October 21, 2014

Mr. Bruce Locke
Capital Development Board
James R. Thomson Center
100 West Randolph Street, Suite 14-600
Chicago, IL  60601-3283

Re: College of Lake County
Student Services AEC Waukegan
Lakeshore Campus, Waukegan, Illinois
CDB Project Number:  810-056-024
Architect’s Project Number: 213007.10
Meeting Minutes: Meeting with the City of Waukegan

Summary of the Meeting held at 2:00 p.m. on Thursday, October 20th, 2014, at the City Hall of Waukegan, Waukegan, Illinois. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDANCE

Wayne Motley……………………………………………………………….…………… Mayor, City of Waukegan
Noelle Kischer-Lepper…………………………………………………….….…Mayor’s Office, City of Waukegan
Russ Tomlin…………………………………………………………………Planning & Zoning, City of Waukegan
Steve Martin…………………………………………………………………..….Mayor’s Office, City of Waukegan
John Antaramian…………………………………………………………….Planning & Zoning, City of Waukegan
Bruce Locke…………………………………………………………………………..…Capital Development Board
Dr. Weber……………………………………………………………………………..College of Lake County (CLC)
David Agazzi…………………………… Vice President, Administrative Affairs, College of Lake County (CLC)
Greg Evans……………………………………………………………………………College of Lake County (CLC)
Jeffrey Sronkoski…………………………………………………………………Principal, Legat Architects (Legat)
Burcin Moehring............... Project Manager / Director of Science & Technology, Legat Architects (Legat)

ITEMS DISCUSSED

1. Introductions
   a. David Agazzi welcomed participants, outlined the purpose of the meeting. Introductions were made.

2. David Agazzi briefly reviewed the Project Scope (attached). The project consist of the following:
   a. Renovation of 111 North and 33 North Genesee Buildings
   b. New construction work
   c. Site work
3. Review of the overall Project Schedule: Burcin Moehring briefly reviewed the Project Schedule and milestone deadlines (attached). The first deadline is the Schematic Design submittal to CDB is on February 15th, 2015. Owner Occupancy is scheduled to be on May 15th, 2019.

4. Review of City requirements/Confirmation of previous meetings with CLC and Ted Haug: CLC team and Legat team reviewed the following with the officials from the City of Waukegan:

   a. Building Requirements

      Russ stated that the following four variances might be necessary for each parcel based on the potential design option:

      i. 25% Height Reduction - Since the city requires 10-12 story building on the potential site, the architectural team needs to apply for 25% story reduction variance. This will allow to reduce the story requirement from 10 story to 7.5 stories.

      ii. In order to have a 6-story building on either site north or south of Madison, west of Sheridan Road, a second variance needs to be applied to reduce the building height from 7.5 stories down to the desired 6 stories.

      iii. If the new building has a stepped profile where Sheridan Road side is 6 story and it steps down towards west, another variance is necessary.

      iv. If a connection or a bridge between the buildings will be built, another variance application will be required.

      Russ also indicated that all the different variances can be applied at the same time and be processed in parallel. The application and approval process might take 8 to 12 weeks.

   b. Madison Street:

      David Agazzi indicated that if possible, CLC would like to develop Madison Street into “Pedestrian, Green Space” from Genesee Street to Sheridan Road. Russ Tomlin confirmed that this development will be acceptable by the City as long as the Madison Street is accessible to public.

   c. Acquisition of Parking Lots under #4: The City Officials and the CLC team has been talking the possibility of selling the City Parking Structure to CLC. The City officials finds it acceptable to include the west lot on the former Madison Avenue Restaurant site. The City Officials indicated that there are 400 parking spaces in the parking structure and 88 spaces are reserved.

   d. Alleys: Russ Tomlin indicated that the City finds it acceptable if CLC develops the portion of the alley behind 33 North Genesee Building as long as there is an access for a fire truck from Sheridan Road.

   e. Other: CLC team indicated that they would like to demolish the three old buildings (The Old Illinois Building) on Madison street and possible have the playground at that location. The City needs to review this with the Landmark/Historic Reservation Division.
5. Following was discussed regarding the Review of City Approval Process:

   a. Variance & timeline: The City accepts Variance Applications on the 15th of each month and reviews the applications on the 2nd Thursday of the following month. The application should include the design approved by CLC with the site plan, floor plans and a rendering. The possibility of submitting the variance application on December 15th was discussed so that the Planning & Zoning committee can review it on January 8th and the Judiciary Council can review it on February 2nd. All the application forms and City Design Guidelines are at City’s website. Legat team will get the required forms and prepare the application to review with the City a week before the application. The pre-application meeting will be with Russ Tomlin and if CLC or Legat team has any questions, they will contact Russ Tomlin.

   b. Building Permit: It was agreed that the Building Permit can be applied when the Construction Documents are issued for CDB’s review.

6. General Discussion

   a. Dr. Weber asked the status of the implementation of the Waukegan master plan.
   b. Russ Tomlin indicated that the playground at the ground floor is desirable.
   c. David Agazzi asked if the city has a survey of the utilities plan for the potential project site areas. The city will provide CLC with the utilities plan.
   d. The possibility of locating the Art Gallery for the CLC – Lakeshore Campus at 31 North Genesee Building was discussed.

7. It was agreed that it might be helpful to meet about this project with the same group from the City, CLC and Legat teams at 10 am on October 30th at the City Hall.

Please notify us within seven (7) calendar days of any necessary additions or corrections. Thank you.

Sincerely,

Legat Architects, Inc.

Burcin Moehring, AIA, LEED AP BD+C
Director of Science and Technology

BM/BM
College of Lake County
CLC SS-AEC Waukegan, Illinois
CDB Project Number: 810-056-024 / Architect's Project Number: 213007.10
Meeting with City of Waukegan
October 21, 2014 / Page 4 of 4

ATTACHMENTS
Attendance Record 20140917
Meeting Agenda 20140917
Aerial Map of CLC – Lakeshore Campus
Project Schedule

CC
All Attendees
Legat Architects team

File: 213007.10
Meeting Agenda

1. Introductions

2. Project Scope
   a. Renovation
   b. New construction work
   c. Site work

3. Review Overall Schedule

4. Review of City requirements/Confirmation of previous meetings with CLC and Ted Haug
   a. Building Requirements
   b. Madison Street
   c. Acquisition of Parking Lots under #4
   d. Alleys
   e. other

5. Review of City Approval Process
   a. Variance & timeline
   b. Building Permit

8. Next steps
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<th>End Date</th>
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<td>Sunday, February 15, 2015</td>
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<td>Thursday, October 15, 2015</td>
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<td>Friday, January 15, 2016</td>
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<td>Monday, February 15, 2016</td>
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