N18°35'06"W
C54	15.89	76.00	N87°09'33"E	C85	15.51	260.00	N24°36'49"W
C55	49.11	76.00	S74°58'02"E	C86	41.99	56.50	N84°03'35"W
C56	57.47	76.00	S35°49'28"E	C87	49.11	76.00	S74°58'02"E
C57	30.19	140.00	S08°32'21"E	C88	33.99	45.00	N53°41'02"E
C58	47.18	71.50	S33°37'22"E	C89	15.89	76.00	N87°09'33"E
C59	23.51	118.50	N69°16'47"W	C90	49.11	76.00	S74°58'02"E
C60	76.40	138.00	N47°40'33"W	C91	57.47	76.00	S35°49'28"E
C61	74.65	268.50	N34°40'39"E	C92	30.19	140.00	S08°32'21"E
C62	91.98	318.50	N34°40'39"E	C93	47.18	71.50	S33°37'22"E
C63	51.30	318.50	N16°09'29"E	C94	23.51	118.50	N69°16'47"W
C64	100.06	105.00	N48°01'20"E	C95	76.40	138.00	N47°40'33"W
C65	216.67	138.00	S59°41'53"E	C96	74.65	268.50	N34°40'39"E
C66	43.13	200.00	S08°32'21"E	C97	91.98	318.50	N34°40'39"E
C67	40.51	200.00	S20°31'13"E	C98	51.30	318.50	N16°09'29"E
C68	117.60	168.50	S05°16'35"W	C99	100.06	105.00	N48°01'20"E
C69	86.78	131.50	S33°37'22"E	C100	216.67	138.00	S59°41'53"E
C70	121.64	76.00	N18°55'13"W	C101	43.13	200.00	S08°32'21"E
C71	62.22	96.50	N57°11'14"E	C102	40.51	200.00	S20°31'13"E
C72	50.19	118.50	N84°09'24"W	C103	117.60	168.50	S05°16'35"W
C73	108.74	260.00	N14°20'30"W	C104	86.78	131.50	S33°37'22"E
C74	122.47	76.00	S59°41'53"E	C105	121.64	76.00	N18°55'13"W
C75	42.88	45.00	N48°01'20"E	C106	62.22	96.50	N57°11'14"E
C76	10.76	56.50	N68°51'56"W	C107	50.19	118.50	N84°09'24"W
C77	9.05	96.50	S02°25'08"W	C108	108.74	260.00	N14°20'30"W
C78	21.07	96.50	N45°48'31"E	C109	122.47	76.00	S59°41'53"E
C79	21.07	96.50	N45°48'31"E	C110	42.88	45.00	N48°01'20"E
C80	107.61	76.00	N13°46'05"W	C111	10.76	56.50	N68°51'56"W
C81	41.93	693.50	S24°01'21"E				
C82	20.83	268.50	S16°24'48"W				
C83	30.21	118.50	N70°53'54"W				
C84	41.99	56.50	N84°03'35"W				
C85	56.50	260.00	N24°36'49"W				
C86	23.03	118.50	S76°00'59"W				
C87	8.89	45.00	N26°23'03"E				
C88	15.89	76.00	N87°09'33"E				
C89	49.11	76.00	S74°58'02"E				
C90	57.47	76.00	S35°49'28"E				
C91	30.19	140.00	S08°32'21"E				
C92	47.18	71.50	S33°37'22"E				
C93	23.51	118.50	N69°16'47"W				
C94	76.40	138.00	N47°40'33"W				
C95	74.65	268.50	N34°40'39"E				
C96	91.98	318.50	N34°40'39"E				
C97	51.30	318.50	N16°09'29"E				
C98	100.06	105.00	N48°01'20"E				
C99	216.67	138.00	S59°41'53"E				
C100	43.13	200.00	S08°32'21"E				
C101	40.51	200.00	S20°31'13"E				
C102	117.60	168.50	S05°16'35"W				
C103	86.78	131.50	S33°37'22"E				
C104	121.64	76.00	N18°55'13"W				
C105	62.22	96.50	N57°11'14"E				
C106	50.19	118.50	N84°09'24"W				
C107	108.74	260.00	N14°20'30"W				
C108	122.47	76.00	S59°41'53"E				
C109	42.88	45.00	N48°01'20"E				
C110	10.76	56.50	N68°51'56"W				
C111	9.05	96.50	S02°25'08"W				
C112	21.07	96.50	N45°48'31"E				
C113	21.07	96.50	N45°48'31"E				
C114	107.61	76.00	N13°46'05"W				
C115	41.93	693.50	S24°01'21"E				
C116	20.83	268.50	S16°24'48"W				
C117	30.21	118.50	N70°53'54"W				
C118	41.99	56.50	N84°03'35"W				
C119	56.50	260.00	N24°36'49"W				
C120	23.03	118.50	S76°00'59"W				
C121	8.89	45.00	N26°23'03"E				
C122	15.89	76.00	N87°09'33"E				
C123	49.11	76.00	S74°58'02"E				
C124	57.47	76.00	S35°49'28"E				
C125	30.19	140.00	S08°32'21"E				
C126	47.18	71.50	S33°37'22"E				
C127	23.51	118.50	N69°16'47"W				
C128	76.40	138.00	N47°40'33"W				
C129	74.65	268.50	N34°40'39"E				
C130	91.98	318.50	N34°40'39"E				
C131	51.30	318.50	N16°09'29"E				
C132	100.06	105.00	N48°01'20"E				
C133	216.67	138.00	S59°41'53"E				
C134	43.13	200.00	S08°32'21"E				
C135	40.51	200.00	S20°31'13"E				
C136	117.60	168.50	S05°16'35"W				
C137	86.78	131.50	S33°37'22"E				
C138	121.64	76.00	N18°55'13"W				
C139	62.22	96.50	N57°11'14"E				
C140	50.19	118.50	N84°09'24"W				
C141	108.74	260.00	N14°20'30"W				
C142	122.47	76.00	S59°41'53"E				
C143	42.88	45.00	N48°01'20"E				
C144	10.76	56.50	N68°51'56"W				
C145	9.05	96.50	S02°25'08"W				
C146	21.07	96.50	N45°48'31"E				
C147	21.07	96.50	N45°48'31"E				
C148	107.61	76.00	N13°46'05"W				
C149	41.93	693.50	S24°01'21"E				
C150	20.83	268.50	S16°24'48"W				
C151	30.21	118.50	N				

SITE DATA

PARKLAND TO BE DEDICATED TO THE VILLAGE OF LINCOLNSHIRE (OUTLOT 2): 0.287 AC.
 R.O.W. TO BE DEDICATED TO IDOT (OUTLOT 8 & 9): 0.763 AC.
 HOME OWNERS ASSOCIATION PARCELS (OUTLOTS 1, 3-7): 11.943 AC.
 (INCLUDES PRIVATE ROADWAY/UTILITY CORRIDOR & PARKLAND & OPENSAPCE)
 RESIDENTIAL LOTS:
 GROSS LAND AREA: 20.067 AC.
 NET LAND AREA: 19.017 ACRES

NOTE: PLAN IS FOR EXHIBIT PURPOSES ONLY. SEE ENGINEERING PLANS FOR FULL PRELIMINARY PLANS.

TOTAL UNITS: 86

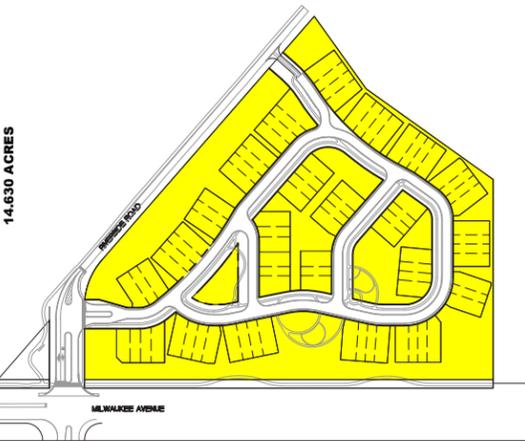
VILLAS UNIT TYPE - 45 UNITS

TERRACES UNIT TYPE - 41 UNITS

HOME OWNERS PROPERTY
 11.942 ACRES



RESIDENTIAL LAND AREA
 14.630 ACRES



NET LAND AREA
 19.017 ACRES



LOT AREA CHART

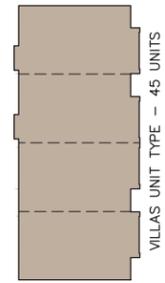
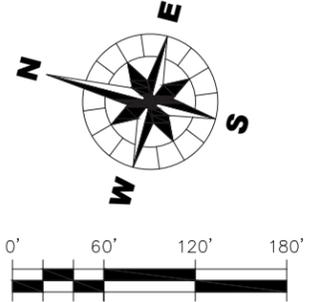
LOT #	Square Feet	Lot: 45	3,965
Lot: 46	4,021		
Lot: 47	2,809		
Lot: 48	2,895		
Lot: 49	4,994		
Lot: 50	4,537		
Lot: 51	3,176		
Lot: 52	3,175		
Lot: 53	4,135		
Lot: 54	4,159		
Lot: 55	3,180		
Lot: 56	3,221		
Lot: 57	4,505		
Lot: 58	4,250		
Lot: 59	2,965		
Lot: 60	2,910		
Lot: 61	3,644		
Lot: 62	4,690		
Lot: 63	2,359		
Lot: 64	3,701		
Lot: 65	3,814		
Lot: 66	2,772		
Lot: 67	4,267		
Lot: 68	3,812		
Lot: 69	2,670		
Lot: 70	2,670		
Lot: 71	3,806		
Lot: 72	3,916		
Lot: 73	2,344		
Lot: 74	2,344		
Lot: 75	3,713		
Lot: 76	3,718		
Lot: 77	2,344		
Lot: 78	4,254		
Lot: 79	3,916		
Lot: 80	2,344		
Lot: 81	2,344		
Lot: 82	4,178		
Lot: 83	3,800		
Lot: 84	2,480		
Lot: 85	2,536		
Lot: 86	3,920		

OUTLOT AREA CHART

OUTLOT 1:	4.386 AC.
OUTLOT 2:	0.287 AC.
OUTLOT 3:	3.761 AC.
OUTLOT 4:	1.982 AC.
OUTLOT 5:	0.267 AC.
OUTLOT 6:	0.796 AC.
OUTLOT 7:	0.791 AC.
OUTLOT 8:	0.091 AC.
OUTLOT 9:	0.672 AC.

Camberley Club P.U.D Standards

Total Attached Single Family Units	86 units
Total Gross Land Area	20.067 Ac.
Net Land Area	19.017 Ac.
Units Per Gross Land Area	4.29 DU/AC.
Units Per Net Land Area	4.52 DU/AC.
Private Roadway & Utility Corridor	4.386 Ac.
Residential Land Area (RLA)	14.63 Ac.
Area Per Unit of RLA	7,400 S.F.
Minimum Lot Area	2,343 S.F.
Minimum Lot Width	26 feet
Minimum Lot Depth at Lot Centerline	68 feet
Minimum Front Yard Setback (Typical)	16 feet
Minimum Front Yard Setback (Lot #'s 69-72, 81-84, 85-88)	12 feet
Minimum Rear Yard Setback - Lots 1 to 62	30 feet
Minimum Rear Yard Setback - Lots 63 to 88	15 feet
Minimum Rear to Rear Building Separation	60 feet
Minimum Sidesetback - Lots 1 to 62	8 feet
Minimum Sidesetback - Lots 63 to 88	12 feet
Minimum Side to Side Building Separation	24 feet
Private Roadway and Utility Corridor Width	60 feet min.
Private Roadway Pavement Width - Per Village Standard	27 feet B-B



MILWAUKEE AVENUE

PULTE HOMES
 1901 N. ROSELLE ROAD
 SCHAMBERG, IL 60195
 847-230-5400

WILLS BURKE KELSEY ASSOCIATES LTD.
 116 West Main Street, Suite 201
 St. Charles, Illinois 60174
 (630) 443-7755

PROJECT NO. 140180
 DATE: 09-08-2015
 SHEET 1 OF 1
 DRAWING NO.
LDP

CAMBERLEY CLUB
LOT DEVELOPMENT PLAN

NO. DATE NATURE OF REVISION

EX-140180-DIMENSION PLAN.DWG

project:

Camberley Club

Lincolnshire, Illinois

sheet description:

Final Landscape Plan

owner:

Pulte Homes
1900 E. Golf Road, Suite 300
Schaumburg, Illinois 60173



north: scale: 1" = 60'0"



revisions:
 1.04.2016 | Per Village Review
 1.04.2016 | Per Village Review

original issue date: **30 November 2015**

drawn by:
 checked by:
 project no: **24005**
 sheet no:

L.100

SEE SHEET L.201 - 203
for Trailhead Park Plans

Proposed Bike Trail - 8' Wide -
See Engineering Plans

Restore & Replace any Landscaping damaged by trail construction
Trees greater than 3" caliper should be transplanted if impacted by the new path alignment

Existing Ornamental Fence
Full North Perimeter
- To be preserved -

Proposed Gate with FPD
Knox Box
Proposed Fire Lane

End Fence at
Buffer Limit

PLANT MATERIAL LEGEND : (Sheets 100 - 105)

- Parkway Trees
- Shade Trees
- Ornamental Trees
- Evergreen Trees
- Evergreen Shrubs
- Deciduous Shrubs
- Perennials & Grasses

Restore & Replace any Landscaping damaged by trail construction
Trees greater than 3" caliper should be transplanted if impacted by the new path alignment

Proposed Bike Trail
- 8' Wide -

Future Sedgebook
Expansion

Proposed 7' tall Wood Privacy Fence
(Detail 112.B)

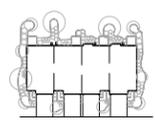
Proposed 7' tall Wood Privacy Fence
(Detail 112.B)

Optional 48" Backyard Aluminum Fence
(Detail 112.A)

Maintain Maintenance Utility Corridor

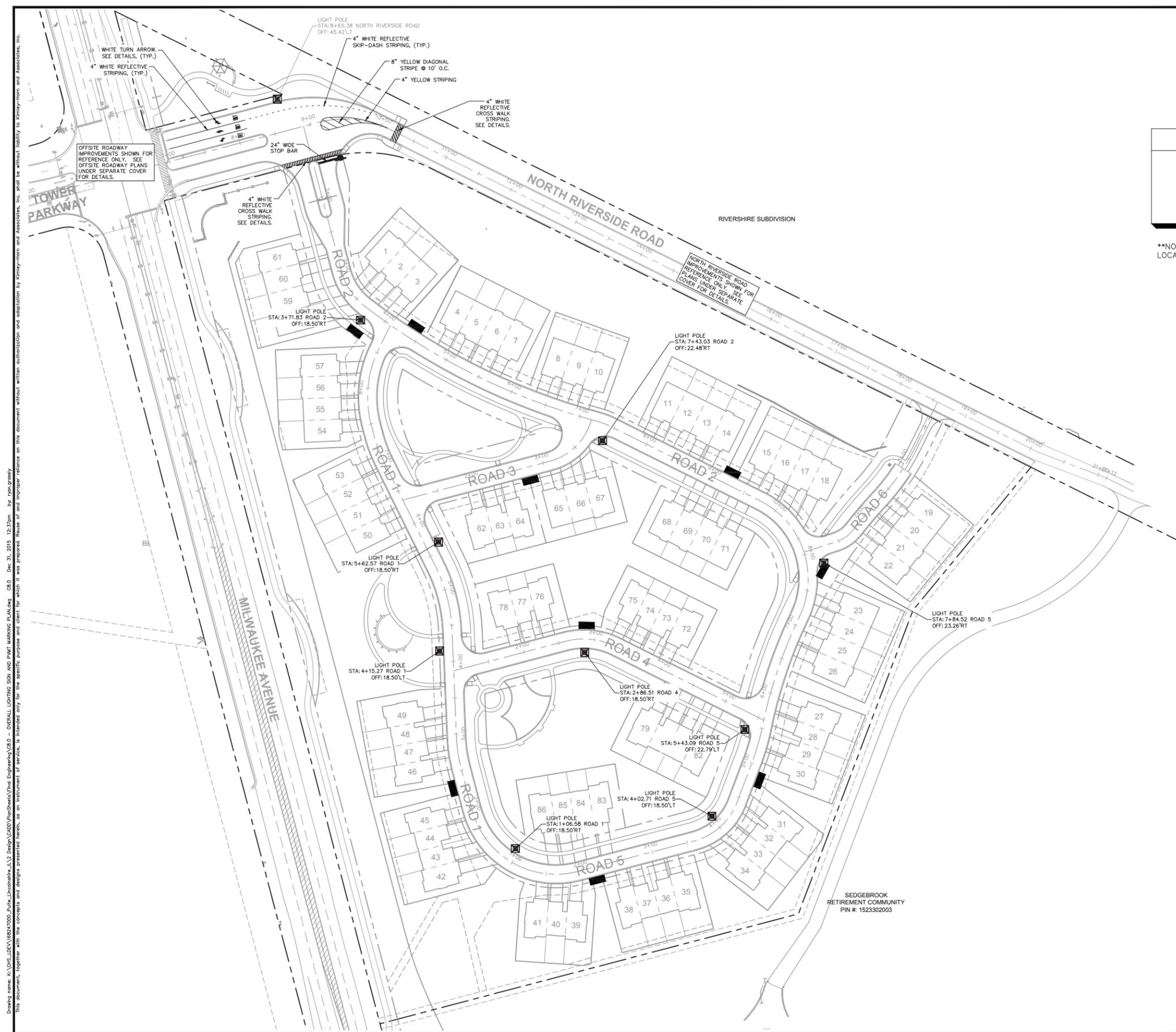
End Fence 5' from wall
for Maintenance Access

Existing Retaining Wall
- to be preserved -



Typical Unit Foundation Plantings
- See Sheet L.106 & L.107 for Detail -

- Proposed Group Mailbox Location - 9 (max 12 per box)
- See Sheet L.106 & L.107
For Typical Townhome Landscape Plans
- See Sheet L.108
For Plant Material List, Notes and Details



LEGEND

- PROPOSED LIGHT POLE LOCATION (SEE PLAN FOR DETAILED LOCATION)
- PROPOSED STOP SIGN LOCATION (TYP.)
- PROPOSED MAILBOX LOCATION (TYP.)

**NOTE: SEE SHEET C5.6 FOR DETAILED STRIPING LOCATIONS ON NORTH RIVERSIDE ROAD.

Drawn name: K:\CHS_LISA\16827000_Pulte_Lincolnshire_A\2_Design\CADD\PlanSheets\Final_Engineering\C8.0 - OVERALL LIGHTING SIGN AND PAVT MARKING PLAN.dwg C8.0 Dec. 31, 2015 12:37pm br_ran.grassy
 This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

NO.	REVISION PER VILLAGE COMMENTS	DATE	BY
		12/23/15	RBG

Kimley-Horn
 © 2015 KIMLEY-HORN AND ASSOCIATES, INC.
 300 N. LINCOLNSHIRE ROAD, SUITE 300,
 LINCOLN, IL 62532
 TEL: 618.330.1000
 WWW.KIMLEY-HORN.COM

SCALE: AS NOTED
 DESIGNED BY: WAW
 DRAWN BY: RBG
 CHECKED BY: DWA



**STREET LIGHTING,
SIGN & PAVEMENT
MARKING PLAN**

CAMBERLEY CLUB
 LINCOLNSHIRE, ILLINOIS
 MILWAUKEE AVE. & N. RIVERSIDE RD.

ORIGINAL ISSUE:
12/14/2015
 KH PROJECT NO.
168247000
 SHEET NUMBER

C8.0

**REQUEST FOR BOARD ACTION
Committee of the Whole
January 11, 2016**

Subject: City Park PUD – Redevelopment Plan

Action Requested: Preliminary evaluation of a Major Amendment to Ordinance No. 97-1498-22, which amended the CityPark Master PUD and approved the Regal Cinema, to permit introduction of a multi-family development at 300 Parkway Drive, in CityPark at the southwest corner of Milwaukee Avenue and Aptakisic Road

Petitioner: ECD Company

Originated By/Contact: Steve McNellis, Director
Department of Community and Economic Development

Referred To: Village Board & Architectural Review Board

Background:

- In 1996, the Village annexed the 47-acre former Aptakisic Sand & Gravel site at the southwest corner of Aptakisic Road and Milwaukee Avenue. The Village subsequently approved a Planned Unit Development (PUD) and Annexation Agreement.
- The PUD, and subsequent amendments, approved a commercial development, including: hotel, restaurants, mixed-commercial buildings, a storage facility and the 21-screen Regal Cinema. Construction of the site began in 1997 and the bulk of the development was constructed by 2003.
- ECD, and its affiliate, have maintained continuous ownership of the 19.22 acre Theater site from initial construction.

Project Summary:

ECD proposes redeveloping the Regal Cinema property, including renovation and reduction in size and number of theaters from 21 screens (including IMAX) to 15 screens (including IMAX). Scott Greenberg, ECD President, outlines the proposal in detail in the attached presentation packet. The request contemplates reducing the Theater building footprint and constructing a 302-unit luxury rental apartment complex on the southern end of the property.

Review Process – After Preliminary Evaluation by the Village Board, the Architectural Review Board (ARB) will review and recommend building, landscaping and site design for the Theater renovation and new apartment buildings. The Village Board will conduct the Public Hearing for the proposed PUD amendment. This request does not require Zoning Board review.

Preliminary Evaluation Summary:

At ARB review and the Public Hearing before the Village Board, Staff intends to raise the following:

- Design Compatibility – The renovated Theater and new Apartment buildings should be compatible in design and materials. Staff does not recommend these buildings match; rather their architectural styles should co-exist, without appearing too dissimilar. Additionally, the proposed project provides an opportunity to consider exterior design enhancements to the Theater front facade to modernize its look.

- Vehicular Circulation – Staff recommends reconfiguring the first access drive from the main east-west entry road, north to the Theater parking field, to permit a free-flowing drive northbound into the parking field. This would result in elimination of the island in the proposed plan which blocks this flow and pushes traffic into a bottleneck.
- Pedestrian Circulation – Pedestrian connections should be enhanced throughout the site to facilitate pedestrian/bike traffic to Aptakisic Road and the Lincolnshire Corporate Center and Buffalo Grove office/industrial park. This will allow the pedestrian/bike traffic access from the proposed housing development to nearby employers and restaurant/retail sites.
- Parking – The two smaller parking fields immediately accessed from the east-west Theater entry road should be redesigned. The smaller parking field on the access drive immediately north of the Theater vehicular drop-off should be removed as it is located on a main parking lot access drive and has the potential to cause conflicts/back-ups. The parking lot proposed north of the east apartment building should be reduced in size by eliminating the northern parking stalls, providing an opportunity for a larger landscaped buffer and limiting theater-goer use of these spaces.
- North Theater Façade – This façade should be considered for architectural enhancement given its visibility from Aptakisic Road. Given the proposed improvements to the site, the “public” façade of this building should not be neglected. Staff initially recommended the proposed apartment buildings be located north of the Theater to provide a more urban edge, and screen the parking areas from Aptakisic Road. However, as noted in the Petitioner’s presentation packet, Regal conditions their lease extension on the apartment complex not blocking the view of the Theater from Aptakisic Road. If the apartment complex is built south of the Theater, the view of the Theater from Aptakisic Road should be enhanced.

Staff Recommendation:

Preliminary Board feedback and Referral of a Major Amendment to the City Park PUD to the ARB for design review and back to the Village Board for a Public Hearing on the proposed amendment.

Reports and Documents Attached:

- Presentation booklet, prepared by ECD Company, dated January 4, 2016.

Meeting History	
VB – Preliminary Evaluation (COW):	January 11, 2016

ECD COMPANY

250 PARKWAY DRIVE, SUITE 120

LINCOLNSHIRE, IL 60069

847.229.9200 PHONE

847.229.9266 FAX

TO: Mayor and Board of Trustees, Village of Lincolnshire

FROM: Scott David Greenberg, President of ECD Company

DATE: January 4, 2016

RE Executive Summary of Referral Request for CityPark Redevelopment Plan

Regal Theatre at Risk of Closing – Causing Serious Threat to Village Tax Receipts

- Significant decline in attendance at Regal Lincolnshire caused by pre-existing competitive pressures combined with the recent opening of the AMC Theater at Hawthorne will likely lead to Regal closure.
- Visitation and spending at CityPark and Lincolnshire Commons will significantly decline as a result of lower theater attendance and eventual closing.
- Closure of retail anchors such as Barnes & Noble and Regal Theatre could snowball into additional anchor closures such as Cheesecake Factory.
- Closure of Regal would cost Lincolnshire over \$200,000 annually in lost Admission Tax Receipts. The Perman Group forecasts an additional \$100,000 reduction in Annual Tax Receipts due to the synergistic effect of Regal on nearby Lincolnshire Restaurants and Stores.

The Means for the Village to Prevent Regal Theatre from Closing

- Regal will extend its lease in Lincolnshire instead of closing, if Regal's landlord, an ECD Company affiliate, provides a multi-million dollar tenant improvement allowance for the substantial upgrade and modernization of the theaters, in combination with a rent reduction.
- Funding of the multi-million dollar Regal renovations and granting the required rent reduction is only economically feasible if an underutilized parking lot under Regal's lease is developed into a 302-unit Luxury Rental Apartment Community.

Luxury Apartment Development at CityPark a Win for Lincolnshire Residents, Business Community and Village Finances

- Affluent and highly educated residents today increasingly seek the **Amenity-Rich Luxury Rental Housing Lifestyle** rather than **Home Ownership**.
- A Modern Luxury Rental Housing Option is needed in Lincolnshire to allow office buildings to successfully compete for Class A office tenants.

ECD COMPANY

CHICAGO

DENVER

- With many large companies increasingly drawn towards Chicago, where young employees want to live and work, it is critical that Lincolnshire make its community attractive to the brightest young Millennials sought by Lincolnshire's largest employers.
- By adding Luxury Rental Housing to the community, Lincolnshire can better support and stabilize local retailers, while at the same time helping to increase Retail Sales Tax Receipts coming to the Village.
- AON, Sysmex, Zebra, Lake County Partners, other local companies (who are some of the most important local employers) as well as prominent office brokers all strongly agree that a new Luxury Rental Apartment Community located in CityPark, within walking distance to much of Lincolnshire's Class A office space, would be helpful for Lincolnshire's Corporate Community.

In its letter addressed to the Village of Lincolnshire, Lake County Partners states:

“By supporting the concept of housing for young professionals you will provide a benefit to the recruiting efforts of local businesses and make it easier for them to retain top talent. You will also continue to position the Village of Lincolnshire as a premier destination for businesses in northern Illinois.”

- Any school aged students forecasted to potentially reside in the proposed rental community would attend school at the **Buffalo Grove School elementary and middle school district**.
- Stevenson High School, which receives approximately 32% of CityPark and Lincolnshire Commons Property Taxes, strongly supports the proposed Luxury Apartment Development at CityPark for the reasons set forth in their letter of support to you, including
 - Opportunity for CityPark Luxury Rental Apartment Community to directly generate more than **\$300,000 of Additional Annual Surplus Tax Revenue** to Stevenson School District (Surplus = Property Tax Revenue from proposed redevelopment less the cost of educating potential additional students).
 - Danger of key property values dropping if Regal closes, thereby significantly reducing Tax Contributions to Stevenson School District.

Opportunity for Village to Generate Significant Additional Tax Receipts

- The proposed new apartment community would produce large upfront fees and donations for the Village totaling \$3,822,523 as well as a large on-going stream of Annual Tax Revenue for the Village forecasted to rise to \$339,000 per year by 2021.
- Additional Public Tax Revenues of approximately \$30,000,000 (between the years 2017 – 2028) will be provided to Lincolnshire from this proposed redevelopment.

Lifecycle Gap Addressed by CityPark Luxury Rental Apartment Community

- Luxury Rental Apartments would be an attractive housing option for Lincolnshire **empty nesters that wish to sell their homes, yet stay in the community**. (Now this option does not exist for those that want a modern, lifestyle, housing community.)

- Luxury Rental Apartments are a smart means for Lincolnshire to attract the **best and brightest Millennials that will later purchase homes in Lincolnshire** and then raise families here.

The Planned 302 Rental Apartment Community Only Scratches the Surface of the Demand for Rental Housing in Lincolnshire

- There is a nationwide shift in housing demand, whereby people are electing to live in rental homes versus purchasing homes. The “Baby Boomer” population is choosing to sell their homes and enjoy the lifestyle of luxury rental living. If only a small fraction of Lincolnshire empty nesters moved from their existing home into the planned apartments, they would likely fill over 1/3 of the apartments planned by this project.
- *If only 1.7 %* of the commuters that work in Lincolnshire (but do not live in the community) elected to live closer to work, there would be enough people to fill this project.
- Zebra Technology, a single Lincolnshire employer that is located within a ten minute walk from CityPark, plans on hiring 300 new young engineers and software programmers for their Lincolnshire offices – and all these young professionals will be looking for new homes close to work.
- There is now 700,000 square feet of vacant office space in Lincolnshire Corporate Center, which is a short walk from the proposed project. Assuming this vacant space is eventually leased, there would be potentially 3,000 new people in the area looking for a place nearby to live.
- Finally, our survey of local large corporations in the area indicates that roughly 10% of the planned apartments would be leased directly by such local corporations seeking to secure housing for their executives and third party consultants who need to commute into the area for long periods of time.

ECD COMPANY

250 PARKWAY DRIVE, SUITE 120

LINCOLNSHIRE, IL 60069

847.229.9200 PHONE

847.229.9266 FAX

TO: Mayor and Board of Trustees, Village of Lincolnshire

FROM: Scott David Greenberg, President of ECD Company

DATE: January 4, 2016

RE Executive Summary of Referral Request for CityPark Redevelopment Plan

Regal Theatre at Risk of Closing – Causing Serious Threat to Village Tax Receipts

- Significant decline in attendance at Regal Lincolnshire caused by pre-existing competitive pressures combined with the recent opening of the AMC Theater at Hawthorne will likely lead to Regal closure.
- Visitation and spending at CityPark and Lincolnshire Commons will significantly decline as a result of lower theater attendance and eventual closing.
- Closure of retail anchors such as Barnes & Noble and Regal Theatre could snowball into additional anchor closures such as Cheesecake Factory.
- Closure of Regal would cost Lincolnshire over \$200,000 annually in lost Admission Tax Receipts. The Perman Group forecasts an additional \$100,000 reduction in Annual Tax Receipts due to the synergistic effect of Regal on nearby Lincolnshire Restaurants and Stores.

The Means for the Village to Prevent Regal Theatre from Closing

- Regal will extend its lease in Lincolnshire instead of closing, if Regal's landlord, an ECD Company affiliate, provides a multi-million dollar tenant improvement allowance for the substantial upgrade and modernization of the theaters, in combination with a rent reduction.
- Funding of the multi-million dollar Regal renovations and granting the required rent reduction is only economically feasible if an underutilized parking lot under Regal's lease is developed into a 302-unit Luxury Rental Apartment Community.

Luxury Apartment Development at CityPark a Win for Lincolnshire Residents, Business Community and Village Finances

- Affluent and highly educated residents today increasingly seek the **Amenity-Rich Luxury Rental Housing Lifestyle** rather than **Home Ownership**.
- A Modern Luxury Rental Housing Option is needed in Lincolnshire to allow office buildings to successfully compete for Class A office tenants.

- With many large companies increasingly drawn towards Chicago, where young employees want to live and work, it is critical that Lincolnshire make its community attractive to the brightest young Millennials sought by Lincolnshire's largest employers.
- By adding Luxury Rental Housing to the community, Lincolnshire can better support and stabilize local retailers, while at the same time helping to increase Retail Sales Tax Receipts coming to the Village.
- AON, Sysmex, Zebra, Lake County Partners, other local companies (who are some of the most important local employers) as well as prominent office brokers all strongly agree that a new Luxury Rental Apartment Community located in CityPark, within walking distance to much of Lincolnshire's Class A office space, would be helpful for Lincolnshire's Corporate Community.

In its letter addressed to the Village of Lincolnshire, Lake County Partners states:

“By supporting the concept of housing for young professionals you will provide a benefit to the recruiting efforts of local businesses and make it easier for them to retain top talent. You will also continue to position the Village of Lincolnshire as a premier destination for businesses in northern Illinois.”

- Any school aged students forecasted to potentially reside in the proposed rental community would attend school at the **Buffalo Grove School elementary and middle school district**.
- Stevenson High School, which receives approximately 32% of CityPark and Lincolnshire Commons Property Taxes, strongly supports the proposed Luxury Apartment Development at CityPark for the reasons set forth in their letter of support to you, including
 - Opportunity for CityPark Luxury Rental Apartment Community to directly generate more than **\$300,000 of Additional Annual Surplus Tax Revenue** to Stevenson School District (Surplus = Property Tax Revenue from proposed redevelopment less the cost of educating potential additional students).
 - Danger of key property values dropping if Regal closes, thereby significantly reducing Tax Contributions to Stevenson School District.

Opportunity for Village to Generate Significant Additional Tax Receipts

- The proposed new apartment community would produce large upfront fees and donations for the Village totaling \$3,822,523 as well as a large on-going stream of Annual Tax Revenue for the Village forecasted to rise to \$339,000 per year by 2021.
- Additional Public Tax Revenues of approximately \$30,000,000 (between the years 2017 – 2028) will be provided to Lincolnshire from this proposed redevelopment.

Lifecycle Gap Addressed by CityPark Luxury Rental Apartment Community

- Luxury Rental Apartments would be an attractive housing option for Lincolnshire **empty nesters that wish to sell their homes, yet stay in the community**. (Now this option does not exist for those that want a modern, lifestyle, housing community.)

- Luxury Rental Apartments are a smart means for Lincolnshire to attract the **best and brightest Millennials that will later purchase homes in Lincolnshire** and then raise families here.

The Planned 302 Rental Apartment Community Only Scratches the Surface of the Demand for Rental Housing in Lincolnshire

- There is a nationwide shift in housing demand, whereby people are electing to live in rental homes versus purchasing homes. The “Baby Boomer” population is choosing to sell their homes and enjoy the lifestyle of luxury rental living. If only a small fraction of Lincolnshire empty nesters moved from their existing home into the planned apartments, they would likely fill over 1/3 of the apartments planned by this project.
- *If only 1.7 %* of the commuters that work in Lincolnshire (but do not live in the community) elected to live closer to work, there would be enough people to fill this project.
- Zebra Technology, a single Lincolnshire employer that is located within a ten minute walk from CityPark, plans on hiring 300 new young engineers and software programmers for their Lincolnshire offices – and all these young professionals will be looking for new homes close to work.
- There is now 700,000 square feet of vacant office space in Lincolnshire Corporate Center, which is a short walk from the proposed project. Assuming this vacant space is eventually leased, there would be potentially 3,000 new people in the area looking for a place nearby to live.
- Finally, our survey of local large corporations in the area indicates that roughly 10% of the planned apartments would be leased directly by such local corporations seeking to secure housing for their executives and third party consultants who need to commute into the area for long periods of time.

December 29, 2015

Mayor and Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, Illinois 60069

c/o Mr. Scott David Greenberg
President
ECD Company
250 Parkway Drive, Suite 120
Lincolnshire, Illinois 60069

RE: Corporate Office Study to Understand the Impact of Luxury Live-Near-Work Rental Housing on Recruitment and Retention for Lincolnshire Corporations

Dear Village of Lincolnshire Mayor and Members of the Board of Trustees,

ECD Company designed a luxury residential rental community with the express purpose of supporting Lincolnshire corporations located along the Milwaukee Avenue Commercial Corridor. A primary desired outcome of the development is to assist the corporations' ability to recruit and retain employees by providing a vibrant, amenity-rich, live-near-work option.

Study Objective

The key study goal was to determine if Lincolnshire employers would value the construction of a new luxury rental housing community in close proximity to their campuses. And if so, to learn why it was important to these companies.

Study Result

After extensive outreach and interviews with dozens of Lincolnshire corporations, it became clear that there is strong support for a luxury residential rental community with 72% of the responding Lincolnshire corporations expressing written or verbal support.

The three largest Lincolnshire Employers, specifically Aon, Sysmex and Zebra, voiced strong enthusiasm for a vibrant live-near-work residential rental community.

Top reason cited: To increase their ability to recruit and retain employees.

Study Context

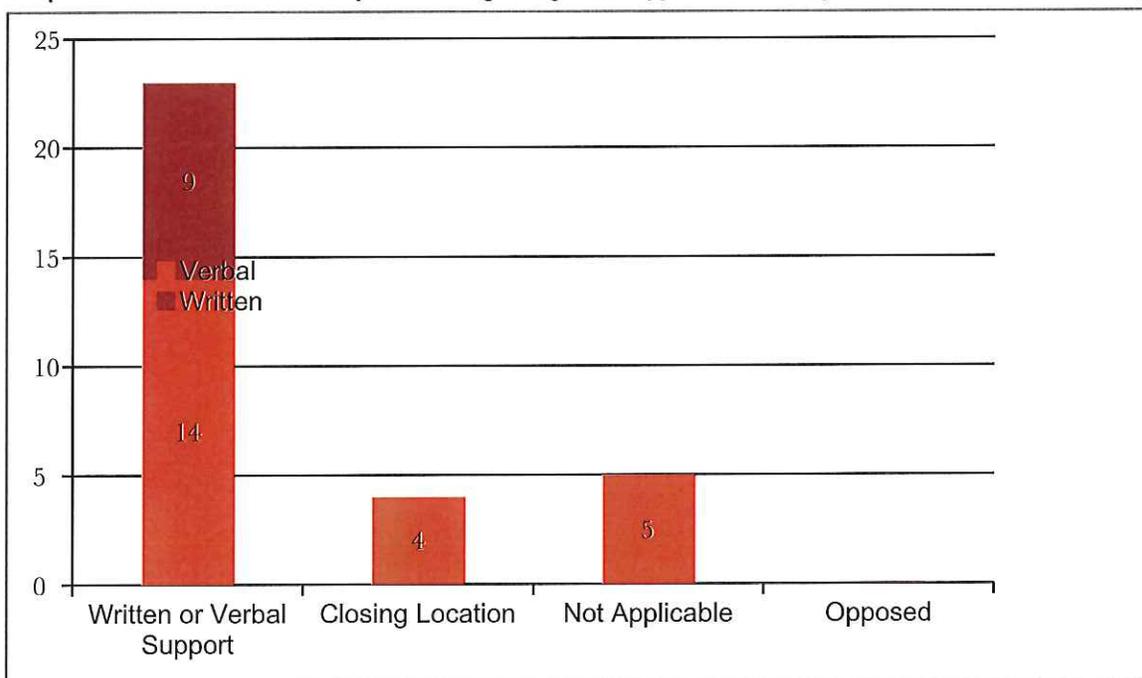
The primary target market for this luxury residential development is Millennials (aged 22-39) and Baby Boomers (aged 51-69). Approximately 90% of the residential units are one or two-bedroom configuration to target singles and couples. Proposed development is walkable to many major Lincolnshire employers and is walkable to many restaurant, shopping and entertainment.

Study Findings

Initially, 67 corporations were identified for outreach and interviews. During a six week period, 32 corporations or 48% were successfully contacted and interviewed via phone or in person. The results are as follows.

- **Support 72%:** 23 corporations voiced support for the proposed luxury residential rental community. Reasons cited included; greater ability to recruit and retain employees, raising the profile of Lincolnshire, greater convenience for employees, and better quality of life for employees.
- **Closing Location 12%:** Four corporations reported their locations to be closing in the near term. Reasons cited included; moving south closer to Chicago, moving manufacturing out-of-state, moving to smaller location, or expanding but without good local options.
- **Not Applicable 16%:** Five corporations reported that the proposed luxury residential rental community was not applicable to their operations. Reasons cited included; employment center not in Lincolnshire, all employees live locally, employees are hourly workers and not able to afford rental rates, or not applicable with no reason stated.
- **Opposed 0%:** Of the 32 corporations successfully contacted, none voiced opposition to the proposed development.

Responses from Lincolnshire Corporations regarding their Support for a Luxury Residential Rental Community



Levels of Support among the Largest Lincolnshire Employers

It is noteworthy that three of the largest Lincolnshire Employers, specifically Aon, Sysmex and Zebra, voiced strong enthusiasm for a vibrant live-near-work residential rental community. These three corporations collectively draw approximately 5,000 employees to Lincolnshire, or approximately 25% of the total Lincolnshire daytime employee population. These anchor corporations clearly expressed that an amenity-rich, residential community attractive to young professionals and senior managers in close proximity to their corporate campus would provide a benefit to recruiting efforts and make it easier to retain top talent.

Challenge Presented by Long Commutes

Nearly all corporations interviewed confirmed that long commute times presented a challenge for hiring and retention. Many offered specific examples of employees that had left the company due to the hours spent commuting and the resulting negative impact on quality of life.

Chicagoland is burdened by extremely long commuting times, the second longest in the US, according to a recently published University of Michigan Transportation Research Institute study. (Michael Sivak, UMTRI, 2015). Commuting times vary widely, but it is not uncommon for the Lincolnshire employees to routinely spend over one hour each way commuting to and from work each day. Long commute times contribute to an increase in fatigue and stress and a decrease in exercise which results in lower productivity, lower quality-of-life, and lower job satisfaction for employees.

Softening of Underlying Corporate Office Market

The office market softening trend within the Milwaukee Avenue Commercial Corridor reported by commercial brokers within this submarket was verified anecdotally through the company interviews. Approximately four companies have closed or plan to close their facilities in the near term. Reasons cited for the closures included corporate consolidation and high-expense in Illinois for manufacturing. Several companies interviewed are closing and reported plans to move closer to Chicago or to move out-of-state. One company cited expansion with no appropriate Lincolnshire option.

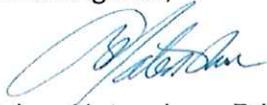
Key Stakeholder Enthusiasm for Live-Near-Work Option

Both Lake County Partners and Buffalo Grove Lincolnshire Chamber of Commerce, which work to strengthen business in Lake County and Lincolnshire, strongly support the development. Lake County Partners was engaged in a focused campaign during 2015 to attract and retain young professionals to Lake County. The need for amenity-rich housing options emerged as a key priority during their focus groups with young professionals. Lake County Partners considers the proposed vibrant luxury residential rental community to be an important step to address this need and to assist local corporations' ability to recruit and retain top talent.

Natenshon Real Estate was engaged by ECD Company to conduct a market survey among the Lincolnshire corporations located along the Milwaukee Avenue Commercial Corridor to gain specific insights and gauge levels of support for the proposed residential development.

If you have any questions or desire additional information, please feel free to contact me.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Adam Natenshon', written in a cursive style.

Adam Natenshon, *Principal*

Lake County Partners

Location. Collaboration. Opportunity.

100 Tri-State International Drive, Suite 122
Lincolnshire, IL 60069
Phone: (847) 597-1220
Fax: (847) 597-1235
www.lakecountypartners.com

December 22, 2015

The Honorable Elizabeth Brandt
Mayor
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, Illinois 60069

Dear Mayor Brandt,

I am writing regarding the 300 unit luxury residential rental development at CityPark Lincolnshire proposed by the ECD Company. As part of our economic development efforts during 2015 we have been focused on Leadership Lake County—an initiative designed to attract and retain young professionals, aged 22-39, in Lake County.

The Leadership Lake County initiative is overseen by a Steering Committee made up of representatives from prominent Lake County businesses and organizations, including Northshore University HealthSystem, Walgreens Boots Alliance, Hollister, Grainger, Sysmex, Manhard Consulting, Baxter, VW Credit, and Discover. To advance the initiative, the committee has looked at the current research on Lake County's demographics, young professional-oriented programs and organizations, and other resources that could support the initiative's objectives.

The data that the Steering Committee has collected thus far has indicated that job opportunities with thriving businesses will be the number one factor driving talented young professionals to Lake County. The ability to put down roots in Lake County will also be a key factor in retaining young professionals. Through focus group discussions with young professionals at businesses located throughout Lake County we gained insight into the personal perspectives of Millennials living and/or working in Lake County. By listening to the "wants" and "needs" of the young professionals we know that they desire diversity in housing options. As they begin their careers they are looking for an amenity-rich, residential community that would be provided by the proposed development. By supporting the concept of housing for young professionals you will provide a benefit to the recruiting efforts of local businesses and make it easier for them to retain top talent. You will also continue to position the Village of Lincolnshire as a premier destination for businesses in northern Illinois.

Sincerely,



Michael Stevens
President & CEO

Location. Collaboration. Opportunity.



Adlai E. Stevenson High School District 125

Two Stevenson Drive, Lincolnshire, IL 60069
847-415-4000 fax 847-634-2039 <http://d125.org>

December 15, 2015

Mayor Brandt and the Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069-3035

Dear Mayor Brandt and the Board of Trustees,

Stevenson High School has been approached by Scott Greenberg, of ECD Company, to express an opinion on the residential development on Milwaukee Avenue in the City Park Mall. After several discussions with Scott and Jonathan Perman and reflecting back upon the City Park Development's impact, Stevenson High School has no objection to this project. Some of the considerations that were addressed include:

Student Impact: Student enrollment data was analyzed by a third party demographer and the impact on Stevenson was estimated at eight students. Even if the enrollment projections are low, the high school has the capacity to absorb those students.

Transportation: The City Park Development is small enough not to warrant any additional bus services, and eight to ten students can be absorbed into existing routes.

Impact Fees: It is estimated that the City Park Development will produce impact fees of \$90,372 dollars, although significant, not necessarily enough to provide any significant services.

Real Estate Taxes: It is expected that the City Park Development will generate an additional \$364,519, these funds have the potential to enhance existing programs on the Stevenson campus.

EAV Growth: Over the next three years, the City Park Development is expected to increase the District equalized assessed valuation by \$50 million, and Stevenson property taxes by \$364,519. At eight to 10 students, the average EAV per student is significantly higher than current levels.

Scott Greenberg and ECD Company has had excellent relationship with the school district and has generously donated to the District in the past and will continue to be an active supporter of Stevenson High School. For these reasons, Stevenson High School supports the City Park development. Should you have any questions please feel free to contact me at 847-415-4119.

Sincerely,

Mark S. Michelini
Assistant Superintendent for Business



ZEBRA

Zebra Technologies Corporation
3 Overlook Point
Lincolnshire, IL 60069

p 847-634-6700
f 847-913-8766
zebra.com

December 21, 2015

Mayor and Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, Illinois 60069
Elizabeth Brandt, Lincolnshire Village Mayor, mayorbrandt@lincolnshireil.gov
Brad Burke, Lincolnshire Village Manager, bburke@lincolnshireil.gov

RE: REQUEST TRUSTEES SUPPORT FOR ECD'S PROPOSED RENTAL APARTMENTS

Dear Mayor Brandt and Members of the Board of Trustees,

I am writing to express Zebra's support for the 300 unit luxury residential rental development at CityPark Lincolnshire proposed by ECD Company.

Our campus is located a ten to fifteen minute walk from this proposed rental apartment development. Our ability to attract and retain the best qualified employees is essential for long-term growth and profitability of our company. An amenity-rich, residential community attractive to young professionals and senior managers in close proximity to our corporate campus would provide a benefit to our recruiting efforts and make it easier to retain top talent.

I encourage you to support ECD's proposed luxury rental development.

Sincerely,

A handwritten signature in black ink that reads "Dan Circo". The signature is written in a cursive, flowing style.

Dan Circo
Senior Manager, Americas Facilities

CC: Mr. Scott David Greenberg - ECD



December 9, 2015

Scott Greenberg
President and CEO
SMASHotels
250 Parkway Drive
Suite 120
Lincolnshire, IL 60069

Dear Mr. Greenberg,

On behalf of my colleagues, I would like to thank you and Mr. Natenshon for your visit to our offices this week and the explanation of your plans for the further development of your EDC Company properties at Aptakisic and Milwaukee. The restaurants and theatres are already frequented by Sysmex staff – we're just minutes away. As a business, we find it convenient to be located close to several upscale restaurants, as there is a need to entertain business associates, prospects and customers on a fairly regular basis. We're very much in favor of better options, both in terms of diversity as well as count.

As we discussed, Sysmex is an international firm and provides opportunities for its global talent to hone its skills around the world, including here in Lincolnshire. Of the top 10 US-based senior managers, only four are US born. At any given time, there are perhaps a dozen or so employees at all levels on assignments here for up to several years. Few are familiar with the area when transferring to Lincolnshire and I suspect some would find it advantageous to have upmarket residential options for rent so close to the office, while experiencing a sense of community and other recreational pursuits associated with good quality of life. We also find that there are key employees that, for a variety of reasons, are unable to relocate to the Chicago area and prefer to commute frequently. Some have sought rental properties here locally for use during their visits, and there may be some interested in your development for these same reasons.

Sysmex expects to remain a fixture within Lincolnshire for quite some time. We are pleased to hear that your plans will enhance the community here and, for this reason, we offer our encouragement for you to go forward. We'll be anxious to hear about your progress, whenever you have an opportunity to share good news.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Ezers", with a long, sweeping horizontal stroke extending to the right.

Andre Ezers
EVP, Corporate Secretary
Chief Compliance Officer
email ezersa@sysmex.com



Kevin Clifton
Executive Vice President

CBRE, Inc.
Brokerage Services
Office Properties

3000 Lakeside Drive
Suite 105 S
Bannockburn, IL 60015

847 572 1445 Tel
847 572 1401 Fax

kevn.clifton@cbre.com
www.cbre.com

November 16, 2015

Mayor and Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, Illinois 60069

c/o Mr. Scott David Greenberg
President
ECD Company
250 Parkway Drive, Suite 120
Lincolnshire, Illinois 60069

RE: Impact of ECD Company's Proposed 300 Unit Luxury Rental Apartment Project on Vacancies in the Lincolnshire Office Leasing Market

Dear Village of Lincolnshire Mayor and Members of the Board of Trustees,

At the request of Scott Greenberg, I am writing to provide you with my professional real estate opinion regarding the impact of ECD Company's proposed 300 unit luxury residential rental apartment project adjacent to the Regal Theater at CityPark on the Lincolnshire office leasing market.

As a senior CBRE office leasing professional in suburban Chicago for over 30 years, I am particularly aware of the challenges of leasing Class A office space along the Milwaukee Avenue corridor in the Village of Lincolnshire.

As you may know, there is currently considerable Class A office vacancy along the Milwaukee Avenue corridor (nearly 700,000 square feet including sublease space) and over the past three to four years, the pace of leasing office space has been very slow at this location.

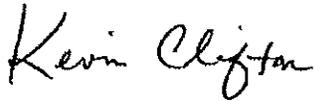
Today, prospective Class A office users are keenly focused on the availability of quality rental housing options for their professional millennial aged employees, especially given the intense competition to

attract these workers to a suburban location. The availability of quality rental housing, located in close proximity to the office, is an increasingly important consideration for our Class A office users.

Approval of a new, luxury, amenity rich apartment community in City Park would be very attractive to the corporate office market and I believe will boost leasing of the current inventory of vacant office space along the Milwaukee Avenue corridor.

If you have any questions or wish to discuss my insights into this market, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Kevin Clifton". The signature is written in a cursive, slightly slanted style.

Kevin Clifton
Executive Vice President, CBRE

Charles Portis
Senior Director
Chicago Agency Leasing



Cushman & Wakefield of Illinois, Inc.
200 South Wacker Drive, Suite 1325
Chicago, Illinois 60606
312-819-4166 (P)
312-819-4107 (F)
Charles.portis@cushwake.com

December 10, 2015

Mayor and Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, Illinois 60069

c/o Mr. Scott David Greenberg
President
ECD Company
250 Parkway Drive, Suite 120
Lincolnshire, Illinois 60069

RE: Proposed 300 Unit Luxury Rental Apartment Project and its appeal to office tenants in the Lincolnshire Office Leasing Market

Dear Village of Lincolnshire Mayor and Members of the Board of Trustees:

At Scott Greenberg's request, I am writing to provide you with my professional opinion regarding the impact of ECD Company's proposed 300 unit luxury residential rental apartment project adjacent to the Regal Theater at CityPark on the Lincolnshire office leasing market.

As a senior office leasing professional at Cushman Wakefield, I have been active in the market for almost 30 years representing both tenants and landlord. Currently, for example, I am representing a pair of technology firms seeking to lease 20,000 square feet in the Central North (i.e. Lincolnshire/Bannockburn area) market.

As you know, there is a large amount of available space in and around Lincolnshire, especially concentrated along Milwaukee Avenue. A number of the recent large transactions in the area have elected to take spaces closer to the Tollway. Examples would include CDW's recent lease at Tri State International in Lincolnshire, Baxalta's lease at 1200 Lakeside in Bannockburn, and Donlen's pending lease for 70,000 square feet at 3000 Lakeside in Bannockburn. The pace of leasing at buildings around Milwaukee Avenue has been considerably slower.

However, a change which would potentially make Milwaukee Avenue based office buildings more attractive would be to provide some new high quality apartment options. Today, prospective Class A office users are keenly focused on the availability of quality rental housing options for their employees, especially given the intense competition to attract these workers to the suburbs. The availability of quality rental housing, located in close

proximity to the office, is an increasingly important consideration for our Class A office users, and especially those fast growing firms seeking younger employees, for whom commute (or lack thereof!) is often a key consideration.

The Milwaukee corridor is already retail-rich, and those stores also appeal to tenants. However, adding a dynamic new multi-family project to the mix would further enhance the appeal of the significant inventory of vacant office space in Lincolnshire. Approval of a new, luxury, amenity filled apartment community in City Park would be very attractive to the corporate office market and I believe will boost leasing of the current inventory of vacant office space along the Milwaukee Avenue corridor.

If you have any questions or wish to discuss my insights into this market, please feel free to contact me.

Regards,

CUSHMAN & WAKEFIELD OF ILLINOIS, INC.



Charlie Portis
Senior Director



December 10, 2015

550 Bond Street
Lincolnshire IL 60069
847.325.1000 TEL
847.325.1001 FAX
www.interiorinvestments.com

Mayor and Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, Illinois 60069

RE: REQUEST TRUSTEES SUPPORT ECD'S PROPOSED RENTAL APARTMENTS

Dear Village of Lincolnshire Mayor and Members of the Board of Trustees,

I am writing to express Interior investments' support for the 300 unit luxury residential rental development at CityPark Lincolnshire proposed by ECD Company.

At our Lincolnshire campus, we employ over 100 people. Our campus is located a ten minute bike ride from this proposed rental apartment development.

Our ability to attract and retain the best qualified employees is essential for long-term growth and profitability of our company. Significant commute times to our Lincolnshire corporate campus can pose a structural challenge to recruitment of younger employees as well as retention of baby boomers.

An amenity-rich, residential community attractive to young professionals and senior managers in close proximity to our corporate campus would provide a benefit to our recruiting efforts and make it easier to retain top talent.

I urge you to support ECD's proposed luxury rental development. If you have any questions, feel free to contact me.

Sincerely,
Interior Investments, LLC

A handwritten signature in black ink, appearing to read "D. Shannon", is written over the typed name and title.

Donald G. Shannon
Principal

December 14, 2015

Dear Village of Lincolnshire Mayor and Members of the Board of Trustees,

I am writing to express E.H. Wachs a division of ITW's support for the 300 unit luxury residential rental development at CityPark Lincolnshire proposed by ECD Company.

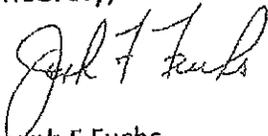
At our Lincolnshire campus, we employ approximately 70 people. Our campus is located on Knightsbridge Parkway, a ten minute bike ride from this proposed rental apartment development.

Our ability to attract and retain the best qualified employees is essential for long-term growth and profitability of our company. Significant commute times to our Lincolnshire corporate campus pose a structural challenge to recruitment of younger employees as well as retention of baby boomers.

An amenity-rich, residential community attractive to young professionals and senior managers in close proximity to our corporate campus would provide a benefit to our recruiting efforts and make it easier to retain top talent.

I urge you to support ECD's proposed luxury rental development. If you have any questions, feel free to contact us.

Sincerely,



Joseph F Fuchs
Controller
Ph.847-484-2689



Sarah Deitz
Accounting Manager/HR
Ph. 847-484-2653

KNUTH Machine Tools USA, Inc.



Tel. (847) 415-3333
Fax (847) 415-2402
info@knuth-usa.com

KNUTH Machine Tools USA, Inc.
590 Bond St. • Lincolnshire, IL
60069

Tuesday, December 22, 2015

RE: REQUEST TRUSTEES SUPPORT ECD'S PROPOSED RENTAL APARTMENTS

Dear Village of Lincolnshire Mayor and Members of the Board of Trustees,
I am writing to express Knuth Machine Tools support for the 300 unit luxury residential rental development at CityPark Lincolnshire proposed by ECD Company.

Our facility is located a eight minute bike ride from this proposed rental apartment development.

Our ability to attract and retain the best qualified employees is important for the long-term growth and profitability of our company.

An amenity-rich, residential community attractive to young professionals and senior managers in close proximity to our location would provide a benefit to our recruiting efforts and make it easier to retain top talent.

I encourage you to support ECD's proposed luxury rental development.

Sincerely,

Daniel Maerklin,
President

All sales are subject to our General Terms and Conditions (go to www.knuth-usa.com).
Sold items remain the property of KNUTH until paid in full.

Bank / Wire Info
US Bank Routing #: 071904779
800 S. Wheeling Rd Account #: 199370473985
Wheeling, IL 60090 Swift: USBKUS44IMT

Headquarters and Shipping Address
KNUTH Machine Tools USA
590 Bond St • Lincolnshire, IL 60069
Tel. (847) 415-3333
Tax ID No : 20-0118592

E-Mail: info@knuth-usa.com • Internet: www.knuth-usa.com

December 11, 2015

Mayor and Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, Illinois 60069
Elizabeth Brandt, Lincolnshire Village Mayor, mayorbrandt@lincolnshireil.gov
Brad Burke, Lincolnshire Village Manager, bburke@lincolnshireil.gov

c/o Mr. Scott David Greenberg
President
ECD Company
250 Parkway Drive, Suite 120
Lincolnshire, Illinois 60069
Scott Greenberg, ECD Company President, Scott@ecdco.com

RE: REQUEST TRUSTEES SUPPORT ECD'S PROPOSED RENTAL APARTMENTS

Dear Village of Lincolnshire Mayor and Members of the Board of Trustees,

Kubota Engine America is very excited to be able to express our support for the 300 unit luxury residential rental development at CityPark Lincolnshire proposed by ECD Company.

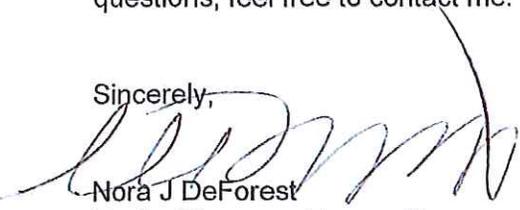
We employ over 100 people and our location is a ten minute bike ride from this proposed rental apartment development.

Our ability to attract and retain the best qualified employees is essential for long-term growth and profitability of our company. Significant commute times to our Lincolnshire location pose a challenge to recruitment of younger employees as well as retention of baby boomers.

An amenity-rich, residential community attractive to young professionals and senior managers in close proximity to our location would provide a benefit to our recruiting efforts and make it easier to retain top talent.

I urge you to support ECD's proposed luxury rental development. If you have any questions, feel free to contact me.

Sincerely,



Nora J DeForest

Senior Manager, Human Resources and Facilities



50 1/2 Raupp Blvd.
Mailing address: P.O. Box 7124
Buffalo Grove, Illinois 60089
847-541-7799 Fax 847-541-7819
E-mail: info@bglcc.org
www.bglcc.org

President

Michael Abruzzini
Buffalo Grove Bank & Trust

Executive Vice-President

Dr. Gregg Stern
Stern Chiropractic

Vice-President

Larry Wankovsky
Triple J Ventures

Secretary

Adriane Johnson
Populus, XP

Treasurer

Robert Braun
American Enterprise Bank

Past President

Marc Blumenthal
Attorney at Law

At-Large Exec. Director

Nels Flatebo
The Leaders Forum

Directors

Vicki Baker
Gifts of Distinction

Darren Boundy
Comed

Amanda Burton
Vernon Area Public Library

Greg Diethrich
Stevenson High School Foundation

Marilyn Doppler
Remax Suburban

Judith Kristan
Beckley CPA

Crystal Maleski
Clear Path Social

Ronnis Oher
Life Maps

Cathy Schwartz
Temple Chai

Aaron Zarkowsky
Howard and Howard

Village Liaisons
Jenny Maltas
Buffalo Grove

Tonya Zozulya
Lincolnshire

Executive Director
Roger Sosa

Executive Assistant
Fran Capsuto

January 4, 2016

Mayor and Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, Illinois 60069

c/o Mr. Scott David Greenberg
President
ECD Company
250 Parkway Drive, Suite 120
Lincolnshire, Illinois 60069

RE: REQUEST TRUSTEES SUPPORT ECD'S PROPOSED
RENTAL APARTMENTS

Dear Village of Lincolnshire Mayor and Members of the Board of
Trustees:

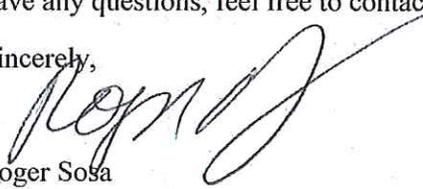
I am writing to express the Buffalo Grove Lincolnshire Chamber of
Commerce's support for the 300 unit luxury residential rental
development at CityPark Lincolnshire proposed by ECD Company.

The Chamber represents over 350 local businesses in the communities of
Lincolnshire and Buffalo Grove. The ability to attract and retain the best
qualified employees is essential for long-term growth and profitability of
our members. Significant commute times to Lincolnshire pose a
structural challenge to recruitment of younger employees as well as
retention of baby boomers.

An amenity-rich, residential community attractive to young professionals
and senior managers in close proximity to our corporate members would
provide a benefit to their recruiting efforts and make it easier to retain
top talent.

I urge you to support ECD's proposed luxury rental development. If you
have any questions, feel free to contact me.

Sincerely,


Roger Sosa
Executive Director

CENTRAL MACHINES, INC.

Your Automation Connection

645 Margate Dr. • Lincolnshire, IL 60069
Phone: (847) 634-6900 • Fax: (847) 634-6901



Mayor and Board of Trustees

December 22, 2015

Village of Lincolnshire

One Olde Half Day Road

Lincolnshire, Illinois 60069

Elizabeth Brandt, Lincolnshire Village Mayor

Brad Burke, Lincolnshire Village Manager

c/o Mr. Scott David Greenberg

President

ECD Company

250 Parkway Drive, Suite 120

Lincolnshire, Illinois 60069

Scott Greenberg, ECD Company President

RE: REQUEST TRUSTEES SUPPORT ECD'S PROPOSED RENTAL APARTMENTS

Dear Village of Lincolnshire Mayor and Members of the Board of Trustees,

I am writing to express Central Machines, Inc. support for the 300 unit luxury residential rental development at CityPark Lincolnshire proposed by ECD Company.

Our campus is located a ten minute bike ride from this proposed rental apartment development.

Our ability to attract and retain the best qualified employees is essential for long-term growth and profitability of our company. Significant commute times to our Lincolnshire corporate campus pose a structural challenge to recruitment of younger employees as well as retention of baby boomers.

An amenity-rich, residential community attractive to young professionals and senior managers in close proximity to our corporate campus would provide a benefit to our recruiting efforts and make it easier to retain top talent.

I urge you to support ECD's proposed luxury rental development. If you have any questions, feel free to contact me.

Sincerely,

Peter Kendler

Digitally signed by Peter Kendler
DN: cn=Peter Kendler, ou=Peter Kendler, c=United
States, +OU=Central Machines, Inc., ou=CM
I am the author of this document
Location:
Date: 2016.01.04 09:50:06.00

Peter Kendler

President Central Machines, Inc.

January 4, 2016

Mayor and Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, Illinois 60069

c/o Mr. Scott David Greenberg
President
ECD Company
250 Parkway Drive, Suite 120
Lincolnshire, Illinois 60069

RE: REQUEST TRUSTEES SUPPORT ECD'S PROPOSED RENTAL APARTMENTS

Dear Village of Lincolnshire Mayor and Members of the Board of Trustees,

I am writing to express Aon's support for the 300 unit residential development at CityPark Lincolnshire proposed by ECD Company. As one of Lincolnshire's largest employers, our more than 3,000 colleagues are a short walk from this proposed rental apartment development.

As the world's leading provider of risk and human capital consulting, our people are our greatest assets. Thus Aon's ability to attract and retain the best qualified employees is essential for long-term growth and success of our firm. Workplaces that support a dynamic work and living environment, specifically an amenity-rich, residential community attractive to everyone from young professionals to senior managers will continue to make Aon an employer of choice for a diverse pool of talent.

I encourage you to support ECD's proposed rental development. If you have any questions, you may contact me at your convenience.

Sincerely,



Kathryn Reilly
Director, Global Public Affairs

Aon
200 Randolph
Chicago, Illinois 60601
309.381.3252

ECD COMPANY

250 PARKWAY DRIVE, SUITE 120

LINCOLNSHIRE, IL 60069

847.229.9200 PHONE

847.229.9266 FAX

January 4, 2016

Mayor and Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, Illinois 60069

RE: Request for Referral of ECD Company's Redevelopment Plan for CityPark (the "Referral Request")

Dear Mayor and Board of Trustees:

Nearly twenty years ago, the Village of Lincolnshire approved CityPark, which was a groundbreaking and highly innovative mixed-use development created by ECD Company and anchored by a state-of-the-art, stadium seated, 20 screen movie theater plus an IMAX auditorium, restaurants, retailers, office building and a hotel. Today, ECD Company is returning to the Village Board to request modifications to the CityPark Annexation Agreement to make way for much needed boosts to the Regal Theatre, CityPark and the adjacent Lincolnshire Commons, and to request such modifications in order to address evolving community needs.

Heightened retail competitive pressures and other macro forces threaten the stability of the retail/restaurant/entertainment developments of CityPark and Lincolnshire Commons and the desirability of Class A office space in Lincolnshire Corporate Center. Consequently, these forces threaten the property tax base of the community as well as the Sales and Admission Tax receipts that flow from these commercial properties.

To secure the future success and longevity of Regal Theatre operating in Lincolnshire and in order to secure a long term lease extension with Regal, ECD Company and Regal propose to invest nearly \$5,000,000 in the Regal Theatre in order for the facility to become more upscale and competitive with the new AMC Theater at Hawthorn.

Regal has agreed to sign a long term lease extension provided the Landlord (an affiliate of ECD Company) both provides millions of dollars of towards the Tenant renovation AND reduces Regal's rent to reflect the new economics of the movie exhibition industry and also "right size" the facility from 21 screens to 15 screens. Regal has conditioned the lease extension on the requirement that the new apartment community will not block any view of the Theatre.

ECD COMPANY

CHICAGO

DENVER

In order to make these changes economically possible, ECD Company requests the Village simultaneously approve a plan to construct a new luxury 302-unit rental apartment community on excess parking lot property in CityPark that Regal would not require with a “right-sized” facility.

For the reasons summarized in this Referral Request, the Village’s approval of the requested modification to the CityPark Annexation Agreement should be a win-win for the Village – it is good for the business community of Lincolnshire, good for the Village’s finances and the related community taxing districts, and good for the residents of Lincolnshire.

Background on Regal Lincolnshire Theatre and Competitive Changes in the Market

Twenty years ago, Regal Theatre was **THE** catalyst that led to the Wildfire and Big Bowl Restaurants being built in Lincolnshire. The Regal Theatre was also **THE** essential anchor when General Growth made the decision to develop Lincolnshire Commons and attract The Cheesecake Factory and Fleming’s Steakhouse.

After Regal Theatre opened nearly 17 years ago in Lincolnshire, several movie theaters within seven to ten miles of Lincolnshire became obsolete and closed. Movie going patrons flocked to Lincolnshire and these patrons also supported many restaurants in Lincolnshire, including ones that opened to capture the additional business generated by Regal Theatre.

With the recent opening of the AMC Hawthorn Theater, the tables are turned on the Lincolnshire Regal Theatre and it has become relatively less competitive than the newest theaters in the market. If nothing significant is done to upgrade the Regal Theatre, which will require re-structuring of the economics of its lease, many more movie patrons will seek the newer theaters and not return to Lincolnshire and, over time, dining and retail sales will decline, eventually forcing Regal to close its Theatre in Lincolnshire. The impact of such a decision would significantly damage the commercial tax base of the community, as further detailed in this Referral Request.

Surrounding Communities Have Created a Much More Competitive Climate for Lincolnshire’s Retail Businesses

Over the past five to seven years, many of the communities surrounding the Village of Lincolnshire have been approving and even subsidizing retail expansions which, to some degree, have cut into the market for retailers in Lincolnshire. Retail expansion in neighboring communities has been, and will continue to be, partly at the expense of retail sales in Lincolnshire.

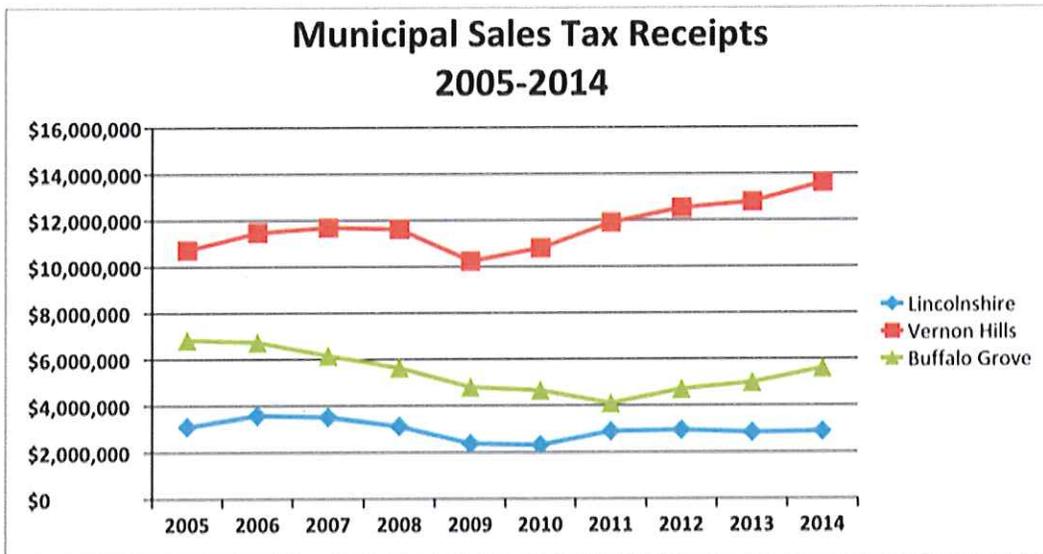
Consider how Vernon Hills Town Center added many fast casual outlets like Real Urban Barbecue, Tom & Eddie’s and The Beer Market, all of which have captured significant lunchtime trade and hurt many food outlets across the street at Village Green. Vernon

Hills is now approving intensive retail development at the Cuneo parcel along Town Line Road by authorizing attractive subsidies. This planned retail development is designed to take direct aim at CityPark and Lincolnshire Commons.

The addition of the Mariano’s store in Buffalo Grove and Heinen’s in Bannockburn have squeezed sales at The Fresh Market. The Village of Wheeling is reviewing a development plan that would include a movie theater to compete with the Regal in Lincolnshire.

Retailing pressure created by more prominent retail destinations in nearby communities have caused Barnes & Noble at Lincolnshire Commons to close, which impacts the retail strength of Lincolnshire Commons.

Below is a comparative graph that depicts the trajectory of Sales Tax Receipts for Lincolnshire and the surrounding communities. Clearly, from the graph below, the Village of Lincolnshire continues to lose retail share relative to adjacent suburbs and that downward trajectory likely will accelerate without the changes requested by ECD Company as outlined in this Referral Request.



Source: Illinois Department of Revenue, Valerie S. Kretchmer Associates, Inc.

“At Risk” Taxable Receipts from CityPark and Lincolnshire Commons

If the Village Board fails to approve the ECD Company redevelopment plan, continuity of the Admission Tax and Sales Tax receipts from CityPark and Lincolnshire Commons will be put into jeopardy.

Admission Tax receipts generated by the Regal Theatre payable to the Village of Lincolnshire were \$261,000 in 2013 and \$228,000 in 2014. Due to the opening of the new AMC Hawthorn Theater in June of 2015, Admission Tax receipts are expected to

continue to fall to \$209,000 in 2015. In future years, it is likely such Admission Tax receipts will fall further and eventually disappear unless a large re-investment and restructuring of the Regal Theatre lease occurs. Therefore, the means to maintain and likely GROW annual Admission Tax receipts generated by the Regal Theatre is for the Village Board to support and approve ECD Company's redevelopment plan, which includes a restructuring and long term renewal of the Regal lease.

According to The Perman Group Fiscal Impact Study, Total Consumer Retail Sales Tax Receipts from CityPark and Lincolnshire Commons were \$818,200 in 2014. Since there is a strong synergistic connection between the Regal Theatre and the surrounding retail and restaurants, if Lincolnshire fails to approve the ECD Company redevelopment plan, the Village should expect lower Sales Tax receipts from these businesses as well. While it is difficult to forecast the precise loss of Sales Tax receipts generated from CityPark and Lincolnshire Commons if the Regal Theatre upgrade and "right sizing" does not occur, The Perman Group conservatively predicts a loss in Sales Tax receipts per year for the Village of approximately \$114,000.

The drop in Sales Tax receipts could be considerably greater over time given the increasing competitive retail climate facing Lincolnshire retailers along with the recent loss of the Barnes & Noble store. Potentially, the closure of Regal Theatre for the area could set in motion a downward "Snow Baling Effect" that could trigger other retail closures.

Missed Taxes and Fees if the ECD Company Redevelopment Plan is Not Approved

Below illustrates some of the lost economic opportunity of taxes and fees if the ECD Company redevelopment plan is not approved and the proposed luxury apartment community is not built, as conservatively estimated by The Perman Group:

- Loss of Potential Water/Sewer Impact Fees of \$2,155,264
- Loss of Potential Total Village Fees of \$3,822,523
- Loss of Potential Donation of \$2,880,325 to Lincolnshire Parks
- Loss of Potential Donation of \$92,000 to the Public Library
- Loss of Potential Annual Taxes Generated from New Apartment Residents arising from Sales Tax, State Income Tax, Motor Fuel Tax, Utility Tax, Telecommunications Tax of \$80,000 per year rising to \$339,155 per year by 2021.(See Table 1 of The Perman Group Impact Study)
- Loss of Potential Property Tax Receipts of \$1,700,000 per year to other taxing bodies that benefit residents of Lincolnshire.
- Finally, according to The Perman Group Fiscal Impact Study, almost \$30,000,000 of new various Potential public tax revenues (between the years 2017 – 2028) would never materialize if Lincolnshire fails to approve this redevelopment plan.

Opportunity to Make Lincolnshire More Friendly to Large Companies

Regional, national and international trends are now impacting the desirability and leasability of office space along Milwaukee Avenue in Lincolnshire. Office vacancy in this area will soon jump to 700,000 square feet of vacant Class A space as Walgreens leaves Lincolnshire Corporate Center. For the past three years, a single 175,000 square foot building in Lincolnshire Corporate Center has sat empty, reflecting the difficulty of leasing Class A space west of Milwaukee Avenue in Lincolnshire Corporate Center.

In general, corporate headquarters are no longer moving further AWAY from downtown Chicago, as was the trend fifteen to twenty years ago. Today, large companies are moving closer towards the City of Chicago in order to attract younger, highly educated employees. Sysmex was an example of a company that moved south from Mundelein to Lincolnshire, with the aid of a State of Illinois subsidy.

On the other hand, Medline from Mundelein had planned to move south into Lincolnshire until the Kraft Foods campus in Glenview became available and Medline changed direction, electing to move even further south and never occupy offices the company had acquired in Lincolnshire.

In order to counterbalance the pull of the City of Chicago, the Village Board should be looking to seize opportunities to make Lincolnshire friendlier to the needs of its largest companies, while at the same time, making it more desirable for companies to lease vacant space.

After numerous discussions with existing large businesses in Lincolnshire, the number one challenge faced by Lincolnshire companies is their ability to recruit and retain employees. A key factor identified by these companies that adds to their challenge is the lack of modern, upscale, rental housing.

For this reason, many existing Lincolnshire companies as well as Lake County Partners are urging the Village Board to support ECD Company's plan to construct a 302-unit luxury apartment development because it will make it easier for them to both recruit new, younger, high income earning employees as well as help retain their top talent.

The most senior office leasing brokers in the metropolitan Chicago area, representing some of the vacant Class A space in Lincolnshire, in addition to one of the most prominent Chicago tenant brokers, also recommend that the Village Board support ECD Company's proposal for bringing luxury rental units to the community. By having additional new luxury rental units, Lincolnshire will become a much more desirable destination for prospective new companies.

Of course, Lincolnshire restaurants, retailers, and hotels all benefit when the office market is strong and vibrant.

Affluent and Highly Educated Residents Seek Rental Housing

Over the past seven years, the fastest growing segment of housing demand is coming from the most well educated and most affluent segment of our population. While “Home Ownership” was a long held symbol of “AFFLUENCE” in America, a growing highly educated and high income earning segment of the population no longer holds this belief.

Today, Millennial and Baby Boomers can easily AFFORD to own their home, but many affluent and educated people prefer the convenience and lifestyle of luxury rental living. In addition, the Millennial and Baby Boomers often times are willing to spend **substantially more** on monthly rental housing expenses than the monthly expenses of home ownership in order to access and enjoy such convenience and lifestyle.

I urge Village Board Members to carefully review the Lake County Partners’ Letter of Support which focuses on this key issue for all of Lake County.

At the present time, a modern luxury rental option does not exist in Lincolnshire and, as evidenced by the testimonials accompanying this Referral Request, this factor makes it harder for office buildings to compete for Class A office tenants.

Proposed Rental Apartment Project Designed to Attract Upscale Millennials and Affluent Empty Nesters

Attached to this Referral Request are architectural renderings for the 302-unit luxury rental apartment community proposed by ECD Company and designed by HKM Architects.

Several key features make the proposed development attractive to highly educated, affluent Millennials and affluent empty nesters:

- 1) The development is exceptionally pedestrian friendly, allowing its residents to *Live, Play, Shop and Work*, never having to use a car. Remember, the Millennial is the UBER, LYFT and car sharing generation. Many of Lincolnshire’s largest employers are only a ten to fifteen minute WALK from this proposed community.
- 2) While residents in this development can easily walk to shopping, dining and entertainment, the targeted land is tucked in the most southern and western corner of CityPark, so the property is bounded on three sides by attractive natural elements including:
 - to the East, the 4 acre CityPark pond;
 - to the South, Aptakisic Creek; and
 - to the West, a green buffer strip between Lincolnshire and the Buffalo Grove Business Center.

The development is designed with substantial adult-oriented communal spaces to foster a highly social and interactive lifestyle. State-of-the-art community amenities are planned that would exceed anything yet built on the North Shore including:

- health club caliber fitness and exercise class facilities;
- multiple meeting and party venues;
- coffee café, three season roof party deck, bike maintenance “shop”;
- kayak storage;
- multi-depth pool and sundeck with cabanas;
- outdoor living rooms;
- grilling stations, firepits and more.

The development will also be equipped and staffed to provide a series of services that add to the ease and convenience of its residents.

- 3) The exterior architecture is fresh, vibrant and modern, which will tend to attract younger and more upscale residents. Adding to this appeal is the fact that ECD Company is proposing to construct only four story buildings, which are designed to create the appearance of seemingly unique building facades, by attractively blending differing textures, colors and siding materials. These combined features are an aesthetic with particular appeal for the development’s targeted demographic.
- 4) Interior finishes in the common spaces and in the apartments will be comparable to some of the finest interior finishes in brand new luxury downtown Chicago high-rise residential projects, thereby offering a highly competitive alternative.

Positive Fiscal Impact on Stevenson High School

Stevenson High School supports ECD Company’s proposed redevelopment plan (as evidenced by the attached letter) because it substantially benefits the school district and adds to the economic well-being of the school district. The annual property tax receipts generated by the construction of the proposed apartment project far exceed the incremental costs for educating the few more students that, pursuant to the attached Fiscal Impact Study prepared by The Perman Group, may attend the High School.

Positive Financial Impact on the Buffalo Grove Aptakistic Tripp School District

Elementary and middle school students will attend the BUFFALO GROVE school district and NOT the Lincolnshire elementary and middle school district. The attached Fiscal Impact Study was shared with Buffalo Grove school district. The Fiscal Impact Study also demonstrates the positive incremental benefit on the Buffalo Grove school district created by the proposed luxury apartment community.

Protecting Positive Perception of Lincolnshire to the Wider Community

The Regal Theatre, Viper Alley, Wildfire, Big Bowl and other outlets in CityPark and Lincolnshire Commons have become noteworthy icons in the North Shore and beyond. These venues take on special significance because they are established and highly regarded entertainment and meeting destinations in the region. With each visit (and there are over 1,000,000 visitations per year to such destinations), another positive memory about Lincolnshire is created.

By supporting ECD Company's redevelopment plan, the Village Board will not only be helping to ensure the on-going success of Regal and the nearby restaurant outlets and protecting its own financial interests, but will also ensure continuity of the positive perception of the Lincolnshire community that flow from this destination.

Other Supporting Documentation and Testimony

Accompanying this Referral Request is The Perman Group Impact and Policy Study, a series of architectural renderings and site drawings completed by HKM Architects, a Corporate Office Study by Natenshon Real Estate, and various letters of support from Stevenson High School, Lake County Partners, AON Corporation, Sysmex Corporation, Zebra Technologies and many others.

We are also submitting advisory letters from two leading commercial leasing office brokers who are active in Lincolnshire and the northern suburbs of Chicago who strongly support the addition of the rental apartments at CityPark in order to make the vacant office space in Lincolnshire more appealing to rent.

Finally, the Vice President of Real Estate for Regal Entertainment Group will provide testimony at the Referral meeting.

We are hoping the Village Board strongly endorses this proposed redevelopment plan and quickly moves to refer this matter to the Architectural Review Board for review. ECD Company and Regal Entertainment Group wish to expeditiously proceed with the plan for modernization of the Theatre and the process of developing the apartment community in order to mitigate the decline at the Theatre and other concerns identified in this Referral Request.

Thank you for your close attention to this vital and urgent issue facing our community.

Sincerely,

Scott David Greenberg
President
ECD Company



404 social

An ECD Community



404
social
An ECD Community



404
social

An ECD Community



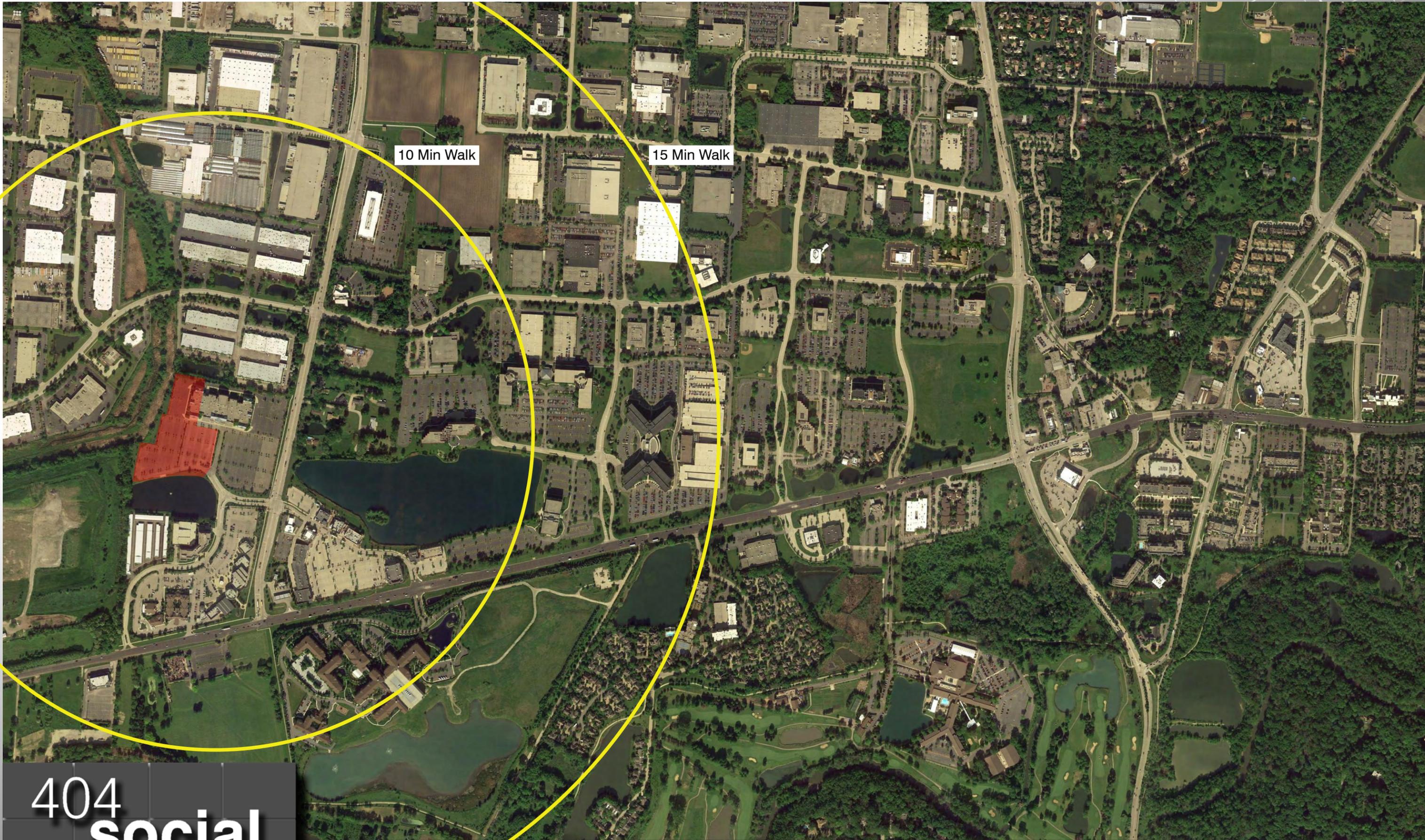
404
social
An ECD Community



404
social
An ECD Community



404
social
An ECD Community



10 Min Walk

15 Min Walk

404
social

An ECD Community



404 social

An ECD Community



404 social

An ECD Community

THE **PERMAN** GROUP

PUBLIC AFFAIRS STRATEGY
PUBLIC POLICY COMMUNICATIONS

**Economic Policy and Forecast for
CityPark/Regal Lincolnshire Movie Theatres**

January 4, 2016

Table of Contents

Executive Summary	1
About ECD Company, CityPark Lincolnshire	5
Property Overview, Site Plan, and Description	6
Current Status of Site and Market	9
Trends and Competition	13
Forecast of Taxable Receipts <u>Without</u> Redevelopment At CityPark	27
New Development Proposal	32
The Perman Group Fiscal/Economic Study of the Development Proposal	Insert
Forecast of Taxable Receipts <u>With</u> Redevelopment At CityPark	34
Conclusions and Policy Recommendation	39
Valerie S. Kretchmer Associates Inc. Report	Insert

Executive Summary

Executive Summary

Over the last several years, as demographic and economic trends caused the marketplace in and around Lincolnshire to shift, the retail/restaurant/entertainment activity at CityPark and Regal Lincolnshire Stadium 21 has flattened. In the last six months, however, since the AMC Hawthorn 12 in Vernon Hills reopened, the Regal Lincolnshire has seen a significant decline in box office revenue.

Although the mixed-use retail development and movie theatres have, by most measures, had success since their inception in the late 1990s, Regal and the developer, ECD Company, are now looking to adjust their concept to meet the present and long-term future needs of Lincolnshire's residents and businesses.

CityPark and Regal Lincolnshire Face Major Competition

When it opened, the movie theatres were state-of-the art, and had little competition for the entertainment interests of a growing area. However, over time, Lincolnshire has become ringed by new movie theatres which offer an experience for their audiences which exceed what the Regal Lincolnshire cinemas provide in terms of amenities.

Lincolnshire continues to have attractive demographic fundamentals, especially as it pertains to household income and education levels. But its rate of population growth has slowed and the population in a 3-mile radius (63,000) is only half of what Regal Entertainment today considers acceptable for new investments.

The changes in the way people are entertained, a slowing of population growth, and competition have made the outdated Regal Lincolnshire cinemas no longer viable under its current structural model.

Lincolnshire is dependent on sales tax revenue but is losing out to Vernon Hills and Buffalo Grove. Retail brokers and owners say there is a strong synergy between the Regal Lincolnshire cinemas and the success of their properties nearby. Lincolnshire has a significant retail gap or leakage of retail spending given its retail potential.

Also, Vernon Hills and to a lesser extent, Buffalo Grove are using tax incentives to persuade developers to not only come to their communities but they are using large subsidies to expand and retain existing developments.

In 2015, the combination of admissions/sales tax receipts from the Regal cinemas, the property taxes paid, and the retail sales tax receipts attributed to the Regal cinemas represents nearly \$650,000. Although that number is declining, it still accounts for the largest tax receipt generation of any property in Lincolnshire that accrues to the Village.

To ensure the future success of the property, Lincolnshire first needs to grow its local consumer base to attract/retain local stores and restaurants.

Second, Lincolnshire must expeditiously support policies that will keep the movie theatres competitive, understanding the national trends in entertainment and the rival theatres surrounding the municipality. This will require a major reinvestment in the Regal cinemas.

Third, Lincolnshire should recognize the strong connection between existing retail and restaurant activity to the movie theatres.

Without question, a response that fails to redevelop the cinema property places at risk a huge percentage of Lincolnshire's sales tax receipts, amusement tax receipts, and property tax receipts.

Unusually Large Daytime Population Creates Dependency on Host Businesses

Perhaps the most distinctive feature of Lincolnshire's demographics is the unusually high employment to residence ratio resulting in an impressive daytime population of over 20,000. Thus, Lincolnshire is much more dependent on its commercial/business population to support its retail, restaurants, and other sales tax-generating activities than other nearby municipalities.

With regard to commercial real estate, there is a significant supply of office space in Lincolnshire putting downward pressure on prices. In addition, some companies are either moving employees out of Lincolnshire or "jumping over" Lincolnshire from exurbs to be closer to the talent base of Chicago.

National/Regional Trends Impacting CityPark/Regal and Lincolnshire

Over the next 25 years, demographic shifts and the housing preferences that are related to those shifts will result in a greater diversity of housing demand in Lake County. The growth in Lake County will come from Young Professionals (ages 25-34), who are slower to marry and have children, and to a greater extent from "young" Seniors. It is these populations and their lifestyle choices that are and will be driving demand for apartments.

Lincolnshire will need to respond to their corporations' housing needs because their employees represent a far greater consumer spending volume than the current residents of the Village. For the sales tax receipts to flow, the corporations and their employees need to be stable and hopefully, growing.

Finally, given that other competing communities are accommodating their demographic and lifestyle changes going on, Lincolnshire should consider how it can be innovative to meet these new residential demands, which will have the important additional benefit of helping its host corporations.

Without more flexible and inventive public policies, the Village of Lincolnshire will continue to lose out to Vernon Hills, Buffalo Grove, and others and will risk losing critical tax receipts which fund the delivery of its public services and quality education.

The Case for the Redevelopment Proposal

The current structural model for the Regal Lincolnshire Stadium 21 movie theaters is unlikely to be viable going forward. In fact, Regal has indicated that if the current trends continue, it is quite possible they will move to close the theatres. In discussions with Regal Entertainment and having looked at the forecast for movie audiences in the marketplace, it is clear that a major reinvestment is necessary to make the Regal Lincolnshire cinemas competitive and profitable.

The chief impacts from the decline of the Regal Lincolnshire theatres would be a reduction in the revenue generated by the theatres themselves in the form of property tax receipts (affecting the Village and school districts), admissions tax receipts, and the sales tax receipts from concession food/beverage. There would also be some reductions in retail sales tax receipts at CityPark and at Lincolnshire Commons.

Looking at the actual 2015 numbers that are at risk: \$239,543 in admissions tax receipts and retail sales tax from concessions, almost \$300,000 in property tax receipts, \$115,000 in retail sales tax receipts at CityPark and Lincolnshire Commons attributed to the movie theatres. The goal for the Village of Lincolnshire and EDC Company is to stave off any further decline in these revenues and try to bring these retail/restaurant/entertainment activities back to levels that were seen in 2014 – when the attendance levels were 8.3% higher than today.

A modernization of the Regal Lincolnshire cinemas first involves a reduction in the number of screens and seats and then upgrading the remaining auditoriums with amenities and luxuries that are now customary in the motion picture exhibition business. Known as a “right-sizing”, the new multiplex will secure a new long-term lease with ECD Company and both ECD and Regal Entertainment will make a substantial investment in the theatres.

One of the key results of the modernization will be excess parking amounting to eight acres of land since the seating capacity of Regal Lincolnshire will drop from 4,400 to 1,800 seats. After looking at the potential options for using this “new found” land and for funding the reinvestment of the movie theatres, ECD Company has determined that luxury rental apartments would be the best use. Driving this decision is a demonstrated demand for high-end rental apartments in Lincolnshire to accommodate two growing markets: millennials or young professionals employed in Lincolnshire (or nearby communities) and retiring baby boomers.

Such a development will not only create a major new net surplus revenue stream for Lincolnshire and two school districts, but it will also enhance the economics of CityPark and Lincolnshire Commons. The luxury apartments will also have the two-fold benefit of assisting the talent and housing needs of Lincolnshire’s corporations (upon which Lincolnshire is highly dependent on its daytime population for sales tax receipts), and would also serve to take care of Lincolnshire’s own aging population and provide an option for empty-nesters who are downsizing but who still want to live in the Village.

In the most probable case, tax receipts from the movie theatres and from the additional retail sales amount to \$5.1M between 2016-2028. If one adds the estimated total tax receipts from the residential project (\$29.9M), the total comes to nearly \$35M between 2016-2028. Even adjusting for the public costs associated with the residential project, the redevelopment scenario will give off over \$13M during the same time period.

Conclusion

For many reasons, a reinvestment in the movie theatres, along with the residential project to help fund the redevelopment, makes eminent sense.

- There is a significant opportunity for Lincolnshire to take advantage of market conditions, financial investment interest, and respond to local/regional needs and competition.
- Redevelopment will attract/retain stores and restaurants, keep Lincolnshire's competitive position, responds to demographic trends, and it fits with the Village's long-term high quality of life tradition and future aspirations.
- The Regal cinemas, under a reasonable new structure, are a major tax receipt source and an important amenity for residents and employees.
- Offers the chance to take care of Lincolnshire's own aging population and welcomes a new population to the Village that is similar in terms of household income and education.
- Redevelopment not only helps the Regal theatres and CityPark, but also Lincolnshire Commons, and should inspire more commercial and retail synergies throughout the Village. Also, rental apartments are complementary to Regal and CityPark.
- The plan fits with the Village of Lincolnshire's stated economic development strategy and Village goals.
- The combined movie theatre modernization and residential project will provide a substantial net revenue benefit to the Village and school districts.

About ECD Company
CityPark Lincolnshire

About ECD Company

ECD Company is Lincolnshire's local innovative real estate development company. Established in 1965, the company has grown consistently creating apartments, condominiums, single family homes, industrial buildings, commercial spaces, mixed use developments, and hotels. Its current portfolio is valued at \$310M. The company is committed to its guiding principle of building value through innovative projects while also supporting the economic growth within its host communities.

ECD believes in developing multi-use developments that will not only stand the test of time but continue to be inventive and provide an excellent experience for its customers. The company believes real estate is a long-term investment, and it approaches the development process with the anticipation of owning any property for an extended period of time.

Finally, ECD creates a true partnership with each city and community they develop in. By working hand-in-hand with the local business and residential communities, EDC builds places that are specifically designed to meet the individual needs of the area.

Scott D. Greenberg is the president and co-owner of ECD Company. He has been a leading force and pioneer in creating retail, office and hotel properties that have been recognized nationally for shaping trends in commercial real estate development. Greenberg has over 30 years of real estate development and operating experience.

Under Greenberg ECD has received national recognition for groundbreaking projects such as CityPark Lincolnshire, Fairfield Inn & Suites Chicago Downtown/Magnificent Mile, Deer Park Business Centre, Deerfield Tech Center, Havana Office Park in Aurora, CO, and the creative and exciting boutique Wit Hotel in downtown Chicago. Currently, Greenberg is building a 192-room Marriott Autograph Hotel in the Streeterville neighborhood, just off Michigan Avenue.

Greenberg serves as a member of International Board of Governors for the Weizmann Institute of Science. His business affiliations include the Chicago Council on Global Affairs, the Illinois International Trade Association and The Executives' Club of Chicago.

Greenberg received a Bachelor's Degree from Claremont Men's College and a Masters in Business Administration from Columbia University.

CityPark Lincolnshire

As one of Lincolnshire's premiere properties, ECD began developing CityPark Lincolnshire in 1995. The idea was to create a suburban multi-use project that could be built successfully to combine office, retail, restaurants, theatre and hotel properties into a single development. The outcome was the creation of a pedestrian-friendly suburban town center, where none existed before in Lincolnshire. "Although the 78,000-square-foot project approximates the footprint of a single-building strip mall, it is designed so that storefronts have the appearance of freestanding buildings, like a town center, and it includes several entertainment and restaurant tenants. The result is to blur the line between the functional, everyday strip mall and a regional retail center."¹

1. National Real Estate Investor, April 1, 2003

Property Overview, Site Plan, and Description

For Lincolnshire, CityPark, which opened in 2001, provided a plan and lifestyle center that turned away from the formula suburban retail strip center. The development created mass placement engaged into smaller parking zones which resulted in more pedestrian-scaled exterior spaces and became a counter point to big box structures surrounded by massive concrete parking lots.

The Regal Cinema Lincolnshire Stadium 21 and IMAX opened in 1998 and became one of the top five grossing movie theatres in Illinois within one year.

Other key features in the development include a 177-room Hampton Inn & Suites, opened in 1998 and redesigned in 2009; and CityPark Corporate Center, a three-story 70,000 sq. ft. office building, opened in 2001.

City Park at Lincolnshire represents a dramatic departure from the traditional suburban shopping center. This mixed-use development offers specialty shopping, dining, and entertainment within an exciting, urban atmosphere. Ideally located within an area of residential and commercial growth, City Park at Lincolnshire is across the street from the Lincolnshire Commons Shopping development and enjoys superb visibility from the high volume arterial intersection of Milwaukee Avenue and Aptakisic Roads.

Property Overview, Site Plan, and Description

Regal Cinema Stadium 21 and IMAX Theatre

19.58 acres of land

93,908 sq. ft. building consisting of 4,130 seats in 20 screens plus 270-seat IMAX theatre, complete with IMAX PSE sound system and 5-story screen. Only IMAX serving greater Chicago's north and northwest suburbs. There are only two other full size IMAX screens in the Chicago area: Navy Pier and Woodridge Seven Bridges. Other smaller size IMAX screens are located at:

- AMC Showplace Niles
- AMC Showplace Village Crossing Skokie
- AMC Lowes Streets of Woodfield
- AMC South Barrington
- Regal City North Stadium, Chicago

Parking for 1,440 cars.

Advance ticketing options and on-site gourmet café.

Opened in 1998.

CityPark Corporate Center

Planned to meet the needs of emerging technology-oriented companies in the Chicago market and inspired by 19th century warehouse conversion loft buildings and postmodern industrial design, the City Park Corporate Center features non-standard details such as 14-foot ceilings, operable windows, balconies and direct access to covered parking. City Park Corporate Center enables its tenants to capitalize on the large surrounding daytime office employment.

Key Features:

- Three-story 70,000 sq. ft. office building, opened in 2001
- On-site ownership and management
- Plug & Play Suites
- 6 onsite restaurants
- Covered parking deck attached to the office building
- Average Daily Traffic – 53,200 cars
- Ideally located close to various large corporate campuses (approx 8.8 million sq ft. office space within 3 mi.) and the city of Chicago

Hampton Inn & Suites

69,530 sq. ft. building centered around a twin 3-story atrium and outdoor courtyard.
117 guestrooms and suites.

Four flexible meeting spaces ranging in size from 228 sq. ft. to 1,064 sq. ft.
Part of the Hilton brand family of hotels.

The hotel, which opened in May 1998, is located within the pedestrian friendly multi-use City Park development adjacent to restaurants and shopping.

Redesigned in the summer, 2009, the hotel features modern guestrooms and offers suites which feature a fully- equipped kitchen, separate bedroom, and in some suites, a fireplace and whirlpool tub. In addition, guests can enjoy amenities such as an exercise room, convenience shop, state of the art meeting/hospitality rooms, coin-operated laundry, and an indoor swimming pool. An expanded complementary continental breakfast is served daily and a 24-hour business center enables guests to stay connected and keep current on business. The Hampton Inn & Suites Lincolnshire provides the comfort and facilities to exceed the expectations of business and leisure travelers alike.

Premium Restaurants and Entertainment

Two Lettuce Entertain You restaurants, Wildfire (8,700 sq. ft., 360 seats) and Big Bowl (5,600 sq. ft., 270 seats) serve as popular compliments to the entertainment and shopping in CityPark Lincolnshire. Wildfire redefines the mid-priced Chicago chop house with a rich art deco interior and hearth wood-burning ovens. Big Bowl offers an extensive pan-Asian menu including the option to create one's own stir-fry dishes.

Viper Alley is a multimedia theatre and presentation space with 15,500 sq. ft. and seating for up to 650 guests. The venue's "industrial chic" interior meets today's demand for flexible event environments that are both casual and upscale and also comes fully equipped with a complete kitchen, AV, staging and a six-lane private bowling facility.

CityPark at Lincolnshire

Located in the heart of Lincolnshire's commercial corridor and adjacent to two major office parks, this property, built in 2001, sits on 8.17 acres with nearly 78,000 sq. ft. of retail, restaurant, and commercial space. There are 393 parking spaces. Currently 85% occupied, the mixed-use center includes the following tenants:

Retail: Michal's Imports, LTD (jewelry), Illusions By Jill (apparel), Skinfo (cosmeceutical products).

Services: T-Mobile, Le Beau Nails & Spa, Rooster Men's Grooming Center, BBNC Bank, Intelligent Office (office and conference space), FedEx Kinko's, Get It Straight (orthodontics), Advanced Dermatology, Eyesees Optical.

Dining: Liquid Fusion, Red Robin, Potbelly, Swirlcup.

Entertainment: Emporium Arcade.

CITYPART AT LINCOLNSHIRE Site Plan





Regal Cinemas Lincolnshire Stadium 21 & IMAX Theatre



CityPark Corporate Center





Hampton Inn & Suites



Current Status of Site and Market

Current Status of Site and Market

Demographics

DEMOGRAPHICS OF LINCOLNSHIRE, 3- AND 5-MILE RADII FROM CITYPARK

	Village of Lincolnshire	3-Mile Radius	5-Mile Radius
2010			
Population	7,275	62,076	179,354
Households	3,017	23,330	68,211
Median Household Income	\$111,831		
Median Age	54.9	42.3	41.3
2015			
Population	7,430	62,652	180,869
Households	3,141	23,817	69,427
Median Household Income	\$112,699	\$88,575	\$87,483
Median Age	51.9	43.6	42.4
2020			
Population	7,552	63,233	182,529
Households	3,223	24,173	70,367
Median Household Income	\$122,729	\$101,345	\$100,518
Median Age (Years)	53.5	45.0	43.5

Source: Esri & U.S. Census

VSKA obtained demographic data from Esri, a demographic data vendor, for the Village of Lincolnshire and for the 3- and 5-mile radii from CityPark, as Regal Theaters considers its draw to be between 3 and 5 miles. Regal indicated that it usually looks for 120,000 people within 3 miles of its theaters, but the CityPark site has only 63,000 people in that radii. The population increases considerably within 5 miles to 181,000, but there is also considerably more competition within five miles. Originally, the Regal Cinemas in Lincolnshire were sized for drawing audiences from a 10-mile radius. However, as other theatres have come into the same market, the cinemas appear to be mostly drawing from a much smaller radius.

Lincolnshire's population is small though it is considerably more affluent than the area within 3 and 5 miles. In addition, Lincolnshire's age profile is considerably older, due in part to the presence of Sedgebrook, a senior citizen development located across Milwaukee Avenue from CityPark. Thirty percent of Lincolnshire's population is over 65.

Employment

Lincolnshire had almost 16,800 employees covered by unemployment insurance in 2014 according to the Illinois Department of Employment Security. This number excludes government employees not covered by unemployment insurance. Between 2012 and 2014, the village's employment increased by 10.7% (1,620) while Lake County's employment increased by 2.7%. Professional and management jobs increased, while retail jobs decreased. The largest employment sector is Professional, Scientific and Technical Services, which tends to have well-paying jobs. As such, employees in Lincolnshire are an important source of patronage for CityPark and Lincolnshire Commons, as well as an important sales tax generator for the Village.

While this employment picture may seem rosy, it contravenes some trends that should be concerning to the Village of Lincolnshire. Those include a recent decision by Medline not to relocate its headquarters in Lincolnshire and Walgreens move of its information technology group from Lincolnshire to its Deerfield campus.

The daytime population of Lincolnshire is estimated to be over 20,000. At the 3-mile radius, it is 65,500. At the 5-mile radius, 195,000.

Nearby community employment that enhances retail spending in Lincolnshire includes:

Buffalo Grove	15,142
Wheeling	19,801
Highland Park	10,031
Lake Forest	15,562
Libertyville	18,739
Vernon Hills	16,549
Deerfield	21,191
Long Grove	2,063
Northbrook	45,701
Mundelein	12,023
Total:	176,802

Source: Where Workers Work 2015, IL Dept. of Employment Security

Lincolnshire Overview

CityPark is located at the intersection of Milwaukee Avenue and Aptakisic Road on the southwest side of the Village of Lincolnshire. Milwaukee Avenue is the major commercial corridor through Lincolnshire and hosts a significant retail capacity. Across Aptakisic Road is Lincolnshire Commons, a 123,000 sq. ft. mixed-use retail center. Further north at Olde Half Day Road and Milwaukee Avenue is Village Green of Lincolnshire, a 122,000 sq. ft. mixed-use retail development. Finally, there is a cluster of retail properties near to the intersection of Half Day Road and Milwaukee Avenue, which is anchored by a Fresh Market grocery store and the Lincolnshire Marriott Resort. Several other hotel properties are also found near this intersection.

The major commercial office developments are:

- Lincolnshire Business Center, south of Half Day Road on the west side
- Lincolnshire Corporate Center, Milwaukee Avenue, south of Half Day Road
- Millbrook Office Park, Half Day Road on the west side
- Tri-State International Office Center at I-94, south of Half Day Road

Major corporations and their employment are:

Aon Hewitt	4,300
Walgreens	900
HydraForce	670
W.W. Grainger	507
Quill	496
Marriott's Lincolnshire Resort	415
Sedgebrook	376
Sysmex	304
Zebra Technologies	300

* Six hotels with a total room count of 1,050.

* Easy access to three stops on Metra North Central commuter rail.

* Chicago O'Hare International Airport is 17 miles south via I-294 Tri-State Tollway.

* Excellent school systems at both elementary and high school levels.

Source: Village of Lincolnshire

Trade Area Overview

1-mile radius = Lincolnshire, parts of Riverwoods & Buffalo Grove

3-mile radius = In addition to the above communities, parts of: Vernon Hills, Mettawa, Lake Forest, Long Grove, Wheeling, Deerfield, Bannockburn, Highland Park

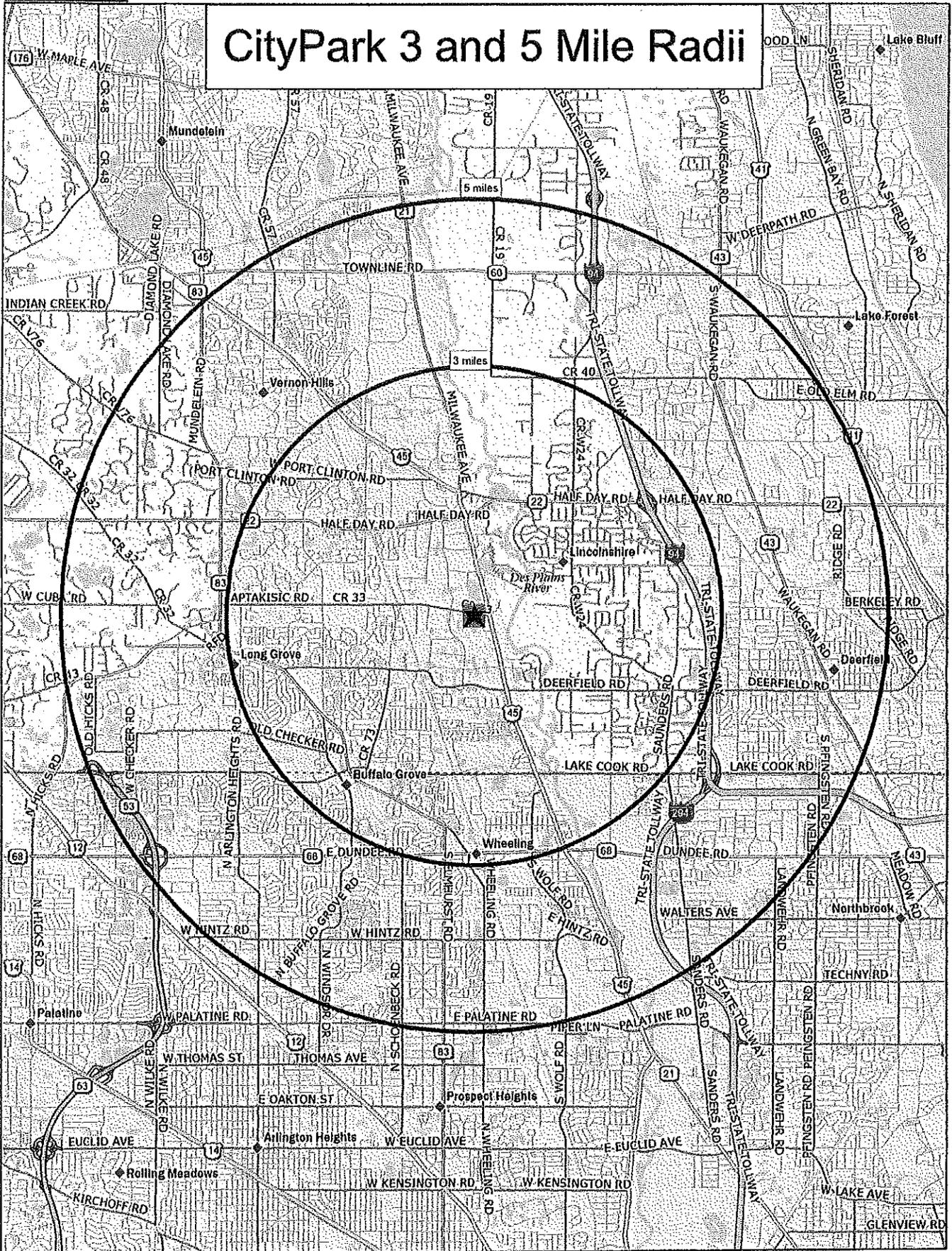
5-mile radius = In addition to the above communities, parts of: Northbrook, Arlington Heights, Palatine, Mundelein, Prospect Heights

Current population of the trade area has been stable since 2010 and slight growth is expected through 2020. The number of households also is expected to see some small increases. Median Household income is well above the Illinois (\$57,657) and national (\$57,444) averages and is predicted to continue to increase.

Education levels are also well above national averages with 70% of Lincolnshire's population holding a Bachelor's degree or higher. At the 3-mile radius, 58% of the population 25 or over has a Bachelor's degree or higher; at the 5-mile radius, it is 56%.

In summary, Lincolnshire and its trade area enjoy relatively strong demographics with respect to population, income levels, employment, and educational attainment. These fundamentals provide a good baseline for Lincolnshire but as we will suggest in the next part of this report, there are trends and competitive forces which demand the attention of local leaders and policymakers.

CityPark 3 and 5 Mile Radii



Data use subject to license.

© DeLorme, DeLorme Street Atlas USA® 2013.

www.delorme.com



Scale 1 : 100,000



1" = 1.58 mi

Data Zoom 11-0

CITYPARK AT LINCOLNSHIRE | Aerial View



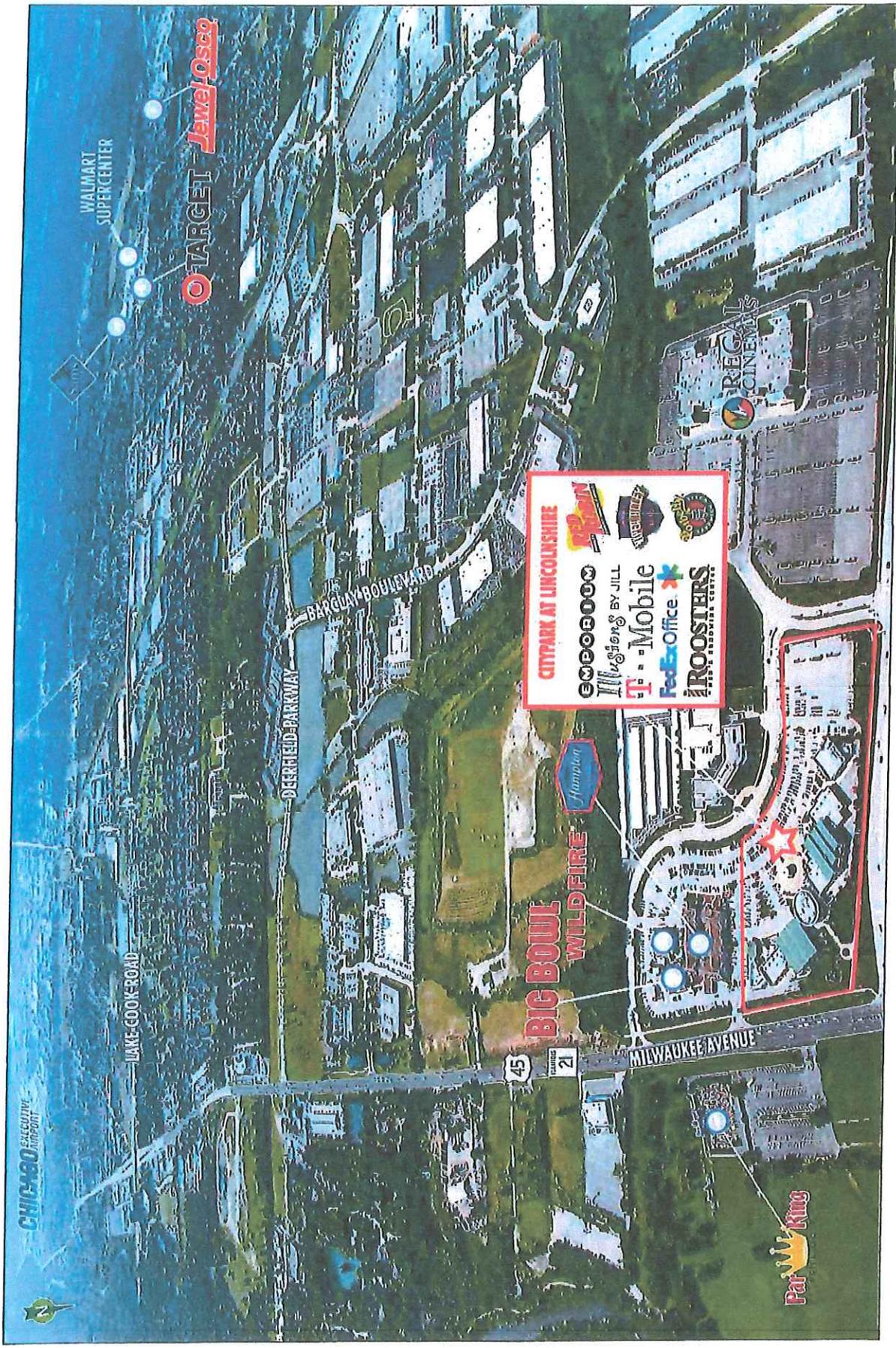
Boundaries are approximate. Please download the survey from the property website.

CITYPARK AT LINCOLNSHIRE | Aerial View



Boundaries are approximate. Please download the survey from the property website.

CITYPARK AT LINCOLNSHIRE | Aerial View



Boundaries are approximate. Please download the survey from the property website.

Trends and Competition

Trends and Competition

This section shows the demographic, residential, commercial, retail, and movie theatre trends as well as the competition now facing Lincolnshire.

Demographics

In earlier sections, the report looked at the 3-mile and 5-mile radii. In this analysis, we hone in on three communities which arguably offer the greatest competitive set to Lincolnshire: Buffalo Grove, Vernon Hills, and Wheeling. While Riverwoods is also next to Lincolnshire and has a strong employment base, its retail offerings and population are relatively small.

<u>2010</u>	Lincolnshire	Buffalo Grove	Vernon Hills	Wheeling
Population	7,275	41,496	25,113	37,648
Households	3,017	16,206	9,517	14,461
Median HH Income	\$111,831	\$87,054	\$87,494	\$55,869
Median Age	54.9	41.9	38.4	36.1

2020 Projected

Population	7,552	41,692	26,379	38,973
Households	3,223	16,523	10,070	15,159
Median HH Income	\$122,729	\$107,032	\$105,045	\$66,153
Median Age	53.5	45.7	40.4	38.8

Source: Esri

The three municipalities seen as competitors to Lincolnshire are expected to have marginal growth in population, and household formation, with significant gains in household income. Lincolnshire will continue to have a considerably older population. The three cities also have large daytime populations with their strong employment bases. What continues to make Lincolnshire different, however, is that its employment base of 16,800 is 226% more than its residential population, while the other communities have residential populations which are larger than their daytime population.

Ratio of Employment to 2014 Residential Population:

Lincolnshire	Buffalo Grove	Vernon Hills	Wheeling
2.3/1	.36/1	.64/1	.52/1

Source: The Perman Group calculations using U.S. Census Bureau information

Daytime Population (2010 Census):

	<u>Daytime Pop.</u>	<u>Total Workers Working Regardless of Place of Residence</u>	<u>Total Workers Living as Residents</u>	<u>Employment- Residence Ratio</u>
Lincolnshire	20,329	16,328	3,076	5.3
Vernon Hills	31,975	20,223	12,636	1.6
Buffalo Grove	39,031	19,158	21,986	0.9
Wheeling	38,661	21,565	19,934	1.1

Source: ProximityOne, City/Place Daytime Population

The message here is Lincolnshire is much more dependent on its commercial/business population to support its retail, restaurants, and other sales tax-generating activities than other nearby municipalities. With a much lower population living in Lincolnshire, it must draw spending from outside and from nearby employers. The other communities have a higher residential base to boost their retail spending. Lincolnshire is by far a net importer of labor while Vernon Hills and Wheeling are slight net importers and Wheeling is an exporter of labor.

Residential

According to a recent report, "America's Rental Housing – Expanding Options for Diverse and Growing Demand" by the Joint Center for Housing Studies of Harvard University, 43 million households were renters, up from 34 million in 2005. The share of households that rent rose in that time from 31% to 37%. Why?

- Bursting of the housing bubble and nearly eight million homes lost to foreclosure.
- Household incomes have fallen back to 1995 levels nationally and access to mortgage credit tightened.
- Less moving costs and less risk by not having wealth tied so heavily to one investment whose value can change dramatically.
- Millennials (born 1985-2004) are forming households in their 20s, when rental is most common.
- Millennials are slower to marry and have children than previous generations.
- Substantial growth in aging Baby-Boomers (born 1946-1964) and their decline in homeownership.
- Medical advances result in more able and stable senior population.¹

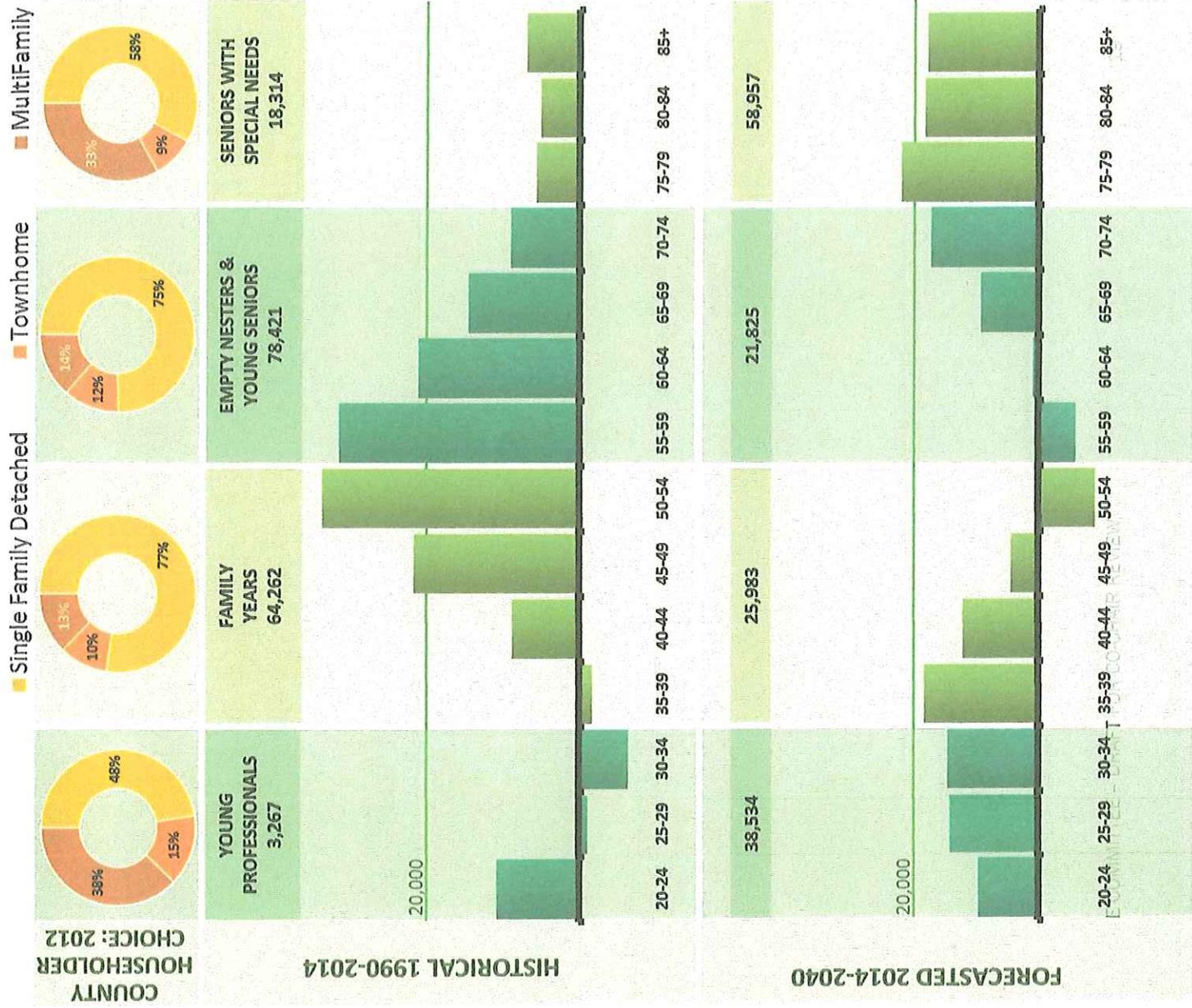
Interestingly, the rate of growth for households with incomes of \$100,000 or more who rent "has far outpaced that of any other income groups and testifies to the growing appeal of renting among households with substantial financial means."²

Lake County: Housing Preferences & Net Change in Adult Population by Age

- Demographic shifts and associated housing preferences indicate a demand for a greater diversity of housing products in Lake County over the next 25 years
- Most significant growth projected for Young Professionals and Seniors, with higher propensity to live in multifamily housing products

Source: Woods & Poole, CMAP, US Census Bureau Public Use Microdata Sample, SB Friedman

MARCH 18, 2014



The rental market continues to be tight, with supply still not meeting demand in many places. "With vacancy rates now at their lowest point since 1985, rents are rising 3.5 percent annually in real terms – the fastest pace in nearly 30 years."³

Over the next 25 years, demographic shifts and the housing preferences that are related to those shifts will result in a greater diversity of housing demand in Lake County. From 1990-2014, population growth in Lake County was concentrated in people in their family years (ages 35-54) and Empty Nesters (ages 55-64). More than 75% of these populations prefer single-family detached housing.⁴

But from 2014-2040, there is a pronounced change as the growth in Lake County will come from Young Professionals (ages 25-34) and some Family Years (ages 35-39) and to a greater extent from Seniors (ages 70+), albeit at a slower pace than in the previous 15 years. While single-family detached homes are still the preference of these populations, 38% of Young Professionals and 33% of Seniors favor multi-family living. It is these populations that are and will be driving demand for apartments, as well as other multi-family living arrangements like townhomes and special senior facilities.⁵

1. "America's Rental Housing – Expanding Options for Diverse and Growing Demand" by the Joint Center for Housing Studies of Harvard University, December 2015.
2. Ibid.
3. Ibid.
4. Illinois Rte. 53/120 Corridor Land Use Strategy, Chicago Metropolitan Agency for Planning, Sept. 2015.
5. Ibid.

Apartments Near Lincolnshire

VSKA contacted four Class A apartment complexes in Vernon Hills and Buffalo Grove that are proximate to CityPark. All of the properties are well occupied and date from 2005-2015. The rent range, unit sizes and rents per square foot are shown below.

Class A Apartments Summary of Rents and Unit Sizes

Unit Type	Rent Range	Unit Size Range	Rent/SF Range
1 Bedroom/1 Bath	\$1,499-2,630	695-1,177	\$1.50-2.47
2 Bedroom/2 Baths	1,950-2,669	1,177-1,592	1.49-2.13
3 Bedroom/2-2.5 Baths	2,239-2,950	1,402-2,003	1.47-1.64

Source: Valerie S. Kretchmer Associates, Inc.

Typically, landlords require tenants to pay no more than 30% of their income on rent. Assuming this guideline is enforced, the minimum incomes required to lease apartments in these Class A complexes are:

- 1 Bedroom \$60,000-105,200
- 2 Bedrooms \$76,880-106,760
- 3 Bedrooms \$89,560-118,000

At the developer's proposed rents, the minimum required incomes are shown below:

	1 Bedroom	2 Bedroom	3 Bedroom
Proposed Rent	\$1,900	\$2,300	\$2,800
Minimum Required Income	\$76,000	\$92,000	\$112,000

VSKA also inquired about the tenant profile and presence of children in these apartment complexes. Most of the leasing agents would not provide detailed information, citing fair housing regulations. We were able to find out that only 10-15% of the apartments are occupied by households with children. The majority of renters are singles and couples ranging in age from their late 20s to 80s. Many work in nearby companies and are professional and business people. Some are empty nesters. A high quality building at CityPark is likely to draw on a similar demographic.

Commercial

Lincolnshire has benefited over the last couple of years as several large corporations have moved into the Lincolnshire or have expanded. While certainly Lincolnshire's amenities, land and building availability, and workforce have contributed to those locational decisions, there have also been various "luck" factors that helped.

One example is Sysmex, which in 2011, received \$5.9 million in aid from the Illinois Department of Commerce and Economic Opportunity. Sysmex, which makes blood and urine test equipment, used this subsidy to move from Mundelein to a building in Lincolnshire that had been sitting empty for years.

Another example is Zebra Technologies, which received a substantial tax credit in 2013 from the State of Illinois and added employees at their Lincolnshire headquarters, and even more when they acquired a division of Motorola Solutions in 2014.

The days of Illinois giving out significant tax breaks and other subsidies, however, have come to an end as these incentive programs are now under much criticism and the State's budget is in a precarious situation.

A second issue for Lincolnshire's commercial base is a trend that instead of companies moving away from the city of Chicago, they are moving closer to the city of Chicago. Companies like Medline, which considered moving into Lincolnshire, are making plays for buildings closer to the city such as in Glenview, where Kraft/Heinz created excess space.

Often, the reason for these moves is companies need to hire a larger number of younger, highly-trained professionals who are less apt to want to leave the city or a more urban lifestyle.

The result is there is now over 700,000 sq. ft. of vacant office space on the market in Lincolnshire. At least, 300,000 sq. ft. of this space has been on the market for three years. In addition, the North Suburban Office Market, as of the end of September, has a vacancy rate of 13.5% for Class A office space while the Northwest Suburban Market has a vacancy rate of 17.1% for Class A office space. This compares with downtown Chicago at 11.6%.¹

In order to blunt these trends, Lincolnshire needs to focus on how it can be more friendly to the millennial demographic that companies desire with the goal of retaining existing companies and hopefully attracting others. One of the key issues that challenge corporations in search of younger professionals is quality rental housing.

Many companies, including Aon, Sysmex and Zebra Technologies, have voiced enthusiasm for a vibrant live-near-work residential rental community that would provide an antidote to the structural challenge of long commutes. An amenity-rich, residential community attractive to young professionals and senior managers in close proximity to their corporate campus would provide a benefit to recruiting efforts and make it easier to retain top talent.

As has been expressed earlier, with Lincolnshire's dependency on a large daytime population, the Village must develop economic development policies which will better meet the requirements of its office tenants.

1. NAI Hiffman 2015 Third Quarter Office Market Statistics

Retail

Retail Sales Taxes

The Village of Lincolnshire does not levy its own local property tax so sales taxes are an important source of revenue. Total sales tax receipts declined by 6.8% between 2005 and 2014 in the Village of Lincolnshire. Sales tax receipts from consumer sales (excluding sales made to agriculture and manufacturers) declined by 38% during this period. Eating and Drinking establishments and Apparel were the only retail categories experiencing notable increases during this time (30% and 40% respectively).

Eating and Drinking contributes 23% and Apparel 3% of the total sales tax receipts in the Village, \$753,000 for the two categories in 2014. It is notable that the majority of businesses in CityPark and Lincolnshire Commons are in these two categories. According to the Village of Lincolnshire, CityPark and Lincolnshire Commons together account for about 50% of total consumer sales tax receipts in the Village. Given these two centers represent the largest concentration of restaurants and apparel stores, as well as some stores in the miscellaneous

LINCOLNSHIRE RETAIL SALES TAX RECEIPTS BY CATEGORY
2005-2014

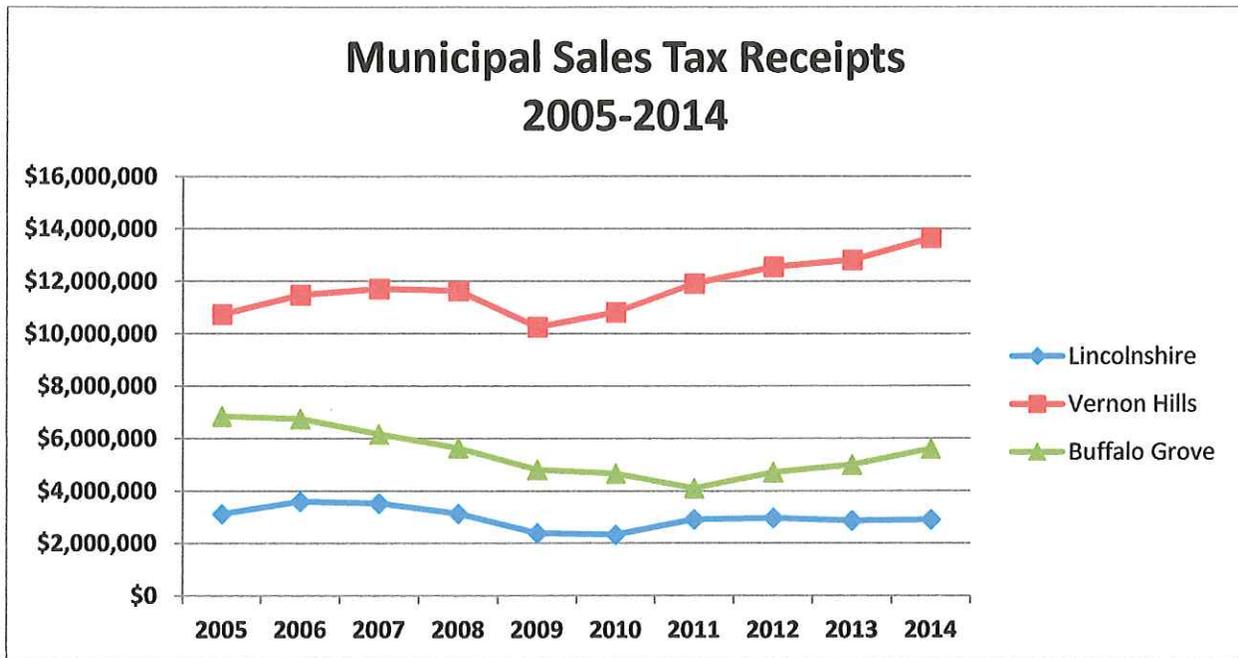
Year	Total Sales Tax Receipts	Total Consumer Retail Sales	General Merchandise	Food	Eating and Drinking	Apparel	Furniture, HHI & Radio	Lumber, Bldg., HW	Automotive	Drugs and Misc. Retail
2005	\$3,106,129	\$2,652,102	NA	NA	\$507,514	\$68,215	\$530,100	\$475,079	\$58,269	\$976,583
2006	3,580,112	2,986,345	NA	NA	652,121	64,185	501,834	545,230	294,375	907,290
2007	3,515,074	2,831,869	NA	NA	665,597	110,448	539,344	491,606	53,352	940,135
2008	3,117,834	2,447,928	NA	NA	657,016	126,378	439,429	134,684	59,516	888,498
2009	2,380,283	1,698,093	NA	33,304	573,816	112,591	434,588	NA	49,267	491,199
2010	2,317,063	1,314,131	NA	15,968	538,744	110,573	334,070	NA	37,025	272,675
2011	2,902,085	1,648,978	NA	14,850	684,942	116,033	406,391	26,266	70,328	330,168
2012	2,955,953	1,709,309	NA	12,547	638,271	118,150	497,043	56,887	61,320	325,092
2013	2,855,363	1,706,122	NA	48,727	649,882	106,228	502,753	25,427	75,736	297,369
2014	2,894,136	1,636,401	NA	77,700	658,214	95,302	415,163	27,366	58,321	304,334
% Change 2005-2014	-6.8%	-38.3%	NA	NA	29.7%	39.7%	-21.7%	-94.2%	0.1%	-68.8%
2014 % of Total Sales Taxes		56.5%	NA	NA	22.7%	3.3%	14.3%	0.9%	2.0%	10.5%
2015 Households	3,141									
2014 Sales Taxes Per HH	\$921	\$521	NA	\$25	\$210	\$30	\$132	\$9	\$19	\$97

NA - Data not disclosed if fewer than 4 taxpayers to protect confidentiality.

Source: Illinois Department of Revenue, "Report of Sales Tax Receipts by Standard Industrial Classification, 2005-2014." Valerie S. Kretchmer Associates, Inc. Sales tax figures shown represent the municipal portion of the total which is 1% of retail sales. Figures do not include any home rule sales tax. Consumer retail sales exclude sales from manufacturers and agriculture subject to sales tax.

retail category; we estimate that sales taxes generated could be in the \$700,000-750,000 range in 2014.

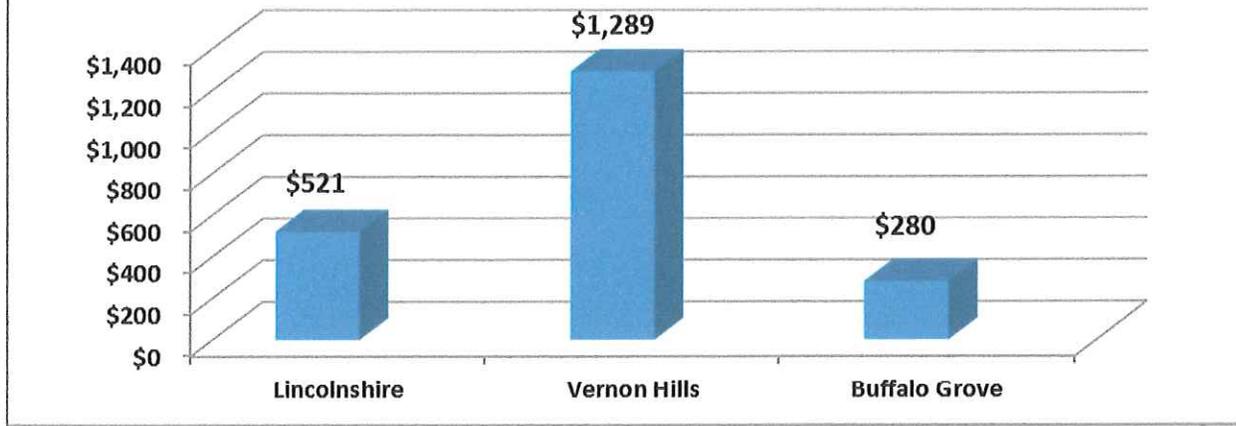
In comparison, total sales tax receipts increased by 27% in Vernon Hills during this same period, with taxes attributable to consumer retail sales increasing by 37%. In Buffalo Grove, total sales taxes declined by 18%, with consumer retail sales declining by 19%.



Source: Illinois Department of Revenue, Valerie S. Kretchmer Associates, Inc.

The extent to which Vernon Hills dominates retail sales is also evident by looking at the consumer retail sales tax receipts per household as of 2014 for Lincolnshire, Vernon Hills and Buffalo Grove as shown on the next page.

2014 Consumer Retail Sales Tax Receipts Per Household



Source: Valerie S. Kretchmer Associates, Inc. based on Illinois Department of Revenue sales tax data. Sales taxes shown exclude sales from manufacturers and agriculture.

Retailer Interviews

VSKA staff conducted 22 interviews with retailers and restaurants at CityPark and Lincolnshire Commons. The purpose was to determine how important the movie theaters are to their business. Overall, half of the restaurants felt the movie theaters are important to their business and 42% thought improvements to the theaters would be important. Among retail stores, 40% said that the movie theaters are important to their business and 30% thought improvements to the theater would be important. It is notable that several of the larger retailers in Lincolnshire Commons reported that the theaters are a significant draw for their business and that many people stop by their stores before or after going to the movies.

Retail Broker and Owner Comments

VSKA contacted retail brokers representing shopping centers and retail development sites in and near Lincolnshire as well as several shopping center owners and developers. All were in agreement that Lincolnshire is an in-between location. Vernon Hills is the dominant retail location in the area so that most retailers prefer to locate there.

Several shopping centers in Lincolnshire have had difficulty staying leased. Village Green has a significant amount of vacant space that has been very difficult to rent. Brokers report that the configuration of the center with limited visibility for stores makes it difficult to lease. Vernon Hills Town Center located across the street from Village Green is full with many restaurants.

Similarly, it has been difficult to find retailers interested in locating next to Fresh Market. The most likely tenants will be financial institutions and service businesses, rather than retailers. The site has been marketed for many years with limited activity.

CityPark also suffers from visibility problems for small and medium-sized retailers despite the monument signs on Milwaukee Avenue. The Hampton Inn blocks views of tenants in the shopping center and access is awkward off of Milwaukee Avenue. This has made it more difficult to lease space to small retailers.

Lincolnshire Commons has stronger occupancy than CityPark and is close to leasing several smaller spaces fronting on Milwaukee Avenue. Barnes and Noble will be closing since the owner decided that a medical office user is a stronger credit tenant and will bring about 100 people per day to the shopping center. On the other hand, this change in use can be seen as a crack in the strong retail armor that once defined Lincolnshire Commons. A medical use may not offer as much cross-over from shopping that a bookstore does

Centers in Vernon Hills tend to be better occupied than those in Lincolnshire. Nearby in Buffalo Grove, Woodland Commons on Route 22 and Buffalo Grove Road is also very well occupied with only a few small vacancies. It has strong anchors in Mariano's (formerly Dominick's) and Marshall's and many neighborhood-oriented retail and service businesses.

Not surprisingly, asking rents are lower at centers in Lincolnshire than in the community shopping centers in Vernon Hills.

Lincolnshire is viewed as a desirable restaurant location given the large number of office workers in nearby buildings. Both CityPark and Lincolnshire Commons have a large number of restaurants that are very busy at lunchtime, as well as on weekends.

It will continue to be important for Lincolnshire to maintain a healthy office climate, especially along Milwaukee Avenue, to support the retail and restaurants in the Village.

Retail Potential and Retail Gap Analysis

VSKA obtained data from Esri on the retail potential (demand) and retail sales (supply) for the residents of the Village of Lincolnshire, as well as the areas within 3 and 5 miles. (Note the retail sales figures shown in Esri's data are not the same as in the Illinois Department of Revenue data as they are derived differently. The sales tax figures shown earlier are considered to be a more reliable estimate of sales in Lincolnshire than the Esri data.)

The table on the next page shows that in the aggregate, there is a surplus of over \$1 billion in the sales made in Lincolnshire over what residents of the village have to spend. While there is a small surplus in food and drink in the village, the surplus is much larger for retail establishments in total. However, the largest category producing a surplus is in non-store retailers, specifically in electronic shopping and mail-order houses, very likely Quill. Sales in that category alone are estimated at \$1.1 billion, 85% of the total estimated sales. When adjustments are made for non-store retailers, there is actually a \$7.6 million gap or sales leakage out of the Village.

RETAIL GAP ANALYSIS FOR LINCOLNSHIRE, 3- AND 5-MILE RADII FROM CITYPARK

	Village of Lincolnshire	3-Mile Radius	5-Mile Radius
Retail Potential (Demand)			
Total Retail Trade	\$189,804,682	\$1,085,879,176	\$3,096,804,912
Total Food and Drink	<u>\$22,581,440</u>	<u>\$129,036,221</u>	<u>\$367,466,227</u>
Total Retail Trade and Food and Drink	\$212,386,122	\$1,214,915,397	\$3,464,271,139
Retail Sales (Supply)			
Total Retail Trade	\$1,314,093,973	\$2,294,158,787	\$5,759,078,908
Total Food and Drink	<u>\$23,792,337</u>	<u>\$129,715,410</u>	<u>\$292,426,276</u>
Total Retail Trade and Food and Drink	\$1,337,886,310	\$2,423,874,197	\$6,051,505,184
Less Nonstore Retailers	<u>\$1,133,149,905</u>	<u>\$1,254,515,500</u>	<u>\$2,748,012,434</u>
Total Less Nonstore Retailers	\$204,736,405	\$1,169,358,697	\$3,303,492,750
Retail Gap/(Surplus)			
Total Retail Trade	(\$1,124,289,291)	(\$1,208,279,611)	(\$2,662,273,996)
Total Food and Drink	(\$1,210,897)	(\$679,189)	\$75,039,951
Total Retail Trade and Food and Drink	(\$1,125,500,188)	(\$1,208,958,800)	(\$2,587,234,045)
Total Less Nonstore Retailers	\$7,649,717	\$45,556,700	\$160,778,389

Note: A retail gap occurs when the retail potential exceeds the sales. A surplus occurs when the sales exceed the retail potential. A gap shows up as a positive number and a surplus as a negative number.

Source: Esri

Some retail categories have a significant sales gap such as auto dealers, gas stations, building materials and hardware, and grocery stores, types that CityPark would be unlikely to attract.

However, categories that show a large surplus (in which the sales generated exceed what village residents have the potential to spend) are clothing, furniture, health and personal care stores. General merchandise stores also show a sizable surplus of \$10.6 million, but VSKA questions the reliability of the data in that category since there are no general merchandise stores in Lincolnshire.

There is a larger gap of \$45.6 million in the area within 3 miles when non-store retailers are excluded. That category represents 52% of the estimated sales. The largest gaps are also primarily in auto, building materials and hardware, and groceries, but also in clothing, sporting goods, hobbies and book stores. The latter are store categories in Lincolnshire Commons.

Within 5 miles, the retail trade gap is even larger at \$160.8 million when non-store retailers are excluded. That category represents 45% of estimated sales. The largest gaps are also primarily in the auto, building materials and hardware, and grocery categories. However, sales exceed retail potential in almost all other retail and dining categories, due to the presence of Hawthorne Mall and the other shopping centers surrounding it. They are approximately four miles away from CityPark.

Incentives Used by Competing Municipalities

Lincolnshire's neighbor to the west, Vernon Hills, has not only had much success in drawing substantial retail dollars, they are aggressively using tax and other incentives to spur even more mixed-use development. Vernon Hills has 3.66 million sq. ft. of retail space. The largest component is the Westfield Hawthorne Shopping Mall, completed in 1974 and subsequently expanded. Westfield has 1.3 million sq. ft. of retail space.

In 2013, the Village of Vernon Hills entered into a 10-year agreement with Westfield whereby the Village rebates 1% of the sales tax generated by non-anchor stores in the Mall. The rebate will provide at least \$10 million. This incentive is what has allowed AMC to open their new 12-screen movie theatres as well as redevelopment of other previously leased retail spaces. The Village added 0.25% to their Home Rule Sales Tax, effective Jan. 1, 2015, so consumers are offsetting the cost of the sales tax sharing agreement.

In 2011, the Village of Vernon Hills offered developers of a Mariano's (at the Shoppes at Gregg's Landing) a 37% of the sales tax generated for 15 years or until \$955,000 NPV is reached. A 286,000 sq. ft. Menards may also be added to this development on Milwaukee Avenue, just north of Townline Rd.

At the Marketplace Shopping Center, opened in 1994, on Milwaukee Avenue, just south of Townline Rd., the Village of Vernon Hills has used sales tax sharing agreements to lure a Steinhafels furniture store (opened in 2011) and a CompUSA/Tiger Direct electronics store (opened in 2011 and now closed).

Where the Rivertree Movie Theatre once stood, south of Townline Rd. on Milwaukee Avenue, the developer was provided with a sales tax sharing agreement to attract a 50,000 sq. ft. Gordmans department store – opened in 2011.

Other incentive-based developments near the same intersection in Vernon Hills are at Hawthorne Hills Square, where there is a sales tax sharing agreement with the developer for 20 years; and at Townline Commons, which has a 10-year sales tax sharing agreement.

But the incentives offered by Vernon Hills are not limited to just retail. One year ago, the Village of Vernon Hills offered Fortune 1000 Company CDW, a 15-year extension of a previous incentive agreement that involves a partial rebating of sales tax.

Recently, it was reported that Vernon Hills was considering a \$20 million incentive package to attract a mixed-use retail and residential project at the corner of Routes 21 and 60. The development would include 268,000 sq. ft. of pedestrian-oriented retail and 250 rental units.

Finally, Vernon Hills has a TIF District which they developed with the College of Lake County and two developers for the area around the intersection of Routes 45 and 21.

Source: Village of Vernon Hills Comprehensive Annual Financial Report, 2015

In Buffalo Grove, at the corner of Milwaukee Avenue and Deerfield Parkway, the Village Board is considering incentives for what is now vacant property. The proposed development would include about 76,000 sq. ft. of retail and 275 rental apartments.

Regal Cinemas

When the Regal Lincolnshire Stadium 21 opened in 1998, they were considered state-of-the-art movie theatres with the latest in tiered seating, advanced audio, and screen technology. The theatres drew from a radius of as much as 10 miles. The theatres took advantage of the significant and steady population growth in Lake County and Northern Cook County during the first decade of their operation.

At about the time population growth rates slowed in and near Lincolnshire, the movie exhibition business also began to change as theatres had to compete with the wide availability of films first in video stores and then on-demand. Affordable large screen televisions along with cable movie and television show offerings turned home living rooms and basement recreation rooms into private screening rooms, emulating, to a certain extent, the theatre experience. Also, internet gaming, the electronic toy market, and social media exploded with faster internet service speeds to accommodate the demand. These local demographic trends and national entertainment behavior trends resulted in new challenges for Regal in Lincolnshire.

Looking at the last 10 years, the movie exhibition business in the U.S./Canada has flattened, measured by box office revenue. While some growth occurred between 2005-2009, since then box office revenue has stayed about the same despite a 27% increase in the cost of a movie ticket. Measured by admissions, the movie theatre business has also not seen any growth since 2005.

With respect to the number of screens, there continues to be a movement away from smaller venues (1-7 screens), which made up 21% of the total number of screens in 2010 to larger venues (8+ screens). In 2014, the smaller venues had declined to 16% of the total number of screens. The total number of screens since 2010 has stayed about the same. The greatest change has been in the technology employed in theatres with digital screens being adopted now by almost all theatres¹.

Movie theatres generate box office revenue from three main sources: admissions, concessions, and in-theatre advertising. Admissions count for the largest percentage of revenue but have the lowest margin. Admissions margins are around 45-50% while concessions are 80-85%.

In 2013, the Regal Entertainment Group generated \$2.1 billion in revenue from admissions, \$817 million from concessions and \$162 million from other sources including in-theatre advertising.

The enhanced theatre experience keeps up the demand for movie-goers and allows exhibitors to charge higher ticket prices. By keeping up admissions, concession revenue opportunities continue with their higher margins. Premium services at modernized movie theatres go beyond movies and food. These include: pre-movie parties, luxury seating, a smaller number of seats, priority and reserved seating, and the availability of alcohol².

The other important change and challenge for the movie theatres at CityPark has been new competition. Whereas, 15 years ago, the Regal Lincolnshire Stadium 21 were the only movie theatres of its kind in the immediate region, now new movieplexes have moved into the area offering even better theatre experiences than what Regal has. In many respects, the Regal Lincolnshire has become obsolete.

Regal Lincolnshire is ringed with competing movie theatres in every direction:

AMC Hawthorne 12 and AMC Showplace 8 in Vernon Hills – 5 miles
 Landmark Renaissance Place Cinema in Highland Park – 8 miles
 AMC Randhurst 12 in Mt. Prospect – 8 miles
 Century 16 in Deer Park – 8 miles
 AMC Northbrook Court 14 in Northbrook – 8 miles
 Star Cinema Grill in Arlington Heights – 10 miles
 the new Arclight in Glenview – 12 miles

Most of these theatres have modernized and brought new amenities and technologies to their audiences resulting in a perceived and often real movie experience that exceeds Regal Lincolnshire. Wheeling is also contemplating a new movie theatre complex, possibly for 2017.

To compare the box office revenue from these competing communities, it is instructive to look at their admissions tax revenue. In the case of Lincolnshire, Vernon Hills, and Deer Park, a 4% admissions tax is collected. In Northbrook, it is 25 cents per ticket.

Admissions Tax Revenue³

	<u>2008</u>	<u>2011</u>	<u>2014</u>	<u>2015 (est.)</u>
Lincolnshire	267,518	244,855	228,575	209,000
Vernon Hills	115,756	121,566	89,938	300,000
Deer Park	132,862	138,047	133,090	130,000
Northbrook	126,031	105,950	110,382	110,000

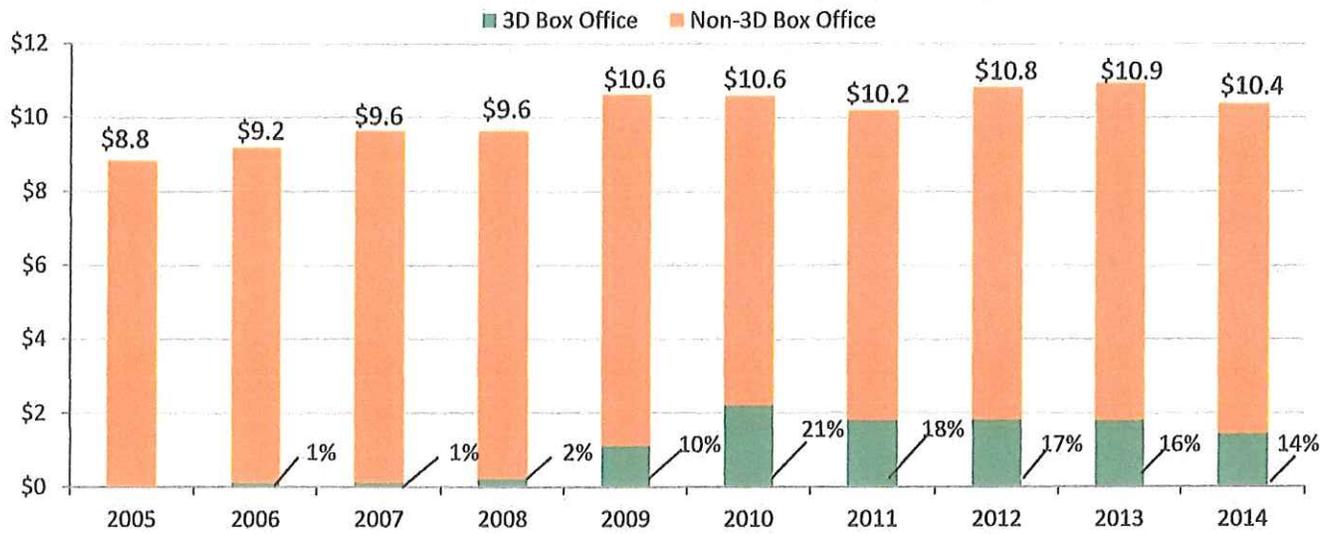
U.S./Canada Box Office & Admissions

In 2014, U.S./Canada box office was \$10.4 billion, down 5% from \$10.9 billion in 2013.⁷ 3D box office (\$1.4 billion) comprised 14% of total box office, two percentage points less than the previous year.

Admissions, or tickets sold (1.27 billion), and average tickets sold per person (3.7) both declined 6% in 2014.

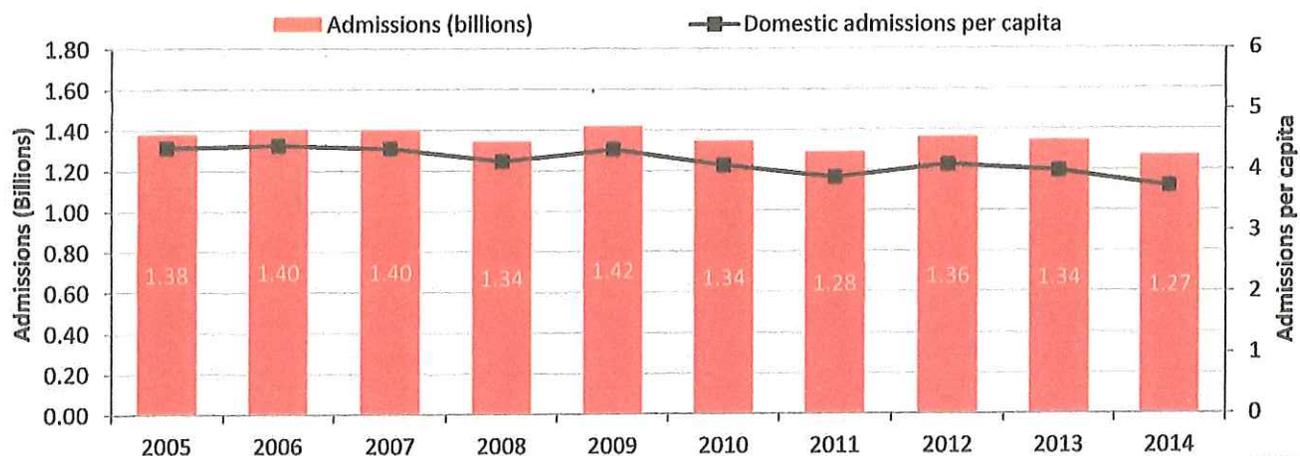
U.S./Canada Box Office (US\$ Billions)

Source: Rentrak Corporation – Box Office Essentials (Total), MPA (3D)



	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	% Chg. 14 vs. 13
U.S./Can. box office (US\$B)	\$8.8	\$9.2	\$9.6	\$9.6	\$10.6	\$10.6	\$10.2	\$10.8	\$10.9	\$10.4	-5%
3D box office ⁸	n/a	\$0.1	\$0.1	\$0.2	\$1.1	\$2.2	\$1.8	\$1.8	\$1.8	\$1.4	-21%

U.S./Canada Admissions⁹



	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	% Chg. 14 vs. 13
U.S./Can. admissions (Billions)	1.38	1.40	1.40	1.34	1.42	1.34	1.28	1.36	1.34	1.27	-6%
U.S./Can. admissions per capita ¹⁰	4.4	4.4	4.4	4.2	4.3	4.1	3.9	4.1	4.0	3.7	-6%

⁷ Percentage change is calculated using table values before rounding.

⁸ 3D box office figures include only box office earned from 3D showings, not total box office for films with a 3D release.

⁹ Admissions calculated using Rentrak Corporation – Box Office Essentials calendar year box office data, and National Association of Theatre Owners (NATO) average annual ticket price (see page 10).

¹⁰ Admissions per capita calculated using aggregated U.S. Census Bureau and Statistics Canada data for population aged 2+.

Cinema Screens

In 2014, there were more than 40,000 screens in the U.S., a slight increase from 2013. The majority of screens (84%) were located at venues with 8 or more screens. The number of screens at venues with seven or fewer screens continued to decline, despite an overall increase in the number of screens.

U.S. Screens by Type of Venue²³

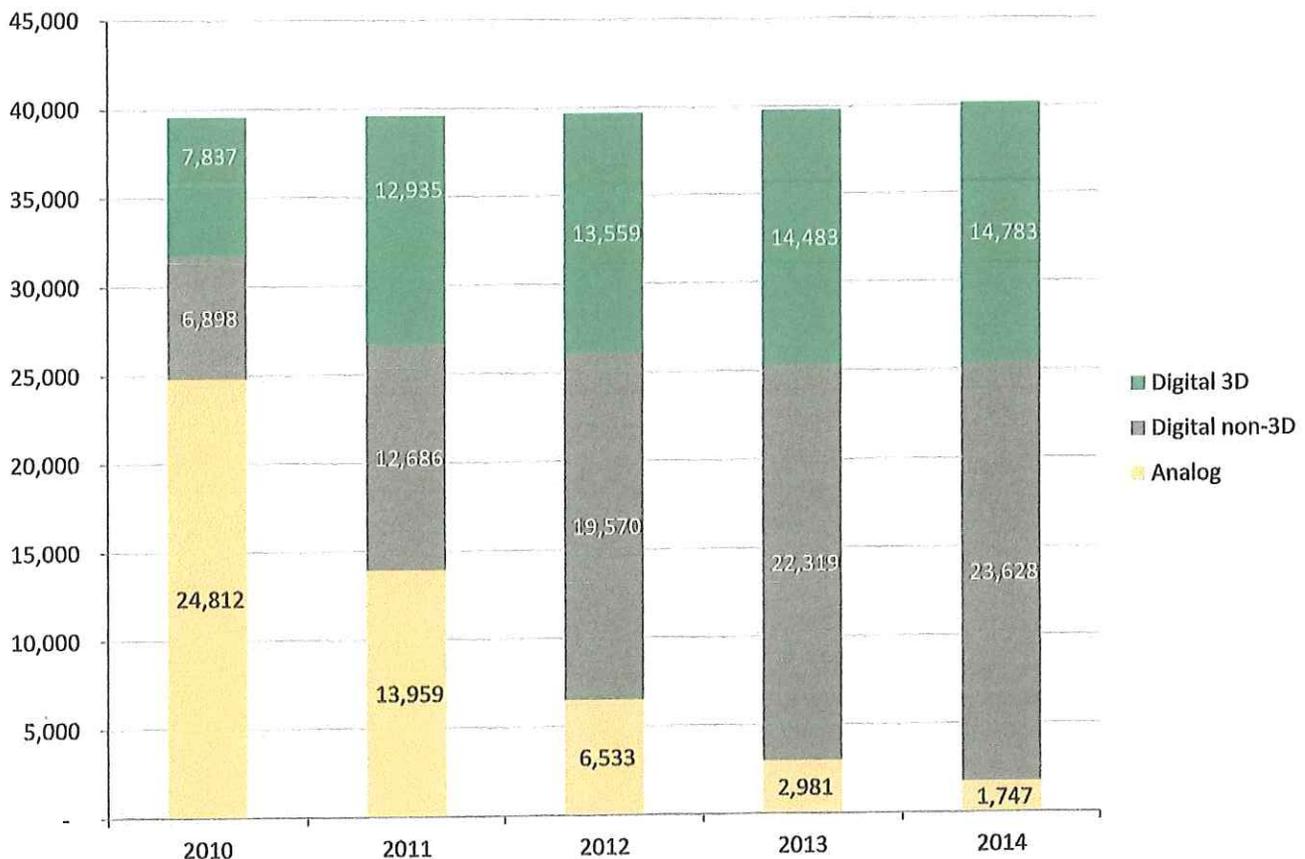
Source: IHS

	2010	2011	2012	2013	2014
1-7 screen venues	8,345	7,817	7,390	7,270	6,334
8+ screen venues	31,202	31,763	32,272	32,627	33,824
Total	39,547	39,580	39,662	39,897	40,158

In 2014, the number of digital screens in the U.S. increased 4% from 2013, now accounting for 96% of all U.S. screens. Over 1,300 non-3D digital screens were added in the U.S. in 2014, increasing 6% from 2013, accounting for 59% of all screens in the U.S. The number of digital 3D screens increased 2% from 2013, while analog screens are down more than 40% in the same time period.

U.S. Screens by Type

Source: IHS



²³ 2014 screen venue figures are forecast as of February 2015. Screen figures for previous years have been revised by source.

As the table on the previous page shows, between 2008-2014, Lincolnshire has seen 14.6% decline in movie theatre tax revenues, while Vernon Hills experienced a 22.3% decrease and Northbrook a 12.4% decrease. Deer Park held at a steady level.

However, after several years of decreases in admission tax revenue, Lincolnshire is estimated to see another 8.6% decline in 2015, while Vernon Hills is estimated to increase its admissions tax by more than 334%!

It is apparent the significant improvements made at AMC Hawthorne 12 in Vernon Hills, just five miles north of Regal Lincolnshire (and reopened in Summer 2015) have cannibalized the audiences that Regal Lincolnshire was drawing. While Lincolnshire has the advantage of being the most affluent community in the area, this does not offset the relatively small population of 62,652 in its 3-mile radius. According to Regal Entertainment, the company today usually looks for a population density of about twice that number when making a new theatre investment.

With respect to actual box office revenue, Regal Entertainment reports the following at CityPark:

2010: \$7.3M
2011: \$6.4M
2012: \$6.8M
2013: \$6.8M
2014: \$5.7M (22% decrease since 2010)
2015: \$5.225M estimated

Note: box office revenue includes tickets, concessions, and in-theatre advertising while admissions taxes only reflect ticket sales.

1. Theatrical Market Statistics, 2014, Motion Picture Association of America
2. Redwood Capital Cinema Operator Industry Sector Review, May 2014
3. Source: Budget documents for each municipality

Conclusions for Trends and Competition

As this analysis suggests, there are several forces at play that offer challenges for Lincolnshire and for the CityPark property specifically. First, there is the rather unusual demographic distinction that Lincolnshire, unlike most communities, has many more daytime employees than it has residents and thus must rely on companies continuing to stay and attract workers who can support the retail and restaurants.

Second, the demographic and lifestyle choices of millennials and “young” seniors are continuing to create a strong demand for rental housing.

Third, there is a significant supply of office space in Lincolnshire putting downward pressure on prices. In addition, some companies are either moving employees out of Lincolnshire or “jumping over” Lincolnshire from exurbs to be closer to the talent base of Chicago.

Fourth, Lincolnshire is dependent on sales tax revenue but is losing out to Vernon Hills and Buffalo Grove. Retail brokers and owners say there is a strong synergy between the Regal Lincolnshire cinemas and the success of their properties nearby. Lincolnshire has a significant retail gap or leakage of retail spending given its retail potential.

Fifth, Vernon Hills and to a lesser extent, Buffalo Grove are using tax incentives to persuade developers to not only come to their communities but they are using large subsidies to expand and retain existing developments.

Finally, changes in the way people are entertained, a slowing of population growth, and competition have made the outdated Regal Lincolnshire cinemas no longer viable under its current structural model.

Lincolnshire will need to respond to these changes and this new competitive environment with a more innovative and proactive approach if it is to remain a key location for business activity.

**Forecast of Taxable Receipts Without
Redevelopment At CityPark**

Forecast of Taxable Receipts Without Redevelopment at CityPark

As this report indicates, the current structural model for the Regal Lincolnshire Stadium 21 movie theaters is unlikely to be viable going forward. In fact, Regal has indicated that if the current trends continue, it is quite possible they will move to close the theatres. If that is indeed the case, it is important to understand what the impact would be of a continued decline in attendance and eventual closure. The following analysis attempts to offer those projections.

The chief impacts from the decline of the Regal Lincolnshire theatres would be a reduction in the revenue generated by the theatres themselves in the form of property tax receipts (affecting the Village and school districts), admissions tax receipts, and the sales tax receipts from concession food/beverage. We also estimate there would be some reductions in retail sales tax receipts at CityPark and at Lincolnshire Commons.

In the analysis, the following assumptions are used:

Theatres close after 2018 but taxing bodies still receive full value through 2019 because of the one-year lag in property tax payments. In 2020, property tax reductions will begin with the theatres no longer being operated. We are using the following scenarios with regard to property tax reductions:

Best Case: -25%
Probable Case: -50%
Worst Case: -75%

Properties are re-assessed in 2015 but we have added a 3% increase each year until the closure in 2019.

Using the Redstone Capital report of 2014, cited earlier, movie ticket sales make up 68% of total box office revenue while concessions are 26.5%.

According to discussions with Regal Entertainment, operating costs at Regal Lincolnshire in 2015 are \$6.7M. We estimate a 3% increase in 2016 to \$6.9M and then keep that number flat in 2017 and 2018, assuming Regal would take steps to hold off increases in operating costs, considering the decline in revenue.

Admissions taxes in Lincolnshire are collected at a rate of 4%.

The Village of Lincolnshire provided admissions tax figures for the Regal Lincolnshire from 2008-2015.

Based on actual recent annual sales and the analysis by VSKA, we estimate CityPark and Lincolnshire make up 50% of sales taxes collected by Lincolnshire. CityPark is 78,000 sq. ft. of retail space and Lincolnshire Commons is 130,000 sq. ft., a ratio of 37.5% to 62.5% of the two combined. With the pending conversion of Barnes & Noble to medical offices in Lincolnshire Commons, we adjusted the ratio to: CityPark-40% and Lincolnshire Commons-60%. Using those ratios, CityPark accounts for 20% of Lincolnshire's sales taxes and Lincolnshire Common accounts for 30%. The Village of Lincolnshire derives 1.5% of retail sales in taxes. Rather than using total retail sales, we have only used consumer retail sales.

With respect to retail sales, we have used best case, worst case, and probable case declines of 10%, 20%, and 30%, respectfully, beginning in 2017. We also assume the Regal Lincolnshire cinemas are responsible for 20% of the retail sales at CityPark and 10% of the retail sales at Lincolnshire Commons.

Forecast for Movie Theatre Attendance and Revenue

<u>Year</u>	<u>Ticket Rev.</u>	<u>Concessions</u>	<u>Total Rev.</u>	<u>Operating Costs</u>	<u>Net Revenue</u>
2013	6,800,000	2,650,000	10,000,000	6,900,000	3,100,000
2014	5,700,000	2,226,000	8,400,000	6,900,000	1,500,000
2015	5,225,000	2,036,213	7,683,824	6,700,000	983,824
2016	3,800,000	1,484,000	5,600,000	6,900,000	-1,300,000
2017					
-10%	3,420,000	1,332,793	5,029,411	6,900,000	-1,870,588
-20%	3,040,000	1,184,706	4,470,588	6,900,000	-2,429,412
-30%	2,660,000	1,036,618	3,911,764	6,900,000	-2,988,236
2018					
-10%	3,078,000	1,199,515	4,526,471	6,900,000	-2,373,529
-20%	2,432,000	947,765	3,576,471	6,900,000	-3,323,529
-30%	1,862,000	725,632	2,738,235	6,900,000	-4,161,765

Totals also include 5.5% for in-theatre advertising revenue.
 2015 estimates: Village of Lincolnshire and Regal Entertainment
 2016 estimates: Regal Entertainment and The Perman Group
 2017-18 estimates: The Perman Group

Forecast for Movie Theatre Taxable Receipts Collected by Village of Lincolnshire

<u>Year</u>	<u>Admission Tax</u>	<u>Concessions Sales Tax</u>	<u>Total Village Revenue</u>
2013	261,462	39,750	\$301,212
2014	228,575	33,390	\$261,965
2015	209,000	30,543	\$239,543
2016	152,000	22,260	\$174,260
2017			
-10%	136,800	19,992	\$156,792
-20%	121,600	17,771	\$139,371
-30%	106,400	15,549	\$121,949
2018			
-10%	123,120	17,993	\$141,113
-20%	97,280	14,216	\$111,496
-30%	74,480	10,884	\$ 85,364

As the figures in the tables on the previous page show, Regal Entertainment can expect a reversal from 2013 of \$3.1M in net revenue to a best case scenario of -\$2.4M in 2018 and a worst case scenario of -\$4.2M. In any case, three straight years with losses of over \$1M is not sustainable, and it is understandable why Regal would want to close its theatres.

For the Village of Lincolnshire, its revenue would drop from a level of **\$301,212 in 2013**, to a range of **\$85,364 -\$141,113 by 2018**.

Property Tax Forecast

<u>Year</u>	<u>EAV</u>	<u>Taxes Paid</u>	<u>S.D. #102</u>	<u>S.D. #125</u>	<u>Other Local Tax Districts</u>
2015	3,090,890	294,652	117,861	94,289	45,376
2016	3,183,617	303,492	121,397	97,117	46,738
2017	3,279,126	312,597	125,039	100,031	48,140
2018	3,377,500	321,975	128,790	103,032	49,584
2019	3,478,825	331,634	132,654	106,123	51,072
2020	3,583,190				
-25%	2,687,393	256,187	102,475	81,980	39,453
-50%	1,791,595	170,791	68,316	54,653	26,302
-75%	895,797	85,396	34,158	27,327	13,151

Note: the "other local tax districts" include: Village of Lincolnshire Pension, Road and Bridge-Vernon, Road and Bridge-Vernon Gravel, Lincolnshire-Riverwoods Fire Protection District and Pension, Vernon Area Public Library District and Pension, Special Road Improvement Vernon, Special Road Improvement Vernon Gravel. They make up 15.4% of a Lincolnshire property tax bill.

While the school districts and other local taxing districts continue to receive full property tax payments through 2019, if the theatres were to close at the end 2018, starting in 2020, there would be reductions in total property taxes paid (compared to 2019) in an estimated range of:

Best Case Scenario (25%): -\$ 75,447
 Probable Scenario: (50%): -\$160,843
 Worst Case Scenario: (75%): -\$ 246,238

With their dependency on local property taxes, the two school districts would suffer the greatest losses in tax revenue.

Retail Sales Tax Projections

2014 Lincolnshire Total Consumer Retail Sales Tax Receipts = **\$1,636,401**

CityPark (20%) = \$327,280 x .2 attributed to cinemas = \$65,456
 Lincolnshire Commons (30%) = \$490,920 x .1 attributed to cinemas = \$49,092

Total sales tax receipts attributed to Regal Lincolnshire cinemas: **\$114,548**

Assume 2015 Retail Sales Tax Receipts are the same as 2014.

Forecast Decline in Retail Sales Taxes Attributed to Change in Cinema Attendance

<u>Year</u>	<u>City Park</u>	<u>Lincolnshire Commons</u>	<u>Total</u>
2015	65,456	49,092	\$114,548
2016			
-10%	58,910	44,183	\$103,093
-20%	52,365	39,274	\$ 91,639
-30%	45,819	34,363	\$ 80,182
2017			
-10%	53,019	39,765	\$92,784
-20%	41,892	31,419	\$73,311
-30%	32,073	24,054	\$56,127
2018			
-10%	47,717	35,788	\$83,505
-20%	33,514	25,135	\$58,649
-30%	22,451	16,838	\$39,289

Under the best case scenario, the retail sales tax receipts at CityPark and Lincolnshire Commons attributed to the Regal Cinemas decreases 10% per year after 2015. Under a probable scenario (-20% per year), the total sales tax receipts attributed to the Regal Cinema drops from \$114,548 in 2015 to \$58,649 in 2018, the last year the theatres are open. In a worst case scenario (-30% per year), the total sales tax receipts decline from \$114,548 in 2015 to \$39,289 in 2018.

Complete Projection Totals

<u>Year</u>	<u>Total Village Revenue Share from Cinemas</u>	<u>Property Taxes Paid</u>	<u>Retail Sales Taxes Attributed to Cinemas</u>	<u>Total</u>
2015	239,543	294,652	114,548	\$648,743
2016 Best	174,260	303,492	103,093	\$580,845
Probable	174,260	303,492	91,639	\$569,391
Worst	174,260	303,492	80,182	\$557,934
2017 Best	136,800	312,597	92,784	\$542,181
Probable	121,600	312,597	73,311	\$507,508
Worst	106,400	312,597	56,127	\$475,124
2018 Best	123,120	321,975	83,505	\$528,600
Probable	97,280	321,975	58,649	\$477,904
Worst	74,480	321,975	39,289	\$435,744
2019 Best	0	331,634	0	\$331,634
Probable	0	331,634	0	\$331,634
Worst	0	331,634	0	\$331,634
2020 Best	0	256,187	0	\$256,187
Probable	0	170,791	0	\$170,791
Worst	0	85,396	0	\$ 85,396

In 2015, the Regal Lincolnshire Stadium 21 movie theatres generated an estimated **\$648,743** in tax dollars to the Village of Lincolnshire and other taxing districts. Under the current structural model, the attendance trends are expected to continue and with it a serious decrease in tax revenue. The most dramatic decline comes starting in 2019, when the cinemas are expected to be closed. **And by 2020, the cinema property, which once generated nearly \$650,000 in tax receipts, will only produce between \$85,396 -- \$256,187 – all from reduced property taxes.**

The closing of the movie theatres would result in the following cumulative tax revenue from 2016 – 2020:

Best Case: \$2,239,447

Probable Case: \$2,057,228

Worst Case: \$1,885,832

That compares with **\$3,243,715**, between 2016-2020, if the theatres were still hypothetically operating with revenues at the level of 2015.

New Development Proposal

New Development Proposal

Given the trends and competition which suggest a precipitous decline in movie theatre attendance at the Regal Lincolnshire Stadium 21, the ECD Company is requesting modifications to the CityPark Annexation Agreement. In discussions with Regal Entertainment and having looked at the forecast for movie audiences in the marketplace, it is clear that a major reinvestment is necessary to make the Regal Lincolnshire cinemas competitive and profitable.

The cinemas, under a structure that assures their stability and growth, are a major tax revenue generator for Lincolnshire and also have a positive impact on the retail and restaurants in CityPark and Lincolnshire Commons. These two mixed-use lifestyle centers are also important amenities to the employees of corporations located in nearby offices in Lincolnshire.

There are also significant competitive pressures from Vernon Hills and Buffalo Grove, which are using financial incentives to lure retail, entertainment, and new residential developments to their communities. It would appear that CityPark, Regal Entertainment, and the Village of Lincolnshire will need to innovate and restructure the land and its uses at this critical property at the corner of Milwaukee Avenue and Aptakisic Road.

A modernization of the Regal Lincolnshire cinemas first involves a reduction in the number of screens and seats and then upgrading the remaining auditoriums with amenities and luxuries that are now customary in the motion picture exhibition business. Known as a "right-sizing", the new multiplex will secure a new long-term lease with ECD Company. Both ECD and Regal Entertainment will make a substantial investment in the theatres.

One of the key results of the modernization will be excess parking amounting to eight acres of land since the seating capacity of Regal Lincolnshire will drop from 4,400 to 1,800 seats. After looking at the potential options for using this "new found" land and for funding the reinvestment of the movie theatres, ECD Company has determined that luxury rental apartments would be the best use. Driving this decision is a demonstrated demand for high-end rental apartments in Lincolnshire to accommodate two growing markets: millennials or young professionals employed in Lincolnshire (or nearby communities) and retiring baby boomers.

Such a development will not only create a major new net surplus revenue stream for Lincolnshire and two school districts, but it will also enhance the economics of CityPark and Lincolnshire Commons. The luxury apartments will also have the two-fold benefit of assisting the talent and housing needs of Lincolnshire's corporations (upon which Lincolnshire is highly dependent on its daytime population for sales tax receipts) and will also serve to take care of Lincolnshire's own aging population and provide an option for empty-nesters who are downsizing but who still want to live in the Village.

The main components of the redevelopment are:

- 1.) Reduction in screens of cinemas from 21 to 15, including the retention of the Imax Theatre.
- 2.) Modernization of all 15 auditoriums with new luxury seating, state-of-the-art audio and screen systems, food and beverage upgrades, and a new design for lobby and all public areas.
- 3.) Construction of four-story, 302-unit luxury rental apartments with an amenity package that provides convenience and features many recreational and social offerings including: swimming pool, onsite parking, business center, exercise rooms, lounges, and other communal spaces to foster a highly interactive lifestyle.
- 4.) Improvements to the attractive natural elements of the property including maintaining and enhancing: the four-acre CityPark pond, Aptakistic Creek, and a green buffer strip between the Lincolnshire and Buffalo Grove Business Center. The residential development is designed fit into the environmentally-sensitive context of the property without disturbing the natural habitats of birds and water fowl.
- 5.) Re-design of parking lot to reflect smaller capacity.

The Economic/Financial Model of the residential development is outlined in detail, along with projected revenues, in the next section. The financial projections for the Regal Lincolnshire movie theatre reinvestment are outlined in detail in the section entitled, "Forecast of Taxable Receipts with Redevelopment at CityPark".

The Perman Group Fiscal/Economic Study of the Development Proposal

THE PERMAN GROUP

PUBLIC AFFAIRS STRATEGY
PUBLIC POLICY COMMUNICATIONS

January 4, 2016

Mr. Scott Greenberg
President
ECD Company
250 Parkway Drive, #120
Lincolnshire, IL 60069

Dear Mr. Greenberg:

The Perman Group was asked by ECD Company to evaluate the fiscal impact of a proposed residential development to be built on a 11 acre site in Lincolnshire, IL. The proposed project consists of:

- 302 rental apartments: 17=Studio, 115=1BR, 156=2BR, 14=3BR

Our evaluation includes: the absorption rate and projected population by type of unit, the tax revenues that will accrue to the Village of Lincolnshire and the other local taxing bodies, the attendant costs to those taxing bodies, the net present value of net surplus revenues to the taxing bodies over 12 years, and our conclusions of the fiscal impact from the proposed project that will benefit the Lincolnshire community.

The proposed CityPark Lincolnshire project offers significant new positive fiscal impact to the Village of Lincolnshire and its Parks and Paths Department, and the Vernon Area Public Library District and the other taxing bodies, including two school districts. The Village of Lincolnshire will see an immediate infusion of nearly \$2.9M resulting from Lincolnshire's relatively high impact fee charges and construction permit fees which are assessed before the project is fully occupied. In addition, there is a sizeable annual fiscal surplus.

The current property is expected to yield only \$303,492 in property tax revenue in 2016 and the Regal Cinemas has seen a decline in attendance. The new development, by contrast, offers more than \$4.7 million in new revenue in 2017, mostly from fees associated with the construction of the project.

This positive fiscal impact, however, is not a short-term occurrence. By 2018, full assessments on the new property have begun and the new tax revenue is expected to be over **\$1.7 million annually**. By 2024, the revenue will have grown to over **\$2.1 million annually**.

As with residential projects of this type, most of this new revenue will be in the form of new property taxes. There is expected to be **\$19,049,855** in total property tax generated by the project between 2017-2028.

Over the study period (2017-2028) there is an estimated total of almost \$30 million of new revenue generated by the redevelopment. Of that amount, \$13.7 million is provided to the two school districts.

Whenever a new development is constructed, there are attendant costs to the major taxing districts. For the Village of Lincolnshire, those costs are mainly in the form of new hires necessary to accommodate increases in population resulting from the new development. Even though there are new Village expenses, **the Net Surplus Revenues to the Village of Lincolnshire during the study period are \$8,314,978.**

On a Net Present Value basis, the project's tax and fee revenue is worth \$7,169,852, using a discount rate of 6%.

From a benefit/cost perspective, the proposed project is a winner for both the local governmental taxing districts and for the Lincolnshire economy. With the current declining economic activity on the property, this project offers a substantial opportunity to create jobs, local income, and tax revenue.

Please review our findings and let me know if you have any questions. As always, I look forward to discussing the analysis with you and your team.

Sincerely,

Jonathan Perman
Managing Director

1.0 Absorption Rates, Population and School Age Estimates

The absorption rate assumes the following schedule for the residential units. It is based on the developer's projections today for regulatory approval, construction, and a marketing campaign for the rental of the units.

2017	30%
2018 & After	100%

The project expects to have a full population of **527**. This number is reached by using the formulas in the Rutgers University Center for Urban Policy Research, Residential Demographic Multipliers Estimates of Occupants of New Housing (2006).

With regard to school age population, we used the 1993 "Illinois School Consulting Service/Associated Municipal Consultants, Inc., Naperville, IL" study, the formulas are:

Studio apartments yield no public school students.

**1BR apartments generated: .002 public K-5 grade school students/unit
.001 public 6-8 grade school students/unit
.001 public high school students/unit**

**2BR apartments generated: .082 public K-5 grade school students/unit
.041 public 6-8 grade school students/unit
.042 public high school students/unit**

**3BR apartments generated: .230 public K-5 grade school students/unit
.123 public 6-8 grade school students/unit
.116 public high school students/unit**

For reference purposes of this study for CityPark Lincolnshire, we calculated:

17 Studio units for a total of no public grade school or high school students.

**115 1BR units for a total of: 0.23 public K-5 grade school students
0.115 public 6-8 grade school students
0.115 public high school students**

**156 2BR units for a total of: 12.79 public K-5 grade school students
6.40 public 6-8 grade school students
6.55 public high school students**

14 3BR units for a total of:
3.22 public K-5 grade school students
1.72 public 6-8 grade school students
1.62 public high school students

Thus, the proposed CityPark Lincolnshire development is expected to yield:
16.24 K-5 students, 8.24 grades 6-8 students, (total of 24 elementary school age children)
and **8 high school students**, based on the standard formulas cited above.

Note, we believe that based on the location and unit sizes, the standard formulas may overstate the number of school children who will reside at the CityPark community but to be conservative our study uses the industry-accepted formulas.

2.0 Taxable Revenue Projections (Table 1)

2.1 Property Tax Receipts

The current parcel of land and buildings (PIN 15-27-206-018) hosting the Regal Lincolnshire Stadium 21 & IMAX cinemas has an equalized assessed value (EAV) of \$3,090,890 for the 2014 tax year. This includes both the 19.58 acres of land (mostly parking) and the theatre building. After the modernization, it is estimated the value of the buildings will drop by 15% with a reduction in the size of theatres, though the land value will stay the same. While the number of theatre seats are expected to drop 59%, from 4,400 to 1,800, the additional amenities less reduction in the size of the theatre buildings would suggest a diminishment in building value of only 15%. Using the baseline of the 2014 tax bill, this would result in a decrease in EAV of \$186,199.

To determine the property taxes of a new 8-acre parcel which will evolve from the part of the existing cinema parking lot that is no longer needed, we used the closest comparable we could find: AMLI Museum Gardens in Vernon Hills. That property, opened in 2005, is 12.96 acres and 294 units. Due to its age we have added 15% to its current EAV (\$11,853,683) to give us an estimated 2014 EAV on the land and buildings of \$13,631,735.

So, taking the \$13,631,735 and subtracting the decrease in value of the modernized cinema property, \$186,199, results in a net EAV of **\$13,445,536**.

Property taxes are based on the following assumptions. Lake County Quadrennial Reassessment years occur in 2015, 2019, 2023, and 2027. Taxes based on the reassessment are due in the following years, respectively.

The study uses a 3% growth rate in assessment for a compounded 4-year increase between reassessments of 12.55%.

We have used the current state multiplier of 1.00 and current tax rate on the ECD Subdivision Unit 2, Lot 1 of 9.53% throughout the study period.

So, for example, in 2020, with the project having been 100% occupied since 2018, property tax receipts increase from the current amount of \$294,652 to \$1,623,503. The actual reassessment occurred one year earlier but is payable in 2020.

With the new improved property, the project is expected to generate, in nominal dollars, over \$1,827,000 by 2024 and over \$2,000,000 by 2028 – nearly 7 times more than what it does today.

In the 2014 tax year, Aptakisic-Tripp School District #102 accounted for 40% of a tax bill and Stevenson High School District #125 accounted for 32% of a tax bill. The Village of Lincolnshire's Pension share of a tax bill is 0.0025%. The Vernon Area Public Library District and Pension is 0.0332% of the tax bill. The Lincolnshire-Riverwoods Fire Protection District and Pension is 0.0844% of the tax bill. The report uses these same percentages of tax bills throughout the study period.

The additional property tax receipts generated by the project will increase the tax base for all of the taxing bodies cited above. Whether those taxing bodies choose to increase their levy to capture those incremental taxes or hold their levy constant (and reduce the amounts area residents have to pay) is a policy choice for each taxing body.

2.2 Sales Tax Receipts from Residents Living in the Project (Table 2)

The current average household income in Lincolnshire is \$112,699. The growth in household income is estimated at 3% per year.

The study assumes the average household spends 20% of their annual income on convenience goods, of which 70% are purchased locally. The study also assumes the average household spends 10% of their annual income on comparison goods, of which 30% is purchased locally.

So, for example, in 2018, when the project is fully occupied, it is expected that the Village of Lincolnshire will receive \$314 per household x 302 households = \$94,828 (see Table 1).

The sales tax receipts identified here are only for direct spending by residents and do not include anticipated visitor spending or further economic benefits that often occur as new residents create demand for new businesses or expansion of existing businesses.

Sales taxes include both the 1% municipal sales tax and the 0.5% Home Rule sales tax.

2.3 State Income Tax Receipts

State income tax estimates are based on the total population absorption rates cited earlier. The Village of Lincolnshire received \$688,959 in its share of state income taxes in 2014 (Village of Lincolnshire Budget). The most recent U.S. Census population estimate for Lincolnshire is 7,430 (2014). That amounts to about \$93 per person.

Since Lincolnshire will not capture additional state income taxes from the project until after the 2020 census (when the additional CityPark Lincolnshire residents will be counted), we do not show state income tax receipts until 2021. So, for example, in 2021, it is anticipated the Village of Lincolnshire will receive an estimated 527 x \$93/per person = \$49,011 (see Table 1).

The study has kept the state income tax receipts level through the study period and bases it on the current Lincolnshire population.

2.4 Motor Fuel Tax Receipts

In 2015, the Village of Lincolnshire is expected to receive \$161,000 in motor fuel tax receipts from the State of Illinois. This amounts to \$22 per person.

Since Lincolnshire will not capture additional motor fuel tax receipts from the project until after the 2020 census, we do not show motor fuel tax receipts until 2021. So, for example, in 2021, when the project is fully occupied, it is anticipated the Village of Lincolnshire will receive an estimated $527 \times \$22/\text{per person} = \$11,594$ (see Table 1).

The study has kept the state motor fuel tax receipts level through the study period because of the uncertainties in driving behavior in the future.

2.5 Utility Tax Receipts

In 2014, Lincolnshire received \$1,427,191 in electric and gas utility tax receipts. This amounts to \$192 per person.

So, for example, in 2018, when the project is fully occupied, it is expected the Village of Lincolnshire will receive an estimated $527 \times \$192/\text{per person} = \$101,184$ (see Table 1).

The study assumes immediate collection of utility tax receipts. The evaluation has kept the utility tax receipts level through the study period because of the uncertainties in consumer behavior in the future with respect to electricity and gas.

2.6 Telecommunications Tax Receipts

In 2014, Lincolnshire received \$1,041,159 in telecommunications tax receipts. This amounts to \$140 per person.

So, for example, in 2018, when the project is fully occupied, it is expected the Village of Lincolnshire will receive an estimated $527 \times \$140/\text{per person} = \$73,780$ (see Table 1).

The study assumes immediate collection of utility tax receipts. The evaluation has kept the utility tax receipts level through the study period because of the uncertainties in consumer behavior in the future with respect to electricity and gas.

2.7 Construction Permit and Impact Fees

The Village of Lincolnshire assesses a number of fees for Building Permits, Occupancy, Electrical, HVAC, and Plumbing; as well as Water/Sewer Connection and Tap Fees, and Administrative Fees. To be consistent in trying to determine what new revenue the Village of Lincolnshire will accrue, we have only counted those fees which are retained by the Village and not those that are passed on by the Village to outside contractors who assist with plan reviews, inspections, and other services.

FEE WORKSHEET

FOR OFFICE USE ONLY:

Address:

A. BUILDING PERMIT FEES:

Permit (118)	\$1,501,500.00
Electric (118)	\$19,258.00
HVAC (118)	\$27,700.00
Plumbing (118)	\$9,616.00
Cert of Occ (118)	\$15,100.00
Subtotal:	\$1,573,174.00

C. WATER & SEWER FEES:

Sewer Conn (124)	
Water Conn (124)	
Lake Co Sewer (155)	
Water Use (158)	
Subtotal:	

B. REVIEW FEES:

VOL Engineering R/I (114)	
VOL Utilities R/I (158)	
VOL Plan Exam R (116)	\$0.00
VOL Inspection I (116)	\$0.00
VOL Admin Review (116)	\$0.00
VOL Forester R (154)	
Bldg,Elec,Mech,Plumb.I (161)	\$0.00
Structural R/I (168)	
Fire R/I (169) FSC	
Fire R/I (170) LRFD	
Bldg,Elec,Mech,Plumb. R (170)	
Elevator R/I (171)	
Subtotal:	\$0.00

D. OTHER FEES:

Impact (120)	
Water Recap (153)	
Sewer Recap (160)	
Reservoir Recap (162)	
Birch Lake S-Recap (450)	
Minor grading (114)	
Miscellaneous (113), 5% Admin. Fee	
Tree Removal (118)	
Other Income (135) (Description)	
FedEx (195)	
Liability Account (XXX) (Description)	
Subtotal:	

TOTAL FEES:

P-UG		B-Ftg/Fdn/Slab	
P-R/F		B-R/F	
E-Serv.		B-Insul	
E-UG		B-R/F	
E-R/F		B-Fire/LS	
M-R/F		MISC	
Total Inspections			0

E. BONDS:

Conservancy: (152)	
Landscaping/Forestry: (152)	
Tree Preservation: (493)	
Tree Bank: (439)	
Performance/Bldg.: (152)	
Public Works/Engineering: (152)	
Subtotal:	

TOTAL AMOUNT DUE:

PW Cash Bond Projected Release Date:
 FOREST Cash Bond Projected Release Date:

Tabulated by: Michael Jesse
 Building Permit Number #: **2015... B**

Date:
 Date Issued:

FEE WORKSHEET

\$0.00

Total Cost		\$1,501,500.00
-------------------	--	-----------------------

Enter 1 per 100 amps

Electrical cost	\$6,000,000.00	\$18,000.00
amps	2	\$50.00
circuits	302	\$1,208.00
		\$19,258.00

\$93,975.00
\$93,975.00

HVAC cost	\$4,200,000.00	\$12,600.00
units	302	\$15,100.00
		\$27,700.00

Plumbing cost	\$2,400,000.00	\$7,200.00
fixtures	302	\$2,416.00
		\$9,616.00

Permit fee			
calculate	\$200,000.00	1%	2,000
plus	\$300,000.00	0.60%	12,000
plus	\$59,500,000.00	0.25%	1,487,500
			\$1,501,500.00

\$1,667,149.00

\$0.00

EDUs	\$7,137.00	302	\$2,155,374.00
		Per story	
B&F	\$4,000.00		\$0.00
WJE			
FD			

\$1,667,149.00

The Building Permit fees are based on a total construction cost of \$60,000,000. Of that total, 10% or \$6,000,000 is estimated to be for electrical work; 7% or \$4,200,000 is estimated to be for HVAC work; and 4% or \$2,400,000 is estimated to be for plumbing work. The actual fees are calculated according to the Fee Worksheet (see attached) provided by the Village of Lincolnshire reflecting their ordinances. They total: **\$1,573,174**, which includes \$15,100 for occupancy fees.

The other key fees to be paid by the developer are for:

Water/Sewer Connection and Tap Fees: **\$2,155,374**

Administrative Fee: **\$93,975**

The total fees are: **\$3,822,523**

It is estimated 75% or **\$2,866,892** of the fees will be paid in 2016 and 25% or **\$955,631** in 2017.

The Village of Lincolnshire ordinance requires donations to its Parks and Paths Department and to the Vernon Area Public Library District. These are one time donations which will be paid in 2017. The donation amounts are determined by formulas (see attached worksheets) in the Village's ordinances.

The donation to the Lincolnshire Parks and Paths Department amounts to **\$2,880,325**. The donation to the Vernon Area Public Library District is **\$92,000** (see Table 1).

3.0 Village of Lincolnshire Expenses Forecast (Table 3)

The Village of Lincolnshire has **65.5 full-time equivalent employees (FTE) in 2015**. The average cost to the Village per employee (wages and benefits) is approximately **\$117,744**. This number is arrived at by adding the estimated Personnel Costs (\$5,775,203), Retirement Fund Costs (\$848,253), and Police Pension Fund Costs (\$1,088,800) for a **total employee cost of \$7,712,256**. An annual 3% increase in personnel costs is factored in.

The current ratio of Village employees to residents is 1:113 or one employee for every 113 residents. While most Village expense impact studies would look at marginal costs of a project, this study stays conservative and uses an average cost measure. The calculation estimates the additional municipal employees required to service the new residents brought into Lincolnshire from this residential project as follows:

2017	158 residents	1.5 employees
2018	527 residents	4.5 employees

Note: these calculations are rounded to the nearest half-employee.

So, for example, in 2018, when the project is fully occupied, it creates a demand for 4.5 more Village employees. In 2018, each employee costs \$128,662 x 4.5 employees = \$578,979

Lincolnshire Park Donations		
A:	302	units
B:	1.75	mean # of persons per HH unit
Sub-Total	528.5	
C:	1,000	
Sub-Total	0.5285	
D:	10	min. # of acres of land required per 1,000 population
Sub-Total	5.285	
E:	\$ 545,000	Fair Market Value of 1 Acre of Land
Total	\$ 2,880,325	

Vernon Area Public Library District Donations					
	Studio/1BR	2BR	3BR		
A:	200	200	200		
B:	100	100	100		
C:	0	1	2		
D:	132	156	14		
Total	\$ 39,600	\$ 46,800	\$ 5,600	Total=	\$ 92,000

Conclusions

The proposed CityPark Lincolnshire project offers significant new positive fiscal impact to the Village of Lincolnshire. Consider first that the current property is expected to yield only \$303,492 in property tax receipts in 2016 and that the Regal Cinemas has seen a decline in attendance. The new development, by contrast, offers more than \$4.7 million in new revenue in 2017, mostly from fees associated with the construction of the project (see Table 1). By 2018, full assessments on the new property have begun and the new tax receipts are expected to be over \$1.7 million annually. By 2024, the revenue will have grown to over \$2.1 million annually. As with residential projects of this type, most of this new revenue will be in the form of new property taxes.

Analyzing the new revenue of each of the major taxing bodies, the study finds the Village of Lincolnshire receiving an immediate infusion of new dollars from the building permit and fees of nearly \$2.9 million in 2016. In 2017, Lincolnshire will get nearly \$4.5 million, highlighted by a donation of almost \$2.9 million to the Department of Parks and Paths. **Starting in 2018, the Village of Lincolnshire is predicted to receive \$673,724 of new revenue and that figure will ramp up to over \$860,000 annually by 2024** (see Table 3).

The Aptakisic-Tripp School District #102 and Stevenson High School District #125 get 72% of property tax revenue, and of the remaining 28%, most (62%) goes to the following taxing bodies which benefit Lincolnshire:

- Village of Lincolnshire Pension
- Road and Bridge-Vernon
- Road and Bridge Gravel-Vernon
- Lincolnshire-Riverwoods Fire Protection District
- Lincolnshire-Riverwoods Fire Protection District Pension
- Vernon Area Public Library District
- Vernon Area Public Library District Pension
- Special Road Improvement Vernon
- Special Road Improvement Vernon Gravel
- Township of Vernon

While the Village of Lincolnshire only directly gets the portion of the tax bill that is for its employees' pensions, the other nine taxing bodies are providing significant services to the residents and businesses of Lincolnshire. Therefore, the study counts these property tax revenues as benefiting Lincolnshire.

The other taxing bodies (Lake County, Lake County Pensions, College of Lake County, Forest Preserve and Forest Preserve Pensions) make up 12.6% of the tax bill or \$2.4 million of the **\$19,049,855 in total property tax receipts generated by the project between 2017 and 2028**. While one could argue these payments do not directly benefit Lincolnshire, but for this new revenue, the property taxes assessed by these four taxing bodies would have to be paid by the remaining taxpayers in Lincolnshire.

Over the study period (2017-2028) there is an estimated total of almost \$30 million of new revenue generated by the redevelopment. Of that amount, \$13.7 million is provided to the two school districts, while the remainder of property taxes and fees are collected by the Village of Lincolnshire and the other taxing bodies (see Table 1).

Whenever a new development is constructed, there are attendant costs to the major taxing bodies. For the Village of Lincolnshire, those costs are mainly in the form of new hires necessary to accommodate increases in population resulting from the new development. Even though there are new Village expenses of about \$578,979 in 2018 rising to \$691,330 by 2024, the **Net Surplus Revenues to the Village of Lincolnshire during the study period are \$8,314,978** (see Table 3).

Looking at the expected Net Surplus Revenue for the project (see Table 3); the first year (2017) brings \$4,093,145, mainly from building permit and impact fees. By 2024, the Net Surplus Tax Revenue is nearly \$169,169.

On a Net Present Value basis, the project's tax and fee revenue is worth \$7,169,852, using a discount rate of 6% (see Table 3).

From a benefit/cost perspective, the proposed project is a winner for both the local governmental taxing bodies and for the Lincolnshire economy. With the current declining economic activity on the property, this project offers a substantial opportunity to create jobs, local income, and tax revenue.

School Impact Fiscal Analysis

The proposed CityPark Lincolnshire is in the Aptakisic-Tripp School District #102 and the Stevenson High School District #125, and any school children generated from the property will attend those schools. The pro-rata share of property taxes collected for the proposed CityPark Lincolnshire will go directly to these school districts (Table 4a).

In the 2014 tax year, Aptakisic-Tripp School District #102 accounted for 40% of a tax bill and Stevenson High School District #125 accounted for 32% of a tax bill. The report uses these same percentages of tax bills throughout the study period.

We assume 30% occupancy in 2017 and 100% occupancy thereafter. We also assume an annual 3% increase in school costs per pupil.

In addition, the Village of Lincolnshire will collect a one-time school impact fee in 2017 based on the estimated number of school children generated. By the Village of Lincolnshire ordinance, the school impact fee will be remitted to Aptakisic-Tripp District #102 and the Stevenson High School District #125. This estimate is derived using a formula from the 1993 "Illinois School Consulting Service/Associated Municipal Consultants, Inc., Naperville, IL". We also use the Criteria for Requiring School Site Dedication in the Village of Lincolnshire Ordinance Chapter 7, Article A.

Using the formula, the proposed CityPark Lincolnshire redevelopment is expected to yield **16 K-5 school age children, 8 grade 6-8 school age children and 8 high school students.**

In addition to property tax revenue and school impact fees, Aptakisic-Tripp School District #102 is expected to receive some additional state revenue based on the additional students. In the last five years, state funding has averaged about \$2,000,000/year. We used the 2014 actual amount of \$2,177,357 divided by the total enrollment of 2,090 to reach **\$1,042 per pupil** (see Table 4b).

Aptakistic-Tripp School District 102 (Elementary)

	Studio	1 BR	2 BR	3 BR	Total
A:	0	0.002	0.082	0.23	
B:	600	600	600	600	
C:	11	11	11	11	
D:	\$ 545,000	\$ 545,000	\$ 545,000	\$ 545,000	
E:	17	115	156	14	
	\$ -	\$ 2,298	\$ 127,813	\$ 32,173	\$ 162,285

Aptakistic-Tripp School District 102 (Jr. High)

	Studio	1 BR	2 BR	3 BR	Total
A:	0	0.001	0.041	0.123	
B:	900	900	900	900	
C:	29	29	29	29	
D:	\$ 545,000	\$ 545,000	\$ 545,000	\$ 545,000	
E:	17	115	156	14	
	\$ -	\$ 2,020	\$ 112,321	\$ 30,240	\$ 144,581

Adlai Stevenson District 125 (High School)

	Studio	1 BR	2 BR	3 BR	Total
A:	0	0.001	0.042	0.116	
B:	2,500	2,500	2,500	2,500	
C:	50	50	50	50	
D:	\$ 545,000	\$ 545,000	\$ 545,000	\$ 545,000	
E:	17	115	156	14	
	\$ -	\$ 1,253	\$ 71,417	\$ 17,702	\$ 90,372
All Total:					\$397,238

Stevenson High School District #125 is also expected to receive additional state revenue based on the additional students. In the last five years, state funding for Stevenson has averaged about \$6,000,000/year. We used that amount divided by the total enrollment in 2014 of 3,906 to reach **\$1,536 per pupil** (see Table 4c).

We kept those state funding amounts the same through the entire study period even though they have increased over the last decade. We also did not include any additional federal funding since those amounts tend to be de minimus for the two school districts.

Over the course of the study period, 2017-2028, the Aptakistic-Tripp School District #102 will receive **\$7,619,940** in new property tax receipts, plus **\$282,482** in additional state funding, and **\$306,866** in school impact fees in 2017.

The Stevenson High School District #125, between 2017-2028, will receive **\$6,095,956** in new property tax receipts plus **\$139,776** in additional state funding, and **\$90,372** in school impact fees in 2017.

Aptakistic-Tripp School District #102 will also incur some additional costs from the new students generated by the new development. We conservatively used the total 2014 cost per pupil of **\$15,010** as a baseline. From there, we used a 3% annual increase in cost. Over the 2017-2028 study period, the total added cost is **\$5,307,790** (see Table 4b).

Stevenson High School District #125 will also incur some additional costs from the new students generated by the new development. We conservatively used the total 2014 cost per pupil of **\$18,778** as a base line. From there, we used a 3% annual increase in cost. Over the 2017-2028 study period, the total added cost is **\$2,162,401** (see Table 4c).

In the case of both school districts, there is significant new surplus revenue between 2017-2028 in the amounts of **\$2,901,398** for Aptakistic-Tripp School District #102 and **\$4,163,703** for Stevenson High School District #125. The surplus is even greater if one were to only use the additional instructional costs to the schools of the added students.

Without the redevelopment of CityPark Lincolnshire, the contributions to the two school districts combined through the current property tax total will be only **\$218,514** in 2016, after the 2015 reassessment, and would be expected to decline rapidly.

Table 1 Estimated Project Tax Revenue

Type of Tax	2016	2017	2018	2019	2020	2021	2022
Property Tax	303,492	303,492	1,442,613	1,442,613	1,623,661	1,623,661	1,623,661
<i>Sales Tax from Residents Living in the Project</i>		27,755	94,828	97,546	100,566	103,586	106,606
State Income Tax						49,011	49,011
Motor Fuel Tax						11,594	11,594
Utility Tax						101,184	101,184
Telecommunications Tax						73,780	73,780
Village of Lincolnshire Fees, Permits, etc...	2,866,892	955,631					
Lincolnshire Park Donations	2,880,325						
Vernon Area Public Library District Donations	92,000						
School District Impact Fees	397,238						
Total Tax Revenue	\$ 3,170,384	\$ 4,708,897	\$ 1,712,405	\$ 1,715,123	\$ 1,899,191	\$ 1,962,816	\$ 1,965,836
Village of Lincolnshire Pension Share	\$ 759	\$ 759	\$ 3,607	\$ 3,607	\$ 4,059	\$ 4,059	\$ 4,059
Village Fire Protection & Pension Share	\$ 25,615	\$ 25,615	\$ 121,757	\$ 121,757	\$ 137,037	\$ 137,037	\$ 137,037
Vernon Area Public Library & Pension Share	\$ 10,076	\$ 10,076	\$ 47,895	\$ 47,895	\$ 53,906	\$ 53,906	\$ 53,906
Aptakisic-Tripp School District #102 Share	\$ 121,397	\$ 121,397	\$ 577,045	\$ 577,045	\$ 649,464	\$ 649,464	\$ 649,464
Stevenson High School District #125 Share	\$ 97,117	\$ 97,117	\$ 461,636	\$ 461,636	\$ 519,572	\$ 519,572	\$ 519,572
Total	2023	2024	2025	2026	2027	2028	2017-2028
Total Property Tax	1,623,661	1,827,430	1,827,430	1,827,430	1,827,430	2,056,773	19,049,855
<i>Sales Tax from Residents Living in the Project</i>	109,928	113,250	116,572	120,196	123,820	127,444	1,242,097
State Income Tax	49,011	49,011	49,011	49,011	49,011	49,011	392,088
Motor Fuel Tax	11,594	11,594	11,594	11,594	11,594	11,594	92,752
Utility Tax	101,184	101,184	101,184	101,184	101,184	101,184	1,143,360
Telecommunications Tax	73,780	73,780	73,780	73,780	73,780	73,780	833,700
Total Tax Revenue	\$ 1,969,158	\$ 2,176,249	\$ 2,179,571	\$ 2,183,195	\$ 2,186,819	\$ 2,419,786	\$ 29,945,938
Village of Lincolnshire Pension Share	\$ 4,059	\$ 4,569	\$ 4,569	\$ 4,569	\$ 4,569	\$ 5,142	\$ 47,625
Village Fire Protection & Pension Share	\$ 137,037	\$ 154,235	\$ 154,235	\$ 154,235	\$ 154,235	\$ 173,592	\$ 1,607,808
Vernon Area Public Library & Pension Share	\$ 53,906	\$ 60,671	\$ 60,671	\$ 60,671	\$ 60,671	\$ 68,285	\$ 632,455
Aptakisic-Tripp School District #102 Share	\$ 649,464	\$ 730,972	\$ 730,972	\$ 730,972	\$ 730,972	\$ 822,709	\$ 7,619,942
Stevenson High School District #125 Share	\$ 519,572	\$ 584,778	\$ 584,778	\$ 584,778	\$ 584,778	\$ 658,167	\$ 6,095,954

Table 2: Estimated Per Household Spending & Sales Tax Revenue

Type of Spending	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Household Income	116,080	119,562	123,149	126,844	130,649	134,569	138,606	142,764	147,047	151,458	156,002	160,682	165,502
20% Convenience Goods	23,216	23,912	24,630	25,369	26,130	26,914	27,721	28,553	29,409	30,292	31,200	32,136	33,100
10% Comparison Goods	11,608	11,956	12,315	12,684	13,065	13,457	13,861	14,276	14,705	15,146	15,600	16,068	16,550
70% Local Spent Convenience Goods	16,251	16,739	17,241	17,758	18,291	18,840	19,405	19,987	20,587	21,204	21,840	22,495	23,170
30% Local Spent Comparison Goods	3,482	3,587	3,694	3,805	3,919	4,037	4,158	4,283	4,411	4,544	4,680	4,820	4,965
1.5% Taxable Share Convenience Goods	244	251	259	266	274	283	291	300	309	318	328	337	348
1.5% Taxable Share Comparison Goods	52	54	55	57	59	61	62	64	66	68	70	72	74
Total Tax Revenue	296	305	314	323	333	343	353	364	375	386	398	410	422

Table 3
Estimated Net Project Revenue

Year	2016	2017	2018	2019	2020	2021	2022	2023
Total Village of Lincolnshire Revenue	\$ 2,951,870	\$ 4,093,145	\$ 673,724	\$ 676,442	\$ 730,155	\$ 793,780	\$ 796,800	\$ 800,122
Village of Lincolnshire Costs	-	187,372	578,979	596,348	614,239	632,666	651,646	671,195
Surplus Revenue	2,951,870	3,905,773	94,745	80,094	115,916	161,114	145,154	128,927
Cumulative Surplus Revenue	2,951,870	6,857,643	6,952,388	7,032,482	7,148,398	7,309,512	7,454,666	7,583,593
Net Present Value of Surplus Revenue	7,169,852							

Year	2024	2025	2026	2027	2028
Total Village of Lincolnshire Revenue	\$ 860,499	\$ 863,821	\$ 867,451	871,069	938,910
Village of Lincolnshire Costs	691,330	712,070	733,432	755,435	778,098
Surplus Revenue	169,169	151,751	134,019	115,634	160,812
Cumulative Surplus Revenue	7,752,762	7,904,513	8,038,532	8,154,166	8,314,978

**Table 4
School Fiscal Analysis-Property Tax/Impact Fees**

Type of Tax	2016	2017	2018	2019	2020	2021	2022	
Total Property Tax	\$ 303,492	\$ 303,492	\$ 1,442,613	\$ 1,442,613	\$ 1,623,661	\$ 1,623,661	\$ 1,623,661	
Aptakisis-Tripp School District #102 Share	\$ 121,397	\$ 121,397	\$ 577,045	\$ 577,045	\$ 649,464	\$ 649,464	\$ 649,464	
Stevenson School District #125 Share	\$ 97,117	\$ 97,117	\$ 461,636	\$ 461,636	\$ 519,572	\$ 519,572	\$ 519,572	
Aptakisis-Tripp School District #102 Impact Fee	\$ 306,866							
Stevenson School District #125 Impact Fee	\$ 90,372							
<hr/>								
							Cumulative	
Total Property Tax	2023	2024	2025	2026	2027	2028	Total 2017-28	
	\$ 1,623,661	\$ 1,827,430	\$ 1,827,430	\$ 1,827,430	\$ 1,827,430	\$ 2,056,773	\$ 19,049,855	
Aptakisis-Tripp School District #102 Share	\$ 649,464	\$ 730,972	\$ 730,972	\$ 730,972	\$ 730,972	\$ 822,709	\$ 7,926,306	
Stevenson School District #125 Share	\$ 519,572	\$ 584,778	\$ 584,778	\$ 584,778	\$ 584,778	\$ 658,167	\$ 6,186,328	

**Table 4b
Aptakisic-Tripp Fiscal Analysis**

Revenue	2016	2017	2018	2019	2020	2021	2022
State Funding (\$1,042 per pupil)	\$ 7,294	\$ 25,008	\$ 25,008	\$ 25,008	\$ 25,008	\$ 25,008	\$ 25,008
Total Property Tax	\$ 303,492	\$ 303,492	\$ 1,442,613	\$ 1,442,613	\$ 1,623,661	\$ 1,623,661	\$ 1,623,661
Aptakisic-Tripp School District #102 Share	\$ 121,397	\$ 121,397	\$ 577,045	\$ 577,045	\$ 649,464	\$ 649,464	\$ 649,464
Aptakisic-Tripp School District #102 Impact Fee	\$ 306,866						
Total Estimated Revenue	\$ 121,397	\$ 435,557	\$ 602,053	\$ 602,053	\$ 674,472	\$ 674,472	\$ 674,472
Total Estimated Cost	\$ -	\$ 114,814	\$ 405,456	\$ 417,624	\$ 430,152	\$ 443,040	\$ 456,336
Total Estimated Surplus Revenue	\$ 121,397	\$ 320,743	\$ 196,597	\$ 184,429	\$ 244,320	\$ 231,432	\$ 218,136

Revenue	2023	2024	2025	2026	2027	2028	Cumulative Total 2017-28
State Funding (\$1,042 per pupil)	\$ 25,008	\$ 25,008	\$ 25,008	\$ 25,008	\$ 25,008	\$ 25,008	\$ 282,382
Total Property Tax	\$ 1,623,661	\$ 1,827,430	\$ 1,827,430	\$ 1,827,430	\$ 1,827,430	\$ 2,056,773	\$ 19,049,855
Aptakisic-Tripp School District #102 Share	\$ 649,464	\$ 730,972	\$ 730,972	\$ 730,972	\$ 730,972	\$ 822,709	\$ 7,619,940
Total Estimated Revenue	\$ 674,472	\$ 755,980	\$ 755,980	\$ 755,980	\$ 755,980	\$ 847,717	\$ 8,209,188
Total Estimated Cost	\$ 470,040	\$ 484,128	\$ 498,648	\$ 513,624	\$ 529,032	\$ 544,896	\$ 5,307,790
Total Estimated Surplus Revenue	\$ 204,432	\$ 271,852	\$ 257,332	\$ 242,356	\$ 226,948	\$ 302,821	\$ 2,901,398

Table 4c
Stevenson H.S. Fiscal Analysis

Revenue	2016	2017	2018	2019	2020	2021	2022
State Funding (\$1,536 per pupil)		\$ 4,608	\$ 12,288	\$ 12,288	\$ 12,288	\$ 12,288	\$ 12,288
Total Property Tax	\$ 303,492	\$ 303,492	\$ 1,442,613	\$ 1,442,613	\$ 1,623,661	\$ 1,623,661	\$ 1,623,661
Stevenson School District #125 Share	\$ 97,117	\$ 97,117	\$ 461,636	\$ 461,636	\$ 519,572	\$ 519,572	\$ 519,572
Stevenson School District #125 Impact Fee		\$ 90,372					
Total Estimated Revenue	\$ 97,117	\$ 192,097	\$ 473,924	\$ 473,924	\$ 531,860	\$ 531,860	\$ 531,860
Total Estimated Cost	\$ -	\$ 59,769	\$ 164,168	\$ 169,096	\$ 174,168	\$ 179,392	\$ 184,776
Total Estimated Surplus Revenue	\$ 97,117	\$ 132,328	\$ 309,756	\$ 304,828	\$ 357,692	\$ 352,468	\$ 347,084

Revenue	2023	2024	2025	2026	2027	2028	Cumulative Total 2017-28
State Funding (\$1,536 per pupil)	\$ 12,288	\$ 12,288	\$ 12,288	\$ 12,288	\$ 12,288	\$ 12,288	\$ 139,776
Total Property Tax	\$ 1,623,661	\$ 1,827,430	\$ 1,827,430	\$ 1,827,430	\$ 1,827,430	\$ 2,056,773	\$ 19,049,855
Stevenson School District #125 Share	\$ 519,572	\$ 584,778	\$ 584,778	\$ 584,778	\$ 584,778	\$ 658,167	\$ 6,095,956
Total Estimated Revenue	\$ 531,860	\$ 597,066	\$ 597,066	\$ 597,066	\$ 597,066	\$ 670,455	\$ 6,326,104
Total Estimated Cost	\$ 190,312	\$ 196,024	\$ 201,904	\$ 207,960	\$ 214,200	\$ 220,632	\$ 2,162,401
Total Estimated Surplus Revenue	\$ 341,548	\$ 401,042	\$ 395,162	\$ 389,106	\$ 382,866	\$ 449,823	\$ 4,163,703

**Forecast of Taxable Receipts With
Redevelopment At CityPark**

Forecast of Taxable Receipts With Redevelopment at CityPark

The construction of a new luxury rental apartment project will add substantial new net surplus revenue and will also help the retail and restaurants of Lincolnshire with the addition of 527 new residents. But the redevelopment of the movie theatres, too, will result in positive economic impact.

The chief impacts from the “right-sizing” and modernization of the Regal Lincolnshire theatres would be an increase in the revenue generated by the theatres themselves in the form of admissions tax receipts and the sales tax receipts from concession food/beverage. We also estimate there would be some increases in retail sales tax receipts at CityPark and at Lincolnshire Commons. The adjustments for property taxes paid have already been included in the previous section which analyzes the residential apartments and took into account the new size of the cinemas.

In the analysis, the following assumptions are used:

Using the Redstone Capital report of 2014, cited earlier, movie ticket sales make up 68% of total box office revenue while concessions are 26.5%.

In our discussions with Regal Entertainment, operating costs at Regal Lincolnshire in 2015 are \$6.7M. We estimate that cost to be flat at \$6.7M in 2016. Then, according to Regal, in 2017, when the new theatres open, operating costs will be \$4.3M with the fewer auditoriums and seats. We have used best case, worst case, and probable case increases in box office revenue of 10%, 20%, and 30%, in 2017, and 10%, 10%, and 5%, respectively in 2018. Starting in 2019, box office revenue is projected to grow at rate of 3% annually in all three scenarios.

Admissions taxes in Lincolnshire are collected at a rate of 4%.

The Village of Lincolnshire provided admissions tax figures for the Regal Lincolnshire for 2015.

Based on actual recent annual sales and the analysis by VSKA, we estimate CityPark and Lincolnshire make up 50% of sales taxes collected by Lincolnshire. CityPark is 78,000 sq. ft. of retail space and Lincolnshire Commons is 130,000 sq. ft., a ratio of 37.5% to 62.5% of the two combined. With the pending conversion of Barnes & Noble to medical offices in Lincolnshire Commons, we adjusted the ratio to: CityPark-40% and Lincolnshire Commons-60%. Using those ratios, CityPark accounts for 20% of Lincolnshire’s sales taxes and Lincolnshire Common accounts for 30%. The Village of Lincolnshire derives 1.5% of retail sales in taxes. Rather than using total retail sales, we have only used consumer retail sales.

With respect to retail sales, we use a 3% annual growth rate beginning in 2017.

We also assume the Regal Lincolnshire cinemas are responsible for 20% of the retail sales at CityPark and 10% of the retail sales at Lincolnshire Commons.

Forecast for Movie Theatre Attendance and Revenue

<u>Year</u>	<u>Ticket Rev.</u>	<u>Concessions</u>	<u>Total Rev.</u>	<u>Operating Costs</u>	<u>Net Revenue</u>
2015	5,225,000	2,036,213	7,683,824	6,700,000	983,824
2016	3,800,000	1,484,000	5,600,000	6,900,000	-1,300,000
2017					
10%	4,180,000	1,628,971	6,147,059	4,300,000	1,847,059
20%	4,560,000	1,777,059	6,705,882	4,300,000	2,405,882
30%	4,940,000	1,925,147	7,264,706	4,300,000	2,964,706
2018					
10%	4,598,000	1,791,868	6,761,765	4,300,000	2,461,765
10%	5,016,000	1,954,765	7,376,471	4,300,000	3,076,471
5%	5,187,000	2,021,404	7,627,941	4,300,000	3,327,941

Totals also include 5.5% for in-theatre advertising revenue.
 2015 estimates: Village of Lincolnshire and Regal Entertainment
 2016 estimates: Regal Entertainment and The Perman Group
 2017-18 estimates: The Perman Group

Forecast for Movie Theatre Taxable Receipts Collected by the Village of Lincolnshire

<u>Year</u>	<u>Admission Tax</u>	<u>Concessions Sales Tax</u>	<u>Total Village Revenue</u>
2015	209,000	30,543	\$239,543
2016	152,000	22,260	\$174,260
2017			
10%	167,200	24,435	\$191,635
20%	182,400	26,656	\$209,056
30%	197,600	28,877	\$226,477
2018			
10%	183,920	26,878	\$210,798
10%	200,640	29,321	\$229,961
5%	207,480	30,321	\$237,801

As the figures in the tables above show, Regal Entertainment can expect a reversal after 2016, when it would be projected to lose \$1.3M. Under a worst case scenario net revenue would climb to \$1.8M in 2017 and \$2.4M in 2018. In a probable case of a 20% increase in 2017 and 10% increase in 2018, Regal's net revenue would be \$2.4M and \$3.1M, respectively. In a best case scenario of a 30% increase in 2017 and 5% increase in 2018, Regal's net revenue would be almost \$3M and \$3.3M, respectively.

For the Village of Lincolnshire, after “bottoming out” at \$174,260 in 2016, its taxable receipts would increase to \$191,635 in 2017 and \$210,798 in 2018 under a worst case scenario. Its taxable receipts could rise to between \$209,056-\$226,477 in 2017 and between \$229,961-\$237,801 in 2018.

Retail Sales Tax Projections

2014 Lincolnshire Total Consumer Retail Sales Tax Receipts = **\$1,636,401**

CityPark (20%) = \$327,280 x .2 attributed to cinemas = \$65,456
 Lincolnshire Commons (30%) = \$490,920 x .1 attributed to cinemas = \$49,092

Total sales tax receipts attributed to Regal Lincolnshire cinemas: **\$114,548**

Assume 2015 Retail Sales Tax Receipts are the same as 2014.

Forecast Increase in Retail Sales Taxes Attributed to Change in Cinema Attendance

<u>Year</u>	<u>City Park</u>	<u>Lincolnshire Commons</u>	<u>Total</u>
2015	65,456	49,092	\$114,548
2016	65,456	49,092	\$114,548
2017 3%	67,420	50,565	\$117,985
2018 3%	69,443	52,082	\$121,525

Note: with the redevelopment, retail sales tax receipts attributed to the improvements in cinema attendance are projected to grow annually by 3% starting in 2017, when the new theatres open.

Forecast Tax Receipt Totals with Redevelopment of Regal Lincolnshire Cinemas

In order to estimate the total tax revenue from both the direct movie theatre tax receipts and from the additional tax receipts at CityPark and Lincolnshire Commons, we looked at three different scenarios over the study period of 2016-2028.

The worst case scenario assumes increases of 10% in movie theatre tax receipts in both 2017 and 2018 and 3% annual increases throughout the rest of the study period. Retail sales tax receipts increase 3% annually beginning in 2017 (see Table A). Under this circumstance, the **total cumulative tax receipts 2016-2028 are \$4,854,753 or a Net Present Value of \$3,217,832.**

In the most probable scenario (see Table B), tax receipts from the movie theatres increase 20% in 2017 and 10% 2018, and then increase 3% per year thereafter. Retail sales tax receipts increase 3% annually beginning in 2017. The **total cumulative tax receipts 2016-2028 are \$5,117,610 or a Net Present Value of \$3,387,290.**

In the best case scenario (see Table C), movie theatre tax receipts increase 30% in 2017 and 5% 2018, and then increase 3% per year thereafter. Again, retail sales tax receipts increase 3% annually beginning in 2017. The **total cumulative tax receipts 2016-2028 are \$5,235,444 or a Net Present Value of \$3,465,779.**

While we would expect there to also be some qualitative impacts on both commercial office leasing and possibly further residential development that stem from a major reinvestment in the movie theatres, those projections would be too speculative to attach dollar figures to.

Combining Projections from the Regal Lincolnshire Cinemas and Proposed Residential Project

It is important to **remember the revenues outlined in this section are only for what is projected from the movie theatre reinvestment.** The reinvestment will generate between 2016-2028, anywhere between \$4.9M and \$5.2M in new tax revenues in nominal terms and between \$3.2M and \$3.5M in NPV. However, there is also the anticipated new tax revenues described in the Economic/Financial Model of the new residential project.

Note: the residential project revenues are the same when showing the range of movie theatre reinvestment because for the Economic/Financial Model, only one estimate was calculated.

Range of Movie Theatre Reinvestment Tax Receipts =	\$4,854,753 -- \$5,235,444
Estimated Total Tax Revenue from Residential Project =	<u>\$29,945,938 -- \$29,945,938</u>
Range of Total Tax Receipts and Revenues =	\$34,800,691 -- \$35,181,382

In fairness, the numbers above are gross tax revenues without the public costs associated. If one looks at the range of movie theatre reinvestment tax receipts and adds instead the Net Surplus Tax Revenues from the residential project, the results are:

Range of Movie Theatre Reinvestment Tax Receipts =	\$4,854,753 -- \$5,235,444
Estimated Total Tax Revenue from Residential Project =	<u>\$8,314,978 -- \$8,314,978</u>
Range of Total Tax Receipts and Revenues =	\$13,169,731 -- \$13,550,422

Finally, if one adjusts for NPV, the results are:

Range of Movie Theatre Reinvestment Tax Receipts =	\$3,217,832 -- \$3,465,779
Estimated Total Tax Revenue from Residential Project =	<u>\$7,169,852 -- \$7,169,852</u>
Range of Total Tax Receipts and Revenues =	\$10,387,684 -- \$10,635,631

Comparing the Forecasts: with Redevelopment and without Redevelopment

The section on Forecast without Redevelopment only provided totals for the years 2016-2020 because we assume the movie theatres close after 2018. The section of Forecast with Redevelopment provides totals for the years 2016-2028.

Scenario A		Scenario B	
<u>Without Redevelopment (2016-2020)</u>		<u>With Redevelopment (2016-2028)</u>	
Best Case:	\$2,239,447	Worst Case:	\$13,169,731
Probable Case:	\$2,057,228	Probable Case:	\$13,432,588
Worst Case:	\$1,885,832	Best Case:	\$13,550,422

Thus, the difference between moving ahead with redevelopment and not, could be a swing in tax revenue of anywhere between: \$10,930,284 and \$11,664,590.

Note: for the figures with redevelopment, we have used Net Surplus Tax Revenues, not gross tax revenues. All figures are in nominal terms.

It is important to note that without redevelopment, starting in 2020, the only tax revenue to be generated from the movie theatre property will be a property tax payment (\$85,396-\$256,187) on what would be essentially vacant land and buildings. This compares to the \$648,743, the property generated in tax revenue in 2015.

Meanwhile, with redevelopment, tax revenue from both the movie theatres and residential project will grow each year.

Year 2020 Snapshot

Scenario A	Scenario B
<u>Without Redevelopment</u>	<u>With Redevelopment</u>
Property Taxes Only: \$85,396 -- \$256,187	Movie Theatre Revenue: \$1,625,605 -- \$1,743,911 Residential Project Net Surplus Revenue: \$115,916 Total Revenue Range: \$1,741,521 -- \$1,859,827

Table A-Worst Case Scenario Regal Redevelopment Project Revenue

Year	2016	2017	2018	2019	2020	2021	2022	2023
Lincolnshire Cinema Revenue	\$ 174,260	\$ 191,635	\$ 210,798	\$ 217,122	\$ 223,636	\$ 230,345	\$ 237,255	\$ 244,373
Lincolnshire Sales Tax Revenue	114,548	117,985	121,525	125,171	128,926	132,794	136,777	140,881
Total Lincolnshire Revenue	288,808	309,620	332,323	342,293	352,561	363,138	374,032	385,253
Cumulative Revenue	288,808	598,428	930,751	1,273,044	1,625,605	1,988,743	2,362,776	2,748,029
Net Present Value of Cumulative Rev.	3,217,832							

Year	2024	2025	2026	2027	2028
Lincolnshire Cinema Revenue	\$ 251,704	\$ 259,255	\$ 267,033	\$ 275,044	\$ 283,295
Lincolnshire Sales Tax Revenue	145,107	149,460	153,944	158,563	163,319
Total Lincolnshire Revenue	396,811	408,715	420,977	433,606	446,614
Cumulative Revenue	3,144,840	3,553,556	3,974,533	4,408,139	4,854,753

Table B-Probable Case Scenario Regal Redevelopment Project Revenue

Year	2016	2017	2018	2019	2020	2021	2022	2023
Lincolnshire Cinema Revenue	\$ 174,260	\$ 209,056	\$ 229,961	\$ 236,860	\$ 243,966	\$ 251,285	\$ 258,823	\$ 266,588
Lincolnshire Sales Tax Revenue	114,548	117,985	121,525	125,171	128,926	132,794	136,777	140,881
Total Lincolnshire Revenue	288,808	327,041	351,486	362,031	372,891	384,078	395,601	407,469
Cumulative Revenue	288,808	615,849	967,335	1,329,366	1,702,257	2,086,335	2,481,936	2,889,405
Net Present Value of Cumulative Rev.	3,387,290							

Year	2024	2025	2026	2027	2028
Lincolnshire Cinema Revenue	\$ 274,585	\$ 282,823	\$ 291,308	\$ 300,047	\$ 309,048
Lincolnshire Sales Tax Revenue	145,107	149,460	153,944	158,563	163,319
Total Lincolnshire Revenue	419,693	432,283	445,252	458,610	472,368
Cumulative Revenue	3,309,097	3,741,381	4,186,633	4,645,242	5,117,610

**Table C-Best Case Scenario
Regal Redevelopment Project Revenue**

Year	2016	2017	2018	2019	2020	2021	2022	2023
Lincolnshire Cinema Revenue	\$ 174,260	\$ 226,477	\$ 237,801	\$ 244,935	\$ 252,283	\$ 259,852	\$ 267,647	\$ 275,677
Lincolnshire Sales Tax Revenue	114,548	117,985	121,525	125,171	128,926	132,794	136,777	140,881
Total Lincolnshire Revenue	288,808	344,462	359,326	370,106	381,209	392,645	404,425	416,557
Cumulative Revenue	288,808	633,270	992,596	1,362,702	1,743,911	2,136,556	2,540,981	2,957,538
Net Present Value of Cumulative Rev.	3,465,779							

Year	2024	2025	2026	2027	2028
Lincolnshire Cinema Revenue	\$ 283,947	\$ 292,465	\$ 301,239	\$ 310,276	\$ 319,585
Lincolnshire Sales Tax Revenue	145,107	149,460	153,944	158,563	163,319
Total Lincolnshire Revenue	429,054	441,926	455,183	468,839	482,904
Cumulative Revenue	3,386,592	3,828,518	4,283,701	4,752,540	5,235,444

Conclusions and Policy Recommendation

Conclusions and Policy Recommendation

The Lincolnshire's CityPark and Regal Stadium 21 movie theatres are a story of good intentions and a very successful run. But over time, as demographic and economic trends caused the marketplace in and around Lincolnshire to shift, this retail/restaurant/entertainment development has seen a significant decline. And so, the question for CityPark and Regal – and for the Village of Lincolnshire – is, to quote a famous lyric, “How do you keep the music playing? How do you make it last?”¹

And not just “last” but assure that CityPark, the Regal cinemas, and the surrounding retail activity have a winning formula that will meet the present and future needs of Lincolnshire's residents and businesses. As this report has described the major challenges for City Park and Regal Lincolnshire are:

Major New Competition that is Growing

When it opened in the late 1990s, the mixed-use development, and especially the movie theatres, were state-of-the art, and had little competition for the entertainment interests of a growing area. However, over time, Lincolnshire has become ringed by new movie theatres which offer an experience for their audiences which exceed what the Regal Lincolnshire cinemas provide in terms of amenities.

Lincolnshire is Dependent on its Unusually Large Daytime Population

Lincolnshire is much more dependent of its commercial/business population to support its retail, restaurants, and other sales tax-generating activities than other nearby municipalities. Also, Lincolnshire's population in a 3-mile radius (63,000) is only half of what Regal Entertainment today considers acceptable for new investments.

National/Regional Trends Impacting CityPark/Regal and Lincolnshire

Over the next 25 years, demographic shifts and the housing preferences that are related to those shifts will result in a greater diversity of housing demand in Lake County. The lifestyle choices of Young Professionals and “Young” Seniors will drive demand for rental apartments.

There is a significant supply of office space in Lincolnshire putting downward pressure on prices. In addition, some companies are either moving employees out of Lincolnshire or “jumping over” Lincolnshire from exurbs to be closer to the talent base of Chicago.

Without a Village property tax, Lincolnshire is dependent on sales tax revenue but is losing out to Vernon Hills and Buffalo Grove. Retail brokers and owners say there is a strong synergy between the Regal Lincolnshire cinemas and the success of their properties nearby.

Finally, changes in the way people are entertained, a slowing of population growth, and competition have made the outdated Regal Lincolnshire cinemas no longer viable under its current structural model.

What These Changes Mean for Lincolnshire

Lincolnshire will need to respond to their corporations' housing needs because their employees represent a far greater consumer spending volume than the current residents of the Village. For the sales tax receipts to flow, the corporations and their employees need to be stable and hopefully, growing.

Lincolnshire will also need to answer to this new competitive environment with a more innovative and proactive approach if it is to remain a key location for business activity. Without more flexible and inventive public policies, the Village of Lincolnshire will continue to lose out to Vernon Hills, Buffalo Grove, and others, and will risk critical tax receipts which fund the delivery of its public services and quality education.

Policy Prescription Considerations for Lincolnshire

In 2015, the combination of admissions/sales tax receipts from the Regal cinemas, the property taxes paid, and the retail sales tax receipts attributed to the Regal cinemas represents nearly \$650,000. Although that number is declining, it still accounts for the largest tax receipt generation of any property in Lincolnshire that accrues to the Village.

To ensure the future success of the property, Lincolnshire first needs to grow its local consumer base to attract/retain local stores and restaurants. Lincolnshire has an opportunity to take advantage of significant retail leakage.

Second, Lincolnshire must support policies that will keep the movie theatres competitive, understanding the national trends in entertainment and the rival theatres surrounding the municipality. This will require a major reinvestment in the Regal cinemas.

Third, Lincolnshire should recognize the strong connection between existing retail and restaurant activity to the movie theatres.

Finally, given that other competing communities are accommodating their demographic and lifestyle changes going on, Lincolnshire should consider how it can be innovative to meet these new residential demands, which will have the important additional benefit of helping its host corporations.

Two Response Options

Scenario A, Without Redevelopment: The current structural model for the Regal Lincolnshire Stadium 21 movie theaters is unlikely to be viable going forward. In fact, Regal has indicated that if the current trends continue, it is quite possible they will move to close the theatres. If that is indeed the case, it is important to understand what the impact would be of a continued decline in attendance and eventual closure.

The chief impacts from the decline of the Regal Lincolnshire theatres would be a reduction in the revenue generated by the theatres themselves in the form of property tax receipts (affecting the school districts), admissions tax receipts, and the sales tax receipts from concession

food/beverage. There would also be some reductions in retail sales tax receipts at CityPark and at Lincolnshire Commons.

The probable case is the movie theatres would close after 2018, leaving only some marginal property tax receipts on buildings and property that will be essentially vacant. By 2020, the cinema property, which once generated nearly \$650,000 in annual tax receipts, will only produce between \$85,396 -- \$256,187 – all from reduced property taxes.

A response that fails to redevelop the cinema property places at risk a huge percentage of Lincolnshire's sales tax receipts, amusement tax receipts, and property tax receipts.

Scenario B, With Redevelopment: A modernization of the Regal Lincolnshire cinemas first involves a reduction in the number of screens and seats and then upgrading the remaining auditoriums with amenities and luxuries that are now customary in the motion picture exhibition business.

One of the key results of the modernization will be excess parking amounting to eight acres of land. In this "new found" land, ECD Company is proposing to build 302 units of luxury rental apartments to meet the demonstrated demand from two growing markets: millennials or young professionals employed in Lincolnshire (or nearby communities) and retiring baby boomers.

Such a development will not only create a major new net surplus revenue stream for Lincolnshire and two school districts, but it will also enhance the economics of CityPark and Lincolnshire Commons.

In the most probable case, tax receipts from the movie theatres and from the additional retail sales amount to \$5.1M between 2016-2028. If one adds the estimated total tax receipts from the residential project (\$29.9M), the total comes to nearly \$35M between 2016-2028. Even adjusting for the public costs associated with the residential project, the redevelopment scenario will give off over \$13M during the same time period.

Although any property redevelopment in a community has its own unique history, variables, local markets, and requirements, in other cases where Regal has invested in modernizations of their movie theatres in the Chicago area, there has been significant and almost immediate improvement. At Regal Webster Place 11 in Lincoln Park, box office revenue increased 50% in the first year after a reduction in screens and upgrade in amenities. At the Regal Bolingbrook Stadium 12, Regal experienced a 78% increase in box office revenue in the first year after modernization.

Policy Recommendation

In comparing the two policy options, The Perman Group strongly endorses Scenario B as a prudent and viable pathway to redevelop the movie theatre property and ensure its long-term economic benefit to the Village of Lincolnshire. For many reasons, a reinvestment in the movie theatres, along with the residential project to help fund the redevelopment, makes eminent sense.

- There is a significant opportunity for Lincolnshire to take advantage of market conditions, financial investment interest, and respond to local/regional needs and competition.
- Redevelopment will attract/retain stores and restaurants, keep Lincolnshire's competitive position, responds to demographic trends, and it fits with the Village's long-term high quality of life tradition and future aspirations.
- The Regal cinemas, under a reasonable new structure, are a major tax receipt source and an important amenity for residents and employees.
- Offers the chance to take care of Lincolnshire's own aging population and welcomes a new population to the Village that is similar in terms of household income and education.
- Redevelopment not only helps the Regal theatres and CityPark, but also Lincolnshire Commons, and should inspire more commercial and retail synergies throughout the Village. Also, rental apartments are complementary to Regal and CityPark.
- The plan fits with the Village of Lincolnshire's stated economic development strategy and Village goals.
- The combined movie theatre modernization and residential project will provide a substantial net revenue benefit to Village and school districts.

*"If we can try with every day
To make it better as it grows;
With any luck, then I suppose,
The music never ends!"²*

1. "How Do You Keep the Music Playing", lyrics by Alan and Marilyn Bergman

2. *ibid.*

Valerie S. Kretchmer Associates Inc.
Report

Valerie S. Kretchmer Associates, Inc.

Real Estate and Planning Consulting

807 Davis Street • #2004
Evanston, IL 60201-7103
TEL 847-864-8895
E-MAIL vsk@kretchmerassociates.com

TO: Jonathan Perman, The Perman Group

FROM: Valerie Kretchmer, VSKA

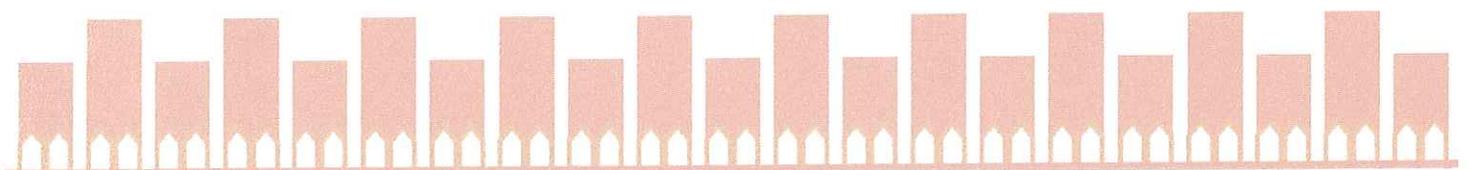
SUBJECT: CityPark Lincolnshire

DATE: 11/23/15

The following pages include a summary of the work conducted for CityPark Lincolnshire. Electronic files that contain tables, graphs and maps will be forwarded separately.

Specifically, VSKA has conducted the following tasks for this project:

- Obtained the demographics for the Village of Lincolnshire and for the area within 3 and 5 miles of CityPark. Based on our interview with the Regal Theaters representative, this is the typical market area for the theater.
- Obtained retail sales tax data for Lincolnshire, Vernon Hills and Buffalo Grove from 2005-2014.
- Surveyed retailers and restaurants at CityPark and Lincolnshire Commons to see how important the movie theaters are to their business.
- Interviewed retail leasing agents and owners' representatives at competing shopping centers.
- Surveyed the closest Class A apartment complexes and obtained information on rents, occupancy, amenities and tenant profile (where possible).
- Obtained employment information for Lincolnshire.

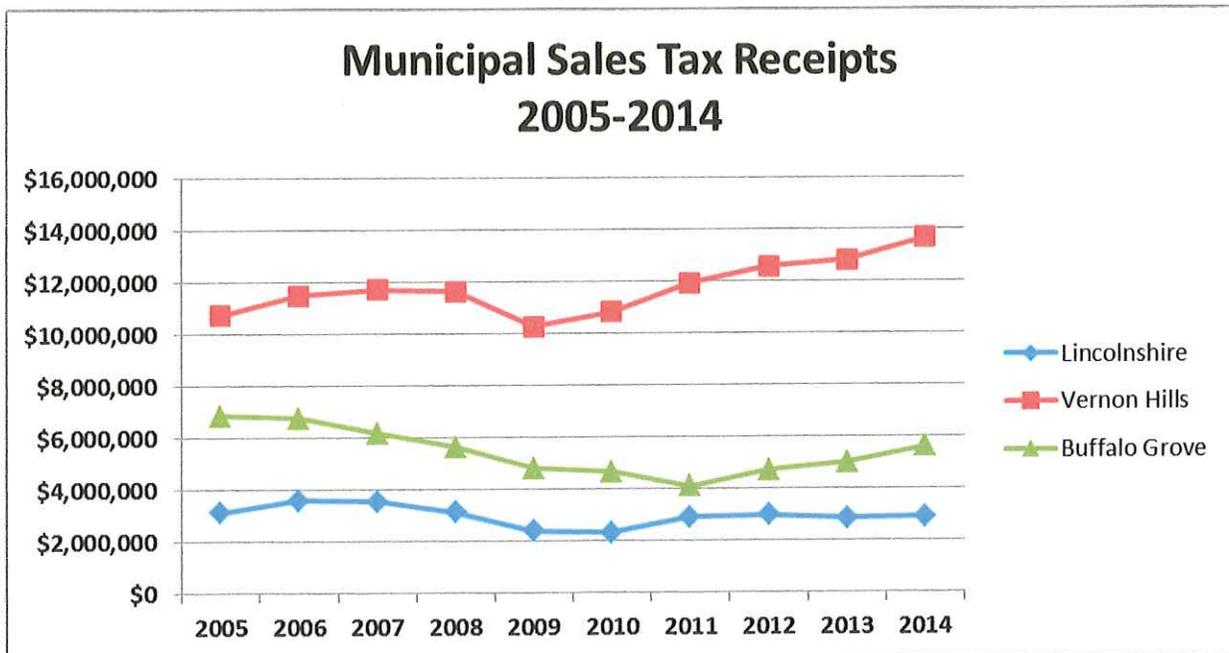


Retail Sales Taxes

The Village of Lincolnshire does not levy its own local property tax so that sales taxes are an important source of revenue. Total sales tax receipts declined by 6.8% between 2005 and 2014 in the Village of Lincolnshire. Sales tax receipts from consumer sales (excluding sales made to agriculture and manufacturers) declined by 38% during this period. Eating and Drinking establishments and Apparel were the only retail categories experiencing notable increases during this time (30% and 40% respectively).

Eating and Drinking contributes 23% and Apparel 3% of the total sales tax receipts in the village, \$753,000 for the two categories in 2014. It is notable that the majority of businesses in CityPark and Lincolnshire Commons are in these two categories. According to the Village of Lincolnshire, CityPark and Lincolnshire Commons together account for 17.5% of total sales tax receipts in the village. Given that these two centers represent the largest concentration of restaurants and apparel stores, as well as some stores in the miscellaneous retail category, we estimate that sales taxes generated could be in the \$700,000-750,000 range in 2014.

In comparison, total sales tax receipts increased by 27% in Vernon Hills during this same period, with taxes attributable to consumer retail sales increasing by 37%. In Buffalo Grove, total sales taxes declined by 18% with consumer retail sales declining by 19%.



Source: Illinois Department of Revenue, Valerie S. Kretchmer Associates, Inc.

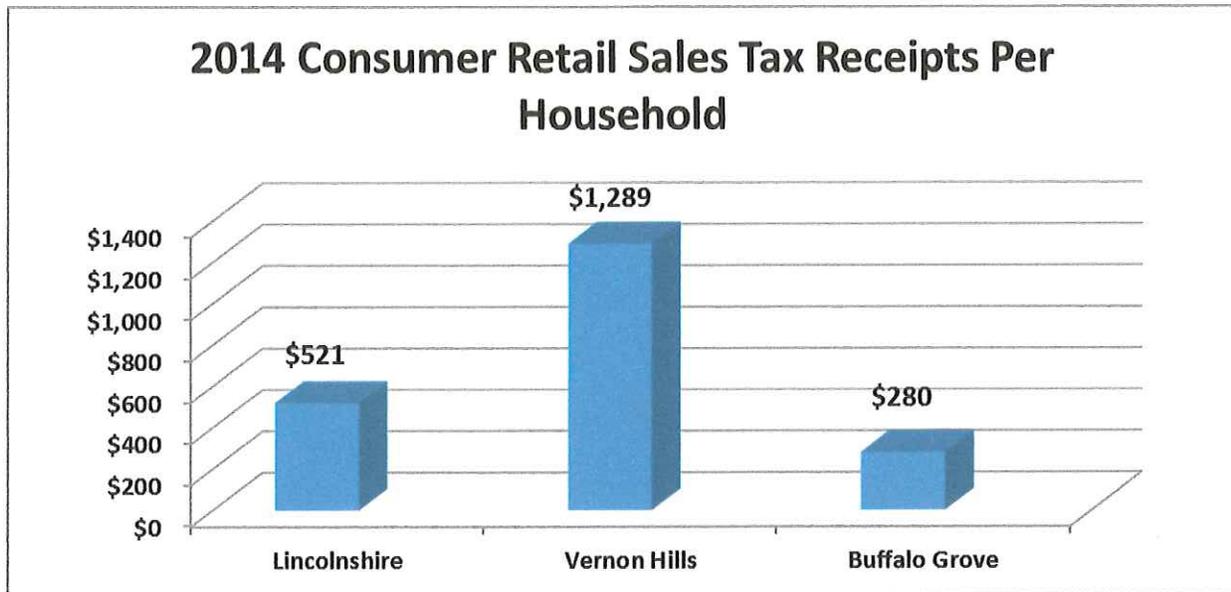
LINCOLNSHIRE RETAIL SALES TAX RECEIPTS BY CATEGORY
2005-2014

Year	Total Sales Tax Receipts	Total Consumer Retail Sales	General Merchandise	Food	Eating and Drinking	Apparel	Furniture, HH & Radio	Lumber, Bldg., HW	Automotive	Drugs and Misc. Retail
2005	\$3,106,129	\$2,652,102	NA	NA	\$507,514	\$68,215	\$530,100	\$475,079	\$58,269	\$976,583
2006	3,580,112	2,986,345	NA	NA	652,121	64,185	501,834	545,230	294,375	907,290
2007	3,515,074	2,831,869	NA	NA	665,597	110,448	539,344	491,606	53,352	940,135
2008	3,117,834	2,447,928	NA	NA	657,016	126,378	439,429	134,684	59,516	888,498
2009	2,380,283	1,698,093	NA	33,304	573,816	112,591	434,588	NA	49,267	491,199
2010	2,317,063	1,314,131	NA	15,968	538,744	110,573	334,070	NA	37,025	272,675
2011	2,902,085	1,648,978	NA	14,850	684,942	116,033	406,391	26,266	70,328	330,168
2012	2,955,953	1,709,309	NA	12,547	638,271	118,150	497,043	56,887	61,320	325,092
2013	2,855,363	1,706,122	NA	48,727	649,882	106,228	502,753	25,427	75,736	297,369
2014	2,894,136	1,636,401	NA	77,700	658,214	95,302	415,163	27,366	58,321	304,334
% Change 2005-2014	-6.8%	-38.3%	NA	NA	29.7%	39.7%	-21.7%	-94.2%	0.1%	-68.8%
2014 % of Total Sales Taxes		56.5%	NA	NA	22.7%	3.3%	14.3%	0.9%	2.0%	10.5%
2015 Households	3,141									
2014 Sales Taxes Per HH	\$921	\$521	NA	\$25	\$210	\$30	\$132	\$9	\$19	\$97

NA - Data not disclosed if fewer than 4 taxpayers to protect confidentiality.

Source: Illinois Department of Revenue, "Report of Sales Tax Receipts by Standard Industrial Classification, 2005-2014," Valerie S. Kretchmer Associates, Inc. Sales tax figures shown represent the municipal portion of the total which is 1% of retail sales. Figures do not include any home rule sales tax. Consumer retail sales exclude sales from manufacturers and agriculture subject to sales tax.

The extent to which Vernon Hills dominates retail sales is also evident by looking at the consumer retail sales tax receipts per household as of 2014 for Lincolnshire, Vernon Hills and Buffalo Grove as shown below.



Source: Valerie S. Kretchmer Associates, Inc. based on Illinois Department of Revenue sales tax data. Sales taxes shown exclude sales from manufacturers and agriculture.

According to the Village, the amusement tax is 4%. Regal's revenues last were about \$5.7 million, which would generate approximately \$228,000 in amusement taxes.

Retailer Interviews

VSKA staff conducted 22 interviews with retailers and restaurants at CityPark and Lincolnshire Commons. The purpose was to determine how important the movie theaters are to their business. Overall, half of the restaurants felt that the movie theaters are important to their business and 42% thought that improvements to the theaters would be important. Among retail stores, 40% said that the movie theaters are important to their business and 30% thought that improvements to the theater would be important. It is notable that several of the larger retailers in Lincolnshire Commons reported that the theaters are a significant draw for their business and that many people stop by their stores before or after going to the movies.

Retail Broker and Owner Comments

VSKA contacted retail brokers representing shopping centers and retail development sites in and near Lincolnshire as well as several shopping center owners and developers. All were in agreement that Lincolnshire is an in-between location. Vernon Hills is the dominant retail location in the area so that most retailers prefer to locate there.

Several shopping centers in Lincolnshire have had difficulty staying leased. Village Green has a significant amount of vacant space that has been very difficult to rent. Brokers report that the configuration of the center with limited visibility for stores makes it difficult to lease. Vernon Hills Town Center located across the street from Village Green is full with many restaurants.

Similarly, it has been difficult to find retailers interested in locating next to Fresh Market. The most likely tenants will be financial institutions and service businesses, rather than retailers. The site has been marketed for many years with limited activity.

CityPark also suffers from visibility problems for small and medium-sized retailers despite the monument signs on Milwaukee Avenue. The Hampton Inn blocks views of tenants in the shopping center and access is awkward off of Milwaukee Avenue. This has made it more difficult to lease space to small retailers.

Lincolnshire Commons has stronger occupancy than CityPark and is close to leasing several smaller spaces fronting on Milwaukee Avenue. Barnes and Noble will be closing since the owner decided that a medical office user is a stronger credit tenant and will bring about 100 people per day to the shopping center. On the other hand, this change in use can be seen as a crack in the strong retail armor that once defined Lincolnshire Commons. A medical use may not offer as much cross-over from shopping that a bookstore does.

Centers in Vernon Hills tend to be better occupied than those in Lincolnshire. Nearby in Buffalo Grove, Woodland Commons on Route 22 and Buffalo Grove Road is also very well occupied with only a few small vacancies. It has strong anchors in Mariano's (formerly Dominick's) and Marshall's and many neighborhood-oriented retail and service businesses.

Not surprisingly, asking rents are lower at centers in Lincolnshire than in the community shopping centers in Vernon Hills.

Lincolnshire is viewed as a desirable restaurant location given the large number of office workers in nearby buildings. Both CityPark and Lincolnshire Commons have a large number of restaurants that are very busy at lunchtime, as well as on weekends.

It will continue to be important for Lincolnshire to maintain a healthy office climate, especially along Milwaukee Avenue, to support the retail and restaurants in the Village.

Employment Trends

Lincolnshire had almost 16,800 employees covered by unemployment insurance in 2014 according to the Illinois Department of Employment Security. This number excludes government employees not covered by unemployment insurance. Between 2012 and 2014, the village's employment increased by 10.7% (1,620) while Lake County's employment increased by 2.7%. Professional and management jobs increased, while retail jobs decreased. The largest employment sector is Professional, Scientific and Technical Services, which tends to have well-paying jobs. As such, employees in Lincolnshire are an important source of patronage for CityPark and Lincolnshire Commons, as well as an important sales tax generator for the village.

While this employment picture may seem rosy, it contravenes some trends that should be concerning to the Village of Lincolnshire. Those include a recent decision by Medline not relocate its headquarters in Lincolnshire and Walgreens move of its information technology group from Lincolnshire to its Deerfield campus.

Demographics

VSKA obtained demographic data from Esri, a demographic data vendor, for the Village of Lincolnshire and for the 3- and 5-mile radii from CityPark, as Regal Theaters considers its draw to be between 3 and 5 miles. Regal indicated that it usually looks for 120,000 people within 3 miles of its theaters, but the CityPark site has only 63,000 people. The population increases considerably within 5 miles to 181,000, but there is also considerably more competition within five miles. Originally, the Regal Cinemas in Lincolnshire were sized for drawing audiences from a 10-mile radius. However, as other theatres have come into the same market, the cinemas appear to be mostly drawing from a much smaller radius.

Lincolnshire's population is very small though it is considerably more affluent than the area within 3 and 5 miles as shown below. In addition, Lincolnshire's age profile is considerably older, due in part to the presence of Sedgebrook, a senior citizen development located across Milwaukee Avenue from CityPark. Thirty percent of Lincolnshire's population is over 65.

DEMOGRAPHICS OF LINCOLNSHIRE, 3- AND 5-MILE RADII FROM CITYPARK

	Village of Lincolnshire	3-Mile Radius	5-Mile Radius
2015			
Population	7,430	62,652	180,869
Households	3,141	23,817	69,427
Median Household Income	\$112,699	\$88,575	\$87,483
Median Age	51.9	43.6	42.4
2020			
Population	7,552	63,233	182,529
Households	3,223	24,173	70,367
Median Household Income	\$122,729	\$101,345	\$100,518
Median Age (Years)	53.5	45.0	43.5

Source: Esri.

Retail Potential and Retail Gap Analysis

VSKA obtained data from Esri on the retail potential (demand) and retail sales (supply) for the residents of the Village of Lincolnshire, as well as the areas within 3 and 5 miles. (Note that the retail sales figures shown in Esri’s data are not the same as in the Illinois Department of Revenue data as they are derived differently. The sales tax figures shown above are considered to be a more reliable estimate of sales in Lincolnshire than the Esri data.)

The table below shows that in the aggregate, there is a surplus of over \$1 billion in the sales made in Lincolnshire over what residents of the village have to spend. While there is a small surplus in food and drink in the village, the surplus is much larger for retail establishments in total. However, the largest category producing a surplus is in non-store retailers, specifically in electronic shopping and mail-order houses, very likely Quill. Sales in that category alone are estimated at \$1.1 billion, 85% of the total estimated sales. When adjustments are made for non-store retailers, there is actually a \$7.6 million gap or sales leakage out of the village.

Some retail categories have a significant sales gap such as auto dealers, gas stations, building materials and hardware, and grocery stores, types that CityPark would be unlikely to attract. However, categories that show a large surplus (in which the sales generated exceed what village residents have the potential to spend) are clothing, furniture, health and personal care stores. General merchandise stores also show a sizable surplus of \$10.6 million, but VSKA questions the reliability of the data in that category since there are no general merchandise stores in Lincolnshire.

There is a larger gap of \$45.6 million in the area within 3 miles when non-store retailers are excluded. That category represents 52% of the estimated sales. The largest gaps are also primarily in auto, building materials and hardware, and groceries, but also in clothing, sporting goods, hobbies and book stores. The latter are store categories that Lincolnshire Commons has.

Within 5 miles, the retail trade gap is even larger at \$160.8 million when non-store retailers are excluded. That category represents 45% of estimated sales. The largest gaps are also primarily in the auto, building materials and hardware, and grocery categories. However, sales exceed retail potential in almost all other retail and dining categories, due to the presence of Hawthorne Mall and the other shopping centers surrounding it. They are approximately four miles away from CityPark.

RETAIL GAP ANALYSIS FOR LINCOLNSHIRE, 3- AND 5-MILE RADII FROM CITYPARK

	Village of Lincolnshire	3-Mile Radius	5-Mile Radius
Retail Potential (Demand)			
Total Retail Trade	\$189,804,682	\$1,085,879,176	\$3,096,804,912
Total Food and Drink	<u>\$22,581,440</u>	<u>\$129,036,221</u>	<u>\$367,466,227</u>
Total Retail Trade and Food and Drink	\$212,386,122	\$1,214,915,397	\$3,464,271,139
Retail Sales (Supply)			
Total Retail Trade	\$1,314,093,973	\$2,294,158,787	\$5,759,078,908
Total Food and Drink	<u>\$23,792,337</u>	<u>\$129,715,410</u>	<u>\$292,426,276</u>
Total Retail Trade and Food and Drink	\$1,337,886,310	\$2,423,874,197	\$6,051,505,184
Less Nonstore Retailers	<u>\$1,133,149,905</u>	<u>\$1,254,515,500</u>	<u>\$2,748,012,434</u>
Total Less Nonstore Retailers	\$204,736,405	\$1,169,358,697	\$3,303,492,750
Retail Gap/(Surplus)			
Total Retail Trade	(\$1,124,289,291)	(\$1,208,279,611)	(\$2,662,273,996)
Total Food and Drink	(\$1,210,897)	(\$679,189)	\$75,039,951
Total Retail Trade and Food and Drink	(\$1,125,500,188)	(\$1,208,958,800)	(\$2,587,234,045)
Total Less Nonstore Retailers	\$7,649,717	\$45,556,700	\$160,778,389

Note: A retail gap occurs when the retail potential exceeds the sales. A surplus occurs when the sales exceed the retail potential. A gap shows up as a positive number and a surplus as a negative number.

Source: Esri

Apartments Near Lincolnshire

VSKA contacted four Class A apartment complexes in Vernon Hills and Buffalo Grove that are proximate to CityPark. All of the properties are well occupied and date from 2005-2015. The rent range, unit sizes and rents per square foot are shown below.

Class A Apartments Summary of Rents and Unit Sizes

Unit Type	Rent Range	Unit Size Range	Rent/SF Range
1 Bedroom/1 Bath	\$1,499-2,630	695-1,177	\$1.50-2.47
2 Bedroom/2 Baths	1,950-2,669	1,177-1,592	1.49-2.13
3 Bedroom/2-2.5 Baths	2,239-2,950	1,402-2,003	1.47-1.64

Source: Valerie S. Kretchmer Associates, Inc.

Typically, landlords require tenants to pay no more than 30% of their income on rent. Assuming this guideline is enforced, the minimum incomes required to lease apartments in these Class A complexes are:

- 1 Bedroom \$60,000-105,200
- 2 Bedrooms \$76,880-106,760
- 3 Bedrooms \$89,560-118,000

At the developer's proposed rents, the minimum required incomes are shown below:

	1 Bedroom	2 Bedroom	3 Bedroom
Proposed Rent	\$1,900	\$2,300	\$2,800
Minimum Required Income	\$76,000	\$92,000	\$112,000

VSKA also inquired about the tenant profile and presence of children in these apartment complexes. Most of the leasing agents would not provide detailed information, citing fair housing regulations. We were able to find out that only 10-15% of the apartments are occupied by households with children. The majority of renters are singles and couples ranging in age from their late 20s to 80s. Many work in nearby companies and are professional and business people. Some are empty nesters. A high quality building at CityPark is likely to draw on a similar demographic.

**REQUEST FOR BOARD ACTION
Committee of the Whole
January 11, 2016**

Subject: Economic Development Plan Annual Update

Action Requested:	Discussion & Feedback
Originated By/Contact:	Tonya Zozulya, Economic Development Coordinator Department of Community & Economic Development
Referred To:	Village Board

- The Village Board adopted the current [Economic Development Strategic Plan \(Plan\) titled “Building Economic Success”](#) in June of 2013. The Plan consists of 11 goals and 41 action steps, scheduled for implementation through 2017. The Plan contemplates periodic updates to review the progress toward scheduled goals/action steps and to determine adjustments warranted based on new information or changing economic conditions.
- The current update represents the second annual progress report and review since the Plan’s adoption. To date, 34 out of the 41 action steps have been accomplished or are in progress. Following are highlights of action items completed to date:
 - Implemented 26 business site visits since 2013. Staff met with representatives of various sectors, including large corporations, hotels and small businesses.
 - Launched monthly business e-newsletter titled “Lincolnshire Business Spotlight” in the fall of 2013. Published 12 issues to date. Initial subscribers totaled 269; there are currently 500 subscribers (a 27% increase).
 - Continued ongoing business recruitment. In 2015, two major businesses were recruited to locate in the Village: Half Day Brewing Company and Emporium Arcade & Bar.
 - Conducted two annual broker roundtable discussions. The first meeting in 2014 attracted three brokers and the second in 2015 - eight brokers.
 - Conducted a business breakfast roundtable meeting on November 6, 2015 where seven business representatives attended. A second meeting was held in 2015 with ten business leaders participating.
 - Updated the Village’s daytime population data in 2015.
 - Continued the coordination, planning and implementation of the 4th of July celebration and Taste of Lincolnshire.
 - Initiated a Village brand development, marketing and public relations. Retained a branding consultant, TeamWorks Media in 2014.
 - Coordinated and oversaw creation and implementation of Food Truck Fridays Lunch events in 2015, in partnership with Van Vlissingen & Co.
 - Undertook a comprehensive review and recommended revisions to the Zoning Code and Sign Code to provide greater certainty in the review process and clarity and expedience in permitting processes.
 - Continued participating in annual International Council of Shopping Centers (ICSC) conventions, both in Chicago and Las Vegas to prospect and recruit new businesses to the Village.

- Attached is a copy of the Plan noting Staff comments/updates on each action step. Some revisions involve updates to the implementation timeframe based on new information available. Staff also proposes wording changes (in red), where necessary, to update names, titles and other information.

Staff requests the Board's review and comments regarding the Economic Development Plan update. Based on feedback, Staff will revise the Plan and update the implementation timeline.

Reports and Documents Attached:

- Redlined copy of the Economic Development Strategic Plan with status updates and Staff-proposed revisions.

Meeting History	
Current COW discussion	January 11, 2016

2016 Economic Development Strategic Plan Update

GOAL 1: STRENGTHEN & MAINTAIN RELATIONSHIPS WITH BUSINESS COMMUNITY

Action Steps with No Changes Proposed

Conduct Regular Business Site Visits - Conduct 12 business site visits annually to obtain business community feedback (Ongoing).

2015 - Staff implemented 11 business site visits in 2015, including: Cheesecake Factory, Hydraforce, Staybridge Suites, SpringHill Suites, Sullivan's, Wildfire, Big Bowl, Marathon/Dunkin' Donuts, BP Gas Station, Glunz Wines and Sysmex. A total of 30 business site visits have been completed since 2013.

2016 Work Plan – Ongoing. Staff will focus on high-growth and expanding businesses with sales tax generation potential or increasing employment. In addition, staff will invite Chamber Board representatives to join us for select business visits to connect with Lincolnshire businesses and promote Chamber programs.

Host Annual Business Roundtable Meetings - Host annual local business roundtable meetings (or more frequently as needed) to discuss community concerns and solutions (2014-2017).

2015 - Staff hosted a second annual business roundtable meeting in Fall 2015. 17 business leaders from the hospitality, retail, restaurant and service sectors attended, shared their business news and networked with other local businesses. Village Board members and Staff also attended this meeting.

2016 Work Plan - Explore quarterly business meetings based on feedback received at the last business roundtable.

Conduct Annual Business Surveys - Conduct an annual local business survey to obtain feedback on satisfaction with Village services and local employee needs (2014-2017).

2015 - Staff conducted a basic online business survey with approximately 15% of Village businesses participating (results, previously shared with the Village Board, are attached).

2016 Work Plan - A more in-depth and detailed business satisfaction survey will be conducted in the 3rd Quarter of 2016.

Expand Transportation Relationships – Explore expanded interaction between employers and Transportation Management Association of Lake Cook (TMA of Lake Cook) regarding PACE public transportation options. Partner with PACE and local businesses to explore opportunities for updates to existing shelters and addition of new bus shelters if warranted by corporate ridership (Ongoing).

2015 - Staff maintained close contact with PACE and TMA representatives regarding the creation of a new shuttle for Rte 22/I-94 Corridor employers (to benefit CDW and other

offices in the corridor). The discussions included various transportation enhancements and non-municipal sources of funding for public transportation infrastructure.

2016 Work Plan – In addition to the Rte 22/I-94 Corridor shuttle, Staff will also work with TMA and Pace to develop a strategy for a possible reinstatement of the Corporate Center shuttle given expressed interest from a big corporation in the Village (the shuttle was eliminated several years ago due to a low corporate participation). Additional public infrastructure improvements (including new paths and bus shelters) will be an integral component discussed as part of the Central Area Corridor Plan scheduled for completion by the end of 2016.

Action Steps with Changes Proposed

~~Establish and improve and Maintain~~ **Establish and improve** ~~maintain~~ relationships with federal, state and local organizations, including Illinois Department of Commerce and Economic Opportunity (DCEO), Lake County Partners, College of Lake County, Building Owners and Managers Association of Chicago (BOMA), and the Institute of Real Estate Management (IREM) to assist with economic development and commercial real estate financing, education, training and other business programs (Ongoing).

2015 - Staff developed close relationships with Lake County Partners (business resources and contacts, presentations/speakers, etc.) and College of Lake County (job fairs, business resources for the business newsletters and online posting) over the course of 2015.

2016 Work Plan – Ongoing. Partnerships with other economic development partners referenced in this action step will be established as appropriate over time as new initiatives/projects arise.

~~Host Annual Commercial Broker and Landlord Meetings - Host semi-annual~~ **Host annual** commercial broker/landlord meetings to discuss Village developments and issues (2014-2017).

2015 - Staff held a broker roundtable meeting in Spring 2015 which attracted 8 brokers, up from 3 brokers in 2014.

2016 Work Plan - Staff recommends changing the frequency of this event from semi-annual to annual to keep the event more relevant and focused for commercial brokers and landlords. The next broker roundtable is proposed for the 4th Quarter of 2016.

GOAL 2: IMPLEMENT IMPROVED COMMUNICATION WITH LOCAL BUSINESS COMMUNITY

Action Steps with No Changes Proposed

Initiate Business Newsletter – Launch quarterly business newsletter to include information about Code updates, initiatives, events, programs and services (Ongoing).

2015 - The monthly electronic Lincolnshire Business Spotlight newsletter has been published since 2013. There were approximately 500 subscribers at the end of 2015 compared to 393 in 2014 (a 27% increase).

2016 Work Plan – Ongoing. Grow subscription base by providing Village e-publications and social networking information at various Village events and in direct correspondence with

new and existing businesses. Seek feedback from subscribers as to content and update as necessary.

Increase Use of Social Media - Expand social media use to promote economic development and promote business-related news/announcements (Ongoing).

2015 - Village social media presence continued to grow in content and subscribers. In December 2015 the Village had 486 Facebook “friends” (up from 222 in December 2014), 417 Twitter followers (up from 249 in 2014) and 505 Lincolnshire Business Spotlight subscribers (up from 238 in 2014). Staff also posts content on LinkedIn and our partners’ social media platforms.

2016 Work Plan – Ongoing. Staff will increase posts of relevant information to expand our social media presence and promotion. Staff will also explore benefits of using Instagram for posting visual information (e.g., special event photos) and creating a Village LinkedIn page.

Action Steps with Changes Proposed

Update Welcome Packet – Create Update Village’s business “welcome packet” (2015 & 2017).

2015 – Staff compiled pertinent business information for distribution to businesses during site visits.

2016 Work Plan - Staff will further refine the business welcome packet in the 1st Quarter of 2016. The packet will contain information relevant to businesses. The packet will be regularly updated and provided to new businesses at Certificate of Occupancy issuance or to existing businesses during business site visits.

GOAL 3: PROMOTE LOCAL BUSINESSES

Action Steps with No Changes Proposed

Create Village Brand - Create a Village brand, including a logo and slogan, to be used across all Village platforms (website, promotional materials, etc.) (2014-2015).

2015 – The consultant completed research and information gathering and presented branding options for the Village’s consideration. It was determined additional work with Board, Staff and consultant was necessary to gain consensus on Lincolnshire identity, including developing a “Lincolnshire story” and associated logo and tagline.

2016 Work Plan - Proposed to defer until after Strategic Planning/visioning discussion with the Village Board by the end of 2016.

Explore Creation of Local Business Associations – Survey specific local businesses regarding potential establishment of restaurant, merchants and lodging association. Facilitate creation of associations if sufficient interest (2016).

2015 – Scheduled for 2016.

2016 Work Plan - Staff will survey and meet with all Lincolnshire restaurants and hotels in the 2nd Quarter of 2016 to gauge their interest in forming a restaurant and hotel association that would represent interests of its members in a collective fashion.

Update Shop & Dine Guide - Update guide annually. Expand distribution to include residents, local hotels, Chamber of Commerce and Visit Lake County (2014-2017).

2015 - The update of the Shop & Dine Guide was deferred pending activation of the new Lincolnshire brand. The new brand was to provide recommendations regarding the Village's communication plan which will provide direction for the guide content and style.

2016 Work Plan - Staff will implement incremental updates to the design and content in the 2nd Quarter of 2016.

Create Lincolnshire Business Website - Create and administer a separate website to promote Village businesses, restaurants, retail, hotels and entertainment venues (2014-2015).

2015 - Staff drafted a business website framework policy in 2015 and compiled photos of all commercial businesses in the Village for use on the site.

2016 Work Plan - Staff will utilize economic initiative funds to engage a consultant to assist in design and build-out of the website, with completion by the 3rd Quarter of 2016.

Increase Lincolnshire Participation in Visit Lake County Advertising - Explore opportunities to take advantage of Visit Lake County "cooperative advertising" program to promote Lincolnshire regionally (2015).

2015 - Funds approved for cooperative advertising for 2015 have not been expended for this purpose in light of the ongoing development of a branding campaign.

2016 Work Plan – Previously-budgeted cooperative advertising funds for business and event advertising are requested to be re-budgeted in 2016 in anticipation of Lincolnshire brand roll-out. Depending on the "success" of the advertising campaign, Staff proposes funding through Visit Lake County be extended through 2017.

Action Steps with Changes Proposed

~~Explore Village Kiosk System Improvements – Evaluate feasibility of modernizing existing Village kiosk (Olde Half Day Road and Route 22) to provide more timely communication of community information (2016). Explore feasibility of altering Village gateway sign, with associated design and aesthetic improvements, on Milwaukee Avenue and/or Half Day Road and installing a new sign, for commercial promotion, at Milwaukee Avenue/Half Day Road (2016).~~

2016 Work Plan – Combine this step with Action Step 2 in Goal 9 given promotional signage is tied to connectivity and wayfinding improvements.

GOAL 4: IDENTIFY & ATTRACT NEW BUSINESSES

Action Steps with No Changes Proposed

Regularly Recruit Prospective Commercial Businesses – Prospect regularly for new business based upon assessment of market conditions, gaps in products/service offerings, resident desire, and daytime population needs. Focus on meeting family and young adult/young professionals' needs (Ongoing).

2015 - In 2015, staff contacted and followed-up with 56 potential businesses, in addition to sending leads to local brokers. Half Day Brewing Co. and Emporium Arcade & Bar (both of which meet the targeted groups) have located in the Village as a result of direct staff recruitment efforts.

2016 Work Plan – Ongoing. Staff will increase outreach and follow-up in 2016, focusing on retailers and restaurants desired in the Village (e.g., Mediterranean, seafood, coffee, pizza, etc.). Staff will also contact other types of sales-tax generating commercial businesses that may be a good fit for Lincolnshire.

[Conduct Resident Surveys - Conduct survey of Village residents to determine desired business mix. Survey regularly and solicit ongoing feedback via the Village website \(2014-2017\).](#)

2015 - A comprehensive resident survey was conducted in early 2015. It included a series of questions about residents' usage of Lincolnshire's shopping centers, satisfaction with the current mix of businesses and new business categories desired for the Village. Staff found the results beneficial in helping to direct future business recruitment efforts.

2016 Work Plan – Staff proposes a targeted resident survey be implemented regarding desired businesses, usage of shopping centers, etc. in the 4th Quarter of 2016.

[Participate in Trade Shows – Participate in annual International Council of Shopping Centers \(ICSC\) Deal Making sessions and other similar opportunities as they arise \(Ongoing\).](#)

2015 - Staff participated in three annual regional and national International Council of Shopping Centers shows and meetings to promote Lincolnshire's available commercial sites among retailers and brokers.

2016 Work Plan – Ongoing. Staff will continue to participate in these annual meetings, in addition to any other local ICSC shows that are relevant to the Village.

Action Steps with Changes Proposed

[Recruit and Retain Targeted Industry – In conjunction with Lake County Partners, target biopharma; healthcare; medical instrument; professional and technology industries; and arts, culture and entertainment opportunities \(Ongoing\).](#)

2015 - Staff partnered with Lake County Partners on business recruitment and retention.

2016 Work Plan - Staff will continue to work with Lake County Partners to recruit and retain the above targeted industries.

GOAL 5: UPDATE VILLAGE CODES & POLICIES TO MEET THE NEEDS OF BUSINESSES

Action Steps with No Changes Proposed

[Evaluate Opportunities to Increase Condominium Housing - Explore permitting additional executive/professional condominiums in or nearby the Village Downtown \(2014-2015\).](#)

2015 - Staff discussed with local owners of three downtown sites along Olde Half Day Road (including the former Bridgeview Bank property, unincorporated property immediately adjacent to the west and the Chicago Lighthouse Church property) the potential for

townhouse or condominium development. While there has been interest, there are no viable proposals currently. In 2015, Staff has also seen growing developer interest in increasing residential population and housing types.

2016 Work Plan - Staff will continue to speak with local owners and developers about the development of executive/professional condominiums in Lincolnshire's central area. Staff will specifically contact the owner of the southeast corner of Rt. 22 and Milwaukee Avenue in the 2nd Quarter of 2016 as well as targeting the Olde Half Day Road sites west of Milwaukee Avenue.

Implement Fast-Track Permit Process – Investigate fast-track permit reviews for tenant finishes, temporary signs and special event applications (2015).

2015 - The Village implemented new building permitting software creating efficiencies to streamline permitting and better track permit reviews for 2016.

2016 Work Plan - Staff will conduct a comprehensive review of permit types in the 2nd Quarter of 2016 to determine if over-the-counter permitting can be expanded to minimize permit review times.

Action Steps with Changes Proposed

Evaluate Review and Update Sales Tax Sharing Guidelines Policy - Review Village's current sales-tax sharing practices. Consider developing a specific sales-tax agreement policy (2014).

2015 - This action step is completed. The Village Board adopted economic incentive guidelines (including sales-tax sharing agreements) in 2015.

2016 Work Plan - Staff recommends the word "policy" in this action step be replaced with "guidelines" to more accurately reflect the nature of the document. Staff will review and update the policy as needed based on changing economic conditions and budget availability.

Explore Rezoning Opportunities - Determine opportunities for additional sales tax revenue generation, including possible rezoning of properties near the Milwaukee Avenue corridor (2016 2015-2016).

2015 - The Village pursued annexation of an area designated in the Boundary Agreement to assist the Village in controlling future uses, while expanding sales tax base.

2016 Work Plan - The Village will consider further rezoning opportunities of commercial/office properties in conjunction with the Central Area Corridor Plan which is a 2016 goal, to be completed by the 4th Quarter of 2016.

Institute Village Procurement Policy - Institute a policy to give priority to local businesses in Village procurement of products and services, where feasible and appropriate (2014-2015).

2015 - Staff completed review of the Village Code regarding procurement procedures for large-scale public products and services valued over \$20,000 and determined a business place of employment is already incorporated into the Code as a bid award criterion providing preference to Lincolnshire-based companies.

2016 Work Plan - Staff will incorporate the “Lincolnshire place of business” language into our internal policy for smaller purchases or services by the end of 2016.

GOAL 6: INCREASE VILLAGE SUPPORT OF SPECIAL EVENTS

Action Steps with No Changes Proposed

Promote Local Community Events – Expand local special event promotion via internet, community events calendar, kiosk sign and social media sites with enhanced marketing materials (Ongoing).

2015 - Staff continued to utilize in-print and digital platforms of the Village and our partner agencies to promote various business and community events.

2016 Work Plan - Staff will research new ways to promote our events via a possible modernization of the Village kiosk and a planned commercial-centric website as part of the Central Corridor Study slated for completed by the end of 2016.

Action Steps with Changes Proposed

Strengthen Community Partnerships – Increase participation with the Buffalo Grove Lincolnshire Chamber of Commerce, Lincolnshire Community Association, Lincolnshire Sports Association, Morningstar Rotary Club, Lincolnshire Swim Club and other local organizations/agencies to create opportunities for partnerships between businesses and residents to organize and implement community-wide events (Ongoing).

2015 - Staff continued to strengthen ties with the above organizations in 2015, leading to greater involvement on various special events. Staff from different departments serves on the Boards of Visit Lake County, the Chamber of Commerce and the Rotary Club. Staff regularly attends organizational meetings and assists with event planning, promotion and execution.

2016 Work Plan – Ongoing. Staff will continue to expand partnership opportunities in 2016, including with The Garden Club, Lincolnshire Swim Club and the Lincolnshire Sports Association.

Attract/Promote Special Events – Partner with Visit Lake County, Lincolnshire Community Association, Lincolnshire Sports Association, Lincolnshire Swim Club, Lincolnshire corporate/business centers and neighboring park districts to attract and promote regional and national sporting events, recreational events, trade shows, community farmers market, mobile food vendors, outdoor concert/movie series and similar events (Ongoing).

2015 - Staff partnered with Visit Lake County on the promotion of the Taste of Lincolnshire, seasonal Food Truck Fridays Lunch, Art Festival, BMW Golf Tournament and Boo Bash in 2015. The Village and LCA organized the 4th of July celebration. Staff also collaborated with Van Vlissingen and Co. and other local property owners and managers on the seasonal Food Truck lunch event.

2016 Work Plan - Staff will meet with owners/managers of the three main shopping centers and the Fresh Market-anchored Center regarding summer concerts and other seasonal events in the 1st Quarter of 2016. Food Truck Fridays are planned to be extended and enhanced in the 2nd and 3rd Quarter of 2016.

Create New Community Event – Develop new events, in partnership with the Buffalo Grove Lincolnshire Chamber of Commerce, Lincolnshire Community Association, **Lincolnshire Sports Association, Lincolnshire Swim Club** and other local organizations, to provide a year-round event schedule (~~2015~~ 2015-2016).

2016 Work Plan - Staff will present a proposal in the 1st Quarter of 2016 for Village Board review regarding a new summer kickoff event for late May/early June. This would be an outdoor family event featuring a movie, attractions and food trucks at Spring Lake Park. In addition, Staff will prepare a proposal regarding an expanded Food Truck Fridays lunch event in the Corporate Center building on the success of the 2015 event.

GOAL 7: STRENGTHEN CHAMBER PARTNERSHIP

Action Steps with No Changes Proposed

Increase Cross-promotion Opportunities – Encourage local businesses, in partnership with Buffalo Grove Lincolnshire Chamber of Commerce, to participate in cross-promotional activities, such as weekend golf getaways, “Dinner and a Show” at Viper Alley or the Marriott Theater, hotel/day spa packages, etc. (Ongoing).

2015 – Staff encouraged local restaurants, hotels, retailers and entertainment venues to enhance cross-promotional opportunities during business site visits and Village directed e-mails in 2014 and 2015.

2016 Work Plan - Staff will increase cross-promotion opportunities via the planned commercial website, to be completed by the 3rd Quarter of 2016. In addition, staff will continue to recruit Lincolnshire businesses to join the Chamber.

Create “Sidewalk” Sale Event – Create a well-publicized event, in partnership with the Greater Lincolnshire Chamber of Commerce, in which Village requirements related to outdoor sales, signage, and other temporary uses are “relaxed” on 1-2 weekends in the Summer and/or Spring. Promote the event with a local fair or carnival atmosphere (2016).

2016 Work Plan - Staff proposes to partner with the Chamber to launch a new business sidewalk sale event at the Village’s commercial centers in summer/early fall of 2016. Commercial center owners and managers expressed support for such an event. A full proposal will be presented to the Village Board in the 1st Quarter of 2016.

Create holiday “extended shopping hours” Program – Create an extended shopping hours event, in partnership with the owners of Lincolnshire’s shopping centers and the Buffalo Grove Lincolnshire Chamber of Commerce, at the holiday season, possibly in conjunction with a Holiday Tree Lighting ceremony on a Saturday, resulting in a “holiday crawl” event along Milwaukee Avenue (2016).

2016 Work Plan - Staff will work with the Chamber and local property owners and businesses to recommend establishment of a Village-wide extended shopping hours program in December 2016, in conjunction with the annual Tree Lighting ceremony.

GOAL 8: ENCOURAGE AND FACILITATE DEVELOPMENT AND REDEVELOPMENT OF VACANT AND UNDERUTILIZED PROPERTIES

Action Steps with No Changes Proposed

Develop and Maintain Broker/Owner Relationships – Develop quarterly contact with listing brokers and vacant property owners to obtain information on the level of interest in specific development-ready sites, and offer Village assistance with meeting facilitation and Code interpretation (Ongoing).

2015 - Staff reached out to local brokers, every 1-2 months, to discuss any changes in vacant sites and tenant spaces. The Village hosted two annual broker meetings; in 2014 and 2015.

2016 Work Plan – Ongoing. Staff will continue to stay in regular contact with brokers and property owners and will closely monitor development interest.

Initiate Dialogue with Property Owners Near Village Boundaries – Maintain contact with property owners near Village corporate boundaries to promote opportunities and development options (2016).

2015 - The Village pursued annexation of property, per the Boundary Agreement with Buffalo Grove, to establish ultimate Village Corporate Limits, control future land uses and seek to expand the Village's sales tax base. Annexation in this area follows Board and Staff discussions with a key property owner in the South Sector of the Village, along Milwaukee Avenue.

2016 Work Plan - Consideration of other annexation opportunities, as directed by the Village Board, based on discussions related to a full annexation study to be presented to the Board in the 1st Quarter of 2016.

Implement Vacant Storefront Program/Regulations – Implement Vacant Storefront Program to encourage vacant building owners to maintain window displays. (Displays could include community organization information or art displays from local schools)(2016).

2016 Work Plan - Staff reached out to commercial center landlords, who expressed their interest in this program. Staff will assist the landlords in connecting with programs in School Districts 103 and 125 to obtain artwork that can be utilized for window displays in the 2nd Quarter of 2016.

GOAL 9: ENHANCE ACCESS TO AND CONNECTIVITY TO COMMERCIAL AREAS

Action Steps with Changes Proposed

Develop and Implement Wayfinding, Identification & Pedestrian Plan for Downtown - Create a comprehensive Identification & Pedestrian Plan for the Village Downtown including: unified signage, lighting, landscaping, street furniture elements, and thematic design (2015).

2016 Work Plan - Staff will develop a comprehensive signage plan following the completion of the branding initiative in 2016. Gateway sign funding is included in the ITEP Grant. In addition, the Central Corridor Planning project will include a signage component along the Milwaukee Avenue Corridor.

Improve Pedestrian/Bicycle Connections and Signage – Provide pedestrian/bicycle path connections and effective business promotional signage along Milwaukee Avenue and Half Day Road to improve access from residential neighborhoods and corporate centers to hotels, retail centers, restaurants and entertainment venues and to promote local businesses. Explore feasibility of modernizing existing Village kiosk sign and installing a new kiosk sign on Milwaukee Avenue for business promotion. (~~2015~~-2015-2016).

2016 Work Plan - Construction of new bike paths on both sides of Milwaukee Avenue (from Rte 22 to Aptakisic Rd) was incorporated into the Village's current 10-year Capital Plan for 2019 and 2020. Engineering staff will meet with IDOT prior to developing construction plans. Signage plans along Milwaukee Avenue and the commercial segment of Half Day Road will be developed in 2016 in conjunction with the Wayfinding & Identification Plan goal listed above.

GOAL 10: FOSTER ENTREPRENEURIAL DEVELOPMENT IN THE VILLAGE

Action Steps with No Changes Proposed

Support and Develop Small Businesses – Promote small business development programs to assist established small businesses in growth and development (Ongoing).

2015 - Staff regularly provided information on small business trends, resources and events via the Lincolnshire Business Spotlight e-newsletter, regular Village newsletter and on Village social network platforms.

2016 Work Plan - Staff will explore and implement enhanced promotion of the national Small Business Saturday event in the 4th Quarter of 2016.

Action Steps with Changes Proposed

Research Potential for Small Business Incubator – Research potential for establishing a small business incubator program for aspiring entrepreneurs (~~2016~~-2017).

2016 Work Plan - Based on staff's preliminary research, start-up assistance for new entrepreneurs can be found at local community colleges and high schools. Staff proposes to postpone this action step until 2017, as sufficient "tools" are already in place, and additional time will permit Staff to further research this idea and consider an enhanced program.

GOAL 11: IMPLEMENT ECONOMIC DEVELOPMENT REPORTING

Action Steps with No Changes Proposed

Maintain Inventory of Redevelopment Sites. Prepare an inventory of sites with redevelopment potential. Include information on utilities, zoning, etc. to use in discussions with interested businesses and local brokers (Ongoing).

2015 - Staff updated and posted, on a monthly basis, an inventory of commercial, office, industrial and vacant available sites and spaces in the Village. The inventory is used for trade show contacts and business outreach. Staff has worked closely with GIS staff to develop a story map visually showcasing our available properties.

2016 Work Plan - Staff will launch an available sites story map in the 1st Quarter of 2016.

Update Daytime Population Data. Update the daytime population database, including all Village-based businesses and schools, every two (2) years. Provide information to brokers and new businesses (2014 and 2016).

2015 - Staff completed an update to Lincolnshire's daytime population in 2014.

2016 Work Plan - Ongoing. Staff will continue to regularly update the employment database as businesses move in and out of the Village.

Action Steps with Changes Proposed

Implement Economic Development Reports – Provide ~~quarterly~~ **monthly** reports to Village Board regarding economic development activities including: business site visits, new business leads, requests for assistance, and available commercial properties (Ongoing).

2015 - Staff regularly provided quarterly economic development updates to the Board as well as weekly updates in Manager's Notes and via email.

2016 Work Plan - Staff will expand the breadth of coverage in the aforementioned media to provide a better-rounded picture of the state of Lincolnshire's economy and business development on a more frequent (monthly) basis beginning in the 2nd Quarter of 2016. The format of the report will be changed to a more visual, "dashboard" style presentation.

**REQUEST FOR BOARD ACTION
COMMITTEE OF THE WHOLE MEETING**

Subject: **Consideration and Discussion of Approval of Certain Closed Session Meeting Minutes and Authorizing the Village Clerk to Make Certain Closed Session Meeting Minutes Available to the Public for Inspection Second Review – 2016 and Authorizing the Destruction of Certain Audio Recordings of Closed Session Minutes**

Action Requested: **Consideration and Direct Placement on the January 25, 2016 Consent Agenda for Approval**

Originated By/Contact: **Village Manager**

Referred To: **Village Board**

Summary / Background:

The Illinois Open Meetings Act requires minutes be kept of all meetings of public bodies, whether open or closed (Executive Session). Minutes of closed meetings are required to be made available to the public only after the public body determines it is no longer necessary to keep such minutes confidential. In accordance with the Open Meetings Act, public bodies are required to review withheld minutes of closed meetings on a semi-annual basis. A determination is to be made in open session on the question of whether a need for confidentiality still exists with respect to all or part of the Executive Session Minutes reviewed.

The last time Executive Session Minutes were reviewed by the Village Board was July 2015. In order to address Executive Session Minutes, Village Board consideration of various minutes as reflected in the Exhibits to the attached Resolution.

The process of approving and determining the releasability of closed session minutes ensures the Village meets the intent of the Illinois Open Meetings Act. Village Staff and legal counsel will be available to respond to questions.

Budget Impact: None.

Service Delivery Impact: None.

Recommendation: Consideration of Draft Executive Session Minutes

Reports and Documents Attached:

- Draft Resolution Approving Certain Executive Session Minutes and Authorizing Destruction of Certain Audio Recordings
- Executive Session Minutes for Review: October 13, 2015.

Meeting History	
Initial Referral to Village Board (COW):	01/11/2016

RESOLUTION NO.

A RESOLUTION APPROVING CERTAIN CLOSED SESSION MEETING MINUTES AND AUTHORIZING THE VILLAGE CLERK TO MAKE CERTAIN CLOSED SESSION MEETING MINUTES AVAILABLE FOR PUBLIC INSPECTION SECOND REVIEW - 2016 AND AUTHORIZING THE DESTRUCTION OF CERTAIN AUDIO RECORDINGS OF CLOSED SESSION MINUTES

WHEREAS, the Board of Trustees of the Village of Lincolnshire have met from time to time in Executive Session for purposes authorized by the Illinois Open Meetings Act (the "Act"); and

WHEREAS, as required by the Act, the Village Clerk has kept written minutes of all such executive sessions; and

WHEREAS, pursuant to 5 ILCS 120/2.06 (d), the Board of Trustees have reviewed closed session minutes; and

WHEREAS, the Board of Trustees have determined that the attached list of minutes identified in **Exhibit A** are complete, accurate and shall be approved; and

WHEREAS, the Board of Trustees have determined that the attached list of minutes identified as **Exhibit B** no longer require confidential treatment and should be made available for public inspection; and

WHEREAS, the Open Meetings Act requires governmental bodies to audio or video record their closed meetings; and

WHEREAS, this governmental body has complied with that requirement; and

WHEREAS, for the verbatim record by audio tape of the closed session portion of the meetings set forth in Section 2 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and this governmental body has approved written minutes for each of the closed session portions of the meetings set forth in Section 2;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF LINCOLNSHIRE, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1: Based upon the statements made in the preamble to this Resolution: (a) the Board of Trustees of the Village of Lincolnshire hereby approve the minutes of the closed meetings listed on Exhibit A, and (b) the Board of Trustees of the Village of Lincolnshire hereby finds that the minutes of the closed meetings listed on **Exhibit B** are no longer necessary to keep confidential and order their release for public review, inspection and copying.

Section 2: Based upon the statements made in the preamble to this Resolution, the Board of Trustees of the Village of Lincolnshire hereby order the destruction of the verbatim record, such being an audio tape, of the closed session portions of all meetings which took place prior to December 2015.

Section 3: This Resolution shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this _____ day of January, 2016 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Mayor Elizabeth J. Brandt

ATTEST:

Village Clerk Barbara Mastandrea

Exhibit A

The following meeting minutes are approved:

October 13, 2015

Exhibit B

The Following Meeting Minutes for Release:

None

REQUEST FOR BOARD ACTION
Committee of the Whole
January 11, 2016

Subject: Consideration and Discussion of an Ordinance Adopting by Reference of the Lake County Watershed Development Ordinance (Village of Lincolnshire)

Action Requested: Consideration, Discussion and Approval

Originated By: Bradford H. Woodbury, Public Works Director

Referred To: Village Board

Summary / Background:

Lake County amended the county-wide Watershed Development Ordinance (WDO) on October 13, 2015. The Village of Lincolnshire must formally adopt these revisions to remain compliant with the regulations of the National Flood Insurance Program. The revisions are the result of a multi-year process involving the Technical Advisory Committee, Municipal Advisory Committee, Lake County Stormwater Management Commission (LCSMC), Lake County Municipal League (LCML), Federal Emergency Management Agency (FEMA), and the general public. The last revision to the WDO took place in 2013.

The revisions may be broken down into several categories:

1. Revisions which are routine/administrative and help clarify the intent of the ordinance
2. Revisions which improve the plan review process of the WDO
3. Revisions which are necessary to comply with program components of the National Pollution Discharge Elimination System and the Clean Water Act
4. Revisions which are necessary to comply with the National Flood Insurance Program

The Village of Lincolnshire is a non-certified community as defined in the Watershed Development Ordinance. This status means that the LCSMC reviews plans for compliance with the WDO, issues Watershed Development Permits, and enforces the WDO within Lincolnshire. Lake County originally adopted the WDO on October 18, 1992 in response to the floods of 1986 and 1987.

Due to the size (143 pages), a copy of the WDO has not been included in the Board packets. However, an electronic version of the complete WDO document is available at:

<http://www.lakecountyil.gov/Stormwater/Documents/Regulatory/WDO/WDO%2007-10-12%20with%20cover.pdf> .

Additionally, a complete copy of the ordinance is available at the Village Hall for inspection. If you require any additional information regarding this matter, please contact Staff at your convenience.

Budget Impact:

None.

Recommendation:

Staff recommends the approval of this Local Ordinance and placement on the January 25, 2016 consent agenda in order to comply with the Lake County's revision deadline of February 17, 2016.

Reports and Documents Attached:

- Letter from Lake County Storm Water Management Commission (Illinois Department of Natural Resources) regarding the Watershed Development Ordinance adoption.
- Exhibit A – Lake County Board Approved Amendments to the Watershed Development Ordinance.
- Ordinance Amending Lincolnshire Village Code Title 5, Chapter 8, Section 1- Regulations and Site Grading, Drainage and Erosion Control reflective of recent amendments to the Lake County Watershed Development Ordinance.

Meeting History	
Committee of the Whole	January 11, 2016



STORMWATER MANAGEMENT COMMISSION

October 16, 2015

To: Community Chief Elected Officials
Community Administrators/Managers
Community Clerks
Enforcement Officers & Certified Wetland Specialists

Subject: Watershed Development Ordinance
Start of the Adoption Period for Community Ordinances

Dear Sir or Madam:

The Lake County Board adopted four amendments and a re-formatted county-wide Watershed Development Ordinance (Ordinance) on October 13, 2015.

Please consider this notification as the official start of the adoption period for Communities to adopt the revised Ordinance.

The amended WDO is now effective and includes the minimum county-wide standards for regulated development. The amendments include section re-formatting (for ease of use), administrative clarifications, enhancements, and new floodplain maps produced by the Federal Emergency Management Agency (FEMA). By adopting the revised WDO prior to February 17, 2016, your community will have met FEMA's National Flood Insurance Program (NFIP) requirements.

Please find attached the following documents for your use:

1. List of amendments in numerical order (Exhibit A);
2. Ordinance adoption template (by reference);
3. Electronic version of the updated Lake County Watershed Development Ordinance (effective date: October 13, 2015). An electronic version is also available for download at www.lakecountyil.gov/stormwater.

Instructions for All Communities Regarding Adoption of the Ordinance

All Communities in Lake County are required to adopt the revised Ordinance within the adoption period which is from October 16, 2015 – February 17, 2016. It is required due to:

- Remain in good standing in the FEMA National Flood Insurance Program Minimum (NFIP)
- Maintain Community Certification Status

The Ordinance adoption template is being sent to you in Microsoft Word format and changes can be made to the form as needed by the Community. Once your community has adopted the revised WDO through the local Ordinance process, please forward a copy of the adoption paperwork to SMC. We will then forward the documents to both IDNR/OWR and FEMA for their records. **All original executed and signed forms must be returned to SMC prior to February 17, 2016.**

Additionally, WDO training workshops will be held on October 28th and November 3rd at the Central Permit Facility in Libertyville. **Community Enforcement Officers and Certified Wetland Specialists are required to attend one of the 3-hour sessions.** Please see the attached workshop announcement for details and registration information.

SMC is available to meet with your community regarding the adoption procedures or to provide technical assistance on this and all Ordinance related issues at any time.

Please feel free to contact me at 847-377-7720 or email kwoolford@lakecountyil.gov.

Sincerely,

Lake County Stormwater Management Commission



Kurt Woolford, P.E., CFM
Chief Engineer

C: Lake County SMC Commissioners
Brian Eber, IDNR/OWR
Frank Shockey, FEMA

Encl: List of amendments (Exhibit A)
Ordinance adoption template (by reference)
10-13-2015 Watershed Development Ordinance
Training workshop announcement

**Administrative
WDO Re-formatting**

Purpose: Under direction by the State's Attorney's Office, the WDO has been re-formatted. An improved referencing system is used and certain sections have been re-located and aligned making the entire document more user friendly, understandable, which can be quickly and logically referenced (for legal and general application). No substantive changes are included in the re-formatted WDO. A section cross-reference table is separately attached.

**Administrative
WDO Amendment #1
Page 82 – Article V.B.**

B. APPEALS

1. Any permit applicant aggrieved by the denial or conditions of a Watershed Development Permit, Earth Change Approval, Conditional Approval, or Variance by a Certified Community's Enforcement Officer may request review thereof by the Certified Community's board of elected officials or the appropriate body within 30 days of the disputed act or actions.
2. Any permit applicant aggrieved by **a permit decision**, the denial or conditions of a Watershed Development Permit, Earth Change Approval, Conditional Approval, or Variance by the SMC Chief Engineer may request review thereof by the SMC Director within 30 days of the disputed act or actions.
3. Any permit applicant aggrieved by **a permit decision**, the denial or conditions of a Watershed Development Permit, Earth Change Approval, Conditional Approval, or Variance by the SMC Director may appeal it to the SMC by written notice filed with the SMC Director within 30 days of the disputed act or actions.

Purpose: Clarify standard administrative process for SMC-reviewed permits and approvals.

**Administrative
WDO Amendment #2
Page 87 – Article VII.F.**

- (i) F. The SMC may enforce violations of this Ordinance in accordance with the Lake County Administrative Adjudication Ordinance.*

Purpose: Improve compliance efficiencies using the Administrative Adjudication process as an additional compliance tool. Staff have conferred with the Lake County State's Attorney's Office and determined that an Ordinance amendment is necessary in order for SMC to use the process.

Exhibit A

WDO Amendment #3

Page 99 - Appendix A: Definitions

Isolated Waters of Lake County: All waters such as lakes, ponds, streams (including intermittent streams), farmed wetlands, and wetlands that are not under U.S. Army Corps of Engineers jurisdiction. The limits of the Isolated Waters of Lake County extend to the ordinary high water mark or the delineated wetland boundary.

- a. The following are excluded from Isolated Waters of Lake County, **as determined by the Enforcement Officer**:
 - (1) Excavations and impoundments that have received a permit from the appropriate jurisdictional authority.
 - (2) Excavations and impoundments permitted by right, prior to being a regulated activity, within 40% or more non-hydric soils. Areas designated as 'water' as depicted on the Soil Survey of Lake County, SCS, 1970 are determined as either hydric or non-hydric soils by connecting adjoining soil boundaries to create complete polygons of the depicted soil type.
 - (3) Wetlands created incidental to construction grading on development sites. **that have received a Watershed Development Permit or meet the criteria of Article IV.A.2.a**
 - (4) Roadside ditches.
- b. The following shall not be considered as meeting the exclusion criteria in a. above:
 - (1) All areas meeting the definition of high-quality aquatic resources.
 - (2) Wetland mitigation areas created to meet the requirements of this Ordinance or Section 404 of the Clean Water Act.
 - (3) Wetland areas created or restored using public funds.

Purpose: Per legal review, clarify determination is made by EO. For a.(3) record retention policies vary among units of government and documents are not always kept, available, or easily obtained. EO has discretion to make a determination that the wetland was "created" due to construction grading on a development site.

FEMA/NFIP Map Updates

WDO Amendment #4

Pages 108-116 – Appendix C: FEMA Flood Insurance Study Maps and Profiles

(SEE WDO APPENDIX C)

Purpose: Modify FEMA map effective dates and panel numbers.

VILLAGE OF LINCOLNSHIRE

ORDINANCE NO. 2016 - _____

**AN ORDINANCE ADOPTING BY REFERENCE OF THE LAKE COUNTY
WATERSHED DEVELOPMENT ORDINANCE AMENDING LINCOLNSHIRE VILLAGE CODE
TITLE 5, CHAPTER 8, SECTION 1B STORMWATER MANAGEMENT REGULATIONS**

**ADOPTED BY THE
MAYOR AND BOARD OF TRUSTEES
OF THE
VILLAGE OF LINCOLNSHIRE
THIS ____ DAY OF _____, 2016.**

**PUBLISHED IN PAMPHLET FORM BY THE AUTHORITY OF THE MAYOR AND BOARD OF
TRUSTEES OF VILLAGE OF LINCOLNSHIRE ILLINOIS,
THIS ____ DAY OF _____, 2016.**

ORDINANCE NO. 2016 - _____

**AN ORDINANCE ADOPTING BY REFERENCE OF THE LAKE COUNTY
WATERSHED DEVELOPMENT ORDINANCE**

WHEREAS, the County of Lake, pursuant to the powers granted to it by 55 ILCS 5/5-1062, adopted the Lake County Watershed Development Ordinance on or about October 13, 2015, effective October 13, 2015, establishing rules and regulations for floodplain and stormwater management throughout the County of Lake and superseding any less restrictive municipal rules and regulations therein; and,

WHEREAS, the President/Mayor and Board of Trustees of the Village of Lincolnshire have previously adopted Ordinances Nos. 00-1736-44, 01-1783-41, 02-1807-17, 06-2026-18, 13-3292-18 and 13-3293-19 which adopted by reference the Lake County Watershed Development Ordinances; and,

WHEREAS, the County of Lake, pursuant to the powers granted to it by 55 ILCS 5/5-1062, adopted a resolution approving amendments to the Lake County Watershed Development Ordinance on or about October 13, 2015, effective immediately; and,

WHEREAS, the Mayor and Board of Trustees of the Village of Lincolnshire find it to be in the best interests of the Village of Lincolnshire to require all development to meet, at least, the minimum standards prescribed by the WDO to the fullest extent practicable; and,

WHEREAS, three copies of the Lake County Watershed Development Ordinance have been on file in the Office of the Village Clerk of the Village of Lincolnshire, and available for inspection, for not less than thirty (30) days.

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

SECTION I: That there is hereby adopted by reference, as if fully set out herein, that certain ordinance known as the Lake County Watershed Development Ordinance, approved as amended by the County of Lake, State of Illinois, three copies of which have been, for a period of not less than thirty (30) days prior to the effective date hereof, and now are on file in the office of the Village Clerk.

SECTION II: That in the event that the rules, regulations, terms or conditions imposed pursuant to the Lake County Watershed Development Ordinance are either more restrictive or less restrictive than comparable rules, regulations, terms or conditions imposed by any other applicable rule, regulation, resolution, ordinance, statute or law, then the most restrictive rules, regulations, terms or conditions shall govern.

SECTION III: That Section 5-8-1 of the Village Code of the Village of Lincolnshire is amended by deleting existing Section 5-8-1 in its entirety, and replacing it with the following:

B. STORMWATER MANAGEMENT REGULATIONS:

The Lake County Watershed Development Ordinance, as most recently amended by the County of Lake on October 13, 2015, is hereby adopted by reference and is in full force and effect within the Village of Lincolnshire and is found in its own compilation.

SECTION IV: That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

SECTION V: That this Ordinance shall be in full force and effect ten (10) days after its passage, approval and publication in pamphlet form, as provided by law.

PASSED and approved by the Mayor and Board of Trustees of the Village of
Lincolnshire, Lake County, Illinois, this day of _____, 2016

AYES:
NAYS:
ABSENT:

APPROVED THIS _____ DAY OF _____, 2016.

By: _____
Elizabeth J. Brandt, MAYOR

ATTEST:

Barbara Mastandrea
Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF LAKE) ss.

I, Barbara Mastandrea do hereby certify that I am duly appointed, qualified and acting as Village Clerk of the Village of Lincolnshire, Lake County, Illinois, and keeper of the records and seal of said Village, and that the attached and foregoing Ordinance is a true and correct copy of said Ordinance entitled:

ORDINANCE NO. 2016 - _____

AN ORDINANCE ADOPTING BY REFERENCE OF THE LAKE COUNTY
WATERSHED DEVELOPMENT ORDINANCE

ADOPTED BY THE
MAYOR AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNSHIRE,
THIS _____ DAY OF _____, 2016.

In Witness Whereof, I have hereunto set my hand and caused to be affixed the Corporate Seal of the Village of Lincolnshire, Lake County, Illinois.

Done at: Illinois this _____ day of _____, 2016.

(SEAL)

Village Clerk

CERTIFICATIONS

I, Barbara Mastandrea, do hereby certify that I am the duly appointed, acting and qualified Village Clerk of the Village of Lincolnshire, Lake County, Illinois, and that as such Clerk, I am the keeper of the records and minutes and proceedings of the Mayor and Trustees of said Village of Lincolnshire.

I do hereby further certify that at a regular meeting of the Mayor and Trustees of the Village of Lincolnshire, held on the _____ day of _____, the foregoing Ordinance entitled: "AN ORDINANCE ADOPTING BY REFERENCE OF THE LAKE COUNTY WATERSHED DEVELOPMENT ORDINANCE" was duly passed by the Mayor and Board of Trustees of the Village of Lincolnshire.

The pamphlet form of **Ordinance 2016 - _____**, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the Village Hall, commencing on the 5th day of January 2016, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Village Clerk.

I DO FURTHER certify that the original, of which the attached is true and correct copy, is entrusted to me as the Clerk of said Village for safekeeping, and that I am the lawful custodian and keeper of the same.

GIVEN under my hand and seal this _____ day of _____ 2016.

Barbara Mastandrea
Village Clerk
Village of Lincolnshire,
Lake County, Illinois

**REQUEST FOR BOARD ACTION
JANUARY 11, 2016 COMMITTEE-OF-THE-WHOLE MEETING**

Subject: Lincolnshire Emergency Operations Plan Updates

Action Requested: Consideration and Discussion of Comprehensive Updates to Lincolnshire Emergency Operations Plan (Village of Lincolnshire)

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

Referred To: Village Board

Summary / Background:

The Village Disaster Preparedness Plan recently underwent a comprehensive update with input from all Village Departments and the Lake County Emergency Management Agency. The last update was in 2007.

The updated plan was retitled, "Emergency Operations Plan", to reflect current emergency management terminology and more accurately summarize the purpose of the plan, namely to provide guidance as to how the Village will conduct operations in response to a major emergency or disaster.

Page 8 of the *Foreward* section of the plan contains a matrix which delineates the Village department or position responsible for the maintenance, review, and updating of each functional and hazard-specific annex to the plan. Although many emergency response functions fall on the county or other agencies (coroner services, for example), it is still necessary to assign a Village staff person responsibility to keep each annex of the plan up-to-date.

Illinois Administrative Code (29 Ill Adm Code 301, Subpart B) outlines specific requirements for Emergency Operations Plans, which must be met by each Emergency Services and Disaster Agency established under the Illinois Emergency Management Agency Act (20 ILCS 3305). The Village of Lincolnshire Emergency Services and Disaster Agency was established by ordinance April 11, 1988. In order to meet the requirements, every section of the plan had to be revised and updated. In addition, five (5) new annexes were created.

The following list highlights some of the major revisions/updates to the plan:

- Fire Service and Emergency Medical Annexes combined into a single annex.
- Financial Control Annex eliminated (Not required – internal Village policy only)
- Welfare and Shelter Annexes combined into a single Mass Care Annex J
- Transportation and Resource Management Annexes combined into a single annex.
- Personnel Annex eliminated (Not required – internal Village policy only)
- Addition of Animal Care Annex K (Required)
- Addition of Recovery Annex O
- Addition of Terrorism & Weapons of Mass Destruction Annex P (Required)
- Addition of Hazardous Materials Annex Q (Required)
- Addition of Flooding Annex R

Budget Impact:
None at this time.

Service Delivery Impact:
Not Applicable.

Recommendation:
Staff recommends approval of the updated Emergency Operations Plan.

Reports and Documents Attached:

- Village of Lincolnshire Emergency Operations Plan (December 2015 Update)

Meeting History	
Initial Referral to Village Board (COW):	January 11, 2016
Regular Village Board Meeting:	

VILLAGE OF LINCOLNSHIRE
EMERGENCY OPERATIONS PLAN



ELIZABETH J. BRANDT, MAYOR
LINCOLNSHIRE

**LINCOLNSHIRE
EMERGENCY SERVICES AND DISASTER
AGENCY**

EMERGENCY OPERATIONS PLAN

AUTHENTICATION

If any section, clause, or provision of this plan shall be held invalid, such decision shall not affect the validity of any other provisions of this plan.

The Emergency Operations Plan shall be in full force from the date of approval, as provided by law.

Approved this _____ day of _____, 2015.

Elizabeth J. Brandt
Mayor

Bradly J. Burke
Village Manager

Peter D. Kinsey
Emergency Services and Disaster Agency Coordinator

**LINCOLNSHIRE
EMERGENCY SERVICES AND DISASTER
AGENCY**

EMERGENCY OPERATIONS PLAN

RECORD OF CHANGES

Adopted on April 11, 1988 by the
Mayor and Board of Trustees of the
Village of Lincolnshire

Revision No. 1 – January 24, 1989

Revision No. 2 – March 3, 1989

Revision No. 3 – April 4, 1990

Revision No. 4 – April 13, 1998

Revision No. 5 – January 22, 2007

Revision No. 6 – December 14, 2015 (Pending)

**LINCOLNSHIRE
EMERGENCY SERVICES AND DISASTER
AGENCY**

EMERGENCY OPERATIONS PLAN

CERTIFICATION OF ACCEPTANCE

We, the undersigned, have participated in the development of our respective sections of the Emergency Operations Plan. We accept on behalf of our respective department or government agency the duties and responsibilities and acknowledge the relationships here established. We further agree to provide all resources in both manpower and material to perform the assigned task.

Mayor, Elizabeth Brandt Date

Village Manager, Brad Burke Date

Police Chief, Peter Kinsey Date

Fire Chief, Tom Krueger Date

Public Works Director, Brad Woodbury Date

Community & Economic Development Director, Stephen McNellis Date

Finance Director, Michael Peterson Date

**LINCOLNSHIRE
EMERGENCY SERVICES AND DISASTER
AGENCY**

EMERGENCY OPERATIONS PLAN

**ACCEPTANCE BY
LAKE COUNTY EMERGENCY MANAGEMENT
AGENCY**

If any section, clause, or provision of this plan shall be held invalid, such decision shall not affect the validity of any other provisions of this plan.

The Emergency Operations Plan shall be in full force from the date of approval, as provided by law.

Approved this _____ day of _____, 2015.

C. Kent McKenzie, Coordinator
Lake County Emergency Management Agency

Michael Jackson, Emergency Management Specialist
Lake County Emergency Management Agency

**LINCOLNSHIRE
EMERGENCY SERVICES AND DISASTER AGENCY**

EMERGENCY OPERATIONS PLAN

RECORD OF DISTRIBUTION

1.	Mayor, Elizabeth Brandt
2.	Village Manager, Brad Burke
3.	Police Chief, Peter Kinsey
4.	Deputy Police Chief, William Price
5.	Fire Chief, Tom Krueger
6.	Deputy Fire Chief, Scott Knesley
7.	Community & Economic Development Director, Stephen McNellis
8.	Public Works Director, Brad Woodbury
9.	Finance Director, Michael Peterson
10.	Management Analyst, Youssef Shoukry
11.	Lincolnshire Emergency Operations Center
12.	Police Sergeant's Office
13.	Vernon Hills Consolidated Communications Center
14.	Lake County Emergency Management Agency
15.	
16.	
17.	
18.	
19.	
20.	

**LINCOLNSHIRE
EMERGENCY SERVICES AND DISASTER
AGENCY**

EMERGENCY OPERATIONS PLAN

CONFIDENTIALITY STATEMENT

This document contains privileged information and is therefore declared to be a **Classified Document**. Any reproduction or duplication requires prior approval of the Lincolnshire Emergency Services and Disaster Agency Coordinator.

1 Olde Half Day Road
Lincolnshire, Illinois 60069

Copy #: _____

Issued To: _____

Dept. or Agency: _____

Date: _____

**LINCOLNSHIRE EMERGENCY SERVICES AND DISASTER AGENCY
EMERGENCY OPERATIONS PLAN
ANNEX RESPONSIBILITY MATRIX**

	A – Emergency Ops Center	B – Fire/Rescue/EMS	C – Law Enforcement	D – Public Health	E – Damage Assessment	F – Public Works	G – Public Information	H – Warning/Community Svcs	I – Evacuation	J – Mass Care	K – Animal Care	L – Transportation/Resource	M – Coroner	N – Radiological Protection	O – Recovery	P – Terrorism & WMD	Q – Hazardous Materials	R – Flooding
Lincolnshire ESDA	P			P	S		S	P	S	P	S	P	P	S	P	S	S	S
Lincolnshire-Riverwoods F.P.D.	S	P					S	S				S		P	S	S	P	S
Lincolnshire Police Department	S		P				S	S	P		P			S	S	P		S
Lincolnshire Public Works Dept	S				S	P		S	S			P		S	S			P
Lincolnshire Administration	S				S		P			S					P			
Lincolnshire CED Department	S				P		S			P					P			
Lincolnshire Finance Department	S				S		S					S			S			S
Vernon Hills Communications Ctr	S							S										
Local Superintendent/Schools										S		S						
Community Services										S	S	S						
American Red Cross							S			S	S							
Lake County Emergency Mgmt	S				S		S	S	S	S		S		S	S	S	S	S
Lake County Sheriff's Office	S		S				S	S	S			S		S		S		
Lake County Highway Dept	S					S			S			S		S				
Lake County Health Department	S			S			S			S		S		S		S	S	S
Lake County Coroner	S			S			S						S	S				
Lake County Assessment Office					S													

“P” = Primary Responsibility

“S” = Support Responsibility

VILLAGE OF LINCOLNSHIRE
EMERGENCY SERVICES AND DISASTER AGENCY

EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

Foreward:

Authentication
Record of Changes
Signature of Concurrence
Acceptance by Lake County EMA
Record of Distribution
Confidentiality Statement
Annex Responsibility Matrix

Plan Overview:

Statement of Purpose
Situations and Assumptions
Concept of Operations
Organization and Assignment of Responsibilities
Direction and Control
Continuity of Government
Administration and Logistics
Plan Development, Maintenance and Execution
Authorities and References

Annexes:

Annex A – Emergency Operations Center
Annex B – Fire / Rescue / Emergency Medical
Annex C – Law Enforcement
Annex D – Public Health
Annex E – Damage Assessment
Annex F – Public Works
Annex G – Public Information
Annex H – Warning and Communications Services
Annex I – Evacuation
Annex J – Mass Care
Annex K – Animal Care
Annex L – Transportation / Resource Management
Annex M – Coroner
Annex N – Radiological Protection
Annex O – Recovery
Annex P – Terrorism & Weapons of Mass Destruction
Annex Q – Hazardous Materials
Annex R - Flooding

VILLAGE OF LINCOLNSHIRE

PLAN OVERVIEW

STATEMENT OF PURPOSE

The Emergency Operation Plan addresses the Village of Lincolnshire's planned response to extraordinary emergency situations associated with natural disasters, technological incidents, terrorism, and nuclear defense operations. It provides operational concepts relating to the various emergency situations, identifies components of the local emergency management organization, and describes the overall responsibilities of the organization for protecting life and property as well as assuring the overall well-being of the population of the Village of Lincolnshire. The Plan also identifies the sources of outside support which might be provided by other jurisdictions, state and federal agencies, and the private sector.

SITUATIONS AND ASSUMPTIONS

Situations:

The Village of Lincolnshire is located in the southernmost area of Lake County, Illinois. The Village has a residential population of approximately 7,275 persons. The Village is bisected by the Des Plaines River, creating two distinctive sections. The easternmost section is primarily residential, consisting of approximately 2,500 homes. There is also a rather extensive office complex and a hotel adjacent to I-94. At the easternmost section, Illinois State Route 22 intersects I-94 with a four-way interchange. The western section of the Village is comprised primarily of office, commercial and professional entities. There is also a large resort hotel/motel complex which serves the corporate area.

Lincolnshire is served by various transportation systems: Illinois Routes 21 and 22, County roads and Interstate I-94. The Canadian National Railroad and Estes Trucking Terminal are located on the western edge of the Village. Lincolnshire is also located within the flight paths of O'Hare International and Chicago Executive (Palwaukee) Airports.

Lincolnshire also has the Des Plaines River which bisects the approximate center for the entire northern and southern length of the Village. The West Fork of the North Branch of the Chicago River runs through the eastern edge of the Village along the west side of the Interstate Tollway from the north to the south.

In addition to residential traffic, Lincolnshire has a large volume of transient commuter traffic on State, County and Village roads within the Village. There is also a large transient population employed at or making use of the commercial enterprises within the Village. The combined commercial and business areas employ approximately 26,000 transients daily.

Assumptions:

Lincolnshire has capabilities and resources which, if effectively employed, will minimize or eliminate the loss of life and damage to property in the event of a major emergency or disaster situation. Depending on the severity and magnitude of the emergency, it may be necessary to request additional assistance through mutual aid associations or from the private sector.

Warning coverage using outdoor warning sirens is capable of alerting the majority of the residents in the municipal area.

All local officials having a role in the disaster management system are familiar with the appropriate sections of the Plan.

It is assumed that the mutual aid resources described in the Plan shall be available within a reasonable time frame.

CONCEPT OF OPERATIONS

General:

It is recognized that the responsibility for protection of the lives and property of the residents of the Village of Lincolnshire rests with local government officials and that the ultimate authority in disaster situations rests with the Chief Administrative Officer. During such disasters, he/she shall retain sole overall command of the response efforts undertaken within the Village. In accordance with Illinois law, the Village Mayor, or his/her successor, shall be the only authority to declare a local disaster emergency.

While the Chief Administrative Officer of Lincolnshire has the overall command authority within the Village, it is also recognized that the response to disaster relies on many governmental levels including municipal, county, supporting counties, state regional, state, and federal. It is therefore critical that any such response be entirely coordinated to ensure a proper response to the situation. The Department of Homeland Security has established the National Incident Management System (NIMS) to ensure that all levels of government have the capability to work effectively and efficiently using a national approach to domestic incident management. The Village of Lincolnshire utilizes the Incident Command System (ICS) as a defined part of the National Incident Management System to manage emergency and disaster response.

Due to the overwhelming impact of disasters, it may become necessary to suspend some of the routine functions of government which are not directly related to the disaster response efforts.

Phases of Emergency Management:

The planning effort of the Village of Lincolnshire is based on the orderly, coordinated accomplishment of required tasks by the appropriate department. In order to insure the ability of the government to respond, there must be a timeline established for task accomplishment:

Prevention/Mitigation – All actions taken to prevent or reduce the possibility of occurrence, or the impact of a disaster.

Preparedness – All actions taken to insure the readiness of the government to respond to and recover from the effects of a disaster.

Response – All actions taken to meet the immediate life-safety needs of the jurisdiction following a disaster.

Recovery – All actions taken both short and long term to restore the jurisdiction to its pre-disaster condition.

Levels of Emergency:

Level I – A minor to moderate emergency where local resources are both adequate and available. A local disaster emergency is not declared by the jurisdiction.

Level II – A moderate to severe emergency where local resources are either not adequate or not available, and where mutual aid on a county-wide or regional level is required. A local disaster emergency may or may not be declared.

Level III – A major disaster where resources in and around the affected area are instantly overwhelmed, and state and/or federal assistance is required in both response and recovery. A local disaster emergency will be declared.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

General:

It is the responsibility of the Village of Lincolnshire to provide for a comprehensive emergency management system that will integrate all available operating departments, levels of government, and the private sector into a single management team. It is recognized that the various departments of government will have emergency functions in addition to their routine functions, but that these are complementary or parallel to the normal functions.

It is the responsibility of all departments listed in the Plan to develop and maintain procedures in support of the Plan that are NIMS compliant.

Stratum of Emergency Management:

Jurisdictional – The jurisdictional level consists of the emergency management staffs of cities, which are responsible for their respective jurisdictional areas. They provide command, control, and coordination of disaster operations.

County – The County level is responsible to provide and coordinate mutual aid from within the county, and to act as an information and coordination link with the state regional office.

State IEMA Region/Forward Command Post – This level is responsible for providing and coordinating support from unaffected counties, and from state regional, and district offices within the region, as well as to act as an information and coordination link with the state office.

State IEMA EOC – The state EOC is responsible for providing support not available from within a region, providing information to the Governor's office, and the request for federal assistance.

LOCAL RESPONSIBILITIES

Lincolnshire Village Mayor (Chief Elected Official):

- Policy decisions
- Legislation
- Declaration of a local disaster emergency as required

Lincolnshire Village Manager (Chief Administrative Officer):

- Overall direction and control
- Public information

Lincolnshire Emergency Services & Disaster Agency (ESDA) Coordinator:

- Coordination of all phases of emergency management
- Coordination of emergency services and disaster operations
- Coordination of mutual aid
- Communications support
- Public education
- Resource management
- Forward command post staff and facility
- Development and maintenance of the Emergency Operations Plan
- Emergency management staff training
- Coordination of search and rescue

Lincolnshire Police Department:

- Maintain law and order
- Traffic control
- Control restricted areas
- Protection of vital facilities
- Warning
- Communication
- Initial damage assessment
- Liaison with other law enforcement entities
- Support to and security of the forward command post
- Conduct search operations

Lincolnshire Public Works Department:

- Maintain roads, bridges, and sewers
- Debris removal
- Repair damaged roads/bridges
- Conduct detailed damage assessment for damaged public properties
- Fuel storage
- Equipment support
- Emergency vehicle and equipment repair
- Coordinate transportation activities
- Support the forward command post

Lincolnshire Community & Economic Development Department:

- Damage assessment
- Analyze hazardous zones
- Determine unsafe structures
- Develop and enforce land-use regulations
- Review building codes and land-use regulations for improvements

Lincolnshire-Riverwoods Fire Protection District:

- Fire suppression
- Conduct rescue operations
- Assist in warning
- Conduct hazardous materials operations
- Conduct radiological monitoring
- Radiological decontamination
- Initial damage assessment
- Communications support
- Emergency medical services
- Biochemical decontamination
- Provide support to the forward command post

Lake County Health Department:

- Investigate for sanitary conditions
- Coordinate epidemic control efforts
- Inspect food and water supplies
- Provide public health education
- Support the forward command post

Vernon Hills Consolidated Communications Center:

- Telecommunication support for EOC
- Telecommunication support for forward command post

Local Superintendents of School Districts 103, 125:

- Protect school children
- Provide public shelter
- Transportation support (school buses)

Lake County Coroner:

- Identify temporary morgue facilities
- Identification of deceased victims
- Release of information regarding deceased victims

DIRECTION AND CONTROL

General:

Overall command of any disaster operations within the Village of Lincolnshire will remain with the Chief Administrative Officer. Command of individual departments will remain with the operating department heads under the direction of the Village Manager. Overall coordination of disaster operations will be provided by the Village's ESDA Coordinator.

Emergency Operations Center:

The Village of Lincolnshire Emergency Operations Center (EOC) is located at 1 Olde Half Day Road in the Village Hall. The EOC serves as the primary crisis management center for the Village of Lincolnshire. Emergency operations during a major emergency or disaster situation require careful coordination and direction. These operations are coordinated by a group of government officials known as the "Crisis Management Team." Crisis management, under emergency or disaster conditions, requires rapid transmission and evaluation of information, immediate decision-making, and expeditious response to present or likely dangers.

CONTINUITY OF GOVERNMENT

Executive Lines of Succession:

The executive line of succession within the Village of Lincolnshire is as follows:

1. Lincolnshire Village Mayor
2. Village Manager
3. Finance Department Director

Individual departments are responsible for departmental lines of succession (see appropriate annex).

PRESERVATION OF RECORDS

It is the responsibility of the Village Clerk to identify and provide for the protection of documents of a public and private nature which are critical for the continuing operation of the government.

ADMINISTRATION AND LOGISTICS

Records and Reports:

It is the responsibility of the Village of Lincolnshire ESDA Coordinator to insure that all reports required by the State of Illinois relating to disasters are prepared and forwarded in an expeditious manner. At a minimum, records will be kept recording all disaster-related expenditures, personnel time, and equipment. These records are discussed in the appropriate annexes to this Plan.

Non-Discrimination:

It is the policy of the Village of Lincolnshire to not discriminate against any person on the basis of race, color, creed, sex, or sexual preference.

Emergency Purchasing:

The Village Manager, or his/her designated representative, has the authority to authorize purchases of disaster-related materials outside of normal purchasing procedures following the declaration of a local disaster emergency. The Finance Director shall establish a procedure for documentation and payment.

Personnel Management:

Absent exigent circumstances, existing union contract provisions shall not be violated.

For any employee not covered under contract, the normal personnel rules shall apply.

Use of Local Firms:

Where possible, emergency purchases will be made from previously used vendors.

PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

This Plan will be activated by the declaration of a local disaster emergency by the Village Mayor or by order of succession of:

- Lincolnshire Village Manager
- Lincolnshire ESDA Coordinator

Plan development and maintenance is the responsibility of the Village of Lincolnshire ESDA Coordinator.

Each operating department head is responsible for insuring the maintenance of his or her individual sections of the Plan.

The Plan will be reviewed and updated every two years.

The ESDA Coordinator will develop and conduct annual exercises of the Plan except in a year in which an actual disaster or event has occurred.

INTEGRATED EMERGENCY MANAGEMENT

Local Level:

Local government is responsible for emergency planning response and continued assessment of its ability to protect citizens and property within the community. If a community does not have sufficient resources or if its resources are overwhelmed by an emergency, local government can ask for assistance from the state. This process is initiated by a formal written disaster declaration by the Village Mayor followed by a telephone call to the Lake County Emergency Management Agency (**847-377-7100**), who will facilitate the request.

State Level:

As an elected official and head of the state, the governor is responsible for the safety and protection of citizens within the state. The state emergency management agency is involved in protecting communities and citizens within the state. It carries out statewide emergency management activities and coordinates activities involving more than one community. In addition, the state will assist individual communities when they need help due to lack of resources or to recover from a disaster.

If local government applies to the state for assistance, the governor reviews the application, studies the damage estimates and, if appropriate, declares the area a state disaster. If the state, as well as local resources, is overwhelmed, the governor requests federal assistance by asking for a presidential declaration of disaster or emergency.

Federal Level:

In a disaster, federal assistance becomes available following a declaration of a major disaster or emergency by the President of the United States. The governor of the state must request the declaration. The declaration permits a wide range of federal response and recovery assistance to aid disaster victims.

The Federal Emergency Management Agency (FEMA), under direction of the Department of Homeland Security, has been authorized to coordinate all emergency management activities during a presidential declaration of a disaster or emergency. FEMA provides supplemental resources when communities and states do not have sufficient resources to protect or assist their citizens following a disaster. This assistance is intended to help restore essential services that can get the local economy stimulated and meet disaster-related needs of individuals.

PLAN OVERVIEW

AUTHORITIES AND REFERENCES

LEGAL AUTHORITIES

Village of Lincolnshire Municipal Code –

- Title 9, Chapter 2 – Emergency Services and Disaster Agency

Illinois Compiled Statutes –

- 20 ILCS 3305/1 et al – Illinois Emergency Management Agency Act

REFERENCES

CPG 101 – “Developing and Maintaining Emergency Operations Plans”

CPG 1-6 – “Disaster Operations”

CPG 1-8/1-8A – “State and Local Emergency Operations Plans”

VILLAGE OF LINCOLNSHIRE

ANNEX A - EMERGENCY OPERATIONS CENTER

STATEMENT OF PURPOSE

The Village of Lincolnshire Emergency Operations Center (EOC) is located in the Village Hall at One Olde Half Day Road, Lincolnshire, Illinois 60069. The EOC serves as the primary crisis management center for the Village of Lincolnshire. Operations conducted in response to a major emergency or disaster requires careful coordination and direction. In the Village of Lincolnshire, these operations are coordinated by a group of local government officials referred to as the "Crisis Management Team." Crisis management, under the conditions likely to exist during a major emergency or disaster situation, requires rapid transmission and evaluation of information, prompt decision making, and expeditious response to present or likely dangers.

The purpose of this annex is to identify those personnel who comprise the Crisis Management Team, Village department responsibilities for maintaining the EOC in a state of readiness, and procedures for activating and operating the EOC.

SITUATIONS AND ASSUMPTIONS

Situations:

Major emergencies and disasters, whether natural or man-made, place extraordinary strains on all levels of government. When the demand for services escalates, and the ability to deliver these services diminishes, special skills, equipment, and facilities are needed. These situations create a need for government officials to direct and control Village-wide operations under the most adverse circumstances. The Crisis Management Team must cooperate and work together closely to make decisions and direct the necessary actions of all Village departments.

Assumptions:

The EOC is designed to be functional in response to all types of major emergency and disaster situations. Members of the Crisis Management Team will be trained to perform their duties and responsibilities. Supporting supplies and equipment are stored in the EOC ready for immediate use should a major emergency or disaster occur.

CONCEPT OF OPERATIONS

The Village Manager is the Chief Administrative Officer of the Village and has overall responsibility for the protection of life and property and the provision of effective response and recovery operations.

The Lincolnshire Emergency Services and Disaster Agency (ESDA) Coordinator has been identified as the Village official responsible for the development of disaster plans and coordination of operations within the EOC. Department directors or their designee(s) are responsible for the operations of their own departments and will function from the EOC during major emergencies or disasters to ensure overall coordination and maximum utilization of resources.

The Emergency Operations Center will only be activated under one of the following circumstances:

1. In response to an emergency or disaster.
2. In preparation for a potential emergency.
3. During emergency or disaster drills.
4. At any other time designated by the Village Manager.

ALTERNATE LOCATION OF EOC

In the event the primary EOC has been rendered unusable, the following location will be utilized as the alternate EOC site:

Village of Lincolnshire Public Works Facility
205 Schelker Road
Lincolnshire, Illinois 60069

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Village Manager has overall responsibility for command of emergency operations. Department directors are responsible for developing plans, coordinating operations, and assuring the EOC has the necessary supplies and equipment to support the requirements of the Crisis Management Team and support personnel.

The Lincolnshire Police Department will provide security and restrict access to the EOC upon activation. Only those personnel identified as members of the Crisis Management Team, their designees, support staff, and personnel authorized by the Village Manager will be permitted access to the EOC.

The following specific direction and control responsibilities have been assigned to the tasked organizations:

Lincolnshire-Riverwoods Fire Protection District:

The Fire Protection District will establish or join the Incident or Unified Command at the scene. The Fire Protection District Chief or designee will report to the EOC when requested. As a member of the Crisis Management Team, the Fire Chief will help develop response objectives and coordinate operations.

Lincolnshire Police Department:

The Police Department will establish or join the on-scene Incident or Unified Command. The Police Chief or designee will report to the EOC when activated. As a member of the Crisis Management Team, the Police Chief will help develop response objectives and coordinate operations.

Lincolnshire Public Works Department:

The Public Works Department Director or designee will report to the EOC upon activation to assist with the response. As a member of the Crisis Management Team, the Public Works Director will help develop response objectives and coordinate operations.

Emergency Services and Disaster Agency Coordinator:

The ESDA Coordinator notifies needed or engaged agencies and departments of any emergencies or disasters, and requests designated individuals to report to the EOC. The Coordinator manages the EOC, including arranging for sufficient support personnel from Village staff. The ESDA Coordinator acts as part of the Crisis Management Team.

Public Information Officer:

The Public Information Officer coordinates information releases and interaction with the media through the Joint Information System. The PIO works with the Crisis Management Team and Incident/Unified Commanders to facilitate consistent, accurate, and appropriate sharing and coordination with the media.

On-Scene Incident/Unified Command:

On-Scene Incident or Unified Command manages and directs the various on-scene resources, determines immediate needs, such as evacuation or sheltering-in-place around the scene, provides information to the EOC, and requests additional resources through the EOC.

DIRECTION AND CONTROL

The Emergency Operations Center is the primary direction and control facility for collecting, recording, analyzing, authenticating, and retaining major emergency and disaster related information. This will include such information as damage assessments, evacuee lists, and casualty lists for EOC and field personnel. The EOC will be supported by a field command post. Personnel from departments operating at the scene of a major emergency or disaster will report to and coordinate their actions through the command post. All information collected at the EOC will be disseminated to EOC personnel, command post personnel, local, state, and federal government agencies, and any other agency identified as having a vested interest in the incident. The EOC will be further supported by a media briefing center (Refer to Annex "G" – Public Information).

CONTINUITY OF GOVERNMENT

The line of succession for command of the Emergency Operations Center is as follows:

1. Village Manager
2. ESDA Coordinator (Police Chief)
3. Finance Director

In the absence of the Village Manager, any of the above persons has the authority to activate the Emergency Operations Center.

ANNEX A - EMERGENCY OPERATIONS CENTER

APPENDICES

1. Pre-Emergency Operations Checklist
2. Required Equipment Checklist
3. Response Operations Checklist
4. Recovery Operations Checklist
5. Crisis Management Team Roster

ANNEX A - EMERGENCY OPERATIONS CENTER

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Maintain current listing of Crisis Management Team personnel.
- _____ 2. Periodically test emergency telephone circuits to insure operability in time of emergency.
- _____ 3. Prepare emergency operations boxes for each member of the Crisis Management Team. At a minimum, the boxes should include:
 - Responsibility Matrix
 - Annex(es) related to member's responsibilities
 - Scratch paper
 - Pens/Pencils
 - Message log
 - EOC name card
 - ID badges
 - EOC floor plan with phone numbers
- _____ 4. Develop training and simulation program to insure that all members of the Crisis Management Team are familiar with EOC operations.
- _____ 5. Determine food and water requirements and develop plans to stock the EOC in the event of an increased readiness period.
- _____ 6. Stock administrative supplies and equipment as needed.
- _____ 7. Develop an EOC message form to record major decisions that enter and leave the EOC.
- _____ 8. Develop computer programs for all record-keeping contingencies.
- _____ 9. Train staff in use of the EOC message form.
- _____ 10. Train support staff, message controller, computer operator, group chief, plotters, etc. in EOC operational procedures.
- _____ 11. Insure the EOC back-up generator is in operational condition at all times.

ANNEX A - EMERGENCY OPERATIONS CENTER

APPENDIX 2

REQUIRED EQUIPMENT CHECKLIST

- _____ 1. Police radio system

Frequencies: - 470.8625 - 473.8625 (F1)
 - 471.2875 - 474.2875 (Emer. Back-up)
 - 471.2375 - 474.2375 (Emer. Back-up)

- _____ 2. Fire radio system

Frequencies: - 153.215 - 156.135 (Red Ctr Dispatch)
 - 153.890 (Red Fire Ground)

- _____ 3. Public Works/Damage Assessment band base station radio

Frequency: - 154.085

- _____ 4. Two (2) Police Department portable radios (upon activation of the EOC, this equipment will be supplied by the Police Department)

- _____ 5. Two (2) Fire Protection District portable radios (upon activation of the EOC, this equipment will be supplied by the Fire Protection District)

- _____ 6. Two (2) Public Works/Damage Assessment portable radios (upon activation of the EOC, this equipment will be supplied by the Public Works Department)

- _____ 7. Four (4) hardwired telephones

 Primary EOC Telephone # 847-913-2506
 Primary EOC Fax # 847-883-8608

- _____ 8. Highlighters, rulers, pens, etc. for marking maps

- _____ 9. Ten (10) maps of the Village of Lincolnshire
 - One (1) map displaying primary and secondary evacuation routes.
 - Nine (9) blank maps.

ANNEX A - EMERGENCY OPERATIONS CENTER

APPENDIX 3

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Following the determination that an incident has occurred which may require the activation of the EOC, a Police Department supervisor will notify the Chief of Police, through the chain of command. The Chief of Police will authorize notification of the Village Manager, if deemed appropriate.
- _____ 2. The Village Manager or his designee will authorize the activation of the EOC, if appropriate, and subsequent notification of the Crisis Management Team. Crisis Management Team members shall report to the EOC as soon as possible.
- _____ 3. Following authorization, the Police Department supervisor will request the Communications Center notify all remaining members of the Crisis Management Team.
- _____ 4. An emergency situation log, identifying dates and times of all incidents, situations, and responses will be initiated by the Police Department supervisor. Responsibility for maintaining this log will be transferred to the "Keeper of Records" following his/her arrival at the EOC. A support staff person will be assigned to assume the role of "Keeper of Records."
- _____ 5. Following authorization to activate the EOC, the Police Department supervisor and available personnel from all departments will initiate set-up. This process will include the following steps:
 - a. Set up tables as shown in diagram.
 - b. Move telephone cabinet to center of table configuration and attach telephone cables from wall to cabinet.
 - c. Place telephones on tables as indicated in diagram.
 - d. Remove Crisis Management Team emergency operations boxes from storage closet and place in respective position according to diagram.
 - e. Set up name cards and displays according to diagram.
 - f. Assign a Police Officer to provide security at the entrance to the EOC.

- _____ 6. Insure the establishment of a command post at or near the scene of the emergency or disaster.
- _____ 7. Each department director is responsible for assuring that a command level representative of his/her department is sent to the command post to coordinate field operations.
- _____ 8. The ESDA Coordinator will insure that a photographic team is dispatched to the emergency or disaster site, if appropriate, to record initial damage and conditions for inclusion into later documentation.
- _____ 9. Following assessment of the initial situation, and if the Village Mayor signs a formal declaration of a local disaster or emergency, the Village Manager will direct notification of the Lake County Emergency Management Agency in Libertyville at 847-377-7100 or **847-549-5200 (24-hour)**. This initial notification will include:
 - a. Identification of the disaster agent
 - b. Summary of initial response by the Village
 - c. A preliminary estimate of the impact
 - d. Explanation of the immediate assistance required
- _____ 10. The Village Manager or his designee will hold an initial briefing as soon as practical to assure thorough understanding of the situation by members of the Crisis Management Team.
- _____ 11. The Village Manager or his designee will issue a statement to the public as soon as possible to identify the scope of the situation, outline initial government actions, and recommend actions to be taken by citizens, if any.
- _____ 12. The Public Information Officer will schedule an initial media briefing and post a schedule for further media statements (Refer to Annex "G" – Public Information).
- _____ 13. Appropriate department directors will request mutual aid assistance, as necessary, through established mutual aid channels. Requests for assistance from Lake County or the State of Illinois will be forwarded to Lake County EMA or State of Illinois EMA by the Village Manager or his designee.
- _____ 14. The Crisis Management Team will insure that all available local resources have been committed prior to requesting outside assistance from the county, state or federal governments.
- _____ 15. The Emergency Operations Center will be the principal point of contact for liaison between the Village of Lincolnshire and county, state and/or federal resources.

- _____16. The Village Manager or his designee will schedule EOC support staff briefings at least once each hour to assure understanding of the situation by each member of the EOC support staff.

- _____17. The Village Manager or his designee will provide hourly briefings to the Lake County EMA.

ANNEX A - EMERGENCY OPERATIONS CENTER

APPENDIX 4

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Following the determination that operations have returned to a normal level, complete the following actions:
 - a. Return mutual aid assistance.
 - b. Resume normal governmental functions.
 - c. Determine the extent of continuing assistance needed from the county, state, and federal governments.
 - d. Return borrowed and rented equipment.
- _____ 2. Prepare final damage assessment and expenditure data for submission to appropriate authorities for possible reimbursement.
- _____ 3. Clean and return the EOC to its pre-emergency condition.
- _____ 4. Perform maintenance on damaged EOC equipment.
- _____ 5. As soon as possible following the close of emergency operations, Crisis Management Team personnel should meet to critique the operations and, if necessary, modify operational procedures in preparation for possible future incidents.
- _____ 6. Prepare NIMS After Action Reports (AAR).

ANNEX A - EMERGENCY OPERATIONS CENTER

APPENDIX 5

CRISIS MANAGEMENT TEAM ROSTER

This information is strictly confidential and shall only be used to contact members of the “Crisis Management Team” in the event of a major emergency or disaster situation.

Mayor, Elizabeth J. Brandt
217 Brampton Lane
Lake Forest, IL 60045
Home: 847-295-6234
Cell: 847-404-4245

Police Chief & ESDA Coord Peter Kinsey
437 High Road
Cary, IL 60013
Office: 847-913-2341
Home: 847-639-0372
Cell: 847-544-9952

Village Manager, Brad Burke
2837 Idlewood Lane
Highland Park, IL 60035
Office: 847-913-2335
Home: 847-780-4122
Cell: 847-489-6357

Fire Chief, Tom Krueger
15921 S. Fairfield
Plainfield, IL 60544
Office: 847-634-2512
Home: 847-812-1234
Cell: 847-812-1234

Finance Director, Michael Peterson
243 Heritage Trail
Hainesville, IL 60030
Office: 847-913-2303
Home: 847-231-6571
Cell: 224-374-8685

Public Works Director, Brad Woodbury
1031 Grayhawk Drive
Algonquin, IL 60102
Office: 847-913-2381
Home: 847-508-9627
Cell: 224-629-1206

Management Analyst, Youssef Shoukry
4622 N. Wolcott Avenue
Chicago, IL 60640
Office: 847-913-2332
Home: 773-317-8244
Cell: 773-317-8244

Community & Economic Development
Director, Steve McNellis
3100 N. Sheridan Road #7B
Chicago, IL 60657
Office: 847-913-2312
Home: 773-383-9208
Cell: 773-383-9208

VILLAGE OF LINCOLNSHIRE

ANNEX B – FIRE / RESCUE / EMERGENCY MEDICAL

STATEMENT OF PURPOSE

The purpose of this annex is to insure the coordination and rapid deployment of fire prevention, fire suppression, rescue, and emergency medical personnel during major emergency or disaster situations.

SITUATIONS AND ASSUMPTIONS

Situations:

Lake County is comprised of over 31 fire departments representing both municipalities and fire protection districts. Each fire unit is under the direct control of a chief officer. Fire personnel serve in full-time paid, paid on call, and volunteer positions.

The fire departments are organized to provide mutual aid to each other under the Mutual Aid Box Alarm System (MABAS). The fire departments are interconnected through various transportation systems; Illinois Routes 12, 21, 59, 83, 43, 41, 132, 137, 176, 22, 60, 120, 173, and Interstate I-94.

Located within Lake County are a substantial number of possibilities for industrial/hazardous material accidents. Besides the various highway systems, Lake County is serviced by the following railroads; Chicago Northwestern, Elgin, Joliet and Eastern, Canadian National, Metra and AmTrak Lines. Also located within Lake County is Waukegan Memorial Airport and the county is located within the flight paths of the Chicago Executive Airport (Palwaukee) in Wheeling, O'Hare International Airport in Chicago and Mitchell Field in Milwaukee, Wisconsin. Other than transportation accidents, there is also a substantial amount of industry. There are two major pharmaceutical manufacturing corporations and over 80 industrial sites that were classified by the Illinois Environmental Protection agency as producers, users, or storage facilities for hazardous and/or toxic chemicals, and one (1) natural gas storage farm and pipeline.

Each individual fire department is responsible for providing training to its personnel. Additional training is provided by various county and state fire associations, local hospitals, Illinois Department of Public Health, College of Lake County, University of Illinois and Southern Illinois University. State certification is available to fire personnel.

Specialized training is provided to fire personnel in the areas of hazardous materials response, underwater rescue, and emergency rescue techniques.

Other than fire, rescue and hazardous materials situations, Lake County fire departments may be confronted with a wide variety of emergency problems including

natural (drought, flood, tornado, seiche, wildfire, and serious winter storms) and technological/man-made hazards (nuclear or conventional attack, civil disorder, dam failure, nuclear facility incident, power failure and transportation accidents).

Assumptions:

First response to any fire, rescue, hazardous material or emergency medical incident within the Village of Lincolnshire will be performed by personnel from the Lincolnshire-Riverwoods Fire Protection District.

Due to the unknown nature of any given emergency or disaster situation, additional resources necessary will be provided through the Fire Department's Mutual Aid Box Alarm System (MABAS). Additional specialized equipment may be obtained through county, state, and federal agencies, as well as private resources.

CONCEPT OF OPERATIONS

By Illinois law, local government is ultimately responsible for the protection of life and property. The Chief Administrative Officer is also responsible for ensuring that disaster response and recovery operations are effective. Providing for an efficiently functioning Fire/Rescue/Emergency Medical System is one of those critical response and recovery functions.

Within the Village of Lincolnshire, the Lincolnshire-Riverwoods Fire Protection District has been identified as the "lead agency" for the provision of fire, rescue, and emergency medical services.

Responsibilities of the Fire Protection District in times of a major emergency or disaster are essentially the same as in daily operations. However, in addition to the primary functions of fire suppression and rescue of trapped and/or injured victims, Fire Protection District personnel may be asked to perform additional tasks and may have to coordinate their operations with other departments or agencies. Major emergencies or disasters within the Lincolnshire-Riverwoods Fire Protection District service area will result in a request for mutual aid from neighboring departments. When manpower needs or equipment needs exceed local levels, a MABAS Box Alarm may be requested resulting in predetermined resources from neighboring fire departments. Off-duty fire personnel will be recalled to supplement on-duty personnel as necessary.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Lincolnshire-Riverwoods Fire Protection District has the responsibility for providing all fire, rescue, hazardous materials, and emergency medical services within the Village of Lincolnshire.

The Fire Protection District is administered by the Fire Chief who shall be responsible to the Fire Protection District Board.

In the event that an emergency overwhelms all available resources, the Fire Chief or his designee shall recall off-duty personnel and/or request mutual aid assistance through the designated MABAS division. All fire/rescue resources responding as a result of a mutual aid request will report to and operate under the direction of the Lincolnshire-Riverwoods Fire Protection District Fire Chief or his designated representative.

DIRECTION AND CONTROL

The Lincolnshire-Riverwoods Fire Protection District shall be responsible for coordinating all suppression, rescue, hazardous materials, and emergency medical activities within the Village of Lincolnshire. The Fire Chief or his designated representative shall serve as the fire service coordinator at the Emergency Operations Center (EOC). All major decisions concerning the emergency or disaster shall be formulated and administered from this point.

Field operations shall be coordinated by a senior fire officer, designated by the Fire Chief, through a forward command post functioning at or near the incident site.

Communications and coordination of responding mutual aid fire services will be accomplished via the Northern Illinois Fire Emergency Radio Network (NIFERN) frequency through the MABAS dispatch facility.

CONTINUITY OF GOVERNMENT

The line of succession for the Lincolnshire-Riverwoods Fire Protection District is as follows:

1. Fire Chief
2. Deputy Fire Chief
3. Battalion Chief
4. Lieutenant

ANNEX B - FIRE / RESCUE / EMERGENCY MEDICAL

APPENDICES

1. Pre-Emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist
4. MABAS Division 4 Fire Departments
5. Chemical Emergency Response List
6. Fire Protection District Organizational Chart

ANNEX B - FIRE / RESCUE / EMERGENCY MEDICAL

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Review hazards analysis to determine possible fire hazards.
- _____ 2. Maintain up-to-date equipment inventory listing.
- _____ 3. Provide special training to department personnel including hazardous materials, radiological response, technical rescue, etc.
- _____ 4. Inspect EOC for fire safety; test all communications equipment to ensure operating capability.
- _____ 5. Check out emergency electrical generating equipment.
- _____ 6. Participate in annual mutual aid exercises to ensure readiness to respond to a major emergency.
- _____ 7. If warning time permits, prior to an emergency, alert and call-in all department personnel or place personnel on stand-by status.
- _____ 8. Provide adequate fire protection for shelter areas.

ANNEX B - FIRE / RESCUE / EMERGENCY MEDICAL

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Following the determination that a major emergency situation has occurred, the Battalion Chief will ensure that the Fire Chief and Deputy Fire Chiefs have been advised of the situation.
- _____ 2. The Battalion Chief shall establish or report to an already functioning Field Command Post.
- _____ 3. The Fire Chief shall report to the EOC or the Field Command Post to assume command of operations after assigning a designated representative to the EOC, if activated.
- _____ 4. Following an assessment of the situation, if it is determined that mutual aid assistance will be needed, the Incident Commander, through the Command Post, will notify MABAS Division 4 dispatch via the IFERN frequency 154.265 MHz. The Command Post will inform MABAS dispatch of:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Specific mutual aid assistance required
 - d. Location of equipment staging area
- _____ 5. If mutual aid assistance is requested, the Incident Commander shall establish an equipment staging area to accommodate incoming equipment and manpower.
- _____ 6. If the EOC is activated, the Command Post shall make periodic status reports detailing the emergency's progress.
- _____ 7. The Incident Commander will coordinate through the Command Post with other departments to ensure traffic control, crowd control, additional resources, etc.
- _____ 8. The Incident Commander will request, if appropriate, Mental Health assistance from the Health Department Annex.
- _____ 9. Continue to respond to requests from the community using remaining or mutual aid resources.

ANNEX B - FIRE / RESCUE / EMERGENCY MEDICAL

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Continue to respond to requests for assistance from the community.
- _____ 2. If necessary, request mental health assistance for the first response personnel for all Village departments.
- _____ 3. If appropriate, conduct fire investigation.
- _____ 4. If appropriate, provide decontamination functions as coordinated by the ESDA Coordinator.
- _____ 5. Identify potential fire hazards caused by the situation, such as damaged gas mains or downed electrical lines.
- _____ 6. Monitor demolition of damaged structures.
- _____ 7. Repair or replace damaged equipment.
- _____ 8. Prepare reports on the situation for inclusion into the official record and later critique.

ANNEX B - FIRE / RESCUE / EMERGENCY MEDICAL

APPENDIX 4

MABAS DIVISION 4 FIRE DEPARTMENTS

Abbott Laboratories
Antioch Fire Department

Barrington Fire Department
Beach Park Fire Department
Buffalo Grove Fire Department

Countryside Fire Protection District

Fox Lake Fire Department

Grayslake Fire Protection District
Great Lakes Fire Department
Greater Round Lake Fire Protection District
Gurnee Fire Department

Knollwood Fire Department

Lake Bluff Fire Department
Lake Forest Fire Department
Lake Villa Fire Department
Lake Zurich Fire & Rescue Department
Libertyville Fire Department
Lincolnshire-Riverwoods Fire Protection District
Long Grove Fire Protection District

Mundelein Fire Department

Newport Township Fire Department
North Chicago Fire Department

Wauconda Fire Department
Waukegan Fire Department
Winthrop Harbor Fire Department

Zion Fire Department

ANNEX B - FIRE / RESCUE / EMERGENCY MEDICAL

APPENDIX 5

CHEMICAL EMERGENCY RESPONSE LIST

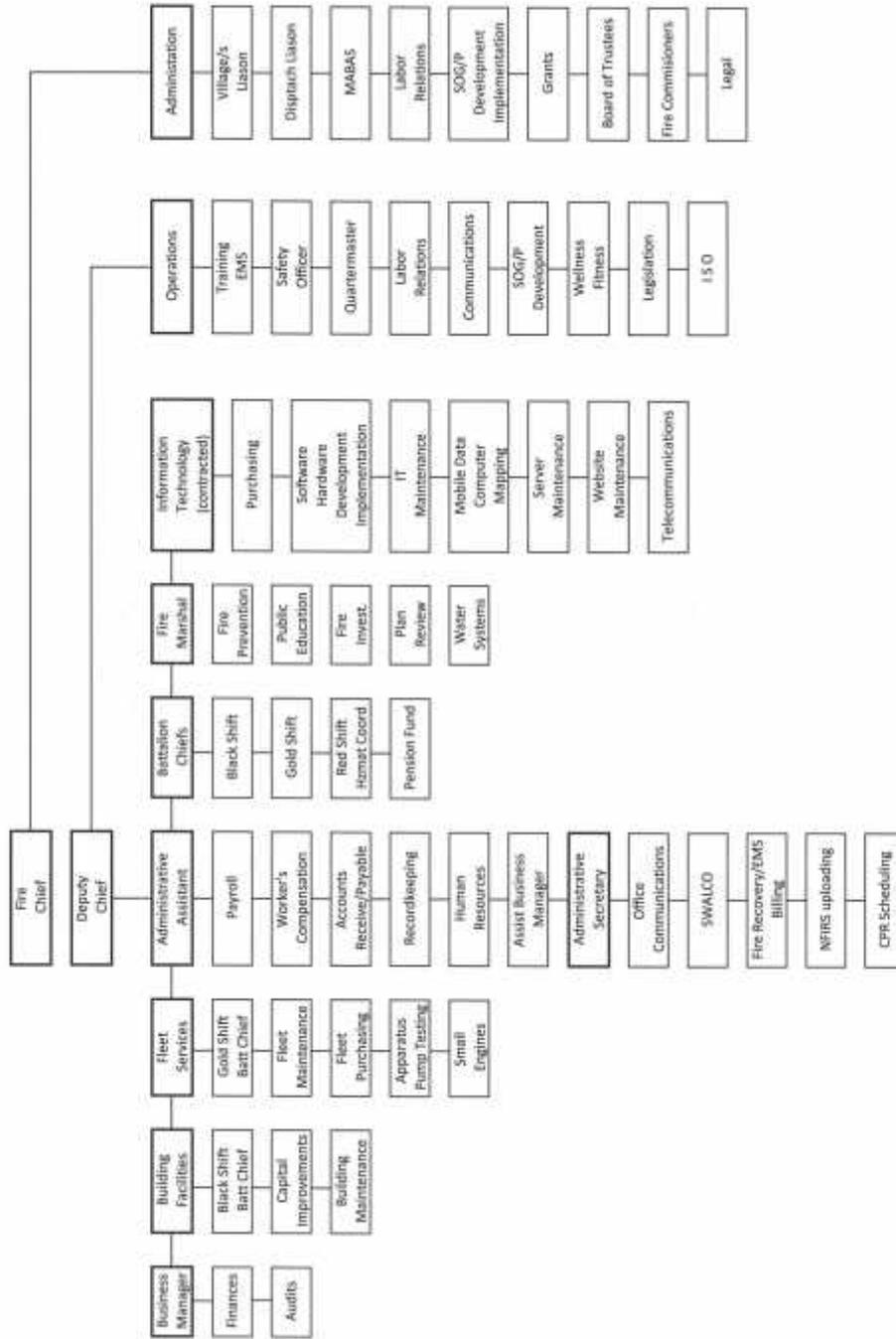
1. MABAS Division 4 Hazardous Materials Response Team
2. Chem Trec – 1-800-424-9300 (24 Hrs.)
3. Illinois State Police – Haz/Mat Unit
595 S. State Street
Elgin, IL 60123
815-726-6291

ANNEX B - FIRE / RESCUE / EMERGENCY MEDICAL

APPENDIX 6

LINCOLNSHIRE-RIVERWOODS FIRE PROTECTION DISTRICT ORGANIZATIONAL CHART

Lincolnshire-Riverwoods Fire Protection District



VILLAGE OF LINCOLNSHIRE ANNEX C - LAW ENFORCEMENT

STATEMENT OF PURPOSE

This annex outlines the responsibilities of all law enforcement agencies involved in a major emergency or disaster situation with the intent of insuring an effective response. The Police Department will be responsible for coordinating all of the law enforcement responsibilities inherent in a major emergency or disaster situation.

SITUATIONS AND ASSUMPTIONS

Situations:

The Village of Lincolnshire is traversed by two major state highways, and is bordered on the east by Interstate 94. A commuter and freight railway lies just outside the Village's borders to the west. The Village is essentially divided in half by the Des Plaines River with the eastern portion consisting of mostly residential properties and the western portion consisting of mostly commercial properties. A large office park comprises the majority of the western portion of the Village. The Village of Lincolnshire is home to Stevenson High School which has an enrollment in excess of 4,000 students. Lincolnshire lies in the flight path of the Chicago Executive Airport in Wheeling. The geographical area of the Village is 4.58 square miles, and it lies in southeastern Lake County. The general population is 7,300 people.

Assumptions:

Any major emergency or disaster will exceed the physical resources immediately available to the Police Department, and thus it will be necessary to utilize outside resources such as the Illinois Law Enforcement Alarm System (ILEAS), Northern Illinois Police Alarm System (NIPAS), the Lake County Sheriff's Police, the Illinois State Police, and/or the Illinois National Guard to provide mutual aid assistance.

CONCEPT OF OPERATIONS

The function of the Lincolnshire Police Department and any other assisting law enforcement agencies is to:

1. Enforce all laws, ordinances, and emergency regulations.
2. Maintain uniform traffic flow and control.
3. Protect life and property.
4. Monitor and control crowds.

5. Provide all law enforcement and/or regulatory support services.
6. Establish and maintain a secure perimeter around the affected areas.
7. Continue to provide police services in unaffected areas of the Village.
8. Provide the leadership necessary to coordinate the continuing operation of law enforcement activities.

The disaster scene will be the responsibility of the venue agency for the preservation of evidence. The Lake County Coroner's Office shall assume responsibility for any fatalities resulting from the major emergency or disaster. The state, county, or village will provide security in the area to which the bodies are removed.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Lincolnshire Police Department is responsible for providing all law enforcement services within the Village during a major emergency or disaster. Any outside law enforcement resources assisting with the situation shall coordinate their efforts with the Lincolnshire Police Department.

Lincolnshire Police Department:

- Coordinate all law enforcement activities.
- Maintain law and order.
- Secure and maintain control of the disaster scene.
- Secure vital facilities.
- Provide traffic and access control.
- Provide crowd control.
- Coordinate requests for mutual aid.
- Manage all additional law enforcement resources.

Northern Illinois Police Alarm System (NIPAS):

- SWAT, hostage negotiation, crowd control teams.

Illinois Law Enforcement Alarm System (ILEAS):

- Provide immediate police manpower resources until relieved by callback personnel, the Lake County Sheriff's Police, and/or the Illinois State Police.

Lake County Sheriff's Police:

- Support law enforcement activities as requested.

Illinois State Police:

- Support law enforcement activities as requested.

Illinois National Guard:

- Provide support within the affected area as directed by the governor.

DIRECTION AND CONTROL

The Lincolnshire Police Department is responsible for maintaining and coordinating emergency law enforcement activities within the Village of Lincolnshire. The Chief of Police or his designee will serve as the law enforcement coordinator in the Emergency Operations Center.

Requests for assistance will be handled through the Emergency Operations Center and the Vernon Hills Consolidated Communications Center. In the event that the Vernon Hills Consolidated Communications Center is not functional, communications will be handled from one of its pre-designated back-up sites.

The prioritizing of law enforcement assignments will be handled through the Emergency Operations Center.

CHAIN OF COMMAND

The chain of command for the Lincolnshire Police Department is as follows:

1. Chief of Police
2. Deputy Chief of Police
3. On-Duty Patrol Division Sergeant
4. On-Duty Investigations/Youth Division Sergeant

ANNEX C - LAW ENFORCEMENT

APPENDICES

1. Pre-Emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist
4. Command Post Equipment Checklist
5. Police Department Organizational Chart

*Note: The Police Department callback roster is located in the Law Enforcement Resource Directory which has been issued to all sworn officers with a rank of Sergeant and above.

ANNEX C - LAW ENFORCEMENT

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Identify agencies capable of providing supportive services in the event of a major emergency or disaster.
- _____ 2. Maintain contact (at least twice yearly) with these agencies to determine their status and to update contact files.
- _____ 3. Identify those buildings and facilities that may require protection in the event of a major emergency or disaster.
- _____ 4. Develop plans to safeguard designated buildings, facilities, and government officials.
- _____ 5. Develop procedures for securing a disaster scene and restricting access to authorized personnel.
- _____ 6. Provide specialized training to Department personnel to prepare them for emergency response.
- _____ 7. Identify primary and secondary roadways to be used for evacuation purposes.

ANNEX C - LAW ENFORCEMENT

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Upon verification that a major emergency or disaster has occurred, the On-Duty Patrol Supervisor will immediately notify the Chief of Police through the chain of command as directed by Department directive. If authorized, the On-Duty Patrol Supervisor shall also notify the Village Manager.
- _____ 2. When authorized by the Village Manager or his designee, the On-Duty Patrol Supervisor will notify the remaining members of the Crisis Management Team*.
- _____ 3. The On-Duty Patrol Supervisor will assign personnel to begin setting up the EOC, and shall respond to the incident scene to establish a field command post (Refer to Appendix 4 for Command Post Equipment Checklist).
- _____ 4. If applicable, establish protective measures for facilities previously determined to be vital.
- _____ 5. Establish a secure perimeter around the disaster site and admit only authorized personnel.
- _____ 6. Establish a staging area for outside law enforcement resources responding to a mutual aid request.
- _____ 7. The On-Duty Patrol Supervisor will assign a sworn officer to provide security at the entrance to the EOC.
- _____ 8. Police personnel will maintain an Emergency Situation Log, identifying the date and time of all incidents, situations, and responses. Responsibility for keeping this log will be transferred to the "Keeper of Records" following his/her arrival at the EOC.
- _____ 9. Receive, analyze, and expedite requests for additional law enforcement resources.
- _____ 10. Assist in evacuation and establish patrols in any evacuated or secured areas to prevent trespassing or looting.
- _____ 11. If relevant, take defensive measures investigating unexploded ordinances and report this information to the Cook County Sheriff's Police Bomb Squad.
- _____ 12. The command post will make periodic status reports to the EOC.

_____13. If mental health assistance is needed, the requests will be routed to the Lake County Health Department representative at the EOC.

_____14. Maintain normal service levels to the unaffected portions of the Village by utilizing uncommitted local law enforcement personnel or mutual aid resources.

* A Crisis Management Team Roster is maintained in the Law Enforcement Resource Directory.

ANNEX C - LAW ENFORCEMENT

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Continue to provide emergency law enforcement services as long as necessary.
- _____ 2. Continue to respond to routine calls for service.
- _____ 3. Assist in damage assessment as requested.
- _____ 4. Continue to maintain secured areas until pullout is authorized by the EOC.
- _____ 5. Prepare reports on the situation for inclusion into the official record and later critique.
- _____ 6. Release mutual aid resources.
- _____ 7. Assist in the return of evacuees to their homes.
- _____ 8. Have internal debriefing prior to final critique.
- _____ 9. Request mutual aid agencies to assist in final law enforcement debriefing and critique.

ANNEX C - LAW ENFORCEMENT

APPENDIX 4

COMMAND POST EQUIPMENT CHECKLIST

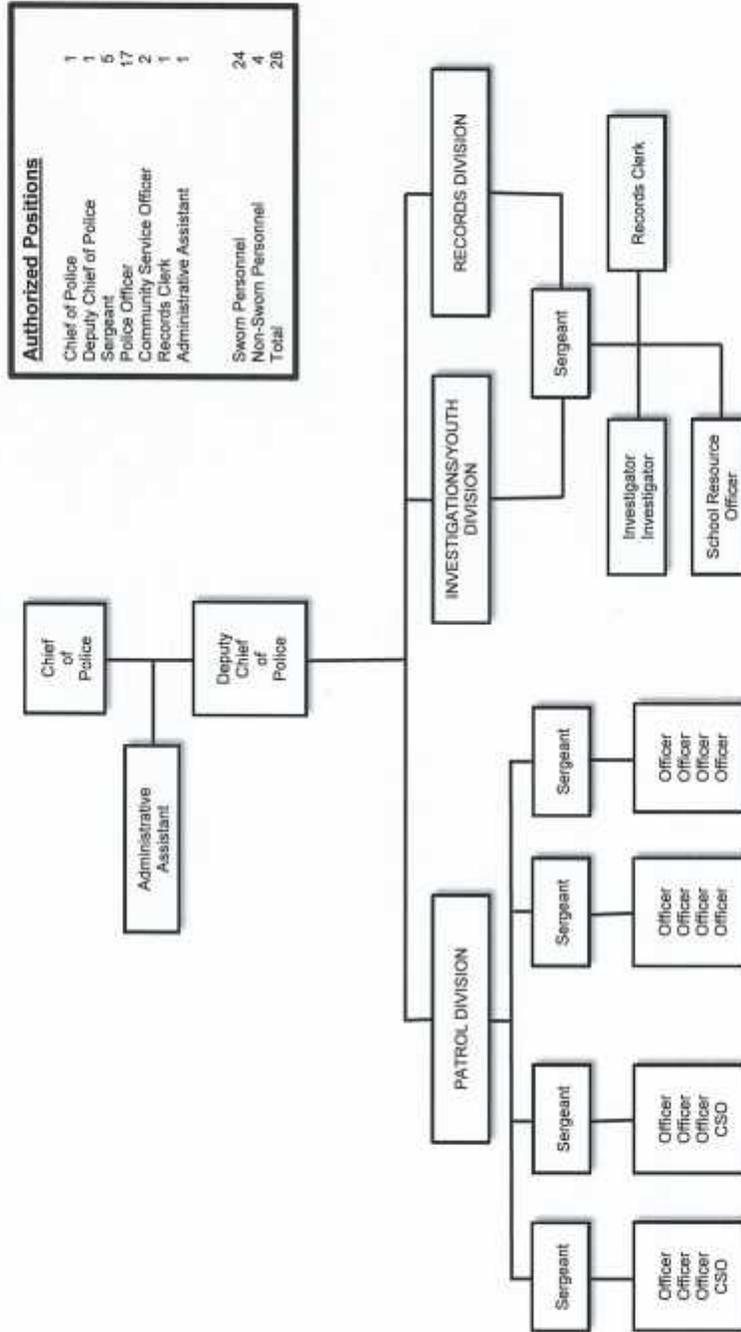
<u>Item</u>	<u>Number</u>
_____ Digital Camera *	1
_____ Disposable Restraints	200
_____ Restraint Cutter (Scissors)	1
_____ Property/Evidence Bags (Various Sizes)	100
_____ Property/Evidence Tags	300
_____ Search Markers (Fluorescent Orange Flags)	100
_____ Ink Pad for Fingerprinting	1
_____ Ink for Fingerprint Pad	1
_____ Rolls of Yellow "Police Line" Barricade Tape	10
_____ Latex Rubber Gloves	100
_____ Bull Horn with Spare Batteries	1
_____ Cans of Orange Marking Paint	2
_____ Bushnell 7 X 50 Binoculars	1
_____ Law Enforcement Resource Directory	1
_____ Hazardous Materials Guidebook	1
_____ Blank Property/Evidence Inventory Form "D"	100
_____ Blank Mass Arrest Booking Forms	200
_____ Blank Daily Duty Rosters	30
_____ Village Maps	10
_____ Color-coded Disaster Passes	400
_____ Legal-size Memo Pads	5
_____ Ballpoint Pens with Black Ink	24
_____ Markers with Black Ink	10
_____ Boxes of Paper Clips	4
_____ Telephone Message Booklet	1

* This item can be obtained from the Equipment Storage Closet in the Squad Room. The remaining items on this checklist are maintained in black canvas duffle bags, which are stored in the Police Garage.

ANNEX C – LAW ENFORCEMENT
APPENDIX 5
POLICE DEPT ORGANIZATIONAL CHART

**VILLAGE OF LINCOLNSHIRE
DEPARTMENT OF POLICE**

Organizational Chart
Effective October 26, 2015



VILLAGE OF LINCOLNSHIRE

ANNEX D – PUBLIC HEALTH

STATEMENT OF PURPOSE

The purpose of this annex is to define the roles of various agencies to ensure the coordinated provision of public and mental health services.

SITUATIONS AND ASSUMPTIONS

Situations:

Major emergencies and disasters have the potential to place extraordinary strains on various levels of government. While the demand for governmental services expands, the ability to provide those services, in most cases, diminishes.

A major emergency or disaster may greatly alter the environment of the Village. Depending on the impact of the disaster, extra measures to protect the public health may be required. These measures may involve disease control, sanitation, rodent control, and special needs for mental health and persons with disabilities/functional needs.

The Village of Lincolnshire does not have a local health department or public health function within the organizational structure of Village government. As a result, the Village will need to rely on the support of the Lake County Health Department for public health services in the event of a major emergency or disaster situation.

Assumptions:

In the event of a major emergency or disaster, the Lake County Health Department will coordinate its efforts with other agencies under the direction of the Village of Lincolnshire EOC to ensure maximum utilization of services available. Additional public health support will be available from the Illinois Department of Public Health.

CONCEPT OF OPERATIONS

Provision of effective public health services is one of the critical response and recovery functions of a local government unit in the event of a major emergency or disaster situation.

The Executive Director of the Lake County Health Department is the initial contact in the event of a major emergency or disaster. He will assess the situation and initiate a response, contacting the appropriate department staff. The Lake County Health Department will assist in the provision of first aid, test and secure safe water, food, and environmental conditions, assist with the transportation of support staff and supplies,

provide psychological assistance where necessary, and provide the public with timely and useful information.

It shall be the responsibility of the Lake County Health Department to coordinate the activities of the various federal, state, and county health agencies throughout the emergency or disaster.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Lake County Health Department will be responsible for providing the environmental and public health services for the Village of Lincolnshire under the direction of the Executive Director.

The Lake County Health Department shall:

- Monitor and test for a safe and adequate water supply.
- Prevent possible contamination of the environment to the extent possible.
- Provide for processing and disposal of sewage in the event of failure of the municipal system, or need for alternate methods of sewage disposal.
- Provide adequate environmental health, nursing, and social services to the extent possible.
- Provide for refuse removal management.

DIRECTION AND CONTROL

The Village of Lincolnshire Emergency Operations Center will be the central point for direction and control. The EOC will be staffed at all times by a representative from the Lake County Health Department. A representative from the Department will coordinate all public health related activities with the command post to ensure their awareness of field operations.

CONTINUITY OF GOVERNMENT

The line of succession for the Lake County Health Department is as follows:

1. Executive Director
2. Director of Management Services
3. Director of Nursing
4. Director of Medical Services
5. Director of Environmental Health

ANNEX D – PUBLIC HEALTH

APPENDICES

1. Pre-Emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist
4. County and State Public Health Departments

ANNEX D – PUBLIC HEALTH

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Conduct community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
- _____ 2. Develop emergency plans for coroner services (see Coroner Annex).
- _____ 3. Contact local social service agencies for support (see Welfare Annex).
- _____ 4. Develop emergency plans to provide for adequate drinking water, including disinfection, and water hauling.
- _____ 5. Develop emergency plans to provide for adequate sewage disposal, including portable toilets, chemical disinfection, privies.
- _____ 6. Develop emergency plans for shelter use and transportation (see Shelter Annex).
- _____ 7. If time permits, call in all staff prior to an emergency, or place staff on alert status.
- _____ 8. Develop management plans for refuse disposal.

ANNEX D – PUBLIC HEALTH

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Notification of appropriate county, state, and federal agencies.
- _____ 2. Activation of Coroner Services, if applicable (see Coroner Annex).
- _____ 3. Processing of data (i.e., incident report sheets).
- _____ 4. Activation of social service program (see Welfare Annex).
- _____ 5. Public information programs dealing with purification of drinking water.
- _____ 6. Public information programs dealing with private sewage disposal.
- _____ 7. Public information programs dealing with refuse disposal.
- _____ 8. Direct interventions or interventions with limited back-up from the Illinois Department of Public Health:

Food and Drug Protection

- Food contamination
- Food borne illness
- Sanitation
- Rail and truck accidents
- Tampering

Infectious Disease

- Communicable disease investigations
- Immunizations

Hazardous Materials

- Pesticides – limited scope investigations

Water Supplies

- Private and non-community supply use warnings and testing service through public health laboratories.

- _____ 9. Activation of emergency shelter program, if needed (see Shelter Annex).

ANNEX D – PUBLIC HEALTH

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Continued response and service activities, as necessary, and as requested by the public.
- _____ 2. Compilation of reports for county, state, and federal agencies; compilation of reports for critique and review.
- _____ 3. Re-supply of health response agencies, social service agencies, morgues, shelters, and transportation companies.
- _____ 4. Provide counseling to those in need, including emergency workers.
- _____ 5. Assist with decontamination efforts.
- _____ 6. Continue to identify health hazards, unsafe water, and sewage problems, refuse problems, etc.
- _____ 7. Public information programs dealing with refuse disposal.
- _____ 8. Prepare reports.

ANNEX D – PUBLIC HEALTH

APPENDIX 4

COUNTY AND STATE PUBLIC HEALTH DEPARTMENTS

1. Lake County Health Department

Tony Beltran, Executive Director
3010 Grand Avenue
Waukegan, IL 60085
(847) 377-8000

2. Illinois Department of Public Health

- Region 8 Office:

Joe Ramos, Emergency Response Coordinator
Illinois Department of Public Health
122 S. Michigan Avenue, 7th Floor
Chicago, IL 60603
Office: (312) 814-3881
Cell: (815) 761-2055
Fax: (312) 814-1503

Springfield Office:

Dr. LaMar Hasbrouck, Director
535 W. Jefferson Street
Springfield, IL 62761
Office: (217) 557-2556
Fax: ((217) 557-3497

Duty Officer (changes daily)
Community Center
Emergency Management Officer
1-800-782-7860 (24-Hour Number)

VILLAGE OF LINCOLNSHIRE

ANNEX E - DAMAGE ASSESSMENT

STATEMENT OF PURPOSE

After a disaster has occurred, it is essential that Village officials rapidly determine the extent of the damage to plan and effectively conduct both response and recovery operations. The Community and Economic Development Department shall be responsible for the inspection and repair or demolition of all buildings or structures affected by the disaster. It is also responsible for coordinating clean-up activities on private property.

Emergency clean-up of debris and analysis of infrastructure, public property, and right-of-ways shall be coordinated with the Public Works Department as outlined in Annex "F".

SITUATIONS AND ASSUMPTIONS

Situations:

A major emergency or disaster may have the potential for causing extensive damage. In such an event, a planned damage assessment procedure is necessary for effective recovery operations.

The Village of Lincolnshire uses the 2000 International Building Code Series and local zoning code to regulate building safety and land usage.

Assumptions:

The timely and accurate assessment of damage to private and public property will be of vital concern to Village officials following a disaster or major emergency. This will have great bearing upon the manner in which recovery operations are effected in the Village.

The county, state, and federal governments will provide assistance in developing reports to support requests for disaster declarations.

CONCEPT OF OPERATIONS

General:

Immediately following the disaster, all buildings and structures within the jurisdiction will be inspected by a team of inspectors. Each team should consist of two inspectors. The pairing of inspectors is for: 1) protection from injury in hazardous areas or structures; 2) assessment of hazards; and 3) assessment of remedial action for protection from

possible future legal implications.

The building official or authority in charge will determine the boundaries of the damaged area and assign inspection teams primarily to determine which buildings are safe or unsafe for habitation. As soon as possible after this preliminary inspection, a follow-up inspection will be made on a house-to-house basis to determine the extent of the damage to each.

Report Forms:

All inspections will be documented on **Disaster Damage Inspection Report** forms and will be filed with the Community and Economic Development Department. This form establishes the basis for all subsequent inspections and provides statistical information to private and governmental agencies other than the Community and Economic Development Department.

Labeling:

As soon as possible, stickers such as those depicted in Appendix 4 should be attached to each building or structure within the disaster area. Each building or structure should receive a label regardless of whether or not it was directly affected by the disaster. The sticker should provide easy, visual identification of the condition of the structure for inspection personnel, utility companies, and owners. A description and explanation of each sticker is as follows:

1. **“SAFE FOR OCCUPANCY”** (black lettering on yellow background). This sticker indicates the absence of damage to structural elements and utilities, and minor damage to walls and roof (affecting weather resistance), therefor making the building safe for habitation.
2. **“HABITABLE, REPAIRS NECESSARY”** (black lettering on orange background). This sticker indicates minor structural damage to a portion of the building and the need for weather resistance or utility repairs. However, the building may be occupied.
3. **“KEEP OUT – UNINHABITABLE”** (red lettering on white background). This sticker indicates that the building incurred major structural or other damage and must not be occupied under any circumstances. The presence of this sticker may or may not indicate the need for demolition.
4. **“UTILITY STICKER – APPROVED TO CONNECT”** (black on yellow background). This sticker indicates to the utility companies that they are authorized to connect the necessary utilities.

Demolition:

When the building official or the administrative authority having jurisdiction believes there is an actual and immediate danger to life from the failure and collapse of a building or

structure or from damage to a structure or part of a structure, the official should require its demolition. No building should be demolished until the building official or administrative authority has inspected the structure and has signed the demolition order.

When possible, the building official or administrative authority should make every effort to give written notification to the building owner that the building is to be demolished. All demolition orders should be documented with photographs of the hazardous condition of the structure for verification to insurance companies and governmental agencies, and for protection against legal implications, etc.

Permits should be required for all repair and reconstruction work. They should be issued only to contractors who are registered within the jurisdiction.

Registration:

All contractors performing repair or reconstruction functions should be registered by the governmental unit affected by the disaster and should be issued an identification card as proof of registration.

Identification:

Each card issued to a contractor should be numbered. The number should appear on all permit applications and permits issued to the contractor.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Department of Community & Economic Development Director is responsible for the development and operation of the damage assessment program. The director shall coordinate the damage assessment teams composed of individuals within the department and from other departments, agencies, and outside consultants, as needed. Registered professional engineers, including structural engineers, consultant building inspection professionals and the Lake County Health Department shall evaluate structures as necessary. These individuals shall receive training prior to their deployment from the state IEMA when available.

Lincolnshire Community & Economic Development Department Director

- Develop an analysis of the damage assessment capability.
- Discourage development in hazard zones.
- Develop and enforce building codes and land-use regulations.
- Develop public information and education programs.
- Train personnel in damage assessment techniques.
- Maintain pre-disaster maps, blueprints, photos, and other documents.
- Make a list of critical facilities (streets, roads, and bridges) requiring priority repairs if damaged.
- Perform damage assessment activities, as necessary, during emergency conditions.

- Determine and post unsafe structures.
- Identify non-government groups that could assist.

Lincolnshire Public Works Department

- Provide maps, blueprints, etc., as requested.
- Provide technical assistance in planning and operations, as required.
- Maintain maps and other documents related to water and sewer lines and other utilities.
- Make a list of critical facilities under the jurisdiction of the Public Works Department requiring priority repairs, if damaged.
- Assist in damage assessment operations, as directed.
- Post unsafe and/or unusable public buildings, roads, and bridges.
- Monitor restoration activities.

Lake County Tax Assessor

- Maintain pre-disaster maps, blueprints, photos, and other documents for structural damage.
- Make a list of critical structures requiring priority repairs, if damaged.
- Collect information about structural damage.
- Use damage information to revise property records.

Community Non-Profit Agencies

- Advise and assist in casualty information.
- Advise about shelter, housing, and meeting other human needs.

Utilities

- Provide information about locations of power, natural gas, and telephone facilities and lines.
- Provide information about damage to utilities, facilities, and lines.

DIRECTION AND CONTROL

The Director of Community & Economic Development is responsible for implementation of the Damage Assessment Annex. He will coordinate all damage assessment activities from the local EOC or the field command post. The EOC will be staffed at all times during a major emergency or disaster situation by key Village officials. Damage assessment teams will coordinate activities with the field command post to ensure their awareness of field conditions.

CONTINUITY OF GOVERNMENT

The line of succession for the damage assessment function is as follows:

1. Director of Community & Economic Development
2. Building Official
3. Building/Engineering Inspector
4. Deputy Fire Chief (Lincolnshire-Riverwoods Fire Protection District)
5. Village Engineer

The Director of Community & Economic Development will coordinate structural damage assessment reports with the above-referenced building officials, Village Engineer, and Deputy Fire Chief. The Public Works Department Director or his designee will assist in providing damage assessment for the Village infrastructure.

ANNEX E – DAMAGE ASSESSMENT

APPENDICES

1. Pre-Emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist
4. Sample Labels for Structures within Disaster Area
5. Community & Economic Development Department Organizational Chart
6. Sample Disaster Damage Assessment Report Form

ANNEX E – DAMAGE ASSESSMENT

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Develop and enforce adequate building and fire codes in accordance with ICC and NFPA standards and Village codes.
- _____ 2. Develop zoning and land-use regulations to prevent construction in hazardous areas.
- _____ 3. Conduct periodic inspections to ensure compliance with Village ordinances and codes.
- _____ 4. Obtain aerial photographs, maps, photographs, and other documentation to show the condition of the Village during non-emergency periods. These will be used following disaster impact to show the extent of damage.
- _____ 5. Train additional personnel to assist in damage assessment surveys.
- _____ 6. List critical facilities (governmental buildings, water and sewer treatment facilities, schools, etc.) that may require priority repairs.
- _____ 7. Pre-stock damage reporting forms and building marking signs for emergency use.
- _____ 8. Pre-stock hand tools, flashlights, radios, and miscellaneous small equipment that can be utilized for emergency situations.

ANNEX E – DAMAGE ASSESSMENT

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Following the initial response to a major emergency or disaster, the ESDA Coordinator will ensure that the Director of Community & Economic Development has been notified.
- _____ 2. The Director of Community & Economic Development will ensure the notification of the remainder of the Damage Assessment Team.
- _____ 3. The Director of Community & Economic Development will report to the EOC for a briefing on the extent of the situation.
- _____ 4. The Director of Community & Economic Development will ensure that an initial damage survey is completed, as soon as practically possible. This survey shall include:
 - A. Number of buildings damaged
 - B. Number of buildings destroyed
 - C. Damage to Village infrastructure
 - D. Initial estimate of dead or injured (Note: Coordinate with Fire Chief or Coroner)

The Director of Public Works and the Director of Community & Economic Development shall be jointly responsible for completing the damage assessment of Village infrastructure.

- _____ 5. The Director of Community & Economic Development will prepare an initial damage report, which will be transmitted to the State IEMA Office.
- _____ 6. Following completion of the initial survey, the Director of Community & Economic Development will direct the primary damage assessment using the information required by State IEMA damage survey form.
- _____ 7. Field damage survey teams, during their primary survey efforts, will determine the level of habitability of damaged structures. The EOC staff will then develop the needed shelter space.
- _____ 8. Labeling each building or structure shall be completed by the Damage Assessment Team within the disaster area.

ANNEX E – DAMAGE ASSESSMENT

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Work with proper authorities to ensure the restoration or demolition of damaged or unsafe structures.
- _____ 2. Monitor restoration operations.
- _____ 3. Compile final damage estimate report for inclusion in the official disaster record.
- _____ 4. Establish, if necessary, new ordinances and land use regulations to lessen the impact of future disaster situations.

ANNEX E – DAMAGE ASSESSMENT

APPENDIX 4

SAMPLE LABELS FOR STRUCTURES WITHIN DISASTER AREA

BUILDING DEPARTMENT

SAFE

For Occupancy

Address or Lot No. _____ Building Official _____
(signature)

Date _____ Inspector _____
(signature)

BUILDING DEPARTMENT

HABITABLE

Repairs Necessary

CONTACT BUILDING DEPARTMENT BEFORE PROCEEDING WITH REPAIRS

Address or Lot No. _____ Building Official _____
(signature)

Date _____ Inspector _____
(signature)

BUILDING DEPARTMENT

KEEP OUT

Uninhabitable

CONTACT BUILDING DEPARTMENT BEFORE ENTERING

Address or Lot No. _____ Building Official _____
(signature)

Date _____ Inspector _____
(signature)

BUILDING DEPARTMENT

APPROVED TO CONNECT:

Water _____

Electric _____

Gas _____

Building Official (signature) _____

Address or Lot Number _____

Date _____

ANNEX E – DAMAGE ASSESSMENT

APPENDIX 5

**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
ORGANIZATIONAL CHART**

ANNEX E – DAMAGE ASSESSMENT

APPENDIX 6

SAMPLE DISASTER DAMAGE ASSESSMENT REPORT FORM

VILLAGE OF LINCOLNSHIRE

ANNEX F - PUBLIC WORKS

STATEMENT OF PURPOSE

The purpose of this annex is to insure a coordinated response to a major emergency or disaster situation through identification of specific functions to be performed by the Public Works Department, and identifying agencies which are available to provide support services to the Public Works Department in these functions.

SITUATIONS AND ASSUMPTIONS

Situations:

The Public Works Department regularly maintains approximately 40 miles of roadway, 45 miles of storm sewer and sanitary sewer network, 67 miles of public water supply, maintains the street lighting, all Village owned buildings (including electrical and HVAC systems), all Village vehicles, all Village parks, and approximately 6000 parkway trees. During an emergency, the Department may be called upon to assist neighboring municipalities, townships, and state and county highway departments.

During any major emergency or disaster situation, it is conceivable the existing transportation routes into and out of the affected area will be compromised. The Public Works Department has the responsibility to clear and open transportation routes to the affected area and to also supply resources needed to transport manpower, equipment, and materials to assist in recovery operations. The responsibility for transportation of evacuees from the area also falls upon the Public Works Department.

Water for drinking, firefighting and other emergency services is supplied by the City of Highland Park and is distributed in Village mains. Sanitary sewage is collected in the Village system and transported to the interceptors of the Metropolitan Water Reclamation District of Greater Chicago, which also provides tertiary treatment of the sewage. The following non-Village owned utilities are also located in the Village: electrical service by ComEd; telephone service by Ameritech Network with long distance service to the municipal telephone system by U.S. Sprint; natural gas service by Nicor; cable television service by Comcast.

Assumptions:

During a major emergency or disaster situation, a strain on Public Works resources (i.e., manpower, equipment, materials) will likely necessitate assistance from neighboring municipalities, private contractors, state, county, and township governments, in order to meet the Village's maintenance responsibilities and requirements. Assistance may be provided through the Northwest Municipal Conference Emergency Assistance Agreements, which provide for the mutual assistance of 33 communities in the surrounding area (see Public Works Resource Book).

CONCEPT OF OPERATIONS

The Village Manager is the Chief Administrative Officer of the Village and has overall responsibility for the protection of life and property and the provision of effective response and recovery operations. The Emergency Services and Disaster Agency Coordinator is responsible for coordination of operations within the Emergency Operations Center (EOC).

The Lincolnshire Public Works Department is responsible for the day-to-day maintenance of all Village-owned buildings, property, and public improvement infrastructure. During major emergency or disaster situations, the Department will continue to provide maintenance and repair service to Village-owned buildings and infrastructure. In addition, the Public Works Department will provide emergency services in situations paralleling its expertise.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The responsibility for the operations of the Public Works Department lies with the Director of Public Works. The Department provides maintenance services for Village-owned buildings and infrastructure through the use of internal and external resources.

In the event that a major emergency or disaster situation overwhelms all available resources, the Director of Public Works, or his designee, shall request emergency assistance from the members of the Northwest Municipal Conference, Illinois Department of Transportation, Lake County, and shall employ any and all needed private contractors and suppliers to provide the needed resources. All emergency assistance shall be coordinated under the direction of the Director of Public Works or his designated representative. The responsibilities of the Department operational units are as follows:

Administration:

- Coordinates emergency Public Works services
- Provides dispatching services for Public Works crews
- Maintains Department records
- Develops resource lists for emergency services
- Maintains infrastructure records
- Provides damage assessments
- Contacts outside service and supplies providers

Buildings and Grounds:

- Performs all maintenance and repairs in Village buildings
- Performs minor electrical and plumbing repairs
- Performs carpentry and board-up services
- Maintains all heating, ventilation, and air conditioning services

Streets and Stormwater:

- Maintains and repairs public roadways and sidewalks under Village jurisdiction
- Removes debris from public roadways and Village-owned properties
- Provides and sets up barricades and safety fences
- Provides snow and ice control for public roadways and parking lots
- Provides manpower and equipment to move and relocate needed personnel, equipment, and supplies.

Parks and Open Spaces:

- Maintains all parkway trees
- Removes debris and fallen or damaged trees from rights-of-way and Village-owned properties
- Assists in providing snow and ice control operations

Water and Sewer:

- Maintains public water supply storage and system pressure
- Maintains public water supply emergency standby wells
- Maintains sanitary and storm water pumping stations
- Provides testing of public water supply
- Provides disinfection of public water supply
- Maintains remote sensing systems for water and sewer systems
- Maintains water mains, fire hydrants, valves, and appurtenances
- Repairs broken water mains, services, and fire hydrants
- Repairs frozen water services
- Maintains and repairs sanitary and storm sewers
- Maintains, cleans, and repairs manholes and catch basins
- Clears blocked sewer lines
- Traces and contains contaminants in sewer systems

Vehicle Maintenance:

- Performs maintenance repairs on all Village vehicles
- Provides emergency road service to Village vehicles
- Performs welding services
- Stores and dispenses motor fuels and other fluids

DIRECTION AND CONTROL

The Village of Lincolnshire Emergency Operations Center (EOC) shall be the primary direction and control facility for operations during a major emergency or disaster situation. The Director of Public Works, or his designee, will report to and will function from the EOC and will direct all Public Works Department operations from that facility. The Public Works Services Coordinator, or his designee, will assume his command post at the Public Works Facility where he will notify the Assistant Director of Public Works

and the Superintendent of Utilities, and they shall assess the situation and call out personnel as needed for their various areas of expertise. Public Works Department crews working in the field will coordinate their operations through the Public Works Department representatives at the EOC, Incident Command Post, and the Public Works Facility.

CONTINUITY OF GOVERNMENT

The line of succession for the Village of Lincolnshire Public Works Department is as follows:

1. Director of Public Works
2. Assistant Director of Public Works
3. Superintendent of Utilities
4. Public Works Services Coordinator
5. Foremen

ANNEX F - PUBLIC WORKS

APPENDICES

1. Pre-Emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist
4. Public Works Department Organizational Chart

NOTE: In accordance with Federal mandate, the Public Works Department has developed an “Emergency Response Plan” for the Village’s water utility. This confidential plan is administered by the Public Works Department.

ANNEX F - PUBLIC WORKS

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Identify private sources of vehicles and heavy equipment that could be used in an emergency for debris removal and transportation of personnel, equipment, and supplies. If possible, have the contractor sign an agreement indicating that during times of emergency, only normal rental rates will be charged.
- _____ 2. Periodically check all vehicles and specialty equipment to insure their operational readiness.
- _____ 3. Provide training to Department personnel in other functions to which they might be assigned during time of emergency (traffic and/or crowd control, first aid, etc.).
- _____ 4. Coordinate pre-planning with other agencies to ensure effective operational plans to deal with specific hazards (i.e., hazardous materials diking and run-off procedures, etc.).
- _____ 5. Check out all emergency operating equipment.
- _____ 6. If warning time permits prior to an emergency, alert and call in all Department personnel.
- _____ 7. Pre-plan storage and marshaling areas for personnel, equipment, and supplies.
- _____ 8. Maintain up-to-date records of all Village-owned buildings, facilities, and infrastructure.

ANNEX F - PUBLIC WORKS

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Following the determination that a major emergency or disaster situation has occurred, the ESDA Coordinator will ensure the notification of the Public Works Director or his alternate.
- _____ 2. The Public Works Director will ensure the notification of the remainder of his Department.
- _____ 3. The Public Works Director shall report to the EOC for a briefing on the extent of the situation.
- _____ 4. Public Works Department personnel will respond, as requested, to open any blocked routes needed for ingress or egress from the impacted area and to provide for transportation of needed personnel, equipment, and supplies, but not for the evacuation of the area which services will be provided for in the Health Department Annex.
- _____ 5. Following the completion of their primary mission, Public Works Department personnel will be available to assist other departments by providing support manpower. This assistance might include traffic control, crowd control, barricade placement, participation in damage assessment survey teams, etc.
- _____ 6. If necessary, the Public Works Department shall request mutual aid assistance from the Northwest Municipal Conference and other municipal public works departments and agencies.
- _____ 7. If resources are exhausted, activate private contractor equipment as listed in master resource listing.
- _____ 8. Public Works Department Supervisors will coordinate the provision of needed services to maintain operations of the water and sewer systems, to keep essential transportation routes open, to provide temporary emergency electrical power to public buildings, to remove hazardous trees, and to respond to requests from the community.
- _____ 9. Continue delivery of services to unaffected areas, if possible.

ANNEX F - PUBLIC WORKS

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. As soon as possible following the conclusion of emergency operations, begin repairs to essential governmental facilities.
- _____ 2. Continue to respond to requests for assistance from the community.
- _____ 3. Keep itemized records of all repair costs for inclusion into disaster record for possible reimbursement.
- _____ 4. Support any operations under the direction of the ESDA Coordinator.
- _____ 5. Compile complete reports on the situation for inclusion into the official disaster record and later critique.

ANNEX F - PUBLIC WORKS

APPENDIX 4

PUBLIC WORKS DEPARTMENT ORGANIZATIONAL CHART

VILLAGE OF LINCOLNSHIRE
ANNEX G – PUBLIC INFORMATION

STATEMENT OF PURPOSE

During an emergency or disaster which threatens or strikes the Village of Lincolnshire, the residents will depend on public information provided by Village officials. The safety of lives and property may depend on the quick and accurate release of information concerning the disaster, the efforts of response teams, and public directives necessitated by the given emergency.

Two purposes of the public information system are:

1. Provide adequate pre-emergency information for the public to inform them of appropriate actions during times of emergency.
2. Provide public notification and/or warning during a disaster and advisory information of the situation.

SITUATIONS AND ASSUMPTIONS

Situations:

During periods of emergency, the public needs, and generally desires, detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard.

Assumptions:

An effective program combining both education and emergency information will significantly reduce disaster-related casualties and property damage.

It is recognized that people, despite educational programs, are generally unconcerned about hazards until affected. Thus, special emphasis must be placed on the effectiveness of the emergency information program. Therefore, the following can be assumed:

1. Some misinformation and rumors can be expected following dissemination of any disaster or emergency information.
2. The number of media personnel responding to the Village of Lincolnshire EOC will depend upon the magnitude of the situation.

3. The local electronic and print media will normally cooperate by broadcasting and printing detailed disaster-related information to the public. The national media may not be as concerned about handling the detailed information, but will concentrate on the **what, when, where and how**.
4. Some emergencies and disasters may disrupt electrical service, thereby making the electronic media useless. Therefore, other methods of communicating with the public will be necessary.

CONCEPT OF OPERATIONS

Emergency public information efforts will focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation and shelter.

It is also important to keep the public informed of the general progress of events. A special effort will be made to report positive information regarding emergency response in order to reassure the community that the situation is under control.

It is important that prior to the occurrence of an emergency, the public be made aware of potential hazards and the protective measures that can be employed. Education efforts will be directed toward increasing public awareness about potential hazards and how people can deal with them. All information and education efforts will rely heavily on the cooperation of commercial media operations. Pre-printed informational booklets listing the possible hazards and protective actions are available through the Village of Lincolnshire Emergency Services and Disaster Agency.

In cases of emergency or disaster, the Public Information Officer will disseminate all official statements from the local Emergency Operations Center located at the Village Hall at 1 Olde Half Day Road, with the exception that all information regarding deceased victims will be released by the Lake County Coroner.

Rumor control will be a major aspect of the informational program. Ancillary to this will be the use of public feedback as a measure of the program's effectiveness.

As soon as possible after an emergency event occurs, all Village Departments and agencies involved in emergency response efforts will be instructed to coordinate their public information dissemination through the Village Public Information Officer. Depending upon the situation, the Lake County EMA, County Board Chairman, and County Administrator may collaboratively decide to activate a Joint Information Center (JIC), a support function of the Lake County EOC. If activated, the Public Information Officer will share information on response activities with the Lake County EOC/JIC to ensure consistent information is disseminated.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Responsibility for the development and operation of the Village of Lincolnshire's Emergency Public Information System has been assigned to the Management Analyst, who shall serve as the Village's Public Information Officer. Specific responsibilities shall include, but not be limited to:

1. Develop and maintain working relationships with the local media.
2. Direct the public information program.
3. Provide news releases for the media.
4. Assign print and broadcast monitors to review all media reports for accuracy.
5. Maintain a chronological record of disaster-related events.
6. Coordinate visitor control at the disaster site.
7. Coordinate rumor control activities.

The Management Analyst, or his/her designee, shall coordinate media releases with county departments and any other agencies involved in the emergency response to ensure timely and accurate information to the public. All agencies involved in the response should send a representative to the EOC to help coordinate information released to the public.

All official media/press statements will be provided to radio/television/press from the Village of Lincolnshire EOC. The Board Room or the atrium area may be used by the Village spokesperson for the purpose of making specific statements related to the emergency, or the area may be used by all department heads, with approval of the Village Manager, in a panel forum to discuss emergency operations.

CONTINUITY OF GOVERNMENT

The line of succession for the Village of Lincolnshire's public information function is as follows:

1. Management Analyst
2. Finance Director
3. ESDA Coordinator

ANNEX G – PUBLIC INFORMATION

APPENDICES

1. Pre-Emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist
4. Emergency Media Contact List
5. Press Release Information
6. Contact Numbers

ANNEX G – PUBLIC INFORMATION

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Appoint a public information coordinator.
- _____ 2. Develop a hazard awareness program.
 - Done through the ESDA
- _____ 3. Develop ongoing relationships with all local media.
 - Done through normal operations
- _____ 4. Designate a media room in the Village Hall.
- _____ 5. Develop the Emergency Broadcast System (EBS) and exercise it regularly.
 - All television and radio stations test their EBS regularly. We must contact the stations to begin the EBS.
 - Have residents tune into area access cable stations for informational updates, and the Village's website (www.lincolnshireil.gov).
- _____ 6. Conduct public education programs.
- _____ 7. Prepare emergency information packets including alternate formats for people with disabilities, for release during emergencies. Distribute pertinent materials to the local media.
- _____ 8. Develop use of Blackboard Connect (Reverse 9-1-1) System.

NOTE: The alternate formats for information packets for people with disabilities would include Braille, large print, audiocassettes, etc.

ANNEX G – PUBLIC INFORMATION

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Upon activation of the Emergency Operations Center (EOC), the Public Information Officer will report immediately to the EOC.
- _____ 2. Activate the Emergency Broadcast System.
 - Contact television, radio, and newspaper stations (Refer to Emergency Media Contact List).
 - Contact Comcast.
 - Contact Associated Press (they will quickly disseminate information).
- _____ 3. Schedule news conferences on a regular basis.
- _____ 4. Distribute press releases and emergency information packets.
 - Press Releases should be distributed at press conference.
 - For information on press releases, refer to Appendix 7.
- _____ 5. Put press release information on the Village of Lincolnshire Home Page.
- _____ 6. Coordinate rumor control.

ANNEX G – PUBLIC INFORMATION

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Continue emergency public information programs.
- _____ 2. Assess effectiveness of information and education programs.
- _____ 3. Assign print and broadcast monitors to assess accuracy of information.
- _____ 4. Compile a chronological record of events.

ANNEX G – PUBLIC INFORMATION

APPENDIX 4

EMERGENCY MEDIA CONTACT LIST

The **Emergency Media Contact List** contains information which requires frequent updating. The entire list is included on the next page of this annex.

EMERGENCY MEDIA CONTACT LIST					
STATION	PHONE	FAX	WEBSITE	E-MAIL ADDRESS	ADDRESS
WBBM Ch. 2	312-202-2222	312-202-3878	cbs2chicago.com	wbbm-tvnewsdesk@cbs.com	630 N. McClurg Ct. Chicago 60611
WMAQ Ch. 5	312-836-5555	312-527-5925	nbc5.com	assignmentdesk@nbc.com	454 N. Columbus Dr. Chicago 60611
WLS Ch. 7	312-750-7777	312-899-8019	abc7chicago.com	wls-tvwebsite@abc.com	190 N. State Street Chicago 60601
WGN Ch. 9	773-883-3203	773-528-6050	wgntv.trb.com	kmiller@tribune.com	2501 Bradley Place Chicago 60611
WTTW Ch. 11	773-583-5000		wttw.com		5400 N. St. Louis Chicago 60625
WFLD Ch. 32	312-565-5533	312-819-1332	myfoxchicago.com	news@foxchicago.com	205 N. Michigan Chicago 60611
CLTV Ch. 39	630-368-4444	630-368-4468	chicagoclassroomtv.org	citydesk@tribune.com	2000 York Rd. #114 Oak Brook 60521
WCIU Ch. 26	312-705-2600	312-705-2656	wciu.com		26 N. Halsted Street Chicago 60661
WBBM 780 AM	800-784-6397	312-297-7822	wbbm780.com		2 Prudential Pl. #1100 Chicago 60601
WGN 720 AM	312-222-4730	312-222-5165	wgnradio.com		435 N. Michigan Ave Chicago 60611
WLS 890 AM	312-984-0890	312-984-5283	wlsam.com		190 N. State Street Chicago 60601
WKTA 1130 AM	847-498-3350	847-498-5743			4320 Dundee Road Northbrook 60062
WEEF 1430 AM	847-498-3350	847-498-5743			4320 Dundee Road Northbrook 60062
WONX 1590 AM	847-475-1590		1590wonx.com		2100 Lee Street Evanston 60202
WBEZ 91.5 FM	312-832-3124		chicagopublicradio.org		848 Grand Avenue Chicago 60611
WJMK 104.3 FM	312-8706400		wjmk.com		180 N. Stetson #900 Chicago 60607
WMVP 1000 AM	847-980-1000		sports.espn.go.com		875 N. Michigan #1510 Chicago 60611
WUSN 99.5 FM	312-649-0099		us99.com		2 Prudential Pl. #1000 Chicago 60601
WLIT 93.9 FM	312-540-2000		litefm.com		233 N. Michigan #2800 Chicago 60601
WGCI 107.5 FM	312-540-2000		wgci.com		233 N. Michigan #2700 Chicago 60601
WKQX 101 FM	312-527-8348	312-245-0073	Q101.com		222 Merchandise Mart Chicago 60611
WTMX 101.9 FM	312-946-1019	312-946-0202	wtmx.com		1 Prudential Pl. #2700 Chicago 60601
Daily Herald	Night News 847-427-4440 Other 847-427-4300		dailyherald.com	email reporters directly	155 E. Algonquin Rd. Arlington Hts. 60005
Chicago Tribune	News Tips 312-222-3540		chicagotribune.com	metro@tribune.com	435 N. Michigan Ave. Chicago 60611
Chicago Sun Times	312-321-3000		suntimes.com	email reporters directly	350 N. Orleans, 10th FI Chicago 60654

ANNEX G – PUBLIC INFORMATION

APPENDIX 5

PRESS RELEASE INFORMATION

To ensure accurate dissemination of information, press releases must be clear and contain all relevant information – who, what, where, when, how, and what next.

1. Write Press Release:
 - a. What happened?
 - b. Start with information on immediate danger.
 - c. What area affected?
 - d. What actions should residents take (avoid the area, evacuate, etc.)?
 - e. Contact name and number at Village: Police, Village Manager, Mayor (as it applies).
 - f. Include time and location of press conference(s).
 - g. Include telephone number of Lake County Coroner, if any fatalities (Refer to Appendix 6).
 - h. Include number of Red Cross office handling the emergency (Refer to Appendix 6).
 - i. Include number of relevant county/state/federal departments (e.g., EPA, FEMA).
 - j. Include positive information about how the situation is being dealt with.
2. Press Release must be approved by the Village Manager before it can be disseminated.

NEWSRELEASE

Village of Lincolnshire·1 Olde Half Day Road·Lincolnshire·IL·60069·(847) 883-8600

For Immediate Release

Date:

Approval:

Contact:

Phone:

Fax:

Brad Burke, Village Manager

Emergency Situation

Lincolnshire, IL – A [what type of disaster/emergency] occurred in Lincolnshire [when]

[Immediate action, e.g., should residents evacuate?, where to?, how can danger be avoided?]

[Affected area(s), give street names, landmarks, etc.]

[Tell what happened, e.g., a truck overturned on Milwaukee Avenue spilling barrels of a hazardous chemical all over the roadway]

[Who residents should call for information:

- Police information number
- Victim hotline, if applicable
- Coroner's number (if any fatalities from incident)
- Telephone numbers of any relevant local/state/federal departments, e.g., EPA
- Press conference information, e.g., we will be updating the press every hour on the quarter hour]

ANNEX G – PUBLIC INFORMATION

APPENDIX 6

CONTACT NUMBERS

Red Cross	847-255-0703
Environmental Protection Agency	312-353-2072
EPA Emergency Spill Response	312-353-2318
Occupational Safety and Health Agency	312-353-2220
Lake County Coroner	847-377-2200
Lake County Emergency Management Agency	847-377-7100
Lake County Health Department	847-377-8000
Federal Emergency Management Agency	312-408-5500

VILLAGE OF LINCOLNSHIRE

ANNEX H – WARNING AND COMMUNICATIONS SERVICES

STATEMENT OF PURPOSE

To provide for the receipt and rapid distribution of attack warning and warning information, including man-made and natural disasters, to the head local government official, all local agencies, schools, businesses and the general public, and other essential points as required and set forth in the fanout form.

To provide effective two-way radio and telephone communication services during times of extraordinary emergency or disaster situations.

SITUATIONS AND ASSUMPTIONS

Situations:

The Village of Lincolnshire has contracted with the Village of Vernon Hills for the provision of police dispatch services. The Vernon Hills Consolidated Communications Center is located at the Vernon Hills Police Department, 754 Lakeview Parkway, Vernon Hills, Illinois 60061. The Vernon Hills Consolidated Communications Center is operational 24-hours per day, seven days per week. The Communications Center is the 9-1-1 Public Safety Answering Point (PSAP) for the Village of Lincolnshire. However, fire and emergency medical service requests are transferred to the Regional Emergency Dispatch (RED) Center in Northbrook for dispatch of Lincolnshire-Riverwoods Fire Protection District personnel and equipment.

The Vernon Hills Consolidated Communications Center is also responsible for the activation of Lincolnshire's tornado warning sirens.

Assumptions:

It is assumed that the enemy has the capability to strike any target in the United States at any time. To minimize the effects of an attack or to warn of impending natural or man-made disasters, it is necessary to have an effective warning system whereby authorities and the local populace are forewarned of such an attack or other disaster and can take protective actions.

It is assumed that ordinary communications capabilities will be disrupted to an unknown degree in such situations and that alternate means must be available to be implemented. These communications resources must provide redundancy to the existing system and must be periodically tested to insure a constant state of readiness.

CONCEPT OF OPERATIONS

General Warning Plan:

The North American Air Defense Command (NORAD) will detect and decide the possibility or imminence of an enemy attack upon the United States. On the basis of such a decision, the Federal Emergency Management Agency (FEMA) will, by means of the National Warning System (NAWAS), originate and transmit warning so as to reach one or more warning points in each state throughout the nation.

The County will receive this warning from Illinois State Police – District Chicago, directed to the office of the County Sheriff by two-way radio or by means of an organized telephone sequence call list. The office of the Sheriff will then alert designated county officials, the warning point in each municipality in the county and citizens residing in unincorporated areas.

The local warning points will relay the warning to all key officials, schools and businesses, and through warning devices such as whistles, sirens and horns, cause the warning to be disseminated to the local populace. These warnings may be further augmented by commercial broadcast stations.

Additionally, all those on the fanout alerting lists and others responsible for the safety of people are urged to install a warning/alerting radio receiver with decoder in order to receive emergency warning messages directly from the Illinois State Police. Such installation will not relieve the county or municipality warning point from passing the warning information to those on the fanout list, even though those on the fanout list have a warning/alerting radio receiver and decoder. The fanout, in such cases, becomes a safety check or acknowledgement that the warning message has been received.

General Communications Plan:

Day-to-day emergency communications services for the Village of Lincolnshire are provided by the Vernon Hills Consolidated Communications Center (VHCCC), a multi-agency emergency police, fire and EMS communications center located at 754 Lakeview Parkway, Vernon Hills, IL 60061.

Depending on the severity of the situation at hand, communications services in a disaster could be handled in one of three ways:

1. All services provided by VHCCC.
2. All services provided at the EOC.
3. Services shared between the EOC and VHCCC.

Since the EOC and VHCCC are in separate locations, direct communications between the two will be accomplished by two-way radio and/or landline or cellular telephone service, fax machine, and/or email. The EOC maintains independent two-way radio capability on the Police, Fire and Public Works frequencies.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The warning point and Communications Center is located at:

Vernon Hills Consolidated Communications Center
754 Lakeview Parkway, Vernon Hills, IL 60061

Phone: 847-522-7566
Fax: 847-367-3370
Email: comm@vhills.org

The VHCCC serves as the police emergency communications center for the Village of Lincolnshire. Facilities are available to receive and disseminate warnings. Responsibility for operation of the warning point and emergency communications center rests with the Communication Supervisor who is responsible to the Vernon Hills Police Department Deputy Chief of Support Services and the Chief of Police.

DIRECTION AND CONTROL

Responsibility for operation of the warning point and Communications Center is vested in the Communication Supervisor. Day-to-day operations are supervised by a shift supervisor. Departments or agencies responding to the EOC with portable radio equipment are responsible for assigning and directing their own radio personnel.

CONTINUITY OF GOVERNMENT

The line of succession for the Vernon Hills Consolidated Communications Center and warning point is as follows:

1. Vernon Hills Chief of Police
2. Vernon Hills Deputy Chief of Support Services
3. Vernon Hills Communication Supervisor

ANNEX H – WARNING AND COMMUNICATIONS SERVICES

APPENDICES

1. Warning Point Operations
2. Fanout Alerting List
3. Warning Siren Locations

ANNEX H – WARNING AND COMMUNICATIONS SERVICES

APPENDIX 1

WARNING POINT OPERATIONS

1. Facilities are available at the Vernon Hills Consolidated Communications Center to receive and disseminate warnings. Warnings will be disseminated by:
 - a. Tone-activated outdoor public warning system sirens
 - b. IP local fire station alerting data system
 - c. Group Phone Pagers
 - d. Mass Notification System
2. Personnel are on-duty at the warning point to provide continuous warning coverage.
3. Emergency power supply is installed at the warning point.
4. A current telephone pager list, operating procedures and detailed instructions for the implementation of warnings are accessible to the dispatchers on duty.
5. The following actions will be taken by the warning point under conditions of:
 - a. TEST
 - 1) Monthly Emergency Services Network Tests will be conducted for the purpose of testing communication readiness and responsiveness.
 - 2) Outdoor Warning Siren Systems will be tested on the first Tuesday of each month at 10:00 A.M.

One minute of “TORNADO” signal
 - b. TORNADO WARNINGS
 - 1) Reports of tornado sighting or touchdown from the public will call for the following procedure:
 - (a) If a citizen calls and reports seeing funnel clouds, get the information and put it into CAD using the type code “STORM” with the location and direction the cloud is moving, and alert the dispatcher to the incident so that it can go out over the radio as soon as possible. A confirmation by the Police or Fire Department has to be made prior to

putting the Tornado Warning procedures into effect when called in by an untrained citizen.

- (b) We will take the word of a “Certified Weather Spotter” and respond accordingly (i.e., If someone says, “I am a certified weather spotter and I see a funnel cloud,” we will put the Tornado Warning Procedures into effect).
 - (c) If Police or Fire Department personnel report a funnel cloud, the Tornado Warning Procedures need to be put into effect. These personnel should all be trained in weather spotting.
 - (d) The report will be forwarded to the National Weather Service through channels.
 - (e) The local broadcast media will be advised.
 - (f) The Public Warning Signal Tornado Sirens will be sounded if a tornado is determined to be in the area (steady blast for 3 to 5 minutes).
- 2) Tornado warnings, tornado watches, thunderstorm warnings, thunderstorm watches, and severe weather warnings and watches will be repeated verbatim as received.

c. SEVERE WEATHER WATCH

- 1) Severe weather watch declared by the National Weather Service will call for the following procedures:
 - (a) Actual weather watch procedure should be placed in effect.
 - (b) A third party weather service provides the Communications Center with weather updates and access to a Meteorologist 24 hours a day. This resource is used to help decipher weather conditions specific to the Vernon Hills Consolidated Communications Center communities. The emergency address systems will be activated for weather warnings from the National Weather Service or from the third party weather service.
 - (c) Reports from observers on the Weather Watch will govern action and procedures.

ANNEX H – WARNING AND COMMUNICATIONS SERVICES

APPENDIX 2

FANOUT ALERTING LIST WARNING POINT

Warning Message: _____

Received From:

Office: _____ Location: _____ Dispatcher's Name: _____
 Date: _____ Time: _____ Telephone Number: _____

Warning Message Given To:	Office Phone	Home Phone	Cell Phone	Time
Police Chief/ESDA Coordinator	847-913-2341	847-639-0372	847-544-9952	
Fire Chief	847-634-2512		847-812-1234	
Village Manager	847-913-2335	847-780-4122	847-489-6357	
Public Works Director	847-913-2381	847-508-9627	224-629-1206	
Community & Economic Development Director	847-913-2312		773-383-9208	
Finance Director	847-913-2303	847-231-6571	224-374-8685	
Village Mayor		847-295-6234	847-404-4245	

* Village Switchboard 847-883-8600

Sounded **ALERT** sirens at _____ Operator _____
 (Time)

Sounded **TAKE COVER** sirens at _____ Operator _____
 (Time)

ANNEX H – WARNING AND COMMUNICATIONS SERVICES

APPENDIX 3

VILLAGE OF LINCOLNSHIRE

WARNING SIREN LOCATIONS

SIREN	LOCATION
Half Day Elementary School	239 Olde Half Day Road
Public Works Facility	205 Schelter Road
East Side Reservoir	Westminster Drive
Daniel Wright Jr. High School	1370 N. Riverwoods Road
Londonderry Lift Station	45 Londonderry Lane

VILLAGE OF LINCOLNSHIRE

ANNEX I – EVACUATION

STATEMENT OF PURPOSE

Incidents may occur which require the evacuation, dispersal, or relocation of persons from threatened or hazardous areas within the Village of Lincolnshire. There are two types of evacuations that may be utilized: "**General Evacuation**" and "**Limited Evacuation.**"

General Evacuation involves the relocation of large portions of the public from a dangerous or potentially dangerous area, to an area which provides safety from the impending situation.

Limited Evacuation involves the relocation of one or a few persons from a dangerous or potentially dangerous area, to an area which provides safety from the impending situation.

The purpose of this annex is to identify the agencies that would be involved in coordinating and carrying out an evacuation.

SITUATIONS AND ASSUMPTIONS

Situations:

The Village of Lincolnshire is subject to disaster, whether natural or man-made. During certain incidents, some Lincolnshire residents may be asked to relocate. Evacuation routes have been identified, and methodology developed to implement an evacuation plan at a moment's notice. A map displaying these pre-determined evacuation routes is located in the Emergency Operations Center (EOC).

Assumptions:

If a general or limited evacuation is recommended, Village of Lincolnshire officials can assume mutual aid assistance from neighboring and encompassing governmental agencies.

Some residents may refuse to leave their homes and/or property, even if the major emergency or disaster is clearly visible to them.

Following an evacuation, the threat of looting becomes a viable concern. Security measures will be addressed and implemented. Once relocated, residents should remain in shelters as long as danger is apparent. However, some residents may attempt to return before it is safe for them to do so.

CONCEPT OF OPERATIONS

The Village Manager is responsible for recommending the implementation of a general evacuation. In the absence of the Village Manager, the ESDA Coordinator may make the recommendation. If a decision to evacuate is made, the public will be warned by designated mobile units, local media, and other pre-planned means. Police Officers will use the public address systems in marked squad cars to broadcast the evacuation instructions. Police, Fire, and other personnel will provide traffic control to assist in the evacuation. Transportation providers will be contacted to dispatch vehicles to designated evacuation assembly points. Residents without transportation will be brought to these assembly points by emergency vehicles. The Lake County Health Department will coordinate the opening of mass care facilities, if needed.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The responsibility for initiating a general evacuation within the Village of Lincolnshire rests with the Village Manager. The Village Manager will consult with various members of the Emergency Operations Center staff prior to ordering such an evacuation.

A limited evacuation may be authorized by the Chief of Police, the Fire Chief, or either of their designees in the case of a structure fire, hazardous materials spill, or crime scene, without coordination with the Village Manager or the EOC staff.

Village Manager:

- Make recommendation to evacuate as necessary.
- Provide information to the public.
- Identify Village officials and employees who must remain behind to support essential public services.
- Serve as evacuation coordinator.
- Coordinate relocation to other jurisdictions with those officials.
- Coordinate evacuation support for families of Village officials and employees who do not evacuate.
- Coordinate movement of mobility-impaired persons and other special concerns.

Police Department:

- Provide traffic control during evacuation.
- Provide access control to the evacuated area.
- Provide law enforcement and security in the evacuated area.
- Coordinate vehicle relocation support.

Fire Protection District:

- Maintain fire security in and around the evacuated area.
- Assist in warning services.

- Conduct decontamination as necessary.

Local Superintendent of Schools:

- Coordinate the use of school buses for the transportation of mobility-impaired persons.
- Authorize and coordinate the use of schools as congregate care facilities.

Public Works Department:

- Provide temporary traffic control devices as necessary.
- Maintain availability of evacuation routes.
- Assist in recovery and re-entry operations.

DIRECTION AND CONTROL

The Village of Lincolnshire Emergency Operations Center will be the direction and control point for all major decisions concerning evacuation. The Village Manager will direct the major evacuation effort from this facility. Communications to the public will be accomplished through the use of mobile units and local media.

CONTINUITY OF GOVERNMENT

The line of succession for recommending evacuation in the Village of Lincolnshire will be as follows:

1. Village Manager
2. ESDA Coordinator (Police Chief)
3. Fire Chief

ANNEX I – EVACUATION

APPENDICES

1. Pre-emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist
4. Evacuation Routes

ANNEX I - EVACUATION

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Identify potential hazard areas which may require evacuation (Hazard Analysis)
- _____ 2. Develop a public information program to increase citizen awareness, to include:
 - a. Reasons for possible evacuations.
 - b. Appropriate food, clothing, and other essential items to pack when evacuating.
 - c. Evacuation routes.
 - d. Evacuation staging areas.
 - e. Shelter locations.
 - f. Telephone number(s) for emergency assistance.
- _____ 3. Identify special needs groups, i.e., senior citizens, disabled/functional needs, etc.
- _____ 4. Plan evacuation routes.
- _____ 5. Review plans with the Public Works Department, the Lake County Highway Department, and the Illinois Department of Transportation to insure evacuation routes will remain open during a time of emergency or disaster.
- _____ 6. Develop road service agreements with local towing companies and garages.
- _____ 7. Conduct small scale exercise to test the system.

ANNEX I - EVACUATION

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. If an evacuation is necessary, the Village Manager will notify the local ESDA Coordinator and request activation of shelter locations.
- _____ 2. Notify appropriate agencies at the county, state, and federal levels.
- _____ 3. When directed by the Village Manager, the ESDA Coordinator (Police Chief), Fire Chief, and Public Works Director will dispatch available equipment and manpower to notify the public via mobile public address systems and door-to-door contact, if necessary.
- _____ 4. The Public Works Director will coordinate transportation resources.
- _____ 5. Provide traffic and perimeter controls, as needed.
- _____ 6. Call road service support groups, if appropriate.
- _____ 7. Arrange to evacuate special concern groups.
- _____ 8. Keep the public informed about emergency conditions, evacuation routes, shelter locations, and other vital information.
- _____ 9. Provide security for evacuated areas and institute access control measures to prevent unauthorized persons from entering vacated or partially vacated areas.
- _____ 10. Arrange for continuing operation or rapid re-start of essential services to the evacuated area.

ANNEX I - EVACUATION

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Assess scene to insure safety prior to allowing the public to re-enter the area.
- _____ 2. Arrange for the early return of essential personnel.
- _____ 3. Initiate general return to area as soon as possible.
- _____ 4. Provide re-entry information to the EOC and local media to inform local residents of re-entry instructions and remaining hazards, and update information as necessary.
- _____ 5. Provide access and traffic control for returning residents.
- _____ 6. Develop public information program to disseminate recovery and disaster assistance information.
- _____ 7. Complete reports for inclusion in the official record and later critique.

ANNEX I - EVACUATION

APPENDIX 4

EVACUATION ROUTES

Primary and secondary evacuation routes have been identified and are labeled on a Village map, which is stored and readily available for reference in the Emergency Operations Center.

VILLAGE OF LINCOLNSHIRE

ANNEX J – MASS CARE

STATEMENT OF PURPOSE

In the event of a major emergency or disaster, there may be many people in need of emergency welfare services because they have been displaced from their homes. Such welfare services would include: providing temporary shelter, food (and/or food stamps), medical care, clothing, and in some cases, counseling and financial assistance.

The purpose of this annex is to plan for adequate shelter protection from the elements and from hazards that may exist during or following a major emergency or disaster, and identify those people and organizations responsible for providing these emergency welfare services..

SITUATIONS AND ASSUMPTIONS

Situations:

The residents of the Village of Lincolnshire are vulnerable to the effects of various emergencies or disasters. The effects of these hazards may greatly impact their social and economic well-being. Temporary shelter must be provided to afford protection to the residents of the Village.

Assumptions:

In the event of a major emergency or disaster which causes residents to evacuate their homes, the majority will relocate and find shelter with family members, friends, neighbors or a local hotel. Some Village residents who would not normally be in need of shelter services may require temporary shelter. Residents who would not normally be clients of local social services organizations may require some form of individual assistance.

In the event of a large-scale emergency, the American Red Cross will assist in the provision of shelters. The 24-hour number is 312-729-6100.

In the event the President of the United States declares Lake County a disaster area, several forms of federal assistance will become available.

CONCEPT OF OPERATIONS

The Village Manager is responsible for ensuring the effectiveness of disaster response recovery operations. Ensuring that an emergency welfare system meets the needs of residents is one of the critical functions of local government.

The Village of Lincolnshire does not have a specific department charged with welfare services. This function is provided in part by the Village Emergency Services and Disaster Agency, Vernon Township, the American Red Cross, Lake County Health Department, Salvation Army, local churches, food pantries, and various state agencies.

In the event of an emergency or disaster situation, representatives of the welfare service agencies will be requested to report to the EOC to coordinate assistance for those in need.

The Village ESDA Coordinator will provide status reports, outlining welfare needs, to the Lake County Emergency Management Agency. In turn, Lake County EMA will provide status reports outlining welfare needs to the IEMA Regional Coordinator for inclusion in a request for federal assistance, if needed. The Village ESDA Coordinator is also responsible for coordinating press releases concerning mass care services with the Public Information Officer.

The Community and Economic Development Department is the designated Village Department charged with helping to facilitate shelter services. The Community and Economic Development Department Director shall be responsible for reporting to the EOC upon activation and making the determination whether or not emergency shelters need to be opened.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Responsibility for the provision of mass care services is shared by various agencies, including but not limited to, the Village Emergency Services and Disaster Agency, Vernon Township, the American Red Cross, Lake County Health Department, Salvation Army, local churches, food pantries, and various state agencies. It is the responsibility of each agency to follow their established procedures during an emergency or disaster.

Community and Economic Development Department:

- Evaluate need for temporary shelter in the event of an emergency or disaster.
- If temporary shelter required, facilitate opening of sufficient facilities with American Red Cross.

American Red Cross:

- Development of shelter plans and administration of approved shelter facilities.
- Provision of personnel, food, water, clothing, and medical supplies.

Lake County Public Health Department:

- Provision of health and/or medical care at temporary shelter facilities.
- Provision of counseling/mental health services.

Salvation Army:

- Provision of personnel, clothing, and supplies.

Vernon Township:

- Provision of food for those in need (food pantry).

DIRECTION AND CONTROL

The Lincolnshire Emergency Operations Center will be the direction and control point for all decisions concerning mass care operations. The EOC will be staffed any time a shelter is open. The Community and Economic Development Department Director will provide direction to the shelter manager(s). The shelter manager(s) serve as an extension of local government within their designated shelter, supervising operations and working to ensure that the primary goal of shelter management is achieved. All welfare services will be coordinated by the ESDA Coordinator.

CONTINUITY OF GOVERNMENT

The line of succession for mass care operations is as follows:

1. Community and Economic Development Department Director
2. Code Enforcement Officer
3. ESDA Coordinator

ANNEX J – MASS CARE

APPENDICES

1. Pre-emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist
4. References

ANNEX J – MASS CARE

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Identify all agencies available and willing to supply shelter assistance (including religious groups).
- _____ 2. Identify local, county, and state agencies available and willing to provide welfare assistance (including religious groups).
- _____ 3. Identify special concerns of residents who may require shelter assistance.
- _____ 4. Identify special needs residents that may require welfare assistance.
- _____ 5. Coordinate with all assisting agencies to ensure cooperation (development of Memorandums of Understanding)..
- _____ 6. Ensure shelter file box is stocked. (Check shelter kits for each shelter, i.e., registration forms, SM-11 manual, logs, etc.)
- _____ 7. Coordinate with Lake County Health Department officials for water supplies, refuse, and sewage disposal.
- _____ 8. Arrange for Shelter Teams for each shelter.
- _____ 9. Inspect shelters for compliance with ADA requirements regarding the disabled/functional needs population.

ANNEX J – MASS CARE

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Upon determination that a situation has occurred requiring the assistance of the welfare system, the Village ESDA Coordinator will notify and request the following agencies' representatives to report to the EOC:
 - a. Township Supervisor (financial assistance)
 - b. American Red Cross
 - c. Salvation Army
 - d. Local churches and ministers
 - e. Food pantries
 - f. Various state agencies
 - g. Mental health/counseling agencies
- _____ 2. The Village ESDA Coordinator will coordinate with damage assessment teams and welfare agencies to determine the welfare needs within the Village.
- _____ 3. When it is determined that the need for shelter facilities exists, the Community and Economic Development Department Director shall contact persons responsible for opening shelters and request they be opened.
- _____ 4. The Red Cross will be contacted and requested to provide shelter manpower and supplies. The 24-hour phone number is 312-729-6100.
- _____ 5. PACE will be contacted if public transportation is needed to transport persons to shelters, or to evacuate areas.
- _____ 6. Shelter Teams shall be designated to manage shelters. Teams shall consist of a Shelter Manager, Nurse, Health Officer, Police, Counselor, Minister, School Official (if shelter is school) until Red Cross able to take over.

The Shelter Team will perform the following tasks:

- a. Maintain clear, open lines of communication with the EOC.

- b. Bring shelter file box from Village Hall.
 - c. Oversee the registration of shelter inhabitants.
 - d. Determine personnel resources within shelter population for welfare, morale, etc., and assign tasks accordingly.
 - e. Provide security measures to ensure shelter safety.
 - f. Provide sanitation supervision by Lake County Health Department.
 - g. Maintain positive morale and offer emotional support.
 - h. Make available administrative equipment and supplies, such as pencils, papers, registration forms, and event logs from the EOC, for use at the shelter locations.
- _____ 7. Arrange for communication between shelter and EOC.
- _____ 8. Maintain accurate records for persons present in the shelter and supplies used.
- _____ 9. The Village ESDA Coordinator will request additional support through the Lake County Emergency Management Agency, as necessary.

ANNEX J – MASS CARE

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Provide shelter population with periodic briefings.
- _____ 2. Provide volunteers to assist in operation of “Disaster Assistance Centers.”
- _____ 3. Coordinate with the Public Information Officer concerning the locations of Disaster Assistance Centers.
- _____ 4. Upon notification of permissible re-entry into affected areas, coordinate with EOC for adequate transportation for returning home.
- _____ 5. Clean and return shelter facilities to pre-emergency conditions. Return all items not normally stored at facility site.
- _____ 6. Complete reports regarding shelter services.
- _____ 7. Coordinate welfare operation to ensure that all residents needs are met.
- _____ 8. Provide post-disaster counseling as needed..

ANNEX J – MASS CARE

APPENDIX 4

REFERENCES

SM-11 – How to Manage a Congregate Lodging Facility or Fallout Shelter by the Federal Emergency Management Agency.

SM-19 – Shelter Systems Officer, Training Course by the Federal Emergency Management Agency.

SM-19.1 – Shelter Systems Officer, Reference Manual by the Federal Emergency Management Agency.

VILLAGE OF LINCOLNSHIRE

ANNEX K – ANIMAL CARE

STATEMENT OF PURPOSE

In the event of a major emergency or disaster situation, it is possible many residents could be displaced from their homes. It is also foreseeable that many companion animals (pets) will be displaced from their homes, and possibly separated from their owners, injured, or killed. The purpose of this annex is to address the needs of animals resulting from a major emergency or disaster situation, which may include rescue, medical attention, food, and shelter. This annex also addresses the re-unification of animals with their owners, euthanasia, and disposal of deceased animals.

SITUATIONS AND ASSUMPTIONS

Situations:

The residents of the Village of Lincolnshire are vulnerable to the effects of various emergencies or disasters. The effects of these hazards may displace residents and their pets from their homes, and could separate animals from their owners. Injuries and death among animals is just as likely as it is among their human owners.

While the Lincolnshire Police Department has Community Service Officers that have some training in animal control functions, the Village will need to rely on Lake County Animal Care and Control to help coordinate efforts with outside agencies and implement the provisions of this annex.

Assumptions:

In the event of a major emergency or disaster which causes residents to evacuate their homes, the majority will relocate and find shelter with family members, friends, neighbors, or a local hotel. In most cases, residents will be able to take family pets with them. Some Village residents who would not normally be in need of shelter services may require temporary shelter. Animals will likely not be able to accompany their owners in temporary shelters. In addition, animals may be separated from their owners by the events of the emergency or disaster. Emergency management officials will assist in finding temporary shelter and supplies for displaced animals.

CONCEPT OF OPERATIONS

In principle, the sheltering and protection of companion animals is the owner's responsibility. Animal owners should plan for animal care during a major emergency or disaster as they prepare their family preparedness plan. Information on planning for disaster animal care is posted on the FEMA website (i.e., "Information for Pet Owners").

Following the impact of an event requiring the activation of the Animal Care Annex, police personnel will rapidly assess animal-related needs within the community and forward that assessment to the Emergency Operations Center (EOC). The ESDA Coordinator, or other Crisis Management Team member, will contact the Lake County Emergency Management Agency to request activation of the County's Animal Care Plan. The Lake County EOC Animal Care Representative will coordinate with the ESDA Coordinator to determine the level of activation required.

Lake County Animal Care and Control will activate the appropriate animal shelters and provide adequate staff to manage the facilities.

Should evacuation become necessary, the provision of emergency shelter for displaced animals includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities such as tents, the temporary construction of shelters, and use of similar facilities outside the area affected by the disaster. Attempts will be made to shelter animals in as close proximity to their owners as possible.

The provision of food for feeding animals displaced by the disaster will be achieved through a combination of fixed sites, mobile feeding units, and bulk food distribution.

Emergency first aid services will be provided to animals in the field, at mass care facilities, and at designated sites within the disaster area. This emergency first aid service will be supplemental to emergency health and medical services established to meet the needs of human disaster victims.

Provisions will be made for the safe disposal of animal carcasses in accordance with state statute and local ordinances. Lake County Animal Care and Control would likely use the services of a licensed private contractor to fulfill this function.

Owners claiming a sheltered/impounded animal that was separated from them during the disaster will be required to complete a **Reunification with Owner Animal Release** form. Reunifications will be closely monitored and identification required prior to releasing any animal. Animal owners will be asked to provide some type of paper identification which indicates that the animal belongs to them. All releases will require individual identification (such as a driver's license) to ensure accuracy of animal releases.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Lincolnshire Police Department is responsible for assessing the need to provide animal care and activate this annex in the event of a major emergency or disaster.

Lake County Animal Care and Control will be responsible for the care of animals left behind or rescued during an evacuation or injured as a result of a major emergency or disaster. They are also responsible for the provision of shelter and food.

Animal welfare societies will assist Lake County Animal Care and Control with animal

sheltering facilities and animal care/handling in general. Trained staff will assist with technical animal support.

Volunteers will be responsible for staffing animal care facilities, rescuing animals as their expertise permits, feeding, medical care, and administrative duties within shelter facilities. All volunteers, whether trained or untrained, will be at the direction of Lake County Animal Care and Control.

CONTINUITY OF GOVERNMENT

Although Lake County Animal Care and Control has primary responsibility for the animal care function, the line of succession for the coordination, control, and continuity of animal care at the local level is as follows:

1. Chief of Police (ESDA Coordinator)
2. Deputy Chief of Police
3. On-Duty Patrol Sergeant

ANNEX K – ANIMAL CARE

APPENDICES

1. Pre-Emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist

ANNEX K – ANIMAL CARE

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

Included in this section are actions the community will take within the first two (2) hours of the disaster impact.

- _____ 1. Determine the extent of the disaster impact and assess the need to activate the Animal Care Annex.
- _____ 2. Request field personnel identify as best they can specifically what type and how much animal care services will be needed.
- _____ 3. Contact Lake County Emergency Management Agency and communicate need to activate the Animal Care Plan.
- _____ 4. If possible, appoint a support staff member to serve as liaison with Lake County Animal Care and Control.

ANNEX K – ANIMAL CARE

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

Included in this section are actions the community will take through the end of the first eight (8) hours following the disaster impact.

- _____ 1. Assist Lake County Animal Care and Control with establishing local shelters, if manpower permits.
- _____ 2. Identify areas of possible animal entrapment for rescue personnel.
- _____ 3. Coordinate with the Public Information Officer to publicize the location of animal shelters.
- _____ 4. Establish communication between shelter sites and the EOC for data dissemination.

ANNEX K – ANIMAL CARE

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

Included in this section are actions the community will take from the 8th hour of the disaster until its conclusion.

- _____ 1. Provide information and referral assistance to those attempting to locate their animals.
- _____ 2. Assist Lake County Animal Care and Control with the closure of shelters.

VILLAGE OF LINCOLNSHIRE

ANNEX L – TRANSPORTATION / RESOURCE MANAGEMENT

STATEMENT OF PURPOSE

The purpose of this annex is to provide for the identification, coordination, and rapid deployment of critical resources in order to insure an effective response to a disaster situation.

SITUATIONS AND ASSUMPTIONS

Situations:

This annex is designed to provide for the identification of resources available to the Village of Lincolnshire during disaster situations. It outlines the procedures for requesting assistance and resources from all sources during a disaster situation. A resource inventory, included in Appendix 4, lists the resources most likely to be required to meet the anticipated needs of local government in time of disaster.

Assumptions:

It is the responsibility of local government to protect the lives and property of its citizens during major emergencies and disasters.

One of the most critical functions in disaster response is the rapid mobilization and deployment of resources to meet the immediate life-safety needs of the community.

It is assumed that in most emergency or disaster situations, Village resources will be immediately overwhelmed and the Village will need to rely on mutual aid for assistance. The Village will look to the Lake County EMA to help procure any needed resources not readily available through mutual aid agreements.

CONCEPT OF OPERATIONS

The Village Mayor is responsible for overall policy command of disaster response and recovery operations in the Village of Lincolnshire. The Village Manager or his designee is responsible for detailed disaster response and recovery operations.

In order to insure the proper coordination required to effectively utilize scarce resources, the Village of Lincolnshire ESDA Coordinator shall serve as the resource manager. Among the actions to be taken are:

- Commit all available resources necessary to protect lives and property and to relieve

suffering and hardship.

- Maintain lists of resources available to the Village during an emergency.
- Maintain records of all resources expended during an emergency such as personnel, equipment, and supplies.
- When local resources have been expended, the Village ESDA Coordinator will request assistance from the Lake County Emergency Management Agency.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Lincolnshire ESDA Coordinator:

- Identify needed resources.
- Locate available resources within the Village including all sources (i.e., public and private sector).
- Request state or federal resources from the Lake County EMA.
- Request resources from neighboring municipalities (directly or through various mutual aid agreements).
- Request resources from private suppliers (e.g., NWMC, MABAS, NIPSTA, etc.).
- Establish and supervise personnel, equipment, and staging areas.
- Maintain records of equipment and personnel utilization.
- Insure maximum effective utilization of scarce or specialized resources.

All Village Operating Departments:

- Develop and maintain personnel rosters of department personnel.
- Develop and maintain rosters of departmental equipment and supplies.
- Develop and maintain rosters of neighboring municipalities' equipment and supplies.
- Develop and maintain rosters of privately owned equipment and supplies.
- Forward lists of personnel and equipment to the Village ESDA Coordinator for inclusion in the resource manual.

Lincolnshire Public Works Department:

- Coordination of transportation for emergency personnel performing response operations and citizens requiring evacuation from affected areas, including those with special needs.
- Organize, manage, coordinate, and distribute the donations of money, goods, and labor received from individual citizens and volunteer groups during a major emergency or disaster situation.

DIRECTION AND CONTROL

The Village Mayor will retain command of all Village policy disaster response activities. The Village Manager or his designee shall command all detailed disaster response activities.

The Village ESDA Coordinator (Police Chief), under the direction of the Village Manager, will serve as the Village resource manager.

All requests for resource support during times of emergency or disaster must be coordinated through the Emergency Operations Center (EOC).

All requests for resource support to the Village from the state or federal levels will be coordinated through the Lake County Emergency Management Agency.

CONTINUITY OF GOVERNMENT

The line of succession for resource management is as follows:

1. Police Chief, Village ESDA Coordinator
2. Public Works Department Director
3. Community and Economic Development Department Director

ANNEX L – TRANSPORTATION / RESOURCE MANAGEMENT

APPENDICES

1. Pre-Emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist
4. Disaster Resource Listing

ANNEX L – TRANSPORTATION / RESOURCE MANAGEMENT

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Analyze resource requirements.
- _____ 2. Identify resources.
- _____ 3. Plan and train personnel for maximum use of available resources.
- _____ 4. Designate agencies responsible for providing resource management support.
- _____ 5. Develop a public information and education program.
- _____ 6. Draft letters of understanding with private sector organizations and mutual aid agreements with neighboring jurisdictions.
- _____ 7. Identify needed emergency resources and their sources.
- _____ 8. Prepare and update list of resources.
- _____ 9. Develop resource management standard operating procedures (SOPs).
- _____ 10. Coordinate resources with other agencies and volunteers in order to maintain adequate reserves.
- _____ 11. Notify mutual aid jurisdictions and private sector organizations about possible need for assistance.

ANNEX L – TRANSPORTATION / RESOURCE MANAGEMENT

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Activate resource management section in EOC.
- _____ 2. Establish priorities and allocate resources.
- _____ 3. Coordinate delivery of resources to response teams and disaster victims.
- _____ 4. Identify resource distribution centers.
- _____ 5. Coordinate local efforts with other agencies.
- _____ 6. Make lists available to response agencies that identify sources of materials, equipment, personnel, and other resources during emergencies.
- _____ 7. Record services and resources rendered during emergencies.

ANNEX L – TRANSPORTATION / RESOURCE MANAGEMENT

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Assess recovery needs.
- _____ 2. Estimate costs of providing resources.
- _____ 3. Assess impact of emergency on available resources and identify repair, maintenance, and replenishment needs.
- _____ 4. Assess damage to resource management facilities.
- _____ 5. Set priorities for available resources.
- _____ 6. Coordinate resource management.
- _____ 7. Maintain appropriate records.
- _____ 8. Disseminate public information about resource availability and communicate this to disaster victims.

ANNEX L – TRANSPORTATION / RESOURCE MANAGEMENT

APPENDIX 4

DISASTER RESOURCE LISTING

The information contained in this appendix is maintained by the Village of Lincolnshire Emergency Services and Disaster Agency Coordinator. It contains resource information which requires frequent updating.

<u>RESOURCE</u>	<u>BUSINESS HOURS</u>	<u>AFTER HOURS</u>
<u>Airports</u>		
O'Hare International	773-686-2385	773-686-2200
1. Control Tower	773-601-7647 773-601-7648 773-601-7649	
2. City Tower	773-686-2255	773-686-2255
Chicago Executive Airport	847-537-1200	847-537-1200
1. Control Tower	847-229-6000-till 10 pm	847-537-1200
Waukegan Regional Memorial Airport	847-244-0055	847-244-0055
Midway	773-838-3003	
<u>Ambulances</u>		
AAA Advance Ambulance	800-633-3590	
Advance-Reliable Ambulance, Chicago	773-774-8999	
Aerocare Air Ambulance	630-466-0900	800-823-1911
Rescue 8 Medicar	847-605-8400	847-605-8400
Superior Ambulance, Elmhurst	630-832-2000	630-832-2000
Tek Ambulance, McHenry	800-729-2780	815-477-2400
<u>American Red Cross</u>		
Chicago Disaster Service	312-729-6100	
Lake County Chapter, Mundelein	312-729-6100	877-597-0747

Attorneys

Village Attorney: 847-247-7400
Ancel Glink

Village Prosecutor: 847-775-7700
Smith and LaLuzerne, Ltd.

Barricades

Road Safe Traffic Systems 815-372-2300

Traffic Control & Protection 630-293-0026

Reagan Traffic Control 217-629-8000

Board-Up Services

AAA Allied Board Up & Glass 773-205-7777

Apollo Glass 847-362-1064

Frank's Glass Service 847-549-6400

JB Glass Board Up 847-336-4074 847-336-4047

Midland Glass 847-362-4242

Suburban Trim & Glass 847-392-6207 847-392-6207

Boats

Highland Park Fire Department 847-433-3110 847-433-3110

U.S. Navy Recreational Services, Great Lakes 847-688-5417

Lincolnshire-Riverwoods Fire Protection District 847-634-2512 847-634-2512

Body Bags/Supplies

Chicago Fire Department 312-347-1313 312-746-9500

Chicago Police Department 312-744-4000 312-744-4000

Coroner, Lake County 847-377-2200 847-549-5200

Deerfield Fire Department	847-945-4066	
Highland Park Hospital	847-432-8000	847-432-8000
Medical Examiner, Cook County	312-666-0500	312-666-0500
O'Hare International Airport	773-686-2200	773-686-2200
Lincolnshire-Riverwoods Fire Protection District	847-634-2512	847-634-2512

Bomb Disposal

Chicago Police Department	312-744-4000	
Cook County Sheriff's Police	708-865-4700	708-865-4130
Illinois State Police	847-294-4444	847-294-4400
Waukegan Fire Department	847-249-5410	847-599-2608

Breathing Air/Oxygen

Deerfield Fire Department	847-945-4066	
Lincolnshire-Riverwoods Fire Protection District	847-634-2512	847-634-2512
Prax air	630-320-4000	

Buses

Cook County School Bus Co., Arlington Heights	847-439-0923	847-439-0923
Barrington Transportation	847-381-1043	
Daidsmeyer Bus Service	847-437-3767	
Great Lakes Naval Center	847-688-3500	847-688-3500
Highland Park Bus Company, City of Highland Park	847-432-3325	
Keeshin Charter Service, Chicago	800-843-3247	
First Student Service, Buffalo Grove.	847-634-0868	
First Student Service, Wheeling	847-541-0220	

Pace	847-228-2416
School District 103	847-295-4030

Cell Phones

Nextel/Sprint Emergency Response Team (for temporary towers)	1888-639-0020
-----------------------------------------------------------------	---------------

Chemical Response Information

CHEMTREC	800-424-9300	800-424-9300
Emergency Services and Disaster Agency (ESDA)	800-782-7860	800-782-7860

Civil Defense/E.M.A.

Lake County Emergency Management	847-377-7100	
I.E.M.A., Springfield	800-782-7860	800-782-7860

Construction Equipment

Berger Excavating	847-526-5456	
Curran Contracting, Crystal Lake	815-455-5100	
Herky's Trucking Inc., Libertyville	847-362-0700	
Kanzler Excavating, Wauconda	847-526-0154	847-526-0154
Keno & Sons Construction Co., Lake Bluff	847-615-8509	
Lenzini Excavating Co., Palatine	847-776-9561	
Lake County Grading Co., Libertyville	847-362-2590	
Lester's Materials Inc., Grayslake	847-223-7000	
Menoni & Mecogni Inc., Highland Park	847-432-0850	
Ace Hardware, Services of Highland Park	847-432-0029	
Peter Baker and Sons, Lake Bluff	847-362-3663	
Plote, Inc., Elgin	847-695-9300	

Coroner

Cook County	312-666-0500	
Lake County	847-377-2200	847-549-5200

County Officials

See County Phone Directories

Cranes

Anthony Crane Rental, Mundelein	847-970-7750	
Concrete Erectors, Buffalo Grove	847-634-0810	
Bryan Kinsler Enterprises	630-543-1033	
Dick's Crane Service, Lincolnshire	847-634-3082	
Essex Crane Rental, Buffalo Grove	847-215-6500	
Ernie's Wrecker Service, Vernon Hills	847-634-3737	847-634-3737
Floyd Steel Erectors Inc., Des Plaines	630-238-8383	847-381-0773
Imperial Crane Services, Bridgeview	708-598-2300	
Keno & Sons Construction, Lake Bluff	847-615-8509	
Knoll Crane, Inc.	815-675-9400	
Ace Hardware, Services of Highland Park	847-432-0029	
Whitney's Crane	847-639-8730	

Crisis Intervention/Mental Health

North Shore University Health System	847-677-9600	
Connection Crisis Intervention Service, (PADS)	847-377-8088	
Crisis Line	847-377-8088	
Lake County Behavioral Health, Waukegan	847-377-8000	
Omni House Buffalo Grove	847-353-1500	

Cutting Torches

Ernie's Wrecker Service, Vernon Hills	847-634-3737	847-634-3737
Floyd Steel Erectors Inc., Des Plaines	630-238-8383	847-381-0773

Department of Conservation

State of Illinois, Springfield (Department of Natural Resources)	217-782-6431	
---------------------------------------------------------------------	--------------	--

Diesel Fuel

Avalon Petroleum	877-228-2566	
BP Amoco, Lincolnwood	847-673-9900	
Conserv FS	800-924-9942	
Ernie's Wrecker Service, Vernon Hills	847-634-3737	847-634-3737
BP Amoco, Route 21 & Route 22, Lincolnshire	847-634-3223	847-634-3223
Olson Oil Company, Park City	847-662-7400	
Palatine Oil Company, Palatine	847-358-3600	
Minute Man	847-438-5722	
Marathon, Lincolnshire	847-478-9347	
Shell Oil, Lincolnshire	847-955-0125	
Mobil Peacock, Vernon Hills	847-821-1640	

Divers

Deerfield Fire Department	847-945-4066	
Lincolnshire-Riverwoods Fire Protection District	847-634-2512	847-634-2512

Electric Companies

Aldridge Electric Company, Libertyville	847-680-5200	
-----------------------------------------	--------------	--

Commonwealth Edison	800-334-7661	800-477-3975
Deerfield Electric Company, Deerfield	847-945-5400	847-945-5400
Highland Park Electric	847-433-6300	
Hucker Electric	847-662-8384	847-662-8384
Indeck Power Equipment Co., Wheeling	847-541-8300	
J.U.L.I.E. Underground Utilities	800-892-0123	

Environmental Protection Agency

E.P.A. (Federal), Emergency Spill Report	800-424-8802	800-424-8802
Illinois E.P.A. Field Office	847-294-4000	
E.P.A. Springfield	217-782-3637 217-782-7860 800-782-7860	217-782-3637

Federal Aviation Authority

F.A.A., Chicago Aviation Emergencies	800-762-1457	847-294-8400
F.A.A., O'Hare Control Tower	773-601-7647 773-601-7648 773-601-7649	

Federal Bureau of Investigation

F.B.I., Rolling Meadows	847-290-0525	
F.B.I., Chicago	312-421-6700	
F.B.I., Disaster Squad	202-324-3000 703-632-8443	202-421-6700

Films/Camera Supplies

Wolf Camera, Northbrook	847-205-0206	
Walgreens	847-913-1627	
Walmart, Antioch	847-838-3410	

Walmart, Vernon Hills

847-918-0555

Fire Departments

Arlington Heights	847-368-5450	
Barrington	847-381-2141	
Buffalo Grove	847-537-0995	
Chicago	312-347-1313	
Countryside	847-367-5511	
Deerfield Bannockburn	847-945-4066	
Des Plaines	847-391-5333	
Elk Grove Village	847-734-8000	
Evanston	847-866-5918	847-866-5095 (Dispatch)
Great Lakes	847-688-2135	847-266-6396
Glencoe	847-835-4112	
Glenview	847-724-2141	847-904-4151
Highland Park	847-433-3110	847-432-7730 (Dispatch)
Highwood	847-432-2142	
Lake Bluff	847-234-5158	
Lake Forest	847-234-2601	847-234-2121
Libertyville	847-362-5664	847-362-5664
Lincolnshire-Riverwoods Fire Protection District	847-634-2512	
Morton Grove	847-470-5226	
Mount Prospect	847-870-5660	
Mundelein	847-949-3260	
Niles	847-588-6800	
Northbrook	847-272-2141	
Northfield	847-441-3800	
Palatine	847-202-6340	847-202-6628
Prospect Heights	847-253-8060	
R.E.D. Center	847-498-5827	
Rolling Meadows	847-397-3375	
Schaumburg	847-885-6300	
Skokie	847-982-5300	
Vernon Hills (Countryside)	847-367-5511	
Waukegan	847-249-5410	
Wheeling	847-459-2662	
Wilmette	847-251-1101	
Winnetka	847-501-6029	

Fire Marshall

Illinois State Fire Marshall, Chicago

800-252-2947

800-252-2947

Flood Information

U.S. Army Corps of Engineers Emergency Management	202-761-4603
Lake County Stormwater Management Agency	847-377-7700

Food

Big Bowl	847-808-8880	
Cheesecake Factory	847-955-2350	
Chipotle	847-821-0078	
Costco, Lake Zurich	847-540-3053	
Costco, Mettawa	847-235-1300	
Egg Harbor	847-821-1515	
Einstein Bagels	847-478-5240	
Philly G's	847-634-1811	
Jamba Juice, Vernon Hills	847-816-0226	
Jewel Foods, Libertyville	847-680-8300	
Kona Grill	847-955-1210	
La Rosa	847-634-2230	
Lukes, Palatine	847-358-9333	
Mariano's, Buffalo Grove	847-634-1130	
Mariano's, Vernon Hills	847-816-0994	
McDonalds	847-913-1500	
Marriott's Lincolnshire Resort	847-634-0100	847-634-0100
Michael's Chicago Style Red Hots, BG	847-634-3294	
Naf Naf Grill	847-821-6980	
Noodles & Co	847-793-0514	
Panera Bread, Riverwoods	847-229-8062	
Pine Garden, Deerfield	847-410-0011	

PJ Restaurant, Deerfield	847-541-3910	
Portillos, Vernon Hills	847-367-7290	
Potbelly's	847-279-1773	
Prairie House, B.G.	847-415-2255	
Quiznos, Riverwoods	847-808-7827	
Red Robin	847-520-4747	
Renaissance Chicago Northshore Hotel	847-498-6500	847-498-6500
Sam's Club, Vernon Hills	847-955-9260	
Sarpino's Pizza	847-419-1100	
Simon Lins Asian Bistro	847-478-8883	
Starbucks, Vernon Hills	847-478-0671	
Subway, Riverwoods	847-465-1971	
Subway, Lincolnshire	847-955-1240	
Tacos Del Rey	847-247-4433	
The Fresh Market	847-793-0926	
Walker Brothers	847-634-2220	
Wildfire	847-279-7900	

Gas Company

J.U.L.I.E.	800-892-0123	800-892-0123
People's Gas Company	800-228-6734	

Gravel/Sand

Builders Ready Mix	847-866-6300	
Contractors Material	847-202-9999	
Fairfield Material	847-740-3203	

Herky's Trucking Inc., Mundelein	847-362-0700	
Kanzler Excavating, Wauconda	847-526-0154	847-526-0154
Lester's Material Inc., Grayslake	847-223-7000	
Menoni & Mecogni Inc., Highland Park	847-432-0850	
Meyer Material, Des Plaines	847-824-4112	
Ace Hardware, Services of Highland Park	847-432-0029	
Plote, Inc., Elgin	847-695-9300	

Hardware

Ace Hardware, Libertyville	847-362-3340
Ace Hardware, Highland Park	847-432-0029
Home Depot, Mundelein	847-566-6532
Home Depot, Palatine	847-705-6801
Home Depot, Vernon Hills	847-549-0110
Lowe's, Vernon Hills	847-876-2800
Lowe's, Northbrook	847-418-4540
Menards, Long Grove	847-963-5558
Sears Hardware, Lake Zurich	847-550-8938
Sears Hardware, Schaumburg	847-923-5990
Sears, Hawthorn Center	847-918-2220
Sears, Woodfield	847-330-2109

Health Department

Cook County	847-818-2860	708-633-4000
Lake County	847-377-8000	
	847-377-8020	

Helicopters

Chicago Fire Department	312-347-1313	312-347-1313
Flight-For-Life, McHenry	800-344-1000	
Flight-For-Life, Milwaukee	800-344-1000	
Illinois Department of Transportation	217-782-2937	217-782-2937
ILEAS	847-590-3500	
Winthrop Harbor Air 1	847-872-2131	
U. S. Coast Guard	847-251-0185	
Search & Rescue	414-747-7190	

Highway Department

Cook County	847-827-1164	847-843-3170
Lake County	847-377-7400 847-377-7498 Maintenance 847-377-7501 Signs 847-377-7000 Passage	
State of Illinois Highway Department	847-705-4222 Gurnee 847-705-4610	847-705-4610
State of Illinois DOT Northbrook	847-272-0774	847-272-0774

Hospitals

Alexian Brothers Medical Center, Elk Grove Village	847-437-5500	847-437-5500
Central DuPage	630-933-1600	
Children's Memorial	224-625-2180	773-880-4000
St. Alexius Center	847-843-2000	847-882-1600
Condell Memorial Hospital, Libertyville	847-362-2900	847-362-2900
Evanston Hospital, Evanston	847-570-2000	847-570-2000
Glenbrook Hospital, Glenview	847-657-5800	847-657-5800
Good Shepherd Hospital, Barrington	847-381-9600	847-381-9600

Great Lakes Naval Hospital, North Chicago	847-688-1900	847-688-1900
Highland Park Hospital, Highland Park	847-432-8000	847-432-8000
Holy Family Hospital, Des Plaines	847-297-1800	847-297-1800
Lake Forest Hospital, Lake Forest	847-234-5600	847-234-5601
Lutheran General Hospital, Park Ridge	847-723-2210	847-723-2210
Northern Illinois Medical Center, McHenry	815-344-5000	
Northwest Community Hospital, Arlington Heights	847-618-1000	847-618-1000
Resurrection Hospital, Chicago	773-774-8000	
Rush North Shore Hospital, Skokie	847-677-9600	847-677-9600
St. Francis Hospital, Evanston	847-316-4000	847-316-4000
Vista Medical, Waukegan	847-249-3900	847-249-3900
Vista Medical, Waukegan	847-360-3000	847-360-3000

Hotels

Hotel Indigo, Vernon Hills	847-918-1400	
Courtyard by Marriott, Deerfield	847-940-8222	847-940-8222
Courtyard by Marriott, Lincolnshire	847-634-9555	847-634-9555
Embassy Suites, Deerfield	847-945-4500	
Hampton Inn & Suites, Lincolnshire	847-478-1400	
Homewood Suites, Lincolnshire	847-945-9300	
Hyatt, Deerfield	847-945-3400	
Marriott's Lincolnshire Resort, Lincolnshire	847-634-0100	847-634-0100
Marriott Suites, Deerfield	847-405-9666	
Crowne Plaza, Northbrook	847-298-2525	
Comfort Inn, Mundelein	847-566-5400	
Red Roof Inn, Northbrook	847-205-1755	847-205-1755

Residence Inn, Marriott, Deerfield	847-940-4644	
Renissance, Northbrook	847-498-6500	847-498-6500
Springhill Suites, Lincolnshire	847-793-7500	
Staybridge Suites, Lincolnshie	847-821-0002	

Ice

Homer's Ice Cream, Wilmette (Dry Ice)	847-251-0477	
McDonalds	847-913-1500	
Walgreens, Lincolnshire	847-913-1627	
Walgreens, Buffalo Grove	847-955-9361	

Jail Authorities

Cook County Department of Corrections (Adult/Juvenile)	773-674-7100	
Cook County Lock-Up, Maywood	708-865-4700	708-865-4700
Lake County Jail	847-377-4188	
Lake County Radio Room	847-549-5200	847-549-5200
Lake County Sheriff-Admin	847-377-4050	847-377-4050

Law Enforcement Agencies

Non-Emergency

Arlington Heights	847-368-5300	
Bannockburn	847-945-2151	
Barrington	847-304-3300	
Buffalo Grove	847-459-2560	
Deerfield	847-945-8636	
Des Plaines	847-391-5400	
Elk Grove Village	847-357-4100	
Evanston	847-866-5000	
Glencoe	847-835-4112	
Glenview	847-729-5000	
Highland Park	847-432-7730	
Highwood	847-432-2152	
Lake Bluff	847-234-2153	
Lake County	847-549-5200	
Lake Forest	847-234-2600	
Libertyville	847-362-8310	
Lincolnshire	847-883-9900	

Lincolnwood	847-673-2167	
Morton Grove	847-470-5208	
Mount Prospect	847-870-5656	
Mundelein	847-949-3250	
Niles	847-588-6500	
Northbrook	847-564-2060	
Northfield	847-446-2131	
Palatine	847-359-9000	
Prospect Heights	847-398-5511	
Riverwoods	847-945-1130	847-945-1820
Rolling Meadows	847-255-2416	
Schaumburg	847-882-3586	
Skokie	847-982-5900	
Vernon Hills	847-362-4449	
Waukegan	847-360-9000	
Wheeling	847-459-2632	
Wilmette	847-256-1200	
Winnetka	847-501-6034	
Winthrop Harbor	847-872-2131	

Lighting Units

Deerfield Fire Department	847-945-4066	
E.S.D.A., (Springfield)	800-782-7860	847-549-5200
Highland Park Fire Department Firehouse #3	847-433-3110	847-433-3110
Lake County Emergency Management	847-377-7100	847-549-5200
Lincolnshire-Riverwoods Fire Protection District	847-634-2512	847-634-2512
Skokie Fire Department	847-982-5300	

Lumber Companies

Craftwood Lumber Company, Highland Park	847-831-2800
Edward Hines Lumber, Buffalo Grove	847-353-7700
Home Depot, Vernon Hills	847-549-0110
Home Depot-Palatine	847-705-6801
Lake Zurich Lumber	847-438-2331
Lowe's, Vernon Hills	847-876-2800

OWL Hardwood Lumber, Des Plaines 847-824-5025

Mosquito Abatement

Clarke Environmental 630-894-2000

Mutual Aid (Fire Department)

MABAS Dispatch Center,
Division 4, Cencom 847-270-9111
Back-up, Mundelein 847-566-6131

Mutual Aid (Police Department)

ILEAS Dispatch Center
Primary-Northwest Central Dispatch 847-398-1130 847-398-1130
Secondary-Wheeling 847-459-2632 847-459-2632

NIPAS Dispatch Center
Primary-Northwest Central Dispatch 847-398-1130 847-398-1130
Secondary-Wheeling 847-459-2632 847-459-2632

National Transportation Safety Board

N.T.S.B., Chicago 630-377-8177 630-377-8177

Newspapers/Wire Service

Associated Press Intl. 312-781-0500 312-781-0500
800-572-2585 800-572-2585

Chicago Sun Times 312-321-2522

Chicago Tribune 312-222-3232 312-222-3232

Daily Herald 847-680-5800

Deerfield Review 847-486-9200

News Sun 847-336-7000

Pioneer Press 847-486-9200 847-486-7233
Legal Notice Only

United Press International 847-679-6460

Poisons

Poison Control Center, Highland Park Hospital	847-480-3900	847-480-3900
IL Poison Control Center National Line		800-222-1222

Portable Toilets

Best Sanitation	847-364-7343
Blue Boy Portable Toilets, Prairie View	847-634-7345
Leprean, Chicago	773-685-8585
Waste Management	800-789-3350

Post Office

U.S. Post Office		
Deerfield	847-945-0293	
Lake Forest	847-680-5464	
Lincolnshire	847-634-3260	
Palatine	847-590-8000 (Processing/Distribution Ctr)	
Vernon Hills	847-566-3901	800-275-8777

Public Works Departments

Antioch	847-395-1881	www.antioch.gov
Arlington Heights	847-368-5800	www.vah.com
Barrington	847-381-7903	www.barrington-il.gov
Bartlett	630-837-0811	www.village.bartlet.il.us
Buffalo Grove	847-459-2545	www.vbg.org
Carpentersville	847-836-2464	vil.carpentersville.il.us
Cary	847-639-0003	www.caryillinois.com
Crystal Lake	815-356-3614	www.crystallake.org
Deerfield	847-317-7245	www.deerfield.il.us
Des Plaines	847-391-5464	www.desplaines.org
Elk Grove	847-439-3900	www.elkgrove.com
Evanston	847-866-2956	www.cityofevanston.org
Fox River Grove	847-639-8360	www.foxrivergrove.il.org
Glencoe	847-835-4111	www.villageofglencoe.org
Glenview	847-998-4027	www.glenview.il.us
Golf	847-998-8852	www.villageofgolf.us
Grayslake	847-223-2860	www.villageofgrayslake.com
Hanover Park	630-823-5700	www.hanoverparkillinois.org
Highland Park	847-432-0807	www.cityhphil.com
Hoffman Estates	847-490-6800	www.hoffmanestates.org

Websites

Kenilworth	847-251-9210	www.villageofkenilworth.org
Lake County Public Works	847-377-7500	www.lakecounty.il.gov
Lake County DOT	847-377-7400	www.lakecountypartners.com
Illinois DOT	217-782-7301	www.dot.state.il.us
Lake Forest	847-810-3540	www.cityoflakeforest.com
Lake Zurich	847-540-1696	www.volz.org
Libertyville	847-362-3434	www.libertyville.com
Lincolnshire	847-883-8600	www.lincolnshireil.gov
Lincolnwood	847-673-1540	www.lincolnwoodil.org
Morton Grove	847-470-5235	www.mortongroveil.org
Mount Prospect	847-392-1235	www.mountprospect.org
Niles	847-588-8000	www.vniles.com
Northbrook	847-272-4711	www.northbrook.il.us
Northfield	847-446-2131	www.northfield.org
Northfield Township	847-724-8300	www.northfieldtownship.com
Palatine	847-705-5200	www.palatine.il.us
Park Ridge	847-318-5241	www.parkridge.us
Prospect Heights	847-398-6070	www.prospectheights.il.us
Rolling Meadows	847-963-0500	www.cityrm.org
Riverwoods	847-945-3990	www.riverwoods.il.net
Schaumburg	847-895-7100	www.villageofschaumburg.com
Skokie	847-933-8427	www.skokie.org
Streamwood	630-289-3194	www.streamwood.org
Vernon Hills	847-367-3726	www.vernonhills.org
Vernon Township	847-634-4600	www.city-data.com/township
Wheeling	847-459-2600	www.vi.wheeling.il.us
Wilmette	847-537-2131	www.wilmette.com
Winnetka	847-716-3568	www.villageofwinnetka.org

Radio Repair

Alpha Prime Communications	847-412-0686	
Chicago Communications	630-832-3311	800-833-1968
Havey Communications	847-816-3737 847-367-0000-Fax	
Lake County Radio Dept.	847-377-7115	
Radicom, Inc.	815-385-4224	815-385-4224

Radio Stations (These numbers are for Police Use Only)

WBBM Radio, Chicago	312-202-2222	
WGN Radio, Chicago	312-591-7200	312-222-4700

WKRS Radio, Waukegan	847-336-7900 847-244-1220
WLS Radio, Chicago	312-591-8900

Radioactive Materials

E.S.D.A., Springfield	217-782-7860 847-549-5200	217-782-7860
-----------------------	------------------------------	--------------

Railroads

Canadian National Railroad Dispatcher (Same As Wisconsin Railroad)	715-345-2464	800-465-9239
Stevens Point, WI Crossing Signal	800-465-9239 715-345-2490 877-333-7989	
Metra Police	312-322-2800	

Refrigerated Trailers

Ernie's Wrecker Service, Vernon Hills	847-634-3737
Estes Express, Lincolnshire	224-377-3250

Refuse Removal

Arc Disposal	847-437-0810
Groot Industry	847-566-5159
Lake Shore Waste	773-685-8811
Lenzini	847-838-0955 (roll off)
Veolia	630-762-7708
Waste Management	800-964-8988

Sandbags

Lester's Materials Inc., Mundelein & Grayslake	847-223-7000
------------------------------------------------	--------------

Salvation Army

Emergency Canteen Unit	847-866-9770 800-438-6377	847-981-9111
------------------------	------------------------------	--------------

Sanitary District

Metropolitan Water Reclamation District Greater Chicago	312-751-5600	
------------------------------------------------------------	--------------	--

North Shore Sanitary District, Lake County	847-623-6060	
--------------------------------------------	--------------	--

Lake County Department of Public Works	847-377-7500	
----------------------------------------	--------------	--

State Officials

See State Phone Directory

State Police

District 2, Elgin	847-931-2407	847-931-2400 Emergency #
-------------------	--------------	-----------------------------

District 3 & 4, Chicago	847-294-4400	847-294-4444 Emergency #
-------------------------	--------------	-----------------------------

District 15, Tollway	630-241-6800	630-241-6800 Ext. 5028
----------------------	--------------	---------------------------

Telephone

AT & T	800-222-0400	800-222-3000
--------	--------------	--------------

Community Relations	847-244-9977	
---------------------	--------------	--

Emergency Mobile Phone Service	911	911
--------------------------------	-----	-----

J.U.L.I.E. Underground Utilities	800-892-0123	800-892-0123
----------------------------------	--------------	--------------

Television Stations (These numbers are for Police Use Only)

WBBM - Channel 2	312-951-3601 312-944-0703	312-951-3601 312-944-0703
------------------	------------------------------	------------------------------

WFLD - Channel 32	312-565-5532	312-565-5532
-------------------	--------------	--------------

CLTV	773-883-3430	773-883-3430
WLS - Channel 7	312-750-7917 312-750-7381	312-750-7917
WMAQ - Channel 5	312-836-5555	
WGN –Channel 9	773-528-2311	

Tollway Authority

Illinois Tollway	630-241-6800	
Lake Forest Oasis	847-604-9203	
Tollway Authority Offices	630-241-6800	630-241-6800
Tollway Police, District 15	630-571-2616	630-571-2616

Tree Removal

Bartlett Tree Experts, Northbrook	847-559-9424	
Davey Tree Expert Co., Wheeling	847-537-4340	
The Care of Trees	847-394-4220	847-382-4120
Trees ‘R’ Us	847-913-9069	
Clean Cut	847-223-0299	
Midwest Forstee	847-462-6354	
Nels Johnson Tree Experts	847-475-1877	

U.S. Coast Guard

U.S. Coast Guard, Chicago Search & Rescue	773-768-4093	
U.S. Coast Guard, Search & Rescue	414-747-7190 Command Center 414-747-7182	
U.S. Coast Guard, Wilmette	847-251-0188	

U.S. Department of Agriculture

U.S.D.A., Chicago	312-353-1044	
-------------------	--------------	--

U.S. Navy

Naval Base, Great Lakes	847-688-3500 847-259-9550	847-688-3840
-------------------------	------------------------------	--------------

U.S. Department of Justice

Bureau of Alcohol, Tobacco and Firearms (ATF) & Explosives	312-846-7200 312-846-7201 Fax
---------------------------------------------------------------	----------------------------------

Veterinarian/Kennels

ABC Humane Wildlife Rescue	847-870-7175	
American Pet Motels, Prairie View	847-634-9444	847-634-9447
Animal Emergency, Lake County	847-459-7535	
Deerfield Animal Hospital, Deerfield	847-943-9948	
Kay's Animal Shelter	847-259-2907	
King's Kennels, Riverwoods	847-945-9592	
Lincolnshire Animal Hospital	847-634-9250	
Orphans of the Storm, Riverwoods	847-945-0235	847-945-0235
Ruth Helen Wolf, Libertyville	847-634-0022	
Save-A-Pet	847-740-7788	

Volunteer Organizations

Mennonite Disaster Service	717-735-3536
----------------------------	--------------

Waste Disposal (Liquid)

SET Environmental Incorporated	847-537-9221
--------------------------------	--------------

Water

Culligan	847-459-1550
----------	--------------

Lake County Water Dept.	847-377-7500	847-336-1611 Emergency #
-------------------------	--------------	-----------------------------

Poland Spring Direct	800-772-7554
----------------------	--------------

Weather Bureau

U.S. N.O.A.A. Severe Storms Reporting	800-681-2972 815-834-0666 (For Official Use Only)
------------------------------------------	------------------------------------------------------

Wildlife Control

A-1 Pest Control (Bee's)	847-433-3351
--------------------------	--------------

A-B-C Humane Wildlife Control	847-870-7175
-------------------------------	--------------

Animal Control (Bee's)	847-827-7800
------------------------	--------------

Critter Control	847-991-9909
-----------------	--------------

County Wildlife Control, Inc. Emergency 24/7	847-354-4869 847-949-5655
-------------------------------------------------	------------------------------

Animal Control Specialists	847-416-6498
----------------------------	--------------

Rose Pest Solutions	847-272-4900
---------------------	--------------

Wildlife Services, Inc.	847-394-9800
-------------------------	--------------

VILLAGE OF LINCOLNSHIRE

ANNEX M – CORONER

STATEMENT OF PURPOSE

The purpose of this annex is to explain the activities and responsibilities of the Lake County Coroner's Office in the event of a man-made or natural disaster that results in the loss of life to Lincolnshire residents or citizens from other communities that lose their lives while in Lincolnshire when a disaster strikes.

SITUATIONS AND ASSUMPTIONS

Situations:

The Village of Lincolnshire is susceptible to a number of major emergency or disaster situations that could lead to a large number of fatalities. Because of the dense residential areas, large office park, and heavy highway use, the possibility that a man-made or natural disaster may result in the loss of life for many Lincolnshire residents and/or citizens who live elsewhere but are in Lincolnshire when the disaster strikes is significant.

Assumptions:

First response to a disaster in the Village of Lincolnshire will be by police, fire, and emergency medical personnel. In the event of a significant number of fatalities, the Lake County Coroner's Office will be called to oversee operations involving recovery, removal, collection, identification, and processing of the deceased and their personal effects.

CONCEPT OF OPERATIONS

General:

When a disaster is declared, all Coroner's Office operations will come under the direction of the Lake County Coroner.

All Coroner's Office personnel will operate under the same department supervision as during normal operations, to the extent that it is feasible to do so.

Training and review of disaster mobilization procedures will be given to key staff members.

Mobilization:

At the time of a disaster, mobilization of Coroner's Office personnel will occur by standing

policy and procedure.

Operational Priorities:

The Lake County Coroner will establish operational priorities and issue such priority orders to department employees. In the absence of specific guidelines, the following priorities shall be followed:

- The saving of lives.
- Prevention of greater damage and destruction.

Procurement of Services & Supplies:

The acquisition of services and supplies will be handled through the Lake County Coroner's Office.

Requests for Additional Manpower:

Requests for extra manpower will be coordinated through the Lake County Coroner's Office.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The recovery, removal, collection, identification, and processing of the dead is the responsibility of the Lake County Coroner's Office. For the purpose of this annex, the personnel, resources, and capabilities of the Lake County Coroner's Office comprise the primary elements available in a disaster. Mutual aid and support services will be provided as requested by the Coroner.

Basic Responsibilities:

- To ensure the mobilization, organization, and operations of the Coroner's Office personnel, equipment, and expertise at the time of a disaster.
- To provide for the recovery, removal, collection, identification, and processing of the dead and their personal effects.
- To coordinate Coroner's Office activities with other agencies involved in a disaster situation.

Specific Tasks:

- To maintain and periodically update the Coroner Disaster Resource Manual.
- To participate in training exercises necessary to assure capabilities and resources are used to the best advantage at the time of a disaster.

- To activate and operate body staging areas, and/or refrigerated trucks to hold and process the dead.
- To determine cause and manner of death of all disaster victims and tend to the preservation and disposition of the dead.
- To take charge of personal effects, notify next of kin, register deaths, coordinate the preparation of death lists and maintain necessary records.
- To establish liaison with and keep informed governmental law enforcement and other interested public agencies.
- To store and disperse necessary equipment and supplies.

DIRECTION AND CONTROL

The Lake County Coroner's Office shall be responsible for all activities involving recovery, removal, collection, identification, and processing of the deceased and their personal effects.

CONTINUITY OF GOVERNMENT

The line of succession for the Lake County Coroner's Office is as follows:

1. Coroner
2. Chief Deputy Coroner - or Disaster Coordinator Deputy Coroner
3. Deputy Coroners

ANNEX M – CORONER

APPENDICES

1. Pre-Emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist

ANNEX M – CORONER

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Review hazard/vulnerability analysis to determine possible problems with Coroner's Office activities/services.
- _____ 2. Familiarize Coroner's Office personnel with disaster and mass fatality operations and provide them with training as necessary.
- _____ 3. Periodically meet with the Lake County Emergency Management Agency to ensure adequate integration of County plans with local plans regarding Coroner Services.
- _____ 4. Develop a public information program in cooperation with the Lake County Coroner's Office for use in the event of a major emergency or disaster situation. This program should provide information on identification and disposition of the dead, and methods for obtaining information related to deceased persons.
- _____ 5. Contact local clergy to assist with religious counseling of families of disaster victims.
- _____ 6. Conduct periodic exercises to test annex and provide refresher training to Coroner's Deputies.

ANNEX M – CORONER

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. The main telephone number for the Lake County Coroner's Office is **847-377-2200**. After hours and on holidays, the number is **847-549-5200**.
- _____ 2. Following the determination that an emergency or disaster situation exists requiring the activation of this annex, request a representative of the Coroner's Office to report to the EOC.
- _____ 3. Police, Fire, and Emergency Medical personnel shall be requested to radio information to the EOC regarding the location of persons killed in the disaster.
- _____ 4. The Coroner's Office representative at the Field Command Post shall take charge of the death scene after all rescue operations and all pending hazards have been eliminated.
- _____ 5. Provide support staff to assist Coroner's Office personnel, as requested.

ANNEX M – CORONER

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Provide support staff to assist Coroner's Office personnel with recovery operations.
- _____ 2. Provide support staff to assist Coroner's Office personnel with compiling of reports.

VILLAGE OF LINCOLNSHIRE

ANNEX N – RADIOLOGICAL PROTECTION

STATEMENT OF PURPOSE

The purpose of this annex is to establish a comprehensive radiological protection system for the Village of Lincolnshire, and to define the responsibilities of the various agencies participating in the system.

SITUATIONS AND ASSUMPTIONS

Situations:

Due to its location, the Village of Lincolnshire has the possibility of several types of radiological incidents. Such incidents may include, but not be limited to, transportation accidents, low level fixed facility, nuclear war, and terrorist activities. An incident at the Zion Nuclear Power Station must also be considered.

Emergency responders (fire and police), while responding to local routine emergency situations, may become involved in radiological incidents.

Assumptions:

The first agency responding to a peacetime radiological incident will probably be unaware of the radiological hazard until arrival and therefore may come in contact with radioactive material.

In the event of a peacetime radiological incident, the Lake County Emergency Management Agency, the Illinois Emergency Management Agency, and the Illinois Department of Nuclear Safety, supported by various federal agencies, will provide response teams and technical support.

While it is understood that the military and other federal agencies would have primary responsibility for handling a war-time or terrorist incident, the Village of Lincolnshire would be responsible for providing the best possible protection for its citizens from the hazards of radiation.

CONCEPT OF OPERATIONS

By Illinois law, local government is ultimately responsible for the protection of life and property. As the Chief Administrative Officer of the Village, the Village Manager is responsible for ensuring that disaster response and recovery operations are effective. Providing a functioning Radiological Protection System (RPS) is one of those critical functions. The Village of Lincolnshire Emergency Services and Disaster Agency has

been identified as the lead agency authorized to develop and operate the Radiological Protection System (RPS). The RPS is headed by a Radiological Protection Officer (RPO) appointed by and responsible to the Lake County Emergency Management Agency.

The Radiological Protection Officer (RPO) shall be responsible for developing training and implementing the county's Radiological Protection System. The Radiological Protection Officer shall be certified through the successful completion of a series of state-sponsored FEMA radiological courses. The primary purpose of the Radiological Protection System is to detect the presence of harmful radiation, analyze its intensity and effect, and recommend to the Lake County Emergency Services Coordinator and key decision makers appropriate protective actions.

The RPS shall also be responsible for coordinating and monitoring decontamination activities following the situation.

During times of emergency the RPO shall regularly coordinate with Illinois Emergency Management Agency and Department of Nuclear Safety officials to ensure timely and accurate radiological data.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

As previously indicated, responsibility for the development and operations of the Radiological Protection System (RPS) is delegated to the Lake County Office of Emergency Services.

The RPO, appointed and responsible to the Lake County Emergency Services Coordinator is responsible for heading the Radiological Protection System (RPS).

The Lake County RPS is designed to provide a staff functioning within the county EOC, and a field unit shall be made available to the Lincolnshire EOC.

Within the county EOC, an Assistant RPS, Radiological Protection Planner (RPP) and a supporting staff consisting of an Analyst, Recorder, and Plotter assist the RPO in carrying out operational functions.

The RPP has the responsibility for the development of specific standard operating procedures used by units of the RPS. The RPP shall also assist the Village Shelter Coordinator (see shelter annex) in determining the radiation protection factor and upgrading procedures for the community's fallout shelters.

An analyst has the responsibility for analyzing radiological data, plotting fallout deposits, and assisting in the prediction of radiological decay rates.

The Recorder and Plotter function as clerical personnel recording data received from monitoring stations and plotting that data on EOC displays.

A field unit consisting of self-protection and shelter monitors provides data to the EOC staff on field conditions. Self-protection monitoring stations are those stations maintained in facilities having either an emergency response capability or those industries determined to be critical to the economic survival of the community, and thereby required to remain in operation if at all possible.

Additionally a Radiological Monitor Instructor (RMI) supports the efforts of all operations by conducting initial and refresher training programs for monitoring personnel.

Following Federal and State guidance, field radiological monitoring personnel will report radiological conditions to the Radiological Protection Officer in the EOC.

Radiological Monitors (RMs) may be provided to any city or county agency, trained volunteer organization, or industrial facility.

DIRECTION AND CONTROL

The Lake County Emergency Operations Center shall be the Direction and Control point for all major decisions concerning radiological protection operations. The RPO will coordinate all radiological operations from this facility.

CONTINUITY OF GOVERNMENT

The line of succession for the Radiological Protection System shall be:

1. Radiological Protection Officer (RPO)
2. Assistant Radiological Protection Officer (Asst. RPO)
3. Radiological Protection Planner (RPP)

ANNEX N – RADIOLOGICAL PROTECTION

APPENDICES

1. Pre-Emergency Operations Checklist
2. Response Operations Checklist
3. Recovery Operations Checklist
4. Procedures for Federal and State Assistance
5. Radiological Protection System Acronyms

ANNEX N – RADIOLOGICAL PROTECTION

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Designate a RADEF officer (RPO); identify agencies, personnel, and resources to develop and execute the RADEF annex.
- _____ 2. Develop a RADEF training program.
- _____ 3. Determine jurisdictional designation - hazard or reception.
- _____ 4. Determine availability of radiological monitoring equipment, current operational status, and location.
- _____ 5. Establish RADEF program and reporting network. Ensure that all elements of local government are aware of and appreciate the grave implications of radiological fallout or radiation exposure.
- _____ 6. Develop public information and education programs for release during subsequent phases, advising citizens how to protect themselves from radioactive fallout.
- _____ 7. Identify existing shelter sites with appropriate protection factors (PF).
- _____ 8. Learn how to upgrade shelters to increase PF.
- _____ 9. Prepare plans and standard operating procedures (SOPs) for radiological monitoring (RM) teams.
- _____ 10. Identify and designate RM teams for shelter monitoring, aerial monitoring, and station monitoring.
- _____ 11. Develop plans and procedures for decontamination stations.
- _____ 12. Develop and initiate training programs for RM teams, emergency operating centers (EOC), and RADEF plotting teams.
- _____ 13. Prepare and repair, calibrate, and distribute RM instruments.
- _____ 14. Develop RADEF reporting systems, test communications, and develop alternate RADEF communications systems.
- _____ 15. Prepare public information and education programs on radiation hazards and protective measures.

- _____16. Establish priorities for decontaminating facilities.
- _____17. Determine the location of medical, research, and industrial users of low-level radiation.
- _____18. Coordinate the exchange of all radiological monitoring equipment at least every four (4) years.

ANNEX N – RADIOLOGICAL PROTECTION

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Activate RADEF section in EOC.
- _____ 2. Activate and deploy RM teams and equipment to designated locations. Initiate ground and aerial surveillance.
- _____ 3. Activate RADEF reporting network, i.e., contact Lake County and Illinois Emergency Management Agencies and Illinois Department of Nuclear Safety.
- _____ 4. If appropriate and recommended by Lake County EMA or Illinois EMA, implement procedures for population protection, either shelter or general evacuation.
- _____ 5. Continue public information and education programs.
- _____ 6. Initiate decontamination operations.
- _____ 7. Work with EOC operating staff to provide current technical data on exposure of emergency forces, acceptable dose rates, and re-entry.
- _____ 8. Expand RADEF monitoring capability, as required.

ANNEX N – RADIOLOGICAL PROTECTION

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Assessment of damage.
- _____ 2. Continue decontamination operations as long as necessary.
- _____ 3. Continue ground and aerial surveillance and monitoring operations as long as necessary to determine when radiation levels will allow re-entry to evacuated areas.
- _____ 4. Continue public information and education programs on radiation safety and decontamination procedures.
- _____ 5. Maintain historical records on radiation readings, RM team reports, dosage rates, and fallout pattern.
- _____ 6. Complete all required forms and reports for post-emergency critique.

ANNEX N – RADIOLOGICAL PROTECTION

APPENDIX 4

HOW TO SECURE STATE OR FEDERAL ASSISTANCE

The Village of Lincolnshire is not permitted to call federal, state, or military agencies directly for assistance.

The channel through which the Village requests federal or state assistance, including military assistance, is the Lake County Emergency Management Agency in Libertyville (24-hour telephone **1-847-549-5200**). The Village of Lincolnshire ESDA Coordinator is the liaison with the county office. The Chief Executive Officer (Village Mayor) makes the formal request for state or federal assistance.

ANNEX N – RADIOLOGICAL PROTECTION

APPENDIX 5

RADIOLOGICAL PROTECTION SYSTEM ACRONYMS

RPS	Radiological Protection Systems
RPO	Radiological Protection Officer
ASST. RPO	Assistant Radiological Protection Officer
RPP	Radiological Protection Planner
RMI	Radiological Monitoring Instructor
RM	Radiological Monitor
DNS	Department of Nuclear Safety
EMP	Electro-Magnetic Pulse
PF	Protection Factor

VILLAGE OF LINCOLNSHIRE

ANNEX O – RECOVERY

STATEMENT OF PURPOSE

The purpose of this annex is to provide guidance for recovery operations including interface with State Response Operations and Federal Disaster Assistance Programs, if applicable.

The final phase of Emergency Management is Recovery. Recovery can be divided into short term and long term efforts. Short term recovery is the restoration of vital services and facilities to minimum standards of operation and safety. During this phase severely damaged buildings are scheduled for repair or demolition, debris is removed and electrical and telephone service is returned to normal. Long term recovery may continue for a number of months or years, as the community slowly returns to pre-disaster or better conditions. Long term recovery may include the complete redevelopment of damaged areas.

SITUATIONS AND ASSUMPTIONS

Situations:

Major emergencies and disasters, whether natural or technical, place extraordinary demands on all levels of government. When the demand for services escalates, and the ability to deliver these services diminishes, special skills, equipment, facilities, and finances are needed. These situations create a need for local government officials to properly declare a local disaster proclamation and request aid from the state and federal government.

Assumptions:

Lincolnshire has some capabilities and resources which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of a major emergency or disaster. Depending on the severity and magnitude of the event, it may be necessary to request additional assistance through mutual aid associations or from the private sector. If the event were widespread, affecting several of our neighboring communities, then it is assumed that state and federal assistance may be required.

CONCEPT OF OPERATIONS

It is recognized that the responsibility for protection of lives and property of the residents of the Village of Lincolnshire rests with local government officials and that the ultimate authority in disaster situations rests with the Chief Administrative Officer. During such disasters, he/she shall retain sole overall command of the response efforts undertaken

within the Village. In accordance with Illinois law, the Village Mayor, or his/her successor shall be the only authority to declare a local disaster emergency.

Few communities could expect to recover from a major disaster without assistance from their state or federal government. If a major disaster occurs, the Village should be prepared to request such aid. The Village is not permitted to call state, federal, or military agencies directly for assistance. The channel through which the Village requests such assistance is to declare a state of emergency by written executive order and contact the Lake County Emergency Management Agency 24-hour phone number, **847-549-5200**.

Federal, state, and local governments must work together in any major disaster. The emergency assistance plan is based on each level of government beginning assistance when the previous level is overwhelmed by the scope of destruction caused by the disaster.

As soon as possible when a disaster or emergency occurs, a damage assessment must be conducted. Expenditure records and photographs of damage must also be initiated. If the damage assessment results in the need for resources beyond local capabilities, the Village should declare a state of emergency by written executive order and contact the Lake County Emergency Management Agency's 24-hour phone number, 847-549-5200.

The state, acting on information provided by the local government, will dispatch personnel and equipment to the disaster area and assist in the response and recovery effort. If it appears to the state that federal assistance will also be required, FEMA will be alerted to the situation.

STRATUM OF RECOVERY ASSISTANCE PROGRAMS

State Disaster Assistance:

1. Under the Illinois Emergency Management Agency Act, “**DISASTER**” means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural or technological event.
2. When the governor proclaims that a disaster exists or a portion of the state is a disaster area under the Illinois Emergency Management Agency Act, the State Disaster Relief Fund is opened.
3. A Proclamation of Disaster by the governor authorizes him/her to exercise emergency powers as stated in the Illinois Emergency Management Agency Act.
4. Only the governor or acting governor can request a federal disaster declaration by certifying the expenditure of state and local resources and implementation of the state emergency plan. The state will assume most of the responsibility for seeking federal assistance. Local government will be responsible to provide

state officials with the necessary documentation to support the request for federal aid.

NOTE: The most common reason for failure to obtain federal assistance is lack of adequate documentation. Careful records of expenditures of time, money, and resources must be kept if reimbursement is expected. A systematic, thorough damage assessment must be performed. This should include photographs of all damaged areas which will provide irrefutable evidence of damage, repair work, and restorations.

Federal Disaster Assistance:

1. Under the Robert T. Stafford Disaster Relief Act, Public Law 100-707, a federal **“MAJOR DISASTER”** is defined as any catastrophic event which, in the determination of the President of the United States, causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby.
2. A federal **“EMERGENCY”** is defined in the Stafford Disaster Relief Act as any of the various catastrophes included in the definition of a “major disaster” which require federal emergency assistance to supplement state and local efforts to save lives and protect property, public health and safety, or to lessen the threat of a disaster.
3. Recovery programs are administered in conjunction with federal, state and voluntary agencies through the Stafford Disaster Relief Act or other agency specific funding authority.
4. Currently, there are no state-funded recovery programs that provide direct grant assistance to private individuals or not-for-profit groups. Most direct cash programs are provided through FEMA and the Small Business Administration.
5. A governor’s request for a Presidential Disaster Declaration can result in one of three responses from the federal government, each with a different form of assistance. The federal government could:
 - a. Issue a Presidential Declaration of a Major Disaster, which would free all of the resources of the federal government for assistance.
 - b. Issue a Presidential Declaration of Emergency, which would focus on specific assistance needed to save lives, protect property, public health and safety, or lessen the threat of future disaster.
 - c. Provide Direct Assistance from various federal departments through their own emergency or normal programs without a Presidential Declaration.

6. To initiate the request for federal disaster assistance the governor sends the letter to the president through the Federal Emergency Management Agency (FEMA).

The request must describe the event, efforts to cope with the situation, document damages as determined through a Preliminary Damage Assessment (PDA), state the specific types of federal assistance needed, and indicate that the severity of the disaster is such that the state and local governments are unable to recover without federal assistance.

7. After review and recommendations by FEMA, the president will determine if a major disaster will be declared and federal disaster assistance made available to the state. If the Presidential Declaration is granted, federal disaster assistance is made available to cover eligible uninsured losses. Some federal disaster assistance programs made available are:

For Individuals and Families:

- U.S. Small Business Administration low-interest loans
- Disaster Housing Assistance Grants
- Individual and Family Grants

For Businesses:

- U. S. Small Business Administration low interest loans **

For Government Entities:

- Public Assistance Grants to pay for damages to public property, debris removal and emergency response

** NOTE: Small Business Administration low-interest loans for individuals and business loans may be requested by the governor with or without a state or federal disaster declaration.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

If the President declares an EMERGENCY or MAJOR DISASTER, a Federal Coordination Officer (FCO) will be assigned to coordinate federal assistance. The governor will appoint a State Coordinating Officer (SCO). The SCO is the main liaison between the FCO and state and local officials. The SCO will be the primary contact person with the Village.

Once on the scene, the FCO is responsible for an initial appraisal of needed assistance. Additionally, the FCO is responsible for coordinating all the federal agencies and programs involved in assistance as well as the private relief efforts of the American Red Cross, the Salvation Army, the Mennonite Disaster Service, and others.

FEMA employees will be deployed to the affected area and establish a Disaster Field Office (DFO). This facility, once established, will be staffed with federal, state, and local officials as well as representatives from private relief organizations. Additionally, a Disaster Recovery Center (DRC) may be established which would serve as a centralized location for assistance to individuals. It is the responsibility of the FEMA regional director to decide which types of assistance will be offered. Applications for aid from individuals are completed at the center and counseling offered to help the applicant through the post-disaster recovery process.

Assistance available through a Disaster Recovery Center (DRC):

1. Temporary housing
2. Unemployment payments
3. Low-interest loans to individuals and businesses (SBA)
4. Individual and family grants
5. Food coupons
6. Legal services
7. Mental health and crisis counseling
8. Social Security assistance

DIRECTION AND CONTROL

Per established protocol, recovery operations would be coordinated from the EOC by the Village of Lincolnshire ESDA Coordinator through appropriate department heads under the direction of the Village Manager.

If the event requires resources beyond those of the Village of Lincolnshire and state assistance is requested, then IEMA will become the primary agency. The Village would then integrate its efforts with IEMA and FEMA if the governor requests federal assistance and it is granted by the President of the United States.

ORGANIZATION OF TASKS

Illinois Emergency Management Agency Support Agencies:

Illinois Department of Public Aid
Illinois Department of Insurance
Illinois Department of Revenue
Illinois Department of Military Affairs
Illinois Department of Natural Resources
Illinois Department of Transportation

Illinois Department of Employment
Illinois Department of Housing
Illinois Historic Preservation Agency
Illinois State Board of Education
Office of the Attorney General
Office of the State Treasurer

Illinois Department of Community Affairs
Illinois Department of Mental Health

American Red Cross

Calling either the Region 4 Coordinator or the State Emergency Operations Center will facilitate communication with the following agencies:

Illinois State Police	Illinois Department of Transportation (IDOT)
Illinois Commerce Commission	Illinois Department of Aeronautics
Illinois Environmental Agency (EPA)	Illinois Department of Nuclear Safety
Illinois Department of Corrections	Illinois Department of Natural Resources
Illinois Department of Public Health	Office of the State Fire Marshal
Illinois National Guard	American Red Cross

1. The Illinois Department of Employment administers job placement and disaster unemployment assistance until an individual is re-employed, but no longer than one year after a major disaster.
2. The Illinois Department of Mental Health provides professional counseling services through its system of agencies to victims of major disasters to relieve mental health problems caused or aggravated by the disaster.
3. The Illinois Department of Public Aid provides food stamps to victims of a disaster that disrupts normal food distribution channels. The Department also provides professional staff for the administration and delivery of the Individual and Family Grant Program.
4. The Illinois Department of Revenue offers advisory services, counseling and guidance on tax issues regarding disaster losses as well as assistance filing amended returns.
5. The Illinois Department of Transportation (IDOT) assists with the repair and construction of roads and bridges.
6. The Illinois Department of Insurance assists disaster victims with any problems that arise with their private insurance coverage.
7. The Illinois Department of Commerce and Community Affairs provides technical assistance to local government officials and businesses regarding efforts to replace or repair community facilities.
8. The Illinois Department of Military Affairs provides personnel and equipment for continued security and other support activities.
9. The Illinois Department of Corrections provides inmates for debris removal and cleanup operations.
10. The Illinois State Board of Education coordinates grants for and oversees the repairs of damaged school facilities.

11. The Illinois Housing Authority coordinates information on housing resources for local relief agencies and disaster victims.
12. The Illinois Historic Preservation Agency coordinates the repair and restoration of historic sites and structures.
13. The Office of the Attorney General offers consumer counseling and assistance to disaster victims.
14. The Office of the State Treasurer provides funds through the linked deposit program to communities, businesses, and individuals whose needs cannot be met by other programs.
15. American Red Cross:
 - a. Provides emergency and additional assistance to disaster victims with verified disaster losses. Assistance is in the form of vouchers for such items as food, clothing, housing assistance, minor home repairs, household furnishings, emergency health needs (prescriptions, eyeglasses, dentures, and medical costs associated with disaster-caused injuries and illnesses, etc.) and occupational supplies.
 - b. Makes referrals to other public and private organizations providing disaster assistance.
 - c. Provides Mass Care Services, which includes shelter and feeding operations.
 - d. Provides three meals a day for disaster relief workers.
 - e. Provides a Disaster Welfare Inquiry System whereby the organization will track the location of disaster victims following the event and provide information to family members who are trying to find them.
 - f. American Red Cross assistance is provided regardless of whether or not there is a state or federal declaration. All assistance is in the form of grants to disaster victims.

THE AMERICAN RED CROSS:

Greater Chicago Chapter Office: 312-729-6100
2200 W. Harrison Fax: 312-729-6304
Chicago, Illinois 60612-3506

AUTHORITIES AND REFERENCES

Robert T. Stafford Disaster Relief Act (PL 100-707)

Illinois Emergency Operations Plan

Federal Emergency Management Agency (FEMA) Disaster Operations Manual

ANNEX O – RECOVERY

APPENDICES

1. Contact List for Disaster Notification
2. Village Mayor Proclamation for a Local Disaster
3. Short and Long Term Recovery Planner
4. Community Recovery Matrix
5. Pre-Emergency Operations Checklist
6. Response Operations Checklist
7. Recovery Operations Checklist

ANNEX O – RECOVERY

APPENDIX 1

CONTACT LIST FOR DISASTER NOTIFICATION

The Village of Lincolnshire is not permitted to call federal, state, or military agencies directly for assistance.

The channel through which the Village requests federal or state assistance, including military assistance, is to declare a state of emergency by written executive order and then contact:

1. Lake County Emergency Management Agency (LCEMA)
Office: 847-377-7100
24 Hr.: 847-549-5200
Fax: 847-377-7015
2. Illinois Emergency Management Agency (IEMA) Region 4 Coordinators Office
Office: 847-294-4717
24 Hr.: 217-782-7860
Fax: 847-294-4715
Pager: 1-800-612-6595
3. Illinois Emergency Management Agency (IEMA) Springfield, Illinois
24 Hr.: 217-782-7860
24 Hr.: 1-800-782-7860

Protocol dictates notification of the Lake County Emergency Management Agency first. The most direct route is to call **847-549-5200 – “ONE CALL STARTS IT ALL.”**

The following information needs to be reported to Lake County EMA when calling:

- LOCATION – Where is the event?
- EVENT – What has caused the event?
- CASUALTIES – Are there any confirmed deaths/injuries? If so, how many?
- ACCESS – Can the location be accessed by emergency responders?
- DAMAGES – What damage can be observed? How widespread is it?
- ACTIONS – What actions have been taken?

The above information will be forwarded to the State Emergency Operations Center for use in coordinating the state’s response. Continue to monitor the event and make follow-up reports as the situation develops.

A LOCAL DISASTER DECLARATION IS NOT REQUIRED TO SECURE EITHER A STATE OR FEDERAL DISASTER DECLARATION. HOWEVER, A STATE DECLARATION MUST PRECEDE A REQUEST FOR A FEDERAL PRESIDENTIAL DECLARATION.

ANNEX O – RECOVERY

APPENDIX 2

**VILLAGE MAYOR PROCLAMATION
FOR A LOCAL DISASTER**

**PROCLAMATION FOR THE VILLAGE OF LINCOLNSHIRE
EMERGENCY / DISASTER**

Under authority of the Illinois Emergency Management Agency Act, 20 ILCS 3305/1 et al, as related to the Stafford Act, PL 93-288, as amended.

I, _____, Mayor of the Village of Lincolnshire, upon recommendation of the Coordinator of the Lincolnshire Emergency Services and Disaster Agency, do hereby proclaim that a disaster exists within the Village of Lincolnshire for the following reasons:

_____, Coordinator of the Lincolnshire Emergency Services and Disaster Agency, is ordered to proceed with all haste to bring said disaster to a rapid conclusion for the best interests of the residents of Lincolnshire pursuant to the Illinois Emergency Management Agency Act, as amended, and the Lincolnshire ESDA Ordinance dated _____.

This proclamation is effective _____ and shall expire _____ unless extended.

Mayor, Village of Lincolnshire

Notary Public

ANNEX O – RECOVERY

APPENDIX 3

SHORT AND LONG TERM RECOVERY PLANNER

	SHORT-TERM	LONG-TERM
Information gathering and damage assessment	Documentation – photographic press clippings, written estimates	Documentation – records of expenditures, more detailed damage assessment
Administration	Notification of State Emergency Management Office; notification of FEMA, identification of aid programs	Submit applications for loans, grants, and technical assistance
Mobilization	Restore utilities; temporary housing and transportation; secure hazardous property; temporary food and clothing	Implementation of federal assistance programs; reconstruction of damaged areas
Regulation	Assess needs for special laws or permits	Get approval for proposed new laws or permits
Planning	Short-term planning to return community services to pre-disaster levels	Long-term master plan for community development
Coordination	Coordinate transition from response to recovery	Coordinate among federal programs, service organizations, and local resources
Evaluation	Monitor recovery effort	Monitor recovery effort, evaluate if new aid is needed

ANNEX O – RECOVERY

APPENDIX 4

COMMUNITY RECOVERY MATRIX

RECOVERY NEEDS/POSSIBLE ACTIONS	Time Frame in Months													
	1	2	3	4	5	6	7	8	9	10	11	12	Over 12	
I. Overall Considerations:														
A. Assess Needs for Information and Assistance re:														
1. Demolition and Debris:														
Clearance														
Removal														
Disposal														
External assistance (mutual aid, consultants, etc.)														
2. Legal Issues - e.g., ordering evacuation; resettling "illegal" occupants														
3. Revise population data; determine relocation needs; gather new data (e.g., school children, residents, business establishments, etc.)														
4. Damage assessment and personal needs assessment														
5. Communicating with the public														
6. Documentation of expenditures, village personnel, etc.														
7. Regulation (building permits) and control (out of area contractors; pets and animals; materials)														
8. Managing disaster assistance from external (public and private) sources														
9. Managing resources (donated goods and services, volunteers)														
B. Economic and Job Base Assessment														
1. Analysis of major employers; likelihood of return, when, and at what ratio of former capacity?														
Major factories, government centers and other major employers														
Agricultural, botanical products														
Commercial, retail establishments														
2. Plan for economic base and job generation activities: e.g., economic development activities and organizations; participation in rebuilding efforts														

3. Communications, utilities, and other essential services (repair, restoration and mitigation)																				
B. Government building and facilities																				
1. Determination of repair, restoration and restructuring																				
2. Relocation decisions																				
V. Health, Welfare and Other Needs:																				
A. Social Services																				
1, Estimate need for																				
2. Determine providers, sources of funding																				
B. Health Services (Physical and Mental)																				
1. Estimate need for																				
2. Determine providers, sources for funding																				
C. Public Assistance																				
1. Estimate need for welfare, food assistance, unemployment benefits																				
2. Determine providers of care and services and also sources of funding																				
VI. Environmental and Ecological Problems/Needs:																				
A. Air quality (open air burning)																				
B. Water (quality and supply)																				
C. Solid waste (landfills - temporary and permanent)																				
D. Soil conditions (contamination)																				
E. Hazardous materials (spills, accidents, disposal) incidents triggered by the disaster																				
F. Natural resources (wildlife, fish, plants) affected																				

ANNEX O – RECOVERY

APPENDIX 5

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Identify local, county, and state agencies available and willing to provide disaster relief assistance.
- _____ 2. Identify residents that may require special concern regarding assistance.
- _____ 3. Analyze resource requirements.
- _____ 4. Prepare and update lists of resources.
- _____ 5. Assign a Recovery Committee to periodically review and update data.

ANNEX O – RECOVERY

APPENDIX 6

RESPONSE OPERATIONS CHECKLIST

- _____ 1. The Village ESDA Coordinator will request additional support through Lake County EMA, as necessary.
- _____ 2. The Village Mayor should declare a local state of emergency by written executive order.
- _____ 3. Contact the American Red Cross. They will provide assistance regardless of whether there is a state or federal declaration. All assistance is in the form of grants to the disaster victims.
- _____ 4. Coordinate local efforts with other agencies. If state and/or federal assistance is required, then the Village will integrate its efforts with IEMA.
- _____ 5. Document all response efforts and keep accurate records of all activities from the onset of the event until completion. Accurate, complete documentation will be required from Response through Short and Long-Term Recovery Operations.

ANNEX O – RECOVERY

APPENDIX 7

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Provide staff as needed to assist in operation of the Disaster Recovery Center (DRC) following a Presidential Declaration.
- _____ 2. Coordinate with the Public Information Officer (PIO) concerning locations and briefings regarding Disaster Relief Centers.
- _____ 3. Coordinate relief operations to ensure that all resident needs are met. This will be especially important if the event is a local emergency only.
- _____ 4. Assess recovery needs.
- _____ 5. Set priorities for available resources.
- _____ 6. Coordinate resource management, unless state or federal agencies are involved.
- _____ 7. Maintain appropriate records.

VILLAGE OF LINCOLNSHIRE

ANNEX P – TERRORISM & WEAPONS OF MASS DESTRUCTION

INTRODUCTION

Presidential Decision Directive (PDD-39), U.S. Policy on Counterterrorism, establishes policy to reduce the nation's vulnerability to terrorism, deter and respond to terrorism, strengthen capabilities to detect, prevent, defeat, and manage the consequences of terrorist use of weapons of mass destruction (WMD). PDD-39 states that, "The United States shall have the ability to respond rapidly and decisively to terrorism directed against Americans wherever it occurs, arrest or defeat the perpetrators using all appropriate instruments against the sponsoring organizations and governments, and provide relief to victims, as permitted by law." Subsequent **Presidential Decision Directives (PDD-62 and 63)** address counterterrorism and critical infrastructure protection respectively. Additionally, PDD-62 provides for the stockpiling of vaccines and antibiotics for public distribution in the event of attack. HSPD 5 establishes a National Incident Management System (NIMS) which provides an integrated response network from federal through state to local communities.

Federal, state, and local governments have been responding successfully to natural disasters for many years. However, over the last few years, the new, unfamiliar threat of terrorism has emerged, particularly terrorism utilizing weapons that have the capability of causing mass casualties. Whether international or domestic, terrorism threatens to destroy and disrupt on a scale never before seen in this country. No jurisdiction is immune. The threat of terrorism is on the rise. Most alarming is the potential for devastation from the use of weapons of mass destruction – chemical, biological, radiological/nuclear, and explosive.

The specific response to a terrorist incident depends largely on the type of incident. Similarly, the appropriate resource agencies, local, state, and federal, necessary for an effective response to an act of terrorism will vary depending on the type of incident. However, on a more general level, there does exist a certain commonality relative to most acts of terrorism. The majority of terrorist acts involve a threat or act of violence. This threat is commonly directed toward a person or persons in a community, or targets some part of the community's infrastructure. Finally, almost all acts of terrorism attempt to achieve some sort of political goal. In formulating this annex, these commonalities have been utilized in the development of a consequence management plan to respond to incidents of this nature. Already in place is the Village's comprehensive "Emergency Operations Plan" which is an all-hazards guideline for response utilized for man-made or natural disasters.

This Terrorism & Weapons of Mass Destruction annex, in coordination with the adopted Village of Lincolnshire Emergency Operations Plan, will establish the outline for response to and management of an act of terrorism (Consequence Management). As with any catastrophic event, all responding agencies will need to work within the guidelines established by their respective departmental annexes and coordinate all activities through the Emergency Operations Center.

STATEMENT OF PURPOSE

The purpose of this annex is to define the roles and responsibilities of various agencies in an effort to insure a coordinated, effective response to acts of terrorism. Additionally, the purpose of this annex is to provide links to resources which may be secured from the State of Illinois and the federal government during these types of events, including terrorism involving WMD.

SITUATIONS AND ASSUMPTIONS

Situations:

No single agency at the local, state, federal or private sector level possesses the authority or expertise to act unilaterally on the many difficult issues that arise in response to a threat or act of terrorism, particularly if WMD are involved.

Responding to terrorism events involves instruments that provide crisis management as well as consequence management. **“Crisis management”** refers to measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, or resolve a threat or act of terrorism. The federal government exercises primary authority to prevent, preempt, and terminate threats or acts of terrorism and to apprehend and prosecute the perpetrators. State and local governments provide assistance as required. Crisis management is predominantly a law enforcement response activity. **“Consequence management”** refers to measures to protect public health and safety, restore essential services, and provide emergency relief to businesses and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism. The federal government provides assistance as required. Consequence management is generally a multi-functional response of government services coordinated by emergency management.

Assumptions:

An act of terrorism, particularly an act directed at Lincolnshire or any other large population center within the United States involving WMD, may produce major consequences that would overwhelm the capabilities of local and state governments almost immediately. In events such as these, the full resources of the federal government would be brought into the situation, coordinated through the Department of Homeland Security utilizing NIMS and the National Response Framework (NRF).

There has never been a known terrorist incident in Lincolnshire. Currently, the probability of an incident remains low. However, the vulnerability to an incident and the consequences of terrorism are moderate to high.

CONCEPT OF OPERATIONS

It is recognized that the responsibility for protection of lives and property of the residents of the Village of Lincolnshire rests with the local government officials and that the ultimate authority in disaster situations rests with the Chief Administrative Officer (Village Manager). During such disasters, the Village Manager shall retain sole overall command of the response efforts undertaken by the Village. In accordance with Illinois law, the Village Mayor or his/her successor shall be the only authority to declare a local disaster or emergency.

While the Chief Administrative Officer (Village Manager) has the overall authority within the Village, it must be recognized that the response to a confirmed terrorist incident relies on many governmental agencies, including local, state, and federal. The key to a successful emergency response involves smooth coordination with multiple agencies and officials from various jurisdictions regarding all aspects of the response. The Incident Command System (ICS) structure as defined in NIMS will enhance this objective.

PDD-39 validates and reaffirms existing lead agencies responsible for all facets of the U.S. counterterrorism effort. The Department of Justice has been designated as the lead agency for threats or acts of terrorism within U.S. territory. The Department of Justice has assigned lead responsibility for operational response to the Federal Bureau of Investigation (FBI). Within this role, the FBI operates as the on-scene manager of “**crisis management**” for the Federal Government. The FBI would coordinate closely with local law enforcement authorities to provide a successful law enforcement resolution to the incident. The Federal Emergency Management Agency (FEMA) has been designated as the lead agency for “**consequence management**” for acts of terrorism within U.S. territory. FEMA retains authority and responsibility to act as the lead agency for Consequence Management throughout the federal response. It is FEMA policy to use National Response Framework structure to coordinate all federal assistance to local and state governments for consequence management. The Homeland Security Act of 2002 establishes the Department of Homeland Security as the unifying core for the vast federal network.

Few communities could expect to respond to the effects of a terrorist attack without assistance of the state and/or federal government. If an incident occurs that produces major consequences and appears to be caused by an act of terrorism, the Village should request such assistance. The channel through which the Village requests such assistance is to declare a state of emergency by written executive order and contact the Lake County Emergency Management Agency’s 24-hour number, 847-549-5200. **“ONE CALL STARTS IT ALL.”**

The local FBI field office must be notified of any suspected terrorist threat or incident. The Chicago Division, north resident agency office is located at 1600 Golf Road in Rolling Meadows; phone number 847-290-0525. The 24-hour phone number is 312-421-6700. If there is even slight suspicion that we are dealing with a possible terrorist event, call the FBI immediately. It is always better to have the FBI on scene as soon as possible in such incidents.

DIRECTION AND CONTROL

Overall command of emergency operations within the Village of Lincolnshire will remain with the Chief Administrative Officer (Village Manager). Command of individual departments will remain with the operating department head under direction of the Village Manager. Overall coordination of operations will be provided by the Village of Lincolnshire Emergency Services and Disaster Agency Coordinator.

Terrorist events, especially those involving WMD, will require resources beyond those of the Village of Lincolnshire, and state and federal assistance will be required. The Village must integrate its efforts with these agencies, and a smooth transition from the Incident Command System to Unified Command will facilitate both crisis management and consequence management activities.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Local Emergency Responders:

The Fire Protection District, Hazardous Materials teams, EMS, and law enforcement personnel will be among the first to respond to a WMD incident. As the response efforts escalate, the local Emergency Services and Disaster Agency and Village Administration will coordinate needed services.

An on-scene Incident Command Post will be established and the Emergency Operations Center will be activated. The Lincolnshire-Riverwoods Fire Protection District will assume on-scene command during an initial fire, HazMat, rescue, or medical response to the incident. Since acts of terrorism are considered a crime scene, the Police Department will assume command after the fire, HazMat, rescue, and/or medical threat has been neutralized to conduct a preliminary investigation until the FBI is prepared to assume command.

The task of on-scene Incident Command during a terrorist incident is a cooperative effort (Unified Command) between the local fire protection district, local law enforcement, and the FBI.

State Emergency Responders:

If requested by local officials, the State of Illinois Emergency Management Agency (IEMA) has the capabilities and resources to support Illinois communities during a WMD incident.

The Department of Defense has established thirty-two **National Guard WMD Civil Support Teams** nationwide, with one based in Peoria, Illinois. These teams work in support of civilian agencies and are under the control of the governor of the host state. The teams work collaboratively with local and state first responders. The teams consist of twenty-two members and possess the technical expertise to identify and assess

particular chemical or biological agents. Each team utilizes two major pieces of equipment, a mobile analytical lab and a mobile communications facility.

Federal Emergency Responders:

Upon determination of a credible WMD threat (level 2), or if such an incident actually occurs (level 1), the federal government will respond through the appropriate departments or agencies. There are more than forty federal departments and agencies that play a part in counterterrorism efforts. The Department of Justice, Federal Emergency Management Agency, and the FBI remain the lead agencies and they will request appropriate response teams as necessary through the Department of Homeland Security.

FEDERAL THREAT LEVELS

- Level #4 – Minimal Threat – Information received not assessed as credible.
- Level #3 – Potential Threat – Threat indicates potential but source not assessed as credible.
- Level # 2 – Credible Threat – Threat assessed as credible and involves planned use of WMD. Federal response necessary in an effort to lessen or avert the potential terrorist incident (“**crisis management**”).
- Level # 1 – WMD Incident – A WMD terrorism incident has occurred and requires immediate federal response in support of state and local authorities (“**consequence management**”).

THE STRATEGIC NATIONAL STOCKPILE PROGRAM

Concern is increasing that terrorists may use biological and chemical agents to harm civilian populations in the United States. The Department of Health and Human Services (HHS) has been designated as the lead federal agency responsible for health and medical response. One of the agencies within HHS which plays a key role in the Department’s overall bioterrorism preparedness plan is the Center for Disease Control. Other efforts have been the development of the **Strategic National Stockpile**, mandated by PDD-62, which has been placed under the control of the Center for Disease Control.

The **Strategic National Stockpile (SNS)** has two basic components. The first consists of ten 12-hour “Push Packages” ready for immediate response. These Push Packages are positioned in secured warehouses in various locations around the country, and are ready for immediate deployment to reach any affected area in the United States within 12 hours of a federal decision to release the assets. A 12-hour Push Package is a preassembled set of supplies, pharmaceuticals, and medical equipment ready for quick delivery. Each package consists of 50 tons of materials intended to address a mass

casualty incident. The second component is comprised of Vendor Managed Inventory (VMI) material. VMI packages are comprised of pharmaceuticals and supplies that can be tailored to provide pharmaceuticals, vaccines, supplies, and/or products specific for the suspected or confirmed agent or agents involved.

Once delivered to a site outside the hot zone, the materials will be transferred to the Illinois Department of Public Health. It will then be the state's responsibility to get the materials to a breakdown facility where the bulk shipments will be sorted, bottled and labeled so local officials can distribute them (*Reference Lake County Pharmaceutical Stockpile Distribution Plan*).

ADMINISTRATION AND LOGISTICS

There are many factors which make response to a WMD incident unique. Unlike some natural disasters (e.g., floods, tornadoes, winter storms, etc.) the administration and logistics for response to a WMD incident require special considerations. Primarily, there may be little to no forewarning, immediately obvious indicators, or lead time available for local government officials or citizens to react proactively.

Terrorist attacks may be overt (e.g., bombings). Due to the fact that the release of a WMD may not be immediately apparent, emergency first responders are in imminent danger themselves of becoming casualties before the actual identification of a crime scene can be determined. The presence of a secondary device must be assumed once it has been determined or suspected that the incident is actually a terrorist act. This is the most dangerous type of event for both our first responders and the victims of the incident that they are trying to protect and care for. It is the terrorist's goal to inflict as large a "mass casualty" incident as possible. It must be understood that incidents of this type can quickly escalate from one scene to multiple locations and jurisdictions.

Chemical and biological weapons have been used primarily to terrorize an unprotected civilian population. Biological agents are infectious microbes or toxins used to produce illness or death in people, animals, or plants. These agents can be dispersed as aerosols or airborne particles and are extremely difficult to detect. Chemical agents kill or incapacitate people, destroy livestock, or ravage crops. Most chemical agents have an immediate effect (a few seconds to a few minutes).

Chemical terrorism acts are likely to be overt because the effects of chemical agents absorbed through inhalation or by absorption through the skin or mucous membranes are usually immediate and obvious. Terrorists choose chemical agents that are designed to kill, seriously injure, or incapacitate the public through physiological effects. Such attacks elicit immediate response from our police, fire, EMS personnel, and hazardous materials teams.

In contrast, attacks utilizing biological agents are more likely to be covert. They present different challenges and require an additional dimension of emergency planning and response that involves the public health infrastructure. Covert dissemination of a biological agent in a public place will not have an immediate impact because of the

delay between exposure and the onset of illness. Consequently, the first casualties of a covert biological weapons attack probably will be identified by physicians or other health care providers in emergency rooms during the first or second week after exposure. Local Emergency Medical Services, as well as local hospital staff, must remain vigilant and be capable of detecting unusual patterns of disease or clusters of rare, unusual, or unexplained illnesses or deaths. Early detection and response to biological or chemical terrorism is crucial. These local front-line health care providers are in the best position to detect and report suspicious illnesses, injuries, or deaths.

Bombings are still the most common method of attack for terrorists. Recently there has been a great deal of concern regarding the potential use of bombs which utilize high explosives with the addition of radioactive materials. These bombs are referred to as Radiological Dispersal Devices (RDD), commonly called “**Dirty Bombs.**” While these devices lack the devastatingly explosive power of a nuclear bomb, they can spread dangerously high levels of radioactivity. It would therefore be prudent that once an explosion has been determined or suspected to be a terrorist attack, a radiological assessment be conducted immediately. The Lincolnshire-Riverwoods Fire Protection District, as well as its MABAS Division 4 Hazardous Materials Response Team counterpart is fully capable of performing such necessary assessments.

Local Government Preparedness and Target Assessment:

Local government preparation for terrorist activity is essential. The events of September 11, 2001 brought home to many citizens the reality that massive terrorist attacks can occur on American soil. The basic purpose of government is to protect lives and property. Everything else is based on that fundamental principle.

Regarding terrorism, government has a two-fold mission:

- 1. Prevention – Intelligence gathering and preparation for dynamic action.
- 2. Reaction – Responding to and investigating acts committed by terrorists.

State and local governments are charged with primary enforcement and public safety responsibilities related to terrorist attacks. The development of a cooperative partnership among local, state, and federal law enforcement and other emergency response agencies will prove invaluable should such an incident occur.

Lincolnshire, like all other communities, must assess potential terrorist targets. These targets could be either symbolic or substantive. An example of the types of facilities that could be targets are hospitals, military bases, government facilities, industrial complexes, sports stadiums, theaters, or any other facility where large groups of people congregate. Though one is not present in Lincolnshire, large covered shopping malls such as the Westfield Hawthorn Mall in Vernon Hills are on federal watch lists. These types of facilities are vulnerable to biological attacks due to their large common ventilation systems. Additionally, certain community events or a visit by a well-known dignitary might be a tempting target. Just as important in assessing vulnerability is the knowledge of which groups or individuals in our specific area pose threats.

Public Communications and Media Relations:

If Lincolnshire should become involved in a terrorist incident, even collaterally, the public information aspects must not be overlooked. It is important that government constantly reassure citizens that their government is responding appropriately in an effort to inspire confidence in its ability to cope with the problem. It is often desirable for the chief elected official (Village Mayor) to appear before the media with the aura of governmental authority to keep the public informed in an effort to ease fears and reduce panic.

If it became necessary, for example, that the public be directed to prearranged locations for the counseling of the “worried well” or the dispensing of prophylaxis antibiotics or vaccines after an attack, the media would prove to be an invaluable asset. It must be understood that without direction from local government, the public would overrun local hospitals or other local health care facilities demanding treatment. This action would quickly overwhelm the health care system and possibly cause social disruption.

Clashes have at times occurred with the media during these types of events. It is always a challenge to balance the public’s right to know against the government’s right to withhold information for public safety. The dilemma is that the media can unfairly criticize officials for not responding in detail to all of their questions, which has the adverse effect of eroding the public’s confidence in the government.

It is important for local government officials to recognize that the media does not always see matters in the same way that we do. Often the media’s desire for a dramatic and sensationalized story transcends everything else. It must be remembered that we have no obligation to provide sensitive information to the media, especially if it could jeopardize or complicate our response activities. It is not a First Amendment issue, even though the media will claim that it is.

AUTHORITIES AND REFERENCES

Federal Emergency Management Agency (FEMA) Federal Response Plan – SLG (101)

Presidential Decision Directives (PDD-39), (PDD-62), (PDD-63) and (HSPD-5)

Robert T. Stafford Disaster Relief Act P.L. 93-288, as amended

Nunn-Lugar-Domenici (Defense against Weapons of Mass Destruction) Act PL 104-201

Illinois Emergency Management Agency (IEMA) Emergency Operations Plan

Biological Warfare, Preparing for the Unthinkable Emergency – D.A. Henderson MD, MPH and Tara O’Toole, MD, MPH – Johns Hopkins Center for Civilian Biodefense Studies, Johns Hopkins University, Baltimore, MD.

Center for Disease Control and Prevention Biodefense Protocols

ANNEX P – TERRORISM & WEAPONS OF MASS DESTRUCTION

APPENDICES

1. Securing Assistance
2. WMD Hazardous Agent Guide – Biological and Chemical
3. Pre-Emergency Operations Checklist
4. Response Operations Checklist
5. Recovery Operations Checklist
6. Key Definitions
7. Acronyms

ANNEX P – TERRORISM & WEAPONS OF MASS DESTRUCTION

APPENDIX 1

SECURING ASSISTANCE

The Village of Lincolnshire is not permitted to call federal, state, or military agencies directly for assistance.

The channel through which the Village requests state or federal assistance, including military assistance, is to declare a state of emergency by written executive order, then contact:

1. Lake County Emergency Management Agency; Office Phone # 847-377-7100; Fax # 847-377-7015; 24-Hour Phone # 847-549-5200
2. Illinois Emergency Management Agency (IEMA) – Region 4 Coordinator’s Office; Office Phone # 847-294-4747; Fax # 847-294-4715; Pager # 1-800-612-6595
3. Illinois Emergency Management Agency (IEMA) – Emergency Operations Center – Springfield, Illinois; 24-Hour Phone # 217-782-7860 or 1-800-782-7860

Protocol dictates notification of the Lake County Emergency Management Agency first. The most direct route is to call **847-549-5200 – “ONE CALL STARTS IT ALL.”**

The following information needs to be reported to Lake County EMA when calling:

- LOCATION – Where is the event?
- EVENT – What has caused the event?
- CASUALTIES – Are there any confirmed deaths/injuries? If so, how many?
- ACCESS – Can the location be accessed by emergency responders?
- DAMAGES – What damage can be observed? How widespread is it?
- ACTIONS – What actions have been taken?

The above information will be forwarded to the State Emergency Operations Center for use in coordinating the state’s response. Continue to monitor the event and make follow-up reports as the situation develops.

A LOCAL DISASTER DECLARATION IS NOT REQUIRED TO SECURE EITHER A STATE OR FEDERAL DISASTER DECLARATION. HOWEVER, A STATE DECLARATION MUST PRECEDE A REQUEST FOR A FEDERAL PRESIDENTIAL DECLARATION.

ANNEX P – TERRORISM & WEAPONS OF MASS DESTRUCTION

APPENDIX 2

WMD HAZARDOUS AGENT GUIDE – BIOLOGICAL AND CHEMICAL

BIOLOGICAL AGENTS THREAT

There are dozens of biological agents that could be used as weapons, but the two that concern authorities most are anthrax and smallpox. Anthrax is a bacteria that would have to be disseminated by aerosol and is not contagious. It will infect only those who inhale the germ spores. Smallpox is a lethal virus. Unlike anthrax, smallpox is highly contagious and can be transmitted with horrifying ease from one person to another resulting in an epidemic.

Biological agents are placed in one of three categories – Bacterial, Viral, or Biological Toxins.

- **Bacterial** – Anthrax, Plague, Q Fever, Tularemia
- **Viral** – Smallpox, Ebola Virus, Viral Hemorrhagic Fever
- **Toxins** – Botulinum, Ricin

It must be remembered that a bioterrorist event would unfold like a disease epidemic. Most likely it would be a silent release. We wouldn't even know that we had been attacked until clusters of cases started to appear days or weeks later.

CHEMICAL WEAPONS THREAT

Unlike biological agents, chemical weapons have an immediate effect. Ranging in sophistication from rat poison to powerful nerve agents, chemical weapons are by far the most popular choice among terrorists. Chemical weapons cause symptoms such as convulsions, respiratory failure, and tissue destruction. They are designed to kill, seriously injure, or incapacitate the public through physiological effects.

Chemical agents are placed in one of five categories – Blistering, Blood, Pulmonary, Incapacitating, or Nerve.

- **Blistering** – Mustard Gas, Phosgene Oxime, Phenodichoroarsine
- **Blood** – Hydrogen Chloride, Hydrogen Cyanide
- **Pulmonary** – Chlorine, Nitrogen Oxide, Phosgene, Sulfur Trioxide
- **Incapacitating** – Agent 15, Cannibolds, Fentanyl
- **Nerve** – Sarin, Soman, Tabun, V-Gas

Regardless of the choice of weapon, the goal is the same – disruption, devastation, illness, and death.

ANNEX P – TERRORISM & WEAPONS OF MASS DESTRUCTION

APPENDIX 3

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Identify local, county, and state agencies available to provide assistance.
- _____ 2. Develop plans to safeguard designated buildings and facilities in the event of attack.
- _____ 3. Prepare and maintain lists of appropriate resources.
- _____ 4. Provide specialized training to insure that all Crisis Team Members are familiar with the Terrorism & Weapons of Mass Destruction annex.
- _____ 5. Maintain current assessment of hazard/vulnerability analysis.
- _____ 6. Continue cooperative efforts with local hospitals in the maintenance of prophylaxis pharmaceuticals available for first responders.

ANNEX P – TERRORISM & WEAPONS OF MASS DESTRUCTION

APPENDIX 4

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Insure the establishment of a unified command post at or near the scene of the emergency.
- _____ 2. Activation of the Emergency Operations Center and callout of appropriate Crisis Management Team members.
- _____ 3. Each involved department director is responsible for assuring that a command level representative is sent to the command post to coordinate field operations.
- _____ 4. If applicable, establish protective measures for facilities previously determined as vital.
- _____ 5. Following assessment that a terrorism event has taken place, the Village Mayor signs a formal declaration of a local emergency.
- _____ 6. The Village Manager or his/her designee notifies the Federal Bureau of Investigation, phone # 847-290-0525 or 24-hour phone # 312-421-6700, and the Illinois Emergency Management Agency, phone # 217-782-7860.
- _____ 7. The Village Manager or his/her designee will hold an initial briefing as soon as practical to assure thorough understanding of the situation by all members of the Crisis Management Team.
- _____ 8. The Village Mayor or his/her designee will issue a statement to the public as soon as possible to identify the scope of the situation, outline initial government actions, and recommend actions to be taken by citizens, if any.
- _____ 9. The Village Mayor and Public Information Officer will schedule an initial media briefing and post a schedule for further media statements.
- _____ 10. The Emergency Operations Center will be the principal point of contact for liaison between the Village of Lincolnshire and local, state, and federal resources.

ANNEX P – TERRORISM & WEAPONS OF MASS DESTRUCTION

APPENDIX 5

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Assess recovery needs.
- _____ 2. Coordinate recovery operations to ensure that resident concerns are answered.
- _____ 3. Coordinate resource management or assist state or federal agencies, if involved.
- _____ 4. Provide appropriate counseling to those in need.
- _____ 5. Prepare final damage assessment and expenditure data for submission to appropriate governmental authorities for possible reimbursement.
- _____ 6. As soon as possible following the close of emergency response operations, the Crisis Management Team should meet with involved staff to critique the operation and determine if any modifications proved necessary.
- _____ 7. Prepare final reports on the incident for inclusion in the official Village record.
- _____ 8. Resume normal governmental functions as soon as possible.

ANNEX P – TERRORISM & WEAPONS OF MASS DESTRUCTION

APPENDIX 6

KEY DEFINITIONS

Aerosol – Fine liquid or solid particles suspended in a gas, for example, fog or smoke.

Biological Agents – Living organisms or the materials derived from them that cause disease in or harm to humans, animals or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols or dry powders.

Chemical Agent – A chemical substance that is intended to kill, seriously injure or incapacitate people through physiological effects. Generally separated by severity of effect: lethal, blister, and incapacitating.

Consequence Management – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism (source: FRP Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the Lead Federal Agency (LFA) for consequence management to ensure that the Federal Response Plan is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation in crisis management.

Crisis Management – This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the LFA for crisis management for such an incident (source: FBI). During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA (source: FRP Terrorism Incident Annex, April 1999).

Decontamination – The process of making people, objects or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

Federal Response Plan (FRP) – The FRP establishes a process and structure for the systematic, coordinated and effective delivery of federal assistance to address consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code, et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (source: FRP Terrorism Incident Annex, April 1999).

Lead Agency – The federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the federal response in a specific functional area.

The FBI is the lead agency for crisis management and FEMA is the lead agency for consequence management. Lead agencies support the overall LFA during all phases of the response.

Lead Federal Agency (LFA) – The agency designated by the President to lead and coordinate the overall federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

Mitigation – Those actions (including threat and vulnerability assessments) taken to reduce the exposure to and detrimental effects of a WMD incident.

Nonpersistent Agent – An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

Persistent Agent – An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

Plume – Airborne material spreading from a particular source; the dispersal of particles, gases, vapors and aerosols into the atmosphere.

Preparedness – Establishing the plans, training, exercises, and resources necessary to achieve readiness for all hazards, including WMD incidents.

Radiation – High-energy particles or gamma rays that are emitted by an atom as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

Recovery – Recovery, in this document, includes all types of emergency actions dedicated to the continued protection of the public or promoting the resumption of normal activities in the affected area.

Response – Executing the plan and resources identified to perform those duties and services to preserve and protect life and property as well as provide services to the surviving population.

Terrorism – The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Domestic terrorism involves groups or individuals who are based and operate entirely within the United States and U.S. territories without foreign direction and whose acts are directed at elements of the U.S. government or population.

Toxicity – A measure of the harmful effects produced by a given amount of a toxin on a living organism.

Weapons-Grade Material – Nuclear material considered most suitable for a nuclear weapon. It usually connotes uranium enriched to above 90 percent uranium-235 or plutonium with greater than about 90 percent plutonium-239.

Weapons of Mass Destruction – Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life (source: 18 USC 2332a as referenced in 18 USC 921).

ANNEX P – TERRORISM & WEAPONS OF MASS DESTRUCTION

APPENDIX 7

ACRONYMS

AFB	Air Force Base
AMS	Aerial Measuring System
ANSIR	Awareness of National Security Issues and Response Program
ARG	Accident Response Group
ARS	Agriculture/Research Service
ATC	Air Traffic Control
BDC	Bomb Data Center
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBRNE	Chemical, Biological, Radiological, Nuclear or Explosive
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CHEMTREC	Chemical Transportation Emergency Center
CHPPM	Center for Health Promotion and Preventive Medicine
CIRG	Crisis Incident Response Group
CJCS	Chairman of the Joint Chiefs of Staff
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
CRU	Crisis Response Unit
CSREES	Cooperative State Research, Education and Extension Service
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMCR	Disaster Management Central Resource
DMORT	Disaster Mortuary Operational Response Team
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DPP	Domestic Preparedness Program
DTCTPS	Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)
DTIC	Defense Technical Information Center
EM	Emergency Management
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EOC	Emergency Operations Center

EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERT	Emergency Response Team (FBI)
ERT-A	Emergency Response Team – Advance Element
ERTU	Evidence Response Team Unit
ESF	Emergency Support Function
EST	Emergency Support Team
EU	Explosives Unit
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FEST	Foreign Emergency Support Team
FNS	Food and Nutrition Service
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FRP	Federal Response Plan
FS	Forest Service
HazMat	Hazardous Materials
HHS	Department of Health and Human Services
HMRU	Hazardous Materials Response Unit
HQ	Headquarters
HRT	Hostage Rescue Team (CIRG)
HTIS	Hazardous Technical Information Services (DOD)
IC	Incident Commander
ICS	Incident Command System
IDPH	Illinois Department of Public Health
IMERT	Illinois Medical Emergency Response Team
JIC	Joint Information Center
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
MABAS	Mutual Aid Box Alarm System
MEDCOM	Medical Command
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MSCA	Military Support to Civil Authorities
NBC	Nuclear, Biological, and Chemical
NDMS	National Disaster Medical System
NDPO	National Domestic Preparedness Office
NEST	Nuclear Emergency Search Team

NETC	National Emergency Training Center
NFA	National Fire Academy
NIMS	National Incident Management System
NMRT	National Medical Response Team
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NRT	National Response Team
NSC	National Security Council
NTIS	National Technical Information Service
OEP	Office of Emergency Preparedness
OFCM	Office of the Federal Coordinator for Meteorology
OIG	Office of the Inspector General (USDA)
OSC	On-Scene Commander
OSLDPS	Office for State and Local Domestic Preparedness Support
PDD	Presidential Decision Directive
PHS	Public Health Service
POC	Point of Contact
PT	Preparedness, Training, and Exercises Directorate (FEMA)
R&D	Research and Development
RAP	Radiological Assistance Program
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersal Device
REAC/TS	Radiation Emergency Assistance Center/Training Site
ROC	Regional Operations Center
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team
SAC	Special Agent in Charge (FBI)
SARA	Superfund Amendments and Reauthorization Act
SBCCOM	Soldier and Biological Chemical Command (U.S. Army)
SCBA	Self-Contained Breathing Apparatus
SEB	State Emergency Board
SERC	State Emergency Response Commission
SIOC	Strategic Information and Operations Center (FBI HQ)
SLG	State and Local Guide
SNS	Strategic National Stockpile
TERC	Tribal Emergency Response Commission
TIA	Terrorist Incident Appendix
TRIS	Toxic Release Inventory System
UC	Unified Command
UCS	Unified Command System
USAR	Urban Search and Rescue
USC	U.S. Code

USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
VA	Department of Veterans Affairs
WMD	Weapons of Mass Destruction
WMD-CST	WMD Civil Support Team

VILLAGE OF LINCOLNSHIRE
ANNEX Q – HAZARDOUS MATERIALS

STATEMENT OF PURPOSE

The purpose of this annex is to insure a coordinated response and rapid deployment of resources to a hazardous materials (hazmat) incident which may include, but is not necessarily limited to, control of the scene, fire suppression, fire prevention, rescue operations, spill or leak control, runoff containment, environmental concerns, public information, and evacuation of affected areas. Many actions listed in this annex are addressed in detail in topic specific annexes located in this emergency plan. The information in this annex is intended for quick reference and the use of other annexes is highly recommended. Hazardous materials mitigation and emergency response is a highly technical area, requiring that all departments plan and train in advance to protect the first responder and the public.

SITUATIONS AND ASSUMPTIONS

Situations:

The Village of Lincolnshire is susceptible to a wide range of hazardous materials related emergencies due to the agricultural, industrial and residential blend of the Village, and surrounding municipalities and unincorporated areas. Hazardous materials are routinely transported through and stored within the Village. Interstate 94, state highways (Routes 21 and 22), and railroad systems just outside the jurisdiction provide a means to transport hazardous materials into and through Lincolnshire. Agricultural chemicals are stored, transported and used in nearly all areas of Lake County. Industrial sites throughout the immediate area also pose a hazard. The risk of hazardous materials incidents requires advance planning to enable the Village of Lincolnshire to respond effectively to any hazmat emergency or disaster situation.

Assumptions:

First response to any fire, rescue, hazardous material, or emergency medical incident within the Village of Lincolnshire will be performed by personnel from the Lincolnshire-Riverwoods Fire Protection District. Police personnel may be called upon for assistance or to investigate/resolve the incident which led to the hazardous materials emergency.

Due to the unknown nature of any given emergency or disaster situation, additional resources necessary will be provided through the Fire Protection District's Mutual Aid Box Alarm System (MABAS). Additional specialized equipment may be obtained through county, state, and federal agencies, as well as private resources.

CONCEPT OF OPERATIONS

By Illinois law, local government is ultimately responsible for the protection of life and property. The Chief Administrative Officer is also responsible for ensuring that disaster response and recovery operations are effective

Within the Village of Lincolnshire, the Lincolnshire-Riverwoods Fire Protection District has been identified as the "lead agency" for hazardous materials emergencies. In the event of a major hazmat emergency, local, state and/or federal agencies may be called upon for assistance and support.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The responsibility for providing a hazardous materials emergency response rests with the Lincolnshire-Riverwoods Fire Protection District. In a major incident the Fire Chief will receive support from Village officials to carry out protective actions, if the Emergency Operations Center (EOC) has been activated. The Fire Service, Law Enforcement, Emergency Medical Services, Lincolnshire Public Works Department, Lake County Health Department and local Emergency Services and Disaster Agency will coordinate their efforts to provide for the public safety in the event of a chemical release. Those departments will also provide their assistance to the Fire Chief to obtain the most effective emergency response.

DIRECTION AND CONTROL

The Fire Chief of the Lincolnshire-Riverwoods Fire Protection District, assisted by the Village ESDA Coordinator and other appropriate persons, will make all major decisions regarding the response to a hazardous materials emergency. In a large scale emergency, a command post will be established at or near the scene. In an event that may severely impact the community, Village officials or the Fire Chief may deem it appropriate to activate the Village EOC. Village Department Directors or their designees, and local officials may be required to report to the EOC to support field operations. The overall decision making process would then be transferred to the EOC staff. The Fire Chief in charge of the response would retain the decision making authority for on-scene response operations, supported by the EOC. Other annexes of the Emergency Operations Plan will be activated as needed to support this level of hazardous material emergency.

CONTINUITY OF GOVERNMENT

The line of succession for command functions related to hazardous material emergencies is as follows:

1. Fire Chief

2. Deputy Fire Chief
3. Battalion Chief
4. Lieutenant

ANNEX Q – HAZARDOUS MATERIALS

APPENDICES

1. Chemical Emergency Response List

ANNEX Q – HAZARDOUS MATERIALS

APPENDIX 1

CHEMICAL EMERGENCY RESPONSE LIST

1. MABAS Division 4 Hazardous Materials Response Team
2. Chem Trec – 1-800-424-9300 (24 Hrs.)
3. Illinois State Police – Haz/Mat Unit
595 S. State Street
Elgin, IL 60123
815-726-6291

VILLAGE OF LINCOLNSHIRE

ANNEX R – FLOODING

STATEMENT OF PURPOSE

The purpose of this annex is to establish responsibility for early flood recognition and warning dissemination, establish pre-flood response and emergency response actions, establish post-flood recovery actions, and enhance community awareness of the potential for flooding in the Village. The Village's primary goal in response to any flooding emergency is to minimize public and private property losses while protecting the public safety in an efficient and cost-effective manner.

SITUATIONS AND ASSUMPTIONS

Situations:

The Village of Lincolnshire was established along the banks of the Des Plaines River and was incorporated as a village in 1957. The Des Plaines River bisects the Village, flowing from the north to the south, separating the Village's primarily residential eastern portion from its primarily commercial western portion. The Des Plaines River is the main riverine source of flooding in Lincolnshire. Historical records indicate the Des Plaines River has flooded approximately every 10 years. The most recent flooding occurred April 19, 2013. However, the Village of Lincolnshire is also susceptible to flooding from three other water sources: Indian Creek, the West Fork of the North Branch of the Chicago River, and Lincolnshire Creek.

The flood hazard along the Des Plaines River is primarily from overbank flooding due to a significant rain event in the Des Plaines River watershed to the north of Lincolnshire. However, flash flooding may occur along the Des Plaines River if a significant rainfall occurs in the Indian Creek watershed. Rain events which occur in the Indian Creek watershed northwest of the Des Plaines River watershed pose the greatest threat for flooding due to the flow of water from Indian Creek into the main stem of the Des Plaines River.

Indian Creek runs southeasterly from the northwest corner of the Village and feeds into the Des Plaines River at the Marriott Golf Course. The flood hazard along Indian Creek is related to overbank flooding. The flow in Indian Creek is flashy and will typically peak prior to the Des Plaines River.

The West Fork of the North Branch of the Chicago River is located at the east side of the Village, west of Interstate 94. The river enters the Village at the northern border at North Park and meanders southward through North Park, Florsheim Park, the Medline office campus, and between the Tri-State International office campus and Sutton Place to the south border of the Village.

Lincolnshire Creek is a local stream that enters the Village at Riverwoods Road south of Londonderry Lane and generally flows in a westerly direction to Rivershire Park where it joins the Des Plaines River. The creek is primarily subject to flash flooding related to locally intense storms. Near the Des Plaines River, the creek is also subject to backwater flooding.

Assumptions:

No two flooding events are identical. Watershed impacts vary due to current weather, location, duration and amount of precipitation, and snow melt. The Village of Lincolnshire cannot prevent flooding, but enables public response actions to be timely and workable.

The anticipated response under any frequency event is to monitor the elevation of the water and upstream rainfall to aid in determining the maximum water level anticipated.

As soon as it is evident a significant flood will occur, a concerted effort will be made to alert the public about the potential for the flood and advise them of the actions they should take to protect themselves and their property. It is assumed major television and radio stations will report flood watches and warnings.

It is the long-standing policy of the Village of Lincolnshire not to actively protect private property. The purpose of the Village's flood response is to protect public infrastructure, including streets, water and sanitary systems, and public utilities. Village officials will provide advisory assistance to residents desiring to protect their own private property.

When deemed necessary, the Village may order evacuation of structures. The Village assumes residents will make arrangements for temporary lodging with relatives, friends, or local hotels.

CONCEPT OF OPERATIONS

It is recognized that the responsibility for protection of lives and property of the residents of the Village of Lincolnshire rests with local government officials and that the ultimate authority in emergency or disaster situations rests with the Chief Administrative Officer (Village Manager). During flooding emergencies, the Village Manager shall retain sole overall command of the response efforts undertaken by the Village. In accordance with Illinois law, the Village Mayor or his/her successor shall be the only authority to declare a local disaster or emergency.

The Village of Lincolnshire follows the National Incident Management System (NIMS). All Village employees are NIMS certified at various levels. Flood response follows the NIMS model as it is likely the response will need to be coordinated not only among departments within the Village, but also with other local, county, state, and federal agencies.

Forecasting a flood is the first step in developing event specific objectives for fighting flooding. Data must be obtained from weather reports and forecasts, stream gauges, field observations, maps and studies, outside agencies, and other sources. In general, the Public Works Department will monitor flood forecasts and warnings.

The National Weather Service provides predictions as to how high the water will rise based upon antecedent ground conditions, forecasted precipitation, and river hydraulics and hydrology. Real time information is available to help determine actions to take in the event of a flood along the Des Plaines River. The Village, in partnership with the Lake County Stormwater Management Commission, U.S. Geological Survey, United States Department of the Interior, National Oceanographic & Atmospheric Association, and National Weather Service, maintains a river gauge to measure the height of the water along the Des Plaines River. The real time data may be found on the National Weather Service website located at <http://www.crh.noaa.gov/lot/> . Village staff will use this information to assess its response to flooding along the Des Plaines River.

Based upon previous floods and response times, the Village has identified what will likely be observed at various stages. Responses are triggered when the National Weather Service predicts a certain stage will be reached.

Upon receipt of a flash flood watch or flood watch, the Public Works Director will assign personnel to monitor the affected area(s) every thirty minutes until the threat of flooding has ceased.

As soon as it is evident a significant flood will occur, a concerted effort will be made to alert the public about the potential for the flood and advise them of the actions they should take to protect themselves and their property. Public Works personnel will begin execution of the Village's Flood Response Plan or any portion of the plan which applies to the anticipated event.

In general, flood mitigation will consist of installing sand bags at strategic locations to protect public infrastructure. Pumps will be utilized along Lincolnshire Drive to minimize water on the pavement. Typically, pumps will be placed near Wiltshire Drive and near Londonderry Lane. Pumps may be placed at other locations as directed by the Incident Commander. Public utilities will be contacted to make electrical, gas, and water inspections as necessary to prevent accidents.

During all flood events, the following priorities have been established for the Public Works Department:

1. Ensure that an adequate supply of potable water is maintained to the affected area(s), and that the water system does not become contaminated.
2. Ensure safe access to the affected area(s) is maintained by removing any debris from the streets.
3. Place barricades and provide manual traffic control as necessary to isolate the affected area(s).

4. Determine the locations where the placement of sandbags will be most effective.
5. Provide equipment and manpower to assist in sandbagging operations as requested.
6. Provide updates to the Emergency Operations Center as requested.

Property owners are responsible for protective measures for individual homes and property, including sandbagging, pumping, turning electricity off, etc. Before a rain event with flooding potential reaches the Village, the Public Works Director will decide if and when sandbags will be provided to Village residents and business owners. Sand bags will be provided for property owners at the Village's distribution point, located at Spring Lake Park (49 Oxford Drive).

DIRECTION AND CONTROL

Overall command of emergency operations within the Village of Lincolnshire will remain with the Chief Administrative Officer (Village Manager). Command of individual departments will remain with the operating department head under direction of the Village Manager. Overall coordination of operations will be provided by the Village of Lincolnshire Emergency Services and Disaster Agency Coordinator.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Village Mayor (Chief Elected Official):

- Declaration of a local disaster emergency, if necessary

Village Manager (Chief Administrative Officer):

- Overall direction and control

Local Emergency Services & Disaster Agency Coordinator:

- Coordination of emergency services and disaster operations
- Coordination of mutual aid with Lake County EMA
- Resource management

Public Works Department:

- Incident command
- Protection of public infrastructure (water supply, utilities, etc.)
- Debris removal
- Fuel storage and equipment support
- Emergency vehicle and equipment repair

Police Department:

- Maintain law and order
- Traffic control
- Control restricted areas

Fire Protection District:

- Conduct rescue operations, if needed
- Emergency medical services

Community & Economic Development Department:

- Damage assessment
- Determine unsafe structures
- Develop and enforce land-use regulations
- Review building codes and land-use regulations for improvements

ANNEX R – FLOODING

APPENDICES

1. Securing Assistance
2. Pre-Emergency Operations Checklist
3. Response Operations Checklist
4. Recovery Operations Checklist
5. Key Definitions
6. Acronyms

ANNEX R – FLOODING

APPENDIX 1

SECURING ASSISTANCE

The Village of Lincolnshire is not permitted to call federal, state, or military agencies directly for assistance.

The channel through which the Village requests state or federal assistance, including military assistance, is to declare a state of emergency by written executive order, then contact:

1. Lake County Emergency Management Agency; Office Phone # 847-377-7100; Fax # 847-377-7015; 24-Hour Phone # 847-549-5200
2. Illinois Emergency Management Agency (IEMA) – Region 4 Coordinator’s Office; Office Phone # 847-294-4747; Fax # 847-294-4715; Pager # 1-800-612-6595
3. Illinois Emergency Management Agency (IEMA) – Emergency Operations Center – Springfield, Illinois; 24-Hour Phone # 217-782-7860 or 1-800-782-7860

Protocol dictates notification of the Lake County Emergency Management Agency first. The most direct route is to call **847-549-5200** – **“ONE CALL STARTS IT ALL.”**

The following information needs to be reported to Lake County EMA when calling:

- LOCATION – Where is the event?
- EVENT – What has caused the event?
- CASUALTIES – Are there any confirmed deaths/injuries? If so, how many?
- ACCESS – Can the location be accessed by emergency responders?
- DAMAGES – What damage can be observed? How widespread is it?
- ACTIONS – What actions have been taken?

The above information will be forwarded to the State Emergency Operations Center for use in coordinating the state’s response. Continue to monitor the event and make follow-up reports as the situation develops.

A LOCAL DISASTER DECLARATION IS NOT REQUIRED TO SECURE EITHER A STATE OR FEDERAL DISASTER DECLARATION. HOWEVER, A STATE DECLARATION MUST PRECEDE A REQUEST FOR A FEDERAL PRESIDENTIAL DECLARATION.

ANNEX R – FLOODING

APPENDIX 2

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Identify local, county, and state agencies available to provide assistance.
- _____ 2. Develop plans to safeguard designated public buildings and facilities in the event of flooding.
- _____ 3. Ensure all Public Works Department personnel have proper protective attire and equipment to conduct flood operations.
- _____ 4. Ensure all flood response tools and equipment are in proper working order and ready to be deployed to the field.
- _____ 5. Prepare and maintain lists of appropriate resources.
- _____ 6. When it is evident a significant flood will occur, alert the public about the potential for flooding and advise them of the actions they should take to protect themselves and their property.

ANNEX R – FLOODING

APPENDIX 3

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Insure the establishment of a unified command post at or near the scene of the emergency.
- _____ 2. Activate the Emergency Operations Center and callout appropriate Crisis Management Team members.
- _____ 3. The Village Manager or his/her designee will hold an initial briefing as soon as practical to assure thorough understanding of the situation by all members of the Crisis Management Team.
- _____ 4. The Public Information Officer or his/her designee will issue a statement to the public as soon as possible to identify the scope of the situation, outline initial government actions, and recommend actions to be taken by citizens, if any.
- _____ 5. The Emergency Operations Center will be the principal point of contact for liaison between the Village of Lincolnshire and local, county, state, and federal resources.
- _____ 6. If needed, request volunteers to assist with sandbagging operations.
- _____ 7. Evaluate need to evacuate affected area(s) of the Village.

ANNEX R – FLOODING

APPENDIX 4

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Assess recovery needs.
- _____ 2. Coordinate recovery operations to ensure that resident concerns are answered.
- _____ 3. Coordinate resource management or assist state or federal agencies, if involved.
- _____ 4. Arrange for Lake County Health Department to provide tetanus booster immunizations to any Village staff who have come in contact with flood waters.
- _____ 5. Disseminate public information encouraging any members of the public who came into contact with flood waters to obtain tetanus immunizations.
- _____ 6. Prepare final damage assessment and expenditure data for submission to appropriate governmental authorities for possible reimbursement.
- _____ 7. As soon as possible following the close of emergency response operations, the Crisis Management Team should meet with involved staff to critique the operation and determine if any modifications proved necessary.
- _____ 8. Prepare final reports on the event for inclusion in the official Village record.
- _____ 9. Resume normal governmental functions as soon as possible.

ANNEX R – FLOODING

APPENDIX 5

KEY DEFINITIONS

AREA OF SPECIAL FLOOD HAZARD – The land which is subject to a one percent (1%) chance of flooding annually. This area may also be identified as that which is subject to the 100- year flood. The area is designated as Zone A, A1-99, AH, or AO on the maps provided by the Federal Insurance Administration.

BASE FLOOD – The flood having a one percent (1%) chance of being equaled or exceeded in any given year. The base flood is also known as the 100-year flood. If the 100-year flood information is not available, the base flood shall be the flood of record.

BASE FLOOD AREA – The land area subject to inundation by waters of the base flood.

BASE FLOOD ELEVATION – The highest water surface elevation of the base flood.

COMPENSATORY STORAGE – An artificially excavated volume of storage within the base flood area used to balance the loss of natural flood storage capacity when artificial fill or structures are placed within the floodplain. The uncompensated loss of natural floodplain storage can increase offsite floodwater elevations and flows.

DEVELOPMENT – Any manmade change to improved or unimproved real estate, including but not limited to, construction of or substantial improvements to buildings or other structures, the placement of mobile homes, mining, dredging, filling, grading, paving, excavation or drilling operations.

FLASH FLOOD WARNING – Flash flooding is actually occurring or imminent in the warning area. It can be issued as a result of torrential rains, a dam failure, or ice jam.

FLASH FLOOD WATCH – Flash flooding is possible in or close to the watch area. Flash flood watches are generally issued for flooding that is expected to occur within 6 hours after heavy rains have ended.

FLOOD WARNING – Indicates flooding conditions are actually occurring or are imminent in the warning area.

FLOOD WATCH – Indicates high flow or overflow of water from a river is possible in the given time period. It can also apply to heavy runoff or drainage of water into low-lying areas. These watches are generally issued for flooding that is expected to occur at least 6 hours after heavy rains have ended.

FLOOD – The condition existing when the waters of any watercourse, pond, or depression temporarily rise to a height above their normal levels and overflow the

boundaries within which they are ordinarily contained. It also includes the unusual rapid accumulation or runoff of surface waters.

FLOOD FREQUENCY – A period of years, based on a statistical analysis, during which a flood of a stated magnitude may be expected to be equaled or exceeded.

FLOOD FRINGE – The higher portion of the floodplain, immediately adjacent to and on either side of the floodway, occupied by quiescent or slow-moving waters during floods.

FLOOD HAZARD BOUNDARY MAP (FHBM) – An official map of the Village, issued or approved by the Administrator of the Federal Insurance Administration, on which the areas having special flood hazards have been drawn and designated as Zone A.

FLOOD INSURANCE STUDY (FIS) – An examination and evaluation of hydro-logic and hydraulic data sponsored by the Federal Insurance Administration to determine base flood flows, elevations, areas and floodways. The FIS also determines flows, elevations and areas of floods having lesser and greater frequencies of occurrence.

FLOOD OF RECORD – An actual historical flood event for which sufficient records are available to establish its extent. No uniform probability of occurrence is associated with floods of record. However, the probability of occurrence may be determined for the event at specific locations.

FLOOD PROFILE – Graphical representations of the elevations of the water surface of the 100-year flood along the watercourses of the Village.

FLOOD PROTECTION ELEVATION – The elevation to which uses regulated by this Chapter are required to be elevated or flood proofed.

FLOOD RETURN PERIOD – Same as Flood Frequency.

FLOODPLAIN – The special flood hazard lands adjoining a water course, whose surface elevation is lower than the base flood elevation, that are subject to periodic inundation during floods.

FLOODPROOFING – Modifications to structures made to reduce flood damages. These changes may be made to existing structures or incorporated in the design of new structures. In all instances, flood-proofing must be watertight and must be adequate without the need for human intervention.

FLOODWAY – The channel of a watercourse and those portions of the adjoining floodplains which are required to carry and discharge the 100-year flood with no significant increase in the base flood elevation.

FLOODWAY ENCROACHMENT LINES – The lateral boundaries of the floodway which separate it from the flood fringes.

FREEBOARD – An increment of elevation added to the base flood elevation to provide a factor of safety for uncertainties in calculations, unknown localized conditions, wave actions, and unpredictable effects such as may be caused by ice or debris jams.

HYDROSTATIC PRESSURE – The upward pressure exerted on flood slabs or an entire structure by standing water or groundwater, which tends to float a structure or crack the floor. It is based on the difference in elevation between the surface level of the water. Hydrostatic pressure may also be horizontal, imposing forces on walls causing them to crack or fail.

MAJOR FLOODING – Indicates extensive inundation and property damage, usually characterized by the evacuation of people and livestock, and the closure of both primary and secondary roads as determined by the National Weather Service.

MINOR FLOODING – Indicates minimal or no property damage, but some public inconvenience is possible as determined by the National Weather Service.

MODERATE FLOODING – Indicates the inundation of secondary roads as determined by the National Weather Service. Transfer to higher elevation may be necessary to save property. Some evacuation may be required.

NWS – National Weather Service – Romeoville (Chicago Office)

ONE HUNDRED YEAR FLOOD – A flood magnitude with a one percent (1%) statistical of being equaled or exceeded during any year. A flood this large would be reached once during a 100-year period, on the average. However, the occurrence of such an event does not diminish the chance of its recurring again at any time.

RISK PREMIUM RATE ZONE – Flood hazard areas designated according to the degree of flooding they would experience during the base flood. The symbols used to designate these zones are as follows:

- “A” Area of special flood hazard without water surface elevations determined.
- “AI-99” Area of special flood hazard with water surface elevations determined.
- “AH” Area of special flood hazards having a level water surface (ponding) with water depths between 1 and 3 feet.
- “AO” Area of special flood hazards having a sloping water surface (sheet runoff) with water depths between 1 and 3 feet.
- “VO” Area of special flood hazards having shallow water depths and/or unpredictable flow paths between 1 and 3 feet and with velocity.
- “B” Area of moderate flood hazards.
- “C” Area of minimal hazards.

RIVERINE – Relating to, formed by, or resembling a river (including tributaries), stream, creek or brook.

SEVERE THUNDERSTORM WATCH – Conditions are conducive to the development of severe thunderstorms in and close to the watch area.

SEVERE THUNDERSTORM WARNING – A severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area.

STRUCTURE – A walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a mobile home.

SUBSTANTIAL IMPROVEMENT – Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure either before the improvement or repair is started, or if the structure has been damaged, and is being restored, before the damage occurred. The term does not, however, include either:

- A. Any project for improvement of a structure to comply with existing State or local health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions, or
- B. Any alteration of a structure or site documented as deserving preservation by the Illinois Department of Conservation or listed on the National Register of Historic Places.

WATERCOURSE – Any river, stream, creek, brook, branch or other drainage way in or into which stormwater runoff and floodwaters flow either regularly or intermittently.

ANNEX R – FLOODING

APPENDIX 6

ACRONYMS

ARC	American Red Cross
CRS	Community Rating System
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ESF	Emergency Support Function
FASL	Feet Above Sea Level
FEMA	Federal Emergency Management Agency
FWA	Fox Waterway Agency
HAZMAT	Hazardous Material
HMPG	Hazard Mitigation Grant Program
IA	Individual Assistance
IC	Incident Commander
ICC	Increased Cost of Compliance
ICP	Incident Command Post
ICS	Incident Command System
IDNR-OWR	Illinois Dept of Natural Resources-Office of Water Resources
IDOT	Illinois Department of Transportation
IEMA	Illinois Emergency Management Agency
JIC	Joint Information Center
JFO	Joint Field Office
LAN	Local Area Network
LCEMA	Lake County Emergency Management Agency
LCHD	Lake County Health Department
LCPW	Lake County Department of Public Works
LCSMC	Lake County Stormwater Management Agency
LEPC	Local Emergency Planning Committee
MCI	Mass Casualty Incident

MOA	Memorandum of Agreement
MWRD	Metropolitan Water Reclamation District of Great Chicago
NGO	Nongovernmental Organizations (volunteer organizations)
NIMS	National Incident Management System
NOAA	National Oceanographic & Atmospheric Association
NWS	National Weather Service
PA	Public Assistance
PB&D	Lake County Department of Planning, Building & Development
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PFO	Principal Federal Officer
PW	Public Works
RACES	Radio Amateur Civil Emergency Service
SBA	Small Business Administration
SEOC	State Emergency Operations Center
SEWRPC	Southeastern Wisconsin Regional Planning Commission
SMC	Stormwater Management Commission
SOP	Standard Operating Procedure
SUB DAM	FEMA's Substantial Damage Requirement
UC	Unified Command
USACE	U.S. Army Corps of Engineers, also called the Corps
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey
US&R	Urban Search and Rescue
WAN	Wide Area Network