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

AGENDA
COMMITTEE OF THE WHOLE MEETING
Village Hall – Community Room
Monday, November 10, 2014
Immediately following Regular Village Board Meeting

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

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

CALL TO ORDER

1.0 **ROLL CALL**

2.0 **APPROVAL OF MINUTES**

2.1 Acceptance of the October 20, 2014 Special Committee of the Whole Meeting Minutes

2.2 Acceptance of the October 23, 2014 Special Committee of the Whole Meeting Minutes

2.3 Acceptance of the October 27, 2014 Committee of the Whole Meeting Minutes.

3.0 **ITEMS OF GENERAL BUSINESS**

3.1 Planning, Zoning and Land Use

3.11 **Public Hearing** and discussion of a request to amend Ordinance No. 70-230-12, which granted a Special use for a PUD for the Tri-State International Office Center and Ordinance No. 87-918-04, which granted an amendment to the existing Special Use for a PUD for Phase II of the Tri-State International Office Center, to permit construction of a new parking structure adjacent to 25/75 Tri-State International, with zoning exceptions for required front yard setback and maximum building height (Trammell Crow Company / Principal real Estate Investors).

3.12 Consideration and discussion of an Architectural Review Board recommendation regarding approval of site plan, landscape plan, building elevations, building materials and colors, and site lighting for a proposed new parking structure adjacent to 25/75 Tri-State International office Center (Trammell Crow Company/ Principal real Estate Investors)

3.13 Continued Preliminary Evaluation of an amendment to Special Use Ordinance No. 03-1864-41, as amended, granting a PUD Ordinance for a Continuing Care Retirement Campus, and an Amendment to Annexation Agreement Ordinance No. 03-1861-38, as amended, to permit a proposed townhouse development on Lot 2 of the Sedgebrook Resubdivision (Pulte Homes)

3.14 Consideration and discussion of a recommendation to approve a Professional Services Agreement with Teamworks Media for Lincolnshire's Branding & Marketing campaign project in an amount not to exceed $49,655.

3.2 Finance and Administration

3.21 Public Comment regarding the proposed Fiscal Year 2015 Budget (Village of Lincolnshire)

3.22 Official Announcement of Estimated Amount to be Raised by Ad Valorem Taxes for the 2014 Tax Levy for Fiscal Year 2015 (Village of Lincolnshire)

3.23 Report Regarding Planned Changes to Utility Billing Processes/Procedures (Village of Lincolndhire)

Public Works

3.3 Public Safety

3.4 Parks and Recreation

3.5 Judiciary and Personnel

4.0 **UNFINISHED BUSINESS**
5.0 **NEW BUSINESS**
6.0 **EXECUTIVE SESSION**
7.0 **ADJOURNMENT**

Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069
www.lincolnshireil.gov

SPECIAL COMMITTEE OF THE WHOLE MEETING

Community Room
Monday, October 20, 2014
6:00 p.m.

Present:

Mayor Blomberg	Trustee Brandt
~~Trustee Feldman~~	Trustee Grujanac
Trustee McDonough	Trustee Servi
Trustee McAllister	~~Village Clerk Mastandrea~~
~~Village Treasurer Curtis~~	~~Village Attorney Simon~~
Village Manager Burke	Chief of Police Kinsey
Finance Director Peterson	Public Works Director Woodbury
Community & Economic Development Director McNellis	Utilities Superintendent Hawkins
	Management Analyst Shoukry
Operations Superintendent Pippen	Police Pension President Lee

CALL TO ORDER

1.0 ROLL CALL

Mayor Blomberg called the meeting to order at 6:12 p.m. and Village Manager Burke took the roll call.

2.0 ITEMS OF GENERAL BUSINESS

2.1 <u>Finance and Administration</u>

Village Manager Burke thanked the Board and staff for their attendance of the budget workshop and explained the reason for meeting is to review the proposed 2015 Budget and provide opportunity for the Board to ask questions. Village Manager Burke stated there are at least two meetings planned for this week, with more meetings scheduled in upcoming weeks if necessary. Village Manager Burke explained the first budget meeting will include a review of all General Fund expenditures and revenues, the Water and Sewer Fund expenditures and revenues, and Other Funds expenditures and revenues. The second budget meeting will address the General Capital Fund, and the Water and Sewer Improvement Fund. Village Manager Burke noted the proposed capital expenditures for 2015 should come of no surprise to the Village Board as the expenditures proposed largely fall in line with the projects and equipment/vehicle purchases detailed in the recently adopted 10–Year Capital Improvement Plan.

Village Manager Burke provided an overview of the assumptions and fiscal policies used in creating this budget, including:

- Flat or nominal increases in revenues; budgeted wage increases of 3% for non-union personnel;
- A 3.5% maximum merit increase; no major operational changes; no new personnel changes;
- A formal policy of maintaining 75% of general fund operating expenditures in reserves with a board target of 100% of operating;
- A guideline of current revenues supporting current expenditures except where board approves use of fund reserves or loan proceeds to cover capital needs;
- A formal policy of maintaining 20% of water and sewer fund operating expenditures in reserves;
- Setting water rates to fully support the total direct and indirect costs of water and sewer operations;
- Funding police pension liabilities at 80%;
- Fund retirement fund liabilities at 80%; and
- To levy property taxes only to fund police pensions and IMRF obligations.

Village Manager Burke noted the proposed budget meets all fiscal policies, except the IMRF funded status due to increased retirements in recent years. Village Manager Burke noted the proposed budget does reflect the Village meeting its annual actuarially determined funding requirements as requested by IMRF.

A discussion of the 20% Water and Sewer reserve funding policy and the general state of the Water and Sewer Fund followed. Village Manager Burke noted the policy of maintaining a reserve of 20% is sensible, but did reiterate the fund continues to rely on annual transfers from the General Fund to fund operations and capital needs. Village Manager Burke noted this is contrary to the Board's policy of establishing water and sewer rates at a level of support the total cost of water and sewer operations.

Village Manager Burke stated the proposed budget anticipates total operating revenue of $10,376,950 and total operating expenditures of $8,899,117. Village Manager Burke reviewed the following highlights of the proposed 2015 budget:

- General Fund operating revenues represent a slight decrease over the previous year.
- General Fund operating expenditures represent a 9.25% increase over the previous year.
- Prior to factoring in capital expenditures (reflected as a transfer to the General Capital and Water and Sewer Improvement Funds) the General Fund operating budget is balanced.

- The budget contemplates use of FY2015 revenues and reserves to fund capital projects.
- The proposed budget contemplates determining unassigned reserves, above the Village Board target, at the start of the fiscal year to be transferred to the General Capital Fund for use in funding needed current and future capital projects.

Village Manager Burke reviewed anticipated revenues in the FY2015 budget. He noted most revenue sources are unchanged, with slight modifications to projections based on this year's performance. Village Manager Burke stated staff has taken a conservative approach to projecting revenues and hopes actual numbers will outperform the projections.

2.11 Fiscal Year 2015 Budget Workshop

- **General Fund - Expenditures**

Administration: Village Manager Burke explained the Administration budget is largely unchanged, with a 9.5% ($25,000) overall increase largely due to professional development and training costs. Village Manager Burke also detailed the Administration department's goals for 2015 as being: strategic planning for the Village; continuing to work with the GovITC consortium; increased utilization of mobile technology for staff; continuing to update the personnel policies manual; complete Police union contract negotiations; explore high-deductible health insurance; implementation of an annual employee benefits statement; increased transparency and use of video on Village website; and a professional development initiative for the leadership personnel.

Finance: Finance Director Peterson updated the group regarding the Finance budget, which is largely unchanged from 2014. Overall, a 7.7% decrease in operating costs is anticipated. Finance Director Peterson also outlined the Finance Department's goals for FY2015 as being: continue to enhance 5-year financial forecast; implement new financial software and update procedure manuals; implement credit card processing; implement vendor direct deposit program; implement monthly utility billing as of January 1, 2016; and continue cross training efforts with other departments.

Police: Chief of Police Kinsey detailed the Police budget for 2015, noting a 3.2% increase in expenditures over FY2014. Chief of Police Kinsey stated the most significant change from last year's budget being the additional Sergeant added bringing the total number of authorized positions from 28 to 29 full time equivalents. Other notable changes include increasing funding to community oriented awareness and prevention programs and expanding national night out. Village Manager Burke explained the new budget format offers more clarity in the Police overtime expenditures vs. contract services overtime. He also stated call for service statistics will improve this year due to the implementation of New World Systems for dispatch. Finally, Chief of Police Kinsey updated the Board on current open positions in the department,

remarking he does not believe recruitment expenses will be necessary in 2015.

Mayor Blomberg inquired about progress on the Lake County area radio network. Chief of Police Kinsey stated the network is still in the early implementation process, and it is unlikely it will be ready in the next year. Mayor Blomberg also asked about the state of training and equipment for the department and if more funding was necessary. Chief of Police Kinsey stated the training is sufficient and staff has all the necessary equipment, and does not believe more funding is necessary.

Chief of Police Kinsey reviewed the Police Departments goals for 2015, which include: identify and train staff on use of crime mapping and incident analysis functions of New World Records; continue to update Police Department policies and procedures; develop a career development program for all Police personnel; and to continue to identify opportunities for collaboration with other agencies.

Community and Economic Development: Community& Economic Development Director McNellis outlined changes in the Community & Economic Development Department; noting a 7.2% increase in the overall budget due primarily to a proposed initiative to retain a consultant to develop a Lincolnshire brand ($35,000) and increased spending on Village specific advertising through Visit Lake County ($5,000), and increases for professional memberships. A discussion of advertising efforts with Visit Lake County followed. Board members were split on their support of the idea. Trustee McDonough stated he would prefer the $5,000 budgeted for advertising be allocated to expand merit increases or other befits for Village staff. There was a general consensus among the Board to hiring a consultant to establish a Lincolnshire brand. Community & Economic Development Director McNellis reviewed other Community & Economic Development Department goals for 2015, including: research possible revenue opportunities including existing fee structure for building permits and possible cellular facilities on public properties; continue to review and update zoning ordinances; provide planning and support to community events; implement community wide economic development/marketing program; evaluate and develop plan for Village identification signage program including entrance and kiosk signage; develop comprehensive pedestrian plan including finding signage for downtown and commercial corridors; and streamline building permit process.

Insurance and Common Expense: Village Manager Burke stated the Insurance and Common Expense budget reflects an 8.2% ($105,410) increase over last year's budget, noting the most significant changes being: reductions in the telephone line expense by approximately 75% due to elimination of costly copper communication circuits; refining of splits in individual line items between other departments and funds; retention of professional services for strategic planning project; and new and continuing technology projects. Management Analyst Shoukry updated the board on upcoming technology goals and projects for 2015, including: a shared enterprise backup solution; a

group email spam filter and archiving solution; shared high speed network storage; replacement of all XP workstations in the Village; new records management system; and an update to the Board room recording and broadcasting procedures. Mayor Blomberg suggested live streaming of areas in the Village as well as of Village events on the Village website. Management Analyst Shoukry noted increasing the use of video is a goal for the coming year and stated he would look into possible options.

Public Works Administration: Public Works Director Woodbury outlined the Public Works Administration budget and noted the budget contemplates an 11.9% ($22,300) increase compared to FY2014. He noted the most significant change as increasing professional engineering services from $5,000 to $50,000 due to lack of a professional engineer on staff. He reviewed the goals for the year, including: implement a department safety training program; evaluate outdoor lighting and explore possible LED conversion; implement long range pedestrian improvement plan; and develop long range flood mitigation plan for the Lincolnshire Drive area.

Public Works Streets: Public Works Director Woodbury stated the proposed budget reflects an 11.5% ($109,175) increase compared to FY2014 due to the inclusion of annual maintenance expenses previously treated as capital items, including: miscellaneous storm sewer repairs ($20,000); storm sewer cleaning increases from $1,800 to $4,000; pavement patching increases from $25,000 to $36,000; and increases to snow/ice control expenses related to upgrades in anti-icing equipment and bulk rock salt purchase through Lake County joint purchase.

Public Works Parks and Open Space: Public Works Director Woodbury stated the proposed budget reflects a 4.7% ($65,725) decrease compared to FY2014. Public Works Director Woodbury noted the following highlights in the budget: additional funding for athletic field repair and restoration ($10,000); annual expenses for upgrade to electrical systems at North Park ($10,000); increase in hazardous tree removal related to Emerald Ash Borer from $74,000 to $100,000 in FY2015; increase in hazardous tree removal related to Emerald Ash Borer from $74,000 to $100,000 in FY2015; 4th of July fireworks expense increased from $20,000 to $30,000; and maintaining special event funding for the 4th of July, Holiday Tree Lighting, and Taste of Lincolnshire.

Board members inquired about the annual expense for upgrade to electrical system at North Park. Public Works Director Woodbury explained the wiring was done improperly when the park was built, and these yearly costs are to improve the wiring to lights in the park. Mayor Blomberg inquired about whether the Village could obtain better pricing by completing all the wiring work in one year rather than staggered throughout several years. Mayor Blomberg also inquired about increasing the wiring capacity to accommodate expansions in lighting at the park as the rewiring was being completed. Public Works Director Woodbury stated he would inquire with the Village's contractor regarding these questions. Trustee Brandt asked if any of the Rivershire projects could involve Boy scouts or local students. Public Works Director

Woodbury said he is always looking to make projects available for the community and will continue to reach out to the schools and scout leaders on possible partnerships for the Rivershire projects. However, Public Works Director Woodbury noted the work contemplated in partnership with the School District is likely to be beyond the scope of a scout project. Trustee Brandt also stated she thinks the Village should promote the "adopt a highway program" more; Public Works Director Woodbury said he would reach out to schools to inquire about interest.

Buildings: Public Works Director Woodbury noted the proposed budget reflects a 12% ($19,525) decrease compared to FY2014. He also noted the major changes as being: eliminating salary allocations to this budget due to lack of a dedicated facilities staff person and the addition of a new line item for elevator inspections. Public Works Director Woodbury also reviewed major initiatives for this division, including: multi-media upgrade to the Public Works facility to facilitate training; upgrades to the electrical systems in the Village Hall Board Room; and a joint effort with School District 103 to upgrade the Rivershire Nature Center Building. Trustee McDonough brought up the importance of getting the building appraisal done for insurance purposes. Village Manager Burke said he would follow up on the appraisal by the end of the year.

- **Water and Sewer Fund Revenues & Expenditures**

  Village Manager Burke provided an overview of the Water and Sewer operating funds, noting the following highlights: the total budgeted revenue is $5,285,800, which includes a $1,087,300 transfer from the General Fund, and the budgeted expenditures total $6,154,780, including $1,957,300 in capital projects. Village Manager Burke also called special attention to the 4.0% (roughly $0.18/1000 gallons) increase in the water rate due to the 4.37% rate increase from Highland Park, and its impact on the projected revenues of the fund. An inquiry was made regarding why the full 4.37% rate increase was not being passed on to residents, Village Manager Burke responded a full rate analysis is necessary and would be forthcoming, at which time a more in depth conversation on the future of the water rate is expected to occur.

  Trustee McDonough stated the Board is aware the water rate does not reflect true costs to provide water, but the Village Board has historically chosen not to charge for services at the full rate rather, but rather to subsidize the Water and Sewer fund via the General Fund. Village Manager Burke also noted there is no budgeted increase in the sanitary sewer rate as Lake County continues its rate study, but a rate increase may be pending.

- **Other Funds**

  Motor Fuel Tax Fund: Village Manager Burke stated this budget area reflects the street resurfacing project for the amount of $491,500, with $175,000 coming from Motor Fuel Tax proceeds and $316,500 from the General Capital Fund. The project aims to address .95 miles of streets targeting mainly Victoria East, Victoria West, Kensington Drive, Coventry Lane, and Coldstream Lane.

Police Pension Fund: Finance Director Peterson reviewed the Police Pension Fund budget noting a major goal for FY2015 is to implement GASB 68: Accounting and Financial Reporting for Pensions procedures. He also noted the budgeted amount of Village contribution is currently $692,600, (based upon an open 15 year amortization, 6.5% rate or return, and a funding goal of 100%) an 18.2% increase from FY 2014. Director Peterson noted the budgeted amount is reflective of the request submitted by the Police Pension Board. Director Peterson then asked for Board direction regarding an alternative funding strategy based upon a closed 27 year amortization, 6.5% rate of return, and a funding goal of 100%, which would more closely resemble the funding model for IMRF. The Board discussed the issue, and the general consensus was to peruse the alternative funding model suggested by Finance Director Peterson. Trustee Brandt expressed her support for the staff recommended funding option based upon a 27 year closed amortization period.

The Village Board also noted in the past they have agreed to use reserves to make additional contributions to the Police Pension Fund if necessary.

A discussion regarding the historical practice of implementing a property tax levy only to fund pension obligations versus levying a property tax to fund public safety or capital expenses. The Board discussed the message being communicated to the public with different levy approaches but did not arrive at a consensus on the best approach. Trustee McDonough opinioned he would like to see the Police Pension obligations be paid out of the General Fund. Village Manager Burke stated the current public attitude towards pensions in the State is relatively negative, and a shift towards levying taxes for capital requirements or public safety may be beneficial. Trustee Brandt noted she thinks more education is necessary as the Village's pensions are responsibly funded via a planned approach by the Village. She also inquired about practices of neighboring communities in relation to this issue. Finance Director Peterson said he would research the subject and provide his findings at the next opportunity.

Retirement Fund: Finance Director Peterson Reviewed the Retirement Fund budget and noted the FY2015 budget reflects less than 2% improvement to funding level. He suggested if the Village Board were to reduce the Police Pension Fund levy amount to meet the closed 27 year amortization period, the reduction in the levy for Police Pension Fund could be directed to the Retirement Fund to continue to work to improve the funding.

Fraud, Alcohol, and Drug Enforcement Fund: Village Manager Burke outlined the Fraud, Alcohol, and Drug Enforcement budget, commenting that the budgeted revenues are not based upon anticipated 2015 forfeitures but on forfeited funds on hand as of December 31, 2014.

Vehicle Maintenance Fund: Village Manager Burke noted the Vehicle Maintenance budget is proposed to increase 4.9% ($25,731) due to the major

change of including vehicle rehabilitation expenses previously treated as capital projects.

E911 Fund: Village Manager Burke reviewed the E911 fund and commented it reflects the E911 surcharge revenues only and the cost of Vernon Hills Dispatch Services, in its 2nd full year of service. He also noted the land line and wireless surcharge revenues have started to stabilize at approximately $300,000.

Park Development Fund: Village Manager Burke stated 2015 would be the first year of the Park Development Fund, and it is anticipated to have a fund balance of $108,345 as of December 31, 2014. The budget reflects $30,000 in miscellaneous park improvements.

Sedgebrook Special Service Area Fund: Village Manager Burke reviewed the fund noting 2014 as the first year for this fund and it is responsible for repayments of bonds issued as part of Sedgebrook Development. He also noted the remaining debt service amounts range from $1,159,375 to $1,164,063.

Special Service Area Traffic Signal Fund: Village Manager Burke outlined the fund and commented IDOT completed traffic signal installation in FY2013 and agreed to cover 100% of the construction costs of the intersection. He also noted fund reserves are expected to cover 2015 to end of 2016 ongoing signal maintenance costs.

3.0 EXECUTIVE SESSION

Trustee Grujanac moved and Trustee McDonough seconded the motion to go into Executive Session for the purpose of discussing Personnel. The roll call vote was as follows: AYES: Trustees Brandt, McAllister, McDonough Servi and Grujanac. NAYS: None. ABSENT: Feldman. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 8:53 p.m. and came out of Executive Session at 9:42 p.m.

4.0 ADJOURNMENT

Trustee McAllister moved and Trustee Brandt seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 9:43 p.m.

Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069
www.lincolnshireil.gov

SPECIAL COMMITTEE OF THE WHOLE MEETING

Community Room
Thursday, October 23, 2014
6:00 p.m.

Present:

Mayor Blomberg
~~Trustee Feldman~~
Trustee McDonough
Trustee McAllister
~~Village Treasurer Curtis~~
Village Manager Burke
Finance Director Peterson
Community & Economic Development Director McNellis
Police Pension Board President Lee
Trustee Brandt (Arrived at 7:20 p.m.)
Trustee Grujanac
Trustee Servi
~~Village Clerk Mastandrea~~
~~Village Attorney Simon~~
Chief of Police Kinsey
Public Works Director Woodbury
Management Analyst Shoukry

CALL TO ORDER

1.0 ROLL CALL

Mayor Blomberg called the meeting to order at 6:05 p.m. and Village Manager Burke took the roll call.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Finance and Administration

2.11 Fiscal Year 2015 Budget Workshop

Village Manager Burke noted the purpose of the Special Committee of the Whole meeting is to review the proposed capital projects in the General Capital Fund and the Water & Sewer Fund for Fiscal Year 2015. Additionally, staff will update the members of the Village Board on comments and questions raised at the October 20, 2014 budget workshop meeting.

Village Manager Burke provided an overview of the proposed Fiscal Year 2015 General Fund Budget. Manager Burke noted the proposed budget contemplates the transfer of funds in excess of one year's operating expenses to the General Capital Fund to be set aside for capital projects as outlined in the 10-Year Capital Plan approved by the Village Board earlier this year.

General Capital Fund Summary
Village Manager Burke provided a review of proposed General Capital Fund budgeted revenues. Village Manager Burke explained revenues contemplated include $422,000 in ITEP grant revenue; $50,000 in Tree Bank Revenue; $1,150,000 in sale of Village-owned land in the downtown triangle parcel; and $166,722 in Transfers-In from the General Fund. Total General Capital Fund revenue for Fiscal Year 2015 is budgeted in the amount of $1,788,722.

Administration Department – No capital projects contemplated for Fiscal Year 2015.

Finance Department – No capital projects contemplated for Fiscal Year 2015.

Police Department - Police Chief Kinsey noted proposed projects include a total of $156,000 in capital expenditures. A summary of the major capital items are as follows:

Vehicle Replacement – The Department plans to replace two vehicles as part of the annual Vehicle Replacement Program at a cost of $53,000. Related to vehicles, there is also $7,000 in funds related to vehicle equipment retrofits.

Police Building Remodel – The budget reflects $50,000 in funds to remodel the former dispatch area to increase functionality of this area. This line item is carried over from the current year's budget and is increased over the current year estimate due to anticipated costs.

In-Car Video Equipment - $32,000 is reflected in the budget related to the second phase of the in-car video equipment project started this year.

E-Citation Printers/Software – This line item includes $6,500 and is related to a possible Lake County initiative to integrate citation writing with scheduling at the branch courts.

Community Development - Building Permit Software – Community & Economic Development Director McNellis explained the proposed budget includes $7,400 in funds to replace the existing Community Development Department building permitting software. This amount is related to the final expenditure related to a project expected to start in the current fiscal year. The total budget for the project is expected to be $42,400.

Insurance & Common Expense - Village Manager Burke explained more than $78,000 is proposed for projects in the Insurance & Common Expense budget. Village Manager Burke noted funds are allocated for the possible completion of a Single Audit ($1,870) and an appraisal of Village

buildings ($25,000). Finance Director Peterson noted $52,000 in funds is proposed for possible purchase of financial system software, licensing and training.

Streets - Public Works Director Woodbury reviewed the proposed street projects and equipment replacement contemplated for Fiscal Year 2015. Highlights of the proposed capital expenditures presented are as follows:

Emergency Response Trailer - $38,500 in funds is allocated to assist in vehicle repair/rehab work for Fiscal Year 2014.

Mayor Blomberg noted the Village may want to consider exploring what type of equipment is available for purchase from the U.S. military. Mayor Blomberg noted surplus equipment is regularly for sale and may meet the needs of some of the equipment included in the budget for the coming year.

Replacement of 25-Yard leaf machine in the amount of $100,000.

Replacement of an existing five-ton truck in the amount of $242,050.

Robinhood Court storm sewer project in the amount of $185,000 for both construction and engineering services.

First year of a multi-year project to stabilize the Des Plaines River berm in the amount of $20,000.

Street Resurfacing – The proposed budget includes $491,500 in resurfacing projects. $175,000 of the resurfacing expenses are planned to come out of the Motor Fuel Tax Fund, and the remaining $316,500 is to be funded out of General Capital Fund.

Parks and Open Space – Public Works Director Woodbury reviewed the various projects proposed in the area of Parks and Open space. The most significant projects include the Route 22 Corridor Enhancement Project in the amount of $288,000; baseball field foul ball nets at North Park in the amount of $180,000; development of the pocket park in the Village's downtown triangle for $206,000; and updating the Village's entrance sign/planting beds at a budgeted cost of $236,000.

A brief discussion regarding the need for foul ball netting at the fields at North Park followed.

Buildings & Grounds – Public Works Director Woodbury provided a brief review of projects proposed for Buildings & Grounds for Fiscal Year 2015. Major projects contemplated include replacing the existing Village Hall roof at a cost of $280,000; improvements to Rivershire Nature Center in the

amount of $25,000; and replacing the air conditioning unit at the Public Works Facility in the amount of $12,000.

A discussion of the projects contemplated for Rivershire Nature Center followed. Public Works Director Woodbury explained many of the projects are in conjunction with School District #103 as part of the intergovernmental agreement between the Village and the School District. Public Works Director Woodbury noted a major component of the work planned includes updating the entrance way to improve accessibility.

Water and Sewer Improvements – Public Works Director Woodbury reviewed the proposed capital expenditures contemplated for the Water and Sewer Improvement Fund. Public Works Director Woodbury noted $173,000 is included in the Fiscal Year 2015 Budget for the third year of the automated meter reading system conversion project. Public Works Director Woodbury noted the most significant project in this fund for next year is the replacement of the existing water main in the Westwood, Bedford and Middlebury Lane area of the Village at an estimated cost of $1,200,000.

Follow Up Items from October 20, 2014 Budget Workshop
Village Manager Burke noted the remaining items to discuss at this meeting include a few follow up items from the October 20, 2014 Budget Workshop meeting. Village Manager Burke asked the Village Board to confirm staff's recommendation that any General Fund reserves that exceed one full year of General Fund operating expenses, including debt services, be transferred to the General Capital Fund to be held for use to address capital needs. Village Manager Burke noted if the Board supports this approach, staff would plan to transfer approximately $5.8 million from the General Fund to the General Capital Fund prior to the end of Fiscal Year 2014. The members of the Village Board were in support of making the transfer of reserves to the General Capital Fund.

Village Manager Burke requested Village Board feedback regarding the budgeted funds for additional advertising through Visit Lake County as outlined by Community & Economic Development Director McNellis at the October 20, 2014 meeting. Trustees McDonough and Grujanac expressed their opinion they were not in favor; noting difficulty in seeing a return on the investment from the current contributions to Visit Lake County. Trustee McDonough commented he would rather see the $5,500 proposed for the advertising be allocated to other purposes including possibly employee wages/benefits. Trustee Servi indicated general support with including funds for advertising via Visit Lake County, and Trustee McAllister expressed his support of staff's recommendation regarding this expense. Mayor Blomberg felt the funds should be budgeted for and the Board can make a commitment in the spring when Visit Lake County is making their advertising plans/commitments for the year.

Village Manager Burke asked about the direction regarding securing a consultant to develop a Lincolnshire Brand, and the members of the Village Board expressed general support of the project. Village Manager Burke noted staff had recently solicited proposals and interviewed prospective firms to assist with this project and explained a formal recommendation would be forthcoming at a future Board meeting.

Village Manager Burke provided an update to the Village Board on the proposed water rate change and the annual impact on a typical household. Village Manager Burke noted the estimated annual increase in cost is between $26 and $39 annually for the typical homeowner.

Village Manager Burke noted based upon discussion at the October 20, 2014 meeting, staff proposes to add a goal of completing a full water rate analysis to review with the Village Board during the Fiscal Year 2016 Budget process.

Finance Director Peterson provided a brief update to the Village Board on changes in utility billing processes and procedures and asked the Village Board's opinion regarding passing on credit card processing fees to the individual using the credit card rather than the Village absorbing the fee. The Board unanimously supported passing on the fees to those users who opt to pay with a credit card.

A discussion regarding the property tax levy message brought up in the October 20, 2014 meeting followed. Trustee McAllister felt the message of levying for pension obligations was positive, as it demonstrated the Village employs and maintains a quality staff. Finance Director Peterson provided a tax rate comparison chart outlining the services neighboring communities levy taxes for and at what rate. After further discussion, the Board decided to continue the current practice of levying only for pension obligations as outlined in the proposed budget for Fiscal Year 2015.

Trustee McAllister brought up a program at his place of business where employees write letters to troops overseas and make donations. Trustee McAllister suggested it may be possible for the Village to sponsor a similar initiative and possibly work with local schools on such an effort.

Village Manager Burke and Community & Economic Development Director McNellis updated the Board on the status of the Architecture Review Board consideration of the proposed parking garage at the Tri-State business center. Village Manager Burke noted the prospective tenant is trying to meet a Thanksgiving week deadline to confirm their possible tenancy in the business park and their potential relocation is contingent upon the successful approval of the parking garage.

3.0 EXECUTIVE SESSION – None.

4.0 ADJOURNMENT

Trustee McDonough moved and Trustee Grujanac seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 7:40 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk

Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069
www.lincolnshireil.gov

MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, October 27, 2014

Present:

Mayor Blomberg	~~Trustee Brandt~~
Trustee Feldman	Trustee Grujanac
Trustee McDonough	Trustee Servi
Trustee McAllister	~~Village Clerk Mastandrea~~
~~Village Treasurer Curtis~~	~~Village Attorney Simon~~
Village Manager Burke	~~Chief of Police Kinsey~~
Finance Director Peterson	~~Public Works Director Woodbury~~
~~Community & Economic Development Director McNellis~~	

ROLL CALL

Mayor Blomberg called the meeting to order at 7:06 p.m. and Village Manager Burke called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of October 14, 2014 Committee of the Whole Meeting Minutes.

The minutes of the October 14, 2014 Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Continued Consideration and Discussion of Proposed Text Amendments to Title 6 (Zoning) of the Lincolnshire Village Code to Provide Zoning Regulations to the Establishment and Operation of Medical Cannabis-Related Uses (Village of Lincolnshire)

Village Manger Burke provided an update to the proposed text Amendments to Title 6 (Zoning) of the Lincolnshire Village Code to Provide Zoning Regulations to the Establishment and Operation of Medical Cannabis-Related Uses noting this was the first reading of the Ordinance.

Trustee McDonough asked if this Ordinance would meet the Lake County model and not exceed the state requirement. Village Manager Burke confirmed the proposed Ordinance contains much of the language found in the Lake County model ordinance and follows directly in line with the regulations found in State statute.

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

3.2 Finance and Administration

3.21 Annual Report to the Village Board on the Fiscal Status of the Police Pension Fund (Lincolnshire Police Pension Board)

Mr. Steve Lee, President of the Lincolnshire Police Pension Board, provided a presentation to the Board on the status of the Police Pension Fund and the Village's history in contributing to the fund. Mr. Lee provided a review of the various components that go into the actuarial evaluation to determine the annual contribution request.

Trustee McAllister asked how the rate of return was for the current year. Mr. Lee noted the rate of return is approximately 1 ½ % and is not doing as well as in years past.

Trustee McAllister asked how Lincolnshire compares to other municipalities in Lake County. Mr. Lee provided statistics based on other Municipalities in the County and noted the only other better funded plan is Lindenhurst. Mr. Lee noted the data he is referencing pertaining to funded status is based upon 2010 numbers.

Trustee McDonough asked what the investment return assumed for 2014 and the coming years. Mr. Lee stated the assumed is 6 ½ %. A brief conversation followed regarding investment returns in the past compared with the current and state requirements for the investments. Trustee McDonough asked Mr. Lee if he could confirm the Village's annual funding is well ahead of the statutory requirement. Mr. Lee confirmed the Village's funding has been in excess of statutory requirements.

Trustee McAllister asked if assumptions are made to factor in growth and the need for additional personnel. Mr. Lee noted all actuarial analysis is based upon existing employees and does not contemplate growth in the employee base.

Mayor Blomberg clarified this is for Lincolnshire's Police Pension Fund only and not a Fire Pension Fund. Mayor Blomberg noted the Village does not have a Fire Department; therefore, the Village does not maintain a Firefighter Pension Fund.

3.3 Public Works
3.4 Public Safety
3.5 Parks and Recreation
3.6 Judiciary and Personnel

5.0 **UNFINISHED BUSINESS**

Village Manager Burke noted School District 103 is in the process of a Strategic Planning initiative. If any Board Member would be interested in participating, there will be sessions on Sunday, November 16th and Monday, November 17th.

6.0 **NEW BUSINESS**

Trustee McAllister made the recommendation the Village and area schools undertake a letter writing campaign in support of the US Military Troops. Trustee McAllister noted his place of employment currently writes letters and takes donations to send to troops and asked if this is something the Board would be interested in promoting.

A brief discussion regarding what the students currently do for the troops followed. Mayor Blomberg asked staff to take the lead in contacting the organization Trustee McAllister's employer partners with or other organizations to obtain information on how such a program could be implemented.

7.0 **EXECUTIVE SESSION**

8.0 **ADJOURNMENT**

Trustee McDonough moved and Trustee Feldman seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 7:41 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk

Village of Lincolnshire

Agenda Item
3.11 & 3.12, COW

REQUEST FOR BOARD ACTION
November 10, 2014 Committee of the Whole

Subject:	Tri-State International Office Center PUD Amendment – Proposed Parking Deck
Action Requested:	Conduct **Public Hearing** regarding a PUD amendment, with Zoning Exceptions; Consideration and Discussion of an Architectural Review Board recommendation for a proposed 4-story parking structure
Originated By/Contact:	Steve McNellis, Director Department of Community & Economic Development
Referred To:	Village Board & Architectural Review Board

Background:
On September 8, 2014, the Village Board referred this request to the ARB with the following feedback: 1) Materials and colors should be compatible and design concept should continue the simplicity/horizontal banding expressed in the 25/75 buildings; 2) Landscape screening should be based upon predicted viability of plant materials and provision of an appropriate screen to soften impacts without creating a monolithic wall; and 3) A traffic study should be undertaken to determine impacts of an increase in traffic on the Rt. 22 intersection, the Westminster Way/Tri-State intersection and the Tri-State complex road entry.

On November 3, 2014, the Architectural Review Board recommended approval, by a vote of 3-2, of the site development plans, including; site plan, landscape plan, building elevations, building materials and colors, and site lighting for a proposed four-level parking structure at 25/75 Tri-State International Office Center, subject to the following conditions:

1. Evergreen trees shown in front of glass wall towers along the Tollway On-Ramp shall be relocated on either side of the glass wall towers.
2. The glass wall towers facing the Tollway On-Ramp shall consist of a minimal-glare/minimal-reflectivity material.

Public Hearing – PUD Amendment Summary:
- Monday night's **Public Hearing** addresses a proposed amendment to Ordinance No. 70-230-12, granting a Special use for a PUD for the Tri-State International Office Center (previously named Lincolnshire Commons) and Ordinance No. 87-918-04, amending the existing Special Use for a PUD for Phase II of the Tri-State International Office Center, to permit construction of a new parking structure adjacent to 25/75 Tri-State International, with zoning exceptions.
- Zoning exceptions proposed in conjunction with the parking structure include; reduction of the required Front Yard setback from 50' to 18', and an increase in permitted maximum building height from 3.5 stories to 4 stories.
- Required PUD Findings of Fact are attached for Village Board review. Staff believes the responses to those Standards have been satisfactorily met.
- **Front Yard Setback Exception** – The proposed location of the parking structure 18' from the designated Front Property line does not comply with the Zoning Code requirement of 50' for Front Yard setbacks. Given the adjacent Tollway intersection ramps, there will be no possibility of future buildings adjacent to this elevation of the parking structure. Therefore, the primary goal of setbacks, to provide an appropriate amount of separation between buildings, will continue to be met.

- **Building Height Exception** – B2 Zoning permits a maximum building height of 3.5 stories, or 42' in height, whichever is less. The proposed parking structure is less than 42' in height, but has a maximum height of 4-stories. Given the limited impact on surrounding properties due to the lack of adjacent structures to the north and east; the on-ramp being located immediately adjacent to the proposed parking structure; and the increased height of the adjacent office buildings, the impact of the proposed building height exception is minimal. In addition, the maximum requirement related to building stories envisions a typical building with a floor and ceiling per story, whereas this type of structure has no ceiling associated with the top floor.
- **Traffic Study –** Attached, please find a review letter from the Village's consulting engineer, Gewalt-Hamilton, in support of the traffic study as presented. Staff supports the report's findings that the Rt.22/Westminster Way and Westminster Way/Tri-State International office Center entry drive can accommodate the additional traffic envisioned for this proposal.

Design Review (ARB) Summary:

- At the request of the ARB, through their workshop process, the Petitioner added design detail to the most visible "public" elevation of the parking structure (the elevation adjacent to the Tollway On-Ramp). This includes elements to break-up the façade and add design detail and interest through the introduction of metal fins and glass towers.
- The Site Plan evolved to incorporate parking deck vehicular ingress/egress points at opposite ends of the parking structure. A cut to the entry parkway median is proposed to allow morning traffic to turn left and head north, along the west property line, to the main parking structure entry. Traffic signage is proposed to facilitate a primary inbound left-turn movement during the morning rush, which stops tertiary outbound vehicle movements in the morning.
- A Landscaping Plan was developed with ARB input. This plan provides significant landscaping on the Tollway On-Ramp elevation, while also providing four-sided landscaping, to ground the building in all views.
- Building materials were selected to provide color for the parking deck precast concrete that is complementary to the office buildings. The Petitioner specifically selected a color a shade different from the office buildings to insure against a "near miss" on color that appears more obtrusive than a shade difference. In addition, the inclusion of new material such as the metal fins already distinguishes the parking deck as its own unique structure.
- Building signage, incorporating the office building and parking structure, is anticipated for this development, however, such request will occur at a future date and is not part of this proposal. Conceptual building sign locations are shown for contextual purposes only.

Recommendation:

Consideration and discussion of proposed PUD amendment and design development plans, and direct placement on the Consent Agenda for approval at the November 24, 2014 Village Board meeting.

Reports and Documents Attached:

- Cover Letter/Presentation Packet compiled by Trammell Crow Company, dated November 5 and November 10, 2014.
- Findings of Fact for a Planned Unit Development, prepared by Attorney Rob Gamrath of Quarles & Brady, LLP, dated November 4, 2014.
- Traffic Impact Study & Addendum, Prepared by KLOA, Dated October 28, 2014.
- Memorandum from Consulting Traffic Engineer Bill Grieve of Gewalt Hamilton, dated November 5, 2014.

- Staff Memoranda to the Architectural Review Board, dated October 21, 2014: and November 3, 2014.
- Approved Minutes of the October 21, 2014 Architectural Review Board meeting.
- Unapproved Minutes of the November 3, 2014 Architectural Review Board meeting.

Meeting History	
Preliminary Evaluation Meeting (COW):	**September 8, 2014**
ARB Workshop	**September 16, 2014**
Initial ARB – Full Review	**October 21, 2014**
Final ARB – Full Review	**November 3, 2014**
Public Hearing at Village Board (COW)	**November 10, 2014**

November 5, 2014

Trammell Crow Company

Mr. Stephen McNellis
Community & Economic Development Director
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069

RE: Tri-State International – Lincolnshire, IL – Proposed Parking Structure (Village Board)

Dear Stephen,

Trammell Crow Company, on behalf of Applicant, Principal Real Estate Investors, owner of Tri-State International, is pleased to submit the attached Village Board application, in advance of our presentation on November 10, 2014. We are before the Village Board for a public hearing to discuss a proposed 4-story parking structure. Our request is to amend the existing office PUD to permit an additional 524 parking stalls in order to satisfy a prospective tenant's parking requirement at building 25/75/100.

We worked diligently and thoughtfully to address the comments from both the ARB and the Village staff in order to come up with a parking structure design and location that gained the majority support from the ARB. There were a number of design iterations that were vetted prior to moving forward with our proposed design.

The enclosed Village Board application includes the following materials:

- Current Site Plan
- Proposed Site Plan
- Landscape Plan
- Tree Inventory and Tree Preservation Plan
- Floor Plans
- Elevations
- Sections
- High-Resolution Perspectives
- Materials
- Pervious and Impervious Calculations
- Photometric Study
- Signage
- Alternate Schemes
- Garage Precedent

We look forward to working with the Village of Lincolnshire and community members throughout the process to meet the needs of the Village. Our goal is to deliver 524 additional parking stalls that will serve the Tri-State International tenant base.

Please let us know if you have any questions.

Sincerely,

John Carlson
Trammell Crow Company

Tri-State

25/75/100 Tri-State International
Lincolnshire, IL 60069

Village Board Meeting
November 10, 2014

Trammell Crow Company

Kimley»Horn

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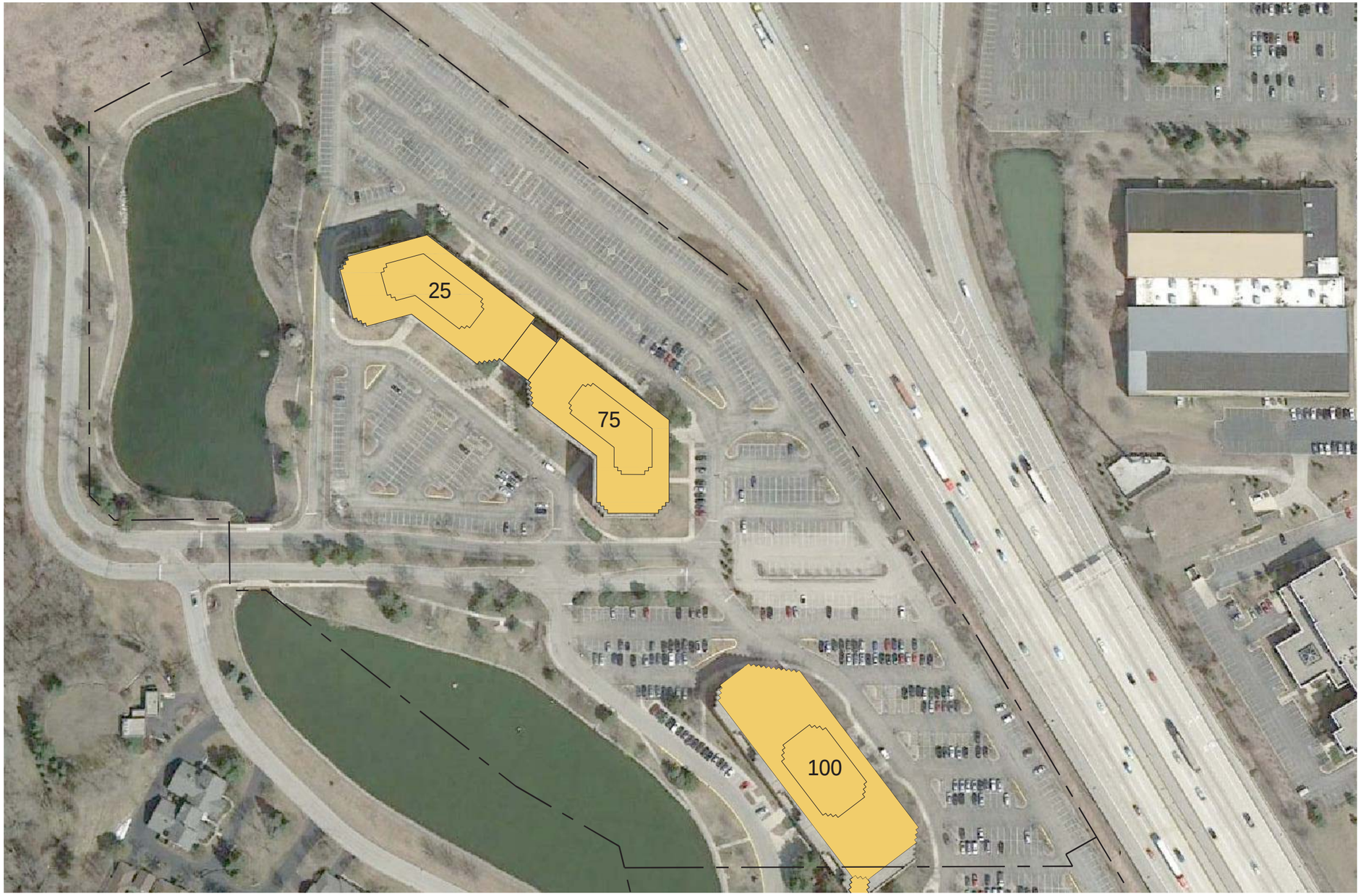

Current Site Plan

Building RSF = 319,118
1,153 Surface Parking Spaces
Stalls/1000 = 3.61

SITE PLAN
CURRENT CONDITIONS

0 80ft

N

Existing Site Plan

November 10, 2014

TrammellCrowCompany

TRI-STATE
25/75/100 Tri State International
Lincolnshire, IL 60069

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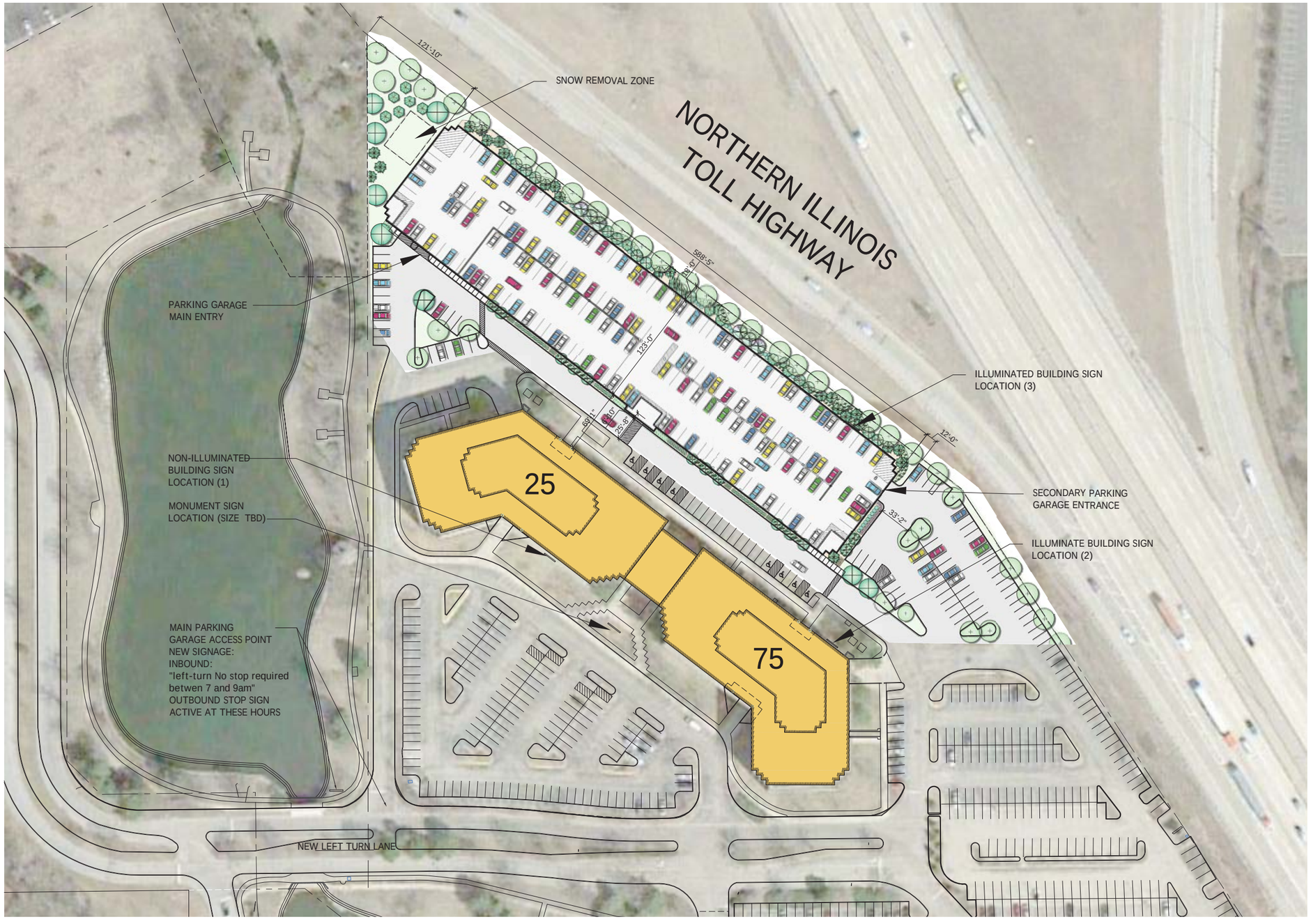
Proposed Site Plan

Building RSF = 319,118
Surface Parking
770 Parking Spaces

Parking Garage
907 Parking Spaces

Total Site Parking
1,677 Parking Spaces
Stalls/1,000 = 5.26



PROPOSED SITE PLAN
0 50ft
N

Proposed Architectural Site Plan

November 10, 2014

TrammellCrowCompany

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25/75/100 Tri State International
Lincolnshire, IL 60069

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Tree Requirements

New Green Space Area = 0.45 acre

Type	Size	Required Trees	Proposed Trees
Deciduous Shade Trees	2" – 2.5"	2.7	0
	3" – 4"	2.25	28
	4.5" and larger	2.25	3
		7.2	31
Ornamental Trees	6' – 8'	1.8	3
	8.5' and larger	1.8	3
		3.6	6
Evergreen Trees	6' – 8'	1.8	0
	8.5' – 10'	1.8	11
	10.5' and larger	0.9	26
		4.5	37
	Totals	15.3 trees	74 trees

Plant List

Shade Trees

Key	Qty.	Size	Botanical Name	Common Name	Remarks
APC	5	4"	Acer platanoides 'Columnare'	Columnar Norway Maple	BB
CEO	3	3"	Celtis occidentalis 'Prairie Pride'	Prairie Pride Common Hackberry	BB
CEO	3	4.5"	Celtis occidentalis 'Prairie Pride'	Prairie Pride Common Hackberry	BB
GPS	4	3"	Ginkgo biloba 'Princeton Sentry'	Princeton Sentry Ginkgo	BB
GPS	4	4"	Ginkgo biloba 'Princeton Sentry'	Princeton Sentry Ginkgo	BB
GIB	13	3"	Ginkgo biloba 'Fastigiata'	Upright Maidenhair Tree	BB
ULM	2	3"	Ulmus 'Morton Glossy'	Triumph Elm	BB

Evergreen Trees

Key	Qty.	Size	Botanical Name	Common Name	Remarks
JUV	3	10'	Juniperus virginiana	Eastern Redcedar	BB
JUV	3	12'	Juniperus virginiana	Eastern Redcedar	BB
JUV	7	14'	Juniperus virginiana	Eastern Redcedar	BB
PGD	2	10'	Picea glauca 'Densata'	Black Hills Spruce	BB
PGD	3	12'	Picea glauca 'Densata'	Black Hills Spruce	BB
PGD	3	14'	Picea glauca 'Densata'	Black Hills Spruce	BB
PIC	6	10'	Picea pungens	Colorado Green Spruce	BB
PIC	5	12'	Picea pungens	Colorado Green Spruce	BB
PIC	5	14'	Picea pungens	Colorado Green Spruce	BB

Ornamental Trees

Key	Qty.	Size	Botanical Name	Common Name	Remarks
CCI	4	6'	Crataegus crusgalli 'inermis'	Thornless Cockspur Hawthorn	BB–Clump
CCI	2	9'	Crataegus crusgalli 'inermis'	Thornless Cockspur Hawthorn	BB–Clump

Shrubs

Key	Qty.	Size	Botanical Name	Common Name	Remarks
FVB	34	24"	Forsythia viridissima 'Bronxensis'	Bronx Dwarf Forsythia	BB
JKC	12	24"	Juniperus chinensis 'Kaltay's Compacta'	Kaltay's Compact Juniper	BB
JMJ	46	36"	Juniperus chinensis 'Mint Julep'	Mint Julep Juniper	BB
RHG	118	24"	Rhus aromatica 'Gro–Low'	Gro–Low Fragrant Sumac	BB
VIB	31	48"	Viburnum dentatum 'Chicago Lustre'	Chicago Lustre Viburnum	BB

Perennials, Ornamental Grasses and Groundcovers

Key	Qty.	Size	Botanical Name	Common Name	Remarks
ALL	59	#1	Allium 'Summer Beauty'	Summer Beauty Allium	Container
ACH	18	#1	Achilea 'Moonshine'	Moonshine Yarrow	Container
CMK	80	#1	Calamagrostis acutiflora 'Karl Foerster'	Feather Reed Grass	Container
EFC	675	3"	Euonymus fortunei var. coloratus	Purpleleaf Wintercreeper	Pots
SPO	20	#1	Sporobolus heterolepis	Prairie Dropseed	Container

Landscape Plan

November 10, 2014

TrammellCrowCompany

TRI-STATE
25/75/100 Tri State International
Lincolnshire, IL 60069

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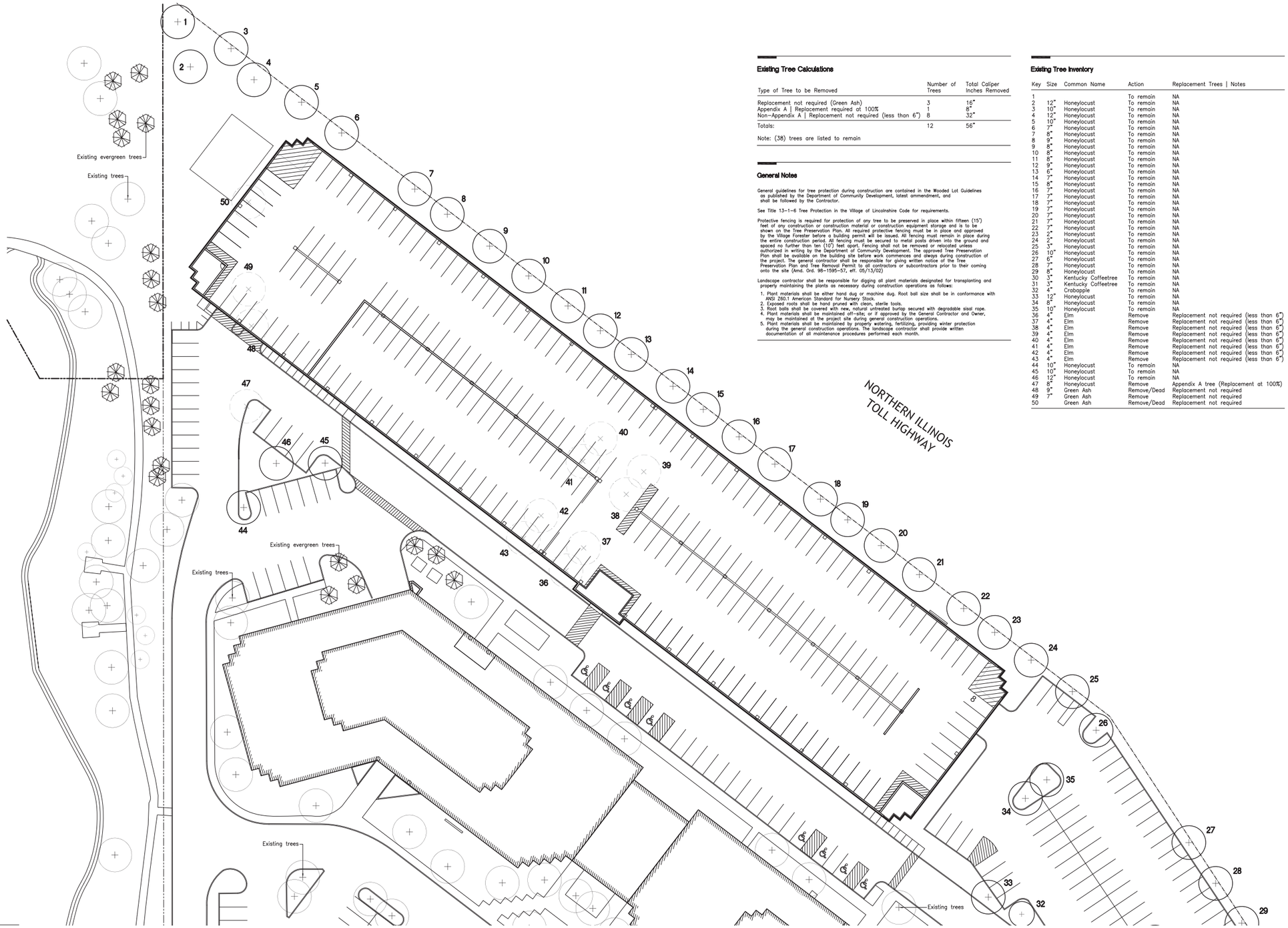

Tree Inventory and Preservation Plan

Existing Tree Calculations

Type of Tree to be Removed	Number of Trees	Total Caliper Inches Removed
Replacement not required (Green Ash)	3	16"
Appendix A | Replacement required at 100%	1	8"
Non-Appendix A | Replacement not required (less than 6")	8	32"
Totals:	12	56"

Note: (38) trees are listed to remain

General Notes

General guidelines for tree protection during construction are contained in the Wooded Lot Guidelines as published by the Department of Community Development, latest ammendment, and shall be followed by the Contractor.

See Title 13-1-6 Tree Protection in the Village of Lincolnshire Code for requirements.

Protective fencing is required for protection of any tree to be preserved in place within fifteen (15') feet of any construction or construction material or construction equipment storage and is to be shown on the Tree Preservation Plan. All required protective fencing must be in place and approved by the Village Forester before a building permit will be issued. All fencing must remain in place during the entire construction period. All fencing must be secured to metal posts driven into the ground and spaced no further than ten (10') feet apart. Fencing shall not be removed or relocated unless authorized in writing by the Department of Community Development. The approved Tree Preservation Plan shall be available on the building site before work commences and always during construction of the project. The general contractor shall be responsible for giving written notice of the Tree Preservation Plan and Tree Removal Permit to all contractors or subcontractors prior to their coming onto the site (Amd. Ord. 98-1595-57, eff. 05/13/02)

Landscape contractor shall be responsible for digging all plant materials designated for transplanting and properly maintaining the plants as necessary during construction operations as follows:

1. Plant materials shall be either hand dug or machine dug. Root ball size shall be in conformance with ANSI Z60.1 American Standard for Nursery Stock.
2. Exposed roots shall be hand pruned with clean, sterile tools.
3. Root balls shall be covered with new, natural untreated burlap secured with degradable sisal rope.
4. Plant materials shall be maintained off-site; or if approved by the General Contractor and Owner, may be maintained at the project site during general construction operations.
5. Plant materials shall be maintained by properly watering, fertilizing, providing winter protection during the general construction operations. The landscape contractor shall provide written documentation of all maintenance procedures performed each month.

Existing Tree Inventory

Key	Size	Common Name	Action	Replacement Trees | Notes
1			To remain	NA
2	12"	Honeylocust	To remain	NA
3	10"	Honeylocust	To remain	NA
4	12"	Honeylocust	To remain	NA
5	10"	Honeylocust	To remain	NA
6	7"	Honeylocust	To remain	NA
7	8"	Honeylocust	To remain	NA
8	9"	Honeylocust	To remain	NA
9	8"	Honeylocust	To remain	NA
10	8"	Honeylocust	To remain	NA
11	8"	Honeylocust	To remain	NA
12	9"	Honeylocust	To remain	NA
13	6"	Honeylocust	To remain	NA
14	7"	Honeylocust	To remain	NA
15	8"	Honeylocust	To remain	NA
16	7"	Honeylocust	To remain	NA
17	7"	Honeylocust	To remain	NA
18	7"	Honeylocust	To remain	NA
19	7"	Honeylocust	To remain	NA
20	7"	Honeylocust	To remain	NA
21	7"	Honeylocust	To remain	NA
22	7"	Honeylocust	To remain	NA
23	2"	Honeylocust	To remain	NA
24	2"	Honeylocust	To remain	NA
25	3"	Honeylocust	To remain	NA
26	10"	Honeylocust	To remain	NA
27	6"	Honeylocust	To remain	NA
28	7"	Honeylocust	To remain	NA
29	8"	Honeylocust	To remain	NA
30	3"	Kentucky Coffeetree	To remain	NA
31	3"	Kentucky Coffeetree	To remain	NA
32	4"	Crabapple	To remain	NA
33	12"	Honeylocust	To remain	NA
34	8"	Honeylocust	To remain	NA
35	10"	Honeylocust	To remain	NA
36	4"	Elm	Remove	Replacement not required (less than 6")
37	4"	Elm	Remove	Replacement not required (less than 6")
38	4"	Elm	Remove	Replacement not required (less than 6")
39	4"	Elm	Remove	Replacement not required (less than 6")
40	4"	Elm	Remove	Replacement not required (less than 6")
41	4"	Elm	Remove	Replacement not required (less than 6")
42	4"	Elm	Remove	Replacement not required (less than 6")
43	4"	Elm	Remove	Replacement not required (less than 6")
44	10"	Honeylocust	To remain	NA
45	10"	Honeylocust	To remain	NA
46	12"	Honeylocust	To remain	NA
47	8"	Honeylocust	Remove	Appendix A tree (Replacement at 100%)
48	9"	Green Ash	Remove/Dead	Replacement not required
49	7"	Green Ash	Remove	Replacement not required
50		Green Ash	Remove/Dead	Replacement not required

Tree Inventory and Preservation Plan

November 10, 2014

TrammellCrowCompany

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25/75/100 Tri State International
Lincolnshire, IL 60069

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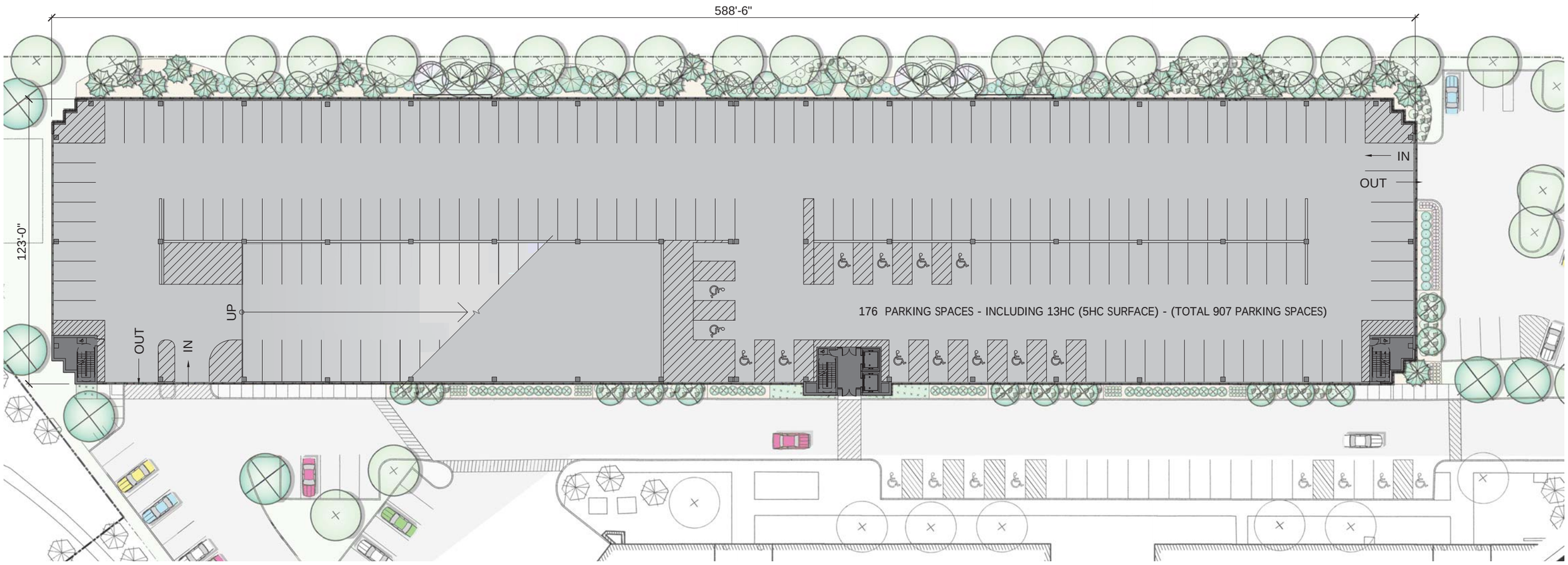

1st Level

0 20ft

N

Parking Garage Plans

November 10, 2014

TrammellCrowCompany

TRI-STATE
25/75/100 Tri State International
Lincolnshire, IL 60069

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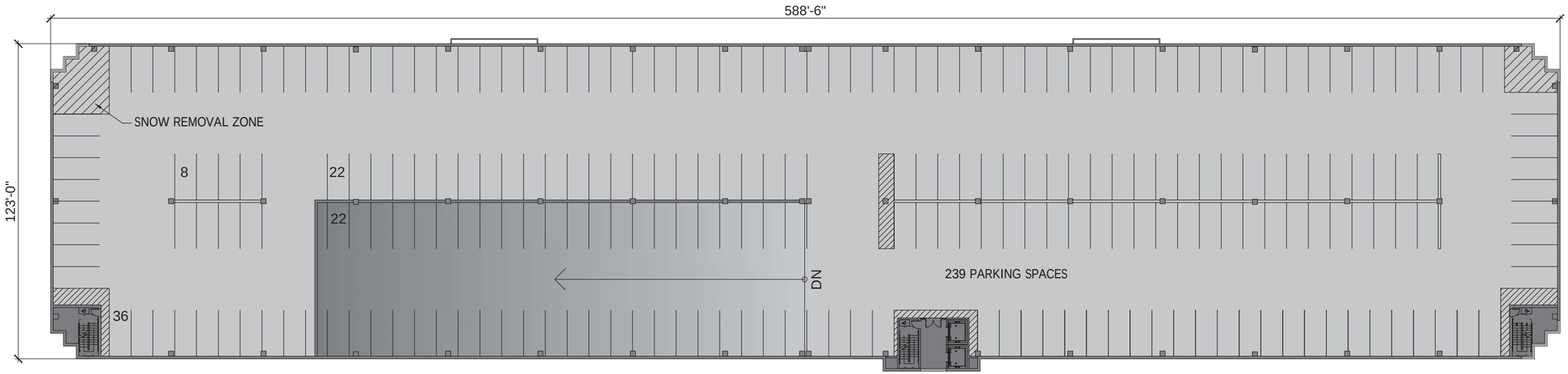
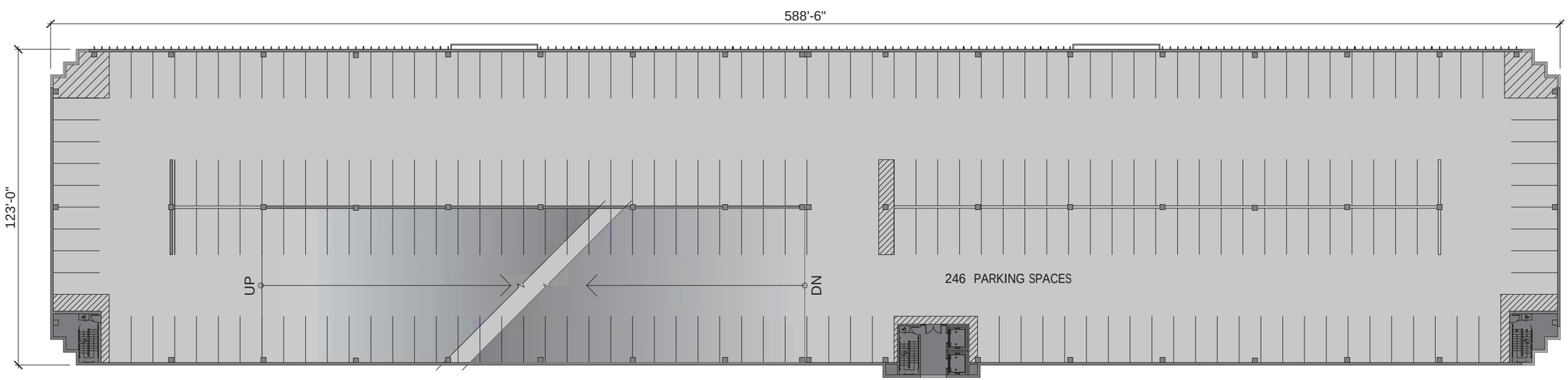


4th Level

0 20ft



2nd-3rd Level

0 20ft

Parking Garage Plans

November 10, 2014

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View Looking South From 22 Overpass (Black Fin Option Shown)

View Looking South From 22 Overpass (5 year tree growth)

View Looking North From I-94

View Looking North-East from Westminster Road

November 10, 2014

Trammell Crow Company

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PROPOSED PARKING GARAGE SOUTH-WEST ELEVATION

0 20ft

PROPOSED PARKING GARAGE SOUTH-WEST ELEVATION - (5 YEAR TREE GROWTH)

0 20ft

Elevations

November 10, 2014

TrammellCrowCompany

TRI-STATE
25/75/100 Tri State International
Lincolnshire, IL 60069

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PROPOSED PARKING GARAGE NORTH-EAST ELEVATION

0 20ft

PROPOSED PARKING GARAGE WEST ELEVATION

0 20ft

PROPOSED PARKING GARAGE EAST ELEVATION

0 20ft

Elevations

November 10, 2014

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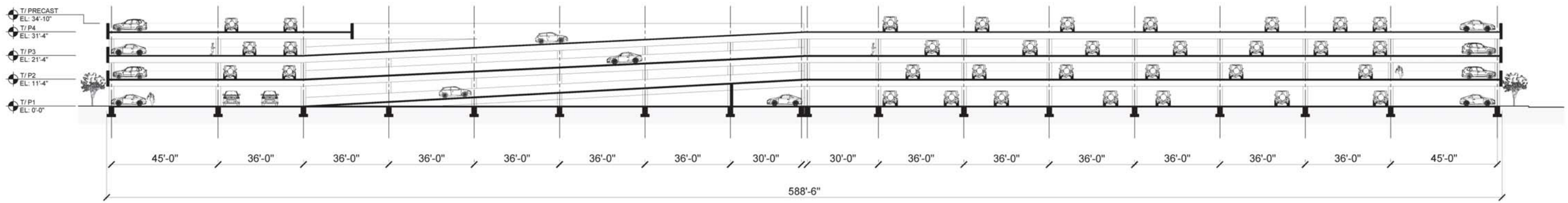
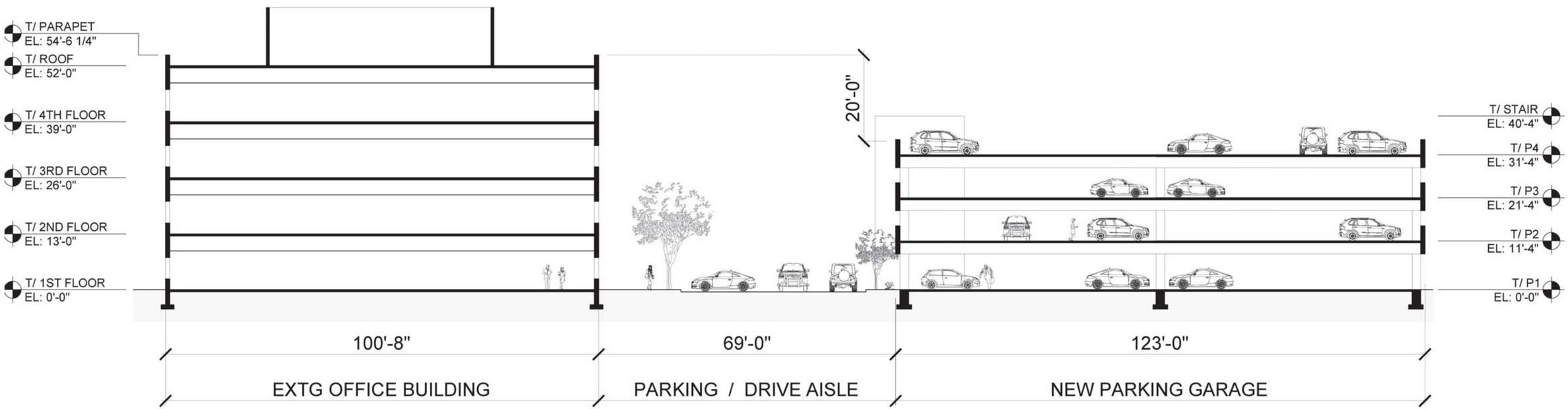


LONGITUDINAL SECTION

NOTE: Scale: 1" = 20'-0"

0' 10' 20' 40'



CROSS SECTION

NOTE: Scale: 3/32" = 1'-0"

0' 4' 8' 16'

Sections

November 10, 2014

Trammell Crow Company

TRI-STATE
25/75/100 Tri State International
Lincolnshire, IL 60069

Kimley»Horn

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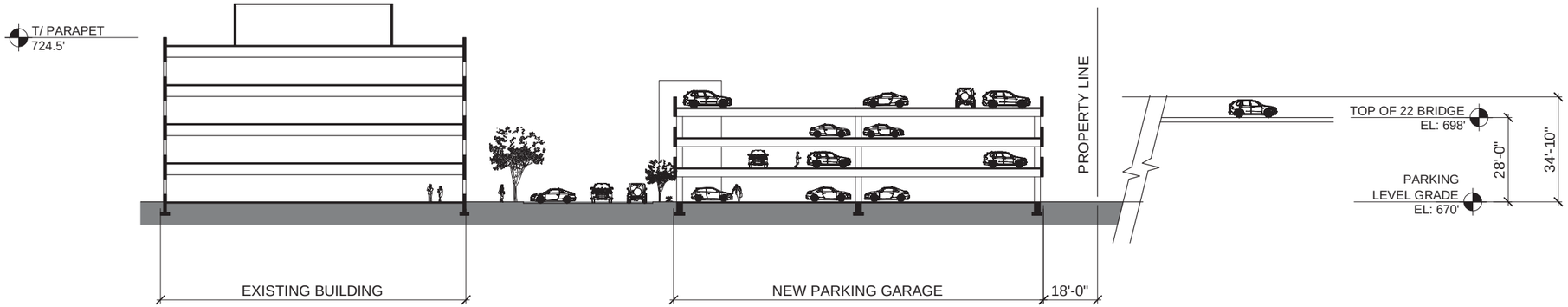
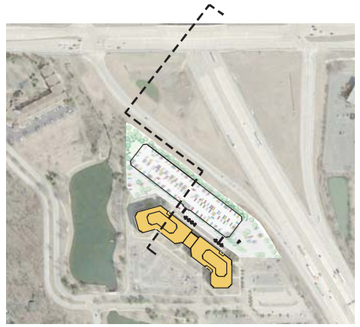
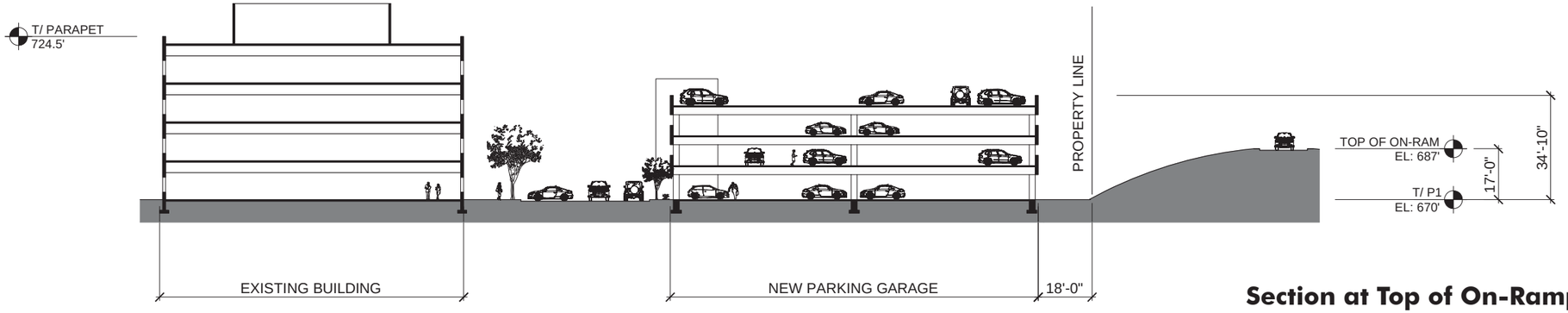
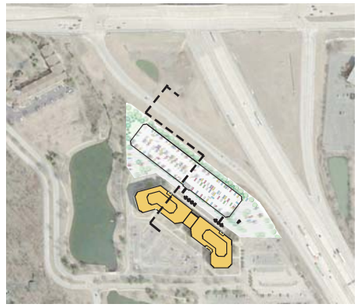


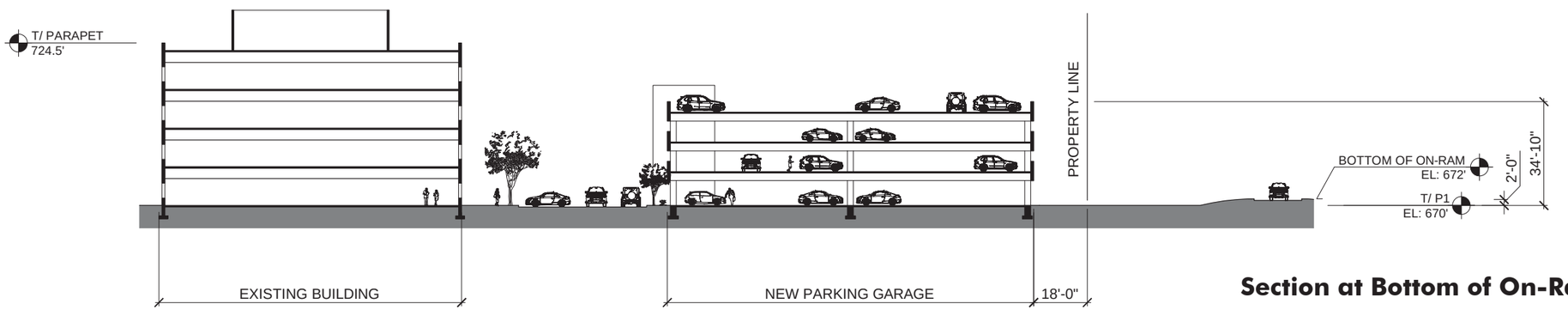


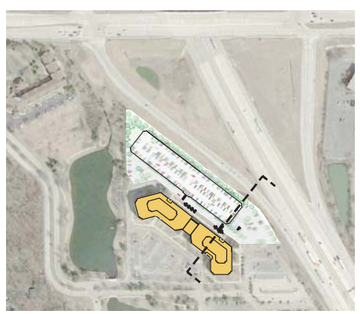
Section at 22 Ramp





Section at Top of On-Ramp





Section at Bottom of On-Ramp

Site Sections

November 10, 2014

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Lincolnshire, IL 60069

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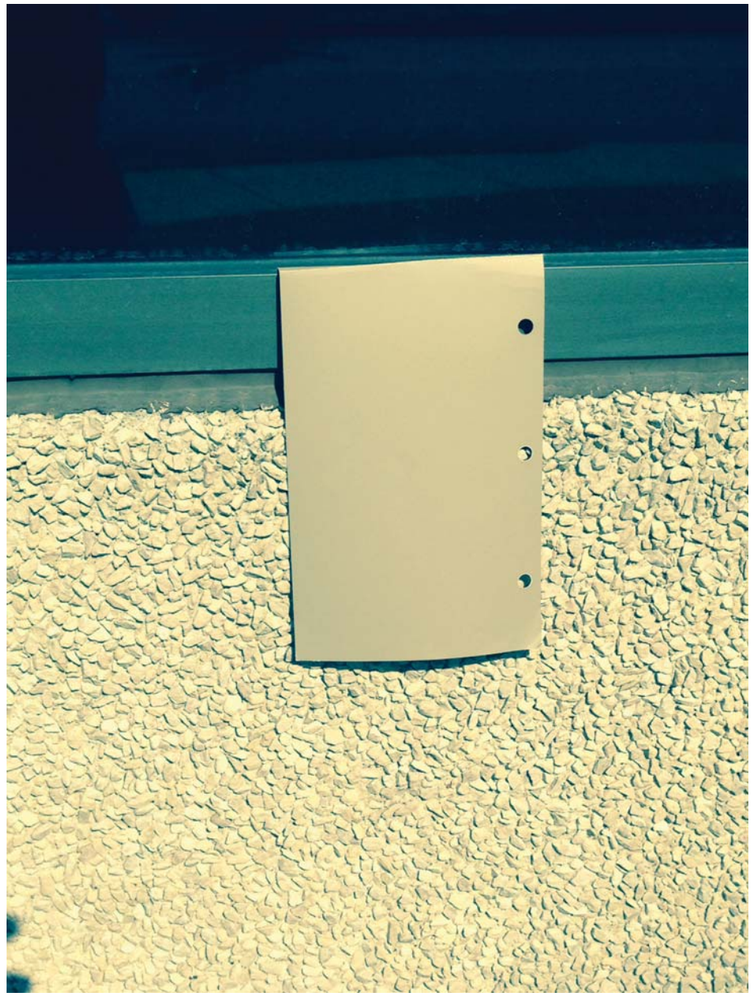
PRE-CAST PANELS
Benjamin Moore HC-86
Kingsport gray



Painted Aluminum Fins

Opt 1 - Black Fins - Benjamin Moore 2132-10

Opt 2 - Blue Fins - Cobalt Blue 2061-20

Material Board

November 10, 2014

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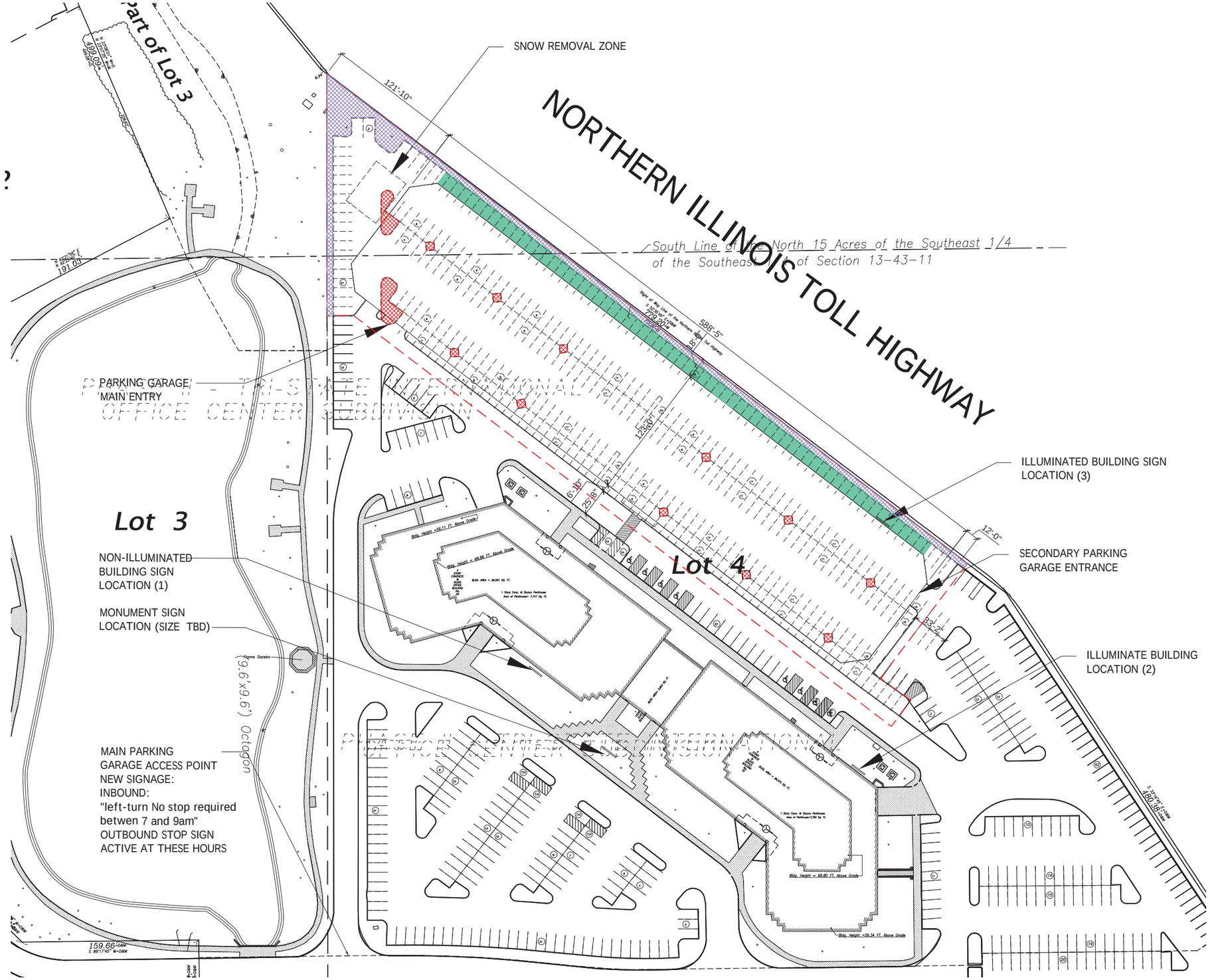

NORTH

GRAPHIC SCALE IN FEET
0 250 500 1000

LEGEND

- PROPOSED PERVIOUS AREA
- EXISTING PERVIOUS AREA TO REMAIN
- EXISTING PERVIOUS AREA TO BE REMOVED
- PROJECT LIMITS

PERVIOUS VS. IMPERVIOUS AREA

PROJECT LIMITS	
TOTAL AREA:	107,375.81 SF
EXISTING	
TOTAL IMPERVIOUS AREA:	99,819.61 SF
TOTAL PERVIOUS AREA:	7,556.20 SF
PERVIOUS AREA TO REMAIN:	6,169.15 SF
PERVIOUS AREA TO BE REMOVED:	1,387.05 SF
PROPOSED	
PERVIOUS AREA ADDED:	7,074.70 SF
TOTAL	
IMPERVIOUS AREA:	94,131.96 SF
PERVIOUS AREA:	13,243.85 SF

Pervious and Impervious Area

November 10, 2014

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LITHONIA LIGHTING

Catalog Number: KSF2-400M-R3-277-WB-06

Notes

Type: D

Area Lighting

KSF2

METAL HALIDE: 250-400W
HIGH PRESSURE SODIUM: 200-400W
15' to 25' Mounting

ATURES & SPECIFICATIONS

NDED USE — Ideal for car lots, street lighting or parking areas.

TRUCTION — Rugged, .063" thick, aluminum rectilinear housing. Formed for weather-tight seal and rity. Naturally anodized, extruded aluminum door frame with mitered corners, is retained with two ⅜" diameter hinge pins and secured with one quarter-turn, quick-release fastener. Weatherproof seal een housing and door frame is accomplished with an integrally designed, extruded silicone gasket ntegrated into the door frame, and another gasket applied to the housing.

S Standard finish is dark bronze (DDB), polyester powder finish with other architectural colors available.

CS — Reflectors are anodized and segmented for superior uniformity and control. Reflectors attach tool-less fasteners and are rotatable and interchangeable. Five cutoff distributions, available: Type II ecial, Type III (asymmetric), Type IV (forward throw, sharp cutoff), Type IV (wide, forward throw), (type scare). Lens is .125" thick impact resistant tempered glass with thermally applied silk screened shield.

TRICAL — Ballast: Constant wattage autotransformer for 250-400W. Super CWA (pulse-start ballast red for 320W and 350W (SCWA option). Super CWA (pulse start ballast), 88% efficient and ERSA ation compliant, is required for 250-400W (SCWA option) for U.S. shipments only. CSA or IBEL required side-start shipments outside the U.S.

cts are 100% factory-tested.

ts porcelain, horizontally mounted mogul base socket with copper alloy, nickel-plated screw shell and center ct. UL listed 1500W 600V.

ALLATION — Extruded aluminum arm for pole or wall mounting is shipped in fixture carton. Optional rings available.

NG — UL listed (standard). CSA Certified (see Options). NOM Certified (see Options). UL listed for 25°C ent temperature and wet locations. IP65 rated.

RANTY — 5-year limited warranty. Complete warranty terms located at
.acuitybrands.com/Customer/Resources/Terms_and_conditions.aspx
Specifications subject to change without notice.

Specifications

EPA: 2.0 ft² (.28 m²) (includes arm)

Length: 24 19/32" (62.5)
Width: 17-25/32 (62.5)
Depth: 8-5/16 (21.1)
Arm: 4 (10.2)
*Weight: 52 lbs (23.6 kg)
*Weight as configured in example below.

All dimensions are inches (centimeters) unless otherwise specified.

Mounting option	Drilling template
SPss, RPss, DA12P	5
WBss, DA12WB	6
WWss	7

ORDERING INFORMATION For shorted lead times, configure product using **bolded options**.

Example: KSF2 400M R3 TB SCWA SP04 LPI

Series	Wattage	Distribution	Voltage	Ballast	Mounting	Options	Finish[11]	Lamp[18]
KSF2	Metal halide: **250M**[1] 350M[1,2] **320M**[1,3] 400M[1] High pressure sodium: 200S 400S 250S	R2 Type II roadway; R3 Type III asymmetric; R4SC Type III forward throw, sharp cutoff; R4W Type IV wide, forward throw; R5S Type V square	120 **347** **208*** **480*** 240* 277 2305/60Z[1]	(blank) Magnetic; CWI Constant wattage isolated; Pulse Start Metal Halide; **SCWA** Super CWA pulse-start ballast. NOTE: For shipments to U.S. territories, SCWA must be specified to comply with ERSA.	Type: **SP__** Square pole; **RP__** Round pole; **WB__** Wall bracket; **WW__** Wood pole or wall bracket. Arm length[7]: **04** 4" arm; 06 6" arm; **09** 9" arm; 12 12" arm. Shipped separately: DA12P Degree arm, pole; DA12WB Degree arm, wall; KMA Mast arm adapter; KTAB Twin mounting bar		Finish[11]: (blank) Dark bronze; **DWH** White; **DBL** Black; DMB Medium bronze; **DNA** Natural aluminum; CRT Bare-stick protective coating[7]. Super Durable Finishes: DDBXD Dark bronze; DBLXD Black; DNAXD Natural aluminum; DWHXD White; DDBTXD Textured dark bronze; DBLTXD Textured black; DNATXD Textured natural aluminum; DWHGXD Textured white	**LPI** Lamp included; **L/LP** Less Lamp

Shipped installed on fixture: **B** NEMA twist-lock receptacle only (no photocontrol); Single fuse (120, 277, 347V) in a TB[9]; Double fuse (208, 240, 480V) in a TB[9]; **S** Quartz restrike system[9]; **STD** GRS time-delay[9,17]

Shipped separately[14]: PE1 NEMA twist-lock PE (120, 208, 240V); PE3 NEMA twist-lock PE (347V); PE4 NEMA twist-lock PE (480V); PE7 NEMA twist-lock PE (277V); SC Shorting cap for PER option; HS House side shield (R2, R3[15]); VG Vandal guard[14]

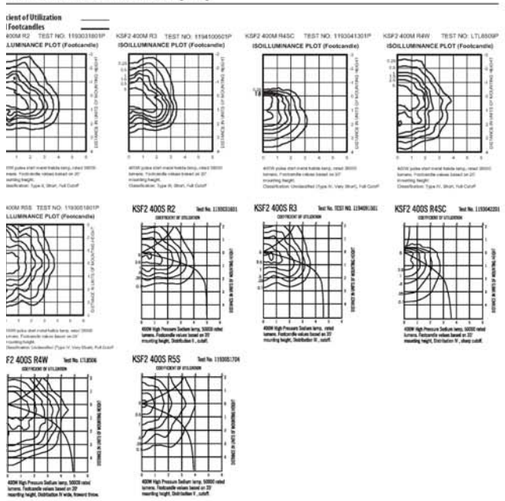
IC Emergency circuit[12]; **CSA** CSA Certified; NOM NOM Certified[4]; INEL Available for NOM probe-start shipping outside the U.S.; KW1 KiloWatch® 120V control relay[9]; KW4 KiloWatch® 277V control relay[9]; REGC1 California Title 20 effective 1/1/2010

Notes
1. These wattages require the REGC1 option to be chosen for shipments into California for Title 20 compliance. 250W REGC1 is not available in 347V or 480V.
2. Use reduced jacketed lamp.
3. Must be ordered with SCWA.
4. These wattages do not comply with California Title 20 regulations.
5. Not available with SCWA.
6. Must specify CWI for use in Canada.
7. Optional multi-tap ballast (120, 208, 240, 277V); (120, 277, 347V in Canada).
8. Consult factory for available wattages.
9. Use 0° arm when two or more luminaires are oriented on a 90° drilling pattern.
10. Must specify wattage. Not available with TB.
11. Maximum allowable wattage lamp included.
12. KiloWatch® controls are available only with 250S or 400S.
13. May be ordered as an accessory.
14. Prefix with KSF2 when ordering as an accessory.
15. Available with R2 and R3 distributions only.
16. See www.lithonia.com/architectures for additional color options.
17. Black finish only.
18. Must be specified.
19. Must use RPSS or RP12.

Accessories: Tenon Mounting Slipfitter (Number of fixtures)

Tenon O.D.	One	Two@180°	Two@90°[1]	Three@120°	Three@90°[1,2]	Four@90°[1,3]
1.5 (3.8)	T25-190	T25-280	T25-290	T25-320	T25-390	T25-490
2.0 (7.8)	T25-190	T25-280	T25-290	T25-320	T25-390	T25-490
2.5 (10.2)	T25-190	T25-280	T25-290	T25-320	T25-390	T25-490

2 Arm-Mounted Rectilinear Cutoff Lighting

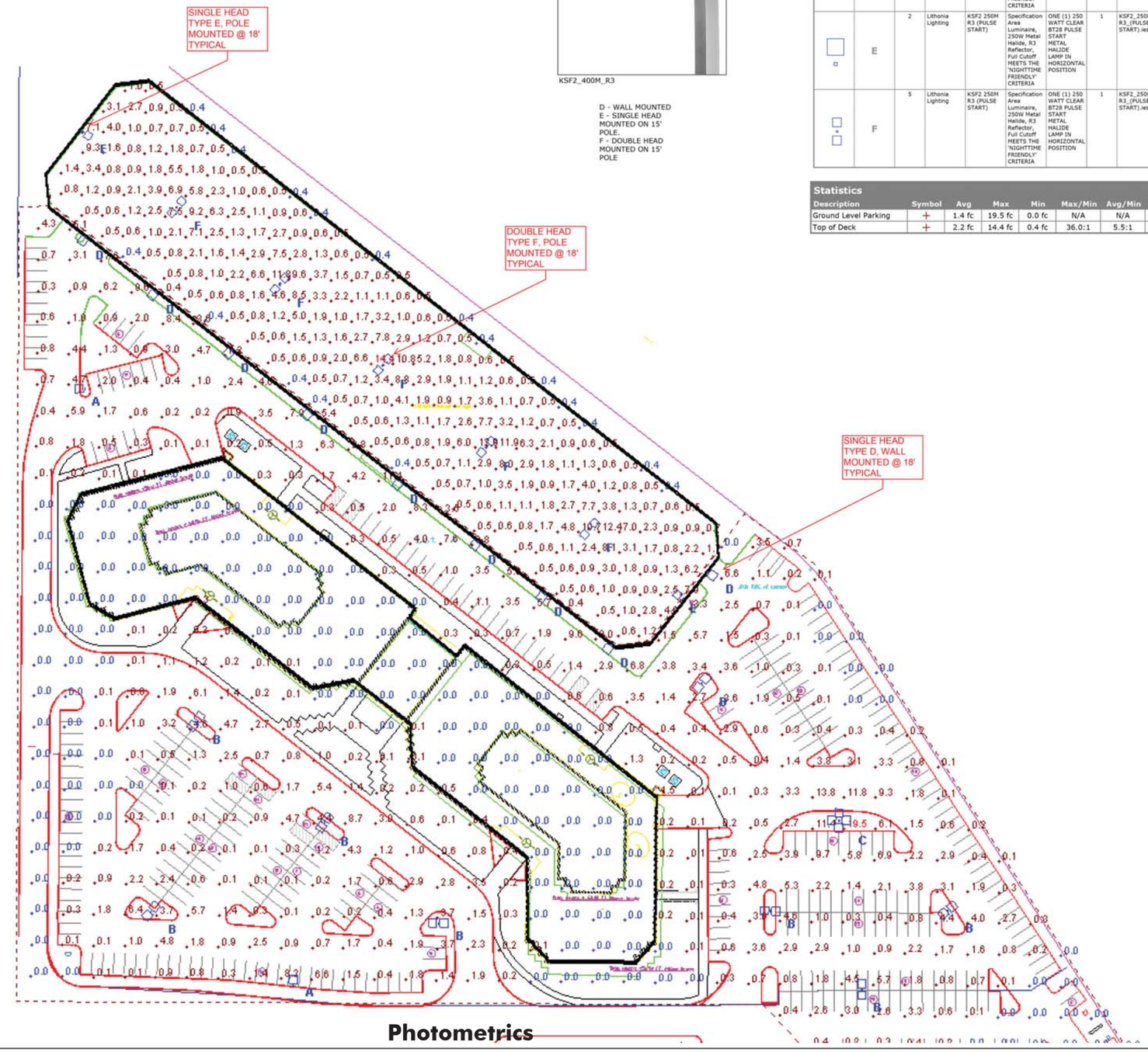


Mounting Height Correction Factor
(Multiply the IL level by the correction factor)

35' mounting height	20' mounting height
15 ft = 5.4	15 ft = 1.78
30 ft = 1.36	30 ft = 0.45
40 ft = 0.77	40 ft = 0.25

(Existing Mounting Height / New Mounting Height)² = Correction Factor

LITHONIA LIGHTING



KSF2_400M_R3

D - WALL MOUNTED
E - SINGLE HEAD MOUNTED ON 15' POLE.
F - DOUBLE HEAD MOUNTED ON 15' POLE

Luminaire Schedule

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Filename	Lumens Per Lamp	Light Loss Factor	Wattage
	D	9	Lithonia Lighting	KSF2 400M R3	Specification Area Luminaire, 400W Metal Halide, R3 Reflector, Full Cutoff MEETS THE 'NIGHTTIME FRIENDLY' CRITERIA	ONE 400 WATT CLEAR ED28 PULSE START METAL HALIDE IN HORIZONTAL POSITION	1	KSF2_400M_R3.ies	38000	1	456
	E	2	Lithonia Lighting	KSF2 250M R3 (PULSE START)	Specification Area Luminaire, 250W Metal Halide, R3 Reflector, Full Cutoff MEETS THE 'NIGHTTIME FRIENDLY' CRITERIA	ONE (1) 250 WATT CLEAR BT28 PULSE START METAL HALIDE LAMP IN HORIZONTAL POSITION	1	KSF2_250M_R3_(PULSE_START).ies	22500	1	288
	F	5	Lithonia Lighting	KSF2 250M R3 (PULSE START)	Specification Area Luminaire, 250W Metal Halide, R3 Reflector, Full Cutoff MEETS THE 'NIGHTTIME FRIENDLY' CRITERIA	ONE (1) 250 WATT CLEAR BT28 PULSE START METAL HALIDE LAMP IN HORIZONTAL POSITION	1	KSF2_250M_R3_(PULSE_START).ies	22500	1	576

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min	Avg/Max
Ground Level Parking	+	1.4 fc	19.5 fc	0.0 fc	N/A	N/A	0.1:1
Top of Deck	+	2.2 fc	14.4 fc	0.4 fc	36.0:1	5.5:1	0.2:1

VISUAL

Photometrics

November 10, 2014

TrammellCrowCompany

TRI-STATE
25/75/100 Tri State International
Lincolnshire, IL 60069

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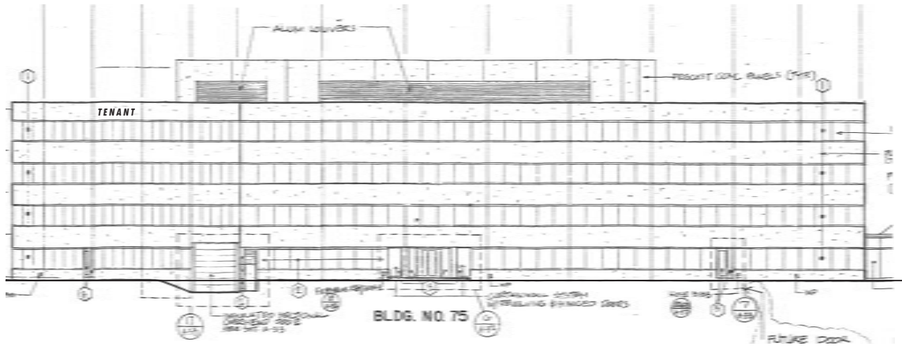
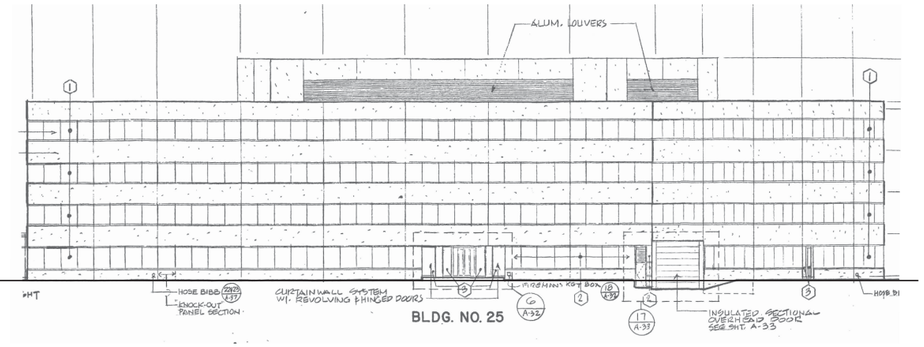
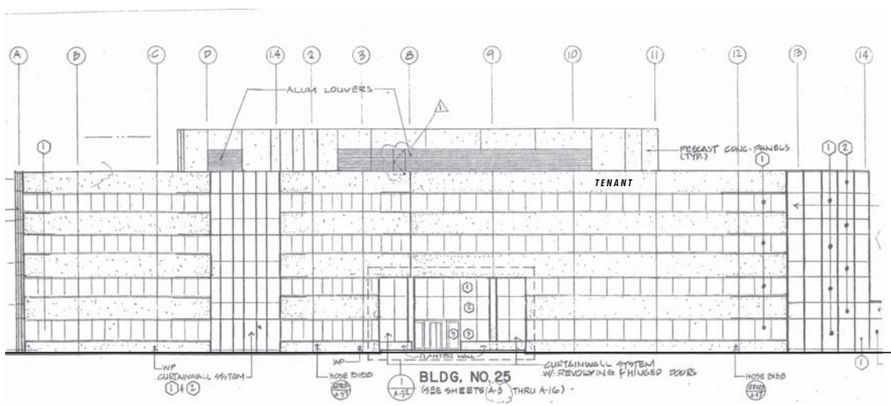
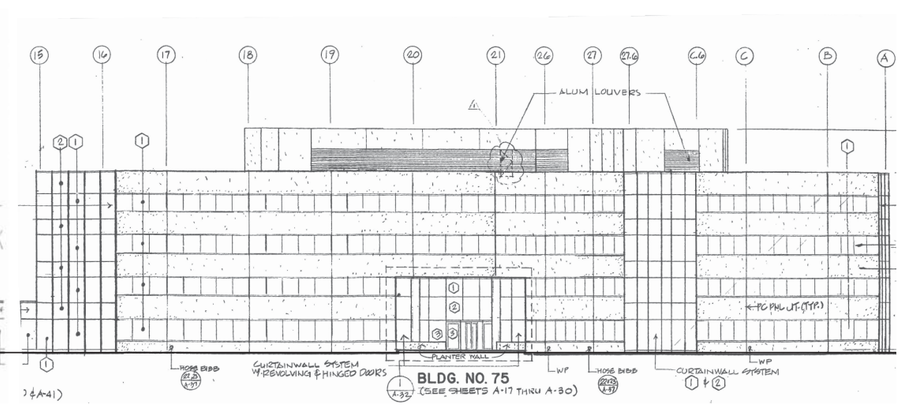




BUILDING 75 & 25- NORTH-EAST ELEVATION

0 20ft





BUILDING 75 & 25- SOUTH-WEST ELEVATION

0 20ft

PROPOSED PARKING GARAGE- SOUTH-WEST ELEVATION

0 20ft

Signage - For Location Purposes Only (To be submitted as separate approval)

November 10, 2014

TrammellCrowCompany

TRI-STATE
25/75/100 Tri State International
Lincolnshire, IL 60069

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DAVID R. McCALLUM ASSOCIATES, INC.
LANDSCAPE ARCHITECTS

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PLANNED UNIT DEVELOPMENT FINDINGS OF FACT
Prepared by Quarles & Brady, LLP
November 4, 2014

TRI-STATE INTERNATIONAL PARKING EXPANSION

The Applicant proposes to develop a four (4) level parking structure adjacent to the 25/75/100 Tri-State International office buildings ("25/75/100 Office Building") and fronting Interstate 94 (I-94). The parking structure will add 524 on-site parking spaces to the 25/75/100 Office Building and achieve a parking ratio of 5.26 parking spaces per 1,000 square feet of floor area. The higher parking ratio is a requirement of a prospective anchor tenant for the 25/75/100 Office Building and can only be obtained within the Planned Unit Development by the construction of a parking structure.

i. The proposed plan is consistent with the stated purpose of the planned unit development regulations.

Response: The 25/75/100 Office Building is part of the existing Phase II Tri-State International Office Center Planned Unit Development (the "PUD"), a Class A office park built in the 1980's. The planned addition of the parking structure is in furtherance of the original purpose for granting the PUD which allowed the development of a Class A office park that otherwise would not have been permissible under the Village of Lincolnshire Zoning Code. The current vacancy rate at Tri-State International is 44% and the proposed parking structure will aid in revitalizing and maintaining the Tri-State International Office Center as a Class A office park by attracting a large corporate office tenant to the 25/75/100 Office Building.

ii. The proposed plan meets the requirements and standards of the planned unit development regulations.

Response: The proposed parking structure meets all of the requirements and standards of the planned unit development regulations except for the two requested zoning exceptions noted in subparagraph iii below. Specifically, the use of a parking structure, rather than all surface parking, allows for a more efficient use of land. Less land is consumed which means less impervious surface is created and there is less of an impact on the storm water system. Open space is also conserved by the use of parking structure as a result of less land consumption as compared to all surface parking. The creative use of a parking structure, instead of surface parking, also allows for the addition of parking adequate to attract a large corporate office tenant that would not be possible with surface parking.

iii. The proposed plan departs from the zoning and subdivision regulations otherwise applicable to the subject property, including but not limited to, the density, dimensions, area, bulk, use, required improvement, construction and design standards and the reasons why such departures are deemed to be in the public interest.

Response: The proposed parking structure departs from the total number of allowable stories (3-1/2) permitted under the building height limitation of Zoning Code Section 6-6B-7 and the minimum front yard requirement of 50 feet under Zoning Code Section 6-6B-6. The height requirement set forth in Section 6-6B-7 has two limits: no building shall exceed 3-1/2 stories or 42 feet. The parking structure is 40 feet 4 inches in height and meets one of the height limitation requirements. However, because the parking structure is not a typical structure within the Village of Lincolnshire, the Zoning Code height limit does not contemplate a structure such as a parking deck where the roof level is an active part of the use and structure. The departure to allow a fourth story, consistent with the height of buildings in the vicinity, is a sufficient distance from adjacent uses and is adequately buffered by the large detention pond to the west of the property, landscaping and architectural features. The parking deck height is further buffered and its impact mitigated by the adjacent large open space to the north and northeast of the deck created by the I-94 right-of-way.

The Zoning Ordinance requires a front yard of 50 feet and 18 feet is proposed. Because the majority of development in the PUD is oriented toward I-94 the front yard for the development is deemed to be that adjacent to I-94. Due to the unusual triangular shape of the 25/75/100 Office Building sites and the current location of the 25/75/100 Office Building, there is less depth and width to the sites along I-94 compared to standard lots. The reduced front yard is not adjacent to any buildings so the adequacy of a building buffer is not impacted and the plan provides landscaping in the front yard to maintain screening of the parking structure. The impact of a reduced front yard setback is also mitigated by the adjacent large open space to the north and northeast of the deck created by the I-94 right-of-way. Because the open space is the result of I-94 right-of-way no building swill be constructed near the parking deck in the future so the impact of a reduced front yard is minimal.

The public will benefit from both the height and yard departures by improving an underutilized office site that will attract a large corporate anchor tenant and add to the economic vitality of the office park and the overall economic vitality of the Village.

iv. The public benefit produced by the planned unit development outweighs the increased burden(s) on public services and infrastructure. Any specific beneficial actions, plans of programs agreed to in the planned unit development proposal which are clearly beyond the minimum requirements of the Zoning Code shall be specifically listed as evidence of justified bulk premiums and/or use exception.

Response: The addition of the parking structure will not increase any burden on public services and infrastructure. This is supported by the traffic study submitted by the

Applicant which concludes there will be minimal impact to roadways. Instead, the addition of the parking structure will allow the 25/75/100 Office Building to be utilized to its intended capacity.

v. The physical design of the proposed plan makes adequate provisions for public services, provides adequate control over vehicular traffic, provides for and protects designated common open space, and furthers the amenities of light and air, recreation and visual enjoyment.

Response: The addition of the parking structure is consistent with the current design and intended use of the 25/75/100 Office Building sites as Class A office buildings. The existing infrastructure for the overall PUD was designed in a manner and is adequate to incorporate the parking structure. The traffic study submitted by the Applicant also concludes that the addition of the parking deck will have minimal impact on traffic. Furthermore, the proposed parking structure does not encroach on the existing open green space and helps the amenities of light and air.

vi. The beneficial relationship and compatibility of the proposed plan to the adjacent properties and neighborhood.

Response: The existing compatible relationship between the 25/75/100 Office Building use and adjacent properties and neighborhood will not change as a result of the addition of the parking structure. The new parking structure will replace some of the existing surface parking that has existed on site for many years. The parking structure is a significant distance from adjacent uses and buildings and is buffered by the large detention pond, perimeter landscaping and architectural screening features.

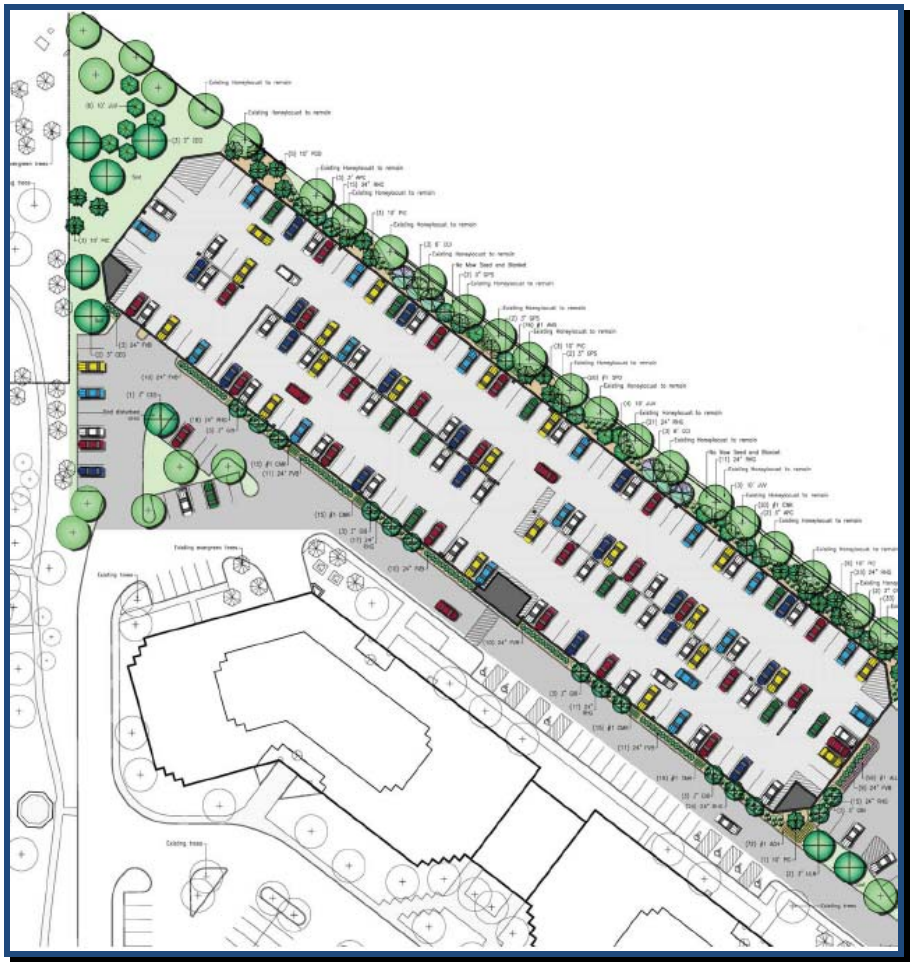
vii. The desirability of the proposed plan to the Village's physical development, tax base and economic well-being.

Response: The proposed parking structure will aid in adding a corporate anchor tenant to an underutilized asset in the Village which will enhance the tax base of the Village and its economic well-being.

viii. The conformity with recommendations of the Official Comprehensive Plan, as amended, and all other official plans and planning policies of the Village.

Response: The subject property is contemplated for office use with accessory parking. The addition of the parking structure will allow for expanded accessory parking in furtherance and revitalization of the existing office use.

Traffic Impact Study
Tri-State International Office Center
Lincolnshire, Illinois



Prepared by:

KLOA
Kenig, Lindgren, O'Hara, Aboona, Inc.

October 28, 2014

Introduction

This report summarizes the methodologies, results and findings of a traffic impact study conducted by Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) for the Tri-State International Office Center located in Lincolnshire, Illinois. The 41-acre office campus is located at 100 Tri-State International which is at the terminus of Westminster Way. The campus has approximately 550,000 square feet of office space of which 56 percent is occupied. The plans call for building a parking garage with approximately 907 spaces to be located in the northeast corner of the campus near buildings 25 and 75 resulting in a net increase of 526 spaces. The additional parking is intended to provide adequate parking supply to meet current parking needs for the occupancy of the remaining vacant space. **Figure 1** shows the location of the site in relation to the area roadway system. **Figure 2** shows an aerial view of the site as it relates to the surrounding area.

The following sections of this report present the following.

- Existing roadway conditions including traffic volumes for the weekday morning and weekday evening peak hours
- A detailed description of the proposed development
- Vehicle trip generation for the proposed development
- Directional distribution of development-generated traffic
- Future transportation conditions including access to and from the development

Site Location **Figure 1**

Aerial View of Site **Figure 2**

Traffic capacity analyses were conducted for the weekday morning and weekday evening peak hours for the following two conditions.

1. Existing Condition - This condition analyzed the capacity of the existing roadway system using existing traffic volumes in the surrounding area.

2. Projected Condition - This condition analyzed future traffic volumes in the area, which includes the existing traffic volumes, the traffic estimated to be generated by the occupancy of the vacant space within the Tri-State International Office Center and the occupancy of the vacant former Hewitt campus located to the north of the intersection of IL 22 with Westminster Way.

The purpose of this study is threefold.

1. To examine existing traffic conditions to establish a base condition.

2. Determine the vehicle trips to be generated by the additional occupancy of the building and then determine its impact on the surrounding roadway network.

3. Determine if the proposed development improvements will effectively mitigate and accommodate the projected vehicle traffic conditions.

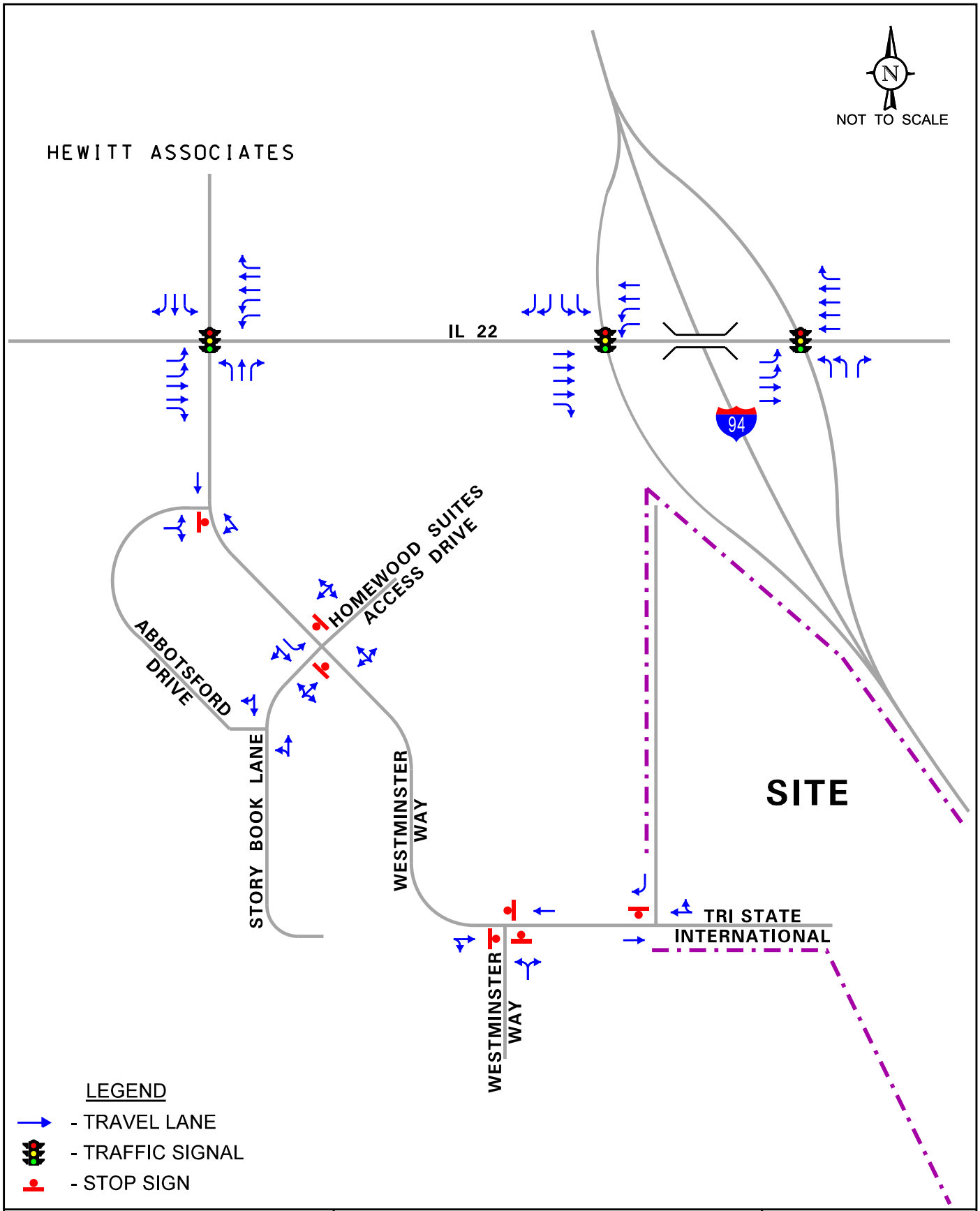
Existing Conditions

Existing traffic and roadway conditions were documented based on field visits and traffic counts conducted by KLOA, Inc. The following provides a detailed description of the physical characteristics of the roadways including geometry and traffic control, adjacent land uses and peak hour traffic flows along area roadways.

Existing Roadway System Characteristics

The characteristics of the existing roadways that surround the proposed development are illustrated in **Figure 3** and described below.

IL 22 (Half Day Road) is an east-west roadway that provides two lanes in each direction. At its signalized intersection with Westminster Way, IL 22 provides dual left-turn lanes two through lanes and an exclusive right-turn lane. Crosswalks and countdown pedestrian times are provided on all four approaches. IL 22 is signalized at its intersection with I-94 ramps to the east as well as at its intersection with Riverwoods Road to the west. IL 22 is classified as a Strategic Regional Arterial (SRA) and carries an average daily traffic (ADT) of 32,200 vehicles. IL 22 has a posted speed limit of 35 miles per hour and is under the jurisdiction of the Illinois Department of Transportation (IDOT). It should be noted that the signalized intersection of IL 22 with Westminster Way is the beginning of a coordinated signal system that includes the I-94 ramps terminating at Lakeside Drive to the east.



PROJECT:	TITLE:	
Tri-State International Office Center Lincolnshire, Illinois	Existing Street Characteristics	KLOA Job No: 14-220
		Figure: 3

Westminster Way is a north-south roadway that provides one lane in each direction separated by a landscaped median. At its signalized intersection with IL 22, Westminster Way provides an exclusive left-turn lane, an exclusive through lane and an exclusive right-turn lane. At its all-way stop sign controlled intersection with Tri-State International, Westminster Way provides a shared through/right-turn lane on the west approach and a shared left/right-turn lane on the south approach. At its unsignalized intersection with Abbotsford Road, Westminster Way provides a shared through/right-turn lane on the north approach and a shared left/through lane on the south approach. At its unsignalized intersection with Story Book Lane/Homewood Suites access drive, Westminster way provides a shared left/through/right-turn lane on the south approach, an exclusive left-turn lane and a shared through/right-turn lane on the north approach. Westminster Way has a posted speed limit of 25 mph and is under the jurisdiction of the Village of Lincolnshire.

Tri-State International is the access roadway that serves the Tri-State International Office Center. This access roadway provides one lane in each direction separated by a landscaped median. At its all-way stop sign controlled intersection with Westminster Way, Tri-State International provides one through lane on the east approach.

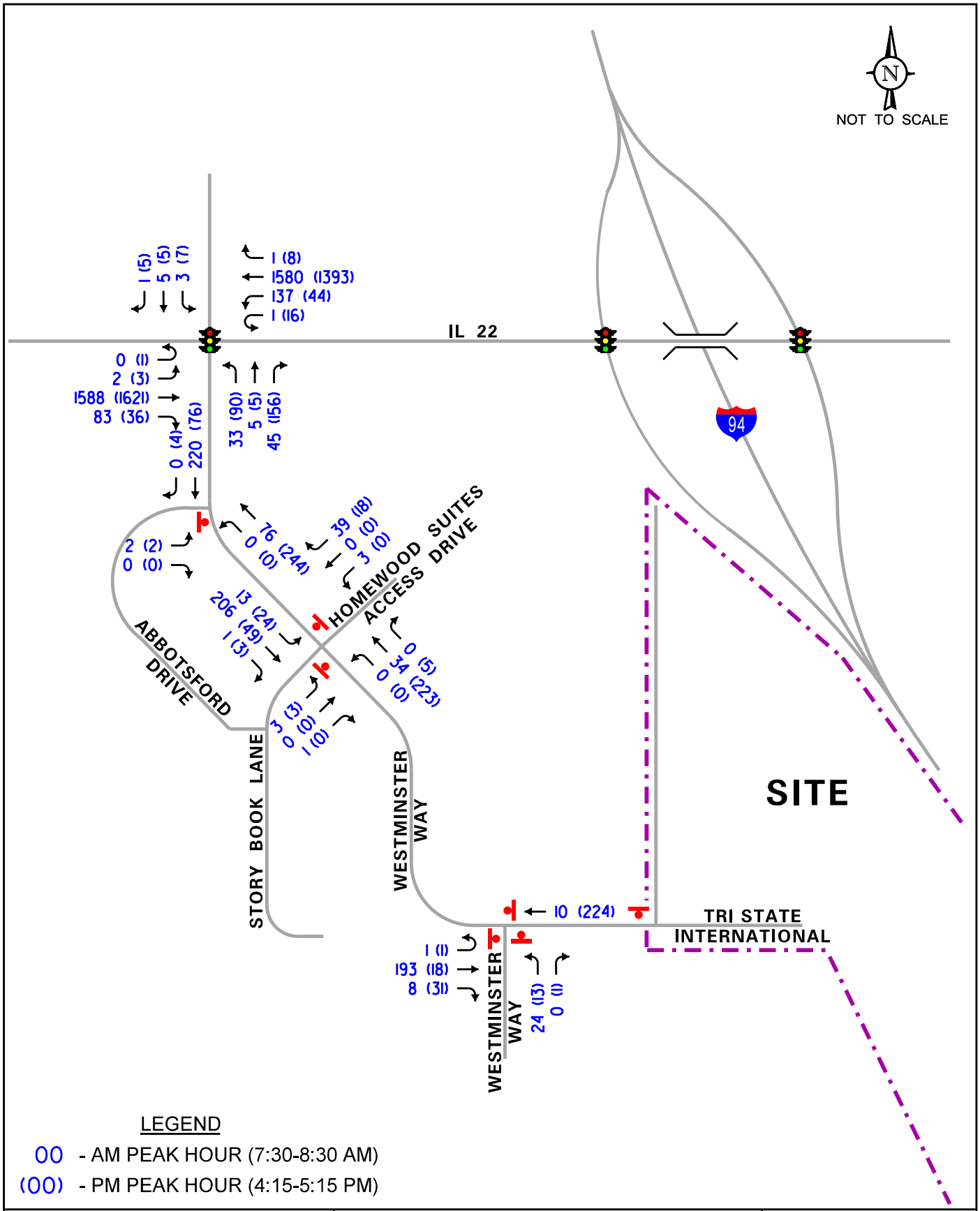
Existing Traffic Volumes

Manual turning movement traffic counts were conducted on Thursday October 2, 2014 during the morning (6:00 to 9:00 A.M.) and the evening (4:00 to 7:00 P.M.) at the following intersections:

1. IL 22 with Westminster Way
2. Westminster Way with Abbotsford Drive
3. Westminster Way with Story Book Lane/Homewood Suites Access Drive
4. Westminster Way with Tri-State International

From the manual turning movement count data, it was determined that the weekday morning peak hour generally occurs between 7:30 and 8:30 A.M. and the weekday evening peak hour occurs between 4:15 and 5:15 P.M. These two respective peak hours will be used for the traffic capacity analyses that are presented later in this report. Pedestrian and bicycle activity was observed and was reported to be very low at the study intersections.

The existing peak hour traffic volumes are shown in **Figure 4**.



PROJECT:	TITLE:	
Tri-State International Office Center Lincolnshire, Illinois	Existing Traffic Volumes	KLOA Job No: 14-220
		Figure: 4

Field Observations

Field observations conducted by KLOA Inc. indicated that during the evening peak period, westbound traffic on IL 22 backed up from the signalized intersection of IL 22 with Riverwoods Road east past the intersections of IL 22 with Westminster Way to the I-294 west ramps. These backups can be attributed to the on-going resurfacing of Deerfield Road which might have caused additional traffic to divert to IL 22 as well as the allocation of green time at the traffic signal at Riverwoods Road intersection. However, the observations further indicated that the vehicles in the queue were constantly moving allowing for traffic exiting from Westminster Way to enter the traffic stream.

It is recommended that the Village of Lincolnshire petitions IDOT to re-optimize the signal timings at the intersection of IL 22 with Riverwoods Road to ensure adequate green time is being allocated to IL 22 in order to reduce the queuing of traffic that is occurring during the weekday evening peak hour.

Traffic Characteristics of the Tri-State International Office Center

To evaluate the impact of the subject development on the area roadway system, it was necessary to quantify the number of vehicle trips the remaining 44 percent occupancy of the office center will generate during the weekday morning and weekday evening peak hours and then determine the directions from which this traffic will approach and depart the site.

Proposed Development Plan

The office center with 550,000 square feet of space is currently 56 percent occupied. A parking garage with approximately 907 parking spaces is proposed resulting in a net increase of approximately 526 spaces in order to provide sufficient parking for the entire office campus in order to allow for the full occupancy of the northern two buildings of the office center.

Site Access

Access to the campus will continue to be provided via Tri-State International which extends east of Westminster Way. A median break approximately 180 feet east of the intersection of Tri-State International with Westminster Way to allow for eastbound traffic to turn northbound into the office center will be provided. This will provide direct access to the main entrance in the northwest corner of the parking garage. This intersection should continue to be under one-way stop sign control with traffic on Tri-State International having the right-of-way. A secondary entrance for the garage will be provided in the southeast corner of the parking garage.

Directional Distribution of Site Traffic

The directional distribution of how traffic will approach and depart the development was based on the existing travel patterns, the existing roadway characteristics and traffic controls surrounding the site which indicate that the majority of the office employee traffic is oriented to and from I-94. The employee use of I-94 was confirmed by discussion with the property manager for the current occupied space for the Tri-State International Office Center. The estimated directional distribution for the proposed development is illustrated in **Figure 5**.

Site Traffic Generation

The estimates of traffic to be generated by the proposed development are based upon the proposed land use types and sizes. The volume of traffic generated was estimated using data published in the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 9th Edition.* To fully understand how many trips the expected occupancy of the building will generate, information was obtained from the management of the Tri-State office center which indicated the following:

- Current tenants of the office center have staggered start times which, based on a review of the traffic counts, indicated that a reduction of up to 50 percent of the trips were generated during the peak hours.
- Employee density for the current occupancy is low

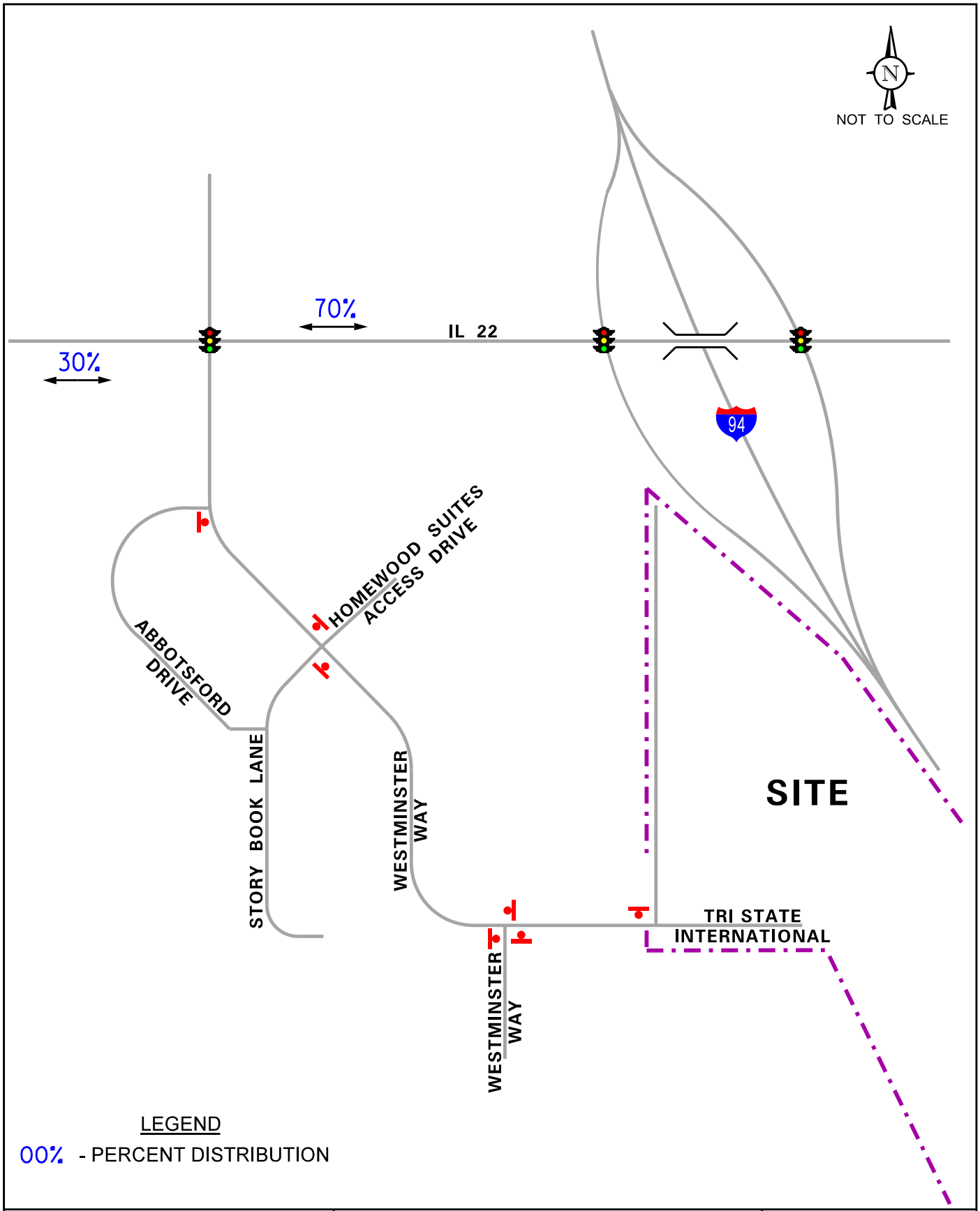
In order to reflect similar conditions for the future tenants of the office center, a conservative reduction of 20 percent was applied to the estimated peak hour generated traffic volumes to reflect the stagger that would occur.

Table 1 tabulates the total vehicle trips anticipated from the occupancy of the vacant space within the office center for the weekday morning and weekday evening peak hours.

Table 1
ESTIMATED DEVELOPMENT-GENERATED TRAFFIC VOLUMES

ITE Land-Use Code	Type/Size	Weekday A.M. Peak Hour			Weekday P.M. Peak Hour		
		In	Out	Total	In	Out	Total
710	Office Building - 242,000 s.f.[1]	275	38	313	47	232	279

[1]Includes 20 percent adjustment for staggered start and finish times.



PROJECT:	TITLE:	
Tri-State International Office Center Lincolnshire, Illinois	Estimated Directional Distribution	KLOA Job No: 14-220
		Figure: 5

Traffic Assignment

The peak hour traffic volumes projected to be generated by the proposed development (refer to Table 1) were assigned to the area roadways based on the directional distribution analysis (Figure 5) and the proposed access roadways and are shown in **Figure 6.**

Other Area Development Traffic

In order to account for future traffic increases that will impact the intersection of IL 22 with Westminster Way, the traffic that will be generated by the full occupancy of the former Hewitt campus was included. The campus consists of three buildings with a total of 339,000 square feet. However, it is our understanding that one of the buildings on the campus has been determined to be functionally obsolete and as such was not included. Therefore, the total space assumed to be occupied is 287,000 square feet.

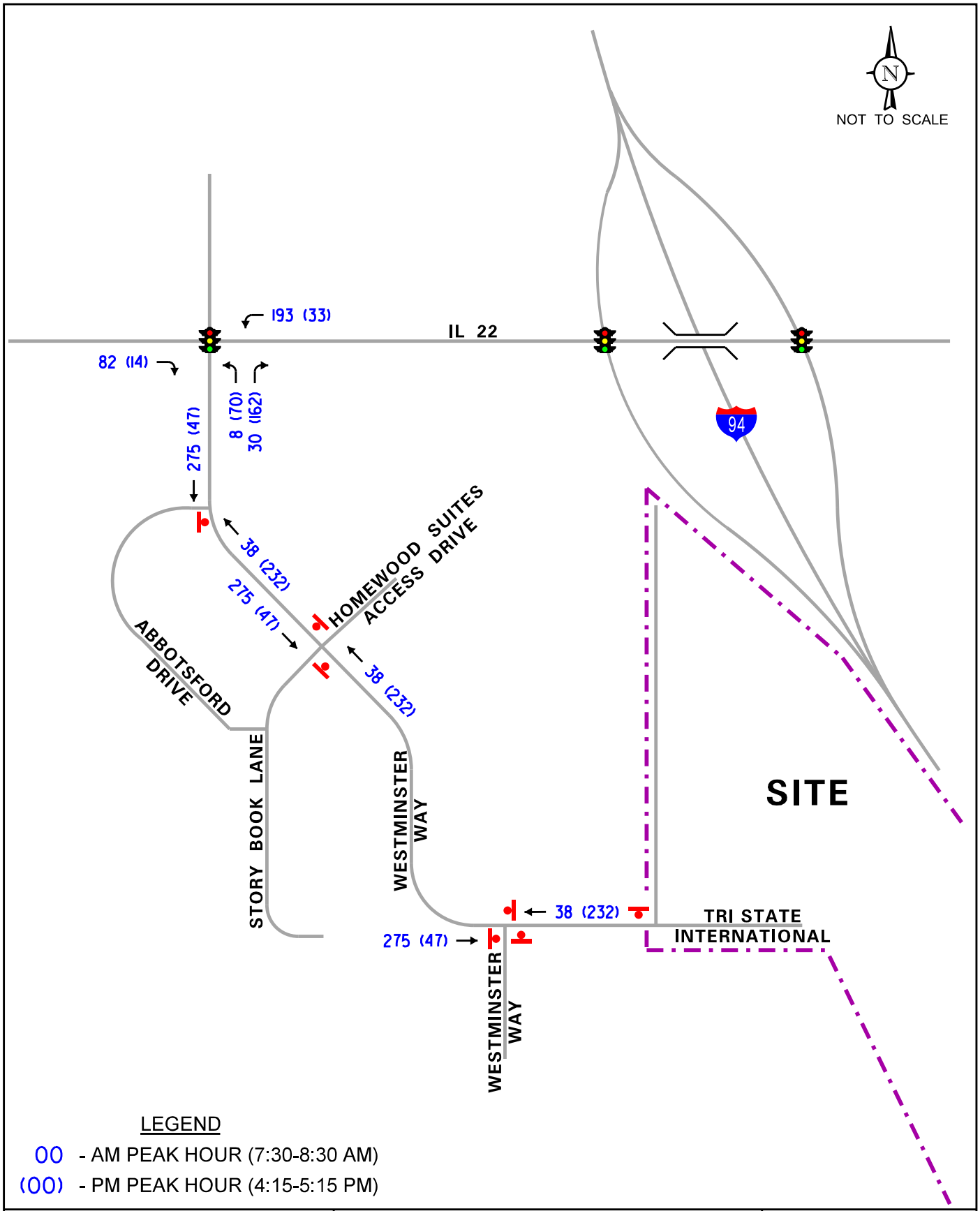
The estimates of traffic to be generated by the proposed development are based upon the proposed land use types and sizes. The volume of traffic generated was estimated using data published in the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 9th Edition.*

Table 2 summarizes the total vehicle trips that will be generated by the full occupancy of the vacant space of the Hewitt campus for the weekday morning and weekday evening peak hours. No reductions were assumed to account for staggered start and finish times.

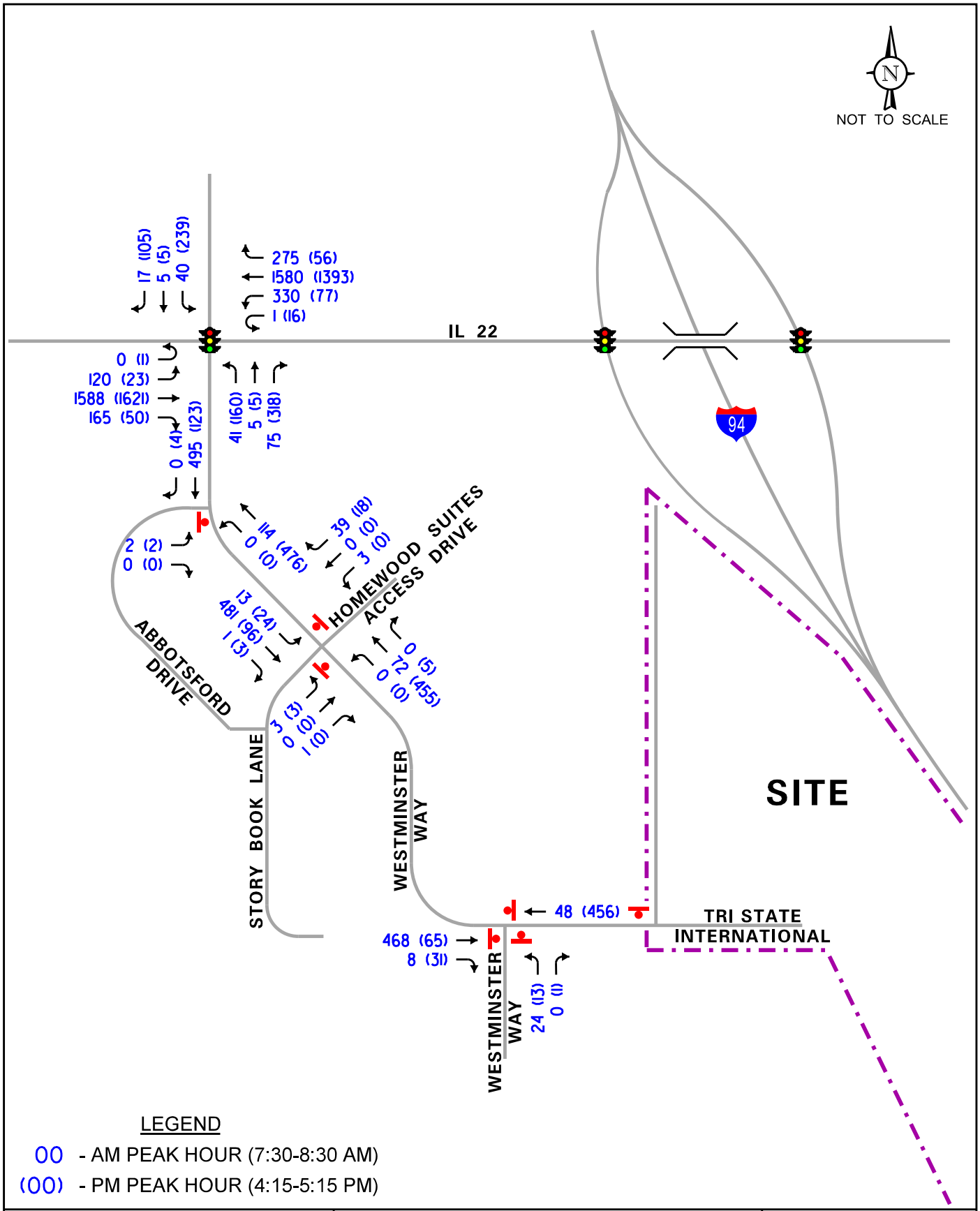
Table 2
ESTIMATED DEVELOPMENT-GENERATED TRAFFIC VOLUMES

ITE Land-Use Code	Type/Size	Weekday A.M. Peak Hour			Weekday P.M. Peak Hour		
		In	Out	Total	In	Out	Total
710	Office Building - 287,000 s.f.	394	54	448	73	355	428

Figures 7 show the total projected traffic volumes, which include the existing traffic volumes, the traffic estimated to be generated by the full occupancy of the Tri-State International Office Center, and the projected traffic for the full occupancy of the two operational buildings on the Hewitt campus.



PROJECT:	TITLE:	
Tri-State International Office Center Lincolnshire, Illinois	Estimated Site-Generated Traffic Volumes	KLOA Job No: 14-220
		Figure: 6



PROJECT:	TITLE:	
Tri-State International Office Center Lincolnshire, Illinois	Total Projected Traffic Volumes	KLOA Job No: 14-220
		Figure: 7

Traffic Evaluation

The following provides an evaluation conducted for the weekday morning and weekday evening peak hour periods. The analysis includes conducting capacity analyses to determine the ability of the roadway system to accommodate projected traffic conditions.

Traffic Analyses

Roadway and adjacent or nearby intersection analyses were performed for the weekday morning and weekday evening peak hour periods for the existing and future projected conditions.

The traffic analyses were performed using the methodologies outlined in the Transportation Research Board's *Highway Capacity Manual (HCM), 2010* and analyzed using the Synchro/Sim Traffic 8 software.

The analysis for the traffic-signal controlled intersections were accomplished using actual cycle lengths, phasings, and offsets to determine the average overall vehicle delay and levels of service.

The analyses for the unsignalized intersections determine the average control delay to vehicles at an intersection. Control delay is the elapsed time from a vehicle joining the queue at a stop sign (includes the time required to decelerate to a stop) until its departure from the stop sign and resumption of free flow speed. The methodology analyzes each intersection approach controlled by a stop sign and considers traffic volumes on all approaches and lane characteristics.

The ability of an intersection to accommodate traffic flow is expressed in terms of level of service, which is assigned a letter from A to F based on the average control delay experienced by vehicles passing through the intersection. The *Highway Capacity Manual* definitions for levels of service and the corresponding control delay for signalized intersections and unsignalized intersections are included in the Appendix of this report.

The results of the capacity analyses, expressed in terms of level of service and average delays are presented in the following tables:

- Table 3 - IL 22 with Westminster Way—Existing Conditions
- Table 4 - Westminster Way with Abbotsford Road, Story Book Lane, and Tri-State International—Existing Conditions
- Table 5 - IL 22 with Westminster Way—Projected Conditions
- Table 6 - Westminster Way and Abbotsford Road, Story Book Lane and Tri-State International—Projected Conditions

Table 3
CAPACITY ANALYSES RESULTS—EXISTING CONDITIONS

Intersection	Weekday A.M. Peak Hour		Weekday P.M. Peak Hour	
	LOS	Delay	LOS	Delay
IL 22 and Westminster Way[1]				
• Overall	B	15.1	B	15.3
• Northbound Left	D	42.3	D	47.4
• Northbound Through	D	46.6	D	49.8
• Northbound Right	A	6.5	A	7.6
• Southbound Left	D	39.7	D	41.3
• Southbound Through	D	53.2	E	58.2
• Southbound Right	A	0.0	A	0.2
• Eastbound Left	D	54.5	E	59.7
• Eastbound Through	B	16.5	B	16.9
• Eastbound Right	A	1.9	A	0.5
• Westbound Left	E	57.4	E	61.4
• Westbound Though	B	10.6	B	11.0
• Westbound Right	A	0.0	A	0.0

LOS = Level of Service
Delay is measured in seconds.
(1) – Signalized Intersection

Table 4
CAPACITY ANALYSES RESULTS—EXISTING CONDITIONS

Intersection	Weekday A.M. Peak Hour		Weekday P.M. Peak Hour	
	LOS	Delay	LOS	Delay
Westminster Way and Tri-State International[2]				
• Overall	A	7.2	A	7.4
• Eastbound Approach	A	7.2	A	6.4
• Westbound Approach	A	6.6	A	7.6
• Northbound Approach	A	7.8	A	8.0
Westminster Way and Abbotsford Road[3]	B	10.2	A	9.7
Westminster Way and Story Book Lane/Homewood Suites Access Drive[3]				
• Southbound Lefts	A	7.3	A	7.7
• Eastbound Approach	B	10.5	B	10.4
• Westbound Approach	A	8.6	A	9.0

LOS = Level of Service
Delay is measured in seconds.
(2)- All-way Stop Controlled Intersection
(3)- Two-way Stop Controlled Intersection

Table 5
CAPACITY ANALYSES RESULTS—PROJECTED CONDITIONS

Intersection	Weekday A.M. Peak Hour		Weekday P.M. Peak Hour	
	LOS	Delay	LOS	Delay
IL 22 and Westminster Way[1]				
• Overall	C	23.3	C	29.4
• Northbound Left	D	42.3	D	49.5
• Northbound Through	D	53.0	E	58.2
• Northbound Right	A	7.9	D	47.3
• Southbound Left	D	42.3	E	61.3
• Southbound Through	D	53.2	E	58.0
• Southbound Right	A	0.2	B	10.7
• Eastbound Left	E	57.3	E	60.7
• Eastbound Through	C	23.7	C	30.0
• Eastbound Right	A	2.7	A	2.1
• Westbound Left	E	56.7	D	49.0
• Westbound Though	B	12.0	B	18.4
• Westbound Right	A	1.5	A	0.9

LOS = Level of Service
Delay is measured in seconds.
(1) – Signalized Intersection

Table 6
CAPACITY ANALYSES RESULTS—PROJECTED CONDITIONS

Intersection	Weekday A.M. Peak Hour		Weekday P.M. Peak Hour	
	LOS	Delay	LOS	Delay
Westminster Way and Tri-State International[2]				
• Overall	A	8.9	A	9.2
• Eastbound Approach	A	9.1	A	7.2
• Westbound Approach	A	7.0	A	9.6
• Northbound Approach	A	8.4	A	8.6
Westminster Way and Abbotsford Road[3]	B	13.1	B	11.0
Westminster Way and Story Book Lane/Homewood Suites Access Drive[3]				
• Southbound Lefts	A	7.4	A	8.4
• Eastbound Approach	B	13.7	B	12.1
• Westbound Approach	A	8.9	A	9.8

LOS = Level of Service
Delay is measured in seconds.
(2)- All-way Stop Controlled Intersection
(3)- Two-way Stop Controlled Intersection

Discussion and Recommendations

The following summarizes how the intersections are projected to operate and identify any roadway and traffic control improvements to accommodate the development traffic.

IL 22 and Westminster Way

The results of the capacity analysis indicate that overall the intersection operates at an acceptable Level of Service (LOS) B during the morning and evening peak hour. Under future conditions, this intersection is projected to operate at LOS C during the morning and evening peak hour with increases in delay of no more than 14 seconds. For the critical movement of westbound left turns in the morning, the LOS will be maintained and the projected queues will continue to be contained within the existing storage length. Similarly, the northbound right-turning and left-movements from Westminster Way onto IL 22 will continue to operate at the acceptable LOS D or better during the peak hours. As indicated earlier, the operation of this intersection during the evening peak hour is influenced by the backups at the intersection of IL 22 with Riverwoods Road to the west. While these queues extend past this intersection, traffic within the queues constantly moves allowing for vehicles from Westminster Way to enter the traffic stream.

Westminster Way and Tri-State International Access Drive

The results of the capacity analysis indicate that this intersection currently operate at LOS A and is projected to continue to operate at LOS A during both the morning and evening peak hour with increases in delay of less than 2 seconds. These results indicate that no geometric or traffic control modifications are necessary for this intersection and that the site generated traffic will not have a significant impact on this intersection.

Westminster Way and Abbotsford Road

The results of the capacity analysis indicate that this intersection currently operates at LOS B during the morning peak hour and at LOS A during the evening peak hour. Under projected conditions this intersection is expected to continue operating at LOS B during the morning peak hour with increases in delay of less than 3 seconds and is expected to operate at LOS B during the evening peak hour with increase in delay of less than 2 seconds. These results indicate that the site generated traffic will not have a significant impact on this intersection and that no geometric or traffic control improvements will be necessary.

Westminster Way and Story Book Lane/Homewood Suites Access Drive

The results of the capacity analysis indicate that the approaches of this intersection will continue to operate at LOS B or better during both the morning and evening peak hour with increases in delay of less than 4 seconds. These results indicate that the site generated traffic will not have a significant impact on this intersection and that no geometric or traffic control improvements will be necessary.

Conclusion

Based on the proposed development plans and the preceding traffic impact study, the following was determined.

1. The site generated traffic from the full occupancy of the Tri-State International Office Center will not have a significant impact on the roadway system and can be accommodated by the roadway system adequately.

2. The intersection of IL 22 with Westminster Way, particularly the westbound left turns in the A.M. peak hour and the northbound right turns in the P.M. peak hour will continue to operate at acceptable levels of service.

3. The existing westbound queues on IL 22 during the weekday P.M. peak hour will not be detrimental to the ability of site traffic to exit Westminster Way.

4. It is recommended that the Village of Lincolnshire petitions IDOT to re-optimize the signal timings at IL 22 with Riverwoods Road intersection to ensure that adequate green time is allocated to IL 22.

5. The addition of the eastbound left-turn lane on Tri-State International at the westerly access drive will provide direct access to the northwestern entrance of the parking garage and will be adequate in accommodating site traffic.

Appendix

- Level of Service Criteria

LEVEL OF SERVICE CRITERIA

Signalized Intersections

Level of Service	Interpretation	Average Control Delay (seconds per vehicle)
A	Favorable progression. Most vehicles arrive during the green indication and travel through the intersection without stopping.	≤10
B	Good progression, with more vehicles stopping than for Level of Service A.	>10 - 20
C	Individual cycle failures (i.e., one or more queued vehicles are not able to depart as a result of insufficient capacity during the cycle) may begin to appear. Number of vehicles stopping is significant, although many vehicles still pass through the intersection without stopping.	>20 - 35
D	The volume-to-capacity ratio is high and either progression is ineffective or the cycle length is too long. Many vehicles stop and individual cycle failures are noticeable.	>35 - 55
E	Progression is unfavorable. The volume-to-capacity ratio is high and the cycle length is long. Individual cycle failures are frequent.	>55 - 80
F	The volume-to-capacity ratio is very high, progression is very poor and the cycle length is long. Most cycles fail to clear the queue.	>80.0

Unsignalized Intersections

Level of Service	Average Total Delay (SEC/VEH)
A	0 - 10
B	> 10 - 15
C	> 15 - 25
D	> 25 - 35
E	> 35 - 50
F	> 50

Source: *Highway Capacity Manual*, 2010.

Kenig, Lindgren, O'Hara, Aboona, Inc.

9575 West Higgins Road, Suite 400 | Rosemont, Illinois 60018
p: 847-518-9990 | f: 847-518-9987

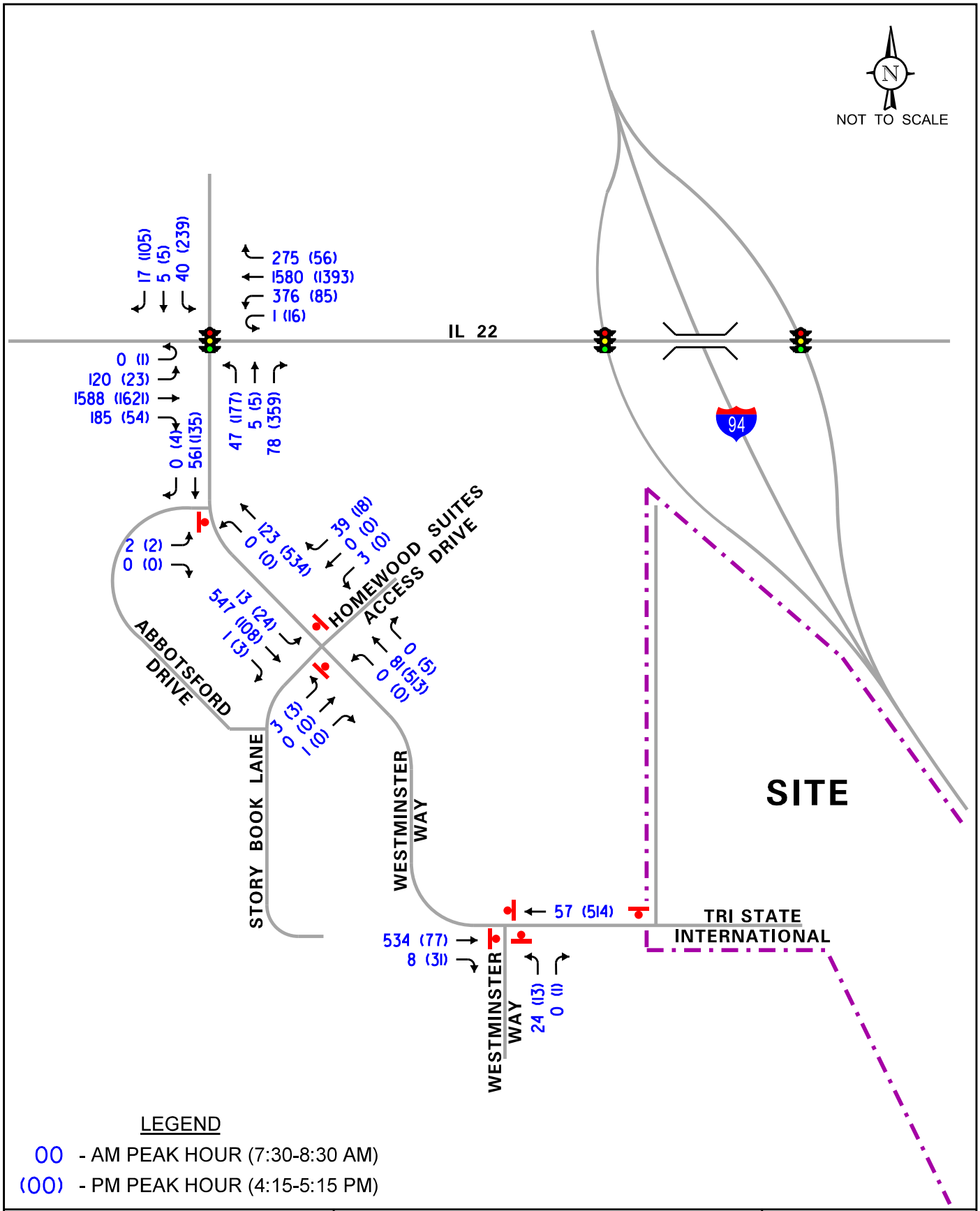
MEMORANDUM TO:	John Carlson Trammell Crow Company
FROM:	Brendan May Consultant
	Luay R. Aboona, PE Principal
DATE:	October 28, 2014
SUBJECT:	Traffic Study Addendum Tri-State International Office Center Lincolnshire, Illinois

This memorandum serves as an addendum to the traffic impact study report prepared by Kenig, Lindgren, O'Hara, Aboona, Inc. dated October 28, 2014 for the Tri-State International Office Center Located in Lincolnshire, Illinois. The purpose for this addendum is to determine the impact of the site generated traffic on the intersection of IL 22 with Westminster Way without the assumed 20 percent reduction in the projected site generated traffic volumes to account for staggered start and finish times.

Figure A shows the total projected traffic volumes, which include the existing traffic volumes, the traffic estimated to be generated by the full occupancy of the Tri-State International Office Center without any applied reduction, and the projected traffic for the full occupancy of the two operational buildings on the Hewitt campus.

Traffic Evaluation

The results of the capacity analyses for the intersection of IL 22 and Westminster Way are summarized in **Table A**. As can be seen, the overall operation will be maintained at the very good Level of Service C and that the increase in average delays for the arterial movements to and from Westminster Way will be 2 seconds or less. This indicates that the increase in site traffic will not have a significant additional impact on the operations of the intersection.



PROJECT:	TITLE:	
Tri-State International Office Center Lincolnshire, Illinois	Total Projected Traffic Volumes	KLOA Job No: 14-220
		Figure: A

Table A
CAPACITY ANALYSIS RESULTS—PROPOSED TRAFFIC CONDITIONS
(REVISED VOLUMES)

Intersection	Weekday A.M. Peak Hour		Weekday P.M. Peak Hour	
	LOS	Delay	LOS	Delay
IL 22 and Westminster Way[1]				
• Overall	C	24.3	C	31.1
• Northbound Left	D	42.6	D	51.2
• Northbound Through	D	53.0	E	58.2
• Northbound Right	A	7.4	D	48.1
• Southbound Left	D	42.1	E	60.7
• Southbound Through	D	53.2	E	58.2
• Southbound Right	A	0.2	B	10.8
• Eastbound Left	E	57.3	E	60.7
• Eastbound Through	C	25.7	C	33.7
• Eastbound Right	A	2.9	A	2.5
• Westbound Left	E	55.9	D	46.6
• Westbound Though	B	19.1	B	18.4
• Westbound Right	A	1.5	A	0.9

LOS = Level of Service
Delay is measured in seconds.
(1) – Signalized Intersection

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CONSULTING ENGINEERS
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www.gha-engineers.com

Project Traffic Review #2

To: **Rob Horne**
Village of Lincolnshire

From: Bill Grieve

Date: November 5, 2014

Subject: Tri-State International Office Center

As proposed, the Tri-State International Office Center would add about 525 new parking spaces via a parking deck to help rent out the approximate 240,000 square feet of unoccupied office space. GEWALT HAMILTON ASSOCIATES, INC. (GHA) reviewed the Traffic Impact Study (TIS) prepared by KLOA dated October 20, 2014 for the above captioned project on October 22, 2014. Based on our comments, KLOA prepared a revised TIS and a follow-up memo, both dated October 28, 2014. I offer the following updated comments for your consideration:

1. The KLOA study follows guidelines published by the Institute of Transportation Engineers (ITE). We concur with their summary of existing street characteristics.

2. The volumes entering and exiting the north side of IL 22 at Aon-Hewitt are extremely low. How many square feet of their office space is currently occupied and unoccupied? While analyzing the Year 2020, the north approach volumes should reflect full occupancy as a "baseline" condition to get a more accurate appraisal of the new site traffic impacts.

   Update: The KLOA revised TIS includes potential traffic from the Hewitt AON campus on the north side of IL 22. We concur with their traffic generations for the vacant office space.

3. Is all of the empty office space in the Tri-State International Office Center going to be occupied by one company? If not, there may be limited ability to achieve a 20% trip generation discount for staggered employee work times. Full occupancy with no trip generation discount should be tested for comparison.

   Update: The KLOA memo addresses the site traffic impacts without applying the 20% reduction for employee staggered start and end times. We concur with their traffic generations.

4. The KLOA trip distribution estimates that 70% of site traffic would be destined to/from the east on IL 22 and the remaining 30% to/from the west. A review of the existing travel patterns suggests that the split would be closer to 60% to/from the east and 40% to/from the west. This would place more burden on northbound left turns out from Westminster Way to IL 22 especially in the evening peak hour, adding to the delay.

Update: KLOA maintained their original 70:30 split in trip distribution, to/from east versus west on IL 22, although the existing travel patterns suggest the split is 60:40. However, the impact on operations along IL 22 would be minimal with a modified trip distribution, because IDOT will continue to provide IL 22 with the vast majority of traffic signal "green time". Thus, the primary impact would be on longer delays for vehicles exiting the site and in particular northbound left turns during the weekday evening peak hour. It is probable that many employees would learn over time when best to leave work to avoid the longer delays at the IL 22 / Westminster Way traffic signal.

* * * * * * * * * * * * *

In summary, we believe that traffic generated by the new parking deck to help rent out vacant office space in the Tri-State International Office Center can be accommodated internally and at the IL 22 / Westminster Way intersection. This project traffic review prepared by:

William C. Grieve, P.E., PTOE
Senior Transportation Engineer
bgrieve@gha-engineers.com

REQUEST FOR BOARD ACTION
Architectural Review Board
October 21, 2014

Subject:	Tri-State International Office Center – Parking Deck
Action Requested:	Review of Site Plan, Landscape Plan, Building Elevations, Materials & Colors, and Site Lighting for a proposed four-level parking structure at 25/75 Tri-State International Office Center
Petitioner:	Trammell Crow Company/Principal Real Estate Investors
Originated By/Contact:	Steve McNellis, Director Department of Community & Economic Development
Advisory Board Review:	Architectural Review Board

Background:

- A preliminary design concept review of this proposal was conducted at the September 16th ARB meeting.
- At that meeting there was discussion regarding site location constraints, traffic impacts, traffic circulation, landscaping as an accent not as a "screen wall", breaking-up the long façade of the deck along the Tollway on-ramp, opportunities to better sync the design of the deck with the glass and angular walls on the office buildings, and consideration of utilizing horizontal elements on open areas of the parking deck to mimic the horizontality of the office buildings.
- The Petitioner's Architects were directed to revise the concept plans appropriately, add additional detail and complete the full set of Development Plans for ARB consideration.
- At the September meeting, Staff noted a Traffic Impact Study would be prepared for zoning review of this proposal, and discussed at the Public Hearing conducted by the Village Board in late October. The neighboring Sutton Place Townhome Association has been notified of the Public Hearing.

Project Summary:

- Trammell Crow Company, on behalf of property owner Principal Real Estate Investors, proposes a 907 space parking deck in the existing surface parking lot north and east of the 25/75 buildings in the Tri-State International Office Center.
- This parking deck would serve a large prospective tenant that would completely occupy the 25/75 Tri-State buildings and potentially all of the 100 building (a total of up to 300,000 square feet), which are currently primarily vacant. Total square footage in the five-building complex is approximately 559,000 sq. ft.
- The proposed parking deck consists of four levels, all above grade, though there is a difference in elevation from the adjacent Tollway on-ramp, which is elevated above the parking deck grade ranging from 2' to 17' (see attached Section depicting parking structure and on-ramp elevations). The larger grade difference occurs at the northern end of the parking deck and decreases toward the south end of the deck. The proposed design preserves views to and from the Tollway and westbound Rt. 22 to the southern two (75 & 100 Tri-State) of the three buildings.
- Taking into account existing surface parking spaces displaced by the proposed parking deck, the net gain in on-site parking resulting from the new deck will be approximately 524 spaces.

- The proposed parking deck structure is sited so it can be screened from view of adjacent residential neighborhoods and is over 400' from the nearest neighboring building (Homewood Suites Hotel)
- The subject site is in a PUD in the underlying B2 General Business Zoning District.
- As noted in the Petitioner's cover letter, signage locations are shown on the buildings as a reference point only. A separate sign package submittal will be made at a later date for ARB processing.

Design Review Comments:

Site Plan

- The parking structure has been designed with two entry points. The main entry on the west side of the deck will be entered primarily in the morning, through a new curb cut in the main entry roadway, permitting access via the west driveway. The traffic pattern will be regulated, and accelerated, through a dedicated left turn (with no stop) during the morning rush hour. The secondary deck entrance will likely be utilized primarily by visitors during the day, when traffic levels are lower.
- Parking lot islands have been reconfigured along the south east side of the deck, to facilitate a smoother traffic circulation pattern.
- Pedestrian circulation from the parking structure to the sidewalk system on the building side of the driveway has been facilitated in three locations; one primary access point in a stairtower at the center of the structure and two satellite stairtowers. An appropriately-located crosswalk has been provided from the primary stairtower, directly to the pedestrian walkways leading to building entries. The curbline has been altered to provide dedicated access across the aisle, from sidewalk to sidewalk.
- **Staff-Recommended Revision** – The south stairway crosswalk should be relocated via a sidewalk stub south from the exit from the parking structure to a point where the crosswalk can access a sidewalk directly on the building side of the drive aisle, rather than through the striped area of an accessible parking space.
- Handicapped-accessible parking spaces have been located in the closest accessible location to the building entries and the main parking lot pedestrian entry. Parking is split between outside spaces and interior parking structure spaces to permit an equal amount of covered spaces.

Landscape Plan

- The plan provides a variety of deciduous overstory trees, evergreen trees, and limited understory bushes, mixed-in with existing honeylocust trees (spaced 25-30' apart), along the Tollway on-ramp elevation. Elevation views are provided depicting trees at time of installation and with five years growth.
- **Staff-Recommended Revision** – Provide additional understory shrubs, with mature heights of 4-8' along the Tollway on-ramp elevation of the parking deck to provide a "landscape base" to the building, and help screen the first level of vehicles.
- Shrubs and columnar deciduous trees, with reduced canopies, are proposed along the building-side elevation of the parking deck, due to limited space.
- A "Snow Removal Zone", consisting of open lawn with no trees or shrubs, is provided west of the parking deck to facilitate snow dumping from the upper stories of the parking structure.
- The "Tree Requirements" table, summarizing the types and sizes of trees required per code and proposed for planting, confirms the green space added to the site contains more than a sufficient number and variety of plantings. Per Village Code, 15 new trees

would be required in the new green space. A total of 75 trees are proposed to be added. Taking into account 10 healthy trees proposed to be removed, there is still a significant increase in new tree numbers over Village requirements.

Building Elevations

- Parking structure elevations have been revised in multiple ways, per ARB comments:
    1. A new design element, incorporating a soldier course of vertical steel fins, is proposed to be installed in a horizontal pattern, along the Tollway on-ramp elevation. These fins, approximately 20' tall, will provide a visual screen, partially enclosing floors 2 and 3 of the parking structure. The proposed fins also reinforce the horizontal design in the office building facades, while adding visual interest.
    2. The north and south ends of the parking structure elevation facing the Tollway on-ramp incorporate a staggered series of window panes, similar to the edge treatment on most of the office building corners. This treatment is also incorporated into the southernmost stairtower of the parking structure.
    3. A flat glass panel system is proposed at two locations on the Tollway on-ramp elevation to assist in breaking up the long façade. These are false glass walls that serve a decorative purpose and mimic the glass-panel sizes and pattern in the staggered windows.
    4. Glass has also been incorporated into the two stairtowers across the drive aisle from the office buildings for aesthetic and security purposes.
    5. As noted in the Petitioner's cover letter, the height of the parking structure has been reduced to 40' (approximately 35' excluding the stairtower height).

Building Materials & Colors

- The primary material of the parking structure is a gray concrete pre-cast panel, similar to the office building construction.
- The vertical steel fins on the Tollway on-ramp elevation are shown with two color options: dark blue and red. Staff prefers the blue option, which is more subtle and consistent with the blue-accented signage and "branding" of the site. However, the red option provides a bright playfulness arguably adding interest to the elevation.

Site Lighting

- The proposed parking structure lighting plan specifies seven light poles on the top floor of the deck, including five double-head poles and 2 single-head poles, all 15' tall, in a color to match the existing light poles throughout the site.
- The photometrics plan demonstrates compliance with Village Code requirements for maximum light intensity at property lines.

Staff Recommended Revisions:

Staff recommends the following two revisions (detailed above) be incorporated into the ARB recommendation:

1. **The south stairway crosswalk be relocated via a sidewalk stub south from the exit from the parking structure to a point where the crosswalk can access a sidewalk directly on the building side of the drive aisle.**

2. **Provide additional understory shrubs, with mature heights of 4-8' along the Tollway on-ramp elevation of the parking deck.**

***Staff recommends the ARB review the September meeting minutes, attached to the ARB packet for approval Tuesday night, as a refresher of the comments and direction given regarding the parking deck design.**

Recommendation:

The Architectural Review Board moves to approve, and recommend to the Village Board their approval of the site development plans, including; Site Plan, landscape Plan, Building Elevations, Building Materials and Colors, and Site Lighting for a proposed four-level parking structure at the 25/75 Tri-State International Office Center, as presented in a presentation packet, dated October 16, 2014, and further subject to . . . . . .

{Insert any additional conditions or modifications desired by the Architectural review Board}

Reports and Documents Attached:

- Letter of Request and Presentation Packet, prepared by Trammell Crow Company, dated October 15, 2014.
- Staff Memorandum for the September 16th ARB meeting.

Meeting History	
Village Board Preliminary Evaluation (COW):	September 8, 2014
ARB Preliminary Design Review	September 16, 2014
Current ARB Review	October 21, 2014

Village of Lincolnshire

Agenda Item 3.1, ARB

REQUEST FOR BOARD ACTION
Special Architectural Review Board Meeting
November 3, 2014

Subject:	Tri-State International Office Center – Parking Deck
Action Requested:	Review of Site Plan, Landscape Plan, Building Elevations, Materials & Colors, and Site Lighting for a proposed four-level parking structure at 25/75 Tri-State International Office Center
Petitioner:	Trammell Crow Company/Principal Real Estate Investors
Originated By/Contact:	Steve McNellis, Director Department of Community & Economic Development
Advisory Board Review:	Architectural Review Board

Background:

- The ARB discussed all facets of the proposal extensively at the October 21st regularly-scheduled meeting.
- At that meeting the discussion focused on several areas that required further consideration, with the most important being parking deck location/options and reducing deck height impacts. Further analysis and revisions were also requested with regard to additional evergreen plantings to provide year-round interest, pedestrian pathway enhancements for safety, and additional sections/renderings to show the true impacts of the proposed new parking deck, etc.
- The Petitioner requested the opportunity to complete further analysis, address issues brought up on October 21st and provide massing studies depicting other locations and their impacts.
- The ARB agreed to a Special Meeting on November 3rd, with the goal of achieving a recommendation to forward to the Village Board.
- At the October meeting, Staff noted a Traffic Impact Study would be prepared for zoning review of this proposal, and discussed at the Public Hearing conducted by the Village Board on November 10th. The neighboring Sutton Place Townhome Association has been notified of the Public Hearing.

Project Submittal Summary:

- The attached Submittal packet depicts detailed plans for the Petitioner-preferred 4-story "Tollway On-Ramp" option. This option has been revised to address all Staff and ARB comments from the last meeting, with regard to pedestrian movements, landscaping and fin colors.
- The packet also provides basic siting/massing/views for five other options. The Petitioner has addressed the feasibility of each option in their cover letter.
- Finally, there are a series of examples of similarly-located parking decks and buildings in other locations in the Metro Area. These are provided by the Petitioner, at Staff's request. While Staff understands that precedent in another community does not necessarily warrant the same treatment in Lincolnshire, this information is being provided only to confirm the impact of examples made at the last meeting.

Design Review Comments (Revisions to "Tollway On-Ramp" Option) :

- The Petitioner has agreed to provide the "Clearance Bar" discussed at the last meeting as a safety-enhancement to slow traffic at the north vehicular entry to the parking deck.
- Pedestrian access from the north stairtower to the building has been defined by a crosswalk at the vehicular entry to a sidewalk along the parking deck and a two-legged crosswalk across to the building. His provides the greatest protection for pedestrians, and the least exposure to driveway traffic.
- The pedestrian crossing from the south stairtower has been revised so that the sidewalk from the deck extends south for approximately 30', to a crosswalk that connects with an existing sidewalk, rather than the previous proposal in which the crosswalk connected to a handicapped-accessible parking space.
- Over 80 Junipers have been either added or replaced deciduous plantings along the Tollway on-ramp elevation, to maintain year-round interest. These shrubs are primarily of a species that will grow to a height of 4-5' tall at maturity, so the previous Staff request for 4-8' tall shrubs is satisfied with this addition.
- Wintercreeper (evergreen groundcover) has been added at the major pedestrian parking lot entry (located at the middle of the deck) and adjacent to the north stairwell/north vehicular parking lot entry.
- Fin colors are now shown as either blue or black. The petitioner is requesting approval of both colors, to allow the prospective tenant flexibility.
- Site Sections have been revised to accurately show the distance between the parking deck and the Tollway ramp.
- As a supplement, Staff has provided the October 21st Meeting memorandum, which summarizes the design details of the "Tollway On-Ramp" option, which was substantially similar to the current petitioner-preferred proposal, with the exception of the revisions summarized above.
- ***The petitioner has provided five alternate location/massing options in the attached presentation packet, and has informed Staff they plan on utilizing an active 3-D electronic modeling program at the meeting to demonstrate multiple views from other angles not provided in the packet.***

Staff Recommendation:

Staff and ARB landscape and circulation comments, related to the petitioner-preferred location, have been met. Staff continues to believe the "Tollway On-Ramp" parking deck location is the most appropriate location, given site constraints/impacts. Elevation design and landscaping along the "public" Tollway on-ramp view add visual interest and help break-up the lengthy façade. For these reasons, Staff recommends approval of this proposal, as presented.

Recommendation:

The Architectural Review Board moves to approve, and recommend to the Village Board their approval of the site development plans, including; Site Plan, landscape Plan, Building Elevations, Building Materials and Colors, and Site Lighting for a proposed four-level parking structure at the 25/75 Tri-State International Office Center, as presented in a presentation packet, dated November 3, 2014, and further subject to . . . . . .

{Insert any additional conditions or modifications desired by the Architectural review Board}

Reports and Documents Attached:

- Letter of Request, dated October 30, 2014, and Presentation Packet, dated November 3, 2014, compiled by Trammell Crow Company.
- Staff Memorandum for the October 21st ARB meeting.

Meeting History	
Village Board Preliminary Evaluation (COW):	September 8, 2014
ARB Preliminary Design Review	September 16, 2014
Initial ARB Review	October 21, 2014
Current ARB Review (Special Mtng.)	November 3, 2014

Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069
www.lincolnshireil.gov

UNAPPROVED Minutes of the **REGULAR MEETING OF THE ARCHITECTURAL REVIEW BOARD** held on Tuesday, October 21, 2014, in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

PRESENT: Chairman Pro Tem Hardnock, Members Gulatee, Kennerley and Schlecht.

ABSENT: Chairman Grover and Trustee Liaison McDonough.

ALSO PRESENT: Steve McNellis, Community & Economic Development Director, Stephen Robles, Village Planner and Tonya Zozulya, Economic Development Coordinator.

CALL TO ORDER: Director McNellis noted that Chairman Grover would be absent and had requested the ARB consider electing Roger Hardnock, as the most Senior attending member Chairman Pro Tem for this meeting. After discussion the ARB agreed and Member Hardnock agreed to act as Chairman Pro Tem and called the meeting to order at 7:03 p.m.

1.0 ROLL CALL

The roll was called by **Director McNellis** and **Chairman Pro Tem Hardnock** declared a quorum to be present.

2.0 APPROVAL OF MINUTES

2.1 Approval of the Minutes of the Regular Architectural Review Board Meeting held Tuesday, September 16, 2014.

Member Schlecht moved and **Member Gulatee** seconded the motion to approve the minutes of the regular meeting of the Architectural Review Board held on September 16, 2014, as presented. The motion passed unanimously by voice vote.

3.0 ITEMS OF GENERAL BUSINESS:

3.1 Continued Consideration and Discussion of a Site Plan, Landscape Plan, Building Elevations, Materials and Colors, and site lighting for a proposed four-level parking structure at 25/75 Tri-State International Office Center (Trammell Crow Company/Principal Real Estate Investors).

Director McNellis presented a summary of the issues discussed at the September "workshop" on this proposal. He noted the ARB direction was to break-up the north façade of the parking deck, sync the deck design with the office building and prepare a Landscape Plan that accentuated the deck, rather than creating a screen wall.

Member Gulatee inquired if the number of parking spaces provided exceeds the minimu required in the Zoning Code, does it require a variance? **Director McNellis**

stated it did not, and that the petitioner must meet the minimum standard, but there is no maximum threshold. It is only required that the Village approve any parking plan. He further noted there are other existing commercial centers that also exceed the minimum requirements.

Member Gulatee noted if you have 500 more parking spaces, you probably have 500 more people in the building. In considering that, has the Architect reviewed whether or not stairs, restrooms, etc. fit or can be made to fit the new occupancy requirements? **Project Architect Roger Heerema,** principal of Wright Heerema Architects, stated they have not looked at it, but it's more of a Building Permitting question to be addressed at that time. He went on to introduce the team and present the existing and proposed plans. Architect Heerema stated the current parking ratio on this site is 3.61 spaces per 1000 sq. ft. and the proposed deck would bring it up to 5.26 spaces per 1000 sq. ft., which would mean an additional 524 spaces on the site.

Project Landscape Architect David McCallum, Principal of David R. McCallum Associates, presented the landscape proposal. He noted plant selections are salt tolerant, both airborne salt and soil-accumulated salt.

Member Kennerley asked what kind of low growing bushes are proposed, to which Landscape Architect McCallum stated they would be sumac and forsythia. **Member Kennerley** noted they lose their leaves, correct? She further noted it is important to have some evergreen bushes to maintain year-round greenery. She asked if Junipers or something similar could be added to provide that intermittent evergreen. **Landscape Architect McCallum** stated he hasn't found Junipers to be very salt-tolerant. However, he noted there are evergreen groundcovers that get a maximum height of 6-8". **Member Kennerley** requested that groundcover be mixed-in, perhaps around building entries, where it would be prominent.

Member Schlect asked if the Landscape Architect could tell him the mature height of the overall planting screen in relation to the height of the final architecture. **Landscape Architect McCallum** said he anticipated the evergreen trees to be 30-60' tall, with an average of 40-50'. He expects the shade and columnar deciduous trees to be 35-40' and the ornamental trees to be 15'. The height of the parking structure is 35-40'.

Chairman Pro Tem Hardnock asked if Staff's recommendations for landscaping are represented in the plans. **Director McNellis** stated they are not, but Staff's understanding is the petitioner is comfortable meeting those requests if the ARB is supportive of them. **Grady Hamilton** of Trammell Crow, on behalf of the petitioner, confirmed the requests would be met.

Chairman Pro Tem Hardnock asked why Staff wanted low plantings at the base of the deck. **Director McNellis** noted the overall design has horizontal architectural elements that help screen, so Staff believes it is important to get these low plantings at the base to help screen and break up the longest part of the elevation, as well as ground the building.

Project Architect Heerema discussed ingress and egress to the deck. **Chairman Pro Tem Hardnock** inquired about the safety of the northernmost stairwell that exits right at the main vehicular entrance to the deck. Project Architect Heerema stated they believe the majority of garage-users will gravitate toward the center elevator and stairwell structure. **Mr. Hamilton** stated as far as safety at the north stairtower they would consider a painted crosswalk at the north vehicular ingress to the deck. He further noted they ultimately want to get people out of the deck, across the parking lot to the closest building entry. Further, he believes people will form patterns as to their entrance to the building. Finally, he noted they would consider adding a clearance guide, showing maximum permissible vehicle height entering the deck, as it also would act as a good traffic calming measure. **Chairman Pro Tem Hardnock** stated he was just raising awareness of the issue because the proposal for a No-Stop left turn lane on the main entry road will help speed cars up to get them in the deck, so this could be a hot spot.

Project Architect Heerema stated they had responded to a lot of commentary from the last meeting. He noted the ARB encouraged them to articulate the building so it looks less like a parking deck and more like a building. There was commentary on how the corners were treated and ways to break down the length of the deck façade. He further described the façade treatments, including glass elements to break the north façade into three sections, and the fins acting as a horizontal and vertical treatment to break up the façade.

Member Kennerley inquired if the fins block wind or are they just an architectural element? **Project Architect Heerema** stated they block some wind, but they're not clear on how much at this point. He further noted the glass elements offer additional enclosure.

Member Kennerley stated since we went through a signage package that was approved for a blue color theme, why would the petitioner consider red fins as an option? She noted her position that they should stick with the blue fins and the blue theme. **Mr. Hamilton** said they suggested the red and blue alternatives so they could offer the tenant a color to match their branding schemes. Member Kennerley asked the color of the tenants logo. Mr. Hamilton stated it would likely be red, but the fins could also possibly be unpainted if that was [preferred by the ARB.

Member Gulatee asked if there is architectural lighting on the deck façade. He noted there is shade and shadow present to add interest during the day, but what adds interest at night? **Project Architect Heerema** stated there were no plans to illuminate the exterior of the façade. **Member Gulatee** suggested the project architect consider "metal fabric" on the façade as it can change color at different angles to bring some interest. **Mr. Hamilton** mentioned in the evening they believe it is more important to draw attention to the light of the office building. **Member Gualtee** continued on lighting issues and asked if you're going to be 60' away from the deck in the office building, won't headlights shine into the office building windows? To which Project Architect Heerema answered the spandrel is at 3'-6", so it will block the headlights. **Mr. Hamilton** furthered this proximity is not unprecedented in the suburbs.

Member Gulatee asked how the Architect was able to bring the height of the deck down from 53' at the last meeting to 40' now. **Project Architect Heerema** stated when they got into the details they were able to refine the deck. It is now typical of a parking structure design.

Member Gulatee asked what the Village Board thought of the parking deck location, as it has a mass to it, that he didn't believe is obvious on the elevations. **Director McNellis** stated as far as the Village Board, the only meeting they've seen this proposal is the preliminary Evaluation meeting. At that meeting the Board talked only about big picture ideas. The Board did receive the massing plans that the ARB received in September. Director McNellis noted he couldn't say if they had any concerns, but only say there was an absence of comments regarding the location. **Member Gulatee** then inquired if the Village Board is letting the ARB decide the location in which the deck best works. He noted a 3-D model would be the first step to make that determination. He further noted the deck has a presence and he feels uncomfortable talking about it without a 3-D model. **Member Kennerley** stated a 3-D model isn't something she would look at the same way as Member Gulatee. She further noted the photo montages give her a realistic understanding of the end product, so for her what has been provided makes sense.

Project Architect Heerema continued reviewing the sections and exhibit demonstrating the relationship of the height of the adjacent tollway on-ramp to the parking deck height. **Member Schlect** asked if the section illustrates the actual distance of the on-ramp from the deck? **Project Architect Heerema** stated it was intended to represent that, but doesn't appear to show the proper distance.

Project Architect Heerema went on to discuss building materials and noted the coated pre-cast concrete panels will be slightly darker than the building. He confirmed no additional detention would be necessary, per the determination of Lake County Stormwater Management Commission. He then presented the Photometric plans and light levels. **Member Gulatee** inquired as to the light pole height on the top floor of the parking deck, and are there cut-offs for the lights. **Project Architect Heerema** stated the light fixtures are 18' tall and the light cutoff is at the edge of the deck. They selected a light fixture consistent with the rest of the development.

Member Schlect stated he will keep his comments to the architectural character and development. He noted he believes the project is fundamentally flawed. The massing of the deck is bigger than the biggest existing building on the site. Its at least 25% bigger. You're blocking ¾ of building tenant views which devalues the building. You're not respecting setbacks which devalues the whole property. Member Schlect summed up his comment by noting he cant say this is a good idea. There are bigger setbacks between 75 and 100 buildings than between the buildings and the deck. The façade looks like its just decoration and Member Schlect noted he can't personally recommend it.

Member Kennerley noted if they do fins, its important they block wind. If the color of the fins is not to be blue, it should be black. Non-colored steel doesn't work with the color palette. **Mr. Hamilton** stated the color wasn't so much driven by the tenant than it was Trammell Crow trying to create an effect. **Member Kennerley** stated blue is the better option, as it matches the signage. **Mr. Hamilton** noted they'd be comfortable with blue or black. **Chairman Pro Tem Hardnock** noted he's not opposed to the red on the rendering, but blue or black are ok. **Member Gulatee** stated the building and siting are more important than fin colors. He noted he sent a memo to everyone echoing this point on siting.

Chairman Pro Tem Hardnock asked if there was anywhere else on site it would work? He noted he didn't think so. He further noted we need more parking here, it's a functional necessity. Right now its 2 acres of asphalt. That looks far worse than anything they'd put there, stated Chairman Pro Tem Hardnock.

Member Gulatee asked if the petitioner had looked at siting the deck between the 100 and 75 buildings. He further noted this proposal puts a garage too close to the office building. You can never justify this adds value 70' from the office building. **Chairman Pro Tem Hardnock** noted this is a retrofit. The tenants will be primarily in 25 and 75 Tri-State so why wouldn't you want the deck adjacent to them?

Mr. Hamilton said they've looked at all sighting possibilities, and they want to preserve the presence of the buildings from the most important views on the Tollway. He further noted the tenant is leaving a building in the suburbs that cant adequately park them. Ownership has viewed this, as has the tenant, and this is the tenant's preference.

Member Schlect said our point as ARB is to recommend architecture. Its up to the Village Board to look at other aspects. That's their call as the Village Board, and its not up to the ARB to talk about tenants or occupancies.

Member Gulatee stated architecture isn't just the building, its also where its located. **Mr. Hamilton** noted the reasons for this location are many; geographical, topographical, utility conflicts, etc. he stated they are trying to find the best place given the constraints.

Member Gulatee stated his opinion that if you don't do a 3-D model, you won't understand the impacts.

Member Schlect stated his preference to go ahead and vote. **Director McNellis** stated that getting into the details of conditions or stipulations on a vote doesn't seem like a wise use of time when two of four members present here are likely voting against it. So, if nothing can be done to convince one of those two members that there are revisions or conditions that will change their mind, then looking at conditions doesn't make sense because the vote would be a tie, which is not an affirmative recommendation.

Member Gulatee inquired as to the Village Board's thoughts on the proposal. **Director McNellis** noted there were no particular negative comments at the Village Board. No concerns were voiced, but there was agreement a Traffic Study was needed.

Member Gulatee stated the Village should always insist on an actual model.

Chairman Pro Tem Hardnock stated we're not designing from scratch here. This is a retrofit with a lot of factors. He stated he would not move the proposed location, as he thinks the effect is the same. He further noted he believes what was done architecturally to merge the deck with the building is nice, and they've done a nice job overall. He stated he didn't believe it could be done any better.

Member Gulatee asked if the petitioner could take advantage of the change in grade around the site. **Mr. Hamilton** stated they have tried to do that with the Tollway on-ramp. He believes the consensus, including the Village and neighbors, is that this is the best location. He also noted its critical they get to the Village Board soon to remain a candidate for this project.

Director McNellis noted if there were any stipulations that would satisfy the ARB to be able to make a positive recommendation, then the Petitioners are here ready and willing to make these stipulations and hear what you have to say. **Member Schlect** noted what he and Member Gulatee are saying is that we have only seen one location option. We haven't seen any other locations and can't comment on what we haven't seen.

Mr. Hamilton noted at the last ARB meeting in September, the direction was to look into building fenestration, not anything else. He noted they looked at taller structrues in other areas but it was prohibitive visually and for other reasons. He further stated at the last ARB they were asked only to look at breaking-up the façade. **Member Schlect** countered that the ARB was concerned about location at the last meeting. He felt that the Village Board can talk about other non-design considerations but not the ARB. Finally, he said to the petitioner if they believe this is their strongest position, then lets vote. **Director McNellis** noted if there is not a positive vote then at the Village Board the petitioner will need a super-majority vote. So, the petitioner is simply saying if there is anything they can do to determine stipulations that might gain approval, then that would help them in not having to overcome that supermajority vote hurdle at the Village Board meeting.

Member Gulatee stated he feels there are major internal traffic issues on this site. He also acknowledged there is a Traffic Study being commissioned.

Member Kennerley asked if Staff had seen any other possible siting locations. **Director McNellis** stated we have discussed a few other locations, primarily on the front side of the 25/75 buildings, and in that case the deck had to be much taller. He further noted that sliding the building further south along the Tollway takes it away from the greatest building population density, which is at 25/75.

From a Staff point-of-view, we couldn't find another good place for it. If you move it further south, it will obscure views to and from the southern part of the campus.

Member Schlect inquired as to the date of the zoning review, to which Director McNellis stated next week (October 27th). Director McNellis further went on to state its important the petitioner be able to make their case for stipulations that could accompany an approval, and not have the Village throw in the towel too early. He reiterated Staff is in support of the proposal.

Mr. Hamilton stated the least visible location on this site is the corner. It is the most obscured place on the property. He further noted it's a long deck because they have been sensitive to height. He wondered what the ARB would think if it was shorter in length, but taller. They could do that. As for suggestions there is a better location on this site, he noted the tenant doesn't want their view and identity on the Tollway obscured.

Member Gulatee asked why couldn't you place the deck between the 75 and 100 buildings. **Mr. Hamilton** noted you would completely block the buildings if you do that, and the tenant won't accept that location. Also, he noted the utilities create a web of constraint on the site.

John Carlson of Trammell Crow, asked if a change in location would also require more zoning relief. **Director McNellis** stated if you move the deck further south, more zoning exceptions would be needed, but perhaps just one more. However, if the Village had to permit 5 exceptions to get the deck in the right spot, he believes that would be acceptable. He stated that ultimately from a Staff point-of-view we support this location because it's the least impactful to all affected parties. **Member Gulatee** stated that if you move the deck further south, more of the office building is visible. **Director McNellis** stated his belief that moving the deck further south makes the deck more prominent on the Tollway and obscures more of the office buildings.

Mr. Carlson asked if it was true that the Sutton Place Townhome Association President was happy to hear the building would not be in their view. **Director McNellis** stated yes, his main comment was it was good that it wouldn't be in their view. **Mr. Hamilton** furthered this point by stating the 25 building even today is almost invisible, and its value for visibility on the Tollway is limited. He suggested perhaps they could shorten the length of the deck and increase the height to have it obscure less of the office buildings along the Tollway.

Member Schlect asked Mr. Hamilton if they had studied burying the deck by two or more floors. **Mr. Hamilton** noted utilities are a problem and a barrier to deepening the structure, but cost is also definitely an issue. He further noted that there is not an opportunity to connect to an underground level of the office building, which could have made it feasible. He said underground parking in suburban areas is typically only there when its connected to an underground level of an office building.

Member Schlect inquired as to why the 300 building is full and the others are not. **Mr. Hamilton** stated 300 has been full with leases for a long time, whereas 25/75 have been vacant buildings for several years. **Director McNellis** noted 25/75 are vacant because they were occupied by one large tenant, CVS Caremark, who moved out at one time years ago.

Kelly Morrissey, Property Manager with Colliers, and managing the Tri-State International office Center noted CVS/Caremark was lost because there wasn't enough parking available for them. They were requesting 5-6/1,000 sq. ft. It wasn't about economics.

Member Schlect inquired what it was that was being proposed here that others in this market have had to do? To which **Mr. Hamilton** noted the Astellas project on Willow Road, as an example of a parking deck that needed to be built. **Member Schlect** stated he was familiar with the project, but that it was different in that Astellas buried it and placed a lot of architectural detail on it. **Mr. Hamilton** noted they did start from scratch, however. He further noted Westlake of Conway Farms as an example of where they're building decks because 4/1,000 parking space ratio doesn't work. He also noted Harris Bank in Naperville, in which a building was formerly vacant for 7 years, and then Harris Bank moved in with a stipulation for a parking deck along the Tollway. That deck has since been built.

Member Kennerley asked if the Petitioner's were able to show an existing building with a similar structure added after the fact, if the ARB would say they're ok with that? **Member Schlect** responded No, he doesn't think this is acceptable because this deck is 2 football fields long. Member Schlect noted he believes that fundamentally this is the wrong place and the massing is wrong. He further went on to note that the mission of the ARB is to maintain value of the site and this doesn't do that. The Village Board can look at the leasing end of this, but Mr. Schlect he was talking about architecture and that alone.

Mr. Carlson stated the Petitioner wants to get to the Village Board with any stipulations and they respectfully request the right to move forward. **Member Gulatee** asked if the Village sees the ARB as only dealing with architectural detailing on a building, because if so, then their recommendation on siting the building shouldn't count. **Director McNellis** stated no one has said that. The ARB is responsible for site plan, landscape plan, building elevations and signage for a reason. They're under the ARB's per view and you should respond. Village Board and Staff are certainly not saying the ARB is responsible only for decoration on a building.

Member Gulatee stated that value is being taken away from the office buildings.

Architect Heerema noted there are probably four main issues here: siting of the deck, massing, proximity to building and the architecture itself. Taking each issue, he noted that with massing, they could increase the deck by one level and reduce the length of it, but it would change the views to the buildings. As far as siting, he noted we're not starting with a clean slate. So the question is – where can we most-sensitively put in a new deck. Architect Heerema went on to He

further went on to state the northern location is best from a planning and functional perspective, because it's the closest to people who are using it. **Member Gulatee** noted he respected what the architect was saying about building-parking deck proximity. They've done this before. **Architect Heerema** noted the good news is there won't be many cars travelling on the drive aisle adjacent to the building (between the building and the deck), and it will become more of a pedestrian space. He further noted people are more concerned these days about how spaces work internally, rather than the views in or out. He noted the Merchandise Mart in Chicago as an example. He stated that building has huge floor plates and is the hottest in Downtown, even though you're 100' from any window, but yet its still a tech-center. Its about whats happening in the space.

Member Gulatee asked how you best serve the existing site. He noted he was uncomfortable with the plan and asked if you could sink a floor or two of the deck into the ground? **Mr. Hamilton** stated they can't sink the deck into the ground. The cost and utility challenges mean it cant be done. He further noted the Tenant prefers the visibility of their office building on the Tollway. He also mentioned that moving the deck further south would make it more visible to the neighbors.

Member Gulatee said he believes the best spot is to move it south between 75 and 100 Tri-State. **Mr. Hamilton** noted if you move it south, you'll conceal two buildings entirely; including the 75 building, and the Tenant won't accept that. He noted this company hires a lot of Millennials, and there is not a company culture concerned about window visibility. Mr. Hamilton continued that this site is similar to the Aon/Hewitt site to the north. That site is essentially vacant now but its also underparked. Anyone interested in that property will be coming to the Village asking for a parking deck, in Mr. Hamilton's opinion. Mr. Hamilton reiterated his company believes this is the best location and the Tenant would agree, and they believe the residents would too.

Member Gulatee stated we don't know exactly how much parking you need. How scientific is the actual need for parking spaces? **Mr. Hamilton** responded the Tenant has said they will only come to this site if there are 500 more spaces. **Member Schlect** stated no one is arguing the need for parking. You're saying you want bury a level or two in the ground because its too costly. **Mr. Hamilton** noted its also a safety issue. **Member Schlect** noted he has a difference of opinion with the Petitioner on burying it. He inquired how do you know the next tenant would also want a parking garage in front of their building? **Mr. Hamilton** stated in the future this property will be more successful to lease with this parking structure in place. Mr. Hamilton inquired if Mr. Schlect believed that parking is needed? **Member Schlect** stated he didn't know. He mentioned the ARB has only really seen this over the past three days. The ARB doesn't see the "behind the scenes". He noted he isn't sold this is the best way to provide parking for the site.

Mr. Hamilton stated after the last ARB meeting, and in talking with Staff, we all believed it was the architectural fenestration we were here to discuss. He also noted that the windows of the office building that are facing the deck will likely be

utilized more as public space within the tenant offices, rather than individual's offices. **Member Schlect** noted that any please regarding the leasing and economics of the site should be made to the Village Board, not the ARB, as its not in the ARB's per view.

Mr. Carlson weighed-in on the topic of considering moving the parking structure further south. He noted if you do this you will block views of other tenants that have been at the park for years, whereas any blocked views at 25/75 buildings are ones the prospective tenant comes into with eyes wide open.

Director McNellis noted his impression that Member Gulatee has not changed his position and that he believes this location is not the best. **Mr. Hamilton** drew attention to a sketch concept provided by Member Schlect in which the parking structure is placed even closer to the office building and architecturally becomes an extension of the office building. There was limited discussion on this proposal.

Member Gulatee stated the site is hemmed-in and this siting solution doesn't seem to be the best option.

Member Schlect asked about Staff's comment that a Supermajority vote would be needed at the Village Board if the recommendation is a tie, and therefore fails to achieve a positive recommendation. **Director McNellis** said Staff is recommending a vote tonight, regardless of what the anticipated outcome might be. A Supermajority vote requires five members of the sitting Village board to vote in favor to be approved. This would then create another hurdle the Petitioner would have to overcome, since more votes are needed. He also mentioned Staff does not want to short-change the petitioner. If they can come up with a way to satisfy everybody, then they should be afforded that opportunity. At this point, Director McNellis believes they have been provided that opportunity. Unless any new information is available, it would seem the petitioner and ARB have done all they can and it may be time to take a vote. **Ms. Morrissey** noted her hope that this proposal can get before the Village Board so we can start the work to rejuvenate this asset.

Director McNellis stated the Petitioner can either request to wait another meeting to address the concerns voiced tonight or they can request a vote. **Chairman Pro Tem Hardnock** noted he would like to get something that works for everyone. He inquired of the dissenting ARB members what it would take, whether it's a Study or something else, for them to determine the parking deck is in the right location? **Member Schlect** stated we've been round and round on location. He believes they have fairly strong merits upon which to go to the Village Board, but he feels he needs to be able to look the Village Board in the eye and right now he just can't say this is a good idea. He feels studies or other reports won't change that.

Director McNellis noted the ARB's per view is site, landscaping, building elevations, etc. Architecture of site design is in ARB's per view. If the ARB believes the location of the deck hasn't been appropriately addressed, then the ARB members should simply vote their conscience.

Mr. Hamilton stated he didn't believe there were many other locations this could be sited. He asked the ARB if they had a better idea to please let him know. **Member Gulatee** inquired as to whether or not this property was even big enough to adequately hold a parking structure. **Director McNellis** noted the Petitioner has made a request and determined they believe it is appropriate to build a garage here. If the ARB doesn't agree, then they should vote against it. Ultimately, we have a proposal and the petitioner is requesting feedback. If the ARB doesn't believe they made their case, you should vote accordingly. If there's something the petitioner can do to change your position, then the ARB should make those stipulations. However, it seems we are at a standstill.

Mr. Hamilton inquired as to what would make it approvable to the ARB? He further inquired if the ARB could reconvene on this subject sooner than a month from this date. Finally, he asked if there are specific changes that he and his team can make, he'd like to know what those should be.

Architect Heerema noted Member Gulatee had talked about modifications. He asked if they raised the deck by another level, but reduced the length, would that become more palatable. **Member Gulatee** answered No, as he countered the deck should be reduced and the levels buried. Architect Heerema further noted they don't have a physical 3-D model here tonight. He stated if they reduce the deck by one level that would be a 25' tall deck. Would that help? **Mr. Hamilton** asked if Member Gulatee would support that proposal, to which Member Gulatee noted it would help, but he would want to see it in 3-D, and subject to a study of elevational changes.

Director McNellis stated if the Petitioner feels they could respond to these comments by the week of November 3rd, the ARB could hold a Special meeting and then go to the Village Board on November 10th.

Mr. Hamilton stated they would need better guidance, but could be prepared for the week of November 3rd and would look at the costs of placing a level of the parking deck underground. **Director McNellis** noted that in order to do this the ARB would need to provide detailed feedback so the Petitioner can be sure to address everything.

Member Schlect suggested he believes it comes down to architectural integrity. He noted he understands its not a fresh clean site, but this is still a 600' long building. The zoning hasn't even been resolved yet. He further stated he understands it's a tough site, but its not the ARB's job to design it. He stated he continues to believe the plan is flawed. He noted an example of driving on the Tollway on-ramp from Rt. 60 and seeing Costco adjacent, only a 600' long parking deck would be even longer than that parking area.

Member Kennerley stated she would like to see some additional information on wind and how it will potentially create drafts. She further mentioned she was hoping to see two options. One had fins but what was the second option? Perhaps you could close one side of the deck?

Chairman Pro Tem Hardnock asked if there were any other comments on the design of the structure? **Member Kennerley** also added she had made a recommendation about more green space at the base to soften it up.+ **Member Gulatee** noted you can't discuss design until you look at height. After all, the fins concept may not work if you drop the height above ground by one level. **Architect Heerema** stated they would look at the height. **Member Kennerley** stated when they come back at the next meeting, we need to resolve this. So, lets get all the questions on the table now.

Chairman Pro Tem Hardnock asked for comments on a new concept he'd like to suggest. What if you both raise and lower the number of levels? You have three sections of the parking deck, and on the north end you have the elevational advantage of the ramp, so what if you went a level higher at the north end, had three levels in the middle and maybe one level at the south end? You would essentially step it down. **Architect Heerema** mentioned they could consider that, to which Chairman Pro Tem Hardnock asked if they could go approximately 4' into the ground at the south end.

Director McNellis asked if November 3rd would work for the ARB. That might be the better date for the Village and the Petitioner. The ARB was in general consensus.

Member Schlect stated there was a fundamental architectural tradeoff on this project and he believes it's the ARB's mission to protect the architectural integrity.

Director McNellis asked the ARB if they wanted to give the Petitioner another opportunity to try to address the comments heard here this evening? There was a consensus to do so. The review process and ramifications were then discussed between the ARB and Staff.

Director McNellis noted that it was now 10:30 P.M., and per the policy of the ARB, it was necessary to vote to agree to extend the meeting time by no more than 30 minutes, to 11 P.M. The ARB voted affirmatively, by voice vote, to extend the meeting by no more than 30 minutes.

Architect Heerema stated they would evaluate the cost of changing the deck levels, per the step-approach. He noted he thought it was a viable option. He also noted they would have to discuss this with the prospective tenant. Finally, he stated they would look at all the comments and come back with some alternatives.

Mr. Hamilton said it sounds like there may be support for a stepped solution. He asked the ARB if they came back and presented a stepped deck in that location, would that work for you? The ARB generally answered affirmatively. Mr. Hamilton further noted the main issue he sees is the issue of efficiency of parking stalls on the site. He said they would look at it.

Member Schlect asked why Zoning didn't look at this first. **Director McNellis** answered that this is the Village's review process, by Code. If matters involve a PUD, the Village Board holds a Public Hearing on zoning matters and it occurs after the ARB review. The review process from here forward was then discussed.

Member Schlect asked if the Traffic Study had been done yet, because he believes there are fundamental questions about this project. **Director McNellis** stated Staff has just received the Traffic Study and we're still reviewing it. The conclusion states the intersection can handle the new traffic, but we haven't yet reviewed the details. **Director McNellis** then inquired with this direction, is the ARB requesting to continue this discussion to a Special ARB meeting on November 3rd? There was a consensus of the ARB to do so.

3.2 PUBLIC HEARING regarding text amendments to various sections of Title 12, Sign Control, of the Lincolnshire Village Code, to revise and clarify requirements for permanent and temporary signs (Village of Lincolnshire).

Director McNellis noted Staff would request this agenda item be opened and continued, given the late hour.

Chairman Pro Tem Hardnock recessed the ARB meeting and opened the Public Hearing. With the consent of the ARB, the Chairman continued the Public Hearing to the next regularly-scheduled ARB meeting on November 18th, and reopened the ARB meeting.

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

Chairman Pro Tem Hardnock noted that per Staff's recommendation, he would propose continuing discussion on this agenda item. The ARB discussed the timing of the review of these guidelines and there was a consensus to place this review on the next regularly-scheduled meeting in November, unless the agenda was such that there would not be sufficient time to invest in the review that evening. If the agenda would not permit adequate review time the ARB expressed support for moving this review back to the beginning of 2015.

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

There being no further business, **Chairman Pro Tem Hardnock** sought a motion for adjournment. **Member Schlecht** moved, and **Member Kennerley** seconded the motion to adjourn. The meeting adjourned at 10:55 p.m.

Minutes submitted by Steve McNellis, Director of Community and Economic Development.

Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069
www.lincolnshireil.gov

UNAPPROVED Minutes of the **SPECIAL MEETING OF THE ARCHITECTURAL REVIEW BOARD** held on Monday, November 3, 2014, in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

PRESENT: Chairman Grover, Members Gulatee, Hardnock, Kennerley and Schlecht.

ABSENT: Trustee Liaison McDonough.

ALSO PRESENT: Steve McNellis, Community & Economic Development Director.

CALL TO ORDER: Chairman Grover called the meeting to order at 7:02 p.m.

1.0 ROLL CALL

The roll was called by **Director McNellis** and **Chairman Grover** declared a quorum to be present.

2.0 APPROVAL OF MINUTES

2.1 Approval of the Minutes of the Regular Architectural Review Board Meeting held Tuesday, October 21, 2014.

Member Hardnock moved and **Member Gulatee** seconded the motion to approve the minutes of the regular meeting of the Architectural Review Board held on October 21, 2014, as presented. The motion passed unanimously by voice vote.

3.0 ITEMS OF GENERAL BUSINESS:

3.1 Continued Consideration and Discussion of a Site Plan, Landscape Plan, Building Elevations, Materials and Colors, and site lighting for a proposed four-level parking structure at 25/75 Tri-State International Office Center (Trammell Crow Company/Principal Real Estate Investors).

Director McNellis presented a recap of the September and October ARB meetings regarding this subject. He also thanked the ARB on behalf of Staff and the Petitioner for the member's accommodation of this special meeting this evening, given the Petitioner's tight time frame for moving forward.

Grady Hamilton of Trammell Crow Company, representing Owner Principal Real Estate Investors, began the Petitioner's presentation by introducing their team. He also thanked the ARB for their flexibility and time in scheduling tonight's meeting.

Architect Roger Heerema of Wright Heerema Architects, presented the details of the entire plan set. He noted at the last meeting there was some discussion regarding the pedestrian path from the north stairwell of the parking deck to the office building. He further noted they had put in a walkway along the side of the parking deck and striped-out an area across the drive, leading to the building entrance.

Project Landscape Architect David McCallum, Principal of David R. McCallum Associates, noted there had been a comment at the last meeting regarding adding more evergreen plants at entrances and at the perimeter of the parking structure. The plan now shows evergreen groundcover and medium-height evergreen shrubs that would be 4' tall at the time of planting and about 5' tall at maturity, interspersed in groups along the east elevation of the parking deck. Landscape Architect McCallum also noted the existing honeylocust trees along the east property line, adjacent to the Tollway on-ramp, would remain.

Project Architect Heerema stated there was some discussion at the last meeting about how the area between the deck and the existing office building will be developed. He noted the existing trees along the building, in this area, will remain. He went on to describe the details added prior to the October 21st meeting to break-up the parking deck east façade. This was done through the introduction of glass towers and metal fins, painted black. These were added to give the deck some sense of scale. This is ornamentation not found on typical parking decks. **Project Architect Heerema** further pointed out the sections have been revised to accurately portray the Tollway on-ramp in relation to the parking deck.

Project Architect Heerema stated the parking deck would have a slightly deeper color, so it is clear they are not trying to exactly match the office building. He stated they wanted to be sure to avoid a "near miss" in building color, so they decided to deliberately make it a shade darker.

Project Architect Heerema stated there had been a lot of conversation previously about the other options they had considered, so they have provided those studies in the packet this evening. The first question was did they look at an option with a deck on the north side of the site? Architect Heerema noted that initially looked viable, though the parking location was too remote with parking so far away from the main buildings. In that scheme, called Option A, the parking deck was 10' taller than the office building itself, and had seven level of parking. The prospective tenant was not comfortable with the lack of accessibility to the office buildings.

Member Gulatee inquired if Option A creates additional setback issues. **Director McNellis** stated that this option could end up with a new interior side yard setback exception and a more intense front yard setback exception along the Tollway. Zoning exceptions would be necessary for this option, but they are already requesting them for their preferred option anyway. As a result, regardless of which option is chosen, exceptions will be necessary.

Project Architect Heerema stated this option also affects the loading area on the north side of 25 Tri-State, which would then require that loading area to be relocated to the east side of the office building. **Member Gulatee** inquired if this option displaced less parking, given the deck's smaller footprint. **Project Architect Heerema** concurred, but also stated the net addition of spaces is the same, but there would simply be less spaces in the deck.

Project Architect Heerema moved on to Option B. He noted they had previously talked about this stepped scheme. This proposal goes from three levels on the south, to 4 and then 5 levels on the north.

Project Architect Heerema then moved on to Option C. He noted the proposal to place the deck in the center of the site means it is not necessarily centralized to the concentration of need. This option would further block views from the Tollway, and provide circulation challenges. **Mr. Hamilton** noted Option C really obscures the 75 and 100 buildings. However, the real problem is in the next scheme (Option D) where parking is challenged, given its location. **Project Architect Heerema** moved on to Option D. he noted that the parking ends up on the wrong end of the site from a functional perspective. He then moved on to Option E. He noted that slipping the deck in between the 75 and 100 buildings affects circulation and the deck gets very close in proximity to those other buildings. Finally, he talked about the photos of other precedents in the Metro Area. He shared examples along highways in Naperville, Oak Brook, Downers Grove and Rosemont, all with similar parking deck locations. With regard to member Gulatee's concerns about the proximity between the building and parking deck, **Project Architect Heerema** shared an example of the Cisco building, a parking deck and building with similar setbacks. **Member Gulatee** countered by stating that providing daylight is so important here, so if we can help it, and not put something in front of a building 70' away, let's try to do that.

Chairman Grover stated we have five options plus the developer's Preferred option. He inquired as to whether or not the developer had a second preference beside their Preferred choice? **Project Architect Heerema** stated they feel their Preferred option is the best option and is also the one the Tenant prefers. This option has the most going for it and the least number of reasons against putting it in that location. He further noted that in terms of any future re-use of the building, this would be the optimal solution.

Chairman Grover asked if the ARB could discuss location and what the ARB's thoughts are. He stated he did not want the ARB to get hung up on whether there should or should not be a deck. Rather, he suggested they discuss the designs that have been presented and comment on them. **Member Gulatee** noted this is a beautiful campus, with wonderful articulation. He felt the issue was how the Petitioner could incorporate a deck without devaluing the campus. He noted he had sketched a concept that may work and he'd like to have it passed around to the Petitioner and ARB. The sketch was passed around.

Chairman Grover stated he wanted to provide some comments on the Options. He felt that C, D and E are not good and don't work. He further noted he is in favor of the north side locations. He realizes that Option A has its challenges, so he would tend to favor Option B or the developer's Preferred Option. **Member Schlecht** noted his agreement with the Chairman's thoughts. He further stated that this is Lincolnshire's front door, which is why the ARB takes this so seriously. He agreed Option E causes circulation issues. He further wondered why this tenant that wants to be part of the Lincolnshire business community hasn't come forward to be heard from. **Member Schlecht** further inquired if the developer wouldn't simply be back in five years asking for Option D, on top of this proposal, due to spacing issue in the

buildings further south. He agrees Option C blocks too much. Finally, he felt the stepped solution had many of the same concerns he had with the Preferred Option. He noted that his preference was for Option A, as he believed it was the most respectful to the campus. He noted again the Preferred Option is two football fields long and inquired "Is the Preferred Option" really the vision of the architecture of Lincolnshire?"

Member Kennerley stated she believed Option A and the Preferred Option are the two best options. Option A doesn't block anything architecturally, but as an employee, with regard to flow, she feels the majority of the people would park outside and avoid the deck. She further stated her belief that the original (Preferred) option has the best flow. Besides, from a management standpoint, she'd rather not have employees looking out the window, so the proximity of the garage shouldn't be a problem. Member Kennerley noted ultimately she believes Option A is not good from a safety standpoint. She doesn't believe Options other than the Preferred Option will work. She believes where the Petitioner has arrived is probably their best option. She also noted she appreciated the glass being used to break-up the façade. Finally, she agreed black fins will provide better integration.

Member Hardnock stated he believes Option B overall is the best option. He feels Option A has a lot of issues. He noted if you look at Option B, you're losing about 30% of the view, but if you look west, out of the front of the building, that's where the view is. You wouldn't want to put the deck on the west side where the view is. **Director McNellis** noted there has been a lot of discussion about the proximity of the deck to the office building, but it appears only 35% of the buildings windows look directly at the deck. **Member Schlecht** stated he would argue with that calculation.

Member Gulatee stated Option A opens up the view to the 25 and 75 buildings to quite an extent. He wondered if six stories was really too high. He stated he was not convinced by the Petitioner's arguments, and felt Option B helped somewhat.

Chairman Grover stated there is a consensus its tough to retrofit this campus. He felt the ARB needed to look at how to fit a structure in here. He wondered if he was correct, from a locational perspective, if there was agreement it should be the location in Options A or B (stepped or Preferred option) as the most appropriate. He further noted that between those two locations, he felt Option B was better. He further inquired as to the glass being contemplated on the east deck elevation. Is it a mirror and will it blind people on the ramp if it is reflective? **Project Architect Heerema** then passed around a glass sample. He noted that this wouldn't be a silver mirrored glass, but would have slight mirrored qualities, even though it is translucent and you can see through it. **Member Gulatee** inquired why glass was used. **Project Architect Heerema** noted they've introduced architectural elements such as glass from the office building.

Member Schlecht stated he does not necessarily agree that Option B is the preferred location. He asked why not use bronze tone glass similar to the office building as a further tie-in? **Project Architect Heerema** stated they are trying to introduce a little bit of variation and difference. Bronze glass could be used but would be very dark. **Member Schlecht** stated there is 600' of pre-cast spancrete

parking deck here, where do the fins come from? Project Architect Heerema responded that they looked at a number of things. The fins are used to break down the façade to help sectionalize the deck into smaller units.

Mr. Hamilton noted the Preferred Option scheme the team has brought forth is the one that really works. Scheme B was a close second. He noted they considered several options, looked at the constraints and the Preferred Option is the one upon which they need the ARB's reaction. **Member Schlecht** noted there were pros and cons on each side of the building. The image of the Tri-State Center is primarily from the expressway. He inquired if the Petitioner considered doubling the parking, so there is one level of ground parking and then one full second level of parking all across the front of the site along the Tollway? This would be similar to the example of the parking podium at the Downers Grove office building example. This would add proximity to parking for the entire campus. **Project Architect Heerema** stated they did not look at that idea. He felt it was important to consolidate the new parking area next to the buildings its serving. He also felt it became problematic from a cost and utility conflict standpoint.

Member Gulatee inquired as to how, in Option B, you could make it more interesting, given that the roof of the deck is being looked down upon. Could you use bollard lighting and landscaping on top? **Mr. Hamilton** noted that Option B is challenging given the cost, circulation issues and it provides a less efficient outcome. He stated they had not evaluated it further because they have determined their Preferred Option, and Option B is not it. Finally, he noted the Preferred Option screens the deck from the neighbors.

Chairman Grover asked if there were any issues with the fins. He felt they help break-up the façade. **Member Kennerley** again noted that since the glass on the east façade of the deck will be close to the on-ramp, she wants to make sure the Petitioner ensures its not reflective. **Chairman Grover** also noted that with regard to Option B having the fifth floor, for that reason alone, the Preferred Option with four levels is advantageous.

Director McNellis stated he believes the Petitioner is here to request a vote on the option they've put all the detail into, which is the main original, or Preferred, option. The other options were presented to show what else the Petitioner's looked at and how they arrived at where they are. They've discussed why they discounted other options, they're asking for your vote on the main proposal they brought this evening, and if you prefer one other than that option, then you obviously would not vote in favor of it.

Member Hardnock inquired if there were any other stipulations the ARB wants to see? No other stipulations were mentioned.

Chairman Grover asked if Staff is comfortable with the landscaping as proposed? **Director McNellis** responded staff's position is we are recommending approval of all facets of the main, Preferred Option, as presented. All of Staff's recommendations and requests have been met.

Member Kennerley had one comment regarding a recommendation on landscaping in which she suggested that evergreen trees be moved from areas in front of the glass towers on the east elevation and placed on either side of those glass areas.

Chairman Grover requested a motion.

Member Hardnock moved and Member Kennerley seconded a motion to approve, and recommend to the Village Board for their approval the site development plans, including; Site Plan, landscape Plan, Building Elevations, Building Materials and Colors, and Site Lighting for a proposed four-level parking structure at the 25/75 Tri-State International Office Center, as presented in a presentation packet, dated November 3, 2014, and further subject to the following two stipulations:

1) Evergreen trees shown in front of glass wall towers along the Tollway On-Ramp shall be relocated on either side of the glass wall towers.
2) Glass wall towers facing the Tollway On-Ramp shall consist of a minimal-glare/minimal-reflectivity material

Chairman Grover requested a voice vote: Gulatee – Nay, Hardnock – Aye, Kennerley – Aye, Schlecht – Nay, Chairman Grover – Aye. The motion passes by a vote of 3-2.

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

There being no further business, **Chairman Grover** requested an adjournment, to which all members agreed. The meeting adjourned at 8:33 p.m.

Minutes submitted by Steve McNellis, Director of Community and Economic Development.

Village of Lincolnshire

Agenda Item
3.13, COW

REQUEST FOR BOARD ACTION
Committee of the Whole
November 10, 2014

Subject:	Pulte Townhome PUD Proposal
Action Requested:	CONTINUED Preliminary Evaluation of Amendments to existing Annexation Agreement Ordinance No. 03-1861-38 and Special Use Ordinance No. 03-1864-41 granting a Planned Unit Development for a CCRC to permit a proposed townhome development on Sedgebrook Lot 2 (Sedgebrook North parcel)
Petitioner:	Pulte Homes
Originated By/Contact:	Stephen Robles, Village Planner Department of Community & Economic Development
Advisory Board Review:	Village Board, Architectural Review Board

Background:

- On September 22nd, the Village Board conducted a Preliminary Evaluation of the Pulte Homes 102-unit townhome proposal and requested the following for further consideration, prior to forwarding to the ARB for review:
    1. Impervious surface coverage comparison of the Pulte Homes proposal to Beaconsfield, Sutton Place, Heritage Creek, and Rivershire developments.
    2. Current student population generated from Beaconsfield, Sutton Place, Heritage Creek, and Rivershire developments for Districts 103 and 125.
    3. Density comparison of the Pulte Homes proposal to Beaconsfield, Sutton Place, Heritage Creek, and Rivershire developments.
    4. Comparison of initial proposed density to final construction density for Beaconsfield, Sutton Place, Heritage Creek and Rivershire developments..
    5. Variety of design related revisions.

Preliminary Evaluation Process:
As a reminder, recent Zoning Code revisions have redefined the Village procedures for preliminary consideration of proposals. The "Preliminary Evaluation Meeting" replaces the prior informal "referral meeting" process. This preliminary evaluation is an opportunity for the Village Board to provide high-level comments on conceptual plans, prior to the applicant proceeding to develop formal application documents for review. Based on the conceptual information presented at the Committee of the Whole, the Board is to provide initial comment and direct further analysis to be conducted by the Architectural Review Board, Staff and the Applicant, to return to the public hearing at a Village Board meeting.

The petitioner seeks preliminary feedback and comments regarding the proposed Pulte Homes 102-unit townhome Planned Unit Development, in preparation of this matter proceeding to the Architectural Review Board for formal consideration.

Preliminary Evaluation Summary:

- <u>Item 1 – Impervious Surface Coverage comparison:</u>
  Through the use of the Village's GIS data, the following impervious comparison table was developed (all stormwater detention basins/ponds are excluded in the calculations):

Development Name	Total Parcel Area (Acres)	Total Impervious Area (Acres)	Percent Impervious
Beaconsfield	9.73	4.2	43.17%
Heritage Creek	11.21	5.75	51.29%
Rivershire*	42.24	18.29	42.10%
Sutton Place	12.43	6.1	49.07%
Pulte Homes (proposed)	*20.66*	*8.75*	*42.35%*
Original Sedgebrook PUD	*20.66*	*8.93*	*43.22%*

* *Rivershire calculations only include single-family residential units (145 total units).*

All the above developments are located in the R4, Single-Family Attached Residence District; which is also the current zoning of the subject property. The R4 regulations do not establish a maximum impervious surface coverage limitation. The Pulte Homes data is preliminary based on the conceptual site plan information developed to date.

- <u>Item 2 – Current Townhome Student Population:</u>
  The Village Board requested the current student population of Beaconsfield, Heritage Creek Sutton Place, and Rivershire developments for Districts 103 and 125. The attached presentation packet provides current student population for each of the requested developments. The following table summarizes the student population data provided (see attached presentation packet for detailed analysis):

Development Name	Total # Units	Total D103 Students	Total D125 Students	
Beaconsfield	56	11	9	
Heritage Creek	80	12	4	
Rivershire*	145	14	3	
Sutton Place	96	11	3	
Average # of Students		12	4.75	**16.75 TOTAL**

The Subject Parcel is located entirely in the Stevenson High School District 125 boundary, whereas Lincolnshire-Prairie View District 103 and Aptakisic Tripp District 102 boundaries bisect the parcel. Following is a table summarizing Pulte's assessment of student generation, based on the Student Yield Study by Strategy Planning Associates (SPA) updated from the September 22nd meeting:

Multiplier	Lincolnshire-Prairie View Elementary	Aptakisic-Tripp Elementary	Stevenson High School	Total
Illinois School Consulting Services (ISCS) 1996	14	14	7	35
Comparable Product (Northbrook & Glenview)	3.5*	3.5*	4	11

* The student yield developed from comparable townhome products is not based on <u>actual</u> number of students residing in each townhome development. A multiplier based on students/unit of comparable products is established and then applied to the proposed number of units based on floor area.

An average of 16.75 total school students are generated from the existing Lincolnshire developments evaluated, as compared to the potential of 35 (ISCS) and 11 (comparable product) total students. Using the "comparable product" approach for student generation yields an undervalued result based on existing Lincolnshire developments. The ISCS multiplier essentially doubles the student population estimate in comparison to the average student population of existing Lincolnshire developments. The ISCS value may provide a conservative estimate of student yield than what may actually result from this proposal.

- Item 3 – Density comparison:
  The attached presentation packet submitted by Pulte Homes includes density exhibits in response to the Board's request. It should be noted, of the 145 single-family units in Rivershire, only 10 units are *attached* dwelling units (located on a 1-acre lot, providing a 10 units/acre density). The remaining 135 single-family units are detached housing. Per the provided density comparisons (Beaconsfield, Heritage Creek, and Sutton Place), the 120-unit Pulte proposal would provide the lowest density (units per acre).

- Item 4 – Townhome Density at Referral compared to Final Construction:
  In reviewing existing development files, Staff was only able to locate information for Beaconsfield and Heritage Creek townhome developments. The following table summarizes the available records:

Development Name	Proposed Total Units (Referral Date)	Total Constructed Units	Variance
Beaconsfield	64 (8/7/00 COW)	56	-8
Heritage Creek	108* (1/11/93 RVB)	80	-28

**108 units were noted in the Staff memo and Site Data Table based on the conceptual site plan. However, the conceptual site plan only illustrated 64 units. The memo did not provide any insight into the discrepancy in number of units.*

- Item 5 – Revisions to Conceptual Development Plans:
  The Board provided a number of comments regarding the conceptual design plans for the proposed townhome development. In accordance with Village Code, Staff has documented each of the Board's design concerns and will forward to the Architectural Review Board for their consideration. The ARB recommendations and formalized PUD plans will return to the Village Board for Public Hearing after the ARB's review and recommendation.

Reports and Documents Attached:
- Presentation Packet, prepared by Pulte Homes.
- Projected Student Yield study, prepared by Strategy Planning Associates on behalf of Pulte Homes.
- Staff Memorandum to the September 22, 2014 COW.

Meeting History	
Village Board Preliminary Evaluation (COW):	September 22, 2014
Continued Village Board Preliminary Evaluation (COW):	November 10, 2014

NOVEMBER 10, 2014

CONCEPT PLAN

PULTE TOWNHOMES

of Lincolnshire

PROJECT TEAM

DEVELOPER
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www.wbkengineering.com

TRAFFIC ANALYSIS
TADi
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Chicago, IL 60606
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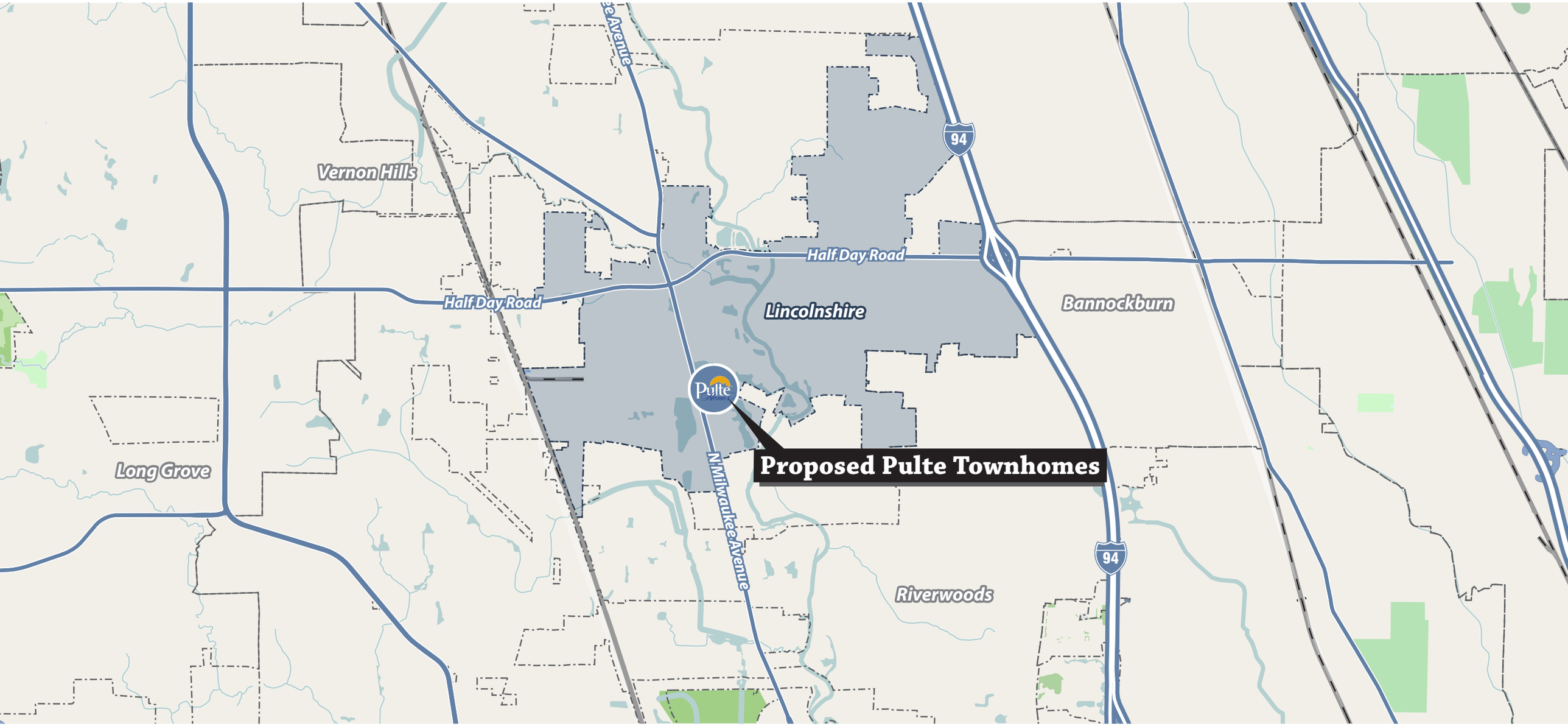
www.tadi-us.com

Location | Regional Location Map



Lincolnshire Townhomes | Site plan

The Lincolnshire Townhomes will consist of a total of **102 upscale townhomes**, with *no greater than 4 units in each townhome building.*

There will be **2** different product series:

The Villas at the Lincolnshire Townhomes

- Ranging in size from 2,500-2,650 square feet, 44 units.
- Currently being built by Pulte in the affluent Sandy Springs suburb of Atlanta, Georgia (just north of Buckhead).

The Terraces at the Lincolnshire Townhomes

- Ranging in size from 1,700-2,100 square feet, 58 units.
- Most recently built by Pulte in the Burr Ridge, Illinois area.

Pulte Townhomes

Acres	20.66
Units	102
Density	4.94

Beaconsfield

Acres	9.73
Units	56
Density	5.76

Heritage Creek | Density

Pulte Townhomes

Acres	20.66
Units	102
Density	4.94

Heritage Creek

Acres	11.21
Units	80
Density	7.14

Sutton Place | Density

Pulte Townhomes

Acres	20.66
Units	102
Density	4.94

Sutton Place

Acres	12.43
Units	96
Density	7.72

Rivershire | Density

Pulte Townhomes

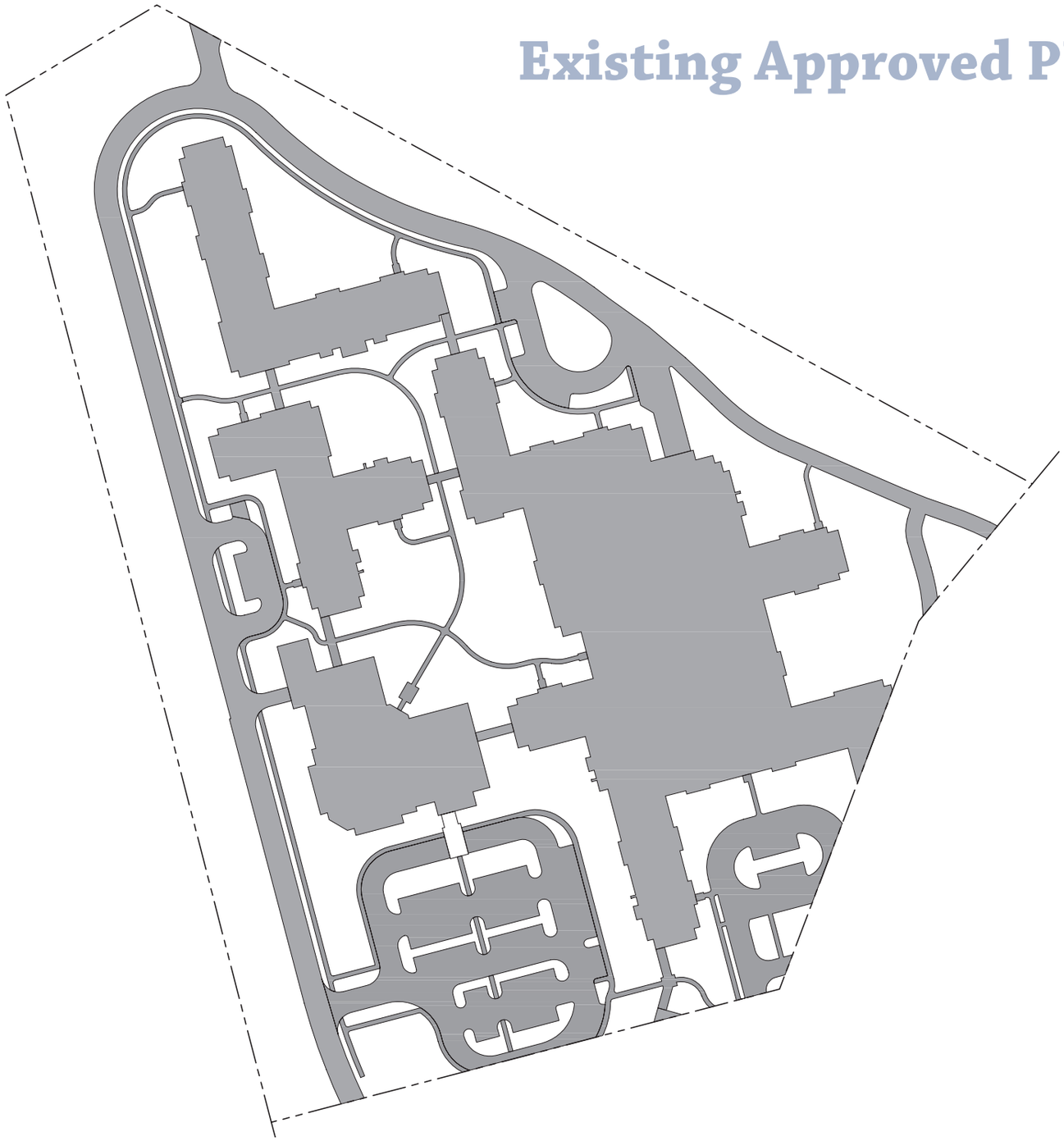
Acres	20.66
Units	102
Density	4.94

Rivershire

Note: Rivershire is composed of single family detached, cluster style development and is not a direct comparison to the Pulte Townhomes project.

Acres	42.24
Units	145
Density	3.43

Existing Approved PUD | Impervious Area Exhibit



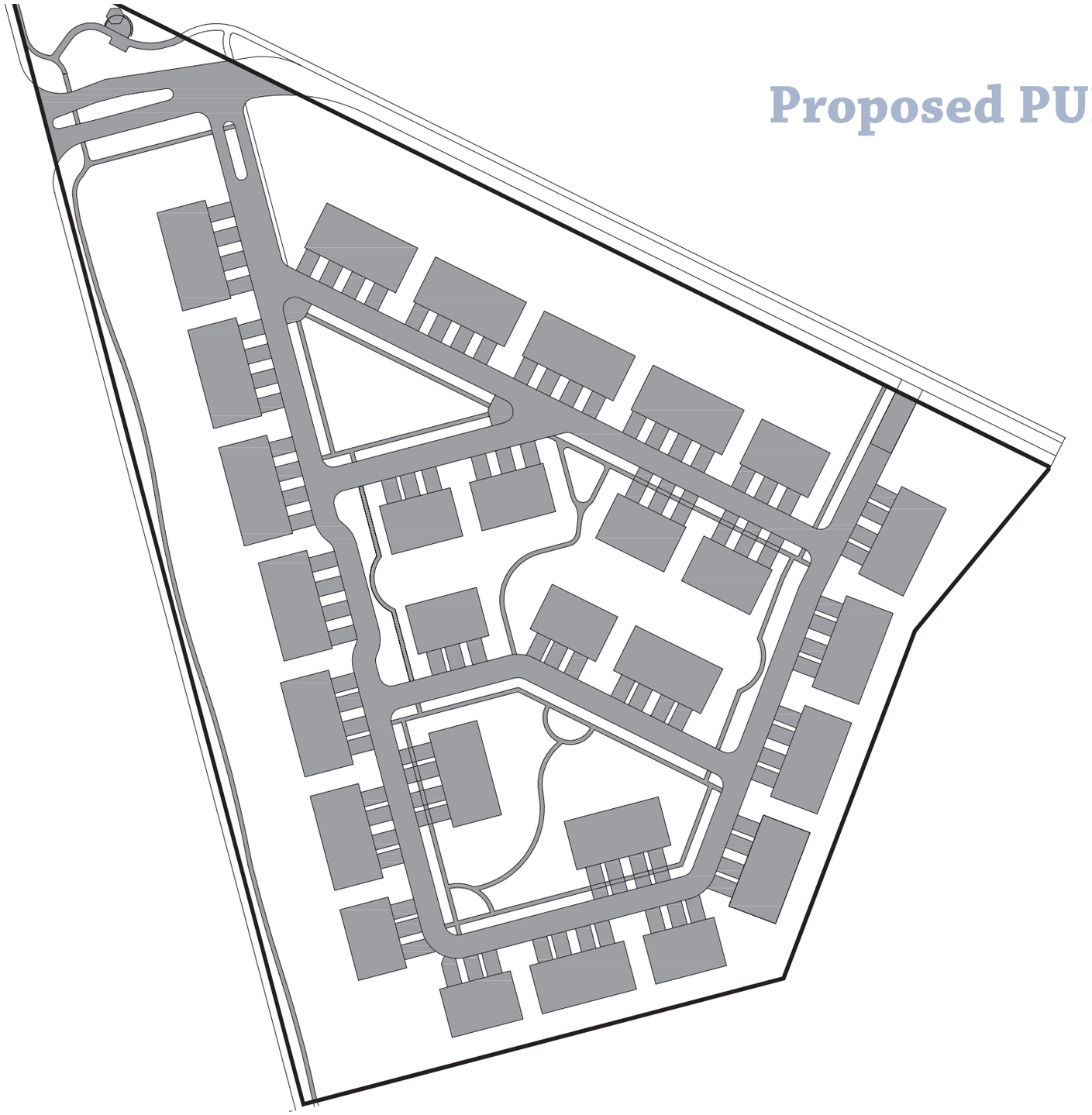
LEGEND

- Impervious Area
- Pervious Area (within property line)
- Property Line

AREA SUMMARY

Impervious Area	8.93 acres
Pervious Area	11.73 acres
Total Property Area	20.66 acres

Proposed PUD | Impervious Area Exhibit



LEGEND

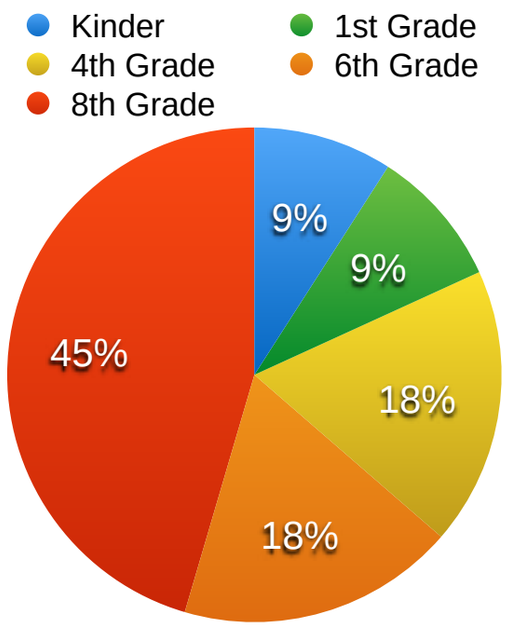
- Impervious Area
- Pervious Area (within property line)
- Property Line

AREA SUMMARY

Impervious Area	8.75 acres
Pervious Area	11.91 acres
Total Property Area	20.66 acres

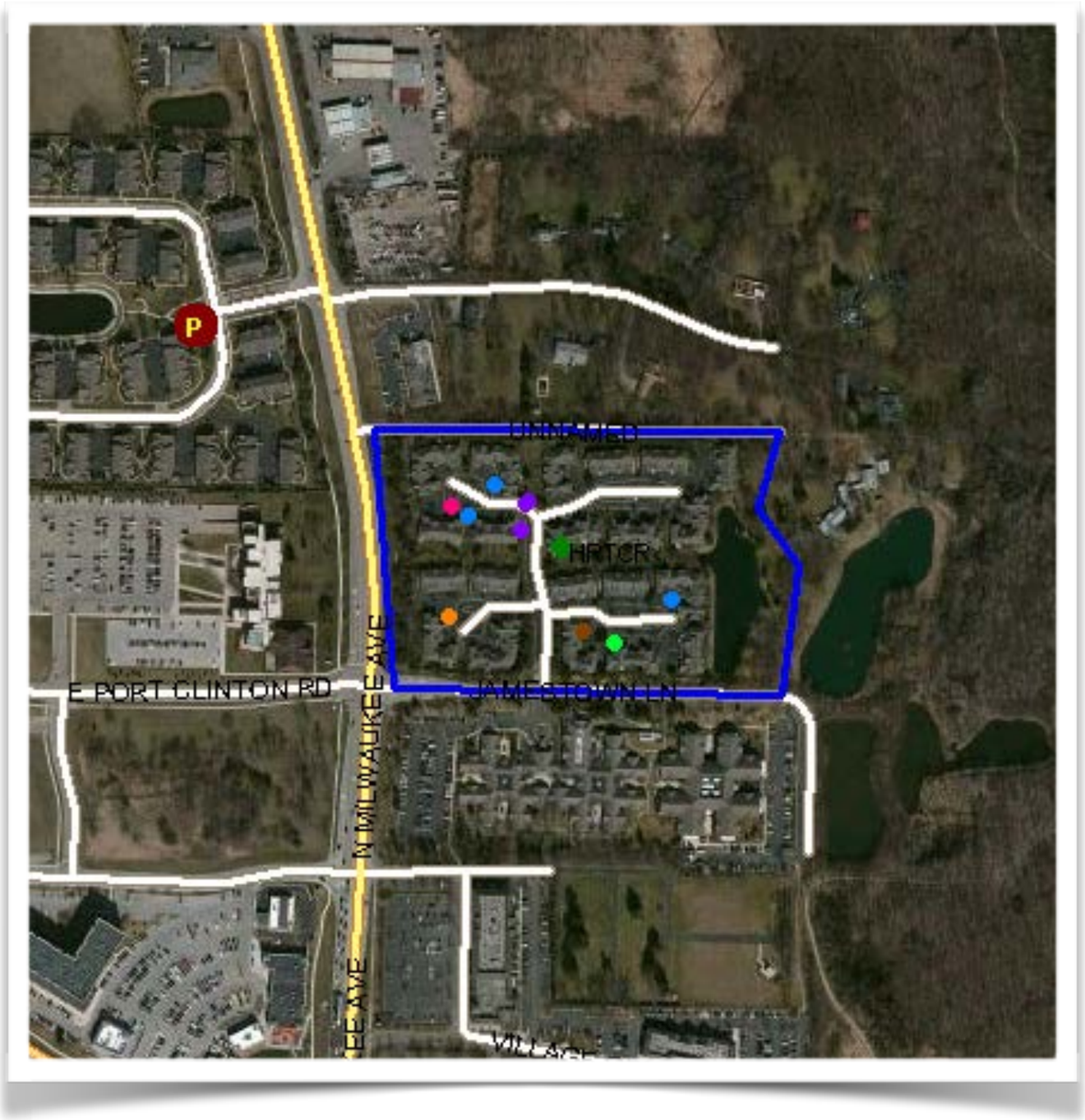
Sub Division Report
Beaconsfield Court

GRADE	# of Students
Kinder	1
1st Grade	1
4th Grade	2
6th Grade	2
8th Grade	5
Total Students	11
Total Units	56

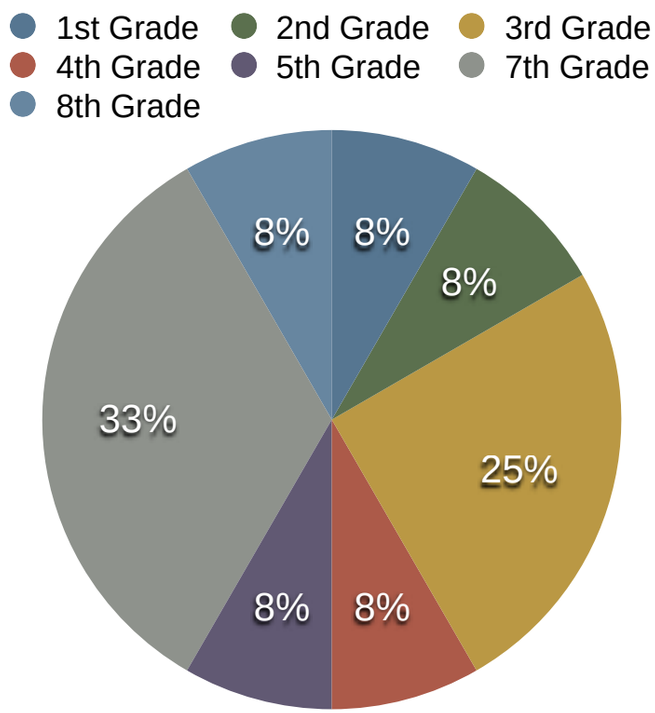


Lincolnshire-Prairie View School District 103 - Transportation Services

Sub Division Report
Heritage Creek



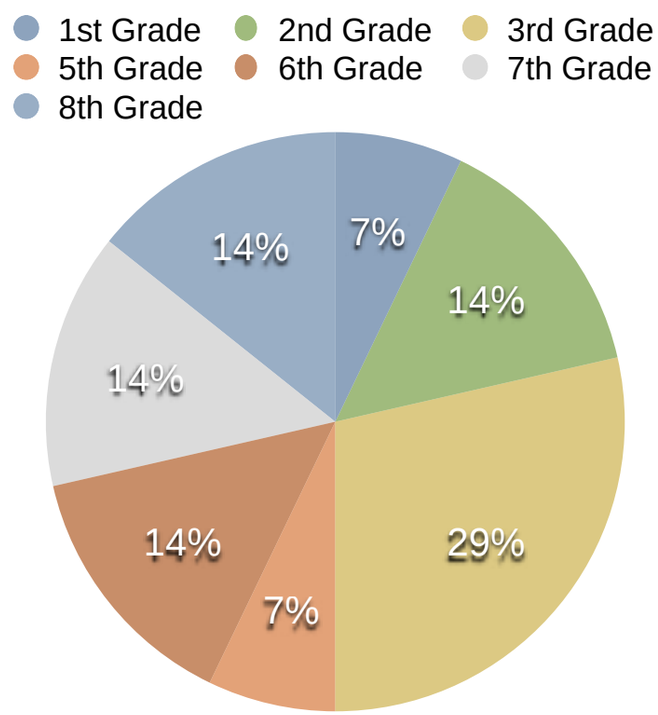
GRADE	# of Students
1st Grade	1
2nd Grade	1
3rd Grade	3
4th Grade	1
5th Grade	1
7th Grade	4
8th Grade	1
Total Students	12
Total Units	80



Lincolnshire-Prairie View School District 103 - Transportation Services

Sub Division Report
Rivershire

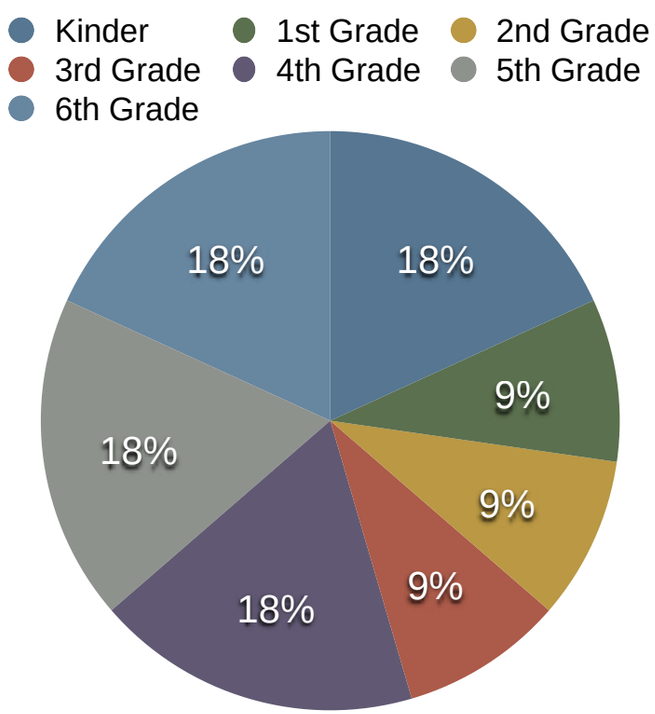
GRADE	# of Students
1st Grade	1
2nd Grade	2
3rd Grade	4
5th Grade	1
6th Grade	2
7th Grade	2
8th Grade	2
Total Students	14
Total Units	145



Lincolnshire-Prairie View School District 103 - Transportation Services

Sub Division Report
Sutton Place

GRADE	# of Students
Kinder	2
1st Grade	1
2nd Grade	1
3rd Grade	1
4th Grade	2
5th Grade	2
6th Grade	2
Total Students	11
Total Units	96



Lincolnshire-Prairie View School District 103 - Transportation Services

School Data | School District 103 Student Multipliers

Project	Units	Elem Students	HS School Students	Elem Multiplier	HS Multiplier	Source
Beaconsfield Court	56	11		0.196		SD 103
			9		0.161	HSD
Sutton Place	96	11		0.115		SD 103
			3		0.032	HSD
Heritage Creek	80	12		0.150		SD 103
			4		0.050	HSD
Rivershire	145	14		0.097		SD 103
			3		0.021	HSD
All Comps	**377**	**48**		**0.127**		**SD 103**
All Comps HS	**377**		**19**		**0.057**	
ISCS Elem	102	31		0.382		Code
ISCS HS	102		8		0.078	
SPA Elementary*	102	7.3		0.072		SPA
SPA 90%**	102	6.6		0.065		SPA
SPA HS	102		4.3		0.039	SPA
SPA HS 90%	102		3.8		0.035	SPA

** The SPA projection of 0.72 elementary age children.*
*** If 90% attend public school, the multiplier is 0.065 elementary age children per unit. SPA projection still very close to comps.*

** The SPA projection for the high school of 0.039 age children per unit.*
*** If 90% attend public school, the multiplier is 0.035 elementary age children per unit. SPA projection still very close to comps.*

School Data | Projected Student Population ISCS 1996 Multipliers

School Age	Students/ Units	Year Residents Take Occupancy									
		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
High School Population (9-12)											
Single Family Attached											
2 Bedroom	0.038	0.1	0.3	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3 Bedroom	0.059	0.4	1.70	1.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Bedroom	0.173	0.5	1.8	1.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total High School by Year		0.97	3.87	3.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative High School		1	5	8	8	8	8	8	8	8	8
90% to Public Schools		1	4	7	7	7	7	7	7	7	7
Elementary Population (K-8)											
Single Family Attached											
2 Bedroom	0.136	0.3	1.2	1.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3 Bedroom	0.292	2.1	8.4	7.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4 Bedroom	0.476	1.3	5.0	4.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Elementary by Year		3.67	14.68	12.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Elementary School		4	18	31	31	31	31	31	31	31	31
90% to Public Schools		3	17	28	28	28	28	28	28	28	28
Total School Age Children by Year		**4.64**	**18.55**	**15.84**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Cumulative School Age Children		**5**	**23**	**39**	**39**	**39**	**39**	**39**	**39**	**39**	**39**
Total School Age Children to Public Schools		**4**	**21**	**35**	**35**	**35**	**35**	**35**	**35**	**35**	**35**

School Data | Projected Student Pop. Using Comparable Product Multipliers

School Age	Students/ Units	Year Residents Take Occupancy									
		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
High School Population (9-12)											
Single Family Attached											
2,500 to 2,650 sf Townhomes	0.026	0.18	0.71	0.62	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1,700 to 2,100 sf Townhomes	0.048	0.32	1.30	1.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total High School by Year		0.50	2.01	1.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative High School		0.50	2.51	4.27	4.27	4.27	4.27	4.27	4.27	4.27	4.27
90% to Public Schools		0.45	2.26	3.84	3.84	3.84	3.84	3.84	3.84	3.84	3.84
Elementary Population (K-8)											
Single Family Attached											
2,500 to 2,650 sf Townhomes	0.052	0.2	0.9	0.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1,700 to 2,100 sf Townhomes	0.095	0.7	2.6	2.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Elementary by Year		0.86	3.46	3.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cumulative Elementary School		0.86	4.32	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35
90% to Public Schools		0.78	3.89	6.61	6.61	6.61	6.61	6.61	6.61	6.61	6.61
Total School Age Children by Year		**1.37**	**5.47**	**4.78**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Cumulative School Age Children		**1.37**	**6.83**	**11.62**	**11.62**	**11.62**	**11.62**	**11.62**	**11.62**	**11.62**	**11.62**
Total School Age Children to Public Schools		**1.23**	**6.15**	**10.46**	**10.46**	**10.46**	**10.46**	**10.46**	**10.46**	**10.46**	**10.46**

November 3, 2014

Mark Mastrorocco
Pulte Group
1901 N. Roselle Road, Suite 1000
Schaumburg, IL 60195

RE: Projected student yield from Nottingham Club Development in Lincolnshire, Illinois,

Dear Mr. Mastrorocco:

Pulte Homes is processing plans for a 102 unit residential townhome community in Lincolnshire, Illinois named Nottingham Club. Strategy Planning Associates, Inc. was requested to estimate the student yield from Nottingham Club.

In making student projections we are using the Illinois School Consulting Service (ISCS) 1996 table which is incorporated into must suburban subdivision ordinances. As is typical, we project that 90% of the school age children will attend public schools and the rest to private schools, home schooling or other opportunities. We then project student yield using multipliers from comparable housing programs.

Nottingham Club is presented as a townhome program with 2 product lines: 58 townhomes (1,700 to 2,100 square feet); and 44 townhomes.(2,518 to 2,659 square feet).

School Age Generation

Townhomes or attached housing fall into two broad categories: single family substitute or life-style. Single family substitute are families who would prefer a single family home but cannot afford it and settle for a town house. Life style are families who could afford a single family but prefer a townhouse for life style reasons such as size, convenience, lock and leave, no maintenance and so forth. Names commonly used are empty nester, move down buyer or age targeted. Life style families are largely childless.

Strategy Planning Associates, Inc. recently completed two studies which did actual child counts for existing townhome communities. For high end units, our surveys and market experience typically see no more the one school age child per 10 to 16 units. (or 0.100 to 0.063 school age children per unit.)

- In Northbrook a full survey of townhomes in the community found student yield at 30.3% of the ICSC tables or 1 school age school age child per 12.88 units. We would apply this student generation multiplier to the 2,518 to 2,659 square feet townhome product line.
- In Glenview, the Glen completes a school age children census every year. Townhomes have resulted in about 1 child per 10 units. Pulte's most recent townhome project, just finishing up,

has 1 school age child per 7 units. We feel the 1 school age child per 7 units would be appropriate for the 1,700 to 2,100 square feet townhome product line.

The ISCS 1996 student generation table is the standard table incorporated into the codes of most suburban communities. The ISCS multipliers table typically projects about 1 school age child per 3.9 units but in this case because of the 4 bedroom units the projection is 1 school age child per 2.6 units. Upon project buildout 39 school age children are projected. (8 high school age; and 31 elementary age.) Of this number 90% or 35 are expected to attend public schools. (7 high school age; and 28 elementary age.) See attached table.

Using the experience of attached housing programs in Northbrook, the attached housing multipliers are reduced to 30.3% of ISCS multipliers for the 44 townhomes.(2,518 to 2,659 square feet). Using the experience of townhomes in the Glen in Glenview the suggested multipliers reflect 1 school age child per 7 units. Upon project buildout 13 school age children are projected. (4 high school age; and 9 elementary age.) Of this number 90% or 11 are expected to attend public schools. (3 high school age; and 8 elementary age.) See see attached table.

Strategy Planning Associates, Inc. finds the second projection, using comparable experience, to more accurately reflect the projected student yield.

High school students would attend Stevenson High School. Elementary student would be split between Aptakisic - Trip School District 102 and Lincolnshire School district 103, about 1/2 in each. See attached map showing the school district boundary crossing the property.

Occupancy will start in late 2015 and absorb at a projected 4 units per month. Full occupancy is projected to occur in 2017.

Please note this study uses excel spread sheets which rounds numbers for easy reading but the full number carries through the spread sheets allowing numbers which can be slightly different then when checking with a calculator.

Strategy Planning Associates, Inc., from their experience with numerous school age child projections, feels the second projection, is the more reliable.

As more information or analysis is required, please advise.

Sincerely,

STRATEGY PLANNING ASSOCIATES, INC.

Steven J. Hovany, AICP
President

Projected Student Population ISCS 1996 Multipliers

School Age	Students/ Unit	Year Residents Take Occupancy									
		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
High School Population (9-12)											
Single Family Attached											
2 Bedroom	0.038	0.1	0.3	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3 Bedroom	0.059	0.4	1.70	1.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Bedroom	0.173	0.5	1.8	1.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total High School by Year		**0.97**	**3.87**	**3.31**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Cumulative High School		**1**	**5**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**
90% to Public Schools		**1**	**4**	**7**	**7**	**7**	**7**	**7**	**7**	**7**	**7**
Elementary Population (K-8)											
Single Family Attached											
2 Bedroom	0.136	0.3	1.2	1.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3 Bedroom	0.292	2.1	8.4	7.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4 Bedroom	0.476	1.3	5.0	4.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Elementary School by Year		**3.67**	**14.68**	**12.54**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Cumulative Elementary School		**4**	**18**	**31**	**31**	**31**	**31**	**31**	**31**	**31**	**31**
90% to Public Schools		**3**	**17**	**28**	**28**	**28**	**28**	**28**	**28**	**28**	**28**
Total School Age Children by Year		**4.64**	**18.55**	**15.84**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Cumulative School Age Children		**5**	**23**	**39**	**39**	**39**	**39**	**39**	**39**	**39**	**39**
Total School Age Children to Public Schools		**4**	**21**	**35**	**35**	**35**	**35**	**35**	**35**	**35**	**35**

revised 11/3/2014 11:02 AM

Projected Student Population Using Comparable Product Multipliers

School Age	Students/ Unit	Year Residents Take Occupancy									
		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
High School Population (9-12)											
Single Family Attached											
2,500 to 2,650 sf Townhomes	0.026	0.14	0.55	0.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,700 to 2,100 sf Townhomes	0.048	0.32	1.29	1.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total High School by Year		**0.46**	**1.84**	**1.57**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Cumulative High School		**0**	**2**	**4**	**4**	**4**	**4**	**4**	**4**	**4**	**4**
90% to Public Schools		**0**	**2**	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**
Elementary Population (K-8)											
Single Family Attached											
2,500 to 2,650 sf Townhomes	0.052	0.1	0.5	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1,700 to 2,100 sf Townhomes	0.096	0.9	3.7	3.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Elementary School by Year		**1.04**	**4.16**	**3.55**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Cumulative Elementary School		**1**	**5**	**9**	**9**	**9**	**9**	**9**	**9**	**9**	**9**
90% to Public Schools		**1**	**5**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**
Total School Age Children by Year		**1.50**	**6.00**	**5.13**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Cumulative School Age Children		**2**	**8**	**13**	**13**	**13**	**13**	**13**	**13**	**13**	**13**
Total School Age Children to Public Schools		**1**	**7**	**11**	**11**	**11**	**11**	**11**	**11**	**11**	**11**

revised 11/3/2014 11:03 AM

Village of Lincolnshire

Agenda Item
3.11, COW

REQUEST FOR BOARD ACTION
Committee of the Whole
September 22, 2014

Subject:	Pulte Home Townhome PUD Proposal (Nottingham Club)
Action Requested:	Preliminary Evaluation of an Amendments to existing Annexation Agreement Ordinance No/ 03-1861-38 and Special Use Ordinance No. 03-1864-41 granting a Planned Unit Development for a CCRC to permit a proposed townhome development on Sedgebrook Lot 2 (Sedgebrook North parcel)
Petitioner:	Pulte Homes
Originated By/Contact:	Stephen Robles, Village Planner Department of Community & Economic Development
Advisory Board Review:	Village Board, Architectural Review Board

Background:

- The subject property, known as Sedgebrook Resubdivision Lot 2, consists of the northern 20 acres previously part of the Sedgebrook Continuing Care Retirement Campus ("Sedgebrook"). This northern lot was established by a plat of resubdivision approved by Ordinance No. 14-3321-47A on March 10, 2014.
- The subject property was initially part of the original Sedgebrook development, planned for the future "neighborhood 3" expansion of the retirement campus. After acquiring the entire retirement campus property from Erickson Retirement Communities, Senior Care LLC determined the undeveloped northern 20 acres were no longer sustainable for expansion of the existing Sedgebrook community, resulting in the March subdivision to create a separate lot for this "excess land".

Preliminary Evaluation Summary:

- Pulte Homes seeks an amendment to the existing Special Use for a Planned Unit Development to develop a 102-unit gated townhome community on the subject property, in place of the currently-approved Continuing Care Retirement Community (CCRC) designation (see attached presentation packet).
- Current R4 Single-Family Attached residential zoning permits "*single-family attached in structures containing not more than four dwelling units*", which is consistent with this request. However, the property is currently subject to Senior Care's Special Use for CCRC PUD.
- The subject parcel (Lot 2) is still subject to the zoning jurisdiction of the Sedgebrook Special Use for a PUD for a continuing care retirement campus initially established by Ordinance No. 03-1864-41. The 2003 Ordinance was most recently amended March 10th (Ordinance No. 14-3322-48), to permit the subdivision into Lot 1 and Lot 2, and modification of the final PUD plans to reduce the retirement campus future expansion plans solely to Lot 1.
- The zoning administration of this request requires Amending the existing Sedgebrook Special Use for a CCRC PUD to remove Lot 2 from the PUD and establish a separate Special Use for a Planned Unit Development for the subject parcel. The existing Annexation Agreement (Ordinance No. 03-1861-380), recently amended March 10th (Ordinance No. 14-3321-47), also requires further amending to remove Lot 2 from the Agreement for the townhouse development. *The ARB will review the preliminary development plans and the Village Board will conduct the Public Hearing on the zoning administration, and final determination of the preliminary development plans.*

Based on Village Board discussions earlier this year regarding future development of Lot 2, the following analysis and studies are being provided at the Preliminary Evaluation meeting, rather than at the Public Hearing, as this information is important for Village Board preliminary review:

1. Land Use: Past Board discussions during the establishment of this lot included appropriate land uses. Some Board members suggested residential may be appropriate with retail commercial uses also suitable for a portion of this site. The Pulte Homes request is entirely residential. Pulte has taken the position a commercial component is not sustainable based on a Retail Analysis Study (Study) prepared by Strategy Planning Associates on Pulte's behalf (attached).

   The attached Study analyzed various types of commercial developments, ranging from community shopping center to individual assorted uses. Staff's position is small marginal commercial uses surrounded by residential to the north and south does not represent good planning principals or appropriate land use designation. The Study further indicates assorted individual uses are not viable given the absence of direct access to Milwaukee Avenue. Staff disagrees with this assessment, as the intersection improvements would create a four-way signalized intersection, providing convenience access to any commercial use. Statements in the study regarding lack of visibility resulting from the existing landscaped berm along Milwaukee Avenue can be answered as any commercial use would certainly require removal of the berm for open visibility. While Staff disagrees with some of the assessments regarding the viability of restaurant uses, convenience store/pharmacy use and a small multi-tenant commercial strip center, we question if these types of uses are necessarily valuable to the Village. The proposed land use of single-family attached dwelling units (townhouses) for the entire sits is appropriate given the surrounding land uses along the east side of Milwaukee Avenue. Commercial development may be appropriate as an alternate use, but only under the scenario where the entire site is commercial.

2. School District Impact: The proposed townhome development will generate additional student population to the Village's school districts. The Parcel is located entirely in the Stevenson High School District 125 boundary, whereas the Lincolnshire-Prairie View District 103 boundary bisects the parcel, see attached Projected Student Yield study. Pulte's initial assessment of student generation, based on the Student Yield Study by Strategy Planning Associates is:

Projected Student Population*				
Multiplier	**Lincolnshire-Prairie View Elementary**	**Aptakisic-Tripp Elementary**	**Stevenson High School**	**Total**
Illinois School Consulting Services (ISCS) 1996	14	14	7	**35**
Comparable Product	4	4	3	**11**

   * The Village utilizes a more conservative approach in projecting student population (ISCS 1993), which will generate an increase in the above numbers. A full assessment of the student population resulting from this project will occur as outlined in PUD zoning analysis.

   Pulte representatives have informed Staff they have made contact with both School Districts, to introduce themselves and notify them there is a proposal potentially moving forward.

3. Stormwater Detention: The Petitioner must confirm with Lake County Stormwater Management Commission that no additional stormwater detention is necessary for the townhome project as proposed. This is a stipulation of the 2014 Amendment (Ordinance No. 14-3322-48) to the PUD for a Continuing Care Retirement Community.

At the ARB meeting, Staff intends to raise and discuss the following items:

1. Site Layout: The triangular shape of the subject parcel adds complexity to the overall layout of the development. The outer townhome units follow the shape of the parcel boundaries, with internal units positioned along internal "blocks". The plan makes use of remaining land for common open space, with an internal pathway system. A key element to the site design is a triangular open space feature at the entrance into the development. A centralized open green space may be more appropriate over the proposed segmented green spaces, which appear to be remnants that may not be optimal for building development.

2. Street Circulation: Similarly, the street layout follows the outline of the parcel lines, with internal connector streets. While the layout incorporates angled streets, it is a reflection of the angular shaped lot, and does not integrate the more organic street network encouraged in the Village's residential sectors. Reducing the proposed linear street segments in favor of a more organic street layout should be studied and consideration given to reducing the somewhat monotonous street layout.

3. Building Elevations: Two townhome product series are proposed, each with a specific architectural design incorporating brick, stone, siding, and color schemes. Consideration should be given to establishing more than one design theme for each of the product's series to create diversity between neighboring townhome units. This should include greater variation in the front façade wall and roof elevations.

Recommendation:

Preliminary Evaluation feedback from the Village Board to permit further design enhancement for ARB review of Preliminary Development Plans and further analysis of land use and school impact considerations prior to a Public Hearing with the Village Board.

Reports and Documents Attached:

- Presentation Packet, prepared by Pulte Homes.
- Retail Analysis Study, prepared by Strategy Planning Associates on behalf of Pulte Homes.
- Projected Student Yield study, prepared by Strategy Planning Associates on behalf of Pulte Homes.
- Ordinance No.'s 03-1864-41 (original Sedgebrook PUD), 14-3321-47 (Annexation Agreement Amendment) and 14-3322-48 (Sedgebrook PUD Amendment)

Meeting History	
Current Village Board Evaluation (COW):	September 22, 2014

Village of Lincolnshire

Agenda Item 3.14, COW

REQUEST FOR BOARD ACTION
Committee of the Whole
November 10, 2014

Subject:	Professional Services for Development of New Lincolnshire Brand & Related Public Relations Campaign Strategy
Action Requested:	Consideration & Discussion of a Recommendation to Approve a Professional Services Agreement with TeamWorks Media for Lincolnshire's Branding and Marketing Campaign Project in an Amount not to Exceed $49,655.
Originated By/Contact:	Tonya Zozulya, Economic Development Coordinator Department of Community & Economic Development
Referred To:	Village Board

Project Background:

- Goal 3 of Lincolnshire's Economic Development Strategic Plan calls for creation of "a Village brand, including a logo and slogan to be used across all Village platforms (website, promotional materials, etc.)."
- In September of this year, Staff issued Request for Proposals (RFP) to 6 area brand development/PR firms (Ripple, DHD, TeamWorks, a5, Cooper Hong and Northshore PR). All 6 companies responded to the RFP. Upon review, Staff selected 4 firms (a5, DHD, TeamWorks and Ripple) for interviews. The selected firms were chosen based upon their proposed methodology, experience, team and budget. Interviews were conducted the week of October 20th. The Village's interview panel consisted of four staff members including: Community and Economic Development Director McNellis, Economic Development Coordinator Zozulya, Village Planner Robles, and Village Manager Burke.
- As part of the Village Board's budget discussion on October 20th, the Board considered a total of $40,000 to be directed towards the branding project ($5,000 to be used from the FY14 budget and $35,000 from the proposed FY15 budget). Staff completed the review of the consultants' credentials and determined TeamWorks Media is best suited to perform the work given the breadth of their methodology and strategic vision to carry the new brand forward. The initial proposal presented by TeamWorks was for $56,545. In further refining the scope of work and deliverables, the revised budget is $49,655. Therefore, staff requests a total of $49,655 be allocated for this project. Staff proposes to use $5,000 from the Fiscal Year 2014 Budget and increase the requested budget for 2015 from $35,000 to $44,700. The recommendation represents a $9,700 increase from the original proposal included in the draft Fiscal Year 23015 Budget.

TeamWorks Media Proposal:

Attached is the proposal submitted by Chicago-based TeamWorks Media to develop a new brand and implement a public relations campaign for the Village. The scope of branding works consists of 4 main components, for a total of $49,655:

1. Surveys: $0.00 (Teamworks Media will consult with Village staff. Surveys will be administered in-house.)
2. Personal Interviews: $7,975
3. Brand Development:$19,050
4. Public Relations Campaign Platform:$22,630

The brand development component of the work includes TeamWorks assistance in

incorporating the brand elements into Village entry ways and way-finding signage throughout the Village. Addressing the need for way-finding signage and Village entrance signage is another goal of the Village for Fiscal Year 2015. The Campaign Platform is the strategic plan TeamWorks intends to develop to implement the new brand, logo, and message across various media platforms.

Based on the attached TeamWorks proposal timeline, the preliminary schedule is to design and administer the survey and conduct personal interviews this year. Brand development and campaign strategy are expected to occur in the 1st quarter of next year.

Recommendation:
Staff recommends awarding a professional services contract agreement to TeamWorks Media, Chicago, Illinois, in an amount not to exceed $49,655 for Lincolnshire brand development and public relations campaign services.

Reports and Documents Attached:
- Branding consultant proposal comparison chart, prepared by Staff.
- TeamWorks revised statement of work, dated November 5, 2014.
- TeamWorks proposal timeline.
- TeamWorks sample work presentation.

Meeting History	
Current COW discussion	November 10, 2014

Lincolnshire Branding - Consultant Proposal Comparison

(please also refer to TeamWorks' Nov. 5th Revised Statement of Work)

	Ripple	DHD	a5	Cooper Hong	TeamWorks	North Shore
Total Budget*	**$27,600**	**$42,700**	**$52,500**	**$55,000****	**$56,545**	**$5,000/month*****
Surveys	$5,600	$7,500	$4,500	$17,900	$6,890	N/A
Personal Conversations**	$6,000	$16,500	$3,500	$7,500	$7,975	N/A
Focus Groups	$3,000	N/A	$3,500	$7,500	$7,975	N/A
Brand Development	$8,500	$11,500	$12,500	$7,750	$19,050	N/A
PR Campaign	$7,500	$7,200	$32,000***	N/A	$22,630	N/A
Design Experience (non-private)	Highwood; Highland Park; Long Grove	Chicago; Visit Lake County	Oak Park; Lake County Partners	St. Charles, Batavia	Various non-profits	Highland Park; Lake Forest, Lake Bluff; Chicago
Timeline	2Q of 2015	2Q of 2015	2Q of 2015	1Q of 2015	1Q of 2015	N/A****
Team	Ripple +Leadhead+Outside designer	Internal	Internal	Internal	Internal	Internal + Outside designer

Notes:

* Total budget: The budget is based on personal conversations costs, not focus groups, for all consultants.

** Either personal conversations OR Focus groups will be used.

*** a5: The amount will vary based on scope.

**** Cooper Hong: The total budget is higher than the sum of the individual components. $55,000 total cost includes a propriatory process for the development of logo/tagline, 1 survey of Lincolnshire's "influencers" which they recommend over 3 individual surveys, personal conversations or focus groups proposed in the RFP. This cost also includes participation in brand momentum weekly meetings for the first year. It does not include surveys or live conversations/focus groups.

***** North Shore: Proposes to work on retainer basis.

LINCOLNSHIRE RFP

Revised November 5, 2014

1. General support

- Review and provide feedback and recommendations for the 5-6 questions to be used in the public survey; help design the questions to elicit responses that can inform the branding campaign and platform development
- Guidance in outlining the approach to integrating brand ambassadorship across all employees of the village.

Cost: $0

2. In-depth Interviews

- Write interview framework

- Schedule personal Interviews (20-30 minute each) with select survey respondents to seek additional commentary (face-to-face or by phone):
    - 6-10 residents
    - 10 businesses
    - 6-8 Village Board / staff members

- Present interview findings and provide a written summary of the key concern areas, key positive attribute areas, and recommendations for attacking the concern areas.

Cost: $7,975

3. Rebranding

- Develop the core components of the new brand
    - This includes developing the new logo, brand statements, tagline, and the appropriate color palette, font, and style for the village materials

- Present 3-5 themes and design options

- Receive feedback on your recommended design and the village preferred design (if different), revise based on feedback and re-present
    - We expect at least two rounds of revision on the design

- Final design materials will include all vector art and design guidelines, including a style guide, to ensure effective roll-out of the new brand approach
- Design direction will include way-finding and village signage package prototype designs and sample layouts that the signage company can execute against.

Cost: $19,050

4. Campaign Platform

- Develop the strategic platform for the marketing message for the Village to use to promote its assets to potential businesses and residents
    - Approach should include competitive analysis of other villages and municipalities, who draw from the same potential pool as Lincolnshire

**The proposed campaign should harness an overarching big idea and campaign slogan and use emotional narrative to engage the target audiences. Tactics should include video, audio, and written content to engage the audience, using multiple media platforms.

- Campaign tactic recommendations should include:
    - Website content
    - Content promotion and unpaid media support (identifying ways to get articles, posts, and content to go more viral and get more press)
    - Event to garner awareness and action
    - Video development and broadcast options
    - Facebook, Twitter, Instagram, Tumblr, LinkedIn, and other social media tools, as appropriate

- Campaign approach will promote the positive business and social aspects of Lincolnshire

Cost: $22,630

TOTAL COST: $49,655

TEAMWORKS - PROPOSAL TIMELINE

week of	24-Nov	1-Dec	8-Dec	15-Dec	22-Dec	29-Dec	2014 cost	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb	16-Feb	2015 cost
1. General support															
Review and provide feedback and recommendations for the 5-6 questions to be used in the public survey; help design the questions to elicit responses that can inform the branding campaign and platform development															
Guidance in outlining the approach to integrating brand ambassadorship across all employees of the village.															
2. In-depth Interviews															
Write interview framework															
Schedule personal Interviews (20-30 minute each) to seek additional commentary (face-to-face or by phone):															
o 6-10 residents															
o 10 businesses															
o 6-8 Village Board / staff members															
Present interview findings and provide a written summary of the key concern areas, key positive attribute areas, and recommendations for attacking the concern areas.															
Cost							$4,000								$3,975
3. Rebranding															
Develop the core components of the new brand															
Present 3-5 themes and design options															
Receive feedback on your recommended design and the village preferred design (if different), revise based on feedback and re-present															
Final design materials will include all vector art and design guidelines, including a style guide, to ensure effective roll-out of the new brand approach															
Design direction will include way-finding and village signage package prototype designs and sample layouts that the signage company can execute against.															
Cost															$19,050
4. Campaign Platform															
Develop the strategic platform for the marketing message for the Village to use to promote its assets to potential businesses and residents															
o Website content															
o Content promotion and unpaid media support (identifying ways to get articles, posts, and content to go more viral and get more press)															
o Event to garner awareness and action															
o Video development and broadcast options															
o Facebook, Twitter, Instagram, Tumblr, LinkedIn, and other social media tools, as appropriate															
Final presentation of the campaign strategy, tactics, estimates for execution and guidelines															
Cost															$22,630
TOTAL COSTS							$4,000								$45,655

TeamWorks
MEDIA

Sample work for the Village of Lincolnshire

TeamWorks Media, November 5, 2014

Logo design

IDENTITY

We are our own client. And we have designed for a wide range of clients, from events to corporations to sports arenas.

Old logo

New logo

Client logos

LEAVE THE TECH TO US
nology
INTERACTIVE

ATTACK ATHLETICS

fab 4

TWENTIETH
1 9 8 5
ANNIVERSARY

TOYOTA
PARK

Heart of America

Ride for AIDS

At Starved Rock

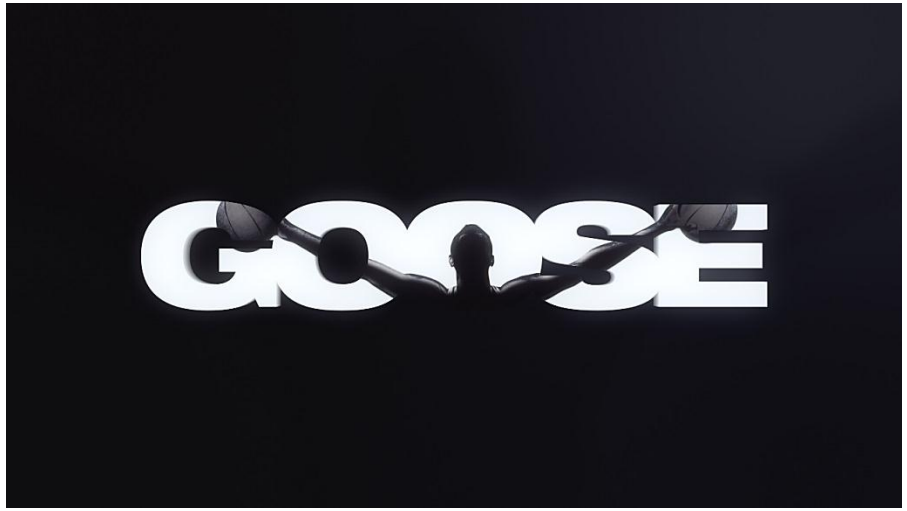
New Ride. New Challenge. Same Mission.

Entity design

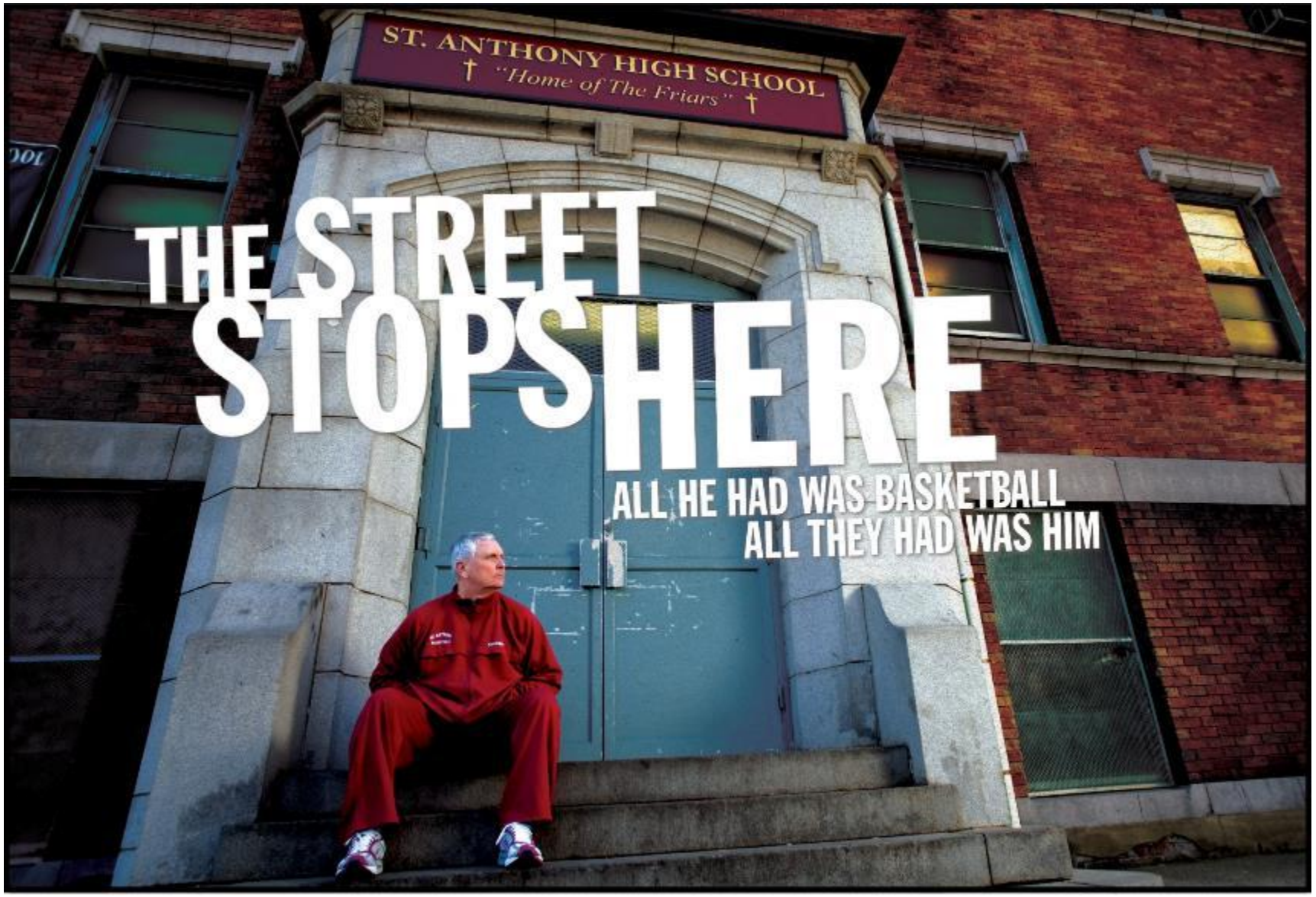
PRODUCT BRANDING

For design branding for a product, we do the full package: logo, image, color palette, layout

PBS documentary



ESPN 30-for-30 documentary



Theatrical release documentary

Village of Lincolnshire

Agenda Item
3.22

REQUEST FOR BOARD ACTION

Subject:	Official Announcement of Estimated Amount to be Raised by Ad Valorem Taxes for the 2014 Tax Levy to be Collected in Fiscal Year 2015 (Village of Lincolnshire)
Action Requested:	PUBLIC ANNOUNCEMENT - Consideration of Property Tax Estimate (No Formal Action Necessary)
Originated By/Contact:	Michael R. Peterson, Finance Director
Referred To:	Village Board

Summary / Background:

Pursuant to State Statute, the Village is required to estimate the funds to be raised from taxes on real property in the Village prior to the adoption of the levy. State law requires the Village Board declare during a public meeting, an estimate of the expected property tax levy for 2014. This announcement must be performed no less than twenty (20) days prior to the adoption of the official tax levy. This year the adoption of the tax levy ordinance is expected to take place on December 08, 2014.

The proposed budget for Fiscal Year 2015 reflects a 2014 estimated property tax levy of $1,349,900. The property tax revenue reflected in the Proposed 2015 Budget will be used to fund pension contributions for Social Security ($228,800), Illinois Municipal Retirement Fund (IMRF) ($497,800) and Police Pension Fund ($623,300).

Village staff estimates the total estimated taxable assessed value in Lincolnshire has increased nearly 1% or approximately $5.2 million compared to the previous year. To take advantage of the increase in assessed valuation, staff recommends a total property tax level of $1,421,100. The levy would be split based upon $623,300 to the Police Pension Fund and $581,800 to IMRF and $216,000 to Social Security. The amounts levied for each retirement fund are similar to the numbers reflected in the proposed 2015 Budget; except, the levy amount for IMRF has been increased to reflect the additional anticipated revenue due to the increase in assessed value being directed as an additional contribution to this retirement fund to offset decline in funded status in recent years.

The split in the proposed levy is based upon the discussion at recent budget workshop meetings and reflects a levy amount for the Police Pension Fund based upon a 27-year amortization schedule as opposed to the Police Pension Board's initial request based upon a 15-year amortization. The difference in the amount of the levy for the Police Pension Fund will result in an increased levy for the Retirement Fund in the amount of $123,700. Please see chart below to further understand the proposed budget levy amounts compared to the recommended levy based upon attempting to capture the growth in assessed value while also maintaining a stable tax rate year over year:

	2013 Tax	2014 Tax (Proposed Budget)	2014 Tax (Recommended)	Difference
Assessed Value	$561,725,434	$566,987,129	$566,987,129	$5,261,695
IMRF	$556,108	$527,300	$581,800	$54,500
Police Pension Fund	$589,811	$623,300	$623,300	$0
Social Security	$207,838	$216,000	$216,000	$0
Tax Rate	**.241**	**.241**	**.241**	**No Change**

As was done for the 2013 Tax Levy, staff will work with the Lake County Clerk's Office prior to the final levy setting to ensure the same tax rate is maintained for 2014 as was done in 2013 and 2012. This will be the third consecutive year of maintaining a stable tax rate for the Village of Lincolnshire.

In accordance with statutory requirements, the 2014 tax levy ordinance will be included on the agenda for consideration as the November 24, 2014 Village Board Committee of the Whole meeting for referral and December 08, 2014 Regular Village Board meeting for consideration and approval.

This is an estimate and does not limit the Board's ability to levy a different amount provided it is in compliance with the Truth in Taxation Law and all applicable notice and hearing provisions.

Budget Impact: The proposed levy will be reflected in the 2015 proposed budget as Property Tax Revenue in accordance with the discussion at recent Budget Workshops.

Service Delivery Impact:

Recommendation: Consideration and discussion of proposed levy.

Reports and Documents Attached: none

Meeting History	
Initial Referral to Village Board:	**11/10/2014 COW Meeting**
Ordinance First Reading:	**11/25/2014 COW Meeting**
Tax Levy Ordinance Approval:	**12/09/2013 Regular Meeting**

Village of Lincolnshire

Agenda Item
3.23

REQUEST FOR BOARD ACTION

Subject:	Planned Changes to Utility Billing Processes/Procedures (Village of Lincolnshire)
Action Requested:	Consideration & Discussion - (No Formal Action Necessary)
Originated By/Contact:	Michael R. Peterson, Finance Director
Referred To:	Village Board

Summary / Background:
Utility Bill Print Services
As of November 5th Finance finished, review of five utility bill print service providers. American Printing Technologies Inc (APT), Arlington Heights was selected based on price, location, referrals, and overall ability to produce a quality product on time. The first designs for the utility bill and envelopes are complete. Finance provided the electronic record layout and a sample file necessary for APT to program the bill print.

Next steps to be completed by APT include:

Proofs	11/14/2014
Programming Begins	11/14/2014
Stock In House	11/25/2014
Audit Report based on test data	12/08/2014
Test File Sign/Off Samples	12/08/2014

Finance will deposit sufficient funds with the Arlington Heights post office to insure timely mailing. After each mailing, Finance will replenish the postage account. This is a standard practice, and Lincolnshire currently has this arrangement with the Lincolnshire Post Office.

Utility Billing Clerk Panos is being trained by Senior Accountant Gabbard to transition from in-house bill printing to transferring the electronic file to APT. The first file transfer due date is 12/29/2014.

APT will print our first bills and have them in the mail by 12/31/2014.

Finance anticipates a second bill design will occur in late 2015 to include information related to ebill, credit card acceptance, and monthly billing.

The final anticipated design change will be 1/1/2017 and will include a customer historical usage chart. The delay is necessary because existing software does not export 12 months of usage and customers will complete their first year of monthly billing on 11/28/2014.

Payment Processing Services
Payment processing services is commonly referred to as “Lockbox Services”. Beginning 1/1/2015, customer utility payments will be mailed to a payment processing center. A bar code has been added to the design of the new utility bill. This feature eliminates the need for manual data entry. Scanning the bar code improves accuracy and security. As of 11/5/2014, Finance prepared a worksheet to compare cost and services offered by eight providers.
Finance will complete final questioning of candidates and conduct reference checks in the next couple of days. The selected service provider will immediately secure a post office box near the processing center, and Finance will provide this information to the utility bill print provider. The starting date for lockbox processing services is tentatively scheduled for 1/1/2015.

Credit card acceptance will be added in 2015. Other payment processing options may include repetitive credit card processing and echeck.

Why the changes? The present billing for quarterly residential and monthly commercial accounts generate approximately 10,000 bills per year. 2,100 payments are received through the auto debit program; leaving 7,900 payments to be manually processed in-house. Effective 1/1/2016, Lincolnshire plans to begin monthly residential utility billing resulting in 30,000 annual payments and triple the "in person" customer payments. Lockbox service will eliminate the manual processing of payments "paid by mail" and provide staff more time to assist customers paying "in person".

Software

In 2013, Lincolnshire along with five other local governments recognized our existing financial software had its limits and could not provide the added benefits of updated financial software. The five entities jointly attended software demonstrations and received proposals including group discount rates. Three software solutions looked promising for Lincolnshire's needs; however, some features were still being developed and running in "beta test" mode. Lincolnshire's Finance made the decision to move this project to 2015 and concentrate efforts to the utility bill print and lockbox service projects. Several months have passed and new versions of the software solutions have been released. Finance will review the three solutions' enhancements beginning December 2014.

Budget Impact: All expenditures are anticipated to be under budget at this time.

	2015 Budget
Utility Bill Print	$ 6,500
Payment Processing Services	$15,500
Software- Financial	$52,000
Software- Water	$31,500

Service Delivery Impact:

Recommendation: Consideration and discussion.

Reports and Documents Attached: none

Meeting History	
Initial Referral to Village Board:	**11/10/2014 COW Meeting**
Regular Village Board Meeting:	**12/09/2013 Regular Meeting**

VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS

ORDINANCE NO. _____

AN ORDINANCE AMENDING A
SPECIAL USE FOR A PLANNED UNIT DEVELOPMENT
(TRI-STATE INTERNATIONAL OFFICE CENTER – PARKING DECK)

WHEREAS, the Mayor and Board of Trustees have heretofore adopted Ordinance 70-230-12, granting a special use for a planned unit development for the Tri-State International Office Center, and Ordinance 87-918-04, amending the special use for a planned unit development (collectively, the "PUD"), governing the development and use of the property legally described in Exhibit A, attached hereto and incorporated as though fully set forth herein (the "Subject Property"); and

WHEREAS, on October 6, 2014, Trammell Crow Company, on behalf of Principal Real Estate Investors, property owner of record (collectively, "Petitioner"), filed an applicant for a Major Amendment to the PUD, according to Section 6-14-12 of the Lincolnshire Zoning Code;

WHEREAS, Petitioner's application seeks to modify the PUD by permitting the construction of a new parking structure adjacent to the buildings commonly known as 25/75 Tri-State International, in the B2 Zoning District, with zoning exceptions for required yard setbacks and height related to the proposed parking structure (the "PUD Amendment");

WHEREAS, a public meeting was convened on the PUD Amendment before the Architectural Review Board on October 21, 2014, and finally adjourned on November 3, 2014, at which the Architectural Review Board made recommendations to approve the PUD Amendment; and,

WHEREAS, on November 10, 2014, the Village Board held a public hearing on the PUD Amendment, notice for which was published in the *Lincolnshire Review* on October 25, 2014, and mailed in the manner required by law; and

WHEREAS, the Corporate Authorities have concluded that the PUD Amendment, subject to and in conformance with the terms and conditions of this Ordinance, will be beneficial to the Village, will further the development of the Subject Property, and will otherwise enhance and promote the general welfare of the Village and the health, safety and welfare of the residents of the Village.

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

Section 1. Recitals. The Parties hereby confirm the truth and validity of the representations and recitations set forth in the foregoing recitals and do further acknowledge that they are material to this Ordinance. Such recitals are hereby incorporated into and made a part of this Ordinance as though they were fully set forth herein. The Parties further agree that this Ordinance shall be liberally construed so that the purpose and intent represented by the recitals shall be accomplished to the greatest extent permitted by law.

Section 2: Amendment to PUD Ordinance.

A. Future References. From and after the effective date of this Ordinance, all references to the PUD shall be deemed to mean the PUD, as amended by all interim amendments not in conflict herewith and this PUD Amendment. Except as modified by this Ordinance, all provisions of the PUD shall remain in full force and effect.

B. PUD Amendment. The PUD is amended to permit the construction of a new parking structure adjacent to the buildings commonly known as 25/75 Tri-State International, in

the B2 Zoning District, with zoning exceptions for required yard setbacks and height related to the proposed parking structure, subject to the following conditions:

i. The authority granted by this PUD Amendment shall become null and void if a single tenant, including its parents, affiliates and/or subsidiaries, does not occupy at least 85% of the buildings commonly known as 25/75 Tri-State International, by not later than February 29, 2015;

ii. The zoning exception for the front yard setback, otherwise established in Section 6-6B-6 of the Lincolnshire Zoning Code, shall be no less than 18 feet; and

iii. The zoning exception for building height, otherwise established in Section 6-6B-7 of the Lincolnshire Zoning Code, shall allow for a four story structure.

Section 3. <u>Plan Approval</u>. The following plan documents and representations comprising Group Exhibit B, attached hereto and made a part hereof by reference, are hereby approved and all standards, requirements, designs or specifications in such exhibits shall be binding on the Subject Property and considered conditions of approval for this Special Use for a Planned Unit Development. Furthermore, to the extent that the plan documents comprising Group Exhibit B conflict with the plan documents in the PUD ordinance, the exhibits attached to this Ordinance shall prevail and the PUD ordinance shall be deemed amended to the extent of such conflict.

A. Presentation Packet, prepared by _____, dated stamp received _____, last revised on _____,; and

B. Cover Letter/Presentation Packet prepared by Petitioner, date stamped _____.

Section 4: <u>Conflict Between Ordinance and Other Village Regulations</u>. The

specific terms and conditions of this Ordinance shall prevail against other existing ordinances of the Village to the extent that there might be any conflict. Except for the foregoing limitation, the development of the subject property is subject to all terms and conditions of applicable ordinances and regulations of the Village of Lincolnshire including, without limitation, zoning ordinances, building codes, subdivision, sign control, tree preservation and landscape regulations.

Section 5: **Penalty for Violation of Terms and Conditions**. Any person violating the terms and conditions of this Ordinance shall be subject to a penalty not exceeding Five Hundred Dollars ($500.00) with each and every day that the violation of the Ordinance is allowed to remain in effect being deemed a complete and separate offense. In addition, the appropriate authorities of the Village may take such other action as they deem proper to enforce the terms and conditions of this Ordinance, including, without limitation, an action in equity to compel compliance with its terms. That any person violating the terms of this Ordinance shall be subject, in addition to the foregoing penalties, to the payment of court costs and reasonable attorneys' fees.

Section 6: **Full Force and Effect**. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law. Provided, however, that this Ordinance shall not take effect until a true and correct copy of this Ordinance is executed by the Owners of the Subject property or such other parties in interest consenting to and agreeing to be bound by the terms and conditions contained within this Ordinance. Such execution shall take place within sixty (60) days after the passage and approval of this Ordinance or within such extension of time as may be granted by the Corporate Authorities by motion.

Section 7: **Severability**. In the event any provision of this Ordinance, or any application hereof, is found to be invalid or unenforceable, such a finding shall not affect the enforcement of the remainder of this Ordinance and all other applications hereof, to the fullest extent permitted by law, it being the intent of the Corporate Authorities that this Ordinance

PASSED this _____th day of _____, 2014, by the Corporate Authorities of the Village of Lincolnshire, on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this _____th day of _____, 2014.

_____
BRETT B. BLOMBERG, Mayor

ATTEST:

_____
BARBARA MASTANDREA, Village Clerk

Published by me in pamphlet form
this _____ day of _____ 2014.

ACKNOWLEDGED AND ACCEPTED:

this ____day of _____, 2014

Trammel Crow Company

_____

By:

Its:

ACKNOWLEDGED AND ACCEPTED:

this ____day of _____, 2014

Principal Real Estate Investors, LLC

By: Principal Global Investors, LLC

By: Principal Life Insurance Company

_____

By:

Its:

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY

THAT PART OF LOTS 3 AND 4 IN PHASE II TRI-STATE INTERNATIONAL OFFICE CENTER SUBDIVISION, BEING A SUBDIVISION IN THE SOUTHEAST 1/4 OF SECTION 13, TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 2, 1987 AS DOCUMENT 2551773, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 4 AFORESAID; THENCE NORTH 33 DEGREES 16 MINUTES 45 SECONDS WEST, ALONG THE NORTHEASTERLY LINE OF SAID LOT 4, BEING ALSO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE NORTHERN ILLINOIS TOLL HIGHWAY, 115.13 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED PARCEL; THENCE SOUTH 56 DEGREES 43 MINUTES 15 SECONDS WEST, PERPENDICULAR TO SAID NORTHEASTERLY LINE, 32.93 FEET; THENCE SOUTH 89 DEGREES 17 MINUTES 32 SECONDS WEST, 194.27 FEET; THENCE SOUTH 0 DEGREES 44 MINUTES 51 SECONDS EAST, 10.68 FEET; THENCE SOUTH 89 DEGREES 15 MINUTES 09 SECONDS WEST, PERPENDICULAR TO THE LAST DESCRIBED LINE, 319.80 FEET; THENCE WESTERLY 74.41 FEET ALONG THE ARC OF A CIRCLE CONVEX SOUTHERLY, HAVING A RADIUS OF 1300.00 FEET AND WHOSE CHORD BEARS NORTH 85 DEGREES 17 MINUTES 22 SECONDS WEST, 74.40 FEET TO A POINT OF REVERSE CURVATURE; THENCE WESTERLY 140.00 FEET ALONG THE ARC OF A CIRCLE CONVEX NORTHERLY, HAVING A RADIUS OF 1141.00 FEET AND WHOSE CHORD BEARS NORTH 87 DEGREES 09 MINUTES 53 SECONDS WEST, 139.91 FEET TO A POINT OF TANGENCY; THENCE SOUTH 89 DEGREES 19 MINUTES 13 SECONDS WEST, 173.99 FEET TO THE INTERSECTION WITH THE EASTERLY WEST LINE OF LOT 3 AFORESAID; THENCE NORTH 0 DEGREES 42 MINUTES 15 SECONDS WEST, 15.92 FEET TO THE INTERSECTION WITH THE NORTHERLY SOUTH LINE OF SAID LOT 3; THENCE SOUTH 89 DEGREES 17 MINUTES 45 SECONDS WEST, ALONG SAID NORTHERLY SOUTH LINE, 159.66 FEET; THENCE NORTH 45 DEGREES 23 MINUTES 04 SECONDS WEST, 49.20 FEET TO THE WEST LINE OF LOT 3 AFORESAID; THENCE NORTH 0 DEGREES 03 MINUTES 09 SECONDS WEST, ALONG SAID WEST LINE, 530.88 FEET; THENCE NORTH 62 DEGREES 21 MINUTES 56 SECONDS EAST, ALONG THE NORTHWESTERLY LINE OF LOT 3 AFORESAID, 191.03 FEET; THENCE NORTH 23 DEGREES 08 MINUTES 01 SECONDS WEST, ALONG A SOUTHWESTERLY LINE OF LOT 3 AFORESAID, 499.08 FEET TO THE NORTHWEST CORNER OF SAID LOT 3; THENCE NORTH 89 DEGREES 19 MINUTES 52 SECONDS EAST, ALONG THE NORTH LINE OF SAID LOT 3, A DISTANCE OF 68.71 FEET TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH 39 DEGREES 02 MINUTES 34 SECONDS EAST, ALONG THE NORTHEASTERLY LINE OF LOT 3 AFORESAID, BEING ALSO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE NORTHERN ILLINOIS TOLL HIGHWAY, 418.11 FEET TO AN ANGLE CORNER IN SAID LOT 3; THENCE SOUTH 52

DEGREES 35 MINUTES 49 SECONDS EAST, ALONG THE NORTHEASTERLY LINE OF LOTS 3 AND 4 AFORESAID, BEING ALSO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE NORTHERN ILLINOIS TOLL HIGHWAY AFORESAID, 779.20 FEET TO AN ANGLE CORNER IN SAID LOT 4; THENCE SOUTH 33 DEGREES 16 MINUTES 45 SECONDS EAST, ALONG THE NORTHEASTERLY LINE OF LOT 4 AFORESAID, BEING ALSO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE NORTHERN ILLINOIS TOLL HIGHWAY AFORESAID, 365.25 FEET TO THE POINT OF BEGINNING, IN LAKE COUNTY, ILLINOIS. AREA = 645,608 SQUARE FEET OR 14.8211 ACRES.

GROUP EXHIBIT B

PLAN DOCUMENTS FOR PUD AMENDMENT

[SEE ATTACHED}