

December 4, 2014

VIA EMAIL

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 10:00 a.m. on Tuesday, December 2, 2014, at 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 Sabourin.....	Planning & Zoning, City of Waukegan
Mike Purtell.....	Planning & Zoning, City of Waukegan
Greg Evans.....	College of Lake County (CLC)
Mike Welch.....	Project Manager, College of Lake County (CLC)
Jeffery Sronkoski.....	Principal, Legat Architects (Legat)
Ted Haug.....	Principal, Legat Architects (Legat)
Gabe Wilcox.....	Architect, Legat Architects (Legat)
Burcin Moehring.....	Project Manager / Director of Science & Technology, Legat Architects (Legat)

ITEMS DISCUSSED

1. Legat and CLC teams met with the Mayor and the personnel at the City of Waukegan to review following two items:
 - a. To confirm the required zoning variance application forms to be used for this project.
 - b. To review the specific requirements for the zoning variances

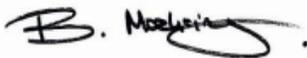
College of Lake County
CLC SS-AEC Waukegan, Illinois
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Meeting with City of Waukegan
December 4, 2014 / Page 2 of 2

2. The City of Waukegan team confirmed the following that "Conditional Use Permit Application" for District B4 (attached) and "the Text Amendment Application" (attached) Forms should be used for this project. Planned Development Application is not applicable for this project.
3. The following items were confirmed:
 - a. One zoning variance for this project will be required and that is regarding the new connection over the public alley.
 - b. The project areas are not in the "Historic Category".
 - c. The design team will follow the City of Waukegan's landscape protocol.
 - d. The ownership of each property should be indicated on all the forms whether it is College of Lake County or the City.
4. Ted Haug reviewed all the questions/items in the Conditional Use Permit Application as well as Legat's suggested responses with the City team. Preliminary floor plans, 3-D perspective of the project which shows the new buildings, renovated buildings and the site improvements should be submitted. The proposed building materials should be indicated on the drawings. Legat team stated that the design is likely to include cast stone or precast concrete with glazing as much as possible.
5. Legat team will prepare the draft application forms with the required plans and elevations for the city team's review on December 9th.
6. It was agreed that Legat team will submit the final zoning variance application forms on December 15th.

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

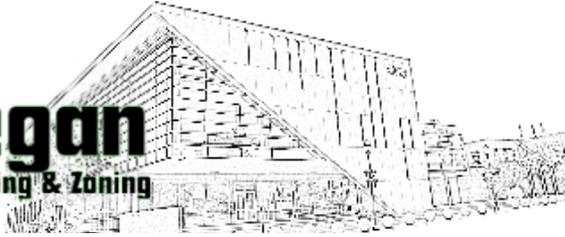
BM/BM

ATTACHMENTS Attendance Record 20140917.10

CC All Attendees
 Legat Architects team
 File: 213007.10



City of
Waukegan
Department of Planning & Zoning
(847) 625-6878



CONDITIONAL USE PERMIT APPLICATION

Application is hereby made by:

Full Name of Petitioner:

Full Name of Property Owner:

Street Address:

Street Address:

City, State and Zip:

City, State and Zip:

Phone Number with Area Code:

Phone Number with Area Code:

E-mail Address:

E-mail Address:

Property Information

Street Address:

FULL legal description of property **(MUST BE TYPED HERE. CANNOT BE ATTACHED):**

Lake County Parcel Identification Number(s) (PIN)(List all):

Zoning and Use Information

Zoning of the property: M-CR Marine-Commercial Recreational

Is the property a designated landmark or located in a Historic District?

Yes

No

Current use of the property: Vacant

CONDITIONAL USE PERMIT APPLICATION

Please identify the proposed use of the property that warrants this application for a Conditional Use. Provide, **IN NARRATIVE DETAIL (do not list your answers)**, the type of operation that you are proposing including, but not limited to, all of the following that apply: years of experience related to this conditional use, hours of operation, total number of parking spaces, square footage of building occupied, total seating capacity of building (such as a restaurant, banquet facility, or auditorium), zoning of adjacent properties, fencing or landscape buffering proposed (if a business next to a residential district), landscaping proposed, dumpster location and screening of, hours and/or days when you expect the operation to be at its peak capacity, such as high traffic volume (whether vehicular or pedestrian in nature), what you consider to be peak capacity and at what time(s) and on what day(s), and any other information you feel is beneficial to know.

Findings of Fact

The City of Waukegan Zoning Ordinance, under Section 3.11-7, requires that the Planning and Zoning Commission take into consideration the factors listed below in making its recommendation to the City Council. As the applicant, you must demonstrate why the proposed conditional use is appropriate. The burden of proof for a conditional use rests with the applicant. Each of the questions below must be addressed as part of the application. If you believe a particular factor does not apply to the proposed use or property in question, indicate “Not applicable” and explain why it does not apply.

- 1. Describe how the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor diminish and impair property values within the neighborhood.** *Please explain in detail how the surrounding neighborhood will benefit from the proposed conditional use, whether that is by redeveloping a blighted parcel or by using measures to improve the compatibility of the use with surrounding uses. A blighted parcel can include, but are not limited to, abandoned buildings, severely neglected buildings, vacant lots collecting rubble or garbage or buildings housing dangerous or illegal uses.*

- 2. Describe how the establishment, maintenance, or operation of the conditional use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.** *For example, what measures will you take to minimize any harmful or negative aspects that result from the proposed conditional use that may impact neighbors? Please note that “neighbors” can mean adjacent landowners, land uses, and the larger neighborhood area.*

CONDITIONAL USE PERMIT APPLICATION

3. **Describe how adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.** *Please explain how you will minimize increases in traffic congestion and circulation problems. Also explain ways that access issues will be improved due to the design, locations, or special proposal of the conditional use. Please be as specific and detailed as possible in this explanation.*

4. **Describe how the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding properties for uses permitted in the district. How does the proposed conditional use preserve the essential character of the area in which it shall be located?** *Please describe how the proposed conditional use is not in conflict with the uses on neighboring properties. Essential character refers to overall intensity, style, appearance, or form already established in the area.*

5. **Describe how the proposed conditional use, in all other respects, will conform to the applicable regulations (i.e., parking, landscaping, setbacks, lot coverage, lot area) of the district in which it is proposed to be located.** *Please elaborate on how you will comply with as many sections of the Zoning Ordinance as possible. In order to answer this question, you will need to read the requirements of both the zoning district in which this conditional use will be located and any other additional regulations and standards.*

As noted in this application, a site plan is required. You may use this site plan as part of your response to this question. A site plan is helpful because it allows you to demonstrate visually how you will conform to the regulations. Not all requirements can be shown on a site plan, however. In addition to the site plan, a written explanation of how you will conform to these regulations and standards is necessary.

CONDITIONAL USE PERMIT APPLICATION

PROCEDURE

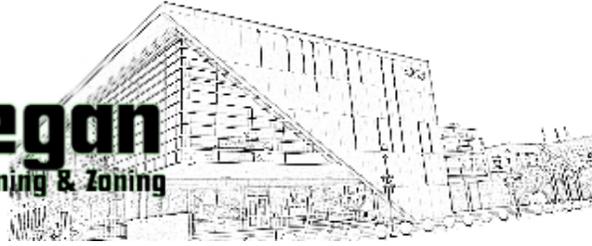
1. Applications are due by the 15th of the month in order to be placed on the Planning and Zoning Commission agenda for the following month. This allows for the required publication of notices and the mailing of notices to surrounding property owners. Applications will not be accepted if there is anything missing from the Attachment Checklist below.
2. The applicant is responsible for and is **REQUIRED** by the Zoning Ordinance to post notification of the Planning and Zoning Commission's public hearing in a conspicuous place on the subject property facing the nearest improved street, not less than 15 days before the public hearing. This notification shall be posted on forms provided by the City of Waukegan Planning and Zoning Department.
3. The applicant or his agent is **REQUIRED** to attend the Planning and Zoning Commission's public hearing whenever the proposed conditional use is scheduled to be heard (the second Thursday of the month after the application is received, if received prior to the 15th of the previous month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM.

ATTACHMENT CHECKLIST

- Eleven (11) hard copies of this application, Plat of Survey (prepared by an Illinois Registered Land Surveyor), and proposed site plan.
- One (1) electronic copy of this application, Plat of Survey, and proposed site plan on a CD.
- A copy of deed or title insurance policy to provide proof of parcel ownership.
- A Lake County tax map showing all properties within 250 feet of subject property. Copies of the map can be obtained at the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois.
- A typed listing of all property addresses, which includes the full names of current property owners, the property owners' mailing addresses, and Parcel Identification Numbers (PINs), which are partially or entirely within 250 feet from the edge of the subject property
- Application fee of (choose from the pull-down menu): Industrial PUD - \$700
(make checks payable to City of Waukegan).



City of
Waukegan
Department of Planning & Zoning
(847) 625-6878



TEXT AMENDMENT APPLICATION

Application is hereby made by:

Full Name of Petitioner:

Street Address:

City, State and Zip:

Phone Number with Area Code:

E-mail Address:

Text Amendment Request

Please describe the proposed or requested text amendment, including the article and section to be amended, along with any new text that is proposed:

Would the proposed text amendment create any nonconformities in regard to existing structures, uses, or lot/yard/bulk area requirements anywhere within the City of Waukegan?

Yes

No

If yes, how so?

TEXT AMENDMENT APPLICATION

Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant

Signature of Applicant and Date

SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE TEXT AMENDMENT PROCESS AND THE PLANNING AND ZONING COMMISSION HEARING PROCESS.

NOTARY

STATE OF _____)

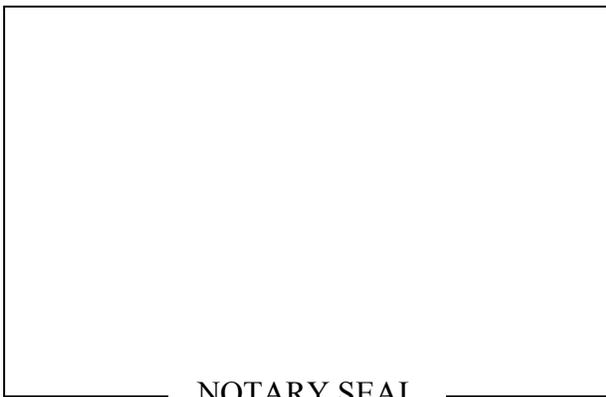
) SS.

COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day of _____, 20_____.



Signature of Notary Public

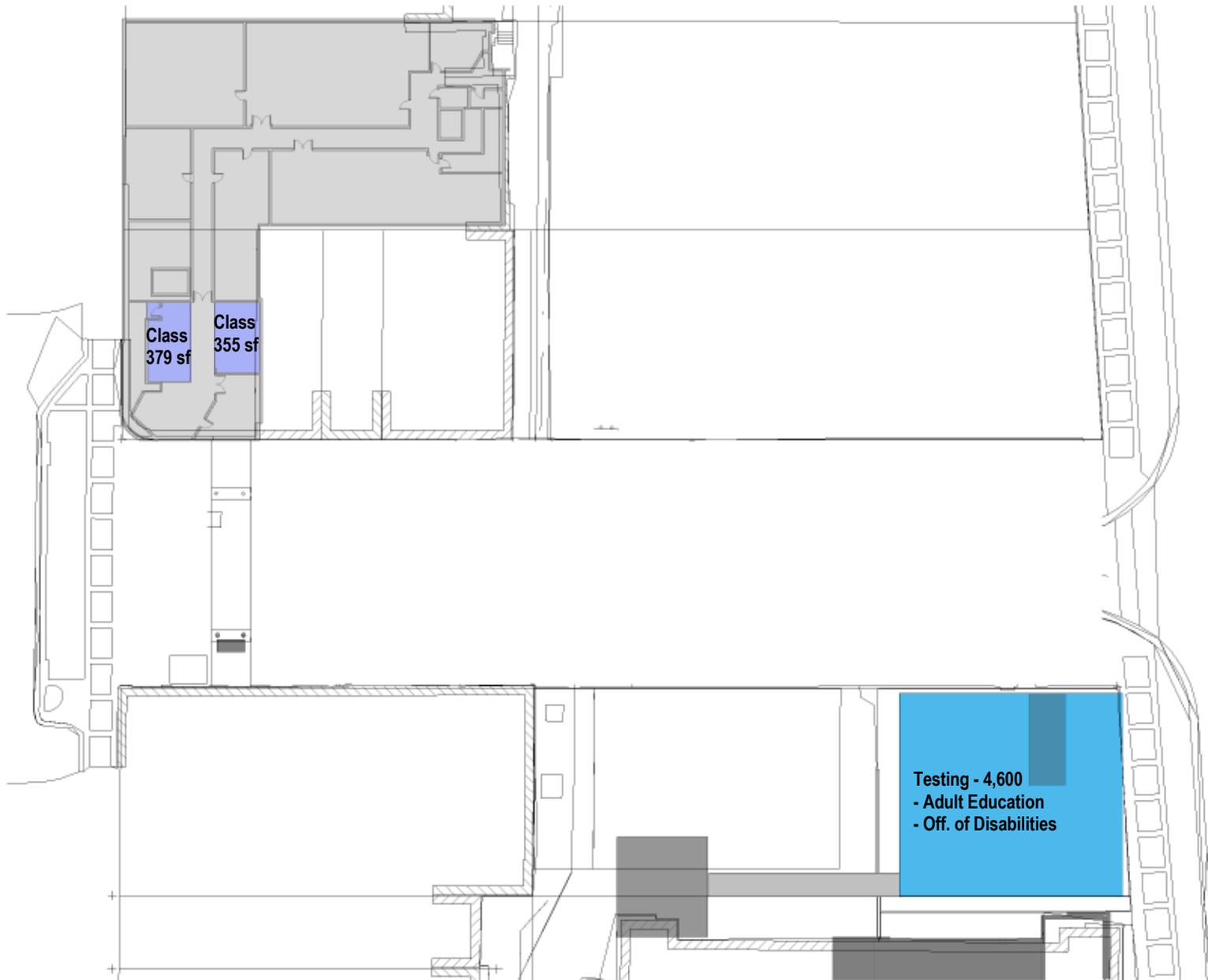
TEXT AMENDMENT APPLICATION

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ATTACHMENT CHECKLIST

- Eleven (11) hard copies of this application
- One (1) electronic copy of this application saved on a CD.
- Application fee of \$500.00 (make checks payable to City of Waukegan).



New Building Level 0

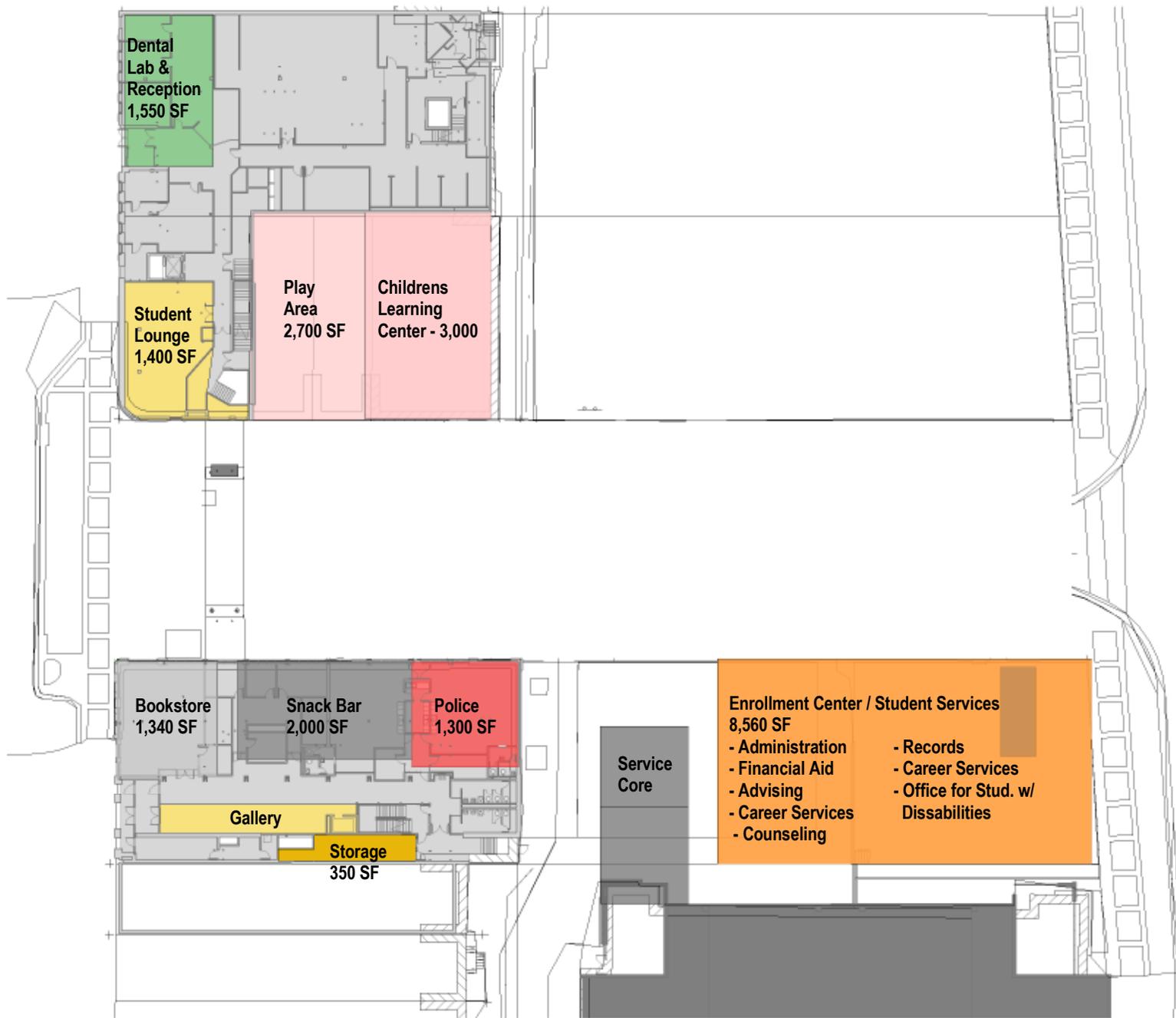
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11/24/2014

CLC - LAKESHORE CAMPUS

LEGATARCHITECTS

sustainability performance design



New Building - Level 1

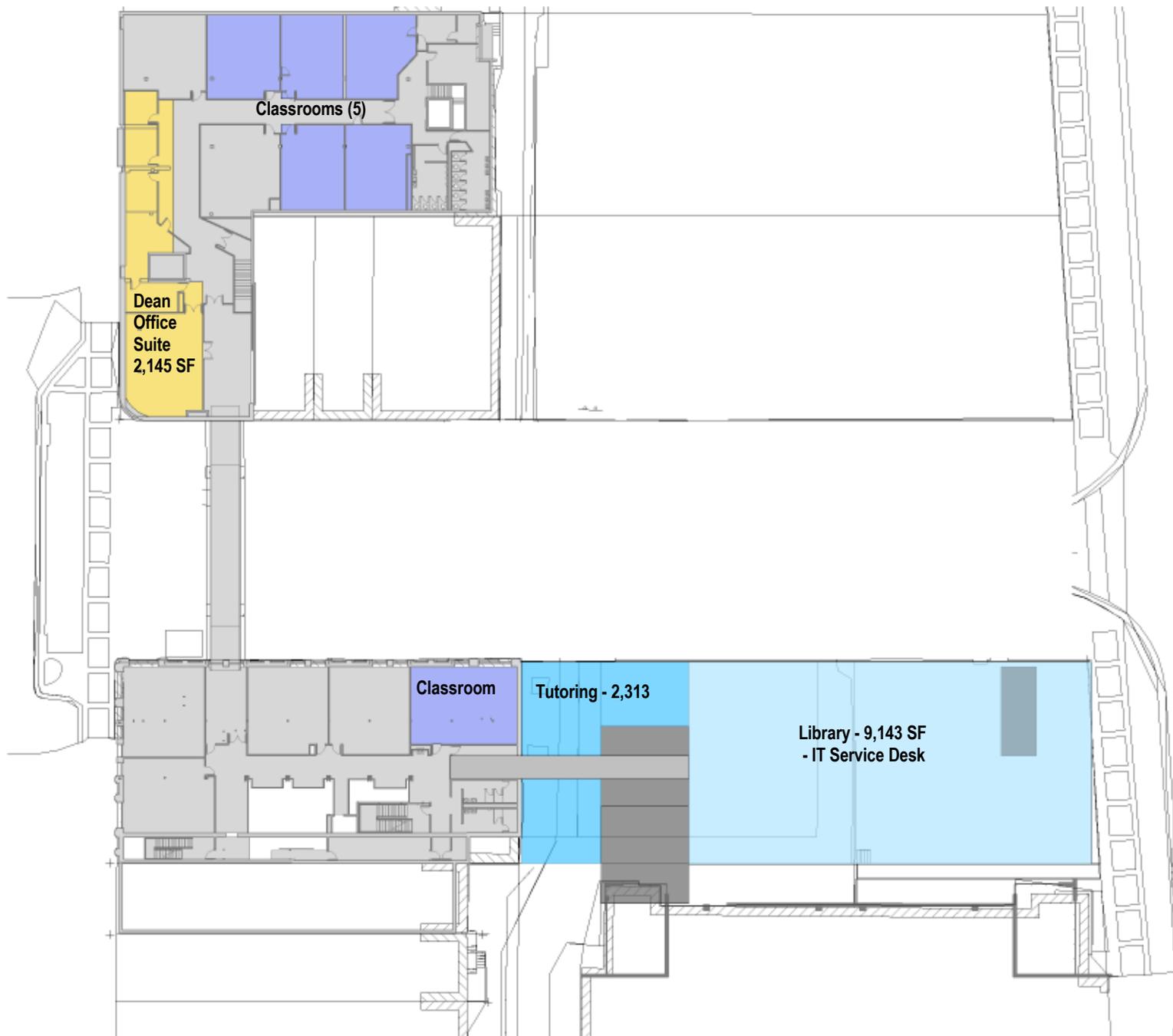
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CLC - LAKESHORE CAMPUS

LEGATARCHITECTS

sustainability performance design

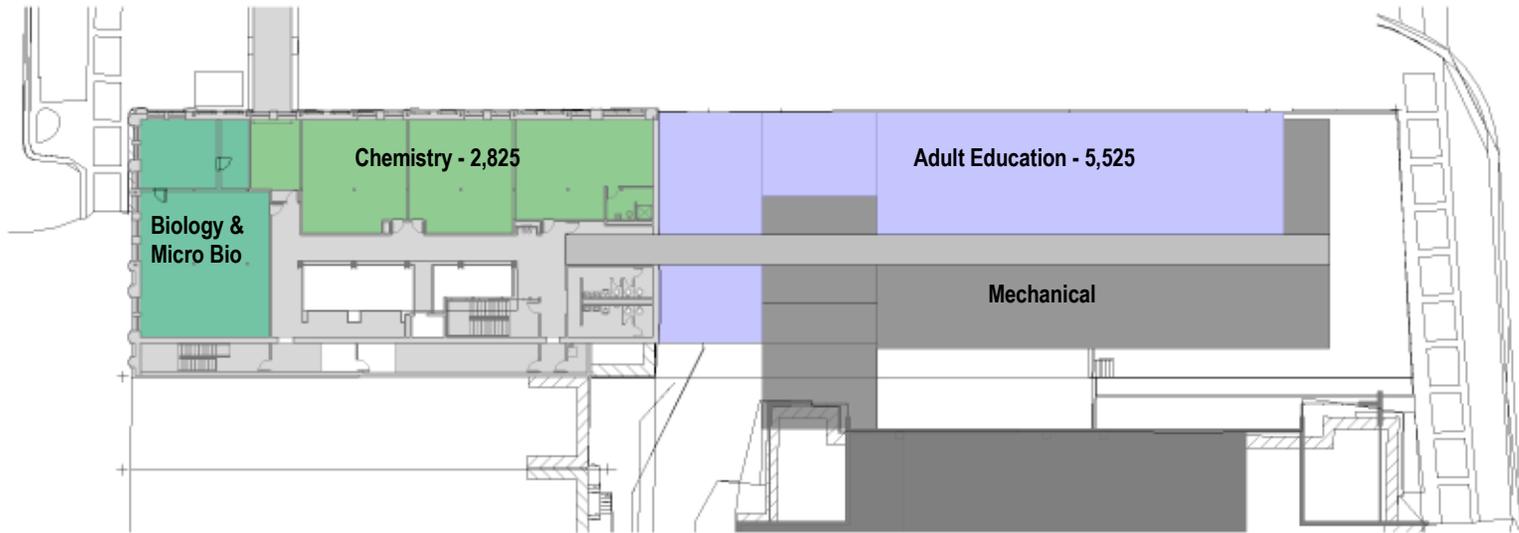


New Building - Level 2

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11/24/2014

CLC - LAKESHORE CAMPUS



New Building - Level 3

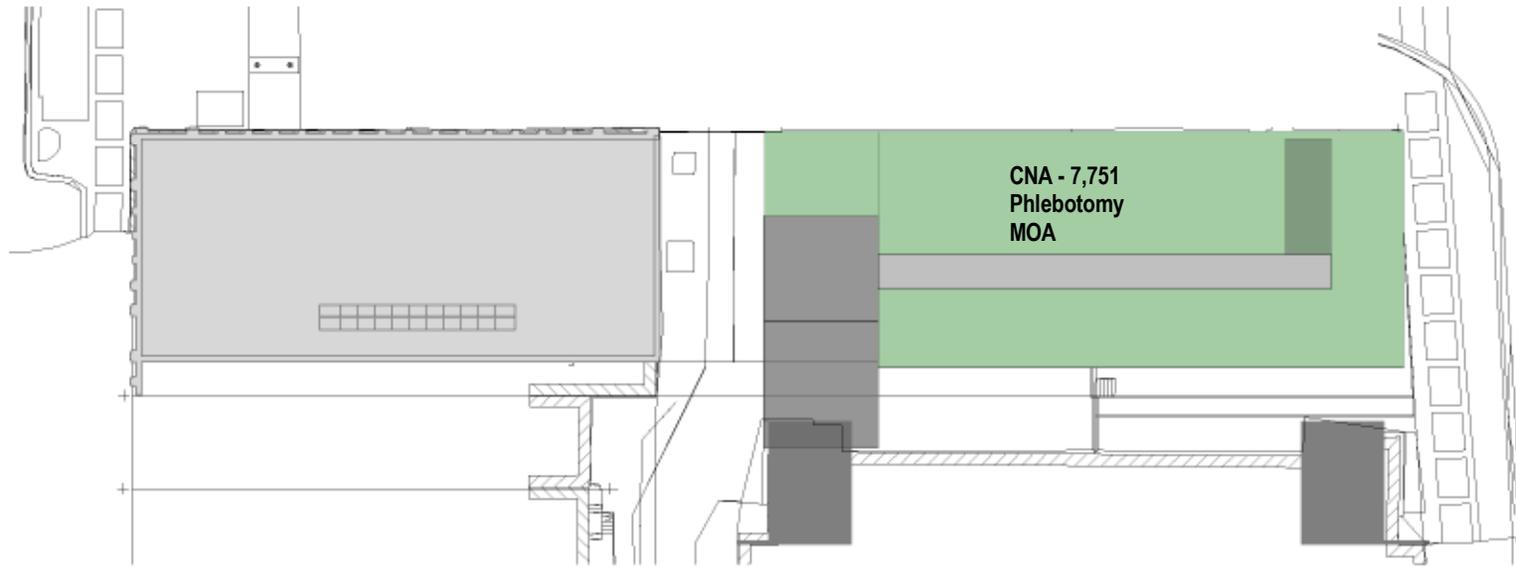
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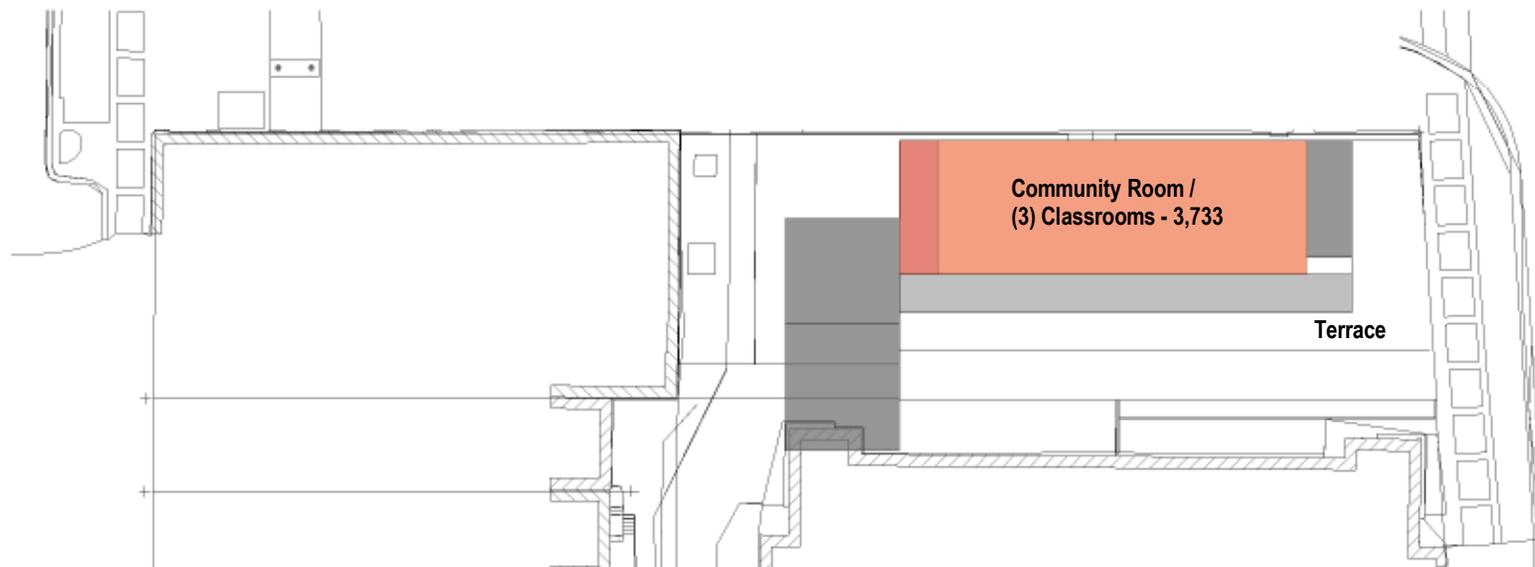
11/24/2014

CLC - LAKESHORE CAMPUS

LEGATARCHITECTS

sustainability performance design





New Building - Level 5

Scale: 1" = 50'-0"

11/24/2014

CLC - LAKESHORE CAMPUS

LEGATARCHITECTS

sustainability performance design



COLLEGE OF LAKE COUNTY - LAKESHORE CAMPUS - WAUKEGAN, ILLINOIS - CONCEPT IMAGES

