



**CITY OF PROSPECT HEIGHTS
CITY COUNCIL WORKSHOP AGENDA**

May 12, 2014 – 6:30 p.m.
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070

Agenda

I. CALL TO ORDER

II. ROLL CALL

III. PROCLAMATIONS

Building Safety Month – International Code Council
Public Works Week – American Public Works Association

IV. CLOSED SESSION

V. SCHEDULED BUSINESS

- A. Comprehensive Land Use Plan Update – Presentation by Solomon Cordwell Buenz (SCB)
- B. Employee Manual Update – Volunteer Reimbursement Policy
- C. Introduction of a Resolution Appointing an Authorized Agent to the Illinois Municipal Retirement Fund
- D. Introduction of a Resolution Appointing a Director and Alternate Directors to the Solid Waste Agency of Northern Cook County (SWANCC)
- E. Introduction of a Resolution Appointing a Delegate and Alternate Delegate to the Northwest Municipal Conference (NWMC)

VI. APPROVAL OF EXPENDITURES

F. Approval of Warrants

General Fund	\$154,288.85
MFT Fund	\$238.47
Palatine/Milwaukee TIF	\$1,503.77
Tourism District	\$361.00
Development Fund	\$974.30

DEA Fund	\$42,749.36
Solid Waste Fund	\$34,344.99
SS Area #1	\$182.00
SS Area #2	\$173.00
SS Area #3	\$219.00
SS Area #4	\$176.00
SS Area #5	\$227.00
SS Area #8 – Levee Wall #37	\$307.84
SS Area-Constr #6 (Water Main)	\$261.00
SS Area- Debt #6	\$0.00
Road Construction	\$529.00
Road Construction Debt	\$350.00
Water Fund	\$4,207.55
Parking Fund	\$504.72
Road/Building Bond Escrow	\$500.00
TOTAL Expenditures	\$242,097.85
Payroll	\$149,999.98
APRIL 2014 IMRF	\$19,482.70
PENSION FUND WIRE TRANSFER	\$186,755.25
TOTAL	\$598,335.78

VII. PUBLIC COMMENT

VII. ADJOURNMENT

Posted: May 8, 2014 at 4:30 pm by Karen Schultheis, Deputy Clerk

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



MEMO

DATE: May 7, 2014
TO: Mr. Ken Lopez, City Administrator
FROM: Steven L. Cutaia, Public Works Director
Re: Proclamations

Please accept these two proclamations for the May 12th, 2014 City Council Agenda for the Mayor to approve and read.

The first proclamation is for Building Safety Month which focuses on different topics each week. This is established and publicized through the International Code council.

The second is for Public Works Week which recognizes the importance of the functions of municipal public works. This is established and publicized through the American Public works Association.

City of Prospect Heights
Office of the Mayor

Proclamation

Whereas, public works services provided in our community are an integral part of our citizens' everyday lives; and

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

Whereas, the health, safety and comfort of this community greatly depends on these facilities and services; and

Whereas, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

Whereas, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

Now, therefore, I, Nicholas J. Helmer
Mayor of the City of Prospect Heights
do hereby proclaim the week of May 19th through May 23rd, 2014 as

"National Public Works Week"

in The City of Prospect Heights and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Given under my hand and Seal of the City of Prospect Heights,
Illinois, this 12th day of May, 2014.

Nicholas J. Helmer, Mayor

**BUILDING SAFETY:
Maximizing Resilience, Minimizing Risks**



— INTERNATIONAL CODE COUNCIL —

Proclamation

Building Safety Month — May, 2014

Whereas, our City of Prospect Heights' continuing efforts to address the critical issues of safety, energy efficiency, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;

Whereas, our confidence is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, laborers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians—dedicated members of the International Code Council—use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play, and;

Whereas, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities' largely unknown guardians of public safety—our local code officials—who assure us of safe, efficient and livable buildings, and;

Whereas, "Building Safety: Maximizing Resilience, Minimizing Risks" the theme for Building Safety Month 2014, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, backyard safety; energy efficiency and new technologies in the construction industry. Building Safety Month 2014 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and,

Whereas, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Mayor Nicholas J. Helmer of the City of Prospect Heights do hereby proclaim the month of May 2014 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

Nicholas J. Helmer, Mayor



A

To: Mayor Nicholas J. Helmer & City Council

From: Steve Skiber, Director of Building and Zoning

Date: May 7th 2014

Re: Status of Comprehensive Land Use Plan

Issue: As you know, last year, the City received a grant from CMAP to completely update our, (1996), Comprehensive Land Use Plan, by Solomon Cordwell Buenz.

Analysis: According to the project calendar, we are about 75% complete in the development of an updated plan. Christine Carlyle and Leslie Roth, from SCB, will provide a status briefing on the Comprehensive Plan, including key recommendations that have been formulated, to date. .

Recommendation: At this time, no City Council action is required. However, your comments and or questions are solicited, as part of the necessary plan formulation.

Thank You.



Meeting Agenda

Participants: Prospect Heights City Council
Christine Carlyle, SCB
Lesley Roth, SCB

Date: May 12, 2014
Project: Prospect Heights Comprehensive Plan
Project Number: 2013307
Copy to:

From: Lesley Roth
Purpose: Steering Committee Meeting
Location: Prospect Heights City Hall

Attachments:

Item #: Description:

Presented by:

1. **Why Plan Now?**
 - Previous Comprehensive Plan was adopted in 1996 and no longer effective
 - Prepare City to take advantage of development and redevelopment opportunities
 - A long-term policy document provides a blueprint for future growth
2. **Opportunities of Comprehensive Plan**
 - Identify potential development and redevelopment areas
 - Build off of core assets including location within region, industry, institutions and quality of life
 - Promote principles of CMAP's 2040 Plan
 - Establish and reinforce a unique identity and image of the community
3. **How the Comprehensive Plan is Used**
 - Shape community's physical social and economic development for the future
 - Direct decision making by elected official and municipal staff with input from community stakeholders
 - A long-term policy document provides a blueprint for future growth
 - Shape community's physical social and economic development for the future
4. **Planning Process**
 - Duration: 1 year
 - 2 public workshops, online presence (Speak Out)
 - 6 Steering Committee meetings
 - Deliverables
5. **Key Recommendations Validation**
 - Residential
 - Consider affordable or senior housing
 - Maintain and renovate existing multi-family housing
 - Resolve property management issues and code/law enforcement on East side
 - Town Center
 - Intersection of Camp McDonald road and Elmhurst Road
 - Add sidewalks to connect to recreation, community and civic uses
 - Include a public gathering space
 - Retail Commercial
 - Attract more mid-price restaurants, higher-end retail
 - Unify overall appearance and signage of commercial areas
 - Residents desire more shopping choices
 - Roadway, Sidewalk and Streetscape Improvements
 - Additional streetlights at major intersections and along arterials
 - Sidewalks along major corridors, not in residential areas
 - Additional pedestrian and bike safety – crosswalks, designated bike lanes
 - Natural Resources



Meeting Agenda

- Transit-Oriented Development – Metra station area
 - Municipal Water
 - Image and Identity
 - Development Opportunities
 - Focus on specific sites – Arena land, Allstate, infill parcels along Palatine Road
 - Retail/Commercial – Social Security building, Ascot Plaza
6. **Speak Out Participation**
- By topic: Love Prospect Heights (91); Improving Prospect Heights (16); (202) Existing Conditions Survey
 - More recent postings: Public Meeting #2 Presentation, Existing Conditions Report, Public Meeting #2 Comment Cards
7. **Next Steps**
- Presentation to PZBA – 5.22
 - Draft Comprehensive Plan – 5.30
 - Steering Committee Meeting – 6.19
 - Final Comprehensive Plan Submittal – 7.18
 - Steering Committee Meeting – 8.7
 - August - PZBA
 - September – City Council Approval

CITY OF PROSPECT HEIGHTS

COMPREHENSIVE PLAN

key recommendations

4.10.14

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Key Recommendations

This section of the Comprehensive Plan contains the key recommendations to move the City of Prospect Heights towards the goals set forth in the Visions, Goals and Objectives Statement. This section includes four subsections divided by topic: Land Use, Economic Development, Transportation, and Natural Resources.

The goal for the City of Prospect Heights is to create a new identity that supports business attraction and retention and encourages new development. Key to achieving this goal is the maintenance of the existing community character and preserving the City's natural resource assets. The creation of connections between recreational areas, residential neighborhoods and retail districts through sidewalk, streetscape and trail improvements will help to foster a greater sense of place and community identity. The Comprehensive Plan Key Recommendations, described in the following sections, incorporate these goals for integrating the social, economic and physical fabric of the community.

SECTION 1 LAND USE RECOMMENDATIONS

The key recommendations for land use include residential, industrial, business/commercial, institutional, and open space land uses. Image and identity key recommendations are also included in this section to provide direction to support the goal of creating a unique brand for the City of Prospect Heights. Key recommendations for specific sites have been identified as priority and catalyst projects for the City. Regulatory recommendations accompany the land use recommendations to ensure compatibility and consistency with zoning restrictions.

Land Use Overview

The City of Prospect Heights is primarily a residential community bordered and crossed by a number of commercial corridors. As illustrated in Figure 1, approximately 69% of the land is residential, most (63%) of which is single-family. Single family residential blocks are primarily located west of Wolf Road in the western portion of the City, while multi-family units are predominately located in the eastern portion of the City, near Milwaukee Avenue.

Open space is the second largest land use, occupying approximately 204 acres or 11% of the City area. Approximately half of this area belongs to the Cook County Forest Preserve on the eastern periphery of the City. Parks managed by the Prospect Heights Park District comprise approximately 6% of the total open space and are located throughout the City.

Commercial and retail land uses account for approximately 3% of the total

Land Use	Acres	Percentage
Airport	171	8%
Retail	65	3%
Education	76	3%
Forest Preserve	81	4%
Government	2.4	0.11%
Hotel	19	1%
Industrial	50	2%
Office	29	1%
Open Space	128	6%
Religious	28	1%
Multifamily	140	6%
Single Family	1437	63%
Utilities/Water	48	2%
Total	2274.4	100%

land uses in Prospect Heights. These uses are mainly located along Rand Road, Elmhurst Road, Camp McDonald Road and Milwaukee Avenue. These major commercial corridors either bisect or run along the periphery of the community.

Approximately 4% of the City is made up of institutional uses including religious and educational land uses. These uses are primarily found in residential neighborhoods and include the Prospect Heights municipal campus located on Elmhurst Road and Camp McDonald Road. The libraries, fire and police stations are included in this land use total. Fire and police district offices are located near to City Hall, while the two libraries are located on either side of the City (west and east) to service the population of the community.

Office, hotel and Industrial land uses make up approximately 12% or 269 acres. This area includes airport uses in Prospect Heights. Ownership of the Chicago Executive Airport is shared between Wheeling and Prospect Heights. Most of the industrial land use is located near the Chicago Executive Airport and includes the 'Arena Land' property. Office and hotel land uses are located primarily along Milwaukee Avenue with additional office uses located near existing neighborhood commercial districts.

Zoning Overview

The City of Prospect Heights's zoning ordinance governs the use, size and other characteristics of its land uses. The zoning ordinance has been revised several times. The City has three residential zones, as well as districts for commercial, business, office, and industrial. The existing zoning classification and map is included in the Existing Conditions Report.

The existing land use and zoning patterns provides a solid framework for the community. Prospect Heights residents, businesses, stakeholders, and local leaders have indicated their concern that the existing land use patterns and zoning classifications lack future-focus. Given this concern, the recommendations below suggest opportunities that could potentially

Figure 1: Land Utilization Matrix

Future Land Use Recommendations Overview

modify land uses and the regulatory framework to provide consistency and enhance the existing uses.

Recommendations for proposed future land uses are also illustrated in the Land Use section of this report. There are three strategic infill and redevelopment areas of the City that should be prioritized for additional development, land use compatibility and potential regulatory changes. The three areas are as follows:

Metra Station Area

To facilitate additional retail/commercial and mixed use development, the area around the existing train station should be considered for a Transit-Oriented Development (TOD). A TOD would give the City an opportunity to develop mixed retail, commercial and residential uses around the train station and improve connectivity between the City and train station area.

Industrial District

Grouping uses along Palatine Road, Milwaukee Avenue and the Chicago Executive Airport into an Industrial district would create an identity and brand for this important area of the City. Coupled with a business attraction and marketing strategy, Prospect Height's Industrial District has the capacity to attract supportive uses to the Airport and accessory uses to the light industrial and manufacturing businesses already present.

Town Center

Historically, Prospect Height's downtown was at the intersection of Camp McDonald and Elmhurst Roads. Currently, this area is occupied by a mix of retail/commercial and municipal buildings. Increasing the number of businesses, improving the streetscape, and creating spaces for gathering in the area would encourage greater resident interaction and identity for the area.

Residential Land Use Key Recommendations

Recommendation 1

Preserve existing residential neighborhoods by maintaining the current regulatory framework and providing oversight to new development to ensure it complements the existing neighborhood character.

Recommendation 2

Maintain generous yards and large single family lots to support existing single family residential neighborhoods that foster community.

Recommendation 3

Connect schools to residential neighborhoods with complementary uses and sidewalks along corridors.

Recommendation 4

Partner with municipal, non-profit, private and regional organizations in an effort to identify opportunities for affordable housing and expand the diversity of housing stock.

Recommendation 5

Utilize municipal resources for maintenance and improvement of existing multi-family residential housing units using a combination of incentives to property owners, regulations and enforcement.

Business and Commercial Land Use Key Recommendations

Recommendation 1

Create a more formalized town center or downtown district in the center of the community near Camp MacDonald Road and Elmhurst Road.

Recommendation 2

In the Rand Road commercial area, reconfigure outlots to attract and accommodate larger format businesses and mixed-use development.

Recommendation 3

Reposition, renovate or demolish obsolete buildings along the Palatine Road corridor to provide opportunities for development consistent with existing industrial land use.

Recommendation 4

Create consistency of character along the commercial corridors of Rand Road, Milwaukee Road and Elmhurst Road.

Recommendation 5

Provide tools that would allow elected and appointed officials to accurately and effectively evaluate individual redevelopment projects.

Recommendation 6

Create a mixed-use land use designation and supportive regulatory environment.

Institutional Land Use Key Recommendations

Recommendation 1

Encourage institutional growth of Harper College.

Recommendation 2

Determine the future needs of the School District including space, parking, facilities and accessibility.

Recommendation 3

Create cohesive and legible connections from schools, libraries and recreational facilities to residential neighborhoods with complementary uses and sidewalks along corridors.

Recommendation 4

Consider creating satellite library facilities to better serve the diverse populations of the City.

KEY RECOMMENDATIONS

Industrial Land Use Policy Statements

Recommendation 1

Maintain industrial land uses around the Chicago Executive Airport and encourage industrial infill in underutilized or vacant sites.

Recommendation 2

Provide tools that would allow elected and appointed officials to accurately and effectively evaluate individual industrial redevelopment projects.

Recommendation 3

Focus redevelopment efforts and prioritize the Arena land property.

Recommendation 4

Develop an industrial business park strategy surrounding the Chicago Executive Airport.

Recommendation 5

Encourage sustainable business practices for industry.

Parks and Open Space Policy Statements

Recommendation 1

Identify additional opportunities for open space and parks within residential neighborhoods.

Recommendation 2

Consider creating easements and setbacks for current natural features to allow for public access and greater utilization of these resources.

Recommendation 3

Create landscape guidelines for streetscapes and trail systems.

Recommendation 4

Coordinate with the City's public works department and Park District to create a strategic plan for improvement of existing open space and park areas as well as identify additional areas.

Recommendation 5

Provide better access to existing parks and open space.

Image and Identity Key Recommendations

Recommendation 1

Create a signage and wayfinding plan including types and locations for signage and signage guidelines.

Recommendation 2

Create guidelines for a distinct city identity. Highlight districts with a unique character including: the town center, Metra station area, and industrial district.

Recommendation 3

Assess Prospect Heights unique contribution to the region and actively market its assets.

Recommendation 4

Create a community/social gathering space in the City as a part of a symbolic Town Center.

Special Study Area Key Recommendations

Prospect Heights is a built-out city with very little vacant land. This limits the City's ability to accommodate new development in the future. The City has identified several redevelopment and infill sites to encourage economic development and repurposing of underutilized sites. It is important to understand the market potential of these sites, and outline next steps to ensure that redevelopment occurs to satisfy the needs and desires of the community. Key recommendations for all sites include:

Recommendation 1

Focus redevelopment to major corridors within the community. The corridors identified include: Rand Road, Milwaukee Avenue, Elmhurst Road and Palatine Road.

Recommendation 2

Encourage and support walkable and residential development in these areas.

Recommendation 3

Assess opportunities for independent senior housing units at locations proximate to shopping, medical care, recreation and senior services.

Recommendation 4

Encourage industrial development in and around the Chicago Executive Airport

Recommendation 5

Encourage retail/commercial development along commercial corridors.

Figure 2: Potential Redevelopment Sites

Legend

Street/Highway selection



Metra Stations

Metra Track

City of Prospect Heights Boundary

Right-of-Way

Existing Land Use

Layer

LU-AIRPORT

LU-COMM_RETAIL

LU-EDUCATION

LU-FOREST PRESERVE

LU-GOVT

LU-HOTEL

LU-INDUSTRIAL

LU-OFFICE

LU-PARK_OPEN SPACE

LU-RELIGIOUS

LU-RES_MF

LU-RES_SF

LU-UTILITIES

LU-WATER

Potential Redevelopment Sites

1

Arena Land Site

2

Allstate Site

3

Town Center

4

Social Security Property

5

Metra Station Area (TOD)

6

Chicago Executive Airport

0 0.25 0.5 1 Miles

N

Special Study Area Key Recommendations

Site 1: Arena Land Site

10.5 acres of land are available for development east of the City's Public Works facility, south of Piper Lane. The majority of the Arena Land site was cleared in the 1990's and redevelopment proposals for the site have not resulted in a significant portion of the original land being sold. Located adjacent to the Chicago Executive Airport, the Arena Land Site is currently zoned B-4: General Service P.U.D. The Future Land Use Plan recommends the site be developed with an industrial use, consistent with adjacent businesses and location within the City. Key recommendations include:

Recommendation 1

Create of industrial design guidelines and standards to create a framework for desirable development.

Recommendation 2

Evaluate of existing curb cuts and site access from Palatine Road. Active marketing campaign to attract a developer to the site.

Recommendation 3

Assess of surrounding uses and site viability evaluation to determine the highest and best use for the land including use of the existing detention pond on-site, utility and site infrastructure.

Site 2: Allstate Site

The former HSBC property located at 2700 Sanders Road was acquired by Allstate in 2010. After acquisition, the City demolished the existing buildings on site. The 30 acre site is currently vacant. The site is in a prime location across Sanders Road from the existing Allstate Insurance Headquarters, and I-294. Willow Road runs along the north border of the site and provides access from the City on the west. The City of Glenview is currently in the process of constructing the 40-acre mixed-use Glenstar Development on the north side of Willow Road. The Future Land Use Plan recommends the site be developed as mixed-use. Allstate has proposed constructing a office campus expansion to centralize their operations. on the site. Currently, the Cook County Forest Preserve District owns a 2-acre parcel in the northeast corner of the site. Key recommendations include:

Recommendation 1

Create a Master Site Plan and Planned Unit Development for the area including preferred and allowed land uses.

Recommendation 2

Amend regulatory documents to facilitate desired development.

Recommendation 3

Create design guidelines and standards to ensure future development on the site is consistent with the City's vision.

Recommendation 4

Evaluate opportunities for the north east corner of the site including a 'land swap' with the Cook County Forest Preserve District and development of a gateway into the community.

Recommendation 5

Create an economic development recruitment plan.

Special Study Area Key Recommendations

Site 3: Town Center

Through conversations with the City and stakeholders throughout the planning process, there has been consensus to create a 'focal point' in the City that functions as a Town Center. The intersection of Camp McDonald Road and Elmhurst Road has been identified for the Town Center. Currently, City Hall, the Prospect Heights Fire District, Prospect Heights Park District and Prospect Heights Plaza are located in this area. The district is currently served by well water, with the exception of the institutional uses. The signalized intersection at Camp McDonald and Elmhurst Road, is currently served by sidewalks. The boundary of the Town Center site excludes the southwest corner of the intersection. This corner is in the neighboring municipality of Mt. Prospect. The District is currently classified at B-1: Retail Business and B-4: General Service P.U.D. Key recommendations include:

Recommendation 1

Create recommendations to modify land uses and zoning classifications to ensure future development of a Town Center.

Recommendation 2

Coordinate development goals and vision with Mt. Prospect to ensure implementation is consistent within the intersection.

Recommendation 3

Create a development plan and overlay district for the Town Center.

Recommendation 4

Identify strategies to connect the Town Center with nearby recreational facilities and open spaces

Recommendation 5

Coordinate development with a unified signage and wayfinding plan, landscaping and clean-up/fix-up strategy of the existing retail/commercial shopping areas.

Site 4: Social Security Site

The former Social Security Administration site is located at the northeast corner of East Euclid Road Avenue and South Elmhurst Road. There is an existing building currently on the site, built in the 1990's, and approximately 50 parking spaces. The site is strategically located adjacent to Randhurst Shopping Center - a regional shopping destination. The site is smaller and has fewer parking spaces than what is desired by most retailers and is currently served by well water. Properties adjacent to the Social Security site are zoned R-1: Residential Single Family. The site is currently zoned B-2A: General Commercial District per administrative amendment to offer greater variety of permitted uses for future development. Key recommendations include:

Recommendation 1

Create an assembly strategy for immediately adjacent residential properties to increase the size of the developable parcel and provide adequate parking.

Recommendation 2

Assess synergies with Randhurst Shopping Center.

Recommendation 3

Actively market the site to potential developers and retailers with appropriate uses for the site.

Recommendation 4

Incentivize development of the site through municipal, state and regional improvement programs.

Recommendation 5

Develop intergovernmental partnerships and agreements to provide water service to commercial properties.

Special Study Area Key Recommendations

Site 5: Metra Station

The Prospect Heights Metra Station is located along South Wolf Road, south of East Camp McDonald Road. The station is in a relatively isolated position in the City and is only accessible by car, as no sidewalks are present in or around the site. On the west side of South Wolf Road, the Prospect Heights Bike Path runs for approximately 1/4 mile north of the site and turns west directly in front of the train station, ending at Woodlands Trail Park. The site is currently zoned B-1: Retail Business. Ascot Shopping Center is located east of the railroad tracks and services local residents. Key recommendations include:

Recommendation 1

Consider creation of a Transit-Oriented Development land use designation or overlay district and supportive regulatory framework for development.

Recommendation 2

Consider connecting Ascot Center with the train station by providing safe pedestrian and bike amenities.

Recommendation 3

Create guidelines and standards for the Transit-Oriented Development area to ensure development is consistent with the City's vision.

Recommendation 4

Create a TOD master plan for the area that identifies potential infill sites along South Wolf Road.

Recommendation 5

Enhance the identity of the Station Area with signage and wayfinding.

Recommendation 6

Coordinate municipal incentives to improve Ascot Center and revitalize the area as a convenience for train ridership.

Site 6: Chicago Executive Airport

Located along Palatine Road and Milwaukee Avenue on the east side of the City, the Chicago Executive Airport serves primarily corporate traffic and two FBO's (Flight Based Operators). The City of Prospect Heights has been successful in attracting a third FBO (Hawthorne), to begin operations in Spring 2014. Sites surrounding the airport vary from air traffic support, automobile centered businesses and light manufacturing and industrial. Redevelopment opportunities for the area surrounding the Airport are desired by the City to increase both flight-based traffic, airport operations support and industrial uses. Key recommendations include:

Recommendation 1

Create an Airport District designation that identifies desirable businesses that support aviation related activities.

Recommendation 2

Leverage the airport as an amenity in Prospect Heights through an active regional marketing campaign.

Recommendation 3

Assess redevelopment opportunities for the 94th Aero Squadron building - formerly a restaurant - into an aviation services business.

Recommendation 4

Create an attraction strategy for corporate tenants and/or users

Recommendation 5

Consider complementary uses around the airport including a corporate or tech park, hotel, office space or on-demand manufacturing.

Recommendation 6

Protection of existing approaches to runways and transitional services is important to consider for any redevelopment in the area. Guidelines regarding heights of structures and noise compatibility need to be considered when evaluating any redevelopment proposal.

KEY RECOMMENDATIONS



Regulatory Recommendations

Transit-Oriented Development and Mixed-Use Districts

Under the existing Zoning Ordinance, there is not a provision for Transit-Oriented Development. The City of Prospect Heights may consider a regulatory and design framework to provide for desired development around the Metra Station on Wolf Road. The purpose of the TOD District is to support a viable mix of uses that:

- Accommodate future growth and enhance the City's tax base.
- Provide opportunities for an enhanced variety of retail and service businesses, professional and office establishments.
- Emphasize mixed-use development with stable and affordable housing of appropriate scale and density.
- Encourage infill to preserve the existing city fabric.

Recommendation 1

Focus infill development on the Wolf Road corridor area between E Camp McDonald Rd and East Tano Lane surrounding the train station.

Recommendation 2

Reinforce a pedestrian-friendly environment by strategic placement of buildings. Buildings should maintain the street edge, reinforce the existing scale of the district and be respectful of existing and adjacent residential areas.

Recommendation 3

Create of a Mixed-Use District classification in coordination with a Transit-Oriented Development Overlay.

Recommendation 4

Create development standards and guidelines to support the district.

Recommendation 5

Facilitate pedestrian interaction and safe access adjacent to Wolf Road.

Industrial/Manufacturing District

The City currently owns approximately 10 acres of the land south of Piper Lane. The site currently includes a City of Prospect Heights Public Works facility and detention pond. The current land use is open space.

Recommendation 1

Attract a mix of airport-supportive, light industrial and manufacturing in this area to leverage the existing area's assets.

Recommendation 2

Establish of design guidelines and standards to give the district a unique identity and ability to attract desired development.

Recommendation 3

Assess existing parcels not in compliance with the desired development patterns for their viability and economic development potential within the Industrial/Manufacturing District.

Recommendation 4

Coordinate driveways and access points to improve truck access to industrial parcels from Palatine Road including signage and screening for adjacent multi-family.

Recommendation 5

The existing zoning within the area to be considered for District status should be assessed for their future development potential and amendments introduced to maintain a consistent development environment.

Recommendation 6

Change the land use designation for the land to be developed to its highest and best use as industrial and manufacturing. Consideration for stormwater impact of additional development should be assessed and accommodated.

Recommendation 7

Create district gateways to enhance the identity of the district.

SECTION 2 ECONOMIC DEVELOPMENT RECOMMENDATIONS

The following key recommendations relate to policy for retail, business and commercial attraction and retention. Specific to these recommendations are opportunities for redevelopment of existing underutilized properties.

Economic Development Overview

Industrial Overview

The industrial market in Northeast and Northwest Cook County is improving with vacancy rates down considerably since the height of the recession. Little new industrial space was added since 2009 and with an improving economy, rents are starting to rise. This sets the stage for new industrial development. While Prospect Heights has far less industrial space than neighboring Wheeling and Mount Prospect, it can attract industrial users, though availability of water is an issue for development on the west side of the city. The city's proximity to Lake County puts it at a competitive disadvantage because Cook County's property taxes are higher than those in Lake County. Nonetheless, its good transportation access is a big plus in attracting industrial firms.

Office Overview

Prospect Heights's office inventory is quite limited and primarily serves local service businesses and professionals. The North Suburban sub-market, which includes Prospect Heights, still has a high vacancy rate, though it has been declining over the past few years. With an even higher vacancy rate in the Northwest Suburban sub-market which borders Prospect Heights, it will be difficult to attract new office development in the near term. Arlington Heights and Mount Prospect have major office buildings and office parks that attract regional and national companies. The Allstate property on Sanders Road offers Prospect Heights its best opportunity to attract Class A office buildings and higher profile companies.

Retail Overview

The suburban Chicago retail market is still suffering from the overbuilding prior to the recession and the closing of Dominick's and other chains such as Border's Books and Music, Circuit City, Best Buy, Blockbuster Video, Staples, etc. In addition, many big box stores are reducing their footprint to increase profitability. Prospect Heights is located in the Northwest Suburban sub-market which has seen a decrease in the vacancy rate over the past two years, but still has an excess of space. Absorption (the

difference in the amount of occupied space from one year to the next) has been negative over the past year. It is likely to be down in 2014 as well until Dominick's stores are re-purposed and re-opened. There is significant retail competition from neighboring Mount Prospect and Arlington Heights along Rand Road. Prospect Heights has very little retail space on Rand Road and very little identity here despite the opening of Ultra Foods and the presence of several successful retailers.

The opportunity for a significant amount of new retail space along Milwaukee Avenue is limited. This is due to the presence of Chicago Executive Airport on the north and forest preserve on the east which leave a large geographic area without any rooftops. Residents of Prospect Heights have over \$161 million in retail spending power, far in excess of the total retail sales (\$71 million) in the city as of 2012. The limited retail offerings in the city mean that residents are shopping in nearby communities, even for basic goods and services. Most of the major retailers are represented in Mount Prospect and Arlington Heights and serve Prospect Heights's residents from stores in those municipalities. Smaller, more specialized and/or destination businesses that complement existing stores are better candidates to move into Prospect Heights.

Residential Overview

Like many mature suburbs, Prospect Heights has an aging population and many older residents want to remain in the community. With only one senior facility, there will be an increasing need for more senior housing. Arlington Heights and Wheeling do have senior facilities that most likely attract residents from Prospect Heights. Most of the city's housing stock is single-family detached homes, many of which are on relatively large lots served by wells. There will be an increasing need for a diverse housing stock to attract singles and couples who work in the vicinity but cannot afford to or want to buy a single-family home. Empty nesters who want to downsize from larger homes can be attracted to high quality apartments, ranch-style homes on small lots, and condominiums.

KEY RECOMMENDATIONS

Economic Developments Overview

Retail Recommendations and Redevelopment Strategies

Creating a positive image through the addition of desirable tenants, quality buildings and up to date signage are very important to maintaining a market for a retail center. As a retail center ages, it can lost its market appeal and sales potential as a result of a deteriorating image in buildings or tenants. The following is a list of strategies for consideration toward improving the existing retail centers in Prospect Heights.

A. Fix-up/Clean -up

This approach requires an evaluation of the tenant mix, building renovation, facade and landscape improvements, signage and lighting. Also in fixing up the center, a potential 'themeing' of the center could be considered to create a synergy of uses. Potential themes can be restaurants, lifestyle center, entertainment or specific groupings of shops.
Most applicable: Palwaukee Plaza

B. Partial Redevelopment

This approach involves a strategic demolition of a portion of the center and a re-configuring of the site plan to accommodate a different mix of stores, better access and/or increased visibility.
Most applicable: Prospect Crossing

C. Mixed-Use Development

This strategy adds a mixed-use component to the center design with the inclusion of residential or office in the development, providing an additional customer base.
Most applicable: Ascot Plaza

D. Community Amenity or "Town Center"

This strategy works best with shopping centers identified to be the 'heart' of the community or part of an existing downtown or shopping district.

These centers can accommodate a civic component or neighborhood amenity such as an outside plaza, outdoor dining, amphitheater, skating rink, etc. to attract customers. As new shopping centers develop or existing center redevelop, opportunities may arise to introduce such amenity elements.

Most applicable: Prospect Plaza, Prospect Heights Plaza

E. Full Redevelopment

This strategy is oriented towards a center that is in a prime retail location but the design does not accommodate today's retail market expectations. In these circumstances, a full redevelopment of the site would benefit both the center and the City collectively.
Most applicable: Social Security Site

Economic Development Key Recommendations

Recommendation 1

Attract development of an appropriate scale and type to the Arena site and Allstate property.

Recommendation 2

Strengthen existing retail corridors and nodes with beautification, signage, overall maintenance and image improvements.

Recommendation 3

Work with industrial, commercial, residential and retail brokers to market Prospect Heights to prospective companies and residents.

Recommendation 4

Explore the water issue for the west side of the City as it has direct implications for industrial, commercial and retail development.

Recommendation 5

Provide a diversity of housing for people of different ages and stages of life.

Recommendation 6

Enhance the area around Elmhurst Road and Camp McDonald Road as a center for the community.

Recommendation 7

Encourage redevelopment of obsolete properties along Palatine Road.

SECTION 3 TRANSPORTATION RECOMMENDATIONS

The roadway network, bike and trail system, sidewalks and public transit form an integrated network that connects places within the City as a whole. The key recommendations for transportation are multi-modal in their approach and consider improvements to the character, function and connectivity of the community.

Transportation Overview

Roadway Structure and Character

The City is structured by both north-south and east-west arterials, connected by a secondary roadway system that primarily serves the residential neighborhoods. The existing sidewalk system does not connect major community anchors, institutions, retail/commercial districts, parks or recreational facilities. Lighting, streetscape and landscaping improvements and safe pedestrian crossings are currently inconsistent within the existing street network. The focus of the recommendations will be on system-wide connectivity and safety.

The City of Prospect Heights is served by a network of regional, arterial and collector roadways. Interstate 294 runs north and south just east of the City with an interchange at Palatine Road. IL Route 53 is a limited access facility which runs north and south just west of the City and has an interchange at Palatine Road as well.

Based on functional classification maps provided by the Illinois Department of Transportation (IDOT), arterials serving the City include Palatine Road and Elmhurst Road (IL Route 83) as well as minor arterials Wolf Road and Euclid Avenue. Additional principal arterials that cross smaller areas of the City are Rand Road (US Route 12) and Milwaukee Avenue (US Route 45/IL Route 21). Collectors in the City are Schoenbeck Road, Wheeling Road, Willow Road/Old Willow Road, West Hintz Road, and Camp McDonald Road.

Access for motorized vehicles to and through the City is good. Major intersections are signalized, and adequate capacity is provided yielding a good vehicular level of service. However, at the intersection of Palatine Road and Milwaukee Avenue, access is complicated by the grade separated overpass of Palatine Road over Milwaukee Avenue. The ramp and frontage road system creates difficult access configurations, especially for the Palwaukee Plaza and other parcels east of Wolf Road.

The table on the following page, summarizes the major roadways in

the City's network, their function or characteristic and an improvement strategy.

Non-Motorized Transportation Network

Prospect Heights suffers from a disconnected and incomplete network of sidewalks and bicycle facilities, which makes it difficult to walk or ride a bike throughout the City. This also complicates access to transit – Pace suburban bus and Metra rail service.

KEY RECOMMENDATIONS



Street Name	Street Type	Characteristics	Improvement Strategy
East Rand Road/State Route 12	North-South arterial	Commercial corridor with no landscaping or sidewalks.	Assess width of right of way for introduction of sidewalks, safe pedestrian amenities at bus stops, signage and landscaping
North Schoenbeck Road	North-South collector	Connects several institutions, schools and parks	Assess width of right of way for introduction of sidewalks, signage and landscaping. Coordinate with neighboring municipalities to ensure connectivity of sidewalk system.
North Elmhurst Road/State Route 83	North-South arterial	Primary access through the City and major retail/commercial corridor	Assess width of right of way for introduction of sidewalks, signage and landscaping. Coordinate with neighboring municipalities to ensure connectivity of sidewalk system.
North Wolf Road	North-South arterial	Connects industrial districts, Metra station and Harper College	Ensure improvements include adequate access for truck movements and reduce driveways and other impediments to pedestrian safety. Create sidewalk and trail access to the Metra Station.
North Milwaukee Avenue/State Route 21/45	North-South arterial	Connects Tourism District with Chicago Executive Airport, hotels and Palwaukee Plaza	Implement recommendations of the Tourism Beautification Study and on-going Milwaukee Avenue improvement study. Provide sidewalks, intersection improvements and pedestrian facilities to connect the Indian Trails Library, shopping center and bus stations.
West Hintz Road	East-West arterial	North border of the City	Ensure connectivity with City-wide road network
East Palatine Road	East-West arterial	Fast-moving auto-oriented arterial with frontage roads that connect industrial districts and other major roads in the city-wide network	Assess movements and access at critical intersections to improve vehicular access to existing industrial uses.
East Camp McDonald Road	East-West collector	Connects recreational, municipal buildings and facilities and large residential developments (Rob Roy)	Assess priority areas for introduction or expansion of sidewalk network, streetscape and intersection improvements for pedestrian and bicycle safety.
West Euclid Road	East-West arterial	South border of the City - connects Woodland Trails Park and Rob Roy	Introduce sidewalks on the north side of the street to provide access between Rob Roy, recreational amenities and shopping to the west.
West Willow Road	East-West collector	Connects parks and schools to residential neighborhoods	Maintain current character and utilization.

Figure 3: Roadway Character Matrix

Transportation Key Recommendations

Recommendation 1

Evaluate the access from Palatine Road to and from the frontage roads in relation to how they serve adjacent properties, with a focus towards development and redevelopment of the corridor as an industrial area.

Recommendation 1

Enhance sidewalk access to City schools.

Recommendation 2

Construct sidewalks along West Camp McDonald Road to serve the proposed Town Center at Elmhurst Road.

Recommendation 3

Extend sidewalk connections along North Schoenbeck Road to serve the Prospect Heights Bike Path.

Recommendation 4

Connect the Metra train station on Wolf Road to the Prospect Heights Bike Path and the surrounding sidewalk network.

Recommendation 5

Create a pedestrian environment in the Milwaukee Avenue corridor to improve access to adjacent uses and bus stops.

Recommendation 6

Consider longer term improvements that will incorporate sidewalks and bike paths in the existing rights of way to provide access from the city to the park system east of Milwaukee Avenue and the Des Plaines River.

Recommendation 7

Improve Palatine Road access to accommodate the Arena Land redevelopment, increase visibility and encourage development on the south side of Palatine Road.

Sidewalk Network Key Recommendations

An inventory and analysis were conducted of sidewalks in the Village, and more importantly the gaps in the sidewalk network. Generally, two types of areas were examined – commercial areas and schools. Among the commercial areas examined were the Proposed Town Center at West Camp McDonald Road and Elmhurst Road and the Palwaukee Plaza on Milwaukee Avenue. Both of these areas include commercial space as well as schools and other pedestrian attractions, including bus stops. This led to identifying four improvement areas:

- North Schoenbeck Road near schools
- West Camp McDonald Road near schools and the proposed Town Center
- Milwaukee Avenue which offers various pedestrian attractions and bus stops
- North Wolf Road near the Metra Station
- Add sidewalk to be on both sides of Elmhurst Road/Route 83.

North Schoenbeck Road

Public schools in Prospect Heights are centered in the Schoenbeck Road corridor. They include:

- Betsey Ross Elementary, Anne Sullivan Elementary and MacArthur Middle schools at the intersection of Palatine Road and Schoenbeck Road.
- Dwight D. Eisenhower Elementary School at West Camp McDonald Road and Schoenbeck Road.

The sidewalk improvements at Palatine Road and Schoenbeck Road are detailed and illustrated. They include creating a complete network of pedestrian access on both sides of both streets to connect the school with

KEY RECOMMENDATIONS

Sidewalk Network Key Recommendations

the surrounding residential neighborhoods and to the Prospect Heights Bike Path.

West Camp MacDonald Road

On West Camp MacDonald Road there is a sidewalk west of Elmhurst Road on the north side past the Eisenhower Elementary School. However, it should extend farther west to connect to the residential neighborhoods and the commercial sites along Rand Road. Also, there is no sidewalk along the south side. This improvement should be one that the Village coordinates with the Village of Arlington Heights.

North Wolf Road

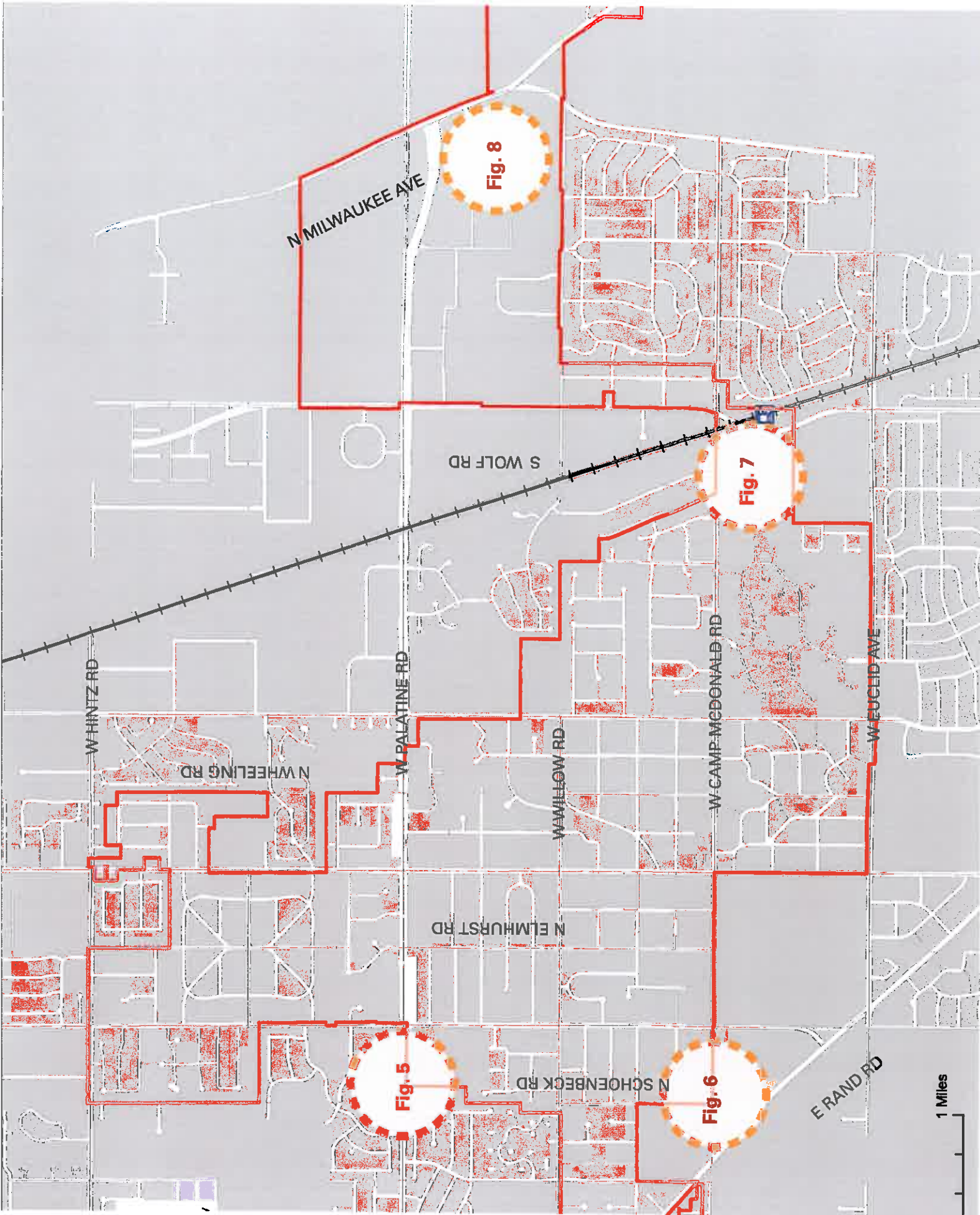
The Prospect Heights Metra station is on the east side of Wolf Road between East Camp MacDonald Road and East Euclid Road. There are no sidewalks on Wolf Road except for a short distance on the west side where the Prospect Heights Bike Path comes in from the north on its way to its termination at the Woodland Trails Park. Limited sidewalks exist on East Camp MacDonald Road and on East Euclid Road. The illustration recommends a new sidewalk on the south side of East Camp MacDonald Road connecting to the River Trails Park District and on both sides of Wolf Road to provide pedestrian connectivity to the station and to the Ascot Center south of East Camp MacDonald Road.

There is a pedestrian crossing of the railroad at the north end of the platform, connecting the inbound platform with the outbound platform. This crossing allows access to the commercial site east of the railroad. Improvements to this area would make pedestrian accessibility to the Ascot Center more attractive.

Milwaukee Avenue

Milwaukee Avenue is the main commercial and transit corridor in Prospect Heights. The Palwaukee Plaza is located on the west side between the Palatine Road frontage road and Apple Drive. Other major attractions include pedestrian destinations:

- Indian Trails Library Branch
 - Various recreational opportunities along the Des Plaines River to the east
 - Bus stops along Milwaukee Avenue and Apple Drive
 - Sidewalks are almost non-existent in the Milwaukee Avenue corridor and along Apple Drive. Illustrated are various sidewalk recommendations including:
 - New and improved sidewalks along the west side of Milwaukee Avenue from north of the Palatine Road frontage road to River Road
 - Strategically located sidewalks on the east side to serve bus stop locations
 - Improved pedestrian crossings at four signalized intersections in the corridor to provide pedestrian crossings to and from bus stops on the east side
- Improvements to the signalized intersections along Milwaukee Avenue at the two Palatine Road frontage roads and at Apple Drive should include the following:
- Marked cross walks across Milwaukee Avenue on the south side of the intersections



Sidewalk Network Key Recommendations

- Marked cross walks across the side streets on the west side of Milwaukee Avenue
- Pedestrian crossing signals with countdown pedestrian indications serving these two crossings at each intersection
- Revised signal timing and phasing to accommodate the pedestrian features

Additionally, at River Road and Old Willow Road the existing cross walk across Willow Road should be renewed and pedestrian crossing signals with countdown pedestrian indications installed along with the necessary revised signal timing and phasing to accommodate the pedestrian features.

Figure 4: Proposed sidewalk locations

Sidewalk Network - School Connections



Figure 5: Proposed sidewalk locations at schools

KEY RECOMMENDATIONS

- 1** Coordinate new sidewalk with the Village of Arlington Heights to complete the Town Center circulation.
- 2** New sidewalk to connect Camp McDonald Rd to Eisenhower School.
- 3** New sidewalk to connect Camp McDonald Rd to the north.
- 4** New sidewalk to provide pedestrian access to Randhurst Shopping Center from residential neighborhoods.

Sidewalk Network- Town Center

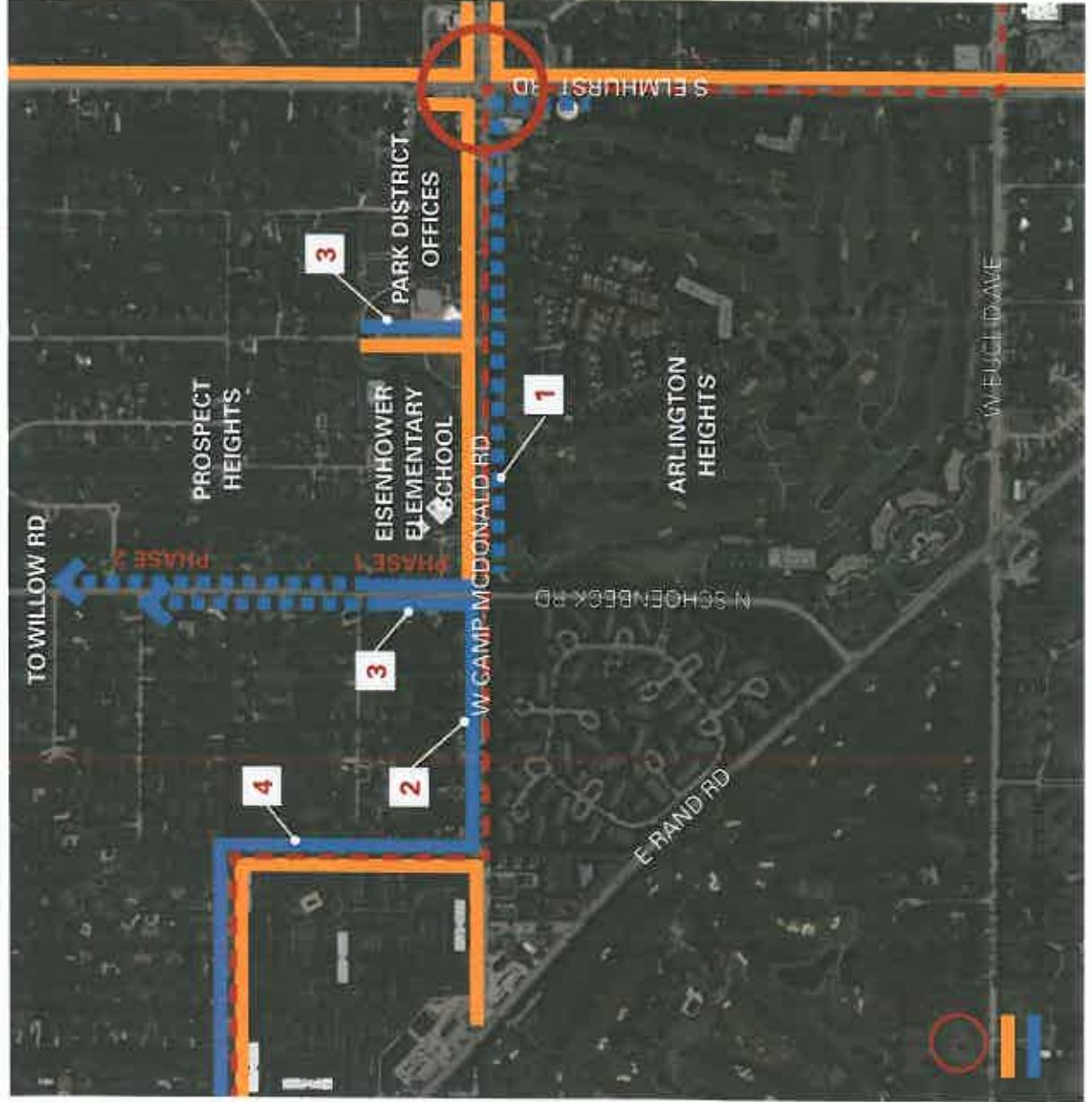


Figure 6: Proposed sidewalk locations at Town Center

Sidewalk Network - Station Area



- 1** New sidewalk on the south side of E Camp McDonald Road connects to the River Trails Park District
- 2** Connect existing sidewalk with new to connect to E Euclid Rd.
- 3** New sidewalk on the east side of N Wolf Rd connects E Camp McDonald Rd and Ascot Plaza to the train station

Figure 7: Proposed sidewalk locations in the Station Area

KEY RECOMMENDATIONS

- 1** New sidewalk and crosswalk to connect east and west side of Milwaukee Avenue at bus stop Milwaukee Avenue at bus stop
- 2** Connect existing sidewalk with new to connect bus stops along Apple Dr
- 3** New sidewalk from Milwaukee Avenue along Apple Dr
- 4** New sidewalk on the east side of Connect existing sidewalk along Milwaukee Ave at Palatine Rd to new sidewalk at Palatine Frontage Rd

Sidewalk Network - Milwaukee Avenue



Figure 8. Proposed sidewalk locations at Milwaukee Avenue

SECTION 4

NATURAL RESOURCES AND INFRASTRUCTURE RECOMMENDATIONS

The City of Prospect Heights is rich in natural resources including park space, and Forest Preserve, naturalized streams, and recreational facilities. Key recommendations focus on leveraging these assets, preserving existing natural systems while implementing sustainable guidelines and identifying green infrastructure opportunities. Best Management Practices (BMPs) for stormwater management, flood prevention and potable water delivery systems have also been described in the following recommendations.



City of Prospect Heights Comprehensive Plan

Chicago Metropolitan Agency for Planning | Local Technical Assistance (LTA)

Project Update

5.12.2014



	PROJECT MANAGEMENT, LAND USE PLANNING & URBAN DESIGN
 Valerie S. Kretschmer Associates, Inc. <i>Real Estate and Planning Consulting</i>	MARKET ANALYSIS & ECONOMIC DEVELOPMENT
 Kimley-Horn and Associates, Inc.	TRAFFIC, TRANSPORTATION & TRANSIT ENGINEERING
 WEAVER BOOB CONSULTANTS	INFRASTRUCTURE DESIGN/PLANNING NATURAL SYSTEMS PLANNING

OVERVIEW

Summary of December 5
Public Meeting

Summary of Community
Survey

Summary of March 20
Public Workshop

Summary of Website
Participation

Overview of Key
Recommendations

Project Next Steps /
Schedule





40 attendees

Topics discussed:

Land Use

Economic Development

Natural Resources

Transportation

Sustainability



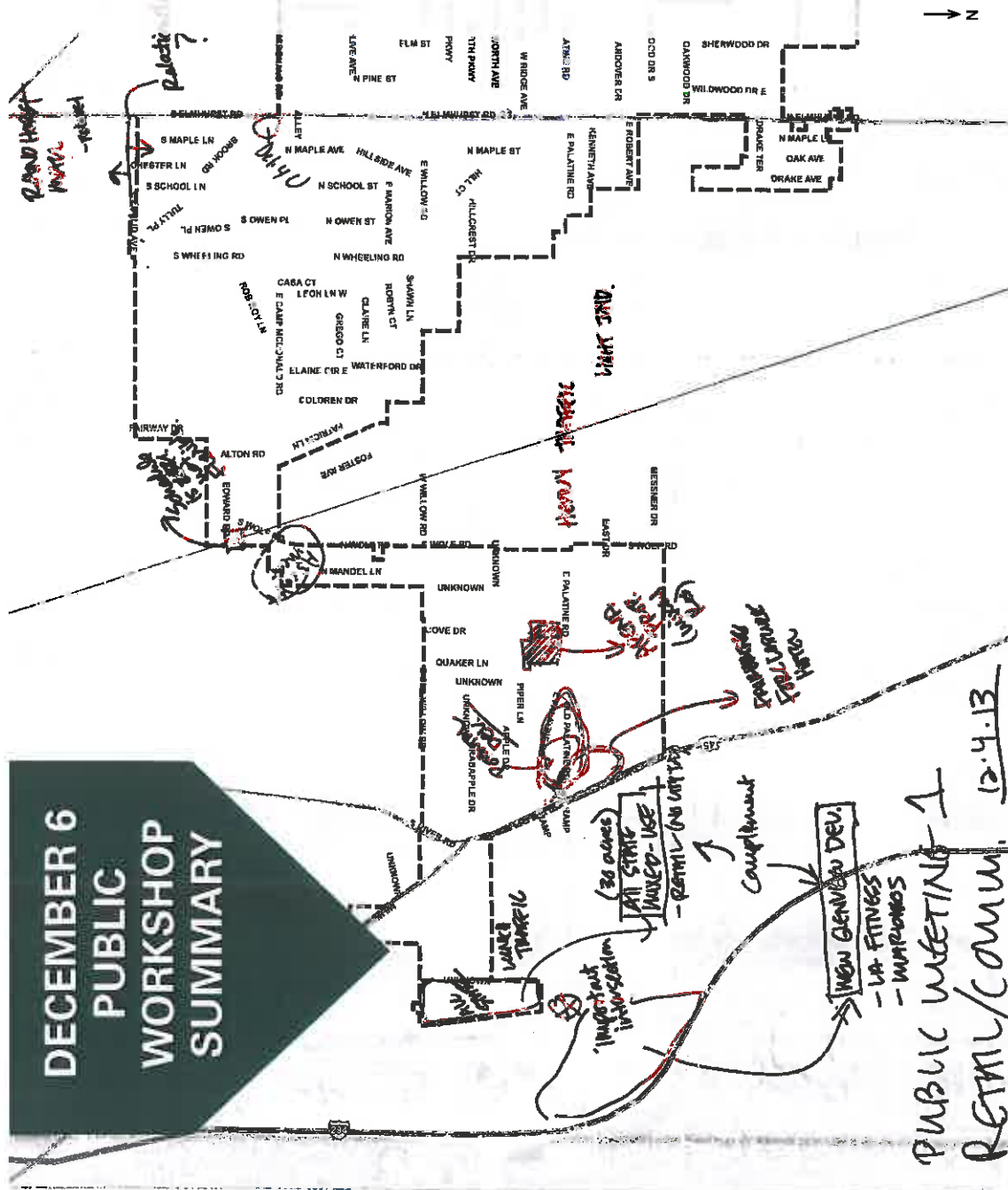
**DECEMBER 6
PUBLIC
WORKSHOP
SUMMARY**

Land Use and Neighborhood Character

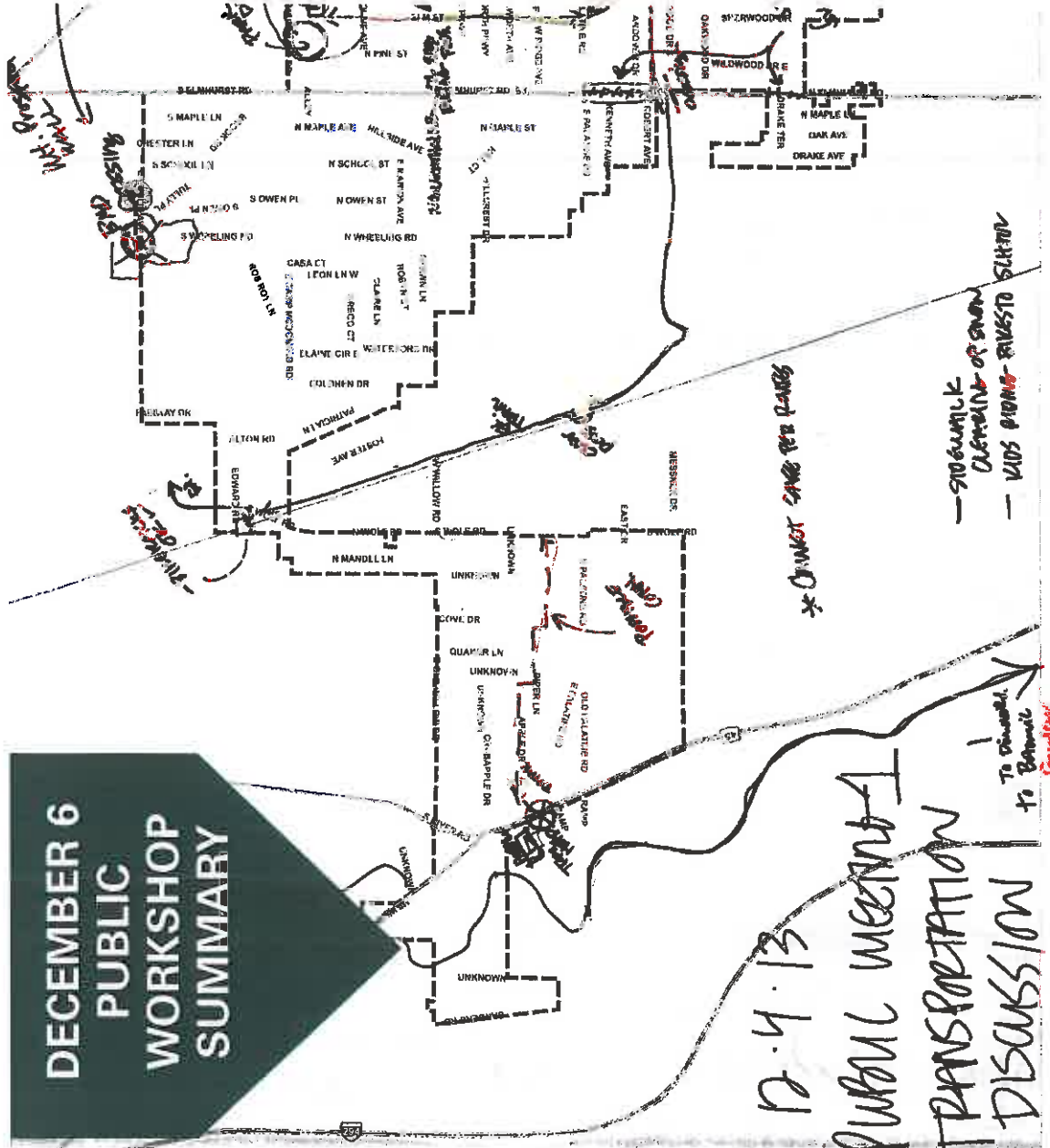
- Identify a Downtown/Town Center development
- Expand retail areas
- Reconfigure retail outlets to accommodate larger format businesses
- Create opportunity for more mixed-use developments
- Challenges for business attraction: registering addresses, well water
- Lack of connectivity
- Need for redevelopment of obsolete buildings; increase visibility and access for businesses along Palatine Road
- Preservation of existing residential neighborhoods; generous yards, large single family lots
- Connect schools to residential neighborhoods
- Provide more diversity of housing types (need for more affordable housing)

Retail, Commercial and Industrial

- Develop high-quality retail in Prospect Heights
- Redevelopment opportunities - Allstate property, Palatine Road corridor, 'Arena Land' site
- Palwaukee Plaza improvements - outlot development along Milwaukee Ave
- Light industrial development desired in the Palatine Road corridor



DECEMBER 6 PUBLIC WORKSHOP SUMMARY



Chicago Executive Airport

- Leverage as a community asset
- Connect hotels to the Airport
- More amenities needed - restaurants and entertainment venues

Transportation and Roadway Network

- Significant traffic circulation problems - Palatine, Euclid and Route 83
- Expand the sidewalk network
- Connect to bike trails through secondary roads; for example Elm and Apple Street
- Provide additional pedestrian amenities
- Improve streetscape - lighting, sidewalk, plantings
- would improve the overall appearance of the City

Natural Resources and Infrastructure

- Improve access to the Cook County Forest Preserve
- The Isaak Walton Slough and adjacent Hillcrest Pond are considered the most important natural resources in the community
- Low utilization of the bike trails - lack of connectivity to residential neighborhoods and places
- Provide pedestrian lighting on major streets
- Better maintain existing parks and recreational facilities
- Expand flood mitigation efforts
- Well-water and water quality issues is a concern - operation and maintenance costs

COMMUNITY SURVEY SUMMARY



Want more/better
stores



Good sense of
community



Great schools



Great sense of
community



More attractive
shopping areas



Want better
quality products



Improve
pedestrian
facilities



Expanded bike
trail network and
sidewalks



Improve
sidewalk, trail and
transportation
connections



Shop outside
Prospect Heights

Speakout Online Survey
• 219 respondents

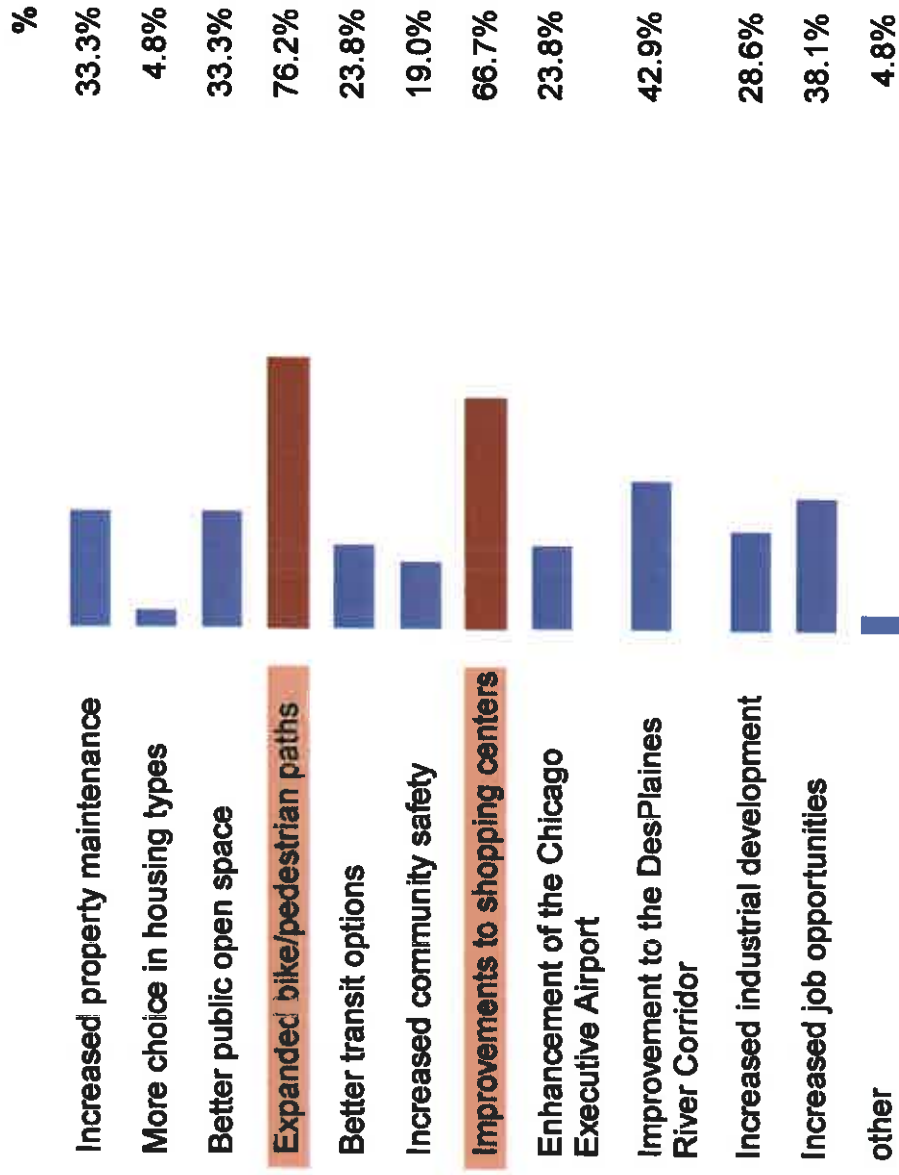
Asked to evaluate function
and quality of life of

Prospect Heights:

- Residential
- Commercial and mixed-use
- Industrial
- Institutional and civic parks and open space
- development character streets
- Streetscapes
- Roadway quality

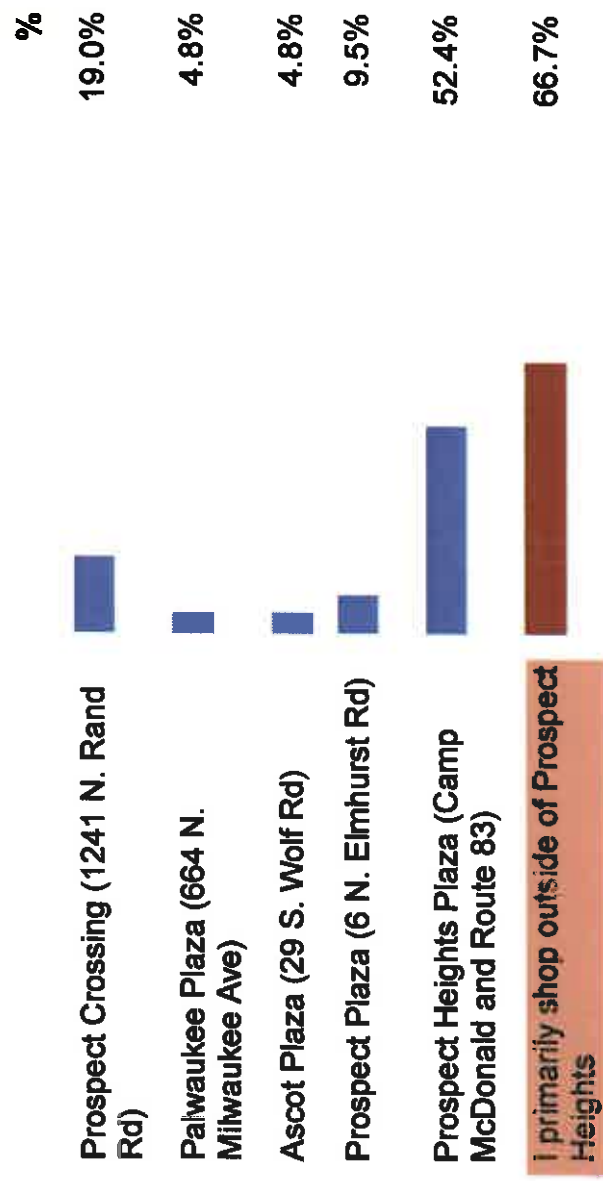
COMMUNITY SURVEY QUESTIONS

Please check whether you believe each of the following would be a positive change in Prospect Heights? (select all that apply)



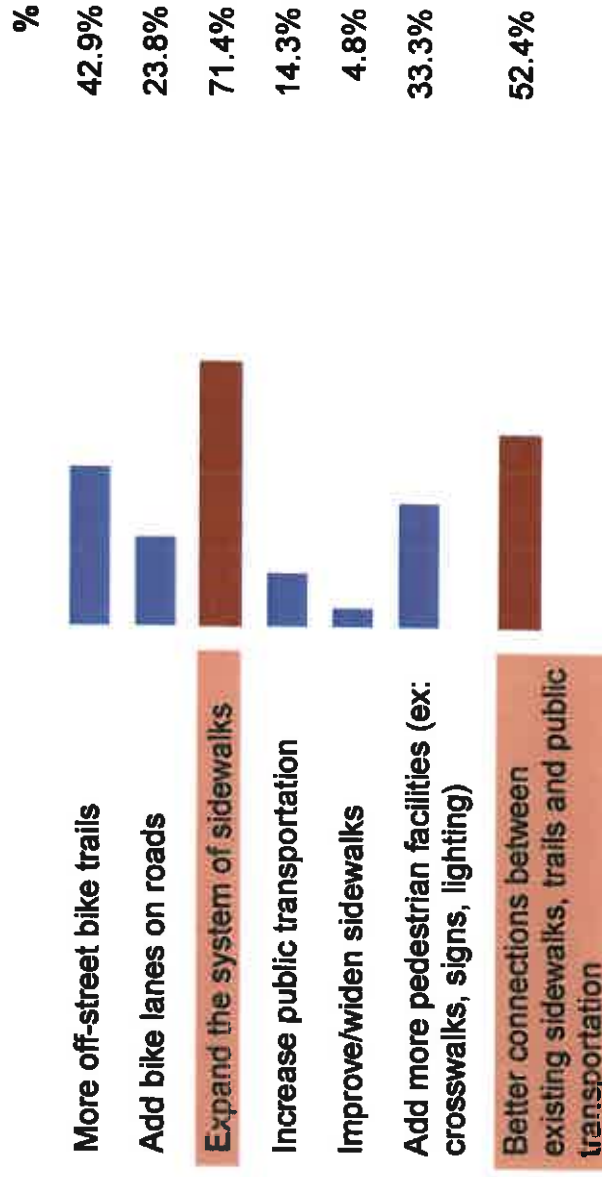
COMMUNITY
SURVEY
QUESTIONS

Which shopping district do you use most frequently?



COMMUNITY SURVEY QUESTIONS

What would increase your use of businesses within Prospect Heights?(select all that apply)



**MARCH 20
KEY
RECOMMENDATIONS
WORKSHOP
SUMMARY**



Over 50 attendees
Mostly residents
Discussion focused on Key
Recommendations



MARCH 20 KEY RECOMMENDATIONS WORKSHOP SUMMARY

your comments on the
Key Recommendations below:
Circle a Topic: Land Use, Economic
Development, Natural Resources,
Transportation

Comments will be incorporated into the
Draft Comprehensive Plan.
<http://www.prospect-heights.il.us/speakout>

WHAT DO YOU THINK?
Please share your comments on the
Key Recommendations below:
Circle a Topic: Land Use, Economic
Development, Natural Resources,
Transportation

Comment:
CITY SHOULD PROVIDE INFO ON
LOCAL QUALITY
OF ALWAYS INVESTING
NATURAL WATER FOCUS ON
HELPING RESIDENTS IMPROVE
QUALITY OF NATURAL WATER
CITY SHOULD PROVIDE INFO ON
LOCAL QUALITY

Please provide your e-mail if you would like
your comment to be posted on Speakout:
brady.905@aol.com

(You will be invited to review and approve your
comment before posting)

If your comment relates to a specific
location mark it on the map below:

Comments will be incorporated into the
Draft Comprehensive Plan.
<http://www.prospect-heights.il.us/speakout>

WHAT DO YOU THINK?
Please share your comments on the
Key Recommendations below:
Circle a Topic: Land Use, Economic
Development, Natural Resources,
Transportation

Comment:
Only want sidewalks in
arterials, not in neighborhoods
would like streetlights
(Continue on back of card if needed)

Please provide your e-mail if you would like
your comment to be posted on Speakout:
brady.905@aol.com

(You will be invited to review and approve your
comment before posting)

If your comment relates to a specific
location mark it on the map below:

Comments will be incorporated into the
Draft Comprehensive Plan.
<http://www.prospect-heights.il.us/speakout>

WHAT DO YOU THINK?
Please share your comments on the
Key Recommendations below:
Circle a Topic: Land Use, Economic
Development, Natural Resources,
Transportation

Comment:
CITY CENTER WILL NOT
CREATE SENSE OF
COMMUNITY WHERE NONE
EXISTS - 7
FRAGMENTED (GEOLOGICAL DISTRICT)

Please provide your e-mail if you would like
your comment to be posted on Speakout:
tung@comcast.net

(You will be invited to review and approve your
comment before posting)

WHAT DO YOU THINK?
Please share your comments on the
Key Recommendations below:
Circle a Topic: Land Use, Economic
Development, Natural Resources,
Transportation

Comment:
WE NEED AFFORDABLE
ACCESS TO WATER +
MORE NATURAL DOMAINS
(Continue on back of card if needed)

Please provide your e-mail if you would like
your comment to be posted on Speakout:
tung@comcast.net

(You will be invited to review and approve your
comment before posting)

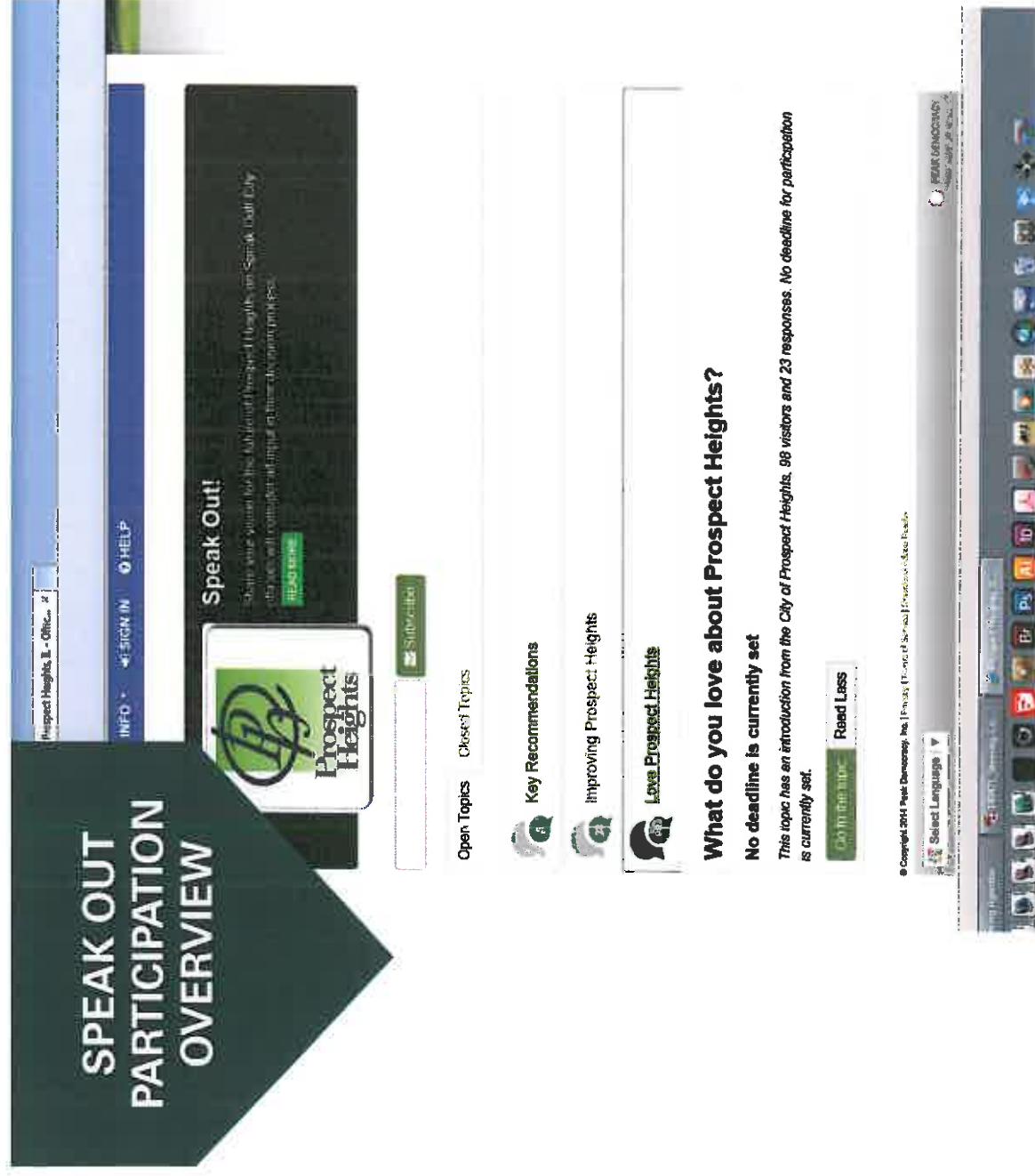
If your comment relates to a specific
location mark it on the map below:

Comments will be incorporated into the
Draft Comprehensive Plan.
<http://www.prospect-heights.il.us/speakout>

ONLY PLACE NEW BUSINESS IN EXISTING DEVELOPED
AREAS. REPAIR, REPLACE, IMPROVE YET NO FILING
OVER ANYMORE NATURAL AREAS.
NO MORE INTRUSIONS ON THE FOREST PRESERVE DISTRICT.
"NEW" IS NOT THE ANSWER TO SUSTAINABLE FUTURES.
LOOK @ MORTON ARBORETUM PARKING LOT FOR INSPIRATION?
REPAIR OF PARKING BECOMES SERIOUS ISSUES IN FUTURES.
MAKE ALL STATE SITE A NATURE SUSTAINABLE SITE IN COOPERATION
W/ SWANSEA + PARK DISTRICT.

[illegible]

SIDEWALKS
+ BIKE
CONNECTOR
ON EXTERIOR
OF BRICK



- 91 People participated in the “Love Prospect Heights” Topic

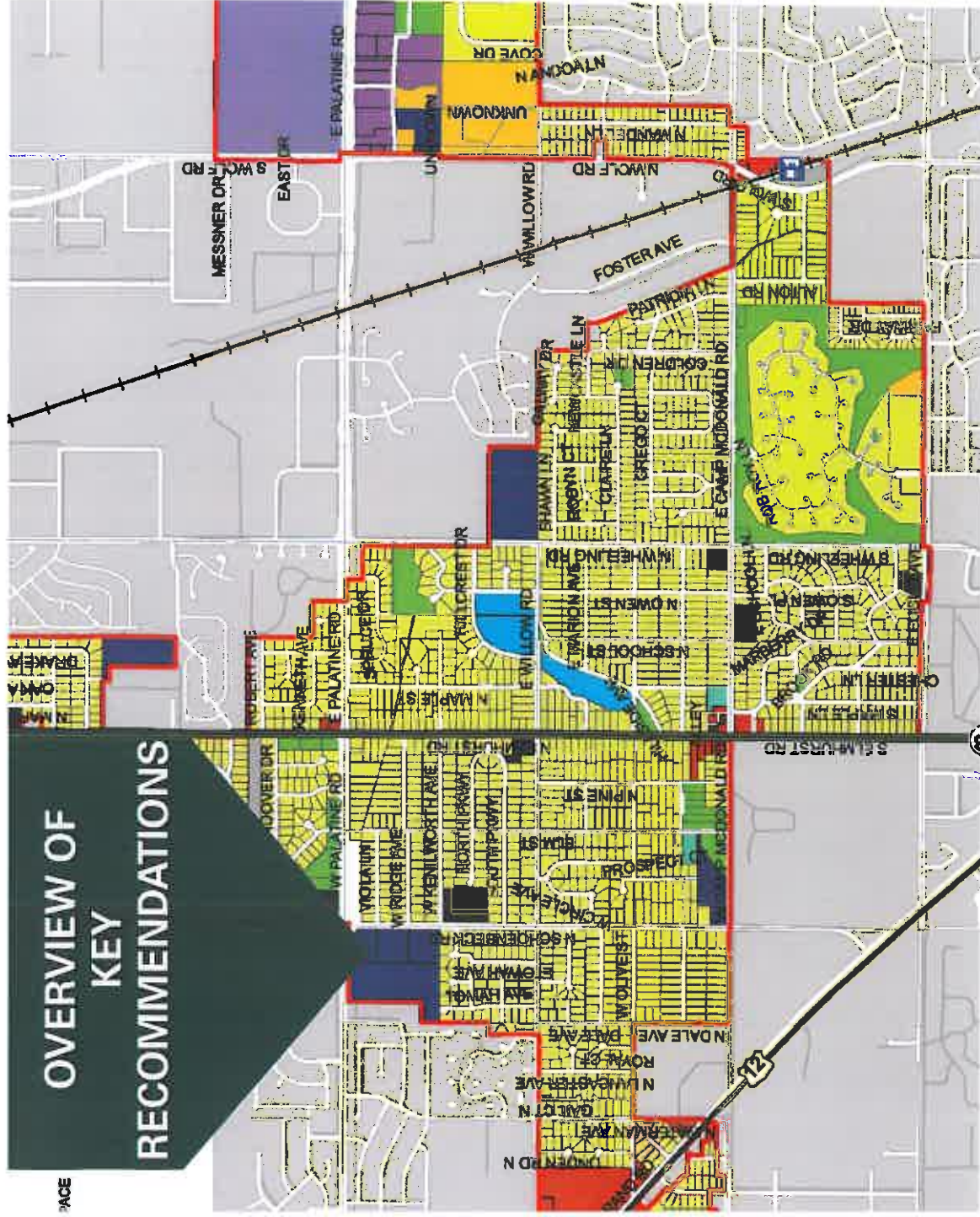
- 16 People participated in the “Improving Prospect Heights” topic

- **202** People participated in the “Existing Conditions Survey”

Additional Items Posted Online:

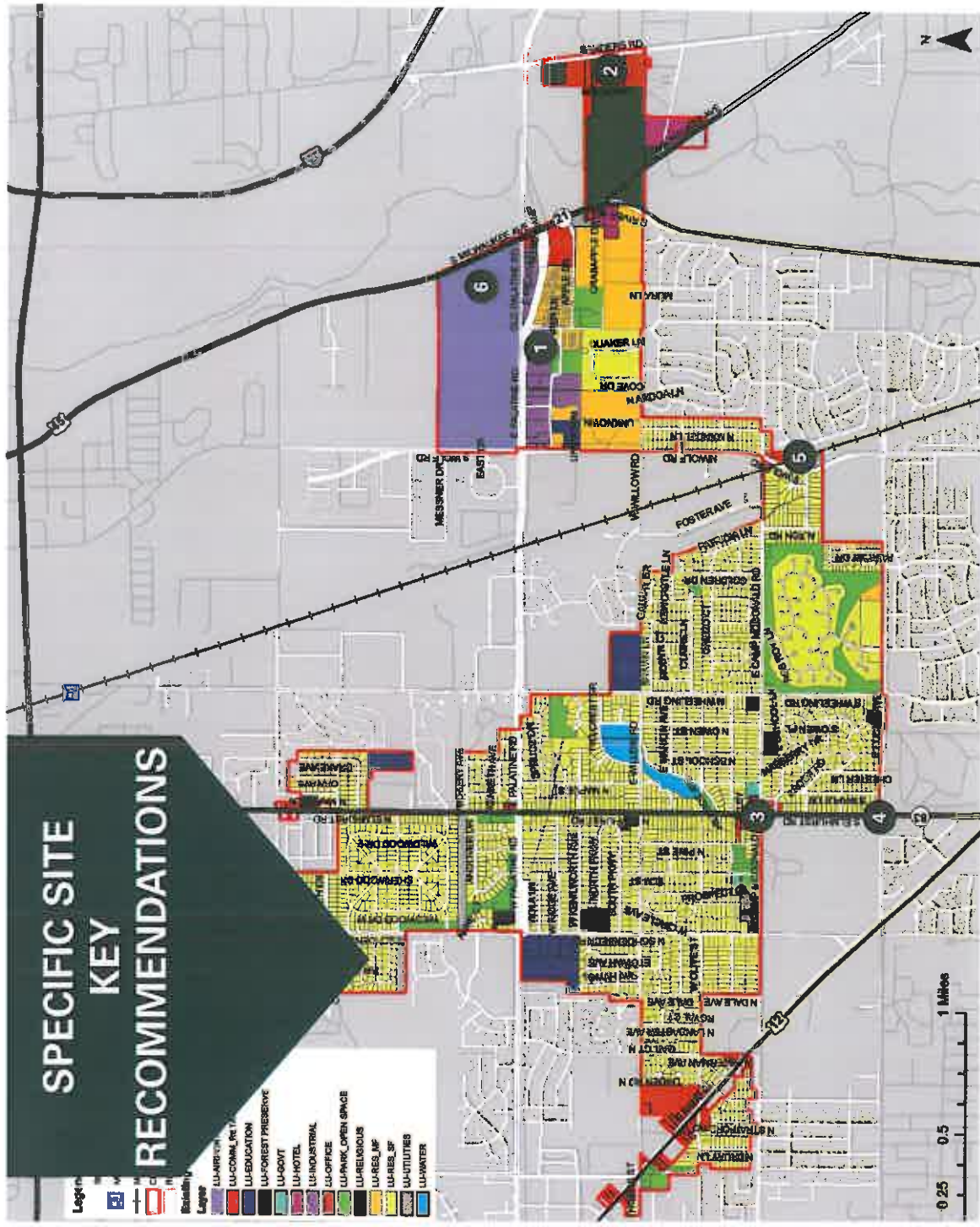
- Public Meeting #2 Comment Cards
- Existing Conditions Report
- Public Meeting Presentations
- Prioritization of Key Recommendations

OVERVIEW OF KEY RECOMMENDATIONS



Key Recommendations

- Residential
- Business/Commercial
- Institutional
- Industrial
- Image/Identity
- Parks/Open Space
- Regulatory Recommendations
- Transit-Oriented Development (Mixed-Use)
- Industrial/Manufacturing District
- Transportation
- Sidewalk Network
- Natural Resources/Infrastructure



SPECIFIC SITE KEY RECOMMENDATIONS

Legend

Legend	LU-AMT	LU-COMM	LU-EDU	LU-FOR	LU-GOV	LU-HOT	LU-IND	LU-OFF	LU-PAR	LU-REL	LU-RES	LU-REI	LU-UTL	LU-WAT
LU-AMT														
LU-COMM														
LU-EDU														
LU-FOR														
LU-GOV														
LU-HOT														
LU-IND														
LU-OFF														
LU-PAR														
LU-REL														
LU-RES														
LU-REI														
LU-UTL														
LU-WAT														

Potential Redevelopment Sites

- 1 Arena Land Site
- 2 Allstate Site
- 3 Town Center
- 4 Social Security Property
- 5 Metra Station Area (TOD)
- 6 Chicago Executive Airport

SPECIFIC SITE KEY RECOMMENDATIONS

1

Arena Land Site

- Create of industrial design guidelines and standards to create a framework for desirable development.
- Evaluate of existing curb cuts and site access from Palatine Road.
- Active marketing campaign to attract a developer to the site.

2

Allstate Site

- Create a Master Site Plan and Planned Unit Development for the area
- Amend regulatory documents to facilitate desired development
- Create design guidelines and standards
- Evaluate opportunities for the north east corner of the site and development of a gateway into the community.
- Create an economic development recruitment plan

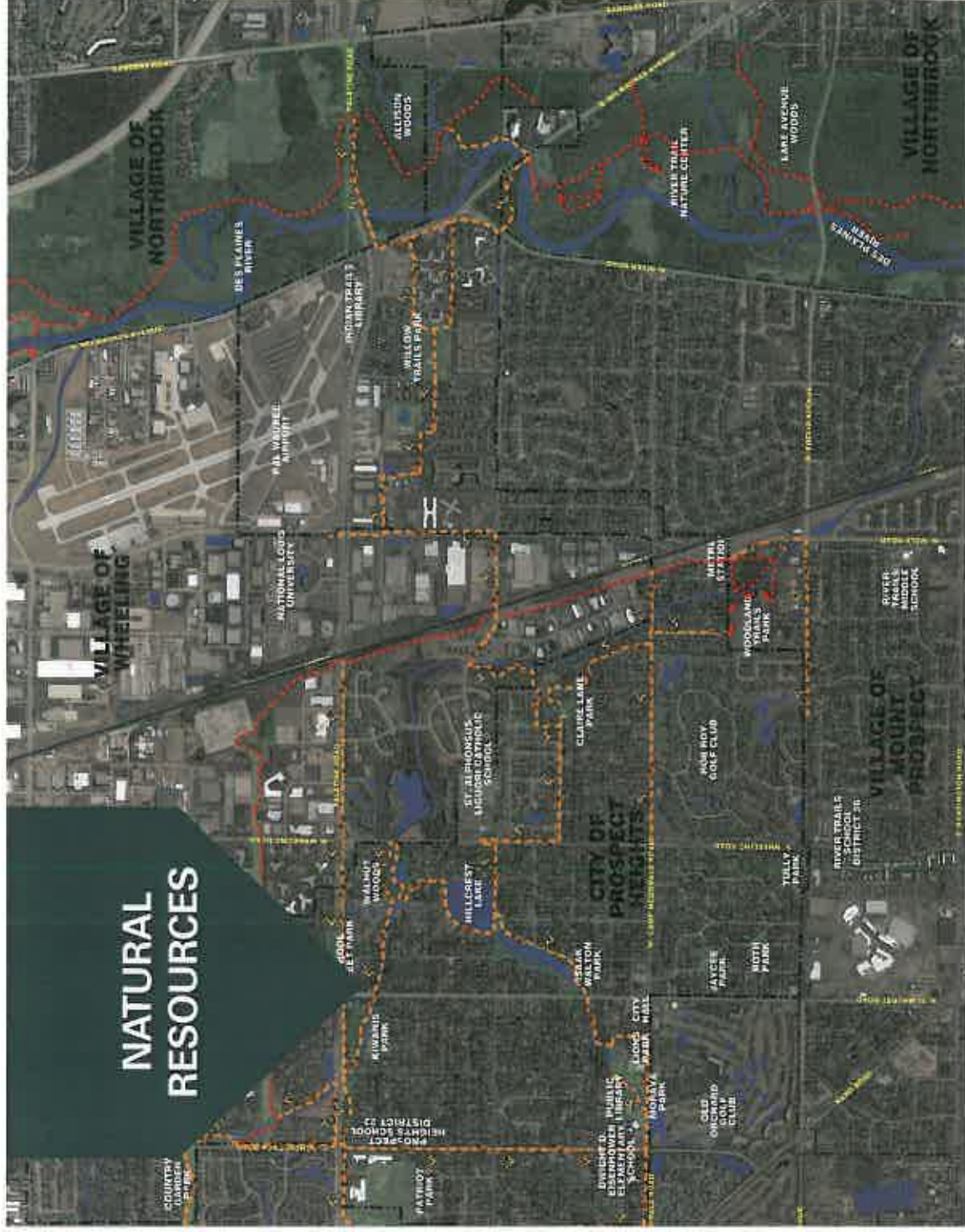
3

Town Center

- Create recommendations to modify land uses and zoning classifications
- Create a development plan and overlay district for the Town Center.
- Identify strategies to connect the Town Center with nearby recreational facilities and open spaces
- Coordinate development with a unified signage and wayfinding plan, landscaping and clean-up/fix-up strategy of the existing retail/commercial shopping areas.

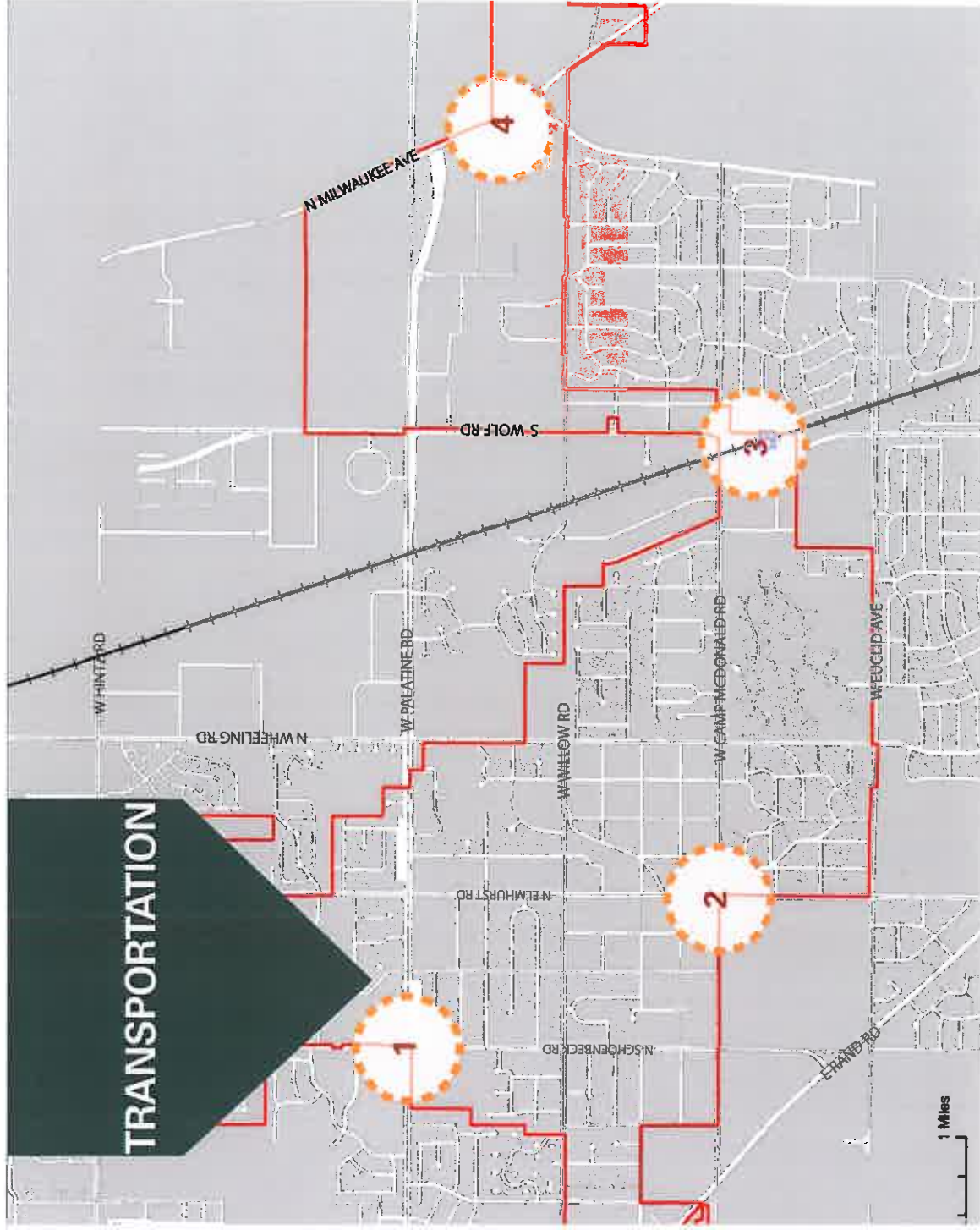
SPECIFIC SITE KEY RECOMMENDATIONS

- | | | |
|---|--|--|
| <p>4</p> <p>Social Security Site</p> <ul style="list-style-type: none"> • Increase the size of the developable parcel and provide adequate parking. • Assess synergies with Randhurst Shopping Center. • Actively market the site to potential developers and retailers • Incentivize development of the site • Develop intergovernmental partnerships and agreements to provide water | <p>5</p> <p>Transit-Oriented Development</p> <ul style="list-style-type: none"> • Encourage moderate densities within walking distance of the Metra station • Provide opportunities for an enhanced variety of retail, service businesses, professional and office establishments • Encourage infill redevelopment to preserve the existing city fabric • Reinforce a pedestrian-friendly environment • Provide cycling and pedestrian streetscape enhancements | <p>6</p> <p>Chicago Executive Airport</p> <ul style="list-style-type: none"> • Encourage industrial and manufacturing uses in the area surrounding the Chicago Executive Airport • Coordinate driveways and access points to provide a coherent street frontage as well as to accommodate industrial and airport related businesses • Consider the creation of a special overlay district to provide guidelines for future development of this area |
|---|--|--|



Natural Resources

- Improve access and amenities to increase recreational use of: the Cook County Forest Preserve, Hillcrest Lake, McDonald Creek and Izaak Walton Slough
- Assess opportunities for additional open space, improved stormwater quality and flood management
- To create a safe and interconnected network, connect bike paths and trails with roadways and sidewalks
- Protect existing natural habitats and utilize open space for stormwater management
- Identify strategic improvement areas



Sidewalk Gap Analysis

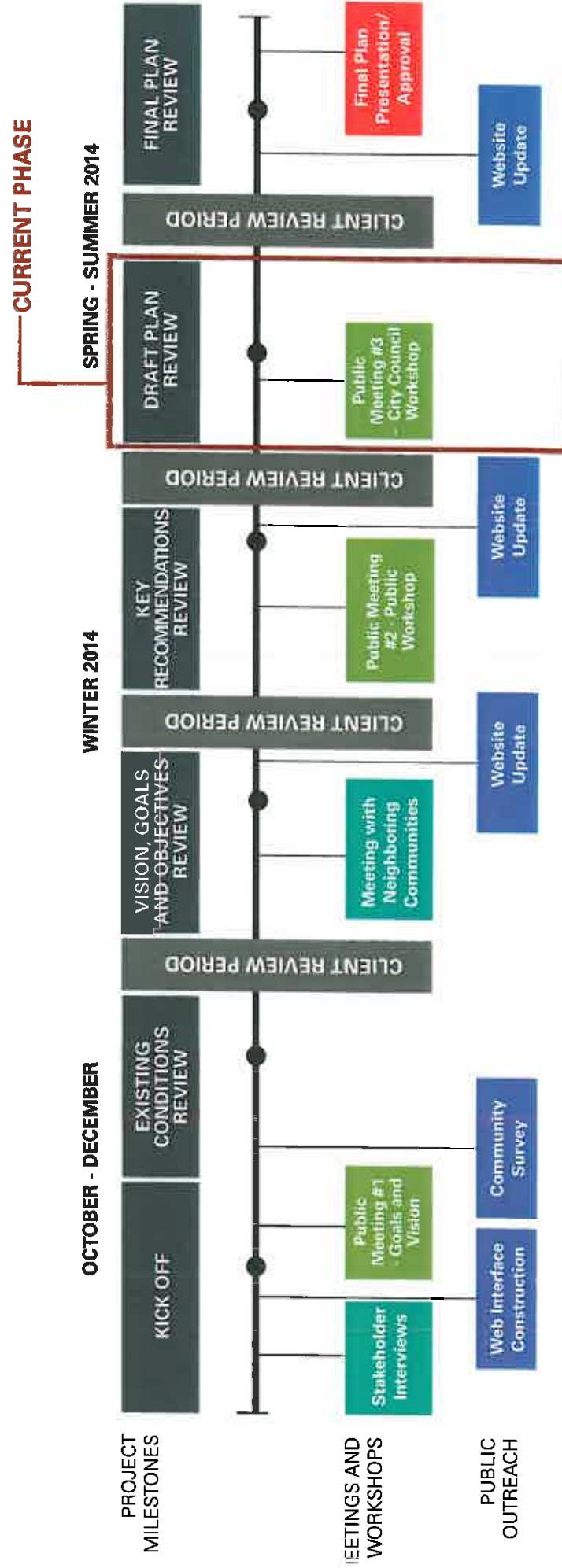
The following are key locations for sidewalks and improved pedestrian connections.

- 1** Palatine Rd/Schoenbeck Rd
Use: Schools
- 2** Camp McDonald Rd/Elmhurst Rd
Use: Schools, Town Center
- 3** Wolf Rd/Camp McDonald Rd
Use: TOD, train station, trail
- 4** Milwaukee Ave/Palatine Rd
Use: Palwaukee Plaza, Library

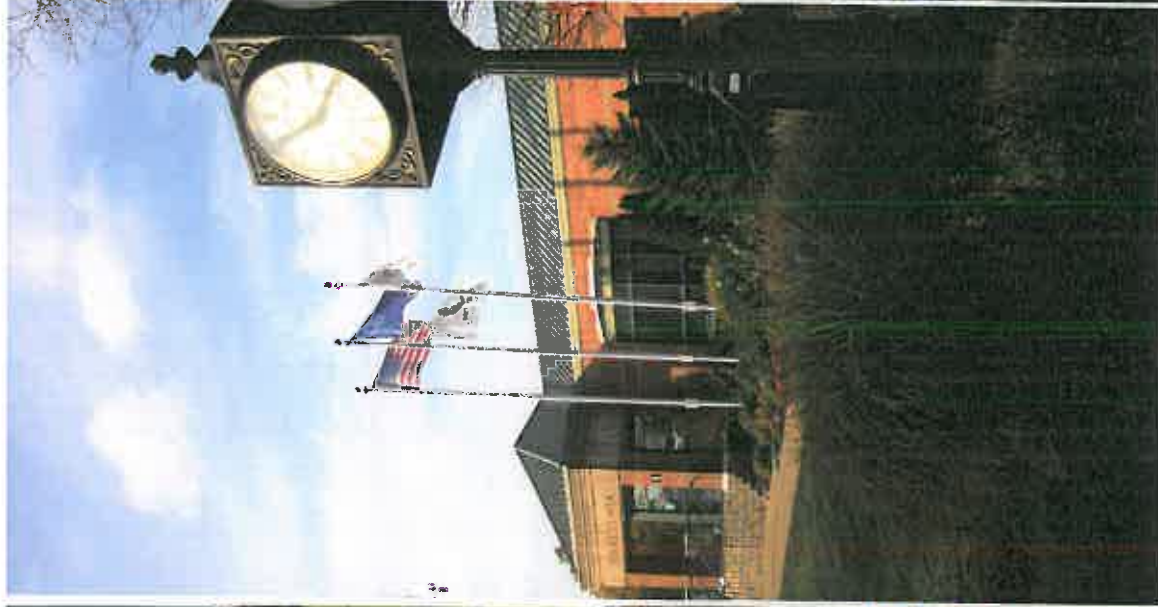
Palatine Road Access

- Redevelopment potential of Arena Land
- Access to and from Palatine Road
- Palatine Road through Prospect Heights is considered a Strategic Regional Arterial (SRA)
- Modifications benefiting access to the Arena parcel may be possible.

Project Timeline Overview



NEXT STEPS



5.12 City Council Workshop

5.22 Presentation to PZBA

5.30 Draft Comprehensive Plan Submittal

5.30-6.13 CMAP and City Draft Plan Review

6.19 Steering Committee Meeting

7.18 Final Comprehensive Plan Submittal

7.18-8.1 CMAP and City Final Plan Review

8.7 Steering Committee Meeting

August - PZBA Approval
September - Council Approval

B



To: Mayor Nicholas J. Helmer and City Council

From: Stephanie Hannon, Finance Director

Date: May 7, 2014

Re: Employee Manual Update – Volunteer Reimbursement Policy

The City of Prospect Heights is in the process of having its Employee Manual, last amended in October 2003, reviewed by the Illinois Counties Risk Management Trust Attorneys as part of our Liability Insurance coverage. Several Labor laws and standards have been implemented since 2003 and the review will provide us with changes to insure the City is in compliance with all laws and regulations. The recommendations will be provided to the Council by July, 2014.

As part of the review process, the City will need to implement and address the issue of volunteer reimbursement. This issue has arisen because a volunteer has requested reimbursement from the City for mileage. The IRS was contacted to provide a recommendation as to the amount and allowability of reimbursement.

The IRS response:

The IRS provided publications to review as support related to the topic of reimbursement for volunteers. The Publications are 526 Charitable Contributions and 463 Travel, Entertainment, Gift, and Car Expenses.

The IRS has stated that they set guidelines for reimbursement of mileage, but not rules. The rules or policy must be set by the organization.

The guidelines are as follows:

Reimbursement payments for mileage to a volunteer driver are excluded from income only to the extent of the amount that the volunteer would be able to deduct as a charitable contribution. The amount that can be deducted as charitable mileage is 14 cents per mile. If the actual payments to the volunteer are greater than the 14 cents per mile, the excess amount must be reported as gross income on the volunteer's income tax return. For example, the volunteer drove 500 miles during the year and is reimbursed \$150 (30 cents per mile). The volunteer may exclude \$70 (500 x 14 cents per mile) and must report as income on his/her tax return \$80 (500 x 16 cents per mile).

Therefore, payments that exceed an IRS prescribed reimbursement rate are payments that don't meet the IRS accountable plan requirements and are considered to be made under a non-accountable plan and are subject to employment taxes.

The income must be reported on a Form 1099 or the employees W-2. The volunteer must report as income all taxable payments received during a year, even if the volunteer did not receive a Form 1099 because such payments were less than \$600.

Staff is requesting recommendation from the Council as to their recommended reimbursement of volunteer travel expenses.

Options:

1. Volunteers receive no expense reimbursement. City of Chicago and Mount Prospect
2. Reimburse mileage at the legislative approved 14 cents per mile rate
3. Reimburse between the 14 cent per mile and the business rate of 56 cents per mile with the difference between the 14 cents and the rate approved being reported on an employee W-2 or on a non-employee 1099 report.

C, D, E



**City Council Workshop
Agenda Item No: V (C-E)**

Meeting Date: May 12, 2014

Item: Appointments to Various Municipal Organizations

Staff Contact: Ken Lopez, City Administrator

Purpose:

The purpose of this memo is to introduce several resolutions for appointments to various municipal organizations.

Background:

As part of a house cleaning item, several municipal organizations require municipalities to approve a resolution appointing certain individuals to serve as an authorized agent or a delegate. In this particular case IMRF, SWANCC and NWMC are seeking such a resolution. As your new City Administrator, I will serve as the authorized agent for IMRF and alternate delegate for SWANCC and NWMC.

Financial Impact:

None

Recommendation:

It is my recommendation to place the resolutions on the May 27, 2014, City Council Consent Agenda for your approval.

Enclosures:

- Resolution appointing an authorized Agent the IMRF
- Resolution appointing a director and alternate directors to SWANCC
- Resolution appointing a delegate and alternate delegate to the NWMC

C

RESOLUTION NO. _____

**A RESOLUTION APPOINTING AN AUTHORIZED AGENT
TO THE ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

WHEREAS, Article VII Section 10, of the 1970 Illinois Constitution Authorizes the City to contract with individuals, associations, and corporations, in any manner not prohibited by law or ordinance; and

WHEREAS, the Illinois Municipal Retirement Fund (IMRF) requires the appointment of an authorized agent; and

WHEREAS, such agent may exercise the powers contained in the Illinois Pension Code, 40 ILCS 5/7-135 as set forth herein and as may be amended thereafter; and

WHEREAS, it is in the best interest of the City to appoint the City Administrator, Kenneth J. López, as the authorized agent of the City to perform all duties related to the administration of the Illinois Municipal Retirement Fund for the City of Prospect Heights and shall have all powers and duties contained in the Illinois Pension Code, 40 ILCS 5/7-135.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS, that the City Administrator, Kenneth J. López, be authorized to execute and the City Clerk is to certify, the Illinois Municipal Retirement Fund Form 2.20 "Notice of Appointment of Authorized Agent" a copy of which is attached hereto and made part of hereof as Exhibit "A" and submit the form to IMRF.

PASSED AND APPROVED this 27th day of May, 2014.

Mayor

ATTEST:

City Clerk

AYES:

NAYS:

ABSENT:

D

RESOLUTION NO. _____

**A RESOLUTION APPOINTING A DIRECTOR AND ALTERNATE DIRECTORS
TO THE SOLID WASTE AGENCY OF NORTHERN COOK COUNT (SWANCC)**

WHEREAS, the bylaws of the Solid Waste Agency of Northern Cook County (hereinafter "SWANCC") requires members to appoint a Director and Alternate Directors to the Board.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF
THE CITY OF PROSPECT HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS,**

Section 1. The Mayor and City Council of the City of Prospect Heights appoints Mayor Nicholas J. Helmer as the City's Director on the Board of Directors and appoints Kenneth J. López, City Administrator, as its first Alternate Director and Brigitta "Bree" Higgins, Alderman, Ward 5, as its second Alternate Director, in each case for a term expiring April 30, 2015, or until his/her successor is appointed.

PASSED AND APPROVED this _____ day of _____, 2014.

Mayor

ATTEST:

City Clerk

AYES:

NAYS:

ABSENT:

E

RESOLUTION NO. _____

**A RESOLUTION APPOINTING A DELEGATE AND ALTERNATE DELEGATE
TO THE NORTHWEST MUNICIPAL CONFERENCE**

WHEREAS, the bylaws of the Northwest Municipal Conference (hereinafter "NWMC") requires members to appoint the Mayor, President or Supervisor as Director and Alternate Directors of its choosing to the Board.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF
THE CITY OF PROSPECT HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS,**

Section 1. The Mayor and City Council of the City of Prospect Heights appoints Mayor Nicholas J. Helmer as the City's Delegate to the NWMC and appoints Kenneth J. López, City Administrator, as its first Alternate Delegate and Patrick Ludvigsen, Alderman, Ward 4, as its second Alternate Delegate, in each case for a term expiring April 30, 2015, or until his/her successor is appointed.

PASSED AND APPROVED this _____ day of _____, 2014.

Mayor

ATTEST:

City Clerk

AYES:

NAYS:

ABSENT:

APPROVAL OF WARRANTS

F

5/12/14-COUNCIL MEETING		
<u>Checks</u>		
General Fund	\$	154,288.85
MFT Fund		238.47
Palatine/Milwaukee TIF		1,503.77
Tourism District		361.00
Development Fund		974.30
DEA Fund		42,749.36
Solid Waste Fund		34,344.99
S S Area #1		182.00
S S Area #2		173.00
S S Area #3		219.00
S S Area #4		176.00
S S Area #5		227.00
S S Area #8 - Levee Wall #37		307.84
S S Area-Constr#6(Water Main)		261.00
S S Area-Debt#6		
Road Construction		529.00
Road Construction Debt		350.00
Water Fund		4,207.55
Parking Fund		504.72
Road/Building Bond Escrow		500.00
TOTAL	\$	242,097.85
<u>Wire Payments</u>		
PAYROLL 5/2/14		149,999.98
APRIL 2014 IMRF		19,482.70
PENSION FUND WIRE TRANSFER		186,755.25
Total Warrant	\$	598,335.78