

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

Monday, May 19, 2025
6:15 P.M. – Council Chambers

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
 - A. Public Affairs Committee of April 21, 2025
3. Public Participation / Presentations
4. Items for Consent
 - A. Agreement with MKSK Studios to Prepare an Architectural and Historical Survey of the City's Existing Historic Districts and Select Residential Neighborhoods
 - B. Homecoming Parade – West Chicago Community High School District 94
 - C. CF Cycle for Life – Cystic Fibrosis Foundation
 - D. Battle of the Bands - West Chicago Park District
 - E. Wine in the Park – West Chicago Park District
 - F. Hello Summer – West Chicago Park District
 - G. Taco & Art Fest – West Chicago Park District
 - H. West Chicago Railroad Days – Western DuPage Chamber of Commerce
5. Items for Discussion
 - A. Illegal parking on Route 38 (West Chicago Social Club)
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. West Chicago Police Department Monthly Report
9. Adjournment

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday, April 21, 2025, 6:15 P.M.

1. Call to Order, Roll Call, and Establishment of a Quorum.

Chairman Chassee called the meeting to order at 6:15pm. Roll Call found Alderman Brown, Hallett, Birch Ferguson, Smith, Short and Banas.

2. Approval of Minutes.

A. Public Affairs Committee Minutes of March 17, 2025. Alderman Banas made a motion, seconded by Alderman Brown to approve the minutes of the Public Affairs Committee. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson Smith, Short and Banas. Voting Nay: 0. Abstain: 0. Motion carried.

3. Public Participation / Presentations.

A. Mark Neal, 236 W. York Ave, is in favor of allowing chickens on residential properties.

B. Kurt Jaros, 228 N. Oakwood Ave, is also in favor of allowing chickens on residential properties. He believes having chickens is a great way to teach children responsibility and self-reliance.

C. Matthew Myers, 825 Meadowlark Drive, had a question regarding the fine fees on Ordinance 25-O-0013. Chief Fleury explained that the fines did not change but were put into a chart to make it easier to read and understand.

4. Items for Consent.

A. Ordinance 25-O-0012 – Schedule of Fines and Penalties. Alderman Banas made a motion, seconded by Alderman Hallett to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith, Short and Banas. Voting Nay: Abstain: 0. Motion carried.

B. Ordinance 25-O-0013 – Administrative Adjudication. Alderman Banas made a motion, seconded by Alderman Hallett to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith, Short and Banas. Voting Nay: Abstain: 0. Motion carried.

C. Ordinance 25-O-0014 – Red Light Automated Traffic Enforcement System. Alderman Banas made a motion, seconded by Alderman Hallett to direct this item to City

Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith, Short and Banas. Voting Nay: Abstain: 0. Motion carried.

D. Ordinance 25-O-0015 – Adoption of Child Passenger Protection Act. Alderman Banas made a motion, seconded by Alderman Hallett to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith, Short and Banas. Voting Nay: Abstain: 0. Motion carried.

5. Items for Discussion.

- A. Downtown Parking – This topic will be discussed at a further date to include cost.
- B. Discussion on Allowing Chickens on Residential Properties. Alderman Brown expressed her support for having chickens. Alderman Hallett did not support the idea and Alderman Short had health and disposal questions.

6. Unfinished Business.

7. New Business.

8. Reports from Staff.

- A. West Chicago Police Department Monthly Reports

9. Adjournment. Alderman Banas made a motion to adjourn, seconded by Alderman Short. The motion was approved by voice vote, and the meeting adjourned at approximately 6:45pm.

Respectfully submitted,

Yahaira Bautista

Administrative Assistant to Chief of Police
West Chicago Police Department

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Contract Agreement with MKSK Studios to Prepare an Architectural and Historical Survey of the City's Existing Historic Districts and Select Residential Neighborhoods

Resolution No. 25-R-0041

AGENDA ITEM NUMBER: 4. A.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: May 19, 2025

COUNCIL AGENDA DATE: May 19, 2025

STAFF REVIEW: Tom Dabareiner, AICP

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR: Michael Guttman

SIGNATURE _____

Staff issued a Request for Proposals earlier this Spring seeking a consulting firm to prepare an architectural and historical survey of the City's two existing historic districts as well as four residential neighborhoods that contain historically significant homes. The City budgeted \$75,000 for this project in the FY2025 budget. Staff received submissions from four firms. MKSK Studios submitted the lowest cost of the four. MKSK has extensive experience in historical architecture, historic surveys, and historical preservation planning demonstrating their ability to perform the proposed work.

The City's two existing historic districts, Turner Junction and East Washington Street, were originally surveyed in 1990 and 1998, respectively, and are in need of an update. Members of the Historical Preservation Commission directed staff to also pursue surveying residential neighborhoods in the immediate areas surrounding the downtown to determine the historical significance of the homes. These areas include Old Heidelberg, Town of Turner, Town of Junction, and the Elmwood and Highland residential neighborhood. The survey project is consistent with the City's Comprehensive Plan, which encourages the City to "Consider a wide variety of strategies and policies to promote and raise awareness of the City's historical assets".

A contract with MKSK to perform this survey has been prepared and is attached for consideration. If approved, the project will begin this summer with historical research being performed followed by the field survey occurring in the fall. The final survey report will be completed in February of 2026 and will be in both Spanish and English. The total cost of the project provided by MKSK is \$58,640. MKSK has provided staff with information demonstrating they carry the minimum liability insurance required by the City.

ACTION PROPOSED:

Consideration of the contract with MKSK Studios Inc. to prepare an architectural and historical survey.

COMMITTEE RECOMMENDATION:**ATTACHMENTS:**

Draft Resolution 25-R-0041
Draft Contract with MKSK Studios
MKSK Studios Submittal

RESOLUTION NO. 25-R-0041

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE
A CONTRACT AGREEMENT WITH MKSK, INC. FOR
THE PREPARATION OF AN ARCHITECTURAL AND HISTORICAL SURVEY**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor is hereby authorized to execute a Contract Agreement for the preparation of an Architectural and Historical Survey between the City of West Chicago and MKSK, Inc. for an amount not to exceed \$58,640.00, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this 19th day of May 2025.

AYES: _____

NAYES: _____

ABSTAIN: _____

ABSENT: _____

Mayor Daniel Bovey

ATTEST:

Executive Assistant Valeria Perez

PROJECT NAME: City of West Chicago (IL) Historic Preservation Professional Consulting Services for the Preparation of an Architectural and Historical Survey of the City's Existing Historic Districts and Select Neighborhoods

DATE: April 21, 2025

MKSK PROJECT #: cXXXXX

TO: Tom Dabareiner, Community Development Director

EMAIL: tdabareiner@westchicago.org

PHONE: 630-293-3028

FROM: Nicholas P. Kalogeresis, AICP, Associate Principal

EMAIL: nkalogeresis@mkskstudios.com

PHONE: 708-805-7089

DESCRIPTION OF PROJECT

MKSK will provide professional historic preservation consulting services to prepare an architectural and historical survey of the City of West Chicago's two existing landmark districts and four select residential neighborhoods. MKSK will be the project Prime, Jean Guarino, Ph.D., and Douglas Gilbert will be Subconsultants.

Preparing the survey will involve nine (9) distinct tasks to be completed over nine (9) to ten (10) months between May 2025 and February 2026. Task 1 will be the initial project coordination meeting with the staff of the City of West Chicago. Task 2 will focus on research and information collection, a review of Sanborn Maps, and any available permits to understand the construction dates and the survey areas' historical development. Draft context essays will be the key deliverable for this task. Task 3 will focus on creating the survey inventory form and conducting the in-the-field survey. The MKSK Team will complete the field survey using SiteVista, an internet-based survey software program, by November 2025.

Tasks 4, 5, and 6 include mapping and identifying inventoried historic resources according to their significance status and preparing Draft and Final Survey Reports incorporating findings and conclusions regarding future historic landmarks and districts. Task 7 will deliver an inventory database in a Microsoft Excel, ESRI shapefile, or another format suitable for use by the City of West Chicago and its Historical Preservation Commission. Task 8 includes various community engagement efforts during the process, including meetings with the Historical Preservation Commission.

Task 9 will include translating the Final Survey Report and all outreach materials, including the project website, into Spanish.

Materials and report documents, including maps, photos, and associated data, will be delivered in Adobe InDesign, GIS shapefiles, and other formats as requested by the City of West Chicago. During the survey process, MKSK will collaborate with the City of West Chicago, the Historical Preservation Commission, and other stakeholders to meet the West Chicago community's needs and satisfy this project's requirements.

COMPENSATION

PROJECT FEE: \$54,140

☒ HOURLY

☐ LUMP SUM

ADDITIONAL SERVICES FEE: \$0.00

☐ HOURLY

☒ LUMP SUM

PROJECT EXPENSES: \$4,500

TOTAL PROJECT FEES: \$58,640

AUTHORIZATION

MKSK:

CLIENT: City of West Chicago

PRINT: Nicholas P. Kalogeresis, AICP (MKSK)

PRINT: City of West Chicago

DATE: April 21, 2025

DATE: April 21, 2025



MKSINC-01

JSIZEORE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Driehaus Insurance Group LLC 700 Walnut St Suite 600 Cincinnati, OH 45202	CONTACT NAME:	
	PHONE (A/C, No, Ext): (513) 977-6860	FAX (A/C, No): (513) 214-3388
	E-MAIL ADDRESS: info.support@driehausins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Valley Forge Insurance Company	
	INSURER B: Continental Casualty Co	
INSURED MKS, Inc 462 S. Ludlow Alley Columbus, OH 43215	NAIC #	
	INSURER C: The Continental Insurance Company	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	20443	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Al Primary & <input checked="" type="checkbox"/> Non-Contributory GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			B 7092918883	11/14/2024	11/14/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Al Primary <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			B 7092918883	11/14/2024	11/14/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			B 7092943525	11/14/2024	11/14/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N		N/A	WC 8 18297905	11/14/2024	11/14/2025	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liab			LAH591972977	11/14/2024	11/14/2025	Each Claim 2,000,000
B	Claims Made			LAH591972977	11/14/2024	11/14/2025	Aggregate 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured and Waiver of Subrogation as designated above is provided when required of the Named Insured by written contract or agreement.

The City of West Chicago, its officers, officials, employees, agents, and volunteers as additional insured on a primary and non-contributory basis, and shall contain a waiver of subrogation against the City of West Chicago with respects to General Liability.

CERTIFICATE HOLDER

CANCELLATION

City of West Chicago
475 Main Street
West Chicago, IL 60185

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

David M. Driehaus

CITY OF WEST CHICAGO - REQUEST FOR PROPOSALS

PREPARATION OF AN ARCHITECTURAL AND HISTORICAL SURVEY OF THE CITY'S EXISTING HISTORIC DISTRICTS AND SELECT NEIGHBORHOODS

April 2, 2025 by 4:00pm



MKSK



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WE ARE COMMITTED TO SOLVING THE PRESSING
ISSUES IN OUR CITIES AND COMMUNITIES. WE DO
THIS BY FOCUSING ON THE INTERACTION BETWEEN
PEOPLE AND PLACE. WE BUILD ON LOCAL
STRENGTHS TO CREATE STRONGER COMMUNITIES
AND HEALTHIER ENVIRONMENTS.

April 1, 2025

MKSK

Mr. John Sterrett
Assistant Director of Community Development
City of West Chicago
475 Main Street,
West Chicago, Illinois 60185

RE: Request for Proposal - Historic Preservation Professional Consulting Services for the Preparation of an Architectural and Historical Survey of the City's Existing Historic Districts and Select Neighborhoods

Dear Mr. Sterrett:

On behalf of MKSK, Jean Guarino, Ph.D., and Douglas E. Gilbert, we would like to thank you for the opportunity to present our letter of interest and professional services proposal for undertaking a comprehensive architectural and historical survey of existing historic districts and select neighborhoods.

Our team comprises experienced preservation planners, architectural historians, and preservation architects with experience in every facet of architectural and historical surveys. This includes historic context research, context essay writing, in-the-field documentation, photography, and the evaluation of properties as part of comprehensive survey reports. We are also skilled in utilizing the latest digital field survey technologies, which enable a seamless transition from on-site survey data collection to usable databases for integration into local Geographic Information Systems and other technologies. We also strive to make our surveys helpful to communities, such as crafting context statements as comprehensively as possible to support the development of walking tours, information brochures, and educational materials for community access. Most importantly, our surveys should provide concrete recommendations for future landmarks and districts, serving as a basis for effective community preservation planning.

Beyond our qualifications, our team has collaborated on a range of survey assignments for Chicago-area and Illinois communities, including Downers Grove, Evanston, Highland Park, Deerfield, Peoria, and Bloomington. We collaborated on a 3,000-plus property survey for the Village of River Forest in 2012, which included a series of context essays on the community's history and its architects who helped design its Prairie School masterpieces and Revival-styled estates. In 2015, we conducted an intensive survey and inventory of several neighborhoods in Downers Grove, which helped spark renewed interest and enthusiasm for local heritage. Several properties in the Downers Grove survey areas included Sears kit homes.

In addition to our survey work, we are experienced preservation planners, having undertaken assignments from municipal and county-wide preservation plans to statewide preservation plans for State Historic Preservation Offices. We also bring extensive practice experience in preparing National Register nominations for large residential and commercial area historic districts. Our National Register work has led to the revitalization of neighborhoods and the reuse of buildings through various incentives, including the Federal and State Historic Preservation Tax Credit Programs.

What interests our team in this planning project is the prospect of collaborating with the City, its Historical Preservation Commission, residents, and preservation advocates in West Chicago to undertake a deeper exploration of its architectural heritage. The survey may also provide other tangible benefits, including generating new history narratives for heritage tourism needs and facilitating preservation-based economic development. This assignment is also an opportunity to build on past successes and address current preservation challenges.

We have reviewed the RFP document and acknowledge its requirements and stipulations. We look forward to addressing any questions you may have regarding our approach and qualifications.

Respectfully submitted,



MKSK, Inc.
Nicholas P. Kalogeresis, AICP, Associate Principal, Principal in Charge
nkalogeresis@mkskstudios.com
312.809.9707

cc: Jane Jordan, CBDO, Principal, jjordan@mkskstudios.com

FIRM OVERVIEW

MKSK

Together we plan and design a world in which we all want to live.

MKSK is a collective of Planners, Urban Designers, and Landscape Architects, founded in 1990, who are passionate about the interaction between people and place. We are an employee-owned practice with a network of twelve metropolitan studios in Illinois, Indiana, Ohio, Kentucky, New York, South Carolina, Georgia, Florida, and the District of Columbia. MKSK works to solve the pressing issues in our cities and communities, and build places where people want to live. We work with communities and clients to reimagine, plan, and design dynamic environments for the betterment of all. MKSK approaches planning and design with a clear understanding that each place is unique and has economic, social, environmental, historical, and cultural influences which should be explored through thoughtful, context sensitive design. We help communities and our clients meet the challenges of changing global conditions through the MKSK LAB for Climate and Biodiversity Resilience.

We shape place to improve lives, and we share our transformational stories and the power of strong planning and design to inspire ourselves, our peers, and the world to work together for the common good. Together we plan and design a world in which we all want to live.

Point of Contact:

Nicholas P. Kalogeresis, AICP, Associate Principal
 3057 North Rockwell Street, Chicago, Illinois 60618
bweidl@mkskstudios.com
 847.910.1406

COLUMBUS	614.621.2796
ATLANTA	404.500.8575
CHICAGO	312.809.9707
CINCINNATI	513.818.3842
CLEVELAND	216.423.6150
GREENVILLE	864.626.5715
INDIANAPOLIS	317.423.9600
LAFAYETTE	765.250.9209
LOUISVILLE	502.694.1416
ORLANDO	407.871.9607
ROCHESTER	614.621.2796
WASHINGTON DC	202.543.6550

mkskstudios.com

HISTORIC PRESERVATION PLANNING

MKSK



MKSK understands that historic preservation plans must address the preservation of key landmarks and districts. Preserving historic places helps retain the visual record of ourselves and our communities – the visible links of our collective past and culture. Yesterday's preservation plans, however, while focusing mostly on identifying future landmarks and districts, are not enough to address the complex livability and quality of life issues facing our communities today. Today's preservation plans must be relevant to today's needs, including creating new jobs, retaining naturally occurring affordable housing, revitalizing traditional neighborhoods and downtowns, and addressing environmental stewardship, and sustainability. They must also inspire the involvement of younger generations and more diverse populations to participate in local preservation efforts.

Our goal in our preservation planning is to identify key strategic actions that build a more robust community historic preservation ethic. We also identify preservation opportunities that attract investment, support a community's future vision, and enhance the quality of life and economic opportunity for all residents. We accomplish this through thorough analysis and effective community engagement that fosters stakeholder participation and ownership.

The following principles guide our preservation planning practice:

- We bring a **critical understanding of community planning, architectural history, and preservation strategies.**
- We recognize key success factors for implementation such as **funding, stakeholder, and community buy-in, resource commitments, political will, and leadership.**
- We align public and private sector goals into **implementation actions that offer results in revitalizing downtowns and neighborhoods, enhancing tourism, facilitating catalytic adaptive use, and preserving places that matter.**
- We champion **urban placemaking, arts and culture connections, walkable districts, multi-modal transportation enhancements, and sustainable healthy community design practices** that result in significant reinvestment.
- We bring broad experience in **ordinances, funding, and regulatory tools.**
- We offer a variety of live and virtual **public engagement opportunities** to gain the community's interest and input.
- We create **exciting and achievable visions** that motivate leaders, stakeholders, funders, and the public, which lead to successful preservation projects.
- We understand the importance of **careful and thoughtful quality planning** that preserves each community's unique sense of place and character.

OUR TEAM AND EXPERIENCE

MKSK, Jean Guarino, Ph.D., and Douglas E. Gilbert are a team of committed preservation planners, architectural historians, and preservation architects passionate about helping communities preserve their irreplaceable heritage. We are experienced in documenting architectural and historical resources through various survey efforts for communities in the Chicago metropolitan area and throughout the state. Team personnel have collaborated on survey and documentation assignments for Berwyn, River Forest, Evanston, Downers Grove, and Madison, Indiana. Having served as the survey team for the Downers Grove project, we are familiar with the Sears Catalog and other kit homes produced by Aladdin, Gordon-Van Tine, and Harris Brothers during the early decades of the 10th century.

PRIME CONSULTANT AND TEAM LEAD

MKSK

Since its founding in 1990, MKSK has served a diverse range of public and private sector clients, including city planning departments, urban design and historic preservation commissions, economic development entities, neighborhood associations, colleges, and universities, as well as developers and investors. The firm's planning work focuses on addressing complex planning issues for downtowns, historic places, neighborhoods, corridors, innovation districts, streetscapes, and public spaces. MKSK is currently completing preservation plan assignments in Hot Springs, Arkansas, and Manhattan, Kansas, as well as a set of historic district design guidelines for the City of St. Louis, Missouri. MKSK has studio locations in Chicago, IL; Atlanta, GA; Cincinnati, Columbus; and Cleveland, OH; Greenville, SC; Indianapolis and Lafayette, IN; Louisville, KY; Orlando, FL; and Washington, D.C.

As part of our work, MKSK is committed to addressing the critical planning and design issues of our time, including climate change, resiliency, and equity. We achieve this by focusing on the interaction between people and places and by building local strengths to create stronger communities and healthier environments.

MKSK's project roles and responsibilities for this assignment will include:

- Project Manager and Principal Preservation Planner
- Field Survey Planning and On-Site Survey Work
- Property Research
- Survey Conclusions and Final Survey Report
- Community Engagement

Assigned Staff:

Nicholas P. Kalogeresis, AICP, Associate Principal and Principal-in-Charge for this assignment, possesses experience and skills in historic preservation planning, including preparing preservation plans, historic and cultural resource surveys, and Main Street revitalization assessments, as well as creating landmark district design guidelines for various cities, counties, and states across the country. Before joining MKSK in March 2024, Nick served as an Associate Principal at the Lakota Group from 2008 to 2024 and as a Program Associate at the National Main Street Center from 1998 to 2008. Before joining MKSK, Nick completed the 2022-2032 State Historic Preservation Plan for the Texas Historical Commission. In 2009, he led a planning process to prepare the City of San Antonio's first citywide historic preservation plan. Nick believes that the most compelling places are those that embrace both the old and the new. Nick is certified under the Code of Federal Regulations, 36 CFR Part 61, Professional Qualifications Standards, for History and Architectural History. He is also a member of the American Institute of Certified Planners.

Related documentation experience as Associate Principal and Project Manager (before joining MKSK while Associate Principal at the Lakota Group):

- Village of River Forest (IL) Village-Wide Architectural and Historical Survey
- City of Evanston (IL) Landmark Inventory
- Village of Downers Grove (IL) Village-Wide Architectural and Historical Survey
- City of Berwyn (IL) Central Chicago Bungalow National Register Historic District Inventory
- Downtown Peoria (IL) National Register Historic District Survey and Inventory
- City of Highland Park (IL) Sunset Park Architectural and Historical Survey
- City of Highland Park (IL) Central East and Central Avenue/Deerfield Road Architectural and Historical Survey
- City of Madison (IN) Architectural and Historical Survey

- Village of Kenilworth (IL) Green Bay Road Survey
- City of DeKalb (IL) Downtown Architectural and Historical Survey and Design Guidelines

Carley Lemmon is an MSKS Planner with a professional background in public sector planning with the City of Valparaiso, Indiana, providing staff support for its Historic Preservation Commission, conducting public meetings, coordinating project reviews with city departments, mapping, and community engagement. Carley recently updated the zoning regulations for the River Raisin National Battlefield in Monroe, Michigan. Carley will provide mapping and staff support for this survey assignment.

SUBCONSULTANT TEAM

Jean Guarino, Ph.D.

Jean Guarino, Ph.D., is a professional architectural historian based in Oak Park with over 25 years of experience in documenting historic and cultural resources in Chicago-area communities. Jean's professional work assignments include architectural and historical surveys, documentation for the Historic American Buildings Survey and the Historic American Engineering Record (HABS/HAER), Section 106 and Section 707 review projects, and nominations to the National Register of Historic Places. Clients include municipalities, architecture firms, developers, engineering firms, and non-profit organizations. Her survey and documentation work focuses on context research and essay development, architectural descriptions, integrity assessment, digital photography, and research using primary and secondary sources. Dr. Guarino's professional background exceeds the U.S. Secretary of the Interior's Professional Qualifications Standards in Architectural History. Jean is also a certified Women-Owned Business with the City of Chicago.

Jean Guarino's project roles and responsibilities will include:

- Context Research and Essays
- Property Research
- Property Integrity Assessment
- Survey Conclusions

Douglas E. Gilbert

Douglas E. Gilbert, AIA, is an Oak Park, Illinois-based architecture firm specializing in historic preservation, building documentation, design guidelines, architectural and historical surveys, historic structures reports, and preservation planning. The firm helps clients preserve and retain each building's architectural qualities and attributes while finding creative and realistic solutions to preservation and reuse challenges. The firm collaborates with numerous public and private sector clients, spanning a range from small to large-scale rehabilitation projects. Doug is certified under the National Park Service's professional qualification standards in 36 CFR 61 for Architecture and Preservation Architecture. He also served as Chair of the Oak Park (IL) Historic Preservation Commission between 2001 and 2007.

Douglas E. Gilbert's project roles and responsibilities will include:

- Field Survey Planning and On-Site Survey Work
- Property Research
- Survey Conclusions

FIRM RESOURCES AND CAPACITY

MSKS has an outstanding record of successfully managing projects and delivering them on time. Establishing a reasonable project schedule and integrating adequate internal planning review and comment periods, as well as external client review, are critical to timely project delivery. Clear leadership assignments, practical project and team management, quality assurance and quality control, and appropriate allocation of experienced production staff are equally crucial to a successful design and design process. Through our team's experience, expertise, leadership, and staff availability, the City of West Chicago will be assured that our team will not have difficulty meeting the project schedules. Our capacity to perform this work is summarized as follows:

- Key members of our project team are available to begin working on this project without delay.
- We have built the needed depth into our project team to meet the requirements of this project.
- We have a proven record of meeting clients' design schedules and budgets.

Leadership and staff identified in this proposal by MKSK and our consultant partners possess the required experience, expertise, and availability to meet every aspect of the scope of services as described within the specified timeframe.

The MKSK Team has all the necessary facilities and a virtual network to deliver the project successfully. Our offices run the latest Windows Office 365 Operating Systems, which allow for moving projects and data between offices as workloads and schedules demand. Our network supports large file transfers, Cloud-based collaboration tools, and FTP capabilities, as needed on a project-by-project basis. We employ a staff of IT technicians to ensure that our software and hardware are up-to-date and compatible with the latest versions, enabling us to provide expedited technical support.

Project Management

An MKSK Associate Principal will be the day-to-day project manager to ensure continuity, effective communication, and management. MKSK will conduct all staff report writing tasks and research, facilitate regular coordination calls with City of West Chicago staff. MKSK assumes the City of West Chicago will assist in communicating Historical Preservation Commission meeting dates and agendas and access to information, such as GIS and building permit data.



PROJECT TEAM ORGANIZATION

CITY OF WEST CHICAGO
*CITY STAFF,
HISTORICAL PRESERVATION COMMISSION*

PROJECT TEAM

MKSK

Nicholas Kalogeresis, AICP
Associate Principal
Principal in Charge

Chief Surveyor + Historic Preservation Planner



MKSK

Carley Lemmon
Project Planner



Jean Guarino, Ph.D.
Architectural Historian



Douglas E. Gilbert, Architect
Architectural Surveyor



NICHOLAS P. KALOGERESIS, AICP

Associate Principal, Planner

Nick believes the most compelling places are those that embrace both the old and new, and the transformational power such environments have in enhancing a community's economic, social, and cultural well-being.

Nick brings more than three decades of diverse historic preservation planning experience in cities and communities around the country. His work includes historic preservation plans, historic district design guidelines, architectural and historical surveys, National Register nominations, Main Street revitalization, and preservation-based economic development and community planning. Nick's approach to preservation planning focuses on energetic community engagement and thoughtful storytelling in conveying preservation's possibilities and opportunities.

Experience Prior to MKSK

Our Resilient Heritage-2023-2032 Texas Statewide Historic Preservation Plan
Austin, Texas

Arts, Culture, and Historic Preservation Plan
Sandpoint, Idaho

Community Historic Preservation Plan
Bloomington, Illinois

Heritage Resources Plan
Rock Island, Illinois

Illinois Statewide Historic Preservation Plan
Springfield, Illinois

Local Historic District Community Engagement Initiative
Stoughton, Wisconsin

Strategic Historic Preservation Plan
San Antonio, Texas

Historic Preservation Plan
Anaconda-Deer Lodge County, Montana

Citywide Historic Preservation Plan
Kansas City, Kansas-Wyandotte County

Historic Preservation Plan
Albany, New York

MKSK

Education

University of Illinois at Urbana-Champaign,
Masters in Urban and Regional Planning, 1991
Elmhurst University,
Bachelor of Arts in History and Urban Studies, 1988

Registration

Certified Planner, American Institute of Certified Planners

Professional Affiliations

Adjunct Lecturer, Historic Preservation, School of the Art
Institute of Chicago
Adjunct Lecturer, Historic Preservation, University of Illinois
at Chicago
American Planning Association
Lambda Alpha International
Municipal Design Review Network, DePaul University
Urban Design and Preservation Division, American Planning
Association

Boards & Commissions

Preservation Action
Village of Oak Park Historic Preservation Commission



NICHOLAS P. KALOGERESIS, AICP

COMPLETE PORTFOLIO

MKSK

Relevant Project Experience Prior to Joining MKSK, serving as Principal in Charge and Project Manager while at the Lakota Group.

- City of St. Louis Historic Design Standards Template, St. Louis, Missouri
- City of Hot Springs Historic Preservation Plan, Hot Springs, Arkansas
- Personal Experience of Nicholas Kalogeresis while working as an Associate Principal at the Lakota Group.
- Illinois Statewide Historic Preservation Plan, Springfield, Illinois
- Citywide Historic Preservation Plan, Erie, Pennsylvania
- Historic Preservation Plan, Warrensburg, Missouri
- Citywide Historic Preservation Plan, Unified Government of Kansas City and Wyandotte County
- Our Resilient Heritage-2023-2032 Texas Statewide Historic Preservation Plan, Austin, Texas
- Arts, Culture, and Historic Preservation Plan, Sandpoint, Idaho
- Community Historic Preservation Plan, Bloomington, Illinois
- Historic Preservation Plan, El Dorado, Arkansas
- Historic District Design Guidelines, Eureka Springs, Arkansas
- Historic Preservation Plan, Cumberland, Maryland
- Local Historic District Community Engagement Initiative, Stoughton, Wisconsin
- Historic Preservation Plan, Anaconda-Deer Lodge County, Montana
- Historic District Design Guidelines, Joliet, Illinois
- Heritage Resources Plan, Rock Island, Illinois
- Historic Preservation Plan, Albany, New York
- Mission District Design Guidelines, San Antonio, Texas
- Downtown Architectural Survey and Design Guidelines, DeKalb, Illinois
- Enos Park Neighborhood Conservation District Design Guidelines, Springfield, Illinois
- Historic District Design Guidelines, Naperville, Illinois
- Oregon Main Street Revitalization Services, State of Oregon
- 10-Year Historic Preservation Plan, Belvidere, Illinois
- Heritage Preservation Plan, Racine, Wisconsin
- Historic Preservation Strategic Plan, Tyler, Texas
- Historic Preservation Plan, Denton, Texas
- Phase 1 Historic Preservation Plan - Maui County, Hawaii
- Architectural and Historical Survey, River Forest, Illinois
- Architectural and Historical Survey, Downers Grove, Illinois
- Landmark Inventory, Evanston, Illinois
- Central Downtown Springfield National Register Nomination, Springfield, Illinois
- Downtown Peoria National Register District Nomination, Peoria, Illinois
- Iowa Green Streets Training Manual, Iowa Main Street Program
- North Topeka Arts District Revitalization Plan, Topeka, Kansas
- Arts and Culture Plan, Niles, Illinois
- Central New York (NY) Arts and Entertainment District Master Plans, Syracuse, New York
- Historic District Design Guidelines, Mesa, Arizona
- Architectural and Historical Survey Neighborhood Updates, Highland Park, Illinois

CARLEY LEMMON

Planner

MKSK

Carley values a community-based approach towards planning and design.

Carley strives to create vibrant, engaged communities through actionable initiatives, engaging processes, and comprehensive projects. Carley's professional background includes several years in the public sector as Assistant City Planner with the City of Valparaiso providing development and zoning reviews, zoning code research and development, conducting public meetings, coordinating project reviews with city departments, maps, and community engagement. Her experience in the public sector has provided an understanding of engaging community members, developing standards and processes to achieve the goals of the community, and content creation to effectively relay planning processes and information to the community.

Project Experience

AARP Community Challenge Grant
Louisville, Kentucky

Clermont County Park District Comprehensive Master Plan
Clermont County, Ohio

Monroe Sign Ordinance
Monroe, Michigan

Kalamazoo Downtown Parking and Mobility
Kalamazoo, Michigan

Louisville Middle Housing Graphics
Louisville, Kentucky

West Lafayette Historic Preservation
West Lafayette, Indiana

LEAP Lafayette Historic Preservation
West Lafayette, Indiana

Great Parks of Hamilton County Sharon Center Playground
Cincinnati, Ohio

East Lexington Trail Connectivity & Traffic Safety Study
Lexington, Kentucky

Experience Prior to MKSK:
Transit Materials - Marketing & Maps
Valparaiso, Indiana

Education

Ball State University,
Bachelor of Arts, Urban Planning and Development, 2017

Professional Affiliations

American Planning Association



JEAN L. GUARINO, Ph.D., Architectural Historian

844 Home Avenue | Oak Park, IL 60304 | 708.386.1142 | guarinojl@gmail.com | jeanguarino.com

Principal, Guarino Historic Resources Documentation | WBE certified with the City of Chicago

Jean Guarino, Ph.D., has 25 years of experience in documenting cultural resources. Projects include Section 106 Review projects and the development of Historic American Buildings Survey/Historic American Engineering Report (HABS/HAER) documentation, National Register of Historic Places nominations, and Architectural Survey Work. Clients include municipalities, architecture firms, developers, engineering firms, and non-profit organizations. Representative projects are listed below. All projects include site visits, digital photography, primary and secondary source research, as well as the development of architectural descriptions, integrity assessments, and historic context essays. Dr. Guarino's professional background exceeds the U.S. Secretary of the Interior's *Professional Qualifications Standards in Architectural History*.

EDUCATION

Ph.D., Art History Department, University of Illinois at Chicago

(Focus on 20th century architecture and urbanism; Dissertation Title: *Urban Renewal in the Interwar Era: The Remaking of Chicago's Loop, 1918 to 1942*)

M.A., Art History Department, University of Illinois at Chicago

B.A., Political Science, Saint Mary's College in Notre Dame, Indiana

L'Université Catholique de l'Ouest, Angers, France (foreign study program)

SELECTED PROJECTS**Section 106 Review**

Undertook historic resources surveys and developed reports/inventory tables/photo logs for the Illinois roadway projects listed below. Work for these projects included the development of historical context essays and National Register of Historic Places evaluations for all historic (pre-1982) resources.

- Ogden Avenue, Pulaski Road to Western Ave., Chicago, 2023 (Client: Civiltech)
- Parker Road to Hadley Road, Homer Glen, 2023 (Client: Midwest Archaeological Research Services)
- Old McHenry Road-Quentin Road in Lake County, 2022 (Client: TranSystems)
- Gougar Road in Will County, 2021 (Client: Midwest Archaeological Research Services)
- US 30 from East of Dauberman Rd. to IL 47 in Kane Co., 2021 (Client: Christopher Burke Engineering)
- Caton Farm-Bruce Road in Will Co., 2021 (Client: Christopher Burke Engineering)
- IL 53: Joliet to Wilmington in Will Co., 2020-21 (Client: Christopher Burke Engineering)
- I-55 at Lorenzo Road in Will Co., 2020 (Client: Midwest Archaeological Research Services)
- Harlem Ave. at Chicago Sanitary & Ship Canal Bridge in Cook Co., 2020 (Client: Christopher Burke Engineering)

Chicago Midway International Airport – Historic Properties Inventory, 2024-25 (Client: Ricondo)

Developing an ongoing survey of approximately 1,200 residential buildings in five communities surrounding Midway International Airport as part of the Chicago Department of Aviation's Residential Sound Insulation Program. The survey is intended to evaluate all buildings within the project area for individual National Register of Historic Places (NRHP) eligibility. Work involves photography of all buildings and the development inventory tables that include NRHP evaluations, photo logs, and accompanying reports with findings.

University of Chicago Building Documentation, 2017-25 (Client: University of Chicago Facilities Services)

Developed in-depth architectural and historical reports for the following buildings: University Bookstore, Pick Hall, Mandel Hall, Rockefeller Memorial Chapel, Bartlett Commons, Stuart Hall, Haskell Hall, Court Theatre, Cochrane-Woods Art Center and Smart Museum, Chicago Lying-in Hospital, University of Chicago Laboratory School Buildings and Sunny Gymnasium, Ryerson Physical Laboratory Building, Eckhart Hall, Social Sciences Building, Wieboldt Hall, Lorado Taft House, Midway Studios, Lillie House, Wilder House.

City of Chicago Industrial History Project, 2020-21 (Client: Bauer Latoza Studio)

Assisted with the development of a comprehensive history of industry in the City of Chicago from the 19th century to 1970. Work included researching and writing essays on industrial building typologies and on the following themes: Electric and Electronics Products (including radios and television); Transportation (railroad, bicycle, automobile); and the Paper, Printing and Publishing industries.

Expert Opinion Reports in the case: *Albert C. Hanna v. City of Chicago*, 2020 (Client: Ancel Glink)

Developed expert opinion reports in support of the City of Chicago's Arlington-Deming District and the East Village District, both of which highlighted their significance and the reasons why each district meets the Criteria identified in their landmark designation reports, as specified by the Chicago Landmarks Ordinance.

WTTW Channel 11, 2012 to 2018 (Client: WTTW Channel 11)

Served as researcher and sole fact-checker for *10 That Changed America*, a series of television documentary films about the buildings, homes, parks, towns, streets, monuments, and engineering marvels that reflect our nation's history. The series was produced by WTTW Channel 11 in Chicago from 2013 to 2018 and aired on Public Broadcasting Service (PBS) stations.

O'Hare International Airport Building Documentation, 2017-2018 (Client: MARS)

Evaluated the eligibility of eight buildings/structures at O'Hare International Airport for national and city landmark designation and wrote in-depth historical documentation reports on each. They included the airport's historic restaurant building and Terminal 2 (C.F. Murphy Associates, 1962); I.M. Pei's air traffic control tower (1971), C.F. Murphy's O'Hare Hilton Hotel (1972); and Helmut Jahn's United Airlines Terminal 1 (1988).

Historic American Buildings Survey (HABS) and Historic Illinois Buildings Surveys (HIBS)

- Hoof Products Company Building, Bedford Park, 2024 (Client: Midwest Archaeological Research Services)
- Arlington Park Racetrack, Arlington Heights, 2023-34 (Client: Kimley-Horn)
- Portland Cement Association Campus, Skokie, 2024 (Client: Tucker Development)
- Allstate Corporate Campus, Northbrook, 2022 (Client: Dermody Properties)
- John Schmidtke House, Elgin, 2022 (Client: High Street Logistics)
- Lutheran Family Services Building, River Forest, 2022 (Client: Village of River Forest)
- Longfellow School, Downers Grove, 2022 (Client: McNaughton Development)
- Bradley-Bork Farm Barn, West Chicago, 2021 (Client: Midwest Industrial Funds)
- Westwood Evangelical Lutheran Church, Elmwood Park, 2021 (Client: Village of Elmwood Park)
- Modernist ranch house, Bensenville, 2020 (Client: Midwest Archaeological Research Services)
- McDonald Plaza Building, Oak Brook, 2019 (Client: Hines)
- Chicago Magnet Wire Co. Building, Elk Grove Village, 2019 (Client: Midwest Archaeological Research Services)
- Baboon Island at Brookfield Zoo, Brookfield, 2019 (Client: Chicago Zoological Society)
- Maywood Park Racetrack, Melrose Park, 2019 (Client: Midwest Archaeological Research Services)
- Clow-Patterson Farmstead, Naperville, 2019 (Client: Pulte Homes)
- WBBM Transmitter Building, Itasca, 2018 (Client: Midwest Archaeological Research Services)
- Chicago Avenue Bridge, Chicago, 2018 (Client: Sullivan|Preservation)
- Morton Salt Headquarters Building at 110 N. Wacker Dr., Chicago, 2017 (Client: Riverside Investment)
- Cuneo Estate outbuildings, Vernon Hills, 2016 (Client: Manhard Consulting)
- Seven Gables Farm, Wheaton, 2016 (Client: Cemcon)
- Crane and Moreland Building, Chicago, 2013 (Client: Midwest Archaeological Research Services)
- Cook County Hospital Complex, Chicago, 2003 (Client: Johnson/Lasky Architects)
- North Avenue and Halsted St. (Canal) Bridges, Chicago, 2004 and 2002 (Client: Johnson/Lasky Architects)
- Burks-Rueckert Farmstead in Kendall County, 2001 (Client: Farnsworth Group)
- William Patrick Farmstead in DuPage County, 2001 (Client: Concord Development Corporation)

- Maxwell Street Market area, Chicago, 1999-2000 (Client: Gilmore/Franzen Architects)
- Elgin Mental Health Center, Elgin, Illinois, 1998 (Client: Gilmore/Franzen Architects)

National Historic Landmark Nomination

- Illinois and Michigan Canal NHL update (a 97-mile historic waterway and its 150 canal-related resources), 2014-15 (Client: National Park Service)

National Register of Historic Places Nominations

- Pendarvis Historic Site, Mineral Point, WI, 2020 (Client: Wisconsin Historical Society)
- Solomon Juneau House, Theresa, WI, 2019 (Client: Wisconsin Historical Society)
- Nels and Nellie Johnson House, Wisconsin Rapids, WI, 2018 (Client: Wisconsin Historical Society)
- Downtown Commercial District, LaSalle, 2017 (Client: City of LaSalle)
- Fifth Street School, Milwaukee, WI, 2017 (Client: MacRostie Historic Advisors)
- Carl Schurz High School, Chicago, 2010 (Client: Schurz High School Centennial Committee)
- Wing Park Golf Course, Elgin, 2008 (Client: City of Elgin)
- William Hatch House, River Forest, 2007 (Client: property owner)
- Robert Allerton Estate Historic District, Piatt County, 2006 (Client: Johnson/Lasky Architects)
- Central Park Theater, Chicago, 2005 (Client: Landmarks Illinois)
- William Glasner House, Glencoe, 2004 (Client: Vinci/Hamp Architects)
- Garden Homes District, Chicago, 2004 (Client: Chicago Dept. of Planning & Development)
- Ninth Street Seven-Arch Limestone Bridge, Lockport, 2004 (Client: City of Lockport)
- Domestic style filling station, 419 E. 83rd St., Chicago, 1999 (Client: property owner)

Architectural Surveys

- Industrial Buildings Survey, Bloomington, 2018 (Client: City of Bloomington)
- Chicago Vehicular Bridges documentation. Project involved developing in-depth reports on 40 vehicular bridges in the City of Chicago, 2016-17 (Client: Sullivan | Preservation)
- Mid-Century Modern Houses, Deerfield, 2016 (Client: J.K. Wilmot LLC)
- Residential Buildings Survey, Downers Grove, 2013 (Client: Lakota Group)
- Architectural Survey for the CTA's Red Line Extension Project, 2013 (Client: CDM Smith)
- Architectural Survey for the CTA's Red and Purple Line Modernization Project, 2012 (Client: CDM Smith)
- Village of River Forest Survey, 2012 (Client: Lakota Group)
- Residential buildings on Woodlawn and University Avenues, Chicago, 2010 (Client: South Side Planning Board)
- Chicago Bank Survey, 2005 (Client: Chicago Dept. of Planning & Development – Landmarks Division)
- Commercial District in LaSalle, 2004 (Client: Canal Corridor Association)
- St. James Farm, Warrenville, 2003 (Client: Forest Preserve District of DuPage County)
- Historic Railroad Bridges in Chicago, 2001 (Client: Johnson/Lasky Architects)

Historical and Architectural Impact Studies (2010 to 2020)

Develop Historic Resource Assessments, which are reports that evaluate a building's historic and architectural significance. Such studies are typically undertaken on behalf of the property owner, upon request by a local historic preservation commission, due to the application for a permit to demolish or alter a historic building. Dr. Guarino has authored 20 such reports since 2010: two for houses in Lake Forest, 3 for houses in Kenilworth, and the remainder for houses in Winnetka.

City of Chicago Landmark Nomination Reports (2002 to 2011)

Developed landmark designation reports on the following buildings: CNA Building; Home Bank and Trust Co. Building; New Canaan Baptist Church; Indian Boundary Park Fieldhouse, Chicago Printed String Co. Building, Rockefeller Memorial Chapel, Garfield Park Administration Building, James Ward School, Chicago Vocational School, New York Life Building.

Village of Oak Park Landmark Nomination Reports (2001 to 2004)

Developed local landmark designation reports for the following buildings: James Tough House, Harold Lewis House, Andreas Brisch House, George Furbeck House, Thomas Gale House, Oak Park & River Forest Day Nursery, Chas. Roberts House, Harry Adams House, Rollin Furbeck House, Hills-DeCaro House.

PUBLICATIONS

Art Deco Chicago (Yale University Press, 2018)

Contributor of essays on the following Art Deco skyscrapers: Palmolive Building, Chicago Motor Club, Merchandise Mart, Carbide and Carbon Building, Civic Opera Building, Field Building.

Benjamin H. Marshall, Chicago Architect (Acanthus Press, 2016)

Co-authored with John Zukowsky a book on Benjamin Marshall, a prolific early 20th century Chicago architect/developer, whose notable buildings include the South Shore Country Club (now Cultural Center), Blackstone Theater, Drake Hotel, and luxury apartment buildings along East Lake Shore Drive.

TEACHING/AWARDS

- The School of the Art Institute of Chicago, Lecturer, Art History Department, 2016 to 2018
- University of Illinois at Chicago, Instructor, Art History Department, 2012 and 2014
- Northern Illinois University, Visiting Professor, Art History Department, 2011
- The School of the Art Institute of Chicago, Lecturer, Historic Preservation Department, 2004 to 2009
- DePaul University, Chicago, Instructor, Art History Department, 2002
- Columbia College, Chicago, Instructor, Art and Design Department, 2000 to 2003
- Sally Kress Tompkins Fellowship awarded by the Society of Architectural Historians in 1996

Douglas E. Gilbert ————— 220 South Maple Avenue #41
Oak Park, Illinois 60302
708.660.1749 cell: 708.822.7794
dgilbertarchitect@att.net www.dgilbertarchitect.com

Professional Experience ————— **Douglas Gilbert Architect, Inc., Oak Park, Illinois**
Founded 2010

Douglas Gilbert is an award winning architect with over 25 years experience in preserving and restoring historic architecture. His practice focuses on residential restoration and additions, small commercial renovation, building assessments, historic structure reports, adaptive re-use, tax credit consulting, National Register nominations, and preservation consulting. His expertise includes buildings of the Prairie and Chicago Styles, 20th century modern architecture, preservation design review, "Main Street" commercial design and revitalization, building assessments and historic research.

Harboe Architects, PC, Chicago, Illinois
2006 - 2009
Project Architect

Harboe Architects is an award-winning preservation firm with expertise on exterior façade restoration, historic structure reports, adaptive re-use, tax credit consulting, and preservation consulting. Project types include commercial and residential buildings and institutional facilities spanning from early Chicago skyscrapers to Frank Lloyd Wright designs to mid-20th century modernist landmarks.

Responsible for entire projects from conception through completion including extensive interaction with clients, consultants and contractors.

McCluer, Chicago, Illinois (later Austin/AECOM)
1997 - 2006
Project Architect, Preservation Group

The McCluer Preservation Group was a nationally recognized preservation team with project types including commercial and institutional buildings.

Responsible for design, documentation and detailing requiring significant interaction with clients, consultants and contractors.

Illinois Historic Preservation Agency, Springfield, Illinois
1994 - 1997
Chief Designer, Illinois Main Street Program

Illinois Main Street provides design assistance to downtown commercial building owners within statewide communities participating in the Main Street program. Services included façade design and restoration, design training, and financial incentive consultation.

Responsibilities also included Federal Tax Credit program reviews, federal and state preservation compliance reviews, as well as general preservation outreach throughout the State of Illinois.

Education ————— **University of Illinois at Urbana-Champaign**
Master of Architecture, May 1994
Preservation Option

University of Illinois at Urbana-Champaign
Bachelor of Science in Architectural Studies, May 1992
Study Abroad Program, Versailles, France, 1990/91

Douglas Gilbert Architect, Inc.

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Selected Projects**McCormick Rowhouse Consulting***Client:* Seminary Townhouse Association*Location:* Chicago, Illinois

Preservation compliance review for a homeowners association that manages a rowhouse complex built as the McCormick Theological Seminary in the 1880s. The complex is a Chicago Landmark District and several townhomes have facade easements. Projects reviewed include exterior alterations and additions. A revision of the window guidelines was completed in 2021. Revisions to the main guidelines were completed in 2022.

Year Completed: 2020 - present**Barrington Preservation Review Consulting***Client:* Village of Barrington*Location:* Barrington, Illinois

Preservation compliance review for the Architecture Review Committee that oversees design review in the Barrington Historic District. Projects reviewed include exterior alterations and additions. Work also includes advice on changes to the review guidelines and permitted substitute materials.

Year Completed: 2021 - present**Madison, Indiana Architectural Survey***Client:* City of Madison*Location:* Madison, Indiana*Project Team:* Lakota Group, Douglas Gilbert Architect, Ruskin ARC

Historic and architectural survey of over 2,000 properties. Survey work included field documentation to update its inventory of historic buildings. Madison is a National Historic Landmark District and the survey included architecture ranging from the early-19th century through the mid-20th century, including Federal, Greek Revival and Italianate style houses and commercial buildings.

Year Completed: 2022**Lombard Architectural Surveys***Client:* Village of Lombard*Location:* Lombard, Illinois

Historic and architectural surveys of architecturally significant properties. Survey work included historic research and field documentation. Lombard is a historic west-suburban community and the surveys included architecture ranging from the mid-19th century through the mid-20th century.

Year Completed: 2014, 2015, 2016**Evanston Historic Landmarks Survey***Client:* City of Evanston*Location:* Evanston, Illinois*Project Team:* Lakota Group, Douglas Gilbert Architect, Bailey Edwards Design, PlaceVision

Historic and architectural survey of over 400 Evanston Historic Landmark properties. Survey work included historic research and field documentation to update its inventory of historic landmarks. Evanston is a historic north-suburban community and the survey included architecture ranging from the mid-19th century through the mid-20th century.

Year Completed: 2015

Selected Projects**Millard House***Client:* Gale and Eric Rothner*Location:* Highland Park, Illinois*Project Team:* Douglas Gilbert Architect, Elizabeth Trail Architect

Award winning design for an extensive restoration/rehabilitation and garage addition of a Prairie Style house designed in 1906 by Frank Lloyd Wright. The clients saved the house from likely demolition and undertook the project with an eye to making it liveable and functional for a 21st century family. They donated the house to charity upon completion.

Year Completed: 2018**Oak Park Bank***Client:* Wintrust*Location:* Oak Park, Illinois*Project Team:* Whitney Architects, Douglas Gilbert Architect

Preservation consulting and storefront design for an early 20th century commercial building in Oak Park. The commercial storefront in the designated historic building was converted into a bank, with sensitive adaptations to the exterior.

Year Completed: 2021**Rockford Indoor City Market***Client:* Rock River Development Partnership*Location:* Rockford, Illinois*Project Team:* Larson & Darby, Douglas Gilbert Architect

Preservation and tax credit consulting for an award-winning rehabilitation of two early 20th century commercial storefront buildings in downtown Rockford. The buildings were restored and converted into a year-round, indoor farmers marketplace. The scope of work included consulting on the recreation of the historic storefronts and the reconstruction on one of the masonry facades.

Year Completed: 2019**Illinois Railway Museum Visitors Center***Client:* Illinois Railway Museum*Location:* Union, Illinois*Project Team:* Larson & Darby, Douglas Gilbert Architect

Facade design for a planned new visitors center. One elevation is designed to look like a traditional Midwestern street dating from 1958. The storefronts will incorporate traditional "Main Street" elements such as brick, stone, sheet metal and materials salvaged from historic buildings.

Year Completed: 2016**CA Flats***Client:* Urban Equities Partnership*Location:* Rockford, Illinois*Project Team:* Larson & Darby, Douglas Gilbert Architect

Preservation and tax credit consulting for an early 20th century commercial storefront building in downtown Rockford. It was adaptively reused for ground floor retail and upper floor apartments. The scope of work included replacement windows, terrazzo repairs, and restoration of the storefronts and prism glass transoms.

Year Completed: 2021

Licensure

Licensed Architect: Illinois and New Mexico
NCARB Certification: 75079

**Professional Memberships &
Community Service**

Oak Park Historic Preservation Commission
Chair, 2002 - 2008

Illinois Historic Sites Advisory Council
Council Member, 2005 - 2007
Chair, 2009 - 2011

Landmarks Illinois
Preservation Funds/Easement Committee, 1999 - 2005
Driehaus Courthouse Initiative Committee, 2009 - 2013

Frank Lloyd Wright Conservancy
Advocacy & Restoration Committees, 2013 - 2020

Pleasant Home Foundation
Board of Directors, 2012 - 2020 (Board President 2016)

Frank Lloyd Wright Preservation Trust
Home & Studio Interpreter, 1998 - 2003
Wright Plus Volunteer, 1998 - 2015
Restoration Committee, 2008 - 2012

Honors / Awards

University of Illinois, Urbana-Champaign
Francis J. Plym Traveling Fellowship, 2009
AIA Henry Adams Architecture Medal, 1994

Millard House, Highland Park, Illinois
Highland Park Preservation Commission Award for Restoration, 2020

Pleasant-Maple Condo Association, Oak Park, Illinois
Oak Park Historic Preservation Award for Restoration, 2012

Sullivan Center, Chicago, Illinois (Harboe Architects)
AIA Illinois Crombie Taylor Honor Award, 2012
LPCI Driehaus Foundation Award for Restoration and Rehabilitation, 2010

Annie May Swift Hall, Evanston, Illinois (Harboe Architects)
Margery B. Perkins Preservation Award, 2009

Robert Emmond House, LaGrange, Illinois (Harboe Architects)
LPCI Driehaus Foundation Award for Restoration and Rehabilitation, 2008

S.R. Crown Hall, Chicago, Illinois (Austin AECOM)
AIA Chicago Distinguished Building Citation of Merit, 2006
LPCI Driehaus Foundation Award for Project of the Year, 2006

Reliance Building/Hotel Burnham, Chicago, Illinois (McCluer)
AIA Honor Award for Architecture, 2001
National Trust for Historic Preservation Honor Award, 2001
LPCI Driehaus Foundation Award for Project of the Year, 2000
AIA Chicago Distinguished Building Citation of Merit, 2000

Humboldt Park Stables, Chicago, Illinois (McCluer)
LPCI Driehaus Foundation Award for Restoration and Rehabilitation, 1998

Village of Oak Park
Volunteer of the Year, 2008

**Selected Publications &
Lectures**

Adjunct Professor, History of Architecture I & II
Triton College, Fall 2017 - Present

Guest Lecturer Various Topics, Restoration Design Studio
School of the Art Institute, 2004; 2008; 2011-22

Seminar Speaker, "The Design and Restoration of the Reliance Building"
Chicago Architecture Foundation, NEH Educators Workshop, 2009-21

Speaker, "Historic Preservation Along State Street & Michigan Avenue"
Chicago Architecture Foundation, Docent Training, 2015, 2023

Speaker, "Sullivan in the Loop"
Landmarks Illinois Preservation Snapshot Series, September 2014

Speaker, "Building on the Past: Adding to Historic Structures in Europe"
AIA Chicago Historic Resources, February 2011

Co-Speaker, "The Intersection of Sustainability and Preservation in Europe"
APT National Convention, October 2010

Speaker, "Saving 20th Century Architecture - Lessons From Europe"
AIA Chicago Historic Resources, April 2010

Seminar Speaker, "Uncovering Sullivan"
Faculty of Architecture - Technical University of Lisbon, November 2009

Panelist, "Court Rules - Landmarks Ordinances Threatened?"
AIA Chicago Historic Resources, May 2009

Speaker, "Uncovering Sullivan"
Landmarks Illinois Preservation Snapshot Series, May 2009

Co-Speaker, "Window Restoration: Embodied Energy & Efficient Performance"
Traditional Building Conference, September 2008

Co-Speaker, "Crown Hall: Restoration, Greening & Renovation"
Green Build Conference, November 2007

Co-Speaker, "Enlightening Interiors: Chicago Board of Trade"
AIA Chicago Historic Resources, March 2007

Co-Speaker, "Standing Tall: 19th Century Skyscrapers in Chicago"
AIA National Convention, May 2005

Panelist, "Interpreting the Standards"
National Alliance of Preservation Commissions, July 2004

Seminar Speaker, "Preservation Issues After the Nisqually Earthquake"
AIA Chicago Historic Resources, July 2002

Brochure Co-Author, "Walking Tour of Historic Downtown Forest Park"
Forest Park Main Street Redevelopment Association, 2001

"A Universal Space with World Wide Appeal: Mies van der Rohe's Crown Hall"
Historic Illinois, December 2001

Author, "Down on Main Street: Downtown Renovations Looking Up"
Historic Illinois, August 1995

PROPOSED SCOPE OF SERVICES

We anticipate the preparation of an Architectural and Historical Survey of the City of West Chicago's Existing Historic Districts to be concise and substantive, created in a highly graphic and user-friendly format.

The following are proposed key elements of this assignment:

- **Historic Context Research.** We will conduct background research into properties within all survey areas, as necessary, to place them in their historical contexts and understand the historical and architectural significance of properties located within each survey area. The context research, to be completed before and during the on-site survey, will include the following activities:
 - » Gather and review previous research on notable architects, builders, and developers, and conduct interviews, as necessary, with individuals and organizations that have conducted similar research.
 - » Review research and information sources collected during the survey and documentation efforts for the Turner Junction and East Washington Street Historic Districts.
 - » Review any relevant information from the Historic Architectural Resources Geographic Information System maintained by the Illinois State Historic Preservation Office (Illinois SHPO) housed within the Illinois Department of Natural Resources.
 - » Review existing nominations to the National Register of Historic Places to garner information on local architects, styles, historical figures, and builders in West Chicago. This may include the nominations related to the McAuley School District No. 27 Schoolhouse and Turner Town Hall.
 - » Obtain and review plat, subdivision, and Sanborn Fire Insurance maps, as well as other maps and atlases, to understand the historical development of the survey areas.
 - » Review building permits, if available, to understand the dates of construction, the names of builders and/or architects, the original owner, and the dates of any building changes and alterations.
 - » Collect historic photographs where available to understand the original construction and design of historic resources.
 - » Consult various publications, city directories, and newspaper articles to gain insight into the perspectives of historical figures, merchants and businesses, builders, and architects.
 - » Consult various publications and research materials, such as *A Field Guide to American Houses*. Virginia Savage McAlester. Alfred A. Knopf, 2013, to confirm architectural styles and property types.
 - » Visit the West Chicago Public Library, the West Chicago City Museum, and the DuPage County Historical Society to review available historical and genealogical resources.
- **Historic Context Essays.** With background research complete, the MKSK Team will prepare a series of historic context essays that provide a framework for evaluating the historical significance and architectural integrity of each survey area. The Team will prepare one overarching context essay on the settlement, growth, and development of West Chicago and then proceed to develop essays for each survey neighborhood. The essays will provide a chronological narrative of key events and noteworthy citizens who contributed to West Chicago's development, with a specific focus on property types rather than individual resources, to provide clear criteria for evaluating the significance and integrity of the survey areas. The Team will have at least two drafts of the context essays before they are included in the Final Survey Report.
- **On-Site Survey.** With initial context research completed, the MKSK Team will proceed with the on-site survey program, including the re-survey and inventory of the two established Local Historic Districts, the Turner Junction and East Washington Street Historic Districts, and the survey of the Old Heidelberg and Elmwood and Highland neighborhoods, and the Towns of Turner and Junction. The key elements of this task will include:
 - » Development of a suitable survey inventory form for conducting the intensive-level survey. The MKSK Team may use a previously developed survey form from prior survey efforts or create a new one based on Illinois SHPO suggestions and requirements or those suggested in the National Park Service's National Register Bulletin #24: Guidelines for Local Surveys.
 - » Discuss and review with the Historic Preservation Commission the common property types, architectural styles, and landscape elements identified in the survey areas before the on-site survey work.
 - » Utilize a survey technology platform and iPads to input survey data in the field, facilitating the download and integration of data into the City's Geographic Information Systems upon completion of the survey project. MKSK will also upload any existing data from prior survey efforts before the commencement of this survey project.
 - » Conduct an intensive-level survey to document all exterior architectural elements and features visible from the public right-of-way, including garages and accessory buildings. The survey team will pay particular attention to changes and alterations to properties since the last inventory in the established Local Historic Districts.

- » Photo-document building elevations, garages, and other secondary buildings viewed from the public right-of-way. Each survey form will include at least three digital photographs documenting the specific historic resource. All photos will be labeled according to City requirements or the National Park Service naming requirements and burned to a CD-R Archival Gold disk.
- » Based on the information provided in the RFP, there are approximately 500 properties to survey in the six survey areas. The entire on-site survey will take approximately four (4) to five (5) weeks to complete. Each property will take ten (10) to fifteen (15) minutes to complete.
- **Survey Software and Database.** The MKSK Team will use the SiteVista digital survey management system for in-the-field data collection. A 12-month licensing fee will be required to use the system during the project's duration.
- **Mapping.** Upon completion of the on-site survey work, MKSK will map each property according to the evaluation category for inclusion in the Final Survey Report.
- **Evaluation Criteria.** The MKSK Team will use the evaluation criteria for the National Register of Historic Places and the City of West Chicago's landmark and historic district designation to evaluate the architectural and historical significance of properties within the survey area. Using both evaluation criteria will help determine which properties or neighborhoods may qualify for National Register, Local Landmark, or District designation.

City of West Chicago Designation Criteria for Landmarks include:

- » Significant value as part of the nation's, state's, or community's historical, cultural, artistic, social, ethnic, or other heritage.
- » Its location is a site of a significant local, county, state, or national event that may yield historical information.
- » Significant association with an important person or event in national, state, or local history.
- » Representative of the distinguishing characteristics of an architectural type that are inherently valuable for the study of a period, style, craftsmanship, method of construction, or use of indigenous materials, rendering it architecturally significant.
- » Notable work of master builder, designer, architect, or artist whose individual genius has influenced an era.
- » Identifiable as an established and familiar visual feature in the community owing to its unique location or physical characteristics.
- » Any improvement that meets one or more of the above criteria must also possess sufficient integrity in terms of location, design, materials, and artistry to warrant preservation or restoration.

City of West Chicago Designation Criteria for Historic Districts:

- » Any of the standards listed for Local Landmarks.
- » Homogeneity of architectural design or dates of construction throughout the area.
- » Identifiable by clear and distinctive boundaries.
- » Repetition of distinguishing architectural or land use characteristics throughout the area.

National Register of Historic Places Landmarks and Historic Districts evaluation criteria include:

- » Properties and places associated with events that have made a significant contribution to the broad patterns of our history; or,
- » Properties and places associated with the lives of significant people in our past; or,
- » Properties and places that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic value, or that represent a significant and distinguishable entity whose components may lack individual distinction; or,
- » Properties and places that have yielded or may be likely to yield information important in history or prehistory.

In addition to using these two sets of evaluation criteria, the MKSK Team will also assess each property for its integrity during field inspections. The Team will use National Register integrity evaluation guidelines described in the *National Register Bulletin: How to Complete the National Registration Form*, where integrity refers to the "survival" of physical characteristics that existed during the property's historic period. These qualities of historic and architectural integrity include:

- » Location
- » Design
- » Setting
- » Materials

- » Workmanship
- » Feeling
- » Association

While all seven qualities are essential for understanding a building's integrity, not all of them are necessary for its assessment. It is recognized that changes occur over a particular building's lifespan, but its integrity can be maintained if an overall sense of its past time is evident and present. An individual building's overall architectural integrity will be factored into all evaluation ratings.

- **Evaluation Ranking.** Upon conclusion of the on-site survey and further consultation with the City and the Historic Preservation Commission, the MKSK Team will rank properties by their significance using the established ranking system:
 - » *Significant: Eligible or Listed National Register Landmark or District* — a building, structure, district, neighborhood, place, or site that meets the National Register eligibility criteria. It may also be a property that is already listed in the National Register. Properties must be 50 years old and individually eligible under one or more of the Evaluation Criteria of the National Register of Historic Places. Typically, properties must possess a high level of integrity and architectural distinction and/or may be valuable for understanding a historical period or context.
 - » *Significant: Eligible or Listed City of West Chicago Historic Landmark or District* — a building, structure, district, neighborhood, place, or site that meets the City of West Chicago eligibility criteria. It may also be a property that is already designated a Local Landmark or Local Historic District. Properties must be 50 years old. Typically, properties must possess a high level of integrity and architectural distinction and/or may be valuable for understanding a historical period or context.
 - » *Contributing* — a building, district, neighborhood, site, or structure that is at least 50 years old and possesses an excellent to reasonable degree of integrity, is valuable for understanding the historic context and significance of the historic district. The property itself may not be an example of outstanding architectural distinction as compared to significant properties.
 - » *Non-Contributing* — a building that is less than 50 Years old or was constructed outside the district or neighborhood's period of significance. It may also constitute a property that has undergone significant irreversible alterations and changes, making it unrecognizable from its original appearance based on historic photographs or a historic model example found on the block or adjacent blocks.
 - » *Non-Contributing But With Reversible Alterations* — A building that may have undergone significant but reversible alterations and changes. Such properties may be classified as contributing or significant if it was subject to appropriate rehabilitation or restoration.
 - » *Noteworthy Buildings Less Than Fifty Years of Age* — buildings that may meet one or more eligibility criteria for listing in the National Register of Historic Places but are less than 50 years old (built after 1975) and may be of exceptional architectural and historical importance.

In addition to these evaluation rankings, MKSK surveyors will assess each building's integrity using the following ranking system:

- » *Excellent* — a high degree of integrity, with the property retaining architectural features and ornamentation associated with a particular style or property type. Exceptions may include minor alterations that do not obscure features and materials.
 - » *Good* — a property that retains a majority of its original architectural features, although it may have undergone alterations to features and materials, without obscuring or removing the original architectural elements. A defined architectural style or building form must still be distinguishable. At the very least, the building must still maintain its roof shape, fenestration, and storefront elements and dimensions.
 - » *Poor* — a property that has missing or covered original materials and features or has unsympathetic, irreversible alterations that compromise the building's original character.
- **Survey Report.** After completion of the on-site survey and context research and writing phases, the MKSK Team will produce a Survey Report that will incorporate the following elements:
 - » Survey Introduction, Purpose, Methodology, and Evaluation Criteria
 - » Context Statement of History of West Chicago and the Survey Areas
 - » Architectural Styles and Property Types

- » Survey Conclusions
 - » Survey Area Maps with Evaluation Ranking
 - » Bibliography
- **Survey Database.** MKSK will prepare all survey data in a suitable Excel spreadsheet or other format for use by the City of West Chicago in its Geographic Information System.

ANTICIPATED TASKS AND SCHEDULE

We anticipate completing the architectural and historical survey within ten (10) to twelve (12) months, depending on weather conditions for fieldwork and other constraints related to information gathering and review.

TASK 1. PROJECT KICK-OFF (Month One/May-June 2025)

The objective of Task 1 is to conduct an initial coordination meeting with the City of West Chicago staff to accomplish the following:

- Discuss and confirm scope of work, schedule, and project milestones.
- Discuss and prepare a data request for any existing survey information.
- Discuss and determine the content of the context essays and Survey Report.
- Confirm details regarding any project website.
- Confirm survey area boundaries.
- Confirm the locations or repositories of information, such as Sanborn Maps, etc.
- Conduct a tour of survey areas (weather permitting).

SUBTASK: KICK-OFF MEETING WITH HISTORIC PRESERVATION COMMISSION (May-June 2025)

- » Prepare the agenda and introductory presentation and present the overall scope of work, project schedule, and key milestones with the Historic Preservation Commission.

Key Deliverables:

- Meeting Summaries with the City and the Historic Preservation Commission

TASK 2: PROPERTY AND CONTEXT RESEARCH AND ESSAYS (Months 1-4/May-August 2025)

The MKSK Team will conduct all information collection and research necessary to develop the context essays. The Team will also review Sanborn Maps and any available permits to understand the dates of construction and survey area development. The Team will input such information in the survey forms in advance of the on-site survey work.

Key Deliverables:

- Draft Context Essays (Month 4)
- Second Draft Context Essays (Month 5)
- Final Draft Context Essays (Month 6)
- Preliminary Survey Data Input (Months 1 and 2)

TASK 3: SURVEY FORM AND ON-SITE SURVEY (Months 1-7/May – November 2025)

The MKSK Team will consult with the City to prepare the Survey Form and then input any preliminary data gathered in Task 1. The Team will then proceed to conduct the intensive level survey of the 500 properties. The survey should be completed by Month 7, depending on weather and other circumstances. Ideally, the survey should be conducted when leaves are off the trees to allow for the full viewing of properties.

Key Deliverables:

- Draft and Final Survey Form
- Completed Survey Forms for Individual Properties
- Meeting Summary with the City.

TASK 4: MAPPING (Month 7/November 2025)

MKSK will prepare a map(s) of all survey areas documenting properties by evaluation and significance rating. MKSK will incorporate the maps in the Survey Reports.

Key Deliverables:

- Mapping for Individual Survey Areas

TASK 5: DRAFT SURVEY REPORT (Month 7 or 8/December 2025/January 2026)

The MKSK Team will prepare a Draft Survey Report by Month 6 or 7 of the survey project process. The Draft Report will include all relevant elements described previously, including preliminary survey conclusions.

SUBTASK: HISTORIC PRESERVATION COMMISSION (January 2026)

- » Present the First Draft Survey Report to the Historic Preservation Commission for review and discussion.

Key Deliverables:

- Draft Survey Report
- Completed Individual Survey Forms
- Meeting Summary with the Historic Preservation Commission

TASK 6: FINAL SURVEY REPORT (Month 9/February 2026)

Based on feedback from the City and the Historic Preservation Commission, the MKSK Team will prepare a Final Survey Report.

SUBTASK: HISTORIC PRESERVATION COMMISSION (February 2026)

- » Present the First Draft Survey Report to the Historic Preservation Commission for review and discussion.

Key Deliverables:

- Survey Report
- Completed Individual Survey Forms
- Meeting Summary with the Historic Preservation Commission

TASK 7: INVENTORY DATABASE

MKSK will prepare the inventory database for delivery to the City of West Chicago in a Microsoft Excel, ESRI shapefile or other suitable format for use in the City's GIS or property information System.

Key Deliverables:

- Inventory Database

TASK 8: COMMUNITY ENGAGEMENT

Additional meetings and community engagement activities for this assignment may include the following optional activities:

- A user-friendly and interactive Project Website maintained throughout the project.
- Organize and conduct one to two community meetings to discuss the survey project and survey results.

REFERENCES

Village of River Forest (IL) Village-Wide Architectural and Historical Survey (2012) (Nicholas Kalogeresis, Prior to MKSK)

Michael Braiman, Village Manager, Village of Wilmette (braimanm@wilmette.com; 847-853-7506). Served as Assistant Village Manager at the Village of River Forest during the survey project.

Impact: The survey resulted in a comprehensive inventory of all historic building resources in River Forest. After completing the village-wide survey, the Village of River Forest Board of Trustees and its Historic Preservation Commission adopted a demolition delay provision tied to the inventory of over 300 significant properties identified during the survey process.

City of Evanston (IL) Landmark Inventory (2015) (Nicholas Kalogeresis, Prior to MKSK)

Cade Sterling, Preservation Planner, City of Evanston (csterling@cityofevanston.org; 847-448-8231)

Impact: The City of Evanston and its Historic Preservation Commission now have comprehensive, intensive-level documentation of its over 800 individual landmark buildings. The Commission uses this survey documentation in its Certificate of Appropriateness reviews and continues to use the digital database to input additional information on permits and property histories.

Village of Downers Grove (IL) Village-Wide Architectural and Historical Survey (2014) (Nicholas Kalogeresis, Prior to MKSK)

Stan Popovich, AICP, Community Development Director (spopovich@downers.us; 630-434-6893)

Impact: The Village of Downers Grove and its Historic Preservation and Design Review Board uses its survey results and information for a variety of educational publications and activities.

Downtown Peoria (IL) National Register Historic District Survey and Inventory (2019) (Nicholas Kalogeresis, Prior to MKSK)

Chris Setti, Chief Executive Officer, Peoria Economic Development Council (csetti@greaterpeoriaedc.org; 309-472-6291), Served as the City of Peoria's Economic Development Director during the survey and inventory project.

Impact: The survey and inventory project for Downtown Peoria resulted in its designation as a historic district in the National Register of Historic Places. One immediate impact was the rehabilitation of the former Shipper and Block Department Store building into the new Ministry Headquarters for OSF Healthcare, made possible by the building's eligibility for the Federal Historic Preservation Tax Credit program. Income-producing properties located within National Register of Historic Places historic districts are eligible to participate in the Tax Credit Program.

City of Chicago Midway International Airport Architectural Survey (2024-2025) (Jean Guarino)

Gene Peters, Director, Ricondo (epeters@ricondo.com; 773.462.7333)

Impact: Conducting an ongoing survey of approximately 1,200 residential buildings in five communities surrounding Midway International Airport as part of the Chicago Department of Aviation's Residential Sound Insulation Program. The project involves the development of inventory tables containing information on each property, including a National Register of Historic Places evaluation, photograph logs, and a comprehensive report with conclusions and contextual essays.

COST PROPOSAL

This fee proposal is based on our current understanding of the desires and expectations outlined in the Request for Proposals. We are prepared to refine and adjust the scope of services, budget, and schedule to meet your exact needs. If selected, we recommend a detailed scoping meeting to make any necessary adjustments and modify the fee allocations accordingly. MKSK will complete the survey area project tasks as part of the comprehensive survey process, including all City staff and Historical Preservation Commission reviews and meetings.

It is anticipated that this project will take approximately 12 months to complete. This schedule is dependent on timely reviews of project work by the Client, the Commission, stakeholder groups, and other reviewing bodies. MKSK can work immediately upon contract agreement. The proposed project schedule is indicated in the scope of work and anticipated tasks outline previously. Specific dates may be subject to change based on further discussion between MKSK and the Client.

Tasks	MKSK Associate Principal	MKSK Project Planner	Jean Guarino, Ph.D.	Douglas E. Gilbert
TASK 1: Project Kick-Off	2	4	2	2
TASK 2: Property and Context Research and Essays	2	8	92	8
TASK 3: Survey Form and On-Site Survey	64	2	2	64
TASK 4: Mapping	2	6		
TASK 5: Draft Survey Report	36	10	4	16
TASK 6: Final Survey Report	8	8	2	4
TASK 7: Inventory Database		4		
TASK 8: Community Engagement	2	4	2	2
Hours	116	44	104	94
Total Fee by Personnel	\$17,400	\$6,380	\$15,600	\$11,280
Total Project Fee	\$50,660			
Expenses	\$4,500			
Total Budget	\$55,160			

Hourly rates are as follows:

MKSK Associate Principal	\$ 150
MKSK Project Planner I	\$ 145
Jean Guarino, Ph.D.	\$ 150
Douglas E. Gilbert	\$ 120

Expenses include a SiteVista license for one year and all travel and production costs

Any additional meetings and services requested beyond the scope of work outlined in this proposal will be subject to our hourly rates.

ASSUMPTIONS AND CITY OF WEST CHICAGO AND MKSK TEAM ROLES AND DELIVERABLES

In terms of key roles during the planning process, the City of West Chicago will be responsible for providing the MKSK Team with past survey documents and district designation reports, identifying sources of permit information, and coordinating meetings with the Historical Preservation Commission. MKSK will provide the survey database in digital form and produce desired ESRI shapefiles and Microsoft Excel spreadsheets. MKSK will deliver one PDF version of the Survey Report and Survey Forms and three master printed copies.

MKSK

Columbus
Atlanta
Chicago
Cincinnati
Cleveland
Greenville
Indianapolis
Lafayette
Louisville
Orlando
Rochester
Washington, DC

TERMS AND CONDITIONS OF PROPOSAL

MKSK

DIRECT PROJECT EXPENSES Direct Project expenses will be billed in addition to the fee for basic services and include actual out-of-pocket expenditures made in the interest of the Project. All direct Project expenses will be invoiced at 1.2 times the actual amount. Direct Project expenses include, but are not limited to mileage, courier and overnight delivery services, travel, hotel, car rental, etc. and may be adjusted annually. All air travel, if required, will be by business class.

Requested documents to be printed in-house will be invoiced at the following rates: (excluding those for office use)

B/W Copy 8.5" x 11" – Per Sheet	\$ 0.10
B/W Copy 11" x 17" – Per Sheet	\$ 0.20
B/W Large Format Print – Per Sq. Ft.	\$ 0.30
Color Copy 8.5" x 11" – Per Sheet	\$ 1.00
Color Copy 11" x 17" - Per Sheet	\$ 2.00
Color Large Format Print – Per Sq. Ft.	\$ 4.00

ADDITIONAL SERVICES / STANDARD HOURLY RATES If the Scope of Services is substantially revised, the amount of total compensation shall be equitably adjusted. Fees for requested additional services shall be computed at our standard hourly rates below or outlined under a separate proposal. Rates may be adjusted annually.

Principal	\$ 275
Associate Principal	\$ 225
Senior Associate	\$ 200
Associate	\$ 185
Landscape Architect III	\$ 160
Landscape Architect II	\$ 145
Landscape Architect I	\$ 125
Urban Planner III	\$ 160
Urban Planner II	\$ 145
Urban Planner I	\$ 125
Intern	\$ 85
Administration	\$ 85

RETAINER The Client shall make an initial payment as defined in the attached proposal as a retainer upon execution of this Agreement. This retainer shall be held by the consultant and applied against the final invoice.

PAYMENT DUE Invoices shall be submitted monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date. The Consultant has been commissioned by the Client to provide professional services, which are independent of whether the Project for which they are provided is executed by the Client or not. Client shall not withhold amounts from Consultant's compensation to impose a penalty or liquidated damages on Consultant, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless Consultant agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

SATISFACTION WITH SERVICES Payment of any invoice by the Client to the Consultant shall mean that the Client is satisfied with the Consultant's services to the date of payment and is not aware of any deficiencies in those services.

DISPUTED INVOICE If the Client objects to any portion of an invoice, the Client shall so notify the Consultant in writing within ten (10) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the

other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest as stated above shall be paid by the Client on all disputed invoice amounts that are subsequently resolved in the Consultant's favor and shall be calculated on the unpaid balance from the due date of the invoice.

INTEREST If payment in full is not received by the Consultant within forty-five (45) calendar days of the due date, invoices shall bear interest at one-and-one-half (1.5) percent of the past due amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to unpaid principal.

SUSPENSION OF SERVICES If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Consultant may suspend performance of services upon seven (7) days' written notice to the Client. The Consultant shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension. Upon payment in full by the Client or cure of the breach to the satisfaction of the Consultant, the Consultant shall resume services under this Agreement, and the time for performance of Consultant's services and Consultant's compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Consultant to resume performance.

TERMINATION OF SERVICES If the Client fails to make payment to the Consultant in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the Consultant.

TERMINATION OF AGREEMENT This Agreement may be terminated by either party upon ninety (90) days written notice with or without cause. In the event of termination not initiated by the Consultant, the Consultant shall be compensated for all services performed to the date of termination by Consultant and its Subconsultants, if any, together with their direct project expenses incurred.

MEDIATION In an effort to resolve any conflicts that arise during the design or construction or the Project or following the completion of the Project, the Client and the Design Professional agree that all disputes between them arising out of or relating to this Agreement shall be submitted to mediation pursuant to applicable state law of alternative dispute resolution unless the parties mutually agree to another form of mediation, which shall be a condition precedent to initiation of binding dispute resolution. The Client and the Consultant further agree to include a similar mediation provision in all agreements with independent contractors, construction contractors and Subconsultants retained for the Project and to require such parties to also include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as a condition precedent to formal dispute resolution between all the parties to all those agreements relating to the Project.

APPLICABLE LAW Unless otherwise specified by applicable law, this Agreement shall be governed by the laws of the State of Ohio.

ENTIRE AGREEMENT This Agreement represents the entire and integrated Agreement between the Client and the Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Client and Consultant.

TERMS AND CONDITIONS OF PROPOSAL

MKSK

LIMITATION OF CONSULTANT'S LIABILITY TO CLIENT To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, partners, employees and any of them, to the Client and anyone claiming by and through the Client, for any and all claims, losses, costs or damages, including attorney's fees and costs and expert witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the Consultant under this Agreement, or the total amount of fifty thousand dollars (\$50,000), whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. This limitation shall not extend to Consultant's Subconsultants, if any.

LIMITATION OF LIABILITY FOR CONTRACTOR AND SUBCONTRACTOR CLAIMS To the fullest extent permitted by law, the Client agrees to limit the liability of the Consultant and the Consultant's officers, directors, partners, employees and Subconsultants to all construction contractors and subcontractors on the Project for any and all claims, losses, costs or damages of any nature whatsoever or claims expenses from any cause or causes including attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of the Consultant and the Consultant's Subconsultants to all those named shall not exceed fifty thousand dollars (\$50,000) or the Consultant's total fee for services rendered on this Project, whichever is less. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

OBSERVATION SERVICES Consultant shall not control or be responsible for the construction contractor's construction means, methods, techniques, schedules, sequences or procedures, or for construction safety or any other related programs. Consultant shall have no responsibility for the failure of any party to construct the Work as shown in Consultant's documents.

If and to the extent that the Client does not retain Consultant for construction observation services, Client acknowledges there may be misinterpretations of the Consultant's plans and specifications during construction, which may lead to errors and subsequent damage. Should the Client elect to proceed with the Project without the Consultant providing construction observation services, the Client shall indemnify and hold-harmless the Consultant against any and all claims, damages, awards and cost of defense, which may arise out of the acts of any contractor or subcontractor performing work not in compliance with the plans and specifications furnished by Consultant.

UNAUTHORIZED CHANGES The Consultant, upon delivery of documents to the Client shall not be responsible for any liability, cost or damage that may result from the interpretation or subsequent revision of documents for which the Consultant was not responsible.

STANDARD OF CARE In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

INDEMNIFICATION The Client agrees to indemnify and hold harmless MKSK from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorney's fees and all legal expenses and fees incurred on appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injury or death, or economic losses, arising out of

the Project and/or the performance or non-performance of obligations under this Agreement, except to the extent such damages or losses are found by a court or forum of competent jurisdiction to be caused by MKSK's negligent errors or omissions.

OWNERSHIP OF INSTRUMENTS OF SERVICE All reports, drawings, specifications, electronic files, field data, notes and other documents and instruments prepared by the Consultant as instruments of services shall remain the property of the Consultant. The Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto.

INFORMATION PROVIDED BY OTHERS The Client shall furnish, at the Client's expense, all information requirements, reports, data, surveys and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

DELIVERY OF ELECTRONIC FILES In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the Consultant, the Client agrees that all such electronic files are instruments of service of the Consultant, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

The Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project for which they were prepared. The Client agrees not to transfer these electronic files to others without the prior written consent of the Consultant. The Client further agrees to waive all claims against the Consultant resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the Consultant.

Electronic files furnished by either party shall be subject to an acceptance period of ten (10) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. The Client is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the Consultant and electronic files, the signed or sealed hard-copy construction documents shall govern.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and sub-consultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than the Consultant or from any reuse of the electronic files without the prior written consent of the Consultant. Under no circumstances shall delivery of electronic files for use by the Client be deemed a sale by the Consultant, and the Consultant makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the Consultant be liable for indirect or consequential damages as a result of the Client's use or reuse of the electronic files.

SEVERABILITY Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

TERMS AND CONDITIONS OF PROPOSAL

MKSK

SURVIVAL Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

ASSIGNMENT Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the Consultant shall not be considered an assignment for purposes of this Agreement.

PROPRIETARY INFORMATION The Client agrees that the technical methods, design details, techniques and pricing data contained in any material submitted by the Consultant pertaining to this Project or this Agreement shall be considered confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of the Consultant.

ADA COMPLIANCE The Americans with Disabilities Act (ADA) provides that it is a violation of the ADA to design and construct a facility that does not meet the accessibility and usability requirements of the ADA unless it can be demonstrated that it is structurally impractical to meet such requirements. The Client understands that the requirements of the ADA will be subject to various and possibly contradictory interpretations. The Consultant, therefore, will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the Project. The Consultant, however, cannot and does not warrant or guarantee that the Client's Project will comply with all interpretations of ADA requirements and/or requirements of other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the Project.

CORPORATE PROTECTION It is intended by the parties to this Agreement that the Consultant's services in connection with the Project shall not subject the Consultant's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the Consultant, an Ohio corporation, and not against any of the Consultant's individual employees, officers or directors.

BETTERMENT If, due to the Consultant's negligence, a required item or component of the Project is omitted from the Consultant's construction documents, the Consultant shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the Consultant be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

DEFECTS IN SERVICE The Client shall promptly report to the Consultant any defects or suspected defects in the Consultant's services of which the Client becomes aware, so that the Consultant may take measures to minimize the consequences of such a defect. The Client further agrees to impose a similar notification requirement on all construction contractors in its Client/Contractor contracts and, further, to require all subcontracts at any level to contain a like requirement. Failure by the Client and any of the Client's construction contractors or subcontractors to notify the Consultant shall relieve the Consultant of the costs of remedying the defects above the sum such remedy would have cost had

prompt notification been given when such defects were first discovered or suspected by the Client, any construction contractor, or subcontractors, as the case may be.

CONTINGENCY The Owner and the Consultant agree that certain increased costs and changes may be required because of perceived omissions, ambiguities or inconsistencies in the drawings and specifications prepared by the Consultant and, therefore, that the final construction cost of the Project may exceed the estimated construction cost. The Owner agrees to set aside a reserve in the amount of at least ten (10) percent of the Project construction costs as a contingency to be used, to pay for any increased construction costs and changes attributable to such issues. The Owner further agrees to make no claim by way of direct or third-party action against the Consultant or its Subconsultants with respect to any increased costs within the contingency because of such changes or because of any claims made by a construction contractor relating to such changes.

CONSEQUENTIAL DAMAGES Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, construction contractors or Subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this Project.

CHANGED CONDITIONS If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Consultant are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the Consultant may call for re-negotiation of appropriate portions of this Agreement. The Consultant shall notify the Client of the changed conditions necessitating re-negotiation, and the Consultant and the Client shall promptly and in good faith enter into re-negotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the Termination provision hereof.

CLIENT IS INTENDED THIRD PARTY BENEFICIARY OF ANY SUBCONSULTANT AGREEMENT. To the extent that Consultant enters into one or more Subconsultant Agreements for a portion of the services which Consultant is obligated to perform pursuant to this Agreement, the Client is an intended third-party beneficiary of each such Subconsultant's obligations to the Consultant under the Subconsultant Agreement. Consultant shall incorporate language to this effect into each Subconsultant Agreement. Other than the foregoing, nothing in this Agreement shall create a contractual relationship with or cause of action in favor of a third party to this Agreement.

WAIVER OF SUBROGATION To the extent damages are covered by property insurance, the Client and Consultant waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may

TERMS AND CONDITIONS OF PROPOSAL

MKSK

have to the proceeds of such insurance as set forth in Section 11.3 of AIA® Document A201–2017™, General Conditions of the Contract for Construction. The Client or the Consultant, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

COMMENCEMENT OF CLAIMS AND CAUSES OF ACTION Both parties agree that any and all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case, not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this clause.

MAINTENANCE POST COMPLETION Client acknowledges and agrees that proper maintenance of the Project is required after the Project is complete. A lack of or improper maintenance may result in damage to property or persons. Client further acknowledges that, as between the parties to this Agreement, the Client is solely responsible for the results of any lack of maintenance or for any improper maintenance.

PROMOTIONAL AND PROFESSIONAL MATERIALS Consultant shall have the right to include photographic or artistic representations of the design of the Project among its promotional and professional materials and be given reasonable access to the completed Project to make such representations. Client shall provide Consultant professional credit in Client's promotional materials for the Project.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Homecoming Parade
West Chicago Community High School
District 94

AGENDA ITEM NUMBER: 4. B.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** May 19, 2025**COUNCIL AGENDA DATE:** May 19, 2025**STAFF REVIEW:** Kelley Chrisse, AICP, CEcD**SIGNATURE** _____**ITEM SUMMARY:**

West Chicago Community High School District 94 is seeking approval for their annual Homecoming Parade scheduled for Friday, October 3, 2025 from 12:45 p.m. – 2:00 p.m. with an estimate of 2,000 attendees.

The event organizer has requested the use of City streets for the parade, and the support of the Police & Fire District to accommodate and accompany floats, vehicles, and parade walkers.

The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, Business & Community Relations, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the current proposed parade route.

ACTIONS PROPOSED:

Recommend event for approval. Approval is also contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

This item is being presented to the Public Affairs Committee for consideration prior to the City Council meeting.

City of West Chicago SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT



PERMIT NO. _____

Special Event Permit Application

The Special Event Application must be submitted to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets, or use of public parking lots and/or city personnel. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration. For any late submittals (applications submitted less than 90 days prior to the event), a \$50 late fee must be paid with the application. Further, the applicant runs the risk of their Special Event request being denied.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

***** FOR OFFICE USE ONLY *****

Received: 3/17/2025

Fee Paid: \$ _____

Receipt # _____

Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____ CDD _____

- | | |
|---|------------|
| <input type="checkbox"/> Background checks completed by Police Dept. | Date _____ |
| <input type="checkbox"/> DuPage Co. Health Department notified | Date _____ |
| <input type="checkbox"/> Certificate of Insurance received and approved | Date _____ |

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IML-RMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of (company involved) for (event) (date, times (if applicable), location) No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to (event)".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to specialevents@westchicago.org or fax (630-293-1257) to be considered an original document.

I, Marc Wolfe, representing WCCHS/District 94
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.

[Redacted Signature]

(signature)

West Chicago H.S. Homecoming Parade
(name of event)

3/17/25
(date)

10/3/25
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: West Chicago Community High School Homecoming
Type of Event: Parade

☒ Parade ☐ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☐ Festival

☐ Other _____

Location of Event: Start WCCHS → Through Lemon Bar Lane → Left on Bishop → back to WCCHS

Date(s) of Event: 10/3/25 Hours of Event: 12:45pm to 2:00pm Est. Attendance: 2,000

Event Website: www.d94.org

Purpose of event: Homecoming Celebration

Name of Sponsoring Organization(s): Community High School District 94

Organization's Legal Status (i.e. NFP, Partnership, Corporation): School District

Contact person from sponsoring organization: Marc Wolfe

Organizer address: 324 Joliet Street

City/State/Zip: West Chicago, IL 60185 Phone: 630-876-6340

Cell Phone: [REDACTED] E-mail: mwolfe@d94.org

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Marc Wolfe Phone: [REDACTED]

2nd Contact: Jenna Windt Phone: [REDACTED]

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: TBD

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

NONE

What, if anything, are you doing to rectify the problem(s)?

N/A

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

**Narrative for Special Event Permit
City of West Chicago
March 17, 2025**

Community High School – District 94 respectfully requests the permission of the City of West Chicago to hold its annual Homecoming Parade on Friday, October 3, 2025. The Homecoming Parade is the culmination of a number of competitions and activities hosted during the Homecoming week by various teams, clubs, and classes. All activities, teams, and student council “classes” are encouraged to build floats and participant in this Homecoming tradition.

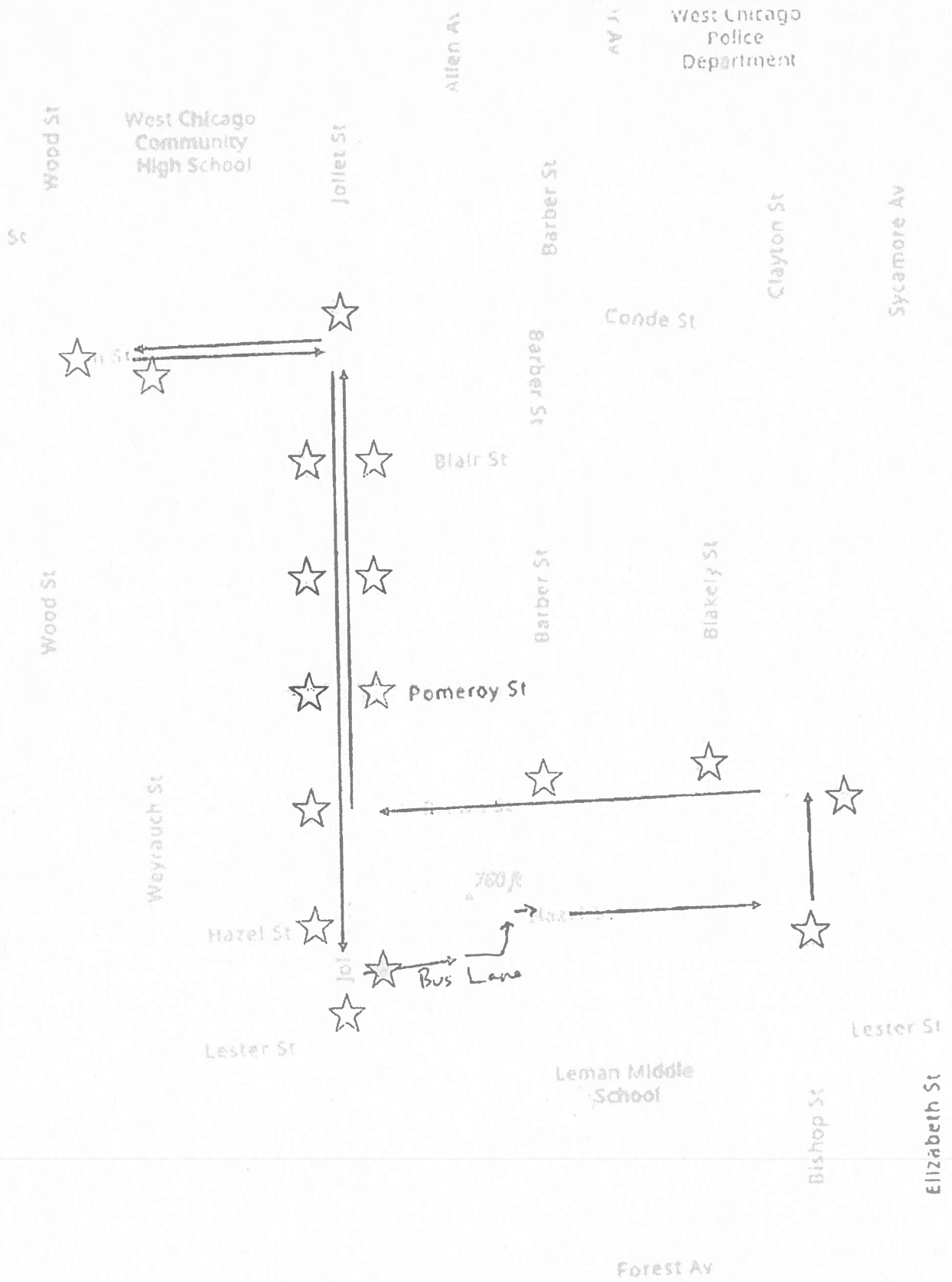
We have been able to collaboratively work with the West Chicago Police Department, Lemman Middle School administration, and Gary Elementary School administration to create a safe parade route and meet all requirements the WCPD has for large scale events. The attached map includes the parade route, each ‘star’ on the map designates an intersection that will be staffed by either a District 94 employee and vehicle or a West Chicago Police Officer/Community Service Officer. The parade begins at the H entrance of the high school (South East corner: Joliet St. and Ann St.) and proceeds through the streets of West Chicago (see attached map). We will enter the (exit) bus lane at Lemman Middle School, wind through the bus lane to Hazel Street; proceed east on Hazel Street, turn left on Bishop Street, turn left on Brown Street; and then turn right on Joliet Street heading back to the high school. We used this route for our last two Homecoming Parades and it worked well.

In years past, the police and fire departments have led this parade with their vehicles. We are requesting that they do the same this year.

Thank you for your consideration,



Marc Wolfe
Director of Student Activities



SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event.
Please visit www.westchicago.org under Forms for an application.

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event.
Please visit www.westchicago.org under Forms for an application.

Will your event include a fireworks display? ☐ Yes ☒ No

If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event.
Please visit www.westchicago.org under Forms for an application.

Are you holding a raffle at your event? ☐ Yes ☒ No

If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.

Will you be applying for a Temporary Liquor License? ☐ Yes ☒ No

If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.

Will you be serving food at your event? ☐ Yes ☒ No

If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.

Are you requesting services from these departments?

☒ Police ☒ Fire District / Paramedics ☐ Public Works

Specify services: We are requesting WCPD + WCFD send personnel and vehicles to accommodate and accompany floats, vehicles, and parade walkers.

Will you be utilizing any of the following services?

☐ Water ☐ Electric/Generator ☐ Other

N/A

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)
 Location of toilets (T)
 Location of hand washing sinks (HWS)
 Location of retail vendors (RV)
 Location of food vendors (FV)
 Location of first aid (FA)

Location and number of barricades (B)
 Location of fire lane (FL)
 Location of fire extinguishers (FE)
 Public entrances and exits (PE)
 Location of "No Firearms" signage (NF)
 Location of sound stages and amplified sound (S)
 Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☒ Yes ☐ No If yes, please indicate the property that you are requesting to use.

See attached map

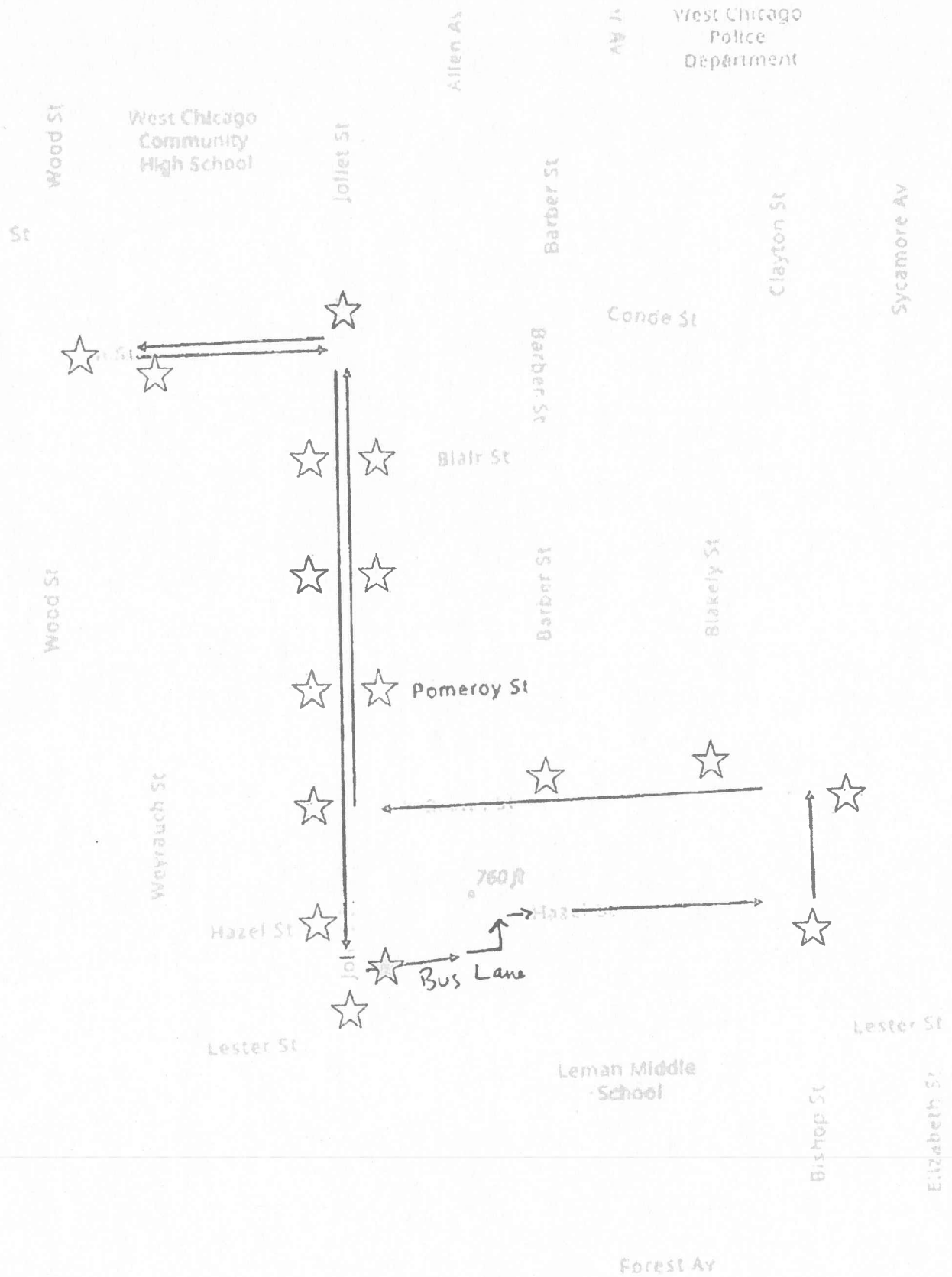
Would you like to request the closing of City streets?

☒ Yes ☐ No

Map Attached

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times
			<i>10/3/25</i>	<i>12:45 pm-2:00 pm</i>



SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: 10/3/25

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	7/3/25
Submit Carnival Permit Application	90 days	N/A
Submit Fireworks Permit Application	30 days	N/A
Submit Temporary Liquor License Application	30 days	N/A
Submit Building (Temporary Tent) Permit Application	30 days	N/A
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	N/A
Submit Original Certificate of Insurance*	21 days*	9/12/25
Submit Raffle Registration Application	14 days	N/A
Notify residents/businesses of special event	14 days	9/19/25
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the WCCHS/District 94 (name of organization) and its Members, employees, volunteers or guests, being allow to participate in the 2025 Hk Parade, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to WCCHS/District 94 (name of organization) participation in the Activity.

To the fullest extent permitted by law, the WCCHS/District 94 (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of WCCHS/District 94 (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The WCCHS/District 94 (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the WCCHS/District 94 (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the WCCHS/District 94 (name of organization).

Agreed this 17 day of March, 2025

Community High School District 94
Name of Organization

Dan Oberg
Print Name of Authorized Person


Signature of Authorized Person

Director of Business
Title

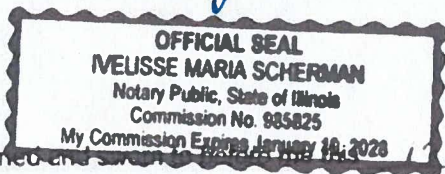
The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

WCCHS/District 94 Marc Wolfe 3/17/2025
(Name of Organization) (Print Name of Signatory) (Date)

By [Redacted]
(Authorized Signatory)



[Redacted]
(Notary Public)

Signed and sworn to before me on this 17 day of March, 2025.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:
City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title

Date

☐ Denied

Remarks:

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

CF Cycle for Life
Special Event Permit Application
Cystic Fibrosis Foundation

AGENDA ITEM NUMBER: 4. C.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** May 19, 2025**COUNCIL AGENDA DATE:** May 19, 2025**STAFF REVIEW:** Kelley Chrise, AICP, CEcD**SIGNATURE** _____**ITEM SUMMARY:**

The Cystic Fibrosis Foundation is seeking approval for their CF Cycle for Life bike ride scheduled for Saturday, September 27 from 8:00 a.m. – 2:00 p.m. with an estimate of 75 attendees. They will be starting at Pollyanna in St Charles with routes utilizing the IL Prairie Path throughout DuPage County. The estimated time that the riders will be in the West Chicago area is between 11:00 and 1:00pm.

The Special Event Permit Application has been reviewed and approved by staff from the Police, Public Works, Business & Community Relations, and Community Development Departments as well as the Park District and Fire Protection District. The Special Event Permit Application is attached, which includes the course maps.

ACTIONS PROPOSED:

Recommend event for approval as proposed, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

This item is being presented to the Public Affairs Committee for consideration prior to the City Council meeting.

City of West Chicago

SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application must be submitted to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets, or use of public parking lots and/or city personnel. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration. For any late submittals (applications submitted less than 90 days prior to the event), a \$50 late fee must be paid with the application. Further, the applicant runs the risk of their Special Event request being denied.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application –
\$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

***** FOR OFFICE USE ONLY *****

Received: 4/24/25

Fee Paid: \$ _____

Receipt # _____

Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____ CDD _____

- ☐ Background checks completed by Police Dept. Date _____
- ☐ DuPage Co. Health Department notified Date _____
- ☐ Certificate of Insurance received and approved Date _____

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IML-RMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language **must appear**:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of (company involved) for (event) (date, times (if applicable), location) No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to (event)".


3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name "The City of West Chicago, its officials, agents, employees, and volunteers" as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to specialevents@westchicago.org or fax (630-293-1257) to be considered an original document.

I, Meg Schneider, representing Cystic Fibrosis Foundation
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.


(signature)
Cycle For Life
(name of event)

4/11/25
(date)
9/27/25
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Cycle for Life _____

Type of Event:

☐ Parade ☒ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☐ Festival

☐ Other _____

Location of Event: Illinois Prairie Path - Elgin Branch

Date(s) of Event: 9-27-2025 Hours of Event: 8:00am to 2:00pm Est. Attendance: 75

Event Website: <https://fundraise.cff.org/chicagocycleforlife>

Purpose of event: A fully supported bike ride benefiting the Cystic Fibrosis Foundation that is starting at Pollyanna in St. Charles with routes utilizing the IL Prairie Path throughout DuPage Co.

Name of Sponsoring Organization(s): Cystic Fibrosis Foundation

Organization's Legal Status (i.e. NFP, Partnership, Corporation): Nonprofit organization

Contact person from sponsoring organization: Naomi Ishihara

Organizer address: 200 N. LaSalle St., Suite 2300

City/State/Zip: Chicago, IL 60601 Phone: 312-236-4491

Cell Phone: [REDACTED] E-mail: nishihara@cff.org

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Naomi Ishihara Phone: [REDACTED]

2nd Contact: _____ Phone: _____

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: _____

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

This is our third year riding on the Illinois Prairie Path, however, there
have been no problems or incidents that have occurred.

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Will your event include a fireworks display? ☐ Yes ☒ No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Are you holding a raffle at your event? ☐ Yes ☒ No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? ☐ Yes ☒ No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? ☐ Yes ☒ No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

☐ Police ☐ Fire District / Paramedics ☐ Public Works

Specify services: We are requesting no services from any of your departments unless the City of Chicago requires we use their police department for any needed crossing guards.

Will you be utilizing any of the following services?

☐ Water ☐ Electric/Generator ☐ Other _____

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail vendors (RV)
Location of food vendors (FV)
Location of first aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of "No Firearms" signage (NF)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☒ Yes ☐ No If yes, please indicate the property that you are requesting to use.

Bike route is situated along the IL Prairie Path, going through West Chicago

Would you like to request the closing of City streets? ☐ Yes ☐ No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: 9/27

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg 2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	6/29
Submit Carnival Permit Application	90 days	—
Submit Fireworks Permit Application	30 days	—
Submit Temporary Liquor License Application	30 days	—
Submit Building (Temporary Tent) Permit Application	30 days	—
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	—
Submit <u>Original</u> Certificate of Insurance*	21 days*	9/6
Submit Raffle Registration Application	14 days	—
Notify residents/businesses of special event	14 days	—
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the Cystic Fibrosis Foundation (name of organization) and its Members, employees, volunteers or guests, being allow to participate in CF Cycle for Life, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Cystic Fibrosis Foundation (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Cystic Fibrosis Foundation (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of Cystic Fibrosis Foundation (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The Cystic Fibrosis Foundation (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the Cystic Fibrosis Foundation (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the Cystic Fibrosis Foundation (name of organization).

Agreed this 11 day of April, 2025

Cystic Fibrosis Foundation
Name of Organization

Meg Schneider
Print Name of Authorized Person


Signature of Authorized Person

Executive Director
Title

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

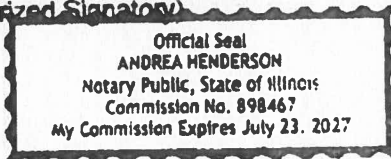
Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

Cystic Fibrosis Foundation Meg Schneider 4/11/25
(Name of Organization) (Print Name of Signatory) (Date)

By _____

(Authorized Signatory)



(Notary Public)

Signed and sworn to before me this 11 day of April, 2025.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:
City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

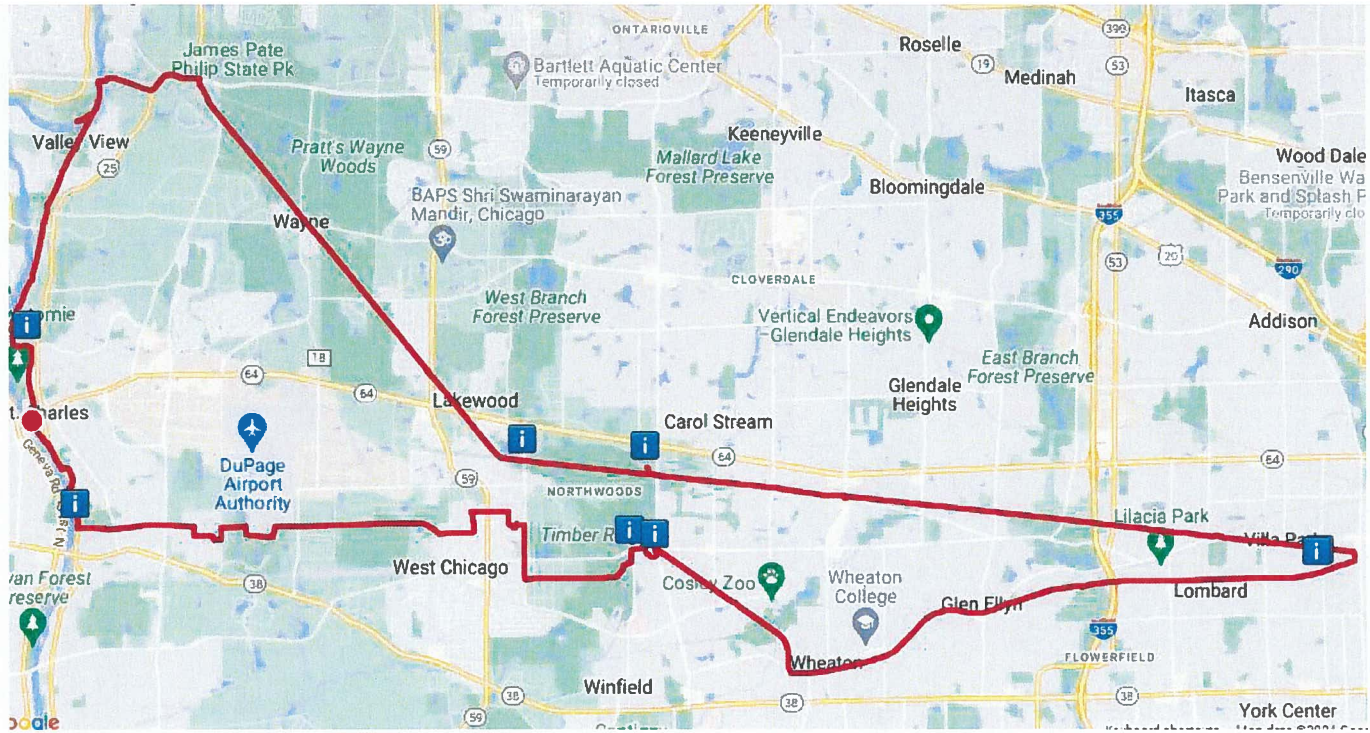
☐ Approved Permit No. _____

Authorized Signature

Title

Date

☐ Denied
Remarks:



CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**Battle of the Bands
West Chicago Park District**

AGENDA ITEM NUMBER: 4. D.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: May 19, 2025

COUNCIL AGENDA DATE: May 19, 2025

STAFF REVIEW: Kelley Chrisse, AICP, CEcD

SIGNATURE Kelley Chrisse

ITEM SUMMARY:

West Chicago Park District is requesting police services at Battle of the Bands taking place on August 29 and 30. The Park District has already received a temporary liquor license. The Special Event Permit Application has been reviewed and approved by staff from the Police, Public Works, Business & Community Relations, and Community Development Departments as well as the West Chicago Fire Protection District.

ACTIONS PROPOSED:

Recommend approval of police assistance at the event, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

This item is being presented to the Public Affairs Committee for consideration prior to the City Council meeting.

City of West Chicago

SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application –
\$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

***** FOR OFFICE USE ONLY *****

Received: 3/20/25

Fee Paid: \$ _____

Receipt # _____

Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

☐ Background checks completed by Police Dept.

Date 3/20/25

☐ DuPage Co. Health Department notified

Date _____

☐ Certificate of Insurance received and approved

Date _____

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language **must appear**:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, Sara Witteck, representing West Chicago Park District
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.



(signature)

8/25/25
(date)

Battle of the Bands

(name of event)

August 29 & 30, 2025

(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Battle of the Bands

Type of Event:

☐ Parade ☐ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☒ Festival

☐ Other _____

Location of Event: Reed Keppler Park

Date(s) of Event: 8/29 & 8/30 Hours of Event: 6:30pm to 8:30pm Est. Attendance: 500
12pm 4pm

Event Website: www.we-parks.org

Purpose of event: Festival with music. Friday is 6:30-8:30pm and Saturday is 12pm-4pm

Name of Sponsoring Organization(s): West Chicago Park District

Organization's Legal Status (i.e. NFP, Partnership, Corporation): Local Government, Park District

Contact person from sponsoring organization: Sara Witteck

Organizer address: 201 W National St

City/State/Zip: West Chicago, IL 60185 Phone: 630-231-9474

Cell Phone [REDACTED] E-mail: switteck@we-goparks.org

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Ben Nelson Phone: [REDACTED]

2nd Contact: Gina Radun Phone: [REDACTED]

Is this an annual event? ☐ Yes ☐ No If Yes, provide next year's event date: unknown

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.

Will your event include a fireworks display? ☐ Yes ☒ No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Are you holding a raffle at your event? ☐ Yes ☒ No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? ☒ Yes ☐ No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? ☒ Yes ☐ No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

☒ Police ☐ Fire District / Paramedics ☐ Public Works

Specify services: We are looking for police presence at the event.

Will you be utilizing any of the following services?

☐ Water ☒ Electric/Generator ☐ Other _____

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail vendors (RV)
Location of food vendors (FV)
Location of first aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of "No Firearms" signage (NF)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☐ Yes ☒ No If yes, please indicate the property that you are requesting to use.

Would you like to request the closing of City streets?

☐ Yes ☐ No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times

Site Map & Info

Battle of the Bands
8/29 5pm-8pm
8/30 12pm-4pm



Map Key



Vendor Entrance & Parking



WCPD Free Activities



Food Truck



Sponsor Table (5 8ft Tables)



Restrooms



Park District Tent (1 8ft Table)

Battle of the Bands – Event Synopsis

The *Battle of the Bands* is a two-day music competition featuring local bands competing for the title of this year's best act. The event will be held at The Shell in Reed-Keppler Park, with the first round on Friday, August 29 from 5:00 PM to 8:00 PM, followed by the finals on Saturday, August 30 from 12:00 PM to 4:00 PM.

Event Details:

- **Friday, August 29:** The competition kicks off with the first round of performances by local bands, each vying for a spot in the final round. This evening promises an exciting and dynamic showcase of local talent.
- **Saturday, August 30:** The final round will feature the top bands from the first day, performing for the chance to be crowned the *Battle of the Bands* champions. In addition, *Serendipity*, a renowned local band, will take the stage to provide entertainment between the performances of the finalists.
- **Family Fun:** Both days will include a bouncy house and a variety of activities for children, ensuring a fun experience for the whole family.
- **Food and Beverage:** Food trucks will offer a range of delicious options, and a beer tent will provide a selection of beverages for adult attendees.

This two-day musical event offers an exciting opportunity to support local talent while enjoying a fun and festive atmosphere. Whether you're a fan of live music, looking for family-friendly activities, or simply want to enjoy a day in the park, *Battle of the Bands* at The Shell in Reed-Keppler Park is the place to be.

Information for the West Chicago Police Department

- The event is free to the community. Parking will be available at the two east lots along Arbor Ave and in the Turtle Splash Parking lot. The north parking lot off of Arbor Ave will be closed for vendor parking and loading/unloading. This entrance will be monitored and manned by a park district employee.
- Alcohol will be sold by the park district at the park district tent. All patrons who purchase alcohol will be carded, wrist banded and served by BASSET trained park district staff. Patrons will have the option to pay by cash or by card. All alcohol sold will be opened on site by park district staff and no patron may purchase more than one alcoholic drink at a time. Alcohol options will include: Miller Lite, IPA Beer, Modelo, White Claw and canned margarita.
- The West Chicago Park District is requesting one to two officers to monitor the area on foot.

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event:

8/29 - 8/30

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	5/31
Submit Carnival Permit Application	90 days	\
Submit Fireworks Permit Application	30 days	\
Submit Temporary Liquor License Application	30 days	7/30
Submit Building (Temporary Tent) Permit Application	30 days	\
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	7/30
Submit Original Certificate of Insurance*	21 days*	8/8
Submit Raffle Registration Application	14 days	\
Notify residents/businesses of special event	14 days	\
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the West Chicago Park District (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Battle of the Bands, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to West Chicago Park District (name of organization) participation in the Activity.

To the fullest extent permitted by law, the West Chicago Park District (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of West Chicago Park District (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The West Chicago Park District (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the West Chicago Park District (name of organization) at its own expense, satisfy and discharge the same.

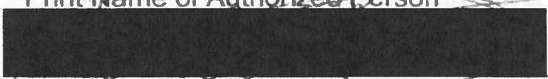
The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the West Chicago Park District (name of organization).

Agreed this 8 day of April, 2025

West Chicago Park District
Name of Organization

Sara Witteck
Print Name of Authorized Person


Signature of Authorized Person

Recreation Manager
Title

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

West Chicago Park District

(Name of Organization)

Sara Wittek
(Print Name of Signatory)

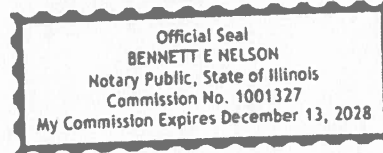
2/25/25

(Date)

By

[Redacted Signature]

(Authorized Signatory)



(Notary Public)

Signed and sworn to before me this 25th day of February, 2025.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:

City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title

Date

☐ Denied

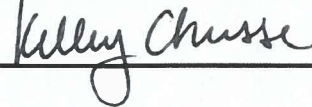
Remarks:

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**Wine in the Park
West Chicago Park District**

AGENDA ITEM NUMBER: 4.E.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** May 19, 2025**COUNCIL AGENDA DATE:** May 19, 2025**STAFF REVIEW:** Kelley Chrise, AICP, CEcD**SIGNATURE** _____**ITEM SUMMARY:**

West Chicago Park District is requesting police services at Wine in the Park taking place on May 31 from 1:00 p.m. – 4:00 p.m. This is a ticketed event with an estimated attendance of 50 people. The Park District has already received their temporary liquor license. The Special Event Permit Application has been reviewed and approved by staff from the Police, Public Works, Business & Community Relations, and Community Development Departments as well as the West Chicago Fire Protection District.

ACTIONS PROPOSED:

Recommend approval of police services at the event, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

This item is being presented to the Public Affairs Committee for consideration prior to the City Council meeting.

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application –
\$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

***** FOR OFFICE USE ONLY *****

Received: _____

Fee Paid: \$ _____

Receipt # _____

Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

- | | |
|---|------------|
| <input type="checkbox"/> Background checks completed by Police Dept. | Date _____ |
| <input type="checkbox"/> DuPage Co. Health Department notified | Date _____ |
| <input type="checkbox"/> Certificate of Insurance received and approved | Date _____ |

*** INTENT TO MEET INSURANCE REQUIREMENTS ***

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, Sara Witteck, representing West Chicago Park District
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.



(signature)

5/2/25

(date)

Wine in the Park

(name of event)

05/31/25

(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Wine in the Park

Type of Event:

☐ Parade ☐ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☐ Festival

☒ Other Ticketed Event in Park

Location of Event: Reed Keppler Park

Date(s) of Event: Saturday, 5/31/25 Hours of Event: 1pm to 4pm Est. Attendance: 50

Event Website: www.we-goparks.org

Purpose of event: Trying local wine, listening to music

Name of Sponsoring Organization(s): West Chicago Park District

Organization's Legal Status (i.e. NFP, Partnership, Corporation): Local Government, Park District

Contact person from sponsoring organization: Sara Witteck

Organizer address: 201 W National St

City/State/Zip: West Chicago, IL 60185 Phone: 630-231-9474

Cell Phone: [REDACTED] E-mail: switteck@we-goparks.org

Emergency contact information (*provide mobile numbers for on-site coordinators during event*):

1st Contact: Ben Nelson Phone: [REDACTED]

2nd Contact: Gina Radun Phone: [REDACTED]

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: _____

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

This is the second year this event is being held. There were no issues last year.

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.*

Will your event include a fireworks display? ☐ Yes ☒ No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Are you holding a raffle at your event? ☐ Yes ☒ No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? ☐ Yes ☒ No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? ☐ Yes ☒ No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

☒ Police ☐ Fire District / Paramedics ☐ Public Works

Specify services: Requesting 2 officers as specified in the MOH

Will you be utilizing any of the following services?

☐ Water ☐ Electric/Generator ☐ Other _____

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail vendors (RV)
Location of food vendors (FV)
Location of first aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of "No Firearms" signage (NF)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☐ Yes ☒ No If yes, please indicate the property that you are requesting to use.

Would you like to request the closing of City streets?

☐ Yes ☐ No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event:

5/2/25

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	
Submit Carnival Permit Application	90 days	
Submit Fireworks Permit Application	30 days	
Submit Temporary Liquor License Application	30 days	
Submit Building (Temporary Tent) Permit Application	30 days	
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	
Submit Original Certificate of Insurance*	21 days*	
Submit Raffle Registration Application	14 days	
Notify residents/businesses of special event	14 days	
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

*If this requirement is not met, the proposed event may be cancelled.

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

West Chicago Park District

(Name of Organization)

Sara Witteck

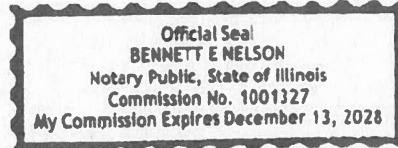
(Print Name of Signatory)

05/2/25

(Date)

By

(Authorized Signatory)



(Notary Public)

Signed and sworn to before me this 2nd day of May, 2025

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:

City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title

Date

☐ Denied

Remarks:

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the West Chicago Park District (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Wine in the Park, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to West Chicago Park District (name of organization) participation in the Activity.

To the fullest extent permitted by law, the West Chicago Park District (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of West Chicago Park District (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The West Chicago Park District (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the West Chicago Park District (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the West Chicago Park District (name of organization).

Agreed this 2 day of May, 2025

West Chicago Park District

Name of Organization

Sara Witteck

Print Name of Authorized Person


Signature of Authorized Person

Recreation Manager
Title

Wine in the Park – Event Overview

Event Date: Saturday, May 31, 2025

Location: The Shell at Reed-Keppler Park

Time: 1pm-4pm

Event Description:

Wine in the Park is a 21+ community event where paid participants will enjoy eight (8) sample pours of locally sourced wines. Complimentary snacks will be provided, and the event will feature live acoustic music in a relaxed outdoor setting.

All staff serving alcohol will be BASSET-certified to ensure responsible service and compliance with Illinois alcohol regulations. While the alcohol service area will not be fenced, it will be clearly designated and contained within The Shell area of Reed-Keppler Park. Appropriate signage and staffing will be in place to monitor the area and ensure alcohol does not leave the designated space.

Site Map & Info

Wine in the Park
5/31/25
1pm-4pm



Map Key

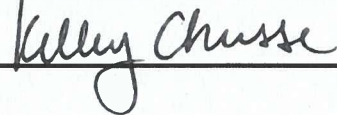
- Entrance & Parking
- WCPCD Wine Tasting (2 8ft Tables)
- Park District Check-In (1 8ft Table)
- Vendor Table (1 8ft Table)
- Restrooms

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Hello Summer
West Chicago Park District

AGENDA ITEM NUMBER: 4. F.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** May 19, 2025**COUNCIL AGENDA DATE:** May 19, 2025**STAFF REVIEW:** Kelley Chrise, AICP, CEcD**SIGNATURE** _____**ITEM SUMMARY:**

West Chicago Park District is requesting police services at their Hello Summer Fest taking place on June 21 from 11:00 a.m. to 3:00 p.m. The Park District has already received a temporary liquor license. The Special Event Permit Application has been reviewed and approved by staff from the Police, Public Works, Business & Community Relations, and Community Development Departments as well as the West Chicago Fire Protection District.

ACTIONS PROPOSED:

Recommend approval of police assistance at the event, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

This item is being presented to the Public Affairs Committee for consideration prior to the City Council meeting.

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement
2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application –
\$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: 3/20/25

Fee Paid: \$ _____

Receipt # _____

Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

☐ Background checks completed by Police Dept.

Date _____

☐ DuPage Co. Health Department notified

Date _____

☐ Certificate of Insurance received and approved

Date _____

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language **must appear**:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, Sara Witteck, representing West Chicago Park District
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.



(signature)

2/25/25
(date)

Hello Summer

(name of event)

June 21, 2025

(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Hello Summer

Type of Event:

☐ Parade ☐ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☒ Festival

☐ Other _____

Location of Event: Reed Keppler Park 11am 3pm SW

Date(s) of Event: 6/21/25 Hours of Event: 11am to 3pm Est. Attendance: 500

Event Website: www.we-parks.org

Purpose of event: Festival with music and family friendly activities.

Name of Sponsoring Organization(s): West Chicago Park District

Organization's Legal Status (i.e. NFP, Partnership, Corporation): Local Government, Park District

Contact person from sponsoring organization: Sara Witteck

Organizer address: 201 W National St

City/State/Zip: West Chicago, IL 60185 Phone: 630-231-9474

Cell Phone: [REDACTED] E-mail: switteck@we-goparks.org

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Ben Nelson Phone: [REDACTED]

2nd Contact: Gina Radun Phone: [REDACTED]

Is this an annual event? ☐ Yes ☐ No If Yes, provide next year's event date: unknown

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.

Will your event include a fireworks display? ☐ Yes ☒ No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Are you holding a raffle at your event? ☐ Yes ☒ No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? ☒ Yes ☐ No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? ☒ Yes ☐ No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

☒ Police ☐ Fire District / Paramedics ☐ Public Works

Specify services: We are looking for police presence at the event.

Will you be utilizing any of the following services?

☐ Water ☒ Electric/Generator ☐ Other _____

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail vendors (RV)
Location of food vendors (FV)
Location of first aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of "No Firearms" signage (NF)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☐ Yes ☒ No If yes, please indicate the property that you are requesting to use.

Would you like to request the closing of City streets?

☐ Yes ☐ No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times

Site Map & Info

Hello Summer
Fest
6/21/25
11am-3pm

Reed-Keppler Park
832 Arbor Ave
West Chicago, IL
60185



Map Key



Vendor Entrance & Parking



Inflatable Obstacle Course & House



Park District Tent (1 8ft Table)



WCPD Free Activities



Food Truck



Sponsor Table (5 8ft Tables)



Restrooms



Face Painter



Balloon

Hello Summer – Event Synopsis

The *Hello Summer* event will take place on Saturday, June 21, from 11:00 AM to 3:00 PM at The Shell in Reed-Keppler Park. This family-friendly event is designed to encourage active participation and outdoor enjoyment for attendees of all ages.

Event Highlights:

- **Active Family Fun:** The event will feature inflatable obstacle courses, large interactive games, and a variety of activities that promote family engagement and physical activity.
- **Arts and Crafts:** Creative hands-on arts and crafts projects will be available for children and families to explore their artistic talents.
- **Entertainment:** *Off the Charts*, a lively band, will perform on The Shell stage, along with additional children's entertainment, ensuring an engaging and dynamic atmosphere throughout the day.
- **Food and Beverage:** A selection of food trucks will offer a variety of delicious food options, and the beer tent will provide refreshments for adult attendees.

Hello Summer provides an opportunity for families to connect, enjoy outdoor recreation, and celebrate the arrival of the summer season in a lively and welcoming environment. Join us for a day filled with fun, entertainment, and community spirit at The Shell in Reed-Keppler Park.

Information for the West Chicago Police Department

- The event is free to the community. Parking will be available at the two east lots along Arbor Ave and in the Turtle Splash Parking lot. The north parking lot off of Arbor Ave will be closed for vendor parking and loading/unloading. This entrance will be monitored and manned by a park district employee.
- Alcohol will be sold by the park district at the park district tent. All patrons who purchase alcohol will be carded, wrist banded and served by BASSET trained park district staff. Patrons will have the option to pay by cash or by card. All alcohol sold will be opened on site by park district staff and no patron may purchase more than one alcoholic drink at a time. Alcohol options will include: Miller Lite, IPA Beer, Modelo, White Claw and canned margarita.
- The West Chicago Park District is requesting one to two officers to monitor the area on foot.

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event:

6/21/25

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	3/23
Submit Carnival Permit Application	90 days	\
Submit Fireworks Permit Application	30 days	\
Submit Temporary Liquor License Application	30 days	5/22
Submit Building (Temporary Tent) Permit Application	30 days	\
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	5/22
Submit Original Certificate of Insurance*	21 days*	5/31
Submit Raffle Registration Application	14 days	\
Notify residents/businesses of special event	14 days	\
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the West Chicago Park District (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Hello Summer, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to West Chicago Park District (name of organization) participation in the Activity.

To the fullest extent permitted by law, the West Chicago Park District (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of West Chicago Park District (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The West Chicago Park District (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the West Chicago Park District (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the West Chicago Park District (name of organization).

Agreed this 8 day of April, 2025

West Chicago Park District

Name of Organization

Sara Witteck

Print/Name of Authorized Person


Signature of Authorized Person

Recreation Manager

Title

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

West Chicago Park District

(Name of Organization)

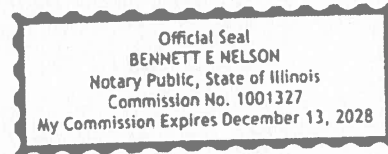
Sara Witteck
(Print Name of Signatory)

2/25/25

(Date)

By

(Authorized Signatory)



(Notary Public)

Signed and sworn to before me this 25th day of February, 2025.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:

City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title

Date

☐ Denied


Remarks:

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**Taco & Art Fest
West Chicago Park District**

AGENDA ITEM NUMBER: 4. G.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** May 19, 2025**COUNCIL AGENDA DATE:** May 19, 2025**STAFF REVIEW:** Kelley Chrise, AICP, CEcD**SIGNATURE** _____**ITEM SUMMARY:**

West Chicago Park District is requesting police services at their Taco & Art Fest taking place on July 26 from 3:00 p.m. to 7:00 p.m. The Park District has already received a temporary liquor license. The Special Event Permit Application has been reviewed and approved by staff from the Police, Public Works, Business & Community Relations, and Community Development Departments as well as the West Chicago Fire Protection District.

ACTIONS PROPOSED:

Recommend approval of police services at the event, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

This item is being presented to the Public Affairs Committee for consideration prior to the City Council meeting.

City of West Chicago

SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement
2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application –
\$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: 3/20/25

Fee Paid: \$ _____

Receipt # _____

Check # _____

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

- | | |
|---|------------|
| <input type="checkbox"/> Background checks completed by Police Dept. | Date _____ |
| <input type="checkbox"/> DuPage Co. Health Department notified | Date _____ |
| <input type="checkbox"/> Certificate of Insurance received and approved | Date _____ |

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language **must appear**:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, Sara Witteck, representing West Chicago Park District
(print name of authorized person) (organization)
have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.



(signature)

2/25/25
(date)

Taco & Art Fest
(name of event)

July 26, 2025
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Taco & Art Fest

Type of Event:

☐ Parade ☐ Walk/Run/Bike ☐ Carnivals ☐ Fireworks ☒ Festival

☐ Other _____

Location of Event: Reed Keppler Park

Date(s) of Event: 7/26/25 Hours of Event: 3pm to 7pm Est. Attendance: 500

Event Website: www.we-parks.org

Purpose of event: Festival celebrating art and tacos.

Name of Sponsoring Organization(s): West Chicago Park District

Organization's Legal Status (i.e. NFP, Partnership, Corporation): Local Government, Park District

Contact person from sponsoring organization: Sara Witteck

Organizer address: 201 W National St

City/State/Zip: West Chicago, IL 60185 Phone: 630-231-9474

Cell Phone: [REDACTED] E-mail: switteck@we-goparks.org

Emergency contact information (*provide mobile numbers for on-site coordinators during event*):

1st Contact: Ben Nelson Phone: [REDACTED]

2nd Contact: Gina Radun Phone: [REDACTED]

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: unknown

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SECTION 3 – PERMITS

Will your event include a carnival? ☐ Yes ☒ No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☐ Yes ☒ No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.

Will your event include a fireworks display? ☐ Yes ☒ No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event.*

Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.

Are you holding a raffle at your event? ☐ Yes ☒ No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? ☒ Yes ☐ No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? ☒ Yes ☐ No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

☒ Police ☐ Fire District / Paramedics ☐ Public Works

Specify services: We are looking for police presence at the event.

Will you be utilizing any of the following services?

☐ Water ☒ Electric/Generator ☐ Other _____

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail vendors (RV)
Location of food vendors (FV)
Location of first aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of "No Firearms" signage (NF)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

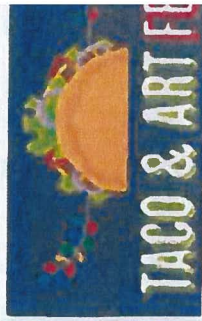
☐ Yes ☒ No If yes, please indicate the property that you are requesting to use.

Would you like to request the closing of City streets?

☐ Yes ☐ No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times



July 26, 2025
3pm-7pm



Map Key

- | | | | |
|-----------------------------|---------------------|------------------------------|---------------|
| Information & First Aid/ | Crafts & Activities | Train Station | Picnic Tables |
| Alcohol Sales | Car Show | Inflatables | Tent |
| Art Demonstration & Vendors | Petting Zoo | Independent games and blocks | |
| Food Vendor | Restrooms | Generator | |
| Taco Wars Tickets & Voting | | | |

The *Taco & Art Fest*, hosted by the West Chicago Parks Foundation, will take place at The Shell in Reed-Keppler Park on Saturday, July 26 from 3:00 PM to 7:00 PM. This community event offers a blend of culinary and artistic experiences designed to engage attendees of all ages.

Event Details:

- **Taco Wars:** A competitive cooking event where local chefs will showcase their culinary skills in a taco-making competition. Attendees will have the opportunity to sample various creations and vote for their favorites.
- **Main Stage Performances:** The event will feature a dynamic lineup of live entertainment, including Mariachi music, traditional Ballet Folkloric dances, and a Samba band, providing a rich cultural experience for all attendees.
- **Family Activities:** A variety of family-friendly attractions will be available, including a petting zoo, children's games, a bouncy house, and other interactive activities designed to engage younger audiences.
- **Art and Craft Vendors:** The festival will host a selection of local artisans and vendors showcasing unique crafts and artwork, allowing attendees to support the local arts community.
- **Food and Beverage:** A selection of food trucks will be on-site offering a diverse range of cuisines, while a beer tent will provide a selection of beverages for adult attendees.

This event provides an opportunity for the community to gather in celebration of local food, art, and culture, fostering a sense of connection and enjoyment. We invite you to join us for an afternoon of culinary exploration, cultural performances, and family-friendly fun at The Shell in Reed-Keppler Park.

Information for the West Chicago Police Department

- The event is free to the community. Parking will be available at the two east lots along Arbor Ave and in the Turtle Splash Parking lot. The north parking lot off of Arbor Ave will be closed for vendor parking and loading/unloading. This entrance will be monitored and manned by a park district employee.
- Alcohol will be sold by the park district at the park district tent. All patrons who purchase alcohol will be carded, wrist banded and served by BASSET trained park district staff. Patrons will have the option to pay by cash or by card. All alcohol sold will be opened on site by park district staff and no patron may purchase more than one alcoholic drink at a time. Alcohol options will include: Miller Lite, IPA Beer, Modelo, White Claw and canned margarita.
- The West Chicago Park District is requesting one to two officers to monitor the area on foot.

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: 7/26

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	4/27
Submit Carnival Permit Application	90 days	—
Submit Fireworks Permit Application	30 days	—
Submit Temporary Liquor License Application	30 days	6/26
Submit Building (Temporary Tent) Permit Application	30 days	—
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	6/26
Submit Original Certificate of Insurance*	21 days*	7/5
Submit Raffle Registration Application	14 days	—
Notify residents/businesses of special event	14 days	
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the West Chicago Park District (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Taco & Art Fest, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to West Chicago Park District (name of organization) participation in the Activity.

To the fullest extent permitted by law, the West Chicago Park District (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of West Chicago Park District (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The West Chicago Park District (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the West Chicago Park District (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the West Chicago Park District (name of organization).

Agreed this 25 day of February, 2025

West Chicago Park District

Name of Organization

Sara Witteck

Print Name of Authorized Person


Signature of Authorized Person

Recreation Manager

Title

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

***All applications must be signed and notarized.**

West Chicago Park District

(Name of Organization)

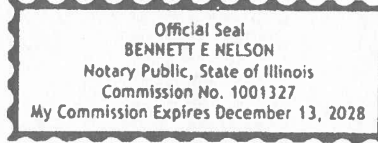
By

(Authorized Signatory)

Sarah W. Heek
(Print Name of Signatory)

2/25/25

(Date)



(Notary Public)

Signed and sworn to before me this 25th day of February, 2025.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:

City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature

Title

Date

☐ Denied

Remarks:

Type text here

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**West Chicago Railroad Days
Western DuPage Chamber of Commerce**

AGENDA ITEM NUMBER: 4. H.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: May 19, 2025

COUNCIL AGENDA DATE: May 19, 2025

STAFF REVIEW: Kelley Chrisse, AICP, CEcD

SIGNATURE _____

Kelley Chrisse

ITEM SUMMARY:

The Western DuPage Chamber of Commerce has submitted the attached Special Event Permit Application for West Chicago Railroad Days scheduled to take place Thursday, June 26 through Sunday, June 29 at Pioneer Park in accordance with the terms outlined in Resolution 24-R-0084.

As in previous years, the event will include a carnival, food vendors, entertainment, beer garden, and merchant vendors. There will also be fireworks on Saturday.

The proposed plans will be reviewed by staff from the Police, Public Works, Business & Community Relations, and Community Development Departments as well as the West Chicago Fire Protection District and Park District during the upcoming monthly coordination meetings. Proposed event components are contingent upon approval from the above noted staff, departments, and districts.

ACTIONS PROPOSED:

Recommend proposed event plans to proceed as outlined, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

This item is being presented to the Public Affairs Committee for consideration prior to the City Council meeting.

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application must be submitted to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets, or use of public parking lots and/or city personnel. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration. For any late submittals (applications submitted less than 90 days prior to the event), a \$50 late fee must be paid with the application. Further, the applicant runs the risk of their Special Event request being denied.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - ☐ Intent to Meet Insurance Requirements
 - ☐ Section 1 – General Information
 - ☐ Section 2 – Narrative
 - ☐ Section 3 – Permits
 - ☐ Section 4 – Site Plan and/or Route Map
 - ☐ Section 5 – Task List and Due Dates
 - ☐ Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - ☐ Carnival Permit Application - \$50 per employee
 - ☐ Fireworks Permit Application –
\$125 (Check made payable to the West Chicago Fire Protection District)
 - ☐ Building Permit Application (temporary tents – see min. requirements) - \$50
 - ☐ Raffle Registration Application – requires separate application
 - ☐ Temporary Liquor License Application – requires separate application
 - ☐ Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

***** FOR OFFICE USE ONLY *****

Received: 4/10/25

Fee Paid: \$ —

Receipt # —

Check # —

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____ CDD _____

- | | |
|---|------------|
| <input type="checkbox"/> Background checks completed by Police Dept. | Date _____ |
| <input type="checkbox"/> DuPage Co. Health Department notified | Date _____ |
| <input type="checkbox"/> Certificate of Insurance received and approved | Date _____ |

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IML-RMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language **must appear**:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of (company involved) for (event) (date, times (if applicable), location) No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to (event)".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name "The City of West Chicago, its officials, agents, employees, and volunteers" as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to specialevents@westchicago.org or fax (630-293-1257) to be considered an original document.

I, David J. Sabathne', representing Western DuPage Chamber of Commerce
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.

[Redacted Signature]
(signature)

2025 West Chicago Railroad Days

(name of event)

3/28/2025
(date)

June 26 - 29, 2025

(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: 2025 West Chicago Railroad Days

Type of Event:

☐ Parade ☐ Walk/Run/Bike ☒ Carnivals ☒ Fireworks ☒ Festival

☒ Other Food, Merchants & Beer Garden

Location of Event: Pioneer Park, 479 W. Forest Ave., West Chicago

Date(s) of Event: June 26-29 Hours of Event: _____ to _____ Est. Attendance: 2000 a day

Event Website: www.westchicagorailroaddays.com / www.westerndupagechamber.com

Purpose of event: City sponsored community festival.

Name of Sponsoring Organization(s): Western DuPage Chamber / City of West Chicago

Organization's Legal Status (i.e. NFP, Partnership, Corporation): NFP

Contact person from sponsoring organization: David J. Sabathne'

Organizer address: 306 Main St.

City/State/Zip: West Chicago, IL 60185 Phone: 630-231-3003

Cell Phone: [REDACTED] E-mail: team@westerndupagechamber.com

Emergency contact information (*provide mobile numbers for on-site coordinators during event*):

1st Contact: David J. Sabathne' Phone: [REDACTED]

2nd Contact: Wayne Lofton Jr. Phone: [REDACTED]

Is this an annual event? ☒ Yes ☐ No If Yes, provide next year's event date: Unknown

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

No reported incidents.

What, if anything, are you doing to rectify the problem(s)?

N/A

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SECTION 3 – PERMITS

Will your event include a carnival? ☒ Yes ☐ No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? ☒ Yes ☐ No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Will your event include a fireworks display? ☒ Yes ☐ No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms for an application.*

Are you holding a raffle at your event? ☐ Yes ☒ No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? ☒ Yes ☐ No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? ☒ Yes ☐ No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

☒ Police ☒ Fire District / Paramedics ☒ Public Works

Specify services: See attached, also CERT to support First Aid tent.

Will you be utilizing any of the following services?

☒ Water ☒ Electric/Generator ☐ Other Generators provided by contractor.

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)

Location of toilets (T)

Location of hand washing sinks (HWS)

Location of retail vendors (RV)

Location of food vendors (FV)

Location of first aid (FA)

Location and number of barricades (B)

Location of fire lane (FL)

Location of fire extinguishers (FE)

Public entrances and exits (PE)

Location of "No Firearms" signage (NF)

Location of sound stages and amplified sound (S)

Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

☐ Yes ☒ No If yes, please indicate the property that you are requesting to use.

Would you like to request the closing of City streets?

☐ Yes ☒ No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: June 26 - 29, 2025

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	3/28
Submit Carnival Permit Application	90 days	3/28
Submit Fireworks Permit Application	30 days	5/27
Submit Temporary Liquor License Application	30 days	5/27
Submit Building (Temporary Tent) Permit Application	30 days	5/27
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	5/27
Submit <u>Original</u> Certificate of Insurance*	21 days*	6/5
Submit Raffle Registration Application	14 days	-
Notify residents/businesses of special event	14 days	6/12
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the Western DuPage Chamber of Commerce (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Railroad Days, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to Western DuPage Chamber of Commerce (name of organization) participation in the Activity.

To the fullest extent permitted by law, the Western DuPage Chamber of Commerce (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of Western DuPage Chamber of Commerce (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The Western DuPage Chamber of Commerce (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the Western DuPage Chamber of Commerce (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the Western DuPage Chamber of Commerce (name of organization).

Agreed this 28 day of March, 2025

Western DuPage Chamber of Commerce

Name of Organization

David J. Sabathne'

Print Name of Authorized Person


Signature of Authorized Person

President / CEO

Title

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.

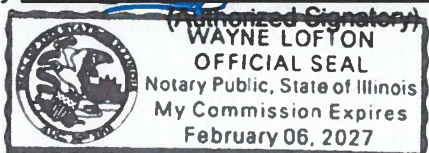
***All applications must be signed and notarized.**

Western DuPage Chamber of Commerce
(Name of Organization)

David J. Sabathne'
(Print Name of Signatory)

3/28/2025
(Date)

By



[Redacted Signature]
(Notary Public)

Signed and sworn to before me this 3 day of MARCH, 20 25.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to:
City of West Chicago
Attn: Community Development – Special Events
475 Main Street
West Chicago, IL 60185

FOR OFFICE USE ONLY

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

☐ Approved Permit No. _____

Authorized Signature _____

Title _____

Date _____

☐ Denied
Remarks:

City of West Chicago
Building Permit Request
Temporary TENT
2025 West Chicago Railroad Days

The Western DuPage Chamber of Commerce requests a building permit to install a temporary tent approximately 30' x 45' or 1350 square feet that will be used as our Beer Garden.

Tents will be provided by Illinois Tent Rentals, a West Chicago business located at 31W021 North Avenue, West Chicago, IL 60185

The tent will be secured by not less than one 36" steel stake at each support post. These tents have been used by us for this purpose every year for at least the past 20 years without incident.

Please advise if additional information is necessary

Western DuPage Chamber of Commerce

306 Main Street

West Chicago, IL 60185

630-231-3003

Authorized applicant: David J Sabathne, President

X



____ Date: 3/27/28/2025

West Chicago Railroad Days

June 26-29, 2025

Narrative

We are now in our 3rd year hosting West Chicago Railroad Days at the end of June rather than following Independence Day. Pioneer Park provides a beautiful setting for this event albeit parking is less than optimal. Despite the challenges, we have enjoyed increased attendance over recent years.

West Chicago Railroad Days is the most popular city-wide event of the year sponsored by the City of West Chicago. It has become a favorite activity for both residents and visitors. Much of the popularity is the atmosphere of the event and the many attractions.

Returning in 2025 are the carnival, free concerts, food and merchant vendors, beer garden and a fabulous fireworks show on Saturday evening. Conditions will be monitored; watering of the site will be done if necessary.

Bands are being signed and the infrastructure necessary to support such a major event are being secured, stage, generators, sanitation and of course a carnival contract has been secured with Fantasy Amusements.

The major challenge in 2025 is the reconstruction of the parking lot on the east side of Pioneer School. This eliminates access to the parking lot on the North end of the park which is generally used for vendors, volunteers and general attendees.

To reduce the impact, bus service will be provided from the pedestrian underpass located on the west side of the high school to and from the festival site. This will be provided at no cost to riders.

Marketing has already begun on social media which has become the number one source for festival inquiry and interest. Marketing of special “featured” acts and events we will continue up to and throughout the event. All applications and downloadable schedules and attractions will remain on our website throughout the event.

Respectfully,

David J Sabathne, President

2025 West Chicago Railroad Days

Request for City Services

The Western DuPage Chamber of Commerce request for the following City services regarding the 2025 West Chicago Railroad Days.

Tuesday June 24th :

Water meter hook: by Tuesday June 24th

Dumpster delivered to the approved area for servicing Friday, Saturday, Sunday and removal no earlier than 2pm on Monday June 30th.

Wednesday June 25th

Preliminary site inspection for equipment and ride license verification and general safety inspection.

Barricades delivered to designated location subject to Police and City's direction.

Provide temporary fencing, posts and assistance with installation of temporary fencing as in previous years.

Thursday June 26th

Inspection of festival to provide necessary approvals to open/operate: Approximate time of 2 PM

Police services for security and general event visibility: 4 PM to 10:30 PM

Friday June 27th

Police services for security and general event visibility: 4 PM to 11:30 PM

Saturday June 28th

Inspection and/or necessary support for evening fireworks.

Police services for security and general event visibility: Noon to Midnight

Sunday June 29th

Police services for security and general event visibility: 3 PM to 10:30 PM

Monday June 30th.

Removal of water meters from two locations at approximately 3 PM

Pick-up of barricades

Final Dumpster Removal NO SOONER THAN 2pm

In addition to the above, request Railroad Days advertising on City sign at 59 and Main Street.

2025 West Chicago Railroad Days

June 26-29, 2025

Hours of Operation

Festival: carnival, food, merchants, entertainment

Thursday June 26th	4:30 – 10:00PM
Friday June 27th	4:30 – 11:00PM
Saturday June 28th	1:00 - 11:00PM
Sunday June 29th	1:00 – 10:00PM

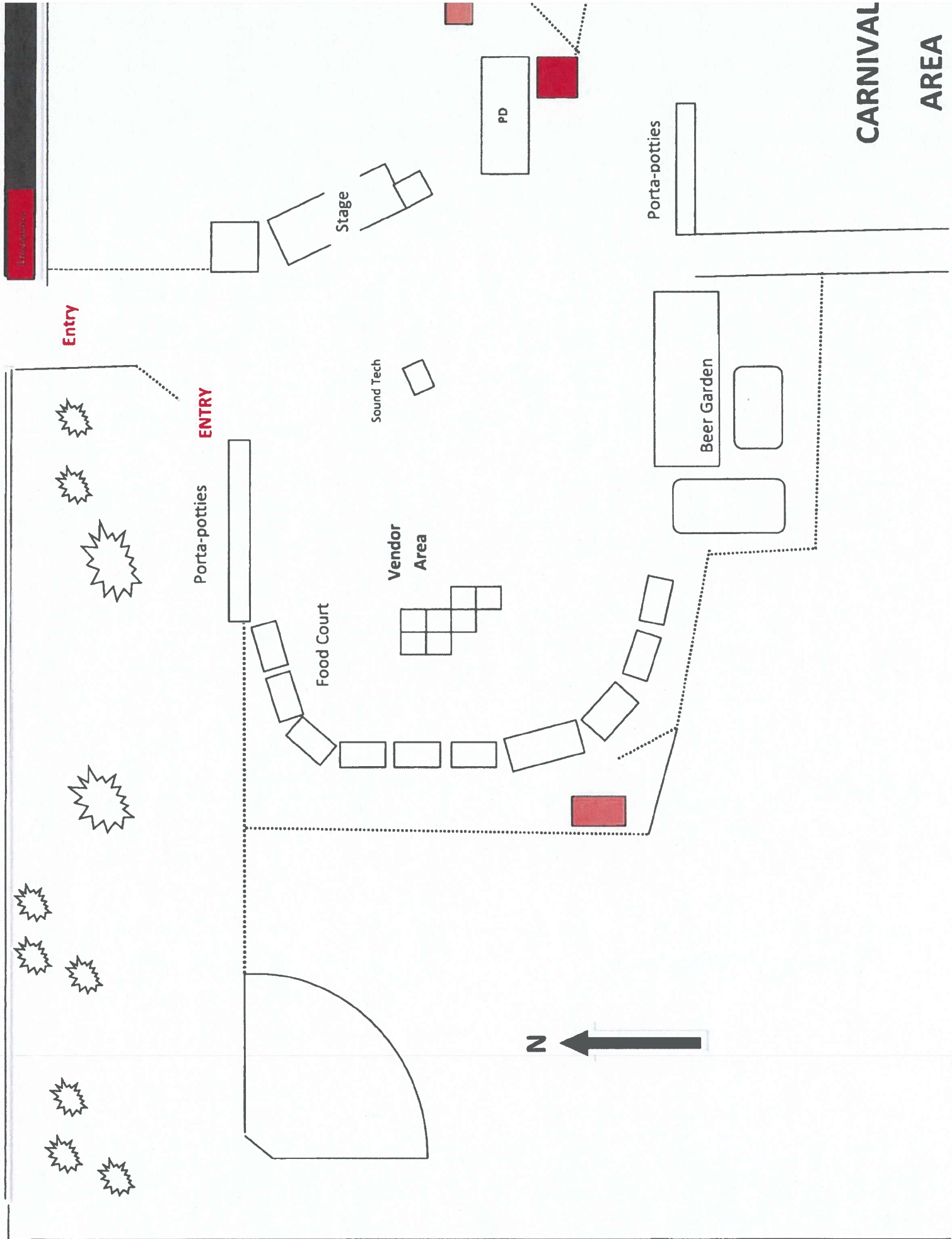
Beer Garden:

Token Sales:

Thursday June 26th	4:30 – 9:00PM
Friday June 27th	4:30 – 10:00PM
Saturday June 28th	1:00 - 10:00PM
Sunday June 29th	1:00 – 9:00PM

Serving:

Thursday June 26th	4:30 – 9:30PM
Friday June 27th	4:30 – 10:30PM
Saturday June 28th	1:00 - 10:30PM
Sunday June 29th	1:00 – 9:30PM



CARNIVAL
AREA



WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



APRIL 2025

Colin Fleury, Chief of Police

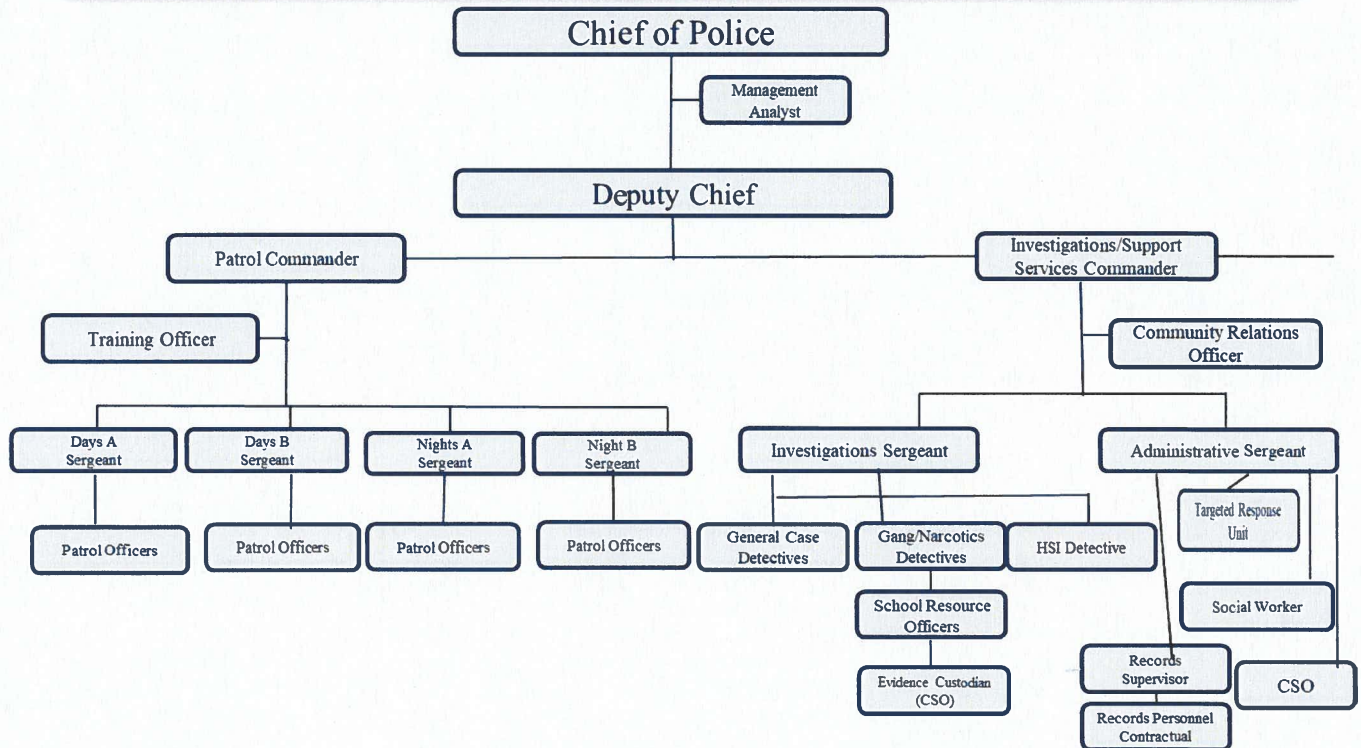
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Organizational Chart

West Chicago Police Department

West Chicago Police Department Organizational Chart



Department Overview

The Mission of the West Chicago Police Department is to Protect Life and Liberty, Provide Quality Police Services, and Forge Community Partnerships with Integrity and Professionalism.

The police department has three divisions: the Office of the Chief of Police, the Patrol Division, and the Investigations/Administrative Division.

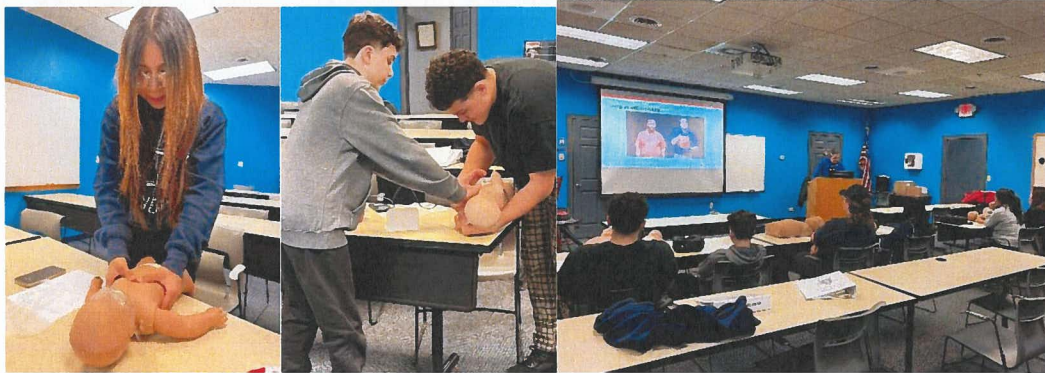
The primary responsibility of the Office of the Chief of Police is to provide general management direction and control for the Department. The Office of the Chief of Police consists of the Chief of Police, the Deputy Chief of Police, and the Management Analyst.

The Patrol Division consists of Uniformed Patrol Officers, a Community Service Officer, and a Training Officer.

The Investigations/Administrative Division consists of Detectives, School Resource Officers, Evidence/Property, the Targeted Response Unit, the Community Relations Officer, the Administrative Sergeant, the Records Unit, and Social Services.

Personnel

On April 8, the Cadets became CPR certified. Sergeant Bowers was on hand to provide the training.



On April 21, foreign exchange students from Grenoble, France, visited the Police Station. Sergeant Langelan, Officer Moos, Officer Rigler, K9 Mondo, Officer Sauseda, and K9 Kane were on hand to meet with the students.



On April 21, Officers Bertany and Chapman were recognized for outstanding commitment to impaired driving enforcement by the Alliance Against Intoxicated Motorists at the West Chicago City Council meeting. Officer Bertany received the West Chicago G.O.A.T. award for his efforts at traffic enforcement, resulting in 72 DUI arrests in 2023 and 100 arrests in 2024.



On April 23, Community Relations Officer Fuller trained the Cadets on motor vehicle crashes.



On April 26, WeGo Together for Kids, Officers MacDougall and Sauseda, and Community Relations Officer Fuller held a Bike Rodeo at the Turtle Splash parking lot.



On April 28, Officer Sauseda and K9 Kane visited with fifth graders at Norton Creek Elementary. The students had just finished the ten-week-long instruction on Too Good For Drugs.



During April, the following officers had anniversary dates:

- 26 years- Commander Samuel
- 10 years- Detective Calabrese
- 10 years- Detective Flanigan

Criminal Activities

Criminal Defacement:

#2500524 Person(s) unknown spray-painted a swastika on the front and back of a dumpster in the 300 block of S. Neltnor Blvd.

#2500665 Person(s) unknown spray-painted gang-related graffiti on a fence in the 600 block of Joliet St.

Criminal Damage to Property:

#2500574 Person(s) unknown kicked and damaged a vehicle's car door parked in the 100 block of Conde St.

#2500555 Person(s) unknown damaged picnic tables at Pioneer Park, bending the tabletops.

#2500595 Person(s) unknown damaged a street sign at Hazel St. and Weyrauch St.

#2500606 Person(s) unknown damaged a vehicle parked in the 100 block of W Washington St. The Vehicle sustained shattered front and rear windows, flat tires, and missing side mirrors.

#2500611 Person(s) unknown damaged a vehicle parked in the 200 block of Main St. Both driver's side tires had stab marks in the sidewall.

#2500613 Person(s) unknown damaged two driver's education vehicles parked at West Chicago Community High School. There were four punctured tires on one vehicle and three on the other.

#2500626 Person(s) unknown bent a street sign at Church St. and Parkside Ave.

#2500717 Person(s) unknown bent a street sign at Augusta Ave. and Elizabeth St.

#2500718 Person(s) unknown bent a street sign at Augusta Ave. and Barber St.

Criminal Damage to Property/Criminal Trespass to Residence:

#2500615 A known person entered a residence in the 300 block of Chippewa Ln. An individual asked the homeowner for permission to enter the residence. The homeowner declined to let him in. The homeowner then left the area. When she returned, she discovered a shattered rear basement window and that entry had been gained. Blood was found inside by the basement window. The suspect showered, changed clothes, and left the residence.

Criminal Trespass to Motor Vehicle:

#2500605 Persons(s) unknown entered the owner's vehicle in the 400 block of Fremont St. The owner advised that nothing was missing; however, all four doors, the glove box, and the center console were all found open.

Theft From Motor Vehicle:

#2500603 Person(s) unknown entered two vehicles parked at a residence in the 200 block of Joliet St. A neighbor observed the doors to both cars wide open and advised the owners. Missing was \$100.00, a driver's license, and a debit card.

Criminal Damage to Property/Attempt Theft From Motor Vehicle:

Two individuals damaged a vehicle parked in the 300 block of Barber St. The offender(s) shattered the rear passenger-side window. A neighbor provided still shots of the suspects from an alleyway camera. Officers recognized the subjects from an earlier call. The investigation is ongoing.

Theft of Motor Vehicle:

#2500716 Person(s) unknown removed a vehicle from a business in the 600 block of W. Roosevelt Rd. The vehicle had a dead battery, and the owner still possessed the keys. There were scrape marks on the asphalt from the car. Officers learned that the Justice Police Department had run the vehicle's VIN and contacted that agency. Justice police officers located the vehicle abandoned and stripped of parts. The investigation is ongoing.

Theft:

#2500706 Two employees are suspected of selling merchandise from a business located in the 300 block of Industrial Dr. The suspects sold items that were previously sold by the company on eBay and then returned. Over a year, one subject sold 257 items, and the second individual sold 123 items. Investigation is ongoing.

Monthly Totals

Activities	Jan 2024	Feb 2025	Mar 2025	Apr 2025	YTD 2025	YTD 2024	Total 2024
Traffic Stops	899	744	935	1,414	3,992	3,900	11,493
Traffic Citations	322	202	310	394	1,228	1,525	5,064
Traffic Warnings	221	143	176	329	869	1,145	2,698
Parking Citations	336	249	334	227	1,146	1,461	4,515
Traffic Crashes	73	54	64	60	251	261	811
Incident Reports	301	252	248	302	1,103	1,212	3,670

Officer Activities

On April 7, the victim, a sixteen-year-old female from Chicago, was found alone at a West Chicago gas station after she had not been home for three days. After officers spoke with the victim, they learned that on Friday, April 4, 2025, the victim had taken the train from her home to West Chicago to meet with the suspect, whom she had met in November 2024, in Chicago. On the weekend of April 4 through April 6, the victim wanted to return home, but the suspect would not allow her to leave his residence and instead took her cellular phone and forced the girl to perform sexual acts. On April 7, the suspect took the girl to the train station and back to another West Chicago residence. While at the residence, the suspect fled the scene. During the investigation, West Chicago police officers located the suspect in an alleged stolen vehicle. When officers found the suspect, he attempted to flee the police on foot by climbing over a barbed wire fence, but was unsuccessful and apprehended at that time. The DuPage County State's Attorney's Office approved charges of Aggravated Criminal Sexual Abuse. Officers fingerprinted, photographed, and transported the offender to the DuPage County Jail.

#2500689 On April 26, Officer Chapman observed a vehicle commit several traffic violations on Neltnor Blvd. near Hawthorne Ln. Officer Chapman initiated a traffic stop of the SUV on Neltnor Blvd. near Grand Lake Blvd. As the officer approached the vehicle, it fled southbound at a high rate of speed. The vehicle's speed reached 98 MPH in a 35 MPH zone. Unable to catch up to the vehicle, Officer Chapman terminated the pursuit. Dispatch put out a local broadcast and an ISPERN bulletin. Later that shift, Ofc. Lukaszek located the vehicle traveling northbound on Neltnor Blvd. near Gary's Mill Rd. Officers followed the SUV and conducted a felony stop at Charlestowne Dr. near Tara Ln. Officers Lukaszek, Castro, Chapman, McGuire, and Rigler removed and detained the vehicle's driver. The driver and sole occupant of the vehicle advised that there was a handgun in the glove compartment. Officers located a loaded 9mm handgun in the center console. The suspect was transported to the Police Station and interviewed. The DuPage County State's Attorney's Office approved a charge of Aggravated Unlawful Possession of a Weapon Concealed on Person/In Vehicle without a FOID card. Officers fingerprinted, photographed, and released the suspect from custody. Additional investigation is ongoing.

#2500536 On April 3, Officer Mielke responded to the Aldi at 978 N Neltnor Blvd., for a retail theft call. Officers received a vehicle description and the registration plate number. The complainant stated that this is a repeat offender, and they would like to pursue charges and issue a trespass notice. She explained that one of the staff members recognized the suspect as a previous retail theft offender who was currently at the self-checkout line. The complainant pulled up the cameras as the suspect was checking out. She observed the suspect at the self-checkout line with a full cart of items. The suspect was seen on video only scanning approximately four tortilla packages worth \$2.65. The suspect paid for the tortillas but did not scan any other items in the cart. After the suspect left the self-checkout line, the complainant followed him into the parking lot, where she confronted him as he was actively loading the items into the trunk of an SUV. The complainant was able to retrieve the stolen items and re-enter the store. The stolen items were rung up, totaling \$365.19. Officers Mielke, Chassagne, and Serrano went to the suspect's registered address and located the suspect. The suspect admitted he did not pay for the items. He was placed under arrest and transported to the Police Station, where he was charged with Retail Theft, fingerprinted, photographed, and released from custody.

#2500714 On April 28, Officers Guerra and Kowalik, and Detectives Herbert and Montgomery responded to 103 E. Geneva St. for a fight in progress. The victim stated that he came home from school and was getting off the bus when a known suspect and an unknown individual approached him. The known suspect punched the victim, and the victim fell to the ground. While the victim was on the ground, the unknown suspect kicked him in the back and attempted to punch him in the face, but missed. Two individuals broke up the fight, and then the suspects ran towards the tunnel near the apartment complex, which leads to Main St. Detective Herbert sent out a message regarding offender descriptions. Detective Herbert located one suspect near Main St. and Galena St. The victim positively identified the unknown suspect as one of the assailants. Officers searched the suspect's backpack and located a defaced handgun and a loaded 9mm handgun. Officers arrested the suspect and transported him to the Police Station. The suspect admitted to striking and kicking the victim as well as carrying the firearm. The DuPage County State's Attorney's Office approved charges of Aggravated Battery on a Public Way and Aggravated Unlawful Use of a Weapon. Officers transported the juvenile offender to the Kane County Youth Home.

#2500604 April 13, Officer Alaniz was dispatched to a residence in the 400 block of Fremont St. for a motor vehicle theft report. Dispatch advised that the vehicle was observed on the FLOCK cameras, traveling south on Neltner Blvd. at Mack Rd. The owner advised that when she woke up and went to leave her home, she discovered that the vehicle was no longer in the driveway. The owner believed she had left the keys in the car and forgot to lock the vehicle. A Police Officer from Sandwich, IL, stopped the car and took the driver into custody. Officers went to Sandwich, arrested the subject, and transported him to the West Chicago Police Station. Detective Montgomery and CSO/Evidence Technician Palazzolo searched the vehicle and located a stolen credit card related to a theft from a separate motor vehicle. Officer Solis and Detective Calabrese interviewed the suspect, who said that he had walked around town, damaged multiple cars, and stole the victim's vehicle. The DuPage County State's Attorney's Office approved charges of theft of over \$10,000, burglary, possession of a stolen motor vehicle, and criminal damage to property. Officers fingerprinted, photographed, and transported the offender to the DuPage County Jail.