



**Prospect  
Heights**

**CITY COUNCIL REGULAR MEETING**

**AGENDA**

**March 24, 2014**

**6:30 p.m.**

**City Hall**

**Prospect Heights, IL 60070**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE - Alderman John Styler**
- IV. INVOCATION – Pastor Shin of Agape Presbyterian**
- V. SPECIAL PRESENTATIONS**
  - A. Proclamation Honoring Anne Marrin for her Service as City Administrator for the City of Prospect Heights and City Staff Leadership.
- VI. CLOSED SESSION**
- VII. RESIDENTS COMMENTS (Agenda Matters)**
- VIII. STAFF AND ELECTED OFFICIALS REPORTS**
  - City Administrator - Anne Marrin
  - Mayor and Aldermen Comments
- IX. ADOPTION OF CONSENT AGENDA - All items listed on the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless an Alderman or citizen so requests, in which event the item will be removed from the general order of business and considered under the Approval of Exceptions.**
  - B. Approval of Minutes, City Council Special Workshop Meeting, February 15, 2014.
  - C. Approval of Minutes, City Council Budget Workshop Meeting, February 22, 2014
  - D. Approval of Minutes, City Council Regular Meeting, February 24, 2014
  - E. Approval of Minutes, City Council Budget Workshop Meeting, March 5, 2014
  - F. Approval of Minutes, City Council Regular Workshop Meeting, March 10, 2014
  - G. Approval of the City of Prospect Heights Boundary Map.

- H. Approval of the City of Prospect Heights Ward Map.
- I. A Resolution Supporting the City of Prospect Heights Membership in the Pension Fairness for Illinois Coalition.
- J. Approval of a Proposal for Site Planning Services from SCB.
- K. Approval of an Employment Contract with the Chief of Police.

**X. APPROVAL OF EXCEPTIONS**

**XI. APPROVAL OF CONTRACTS**

**XII. LEGISLATION**

- L. Review and Discussion of an Ordinance Amending Ordinance O-13-11 Water Rates. (1<sup>st</sup> Reading).
- M. An Ordinance Granting Certain Variations for a Solid Wood Fence into the Required 25 Foot Corner-Side Yard Setback for the Property Located at 101 West Hintz Road, Prospect Heights. (Waiver of 1<sup>st</sup> Reading).
- N. Ordinance Amending the Compensation/Zoning Board and the Board of Fire and Police Commissioners (1st Reading)

**XIII. APPROVAL OF EXPENDITURES**

O. Approval of Warrants

|                                           |              |
|-------------------------------------------|--------------|
| General Fund                              | \$70,484.00  |
| MFT Fund                                  | \$882.00     |
| Palatine/Milwaukee TIF                    | \$5,870.00   |
| Tourism Board                             | \$24,940.56  |
| Development Fund                          | \$1,689.83   |
| DEA Fund                                  | \$0.00       |
| Solid Waste Fund                          | \$0.00       |
| SS Area #1                                | \$0.00       |
| SS Area #2                                | \$0.00       |
| SS Area #3                                | \$0.00       |
| SS Area #4                                | \$0.00       |
| SS Area #5                                | \$0.00       |
| SS Area #8 – Levee Wall #37               | \$248.00     |
| SS Area-Constr #6 (Water Main)            | \$0.00       |
| SS Area- Debt #6                          | \$0.00       |
| Road Construction                         | \$1,814.00   |
| Water Fund                                | \$22,418.85  |
| Parking Fund                              | \$0.00       |
| Road/Building Bond Escrow                 | \$0.00       |
| TOTAL Expenditures                        | \$128,347.24 |
| Wire Payments, Service Charges, & Payroll | \$125,164.44 |
| Police Pension                            | \$23,041.64  |

**TOTAL**

**\$276,553.32**

**XIV. COMMITTEE APPOINTMENTS**

P. Approval of Reappointment of Jerry Meyer to the Prospect Heights Police Commission.

**XV. RESIDENTS COMMENTS (Non Agenda Matters)**

**XVI. UNFINISHED BUSINESS**

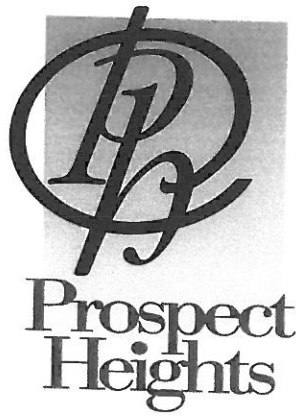
Q. Review and Discussion of Requests for Architectural Services for the Public Works Addition.

**XVII. NEW BUSINESS**

**XVIII. ADJOURNMENT**

**POSTED: March 21, 2014 4:30 p.m. by Karen Schultheis**

**This meeting will be televised on the following Prospect Heights Cable Channels:  
Comcast and WOW Channel 17 and AT&T U-verse Channel 99**



G/H

To: Mayor Nicholas J. Helmer, City of Prospect Heights City Council

From: Anne Marrin, City Administrator

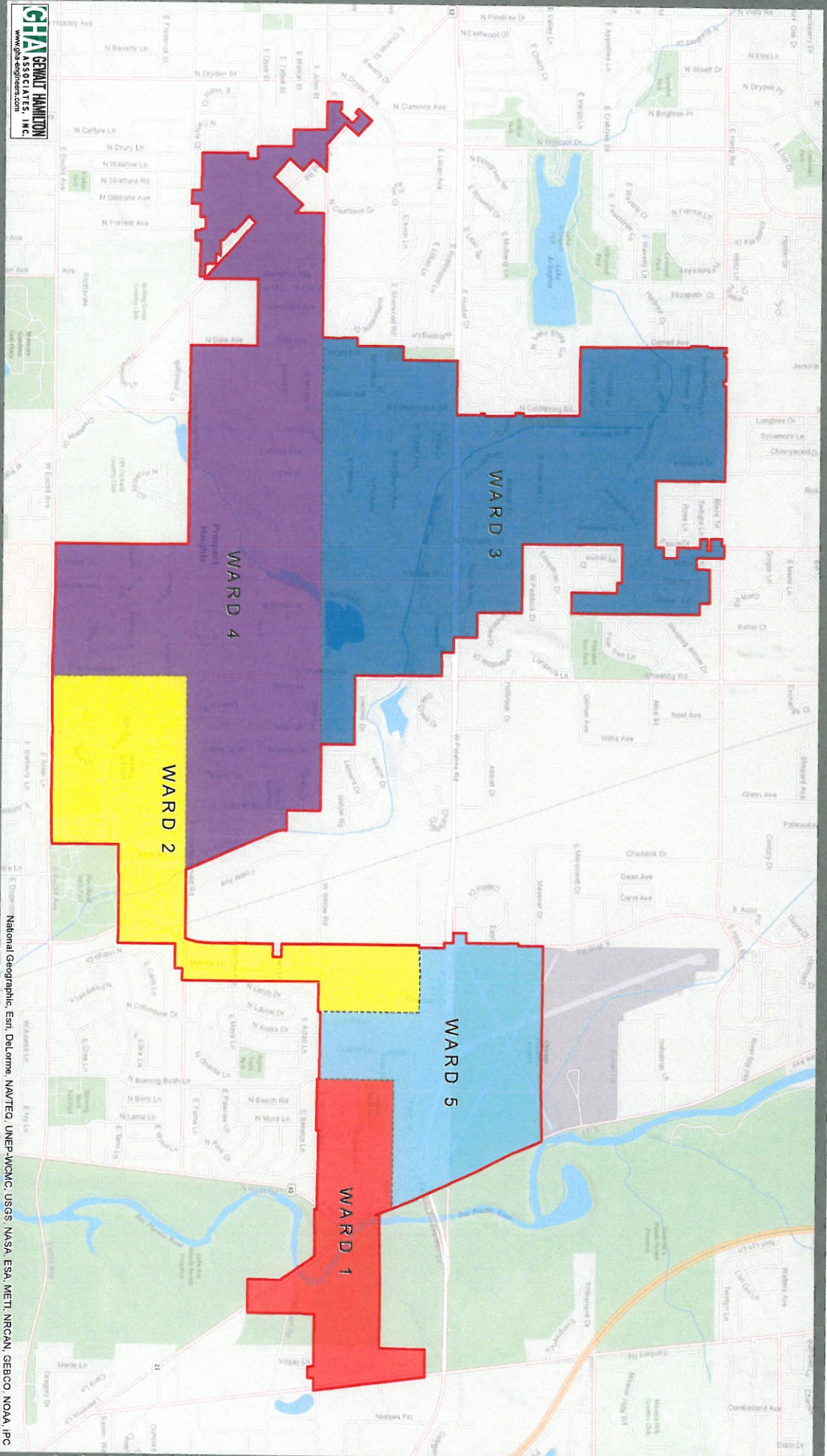
Date: March 24, 2014

Re: Ward and City Boundary Maps

---

**Issue:** As directed by Council, our City engineers have re-colored the maps in primary colors.

03/24/2014: Attachments: Maps



National Geographic, Esri, DeLorme, NAVTEQ, UNEP-WCMC, USGS, NASA, ESA, METI, NRCAN, GEBCO, NOAA, IPC



City of Prospect Heights  
**Ward Map**



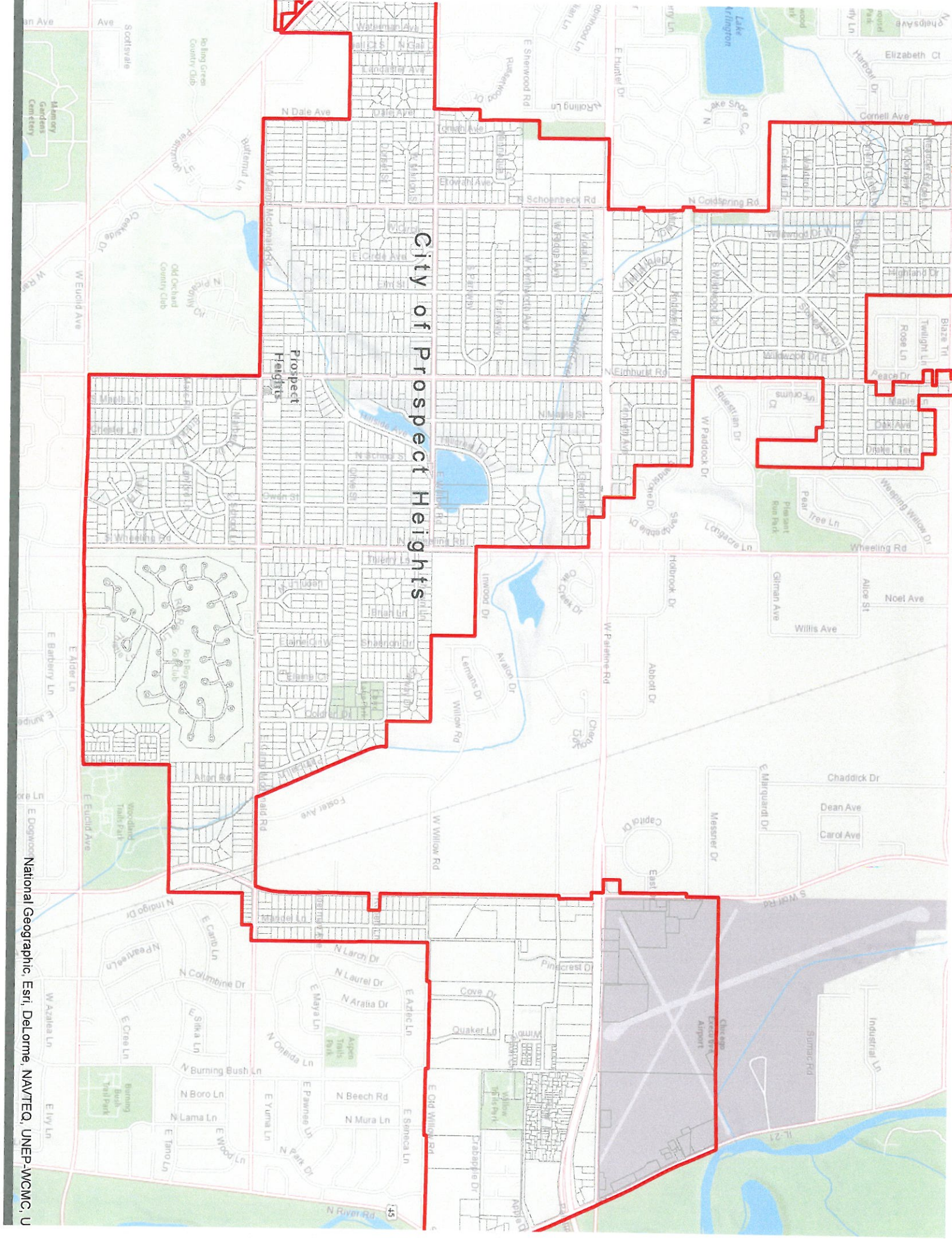
**GHA** GEWALT HAMILTON  
ASSOCIATES, INC.  
[www.gha-engineers.com](http://www.gha-engineers.com)

City of Prospect Heights

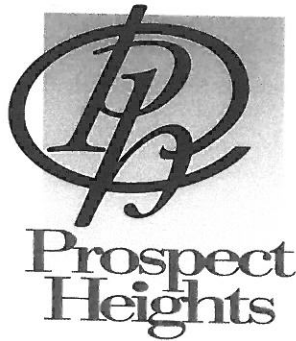
Prospect Heights

# Boundary Map

National Geographic, Esri, DeLorme, NAVTEQ, UNEP-WCMC, USGS, NASA, ESA, METI, NRCAN, GEBCO, NOAA, IPC



City of Prospect Heights



I

To: Mayor Nicholas J. Helmer, City of Prospect Heights City Council

From: Anne Marrin, City Administrator

Date: March 10, 2014

Re: Resolution of Support for the Pension Fairness for Illinois Communities Coalition

---

**Issue:** The City of Prospect Heights signed on for membership in the Pension Fairness for Illinois Coalition last year. The City works with other Illinois communities and agencies to encourage the state legislature to bring about the necessary reforms addressing the problem of escalating pension costs.

**Analysis:** The Northwest Municipal Conference has worked cooperatively with other municipal associations to assist in organization of these efforts. By the attached resolution, the City agrees to continue its membership in the Coalition and to contribute \$1000 towards costs it incurs in furtherance of its mission.

**Recommendation:** Staff recommends the adoption of the attached resolution in order to meet the requirements of the grant.

03/10/2014: Attachments: Resolution/ Information/Membership Form

**RESOLUTION SUPPORTING  
THE CITY OF PROSPECT HEIGHTS CONTINUING ITS MEMBERSHIP IN  
THE PENSION FAIRNESS FOR ILLINOIS COMMUNITIES COALITION**

WHEREAS, one of the primary functions of local municipal governments is to ensure public safety within our communities; and

WHEREAS the City of Prospect Heights appreciates the outstanding effort put forth from our public safety employees in protecting our community; and

WHEREAS, the cost of providing pension benefits as determined by the Illinois General Assembly has placed a great financial strain on our community and our taxpayers; and

WHEREAS, if solutions are not enacted by the General Assembly, growing pension cost will place our very ability to provide public safety and other municipal services in jeopardy; and

WHEREAS, the problem extends beyond Prospect Heights and affects municipalities statewide; and

WHEREAS, the City of Prospect Heights is committed to working with all stakeholders to implement fair and long-term changes that will ensure the sustainability of these pension funds without placing an overwhelming burden upon our taxpayers or leaving communities unable to provide basic services; and

WHEREAS, Pension Fairness for Illinois Communities, a coalition of local governments and other concerned entities, has been founded with a mission of pursuing these much needed pension reforms; and

WHEREAS, Pension Fairness for Illinois Communities has requested financial assistance from each of its member communities;

NOW, THEREFORE, BE IT RESOLVED, that the City of Prospect Heights hereby expresses support for the mission of the Pension Fairness for Illinois Communities Coalition and agrees to continue its membership in the Coalition; and

BE IT FURTHER RESOLVED, that the City of Prospect Heights will commit staff resources to support the mission of the Pension Fairness for Illinois Communities Coalition, as well as a financial contribution in the amount of one thousand dollars (\$1,000); and

BE IT FURTHER RESOLVED, that the City of Prospect Heights will actively encourage the participation of local governments, their representative local government organizations, and other concerned entities throughout the State of Illinois in the Pension Fairness for Illinois Communities Coalition.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Nicholas J. Helmer, Mayor

ATTEST:

\_\_\_\_\_  
Stacey Adamson, City Clerk

AYES:

NAYS:

ABSENT:

# Pension Fairness *for Illinois Communities*

---

1600 East Golf Road, Suite 0700, Des Plaines, IL 60016 • 847-296-9200 • [www.pensionfairness.org](http://www.pensionfairness.org)

**TO:** Those concerned with the future of Illinois communities  
**FROM:** The Pension Fairness for Illinois Communities Coalition  
**RE:** Join the Coalition  
**DATE:** February 7, 2014

The cost of providing public safety pensions in Illinois continues to overwhelm local government budgets, thus jeopardizing the future of our communities. This pension crisis is forcing Illinois municipalities to cut the level of public safety and other essential services, significantly raise property and other taxes or face bankruptcy in order to make the rapidly increasing pension contributions mandated by State statute. Despite public safety pension reform approved in 2010 for new hires, the crisis continues to deepen.

Without legislative reforms that create a fair and sustainable public safety pension system for existing employees, rising pension costs will drive many communities to financial ruin. Illinois lawmakers must pursue further reforms to protect taxpayers from excessive local tax burdens, preserve equity among public services and protect the pension funds that provide benefits to our police officers and firefighters.

The unions that represent the public safety employees have a long history in the state capitol of influencing legislators to protect and expand the pension benefits of their members. It is time for those who pay for these generous pension benefits - local governments and their constituent taxpayers - to have the same influence in Springfield.

The Pension Fairness for Illinois Communities Coalition was formed in 2009 to provide a voice for those who are impacted by the pension crisis and a forum to work cooperatively on legislative solutions that achieve pension fairness. Over 110 Coalition members put forth the financial and staff resources to bring the critical issue to the forefront. By bringing together units of local government, organizations representing local governments, trade and business associations, advocacy groups, taxpayers and other stakeholders concerned with the pension crisis, we can speak with a single voice to the General Assembly to demand pension fairness.

In 2014, the Coalition seeks to build upon past successes and achieve further public safety pension reform for existing employees that will protect both public safety employees and taxpayers. It is with that goal in mind that we urge you to join the Pension Fairness for Illinois Communities coalition and contribute additional resources. Adding your voice is critical for our success. Please review the attached membership materials and help us bring about the changes necessary to keep our communities safe and financially secure.

You may also visit us on the web at [pensionfairness.org](http://pensionfairness.org) or contact us at 847-296-9200.

Thank you for your consideration.

Attachments:

- About the Pension Fairness for Illinois Communities Coalition
- Join the Pension Fairness for Illinois Communities Coalition membership form

# Pension Fairness *for Illinois Communities*

---

1600 East Golf Road, Suite 0700, Des Plaines, IL 60016 • 847-296-9200 • [www.pensionfairness.org](http://www.pensionfairness.org)

## ABOUT THE COALITION

### ***Why was the Pension Fairness for Illinois Communities Coalition formed?***

The Pension Fairness for Illinois Communities Coalition was formed in 2009 by municipalities and other stakeholders committed to solving the public safety pension crisis. Solving this crisis requires a unified, statewide approach that incorporates the voices of those concerned with creating fair and sustainable public safety pensions.

### ***Who can participate in the Coalition?***

Units of local government, organizations representing local governments, trade and business associations, advocacy groups, taxpayers and other stakeholders concerned with the public safety pension crisis.

### ***What has the Coalition achieved?***

Over 110 members joined the Pension Fairness for Illinois Communities Coalition and quickly put forth the financial and legislative resources to advocate for public safety pension reform. These efforts resulted in passage of Senate Bill 3538 (Public Act 96-1495), which was signed by Governor Quinn on December 30, 2010. This created a second tier of pension benefits for new employees only. The legislation did not address existing employees.

### ***Why are additional public safety pension reforms needed?***

Public safety pension benefits for existing employees are the largest cost driver of the pension crisis and continue to rise exponentially. The General Assembly must adopt pension reforms for existing public safety employees similar to those passed in 2013 for current state employees. In addition, Public Act 96-1495 created a fiscal cliff for municipalities, whereby public safety pension funds could direct the state to intercept municipal revenues and divert them into the funds. This, combined with rising pension costs, will drive many communities to financial ruin.

### ***How can we help support the Coalition?***

We ask that you contribute financial and staff resources. The coalition's strategy includes coordinated media and public relations outreach along with fiscal expertise to bring a data driven solution to the pension crisis. All supporters will be listed on the Coalition website, press materials and briefing materials. The four levels of participation are described as follows:

#### **Foundation Member**

Municipalities, organizations representing local governments, interest groups, trade/business associations and other stakeholders interested in taking a lead role to achieve pension fairness. Foundation Partners will have a direct voice in the activities of the Coalition. *Suggested contribution: \$10,000 plus*

#### **Partner**

Municipalities, organizations representing local governments, interest groups, trade/business associations and other stakeholders interested in working cooperatively to achieve pension fairness. *Suggested contribution: \$5,000 to \$9,999*

#### **Advocate**

Municipalities, counties, townships and other taxing bodies who support working cooperatively to achieve pension fairness. *Suggested contribution: \$1,000 to \$4,999*

#### **Supporting Voice**

Citizens and others who support working cooperatively to achieve pension fairness. *Suggested contribution: \$0 to \$999*

Please complete and return the attached "Join the Coalition" form along with your contribution payable to the Northwest Municipal Conference, who serves as administrator to the Coalition. Thank you for your consideration.

# Pension Fairness *for Illinois Communities*

## JOIN THE COALITION

Pension Fairness for Illinois Communities is a coalition aimed at bringing fairness to the public safety pension system in order to relieve the burden of escalating pension costs on local taxpayers and restore economic balance to our communities. The cooperation of stakeholders across the state is urgently needed to bring an end to the pension crisis and ensure reliable retirement benefits for our public safety employees.

Pension Fairness for Illinois Communities seeks your support. We hope you will join us in working toward a fair and equitable solution that protects Illinois taxpayers and secures sustainable pensions for our public safety employees, now and in the future.

YES, I/we support a fair and sustainable pension system for public safety employees in Illinois, and would like to be added as a Coalition member at the following participation level:

☐

Foundation Member – Suggested Contribution: \$10,000 +

☐

Advocate – Suggested Contribution: \$1,000 to \$4,999

☐

Partner – Suggested Contribution: \$5,000 to \$9,999

☐

Supporting Voice — Suggested Contribution: \$0 to \$999

|                        |  |  |       |       |  |     |  |  |
|------------------------|--|--|-------|-------|--|-----|--|--|
| NAME                   |  |  |       | TITLE |  |     |  |  |
| COMPANY / ORGANIZATION |  |  |       |       |  |     |  |  |
| ADDRESS 1              |  |  |       |       |  |     |  |  |
| ADDRESS 2              |  |  |       |       |  |     |  |  |
| CITY                   |  |  | STATE |       |  | ZIP |  |  |
| E-MAIL                 |  |  |       |       |  |     |  |  |

*By signing this form, I authorize the use of my name and / or organization as a Pension Fairness for Illinois Communities Coalition member on all marketing collateral.*

**X**

*Return this form and contribution payable to:  
Northwest Municipal Conference, 1600 E. Golf Road, Suite 0700, Des Plaines, IL 60016 or Fax: 847-296-9207*

# Pension Fairness *for Illinois Communities*

## JOIN THE COALITION

Pension Fairness for Illinois Communities is a coalition aimed at bringing fairness to the public safety pension system in order to relieve the burden of escalating pension costs on local taxpayers and restore economic balance to our communities. The cooperation of stakeholders across the state is urgently needed to bring an end to the pension crisis and ensure reliable retirement benefits for our public safety employees.

Pension Fairness for Illinois Communities seeks your support. We hope you will join us in working toward a fair and equitable solution that protects Illinois taxpayers and secures sustainable pensions for our public safety employees, now and in the future.

YES, I/we support a fair and sustainable pension system for public safety employees in Illinois, and would like to be added as a Coalition member at the following participation level:

☐ Foundation Member – Suggested Contribution: \$10,000 +

☐ Advocate – Suggested Contribution: \$1,000 to \$4,999

☐ Partner – Suggested Contribution: \$5,000 to \$9,999

☐ Supporting Voice — Suggested Contribution: \$0 to \$999

|                        |  |       |  |       |  |
|------------------------|--|-------|--|-------|--|
| NAME                   |  |       |  | TITLE |  |
| COMPANY / ORGANIZATION |  |       |  |       |  |
| ADDRESS 1              |  |       |  |       |  |
| ADDRESS 2              |  |       |  |       |  |
| CITY                   |  | STATE |  | ZIP   |  |
| E-MAIL                 |  |       |  |       |  |

*By signing this form, I authorize the use of my name and / or organization as a Pension Fairness for Illinois Communities Coalition member on all marketing collateral.*

**X**

*Return this form and contribution payable to:  
Northwest Municipal Conference, 1600 E. Golf Road, Suite 0700, Des Plaines, IL 60016 or Fax: 847-296-9207*



J

To: Mayor Nicholas J. Helmer, City of Prospect Heights City Council

From: Anne Marrin, City Administrator

Date: March 24, 2014

Re: SCB Proposal for 30 Acre Sanders Road Site

---

**Issue:** As directed by Council, SCB Planners have revised the proposal for the site plan of 30 acres at the Sanders Road site. The contract cost of \$20,000 remains the same.

**Recommendation:** Approve the contract SCB site planning for the Sanders Road property.

03/24/2014 Attachments: Proposal



February 17, 2014

Anne Marrin  
City Administrator, City of Prospect Heights  
8 N. Elmhurst Road  
Prospect Heights, IL 60070

**Re: Allstate Property Site**  
Site Planning Proposal

Dear Ms. Marrin,

Thank you for giving us the opportunity to submit a proposal for Site Planning Services. The following proposal is to create a site plan for the 30 acre parcel of land bordered by Willow Road, Sanders Road and the Forest Preserve, commonly referred to as the Allstate Property.

### **1. Validation of Assumptions**

We will conduct an existing conditions analysis of the site to include site access, site infrastructure, zoning, and land use. This existing conditions assessment will coordinate with comprehensive planning efforts and utilize existing conditions findings including demographic data, infrastructure data, natural resource information and will assess the existing transportation network and function of existing roadways.

#### **Deliverables**

Validation of Assumptions and Existing Conditions Memo

### **2. Market Assessment**

The goal of the market assessment will be to assist the team in identifying and providing direction to attract the best opportunities for development of the site. The assessment will aid the City in determining the appropriate mix of uses for the site and will provide context for developers to be able to evaluate the market and financial viability for the identified land uses. We will review the market potential of viable land uses for the 30 acre Allstate property including:

- Retail/Commercial
- Residential – senior independent living or rental apartments
- Hotel (Optional Task)
- Office

The core tasks for the market analysis for each land use will include:

- Site attributes compared to competitive locations within the market area
- Review of the development context surrounding the including adjacent land uses, transportation access, adjacency to new development, access and visibility.
- Review of current planning efforts in the immediate context including coordination with proposed uses and tenants in the Glenstar development.
- Conduct up to (5) interviews with key informants including brokers and developers familiar with market conditions for the uses that might be considered for the site.
- Assess the competitive supply within a reasonable market area for the potential uses.
- Review the core demand trends and local market dynamics for key uses as necessary.



- Review the core market and development parameters of recent and planned projects including: anchor tenants, level of market activity, absorption/lease-up, rents and vacancy rates.
- Identify gaps in the market that could be attracted to the site.
- Review demographics that specifically relate to the demand for rental apartments and/or senior independent living.

**Deliverable**

Market Assessment – summary of the key market factors and the implications for development of the site.

**3. Land Use Plan****Land Use Program**

Based on the data collection, market analysis and existing conditions assessment our team will identify the most desirable land uses, relative to overall market economics and site constraints. We will develop a land use program matrix with estimated square footage projections for proposed uses on the site that support mixed use development, a new proposed Allstate headquarters, accommodate open space, transportation access, circulation and traffic movements, and other ancillary needs. The land use program will recommend an appropriate mix of uses that illustrate the highest and best use of the site. In addition, will propose recommendations for zoning amendments, as necessary and identify opportunities for relocation of adult use zoning to another location in the City.

**Site Plan**

Based on the land use program, we will create up to (2) two site plan scenarios for the 30a site.

Each scenario will include: conceptual building layout, open space strategy, proposed FAR, maximum building heights, buildable areas, parcelization plan, parking lot layout, circulation and access. After evaluation of the (2) two site plan options, a preferred alternative will be selected for development and refinement.

**Deliverable**

Future Land Use Parcel Plan and Program  
Recommendations to Regulatory Documents  
Conceptual Illustrative Site Plan

**4. Outreach**

We will conduct up to three (3) one-hour meetings with project stakeholders including developers, IDOT, brokers and Allstate. This outreach will give us insight into the current and proposed development, programming needs, insight into the goals and objectives for long-range planning on the site and vision for development of the property. Outreach will also be directed towards building consensus on the preferred development proposal for the site.

**Deliverables**

Meeting Minutes

**Fee and Reimbursables**

The total fee to complete the above scope of work is **\$20,000**. This includes all tasks in the base scope and deliverables. SCB invoices monthly for tasks completed in the previous month. Reimbursables are included in the base fee.

**Schedule**

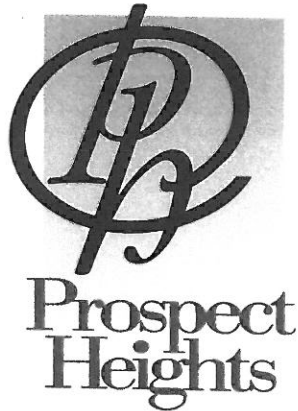
We anticipate this process to take approximately 8 weeks. We will coordinate weekly meetings with the City of Prospect Heights. We have included two 1- week review periods for the City to assess the site plan options and review the deliverables.

We look forward to discussing this opportunity with you further.

Sincerely,

Christine Carlyle, AIA  
Director of Planning and Principal  
Solomon Cordwell Buenz

**Enclosure:** Click here to enter text.  
**cc:**



L

To: Mayor Nicholas J. Helmer and City Council

From: Stephanie Hannon, Finance Director

Date: March 20, 2014

Re: Ordinance amending Ordinance O-13-11

---

The City reviews its water rates on an annual basis. The proposed water rates are based upon the Water Study conducted in 2012/2013, actual debt costs divided by the number of users, and water costs billed by Illinois American Water based upon prior year water consumption.

Water delivery charges are anticipated to be lower this year due to the City's diligent review, analysis, detection, and correction of water leakage.

## ORDINANCE NO. \_\_\_\_\_

## AN ORDINANCE AMENDING ORDINANCE NO. 0-13-11

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PROSPECT HEIGHTS,  
COOK COUNTY, ILLINOIS, AS FOLLOWS:

**SECTION ONE:** Title 1, Chapter 7, Section 15.J Water Rates of the City Code is hereby amended as follows:

**H. Water Rates**

Each and every business or residential dwelling unit utilizing the City's water distribution system shall be considered a facility. Any facility having connection with the City's distribution system that may hereafter be constructed and used in connection with the distribution system shall pay the following rates per month:

|                                       | <b><u>FY 2013-14</u></b> | <b><u>FY 2014-15</u></b> |
|---------------------------------------|--------------------------|--------------------------|
| Monthly Customer Delivery Charge      | \$20.30                  | \$ 21.75                 |
| Monthly Infrastructure Reserve charge | \$ 9.45                  | \$ 9.90                  |
| Monthly Debt Service Charge           | \$ 5.97                  | \$ 6.08                  |
| Water Supply Charge per 1,000 Gallons | \$ 6.49                  | \$ 6.13                  |

Supply charges by the city water supplier will be based on actual billed charges to the City and will be determined on an annual basis.

Water Rate effective date shall be May 1, 2014.

**SECTION TWO:** This ordinance shall be in full force and effect upon its passage, approval. And publication in pamphlet form and posting as prescribed by law.

AYES:

NAYS:

ABSENT:

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Nicholas J. Helmer, Mayor

ATTEST:

\_\_\_\_\_  
Stacey Adamson, City Clerk

Published in pamphlet form \_\_\_\_\_, 2014.



To: Mayor Nicholas J. Helmer and the Prospect Heights City Council

From: Steven Cutaia, Acting PW Director/Assist. Director of Building and Zoning *SC*

Date: March 19, 2014

Re: 101 West Hintz Road (case ZBA-14-03V)

---

**Issue:** The owners of 101 West Hintz have an existing non-conforming home on a corner lot, in which they have requested to build a covered front porch in their front yard and extend a solid wood fence in their corner-side yard.

**Analysis:** The Owners of the property have submitted a petition for a five foot (5.0') by seventeen foot (17.0') covered front porch, that would encroach sixteen feet-one inch (16'1") into the required forty foot (40.0') front yard, a six foot (6.0') high solid wood fence, that would encroach eleven feet-one inch (11'1") into the required forty foot (40.0') front yard, a six foot (6.0') high solid wood fence, that would encroach five (5.0') into the required thirty five foot (35.0') front-corner-side yard, and a six foot (6.0') high solid wood fence, that would encroach seventeen feet-six inches (17'6") into the required twenty five foot (25.0') corner-side yard.

The Plan/Zoning Board of Appeals held a public hearing on February 27, 2014 regarding said petition and has found the petition meets the standards for variations and has recommended the variation be approved with staff's inspection and approval with respect to the line of sight relative to the fence and intersection. A motion made by Commissioner Tammen, seconded by Commissioner Dash, to approve case ZBA-14-03V as presented with staff review of the fence line of site upon construction. The motion was approved 5-0 in a roll call vote.

**Recommendation:** Staff also recommends the variations be approved with waiver of 1<sup>st</sup> reading, if possible

Thank You.

Memorandum

**To:** Prospect Heights Mayor and City Council

**From:** Thomas Weidman – Chairman  
Plan / Zoning Board of Appeals

**Date:** March 19, 2014

**Subject:** Recommendation

ZBA Case No. 14-03

Applicant: Elvis Dardon

Property Address: 101 West Hintz Road

Hearing Date: February 27, 2014

**I. Purpose**

The applicant requested a zoning variance to construct a covered front porch and a solid wood fence.

Continued on page 2.

II. Comments and Testimonies

The applicant was represented by Jay Kirk Irwin, the owner's architect describing the details of the applicant's requests. (There are minutes of this hearing.)

III. Board and Staff Comments

Mr. Cutaia said similar to recent variance requests, staff looked at this as a hardship because they have an existing non-conforming structure on a corner lot. As you can see on the exhibit the plat of survey, the existing structure is encroaching 10 feet into the front, 40ft front yard setback and the applicant is proposing do a 5' x 17' front porch entirely in the front setback. Furthermore, they have an existing fence in the corner side yard setback which is an existing non-conforming.

Commissioner Frank-Watson asks about location of gates and access. Mr. Irwin says there will be a gate on the northeast corner at the house with a new driveway and have a new detached garage. South of the property has the existing gates.

I, Commissioner Weidman, commented that they are creating is almost a side entrance and since the address is on the eastside of the house which is 110 Hintz Rd., this could be a door for emergencies.

Mr. Irwin states that yes it could be for public safety. I, Commissioner Weidman, liked the design of the porch.

Mr. Skiber states in regards to the fence and the line of site issue which is a valid consideration and staff has reviewed it.

I, Commissioner Weidman, was concerned about the visual aspect around the corner but will rely on the inspector to determine if it is an issue.

IV. Decisions and Findings

Motion made by Commissioner Tammen, seconded by Commissioner Dash, to approve case ZBA-14-03V as presented with staff review of the fence line of site upon construction. The motion was approved by 5-0 a roll call vote.

## **ORDINANCE NO. O-**

**AN ORDINANCE GRANTING CERTAIN VARIATIONS TO PERMIT A SIXTEEN FOOT ONE INCH ENCROACHMENT OF A COVERED FRONT PORCH INTO THE REQUIRED 40 FOOT FRONT YARD SETBACK AND 11 FOOT 1 INCH ENCROACHMENT OF A SOLID WOOD FENCE INTO THE REQUIRED 40 FOOT FRONT YARD SETBACK, AND A 5 FOOT ENCROACHMENT OF A SOLID WOOD FENCE INTO THE REQUIRED 35 FOOT FRONT-CORNER-SIDE YARD SETBACK, AND A 17 FOOT 6 INCH ENCROACHMENT OF A SOLID WOOD FENCE INTO THE REQUIRED 25 FOOT CORNER-SIDE YARD SETBACK FOR THE PROPERTY LOCATED AT 101 WEST HINTZ ROAD, PROSPECT HEIGHTS, ILLINOIS.**

WHEREAS, the Sections 7.01E(1), 4.04H.1.f(1), 4.04H, and 4.04H.1.f(2), of the Prospect Heights Zoning Ordinance as applicable to the property legally described in Exhibit A attached hereto (hereinafter "Property") and commonly known as 101 W. Hintz Road prescribes the construction of an covered front porch in the required forty foot (40.0') front yard, and a six foot (6.0') solid wood fence in the required forty foot(40.0') front yard, thirty-five foot (35') front-corner side, and into the twenty-five foot (25.0') corner side yard to the existing legal non-conforming single-family home; and

WHEREAS, the Owners of the property have submitted a petition for a five foot (5.0') by seventeen foot (17.0') covered front porch, that would encroach sixteen feet-one inch (16'1") into the required forty foot (40.0') front yard; and

WHEREAS, the Owners of the property have submitted a petition for a six foot (6.0') high solid wood fence, that would encroach eleven feet-one inch (11'1") into the required forty foot (40.0') front yard; and

WHEREAS, the Owners of the property have submitted a petition for a six foot (6.0') high solid wood fence, that would encroach five (5.0') into the required thirty five foot (35.0') front-corner-side yard; and

WHEREAS, the Owners of the property have submitted a petition for a six foot (6.0') high solid wood fence, that would encroach seventeen feet-six inches (17'6") into the required twenty five foot (25.0') corner-side yard; and

WHEREAS, the Plan/Zoning Board of Appeals held a public hearing on February 27, 2014 regarding said petition; and

WHEREAS, the Plan Zoning Board of Appeals has found the petition meets the standards for a variation and has recommended the variation be approved; and

WHEREAS, the Mayor and City Council have reviewed the documents pertinent to the application and the recommendations of the Plan/Zoning Board of Appeals and determined that the standards for the variation have been met; and

WHEREAS, the Mayor and City Council find that the record supports a finding that applicant faces a particular hardship and strict enforcement of the Zoning ordinance prevents applicant from the full use and enjoyment of his land;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS** as follows:

Section 1. The City Council hereby finds and determines that the facts set forth in the preamble hereto are true and correct and hereby adopts same as part of this Ordinance.

Section 2. That a variation is hereby granted to reduce the front yard setback of forty feet (40.0') front yard as prescribed in the Zoning Ordinance to encroach sixteen feet-one inch (16'1") to permit only the construction of a five foot by seventeen foot (5.0' x 17.0') covered front porch adjacent to the east lot line.

Section 3. That a variation is hereby granted to reduce the required front yard setback of forty feet (40.0') front yard as prescribed in the Zoning Ordinance to eleven foot-one inch (11'1") to permit only the construction of a six foot (6.0') high solid wood fence adjacent to the east lot line.

Section 4. That a variation is hereby granted to reduce the required front corner side yard setback of thirty-five feet (35.0') front corner side yard as prescribed in the Zoning Ordinance to encroach five foot (5.0') to permit only the construction of a six foot (6.0') high solid wood fence adjacent to the north-east lot line.

Section 5. That a variation is hereby granted to reduce the required corner side yard setback of twenty-five feet (25.0') corner side yard as prescribed in the Zoning Ordinance to encroach seventeen foot-six inches (17'6") to permit only the construction of a six foot (6.0') high solid wood fence adjacent to the north lot line.

Section 6. That this variation is conditioned upon applicant's construction of the fence and porch in accordance with the approved site plan and documents submitted at the public hearing with staff's inspection and approval with respect to line of site relative to the intersection.

Section 7. That this Ordinance and all exhibits attached hereto shall be recorded at the Cook County Recorder's office at the expense of the owners.

Section 8. This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED and APPROVED this 24nd day of March, 2014

---

Mayor

ATTEST:

---

City Clerk

AYES:

NAYES:

ABSENT:

Effective Date: April 1, 2014

## **EXHIBIT A**

That LOT 1 IN EHLER AND WENBORG'S COUNTRY GARDEN'S UNIT NUMBER 5, A SUBDIVISION OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER (EXCEPT THE NORTH 660 FEET OF THE WEST 660 FEET THEREOF) OF SECTION 15, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, commonly known as 101 West Hintz Road, Prospect Heights, Illinois 60070. PIN # 03-15-109-009-0000.

**City of Prospect Heights  
Plan/Zoning Board of Appeals  
February 27, 2014**

The regular meeting of the Plan/Zoning Board of Appeals was called to order at 7:00 pm by Chairman Weidman, at City Hall, 8 N. Elmhurst Road, in Prospect Heights, Illinois.

**ROLL CALL:**

Present: Commissioners Tammen, Dash, Wyatt, Frank-Watson and Chairman Weidman  
Absent: Commissioner Jones, Roscoe (By Prior Notice)

Present at the meeting: Director of Building & Zoning Steve Skiber, Assistant Director of Building & Zoning Steve Cutaia and Administrative Assistant Julie Malik-Mordian.

**APPROVAL OF January 23, 2014 MINUTES**

**Motion made by Commissioner Tammen, seconded by Commissioner Dash, to approve the meeting minutes from January 23, 2014 as presented. The motion was approved by a roll call vote.**

**ROLL CALL VOTE:**

**AYES: Commissioners Dash, Tammen, Wyatt and Chairman Weidman**  
**NAYS: None**  
**ABSENT: Commissioner Jones, Roscoe**  
**ABSTAIN: Commissioner Frank-Watson**  
**Motion carried.**

**Case No. 14-03V**

**Applicant: Elvis Dardon**  
**Address: 101 W. Hintz Rd**  
**Reason: Construction of a front porch 5'x 17' 10.01 into 40' setback construction of 6ft high wood fence encroaching 10.04' into 40ft front yd setback, and into the 35' front corner setback and 17'6" into the 25ft side yard setback.**

Chairman Weidman entered the following exhibits into the record:

ZBA Exhibit 1: Application  
ZBA Exhibit 2: Assignment to the Agenda  
ZBA Exhibit 3: Hardship Letter  
ZBA Exhibit 4: Public Hearing Notice  
ZBA Exhibit 5: List of Property Owners  
ZBA Exhibit 6: Proof of Ownership  
ZBA Exhibit 7: Plot of Survey  
ZBA Exhibit 8: Plan Set

Mr. Cutaia said similar to recent variance request, staff looked at this as a hardship because they have an existing non-conforming structure on a corner lot. As you can see on the exhibit the plat of survey, the existing structure is encroaching 10 feet into the front, 40ft front yard setback and the applicant is proposing do a 5' x 17' front porch entirely in the front setback.

Furthermore, they have an existing fence in the corner side yard setback which is an existing non-conforming. They are basically looking to extend the front fence to the front

plane of the house. This interferes with the three of zoning codes involving front yard setback, corner setback and side setback. Mr. Chairman Weidman asks to address the zoning codes. Mr. Cutaia says the zoning code exists in other Municipalities. The front yard is the smaller of the two facing the street when it comes to a corner lot. We will consider the 104ft front yard area on Sherwood as the front yard, while the Hintz Rd. is a side yard.

Mr. Jay Kurt Irwin presented the green cards from the notices to Chairman Weidman.

Mr. Chairman Weidman swore in Mr. Irwin who lives at 1218 N. Campbell, Chicago, Illinois 60622.

Mr. Irwin explained there are four requests which are the fence on Hintz Rd., return of the fence back to the building on Sherwood, building the front porch which was on the side of the house to make it look like the front of the house. The fence that extends across the property then angles back in the house, we want to construct the fence along Hintz Rd. on the northeast corner. We would be building a high quality fence metal post painted black with wood stained and landscaping surrounding the edges of the fence.

Commissioner Frank-Watson asks what you're proposing is that the new fence will extend near the side yard along the house to the garage. So then there is only access through the garage? Mr. Irwin says there will be a gate on the northeast corner at the house with a new driveway and have a new detached garage. South of the property has the existing gates. Mr. Chairman Weidman says so what your creating is almost a side entrance and since the address is on the eastside of the house which is 110 Hintz Rd., this could be a door for emergencies.

Mr. Irwin states that yes it could be for public safety. Mr. Chairman Weidman says one of the main concerns is on the corner lot all of the time when we look at variances is a line of site is that going to be compromised. I drove my car near the area and it looks like the variance sign is placed on the corner where the fence is going to be put. Mr. Irwin said it's a six foot high fence and there are some changes. Mr. Chairman Weidman said he likes the design of the porch.

Mr. Skiber states in regards to the fence and the line of site issue which is a valid consideration and staff has reviewed it. You can certainly; your motion can include language that would be subject to staff review of the constructed fence. That it in fact is not a line of site issue and if it is we would have the right to enforce of remedy in interest of public safety. So you can certainly defer to the staff on it, we feel that it meets the code if a stop sign gets moved or any reason if it does become a public safety issue we would have at least an interest to remedy it.

**Motion made by Commissioner Tammen, seconded by Commissioner Dash, to approve case ZBA-14-03V as presented with staff review of the fence line of site upon construction. The motion was approved by a roll call vote.**

### **COMMUNICATIONS**

None

### **OLD BUSINESS**

Status of the Comprehensive Plan, there is a Public Meeting on March 20<sup>th</sup> at the Gory Morava Center 110 W. Camp McDonald Rd from 6pm-8pm.

**NEW BUSINESS**

None

**ADJOURNMENT**

The February 27, 2014 Plan/Zoning Board of Appeals meeting was adjourned by unanimous voice vote, at 7:20pm with a motion made by Commissioner Tammen, seconded by Commissioner Dash.

Respectfully Submitted,

Julie Malik-Mordian, Recording Secretary

FILE COPY

FOR OFFICE USE ONLY:  
 FEE PAID \$150.00  
 RECEIPT #  
 DATE 2/5/14  
 REC'D BY  
 CASE # 14-03  
 MEETING DATE

OK# 3054

PLAN/ZONING BOARD OF APPEALS  
 APPLICATION

- ☐ Special Use (\$400) ☐ Map Amendment (Refer to Ord. 0-03-18)  
☒ Variation (\$150) ☐ Subdivision/PUD (Refer to Ord. 0-03-18)  
☐ Text Amendment (\$300) ☐ Lot Consolidation (Refer to Ord. 0-03-18)

APPLICANT: ELVIS DARDON  
 ADDRESS: 101 WEST HINTZ RD.  
PROSPECT HTS. IL

PHONE: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

ADDRESS OF SUBJECT PROPERTY: 101 WEST HINTZ ROAD  
PROSPECT HTS. IL

PROPERTY IS LOCATED IN THE R1 ZONING DISTRICT.

APPLICABLE SECTION OF ORDINANCE: 4.04, 4.04.42f(1), 4.04.42f(2), 7.01E(1)

DESCRIPTION OF REQUEST: construction of a front porch 5' x 17' " 15'13" into 40' setback  
 construction of 6 ft high wd fence encroaching 10'13" into 40 ft  
 front yd setback, and into the 35' front corner setback and  
 17'6" into the 25 ft side yard setback

Are there any covenants, conditions, restrictions or floodplain issues concerning type of improvements, setbacks, area or height requirements, occupancy or use limitations, etc. placed on the property and now of record: YES ☒ NO ☐ If yes, please describe:

construction of a front porch 5' x 17' " 15'13" into 40 ft setback, construction of a 6 ft high wd fence encroaching 10'13" into 40 ft front yd setback, and into the 35 ft front corner setback and 17'6" into the 25 ft side yd setback.

Has the property been the subject of previous or pending administrative legislative or court action: YES ☐ NO ☒ If yes, give details: \_\_\_\_\_

The following items MUST be submitted at time of filing:

1. Application (12 copies)
2. Plat of Survey (12 copies) - must be drawn to scale and indicate the location of the proposed addition or construction and must contain the legal description of the property, along with additional information to support the application (12 copies). (Note: please include one copy for file no larger than 11" x 17").
3. Proof of Ownership (1 copy)
4. Letter indicating Hardship (for variations only -12 copies)
5. Notice to Property Owners (1 copy) -Note: Explanation of Request should match description on Application
6. List of Property Owners (1 copy) obtained from the Wheeling Township Office, 1616 N. Arlington Heights. Rd., Arlington Heights, IL 60004 - Tel: 847/259-1515 of all properties lying within 350 ft. of property line/subject's property once approved confirmation letter from the City of Prospect Heights is received.
7. Application Fee (cash or check made payable to: City of Prospect Heights)

Date: 2/11/2014

Signature of Applicant

PZBA VARIANCE  
 14-03  
 EXHIBIT # 1  
 FILE COPY

RECEIVED  
 CITY OF PROSPECT HEIGHTS  
 2014 FEB -4 PM 4:19



# City of Prospect Heights

Department of Building & Zoning

8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070

Office: 847/398-6070 x 211-FAX: 847/590-1854-[www.prospect-heights.il.us](http://www.prospect-heights.il.us)

---

February 7, 2014

Elvis Dardon  
101 West Hintz Road  
Prospect Heights Illinois 60070

Re: ZBA Case #14-03 Variance, #14-04 Variance, #14-05 Variance, & #14-06 Variance

Dear Applicant;

Please be advised that we have received your Plan/Zoning Board of Appeals Application. The hearing will be held on **Thursday, February 20, 2014** at Prospect Heights City Hall 8 North Elmhurst Road, Prospect Heights Illinois. The meeting begins at 7:00 p.m.

Notification of property owners, by certified mail, within 350 feet in each direction of the subject property is mandatory. This notification must be made not less than fifteen (15) days nor more than thirty (30) days prior to the date of the public hearing. Proof of this notification must be submitted to the Board at the hearing. The hearing will not proceed if this proof is not furnished.

Your presence, or a representative, is required at the meeting to give testimony and answer any questions the Board may have. If you have any questions, please contact me at 847/398-6070, extension 211.

Sincerely,

Julie Malik-Mordian  
Administrative Assitant  
Building and Zoning Department

MEMO

TO: Village of Prospect Heights  
Re: 101 Hintz Road

From: Elvis Dardon

Date: 10-28-2013

I am writing to request a zoning variation to allow the construction of a fence located at the north side of my property extending from the west side of the property to the east side of the existing house. An existing fence extends through approximately half of the property. The adjacent property to the west has a fence extending the length of the north property line.

The reason for constructing the fence is that our existing front yard faces Hintz Road. The new fence will provide us with more privacy. Also, during the night pedestrians walk along Hintz Road onto our property. This was something we did not expect when we purchased the property. On one occasion someone walked onto our property and knocked on our front window. On another occasion someone used our property to relieve himself.

Thank you for your attention to our concerns.

Elvis Dardon,, Owner 101 Hintz Road

P2BA VARIANCE  
14-03  
EXHIBIT #3

LAST EDITION OF  
PUBLIC HEARING  
NOTICE

## PUBLIC HEARING NOTICE

Notice is hereby given that the Plan/Zoning Board of Appeals of the City of Prospect Heights, Cook County, Illinois, will conduct a Public Hearing on the 27<sup>th</sup> day of February, 2014, 7pm, at the Prospect Heights City Hall, 8 North Elmhurst Road, Prospect Heights, Illinois, to consider the following applications; three variances from section 7.01E(1), by proposing construction of a 5' x 17' front porch to encroach 15' 13" into the required 40' front yard setback, section 4.04., construction of a 6' high solid wood fence to encroach 5' in the required 35' front-corner yard setback, section 4.04.H1f(1), construction of a 6' high solid wood fence to encroach 10' 13" in the required 40' front yard setback, and section 4.04.H1f(2), a variance to allow construction of a 6' high wood solid fence to encroach 17' 6" in the required 25' corner-side yard setback, for the property legally described as follows:

That LOT 1 IN EHLEH AND WENBORG'S COUNTRY GARDEN'S UNIT NUMBER 5, A SUBDIVISION OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER (EXCEPT THE NORTH 660 FEET OF THE WEST 660 FEET THEREOF) OF SECTION 15, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, commonly known as 101 West Hintz Road, Prospect Heights, Illinois 60070. PIN # 03-15-109-009-0000.

The applicant is Elvis Dardon. The agent for the applicant is Kirk Irwin, Architect. A copy of the application is on file at City Hall, 8 North Elmhurst Road, Prospect Heights, Illinois 60070. All persons present at the meeting will be given an opportunity to be heard.

Thomas Weidman

Chairman, Plan/Zoning Board of Appeals

PZBA VARIANCE  
14-03  
EXHIBIT #.4

FILE COPY



# WHEELING TOWNSHIP

1616 N. Arlington Heights Road • Arlington Heights, Illinois 60004

847-259-7730 • fax 847-259-1570

[www.wheelingtowship.com](http://www.wheelingtowship.com)

Assessor Jerry Sadler

Phone: 847-259-1515 Fax: 847-259-3070

## Instructions for Your Variance

We have supplied you with the property index numbers (PINS) for the property within the required boundaries for your variance letters.\*

You will need to go to the web to obtain the names and addresses for mailing your variances notices.

The web address is: [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com)

1. Choose "Payments" then "Payment Status."
2. Enter P.I.N. #.
3. Enter Security Code given as it reads.
5. Click on "Search"
4. Choose "Click Here to Pay or for Detailed Tax Information"
5. Use "Mailing Information" not "Property Location."
6. Return to PIN Summary to enter next P.I.N. #.

If you have any questions, please feel free to contact the Wheeling Township Assessor's office at 847-259-1515.

Jerry Sadler  
Wheeling Township Assessor

\*These property index numbers are required by your village or city and are provided as a courtesy by the Wheeling Township Assessor's office. The Township assumes no responsibility for any additional requirements by the village or city.

P2BA VARIANCE  
14-03

EXHIBIT #5

Page 1 of 3

PAGE 02  
P2BA EXHIBIT #5  
LIST OF PROPERTY  
OWNERS

# PUBLIC HEARING NOTIFICATION LIST OF PROPERTY OWNERS OF RECORD

WT V013-048

(Real Estate  
Index No.)

(Name)

(Street) (City/State/zip)

03-13-109-009-0000 SUBJECT 101 W. HINTZ RD, PROSPECT HTS. 60070

- - - - -001

ANDRES GONZALES--1215 HIGHLAND DR., PROSPECT HTS., IL 60070-1017

- - - - -002

D & G MARTINEZ--1213 HIGHLAND DR., PROSPECT HTS., IL 60070-1017

- - - - -003

S BRUCE WALLACE--1211 HIGHLAND DR., PROSPECT HTS., IL 60070-1017

- - - - -004

CHRISTOPHER COLLAR JR.--1209 HIGHLAND DR., PROSPECT HTS., IL 60070-1017

- - - - -005

SOUAD DEHHAK--1207 HIGHLAND DR., PROSPECT HTS., IL 60070-1017

- - - - -010

STEVEN L JACK--1214 N. SHERWOOD DR., PROSPECT HTS., IL 60070-1037

- - - - -011

PATRICIA J KRUSCHKA--1212 SHERWOOD DR., PROSPECT HTS., IL 60070-1037

- - - - -012

BARBARA EUCHNER--1210 SHERWOOD DR., PROSPECT HTS., IL 60070-1037

- - - - -013

PATRICK CARDI--1208 SHERWOOD DR., PROSPECT HTS., IL 60070-1037

03-15-108-003

JOHN R NEWBOE--1214 HIGHLAND DR., PROSPECT HTS., IL 60070-1018

- - - - -004

MICHAEL CATUSCELLI--1212 HIGHLAND DR., PROSPECT HTS., IL 6007-1018

- - - - -005

STEVEN CHRIS STANKE--1210 HIGHLAND DR., PROSPECT HTS., IL 60070-1018

- - - - -006

RODNEY F PIERCE--1208 HIGHLAND DR., PROSPECT HTS., IL 60070-1018

03-15-118-006

ALBERT L LETCHINGER--1049 PEACE, WHEELING, IL 60090-5516

- - - - -017

HELEN F BERKSHIRE--952 BLAZE TRL., WHEELING, IL 60090-5509

03-15-117-001

THOMAS J. DAVID--962 TWILIGHT LN., WHEELING, IL 60090-5530

- - - - -002

JAMES R. WHITTINGTON--954 TWILIGHT LN., WHELLING, IL 60090-5530

- - - - -015

EVELYN MENDRALLA--957 BLAZE TRL., WHEELING, IL 60090-5508

- - - - -016

HON C. & KWAI F. WONG--969 BLAZE TRL., WHEELING., IL 60090-5508

03-10-310-001

WILLIAM & CONNIE HOOS--755 LONGTREE DR., WHEELING, IL 60090-5540

- - - - -002

ICG, INC.--P.O. BOX 810490, DALLAS, TX 75381-0490

- - - - -022

Village of Wheeling 255 W. DUNDEE RD. Wheeling, IL 60090

03-10-311-017

WADE E. MIKOSZ--742 LONGTREE DR., WHEELING, IL 60090-5544

- - - - -018

TIMOTHY C. SEDIN--756 LONGTREE DR., WHEELING, IL 60090-5544

WTV013-048

(Street) (City/State/zip)  
DR., WHEELING, IL 60090-5544

JOHN LINDA ELLSWORTH--766 LONGTREE DR., WHEELING, IL 60090-5544

TAXPAYER OF--770 LONGTREE DR., WHEELING, IL 60090

School Dist. 2121 S. Goebbert Rd Arl. Hts  
# 214

24

11

1

60005

ZBA # 6  
PROOF OF OWNERSHIP

**PREPARED BY:**

Austin Jarrett Ltd  
411 E. Business Center Drive Suite 112  
Mount Prospect, IL 60056

**MAIL FUTURE TAX BILLS TO:**

ELVIS DARDON  
101 HINTZ ROAD  
PROSPECT HTS IL 60070

**MAIL RECORDED DEED TO:**

ELVIS DARDON  
101 HINTZ ROAD  
PROSPECT HTS IL 60070

5301876  
FNTIC

**WARRANTY DEED**  
Statutory (Illinois)

The Grantor(s), **ROBERT CHARLES & ANNE CHARLES**, as husband and wife, tenants by the entirety, for and in consideration of ten (\$10.00) Dollars and other good and valuable consideration, in hand paid, conveys and warrants to Grantee(s), **ELVIS DARDON & (SYLVIA) LOPEZ DE DARDON**, the following described real estate situated in the County of Cook, in the State of Illinois, to wit:

SEE ATTACHED LEGAL

\* SILVIA \*  
\* LETICIA \*  
\*\* AS TENANTS BY THE ENTIRETY

Hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois. TO HAVE AND TO HOLD said premises forever.

**PERMANENT INDEX NUMBER:** 03-15-109-009-0000

**ADDRESS OF REAL ESTATE:** 101 W Hintz Rd., Prospect Heights, IL 60070

GRANTOR, does hereby covenant and represent that grantor has not done or suffered to be done, anything whereby the said premises hereby granted are, or may be, in any manner encumbered or charged, except as herein recited, and that the said premises, against all persons lawfully claiming, or to claim the same, by through, or under grantor, grantor WILL WARRANT AND DEFEND; subject to: General real estate taxes not due and payable at the time of Closing, covenants, conditions and restrictions of record; building lines and easements, if any provided they do not interfere with the current use and enjoyment of the Real Estate.

P2BA VARIANCE  
14-03  
EXHIBIT # 6

FILE COPY

Warranty Deed-Continued

Dated this 10<sup>th</sup> day of August, 2013.By: [Signature]  
Robert CharlesBy: Anne Charles  
Anne CharlesSTATE OF ILLINOIS       )  
                                      ) ss  
COUNTY OF COOK       )

I, the undersigned, a Notary Public in and for said County, in the State of Illinois, DO HEREBY CERTIFY that **ROBERT CHARLES & ANNE CHARLES**, personally known to me to be the same person(s) whose name(s) are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that (s)he/they signed, sealed and delivered the said instrument as his/her/their free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and official seal, this 10<sup>th</sup> day of August, 2013.My Commission expires 7/17/16Ella R Austin

Notary Public

**FILE COPY**

# PLAT OF SURVEY

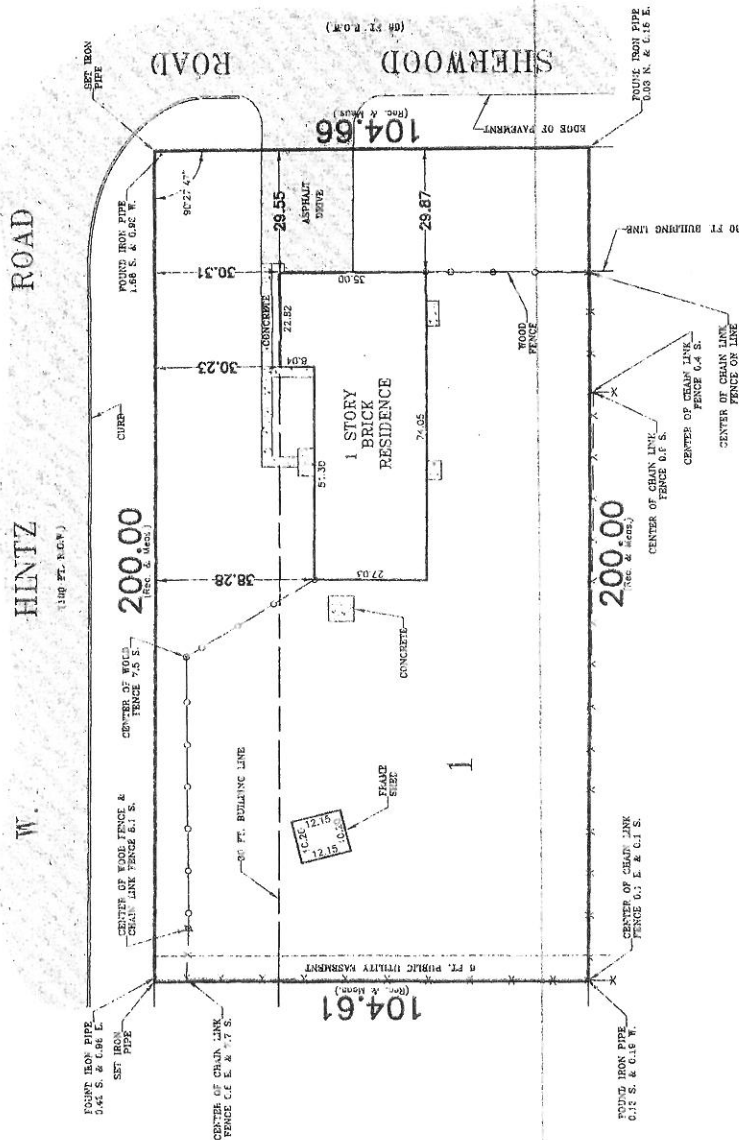
of

LOT 1 IN EHLER AND WENBORG'S COUNTRY GARDEN'S UNIT NUMBER 6, A SUBDIVISION OF THE NORTHWEST QUARTER EXCEPT THE NORTH 660 FEET OF THE WEST 660 FEET THEREOF, OF SECTION 16, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

ADDRESS: 101 W. HINTZ ROAD, PROSPECT HEIGHTS, ILLINOIS



SCALE: 1"=30'



## GENERAL NOTES:

- 1) THE LEGAL DESCRIPTION HAS BEEN PROVIDED BY THE CLIENT OR THEIR AGENT.
- 2) THIS SURVEY SHOWS THE BUILDING LINES AND EASEMENTS AS INDICATED BY THE CLIENT. THE SURVEYOR HAS NOT CONDUCTED A VISUAL INSPECTION OF THE PROPERTY. LOCAL OBSTRUCTIONS UNLESS SUPPLIED BY THE CLIENT.
- 3) BASIS OF BEARING FOR THIS SURVEY IS AS THE NORTH ARROW INDICATES, AND IS SHOWN TO INDICATE THE ANGULAR RELATIONSHIP OF THE BOUNDARY LINES.
- 4) MONUMENTS, IF SET DURING THIS SURVEY, REPRESENT THE TRUE CORNERS OF THIS DESCRIPTION AS SURVEYED.
- 5) LOCATION OF SOME FEATURES MAY BE ENLARGED FOR CLARITY. NO INTERPOLATIONS MAY BE MADE FROM THE INFORMATION SHOWN HEREON.
- 6) ONLY COPIES WITH AN ORIGINAL SIGNATURE AND SEAL ARE OFFICIAL LEGAL DOCUMENTS. ALL SURVEYS ARE COPYRIGHTED MATERIALS WITH ALL RIGHTS RESERVED.

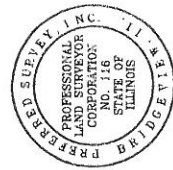
Professional Design Registration #164-002795

**PREFERRED SURVEY, INC.**

7845 W. 79TH STREET, BRIDGEVIEW IL 60455  
Phone 708-458-7845 / Fax 708-458-7855  
www.prsurvey.com



Field Work Completed 08/28/13 PLS CREW: SL/GZ  
Total Area Calculated 27,074.5 Sq. Ft. 7.25



SURVEY ORDERED BY: ELVIS DADON

I, JOSEPH P. MAKISCH, AS AN EMPLOYEE OF PREFERRED SURVEY, INC. HEREBY STATE THAT THIS PROFESSIONAL SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE PROFESSIONAL SURVEYING ACT, CH. 15.1, ILCS, AND THE PROFESSIONAL SURVEYING BOARD'S REGULATIONS. THE PROPERTY CORNERS HAVE BEEN SET OR NOT IN ACCORDANCE WITH THE AGREEMENT. DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND ARE CORRECTED TO A TEMPERATURE OF 68 DEGREES FAHRENHEIT.

GIVEN UNDER MY HAND AND SEAL THIS  
29TH DAY OF AUGUST



MY LICENSE EXPIRES ON 11/30/14

FILE COPY

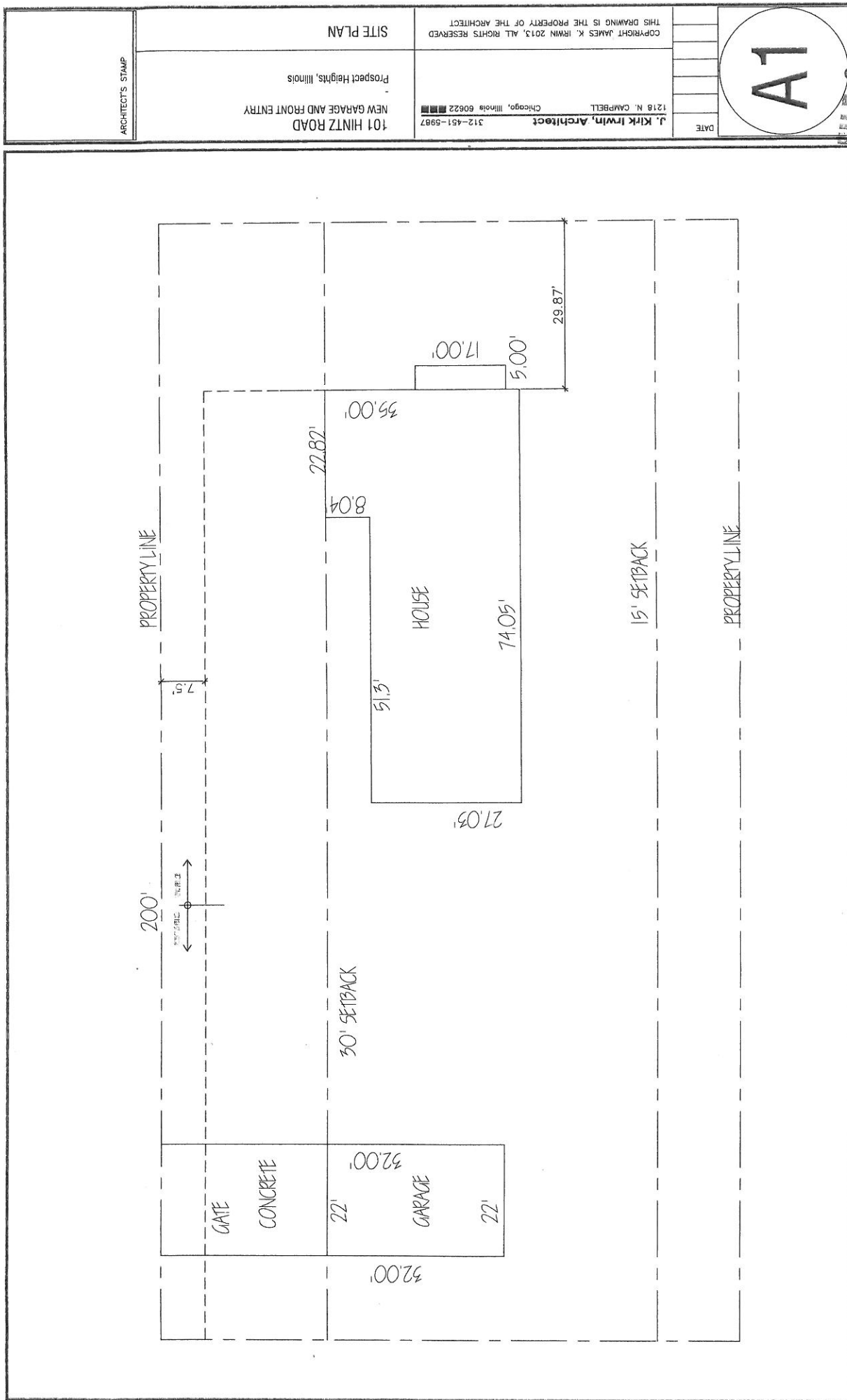
P2BA VARIANCE

14-03

EXHIBIT #1

STATE OF ILLINOIS )  
COUNTY OF COOK )

ZBA # 8 PLAN SET



ARCHITECT'S STAMP

101 HINTZ ROAD  
NEW GARAGE AND FRONT ENTRY  
Prospect Heights, Illinois

SITE PLAN

J. Kirk Irwin, Architect  
1218 N. CAMPBELL  
Chicago, Illinois 60622  
312-451-5987  
COPYRIGHT JAMES K. IRWIN 2013. ALL RIGHTS RESERVED  
THIS DRAWING IS THE PROPERTY OF THE ARCHITECT

DATE

A1

DATE

A2

DATE

J. Kirk Irwin, Architect  
1218 N. Campbell  
Chicago, Illinois 60622  
312-451-5987

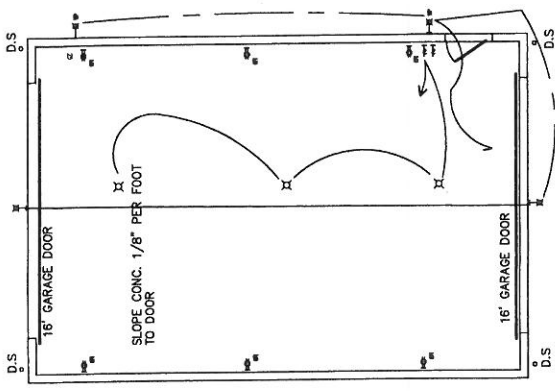
101 HINTZ ROAD  
NEW GARAGE AND FRONT ENTRY  
Prospect Heights, Illinois

GARAGE PLANS

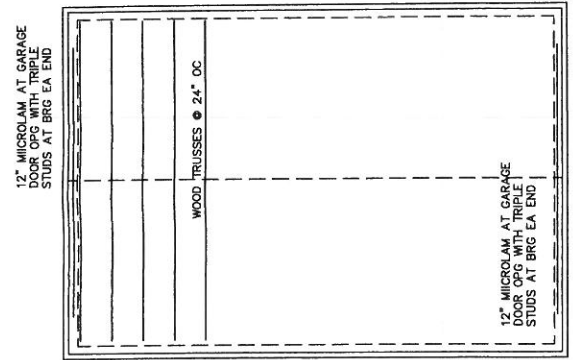
ARCHITECT'S STAMP



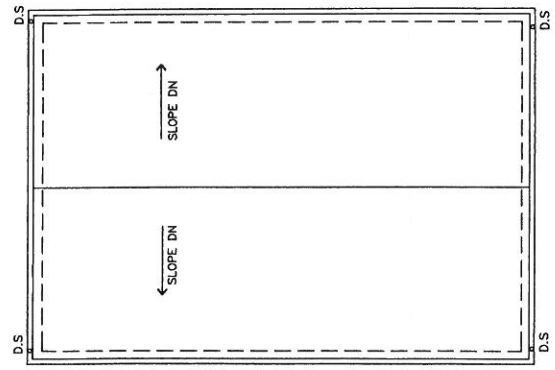
1 GARAGE PLAN  
1/8" = 1'-0"



2 GARAGE FRAMING PLAN  
1/8" = 1'-0"



3 GARAGE ROOF PLAN  
1/8" = 1'-0"



A3

DATE

J. Kirk Irwin, Architect  
1218 N. CAMPBELL  
Chicago, Illinois 60622

COPYRIGHT JAMES K. IRWIN 2013. ALL RIGHTS RESERVED  
THIS DRAWING IS THE PROPERTY OF THE ARCHITECT

PLANS ELEVATIONS

101 HINTZ ROAD  
NEW GARAGE AND FRONT ENTRY  
Prospect Heights, Illinois

ARCHITECT'S STAMP

2 PROPOSED FLOOR PLAN  
1/4" = 1'-0"

1 EAST ELEVATION PROPOSED  
1/4" = 1'-0"

NEW 36" X 6'-8" WOOD DOOR  
UNINSULATED WITH 12" SIDE JES  
THRESHOLD WEATHER STRIPPING  
DEADBOLT AND LOCK

WOOD COLUMN COVER  
TOP AND BASE

ASPHALT SHINGLES ON  
#15 FELT  
NEW DOUBLE PANE INSUL GLASS  
WINDOW ONLY CLAD LOW E  
U = .31

EXISTING GARAGE DOOR TO REMAIN

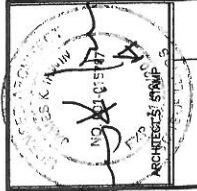
RECEIVED

A4

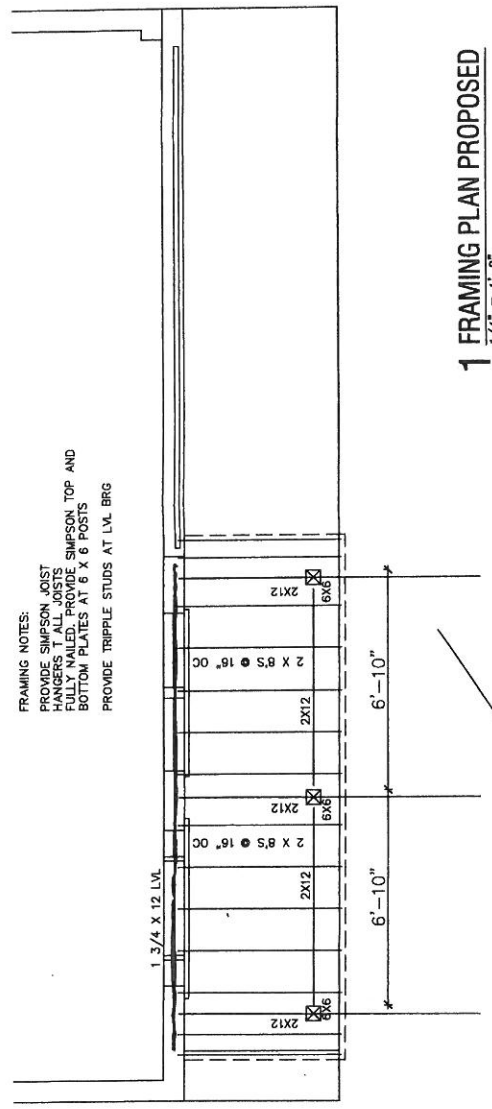
DATE

J. Kirk Irwin, Architect  
1218 N. CAMPBELL  
Chicago, Illinois 60622  
312-451-5987  
COPYRIGHT JAMES K. IRWIN 2013. ALL RIGHTS RESERVED  
THIS DRAWING IS THE PROPERTY OF THE ARCHITECT

PLANS  
101 HINTZ ROAD  
NEW GARAGE AND FRONT ENTRY  
Prospect Heights, Illinois

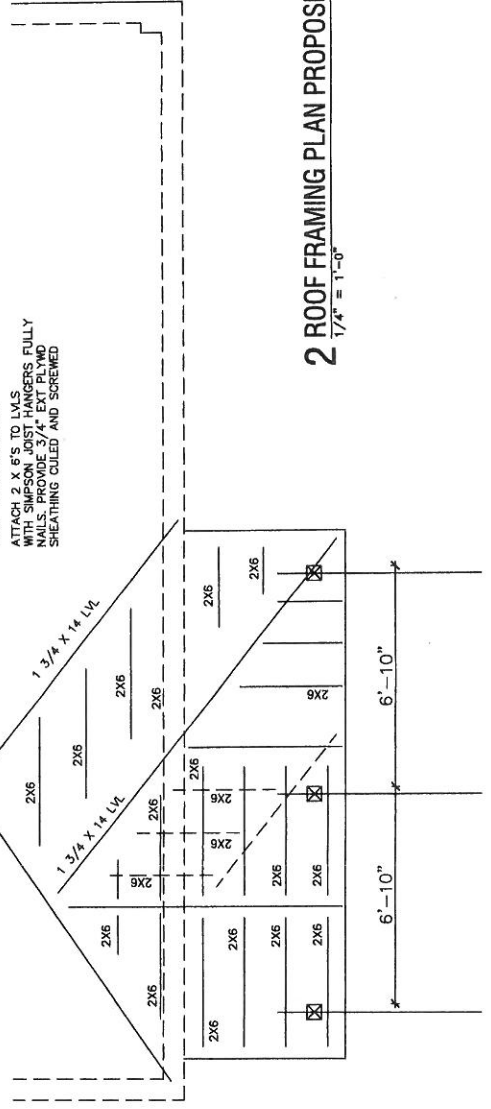


FRAMING NOTES:  
PROVIDE SIMPSON JOIST  
HANGERS T ALL JOISTS  
FULLY NAILED. PROVIDE SIMPSON TOP AND  
BOTTOM PLATES AT 6 X 6 POSTS  
PROVIDE TRIPPLE STUDS AT LVL BRG



1 FRAMING PLAN PROPOSED  
1/4" = 1'-0"

ROOF FRAMING NOTES  
ATTACH 2 X 8'S TO LVLS  
WITH SIMPSON JOIST HANGERS FULLY  
NAILED. PROVIDE 1/4" TYP. PLYWOOD  
SHEATHING GULLED AND SCREWED



2 ROOF FRAMING PLAN PROPOSED  
1/4" = 1'-0"

FILE COPY

A5

DATE

J. Kirk Irwin, Architect  
1218 N. CAMPBELL  
Chicago, Illinois 60622  
312-451-5987

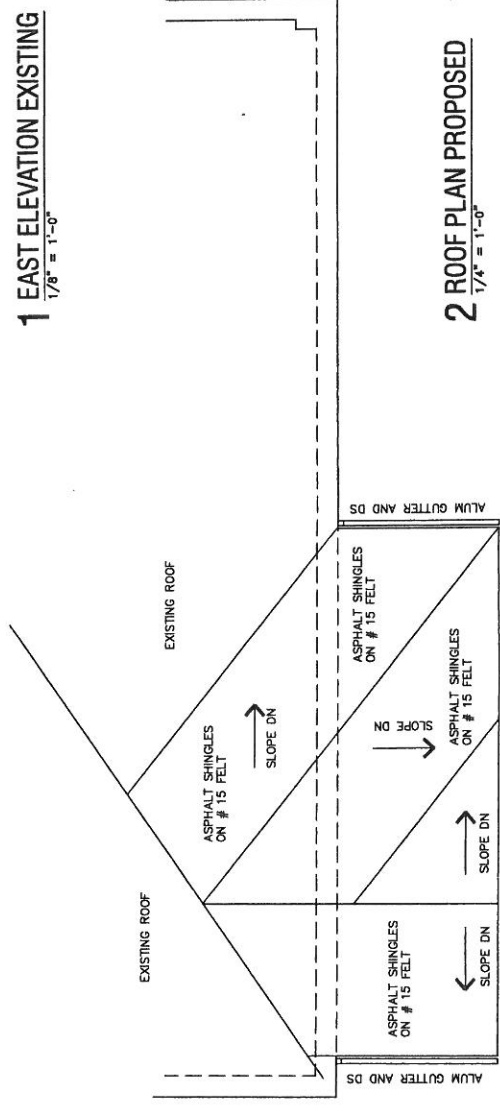
COPYRIGHT JAMES K. IRWIN 2013. ALL RIGHTS RESERVED  
THIS DRAWING IS THE PROPERTY OF THE ARCHITECT

101 HINTZ ROAD  
NEW GARAGE AND FRONT ENTRY  
Prospect Heights, Illinois

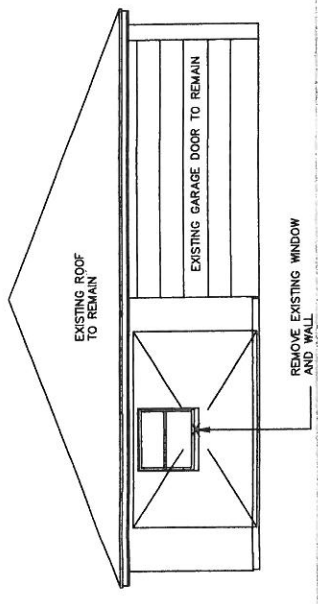
PLANS ELEVATIONS

ARCHITECT'S STAMP

2 ROOF PLAN PROPOSED  
1/4" = 1'-0"



1 EAST ELEVATION EXISTING  
1/8" = 1'-0"



A6

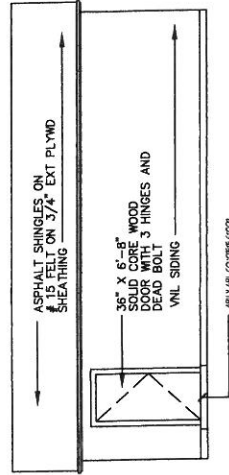
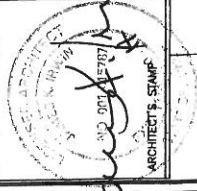
DATE

J. Kirk Irwin, Architect  
1218 N. CAMPBELL  
Chicago, Illinois 60622

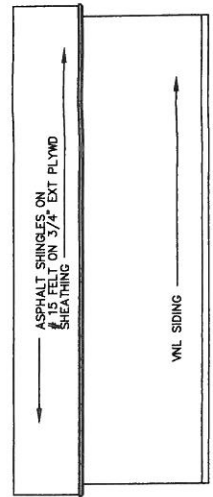
312-451-5987  
COPYRIGHT JAMES K. IRWIN 2013, ALL RIGHTS RESERVED  
THIS DRAWING IS THE PROPERTY OF THE ARCHITECT

101 HINTZ ROAD  
NEW GARAGE AND FRONT ENTRY  
Prospect Heights, Illinois  
ELEVATIONS DETAILS

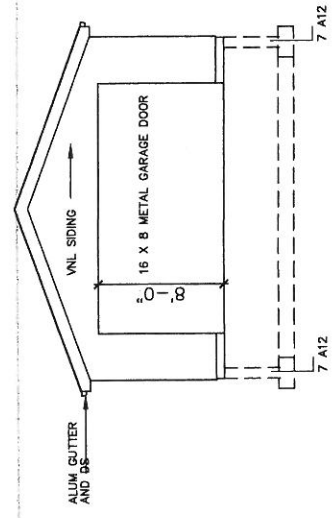
ARCHITECT'S STAMP



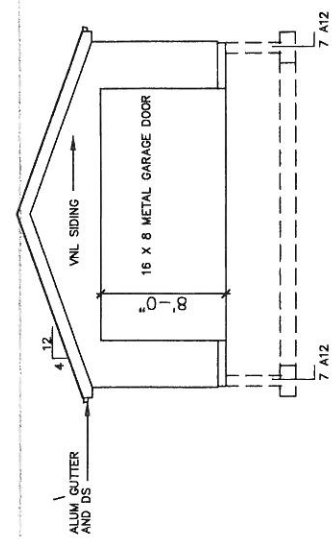
1 EAST ELEVATION  
1/8" = 1'-0"



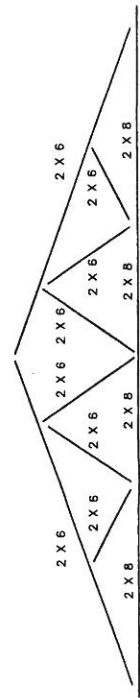
2 WEST ELEVATION  
1/8" = 1'-0"



3 NORTH ELEVATION  
1/4" = 1'-0"



4 SOUTH ELEVATION  
1/4" = 1'-0"



6 GARAGE TRUSS  
NTS

**J. Kirk Irwin, Architect**  
1218 N. CAMPBELL  
Chicago, Illinois 60622 312-451-5987

101 HINTZ ROAD  
NEW GARAGE AND FRONT ENTRY  
Prospect Heights, Illinois

DETAILS

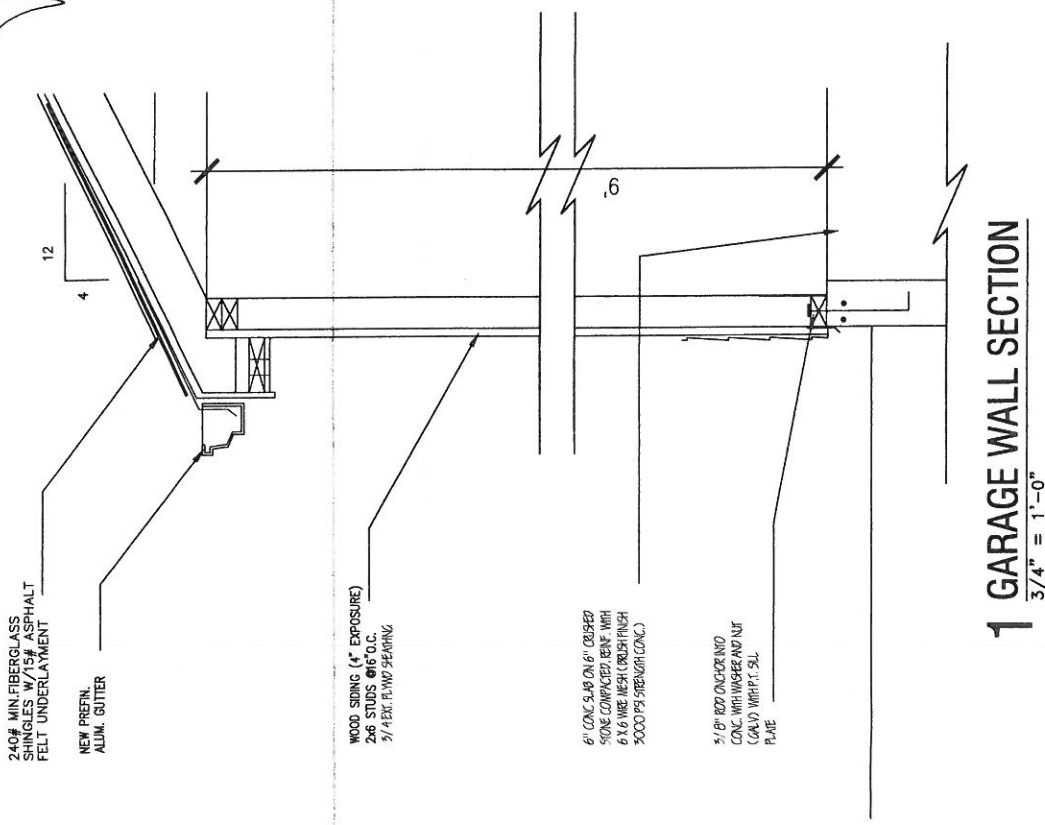
DATE \_\_\_\_\_

**A7**

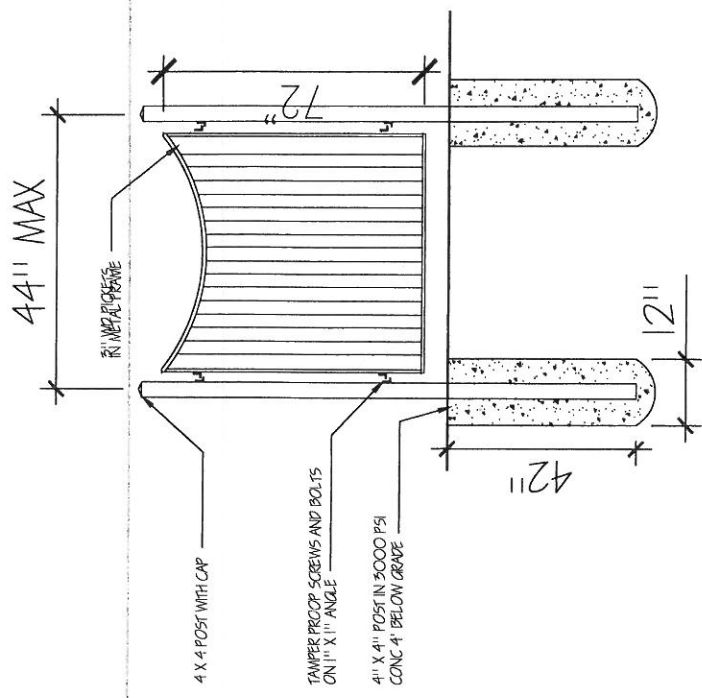
COPYRIGHT JAMES K. IRWIN 2013. ALL RIGHTS RESERVED  
THIS DRAWING IS THE PROPERTY OF THE ARCHITECT

ARCHITECT'S STAMP





**1 GARAGE WALL SECTION**  
3/4" = 1'-0"



**2 WOOD FENCE DETAIL**  
1/2" = 1'-0"

A8

DATE

J. Kirk Irwin, Architect  
1218 N. CAMPBELL  
Chicago, Illinois 60622  
312-451-5987

COPYRIGHT JAMES K. IRWIN 2013, ALL RIGHTS RESERVED  
THIS DRAWING IS THE PROPERTY OF THE ARCHITECT

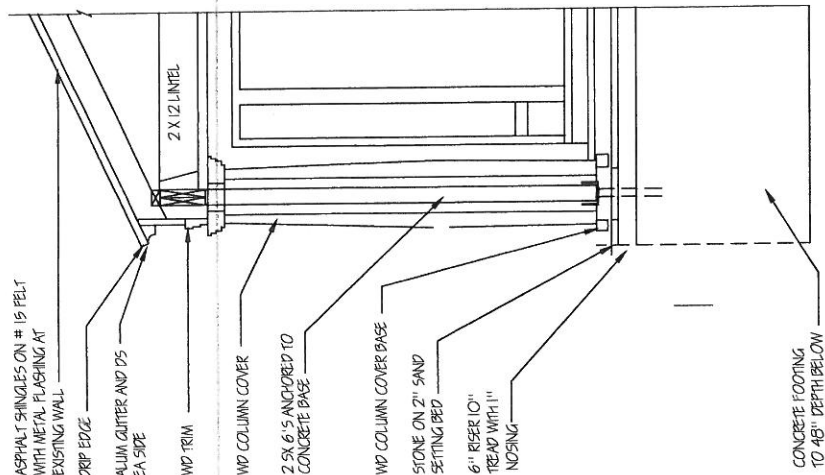
DETAILS

101 HINTZ ROAD  
NEW GARAGE AND FRONT ENTRY  
Prospect Heights, Illinois

ARCHITECT'S STAMP

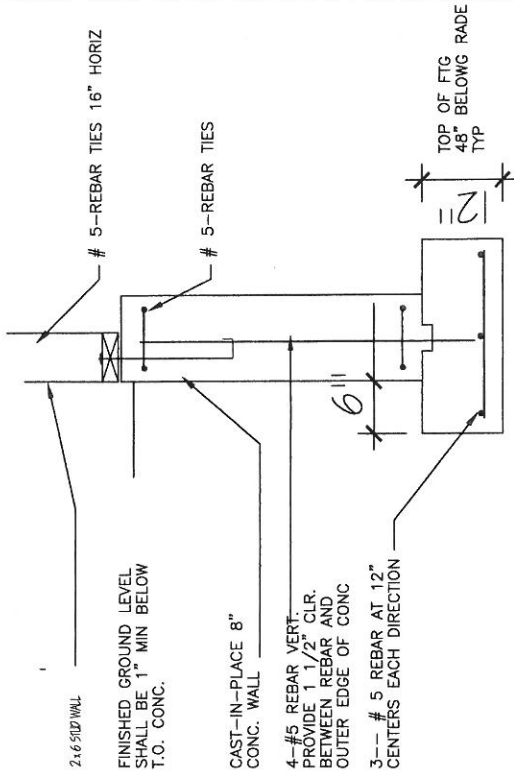
### 3 SECTION @ ENTRY

3/4" = 1'-0"



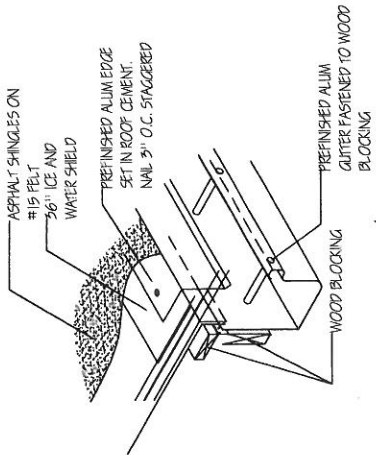
### 4 FOUNDATION DETAIL

3/4" = 1'-0"



### 2 SECTION @ GUTTER

NTS





N

To: Mayor Nicholas J. Helmer, City of Prospect Heights City Council

From: Anne Marrin, City Administrator

Date: March 24, 2014

Re: Committee/Commission Compensation: PZBA and Fire and Police Commission

---

**Issue:** Mayor Helmer addressed this topic at the Budget Workshop. The request to increase the compensation of these two committees has been modified from what was originally discussed. The total increase in compensation for both is as follows:

Planning and Zoning Board of Appeals  
Chairman-from \$40 to \$50 per meeting  
Member - from \$25 to \$40 per meeting

Fire and Police  
Chairman-from \$20 to \$50 per meeting  
Member - from \$15 to \$40 per meeting

**Recommendation:** Staff recommends approval. This will increase the budgeted amount by \$250.

ORDINANCE NO. O-14-\_\_

An Ordinance Amending the Compensation of the  
Plan/Zoning Board and the Board of Fire and Police Commissioners

---

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS as follows:

**SECTION 1.** That Title 1, ADMINISTRATIVE, Chapter 7, City Officers and Employees, Section 1-7-1 Salary Schedules, sub-paragraph F of the Prospect Heights City Code, as amended, is hereby further amended with deletions in strikethrough and additions in underlined text so that the same shall be read as follows:

1-7-1: SALARY SCHEDULES

\*\*\*

F. Chairman and Board Members of Plan/Zoning Board of Appeals: The sums of money set out below shall be paid monthly; provided, that each individual being paid has attended a minimum of one meeting during said month. The annual salaries of the following appointed officials of the city shall be as follows:

Chairperson \$480.~~00~~ 600.00 (\$40.~~00~~ 50.00 per month)  
Board member ~~300.00~~ 480.00 (\$25.~~00~~ 40.00 per month).

**SECTION 2.** That Title 1, ADMINISTRATIVE, Chapter 16, Police Department, Article II Board of Fire and Police Commissioners, Section 1-16-14 Compensation, of the Prospect Heights City Code, as amended, is hereby further amended with deletions in strikethrough and additions in underlined text so that the same shall be read as follows:

1-16-14: COMPENSATION

Each member of the board shall receive compensation in the amount of ~~fifteen~~ forty dollars (\$15.~~00~~ 40.00) for each regular or special meeting attended. The chairman shall receive an additional ~~fifteen~~ fifty dollars (\$15.~~00~~ 50.00) for each meeting attended. Such compensation shall be payable quarterly. Nothing herein contained shall be construed to authorize additional compensation to any person who is an officer or employee of the city and receives other compensation from the city.

**SECTION 3:** This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Nicholas J. Helmer, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

AYES:

NAYS:

ABSENT:

Published in pamphlet form:

## APPROVAL OF WARRANTS

0

| 3/24/14-COUNCIL MEETING       |    |                      |
|-------------------------------|----|----------------------|
|                               |    |                      |
| <b><u>Checks</u></b>          |    |                      |
| General Fund                  | \$ | 70,484.00            |
| MFT Fund                      |    | 882.00               |
| Palatine/Milwaukee TIF        |    | 5,870.00             |
| Tourism District              |    | 24,940.56            |
| Development Fund              |    | 1,689.83             |
| DEA Fund                      |    |                      |
| Solid Waste Fund              |    |                      |
| S S Area #1                   |    | -                    |
| S S Area #2                   |    | -                    |
| S S Area #3                   |    | -                    |
| S S Area #4                   |    | -                    |
| S S Area #5                   |    |                      |
| S S Area #8 - Levee Wall #37  |    | 248.00               |
| S S Area-Constr#6(Water Main) |    | -                    |
| S S Area-Debt#6               |    |                      |
| Road Construction             |    | 1,814.00             |
| Road Construction Debt        |    |                      |
| Water Fund                    |    | 22,418.85            |
| Parking Fund                  |    |                      |
| Road/Building Bond Escrow     |    |                      |
| <b>TOTAL</b>                  |    | <b>\$ 128,347.24</b> |
|                               |    |                      |
| <b><u>Wire Payments</u></b>   |    |                      |
| PAYROLL 3/7/14                |    | 125,164.44           |
| POLICE PENSION 3/19/14        |    | 23,041.64            |
|                               |    |                      |
| Total Warrant                 | \$ | 276,553.32           |
|                               |    |                      |

P

Members of the City Council  
City of Prospect Hts.

Dear council members,

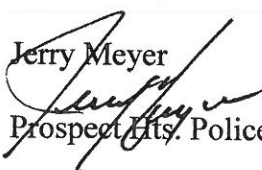
I regret that I can not be present tonight for my reappointment to the Police Commission. As you are aware in the last three years through the efforts and guidance of Chief Dunne and the support of the Mayor and City Council we have been able to reinstate many of our officers that were dismissed and also increased our over all department.

It has been my privilege to be part of one of the top Police departments in the suburbs, and would very much like to continue serving our City and request that you support my reappointment to a 2<sup>nd</sup> three year term.

I thank you in advance for your consideration.

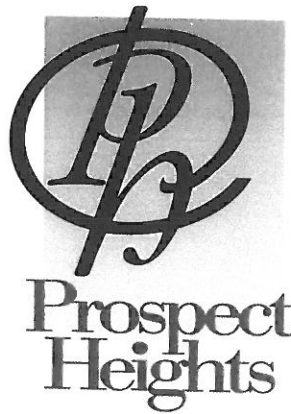
Respectfully,

Jerry Meyer



Prospect Hts. Police Commissioner

Cc Chief Jamie Dunne  
Cc City Administrator Anne Marin  
Cc Mayor Nick Helmer



Q

To: Mayor Nicholas J. Helmer, City of Prospect Heights City Council

From: Anne Marrin, City Administrator

Date: March 24, 2014

Re: Public Works/ Police Center Architectural Proposals

---

**Issue:** Staff was directed to begin the process of requests for qualifications for architectural services for the planned Public Works addition at 401 Piper Lane and the Police Center Carport at 14 E. Camp McDonald Road. The submittals were reviewed by staff and three firms were contacted who submitted formal responses and design cost summaries for consideration.

**Analysis:** See Attached analysis memo.

**Recommendation:** Approve the contract for Green and Associates for Architectural Design and review.

03/24/2014 Attachments: RFP/Proposal Sheet/Recommendation



# City of Prospect Heights

Department of Building & Zoning-Engineering Division  
8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070  
Office: 847/398-6070 x 211-FAX: 847/590-1854-[www.prospect-heights.il.us](http://www.prospect-heights.il.us)

## Memorandum

To: Anne Marrin, City Administrator  
From: Steven D. Berez, City Engineer

Re: Summary of RFP's for Public Works Architectural Addition

Date: March 4, 2014

A total of eight responses were received from the Request for Qualifications, of which three firms were shortlisted. These three firms were requested to submit a formal response to the proposal, along with a design cost summary for the three projects.

1. Green Associates - Deerfield
  - a. Public Works Addition
    - i. Architectural Services \$17,000
    - ii. Structural Services \$4,000
    - iii. Mechanical, Electrical, Plumbing \$20,700
    - iv. Reimbursables \$300Total = \$42,000
  - b. Lunchroom / Conference Room Addition
    - i. Architectural Services \$13,000
    - ii. Structural \$2,800
    - iii. MEP \$4,900
    - iv. Reimbursables \$300Total = \$21,000
  - c. Eight Stall Carport
    - i. Architectural \$6,000
    - ii. Structural \$4,200
    - iii. Electrical \$2,400
    - iv. Reimbursables \$200Total = \$12,800
  - d. **Grand Total = \$75,800**
2. Cordogan Clark & Associates – Aurora – All in house work
  - a. Public Works Addition Total = \$55,260
  - b. Lunchroom / Conf. Room Addition Total = \$11,730
  - c. Eight Stall Carport Total = \$10,200
  - d. **Grand Total = \$77,190**
3. Hezner Corporation – Libertyville
  - a. Public Works Addition Total = \$99,677
  - b. Lunchroom / Conf. Room Addition Total = \$16,000
  - c. Eight Stall carport Total = \$22,375
  - d. **Grand Total = \$138,052**

The total estimated construction cost for the Public Works Addition is around \$1,000,000. Typically I would expect architectural design costs to be in the range of 5-7% of the estimated construction costs, so about \$60,000. I feel that the professional design costs presented by both Green Associates and Cordogan Clark & Associates are reasonable and within industry standards and more towards the cost effective side of design costs.

Green Associates schedule shows a design start date of March 17<sup>th</sup> for the Public Works Addition, with bid documents completed by May 15<sup>th</sup> and bids received around June 9<sup>th</sup>. They estimate construction starting July 7<sup>th</sup> and be finished by November 24<sup>th</sup>.

Cordogan Clark & Associates stated the design phase would take about eight weeks and the bidding phase around four weeks. So assuming a March 17<sup>th</sup> start, they state bid documents would be completed around May 12<sup>th</sup>, bids received around June 9<sup>th</sup>. They estimated construction length around 6 months.

These costs do not include any construction administration services. I would recommend that after the design is complete, the City negotiate with the selected firm to provide such services. I estimate these professional costs to be in the range of \$25,000 to \$30,000 for all three projects combined.

The grand total costs for both Green and Cordogan were very close with Green costing slightly less. However, the design cost from Green for the Public Works Addition was significantly less (\$13,260) than Cordogan. I recommend award of a design contract to Green and Associates in the amount of \$75,800.