City of Highland Park

City Council Meeting
City Hall
1707 St Johns Avenue,
Highland Park, Il 60035
January 12, 2026
7:30 PM
Agenda

Individuals with questions or feedback about an agenda item can address the City in the following ways:

1. **Emails with Unlimited Information**. Individuals may email the City an unlimited number of words at cityhp@cityhpil.com. Emails will be forwarded to the City Council if requested. All emails received will be acknowledged.
2. **Telephone**. Individuals with no access to email may leave a message with the City Manager's Office at 847.926.1000.
3. **Live Comments**. Individuals are able to address the Council during the City Council meeting. Questions/comments should be limited to three minutes or less.

Committee of the Whole and City Council meetings are broadcast live on the City's Facebook page and on the City's website. Meetings can be watched after the meeting from a video link on the City's website.

The City encourages individuals to sign-up for its enews for important information from the City. To sign-up for the enews, visit www.cityhpil.com.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Minutes

A. Approval of the Minutes of the Rescheduled Regular Meeting of the City Council Held on December 15, 2025

B. Approval of the Minutes of the Closed Session of the Rescheduled Regular Meeting of the City Council on December 15, 2025

V. Approval of Warrant List

A. Warrant List and Wire Transfers from December 04, 2025 to December 31, 2025.

VI. Report of Mayor

A. Appointments

- Class of 2027 Student Commissioner Appointments
- City Commission Appointments, Reappointments for Scheduled Vacancies and Appointments to Chair and Vice Chair with Terms beginning in 2026

B. Proclamations

- Recognizing Martin Luther King Day of Service - January 19, 2026

C. Other Business

- Highland Park High School Charity Drive

VII. Business from the Council

VIII. Business from City Staff

IX. Business from the Public (Individuals wishing to be heard regarding items not listed on this agenda)

X. Omnibus

Administration

(Questions concerning these items can be directed to 847-926-1004)

1. A Resolution Approving a Professional Services Agreement with JSJFlynn Public Relator LLC d/b/a Junipr Public Relations

2. A Resolution Approving a Professional Services Agreement with United Talent Coordinators

3. A Resolution Entering Into a Food & Beverage Interior Improvement Grant for Viaggio Highland Park Inc. d/b/a Viaggio Restaurant (581 Roger Williams)

4. A Request to Approve a New Special Event: Ravinia Farmer's Market Branded "Braeside Farmers Market"

5. An Ordinance Amending Section 119.320 Of "The Highland Park Code Of 1968," As Amended, Eliminating Citizenship Requirements For Liquor Licenses To Conform With State Law

6. A Resolution Approving an Agreement with SWA Group, Inc., of Sausalito, California, for Concept and Schematic Design Services for the Place of Remembrance

7. A Resolution Waiving Bids and Approving a Professional Services Agreement with SE-Inc.

Public Works

(Questions concerning these items can be directed to 847-432-0807)

8. A Resolution Authorizing Execution of a Purchase of Services Agreement With Pace to Provide Local Bus and Ravinina Park and Ride Service from January 1, 2026 through December 31, 2026

9. A Resolution Waiving the Formal Bidding Requirements of the City's

Purchasing Manual and Approving the Purchase of Membrane Filtration System Modules for the Water Treatment Plant, from Filmtec Corporation of Minneapolis, Minnesota

Community Development
(Questions concerning these items can be directed to 847-432-0867)

10. An Ordinance Amending Section 24.025 of "The Highland Park Code of 1968," as amended, Regarding Landmark Designation Procedures

XI. Items Removed From Omnibus Vote Consideration

XII. Other Business

A. Consideration of Final Planned Development and Final Plat of Consolidation (734 Central Ave.)

XIII. Closed Session

A. Purchase or Lease of Property, 5 ILCS 120/2(C)5

XIV. Adjournment

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk

Department: City Manager's Office

Title: Approval of the Minutes of the Rescheduled Regular Meeting of the City Council Held on December 15, 2025

Recommendation:
For the City Council's approval are the minutes of the Rescheduled Regular Meeting of the City Council held on December 15, 2025.

Attachments:
1. MIN CC 12-15-2025

MINUTES OF A REGULAR RESCHEDULED MEETING OF THE CITY COUNCIL OF THE CITY OF HIGHLAND PARK

MEETING DATE: December 15, 2025

MEETING LOCATION: City Hall
1707 St Johns Avenue, Highland Park, IL 60035

I. Call to Order

At 8:03 PM, Mayor Rotering called the meeting to order and asked for a roll call:

II. Roll Call

Present: Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia (Remote), Lidawer, Blumberg

Absent: None

Staff Present: City Manager Neukirch, Director of Public Works Bannon, Community Development Director Fontane, Assistant City Manager Jason, Assistant City Manager Taub, Deputy Fire Chief Brennan, Deputy Finance Director Lukasik, Commander Curran, Communications Manager Bennett, Assistant to the City Manager Palbitska

Also Present: Corporation Counsel Elrod

III. Pledge of Allegiance

IV. Approval of Minutes

A. Approval of the Minutes of the Regular Meeting of the City Council Held on November 24, 2025

B. Approval of the Minutes of the Closed Session of the Regular Meeting of the City Council on November 24, 2025

Councilmember Lidawer moved to approve the Minutes of the Regular Meeting of the City Council Held on November 24, 2025. Councilmember Blumberg seconded the motion. Upon a voice vote, the Mayor declared the motion Passed (7 - 0).

MOVER:	Councilmember Lidawer
SECONDER:	Councilmember Blumberg
AYES:	Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None

V. Approval of Warrant List

A. Warrant List and Wire Transfers from November 14, 2025 to December 03, 2025.
Councilmember Blumberg moved to approve the Warrant List. Councilmember Lidawer seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (7 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Lidawer
AYES:	Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None

VI. Report of Mayor

Mayor Rotering provided remarks of grief following the tragic shootings this past weekend at Brown University in Rhode Island and Bondi Beach in Australia. She requested a moment of silence.

A. Appointments
Mayor Rotering noted that the City has 17 Advisory Groups, Boards and Commissions. She explained that the slate of Advisors will be presented as part of tonight's omnibus agenda as items 8 and 9. She thanked everyone who has volunteered to serve the community.

B. Other Business
Mayor Rotering provided comments on her trip to New Orleans to accept an award on behalf of the City of Highland Park at the North American Mayors Summit Against Antisemitism.

Mayor Rotering provided information as to collection boxes that are available at City Hall and the Public Services Center for unopened and unexpired food and household essential items. She provided information regarding the coat drive that is taking place as the Fire Department. She also provided information on this year's Shop with a Cop Drive.

VII. Business from the Council

Councilmember Center, echoed by the full Council, thanked Public Works Director Bannon and staff regarding the snow operations that were provided by the Public Works team.

VIII. Business from City Staff

City Manager Neukirch provided a year-end report on City staff's 2025 major projects. She noted that a presentation will be given on the 2026 major projects in January . She also reviewed the City's Snow & Ice Control Plan.

IX. Business from the Public (Individuals wishing to be heard regarding items not listed on this agenda)

Assistant to the City Manager Palbitska provided opening remarks for Business from the Public.

Carl Lambrecht, Highland Park resident, noted that tonight is the second day of Hanukkah and wished everyone Happy Holidays.

X. Omnibus

Mayor Rotering noted that items 3, 4, 6, 8, & 9 were being pulled from omnibus vote consideration.

Councilmember Lidawer moved to approve items 1-2, 5, 7, and 10-28 by omnibus vote consideration. Councilmember Bruckman seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (7 - 0).

MOVER:	Councilmember Lidawer
SECONDER:	Councilmember Bruckman
AYES:	Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None

Administration

1. Adoption of a Resolution (R150-2025) by omnibus vote consideration titled, "A Resolution Approving a Third Amendment to the Professional Services Agreement with Scott Levenfeld".

2. Adoption of an Ordinance (O64-2025) by omnibus vote consideration titled, "An Ordinance Amending Section 38.005 of "The Highland Park Code of 1968", as Amended, Regarding Hearing Officers".

5. Adoption of a Resolution (R151-2025) by omnibus vote consideration titled, "A Resolution entering into a Food & Beverage Interior Improvement Grant for Bandido Inc. d/b/a Tamales Mexican Joint (493 Central Ave)".

7. Adoption of an Ordinance (O65-2025) by omnibus vote consideration titled, "An Ordinance Approving the Compensation Plan for City Employees During the Periods of January 1, 2025 – December 31, 2025 and January 1, 2026 – December 31, 2026".

10. Adoption of a Resolution (R152-2025) by omnibus vote consideration titled, "A Resolution Approving an Addendum to the Agreement with Special Project Staffing by Salem, Inc. d/b/a The Salem Group, of Chicago, Illinois, for Temporary Personnel Services".

11. Adoption of a Resolution (R153-2025) by omnibus vote consideration titled, "A Resolution Repealing Resolution No. R121-2025 and Approving the Regular Committee of the Whole and City Council Meeting Schedule for 2026".

Finance

12. Adoption of an Ordinance (O66-2025) by omnibus vote consideration titled, "An Ordinance Providing for the Levy of Taxes for the City of Highland Park, a Home Rule Municipality, County of Lake, State of Illinois, for Tax Year 2025 and Collected in Fiscal Year 2026".

13. Adoption of a Resolution (R154-2025) by omnibus vote consideration titled, "A Resolution Approving the City's Liability, Property, and Workers Compensation Insurance Package for the Policy Period of January 1, 2026 to December 31, 2026".

14. Adoption of a Resolution (R155-2025) by omnibus vote consideration titled, "A Resolution Adopting and Approving Amended Agreements Related to 457(b) Deferred Compensation Plans with Consultants".

15. Adoption of an Ordinance (O67-2025) by omnibus vote consideration titled, "An Ordinance Amending Various Sections of "The Highland Park Code of 1968," as amended, Regarding Low- and Moderate-Income Rates".

Public Works

16. Adoption of a Resolution (R156-2025) by omnibus vote consideration titled, "A Resolution Approving the Municipal Partner Initiative (MPI) Contract for Custodial Services to Advanced Cleaning Systems, Co. of East Dundee, Illinois".

17. Adoption of a Resolution (R157-2025) by omnibus vote consideration titled, "A Resolution Approving Award of the 2026 Unit Price Water Treatment Chemicals Purchase Contracts to Carus LLC., of Peru, Illinois; Hawkins Inc., of Roseville, Minnesota; and Univar Solutions USA, LLC., of Tempe, Arizona".

18. Adoption of a Resolution (R158-2025) by omnibus vote consideration titled, "A Resolution Approving the City's General Liability, Automobile, and Umbrella Insurance for Vendor-owned Buses Used for Public Transit within the City for the Policy Period of January 1, 2026 to January 1, 2027".

19. Adoption of a Resolution (R159-2025) by omnibus vote consideration titled, "A Resolution Approving the Purchase of a Model 900 Sewer Freightliner through the Sourcewell Purchasing Cooperative".

Community Development

20. Adoption of an Ordinance (O68-2025) by omnibus vote consideration titled, "An Ordinance Granting a Special Use Permit for a Planned Development (250 Skokie Valley Road)".

21. Adoption of a Resolution (R160-2025) by omnibus vote consideration titled, "A Resolution Approving a Development Agreement (250 Skokie Valley Road)".

22. Adoption of an Ordinance (O69-2025) by omnibus vote consideration titled, "An Ordinance Waiving the Formal Bidding Requirements of the City's Purchasing Manual and Approving a Renewal of an Agreement for the Provision of Elevator Plan Review and Inspection Services".

23. Adoption of a Resolution (R161-2025) by omnibus vote consideration titled, "A Resolution Approving an Elevator Safety Program Agreement with the Office of the Illinois State Fire Marshal".

24. Adoption of a Resolution (R162-2025) by omnibus vote consideration titled, "A Resolution Authorizing A Professional Services Agreement for Structural Plan Review and Inspection Services".

25. Adoption of a Resolution (R163-2025) by omnibus vote consideration titled, "A Resolution Approving a Plat of Consolidation (932 and 942 Deerfield Road)".

26. Adoption of an Ordinance (O70-2025) by omnibus vote consideration titled, "An Ordinance Granting a Special Use Permit for a Planned Development (932 and 942 Deerfield Road)".

Public Safety

27. Adoption of a Resolution (R164-2025) by omnibus vote consideration titled, "A Resolution Approving the Purchase of Vehicles from Sutton Ford, of Matteson, Illinois".

28. Adoption of a Resolution (R165-2025) by omnibus vote consideration titled, "A Resolution Waiving the Formal Bidding Requirements of the City's Purchasing Manual and Ratifying the Procurement of Vehicle Repair Services for a Fire Engine".

XI. Items Removed From Omnibus Vote Consideration

3. Adoption of a Resolution (R166-2025) titled, "A Resolution entering into an Exterior Improvement Grant for Matchmaker Bookshop LLC (1891 Second St)".

Councilmember Lidawer stated that she is supportive of the Exterior Grants program and is thrilled about this particular one. She noted there are guidelines that are provided to the businesses but for this particular request, there was no competitive bidding for the project. She stated that the City should not be encouraging businesses to apply for grants if guidelines are not being followed. She requested more information as to whether the business owner would go out and get competitive bids now or not.

City Manager Neukirch noted that the requirements for applicants require they obtain at least two bids. She explained that this business is doing a substantial amount of work beyond the scope of eligible incentive items and their contractor began work before the application was submitted. She noted that the guidelines are being communicated to all businesses.

Councilmember Blumberg moved to approve a Resolution Entering into an Exterior Improvement Grant for Matchmaker Bookshop LLC (1891 Second Street). Councilmember Center seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (7 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Center
AYES:	Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None

4. Adoption of a Resolution (R167-2025) titled, "A Resolution entering into an Exterior Improvement Grant for CRG Ravinia LLC (565 Roger Williams Ave)".

6. Adoption of a Resolution (R168-2025) titled, "A Resolution entering into a Food & Beverage Interior Improvement Grant for CRG RAVINIA LLC (565 Roger Williams)".
Councilmember Bruckman requested information as to a status update regarding the CRG proposal.

City Manager Neukirch provided an update. She explained that the grant funds sought are reimbursable after all work was completed, and funds would not be issued at the onset of the execution of the lease, and would only be for the location on Roger Williams.

The Council and City Manager Neukirch discussed the funds being directly tied to CRG, the balance of the fund historically, the parameters as to how the funds can be issued to a business, concerns about holding the funds for a particular business that would not allow other businesses funding opportunities, and how the funds are fungible. They discussed concerns about providing funds to private entities and how CRG was willing to come to Highland Park prior to the knowledge that funds were available. They discussed their excitement surrounding this project and anticipation of an opening date.

Councilmember Tapia moved to approve a Resolution Entering Into an Exterior Improvement Grant for CRG Ravinia LLC and a Resolution Entering Into a Food & Beverage Interior Improvement Grant for CRG Ravinia (565 Roger Williams). Councilmember Center seconded the motion. Upon a roll call vote, the Mayor declared the motion passed (4 - 3).

MOVER:	Councilmember Tapia
SECONDER:	Councilmember Center
AYES:	Mayor Rotering, Councilmembers Center, Ross, Tapia
NAYS:	Councilmembers Bruckman, Lidawer, Blumberg

8. Adoption of an Ordinance (O71-2025) titled, "An Ordinance Waiving Enforcement of Sections 33.001 and 33.005 of "The Highland Park Code of 1968," as amended, Concerning Appointments to Various Boards, Commissions, and Advisory Groups
Councilmember Lidawer voiced her appreciation for the volunteers wanting to participate and for the Council and staff's work to put together appointments. She noted that there are parameters in place as indicated by the City Code and she would not support this item.

Mayor Rotering noted that the City is following the parameters and in minor situations there are exceptions being made to allow for an extra year for a Chair or Vice Chair.

Councilmember Blumberg moved to approve an Ordinance Waiting Enforcement of Sections 33.001 and 33.005 of "The Highland Park Code of 1968", as Amended, Concerning Appointments to Various Boards, Commissions, and Advisory Groups. Councilmember Ross seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (6 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Ross
AYES:	Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia, Blumberg
NAYS:	None
PRESENT:	Councilmember Lidawer

9. City Advisory Group, Board, and Commission Appointments, Reappointments for Scheduled Vacancies and Appointments to Chair and Vice Chair with Terms beginning in 2026
Mayor Rotering presented the slate of volunteers for the City's 17 Boards, Commissions and Advisory Groups.

A majority of the Council was in consensus with the recommendations.

Councilmember Blumberg moved to approve the City's Advisory Group, Board and Commission Appointments, Reappointments for Scheduled Vacancies and Appointments to Chair and Vice Chair with Terms beginning in 2026. Councilmember Bruckman seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (6 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Bruckman
AYES:	Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia, Blumberg
NAYS:	None
PRESENT:	Councilmember Lidawer

XII. Other Business

A. Adoption of a Resolution (R169-2025) titled, "Resolution Approving Plat of Resubdivision (1632, 1640, and 1646 Second Street)".

B. Adoption of an Ordinance (O72-2025) titled, "An Ordinance Granting a Special Use Permit for a Planned Development and Approving an Inclusionary Housing Plan (1632-1646 Second St PUD)".

C. Adoption of a Resolution (R170-2025) titled, "Resolution Approving Development Agreement (1632, 1640, and 1646 Second Street)".
Community Development Director Fontane presented information on Items A-C as it relates to 1632, 1640 and 1646 Second Street.

Mark Muller, applicant, noted that their proposal was updated by enhancing the green space in the front of the building on Second Street. He noted that they would offer the landscaping on Second Street, a donation to the Place of Remembrance and $100K to the housing fund.

Jana Hill, Highland Park resident, noted that 37% is the median lot coverage; 49% is the principal lot coverage for this project; 30% is the additional property coverage from large porches, roofs, and overhangs, which reduces open space on the property; and 79% of open sky and unobstructed views are wiped out with the building of the Walton. She indicated that this is a real loss of open space for the neighborhood. She requested that there be a reduction in the footprint of the project and a redesign

of the overhangs in order to provide a true benefit to the community. She stated that the City Council can choose to vote no on a project that truly affects the neighborhood in a negative way.

Dale Cahotes, Highland Park resident, stated the he does not believe the City has listened to the concerns of the neighbors. He noted that Fulton Developers has received variances that will degrade the lives of the neighbors in the area. He voiced concern with language that was used by the City Forester within the staff report and that Fulton Developers does not have a good track record with it comes to tree preservation. He voiced concerns with the unknown as to how the project will be staged and information not being provided until the project has been approved.

Dennis Siegel, Highland Park resident, noted that his apartment would be directly facing the Walton if the project were to be approved. He noted that Fulton Development has done an admirable job with other projects but he is highly concerned with the design of The Walton.

Kathy Thissen, Highland Park resident, noted that the Wolbright and the Walton are right across from each other and not a few blocks away, as has been indicated by staff. She voiced concerns regarding parking and traffic impacts on the area.

The Council requested information from Mr. Muller as it relates to heritage trees on past and present projects, as well as information on the staging of construction.

Mr. Muller provided information as it relates to the heritage trees and provided direction as to how the construction of the project will be staged.

Corporation Counsel Elrod noted that there is language drafted in the Development Agreement regarding the process that will need to be followed as it relates to maintenance of trees on the property, as well as the planning for the project. He indicated that permits will not be issued until the construction plan has been approved.

The Council voiced their appreciation for their willingness to provide funds to the housing fund and the green space planned for the front of the building. They requested clarification as to how many terraces are on the first floor and how that impacts green space. They discussed the approval of the project by the Plan and Design Commission and concerns about how the most recent developments look very similar.

Councilmember Blumberg moved to approve items A-C. Councilmember Lidawer seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (7 - 0).

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Lidawer
AYES:	Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None

D. Adoption of a Resolution (R171-2025) titled, "A Resolution Ratifying a Minor Amendment to Planned Development for 1950 and 1964 Sheridan Road".
Councilmember Lidawer moved to approve a Resolution Ratifying a Minor Amendment to Planned Development for 1950 and 1964 Sheridan Road. Councilmember Blumberg seconded the motion. Upon a roll call vote, the Mayor declared the motion Passed (7 - 0).

MOVER:	Councilmember Lidawer
SECONDER:	Councilmember Blumberg
AYES:	Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None

XIII. Closed Session

Councilmember Blumberg moved the Council to close its meeting to the public, pursuant to the following cited section of the Illinois Open Meetings Act (5 ILCS 120/2(c)), for the purposes of, (i) pending litigation (5 ILCS 120/2(c)(11)); (ii) personnel (5 ILCS 120/2(C)(1)); and (iii) purchase or lease of property (5 ILCS 120/2(C)(5)). Councilmember Lidawer seconded the motion. On a roll call vote, the Mayor declared the motion passed unanimously.

At 9:31 PM, the Council recessed the public portion of the meeting to meet in Closed Session.

At 10:10 PM, Mayor Rotering reconvened the open session of the City Council meeting.

PRESENT: Mayor Rotering, Councilmembers Center, Bruckman, Ross, Lidawer, Blumberg

ABSENT: Councilmember Tapia

STAFF PRESENT: City Manager Neukirch, Assistant to the City Manager Palbitska

ALSO PRESENT: Corporation Counsel Elrod

XIV. Adjournment

Councilmember Center moved to adjourn the City Council meeting. Councilmember Lidawer seconded the motion. Upon a voice vote, Mayor Rotering declared the motion passed unanimously.

The City Council adjourned its meeting at 10:10 PM.

Respectfully Submitted,

Ashley Palbitska
Assistant to the City Manager/Deputy City Clerk

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk

Department: City Manager's Office

Title: Approval of the Minutes of the Closed Session of the Rescheduled Regular Meeting of the City Council on December 15, 2025

Recommendation:
For the City Council's approval are the minutes of the Closed Session of the Rescheduled Regular Meeting of the City Council held on December 15, 2025.

Attachments:
1. MIN CCCS 12-15-2025

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Lara Lukasik, Deputy Finance Director
Kristi McCaulou, Finance Director

Department: Finance Department

Title: Warrant List and Wire Transfers from December 04, 2025 to December 31, 2025.

Recommendation:
Staff recommends approval of the warrant list and wire transfers for December 04, 2025 to December 31, 2025 in the amounts of $9,027,640.20 and $274,558.45 respectively, for total disbursement of $9,302,198.65.

	Dates	Amount
Warrants:		
Warrant List 1 (Detail Attached)	December 04, 2025 -December 11, 2025	$380,770.40
Warrant List 2 (Detail Attached)	December 12, 2025 - December 18, 2025	$2,310,460.13
Warrant List 3 (Detail Attached)	December 19, 2025 - December 23, 2025	$2,898,853.93
Warrant List 4 (Detail Attached)	December 24, 2025 - December 31, 2025	$717,097.80
Total Warrants		**$6,307,182.26**
Payroll	Pay Periods: November 24 - December 26, 2025 Check Dates: December 05, 12 & 26, 2025	**$2,720,457.94**
Total Warrants & Payroll		**$9,027,640.20**
CCMSI Workers Comp Claims	December 8, 2025	$999.13
CCMSI Workers Comp Claims	December 15, 2025	$999.13
CCMSI Workers Comp Claims	December 22, 2025	$1,303.63
CCMSI Workers Comp Claims	December 29, 2025	$999.43
HP Fire Pension Fund	December 18, 2025	$33,227.39
HP Police Pension Fund	December 18, 2025	$40,225.77
Amazon Capital Services	December 31, 2025	$5,560.55
HP Tax Levy / Library	December 18, 2025	$59,309.67
Arthur J. Gallagher Risk Mgmt	December 11, 2025	$250.00
Arthur J. Gallagher Risk Mgmt	December 18, 2025	$1,580.21
West Government Services	December 11, 2025	$581.70
William Architects	December 23, 2025	$16,056.34
Elrod Friedman LLP - Legal Services	December 18, 2025	$110,626.89

Carol Ann King	December 23, 2025	$1,880.00
Ken Ning	December 23, 2025	$460.80
J.P. Morgan Chase Visa Costco Card	December 18, 2025	$497.81
Total Wires		**$274,558.45**
Total Submitted for Approval		**$9,302,198.65**

Purchases are made consistent with the City's purchasing policy. This policy provides that "when all other terms and conditions are equal, preference will be given to vendors whose businesses are located in Highland Park. However, this preference will not adversely affect quality, service, or price consideration."

Attachments:

1. Warrant List and Wire Transfers from December 04, 2025 to December 31, 2025. PDF

Bank code : aphpbt

Warrant	Date	Vendor		Invoice	PO #	Description/Account	Amount
296577	12/11/2025	039100	BETH GREY	Ref000290254		UB Refund 571 Pleasant Ave	149.76
						Total :	**149.76**
296578	12/11/2025	039103	BOMMARITO WILLIAM	Ref000290257		UB Refund 2066 St Johns #301	39.32
						Total :	**39.32**
296579	12/11/2025	039104	BOMMARITO WILLIAM	Ref000290258		UB Refund 2066 St Johns #304	33.80
						Total :	**33.80**
296580	12/11/2025	039101	CAPLAN MICHAEL	Ref000290255		UB Refund 1790 Deerfield Rd	446.09
						Total :	**446.09**
296581	12/11/2025	039099	HOWARD WITTENBERG	Ref000290252		UB Refund 277 Charal Ln	56.81
						Total :	**56.81**
296582	12/11/2025	039102	RUH ANTHONY	Ref000290256		UB Refund 41 S Deere Park Dr	187.50
						Total :	**187.50**

6 Vouchers for bank code : aphpbt

Bank total : **913.28**

6 Vouchers in this report

Total vouchers : **913.28**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
420349	12/11/25	38327	AEP ENERGY	1901732		SRVS @ 0 OLD MILL SKOKIE	FIN	$18,951.62
							Total	**$18,951.62**
420350	12/11/25	40266	ALEC SHAPIRO	42271		REFUND - PLMB-2024-00906	BLDG	$1,000.00
							Total	**$1,000.00**
420351	12/11/25	39091	ALYSSA KNOBEL	42496	20250630	CRISIS COMMUNICATIONS	CMO	$350.00
							Total	**$350.00**
420352	12/11/25	38925	AMERICAN TESTING INSPECTIONS	42485	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				42486	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				42487	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$150.00
				42488	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$75.00
				42489	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$165.00
							Total	**$580.00**
420353	12/11/25	38917	ANTARCTIC MECHANICAL	42361	20253348	LIFE SAFETY INSPECTION	FACIL	$1,375.00
				42362	20253348	LIFE SAFETY REPAIRS	FACIL	$6,675.00
							Total	**$8,050.00**
420354	12/11/25	34884	ATLAS COPCO COMPRESSORS	42530	20253279	SUPPLIES	WP	$1,228.12
							Total	**$1,228.12**
420355	12/11/25	40261	AVA BARKER	42490	20253355	R - APA IL CONFERENCE EXPENSE	PLAN	$90.00
							Total	**$90.00**
420356	12/11/25	15184	AVALON PETROLEUM	42371	20250274	DIESEL FUEL	FLEET	$16,959.86
							Total	**$16,959.86**
420357	12/11/25	33816	BARRY MORRIS SERVICES	42505	20250602	FITNESS CENTER REPAIRS	HLTH	$730.03
							Total	**$730.03**
420358	12/11/25	8456	MAX'S DELI	42498	20253343	SSA 17 - COOKIES COCOA CRAWL	CMO	$1,033.00
							Total	**$1,033.00**
420359	12/11/25	12480	BERRY TIRE	42523	20250621	REPAIRS	PD	$1,220.00
							Total	**$1,220.00**
420360	12/11/25	37558	BP LAWN SPRINKLERS	42364	20253340	SPRINKLER REPAIR	FACIL	$340.00
				42365	20253340	SPRINKLER REPAIR	FACIL	$240.00
				42366	20253340	SPRINKLER REPAIR	FACIL	$240.00

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$820.00**
420361	12/11/25	39085	CHC WELLNESS	42423	20252391	WELLNESS PROGRAM MANAGEMENT FEE	HLTH	$315.00
				42424	20252891	PORTAL TECHNOLOGY FEES	HLTH	$2,028.00
							Total	**$2,343.00**
420362	12/11/25	33433	CHRISTOPHER B. BURKE	42507	20251139	BIANNUAL BRIDGE INSPECT	ENG	$5,840.00
				42508	20251313	ENG SERVICE	ENG	$2,055.00
							Total	**$7,895.00**
420363	12/11/25	23349	CINTAS #22	42384	20252841	UNIFORM RENTAL	WP	$63.47
							Total	**$63.47**
420364	12/11/25	23349		42376	20252822	UNIFORM RENTAL	FLEET	$123.77
				42377	20250251	UNIFORM RENTAL	TRNST	$15.97
				42378	20250385	UNIFORM RENTAL	FACIL	$27.69
				42379	20250396	UNIFORM RENTAL	SEWER	$84.75
				42380	20252823	UNIFORM RENTAL	STR	$93.85
				42381	20252821	UNIFORM RENTAL	WTRDS	$78.72
				42416	20250326	UNIFORM RENTAL	PD	$7.02
				42430	20250114	UNIFORM RENTAL	FD	$6.19
				42516	20250326	UNIFORM RENTAL	PD	$6.84
				42517	20250326	UNIFORM RENTAL	PD	$12.39
				42518	20250326	UNIFORM RENTAL	PD	$7.02
				42519	20250326	UNIFORM RENTAL	PD	$7.02
				42520	20250326	UNIFORM RENTAL	PD	$12.72
							Total	**$483.95**
420365	12/11/25	26496	COMCAST CABLE	42425	20251048	INTERNET CITYWIDE INTERNET SERVICE	CS	$43.10
							Total	**$43.10**
420366	12/11/25	26496		42426	20250947	INTERNET CMO	CS	$283.98
				42427	20250948	INTERNET BACKUP PD	CS	$349.68
				42428	20250946	INTERNET ACCESS WATER PLANT	CS	$137.80
							Total	**$771.46**
420367	12/11/25	22726	COMMERCIAL TIRE	42332	20251617	TIRES	FLEET	$1,091.22
							Total	**$1,091.22**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
420368	12/11/25	22726		42431	20253362	SUPPLIES	FD	$0.40
							Total	**$0.40**
420369	12/11/25	35430	COMMONWEALTH EDISON	1840230		SRVS @ CENTRAL AVE SHERIDAN	FIN	$16.38
				1840428		SRVS @ SECOND ST CENTRAL	FIN	$16.38
				1840630		SRVS @ 500 HAZEL AVE	FIN	$40.02
				1840832		SRVS @ 777 N ST JOHNS AVE	FIN	$34.47
				1900926		SRVS @ 1E SHERIDAN PARK AVE	FIN	$38.62
							Total	**$145.87**
420370	12/11/25	40259	COSMIC ENTERTAINMENT	42542	20253338	ENTERTAINMENT HOLIDAY PARTY TIP	HLTH	$160.00
							Total	**$160.00**
420371	12/11/25	233	CRAFTWOOD LUMBER	42398	20250083	SUPPLIES	STR	$156.68
				42432	20250178	SUPPLIES	FD	$18.99
				42484	20250083	CREDIT APPLY 335087	STR	($0.90)
							Total	**$174.77**
420372	12/11/25	40252	D&G COLLINS ENTERPRISES	42417	20253259	SUPPLIES 15 FT SCREEN FRAME	PD	$1,858.00
							Total	**$1,858.00**
420373	12/11/25	11789	DENNY'S RESTAURANTS	42383	20253357	SNOW CREW MEAL	STR	$260.64
							Total	**$260.64**
420374	12/11/25	39716	DIANE LARSON	42504	20253322	R - ADDITIONAL FRAMES HOLIDAY	CMO	$108.00
							Total	**$108.00**
420375	12/11/25	40207	DIGITAL INTELLIGENCE	42513	20253002	FORENSIC COMPUTER	PD	$14,896.46
							Total	**$14,896.46**
420376	12/11/25	35012	DK ENVIRONMENTAL	42509	20250269	MISC SERVICE	ENG	$6,900.00
							Total	**$6,900.00**
420377	12/11/25	3228	DRURY LANE	42413	20253329	R - EXCURSIONS YOUR FEET	SNR	$392.20
							Total	**$392.20**
420378	12/11/25	38347	RJS UNITED	42497	20253344	SSA -17 COOKIES COCOA POSTERS SIGNS BANNERS	CMO	$295.00
							Total	**$295.00**
420379	12/11/25	39445	EVERLAST BLACKTOP	42527	20251733	BRIERGATE LOT	ENG	$1,211.95
							Total	**$1,211.95**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
420380	12/11/25	19204	PARAMEDIC SERVICES	42403	20253204	R - PLAN REVIEW SERVICES	PLAN	$795.00
				42404	20253204	R - PLAN REVIEW SERVICES	PLAN	$2,201.00
				42405	20253204	R - PLAN REVIEW SERVICES	PLAN	$530.00
				42406	20253204	R - PLAN REVIEW SERVICES	PLAN	$600.00
				42407	20253204	R - PLAN REVIEW SERVICES	PLAN	$530.00
							Total	**$4,656.00**
420381	12/11/25	39084	FIRST RESPONDERS WELLNESS	42415	20250290	PROFESSIONAL SERVICES	PD	$360.00
							Total	**$360.00**
420382	12/11/25	396	FORESTRY SUPPLIERS	42532	20253341	SUPPLIES	FORST	$21.52
							Total	**$21.52**
420383	12/11/25	23546	GALE CERABONA	42491	20250498	MINUTE TAKER	PLAN	$257.50
							Total	**$257.50**
420384	12/11/25	40019	GENUINE PARTS	42333	20253252	PARTS	FLEET	$65.06
				42472	20253110	PARTS	FLEET	$65.04
				42473	20253110	PARTS	FLEET	$56.80
				42474	20253252	PARTS	FLEET	$104.31
				42475	20253252	PARTS	FLEET	$57.01
				42477	20253252	PARTS	FLEET	$39.00
				42478	20253252	PARTS	FLEET	$39.30
							Total	**$426.52**
420385	12/11/25	40218	GEORGE GRUNDITZ	42411	20253368	R - ACTIVITIES GRAND REOPENING	SNR	$450.00
							Total	**$450.00**
420386	12/11/25	39007	GEORGE HARAMIS	42547	20250324	R - SUPPLIES MECHANIC CLOTHING	PD	$67.50
				42548	20250324	R - SUPPLIES MECHANIC CLOTHING	PD	$163.24
							Total	**$230.74**
420387	12/11/25	22533	GRAINGER	42353	20250042	SUPPLIES	WP	$30.75
				42354	20250042	SUPPLIES	WP	$137.11
							Total	**$167.86**
420388	12/11/25	315	GREELEY HANSEN	42386	20250793	ENGINEERING SERVICES	WP	$3,903.13
							Total	**$3,903.13**
420389	12/11/25	2699	GUY SCOPELLITI	42345	20251407	WINTER GREENS	FORST	$3,707.50

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$3,707.50**
420390	12/11/25	6794	H-O-H CHEMICALS	42355	20253283	SUPPLIES	WP	$196.41
							Total	**$196.41**
420391	12/11/25	39981	HAL EMALFARB	42328		R - AR - 1135 - 28022 REFUND RETIREMENT	FIN	$13.70
							Total	**$13.70**
420392	12/11/25	39202	HARTWIG PLUMBING	42337	20253326	AC REPAIRS	FACIL	$1,439.29
							Total	**$1,439.29**
420393	12/11/25	6875	HAVEY COMMUNICATIONS	42522	20253198	ADMIN VEHICLE OUTFITTING	PD	$4,369.70
							Total	**$4,369.70**
420394	12/11/25	36055	HENDERSON PRODUCTS	42358	20253141	PARTS	FLEET	$2,207.30
							Total	**$2,207.30**
420395	12/11/25	30847	HERITAGE CRYSTAL CLEAN	42463	20253392	R - COOLANT SUPPLIES	TRNST	$100.00
				42464	20250257	R - COOLANT PACE BUSES	TRNST	$106.31
				42470	20250198	ANTIFREEZE	FLEET	$276.85
				42471	20252845	OIL SUPPLIES	FLEET	$117.83
							Total	**$600.99**
420396	12/11/25	1326	HIGHLAND PARK FORD	42420	20252986	FLEET PARTS	PD	$245.36
				42421	20252986	FLEET PARTS	PD	$185.63
				42422	20252955	OUTSIDE REPAIRS	PD	$880.83
				42479	20252166	PARTS	FLEET	$27.49
				42515	20253353	VEHICLE PARTS	PD	$327.18
				42524	20252986	FLEET PARTS	PD	$50.55
				42544	20253353	VEHICLE PARTS	PD	$183.00
							Total	**$1,900.04**
420397	12/11/25	1199	IL DEPT AGRICULTURE BUREAU	42418	20252608	TRUCK SCALE CERTIFICATION	PD	$603.16
							Total	**$603.16**
420398	12/11/25	2816	IL DEPT TRANSPORTATION	42538	20253395	IDOT SHERIDAN TREE REMOVE	ENG	$3,898.08
							Total	**$3,898.08**
420399	12/11/25	2460	ILLINOIS FIRE CHIEFS	42539	20253400	PROFESSIONAL DEVELOPMENT	FD	$4,550.00
							Total	**$4,550.00**
420400	12/11/25	8560	ILLINOIS FIRE SERVICE ADMIN	42433	20253358	RECEPTIONS CEREMONIALS	FD	$50.00

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$50.00**
420401	12/11/25	1430	IRELAND HEATING	42363	20252406	HVAC REPAIRS	FACIL	$502.68
							Total	**$502.68**
420402	12/11/25	40269	ISIDOROS XILAS	42373		REFUND - EXTR-2025-02465	BLDG	$210.00
							Total	**$210.00**
420403	12/11/25	18394	JOHN JACQUETTE	42543	20253282	POLICE DECAL INSTALLATION	PD	$675.00
							Total	**$675.00**
420404	12/11/25	33275	JX ENTERPRISES	42434	20253218	SUPPLIES	FD	$75.99
							Total	**$75.99**
420405	12/11/25	38244	KLOEPFER	42445	20253384	EMERGENCY WATER MAIN REPAIR	SEWER	$6,403.08
				42446	20253385	EMERGENCY WATER MAIN REPAIR	SEWER	$5,570.00
							Total	**$11,973.08**
420406	12/11/25	11901	LAKE COUNTY HOSE	42466	20253336	PARTS SNOW PLOWS	FLEET	$300.23
				42467	20252994	PARTS	FLEET	$73.64
							Total	**$373.87**
420407	12/11/25	23289	LAKE FOREST BANK	42526	20250716	PRK LOT LEASE	FACIL	$3,269.24
							Total	**$3,269.24**
420408	12/11/25	1502	LAMBDA ALPHA INTERNATIONAL	42493	20250480	LAI MEMBERSHIP DUES	PLAN	$345.00
							Total	**$345.00**
420409	12/11/25	1908	LAWSON PRODUCTS	42350	20252646	SUPPLIES	WTRDS	$961.00
							Total	**$961.00**
420410	12/11/25	38916	ACER TREE	42444	20252713	TREE MAINTENANCE	FORST	$1,332.24
							Total	**$1,332.24**
420411	12/11/25	39858	LINDE GAS	42435	20252178	OXYGEN SUPPLIES	FD	$139.49
							Total	**$139.49**
420412	12/11/25	26539	LOGSDON OFFICE	42409	20250501	SUPPLIES	BLDG	$243.74
				42410	20250501	SUPPLIES	BLDG	$71.88
							Total	**$315.62**
420413	12/11/25	34799	LUCAS LANDSCAPING	42399	20252880	TREE REMOVAL	FORST	$10,000.00
				42400	20252392	TREE REMOVAL	FORST	$3,585.65
				42476	20253391	TREE REMOVAL	FORST	$409.77

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$13,995.42**
420414	12/11/25	2161	LUND INDUSTRIES	42540	20253310	EQUIPMENT	FD	$2,351.70
							Total	**$2,351.70**
420415	12/11/25	40265	MARILYN FETTNER	42270		REFUND - PLMB-2024-00894	BLDG	$2,000.00
							Total	**$2,000.00**
420416	12/11/25	39983	MARY HAYES	42330		R - AR - 1135 - 28024 REFUND RETIREMENT	FIN	$7.43
							Total	**$7.43**
420417	12/11/25	39949	MATRIX IMAGING	42482	20251311	WATER BILL POSTAGE	FIN	$2,268.73
							Total	**$2,268.73**
420418	12/11/25	33302	MATTHEW GRASSO	42541	20252698	R - TUITION REIMBURSEMENT	HLTH	$869.00
							Total	**$869.00**
420419	12/11/25	3027	MCMASTER-CARR	42528	20250126	SUPPLIES	WP	$245.48
							Total	**$245.48**
420420	12/11/25	13379	MENARDS	42338	20253335	SUPPLIES	FACIL	$10.00
				42340	20253335	SUPPLIES	FACIL	$20.00
							Total	**$30.00**
420421	12/11/25	13379		42339	20253335	SUPPLIES	FACIL	$169.00
							Total	**$169.00**
420422	12/11/25	697	MENONI & MOCOGNI	42392	20250388	SUPPLIES	SEWER	$76.40
				42393	20250388	SUPPLIES	SEWER	$159.60
							Total	**$236.00**
420423	12/11/25	16847	METROPOLITAN INDUSTRIES	42374	20252800	LIFT STATION SERVICES	SEWER	$40,953.00
							Total	**$40,953.00**
420424	12/11/25	710	MICROSYSTEMS	42494	20251405	RECORD MANAGEMENT SERVICES	PLAN	$11,479.22
							Total	**$11,479.22**
420425	12/11/25	2078	MOTOROLA	42436	20251694	EQUIPMENT	FD	$1,549.00
				42437	20253181	EQUIPMENT	FD	$61.83
				42438	20253209	EQUIPMENT	FD	$1,109.32
							Total	**$2,720.15**
420426	12/11/25	2078		42419	20250458	EQUIPMENT	PD	$3,076.00
							Total	**$3,076.00**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
420427	12/11/25	749	MUTUAL ACE HARDWARE	42335	20252922	SUPPLIES	FACIL	$293.88
				42352	20250014	SUPPLIES	FORST	$24.28
				42397	20250014	SUPPLIES	FORST	$65.66
				42402	20252922	SUPPLIES	FACIL	$293.88
				42447	20250085	SUPPLIES	WTRDS	$33.27
				42448	20250085	SUPPLIES	WTRDS	$17.07
				42462	20250389	SUPPLIES	SEWER	$47.04
				42465	20250218	PARTS	FLEET	$32.37
							Total	**$807.45**
420428	12/11/25	19094	NANCY ROTERING	42499	20253321	R - REIMBURSEMENT TRAVEL	CMO	$3.00
							Total	**$3.00**
420429	12/11/25	34484	NATIONAL LIFT TRUCK	42356	20253103	EQUIPMENT REPAIR	WP	$1,178.08
				42357	20252874	EQUIPMENT REPAIR	WP	$219.03
							Total	**$1,397.11**
420430	12/11/25	15041	NCC-PETERSON	42359	20253008	SUPPLIES	FACIL	$7,210.73
							Total	**$7,210.73**
420431	12/11/25	37116	NORTH AMERICAN RESCUE	42546	20253195	30 TRAUMA KITS	PD	$2,039.40
							Total	**$2,039.40**
420432	12/11/25	34878	NORTH AMERICAN SAFETY	42460	20250395	SUPPLIES	SEWER	$971.86
				42461	20250374	SUPPLIES	WTRDS	$39.62
							Total	**$1,011.48**
420433	12/11/25	4218	NORTH SHORE GAS	1901026		SRVS @ 525 CENTRAL AVE	FIN	$30.58
				1901125		SRVS @ 0 OLD MILL	FIN	$55.85
				1901227		SRVS @ 1707 ST JOHNS AVE	FIN	$188.19
				1901326		SRVS @ 50 LOGAN LOOP	FIN	$93.51
				1901424		SRVS @ 977 VILLAS CT	FIN	$0.12
				2206214		SRVS @ 1088 HALF DAY RD	FIN	$194.21
							Total	**$562.46**
420434	12/11/25	33910	ON TIME EMBROIDERY	42521	20253153	SUPPLIES SWAG T-SHIRTS	PD	$1,142.50
							Total	**$1,142.50**
420435	12/11/25	38930	PACE ANALYTICAL	42387	20250767	PROFESSIONAL SERVICES	WP	$262.00

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				42388	20252875	PROFESSIONAL SERVICES	WP	$321.60
							Total	**$583.60**
420436	12/11/25	39172	PASSPORT LABS	42514	20252833	PASSPORT ANNUAL SERVICES	PD	$5,371.92
							Total	**$5,371.92**
420437	12/11/25	39982	PATRICIA GINNELLY	42329		R - AR - 1167 - 28023 REFUND RETIREMENT	FIN	$7.43
							Total	**$7.43**
420438	12/11/25	8164	PIERO'S PIZZA	42348	20253051	MAIN BREAK CREW MEAL	WTRDS	$16.03
				42349	20253327	SNOW CREW MEAL	STR	$148.31
				42375	20253327	SNOW CREW MEAL	STR	$154.15
				42525	20253327	SNOW CREW MEAL	STR	$178.63
							Total	**$497.12**
420439	12/11/25	9102	POMP'S TIRE SERVICE	42468	20250227	TIRES	FLEET	$37.45
							Total	**$37.45**
420440	12/11/25	39886	PRAIRIE GRASS	42412	20252454	R - ACTIVITIES NYE LUNCHEON	SNR	$1,000.00
							Total	**$1,000.00**
420441	12/11/25	28765	PREMIER DOOR	42360	20250890	OVERHEAD DOOR PM	FACIL	$1,832.03
							Total	**$1,832.03**
420442	12/11/25	40260	RACHEL POLAK	42495	20253356	R - APA IL CONFERENCE EXPENSE	PLAN	$97.60
							Total	**$97.60**
420443	12/11/25	40212	ROBIN LERHFELD-SUBAR	42500	20253236	PHOTOGRAPHY SENIOR CENTER	CMO	$1,200.00
				42501	20253238	PHOTOGRAPHY HEADSHOTS	CMO	$1,600.00
				42502	20253237	PHOTOGRAPHY HEADSHOTS	CMO	$1,750.00
				42503	20253254	PHOTOGRAPHY MARKETING WEBSITE	CMO	$4,500.00
							Total	**$9,050.00**
420444	12/11/25	34792	ROBINSON ENGINEERING	42372	20250868	MISC SERVICE	WP	$1,274.25
							Total	**$1,274.25**
420445	12/11/25	923	MICHAEL WHITNEY DRAEGERT	42334	20252458	DOT INSPECTIONS	FLEET	$229.50
							Total	**$229.50**
420446	12/11/25	14680	ROWELL CHEMICAL	42390	20252450	CHEMICAL SUPPLIES	WP	$11,021.08
							Total	**$11,021.08**
420447	12/11/25	11611	SDS HOLDINGS	42394	20250345	UNIFORM SUPPLIES	FACIL	$72.36

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				42396	20250345	CREDIT APPLY PS-INV055248	FACIL	($4.10)
							Total	**$68.26**
420448	12/11/25	675	SHARON L. KLIBANOW	42492	20250543	HC PROFESSIONAL SERVICES	PLAN	$416.25
							Total	**$416.25**
420449	12/11/25	34941	SIGNATURE	42506	20251268	R - EXCURSIONS TRANSPORTATION	SNR	$911.50
							Total	**$911.50**
420450	12/11/25	14054	STANLEY CONSULTANTS	42511	20250861	WADE AVE BRIDGE	ENG	$27,879.86
							Total	**$27,879.86**
420451	12/11/25	26883	STAPLES	42341	20253324	SUPPLIES	FACIL	$459.72
				42342	20253324	SUPPLIES	FACIL	$523.99
				42480	20250122	OFFICE SUPPLIES	FIN	$62.95
				42481	20250122	OFFICE SUPPLIES	FIN	$44.07
							Total	**$1,090.73**
420452	12/11/25	5209	STRAND ASSOCIATES	42529	20252025	ENGINEERING SERVICES	WP	$3,919.54
				42531	20252026	ENGINEERING SERVICES	WP	$6,307.05
							Total	**$10,226.59**
420453	12/11/25	28029	TRAFFIC CONTROL	42351	20253227	SUPPLIES	STR	$785.00
							Total	**$785.00**
420454	12/11/25	39500	TRANE	42343	20251034	HVAC SERVICES	FACIL	$29,543.00
				42344	20250899	HVAC REPAIRS	FACIL	$2,341.00
				42367	20253339	HVAC REPAIRS	FACIL	$534.00
				42368	20253349	HVAC REPAIRS	FACIL	$1,576.93
				42369	20253349	HVAC REPAIRS	FACIL	$1,830.00
				42370	20253349	HVAC REPAIRS	FACIL	$3,502.72
							Total	**$39,327.65**
420455	12/11/25	38318	TRANSYSTEMS	42512	20250860	GREEN BAY RD IMPROVEMENTS	ENG	$1,733.38
							Total	**$1,733.38**
420456	12/11/25	22779	TYLER TECHNOLOGIES	42549	20253372	CONFERENCE TYLER CONNECT	CLRK	$1,199.00
							Total	**$1,199.00**
420457	12/11/25	1599	US POSTMASTER	42401		PERMIT FEES 97	FIN	$370.00
							Total	**$370.00**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
420458	12/11/25	31841	USIC LOCATING	42346	20250877	UTILITY LOCATES	WTRDS	$2,167.70
				42347	20250795	UTILITY LOCATES	WTRDS	$10,152.95
							Total	**$12,320.65**
420459	12/11/25	39435	VISTRA INTERMEDIATE	2197027		SRVS @ 0 ST JOHNS AVE	FIN	$65.15
				2197123		SRVS @ 3430 WESTERN AVE	FIN	$32.54
				2197227		SRVS @ 50 LOGAN LOOP	FIN	$119.96
				2197727		SRVS @ 0 SHERIDAN RD OLD ELM	FIN	$65.76
				2197822		SRVS @ 2W CENTRAL	FIN	$1,176.63
				2197924		SRVS @ FIRST ST ELM ST	FIN	$55.56
				2198026		SRVS @ 600 CENTRAL	FIN	$1,587.80
				2198123		SRVS @ 1849 GREENBAY	FIN	$381.70
				2198321		SRVS @ 700 ST. JOHNS	FIN	$58.21
				2198423		SRVS @ 700 ST. JOHNS B	FIN	$42.82
				2198525		SRVS @ 1793 FIRST ST	FIN	$190.39
				2198624		SRVS @ SE LAUREL AVE	FIN	$51.68
				2198726		SRVS @ 1377 DEER CREEK PKWY	FIN	$31.53
				2198826		SRVS @ 0 GREENBAY	FIN	$384.52
				2198928		SRVS @ 1769 EASTWOOD	FIN	$0.28
				2199029		SRVS @ OLD DEERFIELD	FIN	$70.48
				2199223		SRVS @ 605 LAUREL AVE	FIN	$30.61
				2199319		SRVS @ 0 SE LAUREL FIRST	FIN	$45.28
				2199423		SRVS @ ROGER WILIIAMS	FIN	$435.86
				2206722		SRVS @ 418 SHERIDAN	FIN	$0.88
				42385	20252249	ELECTRICITY	WP	$3,133.68
							Total	**$7,961.32**
420460	12/11/25	17122	WAREHOUSE DIRECT	42391	20250018	SUPPLIES	WP	$297.84
							Total	**$297.84**
420461	12/11/25	39590	WINDY CITY CLEANING	42469	20253366	SUPPLIES	FLEET	$489.96
							Total	**$489.96**
420462	12/11/25	18921	WJN ENTERPRISES	42483	20253381	CUTTING EDGES	FLEET	$4,754.50
							Total	**$4,754.50**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
420463	12/11/25	34483	ZORO TOOLS	42439	20253331	EMS SUPPLIES	FD	$157.62
							Total	**$157.62**
							Total	**$379,857.12**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
636	12/11/25	2670	ARTHUR J. GALLAGHER RISK MGMT	42429	20250560	PUBLIC OFFICIAL BOND	FIN	$250.00
							Total	**$250.00**
637	12/11/25	30071	WEST GOVERNMENT SERVICES	42414	20250039	EQUIPMENT	PD	$581.70
							Total	**$581.70**
							Total	**$831.70**

Bank code : aphpbt

Warrant	Date	Vendor		Invoice	PO #	Description/Account	Amount
296583	12/18/2025	039052	ELLI R	Ref000290253		UB Refund 3286 Western Ave	27.60
						Total :	**27.60**

1 Vouchers for bank code : aphpbt **Bank total :** **27.60**

1 Vouchers in this report **Total vouchers :** **27.60**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
420464	12/18/25	6066	ABC PRINTING	42605	20253463	NAMETAG EMPLOYEE	CMO	$61.50
				42666	20253123	BUSINESS CARDS	PD	$329.00
							Total	**$390.50**
420465	12/18/25	38352	ADVANCED CLEANING	42591	20253449	JANITORIAL SERVICES	FACIL	$10,500.00
				42592	20250798	JANITORIAL SERVICES	FACIL	$673.64
				42593	20250802	JANITORIAL SERVICES	FACIL	$865.97
							Total	**$12,039.61**
420466	12/18/25	38724	ADVANCED LUBRICATION	42633	20253401	SUPPLIES	WP	$708.77
							Total	**$708.77**
420467	12/18/25	33449	ADVOCATE OCCUPATIONAL HEALTH	42550	20253088	R - MEDICAL SERVICES	TRNST	$132.00
				42670	20250088	MEDICAL SERVICES PW	PW	$330.00
							Total	**$462.00**
420468	12/18/25	38920	AEC FIRE-SAFETY	42710	20253207	SUPPLIES	FD	$471.10
							Total	**$471.10**
420469	12/18/25	38327	AEP ENERGY	1853226		SRVS @ 100 HIAWATHA TRL	FIN	$9.34
				1853328		SRVS @ 0 CENTRAL DEERFIELD	FIN	$108.61
							Total	**$117.95**
420470	12/18/25	14419	AIR ONE EQUIPMENT	42711	20253405	UNIFORM SUPPLIES	FD	$101.00
							Total	**$101.00**
420471	12/18/25	1269	ALEXANDER CHEMICAL	42634	20250284	SUPPLIES HYDOFLUOSILICIC ACID	WP	$13,358.44
							Total	**$13,358.44**
420472	12/18/25	39414	ALFA CHICAGO	42572	20252023	FIRE TOWER TUCKPOINTING	FACIL	$54,329.71
							Total	**$54,329.71**
420473	12/18/25	1762	ALLIANCE CONTRACTORS	42715	20252197	PARKING LOTS	ENG	$6,500.00
				42716	20252197	PARKING LOTS	ENG	$42,637.22
							Total	**$49,137.22**
420474	12/18/25	40308	AMER ILYAS	42691		REFUND - PLMB-2024-00795	BLDG	$2,000.00
							Total	**$2,000.00**
420475	12/18/25	24308	AMY HYNDMAN	42672	20253461	R - POSTAGE REIMBURSEMENT	HLTH	$0.87
							Total	**$0.87**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
420476	12/18/25	26996	ANDERSON LOCK	42595	20252944	LOCKSMITH	FACIL	$2,941.18
							Total	**$2,941.18**
420477	12/18/25	45	RENTOKIL NORTH	42594	20250752	PEST CONTROL	FACIL	$395.03
							Total	**$395.03**
420478	12/18/25	40289	ANN SATTER	42457		REFUND - VAR-2025-00049	BLDG	$280.10
							Total	**$280.10**
420479	12/18/25	40294	ANTHONY MISTRETTA	42602	20253533	R - CONFERENCE EXPENSE	PLAN	$56.50
							Total	**$56.50**
420480	12/18/25	29808	AXON ENTERPRISES	42665	20253413	SUPPLIES TASER HOLSTERS	PD	$294.75
							Total	**$294.75**
420481	12/18/25	34391	B & F CONSTRUCTION CODE	42687	20252704	R - INSPECTION SERVICES	BLDG	$190.00
							Total	**$190.00**
420482	12/18/25	37930	VALDES	42567	20253514	SUPPLIES FLUID	FLEET	$497.80
							Total	**$497.80**
420483	12/18/25	5885	BAXTER WOODMAN	42613	20252711	HAVENWOOD AVE	ENG	$10,107.90
				42688	20250515	R - PLAN REVIEW SERVICES	PLAN	$670.00
				42689	20250515	R - PLAN REVIEW SERVICES	PLAN	$1,605.00
				42690	20250515	R - PLAN REVIEW SERVICES	PLAN	$535.00
							Total	**$12,917.90**
420484	12/18/25	19823	BEST TECHNOLOGY	42618	20250801	CLEANING SERVICE	FACIL	$2,545.00
				42619	20252159	CLEANING SERVICE	FACIL	$1,690.00
							Total	**$4,235.00**
420485	12/18/25	28801	BOUND TREE MEDICAL	42717	20253376	EMS SUPPLIES EQUIPMENT	FD	$779.99
							Total	**$779.99**
420486	12/18/25	28801		42713	20253376	EMS SUPPLIES EQUIPMENT	FD	$4,760.48
							Total	**$4,760.48**
420487	12/18/25	29404	CCMSI	42740	20252251	PROPERTY CASUALTY DEDUCTIBLES	FIN	$10,000.00
							Total	**$10,000.00**
420488	12/18/25	40278	CHANDLER	42738	20253446	FD ENGINE REPAIR	FIN	$36,151.28
							Total	**$36,151.28**
420489	12/18/25	23349	CINTAS #22	42635	20252841	UNIFORM RENTAL	WP	$63.47

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$63.47**
420490	12/18/25	23349		42551	20252822	UNIFORM RENTAL	FLEET	$123.77
				42552	20250251	UNIFORM RENTAL	TRNST	$15.97
				42553	20250385	UNIFORM RENTAL	FACIL	$27.69
				42554	20250396	UNIFORM RENTAL	SEWER	$84.75
				42555	20252823	UNIFORM RENTAL	STR	$93.85
				42556	20252821	UNIFORM RENTAL	WTRDS	$78.72
				42718	20250114	UNIFORM RENTAL	FD	$11.89
							Total	**$436.64**
420491	12/18/25	2020	CIORBA	42697	20252633	41 WM LINING	ENG	$22,106.19
							Total	**$22,106.19**
420492	12/18/25	14137	CIVILTECH ENGINEERING	42598	20250518	R - PLAN TRAFFIC REVIEWS	PLAN	$435.75
				42614	20251467	FLOOD PLAIN	ENG	$1,598.00
				42698	20250810	ENG SERVICE	ENG	$10,126.33
				42699	20253312	SW UTILITY FEE	ENG	$7,192.98
							Total	**$19,353.06**
420493	12/18/25	26496	COMCAST CABLE	42674	20251048	INTERNET CITYWIDE SERVICE	CS	$43.10
							Total	**$43.10**
420494	12/18/25	26496		42663	20253408	EQUIPMENT SERVICES	PD	$37.84
				42673	20251048	INTERNET CITYWIDE SERVICE	CS	$349.68
				42675	20251048	INTERNET CITYWIDE SERVICE	CS	$283.98
				42676	20250946	INTERNET WATER PLANT	CS	$137.80
							Total	**$809.30**
420495	12/18/25	35430	COMMONWEALTH EDISON	1840231		SRVS @ 506 CHEROKEE RD WEST	FIN	$2,435.10
							Total	**$2,435.10**
420496	12/18/25	35430		1840019		SRVS @ 0 BEVERLY DEERFIELD	FIN	$53.58
							Total	**$53.58**
420497	12/18/25	17436	COMMUNITY DEVELOPMENT	42692	20253535	R - REFUND PETTY CASH	PLAN	$100.00
				42693	20253536	R - REFUND PETTY CASH	PLAN	$106.48
							Total	**$206.48**
420498	12/18/25	30800	CONSERV	42683	20253176	SUPPLIES SALT	STR	$7,215.25

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				42684	20253176	SUPPLIES SALT	STR	$7,215.25
							Total	**$14,430.50**
420499	12/18/25	28796	COPENHAVER	42700	20252257	LINDEN WM	ENG	$558,000.00
				42701	20252256	LINDEN WM	ENG	$378,977.31
				42702	20252259	LINDEN WM	ENG	$585,895.43
							Total	**$1,522,872.74**
420500	12/18/25	40268	CPR SAVERS FIRST AID SUPPLY	42719	20253332	EMS SUPPLIES	FD	$157.50
							Total	**$157.50**
420501	12/18/25	233	CRAFTWOOD LUMBER	42589	20250083	SUPPLIES	STR	$187.47
							Total	**$187.47**
420502	12/18/25	39447	CREDIT SERVICE INTERNATIONAL	42574	20253488	COLLECTIONS FEE DUE	FIN	$38.00
							Total	**$38.00**
420503	12/18/25	11789	DENNY'S RESTAURANTS	42559	20253460	SNOW CREW MEAL	STR	$208.46
				42664	20250301	BUSINESS EXPENSES	PD	$83.92
							Total	**$292.38**
420504	12/18/25	39326	DIMONOFF	42628	20253058	RAVINIA LIGHTING	STR	$3,464.00
							Total	**$3,464.00**
420505	12/18/25	16005	EL-COR INDUSTRIES	42564	20250061	PARTS	FLEET	$44.79
							Total	**$44.79**
420506	12/18/25	39029	ERIN K. JASON	42627	20253495	R - TRAVEL REIMBURSEMENT	CMO	$3,758.12
							Total	**$3,758.12**
420507	12/18/25	39445	EVERLAST BLACKTOP	42707	20253386	2ND ST LOT	ENG	$3,080.00
							Total	**$3,080.00**
420508	12/18/25	33395	FACTORY MOTOR PARTS	42565	20253459	SUPPLIES FLUIDS	FLEET	$165.82
							Total	**$165.82**
420509	12/18/25	35589	FERGUSON ENTERPRISES	42629	20252475	SUPPLIES	WTRDS	$6,844.65
				42630	20251451	SUPPLIES	WTRDS	$2,020.35
							Total	**$8,865.00**
420510	12/18/25	40271	FREDERICK WILSON	42536		REFUND - VAR-2025-00040	BLDG	$336.81
							Total	**$336.81**
420511	12/18/25	40298	FUNNY VALENTINE PRESS	42652	20253494	R - BRUNCH LEARN	SNR	$275.00

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$275.00**
420512	12/18/25	40296	GABRIEL BAHENA	42661	20253484	R - REIMBURSEMENT	PD	$171.57
							Total	**$171.57**
420513	12/18/25	11877	GALLS	42720	20253333	EMS SUPPLIES	FD	$160.16
				42721	20253334	SUPPLIES BOOTS	FD	$219.63
							Total	**$379.79**
420514	12/18/25	40019	GENUINE PARTS	42568	20253252	PARTS	FLEET	$53.17
				42569	20253252	PARTS	FLEET	$4.86
				42570	20253252	PARTS	FLEET	$180.92
				42571	20253252	PARTS	FLEET	$180.92
							Total	**$419.87**
420515	12/18/25	22533	GRAINGER	42636	20250042	SUPPLIES	WP	$132.55
				42637	20250042	SUPPLIES	WP	$644.15
				42638	20250042	SUPPLIES	WP	$75.65
							Total	**$852.35**
420516	12/18/25	35168	GZA ILLINOIS	42703	20251037	MISC SERVICE	ENG	$2,796.50
							Total	**$2,796.50**
420517	12/18/25	6794	H-O-H CHEMICALS	42682	20253283	SUPPLIES	WP	$95.57
							Total	**$95.57**
420518	12/18/25	1166	HAMPTON LENZINI RENWICK	42704	20251306	MISC SERVICE	ENG	$112.02
							Total	**$112.02**
420519	12/18/25	474	HIGHLAND PARK ELECTRIC	42620	20250794	LIGHTING MAINTENANCE	STR	$145.00
							Total	**$145.00**
420520	12/18/25	1326	HIGHLAND PARK FORD	42660	20252955	OUTSIDE REPAIRS	PD	$484.90
				42667	20253353	VEHICLE PARTS	PD	$488.32
							Total	**$973.22**
420521	12/18/25	3692	HIGHLAND PARK POLICE DEPT	42668	20253512	R - PETTY CASH	PD	$35.70
							Total	**$35.70**
420522	12/18/25	3809	HIGHLAND PARK PUBLIC LIBRARY	42735	20250487	2025 REPLACEMENT TAX	FIN	$8,435.91
							Total	**$8,435.91**
420523	12/18/25	39116	HYOUN HEE CHO	42606	20253458	EVENT HOT COCOA HOLIDAY LIGHTS	CMO	$300.00

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$300.00**
420524	12/18/25	18478	IDLEWOOD ELECTRIC	42639	20250024	SUPPLIES	WP	$157.38
							Total	**$157.38**
420525	12/18/25	7262	IL DEPT TRANSPORTATION STATE TREASURER	42584	20253549	IDOT TRAFFIC SIGNAL	STR	$4,254.54
				42585	20250524	IDOT TRAFFIC SIGNAL	STR	$2,145.45
				42586	20253549	IDOT TRAFFIC SIGNAL	STR	$2,109.09
							Total	**$8,509.08**
420526	12/18/25	21102	ILLINOIS DEPT PUBLIC HEALTH	42621		VITAL RECORDS SURCHARGE DISBURSEMENT	FIN	$1,976.00
							Total	**$1,976.00**
420527	12/18/25	34837	INTERDEV	42659	20250355	PROFESSIONAL SERVICES	PD	$5,898.90
							Total	**$5,898.90**
420528	12/18/25	9464	INTOXIMETERS	42741	20253160	SUPPLIES	PD	$498.00
							Total	**$498.00**
420529	12/18/25	1430	IRELAND HEATING	42622	20252406	HVAC REPAIRS	FACIL	$139.29
				42623	20251403	HVAC REPAIRS	FACIL	$10.71
							Total	**$150.00**
420530	12/18/25	40272	JAMES KURTYKA	42537		REFUND - VAR-2025-00041	BLDG	$341.96
							Total	**$341.96**
420531	12/18/25	39313	JEFF JUDITH GOLDEN	42533		REFUND - VAR-2025-00051	BLDG	$327.39
							Total	**$327.39**
420532	12/18/25	25402	JOHN G HARTY	42534		REFUND - VAR-2025-00043	BLDG	$307.30
							Total	**$307.30**
420533	12/18/25	40291	JOSHUA MINTZER	42459		REFUND - VAR-2025-00046	BLDG	$443.96
							Total	**$443.96**
420534	12/18/25	31064	JUDITH STERN FRIEDMAN	42656	20251896	R - ACTIVITIES - FLORAL DESIGN WORKSHOP	SNR	$351.90
							Total	**$351.90**
420535	12/18/25	33275	JX ENTERPRISES	42722	20253422	REPAIRS	FD	$339.95
							Total	**$339.95**
420536	12/18/25	37139	KAPLAN PAVING	39467		REFUND - EXTR-2025-01928	BLDG	$250.00

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				39468		REFUND - EXTR-2025-02018	BLDG	$250.00
				40605		REFUND - EXTR-2025-02231	FIN	$500.00
				40878		REFUND - EXTR-2025-01941	BLDG	$250.00
				41163		REFUND - EXTR-2025-02183	BLDG	$250.00
				41724		REFUND - EXTR-2025-02443	BLDG	$500.00
				42032		REFUND - EXTR-2025-02473	BLDG	$250.00
							Total	**$2,250.00**
420537	12/18/25	12845	LAI	42649	20253393	PARTS	WP	$695.00
							Total	**$695.00**
420538	12/18/25	1309	LAKE COUNTY CLERK RECORDING	42599	20250505	RECORDING FEES	PLAN	$362.00
							Total	**$362.00**
420539	12/18/25	617	LAKESIDE GLASS MIRROR	42653	20253375	FURNISHINGS EQUIPMENT	SNR	$3,000.00
							Total	**$3,000.00**
420540	12/18/25	905	LALUZERNE SMITH	42604	20250289	LEGAL SERVICES	LEGL	$5,451.00
							Total	**$5,451.00**
420541	12/18/25	40306	LEADS CONSTRUCTION	42617		REFUND - GCON-008492-2025	BLDG	$100.00
							Total	**$100.00**
420542	12/18/25	38719	LEE OVERHOLSER	42671	20253462	R - POSTAGE REIMBURSEMENT	HLTH	$0.87
							Total	**$0.87**
420543	12/18/25	26539	LOGSDON OFFICE	42733	20250502	OFFICE SUPPLIES	PLAN	$85.30
							Total	**$85.30**
420544	12/18/25	40295	MADELEINE MARKLE	42601	20253527	R - CONFERENCE EXPENSE	PLAN	$59.52
							Total	**$59.52**
420545	12/18/25	40279	MAG CONSTRUCTION	42440		REFUND - EXTR-2025-02434	BLDG	$250.00
							Total	**$250.00**
420546	12/18/25	3027	MCMASTER-CARR	42662	20253090	SUPPLIES TAMPER PROOF KEY RINGS	PD	$23.25
							Total	**$23.25**
420547	12/18/25	3027		42641	20250126	SUPPLIES	WP	$98.76
				42642	20250126	SUPPLIES	WP	$99.10
				42723	20253387	SUPPLIES	FD	$193.25
				42724	20253467	SUPPLIES	FD	$141.18

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				42742	20253090	SUPPLIES TAMPER PROOF KEY RINGS	PD	$266.19
				42743	20253444	SUPPLIES TAMPER PROOF KEY RINGS	PD	$391.11
							Total	**$1,189.59**
420548	12/18/25	697	MENONI MOCOGNI	42587	20252881	MATERIAL HAULING	WTRDS	$8,934.42
							Total	**$8,934.42**
420549	12/18/25	38160	MICHAEL MINISCALCO	42669	20253453	R - TUITION REIMBURSEMENT	HLTH	$1,000.00
							Total	**$1,000.00**
420550	12/18/25	37438	MILLENNIA PROFESSIONAL	42705	20251595	BEECH LN SURVEY	ENG	$86.29
							Total	**$86.29**
420551	12/18/25	749	MUTUAL ACE HARDWARE	42563	20250218	PARTS	FLEET	$25.16
				42590	20250085	SUPPLIES	WTRDS	$427.79
				42624	20252769	SUPPLIES	FACIL	$34.17
				42625	20250362	SUPPLIES	FACIL	$6.98
				42626	20250362	SUPPLIES	FACIL	$8.98
				42643	20250080	SUPPLIES	WP	$13.49
				42650	20250084	SUPPLIES	STR	$4.19
				42651	20250084	SUPPLIES	STR	$5.38
				42685	20250389	SUPPLIES	SEWER	$21.59
				42686	20250389	SUPPLIES	SEWER	$1,578.14
							Total	**$2,125.87**
420552	12/18/25	31665	NORTH SHORE COLLISION	42736	20253487	PD SQUAD REPAIR	FIN	$6,042.00
							Total	**$6,042.00**
420553	12/18/25	1396	NORTH SHORE WATER RECLAMATION DISTRICT	42706	20253436	BEECH LN EXT	ENG	$250.00
							Total	**$250.00**
420554	12/18/25	7789	ONCE UPON A BAGEL	42654	20252323	R - ACTIVITIES BRUNCH LEARN	SNR	$159.90
				42655	20252323	R - ACTIVITIES BRUNCH LEARN	SNR	$129.90
							Total	**$289.80**
420555	12/18/25	39514	PATRICK HOFFMANN	42603	20253523	R - CONFERENCE EXPENSE	PLAN	$97.50
							Total	**$97.50**
420556	12/18/25	40282	PATRICK RICE	42449		REFUND - VAR-2024-00038	BLDG	$339.10

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							Total	**$339.10**
420557	12/18/25	32103	PFANG MULTIMEDIA	42608	20253552	GRAPHIC DESIGN SERVICES	CMO	$3,000.00
							Total	**$3,000.00**
420558	12/18/25	8296	PROTECTION IL ENVIRONMENTAL	42640	20253498	IEPA FEE	WP	$235.00
							Total	**$235.00**
420559	12/18/25	40293	RAMON	42561		REFUND - PLMB-2024-00876	BLDG	$500.00
							Total	**$500.00**
420560	12/18/25	34396	RIPPLE PUBLIC RELATIONS	42609	20253457	SSA - 17 REIMBURSMENT WINTER DECOR	CMO	$395.97
							Total	**$395.97**
420561	12/18/25	40270	RONALD NISSON	42535		REFUND - VAR-2025-00042	BLDG	$328.48
							Total	**$328.48**
420562	12/18/25	40112	RONZANI'S LAWN	42456		REFUND - VAR-2025-00045	BLDG	$398.00
							Total	**$398.00**
420563	12/18/25	25207	RUSH TRUCK CENTER	42562	20251069	PARTS	FLEET	$29.90
							Total	**$29.90**
420564	12/18/25	16787	SCOTT LEVENFELD	42696	20250287	ADMIN HEARINGS	LEGL	$1,150.00
							Total	**$1,150.00**
420565	12/18/25	11611	SDS HOLDINGS	42575	20250133	UNIFORM SUPPLIES	WTRDS	$278.90
				42577	20250133	APPLY INV055576	WTRDS	($116.95)
				42578	20250133	UNIFORM SUPPLIES	WTRDS	$138.05
				42579	20250133	UNIFORM SUPPLIES	WTRDS	$151.12
				42580	20250393	UNIFORM SUPPLIES	SEWER	$300.00
				42581	20250089	UNIFORM SUPPLIES	PW	$253.58
				42582	20250242	UNIFORM SUPPLIES	STR	$300.00
				42583	20250133	UNIFORM SUPPLIES	WTRDS	$138.05
							Total	**$1,442.75**
420566	12/18/25	18887	SE-INC	42610	20252250	EVENT STORAGE	CMO	$1,500.00
							Total	**$1,500.00**
420567	12/18/25	40123	SHERIDAN PLUMBING	42708	20252660	RT 41 WM	ENG	$387,517.00
							Total	**$387,517.00**
420568	12/18/25	1010	SUNSET FOODS	42644	20253406	SUPPLIES	WP	$49.41

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							Total	**$49.41**
420569	12/18/25	40307	SUSAN HOLTZMAN	42632		REFUND - PLMB-2025-01115	BLDG	$500.00
							Total	**$500.00**
420570	12/18/25	40274	SZY HOLDINGS	42725	20253380	EDUCATION TRAINING EMS SUPPLIES	FD	$214.95
				42726	20253499	EMS SUPPLIES	FD	$244.16
							Total	**$459.11**
420571	12/18/25	39889	THE HOLLAND DESIGN	42607	20253113	SIGN 1201 PAW	CMO	$2,673.39
							Total	**$2,673.39**
420572	12/18/25	40288	THOMAS JOHNSON	42455		REFUND - VAR-2025-00044	BLDG	$342.81
							Total	**$342.81**
420573	12/18/25	40283	TOBY DEUTSCH	42450		REFUND - VAR-2025-00039	BLDG	$342.81
							Total	**$342.81**
420574	12/18/25	39994	TOTAL PAVING	42442		REFUND - EXTR-2025-02457	BLDG	$250.00
							Total	**$250.00**
420575	12/18/25	28029	TRAFFIC CONTROL PROTECTION	42588	20252686	SUPPLIES	STR	$537.60
							Total	**$537.60**
420576	12/18/25	34842	TRIBUNE PUBLISHING	42734	20250137	TAX LEVY PUBLIC HEARING NOTICE	FIN	$126.00
							Total	**$126.00**
420577	12/18/25	40055	TRINE CONSTRUCTION	42709	20252254	BEECH LN	ENG	$10,240.00
							Total	**$10,240.00**
420578	12/18/25	22779	TYLER TECHNOLOGIES	42677	20251400	SOFTWARE IMPLEMENTATION	CS	$1,280.00
				42678	20251400	SOFTWARE IMPLEMENTATION	CS	$1,280.00
				42679	20251400	SOFTWARE IMPLEMENTATION	CS	$1,280.00
				42680	20251400	SOFTWARE IMPLEMENTATION	CS	$2,560.00
							Total	**$6,400.00**
420579	12/18/25	15751	UNION PACIFIC RAILROAD	42631	20250488	UP LOT LEASE	FIN	$231.76
							Total	**$231.76**
420580	12/18/25	19876	VERIZON WIRELESS	42681	20252674	911 CALL BOX ELEVATOR	CS	$1,160.28
							Total	**$1,160.28**
420581	12/18/25	34101	VIKING CHEMICAL	42645	20253297	SUPPLIES	WP	$2,020.41
							Total	**$2,020.41**

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420582	12/18/25	40292	VIRGINIA GORDON	42560		REFUND - EXTR-2025-02415	BLDG	$250.00
							Total	**$250.00**
420583	12/18/25	250	W S DARLEY	42727	20251580	EQUIPMENT	FD	$1,482.00
							Total	**$1,482.00**
420584	12/18/25	17122	WAREHOUSE DIRECT	42646	20250018	SUPPLIES	WP	$260.41
				42647	20253438	SUPPLIES	WP	$155.72
							Total	**$416.13**
420585	12/18/25	38869	WILLIAM BRENNAN	42729	20253541	R - REIMBURSEMENT EMPLOYEE APPRECIATION	FD	$150.01
							Total	**$150.01**
420586	12/18/25	15988	WINTER EQUIPMENT	42566	20253515	SNOW PLOW PARTS	FLEET	$1,022.60
							Total	**$1,022.60**
420587	12/18/25	27223	WITMER PUBLIC SAFETY	42730	20253364	EMS EQUIPMENT	FD	$1,217.99
							Total	**$1,217.99**
420588	12/18/25	34843	ZOLL MEDICAL	42731	20253350	EMS EQUIPMENT	FD	$1,690.84
				42732	20253350	EMS EQUIPMENT	FD	$5,553.04
							Total	**$7,243.88**
420589	12/18/25	34483	ZORO TOOLS	42648	20250127	SUPPLIES	WP	$76.18
							Total	**$76.18**
							Total	**$2,310,432.53**

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641	12/18/25	2670	ARTHUR GALLAGHER RISK MGMT	42576	20253489	PAW BUILDING INSURANCE ENDORSEMENT	FIN	$1,255.00
				42739	20253404	PAW BUILDING INSURANCE ENDORSEMENT	FIN	$325.21
							Total	**$1,580.21**
642	12/18/25	37940	ELROD FRIEDMAN	42695	20253177	LEGAL SERVICES	LEGL	$110,626.89
							Total	**$110,626.89**
643	12/18/25	36932	VISA FLEX COMMERCIAL CARD	42573	20253325	SUPPLIES	FACIL	$497.81
							Total	**$497.81**
							Total	**$112,704.91**

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420590	12/23/25	2669	AMALGAMATED BANK CHICAGO	42894	20250333	ADMIN FEE GO BOND 2012	FIN	$475.00
							Total	**$475.00**
420591	12/23/25	38925	AMERICAN TESTING INSPECTION	42803	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				42804	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				42805	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$75.00
				42806	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$150.00
							Total	**$415.00**
420592	12/23/25	4652	AMERICAN WATER WORKS IL	42760	20250107	TRAINING	WP	$268.00
							Total	**$268.00**
420593	12/23/25	27541	ANDREA AMEND	42848	20251006	R - CLASSES YOGA	SNR	$320.00
							Total	**$320.00**
420594	12/23/25	15184	AVALON PETROLEUM	42788	20250273	SUPPLIES FUEL	FLEET	$10,825.78
				42789	20253465	SUPPLIES FUEL	FLEET	$6,045.62
				42882	20250274	SUPPLIES DIESEL FUEL	FLEET	$16,868.80
							Total	**$33,740.20**
420595	12/23/25	24438	B&H FOTO & ELECTRONICS	42837	20252982	SUPPLIES SYNOLOGY 8-BAY DISKSTATION	PD	$1,830.78
				42838	20253293	SUPPLIES 20TB HARD DRIVES	PD	$3,780.90
				42839	20253482	SUPPLIES SYNOLOGY BACKUP	PD	$756.18
							Total	**$6,367.86**
420596	12/23/25	38677	BOWMAN CONSULTING	42817	20252108	LINDEN AVE	ENG	$120.40
				42819	20251614	FIRE TRAIN YARD	ENG	$1,481.00
							Total	**$1,601.40**
420597	12/23/25	38677		42816	20252942	E METRA LOT	ENG	$14,417.20
							Total	**$14,417.20**
420598	12/23/25	10064	CATERING BY MICHAELS	42846	20253394	GRAND REOPENIG CATERING	CMO	$3,513.88
							Total	**$3,513.88**
420599	12/23/25	40162	CF REAL ESTATE IL	42818	20253025	WATEPROOFING	FACIL	$20,000.00
							Total	**$20,000.00**
420600	12/23/25	36950	CHRISTINA EARLE	42867	20253565	R - REIMBURSEMENT PROGAM SUPPLIES	SNR	$116.25
							Total	**$116.25**
420601	12/23/25	23349	CINTAS #22	42781	20252841	UNIFORM RENTAL	WP	$63.47

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$63.47**
420602	12/23/25	23349		42767	20252822	UNIFORM RENTAL	FLEET	$123.77
				42768	20250251	UNIFORM RENTAL	TRNST	$15.97
				42769	20250385	UNIFORM RENTAL	FACIL	$9.42
				42770	20252819	UNIFORM RENTAL	FACIL	$18.27
				42771	20250396	UNIFORM RENTAL	SEWER	$68.21
				42772	20252823	UNIFORM RENTAL	STR	$16.54
				42773	20252823	UNIFORM RENTAL	STR	$96.56
				42774	20252821	UNIFORM RENTAL	WTRDS	$78.72
				42825	20250114	UNIFORM RENTAL	FD	$6.19
							Total	**$433.65**
420603	12/23/25	2020	CIORBA GROUP	42820	20251304	MISC SERVICE	ENG	$13,462.35
				42821	20250873	PED BRIDGE OVER 41	ENG	$12,935.94
				42822	20252911	ROGER WILLIAMS	ENG	$1,964.00
							Total	**$28,362.29**
420604	12/23/25	1155	CNA SURETY	42812	20253347	NOTARY BOND	PLAN	$30.00
							Total	**$30.00**
420605	12/23/25	233	CRAFTWOOD LUMBER	42754	20253539	SUPPLIES	STR	$619.91
							Total	**$619.91**
420606	12/23/25	40056	CRAIG JACOBSON	42855	20252226	R - CLASSES BRIDGE	SNR	$1,050.00
							Total	**$1,050.00**
420607	12/23/25	36267	CROWN TROPHY	42834	20253571	SUPPLIES RETIREMENT CRYSTALS	HLTH	$80.00
							Total	**$80.00**
420608	12/23/25	36121	D & A ENTERPRISES	42809	20250866	SNOW HAULING	STR	$2,975.00
							Total	**$2,975.00**
420609	12/23/25	25996	DEBORAH A STERN	42863	20253138	R - CLASSES INNERGIZE 101	SNR	$175.00
							Total	**$175.00**
420610	12/23/25	21803	DULTMEIER SALES	42787	20250063	PARTS	FLEET	$108.96
							Total	**$108.96**
420611	12/23/25	1120	EH WACHS	42747	20253513	PARTS	WTRDS	$1,300.00
							Total	**$1,300.00**

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420612	12/23/25	23105	EJ EQUIPMENT	42782	20253274	PARTS	FLEET	$2,971.71
							Total	**$2,971.71**
420613	12/23/25	16005	EL-COR INDUSTRIES	42808	20250061	PARTS	FLEET	$118.37
							Total	**$118.37**
420614	12/23/25	39445	EVERLAST BLACKTOP	42893	20253569	BRIERGATE LOT	ENG	$7,408.94
							Total	**$7,408.94**
420615	12/23/25	40071	FISHER ROSEMOUNT	42780	20252712	CLORINE MONITORS	WP	$14,077.00
							Total	**$14,077.00**
420616	12/23/25	40019	GENUINE PARTS	42783	20253252	PARTS	FLEET	$122.96
				42842	20252956	MECHANIC SUPPLIES	PD	$186.12
							Total	**$309.08**
420617	12/23/25	39490	GERI BLEIER SCHLANGER	42862	20251001	R - CLASSES BETTER BALANCE	SNR	$645.00
							Total	**$645.00**
420618	12/23/25	37212	GLOBAL EQUIPMENT	42841	20253481	ELECTRONICS CABINET	PD	$394.90
							Total	**$394.90**
420619	12/23/25	474	HIGHLAND PARK ELECTRIC	42765	20250794	LIGHTING MAINTENANCE	STR	$866.07
				42778	20250794	LIGHTING MAINTENANCE	STR	$2,000.00
				42779	20250794	LIGHTING MAINTENANCE	STR	$2,195.00
							Total	**$5,061.07**
420620	12/23/25	1326	HIGHLAND PARK FORD	42843	20253442	VEHICLE PARTS	PD	$212.30
							Total	**$212.30**
420621	12/23/25	313	HIGHLAND PARK HIGH SCHOOL	42877	20253063	R - CONCERTS	SNR	$200.00
							Total	**$200.00**
420622	12/23/25	6643	HIGHLAND PARK STRINGS	42847	20253388	R - ACTIVITY CONCERT	SNR	$375.00
							Total	**$375.00**
420623	12/23/25	35907	IDA GREENFIELD	42854	20251003	R - CLASSES BETTER BALANCE	SNR	$270.00
							Total	**$270.00**
420624	12/23/25	40210	INTERNATIONAL ROAD	42835	20252963	TRUCK SCALE REPAIRS	PD	$217.50
							Total	**$217.50**
420625	12/23/25	40237	JACKIE ANDALMAN	42849	20253097	R - CLASSES BETTER BALANCE SUB	SNR	$90.00
							Total	**$90.00**

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420626	12/23/25	17853	JUDITH B SAMUELSON	42861	20251007	R - CLASSES BETTER BALANCE	SNR	$630.00
							Total	**$630.00**
420627	12/23/25	31064	JUDITH STERN FRIEDMAN	42852	20251005	R - CLASSES MOVE FOR LIFE	SNR	$765.00
							Total	**$765.00**
420628	12/23/25	39944	KATHERINE WAGNER	42865	20252215	R - CLASSES MELANGE MOVEMENT	SNR	$275.80
							Total	**$275.80**
420629	12/23/25	8014	KIDDLES SPORTS	42794	20253342	SUPPLIES	BLDG	$470.00
							Total	**$470.00**
420630	12/23/25	20685	LAURA FREY	42845	20253566	R - REIMBURSEMENT SUPPLIES	SNR	$28.91
							Total	**$28.91**
420631	12/23/25	13282	LESLIE FENSTER	42851	20251008	R - CLASSES SPANISH	SNR	$558.00
							Total	**$558.00**
420632	12/23/25	20570	LINDCO EQUIPMENT SALES	42784	20250203	PARTS	FLEET	$696.07
				42785	20251816	PARTS	FLEET	$4,628.62
				42786	20252165	SNOW PLOW PARTS	FLEET	$5,088.59
							Total	**$10,413.28**
420633	12/23/25	39858	LINDE GAS & EQUIPMENT	42826	20252178	SUPPLIES OXYGEN	FD	$113.18
							Total	**$113.18**
420634	12/23/25	40034	LISA RUDE	42860	20252281	R - CLASSES NIA FIT	SNR	$420.00
							Total	**$420.00**
420635	12/23/25	26539	LOGSDON OFFICE SUPPLY	42813	20250502	OFFICE SUPPLIES	PLAN	$1,139.79
							Total	**$1,139.79**
420636	12/23/25	2161	LUND INDUSTRIES	42844	20252616	PARTS	PD	$514.50
							Total	**$514.50**
420637	12/23/25	40277	MASTER MEDICAL EQUIPMENT	42827	20253433	EMS EQUIPMENT	FD	$1,729.30
							Total	**$1,729.30**
420638	12/23/25	3027	MCMASTER-CARR	42792	20250126	SUPPLIES	WP	$270.14
							Total	**$270.14**
420639	12/23/25	697	MENONI & MOCOGNI	42749	20250388	SUPPLIES	SEWER	$20.95
				42751	20250388	SUPPLIES	SEWER	$995.05
							Total	**$1,016.00**

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420640	12/23/25	22886	MIDWEST MOTOR	42828	20251935	SUPPLIES	FD	$86.76
				42836	20252398	WIRING FASTENER SUPPLIES	PD	$124.90
							Total	**$211.66**
420641	12/23/25	37438	MILLENNIA PROFESSIONAL	42823	20250841	ENG SERVICE	ENG	$24,258.60
							Total	**$24,258.60**
420642	12/23/25	749	MUTUAL ACE HARDWARE	42750	20250080	SUPPLIES	WP	$19.99
				42759	20250080	SUPPLIES	WP	$45.55
				42763	20250389	SUPPLIES	SEWER	$17.09
				42775	20250014	SUPPLIES	FORST	$80.99
				42777	20250014	SUPPLIES	FORST	$9.99
				42790	20253537	SUPPLIES	STR	$449.98
							Total	**$623.59**
420643	12/23/25	37300	MYRNA GASSEL	42878	20252213	R - ACTIVITY REFUND	SNR	$240.00
							Total	**$240.00**
420644	12/23/25	15041	NCC-PETERSON PRODUCTS	42868	20250078	SUPPLIES	WP	$425.83
							Total	**$425.83**
420645	12/23/25	39521	PAMELA KRAMER	42858	20250994	R - ACTIVITIES BOOK CLUB	SNR	$250.00
							Total	**$250.00**
420646	12/23/25	2	PETER BAKER	42887	20253585	ADDITIONAL STREETS	ENG	$54,959.52
				42888	20253586	ADDITIONAL STREETS	ENG	$36,528.48
							Total	**$91,488.00**
420647	12/23/25	2		42884	20252663	ADDITIONAL STREETS	ENG	$618,293.32
							Total	**$618,293.32**
420648	12/23/25	2		42889	20252393	MFT RESURFACE PROGRAM	ENG	$1,118,640.73
							Total	**$1,118,640.73**
420649	12/23/25	2		42892	20253587	MFT	ENG	$267,422.22
							Total	**$267,422.22**
420650	12/23/25	37256	RUSSO POWER EQUIPMENT	42752	20253538	SUPPLIES	STR	$1,340.00
							Total	**$1,340.00**
420651	12/23/25	32854	SCHROEDER ASPHALT	42891	20252447	RAVINIA TRAIN LOT	ENG	$96,296.13
							Total	**$96,296.13**

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420652	12/23/25	11611	SDS HOLDINGS	42748	20253280	UNIFORM SUPPLIES	ENG	$228.56
				42880	20250057	CLOTHING	FLEET	$13.40
							Total	**$241.96**
420653	12/23/25	40123	SHERIDAN PLUMBING	42811	20252660	RT 41 WM	ENG	$430,574.44
							Total	**$430,574.44**
420654	12/23/25	40021	SHOSHANA FRIEDMAN	42853	20252216	R - CLASSES SHAKESPEARE	SNR	$525.00
							Total	**$525.00**
420655	12/23/25	24595	SPECIAL PROJECT SALEM	42795	20252390	TEMP STAFFING CLERK	PLAN	$635.44
				42796	20252390	TEMP STAFFING CLERK	PLAN	$865.28
				42797	20252390	TEMP STAFFING CLERK	PLAN	$648.96
				42798	20252390	TEMP STAFFING CLERK	PLAN	$939.64
				42799	20252390	TEMP STAFFING CLERK	PLAN	$986.96
				42800	20252390	TEMP STAFFING CLERK	PLAN	$621.92
				42801	20252390	TEMP STAFFING CLERK	PLAN	$1,061.32
				42802	20252390	TEMP STAFFING CLERK	PLAN	$554.32
							Total	**$6,313.84**
420656	12/23/25	35908	STEPHEN KAUFMAN	42856	20250990	R - CLASSES CHESS	SNR	$569.60
							Total	**$569.60**
420657	12/23/25	5209	STRAND	42755	20252025	ENGINEERING SERVICES	WP	$9,619.98
				42756	20252026	ENGINEERING SERVICES	WP	$4,415.98
							Total	**$14,035.96**
420658	12/23/25	40297	SUPERIOR INDUSTRIAL	42762	20253493	SUPPLIES	WP	$287.53
							Total	**$287.53**
420659	12/23/25	35692	TERRI ARGENTAR	42850	20251004	R - CLASSES CANASTA	SNR	$1,097.60
							Total	**$1,097.60**
420660	12/23/25	1005	THE ART CENTER - HIGHLAND PARK	42864	20251046	R - CLASSES ART	SNR	$1,776.60
							Total	**$1,776.60**
420661	12/23/25	39916	THOMAS ENGINEERING	42824	20253006	MFT RESURFACE PROGRAM	ENG	$17,586.90
							Total	**$17,586.90**
420662	12/23/25	34842	TRIBUNE PUBLISHING	42807	20250499	PUBLIC HEARING NOTICES ZBA	PLAN	$580.29
							Total	**$580.29**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
420663	12/23/25	15397	HD SUPPLY	42757	20250081	SUPPLIES	WP	$191.90
				42793	20250081	SUPPLIES	WP	$46.00
							Total	**$237.90**
420664	12/23/25	39709	VERATHON	42830	20253351	EDUCATION TRAINING EMS SUPPLIES	FD	$2,146.00
				42831	20253351	EDUCATION TRAINING EMS SUPPLIES	FD	$566.00
							Total	**$2,712.00**
420665	12/23/25	39435	VISTRA INTERMEDIATE	42791	20252249	ELECTRICITY	WP	$43,327.01
							Total	**$43,327.01**
420666	12/23/25	250	W S DARLEY	42832	20253403	SUPPLIES	FD	$1,925.00
							Total	**$1,925.00**
420667	12/23/25	17122	WAREHOUSE DIRECT	42758	20250018	SUPPLIES	WP	$38.80
				42810	20253438	SUPPLIES	WP	$35.19
							Total	**$73.99**
							Total	**$2,898,853.93**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
644	12/23/25	29114	CAROL ANN KING	42857	20251047	R - CLASSES SIT & BE FIT TRIPLE FIT	SNR	$1,880.00
							Total	**$1,880.00**
645	12/23/25	37168	KEN NING	42859	20251002	R - CLASSES TAI CHI	SNR	$460.80
							Total	**$460.80**
646	12/23/25	15441	WILLIAMS ARCHITECTS	42833	20252914	ARCHITECTURAL ENGINEERING SERVICES	FD	$16,056.34
							Total	**$16,056.34**
							Total	**$18,397.14**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
420668	12/31/25	40315	ABBOTT HOUSE	43070		REFUND - BUSR-002036-2024	CMO	$40.00
							Total	**$40.00**
420669	12/31/25	6066	ABC PRINTING	43009	20253573	BUSINESS CARDS CMO EMPLOYEE	CMO	$61.50
				43010	20253574	BUSINESS CARDS CMO EMPLOYEE	CMO	$61.50
				43022	20253472	CONSTRUCTION NOTICE ENVELOPES	PW	$395.04
							Total	**$518.04**
420670	12/31/25	14419	AIR ONE EQUIPMENT	43042	20253476	HAZMAT SUPPLIES	FD	$425.00
							Total	**$425.00**
420671	12/31/25	32956	ALBERT LOPEZ	43043	20253596	R - EDUCATION TRAINING	FD	$59.00
							Total	**$59.00**
420672	12/31/25	23547	ALLAN ICS INTEGRATED	43028	20250906	SUPPORT SCADA SYSTEM	WP	$3,885.00
				43029	20252630	SUPPORT SCADA SYSTEM	WP	$416.25
							Total	**$4,301.25**
420673	12/31/25	39091	ALYSSA KNOBEL	43031	20250630	CRISIS COMMUNICATIONS	CMO	$400.00
							Total	**$400.00**
420674	12/31/25	12480	BERRY TIRE	43034	20250621	TIRES SUPPLIES REPAIRS	PD	$1,396.95
							Total	**$1,396.95**
420675	12/31/25	38041	BIO-ONE CHICAGO	43068	20253412	HAZMAT CLEAN UP	PD	$125.00
							Total	**$125.00**
420676	12/31/25	38677	BOWMAN CONSULTING	42899	20252111	LINDEN AVE	ENG	$43,630.60
							Total	**$43,630.60**
420677	12/31/25	23349	CINTAS #22	42910	20252819	UNIFORM RENTAL	FACIL	$27.69
				42911	20252821	UNIFORM RENTAL	WTRDS	$78.72
				42913	20250251	UNIFORM RENTAL	TRNST	$15.97
				42914	20252822	UNIFORM RENTAL	FLEET	$123.77
				42915	20252823	UNIFORM RENTAL	STR	$93.85
				43013	20250114	UNIFORM RENTAL	FD	$11.89
							Total	**$351.89**
420678	12/31/25	2020	CIORBA GROUP	43006	20252122	PARKING STUDY	ENG	$24,756.25
				43007	20252122	PARKING STUDY	ENG	$26,455.50
				43008	20252124	ALLEY LIGHTING	ENG	$16,019.25

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$67,231.00**
420679	12/31/25	14137	CIVILTECH ENGINEERING	42900	20253001	HPCC SIGNAL DESIGN	ENG	$32,505.27
							Total	**$32,505.27**
420680	12/31/25	22726	COMMERCIAL TIRE	43044	20253435	EQUIPMENT	FD	$1,341.79
							Total	**$1,341.79**
420681	12/31/25	16590	CONDY HOLDINGS	43061	20252846	PHOSPHATE CORROSION INHIBITOR	WP	$39,722.20
							Total	**$39,722.20**
420682	12/31/25	33260	CONSTELLATION	42925	20250094	HEATING GAS	WP	$3,008.79
							Total	**$3,008.79**
420683	12/31/25	1120	EH WACHS	43024	20250054	PARTS	FLEET	$1,300.00
							Total	**$1,300.00**
420684	12/31/25	39445	EVERLAST BLACKTOP	43011	20251501	HP PARKING LOT	ENG	$152,625.04
				43012	20253590	HP PARKING LOT	ENG	$49,089.28
							Total	**$201,714.32**
420685	12/31/25	405	FEDEX	43002	20253219	FREIGHT SHIPPING FEES	STR	$44.40
							Total	**$44.40**
420686	12/31/25	35589	FERGUSON ENTERPRISES	42909	20253159	WATER METER SUPPLIES	WTRDS	$20,068.75
							Total	**$20,068.75**
420687	12/31/25	39084	FIRST RESPONDERS WELLNESS	42907	20250290	PROFESSIONAL SERVICES	PD	$1,440.00
							Total	**$1,440.00**
420688	12/31/25	23546	GALE CERABONA	43003	20250498	ZBA MINUTE TAKER	PLAN	$257.50
				43004	20250495	HPC PROFESSIONAL MINUTE TAKER	PLAN	$257.50
							Total	**$515.00**
420689	12/31/25	40019	GENUINE PARTS	43017	20253252	PARTS	FLEET	$37.70
				43018	20253252	PARTS	FLEET	$10.90
				43019	20253252	PARTS	FLEET	$41.33
				43020	20253252	PARTS	FLEET	$41.33
				43021	20253252	PARTS	FLEET	$109.64
				43032	20252970	SUPPLIES	FD	$21.92
				43045	20253501	SUPPLIES	FD	$633.96
				43051	20253501	SUPPLIES	FD	$957.30

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$1,854.08**
420690	12/31/25	13333	GEWALT HAMILTON	42902	20253450	PUBLIC SERVICES BLDG FS 34 ENG SURVEY	FACIL	$26,110.00
							Total	**$26,110.00**
420691	12/31/25	37548	GFL ENVIRONMENTAL	43025	20250196	CLEANING SERVICES	FLEET	$156.19
							Total	**$156.19**
420692	12/31/25	36613	GOOD IMPRESSIONS	43067	20253232	CADET PROGRAM SHIRTS	PD	$517.00
							Total	**$517.00**
420693	12/31/25	1326	HIGHLAND PARK FORD	42905	20253442	FLEET VEHICLE PARTS	PD	$15.40
				43033	20253442	VEHICLE PARTS	PD	$272.30
				43035	20253455	OUTSIDE REPAIRS	PD	$1,560.40
				43052	20253500	SUPPLIES	FD	$95.04
				43053	20253500	SUPPLIES	FD	$530.73
				43054	20253500	SUPPLIES	FD	$877.80
							Total	**$3,351.67**
420694	12/31/25	18478	IDLEWOOD ELECTRIC	43063	20250024	SUPPLIES	WP	$41.98
							Total	**$41.98**
420695	12/31/25	31870	J.G. UNIFORMS	42908	20253092	UNIFORM ITEMS	PD	$210.00
							Total	**$210.00**
420696	12/31/25	8014	KIDDLES SPORTS	43069	20253070	EXTRA DUTY SUPPLIES	PD	$243.00
							Total	**$243.00**
420697	12/31/25	11901	LAKE COUNTY HOSE	43055	20253434	SUPPLIES	FD	$523.21
							Total	**$523.21**
420698	12/31/25	38916	ACER TREE	43015	20252713	TREE MAINTENANCE	FORST	$2,692.25
							Total	**$2,692.25**
420699	12/31/25	39858	LINDE GAS	43023	20250230	SUPPLIES GASES	FLEET	$239.95
							Total	**$239.95**
420700	12/31/25	3027	MCMASTER-CARR	42926	20250126	SUPPLIES	WP	$144.62
							Total	**$144.62**
420701	12/31/25	39525	MICHELE MOLINI	42903	20252219	R - TUITION REIMBURSEMENT	CMO	$565.53
							Total	**$565.53**
420702	12/31/25	710	MICROSYSTEMS	42895	20251410	RECORD MANAGEMENT	PLAN	$5,508.64

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				42896	20251410	RECORD MANAGEMENT	PLAN	$242.48
				42897	20251410	RECORD MANAGEMENT	PLAN	$143.28
				42898	20251410	RECORD MANAGEMENT	PLAN	$178.00
							Total	**$6,072.40**
420703	12/31/25	2078	MOTOROLA	43056	20253181	EQUIPMENT	FD	$41.76
							Total	**$41.76**
420704	12/31/25	38922	MUNICIPAL EMERGENCY	43047	20253365	EQUIPMENT	FD	$1,514.38
							Total	**$1,514.38**
420705	12/31/25	749	MUTUAL ACE HARDWARE	43038	20250085	SUPPLIES	WTRDS	$36.82
				43064	20250080	SUPPLIES	WP	$242.23
							Total	**$279.05**
420706	12/31/25	33910	ON TIME EMBROIDERY	43057	20253213	UNIFORM SUPPLIES	FD	$2,567.04
				43058	20253256	CLASS A UNIFORM SUPPLIES	FD	$293.95
				43059	20253263	DUTY UNIFORM	FD	$181.00
				43060	20253286	DUTY UNIFORM	FD	$128.00
							Total	**$3,169.99**
420707	12/31/25	8164	PIERO'S PIZZA	43014	20253327	SNOW CREW MEALS	STR	$68.76
							Total	**$68.76**
420708	12/31/25	15519	POSTAGE-BY-PHONE	42999		CITY POSTAGE REPLENISH 13104252	FIN	$4,000.00
							Total	**$4,000.00**
420709	12/31/25	39886	PRAIRIE GRASS	43039	20252454	R - ACTIVITIES NYE LUNCHEON	SNR	$2,362.26
							Total	**$2,362.26**
420710	12/31/25	36038	REVIZE	43040	20253594	CITY WEBSITE SUBSCRIPTION	CMO	$6,275.00
							Total	**$6,275.00**
420711	12/31/25	39560	SAFEWARE	43037	20253015	BALLISTIC VESTS	PD	$2,975.57
							Total	**$2,975.57**
420712	12/31/25	11611	SDS HOLDINGS	42917	20250057	SUPPLIES CLOTHING	FLEET	$33.09
				42918	20250259	R - MAINTENANCE CLOTHING	TRNST	$76.70
				42919	20250393	UNIFORM SUPPLIES	SEWER	$139.42
				42920	20250133	UNIFORM SUPPLIES	WTRDS	$88.18
				42921	20250242	UNIFORM SUPPLIES	STR	$116.95

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				42922	20250133	UNIFORM SUPPLIES	WTRDS	$61.09
				42923	20250133	UNIFORM SUPPLIES	WTRDS	$75.05
				42924	20250133	UNIFORM SUPPLIES	WTRDS	$300.00
				43026	20250133	UNIFORM SUPPLIES	WTRDS	$138.05
							Total	**$1,028.53**
420713	12/31/25	40077	SHADED CHICAGO	42906	20253443	SUPPLIES TINT VEHICLES	PD	$240.00
							Total	**$240.00**
420714	12/31/25	40123	SHERIDAN PLUMBING	42901	20252660	RT 41 WM	ENG	$239,133.68
							Total	**$239,133.68**
420715	12/31/25	1572	TERMINAL SUPPLY	43016	20250937	PARTS	FLEET	$342.57
							Total	**$342.57**
420716	12/31/25	38520	THE SHERWIN-WILLIAMS	43065	20251937	BUILDING SUPPLIES	WP	$83.29
							Total	**$83.29**
420717	12/31/25	19876	VERIZON WIRELESS	43000		CITYWIDE CELL PHONE	CS	$7,608.90
				43001		CITYWIDE CELL PHONE	CS	$7,281.21
							Total	**$14,890.11**
420718	12/31/25	39435	VISTRA INTERMEDIATE	43062	20252249	ELECTRICITY	WP	$1,513.79
							Total	**$1,513.79**
420719	12/31/25	34483	ZORO TOOLS	43066	20250127	SUPPLIES	WP	$231.29
							Total	**$231.29**
							Total	**$717,097.80**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
647	12/31/25	39182	AMAZON CAPITAL SERVICES	42597	20252657	SUPPLIES MONITORS	PLAN	$107.23
				42611	20253191	HOLIDAY LIGHTING	CMO	$150.58
				42612	20253116	HOLIDAY LIGHTING	CMO	$267.21
				42657	20250993	OFFICE SUPPLIES	SNR	$46.99
				42869	20250919	OFFICE SUPPLIES	FD	$20.07
				42870	20253142	SUPPLIES	FD	$35.48
				42872	20253122	SUPPLIES	CS	$728.96
				42873	20253201	HOLIDAY PARTY	HLTH	$214.86
				42875	20252931	SUPPLIES	FACIL	$272.73
				42876	20252999	OFFICE SUPPLIES	PW	$52.44
				42985	20253244	OFFICE SUPPLIES	FLEET	$285.29
				42986	20253163	DIGITAL KIOSK	PD	$1,099.00
				42987	20253125	ZEBRA PRINTER BATTERIES	PD	$280.00
				42988	20253069	SUPPLIES	PD	$49.98
				42989	20253155	SUPPLIES LIGHT TOWER	PD	$502.12
				42991		SUPPLIES	FIN	($1,597.99)
				42992	20253134	PROGRAM SUPPLIES	SNR	$75.38
				42993	20253053	EXTRA JOB WATER PALLET	PD	$569.00
				42994	20253197	ACUPRESSURE RINGS	PD	$86.48
				42995	20253152	MOBILE VIDEO SCREEN	PD	$2,198.05
				42997	20253069	SUPPLIES	PD	$48.77
				42998	20253069	SUPPLIES	PD	$67.92
							Total	**$5,560.55**
							Total	**$5,560.55**

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Jennifer Dotson, Executive Assistant to the Mayor and City Manager

Department: City Manager's Office

Title: Class of 2027 Student Commissioner Appointments

Recommendation:

Attachments:

1. 00 RFCA 2026 Student ABC Representatives Class of 2027

The following Juniors from Highland Park High School are recommended for appointment to serve as Student Representatives to City Advisory Groups, Boards, and Commissions effective immediately through May 2027. Students will participated in an orientation session on Saturday, January 10, 2026.

Business & Economic Development Advisory Group

- Aiden Feinberg
- Paige Wellen

Cultural Arts Advisory Group

- Alexi de la Cruz-Ramirez
- Gabrielle Sullivan

Historic Preservation Commission

- Cooper Baum
- Gabi Goldstein

Housing Commission

- Sydney Jones
- Rylee Sullivan

Human Relations Advisory Group

- Oluwadara (Dara) Babalola
- Zoey Werner

Library Board of Trustees

- Claudia Fincher

Plan & Design Commission

- Chloe Pielet

Sister Cities Foundation

- Sammie Gordon

Sustainability Advisory Group

- Nate Goldberg

Zoning Board of Appeals

- Zoe Heller

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Jennifer Dotson, Executive Assistant to the Mayor and City Manager

Department: City Manager's Office

Title: City Commission Appointments, Reappointments for Scheduled Vacancies and Appointments to Chair and Vice Chair with Terms beginning in 2026

Recommendation:

Attachments:

1. 001 2026 Appointments RFCA for January 12 2025 Corrections and Omissions to December Appointments

City Commission Appointments, Reappointments for Scheduled Vacancies and Appointments to Chair and Vice Chair with Terms beginning in 2026

Board of Fire and Police Commission

- Appointment to Chair – Evan Witkowski 1/1/26 – 12/31/27

Cultural Arts Advisory Group

- Reappointment – Amy Kersten Bruno 1/1/25 – 12/31/26
- Appointment – Amy Amdur 1/1/26 – 12/31/26

Human Relations Advisory Group

- Reappointment – Paul Canchester 1/1/26 – 12/31/27

Plan & Design Commission

- Reappointment – Steven J. Kerch 1/1/26 – 12/31/27

Sustainability Advisory Group

- Reappointment – Michael C. Klee 1/1/26 – 12/31/27

Zoning Board of Appeals

- Appointment – Sam Harmelech 1/1/26 – 12/31/29

Staff Report

Meeting Date: January 12, 2026

Staff Contact:

Department: City Manager's Office

Title: Recognizing Martin Luther King Day of Service - January 19, 2026

Recommendation:

Attachments:

1. Martin Luther King Day of Service 2026

City of Highland Park
Mayoral Proclamation

Recognizing

Martin Luther King Day of Service

WHEREAS, Dr. Martin Luther King, Jr. devoted his life to advancing equality, social justice, and opportunity for all; and Dr. King's teachings can continue to guide and inspire us; and

WHEREAS, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a national day of volunteer service and since 1994 millions of Americans have been inspired by the life and work of Dr. Martin Luther King, Jr. to serve their neighbors and communities on the King Holiday; and

WHEREAS, the City's Human Relations Advisory Group and the Park District of Highland Park will sponsor its 17th Annual Martin Luther King Day of Service on Monday, January 19, 2026 at Park Fitness, 1207 Park Avenue West from 10 AM until 12:30 PM; and

WHEREAS, The Day of Service event honors the memory of Dr. Martin Luther King, Jr. and is a community collaboration for a Day of Action and features purposeful service projects and entertainment to engage all ages; and

WHEREAS, Highland Park residents will join thousands of Illinois residents commemorating the significance of Martin Luther King Day by performing community service that benefits communities and neighborhoods, and provides a fitting memorial to the life of Dr. King.

NOW, THEREFORE, I, Nancy R. Rotering, Mayor of the City of Highland Park, do hereby proclaim Monday, January 19, 2026, as

MARTIN LUTHER KING DAY OF SERVICE

in the City of Highland Park and urge all community members to join in recognizing it as a Day of Service throughout Highland Park, and further encourage each resident to take part in service that will benefit communities and neighborhoods and provide a fitting memorial to the life of Dr. King.

DATED this 15th day of December, 2025.

Nancy R. Rotering, Mayor

Ghida S. Neukirch, City Manager/City Clerk

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Corey Cohn, Business Development Specialist

Department: City Manager's Office

Title: A Resolution Approving a Professional Services Agreement with JSJFlynn Public Relator LLC d/b/a Junipr Public Relations

Recommendation:
Staff recommends approval of a Professional Services Agreement with JSJFlynn Public Relator LLC d/b/a Junipr Public Relations, for public relations and marketing services for an amount not to exceed $45,000 for the Ravinia Business District SSA 17, with an option for two, one-year renewal terms through December 31, 2028.

Policy Consideration:

Background

On December 2, 2013, the City Council approved the establishment of Special Service Area (SSA) 17 to enhance the quality of the business and community environment and to increase the economic impact of the Ravinia Business District (RBD). The SSA is funded by a commercial property tax levy on specified properties within the district boundaries and has historically been renewed on a triennial basis to ensure continued support for the area's commercial vitality. Most recently, on November 24, 2025, the City Council approved the renewal of the SSA for its next three-year term, effective January 1, 2026, through December 31, 2028. The annual budget and levy for SSA 17 is established at $110,000, with these funds specifically designated to cover operational and promotional costs that are ineligible for Tax Increment Financing (TIF) funding. Specifically, the SSA levy will support the district through a variety of targeted initiatives, including comprehensive marketing and public relations, community events and programming, the maintenance of district banners and signage, and enhanced beautification efforts.

The SSA boundaries include the following:

- Commercial, mixed-use commercial/residential rental properties in the B2-RW and RM2 zoning districts;
- The City parking lots on the north and southwest side of St. Johns Avenue;
- Brown Park;
- The Union Pacific Ravinia Train Station;

- The City parking lot between the Ravinia train station and the east side of Burton Avenue;
- The east side of Burton Avenue bordering Brown Park;
- Jens Jensen Park; and
- Dean Avenue between Roger Williams and St. Johns Avenue.

On October 13, 2025, a Request for Proposals (RFP) was issued for a marketing and event management services to implement the objectives of the SSA. Following the Request for Proposals (RFP) process, the City received three submissions by the November 13, 2025, deadline. These included proposals from Lifespiration, Junipr Public Relations, and Ripple Public Relations, the district's incumbent contractor.

The selection process was conducted by the contractor review committee, including Chris Falcon, Chair of the Business and Economic Development Advisory Group, alongside City staff Assistant City Manager Erin Jason, Communications Manager Amanda Bennett, Marketing Coordinator Diane Larson, Business Development Manager Jamie Elder, and Business Development Specialist Corey Cohn.

On December 2, 2025, the contractor committee interviewed Junipr Public Relations and Ripple Public Relations. While both firms demonstrated impressive credentials, the committee reached a consensus that Junipr Public Relations is best positioned to provide marketing and event services for the Ravinia Business District. Junipr Public Relations is recommended due to their commitment to intentional marketing the district beyond event season. The firm brings with them a distinguished profile as a Chicago-based agency with niche expertise in destination marketing and hospitality. Their proposal demonstrates a sophisticated understanding of the "hyper-local" yet "regionally attractive" balance required for Special Service Area 17. Their extensive background ensures that Highland Park is partnering with a firm that not only understands the Chicagoland landscape but also possesses the infrastructure to manage complex multi-stakeholder environments, ranging from local merchant coordination to large-scale sponsorship procurement.

The recommendation was further solidified by several new and innovative elements within Junipr’s proposal designed to evolve the district’s current reach. Key highlights include:

- A robust social media and marketing framework that modernizes the district's online presence.
- Unique, proactive methods to solicit feedback and participation from local business owners, ensuring the SSA’s initiatives align with merchant needs.
- Creative strategies to drive foot traffic and "activate" the district on days when anchor events, such as Food Truck Thursdays, are not taking place, ensuring consistent economic vitality.

The committee was highly impressed by the individual achievements of the Junipr team, led by Samantha Flynn, who brings two decades of experience in high-stakes brand storytelling and

public relations. The team's credentials include securing placements in top-tier outlets such as *Forbes*, *Food & Wine*, and *The Chicago Tribune*, alongside a proven track record of managing major tourism accounts like Kalahari Resorts and the Belfry House in Lake Geneva. For the Ravinia Business District, this partnership means translating "small main street charm" into a powerful brand identity that can compete for foot traffic on a regional scale. By applying their experience in grand-scale activations and influencer engagement to Ravinia's existing event schedule, Junipr is uniquely positioned to amplify the district's visibility and drive measurable economic growth for its local business owners.

Pending approval by the City Council, Junipr Public Relations will begin work in Q1 2026 to develop and implement an integrated marketing plan aimed at raising awareness for the RBD as a diverse destination within thirty days of the agreement date. The initial phase will focus on kicking off a season of summer events and promotions—including Food Truck Thursdays, activations surrounding the Farmers' Market, and specialized autumn and winter events—which will establish the foundation for a comprehensive year-long marketing calendar. This strategic initiative will unite the business district's diverse business offerings through themed programming, cross-promotions, and seasonal events, while also supporting community beautification projects, charitable tie-ins, and individualized retailer outreach. Specifically, the plan includes various creative concepts such as a "Meet the Merchants" digital storytelling series, a Charity Thursday series, influencer engagement to promote the district, and wellness-related pop-ups in Jens Jensen Park. Junipr Public Relations will submit a formalized event and programming calendar for final approval by City Staff.

Scope of Services

More specifically, the Services shall include the following:

- Creating and implementing effective marketing, public relations, and social media campaigns to:
    - Promote the RD and increase its visibility as a regular destination to attract consumers;
    - Promote RD events, to increase attendance, and increase the number of consumers in the RD, and;
    - Attract quality restaurants and retailers that draw customers from the region.
- Developing and implementing events to attract residents and visitors to support the RD businesses, as well as attract new businesses to the RD.
- Managing events, which will include, without limitation, the provision and coordination of:
    - Up to four seasonal events, including décor and staging;
    - Marketing;
    - Event poster design and distribution;
    - Photography for social media posts;
- Arranging publicity/media coverage, including interviews and appearances at events (if deemed appropriate);
- Coordinating SSA activities with RD businesses to increase activity and local spending in the RD;

- Creating and coordinating marketing opportunities for all RD businesses;
- Creating coordinating cross-promotion incentives for existing shoppers to use at RD businesses;
- Creating connections to Ravinia Festival;
- Developing collateral materials (flyers, postcards, posters, advertisements, etc.) that integrate with the City and RD branding;
- Maintaining promotional materials at events;
- Tracking costs, and financial documentation;
- Preparing benchmark reports by collecting, analyzing, and summarizing event data;
- Arranging and communicating alternate event parking in the RD.

Outside the Scope of the Junipr Agreement for SSA 17 Services

On October 13, 2025, a Request for Proposals (RFP) was issued for music management services in SSA 17 in relation to FTT. Following the Request for Proposals (RFP) process, the City received two submissions by the November 13, 2025, deadline. Both responding contractors were interviewed for consideration; staff, along with input from Chair Falcon, recommended to the City Manager approval of a contract with Life Rhythms, the district's incumbent contractor. The SSA 17 budget allows for $18,000 towards these services; the contract was approved through the City Manager's spending authority. Life Rhythms has a strong history of success in music management of FTT and a positive, collaborative relationship with the City team.

Core Priorities:

Financial Stability

The financial impact for the Ravinia SSA 17 is $110,000 annually and is represented in the FY2026 budget in line item 1110108.62100 SSA's Activities & Programming. This amount will be levied for all the impacted properties in the Special Service Area. To achieve the objectives of the SSA, the City of Highland Park will engage Junipr Public Relations for $45,000 annually, which will cover the contractor’s fee and will include but is not limited to website development and management, district marketing, event production and operations, seasonal décor and enhanced beautification.

Economic Development

This agreement serves as a strategic investment in the long-term economic vitality of SSA 17 by driving measurable foot traffic and increasing the district's regional competitiveness. Junipr’s data-driven approach, which includes tracking costs and preparing benchmark reports, ensures that marketing efforts are directly aligned with the goal of increasing local spending and attracting high-quality restaurants and retailers. By developing creative cross-promotional incentives and building stronger marketing bridges to Ravinia Festival attendees, the plan actively converts passive visitors into active consumers for local businesses. Furthermore, the proactive merchant engagement framework ensures that SSA-funded initiatives are tailored to the specific needs of the business owners, ultimately fostering a robust commercial environment capable of sustained year-over-year growth.

Vibrancy

The approval of this agreement will significantly enhance the vibrancy of the Ravinia Business District by transforming it into a dynamic, year-round destination through high-quality programming and "hyper-local" activations. By implementing a comprehensive marketing calendar that includes wellness pop-ups in Jens Jensen Park, a "Meet the Merchants" digital series, and seasonal décor, the City will ensure the district feels active and welcoming even on non-event days. Junipr's focus on "activating" the district beyond the traditional summer peak—including specialized autumn and winter events—fosters a consistent sense of community and place. This strategy leverages the district's unique "small main street charm" while integrating modern storytelling and influencer engagement to create a lively, connected atmosphere that resonates with both residents and visitors.

Attachments:

1. Resolution - JSJFlynn Public Relator LLC
2. Exhibit A - Professional Services Agreement with JSJFlynn Public Relator LLC
3. Draft Proposed 2026 - 2028 Ravinia SSA 17 Budget
4. Exhibit A - Proposal from JSJFlynn Public Relator LLC d/b/a Junipr Public Relations

City of Highland Park

Resolution No. _____

A Resolution Approving an Agreement with
SJFlynn Public Relator LLC d/b/a Junipr Public Relations, of Chicago, Illinois
for Ravinia Business District Event and Marketing Services

WHEREAS, the City has identified the need to retain marketing and event management services for the Ravinia Business District (***"Services"***); and

WHEREAS, the City issued a request for proposals for the award of a contract for the Services; and

WHEREAS, the City has determined that the proposal submitted by SJFlynn Public Relator LLC d/b/a Junipr Public Relations, of Chicago, Illinois (***"Junipr"***), is the most appropriate for the performance of the Services; and

WHEREAS, the City and Junipr desire to enter an agreement for provision of the Services by Junipr (***"Agreement"***); and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City to enter into the Agreement with Junipr;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF AGREEMENT. The Agreement by and between the City and Junipr is hereby approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION THREE: EXECUTION OF AGREEMENT. The City Manager and the Deputy City Clerk are hereby authorized and directed to execute and attest the Agreement with Junipr upon receipt by the City Clerk of at least one original copy of the Agreement executed by Junipr; provided, however, that if an executed copy of the Agreement is not received by the City Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest the Agreement will, at the option of the City Council, be null and void.

SECTION FOUR: EFFECTIVE DATE: This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

_____
Nancy R. Rotering, Mayor

ATTEST:

_____
Ghida S. Neukirch, City Clerk

EXHIBIT A

AGREEMENT

CITY OF HIGHLAND PARK
PROFESSIONAL SERVICES AGREEMENT
FOR RAVINIA DISTRICT EVENT AND MARKETING SERVICES

THIS AGREEMENT (***"Agreement"***) is dated as of the ____ day of _____, 2026 (***"Effective Date"***) and is by and between the City of Highland Park, an Illinois home rule municipal corporation (***"City"***), and SJFlynn Public Relator LLC d/b/a Junipr Public Relations, an Illinois limited liability company (***"Consultant"***) (collectively, the ***"Parties"***).

IN CONSIDERATION OF the agreements set forth in this Agreement, the receipt and sufficiency of which are mutually acknowledged, and pursuant to the City's statutory and home rule powers, the Parties agree as follows:

SECTION 1. SCOPE AND PROVISION OF SERVICES.

A. Engagement of the Consultant. The City hereby engages the Consultant identified below to provide all necessary professional consulting services and to perform the work in connection with the project described as follows: event and marketing services to promote awareness of the City's Ravinia Business District as a destination for shopping, dining, entertainment, and recreation, as well as increasing visits to the Ravinia Business District for these purposes (collectively, the ***"Services"***).

B. Services. The Consultant has submitted to the City a description of the Services to be provided by the Consultant, a copy of which is attached as ***Exhibit A*** to this Agreement (***"Scope of Services"***). The Consultant must provide the Services pursuant to the terms and conditions of this Agreement and as described more fully in the Scope of Services.

C. Reserved.

D. Reporting. The Consultant will regularly report to the City regarding the progress of the Services during the term of this Agreement.

E. Relationship of the Parties. The Consultant will act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement will be construed to: (i) create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and the Consultant; or (ii) create any relationship between the City and any subcontractor of the Consultant.

F. Information Releases. The Consultant will not issue any news releases or other public statements regarding the Services without prior approval from the City.

G. Mutual Cooperation. The City will cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with any non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance of the Services to complete the Work and with any other the Consultants engaged by the City.

H. Compliance with Laws and Grants.

1. The Consultant will give all notices, pay all fees, and take all other actions that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required or necessary in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq*., and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The Consultant will also comply with all conditions of any federal, state, or local grant received by City or the Consultant with respect to this Agreement or the Services.

2. The Consultant will be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part of the Services.

3. Every provision of law required by law to be inserted into this Agreement will be deemed to be inserted herein.

SECTION 2. COMPENSATION AND METHOD OF PAYMENT.

A. Compensation. The total amount billed by the Consultant for the Services under this Agreement will not exceed $45,000.00 (***"Compensation"***), as outlined in the Scope of Services***,*** including reimbursable expenses as identified in the Scope of Services, without the prior express written authorization of the City.

B. Invoices and Payment. The Consultant will be paid as provided in the Scope of Services. The Consultant will submit invoices to the City in an approved format for those portions of the Services performed and completed by the Consultant. The City will pay to the Consultant the amount billed in accordance with the Illinois Prompt Payment Act, 50 ILCS 505/1 *et seq.*

C. Records. The Consultant will maintain records showing actual time devoted and costs incurred, and will permit the authorized representative of the City to inspect and audit all data and records of the Consultant for work done under this Agreement. The records required to be made available to the City under this Section 2.C will be made available at reasonable times during the term of this Agreement, and for five years after the termination of this Agreement.

D. Claim in Addition to Compensation. If the Consultant claims a right to additional compensation as a result of action taken by the City, the Consultant must provide written notice to the City of the claim within seven days after occurrence of the action, and no claim for additional compensation will be valid unless made in accordance with this Section 2.D. Any changes in the Compensation will be valid only upon written amendment pursuant to Section 10.A of this Agreement. Regardless of the decision of the City relative to a claim submitted by the Consultant, the Consultant will proceed with all of the Services required to complete the Services under this Agreement as determined by the City without interruption.

E. Taxes, Benefits, Royalties. The Compensation includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services, including, without limitation, all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. The Consultant waives and releases any claim or right to claim additional compensation by reason of the payment of any tax, contribution, premium, costs, royalties, or fees.

F. Completion and Acceptance of Services. The Services, and any phase of the Services, will be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be.

G. Additional Services. The City will not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether the Additional Services are requested or directed by the City, except upon the prior written consent of the City Manager after approval in accordance with applicable procedures.

H. No Additional Obligation. The City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant, or with any vendor solicited or recommended by the Consultant.

SECTION 3. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The employees, officials, and personnel of the Consultant described in the Scope of Services (***"Key Project Personnel"***), if any, will be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel may not be changed without the City's prior written approval. The Consultant will notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant will have no claim for damages and may not bill the City for additional time and materials charges as the result of any portion of the Services that must be duplicated or redone due to termination or for any delay or extension of the Term of this Agreement (as defined in Section 4.A of this Agreement) as a result of any termination, reassigning, or resignation.

B. Availability of Personnel. The Consultant will provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement or in the Scope of Services.

C. Approval and Use of Subcontractors. The Consultant will perform the Services with its own personnel and under the management, supervision, and control of its own organization, unless otherwise approved by the City in writing. All subcontractors and subcontracts used by the Consultant will be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract will not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract will be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" will be deemed also to refer to all subcontractors of the Consultant, and every subcontract will include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City, then, immediately upon notice from the City, the Consultant will remove and replace the personnel or subcontractor. The Consultant will have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Term of this Agreement as a result of any removal or replacement.

SECTION 4. TERM OF AGREEMENT.

A. Term. The initial term of this Agreement, unless terminated pursuant to the terms of this Agreement, will begin on the date that all Parties have executed this Agreement, and will expire on December 31, 2026 (***"Initial Term"***). The Agreement will automatically renew for two successive one-year periods (each a ***"Renewal Term"***), unless either the City or the Consultant delivers a written notice of non-renewal to the other party not more than 30 days prior to the expiration of the then-current term. The expiration of the Initial Term or a Renewal Term (the ***"Term"***) will not constitute a waiver of any rights or claims that the City has, before or after completion, with respect to any breach of this Agreement by the Consultant or any right of indemnification of the City by the Consultant.

B. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement, at any time and for any reason, upon seven days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant will be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed as determined as provided in the Scope of Services.

SECTION 5. CONFIDENTIAL INFORMATION; OWNERSHIP OF WORK PRODUCT AND DOCUMENTS.

A. Confidential Information. In the performance of this Agreement, the Consultant may have access to or receive certain information in the possession of the City that is not generally known to members of the public (***"Confidential Information"***). Confidential Information includes, without limitation, proprietary information, copyrighted material, personal or private data of every kin, financial information, health records and information, maps, and all other information of a personal nature. The Consultant must not use or disclose any Confidential Information without the prior written consent of the City. If the Consultant has any doubt about the confidentiality of any information, then the Consultant must seek a determination from the City regarding the confidentiality of the information. The Consultant and all of its personnel and subcontractors must make and apply all safeguards necessary to prevent the improper use or disclosure of any Confidential Information. At the expiration or termination of this Agreement, the Consultant must promptly cease using, and must return or destroy (and certify in writing destruction of), all Confidential Information, including all copies, whether physical or in any other form, in its possession. The Consultant may not transfer to, store in, or otherwise allow work product containing Confidential Information to be located in any location, whether physical or digital, not under the control of the Consultant. If the Consultant is required, by any government authority or court of competent jurisdiction, to disclose any Confidential information, the Consultant must immediately give notice to the City with the understanding that the City will have the opportunity to contest the process by any means available to it prior to submission of any documents to a court or other third party. The Consultant must cause all of its personnel and subcontractors to undertake and abide by the same obligations regarding Confidential Information as the Consultant.

B. Ownership. The Consultant agrees that all work product, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be performed under this Agreement will be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant will cause the work product to be promptly delivered to the City. Any outstanding payment obligations may not be used as a basis to withhold work product. The Consultant agrees that, to the extent permitted by law, any and all work product will exclusively be deemed "works for hire" within the meaning and purview of the United States Copyright Act, 17 U.S.C. § 101 et seq subject to the terms of this Agreement. To the extent any work product does not qualify as a "work for hire," the Consultant irrevocably grants, assigns, and transfers to the City all right, title, and interest in and to the work product in all media throughout the world in perpetuity and all intellectual property rights therein, free and clear of any liens, claims, or other encumbrances, to the fullest extent permitted by law. All intellectual property, Confidential Information, and work product will at all times be and remain the property of the City. The Consultant will execute all documents and perform all acts that the City may request in order to assist the City in perfecting or protecting its rights in and to the work product and all intellectual property rights relating to the work product. All of the foregoing items will be delivered to the City upon demand at any time and in any event, will be promptly delivered to the City upon expiration or termination of this Agreement within three days after a demand. In addition, the Consultant will return the City's data in the format requested by the City. If any of the above items are lost or damaged while in the Consultant's possession, those items will be restored or replaced at the Consultant's expense.

C. Freedom of Information Act and Local Records Act. The Consultant acknowledges that this Agreement, all documents submitted to the City related to this Agreement, and records in the possession of the Consultant related to this Agreement or the Services may be a matter of public record and may be subject to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq*., and any other comparable state or federal laws now existing or adopted later (collectively, the ***"Disclosure Laws"***). In the event that the City requests records from the Consultant, the Consultant shall promptly cooperate with the City to enable the City to meet all of its obligations under the applicable Disclosure Law. The Consultant acknowledges and agrees that the determination as to whether information in the records is exempt from disclosure or should be released to the public will be made by the City in its sole and absolute discretion.

D. Injunctive Relief. In the event of a breach or threatened breach of this Section 5, the City may suffer irreparable injury not compensable by money damages and would not have an adequate remedy at law. Accordingly, the Consultant agrees that the City will be entitled to seek immediate injunctive relief to prevent or curtail any breach, threatened or actual. The rights provided under this Section 5.D are in addition and without prejudice to any rights that the City may have in equity, by law or statute. The Consultant will fully cooperate with the City in identifying the scope of any improper use or dissemination of data protected by this Section 5 and will assist the City in any notification efforts required by law.

SECTION 6. WARRANTY.

The Consultant warrants that the Services will be performed in accordance with the highest standards of professional practice, care, skill, and diligence practiced by recognized consulting firms or licensed and accredited professionals in performing services of a similar nature. This warranty is in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are reserved unto the City. Any of the Services required by law or by this Agreement to be performed by licensed professionals will be performed by professionals licensed by the State of Illinois to practice in the applicable professional discipline.

SECTION 7. CONSULTANT REPRESENTATIONS.

A. Ability to Perform. represents that it is financially solvent, has the necessary financial resources, has sufficient experience and competence, and has the necessary capital, facilities, organization, and staff necessary to provide, perform, and complete the Services in accordance with this Agreement and in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

B. Authorization. The execution, delivery and performance by the Consultant of this Agreement has been duly authorized by all necessary corporate action, and does not and will not violate its organizational documents, as amended and supplemented, any of the applicable requirements of law, or constitute a breach of or default under, or require any consent under, any agreement, instrument, or document to which the Consultant is now a party or by which the Consultant is now or may become bound.

C. Company Background. The information disclosed by the Consultant regarding its corporate structure, financial condition, expertise, and experience is true and correct. The Consultant will promptly notify City in writing of any material change to or about the Consultant, including without limitation to change in ownership or control, and any change will be subject to City approval which will not be unreasonably withheld.

D. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no City employee, official, or agent has an interest in the business of the Consultant or this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant will at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

E. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 2012, 720 ILCS 5/33E-1 *et seq. The Consultant* represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it is found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant will be liable to the City for all loss or damage that the City may suffer, and this Agreement will, at the City's option, be null and void.

F. Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

G. No Default. The Consultant is not in arrears to the City under any debt or contract and is not in default as surety, contractor, or otherwise to any person, unless as disclosed the City in writing.

H. No Legal Actions Preventing Performance. As of the Effective Date, the Consultant has no knowledge of any action, suit, proceeding, claim or investigation pending or to its knowledge threatened against the Consultant in any court, or by or before any federal, state, municipal, or governmental department, commission, board, bureau, agency, or instrumentality, domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, would materially affect the Consultant's ability to perform its obligation under this Agreement.

I. Patriot Act Compliance. The Consultant represents and warrants to the City that neither the Consultant nor any of its principals, shareholders, or other employees or officials (collectively ***"Personnel"***) is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants that the Consultant and its Personnel are not directly or indirectly engaged in or facilitating transactions related to this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant must, and will, defend, indemnify, and hold harmless the City and its officials, officers, authorities, and all City elected or appointed officials, officers, employees, agents, representatives, and attorneys from and against every claim, damage, loss, risk, liability, and expense (including attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this Section 7.I.

SECTION 8. INDEMNIFICATION; INSURANCE; NO PERSONAL LIABILITY.

A. Indemnification. The Consultant agrees to, and does hereby, hold harmless and indemnify the City and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of those parties in connection with this Agreement or the Consultant's performance, or failure to perform, all or any part of the Services; provided, however, that this indemnity does not, and will not, apply to willful misconduct or gross negligence on the part of the City.

B. Insurance. Contemporaneous with the Consultant's execution of this Agreement, the Consultant will provide certificates of insurance, all with coverages and limits acceptable to the City, and the Consultant must provide certificates of insurance, endorsements, and insurance policies acceptable to the City and including at least the minimum insurance coverage and limits set forth in **Exhibit B** to this Agreement. For good cause shown by the Consultant, the City may extend the time for submission of the required certificates, endorsements, and policies and may impose deadlines or other terms to assure compliance with this Section 8.B. Each certificate and endorsement must be in a form acceptable to the City and from a company with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Each insurance policy must provide that no change, modification, or cancellation of any insurance will become effective until the expiration of 30 days after written notice of the change, modification in, or cancellation will have been given by the insurance company to the City (10 days' written notice in the event of cancelation due to the Consultant's non-payment of premium). The Consultant must maintain and keep in force, at all times during the term of this Agreement and at the Consultant's expense, the insurance coverage provided in this Section 8.B and **Exhibit B**, including without limitation at all times while correcting any failure to meet the warranty requirements of Section 6 of this Agreement.

C. No Personal Liability. No elected or appointed official, or employee of the City will be personally liable, in law or in contract, to the Consultant as the result of the execution and performance of this Agreement.

SECTION 9. DEFAULT.

A. Default. If the City determines that the Consultant has failed or refused to properly undertake the Services with diligence, or has delayed in the undertaking of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any the Event of Default within ten days after the Consultant's receipt of written notice of the Event of Default from the City, then the City will have the right, notwithstanding the availability of other remedies provided by law or equity, to pursue any one or more of the remedies provided for under Section 9.B of this Agreement.

B. Remedies. In case of any Event of Default, the City may pursue the following remedies:

1. Cure by the Consultant**.** The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement;

2. Termination of Agreement. The City may terminate this Agreement and, notwithstanding anything in Section 3.C. of this Agreement, the City will not have any liability for further payment of amounts due or to become due under this Agreement;

3. Withholding of Payment**.** The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

SECTION 10. GENERAL PROVISIONS.

A. Amendment. No amendment to this Agreement will be effective unless and until the amendment is in writing, properly approved in accordance with applicable procedures, and executed.

B. Assignment. Neither Party may assign their rights or obligations under this Agreement without the prior written consent of the other party.

C. City Actions, Consents, and Approvals. Any action, consent, or approval needed to be taken or given under this Agreement by the City may only be performed by the City Manager or their designee, to the extent provided for by law.

D. Binding Effect. The terms of this Agreement bind and inure to the benefit of the Parties and their agents, successors, and assigns.

E. Notice. Any notice required to be given under this Agreement must be in writing and must be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by E-mail. E-mail notices will be deemed valid and received by the addressee only upon explicit or implicit acknowledgment of receipt by the addressee. Unless otherwise expressly provided in this Agreement, notices will be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 10.E, each party will have the right to change the address or the addressee, or both, for all future notices to the other party, but no notice of a change of addressee or address will be effective until actually received.

Notices to the City will be addressed to, and delivered at, the following address:

City of Highland Park
1707 St. Johns Avenue
Highland Park, Illinois 60035
Attention: Corey Cohn, Business Development Specialist
E-mail: ccohn@cityhpil.com

With a copy to:

Elrod Friedman LLP
325 N. LaSalle Street, Suite 450
Chicago, Illinois 60654
Attention: Steven M. Elrod, Corporation Counsel
E-mail: steven.elrod@elrodfriedman.com

Notices to the Consultant will be addressed to, and delivered at, the following address:

Junipr Public Relations
200 E. Randolph St., Ste. 5100
Chicago, IL 60601
Attention: _____
Email: _____

F. Third Party Beneficiary. The provisions of this Agreement are and will be for the benefit of the Consultant and City only and are not for the benefit of any third party, and accordingly, no third party shall have the right to enforce the provisions of this Agreement. The City will not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the City, without the knowledge and approval of the City Trustees.

G. Severability. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the City will have the right, in its sole and absolute discretion, to determine if (i) the remainder of the provisions of this Agreement will remain in full force and effect and will in no way be affected, impaired, or invalidated, or (ii) the entire agreement shall be invalid, void, and unenforceable.

H. Time of the Essence. Time is of the essence in the performance of this Agreement.

I. Governing Laws. This Agreement will be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

J. Venue. Exclusive jurisdiction with regard to the any actions or proceedings arising from, relating to, or in connection with this Agreement will be in the Circuit Court of Lake County, Illinois or, where applicable, in the federal court for the Northern District of Illinois. The Parties waive their respective right to transfer or change the venue of any litigation filed in the Circuit Court of Lake County, Illinois.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the City and the Consultant with respect to the Scope of Services and the Services.

L. Non-Waiver. No waiver of any provision of this Agreement will be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor will any waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

M. Exhibits. Exhibits A and **B** attached to this Agreement are, incorporated in and made a part of this Agreement. In the event of a conflict between any Exhibit and the text of this Agreement, the text of this Agreement will control.

N. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement will be cumulative and will not be exclusive of any other rights, remedies, and benefits allowed by law.

O. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent must be in writing.

P. Interpretation. This Agreement will be construed without regard to the identity of the Party which drafted the various provisions of this Agreement. Every provision of this Agreement will be construed as though all Parties to this Agreement participated equally in the drafting of this Agreement. Any rule or construction that a document is to be construed against the drafting party will not be applicable to this Agreement.

Q. Survival. The provisions of Sections 1.H, 5, and 8 will survive the termination or expiration of the Agreement.

R. Calendar Days; Calculation of Time Periods. Unless otherwise specific in this Agreement, any reference to days in this Agreement will be construed to be calendar days. Unless otherwise specified, in computing any period of time described in this Agreement, the day of the act or event on which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless the last day is a Saturday, Sunday or legal holiday under the laws of the State in which the Property is located, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. The final day of any period will be deemed to end at 5:00 p.m., Central time.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, is deemed to be an original, but all of which together will constitute one and the same instrument.

ATTEST:

CITY OF HIGHLAND PARK

By: _____
City Clerk

By: _____
City Manager

ATTEST:

CONSULTANT

By: _____

By: _____

Title: _____

Its: _____

EXHIBIT A

PROPOSAL

[TO BE PREPARED BY THE CONSULTANT AND ACCEPTABLE TO CITY]

[WILL INCLUDE SCHEDULE]

EXHIBIT B

INSURANCE COVERAGES

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

$500,000 injury-per occurrence

$500,000 disease-per employee

$500,000 disease-policy limit

Insurance will evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees will be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

$2,000,000 Bodily Injury and Property Damage Combined Single Limit

Coverage is to be written on an "occurrence" basis.

Coverages will include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of this Agreement)

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering the Consultant against all sums that the Consultant may be obligated to pay on account of any liability arising out of this Agreement.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis so that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover the loss.

F. Owner as Additional Insured. City will be named as an Additional Insured on all policies except for:

Worker's Compensation

Professional Liability

Each additional Insured endorsement will identify City as follows: City of Highland Park including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, the Consultants, and representatives.

G. Other Parties as Additional Insureds. In addition to City, the following parties will be named as additional insured on the following policies:

Additional Insured	Policy or Policies
_____	_____
_____	_____
_____	_____

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY RIDER

The City has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the City. If requested to do so by the Consultant, the City agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. **Limited Access to GIS Data.** The GIS Data provided by the City will be limited to the scope of the Work that the Consultant is to provide for the City;

2. **Purpose of GIS Data. The Consultant** will limit its use of the GIS Data to its intended purpose of furtherance of the Work; and

3. **Agreement with Respect to GIS Data.**

a. **Trade Secrets of the City.** The GIS Data constitutes proprietary materials and trade secrets of the City and is the property of the City;

b. **Consent of City Required. The Consultant** may not provide or make available the GIS Data in any form to anyone without the prior written consent of the City.

c. **Supply to City.** At the request of the City, the Consultant will provide the City with all information that has been developed by the Consultant based on the GIS Data;

d. **No Guarantee of Accuracy.** The City makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use of the GIS Data; and

e. **Discontinuation of Use.** At the time as the Services have been completed to the satisfaction of the City, the Consultant will cease its use of the GIS Data for any purpose whatsoever; and, upon request, an authorized representative of the City will be afforded sufficient access to the Consultant's premises and data processing equipment to verify that all use of the GIS Data has been discontinued.

DRAFT PROPOSED RAVINIA DISTRICT SSA 17 2026 BUDGET

INCOME	**2026**
SSA 17 Annual Revenue *($110,000)*	**$110,000**
Unspent Funds FY 2025 (between $3,000-$5,000)	
OPERATIONAL EXPENSES	
City SSA Management Fee *($2,000 for 30 Hrs.)* ($6,000)	**($6,000)**
Insurance & Legal (Covered by City insurance and legal) *($0)*	
Licenses, Permits, Fees *($0) (Park District does not charge Park Permit fees for City events)*	
THIRD-PARTY CONTRACTOR EXPENSES	
Ripple Annual Marketing Retainer January – December *($45,000)* 1. Press Releases: Food Truck Thursdays (Save the Date, Music Line Up, Theme Nights), Halloween Candy Stroll, Cookie & Cocoa Crawl, District Doings (new businesses, infrastructure improvements, additional activities, and more TBD) 2. Social media support *a.* Securing links and PDFs to all coverage to share with RD and via social media outlets b. Providing info on each event to City Communications Manager, Marketing Coordinator, Business Development Staff c. Photography/graphic support for social media 3. Pitching and posting all events online, in print, and broadcast media outlets 4. Marketing events, onsite representation, and maintenance of promotional materials at events 5. Arrange interviews with appropriate RD spokesperson when applicable 6. Conceptualize theme night activities and & coordinate with Bensidoun and Life Rhythms on FTT promotions 7. Securing participating businesses for events, suggesting ways to participate, and encouraging cross-promotion 8. Securing and communicating alternate parking 9. Conceptualize, coordinate, and style Spring/Summer, Fall, and Winter décor 10. Conceptualize & coordinate Autumn themed event (Example: Halloween Candy Stroll) 11. Conceptualize & coordinate Holiday Cookie Stroll (Example: Cookie & Cocoa Crawl) 12. Coordinate a contest for signature events 13. Distribution of event posters 14. Secure outdoor sign boards for events 15. Put signs out for events 16. Track costs and financial documentation 17. Prepare event evaluation forms to summarize event data	($88,800)
Life Rhythms FTT 13 weeks June - August: Music, sound, set up, and management *($18,000)* *Life Rhythms may seek sponsorships to cover costs. The City's approval of the sponsors is required.*	
Highland Park Electric (City Electrical Contractor) Maintain Existing Seasonal Lights *($4,000)*	
PODS Storage for Event Décor and Signs *($2,300)*	
Landscape Contractor: Provide and install landscape materials Summer, Fall, and Winter *($12,500)*	
Security - Two armed officers patrolling for 4-5 hours during FTTs. ($7,000)	
DISTRICT & EVENT MARKETING EXPENSES	
Social Media Marketing Ad Spend Facebook & Instagram & Influencers – City staff to implement *($2,000)*	($13,500)
Production Banner, Signs, & Posters – SSA is responsible for purchasing banners and signs for FTT, Halloween Candy Stroll, and Holiday Cookie Crawl upon direction from Ripple *($4,000)*	
Décor — Light balls, Funkins, etc. *($5,000)* *If Life Rhythms wants a stage, tent, lights, electrical, and off-season equipment storage, it may seek sponsorships unless the SSA covers the costs. The City's approval of the sponsors is required.*	
Event Food – *($2,500 Sponsorships + Businesses Purchase Candy for Candy Stroll)* Halloween Candy Stroll Candy Holiday Cookie & Cocoa Crawl ($2,500)	
TOTAL EXPENSES	**($108,300)**
TOTAL EXPENSES OVER INCOME (RESERVES)	**(1,700)**

Optional Expenses with leftover funding:

1. *Adding Globe Lighting in the Park ($300-600)*
2. *Additional permanent interchangeable event signage ($3,000-5,000)*
3. *Redesigned Banners (22 in total) ($3,500-$4,000)*
4. *Paying for Candy during Candy Stroll ($2,000)*

DRAFT

November 12, 2025

Mr. Corey Cohn
Business Development Specialist
City of Highland Park
1707 St. Johns Avenue
Highland Park, IL 60035

Subject: Proposal Submission – Event & Marketing Management Services for SSA 17 (Ravinia District)

Dear Mr. Cohn,

On behalf of Junipr Public Relations, I am pleased to submit our proposal to provide comprehensive marketing, public relations, and event management services for the City of Highland Park's Special Service Area 17. We are inspired by the City's ongoing investment in the Ravinia District and share your vision of a vibrant, walkable neighborhood that continues to grow as a hub for local commerce, creativity, and community connection.

As a Chicago-based, WBE- and EcoVadis-certified agency, Junipr specializes in helping small businesses, hospitality brands, and destinations tell their stories in ways that drive measurable economic impact. Our team brings deep relationships across Chicagoland media, a proven ability to turn community events into powerful marketing platforms, and a hands-on understanding of what it takes to engage merchants, sponsors, and residents alike.

We see this partnership as an opportunity to build on what's already working – strengthening Highland Park's existing anchor events, introducing scalable new activations, and amplifying them through earned media, influencer engagement, and unified storytelling. With a fixed annual retainer, a senior-led team, and a track record of delivering outsized results for modest budgets, Junipr is ready to help the Ravinia District reach new audiences while sustaining its neighborhood roots.

Thank you for the opportunity to be considered. We look forward to the possibility of collaborating with you and the City of Highland Park to continue the Ravinia District's story of success.

Sincerely,
Samantha Flynn
Founder & Chief Strategy Officer | Junipr Public Relations
200 E Randolph St, Ste #5100, Chicago, IL 60601
samantha@juniprcommunications.com | (312) 235-3245
www.JuniprPublicRelations.com

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Appendix A: Supporting Materials (Attached)

Proposer Firm & Ownership

SJ Flynn Public Relator, LLC – DBA Junipr Public Relations – Certified Women-Owned Business (WBENC). Founded by Samantha Flynn in 2019; six years under the present name; Headquarters: Chicago, IL; additional office: Philadelphia, PA. Privately held limited liability company.

EXECUTIVE SUMMARY

The City of Highland Park and SSA 17 have built something remarkable in the Ravinia District: a true neighborhood destination where food, music, and community intersect. Through thoughtful investment, consistent event programming, and a commitment to small-business vitality, the City has created a foundation that works. The next three years are about amplification: telling the story of the district with the same creativity, warmth, and pride that define the businesses themselves.

Junipr Public Relations is uniquely positioned to lead that charge. As an award-winning, PR-led communications and event marketing agency headquartered in Chicago, we specialize in helping small businesses, hospitality brands, and destinations grow visibility and economic impact through story-driven campaigns. We combine deep North Shore and Chicagoland media relationships with hands-on experience activating local business ecosystems, turning community events into marketing engines and measurable results.

Our approach builds directly on the City's success. We will:

- **Strengthen anchor events** like Food Truck Thursdays, the Candy Stroll, and the Cookie & Cocoa Crawl with unified storytelling, elevated sponsor integration, and refreshed creative.
- **Layer in scalable, merchant-first activations** that extend energy across the calendar, such as Charity Thursdays, a Ravinia Block Party, or Small Business Saturdays.
- **Amplify every activation** through earned media, influencer engagement, and social storytelling, connecting Highland Park's local moments to regional audiences.
- **Deliver transparent, data-driven reporting** that demonstrates clear ROI in attendance, participation, and visibility.

Junipr's record of impact speaks for itself. Our launch of Minyoli, an independent Chicago restaurant with a $4,500 PR budget, generated 35M+ media impressions, 27 media placements on leading broadcast and lifestyle outlets in Chicago and beyond, industry-leading awards for excellence and – most importantly – lines around the block within weeks of opening. Our five-year partnership with Kalahari Resorts & Conventions produced over 690 earned placements and 555M+ impressions nationwide. These results illustrate our ability to turn authentic local stories into regional and national attention, achieving transformational outcomes without requiring large budgets.

As a certified Women Business Enterprise (WBE) and EcoVadis-certified firm, Junipr brings both professional rigor and a values-driven approach to every partnership. We are strategic thinkers who execute with precision, transparency, and care.

We see this engagement as an opportunity to celebrate Highland Park's merchants, attract new visitors, and sustain the Ravinia District's energy year-round. Together, we'll ensure that every event, every partnership, and every story reinforces the same message: the Ravinia District is the North Shore's most welcoming, walkable, and creative neighborhood destination.

COMPANY PROFILE & QUALIFICATIONS

Junipr Public Relations is an award-winning, PR-led strategic communications and event marketing agency headquartered in Chicago with an additional office in Philadelphia. Founded in 2019, Junipr partners with destinations, hospitality brands, and small businesses to craft stories that inspire connection and drive measurable economic impact.

A WBE-certified and EcoVadis-certified firm, Junipr is built on a simple philosophy: Smart Work for Nice People™. Our senior practitioners bring more than six decades of combined experience leading high-impact campaigns across hospitality, food & beverage, and destination sectors, bridging local storytelling with national visibility.

Experience & Expertise

Junipr's work centers on helping communities and businesses thrive through earned media, creative partnerships, and event-driven storytelling. Our expertise spans:

- **Local and Regional Marketing:** Deep experience working with small businesses, restaurants, and mixed-use destinations across the Midwest to increase visibility and visitation.
- **Hospitality & Tourism Communications:** Launching and elevating hotels, restaurants, and entertainment venues that anchor local economies.
- **Event Strategy & Activation:** Creating signature moments that convert community engagement into measurable attendance, sales, and sponsorship value.
- **Media Relations:** Securing consistent, high-quality coverage across print, digital, broadcast, and influencer channels.

Since June 2025 alone, Junipr has secured 30+ broadcast segments across Chicago's leading stations, mixing in-studio appearances and on-site coverage, and we maintain relationships with every major producer, editor, and influencer in the Chicagoland region. Our reach extends to neighboring markets including Lake Geneva, Rockford, and Milwaukee, as well as regional suburban and lifestyle outlets across the North Shore.

Junipr has extensive experience in the small business, hospitality, and local food and beverage space including:

- **Minyoli – Andersonville, Chicago** (2024–2025): Launched this independent Taiwanese restaurant to *Bon Appétit*'s "7 Most Anticipated Openings," securing 35M+ impressions across regional and national media. Recognized with PRSA Skyline and PCC Trumpet Awards for excellence in small-business marketing and community storytelling.
- **Kalahari Resorts & Conventions** (2014–2019): Led all PR and strategic communications for a multi-property, mixed-use destination combining hotels, restaurants, retail, waterparks, spas, and convention space. Junipr developed integrated media and partnership strategies that grew attendance, brand equity, and national awareness.

- **Belfry House – Lake Geneva** (2025–present): Developing PR and social strategy for a destination property that combines a hotel, fine dining, and live entertainment. Junipr's approach positions Belfry House as a "Midwestern luxury escape" through proactive regional media outreach, influencer collaborations, and partnerships with tourism boards such as Travel Wisconsin and Enjoy Illinois.

Together, these examples demonstrate Junipr's ability to promote multi-stakeholder destinations, where local businesses, hospitality operators, and community partners intersect to create unified regional visibility and economic vitality.

Relevance to Highland Park
For the City of Highland Park and SSA 17, Junipr brings:

- **Deep regional expertise**: Decades of Chicagoland and North Shore storytelling experience, ensuring immediate access to trusted media, influencer, and business networks.
- **Small-business fluency:** Proven success helping independently owned restaurants, boutiques, and venues collaborate under a shared marketing vision.
- **Destination marketing insight:** Experience elevating districts and properties that blend dining, retail, and entertainment into cohesive, year-round draws.
- **Creative, data-driven approach:** Strategies that connect community events with measurable outcomes, including foot traffic, merchant participation, and earned visibility.

While Junipr's roots are in small business, local nonprofit, and destination storytelling rather than direct municipal contracting, our work throughout the Chicagoland region reflects a shared public-sector mission of strengthening local commerce, increasing engagement, and celebrating community identity through authentic storytelling. We are registered vendors with the City of Chicago and have collaborated with partners ranging from the Mayor's Office and Potbelly Sandwich Shop on the Pullman neighborhood opening (supporting the One Summer Chicago initiative) to the Andersonville Chamber of Commerce on behalf of Minyoli. Our campaigns for nonprofits such as Polished Pebbles and The Healing have advanced stories of empowerment, education, and local connection, deepening our understanding of how neighborhood-based storytelling builds both visibility and trust. These experiences directly inform our approach in Highland Park, where the goal is to unite small businesses, residents, and visitors around a shared sense of place and pride.

Select Certifications & Credentials
- Women Business Enterprise (WBE) – Certified since 2023
- EcoVadis Sustainability Certification – Certified 2022
- PRSA Chicago Best of Skyline Award (2025) – Chicago's top PR honor, recognizing Junipr's work launching Minyoli
- Publicity Club of Chicago Golden Trumpet Award (2024, 2025)
- Stevie® Gold Award Winner, Achievement in Restaurants Marketing (2025) and Silver Award Winner

PROJECT CONTEXT

At its core, Highland Park's Ravinia District functions as both a neighborhood gathering place and a gateway experience for the city. Centered along Roger Williams Avenue and anchored by the Metra station, the district's restaurants, boutiques, and service businesses together create a uniquely walkable main street that invites residents and visitors to linger, dine, and discover. Through the Special Service Area 17 (SSA 17) program, the City of Highland Park has invested steadily in ensuring that this district remains vibrant and economically resilient. SSA 17 provides the structure and resources to fund marketing, beautification, and event programming designed to drive foot traffic, strengthen merchant engagement, and showcase the district's distinctive identity.

The City's event portfolio already reflects this purpose. Seasonal activations such as Food Truck Thursdays, the Halloween Candy Stroll, and the Cookie & Cocoa Crawl have succeeded in building habits of participation, inviting families to the district at predictable intervals, encouraging merchants to extend their hours, and reminding residents that Ravinia is open, active, and evolving. Each of these events performs a clear civic function: they create shared experiences that animate the streetscape, stimulate commerce, and express community pride. The planned City rebrand in 2027, which is expected to encompass the Ravinia District, underscores an ongoing municipal commitment to economic vitality, design cohesion, and consistent storytelling across every touchpoint.

Equally important is the district's merchant ecosystem. Ravinia's businesses are largely independent and owner-operated, representing a healthy blend of restaurants, cafés, specialty retailers, personal-service providers, and professional offices. That diversity is precisely what gives the corridor its charm, while also making coordinated marketing essential. When restaurants, retailers, and service providers communicate under a unified banner, the district becomes more than the sum of its parts; it becomes a destination.

Junipr understands that SSA 17's event and marketing strategy is not simply about drawing crowds but about sustaining the small-business economy that gives Highland Park its texture and appeal. Having worked with hospitality destinations and independent businesses throughout the Chicago region, we recognize how local commerce, storytelling, and community identity intersect.

This perspective positions us to build on Highland Park's existing blueprint rather than reinvent it. Our role is to amplify what already works – maintaining the strong cadence and community orientation of the current event series, while adding scalable activations and modern communications tools that extend reach and impact. We will help the City and SSA 17 translate event enthusiasm into measurable economic outcomes: increased merchant participation, expanded sponsorship opportunities, and stronger year-round visibility for the Ravinia District brand. By combining our regional media access, small-business fluency, and destination-marketing expertise, Junipr can help Highland Park tell a bigger story that celebrates local enterprise, attracts new visitors, and keeps the Ravinia District thriving well beyond the next three-year term.

APPROACH & WORK PLAN

Junipr's approach is grounded in a simple idea: successful districts don't need more events; they need the right stories around them. For the City of Highland Park and SSA 17, our focus is to strengthen what already works, maintaining the steady rhythm of proven seasonal programming while also introducing complementary activations that amplify merchant participation, deepen community connection, and extend the district's visibility across the region.

Our methodology blends strategic planning, creative activation, and measurable reporting. Every initiative we lead will be designed to:

1. Support SSA 17's mission of economic vitality and business engagement.
2. Showcase the diversity of Ravinia's independent businesses through collaborative storytelling.
3. Maximize earned, owned, and partner media channels for sustained awareness.

In practice, this means building a cohesive, year-round events program that integrates consistent messaging, streamlined logistics, and clear success metrics, and delivers a return not only in attendance, but in merchant sales, sponsorship revenue, and long-term reputation for the district.

YEAR-ROUND EVENT STRATEGY

The Ravinia District already benefits from a strong foundation of community programming. Our proposed event strategy preserves that momentum and layers in scalable activations that keep the calendar fresh, inclusive, and revenue-positive. We structure the plan across three tiers: Anchor Events, Merchant Extensions, and Lifestyle and Wellness Pop-Ups.

I. Anchor Events

Purpose: Strengthen and elevate Highland Park's established community traditions.
Anchor events (e.g., Food Truck Thursdays, the Candy Stroll, and the Cookie & Cocoa Crawl) are the district's signature touchpoints for engagement and economic impact. Junipr will focus on refining these events through stronger storytelling, elevated design, and streamlined coordination with existing vendors and partners.

- **Refine event positioning:** Develop unified themes and messaging that connect each event to the Ravinia District identity and City's forthcoming rebrand.
- **Enhance sponsor value:** Create tiered sponsorship packages with defined deliverables (e.g., logo placement, social amplification, on-site signage, and post-event recognition) to increase private-sector participation and offset production costs.
- **Integrate merchant offers:** Equip participating businesses with plug-and-play materials (window clings, QR codes, and digital toolkits) to encourage same-day and return visits.
- **Strengthen cross-channel promotion:** Coordinate pre-event media pitching and social content calendars to ensure a consistent narrative across City, SSA, and partner channels.

The goal is to evolve these proven community gatherings into marketing engines, reinforcing the district's reputation as Highland Park's most welcoming, walkable destination.

II. Merchant Extensions
Purpose: Activate the everyday energy of Ravinia's business community.
Between the anchor moments, we will introduce 1-2 smaller-scale, merchant-driven activations that sustain visibility and traffic throughout the year. These extensions are intentionally modular, easy for businesses to adopt, cost-efficient for the City to support, and ideal for partnership storytelling.

- **"Charity Thursdays" Series:** Designate one Food Truck Thursday per month as a community-giveback night, pairing local nonprofits with participating merchants and sponsors.
- **Ravinia Block Party**: A one-day summer event featuring merchant pop-ups, live music, and kids' activities—bridging the energy of Food Truck Thursdays into a weekend daytime format.
- **Small Business Saturday Campaign:** Build a coordinated holiday-shopping initiative that links downtown retail with the Ravinia District, using passport cards, raffles, and social challenges to drive store visits and capture spend.
- **inKind / Taste Agent Partnerships:** Leverage Junipr's existing relationships with inKind and Taste Agent to drive off-peak reservations and incentivize weekday traffic for district restaurants, leveraging limited influencer budgets for reimbursed comps and shared content.

These programs can serve as "heartbeat" activations, serving as smaller opportunities to keep merchants visible, audiences engaged, and the district conversation active across seasons.

III. Lifestyle and Wellness Pop-Ups
Purpose: Add fresh moments of discovery that express the character of Ravinia.
To round out the calendar and reach new audiences, we propose a rotating series of 1-2 low-cost, high-impact experiences that highlight Ravinia's lifestyle appeal.

- **Sun & Soul in the Park:** A yoga-in-the-park or wellness-morning series coinciding with the summer solstice or other key dates, led by local fitness studios and paired with café vendors.
- **Maker and Music Pop-Ups:** Family-friendly stations or art-in-action booths during existing events, giving local artisans and boutiques a chance to engage audiences directly.
- **Open Mic Nights:** Seasonal community performances that leverage the district's musical heritage and support emerging local talent.

These activations build spontaneity and shareable content into the district calendar, encouraging social buzz, strengthening merchant partnerships, and aligning with the City's 2027 rebrand focus on creativity and connection.

Summary of Core Events Activities and Deliverables

Workstream	Junipr Responsibilities	City / SSA / Partner Responsibilities
Event Planning & Coordination	• Develop annual SSA 17 event calendar (Anchor + Extensions + Pop-ups) • Coordinate with Bensidoun USA, music contractor, and City staff on logistics and scheduling • Prepare pre-event run-of-show, merchant activation plans, and sponsor deliverables • Provide on-site representation and day-of coordination for seasonal events as needed	• Food-truck and vendor contracting (Bensidoun USA) • Music management contractor and sound operations • City permit applications, street closures, and security coordination
Sponsorship Development	• Create sponsorship prospectus and tiered benefit packages • Secure, manage, and fulfill sponsor deliverables (signage, mentions, post-event reporting) • Provide sponsors with recap materials and visibility summaries	• City staff approval of sponsors prior to confirmation • Processing of sponsorship funds and vendor payments
Merchant Engagement	• Manage merchant communications and recruitment for events • Provide toolkits (window clings, QR codes, social templates, email copy) • Collect merchant feedback and participation metrics	• Introductions to new merchants and facilitation of contact lists by City staff
Creative & Marketing Collateral	• Develop creative direction and copy for event posters, flyers, and digital assets (aligned with brand standards) • Manage production within SSA's $5K creative + printing budget • Coordinate approvals and proofing with City staff	• Printing and fabrication funded by SSA ($4K production, $1K design) • City final approval of design and distribution channels
Media, PR & Communications *(detailed in section below)*	• Draft press releases, event alerts, and media talking points • Manage earned media outreach and social promotion for each event • Coordinate photography for social media and recaps	• City oversight of EnjoyHighlandPark.com and social channels • Approval of all materials prior to publication
On-Site Activation Support	• Provide on-site liaison role for major events to coordinate sponsors, merchants, and media • Capture content and event highlights for social + post-event reporting	• Physical setup/takedown handled by Bensidoun USA, music contractor, and City staff

		• Trash, barricades, permits, and utilities managed by City and vendors
Reporting & Evaluation	• Maintain post-event reports summarizing attendance, media coverage, sponsor ROI, and merchant feedback • Present quarterly summary dashboard to City Business Development Manager	• City staff to integrate Junipr metrics into SSA financial and council reports

MARKETING & COMMUNICATIONS PLAN

Junipr's marketing approach for the Ravinia District unites strategic storytelling with consistent visibility. Each activation, whether a major seasonal event or a pop-up moment, will be supported by a coordinated communications framework across earned, influencer, and social channels. All creative assets will align with existing Ravinia District brand standards and the City's forthcoming 2027 rebrand, ensuring continuity and compliance while leaving room for creative refreshes.

Goals for marketing and communications include:

- Generate sustained local and regional awareness for Ravinia's events and businesses.
- Position the district as Highland Park's most vibrant neighborhood for dining, culture, and community.
- Convert event enthusiasm into measurable merchant traffic and digital engagement.

I. Earned Media – Proactive & Reactive

Junipr will manage all aspects of media relations for SSA 17 programming, from proactive story development to reactive requests, serving as the district's daily press office in partnership with City staff.

- **Proactive Media Strategy:** We will maintain a continuous news-bureau function for Ravinia District events, ensuring every activation is paired with a tailored angle for lifestyle, local, and regional outlets. Each pitch will tie to a clear outcome (e..g, attendance, sponsorship visibility, or merchant engagement) and be supported by ready-to-publish assets (press releases, photos, and merchant quotes).

Theme	Example Pitch Headline	Purpose
Community Momentum	*"How Highland Park's Ravinia District Became the North Shore's Weekly Block Party"*	Showcase Food Truck Thursdays as a model of civic-led placemaking; highlight new sponsor tiers and merchant stories

Small-Business Revival	*"Inside the Neighborhood Where Independent Shops Are Driving Highland Park's "Must Visit" Comeback"*	Human-interest feature focusing on SSA 17 merchants and the City's economic-vitality investments
Seasonal Lifestyle	*"Where to Sip Cocoa and Shop Local This Holiday Season"*	Holiday-themed retail coverage tied to the Cocoa Crawl and Small Business Saturday
Wellness & Culture	*"Yoga, Live Music, and Locals: Ravinia's New Wellness Pop-Ups Bring Energy to the Park"*	Introduce Tier 3 activations; reinforce brand's community-minded positioning
Food & Entertainment	*"Your Thursday Night Plans Are Set: Food Truck Thursdays Return to Highland Park with a Twist"*	Event-series announcement featuring music line-up, local sponsors, and quotes from participating businesses

    - **Sample Proactive Media Targets**
        - Regional / North Shore: *Chicago Tribune, Daily Herald, North Shore Weekend, Chicago Parent, Patch Highland Park, Record North Shore*
        - Lifestyle & Hospitality: *CS Magazine, Modern Luxury Chicago Social, Time Out Chicago*, WGN Radio 720, WBEZ Reset, Fox 32 Good Day Chicago, NBC5 Chicago Today
        - Regional Tourism / Midwest Outlets: *Midwest Living, Chicago Magazine, Geneva Lakes Style, Milwaukee Journal Sentinel*

    - **Broadcast Integration:** Junipr's Chicagoland media relationships will enable both in-studio and on-site coverage; since June 2025, our team has secured more than 30 such segments across WGN, NBC5, Fox 32, CBS2, and ABC7, coverage we will aim to replicate for Ravinia District's seasonal moments.

- **Reactive Media Strategy:** We will field incoming journalist requests and opportunities tied to lifestyle, local business, or seasonal-trend coverage, ensuring the City's spokespersons and featured merchants are prepared with approved key messages and visuals.

- **Earned Media Deliverables & Distribution**
    - Key messaging documents to guide overarching narrative development
    - Event press releases, alerts, and recap summaries for all major events.
    - Media backgrounders summarizing upcoming SSA 17 programs.
    - Photo library and b-roll package for City use and quick distribution.
    - All materials will be pre-approved by City staff to maintain brand and legal consistency.

II. Influencer Engagement
Influencer activity will extend reach beyond traditional media while preserving community authenticity. Junipr will curate and manage relationships with regional lifestyle, foodie, and family creators whose audiences align with Highland Park's demographics.

- **Approach**
  - Maintain an evolving database of 50+ vetted Midwest creators segmented by category (food & drink, family, lifestyle, events).
  - Structure collaborations as earned + in-kind partnerships, with limited reimbursable budgets reserved for content creation or event attendance (as approved by City).
  - Provide participating businesses and food-truck vendors with easy social share kits and tagged content guidelines to extend exposure organically.

- **Example Influencer Themes**
  - "Thursdays in Ravinia" – recurring reels series highlighting each week's line-up and top bites.
  - "Shop Small Stories" – spotlight series on local merchants ahead of the Candy Stroll and Cocoa Crawl.
  - "Sun & Soul" – wellness and lifestyle creators covering pop-up yoga and wellness mornings.

- **Influencer Deliverables:**
  - Influencer briefs
  - Approval workflows
  - Post-campaign engagement tracking (reach, impressions, sentiment)

III. Social Media & Content Marketing
The City retains management of EnjoyHighlandPark.com and Ravinia District social accounts. Junipr will collaborate closely with City staff to ensure timely content delivery, creative cohesion, and data-driven optimization.

- **Content Strategy**
  - Develop monthly content calendars integrating event promotion, merchant features, and real-time storytelling.
  - Provide copy, hashtags, and creative direction for City-managed posts; cross-amplify through Junipr and participating merchant channels.
  - Introduce recurring series such as "Merchant Mondays" (business spotlights), "Throwback Thursdays" (district heritage), and "Weekend Ready" (Friday event reminders).
  - Produce short-form vertical content (reels, TikToks) showcasing live event energy and attendee testimonials.
  - Coordinate paid-ad spend recommendations within the SSA's allocated $1,000–$1,500 annual boosting budget to maximize efficiency.

- **Collateral & Branding**
    - All physical and digital assets (posters, flyers, banners, ads) will follow existing Ravinia District brand guidelines provided by the City, with design concepts routed for approval.
    - Junipr will manage production coordination within the SSA's $5,000 creative + printing allocation and explore sponsor-supported add-ons for premium placements.

IV. Integration & Alignment with City Communications
Throughout the engagement, Junipr will work directly with the City's Business Development Manager and Communications staff to:

- Ensure messaging alignment with broader City branding and the 2027 rebrand initiative.
- Coordinate approvals for social posts, press releases, and advertising placements.
- Share monthly content calendars, media updates, and metrics dashboards for inclusion in City reports and Council updates.

Deliverables Summary
- Quarterly media relations calendar + story pitch tracker
- Media materials (press releases, alerts, backgrounders)
- Influencer briefs + performance reports
- Monthly social content calendar + creative assets
- Quarterly KPI summary dashboard

Measurement & Reporting
Every element of Junipr's program will be anchored in measurable outcomes. From media impressions to merchant participation, our reporting framework is designed to translate creative activity into clear, data-driven results that demonstrate SSA 17's value to both the City and the business community.

Performance Framework
- **Attendance & Engagement:** Track event turnout estimates, dwell time, and digital RSVPs.
- **Merchant Participation:** Monitor number of businesses activated, offer redemptions, and qualitative feedback.
- **Sponsorship ROI:** Measure sponsor exposure across signage, media, and digital assets.
- **Media & Influencer Reach:** Quantify earned coverage, broadcast segments, impressions, and social engagement.
- **Digital Performance:** Assess social growth, reach, and engagement using platform analytics and ad metrics.

Junipr will provide monthly activity updates and quarterly KPI dashboards summarizing results, insights, and recommendations. An annual summary report will synthesize cumulative data

(e.g., attendance trends, earned-media value, merchant feedback, and sponsorship outcomes), ensuring transparency, accountability, and a clear return on the City's investment.

PROPOSED YEAR ONE TIMELINE (2026)

This sample timeline illustrates how Junipr will structure the first year of partnership with the City of Highland Park and SSA 17. Our plan follows a quarterly rhythm of Plan → Activate → Amplify → Evaluate, ensuring steady momentum and transparent reporting throughout the year. Years Two and Three will follow the same structure, refined annually based on performance data and City feedback.

Quarter	Focus Area	Key Junipr Activities & Deliverables	City / SSA Milestones
Q1 (January – March)	**Planning & Alignment**	• Kick-off meeting with City and SSA 17 leadership • Review prior-year event learnings and metrics • Develop 2026 Event & Marketing Calendar • Finalize sponsorship prospectus and merchant engagement toolkit • Establish baseline metrics dashboard and reporting templates • Deliver creative brief for seasonal marketing materials	• SSA 17 reauthorization confirmed • Vendor agreements (Bensidoun USA, music contractor) renewed • Budget allocations finalized
Q2 (April – June)	**Spring Launch & Summer Ramp-Up**	• Launch "Meet the Merchants" digital storytelling series • Initiate proactive media pitching and influencer outreach for Food Truck Thursdays • Secure first-round sponsors and announce partnerships • Distribute event collateral and digital assets to merchants • Deliver Q1 KPI Dashboard	• Spring décor installation • Food Truck Thursdays season opens (June)
Q3 (July – September)	**Peak Season Activation & Community Engagement**	• Ongoing media relations and broadcast coverage for FTT • Coordinate on-site sponsor and merchant activations • Introduce mid-summer extension event (e.g., Ravinia Block Party or Charity Thursday Series) • Manage event photography and content capture • Deliver Q2 KPI Dashboard	• Peak FTT attendance window • Begin planning autumn events • Sponsor renewals for fall/winter season

Q4 (October – December)	**Seasonal Celebrations & Evaluation**	• PR & social support for Candy Stroll and Cookie & Cocoa Crawl • Execute Small Business Saturday activation • Produce holiday-themed paid-media and influencer content • Conduct merchant feedback survey • Deliver Year-End Performance Report (synthesis of all KPIs, media coverage, sponsorship ROI) • Present 2027 Recommendations aligned with City rebrand	• Holiday décor installation • Council presentation of annual SSA 17 impact • Rebrand preparation (Citywide visual refresh begins 2027)

JUNIPR TEAM & QUALIFICATIONS

Junipr Public Relations will deliver this engagement through a senior-led team that combines hands-on strategic counsel with regional expertise in hospitality, small-business marketing, and earned-media storytelling. Our structure ensures accountability and responsiveness at every stage, from planning and sponsorship development to media outreach and post-event reporting. The team below represents the proposed core staff who will manage the program day-to-day, supported by additional specialists as needed for design, production, or influencer engagement.

All personnel listed are authorized representatives of Junipr Public Relations, and resumes are available upon request.

Role	Primary Responsibilities
Samantha Flynn – Executive Sponsor	Senior oversight, stakeholder coordination, sponsorship strategy, and quality control for all deliverables.
Kate Pacholeck – Media Relations & Influencer Lead	Media planning, press-office management, and story development for Chicago/North Shore outlets. Influencer selection, outreach, and content quality control; social content integration.
Erin Hall – Account Supervisor	Day-to-day client contact; timeline management. Message development, collateral writing, and social/digital copy. Media relations and event coordination support.
Roxanne Rhuverlyn – Account Support	Scheduling, document control, and reporting coordination.

Junipr will provide additional on-site support or subcontracted event staff as needed (e.g., event photographers) for large-scale activations, coordinated in advance with the City and billed through existing SSA event budgets.

Samantha Flynn, Executive Sponsor
Samantha Flynn is a dynamic entrepreneur and public relations professional with nearly two decades of experience. Since founding her own strategic communications firm, Junipr Public Relations in 2019, Samantha has elevated the profiles of leading organizations ranging from global brands to Chicago nonprofits. A member of The Forbes Communications Council, Samantha has emerged as a leading voice on the role of public relations today, championing the field and elevating fellow practitioners' knowledge via speaking engagements, including Digital Summit conferences, DigiMarCon Midwest conference at Soldier Field, and the American Advertising Federation of Hawai'i. Samantha holds a Master of Science in Public Relations from the S.I. Newhouse School of Public Communications at Syracuse University and a Bachelor of Arts in Communications from Pennsylvania State University.

Kate Pacholek, Media Relations and Influencer Lead
Kate Pacholek brings over a decade of public relations expertise. Her clients span a wide range of industries, including Hospitality, Travel, Food & Beverage, CPG, Retail, Technology, Nonprofit, Wellness, Sports, Beauty, and more. Throughout her career, Kate has managed high-profile openings, product launches, events, trade shows, influencer campaigns, and promotions for her clients, securing extensive media coverage across TV, radio, print and online outlets in the Chicago market, Midwest and nationally. Kate has also built strong partnerships with local chambers and led award initiatives, helping clients earn prestigious honors such as the Stella Awards, The Daily Herald Business Ledger's Annual Awards for Business Excellence, Wisconsin Hotel & Lodging Association and more. Hospitality client sampling: Eagle Ridge Resort and Spa, Lake Lawn Resort, Eaglewood Resort & Spa, Marriott Lincolnshire, The Godfrey Hotel Chicago, LondonHouse Chicago, The Abbey, and more.

Erin Hall, Account Supervisor
Erin Hall has 20 years of PR and content strategy experience across a number of sectors, including tech, energy and consumer goods, with clients at every stage of the life cycle, from startups to Fortune 100 companies. She leads narrative development, media relations and storytelling that drives impact. She is adept at managing high-level events, including trade shows such as the Consumer Electronics Show where she was responsible for product launches and press interviews on-site, and all pre and post show media activity. She's also been the planning engine behind client events, managing logistics from conception to execution and day-of event flow. As an example, she led the opening of an EV automaker's research and manufacturing facility which included speeches and appearances by local and state legislators, on-camera press interviews and product demonstrations.

Roxanne Rhuverlyn, Communications Account Support
Roxanne Rhuverlyn brings extensive experience in public relations, client management, and strategic communications, supporting high-profile initiatives across industries. As a senior member of the Junipr team since 2022, she leads integrated campaigns that align brand messaging, media engagement, and stakeholder strategy. Roxanne's expertise includes account leadership, narrative development, and execution of results-driven communications programs that elevate client impact and reputation. She is recognized for her disciplined

approach, collaborative leadership, and commitment to measurable outcomes in every engagement

BUDGET

Junipr proposes a flat annual retainer of $40,000 for all marketing, public relations, and event management services outlined in this proposal, with an additional $5,000 allocated for local influencer engagement and incentive support as needed. This structure ensures flexibility to activate regional creators and community ambassadors to help drive attendance and visibility for SSA 17 events, while maintaining clear cost controls within the City's established budget parameters.

The $40,000 annual retainer encompasses all professional time, coordination, strategic counsel, content creation, sponsorship development, and reporting, and will be invoiced in twelve equal monthly installments.

This combined structure aligns directly with the City of Highland Park's designated SSA 17 budget allocation of $45,000 for event and marketing management services. All other production costs for signage, paid media boosts, and décor remain funded separately through the City and SSA's existing line items.

Annual Fee Breakdown

Workstream	Key Activities	% of Fee	Annual Value
Strategy & Planning	Annual event and marketing calendar; sponsorship prospectus; quarterly planning meetings	20%	**$8,000**
Event Coordination & Merchant Engagement	Vendor and merchant communication; on-site liaison role; toolkit creation; sponsor fulfillment	35%	**$14,000**
Marketing & Public Relations	Media relations and influencer outreach; press materials; social and website copy; creative direction; photography coordination	30%	**$12,000**
Reporting & Measurement	KPI dashboards; quarterly and annual reports; council presentation support	15%	**$6,000**
	SUBTOTAL: Annual Retainer		**$40,000**
Local Influencer Support Fund	Incentives, content reimbursement, and small-scale creator activations (administered by Junipr with City approval)	–	**$5,000**
	TOTAL		**$45,000**

Note: *The $5,000 influencer fund will be managed transparently by Junipr under City oversight and used only for pre-approved creator incentives, event attendance reimbursements, or local content partnerships that advance SSA 17's marketing objectives.*

Contract Term

The proposed agreement covers the period January 1 – December 31, 2026, with automatic renewals through December 31, 2028, pending annual City Council approval. The $45,000 annual retainer will remain fixed for the duration of the term unless mutually adjusted in writing to accommodate any expanded scope of work.

CASE STUDIES & REFERENCES

Junipr's experience spans hospitality, small business, and destination marketing, all sectors that drive success for the Ravinia District. The following brief case studies demonstrate our ability to generate awareness, participation, and measurable return through integrated event promotion, earned media, and merchant collaboration.

Case Study 1: Minyoli – Andersonville, Chicago (2024–present)

Context & Challenge: Minyoli, a first-of-its-kind Taiwanese restaurant, partnered with Junipr to introduce juàn cūn cuisine to Chicago. With a launch budget of just Junipr's retainer, the challenge was to build credibility, generate awareness, and drive real traffic for an unfamiliar concept, entirely through earned and organic activity.

Approach: Junipr designed a high-touch, low-spend campaign that turned experience into story. Activities included:

- Development and distribution of launch press materials and tailored pitching to local, regional, national, and AAPI media.
- An in-home tasting for Bon Appétit and a media sneak-peek dinner for 11 guests (8 journalists, 3 influencers).
- Four friends-and-family preview meals to spark neighborhood buzz.
- Four in-studio cooking segments on major Chicago networks (WGN, ABC7, FOX 32, WTTW).
- Coordinated organic influencer engagement on Instagram and TikTok, and real-time media follow-up tied to AAPI Heritage Month.

Results

- 27 earned media placements including Bon Appétit, Eater, Yahoo Finance, and top broadcast coverage.
- 54 organic social posts from journalists and influencers.
- 34.9M media impressions and 6,085 % Instagram growth (from 80 to 5,000 followers).
- CPM of $0.13, lines around the block for weeks post-launch, and a reservation system implemented within three weeks to manage demand.
- Earned Junipr the 2025 PRSA Chicago Best of Skyline Award, outperforming campaigns with budgets 50x larger.

Relevance to Highland Park: Minyoli demonstrates Junipr's ability to deliver outsized results for small businesses through story-driven events, earned media, and community activation with minimal spend, exactly the model needed to elevate Ravinia District merchants and SSA 17 programs within existing budgets.

Case Study 2: Kalahari Resorts & Conventions (2014–2019)

Context & Challenge: Kalahari Resorts & Conventions, one of the nation's largest indoor waterpark and convention resort brands, engaged Junipr to manage PR and communications across multiple property openings and community initiatives. The challenge: build sustained national visibility for an "all-under-one-roof" destination that combines hotels, restaurants, retail, spas, and convention facilities, while maintaining a consistent brand voice across markets.

Approach: Junipr led all PR efforts for groundbreakings, grand openings, and ongoing resort campaigns, developing messaging and events that showcased Kalahari's unique blend of hospitality and family entertainment. Tactics included strategic communications planning, on-site media events, celebrity partnerships, and community give-back programs that positioned each resort as both a tourism anchor and a local employer.

Results

- 690 earned media placements and 555M+ impressions across national, regional, and trade outlets.
- Macy's Thanksgiving Day Parade float generating 57M broadcast viewers and year-over-year visitation growth.
- Ongoing coverage in USA Today, Travel + Leisure, Good Morning America, and regional tourism media.
- Strengthened relationships with convention bureaus and municipal partners in each market.

Relevance to Highland Park: Kalahari illustrates Junipr's ability to manage complex, multi-stakeholder communications that unite entertainment, retail, and hospitality under a single story. This same discipline, with clear messaging, event integration, and community partnership, will guide how we amplify Highland Park's merchants and events within SSA 17's cohesive year-round marketing strategy.

Case Study 3: Fiamma Sun Valley (2025–present)

Context & Challenge: In March 2025, Fiamma debuted as the first restaurant from celebrity chef duo Britt Rescigno and Kinsey Leodler-Rescigno, bringing live-fire, Italian-inspired dining to Sun Valley, Idaho. Junipr was engaged to lead the launch and position Fiamma as both a fine-dining destination and a story of partnership, authenticity, and place. The challenge was to generate national attention for a debut restaurant in a geographically remote market while balancing its deeply personal narrative with its ambition to elevate Sun Valley's culinary profile.

Approach: Junipr built a messaging platform centered on “connection” – between flame and food, chefs and guests, and love and place – to differentiate Fiamma in the luxury-dining landscape. A targeted media campaign reached outlets such as *Food & Wine, Forbes, Robb Report, Bon Appétit, Condé Nast Traveler*, and Cherry Bombe, while partnerships with Visit Sun Valley and Idaho Tourism integrated the restaurant into the region’s broader destination narrative.

Results

- 29 earned placements, generating 113M + impressions across national, regional, and digital media
- Coverage in Food & Wine, Forbes, MSN, Yahoo Life, and Idaho Mountain Express
- Awarded AAA Four Diamond designation three months post-launch—one of only four U.S. restaurants to earn the honor in June 2025

Relevance to Highland Park: Fiamma demonstrates Junipr’s ability to position a single hospitality concept as a driver of destination identity, blending authentic storytelling, earned media, and tourism partnerships to build cultural and economic value. The same place-based strategy will help Highland Park and SSA 17 highlight the Ravinia District’s merchants and events as integral to the North Shore’s creative, culinary, and community experience.

*Additional creative samples and media coverage highlights are provided in **Appendix A: Supporting Materials**.*

References

Client / Project	Contact Name	Title / Organization	Email / Phone
Minyoli – Chicago (2024–present)	Rich Wang	Owner & Executive Chef, Minyoli	MinyoliChicago@gmail.com (847) 702-2670
Kalahari Resorts & Conventions (2014–2019)	Adam Fisk	Vice President of Marketing, Kalahari Resorts & Conventions	AFisk@KalahariResorts.com (608) 408-0480
Fiamma (2025-present)	Kinsey Leodler-Rescigno	Co-Owner and Co-Executive Chef, Fiamma Sun Valley	Kinsey@FiammaSunValley.com (206)-304-6780

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Diane Larson, Marketing Coordinator

Department: City Manager's Office

Title: A Resolution Approving a Professional Services Agreement with United Talent Coordinators

Recommendation:

City staff recommend approval of a Professional Services Agreement between the City of Highland Park and United Talent Coordinators for Music Management Services related to the Downtown Concerts at Port Clinton series from 2026 - 2028.

Policy Consideration:

Background

In an effort to increase vibrancy as well as economic development in the Central Business District, the City implemented a series of free, Friday evening concerts at Port Clinton Square ("Port Clinton Concerts") beginning in 2024. These concerts featured a variety of family-friendly musical entertainers that performed for 2 hours. Due to positive feedback from 2024, the concert series was brought back as part of the 2025 Downtown Events season, expanded to ten concerts, and rebranded as the Downtown Concerts at Port Clinton Square.

The City made the determination to continue the Downtown Concerts at Port Clinton series through the 2026, 2027, and 2028 event seasons. In October 2025, an RFP was issued for music management services for the first nine concerts each year (2026–2028). The finale concert of the season will be part of the larger City Event season and music will be coordinated through that Event Management contract. The City received four competitive bids by the November 24, 2025 deadline. These included proposals from United Talent Coordinators, Life Rhythms, Inc., Xtreme Cover Bands, Inc., and Bass-Schuler / Massive AV. Bids were reviewed by a committee, which included Assistant City Manager Erin Jason, Communications Manager Amanda Bennett, Business Development Manager Jamie Elder, Business Development Specialist Corey Cohn, and Marketing Coordinator Diane Larson.

Upon review, the determination was made to invite United Talent Coordinators, Life Rhythms, Inc., and Xtreme Cover Bands, Inc. to City Hall for interviews with the committee. Interviews were held on December 10, 2025. All three firms offered a plethora of knowledge, connectivity

to talent, exciting ideas, and experience. Ultimately, United Talent Coordinators is recommended due to a number of factors:

- The depth and breadth of United Talent Coordinators' access to talent includes the widest network of performers and artists. United Talent Coordinators, while working alongside City staff in previous years, has consistently demonstrated the ability to source very specific performers within a set budget without relying on sponsorships and without sacrificing quality.

- It is the opinion of the committee that United Talent Coordinators would be best suited to procure entertainers to suit a variety of themed concert nights, including nights themed around specific music genres. United Talent Coordinators also have the ability and a proven track record of being able to present multiple performers for City staff to review and select within specific genres.

- United Talent Coordinators has nearly four decades of experience booking performers and entertainers for a variety of municipalities, venues, and events. United Talent Coordinators' extensive municipal experience, including Highland Park, which coincides with the knowledge of which artists bring crowds. This is instrumental in attracting audiences with purchasing power to Downtown Highland Park.

- United Talent Coordinators has worked alongside City staff and City subcontractors for the past four years, providing performers for the City's major events catalog, including the Taste of Highland Park, Decades, World Music & Food Festival, Vintage Car Show, Oktoberfest, Stews & Brews, and more. United Talent Coordinators has a positive working relationship with City staff and City subcontractors.

- City events have been successful and experienced growth, in part, due to the performers and entertainers booked by United Talent Coordinators.

- While working alongside the City of Highland Park, United Talent Coordinators has demonstrated an exceptional ability to pivot when circumstances outside human control arise.

In the role of music manager for the Downtown PC Concerts, United Talent Coordinators would begin work in Q1 2026 related to booking and managing performers and entertainers for the Downtown Concerts at Port Clinton event series. Duties shall include the below items, as well as others more fully detailed in the attached Scope of Services:

- Book and manage musical talent for 9 weekly events;
- Emcee and manage the musical portion of each event, including provision of background music during the intermission between sets;
- Provide and manage a sound management team;
- Provide sound production equipment;
- Provide and manage a ground crew to move equipment relevant to the musical

performance location; and
- Promote the events, and encourage performers and others to promote the events.

Outside the Scope of the Agreement with United Talent Coordinators
In October 2025, an RFP was issued for Downtown City Sponsored Events management services for each year 2026–2028. Events include, Taste of Highland Park, the Vintage Car Show, Stews & Brews, Oktoberfest, and the PC Concert Finale/Scarecrow Fest. Staff recommends continuing with current event management team Ripple Productions with this contract; a staff report and resolution will be placed on the January 26, 2026 agenda for Council review and consideration. Music for these major City events falls within the scope of the Event Management Contract with consultation and approval by City staff.

Core Priorities:

Fiscal Stability

The financial impact for these contracted services is $25,000, which is included in the FY2026 budget in Business Development Activities Programming 1110107.62100.

Vibrancy

The activation of Port Clinton Square as a central gathering place is integral to growing the vibrancy of Downtown Highland Park. Locals from Highland Park and surrounding communities will enjoy summer evenings in the square, dining with Highland Park restaurants, and listening to a diverse lineup of music and intergenerational programming. For this event series to be successful, it is crucial that the music portion of each event be top-notch. It is City staff's belief that United Talent Coordinators has consistently demonstrated the ability to source exceptional performers that draw and retain visitors.

Attachments:

1. Resolution Approving Agreement with United Talent
2. Professional Services Agreement - United Talent Coordinators
3. EXHIBIT A - Scope of Services 2026 - 2028 CHP & United Talent

City of Highland Park

Resolution No. _____

A Resolution Approving an Agreement with United Talent Coordinators, of Elmhurst, Illinois for Port Clinton Concert Event Management Services

WHEREAS, the City has identified the need to retain talent booking and event management services for the Port Clinton concert series in calendar years 2026 through 2028 (***"Services"***); and

WHEREAS, the City issued a request for proposals for the award of a contract for the Services; and

WHEREAS, the City has determined that the proposal submitted by United Talent Coordinators, of Elmhurst, Illinois (***"UTC"***), is the most appropriate for the performance of the Services; and

WHEREAS, the City and UTC desire to enter an agreement for provision of the Services by UTC (***"Agreement"***); and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City to enter into the Agreement with UTC;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF AGREEMENT. The Agreement by and between the City and UTC is hereby approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION THREE: EXECUTION OF AGREEMENT. The City Manager and the Deputy City Clerk are hereby authorized and directed to execute and attest the Agreement with UTC upon receipt by the City Clerk of at least one original copy of the Agreement executed by UTC; provided, however, that if an executed copy of the Agreement is not received by the City Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest the Agreement will, at the option of the City Council, be null and void.

SECTION FOUR: EFFECTIVE DATE: This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

_____
Nancy R. Rotering, Mayor

ATTEST:

_____
Ghida S. Neukirch, City Clerk

EXHIBIT A

AGREEMENT

CITY OF HIGHLAND PARK
PROFESSIONAL SERVICES AGREEMENT
FOR RAVINIA DISTRICT EVENT AND MARKETING SERVICES

THIS AGREEMENT (***"Agreement"***) is dated as of the ____ day of _____, 2026 (***"Effective Date"***) and is by and between the City of Highland Park, an Illinois home rule municipal corporation (***"City"***), and United Talent Coordinators LLC, an Illinois limited liability company (***"Consultant"***) (collectively, the ***"Parties"***).

IN CONSIDERATION OF the agreements set forth in this Agreement, the receipt and sufficiency of which are mutually acknowledged, and pursuant to the City's statutory and home rule powers, the Parties agree as follows:

SECTION 1. SCOPE AND PROVISION OF SERVICES.

A. Engagement of the Consultant. The City hereby engages the Consultant identified below to provide all necessary professional consulting services and to perform the work in connection with the project described as follows: talent booking and event management services for nine downtown concerts at Port Clinton Square, between July and September, in each calendar year during the term of this Agreement (collectively, the ***"Services"***).

B. Services. The Consultant has submitted to the City a description of the Services to be provided by the Consultant, a copy of which is attached as ***Exhibit A*** to this Agreement (***"Scope of Services"***). The Consultant must provide the Services pursuant to the terms and conditions of this Agreement and as described more fully in the Scope of Services.

C. Commencement; Time of Performance. The Consultant will commence the Services immediately upon receipt of written notice from the City that this Agreement has been fully executed by the Parties. The Consultant will diligently and continuously prosecute the Services through September 29, 2028, or upon the termination of this Agreement by the City (***"Time of Performance"***).

D. Reporting. The Consultant will regularly report to the City regarding the progress of the Services during the term of this Agreement.

E. Relationship of the Parties. The Consultant will act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement will be construed to: (i) create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and the Consultant; or (ii) create any relationship between the City and any subcontractor of the Consultant.

F. Information Releases. The Consultant will not issue any news releases or other public statements regarding the Services without prior approval from the City.

G. Mutual Cooperation. The City will cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with any non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance of the Services to complete the Work and with any other the Consultants engaged by the City.

H. Compliance with Laws and Grants.

1. The Consultant will give all notices, pay all fees, and take all other actions that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required or necessary in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq*., and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The Consultant will also comply with all conditions of any federal, state, or local grant received by City or the Consultant with respect to this Agreement or the Services.

2. The Consultant will be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part of the Services.

3. Every provision of law required by law to be inserted into this Agreement will be deemed to be inserted herein.

SECTION 2. COMPENSATION AND METHOD OF PAYMENT.

A. Compensation. The total amount billed by the Consultant for the Services under this Agreement will not exceed $25,000.00 per calendar year (***"Compensation"***), as outlined in the Scope of Services***,*** including reimbursable expenses as identified in the Scope of Services, without the prior express written authorization of the City.

B. Invoices and Payment. The Consultant will be paid as provided in the Scope of Services. The Consultant will submit invoices to the City in an approved format for those portions of the Services performed and completed by the Consultant. The City will pay to the Consultant the amount billed in accordance with the Illinois Prompt Payment Act, 50 ILCS 505/1 *et seq.*

C. Records. The Consultant will maintain records showing actual time devoted and costs incurred, and will permit the authorized representative of the City to inspect and audit all data and records of the Consultant for work done under this Agreement. The records required to be made available to the City under this Section 2.C will be made available at reasonable times during the term of this Agreement, and for five years after the termination of this Agreement.

D. Claim in Addition to Compensation. If the Consultant claims a right to additional compensation as a result of action taken by the City, the Consultant must provide written notice to the City of the claim within seven days after occurrence of the action, and no claim for additional compensation will be valid unless made in accordance with this Section 2.D. Any changes in the Compensation will be valid only upon written amendment pursuant to Section 10.A of this Agreement. Regardless of the decision of the City relative to a claim submitted by the Consultant, the Consultant will proceed with all of the Services required to complete the Services under this Agreement as determined by the City without interruption.

E. Taxes, Benefits, Royalties. The Compensation includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services, including, without limitation, all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. The Consultant waives and releases any claim or right to claim additional compensation by reason of the payment of any tax, contribution, premium, costs, royalties, or fees.

F. Completion and Acceptance of Services. The Services, and any phase of the Services, will be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be.

G. Additional Services. The City will not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether the Additional Services are requested or directed by the City, except upon the prior written consent of the City Manager after approval in accordance with applicable procedures.

H. No Additional Obligation. The City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant, or with any vendor solicited or recommended by the Consultant.

SECTION 3. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The employees, officials, and personnel of the Consultant described in the Scope of Services (***"Key Project Personnel"***), if any, will be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel may not be changed without the City's prior written approval. The Consultant will notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant will have no claim for damages and may not bill the City for additional time and materials charges as the result of any portion of the Services that must be duplicated or redone due to termination or for any delay or extension of the Time of Performance as a result of any termination, reassigning, or resignation.

B. Availability of Personnel. The Consultant will provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement or in the Scope of Services.

C. Approval and Use of Subcontractors. The Consultant will perform the Services with its own personnel and under the management, supervision, and control of its own organization, unless otherwise approved by the City in writing. All subcontractors and subcontracts used by the Consultant will be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract will not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract will be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" will be deemed also to refer to all subcontractors of the Consultant, and every subcontract will include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City, then, immediately upon notice from the City, the Consultant will remove and replace the personnel or subcontractor. The Consultant will have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any removal or replacement.

SECTION 4. TERM OF AGREEMENT.

A. Term. The term of this Agreement, unless terminated pursuant to the terms of this Agreement, will expire on the date the City determines that all of the Services under this Agreement, including warranty services, are completed. A determination of completion will not constitute a waiver of any rights or claims that the City has, before or after completion, with respect to any breach of this Agreement by the Consultant or any right of indemnification of the City by the Consultant.

B. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement, at any time and for any reason, upon seven days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant will be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed as determined as provided in the Scope of Services.

SECTION 5. CONFIDENTIAL INFORMATION; OWNERSHIP OF WORK PRODUCT AND DOCUMENTS.

A. Confidential Information. In the performance of this Agreement, the Consultant may have access to or receive certain information in the possession of the City that is not generally known to members of the public (***"Confidential Information"***). Confidential Information includes, without limitation, proprietary information, copyrighted material, personal or private data of every kin, financial information, health records and information, maps, and all other information of a personal nature. The Consultant must not use or disclose any Confidential Information without the prior written consent of the City. If the Consultant has any doubt about the confidentiality of any information, then the Consultant must seek a determination from the City regarding the confidentiality of the information. The Consultant and all of its personnel and subcontractors must make and apply all safeguards necessary to prevent the improper use or disclosure of any Confidential Information. At the expiration or termination of this Agreement, the Consultant must promptly cease using, and must return or destroy (and certify in writing destruction of), all Confidential Information, including all copies, whether physical or in any other form, in its possession. The Consultant may not transfer to, store in, or otherwise allow work product containing Confidential Information to be located in any location, whether physical or digital, not under the control of the Consultant. If the Consultant is required, by any government authority or court of competent jurisdiction, to disclose any Confidential information, the Consultant must immediately give notice to the City with the understanding that the City will have the opportunity to contest the process by any means available to it prior to submission of any documents to a court or other third party. The Consultant must cause all of its personnel and subcontractors to undertake and abide by the same obligations regarding Confidential Information as the Consultant.

B. Ownership. The Consultant agrees that all work product, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be

performed under this Agreement will be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant will cause the work product to be promptly delivered to the City. Any outstanding payment obligations may not be used as a basis to withhold work product. The Consultant agrees that, to the extent permitted by law, any and all work product will exclusively be deemed "works for hire" within the meaning and purview of the United States Copyright Act, 17 U.S.C. § 101 et seq subject to the terms of this Agreement. To the extent any work product does not qualify as a "work for hire," the Consultant irrevocably grants, assigns, and transfers to the City all right, title, and interest in and to the work product in all media throughout the world in perpetuity and all intellectual property rights therein, free and clear of any liens, claims, or other encumbrances, to the fullest extent permitted by law. All intellectual property, Confidential Information, and work product will at all times be and remain the property of the City. The Consultant will execute all documents and perform all acts that the City may request in order to assist the City in perfecting or protecting its rights in and to the work product and all intellectual property rights relating to the work product. All of the foregoing items will be delivered to the City upon demand at any time and in any event, will be promptly delivered to the City upon expiration or termination of this Agreement within three days after a demand. In addition, the Consultant will return the City's data in the format requested by the City. If any of the above items are lost or damaged while in the Consultant's possession, those items will be restored or replaced at the Consultant's expense.

C. Freedom of Information Act and Local Records Act. The Consultant acknowledges that this Agreement, all documents submitted to the City related to this Agreement, and records in the possession of the Consultant related to this Agreement or the Services may be a matter of public record and may be subject to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq*., and any other comparable state or federal laws now existing or adopted later (collectively, the ***"Disclosure Laws"***). In the event that the City requests records from the Consultant, the Consultant shall promptly cooperate with the City to enable the City to meet all of its obligations under the applicable Disclosure Law. The Consultant acknowledges and agrees that the determination as to whether information in the records is exempt from disclosure or should be released to the public will be made by the City in its sole and absolute discretion.

D. Injunctive Relief. In the event of a breach or threatened breach of this Section 5, the City may suffer irreparable injury not compensable by money damages and would not have an adequate remedy at law. Accordingly, the Consultant agrees that the City will be entitled to seek immediate injunctive relief to prevent or curtail any breach, threatened or actual. The rights provided under this Section 5.D are in addition and without prejudice to any rights that the City may have in equity, by law or statute. The Consultant will fully cooperate with the City in identifying the scope of any improper use or dissemination of data protected by this Section 5 and will assist the City in any notification efforts required by law.

SECTION 6. WARRANTY.

The Consultant warrants that the Services will be performed in accordance with the highest standards of professional practice, care, skill, and diligence practiced by recognized consulting firms or licensed and accredited professionals in performing services of a similar nature. This warranty is in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are reserved unto the City. Any of the Services required by law or by this Agreement to be performed by licensed professionals will be performed by professionals licensed by the State of Illinois to practice in the applicable professional discipline.

SECTION 7. CONSULTANT REPRESENTATIONS.

A. Ability to Perform. represents that it is financially solvent, has the necessary financial resources, has sufficient experience and competence, and has the necessary capital, facilities, organization, and staff necessary to provide, perform, and complete the Services in accordance with this Agreement and in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

B. Authorization. The execution, delivery and performance by the Consultant of this Agreement has been duly authorized by all necessary corporate action, and does not and will not violate its organizational documents, as amended and supplemented, any of the applicable requirements of law, or constitute a breach of or default under, or require any consent under, any agreement, instrument, or document to which the Consultant is now a party or by which the Consultant is now or may become bound.

C. Company Background. The information disclosed by the Consultant regarding its corporate structure, financial condition, expertise, and experience is true and correct. The Consultant will promptly notify City in writing of any material change to or about the Consultant, including without limitation to change in ownership or control, and any change will be subject to City approval which will not be unreasonably withheld.

D. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no City employee, official, or agent has an interest in the business of the Consultant or this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant will at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

E. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 2012, 720 ILCS 5/33E-1 *et* seq. The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it is found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant will be liable to the City for all loss or damage that the City may suffer, and this Agreement will, at the City's option, be null and void.

F. Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

G. No Default. The Consultant is not in arrears to the City under any debt or contract and is not in default as surety, contractor, or otherwise to any person, unless as disclosed the City in writing.

H. No Legal Actions Preventing Performance. As of the Effective Date, the Consultant has no knowledge of any action, suit, proceeding, claim or investigation pending or to its knowledge threatened against the Consultant in any court, or by or before any federal, state, municipal, or governmental department, commission, board, bureau, agency, or instrumentality, domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, would materially affect the Consultant's ability to perform its obligation under this Agreement.

I. Patriot Act Compliance. The Consultant represents and warrants to the City that neither the Consultant nor any of its principals, shareholders, or other employees or officials (collectively ***"Personnel"***) is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants that the Consultant and its Personnel are not directly or indirectly engaged in or facilitating transactions related to this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant must, and will, defend, indemnify, and hold harmless the City and its officials, officers, authorities, and all City elected or appointed officials, officers, employees, agents, representatives, and attorneys from and against every claim, damage, loss, risk, liability, and expense (including attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this Section 7.I.

SECTION 8. INDEMNIFICATION; INSURANCE; NO PERSONAL LIABILITY.

A. Indemnification. The Consultant agrees to, and does hereby, hold harmless and indemnify the City and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of those parties in connection with this Agreement or the Consultant's performance, or failure to perform, all or any part of the Services; provided, however, that this indemnity does not, and will not, apply to willful misconduct or gross negligence on the part of the City.

B. Insurance. Contemporaneous with the Consultant's execution of this Agreement, the Consultant will provide certificates of insurance, all with coverages and limits acceptable to the City, and the Consultant must provide certificates of insurance, endorsements, and insurance policies acceptable to the City and including at least the minimum insurance coverage and limits set forth in **Exhibit B** to this Agreement. For good cause shown by the Consultant, the City may extend the time for submission of the required certificates, endorsements, and policies and may impose deadlines or other terms to assure compliance with this Section 8.B. Each certificate and endorsement must be in a form acceptable to the City and from a company with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Each insurance policy must provide that no change, modification, or cancellation of any insurance will become effective until the expiration of 30 days after written notice of the change, modification in, or cancellation will have been given by the insurance company to the City (10 days' written notice in the event of cancelation due to the Consultant's non-payment of premium). The Consultant must maintain and keep in force, at all times during the term of this Agreement and at the Consultant's expense, the insurance coverage provided in this Section 8.B and **Exhibit B**, including without limitation at all times while correcting any failure to meet the warranty requirements of Section 6 of this Agreement.

C. No Personal Liability. No elected or appointed official, or employee of the City will be personally liable, in law or in contract, to the Consultant as the result of the execution and performance of this Agreement.

SECTION 9. DEFAULT.

A. Default. If the City determines that the Consultant has failed or refused to properly undertake the Services with diligence, or has delayed in the undertaking of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any the Event of Default within ten days after the Consultant's receipt of written notice of the Event of Default from the City, then the City will have the right, notwithstanding the availability of other remedies provided by law or equity, to pursue any one or more of the remedies provided for under Section 9.B of this Agreement.

B. Remedies. In case of any Event of Default, the City may pursue the following remedies:

1. Cure by the Consultant**.** The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement;

2. Termination of Agreement. The City may terminate this Agreement and, notwithstanding anything in Section 3.C. of this Agreement, the City will not have any liability for further payment of amounts due or to become due under this Agreement;

3. Withholding of Payment**.** The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

SECTION 10. GENERAL PROVISIONS.

A. Amendment. No amendment to this Agreement will be effective unless and until the amendment is in writing, properly approved in accordance with applicable procedures, and executed.

B. Assignment. Neither Party may assign their rights or obligations under this Agreement without the prior written consent of the other party.

C. City Actions, Consents, and Approvals. Any action, consent, or approval needed to be taken or given under this Agreement by the City may only be performed by the City Manager or their designee, to the extent provided for by law.

D. Binding Effect. The terms of this Agreement bind and inure to the benefit of the Parties and their agents, successors, and assigns.

E. Notice. Any notice required to be given under this Agreement must be in writing and must be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by E-mail. E-mail notices will be deemed valid and received by the addressee only upon explicit or implicit acknowledgment of receipt by the addressee. Unless otherwise expressly provided in this Agreement, notices will be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 10.E, each party will have the right to change the address or the addressee, or both, for all future notices to the other party, but no notice of a change of addressee or address will be effective until actually received.

Notices to the City will be addressed to, and delivered at, the following address:

City of Highland Park
1707 St. Johns Avenue
Highland Park, Illinois 60035
Attention: Diane Larson, Marketing Coordinator
E-mail: dlarson@cityhpil.com

With a copy to:

Elrod Friedman LLP
350 N. Clark St., 2nd Floor
Chicago, Illinois 60654
Attention: Steven M. Elrod, Corporation Counsel
E-mail: steven.elrod@elrodfriedman.com

Notices to the Consultant will be addressed to, and delivered at, the following address:

United Talent Coordinators
120 N. York St., #202
Elmhurst, IL 60126
Attention: _____
Email: _____

F. Third Party Beneficiary. The provisions of this Agreement are and will be for the benefit of the Consultant and City only and are not for the benefit of any third party, and accordingly, no third party shall have the right to enforce the provisions of this Agreement. The City will not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the City, without the knowledge and approval of the City Trustees.

G. Severability. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the City will have the right, in its sole and absolute discretion, to determine if (i) the remainder of the provisions of this Agreement will remain in full force and effect and will in no way be affected, impaired, or invalidated, or (ii) the entire agreement shall be invalid, void, and unenforceable.

H. Time of the Essence. Time is of the essence in the performance of this Agreement.

I. Governing Laws. This Agreement will be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

J. Venue. Exclusive jurisdiction with regard to the any actions or proceedings arising from, relating to, or in connection with this Agreement will be in the Circuit Court of Lake County, Illinois or, where applicable, in the federal court for the Northern District of Illinois. The Parties waive their respective right to transfer or change the venue of any litigation filed in the Circuit Court of Lake County, Illinois.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the City and the Consultant with respect to the Scope of Services and the Services.

L. Non-Waiver. No waiver of any provision of this Agreement will be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor will any waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

M. Exhibits. Exhibits A and **B** attached to this Agreement are, incorporated in and made a part of this Agreement. In the event of a conflict between any Exhibit and the text of this Agreement, the text of this Agreement will control.

N. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement will be cumulative and will not be exclusive of any other rights, remedies, and benefits allowed by law.

O. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent must be in writing.

P. Interpretation. This Agreement will be construed without regard to the identity of the Party which drafted the various provisions of this Agreement. Every provision of this Agreement will be construed as though all Parties to this Agreement participated equally in the drafting of this Agreement. Any rule or construction that a document is to be construed against the drafting party will not be applicable to this Agreement.

Q. Survival. The provisions of Sections 1.H, 5, and 8 will survive the termination or expiration of the Agreement.

R. Calendar Days; Calculation of Time Periods. Unless otherwise specific in this Agreement, any reference to days in this Agreement will be construed to be calendar days. Unless otherwise specified, in computing any period of time described in this Agreement, the day of the act or event on which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless the last day is a Saturday, Sunday or legal holiday under the laws of the State in which the Property is located, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. The final day of any period will be deemed to end at 5:00 p.m., Central time.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, is deemed to be an original, but all of which together will constitute one and the same instrument.

ATTEST:

By: _____
Deputy City Clerk

CITY OF HIGHLAND PARK

By: _____
City Manager

ATTEST:

By: _____

Title: _____

CONSULTANT

By: _____

Its: _____

EXHIBIT A

PROPOSAL

[TO BE PREPARED BY THE CONSULTANT AND ACCEPTABLE TO CITY]

[WILL INCLUDE SCHEDULE]

EXHIBIT B

INSURANCE COVERAGES

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

$500,000 injury-per occurrence

$500,000 disease-per employee

$500,000 disease-policy limit

Insurance will evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees will be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

$2,000,000 Bodily Injury and Property Damage Combined Single Limit

Coverage is to be written on an "occurrence" basis.

Coverages will include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of this Agreement)

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering the Consultant against all sums that the Consultant may be obligated to pay on account of any liability arising out of this Agreement.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis so that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover the loss.

F. Owner as Additional Insured. City will be named as an Additional Insured on all policies except for:

Worker's Compensation

Professional Liability

Each additional Insured endorsement will identify City as follows: City of Highland Park including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, the Consultants, and representatives.

G. Other Parties as Additional Insureds. In addition to City, the following parties will be named as additional insured on the following policies:

Additional Insured	Policy or Policies
_____	_____
_____	_____
_____	_____

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY RIDER

The City has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the City. If requested to do so by the Consultant, the City agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. **Limited Access to GIS Data.** The GIS Data provided by the City will be limited to the scope of the Work that the Consultant is to provide for the City;

2. **Purpose of GIS Data. The Consultant** will limit its use of the GIS Data to its intended purpose of furtherance of the Work; and

3. **Agreement with Respect to GIS Data.**

a. **Trade Secrets of the City.** The GIS Data constitutes proprietary materials and trade secrets of the City and is the property of the City;

b. **Consent of City Required. The Consultant** may not provide or make available the GIS Data in any form to anyone without the prior written consent of the City.

c. **Supply to City.** At the request of the City, the Consultant will provide the City with all information that has been developed by the Consultant based on the GIS Data;

d. **No Guarantee of Accuracy.** The City makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use of the GIS Data; and

e. **Discontinuation of Use.** At the time as the Services have been completed to the satisfaction of the City, the Consultant will cease its use of the GIS Data for any purpose whatsoever; and, upon request, an authorized representative of the City will be afforded sufficient access to the Consultant's premises and data processing equipment to verify that all use of the GIS Data has been discontinued.

Scope of Services
Downtown Concerts at Port Clinton 2026 - 2028
City of Highland Park and United Talent Coordinators

Overview:

The Consultant will book and manage musical talent to perform during 9 free, Friday evening concerts held July - September each year from 2026 through 2028. The Consultant will manage these events for an amount not to exceed $25,000 annually during the term of the Agreement, as more fully described in this Exhibit.

A. Services.

1. Book and manage nine family-friendly concerts in correlation to a specific yearly theme to be determined by the City of Highland Park (e.g. World Music, Decades of Music, etc.)

2. Musical talent should be booked based on the following criteria

- Performance quality & talent
- Diversity
- Instruments & vocals
- Composition: Solo, Duo, Group
- Appearance
- Intergenerational appeal
- Appropriate lyrics and family-friendly nature
- Relevance to annual theme

3. Reference checks

- The Consultant will contact two references per candidate if unfamiliar with the candidate's performance history

4. Each event shall consist of two 45-minute performances with a 15-minute break between.

- The City may book a local arts group or a community partner to program the 15-minute intermission. The City will advise if a group has been booked.
- If no local arts group has been booked, the Consultant shall provide recorded intermission music for the duration of the 15-minute intermission

5. The Consultant will provide an emcee and manage the musical portion of each concert.

- The City will provide a script.

6. The Consultant will coordinate essential activities for the duration of each event including;

- Provide and manage a sound management team;
- Provide sound and light production equipment as needed (PA, speakers, sound mixer, etc.);
- Provide and manage a ground crew to move equipment relevant to the musical performance location; and
- Encourage performers and others to promote the events.

7. The Consultant will also seek to introduce new performing acts not previously performed at City events.

8. The Consultant may seek additional entertainers who did not submit a media packet to create a diverse line-up of performers.

14. The Consultant will review each candidate's media packet, receive quotes from each candidate, and complete reference checks, if applicable. Upon completion, Staff will review the performers to ensure they meet the above criteria.

15. Once performers have been reviewed and selected, the Consultant will provide their own contract to the performers along with a rider from the City. The Consultant will return the signed contracts and riders to the City, along with COIs from each performer listing the City of Highland Park as additional insured.

16. The Consultant will distribute media packets to City staff for each booked performer. Packets should include 2-5 images of performers, logos, website links, social media handles, as well as any relevant descriptions.

17. The Consultant shall meet, at minimum, biweekly from January through September annually with City Staff and the City's contracted event manager to provide status reports and plan for upcoming events.

B. Place, date, and time of Events.

1. The musical performances will take place in Port Clinton Square, 600 Central Avenue, in a location designated by the City;

2. Musical performances will begin promptly at 6 PM on each designated Friday and conclude by 8 PM, weather permitting;

2a. The Consultant and the City will confer on any deviation of performance time in order to provide an accommodation for a performer (ex., permitting a Klezmer band to perform earlier in the evening to ensure the concert has concluded prior to sundown).

3. Access for the Consultant's sound team and musicians to load in and set up equipment will be permitted beginning as early as 3 PM on the day of the events;

C. Description of Show.

Musical performances must feature multicultural, family-friendly music. Musical content must be appropriate for all ages. Performers will play between the hours of 6 PM - 8 PM (unless an accommodation has been made) on Friday evenings during the concert season. There will be two 15-minute breaks in addition to the two 45-minute performances. The City may book a local arts group (dance company, theatre group, etc.) during one or both of the 15-minute breaks, and will advise the Consultant if that is the case. If no local arts group has been booked, the Consultant will provide and play recorded music during live entertainment breaks.

D. Subcontractors.

The Consultant must notify and obtain approval from the City of all subcontractors before the season. Subcontractors include but are not limited to musicians, sound engineers, and ground crew. The Consultant shall provide COIs from all subcontractors listing the City of Highland Park as additional insured.

E. Payment.

Payment will be an amount not to exceed $25,000 annually during the term of the Agreement, which amount is inclusive of booking musical talent, payment of musical talent, event management, a sound system, all related equipment, a sound management team, and a ground crew during the term of the Agreement. The City will pay the Consultant an initial deposit of $12,500 before the commencement of the season during the term of the Agreement. The balance of $12,500, less any cancellation amounts rebated, will be due and payable to the Consultant by August 28, 2026.

F. Cancellation.

If an event cannot reasonably go forward without potentially threatening the health and safety of performers and attendees (due to occurrences such as weather or other acts of nature), the

City will make such a determination no later than 2 PM on the day of the event. The Consultant will notify performers and crew of any cancellations. If the event is canceled by 2 PM on the day of the event, the city will receive one-half (50%) of the fee for that specific date. If the event is canceled after 2 PM and/or during a performance on the same day due to weather or other acts of nature, the city will not receive a Refund. Any cancellation reimbursements will be returned promptly to the City of Highland Park within three business days following the season's last performance.

If a performer cancels a performance, the Consultant will make every reasonable effort to book a replacement performer. The Consultant shall notify the City immediately of any such cancellation.

Signed for Approval:

_____	_____
Ghida S. Neukirch, City of Highland Park	Joey DeMarco, United Talent Coordinators
_____	_____
Date	Date

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Corey Cohn, Business Development Specialist
Jamie Elder, Business Development Manager

Department: City Manager's Office

Title: A Resolution Entering Into a Food & Beverage Interior Improvement Grant for Viaggio Highland Park Inc. d/b/a Viaggio Restaurant (581 Roger Williams)

Recommendation:
Staff recommends approving up to a maximum of $48,600.90 from the Food & Beverage Interior Improvement and Expansion Grant Program for Viaggio Highland Park Inc. d/b/a Viaggio Restaurant, a limited-service food and beverage establishment at 581 Roger Williams Avenue.

Policy Consideration:
Background
The Food & Beverage Establishment Interior Improvement and Expansion Grant Program provides financial assistance to qualified new and existing full-service and limited-service food and beverage businesses that generate sales tax to cover eligible costs when upgrading and expanding their commercial space. These businesses often face substantial costs when upgrading and expanding their commercial space. This initiative aims to encourage property owners to lease to high-quality establishments, support the economic vitality of the business community, and remove barriers to existing business growth and new business attraction. For eligible limited-service establishments, this grant can cover up to 50% of the approved expenses related to eligible improvements, up to a maximum of $100,000.

The proposed improvements for the renovation and the rebranding of Viaggio Highland Park Inc. d/b/a Viaggio Restaurant are critical for growing and renovating the limited-service Italian Restaurant, ultimately leading to an expected increase in revenue and F&B sales taxes in the long term.

The property is owned by Young K. Kim and Mi Soon Kim. To support the project's financial feasibility, the owners have committed to providing the applicant with rent abatement throughout the construction period, alongside contributions toward tenant improvements, including HVAC upgrades. The complete and signed application for this project remains on file in the City Manager’s Office.

Eligible Improvements

- Painting
- Permanent flooring materials
- Kitchen infrastructure
- Kitchen appliances (wood-fire pizza oven, upgraded refrigeration equipment, etc.)
- Wood, metalwork, and other decorative elements
- Furniture, fixtures, and equipment

Cost Estimates

The applicant successfully sought multiple bids for the eligible improvements. The most competitive bid received for the comprehensive scope of work totaled $97,201.79. This cost was notably below the other two submitted estimates, which totaled $130,751.81 and $130,824. In accordance with the program's 50% reimbursement rate, if awarded, the lowest bid amount entitles the applicant to a grant award of up to $48,600.90.

Impact of Improvements

Supporting the retention and reinvestment of an existing food and beverage operator's restaurant space in a key commercial business district is one of the main tenets of this grant program and has a lasting impact on the Ravinia Business District (RBD). By reinvesting in modernized kitchen facilities—including a featured brick pizza oven—and a refreshed, reconfigured dining room with updated HVAC systems, the operator will enhance operational efficiency and the overall guest experience. These upgrades allow for an expanded, unique menu designed to attract regional traffic from neighboring towns, directly stimulating local economic growth, creating new employment opportunities, and generating increased sales tax contributions for the City. With over 20 years of industry experience, including a successful expansion from Chicago to Highland Park in 2018, the applicant demonstrates a proven track record of long-term stability and community engagement. This extensive history of adapting to market demands characterizes the project as a low-risk, high-impact investment for the improvement grant. Ultimately, these upgrades transcend a single business enhancement; they represent a strategic investment in the RBD's vitality, ensuring the continued presence of a seasoned operator dedicated to the long-term economic vitality for the RBD.

Program Requirements

- A food and beverage establishment that generates sales tax.
- A limited-service food and beverage establishment, as defined in this document, generates a minimum annual gross sales revenue of $300,000 for the two most recent tax years.
- The property and business owner must contribute financially to the project. The property owner’s contribution may include tenant improvements and rent reductions. If the property owner refuses to contribute to the improvements, they must provide written notification to the City, which will be attached to the public agreement.
- A property comprising or including ground-floor commercial space on a public street in

any commercial district within the City.

- The subject property must be compliant with applicable City codes.
- The subject property must be an existing commercial space within the City limits.
- The property taxes, business license/permit fees, business taxes, water bills, sewer bills, citations, and any other City invoices for the subject property and business must be current and not on payment plans.

Core Priorities:

Financial Stability

Viaggio Highland Park Inc. d/b/a Viaggio Restaurant is eligible for a 50/50 cost share grant of up to a maximum of $48,600.90. Funds for the Food & Beverage Interior Improvement and Expansion Grant Program are budgeted in FY2026 in account 1110107.62100 Business Development Programs & Events. All grant dollars are paid out as reimbursements to the business owner after completion of the work and verification of expenditures.

Economic Development

The Food & Beverage Interior Grant Program is a driver of economic development by addressing the substantial costs associated with upgrading a commercial space. The grant removes financial barriers, supporting the growth of existing food and beverage operators and attracting new businesses to the City. The focus on businesses that generate sales tax ensures that the public funds invested create a measurable return through increased municipal revenue and a stronger local tax base. The proposed improvements are geared towards stimulating broader economic activity and creating employment opportunities within the community. This strategy supports business retention, fosters competitive commercial districts, and uses strategic investment to ensure the long-term economic vitality and stability of the local business community.

Vibrancy

The Food & Beverage Establishment Interior Improvement and Expansion Grant Program is strategically aligned with the core priority of Vibrancy by directly funding aesthetic and functional upgrades to the City's commercial spaces. This financial assistance encourages both new and existing businesses to invest and reinvest in improving and expanding their physical footprint, often in key commercial districts, which translates into a more attractive and engaging streetscape. By incentivizing operators and property owners in partnership with the City, the community gains an expansion of cuisine offerings, retains growing businesses and provides opportunities to grow the City's dining scene, ensuring diverse, modern, and high-caliber restaurants and making the area a more dynamic and desirable destination for residents and visitors alike.

Attachments:

1. Resolution - FB Economic Incentive Viaggio Highland Park
2. Exhibit A - FB Economic Incentive Agreement - Limited Service - Viaggio Highland Park

CITY OF HIGHLAND PARK

RESOLUTION NO. R2026-_____

A RESOLUTION APPROVING AN ECONOMIC INCENTIVE AGREEMENT WITH VIAGGIO HIGHLAND PARK INC. D/B/A VIAGGIO RESTAURANT AND YOUNG K. KIM AND MI SOON KIM

WHEREAS, Young K. Kim & Mi Soon Kim (***"Property Owner"***), are the record title owners of that certain real property located at 581 Roger Williams Avenue, in the City (***"Property"***); and

WHEREAS, Viaggio Highland Park Inc., an Illinois corporation (***"Business Owner"***), is the tenant of, and desires to operate a limited-service restaurant space (***"Restaurant"***) at, the Property; and

WHEREAS, the Property Owner and the Business Owner intend to make updates and certain improvements to the Property for the benefit of the Restaurant, which will enhance the City's tax base and generate new business in the City; and

WHEREAS, the Property Owner and the Business Owner have requested that, to enable the development of the Restaurant on the Property, the City provide an economic incentive grant of up to $44,289.96 to assist in the improvement of the Restaurant (***"Grant"***); and

WHEREAS, the City, the Property Owner, and the Business Owner desire to enter into an economic incentive agreement to set forth their respective rights and responsibilities regarding the provision of the Grant and the improvement and operation of the Restaurant (***"Agreement"***); and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City and its residents to enter into the Agreement with the Property Owner and the Business Owner;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF AGREEMENT. The Agreement between and among the City, the Property Owner, and the Business Owner is hereby approved in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the City Manager and the Corporation Counsel.

SECTION THREE: EXECUTION OF AGREEMENT. The City Manager and the Deputy City Clerk are hereby authorized and directed to execute and attest the Agreement with the Property Owner and the Business Owner upon receipt by the City Clerk of at least one original copy of the Agreement executed by each of the Property Owner and the Business Owner; provided, however, that if an executed copy of the Agreement is not received by the City Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest the Agreement will, at the option of the City Council, be null and void.

SECTION FOUR: EFFECTIVE DATE. This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

_____
Nancy R. Rotering, Mayor

ATTEST:

_____
Ghida S. Neukirch, City Clerk

EXHIBIT A

AGREEMENT

ECONOMIC INCENTIVE AGREEMENT BY AND BETWEEN THE CITY OF HIGHLAND PARK, BUSINESS NAME AND VIAGGIO HIGHLAND PARK D/B/A VIAGGIO RESTAURANT

THIS ECONOMIC INCENTIVE AGREEMENT (***"Agreement"***) is made and entered into as of this ____ day of _____, 2026, by and between the **CITY OF HIGHLAND PARK,** an Illinois home rule municipal corporation (***"City"***), **VIAGGIO HIGHLAND PARK INC.**, an Illinois corporation (***"Business Owner"***), and **YOUNG K. KIM** and **MI SOON KIM** (***"Property Owner"***).

IN CONSIDERATION OF the recitals and mutual covenants and agreements set forth herein, the receipt and sufficiency of which are hereby acknowledged, the City, the Business Owner, and the Property Owner hereby agree as follows:

SECTION 1. RECITALS.

A. In recognition of the importance of a successful business environment to the City's tax base, the City desires to enhance the long-term viability of the City's tax base and strengthen the competitive advantage of conducting business within the City by providing, in certain strategic circumstances, assistance and incentives to new and existing business entities in the City.

B. The City established the Food & Beverage Establishment Interior Improvement and Expansion Grant Program to offer significant financial assistance to new and existing full-service and limited-service food and beverage businesses that generate sales tax (***"F&B Grant Program"***).

C. The F&B Grant Program aims to encourage property owners to lease to high-quality food and beverage establishments, support the economic vitality of the business community, and remove barriers to existing business growth and new business attraction.

D. The Property Owner is the owner of that certain real property located at 581 Roger Williams, containing approximately 1900 interior square feet and 500 exterior square feet (***"Property"***).

E. The Business Owner is the tenant of the Property and desires to operate a limited-service establishment at the Property (***"Restaurant"***).

F. The Business Owner intends to make updates and certain improvements to the Restaurant (***"Improvements"***), which Improvements include painting, installation of permanent flooring materials, lighting and electrical work, installation of booths and carpentry which includes wood, metalwork and other decorative elements, and installing furniture, fixtures and other equipment.

G. The Property Owner contributed financially to the Project by providing rent abatement to the Business Owner.

H. The City anticipates that the Improvements at the Restaurant will significantly contribute to the City's economic stability through substantial revenue and employment opportunities.

I. In order to construct the Improvements to the Restaurant at the Property, the Business Owner and the Property Owner (collectively, the ***"Applicant"***) have requested that the City provide, and the City agrees to provide, an economic incentive grant of up to 50% of the approved expenses related to eligible Improvements, up to a maximum of $48,600.90 to the Applicant, as set forth in this Agreement.

J. The City, the Business Owner, and the Property Owner desire to enter into this Agreement to enable the use of the Property in a manner that will enhance the business environment of the City.

SECTION 2. DEFINITIONS. Whenever used in this Agreement, the following terms have the following meanings unless a different meaning is required by the context.

A. ***"Commencement Date"*** means _____ __, _____.

B. ***"Corporate Authorities"*** means the Mayor and City Council of the City.

C. ***"Effective Date"*** means the date first written in the first paragraph of the first page of this Agreement.

D. ***"Eligible Costs"*** means those types of expenditures incurred by the Applicant that are eligible for payment or reimbursement through the F&B Grant Program, as outlined in Exhibit A attached to this Agreement.

E. ***"Force Majeure"*** means a strike, lockout, act of God, global, national, or local pandemic, or other factors beyond a Party's reasonable control and reasonable ability to remedy; provided, however, that Force Majeure does not include: (i) delays caused by weather conditions unless those conditions are unusually severe or abnormal considering the time of year and the particular location of the subject property; (ii) economic hardship, impracticability of performance, or commercial, economic, or market conditions, and (iii) obligations to pay monies owed, including the Grant Funds.

F. ***"Grant Funds"*** means the grant to be provided by the City to the Business Owner, to reimburse a portion of the Eligible Costs, as set forth in Section 5 of this Agreement.

G. ***"Lease Agreement"*** has the meaning set forth in Section 3.C of this Agreement.

H. ***"Parties"*** means the City, the Business Owner, and the Property Owner, collectively.

I. "***Redevelopment***" means the renovations and redevelopment of the Restaurant including the Improvements located at the Property undertaken by the Applicant.

J. ***"Requirements of Law"*** has the meaning set forth in Section 5.D of this Agreement.

Other capitalized terms used in this Agreement have the meaning ascribed to them in this Agreement.

SECTION 3. REDEVELOPMENT OF THE PROPERTY.

A. **Development, Use, Operation, and Maintenance.** The Property must be developed, used, operated, and maintained in compliance with all Requirements of Law and this Agreement.

B. **Improvements to the Property.** The Applicant must complete the Improvements on or before July 31, 2026, in accordance with the Requirements of Law. In their absolute and sole discretion, and upon receipt of a written request therefor, the City Manager may extend the deadline for completion of the Improvements by up to 180 days. The Improvements include, without limitation: flooring, painting, lighting, décor, furniture, fixtures, and equipment, all to the extent, in whole or in part, as determined by Applicant in its reasonable discretion taking into account the intended quality and needs of the Restaurant.

C. **Lease of Property.** As a condition of the City paying the Grant Funds as set forth in Section 5 of this Agreement, the Business Owner must submit proof of an agreement for the lease of the Property from the Property Owner (***"Lease Agreement"***), which Lease Agreement must have been executed for at least five years, and must provide a minimum of five years remaining (***"Base Lease Term"***).

D. **Completion of Improvements and Verification of Redevelopment Costs.** Notwithstanding any provision of this Agreement to the contrary, the City will not have any obligation to pay any portion of the Grant Funds to the Applicant prior to the Applicant's submission of a detailed cost estimate which separately shows the proposed Improvements, and which must match, in all material respects, the scope of work shown in the Applicant's submitted plans, all to the reasonable satisfaction of the City Manager. The cost estimate must be provided by a general contractor not related to the Applicant, including relation through familial relationships or from any other joint-venture partnership.

E. **Receipts.** The City may refuse to issue a check for the Grant Funds before submittal by the Applicant of all receipts or other evidence of actual payment of the Eligible Costs incurred in the completion of the Redevelopment (collectively, the ***"Receipts"***).

SECTION 4. OPERATIONAL OBLIGATIONS.

A. **Compliance with City Code.** During the Base Lease Term, the Applicant agrees to maintain the Restaurant and the Property in accordance with all applicable Requirements of Law.

B. **Eminent Domain**. If the whole of the Property is taken by any public authority under the power of eminent domain, the Term of this Agreement will cease as of the day possession shall be taken by such public authority. If less than all of the Property is so taken, this Agreement will terminate only as to the portion so taken by such public authority as of the day of possession. If the City is the public authority exercising the power of eminent domain, the Applicant will not be required to repay the Grant Funds to the City.

C. **Lease Agreement**. The Applicant agrees to maintain the Improvements in accordance with the Lease Agreement.

D. **Public Rights-of-Way**. The Applicant agrees to repair any damage to any public-right-of-way caused by or in connection with the installation of the Improvements pursuant to this Agreement and in accordance with the Lease Agreement.

E. **Alteration of Improvements**. The Applicant agrees to not alter or remove the Improvements for any reason, without limitation, for at least five years after the Applicant receives the Grant Funds. If any Improvements that have been paid for, in whole or in part, with Grant Funds are removed for any reason within the five-year period beginning upon approval of this Agreement, the entirety of the Grant Funds must be repaid to the City within 30 days after removal of the Improvements.

SECTION 5. AWARD OF GRANT FUNDS.

A. **Grant Funds.** The Grant Funds awarded pursuant to this Agreement will not be offset, reduced, or conditioned upon any other grant, gift, loan or other incentive awarded by any third party to the Applicant. Conditioned on compliance with the disbursement requirements and operational obligations set forth in Sections 3, 4, and 5.B of this Agreement, the City agrees to remit to the Business Owner, at the Applicant's direction, payment of the Grant Funds pursuant to the following schedule: a lump sum payment of $48,600.90 within 45 days after submittal of Receipts or other evidence of actual payment for the Eligible Costs incurred in the completion of the Redevelopment. The Grant Funds must be used only for the costs incurred by the Applicant in constructing the Improvements.

B. **Disbursement Requirements.** The following requirements must be satisfied to the reasonable satisfaction of the City to allow for the disbursement of the Grant Funds:

1. Submission of Lease Agreement. The Applicant must provide a copy of the executed Lease Agreement to the City.

2. Submission of Cost Estimate Breakdown. The Applicant must provide to the City a detailed cost estimate breakdown for the Applicant's obligations of the Redevelopment, in accordance with Section 3.E of this Agreement.

3. Filing of UCC Statement. The Applicant must file with the Illinois Secretary of State an appropriate Uniform Commercial Code Financing Statement identifying the Applicant as debtor and the City as secured party therein, to provide secured rights for the benefit of the City in the furniture, fixtures and equipment, in a form to be approved in advance by the City's Corporation Counsel, which approval may not be unreasonably withheld, conditioned, or delayed.

C. **Closure; Refund of Grant.**

1. Refund of Grant Funds. In the event that, at any time on or before the date that is fifth anniversary of the date of issuance of the Grant Funds, the Applicant either abandons, permanently closes, or terminates the use of the Property for the Restaurant on a permanent basis (***"Closure"***), or alternatively, violates any provision of this Agreement beyond the applicable cure period set forth in Section 10.B of this Agreement (***"Violation"***), then (subject to Section 4.C of this Agreement): (a) the provisions of this Agreement with regard to the Grant Funds will, as of the date of the Closure or Violation, automatically terminate and become null and void and be of no further force or effect, and

the City will have no obligation whatsoever to perform any of its obligations in Section 5 of this Agreement; and (b) within one year after the date of Closure or Violation, the Applicant must refund to the City a portion of the Applicant received by the Applicant prior to the date of the Closure or Violation, as follows:

Date of Closure	**Claw-back Payment**
0-1 years after date of issuance of Grant Funds	100% of the Grant Funds
1-2 years after date of issuance of Grant Funds	80% of the Grant Funds
2-4 years after date of issuance of Grant Funds	60% of the Grant Funds
5 years after date of issuance of Grant Funds	40% of the Grant Funds

The obligations set forth in this Section 5.C.1 survive the termination or expiration of this Agreement.

2. The Applicant must provide the City with no less than 60 days prior written notice, or such shorter period as practical in the event of casualty or eminent domain, prior to Closure if the Closure occurs within the five years after the issuance of the Grant Funds. The Business Owner agrees that the transfer of legal or beneficial interest in all or any portion of the Property or the Restaurant, in accordance with Section 11.C of this Agreement does not constitute a Closure for purposes of this Agreement.

D. **Limitations on Payment of Grant Funds**. The Applicant acknowledges and agrees that the Restaurant must be operated, used and maintained in strict compliance with all applicable City codes, ordinances, and regulations (collectively, the ***"Requirements of Law"***), and that if the Applicant fails to comply in all material respects with the Requirements of Law or cure any defects, after the City provides Applicant with written notice of any such defect, failure or violation, within the time set forth in Section 10.B of this Agreement, the City will have the right to suspend payment of the Grant Funds to the Applicant for the period that the Applicant is not in material compliance with the Requirements of Law, and the City will have no further obligation to provide any portion of the Grant Funds to the Applicant until the City determines in its reasonable discretion that the Applicant is in material compliance with the Requirements of Law, at which time all suspended payments will be remitted to the Applicant. A legal nonconformity created as a result of the City's amendment to the Requirements of Law subsequent to the Commencement Date will not constitute a failure of the Applicant to comply with the Requirements of Law.

E. **Commitment to Fair Employment Practices and Affirmative Action; Prevailing Wage**. If and to extent applicable in accordance with the Requirements of Law, the Applicant must comply with the requirements pertaining to fair employment practices and affirmative action described in the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq*.), as may be applicable.

SECTION 6. FORCE MAJEURE.

Except as expressly provided to the contrary in this Agreement, whenever a period of time is provided for in this Agreement for either of the Parties to perform any act or obligation, and the Party, as the case may be, is unable to perform or complete the act or obligation because of a

Force Majeure, then upon the occurrence of the Force Majeure, the time period for the performance and completion of the acts or obligations will be extended automatically for a reasonable time to accommodate the delay caused by the Force Majeure.

SECTION 7. LITIGATION AND DEFENSE OF AGREEMENT/INDEMNITY.

A. **Litigation**. If, during the Term of this Agreement, any lawsuits or proceedings are filed or initiated against any Party before any court, commission, board, bureau, agency, unit of government or sub-unit thereof, arbitrator, or other instrumentality, that may materially affect or inhibit the ability of any Party to perform its obligations under, or otherwise to comply with, this Agreement (***"Litigation"***), the Party against which the Litigation is filed or initiated must promptly deliver a copy of the complaint or charge related thereto all other Parties, and must thereafter keep such other Parties fully informed concerning all aspects of the Litigation.

B. **Defense**. The Parties must use their respective good faith efforts to defend the validity of this Agreement, and all ordinances and resolutions adopted, and agreements executed by such Party pursuant to this Agreement, including every portion thereof and every approval given, and every action taken, pursuant thereto. Each Party will have the right to retain its own independent legal counsel, at its own expense, for any matter. The Parties agree to reasonably cooperate with each other to carry out the purpose and intent of this Agreement.

C. **No Liability for City Review**. The Applicant acknowledges and agrees that: (1) the City is not, and will not be, in any way liable for any violations of restrictive covenants applicable to the Property that may occur, or for any damages or injuries that may be sustained, as the result of the City's review and approval of any plans for the Property, or as a result of the issuance of any approvals, permits, certificates, or acceptances relating to the use and development of the Property; and (2) the City's review and approval of any of the plans and the issuance of any of the approvals, permits, certificates, or acceptances does not, and will not, in any way, be deemed to insure the Applicant, or its members, managers, officers, agents, employees, successors, assigns, tenants, or licensees, or any third Party, against restrictive covenant violations or damage or injury of any kind at any time.

D. **City Procedures**. The Applicant acknowledges that notices, meetings, and hearings have been properly given and held by the City with respect to the approval of this Agreement and agrees not to challenge any of those actions on the grounds of any procedural infirmity or of any denial of any procedural right.

E. **Indemnity**. The Applicant agrees to, and does hereby, hold harmless and indemnify the City, the Corporate Authorities, all City elected and appointed officials, officers, employees, agents, representatives, and attorneys (each, an ***"Indemnitee"*** and collectively, the ***"Indemnitees"***) from any and all third-party claims that may, at any time, be asserted against any of the Indemnitees in connection with (1) the construction, operation, and maintenance of the Restaurant and the Property; and (2) the performance by the Applicant of its obligations under this Agreement and all related ordinances, resolutions, or other agreements; provided, however, that the Applicant will have no indemnification obligation to any of the Indemnitees to the extent that any losses or damages claimed are caused by the gross negligence, fraud, or willful misconduct of one or more Indemnitees.

F. **Defense Expenses**. The Applicant hereby agrees to pay, without protest, all actual and reasonable expenses incurred by the City in defending itself with regard to any and all of the

claims identified in Section 7.E of this Agreement. These expenses may include, without limitation: (1) all out-of-pocket expenses, including attorneys' and experts' fees, not to exceed their usual and customary fee rates to the City; and (2) the reasonable value of any services rendered by any employees of the City, not to exceed their actual salaries.

G. **Joint and Several Liability.** The obligations and liabilities of the Business Owner and the Property Owner under this Agreement are and will be joint and several.

SECTION 8. TERM.

This Agreement will be in full force and effect for a period commencing on the Commencement Date and through the date that is ten years after the date of the issuance of the Grant Funds for the Restaurant (***"Term"***). During the Term, this Agreement inures to the benefit of and is enforceable by the Applicant, the City, and any of their respective permitted legal representatives, heirs, grantees, successors, and assigns.

SECTION 9. ISSUANCE OF BUILDING PERMITS; PAYMENT OF CITY FEES AND COSTS.

In addition to any other costs, payments, fees, charges, contributions, or dedications specifically required by this Agreement, the Applicant must pay to the City, as and when due, all application, inspection, and permit fees, all other fees, and charges required by applicable City codes, ordinances, resolutions, rules, or regulations, and all reasonable third-party legal, engineering, and other consulting or administrative fees, costs, and expenses. The City agrees to expedite all plan and permit review in connection with the Redevelopment described herein.

SECTION 10. ENFORCEMENT.

A. **Enforcement.** The Parties to this Agreement may, in law or in equity, by suit, action, mandamus, or any other proceeding, including without limitation specific performance (including, without limitation, payment by the City to the Applicant of payments due under this Agreement), enforce or compel the performance of this Agreement; provided, however, that the Applicant agrees that it will not seek, and does not have the right to seek, to recover a judgment for monetary damages against the City, or any past, present, or future director, member, elected or appointed officer, official, agent, representative, employee, or attorney, of the City on account of the negotiation or execution of this Agreement. In addition to every other remedy permitted by law for the enforcement of the terms of this Agreement, the City will be entitled to withhold the issuance of building permits or certificates of occupancy for the Restaurant only when the Applicant has failed or refused to meet fully any of its obligations under this Agreement (after application of any notice and cure provisions). In the event of a judicial proceeding brought by one Party to this Agreement against the other Party to this Agreement pursuant to this Section, the prevailing Party will be entitled to reimbursement from the unsuccessful Party of all costs and expenses, including without limitation reasonable attorneys' fees, incurred in connection with the judicial proceeding.

B. **Notice and Cure.** No Party may exercise the right to bring any suit, action, mandamus, or any other proceeding pursuant to Section 10.A of this Agreement without first providing written notice to all other Parties of the breach or alleged breach and allowing 30 days to cure the breach or alleged breach. If the breach cannot be cured within the 30-day period (***"Time for Cure"***), then the Time for Cure will be extended accordingly, provided that the notified

Party has promptly commenced to cure the breach within the Time for Cure and continued to prosecute the cure of the breach with diligence.

SECTION 11. NATURE, SURVIVAL, AND TRANSFER OF OBLIGATIONS.

A. **Obligations.** The Parties agree that all charges payable pursuant to this Agreement, together with interest and costs of collection, including reasonable attorneys' fees, constitute both the personal obligation of the Party liable for its payment, and the successors of that Party.

B. **Binding Effect.** The Applicant acknowledges and agrees that this Agreement is binding upon the Business Owner, the Property Owner, and any and all of their respective successors, permitted assigns, and successor owners of record of all or any portion of the Restaurant.

C. **Transferee Assumption**. To assure that any potential successor, or permitted assign has notice of this Agreement and the benefits and obligations created by it, the Applicant agrees to require, prior to the transfer of a legal or beneficial interest in a majority ownership of, or controlling interest in the Restaurant, the transferee to execute an enforceable transferee assumption agreement in a form reasonably acceptable to the City. The City agrees that, upon a successor becoming bound to the personal obligation created in this Agreement in the manner provided, the liability of the Applicant or other predecessor obligor will be released to the extent of the transferee's assumption of liability. The Applicant agrees to notify the City in writing at least 30 days prior to the date on which the Applicant proposes to transfer a legal or beneficial interest in a majority ownership of, or controlling interest in, the Restaurant to a transferee. Concurrent with any such transfer described in this Section 11.C, the Applicant must provide the City with a fully executed copy of the transferee assumption agreement.

D. **Transfer Defined**. For purposes of this Agreement, the term "transfer" includes any assignment, transfer, sale, transfer to a receiver or to a trustee in bankruptcy, transfer in trust, or other disposition of the Restaurant, in whole or in part, by voluntary or involuntary sale, foreclosure, restructuring, merger, sale and leaseback, consolidation, or otherwise.

E. **Prohibited Assignments**. It is the express intent of the Parties that, except as expressly provided or allowed herein, this Agreement, and all of the rights and privileges granted herein, are for the sole and exclusive benefit of the Applicant for operation of a Restaurant on the Property. Accordingly, notwithstanding any provision of this Agreement, prior to the Grant Funds payment, in the event that either the Business Owner does, or attempts to, voluntarily or involuntarily transfer a majority or controlling interest in the Restaurant without the prior consent of the Corporate Authorities, which consent may be granted or denied in the sole and absolute discretion of the Corporate Authorities, this Agreement, and all of the rights and privileges granted herein, will, at the option of the City, become null and void and be of no force or effect.

SECTION 12. REPRESENTATIONS AND WARRANTIES.

A. **Business Owner's Representations and Warranties**. In order to induce the City to enter into this Agreement and to adopt the ordinances and grant the rights herein provided for, the Business Owner hereby warrants and represents to the City as follows:

1. The Business Owner is a duly organized, validly existing limited liability company in good standing under the laws of the State of Illinois.

2. The Business Owner has the limited liability company authority and the legal right to make, deliver, execute, and perform this Agreement and has taken all necessary actions to authorize the execution, delivery, and performance of this Agreement.

3. All necessary consents of any members or managers or constituent entities, creditors, investors, partners, judicial, or administrative bodies, governmental authorities except the City, or other parties including specifically, but without limitation, all secured parties, regarding the execution and delivery of this Agreement have been obtained.

4. The consent or authorization of, filing with, or other act by or in respect of any governmental authority except the City is not required in connection with the execution, delivery, performance, validity, or enforceability of this Agreement.

5. The individuals executing this Agreement on behalf of the Business Owner have the power and authority to execute and deliver this Agreement on behalf of the Business Owner.

6. The execution, delivery, and performance of this Agreement: (a) is not prohibited by any Requirement of Law or under any contractual obligation of the Business Owner; (b) will not result in a breach or default under any agreement to which the Business Owner is a party or to which the Business Owner, in whole or in part, is bound; and (c) will not violate any restriction, court order, or agreement to which the Business Owner, in whole or in part, is or are subject.

B. **Property Owner's Representations and Warranties**. In order to induce the City to enter into this Agreement and to adopt the ordinances and grant the rights herein provided for, the Property Owner hereby warrants and represents to the City as follows:

1. The Property Owner is a duly organized, validly existing limited liability company in good standing under the laws of the State of Illinois.

2. The Property Owner has the limited liability company authority and the legal right to make, deliver, execute, and perform this Agreement and has taken all necessary actions to authorize the execution, delivery, and performance of this Agreement.

3. All necessary consents of any members or managers or constituent entities, creditors, investors, partners, judicial, or administrative bodies, governmental authorities except the City, or other parties including specifically, but without limitation, all secured parties, regarding the execution and delivery of this Agreement have been obtained.

4. The consent or authorization of, filing with, or other act by or in respect of any governmental authority except the City is not required in connection with the execution, delivery, performance, validity, or enforceability of this Agreement.

5. The individuals executing this Agreement on behalf of the Property Owner have the power and authority to execute and deliver this Agreement on behalf of the Property Owner.

6. The execution, delivery, and performance of this Agreement: (a) is not prohibited by any Requirement of Law or under any contractual obligation of the Property Owner; (b) will not result in a breach or default under any agreement to which the Property Owner is a party or to which the Property Owner, in whole or in part, is bound; and (c) will not violate any restriction, court order, or agreement to which the Property Owner, in whole or in part, is or are subject.

C. **City's Representations and Warranties**. In order to induce the Applicant to enter into this Agreement, the City hereby warrants and represents to the Applicant as follows: (1) the operation of the Restaurant at the Property is allowed as of right under the current zoning classification of the Property, without any variance being required; (2) the funds for the Grant Funds are held by or on account of the City, and are available for timely disbursement pursuant to this Agreement; and (3) all necessary consents or approvals of the City Council or any administrative bodies, governmental authorities, or other parties regarding the execution, delivery and performance by the City of this Agreement have been obtained.

SECTION 13. GENERAL PROVISIONS.

A. **Entire Agreement**. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the Parties, whether written or oral, relating to the subject matter of this Agreement.

B. **Amendments and Modifications**. No amendment or modification to this Agreement will be effective until it is reduced to writing and approved and executed by all Parties to this Agreement in accordance with all applicable statutory procedures.

C. **Notices**. Any notice, communication, or demand required or permitted to be given under this Agreement must be in writing and must be delivered: (1) personally, (2) by a reputable overnight courier, or (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise provided in this Agreement, notices will be deemed received after the first to occur of: (a) the date of actual receipt; or (b) the date that is one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) the date that is three business days after deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section, each Party to this Agreement has the right to change the address or the addressee, or both, for all future notices and communications to them, but no notice of a change of addressee or address will be effective until actually received.

Notices and communications to the City must be addressed to, and delivered at, the following address:

City of Highland Park

1707 St. Johns Avenue
Highland Park, Illinois 60035
Attention: City Manager

With a copy to:

Elrod Friedman LLP
350 N. Clark Street
Second Floor
Chicago, Illinois 60654
Attention: Hart M. Passman, Deputy Corporation Counsel

Notices and communications to the Business Owner must be addressed to, and delivered at, the following address:

Viaggio Highland Park., Business Owner
4594 Deer Trail
Northbrook, Illinois 60062
Attn: Larry Slavin

With a copy to:

_____
_____
_____
Attn: _____

Notices and communications to the Property Owner must be addressed to, and delivered at, the following address:

Young K. Kim & Mi Soon Kim, Property Owner
1367 Yager Lane
Highland Park, Illinois 60035
Attn: Young K. Kim & Mi Soon Kim_____

With a copy to:

_____
_____
_____
Attn: _____

D. **Governing Law**. This Agreement is to be governed by, and enforced in accordance with, the internal laws, but not the conflict of laws rules, of the State of Illinois.

E. **Interpretation**. This Agreement is to be construed without regard to the identity of the Party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement is to be construed as though all Parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting Party is not applicable to this Agreement.

F. **Change in Laws**. Except as otherwise explicitly provided in this Agreement, any reference to laws, ordinances, rules, or regulations of any kind includes the laws, ordinances, rules, or regulations of any kind as they may be amended or modified from time to time hereafter.

G. **Headings**. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

H. **Time of Essence**. Time is of the essence in the performance of this Agreement.

I. **No Third-Party Beneficiaries**. Except as expressly provided in this Agreement, no claim as a third-party beneficiary under this Agreement by any person, firm, or corporation may be made or will be valid against the City or the Applicant.

J. **Severability.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions will remain in full force and effect and will in no way be affected, impaired, or invalidated.

K. **Calendar Days and Time.** Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" means calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

L. **Exhibit.** Exhibit A is attached to this Agreement, and by this reference incorporated in and made a part of, this Agreement. In the event of a conflict between the Exhibit and the text of this Agreement, the text of this Agreement will control.

M. **Counterparts**. This Agreement may be executed in several counterparts, each of which, when executed, is to be deemed to be an original, but all of which together constitute one and the same instrument.

N. **Waiver.** Neither the City nor the Applicant are or will be under any obligation to exercise any of the rights granted to them in this Agreement except as it determines to be in its best interest from time to time. The failure of the City or the Applicant to exercise at any time any of those rights is not to be deemed or construed as a waiver of that right, nor will the failure void or affect the City's or the Applicant's respective right, as the case may be, to enforce those rights or any other rights.

O. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement are cumulative and are not exclusive of any other rights, remedies, and benefits allowed by law.

P. **Consents.** Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any Party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any Party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent must be in writing.

Q. **Grammatical Usage and Construction.** In construing this Agreement, pronouns include all genders, and the plural includes the singular and vice versa.

R. **City Authority to Execute.** The City hereby warrants and represents to the Applicant that the persons executing this Agreement on its behalf have been properly authorized to do so by the Corporate Authorities.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

CITY:

CITY OF HIGHLAND PARK,
an Illinois home rule municipal corporation

ATTEST:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

BUSINESS OWNER:

Viaggio Highland Park d/b/a Viaggio Restaurant
an Illinois corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

PROPERTY OWNER:

Young K. Kim & Mi Soon Kim, Property Owner

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

ACKNOWLEDGEMENTS

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

This instrument was acknowledged before me on _____, 2026 by Ghida S. Neukirch, the City Manager of the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation, and by Ashley Palbitska, the Deputy City Clerk of said home rule municipal corporation.

Given under my hand and notarial seal this ___ day of _____, 2026.

Notary Public

My Commission Expires: (SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

I, _____, a Notary Public in and for said County, in the State aforesaid, do hereby certify that _____, personally known to me to be the _____, an Illinois limited liability company, he signed and delivered said instrument as his free and voluntary act and as the free and voluntary act of said company, for the uses and purposes therein set forth.

Given under my hand and notarial seal this ___ day of _____, 2026.

Notary Public

My Commission Expires: (SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

I, _____, a Notary Public in and for said County, in the State aforesaid, do hereby certify that _____, personally known to me to be the _____, an Illinois limited liability company, he signed and delivered said instrument as his free and voluntary act and as the free and voluntary act of said company, for the uses and purposes therein set forth.

Given under my hand and notarial seal this ___ day of _____, 2026.

Notary Public

My Commission Expires: (SEAL)

EXHIBIT A

LIST OF EXPENDITURES

- Painting
- Permanent flooring materials
- Wood, metalwork, and other decorative elements
- Kitchen infrastructure
- Furniture, fixtures, and equipment

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Megan Cherry, Management Analyst

Department: City Manager's Office

Title: A Request to Approve a New Special Event: Ravinia Farmer's Market Branded "Braeside Farmers Market"

Recommendation:
Staff recommends approving and issuing a special event permit to Ed Kugler of Taste Marketing to operate a weekly "Braeside Farmers Market" event at Braeside Market, located at 55 St. Johns Avenue, from January through April 2026, with the possibility for outdoor expansion in the future. First-time Special Event permits are presented to the City Council for review and approval; subsequent event applications are streamlined and reviewed and considered administratively.

Policy Consideration:
Ed Kugler of Taste Marketing has submitted a special event permit application for a weekly "Braeside Farmers Market" at Braeside Market, located at 55 St. Johns Avenue. The market will take place on Fridays from 10:30 AM - 2:30 PM starting January 16, running through April 24, 2026. Mr. Kugler has applied for and received special event permits from the City previously for markets in the Ravinia Business District and at Wayfarer Theaters. The new Braeside Farmers Market will feature up to ten vendors selling goods and wares inside Braeside Market. Mr. Kugler has obtained permission from Braeside Market to host this weekly event. Market set-up will begin at 8:00 AM and dismantling will conclude at 3:30 PM on all market dates. All vendors are required to obtain a vendor permit in order to participate in the event; markets hosted by Taste Marketing are subject to a reduced fee when participants are involved in multiple markets per the City's Annual Fee Resolution.

City staff has reviewed Mr. Kugler's special event permit application and are requiring the following as special conditions of the permit in line with conditions set as part of approvals for other special events:

- Vendors may park in the eastern portion of the Braeside Train Station East parking lot located at 100 St. Johns Avenue. Vendors are required to obtain any and all necessary parking permits and pay the fees associated with them.

- The event manager may not “cone off” any portion of St. Johns Avenue for vendor set up.
- The event manager will place a 2x3 A-frame sign on the sidewalk in front of Braeside Market on market days, ensuring that a 5’ pedestrian pathway is maintained at all times and that ingress/egress to the building is not blocked.

Other required permit conditions approved by staff are outlined in the attached special event permit. Also attached is Mr. Kugler’s application, as well as a site plan for the event.

Typically, indoor events do not require review and approval by the City Council. However, Mr. Kugler has indicated in his discussions with City staff that he may potentially expand to include some outdoor elements as part of this event as the weather warms up and eventually grow the event from a winter to a year-round market. Expansion could include the addition of outdoor vendors, entertainment and live music in the adjacent privately owned park-like area on the 55 St. Johns Avenue property. Due to the possibility of this event expanding outdoors in the warmer months, City staff recommends that the City Council approve this event with an allowance for the market to expand outdoors in the future, where any outdoor features would be subject to review and approval by City staff with final approval by the City Manager. Approval of the special event permit as outlined in this report would allow staff to review and approve any outdoor uses without the need to return to Council for additional approvals, therefore expediting the permit process.

Core Priorities:

Economic Development

The Braeside Farmers Market will draw visitors and increase exposure to the Braeside Business District and increase the visibility of local businesses, particularly Braeside Market. Due to its location right on the train line and near the border with Glencoe, there is strong potential to draw in visitors from outside Highland Park, especially should the event expand in the future.

Vibrancy

Events such as the Ravinia Farmers Market and Ravinia Farmers Market at Wayfarer Theaters attract visitors to Highland Park. They are also significant placemaking amenities, adding to the quality of life for those who live, visit, and do business within the community. Should this market be approved, there will be markets in the Central, Ravinia, and Braeside Business Districts, creating a fun and festive atmosphere throughout the City for a majority of the year.

Attachments:

1. Permit 2026_02 Braeside Farmers Market
2. 2026 Braeside Farmers Market Special Event App
3. 2026 Braeside Farmers Market Site Plan

City of Highland Park, Illinois
SPECIAL EVENTS PERMIT

NO. 2026:02
The Following Special Events Permit is Issued to

Ed Kugler of Taste Marketing for an
Indoor Farmers Market at Braeside Market (55 St. Johns Avenue)
From 10:30 a.m. to 2:30 p.m. on Fridays, January 16 - April 24, 2026
[set-up begins at 8:00 a.m.; dismantle by 3:30 p.m. for all event dates]
*Special Conditions Below

Issued By: City Manager's Office

_____ _____
Signature, City Manager Date

NO. 2026:02 SPECIAL CONDITIONS

1. Event Manager has permission from Braeside Market to utilize their space for the event.
2. Event Manager agrees to adhere to approved site plan (attached).
3. Event Manager **may not** "cone off" any portion of St. Johns Avenue for vendor set up. Vendors may park in the eastern portion of the Braeside Train Station East parking lot at 100 St. Johns Avenue. Vendors are required to obtain any and all necessary parking permits and pay the fees associated with them.
4. Event Manager is prohibited from utilizing food trucks throughout the market season.
5. Event Manager will place a 2 x 3 A-frame sign in front of Braeside Market on market days, as indicated on approved site plan. Event Manager will ensure that the A-frame sign is properly weighted and secured.
6. Event Manager will ensure that 5′ pedestrian pathways will be maintained at all times and the ingress/egress to building entrance/exits must not be blocked.
7. Event Manager and all participating vendors will complete the vendor permit application and provide certificates of insurance naming the City of Highland Park as an additional insured.
8. **Vendors must submit their application, certificate of insurance and vendor fee to the City at least one week before the market date in which they will participate.**
9. Event Manager agrees to ensure event related clean up immediately following the Special Event.
10. ******In the event the Event Manager decides to expand the market outdoors, the Event Manager is required to submit an updated site plan outlining all outdoor elements for City staff to review. Event Manager may not engage in any outdoor activities on the property until all outdoor features have been reviewed and approved by City staff and an amended permit issued.******

City of Highland Park

Date Application Received: _____

Staff:

2025 Special Event Permit Application

EVENT CATEGORIES

The City has two special event categories; major special events and minor special events, which are defined below:

Major Special Event: Any event that includes closure of a City street(s) and/or sidewalk(s), occurs more than one day, has significant parking/traffic impact(s), and requires enhanced public safety and public works pre-planning and assistance.

Minor Special Event: Any event that does not require closure of a City street(s) and/or sidewalk(s), and does not adversely impact parking or traffic.

EVENT FEES

_____ **Major Special Event** **Fee: $200**

__X__ **Minor Special Event** **Fee: $60**

All Fees are Non-Refundable

EVENT INFORMATION

1. Name of Event: BRAESIDE FARMERS MARKET
2. Date(s) of Event: 1/16/26 - 4/24/26 Rain Date(s): _____
3. Event Set-up begins 8 AM Event Dismantling ends: 3:30 pm.
   Event Start time: 10:30 AM Event End time: 2:30 PM
4. Location of Event and, if applicable, Route ***Please attach site plan/route map**
   55 ST. JOHN'S AVE -
5. Event Type (*circle one*): Festival/Fair Race/Walk/Bike Ride Concert/Parade Other:
   FARMERS MARKET
6. Event Description: Vendors selling their products
7. Estimated attendance: 300 plus # of Event Monitors: 2

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT.

ORGANIZATION INFORMATION

8. Sponsoring Organization: RAVINIA FARMERS MARKET

☐ Non-profit (*if yes, attach 501(c)(3)*) ☒ Private business ☐ Government/public entity

9. Address: 1104 Ridge Rd. Highland Park

10. Business Phone: 8475611302

CONTACT PERSON / EVENT MANAGER

11. Name: Ed Kugler

12. Phone: 847-561-1302 Cellular: _____

13. Email: RAVINIAFM@gmail.com

14. Driver's License #: K246-2355-2200 Date of Birth: 7-14-52

15. Relation to above organization: Owner

16. Has a similar permit been granted by the City or any other municipality in Illinois to the Event Manager and/or the Applicant within the past two years?

YES X NO _____

Has any Illinois municipality ever revoked, refused to issue or renew such a permit, either to the Event Manager or the Applicant?

YES _____ NO X

17. Has the Event Manager and/or the Applicant has ever been convicted of a felony?

YES _____ NO X

If yes, what was the nature of the offense and the punishment or penalty assessed?

_____

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT.

State of Illinois)
) SS.
County of Lake)

The undersigned, being first duly sworn, an oath deposes and says that he/she has read the foregoing application and knows the contents thereof, and that the matters and things therein contained are true to the best of his/her knowledge, information and belief.

Ed Rugler
SIGNATURE of Applicant

12/1/25
Date

I AGREE THAT ALL ANTICIPATED CITY EXPENSES IN CONNECTION WITH THIS EVENT WILL BE PAID EITHER WITH REGARD TO HOURLY OVERTIME RATES OR RENTAL RATES.

SIGNATURE OF APPLICANT: Ed Rugler

DATE: 12/1/25

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT.

SPECIAL EVENT HOLD HARMLESS AGREEMENT
(Applicant)

In consideration of the City of Highland Park ("*City*") granting a Special Event Permit to TASTE MARKETING, operating at ~~[illegible]~~ 1104 Ridge Rd HP. ("*Applicant*"), to allow the BRAESIDE FARMERS MARKET ("*Event*")[1], scheduled to occur on THURSDAY - JAN 8 thru, Apr 23 between 10 AM/PM and 2 AM/PM, at 55 ST. JOHNS AVE HP ("*Location*")[2], and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Applicant hereby agrees as follows:

Waiver and Release of Claims for Injury

The Applicant shall, and does hereby, waive, release, and relinquish all claims of every kind, known and unknown, present and future, that the Applicant may have against the City and its officers, agents, servants, and employees, arising out of, connected with or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

Indemnity and Defense

The Applicant shall, and does hereby, indemnify, hold harmless, and defend the City and its officers, agents, servants, attorneys, and employees from and against any and all claims of every kind, known and unknown, present and future, that the Applicant may have arising out of, connected with, or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

The Applicant has read and fully understands this document and executes it of the Applicant's own free will and without any reservation whatsoever.

Dated this 1 day of Dec, 2025.

Ed Kugler
Applicant Signature

Ed Kugler
Applicant Name (printed)

Attest

[1] Any Not-for-Profit Special Event, or Commercial Special Event approved by the City.
[2] If necessary, please attach additional information regarding the Location.

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT.

REQUIREMENTS

Different events have varying requirements. Please check all relevant criteria for your event. If you check "*yes*" to any of the following questions, please complete the referenced additional requirement(s).

YES	NO	
	X	Does your event require the closure of City streets?
	X	Does your event require the use of City sidewalks?
	X	Does your event require the use of other City property (parking lots, Port Clinton Square)? ***If yes, indicate location:***
X		Does any portion of the event take place on private property? ***If yes, and the applicant is not the property owner, please submit a letter of consent from the property owner, or a copy of the rental agreement.***
	X	Are you requesting police officers for traffic and/or security? ***Note that a minimum of one (1) extra-duty officer is required for all outdoor special events with temporary street closures.*** ***If no, how will traffic and pedestrian circulation be handled?*** ***If yes, please read section about police services on Page 7.***
X		Will food, beverages, or merchandise be sold at the event? ***If yes, please read section about vendor permits on Page 7.*** ***Provide Attachment C to your participating vendors.***
X		Will tents be used at the event? ***If yes, please read section about tents on Page 8.*** Ed has confirmed that they are not using any tents
X		Will electrical service, and or generators be required for the event? ***If yes, please read section about electrical service on Page 8.***
X		Temporary Signage? *Types of signage include: event promotion, liquor restrictions, parking restrictions, towing, and traffic detour.* ***If yes, please read and complete*** the ***Temporary Signage Application*** on ***Page 9. Applicant must provide # of signs and dimensions for each, sign text and graphics, how the signs will be secured, sign location site map.***
	X	Are you requesting the use of electricity in Port Clinton Square? ***If yes, please note that service is limited to 15 amps per outlet; You must provide a list of equipment and the amps to be plugged in and the location(s) with your application.***
	X	Will you be using speakers and sound amplification equipment? ***City Noise Ordinance Weekdays 7am-7pm, Weekends 9am-5pm, Never on Holidays***

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT.

REQUIREMENTS

YES	NO	
☐	☒	Will portable toilets be provided for the Event? ***If yes, please provide the vendor's name and contact information.*** Number of toilets: ____ Number of hand wash sinks: ____ Please provide the location(s) of sanitary facilities to be provided at the event on a site map. ***Please note that all sanitary facilities must be removed immediately following the event.***
☐	☒	Will liquor be served? ***If yes, special rules and regulations govern the sale of alcohol at Special Events.*** ***Read Page 10 for guidance.*** Contact Deputy City Clerk Ashley Palbitska, 847.926.1034 or apalbitska@cityhpil.com.
☐	☒	Are you holding a raffle at the event? *A raffle involves selling tickets or chances and is restricted by State law to non-profit organizations only. A prize drawing involves no purchase by participants, e.g. drop business card in fishbowl.* ***If yes, a Raffle Permit is required. Raffle Permit Fee is $35. Complete Attachment F.***
☐	☒	Do you require barricades? ***If yes:*** Delivery location: ____ Name of contact person & phone number: ____ Date of delivery (set up will not be provided): ____ ***Read section on Page 11.*** ***Depending on number and type of barricade, you may be charged for these.***
☐	☒	Will any other public works services be needed at the event? ***Read section on Page 11.***
☒	☒	Will garbage, recycling and compost be produced as a result of this event? ***If yes, applicant is responsible for event related trash collection and removal.*** ***Read section on Page 12.***
☒	☐	Will there be provisions for First Aid & Emergency Medical Services? ***If yes, please provide plan:*** ***At minimum, Event Manager must have cell phone to dial 911.***

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT.

POLICE SERVICES

A minimum of one (1) extra-duty officer is required during all hours an event is open to the public at all Major Outdoor Special Events.

The Special Events Supervisor reviews each application to determine the total number of extra duty officers recommended based on the scale of the event, event criteria, if streets are closed, etc.

The applicant will be notified about the determination and scheduling.

For more information, please contact Sgt. Brian Soldano, 847.926.1083 or bsoldano@cityhpil.com.

The information below is provided to help the applicant better plan and budget for this type of expense.

Cost per extra-duty officer is $100.42/hour Officer / $112.20/hour Sergeants / $126.65/hour Commanders.

A minimum 2-hour shift is required.

How many extra-duty officer(s) to be scheduled: _____

Total expense: _____

VENDORS

- A vendor is defined as a person or business selling food, beverages, or merchandise.
- The Event Manager is responsible for coordinating collection of all completed vendor permit application forms and fees. A list of all participating vendors should be submitted to the City Manager's Office on an Excel spreadsheet.
- All participating vendors must complete a Special Event Vendor Permit Application ***(ATTACHMENT B)***
- Local businesses that are registered with the City of Highland Park must also complete all forms but will not be charged the $60 permit fee.
- ***All participating vendors, including local businesses, Must Sign*** the ***Event Inspection Checklist (ATTACHMENT C)***
- **IMPORTANT** - ***As mandated by law, all participating vendors are required to file paperwork on gross sales with the State of Illinois, following the conclusion of the event.***

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TENTS

How many tents for event? _____

The tent(s) be used: as a shelter____ for cooking____ for dining____ entertainment____

How will tent(s) be secured? _____

Dimensions? Sides _____

Tent Rental Company and contact: _____

_____

Address / Phone: _____

For tents larger than 100 square feet (or 10' x 10'), a Tent Permit is required. Please see Attachment C.

ELECTRICAL GENERATORS

Any event utilizing generators or temporary electrical is required to apply for and obtain an Electrical Permit from the Building Division. All electrical work must be done by licensed electrical contractors. The work will be inspected on site by the Building Division prior to the event. It is recommended that your electrician be onsite during the inspection to address issues that may arise during the inspection.

Number of generators: _____

Generator Locations (attach site map): _____

_____

Licensed Electrical Contractor Name: _____

Contractor's 24 Hour Phone: _____ Email: _____

Please see Attachment C for the Application form.

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TEMPORARY EVENT BANNERS & SIGN APPLICATION

Will you be displaying? TBD when based enough vendors register

A-frame signs #____ Dimensions _____

How will sign be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for A-frame signage

H-frame signs #____ Dimensions _____

How will sign(s) be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for H-frame signage

Banners #____ Dimensions _____

How will sign be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for temporary banner

Banner signs are limited to one 32 square foot banner a day for a maximum 14-day period

Pole Signs #____ Dimensions _____

How will sign(s) be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for pole signage

Dates signs will be displayed: From: _____ To: _____ (***14 days max.***)

Signage must be removed after the event.

Important Warning **– it is illegal to install temporary signs on the public parkways (*unless you're specifically instructed to do a public alert about a race route which will impact residents*). All illegal signage will be removed and disposed of by City staff.**

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LIQUOR LICENSE for SPECIAL EVENTS

1. A **City of Highland Park Liquor License** is required for any local business selling alcohol at an event
2. Tasting or samples may only be provided at an event by businesses with an S-1, S2, or RS-1 Liquor License; no other license category may provide tastings or samples
3. A **State of Illinois Special Event Liquor License** is **Required** for **All Businesses** seeking to serve alcohol at an event ***(ATTACHMENT D)***
4. **A Letter of Liquor License in Good Standing** is required for any Highland Park Business serving alcohol at an event in order for them to obtain their special event permit with the State and participate in the event
   - The event coordinator must request a letter of good standing from the City for each participating business or vendor selling liquor;
   - The City does not have the authority to grant permission, or provide a letter of good standing to businesses based outside of Highland Park in order for them to sell liquor at an event; the City can only provide a letter of good standing to Highland Park businesses that have a local liquor license with the City of Highland Park.
5. **BASSET training** is **Required** for **All servers** at a special event
6. **Liquor License Requirements for Not for Profit Organizations**
   - A **Class D Liquor License for Non-Profit Organizations (NFP)** is required for any NFP seeking to serve alcohol at an event ***(ATTACHMENT E)***
   - It is recommended that the applicant ***Submit the Class D Liquor License Application at least 2 months prior*** to the event due to the time it takes to process the license, which includes a background check, finger printing – if necessary
   - General Admission to Not for Profit Events: General admission is defined as the sale of a ticket for which all attendees pay the same price whether they intend to drink or not
   - A liquor license is required for the non-profit organization if:

     (a) a patron pays less to be admitted to the event if he/she is not drinking; or

     (b) a patron purchases drinks at the event, outside of general admission tickets fee
   - Not for profit organizations do not need to obtain a Class D liquor license if:

     (a) the non-profit organization is directly serving the alcohol;

     (b) the not for profit organization is using a local business to sell alcohol, the business selling the alcohol must request a letter of good standing from the City
   - A Non-Profit Organization obtaining a Class D Liquor License from the City is the responsible party for all alcohol sales and serving; they cannot obtain a license and then have a separate vendor serve liquor
   - The Class D Liquor License does not allow for tastings, alcohol must be purchased; participants must pay a general admission fee to have a "sip" or "drink" at participating locations; Depending on the type of local liquor license a business has, tastings are ***not*** allowed, alcohol must be purchased (*only those businesses with an S-1, S-2 or RS-1 License can provide samples*).

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT.

PUBLIC WORKS SERVICES

Barricades

Fencing

Signs

REFUSE & RECYCLING REQUIREMENTS

The Applicant/Event Manager is responsible to provide refuse & recycling and composting collection services for events which generate waste that impacts the City's receptacles.

For information about temporary cans, dumpsters, and special pick-ups, contact Lake Shore Recycling, Matthew Robins, Municipal Coordinator - 224.233.1714 / mrobins@LRSrecycles.com.

LIST OF ATTACHMENTS

Attachment A - Vendor Permit Application

Attachment B - Event Checklist for Participating Vendors

Attachment C - Tent / Generator Inspection Application

Attachment E - Special Event Liquor License Application

Attachment F - Class D Liquor License Application

Attachment G - Raffle License Application

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CITY OF HIGHLAND PARK
TENT PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 Half Day Rd., Highland Park, IL 60035
(P) 847.432.0808, (F) 847.926.8885
(W) www.cityhpil.com, (E) building@cityhpil.com

Installations must meet 2018 edition of the International Fire Code (2018 IFC).
Visit www.cityhpil.com/building for a complete list of adopted codes and amendments.

A TENT PERMIT IS REQUIRED FOR ALL TENTS OVER 100 SQUARE FEET

Required Documents (other information or documentation may be required based on the details of a property or proposal)	**Document Attached**
• Site Plan	
○ Clearly indicate proposed location on property and all dimensions	
• Floor Plan	
○ Clearly indicate location(s) of exits and accessible routes	
○ Clearly indicate location(s) of emergency & exit lighting	
○ Clearly indicate location(s) of electrical equipment (2018 IFC 3106.6)	
○ Clearly indicate location(s) of heating equipment (2018 IFC 3107.12)	
○ Clearly indicate location(s) of fire extinguishers (2018 IFC 3105.9)	
○ Clearly indicate location(s) of CO and fire alarms	
○ Clearly indicate location and dimensions of seating (2018 IFC 3103.11)	
○ Clearly indicate locations and methods of anchoring (as per manufacturer's instructions)	
• Copy of signed rental agreement/contract	
• Copy of tent company's Illinois business license or registration	
• Certificate of Liability Insurance with the City of Highland Park named as additional insured	
• Certificate of flame resistance (2018 IFC 3104.4)	
• Copy of manufacturer's installation instructions	
• Severe weather plan for high winds, lightning, etc. (2018 IFC 3106.4.2)	
• Letter of Homeowner's Association approval (if applicable)	
• Electrical Permit (if applicable)	
• Tree preservation/removal permit (if applicable)	
• Manufacturer's structural calculations for snow load (if intended for winter use)	
Other Items to Note (not inclusive and specific proposals may follow different or additional requirements)	
• Cooking equipment shall not be permitted inside a tent (2018 IFC 3106.5.1)	
• Tents shall not block access to fire hydrants or other lifesaving equipment	
• Tents shall not be located within 20' of parked vehicles (2018 IFC 3103.8.2)	
• Approved barriers shall be installed as required	
• An inspection is required before use (requested no less than 48 hours prior)	

PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: building@cityhpil.com

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com

CITY OF HIGHLAND PARK
TENT PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 Half Day Rd., Highland Park, IL 60035
(P) 847.432.0808, (F) 847.926.8885
(W) www.cityhpil.com, (E) building@cityhpil.com

Approval _____ _____

Event Site Address(es)

_____

Permit Number

_____

REQUESTOR INFORMATION

Business Name(s): _____

Business Owner Name(s): _____

Business Address: _____

_____

Business Phone: _____

Mobile Phone 1: _____

Mobile Phone 2: _____

Email 1: _____

Email 2: _____

Property Owner Name(s): _____

Mobile Phone 1: _____

Mobile Phone 2: _____

Email 1: _____

Email 2: _____

Date(s) Requested

From: _____

To: _____

Event Description: _____

TENT COMPANY INFORMATION

Business Name: _____

Contact Name: _____

Business Address: _____

_____

Office Phone: _____

Mobile Phone: _____

Email: _____

TENT DETAILS

Number of Tents: _____ Tent Size(s): _____

Electricity? (circle one): Yes / No Source: _____

Method of Anchoring: _____

Type (circle one): (A) Top only (B) Sides Down

Heat (circle one): Yes / No Source: _____

Distance to Nearest Building: _____

SIGN & DATE

Sign & Date

Business Owner: _____ _____

Property Owner: _____ _____
(If different than business owner)

Tent Supplier: _____ _____

HP Building Manager: _____ _____

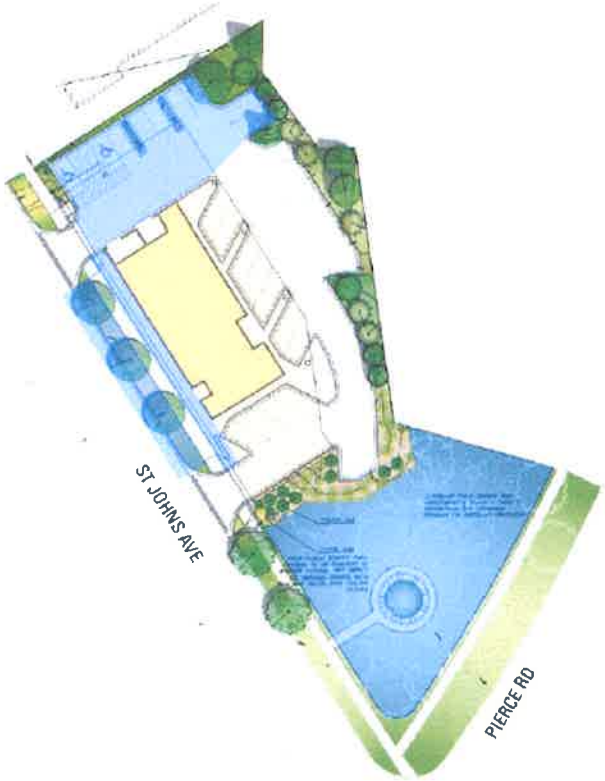
HP Building Inspector: _____ _____

HP Fire Inspector: _____ _____

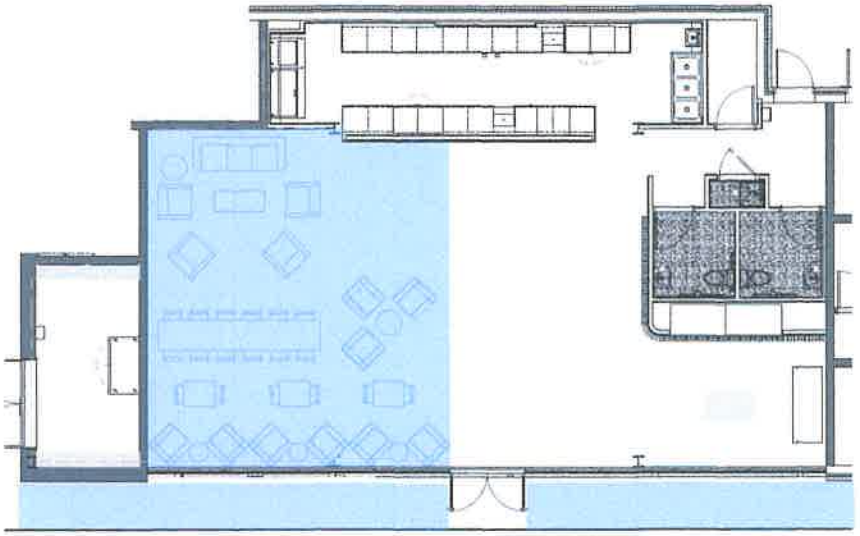
Explore Vendor Display Areas

These maps showcase the diverse interior and exterior spaces available at Braeside Market, providing **Year Round Opportunities** for vendors to showcase their unique products and engage with our community:

Exterior Market



Interior Market



Our market shelf space is also available to display your items all week long

Made with GAMMA

Gmail

Edward Kugler <raviniafm@gmail.com>

Braeside Market - Farmers Markets

1 message

Michael Weiss <mikejweiss@gmail.com> 1 December 2025 at 09:44
To: Edward Kugler <raviniafm@gmail.com>

Ed,

Brae House Coffee, LLC (doing business as Braeside Market) hereby authorizes Taste Marketing to use our indoor and outdoor spaces to host a series of farmers markets. We're excited about this collaboration and look forward to engaging more deeply with our community through these events.

Best regards,
Michael Weiss
Brae House Coffee, LLC (Braeside Market)

CONSUMER PARKING
A FRAME SIGN - ON SIDEWALK DOOR ENTRANCE
CONSUMER PARKING
VENDOR PARKING
CONSUMER PARKING
Braeside Market
55 St Johns Ave
Recently viewed
Brae House Park
Braeside Metra Station West Lot
Braeside
St Johns Ave
Pierce Rd
Blackthorn Rd
Founders Park

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Ghida Neukirch, City Manager
Erin Jason, Assistant City Manager
Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk

Department: City Manager's Office

Title: An Ordinance Amending Section 119.320 Of "The Highland Park Code Of 1968," As Amended, Eliminating Citizenship Requirements For Liquor Licenses To Conform With State Law

Recommendation:
City Staff recommends amending Section 119.320(B)(2)(b) of the City Code to remove the requirement that an owner of a business needs to be a citizen of the United States in order to obtain a liquor license in alignment with current regulations of the State Liquor Control Act.

Policy Consideration:
Highland Park's business community continues to welcome diverse opportunities for all business owners and staff continues to review ways in which the City can remove obstacles for all businesses. Currently, Section 119.320 of the City Code requires that owners who wish to obtain a liquor license be a citizen of the United States. Working in consultation with Corporation Counsel, staff concurs with the State's determination that there are no grounds for denial of a liquor license when an applicant holds legal permanent residency, even though they do not have full citizenship.

The State of Illinois previously required that all liquor license holders must be a citizen of the United States in order to be issued a State liquor license. In 2019, the Local Liquor Act of 1934 was reviewed and through Senate Bill 1166, which became Public Act 101-0541, a change was enacted to remove citizenship requirements for the issuance of a State Liquor License, as long as all other immigration requirements were met. While the state-level requirement was removed, local municipalities could continue to maintain their own ordinances that would restrict liquor licenses based on citizenship status. According to Corporation Counsel, many area municipalities have amended their local codes to expressly allow licenses to be issued to citizens and permanent residents or to remove the issue altogether from the licensing process.

While no local businesses have been denied a liquor license at this time, the existing requirement

could potentially impact several businesses currently operating and future businesses interested in locating within one of the City's business districts. Staff recommends that Section 119.320 of the Code be amended to be in line with State requirements.

Core Priorities:

Economic Development

The recommended amendment to the City Code would assist in removing potential obstacles for existing and new businesses doing business in Highland Park.

Public Safety

Police Department staff were consulted as part of the review of this item. The recommended amendment will not affect the background check process and there are no concerns from a law enforcement perspective.

Attachments:

1. HP Ordinance Amending City Code re Eliminating Citizenship Requirement for Liquor Licenses

CITY OF HIGHLAND PARK

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 119.320 OF "THE HIGHLAND PARK CODE OF 1968," AS AMENDED, ELIMINATING CITIZENSHIP REQUIREMENTS FOR LIQUOR LICENSES TO CONFORM WITH STATE LAW

WHEREAS, Chapter 119 of "The Highland Park Code of 1968," as amended (***"City Code"***), regulates the sale at retail of alcoholic liquor in the City; and

WHEREAS, on August 23, 2019, the General Assembly adopted Public Act 101-541, amending the Liquor Control Act of 1934, 235 ILCS 5/1-1 *et seq.* ("***Illinois Liquor Act***"), to eliminate the requirement that a State of Illinois liquor license holder be a citizen of the United States; and

WHEREAS, the City Council desires to amend Section 119.320 of the City Code to conform with the Illinois Liquor Act and eliminate the requirement that a City-issued liquor license holder be a citizen of the United States; and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City and its residents to amend the City Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, STATE OF ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the City Council.

SECTION TWO: APPROVAL OR DENIAL OF APPLICATION. Section 119.320, titled "Approval or Denial of Application," of Chapter 119, titled "Alcoholic Beverages," of Title XI, titled "Business Regulations," of the City Code is hereby amended to read as follows:

"Sec. 119.320. – Approval or Denial of Application.

(A) *Approval.* The Local Liquor Control Commissioner shall approve a local liquor license application, and issue a local liquor license to the applicant, upon the occurrence of each of the following:

(1) Receipt of a complete application for a new or renewal local liquor license, in accordance with Section 119.310 of this Chapter;

(2) Receipt of the recommendations and statement of the Chief of Police pursuant to Section 119.315 of this Chapter;

(3) The determination by the Local Liquor Control Commissioner that the application satisfies the standards and conditions set forth in this Article III; and

(4) Payment of the local liquor license fee for the specific class of local liquor license sought, in the amount set forth in the Annual Fee Resolution, which fee shall be reduced in proportion to the number of whole calendar months which have expired in the license year prior to the issuance of the local liquor license

(B) *Denial.*

(1) *Definition.* For purposes of this Section 119.320(B) only, except as expressly provided otherwise, the term "applicant" shall include the entity or individual named on the application for a local liquor license, as well as all partners, officers, managers, directors, shareholders, and agents of the entity or individual that has applied for a local liquor license pursuant to this Chapter; except that the term "applicant" shall not include the directors of a not-for-profit organization that has applied for a Class D local liquor license pursuant to this Chapter.

(2) *Mandatory Denial.* The Local Liquor Control Commissioner shall deny any application for a new or renewal local liquor license that satisfies any of the following conditions:

(a) The applicant is a sole proprietorship of which the sole proprietor is not a resident of the City; except that this Section 119.320(B)(2)(a) shall not apply to a sole proprietorship that applies for a Class R-1 or a Class R-2 local liquor license for which the proprietor is actively engaged in the day-to-day conduct of the business;

(b) ~~The applicant, if a sole proprietorship, or the day-to-day manager of the applicant, if a firm, partnership, corporation, or other business entity, is not a citizen of the United States;~~ **Reserved.**

(c) The applicant does not own the premises for which a local liquor license is sought, and does not have a lease for such premises for the full period for which the license is to be issued;

(d) Reserved.

(e) The applicant has been convicted of a gambling or related offense, in violation of Article 28 of the Illinois Criminal Code of 1961, 720 ILCS 5/28-1 *et seq.*, as amended;

(f) A federal wagering stamp has been issued by the federal government to the applicant or for the premises for which a local liquor license is sought, unless the applicant is eligible for a local liquor license pursuant to the Illinois Raffles Act, 230 ILCS 15/0.01 *et seq.*, or the Illinois Pull Tabs and Jar Games Act, 230 ILCS 20/1 *et seq.*;

(g) The applicant does not possess a valid policy for dram shop insurance covering the period for which a local liquor license is sought, as required pursuant to Section 119.401 of this Chapter;

(h) The application is for any premises used in whole or in part as a gasoline fuel station;

(i) The applicant is a club that has been in operation in the City for less than one year, as of the date of application;

(j) The applicant is the subject of a complaint received by the Local Liquor Control Commission from the Illinois Department of Revenue pursuant to Section 6-3 of the Liquor Control Act, alleging that the applicant has committed a violation of any tax statute administered by such Department;

(k) The applicant is a club of which any member, officer, agent, or employee is paid or directly or indirectly receives, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests, beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club;

(l) The application is for a Class D local liquor license, and the applicant has previously received Class D local liquor licenses authorizing the sale of alcoholic

liquor for more than 15 days in the 12-month period preceding the date of application;

(m) The application is for any premises located within 100 feet of any religious institution, school, hospital, home for aged or indigent persons or veterans, their spouses or children, or any military or naval station; except that this Section 119.320(B)(2)(m) shall not apply to the following:

(i) Premises for which the principal use or business: (1) was established on or before, and has been continuous since, June 6, 1988; and (2) is not the sale at retail of alcoholic liquor;

(ii) The renewal of a local liquor license for the sale at retail of alcoholic liquor on any premises located within 100 feet of any religious institution occupied after the date of issuance of the original local liquor license, measured to the nearest part of any building used by the religious institution for worship services or educational programs;

(iii) The renewal of a local liquor license for the sale at retail of alcoholic liquor on any premises located within 100 feet of any school occupied after the issuance of the original local liquor license;

(iv) Religious institutions or private schools that sell alcoholic liquor at retail for limited periods during which groups are assembled on the premises solely for the promotion of some common object other than the sale or consumption of alcoholic liquors; or

(v) Institutions of higher learning; or

(n) The City has not taken and recorded all fingerprints of the applicant, or the applicant has not paid all required fingerprinting fees, as required pursuant to Section 119.315(B) of this Chapter.

(3) *Permissive Denial.* The Local Liquor Commissioner shall have the right, but not the obligation, to deny any application

for a local liquor license that satisfies any of the following conditions:

(a) The application is for any premises, or is filed by any applicant, for which a license issued pursuant to this Chapter has been revoked;

(b) The applicant has been convicted of a violation of any federal or state law or local ordinance concerning the manufacture, possession, or sale of alcoholic liquor;

(c) The applicant has been convicted of a felony under the laws of the State of Illinois or the United States;

(d) The application is for any premises for which there exists a violation of Chapter 150 of this Code; or

(e) The applicant is delinquent in the payment to the City of any tax or payment required pursuant to this Code.

(f) Reserved.

(C) *Confirmation of State Code Compliance for Certain Licensees.*

Any law enforcing public official, or any member of the City Council, with a direct or indirect interest in the manufacture, sale, or distribution of alcoholic liquor to whom a local liquor license is issued must strictly comply with the provisions of Section 6-2(14) of the Illinois Liquor Control Act governing recusal from voting and from participating in meetings, hearings, or decisions on matters impacting the manufacture, sale, or distribution of alcoholic liquor. Further, in any instance in which recusal is required pursuant to Section 6-2(14) of the Illinois Liquor Control Act, the recused party must strictly comply with all rules governing recusal set forth in Section 6.D of the City of Highland Park Ethics Guidelines, adopted pursuant to Section 37.005 of the Highland Park Code."

SECTION THREE: PUBLICATION. The City Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

SECTION FOUR: EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

PUBLISHED IN PAMPHLET FORM:

ORDINANCE NO.:

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Emily Taub, Assistant City Manager
Jazmin Alejandro, Social Services Specialist
Amanda Bennett, Communications Manager

Department: City Manager's Office

Title: A Resolution Approving an Agreement with SWA Group, Inc., of Sausalito, California, for Concept and Schematic Design Services for the Place of Remembrance

Recommendation:
It is recommended the City enter into an agreement with SWA Group for concept and schematic design, and community engagement to create a meaningful and lasting permanent place of remembrance. This recommendation is based on Place of Remembrance Working Group and City Council feedback.

Policy Consideration:
Background
In 2023, the City Council established a Working Group to guide the planning process for the permanent place of remembrance for the Highland Park shooting. The place of remembrance will have three primary objectives:

- Create an accessible public place for reflection, remembrance, and solace;
- Pay tribute to the memories of Katie Goldstein, Irina McCarthy, Kevin Michael McCarthy, Jacki Lovi Sundheim, Stephen Straus, Nicolas Toledo, and Eduardo Uvaldo;
- Honor the community's resiliency, especially those who were injured.

The Working Group has been meeting regularly since November of 2023. The Working Group, with input from the public and notably victims, brainstormed a list of possible locations and issued a Request for Proposals (RFP) for a consultant to assist in gathering community feedback in keeping with the commitment to public engagement in the process. In conjunction with the working group's feedback, the City entered into an agreement to work with Do Tank. Following extensive community engagement, Do Tank's Location Feedback Report recommended a prominent, primary location in the Rose Garden adjacent to City Hall and a subtle, secondary location in Port Clinton Plaza. The location feedback report is available at hpremembrance.org.

Following the location recommendation, the City issued a Request For Qualifications (RFQ) from experienced architects, artists, designers, and design teams to create these meaningful and lasting places of remembrance. Responses were narrowed to four shortlisted finalist firms based on their combination of experience and public engagement. Shortlisted firms were invited to provide 3-5 concept renderings illustrative of their approach to the project for the primary and secondary place of remembrance and then interviewed by the working group. The Working Group carefully evaluated the RFQ responses, interview responses, and concept designs.
The Working Group gave significant weight to each firm's incorporation of trauma-informed community engagement as well as feedback from the public, including victims, during the evaluation process. After careful review and consideration of all submittals and interviews with the top candidates, the working group recommended the City enter into an agreement with SWA Group (SWA) as the design firm on this project. Following deliberations at the October 6, 2025 Committee of the Whole meeting, the City Council supported moving forward with SWA.

The City requested SWA submit a formal proposal for services. Following discussions with SWA, it is strongly recommended that the project be split into two phases. The scope of these phases are proposed as follows:

- Phase 1
    - Project Administration
    - Listening, Discovery, and Community Engagement
    - Schematic Design
- Phase 2
    - Design Development
    - Construction Documentation
    - Construction Administration

Cost
Following confirmation of the desire to move forward with SWA at the December 15, 2025 Committee of the Whole meeting, the City engaged in further negotiations with SWA and they have reduced their fees as noted.

The Phase 1 proposal cost is $262,500 plus up to an estimated 8% ($21,000) in reimbursable costs. Reimbursable costs could include copies of documents, travel, postage/shipping, and special printings.

The costs associated with Phase 2 will be very difficult to determine until a design has been finalized as the exact needs and scope will vary considerably depending upon the final design. A full proposal for Phase 2 services will be provided upon confirmation of design concept. The City requested a preliminary estimate for Phase 2 costs. SWA provided a Rough Order of Magnitude (ROM) estimate. ROM is an early-stage cost projection designed to provide a high-level guess of what a project might cost. ROM costs typically fall within a wide accuracy range of -25% to +75%. The estimate provided by SWA is $700,000 – $1,250,000 for Phase 2 costs. The final determination on Phase 2 costs would be made after a design is approved and will be

significantly impacted by the final design.

These cost estimates are for design and document preparation only and do not include the building costs. City Council was supportive of a preliminary construction budget of $2 million for the place of remembrance.

Fundraising
The Working Group first discussed the possibility and potential approach to fundraising on May 1, 2024. The consensus of the Working Group was that it is important to make donation opportunities feasible for those who want to contribute, but ultimately not to pursue active fundraising. Feedback from the Working Group has been shared following every meeting with the City Council. The City Council affirmed this approach at the December 15, 2025 Committee of the Whole meeting and the City's fundraising approach can be revisited as the project progresses at the discretion of the City Council.

The City has received a generous directed donation of $1 million from Jon and Mindy Gray restricted for the permanent place of remembrance.

Project Schedule
The project schedule for the design phase includes a project kickoff in January 2026 and is expected to run through December of 2026. The construction timeline will be developed after the final design is determined.

Core Priorities:

Fiscal Stability
The cost of the Phase 1 Professional Services Agreement with SWA is $262,500 plus up to $21,000 in reimbursable expenses (8% of the cost). The estimate provided by SWA is $700,000 – $1,250,000 for Phase 2 costs. The final determination on Phase 2 costs will be made after a design is approved.

The City Council supported a preliminary budget of $2 million dollars for construction of the place of remembrance.

Infrastructure Investment
The permanent place of remembrance will incorporate a primary installation at the Rose Garden, and a subtle secondary installation at Port Clinton Plaza, each a significant infrastructure undertaking given the presence of existing structures at or adjacent to the site. Once a design firm has been selected, the Working Group and staff will work with the project managers from SWA Group to define the scope of each installation. SWA Group will take the City's commitment to environmentally sustainable practices into consideration as the project is undertaken.

Attachments:
1. HP - Resolution Approving SWA Agreement for Place of Remembrance
2. HP - SWA Agreement

3. SWA Proposal

City of Highland Park

Resolution No. _____

A Resolution Approving an Agreement with SWA Group, Inc., of Sausalito, California, for Concept and Schematic Design Services for the Place of Remembrance

WHEREAS, the City sought proposals for the provision of professional consulting services for concept and schematic design, and community engagement, for the creation of a place of remembrance to honor the victims of the 2022 Highland Park shooting ("***Services***"); and

WHEREAS, the City determined that the proposal submitted by SWA Group, Inc., of Sausalito, California ("***SWA Group***"), is the most appropriate for the provision of the Services; and

WHEREAS, the City and SWA Group now desire to enter into an agreement for the provision of the Services by SWA Group (***"Agreement"***); and

WHEREAS, the City Council has determined that it is in the best interests of the City and its residents to enter into the Agreement with SWA Group;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF AGREEMENT. The Agreement by and between the City and SWA Group is hereby approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION THREE: EXECUTION OF AGREEMENT. The City Manager and the Deputy City Clerk are hereby authorized and directed to execute and attest, on behalf of the City, the Agreement with SWA Group upon receipt by the City Clerk of at least one original copy of the Agreement executed by SWA Group; provided, however, that if an executed copy of the Agreement is not received by the City Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the City Council, be null and void.

SECTION FOUR: EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval according to law.

[SIGNATURE PAGE FOLLOWS]

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

_____
Nancy R. Rotering, Mayor

ATTEST:

_____
Ghida S. Neukirch, City Clerk

EXHIBIT A

AGREEMENT

CITY OF HIGHLAND PARK
PROFESSIONAL SERVICES AGREEMENT
FOR CONCEPT AND SCHEMATIC DESIGN SERVICES FOR THE PLACE OF REMEMBRANCE

THIS AGREEMENT (***"Agreement"***) is dated as of the ____ day of _____, 20___ (***"Effective Date"***) and is by and between the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation (***"City"***), and SWA Group, Inc., a California corporation (***"Consultant"***) (collectively, the ***"Parties"***).

IN CONSIDERATION OF the agreements set forth in this Agreement, the receipt and sufficiency of which are mutually acknowledged, and pursuant to the City statutory and home rule powers, the Parties agree as follows:

SECTION 1. SCOPE AND PROVISION OF SERVICES.

A. Engagement of the Consultant. The City hereby engages the Consultant to provide all necessary professional consulting services and to perform the work in connection with the project described as follows: create a meaningful and lasting place of remembrance to honor the victims of the 2022 Highland Park shooting and pay tribute to the community's resilient spirit. This place of remembrance will serve as a place of reflection, remembrance and solace for the community and future generations (collectively, the ***"Services"***).

B. Services. The Consultant has submitted to the City a description of the Services, a copy of which is attached as ***Exhibit A*** to this Agreement (***"Scope of Services"***). The Consultant must provide the Services pursuant to the terms and conditions of this Agreement and as described more fully in the Scope of Services.

C. Commencement; Time of Performance. The Consultant will commence the Services immediately upon receipt of written notice from the City that this Agreement has been fully executed by the Parties. The Consultant will diligently and continuously prosecute the Services until the completion of the Services or the termination of this Agreement (***"Time of Performance"***).

D. Reporting. The Consultant will regularly report to the City regarding the progress of the Services during the term of this Agreement.

E. Relationship of the Parties. The Consultant will act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement will be construed to: (i) create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and the Consultant; or (ii) create any relationship between the City and any subcontractor of the Consultant.

F. Information Releases. The Consultant will not issue any news releases or other public statements regarding the Services without prior approval from the City.

G. Mutual Cooperation. The City will cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with any non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance of the Services to complete the Work and with any other the Consultants engaged by the City.

H. Compliance with Laws and Grants.

1. The Consultant will give all notices, pay all fees, and take all other actions that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required or necessary in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq*., and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The Consultant will also comply with all conditions of any federal, state, or local grant received by City or the Consultant with respect to this Agreement or the Services.

2. The Consultant will be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part of the Services.

SECTION 2. COMPENSATION AND METHOD OF PAYMENT.

A. Compensation. The total amount billed by the Consultant for the Services under this Agreement will not exceed $262,500.00 (***"Compensation"***), as outlined in the Scope of Services***,*** plus reimbursable expenses as identified in the Scope of Services, without the prior express written authorization of the City.

B. Invoices and Payment. The Consultant will be paid as provided in the Scope of Services. The Consultant will submit invoices to the City in an approved format for those portions of the Services performed and completed by the Consultant. The City will pay to the Consultant the amount billed in accordance with the Illinois Prompt Payment Act, 50 ILCS 505/1 *et seq.*

C. Records. The Consultant will maintain records showing actual time devoted and costs incurred, and will permit the authorized representative of the City to inspect and audit all data and records of the Consultant for work done under this Agreement. The records required to be made available to the City under this Section 2.C will be made available at reasonable times during the term of this Agreement, and for five years after the termination of this Agreement.

D. Claim in Addition to Compensation. If the Consultant claims a right to additional compensation as a result of action taken by the City, the Consultant must provide written notice to the City of the claim within seven days after occurrence of the action, and no claim for additional compensation will be valid unless made in accordance with this Section 2.D. Any changes in the Compensation will be valid only upon written amendment pursuant to Section 10.A of this Agreement. Regardless of the decision of the City relative to a claim submitted by the Consultant, the Consultant will proceed with all of the Services required to complete the Services under this Agreement as determined by the City without interruption.

E. Taxes, Benefits, Royalties. The Compensation includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services, including, without limitation, all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the

use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. The Consultant waives and releases any claim or right to claim additional compensation by reason of the payment of any tax, contribution, premium, costs, royalties, or fees.

F. Completion and Acceptance of Services. The Services, and any phase of the Services, will be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be.

G. Additional Services. The City will not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether the Additional Services are requested or directed by the City, except upon the prior written consent of City Manager after approval in accordance with applicable procedures.

H. No Additional Obligation. The City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant, or with any vendor solicited or recommended by the Consultant.

SECTION 3. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The employees, officials, and personnel of the Consultant described in the Scope of Services (***"Key Project Personnel"***), if any, will be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel may not be changed without the City prior written approval. The Consultant will notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant will have no claim for damages and may not bill the City for additional time and materials charges as the result of any portion of the Services that must be duplicated or redone due to termination or for any delay or extension of the Time of Performance as a result of any termination, reassigning, or resignation.

B. Availability of Personnel. The Consultant will provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement or in the Scope of Services.

C. Approval and Use of Subcontractors. The Consultant will perform the Services with its own personnel and under the management, supervision, and control of its own organization, unless otherwise approved by the City in writing. All subcontractors and subcontracts used by the Consultant will be acceptable to, and approved in advance by, the City. The City approval of any subcontractor or subcontract will not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract will be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" will be deemed also to refer to all subcontractors of the Consultant, and every subcontract will include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City, then, immediately upon notice from the City, the Consultant will remove and replace the personnel or subcontractor. The Consultant will have no claim for damages, for compensation in excess of the amount contained in this

Agreement or for a delay or extension of the Time of Performance as a result of any removal or replacement.

SECTION 4. TERM OF AGREEMENT.

A. Term. The term of this Agreement, unless terminated pursuant to the terms of this Agreement, will expire on the date the City determines that all of the Services under this Agreement, including warranty services, are completed. A determination of completion will not constitute a waiver of any rights or claims that the City has, before or after completion, with respect to any breach of this Agreement by the Consultant or any right of indemnification of the City by the Consultant.

B. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement, at any time and for any reason, upon seven days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant will be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed as determined as provided in the Scope of Services.

SECTION 5. CONFIDENTIAL INFORMATION; OWNERSHIP OF WORK PRODUCT AND DOCUMENTS.

A. Confidential Information. In the performance of this Agreement, the Consultant may have access to or receive certain information in the possession of the City that is not generally known to members of the public (***"Confidential Information"***). Confidential Information includes, without limitation, proprietary information, copyrighted material, personal or private data of every kin, financial information, health records and information, maps, and all other information of a personal nature. The Consultant must not use or disclose any Confidential Information without the prior written consent of the City. If the Consultant has any doubt about the confidentiality of any information, then the Consultant must seek a determination from the City regarding the confidentiality of the information. The Consultant and all of its personnel and subcontractors must make and apply all safeguards necessary to prevent the improper use or disclosure of any Confidential Information. At the expiration or termination of this Agreement, the Consultant must promptly cease using, and must return or destroy (and certify in writing destruction of), all Confidential Information, including all copies, whether physical or in any other form, in its possession. The Consultant may not transfer to, store in, or otherwise allow work product containing Confidential Information to be located in any location, whether physical or digital, not under the control of the Consultant. If the Consultant is required, by any government authority or court of competent jurisdiction, to disclose any Confidential information, the Consultant must immediately give notice to the City with the understanding that the City will have the opportunity to contest the process by any means available to it prior to submission of any documents to a court or other third party. The Consultant must cause all of its personnel and subcontractors to undertake and abide by the same obligations regarding Confidential Information as the Consultant.

B. Ownership. The Consultant agrees that, contingent on payment of all undisputed fees owed to Consultant under this Agreement, all work product, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be performed under this Agreement will be and remain the exclusive property of the City. At the City request, or upon termination of this Agreement, the Consultant will cause the work product to be promptly delivered to the City. The Consultant agrees that, to the extent permitted by law, any and all work product will exclusively be deemed "works for hire" within the meaning and purview of the United States

Copyright Act, 17 U.S.C. § 101 et seq subject to the terms of this Agreement. To the extent any work product does not qualify as a "work for hire," the Consultant irrevocably grants, assigns, and transfers to the City all right, title, and interest in and to the work product in all media throughout the world in perpetuity and all intellectual property rights therein, free and clear of any liens, claims, or other encumbrances, to the fullest extent permitted by law. All intellectual property, Confidential Information, and work product will at all times be and remain the property of the City. The Consultant will execute all documents and perform all acts that the City may request in order to assist the City in perfecting or protecting its rights in and to the work product and all intellectual property rights relating to the work product. All of the foregoing items will be delivered to the City upon demand at any time and in any event, will be promptly delivered to the City upon expiration or termination of this Agreement within three days after a demand. In addition, the Consultant will return the City data in the format requested by the City. If any of the above items are lost or damaged while in the Consultant's possession, those items will be restored or replaced at the Consultant's expense.

C. Freedom of Information Act and Local Records Act. The Consultant acknowledges that this Agreement, all documents submitted to the City related to this Agreement, and records in the possession of the Consultant related to this Agreement or the Services may be a matter of public record and may be subject to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq*., and any other comparable state or federal laws now existing or adopted later (collectively, the ***"Disclosure Laws"***). In the event that the City requests records from the Consultant, the Consultant shall promptly cooperate with the City to enable the City to meet all of its obligations under the applicable Disclosure Law. The Consultant acknowledges and agrees that the determination as to whether information in the records is exempt from disclosure or should be released to the public will be made by the City in its sole and absolute discretion.

D. Injunctive Relief. In the event of a breach or threatened breach of this Section 5, the City may suffer irreparable injury not compensable by money damages and would not have an adequate remedy at law. Accordingly, the Consultant agrees that the City will be entitled to seek immediate injunctive relief to prevent or curtail any breach, threatened or actual. The rights provided under this Section 5.D are in addition and without prejudice to any rights that the City may have in equity, by law or statute. The Consultant will fully cooperate with the City in identifying the scope of any improper use or dissemination of data protected by this Section 5 and will assist the City in any notification efforts required by law.

SECTION 6. STANDARD OF CARE.

The Consultant represents that the Services will be performed in accordance with the standards of professional practice, care, skill, and diligence practiced by recognized consulting firms or licensed and accredited professionals in performing services of a similar nature. This warranty is in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are reserved unto the City. Any of the Services required by law or by this Agreement to be performed by licensed professionals will be performed by professionals licensed by the State of Illinois to practice in the applicable professional discipline.

SECTION 7. CONSULTANT REPRESENTATIONS.

A. Ability to Perform. The Consultant represents that it is financially solvent, has the necessary financial resources, has sufficient experience and competence, and has the necessary capital, facilities, organization, and staff necessary to provide, perform, and complete the Services

in accordance with this Agreement and in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

B. Authorization. The execution, delivery and performance by the Consultant of this Agreement has been duly authorized by all necessary corporate action, and does not and will not violate its organizational documents, as amended and supplemented, any of the applicable requirements of law, or constitute a breach of or default under, or require any consent under, any agreement, instrument, or document to which the Consultant is now a party or by which the Consultant is now or may become bound.

C. Company Background. The information disclosed by the Consultant regarding its corporate structure, financial condition, expertise, and experience is true and correct. The Consultant will promptly notify City in writing of any material change to or about the Consultant, including without limitation to change in ownership or control, and any change will be subject to City approval which will not be unreasonably withheld.

D. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no City employee, official, or agent has an interest in the business of the Consultant or this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant will at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

E. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 2012, 720 ILCS 5/33E-1 *et seq. The Consultant* represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it is found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant will be liable to the City for all loss or damage that the City may suffer, and this Agreement will, at the City option, be null and void.

F. Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

G. No Default. The Consultant is not in arrears to the City under any debt or contract and is not in default as surety, contractor, or otherwise to any person, unless as disclosed the City in writing.

H. No Legal Actions Preventing Performance. As of the Effective Date, the Consultant has no knowledge of any action, suit, proceeding, claim or investigation pending or to its knowledge threatened against the Consultant in any court, or by or before any federal, state, municipal, or governmental department, commission, board, bureau, agency, or instrumentality,

domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, would materially affect the Consultant's ability to perform its obligation under this Agreement.

I. Patriot Act Compliance. The Consultant represents and warrants to the City that neither the Consultant nor any of its principals, shareholders, or other employees or officials (collectively ***"Personnel"***) is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants that the Consultant and its Personnel are not directly or indirectly engaged in or facilitating transactions related to this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant must, and will, defend, indemnify, and hold harmless the City and its officials, officers, authorities, and all City elected or appointed officials, officers, employees, agents, representatives, and attorneys from and against every claim, damage, loss, risk, liability, and expense (including attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this Section 7.I.

SECTION 8. INDEMNIFICATION; INSURANCE; NO PERSONAL LIABILITY.

A. Indemnification.

1. The Consultant agrees to, and does hereby, hold harmless and indemnify the City and all City elected or appointed officials, officers, and employees, from any and all claims, suits, actions, judgments, orders, demands, losses, damages, and liability of whatsoever nature, and reasonable costs and expenses caused by, resulting from, arising out of the acts errors or omissions of the Consultant, its employees and its consultants in the performance of, or failure to perform, the Services under this Agreement; provided, however, that this indemnity does not, and will not, apply to willful misconduct or gross negligence on the part of the City.

2. In light of the limited ability of the Consultant to affect the risks inherent in the Services and of the disparity between Consultant's fee and the potential liability for problems with the Services, to the greatest extent permitted by law, Consultant's liability to the City for any claim or cause of action based on breach of contract, indemnity, negligence or any other theory of liability shall be limited to the fee received for Consultant's services or the amount of available and applicable insurance at the time of any settlement, judgment, or award, whichever is greater.

B. Insurance. Contemporaneous with the Consultant's execution of this Agreement, the Consultant will provide certificates of insurance, all with coverages and limits as required herein to be acceptable to the City, and the Consultant must provide certificates of insurance and endorsements as required herein to be acceptable to the City and including the limits set forth in **Exhibit B** to this Agreement. For good cause shown by the Consultant, the City may extend the time for submission of the required certificates and endorsements and may impose deadlines or other terms to assure compliance with this Section 8.B. Each certificate and endorsement must be in a standard ISO form or carrier equivalent to be acceptable to the City and from a company with a general rating of A minus, and a financial size category of Class VIII or better, in Best's Insurance Guide. Each insurance policy must provide that no cancellation of any insurance will become effective until the expiration of 30 days after written notice of the cancellation will have been given by the insurance company to the City (10 days' written notice in the event of cancelation due to the Consultant's non-payment of premium). The Consultant must maintain and keep in force, at all times during the term of this Agreement and at the Consultant's expense, the insurance coverage provided in this Section 8.B and **Exhibit B**, including without limitation at all

times while correcting any failure to meet the warranty requirements of Section 6 of this Agreement.

C. No Personal Liability. No elected or appointed official, or employee of the City will be personally liable, in law or in contract, to the Consultant as the result of the execution and performance of this Agreement.

SECTION 9. DEFAULT.

A. Default. If the City determines that the Consultant has failed or refused to properly undertake the Services with diligence, or has delayed in the undertaking of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any the Event of Default within ten days after the Consultant's receipt of written notice of the Event of Default from the City, then the City will have the right, notwithstanding the availability of other remedies provided by law or equity, to pursue any one or more of the remedies provided for under Section 9.B of this Agreement.

B. Remedies. In case of any Event of Default, the City may pursue the following remedies:

1. Cure by the Consultant**.** The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement;

2. Termination of Agreement. The City may terminate this Agreement and, notwithstanding anything in Section 3.C. of this Agreement, the City will not have any liability for further payment of amounts due or to become due under this Agreement;

3. Withholding of Payment**.** The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

SECTION 10. GENERAL PROVISIONS.

A. Amendment. No amendment to this Agreement will be effective unless and until the amendment is in writing, properly approved in accordance with applicable procedures, and executed.

B. Assignment. Neither Party may assign their rights or obligations under this Agreement without the prior written consent of the other party.

C. City Actions, Consents, and Approvals. Any action, consent, or approval needed to be taken or given under this Agreement by the City may only be performed by the City Manager or their designee, to the extent provided for by law.

D. Binding Effect. The terms of this Agreement bind and inure to the benefit of the Parties and their agents, successors, and assigns.

E. Notice. Any notice required to be given under this Agreement must be in writing and must be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by E-mail. E-mail notices will be deemed valid and received by the addressee only upon explicit or implicit acknowledgment of receipt by the addressee. Unless otherwise expressly provided in this Agreement, notices will be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 10.E, each party will have the right to change the address or the addressee, or both, for all future notices to the other party, but no notice of a change of addressee or address will be effective until actually received.

Notices to the City will be addressed to, and delivered at, the following address:

City of Highland Park
1707 St. Johns Avenue
Highland Park, Illinois 60035
Attention: Emily Taub, Assistant City Manager
E-mail: etaub@cityhpil.com

With a copy to:

Elrod Friedman LLP
325 N. LaSalle Street, Suite 450
Chicago, Illinois 60654
Attention: Steven M. Elrod, Corporation Counsel
E-mail: steven.elrod@elrodfriedman.com

Notices to the Consultant will be addressed to, and delivered at, the following address:

_____
_____
_____
Attention: _____
Email: _____

F. Third Party Beneficiary. The provisions of this Agreement are and will be for the benefit of the Consultant and City only and are not for the benefit of any third party, and accordingly, no third party shall have the right to enforce the provisions of this Agreement. The City will not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the City, without the knowledge and approval of the Corporate Authorities.

G. Severability. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the City will have the right, in its sole and absolute discretion, to determine if (i) the remainder of the provisions of this Agreement will remain in full force and effect and will in no way be affected, impaired, or invalidated, or (ii) the entire agreement shall be invalid, void, and unenforceable.

H. Time of the Essence. Time is of the essence in the performance of this Agreement.

I. Governing Laws. This Agreement will be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

J. Venue. Exclusive jurisdiction with regard to the any actions or proceedings arising from, relating to, or in connection with this Agreement will be in the Circuit Court of Lake County, Illinois or, where applicable, in the federal court for the Northern District of Illinois. The Parties waive their respective right to transfer or change the venue of any litigation filed in the Circuit Court of Lake County, Illinois.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the City and the Consultant with respect to the Scope of Services and the Services.

L. Non-Waiver. No waiver of any provision of this Agreement will be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor will any waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

M. Exhibits. Exhibits A and **B** attached to this Agreement are, incorporated in and made a part of this Agreement. In the event of a conflict between any Exhibit and the text of this Agreement, the text of this Agreement will control.

N. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement will be cumulative and will not be exclusive of any other rights, remedies, and benefits allowed by law.

O. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent must be in writing.

P. Interpretation. This Agreement will be construed without regard to the identity of the Party which drafted the various provisions of this Agreement. Every provision of this Agreement will be construed as though all Parties to this Agreement participated equally in the drafting of this Agreement. Any rule or construction that a document is to be construed against the drafting party will not be applicable to this Agreement.

Q. Survival. The provisions of Sections 2.C, 5, and 8 will survive the termination or expiration of the Agreement.

R. Calendar Days; Calculation of Time Periods. Unless otherwise specific in this Agreement, any reference to days in this Agreement will be construed to be calendar days. Unless otherwise specified, in computing any period of time described in this Agreement, the day of the act or event on which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless the last day is a Saturday, Sunday or legal holiday under the laws of the State in which the Property is located, in which event the period

shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. The final day of any period will be deemed to end at 5:00 p.m., Central time.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, is deemed to be an original, but all of which together will constitute one and the same instrument.

ATTEST:

By: _____
City Clerk

CITY OF HIGHLAND PARK

By: _____
City Manager

ATTEST:

By:_____

Title:_____

CONSULTANT

By: _____

Its: _____

EXHIBIT A

PROPOSAL

EXHIBIT B

INSURANCE COVERAGES

A. Worker's Compensation and Employer's Liability with the below limits:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

$500,000 injury-each occurrence

$500,000 disease-each employee

$500,000 disease-policy limit

Insurance will evidence that coverage applies in the State of Illinois.

B. Commercial Auto Liability with a limit of liability for bodily injury and property damage of not less than $1,000,000 each accident for vehicles owned (if any), non-owned, or rented.

All employees will be included as insureds.

C. Commercial General Liability with coverage written on an "occurrence" basis and with the below limits:

$2,000,000 Bodily Injury and Property Damage Each Occurrence and General Aggregate

Coverage is to be written on an "occurrence" basis.

Coverages will include:

- Broad Form Property Damage Endorsement
- Contractual Liability pursuant to standard ISO form CG 00 01 or carrier equivalent

D. Professional Liability Insurance. With a limit of liability of $1,000,000 per claim and $2,000,000 in the aggregate and covering the Consultant against all sums that the Consultant may be obligated to pay on account of any liability arising out of negligent acts, errors, or omissions in Consultant's performance of professional services under this Agreement.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis so that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover the loss.

F. Owner as Additional Insured. City will be named as an Additional Insured on all policies except for:

Worker's Compensation/Employers' Liability

Professional Liability

Each additional Insured endorsement will identify City as follows: City of Highland Park including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, the Consultants, and representatives.

G. Other Parties as Additional Insureds. In addition to City, the following parties will be named as additional insured on the following policies:

Additional Insured	Policy or Policies
_____	_____
_____	_____
_____	_____

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY RIDER

The City has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the City. If requested to do so by the Consultant, the City agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. **Limited Access to GIS Data.** The GIS Data provided by the City will be limited to the scope of the Work that the Consultant is to provide for the City;

2. **Purpose of GIS Data. The Consultant** will limit its use of the GIS Data to its intended purpose of furtherance of the Work; and

3. **Agreement with Respect to GIS Data.**

a. **Trade Secrets of the City.** The GIS Data constitutes proprietary materials and trade secrets of the City and is the property of the City;

b. **Consent of City Required.** The Consultant may not provide or make available the GIS Data in any form to anyone without the prior written consent of the City.

c. **Supply to City.** At the request of the City, the Consultant will provide the City with all information that has been developed by the Consultant based on the GIS Data;

d. **No Guarantee of Accuracy.** The City makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use of the GIS Data; and

e. **Discontinuation of Use.** At the time as the Services have been completed to the satisfaction of the City, the Consultant will cease its use of the GIS Data for any purpose whatsoever; and, upon request, an authorized representative of the City will be afforded sufficient access to the Consultant's premises and data processing equipment to verify that all use of the GIS Data has been discontinued.

swa

November 3, 2025
Rev: January 5, 2026

www.swagroup.com

Gerdo P Aquino
Thomas Balsley
Dhaval Barbhaya
Kinder Baumgardner
Matt Baumgarten
Natalia Beard
René Bihan
Zane Busbee
Shuyi Chang
Richard Crockett
Ning Deng
Marco Esposito
Ying-Yu Hung
Bill Hynes
Jeremy Klemic
Abdallah Labib
Hui-Li Lee
Steven Lee
Margaret Leonard
Chih-Wei Lin
Scott McCready
Charles S McDaniel
Sean O'Malley
Timothy Peterson
Haifeng Ren
Rhett Rentrop
Michael Robinson
R Joseph Runco
Stephen Rydzon
Todd Strawn
David P Thompson
James Vick
John L Wong
Jack Wu
Shuntaro Yahiro
Ji Hyun Yoo
Peiwen Yu
Yang Zhang
Xiao Zheng

City of Highland Park
1707 St. Johns Ave
Highland Park, Illinois 60035

Attn: Emily Taub, Assistant City Manager
Re: Highland Park Place of Remembrance
HDKT502

Dear Ms. Taub,

We are pleased to submit the following proposal for Professional Services in connection with the project referenced above.

This Agreement is by and between SWA Group (SWA), a California corporation, and the City of Highland Park (the Client), Illinois.

SWA shall provide professional services on the project referenced above, the extent of which is indicated on the attached drawing entitled Exhibit A. The project includes two sites which may be generally described as "Port Clinton Plaza" and "The Rose Garden."

APPROACH AND UNDERSTANDING

The scope of this Project is the design of a public Place of Remembrance for the Victims of the tragic events of 7/4/2022. The Place of Remembrance will be designed across two sites in downtown Highland Park: The Rose Garden and Port Clinton Plaza. SWA and Sub-Consultants will provide Project Administration; Listening, Discovery, and Community Engagement; and Schematic Design services. Design Development, Construction Documentation, and Construction Administration are not included but are considered in this proposal for purposes of ROM fee estimates and project schedule. A full proposal for these services will be provided upon confirmation of design concept by the following Community Engagement.

The scope outlined assumes a kickoff date in January 2026, and a goal for completed project construction in September of 2027. The Project and Project Team will follow Trauma-Informed guidelines established following Kickoff to ensure a safe and welcoming process and outcome for community members. Our understanding is that the City of Highland Park will administer the Project through the Place of Remembrance Working Group unless otherwise communicated.

I. SCOPE OF SERVICES

A. SWA will provide Design Consultation for the following items:

1. Project programming and vision.
2. Entitlement process.
3. Public outreach strategy.

4. Workshops/Stakeholder Meetings/Charrettes.

B. SWA will provide concept and schematic design, as later described, for the following scope items:

1. Preparation of conceptual grading plan indicating the grading design through use of contours and/or spot elevations.
2. Coordination with the civil engineer to maintain the aesthetic and surface function on the engineered grading and water quality plans.
3. Pedestrian pavements. Based on the site conditions, it is assumed that no vehicular pavements, parking facilities, or bicycle routes are part of this project scope.
4. Landscape walls, steps, railings and related site elements not a part of the buildings, if any.
5. Fences, trellises, shade structures, decks and fixed seating devices, if any.
6. Site furnishings including benches, tables, umbrellas, planter pots, trash receptacles, bike racks and drinking fountains, if any.
7. Siting, sizing, location of ornamental pools and fountains.
    a. Structural, mechanical, and electrical engineering services are not included in the scope at this time.
8. Planting.
9. Landscape soils management.
10. Coordination of site graphics.
11. Coordination of site artwork.

C. Sub-consultants Contracted to SWA:

SWA will manage the following consultants. The Scope of their work outlined below and included in Exhibit B.

1. WSP Engineering: Civil Engineering, Lighting Design, Structural Engineering, MEP Engineering, Surveying, Geotechnical Engineering
2. All Together: Community Outreach & Engagement, and External Communications.

D. Limitations of SWA Scope of Work

1. The contribution of SWA to the project shall be limited to areas of design and aesthetics and SWA does not assume responsibility for the work of others in the production of construction documents or the sufficiency thereof necessary to the execution of the work.
2. Design of Scope Items shall not include structural provisions for support of such items in the structure of the building; penetrations of the structure of the building for structural, mechanical, electrical or plumbing connections; actual connection to structural, mechanical, electrical and plumbing systems of the building (other than point-of-connection in planters for irrigation); waterproofing of the structure or protective covering of that waterproofing; or waterproofing of penetrations of the structure.

E. Sub-consultants Not Contracted to SWA

If required, SWA will retain and direct the services of the following professional consultants. Fees for such services are not included in this contract and shall be the subject of future agreements.

1. Structure, recirculation systems and lighting of ornamental pools and fountains.
2. Site lighting selection, attachment detailing, layout circuitry and photometric analysis.
3. Fountain design details, MEP, lighting and programmed effects.
4. LEED, green building, sustainability consultant.
5. Lighting design.
6. Engineering services (MEP, geo-tech, environmental).
7. Soils consultant.
8. Hydrology, water systems.
9. Industrial design.
10. Graphic design, wayfinding, signage, communications, website design, multi-media.
11. Architecture and site architecture.
12. Cost estimating (opinion of probable cost).
13. Post-occupancy evaluation.
14. Professional renderings/perspectives or animations.
15. Coordination of site utilities.
16. Arborist, horticultural consultants.

II. PROCEDURE

A. Project Administration

SWA will provide Project Administration services, including Project Kickoff, establishment of Trauma-Informed Guidelines, Project Schedule and Schedule Updates, and Bi-weekly OA/OAC meeting agendas and summaries. SWA will facilitate communication between the Client and the Design Team.

1. Project Kickoff Meeting; Agenda + Summary (virtual)
2. Project Schedule; Schedule Updates as Required
3. Initial Site Walk; Itinerary + Summary (In person)
4. Virtual Bi-Weekly OA/OAC Meetings; Agenda + Minutes (10)
5. Internal Design Team Coordination Meetings (10)
6. Project Communications and notes

B. Listening, Discovery & Engagement

SWA and All Together (Engagement Sub-Consultant) will support the City of Highland Park in facilitating a thorough Listening, Discovery, & Engagement process which builds consensus through diverse opportunities for input and co-creation. The Community Engagement Plan will establish a Digital Engagement Platform as well as a schedule and outlines for Stakeholder and Community Meetings. The Design Team and Client will produce a shared External Communications Document to ensure coordinated outreach.

This phase will also address physical assessments of the two sites, including a Civil Site Survey and Existing Conditions Analysis.

1. Existing Conditions Analysis and Report
2. External Communications Document
3. Community Engagement Plan
4. Stakeholder Meeting Outlines & Materials (12) In Person
5. Community Meeting Outlines & Materials (2) In Person

C. Concept Refinement & Schematic Design

In parallel with Community Engagement, SWA will develop Concept Refinements which build upon initial Concepts for both sites. Concepts will be explored with the community and the Working Group with the goal of building consensus. An Approved Concept will be developed to a Schematic Design level.

1. Concept Refinements – Up to 2 Rounds of Concept Revisions
    a. Illustrative Plans
    b. Perspective Renders (5 per concept)
    c. Site Analysis Diagrams
    d. Material and Planting Palettes
2. Schematic Design Package (Preferred Concept)
    a. Site Layout and Materials
    b. Tree Preservation Plan
    c. Preliminary Planting Design
    d. Schematic Site Sections
    e. Schematic Design of Site Features
    f. Environmental Graphic Concepts for Memorial Features
3. Historic Preservation Committee
    a. Package Development and Submission
    b. Presentation to Plan and Design Commission as required
    c. Revisions and responses to Schematic Design based on Plan and Design Commission Review and Comment
4. ROM Opinion of Probable Cost

III. DEVELOPMENT BUDGETS

A. As part of Schematic Design Phase, a proposed landscape construction budget for all items of work under the Scope of Services shall be established and approved.

B. **This budget shall be revised and approved at the completion of Design Development Phase and Construction Documentation Phase (DD and CD not included in this scope).**

IV. DESIGN APPROVAL

Emily Taub has been designated as the person responsible for design direction to SWA for this project and has the authority for design approval. In the event that the design, as approved by Emily Taub is rejected by others, and re-design is required, such re-design services shall be compensated as Additional Services.

V. MEETINGS AND SITE VISITS

A. This proposal includes Professional Service time for up to fifteen (15) in-person meetings, including Project Kickoff and Engagement Meetings/Events, up to ten (10) virtual online OAC meetings for coordination or presentations with the Client, agencies, consultants or the Owner, as outlined above in II.A and II.B, and up to ten (10) virtual online meetings for internal design team coordination.

B. Additional meetings or site visits, if required, shall be provided as Additional Services. Travel expenses shall be billed as Reimbursable Costs.

VI. EXCLUSIONS TO SCOPE OF SERVICES

The Client shall provide the following information or services as required for performance of the work. SWA assumes no responsibility for the accuracy of such information or services and shall not be liable for error or omissions therein. Should SWA be required to provide services in obtaining or coordinating compilation of this information, such services shall be charged as Additional Services.

1. Arborist Assessment of existing trees.
2. Existing site engineering and utility base information.
3. Engineering other than that provided within the Scope of Services.
4. Site environmental studies and documentation.
5. Interior planting design.
6. Waterproofing design.
7. BIM/REVIT or similar.
8. LEED documentation preparation and analyses.
9. Expediting, code, zoning consultant.
10. Any item not specifically addressed in this proposal.

VII. FEES AND TERMS

Services described above shall be provided for the fixed sum of Two-Hundred and Sixty-Two Thousand and Five Hundred ($262,500) Dollars, not including reimbursable expenses and those excluded services, in accordance with the terms and conditions in Appendix A attached hereto and which is incorporated and made part of this Agreement by reference. Estimated fees for future phases not included in this proposal are included in Exhibit C.

We estimate the following fee breakdown by Task for Phase 1:

Task	Fee	Meetings	**Duration**
SWA Prime: Project Administration	$36,000	12	22 weeks
SWA Prime: Listening, Discovery & Engagement	$36,000	14	22 weeks
SWA Prime: Concept Refinement & Schematic Design	$65,000	10	18 weeks
WSP: ALTA Survey Estimate	$40,000		
WSP: Civil Schematic Design	$25,000		
All Together: Engagement and Outreach	$60,500		
Fee Total	$262,500		

We estimate the cost of Reimbursable Costs as identified in Appendix A will not exceed $8% without further authorization from the Client.

We would be pleased to answer questions you may have or to clarify the various points above.

If this proposal meets with your approval, please sign below and return one copy for our files.

Sincerely yours,

SWA Group



_____

Rene Bihan, Managing Principal
Contracting Agent
Landscape Architect, CA License #3682

Accepted: City of Highland Park

By: _____

Name: _____

Title: _____

Email: _____

Date: _____

RB/dc/bw

Proposal copyright ©2025 by SWA Group. No portion of this proposal may be copied or distributed without the written permission of SWA Group.

In order to expedite invoicing, please indicate the following:

Billing Address:

Company Name: _____

Address: _____

_____

Attention: _____

Your reference name/number:

_____

Your Purchase Order or Contract Number reference for invoicing:

_____

APPENDIX A

Appended to and part of Agreement for Professional Services between SWA Group (SWA) and AP+I (the Client), dated October 15, 2025.

FEES FOR PROFESSIONAL SERVICES

Services outlined under the Scope of Services shall be provided for the fixed sum stipulated in the Agreement for Professional Services.

REIMBURSABLE COSTS

The following costs shall be reimbursed at cost plus ten percent (10%) and are not included in the Fee for Professional Services:

A. Cost of copies of drawings, specifications, reports and cost estimates; xerography and photographic reproduction of drawings and other documents furnished or prepared in connection with the work of this contract.

B. Cost of commercial carrier and public transportation, lodging, car rental and parking, subsistence and out-of-pocket expenses. Private automobile travel at the IRS-allowable rate at the time of traveling. International flights shall be business class.

C. Cost of postage and shipping expenses other than first class mail.

D. Special renderings, special process printing, special equipment, special printed reports or publications, maps and documents, requested by the Client and approved in writing.

ADDITIONAL SERVICES

Provided SWA has been paid per this agreement, Additional Services may be provided on a time basis computed by the number of hours spend in connection with the referenced project. The following are committed to this project:

	Rate / Hour
Daniel Cunningham	$220
Ben Waldo	**$171**
Olivia Pinner	$136

Other principals, if used on this project, have rates ranging from $200 to $352 an hour. These rates are applicable for six months from the date of the Agreement for Professional Services, but may be increased subsequently without written notice.

Current staff rates range between $90 and $210.

Additional Services are any services not included within the contract scope and include but are not limited to:

A. Making planning surveys, feasibility studies, and special analyses of the Client's needs to clarify requirements for project programming.

B. Master planning.

C. Site planning.

D. Preparation of technical sections of specifications in other than Construction Specifications Institute (CSI) format.

E. Revisions and changes in drawings, specifications or other documents when such revisions are inconsistent with approvals or instructions previously given by the Client; required by the enactment or revision of codes, laws or

regulations subsequent to the preparation of such documents; or the preparation of alternates or deductive change orders requested by the Client.

F. Repackaging or modifications to plans due to changes by other consultants following completion of SWA's 100% construction documents.

G. Plan preparation for and construction observation of portions of a project let on a segregated bid basis or to be phased during construction.

H. Services with respect to replacement of any work damaged during construction.

I. Services required as a result of the default or insolvency of contractor.

J. Preparation of as-built drawings, record drawings or of measured drawings of existing conditions.

K. Providing prolonged construction observation should the construction time be substantially extended through no fault of SWA.

L. Providing services if, in Guaranteed Maximum Price (GMP) projects, the construction budget for SWA scope items is reduced through no fault of SWA.

M. Providing services if, in "fast-track" projects, revisions to design or construction documents are required because of prior construction commitments or changes required in the construction process or phasing outside the control of SWA.

N. Cost of review as to form of lenders documents, certifications and consents to assignment requested of SWA during the term of this Agreement.

O. Fees for additional consultants not included in SWA's Basic Services and retained with the approval of the Client.

P. In-house professional photography or drone photography.

Q. 3D printing.

END

EXHIBIT A - PROJECT SCOPE AREAS

**Project scope areas outlined below are approximate based on RFQ. Precise extents will be confirmed with City of Highland Park based on Topographic Boundary Survey to be performed as part of this work.*



EXHIBIT B -
Sub Consultant Proposal and
Work Plan - All Together
(Fees Revised 1.5.2026)

Highland Park Approach and Scope
October 28, 2025. draft.

Engagement Philosophy & Approach

All Together will provide comprehensive community engagement services for the Highland Park Place of Remembrance project. The approach will be trauma-informed and tiered, honoring the diverse experiences of those impacted by the July 4, 2022 tragedy.

Throughout all engagement activities, All Together will:

- Create psychologically safe spaces for participation
- Offer multiple modes of participation (in-person, virtual, written)
- Respect individual comfort levels and boundaries
- Maintain strict confidentiality protocols
- Work collaboratively with City staff and mental health professionals
- Provide clear communication about how input will be used

Our engagement strategy recognizes that healing and remembrance are processes, not destinations, and centers the voices of victims' families, survivors, and the broader Highland Park community throughout the design journey:

Tier 1 (Heart)
Identified as **victims**, **survivors**, their **friends and family**, and the **HP Remembrance Committee**. In an intimate setting, Tier I will be allowed to share their experiences, hope for a memorial, and be engaged throughout the process for feedback and approval.

- Most intimate level of engagement
- One-on-one conversations in homes or virtually
- Led by City staff with All Together support
- Multiple touchpoints throughout the process
- Highest level of sensitivity and confidentiality

Tier 2 (Home)
Identified as **residents**, **local businesses nearest to the event + future memorial site**, **wraparound services**, **first responders**, **City Council**, and **other community partners** who would benefit from sharing their experiences, opinions, and feedback on the final memorial.

- Small focus group settings (up to 12 participants)
- Facilitated discussions in safe, controlled environments

- Opportunity to share experiences and input on design themes
- All Together facilitation with social work support available

Tier 3 (Healing)
Identified as **residents**, **key community stakeholders**, **managing members of public space** (Parks, Public Works, etc), and **visitors**.

- Public workshops (open house format)
- Community pop-up events
- Digital surveys
- Inclusive participation opportunities for all residents

Our team will work closely with the City to review and refine these tiers and develop a comprehensive engagement strategy early in the process.

Engagement & Communications Scope

PHASE ONE: Concepting & Schematic Design

November 2025 - February 2026

Task 1.1: Project Kickoff (November 2025)
Meet with the City of Highland Park and Highland Park Remembrance Committee to discuss the project scope and timeline. During this meeting, we will discuss the tiered approach to engagement, strategy for public outreach and media relations, and ongoing engagement for design approval and refinement process. This meeting will also provide an opportunity to review findings from previous community engagement work that has already been completed, ensuring we build upon the foundation that has been established rather than starting from scratch.

Task 1.2: Tour (November 2025)
Tour Port Clinton and Rose Garden sites with Highland Park Remembrance Team and City of Highland Park, Project Team to better understand the location and impact areas firsthand.

Task 1.3: Public Engagement & Communications Strategy (November - December 2025)
Develop a comprehensive Engagement Strategy document that will serve as our roadmap throughout the project, which will include :

- Detailed timeline and milestones
- Recruitment protocols for each tier
- Trauma-informed guidelines
- Communications plan, including talking points and FAQs

Work closely with the City of Highland Park, HP Remembrance Committee, and the broader Project Team to determine the media and outreach strategy that will be used throughout the entire process. This communications and PR strategy work involves:

- Working with City Marketing Team and Communications manager on press releases, interviews, media relations site visits, or social media campaigns, or extended stories about the HP Remembrance Project.
- Reviewing project timeline, gauge approach for public communications and media relations, decide on public outreach and touchpoints during design and construction process.

Task 1.4: Design Templates (November - December 2025)
Building off the existing Highland Park Remembrance brand and Highland Park Strong Campaign, we'll develop a project identity for the design, construction, and opening of the two memorial sites. In this we'll work to design invitations to engagement, presentation, social media templates, flyer templates, and any other marketing templates needed for the project term.

Task 1.5: Tier 1 & 2 Listening Sessions (January - February 2026)
Design structure, agenda, and format for 8-12 discovery discussions for Tier 1 and Tier 2 Engagement Groups. These conversations could occur virtually or in person, depending on the needs and desires of the group. Collaborate with the City of Highland Park and HP Remembrance Team to assemble a contact list of potential attendees. Manage outreach to attendees and RSVPs.

Task 1.6: Tier 1 & 2 What We Heard Presentation (February 2026)
Compile all feedback and assemble a comprehensive list of key themes and considerations that emerged from our conversations with Tier 1 and Tier 2 stakeholders. Present these findings to the City of Highland Park and HP Remembrance Committee through a virtual meeting format, providing an opportunity to gather additional feedback and input on our interpretation of what we heard. This meeting serves as an important validation checkpoint, ensuring that our synthesis accurately reflects the community's input and that we haven't missed important nuances in the feedback.

Task 1.7: Survey & Event Marketing Collateral (February - April 2026)
Develop promotional materials, including email, print and social media collateral.

Task 1.8: Community Outreach Survey (February - April 2026)
Expanding on work that has already been completed, we'll work with the project team to draft and refine questions and activities for the surveys to Target Tier 3 Audience and understand what people want in a Memorial and collect their stories. Ensure that any community survey is engaging, accessible, and short in length. Surveys will be distributed through communications pushes, at public events, and within the public realm. Public realm installations could include sidewalk and storefront decals, as well as signage at key transit locations.

The survey will be distributed through the workshop, pop-ups, City communications channels, and social media to maximize reach.

Task 1.9: Pop-Up Events (2) and Public Workshop #1 (March - April 2026)
Host community-facing events including one workshop and two pop-ups designed to present refined concept designs and receive interactive feedback. The pop-up events should align with existing community events that naturally draw a diverse cross-section of residents, allowing us to meet people where they already are rather than asking them to come to yet another meeting. The workshop will use an open house format with interactive stations, while the pop-ups will mix active engagement activities with passive information displays.

Both formats will gather feedback on:

- Memorial values and themes
- Site opportunities and constraints
- Reaction to preliminary design frameworks
- Individual memories and reflections

Pop-ups should align with existing community events that draw a diverse cross-section of residents throughout the city. Locations could include: Port Clinton Plaza, library, community centers, farmers market, etc.

Task 1.10: Phase 1 Engagement Summary (April - May, 2026)
Develop a comprehensive analysis of all input gathered across all three tiers of engagement. This analysis involves integrating themes from Tier 1, Tier 2, and Tier 3 engagement to identify where there is consensus and where there are tensions or competing priorities.

We will develop clear design recommendations based on this synthesis and prepare presentations for both the Working Group and City Council.

PHASE TWO: Design Development

May - August 2026

Task 2.1: Tier 1 & 2: Listening Sessions / Event (May-June, 2026)
Host a second round of listening sessions and/or event(s) for Tier 1 and Tier 2 Engagement Groups to:

- Present refined design concepts and demonstrate how Phase 1 input influenced design
- Gather detailed feedback on specific design elements
- Discuss site-specific considerations

Gathering feedback on the schematic design direction at this stage is critical, and we will coordinate carefully with City staff to determine the most appropriate presentation format for each family or survivor, respecting their individual needs and comfort levels.

Task 2.2: Survey & Event Marketing Collateral (May-July, 2026)
Develop promotional materials, including email, print, and social media collateral.

Task 2.3: Community Outreach Survey 2 (June-July, 2026)
Launch second survey with questions about design elements, materials, and accessibility features, seeking detailed feedback that can inform final design decisions. The survey will be distributed through the workshop, pop-ups, City communications channels, and social media to maximize reach.

Task 2.4: Pop-Up Events (2) (June-July, 2026)
Host another round of community-facing events (workshop and pop-ups) to present refined concept design(s) and receive interactive feedback on:

- Design elements and materials
- Accessibility features
- Integration with existing sites
- Names/text considerations
- Programming and activation ideas

Task 2.4: Phase 2 Engagement Summary (August, 2026)
This analysis will assess how effectively the design refinement process incorporated community feedback and will provide final recommendations for the schematic design. Presentation preparation for both the Working Group and City Council will distill complex feedback into clear, actionable recommendations.

Task 2.5: What We Heard Marketing Collateral (August, 2026)
Develop promotional materials, including email, print and social media collateral.

Potential Scope TBD

PHASE THREE: Construction & Implementation

October 2026 - July 2027

Task 3.1: Outreach & Updates (October - November, 2026)
As construction begins or requires design approval, we manage outreach and updates with Tier 1 and Tier 2 in coordination with the City and Highland Park Remembrance Group. For Tier 3, we'll develop marketing and campaign materials to share updates on the design and construction process with the community through social media, newsletters, and media relations.

Task 3.2: Coordinate Support for Local Businesses for Impact During Construction (October 2026 - July 2027)
We'll work within the .5-mile radius of construction to connect with businesses or the general public that may be impacted by the construction. This will include potential signage, consulting with the City of Highland Park on increased marketing support for businesses, and/or hosting quarterly merchant meetings to keep communication lines open.

Task 3.3: Groundbreaking Ceremony & Activation (August 2026 - October 2026)
At the start of Construction or Groundbreaking, we'll work with the City of Highland Park to host an event that shares the memorial's story with the general public and local media and allows Tier 1 participants to join in the process. This may be one event spread among the two locations of Port Clinton and the Rose Garden, or two events held at two separate times.

Task 3.4: Ribbon Cutting Ceremony & Activation (May 2027 - July 2027)
In the lead-up to the end of construction and the ribbon-cutting (ideally at the July 4, 2027 event), we'll work with the City of Highland Park, Highland Park Remembrance Working Group, and Tier 1 to plan the ribbon-cutting ceremony and build awareness of the unveiling among local community members and media. This event may also be spread among the two locations of Port Clinton and the Rose Garden.

Highland Park Remembrance

October 28, 2025

			ALL TOGETHER		
			Staff Hours		
	Work Scope/Phases/Tasks/Hours/Fees		*Principal*	*Project Manager*	*Associate*
Phase 1: Concepting & Schematic Design	Client & Internal Meetings		20	50	40
	1.1 Project Kickoff		4	8	4
	1.2 Tour		2	2	2
	1.3 Public Eng. & Comms Strategy		4	20	12
	1.4 Design Templates			4	20
	1.5 Tier 1 & 2 Listening Sessions		10	26	30
	1.6 Tier 1 & 2 What We Heard Report & Presentation		4	12	16
	1.7 Survey & Event Marketing Collateral			4	10
	1.8 Community Outreach Survey			6	6
	1.9 Pop-Up Events (2) and Public Workshop #1		6	20	36
	1.10 Phase 1 Engagement Summary		2	12	16
	Rev. Phase 1 Subtotal Hours		**52**	**164**	**192**
		Subtotal Professional Fee	**52**	**164**	**192**
			$10,400	$27,060	$23,040
				$60,500	
	Professional Fees	**$60,500.00**			
	Expenses*	**$5,000.00**			
	Expenses include:	Printing	$1,500		
		Pop-up materials	$500		
		Workshop materials	$1,200		
		Public realm prompts	$1,800		
	Cost per addl pop-up	$1,800.00			

	Work Scope/Phases/Tasks/Hours/Fees		*Principal*	*Project Manager*	*Associate*
Phase 2: Design Development	2.1 Tier 1 & 2 Listening Sessions / Event		10	26	30
	2.2 Survey & Event Marketing Collateral			6	12
	2.3 Pop Up Events (2)			12	12
	2.4 Phase 2 Engagement Summary & Presentation		4	12	8
	2.5 What We Heard Marketing Collateral		2	4	8
	Rev. Phase 2 Subtotal Hours		**18**	**56**	**86**
		Subtotal Professional Fee	**18**	**56**	**86**
			$3,600	$9,240	$10,320
				$23,160	

Phase 3: Construction & Groundbreaking	3.1 Outreach and Updates on Construction	$5,140 - $6,525	
	3.2 Local Business Coordination	$5,500 - $7,005	
	3.3 Groundbreaking Ceremony & Activation	$11,800 - $14,810	
	3.4 Ribbon-cutting Ceremony & Activation	$11,800 - $14,810	
	Phase 3 ROM:	**$34,240 - $43,150**	

November 3rd , 2025

Ben Waldo, PLA, ASLA, LAI

Associate Principal

SWA

Re: Highland Park Place of Remembrance

Revision: DRAFT - 01

Dear Ben:

WSP USA Buildings INC. (WSP) respectfully submits this proposal to provide professional engineering services as described below. We are excited to support the design of this memorial.

I. PROJECT SCOPE

WSP understands that there will be two phases within the overall design process. Phase One will be used to define the design intent and focus the design efforts of phase two. WSP will provide engineering support related to Civil/drainage, MEP/FP, AV/IT/Security, Structural, and lighting for Phased One. The design information in Phase One (Schematic Design) will be used to define the scope and fee for Phase Two consisting of Design Development, Construction Documentation, and Permitting phases.

II. SCOPE OF SERVICES

A. PHASE 1 – SCHEMATIC DESIGN

1. Services: WSP will provide engineer support services to develop the schematic design for SMEP/FP, AV/IT/Sec and Site Civil engineering services
    a. Participate in design team web conference
    b. Provide feedback on design concepts to SWA resulting in a narrative and diagrams describing topography and drainage in coordination with SWA for pricing purposes.
    c. Coordinate power requirements based on program description defined by SWA.
    d. Develop and coordinate schematic design concepts for site lighting – this includes concepts sketches using photoshop or equal for visualization purposes. Photometrics are excluded at this phase. Backgrounds provided by SWA. WSP will power fixtures as needed within electrical and civil scope.
    e. Provide narrative and diagrams describing the MEP services to support comfort stations and other structures as needed.
    f. Provide conceptual description of structured canopy and trellis features proposed in the design submission. This study is intended to inform design strategies and assist in assessing the cost impact of these features.
    g. Procure subconsultants to preform Alta/Topographic/Boundary Survey and Percolation Test for the site.
    h. Procure subconsultants to perform Geotechnical study of the site. The scope and cost of this survey will be informed by the extent of canopies and trellises.

i. Develop Low Voltage narrative describing basic IT/AV/ and security elements and strategies as well as supporting infrastructure services needed or provided in the public realm of the project.

j. Coordinate planting depth and location of below grade storm water detention tanks on site as needed.

k. Coordinate irrigation support for pumps and power as defined by irrigation specialist/SWA.

l. WSP will coordinate and subcontract ALTA/Topographic/Boundary surveys and geotechnical investigation. NOTE: Additional geotechnical survey work may be required if the Canopy option is selected. This is reflected as a fee range in the Fee table below.

B. PHASED 2 - DESIGN DEVELOPMENT

1. Services: WSP will provide engineer support services to develop the schematic design for Structure, MEP/FP, AV/IT/Sec and Site Civil engineering services

   a. Participate in design team web conference calls as weekly.

   b. Participate in client meetings bimonthly.

   c. Develop MEP and lighting systems for the comfort station and associated bathrooms.

   d. Develop structural solutions for the comfort stations and associated bathrooms, as well as advise on site structural issues related to the location of the buildings/canopy/trellis in relationship to the below grade storm water management tanks and lighting poles.

   e. Coordinate electrical service needs and distribution across the site to support the park activities including outlets, lighting, irrigation pumps and associated low voltage equipment.

   f. WSP will host two lighting design workshops with design teams to support the coordination and selection of exterior lighting elements and fixtures. This will include coordination with Dark Sky design requirements and includes two photometric models.

   g. WSP will host two AV/IT and Security workshops with client and design teams to support the coordination and selection of low voltage systems. This includes coordination with bedrock security systems and protocols to inform location and type of security systems.

   h. Coordinate site drainage and site topography coordinate with the design team to inform site civil drawings. Coordinate with the site wade storm water management strategy and retention tanks located on site.

   i. Support Value Engineering phase based on costing information provided by others.

2. Deliverables:

   a. Expand and update Schematic Design, Basis of Design document to capture design decisions during DD. This will be submitted at 50% Design Development. Subsequent development will be captured on drawings and specifications only.

   b. Provide 50% and 100% design development drawings and outline specifications for Structural, Lighting, MEP, AV/IT/Sec, and Civil sets and sections. Drawings will be submitted as PDFs with supporting Revit and AutoCAD Civil files.

C. CONSTRUCTION DOCUMENTS

1. Services: WSP will provide engineering services to advance the Design Development for Structure, Lighting, MEP/FP, AV/IT/Sec and Site Civil engineering services to CD level.

   a. Participate in design team web conference calls as weekly.

   b. Participate in client meetings bimonthly (web conference)

   c. Participate in two in person page turn sessions with the design team at major milestones.

   d. Specify, schedule, document, and coordinate MEP and lighting systems for the comfort station and associated bathrooms. This includes fixture selection, equipment selection, controls, and locations.

e. Document structural systems for the comfort stations and associated bathrooms. Finalize structural systems and foundations for the buildings and associated site structures such as canopy and trellises.

f. Specify, schedule, document and coordinate the electrical connections and distribution across the site to meet electrical needs for selected equipment defined during Design Development.

g. WSP will host two lighting workshops to finalize and coordinate final fixture sections, locations, and controls.

h. WSP will coordinate lighting fixture locations, types, and controls with SWA and WSP electrical teams. The lighting fixtures will be scheduled and located on Electrical drawings. Mounting details will reside in Landscape drawings.

i. WSP will host two AV/IT and Security workshops with client and design teams to finalize AV/IT and Security hardware, and locations. This effort will incorporate existing Bedrock standards where applicable.

j. Finalize the selection of low voltage systems including non-specialized Audi Visual equipment (i.e. speakers, TV screens), WAPs and related basic IT infrastructure, and security hardware (i.e. CCTV, card keys for comfort stations). This includes coordination with Highland Park security/police systems standards and protocols to inform location and type of security systems.

k. Documentation and specification of site drainage and site topography as per Landscape design. Coordinate with streetscape design of the overall Gration Innovation district where applicable.

l. Coordinate with the site wide storm water management strategy and retention tanks located on site where applicable.

2. Deliverables:

a. Provide 50% and 100% Construction Documentation drawings and specifications for Structural, Lighting, MEP, AV/IT/Sec, and civil sets. Drawings will be submitted as PDFs with supporting Revit and AutoCAD Civil files. PDF drawing files will be stamped by Illinois SE and/or PE for permitting.

b. Respond to Permit comments from the city of Highland Park and support the permit process.

D. CONSTRUCTION ADMINISTRATION

1. Services: WSP will provide engineering services to During Construction covering Structure, Lighting, MEP/FP, AV/IT/Sec and Site Civil engineering services to CD level.

a. Monthly site visits with written reports. These site visits will be carried out by one WSP representative from the Chicago office.

b. Review and respond to RFI's and submittal withing 10 working days of receipt.

c. Oversee lighting aiming during one nighttime site visit.

d. Conduct two punch list and close out walk throughs.

III. EXCLUSIONS:

A. Construction administration and bid review support. WSP can provide this as an additional service upon request.

B. Demolition services and related environmental engineering.

C. Mobility and accessibility planning and studies. WSP can provide this as an additional service upon request.

D. Irrigation design. It is understood this will be provide by others including pump and UV light specifications to define power requirements.

E. LEED certification, documentation, consulting and support. WSP can provide this as an additional service upon request.

F. Water feature design – this is assumed to be provided by others under sperate contract.

G. Playground and exercise equipment – this is assumed to be provided by others under sperate contract.

IV. ADDITIONAL SERVICES AVAIABLE UPON REQEUST.

A. Solar (Radiance) and wind (CFD) modeling for thermal comfort and pedestrian safety studies.

B. Photometric modeling for permitting approvals. WSP will perform photometric modeling for design purposes as part of the base scope of service. If additional photometric modeling is needed for review and approval by Highland Park as part of the permitting process, this will be done as an additional service.

C. Traffic and pedestrian flow modeling

D. LEED consulting

E. Acoustic monitoring and modeling

V. COMPENSATION

A. BASIC SERVICES

Compensation for the services identified above shall be on a lump sum basis as follows and in accordance with the terms in this document:

	Civil Engineering		Lighting Design		Structural Engineering		MEP + AV/IT Security
	WSP		WSP		WSP		WSP
Phase 1 SD	$25,000						
Phase 2 DD	$25,000		$25,000		$25,000		$55,000
Phase 2 CD	$40,000		$35,000		$38,000		$75,000
Phase 2 CA	$40,000		$35,000		$38,000		$75,000
Canopy			$8000		$30,000		
Sub TOTAL	$130,000		$103,000		$109,000		$205,000
Survey estimate	$40,000						
Geotech estimate					$25,000 - $40,000		
TOTAL	$170,000		$103,000		$101,000 (25,000-40,000)		$205,000

NOTE. Fees for Phase two, Canopy, Survey and Geotech are estimates based on available information and are provided for budgeting purposes only. After the completion of Phase One, phase two fees will be reissued based on agreed upon design and scope parameters developed during Phase One.

B. HOURLY RATES

Below is our hourly-rate billing schedule, effective through December 31, 2025:

Classification	Hourly Billing Rate (US$)
Executive Vice President	$ 350
Senior Vice President	$ 310
Vice President	$ 250
Senior Associate	$ 235
Associate / Senior Engineer	$ 210
Engineer	$ 180
Design Engineer / Designer	$ 155
BIM Specialist / Manager	$ 210
BIM Operator	$ 130
Tech / Admin	$ 125

C. REIMBURSABLE EXPENSES

Travel including milage, pre-approved air travel, hotel, and lodging will be reimbursed.

II. CLOSING

WSP USA Buildings, Inc. appreciates the opportunity to work with SWA on this project. If you have any questions regarding this proposal, please do not hesitate to call. If the terms of this proposal is satisfactory, please indicate your acceptance of such by sending a contract or signing and returning one copy to our office as soon as possible so that we may proceed with the work.

Sincerely,



Matt Herman
Senior Vice President

AUTHORIZED BY:

SWA

Name

Date

	Estimated Fee Range*
Project Administration	30,000-40,000
Geotechnical Report	25,000-40,000
Outreach and Engagement	25,000-50,000
Design Development (DD)	160,000-320,000
Construction Documentation (CD)	260,000-400,000
Construction Administration (CA)	200,000-400,000
Range Total:	**700,000-1,250,000**

*Fee estimates represent a range of design requirements based on potential outcomes for approved concept design in Phase 1. Fees are based on estimates from SWA and subconsultants WSP and All Together, but also include potential for additional sub consultants such as a water feature designer and/or architect. Precise fees for future phases will be propsed based on Phase 1 in coordination with City of Highland Park.

EXHIBIT C -
Phase 2 Fee Estimates

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Diane Larson, Marketing Coordinator

Department: City Manager's Office

Title: A Resolution Waiving Bids and Approving a Professional Services Agreement with SE-Inc.

Recommendation:

City staff recommend waiving bid requirements to enter into a contract with Sciaretta Enterprises, Inc. (SE-Inc.) for services related to the storage, transport, and set-up, strike, and event maintenance related to the infrastructure for Major City Events in FY2026.

Policy Consideration:

Background

From 2022 to 2024, City events were held at the St. Johns North parking lot ("The Lot") located at 525 Central Ave. In late 2024, the decision was made to move events from the Lot to Port Clinton Square, and Central Ave. between First and Second Sts. Port Clinton Square is the City's traditional alfresco event space in the downtown area. Port Clinton is a highly visible, recognizable, welcoming space that is ideal for smaller scale events like the Downtown Concert series, and adaptable to suit larger scale events with the closure of Central Ave. This venue change went into effect during the 2025 event season. The City has planned its 2026 event season to again center on Port Clinton Square, except for the Vintage Car Show (to be held at the St. Johns North parking lot) and Oktoberfest (to be held in the Ravinia District at Jens Jensen Park). The following events are planned for 2026 that would utilize the services provided by SEI:

- **Taste of Highland Park:** Friday, June 19, from 5 PM - 10 PM, and Saturday, June 20, from 3 PM - 10 PM
- **Downtown Concerts at Port Clinton:** a series of ten Friday evening concerts from July 10–Set 25 (no concerts July 25 or August 28), generally held from 6 PM - 8 PM. The finale on September 25 will run from 4 PM - 8 PM and will feature a Scarecrow Trail throughout Downtown Highland Park
- **Vintage Car Show:** *Date & time TBD*, tentatively scheduled for Saturday, August 22
- **Oktoberfest:** *Date TBD*, tentatively scheduled for Saturday, October 10, from 4 PM - 8 PM

- **Stews & Brews:** *Date TBD*, tentatively scheduled for Saturday, October 17, from 4 PM - 9 PM

While moving events to Port Clinton Square and Central Ave. has been met with generally positive feedback, a couple of unique challenges are evident, namely where to store the City's event infrastructure, how to transport the infrastructure, and the set-up, strike, and maintenance of the infrastructure during events. In past years, these items have been overseen by the City's then-contracted event management company, Ripple Public Relations, who employed Sciaretta Enterprises, Inc. as a subcontractor to execute these duties. City staff explored alternate options, however, were unable to find a company that provides the same services as SE-Inc.

In 2024, SE-Inc. expressed the desire to work directly with the City as opposed to working as a subcontractor with Ripple Public Relations (Ripple). Subsequently, during review and approval of the 2025 event management contract, these responsibilities and associated oversight were removed from the current contract with Ripple for the 2025 event season. Upon Council approval, City Staff worked directly with SE-Inc. throughout the duration of the 2025 event season. The City plans to maintain this direct-working relationship with SE-Inc. during the 2026 event season and beyond.

Storage of event infrastructure:

While events were held at The Lot, the City was able to store event infrastructure such as tables, chairs, tents, etc. in storage pods located on-site throughout the duration of the event season. This also meant that infrastructure items only needed to be transported twice: once at the beginning of the season and once at the conclusion of the event season. While in the preliminary planning stages for the 2025 events season, the City looked into multiple options regarding infrastructure storage, including scouting locations at Port Clinton. Unfortunately, a suitable space that was both large enough to accommodate the City's infrastructure and close enough to the event site could not be accommodated.

Additionally, the City considered selling its infrastructure inventory and renting infrastructure, however, this proved to be cost prohibitive and logistically challenging when considering the desire to close Central Ave. for the minimal amount of time possible. Ultimately, the City has contracted with SE-Inc. to store event infrastructure offsite outside of events. SE-Inc.'s storage facility is indoor, climate-controlled, and items are readily accessible. The City experiences no instances of items being damaged or lost while under the care of SE-Inc. City staff obtained a quote from SE-Inc. to store infrastructure for the entire year of 2026, which was received at $785/ month ($9,420 /year).

Transportation of event infrastructure:

Because infrastructure cannot be stored on-site for the duration of the 2026 event season, it must be transported back and forth from the storage facility for each event. City staff obtained a quote from SE-Inc. to transport the relevant infrastructure items to and from

the event site within 24 hours for the four major 2026 events: Taste of Highland Park, Vintage Car Show, Oktoberfest, and Stews & Brews. SE-Inc. returned a quote of $4,500 per event ($18,000 in total). This was an expected high expense as noted when discussion about location of events was had at previous meetings; as in past years, SE-Inc. delivered storage containers to the event site one time and operated out of the containers for each event, then removed them back into storage at their facility at the end of the event season.

Event set up / strike / maintenance services

SE-Inc. has provided event set-up, strike, and maintenance services (bussing of tables, trash removal, etc.) since 2022. City staff obtained a quote from SE-Inc. to continue providing these services for 2026 for four major events: Taste of Highland Park, Vintage Car Show, Oktoberfest, and Stews & Brews which was received at $23,400. SE-Inc. has consistently provided excellent service in this area for the past 4 years, going above and beyond Staff's expectations.

In addition to the context shared above, staff recommends waiving bids for these services and moving forward with SE-Inc. for the storage of event infrastructure, transport of event infrastructure, and set-up, strike, and maintenance of event infrastructure in 2026. Furthermore, staff recommends a provision in the agreement that would allow the City Manager to renew the agreement in subsequent years at her discretion. Staff has reached this recommendation for the following reasons:

- SE-Inc. has a proven history of providing excellent customer service to the City, and has a positive working relationship with City staff.
- SE-Inc. is familiar with City processes and procedures, including run of show for local events.
- SE-Inc. is the only company staff could find that offers storage, transportation, and set up, strike, and maintenance services.
- Utilizing one company for all three services streamlines event logistics and communication.

Core Priorities:

Fiscal Stability

The financial impact for these contracted services is $50,820, which is included in the FY2026 budget in Business Development Activities Programming 1110107.62100.

Vibrancy

Events such as the Taste of Highland Park, Stews & Brews, the Vintage Car Show, and Oktoberfest bring vibrancy to Highland Park. Successful, well-executed events draw crowds year

upon year. Successful event execution relies, in part, on the vendors and subcontractors utilized. Over the past four years, City staff have received positive feedback from food & beverage vendors, sponsors, and event attendees regarding the SE-Inc., specifically the quick and smooth load in and load out of equipment as well as on-site maintenance. The SE-Inc. team is quick, efficient, polite, and skilled at problem-solving. City staff believes that continuing to work alongside SE-Inc. will further enhance our events and increase vibrancy throughout Downtown Highland Park and beyond.

Attachments:

1. Resolution Waiving Bids and Approving Agreement with SE-Inc.
2. Professional Services Agreement - SE-Inc.
3. EXHIBIT A - Proposal for Set Up, Strike, & Maintenance for Four Events
4. EXHIBIT B - Proposal for Transport of Event Infrastructure
5. EXHIBIT C - Proposal for Storage of Event Infrastructure

City of Highland Park

Resolution No. _____

A Resolution Waiving the Formal Bidding Requirements of the City's Purchasing Manual and Approving an Agreement with SE Inc., of Lake Forest, Illinois, for the Provision of Equipment Storage Services, Transportation Services, and Event Set Up and Tear Down Services

WHEREAS, the City has identified the need to retain storage, transportation, and set up and break down services for various City-sponsored events (collectively, the ***"Services"***); and

WHEREAS, SE Inc., of Lake Forest, Illinois (***"Vendor"***), satisfactorily provided the Services to the City in 2025; and

WHEREAS, the City and the Vendor now desire to enter a new agreement for provision of the Services by the Vendor, for a total cost not to exceed $50,820.00, for a term through December 31, 2026 with optional one-year renewals (***"Proposed Agreement"***); and

WHEREAS, pursuant to Section 30.070(A) of "The Highland Park Code of 1968," as amended, and in order to authorize the Proposed Agreement, the City Council has determined that it is appropriate to waive competitive bidding for the Proposed Agreement, in accordance with the City's Purchasing and Fixed Asset Policies and Procedures Manual (***"Purchasing Manual"***); and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City to approve the Proposed Agreement with the Vendor;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as the findings of the City Council.

SECTION TWO: WAIVER OF COMPETITIVE BIDDING REQUIREMENTS. The advertising and bidding requirements for the Proposed Agreement are hereby waived in accordance with the Purchasing Manual and the home rule powers of the City.

SECTION THREE: APPROVAL OF PROPOSED AGREEMENT. The Proposed Agreement by and between the City and the Vendor is hereby approved in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the City Manager and the Corporation Counsel.

SECTION FOUR: EXECUTION OF PROPOSED AGREEMENT. The City Manager is hereby authorized and directed to execute, on behalf of the City, the Proposed Agreement, and any other documents necessary to effectuate the Proposed Agreement, upon receipt by the Deputy City Clerk of at least one original copy of the Proposed Agreement executed by the Vendor; provided, however, that if the executed copy of the Proposed

Agreement is not received by the City Clerk within 30 days after the effective date of this Resolution, then this authority to execute will, at the option of the City Council, be null and void.

SECTION FIVE: EXECUTION OF FUTURE RENEWALS OF AGREEMENTS. The City Manager is authorized to execute future renewals of the Proposed Agreement for future calendar years, in accordance with Section 2.B of the Proposed Agreement, if: (a) the City Manager determines, in their discretion, that the proposed renewal is favorable to the City; and (b) the terms of the proposed renewal are substantially similar to the Proposed Agreement, as determined by the City Manager and the Corporation Counsel. This Resolution is not deemed or interpreted as obligating the City Manager to execute any future renewal of any agreement.

SECTION SIX: EFFECTIVE DATE. This Resolution will be in full force and effect upon its passage and approval by a vote of two-thirds of the City Council, and approval in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

_____
Nancy R. Rotering, Mayor

ATTEST:

_____
Ghida S. Neukirch, City Clerk

EXHIBIT A

AGREEMENT

CITY OF HIGHLAND PARK
PROFESSIONAL SERVICES AGREEMENT

This **AGREEMENT** is dated as of the ____ day of _____, 2026 (***"Agreement"***), and is by and between the **CITY OF HIGHLAND PARK**, an Illinois municipal corporation (***"City"***), and **SE INC.**, an Illinois corporation at **28430 N. Ballard Drive, Lake Forest, Illinois 60045** ("***Consultant***").

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in the Agreement, and pursuant to the City's statutory and home rule powers, the parties agree as follows:

SECTION 1. SCOPE OF SERVICES. The City retains the Consultant to perform, and the Consultant agrees to perform, all necessary services to perform the work identified below ("***Services***") and within Attachments A, B, and C, which Services the Consultant must provide pursuant to the terms and conditions of this Agreement:

1. Set up, break down, and porter services through each the following events: Taste of Highland Park; Vintage Car Show; Oktoberfest; Stews & Brews (each an ***"Event"***);
2. Transportation of City personal property before and after each Event; and
3. Storage of City personal property in a warehouse or equivalent space.

SECTION 2. TIME OF PERFORMANCE.

A. Initial Term. Subject to earlier termination pursuant to the terms of this Agreement, the initial term of this Agreement will commence on the execution date and remain in effect through December 31, 2026 (***"Initial Term"***).

B. Renewal Terms. The Initial Term may be extended for successive one-year periods or for any other period as mutually agreed to in writing and set forth in a Supplemental Statement of Work executed by both parties (each, a "***Renewal Term***", and together with the Initial Term, the "***Time of Performance***").

C. Status of this Agreement. The expiration of the Initial Term or a Renewal Term will not terminate or affect the obligations of the Parties to each other under any existing Statement of Work or Supplemental Statement of Work issued pursuant to this Agreement, and such Statement of Work or Supplemental Statement of Work will continue in full force and effect and will continue to be governed by the terms of this Agreement until the expiration or completion of such Statement of Work or Supplement Statement of Work or until such Statement of Work or Supplemental Statement of Work is itself terminated pursuant to this Agreement.

SECTION 3. COMPENSATION.

A. Agreement Amount. The total amount billed by the Consultant for the Services under this Agreement may not exceed $50,820, including reimbursable expenses, without the prior express written authorization of the City Manager. Additionally, the City agrees to pay an excess fee of $87.50/hour supervisor minimum, $47.50/hour laborer minimum, plus travel and truck fees to and from the event site from the Consultant's address for retrieval of any infrastructure items not initially agreed upon for transport. Such additional fees, if any, will be billed separately. Any payments due and owing to Consultant will be paid by the City within 45 days after receiving the invoice.

B. Taxes, Benefits, and Royalties. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties, and fees arising from the use of, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

SECTION 4. REPRESENTATIONS OF CONSULTANT. The Consultant represents and certifies that the Services are to be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consultants in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed are in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

The Consultant further represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the Services in a manner consistent with the standards of professional practice by recognized consultants providing services of a similar nature. The Consultant must provide all personnel necessary to complete the Services.

SECTION 5. INDEMNIFICATION; INSURANCE; LIABILITY.

A. Indemnification. The Consultant proposes and agrees that the Consultant must indemnify and save harmless the City against all damages, liability, claims, losses, and expenses (including attorneys' fee) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 4 of this Agreement.

The Consultant will not be liable for City personal property that is damaged during Consultant's performance of the Services so long as the damage results from natural events outside of the Consultant's control. The Consultant must take all reasonable measures to ensure that the City's personal property is maintained in the same condition as it was upon the Consultant's initial receipt of the personal property.

B. Insurance. The Consultant acknowledges and agrees that the Consultant must, and has a duty to, maintain adequate insurance, in an amount, and in a form and from companies, acceptable to the City. The Consultant's maintenance of adequate insurance is not to be construed in any way as a limitation on the Consultant's liability for losses or damages under this Agreement.

C. No Personal Liability. No elected or appointed official, or employee of the City will be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 6. GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant is to act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement is to be construed to: (1) create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant.

B. Conflicts of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no City employee or agent is interested in the business of the Consultant or this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant may at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 2012, 720 ILCS 5/33E-1 *et seq.* If at any time it is found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant will be liable to the City for all loss or damage that the City may suffer, and this Agreement will, at the City's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time upon 15 days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant may be entitled to retain only that portion of the City's payment for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, and Consultant must return to the City within 30 days of termination any payments for Services not yet provided to the City.

E. Compliance with Laws and Grants. Consultant must give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. Consultant must also comply with all conditions of any federal, state, or local grant received by the City or Consultant with respect to this Agreement or the Services. Consultant is solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors, performance of, or failure to perform, the Services or any part thereof. Every provision of law required by law to be inserted into this Agreement is deemed to be inserted herein.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City will have the right, without prejudice to any other remedies provided by law or equity, to (1) terminate this Agreement without liability for further payment; or (2) withhold from any payment or recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

G. Assignment. This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

H. Notice. All notices required or permitted to be given under this Agreement must be in writing and must be delivered: (1) personally; (2) by a reputable overnight courier; or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices will be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. Notices and communications to the City must be addressed to, and delivered at, the following address:

City of Highland Park
1707 St. Johns Avenue
Highland Park, Illinois 60035
Attention: City Manager

Notices and communications to the Consultant must be addressed to, and delivered at, the following address:

SE Inc.
28430 N. Ballard Drive
Lake Forest, Illinois 60045
Attention: Sam & Beth Sciaretta

I. Waiver. Neither the City nor the Consultant are under any obligation to exercise any of the rights granted to them in this Agreement except as it may determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights must not be deemed or construed as a waiver of that right, nor will the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

J. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation may be made or be valid against the City.

K. Conflicts; Exhibits. If any term or provision in this Agreement conflicts with any term or provision of an attachment or exhibit to this Agreement, the terms and provisions of this Agreement control.

ATTEST:

CITY OF HIGHLAND PARK

By: _____
Deputy City Clerk

By: _____
City Manager

ATTEST:

SE INC.

By: _____

By: _____

Title: _____

Its: _____

PO Box 95
Highwood, Illinois 60040
847-945-5700 Office

CLIENT:	PROPERTY:
City of Highland Park **1707 St Johns Avenue** **Highland Park Illinois 60035**	**City of Highland Park Events**

Service Terms and Conditions
SE Inc Sciarretta Enterprises will complete the following, as listed below under *Specifications.*

Specifications: 2026 Events

1. **Taste of Highland Park: June 19 5PM-10PM & 20 3PM-10PM**
2. **Vintage Car show: tentative August 22, 2026, 3/4PM-7PM**
3. **Stews & Brews: October 17, 2026, 3/4PM-9PM**
4. **Octoberfest: October 10, 2026, 4PM-8PM**

- Set up event per map provided by City of Highland Park (does not include loading and transport to event)
- Break down event (does not include loading and transport to storage)
- Porter service throughout the event (MAX 1 supervisor 2-laborers)
- * *Additional* If at any time the city/and or event vendor requests additional services, requests such as inventory lists that require additional services for any in part, or entirety of each event, there will be an additional fee of one supervisor at a rate of $87.50/person and one laborer at $47.50/hour with a minimum of one hour each / per occurrence.
- ** *Additional* All materials needed such as but not limited to; cleaning agents, cleaning materials, trash liners, sanitizers, vests, heaters, propane, fire extinguishers, locks, will be billed separate / occurrence.
- *** *Additional SE-Inc will provide laborers during event. Depending on the event size and fluctuating attendance, SE Inc at their own discretion may increase the quantity of laborers for any event.*

Pricing: $23,400.00

Billable: 25% after each event.

Weather, Cancellation & Payment

All events are considered confirmed and billable once scheduled and will be serviced rain or shine. If an event is canceled, postponed, or curtailed for any reason, including inclement weather, the client remains responsible for 100% of the event fee. No refunds or credits will be issued.

Indemnification

Except in the event of, and to the extent of, SE-Inc's gross negligence, sole negligence or willful misconduct, The City of Highland Park hereby indemnifies, defends, and holds, SE-Inc Sciarretta Enterprises, SE's members and their respective affiliates, owners, partners, members, directors, officers, agents and employees harmless from and against any and all Losses arising from or in connection with any or all of: (a) the conduct or management of either or both (b) any act, omission or negligence of any (c) any accident, injury or damage whatsoever occurring, at or upon either or both of the Property stored.

- SE-Inc is not responsible for damage or loss to any items during the setup, event and take-down.

Payment Terms

Billable monthly, net 15 days.

Signature – Signature – SE Inc.	City of Highland Park
Date_____	Date_____

PO Box 95
Highwood, Illinois 60040
847-945-5700 Office

CLIENT:	PROPERTY:
City of Highland Park **1150 Half Day Road** **Highland Park Illinois 60035**	**Storage**

Service Terms and Conditions
SE Inc Sciarretta Enterprises will complete the following, as listed below under *Specifications.*

Specifications: Remove all items from storage, deliver items and return to storage after event for the year of 2026.

- Remove stored items
- Load and deliver to designated downtown HP location.
- After the event and within 24 hours, load all items and return to storage.

- * **Addition to pricing below** *if at any time the events coordinator or events vender wishes SE-Inc, for whatever reason, to return to the storage facility to retrieve more items, the fee will be an additional charge of 1 supervisor (87.50/hour minimum),1 laborer (47.50/hour minimum), plus travel and truck fee to and from the event and facility.

Total: $4,500.00/per event

Except in the event of, and to the extent of, SE-Inc's gross negligence, sole negligence or willful misconduct, The City of Highland Park hereby indemnifies, defends, and holds, SE-Inc Sciarretta Enterprises, SE's members and their respective affiliates, owners, partners, members, directors, officers, agents and employees harmless from and against any and all Losses arising from or in connection with any or all of: (a) the conduct or management of either or both (b) any act, omission or

negligence of any (c) any accident, injury or damage whatsoever occurring, at or upon either or both of the Property stored.

Payment Terms
Billable monthly, net 15 days.

Signature – Signature – SE Inc.	City of Highland Park
Date	Date

PO Box 95
Highwood, Illinois 60040
847-945-5700 Office

CLIENT:	PROPERTY:
City of Highland Park **1150 Half Day Road** **Highland Park Illinois 60035**	**Storage**

Service Terms and Conditions
SE Inc Sciarretta Enterprises will complete the following, as listed below under *Specifications.*

Specifications: Store miscellaneous items for the City of Highland Park in warehouse or equivalent- January – December 2026.

- Store miscellaneous items.
- * *Additional to pricing below* If at any time the city wishes to retrieve any stored material- there will be a fee charged for a forklift driver and additional worker to remove items off the pallet shelving. The fee for a forklift driver is a minimum fee of **$87.50** per hour and a minimum of one (1) hour per occurrence. The additional worker will be a rate of **$47.50**/ hour with a minimum of one (1) hour per occurrence.

Total:
$785.00/Month

Except in the event of, and to the extent of, SE-Inc's gross negligence, sole negligence or willful misconduct, The City of Highland Park hereby indemnifies, defends, and holds, SE-Inc Sciarretta Enterprises, SE's members and their respective affiliates, owners, partners, members, directors, officers, agents and employees harmless from and against any and all Losses arising from or in connection with any or all of: (a) the conduct or management of either or both (b) any act, omission or

negligence of any (c) any accident, injury or damage whatsoever occurring, at or upon either or both of the Property stored.

Payment Terms
Billable monthly, net 15 days.

Signature – Signature – SE Inc.	City of Highland Park
Date	Date

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Annette Cardiff, Assistant Director of Public Works
Lee Overholser, Transit Coordinator

Department: Public Works Department

Title: A Resolution Authorizing Execution of a Purchase of Services Agreement With Pace to Provide Local Bus and Ravinina Park and Ride Service from January 1, 2026 through December 31, 2026

Recommendation:
Staff recommends entering into a Purchase of Services Agreement with Pace, the Suburban Bus Division of the Regional Transportation Authority, for services rendered to Highland Park and surrounding areas for the period from January 1, 2026 through December 31, 2026.

Policy Consideration:
The Purchase of Services (POS) agreement is a contract between the City and Pace that provides for the payment of operating and other expenses upon terms and conditions as Pace provides in the agreement. The POS includes allocation of funds for all personnel costs, vehicles, and related equipment for the local fixed-route and Ravinia Park and Ride bus services ("Ravinia Service").

Prior to July 1, 2024, Pace provided insurance coverage for Pace buses operated by the City per the terms of the POS agreement. Starting July 1, 2024, the City assumed the responsibility to obtain and purchase insurance coverage for Pace buses, with Pace reimbursing the City for this expense. As of July 2024, the City's transit services have been operating without an executed agreement despite on-going, regular communication between the two parties.

At the December 15, 2025 meeting, City Council approved a resolution to provide General Liability, Automobile, and Umbrella Insurance for Pace buses used by the City to provide public transit services for calendar year 2026. This coverage started January 1, 2026. The 2026 POS agreement from Pace includes notable changes; modifications of note include:

- Article 2, Section 1.B Equipment, Inventory and Documentation: details a process for Pace to provide additional vehicles or substitute vehicles, with joint inspections by Pace and City staff to be completed and vehicle acceptance to be

documented.

- Exhibit B of the agreement provides for 12 additional vehicles for Ravinia Service. Ravinia Festival pays for the transit service including associated insurance costs. The Gallagher bus insurance for 2026 accounted for 12 vehicles. If Pace were to provide over 12 vehicles, there would likely be additional insurance costs that may or may not be reimbursed by Pace.
- Article 8 Indemnification, General: prior agreements included mutual indemnification. The revised language removes the shared obligation and makes indemnification exclusively the City's responsibility.
- Article 9, Section 9.3, Insurance Program and Insurance Requirements, Payment/ Reimbursement of Insurance: outlines costs of insurance premiums, deductibles, and claims administration, noting a maximum limit of $70,000 for additional insurance-related costs beyond coverage of the premium cost. This section also stipulates that if the agreement is terminated (by Pace as Article 11 does not provide for the City to terminate the agreement), the City is required to reimburse Pace the amount of the premium prorated for the remainder of the term left on the contract. The exception for reimbursement is if Pace terminates the agreement for convenience.
- Article 10, Section 10.6 Payment, Budget, and Accounting, Local Share Contribution: states that due to the recent amendment to State legislation waiving the regional recovery ratio through December 31, 2026, Pace will waive the City's local share contribution, provided the regional recovery ratio is not reinstated. If the recovery ratio is reinstated, this article of the POS provides for Pace and the City to meet and mutually resolve the issue.
- Article 11, Section 1 Termination: provides for Pace to terminate the agreement for various reasons. However, no termination rights are provided to the City under the agreement.

The City has had a positive, professional relationship with Pace for over 35 years and has provided affordable and reliable transportation services to residents, businesses, and Ravinia Festival attendees. There are several significant changes to the terms of the agreement for 2026. Although expenses to-date have been fully reimbursed by Pace, there is a potential future impact if a significant bus incident were to occur. Staff will plan to bring a discussion on transportation options to a future Committee of the Whole Meeting as staff reviews and evaluates alternative solutions for the City.

The City of Highland Park Pace service is provided and managed by the Transit Section of the Department of Public Works. Pertinent documents are available for review at the Public Services Building, Public Works Department.

Core Priorities:

Fiscal Stability

The historical annual expenses for Pace services, which are reimbursed in full by Pace are:

Year	2023	2024	2025

Amount	$1,099,300	$1,455,800	$1,595,300

The City budgeted $1,691,800 for FY26 in the Multi-Modal Transportation Fund, which includes expenses for Fixed Route and Ravinia Park and Ride.

Attachments:

1. Resolution PACE POS 2026
2. Highland Park POS Agreement Pace Buses (2026) - 12-17-2025 final (L)

CITY OF HIGHLAND PARK
RESOLUTION NO. _____

A RESOLUTION AUTHORIZING EXECUTION OF A PURCHASE OF SERVICES AGREEMENT WITH PACE TO PROVIDE LOCAL BUS AND RAVINIA PARK AND RIDE SERVICE FROM JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

WHEREAS, the City and Pace, Inc. (***"Pace"***) desire to enter into the 2026 Purchase of Services Agreement (***"Agreement"***) to provide necessary labor and services related to bus transportation throughout the City; and

WHEREAS, the City Council has determined that entering into the Agreement with Pace will serve and be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: AUTHORIZATION OF AGREEMENT. The Agreement by and between the City and Pace is hereby authorized in substantially the form attached to this Resolution.

SECTION THREE: EXECUTION OF AGREEMENT. The City Manager and the Deputy City Clerk are hereby authorized and directed to execute and attest, on behalf of the City, the Agreement upon receipt by the City Clerk of at least one original copy of the Agreement executed by Pace; provided, however, that if the executed copy of the Agreement is not received by the City Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest shall, at the option of the City Council, be null and void.

SECTION FOUR: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval by a majority of the members of the City Council.

ADOPTED

AYES:

ADOPTED:

RESOLUTION NO. _____

_____
Nancy R. Rotering, Mayor

ATTEST:

_____
Ghida S. Neukirch, City Clerk

PURCHASE OF SERVICE AGREEMENT

This purchase of service agreement ("Agreement") is between Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation ("Pace"), and the City of Highland Park, an Illinois municipal corporation ("Transportation Agency").

Pace was established under the Regional Transportation Authority Act (70 ILCS 3615/1.01 et seq.) ("Act"), as amended or superseded, to aid and assist public transportation in the six-county northeastern Illinois area.

Article VII, section 10 of the Constitution of the State of Illinois (Ill. Const. art. VII, § 10) authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance.

The Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) authorizes and encourages intergovernmental cooperation.

The parties are units of government within the meaning of article VII, section 10 of the Constitution of the State of Illinois (Ill. Const. art. VII, § 10) and have the power and authority to enter into this Agreement.

Pursuant to the Act, Pace may enter into purchase of service agreements with governmental and private sector entities to obtain public bus service and to provide for payment of operating and other expenses upon terms and conditions as Pace provides in those agreements.

Pace wants Transportation Agency to provide the Transportation Services and Other Services as described in this Agreement, and Transportation Agency wants to provide those Transportation Services and Other Services.

The parties agree as follows:

ARTICLE 1
SCOPE, DESCRIPTION, AND CHANGES IN SERVICES

Section 1.1. Transportation Services.

A. **Transportation Services**. Throughout the Term, Transportation Agency shall provide safe, efficient, and economical transportation services along each of the routes specified in Exhibit D according to the route map and schedule published or approved by Pace and in effect for those routes on the first day of the Term and along additional or modified routes established pursuant to the procedures in section 1.1(B) according to the route map and schedule published or approved by Pace. As an integral part of providing those services, Transportation Agency shall:

1. comply with the Pace Municipal Operating Manual ("Manual"), including all applicable Operations Bulletins;

2. take all steps necessary to ensure the safety, comfort, and convenience of the public utilizing the Transportation Services;

3. charge only those fares as Pace may direct;

4. comply with all policies, practices, procedures, terms, and conditions as Pace may direct regarding:

   a. collection, security, and disposition of fares and other Transportation and Other Services Revenue;

   b. passes, tickets, coupons, tokens, transfers, transfer systems, interconnections between different modes of transportation, and interconnections between different transportation agencies; and

   c. the availability and distribution of schedules and other printed material for the Transportation Services and related transportation services;

5. comply with all conditions of, and all laws, regulations, policies, practices, procedures, and procedures applicable to, the use of federal, State of Illinois, or Regional Transportation Authority funds, including, without limitation, conditions pertaining to rates charged to students, the elderly, and disabled persons, employment, reporting, and the prohibition of charter bus operations and school bus operations;

6. comply with all conditions of, and all laws, regulations, policies, practices and procedures applicable to, any federal, state, or local grant received by Pace or Transportation Agency at any time with respect to the Transportation Services, the Other Services, the Equipment, or the Real Property and Facilities;

7. conduct the Transportation Services and Transportation Agency's business and operations as they relate to the Transportation Services in a safe, sound, economical, and efficient manner; and

8. comply with all Pace efforts to improve efficiency, including, without limitation, the implementation of the HASTUS scheduling system and the Oracle eAM system.

B. **Changes in Transportation Services**.

1. **Transportation Agency-Initiated Change**.

   a. Except as provided in section 1.1(B)(1)(b) and (c), Transportation Agency shall not initiate, permit, or implement any change to the Transportation Services without Pace's prior written approval. To propose a change to the Transportation Services, Transportation Agency must submit a written proposal to Pace at least 45 days in advance of the date on which the proposed change is to take effect.

Within 30 days of receiving that proposal, Pace will approve or disapprove of it in writing.

b. Transportation Agency may implement a minor operational change that will neither increase any Reimbursable Expenditure, affect any fare or system for passes, transfers, interconnections, or similar programs, nor substantially change any route or schedule, provided (i) Transportation Agency gives Pace at least 30 days' advance notice of Transportation Agency's intent to implement that change and (ii) Pace does not notify Transportation Agency of Pace's disapproval of that change within 15 days after receiving Transportation Agency's notice.

c. Transportation Agency may make a minor operational change of an emergency nature without Pace's prior written approval, provided (i) that change does not increase any Reimbursable Expenditure and (ii) Transportation Agency notifies Pace of that change as soon as possible but in no event later than 12 hours after Transportation Agency implements that change.

2. **Pace-Initiated Route and Schedule Change**. Pace may change the routes and schedules specified in section 1.1(A) on the following conditions:

a. unless some other notice is permitted or required pursuant to section 1.1(B)(2)(b) or unless Transportation Agency agrees to some lesser notice, Pace shall notify Transportation Agency at least (i) 45 days in advance of, but not prior to the conclusion of any required hearing for, that change if that change does not involve the addition or reduction of personnel or any requirement that drivers be allowed to pick routes or (ii) 60 days in advance of, but not prior to the conclusion of any required hearing for, that change in all other cases;

b. Pace shall comply with any special procedures or standards made applicable to that change by any law or regulation or any other agreement between Pace and Transportation Agency; and

c. Pace shall approve an amendment to the Approved Budget or shall provide sufficient additional funding to fairly reflect any increase in the Reimbursable Expenditures caused by that change.

If Transportation Agency disputes Pace's compliance with section 1.1(B)(2)(b) or 1.1(B)(2)(c), Transportation Agency may submit a written request to Pace for the Pace board of directors to determine whether Pace complied with that section. If the board of directors determines that Pace complied with that section, Transportation Agency shall implement Pace's change no later than the expiration of the notice period in 1.1(B)(2)(a), subject to Transportation Agency's remedies in article 14.

3. **Other Pace Initiated Changes**. Except for changes in routes and schedules, Pace may change the Transportation Services upon written notice to Transportation Agency.

4. **Pace Discretion**. Nothing in this section 1.1(B) requires Pace to approve any change to the Transportation Services, and Pace may withhold its approval of any change to the Transportation Services.

Section 1.2. Other Services. Throughout the Term, Transportation Agency shall furnish all ancillary and supporting services that are necessary or appropriate to provide the Transportation Services and comply with this Agreement, including, without limitation:

A. Maintaining in first-class condition all garages, yards, facilities, equipment, materials, and supplies used in providing or supporting the Transportation Services; and

B. Providing all professional, supervisory, administrative, skilled, and unskilled personnel necessary or appropriate to provide the Transportation Services and to carry out Transportation Agency's other obligations under this Agreement.

Section 1.3. Equipment. Unless otherwise provided in article 2, Transportation Agency shall use only the Equipment specified in article 2 in providing the Transportation Services and Other Services.

Section 1.4. Real Property and Facilities. Unless otherwise provided in article 3, Transportation Agency shall use only the garages, yards, and related facilities specified in article 3 in providing the Transportation Services and Other Services.

Section 1.5. Force Majeure. A party will not hold the other party liable for damages or be deemed to have breached this Agreement for failure or delay in performing any obligation under this Agreement if the failure or delay is caused by or results from unforeseeable causes beyond the reasonable control of and without the fault or negligence of the affected party, including war, fire, flood, other acts of God, civil disturbance, a terrorist act, pandemic, epidemic, or a labor strike or lockout. The affected party shall promptly notify the other party of those force majeure circumstances, specifying the cause and the expected duration of the delay, and shall promptly undertake all reasonable steps necessary to cure those force majeure circumstances. If a condition of force majeure continues for more than 30 consecutive days, Pace, at its option and after notifying Transportation Agency, may terminate this Agreement immediately for convenience. Where an event of force majeure occurs after a party's failure or delay in performance, the breaching party will not be released from liability.

ARTICLE 2
EQUIPMENT

Section 2.1. Provision of Equipment by Pace.

A. **Absolute Right**. Pace may (1) determine the number and type of Pace Vehicles and Other Pace Equipment, (2) substitute or replace Pace Vehicles and Other Pace Equipment, and (3) direct the return of Pace Vehicles and Other Pace Equipment to Pace or its designee; provided, however, in the absence of Transportation Agency's fault or other good cause, Pace will not take action that would prevent or have a material adverse effect on Transportation Agency's ability to provide the Transportation Services and Other Services. In exercising its rights under this section 2.1(A), Pace shall not discriminate against Transportation Agency in violation of section 2.02(e) of the Act.

B. **Inventory and Documentation**. Pace has already provided Transportation Agency with the Pace Revenue Vehicles specified in section A of Exhibit B. In the event Pace provides Transportation Agency with any additional Pace Vehicles or substitutes or replaces any of the Pace Vehicles specified in Exhibit B, the parties shall identify those additional, substitute, and replacement Pace Vehicles in Exhibit B through amendment to this Agreement. Upon delivery of those additional, substitute, and replacement Pace Vehicles to Transportation Agency, Pace and Transportation Agency shall jointly inspect those Pace Vehicles and complete Pace's written Transfer Form, which Transportation Agency and Pace shall sign. Pace shall ensure that those additional, substitute, and replacement Pace Vehicles are clean and in need of no maintenance or repairs immediately prior to the joint inspection. Transportation Agency acknowledges that the Pace Revenue Vehicles specified in section A of Exhibit B, together with the Transportation Agency Revenue Vehicles specified in section C of Exhibit B, if any, are adequate and sufficient to provide the Transportation Services. Transportation Agency further acknowledges that it has additionally received various Other Pace Equipment from Pace, and Transportation Agency shall comply with all Pace procedures for handling that Other Pace Equipment in accordance with the Manual. Transportation Agency shall cooperate with Pace in developing and maintaining an accurate inventory of all Pace Equipment in Transportation Agency's possession. Transportation Agency shall complete and process all documentation necessary to evidence and record Transportation Agency's receipt, possession, return, and transfer of Pace Equipment. Copies of that documentation are incorporated into Exhibit B as if fully set forth in that exhibit.

C. **No Consideration**. Pace will not require Transportation Agency to pay any separate consideration for Transportation Agency's use of Pace Equipment during the Term.

D. **Acceptance of Pace Equipment**. Transportation Agency shall accept delivery of Pace Equipment at the place(s) within the Region at the time(s) as Pace directs. If Transportation Agency unreasonably delays or neglects, refuses, or fails to accept any Pace Equipment at those designated place(s) and time(s), Transportation Agency shall reimburse all costs and expenses that Pace incurred from that delay,

neglect, refusal, or failure immediately upon Pace's written demand. Those costs and expenses will not be a Reimbursable Expense for purposes of this Agreement.

E. **Returns and Substitutions**. Transportation Agency shall deliver any Pace Equipment, which Pace designates Transportation Agency to return or transfer, to the place(s) within the Region at the time(s) as Pace directs. Transportation Agency shall accept delivery of any substitute Pace Equipment at the place(s) within the Region at the time(s) as Pace directs. All terms and conditions of this Agreement will apply to substitute Pace Equipment.

F. **Surplus**. Any Pace Vehicle not scheduled for use in the Transportation Services and not required as a spare for ten days or more will be considered a surplus Pace Vehicle. Any other Pace Equipment not required for the Transportation Services or other services pursuant to this Agreement will be considered surplus Pace Equipment. Transportation Agency shall return surplus Pace Vehicles and surplus Pace Equipment to Pace within 30 days after receiving notice from Pace to do so.

G. **Repossession**. If Transportation Agency fails to return or deliver any Pace Equipment as Pace directs or to use, repair, or maintain any Pace Equipment in accordance with this Agreement, Pace may enter any premises under Transportation Agency's control where the Pace Equipment is or may be located and take possession of and remove the Pace Equipment without demand, legal process, or breach of the peace. Transportation Agency shall not prosecute or assist in the prosecution of any claim, suit, action, or other proceeding arising out of that repossession. Transportation Agency shall reimburse Pace for all costs and expenses, including reasonable attorneys' fees, that Pace incurs in connection with any claim, suit, action, or other proceeding arising out of any matter in this section 2.1(G). Those costs and expenses will not be Reimbursable Expenditures under this Agreement.

H. **Inspection**. Pace may inspect the Pace Equipment and, unless Pace determines, in its sole discretion, that there are emergency conditions or factors affecting safety or security, Pace shall notify Transportation Authority at least 24 hours in advance of that inspection. Pace may demand that Transportation Agency furnish a written statement specifying the condition of the Pace Equipment or any part of the Pace Equipment. Transportation Agency shall furnish that statement to Pace within ten days after receiving Pace's demand. If Pace determines, in its sole discretion, that Transportation Agency has not maintained any Pace Equipment in accordance with this Agreement or the Manual, Pace will provide Transportation Agency with a written report of the deficiencies. If that report discloses non-safety-related deficiencies, Transportation Agency shall correct them within 30 days. If that report discloses safety-related deficiencies, Transportation Agency shall immediately remove the affected Pace Vehicle from service and correct them as soon as reasonably possible prior to returning the affected Pace Vehicle to service. Pace may appoint a designee to perform one of more the functions assigned to Pace under this section 2.1(H).

I. **Return of Pace Equipment and Records Upon Termination or Expiration of Agreement**. Immediately upon termination or expiration of this Agreement, Transportation Agency shall surrender the following items to Pace and deliver them to the place(s) within the Region at the time(s) as Pace directs:

1. all Pace Equipment, which must be in good operating order, repair, and condition, reasonable wear and tear and normal depreciation excepted;

2. copies of all records pertaining to all Pace Vehicles and Other Pace Equipment, including, without limitation, all preventative maintenance reports, and repair reports; and

3. copies of all records that pertain to the Transportation Services and Other Services, including, without limitation, personnel and payroll records of the employees engaged in the Transportation Services and Other Services, all labor contracts and agreements relating to those employees, and any other records that Pace deems necessary to the continuation of services similar to the Transportation Services and Other Services.

   If Transportation Agency fails to comply with this section 2.1(I), Pace may inspect Transportation Agency's premises and remove those items that remain in Transportation Agency's possession in the manner provided in section 2.1(G). Pace, in its sole discretion, will determine the condition of surrendered and returned Pace Equipment and the extent of any wear and tear, depreciation, or damage. Transportation Agency will be responsible for making all repairs that Pace deems necessary to place the surrendered and returned Pace Equipment in the condition required by sections 2.1 and 2.2. Transportation Agency shall complete those repairs within 21 days following Pace's written demand that Transportation Agency make the repairs. If those repairs are the result of Transportation Agency's failure to comply with this Agreement, the repair costs will not be a Reimbursable Expenditure under this Agreement. If Transportation Agency fails to make those repairs, then Pace will make them, and Transportation Agency shall reimburse Pace for the repair costs within 30 days after receiving a receipt for those costs from Pace.

   Nothing in section 2.1(I)(3) will be construed to preclude Transportation Agency from keeping personnel, payroll, or other records that Transportation Agency is required to maintain by state or federal law or generally accepted accounting practices. However, Pace and its designated agents will have the right, except as restricted by law, to examine those records and receive photocopies of those records.

J. **Title**. Transportation Agency acknowledges that Pace owns the Pace Equipment. Nothing in this Agreement affects Pace's absolute ownership of and title to the Pace Equipment. Transportation Agency shall not obtain, acquire, or represent itself as having obtained or acquired any property or other interest in the Pace Equipment, except the right to use the Pace Equipment for the purposes and on the conditions stated in this Agreement. Transportation Agency shall not grant any person or entity

any right to use or possess the Pace Equipment or any part of it or permit the Pace Equipment or any part of it to pass from Transportation Agency's possession and control, unless directed in writing by Pace. Transportation Agency shall not allow the Pace Equipment or any part of it to be pledged, seized, or held for any tax, debt, lien, or other obligation. If the Pace Equipment or any part of it becomes subject to or encumbered by any tax, debt, lien, or other obligation (each, an "Encumbrance") during the Term or before the delivery of the Pace Equipment to Pace after the Term, Transportation Agency shall, subject to its right to protest in good faith that Encumbrance, promptly pay or discharge that Encumbrance so that the Pace Equipment is no longer subject to or encumbered by it.

K. **Warranty**. **Neither Pace nor Transportation Agency is the manufacturer of the Pace Equipment or is the manufacturers' agent; therefore, neither Pace nor Transportation Agency makes any express or implied warranty of any nature regarding the Pace Equipment, including but not limited to its merchantability or fitness for any particular purpose, design or condition, workmanship, freedom from latent defects, compliance with the requirements of any law, rule, specification, or contract, or noninfringement of any patent, trademark, or license.** Provided Pace or the manufacturer has supplied required warranty documents to Transportation Agency, Transportation Agency shall take all actions it is authorized to take under this Agreement to preserve all manufacturers' warranties regarding the Pace Equipment. This Agreement will not operate to release or waive any rights of Pace or Transportation Agency against any person or entity not a party to this Agreement, including the manufacturer of the Pace Equipment.

Section 2.2. Maintenance of Pace Equipment by Transportation Agency.

A. **Maintenance Requirements**. Transportation Agency shall maintain all Pace Equipment (1) in good mechanical condition in conformity with all applicable safety practices, laws, and regulations and (2) in accordance with this Agreement, all maintenance policies, practices, procedures, conditions, and requirements in the Manual, and all manufacturers' maintenance schedules and warranty requirements. Transportation Agency shall perform all preventive maintenance required pursuant to the Manual. Transportation Agency shall keep the exterior and interior of all Pace Vehicles in a neat, clean, and first-class condition. Transportation Agency shall maintain all Pace Revenue Vehicles to meet the requirements of the Illinois Department of Transportation and the Manual and shall ensure that a valid Illinois Department of Transportation safety inspection sticker is affixed to all Pace Vehicles.

B. **Maintenance Records**. Transportation Agency shall prepare and maintain accurate records relating to all maintenance work performed by or for Transportation Agency on all Pace Equipment and, in that regard, shall comply with this Agreement and all applicable Pace policies, practices, procedures, conditions, and requirements in the Manual. For each Pace Vehicle, Transportation Agency shall maintain a separate maintenance file containing all maintenance records for the Pace Vehicle. Transportation Agency shall also complete, maintain, and transmit to Pace all maintenance forms required by the Manual and any other records

requested by Pace, including without limitation maintenance and fuel consumption records and records required under Pace's preventive maintenance program.

Section 2.3. Use of Pace Equipment by Transportation Agency.

A. **General Operating Standard**. Transportation Agency shall use all Pace Equipment (1) in accordance with this Agreement, the operating procedures in the Manual, and all applicable federal, state, and local laws and regulations and (2) solely for the purpose of providing the Transportation Services and Other Services.

B. **Identification Markings and Decals**. Transportation Agency shall not remove, change, or obstruct any Pace Equipment identification markings or decals affixed by Pace. Unless otherwise approved in advance in writing by Pace, Transportation Agency shall not affix or display any identification marking or decal (other than those supplied by Pace) on any Pace Equipment.

C. **Advertising**. Pace may sell advertising space on the interior and exterior of Pace Vehicles. Pace's advertising contractor will be responsible for installing and maintaining aluminum frames on the bus exteriors to hold advertisements. Transportation Agency shall allow access to the Pace Vehicles for the purpose of installing and updating the advertisements between the hours of 7:00 a.m. and 8:30 p.m. Central Time, Monday through Friday, or at any other time agreeable to both parties.

D. **Storage**. Transportation Agency shall store all Pace Equipment as directed by Pace at locations identified in article 3 or at other suitable locations as Pace may approve in advance in writing. Transportation Agency shall provide commercial property insurance coverage for those locations and facilities at those locations unless Pace notifies Transportation Agency in writing that Pace will provide that insurance. Those locations and facilities at those locations must have adequate fire protection systems. All fire protection systems must comply with all applicable federal, state, and local laws and regulations and must have the approval of the Fire Underwriters Laboratory and Pace. Pace Vehicles shall not be stored outdoors without Pace's prior written approval and then only in accordance with conditions as Pace may require.

E. **Pick-Up and Drop Off of Passengers**. Unless Pace otherwise directs in writing, Transportation Agency shall pick up and drop off passengers at any safe point along a Pace designated route.

F. **Fareboxes and Radios**. Transportation Agency shall utilize only fareboxes, radios, and related equipment that are approved in advance in writing by Pace. Transportation Agency shall install those fareboxes and radios, and maintain them in good condition, in all Revenue Vehicles.

Section 2.4. Transportation Agency Vehicles.

A. **Applicability of Section**. Vehicles, if any, to be supplied by Transportation Agency for use in the Transportation Services are specified in section C of Exhibit B. If section C of Exhibit B contains the word "NONE," this section 2.4 will be of no force or effect; otherwise, this section 2.4 will apply to any Vehicles specified in section C of Exhibit B.

B. **Duty to Provide Transportation Agency Vehicles**. Unless otherwise authorized by Pace in advance in writing, Transportation Agency shall provide all Vehicles specified in section C of Exhibit B for use in the Transportation Services and Other Services at all times during the Term. Transportation Agency shall not, without the prior written approval of Pace, dispose of any Transportation Agency Vehicle or otherwise withdraw any Transportation Agency Vehicle from service under this Agreement or substitute any other Vehicle for any Transportation Agency Vehicle in providing the Transportation Services and Other Services. Transportation Agency shall not engage in charter service operations with Pace Equipment, except as authorized by 49 U.S.C. section 5323(d) and 49 C.F.R. part 604.

C. **Maintenance and Use of Transportation Agency Vehicles**. Transportation Agency shall comply with sections 2.2 and 2.3 with respect to the maintenance and use of the Transportation Agency Vehicles in the same manner as if the Transportation Agency Vehicles were Pace Vehicles.

Section 2.5. Other Transportation Agency Equipment. Transportation Agency shall devote Other Transportation Agency Equipment as may be useful in and reasonably available for providing the Transportation Services and Other Services.

ARTICLE 3
REAL PROPERTY AND FACILITIES

Section 3.1. Use of Real Property and Facilities. Transportation Agency shall use the Real Property and Facilities or portions of the Real Property and Facilities specified in Exhibit E solely for the purpose of providing the Transportation Services and Other Services.

Section 3.2. Maintenance of Real Property and Facilities. Transportation Agency shall maintain the Real Property and Facilities in first class condition for their intended purposes throughout the Term.

ARTICLE 4
EMPLOYEES

Section 4.1. Employment of Personnel.

A. **Management**. Transportation Agency shall provide competent and professional management in accordance with Pace policies, practices, procedures, and standards. If Transportation Agency fails to provide those managerial services, Pace may notify Transportation Agency to take corrective action within 21 days of Transportation Agency's receipt of Pace's notice. If Transportation Agency fails to comply with Pace's notice or if Pace determines that Transportation Agency's

corrective action is unsatisfactory, Pace will no longer be obligated to pay salaries, fringe benefits, or travel and related expenses incurred by Transportation Agency in connection with those managerial services; provided, however, in the event Transportation Agency attempts to cure its failure to provide managerial services but cannot do so within that 21-day period notwithstanding Transportation Agency's diligence to do so, Pace shall extend that 21-day period to allow Transportation Agency to cure its failure with continued diligence.

B. **Staff**. Transportation Agency shall furnish competent and qualified staff, who may be Transportation Agency's employees, to provide the Transportation Services and Other Services in accordance with this Agreement. Transportation Agency's staff must meet all applicable qualifications established by federal, state, and local laws and regulations. Vehicle drivers providing the Transportation Services must be courteous to their passengers and maintain a neat, clean appearance. Transportation Agency shall comply with all federal and Pace requirements relating to drug and alcohol testing of Transportation Agency's staff, including, but not limited to, those requirements imposed by 49 C.F.R. parts 40 and 655. Transportation Agency's staff, as appropriate, shall participate in any driver training programs established by Pace during the Term, and Transportation Agency shall comply with driver and safety standards in the Manual.

Section 4.2. Employment Contracts and Labor Agreements. Transportation Agency shall notify Pace of any labor negotiations Transportation Agency is conducting with its employees and inform Pace of the status and progress of those negotiations. Pace shall not directly negotiate with collective bargaining agents recognized by Transportation Agency without Transportation Agency's consent; provided, however, this section 4.2 will not be construed to prohibit communications or negotiations relating to Pace's obligations and rights under sections 2.15, 2.16, 2.18, and 2.19 of the Act. Transportation Agency's labor agreements must provide they may be reopened if Pace does not approve Transportation Agency's budget under this Agreement or any subsequent, similar agreement between Pace and Transportation Agency; provided, however, in any case where Pace expressly approves a wage rate or fringe benefit guaranteed by any Transportation Agency labor agreement, Pace will also, if necessary, approve an amendment to the Approved Budget to accommodate that wage rate or fringe benefit.

ARTICLE 5
COMPLIANCE WITH LAWS

Section 5.1. Compliance with Federal, State and Local Laws. Transportation Agency shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to this Agreement (the "Laws"), including section 2-105(A)(4) of the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4)), and those Laws related to:

A. the payment of minimum wages to employees, limitations upon the employment of minors, minimum fair wage standards for minors, the payment of wages due employees, and all applicable regulations established to protect the health and safety of employees, passengers, and the public;

B. employee protection, if required, under section 13(c) of the Urban Mass Transportation Act of 1964, as amended, 49 U.S.C. § 1609(c), and section 2.16 of the Act, 70 ILCS 3615/2.16, for persons employed by Transportation Agency to provide the Transportation Services and Other Services;

C. anti-discrimination and equal employment and business opportunity Laws, including but not limited to the Age Discrimination in Employment Act, as amended, 29 U.S.C. § 621, et seq., Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., the Civil Rights Acts of 1866 and 1871, 42 U.S.C. §§ 1981 and 1983, the Americans with Disabilities Act, 42 U.S.C. 12101, et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101, et seq.

1. Transportation Agency shall take affirmative action to ensure that it employs applicants, and treats employees during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. That action includes, but is not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

2. If Transportation Agency is required by the Illinois Department of Human Rights (the "Department") to file an affirmative action program, then prior to the execution of this Agreement, Transportation Agency shall furnish Pace with evidence that it has filed with the Department an affirmative action program. Transportation Agency shall furnish Pace with a copy of all documents Transportation Agency filed with the Department.

3. In the event of Transportation Agency's noncompliance with the provisions of the equal employment opportunity clause set forth in section 5.1(C)(3)(a)-(g) or with the Illinois Human Rights Act, Transportation Agency may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Agreement may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Agreement, Transportation Agency agrees as follows:

   a. that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and further that it shall examine all job classifications to determine if minority persons or women are underutilized and shall take appropriate affirmative action to rectify any such underutilization;

b. that, if it hires additional employees in order to perform this Agreement or any portion hereof, it will determine the availability (in accordance with Ill. Admin. Code tit. 44, part 750) of minorities and women in the areas from which it may reasonably recruit, and it shall hire for each job classification for which employees are hired in a way that minorities and women are not underutilized;

c. that, in all solicitations or advertisements for employees placed by it or on its behalf, it shall state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service;

d. that it shall provide to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of Transportation Agency's obligation under the Illinois Human Rights Act and Ill. Admin. Code tit. 44, part 750. If any labor organization or representative fails or refuses to cooperate with Transportation Agency in its efforts to comply with the Illinois Human Rights Act and Ill. Admin. Code tit. 44, part 750, Transportation Agency shall promptly notify the Department and Pace and shall recruit employees from other sources when necessary to fulfill its obligations under this Agreement;

e. that it shall submit reports as required by Ill. Admin. Code tit. 44, part 750, furnish all relevant information as may from time to time be requested by the Department or Pace, and in all respects comply with the Illinois Human Rights Act and Ill. Admin. Code tit. 44, part 750;

f. that it shall permit access to all relevant books, records, accounts, and work sites by personnel of Pace and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's rules and regulations; and

g. that it shall include verbatim or by reference the provisions of the equal employment opportunity clause set forth in section 5.1(C)(3)(a)-(g) in every subcontract awarded under which any portion of the obligations under this Agreement is undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this Agreement, Transportation Agency will be liable for compliance with applicable provisions of this clause by subcontractors; and further Transportation Agency shall promptly notify Pace and the Department in the event any subcontractor fails or refuses to comply with those provisions. In addition, Transportation Agency shall not

utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

4. Transportation Agency shall insert the following provision in all subcontracts relating to the provision of Transportation Services and Other Services, except subcontracts for standard commercial supplies or raw materials:

"No discrimination shall be made in any term or aspect of employment because of race, color, religion, sex, sexual orientation, gender identity, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status or an unfavorable discharge from military service, or political reasons or factors."

5. Disadvantaged Business Enterprises. Transportation Agency shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. Transportation Agency shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Transportation Agency's failure to carry out those requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as Pace deems appropriate.

Section 5.2. Failure to Comply. In the event Transportation Agency's noncompliance with any federal, state, or local anti-discrimination or equal employment or business opportunity law, including but not limited to those identified in section 5.1, results in Transportation Agency being declared ineligible for future contracts or subcontracts with any department, agency, establishment, or instrumentality of the federal government or with the State of Illinois or any of its political subdivisions or municipal corporations, Pace may cancel or void this Agreement, in whole or in part, impose other sanctions or penalties, and/or invoke other remedies as provided by the Laws.

ARTICLE 6
REPORTS AND RECORDS

Section 6.1. Reports, Forms, and Statements Required. Transportation Agency shall furnish Pace with all reports in accordance with the Manual. In addition, Transportation Agency shall timely furnish the following documents to Pace:

A. a monthly listing of any reports and documents related to the Transportation Services and Other Services that Transportation Agency files with any government or government agency;

B. all written forms and documentation required for the administration of Pace's programs concerning students, the elderly, and the disabled (Transportation Agency shall furnish one or more of those forms and documentation to the United States and Illinois Departments of Transportation upon Pace's written request);

C. all applications, including all amendments and modifications to previously filed applications, for federal or state grants, loans, or other funding relating to the Transportation Services and Other Services prior to making those applications (Transportation Agency shall notify Pace and obtain Pace's advance written approval of those applications);

D. a mileage log for each Pace Vehicle and each Transportation Agency Vehicle, if any (mileage must be according to the Vehicle hub odometer and must be reported to Pace monthly);

E. all correspondence, papers, notices, accident reports, and documents that Transportation Agency receives in connection with any claim or demand involving or related to the Transportation Services, the Other Services, or the Equipment;

F. all records that are required pursuant to section 2.1(I); and

G. other reports, forms, and statements as this Agreement, the Laws, or order of any duly constituted authority may require.

Section 6.2. Records. Transportation Agency shall create and maintain accurate and complete records of the Transportation Services and Other Services that Transportation Agency performs and the time that Transportation Agency spends, the materials, equipment, and supplies that Transportation Agency purchases, and the costs that Transportation Agency incurs in performing the Transportation Services and Other Services, including all records required by this Agreement, the Manual, or the Laws. Subject to section 2.1(I), unless Pace consents in advance in writing to the disposal or destruction of those records, Transportation Agency shall make those records available for review, inspection, and audit in accordance with section 6.3 during the Term and for three years thereafter or such longer period as required by law or applicable grant or as necessary for any pending litigation or other claim relating to this Agreement or the Transportation Services and Other Services (the "record retention period"); provided, however, prior to Transportation Agency's disposal or destruction of any those records following the record retention period, Transportation Agency shall notify Pace of the date on which Transportation Agency intends to dispose of or destroy those records, which date must be at least 90 days after the effective date of that notice. Pace will have 90 days after receipt of Transportation Agency's notice to notify Transportation Agency to not dispose of or destroy those records and to deliver them to Pace or its designee, at Pace's expense, on a confidential basis if appropriate.

Section 6.3. Inspections and Audits. With or without prior notice to Transportation Agency, Pace may review, inspect, and/or audit the Transportation Services and Other Services and all information and records related to the Transportation Services and Other Services. Pace shall perform its review, inspection, and/or audit in a manner that will not unduly delay or interfere with Transportation Agency's performance under this Agreement. Transportation Agency shall cooperate with Pace and provide reasonable facilities to Pace to assist Pace with its review,

inspection, and/or audit. Pace may perform its review, inspection, and/or audit through one or more of its officers, employees, or other designated agents.

ARTICLE 7
CENTRAL MATERIAL PURCHASING

Section 7.1. Participation Required. Transportation Agency shall participate in Pace's centralized purchasing program. The Approved Budget will be amended as necessary to reflect any cost savings that Transportation Agency realized by reason of Pace's purchase of any equipment, materials, supplies, or services on behalf of, or for the benefit of, Transportation Agency in connection with Transportation Agency's performance of this Agreement. Transportation Agency, in connection with its performance of this Agreement, shall not independently purchase equipment, materials, or supplies available through Pace's centralized purchasing program without Pace's prior written approval.

Section 7.2. Other Arrangements Prohibited. Transportation Agency shall not enter into or renew any purchase agreements in excess of $5,000.00 for equipment, materials, or supplies to be used in connection with its performance of this Agreement without Pace's prior written approval.

ARTICLE 8
INDEMNIFICATION

Section 8.1 General. Transportation Agency shall indemnify, defend, and hold harmless Pace, the Regional Transportation Authority (including any successor entity), and their respective directors, officers, employees, and agents (collectively, "Indemnitees") from and against all liability, injuries, losses, damages, claims, suits, payments, settlements, judgments, demands, costs and expenses, including reasonable attorneys' fees, which may accrue against one or more Indemnitees arising out of or in connection with: (A) the Transportation Services and Other Services and/or (B) the acts or omissions of Transportation Agency, its subcontractors, and/or their respective employees, agents, subcontractors, or independent contractors in connection with the performance of this Agreement.

Transportation Agency's indemnification obligations under this indemnification provision will not extend to any liability, injuries, losses, damages, claims, suits, payments, settlements, judgments, demands, costs, and expenses caused solely by Pace's gross negligence or willful and wanton conduct.

Transportation Agency will not be liable for or be required to indemnify Pace or any other person or entity indemnified under Section 8.1 for claims based upon the intentional or negligent acts or omissions of third persons.

Transportation Agency and Transportation Agency's employees, agents, subcontractors, and independent contractors, who shall maintain separate policies of insurance as provided in this Agreement, expressly waive any and all claims for unemployment benefits and workers' compensation benefits.

Within 10 days of receiving written tender of defense from any Indemnitee regarding any claim under this indemnification provision, Transportation Agency shall provide each tendering party with a written response to that tender. Transportation Agency shall appear and defend all suits brought upon that claim and shall pay all costs and expenses related to that claim; provided, however, each tendering party may, at its option and expense, participate in the defense of any suit, without relieving Transportation Agency of Transportation Agency's obligations under this indemnification provision. Pace shall provide Transportation Agency with all video recordings that are related to a tendered claim and are in Pace's possession as soon as practicable after receiving Transportation Agency's written request for such recordings.

If any Indemnitee hires legal counsel to enforce its right to indemnification under this indemnification provision, Transportation Agency will be obligated to pay all costs and expenses, including attorneys' fees, incurred by the Indemnitee in connection with that enforcement.

ARTICLE 9
INSURANCE PROGRAM AND INSURANCE REQUIREMENTS

Section 9.1. General. Transportation Agency shall comply with all policies, practices, procedures, conditions, and requirements in the Manual for Vehicles used in the Transportation Services, whether those Vehicles are Pace Vehicles or Transportation Agency Vehicles. Transportation Agency shall immediately notify Pace of any accidents or incidents involving any Vehicle.

Section 9.2. Insurance Program for Pace Vehicles and Transportation Agency Vehicles. Claims arising from Pace Vehicles and/or Transportation Agency Vehicles used in the Transportation Services are Transportation Agency's sole responsibility. Transportation Agency shall comply with the insurance requirements specified in Exhibit F for Pace Vehicles and Transportation Agency Vehicles.

Section 9.3. **Payment/Reimbursement of Insurance**. Upon Pace's receipt of a copy of Transportation Agency's invoice for Transportation Agency's annual premium cost for the insurance required of Transportation Agency under this Agreement, Pace shall pay Transportation Agency's annual premium cost of $305,865 in a lump sum to Transportation Agency. Pace shall also pay, monthly, additional insurance-related costs incurred by Transportation Agency during the Term, including but not limited to deductibles and claims administration; provided, however, the total amount Pace pays Transportation Agency for such additional insurance-related costs during the Term will not exceed $70,000. Other than payment of the $305,865 annual premium cost for the six Pace Revenue Vehicles and 12 additional Pace Revenue Vehicles referenced in Exhibit B and payment of additional insurance-related costs in an amount not to exceed $70,000, Pace is not responsible for and will not pay any other premium costs or insurance-related costs, fees, or expenses incurred by Transportation Agency during the Term.

If this Agreement is terminated pursuant to section 11.1(A), (C) or (D) and Pace has already paid all or any portion of Transportation Agency's annual premium cost and/or monthly additional insurance-related costs, Transportation Agency shall immediately reimburse Pace for that portion of the annual premium cost and monthly additional insurance related-costs from the date of termination through the end of Transportation Agency's general, automobile, and umbrella insurance policies. The annual premium cost reimbursement amount due from Transportation

Agency to Pace will be calculated by multiplying: (1) the quotient obtained by dividing $305,865 by 365 and (2) the number of days from the date of termination through January 1, 2027.

ARTICLE 10
PAYMENT, BUDGET, AND ACCOUNTING

Section 10.1. Payment for Services. In consideration of the Transportation Services and Other Services to be provided by Transportation Agency pursuant to this Agreement and subject to the provisions of this article 10, Pace shall pay Transportation Agency a total Contract Price not to exceed the Approved Budget Maximum or the portion of the Contract Price due for payment pursuant to sections 10.2 and 10.3, whichever is less.

Section 10.2. Monthly Installments and Final Payment.

A. **Timing and Amount of Payments**. Subject to the provisions of this article 10, Pace shall pay the Contract Price to Transportation Agency in 12 monthly installments beginning on or about January 15, 2026 and continuing on or about the 15th day of each month of the Term, with one final payment or credit, as the case may be, on or about February 15, 2027. Each of the first two monthly installments will be one-twelfth of the Approved Budget Maximum. Each of the remaining monthly installments will be equal to the amount of the "Total Expenses" shown in the Monthly Report for the month that is two months prior to the month during which the monthly installment is due, subject to a setoff for operating revenues (see section 10.5) and local share contributions (see section 10.6). The final payment or credit will be computed by subtracting the total amount of the 12 monthly installment payments from the total amount of the "Total Expenses" shown on the 12 Monthly Reports covering the 12 months of the Term, subject to any final adjustment for operating revenue and/or local share contribution as provided in sections 10.5 and 10.6, respectively. If a credit or local share contribution is due to Pace, Transportation Agency shall pay the amount of that credit or local share contribution to Pace within 30 days after receiving Pace's written demand for that amount.

B. **Pace Credits**. Notwithstanding section 10.2(A), if by audit conducted pursuant to section 6.3 or otherwise, it is determined that Transportation Agency has received any payment not authorized by this Agreement, the amount of that payment will be deducted from the next payment due to Transportation Agency or, if no payment is due, Transportation Agency shall pay that amount to Pace within 30 days after receiving Pace's written demand for that amount.

Section 10.3. Limitations on Payments. If Transportation Agency fails to comply with any material term of this Agreement or to take action to correct that failure as directed by Pace, Pace, in addition to any other remedy provided in this Agreement, may withhold payments to Transportation Agency pending Transportation Agency's compliance or corrective action. Notwithstanding any other provision of this article 10:

A. except for the first two monthly installments, no monthly installment due in any month will be paid unless Transportation Agency has submitted to Pace the Monthly Reports due for all months prior to and including the month that is two months prior to the month in question in accordance with the Manual;

B. no final payment will be made unless Transportation Agency has submitted the Monthly Reports to Pace for all months during the Term in accordance with the Manual;

C. no payment will be made except with respect to a Reimbursable Expenditure;

D. no payment will be made in excess of the Approved Budget Maximum;

E. no payment will be made with respect to any Reimbursable Expenditure properly allocable to a Line Item if that Reimbursable Expenditure is in excess of the Line-Item Budget Maximum for that Line Item; provided, however, Pace shall not unreasonably refuse to approve a Transportation Agency request to receive payments with respect to Reimbursable Expenditures properly allocable to a Line Item that are in excess of the Line-Item Budget Maximum for that Line Item if (1) that request is in writing and properly documented and supported, (2) those Reimbursable Expenditures were or will be reasonably and properly incurred in accordance with Pace policies, guidelines, and practices, (3) Transportation Agency agrees to reduce the Line-Item Budget Maximum for one or more other Line Items by the amount of the requested excess payment(s), and (4) Pace reasonably determines that Transportation Agency will not exceed that reduced Line-Item Budget Maximum;

F. no payment will be made with respect to any Reimbursable Expenditure that is not properly allocated to the appropriate Line-Item Budget;

G. no payment will be made with respect to any Reimbursable Expenditure that Pace did not approve for inclusion in the Approved Budget or the Line-Item Budget from which payment is requested; and

H. no payment will be made with respect to any Reimbursable Expenditure incurred or accrued in violation of this Agreement or the Manual.

Section 10.4. Excess Expenses. Any expenditure made by, and any cost, expense, or liability incurred by, Transportation Agency that is not a Reimbursable Expense, that is in excess of the Approved Budget Maximum or the applicable Line-Item Budget Maximum, or that is otherwise barred from payment pursuant to section 10.3 will be the responsibility of Transportation Agency, and Transportation Agency shall promptly pay or discharge that cost, expense, or liability. Transportation Agency shall indemnify and defend Pace from any claims, demands, and liabilities arising out of or relating to Transportation Agency's failure to promptly pay or discharge that cost, expense, or liability.

Section 10.5. Transportation and Other Services Revenue. All Transportation and Other Services Revenue is the property of Pace. In the absence of any other specific policy, practice, or procedure, Transportation Agency shall remit to Pace all Transportation and Other Services Revenue collected during any month no later than the 15th day of the following month and shall account for that Transportation and Other Services Revenue in the Monthly Report for the month during which Transportation Agency collected that Transportation and Other Services Revenue. Transportation Agency shall comply with Pace policies, practices, and procedures relating to the collection, security, accounting, and remittance of all Transportation and Other Services Revenues as set forth in the Manual.

If Pace permits Transportation Agency to retain all Transportation and Other Services Revenue, then Transportation Agency will be responsible for reporting that Transportation and Other Services Revenue as part of the Monthly Report to Pace no later than the 15th day of the following month during which Transportation Agency collected that revenue. That amount will be considered the operating revenue referred to in Exhibit A and will be a set off on payments Pace made to Transportation Agency pursuant to section 10.2. Revenue reporting must adhere to all revenue accounting requirements maintained by Pace and will be subject to review as part of Pace's annual audit of Transportation Agency.

If Transportation Agency elects to forego the collection of fares from its riders, then Transportation Agency will be responsible for remitting to Pace on a monthly basis an amount equal to the current Pace fare multiplied by its reported monthly ridership. That amount will be considered operating revenues when computing the minimum required revenue pursuant to Exhibit A and will be a set off on payments Pace made to Transportation Agency pursuant to section 10.2.

Section 10.6. Local Share Contribution. As a result of a recent amendment to the Act and the enactment of Illinois Public Act 104-0457 waiving the regional recovery ratio through December 31, 2026, Pace will, in turn, waive Transportation Agency's local share contribution. Pace's waiver of Transportation Agency's local share contribution will remain in effect through December 31, 2026 or until a regional recovery ratio is reinstated, whichever occurs first. If a regional recovery ratio is reinstated at any time prior to December 31, 2026, Pace's waiver of Transportation Agency's local share contribution under this Agreement will be automatically rescinded. Upon reinstatement of a regional recovery ratio, Pace and Transportation Agency shall meet on a mutually agreeable date at a mutually agreeable time to discuss the local share contribution. If the parties agree on the amount of the local share contribution, the parties shall memorialize their agreement by amending this Agreement in accordance with section 13.3 of this Agreement.

Section 10.7. Accounting and Reporting Standards. Transportation Agency shall maintain its books and records and prepare, maintain, and file reports relating to this Agreement and the Transportation Services and Other Services in accordance with generally accepted governmental accounting principles, section 15 of the United States Federal Transit Act (49 U.S.C. App. 1611), the Approved Budget, and any documentation submitted by Transportation Agency and approved by Pace in support of the Approved Budget. In case of any conflict in those accounting and reporting standards, Transportation Agency shall seek Pace's direction and, pending receipt of that direction, shall comply with the standard that most fairly, accurately, and completely records and reports the results of operation of the Transportation Services and Other Services.

Section 10.8. Deviations From Approved Budget. Should Pace determine that Transportation Agency has paid any expense or incurred any liability in excess of the Approved Budget Maximum, in excess of any applicable Line-Item Budget Maximum, or in violation of this Agreement or that Transportation Agency is paying expenses or incurring liabilities at such a rate or in such amounts that indicate Transportation Agency will or may exceed the Approved Budget Maximum or any Line-Item Budget Maximum prior to the end of the Term, and should Pace notify Transportation Agency of that determination in writing, Transportation Agency shall, within ten days after receipt of that notice, submit to Pace:

A. a written analysis and explanation of the circumstances giving rise to the matter(s) in Pace's notice;

B. a detailed plan of corrective action to bring all expenses within the Approved Budget Maximum and applicable Line-Item Budget Maximum or, in the alternative, Transportation Agency's statement of intent to fund any excess expense pursuant to its obligation under section 10.4 together with a statement of the source and availability of funds to be used for that purpose; and

C. when relevant, a detailed plan of corrective action to remedy any past or existing violation of this Agreement and to prevent the reoccurrence of any similar violation in the future.

Within 15 days following receipt of the foregoing information and plan(s), Pace shall advise Transportation Agency of its approval or non-approval of those plan(s). In the event of Pace's approval, Transportation Agency shall promptly and effectively implement the approved plan(s). In the event of Pace's non-approval, Pace will direct Transportation Agency to submit new or revised plan(s) of corrective action for Pace's approval within a stated time or to implement plan(s) of corrective action developed by Pace, and Transportation Agency shall comply with that directive.

Transportation Agency's failure or refusal to submit any required information pursuant to this section 10.8, to develop and submit acceptable plan(s) of corrective action when required pursuant to this section 10.8, or to promptly and effectively implement any Pace-approved or Pace-developed plan(s) of corrective action pursuant to this section 10.8 will, in addition to the remedies provided in articles 11 and 14, entitle Pace to withhold all or any portion of any monthly installment or final payment that would otherwise be due to Transportation Agency pursuant to section 10.2 until Transportation Agency remedies its failure or refusal by submitting the required information, developing and submitting acceptable plan(s) of corrective action, or promptly and effectively implementing Pace-approved or Pace-developed plan(s) of corrective action.

Section 10.9. Budget Amendments.

A. **General Standard**. Except as provided in section 1.1(B) and section 5.1, Pace will have no obligation to revise the Approved Budget or increase the Approved Budget Maximum or any Line-Item Budget Maximum.

B. **Budget Amendments Requested by Transportation Agency**. Transportation Agency may make a written request to Pace for an amendment to the Approved Budget when circumstances beyond the control of Transportation Agency or not known or reasonably ascertainable prior to the beginning of the Term render an amendment to the Approved Budget essential, in the opinion of Transportation Agency. Pace will consider that request in good faith; however, even in those circumstances, Pace is under no obligation to approve that request. Transportation Agency acknowledges that limitations on Pace's own funding and other obligations of Pace make it difficult or impossible for Pace to approve any amendment to the Approved Budget that results in an increase of the Approved Budget Maximum and that any Approved Budget amendment is, therefore, likely to be limited to transfers between Line Items. Notwithstanding the foregoing and subject to the availability of Pace funds, Pace shall not unreasonably refuse to approve any Transportation Agency request for an amendment to the Approved Budget when the amendment is limited to the reimbursement of materially additional costs that Transportation Agency incurred as a direct result of significant changes in operating practices directed by Pace after approval of the Approved Budget.

C. **Budget Amendments Initiated by Pace**. Except when any other agreement between Pace and Transportation Agency provides otherwise, Pace may unilaterally require an amendment to the Approved Budget when:

1. the funds available to Pace for payments under this Agreement are insufficient to fully fund the Approved Budget Maximum;

2. circumstances beyond the reasonable control of Pace require a reduction in the Approved Budget Maximum; or

3. a change in routes or schedules authorized pursuant to section 1.1(B) or any other change in the Transportation Services and Other Services results in a savings of Reimbursable Expenditures, but only in the amount of those savings.

Section 10.10. Capital Assets. If Transportation Agency pays for any Capital Asset with the proceeds of any Pace payment, the Capital Asset will be the property of Pace and will be added to Exhibit B. Transportation Agency shall deliver the Capital Asset to Pace at the end of the Term.

ARTICLE 11
TERMINATION

Section 11.1. Termination.

A. **Termination for Insufficient Funds**. Pace may terminate this Agreement, in whole or in part, upon 60 days' advance written notice to Transportation Agency if Pace, in its sole discretion, determines that (1) the Illinois General Assembly, the Regional Transportation Authority, or any funding source has failed to appropriate or otherwise make available sufficient funds in any fiscal year to cover payments to Transportation Agency pursuant to article 10 or (2) any Equipment necessary to perform the Transportation Services and Other Services is unavailable for any

reason. Pace's notice will specify the extent and effective date of the termination. If Pace terminates part of this Agreement, Transportation Agency shall continue with the unterminated part.

B. **Termination for Convenience**. Pace may terminate this Agreement, in whole or in part, at any time, when in Pace's best interest, by notifying Transportation Agency of the termination. Pace's notice will specify the extent and effective date of the termination. If Pace terminates part of this Agreement, Transportation Agency shall continue with the unterminated part.

C. **Termination for Negatively Impacting the Transportation Services.** Pace may terminate this Agreement if Transportation Agency, for any reason other than as specified in section 1.5:

1. cancels, eliminates, or reduces any route or diminishes service or scheduling along any route (except changes approved by Pace, minor operational changes made pursuant to section 1.1(B), and changes due to normal seasonal route rescheduling identical to such rescheduling in the calendar year prior to the Term);

2. fails to comply with sections 1.1(A)(3), 1.1(A)(4)(a)-(b), and/or 1.1(A)(5); or

3. fails to file or implement plan(s) of corrective action when required to do so pursuant to section 10.8.

Pace shall notify Transportation Agency of the termination, which will be effective 24 hours after the date of that notice.

D. **Termination for Breach**. If Pace, in its sole discretion, determines that Transportation Agency has breached this Agreement by failing to timely perform any of its material obligations under this Agreement or to comply with any of its material obligations under this Agreement, Pace may terminate this Agreement for breach by notifying Transportation Agency of the termination. Pace will allow Transportation Agency 21 days from the date of Transportation Agency's receipt of that notice to cure the breach ("Cure Period"). Pace's notice will state the nature of the breach, the Cure Period, and any other conditions Pace deems appropriate. If Transportation Agency fails to remedy the breach to Pace's satisfaction within the Cure Period, Pace may terminate this Agreement without any further obligation to Transportation Agency or extend the Cure Period. Termination will not preclude Pace from also pursuing all available remedies against Transportation Agency for breach. If, after termination for breach, Pace determines that Transportation Agency was not in breach, Pace will treat the termination as a termination for the convenience of Pace.

E. **Obligations Following Termination**. Pace's obligations upon termination of this Agreement will be limited to paying Transportation Agency for the Transportation Services and Other Services rendered in accordance with this Agreement from the Effective Date up to the date of termination. Immediately upon termination of this

Agreement, Transportation Agency shall comply with the provisions of section 2.1(I). In addition, Transportation Agency will be liable to Pace for all damages that Pace incurs as a result of any Transportation Agency breach that leads to termination of this Agreement. Those damages include, but are not limited to, all court costs and attorneys' fees and disbursements that Pace incurs in connection with enforcing or defending its rights under this Agreement.

ARTICLE 12
COVENANTS AND REPRESENTATIONS

Section 12.1. General. Transportation Agency hereby covenants and represents that:

A. **Corporate Existence and Power**. Transportation Agency is duly organized, validly existing, and in good standing under Illinois law and has the legal power and authority to enter into this Agreement and provide, engage in, and carry out the Transportation Services and Other Services. Transportation Agency shall maintain its corporate identity during the Term.

B. **Authorization.** Transportation Agency's execution of and compliance with this Agreement will not result in any breach or violation of, or default under, any judgment, decree, mortgage, contract, agreement, indenture, or other instrument applicable to Transportation Agency.

C. **Approvals Obtained**. Transportation Agency has obtained all approvals, consents, permits, licenses, authorizations, and modifications as may be required to permit Transportation Agency to perform its obligations under this Agreement.

D. **No Material Litigation**. To Transportation Agency's knowledge, there are no pending or threatened investigations or legal proceedings involving Transportation Agency with respect to this Agreement or which are reasonably likely to have a material adverse effect on Transportation Agency's business, operations, property, or financial condition.

E. **No Default**. Transportation Agency is not in default under or with respect to any obligation that could be materially adverse to Transportation Agency's business, operations, property, or financial condition or that is reasonably likely to materially adversely affect Transportation Agency's ability to perform under this Agreement.

F. **No Burdensome Restrictions**. Neither any obligation of Transportation Agency nor any requirement of law materially adversely affects or, insofar as Transportation Agency may reasonably foresee, may affect Transportation Agency's business, operations, property, or financial condition or Transportation Agency's ability to perform under this Agreement.

G. **No Sale, Lease, or Encumbrance.** Transportation Agency shall not sell, lease, loan, mortgage, or dispose of any Pace Equipment or the Real Property and Facilities, or any improvements or additions thereto, during the Term.

H. **No Free Service**. Transportation Agency shall not furnish the Transportation Services free of charge without Pace's prior written approval.

I. **Payment Obligations**. (1) Subject to section 12.1(I)(2), Transportation Agency shall perform and discharge its payment obligations with respect to the Transportation Services and Other Services. (2) Transportation Agency is not required to perform and discharge those payment obligations during the period when Transportation Agency is contesting them in good faith by appropriate proceedings, provided Transportation Agency has set aside an adequate reserve on its books with respect to them. Immediately upon a final adjudication of those proceedings that is adverse to Transportation Agency after expiration of all appeal periods, Transportation Agency shall perform and discharge those payment obligations.

J. **No Bar from Public Contracts**. Transportation Agency is not barred from contracting with Pace as a result of a violation of either section 33E-3 or 33E-4 of the Illinois Criminal Code of 2012 (720 ILCS 5/33E-3 and 33E-4) and, at or before the time Transportation Agency signs this Agreement, shall complete the affidavit specified in Exhibit G and provide that affidavit to Pace.

K. **Opinion of Counsel.** At or before the time Transportation Agency signs this Agreement, Transportation Agency shall provide Pace with the opinion of an attorney licensed to practice law in Illinois. That opinion must be in the form specified in Exhibit H.

ARTICLE 13
GENERAL PROVISIONS

Section 13.1. **Entire Agreement**. Excepting those agreements, if any, specified in Exhibit J, this Agreement, including the introductory recitals and any attached exhibits and the Manual, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between the parties and supersedes any prior written or oral understandings, agreements, or representations between the parties that may have related in any way to the subject matter of this Agreement, and no other written or oral warranties, inducements, considerations, promises, representations, or interpretations, which are not expressly addressed in this Agreement, will be implied or impressed upon this Agreement.

Section 13.2. Conflict. In the event of conflict or ambiguity between the terms of this Agreement and the terms of any exhibits, including the Manual, the terms which, in the opinion of Pace, best promote safe, efficient, and economical bus transportation service and best protects the Equipment will control.

Section 13.3. Amendments. No changes, amendments, or modifications to this Agreement will be valid unless they are in writing and the duly authorized signatory of each party signs them.

Section 13.4. Notice. Any notice under this Agreement must be in writing. A party shall give the notice in the following manner:

A. by personal delivery (deemed effective as of the date and time of delivery);
B. by commercial overnight delivery (deemed effective on the next Business Day following deposit of the notice with a commercial overnight delivery company);
C. by registered or certified mail, return receipt requested, with proper postage prepaid (deemed effective as of the third Business Day following deposit of the notice in the U.S. mail); or
D. by facsimile with confirmation of transmission (deemed effective as of the date and time of the transmission, except the effective date and time shall be 8:00 a.m. on the next Business Day after transmission of the notice if transmitted during non-Business Hours).

The notice must be addressed as follows or addressed to such other address as either party may from time to time specify in writing to the other party:

If to Pace:

Pace, the Suburban Bus Division of the RTA
550 W. Algonquin Road
Arlington Heights, IL 60005
Attention: Executive Director

Facsimile No.: (847) 228-4205

If to Transportation Agency:

City of Highland Park
1707 St. Johns Avenue
Highland Park, IL 60035
Attention: City Manager

Facsimile No.: (847) 432-7325

Section 13.5. Calendar Days and Time. Any reference herein to "day" or "days" in this Agreement means calendar days unless otherwise indicated. If the date for giving any notice or performing any obligation under this Agreement falls on a Saturday, Sunday, or federal or State of Illinois holiday, a party may give that notice or perform that obligation on the next Business Day after that Saturday, Sunday, or federal or State of Illinois holiday. Any reference in this Agreement to time of day is to local time for Arlington Heights, Illinois.

Section 13.6. Singular, Plural, and Gender. When used in this Agreement, unless the context otherwise requires, the singular includes the plural, the plural includes the singular, and gender-related nouns and pronouns include the feminine, masculine, and neutral.

Section 13.7. Governing Law, Jurisdiction, and Venue. Illinois law governs this Agreement without regard to principles of conflicts of law, and the parties shall submit to the exclusive jurisdiction and venue of the state courts of Lake County, Illinois for any dispute arising out of or related to this Agreement.

Section 13.8. Changes in Laws. Unless otherwise provided in this Agreement, any reference to laws, ordinances, rules, or regulations includes all amendments to those laws, ordinances, rules, or regulations.

Section 13.9. Assignment. Neither party may assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement without the prior written consent of the other party. Any successor or approved assign under this Agreement will accede to all the terms of this Agreement as a condition precedent to that succession or assignment.

Section 13.10. Headings. The headings in this Agreement are for reference and convenience only and will not affect the meaning or interpretation of this Agreement.

Section 13.11. Prohibited Interests. No members of the Illinois General Assembly, no members of the United States Congress, and no directors or employees of Pace or Transportation Agency may, during their tenure and for one year thereafter, have any direct or indirect interest in this Agreement or be admitted to any share or part of this Agreement, any benefit arising from this Agreement, or any proceeds of this Agreement.

Section 13.12. Independent Relationship. In connection with this Agreement, Transportation Agency is an independent contractor and not an employee, agent, joint venturer, or partner of Pace. Nothing in this Agreement creates an agency, partnership, joint venture, or any other relationship between Transportation Agency and Pace or between Pace and any employee or agent of Transportation Agency, and Transportation Agency shall not act on behalf of or bind Pace in any manner. Transportation Agency's employees must be employees of Transportation Agency, and Transportation Agency will be solely responsible for all aspects of their employment. All personnel necessary for Transportation Agency's performance of this Agreement must be employees or volunteers of Transportation Agency.

Section 13.13. Litigation Against Transportation Agency. If, during the Term, one or more persons or entities file or initiate legal proceedings against Transportation Agency and those proceedings may materially affect or inhibit Transportation Agency's ability to perform its obligations under or otherwise to comply with this Agreement, Transportation Agency shall deliver a copy of the complaint or charge related to those proceedings to Pace within two days of Transportation Agency's receipt of that complaint or change and shall inform Pace of all aspects of those proceeding.

Section 13.14. Waiver. A party will not be deemed to have waived any right under this Agreement unless the waiver is in writing and an authorized officer or director of that party signs that waiver. A party's delay or omission in exercising any right under this Agreement will not operate as a waiver of that right or any other right. A party's rights and remedies under this Agreement are cumulative and not exclusive, and a party may exercise those rights and remedies singly or concurrently. A party's waiver or exercise of any remedy will not be a waiver of any other remedy available under this Agreement or general principles of law or equity.

Section 13.15. Time of Essence. Time is of the essence with respect to Transportation Agency's performance of this Agreement.

Section 13.16. Severability. If any provision of this Agreement or amendment thereto is held invalid or unenforceable by an Illinois court of competent jurisdiction, that provision will be deemed severed therefrom, and the remaining provisions of this Agreement will remain in full force and effect.

Section 13.17. No Third-Party Beneficiaries. Nothing in this Agreement creates, or will be construed as creating, any third-party beneficiary rights in any person or entity not a party to this Agreement.

Section 13.18. Counterparts. The parties may execute this Agreement in counterparts, each of which when so executed and delivered will constitute an original and all of which when taken together will constitute one and the same agreement.

Section 13.19. Other Agreements Not Prohibited. This Agreement does not prohibit Pace from entering into additional or alternative agreements or arrangements to provide replacement, additional, supplementary, or duplicative service in Transportation Agency's service area.

Section 13.20. No Future Obligations. Neither this Agreement nor the parties' performance under this Agreement creates any obligation to renew this Agreement after the Term or to enter into any other agreement of any kind or nature.

Section 13.21. **Binding Effect**. This Agreement is binding upon the parties and their respective directors, officers, employees, agents, representatives, successors, and approved assigns.

Section 13.22. Survival. Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement will be deemed to survive termination or expiration of this Agreement.

Section 13.23. **Electronic Signatures**. This Agreement may be executed through the use of electronic signatures. Electronic signatures and signatures scanned and transmitted via email will be deemed original signatures for purposes of this Agreement.

Section 13.24. Authorization. The signatories to this Agreement represent and warrant that they have full authority to sign this Agreement on behalf of the party for whom they sign.

Section 13.25. No Individual or Personal Liability. No board member, official, officer, employee, attorney, agent, or representative of Pace or Transportation Authority will be individually or personally liable for any obligation under this Agreement.

ARTICLE 14
REMEDIES

Section 14.1. Remedies. In the event a party breaches this Agreement, in addition to the rights provided in this Agreement, the non-breaching party may bring a legal proceeding against the breaching party to enforce or compel the breaching party's performance of this Agreement. Any cost or expense associated with that proceeding will not be a Reimbursable Expenditure under this Agreement.

Section 14.2. Notice and Cure The non-breaching party may not bring a legal proceeding against the breaching party pursuant to section 14.1 without first notifying the breaching party of the breach and allowing the breaching party 21 days to cure the breach. If the breaching party attempts to cure the breach but cannot do so within the 21-day period notwithstanding the breaching party's diligence to do so, the non-breaching party shall extend the 21-day period to allow the breaching party to cure the breach with continued diligence.

ARTICLE 15
DEFINITIONS

Approved Budget. The budget of revenue and expenses approved by Pace and specified in Exhibit A and Exhibit A-1.

Approved Budget Maximum. The amount specified in the budget summary in Exhibit A as "Approved Maximum Budget Funding."

Approved Capital Expenditure. A capital expenditure approved by Pace pursuant to section 10.9.

Business Days. Monday through Friday, excluding federal and State of Illinois holidays.

Business Hours. 8:00 a.m. to 5:00 p.m. Central Time on Monday through Friday, excluding federal and State of Illinois holidays.

Capital Asset. Land, a fixture attached to land, or an item of personal property that meets all of the following criteria: (1) the cost of acquisition or the cost of improvement of that property exceeds $500.00; (2) the expected useful life of that property when acquired is more than one year or the extension of the useful life of that property as a result of the improvement is more than one year; (3) that property retains its original shape and appearance with use; and (4) that property is nonexpendable (meaning that if that property is damaged or some of its constituent parts are lost or worn out, it is usually more economical to repair that property than to replace it with an entirely new unit).

Capital Expenditure. An expenditure made to acquire or improve one or more Capital Assets.

Contract Price. The total amount that Pace is to pay to Transportation Agency pursuant to section 10.1.

Effective Date. The date that Pace signs this Agreement.

Equipment. Pace Equipment, Transportation Agency Vehicles, and Other Transportation Agency Equipment.

Financial Assistance Grant Agreement. References to the "Financial Assistance Grant Agreement" and any similar references contained in the Manual or any other document referred to or incorporated into this Agreement will be deemed to be references to this Agreement.

Line Item. A specific, separately identified category listed in the Approved Budget.

Line-Item Budget. The amount of the Approved Budget allocated to a specific Line Item.

Line-Item Budget Maximum. The amount specified in the Approved Budget for each Line Item.

Monthly Report. The monthly report of revenue and expenses.

Non-Revenue Vehicles. All Vehicles, except Revenue Vehicles.

Operating Expenses. All reasonable expenses, costs, and disbursements of every kind and nature, other than Capital Expenditures, paid or properly accrued in accordance with uniformly and consistently applied generally accepted governmental accounting principles by Transportation Agency during the Term in connection with providing Transportation Services and Other Services.

Operations Bulletin. Any written directive issued by Pace to advise Transportation Agency of additional, supplemental, new, or revised Pace policies, practices, and procedures regarding the provision of Transportation Services and Other Services and other matters relating to the performance of this Agreement.

Other Pace Equipment. All Pace Equipment, except Pace Vehicles.

Other Services. The services specified in section 1.2.

Other Transportation Agency Equipment. All Transportation Agency-owned assets, except Transportation Agency Vehicles.

Pace Equipment. All Pace-owned assets, including Pace Vehicles, (1) provided by Pace to the Transportation Agency or (2) purchased by Transportation Agency with capital grant funds provided by or through Pace or with Transportation and Other Services Revenue or payments made by Pace to Transportation Agency pursuant to this Agreement.

Pace Vehicles. All Pace-owned Vehicles, including, without limitation, all Pace Revenue Vehicles specified in section A of Exhibit B, all Pace Non-Revenue Vehicles listed in section B of Exhibit B, and all other Vehicles provided by Pace to Transportation Agency (whether or not those Vehicles are specified in Exhibit B).

Real Property and Facilities. All real property and facilities specified in Exhibit E.

Region. The six-county northeastern Illinois area in which Pace operates.

Reimbursable Expenditure. Either (1) an Approved Capital Expenditure or (2) an Operating Expense other than any of following Operating Expenses:

A. amount that Transportation Agency shall pay Pace pursuant to this Agreement or pursuant to any other agreement between Pace and Transportation Agency;
B. incidental expense as determined by Pace;
C. excessive or unreasonable expense as determined by Pace;
D. expense for fees, licenses, local government taxes, or other charges unless the Approved Budget or its supporting documents specifies that expense or Transportation Agency obtains Pace's prior written approval;

E. expense resulting from any increase in wage rates in excess of Pace-established ceilings specified in Exhibit C;
F. expense for wages or benefits resulting from any change in employment practices or any change in Transportation Services or Other Services not made in conformance with the Approved Budget, at the direction or with the approval of Pace, or pursuant to a federal or state law requirement that Pace determines is applicable to this Agreement;
G. expense for inadequate managerial services (as provided in section 5.1(A));
H. expense resulting from the amortization or payment of any debt that Transportation Agency incurred prior to the Term or without Pace's prior written approval;
I. interest expense unless Transportation Agency obtained Pace's prior written approval;
J. sinking fund expense;
K. expense resulting from the amortization of any intangible cost to the extent that expense does not meet Pace's evaluative criteria for allowable amortization;
L. depreciation expense; and
M. non-cash expense unless Transportation Agency obtained Pace's prior written approval.

Revenue Vehicles. All Vehicles designed or used as a means for the transportation or conveyance of the general public as passengers.

Term. The term of this Agreement, which commences on January 1, 2026 and ends upon Transportation Agency's completion of the Transportation Services and Other Services on December 31, 2026 unless earlier terminated in accordance with this Agreement.

Transportation Agency Vehicles. All Transportation Agency-owned Vehicles specified in section C of Exhibit B.

Transportation and Other Services Revenue. All amounts properly classified as revenue or income generated by, derived from, attributable to, or related to the Transportation Services and Other Services during the Term, except payments made by Pace to Transportation Agency pursuant to this Agreement.

Transportation Services. The services specified in section 1.1(A) of this Agreement.

Vehicle. Any means of transportation or conveyance.

**[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.
SIGNATURE PAGE FOLLOWS.]**

The parties have caused this Agreement to be executed by their respective duly authorized signatory on the dates below.

PACE	**TRANSPORTATION AGENCY**
By: _____	By: _____
Print Name: Melinda J. Metzger	Print Name: _____
Title: Executive Director	Title: _____
Date: _____	Date: _____

LIST OF EXHIBITS

A. and A-1. Budget

B. Vehicles

C. Wage Rate Ceilings

D. Routes

E. Real Property and Facilities

F. Insurance Requirements

G. Transportation Agency's Affidavit

H. Transportation Agency's Counsel Opinion Letter Form

I. Hold Harmless Agreement and General Release of All Claims

J. Additional Agreements

EXHIBIT A

CITY OF HIGHLAND PARK

2026 BUDGET SUMMARY

Total Expenses (Authorized Total Expenses**)**	$1,800,403
Recovery Ratio (Minimum Required Recovery Ratio**)**	36.00%
Total Revenue (Minimum Required Revenue**)**	$648,146
Passenger Fares (Planned Operating Revenue**)**	$317,018
Local Grants (Required Local Share**)**	$331,128
Funding Requirement (Approved Maximum Budget Funding**)**	$1,152,257

Detailed line-item expenses are specified in Exhibit A-1.

EXHIBIT A-1

CITY OF HIGHLAND PARK
2026 LINE-ITEM EXPENSE BUDGET

		2026 BUDGET
	OPERATIONS EXPENSES:	
501101	Operator Wages	$342,251
501102	Other Salaries	$177,255
502011	FICA Tax	$43,848
502021	Pension	$10,782
502031	Health Insurance Expense	$60,609
502032	Dental Insurance	$2,761
502071	Unemployment	$286
502081	Workers Compensation	$71,714
502091	Sick Pay	$10,300
502101	Holiday Pay	$30,663
502111	Vacation	$21,812
502131	Uniforms	$4,750
502142	Other Fringe Benefits	$2,000
503362	Professional and Technical Services	$9,500
504989	Other Materials & Supplies	$1,179
509201	Travel & Meetings	$500
	TOTAL OPERATIONS	**$790,210**
	MAINTENANCE EXPENSES:	
501102	Other Salaries	$274,289
502011	FICA Tax	$23,617
502021	Pension	$12,259
502031	Health Insurance Expense	$33,408
502032	Dental Insurance	$1,733
502071	Unemployment	$153
502081	Workers Compensation	$6,980
502091	Sick Pay	$7,494
502101	Holiday Pay	$8,743
502111	Vacation	$23,433
502131	Uniforms	$1,480
502142	Other Fringe Benefits	$2,256
503362	Professional and Technical Services	$5,494
504911	Other Bus Parts	$31,907
504989	Other Materials & Supplies	$400
507401	Vehicle License and Registration	$1,025
509914	Other Miscellaneous	$0
512123	Other Rental	$101,351
	TOTAL MAINTENANCE	**$536,022**

	GENERAL ADMINISTRATION	
501102	Other Salaries	$69,758
502011	FICA Tax	$6,022
502021	Pension	$3,137
502031	Health Insurance Expense	$12,214
502032	Dental Insurance	$583
502071	Unemployment	$39
502081	Workers Compensation	$2,981
502091	Sick Pay	$3,619
502101	Holiday Pay	$4,228
502111	Vacation	$4,427
502142	Other Fringe Benefits	$300
504989	Other Materials & Supplies	$738
505111	Telephone/Cell Phones	$1,025
506801	Premiums	$365,000
509914	Other Misc. Expenses	$100
	TOTAL ADMINISTRATION	**$474,171**
	TOTAL EXPENSES	**$1,800,403**
	FUNDING REQUIREMENT	**$1,152,257**
	RECOVERY RATIO	**36.00%**

EXHIBIT B

VEHICLES

A. Pace Revenue Vehicles

Vehicle #	Manufacturer	Year Manufactured
2661	Eldorado	2007
2662	Eldorado	2007
2668	Eldorado	2007
2681	Eldorado	2007
2830	Orion	2012
2831	Orion	2012

During the Ravinia Festival season and depending on availability, Pace will provide Transportation Agency with 12 additional Pace Revenue Vehicles.

B. Pace Non-Revenue Vehicles

NONE

C. Transportation Agency Vehicles

NONE

EXHIBIT C

CITY OF HIGHLAND PARK

WAGE RATE CEILINGS

Unless otherwise approved by Pace, wage increases for calendar year 2026 in excess of either (1) 3.0% for operators and 3.0% for all other personnel or (2) the City of Highland Park's standard wage increase percentage, will not be considered a Reimbursable Expenditure. Furthermore, the wage growth ceiling rates provided in this exhibit are not intended to supersede or jeopardize adherence to the total funding levels specified in the Total Expenses line in Exhibit A.

EXHIBIT D

ROUTES

471	Highland Park – Deerfield
472	Highland Park – Ft. Sheridan
475	Highland Park – Ravinia South
476	Highland Park – Ravinia North

EXHIBIT E

REAL PROPERTY AND FACILITIES

NONE

EXHIBIT F

Insurance Requirements

Transportation Agency shall obtain and maintain insurance coverage required by this exhibit for the Term. All insurers must maintain a rating of A-VII or better as rated by A.M. Best Company. If an A.M. Best rating is not available due to insurance coverage being underwritten by an alternative risk financing method (*e.g.*, self-insurance, risk retention group, and captive insurance company), Transportation Agency shall provide Pace with Transportation Agency's most recent audited financial statements, audit report notes, state insurance department documents granting Transportation Agency's self-insurance approval, and/or, at Pace's discretion, written attestation that Transportation Agency possesses the necessary amount of unencumbered financial assets to support Transportation Agency's retained risk financing exposures.

Transportation Agency shall provide Pace with the evidence of insurance coverage required by this exhibit for Pace's approval and shall not commence Transportation Services and Other Services under this Agreement prior to that approval. Transportation Agency agrees any failure by Pace to demand or receive proof of insurance coverage or to identify a deficiency in the evidence of insurance coverage provided will not constitute a waiver of Transportation Agency's obligation to obtain the insurance required by this exhibit.

The provisions of this exhibit, including the required minimum insurance coverages, in no way limit Transportation Agency's responsibilities under other provisions of this Agreement, including the indemnification provision of this Agreement. Transportation Agency's failure to carry, maintain, and/or document the insurance required by this exhibit will constitute a breach of this Agreement.

☒ **Evidence of Insurance** must be on Acord 25 (or equivalent) Certificate of Insurance form and must evidence all insurance coverage, limits, and endorsements required by this exhibit. Prior to the renewal date of each insurance policy required by this exhibit, Transportation Agency shall provide Pace with an updated Certificate of Insurance by email to insurancecert@pacebus.com.

Transportation Agency shall include with the Certificate of Insurance submitted to Pace: "Additional Insured" endorsements (CG 20 10, CG 20 37, CG 20 26 {Commercial General Liability} and CA 20 48 {Automobile Liability}) and other policy endorsements required by this exhibit, including WC 00 03 13, or their equivalent.

The following wording must appear on the Certificate of Insurance: "This insurance is primary, non-contributory, and not excess of any other insurance of Pace."

Waiver of subrogation must appear on the Certificate of Insurance.

Additional Insured must appear on the Certificate of Insurance as "Pace, the Suburban Bus Division of the Regional Transportation Authority, and the Regional Transportation Authority."

The insurance required by this exhibit must provide for written notice of policy cancellation to Pace's Insurance Liaison at least 30 days prior to the effective date of that cancellation.

The Certificate Holder must appear on the Certificate of Insurance as:

Pace, the Suburban Bus Division of the Regional Transportation Authority
550 W. Algonquin Road
Arlington Heights, IL 60005
Attention: Insurance Liaison

Insurance Coverages:

Minimum insurance requirements for this Agreement are identified in those paragraphs below marked with an ☒:

☒ **Automobile Physical Damage (APD)/Loss Payee*** If Transportation Agency is leasing or using Pace property, including any Pace Vehicle(s), and is contractually obligated to insure such property, Provider's insurer or agent/broker must name Pace, the Suburban Bus Division of the Regional Transportation Authority, as the **Loss Payee**, and must provide Pace with a BP 12 03 Loss Payee (or equivalent) endorsement that specifically schedules Pace as a Loss Payee. The physical damage coverage limit (valuation) will be based on the Replacement Cost of the vehicle. Replacement cost means the cost, as solely determined by Pace, to replace new with like kind and quality and zero dollars ($0) in accumulated depreciation. A coverage deductible up to $25,000 may be used.

☒ **Business Automobile Liability Insurance and Commercial General Liability Insurance** affording the following coverage and limits:

- Business Automobility Liability Insurance – combined single limit of $1,000,000 each accident for bodily injury and property damage liability arising from owned, non-owned, and hired vehicles. A coverage deductible up to $50,000 each occurrence may be used.
- Commercial General Liability Insurance - Each Occurrence-$1,000,000; General Aggregate-$1,000,000; Products/Completed Operations Aggregate-$1,000,000; and Personal & Advertising Injury-$1,000,000. A coverage deductible up to $25,000 each occurrence may be used.
- This policy must name Pace, the Suburban Bus Division of the Regional Transportation Authority, and the Regional Transportation Authority as Additional Insured by endorsement to this policy.

☒ **Workers' Compensation and Employer's Liability Insurance** affording the following coverage and limits: Coverage A-Statutory Benefits and Coverage B-Employer's Liability-$1,000,000 Each Accident, $1,000,000 Disease-Each Employee, $1,000,000 Disease-Policy Limit.

☒ **Umbrella and/or Excess Liability Insurance** affording the following coverage and limits: $10,000,000 each occurrence and $10,000,000 aggregate. This insurance must provide coverage at least as broad as each of the underlying policies and must name Pace, the Suburban Bus Division of the Regional Transportation Authority, and the Regional Transportation Authority as Additional Insured. Multiple umbrella and/or excess liability policies may be used to obtain the required limits.

☒ **Ravinia Fleet Coverage**
Insurance requirements are applicable to Ravinia Fleet Vehicles from May 1 to September 30 and/or when in the possession of City of Highland Park.

☒ **Waiver of Subrogation**
Transportation Agency and its insurer must waive any rights of subrogation that they have against Pace and the Regional Transportation Authority and, in connection therewith, Transportation Agency's insurance policies required under this exhibit must include a waiver of subrogation clause or endorsement.

The insurance required under this Agreement, including that which provides additional insured coverage for Pace and the Regional Transportation Authority, is primary and non-contributory to any other insurance of Pace and the Regional Transportation Authority.

EXHIBIT G

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

TRANSPORTATION AGENCY'S AFFIDAVIT

The undersigned, being first duly sworn on oath, deposes and states as follows:

1. I am over the age of 18 and authorized to make this affidavit on behalf of _____ ("Transportation Agency").

2. I have personal knowledge of the facts in this affidavit and, if called as a witness, could competently testify about them.

3. Transportation Agency is not barred from contracting with Pace as a result of a violation of either section 33E-3 or section 33E-4 of the Illinois Criminal Code of 2012 (720 ILCS 5/33E-3 and 33E-4).

4. The statements in this affidavit are true and accurate.

_____
Signature

_____
Print Name

_____
Print Title

Subscribed and sworn to
before me this_____ day
of_____, 20___.

_____
NOTARY PUBLIC

EXHIBIT H

TRANSPORTATION AGENCY'S COUNSEL OPINION LETTER FORM

Pace, the Suburban Bus Division of the RTA
550 W. Algonquin Road
Arlington Heights, IL 60005
Attention: Executive Director

Please be advised that I am legal counsel for _____ (insert name of Transportation Agency) ("Transportation Agency"). This opinion letter is provided to Pace pursuant to article 12 of the purchase of service agreement ("Agreement") between Pace and Transportation Agency:

1. Transportation Agency is duly organized, validly existing, and in good standing under Illinois law and has the legal power and authority to enter into the Agreement and provide, engage in, and carry out the public transportation services as specified in the Agreement.

2. Transportation Agency's execution of and compliance with the Agreement will not result in any breach or violation of, or default under, any judgment, decree, mortgage, contract, agreement, indenture, or other instrument applicable to Transportation Agency and known to this counsel.

3. Transportation Agency has obtained all approvals, consents, permits, licenses, authorizations, and modifications as may be required to permit Transportation Agency to perform its obligations under the Agreement as known to this counsel.

4. To this counsel's knowledge, there are no pending or threatened investigations or legal proceedings involving Transportation Agency with respect to the Agreement or which are reasonably likely to have a material adverse effect on Transportation Agency's business, operations, property, or financial condition.

5. Transportation Agency is not in default under or with respect to any obligation that could be materially adverse to Transportation Agency's business, operations, property, or financial condition or that is reasonably likely to materially adversely affect Transportation Agency's ability to perform under the Agreement.

6. Neither any obligation of Transportation Agency nor any requirement of law materially adversely affects or, insofar as this counsel may reasonably foresee based on facts known to this counsel, may affect Transportation Agency's business, operations, property, or financial condition or Transportation Agency's ability to perform under the Agreement.

_____
Transportation Agency Counsel's Signature

_____
Transportation Agency Counsel's Printed Name

_____
Date

EXHIBIT I

HOLD HARMLESS AGREEMENT
AND GENERAL RELEASE OF ALL CLAIMS

This hold harmless agreement and general release of all claims ("Agreement") is between Pace, the Suburban Bus Division of the Regional Transportation Authority ("Pace"), and the City of Highland Park ("City").

In consideration of Pace permitting the City to enter Pace premises and utilize Pace equipment for the purpose of bus transportation, the parties agree as follows:

1. The City shall waive, release, hold harmless, and forever discharge Pace, the Regional Transportation Authority, and their respective board members, directors, officers, employees, agents, and successors ("Pace Representatives") from and against any claims or causes of action whatsoever, whether known or unknown, arising out of or in any way relating to the use of Pace equipment, and any losses or injuries suffered, regardless of whether those claims or causes of action arise in whole or in part out of the alleged negligence or fault of Pace Representatives.

2. The City shall indemnify and defend Pace Representatives from and against any claims or suits brought against one or more Pace Representatives by any person or entity, and any liabilities, losses, judgments, or settlements, arising out of or in any way relating to the use of Pace equipment, regardless of whether those claims or suits arise in whole or in part out of the alleged negligence or fault of Pace Representatives.

Each party is signing this Agreement on the date under that party's signature.

PACE	**CITY**
By: _____	By: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT J

ADDITIONAL AGREEMENTS

NONE

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Don Jensen, Water Plant Superintendent
Marianne Evangelista, Lead Water Plant Operator

Department: Public Works Department

Title: A Resolution Waiving the Formal Bidding Requirements of the City's Purchasing Manual and Approving the Purchase of Membrane Filtration System Modules for the Water Treatment Plant, from Filmtec Corporation of Minneapolis, Minnesota

Recommendation:
City staff recommends authorizing the purchase of water ultrafiltration membrane modules from FilmTec Corporation, 5400 Dewey Hill Road, Minneapolis MN 55439, DBA DuPont ("DuPont"), to be used in water treatment and filtration at the City's Water Treatment Plant at a not-to-exceed amount of $1,750,000. DuPont is the sole source manufacturer of this product.

Policy Consideration:
In 2013-2014, the City upgraded the Water Treatment Plant, replacing conventional sand and gravel type filters with ultrafiltration membrane technology. The membranes at the heart of this process were provided by Siemens (now DuPont/Film Tec). These delicate fibers have a typical service life of seven to ten years, which can vary depending on water quality, the quantity of water filtered, and proper maintenance.

Based on age, the recovery degree of the fibers, and the amount of pinning needed (repair of broken fibers), as well as in consultation with DuPont's Feld Engineer, City staff determined that the original fiber modules are at or near the end of their useful life. A three-year replacement strategy was developed, in which one-third of the plant's six membrane filtration cells' modules would be replaced each year. This replacement schedule began in 2024, the second phase in 2025, and the final replacement is scheduled for 2026. Each phase includes 1,344 modules, comprising two complete cells at 672 modules per cell. The new replacement modules are FilmTec® N fiber (v2), ultrafiltration modules.
The purchase cost includes all necessary parts and labor for the final 2026 work. This work will take place in the late winter to early spring so as to return the Plant to full treatment capacity in advance of the summer high water demand period.

The quote received of $1,498,234 accounts for the purchase and installation of the proprietary

membranes. The not-to-exceed amount of $1,750,000 includes contingency funding for any unforeseen expenses incurred during the installation process. The Department of Public Works Water Production Division is managing this project. Pertinent project information and original documents are available for review at the Public Services Building, Public Works Department, located at 1150 Half Day Rd.

Core Priorities:

Fiscal Stability

The Public Works Department FY26 budget includes $1.75 million in the Water Production Capital Fund for this purpose. This budgeted amount includes DuPont's cost to manufacture and install the modules, along with approximately 16.5% contingency funds for unforeseen conditions that might be encountered during the module replacement process, as well as engineering inspection service expenses.

Attachments:

1. 2025 Resolution Waiving Bids and Approving Purchase of WTP Membranes HP
2. Highland Park WTP Membrane Quote FY2026

CITY OF HIGHLAND PARK

RESOLUTION NO. _____

A RESOLUTION WAIVING THE FORMAL BIDDING REQUIREMENTS OF THE CITY'S PURCHASING MANUAL AND APPROVING THE PURCHASE OF MEMBRANE FILTRATION SYSTEM MODULES FOR THE WATER TREATMENT PLANT, FROM FILMTEC CORPORATION OF MINNEAPOLIS, MINNESOTA

WHEREAS, the Public Works Department has identified the need to purchase replacement membrane filtration system modules and ancillary component replacement (***"MFS Modules"***) for use by the George B. Prindle Water Treatment Plant; and

WHEREAS, the membrane filtration system in use at the Water Treatment Plant was designed and manufactured by the company now known as FilmTec Corporation, of Minneapolis, Minnesota (***"FilmTec"***); and

WHEREAS, in order to ensure maximum efficiency, continuity, and safety of water treatment, the Public Works Department identified, FilmTec as the preferred manufacturer and supplier of MFS Modules for the Water Treatment Plant; and

WHEREAS, FilmTec has submitted a proposal to supply the MFS Modules to the City (***"Proposal"***); and

WHEREAS, the City and FilmTec now desire to enter into an agreement for the purchase by the City of MFS Modules, in accordance with the Proposal (***"Agreement"***); and

WHEREAS, pursuant to Section 30.070(A) of "The Highland Park Code of 1968," as amended, and in order to approve the Agreement, the City Council has determined that it is appropriate to waive competitive bidding for the purchase of the MFS Modules, in accordance with the City's Purchasing and Fixed Asset Policies and Procedures Manual (***"Purchasing Manual"***); and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City to approve the Agreement with FilmTec;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: WAIVER OF COMPETITIVE BIDDING REQUIREMENTS. The advertising and bidding requirements for the Agreement and the purchase of the MFS Modules are hereby waived in accordance with the Purchasing Manual and the home rule powers of the City.

SECTION THREE: APPROVAL OF PURCHASE CONTRACT. The City Council hereby approves the Agreement with FilmTec for the purchase of the MFS Modules, in an amount not to exceed $1.75 Million.

SECTION FOUR: EXECUTION OF AGREEMENT AND REQUIRED DOCUMENTATION. The City Manager and the Deputy City Clerk are hereby authorized to execute and attest, on behalf of the City, the Purchase Contract approved pursuant to Section Three of this Resolution, and all necessary documentation related thereto.

SECTION FIVE: EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage, by a vote of two-thirds of the City Council, and approval in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

RESOLUTION NO.

_____
Nancy R. Rotering, Mayor

ATTEST:

_____
Ghida S. Neukirch, City Clerk

MEMCOR®
a DuPont™ brand

July 22, 2025

Attn: Ron Bannon
Director of Public Works
City of Highland Park
1150 Half Day Road
Highland Park, IL 60035

RE: Highland Park Module Replacement

Dear Mr. Bannon,

DuPont – Memcor Products is pleased to offer the following pricing and delivery schedule for the replacement of two cells of membranes. Pricing is based on the contracted agreement and current CPI. Shipping costs are based on delivery to site via air freight.

FY26

Module Version	Cost Each	Per Cell (672 Modules)	Total Plant (2 cells)
N fiber -v2	$920	$618,240	$1,236,480
Plastic Parts	Included	Included	Included
7% Tariff	$64	$43,277	$86,554
Freight to site	$65	$43,680	$87,360
DuPont Installaton *		$43,920	$87,840
Estimated total			**$1,498,234**

* Based on 2 cells installed. Includes 4 techs on site 4 days

Delivery is estimated at sixteen (16) weeks from PO or notice of intent to purchase.

We trust the following proposal meets the intent of your request. Please let us know if you have any questions or require any additional information.

Matthew Dee
Memcor Customer Care Manager
Matthew.dee@DuPont.com
Cell: 508-558-1628

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Standard Terms of Sale

1. **Applicable Terms.** These terms govern the purchase and sale of equipment, products, related services, leased products, and media goods if any (collectively herein "Work"), referred to in Seller's proposal ("Seller's Documentation"). Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is expressly conditioned on Buyer's assent to these terms. Seller rejects all additional or different terms in any of Buyer's forms or documents.

2. **Payment.** Buyer shall pay Seller the full purchase price as set forth in Seller's Documentation. Unless Seller's Documentation specifically provides otherwise, freight, storage, insurance and all taxes, levies, duties, tariffs, permits or license fees or other governmental charges relating to the Work or any incremental increases thereto shall be paid by Buyer. If Seller is required to pay any such charges, Buyer shall immediately reimburse Seller. If Buyer claims a tax or other exemption or direct payment permit, it shall provide Seller with a valid exemption certificate or permit and indemnify, defend and hold Seller harmless from any taxes, costs and penalties arising out of same. All payments are due within 30 days after receipt of invoice. Buyer shall be charged the lower of 1 ½% interest per month or the maximum legal rate on all amounts not received by the due date and shall pay all of Seller's reasonable costs (including attorneys' fees) of collecting amounts due but unpaid. All orders are subject to credit approval by Seller. Back charges without Seller's prior written approval shall not be accepted.

3. **Delivery.** Delivery of the Work shall be in material compliance with the schedule in Seller's Documentation. Unless Seller's Documentation provides otherwise, delivery terms are ExWorks Seller's factory (Incoterms 2010). Title to all Work shall pass upon receipt of payment for the Work under the respective invoice. Unless otherwise agreed to in writing by Seller, shipping dates are approximate only and Seller shall not be liable for any loss or expense (consequential or otherwise) incurred by Buyer or Buyer's customer if Seller fails to meet the specified delivery schedule.

4. **Ownership of Materials and Licenses.** All devices, designs (including drawings, plans and specifications), estimates, prices, notes, electronic data, software and other documents or information prepared or disclosed by Seller, and all related intellectual property rights, shall remain Seller's property. Seller grants Buyer a non-exclusive, non-transferable license to use any such material solely for Buyer's use of the Work. Buyer shall not disclose any such material to third parties without Seller's prior written consent. Buyer grants Seller a non-exclusive, non-transferable license to use Buyer's name and logo for marketing purposes, including but not limited to, press releases, marketing and promotional materials, and web site content.

5. **Changes.** Neither party shall implement any changes in the scope of Work described in Seller's Documentation without a mutually agreed upon change order. Any change to the scope of the Work, delivery schedule for the Work, any Force Majeure Event, any law, rule, regulation, order, code, standard or requirement which requires any change hereunder shall entitle Seller to an equitable adjustment in the price and time of performance.

6. **Force Majeure Event.** Neither Buyer nor Seller shall have any liability for any breach or delay (except for breach of payment obligations) caused by a Force Majeure Event. If a Force Majeure Event exceeds six (6) months in duration, the Seller shall have the right to terminate the Agreement without liability, upon fifteen (15) days written notice to Buyer and shall be entitled to payment for work performed prior to the date of termination. "Force Majeure Event" shall mean events or circumstances that are beyond the affected party's control and could not reasonably have been easily avoided or overcome by the affected party and are not substantially attributable to the other party. Force Majeure Event may include, but is not limited to, the following circumstances or events: war, act of foreign enemies, terrorism, riot, strike, or lockout by persons other than by Seller or its sub-suppliers, natural catastrophes or (with respect to on-site work), unusual weather conditions.

7. **Warranty.** Subject to the following sentence, Seller warrants to Buyer that the (i) Work shall materially conform to the description in Seller's Documentation and shall be free from defects in material and

workmanship and (ii) the Services shall be performed in a timely and workmanlike manner. Determination of suitability of treated water for any use by Buyer shall be the sole and exclusive responsibility of Buyer. The foregoing warranty shall not apply to any Work that is specified or otherwise demanded by Buyer and is not manufactured or selected by Seller, as to which (i) Seller hereby assigns to Buyer, to the extent assignable,

any warranties made to Seller and (ii) Seller shall have no other liability to Buyer under warranty, tort or any other legal theory. The Seller warrants the Work, or any components thereof, through the earlier of (i) eighteen (18) months from delivery of the Work or (ii) twelve (12) months from initial operation of the Work or ninety (90) days from the performance of services (the "Warranty Period"). If Buyer gives Seller prompt written notice of breach of this warranty within the Warranty Period, Seller shall, at its sole option and as Buyer's sole and exclusive remedy, repair or replace the subject parts, re-perform the Service or refund the purchase price. Unless otherwise agreed to in writing by Seller, (i) Buyer shall be responsible for any labor required to gain access to the Work so that Seller can assess the available remedies and (ii) Buyer shall be responsible for all costs of installation of repaired or replaced Work. If Seller determines that any claimed breach is not, in fact, covered by this warranty, Buyer shall pay Seller its then customary charges for any repair or replacement made by Seller. Seller's warranty is conditioned on Buyer's (a) operating and maintaining the Work in accordance with Seller's instructions, (b) not making any unauthorized repairs or alterations, and (c) not being in default of any payment obligation to Seller. Seller's warranty does not cover (i) damage caused by chemical action or abrasive material, misuse or improper installation (unless installed by Seller) and (ii) media goods (such as, but not limited to, resin, membranes, or granular activated carbon media) once media goods are installed. THE WARRANTIES SET FORTH IN THIS SECTION 7 AND THE WARRANTY SET FOR IN THE "EXTENDED LOW-PRESSURE MEMBRANE MODULE WARRANTY" SECTION OF MEMCOR'S PROPOSAL ARE THE SELLER'S SOLE AND EXCLUSIVE WARRANTIES AND ARE SUBJECT TO THE LIMITATION OF LIABILITY PROVISION BELOW. SELLER MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR PURPOSE.

8. **Indemnity.** Seller shall indemnify, defend and hold Buyer harmless from any claim, cause of action or liability incurred by Buyer as a result of third-party claims for personal injury, death or damage to tangible property, to the extent caused by Seller's negligence. Seller shall have the sole authority to direct the defense of and settle any indemnified claim. Seller's indemnification is conditioned on Buyer (a) promptly, within the Warranty Period, notifying Seller of any claim, and (b) providing reasonable cooperation in the defense of any claim.

9. **Assignment.** Neither party may assign this Agreement, in whole or in part, nor any rights or obligations hereunder without the prior written consent of the other party; provided, however, the Seller may assign its rights and obligations under these terms to its affiliates or in connection with the sale or transfer of the Seller's business and Seller may grant a security interest in the Agreement and/or assign proceeds of the agreement without Buyer's consent.

10. **Termination.** Either party may terminate this agreement, upon issuance of a written notice of breach and a thirty (30) day cure period, for a material breach (including but not limited to, filing of bankruptcy, or failure to fulfill the material obligations of this agreement). If Buyer suspends an order without a change order for ninety (90) or more days, Seller may thereafter terminate this Agreement without liability, upon fifteen (15) days written notice to Buyer, and shall be entitled to payment for work performed, whether delivered or undelivered, prior to the date of termination.

11. **Dispute Resolution.** Seller and Buyer shall negotiate in good faith to resolve any dispute relating hereto. If, despite good faith efforts, the parties are unable to resolve a dispute or claim arising out of or relating to this Agreement or its breach, termination, enforcement, interpretation or validity, the parties will first seek to agree on a forum for mediation to be held in a mutually agreeable site. If the parties are unable to resolve the dispute through mediation, then *any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration in Pittsburgh, Pennsylvania before three arbitrators* who are lawyers experienced in the discipline that is the subject of the dispute and shall be jointly selected by Seller and Buyer. *The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures. The Arbitrators shall issue a reasoned decision* of a

majority of the arbitrators, which shall be the decision of the panel. Judgment may be entered upon the arbitrators' decision in any court of competent jurisdiction. The substantially prevailing party as determined by the arbitrators shall be reimbursed by the other party for all costs, expenses and charges, including without limitation reasonable attorneys' fees, incurred by the prevailing party in connection with the arbitration. For any order shipped outside of the United States, any dispute shall be referred to and finally determined by the International Center for Dispute Resolution in accordance with the provisions of its International Arbitration Rules, enforceable under the New York Convention (Convention on the Recognition and Enforcement of Foreign Arbitral Awards) and the governing language shall be English.

12. **Export Compliance**. Buyer acknowledges that Seller is required to comply with applicable export laws and regulations relating to the sale, exportation, transfer, assignment, disposal and usage of the Work provided under this Agreement, including any export license requirements. Buyer agrees that such Work shall not at any time directly or indirectly be used, exported, sold, transferred, assigned or otherwise disposed of in a manner which will result in non-compliance with such applicable export laws and regulations. It shall be a condition of the continuing performance by Seller of its obligations hereunder that compliance with such export laws and regulations be maintained at all times. BUYER AGREES TO INDEMNIFY AND HOLD SELLER HARMLESS FROM ANY AND ALL COSTS, LIABILITIES, PENALTIES, SANCTIONS AND FINES RELATED TO NON-COMPLIANCE WITH APPLICABLE EXPORT LAWS AND REGULATIONS.

13. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANYTHING ELSE TO THE CONTRARY, SELLER SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE OR OTHER INDIRECT DAMAGES, AND SELLER'S TOTAL LIABILITY ARISING AT ANY TIME FROM THE SALE OR USE OF THE WORK, INCLUDING WITHOUT LIMITATION ANY LIABILITY FOR ALL WARRANTY CLAIMS OR FOR ANY BREACH OR FAILURE TO PERFORM ANY OBLIGATION UNDER THE CONTRACT, SHALL NOT EXCEED THE PURCHASE PRICE PAID FOR THE WORK. THESE LIMITATIONS APPLY WHETHER THE LIABILITY IS BASED ON CONTRACT, TORT, STRICT LIABILITY OR ANY OTHER THEORY.

14. **Rental Equipment / Services.** Any leased or rented equipment ("Leased Equipment") provided by Seller shall at all times be the property of Seller with the exception of certain miscellaneous installation materials purchased by the Buyer, and no right or property interest is transferred to the Buyer, except the right to use any such Leased Equipment as provided herein. Buyer agrees that it shall not pledge, lend, or create a security interest in, part with possession of, or relocate the Leased Equipment. Buyer shall be responsible to maintain the Leased Equipment in good and efficient working order. At the end of the initial term specified in the order, the terms shall automatically renew for the identical period unless canceled in writing by Buyer or Seller not sooner than three (3) months nor later than one (1) month from termination of the initial order or any renewal terms. Upon any renewal, Seller shall have the right to issue notice of increased pricing which shall be effective for any renewed terms unless Buyer objects in writing within fifteen (15) days of issuance of said notice. If Buyer timely cancels service in writing prior to the end of the initial or any renewal term this shall not relieve Buyer of its obligations under the order for the monthly rental service charge which shall continue to be due and owing. Upon the expiration or termination of this Agreement, Buyer shall promptly make any Leased Equipment available to Seller for removal. Buyer hereby agrees that it shall grant Seller access to the Leased Equipment location and shall permit Seller to take possession of and remove the Leased Equipment without resort to legal process and hereby releases Seller from any claim or right of action for trespass or damages caused by reason of such entry and removal.

15. **Miscellaneous.** These terms, together with any Contract Documents issued or signed by the Seller, comprise the complete and exclusive statement of the agreement between the parties (the "Agreement") and supersede any terms contained in Buyer's documents, unless separately signed by Seller. No part of the Agreement may be changed or cancelled except by a written document signed by Seller and Buyer. No course of dealing or performance, usage of trade or failure to enforce any term shall be used to modify the Agreement. To the extent the Agreement is considered a subcontract under Buyer's prime contract with an agency of the United States government, in case of Federal Acquisition Regulations (FARs) flow down terms, Seller will be in compliance with Section 44.403 of the FAR relating to commercial items and those additional clauses as specifically listed in 52.244-6, Subcontracts for Commercial Items (OCT 2014). If any of these terms is unenforceable, such term shall be limited only to the extent necessary to make it enforceable, and all other terms shall remain in full force and effect. The Agreement shall be governed by the laws of the Commonwealth of Pennsylvania without regard to its conflict of laws provisions. Both Buyer and Seller reject the applicability

of the United Nations Convention on Contracts for the international sales of goods to the relationship between the parties and to all transactions arising from said relationship.

Extended Low-Pressure Membrane Module Warranty

1. Term of the Low-Pressure Membrane Module Warranty
   a. This Warranty shall commence ("Commencement Date") on the earlier of:
      i) wet startup of the equipment, or
      ii) 6 months after the delivery of the final low-pressure membrane skid/rack to the Buyer.
   b. This Warranty shall continue for a period of 5 years from the Commencement Date (the "Module Warranty Period").
2. Repair and Replacement Conditions
   a. In the event an individual low-pressure membrane module exhibits defects in material or workmanship, as defined in Paragraph 2.b. below, the Seller shall, at its sole option and as the Buyer's sole remedy, conduct either of the following:
      i) Repair the low-pressure membrane module at no cost to Buyer; or
      ii) Provide replacement low pressure membrane modules per the warranty replacement schedule listed in Paragraph 5 below.
   b. Low pressure membrane modules shall be deemed to be exhibiting defects in material or workmanship under the following conditions:
      i) If the low-pressure membrane module fails Seller's standard integrity test and cannot be repaired by the Buyer; or
      ii) If a low-pressure membrane module fails Seller's standard integrity test and requires pin repair by Buyer on more than three occasions in any three-month period or more than six occasions in any twelve-month period after commencement of the Module Warranty Period, it may be repaired or replaced by Seller under the terms of low-pressure membrane module warranty.
   c. Buyer will return to Seller the end of each low-pressure membrane module with the serial number to qualify for a replacement module.
3. Low Pressure Membrane Module Warranty Exclusions: The Buyer recognizes that damage resulting from any of the following shall be excluded from coverage under the low-pressure membrane module warranty:
   a. Alteration or faulty installation of membrane system equipment, components or low-pressure membrane modules by any person other than an employee or representative of Seller without the Seller's prior written consent.
   b. Buyer causing or permitting any low-pressure membrane modules to dry or to have a moisture content below that specified in the operating instructions.
   c. Chemical or physical conditions such as (but not limited to) pH, temperature or climatic factors outside recommended operating parameters in the appropriate section of the Operating and Maintenance Manual even where Seller is aware of the existence of these conditions.
   d. Supply of influent water exhibiting parameters inconsistent with the parameters determined or specified at the time of bid and/or pilot testing. Deviance from any specified influent parameters

may diminish or, in certain cases, void this warranty.

e. Exposure of the low-pressure membrane modules to oil, organic solvents and other substances not normally present in water. In particular, waste water from oil filters and/or compressors shall not be permitted to come in contact with the low-pressure membrane modules at any time.

f. Permanent or temporary exposure of the low-pressure membrane modules to sand, grit or other particulate that may result in fiber damage or abrasion.

g. Improper maintenance of the equipment (including failure to perform general pinning maintenance) as defined in Seller supplied Operating and Maintenance Manual.

h. Use of water treatment chemicals or cleaning procedures other than chemicals, cleaning solutions and procedures approved by the Seller.

i. Use of cationic polymer in the Buyer's water treatment process without the prior written consent of Seller.

4. Warranty Conditions: This warranty is conditioned upon Buyer:

   a. Not being in default of any payment obligations to Seller; and

   b. Maintaining hand-written or electronic operational logs and providing such logs to Seller in the event of a warranty claim.

5. Warranty Replacement Schedule

   a. **First 12 Months:** If a low-pressure membrane module shall require replacement under the repair and replacement conditions described in section 2 above during the first twelve (12) months of the "Module Warranty Period", a replacement will be supplied by Seller at no charge.

   b. **Next 48 Months:** If a low-pressure membrane module shall require replacement under the repair and replacement conditions described in section 2 above during the next forty-eight (48) months of the Module Warranty Period, a replacement will be supplied by Seller and invoiced based upon a pro-rata value of a total of sixty (60) months. The pro-rata value shall be determined using a replacement price of US$900.00 per module adjusted by the increase in the North American Consumer Price Index (CPI) All Urban Consumers (US City Average) and reducing this price by $1/60^{th}$ for each month remaining in the 60-month period.

   c. Replacement modules supplied by the Seller to Buyer under warranty shall assume the balance of the low-pressure membrane module warranty that remained on the defective low-pressure membrane module that was replaced under warranty.

   d. Freight costs associated with the furnishing of replacement modules provided under the low-pressure membrane module warranty is not included in the warranty replacement price. Accordingly, the shipping/delivery terms for replacement modules supplied under the low-pressure membrane module warranty shall be "Ex Works Seller's Facility" and Seller shall arrange, and Buyer shall pay for, transportation of replacement membrane modules to Buyer's facility.

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6. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE OR OTHER DAMAGES AND SELLER'S TOTAL LIABILITY UNDER THIS EXTENDED LOW PRESSURE MEMBRANE MODULE WARRANTY, WHEN ADDED TO ALL LIABILITY OF SELLER TO THE BUYER AND ANY END USER OF THE SYSTEM, IF DIFFERENT FROM THE BUYER, UNDER THE SYSTEM SALE CONTRACT, SHALL NOT EXCEED THE LIMITATION ON LIABILITY SET FORTH IN THE SYSTEM SALE CONTRACT. THE FOREGOING LIMITATIONS APPLY REGARDLESS OF WHETHER THE LIABILITIES OR DAMAGES ARISE OR ARE ALLEGED TO ARISE UNDER CONTRACT, TORT, STRICT LIABILITY OR ANY OTHER THEORY.

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Maddy Markle, Planner I

Department: Community Development Department

Title: An Ordinance Amending Section 24.025 of "The Highland Park Code of 1968," as amended, Regarding Landmark Designation Procedures

Recommendation:
Staff recommends amending Sec. 24.025 "Regarding Landmark Designation Procedures" to correct section references related to applications for removal of landmark designations.

Policy Consideration:
Staff identified that Sec. 24.025(H)(3)(b-c) of the City's Historic Preservation Code (Chapter 24) contained incorrect sub-section references.

Specifically, the references found in Sec. 24.025(H)(3)(b) should direct the reader to Sec. 24.025(D-G), not Sec. 24.025(E-J) as they do currently. Additionally, the reference in Sec. 24.025(H)(3)(c) should direct to Sec. 24.025(H)(1), not to Sec. 24.025(K)(1).

Sec. 24.025 currently includes sub-sections (A-H), therefore any reference of Sec. 24.025 (I-K) does not exist in the code. The incorrect references are the unintended result of a previous code amendment (O55-2018) that renumbered (lettered) Sec. 24.025 as part of a larger Ordinance amendment package, but inadvertently did not update these references accordingly.

The proposed amendment will correct these references, and does not represent a policy change.

Core Priorities:
All Priorities - Makes clear the procedures related to landmark designations by correctly referring to the proper subsections.

Attachments:
1. An Ordinance Amending Section 24.025 of "The Highland Park Code of 1968," as amended, Regarding Landmark Designation Procedures

City of Highland Park

Ordinance No. _____

An Ordinance Amending Section 24.025 of "The Highland Park Code of 1968," as amended, Regarding Landmark Designation Procedures

WHEREAS, Section 24.025 of "The Highland Park Code of 1968," as amended ("***City Code***"), regulates procedures in the City for designating historic landmarks; and

WHEREAS, the City desires to amend Section 24.025 of the City Code to correct and clarify internal cross-references; and

WHEREAS, the City Council has determined that it will serve and be in the best interests of the City to amend Section 24.025 of the City Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the City Council.

SECTION TWO: GENERAL PROVISIONS. Section 24.025, titled "Landmark Designation Procedures," of Chapter 24, titled "Historic Preservation," of Title III, titled "Administration," of the City Code is hereby amended further to read as follows:

"Sec. 24.025. – Landmark Designation Procedures.

* * *

(H) *Removal of Landmark Designation*.

* * *

(3) *Application for Removal of Landmark Designation*.

(a) *Application*. The owner of a property, structure, area, object, or landscape of significance that has been previously designated as a Landmark may file an application with the Chairman of the Historic Preservation Commission to remove the landmark designation from the property, structure, area, object, or landscape of significance.

(b) *Procedure*. An application to remove the landmark designation from a property, structure, area, object, or landscape of significance filed in accordance with this Section shall be processed and heard in the manner provided in Sections 24.025(~~E~~**D**) through 24.025(~~J~~**G**) of this Chapter.

(c) *Ordinance Required*. Except as provided for automatic removal of landmark designation in Section 24.025(~~K~~**H**)(1) of this Code, removal of a landmark designation shall be effective only upon approval of the City Council, by ordinance duly adopted."

SECTION THREE: PUBLICATION. The City Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

SECTION FOUR: EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

ORDINANCE NO.

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch, City Clerk

Staff Report

Meeting Date: January 12, 2026

Staff Contact: Karl Burhop, Senior Planner

Department: Community Development Department

Title: Consideration of Final Planned Development and Final Plat of Consolidation (734 Central Ave.)

Recommendation:
Staff recommend consideration of a Plan and Design Commission ("***Commission***") recommendation to approve a **final** Planned Development ("PUD") with modifications and Plat of Subdivision with a variance to allow a proposed 6-story, 11 unit multi-family building at 734 Central Ave. (the "***Property***"). Staff further recommends Council direct staff to draft approval documents for final approval at a future Council meeting.

Policy Consideration:
Project Summary & Zoning.
Gerard Alan Coyle (Platinum Premier Homes) ("***Applicant***") proposes a new 6-story, 11-unit multi-family residential development at 734 Central Ave. (the "***Property***").

The development will include a lobby and parking on the ground floor (within the structure) and 11 proposed residential dwelling units on floors 2-5. One inclusionary (affordable) unit is proposed. Access to the roof is also proposed, along with roof structures (on the sixth floor).

In order to proceed with their project, the Applicant requests a (1) Final Planned Development ("PUD"), (2) a plat of consolidation, and (3) final Design Review.

The Applicant's narrative describing the project is in **Attachment 1a** and includes updates in Attachment 1b, the architectural plans in **Attachment 2a** with bubbled changes and renderings in **Attachment 2b**, and the civil plans in **Attachment 3** (civil plans have been updated per Public Works Dept. comments). The plans are substantially similar to those adopted by the Council on May 27, 2025 with one substantial difference (and some minor changes):

- Substantial change: additional bulk on the sixth floor – expansion of the proposed rooftop penthouses for two residential units. (Note – this is not a new story nor a higher dimension than contemplated by the Council's preliminary approval. Rather, this change increases the volume than what was previously preliminarily approved.)

• Various minor changes: changes include reduction of one parking space, additional shrubs, and other minor changes.

Council & Commission Consideration.
The City Council considered the preliminary PUD at its May 12 and May 27 meetings, granting preliminary approval on May 27 (see **Attachment 5** for the preliminary approval resolution).

The Commission considered the Final PUD application at its Dec. 16, 2025 meeting, and recommended approval 5-1 . The Design Review component of the consideration was approved 6-0. The Commission's findings of fact recommending approval are found in **Attachment 6** and include the following conditions:
• Demonstrate the roof top mechanical equipment is screened behind the parapet and provide acoustical screening and will comply with Article 6 performance standards.
  o Applicant Response: See Attachment 8, which includes the mechanical equipment and acoustical screening specifications. A RoofScreen SoundGuard Acoustic Panel 6.5' in height is proposed to screen the rooftop AC condenser units.
• Depict brick paver sidewalks as required for the downtown streetscape program on update plan.
  o Applicant Response: See Attachment 2b, the first page. The updated site plan depicts concrete unit paver sidewalk.
• Public Benefit: The proposed public benefit in the form of a cash donation to the City for downtown streetscape improvements be increased from $20K to $25K (see **Attachment 2b**).

Staff's comments from Dec. 16, 2025 were adequately addressed by the applicant's responses (see **Attachment 1b**).

In addition, these were the staff comments for the Commission's Dec. 16 meeting, along with the Applicant's responses:
1. Demonstrate that roof top mechanical equipment is screened behind parapet or wall and will comply with Article 6 performance standards.
   a. Applicant Response: **Attachment 8**.
2. Provide accessible parking and roof top access in accordable with the Illinois Accessibility Code / ADA standards.
   a. Applicant Response: Will have to comply – ADA parking space in the ground parking provided, and also a space for a future lift for the fifth story penthouse units provided.
3. Provide brick paver sidewalks as required for the downtown streetscape program.
   a. Applicant Response: See updated site plan in Attachment 2b.
4. Demonstrates that bicycle parking is being made available that complies with recommendation of Plan and Design Commission. The Applicant has marked spaces for seven bicycles inside the first floor garage along the south wall and should depict this is with the Final Plans.
   a. Applicant Response: Already provided in initial final plan submission – see **Attachment 2a**, Sheet A1-1, stating in notation #35 under Plan Key Notes, "Dero "Track Rack" Wall Mtd. Bike Storage System - 8ft (13 Bike Capacity)".
5. Applicant should provide a complete list and bubble sheets of all changes made submitted with Final Plans compared to the Preliminary Plans.

a. As part of this the Applicant should dimensions and provide sq. ft. in areas of the changes that occurred to the rooftop structures (pergolas, the building, etc.).
b. The Applicant should verify the renderings and materials presented at Preliminary are still the same as Final.
c. The Applicant should verify if Exhibit B in the Preliminary Resolution is still the exterior lighting proposed.
d. Verify the change (increase) in landscaping, and verify if one garage parking space has been eliminated.
i. Applicant Response: See response on first page in Attachment 1b and corresponding exhibits referenced within.
1. Landscaping did increase and one space was eliminated.
2. The pergolas decreased (from the preliminary consideration to the final consideration) in area from 802 sq. ft. to 576 sq. ft. and the penthouses increased in area from 193 sq. ft. to 697 sq. ft.
3. Exterior lighting is the same as was considered in the preliminary phase.
6. Provide a response to Sec. 150.535(A)(5) and (6) and the documents, as appropriate, before City Council meeting, regarding formal agreements for third party ownership and maintenance of common areas and declaration of covenants for HOA or similar entity.
a. Applicant Response: provided.
7. Provide verification the plat of consolidation is final and meets the City's checklist for recordation.
a. Village Collector should be amended to City Collector.
8. Also, verify if Sec. 151.008(B)(7) will be met or if a waiver to burial of utilities onsite or in the adjacent right-of-way is requested.
a. Applicant Response: There are no above ground utilities in the adjacent right-of-ways, so there will be none to bury.

Public Testimony.
No additional public comments have been submitted.

Modifications Requested.
Per Sec. 150.535(B) there are limited permitted minor changes allowed to a Final PUD.
- UPDATE. The Applicant has increased the volume, but not the height, of structures on the sixth floor to include a penthouse for each of the two residential units below them.
  - As this is an increase in the bulk relief requested per Sec. 150.535(B)(9), this Final PUD a new public hearing was required to consider this change in relief.

The following provides a summary of the relief requested with a zoning analysis. The proposal meets the density requirement and the B4-4 & Article 23 setbacks for minimum and maximum setbacks; and meets the Article 23 build-to-zone, transparency, blank wall area, and street-facing building entrances requirements. However, the proposed development requires relief from height, stepback, traffic vision, landscaping, location of parking relative to front lot line and setback requirements as follows:
- Relief from the height requirements – UPDATE: no change in the height or story dimensions except that more bulk is proposed on the sixth floor:
  - 51' and four (4) stories are the maximum height limits .

- 69’ and six stories are proposed.
  - Therefore, relief of 18’ and two (2) stories is required.
    - A 15’ stepback is provided for the fifth floor, which meets Code
- However, only 4.67’ of the 15’ additional feet of stepback required for the sixth floor is provided.
  - Therefore, 10.33’ of relief is needed for the sixth story.
- Relief to the traffic vision requirements for a corner lot. Note the right-of-way parkway provides sufficient traffic vision at this location.
- Relief of five (5) shade or ornamental trees otherwise required that are not provided.
  - a five foot deep foundation landscaping buffer is required– five feet is proposed, with the following landscaping quantities :
  - UPDATE: Four more shrubs are provided than what was provided in the resolution approved by City Council (CC) in May.

- Relief to Sec. 150.808(I)(1) regarding percentage of parking within 40’ of front lot lines. The Applicant proposes coverage of 59.8% and the max. limit is 40%.
- Relief from Sec. 150.520(M) 15’ setback from the building to the east is required, 0’ is proposed .
- Relief to Sec. 150.605(A) for exterior lighting, to allow up to 7.5 foot-candles at the north pedestrian entrance, up to 7.8 foot-candles at the northwest pedestrian entrance, and up to 2.4 foot-candles at the southwest pedestrian entrance, as depicted in Exhibit E in the Preliminary Resolution (Attachment 5).

Parking Reduction Request.
- Per Sec. 150.804(C)(4)(a) the Applicant requests a 15% off-street parking reduction based on proximity to transit.
  - This location is within 1,325’ of a transit stop as required to be eligible for this 15% parking reduction.
- If granted the off-street parking requirement is 19 spaces – the Applicant proposes 20 total parking spaces, including one guest spaces.
- UPDATE. 21 spaces were provided and that total is now 20. That still meets and exceeds the 19 space requirement.

Subdivision (UPDATED).
The Applicant submitted the plat of consolidation, as required and as stated in the preliminary PUD reports. The plat is Attachment 7. The following is a review of the plat:

- One subdivision variation is required to lot-depth. This is a pre-existing condition for the site.
- Update to the ‘under review’ comments: There are no Public Works comments for this, and no burial of above ground utilities are located in the right-of-way therefore none will be necessary.

Consideration Standards.
This consideration includes three elements: (1) Final Planned Development in the nature of a Special Use Permit (“SUP”), and (2) Design Review. Also, the (3) plat of consolidation was

submitted.

- Planned Development, Sec. 150.520.
- Special Use Permit, Sec. 150.1404(A).
- Design Review – Chapter 176.
- Chapter 151 Subdivision. Sec. 151.009. - Variations and Exceptions.

o "Variations from these regulations shall not be granted as a right. However, the Plan Commission may recommend and the City Council may grant variations from the regulations contained in this Subdivision Code in specific cases, which do not affect the general plan or the spirit of the Subdivision Code. Such recommendations shall be communicated to the City Council in writing."

Public Benefit.

The Applicant proposes a cash donation of $25,000 to the downtown streetscape improvement fund, per Attachment 1b.

Public Benefit, per Sec. 150.515(A) is defined as: […] "an amenity provided in the form of an improvement, donation or dedication that is not otherwise required as part of the development process and that serves the residents of the Planned Development and the community at large."

Per Sec. 150.515(B), "Public Benefit Required. A public benefit shall be required for the following types of Planned Developments: (1) Planned Developments for which the applicant has requested, in accordance with and pursuant to Section 150.510 of this Article, a modification of the periphery yard, floor area ratio, open space, parking, building height, or lot coverage requirements otherwise applicable to the Planned Development; and […]". [Emphasis added to signify what proposed relief triggers a public benefit for this project.]

Per Sec. 150.515(C)(1) related to Standards for Public Benefits: "General Standards. All proposed public benefits shall be (a) commensurate with all zoning relief requested by the applicant, and (b) proportional to the anticipated impact of the proposed Planned Development on adjacent properties and land uses and on the community at large."

Inclusionary Housing Review.

The final inclusionary application for 734 Central Avenue was approved at the April 2, 2025 Housing Commission meeting with no departures from the Inclusionary Ordinance. A by-right partial payment-in-lieu of $148,320 to the Housing Trust Fund was approved for the partial 0.8 units not provided on-site. The inclusionary unit floor plans are consistent with the plans approved in April. On April 2nd Housing Commission found the inclusionary housing plan to be compliant with the Code and voted to recommend of approval (5-0) to the City Council.

The proposed development consists of 11 total units including one (1) inclusionary unit on-site and $148,320 payment-in-lieu for the required fractional 0.8 unit , the unit's location and amenities, and design changes for the unit were considered.

The Preliminary Resolution approved the Final Inclusionary Housing Plan and was included as Exhibit F therein.

Other Staff Comments.

- Public Works — Forestry Unit:
  - Any tree preservation concerns will be addressed in permitting. At which time a tree preservation plan, tree inventory/survey, and landscape plan will be required submittals. City Forestry has reviewed the Final Plans and has no further comments.
- Public Works— Engineering Division:
  - The City's Engineering Division reviewed this development during preliminary phase and provided its comments, along with CivilTech's review, during preliminary review.
  - Updated comments are included in Attachment 4. The Applicant has responded to and addressed comments from the Engineering Division for the Dec. 16 Commission meeting. New comments were provided and the Applicant is reviewing and will respond.

Core Priorities:

Economic Development: This is a land use application and as such may create permanent or temporary jobs, increase tax revenue, and provide additional customers for local businesses.

Vibrancy: This project is located near downtown and brings additional residents to the core of Highland Park.

Attachments:

1. Attachment 1a - Narrative
2. Attachment 1b - Revised Narratives
3. Attachment 2a - Arch. Plans
4. Attachment 2b - Arch. Plans w Bubbles & Renderings
5. Attachment 3 - Civil Drawings (Revised)
6. Attachment 4 - City Comments
7. Attachment 5 - Resolution R65-2025 - 05_27_2025
8. Attachment 6 - PDC PUD, SUP, Plat, & Design Review Findings of Fact
9. Attachment 7 - Plat of Consolidation
10. Attachment 8 - Condenser Specs & Screening

734 CENTRAL AVENUE

Applicant: Platinum Premier Homes
1456 W. Fullerton
Chicago, Illinois 60614
(708) 772-1977
patick@platinumhomeschicago.com

LOCATION OF PROPERTY

The downtown commercial uses to the east, north and south. Multi-family building to the west.

STATEMENT OF OWNERSHIP

The applicant is the contract purchaser of the property.

ZONING STATEMENT

734 Central Avenue is located in the Central Business District, and it is in the B4-5 Zoning District. Since the lot is considered undersized, it must be developed consistent with regulations set forth in the B4-4 Zoning District.

STATEMENT OF OBJECTIVES

734 Central is located in the Central Business District. Currently, it is improved with an old, obsolete commercial building. The applicant desires to demolish the existing structure and replace it with a new condominium building containing eleven (11) units. The building will be 69' to the top of the roof stairwell and elevator enclosure which exceeds the 51' maximum allowable height. The excess height is needed for the fifth floor and the roof top elevator and stair enclosure. There will be two entrances, one on Central Avenue another on McGovern Avenue. The building's ground floor will consist of a lobby and parking. There will be ample off-street parking with a total of 19 spaces available to the unit owners and guests. One spot will be conveyed with each unit, and except for the required guest parking space, additional spaces will be available for purchase until all the remaining spaces are conveyed. The Second, Third and Fourth floors will contain three (3) units each with two (2) units with roof top access available on the Fifth Floor. The fifth floor (which will be step back 15 feet) and the roof top access requires zoning relief.

The project has been designed a project consistent with the overall land use density and open space objectives of the Comprehensive Master Plan. The proposed project provides for efficient use of land facilitating a more economic arraignment of the building, circulation systems, land use and utilities. The proposed development will provide an environment of stable character compatible with the surrounding areas. As each unit will have at least one garage parking space. Thus, this project will provide for the best use for the Property as envisioned by the Master Plan.

The condominium building will be constructed using the highest quality materials. The building will be masonry clad with limestone trim. Insolated aluminum prefinished windows are planned. The nature of the quality of materials being used will enhance the curb appeal of the development.

Required guest parking will be available in the parking lot. Moreover, a plethora of public parking spaces are located around the development. Thus, the project provides for sufficient resident and guest parking.

The proposed project will satisfy the need in the community for appropriately sized condominiums adjacent to the central business district. The project is being developed within the Transit Orientated District (TOD) since the Metra station is nearby and the PACE bus route and stop is directly north of the property. Once developed, the new condominium building will be compatible with the existing land uses in the surrounding areas.

The benefits to the City will be enormous. The replacement of an old, obsolete commercial structure with a brand-new condominium building will contribute to increase tax revenue to the City. The units will be ideal for smaller households and those who do not wish to do extensive home maintenance. This development will be the template that others may follow. Finally, the development and beautification of the Property located on one of the arterial streets will create a pleasing environment that will contribute to the elements that will induce people to choose the Central District as a place to live, shop and work. Therefore, the City will enjoy the vast benefits and fruits from this project.

STATEMENT OF MODIFICATION OF ZONING DISTRICT STANDARDS.

150.705 Height

- 69' instead of 51'.

OPEN SPACE STATEMENT

The development was designed to maximize the minimum amount of required open space. However, like other infill downtown developments and due to the small lot size, very little open space is available.

WAIVERS

The applicant hereby requests that due to the small size of the project that certain studies are unnecessary. Thus, pursuant to Section 150.525(E) of the Code, we request that the Director waive the submission of the following:

1. Fiscal Impact Study
2. Market Study

STATEMENT OF PUBLIC BENEFIT

Also, a donation to the downtown streetscape improvement fund shall be made in the amount of $15,000.00.

AFFORDABLE HOUSING STATEMENT

The proposed development will provide the required affordable housing unit.

SUMMARY

As set forth above, the proposal is consistent with the City's Master Plan. The proposed project will satisfy all of the required standards of the Code, including but not limited to the following:

- The planned development will not be detrimental to or endanger the public health, safety, morals, comfort and general welfare of the community.
- Its location will be in harmony and consistent with the orderly development of the zoning district.
- It will have no adverse impact on other property in the immediate vicinity nor will it diminish or impair the value of the neighboring property.
- Adequate utilities, access roads, drainage and other necessary facilities will be provided.
- Parking areas of adequate size and shape shall be properly located so the entrance and exit to and from these parking areas will minimize nuisance and traffic congestion in the public streets.
- Finally, a genuine public benefit is provided so that the entire community can enjoy this project.

We respectfully request that you consider and recommend this plan to the City Council.

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ARCHITECTURE+PLANNING

1642 payne street | evanston, IL 60201
847 864 9650 | www.kipnisarch.com

Transmittal

To:	**Karl Burhop**
Company:	**City of Highland Park**
From:	**Nathan Kipnis**
Re:	**734 Central PUD Review Comments**
Sent:	**December 29, 2025**

Below are responses (in red) to staff comments from the May 27 report and preliminary resolution:

a. Submit a narrative or exhibit, as appropriate, demonstrating the roof top mech. equipment is screened behind the parapet, provide acoustical screening, and provide information documenting compliance with the Article 6 performance standards. The drawing should be updated to provide notations as appropriate – height of parapet wall, height of mech. equipment, acoustical screening, etc.

See Fig. 1. & Mechanical and Screen Specification Sheets Provided.

b. Update the plans to notate/depict the brick paver sidewalks.

Noted; See Site Plan

c. Update the narrative to reflect a $25,000 public benefit to the downtown streetscape improvement fund.

See owner provided narrative.

d. Submit in writing (update the narrative), the following:

i. Provide the sq. ft. differences on the changes on the rooftop.

See Fig. 2. Egress Stair - No Change. Pergolas decreased 226 SF from 802 SF to 576 SF. Penthouses increased 504 SF from 193 SF to 697 SF.

ii. Indicate what color the stucco will be for the 601 material on the rooftop structures.

Note updated to reflect that stucco color to be color matched to limestone. See Elevation notes.

iii. Clearly state you are using the exterior lighting exhibits and renderings within the preliminary resolution from May, or otherwise list/state the changes.

No changes have been made to the exterior lighting from the preliminary resolution in May.

iv. There should be a drawing submitted that bubbles any changes made to the plans that were included in the preliminary resolution.

Bubbled drawings provided.

v. Provide a response to Sec. 150.535(A)(5) and (6) and the documents, as appropriate, before City Council meeting, regarding formal agreements for third party ownership and maintenance of common areas and declaration of covenants for HOA or similar entity.

Provided by owner.

I believe this addresses the current outstanding staff comments. A large percent of the plans have been revised and warrant review, so we have forgone bubbling changes due to redundancy. Let me know if you need additional information.

Thank you,
Nathan Kipnis

734 CENTRAL AVENUE

Applicant: Platinum Premier Homes
1456 W. Fullerton
Chicago, Illinois 60614
(708) 772-1977
patick@platinumhomeschicago.com
Dated: December 24, 2025

LOCATION OF PROPERTY

The downtown commercial uses to the east, north and south. Multi-family building to the west.

STATEMENT OF PUBLIC BENEFIT UPDATED (12/24/2025)

A donation to the downtown streetscape improvement fund shall be made in the amount of $25,000.00.

SME
SEVEE & MAHER
ENGINEERS

BCI
BONO CONSULTING
CIVIL ENGINEERS
A Sevee & Maher Engineers company

1018 Busse Highway, Park Ridge, IL 60068 • Tel: 847.823.3300
4234 Meridian Pkwy, Suite 116, Aurora, IL 60504 • Tel: 331.229.3512
info@bonoconsulting.com
bonoconsulting.com

December 12, 2025

Emmanual Gomez, P.E.
City Engineer
City of Highland Park

RE: 734 Central
Final PUD Review Comments

Dear Mr. Gomez,

We have received your comments regarding the project, the owner of the property has requested us to revise the drawings per your comments and have made the following changes:

1. Existing water service disconnection callout revised per village comment.
2. Lake County Erosion Control notes added to sheet 2. A WDO permit would be obtained during final engineering.
3. Per correspondence with city engineer, stormwater detention comment can be disregarded.

Please review these plans at your earliest convenience and please call me if you have any questions or suggestions.

Sincerely,

Will Hepburn, P.E.,
Project Manager
Bono Consulting, Inc.

Legend

- Existing Wall to Remain
- New Partition and/or Wall Refer to Wall Types
- Existing Construction to be Removed
- Room Number
- Revision
- Elevation Tag
- Elevation Change in Plan
- Detail
- Interior Elevation Tag - Multiple
- Interior Elevation Tag - Single
- Wall Type Tag
- Door Tag
- Window Tag
- Section Mark
- VCT / CPT Flooring Transition
- Keyed Note

General Conditions

1. **General Contractor:** If any discrepancy exists on the drawings, the General Contractor is to notify the Architect in writing for direction. The General Contractor is responsible for reviewing the construction documents to become familiar with the design intention of the project. The General Contractor is responsible for any work not in compliance with the final code approved plans. General Contractor shall coordinate all work with other trades and with the Architect.
2. **Building Codes:** All work and materials shall be in conformance with the codes and ordinances of the City of Evanston, and with manufacturers written recommendations.
3. **'Methods and Means':** The Owner and the Architect shall not be responsible for the 'Methods and Means' that the General Contractor or any of the General Contractor's Sub Contractors may utilize. Adequacy of temporary shoring and other temporary support devices are the responsibility of the General Contractor.
4. **Insurance:** The General Contractor and all Sub Contractors shall be insured for this site specific project and maintain said insurance throughout the duration of the work. The insurance shall be 'All Risk' Builders insurance and shall be an amount equal to or greater than the value of the aggregate work and/or services being performed by the General Contractor, Sub Contractors and/or Design Professionals and Consultants.
5. **Additional Insured:** Kipnis Architecture + Planning and the Owner shall be listed on the policy as named additional insureds. Copies of all of the insurance policies are required before any of the work on this project commences.
6. **General Liability Insurance:** The Owner shall require the General Contractor and all of the General Contractor's Sub Contractors to purchase and maintain General Liability Insurance for the duration of the project in an amount acceptable to the Owner.
7. **Scaling Drawings:** Drawings, including but not limited to graphic images, hatch patterns, etc. shall be superseded by written descriptive text. The drawings are not be scaled.
8. **Dimensions:** Dimensions are to finish unless otherwise indicated. Verify tub rough framing dimensions with selected tub manufacturer and adjust as required.
9. **Drawing Information:** The information contained in the construction documents is in itself incomplete and void unless used in conjunction with the project specifications, local trade practices, and/or applicable standards, codes, etc.
10. **Permits:** General Contractor shall obtain and pay for all permits required for completion of the project, arrange for all necessary inspections and make all required submittals except for the building permit, which the Owner will pay for.
11. **Product Substitution:** All products shall be as specified. Contractor may, at their own expense, propose alternate products that are to be equivalent in quality, finish and function. Assuming that proposed substitutions are submitted in writing and in a timely manner, they may be considered by the architect and, at the architect's discretion, may be allowed.
12. **Damages:** Protect property from damage and/or deleterious activities. Repair any damage that may occur at once.
13. **Site Maintenance:** Maintain the site in a clean and orderly manner. Remove all debris, excess materials, dirt and similar items and properly and legally dispose of off site.
14. **Cleaning:** General Contractor shall clean the project at 'substantial completion' to a 'broom finish' level. All equipment, fixtures, floors, windows, etc. shall be cleaned and ready for owner occupancy. All fittes shall be clean at time of project completion.
15. **Design and Build:** Portions of the work indicate that work will be performed on a "Design and Build" basis. In such cases, the Contractor shall be solely responsible for the complete design, engineering, and installation of such systems or equipment and shall warranty to the Owner that such work shall adequately meet the needs and requirements of the Owner and of the project as planned and its intended uses as well as comply completely with all applicable codes, ordinances and governing regulations. In no way shall a design and build arrangement limit the responsibility of the General Contractor to complete his obligations to meet such needs and requirements.

Design and Build work shall include, but not be limited to, the following:
- Heating Ventilation and Air Conditioning System
- Plumbing System
- Electric System

16. **Shop Drawings:** Shop drawings and/or product submittals are to be provided to the Architect for review and approval prior to installtion/order placement as follows:
- Floor/Roof Trusses if scheduled
- Windows and Doors
- Thermal controls and devices
- HVAC system
- Insulation material
- Other items as requested by the Architect

Additionally, contractor to provide 3' sample of all trim, tacked up in place for review and approval by Owner/Architect.

17. **Blower Door Test: Contractor to provide two blower door tests for entire house, one before drywall is installed and one after project completion.**

Alternates:

1. **Interior Stone:** Delete Stone of Interior of Master Bedroom Fireplace Pfd. Drywall

Allowances

1. **Tile:**
   a. Provide $7/s.f. material allowance for tile flooring at mudroom, basement bath and laundry.
   b. Provide $8/s.f. material allowance for 1st floor powder room.
   c. Use $9/s.f. material allowance for 2nd floor hall bath.
   d. Use $12/s.f. material allowance for master bath with $1500 allowance for decorative tile work, material only.
2. **Tile:**
   a. Provide $7/s.f. material allowance for tile flooring at mudroom, basement bath and laundry.
3. **Countertops:**
   a. $100/sf (installed price) for all countertops.

Abbreviations

A.B.	Anchor Bolt	ELEV.	Elevation	INV.	Invert	REF.	Refrigerator
A.C.	Air Conditioning	EQ.	Equal	JST.	Joist	REQ'D.	Required
ADJ.	Adjustable	EQUIP.	Equipment	JT.	Joint	R.H.	Right Hand
A.F.F.	Above Finished Floor	EXIST.	Existing	KIT.	Kitchen	R.H.R.	Right Hand Reverse
AL.	Aluminuim	EXP.	Exposed	LAM.	Laminated	RM.	Room
ALT.	Alternate	EXT.	Exterior	LAV.	Lavatory	R.O.	Rough Opening
APPROX.	Approximate	E.W.C.	Electric Water Cooler	L.P.S.	Low Pressure Sodium	S.	South
ARCH.	Architectural	F.A.R.	Floor Area Ratio	L.H.	Left Hand	S.B.	Sandblast
ASPH.	Asphalt	F.D.	Floor Drain	L.H.R.	Left Hand Reversed	S.C.	Solid Core
BD.	Board	F.E.	Fire Extinguisher	LT.	Light	SCHED.	Schedule
BITUM.	Bituminous	F.E.C.	Fire Extinguisher Cab.	MAS.	Masonry	S.D.	Smoke Detector
BLDG.	Building	F.F.	Finished Floor	MAX.	Maxium	SECT.	Section
BLKG.	Blocking	F.F.H.B.	Frost Free Hose Bib	M.C.	Medicine Cabinet	SHT.	Sheet
B.M.	Beam	F.H.C.	Fire Hose Cabinet	MECH.	Mech.	SIM.	Similar
B.O.	Bottom Of	FIN.	Finish	MED.	Medium	S.M.	Sheet Metal
BRG.	Bearing	FIXT.	Fixture	MFR.	Manufacturer	SPEC.	Specification
CAB.	Cabinet	FLR.	Floor	MIN.	Minimum	SQ.	Square
C.B.	Catch Basin	FLUOR.	Fluorescent	MISC.	Miscellaneous	S.STL.	Stainless Steel
C.I.	Cast Iron	FND.	Foundation	M.J.	Midwest Jobber	STD.	Standard
C.J.	Control Joint	F.P.	Fireplace	M.O.	Masonry Opening	STL.	Steel
CL.	Centerline	FT.	Feet	MRB.	Marble	SURF.	Surface
CLG.	Ceiling	FTG.	Footing	MTD.	Mounted	SYM.	Symmetrical
C.M.U.	Concrete Masonry Unit	FURN.	Furnance	MTL.	Metal	SYS.	System
COL.	Column	FURR.	Furring	MULL.	Mullion	TEMP'D	Tempered
CONST.	Construction	GA.	Gauge	N.	North	T.	Tread
CONT.	Continuous	GALV.	Galvanized	N.I.C.	Not in Contract	T&B	Top & Bottom
C.O.	Clean Out	G.B.	Grab Bar	N.T.S.	Not to Scale	T.B.	Towel Bar
CPT.	Carpet	GND.	Ground	O.C.	On Center	TEL.	Telephone
C.T.	Ceramic Tile	GYP. BD.	Gypsum Board	O.D.	Outside Diameter	THK.	Thick
C.W.	Cold Water	H.B.	Hose Bib	OPNG.	Opening	T.O.	Top of
D	Dryer	H.C.	Hollow Core	OPP.	Opposite	T&G	Tongue and Groove
DBL.	Double	HD.	Head	PERF.	Perforated	T.P.	Toilet Paper Holder
DEPT.	Department	HDWR.	Hardware	P.LAM.	Plastic Laminate	T.V.	Television
D.F.	Drinking Fountain	HGT.	Height	PL.	Plate	TYP.	Typical
DIA.	Diameter	H.I.D.	High Intensity Discharge	P.L.	Property Line	U.N.O.	Unless Noted Otherwise
DIM.	Dimension	H.M.	Hollow Metal	PLYWD.	Plywood	VTR	Vent Through Roof
DN.	Down	HORIZ.	Horizontal	PNT.	Paint	VERT.	Vertical
DR.	Door	H.P.S.	High Pressure Sodium	PR.	Pair	V.I.F.	Verify in Field
D.S.	Downspout	HR.	Hour	PREFAB.	Prefabricated	V.C.T.	Vinyl Composition Tile
DTL.	Detail	HRDWD.	Hardwood	PROP.	Property	W.	Washing Machine
D.W.	Dishwasher	H.W.	Hot Water	PT.	Point	W/	With
DWG.	Drawing	I.D.	Inside Diameter	Q.T.	Quarry Tile	W/O	Without
E.	East	IN.	Inch	QTR.	Quarter	W.C.	Water Closet
EA.	Each	INCL.	Include	QUAL.	Quality	WD.	Wood
E.I.F.S.	Ext. Insul. Finish Sys.	INSUL.	Insulation	R.	Riser or Radius	W.H.	Water Heater
ELEC.	Electrical	INT.	Interior	RAD.	Radius	W.W.F.	Welded Wire Fabric

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Applicable Codes

International Building Code (IBC)	2021
International Residential Code (IRC)	2021
International Mechanical Code	2021
International Fuel Gas Code	2021
National Electric Code (NFPA 70)	2020
NFPA Life Safety Code 101	2021
International Fire Code (IFC)	2021
International Energy Conservation Code (IECC)	2018
Illinois State Plumbing Code	
Illinois Accessibility Code	

Zoning Data

Zoning District: B4-5** B4-4 Req's per 150.705 (c)

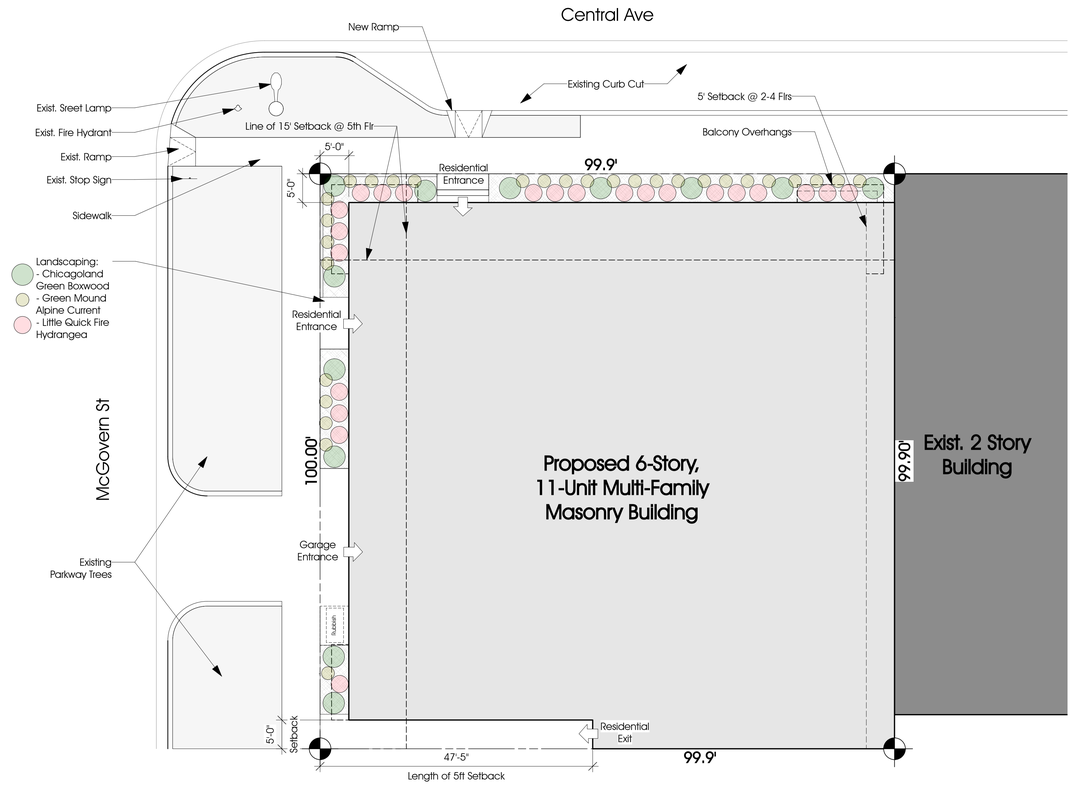
	Req'd	Proposed
Min. Lot Area	15,000 s.f.	No Change
Min. Lot Area Per Unit	871 s.f.	1,364 s.f.
Min. Front Setback	5'0"	5'0"
Min. Rear Setback	0"	0"
Max. Bldg Hgt	51'; 4 Stories	69'0" ; 6 Stories
Min. Parking	13 (Mass Transit Red.)	20
Minimum Affordable Units	1.2	1.00
Impervious Surface		9,285 sf (93%)

Multi-Family Development for

Platinum Homes of Chicago

734 Central Ave
Highland Park, IL





1 Site Plan
Scale: 3/32" = 1'-0"

ENERGY CONSERVATION CODE COMPLIANT STATEMENT

I certify that I am a Registered Energy Professional (REP). I also certify to the best of my professional knowledge and belief that the attached plans for **734 Central Ave Highland Park, IL** fully comply with the requirements of the Chapter 18-13, Energy Conservation, of the Municipal Code of Chicago, Except 18-13-303.1

Signed
001-012329

License No.

Nov. 14, 2025
Date

City Stamp, City of Highland Park

I hereby certify that these plans were prepared under my direction and to the best of my knowledge and belief conform to the Building Codes and Ordinances of the ***City of Highland Park.***

Nathan Kipnis

License No.
001-012329

kipnis ARCHITECTURE+PLANNING
1642 payne street | evanston IL 60201
847 864 9650

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Architect's Stamp

Consultant

Consultant

Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave
Highland Park, IL

Cover Sheet, Site Plan

Print Date:
Nov. 14, 2025

Date	No.	Revision/Issue
11/14/25	1	90% Review Set

S H E E T
A-0.0

GENERAL ACCESSIBILITY NOTES

PROJECT IS REQUIRED TO COMPLY WITH ICC A117.1-2009 (REFERENCED STANDARD WITH MODIFICATIONS), ILLINOIS ACCESSIBILITY CODE 2018, FAIR HOUSING AMENDMENTS ACT AND 'BARRY DESIGN GUIDLINE' REQUIREMENTS

ENTRANCES
1. ENTRANCE TO COMPLY WITH ICC A117.1-2009 SECTION 703 AND APPENDIX E107.
2. SINGLE SIGNAGE SHALL BE PROVIDED AT THE BUILDING ENTRY TO INDICATE THAT ALL ENTRANCES SHALL BE ACCESSIBLE AND ACCESSIBLE ENTRANCES SHALL BE IDENTIFIED WITH DISABILITIES
3. PASSENGER PASSENGER LOADING ZONES SHALL BE PROVIDED ADJACENT TO SPACES REQUIRED FOR INDIVIDUALS WITH DISABILITIES
4. INACCESSIBLE ENTRANCES SHALL HAVE DIRECTIONAL SIGNAGE TO INDICATE THE ROUTE TO THE NEAREST ACCESSIBLE ENTRANCE
5. INACCESSIBLE TOILET FACILITIES SHALL HAVE DIRECTIONAL SIGNAGE TO INDICATE THE ROUTE TO THE NEAREST ACCESSIBLE FACILITY
6. ACCESSIBLE ROUTES SHALL COMPLY WITH CHAPTER 4 OF ICC A117.1-2009 AND THE FOLLOWING CRITERIA: A) THE DIAMETER OR WIDTH OF THE GRIPPING SURFACE SHALL BE 1.1/4" TO 1.1/2". B) THE GRIPPING SURFACE SHALL BE CONTINUOUS AT THE TOP AND BOTTOM
8. FACILITIES AND ELEMENTS REQUIRED TO BE ACCESSIBLE SHALL BE IDENTIFIED BY THE INTERNATIONAL SYMBOL OF ACCESSIBILITY WHICH SHALL CONFORM TO AND THE REQUIREMENTS OF ICC/ANSI A117.1-2009, SEE FIGURE BELOW:

ICC/ANSI A117.1-2009 REQUIREMENTS FOR PRIVATELY OWNED MULTI-STORY HOUSING:

AT LEAST 20% OF UNITS SHALL BE 'ADAPTABLE' TYPE. ALL UNITS IN ACCORDANCE WITH ILLINOIS ACCESSIBILITY CODE, SECTION 233.3. THE REQUIRED UNITS SHALL BE DISTRIBUTED PROPORTIONALLY AMONG THE VARIOUS TYPES AND CLASSES OF UNITS

IN ACCORDANCE WITH ILLINOIS ACCESSIBILITY CODE SECTION 233.6, AN AUDIBLE AND VISUAL EMERGENCY WARNING SYSTEM SHALL BE INSTALLED IN ALL UNITS. A VISUAL ALARM SHALL BE AVAILABLE AS NEEDED IN NOT LESS THAN 25% OF UNITS. PERMANENT IN-UNIT EMERGENCY WARNING SYSTEMS SHALL BE VISIBLE FROM ALL ROOMS IN UNIT.

ALL UNITS MUST BE TYPE 'B' DWELLING UNITS. PROJECT MUST COMPLY WITH THE FOLLOWING DESIGN REQUIREMENTS:

1. ACCESSIBLE ROUTE IN A117.1-2009 FOR ALL TECHNICAL REQUIREMENTS.
2. CONNECTION AND PUBLIC USE SPACES ON ALL FLOORS LEVELS SHALL BE ACCESSIBLE.
3. AN ACCESSIBLE ROUTE SHALL BE PROVIDED FROM THE PUBLIC SIDEWALK, PUBLIC TRANSPORTATION STOPS, PARKING AREAS AND ACCESSIBLE PARKING SPACES TO AN ACCESSIBLE ENTRANCE.
4. AT LEAST ONE ENTRANCE DOOR AND THE DWELLING UNIT FROM AN ACCESSIBLE ROUTE SHALL HAVE A MINIMUM CLEAR WIDTH OF 32".
5. ALL UNITS SHALL COMPLY WITH THE ACCESSIBLE ROUTE REQUIREMENTS OF ICC/ANSI A117.1. SHALL BE PROVIDED ON EACH LEVEL THROUGH ALL CORRIDORS TO ALL HABITABLE ROOMS.
6. ALL DOORWAY WITH A MINIMUM CLEAR WIDTH OF 31 3/4" SHALL BE PROVIDED TO ALL HABITABLE ROOMS AND TOILET ROOMS. THE DOORS SHALL COMPLY WITH ICC/ANSI A117.1-2009 SECTION 404.2.3. DOORS WITH LESS THAN 32" CLEAR WIDTH REQUIRED CLEARANCE IF THE DOOR SWING CAN BE REVERSED SO PROVIDE THE REQUIRED CLEARANCES WITHOUT REMOVING OR RELOCATING WALL

BATHS
1. AT LEAST ONE TOILET ROOM COMPLYING WITH THE TYPE A DWELLING UNIT REQUIREMENTS OF ICC/ANSI A117.1 WHICH CONTAIN A WATER CLOSET, LAVADRY, AND BATHING FACILITY SHALL PROVIDE:
   A. MIN. CLEAR FLOOR SPACE OF 60" x 84" AT WATER CLOSET
   B. MIN. CLEAR FLOOR SPACE OF 30" x 48" AT LAVADORY
   C. BATHING FACILITIES SHALL BE PROVIDED THAT COMPLY WITH SECTION 608. WITH THE FOLLOWING: A) WHERE SHOWER AND BATHTUB UNDERNEATH LAVADORY CAN BE REMOVED WITHOUT REMOVAL OR REPLACEMENT OF THE LAVADORY
      B) THE FLOOR FINISH EXTENDS UNDER THE CABINETRY, AND
      C) WHERE SHOWER AND BATHTUB ARE PROVIDED, THEY SHALL BE FINISHED.
   D. MIRRORS SHALL HAVE THE BOTTOM REFLECTING SURFACE 35" MAX A.F.F.
   E. MIN. CLEAR FLOOR SPACE OF 30" x 60" AT BATH TUB
   F. MIN. CLEAR FLOOR SPACE OF 30" x 48" AT SHOWER. TUBS AND WATER CLOSETS FOR USER INSTALLATION OF GRAB BARS AS PER SECTION 2902.1.1 AND 2902.4.1.1, 2902.4.1.2
   G. TWO SEPARATE FIXTURES IN "B" BATHROOMS
      1) THE EDGE OF THE WATER CLOSET SHALL BE 15 INCHES (380 MM) MINIMUM AND 18 INCHES (460 MM) MAXIMUM FROM A WALL OR FIXTURE (2.2.5)(2002)
2. ALL OTHER TOILET AND BATHING FACILITIES IN THE UNIT SHALL COMPLY WITH THE TYPE B DWELLING UNIT REQUIREMENTS OF ICC/ANSI A117.1

KITCHENS
1. AT LEAST ONE KITCHEN COMPLYING WITH TYPE A DWELLING UNIT REQS SHALL PROVIDE:
   A. 40" MIN. CLEARANCE FOR GALLEY KITCHENS
   B. 60" MIN. DIA. CLEARANCE FOR U-SHAPED KITCHENS
   C. KNEE SPACE AT RANGE, COOKTOP OR SINK SHALL BE 30" WIDE AT VARIABLE HEIGHTS BETWEEN 29" TO 34" A.F.F. OR SET AT A FIXED HEIGHT OF 34" A.F.F.
      1) THE KNEE SPACE SHALL BE 8" DEEP MIN. AT 9" ABOVE FLOOR AND SPACE UNDER WORK SURFACE AREA, THERE SHALL BE NO SHARP OR ABRASIVE SURFACES WITHIN 6" OF FLOOR
      2) THE FINISHED FLOOR SHALL EXTEND UNDER THE COVERED TO THE WALL
      3) COVERED THICKNESS AND SUPPORTING STRUCTURE SHALL BE 2" MAX. OVER 1 LAYER OF 1/2" PLYWOOD
   D. A SINK SET AT VARIABLE HEIGHT BETWEEN 29" TO 34" A/F OR SET AT A FIXED HEIGHT OF 34" A/F
      1) BASE CABINETS ARE PROVIDED UNDER SINK, THEY SHALL BE REMOVABLE, AND:
         a. FLOOR FINISH EXTENDS UNDER THE CABINETRY
         b. THE WALLS BEHIND AND SURROUNDING THE CABINETRY ARE FINISHED
         c. THE SINK BOWL IS CENTERED ON THE 30" WIDE MIN. KNEE SPACE, OVER THE REQUIRED CLEAR WIDTH
      2) WATER AND DRAIN PIPES UNDER SINK SHALL HAVE INSULATION OF EXPOSED SURFACE UNDER SINKS, MOST WATER PIPES AND DRAIN PIPES UNDER SINK SHALL BE INSULATED OR COVERED
      3) THE FACE OF THE WATER CLOSET SEAT SHALL BE 15 INCHES (380 MM) MINIMUM AND 18 INCHES (460 MM) MAXIMUM FROM A WALL OR FIXTURE (2.2.5)(2002)
2. ALL OTHER TOILET AND BATHING FACILITIES IN THE UNIT SHALL COMPLY WITH THE TYPE B DWELLING UNIT REQUIREMENTS OF ICC/ANSI A117.1

CONTROLS
1. ALL CONTROLS AND OPERATING MECHANISMS SHALL MEET COMPLIANCE WITH ICC A117.1-2009 SECTION 309 AND THE FOLLOWING:
   A. ALL CONTROLS AND OPERATING MECHANISMS TO BE PROVIDED WITH CLEAR FLOOR SPACE FOR FORWARD FRONT APPROACH OR PARALLEL/SIDE APPROACH PER ICC A117.1-2009 SECTION 309.2
   B. ALL CONTROLS AND OPERATING MECHANISMS SHALL BE TYPE TO COMPLY WITH SECTION 309.4
   C. OPERABLE PARTS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING OR TWISTING OF THE WRIST PER 309.4.
   D. OPERABLE PARTS SHALL BE PLACED WITHIN ONE OF THE REACH RANGE FOR ALL CONTROLS AND OPERATING MECHANISM TO BE 15 INCHES MIN AND MAX PER ICC/A117.1-2009 CHAPTER 3-308.

DOORS
1. DOORWAYS SHALL MEET COMPLIANCE WITH ANSI-ICC A117.1-2009 404
2. ALL DOORS PROVIDED WITH MANEUVERING CLEARANCE IN ACCORDANCE WITH ICC A117.1-2009 SECTION 404.2.4
3. ALL NEW OR REPLACED DOORS TO HAVE LEVER-OPERATED HARDWARE OR EQUIVALENT PER ICC A117.1-2009 SECTION 404.2.7
4. ALL DOORS SHALL HAVE MINIMUM 32 INCHES CLEAR DOOR OPENING MEASURED FROM THE FACE OF THE DOOR WHEN OPEN 90 DEGREES TO THE DOOR STOP PER ICC A117.1-2009 SECTION 404.2.3
5. ALL PUBLIC AND COMMON AREA INTERIOR DOORS TO HAVE A MAXIMUM 5 LBS FORCE TO OPEN PER ICC/A 117.1-2009 CHAPTER 404.2.9 AC SECTION 404.2.9.1
6. ALL PUBLIC AND COMMON AREA EXTERIOR DOORS TO HAVE MAXIMUM 8.5 LBS FORCE TO OPEN PER IBC SECTION 404.2.9(5)

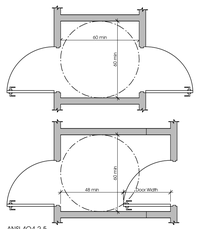
FLOORS
1. FLOOR SURFACE SHALL COMPLY WITH 10 TO BE FIRM, STABLE AND SLIP RESISTANT PER ICC A117.1-2009 SECTION 302 AND SECTION 404.2.5 AND IBC SECTION 1008.1.5
2. CARPET PILE THICKNESS NOT TO EXCEED 1/2" MAX (EXCEED PER ICC A)
3. INT. WOOD THRESHOLD (1/2 BEVEL MAX) W/ ALUM EXT. TRANSITION THRESHOLD

MISCELLANEOUS
1. CLOSET CLOSET SHELF AND ROD MUST BE ADJUSTABLE
2. ALL CLOSET DOORS TO BE REMOVABLE (WARNING FOR WASHER/DRYER AS PER SECTION 611.2(6)(2) AND FIGURE 611.2
3. CLEAR FLOOR SPACE AT CLOSET DOOR TO ALL WINDOWS WITH THE EXCEPTION OF BATHROOMS OR KITCHENS
4. ALL WINDOW SILLS SHALL BE LOCATED MAXIMUM SHALL BE BETWEEN 15"-48" A.F.F.
5. 5.4" MAXIMUM FORCE TO OPERATE WINDOWS
6. ALL CIRCUIT BREAKERS WITH THE UNIT TO BE ON AN ACCESSIBLE ROUTE & BE WITHIN 15-48" A.F.F. TO HIGHEST NOTE

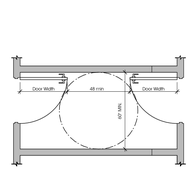
(FOLLOW ICC/ANSI A117.1-2009, AND IAC, LATEST EDITION, FOR ALL FURTHER TECHNICAL CRITERIA AND REQUIREMENTS)



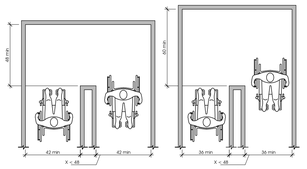
ANSI 404.2.2
CLEAR WIDTH OF DOORWAYS
N.T.S. 17



ANSI 404.2.5
TWO DOORS IN SERIES
N.T.S. 20



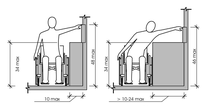
ANSI 404.2.5
TWO DOORS IN SERIES
N.T.S. 19



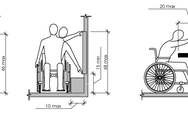
ANSI 403.5.1
CLEAR WIDTH AT TURN
N.T.S. 18



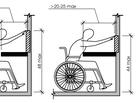
ANSI 403.5
ACCESSIBLE ROUTE WIDTH
N.T.S. 16



ANSI 308.3.2
OBSTRUCTED HIGH SIDE REACH
N.T.S. 15



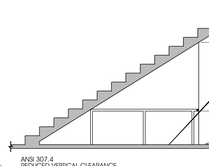
ANSI 308.3.1
UNOBSTRUCTED SIDE REACH
N.T.S. 14



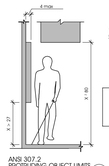
ANSI 308.3.2
OBSTRUCTED HIGH FORWARD REACH
N.T.S. 13



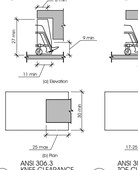
ANSI 308.2.1
UNOBSTRUCTED FORWARD REACH
N.T.S. 12



ANSI 307.4
REDUCED VERTICAL CLEARANCE
N.T.S. 11



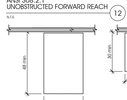
ANSI 307.2
PROTRUDING OBJECT LIMITS
N.T.S. 10



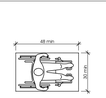
ANSI 306.3
KNEE CLEARANCE
N.T.S. 9

ANSI 306.2
TOE CLEARANCE
N.T.S. 8

ANSI 305.7 MANEUVERING CLEARANCE IN AN ALCOVE
N.T.S. 7



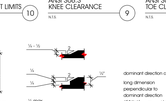
ANSI 305.5
POSITION OF CLEAR FLOOR SPACE
N.T.S. 6



ANSI 305.3
SIZE OF CLEAR FLOOR SPACE
N.T.S. 5



ANSI 304.3
SIZE OF TURNING SPACE
N.T.S. 4

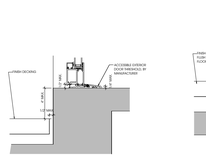


ANSI 303.2/303.3
CHANGE IN FLOOR LEVEL
N.T.S. 3

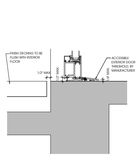
ANSI 302.3
OPENINGS IN FLOOR SURFACES
N.T.S. 2



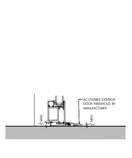
ANSI 302.2
CARPET ON FLOOR SURFACES
N.T.S. 1



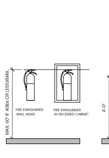
TYPE "B" UNIT EXTERIOR DOOR THRESHOLD
21



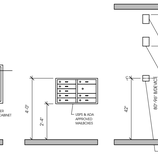
TYPE "A" UNIT EXTERIOR DOOR THRESHOLD
22



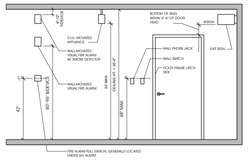
TYPICAL EXTERIOR DOOR THRESHOLD
8" = 1'-0"
10



FIRE PROJECTION EQUIPMENT
1/2" = 1'-0"
9



TYPICAL MAILBOX ELEVATION
1/2" = 1'-0"
8



ELECTRICAL/CONTROL DEVICES
1/2" = 1'-0"
7

TYPE "B" UNIT EXTERIOR DOOR THRESHOLD
21

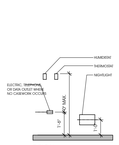
TYPE "A" UNIT EXTERIOR DOOR THRESHOLD
22

TYPICAL EXTERIOR DOOR THRESHOLD
8" = 1'-0"
10

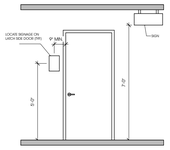
FIRE PROJECTION EQUIPMENT
1/2" = 1'-0"
9

TYPICAL MAILBOX ELEVATION
1/2" = 1'-0"
8

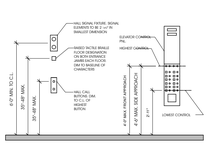
ELECTRICAL/CONTROL DEVICES
1/2" = 1'-0"
7



TYPICAL PROTECTION EQUIPMENT
1/2" = 1'-0"
6

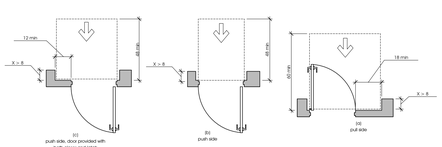


ROOM AND SPACE SIGNAGE
1/2" = 1'-0"
5

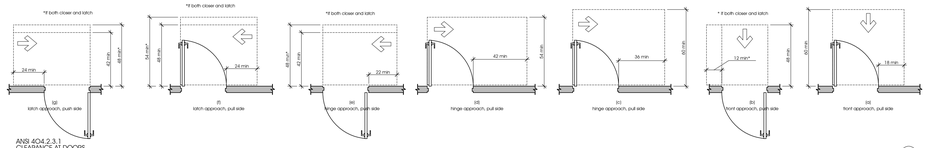


ELEVATOR CONTROLS @ CORRIDOR
1/2" = 1'-0"
4

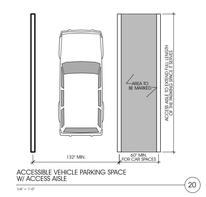
ELEVATOR CAR CONTROLS
1/2" = 1'-0"
3



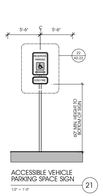
ANSI 404.2.3.4
MANEUVERING CLEARANCE AT RECESSED DOORS
N.T.S. 2



ANSI 404.2.3.1
CLEARANCE AT DOORS
N.T.S. 1

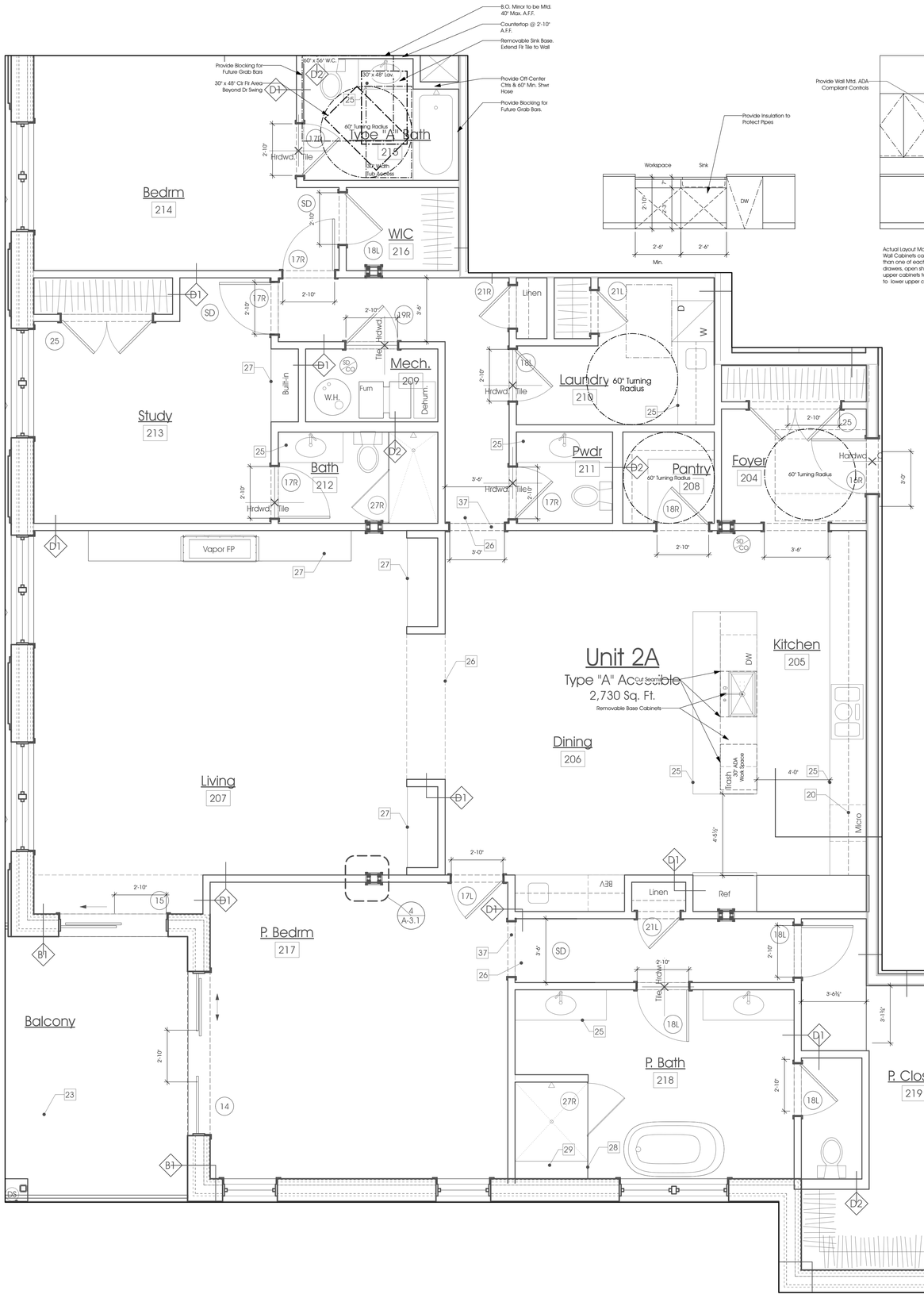


ACCESSIBLE VEHICLE PARKING SPACE W/ ACCESS AISLE
1/2" = 1'-0"
20

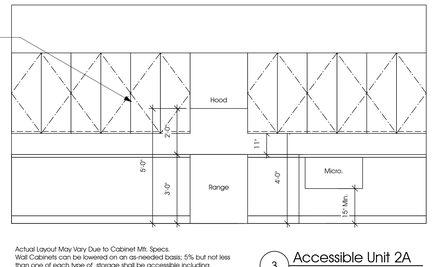


ACCESSIBLE VEHICLE PARKING SPACE SIGN
1/2" = 1'-0"
21


1'-0"
RESERVED
PARKING
$250 FINE
1'-0"
1'-0"
1'-0"



1 Accessible Unit 2A
Scale: 3/8" = 1'-0"

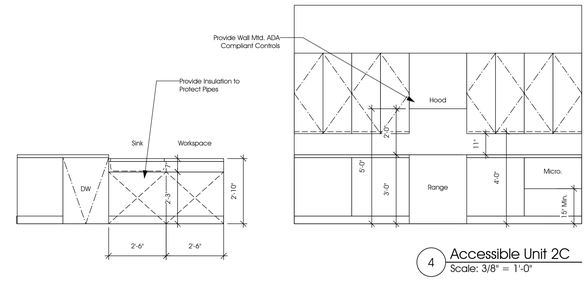


3 Accessible Unit 2A
Scale: 3/8" = 1'-0"

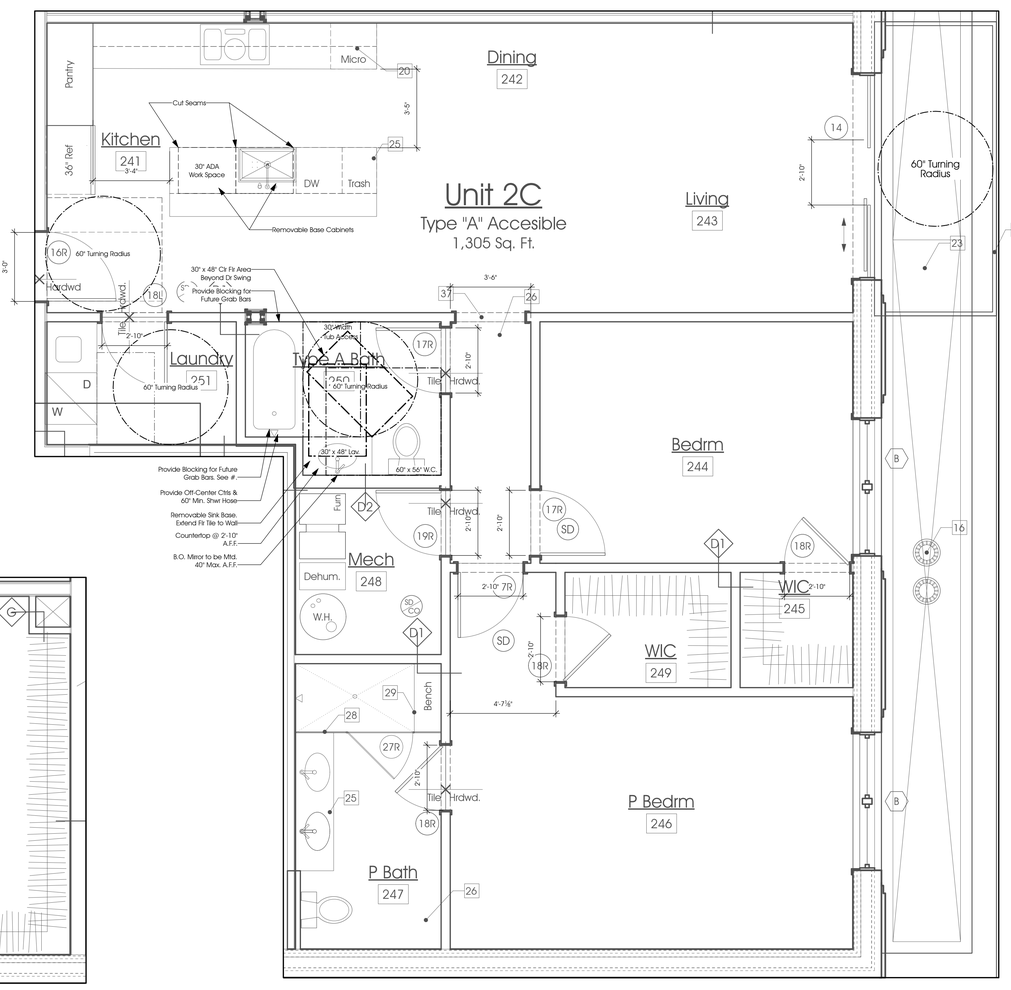
Actual Layout May Vary Due to Cabinet Mfr. Specs.
Wall Cabinets can be lowered on an as-needed basis; 5% but not less than one of each type of storage shall be accessible including drawers, open shelves, and shelves in cabinets. Wall finish behind upper cabinets to be continuous so as to not require major constrution to lower upper cabinets if required.

Type "A" Unit Notes - Typ:

1. Replace Stacked Washer/Dryer w/ Single Combined Unit
2. Provide Blocking for Grab Bars @ Tub and Water Closet: See A-0.1 for Details
3. Type "A" Bathrooms to have Tub or Shower Provided w/ Hose 59" Min. in Length that can be used as both a Fixed Shwr Head and Hand Shwr. Adj. Hgt. Hand Shwr shall be mounted on a Vertical Bar so as to not obstruct Grab Bars
4. Provide Adj. Hgt. Closet Rod and Shelf in all Unit Closets; Must be Adjustable to within Reach Range Max. 48" A.F.F.
5. Window Hardware to be 15" - 48" A.F.F.; Operable w/ One Hand and 5 lbs. Force Max.
6. All Bathroom & Kitchen Elevations to Reference ICC/ANSI A117.1-2003 Chapter 1003 & 1004, IAC Chapter 4003.350 & 400.360 & Fair Housing Amendments Act 7-Guideline Req's.



4 Accessible Unit 2C
Scale: 3/8" = 1'-0"



2 Accessible Unit 2C
Scale: 3/8" = 1'-0"

City Stamp: City of Highland Park

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Architect's Stamp

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Multi-Family Building for

Platinum Homes of Chicago

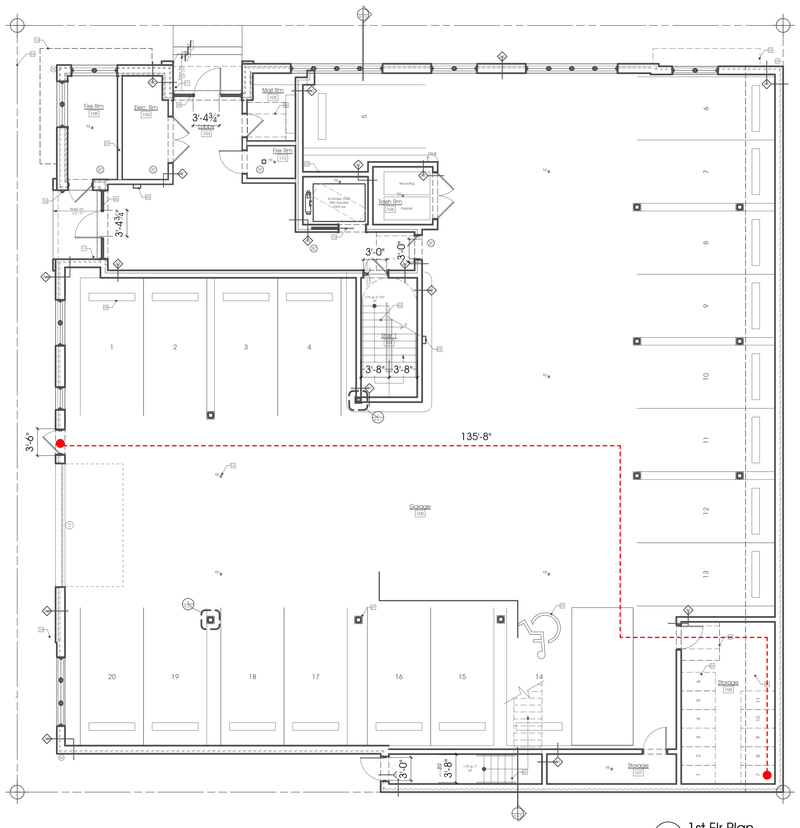
734 Central Ave Highland Park, IL

Accessibile Unit Plans

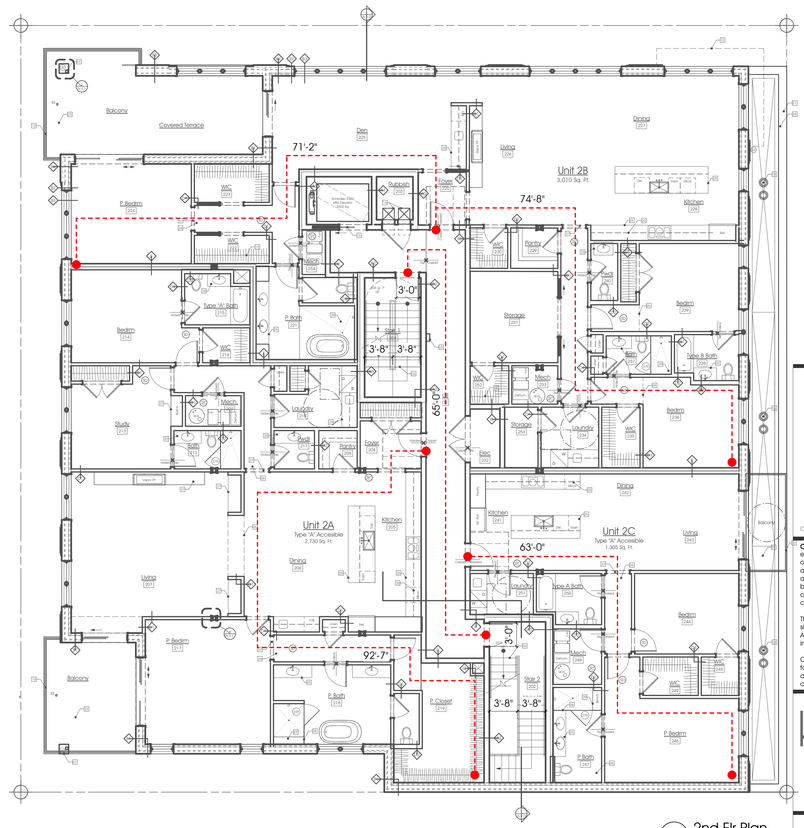
Print Date:
Nov. 14, 2025

Date	No.	Revision/Issue
11/14/25	1	90% Review Set

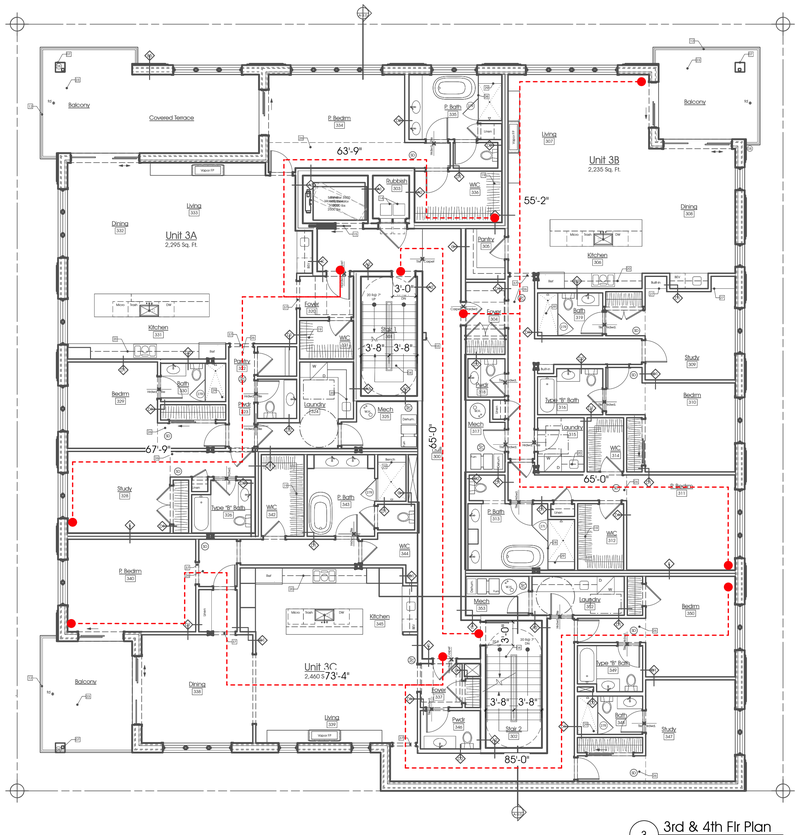
SHEET
A-0.2



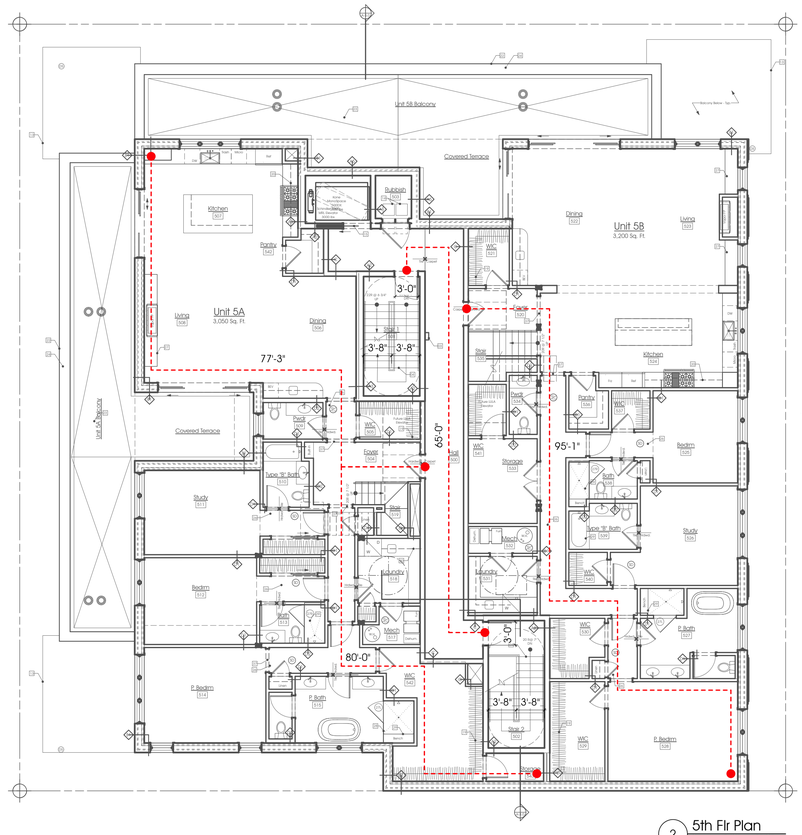
5 1st Flr Plan
Scale: 1/8" = 1'-0"



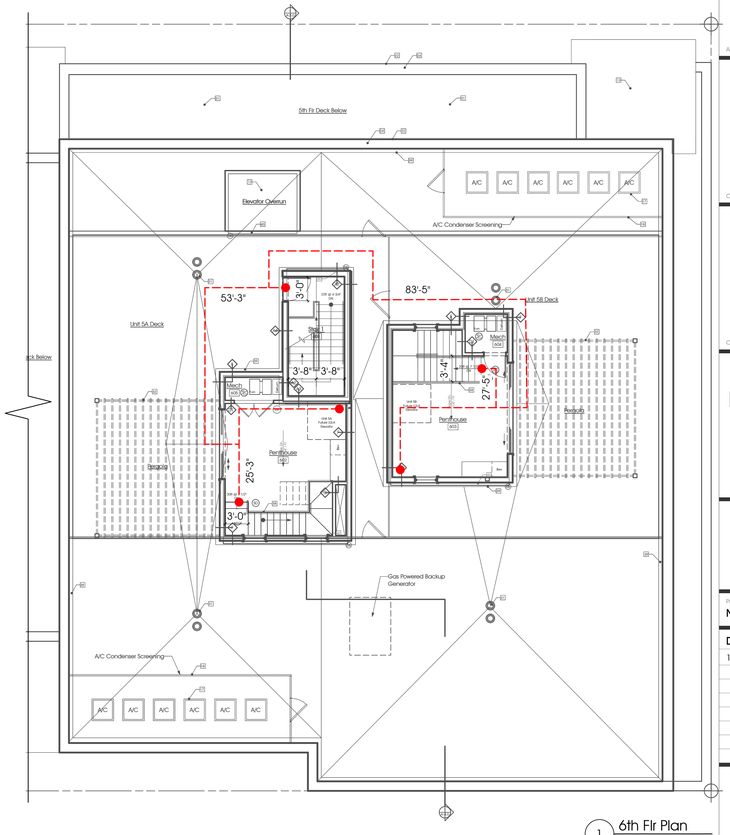
4 2nd Flr Plan
Scale: 1/8" = 1'-0"



3 3rd & 4th Flr Plan
Scale: 1/8" = 1'-0"



2 5th Flr Plan
Scale: 1/8" = 1'-0"



1 6th Flr Plan
Scale: 1/8" = 1'-0"

City Stamp, City of Highland Park

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Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave
Highland Park, IL

Egress Diagrams

Print Date:
Nov. 14, 2025

Date	No.	Revision/Issue
11/14/25	1	90% Review Set

SHEET
A-0.3

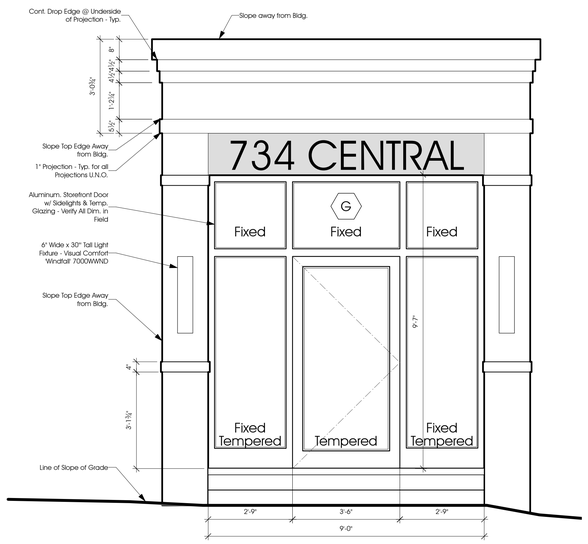
Plan Key Notes

01 Stud Partition/ Demising Wall - Refer Wall Types A3.1
02 CMU Partition Wall - Refer to Wall Types A3.1
03 Fire Extinguisher Cabinet - 1 Hr Rated
04 Non Combustible Mtl. Stairs - 11"T & 1" Nosing Min., Riser Hgt. Per Plan, w/ 36" Handrails, 42" High Guardrails (Pickets 4" O.C. Max) - To Resist Simultaneus Vert. & Horiz Thrust of 50 PLF Load or 200# Concentrated Load at Top Rail, Whichever is greater - Refer to Bldg. Section
05 Conc. Parking Stop
06 Locked Storage Units - Provided by Owner
07 Fire Rated Sft. Column - Refer to Structural Dwg.
08 ADA Clearances
09 Cont. Stone Base - Refer to Elev.
10 Balcony Above
11 Provide 2 Way Com. System Complying w/ 14B-1009.8.1/14B-1009.8.2 & shall include both audible & Visible Signals - Provide Use Directions for the 2 Way Com. System Posted on the Wall Adjacent to the System Signage to Comply w/ 703.5 for Visual Characters Per 2009 ICC A117.1 14 Low Voltage/Phone Equip. Mounted to Plywd. - Refer to Elec. Dwg.
12 42" High Laminated Glass Guardrails that Resist a Simultaneous Vert. & Horiz. Thrust of 50 PLF load or 200# Concentrated load at top rail, whichever is greater
13 Class 'A' Roofing Membrain w/ Mtl. Drip Edge - Refer to Section
14 24" Dia., 16 Ga Aluminized Trash Chute W/ 15"X18" Self Latching, Self Closing 90 Min Rated S.s.bottom Hinged Door W/ 165 Deg (Fspirinkler Head, 3/4" Flushing Spray Head And All Related Support Brackets, Bottom Discharge To Be Accordion Damper Type Offset Into Room.
15 Schindler 3300mrl, 2500# 150 Fpm, S.s. 1 1/2 Hour Rated 'b' Label Door, Alum Threshold, Satin Stainless Steel Cab Ceiling W/ 6 Led Cans, G.c To Verify All Elevator Requirements - Hoistway And Pit Size, Overun Height, Heater Vents, Openings, Etc. Elevator To Comply With Iccia117-2009 Chapter 4.407 And Comply With Emergency And Operation Signal Device Requirements Of Asme A17.1/csda 844 Section 2.27, Provide Stand By Power Complying With Code
16 Floor Drain, Cleanouts - Refer to Plumbing Sheets
17 Condensers On Level Pads w/ Sound Isolators - Refer to Mech. Sheets
18 Non-combustible A/C Unit Screening w/ Access Dr. - Cascade Roof Top Screen - Max. Hgt. to Match Parapet
19 Rod & Shelf
20 Line Upper Cabinets Provide Blocking In Wall
21 4" Thk. Limestone Sill - Slope to Exterior, Project Out 1" Past Bdg. - Provide Integral Drip Edge - Color per Arch.
22 8" Thk. Limestone Sill - Slope to Exterior, Project Out 1" Past Bdg. - Provide Integral Drip Edge - Refer to Elev.
23 24" Pedestal Paver System
24 Parapet Wall To Act As Deck Guardrail
25 1 1/2" Solid Surface Counter
26 1 Hr Gypsum Board Drop Ceiling - A.F.F. per Plan Built In
27 Frameless Temp Glass Shower Enclosure
28 Tile Shower Enclosure Walls & Flr. w/ Bench per Plans
29 Aluminum. Storefront Door w/ Sidelights & Temp. Glazing
30 Combo Low Silhouette Roof Drain With Overflow w/ Strainer - Refer to Plumbing
31 Non-combustible Steel Pergola
32 Handicapped Parking w/ Sign Centered On Parking Spaces, 6'-0" A.f.f.
33 Property Line - Typ.
34 Dero "Track Rack" Wall Mtd. Bike Storage System - 8ft (13 Bike Capacity)
35 Highland Park req'd "knox Box" 3200 Series with a Hinged-Door (black)
36 2'-10" Min. Cased Opening
37 36" Tall Handrail w/ 4" Max. Opngs
38 Cont. Cant Strip - Typ.
39 Prefinished Alum. Gutter & Downspout
40

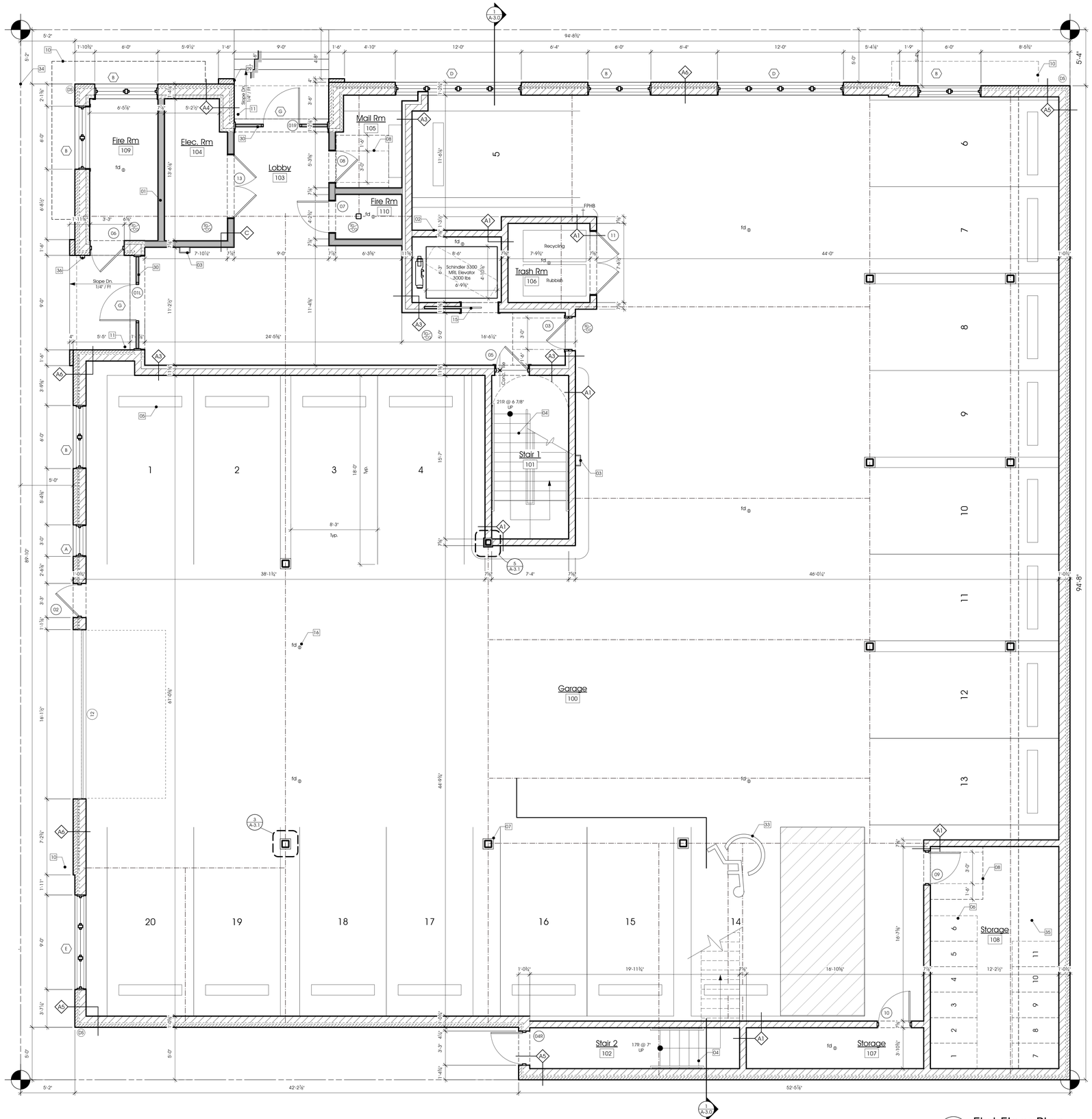
Window Schedule

NOTE: 0.27 U-value min; All Windows to be Energy Star Rated
NOTE: All windows to be low 'E'
NOTE: SDL Muntins as noted - Ref Elev.
NOTE: Obscure Glass @ 1st Flr

MARK	R.O. - W x H	TYPE	FRAME	GLAZING	MANUF.	CAT. NO.	REMARKS
A	3'0" x 6'0"	Casement	Wd. Clad Alum.	Double Glazed	Weather Shield	---	Ref Elev
B	6'0" x 6'0"	Casement	Wd. Clad Alum.	Double Glazed	Weather Shield	---	(2) Units, Ref Elev
C	9'0" x 6'0"	Casement	Wd. Clad Alum.	Double Glazed	Weather Shield	---	(3) Units, Ref Elev
D	12'0" x 6'0"	Casement	Wd. Clad Alum.	Double Glazed	Weather Shield	---	(4) Units, Ref Elev
E	9'0" x 4'2"	Fixed	Wd. Clad Alum.	Double Glazed	Weather Shield	---	(3) Units, Ref Elev
F	3'0" x 4'2"	Casement	Wd. Clad Alum.	Double Glazed	Weather Shield	---	
G	9'0" x 9'7"	Fixed	Alum. Clad Wd.	Double Glazed	Storefront		Central Entry, Ref Elev
H	2'6" x 6'0"	Casement	Wd. Clad Alum.	Double Glazed	Weather Shield	---	w/ Spandrel Panel
I	9'0" x 4'2"	Casement	Wd. Clad Alum.	Double Glazed	Weather Shield	---	(3) Units, Ref Elev
J	3'0" x 6'0"	Casement	Wd. Clad Alum.	Double Glazed	Weather Shield	---	w/ Bottom Spandrel Panel
K	6'0" x 6'0"	Casement	Wd. Clad Alum.	Double Glazed	Weather Shield	---	w/ Bottom Spandrel Panel



2 Entrance Detail
Scale: 1/2" = 1'-0"



1 First Floor Plan
Scale: 1/4" = 1'-0"

Legend

New Partition and/or Wall Refer to Wall Types

New Insulated Wall. Refer to Wall Types

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Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave
Highland Park, IL

First Floor Plan

Print Date:
Nov. 14, 2025

Date	No.	Revision/Issue
11/14/25	1	90% Review Set

SHEET
A-1.1

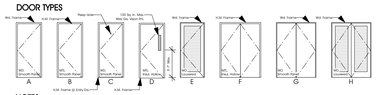
NOTE: Door & Hardware Finish by Developer

NOTE: Windows on 1st Flr to be Obscure Glass

Door Schedule

MARK	TYPE	MATERIAL	OPERATION	WIDTH	HGT.	THK.	SWING	HDW.	LABEL	REMARKS
01L	Ref Elev	Tempered Glass	Swing Simple	9'0"	7'0"	Per Mfr.	LH	1		Storefront System
01R	Ref Elev	Tempered Glass	Swing Simple	9'0"	7'0"	Per Mfr.	RH	1		Storefront System
02	D	H.M. Masonry	Swing Simple	3'0"	7'0"	1 3/4"	LH	2	45 Min.	Ext. Garage Entry
03	D	H.M. Masonry	Swing Simple	3'0"	7'0"	1 3/4"	RH	5	180 Min.	Int. Garage Entry
04L	D	H.M. Masonry	Swing Simple	3'0"	7'0"	1 3/4"	LH	6	45 Min.	Ext Egress Stair
04R	D	H.M. Masonry	Swing Simple	3'0"	7'0"	1 3/4"	RH	2	45 Min.	Ext Egress Stair
05	D	H.M. Masonry	Swing Simple	3'0"	7'0"	1 3/4"	RH	10	90 Min.	Egress Stair
06	B	H.M. Masonry	Swing Simple	3'0"	7'0"	1 3/4"	RH	4	45 Min.	Ext. Fire Rm
07	B	H.M. Masonry	Swing Simple	3'0"	7'0"	1 3/4"	RH	4	90 Min.	Int. Fire Rm
08	B	S.C. Panel	Swing Simple	3'0"	7'0"	1 3/4"	RH	8	45 Min.	Mail Rm.
09	B	H.M. Masonry	Swing Simple	3'0"	7'0"	1 3/4"	LH	8	90 Min.	Res Storage Rm
10	B	H.M. Masonry	Swing Simple	3'0"	7'0"	1 3/4"	RH	7	90 Min.	Storage Rm
11	F	S.C. Panel	Swing Bi-part	6'0"	7'0"	1 3/4"	Bi-Part	3	180 Min.	Trash Rm.
12	-	S.C. Panel	Overhead	16'0"	8'0"	Per Mfr.	Overhead	Per Mfr.		Garage
13	F	S.C. Panel	Swing Bi-part	6'0"	7'0"	1 3/4"	Bi-Part	7	90 Min.	Int. Elec. Rm
14	-	Tempered Glass	Slider	9'0"	8'0"	Per Mfr.	Slider	Per Mfr.		
15	-	Tempered Glass	Slider	6'0"	8'0"	Per Mfr.	Slider	Per Mfr.		
16L	C	S.C. Panel	Swing Simple	3'0"	7'0"	1 3/4"	LH	9	45 Min.	Unit Entry
16R	C	S.C. Panel	Swing Simple	3'0"	7'0"	1 3/4"	RH	9	45 Min.	Unit Entry
17L	A	S.C. Panel	Swing Simple	2'10"	7'0"	1 3/4"	LH	11		
17R	A	S.C. Panel	Swing Simple	2'10"	7'0"	1 3/4"	RH	11		
18L	A	S.C. Panel	Swing Simple	2'10"	7'0"	1 3/4"	LH	12		
18R	A	S.C. Panel	Swing Simple	2'10"	7'0"	1 3/4"	RH	12		
19L	E	S.C. Panel	Swing Simple	2'10"	7'0"	1 3/4"	LH	12		Louvered
19R	E	S.C. Panel	Swing Simple	2'10"	7'0"	1 3/4"	RH	12		Louvered
20	B	H.M. Stud	Swing Simple	3'8"	7'0"	1 3/4"	RH	10	45 Min.	Rubbish Rm
21L	A	S.C. Panel	Swing Simple	2'4"	7'0"	1 3/4"	LH	12		
21R	A	S.C. Panel	Swing Simple	2'4"	7'0"	1 3/4"	RH	12		
22L	A	S.C. Panel	Swing Simple	2'0"	7'0"	1 3/4"	LH	12		
22R	A	S.C. Panel	Swing Simple	2'0"	7'0"	1 3/4"	RH	12		
23	-	S.C. Panel	Pocket Simple	3'0"	7'0"	1 3/4"	-	Pocket		
24	-	S.C. Panel	Slider	6'0"	7'0"	1 3/4"	-	13		
25	G	S.C. Panel	Swing Bi-part	5'0"	7'0"	1 3/4"	Bi-Part	14		
26	-	S.C. Panel	Pocket Bi-part	5'0"	7'0"	1 3/4"	Bi-Part	Pocket		
27L	-	Glass Shower	Swing Simple	2'10"	7'0"	1/2"	LH	Per Mfr.		Tempered
27R	-	Glass Shower	Swing Simple	2'10"	7'0"	1/2"	RH	Per Mfr.		Tempered
28	H	S.C. Panel	Swing Bi-part	5'0"	7'0"	1 3/4"	Bi-Part	14		Louvered
30	-	Tempered Glass	Slider	12'0"	8'0"	Per Mfr.	Slider	Per Mfr.		
31	-	Pref. Alum.	Swing Simple	3'6"	3'6"	1 3/4"	-	Per Mfr.		A/C Screening Gate

DOOR TYPES

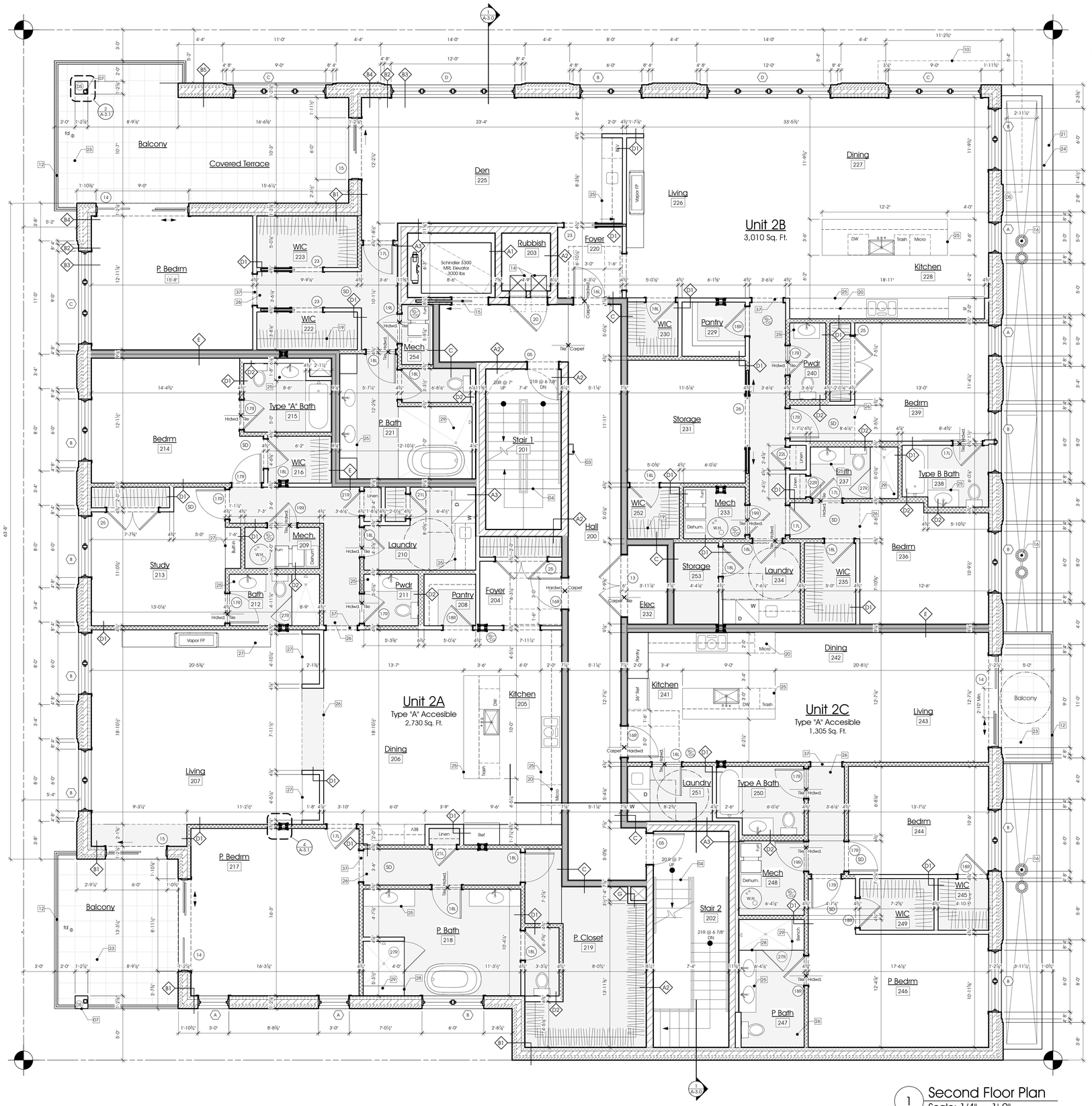


NOTES:
1. All Door Hardware Finish to be Verified w/ Developer
2. All Int. Dr. Styles (Smooth Panel) to be Verified w/ Developer
3. All Int. Drs. to be Painted to be Verified w/ Developer
4. All Non-Prefinished Ext. Drs. to be Painted on the Ext. Face w/ a Durable Ext. Grade Paint - Color to Match Windows
5. All Exit Drs. to be Keyless from the Side of Egress
6. All Fire Rated Label Mfr. Dr. Frames to be CECO SU Series Welded Steel Frame
7. Provide Overhead Dr. Operator to be Controlled by Level Card Reader

NOTE: Door & Hardware Finish by Developer

Door Hardware Schedule

SET	HARDWARE TYPE	MFR	MODEL NO.	REMARKS
1	(3) Hinges 4 1/2" x 4 1/2" Ball Brg.			
	(1) Mortised Deadlatch Lock	Adams Rite		Mortised
	(1) Electric Strike Tied to Reader	Adams Rite		Surface Mount Elec. Strike Controlled by Latch Key Reader
	(1) Ext. Mortised Cylinder	Schlage	30-007	Interchangeable Cylinder Core 23-030 LFIC
	(1) Exit Paddle	Adams Rite	4591	
	(1) Pull Bar	Kawneer	CO-12	
	(1) Closer	Corbin Russwin	DC3210	
	(1) Treshold - HDCP Accessible			
	(1) Weatherstripping & Sweep			
2	(3) Hinges 4 1/2" x 4 1/2" Ball Brg.			
	(1) Mortised Deadlatch Lock	Adams Rite		Mortised
	(1) Electric Strike Tied to Reader	Adams Rite		Surface Mount Elec. Strike Controlled by Latch Key Reader
	(1) Ext. Mortised Cylinder	Schlage	30-007	Interchangeable Cylinder Core 23-030 LFIC
	(1) Panic Bar	Adams Rite	8400 Series	
	(1) Pull Bar	Kawneer	CO-12	
	(1) Closer	Corbin Russwin	DC3210	
3	Passage-Dbl Dr Cont. Gear Hinge			
	(2) Push Plate - 4" x 16"	Ives	8302-8	
	(2) Push Plate - 4" x 16" w/ Round Pull	Ives	8200	
	Removable Astragal			
	(4) Heavy Duty Bumper Guards	Bommer	175-32-600	10" High x 32" Long Both faces of Doors
	(2) Closers	Corbin Russwin	DC3200	Hold Open Function
4	Storeroom Lockset (Lever)	Schlage	AL-80	Interchangeable Cylinder Core 23-030 LFIC / Knurled Lever
	(1) Electric Strike Tied to Reader	Adams Rite		Recessed Electric Strike Controlled by Latch Key Reader
	(3) Hinges 4 1/2" x 4 1/2"			
	(1) Closer	Corbin Russwin	DC3200	
	(1) Wall Stop			
	(1) ADA Threshold / Door Sweep			6th Flr Only
5	Passage Lockset (Lever)	Schlage	AL-10	
	(1) Electric Strike Tied to Reader	Adams Rite		
	(3) Hinges 4 1/2" x 4 1/2"			
	(1) Closer	Corbin Russwin	DC3200	
	(1) Wall Stop			
6	Exit Lockset (Lever)	Schlage	AL-10	
	(3) Hinges 4 1/2" x 4 1/2" Ball Brg.			
	(1) Mortised Deadlatch Lock	Adams Rite		Mortised
	(1) Electric Strike Tied to Reader	Adams Rite		Surface Mount Elec. Strike Controlled by Latch Key Reader
	(1) Ext. Mortised Cylinder	Schlage	30-007	Interchangeable Cylinder Core 23-030 LFIC
	(1) Panic Bar	Adams Rite	8400 Series	
	(1) Closer	Corbin Russwin	DC3210	
7	Storeroom Lockset Double Door			
	(6) Hinges 4 1/2" x 4 1/2"			
	(1) Constant Latching Bolt	Ives	FB51P	
	(1) Dust Proof Strike	Ives	DP2	
	Storeroom Lockset (Lever)	Schlage	AL-80	Interchangeable Cylinder Core 23-030 LFIC
	(1) Coordinator	Ives	COR X FL X MB	
	(2) Closers	Corbin Russwin	DC3200	
	(2) Kick Plates	Ives	8400-10"x29"	
	(1) Gasketing Set	Zero	188SBK PSA	
	(2) Door Sweeps	Zero	39BK	
	(1) Astragal	Zero	41AA	
	(1) Astragal	Zero	655BK-226	
8	Storeroom Lockset (Lever)	Schlage	AL-80	Interchangeable Cylinder Core 23-030 LFIC
	(1) Electric Strike Tied to Reader	Adams Rite		Recessed Electric Strike Controlled by Latch Key Reader
	(3) Hinges 4 1/2" x 4 1/2"			
	(1) Closer	Corbin Russwin	DC3200	
	(1) Wall Stop			
9	Privacy Deadbolt Latch (Lever)	Latch	Mortise - Deadbolt	Interchangeable Cylinder Core 23-030 LFIC
	(3) Hinges 4 1/2" x 4 1/2"			
	(1) Hinge Pin Closer			
	(1) Heavy Duty Hinge Pin Stop			
	(1) Door Viewer			1/2" Bore, 180 Deg. Viewer Mtd. 48" A.F.F.
10	Passage Set (Lever)	Schlage	AL-10	Interchangeable Cylinder Core 23-030 LFIC
	(3) Hinges 4 1/2" x 4 1/2"			
	(1) Closer	Corbin Russwin	DC-3200	
11	Privacy Set (Lever)	Schlage	AL-40	
	(3) Hinges 4 1/2" x 4 1/2"			
	(1) Hinge Pin Stop			
12	Passage Set (Lever)	Schlage	AL-10	
	(3) Hinges 4 1/2" x 4 1/2"			
	(1) Hinge Pin Stop			
13	Bypass Track Sliding Door System	Hager		
	Dbl Box Track			
	4-Wheel Hanger w/ Top Mtd. Pl. Dr. Guide			
14	Dummy Trim-Dbl Door	Schlage	AL-170	
	(2) Double Ball Catch System			



1 Second Floor Plan
Scale: 1/4" = 1'-0"

Legend

- New Partition and/or Wall Refer to Wall Types
- New Insulated Wall. Refer to Wall Types

City Stamp, City of Highland Park

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Second Floor Plan

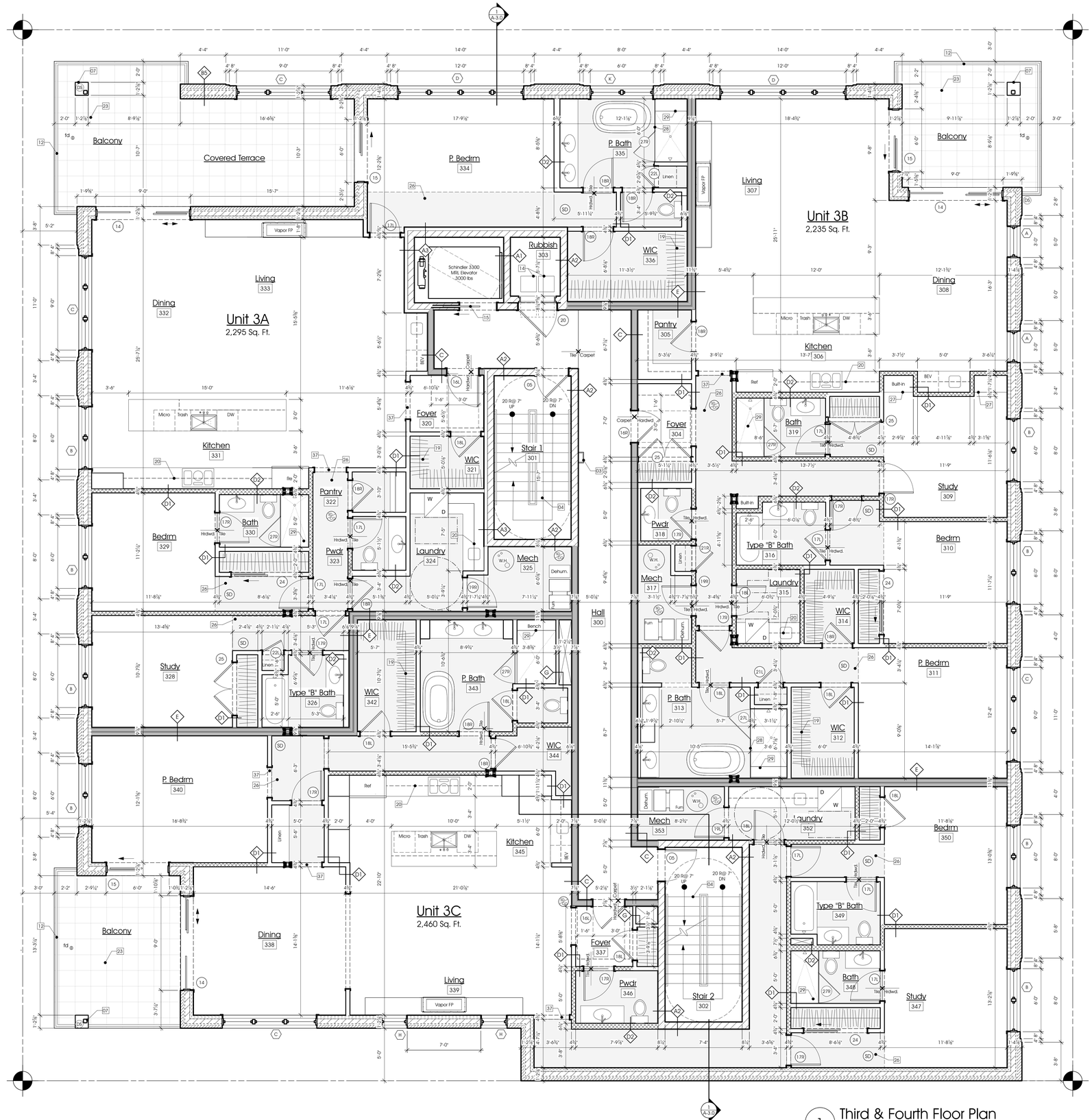
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Nov. 14, 2025

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SHEET
A-1.2

Plan Key Notes

01 Stud Partition/ Demising Wall - Refer Wall Types A3.1
02 CMU Partition Wall - Refer to Wall Types A3.1
03 Fire Extinguisher Cabinet - 1 Hr Rated
04 Non Combustible Mtl. Stairs - 11" ß 1" Nosing Min., Riser Hgt. Per Plan, w/ 36" Handrails, 42" High Guardrails (Pickets 4" O.C. Max) - To Resist Simultaneus Vert. & Horiz Thrust of 50 PLF Load or 200# Concentrated Load at Top Rail, Whichever is greater - Refer to Bldg. Section
05 Conc. Parking Stop
06 Locked Storage Units - Provided by Owner
07 Fire Rated Sft. Column - Refer to Structural Dwg.
08 ADA Clearances
09 Cont. Stone Base - Refer to Elev.
10 Balcony Above
11 Provide 2 Way Com. System Complying w/ 14B-1009.8.1/14B-1009.8.2 & shall include both audible & Visible Signals - Provide Use Directions for the 2 Way Com. System Posted on the Wall Adjacent to the System Signage to Comply w/ 703.5 for Visual Characters Per 2009 ICC A117.1 14 Low Voltage/Phone Equip. Mounted to Plywd. - Refer to Elec. Dwg.
12 42" High Laminated Glass Guardrails that Resist a Simultaneous Vert. & Horiz. Thrust of 50 PLF load or 200# Concentrated load at top rail, whichever is greater
13 Class 'A' Roofing Membrain w/ Mtl. Drip Edge - Refer to Section
14 24" Dia., 16 Ga Aluminized Trash Chute W/ 15"X18" Self Latching, Self Closing 90 Min Rated S.s.bottom Hinged Door W/ 165 Deg (F)sprinkler Head, 3/4" Flushing Spray Head And All Related Support Brackets, Bottom Discharge To Be Accordion Damper Type Offset Into Room.
15 Schindler 3300mrl, 2500# 150 Fpm, S.s. 1 1/2 Hour Rated 'b' Label Door, Alum Threshold, Satin Stainless Steel Cab Ceiling W/ 6 Led Cans, G.c To Verify All Elevator Requirements - Hoistway And Pit Size, Overun Height, Heater Vents, Openings, Etc. Elevator To Comply With Icca/a117-2009/ Chapter 4.407 And Comply With Emergency And Operation Signal Device Requirements Of Asme A17.1/csda B44 Section 2.27. Provide Stand By Power Complying With Code
16 Floor Drain, Cleanouts - Refer to Plumbing Sheets
17 Condensers On Level Pads w/ Sound Isolators - Refer to Mech. Sheets
18 Non-combustible A/C Unit Screening w/ Access Dr. - Cascade Roof Top Screen - Max. Hgt. to Match Parapet
19 Rod & Shelf
20 Line Upper Cabinets Provide Blocking in Wall
21 4" Thk. Limestone Sill - Slope to Exterior, Project Out 1" Past Bldg. - Provide Integral Drip Edge - Color per Arch.
22 8" Thk. Limestone Sill - Slope to Exterior, Project Out 1" Past Bldg. - Provide Integral Drip Edge - Refer to Elev.
23 24" Pedestal Paver System
24 Parapet Wall To Act As Device Guardrail
25 1 1/2" Solid Surface Counter
26 1 Hr Gypsum Board Drop Ceiling - A.F.F. per Plan
27 Built In
28 Frameless Temp Glass Shower Enclosure
29 Tile Shower Enclosure Walls & Flr. w/ Bench per Plans
30 Aluminum, Storefront Door w/ Sidelights & Temp. Glazing
31 Combo Low Silhouette Roof Drain With Overflow w/ Strainer - Refer to Plumbing
32 Non-combustible Steel Pergola
33 Handicapped Parking w/ Sign Centered On Parking Spaces, 6'-0" A.f.f.
34 Property Line - Typ.
35 Dero "Rack Rack" Wall Mtd. Bike Storage System - 8ft (13 Bike Capacity)
36 Highland Park ind.st "Knox Box" 3200 Series with a Hinged-Door (black)
37 2'-10" Min. Cased Opening
38 36" Tall Handrail w/ 4" Max. Opngs
39 Cont. Cant Strip - Typ.
40 Prefinished Alum. Gutter & Downspout



1 Third & Fourth Floor Plan
Scale: 1/4" = 1'-0"

Legend

New Partition and/or Wall Refer to Wall Types

New Insulated Wall. Refer to Wall Types

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Third & Fourth Floor Plan

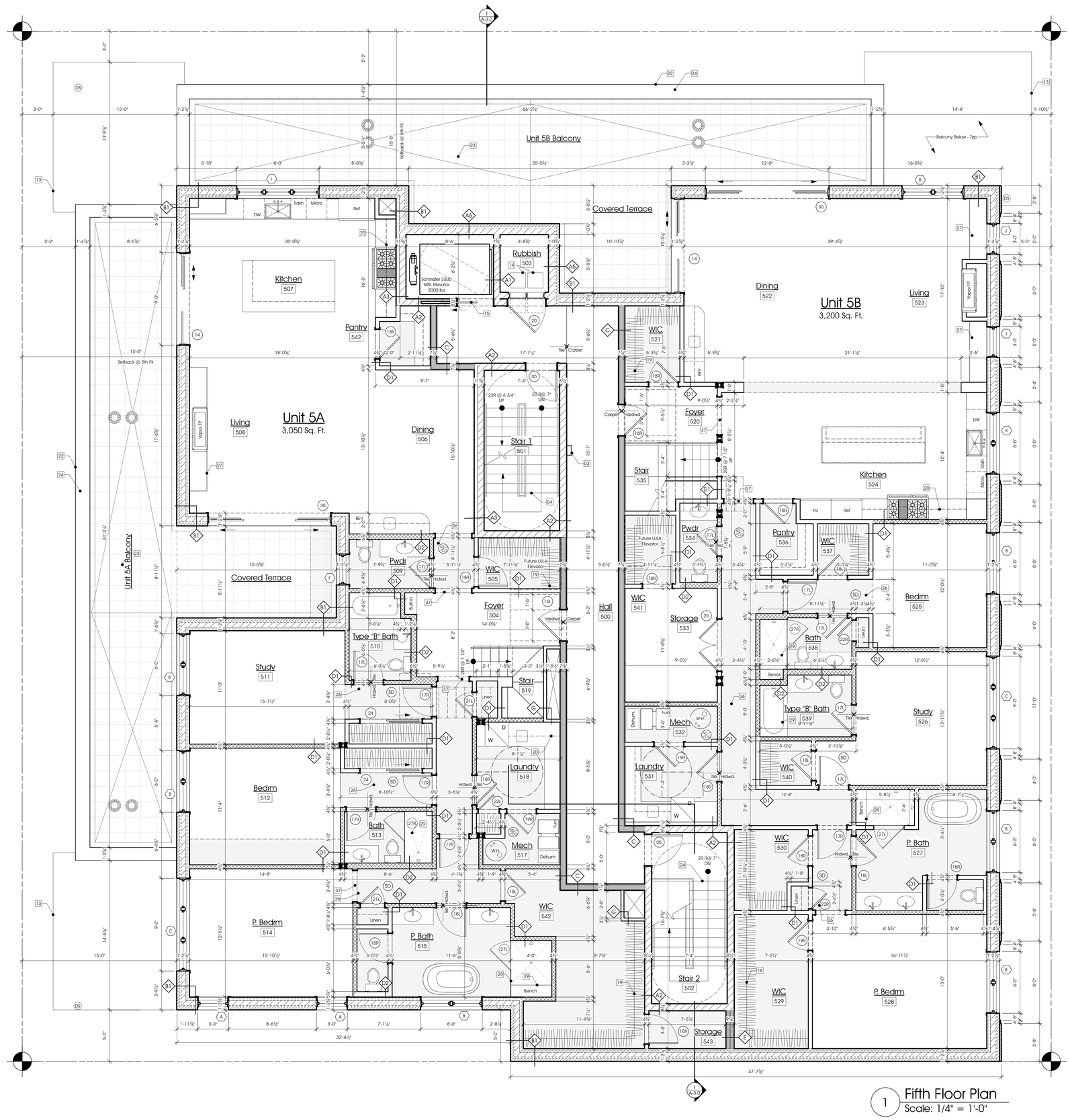
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SHEET
A-1.3

Plan Key Notes

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02 CMU Partition Wall - Refer to Wall Types A3.1
03 Fire Extinguisher Cabinet - 1 Hr Rated
04 Non Combustible Mtl. Stairs - 11"T & 1" Nosing Min., Riser Hgt. Per Plan, w/ 36" Handrails, 42" High Guardrails (Pickets 4" O.C. Max) - To Resist Simultaneus Vert. & Horiz Thrust of 50 PLF Load or 200# Concentrated Load at Top Rail, Whichever is greater - Refer to Bldg. Section
05 Conc. Parking Stop
06 Locked Storage Units - Provided by Owner
07 Fire Rated Sft. Column - Refer to Structural Dwg.
08 ADA Clearances
09 Cont. Stone Base - Refer to Elev.
10 Balcony Above
11 Provide 2 Way Com. System Complying w/ 14B-1009.8.1/14B-1009.8.2 & shall include both audible & Visible Signals - Provide Use Directions for the 2 Way Com. System Posted on the Wall Adjacent to the System Signage to Comply w/ 703.5 for Visual Characters Per 2009 ICC A117.1 14 Low Voltage/Phone Equip. Mounted to Plywd. - Refer to Elec. Dwg.
12 42" High Laminated Glass Guardrails that Resist a Simultaneous Vert. & Horiz. Thrust of 50 PLF load or 200# Concentrated load at top rail, whichever is greater
13 Class 'A' Roofing Membrain w/ Mtl. Drip Edge - Refer to Section
14 24" Dia., 16 Ga Aluminized Trash Chute W/ 15"X18" Self Latching, Self Closing 90 Min Rated S.s.bottom Hinged Door W/ 165 Deg (F)sprinkler Head, 3/4" Flushing Spray Head And All Relelted Support Brackets, Bottom Discharge To Be Accordion Damper Type Offset Into Room.
15 Schindler 3300mrl, 2500# 150 Fpm, S.s. 1 1/2 Hour Rated 'b' Label Door, Alum Threshold, Satin Stainless Steel Cab Ceiling W/ 6 Led Cans, G.c To Verify All Elevator Requirements - Hoistway And Pit Size, Overun Height, Heater Vents, Openings, Etc. Elevator To Comply With Icca/a117-2009 Chapter 4.407 And Comply With Emergency And Operation Signal Device Requirements Of Asme A17.1/csda B44 Section 2.27. Provide Stand By Power Complying With Code
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40 Prefinished Alum. Gutter & Downspout



1 Fifth Floor Plan
Scale: 1/4" = 1'-0"

Legend

New Partition and/or Wall Refer to Wall Types

New Insulated Wall. Refer to Wall Types

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Fifth Floor Plan

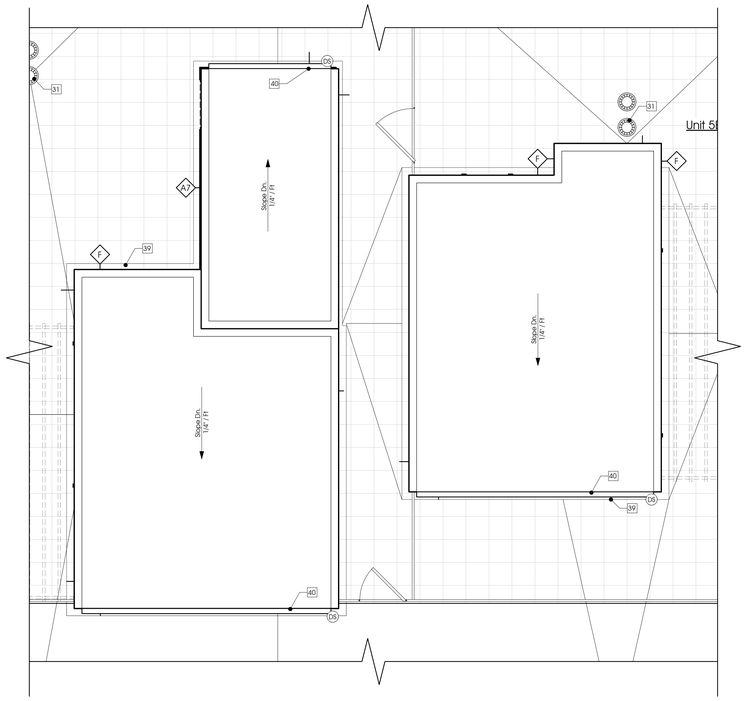
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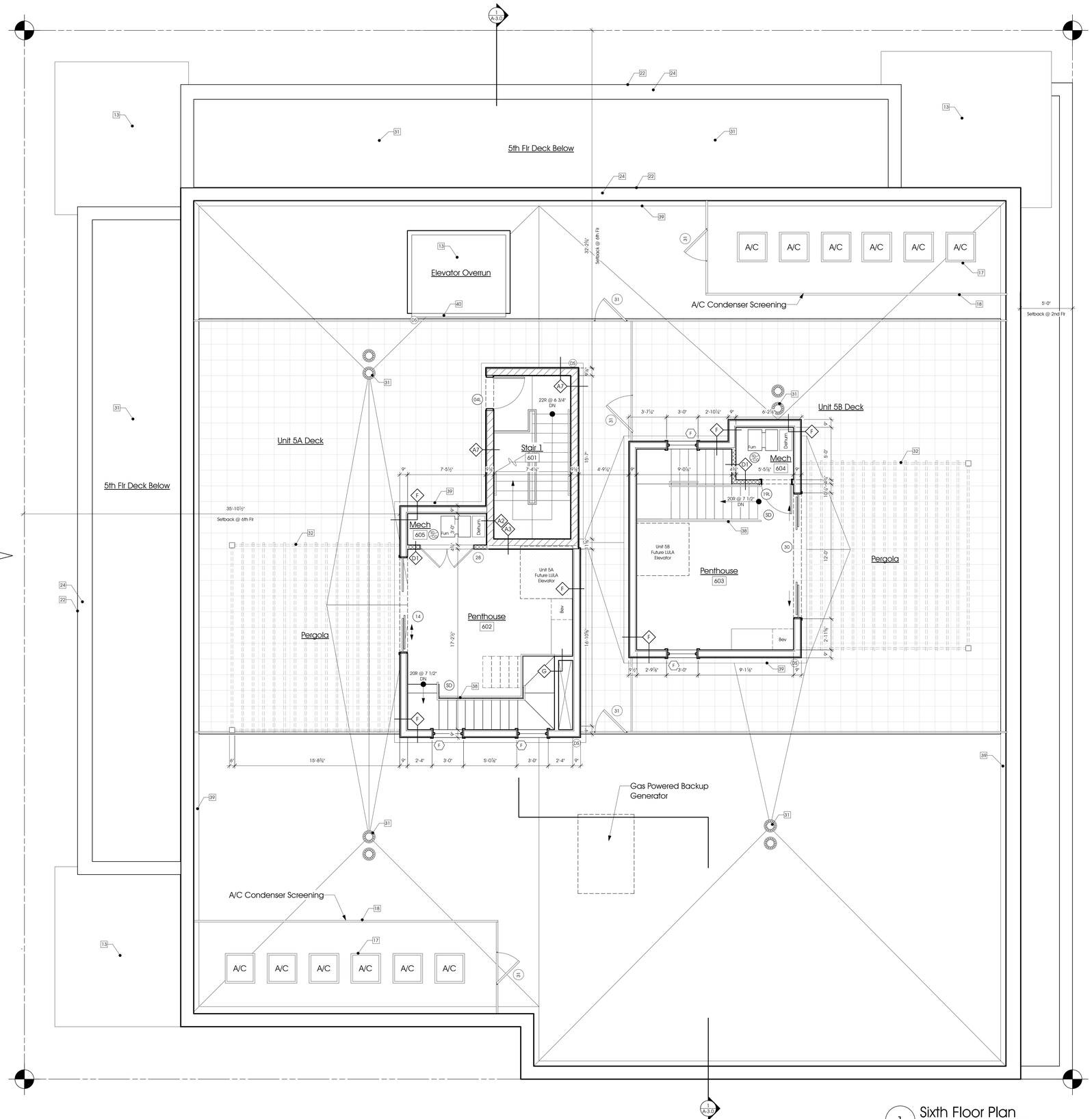
SHEET
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06 Locked Storage Units - Provided by Owner
07 Fire Rated Sft. Column - Refer to Structural Dwg.
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09 Cont. Stone Base - Refer to Elev.
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13 Class 'A' Roofing Membrain w/ Mtl. Drip Edge - Refer to Section
14 24" Dia., 16 Ga Aluminized Trash Chute W/ 15"X18" Self Latching, Self Closing 90 Min Rated S.s.bottom Hinged Door W/ 165 Deg (Fsp)sriniler Head, 3/4" Flushing Spray Head And All Related Support Brackets, Bottom Discharge To Be Accordion Damper Type Offset Into Room.
15 Schindler 3300mrl, 2500# 150 Fpm, S.s. 1 1/2 Hour Rated 'b' Label Door, Alum Threshold, Satin Stainless Steel Cab Ceiling W/ 6 Led Cans, G.c To Verify All Elevator Requirements - Hoistway And Pit Size, Overun Height, Heater Vents, Openings, Etc. Elevator To Comply With Iccia117-2009 Chapter 4.407 And Comply With Emergency And Operation Signal Device Requirements Of Asme A17.1/csda 844 Section 2.27. Provide Stand By Power Complying With Code
16 Floor Drain, Cleanouts - Refer to Plumbing Sheets
17 Condensers On Level Pads w/ Sound Isolators - Refer to Mech. Sheets
18 Non-combustible A/C Unit Screening w/ Access Dr. - Cascade Roof Top Screen - Max. Hgt. to Match Parapet
19 Rod & Shelf
20 Line Upper Cabinets Provide Blocking In Wall
21 4" Thk. Limestone Sill - Slope to Exterior, Project Out 1" Past Bdg. - Provide Integral Drip Edge - Color per Arch.
22 8" Thk. Limestone Sill - Slope to Exterior, Project Out 1" Past Bdg. - Provide Integral Drip Edge - Refer to Elev.
23 24" Pedestal Paver System
24 Parapet Wall To Act As Deck Guardrail
25 1 1/2" Solid Surface Counter
26 1 Hr Gypsum Board Drop Ceiling - A.F.F. per Plan
27 Built In
28 Frameless Temp Glass Shower Enclosure
29 Tile Shower Enclosure Walls & Flr. w/ Bench per Plans
30 Aluminum. Storefront Door w/ Sidelights & Temp. Glazing
31 Combo Low Silhouette Roof Drain With Overflow w/ Strainer - Refer to Plumbing
32 Non-combustible Steel Pergola
33 Handicapped Parking w/ Sign Centered On Parking Spaces, 6'-0" A.f.f.
34 Property Line - Typ.
35 Dero "Track Rack" Wall Mtd. Bike Storage System - 8ft (13 Bike Capacity)
36 Highland Park req'd "Knox Box" 3200 Series with a Hinged-Door (black)
37 2'-10" Min. Cased Opening
38 36" Tall Handrail w/ 4" Max. Opngs
39 Cont. Cant Strip - Typ.
40 Prefinished Alum. Gutter & Downspout



2 Upper Roof Plan
Scale: 1/4" = 1'-0"



1 Sixth Floor Plan
Scale: 1/4" = 1'-0"

Legend

New Partition and/or Wall Refer to Wall Types

New Insulated Wall. Refer to Wall Types

City Stamp, City of Highland Park

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Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave
Highland Park, IL

Sixth Floor Plan, Roof Plan

Print Date
Nov. 14, 2025

Date	No.	Revision/Issue
11/14/25	1	90% Review Set

SHEET
A-1.5



1 North (Central Ave) Elevation
Scale: 1/4" = 1'-0"

Elevation Notes

101	Line of Grade - Slope Away from Bldg.
102	1st Flr. Level
103	2nd Flr. Level
104	3rd Flr. Level
105	4th Flr. Level
106	5th Flr. Level
107	6th Flr. Level
301	Exposed Conc. Fnd. Wall - 8" Above Grade. Apply Stucco Parge Coat - See Det. 1/A-3.2
302	Fnd. Wall Below Grade
303	Conc. Ftg. Below Grade
401	Glen-Gery Modular Brick "Stonington Gray Velour"
402	Glen-Gery Modular Brick "Charcoal Gray Velour" w/ Dark Mortar
403	Cont. Stone Base
404	4" Cont. Stone Sill. Rake and Caulk all Joints
405	8" Tall Limestone Header. Cont. Flashing w/ Weep Holes @ 32" O.C.
406	12" Tall Custom Limestone Band - Provide Shop Drawing for Review
407	Custom Limestone Band - Submit Shop Dwg for Review
408	Custom Limestone Cornice - Submit Shop Dwg for Review
409	Recessed Masonry w/ Limestone Sill & Header
501	Pac-Clad Prefinished Alum. Panel "Medium Bronze"
502	Mechanical Louver/Vent - Ref Mech.
503	Prefinished Alum. Cap
504	Alum. Wrapped Sill
505	Prefinished Alum. Pergola
410	Masonry Joint
801	Scheduled Door Unit
802	Scheduled Window Unit
803	Scheduled Prefinished Alum. Garage Doors
1501	Scheduled A/C Condenser Unit - On Conc. Pads
1502	Frost Proof Hose Bib
1601	Scheduled Light Fixture
1602	Gas Meter
1603	Electric Meter
108	Top of Parapet
506	42" Tall Laminated Glass Railing System w/ Top & Bottom Rails. Railings to Resist 50PLF Vert. & Horiz. Loading, 200LB Concentrated Load in Any Direction
411	Masonry Control Joint
804	Scheduled Spandrel Panel - Match. Window
1001	8" High Mtl. Address Numbers on Stainless Stl. Standoffs
601	Stucco - Color by Arch.

City Stamp: City of Highland Park

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Multi-Family Building for

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734 Central Ave
Highland Park, IL

North Elevation

Print Date:
Nov. 14, 2025

Date	No.	Revision/Issue
11/14/25	1	90% Review Set

SHEET
A-2.0



Elevation Notes

101	Line of Grade - Slope Away from Bldg.
102	1st Flr. Level
103	2nd Flr. Level
104	3rd Flr. Level
105	4th Flr. Level
106	5th Flr. Level
107	6th Flr. Level
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303	Conc. Ftg. Below Grade
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402	Glen-Gery Modular Brick "Charcoal Gray Velour" w/ Dark Mortar
403	Cont. Stone Base
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411	Masonry Control Joint
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1001	8" High Mtl. Address Numbers on Stainless Stl. Standoffs
601	Stucco - Color by Arch.

2 West (McGovern Ave) Elevation
Scale: 1/4" = 1'-0"

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West Elevation

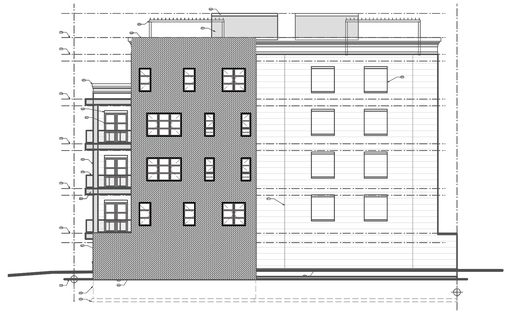
Print Date
Nov. 14, 2025

Date	No.	Revision/Issue
11/14/25	1	90% Review Set

SHEET
A-2.1



East Elevation 5'<10' (25% Max.)
990 Sq. Ft. Glazing / 4451 Sq. Ft. = 22.24%



East Elevation 5'<10' (25% Max.)
312 Sq. Ft. Glazing / 2161 Sq. Ft. = 14.44%

2 Opening Diagrams
Scale: 1/16" = 1'-0"



1 South Elevation
Scale: 1/4" = 1'-0"

Elevation Notes

101	Line of Grade - Slope Away from Blg.
102	1st Flr. Level
103	2nd Flr. Level
104	3rd Flr. Level
105	4th Flr. Level
106	5th Flr. Level
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804	Scheduled Spandrel Panel - Match. Window
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601	Stucco - Color by Arch.

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Multi-Family Building for

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734 Central Ave Highland Park, IL

South Elevation

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Elevation Notes

101	Line of Grade - Slope Away from Bldg.
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104	3rd Flr. Level
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1 East Elevation
Scale: 1/4" = 1'-0"

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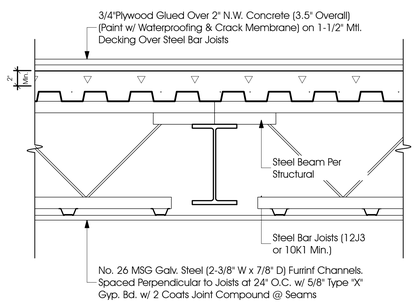
734 Central Ave Highland Park, IL

East Elevation

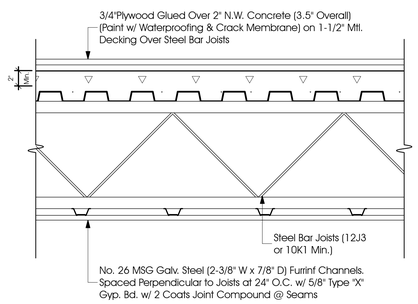
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Nov. 14, 2025

Date	No.	Revision/Issue
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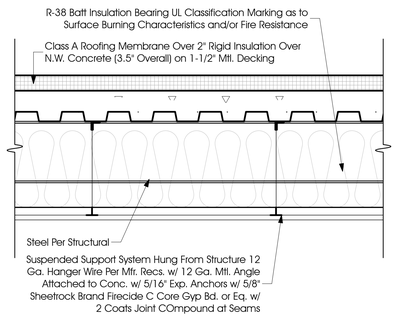
SHEET
A-2.3



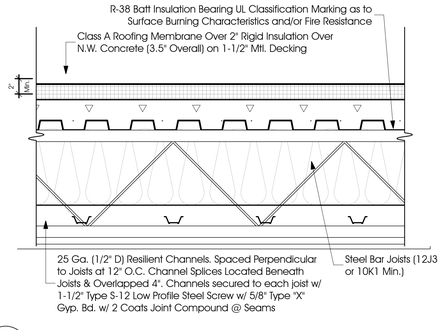
6 1 Hour Beam Enclosure in Floor Structure
UL #G501



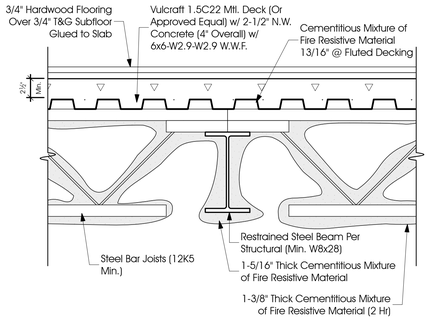
7 1 Hour Floor/Ceiling Assembly - Bar Joist
UL #G501



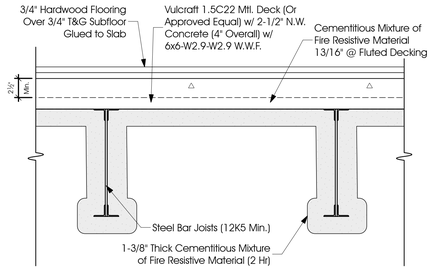
8 1 Hour Roof/Ceiling Assembly - C Joist
UL #P562



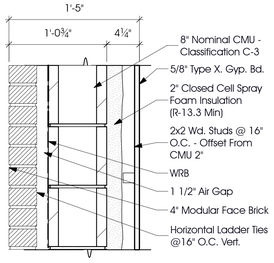
9 1 Hour Roof/Ceiling Assembly - Bar Joist
UL #P562



10 3 Hour Beam in 2 Hour Floor Structure
UL #D759



11 2 Hour Floor/Ceiling Assembly - Bar Joist
UL #D759



A1 7 5/8" CMU Bearing Wall
UL #U904 - 3hr

A2 8 1/4" CMU Bearing Wall
UL #U904 - 3hr
Similar to A1 w/ 5/8 Gyp. Bd.

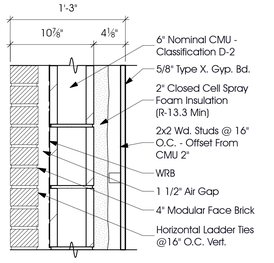
A3 12" CMU Bearing Wall
UL #U904 - 3hr
Similar to A1 w/ 5/8 Gyp. Bd. & 3.5" Furring

A4 1'-5" Brick Cavity Wall
UL #U904 - 3hr ; Assembly R Value: R13.3
Similar to A1 w/ 5/8 Gyp. Bd. & 2" Furring, 2"
Insulation, 1 1/2" Air Gap, & 4" Face brick

A5 12 3/4" CMU Bearing Wall
UL #U904 - 3hr
Similar to A1 w/ 4" Face brick

A6 12 3/4" CMU Bearing Wall
UL #U904 - 3hr
Similar to A1 w/ 4" Face brick & 2" Rigid Insulation

A7 9 1/8" CMU Bearing Wall
UL #U904 - 3hr
Similar to A1 w/ Stucco Cladding



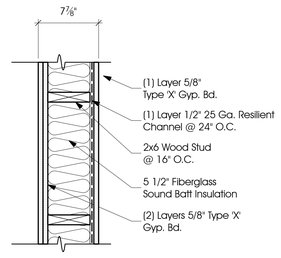
B1 1'-3" Brick Cavity Wall
UL #U906 - 2hr
Assembly R Value: R13.3

B2 1'-3" Brick Cavity Wall
UL #U906 - 2hr
Similar to B1 w/ Limestone Cladding instead of Brick -
Ref Elev.

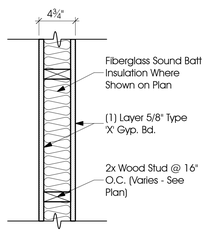
B3 1'-3" Brick Cavity Wall
UL #U906 - 2hr
Similar to B1 w/ Metal Paneling Instead of Brick

B4 1'-5" Brick Cavity Wall
UL #U906 - 2hr
Similar to B1 w/ 3" Air Gap

B5 1'-5" Brick Ext. Wall
UL #U906 - 2hr
Similar to B1 w/ Brick on Both Sides

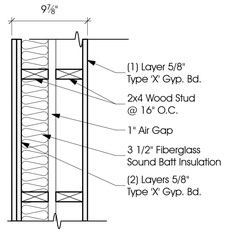


C 8" Non Bearing Partition Wall - STC 53
UL #U305 - 1hr

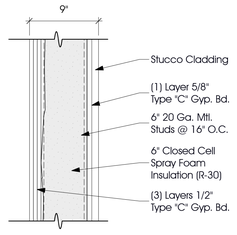


D1 4 3/4" Non Bearing Wall

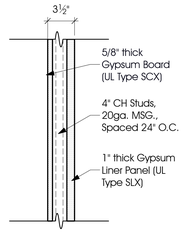
D2 6 3/4" Non Bearing Wall



E 10" Non Bearing Partition Wall - STC 60
UL #U305 - 1hr



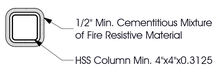
F 9" Ext. Metal Stud Wall
UL #U424 - 2 Hr.



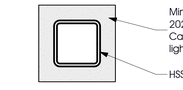
G 3 1/2" Shaft Wall
UL #U415 - 1 Hr.

NOTE:
Apply Acoustical Sealant at
Perimerter of all Flr & Clg Wall
Intersections - Typ.

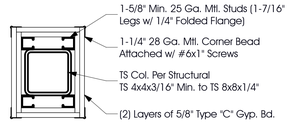
1 Wall Types
Scale: 1 1/2" = 1'-0"



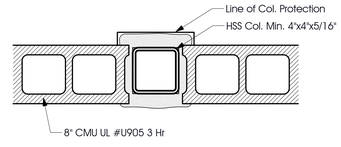
2 1 Hr Columns
UL #X790



3 3 Hr Columns (In Garage)
IBC 2021 table 721.1(1)



4 1 Hour Interior Column
UL #X528



5 3 Hr Columns (In Wall)
UL #X790

City Stamp: City of Highland Park

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Architect's Stamp

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Multi-Family Building for

Platinum Homes of Chicago

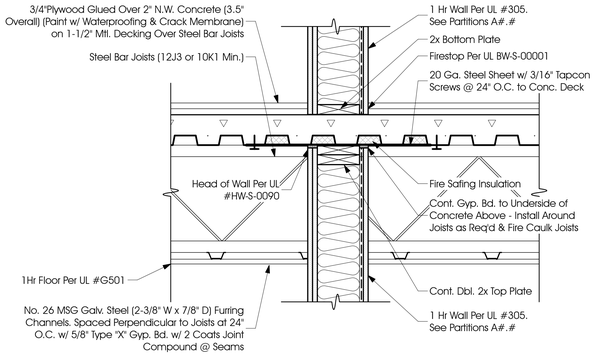
734 Central Ave Highland Park, IL

Wall Types

Print Date:
Nov. 14, 2025

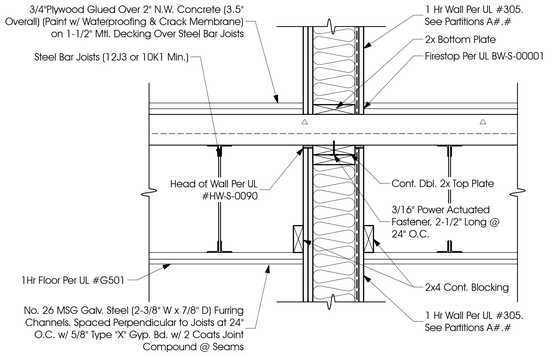
Date	No.	Revision/Issue
11/14/25	1	90% Review Set

SHEET
A-3.1



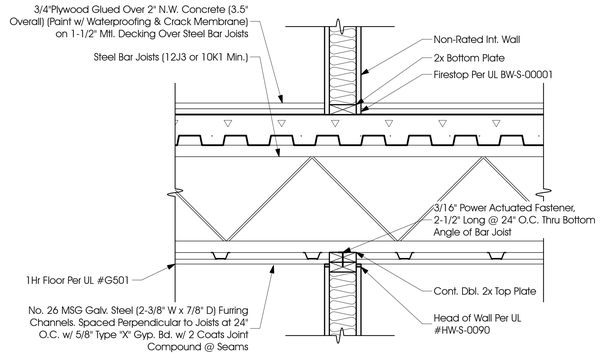
Fire Rated Partition Detail (Perp to Truss)

Gyp. Bd. Fire Blocking to be Installed Prior to Any Pipe Penetrations. Al Pipe Penetrations to be Sealed w/ Firecode Compound Per UL 605



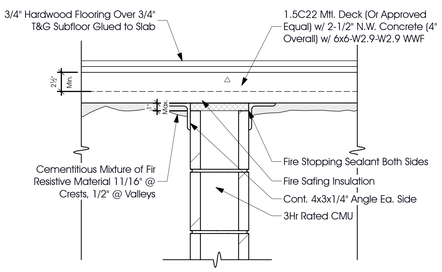
Fire Rated Partition Detail (Parallel to Truss)

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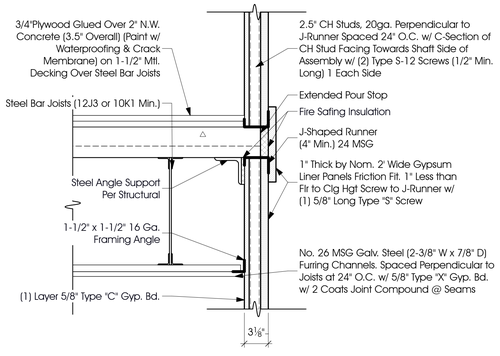
Non Rated Partition Detail (Perp to Truss)

All Pipe Penetrations to be Sealed w/ Firecode Compound Per UL 605



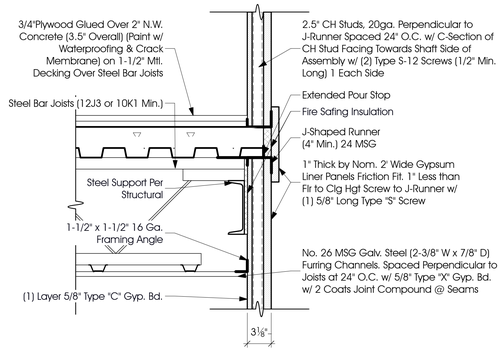
3 Hr CMU - 2 Hr Floor (Parallel to Decking)

Floor UL #U415/ Wall UL #U***



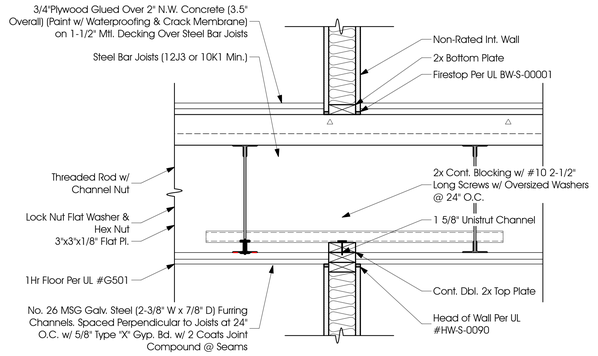
Mechanical Shaft Wall (Parallel to Truss)

Gyp. Bd. Fire Blocking to be Installed Prior to Any Pipe Penetrations. All Pipe Penetrations to be Sealed w/ Firecode Compound Per UL 605
Shaft UL #U415 - 1 Hr.



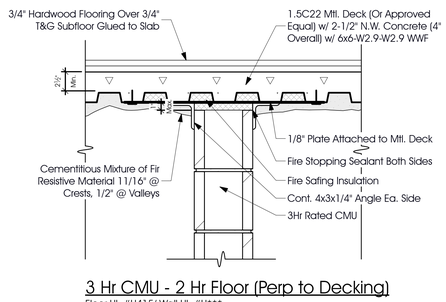
Mechanical Shaft Wall (Perp to Truss)

Gyp. Bd. Fire Blocking to be Installed Prior to Any Pipe Penetrations. All Pipe Penetrations to be Sealed w/ Firecode Compound Per UL 605
Shaft UL #U415 - 1 Hr.



Non Rated Partition Detail (Parallel to Truss)

All Pipe Penetrations to be Sealed w/ Firecode Compound Per UL 605



3 Hr CMU - 2 Hr Floor (Perp to Decking)

Floor UL #U415/ Wall UL #U***

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Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave
Highland Park, IL

Assembly Details

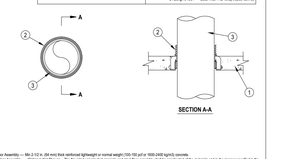
Print Date:
Nov. 14, 2025

Date	No.	Revision/Issue
11/14/25	1	90% Review Set

SHEET
A-3.7

System No. F-A-1016

ANSI/UL1479 (ASTM E814)	CAN/ULC S115
F Rating — 2 Hr	F Rating — 2 Hr
T Rating — 0 Hr	FT Rating — 0 Hr
L Rating At Ambient — Less Than 1 CFM/sq ft (See Item 3)	FTH Rating — 2 Hr
L Rating At 400 F — Less Than 1 CFM/sq ft (See Item 3)	FTH Rating — 0 Hr
W Rating — Class 1 (See Items 4B and 4B1)	L Rating At Ambient — Less Than 1 CFM/sq ft (See Item 3)
	L Rating At 400 F — Less Than 1 CFM/sq ft (See Item 3)



1. Floor or Wall Assembly — Min 4-1/2 in. (114 mm) thick reinforced lightweight or normal weight (100-150 pcf or 1600-2400 kg/m3) concrete. Wall may also be constructed of any UL Classified Concrete Blocks*. Max size of opening is 249 in.2 (1548 cm2) with max dimension of 30 in. (762 mm).
See Concrete Blocks (CAZT) category in the Fire Resistance Directory for names of manufacturers.
2. Through-Penetrant — One metallic pipe or conduit to be installed either concentrically or eccentrically within the firestop system. The annular space between pipe or conduit and periphery of opening shall be min 0 in. to max 7/8 in. (22 mm). Pipe or conduit to be rigidly supported on both sides of floor or wall assembly. The following types and sizes of metallic pipes or conduits may be used:
A. Steel Pipe — Nom 30 in. (762 mm) nom (or smaller) Schedule 10 (or heavier) steel pipe.
B. Iron Pipe — Nom 30 in. (762 mm) (or smaller) cast or ductile iron pipe.
C. Conduit — Nom 6 in. (152 mm) (or smaller) steel conduit.
D. Copper Tubing — Nom 6 in. (152 mm) (or smaller) Type L (or heavier) copper tube.
E. Conduit — Nom 6 in. (152 mm) diam (or smaller) steel conduit.
F. Conduit — Nom 6 in. (152 mm) diam (or smaller) electrical metallic tubing (EMT).
3. Fill, Void or Cavity Material* — Sealant — Min 1/2 in. (13 mm) thickness of fill material applied within the annulus, flush with top surface of floor or with both surfaces of wall. At the point contact location between pipe and concrete, a min 1/4 in. (6 mm) bead of fill material shall be applied at the concrete/pipe interface on the top surface of floor and on both surfaces of wall.
HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC — FS-ONE Sealant or FS-ONE MAX Intumescent Sealant.

* Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.

METALLIC PIPE- 4"-6" CONDUIT OR 6" COPPER AT FLOOR 2 HR

Page: 2 of 2

System No. F-A-1016

The firestop device and metallic penetrant shall be sized as follows:

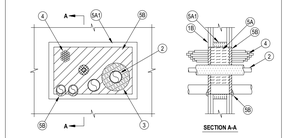
Nom Pipe Diam +, ++	Firestop Device
1-1/2 to 2-1/2 in.(38 to 64 mm) - Other than copper pipe or tubing	CP606x-75/2.5V CP662-75/2.5"
1-1/2 to 2 in.(38 to 51 mm) - Other than copper pipe or tubing	CP 660-M-2", CP 660-F-2, CP 680-PX-2"
2 to 2-1/2 in. (51 to 64 mm) - Copper pipe or tubing	CP606x-75/2.5V CP662-75/2.5"
	CP 660-M-2", CP 680-F-2", CP 680-PX-2"
2-1/2 to 3 in. (64 to 76 mm)	CP 660-M-3", CP 680-F-3", CP 680-PX-3"
4 in. (102 mm)	CP606x-110/4"V CP662-110/4"
	CP 680-M-4", CP 680-F-4"
6 in. (152 mm)	CP606x-160/6"
	CP 680-M-6", CP 680-F-6"

+ When metallic pipes of diameters smaller than those shown above are installed within the device, CP616 Firestop Putty Stick or mineral wool insulation shall be installed within the annulus.
++ L Rating applies only to CP 680-M and -PX2 devices and when the annulus is filled with the annulus is filled with the annulus is filled with

System No. W-L-8079

WL 8079

ANSI/UL1479 (ASTM E814)	CAN/ULC S115
F Ratings — 1 and 2 Hr (See Item 1)	F Ratings — 1 and 2 Hr (See Item 1)
T Ratings — 0, 1/2, 3/4, 1-1/2 and 2 Hr (See Items 1, 2, 3 and 4)	FT Ratings — 0, 1/2, 3/4, 1-1/2 and 2 Hr (See Items 1, 2, 3 and 4)
	FH Ratings — 1 and 2 Hr (See Item 1)
	FTH Ratings — 0, 1/2, 3/4, 1-1/2 and 2 Hr (See Items 1, 2, 3 and 4)



System tested with a pressure differential of 2.5 Pa between the exposed and the unexposed surfaces with the higher pressure on the exposed side.

1. Wall Assembly — The 1 or 2 hr fire rated gypsum board/stud wall assembly shall be constructed of the materials and in the manner specified in the individual U300, U400, V400 or W400 Series Wall and Partition Designs in the UL Fire Resistance Directory and shall include the following construction features:
   A. Studs — Wall framing may consist of either wood studs or channel shaped steel studs. Wood studs to consist of nom 2 by 4 in. (51 by 102 mm) lumber spaced max 16 in. (406 mm) OC. Steel studs to be min 3-1/2 in. (89 mm) wide and spaced max 24 in. (610 mm) OC. When then studs are to be used, additional 2 in. (51 mm) wide steel studs (not shown) are to be installed on each side of the studs at the perimeter of the opening. Where the additional studs are to be used to frame the openings for the 1 hr T, FT and FTH Ratings of the firestop system are 51 mm.
   B. Gypsum Board* — 5/8 in. (16 mm) thick with square or tapered edges. The gypsum board type, thickness, number of layers, fastener type and sheet orientation shall be as specified in the individual U300, U400 or V400 Wall and Partition Design. If the through penetrants are installed in a wood studs/gypsum board assembly, the max area of square, rectangular, or circular opening is 210 sq in. (1355 cm²) with max dimension of 14-1/2 in. (368 mm). If the through penetrants are installed in a steel studs/gypsum board assembly, max area of square, rectangular, or circular opening is 240 sq in. (1548 cm²) with max dimension of 29 in. (508 mm) wide.

   The hourly F and FH Ratings of the firestop system are equal to the hourly fire rating of the wall assembly in which it is installed.

MULTIPLE PIPES, CONDUIT AT GYP WALL 1-2 HR

System No. W-L-8079

WL 8079

2. Through-Penetrant — One or more pipes, conduit or tubes to be installed within the opening. The total number of through-penetrants is dependent on the size of the opening and the types and sizes of the penetrants. Any combination of the penetrants described below may be used provided that the following parameters relative to the annular spaces and the spacing between the through penetrants are maintained. The separation between the penetrants shall be min 1 in. (25 mm) to max 20 in. (508mm). The annular space between penetrants and the periphery of opening shall be min 0 in. (point contact) to max 20 in. (508 mm). Pipes, conduit or tubes to be rigidly supported on both sides of wall assembly. The following types and sizes of pipes, conduit or tubes may be used:
   A. Steel Pipe — Nom 36 in. (762 mm) diam (or smaller) Sch 10 (or heavier) steel pipe.
   B. Copper Pipe — Nom 5 in. (76 mm) diam (or smaller) Type L (or heavier) copper tube.
   C. Multiple fiber optical communication cable jacketed with PVC and having a max outside diam of 1/2 in. (13 mm).
   D. Max 3/C No. 8 AWG fire resistive shielded power cable rated 600V, 90°C (194°F) insulated with flame retardant cross-linked polyethylene and jacketed with PVC. Cable is currently Classified under the Through Penetrating Product* (XHU) category.
   E. Max 3/C (with ground) No. 8 AWG (or smaller) nonmetallic sheathed (Romex) cable with PVC insulation and jacket materials.
   F. Polyvinyl Chloride (PVC) Pipe — Nom 2 in. (51 mm) diam (or smaller) Schedule 40 cellular or solid core PVC pipe for use in closed (process or supply) or vented (drain, waste or vent) piping systems.
   G. Chlorinated Polyvinyl Chloride (CPVC) Pipe — Nom 2 in. (51 mm) diam (or smaller) SDR 13.5 CPVC pipe for use in closed (process or supply) piping systems.

   The T, FT and FTH Ratings are 1/4 hr if outer D, Q and H are used. The T, FT and FTH Ratings are 3/4 Hr for any other combination.

   4A. Through Penetrants — (Not Shown) - Max six nom 1 in. (25 mm) diam (or smaller) flexible steel conduits to be installed either concentrically or eccentrically within the firestop system. The annular space between the conduits and the periphery of the opening shall be min 0 in. (point contact) to a max 3 in. (76 mm). Conduits to be rigidly supported on both sides of wall. The T, FT and FTH Ratings are 0 Hr if this penetrant is used.
   4B. Through Penetrants — (Not Shown) - Max twelve nom 3/8 in. (10 mm) diam (or smaller) polyvinyl chloride (PVC) overmolds tubing for use in closed (process or supply) piping systems. Tubing to be installed either concentrically or eccentrically within the firestop system. The annular space between the tubing and the periphery of the opening shall be min 0 in. (point contact) to a max 1 in. (25 mm). Tubing to be rigidly supported on both sides of wall.
3. Firestop System — The firestop system shall consist of the following:
   A. Packing Material — In 2 hr fire rated wall assemblies, min 4-3/4 in. (121 mm) thickness of min 4 pcf (64 kg/m³) mineral wool batt insulation firmly packed as a permanent form. In 1 hr fire rated wall assemblies, min 3-1/2 in. (89 mm) thickness of min 4 pcf (64 kg/m³) mineral wool batt insulation firmly packed into opening as a permanent form. Packing material recessed from both surfaces of the wall to accommodate the required thickness of fill material.
   A1. Packing Material — Min 1-1/4 in. (32 mm) thickness of min 4 pcf (64 kg/m³) mineral wool batt insulation firmly packed as a backer around the perimeter of opening as a permanent form. When additional framing members are used to frame the opening (see Item 1A), this packing material is optional. Packing material can be used in combination with the additional framing members.
   B. Fill, Void or Cavity Material* — Sealant — Min 5/8 in. (16 mm) thickness of fill material applied within annulus, flush with both surfaces of wall. For the 1 hr T, FT and FTH Ratings, the thickness of fill material shall be increased to 1 in. (25 mm) thickness of fill material applied within annulus, flush with both surfaces of wall.
   HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC — FS-ONE Sealant or FS-ONE MAX Intumescent Sealant

* Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.

Bearing the UL Listing Mark

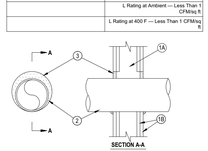
MULTIPLE PIPES, CONDUIT AT GYP WALL 1-2 HR

Page: 3 of 3

System No. W-L-1054

WL 1054

ANSI/UL1479 (ASTM E814)	CAN/ULC S115
F Ratings — 1 and 2 Hr (See Items 1 and 3)	F Ratings — 1 and 2 Hr (See Items 1 and 3)
T Rating — 0 Hr	FT Rating — 0 Hr
L Rating at Ambient — Less Than 1 CFM/sq ft	FH Ratings —1 and 2 Hr (See Items 1 and 3)
L Rating at 400 F — Less Than 1 CFM/sq ft	FTH Rating — 0 Hr
	L Rating at Ambient — Less Than 1 CFM/sq ft
	L Rating at 400 F — Less Than 1 CFM/sq ft



1. Wall Assembly — The 1 or 2 hr fire-rated gypsum wallboard/stud wall assembly shall be constructed of the materials and in the manner specified in the individual U300 or U400 Series Wall and Partition Designs in the UL Fire Resistance Directory and shall include the following construction features:
   A. Studs — Wall framing may consist of either wood studs or steel channel studs. Wood studs to consist of nom 2 by 4 in. (51 by 102 mm) lumber spaced max 16 in. (406 mm) OC. Steel studs to be min 3-1/2 in. (89 mm) wide and spaced max 24 in. (610 mm) OC. When steel studs are used, additional 2 in. (51 mm) wide steel studs shall be installed on each side of the studs at the perimeter of the opening. The additional studs shall be installed in the annular space between the vertical steel studs and screw-attached to the steel studs at each end. The framed opening in the wall shall be 4 ft 8 in. (152 to 152 mm) wider and 4 ft 8 in. (152 to 152 mm) higher than the diam of the penetrating item such that, when the penetrating item is installed in the opening, a 2 to 3 in. (51 to 76 mm) clearance is present between the penetrating item and the framing on all four sides.
   B. Gypsum Board* — 5/8 in. (16 mm) thick, 4 ft (1222 mm) wide with square or tapered edges. The gypsum board type, thickness, number of layers, fastener type and sheet orientation shall be as specified in the individual U300 or U400 Series Design in the UL Fire Resistance Directory. Max diam of opening is 52-1/4 in. (819 mm) for steel stud walls. Max diam of opening is 54-1/2 in. (368 mm) for wood stud walls.

   The F and FH Ratings of the firestop system are equal to the fire rating of the wall assembly.

METALLIC PIPES, CONDUIT AT GYP WALL 1-2 HR

Page: 1 of 2

System No. W-L-1054

WL 1054

2. Through-Penetrants — One metallic pipe, conduit or tubing to be installed either concentrically or eccentrically within the firestop system. The annular space shall be min 0 in. to max 2-1/4 in. (57 mm). Pipe may be installed with continuous point contact. Pipe, conduit or tubing to be rigidly supported on both sides of wall assembly. The following types and sizes of metallic pipes, conduits or tubing may be used:
   A. Steel Pipe — Nom 30 in. (762 mm) diam (or smaller) Schedule 10 (or heavier) steel pipe.
   B. Conduit — Nom 6 in. (152 mm) diam (or smaller) steel electrical metallic tubing.
   C. Conduit — Nom 4 in. (102 mm) diam (or smaller) steel electrical metallic tubing of 4 in. (102 mm) , diam steel conduit.
   D. Copper Tubing — Nom 6 in. (152 mm) diam (or smaller) Type L (or heavier) copper tubing.
   E. Copper Pipe — Nom 6 in. (152 mm) diam (or smaller) regular (or heavier) copper pipe.
3. Fill, Void or Cavity Material* — Sealant — Min 5/8 in. (16 mm) thickness of fill material applied within the annulus, flush with both surfaces of wall. At the point or continuous contact locations between pipe and wall, a min 1/2 in. (13 mm) diam bead of fill material shall be applied at the pipe wall interface on both surfaces of wall.
   HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC – FS-One Sealant or FS-ONE MAX Intumescent Sealant

* Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.

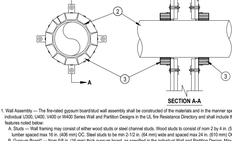
METALLIC PIPES, CONDUIT AT GYP WALL 1-2 HR

Page: 2 of 2

System No. W-L-2078

WL 2078

F Ratings — 1 and 2 Hr (See Item 1)
T Ratings — 0, 1 and 2 Hr (See Items 2 and 3)
L Rating At Ambient — 3 CFM/sq ft
L Rating At 400 F — Less Than 1 CFM/sq ft



1. Wall Assembly — The fire-rated gypsum board/stud wall assembly shall be constructed of the materials and in the manner specified in the individual U300, U400, V400 or W400 Series Wall and Partition Designs in the UL Fire Resistance Directory and shall include the construction features noted below:
   A. Studs — Wall framing may consist of either wood studs or steel channel studs. Wood studs to consist of nom 2 by 4 in. (51 by 102 mm) lumber spaced max 16 in. (406 mm) OC. Steel studs to be min 2-1/2 in. (64 mm) wide and spaced max 24 in. (610 mm) OC.
   B. Gypsum Board* — Nom 5/8 in. (16 mm) thick gypsum board, as specified in the individual Wall and Partition Design. Max diam of opening is 11-1/2 in. (292 mm).

   The F and FH Ratings of the firestop system is equal to the hourly fire rating of the wall assembly in which it is installed.
2. Through-Penetrants — One nonmetallic pipe, conduit or tubing to be installed within the firestop system. The annular space between pipe and periphery of opening shall be min 0 in. (point contact) to max 12 in. (13 mm). Pipe or conduit to be rigidly supported on both sides of the wall assembly. The following types and sizes of nonmetallic pipes may be used:
   A. Polyvinyl Chloride (PVC) Pipe — Nom 10 in. (254 mm) diam (or smaller) Schedule 40 solid-core or cellular core PVC pipe for use in closed (process or supply) or vented (drain, waste or vent) piping systems.
   B. Chlorinated Polyvinyl Chloride (CPVC) Pipe — Nom 10 in. (254 mm) diam (or smaller) SDR13.5 CPVC pipe for use in closed (process or supply) piping systems.
   C. Acrylonitrile Butadiene Styrene (ABS) Pipe — Nom 6 in. (152 mm) diam (or smaller) Schedule 40 solid-core or cellular core ABS pipe for use in closed (process or supply) or vented (drain, waste or vent) piping systems.
   D. Flame Retardant Polypropylene (FRPP) Pipe — Nom 6 in. (152 mm) diam (or smaller) Schedule 40 FRPP pipe for use in closed (process or supply) or vented (drain, waste or vent) piping systems.
   E. Polycarbonate Pipe (PCP)* Pipe — Nom 4 in. (102 mm) diam (or smaller) PCP pipe for use in closed (process or supply) or vented (drain, waste or vent) piping system.

   When max 6 in. diam pipe is used, T Rating is equal to the hourly fire rating of the wall. When nom 8 in. or 10 in. (203 or 254 mm) diam pipe is used, T Rating is 0 hr.

NON-METALLIC PIPES, CONDUIT AT GYP WALL 1-2 HR

Page: 1 of 2

System No. W-L-2078

WL 2078

3. Firestop Device* — Firestop Collar — Firestop collar shall be installed in accordance with the accompanying installation instructions. Collar to be installed and latched around the pipe and secured to both sides of the wall using the anchor hooks provided with the collar. (Minimum two anchor hooks for 1-1/2 and 2 in. (38 and 51 mm) diam pipes, three anchor hooks for 3 and 4 in. (76 and 102 mm) diam pipes, four anchor hooks for 6 in. (152 mm) diam pipes, two anchor hooks for 8 in. (203 mm) diam pipes and twelve anchor hooks for 10 in. (254 mm) diam pipes. The anchor hooks are to be secured to the surface of wall with 3/16 in. (4.8 mm) diam by 2-1/2 in. (64 mm) long steel toggle bolts along with washers. As an alternate to steel anchors, 1/4 in. (6.4 mm) diam by 1-1/4 in. (32 mm) long steel hex head concrete screws may be used. When the drywall or laminate screw is used, T Rating shall not exceed 1 hr.
   HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC — CP 643 501 5% CP 643 6537% CP 643 9937% CP 643 11047% CP 643 16567% CP 644 2008* and CP 644 2929 CP Firestop Collars
4. Fill, Void or Cavity Material* — Sealant – (Not Shown) – Min 1/2 in. (13 mm) thickness of sealant applied within the annular space for nom 8 in. and 10 in. (203 and 254 mm) diam pipes, flush with each side of wall. Sealant in annular space is optional for max 6 in. (152 mm) diam pipes. A min 1/4 in. (6 mm) thickness of sealant is required within the annular space, flush with each side of wall, to attain the L Ratings for max 6 in. (152 mm) diam pipes.
   HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC – FS-One Sealant or FS-ONE MAX Intumescent Sealant

* Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.

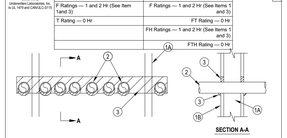
NON-METALLIC PIPES, CONDUIT AT GYP WALL 1-2 HR

Page: 2 of 2

System No. W-L-1389

WL 1389

ANSI/UL1479 (ASTM E814)	CAN/ULC S115
F Ratings — 1 and 2 Hr (See Item 1 and 3)	F Ratings — 1 and 2 Hr (See Items 1 and 3)
T Rating — 0 Hr	FT Rating — 0 Hr
	FH Ratings — 1 and 2 Hr (See Item 1) and 3)
	FTH Rating — 0 Hr



1. Wall Assembly — The 1 or 2 hr fire-rated gypsum board/stud wall assembly shall be constructed of the materials and in the manner described in the individual U400, V400 or W400 Series Wall and Partition Designs in the UL Fire Resistance Directory and shall include the following construction features:
   A. Studs — Wall framing shall consist of min 3-5/8 in. (92 mm) wide steel studs spaced max 24 in. (610 mm) OC.
   B. Gypsum Board* — 5/8 in. (16 mm) thick with square or tapered edges. The gypsum board type, thickness, number of layers, fastener type and sheet orientation shall be as specified in the individual U300, U400 or V400 Wall and Partition Design. If the through penetrants are installed in a wood studs/gypsum board assembly, the max area of square, rectangular, or circular opening is 210 sq in. (1355 cm²) with max dimension of 14-1/2 in. (368 mm). If the through penetrants are installed in a steel studs/gypsum board assembly, max area of square, rectangular, or circular opening is 240 sq in. (1548 cm²) with max dimension of 29 in. (508 mm) wide.

   The hourly F and FH Ratings of the firestop system are equal to the hourly fire rating of the wall assembly in which it is installed.
2. Through Penetrants — Multiple pipes or conduits installed in single-layer unions within the firestop system. The annular space between the pipes and conduits and the edges of the opening shall be min 0 in. (0 mm, point contact) to max 1-3/8 in. (35 mm). The separation between pipes and conduits to be a min 0 in. (0 mm, point contact) to a max 1-1/4 in. (32 mm). Pipes and conduits to be rigidly supported on both sides of wall assembly. The following types and sizes of metallic pipes or conduits may be used:
   A. Steel Pipe — Nom 4 in. (102 mm) diam (or smaller) Sch 40 (or heavier) steel pipe.
   B. Conduit — Nom 2 in. (51 mm) diam (or smaller) rigid steel conduit or steel electrical metallic tubing (EMT).
3. Fill Void or Cavity Materials* - Sealant — Min 5/8 in. (16 mm) thickness of fill material installed to completely fill annular space between pipes, conduits and gypsum flush with each surface of wall. Min 1/2 in. (13 mm) diam bead of fill material applied to the through penetrant/wall interface at the point contact locations on both sides of the wall. The 2 hour F, FH Ratings apply only when FS-ONE Sealant is used.
   HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC — HW CP 606 Flexible Firestop Sealant or FS-ONE Sealant, FS-ONE MAX Intumescent Sealant

* Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.

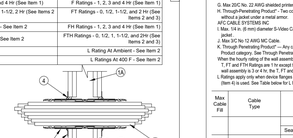
MULTIPLE PIPES, CONDUIT AT GYP WALL 1-2 HR

Page: 1 of 2

System No. W-L-3334

WL 3334

ANSI/UL1479 (ASTM E814)	CAN/ULC S115
F Ratings – 0, 1/2, 1, 1-1/2, 2 Hr (See Items 2 and 3)	F Ratings - 0, 1/2, 1-1/2, 2 and 3 Hr (See Items 2 and 3)
L Rating At Ambient - See Item 2	FT Ratings - 0, 1/2, 3 and 4 Hr (See Item 1)
L Ratings At 400 F - See Item 2	FTH Ratings - 0, 1/2, 1, 1-1/2, and 2hr (See Items 2 and 3)
	L Rating At Ambient - See Item 2
	L Ratings At 400 F - See Item 2



1. Wall Assembly — The 1, 2, 3 or 4 hr fire rated gypsum board/stud wall assembly shall be constructed of the materials and in the manner described within the individual U300, U400, V400 or W400 Series Wall and Partition Designs in the UL Fire Resistance Directory and shall incorporate the following construction features:
   A. Studs — Wall framing shall consist of either wood studs or steel channel studs. Wood studs to consist of nom 2 by 4 in. (51 by 102 mm) lumber spaced max 16 in. (406 mm) OC. Steel studs to be min 3-1/2 in. (89 mm) wide and spaced max 24 in. (610 mm) OC. For the 4 hr wall assemblies, Steel Studs to be 3-5/8 in. (92 mm) for 3 and 4 hr wall assemblies. Steel studs to be min 3-1/2 in. (89 mm) wide when 3/4 in. (19 mm) thick gypsum board is used on each side of studs.
   B. Gypsum Board* — Nom 5/8 in. (16 mm) thick gypsum board as specified in the individual Wall and Partition Design. Alternately, for 1 and 2 hr rated walls only, min one layer of nom 3/4 in. (19 mm) thick gypsum board on each side of wall as specified in the individual Wall and Partition Design may be used. Opening in gypsum board to be max 2-1/2 in. (64 mm) diam for 2" device and max 6-1/2 in. (114 mm) diam for 4" device.

   The T, FT and FTH Ratings of the firestop system are dependent upon the hourly rating of the wall in which it is installed.
2. Cables — Within the loading area for each firestop device, the cables may represent a 0 to 100 percent visual fill. Cables to be tightly bundled within the device and rigidly supported on both sides of wall assembly. Any combination of the following types of cables may be used:
   A. Max 1/0 pair No. 24 AWG (or smaller) copper conductor telecommunication cable with polyvinyl chloride (PVC) jacketing and insulation.
   B. Max 7/C No. 12 AWG copper conductor control cable with PVC or XLPE jacket and insulation.
   C. Max 4/0 AWG Type RHH ground cable.
   D. Max 4 pr No. 22 AWG Cat 5 or Cat 6 computer cables.
   E. Max RG 6/U coaxial cable with fluorinated ethylene insulation and jacketing.
   F. Fiber optic cable with polyvinyl chloride (PVC) or polyethylene (PE) jacket and insulation having a max diam of 1/2 in. (13 mm).

MULTIPLE CABLES AT GYP WALL 1-2 HR

Page: 1 of 2

System No. W-L-3334

WL 3334

G. Max 250 No. 22 AWG shielded printer cable with PVC jacket.
H. Through Penetrating Product* — Copper conductors No. 18 AWG (or smaller) Power or Non-Power Limited Fire Alarm Cable with or without a steel outer sheath.
   AFC CABLE SYSTEMS INC
I. Max 14 in. (6 mm) diameter 5-Video Cable consisting of 2 max 24 AWG 75 ohm coax or twisted pair cable with PE insulation and PVC jacket.
J. Max 3/C No 12 AWG MC Cable.
K. Through Penetrating Product* — Any cables, Armored Cable or Metal Clad Cables currently Classified under the Through Penetrating Product* (XHU) category in the Fire Resistance Directory for names of manufacturers.

   When the hourly rating of the wall assembly is 1 hr, the T, FT and FTH Ratings are 0 hr. When the hourly rating of the wall assembly is 2 hr, the T, FT and FTH Ratings are 1 hr except that, when Item 2J or 2K is used, the T, FT and FTH Ratings are 1/2 hr. When the hourly rating of the wall assembly is 3 or 4 hr, the T, FT and FTH Ratings are 1-1/2 and 2 hr, respectively.
L. Ratings apply only when device flanges are used. L Ratings vary depending on whether the gasketing material (see Item 3) or the sealant (Item 4) is used. See Table below for L Ratings.

Max Cable Fill	Cable Type	L Rating, CFM/Sq Ft				L Rating, CFM			
		Ambient		400°F		Ambient		400°F	
		Sealant	Gasket	Sealant	Gasket	Sealant	Gasket	Sealant	Gasket
0%	—	Less than 1	1.0	Less than 1	2.7	Less than 1	Less than 1	Less than 1	Less than 1
100%	Item 2D only	4.9	4.9	1.3	3.5	Less than 1	Less than 1	Less than 1	Less than 1
	Any cables (Item 2) in combination	4.9	4.9	1.3	3.5	Less than 1	Less than 1	Less than 1	Less than 1

3. Gasketing Material — Gasketing consists of 2 strips of 1/8 in. (3 mm) thick intumescent sheet rubber bands, 2 in. (51 mm) wide, installed around the device flanges on both sides of the wall assembly. Strips are to be installed in accordance with the accompanying installation instructions. As an option, the inner fabric seal may remain open except that, to attain the L Rating, the inner fabric seal shall be twisted to completely close off the opening within device. Device slid into wall such that ends project an equal distance from the approximate centerline of the wall assembly. The annular space between the device and the periphery of the opening shall be min 0 in. (point contact). Device provided with flanges that are spun clockwise onto device threads, over gasketing material tubing tightly to both sides of wall. As an alternate to gasket material (see Item 3), min 12 in. (13 mm) thickness of fill material applied within the annulus between firestop device and wall, flush with both surfaces of wall, and an additional 1/4 in. (6 mm) bead applied around periphery of device. When device flanges are used, gypsum drywall compound may be used in place of the fill material. Sealant is required when device flanges are not used, the T, FT and FTH Ratings for the firestop system are 0 hr.
   HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC – CP 653 and CP 653 BA 2" Speed Sleeve, CP 653 and CP 653 BA 4" Speed Sleeve
4. Fill, Void or Cavity Material* – Sealant – As an alternate to gasket material (see Item 3), min 12 in. (13 mm) thickness of fill material applied within the annulus between firestop device and wall, flush with both surfaces of wall, and an additional 1/4 in. (6 mm) bead applied around periphery of device. When device flanges are used, gypsum drywall compound may be used in place of the fill material. Sealant is required when device flanges are not used, the T, FT and FTH Ratings for the firestop system are 0 hr.
   HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC – FS-ONE, FS-ONE MAX Intumescent Sealant, or CP 606 Sealant

* Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.

•Bearing the UL Listing Mark

MULTIPLE CABLES AT GYP WALL 1-2 HR

Page: 2 of 2

System No. W-L-3414

WL 3414

ANSI/UL1479 (ASTM E814)	CAN/ULC S115
F Ratings — 1 and 2 Hr (See Item 1)	F Ratings — 1 and 2 Hr (See Item 1)
T Ratings — 0, ½, 1 and 2 Hr (See Item 2)	FT Ratings — 0, ½, 1 and 2 Hr (See Item 2)
L Rating at Ambient — Less than 1 CFM/Opening	FH Ratings — 1 and 2 Hr (See Item 1)
L Rating at 400 F — Less than 1 CFM/Opening	FTH Ratings — 0, ½, 1 and 2 Hr (See Item 2)
	L Rating at Ambient — Less than 1 CFM/Opening
	L Rating at 400 F — Less than 1 CFM/Opening



1. Wall Assembly — The 1 or 2 hr fire rated gypsum board/stud wall assembly shall be constructed of the materials and in the manner specified in the individual U300, U400, V400 or W400 Series Wall and Partition Designs in the UL Fire Resistance Directory and shall include the following construction features:
   A. Studs — Wall framing may consist of either wood studs or steel channel studs. Wood studs to consist of nom 2 in. (51 mm) by 4 in. (102 mm) lumber spaced 16 in. (406 mm) OC. Steel studs to be min 3-1/2 in. (89 mm) wide and spaced max 24 in. (610 mm) OC.
   B. Gypsum Board* — Nom 5/8 in. (16 mm) thick, 4 ft (1220 mm) wide with square or tapered edges. The gypsum board type, thickness, number of layers, fastener type and sheet orientation shall be as specified in the individual U300, U400 or V400 Wall and Partition Design. If the through penetrants are installed in a wood studs/gypsum board assembly, the max area of square, rectangular or circular opening is 210 sq in. (1355 cm²) with max dimension of 14-1/2 in. (368 mm). If the through penetrants are installed in a steel studs/gypsum board assembly, the max area of square, rectangular or circular opening is 240 sq in. (1548 cm²) with max dimension of 29 in. (508 mm) wide.

   The hourly F and FH Ratings of the firestop system are equal to the hourly fire rating of the wall assembly in which it is installed.
2. Cables — Single or tight bundle of cables to be installed within the opening. Aggregate cross-sectional area of cables in opening to have a visual fill of min 0% to max 100%. The annular space between the cable bundle and the periphery of the opening to be min 0 in. (point contact). Cables to be rigidly supported on both sides of the wall assembly. Any combination of the following types and sizes of cables may be used:
   A. Max 3/C No. 8 AWG MM copper conductor cables (Romex) with PVC insulation and jacket.
   B. Max 7/C No. 12 AWG copper conductor control cable with PVC or XLPE insulation and jacket.
   C. Max 100 pair No. 24 AWG (or smaller) copper conductor telecommunication cable with PVC or plenum rated insulation and jacketing.
   D. Max 4 pr No. 22 AWG (or smaller) Cat 5 or Cat 6 computer cables with PVC or plenum rated insulation and jacketing.
   E. Type RG6/U coaxial cable with fluorinated ethylene or PVC insulation and jacketing having a max outside diameter of ¼ in. (13 mm).
   F. Max 2M fiber optic cable with polyvinyl chloride (PVC) or polyethylene (PE) jacket and insulation.
   G. Through Penetrating Product* — Max two copper conductor No. 18 AWG (or smaller) Power or Non-Power Limited Fire Alarm Cable with or without a jacket under a steel armor.
   AFC CABLE SYSTEMS INC
   H. Maximum 3/C No. 10 AWG metal-clad cable.

   The hourly T, FT and FTH Ratings of the firestop system are dependent on cable type and hourly wall rating as specified in Table below.

Cable Type	Hourly Wall Rating	Hourly T, FT and FTH Rating
None (Blank Opening)	1 and 2	1 and 2
A	1 and 2	1 and 2
B	1	0
	2	1/2
C	1	0
	2	1/2
D	1 and 2	1 and 2
E	1 and 2	1 and 2
F	1 and 2	1 and 2
G	1 and 2	1 and 2
H	1 and 2	1 and 2

3. Fill, Void or Cavity Material* — NonTED Hilti Start by 2 mm thick putty disc with one slit sealant or backer. Project Sleeve of disc to be removed and disc firmly pressed around the cable/cable bundle lapping nom 5 mm onto cables to completely cover opening and firmly pressed to lay onto the wall around periphery of opening. Disc seam to be firmly pressed and sealed tight. Disc to be installed at both surfaces of wall.
   HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC – CP 620 7* Firestop Cable Disc

* Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.

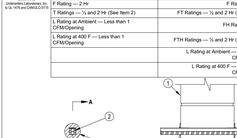
MULTIPLE CABLES AT GYP WALL 1-2 HR

Page: 2 of 2

System No. W-J-3215

WJ 3215

ANSI/UL1479 (ASTM E814)	CAN/ULC S115
F Rating — 2 Hr	F Rating — 2 Hr
T Rating — ¼ and 2 Hr (See Item 2)	FT Ratings — ¼ and 2 Hr (See Item 2)
L Rating at Ambient — Less than 1 CFM/Opening	FH Rating — 2 Hr
L Rating at 400 F — Less than 1 CFM/Opening	FTH Ratings — ¼ and 2 Hr (See Item 2)
	L Rating at Ambient — Less than 1 CFM/Opening
	L Rating at 400 F — Less than 1 CFM/Opening



1. Wall Assembly — Min 6 in. (152 mm) thick lightweight or normal weight (100-150 pcf or 1600-2400 kg/m3) concrete. Wall may also be constructed of any UL Classified Concrete Blocks*. Opening may be round, rectangular or irregular with a max diam or dimension of 7 in. (225 mm).
   See Concrete Blocks (CAZT) category in the Fire Resistance Directory for names of manufacturers.
2. Cables — Single or tight bundle of cables to be installed within the opening. Aggregate cross-sectional area of cables in opening to have a visual fill of min 0% to max 100%. The annular space between the cable bundle and the periphery of the opening to be min 0 in. (point contact). Cables to be rigidly supported on both sides of the wall assembly. Any combination of the following types and sizes of cables may be used:
   A. Max 3/C No. 8 AWG MM copper conductor cables with PVC insulation and jacket.
   B. Max 7/C No. 12 AWG copper conductor control cable with PVC or XLPE insulation and jacket.
   C. Max 100 pair No. 24 AWG (or smaller) copper conductor telecommunication cable with PVC or plenum rated insulation and jacketing.
   D. Max 4 pr No. 22 AWG (or smaller) Cat 5 or Cat 6 computer cables with PVC or plenum rated insulation and jacketing.
   E. Type RG6/U coaxial cable with fluorinated ethylene or PVC insulation and jacketing having a max outside diameter of ¼ in. (13 mm).
   F. Max 2M fiber optic cable with polyvinyl chloride (PVC) or polyethylene (PE) jacket and insulation.
   G. Through Penetrating Product* — Max two copper conductor No. 18 AWG (or smaller) Power or Non-Power Limited Fire Alarm Cable with or without a jacket under a steel armor.
   AFC CABLE SYSTEMS INC
   H. Maximum 3/C No. 10 AWG metal-clad cable.

   The hourly T, FT and FTH Ratings of the firestop system are 2 hr except that for cable type 2B and 2C, the ratings are ¼ hr. For blank openings with no penetrant, the F, FT, FH and FTH Ratings are 2 hr
3. Fill, Void or Cavity Material* — Nom 6½ mm (thick putty disc with one seam at radius. Paper-backer of disc to be removed and disc firmly pressed around the cable/cable bundle lapping nom 5 mm onto cables to completely cover opening and firmly pressed to lay onto the wall around periphery of opening. Disc seam to be firmly pressed and sealed tight. Disc to be installed at both surfaces of wall.
   HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC – CP 620 7* Firestop Cable Disc

* Indicates such products shall bear the UL or cUL Certification Mark for jurisdictions employing the UL or cUL Certification (such as Canada), respectively.

MULTIPLE CABLES AT MASONRY 1-2 HR

Page: 1 of 2

System No. W-J-3215

WJ 3215

4. Through-Penetrants — One metallic pipe, conduit or tubing to be installed either concentrically or eccentrically within the firestop system. The annular space shall be min 0 in. to max 2-1/4 in. (57 mm). Pipe may be installed with continuous point contact. Pipe, conduit or tubing to be rigidly supported on both sides of wall assembly. The following types and sizes of metallic pipes, conduits or tubing may be used:
   A. Steel Pipe — Nom 30 in. (762 mm) diam (or smaller) Schedule 10 (or heavier) steel pipe.
   B. Conduit — Nom 6 in. (152 mm) diam (or smaller) steel electrical metallic tubing.
   C. Conduit — Nom 4 in. (102 mm) diam (or smaller) steel electrical metallic tubing of 4 in. (102 mm) , diam steel conduit.
   D. Copper Tubing — Nom 6 in. (152 mm) diam (or smaller) Type L (or heavier) copper tubing.
   E. Copper Pipe — Nom 6 in. (152 mm) diam (or smaller) regular (or heavier) copper pipe.
5. Fill, Void or Cavity Material* — Sealant — Min 5/8 in. (16 mm) thickness of fill material applied within the annulus, flush with both surfaces of wall. At the point or continuous contact locations between pipe and wall, a min 1/2 in. (13 mm) diam bead of fill material shall be applied at the pipe wall interface on both surfaces of wall.
   HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC – FS-One Sealant or FS-ONE MAX Intumescent Sealant

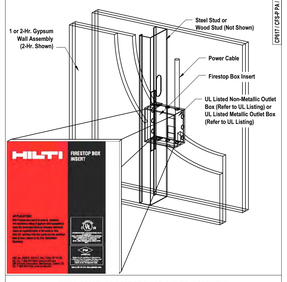
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MULTIPLE CABLES AT MASONRY 1-2 HR

Page: 2 of 2

Wall Opening Protective Materials (CLIV, CLIV7)

CP 617/ CFS-P PA / FIRESTOP BOX INSERT



WALL OPENING PROTECTION AT GYP BD. ASSEMBLY

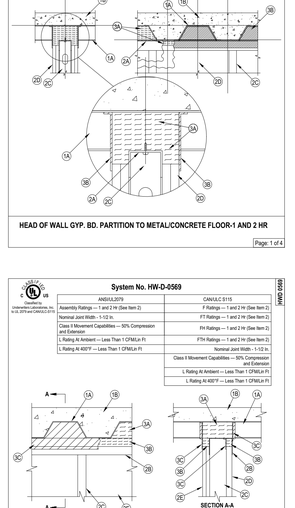
Page: 1 of 4

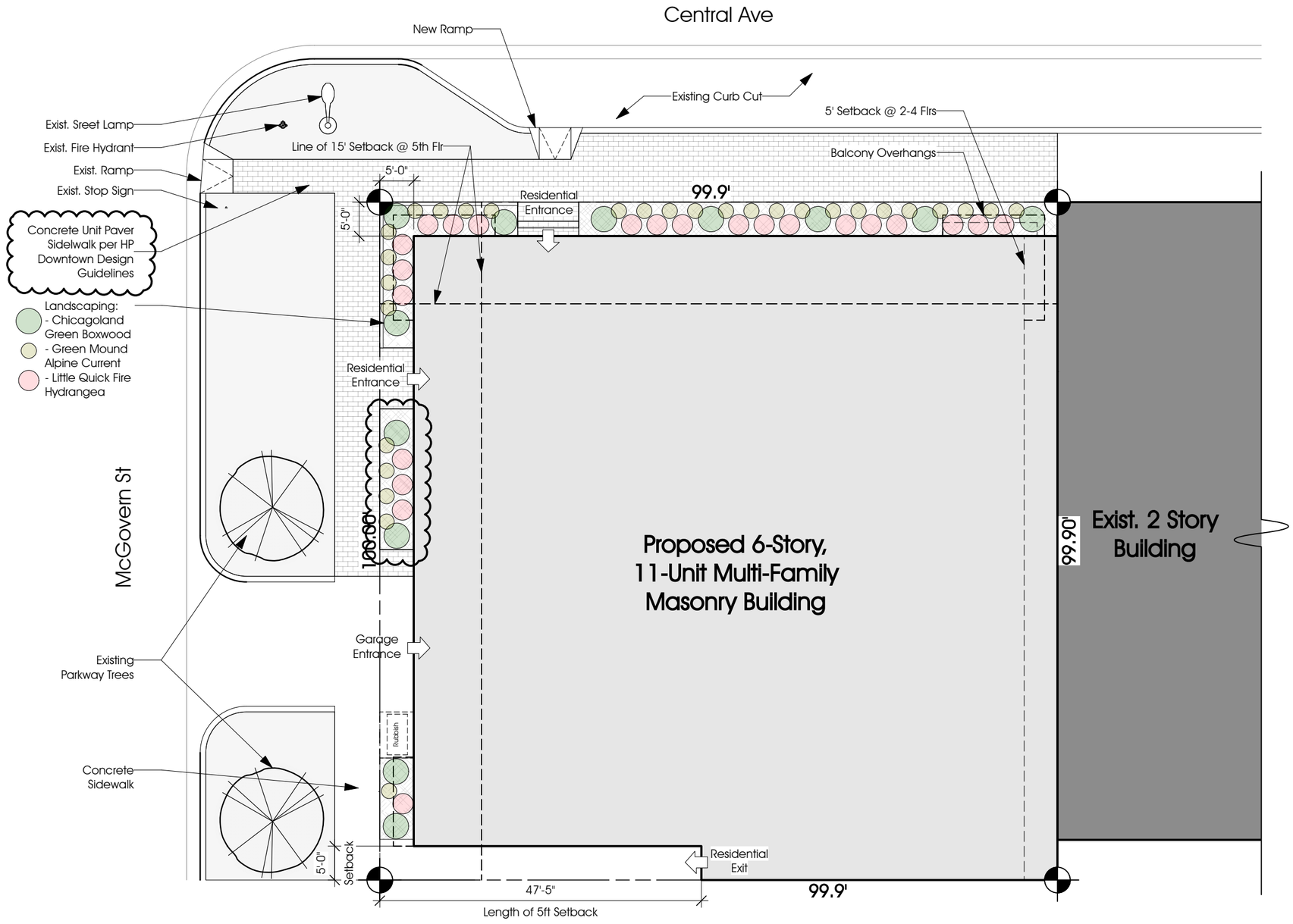
Wall Opening Protective Materials (CLIV, C

UWD 0042

System No. HW-D-0042

ANSI/UL2079	CAN/ULC S115
Assembly Ratings — 1 and 2 Hr (See Items 2 and 3A)	F Ratings — 1 and 2 Hr (See Items 2 and 3A)
Nominal Joint Width - 1 In.	FT Ratings — 1 and 2 Hr (See Items 2 and 3A)
Class II Movement Capabilities — 50% Compression or Extension	FH Ratings — 1 and 2 Hr (See Items 2 and 3A)
L Rating At Ambient — Less Than 1 CFM/Ln Ft	FTH Ratings — 1 and 2 Hr (See Items 2 and 3A)
L Rating At 400°F — Less Than 1 CFM/Ln Ft	Nominal Joint Width - 1 In.
	Class II Movement Capabilities — 50% Compression or Extension
	L Rating At Ambient — Less Than 1 CFM/Ln Ft
	L Rating At 400°F — Less Than 1 CFM/Ln Ft





Site Plan

Scale: 1/16" = 1'-0"

Dec. 29, 2025

Multi-Family Building for

Platinum Homes of Chicago

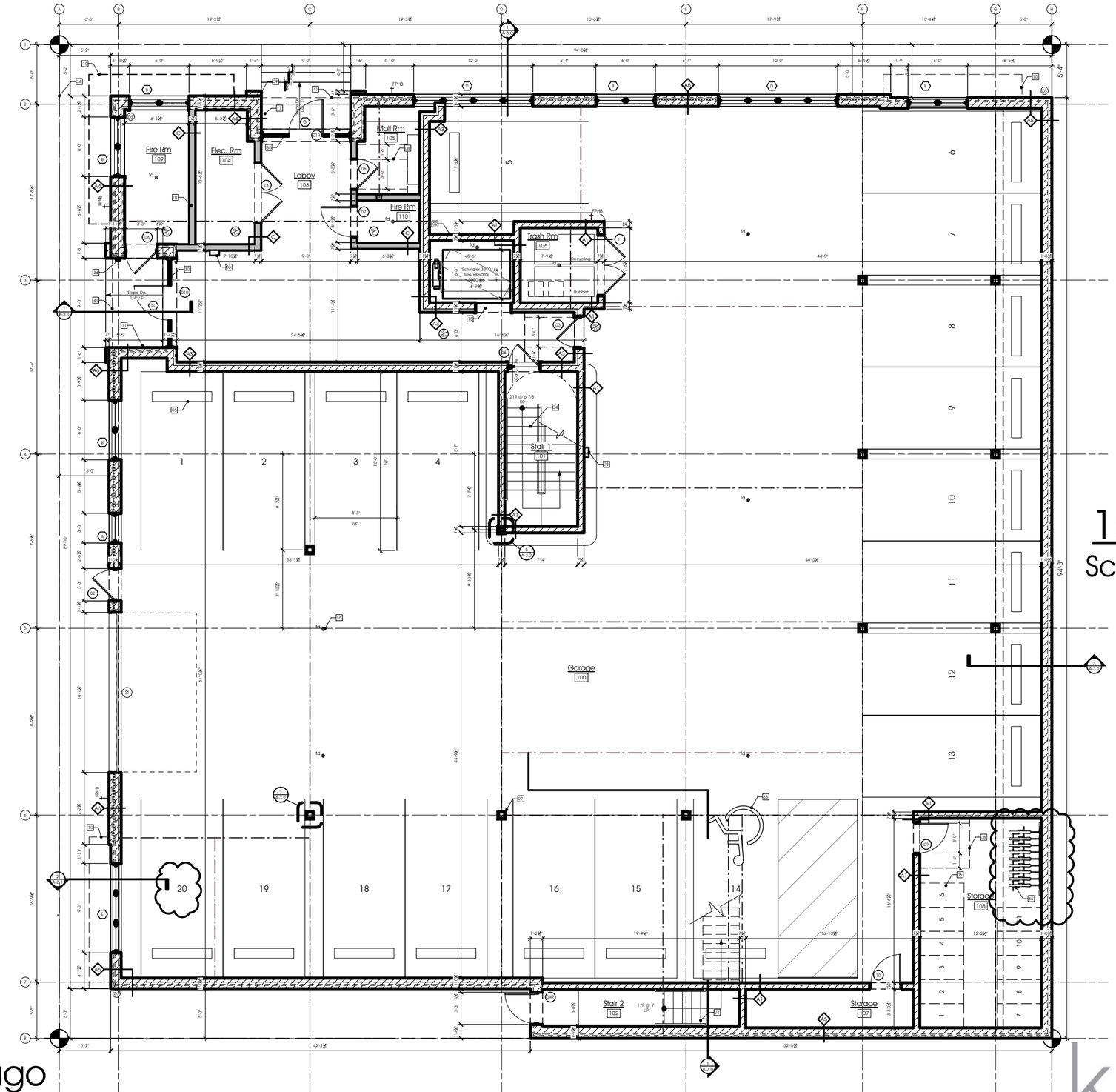
734 Central Ave

Highland Park, IL

kipnis ARCHITECTURE+PLANNING
1642 payne street | evanston IL 60201
847 864 9650 | f847 864 0956

Plan Key Notes

01 Stud Partition/ Demising Wall - Refer Wall Types A3.1
02 CMU Partition Wall - Refer to Wall Types A3.1
03 Fire Extinguisher Cabinet - 1 Hr Rated
04 Non Combustible Mtl. Stairs - 11"T & 11" Nosing Min., Steel Hgt. Per Plan, w/ 36" Handrails, 42" High Guardrails (Pickets 4" O.C. Max) - To Resist Simultaneus Vert. & Horiz Thrust of 50 PLF Load or 200# Concentrated Load at Top Rail, Whichever is gerater - Refer to Bldg. Section
05 Conc. Parking Stop
06 Locked Storage Units - Provided by Owner
07 Fire Rated Sft. Column - Refer to Structural Dwg.
08 ADA Clearances
09 Cont. Stone Base/Plaster - Refer to Elev.
10 Balcony Above
11 Provide 2 Way Com. System Complying w/ 14b.1009.8.1/14b.1009.8.2 & shall include both audible & Visible Signals - Provide Use Directions for the 2 Way Com. System Posted on the Wall Adjacent to the System Signage to Comply w/ 703.5 for Visual Characters Per 2009 ICC A117.1 14 Low Voltage/Phone Equip. Mounted to Plywd. - Refer to Elec. Dwg.
12 42" High Laminated Glass Guardrails that Resist a Simultaneus Vert. & Horiz. Thrust of 50 PLF load or 200# Concentrated load at top rail, whichever is greater
13 Class A' Roofing Membrain w/ Mtl. Drip Edge - Refer to Section
14 24" Dia., 16 Ga Aluminized Trash Chute W/ 35"X18" Self Latching, Self Closing 90 Min Rated S.s.bottom Hinged Door W/ 165 Deg FSprenkler Head, 3/4" Flushing Spray Head And All Related Support Brackets, Bottom Discharge To Be Accordion Damper Type Offset Into Room.
15 Schindler 3300mi, 2500# 150 Fpm, S.s. 1 1/2 Hour Rated 'b' Label Door, Alum Threshold, Satin Stainless Steel Cab Ceiling W/ 6 Led Cans, G.c To Verify All Elevator Requirements - Hoistway And Pit Size, Overun Height, Heather Vents, Openings, Etc. Elevator To Comply With: Icc/a117.1-2009 Chapter 4.407 And Comply With Emergency And Operation Signal Device Requirements Of Asme A17. 1/csda B44 Section 2.27. Provide Stand By Power Complying With Code
16 Floor Drain, Cleanouts - Refer to Plumbing Sheets
17 Condensers On Level Pads w/ Sound Isolator
18 Non-combustible Enc. Unit Screening w/ Access Dr. - "RoofScreen SoundGuard" Acoustical Panel - STC 42, Color "Sandstone" Max. Hgt. to Match Parapet (42") U.N.O.
19 Mail Box
20 Fire Extinguisher Cabinet - Refer to Detail
21 4" Thk. Limestone Sill - Slope to Exterior, Project Out 1" Past Bldg. - Provide Integral Drip Edge - Color per Arch.
22 8" Thk. Limestone Sill - Slope to Exterior, Project Out 1" Past Bldg. - Provide Integral Drip Edge - Refer to Elev.
23 24" Pedestal Paver System
24 Parapet Wall To Act As Deck Guardrail
25 1 1/2" Solid Surface Counter
26 1 Hr Gypsum Board Drop Ceiling - A.F.F. per Plan
27 Built In
28 Frameless Temp Glass Shower Enclosure
29 Tile Shower Enclosure Walls & Flr. w/ Bench per Plans
30 Aluminum, Storefront Door w/ Sidelights & Temp. Glazing
31 Combo Low Silhouette Roof Drain With Overflow w/ Strainer - Refer to Plumbing
32 Non-combustible Steel Pergola
33 Handicapped Parking w/ Sign Centered On Parking Spaces, 6'-0" A.f.f.
34 Property Line - Typ.
35 Dero "Track Rack" Wall Mtd. Bike Storage System - (8ft) (3 Bike Capacity)
36 Highland Park req'd "Knox Box" 3200 Series with a Hinged-Door (black).
37 2'-10" Min. Cased Opening
38 Carpenter Built Stairs w/ 36" Tall Handrail w/ 4" Max. Opngs
39 Cont. Cant Strip - Typ.
40 Prefinished Alum. Gutter & Downspout
41 Line of Building Sign & Wall Above
42 Mtl. Prefinished Gravel Stop w Drip Edge
43 Install Scheduled Dr. Frame Jamb Location Inward for 5'0" Min. Radius Clearance on Balcony - V.I.f.
44 Downspout w/ Conc. Splash Guard
45 Prefinished Alum. Fence & Gate
46 TPO Walkway Adhered Traction Pad for Equip. Access - Verify Location in Field



1st Floor Plan

Scale: 3/32" = 1'-0"

Dec. 29, 2025

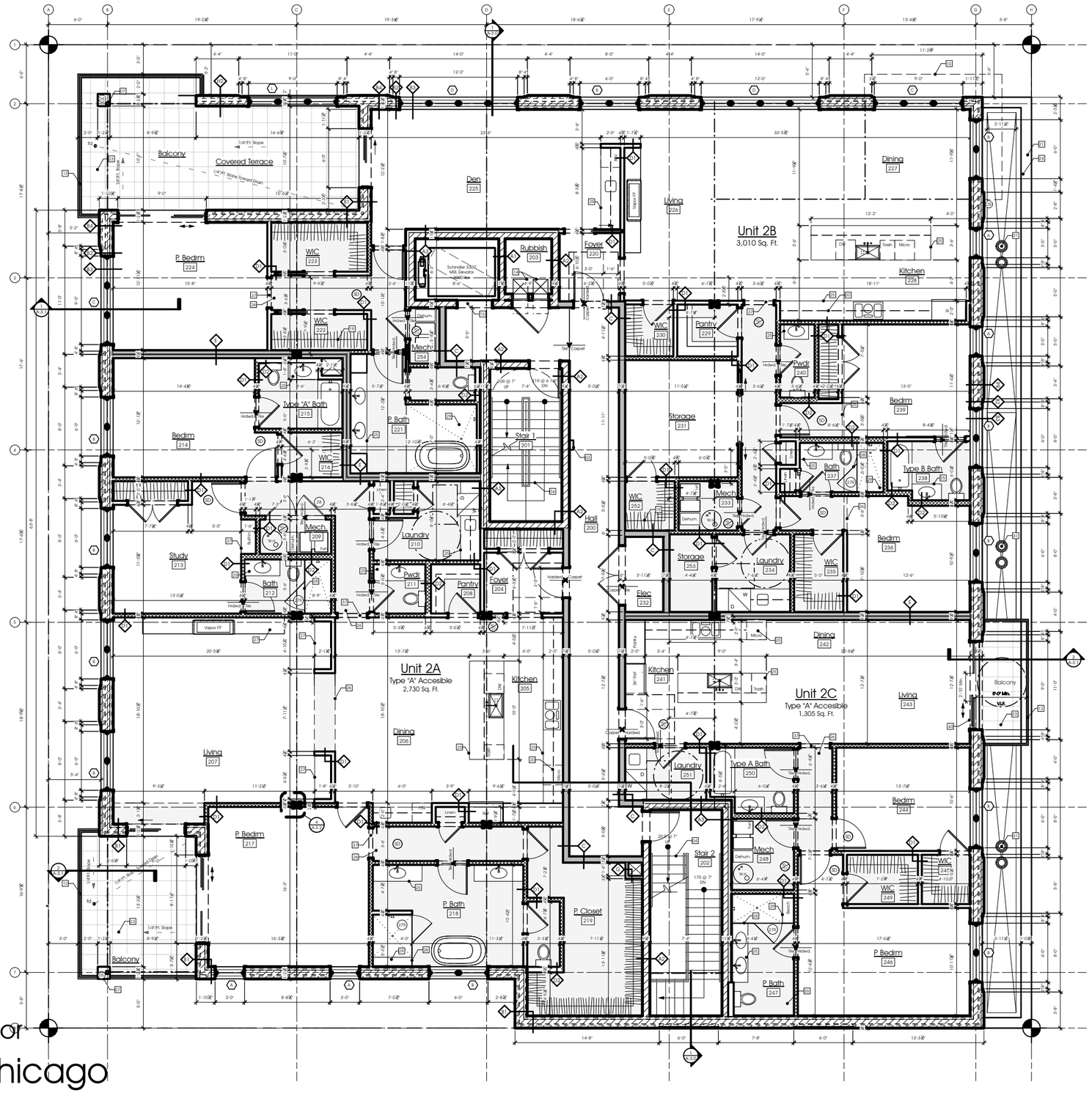
Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

kipnis ARCHITECTURE+PLANNING
1642 payne street | evanston IL 60201
847 864 9650 | f847 864 0956



2nd Floor Plan

Scale: 3/32" = 1'-0"

Dec. 29, 2025

Multi-Family Building for

Platinum Homes of Chicago

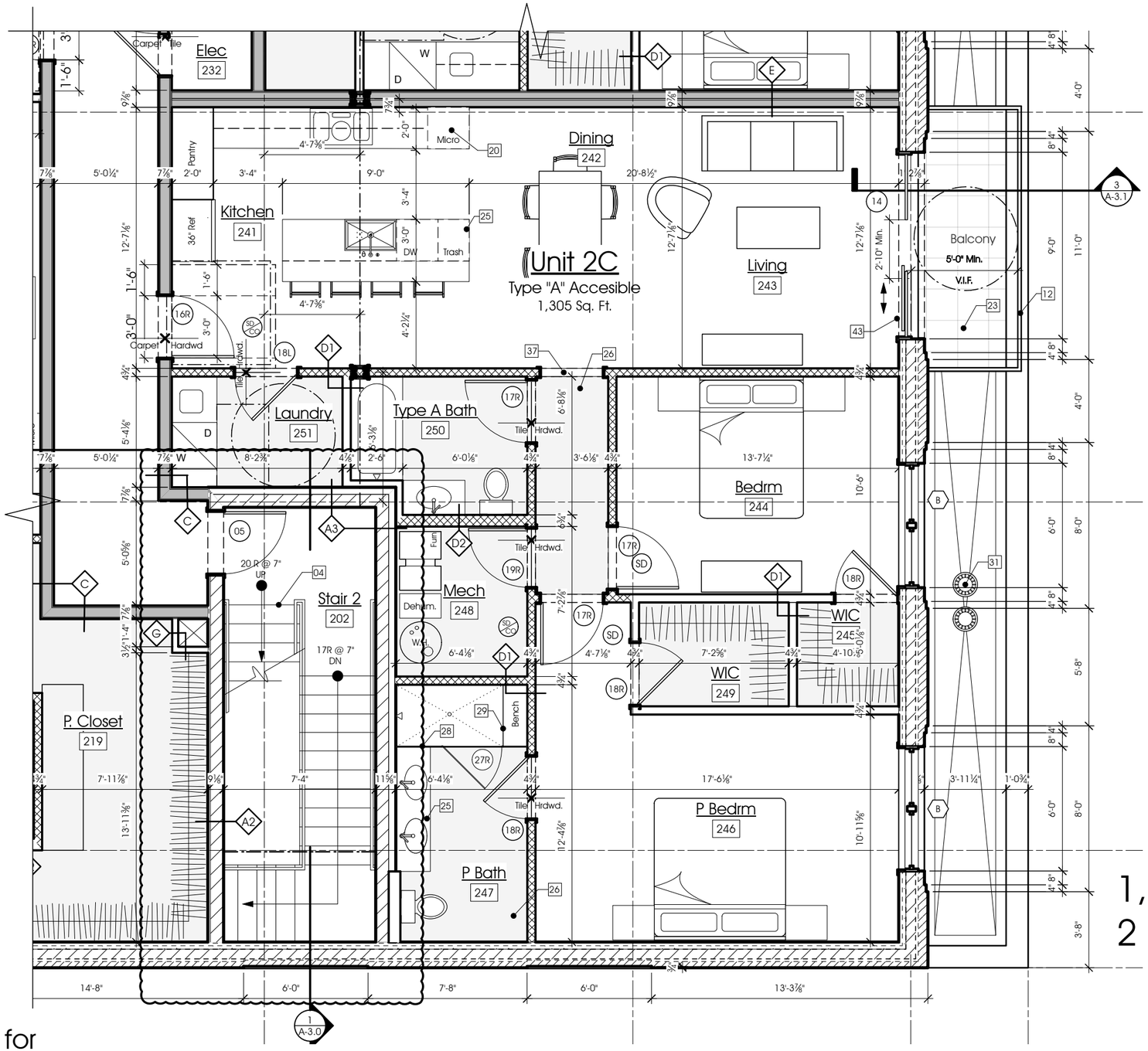
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Inclusionary Unit

Scale: 3/16" = 1'-0"

Dec. 29, 2025

1,305 Sq. Ft.

2 Bed, 2 Bath

Multi-Family Building for

Platinum Homes of Chicago

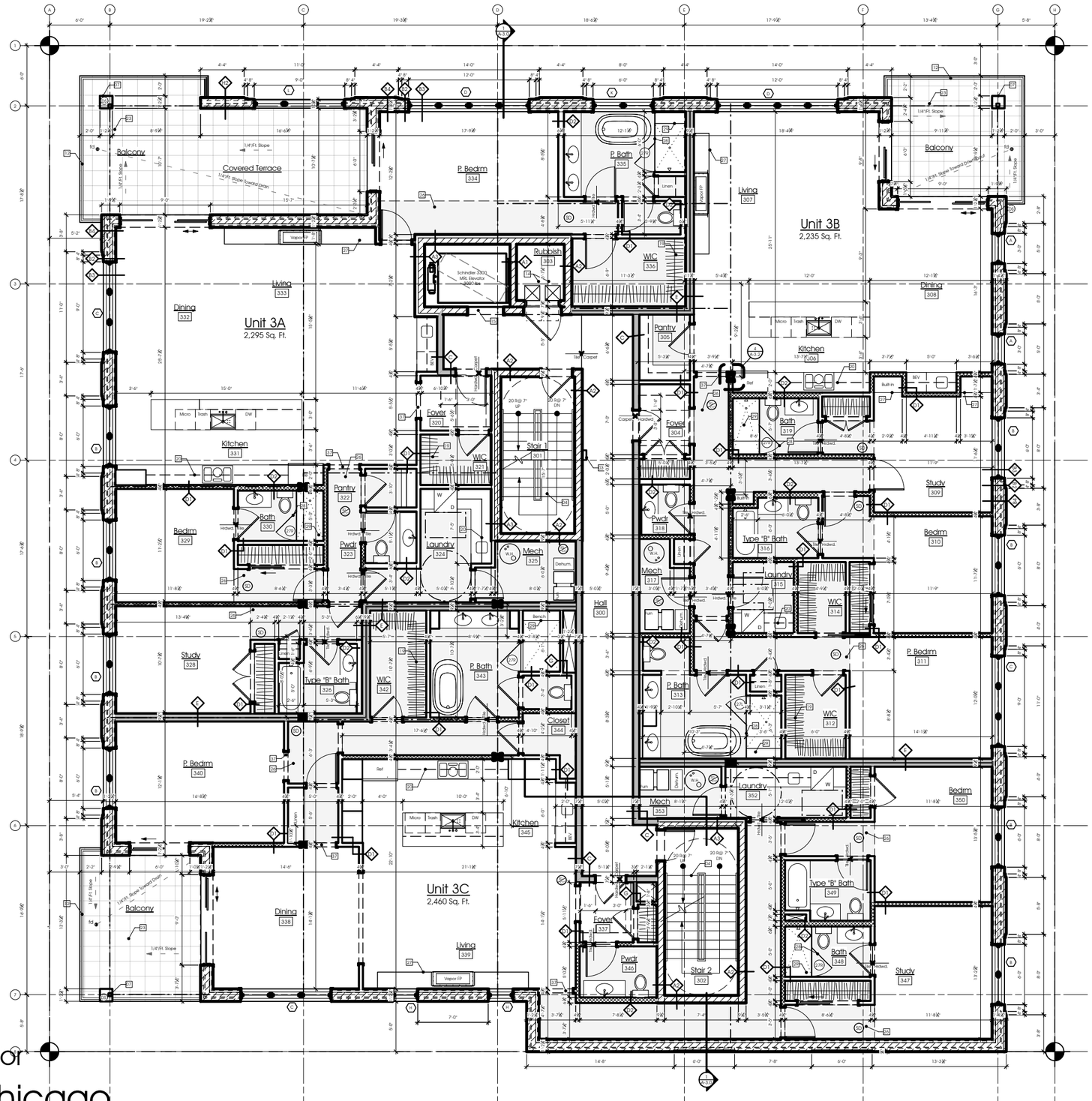
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3rd + 4th Floor Plan

Scale: 3/32" = 1'-0"

Dec. 29, 2025

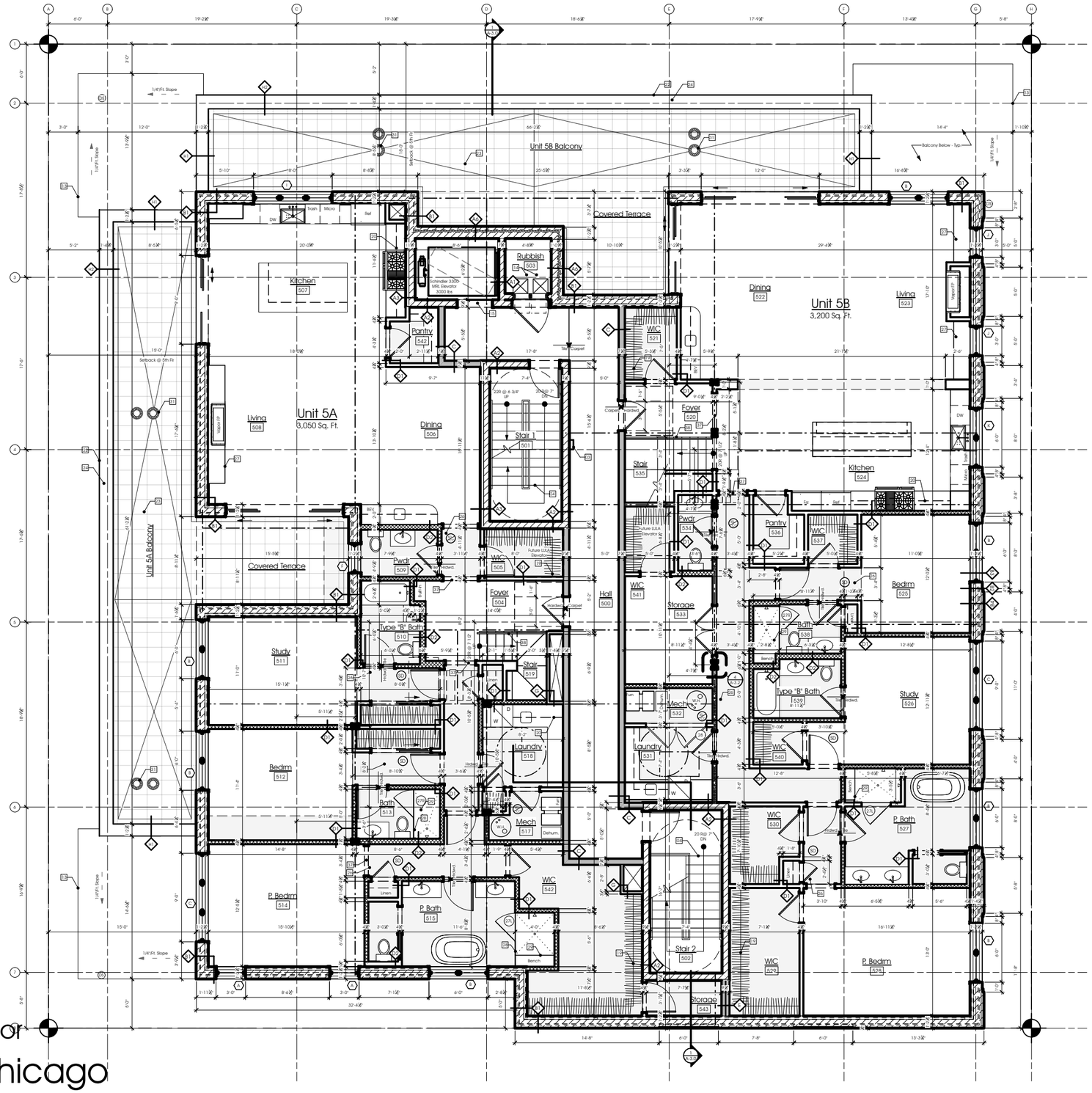
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5th Floor Plan

Scale: 3/32" = 1'-0"

Dec. 29, 2025

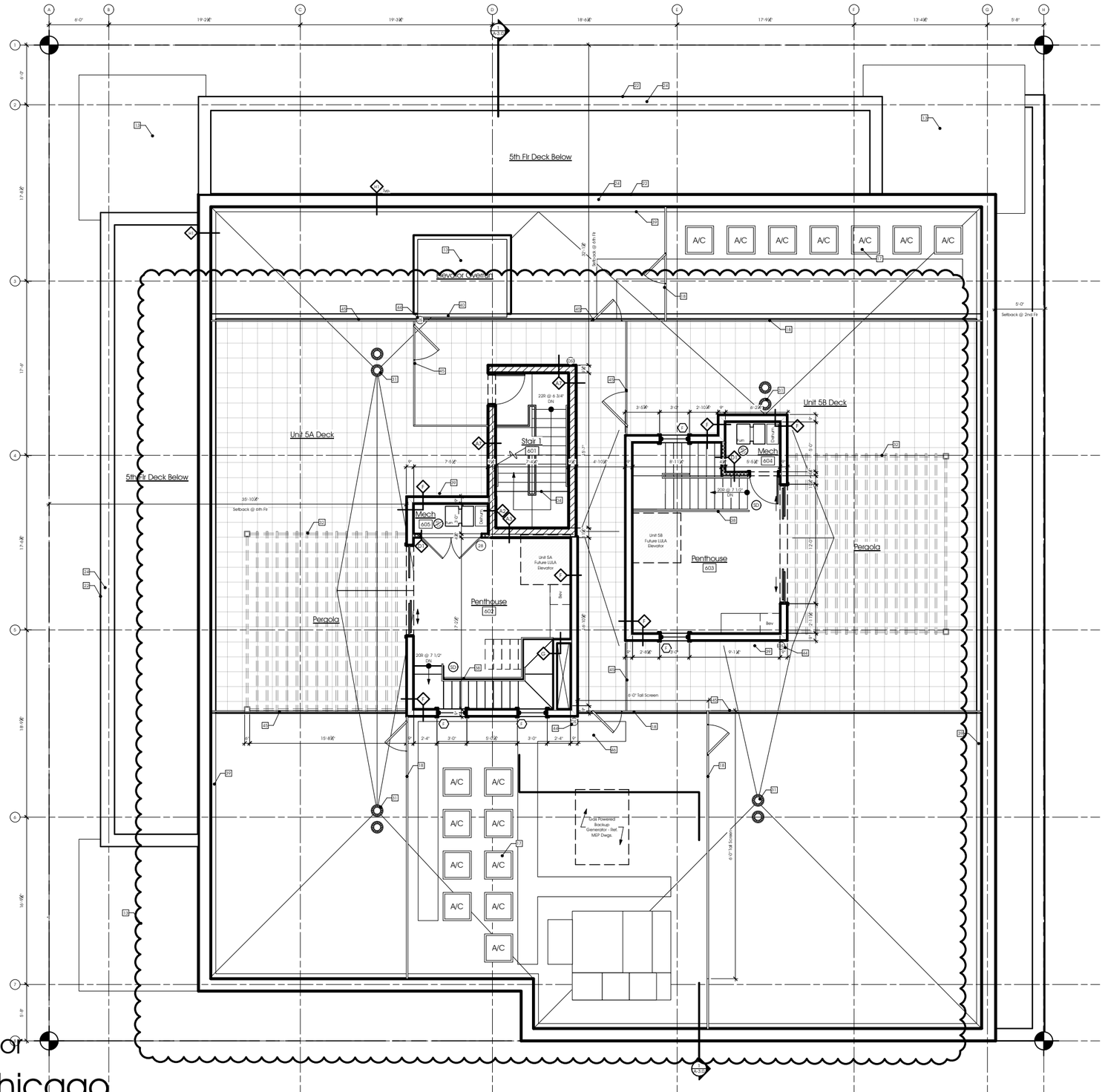
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Roof Plan

Scale: 3/32" = 1'-0"

Dec. 29, 2025

Multi-Family Building for

Platinum Homes of Chicago

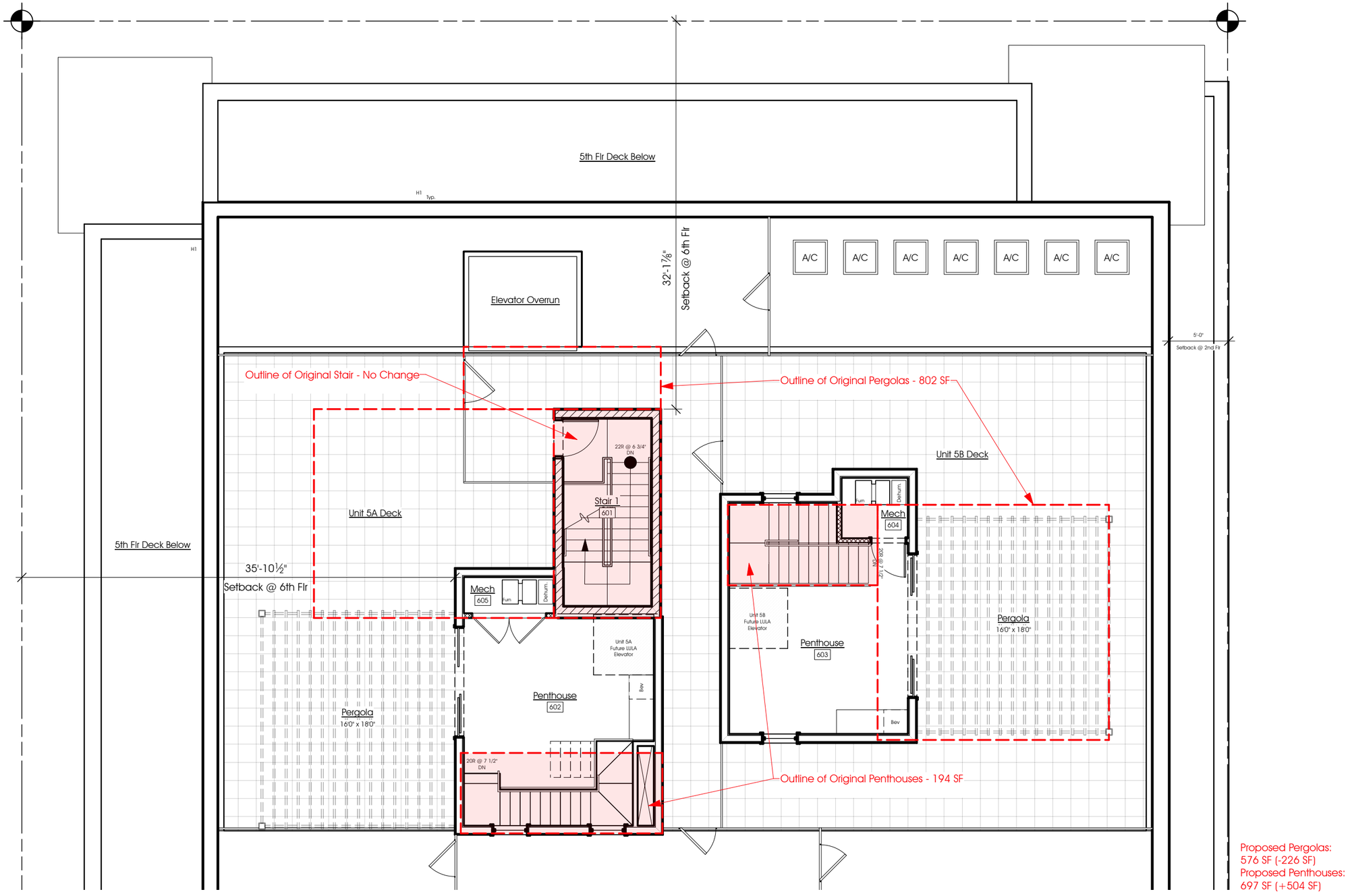
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Proposed Pergolas:
576 SF (-226 SF)
Proposed Penthouses:
697 SF (+504 SF)

Roof Revisions

Scale: 1/8" = 1'-0"

Dec. 19, 2025

Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave
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Elevation Notes

101	Line of Grade - Slope Away from Bldg.
102	1st Flr. Level
103	2nd Flr. Level
104	3rd Flr. Level
105	4th Flr. Level
106	5th Flr. Level
107	6th Flr. Level
108	Top of Parapet
301	Exposed Conc. Fnds. Wall - Min. 4" Above Grade
302	Fnd. Wall Below Grade
303	Conc. Ftg. Below Grade
304	Exposed Stepped Conc. Fnd.
401	Glen-Gery Modular Brick "Stonington Gray Velour" in Running Bond w/ Colored Mortar - Color by Arch.
402	Glen-Gery Modular Brick "Charcoal Gray Velour" w/ Dark Mortar in Running Bond - Color by Arch.
403	Cont. Stone Base
404	4" Cont. Stone Sill, Rake and Caulk all Joints - Transition to Window Sill @ Windows
405	8" Tall Limestone Header, Cont. Flashing w/ Weep Holes @ 32" O.C.
406	12" High (Total) Solider/Sailor Course Brick Surround - Step Inward as Noted
407	Custom Limestone Band - Submit Shop Dwg for Review
408	Custom Limestone Cornice - Submit Shop Dwg for Review
409	Recessed Masonry w/ Limestone Sill & Header
410	Masonry Joint
411	Masonry Control Joint
412	4" Tall Limestone Sill - Provide Slope Away from Bldg. Positive
413	Limestone Entry Door Surround Panels - Return into Entry Back to Entry Door
414	Limestone Sill Under Dr.
501	Pac-Clad Prefinished Alum. Panel "Medium Bronze"
502	Mechanical Louver/Vent - Ref Mech.
503	8" High Prefinished Alum. Cap
504	Alum. Wrapped Sill
505	Prefinished Alum. Pergola
506	42" Tall Laminated Glass Railing System w/ Top & Bottom Rails, Railings to Resist 50PLF Vert. & Horiz. Loading, 200LB Concentrated Load Any Direction
601	Stucco - Color matched to Limestone, Verify w/ Owner - Control Joints as Shown
801	Scheduled Door Unit
802	Scheduled Window Unit
803	Scheduled Prefinished Alum. Garage Doors w/ Ext. Mtl. Corner Piece
804	Scheduled Spandrel Panel - Match. Window
1001	8" High Backlite Mtl. Address Numbers to Match Door Finish on Stainless St. Standoffs
1501	Stainless Steel Safety Bollard
1502	Frost Proof Exterior Grade Tamper Proof Hose Bib
1601	Scheduled Light Fixture



Multi-Family Building for

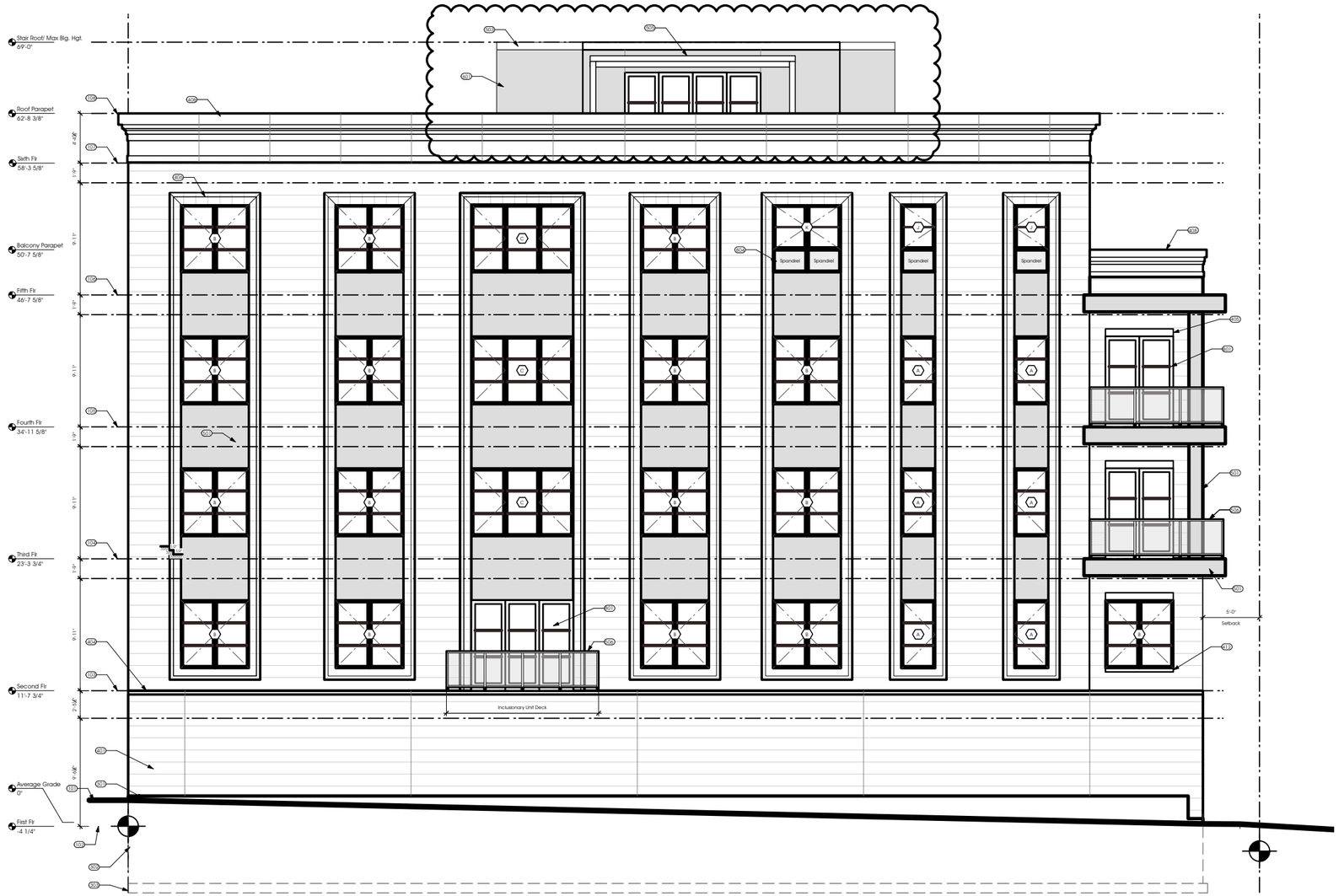
Platinum Homes of Chicago

734 Central Ave
Highland Park, IL

North Elevation - Central Ave

Scale: 3/32" = 1'-0"
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Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

East Elevation

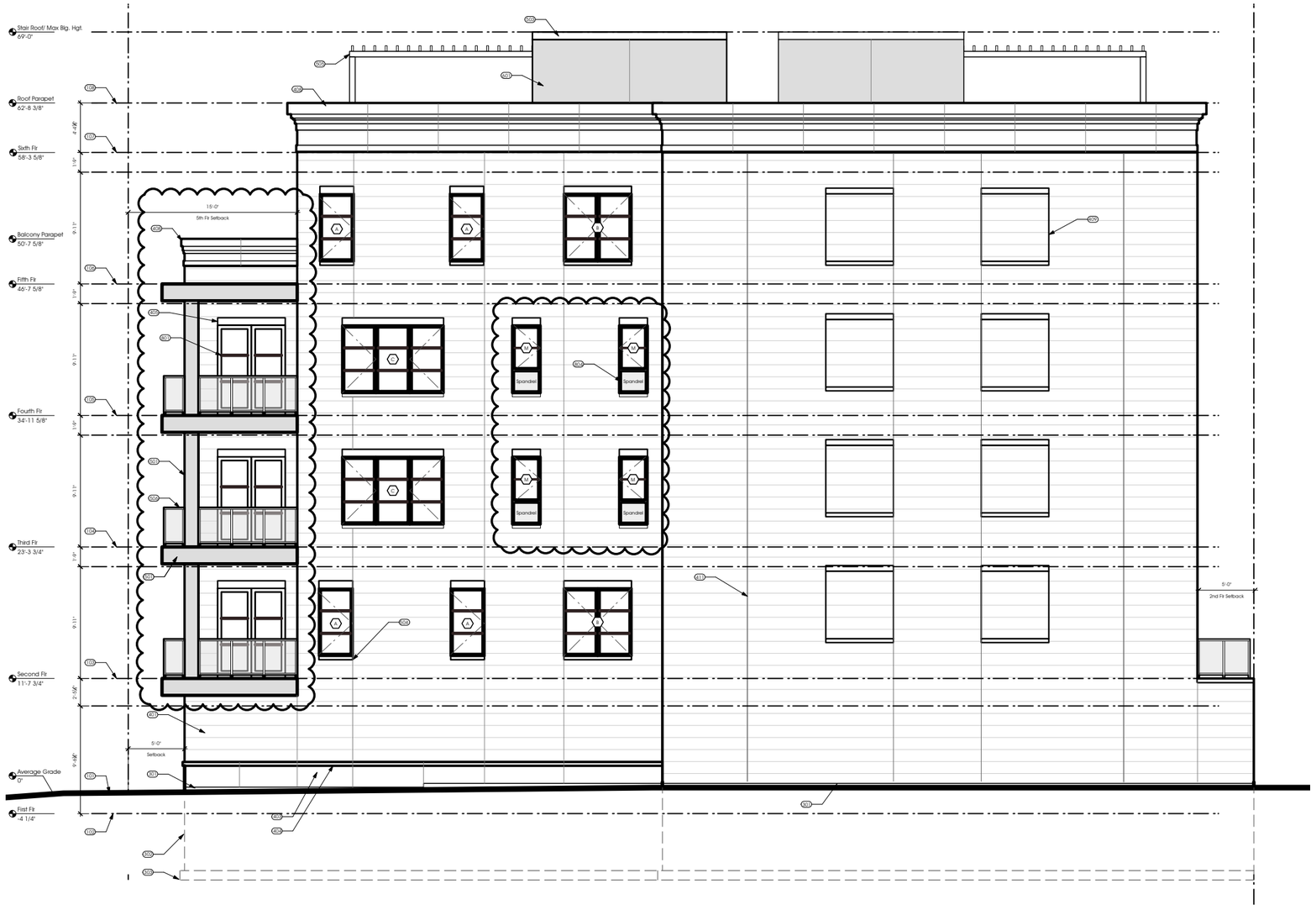
Scale: 3/32" = 1'-0"

Dec. 29, 2025

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Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave
Highland Park, IL

South Elevation

Scale: 3/32" = 1'-0"
Dec. 29, 2025

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Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

West Elevation - McGovern St

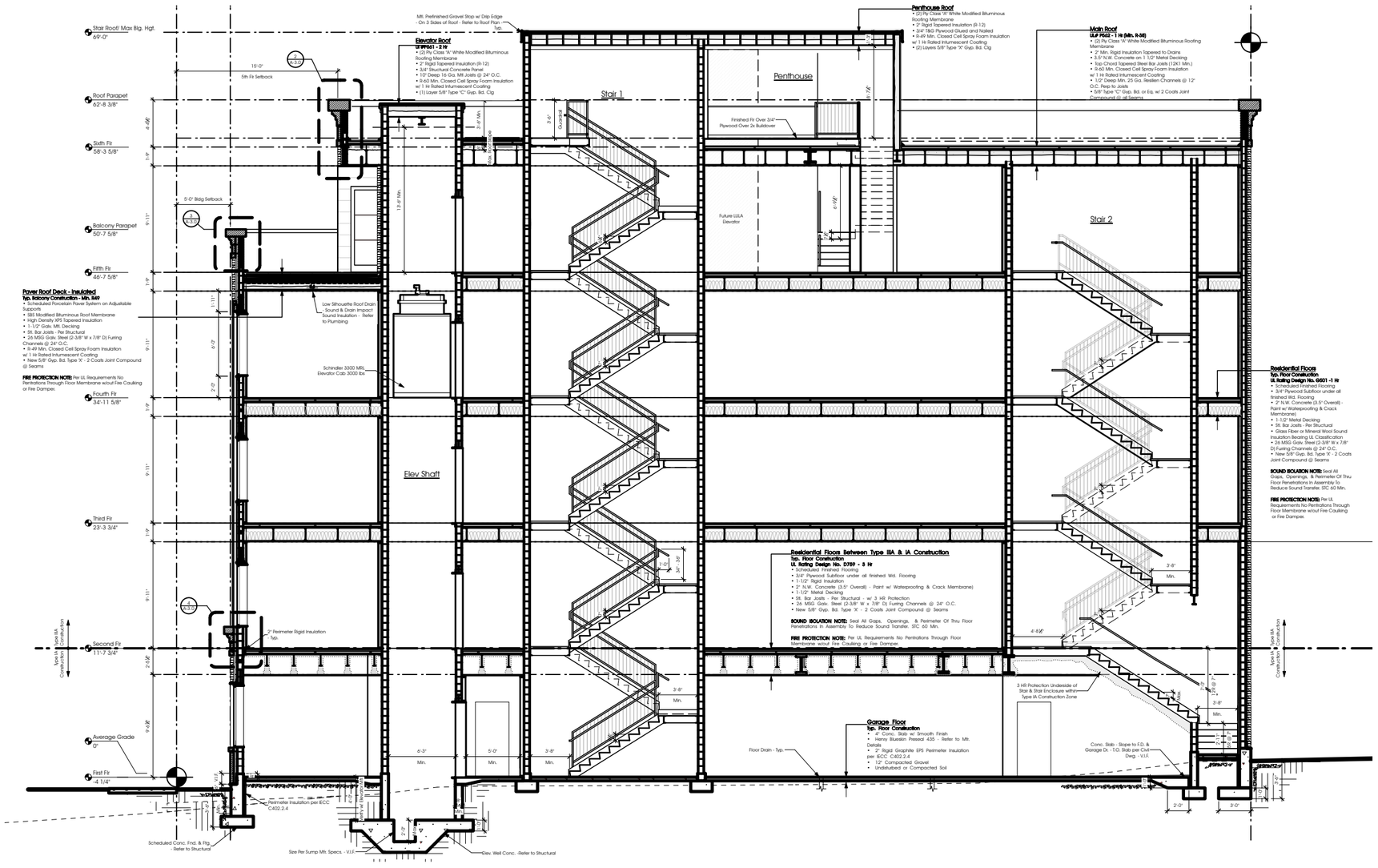
Scale: 3/32" = 1'-0"

Dec. 29, 2025

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Building Section

Scale: 3/32" = 1'-0"

Dec. 29, 2025

Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

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Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

Corner Rendering

Dec. 29, 2025

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Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

Central Ave Rendering

Dec. 29, 2025

kipnis ARCHITECTURE+PLANNING

1642 payne street | evanston IL 60201

847 864 9650 | f847 864 0956



Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

McGovern Ave Rendering

Dec. 29, 2025

kipnis ARCHITECTURE+PLANNING

1642 payne street | evanston IL 60201

847 864 9650 | f847 864 0956



Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

McGovern Ave Rendering - South

Dec. 29, 2025

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847 864 9650 | f847 864 0956


734 CENTRAL


731 CENTRAL

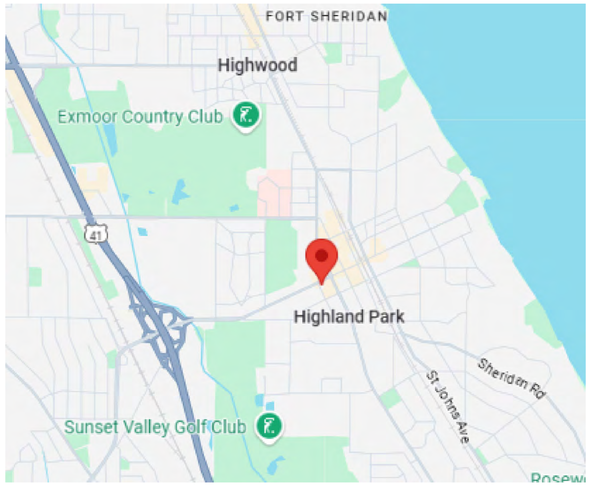

731 CENTRAL
731 CENTRAL

BENCHMARK INFO

SITE BENCHMARK IS CUT CROSS IN SIDEWALK NORTHWEST OF NORTHWEST CORNER OF PROPERTY, ELEV. 689.202, TRANSFERRED FROM NGS BM NGO 156, ELEV. 685.85 NAVD 88.

NEW 6-STORY CONDO BUILDING
734 CENTRAL AVE., HIGHLAND PARK, IL

SITE LOCATION MAP



NOTE

The location of existing underground utilities, such as water mains, sewers, gas lines, etc., as shown on the plans, has been determined from the best available information and is given for the convenience of the Contractor. However, the Owner and the Engineer do not assume responsibility in the event that during construction, utilities other than those shown may be encountered, and that the actual location of those which are shown may be different from the location as shown on the plans.

Bono Consulting, Inc. is not responsible for the safety of any party at or on the construction site. Safety is the sole responsibility of the contractor and any other person or entity performing work or services. Neither the owner nor engineer assumes any responsibility for the job site safety of persons engaged in the work or the means or methods of construction.

Current Standard Specifications of the Judicial Authority shall apply to the construction on this project.

Note: The exact location of all utilities shall be verified by the contractor prior to construction activities. For utility locations call:

J.U.L.I.E. 1 (800) 892-0123

LEGEND:

	EXISTING	PROPOSED
PROPERTY LINE		
SANITARY SEWER LINE		
WATER LINE		
STORM SEWER LINE		
STORM MANHOLE		
SANITARY MANHOLE		
COMBINED SEWER		
COMBINED MANHOLE		
CATCH BASIN		
INLET		
WATER VALVE VAULT		
WATER VALVE		
GRADE		
DRAINAGE DIVIDE		
CURB & GUTTER		
CLEANOUT		
DOWNSPOUT (ROOF DRAINS)		
WATER B. BOX		
TREE PROTECTION FENCE		
CONSTRUCTION FENCE		
INLET FILTER BASKET		
TRAFFIC DIRECTION PAVEMENT MARKING		
FIRE HYDRANT		
RETAINING WALL W/RAILING		
TOP OF CURB BOTTOM OF CURB		T/C XXX.XX B/C XXX.XX
TOP OF CURB BOTTOM OF GUTTER		T/C XXX.XX B/G XXX.XX
WALK BOTTOM OF WALK		W XXX.XX B/W XXX.XX
DESPRESSED CURB BOTTOM OF GUTTER		D/C XXX.XX B/G XXX.XX
MOUNTABLE CURB		M/C XXX.XX B/C XXX.XX

DRAWING INDEX:

1. TITLE SHEET, LEGEND, SITE LOCATION, & AERIAL MAP
2. EXISTING TOPOGRAPHY, DEMOLITION, EROSION & SEDIMENTATION CONTROL PLAN
3. PROPOSED GRADING & PLAN
4. PROPOSED UTILITY PLAN
5. SITE PLAN
6. CONSTRUCTION NOTES & DETAILS
7. STANDARD DETAILS

PROJECT NARRATIVE

GENERAL: EXISTING BUILDING AND PROPERTY TO BE REDEVELOPED INTO A NEW 6-STORY CONDO BUILDING

AREA SUMMARY:
SITE AREA: 0.227 ACRES

SPECIAL PROTECTION AREAS: NO FLOODPLAIN WITHIN 100' OF SITE. THERE ARE NO WETLANDS WITHIN 100' OF SITE.

UPSTREAM TRIBUTARY: THERE IS NO UPSTREAM TRIBUTARY AREA OF FOR THE SITE.

COMBINED/SEPARATE SEWER AREA INFO: PROPOSED PROJECT IS LOCATED IN A SEPARATE SEWER AREA.

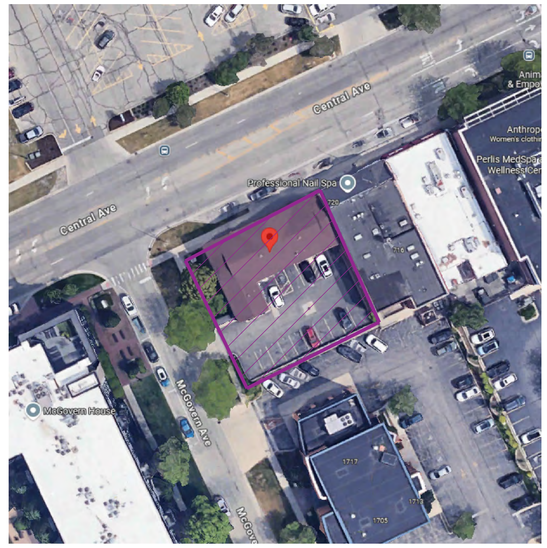
DETENTION/VOLUME CONTROL FACILITY: NO STORMWATER DETENTION OR INFILTRATION IS REQUIRED FOR THIS DEVELOPMENT.

SANITARY SEWERS: NEW SANITARY SERVICE FOR BUILDING

SOILS/INFILTRATION RATE: N/A

GROUNDWATER ELEVATION: N/A

AERIAL MAP



1. I HEREBY CERTIFY THAT THE PROPOSED IMPROVEMENTS WILL NOT ADVERSELY IMPACT THE SUBJECT PROPERTY, THE SURROUNDING PROPERTIES OR THE PUBLIC RIGHT-OF-WAY WITH RESPECT TO STORMWATER DRAINAGE, AND THAT A SAFE OVERFLOW ROUTE HAS BEEN ESTABLISHED.
2. I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE PROPOSED IMPROVEMENT IS NOT LOCATED IN FLOOD PROTECTION AREAS BASED ON THE INFORMATION FROM THE FEMA MAPS.

LICENSED PROFESSIONAL ENGINEER
WILLIAM A. HEPBURN
062-073376
OF ILLINOIS

EXP. 11-30-27

ENGINEER

12-12-25
DATE

PROJECT STAFF		ISSUE	REVISIONS	DATE
PROJECT MANAGER:	W. HEPBURN, P.E.	1	ISSUED FOR PERMIT	11-17-25
ENGINEER:		2	REVISED PER FLO REVIEW	12-12-25
ENGINEER:				
TECHNICIAN:				

BCI
BONO CONSULTING
CIVIL ENGINEERS
A Sevee & Maher Engineers company
1515 BUNKER HILL WAY, SUITE 116
PARK RIDGE, IL 60068
847-823-3355
bono@bonoconsulting.com

SME
SEVEE & MAHER
ENGINEERS
ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • COMPLIANCE
4 Barnard Circle • Portland, Maine 04103
Phone: 207.829.5456 • Fax: 207.829.5692 • sme-eng@sme.com

TITLE SHEET, LEGEND, SITE LOCATION MAP, & AERIAL MAP
NEW CONDO BUILDING
734 CENTRAL AVE., HIGHLAND PARK, IL

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PROJECT NO.:	241633
BASE FILE:	
SHEET FILE:	
ISSUE DATE:	FEB. 21, 2025
SCALE:	NTS

SHEET NUMBER
C-1

SITE BENCHMARK IS CUT CROSS IN SIDEWALK NORTHWEST OF NORTHWEST CORNER OF PROPERTY. ELEV. 689.202. TRANSFERRED FROM NGS BM NGO 156, ELEV. 685.85 NAVD 88.

NOTE :
EXISTING CONDITIONS ARE BASED UPON A TOPOGRAPHIC SURVEY. THIS IS NOT A BOUNDARY SURVEY. PROPERTY LINES SHOWN ARE FOR INFORMATIONAL PURPOSES ONLY AND SHALL NOT BE USED AS A BASIS FOR CONSTRUCTION LAYOUT. PROPERTY LINE INFORMATION SHOWN IS BASED ON THE PLAT OF SURVEY RECEIVED FROM THE OWNER AND ANY IRON PIPES (AS INDICATED) FOUND BY BCI'S SURVEY CREW.

PROPERTY BOUNDARY INFORMATION SHOWN HEREON IS TAKEN FROM OFFICIAL PLATS AND RECORDS

LOCATION OF UNDERGROUND UTILITIES WHERE NOT SUBSTANTIATED BY PHYSICAL EVIDENCE ARE TAKEN FROM RECORDS NORMALLY CONSIDERED RELIABLE. NO RESPONSIBILITY FOR THEIR ACCURACY IS ASSUMED BY THE SURVEYOR.

FOR LOCATION OF BURIED CABLE, CALL J.U.L.I.E. @ 1-800-892-0123 BEFORE DIGGING

LOCATIONS OF EXISTING UTILITY SERVICES ARE BASED ON VISUAL OBSERVATIONS. CONTRACTOR MUST CONFIRM LOCATION AND CONDITION OF ALL UTILITY SERVICES TO REMAIN.

LAKE COUNTY STORMWATER MANAGEMENT COMMISSION
SOIL EROSION AND SEDIMENT CONTROL CONSTRUCTION NOTES

A. SEDIMENT CONTROL MEASURES SHALL BE INSTALLED PRIOR TO THE COMMENCEMENT OF HYDROLOGIC DISTURBANCE OF UPLAND AREAS.

B. FOR THOSE DEVELOPMENTS THAT REQUIRE A DESIGNATED EROSION CONTROL INSPECTOR (DECI), INSPECTIONS AND DOCUMENTATION SHALL BE PERFORMED, AT A MINIMUM:

- UPON COMPLETION OF SEDIMENT AND RUNOFF CONTROL MEASURES (INCLUDING PERIMETER CONTROLS AND DIVERSIONS), PRIOR TO PROCEEDING WITH ANY OTHER EARTH DISTURBANCE OR GRADING.
- AFTER EVERY SEVEN (7) CALENDAR DAYS OR STORM EVENT WITH GREATER THAN 0.5 INCH OF RAINFALL OR LIQUID EQUIVALENT PRECIPITATION.

C. SOIL DISTURBANCE SHALL BE CONDUCTED IN SUCH A MANNER AS TO MINIMIZE EROSION. IF STRIPPING, CLEARING, GRADING, OR LANDSCAPING ARE TO BE DONE IN PHASES, THE PERMITTEE SHALL PLAN FOR APPROPRIATE SOIL EROSION AND SEDIMENT CONTROL MEASURES.

D. A STABILIZED MAT OF CRUSHED STONE MEETING IDOT GRADATION CA-1 UNDERLAIN WITH FILTER FABRIC AND IN ACCORDANCE WITH THE ILLINOIS URBAN MANUAL, OR OTHER APPROPRIATE MEASURE(S) AS APPROVED BY THE ENFORCEMENT OFFICER, SHALL BE INSTALLED AT ANY POINT WHERE TRAFFIC WILL BE ENTERING OR LEAVING A CONSTRUCTION SITE. SEDIMENT OR SOIL REACHING AN IMPROVED PUBLIC RIGHT-OF-WAY, STREET, ALLEY OR PARKING AREA SHALL BE REMOVED BY SCRAPING OR STREET CLEANING AS ACCUMULATIONS WARRANT AND TRANSPORTED TO A CONTROLLED SEDIMENT DISPOSAL AREA.

E. TEMPORARY DIVERSIONS SHALL BE CONSTRUCTED AS NECESSARY TO DIRECT ALL RUNOFF FROM HYDROLOGICALLY DISTURBED AREAS TO AN APPROPRIATE SEDIMENT TRAP OR BASIN.

F. DISTURBED AREAS SHALL BE STABILIZED WITH TEMPORARY OR PERMANENT MEASURES WITHIN SEVEN (7) CALENDAR DAYS FOLLOWING THE END OF ACTIVE HYDROLOGIC DISTURBANCE OR REDISTURBANCE.

G. ALL STOCKPILES SHALL HAVE APPROPRIATE MEASURES TO PREVENT EROSION. STOCKPILES SHALL NOT BE PLACED IN FLOOD PRONE AREAS OR WETLANDS AND DESIGNATED BUFFERS.

H. SLOPES STEEPER THAN 3H:1V SHALL BE STABILIZED WITH APPROPRIATE MEASURESAS APPROVED BY THE ENFORCEMENT OFFICER.

I. APPROPRIATE EROSION CONTROL BLANKET SHALL BE INSTALLED ON ALL INTERIOR DETENTION BASIN SIDE SLOPES BETWEEN THE NORMAL WATER LEVEL AND HIGH WATER LEVEL.

J. STORM SEWERS THAT ARE OR WILL BE FUNCTIONING DURING CONSTRUCTION SHALL BE PROTECTED BY AN APPROPRIATE SEDIMENT CONTROL MEASURE.

K. IF DEWATERING SERVICES ARE USED, ADJOINING PROPERTIES AND DISCHARGE LOCATIONS SHALL BE PROTECTED FROM EROSION AND SEDIMENTATION. DISCHARGES SHALL BE ROUTED THROUGH AN APPROVED ANIONIC POLYMER DEWATERING SYSTEM OR A SIMILAR MEASURE AS APPROVED BY THE ENFORCEMENT OFFICER. DEWATERING SYSTEMS SHOULD BE INSPECTED DAILY DURING OPERATIONAL PERIODS. THE ENFORCEMENT OFFICER, OR APPROVED REPRESENTATIVE, MUST BE PRESENT AT THE COMMENCEMENT OF DEWATERING ACTIVITIES.

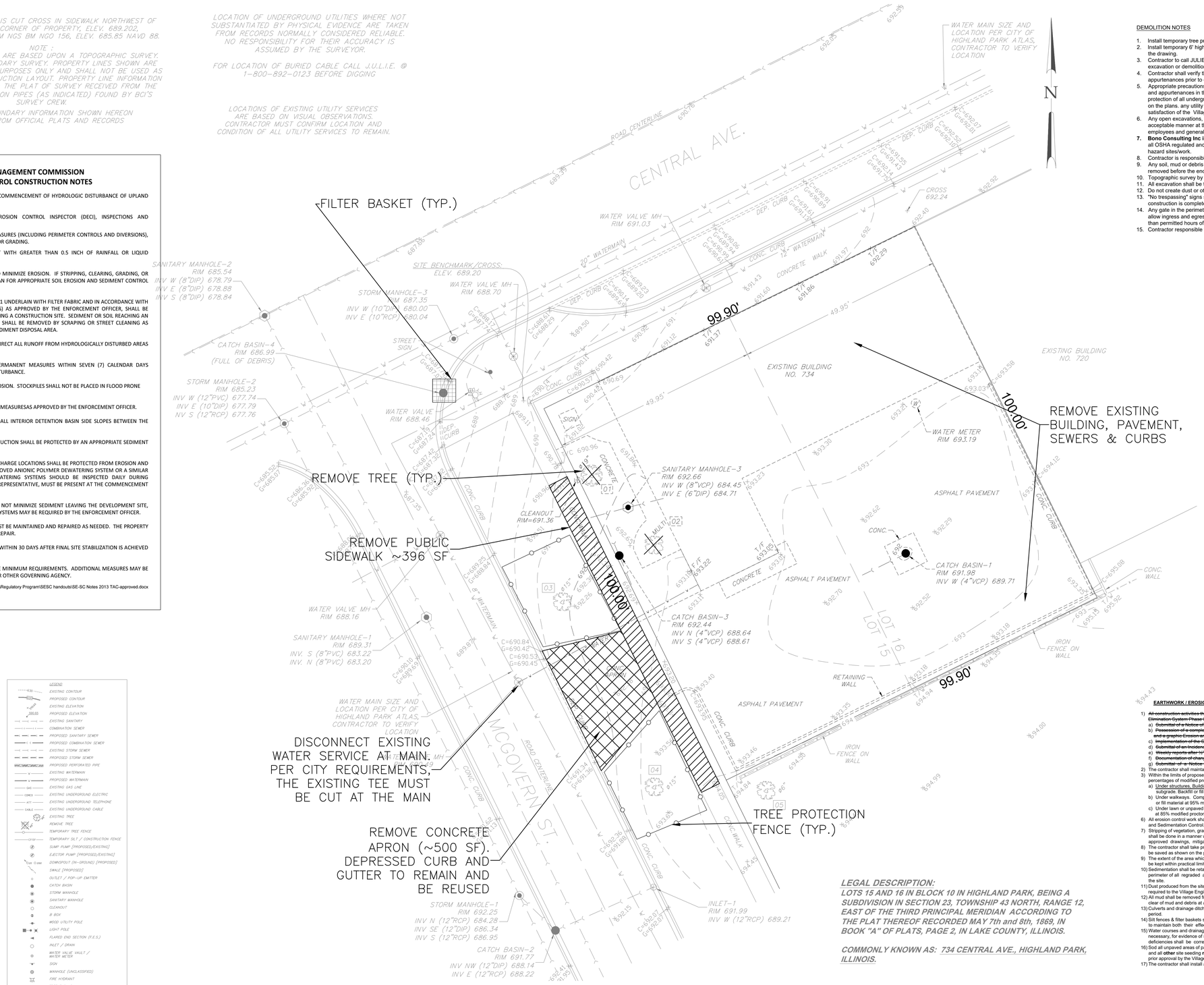
L. IF INSTALLED SOIL EROSION AND SEDIMENT CONTROL MEASURES DO NOT MINIMIZE SEDIMENT LEAVING THE DEVELOPMENT SITE, ADDITIONAL MEASURES SUCH AS ANIONIC POLYMERS OR FILTRATION SYSTEMS MAY BE REQUIRED BY THE ENFORCEMENT OFFICER.

M. ALL TEMPORARY AND PERMANENT EROSION CONTROL MEASURES MUST BE MAINTAINED AND REPAIRED AS NEEDED. THE PROPERTY OWNER SHALL BE ULTIMATELY RESPONSIBLE FOR MAINTENANCE AND REPAIR.

N. ALL TEMPORARY SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION IS ACHIEVED OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED.

O. THE EROSION CONTROL MEASURES INDICATED ON THE PLANS ARE THE MINIMUM REQUIREMENTS. ADDITIONAL MEASURES MAY BE REQUIRED, AS DIRECTED BY THE ENGINEER, ENFORCEMENT OFFICER, OR OTHER GOVERNING AGENCY.

U:\Regulatory Program\SESC handouts\SE-SC Notes 2013 TAC-approved.docx



LEGEND

- EXISTING CONTOUR
- PROPOSED CONTOUR
- EXISTING ELEVATION
- PROPOSED ELEVATION
- EXISTING SANITARY
- EXISTING COMBINATION SEWER
- PROPOSED SANITARY SEWER
- PROPOSED COMBINATION SEWER
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- PROPOSED REINFORCED PIPE
- EXISTING WATERMAIN
- PROPOSED WATERMAIN
- EXISTING GAS LINE
- EXISTING UNDERGROUND ELECTRIC
- EXISTING UNDERGROUND TELEPHONE
- EXISTING UNDERGROUND CABLE
- EXISTING TREE
- REMOVE TREE
- TEMPORARY TREE FENCE
- TEMPORARY SILT / CONSTRUCTION FENCE
- SUMP PUMP [PROPOSED/EXISTING]
- EJECTOR PUMP [PROPOSED/EXISTING]
- DOWNSPOUT (N--GROUND) [PROPOSED]
- SWALE [PROPOSED]
- OUTLET / POP--UP EMITTER
- CATCH BASIN
- STORM MANHOLE
- SANITARY MANHOLE
- CLEANOUT
- B BOX
- WOOD UTILITY POLE
- LIGHT POLE
- FLARED END SECTION (F.E.S.)
- INLET / DRAIN
- WATER VALVE VAULT / WATER METER
- SIGN
- MANHOLE (UNCLASSIFIED)
- FIRE HYDRANT
- TREE TAG NO.
- STOP LIGHT
- GAS VALVE
- ROOT PRUNE
- AUGERING
- PATCHING
- T/G 000.00 TOP OF GARAGE SLAB
- T/F 000.00 TOP OF FOUNDATION
- F/F 000.00 FINISH FLOOR
- T/W 000.00 TOP OF WALL
- T/WW 000.00 TOP OF WINDOW WELL
- C=000.00 G=000.00 CURB AND GUTTER ELEVATIONS

LEGAL DESCRIPTION:
LOTS 15 AND 16 IN BLOCK 10 IN HIGHLAND PARK, BEING A SUBDIVISION IN SECTION 23, TOWNSHIP 43 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED MAY 7th and 8th, 1869, IN BOOK "A" OF PLATS, PAGE 2, IN LAKE COUNTY, ILLINOIS.

COMMONLY KNOWN AS: 734 CENTRAL AVE., HIGHLAND PARK, ILLINOIS.

DEMOLITION NOTES

1. Install temporary tree protection fencing prior to any demolition work.
2. Install temporary 6' high chain link fence around the proposed work area as shown on the drawing.
3. Contractor to call JULIE at 1-800-892-0123. minimum of 48 hours prior to initiating any excavation or demolition.
4. Contractor shall verify the exact elevation and location of all existing utilities and appurtenances prior to construction, to avoid interferences.
5. Appropriate precautions shall be taken to avoid damage to and to protect existing utilities and appurtenances in the vicinity of work. Contractor shall be responsible for the protection of all underground or overhead utilities even though they may not be shown on the plans. any utility that is damaged during construction shall be repaired to the satisfaction of the Village and the owner, or replaced.
6. Any open excavations, or potentially dangerous areas shall be fenced or guarded in an acceptable manner at the end of each day for the protection of the contractor's employees and general public safety.
7. **Bono Consulting Inc is not liable for any construction site safety**. Contractor to take all OSHA regulated and applicable local safety precautions to safe guard all potentially hazard sites/work.
8. Contractor is responsible for keeping roads free of excessive debris at all times.
9. Any soil, mud or debris that is washed, tracked, or deposited onto the street shall be removed before the end of each day.
10. Topographic survey by Bono Consulting Inc.
11. All excavation shall be tapered, or, shored and maintained pumped dry.
12. Do not create dust or other nuisance to neighboring properties during construction
13. "No trespassing" signs shall be mounted on the fencing in conspicuous locations until construction is completed and approved
14. Any gate in the perimeter fence shall be adequately hinged to prevent entry, except to allow ingress and egress to and from site, such gate must be looked at all times, other than permitted hours of construction.
15. Contractor responsible for locating & protecting light pole electric supply.

EARTHWORK / EROSION & SEDIMENTATION CONTROL

1) ~~All construction activities that involve earthwork shall meet the National Pollutant Discharge Elimination System Phase II requirements:~~
   a) ~~Submittal of a Notice of Intent (NOI) to IEPA.~~
   b) ~~Possession of a completed and signed Stormwater Pollution Prevention Plan (SWPPP) and a graphic Erosion and Sediment Control (ESC) plan.~~
   c) ~~Implementation of the SWPPP.~~
   d) ~~Submittal of an Inclusion of Noncompliance (ION) if an event occurs.~~
   e) ~~Weekly reports after 0.5" rainfall or 5" snowfall.~~
   f) ~~Documentation of changes to ESC plan.~~
   g) ~~Submittal of a Notice of Termination (NOT) when final stabilization is achieved.~~
2) The contractor shall maintain existing positive drainage from off-site at all times during construction.
3) Within the limits of proposed grading the soil shall be compacted to not less than the following percentages of modified proctor dry density in accordance with ASTM D 1557-78:
   a) Under structures, Building slabs, steps and pavements, Compact six (6") inch maximum lifts of subgrade. Backfill or fill material at 95% modified proctor dry density,
   b) Under walkways. Compact six (6") inch maximum lifts of dry subgrade, backfill, or fill material at 95% modified proctor dry density,
   c) Under lawn or unpaved areas. Compact six (6") inch maximum lifts of subgrade, backfill, or fill material at 85% modified proctor dry density.
4) All erosion control work shall comply with "Illinois Procedures and Standards for Urban Soil Erosion and Sedimentation Control."
5) Stripping of vegetation, grading or other soil disturbance, especially in designated wetland areas, shall be done in a manner which will minimize soil erosion, and shall be in accordance with the approved drawings, mitigation and permit requirements.
6) The contractor shall take precautionary measures to minimize earthwork in areas where trees are to be saved as shown on the plans or determined in the field.
7) The extent of the area which is exposed and free of vegetation and the duration of its exposure shall be kept within practical limits as directed by the Village Engineer.
8) Sedimentation shall be retained on site. Sediment fence shall be installed along the perimeter of all regraded areas or as required to prevent sediment from entering and/or leaving the site.
9) Dust produced from the site shall be kept to a minimum during dry periods by spraying water as required to the Village Engineer's satisfaction and is to be considered incidental.
10) All mud shall be removed from all tires before leaving the site and the roads shall be kept clean and clear of mud and debris at all times.
11) Culverts and drainage ditches shall be kept clean and clear of obstructions during the construction period.
12) Silt fences & filter baskets shall be inspected frequently and maintained or replaced as required to maintain both their effectiveness and integrity.
13) Water courses and drainage swales adjacent to construction activities shall be monitored as necessary, for evidence of silt intrusion and other adverse environmental impacts. Any problems or deficiencies shall be corrected immediately upon their discovery.
14) Sod all unpaved areas of parkways, right-of-ways and front yards to rear wall of the building. Any and all **other** site seeding **may** be used, in some instance particularly for the back yard, only with prior approval by the Village Engineer.
15) The contractor shall install all erosion control items prior to commencement of any work.

PROJECT STAFF		ISSUE	REVISIONS	DATE
PROJECT MANAGER:	W. HEPBURN, P.E.	1	ISSUED FOR PERMIT	11-17-25
ENGINEER:		2	REVISED PER PC/ HPD REVIEW	12-12-25
DRAFTER:				
TECHNICIAN:				

BCI
BONO CONSULTING
CIVIL ENGINEERS
A Steve & Maher Engineers company
GREEN • SUSTAINABLE • INNOVATIVE
3010 BUSSE HIGHWAY, SUITE 116
PARK RIDGE, IL 60068
847.698.0200
bbono@bonoconsulting.com

SME
STEVE & MAHER ENGINEERS
ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • COMPLIANCE
4 Blanchard Road PO Box 85A Cumberland, Maine 04021
Phone 207.829.5016 • Fax 207.829.5692 • sme-engineers.com

EXISTING TOPOGRAPHY, DEMOLITION, EROSION AND SEDIMENTATION CONTROL PLAN
NEW CONDO BUILDING
734 CENTRAL AVE., HIGHLAND PARK, IL

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PROJECT NO.:	241633
BASE FILE:	
SHEET FILE:	
ISSUE DATE:	FEB. 21, 2025
SCALE:	1"=10'-0

SHEET NUMBER
C-2

PROPOSED GRADING & DRAINAGE PLAN

NEW CONDO BUILDING

734 CENTRAL AVE., HIGHLAND PARK, IL

SME
SEFEE & MAHER ENGINEERS
ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • CONSPLANCE
4 Blanchard Road, PO Box 554, Cumberland, Maine 04021
Phone 207.829.5016 • Fax 207.829.5692 • sme-engineers.com

BCI
BONO CONSULTING
CIVIL ENGINEERS
A Sevee & Maher Engineers company
1918 BLISS HIGHWAY
PARK RIDGE, IL 60068
847.823.0300
bbono@bonoconsulting.com
420 MEINDIAN PKWY, STE 116
ALBORA, IL 60504
331.229.0512
thebell@bonoconsulting.com

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PROJECT NO: 241633
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ISSUE DATE: FEB. 21, 2025
SCALE: 1"=10'-0

SHEET NUMBER
C-3

PROJECT STAFF		ISSUE	REVISIONS	DATE
PROJECT MANAGER:	W. HEPBURN, P.E.	1	ISSUED FOR PERMIT	11-17-25
ENGINEER:		2	REVISED PER PLN REVIEW	12-12-25
ENGINEER:				
TECHNICIAN:				

734 Central, Highland Park

Date: 11.3.25

	Existing		Proposed	
	Sq. Ft.	Acres	Sq. Ft.	Acres
Property Area	9,900	0.227		
Building	3,491	0.080	8,719	0.200
Pavement/Walks	5,954	0.137	450	0.010
Impervious Area	9,445	0.217	9,169	0.210
Pervious Area	28,337	0.651	731	0.017
Increase in Impervious Area	-0.006	**Ac.**		

UTILITY CROSSING SCHEDULE

X-01
B/STORM 688.00
T/WATER 686.00 *V.I.F.* [ASSUMED 5.5' DEEP]
MAINTAIN 18" SEPARATION 10' BOTH SIDES OF CROSSING
WMQ CASING PIPE 10' BOTH SIDES OF CROSSING

X-02
B/STORM (6") 687.73
T/SANITARY (8") 685.97 *V.I.F.*
INV. SANITARY (8") 685.30 *V.I.F.*

X-03
B/SANITARY 686.10
T/WATER 684.50 *V.I.F.* [ASSUMED 5.5' DEEP]
MAINTAIN 18" SEPARATION 10' BOTH SIDES OF CROSSING
WMQ CASING PIPE 10' BOTH SIDES OF CROSSING

X-04
B/STORM (6") 688.96
T/SANITARY (6") 687.35



PROJECT STAFF

PROJECT MANAGER	W. HEPBURN, P.E.
ENGINEER:	
ENGINEER:	
TECHNICIAN:	

ISSUE	REVISIONS	DATE
1	ISSUED FOR PERMIT	11-17-25
2	REVISED PER PD REVIEW	12-12-25

BCI
BONO CONSULTING CIVIL ENGINEERS
A Sevee & Maher Engineers Company
1018 BUSSE HIGHWAY 425 MERIDIAN PKWY., STE 116
PARK RIDGE, IL 60068 DURHAM, NC 27713
847.823.3300 331.229.3512
Bono@BonoConsulting.com Durham@BonoConsulting.com
DESIGN FIRM NO.: 184.005571.0002

SME
SEVEE & MAHER ENGINEERS
ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • COMPLIANCE
4 Blanchard Road, PO Box 85A, Cumberland, Maine 04021
Phone 207.829.5566 • Fax 207.829.5692 • sme-engineers.com

PROPOSED UTILITY PLAN

NEW CONDO BUILDING
734 CENTRAL AVE., HIGHLAND PARK, IL

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PROJECT NO.:	241633
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SCALE:	1"=10'-0

SHEET NUMBER
C-4



SITE PLAN NOTES:

A. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL LOCAL /COUNTY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
B. ALL DISTURBED AREAS ARE TO RECEIVE FOUR INCHES OF TOPSOIL, SEED, MULCH AND WATER UNTIL HEALTHY STAND OF GRASS IS ESTABLISHED UNLESS OTHERWISE NOTED.
C. ALL CURBED RADII ARE TO BE 3' MEASURED TO FACE OF CURB UNLESS OTHERWISE NOTED. STRIPED RADII ARE TO BE 9' UNLESS OTHERWISE NOTED.
D. ALL DIMENSIONS ARE FACE OF CURB TO FACE OF CURB AND RADII ARE BACK OF CURB OR BUILDING FOUNDATION UNLESS OTHERWISE NOTED.
E. BUILDING DIMENSIONS AND ADJACENT PARKING AND UTILITY LAYOUT HAVE BEEN PREPARED BASED UPON ARCHITECTURAL INFORMATION CURRENT AT THE DATE OF THIS DRAWING. SUBSEQUENT ARCHITECTURAL CHANGES MAY EXIST, THEREFORE CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR PRECISE BUILDING DIMENSIONS AND EXACT UTILITY ENTRANCE LOCATIONS AND NOTIFY THE ARCHITECT AND ENGINEER OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION.
F. ALL PROPOSED CURB AND GUTTER SHALL BE B6.12 UNLESS OTHERWISE NOTED.
G. EXISTING TOPOGRAPHY SHOWN REPRESENTS SITE CONDITION AS PREPARED BY **BCI**. CONTRACTOR SHALL FIELD CHECK EXISTING ELEVATIONS AND CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY ARCHITECT AND ENGINEER OF ANY DISCREPANCIES PRIOR TO STARTING CONSTRUCTION.
H. THE CONTRACTOR SHALL CONTACT J.U.L.I.E. (1-800-892-0123) PRIOR TO ANY WORK TO LOCATE UTILITIES AND SHALL CONTACT THE OWNER SHOULD UTILITIES APPEAR TO BE IN CONFLICT WITH THE PROPOSED IMPROVEMENT.
I. EXISTING STRUCTURES WITHIN CONSTRUCTION LIMITS ARE TO BE REMOVED UNDER PROPOSED BUILDINGS AND ABANDONED ELSEWHERE AS NECESSARY. ALL COST SHALL BE INCLUDED IN BASE BID.
J. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, (UNLESS OTHERWISE NOTED ON PLANS) INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS AND POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITEWORK SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
K. SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY OTHERS.
L. IMPROVEMENTS ADJACENT TO BUILDING IF SHOWN SUCH AS TRUCK DOCK, RETAINING WALLS, SIDEWALKS, CURBING, CANOPIES, RAMPS, HANDICAP ACCESS, PLANTERS, DUMPSTERS AND TRANSFORMERS ETC. HAVE BEEN SHOWN FOR APPROXIMATE LOCATION ONLY. CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULES, SLOPE PAVING, SIDEWALKS, EXIT PORCHES, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
M. THE CONTRACTOR SHALL ADJUST RIM ELEVATIONS OF ALL EXISTING STRUCTURES TO PROPOSED GRADES AS INDICATED ON PLANS.
N. CONTRACTOR TO VERIFY LOCATION, SIZES, AND ELEVATIONS OF ALL BUILDING SERVICE AND ELECTRIC CONDUITS LOCATIONS WITH ARCHITECTURAL PLANS.
O. TOTAL LAND AREA IS 0.227+/- ACRES. DISTURBED AREA IS 0.227+/-.
P. NO WETLANDS WERE PRESENT ON THIS SITE.
Q. THE SITE WORK FOR THIS PROJECT SHALL MEET OR EXCEED THE "SITE SPECIFIC SPECIFICATIONS."
R. MONUMENT AND/OR PYLON SIGNS SHALL BE CONSTRUCTED BY OWNER ASSIGNED CONTRACTOR.
S. ALL GENERAL CONTRACTOR WORK TO BE COMPLETED (EARTHWORK, FINAL UTILITIES, AND FINAL GRADING) BY THE MILESTONE DATE IN PROJECT DOCUMENTS. OUTLOT AREA TO BE KEPT FREE OF JOB TRAILERS AND STORAGE AFTER THE CONTRACT MILESTONE DATE FOR THE OUTLOT. PURCHASER OF OUTLOT TO PROVIDE PERMIT DOCUMENTS AND SWPPP REQUIRED BY STATE/LOCAL REQUIREMENTS FOR SPECIFIC OUTLOT.
T. ALL ROADWAY AND PARKING LOT IMPROVEMENTS SHALL BE COMPLETED IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, DEPARTMENT OF TRANSPORTATION, STATE OF ILLINOIS, LATEST EDITION.
U. ROUTING OF GAS, ELECTRIC AND TELEPHONE SERVICES IF SHOWN ARE APPROXIMATE ONLY AND SUBJECT TO CHANGE BASED UPON FINAL REVIEW AND APPROVAL BY RESPECTIVE UTILITY COMPANIES AND OWNER. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY AND COORDINATE FINAL LOCATIONS FOR ALL UTILITY SERVICES PRIOR TO START OF CONSTRUCTION.
V. CONTRACTOR SHALL ADJUST AND/OR CUT EXISTING PAVEMENT AS NECESSARY TO ASSURE A SMOOTH FIT AND CONTINUOUS GRADE
W. ALL SIDEWALK CROSS-SLOPES SHALL BE 1% UNLESS OTHERWISE NOTED.
X. MAXIMUM SLOPE IN ANY ACCESSIBLE PARKING SPACE SHALL NOT EXCEED 2% IN ANY DIRECTION.

PAVEMENT LEGEND

STANDARD DUTY PAVEMENT (NOT USED)
2" BITUMINOUS SURFACE COURSE, HOT-MIX ASPHALT, MIX D, N50
2" BITUMINOUS BINDER COURSE, HOT-MIX ASPHALT, IL-19, N50
8" AGGREGATE BASE COURSE CA-6, TYPE B

CONCRETE APRON/PAVEMENT
8" CONCRETE PAVEMENT (W/6X6 W/1.4 WWF)*
4" COMPACTED AGGREGATE BASE CA-6, TYPE B

CONCRETE PADS - TRASH CORAL & UTILITY PADS (NOT USED)
8" CONCRETE PAVEMENT W/6X6 W/1.4 WWF*
4" COMPACTED AGGREGATE BASE CA-6, TYPE B

SIDEWALKS
5" PORTLAND CEMENT CONCRETE
4" COMPACTED AGGREGATE BASE COURSE, TYPE B

DETECTABLE WARNING AND DEPRESSED CURB (NOT USED)
REPLACEABLE RED POLYMER COMPOSITE PLATES

*REFER TO CONCRETE JOINT DETAILS (IF ANY).

PROJECT STAFF		ISSUE	REVISIONS	DATE
PROJECT MANAGER:	W. HERVIN, P.E.	1	ISSUED FOR PERMIT	11-17-25
ENGINEER:		2	REVISED PER PD REVIEW	12-12-25
ENGINEER:				
TECHNICIAN:				

BCI
BONO CONSULTING CIVIL ENGINEERS
A Sevee & Maher Engineers Company
1010 BUSSE HIGHWAY
PARK RIDGE, IL 60068
847.823.3300
BonoGlobalConsulting@gmail.com
DESIGN FIRM NO. 184.005571.0002

SME
SEVEE & MAHER ENGINEERS
ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • COMPLIANCE
4 Blanchard Road, PO Box 85A, Cumberland, Maine 04021
Phone 207.829.5566 • Fax 207.829.5692 • sme-engineers.com

SITE PLAN
NEW CONDO BUILDING
734 CENTRAL AVE., HIGHLAND PARK, IL

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PROJECT NO.:	241633
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SHEET FILE:	
ISSUE DATE:	FEB. 21, 2025
SCALE:	1"=10'-0

SHEET NUMBER
C-5

GENERAL CONSTRUCTION NOTES

1. The construction shall be under the general inspection of the Village engineer and the owner's engineer.
2. All work shall be in accordance with the applicable sections of the following specifications:
   a. Illinois Department of Transportation (I.D.O.T.) "Standard Specifications for Road and Bridge Construction" January 1, latest edition.
   b. "Standard Specifications for Water and Sewer Main Construction in Illinois" latest edition.
   c. "Illinois Recommended Standards for Sewage Works" as published by the I.E.P.A.
   d. "Manual on Uniform Traffic Control Devices" (M.U.T.C.D.) latest edition.
   e. The Subdivision and Development Codes and Standards of the local authority.
   f. "Procedures and Standards for Urban Soil Erosion and Sedimentation Control in Illinois" published by the Association of Illinois Soil and Water Conservation Districts.

   Where a contradiction occurs with any part of the standard specifications, the most stringent requirement shall take precedence, as determined by the engineer.

   The contract documents (Plans and Specifications/General Notes) shall supersede the standard specifications. If there is a conflict between the plans and specifications, the most stringent requirement shall take precedence, as determined by the engineer.

   The contractor shall have at least one copy of all applicable specifications as well as one copy of the contract documents (Plans and Specifications) available at the job site at all times that work is in progress.
3. Should any discrepancies or conflicts on the plans, quantities or specifications be discovered by the contractor, whether prior to awarding or after the award of the contract, the engineer's attention shall be called to the same before work is begun thereon and so that proper corrections can be made.
4. Contract Documents and Drawings:
   A. The engineer's drawings (The Plans) shall be included as part of the contract documents.
   B. The contractor is required to review the soils report for the site.
   C. All bidders shall carefully examine the drawings and specifications prepared for the work. They shall visit the site of the work and acquaint themselves with all local conditions, codes, and requirements affecting the contract. If awarded the contract, they shall not be allowed extra compensation by reason of any unforeseen difficulties or obstacles which the bidder could have discovered or reasonably anticipated prior to the bidding.
   D. Should it appear that the work covered by the contract documents is not sufficiently detailed or explained, an RFI form shall be submitted to the engineer for further drawings or explanations as may be necessary to clarify the point in question prior to the contract award. It is the intention of the contract documents to provide a job complete in every respect. The contractor is responsible for this result and to turn over the project in complete operating condition, irrespective of whether the contract documents cover every individual item in minute detail.
5. The Local Department of Public Works and Community Development shall be notified 24 hours in advance to schedule inspections for sidewalk, curb and gutter driveways, aprons, paving, grading, watermain, sewer main and utility services.
6. Work shall not take place without required traffic control devices and barricades in place per the M.U.T.C.D. Any deficiency of safety or traffic control devices shall be just cause to stop the project until such time as the deficiency is corrected.
7. Village streets shall not be closed without the written permission of the Local Department of Engineering and Community Development and then only after proper notification has been given to the Police and Fire Departments.
8. The contractor shall immediately remove mud, soil or debris deposited on public streets and alleys. Failure to keep streets & alleys clean shall be just-cause for issuance of a Stop Work Order or citation.
9. Signs located in the public right-of-way must not be removed or damaged. If a sign needs to be moved, notify the Public Works Department.
10. Construction materials shall not be stored within the Village Right-Of-Way.
11. The owner/contractor shall be responsible for obtaining all required Federal, State, County, I.E.P.A. permits.

    The contractor shall, at his own expense, obtain all other permits, licenses, etc., as may be required for the execution of this work, give all necessary notices, pay all fees required, post all bonds, and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of public health and safety.

    All required insurance and/or bonds shall be provided by the contractor as may be required by the permitting agency.

    The contractor shall meet all of the requirements of any permits as might be issued for this work by other agencies, and shall pay for at their sole expense any surety or bonds as may be required by the permitting agency.

12. The contractor is responsible for having a set of approved engineering plans with the latest revision date on the job site at all times during the construction period.
13. The contractor shall indemnify and save harmless the owner, Bono Consulting Inc., and their officers and employees; the Village and their officers, employees, agents, and engineers, and from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgment of every nature and description brought or recovered against them, by reason of any act or omission of said contractor, their agents, subcontractors or employees, in the execution of the work or in the guarding of it.
14. The location of existing underground utilities, such as water mains, sewers, gas lines, etc., as shown on the plans, has been determined from the best available information and is given for the convenience of the Contractor. However, the Owner and Engineer do not assume responsibility in the event that during construction, utilities other than those shown may be encountered and that the actual location of those which are shown may be different from the location as shown on the plans. The contractor is to verify the location of all utilities prior to the start of work and is responsible for damage to same. The contractor shall call J.U.L.I.E. 1-800-892-0123 and the Village public works department for utility locates before excavating.
15. Existing utilities are shown on the plans according to information obtained from utility companies and surveys. The owner and engineer do not guarantee the accuracy or completeness of this information. The contractor shall make their own investigation to determine the existence, nature and location of all utility lines and appurtenances within the limits of the improvement. The contractor shall locate all utilities far enough in advance to avoid all conflicts in grade separation between existing utilities and proposed improvements. If the contractor encounters a conflict between the proposed improvement and existing utility that was not located in advance by the contractor, then the contractor shall at no cost to owner, relocate the proposed improvements and/or utility to avoid the conflict.

    The contractor will be required to cooperate with all utility companies involved in connection with the removal, temporary relocation, reconstruction or abandonment by these companies of any and all services or facilities owned or operated by them within the limit of this improvement.

    Before doing any work which will damage, disturb or leave unsupported or unprotected any utility lines or appurtenances encountered, the contractor shall notify the respective owner thereof, who will make all arrangements for relocating, adjusting, or otherwise maintaining or abandoning service on lines that fall within the limits of the proposed construction without cost to the contractor, including the removal of all cables, manhole covers and other appurtenances which the owner desires to salvage. After such arrangements have been made, the contractor will proceed with the work as directed by the engineer. All utility lines and appurtenances which are abandoned shall be removed and legally disposed of by the contractor.

    No extra compensation will be allowed by the contractor for any expense incurred by complying with these requirements or because of delays, inconvenience or interruptions in their work resulting from the failure of any utility company to remove, relocate, reconstruct or abandon their services. The responsibility for prompt and timely removal, relocation, reconstruction or abandonment of their facilities by all utility companies involved, and the coordination of their own work with that of these companies to the end that work on this improvement is not delayed because of the necessary changes in the existing utilities, public or private, shall rest upon the contractor.

16. ~~The flow from any field tiles draining off-site properties shall be maintained. The contractor shall notify the engineer if any such field tiles are encountered and shall show them on a set of as-built plans.~~
17. All existing utilities or improvements, including walks, curbs, pavements and parkways damaged or removed during construction shall be promptly restored to their respective original condition.
18. All existing pavement or concrete to be removed shall be saw cut along the limits of the proposed removal. Payment for sawing shall be included in the cost of the removal of each item.
19. The contractor is to verify all critical elevations prior to commencing work and if there are any discrepancies, is to notify the engineer immediately. The contractor shall call to the attention of the engineer any errors or discrepancies which may be suspected in the lines and grades which are established by the surveyor, and shall not proceed with the work until any lines and grades which are to believed to be in error have been verified or corrected by the engineer.
20. No holes are to be left open in the pavement or the parkway over a holiday, weekend, or after 3 p.m. on the day preceding a holiday or weekend.
21. Any bracing, sheeting or special construction methods deemed necessary by the contractor in order to install the proposed improvements shall be considered incidental to the cost of the project. Any additional soils data needed to confirm the contractor's opinions of the subsoil conditions shall be done at the contractor's expense. The contractor shall obtain the owner's written authorization to access the site to conduct a supplemental soils investigation.
22. Whenever the performance of work is indicated on the plans, and no item is included in the contract for payment, the work shall be considered incidental to the contract and no additional compensation will be allowed.
23. All items shown to be removed, shall be legally disposed of off-site.
24. All work performed under this contract shall be guaranteed against all defects in materials and workmanship of whatever nature by the contractor and his surety for a minimum period of 12 months from the date of final acceptance of the work by the Village, other applicable governmental agencies, and the owner.
25. No work shall be performed on adjacent private property without the written permission of the property owner.
26. During construction the contractor and their subcontractors shall remove from the premises, rubbish, waste material and accumulations, and shall keep the premises clean. The contractor shall clean the premises to the satisfaction of the owner, engineer, and Village.
27. The contractor shall have appropriate equipment, including street sweepers and end loaders available on-site at all times when equipment or vehicles are using existing public or private pavement. The contractor shall immediately remove any dirt, mud, clay, sediment, concrete, gravel, sand, stones, plant matter, debris, refuse, garbage, etc. deposited on any street, sidewalk or alley by any equipment, vehicles or people associated with this project. The contractor is responsible for complying with all Village ordinances including any and all assessments of cost that may result. This work shall not be paid for separately, but shall be included in the cost of the work.
28. All trenching, shoring, and construction work performed shall be in accordance with O.S.H.A. Standards. The contractor shall at all times maintain proper dust control at the site and shall have a watering truck readily available during all working hours. Contractor is solely responsible for maintaining stability of adjacent building foundations during excavation/construction.
29. The contractor shall water the entire site whenever the site conditions become unhealthy due to blowing soil or dust. The site shall be watered as many times per day as necessary to maintain a healthy work site as determined by the owner or engineer. Water for non-emergency use shall not be obtained from any fire hydrant, unless the fire hydrant is metered in accordance with Village requirements. The cost to furnish dust control shall be incidental to the cost of construction.
30. The contractor must follow the requirements of the Village Specification for all pavement openings and repairs.
31. Tree removal permit is required for removal of all trees 10" diameter or greater.
32. An inspection of the top of foundation will be required prior to pouring.
33. A final inspection of grading will be required before placement of any sod.
34. All street openings shall be in accordance with IDOT standards for work within an IDOT R.O.W.
35. All retaining walls greater than 36" high need to be approved by a licensed structural engineer. Retaining wall shop drawings to be submitted by contractor for approval.
36. Construction staking shall be provided by the contractor and shall be included in the contract price. A licensed surveyor must stake all grading, utility and paving work.
37. Upon completion of the project, the contractor or engineer shall submit a sets of as-built engineering plan and a grading certificate. These documents shall be submitted within thirty (30) days of final approval to the Village. The price per this work shall be included in contractors fee.

IEPA NOTES:

Sewers crossing water mains shall be laid to meet the following specifications:

1. Horizontal Separation:
   A. Whenever possible, a water main must be laid at least ten feet horizontally from any existing or proposed drain or sewer line.
   B. Should local conditions exist which would prevent a lateral separation of ten feet, a water main may be laid closer than ten feet to a storm or sanitary sewer provided that the water main invert is at least eighteen inches above the crown of the sewer, and is either in a separate trench or in the same trench on an undisturbed earth shelf located to one side of the sewer.
   C. If it is impossible to obtain proper horizontal and vertical separation as described in 1 and 2 above, both the water main and sewer must be constructed of pipe material which would conform to water main standards and be pressure tested to assure water tightness before backfilling.
2. Vertical Separation:
   - Whenever water mains cross house sewers, storm drains or sanitary sewers, the water main shall be laid at such an elevation that the invert of the water main is eighteen inches above the crown of the drain or sewer. This vertical separation must be maintained for that portion of the water main located within ten feet horizontally of any sewer or drain crossed. This must be measured as the normal distance from the water main to the drain or sewer.
   - Where conditions exist that the minimum vertical separation set forth in 1 above cannot be maintained, or it is necessary for the water main to pass under a sewer or drain, one of the following two measures must be taken:
     - A. The water main shall be installed within a PVC carrier pipe and the carrier pipe shall extend on each side of the crossing until the normal distance from the water main to the sewer or drain line is at least ten (10) feet.
     - B. The involved sewer or drain shall be constructed of pipe material which would conform to water main standards until the normal distance from the water main to the sewer is at least ten (10) feet.
3. In making such crossings, center a length of water main pipe over the sewer to be crossed so that the joints will be equidistant from the sewer and as remote there from as possible. Where a water main must cross under a sewer, a vertical separation of eighteen inches between the invert of the sewer and the crown of the water main shall be maintained, along with means to support the larger sized sewer lines to prevent their settling and breaking the water main. The horizontal and vertical separation between water service lines and all sanitary sewers, storm sewers, or any drain should be the same as for water mains, as detailed above, except that when minimum horizontal and vertical separation cannot be maintained, water pipe as described under Vertical Separation above, may be used for sewer service lines.

EARTHWORK AND GRADING

1. All earthwork shall be done in accordance with the state of Illinois, "Standard Specifications for Road and Bridge Construction," latest edition and "Supplemental Specifications and Recurring Special Provisions," latest edition. Included in this work, but not necessarily limited to the following are: clearing, stripping and stockpiling of topsoil, mass grading and fine grading of the site and roadways, excavation of unsuitable materials and excavation of detention ponds, landscape mound construction, and miscellaneous topsoil respread and seeding.
2. Any earthwork summaries provided by the engineer are intended to be used as a guide for the contractor in determining the scope of the completed project. It is the responsibility of the contractor to determine all material quantities and appraise themselves of all site conditions. The contract price submitted by the contractor shall be considered as lump sum for the complete project. **No claims for extra work will be recognized unless ordered in writing by the owner.**
3. The initial establishment of erosion control procedures and the placement of erosion control fence, etc. shall be installed by the contractor prior to the start of mass grading.
4. All grading operations are to be supervised and inspected by the owner's engineer or their representative. All testing, inspection, and supervision of soil quality, unsuitable soil removal and its replacement, and other soils related operations shall be entirely the responsibility of the soils engineer. No undercut shall be performed or claims for extra work without authorization by the owner and documentation by the soils engineer.
5. Clearing shall consist of the removal and disposal of all obstructions such as trees, hedges, fences, walls, accumulations of rubbish of whatever nature, and all logs, shrubs, brush, grass, weeds, and other vegetation and stumps. These items shall be performed whenever they occur within the street right of ways, and within the limits of construction. Trees to be saved shall be identified by the Engineer on the construction plans. All trees, except those designated to be saved, and all stumps shall be cut and legally disposed of. Trees, stumps, and hedges within the limits of construction shall be removed completely. Trees designated to be saved as indicated on the plans, or as directed by the engineer, shall be protected in accordance with the procedures outlined in Article 201.05 of the "Standard Specifications for Road and Bridge Construction."
6. Strip topsoil down to firm subbase. stockpile quantity necessary for landscaping, and remove other materials from the site.
7. Excavation shall consist of the excavation, removal, and satisfactorily disposal or placement and compaction of all materials taken from within the site for the construction of embankments, subgrade, subbase, shoulders, intersections, ditches, waterways, entrances, approaches and incidental work, and the removal and satisfactory disposal of unstable and unsuitable materials and their replacement with satisfactory materials where required.
8. After stripping and excavating to the proposed subgrade level, as required, the building and parking areas should be proof-rolled with a loaded, tandem-axle dump truck or similar rubber tired vehicle, loaded with at least 9 tons per axle. Proof-rolling aids in providing a firm base for compaction of fills, and help to delineate soft, loose, or disturbed areas that may exist below subgrade level. Proof-rolling is especially important to help evaluate the surficial stability of existing fill soils that may be left in place below floor slabs and pavements. Soils which are observed to rut or deflect excessively (more than 1 inch) under the moving load should either be scarified and re-compacted with a smooth drum vibratory roller for granular soils, a sheeps foot roller for cohesive soils, or undercut and replaced with properly compacted and documented structural fill. The proof-rolling and undercutting activities should be observed and documented by a representative of the geotechnical engineer and should be performed during a period of dry weather. In addition to proof-rolling, the subgrade soils should be scarified and compacted to at least 90 percent of the Modified Proctor maximum dry density ASTM D 698 for a depth of at least 8 inches below the surface.
9. Where encountered, loose sands and asphalt grindings should be re-compacted with a vibratory roller. Clay subgrade soils can be easily disturbed by construction activities and are sensitive to moisture. Therefore, extra care should be used to avoid disturbing these soils during construction activities. If the soils become unstable during construction, or if near surface soft subgrade soils are encountered, it is recommended that coarse aggregate be placed on the subgrade until a stable base for compaction of fill is achieved. Typically, 12 to 24 inches of coarse aggregate are required, depending in the consistency of the subgrade. the course aggregate should consists of clean, crushed stone gravel between 1/4 and 3 inches in size. The course aggregate should be spread in a max. of 12-inch layers and consolidated with compaction equipment until it is "locked" in place.
10. Topsoil excavation shall consist of the removal and stockpiling, or placing on fill slopes or placing in mounds, of the uppermost layers of organic soil. Topsoil shall be stockpiled on the areas as shown on the plans or as directed by the engineer.
11. Topsoil respread shall consist of placing a minimum of a four (4) inch layer of topsoil over the unpaved areas within the construction limits.
12. 4" topsoil & sod shall be placed on all disturbed areas within the right of way.
13. Refer to the landscape plans for additional information on ground cover & planting requirements.
14. Embankment shall be placed in accordance with Section 205 of the "Standard Specifications for Road and Bridge Construction." All embankments located within structural fill areas shall be constructed to a minimum 95% of the modified proctor density (ASTM D1557). Embankments located in non-structural fill areas shall be constructed to a minimum of 90% of the modified proctor density (ASTM D1557).
15. Completed grading (finished fine grade) for all proposed improvements shall be within a tolerance of plus or minus one-tenth (0.1) feet of design subgrade elevations.
16. The subgrade for the proposed streets and pavement areas shall be proof-rolled by the contractor in the presence of the Village engineer and soils engineer. Any unstable areas encountered shall be removed and replaced as directed by the Village engineer and soils engineer. Any unstable areas shall be documented by the soils engineer.
17. It shall be the responsibility of the contractor to remove from the site any and all materials and debris which results from their construction operations at no additional expense to the owner.
18. When in the opinion of the soils engineer, unsuitable soil conditions are encountered within utility trenches which require the removal of unsuitable materials below the depth of the bedding specified, the contractor shall obtain approval by the owner and the owner's engineer prior to removing the unsuitable soils and replace the material with granular compacted bedding material as directed by the soils engineer and the Village. The depth of the removal and replacement shall be documented by the owner's engineer and witnessed by the contractor.

    This work, when approved by the owner and owner's engineer, will be measured and paid for at the contract unit price per cubic yard in place for unsuitable soil which price shall include the removal and off-site disposal of unsuitable soil, the additional bedding material, and all labor, materials and equipment required to perform the work as specified.
19. The contractor shall be responsible for hiring and scheduling a qualified testing firm for all soil testing including CCDD testing.This shall be included in the cost of work.
20. Contractor to install salt-tolerant grass in areas shown to be used for snow stockpiles.
21. Pavement areas to be compacted to 95% mod. proctor and 90% mod. proctor for non-pavement areas.

PROJECT STAFF		ISSUE	REVISIONS	DATE
PROJECT MANAGER:	M. HERBRAL P.E.	1	ISSUED FOR PERMIT	11-7-25
ENGINEER:		2	REVISED PER PC/ZB REVIEW	12-2-25
ENGINEER:				
TECHNICIAN:				

BCI
BONO CONSULTING CIVIL ENGINEERS
A Sevee & Maher Engineers Company
1018 BUSSE HIGHWAY
PARK RIDGE, IL 60068
847-825-3000
bono@bonoconsulting.com

SME
SEVEE & MAHER ENGINEERS
ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • COMPLIANCE
4 Blanchard Road, PO Box 85A, Cumberland, Maine 04021
Phone 207.829.5083 • Fax 207.829.5692 • smeinc@smemail.com

4234 MERIDIAN PKWY, STE 116
AURORA, IL 60504
331-255-3412
Tax 60687-7000
BENJAMIN.HERBRAL@bonoconsulting.com

CONSTRUCTION NOTES

NEW CONDO BUILDING

734 CENTRAL AVE., HIGHLAND PARK, IL

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PROJECT NO.:	241633
BASE FILE:	
SHEET FILE:	
ISSUE DATE:	FEB. 21, 2025
SCALE:	NTS

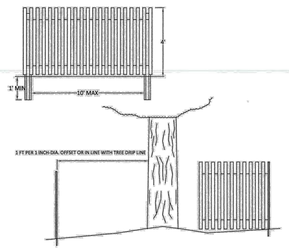
SHEET NUMBER

C-6

Install & maintain 4' tall wooden slat fence secured to metal posts spaced a maximum of 10' apart. The tree fence shall be 1 foot from the tree trunk for each inch of diameter measured 4.5' from ground level. The fence must be secured to the metal post with a minimum of 4 ties.

Installation shall be approved by the CITY FORESTER before the start of the project.

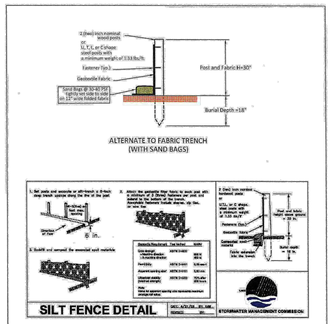
Failure to install and maintain protective tree fencing in accordance with City Standards will result in a ticket or a "STOP WORK ORDER" on the project.



TREE PROTECTION DETAIL

City of Highland Park Department of Public Works 1150 Half Day Rd, Highland Park, IL 60035 | H.P. DWG. No. FOR-1041 Drawn By: M.B. Revised By: E.J. | DATE: 27th Sept. 2013 Approved By:J.M.W.

1

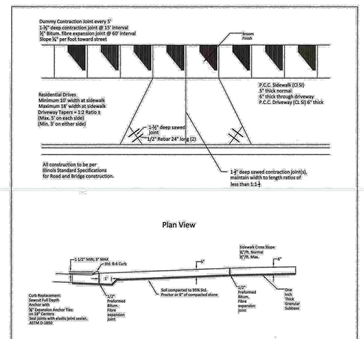


ALTERNATE TO FABRIC TRENCH (WITH SAND BAGS)

SILT FENCE DETAIL & Alternate Detail (USE L.C.S.M.C STD. DETAIL)

City of Highland Park Department of Public Works 1150 Half Day Rd, Highland Park, IL 60035 | H.P. DWG. No. FOR-1042A, Silt Fence Alternate Drawn By: M.S. Revised By: E.J. | DATE: 14 Feb. 2013 Approved By: J.M.W.

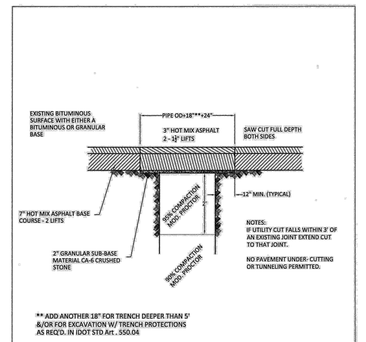
2



TYPICAL DRIVEWAY & SIDEWALK DETAIL

City of Highland Park Department of Public Works 1150 Half Day Rd, Highland Park, IL 60035 | H.P. DWG. No. STR-1031 Drawn By: M.B. Revised By: E.J. | DATE: 27th Sept. 2013 Approved By:J.M.W.

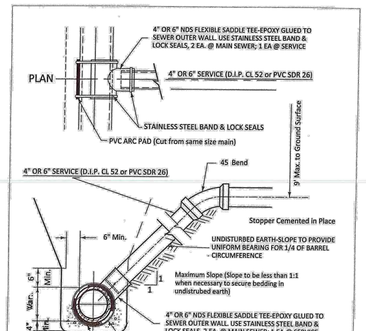
6



BITUMINOUS PAVEMENT PATCH DETAIL

City of Highland Park Department of Public Works 1150 Half Day Rd, Highland Park, IL 60035 | H.P. DWG. No. STR-1035 Drawn By: M.B. Revised By: E.J. | DATE: 8th Jan. 2015 Approved By:J.M.W.

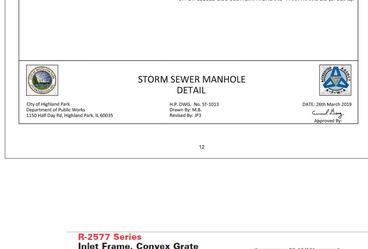
10



SANITARY SEWER SERVICE RISER DETAIL

City of Highland Park Department of Public Works 1150 Half Day Rd, Highland Park, IL 60035 | H.P. DWG. No. SAN-1031 Drawn By: M.B. Revised By: E.J. | DATE: 27th Sept. 2013 Approved By:J.M.W.

19

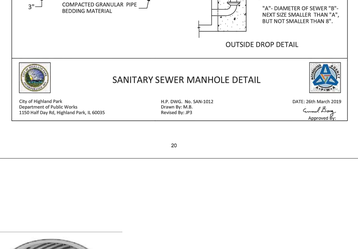


NOTES:
1. USE ECCENTRIC CONES UNLESS OTHERWISE INDICATED ON THE DRAWINGS, FLAT SLAB TOPS PERMITTED ONLY FOR MANHOLES TOO SHALLOW FOR CONES.
2. USE:
   4'-0" DIAMETER FOR SEWER SIZES 12" THRU 24",
   5'-0" DIAMETER FOR SEWER SIZES 27" AND LARGER
   UNLESS OTHERWISE NOTED.
3. FOR CLOSED LIDS USE ITEM: HIGHLAND PARK FRAME LID (SPECIAL).

STORM SEWER MANHOLE DETAIL

City of Highland Park Department of Public Works 1150 Half Day Rd, Highland Park, IL 60035 | H.P. DWG. No. ST-1013 Drawn By: M.B. Revised By: JF3 | DATE: 26th March 2019 Approved By:

12

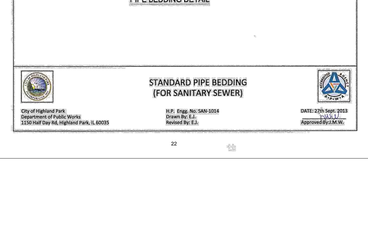


NOTES:
1. ECCENTRIC CONES REQUIRED.
2. USE 4'-0" MIN. DIAMETER FOR SEWER SIZES 24" OR LESS, 5'-0" MIN. FOR SEWER SIZES 27" OR LARGER UNLESS OTHERWISE NOTED.
3. FOR CLOSED LIDS USE ITEM: HIGHLAND PARK FRAME LID (SPECIAL).

SANITARY SEWER MANHOLE DETAIL

City of Highland Park Department of Public Works 1150 Half Day Rd, Highland Park, IL 60035 | H.P. DWG. No. SAN-1012 Drawn By: M.B. Revised By: JF3 | DATE: 26th March 2019 Approved By:

20

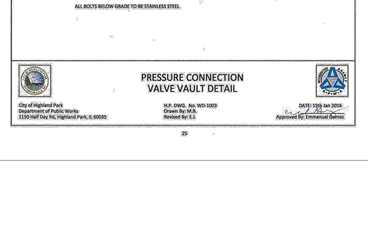


N.S.S.D. SANITARY SEWER PIPE BEDDING DETAIL

STANDARD PIPE BEDDING (FOR SANITARY SEWER)

City of Highland Park Department of Public Works 1150 Half Day Rd, Highland Park, IL 60035 | H.P. Engg. No: SAN-1014 Drawn By: E.J. Revised By: E.J. | DATE:22th Sept. 2013 Approved By:J.M.W.

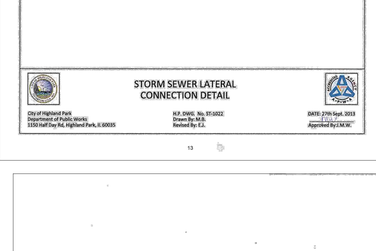
22



PRESSURE CONNECTION VALVE VAULT DETAIL

City of Highland Park Department of Public Works 1150 Half Day Rd, Highland Park, IL 60035 | H.P. DWG. No. WD-1003 Drawn By: M.B. Revised By: E.J. | DATE: 15th Jan 2016 Approved By: Emmanuel Gomez

23



STORM SEWER LATERAL CONNECTION DETAIL

City of Highland Park Department of Public Works 1150 Half Day Rd, Highland Park, IL 60035 | H.P. DWG. No. ST-1022 Drawn By: M.B. Revised By: E.J. | DATE: 27th Sept. 2013 Approved By:J.M.W.

13

R-2577 Series
Inlet Frame, Convex Grate

Heavy Duty

CATALOG NUMBER	GRATE TYPE	SQ FT OPEN	WEB THROAT LINEAL FEET
R-2577 Series	B	1.6	6.7
R-2577 Series	C	1.8	6.7

Alternate Grate(s):

Type C

TYPE C IN PAVEMENT AREAS

Catalog No.	F	Frame/Lid
R-2577	7	R-1733
R-2577-1	4	R-1733-1
R-2577-A	8	R-1733-A
R-2577-B	9	R-1733-B
R-2577-C	10	R-1733-C

Illustrating R-2577-B with Type B Concave Grate

TYPE B IN GRASS AREAS

R-1740 Series
Manhole Frame, Solid Lid

Heavy Duty

Illustrating R-1740-B

Dimensions in inches

Catalog No.	A	B	C	E	F	Anchor Bolt Circle *	Grate Alt.
R-1740-B	32	1 1/2	30	46	7	43	R-2580-A
R-1740-D	38	1 1/2	36	49	10	46	R-2580-C

* Four 1" diameter anchor holes.

R-1713
Manhole Frame, Solid Lid

Heavy Duty

Available Grate: **R-2504**

NORTH SHORE SANITARY DISTRICT NOTES:

1. The contractor shall notify the North Shore Sanitary District a minimum of 24 hrs prior to the start of construction either by phone at 847-623-6060 or by mail at engmail@northshoresanitary.org

2. All sanitary sewer pipe shall be bedded, with a minimum of 6" below the pipe and 12" above the pipe, in CA-6 crushed material. CA-7 may be allowed at the discretion of North Shore Sanitary District if extremely wet conditions are encountered.

3. The connection to downstream extensions shall be televised in the presence of North Shore Sanitary District personnel after having notified the District a minimum of 24 hrs prior to televising either by phone at 847-633-6060 Or by mail T engmail@northshoresanitary.org. A copy of the televised sewer extension, in VHS or DVD format, shall be submitted to the District for approval.

REVISIONS			DATE
	1	ISSUED FOR PERMIT	11-17-25
	2	REVISED PER PD REVIEW	12-12-25

PROJECT STAFF
PROJECT MANAGER: M. HEPBURN, P.E.
ENGINEER:
ENGINEER:
TECHNICIAN:

BCI
BONO CONSULTING CIVIL ENGINEERS
A Sweet & Kaiser Engineers company
1018 BLUSE HILL DRIVE, SUITE 116
AURORA, IL 60504
PARK RIDGE, IL 60068
(847) 633-6060
mailbox@bonoconsulting.com
DESIGN FIRM NO. 184.009574002

SME
SWEET & MAHER ENGINEERS
ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • COMPLIANCE
4 Blanchard Road, PO Box 854, Cumberland, Maine 04021
Phone: 207.829.5016 • Fax: 207.829.5692 • sme-engineers.com

STANDARD DETAILS
NEW CONDO BUILDING
734 CENTRAL AVE., HIGHLAND PARK, IL

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PROJECT NO.: 241633
BASE FILE:
SHEET FILE:
ISSUE DATE: FEB. 21, 2025
SCALE: NTS

SHEET NUMBER
C-7

City of Highland Park
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0807
cityhpil.com

Memorandum

DATE: January 5, 2026

TO: Karl Burhop

FROM: Ron Bannon, Director of Public Works

BY: Alec Turkowski, Civil Engineer

SUBJECT: 734 Central Avenue - Final PUD Review

Plan Comments

1. In addition to the water service disconnect on McGovern Street, there is another existing water service connection from Central Avenue serving 734 Central Avenue. Please include this disconnection on the plans. The existing tee must be cut at the main.

C. Joe O'Neil, Deputy Director of Public Works
Archana Mohanchandra, Community Development, Building Division Manager

CITY OF HIGHLAND PARK

RESOLUTION NO. R65-2025

A RESOLUTION APPROVING A PRELIMINARY DEVELOPMENT PLAN AND PRELIMINARY INCLUSIONARY HOUSING PLAN
(734 CENTRAL AVENUE)

WHEREAS, Platinum Premier Homes ("***Applicant***") is the contract purchaser of those certain parcels of real property consisting of approximately 10,000 square feet, located in the B4-5 Commercial Service District of the City (***"B4-5 District"***), commonly known as 734 Central Avenue, Highland Park, Illinois, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Resolution ("***Property***"); and

WHEREAS, the Property is improved with a two-story structure ("***Existing Structure***"); and

WHEREAS, the Applicant desires to demolish the Existing Structure and develop a six-story multi-family residential structure on the Property, containing a total of 11 residential units ("***Proposed Development***"); and

WHEREAS, pursuant to Section 150.505(B)(6) of the "City of Highland Park Zoning Ordinance of 1997," as amended ("***Zoning Code***"), the Applicant must obtain a special use permit for a planned development in order to construct the Proposed Development because the Property is located in the B4-5 District and exceeds the maximum as-of-right height limits established in Section 150.705(A) of the Zoning Code; and

WHEREAS, Section 150.2135 of the Zoning Code requires the submission of an inclusionary housing plan for the approval by the City, detailing the manner in which the Proposed Development of the Property will comply with the requirements set forth in the Zoning Code for the provision of affordable housing units in the City ("***Inclusionary Housing Plan***"); and

WHEREAS, pursuant to Articles V, XIV, and XXI of the Zoning Code and Chapter 151 of "The Highland Park Code of 1968," as amended ("***City Code***"), the Applicant, with the consent of the owner of the Property, has filed an application with the City for approval of: (i) a preliminary planned development for the Property; (ii) certain zoning modifications within the Proposed Development; and (iii) the proposed Inclusionary Housing Plan (collectively, the "***Requested Relief***"); and

WHEREAS, a public hearing of the Plan and Design Commission of the City of Highland Park ("***PDC***") to consider approval of the Requested Relief was duly advertised on January 17, 2025 in the Lake County News-Sun, opened on February 4, 2025, continued on March 18, 2025, and concluded on April 15, 2025; and

WHEREAS, on April 15, 2025, the PDC adopted Findings of Fact, Public Hearing No. PUD-2024-00029, recommending that the City Council approve the Requested Relief; and

WHEREAS, on April 2, 2025, the City Housing Commission voted to recommend that the City Council approve the proposed final inclusionary housing plan for the Proposed Development of the Property (***"Final Inclusionary Housing Plan"***); and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City and its residents to approve the preliminary development plan and the Final Inclusionary Housing Plan for the Proposed Development of the Property;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a party of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF PRELIMINARY DEVELOPMENT PLAN. The preliminary development plan for the proposed planned development on the Property, consisting of the following documents (collectively, the "***Preliminary Development Plan***"), is hereby approved:

A. The Site Plan, Landscaping, and Floor Plans, consisting of ten sheets and prepared by Kipnis Architecture+Planning, with a latest revision date of April 30, 2025, a copy of which is attached to and, by this reference, made a part of this Resolution as **Exhibit B**;

B. The Renderings, consisting of seven sheets and prepared by Kipnis Architecture+Planning, with a latest revision date of April 30, 2025, a copy of which is attached to and, by this reference, made a part of this Resolution as **Exhibit C**;

C. The Elevation Cross Section Plans, consisting of seven sheets and prepared by Kipnis Architecture+Planning, with a latest revision date of April 30, 2025, a copy of which is attached to and, by this reference, made a part of this Resolution as **Exhibit D**; and

D. The Exterior Lighting Plan, undated, consisting of 25 pages, and prepared by Hoiland Studios, a copy of which is attached to and, by this reference, made a part of this Resolution as **Exhibit E**.

SECTION THREE: ACKNOWLEDGMENT OF REQUEST FOR ZONING MODIFICATIONS. Pursuant to Section 150.530(I)(1)(b) of the Zoning Code, the City Council hereby acknowledges that the Applicant has requested, and that the Proposed Development of the Property contemplates, the following modifications from the Zoning Code:

A. Height Modification. A modification from Section 150.704 of the Zoning Code to increase the maximum height limit for the Proposed Development, from 51 feet and four stories to 69 feet and six stories.

B. Distance Between Buildings Modification. A modification from Section 150.520(M) of the Zoning Code to decrease the minimum horizontal distance between the Proposed Development and the adjacent existing structure to the east, from 15 feet to zero feet.

C. Landscape Modifications. A modification from Section 150.2230(A) of the Zoning Code to decrease the minimum number of required shade or ornamental trees, from five to zero.

D. Step-back Modification. A modification from Sec. 150.520(K)(1) of the Zoning Code to decrease the upper-story step-back requirement for the sixth floor of the Proposed Development, from 15 feet to 4.67 feet.

E. Visual Clearance Modification. A modification from Sec. 150.808(H)(2) of the Zoning Code to allow the building to encroach into the triangular area formed by a

straight line drawn between points on the property lines at a distance of 25 feet in each direction from the intersection of Central Avenue and McGovern Street.

F. Ground Floor Parking Coverage. A modification from Section 150.808(I)(1) of the Zoning Code to increase the maximum coverage limit of the ground floor frontage for off-street parking spaces within the Proposed Development, from 40% of the front 40 feet of the Proposed Development to 59.8%.

G. Exterior Lighting Modification. A modification from Section 150.605(A) of the Zoning Code to increase the maximum permitted foot-candles at the property line of the Property at the three pedestrian entrances of the Property, as depicted in **Exhibit E**, to up to 7.5 foot-candles at the north pedestrian entrance, to up to 7.8 foot-candles at the northwest pedestrian entrance, and to up to 2.4 foot-candles at the southwest pedestrian entrance.

At the time of consideration of a final development plan for the planned development, the City Council will consider the requested modifications in accordance with, and pursuant to, Article V of the Zoning Code.

SECTION FOUR: APPROVAL OF FINAL INCLUSIONARY HOUSING PLAN. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Seven of this Ordinance, the Final Inclusionary Housing Plan for the Proposed Development of the Property is hereby approved in the form attached to and, by this reference, made a part of this Ordinance as **Exhibit F**.

SECTION FIVE: SUBMISSION OF FINAL DEVELOPMENT PLAN. Pursuant to and in accordance with Section 150.535(A) of the Zoning Code of the City Code, the adoption of this Resolution authorizes the Applicant to submit a final development plan for the Property to the PDC.

SECTION SIX: EFFECT OF APPROVALS. Pursuant to Section 150.530(I)(2) of the Zoning Code, the approval of the Preliminary Development Plan for the Property, as set forth in Section Two of this Resolution, is not to be deemed or interpreted as authorizing or entitling the development or the improvement of the Property in any manner whatsoever unless and until the City Council approves, by ordinance or resolution duly adopted, as the case may be a special use permit for a planned development and a final development plan for the Property, pursuant to Section 150.540(C) of the Zoning Code. Nothing herein is to be deemed or interpreted as obligating or requiring the City Council to approve a special use permit or final development plan for the Property. Further, and notwithstanding the Preliminary Development Plan to the contrary, the City Council does not and will not have any obligation to consider or approve a special use permit for a planned development or final development plan unless and until:

The Applicant prepares and submits a final engineering plan for the Property, for review and approval by the City Engineer; and

The Applicant prepares and submits all materials required for final design review and approval by the PDC, as set forth in Section 150.540(A)(2) of the Zoning Code and Chapter 176 of the City Code.

SECTION SEVEN: CONDITIONS OF APPROVAL. Approval of a final development plan for the Property will be expressly conditioned upon the Applicant entering into a development agreement with the City, to be prepared by the City's Corporation Counsel and subject to the approval of the City Council (***"Development Agreement"***), which Development Agreement

will govern and restrict the use and development of the Property, and must contain, at a minimum and without limitation, the following provisions, conditions, and restrictions:

A. To satisfy the public benefit required pursuant to Section 150.515 of the Zoning Code, the Applicant must make a $15,000 contribution to the City for streetscape improvements and provide sidewalks abutting the frontage of the development constructed to downtown streetscape standards.

B. No light fixture installed on the Subject Property as part of the Proposed Development may exceed a correlated color temperature of 3,000 Kelvin.

C. In addition to any other costs, payments, fees, charges, contributions, or dedications required by the City's codes, ordinances, resolutions, rules, regulations, or by the Development Agreement, the Applicant must pay to the City, immediately upon presentation a written demand or demands therefor, all legal, engineering, and other consulting or administrative fees, costs, and expenses incurred or accrued in connection with the review and processing of the plans for the Proposed Development and in connection with the negotiation, preparation, consideration, and review of the Development Agreement.

SECTION EIGHT: TIME PERIOD FOR SUBMISSION OF FINAL DEVELOPMENT PLAN. The final development plan for the Property must be submitted by the Applicant for review and approval by the City no later than the date that is six months after the effective date of this Resolution, in accordance with and pursuant to Section 150.535(A) of the Zoning Code. Pursuant to Section 150.535(C) of the Zoning Code, upon the written request of the Applicant, the PDC, for good cause, may extend the period for filing the final development plan for a period not to exceed an additional six months.

AYES: Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia

NAYS: Councilmember Blumberg

ABSENT: Councilmember Lidawer

APPROVED: May 27, 2025

ADOPTED: May 27, 2025

RESOLUTION NO. R65-2025

Nancy R. Rotering

Nancy R. Rotering, Mayor

ATTEST:

Ghida S. Neukirch

Ghida S. Neukirch, City Clerk

CITY OF HIGHLAND PARK INCORPORATED 1869

4899-0996-2307, v. 5

EXHIBIT A

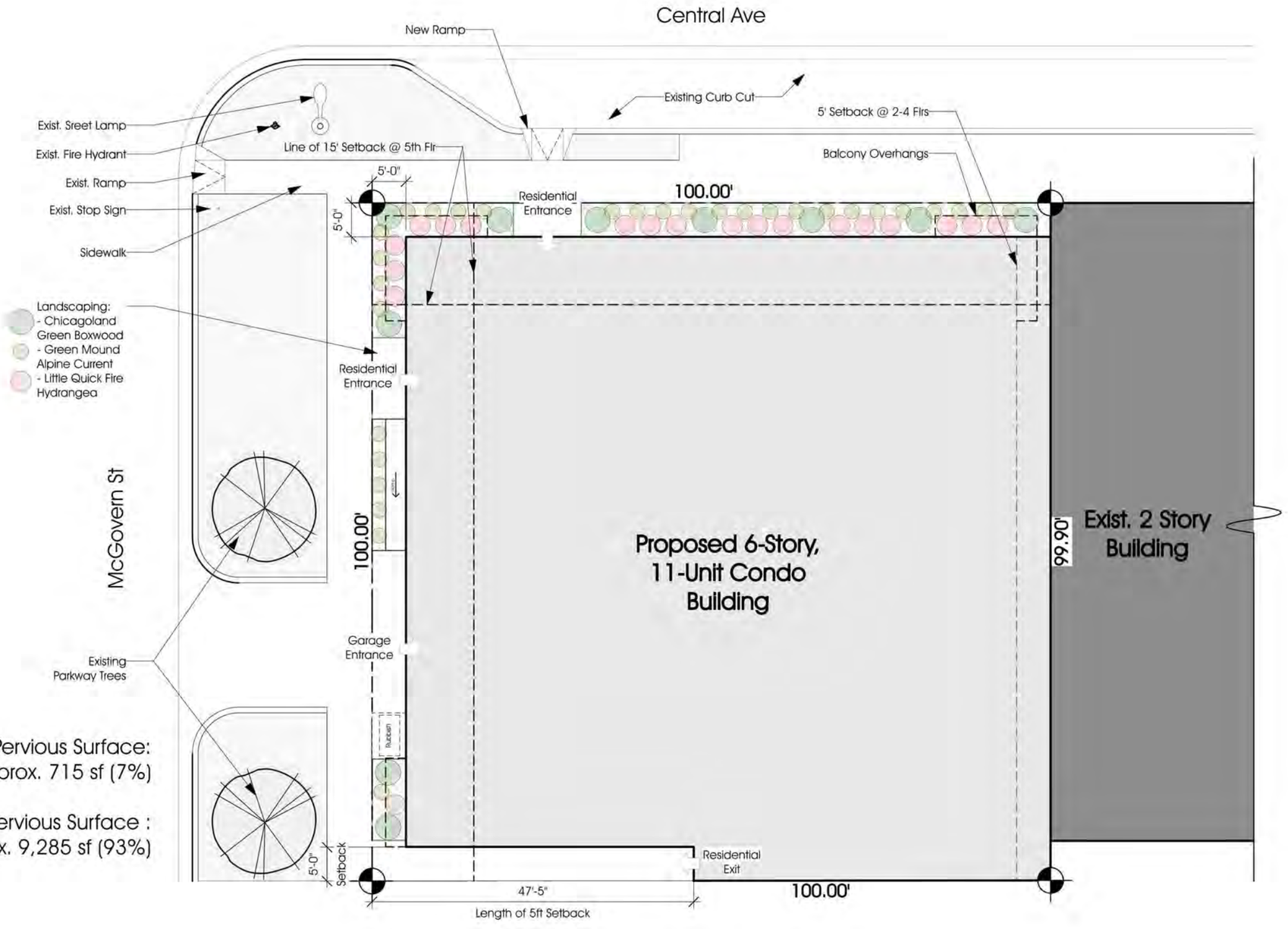
Legal Description of the Property

The subject property, commonly known as 734 Central Avenue, is legally described as:
Lots 15 & 16 in Block 10 in "Highland Park", being a subdivision in Section 23, Township 43 North, Range 12 East of the Third Principal Meridian according to the plat thereof recorded May 7th & 8th, 1869, in Book "A" of Plats, Page 2, in Lake County Illinois.

PINs: 16-23-314-002-0000; and 16-23-314-001-0000

EXHIBIT B

Site Plan



Site Plan

Scale: 1/16" = 1'-0"

April 30, 2025

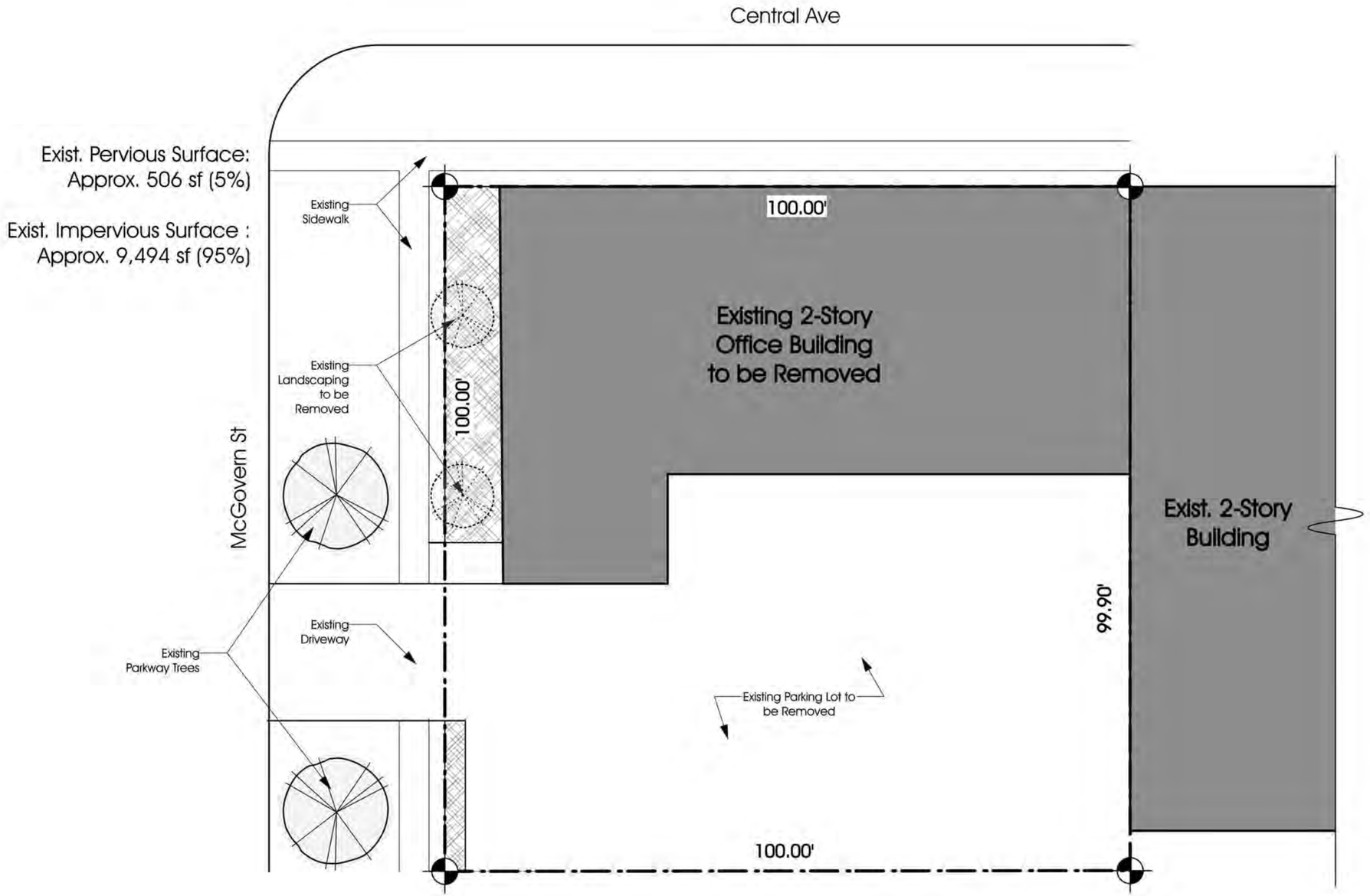
Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

kipnis ARCHITECTURE+PLANNING
1642 payne street | evanston IL 60201
847 864 9650 | 1847 864 0956



Existing Site

Scale: 1/16" = 1'-0"

April 30, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

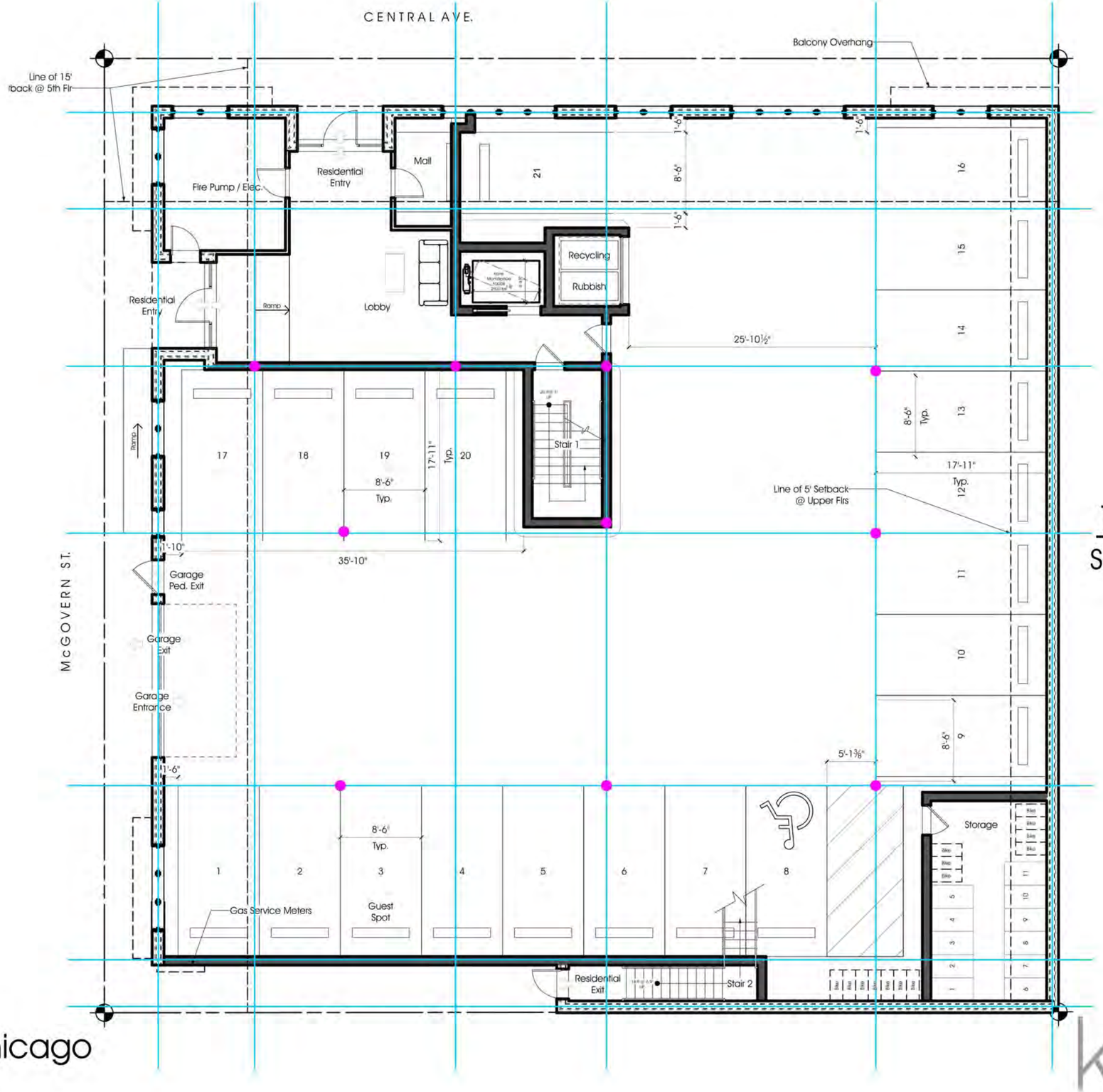
Highland Park, IL

Zoning Map

N.T.S.

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1st Floor Plan

Scale: 3/32" = 1'-0"

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Sec. 150.808(I)(1) Diagram
3,830 SF / 6,400 SF = 59.8% (40% Max.)

1st Floor Diagram

Scale: 1/16" = 1'-0"
April 30, 2025

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2nd Floor Plan

Scale: 3/32" = 1'-0"

April 30, 2025

Inclusionary Unit

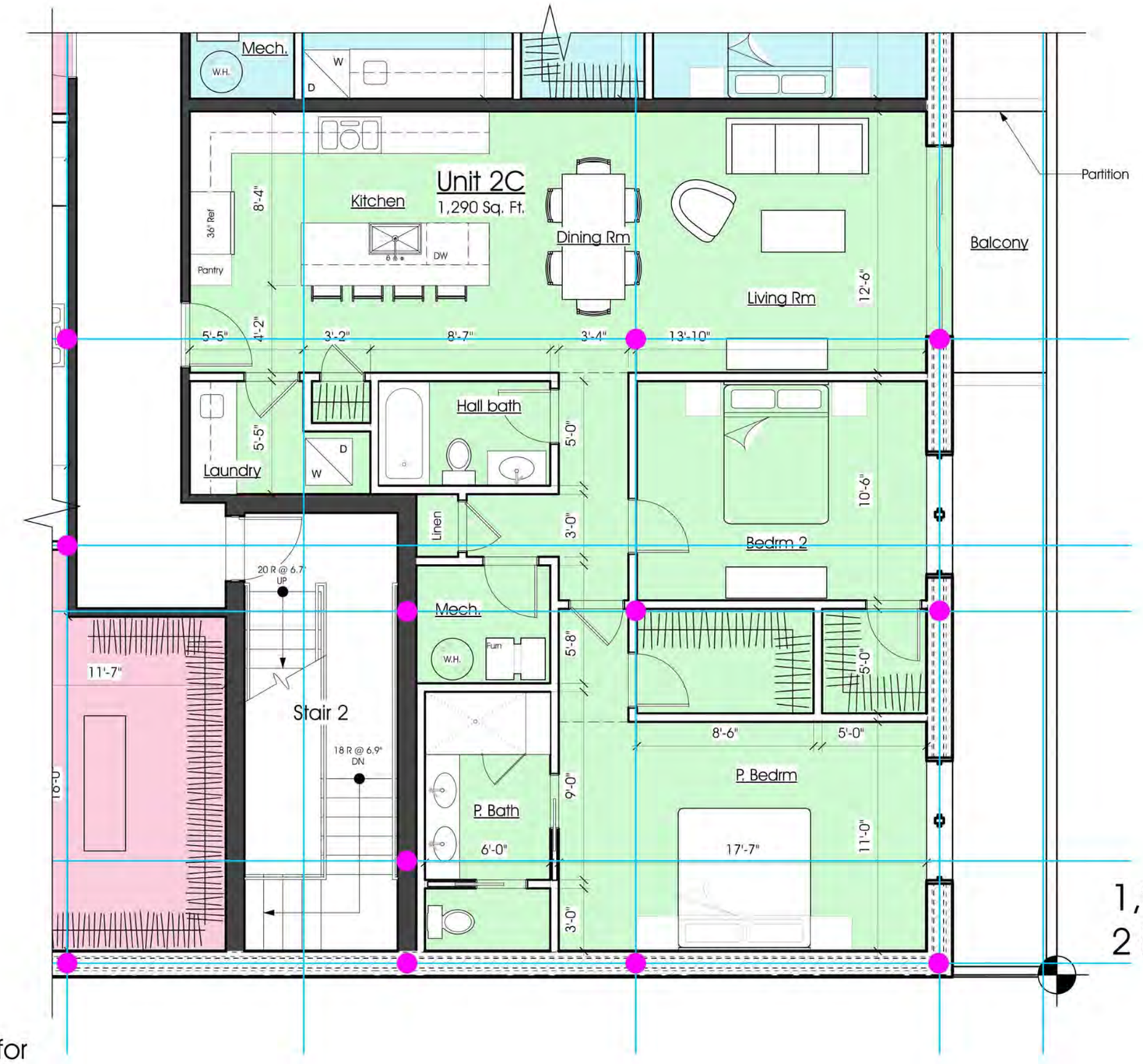
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Inclusionary Unit

Scale: 3/16" = 1'-0"

April 30, 2025

1,290 Sq. Ft.

2 Bed, 2 Bath

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3rd + 4th Floor Plan

Scale: 3/32" = 1'-0"

April 30, 2025

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5th Floor Plan

Scale: 3/32" = 1'-0"

April 30, 2025

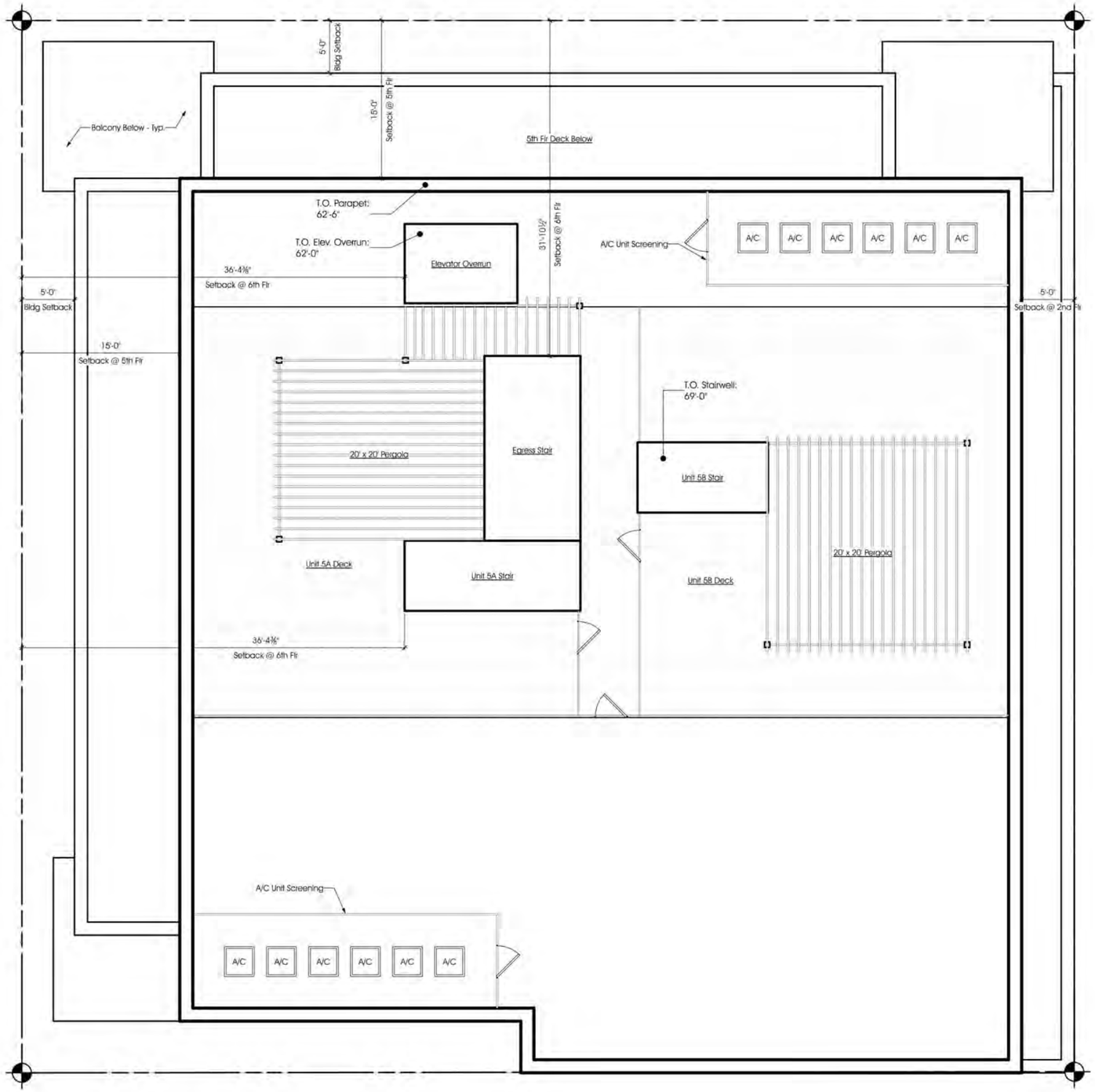
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734 Central Ave

Highland Park, IL

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Roof Plan

Scale: 3/32" = 1'-0"

April 30, 2025

Condo Building for

Platinum Homes of Chicago

734 Central Ave

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EXHIBIT C

Renderings



Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

Corner Rendering

April 30, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

Central Ave Rendering

April 30, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

McGovern Ave Rendering

April 30, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

McGovern Ave Rendering - South

April 30, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

Aerial Rendering

April 30, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

Street Rendering

Corner of Central Ave & McGovern Ave

April 30, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

Street Rendering

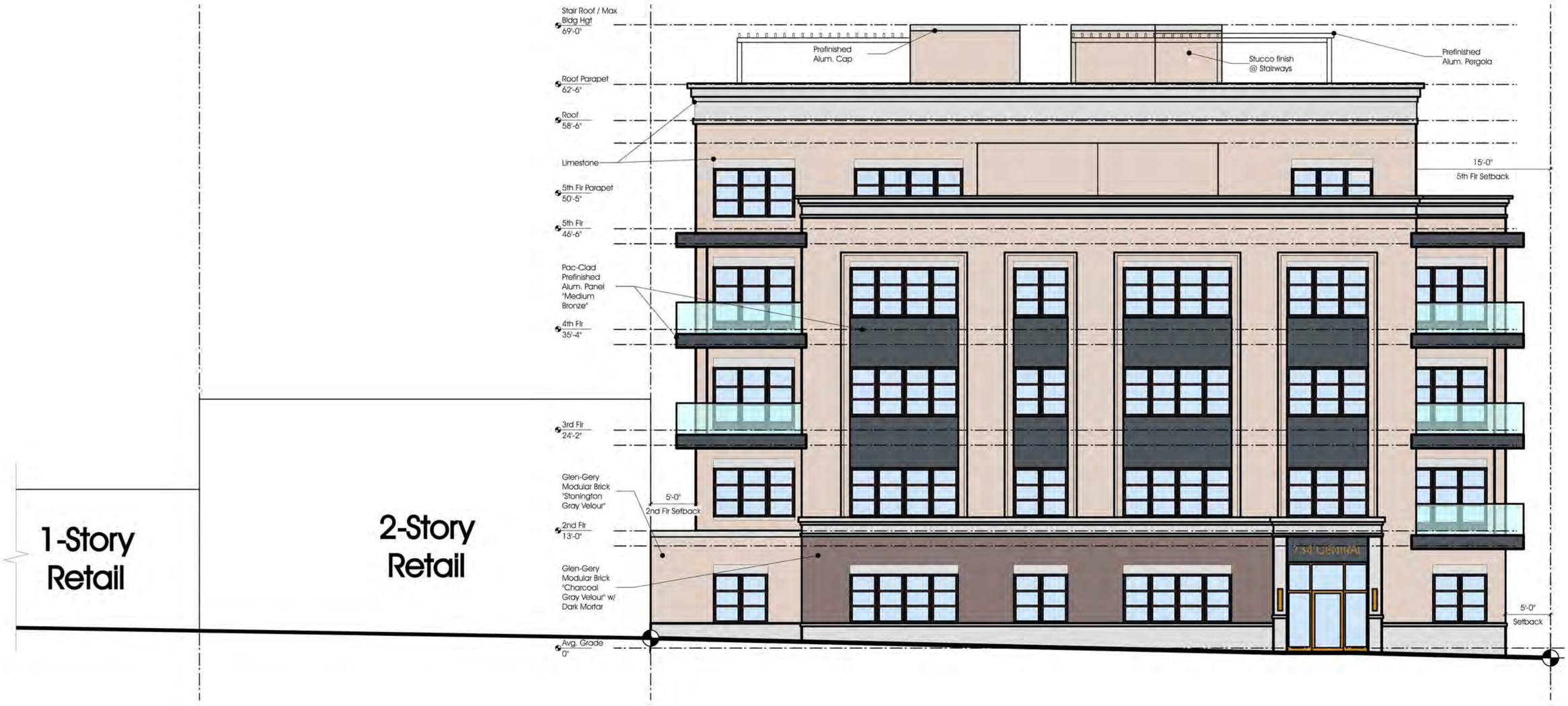
Central Ave looking SW

April 30, 2025

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ARCHITECTURE+PLANNING
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847 864 9650 | f847 864 0956

EXHIBIT D

Elevation Cross Section Plans



Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

North Elevation - Central Ave

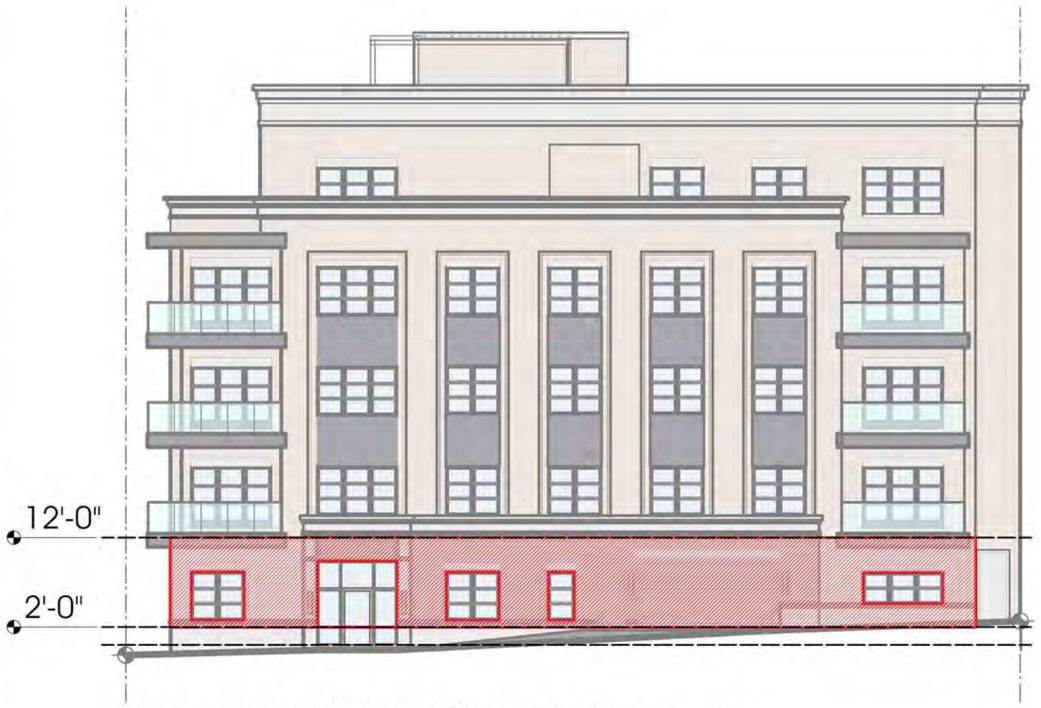
Scale: 3/32" = 1'-0"

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Central Elevation - North: (20% required)
331.3 Sq. Ft. Glazing / 947 Sq. Ft. (35% provided)



McGovern Elevation - West: (20% required)
181.9 Sq. Ft. Glazing / 900 Sq. ft. (20.2% provided)

Condo Building for
Platinum Homes of Chicago
734 Central Ave
Highland Park, IL

Transparency Diagrams

Scale: 1/16" = 1'-0"
April 30, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

East Elevation

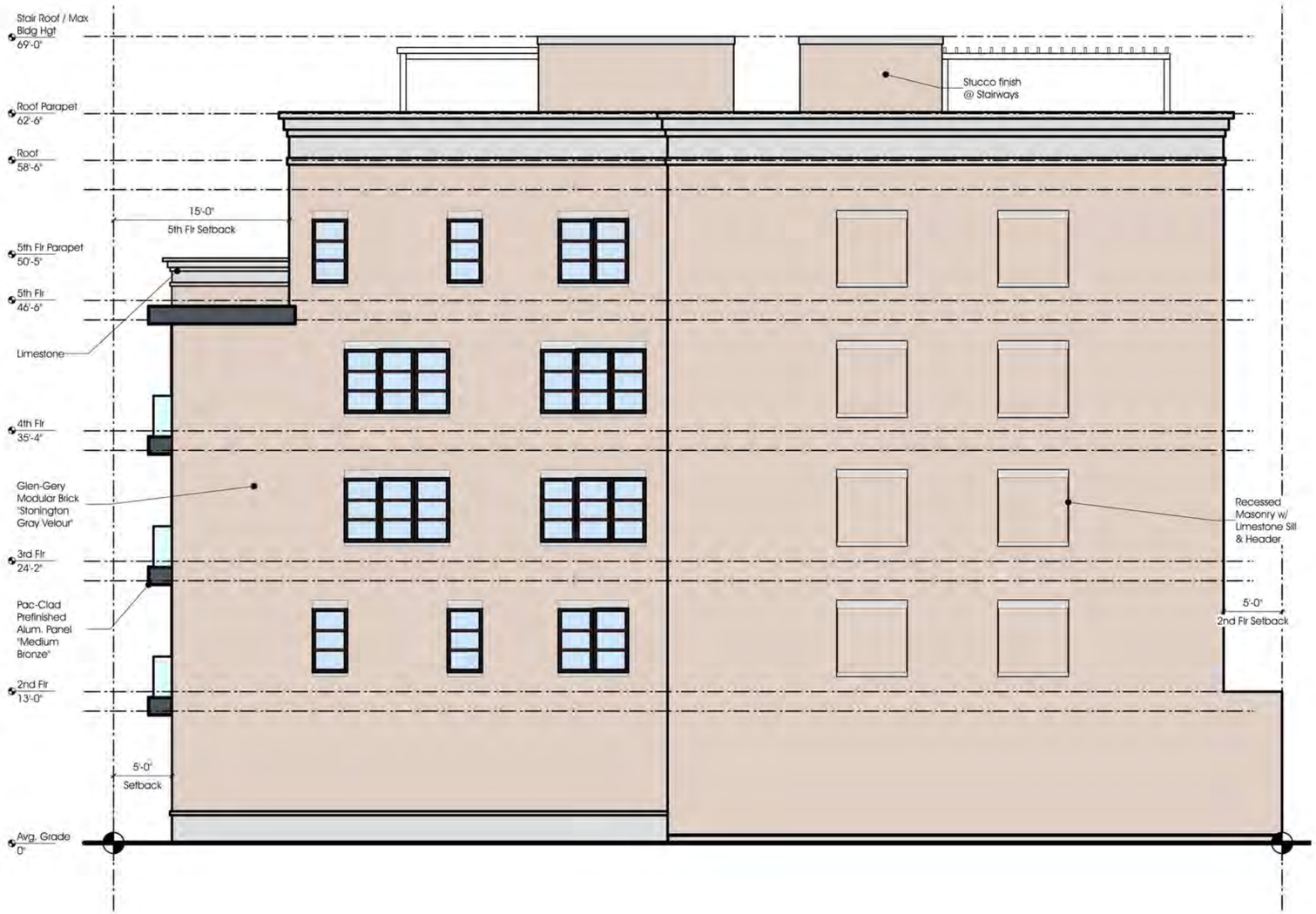
Scale: 3/32" = 1'-0"

April 30, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

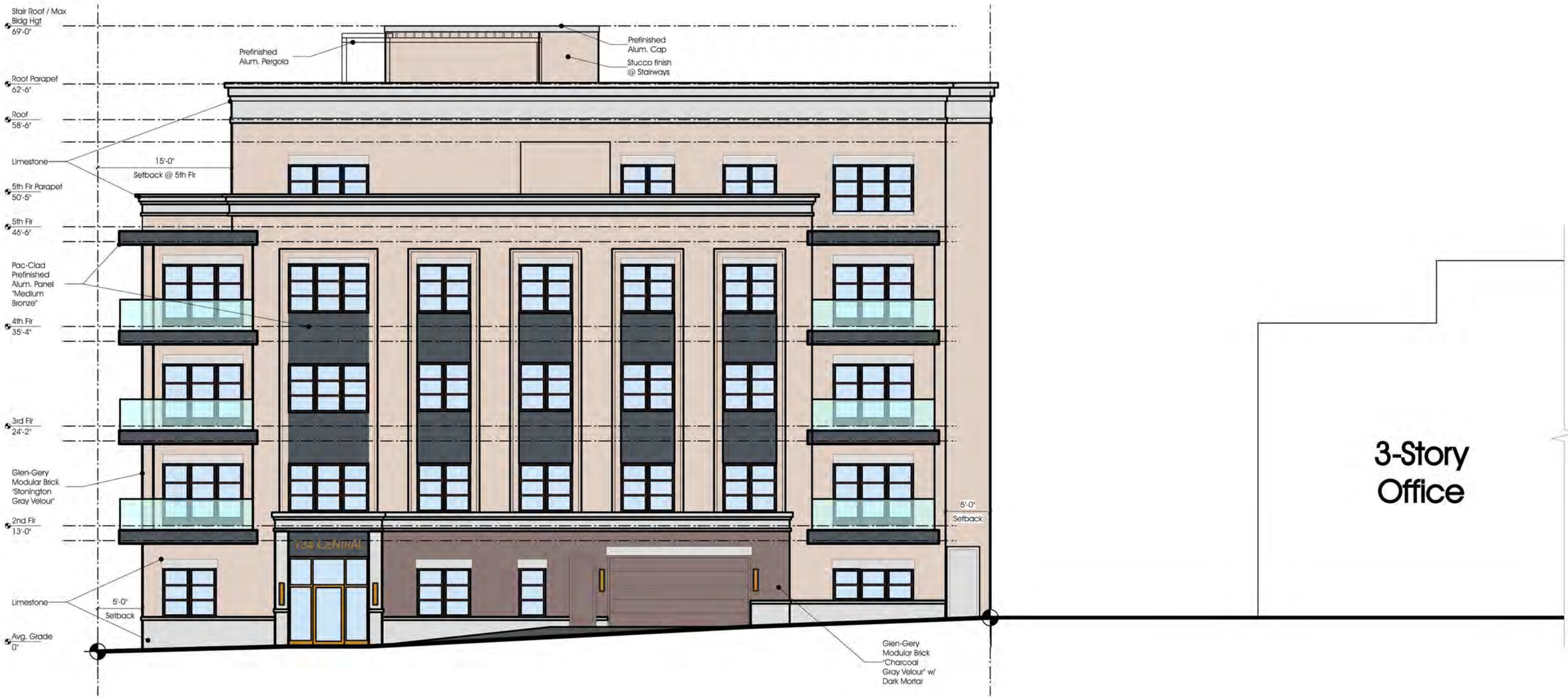
Highland Park, IL

South Elevation

Scale: 3/32" = 1'-0"

April 30, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

West Elevation - McGovern St

Scale: 3/32" = 1'-0"

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734 Central

McGovern House

Central Ave Street Elevation

N.T.S.

April 30, 2025

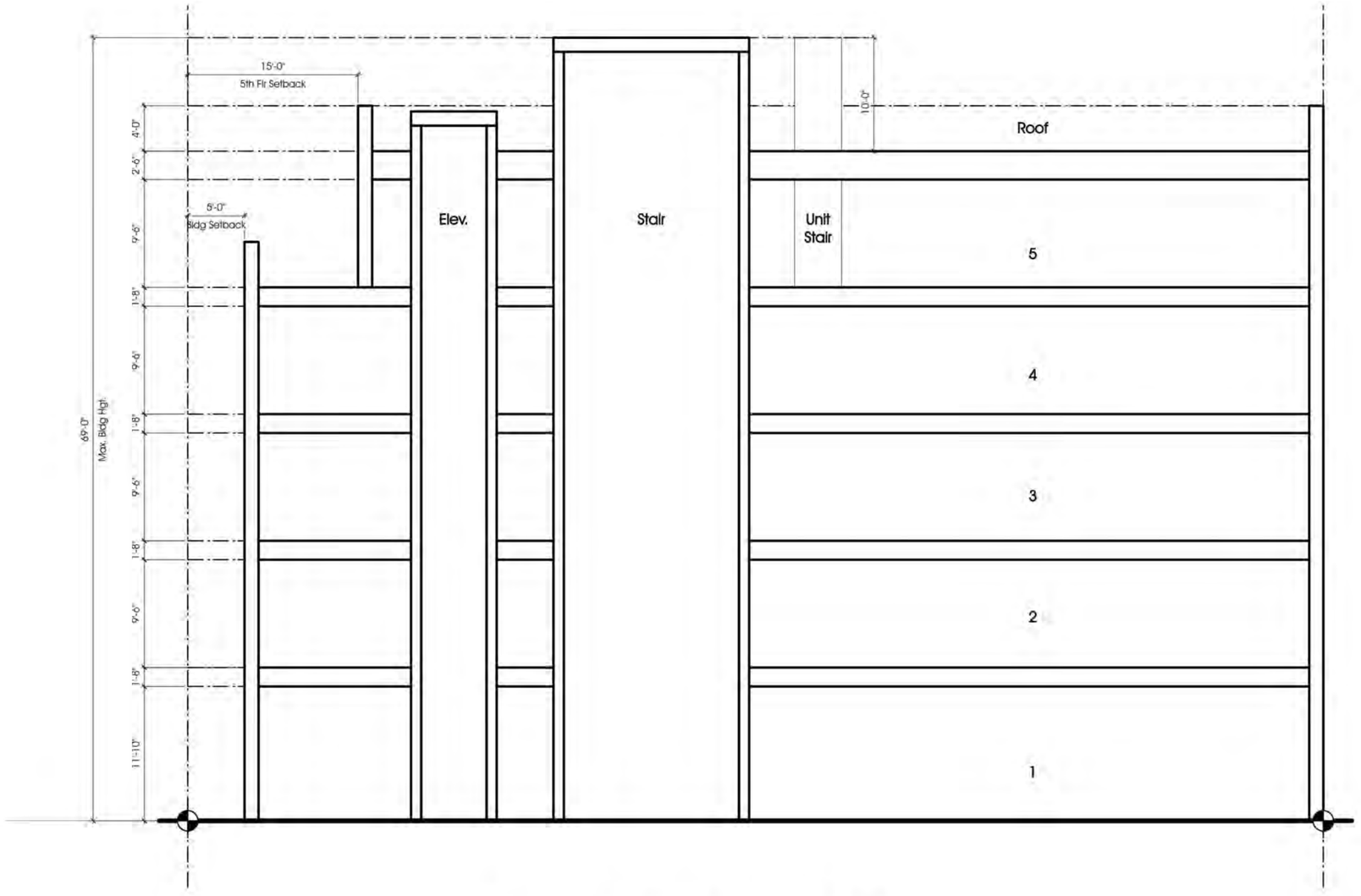
Condo Building for

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N-S Building Section

Scale: 3/32" = 1'-0"

April 30, 2025

Condo Building for

Platinum Homes of Chicago

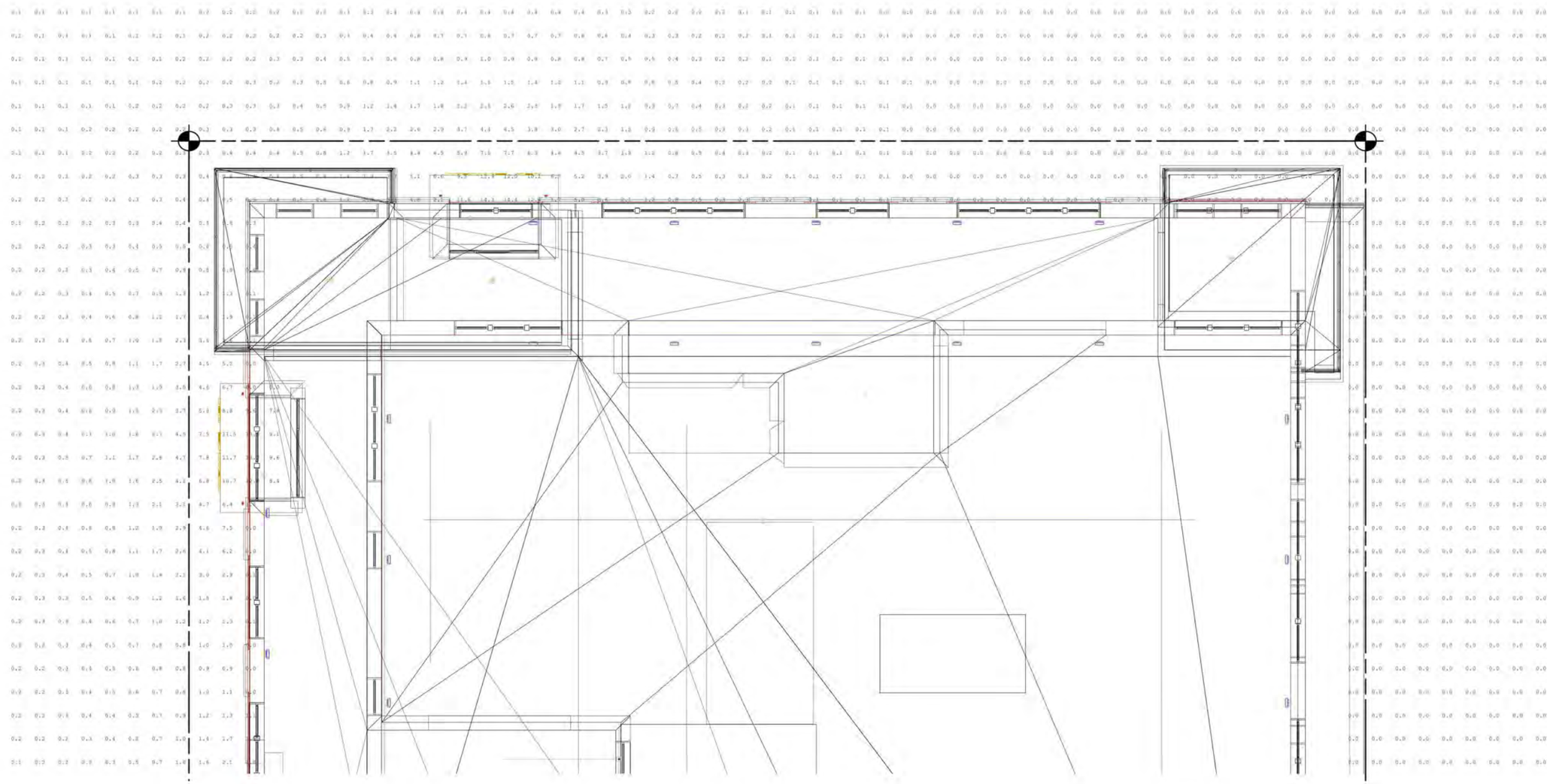
734 Central Ave

Highland Park, IL

kipnis
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847 864 9680 | 847 864 0966

EXHIBIT D

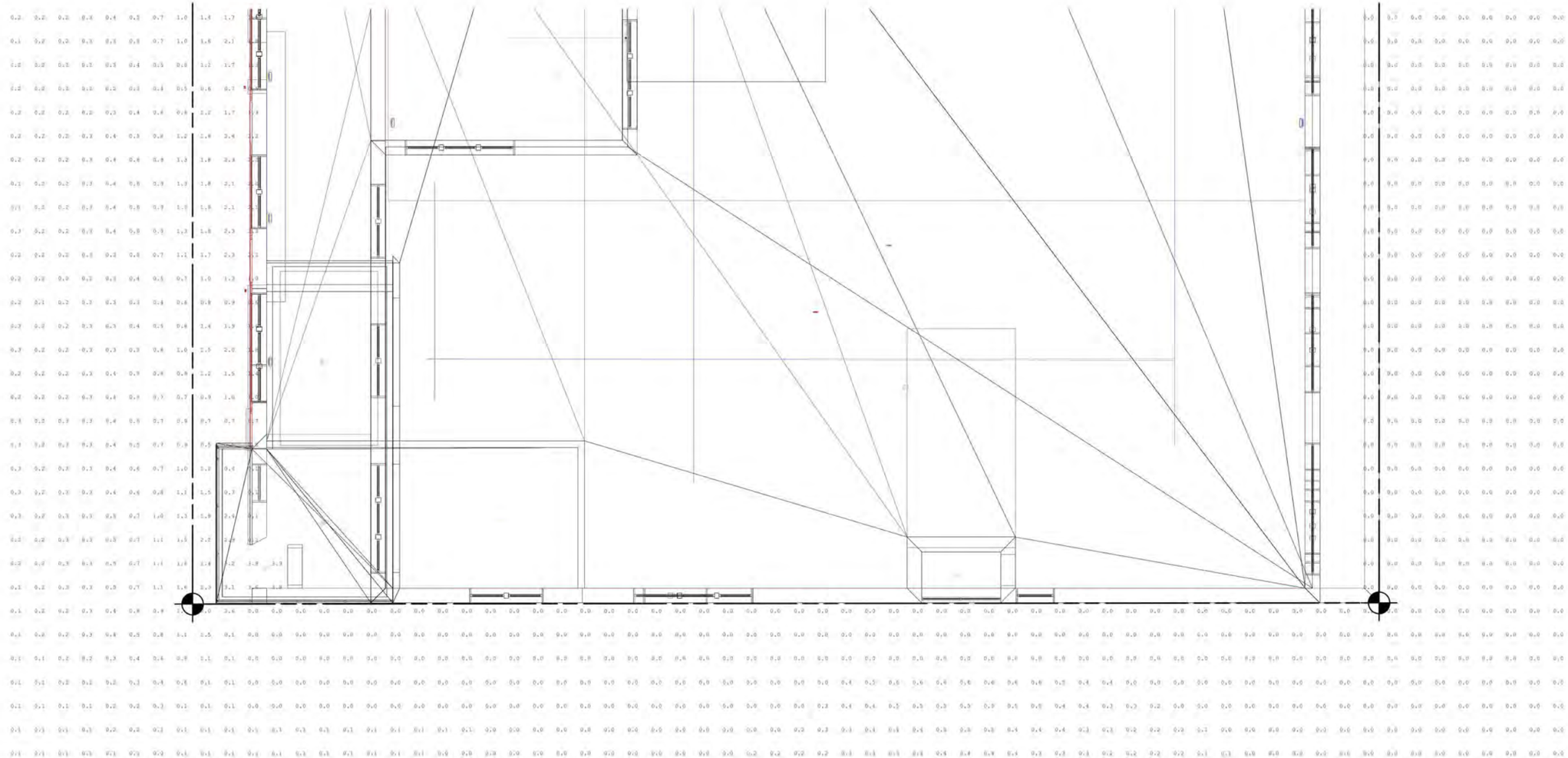
Exterior Lighting Plan



GROUND LEVEL - NORTH

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info@hoilandstudios.com
847-989-2362

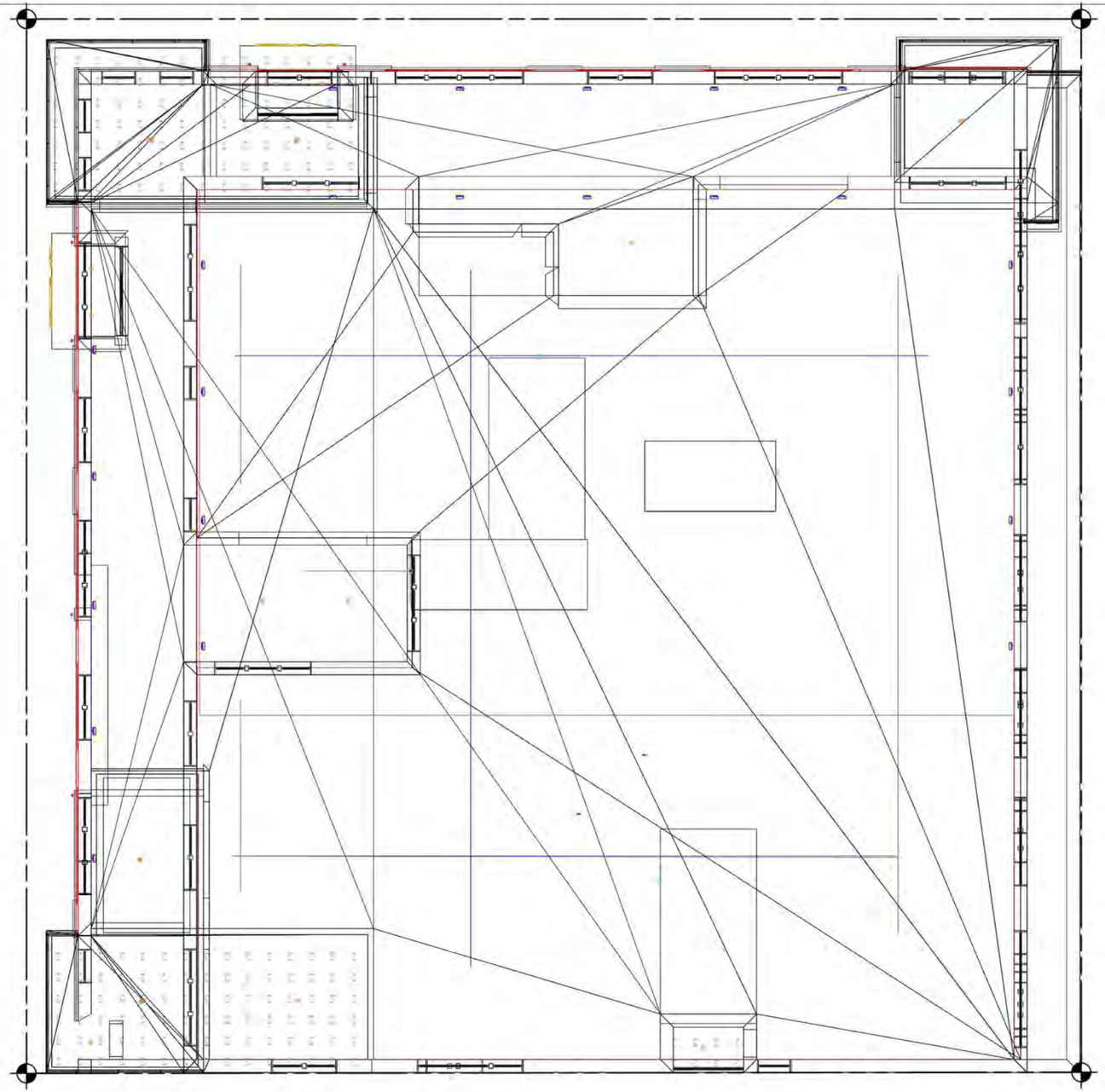
734 CENTRAL
PHOTOMETRIC CALCULATIONS
SCALE: N/A
DATE: 4-28-2025



GROUND LEVEL - SOUTH

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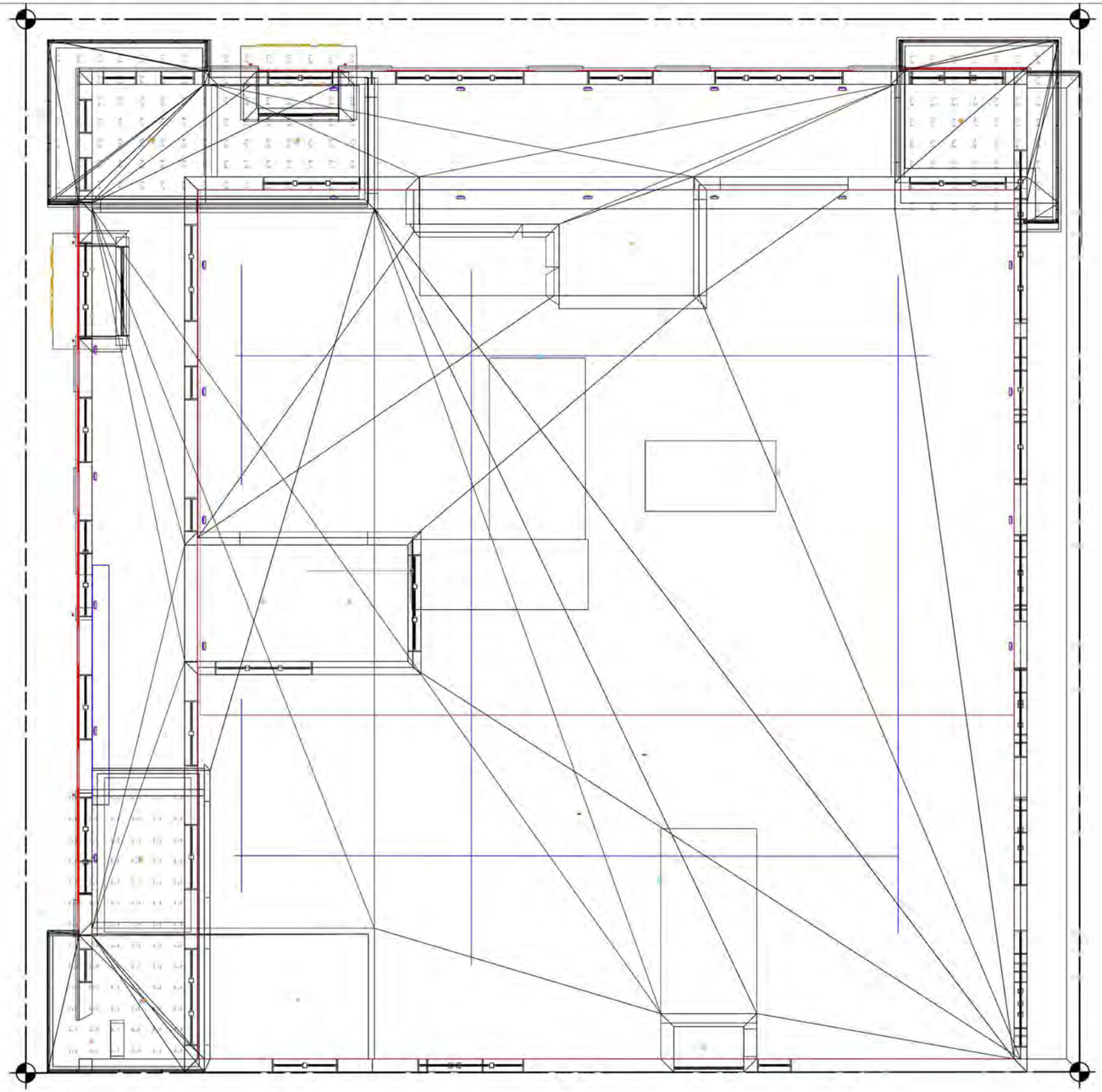
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LEVEL 1 BALCONIES

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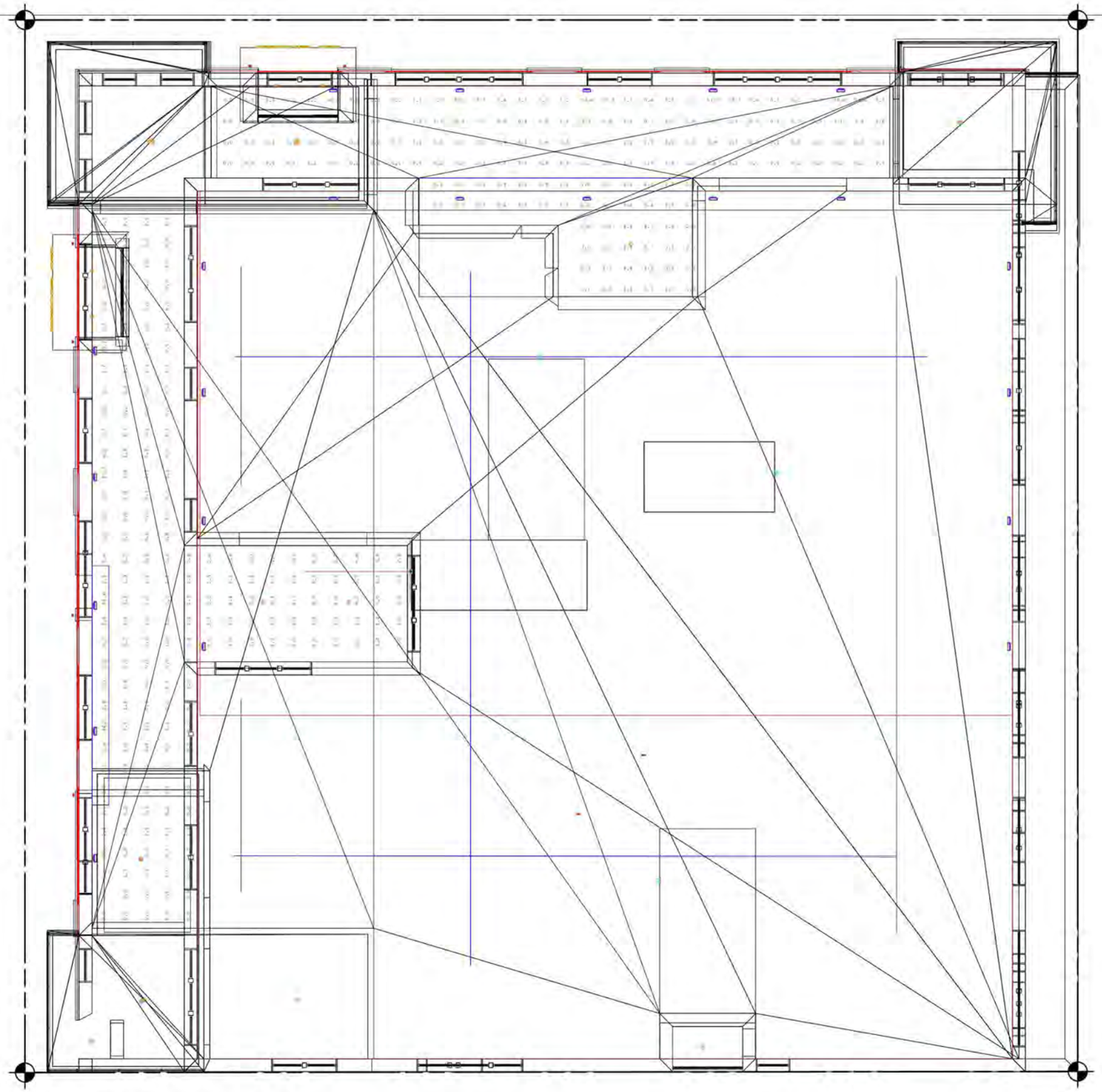
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LEVEL 2 AND 3 BALCONIES

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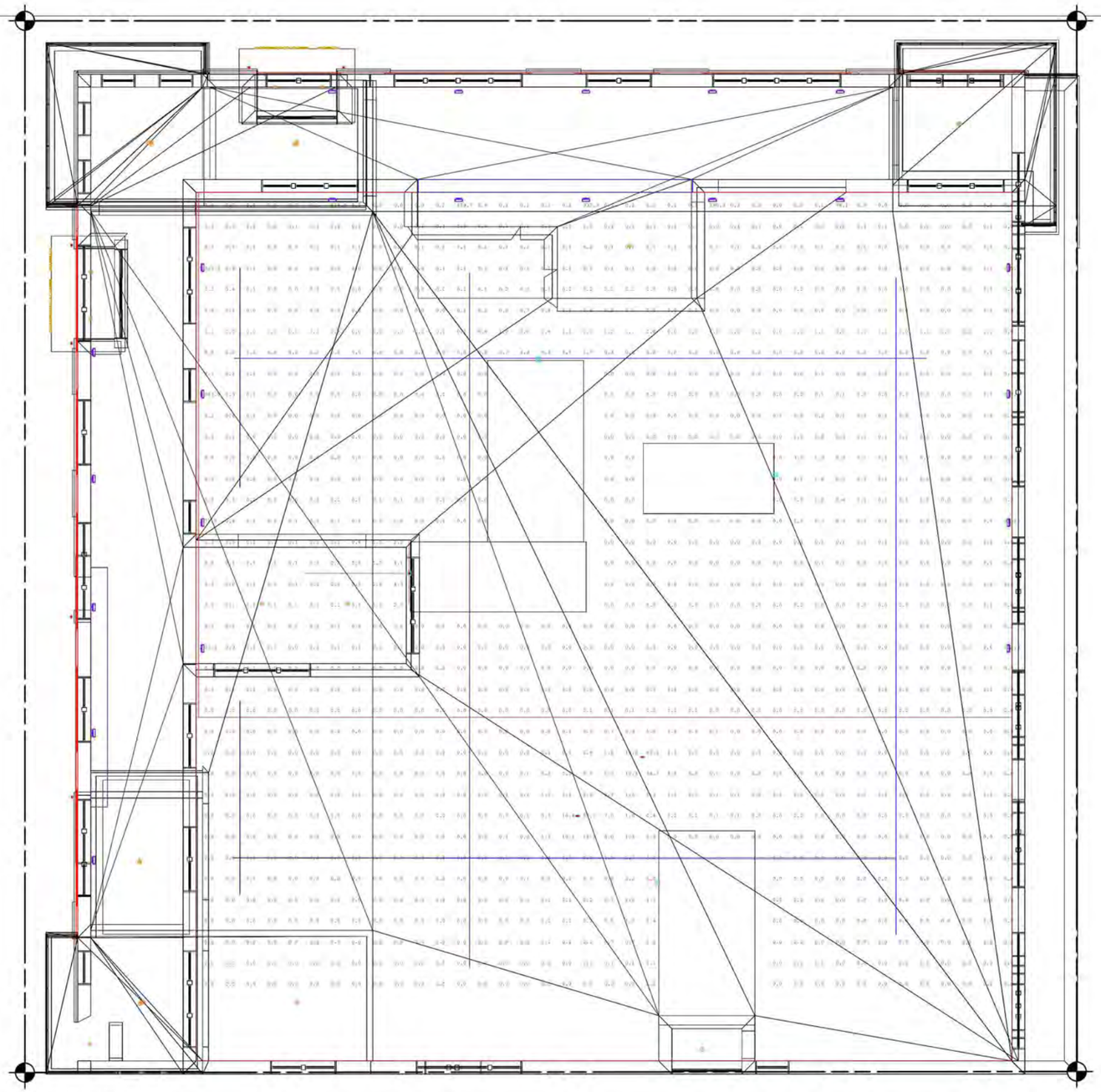


LEVEL 4 BALCONIES

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ROOFTOP

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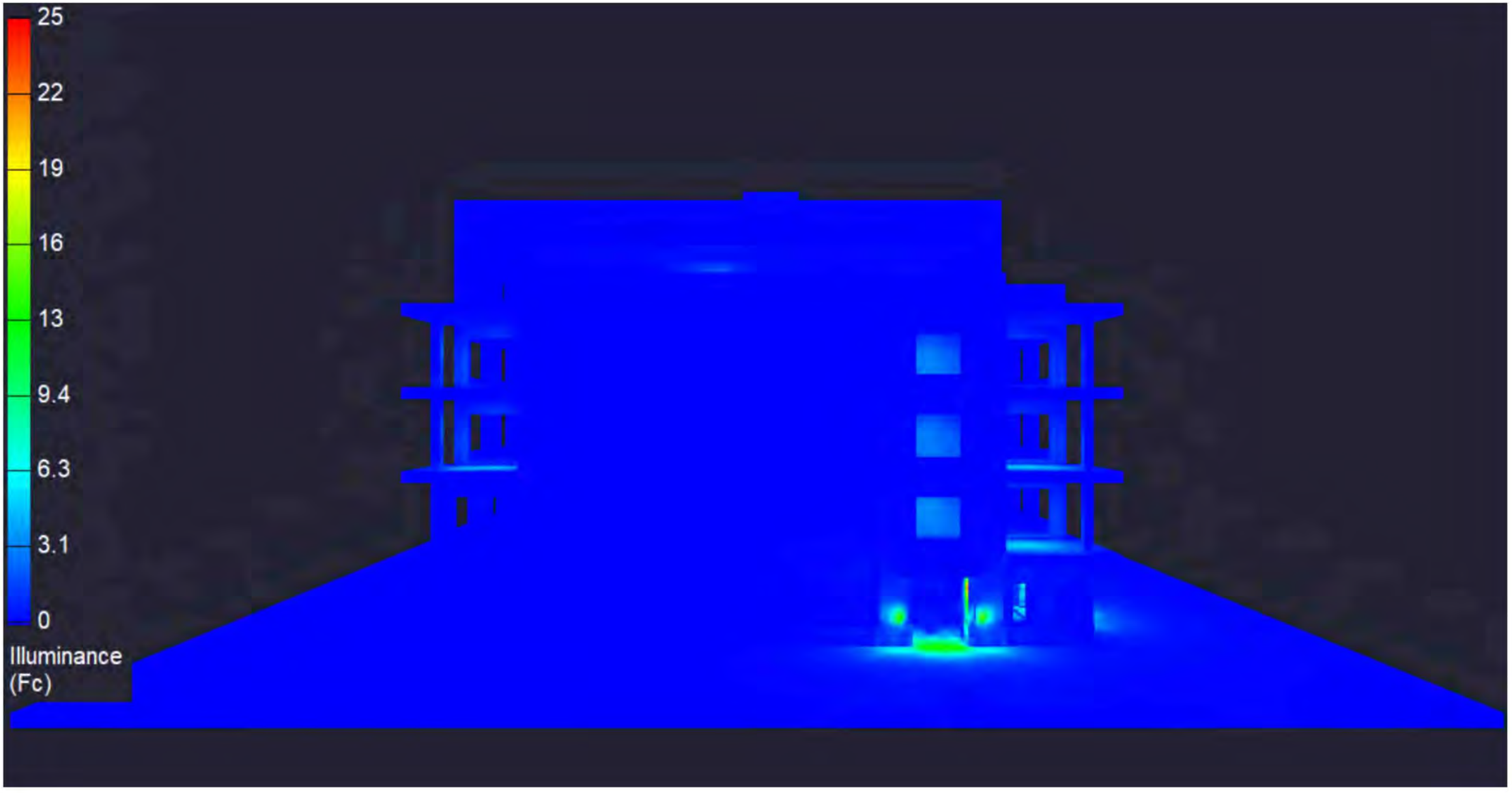
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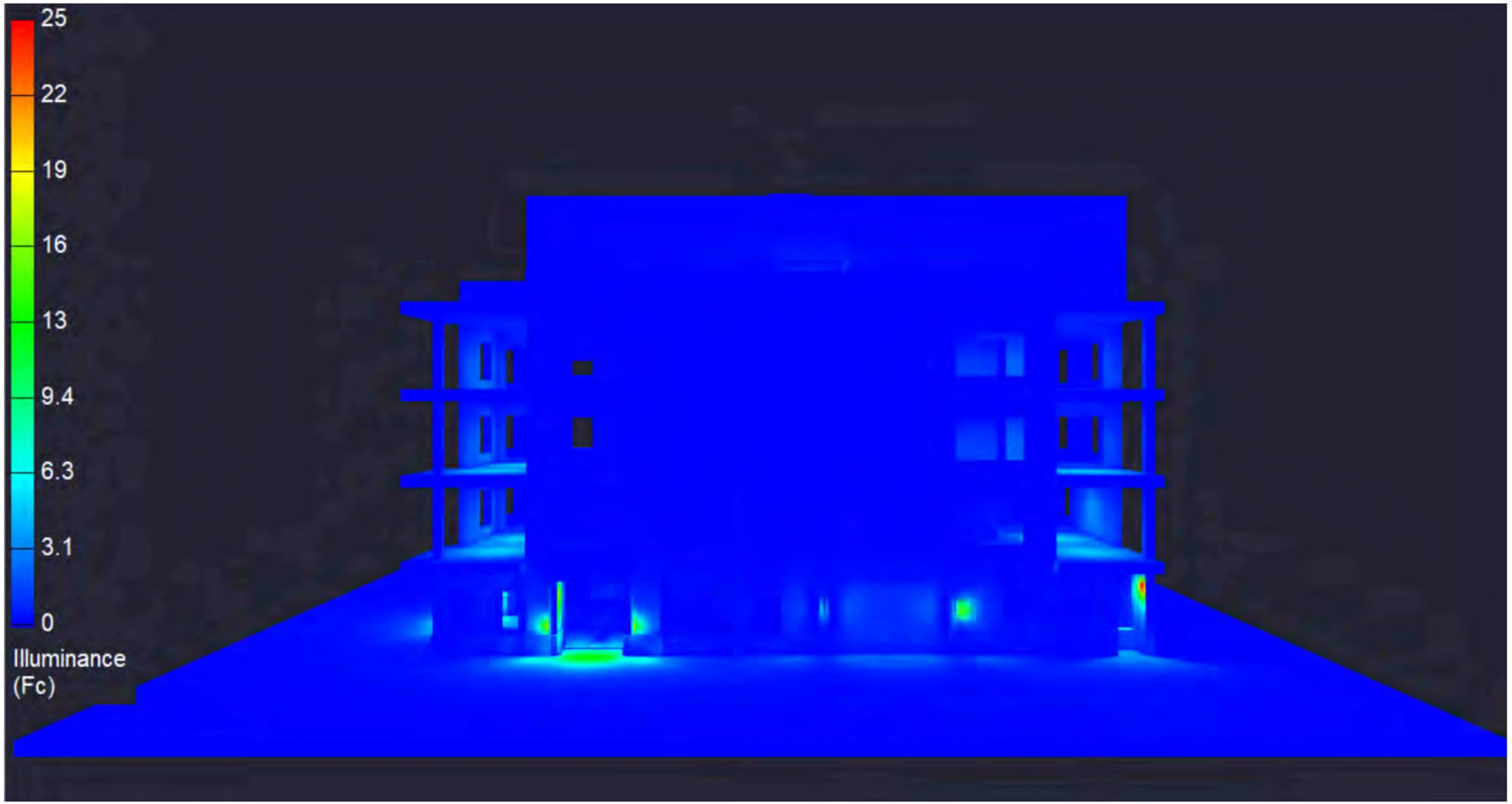

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Illuminance
(Fc)



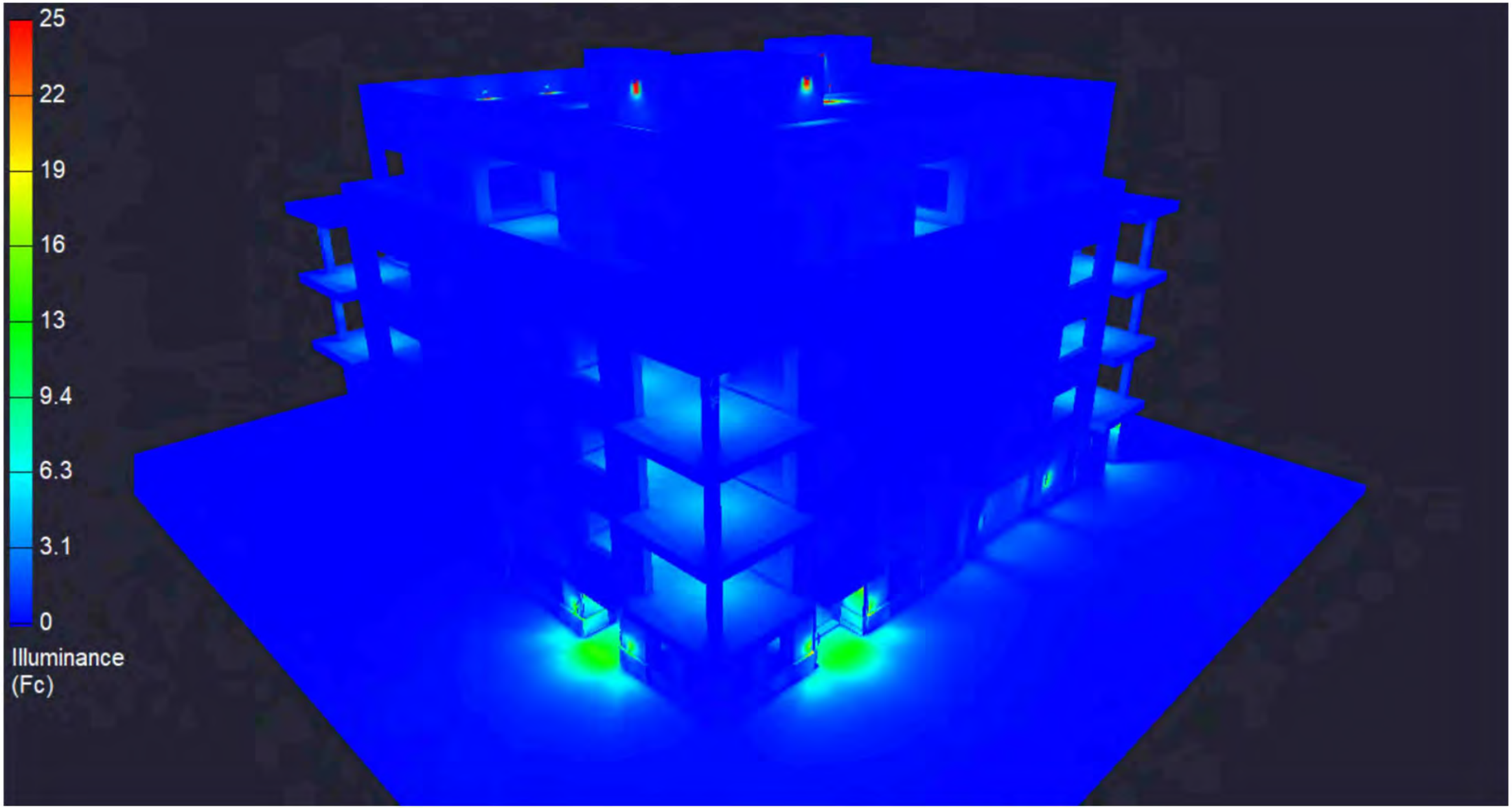
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Illuminance
(Fc)





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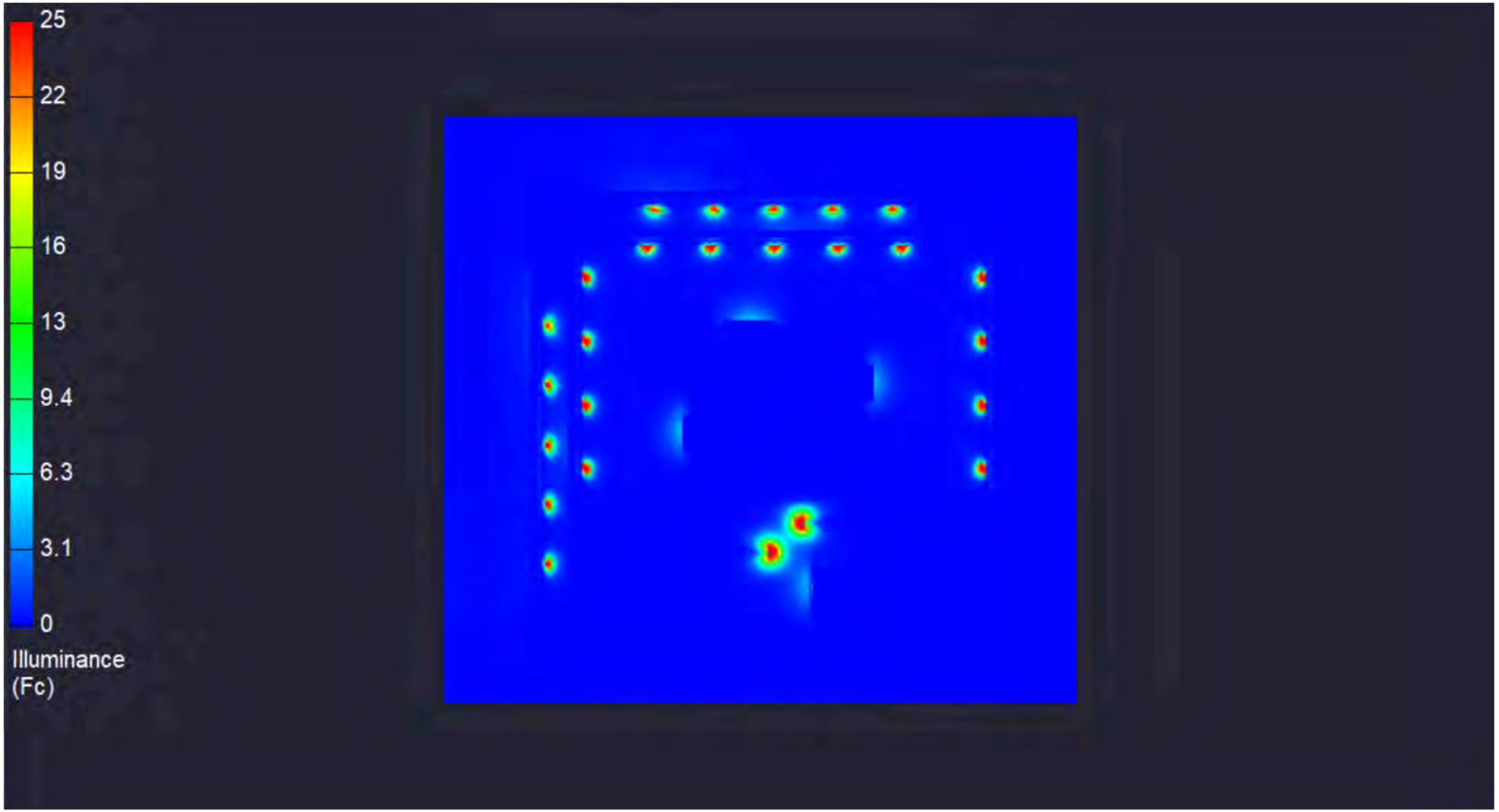
734 CENTRAL
PHOTOMETRIC CALCULATIONS
SCALE: N/A
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SCALE: N/A
DATE: 4-28-2025

Catalog Number	
Notes	
Type	

Contractor Select™

WF4 & WF6 DREG ALO + SWW5

4" & 6" LED Deep Regressed Switchable Downlight



With available smooth or baffle finishes, the 4" and 6" deep regressed series of wafers offer both adjustable CCT and lumen output. This combination allows you to create the perfect look for your space with low/medium/high lumen outputs and a choice of 2700K, 3000k, 3500K, 4000K, 5000K CCT.

FEATURES:

- Deep regress lens provides excellent glare control, quality of light, and efficiency
- Available with either smooth or baffle trim finishes to further refine your space
- With no can needed to install, time of installation is significantly lower than with traditional downlights
- Available matte black, satin nickel or oil rubbed bronze enable further customization to your space.



Catalog Number	UPC	Description	Replaces Up To	Lumens	Input Watts	CCT	CRI	Voltage	Finish	Dimming Protocol	Pallet qty.
WF4 DREG SM ALO19 SWW5 90CRI MW M6	00197589041262	4" Deep Regressed Smooth LED Downlight	65W Incandescent	700/900/1100	14.5W	2700K/3000K/3500K/4000K/5000k	90	120V	Matte White	Triac	450
WF4 DREG B ALO19 SWW5 90CRI MW M6	00197589041361	4" Deep Regressed Baffle LED Downlight	65W Incandescent	700/900/1100	14.5W	2700K/3000K/3500K/4000K/5000k	90	120V	Matte White	Triac	540
WF6 DREG SM ALO20 SWW5 90CRI MW M6	00197589041279	6" Deep Regressed Smooth LED Downlight	75W Incandescent	800/1050/1300	16W	2700K/3000K/3500K/4000K/5000k	90	120V	Matte White	Triac	300
WF6 DREG B ALO20 SWW5 90CRI MW M6	00197589041415	6" Deep Regressed Baffle LED Downlight	75W Incandescent	800/1050/1300	16W	2700K/3000K/3500K/4000K/5000k	90	120V	Matte White	Triac	240
WF6 DREG SM ALO20 SWW5 90CRI CP6 MW M2	00197589041309	6" Deep Regressed Smooth LED Downlight	75W Incandescent	800/1050/1300	16W	2700K/3000K/3500K/4000K/5000k	90	120V	Matte White	Triac	40
WF6 DREG B ALO20 SWW5 90CRI CP6 MW M2	00197589041408	6" Deep Regressed Baffle LED Downlight	75W Incandescent	800/1050/1300	16W	2700K/3000K/3500K/4000K/5000k	90	120V	Matte White	Triac	40

CONTRACTOR SELECT™

JUNO®

Accessories: *Order as separate catalog number.*	
WF8643 PAN R6	Universal New Construction Pan, Retail Pack of 6
WF8643 PAN U	Universal New Construction Pan, unit pack
WF4 PAN R12	4" new construction pan, retail pack of 12
WF6 PAN R12	6" new construction pan, retail pack of 12
WF4GR MW	4" Goof Ring 4.2" ID x 6.2" OD
WF6GR MW JZ	6" Goof Ring 6" ID x 8" OD
WFJB U	Remodel Joist Bar
WFEXC6 SW3PIN FT4	3-Pin 6ft Cable
WFEXC10 SW3PIN FT4	3-Pin 10ft Cable
WFEXC20 SW3PIN FT4	3-Pin 20ft Cable

Goof rings are made of 22 gauge steel and painted white.



WF8643 Universal
New Construction Pan



WF4 PAN
4" New Construction Pan



WF6 PAN
6" New Construction Pan



WFEXCx
FT4 3-Pin Cable



Remodel Joist Bar

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TRIM INSERTS

TRIM INSERTS (for field configuration; ordered separately) **Example:** 4BEMB R4

Series/Finish				Packaging	
4BEMB	4" Baffle, Matte Black	**4SEMB**	4" Smooth, Matte Black	R4	Retail Pack of 4 units
4BEBN	4" Baffle, Brush Nickel	**4SEBN**	4" Smooth, Brush Nickel		
4BEORB	4" Baffle, Oil-Rubbed Bronze	**4SEORB**	4" Smooth, Oil-Rubbed Bronze		



4" Baffle, Matte Black **(4BEMB)**



4" Baffle, Brush Nickel **(4BEBN)**



4" Baffle, Oil-Rubbed Bronze **(4BEORB)**



4" Smooth, Matte Black **(4SEMB)**



4" Smooth, Brush Nickel **(4SEBN)**



4" Smooth, Oil-Rubbed Bronze **(4SEORB)**



Pre-Install color finish trim insert over white 4" or 6" Wafer LED Downlight.



Press down color finish tabs for post-installation to create final Wafer LED Downlight.

TRIM INSERTS

TRIM INSERTS (for field configuration; ordered separately) **Example:** 6SSEBN R4

Series/Finish				Packaging	
6SBEMB	6" Baffle, Matte Black	**6SSEMB**	6" Smooth, Matte Black	R4	Retail Pack of 4 units
6SBEBN	6" Baffle, Matte Nickel	**6SSEBN**	6" Smooth, Brush Nickel		
6SBEORB	6" Baffle, Oil-Rubbed Bronze	**6SSEORB**	6" Smooth, Oil-Rubbed Bronze		



6" Baffle, Matte Black **(6SBEMB)**



6" Baffle, Brush Nickel **(6SBEBN)**



6" Baffle, Oil-Rubbed Bronze **(6SBEORB)**



6" Smooth, Matte Black **(6SSEMB)**



6" Smooth, Brush Nickel **(6SSEBN)**



6" Smooth, Oil-Rubbed Bronze **(6SSEORB)**

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Specifications

HOUSING:
Die cast aluminum mounting frame provides passive thermal cooling achieving L70 at 50,000 hours • Lens regressed to 1.2" with baffle trim design to reduce glare for comfortable and even illumination • Non-conductive dead-front trim design suitable for a wide range of applications and codes requiring a non-conductive lens • FT4 3-pin plenum rated cable connector to connect from module to remote driver box • Steel spring clip for easy installation. 4" & 6" cut out templates are provided to ensure a correct sized hole is cut into ceiling for proper installation of the trim. Size of hole should not exceed 4 ¼ inches for the WF4 and 6 ¼ for the WF6 • Can be installed from 3/8" to 1 ½" ceiling thickness • Can be removed from below the ceiling for service or replacement.

LED LIGHT ENGINE:
LEDs are integrated to one piece high purity aluminum, thermally conductive housing to provide uninterrupted heat transfer to ensure long life of the LED Switchable white color temperature from 2700K, 3000K, 3500K, 4000K, 5000K • 90 CRI minimum • Color accuracy within 4 step McAdams Ellipse at the end CCT (2700K and 5000K), within 6 step McAdams Ellipse in the middle CCT (3000K, 3500K, and 4000K) • Dimming 100% to 10% with most standard incandescent dimmers (see list of approved dimmers).

DRIVER:
Connect directly to 120V Class-2 (CAN ICES-005 (B) / NMB-005 (B)) LED driver. 120V 60 Hz constant current driver provides noise free operation • IC rated driver with convenience of a switch to choose between three lumen output settings (Low/Medium/High) • The isolated driver integrated inside steel remote box with four 7/8" knockouts with slots for pryout. Suitable for pulling wires with the 12 cubic-inch wiring compartment to accommodate up to (6) 14 gauge insulated conductor or (4) 12 gauge insulated conductors; making the Wafer LED Downlights much easier to wire in 2in/2out (plus ground) daisy-chain applications and contractor friendly • 2" plenum space required for the installation of the WF6; 3"plenum space required for the installation of the WF4 driver box • Suitable for installation in t-grid and drop ceiling applications with universal new construction pan.

OPTICAL SYSTEM:
Back-lit LED technology uses light guided plate to distribute light • Polycarbonate lens provides even illumination throughout the space • Efficient system that can produce over 1100 lumens while using 14.5W with the WF4 and over 1300 lumens while using 16W with the WF6 • Replaces 65W incandescent (WF4) and 75W incandescent (WF6).

LIFE:
Rated for 50,000 hours at 70% lumen maintenance.

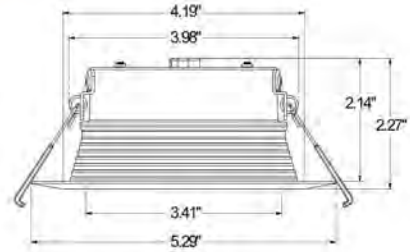
LABELS:
CSA certified to US and Canadian safety standards • ENERGY STAR® certified product • Suitable for wet location, covered ceiling • Air-Loc certified in accordance with ASTM E283-2004 • NOM Certified • Can be used to comply with California Title 24 Part 6 High Efficacy LED light Source Requirements • U.S. Patent No. 10,681,784.

TESTING:
All reports are based on published industry procedures; field performance may differ from laboratory performance.

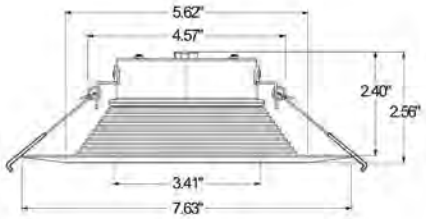
WARRANTY:
5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

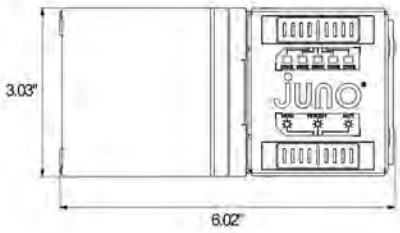
Dimensions

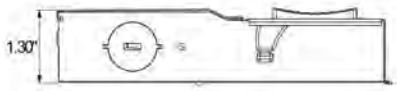


WF4



WF6





PERFORMANCE DATA

	WF4 DREG SWW5	WF6 DREG SWW5
Input Voltage	120V	120V
Input Power Typical	14.5W (+/-5%)	16W (+/-5%)
Frequency	60 Hz	60 Hz
EMI/RFI	FCC Title 47, Part 15 Class B (consumer)	FCC Title 47, Part 15 Class B (consumer)
Minimum Starting Temp	-40°F (-40°C)	-40°F (-40°C)

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25°C.

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NEWPORT
ER72410
STEP LIGHTS

PROJECT

DESCRIPTION

This exterior recessed light is a classic, rectangle-shaped 10 inch long die-cast aluminum recessed light and utilizes LED light sources. The housing is designed to light an exterior or interior staircase or any other area that calls for a lighting from a concealed aperture. Choose from black or gray powder coat. Requires either back-box with fixture ER72410-MBOX (Dry Location) or ER72410-CBOX(Wet Location). Back-box sold separately.







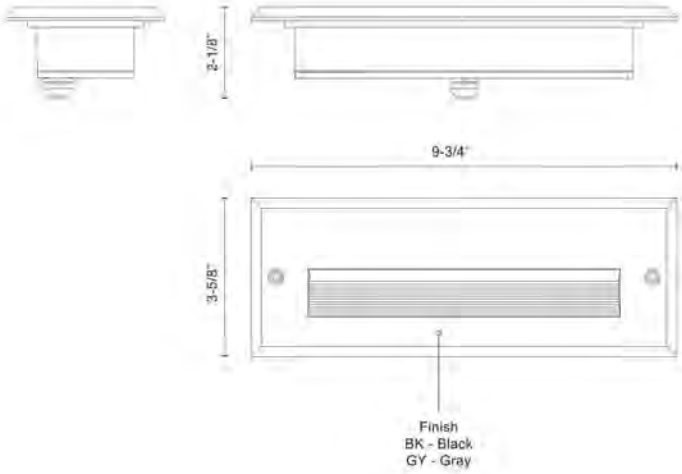
ER72410-BK
Black

ER72410-GY
Gray

SPECIFICATION DETAILS

Fixture Dimensions	W9-3/4" x H3-5/8" x E2-1/8"
Light Source	AC LED Module
Wattage	9W
Total Lumens	600lm
Delivered Lumens	BK-200lm; GY-400lm*;
Voltage	120V
Color Temperature	3000K
CRI (Ra)	90CRI
Optional Color Temps	2700K - 5000K Available. Minimum Order Quantities Apply
LED Rated Life	50,000 hours
Dimming	100% - 10%, ELV Dimmer (Not Included)
Illumination Direction	Down
Mounting Style	Wall Mount, Down Only
Material	Aluminum
Glass Details	Frosted Glass
Back Box Details	ER72410-CBOX (Wet Location) (Sold Seperately); ER72410-MBOX (Dry Location) (Sold Seperately);
ADA Compliant	Yes
Location	Wet
Paint Finish	BK02; GY01;

* For custom options, consult factory for details.
* For warranty information, please visit www.kuzcolighting.com/warranty



KUZCO

CANADA: 19054 28TH AVENUE - SURREY, BC V3Z 6M3
USA: 3035 E. LONE MOUNTAIN ROAD - LAS VEGAS, NV 89081

WWW.KUZCOLIGHTING.COM

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COMMENT

Intertek

ASPEN 26 OUTDOOR WALL

VISUAL COMFORT & CO.

PRODUCT FEATURES

- Powerful, long lasting (L70, 70,000 hours) dimmable LED tested against the highest quality standards to ensure it delivers consistent LED performance and color over time.
- Die-cast aluminum structure, powder coat finish, and stainless steel hardware for robust durability in harsh elements.
- Universal 120-277 volt driver with integral transient surge protection at 2.5KV per American National Standard (ANSI) and IEEE standards.
- Wet listed, IP65 (International Protection rating indicating resistance to dust and water. Suitable and safe for commercial use).
- This item is made of natural brass. It is a living finish that will patina and warm with age which adds richness. If it gets an uneven patina or spots, a brass cleaner can restore the finish.



Brass (Alt Lit)

LAMPING

Wall Sconce needs to be mounted with a full size junction Box. Not compatible for pancake box installation.



Charcoal | Bronze | Brass (Alt Lit) | Brass (Alt Unlit)

To view all available finish options, please visit techlighting.com

ORDERING INFORMATION

700OWASP	CRI	COLOR TEMP	LENGTH (A)	LENS (A)	FINISH	VOLTAGE	OPTIONS
	9 90 CRI	30 3000K	26 26"	D DIFFUSER	B BLACK	UNV 120-277V UNIVERSAL	NONE
					H CHARCOAL		LF IN-LINE FUSE
					NB NATURAL BRASS		LFSP IN-LINE FUSE, SURGE PROTECTION
					Z OUTDOOR BRONZE		SP SURGE PROTECTION

700OWASP _____ _____ _____ _____ _____ _____ _____

JOB NAME _____

NOTES _____

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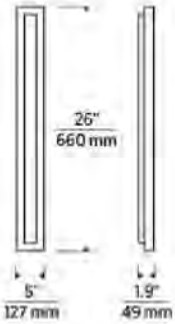
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T 847.410.4400 | F 847.410.4500 | techlighting.com

ASPEN 26 OUTDOOR WALL

VISUAL COMFORT & CO

SPECIFICATIONS

PRIMARY MATERIAL	Aluminum or Brass
SHADE MATERIAL	Acrylic
NET WEIGHT	7 lbs
HEIGHT	26in
WIDTH	1.9in
LENGTH	5in
WET LISTED	
DAMP LISTED	
DRY LISTED	
GENERAL LISTING	ETL Listed
INCLUDES	



LAMPING SPECIFICATIONS

	LED LAMP	INTEGRATED LED	NON LED	NO LAMP
DELIVERED LUMENS		1060		
WATTS		37.9		
MAX WATTAGE PER BULB				
		Universal 120V-277V 0-10, ELV		
CCT		3000K		
CRI		90 CRI		
LED LIFETIME				
L70		>60000		
AVERAGE BULB HOURS				
FIELD SERVICEABLE LED				
LAMP BASE		Integrated LED		
LAMP SHAPE		Integrated LED		
LAMP INCLUDED?		True		
WARRANTY**		5 Years		

* Dimming information available at www.techlighting.com/Downloads#dimming
** Visit techlighting.com for specific warranty limitations and details.

T20 / T24 / JA8 INFORMATION

	Integrated LED	Replacement LED Lamp	No Lamp *
This product can be used to comply with California Building Energy Efficiency Standards 2016 Title 24 Part 6 / JA8.	Yes		
This product can be used to comply with California Appliance Efficiency Standards 2016 Title 20 and may be shipped to and sold in California.	N/A		

* If a light fixture or component does not include a lamp or light source, it is the responsibility of the customer to select a lamp that meets the T24 and T20 requirements.

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STRUT OUTDOOR PATH

VISUAL COMFORT & CO.

PRODUCT FEATURES

- From the brand formerly known as Tech Lighting
- Powerful, long lasting (L70, 70,000 hours) dimmable LED tested against the highest quality standards to ensure it delivers consistent LED performance and color over time.
- Die-cast aluminum structure, powder coat finish, and stainless steel hardware for robust durability in harsh elements. appropriate for commercial use.
- Path features a 12V driver with optional magnetic low voltage transformer (sold separately).
- Wet listed, IP65 (International Protection rating indicating resistance to dust and water. Suitable and safe for commercial use).
- 5-year Warranty. Go to www.techlighting.com for warranty details.



Charcoal

LAMPING



Bronze Black Charcoal

ORDERING INFORMATION

700OASTR	CRI	COLOR TEMP	LENGTH (A)	LENS (A)	FINISH	VOLTAGE	OPTIONS
	9 90 CRI	27 2700K 30 3000K	18 18"	D DIFFUSER	B BLACK Z BRONZE H CHARCOAL	12 12V	CONCRETE MOUNT ST STAKE MOUNTING KIT

700OASTR: _____ _____ _____ _____ _____ _____ _____

JOB NAME: _____

NOTES: _____

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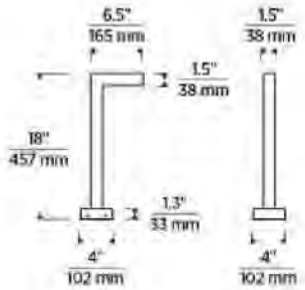
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STRUT OUTDOOR PATH

VISUAL COMFORT & CO

SPECIFICATIONS

PRIMARY MATERIAL	Aluminum
SHADE MATERIAL	
NET WEIGHT	4 lbs
HEIGHT	18in
WIDTH	4in
LENGTH	6.5in
WET LISTED	
DAMP LISTED	
DRY LISTED	
GENERAL LISTING	ETL Listed
INCLUDES	



LAMPING SPECIFICATIONS

	LED LAMP	INTEGRATED LED	NON LED	NO LAMP
DELIVERED LUMENS		693		
WATTS		14.6		
MAX WATTAGE PER BULB		14.6W		
		12V MLV		
CCT		2700K 3000K		
CRI		90 CRI		
LED LIFETIME				
L70		>60000		
AVERAGE BULB HOURS				
FIELD SERVICEABLE LED				
LAMP BASE		Integrated LED		
LAMP SHAPE		Integrated LED		
LAMP INCLUDED?		True		
WARRANTY**		5 Years		

* Dimming information available at www.techlighting.com/Downloads#dimming
** Visit techlighting.com for specific warranty limitations and details.

T20 / T24 / JA8 INFORMATION

	Integrated LED	Replacement LED Lamp	No Lamp *
This product can be used to comply with California Building Energy Efficiency Standards 2016 Title 24 Part 6 / JA8.	Yes		
This product can be used to comply with California Appliance Efficiency Standards 2016 Title 20 and may be shipped to and sold in California.	N/A		

* If a light fixture or component does not include a lamp or light source, it is the responsibility of the customer to select a lamp that meets the T24 and T20 requirements.

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VEX 5 OUTDOOR WALL

VISUAL COMFORT & CO.

PRODUCT FEATURES

- From the brand formerly known as Tech Lighting
- For up- and down-light option, light direction is independently controlled. Symmetric or asymmetric beam angles can be set from 10° - 120° with simple tool-free adjustment.
- Angle markers ensure consistent and precise aiming and adjustment from fixture to fixture.
- Die-cast aluminum structure, powder coat finish, and stainless steel hardware for robust durability in harsh elements. appropriate for commercial use.
- Wet listed, IP65 (International Protection rating indicating resistance to dust and water. suitable and safe for commercial use).
- The LED Driver is housed within the junction box. (L. 3.3" | W. 1.6" | H. 1")



Black 3/4

LAMPING



Black | Black 3/4 | Charcoal | Charcoal 3/4

To view all available finish options, please visit techlighting.com

ORDERING INFORMATION

700OWVEX	CRI	COLOR TEMP	LENGTH (A)	FINISH	FUNCTION	VOLTAGE
	9 90 CRI	27 2700K 30 3000K	4 4"	B BLACK Z BRONZE H CHARCOAL W WHITE	DO DOWNLIGHT ONLY UPLIGHT & DOWNLIGHT	UNV 120-277V

700OWVEX _____ _____ _____ _____ _____ _____

JOB NAME _____

NOTES _____

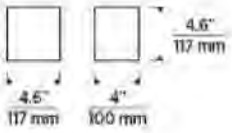
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VEX 5 OUTDOOR WALL

VISUAL COMFORT & CO

SPECIFICATIONS



PRIMARY MATERIAL	Aluminum
SHADE MATERIAL	
NET WEIGHT	2.4 lbs
HEIGHT	4.6in
WIDTH	4in
LENGTH	4.6in
WET LISTED	
DAMP LISTED	
DRY LISTED	
GENERAL LISTING	ETL Listed
INCLUDES	

LAMPING SPECIFICATIONS

	LED LAMP	INTEGRATED LED	NON LED	NO LAMP
DELIVERED LUMENS		291.0 554		
WATTS		9.2 18.7		
MAX WATTAGE PER BULB				
		Universal 120V-277V 0-10, ELV, TRIAC 120V 0-10, ELV, TRIAC		
CCT		2700K 3000K		
CRI		90 CRI		
LED LIFETIME				
L70		>60000		
AVERAGE BULB HOURS				
FIELD SERVICEABLE LED				
LAMP BASE		Integrated LED		
LAMP SHAPE		Integrated LED		
LAMP INCLUDED?		True		
WARRANTY**		5 Years		

* Dimming information available at www.techlighting.com/Downloads#dimming
** Visit techlighting.com for specific warranty limitations and details.

T20 / T24 / JA8 INFORMATION

	Integrated LED	Replacement LED Lamp	No Lamp *
This product can be used to comply with California Building Energy Efficiency Standards 2016 Title 24 Part 6 / JA8.	Yes		
This product can be used to comply with California Appliance Efficiency Standards 2016 Title 20 and may be shipped to and sold in California.	N/A		

* If a light fixture or component does not include a lamp or light source, it is the responsibility of the customer to select a lamp that meets the T24 and T20 requirements.

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EXHIBIT D

Inclusionary Housing Plan

CITY OF HIGHLAND PARK
1150 Half Day Road
Highland Park, IL 60035
phone: 847/ 432-0867 fax: 847/432-0964
www.cityhpil.com

Date Received: _____

INCLUSIONARY HOUSING PLAN
(Attach additional sheets as needed)
Must be reviewed by Housing Commission prior to City Council approval of Development Agreement

Development Name: 734 Central Condominiums

Address: 734 Central Ave.

1. Development Type (check applicable housing types)
   - Single Family Detached _____
   - Condominium X
   - Town Home _____
   - New Construction _____
   - Rehab of Existing Units _____
   - Conversion of Existing Units _____

2. Planned Unit Development
   - Yes X
   - No _____

3. Total Number of Units 11
   - Number of market rate units prior to density bonus 9
   - Number of market rate bonus units 1.5
   - Number of affordable units 1.8

4. Please attach a copy of the site plan showing the location of each affordable unit in relation to the market rate units. (Note: If development is a PUD, the approved site plan will be deemed to be incorporated herein.)

5. Will the project be developed in phases? Yes _____ No X
   If yes, please describe the phasing and construction schedule.

   _____
   _____
   _____
   _____

6. Please attach a copy of the floor plan for each affordable unit. (Note: You may provide one floor plan to the extent the affordable units are identical.)

SQUARE FOOTAGE AND BEDROOM COUNT

Unit 2A
2698 sf
2 Bed + Study

Unit 2B
3045 sf
3 Bed + Study

Unit 2C (Inclusionary)
1290 sf
2 Bed

Unit 3A
2446 sf
2 Bed + Study

Unit 3B
2217 sf
2 Bed + Study

Unit 3C
2346 sf
2 Bed + Study

Unit 4A
2446 sf
2 Bed + Study

Unit 4B
2217 sf
2 Bed + Study

Unit 4C
2346 sf
2 Bed + Study

Unit 5A
2680 sf
2 Bed + Study

Unit 5B
2804 sf
3 Bed +Study

734 CENTRAL AVENUE – AFFORDABLE UNIT PLAN

Applicant: Platinum Premier Homes
1456 W. Fullerton
Chicago, Illinois 60614
(708) 772-1977
patick@platinumhomeschicago.com

LOCATION OF PROPERTY

The downtown commercial uses to the east, north and south. Multi-family building to the west.

STATEMENT OF OWNERSHIP

The applicant is the contract purchaser of the property.

MARKETING PLAN

1. The project will comply with the Inclusionary Housing Ordinance and one affordable unit ("Affordable Unit") will be supplied on-site.
2. From the date of the occupancy permit, the developer will make efforts to promote and market the Affordable Unit.
3. The developer will work with CPAH to market and sell the Affordable Unit.

COMPARISION TO THE MARKET RATE UNITS

The market rate units and the Affordable Unit will be substantially similar with regard to finishings except for the unit size and appliances. The market rate units will be offered with one or two parking spaces and the Affordable Unit will include one parking space. There will be one storage locker included both for the market rate units and the Affordable Unit. The Affordable Unit will have the following appliances:

FRIDGE: RS36A72J1N -Fisher and Parker

RANGE: HGS8655SS - Bosch

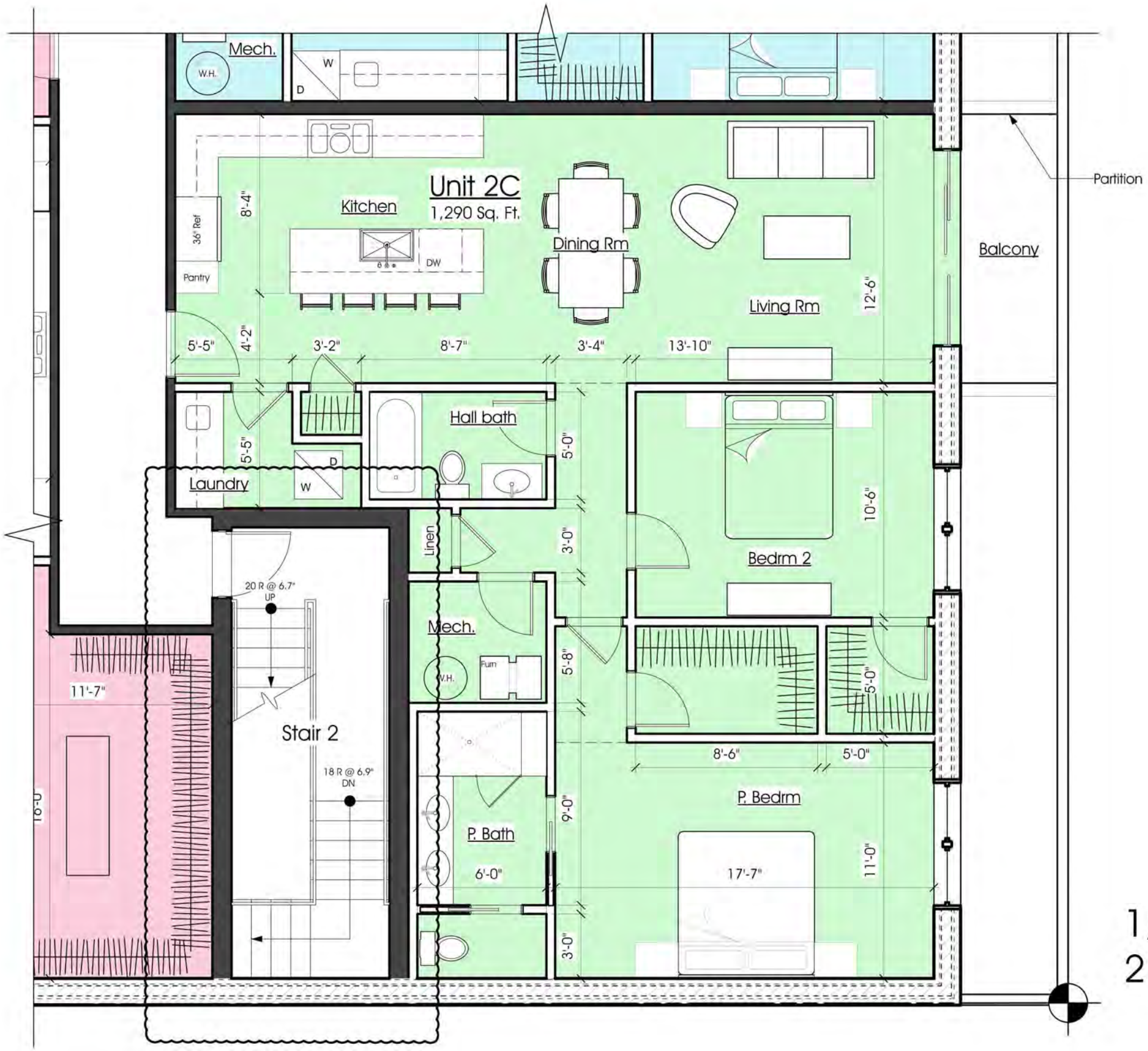
HOOD: HBN1306SS - Best

DISHWASHER: SHV78CM3 - Bosch

MICROWAVE: SMD2489ESS - Sharp

WASHER: WM4000HWH - LG

DRYER: DLGX4001WH
STACKING KIT: KSTK4 - LG



Inclusionary Unit

Scale: 3/16" = 1'-0"

March 26, 2025

1,290 Sq. Ft.

2 Bed, 2 Bath

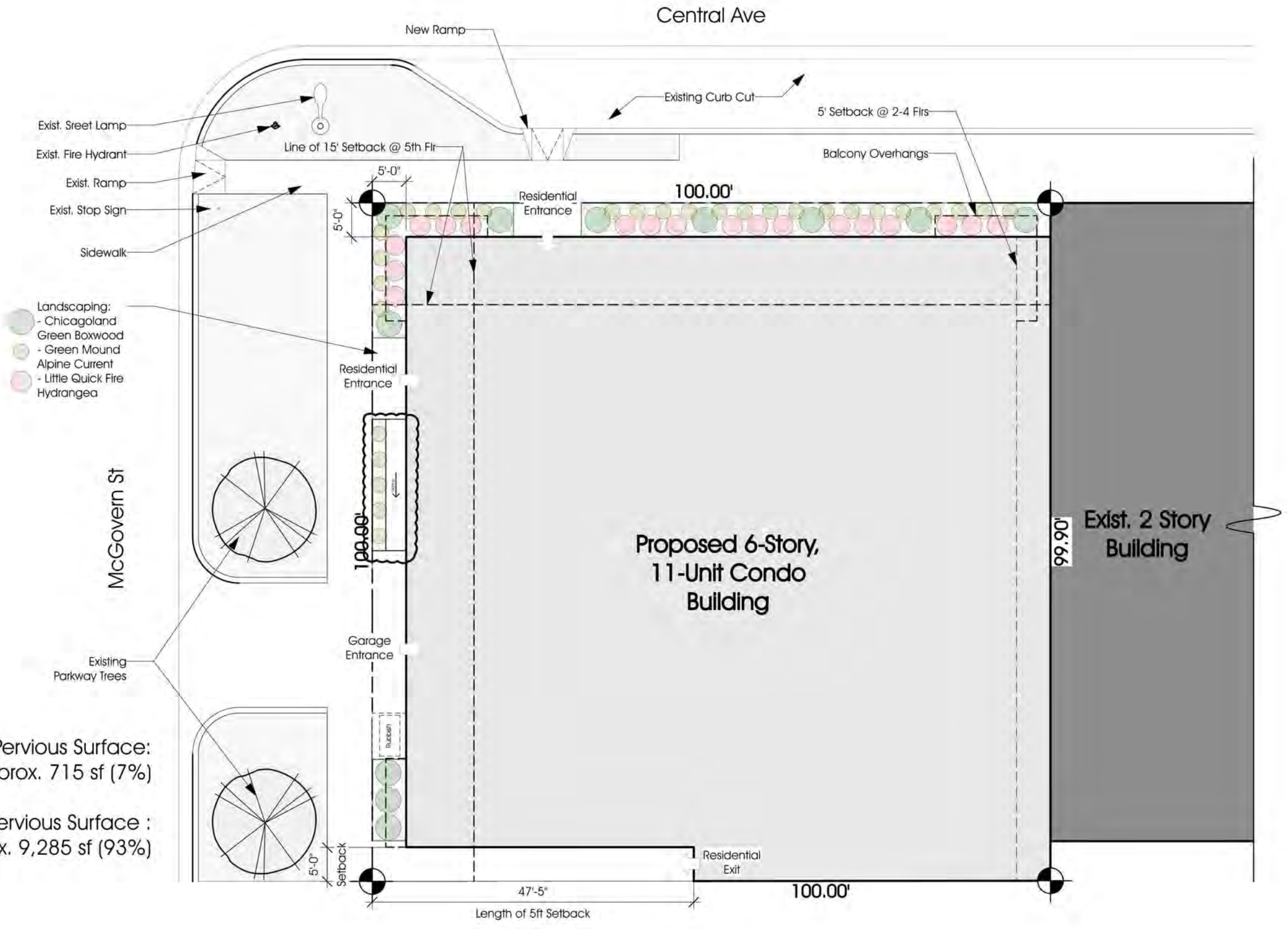
Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

kipnis
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1642 payne street | evanston IL 60201
847 864 9650 | f847 864 0956



Site Plan

Scale: 1/16" = 1'-0"

March 26, 2025

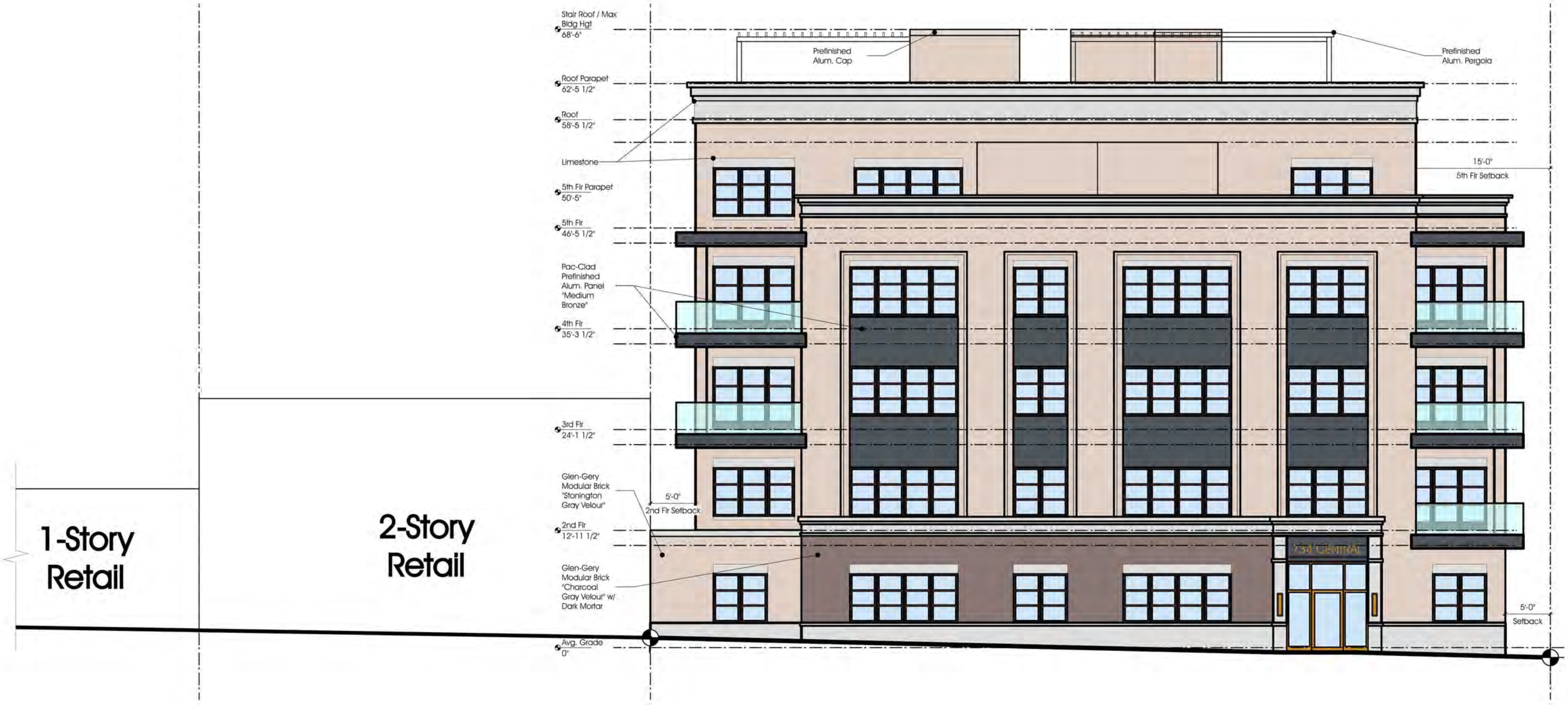
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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

North Elevation - Central Ave

Scale: 3/32" = 1'-0"

March 26, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

East Elevation

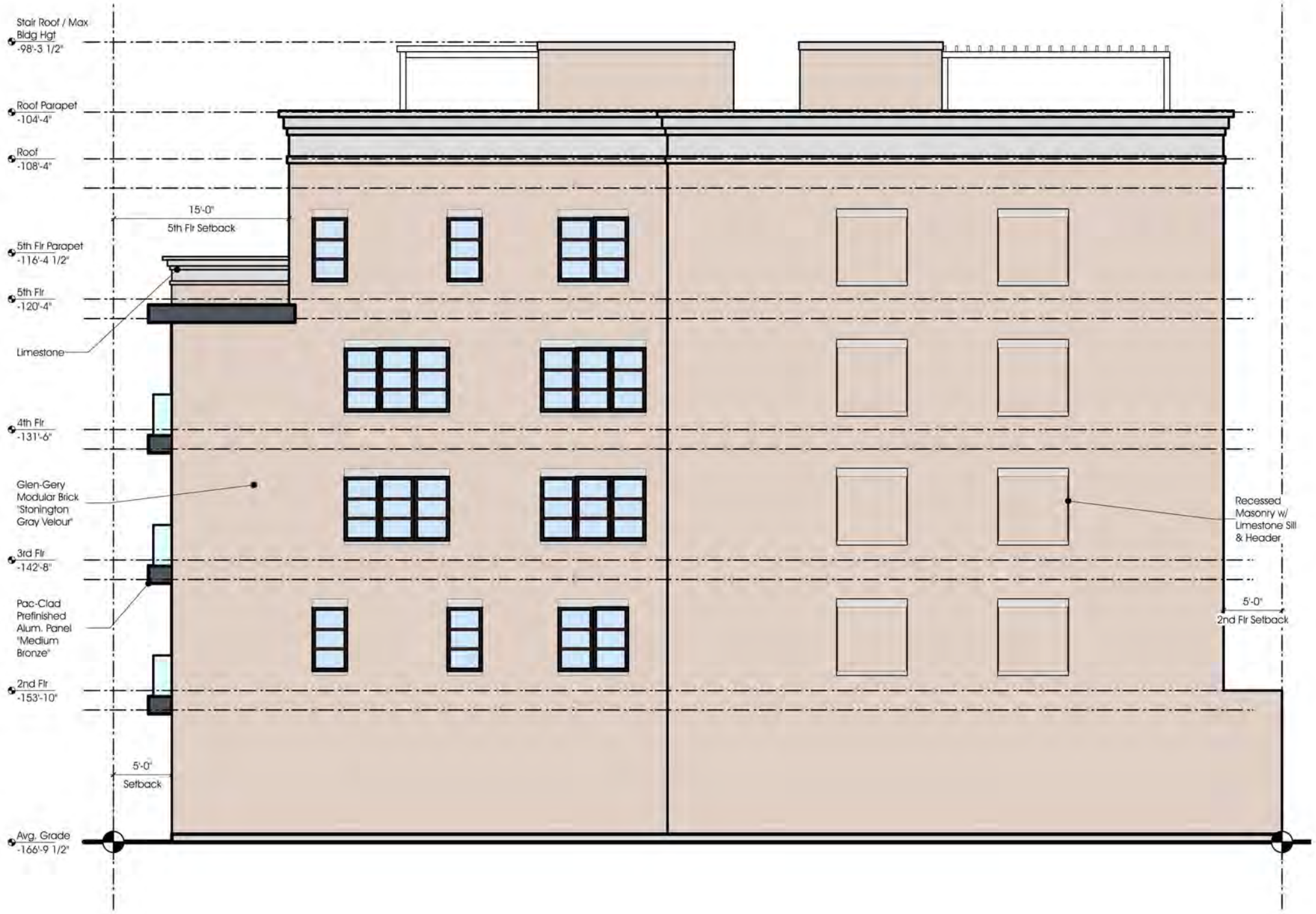
Scale: 3/32" = 1'-0"

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

South Elevation

Scale: 3/32" = 1'-0"

March 26, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

West Elevation - McGovern St

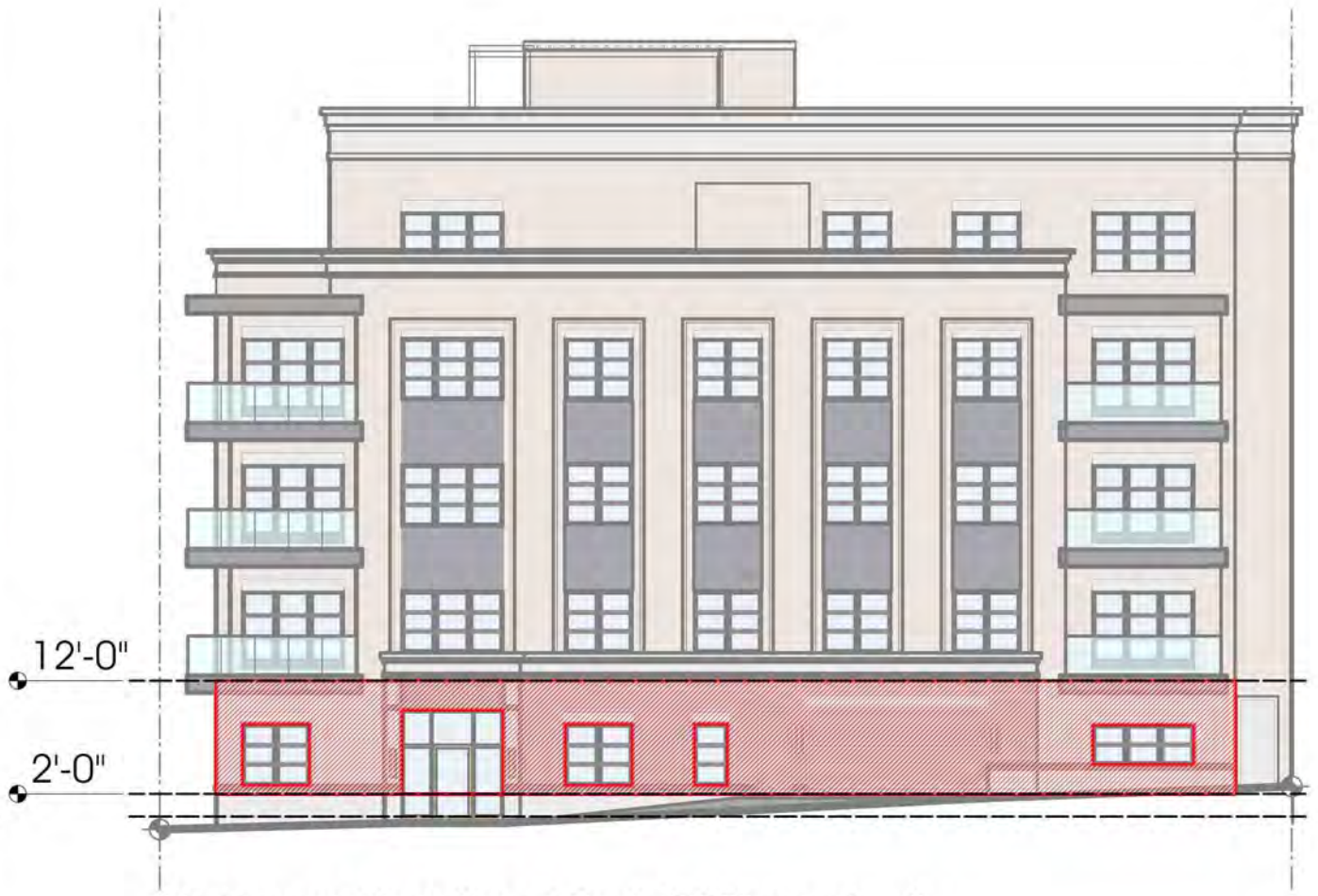
Scale: 3/32" = 1'-0"

March 26, 2025

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Central Elevation - North: (20% required)
331.3 Sq. Ft. Glazing / 947 Sq. Ft. (35% provided)



McGovern Elevation - West: (20% required)
181.9 Sq. Ft. Glazing / 900 Sq. ft. (20.2% provided)

Condo Building for
Platinum Homes of Chicago
734 Central Ave
Highland Park, IL

Transparency Diagrams

Scale: 1/16" = 1'-0"
March 26, 2025

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734 Central

McGovern House

Central Ave Street Elevation

N.T.S.

March 26, 2025

Condo Building for

Platinum Homes of Chicago

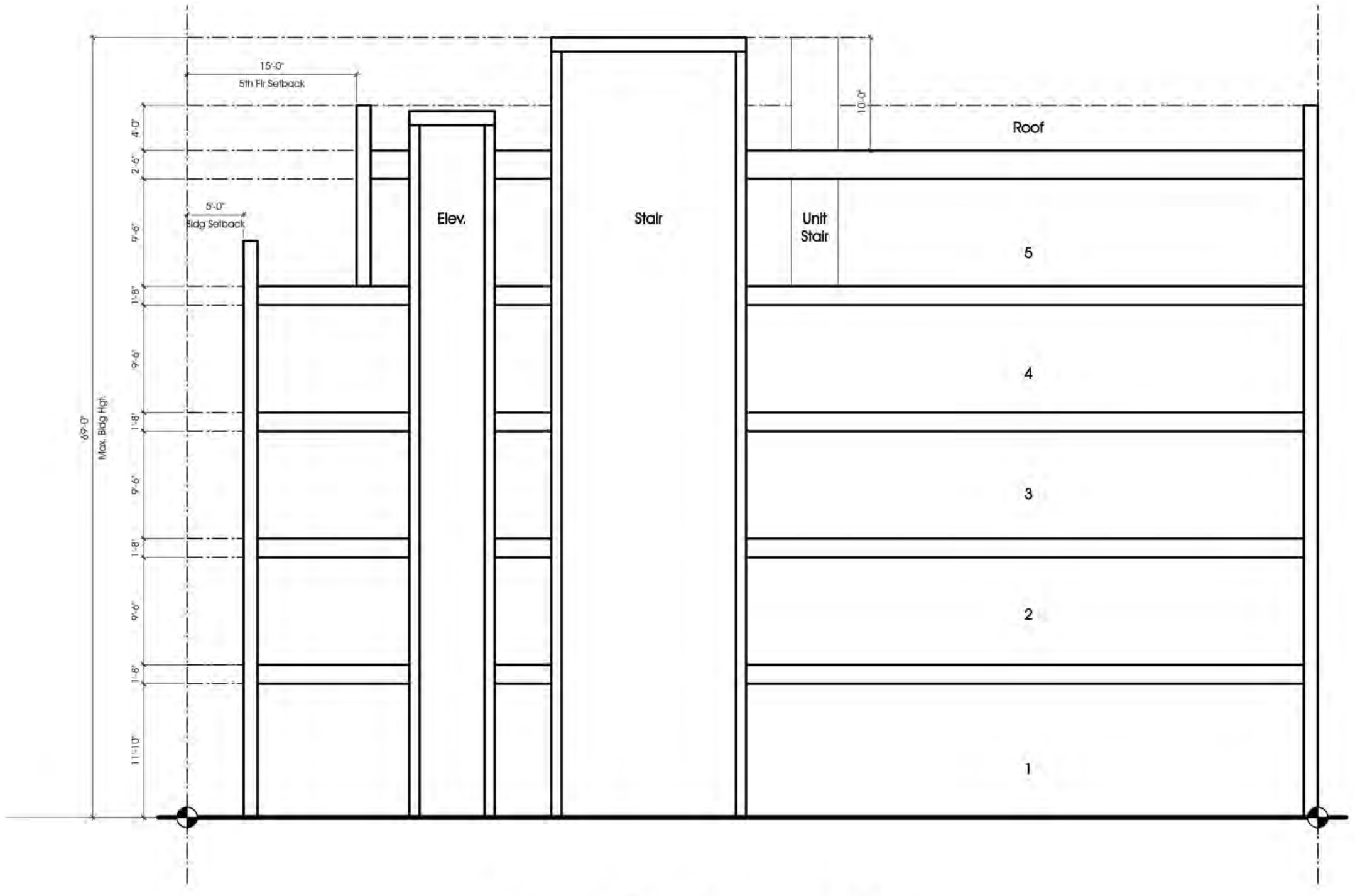
734 Central Ave

Highland Park, IL

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N-S Building Section

Scale: 3/32" = 1'-0"

March 26, 2025

Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

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847.864.9680 | 847.864.0966



Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

Corner Rendering

March 26, 2025

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Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

Central Ave Rendering

March 26, 2025

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847 864 9650 | f847 864 0956



Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

McGovern Ave Rendering

March 26, 2025

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847 864 9650 | f847 864 0956



Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

McGovern Ave Rendering - South

March 26, 2025

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847 864 9650 | f847 864 0956



Condo Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

Aerial Rendering

March 26, 2025

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DRAFT FINDINGS OF FACT
For a Final Planned Development

For Public Hearing for a Special Use Permit in the Nature of a Final Planned Development for a Multifamily Development at 734 Central Ave., including Modifications to City Code, and Final Plat and Design Review.

Pursuant to Section 150.530(H)(3): The Plan and Design Commission shall not recommend approval of a proposed Planned Development and Preliminary Development Plan except upon making all findings of fact required pursuant to Section 150.1404 of this Chapter, and as follows:

a) That the Planned Development conforms to the goals and objectives of the Master Plan, and to the standards and requirements of this Article, including, without limitation, Section 150.520 of this Article;

b) That the proposed Planned Development contains no more residential dwelling units than permitted pursuant to the subdivision sketch plan submitted in accordance with Section 150.525(A)(8) of this Article, as may be adjusted pursuant to Section 150.510(D) of this Article; and

c) That the Planned Development provides a public benefit, if required pursuant to Section 150.515 of this Article.

Findings of Fact consistent the requirements in Section 150.530(H)(3) are provided below:

Pursuant to Section 150.1404, the Plan & Design Commission or the City Council, as the case may be, shall not recommend or grant a special use permit be issued unless it shall make findings of fact based upon evidence presented at the hearing in any given case that:

(1) The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

Finding**:** The Commission finds that the proposed multi-family planned development will not be detrimental to or endanger the public health, safety, or general welfare. The project utilizes existing rights-of-way for access. The building is designed in a manner consistent to the adjacent uses. The project takes access off of the lower order street it fronts on.

(2) The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with the special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it, shall be such that it will be in harmony with the appropriate, orderly development of the zoning district in which it is located;

Finding**:** The Commission finds that the planned development is within the density allowance and therefore the proposal is in harmony with the appropriate, orderly development of the zoning district in which it is located. The Commission finds the height modification is acceptable based on the B4-4 and B4-5 allowances and the undersize status of the subject property, as well as nearby

existing development heights. The Commission has reviewed the expansion on the sixth story roof structures and finds the modification is acceptable.

(3) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair the value of other property in the neighborhood;

Finding: The Design Commission finds that the planned development will not be injurious to properties in the immediate vicinity of the subject property. The property has been in a commercial zoning district for many years, which permits commercial land uses and multi- uses. The modifications requested (pending review of exterior lighting) make sense given the denser and more urban nature of this downtown adjacent mixed-use zoning district and location along a higher order street.

(4) The nature, location, and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder, or discourage the development and use of adjacent land and buildings in accord with the regulations of the zoning district within which they are located;

Finding**:** The Commission finds that the nature and size of the development will not impede or discourage the development or use of adjacent land. The multifamily land use building are consistent with the B4-4 and B4-5 zoning districts (including the modifications proposed).

(5) Adequate utilities, access roads, drainage, and other necessary facilities have been or will be provided;

Finding: The Commission finds that adequate utilities, access roads, and drainage will be provided within the final engineering plans.

(6) Parking areas of adequate size for the special use shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed to prevent traffic hazards, eliminate nuisance, and minimize traffic congestion in the public streets;

Finding**:** The Commission finds that the planned development is providing all off-street parking facilities required by Article 8 of the Zoning Code. The Commission grants the 15% transit reduction due to proximity to the bus stop. The Commission finds the 20 spaces proposed (as opposed to the 21 for preliminary) is acceptable and still complies with code with the 15% transit reduction.

(7) The special use shall in all other respects conform to the applicable regulations of the zoning district in which it is located, except as such regulations may, in each instance, be modified as provided in this Chapter;

Finding**:** The Plan & Design Commission finds that the planned development conforms to the regulations of the zoning district and the applicable provisions in other Articles of Chapter 150 with the following modifications:

- To the height requirements:
  - 51’ and four stories is the maximum height limit.
    - 69’ and six stories are proposed.
  - Total height relief is: 18 total feet of height relief and two stories.

- An additional 15' stepback, of which only 4.67' has been provided, is needed for the sixth story; 10.33' of relief.
- The Commission finds this is met with the expansion that occurred in the final plan set.

- Relief to the traffic vision requirements for a corner lot.
- Per Sec. 150.804(C)(4)(a) the Applicant has requested a 15% off-street parking reduction based on proximity to transit.
- Landscaping relief – Applicant has not provided five shade or ornamental trees that are required.
- A modification to Sec. 150.520(M) is required, as the proposed setback to the building to the east is 0'[1].
- Exterior Lighting Modification. A modification from Section 150.605(A) of the Zoning Code to increase the maximum permitted foot-candles at the property line of the Property at the three pedestrian entrances of the Property, as depicted in Exhibit E of the Preliminary Resolution, to up to 7.5 foot-candles at the north pedestrian entrance, to up to 7.8 footcandles at the northwest pedestrian entrance, and to up to 2.4 foot-candles at the southwest pedestrian entrance.
- Ground Floor Parking Coverage. A modification from Section 150.808(I)(1) of the Zoning Code to increase the maximum coverage limit of the ground floor frontage for off-street parking spaces within the Proposed Development, from 40% of the front 40 feet of the Proposed Development to 59.8%.

(8) There is reasonable assurance that the special use will be completed and maintained as and if authorized; and

Finding**:** The Commission finds reasonable assurance that the Planned Development amendment will be built and maintained as authorized.

(9) The special use shall comply with all applicable requirements set forth in this Chapter.

Finding: The Commission finds that the proposed planned development meets the requirements of the Zoning Code with acceptable modifications.

150.530(H)(3)(a): That the Planned Development conforms to the goals and objectives of the Master Plan, and to the standards and requirements of this Article, including, without limitation, Section 150.520 of this Article

Objectives of the Master Plan
Finding: The Commission finds the proposed development conforms to the goals and objectives of the Central Business District Plan[2]. The project integrates residential living opportunities in the Central District (Page III-18).

Pursuant to Section 150.520 of the Code, the applicant for a Planned Development must demonstrate that the proposed Planned Development satisfies and incorporates, to the greatest extent practicable, the following site design standards:

(A) Protection of the Public Health, Safety, and Welfare. The uses and structures within the Planned Development shall be compatible with one another, in that they are designed,

[1] The project must comply with relevant building codes regarding construction along a 0' lot line setback.
[2] Central District Plan (May 2001).

located, and proposed to be operated so that the public health, safety and welfare will be protected.

Finding**:** The Commission finds that the planned development is designed and located in a manner that will not impact the public health, safety, and welfare. Further, the proposed multifamily land use is permitted in the zoning district and developed at a density and built form consistent with the underlying zoning, with the bulk modifications requested.

(B) Preservation of Environmentally Sensitive Areas.

(1) No development shall occur in any Environmentally Sensitive Area located on the subject property, except upon approval of a modification therefore, in accordance with Section 150.510(B) of this Article.

Finding**:** The Commission finds that the no portion of the development is located in an Environmentally Sensitive Area.

(2) Environmentally Sensitive Areas located on the subject property may be included as common open space within a Planned Development, upon either (a) identification of such areas on the plat of subdivision as a separate lot or lots, or (b) recordation by the applicant of a conservation easement or similar restriction that ensures the preservation of such areas, in perpetuity, from future development.

Finding**:** The Commission finds that there are no Environmentally Sensitive Areas located on the subject property and this standard does not apply.

(C) Historic Resources. The Planned Development shall preserve all (1) locally designated landmarks, and (2) properties, structures, areas, objects, and landscapes determined to be historically significant by the Historic Preservation Commission in accordance with Chapters 24 or 170 of the Code.

Finding**:** The Commission finds that this standard is not applicable to the proposed development as the Historic Preservation Commission has made no finding of the presence of historically significant resources on the development site.

(D) Clustering New Development. The Planned Development shall preserve the structures, landscapes, scenic view sheds, and other natural and historic features of the subject property, through (i) clustering of lots or building pads, (ii) adaptive reuse of existing structures, and (iii) the protection of designated open space from development; provided, however, that clustering of development shall not be required upon a demonstration by the applicant, to the satisfaction of the Plan & Design Commission and the City Council, that there are no features on the subject property worthy of preservation, or that those features worthy of preservation will be more effectively preserved by not clustering development.

Finding**:** The Commission finds that the site is in a zoning district adjacent to downtown and in a mixed-use location. The project proposes five feet foundation plantings. The site is already developed with a building and parking lot.

(E) Location of Structures. All structures to be located within the Planned Development shall (1) be related harmoniously to the terrain and to existing structures in the vicinity of the subject property, and (2) have a visual relationship to existing nearby structures;

Finding: The Commission finds that the proposed building is harmonious to the existing structures in the vicinity and has a visual relationship with nearby structures, or will be harmonious in the future given zoning bulk regulations and future development.

(F) **Environmental Quality and Responsible Design. The Planned Development shall be consistent with the City of Highland Park Environmental Policy and with the City of Highland Park Checklist for Environmentally Responsible Design and Construction. The applicant may demonstrate consistency with standards established for site design and building construction practices by referencing known sustainable development and green architecture rating systems.**

Finding**:** The Commission finds that the planned development satisfies this standard.

(G) **Preservation of Landscapes. The landscapes within the Planned Development shall be preserved in their natural states, insofar as practicable, by minimizing tree and soil removal. All proposed grade changes shall be consistent with the general appearance of neighboring developed areas.**

Finding: The Commission finds that the planned development satisfies this standard, as the site is a redevelopment of an existing building and parking lot.

(H) **Schools, Parks, and Public Facilities. The Planned Development shall not impose an undue burden on parks, recreational areas, schools, or other public facilities that serve or are proposed to serve the Planned Development.**

Finding: The Commission finds that the planned development will introduce 11 new residential multi-family units to the district. No evidence was presented at the public hearings indicating the development will impose an undue burden on parks, recreational areas, schools, or other public facilities.

(I) **Relationship and Connection to Adjoining Land. The Planned Development shall not be designed as an enclave separate from adjacent properties, unless existing development patterns, natural features, and/or topographic conditions prevent vehicular or pedestrian access connections to adjacent properties. In order to achieve connectivity to adjoining land, all lots, streets, sidewalks and/or paths within a Planned Development shall be designed, to the extent practicable, to allow for the continuation of such existing or proposed features to adjoining areas. New streets, sidewalks, and/or paths located within a proposed Planned Development shall be constructed and installed to the boundaries of the proposed Planned Development if the City Council determines, in its sole discretion, that the proposed Planned Development adjoins land with the potential of being subdivided or re-subdivided.**

Finding: The Commission finds that the planned development incorporates connectivity to surrounding areas. Access to sidewalks is provided and the building has one entrance per frontage.

(J) **Setbacks from the Periphery of the Planned Development. The required front, rear, and side yards along the periphery of the Planned Development shall be of a size not less than the greater of (1) the minimum front, rear, and side yard requirements of the underlying Zoning District in which the Planned Development is located, and (2) the minimum front, rear, and side yard requirements of the adjacent Zoning District.**

Finding: The Commission finds the planned development meets the setbacks except the modification in the PUD code for 15' setback to existing or new proposed buildings on the subject or adjacent properties. The Commission finds that the bundling shall be built in a building code compliant manner where located 0' or otherwise.

(K)
***Upper-store Building Design*. Stories of new building and additions to existing buildings that exceed the maximum non-planned development height for the RO, B4-4, B4-5, B4-6, B4-BG, or B5 Zoning Districts, as established in Sections 150.704(A) and 150.705(A) of this Chapter, must be designed to reduce the apparent overall bulk of the building by providing or incorporating all of the following features and considerations:**
An upper-story step-back of 15 feet shall be provided along the front property line for each additional story of building height.
(2) To avoid overly regimented building, the forms of the façade of the building adjacent to a front lot line should be designed to provide variation in modulation, finish materials, and fenestration in order to create attractive buildings.
(3) Upper-story step-backs should incorporate decks and/or balconies.
(4) Landscaping should be incorporated within the upper-story step-backs to help soften building forms, either in planters, outdoor plazas, balconies, or other similar features.
(5) Upper-story step-backs may be reduced, but not eliminated, if an equal amount of public open space is provided at ground level of the Planned Development.
(6) Building design shall incorporate integrating usable floor space within architectural roof forms and using other design techniques, as depicted in Figure 150-5-1 of this Article.

Finding: The Applicant has requested certain stepback relief as listed and the Commission finds that acceptable.

(L) Functional and Mechanical Features. Exposed storage areas, trash containers, recycling container space, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be (1) identified on the site plan required pursuant to Section 150.525(A)(9) of this Chapter, (2) incorporated into common areas of the development, (3) made as unobtrusive as possible, and (4) designed, landscaped, and screened in accordance with the requirements set forth in Article XXII of this Chapter and of Chapter 176 of the Code.

Finding: The Commission finds that storage areas, trash containers, and related items will be located inside the proposed first floor. The Applicant must provide screening if rubbish container is proposed outside of the building.

(M) Distance Between Buildings. The minimum horizontal distance between any two new buildings to be located on the subject property, or between any new building and an existing building (including building appurtenances), shall be not less than 15 feet; provided, however, that this Section 150.520(L) shall not apply to buildings that (1) share a common wall, and (2) have individual entrances and exits.

Finding: The Commission finds the Applicant requests a modification to the east property line.

(N) Surface Water Drainage. In accordance with the storm water management regulations set forth in Article XVIII of this Chapter, surface drainage systems serving the subject property shall be designed to prevent surface waters from adversely affecting neighboring properties or the public storm water drainage system. Surface water in all paved areas shall be collected

at intervals so as to prevent obstruction of the flow of vehicular or pedestrian traffic. The design of the storm water management system shall enhance natural storm water storage areas such as high-quality aquatic resources and regulatory floodplains, and may incorporate natural storm water management techniques commonly referred to as low impact development techniques or best management practices.

Finding: The Commission found that the planned development will be constructed in accordance with the storm water management regulations established in the Highland Park City Code.

(O) Ingress to and egress from the Planned Development shall be designed to (1) promote safe vehicular movements, (2) minimize traffic congestion in the public streets outside the Planned Development, and (3) facilitate the free flow of vehicular and pedestrian traffic within the Planned Development.

Finding: The Commission finds the proposed access is acceptable.A traffic impact analysis verified that the existing street network and nearby intersections have adequate capacity to accommodate traffic generated by this development.

(P) Streets, Alleys, and Public Ways. The streets, alleys, and other public and private traffic thoroughfares located within the Planned Development shall conform to the applicable requirements set forth in Section 151.004 of the Subdivision Ordinance, as may be modified upon the recommendation of the Director of Public Works and the approval by the City Council. The City Council may, in its sole discretion, require that streets located within the Planned Development be stubbed in order to provide for future connections to adjacent developments.

Finding: The Commission finds that the planned development is not creating any new streets, alleys, or traffic thoroughfares. The interior parking area is adequate to provide safe, effective vehicular and pedestrian access within the development.

(Q) Common Ownership or Control.

(1) During Development. During the development process and until such time that the development is turned over to an owners' association or equivalent entity, all common areas within buildings, common open space, landscaping, exterior maintenance areas, and all other exterior aspects of the development located within the proposed Planned Development shall be on a tract or tracts of land under common ownership or control.

Finding: The Commission finds the Applicant will have to verify this for Final PUD submission.

(2) Upon Completion of Development. The owners' association or equivalent entity, upon its establishment, shall be responsible for all obligations set forth in (a) the ordinance approving the Planned Development, adopted pursuant to Section 150.540(C) of this Article, (b) any associated development agreement pertinent to the Planned Development, and (c) the declaration of covenants, or similar recorded document, establishing the owners' association or equivalent entity.

Finding**:** The Commission finds the Applicant will have to verify this for Final PUD submission.

(R)
Additional Standards for Planned Developments That Include Residential Uses.
(1) Residential Density.

(a) Except as provided pursuant to Section 150.510(D) and Article 21 of this Chapter, the residential density of the Planned Development shall not exceed in number the maximum number of dwelling units that could be achieved through a conventional subdivision of the site, as demonstrated by the subdivision sketch plan described in, and required pursuant to, Section 150.525(A)(8) of this Article.

(b) Whenever a proposed Planned Development is located in more than one zoning district, the number of allowable dwelling units must be separately calculated for each portion of the proposed Planned Development that is in a separate zoning district. The combined total of all dwelling units calculated as allowable pursuant to this Section 150.520(Q)(1)(b) may be constructed and distributed within the entire Planned Development without concern for the respective zoning districts within which the Planned Development is located.

(c) Nothing in this Section 150.520(Q)(1) shall be deemed or interpreted as requiring the Plan and Design Commission to recommend, or the City Council to approve, a Planned Development that has equal to or less than the maximum number of dwelling units that could be achieved through a conventional subdivision as demonstrated by the subdivision sketch plan.

***(2) Common Open Space.* Planned Developments located in any Residential District shall comply with the following additional standards: […]**

Finding: The Commission finds the density complies with the bulk regulations in Sec. 150.705. The Commission finds the Property is not in a Residential District and therefore does not have to meet(R)(2) for Common Open Space, as this requirement is not triggered.

(S)
Additional Standards for Certain Planned Developments in the B3 and I Zoning Districts.

Findings. The Commission finds this standard is not applicable as this property is not zoned B3 or I.

150.530(H)(3)(b): That the proposed Planned Development contains no more residential dwelling units than permitted pursuant to the subdivision sketch plan submitted in accordance with Section 150.525(A)(8) of this Article, as may be adjusted pursuant to Section 150.520(D) of this Article;

Finding: The Commission finds that the proposed development does not contain more residential dwelling units than permitted by Code.

150.530(H)(3)(c): That the Planned Development provides a public benefit, if required pursuant to Section 150.515 of this Article.

Finding: The Plan & Design Commission finds that the planned development requires modifications to the regulations of Chapter 150. Pursuant to Section 150.515, the development must provide a public benefit. The project is proposing the following:

- *In the Applicant's Statement (Attachment 1 in the Feb. 4 packet posting), the Applicant proposes a cash donation of $15,000 to the downtown streetscape improvement fund.*

Plat of Consolidation Review:

Section 151.004 Minimum Design Standards & Other Chapter 151 Requirements

Standard	Requirement	Proposed	Notes
lot shape	4 sides / 90 degree angles	lot is 4-sided w/ 90 degree angles	complies
lot depth	125'	one side is 99' and one side is 100' - this is an existing condition for the site area	Sub. Variation
zoning lot area	B4-5; none *	9,900 sq. ft.	complies
zoning width	B4-5; none	no min. requirement	complies
creation of nonconformities	none allowed	none proposed	complies
tableland	20% or more	complies	complies
frontage on a public street	frontage required	front on Central and McGovern	complies
no through lots	no through lots allowed	none proposed	complies
established property width average	no triggered	requirement is not triggered	complies
streets and alleys and pedesterian ways	ROW dedication not required	sidewalk being provided	complies
other public access use areas and facilities	no comments from PW	under PW review	under review
utility and drainage easements	new lots proposed	under PW review	under review
lot-in-depth standards	none proposed	not applicable	complies
Other Review Notes:			
flood plain	none	no flood plain on property	noted
required infrastructure improvements	See PW comments	See PW comments	under review
burial of utility lines	must comply & bury per Sec. 151.008(B)(7)	under review	under review

*Sec. 150.705 indicates 15,000 sq. ft. or 25,000 sq. ft.; however, per (c) development can occur below these lot sizes but per those specific regulations.

*Also, the consolidation brings the site otherwise into conformance - the 9,900 sq. ft. site area is a pre-existing condition.

- *One subdivision variation is required to lot-depth. This is a pre-existing condition for the site.*
- *The Commission finds the variation requested meets the Sec. 151.009 requirements:*
    - *"Variations from these regulations shall not be granted as a right. However, the Plan Commission may recommend and the City Council may grant variations from the regulations contained in this Subdivision Code in specific cases which do not affect the general plan or the spirit of the Subdivision Code. Such recommendations shall be communicated to the City Council in writing."*

Design Review:

- *The Commission finds the proposal complies with the standards of Article II Design Review Standards found within Chapter 176 Design Review, Sec. 176.205 and Sec. 176.210.*

Conditions of Approval:

- *Demonstrate the roof top mech. equipment is screened behind the parapet and provide acoustical screening and will comply with Article 6 performance standards.*
- *Depict brick paver sidewalks as required for the downtown streetscape program on update plan.*
- *Public Benefit to $25,000 to the downtown streetscape improvement fund.*

SEND TAX BILL TO :

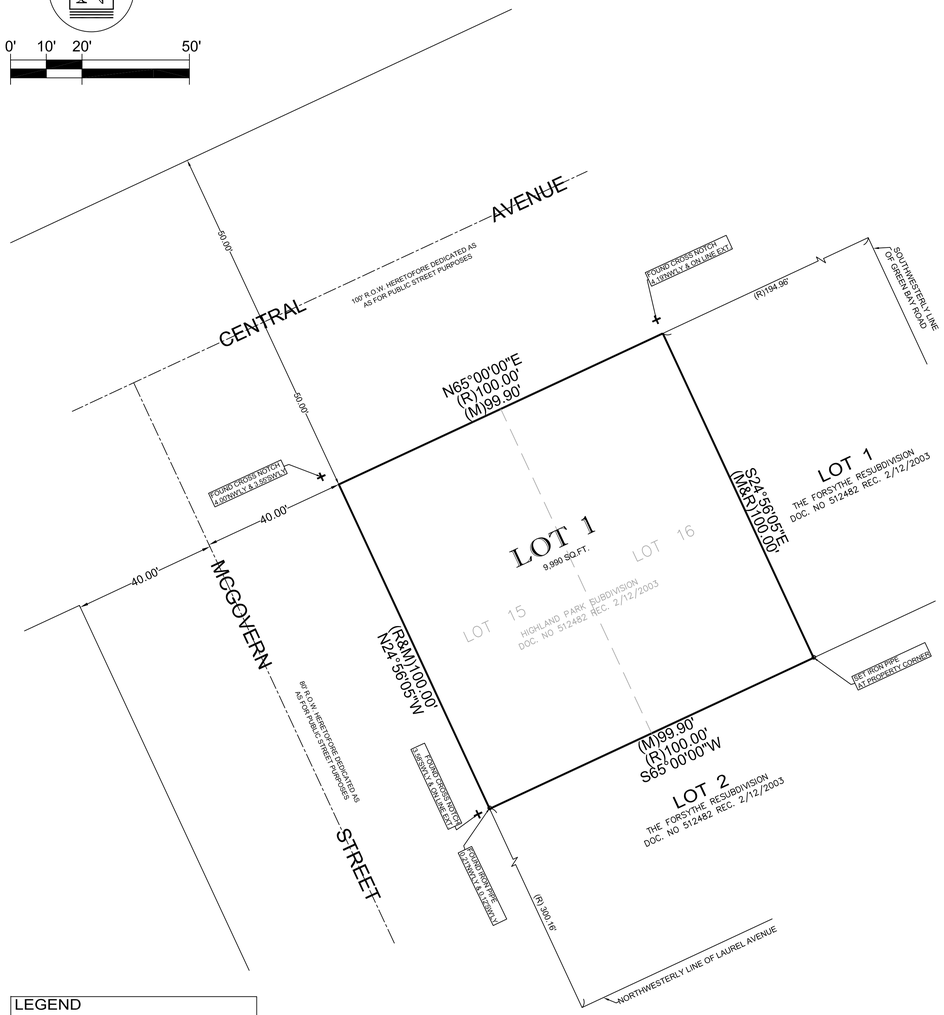
THE CENTRAL-MCGOVERN RESUBDIVISION

THIS PLAT SUBMITTED FOR RECORDING BY, AND RETURN TO:
DEPARTMENT OF COMMUNITY DEVELOPMENT
1150 HALF DAY ROAD, HIGHLAND PARK, ILLINOIS 60035

BEING A RESUBDIVISION OF LOTS 15 & 16 IN BLOCK 10 IN "HIGHLAND PARK", BEING A SUBDIVISION IN SECTION 23, TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED MAY 7TH & 8TH, 1869, IN BOOK "A" OF PLATS, PAGE 2, IN LAKE COUNTY, ILLINOIS

KNOWN AS: 734 CENTRAL AVENUE, HIGHLAND PARK, ILLINOIS

LAKE COUNTY PERMANENT IDENTIFICATION NUMBERS: 16 - 23 - 314 - 001 (LOT 15)
16 - 23 - 314 - 002 (LOT 16)



LEGEND

- BOUNDARY LINE OF SUBDIVISION
- EXISTING LOT LINE
- LOT - PROPOSED LOT NUMBER
- LOT - EXISTING LOT NUMBER
- (R) RECORD DATA

GENERAL NOTES:
1. DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND ARE CORRECTED TO A TEMPERATURE OF 68 DEGREES FAHRENHEIT
2. NO DIMENSION SHALL BE ASSUMED BY SCALE MEASUREMENT HEREON.

OWNER'S CERTIFICATE:

STATE OF ILLINOIS)
) S.S.
COUNTY OF LAKE)

THIS IS TO CERTIFY THAT 734 CENTRAL LLC, AS OWNER OF THE LAND DESCRIBED IN THE ANNEXED PLAT, HAS CAUSED THE SAME TO BE SURVEYED AND RESUBDIVIDED AS INDICATED THEREON, FOR THE USES AND PURPOSES THEREIN SET FORTH, AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED AND HAVE DETERMINED TO THE BEST OF ITS KNOWLEDGE THE SCHOOL DISTRICTS IN WHICH THE LOT LIES, AS FOLLOWS:

SCHOOL DISTRICT
TO THE BEST KNOWLEDGE OF THE OWNER THE PROPERTY IS LOCATED WITHIN
NORTH SHORE SCHOOL DISTRICT #112
TOWNSHIP HIGH SCHOOL DISTRICT 113

DATED THIS _____ DAY OF _____, A.D, 20__

BY:_____
TITLE:

ATTEST:_____
TITLE:

NOTARY CERTIFICATE:

STATE OF ILLINOIS)
) S.S.
COUNTY OF _____)

I, _____, NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, DO HEREBY CERTIFY THAT _____ OF THE _____, DID PERSONALLY APPEAR BEFORE ME THIS DAY AND ACKNOWLEDGE THAT THEY DID SIGN THE HEREON DRAWN PLAT AS THEIR FREE AND VOLUNTARY ACT.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS_____DAY OF _____, 20___.

BY:_____
NOTARY PUBLIC

COMMISSION EXPIRES_____

VILLAGE COLLECTOR CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF LAKE)

I, _____, COLLECTOR FOR THE CITY OF HIGHLAND PARK, DO HEREBY CERTIFY THAT I FIND NO DEFERRED INSTALLMENTS OF OUTSTANDING UNPAID SPECIAL ASSESSMENTS AGAINST THE TRACT OF LAND INCLUDED IN THE PLAT HEREON DRAWN.

ON _____ DAY OF _____A.D, 20____.

BY:_____
CITY COLLECTOR

PLAN & DESIGN COMMISSION CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF LAKE)

RECOMMENDED FOR APPROVAL BY THE PLAN & DESIGN COMMISSION OF THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, THIS_____ DAY _____, A.D. 20__.

SIGNED:_____
CHAIRMAN

ATTEST:_____
SECRETARY

MORTGAGE CERTIFICATE:

STATE OF ILLINOIS)
) S.S.
COUNTY OF LAKE)

THE UNDERSIGNED AS MORTGAGEE UNDER THE PROVISIONS OF A CERTAIN MORTGAGE DATED _____ AND RECORDED IN THE RECORDER'S OFFICE OF LAKE COUNTY, ILLINOIS, ON THE _____ DAY OF _____, A.D. 20___ AS DOCUMENT _____, HEREBY CONSENTS TO THE HEREON DRAWN PLAT. DATED THIS _____ DAY OF _____ A.D. _____.

SIGNED: _____

PRINTED NAME AND TITLE _____

ADDRESS: _____ _____

NOTARY CERTIFICATE:

STATE OF ILLINOIS)
) S.S.
COUNTY OF _____)

I, _____, NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, DO HEREBY CERTIFY THAT _____ OF THE _____, DID PERSONALLY APPEAR BEFORE ME THIS DAY AND ACKNOWLEDGE THAT THEY DID SIGN THE HEREON DRAWN PLAT AS THEIR FREE AND VOLUNTARY ACT.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS_____DAY OF _____, 20___.

BY:_____
NOTARY PUBLIC

COMMISSION EXPIRES_____

COUNTY CLERK CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF LAKE)

I, _____, COUNTY CLERK OF LAKE COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT GENERAL TAXES, UNPAID CURRENT GENERAL TAXES, DELINQUENT SPECIAL ASSESSMENTS OR UNPAID CURRENT SPECIAL ASSESSMENTS AGAINST ANY OF THE LAND INCLUDED IN THE DESCRIBED PROPERTY, I FURTHER CERTIFY THAT I HAVE RECEIVED ALL THE STATUTORY FEES IN CONNECTION WITH THE PLAT, GIVEN UNDER MY HAND AND SEAL OF THE COUNTY CLERK OF LAKE COUNTY, ILLINOIS.

THIS _____ DAY OF _____A.D. 20____

BY:_____
LAKE COUNTY CLERK

REGISTERED PROFESSIONAL ENGINEER AND OWNER :

WE HEREBY CERTIFY TO THE BEST OF OUR KNOWLEDGE AND BELIEF THAT ADEQUATE PROVISIONS HAVE BEEN MADE FOR THE DIVERSION AND DETENTION OF SURFACE WATERS INTO PUBLIC AREAS OR DRAINS WITHIN THE RIGHTS OF THE OWNER AND THAT SUCH SURFACE WATERS WILL NOT BE DEPOSITED ON ADJACENT LAND OWNERS PROPERTY IN SUCH CONCENTRATION AS MAY CAUSE DAMAGE BY EROSION OR SEDIMENTATION TO SUCH PROPERTY BECAUSE OF CONSTRUCTION OF THE SUBDIVISION.

BY: _____ DATED: _____

OWNER
BY: _____ DATED: _____
ILLINOIS PROFESSIONAL ENGINEER

MUNICIPALITY CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF LAKE)

APPROVED AND ACCEPTED BY THE CITY OF HIGHLAND PARK.

ON THIS_____ DAY _____, A.D. 20__.

BY:_____
MAYOR

BY:_____
CITY CLERK

CITY ENGINEER CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF LAKE)

I, _____. ENGINEER OF THE CITY OF HIGHLAND PARK, DO HEREBY APPROVE THIS PLAT WHICH MEETS THE MINIMUM REQUIREMENTS OF SAID CITY, ON _____ DAY OF _____, A.D. 20____.

BY: _____
CITY ENGINEER

PERMISSION TO RECORD
THE UNDERSIGNED HEREBY AUTHORIZES THE CITY OF HIGHLAND PARK AND/OR ITS DESIGNATED AGENTS TO RECORD THIS PLAT OF SUBDIVISION WITH THE OFFICE OF THE LAKE COUNTY RECORDER OF DEEDS ON BEHALF OF THE UNDERSIGNED PURSUANT TO PARAGRAPH 2 OF THE PLAT ACT, ILLINOIS REVISED STATUTES, CHAPTER 19, SECTION 2, AS AMENDED.

GIVEN UNDER MY HAND AND SEAL THIS 6TH DAY OF APRIL, 2023 AT RIVER FOREST, ILLINOIS.

BY:_____
ROY G. LAWNICZAK, REGISTERED ILLINOIS LAND SURVEYOR NO. 35-2290
LICENSE EXPIRES: NOVEMBER 30, 2024
PROFESSIONAL DESIGN FIRM LICENSE NO.: 184-004576
LICENSE EXPIRES: APRIL 30, 2025

ROY G. LAWNICZAK 35-002290 PROFESSIONAL LAND SURVEYOR STATE OF ILLINOIS CHICAGO, IL

LAND SURVEYOR'S CERTIFICATION:

STATE OF ILLINOIS)
) S.S.
COUNTY OF COOK)

I, ROY G. LAWNICZAK, A REGISTERED PROFESSIONAL ILLINOIS LAND SURVEYOR NO. 35 - 2290, DO HEREBY CERTIFY THAT I HAVE SURVEYED AND SUBDIVIDED THE FOLLOWING DESCRIBED PROPERTY:

LOTS 15 & 16 IN BLOCK 10 IN "HIGHLAND PARK", BEING A SUBDIVISION IN SECTION 23, TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED MAY 7TH & 8TH, 1869, IN BOOK "A" OF PLATS, PAGE 2, IN LAKE COUNTY, ILLINOIS

I FURTHER CERTIFY THAT THE SUBJECT PROPERTY IS LOCATED WITHIN AN AREA HAVING A ZONE DESIGNATION **"X" -** AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN BY THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT, ON FLOOD INSURANCE RATE MAP **17097C0291L,** WITH A DATE OF IDENTIFICATION OF **10/5/2023**, FOR COMMUNITY NUMBER **170367**, IN COOK COUNTY, STATE OF ILLINOIS, WHICH IS THE CURRENT FLOOD INSURANCE RATE MAP FOR THE COMMUNITY IN WHICH SAID PROPERTY IS SITUATED.

I FURTHER CERTIFY THAT THE PROPERTY SHOWN ON THE PLAT HEREON DRAWN IS WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGHLAND PARK, ILLINOIS WHICH HAS ADOPTED A COMPREHENSIVE PLAN AND WHICH IS EXERCISING THE SPECIAL POWERS AUTHORIZED BY DIVISION 12 OF ARTICLE 11 OF THE ILLINOIS MUNICIPAL CODES AS HERETOFORE AND HEREAFTER AMENDED.

I FURTHER CERTIFY THAT NO PART OF THE PROPERTY COVERED BY THIS PLAT OF SUBDIVISION IS SITUATED WITHIN 500 FEET OF A SURFACE DRAIN OR WATER COURSE SERVING A TRIBUTARY AREA OF 640 ACRES OR MORE.

I FURTHER CERTIFY THAT MONUMENTS DESIGNATED IRON PIPES AND / OR CONCRETE MONUMENTS ON THIS PLAT HAVE BEEN SET AT ALL LOT CORNERS.

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

THIS PLAT OF SUBDIVISION IS DRAWN TO THE SCALE OF ONE INCH PER 20 FEET.

GIVEN UNDER MY HAND AND SEAL THIS 11th DAY OF DECEMBER, 2025 AT RIVER FOREST, ILLINOIS.

BY:_____
ROY G. LAWNICZAK, REGISTERED ILLINOIS LAND SURVEYOR NO. 35-2290
LICENSE EXPIRES: NOVEMBER 30, 2026
PROFESSIONAL DESIGN FIRM LICENSE NO.: 184-004576
LICENSE EXPIRES: APRIL 30, 2028

ROY G. LAWNICZAK 35-002290 PROFESSIONAL LAND SURVEYOR STATE OF ILLINOIS CHICAGO, IL

PROJECT No.: 2025-31863-1	PLAT PREPARED FOR: PLATINUM HOMES 1456 W. FULLERTON CHICAGO, IL 60614	PLAT PREPARED BY: UNITED SURVEY SERVICE, LLC CONSTRUCTION AND LAND SURVEYORS 7710 CENTRAL AVENUE, RIVER FOREST, ILLINOIS, 60305 TEL.: (847) 299 - 1010 FAX : (847) 299 - 5887 E-MAIL: USURVEY@USANDCS.COM	NO.	REVISIONS	DATE
ISSUE DATE: 12/11/2025			1	REVISED	4/6/23
SCALE: 1"=20			2		
SHEET NUMBER 1 OF 1			3		
			4		
			5		
			6		

24SCA4
Comfort™ Series Single-Stage Air Conditioner with Puron® Refrigerant
1-1/2 To 5 Tons

Carrier
Turn to the experts

Product Data



This unit has been designed utilizing Carrier's Puron refrigerant. The environmentally sound refrigerant allows you to make a responsible decision in the protection of the earth's ozone layer.

NOTE: Ratings contained in this document are subject to change at any time. Always refer to the AHRI directory (www.ahridirectory.org) for the most up-to-date ratings information.

Industry leading Features / Benefits

Efficiency

- 13.4 - 16.0 SEER2 (13.5 - 16.5 SEER) / 11.0 – 13.5 EER2 (11.0 - 14.5 EER)
- Microtube Technology refrigeration system
- Indoor air quality accessories available

Reliability

- Puron refrigerant - environmentally sound, won't deplete the ozone layer and low lifetime service cost.
- Scroll compressor
- Internal pressure relief valve
- Internal thermal overload
- Filter drier

Durability

WeatherArmor™ Protection Package:

- Solid, durable sheet metal construction
- Dense wire coil guard

Applications

- Long–line – up to 250 feet (76.20 m) total equivalent length, up to 200 feet (60.96 m) condenser above evaporator, or up to 80 ft. (24.4 m) evaporator above condenser (See Long Line Guide for more information.)
- Low ambient cooling (down to 0°F / -18°C) with approved low ambient accessory kits.

STANDARD FEATURES

Features	18	24	30	36	42	48	60
Puron Refrigerant	X	X	X	X	X	X	X
SEER2 (Range depending on indoor combination)	13.4 - 16.0	13.4 - 16.0	13.4 - 16.0	13.4 - 15.0	13.4 - 15.5	13.4 - 15.2	13.4 - 14.0
Scroll Compressor	X	X	X	X	X	X	X
Field Installed Filter Drier	X	X	X	X	X	X	X
Front Seating Service Valves	X	X	X	X	X	X	X
Internal Pressure Relief Valve	X	X	X	X	X	X	X
Internal Thermal Overload	X	X	X	X	X	X	X
Long Line Capability	X	X	X	X	X	X	X
Low Ambient Capability with Kit	X	X	X	X	X	X	X

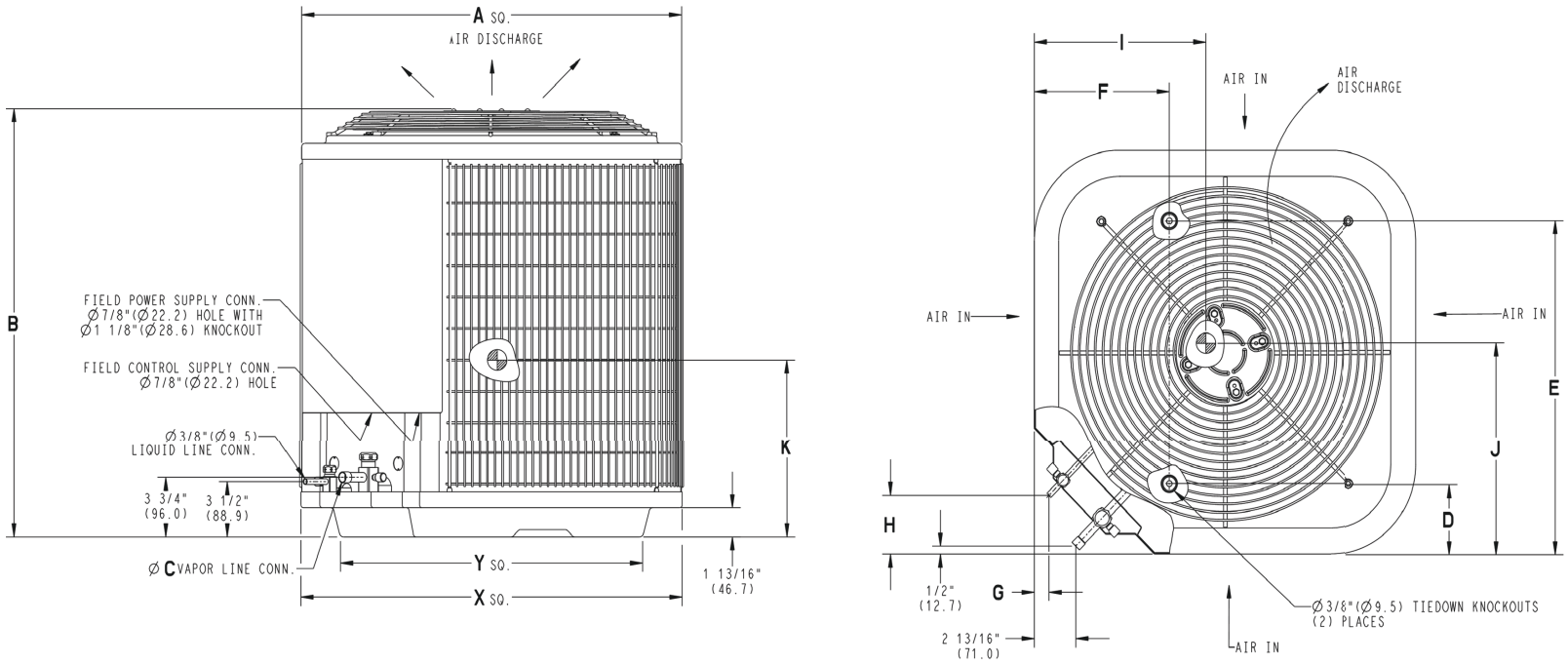
DIMENSIONS

UNIT	SERIES	ELECTRICAL CHARACTERISTICS				A		B		C		D		E		F		G		H		I		J		K		OPERATING WEIGHT		SHIPPING WEIGHT		SHIPPING LENGTH / WIDTH (Sq.)		SHIPPING HEIGHT	
		208-230-1-60	208/230-3-60	460-3-60	575-3-60	INCH	MM	INCH	MM	INCH	MM	INCH	MM	INCH	MM	INCH	MM	INCH	MM	INCH	MM	INCH	MM	INCH	MM	INCH	MM	Lbs	Kgs	Lbs	Kgs	INCH	MM	INCH	MM
24SCA418N*0	0	Y	N	N	N	23 1/8	587.3	25 5/16	642.9	3/4	19.1	4 7/16	113.0	18 1/16	459.0	7 13/16	197.9	5/16	7.9	3	76.2	11	279.4	10 1/2	266.7	10 1/4	260.4	100	45.4	109	49.4	26	660.0	30 9/16	775.7
24SCA424N*0	0	Y	N	N	N	25 3/4	654.0	25 5/16	642.4	3/4	19.1	4 7/16	113.0	21 1/4	539.9	9 1/8	231.3	5/16	7.9	3	76.2	13 1/2	342.9	13	330.2	12 1/2	317.5	111	50.3	121	54.9	28 3/4	730.0	30 9/16	775.7
24SCA430N*0	0	Y	N	N	N	31 3/16	792.5	32 1/16	815.1	3/4	19.1	6 9/16	166.1	24 11/16	626.3	9 1/8	231.3	5/16	7.9	3	76.2	15	381.0	15 3/4	400.1	16	406.4	139	63.0	161	73.0	34 1/4	870.0	37 5/16	947.9
24SCA436N*0	0	Y	N	N	N	31 3/16	792.5	25 5/16	642.4	7/8	22.2	6 9/16	166.1	24 11/16	626.3	9 1/8	231.3	5/16	7.9	3	76.2	14 1/2	368.3	15	381.0	11 1/2	292.1	132	59.9	146	66.2	34 1/4	870.0	30 1/2	775.2
24SCA442N*0	0	Y	N	N	N	31 3/16	792.5	42 5/16	1074.2	7/8	22.2	6 9/16	166.1	24 11/16	626.3	9 1/8	231.3	5/16	7.9	3	76.2	17	431.8	15 1/2	393.7	22 1/2	571.5	181	82.1	203	92.1	34 1/4	870.0	47 1/2	1207.1
24SCA448N*0	0	Y	N	N	N	31 3/16	792.5	28 11/16	728.7	7/8	22.2	6 9/16	166.1	24 11/16	626.3	9 1/8	231.3	5/16	7.9	3	76.2	14 1/2	368.3	14 1/2	368.3	12 1/2	317.5	171	77.6	190	86.2	34 1/4	870.0	33 15/16	861.6
24SCA460N*0	0	Y	N	N	N	31 3/16	792.5	35 1/2	901.4	7/8	22.2	6 9/16	166.1	24 11/16	626.3	9 1/8	231.3	5/16	7.9	3	76.2	15 1/2	393.7	16	406.4	18 1/2	469.9	190	86.2	206	93.4	34 1/4	870.0	40 3/4	1034.3

Y=YES
N=NO

NOTES:

1. CENTER OF GRAVITY .

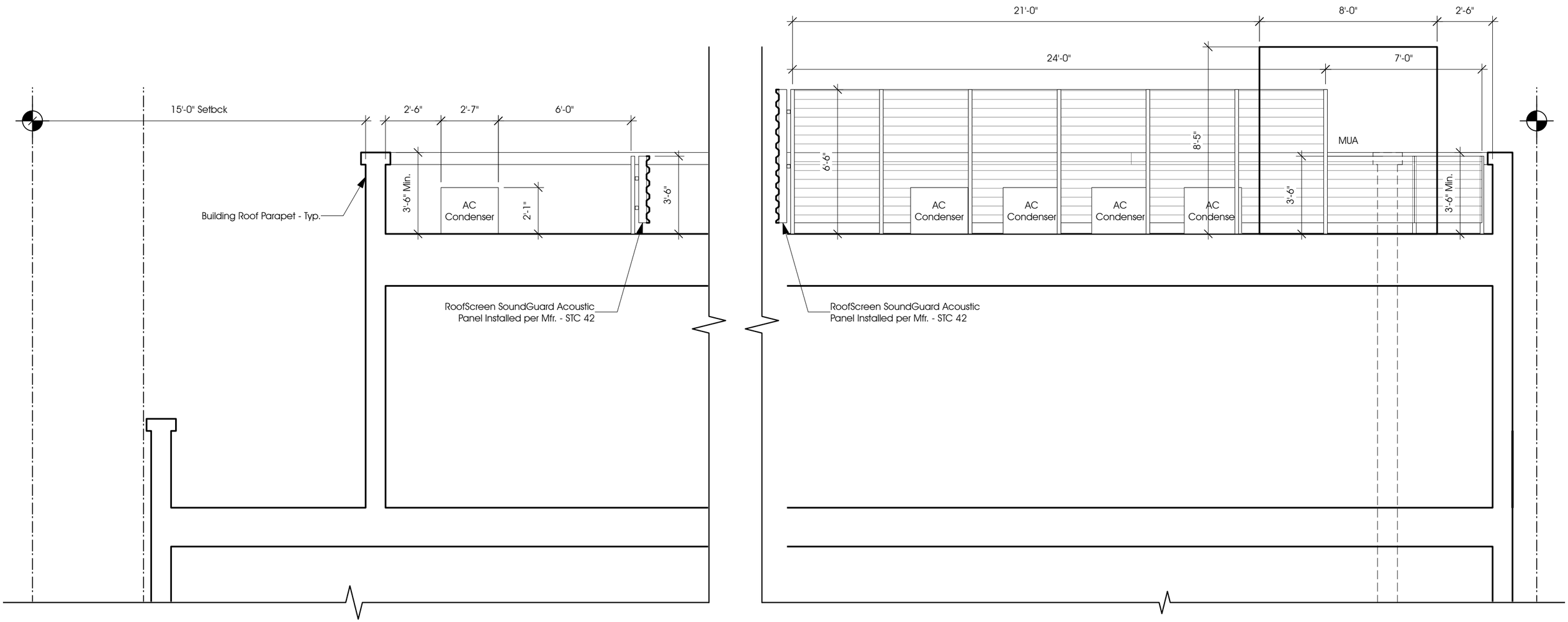


NOTE: ALL DIMENSIONS IN INCH (MM)

U.S. ECCN: Not Subject to Regulation (N.S.R.)

SD5750-4 REV. A

Manufacturer reserves the right to change, at any time, specifications and designs without notice and without obligations.



N-S Mech. Screening Section

Scale: 1/4" = 1'-0"

Dec. 19, 2025

Multi-Family Building for

Platinum Homes of Chicago

734 Central Ave

Highland Park, IL

kipnis ARCHITECTURE+PLANNING

1642 payne street | evanston IL 60201

847 864 9650 | f847 864 0956

SECTION 134800
ACOUSTICAL PANELS

Display hidden notes to specifier in Word 2003 by using "Tools"/"Options"/"View"/"Hidden Text".

Display hidden notes to specifier in Word 2007 or later by clicking on the Show/Hide icon (¶)

1.GENERAL

1.1. SECTION INCLUDES

A. Acoustical panels as shown on the Drawings and specified herein.

1.2. RELATED SECTIONS

A. Section 051200 - Structural Steel: Metal Framing.

B. Section 055000 - Metal Fabrications: Frames and supports.

1.3. REFERENCES

A. ASTM A 792 - Standard Specification for Steel Sheet, 55 % Aluminum-Zinc Alloy-Coated by the Hot-Dip Process.

B. ASTM A 240 - Standard Specification for Chromium and Chromium-Nickel Stainless Steel Plate, Sheet, and Strip.

C. ASTM A 653 - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process

D. ASTM C 423 - Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method.

E. ASTM E 90 - Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions.

F. ASTM E 136 - Standard Test Method for Behavior of Materials in a Vertical Tube Furnace at 750°C.

G. ASTM E 2235 - Standard Test Method for Determination of Decay Rates for Use in Sound Insulation Test Methods.

1.4. COORDINATION

A. Coordinate Work with other operations and installation of support framing to avoid damage to installed materials.

1.5. ACTION SUBMITTALS

A. Submit under provisions of Section 013300.

B. Product Data: Manufacturer's data sheets on each product to be used, including:
   1. Preparation instructions and recommendations.
   2. Storage and handling requirements and recommendations.
   3. Installation methods.

C. Shop Drawings: Layout and erection drawings showing typical cross sections and dimensioned locations of all panel assemblies, trims, sub girts and support frames. Include erection drawings, elevations, and details where applicable.

D. Selection Samples: For each finish product specified, two complete sets of color chips representing manufacturer's full range of available colors and patterns.

E. Verification Samples: For each finish product specified, two samples, minimum size 6 inches (150 mm) square, representing actual product, color, and patterns.

1.6. INFORMATIONAL SUBMITTALS

A. Manufacturer's Certificates: Certify products meet or exceed specified requirements.

B. Acoustical Test Reports: 3 copies of acoustical test reports.

C. Warranties: 3 signed copies.

1.7. QUALITY ASSURANCE

A. Manufacturer Qualifications: Manufacturer with a minimum two years documented experience in producing acoustical panels.

B. Provide acoustical panels by a firm having undivided responsibility for the entire panel system design, fabrication and installation, except as otherwise specified herein.

C. Provide acoustical panels in strict accordance with state and local building codes and ordinances and conforming to applicable wind load factors relative to framing and anchorage.

D. Acoustical Performance: Provide acoustical panels tested by a qualified testing agency for the following acoustical properties according to test methods indicated:
   1. Sound Transmission Requirements: Acoustical panel assembly tested in a full-scale opening, 14 feet by 9 feet (4.27 m by 2.74 m).

E. Pre-Installation Meeting:
   1. Convene at job site, at least seven calendar days prior to scheduled beginning of construction activities of this section, to review requirements of this section.
   2. Require attendance by representatives of the installing subcontractor (who will represent the system manufacturer) and other entities affected by construction activities of this section.
   3. Notify Architect four calendar days in advance of scheduled meeting date.

F. Source Limitations for Acoustical Panels: Obtain acoustical panels from one source with resources to provide products of consistent quality in appearance and physical properties.

G. Comply with all laws, ordinances, rules and regulations and orders of any public authority having jurisdiction over this part of the work.

H. Mock-Up: Provide a mock-up for evaluation of surface preparation techniques and application workmanship.
   1. Locate in area designated by Architect.
   2. Construct mock-up of one complete panel assembly at full height, and minimum 4 ft width, or otherwise specified by architect. Mock-up shall be supported on each end by support members matching those being used in the system design.
   3. Do not proceed with remaining work until workmanship, color, and location is approved by Architect.
   4. Remove mock-up if required by Architect.
   5. Accepted mock-up may remain in place.

1.8. DELIVERY, STORAGE AND HANDLING

A. Deliver panel components to the project site clearly marked for proper identification.

B. Receive, handle and store materials in conformance with the manufacturers printed instructions.

C. Store products under cover, in manufacturer's unopened packaging until ready for installation.

D. Protect materials from exposure to moisture.

E. Store materials in a dry, warm, ventilated weathertight location.

F. Protect metal fabrications from damage by exposure to weather.

G. Handling: Use a forklift or crane to move material. Do not lift the bundles by the metal bands.
   1. Fork Lift: Spread the forks as far as possible to balance the load. Drive slowly when moving long bundles over uneven surfaces to avoid tipping the load
   2. Crane: Position the canvas sling straps so that the space between the straps is at least 1/3 the length of the bundle. Use sling straps with looped ends running one end of the strap through the loop at the other end to cinch the bundle when lifted. When setting the load on the roof, put wood blocks under it to protect the roof and allow space to remove the sling straps.

1.9. PROJECT CONDITIONS

A. Field Measurements: Verify substrate dimensions by field measurements before fabrication and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
   1. Established Dimensions: Where field measurements cannot be made without delaying the Work, establish dimensions and proceed with fabricating acoustical panel system without field measurements. Coordinate construction to ensure that actual dimensions correspond to established dimensions.

1.10. WARRANTY

A. Acoustical Panel System: Provide manufacturer's written warranty stating that the panel system is to be free of faults and defects, except the warranty period is to be for twenty (20) years from the date of final acceptance by owner.

B. Panel Finish:
   1. Provide written warranty stating that the paint finish applied on all acoustical panel systems will be free from chipping, peeling, cracking, fading, or blistering, except the warranty period is to be for twenty (20) years.
   2. Provide warranty signed by the panel manufacturer and paint finish applicator (if separate from manufacturer).

C. The above warranties are in addition to, and not a limitation of, other rights the Owner may have under the Contract Documents.

2.PRODUCTS

2.1. PERFORMANCE REQUIREMENTS

A. Design Loads: Comply with Building Code for site location and building height.
   1. Design to resist ASCE 7 - Minimum Design Loads for Buildings and Other Structures, using the latest published ASCE version.
   2. Design all materials, assembly and attachments to resist snow, wind, suction and uplift loading at any point without damage or permanent set.

B. Thermal Movement: Normal thermal movement is defined as that resulting from a 120 degrees F maximum change (range) in ambient temperature. Base design calculations on actual surface temperatures of metals due to both solar heat gain and night time sky heat loss.

C. Anchors and Connections:
   1. Anchors, connections and assemblies connecting the acoustical panels and associated fabrications to the supporting construction are shown on the Drawings as suggested locations for the acoustical panel manufacturer/installer's information. The acoustical panel manufacturer/installer is responsible for the structural design and placement of the connections and anchors, including all connecting hardware, accessories and reinforcing necessary for fabrication, and installation of the acoustical panels and associated fabrications.
   2. The acoustical panel manufacturer is to notify the Architect in writing prior to the submittal of shop drawings of any changes in the proposed locations of connections and anchors.
   3. The Architect's review of shop drawings is not to be construed as removing responsibility from the acoustical panel manufacturer/installer for structural failures related to design, fabrication, installation, and fabrication services.

D. Assembly Options:

   1. SG32
      a. Laboratory sound transmission class (STC) rating of 32 according to ASTM E 90, determined by ASTM E 413.

b. Noise reduction coefficient (NRC) of 1.05 according to ASTM C 423.
c. Decay rates for use in sound insulation test methods according to ASTM E 2235.

2. SG38
a. Laboratory sound transmission class (STC) rating of 38 according to ASTM E 90, determined by ASTM E 413.
b. Noise reduction coefficient (NRC) of 1.05 according to ASTM C 423.
c. Decay rates for use in sound insulation test methods according to ASTM E 2235.

3. SG40
a. Laboratory sound transmission class (STC) rating of 40 according to ASTM E 90, determined by ASTM E 413.
b. Noise reduction coefficient (NRC) of 1.05 according to ASTM C 423.
c. Decay rates for use in sound insulation test methods according to ASTM E 2235.

4. SG42
a. Laboratory sound transmission class (STC) rating of 42 according to ASTM E 90, determined by ASTM E 413.
b. Noise reduction coefficient (NRC) of 1.05 according to ASTM C 423.
c. Decay rates for use in sound insulation test methods according to ASTM E 2235.

5. SG48
a. Laboratory sound transmission class (STC) rating of 48 according to ASTM E 90, determined by ASTM E 413.
b. Noise reduction coefficient (NRC) of 1.05 according to ASTM C 423.
c. Decay rates for use in sound insulation test methods according to ASTM E 2235.

2.2. MANUFACTURERS

A. Acceptable Manufacturer: RoofScreen Mfg., which is located at: 1500 Green Hills Rd, Suite 202 Scotts Valley, CA 95066; Tel: 831-421-9230; Fax: 866-253-0738; Email: request info (info@roofscreen.com); Web: www.roofscreen.com.

B. Substitutions: Not permitted.

C. Requests for substitutions will be considered in accordance with provisions of Section [012500, Substitutions Procedures][016000, Product Requirements and Substitutions].

2.3. MATERIALS

A. Face Panel:
1. Profile:
a. 7.2 Rib Panel.
b. 3 inch Deep Rib Panel.
c. Flush Panel.
d. R Panel.

e. U Panel.
f. 7/8 inch (22 mm) Corrugated.
g. Flush Textured Panel.

2. Base Metal:
   a. Minimum 26 gauge Galvalume steel sheet, AZ50, conforming to ASTM A 792 for painted and unpainted panels.
   b. Minimum 24 gauge Galvalume steel sheet, AZ50, conforming to ASTM A 792 for painted and unpainted panels.
3. Finish:
   a. PVDF fluoropolymer, 1 mil, 2 coat, 70 percent.
   b. Siliconized polyester thermoset coating, 0.90 mil minimum dry film thickness.
   c. Color as selected by Architect from manufacturer's standard color range, 20 colors minimum.
   d. Coat reverse side with off-white primer coat.
4. Panel Fasteners: No. 12 self-tapping sheet metal screw. Color coat heads to match panel color.
5. Panel Trim: Same material and finish as panel. Configuration as shown on Drawings

B. Face Panel: Panel No. _____ as manufactured by _____.
1. Base Metal: _____.
2. Finish: _____.
3. Panel Fasteners: _____.
4. Panel Trim: _____.

C. Rails and Tracks: 16 gauge galvanized steel.

D. Acoustical Insulation: Mineral-wool fiber conforming to ASTM E 136.
1. Density: 6 pcf.
2. Absorption: Less than 1 percent water.
3. Flame Spread: 15 or less.
4. Smoke Developed: 0 or less.

E. Back Panel:
   a. 24 gauge perforated sheet, Galvalume steel, AZ50, conforming to ASTM A 792.
   b. 24 gauge perforated sheet, 304 stainless steel, conforming to ASTM A 240.

B. Intermediate Leaf:
   a. 16 gauge galvanized sheet conforming to ASTM A 653.

2.2. FABRICATION

A. Fabricate components in largest practical sections possible for delivery and field assembly.

B. Supply components required for anchorage of panels. Fabricate anchors and related components of same material and finish as panels, except where specifically noted otherwise.

C. Trim and Closures: Fabricated and finished with materials and colors matching the face panels being used on the project.

3.EXECUTION

3.1. INSPECTION

A. Examine all conditions of construction and surface to receive parts of the work specified herein and shown on the Drawings. Verify all dimensions of in-place and subsequent construction. Installation of materials constitutes acceptance of the conditions and related construction.

3.2. INSTALLATION

A. Install acoustical panels in accordance with manufacturer's printed instructions.

B. Set all items in their correct locations as shown on the final reviewed shop drawings, level, square, plumb and at proper elevations and in alignment with other work.

C. Exercise care when installing components so as not to damage finish surfaces. Touch up as required to repair damaged finishes.

3.3. CLEANING AND PROTECTION

A. Upon completion of the work remove all unused materials, debris, containers and equipment from the project site. Clean and repair finished surfaces that have been marked or otherwise damaged by work under this Section.

B. Protect acoustical panels during construction period so that they will be without any indication of deterioration or damage at the time of acceptance by Owner.

C. Remove and replace any acoustical panels damaged or stained at no additional cost to the Owner.

END OF SECTION

VX-312-40I-R-F2

Unit Performance

Design Conditions

Elevation (ft)	Summer		Winter DB (F)	Supply (CFM)	Outdoor Air (CFM)	Exhaust Air (CFM)
	DB (F)	WB (F)				
673	95.0	75.0	-10.0	7,800	7,800	-

Unit Specifications

Qty	Weight (lb)	Cooling Type	Heating Type	Unit Installation	Unit ETL Listing	Furnace ETL Listing
1	6,226 (+/- 5%)	Packaged DX	Indirect Gas	Outdoor	60335-2-40	ANSI Z83.8 / CSA 2.6

Configuration

Outdoor Air		Exhaust Air	
Intake	Discharge	Intake	Discharge
End	Side	None	-

ASHRAE 90.1 Compliance

	ASHRAE 90.1 Min. Efficiency	Calculated Efficiency	Compliance
ISMRE2 (ASHRAE 90.1-2022)	3.8	6.1	✓

Cooling Specifications

Type	Total Capacity (MBH)	Sensible Capacity (MBH)	Lead Compressor Type	Coil (DB/WB)		Reheat	
				EAT (F)	LAT (F)	Capacity (MBH)	LAT (F)
Packaged DX	504.9	311.0	Inverter Scroll	95.0 / 75.0	55.0 / 54.9	280.2	90.0

Heating Specifications

Type	Gas Type	Input (MBH)	Output (MBH)	Temperature Rise		Turndown	Performance	
				Min (F)	Max (F)		EAT (F)	LAT (F)
Indirect Gas	Natural	1,000.0	810.0	9.6	96.1	10:1	-10.0	86.1

Motor Specifications

Motor	Qty	Operating Power (hp)	Size (hp)	Enclosure	Efficiency	RPM
Supply	2	2.45	3	ODP	NEMA Premium	1165

Electrical Specifications

Power Supply	Rating (V/C/P)	MCA (A)	MOP (A)	FLA (A)	Fan Power (W/CFM)*
Unit	208/60/3	194.7	250.0	179.1	0.468

*Fan Power (W/CFM) = (Supply BHP + Exhaust BHP) / Supply CFM

Construction Features And Accessories

Unit	
Unit Installation - Outdoor	Std
Unit Construction - Double Wall	Std
Insulation - 2 inch 2.4# R16 foam	Std
Corrosion Resistant Fasteners	Std
Hinged Access	Std
Factory Wired Non-Fused Disconnect Switch	Std
Direct Drive Plenum Blower & Motor Assemblies	X
Factory Wired VFDs	Std
Unit Finish - Permatector, Concrete Gray (RAL 7023)	X
Stainless Steel Condensate Drain Pan and Connection	Std
Condensate Drain Trap	Std
Short Circuit Current - 5 kA	X
Controls	
Unit Controls - Full Factory Control	Std
Internally Mounted Control Center with 24 VAC control transformer(s) and control circuiting fusing	Std
BMS Protocol - BACnet IP	X
BMS Monitoring Points	
Supply Fan Control - Duct Static Pressure	X
Exhaust Fan Control	
Exhaust Fan Only Power	
Energy Wheel Rotation Sensor	
Web-Based User Interface	Std
Damper Control - 100% OA-No Recirculation	X
Economizer Control	
Furnace Control - 10:1	X
Unoccupied Recirc Mode	
Control Accessories	
Remote Display	
Dirty Filter Sensor(s) - Supply	X
Airflow Monitor - Supply Air	X
Room Thermostat - Space Temp and RH	X
Phase/Brownout Protection	Std
Economizer Fault Detection Diagnostics	

Accessories	
Recirc Air Damper	
Outdoor Air Damper - Low Leakage	X
Return Air Damper	
Roof Curb - GKD - 91.4/148.6-G24	X
Supply Air Filters - 2" Merv 8, 8-16x24x2, 4-20x24x2	Std
Service Outlet	
Piping Vestibule	
Service Lights	
Condensate Overflow Switch	X
Spare Filters	
Exhaust Discharge Gravity Backdraft Damper	
ElectroFin Coil Coating	
Motor Shaft Grounding	X
Bipolar Ionization	
Smoke Detector(s)	
Barometric Relief Damper	
UV Lights	
Power Venting	Std
Hail Guards	
Warranty Options	
Unit Warranty - 18 Months (Std.)	Std
Compressor Warranty - 5.5 Yrs. (4 Yrs. Extended)	X
Furnace HX Warranty - 25 Yrs.	Std

Standard Option	Std
Not Included	
Included	X

Notes
Verify that the correct BMS Protocol has been selected before ordering
Outdoor Air Damper supplied is low leakage, motorized VCD-23 (leakage rate of 3 CFM/ft^2 @ 1 in. wg), Class 1A
Leak detection sensors
Unit refrigeration system does not have the means to be vented externally. See local mechanical codes for mounting restrictions which includes indoor mounting and mounting less than 15ft above ground level.

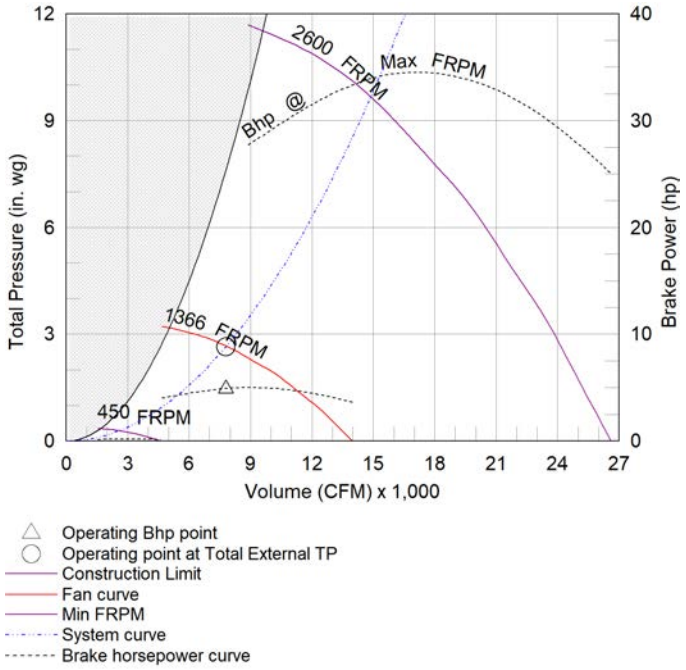
Supply Fan Charts And Performance

Supply Fan Performance									
Total Volume (CFM)	External SP (in. wg)	Total SP (in. wg)	RPM	Operating Power (hp)	Motor		Fan		
					Qty	Size (hp)	Qty	Type	Drive-Type
7,800	1.75	2.656	1366	2.45	2	3	2	Plenum	Direct

Pressure Drop (in. wg)						
Weatherhood	Filter	Damper	Cooling	Heating	External	Total
0.097	0.09	0.053	0.295	0.304	1.75	2.656

Sound Performance in Accordance with AMCA										
Sound Power by Octave Band								Lwa	dBA	Sones
62.5	125	250	500	1000	2000	4000	8000			
83.5	85.8	83.7	76.2	70.8	66.9	70.6	68.3	80.2	68.7	18.2

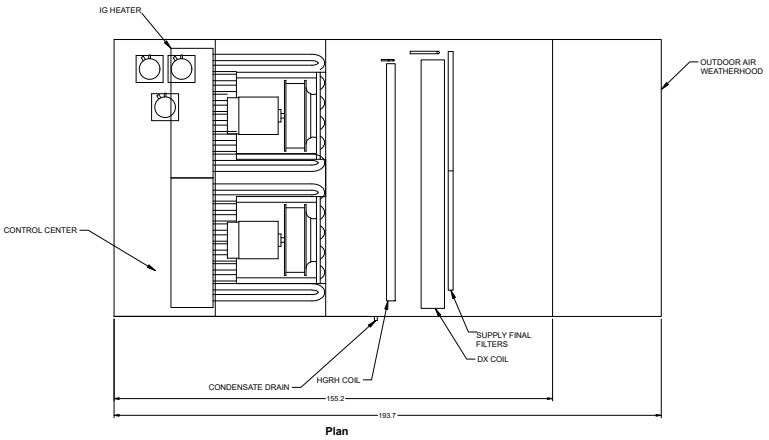
Supply Fan



Radiated Sound

Position A

Dimensional Overview



Position D

Position B

Position C

"E" is the Top Plane

Supply Air Flow Nominal, Largest Tonnage Condensing Section Available, PDX units only

Radiated Sound Levels										
Plane	Octave Bands (Lw)								Plane Lw	Plane LwA
	1	2	3	4	5	6	7	8		
A	85	86	81	78	79	72	67	63	90	82
B	83	80	82	70	68	63	58	52	87	76
C	85	86	81	78	76	71	66	61	90	81
D	82	79	77	70	67	65	59	53	85	74
E	92	94	86	82	84	78	71	66	97	88
Total	94	96	89	85	86	80	74	69	99	90

AMCA 320-07 - Laboratory Methods of Sound Testing of Fans Using Sound Intensity
Tests conducted in accordance with this standard.
Free field measurement plane created 1 foot from unit on all sides and top.
Sound Intensity measured in Watts/m^2.
Sound data converted to Sound Power (Lw) for the chart above.
A-Weighted Sound Power was determined using AMCA Standard 301-90 Clause 9.1.
Plane E sound data was measured above the top plane of the unit.

Cooling Performance

Cooling Specifications									
Nominal Tonnage	Entering Air (F)		Leaving Air (F)		Capacity (MBH)		Reheat		Condensing Ambient Temp (F)
	DB	WB	DB	WB	Total	Sensible	Capacity (MBH)	LAT (F)	
40	95.0	75.0	55.0	54.9	504.9	311.0	280.2	90.0	95.0

Coil Information								
PDX Coil Model	Fins Per Inch	Rows Deep	Face Vel. (ft/min)	Coil PD (in. wg)	Refrigerant	Refrig. Velocity (ft/min)	Face Area (ft2)	Suction Temp (F)
DX12C06S12-56.25x86.5-RH	12	6	231	0.295	R-454B	1,261	33.79	50.2

Compressor Details									
Lead Compressor Type	Compressor Qty	Compressor RLA (A)				Compressor LRA (A)			
		Comp. 1	Comp. 2	Comp. 3	Comp. 4	Comp. 1	Comp. 2	Comp. 3	Comp. 4
Inverter Scroll	3	38.4	33.3	62.1	-	NA	255	528.2	-

A2L Installation Requirement - UL 60335-2-40		
Largest Circuit Charge	Minimum Circulation Airflow	Minimum Total Conditioned Room Area
58.6lb / 26.6kg	1,588 CFM	880 ft2

Local codes and standards may have requirements regarding the installation of A2L refrigerants in addition to manufacturing instructions provided for listed and labeled equipment.

Unit Details
Refrigerant charges provided by the factory are approximate and may require adjustment in the field
Hermetic scroll type compressors
Compressors mounted on neoprene vibration isolation
Crankcase heater on staged compressor
Electronic expansion valve on lead circuit, thermostatic expansion valve on staged circuit
Stainless steel double sloped drain pan
Moisture-indicating sight glass
Service/charging valves
Refrigerant high pressure switch (manual reset)
Liquid-Line filter drier
Leak detection sensors
Multiple low sound condensing fans with Lead ECM condensing fan for modulating head pressure control
Inverter scroll compressor
Refrigerant low pressure switch (auto reset)
Unit cannot be mounted in an enclosed space.

Important Notes:
Capacity is based on incoming voltage selected. If incoming power varies it may affect the capacity of your selection.

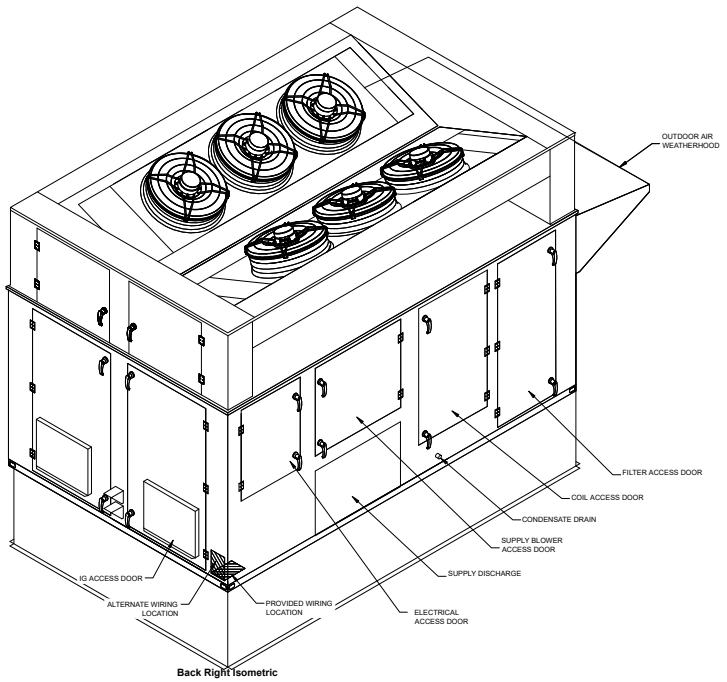
Heating Performance

Heating Specifications								
Type	Gas Type	Input (MBH)	Output (MBH)	Temperature Rise		Turndown	Performance	
				Min (F)	Max (F)		EAT (F)	LAT (F)
Indirect Gas	Natural	1,000.0	810.0	9.6	96.1	10:1	-10.0	86.1

Unit Details
ANSI standard Z83.8 and CSA 2.6
High Thermal efficiency
Direct spark ignition
1" NPT Gas Connection - Qty 2
At least 6 in. wg of natural gas pressure is required at the units gas connection in order to achieve maximum performance
Power Venting
24 Volt Control Power
Stainless Steel heat exchange tubes
Unit controller maximum allowable supply discharge air set point is 100F (37.8C)

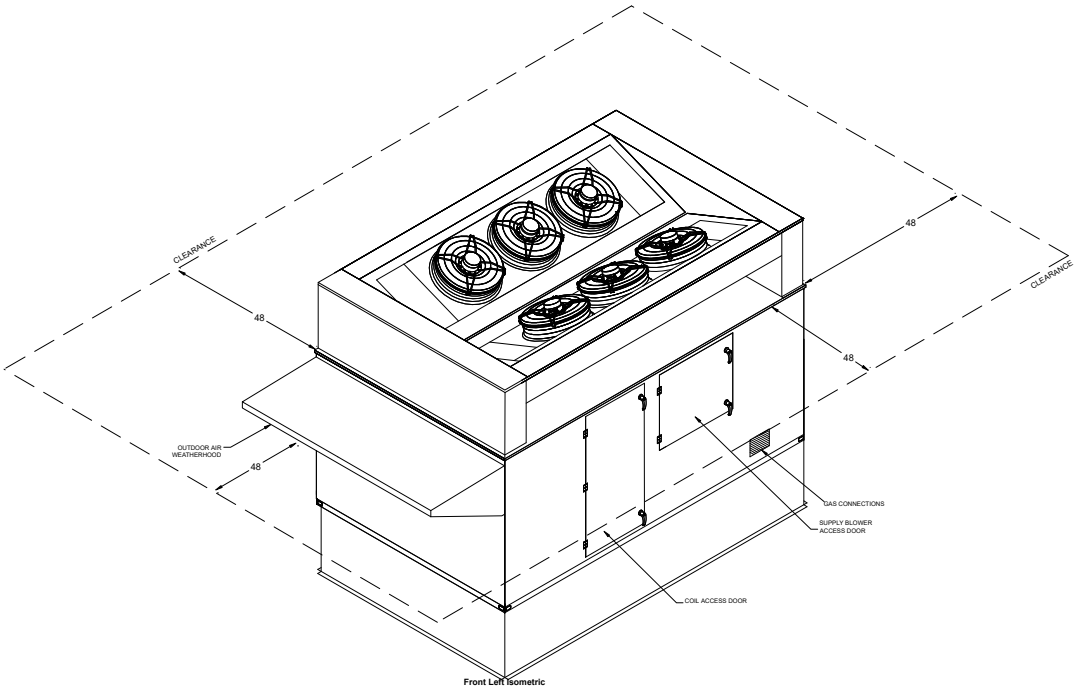
Isometric Drawings

Component Layout



Back Right Isometric

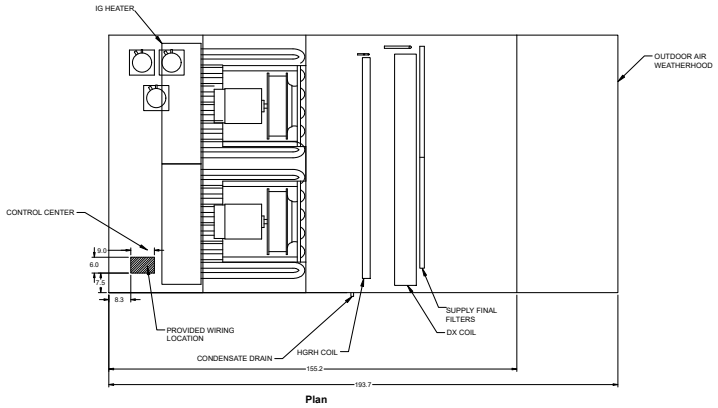
Service Clearances



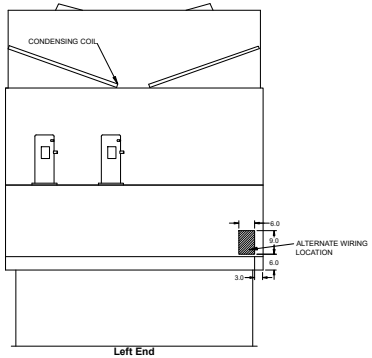
Front Left Isometric

Overview Drawings

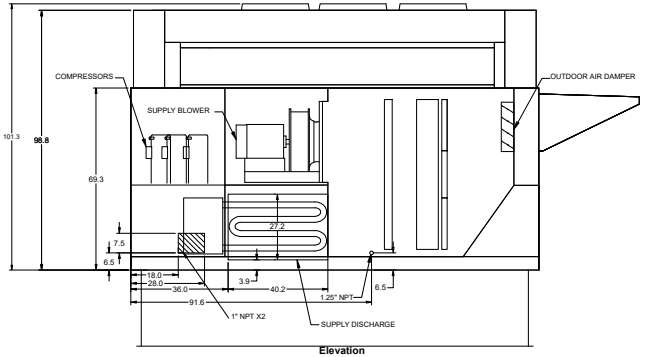
Dimensional Overview



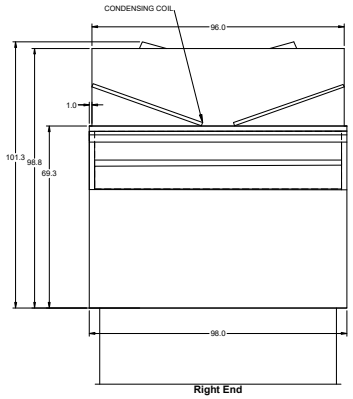
Plan



Left End

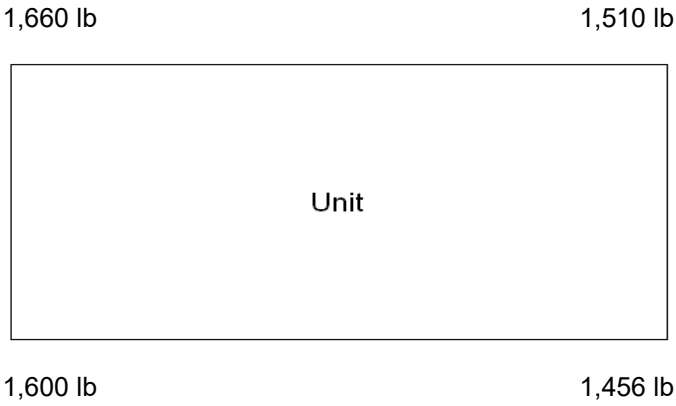


Elevation



Right End

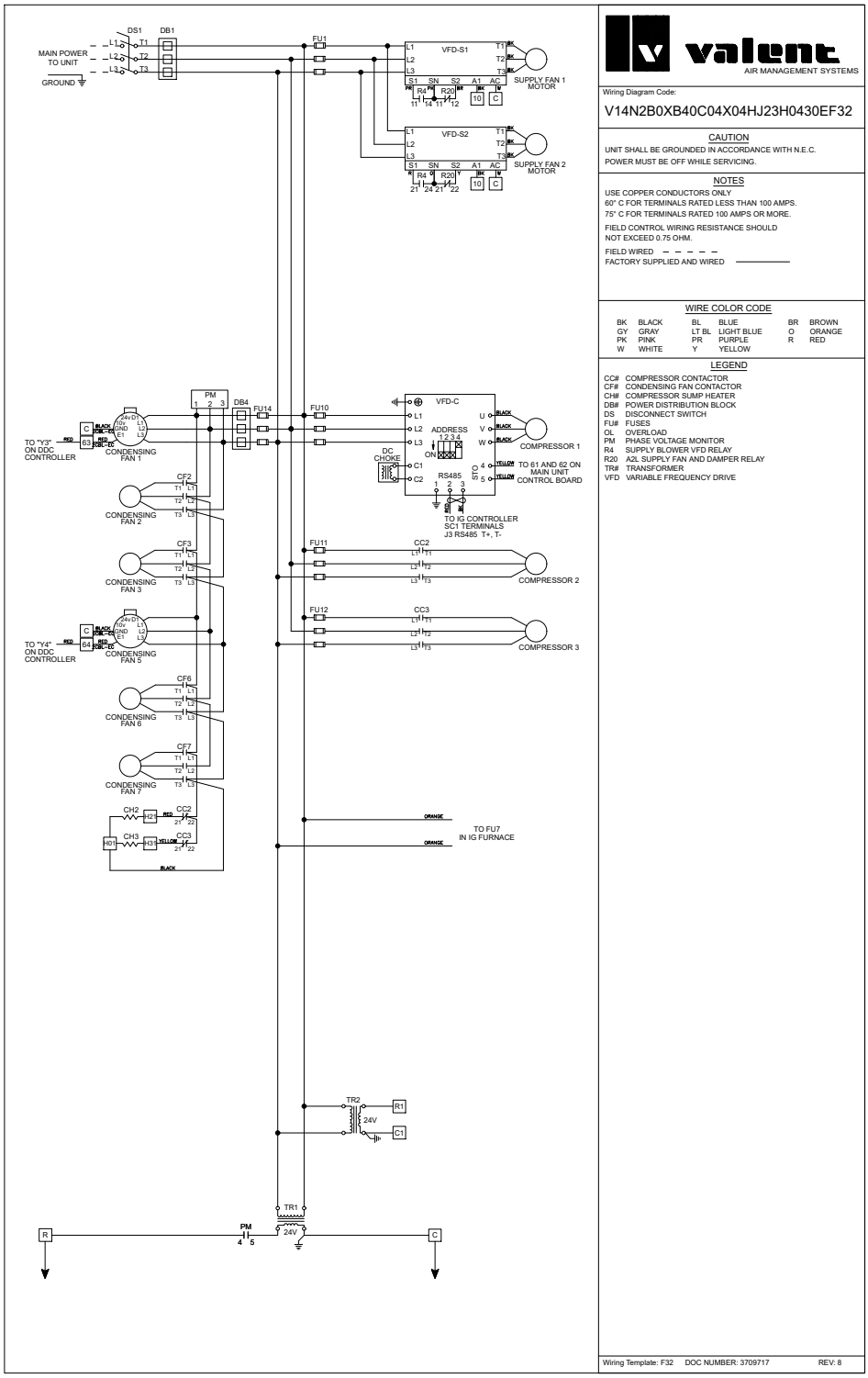
Unit Corner Weights



Note

Estimated corner weights are shown looking down on unit and the outside air intake will be on the right. Weights are applied at the base of the unit. Images not drawn to scale.

Wiring Diagram



valent
AIR MANAGEMENT SYSTEMS

Wiring Diagram Code:

V14N2B0XB40C04X04HJ23H0430EF32

CAUTION

UNIT SHALL BE GROUNDED IN ACCORDANCE WITH N.E.C.
POWER MUST BE OFF WHILE SERVICING.

NOTES

USE COPPER CONDUCTORS ONLY
60° C FOR TERMINALS RATED LESS THAN 100 AMPS.
75° C FOR TERMINALS RATED 100 AMPS OR MORE.

FIELD CONTROL WIRING RESISTANCE SHOULD NOT EXCEED 0.75 OHM.

FIELD WIRED – – – – –
FACTORY SUPPLIED AND WIRED ————

WIRE COLOR CODE

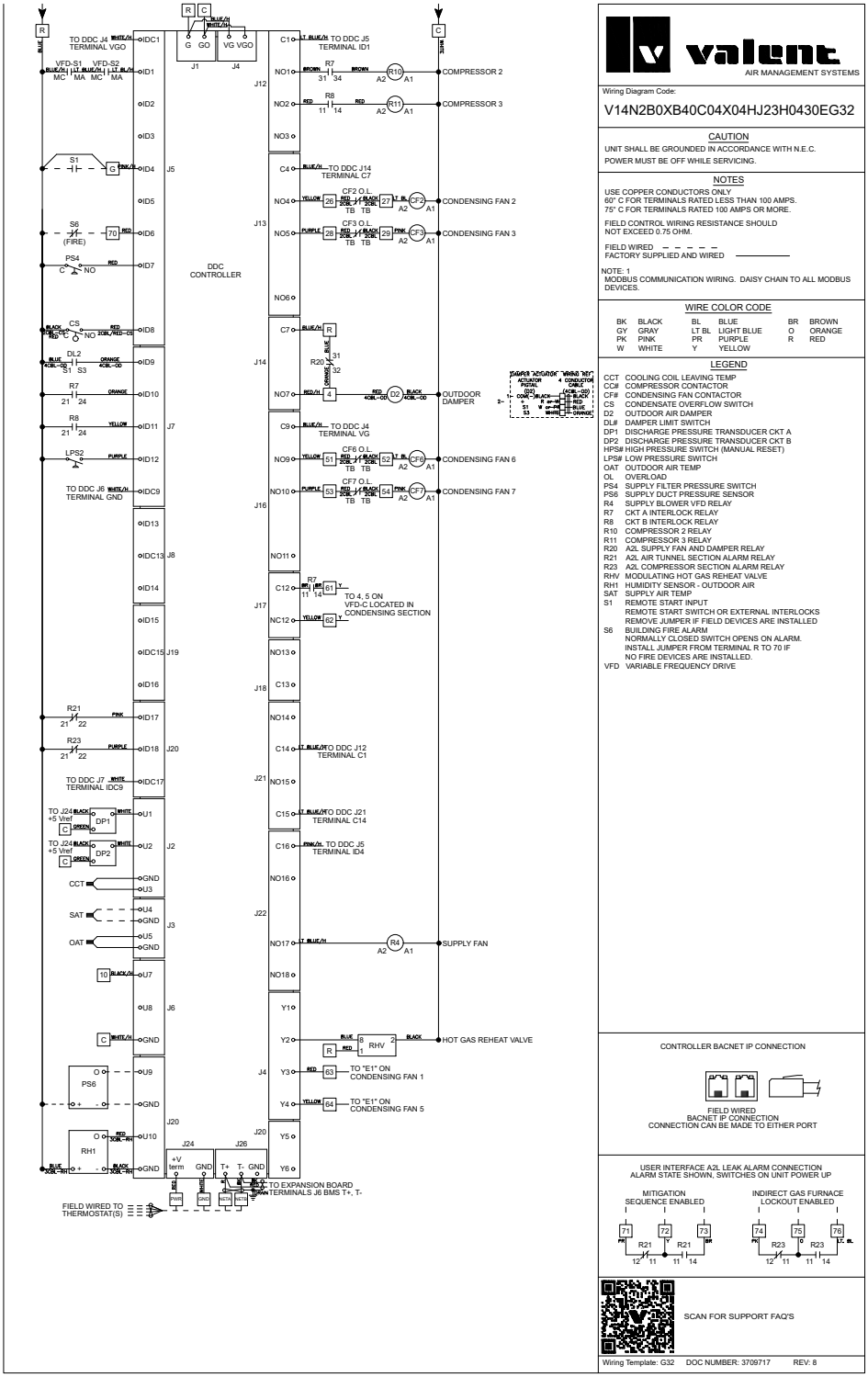
BK	BLACK	BL	BLUE	BR	BROWN
GY	GRAY	LT BL	LIGHT BLUE	O	ORANGE
PK	PINK	PR	PURPLE	R	RED
W	WHITE	Y	YELLOW		

LEGEND

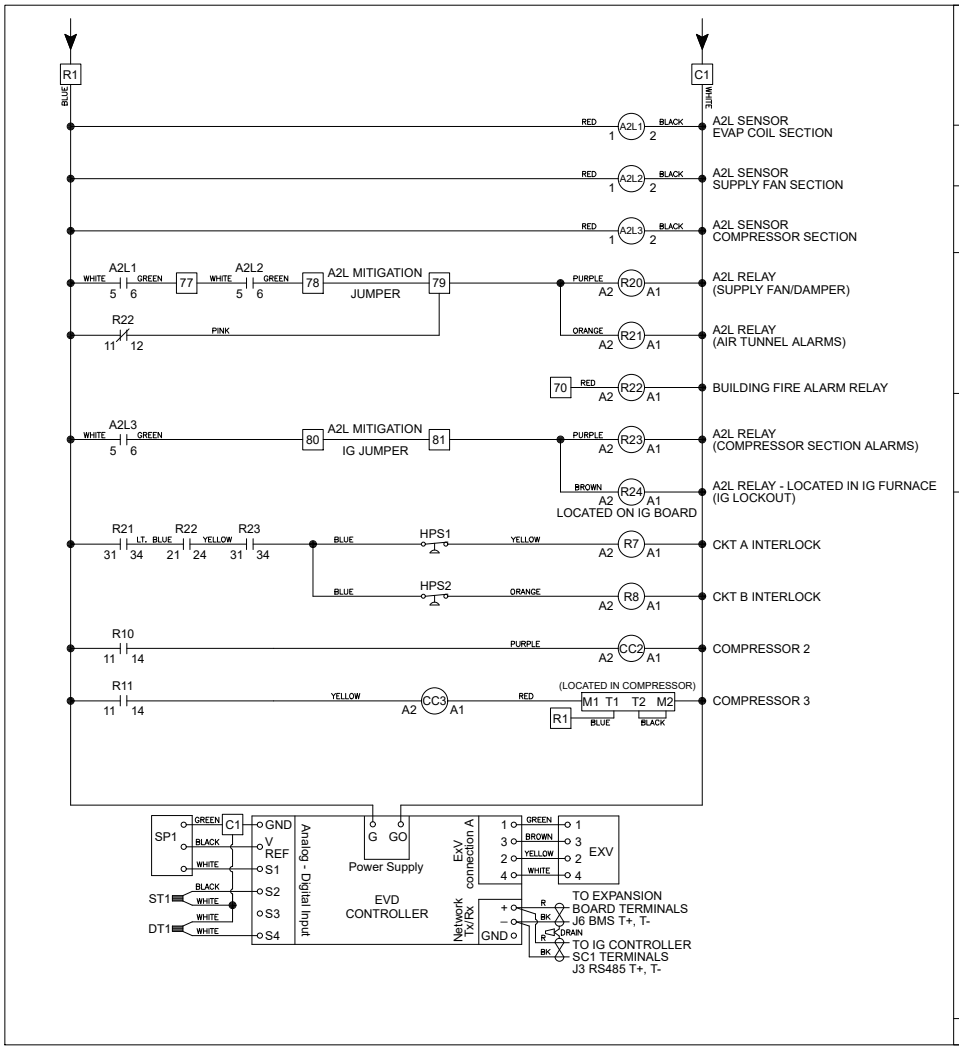
CC#	COMPRESSOR CONTACTOR
CF#	CONDENSING FAN CONTACTOR
CH#	COMPRESSOR SUMP HEATER
DB#	POWER DISTRIBUTION BLOCK
DS	DISCONNECT SWITCH
FU#	FUSES
OL	OVERLOAD
PM	PHASE VOLTAGE MONITOR
R4	SUPPLY BLOWER VFD RELAY
R20	A2L SUPPLY FAN AND DAMPER RELAY
TR#	TRANSFORMER
VFD	VARIABLE FREQUENCY DRIVE

Wiring Template: F32 DOC NUMBER: 3709717 REV: 8

Wiring Diagram 2



Wiring Diagram 3



AIR MANAGEMENT SYSTEMS

Wiring Diagram Code:

V14N2B0XB40C04X04HJ23H0430EL32

CAUTION

UNIT SHALL BE GROUNDED IN ACCORDANCE WITH N.E.C.
POWER MUST BE OFF WHILE SERVICING.

NOTES

USE COPPER CONDUCTORS ONLY
60° C FOR TERMINALS RATED LESS THAN 100 AMPS.
75° C FOR TERMINALS RATED 100 AMPS OR MORE.

FIELD CONTROL WIRING RESISTANCE SHOULD NOT EXCEED 0.75 OHM.

FIELD WIRED – – – – –
FACTORY SUPPLIED AND WIRED ————

WIRE COLOR CODE

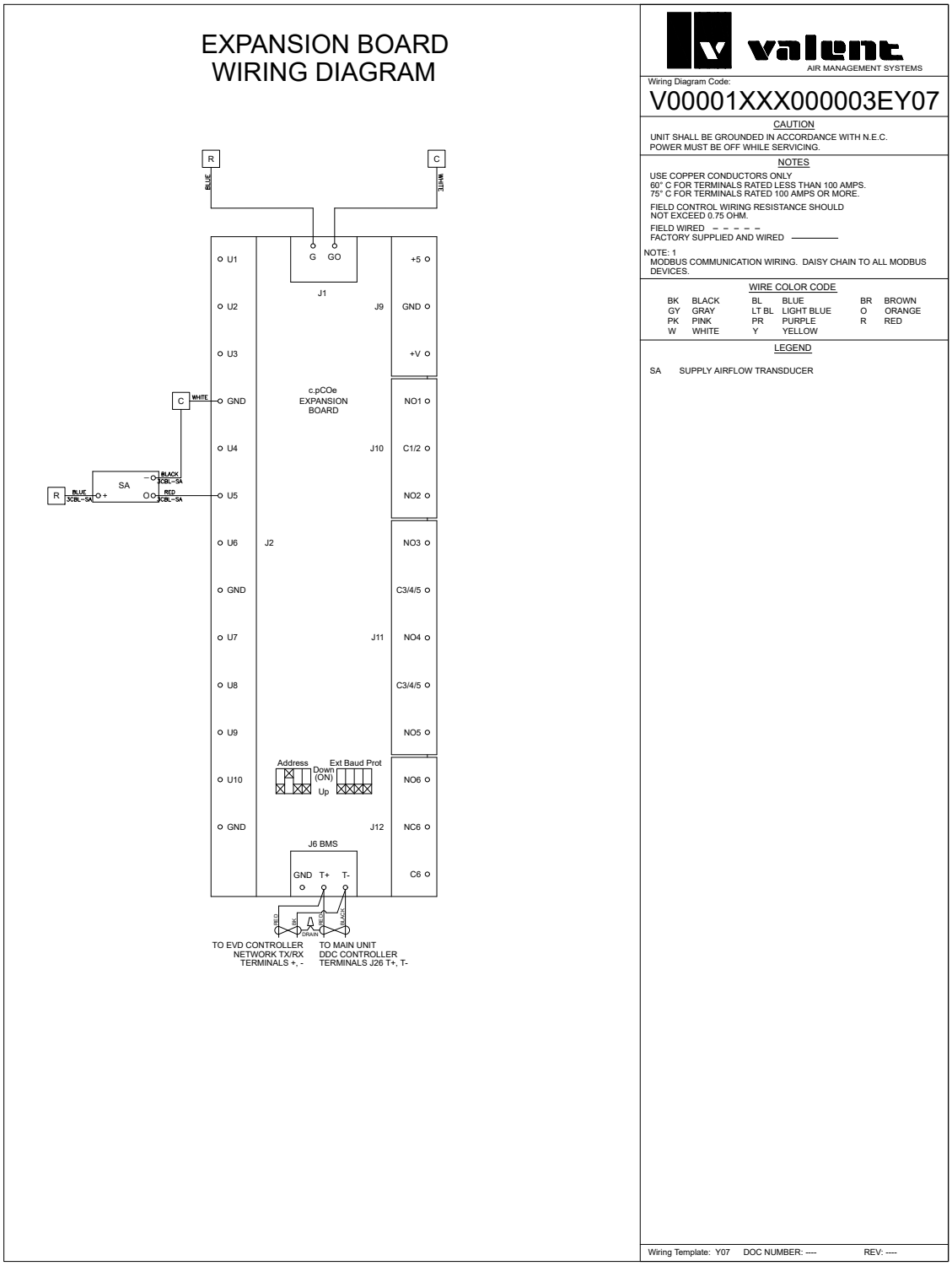
BK	BLACK	BL	BLUE	BR	BROWN
GY	GRAY	LT BL	LIGHT BLUE	O	ORANGE
PK	PINK	PR	PURPLE	R	RED
W	WHITE	Y	YELLOW		

LEGEND

A2L#	A2L REFRIGERANT LEAK SENSOR
CC#	COMPRESSOR CONTACTOR
DT1	DISCHARGE LINE TEMP CKT A
EXV	ELECTRONIC EXPANSION VALVE
R7	CKT A INTERLOCK RELAY
R8	CKT B INTERLOCK RELAY
R10	COMPRESSOR 2 RELAY
R11	COMPRESSOR 3 RELAY
R20	A2L SUPPLY FAN AND DAMPER RELAY
R21	A2L AIR TUNNEL SECTION ALARM RELAY
R22	BUILDING FIRE ALARM RELAY
R23	A2L COMPRESSOR SECTION ALARM RELAY
R24	A2L ALARM IG LOCKOUT RELAY RELAY LOCATED ON IG FURNACE CONTROL CENTER BOARD
SP1	SUCTION PRESSURE TRANSDUCER CKT A
ST1	SUCTION LINE TEMP CKT A
VFD	VARIABLE FREQUENCY DRIVE

Wiring Template: L32 DOC NUMBER: 3709717 REV: 8

Monitoring Points Wiring Diagram



Valent Network Interface v10.001 Modbus/BACnet Points List

Variable	Description	BACnet Object	ModBus Object	Read or Write	Text or Unit of M		Included
					Active	Inactive	
Space_Temp_Analog_Input	Space Temperature	AI-1	30002	R	°F		X
Supply_Temp_Analog_Input	Supply Temperature	AI-2	30004	R	°F		X
Outside_Air_Temp_Analog_Input	Outside Air Temperature	AI-3	30006	R	°F		X
Mixed_Temp_Analog_Input	Mixed Temperature	AI-4	30008	R	°F		
Cold_Coil_1_Temp_Analog_Input	Cold Coil 1 Temperature	AI-5	30010	R	°F		X
Return_Temp_Analog_Input	Return Temperature	AI-7	30014	R	°F		
Exhaust_Temp_Analog_Input	Exhaust Temperature	AI-8	30016	R	°F		
Space_RH_Analog_Input	Space % Relative Humidity	AI-9	30018	R	%		X
Outside_RH_Analog_Input	Outside % Relative Humidity	AI-10	30020	R	%		
Return_RH_Analog_Input	Return % Relative Humidity	AI-11	30022	R	%		
Return_Duct_Static_Pressure_Analog_Input	Return Duct Static Pressure	AI-12	30024	R	"wc		
Space_Static_Pressure_Analog_Input	Space Static Pressure	AI-13	30026	R	"wc		
Supply_Duct_Static_Pressure_Analog_Input	Supply Duct Static Pressure	AI-14	30028	R	"wc		
Space_CO2_1_Analog_Input	Space 1 CO2 ppm	AI-15	30030	R	ppm		
Return_CO2_Analog_Input	Return CO2 ppm	AI-17	30034	R	ppm		
Circuit_A_Discharge_Temp_Analog_Input	Circuit A Discharge Temperature	AI-20	30040	R	°F		X
Circuit_A_Suction_Temp_Analog_Input	Circuit A Suction Temperature	AI-21	30042	R	°F		X
Circuit_B_Discharge_Temp_Analog_Input	Circuit B Discharge Temperature	AI-22	30044	R	°F		X
Circuit_B_Suction_Temp_Analog_Input	Circuit B Suction Temperature	AI-23	30046	R	°F		X
Circuit_A_Discharge_Pressure_Analog_Input	Circuit A Discharge Pressure	AI-28	30056	R	psig		X
Circuit_A_Suction_Pressure_Analog_Input	Circuit A Suction Pressure	AI-29	30058	R	psig		X
Circuit_B_Discharge_Pressure_Analog_Input	Circuit B Discharge Pressure	AI-30	30060	R	psig		X
Circuit_B_Suction_Pressure_Analog_Input	Circuit B Suction Pressure	AI-31	30062	R	psig		X
Aux_In_Customer_1	Customer defined auxiliary input	AI-36	30072	R	selectable		
Aux_In_Customer_2	Customer defined auxiliary input	AI-37	30074	R	selectable		
Aux_In_Customer_3	Customer defined auxiliary input	AI-38	30076	R	selectable		
Aux_In_Customer_4	Customer defined auxiliary input	AI-39	30078	R	selectable		
Aux_In_Customer_5	Customer defined auxiliary input	AI-40	30080	R	selectable		
Aux_In_Customer_6	Customer defined auxiliary input	AI-41	30082	R	selectable		
Aux_In_Customer_7	Customer defined auxiliary input	AI-42	30084	R	selectable		
Aux_In_Customer_8	Customer defined auxiliary input	AI-43	30086	R	selectable		
Aux_In_Customer_9	Customer defined auxiliary input	AI-44	30088	R	selectable		
Aux_In_Customer_10	Customer defined auxiliary input	AI-45	30090	R	selectable		
Circuit_A_Liquid_Line_Temp_Analog_Input	Circuit A Liquid Line Temperature	AI-46	30256	R	°F		
Circuit_B_Liquid_Line_Temp_Analog_Input	Circuit B Liquid Line Temperature	AI-47	30258	R	°F		
Circuit_C_Liquid_Line_Temp_Analog_Input	Circuit C Liquid Line Temperature	AI-48	30260	R	psig		
Circuit_D_Liquid_Line_Temp_Analog_Input	Circuit D Liquid Line Temperature	AI-49	30262	R	psig		
Temperature_Setpoint	Main Temperature Set point Supply, Space, or Return target temperature	AV-1	40002	RW	°F		X
Temperature_Heat_Cool_Deadband	Heat/Cool Spt Deadband when Room or Return control is active Clg Spt = Deadband /2 + Temp Spt Htg Spt = Deadband /2 - Temp Spt	AV-2	40004	RW	Delta in °F		X
Temperature_Setpoint_Unoccupied	Main Temperature Set point Supply, Space, or Return target temperature	AV-3	40006	RW	°F		
Temperature_Heat_Cool_Deadband_Unoccupied	Heat/Cool Spt Deadband when Room or Return control is active Clg Spt = Deadband /2 + Temp Spt Htg Spt = Deadband /2 - Temp Spt	AV-4	40008	RW	Delta in °F		
Cooling_Coil_Setpoint_Min	Cooling Coil Leaving Air Setpoint	AV-5	40010	RW	°F		X
Cooling_Coil_Setpoint_Max	Maximum Coil Leaving Setpoint	AV-6	40012	RW	°F		X
Dehumidification_Setpoint	Dehumidification Setpoint %RH for Space or Return control	AV-7	40014	RW	%		X
Outside_Dewpoint_Setpoint	Outside Dewpoint Dehumidification Trigger	AV-8	40016	RW	°F		X
Indoor_Dewpoint_Setpoint	Indoor Dewpoint Dehumidification Trigger	AV-9	40018	RW	°F		X
Unocc_Indoor_Dewpoint_Setpoint	Unoccupied Indoor Dewpoint Dehumidification Trigger	AV-10	40020	RW	°F		X
Unoccupied_Dehumidification_Setpoint	Unoccupied Dehumidification %RH Setpoint	AV-11	40022	RW	°F		X
Economizer_Temp_Enable_Setpoint	Economizer Ambient Temp Enable Setpoint Allow Econ when OAT is less than Setpoint	AV-12	40024	RW	°F		
Economizer_Enthalpy_Enable_Setpoint	Economizer Enthalpy Enable Setpoint Allow Econ when OA Enthalpy is less than Setpoint	AV-13	40026	RW	btu/lb		
Cooling_Lockout_Setpoint	Cooling Ambient Lockout Setpoint	AV-17	40034	RW	°F		X
Heating_Lockout_Setpoint	Heating Ambient Lockout Setpoint	AV-18	40036	RW	°F		X
Preheat_Lockout_Setpoint	Preheat Ambient Lockout Setpoint	AV-19	40038	RW	°F		
Economizer_Lockout_Setpoint	Economizer Ambient Lockout Setpoint	AV-20	40040	RW	°F		
Return_Duct_Static_Pressure_Setpoint	Return Duct Static Pressure Setpoint	AV-21	40042	R	"wc		
Space_Static_Pressure_Setpoint	Space Static Pressure Setpoint	AV-22	40044	RW	"wc		
Supply_Duct_Static_Pressure_Setpoint	Supply Duct Static Pressure Setpoint	AV-23	40046	RW	"wc		X
Space_CO2_Setpoint	Space_CO2_Setpoint	AV-24	40048	RW	ppm		
Outside_Air_Damper_Minimum_Setpoint_Occ	Outside Air Damper Minimum Setpoint	AV-24	40050	RW	%		

Valent Network Interface v8 Modbus/BACnet Points List

Variable	Description	BACnet Object	ModBus Object	Read or Write	Text or Unit of M		Included
					Active	Inactive	
Outside_RH_from_BMS	Outside RH from BMS Used when source selection is set to BMS	AV-26	40052	RW	%		X
Outside_Temp_from_BMS	Outside Temp from BMS Used when source selection is set to BMS	AV-27	40054	RW	°F		X
Return_RH_from_BMS	Return RH from BMS Used when source selection is set to BMS	AV-28	40056	RW	%		X
Return_Temp_from_BMS	Return Temp from BMS Used when source selection is set to BMS	AV-29	40058	RW	°F		X
Space_1_CO2_from_BMS	Space 1 CO2 from BMS Used when source selection is set to BMS	AV-30	40060	RW	ppm		X
Return_CO2_from_BMS	Return CO2 from BMS Used when source selection is set to BMS	AV-32	40062	RW	ppm		X
Space_RH_from_BMS	Space RH from BMS Used when source selection is set to BMS	AV-33	40066	RW	%		X
Space_Static_from_BMS	Space Static from BMS Used when source selection is set to BMS	AV-34	40068	RW	"wc		X
Space_Temp_from_BMS	Space Temp from BMS Used when source selection is set to BMS	AV-35	40070	RW	°F		X
SF_Control_Signal_BMS	BMS to control signal for supply fan speed	AV-36	40072	RW	%		X
EF_Control_Signal_BMS	BMS to control signal for exhaust fan speed	AV-37	40074	RW	%		X
OAD_Control_Signal_BMS	Allows the BMS to control OAD position	AV-38	40076	RW	%		
Aux_BMS_Analog_Output_1	BMS Commanded auxilary analog output	AV-39	40078	RW	selectable		X
Unit_Status_Mode	Unit Status Mode - See Table	AV-40	30092	R	Real		X
Supply_Temperature_Calculated_Setpoint	Active Supply Temperature Setpoint	AV-41	30094	R	°F		X
Cooling_1_Ramp_Capacity	Cooling Ramp 1 Status Value	AV-42	30096	R	%		X
Defrost_Ramp	Defrost Ramp	AV-44	30100	R	%		
Economizer_Ramp	Economizer Ramp	AV-45	30102	R	%		
Head_Pressure_Control_Ramp_1_Ramp	Head Pressure Control Ramp 1	AV-46	30104	R	%		X
Head_Pressure_Control_Ramp_2_Ramp	Head Pressure Control Ramp 2	AV-47	30106	R	%		
HP_Ramp_Capacity	Heat Pump Heating Ramp	AV-50	30112	R	%		
Heating_Capacity	Heating Ramp	AV-51	30114	R	%		X
Case_Heat_Control_Ramp	Case Heat Ramp	AV-52	30116	R	%		
Hot_Gas_Reheat_Ramp	Hot Gas Reheat Ramp	AV-53	30118	R	%		
Outside_Dewpoint	Outside Dewpoint	AV-54	30120	R	°F		X
Outside_Enthalpy	Outside Enthalpy	AV-55	30122	R	btu/lb		X
Return_Dewpoint	Return Dewpoint	AV-56	30124	R	°F		
Return_Enthalpy	Return Enthalpy	AV-57	30126	R	btu/lb		
Space_Dewpoint	Space Dewpoint	AV-58	30128	R	°F		X
Space_Enthalpy	Space Enthalpy	AV-59	30130	R	btu/lb		X
Circuit_A_Superheat	Circuit A Superheat	AV-60	30132	R	°F		X
Circuit_B_Superheat	Circuit B Superheat	AV-61	30134	R	°F		X
Total_Exhaust_Fan_CFM_BMS	Total Exhaust Fan CFM	AV-64	30140	R	CFM		
Total_Supply_Fan_CFM_BMS	Total Supply Fan CFM	AV-65	30142	R	CFM		X
OAD_CFM_BMS	OAD CFM	AV-66	30144	R	CFM		
Active_Temperature_Setpoint	Active_Temperature_Setpoint	AV-67	30146	R	°F		X
Chilled_Water_1_Valve_Analog_Output	Chilled Water 1 Valve Analog Output	AV-68	30148	R	%		
Electric_Heater_1_Analog_Output	Electric Heater 1 Analog Output	AV-70	30152	R	%		
Energy_Recovery_Analog_Output	Energy Recovery Analog Output	AV-72	30156	R	%		
Exhaust_Fan_Speed_Analog_Output	Exhaust Fan Speed Analog Output	AV-73	30158	R	%		
Hot_Water_Valve_1_Analog_Output	Hot Water Valve 1 Analog Output	AV-74	30160	R	%		
Mod_Gas_Furnace_1_Analog_Output	Mod Gas Furnace 1 Analog Output	AV-76	30164	R	%		X
Outside_Air_Damper_Analog_Output	Outside Air Damper Analog Output	AV-78	30168	R	%		
Supply_Fan_Speed_Analog_Output	Supply Fan Speed Analog Output	AV-79	30170	R	%		X
Modulating_Compressor_Analog_Output_BMS	First Modulating Compressor Analog Output - BMS	AV-80	30172	R	%		X
Circuit_A_Sat_Discharge_Temperature	Circuit A Saturated Discharge Temperature	AV-82	30176	R	°F		X
Circuit_B_Sat_Discharge_Temperature	Circuit B Saturated Discharge Temperature	AV-83	30178	R	°F		X
Circuit_A_Sat_Suction_Temperature	Circuit A Saturated Suciton Temperature	AV-86	30184	R	°F		X
Circuit_B_Sat_Suction_Temperature	Circuit B Saturated Suciton Temperature	AV-87	30186	R	°F		X
Coil_Temperature_Calculated_Setpoint	Calculated Coil Leaving Set point	AV-90	30192	R	°F		X
Unoccupied_Cooling_Setpoint	Active Cooling Setpoint - Unoccupied	AV-91	30194	R	°F		
Unoccupied_Heating_Setpoint	Active Heating Setpoint - Unoccupied	AV-92	30196	R	°F		
LatestAlm_AV	Most recent alarm - See Alarm Table	AV-93	30230	R	Integer		X
Device_Enable_DO_Word_Real_1	Device Enable DO Word - See Table	AV-94	30232	R	Bit Pack		X
Device_Enable_DO_Word_Real_2	Device Enable DO Word - See Table	AV-95	30234	R	Bit Pack		X
Ref_Ckt_PressTemp_Alarm_Word_Real_1	Refrigeration Circuit Word - See Table	AV-96	30236	R	Bit Pack		X
Ref_Ckt_PressTemp_Alarm_Word_Real_2	Refrigeration Circuit Word - See Table	AV-97	30238	R	Bit Pack		X
Device_Offline_Word_Real_1	Device Offline Word - See Table	AV-98	30240	R	Bit Pack		X
Device_Offline_Word_Real_2	Device Offline Word - See Table	AV-99	30242	R	Bit Pack		X
Device_Alarm_Word_Real_1	Device Alarm Word - See Table	AV-100	30244	R	Bit Pack		X
Device_Alarm_Word_Real_2	Device Alarm Word - See Table	AV-101	30246	R	Bit Pack		X
System_Word_Real_1	System Word - See Table	AV-102	30248	R	Bit Pack		X
System_Word_Real_2	System Word - See Table	AV-103	30250	R	Bit Pack		X
Unit_Status_Word_Real_1	Unit Status Word - See Table	AV-104	30252	R	Bit Pack		X
Unit_Status_Word_Real_2	Unit Status Word - See Table	AV-105	30254	R	Bit Pack		X

Valent Network Interface v8 Modbus/BACnet Points List

Variable	Description	BACnet Object	ModBus Object	Read or Write	Text or Unit of M		Included
					Active	Inactive	
Circuit_A_Subcool	Circuit A Subcooling	AV-106	30264	R	°F		
Circuit_B_Subcool	Circuit B Subcooling	AV-107	30266	R	°F		
Temperature_Reset_Mode	Occupied Reset Type Setpoint 1-No Reset(Supply Temp Control) 2-Space 3-Return 4-Outside	IV-1	40080	RW	Integer		X
Temperature_Reset_Mode_Unoccupied	Unoccupied Reset Type Setpoint 1-No Reset(Supply Temp Control) 2-Space 3-Return 4-Outside	IV-2	40082	RW	Integer		
Active_Temperature_Reset_Mode	Active Occupied Reset Type Setpoint 1-No Reset(Supply Temp Control) 2-Space 3-Return 4-Outside	IV-3	30198	R	Integer		X
Active_Temperature_Reset_Mode_Unocc	Active Unoccupied Reset Type Setpoint 1-No Reset(Supply Temp Control) 2-Space 3-Return 4-Outside	IV-4	30200	R	Integer		
LatestAlm	Most recent alarm - See Alarm Table	IV-5	30202	R	Integer		X
Device_Enable_DO_Word	Device Enable DO Word - See Table	IV-6	30206	R	Bit Pack		X
Ref_Ckt_PressTemp_Alarm_Word	Refrigeration Circuit Word - See Table	IV-7	30210	R	Bit Pack		X
Device_Offline_Word	Device Offline Word - See Table	IV-8	30214	R	Bit Pack		X
Device_Alarm_Word	Device Alarm Word - See Table	IV-9	30218	R	Bit Pack		X
System_Word	System Word - See Table	IV-10	30222	R	Bit Pack		X
Unit_Status_Word	Unit Status Word - See Table	IV-11	30226	R	Bit Pack		X
Exhaust_Fan_1_Status_Digital_Input	Exhaust Fan Status	BI-1	10009	R	Active	Inactive	
Supply_Fan_1_Status_Digital_Input	Supply Fan Status	B-2	10010	R	Active	Inactive	X
BMS_Watchdog	BMS Watchdog command Used to determine BMS comm status Must heartbeat within the watch dog timeout delay to detect comm status	BV-1	2	RW	Active	Inactive	X
System_Enable	Master system enable/disable point	BV-2	3	RW	Enable	Disable	X
BMS_Occupancy_Command	Occupancy Command	BV-3	4	RW	Unoccupied	Occupied	X
Reset_All_Alarms	Alarm Reset Command	BV-4	5	RW	Reset	Normal	X
Exhaust_Only_Mode_BMS_Cmd	Emergancy Exhaust Mode Command	BV-5	6	RW	Enable	Disable	
Pressurization_Only_Mode_BMS_Cmd	Emergancy Pressurization Mode Command	BV-6	7	RW	Enable	Disable	
Outside_RH_Source_BMS	Outside RH Source Selection	BV-7	8	RW	BMS	Local	X
Outside_Temp_Source_BMS	Outside Temp Source Selection	BV-8	9	RW	BMS	Local	X
Return_RH_Source_BMS	Return RH Source Selection	BV-9	10	RW	BMS	Local	X
Return_Temp_Source_BMS	Return Temp Source Selection	BV-10	11	RW	BMS	Local	X
Space_1_CO2_Source_BMS	Space 1 CO2 Source Selection	BV-11	12	RW	BMS	Local	X
Space_2_CO2_Source_BMS	Space 2 CO2 Source Selection	BV-12	13	RW	BMS	Local	X
Return_CO2_Source_BMS	Return CO2 Source Selection	BV-13	14	RW	BMS	Local	X
Space_RH_Source_BMS	Space RH Source Selection	BV-14	15	RW	BMS	Local	X
Space_Static_Source_BMS	Space Static Source Selection	BV-15	16	RW	BMS	Local	
Space_Temp_Source_BMS	Space Temp Source Selection	BV-16	17	RW	BMS	Local	X
SF_Control_Source_BMS	Allows the BMS to control supply fan speed	BV-17	18	RW	BMS	Local	X
EF_Control_Source_BMS	Allows the BMS to control exhaust fan speed	BV-18	19	RW	BMS	Local	
OAD_Control_Source_BMS	Allows the BMS to control OAD position	BV-19	20	RW	BMS	Local	
Aux_BMS_Digital_Output_1	BMS Commanded auxilary digital output	BV-20	21	RW	Active	Inactive	
Aux_BMS_Digital_Output_2	BMS Commanded auxilary digital output	BV-21	22	RW	Active	Inactive	
Occupied	Occupancy	BV-22	10002	R	Occupied	Unoccupied	X
Global_Alarm	General alarm point Optionally set to indicate any alarm is active, or a shutdown alarm is active	BV-23	10003	R	Alarm	Normal	X
BMS_Watchdog_Active	Status of the BMS watchdog heartbeat	BV-24	10004	R	Active	Inactive	X
OAD_Feedback_Error_Not_Economizing.Active	Feedback indicates OAD is not opening during economizer	BV-25	10005	R	Alarm	Normal	
OAD_Feedback_Error_Economizing.Active	Feedback indicates OAD is open	BV-26	10006	R	Alarm	Normal	
OAD_Feedback_Error_OAD_Not_Modulating.Active	Feedback indicates the OAD is not modulating	BV-27	10007	R	Alarm	Normal	
OAD_Feedback_Error_Excess_OA.Active	Feedback indicates the OAD is not closing	BV-28	10008	R	Alarm	Normal	
Supply_Fan_1_Alarm.Active	Supply Fan Alarm Active	BV-29	10011	R	Alarm	Normal	X
Exhaust_Fan_1_Alarm.Active	Exhaust Fan Alarm Active	BV-30	10012	R	Alarm	Normal	
Drain_Pan_Alarm.Active	Condensate Drain Pan Alarm Active	BV-31	10013	R	Alarm	Normal	X
Fire_Safety_Shutdown_Alarm.Active	Fire Safety Shutdown Alarm Active	BV-32	10014	R	Alarm	Normal	X
Refrigerant_Leak_Compressor_Alarm.Active	Refrigerant Leak Compressor Alarm Active	BV-33	10015	R	Alarm	Normal	X
Refrigerant_Leak_Airstream_Alarm.Active	Refrigerant Leak Airstream Alarm Active	BV-34	10015	R	Alarm	Normal	X

System_Word (IV-11/AV-102 & AV-103)		
IV-10 Bit	AV-102 Bit	Bit Description
0	0	Heat Wheel Enable
1	1	Preheat Enable
2	2	Reversing Valve (Cooling (0)/Heating(1))
3	3	
4	4	OA Damper End Switch Alarm
5	5	EA Damper End Switch Alarm
6	6	Supply Temp Low Limit Alarm
7	7	Supply Temp High Limit Alarm
8	8	Supply High Duct Static Alarm
9	9	Supply Fan 1 Alarm
10	10	Exhaust Fan 1 Alarm
11	11	Drain Pan Alarm
12	12	
13	13	Filter Alarm
14	14	Space High Static Alarm
15	15	Return Low Static Alarm
IV-10 Bit	AV-103 Bit	Bit Description
16	16	Shutdown Input Alarm
17	17	Energy Recovery Wheel High Diff Pressure
18	18	Energy Recovery Wheel Rotation Alarm
19	19	
20	20	Heat Pump Heating Lock Out Alarm
21	21	BMS Frequent Writes - Reduce Num of Writes
22	22	BMS Offline Alarm
23	23	
24	24	
25	25	
26	26	
27	27	
28	28	Heat-Cool Only - Dehumidification Request Active
29	29	Heat-Cool Only - Heating Request Active
30	30	Heat-Cool Only - Coil Setpoint Alarm Active
31	31	Heat-Cool Only - Supply Setpoint Alarm Active

Unit Status Word Table (IV-11/AV-104 & AV-105)		
IV-11 Bit	AV-104 Bit	Bit Description
0	0	Standby
1	1	Occupied Start
2	2	Unoccupied Start
3	3	Opening Dampers
4	4	Dampers Open
5	5	Fan Start Delay
6	6	Exhaust Fan On
7	7	Supply Fan On
8	8	System On
9	9	Soft Shutdown
10	10	System Disabled
11	11	Remote Off
12	12	System Shutdown Alarm
13	13	Supply Fan Only
14	14	Exhaust Fan Only
15	15	Purge Mode (Supply and Exhaust Only)
IV-11 Bit	AV-105 Bit	Bit Description
16	16	Case Heat Active
17	17	Fans Only
18	18	Economizing
19	19	Energy Recovery Active
20	20	Cooling
21	21	Heating
22	22	Dehumidifying
23	23	Hot Gas Reheat Active
24	24	HGRH Purging
25	25	Dehum w/Heat
26	26	Energy Recovery Defrost Active
27	27	Heat Pump Defrost Active
28	28	Morning Warm Up/Cool Down Active
29	29	Winter Ramp Active
30	30	
31	31	Overrides Active

Device Enable DO Word Table (IV-6/AV-94 & AV-95)		
IV-6 Bit	AV-94 Bit	Bit Description
0	0	Compressor 1 Start
1	1	Compressor 2 Start
2	2	Compressor 3 Start
3	3	Compressor 4 Start
4	4	
5	5	
6	6	
7	7	
8	8	Condenser Fan Ramp 1 Stage 1 Start
9	9	Condenser Fan Ramp 1 Stage 2 Start
10	10	Condenser Fan Ramp 1 Stage 3 Start
11	11	
12	12	Condenser Fan Ramp 2 Stage 1 Start
13	13	Condenser Fan Ramp 2 Stage 2 Start
14	14	Condenser Fan Ramp 2 Stage 3 Start
15	15	
IV-6 Bit	AV-95 Bit	Bit Description
16	16	Furnace 1 Start (External Furnace Controller Only)
17	17	Furnace 2 Start (External Furnace Controller Only)
18	18	
19	19	
20	20	Supply Fan Start
21	21	Exhaust Fan Start
22	22	
23	23	
24	24	
25	25	
26	26	
27	27	
28	28	
29	29	
30	30	
31	31	

Ref Ckt Press temp Alarm Word Table (IV-7/AV-96 & AV-97)		
IV-7 Bit	AV-96 Bit	Bit Description
0	0	Circuit A Discharge Pressure Sensor Alarm
1	1	Circuit A Discharge Temp Sensor Alarm
2	2	Circuit A Suction Pressure Sensor Alarm
3	3	Circuit A Suction Temp Sensor Alarm
4	4	Circuit B Discharge Pressure Sensor Alarm
5	5	Circuit B Discharge Temp Sensor Alarm
6	6	Circuit B Suction Pressure Sensor Alarm
7	7	Circuit B Suction Temp Sensor Alarm
8	8	Circuit A High Pressure Switch Alarm
9	9	Circuit A Low Refrigerant Pressure Alarm
10	10	Circuit B High Pressure Switch Alarm
11	11	Circuit B Low Refrigerant Pressure Alarm
12	12	Circuit A High Sat Discharge Temp Alarm
13	13	Circuit B High Sat Discharge Temp Alarm
14	14	
15	15	
IV-7 Bit	AV-97 Bit	Bit Description
16	16	
17	17	
18	18	
19	19	
20	20	
21	21	
22	22	
23	23	
24	24	
25	25	
26	26	
27	27	
28	28	
29	29	
30	30	
31	31	

Device Offline Word Table (IV-8/AV-98 & AV-99)		
IV-8 Bit	**AV-98 Bit**	**Bit Description**
0	0	Cold Coil Temperature Sensor Alarm
1	1	
2	2	
3	3	Supply Duct Static Pressure Sensor Alarm
4	4	Supply Fan AFMS Alarm
5	5	Supply Air Temp Sensor Alarm
6	6	Exhaust Fan AFMS Alarm
7	7	Exhaust Temperature Sensor Alarm
8	8	Outside Air Temp Sensor Alarm
9	9	Outside RH Sensor Alarm
10	10	
11	11	Greentrol OAD AFMS Alarm
12	12	Return CO2 Sensor Alarm
13	13	Return Duct Static Pressure Sensor Alarm
14	14	Return Temperature Sensor Alarm
15	15	Return RH Sensor Alarm
IV-8 Bit	**AV-99 Bit**	**Bit Description**
16	16	Space CO2 Sensor Alarm
17	17	Space RH Sensor Alarm
18	18	Space Static Pressure Sensor Alarm
19	19	Space Temperature Sensor Alarm
20	20	IG Furnace Alarm
21	21	
22	22	Inverter Scroll 1 Alarm
23	23	
24	24	EVD Valve A Alarm
25	25	
26	26	SF VFD Alarm
27	27	EF VFD Alarm
28	28	
29	29	
30	30	
31	31	

Device Alarm Word Table (IV-9/AV-100 & AV-101)		
IV-9 Bit	**AV-100 Bit**	**Bit Description**
0	0	Space TStat 1 Offline
1	1	Space TStat 2 Offline
2	2	Space TStat 3 Offline
3	3	Space TStat 4 Offline
4	4	VFD Offline Supply Fan
5	5	VFD Offline Exhaust Fan
6	6	
7	7	
8	8	Expansion Board 1 Alarm
9	9	Expansion Board 2 Alarm
10	10	Expansion Board 3 Alarm
11	11	Expansion Board 4 Alarm
12	12	
13	13	
14	14	
15	15	
IV-9 Bit	**AV-101 Bit**	**Bit Description**
16	16	IG Furnace Controller 1 Offline
17	17	IG Furnace Controller 2 Offline
18	18	
19	19	
20	20	
21	21	
22	22	
23	23	
24	24	
25	25	
26	26	
27	27	Primary Unit Offline Alarm
28	28	Secondary Unit 1 Offline Alarm
29	29	Secondary Unit 2 Offline Alarm
30	30	Secondary Unit 3 Offline Alarm
31	31	Secondary Unit 4 Offline Alarm

UNIT STATUS MODE (AV-40)			
0	Standby	20	Economizing
1	Unoccupied Start	21	Cooling
2	Occupied Start	22	Heating
3	Opening Dampers	23	Dehumidifying
5	Dampers Open	24	
6	Fan Start Delay	25	HGRH Purging
7	Exhaust Fan Start	26	Energy Recovery Defrost Active
8	Supply Fan Start	27	A2L Refrigerant Leak Alarm
9	Startup Delay	28	A2L Refrigerant Leak Alarm Fan Only Mode
10	System On	29	Dehumifying w/Heat
11	Soft Shutdown	30	Overrides
12	System Disabled	31	Expansion Offline
13	Remote Off	32	
14	System Shutdown Alarm	33	Energy Recovery Active
15	Pressurization Only	34	Hot Gas Reheat Active
16	Exhaust Only	35	Morning Sequence Active
17	Fans Only Purge	36	Heat Pump Defrost
18	Case Heat Active	37	Winter Ramp Active
19	Fans Only		

Alarm Table (IV-5/AV-93)					
0	Supply Fan 1 Run - Status Not Proven	64	Heat Wheel Rotation - Not Detected	122	First Inverter Alarm - Serious
1	Freeze Protection - Thermostat Tripped	65	Secondary Unit Offline - Unit 1	123	First Inverter Alarm - Irreversible
2	High Supply Duct - Static Pressure	66	Secondary Unit Offline - Unit 2	124	First Inverter PEC - Invalid Data Set
3	Low Return Duct - Static Pressure	67	Secondary Unit Offline - Unit 3	125	First Inverter STO - Safe Torque Off Open
4	Outside Air Temp - Sensor Value Not Valid	68	Secondary Unit Offline - Unit 4	126	First Inverter Offline - Modbus Comms Lost
5	Supply Air Temperature - Sensor Value Not Valid	69	Primary Unit Offline -	133	Space Thermostat 1 - Sensor Offline
6	Cold Coil 1 Temp - Sensor Value Not Valid	71	Multi Devices per Ch - Contact Tech Support	134	Space Thermostat 2 - Sensor Offline
7	Cold Coil 2 Temp - Sensor Value Not Valid	74	Shutdown Contact - In Alarm Position	135	Space Thermostat 3 - Sensor Offline
9	Exhaust Air Temp - Sensor Value Not Valid	75	Comp Maint Alarm - Run Hours Spt Reached	136	Space Thermostat 4 - Sensor Offline
10	Mixed Air Temperature - Sensor Value Not Valid	76	Supply Air Temperature - High Limit Shutdown	137	IG Furnace 1 - No flame after 3 tries
11	Return Air Temperature - Sensor Value Not Valid	77	Space High Static Pres - Shutdown	138	IG Furnace 1 - Large - No flame after 3 tries
12	Space Temperature - Sensor Value Not Valid	78	Internal Board Temp - Exceeds -40F or 158F	139	IG Furnace 1 Combust - Fan High Pressure Sw
13	Return Air RH - Sensor Value Not Valid	79	BMS Offline - Watchdog is FALSE	140	IG Furnace 1 Ignition - Controller Alarm
14	Space RH - Sensor Value Not Valid	78	Internal Board Temp - Exceeds -40F or 158F	138	IG Furnace 1 Large - no flame after 3 tries
15	Outside RH - Sensor Value Not Valid	80	Clg Coil Setpt Input - Value is not valid	141	IG Furnace 1 Pressure - Switch Fault Alarm
16	Low Pressure Switch - Circuit A	81	Sup Air Setpt Input - Value is not valid	142	IG Furnace 1 Combust - Fan Proving Alarm
17	Low Pressure Switch - Circuit B	82	BACnet License - Not Installed	143	IG Furnace 1 - Max Retries
20	High Pressure Switch - Circuit A	83	Low Suction SH ExV A - EVD 1 Alarm	144	IG Furnace 1 - High Limit Trip
21	High Pressure Switch - Circuit B	85	LOP A EVD 1 - Low Operating Pressure	145	IG Furnace - pCOe 1 Offline
24	Damper End Switch Fail - Dampers are not open	87	MOP A EVD 1 - Max Operating Pressure	146	IG Furnace 1 IC Fault - Check Furnace Wiring
25	Exhaust Fan 1 Run - Status Not Proven	89	EEV A EVD 1 - Motor Alarm	147	IG Furnace 2 - No flame after 3 tries
26	Filters are Dirty - Replace Filters	91	LowSuct A EVD 1 - Refrigerant Temp	148	IG Furnace 2 - Large - No flame after 3 tries
27	Cond Drain Pan Full - Check Drain	93	High Condensing Temp - EVD 1	149	IG Furnace 2 Combust - Fan High Pressure Sw
28	Exp Board 1 Status - Board is Offline	94	Sens S1 EVD 1 - Sensor Value Not Valid	150	IG Furnace 2 Ignition - Controller Alarm
29	Exp Board 2 Status - Board is Offline	95	Sens S2 EVD 1 - Sensor Value Not Valid	151	IG Furnace 2 Pressure - Switch Fault Alarm
30	Exp Board 3 Status - Board is Offline	96	Sens S3 EVD 1 - Sensor Value Not Valid	152	IG Furnace 2 Combust - Fan Proving Alarm
31	Exp Board 4 Status - Board is Offline	97	Sens S4 EVD 1 - Sensor Value Not Valid	153	IG Furnace 2 - Max Retries
32	BMS Frequent Writes - Reduce Num of Writes	98	EVD 1 EEPROM Damaged - Call Tech Support	154	IG Furnace 2 - High Limit Trip
33	Space 1 CO2 - Sensor Value Not Valid	99	Incomplete Closing - EVD 1	155	IG Furnace - pCOe 2 Offline
34	Space Static Pressure - Sensor Value Not Valid	100	Emergency Closing - EVD 1	156	IG Furnace 2 IC fault - Check Furnace Wiring
35	Supply Duct Stat Press - Sensor Value Not Valid	101	EVD 1 Battery	157	Outside Air Greentrol - Offline or Flow Error
36	Return Duct Stat Press - Sensor Value Not Valid	102	FW Incompatibility - EVD 1	158	Exhaust Air Greentrol - Offline or Flow Error
37	Sup Fan AFMS - Sensor Value Not Valid	103	EVD 1 Config Error	159	Supply Air Greentrol - Offline or Flow Error
38	Exh Fan 1 AFMS - Sensor Value Not Valid	104	EVD 1 Comm - EVD 1 is Offline	169	ER Wheel High - Differential Pressure
39	Outside Damper AFMS - Sensor Value Not Valid	105	High Discharge Temp - First Inv Envelope	170	OA Damper Fault - Not Econ and should be
40	Space Setpt Adj Slider - Sensor Value Not Valid	106	Low Discharge Pressure - First Inv Envelope	171	OA Damper Fault - Econ and shouldn't be
41	Space 2 CO2 - Sensor Value Not Valid	107	High Suction Pressure - First Inv Envelope	172	OAD Fault - Damper not Modulating
42	Return CO2 - Sensor Value Not Valid	108	Low Suction Pressure - First Inv Envelope	173	OAD Fault - Excess Outdoor Air
43	Discharge Press Ckt A - Sensor Value Not Valid	109	High Current - First Inv Envelope	174	IG Furnace 1 - Combustion Fan Alarm
44	Discharge Press Ckt B - Sensor Value Not Valid	110	High Pressure Ratio - First Inv Envelope	175	IG Furnace 2 - Combustion Fan Alarm
47	Suction Press Ckt A - Sensor Value Not Valid	111	Low Pressure Ratio - First Inv Envelope	176	Supply Fan - VFD Offline
48	Suction Press Ckt B - Sensor Value Not Valid	112	Low Delta P - First Inv Envelope	177	Exhasut Fan - VFD Offline
51	Discharge Temp Ckt A - Sensor Value Not Valid	113	High Discharge Press - First Inv Envelope	180	Embedded EVD Error
52	Discharge Temp Ckt B - Sensor Value Not Valid	114	Compressor Staging - Order Skipped	181	SF VFD Alarm - Check VFD
55	Suction Temp Ckt A - Sensor Value Not Valid	115	Heat Pump Heating - Locked Out	182	EF VFD Alarm - Check VFD
56	Suction Temp Ckt B - Sensor Value Not Valid	116	EVD 1 Error - Unexpected Position	186	Compressor Refrig Leak - Furnace Locked Out
59	Ckt A High Saturated - Discharge Temperature	117	High SDT Lockout - Circuit A	187	Airstream Refrig Leak - SF Mitigation Sequence
60	Ckt B High Saturated - Discharge Temperature	118	High SDT Lockout - Circuit B	188	Fire Shutdown Alarm - Building Fire Alarm
63		121	First Inverter Alarm - Resettable	189	EA Damper End Switch - Damper is not open
190	Liquid Line Temp Ckt A - Sensor Value Not Valid	191	Liquid Line Temp Ckt B - Sensor Value Not Valid	192	Liquid Line Pres Ckt A - Sensor Value Not Valid
193	Liquid Line Pres Ckt B - Sensor Value Not Valid				

VX-312

Factory Controller Sequence of Operation

FACTORY CONTROLLER: Controller shall be provided with required sensors and programming for rooftop unit. Controller shall be factory programmed, mounted and tested. Controller shall have a LCD readout for changing set points and monitoring unit operation.

UNIT START COMMAND (Unit will be enabled to start once a jumper is placed between R to G):

- Factory mounted and wired outdoor air damper actuator is powered
- Supply fan starts after after a (adj.) delay.
- Tempering options to function as described below.

UNIT STOP COMMAND (OR DE-ENERGIZED):

- Supply fan, exhaust fan and tempering options de-energized.
- Outdoor air damper actuator is spring return close.

OCCUPIED/UNOCCUPIED MODES: Shall be based on a 7-day time clock internal to the controller. The schedule shall be set by the end user. When a user initiates an override input, the controller will switch from unoccupied to occupied mode. The controller will return to the scheduled occupied/unoccupied mode after the override time has expired. If internal time clock is disabled, a remote contact or a BMS can control the occupied/unoccupied mode.

Occupied Mode:

- Damper control per below.
- Supply fan ON.
- Heating per below.
- Cooling per below.

Unoccupied Mode (Unit Off): Unit remains off when in unoccupied mode.

- Supply fan OFF
- Tempering OFF
- Outdoor air damper closed.

MORNING WARMUP/COOL DOWN: Prior to occupancy, the unit will run using the warmup or cool down sequence until the occupied set point is achieved. The heating or cooling mode must not be locked out and the space temperature is below or above set point by the unoccupied hysteresis (adj.) (This Sequence must be field configured.)

SUPPLY BLOWER SEQUENCE: The supply blower is provided with a factory mounted variable frequency drive. The supply blower speed will be controlled with the following sequence. Minimum supply fan turndown is 50% of the design maximum operation.

Duct Static Pressure Sensor: The supply blower is modulated based upon the signal from a duct static pressure sensor (factory provided and wired, field mounted and tubing by others). The controller will modulate the supply fan based upon a comparison of the duct static pressure set point (adj.) to the actual duct static pressure level reported from the sensor. (**Mechanical high static protection cutoffs must be installed by others to protect the system and equipment from over-pressurization. The manufacturer does not assume responsibility for this.**)

COOLING SEQUENCE: The cooling is controlled to maintain the supply temperature set point. The mechanical cooling will be locked out when the outside air is < 55 F (adj.).

Packaged DX Cooling (Inverter Scroll): The controller will provide a modulating signal for cooling. From 0-50%, the inverter scroll will be controlled to maintain discharge temperature. From 50-100% the second stage will be on in combination with the inverter scroll compressor to maintain the discharge temperature. The electronic expansion valve will modulate to maintain 8F of superheat.

Modulating Hot Gas Reheat Sequence: During dehumidification the modulating HGRH is controlled to maintain the supply temperature set point.

Modulating Head Pressure Control: Lead condenser fan will have an EC motor and will modulate to maintain a head pressure set point.

DEHUMIDIFICATION CONTROL SEQUENCE: Dehumidification to be enabled and once enabled the cooling coil will be controlled based on the following sequences. The mechanical cooling will be locked out when the outside air is < 55 F (adj.)

Space Set Point Control (Room RH): When in dehumidification mode the controller will adjust the cold coil leaving air temperature set point between the minimum (adj.) and the maximum (adj.) limits, to satisfy the desired room relative humidity set point. Adjustable locally or by BMS.

Dehumidification Enable: Dehumidification mode to be enabled based on the outside air dew point condition. When the outside air dew point is greater than the desired set point (adj.), the unit will operate in dehumidification mode.

REHEAT SEQUENCE: While the unit is in dehumidification mode the outdoor air will be reheated via Modulating Hot Gas Reheat for space neutral applications.

Modulating Hot Gas Reheat: The controller will modulate the hot gas reheat reheat valve with a 0-10 V signal to maintain the supply temperature set point (adj.).

HEATING SEQUENCE: The heating is controlled to maintain the supply temperature set point. The heating will be locked out when the outside air is > 80 F (adj.).

Indirect Gas Furnace: The controller will modulate the indirect gas furnace to maintain the supply temperature set point (adj.).

TEMPERATURE CONTROL SEQUENCE: The unit will maintain the supply air discharge setpoint per the following. Adjustable locally or by BMS.

Room Reset: The controller will reset the supply air temperature set point to maintain the room temperature set point (adj.).

Supply Discharge Temperature Control: The supply setpoint will be a constant temperature setpoint from the controller (adj.). Adjustable locally or by BMS.

BUILDING FREEZE PROTECTION: If the supply air temperature drops below 35 F (adj.) for 300s (adj.), the controller will de-energize the unit and activate the alarm output.

UNIT LEAK DETECTION AND MITIGATION: The unit will be equipped with refrigerant leak detection sensors. These sensors along with the following sequence of operation are required per UL60335-2-40.

Refrigerant Leak Detected In Air Tunnel: If a refrigerant leak is detected in the air tunnel, the supply fan will operate at minimum airflow requirement, outside air damper will be opened, and compressors are disabled to reduce leakage rate. This operation is required in order to move stagnant refrigerant from within

the unit, duct, and space ensuring proper dilution of the refrigerant. This operation is required even if the unit is called to be off. After leak detection is cleared, the unit will go back to normal operation. Exception to this operation is when the unit is receiving an active fire alarm signal at the unit controller. If unit controller is receiving a fire alarm input, the unit will not operate the leak mitigation supply fan sequence.

Dry alarm contacts available to allow the building (by others) to perform external mitigation actions when necessary. These by other external actions include opening of zone dampers in the ductwork, disabling duct mounted electric resistance heaters, and/or enabling additional mechanical ventilation if required per ASHRAE 15.

Refrigerant Leak Detected In Compressor Compartment: If a refrigerant leak is detected in the compressor compartment and the unit is configured with an indirect gas furnace, the furnace will be disabled while leak detection is active. After leak detection is cleared, the unit will go back to normal operation.

ALARMS INDICATION: The controller will display alarms and have one digital output for remote indication of an alarm condition. Possible alarms include:

Building Management System: The controller will send all alarms to the BMS.

Supply and Exhaust Air Alarm: The controller monitors the proving switch on each blower and sends an alarm in the case of either blower proving switch not engaging.

DX Alarm: The controller monitors the refrigerant pressure. In the case of low refrigerant pressure the compressors will shut down until refrigerant pressure returns to normal values and the controller will send an alarm. In the case of high refrigerant pressure the compressors will shut down, requiring a manual reset and the controller will send a alarm.

Temperature Sensor Alarm: The controller sends an alarm in the case of a failed air temperature sensor.

Pressure Sensor Alarm: The controller sends an alarm in the case of a failed pressure sensor.

ACCESSORIES: The following accessories will be included with the unit to expand the functionality or usability of the controller.

BMS Interfacing: A BMS port or serial card is provided with the controller for field interfacing with a building management system. Each card is sent out with the default parameters, and the controls contractor must change the appropriate addresses to match the BMS settings.

Phase and Brownout Protection: Factory mounted and wired component which monitors the main power coming into the unit. If a phase drops out, or if the incoming voltage exceeds the acceptable range, the component will turn off the unit to help protect the electrical systems.

Condensate Overflow Unit Shutdown: Factory mounted condensate overflow switch wired to the unit controller. The controller monitors the condensate overflow switch. If the water level in the drain pan reaches a certain level, the unit will shutdown and send an alarm.

Airflow Monitoring: The supply fan will have an airflow monitoring pressure tap on the inlet cone. The differential pressure across the fan cone is converted to an airflow reading by using the energy conservation principle and the fan wheel K-factor. The airflow can be monitored via the LCD and BAS.

Damper End Switch: Damper end switched will be provided to ensure the supply and exhaust fans do not enable until the dampers are proven open.

Warranty Statement for Dedicated Outdoor Air Systems (DOAS)

Unit Warranty

Valent warrants the equipment to be free from defects in material and workmanship for a period of 18 months from ship date. Initial startup must be completed within six months of the shipment date, and a startup report must be submitted to Valent.

Heat Exchanger Extended Warranty

Valent warrants the stainless steel heat exchanger to be free from defects in material and workmanship for a period of 25 years from the shipment date.

Compressor Extended Warranty

Valent warrants the refrigerant compressor(s) to be free from defects in material and workmanship for a period of 5.5 years from the shipment date.

Warranty Notes

Any component which proves defective during the warranty period will be repaired or replaced at Valent's sole option when returned to our factory, transportation prepaid. All warranties do not include labor costs associated with troubleshooting, removal, or installation. Valent will not be liable for any consequential, punitive, or incidental damages resulting from use, repair, or operation of any Valent product. These warranties are exclusive and are in lieu of all other warranties, whether written, oral, or implied, including the warranty of merchantability and the warranty of fitness for a particular purpose. No person (including any agent or salesperson) has authority to expand Seller's obligation beyond the terms of this warranty, or to state that the performance of the product is other than that published by Seller.

As a result of our commitment to continuous improvement, Valent reserves the right to change specifications without notice.

GKD Roof Curb

Model: GKD-91.4/148.6-G24

Curb Height (in.)	Curb Length (in.)	Curb Width (in.)	Material	Finish Type	Duct Adapter	Curb Weight (lb)
24	148.6	91.4	Galvanized	Galvanized	Yes	473

Standard Construction Features:
All dimensions shown are actual and in units of in.'s
If unit is selected with side or end discharge/return, there will not be bottom connections supplied with the curb.
14 gauge galvanized steel (perimeter channels).
14 gauge galvanized steel (interior channels).
14 gauge galvanized steel (perimeter channels).
14 gauge galvanized steel (interior channels).
Ships knocked down for field assembly.
Curb insulation to be provided by others.

Curb Detail

