



PUBLIC MEETING NOTICE AND AGENDA
COMMITTEE OF THE WHOLE MEETING
AUGUST 25, 2020
7:30 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Audience Participation
The public is invited to make an issue-oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 3 minutes in duration.
4. Staff Presentations
 - A. Administration
 1. Addendum to Personnel Rules and Regulations Section III Benefit Leave
 2. Award a Contract for the Lake in the Hills Telephone System Replacement Project
 - B. Finance
 1. Informational Item Concerning Utility Billing Late Fees/ Shute-offs During COVID -19
 - C. Community Development
 1. Ordinance approving a Conditional Use for a Therapeutic School for the Mentally and Physically Challenged – 970 East Oak Street
5. Board of Trustees
 - A. Trustee Harlfinger
 - B. Trustee Huckins
 - C. Trustee Bogdanowski
 - D. Trustee Dustin
 1. Planning and Zoning Commission Liaison Report
 - E. Trustee Bojarski
 - F. Trustee Murphy
 1. Parks and Recreation Board Liaison Report
6. Village President
 - A. Re-appointment – Parks & Recreation Board – Sai Sivakumar (Thursday)
 - B. Re-appointment – Parks & Recreation Board – Wendy Anderson (Thursday)
7. Audience Participation
8. Adjournment

MEETING LOCATION
Lake in the Hills Village Hall
600 Harvest Gate
Lake in the Hills, IL 60156

The Village of Lake in the Hills is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator at (847) 960-7410 [TDD (847) 658-4511] promptly to allow the Village to make reasonable accommodations for those persons.

Posted by: _____ Date: _____ Time: _____



REQUEST FOR BOARD ACTION

MEETING DATE: August 25, 2020

DEPARTMENT: Administration

SUBJECT: Addendum to Personnel Rules and Regulations Section III Benefit Leave

EXECUTIVE SUMMARY

As the coronavirus pandemic continues, it has been increasingly difficult for employees to use benefit leave time requiring the Village to become more flexible on how, why and when employees may use their benefit leave time. The Illinois Governor's Stay at Home Order forced the postponement of vacation plans for some and minimum staffing requirements are making it increasingly difficult to use vacation leave before the end of the year. Therefore, it is recommended to amend the maximum carryover of vacation time from 40 to 80 hours for full time employees and 20 to 40 hours for part time employees. This extended benefit would only be allowed with department director approval and will expire on January 1, 2021.

In addition to this change it is also recommended that additional language be added to the sick leave policy that aligns with HR6201, Families First Coronavirus Act. As families attempt to navigate children returning to school and the coronavirus remains present, it is necessary to expand the reasons employees may need to use their sick leave. Although, many employees still have Emergency Paid Sick Leave (EPSL) that is pursuant to HR6201, Families First Coronavirus Act, others were required to use this time during the Stay at Home Order, now requiring them to use sick time for reasons related to the coronavirus.

Renewal of this addendum may be considered if the coronavirus pandemic extends into 2021.

FINANCIAL IMPACT

The financial impact would be a higher liability of vacation leave. This would be considered compensated absences for 2020 and footnoted in the annual audit.

ATTACHMENTS

1. Addendum to Personnel Rules and Regulations Section III Benefit Leave

RECOMMENDED MOTION

Motion to approve adopting Addendum to Personnel Rules and Regulations Section III Benefit Leave.

Addendum to Personnel Rules and Regulations
Section III Benefit Leave

Changes have been made to the Personnel Rules and Regulations in consideration of the impact that the coronavirus pandemic has had on employees' ability to take benefit leave. Specifically, section 3.1.2 Vacation Policy, is being temporarily amended to allow more vacation time to carryover (40 to 80 hours for full time employees and 20 to 40 hours for part time employees) from 2020 into 2021. Any carryover will still require department head approval. In section 3.6 Sick Leave, expanded language has been added to clarify when an employee may use sick leave temporarily as it relates to the coronavirus pandemic. The changes provided by this addendum will expire on December 31, 2020 and, unless the original policies have otherwise been amended, the policies will revert to the prior language as of January 1, 2021, without retroactive effect.

3.1.2 Vacation Policy

Vacation credit shall be earned on the first day of the month, following the date of hire and will be calculated in accordance with the vacation schedule outlined below. Vacations are to be taken annually. The Department Head may allow up to ~~8040~~ hours of vacation time for full time employees and ~~4020~~ hours for part time employees to be carried over to the next calendar year for use in the next calendar year (in addition to any accrued vacation). No paid vacation hours may be taken in excess of accumulated vacation hours.

Upon separation of employment, employees will be paid for any accrued but unused vacation time.

When a holiday falls during an employee's approved vacation, and the employee is entitled to that holiday as a paid holiday, the day will be counted as a paid holiday, not vacation time.

3.6 Sick Leave

The Village provides sick leave to all regular full-time employees in the event of an illness or injury. Sick leave may be used for any non-occupational illness or injury of the employee or pursuant to:

- A. The Employee Sick Leave Act, 820 ILCS 191/1, as may be amended, for the employee's immediate family for absences due to an illness, injury, or medical appointment that cannot be scheduled outside of normal work hours. Immediate family is defined as employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent; or

B. The Families First Coronavirus Act (H.R. 6201), as may be amended for the following reasons:

- 1) The employee is subject to a Federal, State or local quarantine or isolation order;
- 2) a healthcare provider or Village has advised the employee to self-quarantine

Addendum to Personnel Rules and Regulations
Section III Benefit Leave

- 3) the employee is experiencing symptoms and is seeking medical diagnosis related to COVID-19;
- 4) the employee is caring for an individual who has been advised or ordered to quarantine;
- 5) the employee is caring for a child whose school or place of care has closed, or whose childcare provider is unavailable, because of COVID-19 precautions; or
- 6) the employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Sick leave shall be taken in a minimum of 15-minute increments. The Department Head will be responsible for authorizing sick leave (paid or unpaid) for the employees within his or her department.

Sick leave (up to two (2) days) may also be used for bereavement of the employee's extended family member not listed under Bereavement Leave subject to the approval of the Department Head.

In the event of occupational injury where the employee is off work for less than four (4) business days, sick leave may be used to cover time away from work not paid by workers' compensation.



REQUEST FOR BOARD ACTION

MEETING DATE: August 25, 2020

DEPARTMENT: Management Information Systems

SUBJECT: Award a Contract for Lake in the Hills Telephone System Replacement Project

EXECUTIVE SUMMARY

The Fiscal Year 2020 MIS Budget includes the upgrade and replacement of the Village's twenty year old Toshiba Phone System. This wide reaching project impacts all departments of the Village, as the phones at Public Works, Village Hall and the Police Department will all be replaced with modernized equipment.

The Village issued a Request for Proposal (RFP) for the installation of a Mitel Phone system or equivalent and received four responses ranging in cost from a low bid of \$42,076.95 to a high bid of \$107,972.08.

Due to COVID-19, the Village identified a need to protect employees' privacy while working from home by incorporating a feature that would convert an individual's personal phone number into a Village issued phone number when it appears on caller id. An Addendum to the RFP was issued to require this app-based capability.

Marco Technologies did not respond to the addendum. Since they were also the high bidder, this vendor was eliminated from consideration. B&B Networks provided the lowest bid at \$47,416.45, however labor was not included in this price, as well as any and all costs associated with cabling. With no estimate or cap on these costs, the Village would be at risk of accruing expenses well beyond the next lowest bid. As such, this incomplete bid was also removed from consideration.

MidCo's initial RFP submission was the second highest at \$65,740 and failed to include a mandatory discount provided by the manufacturer Mitel, which would have reduced their bid to \$59,274.25. While Midco resubmitted their bid with the correction, the Village could not accept the change. Midco's final price submitted in response to the addendum was \$59,253.89.

In contrast, Telecomm Innovations Group (TIG) submitted a bid of \$54,181. The mandatory Mitel discount was included in this price at the time of initial submission and all labor costs are included in the price. In response to the addendum, TIG chose not to increase their base bid and resubmitted again for \$54,181.

While Midco has been an exceptional partner through the years, their bid exceeded TIG by approximately \$5,000 and failed to properly incorporate the necessary discounts in their initial submission. Based on this, staff recommends that the Village award the contract to Telecomm Innovations Group.

FINANCIAL IMPACT

The Village's 2020 budget included \$105,000 in the General Fund for the LITH Telephone System Replacement Project, however this figure did not include the mandatory Mitel discount. The total current expense is \$54,181, which is under budget by \$50,819.

ATTACHMENTS

1. Analysis of RFP Responses
2. Telecom Innovations Group Proposal for Mitel Phone System

RECOMMENDED MOTION

Motion to award a contract to Telecomm Innovations Group for the Lake in the Hills Telephone System Replacement Project in the amount of \$54,181.

ANALYSIS OF RFP RESPONSES

		Initial RFP			Addendum to RFP			
Vendor Name	Type of Equipment	Initial RFP Responses	Mitel Discount	Final Price	Equipment Price	Labor	Final Price	Notes
1	Telecomm Innovations Group (TIG)	\$ 54,181.00	Incl.	\$ 54,181.00	\$39,859.00	\$14,322.00	\$ 54,181.00	Low bid includes the addendum and all necessary labor.
2	MidCo Systems	\$ 65,740.00	\$6,465.75	\$ 58,502.60			\$ 59,253.89	Bid includes the addendum and all necessary labor.
3	B&B Networks	\$ 42,076.95	Unknown	\$ 42,076.95	\$47,416.45	Unknown	\$ 47,416.45	Labor cost undetermined based on quote. Variable cost with no cap on expenditure.
4	<i>Marco Technologies</i>	<i>\$ 107,972.08</i>	<i>Incl.</i>	<i>\$ 107,972.08</i>	<i>No Addendum Submitted</i>		<i>\$ 107,972.08</i>	<i>No Addendum response submitted and high bid disqualifies this vendor.</i>

APPENDIX 4

VILLAGE OF LAKE IN THE HILLS
BID CERTIFICATION FORM

CONTRACTOR'S NAME: Telcom Innovations Group

ADDRESS: 125 N Prospect Ave. Itasca, IL. 60143

1. COST OF WORK:

The undersigned, having familiarized [himself/herself] with conditions affecting the cost of the work and its performance and having carefully examined and fully understood the INSTRUCTION TO BIDDERS, hereby affirms and agrees to enter into a contract with the Village of Lake In The Hills, Illinois;

The undersigned hereby also certifies that in accordance with 710 ILCS 7/33E-11 that the Bidder is not barred from submitting a bid for this contract as a result of a violation of either Section 33E-3 or Section 33E-4 concerning bid rigging, bid rotating, kickbacks, bribery and other interference with public contracts;

To PROVIDE all supervision, labor, material, equipment, and all other expense items to perform completely the entire work covered by all specifications for the entire work;

FOR THE LUMP SUM OF Fifty-Four Thousand One Hundred Eighty-One Dollars (\$54,181.00)

[Include breakdown of unit and total prices for items as required.]

Please see Itemized Equipment list

2. COSTS:

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits, and all other work, services, and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the contract documents considered severally and collectively. All bids shall be held valid for a period of 60 days after the bid due date.

The undersigned hereby also certifies that this bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder or person, to put in a sham bid or to refrain from submitting a bid; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the proposed price elements of said bid, or that of any other Bidder, or to secure any advantage against any other Bidder or any person interested in the proposed contract.

The undersigned hereby also certifies in accordance with 65 ILCS 5/11-42.1-1 that the Bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, unless the amount and/or liability is being properly contested in accordance with the procedures established by the appropriate revenue act

The undersigned hereby also certifies in accordance with 720 ILCS 5/33 E that the Bidder will not participate in bid rigging and/or rotating, kickbacks, bribery, and other related interference with public contracts. The statute requires that a certification by submitted by a bidder specifically attesting to the provisions of 5/33E-3 and 5/33E-4.

The undersigned hereby also certifies in accordance with 775 ILCS 5/2-105 that the Bidder must furnish evidence of adoption of a written policy on sexual harassment pursuant to the statute. The Village's interpretation of this statute is that such a policy does not have to be submitted with the bid, but the Bidder must have one in order to receive a contract.

The undersigned hereby also certifies that the bid is in compliance with all other applicable federal, state, and local laws.

3. DELIVERY REQUIREMENTS:

The undersigned hereby affirms and states that the prices listed as "Delivered and Installed" are the unit and total costs for the delivery of item(s) to their designated locations ready for use.

4. TIME OF COMPLETION:

The undersigned affirms and declares that if awarded the contract for LITH Telephone Replacement Project with Addendum #1, they will completely perform the contract in strict accordance with its terms and conditions by November 31st, 2020.

5. SPECIFICATIONS:

The undersigned will furnish all labor, material, equipment, and services necessary for said LITH Telephone Replacement Project with Addendum #1, in accordance with the following specifications and drawings (if required) as attached.

6. CONDITIONS:

- A. The Village is exempt from federal excise tax and the Illinois Retailers' Occupation Tax. The undersigned hereby certifies that this proposal does not include any amounts of money for these taxes.
- B. To be valid, bids shall be itemized so that selection for purchase may be made, there being included in the price of each item the cost of delivery, insurance, bonds, overhead, and profit.
- C. The Village shall reserve the right to add to or deduct from the base bid and/or alternate bid any item at the prices indicated in the itemization of bid.

Dated at Itasca IL this 12th day of August, 2020.

By: Randal J Borchardt
(signature)

Its: President
Title

Randal J Borchardt, being duly sworn, deposes and states that he/she is the President of Telecom Innovations Group LLC and that the statement above is

true and correct. Subscribed and sworn before me this 12th day of August, 2020

OFFICIAL SEAL
(NOTARY STAMP) **JOSEPH C SPLINTER**
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES MAR. 16, 2023
VILLAGE OF LAKE IN THE HILLS

Joseph C Splinter
Notary Public

Accepted this _____ day of _____, 20____

By: _____
(signature)

Title: _____



INFORMATIONAL MEMORANDUM

MEETING DATE: August 25, 2020

DEPARTMENT: Finance

SUBJECT: Utility Billing Late Fees / Shut-offs During COVID 19

EXECUTIVE SUMMARY

Like every other community in the state of Illinois, the Village of Lake in the Hills is coping with and adjusting processes to comply with state mandates as they apply to the COVID 19 pandemic. As you're aware, we started waiving late fees on utility bills and discontinued shut-off procedures in March to offer some sort of relief to the residents of Lake in the Hills. The waiver period is coming to an end at the end of August. Now that we've moved to Phase 4 of the state's COVID 19 response guidelines by opening up facilities, parks and recreation programming and village wide business operations, we are also looking to resume regular utility billing procedures regarding the application of late fees and shut-off procedures.

A majority (11 out of 16) of our surrounding communities and the Sanitary District will resume applying late fees and shut-off procedures in September. All municipalities are offering variable payment plans as well. Our intent is to resume normal shut-off and payment procedures; however, we will offer variable payment plans depending on account aging, amounts and circumstances. We will also direct users to agencies offering additional assistance. 89% of the accounts that are over 120 days delinquent are under \$300. Attached are the details of the number of accounts involved and the corresponding dollar amounts.

FINANCIAL IMPACT

None other than delayed collections.

ATTACHMENTS

1. Surrounding community comparisons
2. Statistics on each cycle's aged accounts and amounts due

SUGGESTED DIRECTION

Resume utility billing late fees and shut-offs for non-payment starting in September 1st. offering payment plans as needed.

VILLAGE	PHONE	PERSON	Billing Period	S/Off Frequency	Stopped during C-19?	Stopped Shut offs	S/Off Resume Date	Notes	
Algonquin	(847) 658-2700	Corinne	M	M	Yes	March	08/01/20	Shut off above \$100 delinquent	
Roselle	(630) 980-2000	Lori	M	M	Yes	March	9/1/2020	Charged late fees all along	
Round Lake Beach	(847) 546-2351	Annabelle	Bi/M	Bi/M	Yes	March	06/30/20	Over \$400 first round then all else	
S Elgin	(847) 742-5780	Karen	M	M	Yes	March	09/01/20	09/01 penalties	Pending board approval
Huntley	(847) 515-5200	Jessica	Bi/M	Bi/M	Yes	March	09/01/20	No specials	
Woodstock	(815) 338-4300	Paula	Qtr	M	Yes	March	08/01/20	No specials - Penalties 07/01	
Bloomington	(630) 893-7000	Natalie	Bi/M	M	Yes	March	N/A	N/A	
Mundelein	(847) 949-3283	Karen	Bi/M	M	Yes	March	N/A	No date yet	
Bartlett	(630) 837-0800	JoAnne	M	M	Yes	March	08/01/20	No specials	
Geneva	(630) 232-0854	Amber	M	Weekly	Yes	March	11/01/20	9/1 - Penalties, s/off in Nov	Pending board approval
Barrington	(847) 304-3400	Sally	M	M	Yes	March	N/A	No Date yet - month to month decision	
Cary	(847) 639-0003	Kelly	Bi/M	M	Yes	March	07/27/20	No penalty for 1 month - plans 1/2 down bal in 2 weeks	
Rolling Meadows	(847) 394-8500	Deborah	M	M	Yes	March	N/A	No date yet	
Grayslake	(847) 223-8515	MaryAnn	M	M	Yes	March	N/A	No date yet	
Carpentersville	(847) 551-3476			M	Yes	March	09/01/20	Late fees resume 08/01	
McHenry	(815) 404-8568	Caroline		Bi/M	Yes	March	09/01/20	Penalties 09/01 - down payment on payment plans	

16 Villages Responded

11 Villages have resumed or will resume in Sept

All villages offer payment plans. Most require 1/2 down and the balance: 2 weeks is the shortest time, 90 days is the longest

Most villages have resumed or will be resuming late fees with 1 village charging late fees throughout

All cycle 3 households with a delinquent balance of \$30.00 or more will receive a red shut off postcard per Village Ordinance.

All cycle 3 households with balances over 120 days and \$100.00 would receive a sticker on the postcard indicating they can contact us for a payment plan.

	Potential Shut-offs	Balances > 120 Days	> 120 Days Under \$100	> 120 Days \$100 - \$300	> 120 Days Over \$300	Amount > 120 Days	Total Outstanding	Due/Shut-off
Businesses	17	6	2	0	4	\$ 2,342.19	\$ 4,672.59	
Cycle 3	69	21	10	6	5	\$ 6,988.78	\$ 22,891.13	Aug/Sept
Cycle 2	232	29	17	10	2	\$ 3,634.64	\$ 29,488.33	Oct/Nov
Cycle 1	129	61	43	16	2	\$ 8,033.54	\$ 17,766.92	Sept/Oct

- 1) 211 on at least the last two bills regarding assistance
- 2) Red tag will have an added message regarding payment plan option



REQUEST FOR BOARD ACTION

MEETING DATE: August 25, 2020

DEPARTMENT: Community Development

SUBJECT: Conditional Use for a Therapeutic School for the Mentally and Physically Challenged at 970 East Oak Street

EXECUTIVE SUMMARY

Jillian Burgard and Jennifer Link of Roots Autism Solutions, LLC propose establishing a therapeutic school for the mentally and physically challenged at 970 East Oak Street. The location would occupy space within an existing office complex that was previously utilized by a child care business. The use is consistent with the Village's Comprehensive Plan and compatible with the surrounding zoning districts. Village ordinance identifies physically and mentally challenged schools as a Conditional Use in the B-3 zoning district.

Students will range in age from 18 months to 12 years old . They will receive applied behavioral analysis, occupational and speech therapy, along with art and music therapy. The staff consists of board-certified behavior analysts, registered technicians, speech and occupational therapists. This would be a second location in the northwest suburbs for Roots Autism Solutions, LLC.

Adequate parking is available on the site for the business. They plan to serve up to 15 students with staffing at a 1-to-1 ratio. In addition to the direct 1-to-1 support, there may be up to 5 additional staff members on the site.

The Planning & Zoning Commission conducted a public hearing on August 17, 2020. The Commission recommended approval by a vote of 6-0. The attached documents are presented for your consideration.

FINANCIAL IMPACT

None

ATTACHMENTS

1. Application
2. Staff Report
3. Local Zoning Map and Aerial Photo
4. Building Photo
5. Ordinance

RECOMMENDED MOTION

Motion to approve a conditional use for a school for the mentally and physically challenged at 970 East Oak Street on parcel 19-30-332-004.



PLANNING & ZONING APPLICATION

Property Information

Common street address: 970 East Oak St. Units A-D, 980 East Oak St. Unit 1

PIN (Property Index Number): 980 Oak pin# 19-21-332-004, 970 Oak pin# 19-21-332-005, 19-21-332-006, 19-21-332-007, 19-21-332-008

Current Zoning: B-4C

Proposed Zoning: school for mentally and physically disabled

Current Use: vacant/daycare/office

Proposed Use: education and healthcare

Is the request consistent with the Comprehensive Plan? Yes

Number of Acres: less than 1 **If greater than 4 acres, 2 acres for government property or 5 acres for manufacturing zoned land, application shall be processed as a Planned Development as a Conditional Use. See definition of Planned Development and PD Section of Zoning Ordinance.**

Legal description of the property (print or attach exhibit): 980 Oak St. 19-21-332-004 --- DOC 2011R0027295 UNIT 1303-D OAK ST OFFICE PODS CONDO PHASE 1 - 1ST AMEND (PT E1/2 W1/2, 970 Oak 19-21-332-005 --- DOC 2019R0005454 UNIT 1303-E OAK ST OFFICE PODS CONDO PHASE 1 - 1ST AMEND (PT E1/2 W1/2, 19-21-332-006 --- DOC 2019R0005454 UNIT 1303-F OAK ST OFFICE PODS CONDO PHASE 1 - 1ST AMEND (PT E1/2 W1/2, 19-21-332-007 --- DOC 2019R0005454 UNIT 1303-G OAK ST OFFICE PODS CONDO PHASE 1 - 1ST AMEND (PT E1/2 W1/2, 19-21-332-008 --- DOC 2019R0005454 UNIT 1303-H OAK ST OFFICE PODS CONDO PHASE 1 - 1ST AMEND (PT E1/2 W1/2

Property Owner Information

Name(s): Jillian Burgard and Jennifer Link - Owners of Roots Realty Holdings, LLC

Business/Firm Name (if applicable): Roots Realty Holdings, LLC (see item #1)

Address: 3270 Middlesax Drive

City/State/Zip: Long Grove, IL 60047

Phone Number: 3123-399-6172

Email: burgard@rootsautismsolutions.com

Applicant Information

Name(s): Jillian Burgard and Jennifer Link - Owners of Roots Autism Solutions, LLC

Business/Firm Name (if applicable): Roots Autism Solutions, LLC

Address: 733 Hastings Drive

City/State/Zip: Buffalo Grove, IL 60089

Phone Number: 224-676-0202

Email: burgard@rootsautismsolutions.com

Item #1

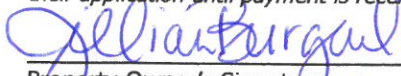
Roots Realty Holdings, LLC is purchasing 970 A-D and 980 Suite #1 East Oak Street. The closing for this purchase is scheduled for 8/24/2020 as of today 7/10/2020. Upon the purchase of the property, Roots Autism Solutions, LLC will begin leasing the property from Roots Realty Holdings, LLC, and will begin operating out of the space.

PLANNING & ZONING APPLICATION

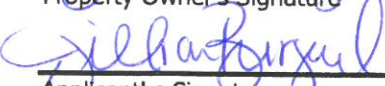
Page Two

1	2	3	4	5	6
Request	Select Request with "X"	Required Fee ac = acre	For Requirements See Appendix	Public Hearing Required See Appendix A2	Total Fee (enter amount per column 3)
Annexation		\$1,000/ac payable upon annexation	D	Yes	
Sketch Plan		\$0	E	No	
Tentative Plan		\$500 + \$10/ac	F	No	
Final Plat		\$500 + \$10/ac	G	No	
Plat of Vacation and/or Resubdivision Plat		\$500 + \$10/ac	H	No	
Conditional Use	X	\$500 + \$10/ac over 2 ac	I	Yes	\$500
Rezoning		\$500 + \$10/ac over 2 ac	J	Yes	
Text Amendment		\$500	K	Yes	
Variance – Residential		\$100	L	Yes	
Variance – Non-Residential		0-2 ac = \$250 Over 2 ac = \$500	L	Yes	
Development Plan Review		\$500 + \$10/ac	M	No	
Total Fees – add column 6 (Separate Check)					\$500
Additional Fees					
Stormwater Permit Application Fee to be paid at time of permit issuance (Separate Check) Minor = \$250 Intermediate or Major = \$1,000					
Reimbursement of Fees Required Appendix B = \$2,000 + \$100/acre for every acre over 5 acres (Separate Check)					

If the Village provides a sign to publicize a public hearing related to this application, the applicant accepts responsibility to ensure the sign is returned within one week after completion of the hearing. The applicant further agrees that if the sign is not returned, they will compensate the Village \$75.00 to allow for a replacement of the lost sign and agrees the Village may withhold approval of their application until payment is received.



 Property Owner's Signature _____ Date 7/10/2020



 Applicant's Signature _____ Date 7/10/2020

If Owner/Applicant Is a School District please, fill out and submit Appendix N

All required appendices and documentation shall be submitted with this application. Incomplete applications will not be processed.



Property Address/PIN: 980 Oak pin# 19-21-332-004, 970 Oak pin#19-21-332-005, 19-21-332-006, 19-21-332-007, 19-21-332-008

**Standards and Findings of Facts
Per Section 24.6 of the Zoning Ordinance**

Before recommending any Conditional Use, the Planning and Zoning Commission and the Board of Trustees shall consider the following factors and how they are relevant to the specific conditional use being requested.

1. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will it contribute to the general welfare of the neighborhood or community? **Explain how this standard is met.**

Roots Autism Solution provides essential therapy services to the autism population throughout the Chicago
area. In an effort to bring our critical support to children in need, we chose Lake in the Hills to open our
second location, as the area does not have access to these services as other areas do in the Northwest
Suburbs.

2. That the proposed use, under the circumstances of the particular case, will not be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity, or injurious to property values or improvements in the vicinity. **Explain how this standard is met.**

Roots Autism Solutions will bring positive health and welfare outcomes for the Lake in the Hills community,
as we provide a critical service that allows children with autism to learn and grow. The goals of Roots are
directly aligned with those of the community, striving to help children with autism grow into citizen with
fulfilling productive lives, while supporting parents to meet the goals they have set for their child.

3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. **Explain how this standard is met.**

Roots Autism Solutions will not impede the development and improvement of the surrounding properties,
rather bring parents to the area daily, allowing local businesses to have direct access to parents who may
otherwise not visit the area.

Property Address/PIN: 980 Oak pin# 19-21-332-004, 970 Oak pin#19-21-332-005, 19-21-332-006, 19-21-332-007, 19-21-332-008

4. The extent to which the conditional use is harmonious and compatible with the goals and objectives of the Village's comprehensive planning documents. **Explain how this standard is met.**

The Village has the goal of bringing a diverse employment base to the Village, and to bring larger business

development and headquarters to the Village. Roots will support both objectives as we will employ local

residents at our facility, and we will bring much needed services to the area enticing families to live in the area,
as they will have access to much needed support for their children.

5. The amount of traffic congestion or hazards, if any, that may occur as a result of the conditional use, as well as the extent and adequacy of pedestrian and vehicular access and circulation. **Explain how this standard is met.**

There are no traffic or congestion hazards added by Roots Autism Solutions.

6. The extent that the conditional use can be adequately served by essential public facilities and services, and by private utilities. **Explain how this standard is met.**

Roots will be utilizing private utilities and public services combined.

7. That the proposed use will comply with the regulations and conditions specified in this Zoning Code for such use, and with the stipulations and conditions made a part of the authorization granted by the Board of Trustees. **Explain how this standard is met.**

Roots Autism Solutions will comply with all municipal and zoning codes.

8. The Village may impose any other criteria as identified in the Zoning Code.

Property Owner's Signature

Date

Applicant's Signature

Date



REQUEST FOR PUBLIC HEARING AND COMMISSION ACTION

PLANNING AND ZONING COMMISSION

MEETING DATE: August 17, 2020

DEPARTMENT: Community Services

SUBJECT: Conditional Use for a School for Mentally and Physically Challenged Students at 970 East Oak Street

EXECUTIVE SUMMARY

General Information

Requested Action: Jillian Burgard and Jennifer Link of Roots Autism Solutions, LLC request a conditional use approval to operate a school for mentally and physically challenged students at 970 E Oak Street.

Owner: Roots Realty Holdings, LLC

Applicant: Jillian Burgard and Jennifer Link of Roots Autism Solutions, LLC.

Purpose: Allow operation of a therapeutic day school serving special needs children, ages 18 months - 12 years.

Location and Size: 970 East Oak Street - approximately 3,150 sq. ft.

Zoning and Land Use: Site: B-4 Commercial Business

North: R-4 Multiple Family

East: B-4 Commercial Business

South: I-B Institutional Buildings

West: B-3 General Business

Background

The applicant proposes establishing a therapeutic day school serving special-needs children. The location is situated within a multi-tenant building, business district setting. Across Oak Street to the north is the Cunat Court Residential Complex. Immediately adjacent to the south is Larsen Park. The location previously had a conditional use approval for a child care business.

Roots Autism Solutions is a therapeutic day school serving special needs children, ages 18 months to 12 years. Roots Autism Solutions specializes in providing integrated services including occupational and speech therapy, applied behavioral analysis, along with music and art therapy to help children reach their full potential and prepare for appropriate educational settings beyond the age of 12.

Roots Autism Solutions employs board-certified behavior analysts, registered behavior technicians, occupational, and speech therapists. This location will serve up to 15 children and a one-to-one ratio of care providers to students with a potential for five additional staff members.

Roots hours of operation for students are from 8:00 a.m. to 6:00 p.m. Monday through Friday. The current parking lot for the complex has an adequate number of drop-off/pickup parking spaces, and staff parking with 42 total spaces in the immediate vicinity of the tenant's space.

Roots has no after school or weekend activities like clubs or athletic events. There may be an occasion throughout the year to provide support to families such as during the holiday season when a family may benefit from having care provided in order to complete holiday shopping errands. The operators believe the majority of students will be local, as this part of the northwest suburbs has a low number of similar service providers. A referral relationship does exist with established Lake in the Hills businesses such as Children's Medical Group.

A school for mentally and physically challenged students requires a conditional use permit in the B-4 zoning district.

Standards and Findings of Fact for a Conditional Use

The Planning and Zoning Commission may recommend and the Board of Trustees shall consider the following factors and how they are relevant to the specific conditional use requested:

- A. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;**

The applicant indicates their proposed operation will serve children with special needs from Lake in the Hills and surrounding communities

- B. That the proposed use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity, or injurious to property values or improvements in the vicinity;**

The applicant indicates the school will operate with no after school or weekend activities regularly occurring.

- C. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;**

The applicant indicates this will not alter the essential character of the locality.

D. The extent to which the conditional use is harmonious and compatible with the goals and objectives of the Village’s comprehensive planning documents;

The conditional use is compatible with objectives of the business district where it is located as demonstrated by the previous conditional use (child care) at this tenant space.

E. The amount of traffic congestion or hazards, if any, that may occur as a result of the conditional use, as well as the extent and adequacy of pedestrian and vehicular access and circulation;

The applicant believes the school will not generate a significant increase in pedestrian or vehicular traffic.

F. The extent that the conditional use can be adequately served by essential public facilities and services, and by private utilities;

The applicant indicates this condition is met.

G. That the proposed use will comply with the regulations and conditions specified in this Zoning Code for such use, and with the stipulations and conditions made a part of the authorization granted by the Board of Trustees;

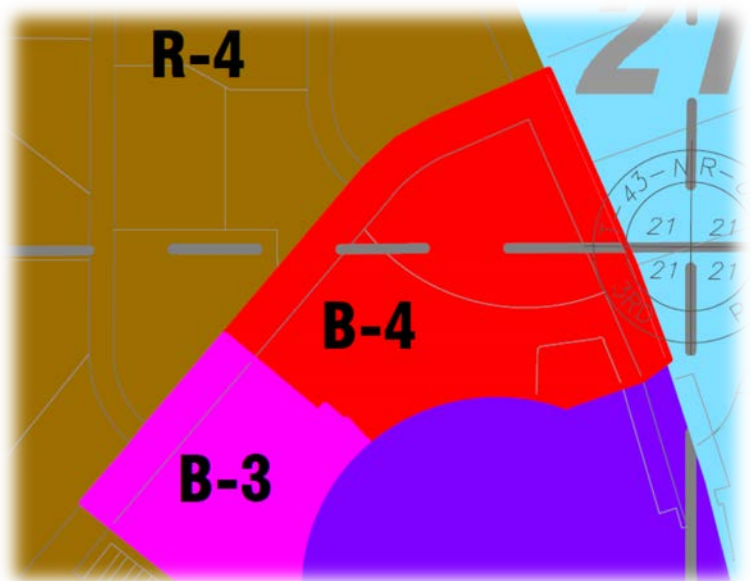
The applicant indicates this condition will be met.

ATTACHMENTS

1. Application
2. Site Plan
3. Photos

RECOMMENDED ACTION

Commission recommends approval to the Village Board for a conditional use for a school for mentally and physically challenged students at 970 East Oak Street on Parcel 19-21-332-005.





VILLAGE OF LAKE IN THE HILLS

ORDINANCE NO. 2020-_____

**An Ordinance Granting a Conditional Use for Mentally
and Physically Challenged Students at 970 East Oak Street,
on Parcel 19-30-332-004**

WHEREAS, the Village of Lake in the Hills, McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

WHEREAS, Jillian Burgard and Jennifer Link, owners of Roots Autism Solutions, LLC and the subject properties, located at 970 East Oak Street, with PIN 19-30-332-004 petitioned the Village of Lake in the Hills requesting an Conditional Use for a school for mentally and physically challenged students at 970 East Oak Street.

WHEREAS, a public hearing was held by the Village of Lake in the Hills Planning and Zoning Commission, after due notice in the manner provided by law; and

WHEREAS, the Planning and Zoning Commission, after deliberation, has made a report and its recommendation relative to the said requests for the subject property; and

WHEREAS, the President and Board of Trustees of the Village of Lake in the Hills have considered the report of the Planning and Zoning Commission and all of the evidence presented by the petitioner at the public hearing before the Commission; and

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lake in the Hills, McHenry County, Illinois, as follows:

SECTION 1: The Corporate Authorities find that the statements in the foregoing preamble are true.

SECTION 2: The findings and recommendations of the Planning and Zoning Commission on the question of approving a Conditional Use for school for mentally and physically challenged students are hereby accepted.

SECTION 3: Approval of the Conditional Use for an a school for mentally and physically challenged students is hereby granted on the subject property. All plans shall comply with Village ordinances.

SECTION 4: All other requirements set forth in the Zoning Ordinance of the Village of Lake in the Hills, as would be required by the Village as to any owner of the property zoned in the same manner as the subject property shall be complied with.

SECTION 5: If any section, paragraph, subdivision, clause, sentence, or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgement shall not affect, impair, invalidate, or nullify the remainder thereof, which remainder shall continue in full force and effect.

SECTION 6: All ordinance or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 7: This ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form (Which publication is hereby authorized) as provided by law.

Passed this 27th day of August, 2020 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Ray Bogdanowski	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
President Russ Ruzanski	_____	_____	_____	_____

APPROVED THIS 27TH DAY OF AUGUST, 2020

Village President, Russ Ruzanski

(SEAL)

ATTEST:

Village Clerk, Cecilia Carman

Published: