

CITY OF HIGHWOOD
MEETING OF THE COMMITTEE OF THE WHOLE
CITY COUNCIL CHAMBERS
Tuesday January 06, 2026 at 6:00 P.M.
AGENDA

CALL TO ORDER

1. Roll Call

2. Public Hearing

3. Review of Minutes to be Approved

- 3.1. City Council Meeting: November 18, 2025
- 3.2. Committee of the Whole: November 18, 2025

4. Appointments

5. Review of Bill Warrant List

- 5.1. 1/06/2026 AP Warrant List

6. Unfinished Business

7. New Business

- 7.1. Consideration of a resolution approving an ARC application and a variation for three window signs and a mural for Be Well Studios at 448 Sheridan Road.
- 7.2. Consideration of a resolution approving an ARC application and a variation for three window signs and a mural for Be Well Studios at 448 Sheridan Road.
- 7.3. Discussion on Amdur Production's request for a 2026 Arts, Crafts and Drafts event for 2026.
- 7.4. Discussion on the City of Highwood's Water Infrastructure Fund.

8. Executive Session (If Necessary)

9. Any Action Necessary Coming Out of Executive Session

10. Adjournment

CITY OF HIGHWOOD
MEETING OF THE CITY COUNCIL
CITY COUNCIL CHAMBERS
Tuesday November 18, 2025 at 7:30 P.M.
AGENDA

CALL TO ORDER by Mayor Pecaro at 7:35 PM

1. Roll Call

Present: Aldermen Bauer, Hanson, Peterson, and Markoutsas. Alderman Fiore joined the meeting at 6:09 PM.

Also present: City Manager Coren, Police Chief Wentz, Assistant City Manager Facchini and Attorney Jablecki.

2. Pledge of Allegiance

3. Review of Minutes to be Approved

3.1. City Council Meeting: November 18, 2025

Motion made by Alderman Fiore and seconded by Alderman Peterson. All present voting aye by voice vote and the motion carried.

3.2. Committee of the Whole: November 18, 2025

Motion made by Alderman Peterson and seconded by Alderman Fiore. All present voting aye by voice vote and the motion carried.

4. Appointments

5. Review of Bill Warrant List

5.1. 11/18/2025 AP Warrant List

Motion made by Alderman Peterson and seconded by Alderman Fiore. All present voting aye by roll call vote and the motion carried.

6. Public Input Items Not on Agenda

7. Mayors Report

8. Committee Report

9. Treasure's Report

9.1. September 2025 Financial Report

Motion made by Alderman Peterson and seconded by Alderman Fiore. All present voting aye by roll call vote and the motion carried.

10. Clerk's Report

ACTION ITEMS

11. New Business

11.1. Consideration of an ordinance abating the tax heretofore levied for the year 2025 to pay the principal and interest on a General Obligation Bond not to exceed \$3,100,000 Series 2020, of the City of Highwood, Lake County, Illinois.

Motion made by Alderman Peterson and seconded by Alderman Fiore to waive first reading and to approve the ordinance. All present voting aye by roll call vote and the motion carried.

- 11.2. Consideration of an ordinance abating the tax heretofore levied for the year 2025 to pay the principal and interest on a General Obligation Bond not to exceed \$9,255,000.

Motion made by Alderman Fiore and seconded by Alderman Markoutsas to waive first reading and to approve the ordinance. All present voting aye by roll call vote and the motion carried.

- 11.3. Consideration of an ordinance for the Levy, Collection and Assessment of Taxes for the City of Highwood for the 2025 Tax Levy.

Motion made by Alderman Fiore and seconded by Alderman Bauer to waive first reading and to approve the ordinance. All present voting aye by roll call vote and the motion carried.

- 11.4. Consideration of an ordinance approving certain amendments to the Highwood Zoning Ordinance and Corresponding Map Amendments related thereto for the Rezoning of certain properties from R-3A Residential District (Restricted Multi-Family) to R-2 Residential District (7,260 square feet, single-family)

Motion made by Alderman Peterson and seconded by Alderman Fiore to waive first reading and to approve the ordinance. All present voting aye by roll call vote and the motion carried.

- 11.5. Consideration of an ordinance granting a special use permit for a planned unit development and approving a preliminary plat for planned unit development at 118 South. Central Avenue.

Motion made by Alderman Markoutsas and seconded by Alderman Fiore to waive first reading and to approve the ordinance. All present voting aye by roll call vote and the motion carried.

12. Executive Session (If Necessary)

13. Any Action Necessary Coming Out of Executive Session

14. Adjournment

Motion made by Alderman Fiore and seconded by Alderman Peterson to adjourn the meeting, all present voting aye by voice vote. The motion carried and the meeting was adjourned at 7:42 PM.

CITY OF HIGHWOOD
MEETING OF THE COMMITTEE OF THE WHOLE
CITY COUNCIL CHAMBERS
Tuesday November 18, 2025 at 6:00 P.M.
MINUTES

CALL TO ORDER by Mayor Pecaro at 6:03 PM

1. Roll Call

Present: Aldermen Bauer, Hanson, Peterson, and Markoutsas. Alderman Fiore joined the meeting at 6:09 PM.

Also present: City Manager Coren, Police Chief Wentz, Assistant City Manager Facchini and Attorney Jablecki.

2. Public Hearing

Mayor Pecaro opened a public hearing for the council to discuss the city applying for low interest loans for lead service line and associated watermain replacements. The City is applying for loans to remove lead from the distribution system and replace watermains around town as existing infrastructure is aging. Engineers have strongly advised against replacing service lines with existing watermain infrastructure as it could lead to main failures. The council is aligned with staff and engineer's recommendations. Motion made by Alderman Markoutsas and seconded by Alderman Bauer to close the public hearing, all present voting aye by voice vote and the motion carried.

3. Review of Minutes to be Approved

3.1. City Council Meeting: November 4, 2025

This item will be approved at the City Council Meeting

3.2. Committee of the Whole: November 4, 2025

This item will be approved at the City Council Meeting

4. Appointments

5. Review of Bill Warrant List

5.1. 11/18/2025 AP Warrant List

This item will be approved at the City Council Meeting

6. Unfinished Business

7. New Business

7.1. Consideration of an ordinance abating the tax heretofore levied for the year 2025 to pay the principal and interest on a General Obligation Bond not to exceed \$3,100,000 Series 2020, of the City of Highwood, Lake County, Illinois.

This item will be approved at the Regular City Council Meeting

7.2. Consideration of an ordinance abating the tax heretofore levied for the year 2025 to pay the principal and interest on a General Obligation Bond not to exceed \$9,255,000

This item will be approved at the Regular City Council Meeting

- 7.3. Consideration of an ordinance for the Levy, Collection and Assessment of Taxes for the City of Highwood for the 2025 Tax Levy.

This item will be approved at the Regular City Council Meeting.

- 7.4. Consideration of an ordinance approving certain amendments to the Highwood Zoning Ordinance and Corresponding Map Amendments related thereto for the Rezoning of certain properties from R-3A Residential District (Restricted Multi-Family) to R-2 Residential District (7,260 square feet, single-family)

This item will be approved at the Regular City Council Meeting.

- 7.5. Consideration of an ordinance granting a special use permit for a planned unit development and approving a preliminary plat for planned unit development at 118 South. Central Avenue.

This item will be approved at the Regular City Council Meeting.

8. Executive Session (If Necessary)

9. Any Action Necessary Coming Out of Executive Session

10. Adjournment

Motion made by alderman Fiore and seconded by Alderman Bauer, all present voting aye by voice vote. The motion carried and the meeting was adjourned at 7:34 PM.

HIGHWOOD - AP WARRANT LIST

JANUARY 6, 2026

List #410

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
AIS, INC					
	Invoice: 96176	HARDWARE/SOFTWARE 01-11-537 COMPUTER SUPPORT	12/19/25 \$1,191.86	01/19/26	\$1,191.86
	Invoice: 96222	DATA SERVICES 01-11-537 COMPUTER SUPPORT	12/29/25 \$1,541.50	01/29/26	\$1,541.50
	Invoice: 96297	TIME AND MATERIALS 01-11-537 COMPUTER SUPPORT	12/31/25 \$14,235.23	01/31/26	\$14,235.23
Vendor Total for: AIS, INC			(Fiscal YTD Payments: \$41,367.04)		\$16,968.59
ALL PRO CLEANING SYSTEMS					
	Invoice: 5393	CLEANING 11/24/25-12/21/25 01-11-511 REP & MAINT - BLD	12/15/25 \$880.00	01/15/26	\$880.00
Vendor Total for: ALL PRO CLEANING SYSTEMS			(Fiscal YTD Payments: \$7,700.00)		\$880.00
AMAZON CAPITAL SERVICES					
	Invoice: 139M-W6YK-NHQH	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	12/15/25 \$93.10	01/15/26	\$93.10
	Invoice: 13TP-4D1N-HWTC	REC CENTER 01-51-651 OFFICE SUPPLIES	12/12/25 \$7.99	01/12/26	\$7.99
	Invoice: 199N-66RJ-T49C	PUBLIC WORKS 01-11-652 OPERATING SUPPLIE	12/22/25 \$1,460.20	01/22/26	\$1,460.20
	Invoice: 1GRJ-WVJJ-N99Q	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	12/15/25 \$14.37	01/15/26	\$14.37
	Invoice: 1JJG-67NX-WRTJ	REC CENTER 01-51-511 REP & MAINT - BUI	12/20/25 \$264.08	01/20/26	\$264.08
	Invoice: 1KH6-KXQT-MTDM	ADMIN 01-11-651 OFFICE SUPPLIES	12/15/25 \$27.77	01/15/26	\$27.77
	Invoice: 1LDL-9GY1-JX7H	ADMIN 01-11-652 OPERATING SUPPLIE	12/18/25 \$27.98	01/18/26	\$27.98
	Invoice: 1M4J-4LTM-MQMR	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	12/18/25 \$47.93	01/18/26	\$47.93
	Invoice: 1TKV-7KVV-9HJ9	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	12/29/25 \$39.98	01/29/26	\$39.98
	Invoice: 1WGN-HFQG-R6X9	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	12/15/25 \$100.84	01/15/26	\$100.84
Vendor Total for: AMAZON CAPITAL SERVICES			(Fiscal YTD Payments: \$15,251.76)		\$2,084.24
B&F CONSTRUCTION CODE SERVICES					
	Invoice: 21778	NOVEMBER INSPECTIONS	12/16/25	01/16/26	\$150.00

HIGHWOOD - AP WARRANT LIST

JANUARY 6, 2026

List #410

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-44-926 REIMBURSABLE EXPE	\$150.00		
Vendor Total for: B&F CONSTRUCTION CODE SERVICES		(Fiscal YTD Payments: \$2,525.00)			\$150.00
CCA SERVICES-CONSUMER CUSTOM ALARM					
	Invoice: R114771	ACCESS CONTROL 01-41-511 REP & MAINT - BUI	12/28/25 \$13.50	01/28/26	\$13.50
	Invoice: R115064	ACCESS CONTROL 01-41-511 REP & MAINT - BUI	12/28/25 \$156.00	01/28/26	\$156.00
Vendor Total for: CCA SERVICES-CONSUMER CUSTOM ALARM		(Fiscal YTD Payments: \$29,946.75)			\$169.50
CIZEK CONSULTING					
	Invoice: 186	CONTRACTUAL SERVICES 51-00-599 MISC CONTRACT SER	12/31/25 \$4,703.00	01/31/26	\$4,703.00
Vendor Total for: CIZEK CONSULTING		(Fiscal YTD Payments: \$37,624.00)			\$4,703.00
GROWER EQUIPMENT & SUPPLY CO					
	Invoice: INV-54905	REC CENTER 01-41-512 REP & MAINT - EQU	12/11/25 \$532.48	01/11/26	\$532.48
	Invoice: INV-54909	REC CENTER 01-41-512 REP & MAINT - EQU	12/12/25 \$411.54	01/12/26	\$411.54
	Invoice: INV-54924	REC CENTER 01-41-512 REP & MAINT - EQU	12/16/25 \$225.74	01/16/26	\$225.74
Vendor Total for: GROWER EQUIPMENT & SUPPLY CO		(Fiscal YTD Payments: \$1,589.06)			\$1,169.76
GW & ASSOCIATES, PC					
	Invoice: 2512466	CONTRACTED SERVICES 01-11-531.1 ACCOUNTING 51-00-531.1 ACCOUNTING 53-00-531.1 ACCOUNTING SERVIC	12/15/25 \$5,850.00 \$2,700.00 \$450.00	01/15/26	\$9,000.00
Vendor Total for: GW & ASSOCIATES, PC		(Fiscal YTD Payments: \$68,000.00)			\$9,000.00
HAWKINS INC.					
	Invoice: 7282527	710 SHERIDAN RD 51-00-652 OPERATING SUPPLIE	12/15/25 \$60.00	01/15/26	\$60.00
	Invoice: 7293856	WATER TOWER 51-00-652 OPERATING SUPPLIE	12/29/25 \$3,220.23	01/29/26	\$3,220.23
Vendor Total for: HAWKINS INC.		(Fiscal YTD Payments: \$6,235.33)			\$3,280.23

HIGHWOOD - AP WARRANT LIST

JANUARY 6, 2026

List #410

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
HIGH STAR TRAFFIC					
	Invoice: 18055	MISC SIGN 01-41-654 TRAFFIC CONTROL S	12/26/25 \$402.00	01/26/26	\$402.00
Vendor Total for: HIGH STAR TRAFFIC					(Fiscal YTD Payments: \$12,694.20) \$402.00
J.G. UNIFORMS, INC.					
	Invoice: 156830	UNIFORMS 01-21-653 UNIFORMS	12/19/25 \$75.00	01/19/26	\$75.00
Vendor Total for: J.G. UNIFORMS, INC.					(Fiscal YTD Payments: \$3,532.78) \$75.00
LITTLE TOMMY'S PLUMBING SHOP					
	Invoice: I30755	SLOAN PEDAL WATER CLOSET REPAIR KIT 01-11-511 REP & MAINT - BLD	12/12/25 \$305.51	01/12/26	\$305.51
Vendor Total for: LITTLE TOMMY'S PLUMBING SHOP					(Fiscal YTD Payments: \$2,321.77) \$305.51
LRS, LLC					
	Invoice: LR6532863	53-00-578 REFUSE BILLING EX	12/25/25 \$28,833.10	01/25/26	\$28,833.10
Vendor Total for: LRS, LLC					(Fiscal YTD Payments: \$285,667.64) \$28,833.10
METROPOLITAN INDUSTRIES, INC					
	Invoice: INV079878	METRO CLOUD DATA SERVICE 51-00-561 DUES & MEMBERSHIP	12/15/25 \$50.00	01/15/26	\$50.00
Vendor Total for: METROPOLITAN INDUSTRIES, INC					(Fiscal YTD Payments: \$400.00) \$50.00
MORTON SALT, INC					
	Invoice: 5403898107	BULK SAFE-T-SALT 01-41-573 MISC SERVICE CONT	12/11/25 \$4,113.95	01/11/26	\$4,113.95
	Invoice: 5403906874	BULK SAFE-T-SALT 01-41-573 MISC SERVICE CONT	12/15/25 \$6,260.12	01/15/26	\$6,260.12
Vendor Total for: MORTON SALT, INC					(Fiscal YTD Payments: \$7,575.79) \$10,374.07
OPUS 21 MANAGEMENT SOLUTIONS					
	Invoice: 251150	CIS DATA HOSTING 51-00-599 MISC CONTRACT SER	12/13/25 \$870.78	01/13/26	\$870.78

HIGHWOOD - AP WARRANT LIST

JANUARY 6, 2026

List #410

Vendor	Invoice	Description	Inv. Date	Due Date	List #410 Amount
Vendor Total for: OPUS 21 MANAGEMENT SOLUTIONS		(Fiscal YTD Payments: \$13,295.36)			\$870.78
PHOENIX MIDWEST CONSULTANTS					
	Invoice: 12312025HW	INSPECTIONS AND PLAN REVIEWS 01-44-926 REIMBURSABLE EXPE	12/31/25 \$3,731.55	01/31/26	\$3,731.55
Vendor Total for: PHOENIX MIDWEST CONSULTANTS		(Fiscal YTD Payments: \$95,195.74)			\$3,731.55
RIPPLE PUBLIC RELATIONS					
	Invoice: RIP1126	JANUARY 2026 01-11-573 MISC. CONTRACT SE	01/01/26 \$500.00	02/01/26	\$500.00
Vendor Total for: RIPPLE PUBLIC RELATIONS		(Fiscal YTD Payments: \$4,000.00)			\$500.00
SE-INC.					
	Invoice: 25-4217	HEATER MAINTENANCE 01-41-573 MISC SERVICE CONT	11/13/25 \$1,004.00	12/13/25	\$1,004.00
	Invoice: 25-4266	SHOVELING AND SALTING 01-41-573 MISC SERVICE CONT	12/01/25 \$450.00	01/01/26	\$450.00
	Invoice: 25-4267	SHOVELING AND SALTING 01-41-573 MISC SERVICE CONT	12/04/25 \$225.00	01/04/26	\$225.00
	Invoice: 25-4268	SHOVELING AND SALTING 01-41-573 MISC SERVICE CONT	12/04/25 \$75.00	01/04/26	\$75.00
	Invoice: 25-4269	SHOVELING AND SALTING 01-41-573 MISC SERVICE CONT	12/04/25 \$75.00	01/04/26	\$75.00
	Invoice: 25-4271	REPAIR OF SNOWPLOW 01-41-573 MISC SERVICE CONT	12/04/25 \$488.75	01/04/26	\$488.75
	Invoice: 25-4291	TRAIN STATION CLEAN UP 01-41-511 REP & MAINT - BUI	12/08/25 \$450.80	01/08/26	\$450.80
	Invoice: 25-4323	HAND SHOVELING 01-41-573 MISC SERVICE CONT	12/10/25 \$225.00	01/10/26	\$225.00
	Invoice: 25-4336	SALTING 01-41-573 MISC SERVICE CONT	12/10/25 \$287.50	01/10/26	\$287.50
	Invoice: 25-4342	STREET SWEEPINGS 01-41-573 MISC SERVICE CONT	12/19/25 \$920.00	01/19/26	\$920.00
	Invoice: 25-4345	SPLASH PAD MAINTENANCE 01-41-918 EVERTS PARK	12/13/25 \$57.50	01/13/26	\$57.50
	Invoice: 25-4354	SHOVELED AND SALTED SIDEWALK 01-41-573 MISC SERVICE CONT	12/18/25 \$747.50	01/18/26	\$747.50
	Invoice: 25-4365	20 BAGS OF CALCIUM 01-41-573 MISC SERVICE CONT	12/18/25 \$553.00	01/18/26	\$553.00
	Invoice: 25-4370	SIGN INSTALLATION	12/23/25	01/23/26	\$345.00

HIGHWOOD - AP WARRANT LIST

JANUARY 6, 2026

List #410

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 25-4371	01-41-515 REP & MAINT - ST CITY OF HIGHWOOD'S TRUCK DELIVERY	\$345.00 12/23/25	01/23/26	\$86.25
	Invoice: 25-4373	01-41-573 MISC SERVICE CONT WREATH PICK UP	\$86.25 12/23/25	01/23/26	\$95.00
	Invoice: 25-4375	01-41-573 MISC SERVICE CONT STREET LIGHTS REPAIR	\$95.00 12/18/25	01/18/26	\$1,855.76
	Invoice: 25-4377	01-41-515 REP & MAINT - ST STREET LIGHTS REPAIR	\$1,855.76 12/23/25	01/23/26	\$881.56
		01-41-573 MISC SERVICE CONT	\$881.56		
Vendor Total for: SE-INC.			(Fiscal YTD Payments: \$177,838.07)		\$8,822.62
T2 SYSTEMS					
	Invoice: IRIS0000155428	DIGITAL IRIS SERVICES	12/30/25	01/30/26	\$150.00
		01-11-573 MISC. CONTRACT SE	\$150.00		
Vendor Total for: T2 SYSTEMS			(Fiscal YTD Payments: \$1,350.00)		\$150.00
THOMSON REUTERS					
	Invoice: 853017047	SUBSCRIPTION CHARGES	01/01/26	02/01/26	\$374.01
		01-21-561 DUES	\$374.01		
Vendor Total for: THOMSON REUTERS			(Fiscal YTD Payments: \$2,600.26)		\$374.01
					GENERAL FUND
					\$52,006.85
					WATER & SEWER
					\$11,604.01
					GARBAGE FUND
					\$29,283.10
					Grand Total:
					\$92,893.96

HIGHWOOD - AP WARRANT LIST

JANUARY 6, 2026

List #410

A/P Manual Check Posting List

Postings from all Check Registration runs(NR) since last Check Voucher run(NCR)

Vendor	Invoice	Description	Check: No	Date	Reg #	Amount
POSTNET						
	Invoice: 25598	LAMINATED WATER ATLAS COPIES 01-41-652 OPERATING SUPPLIE	60379	12/23/25	395	\$569.00
						\$569.00
Vendor Total for: POSTNET			(Fiscal YTD Payments: \$569.00)			\$569.00
P&W SERVICES						
	Invoice: PWS10625	DUMPSTERS FOR DISPOSAL OF PUMPKINS 01-12-900 SPECIAL EVENT FUN	60378	12/23/25	395	\$3,450.00
						\$3,450.00
Vendor Total for: P&W SERVICES			(Fiscal YTD Payments: \$3,450.00)			\$3,450.00
						GENERAL FUND
						\$4,019.00
						Grand Total:
						\$4,019.00

AGENDA MEMO
Committee of the Whole
January 6, 2026

ISSUE STATEMENT

Consideration of a resolution approving an ARC application and a variation for three window signs and a mural for Be Well Studios at 448 Sheridan Road.

BACKGROUND/HISTORY

The owner of IC Signs has submitted an ARC application for new signage for the property at Be Well Studios at 448 Sheridan Road. This property is one of few in Highwood with a commercial use on the second story. The first story is occupied by Mojo's, which has an existing wall sign that was approved and three current window decals on the first floor, which were not approved and would be removed as part of this proposal.

The second story was previously occupied by Tracee Home Health Care. The use of the property by two different businesses has made signage on the property challenging and the ARC has previously recommended approvals including variances.

Staff recommends approval of the three window signs on the 2nd floor contingent on the removal of the window signage on the first floor. It is Staff's opinion that if all existing signage were to remain, it would create a 'crowded' appearance. The Council could also consider limiting the 2nd floor decals to only the logos so the entirety of the second floor windows are not covered.

The facade mural creates a specific dilemma for the Council to consider. Previous murals in Highwood have either been completed in coordination with the City of Highwood, which is exempt from code requirements, or on an interior or side wall facing adjacent property, which is not covered by the City Code. A private individual with a façade facing a public street would fall within **Section 10-3-6-7-B.2.d.(5)**:

“While signage identifying the business is limited as set forth herein, limited additional design elements may be permitted on any structure where determined appropriate by the ARC, in the exercise of its discretion, subject to review and approval by the city council. Such design elements may include decorative murals, which do not specifically identify the business, lettering, phrases, decorative etchings, woodwork and/or public art which is intended to enhance the visual appeal of a structure or premises.”

Therefore, the City Council would have discretion on whether to approve the mural requested for the property.

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approving the 2nd story window signs and providing a variation for the mural, conditioned on the removal of the first story decals.

ALTERNATE CONSIDERATION

Not approving either sign, or approving the window signage without the mural is an alternate consideration.

ATTACHMENTS

-Application and backup

Date: 11-12-25

Building Mural Painted by Others - Design Shown

48ft W frontage = 960 sq ft of Frontage

Product: Window Decal

Machine: Fab

Designer: Gabby

Sales Person: CLH

Job Schedule:

Permits:

Pick Up:

Install:

Ship:



If Approved, Please Fill Area

Signature:

Print Name:

If not email changes

Bill To Client:

BeWell - House of Good Energy
Jamie Rissman
448 Sheridan Rd, Highwood,
IL 60040
224.553.3853



-Window Decals printed on Translucent Decal w/ Print/Cut Per Proof
-per proof all mojos vinyl will be removed on lower level

PLEASE NOTE:
Standard production time on most Print/Graphic Orders is 5-10 business days from signed approval or when materials for your project arrives (whichever may be longer). Anything required for a certain date/event/rush may have Rush Fee Applied. Prices DO NOT include tax, freight or installation where applicable unless noted. *Custom One Off Signs & electrical Fabricated items are 5-7 weeks in most cases.

YOU ARE THE LAST PERSON TO APPROVE THIS PROOF
This proof for your project approval is YOUR responsibility to proofread and check all items of your project carefully. IC Signs & Graphics is NOT responsible for errors that are overlooked during the proofing process. YOU will be responsible for reprint costs. By signing this proof and OR replying to the email communication w/ this proof prior for an approval, you are taking all liability that the proof is correct.

SW 6447
Evergreens
Paint Converted to
HEX code is #405940
For Digital Print

WE HAVE MOVED!

522 Sheridan Rd Highwood IL 60040 P: 708-669-7177 W: icsignsinc.com

No Verbal Changes or Approvals Allowed / All Approvals or Changes must be emailed

AGENDA MEMO
Committee of the Whole
January 6, 2026

ISSUE STATEMENT

Consideration of a resolution approving an ARC application and a variation for new signage for the property at 331 Waukegan Avenue.

BACKGROUND/HISTORY

The owner of The Cuisine has submitted an ARC application for new signage for the property at 331 Waukegan Avenue. The restaurant opened in 2025 and did not apply for signage at the time but submitted this application after Staff prompting.

The signage meets the bare minimum requirements of 10-3-6-7 B “Wall Signs.”

Section 10-3-6-7:B 3. a. Materials states:

“Shall have a surface or facing of durable material, and shall otherwise comply with the requirements of section 10-3-6-4 of this chapter. Materials and finishes shall be reviewed for their safety, durability, and wear, as well as for their **appearance and beauty**. Proper measures and devices shall be incorporated for protection against the elements, neglect, damage, and abuse.”

The City may approve the existing signage or direct the applicant to acquire a professionally designed sign.

STAFF/COMMITTEE RECOMMENDATION

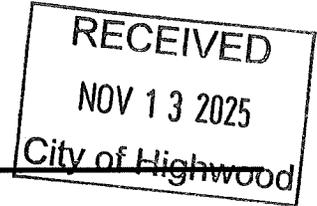
Staff recommends allowing the business owner six months to submit a package with professional signage.

ALTERNATE CONSIDERATION

Approving the existing signage is an alternate consideration.

ATTACHMENTS

-Application and backup



Appearance Review Commission (ARC)
Application Packet & Checklist

Application Type and Fee Schedule

- Administrative Review/Reapplication \$100/\$50
- All Sign Packages Requiring Variation \$150
- Awning \$25
- Landscape or Parking Lot Review \$100
- Building Review (<5,000 sq ft) \$100 Building
- Review (>5,000 sq ft) \$200

Sign Submittal Requirements

(5 paper copies and 1 digital copy are required)

The following items **MUST** be submitted to the City of Highwood before consideration by the Appearance Review Committee

1. **Completed application** (available at City Hall or City's website)
2. **Type of sign (check all that apply)**
 - Wall
 - Awning/canopy
 - Window
 - Sandwich board
 - Monument
 - Other (specify) _____
3. **Full-color rendering, or retouched photograph showing sign(s) in relationship to building**
4. **Detailed description of sign:**
 - Sign dimensions, including total square footage of sign(s)
 - Sign materials
 - Colors (provide actual color samples)
 - Size of all lettering elements
 - Dimension of window and/or building façade
 - Name of lettering style (font)
 - Installation details
5. **Photographs showing adjacent properties and views from subject property.**
6. **Actual samples of awning, canopy, or sign material**
7. **If applicable, all lighting details:**
 - Photo or actual light fixture
 - Color rendering or retouched photograph showing exact location of light fixtures
 - Detail sheet of wattage, finish lens type for each proposed fixture
 - If applicable, height and light spread indicated on elevation drawings
 - Installation details
8. **Sign variation requests**

New or Remodeled Property/Façade Change

(5 paper copies and 1 digital copy are required)

The following items **MUST** be submitted to the City of Highwood before consideration by the Appearance Review Committee

1. **Plat of Survey** or site plan with scale and north arrow indicating:
 - Lot dimensions, total square footage, and required setbacks
 - Locations of existing and proposed buildings
 - Adjacent roadways with labels
2. **Elevation Drawings** indicating material selections and illustrating proposed improvements.
Please indicate adjacent buildings on elevation drawings to show the context and relationship of any new or renovated structures.
3. **Scaled Color Renderings and Detail Sheets** of relevant improvements.
4. **Photographs** showing the subject property in context of adjacent properties and views from subject property.
5. **Lighting Specifications** if new lighting is part of your proposal, please submit:
 - Detail sheet of wattage, finish lens type for each proposed fixture
 - Locations indicated on site plan
 - Height and light spread indicated on elevation drawings
 - Photometric plan for new construction, parking, or other site lighting applications
6. **Material Samples** including samples of awning material, siding, sign material, brick, etc. that you are proposing.
7. **Landscape & Tree Removal:** Elements of your project must be indicated on the landscape plan detailing all proposed tree removal, planting quantities and species of proposed plantings.
8. **Written Project Narrative:** A written narrative is required to describe the scope and context of your project including additional literature, brochures, and photos.



CITY OF HIGHWOOD
 17 HIGHWOOD AVE
 HIGHWOOD, IL 60040
 Phone 847.432.1924 / Fax 847.432.0735
 www.cityofhighwood.org

Appearance Review Committee Application

Please print clearly.

A digital copy of the submittal requirements is required for preliminary Staff Review. If materials are incomplete, Staff will direct the applicant to submit five (5) hard copies of the submittal with one copy of the application form and checklist to:
 City Manager, 17 Highwood Ave, Highwood, IL 60040

Name of Project/ Building /Business: the cuisine american bistro
 Address of Project: 331 waukegan aven highwood IL 60040

Owner Information

Name: Angel Radrigues
 Home Address: 2829 Darrow Lane
 City: waukegan a State: IL Zip: 60085
 Telephone: 847-849-0673

Applicant Information

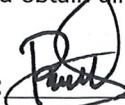
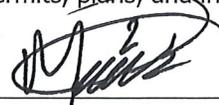
Name: Rosa Gomez y Miguel Lopez
 Home Address: 1728 Elizabeth Ave
 City: North Chicago State: IL Zip: 60064
 Telephone Number: 847-800-8012

Applications for appearance review approval are subject to the requirements of Title 10 Chapter 3 of the City of Highwood and Development. A copy of Title 10 Chapter 3 may be obtained online at:
www.cityofhighwood.org.

It is the responsibility of the applicant to ensure all necessary documentation and permits are filed with the city.

- **Applicant shall be present at the Committee Meeting for presentation of the request.**
- **Incomplete applications will NOT be placed on the agenda.**

I/ We the undersigned, agree to comply with the ordinances of the City of Highwood, I /We agree to submit and obtain all required permits, plans, and inspections. I/We agree to schedule a final inspection.

Signature:  . .  Date: 11-13-2025

Print Name and Title / Position: Rosa Gomez , Miguel Lopez





CITY OF HIGHWOOD
 17 HIGHWOOD AVE
 HIGHWOOD, IL 60040
 Phone 847.432.1924 / Fax 847.432.0735
 www.cityofhighwood.org

Sign Permit Application

Permit No. _____

Date: _____

I, _____, hereby apply to the Building Department of the City of Highwood, for a permit to erect, alter or repair the sign structure or part thereof hereinafter described and, if granted the permit applied for, I will comply with all requirements of the City Ordinances relating thereto and pay the fees required by said Ordinances.

Property Owner Name: Rosa Gomez
 Street Address: 1728 Elizabeth Ave Northridge
 Zoning: _____

PERMIT FEES	
Permit No.	_____
Issued By:	_____
Permit Fee	_____
Plan Review Fee	_____
Inspection(s) Fee	_____
Administrative Fee	_____
Total Fees	_____
Deposit (if required)	_____

Type of Sign

- Roof Ground Double Face Single Face Projecting
 Wall Marquee Canopy Awning Banner Window
 Other _____

Type of materials: metal

Appearance Review Commission Approval Date:
 ____ / ____ / ____

Description & Construction Details of Sign
 Submit plan or draw sketch below. All structural members and materials must be indicated on plans or sketch.

Type of lighting (if applicable): _____

Electrical contractor: _____ Contractor No.: _____

Signature of Applicant: [Signature] Building Official: _____

10 1/2

10 1/2

5mm

11
6.25

8 1/2

5mm

5 1/2

THE CUISINE AMERICAN BISTRO

THE COUSINE

long 10"

broad 6.25"

thick 5mm

AMERICAN BISTRO

long 8"

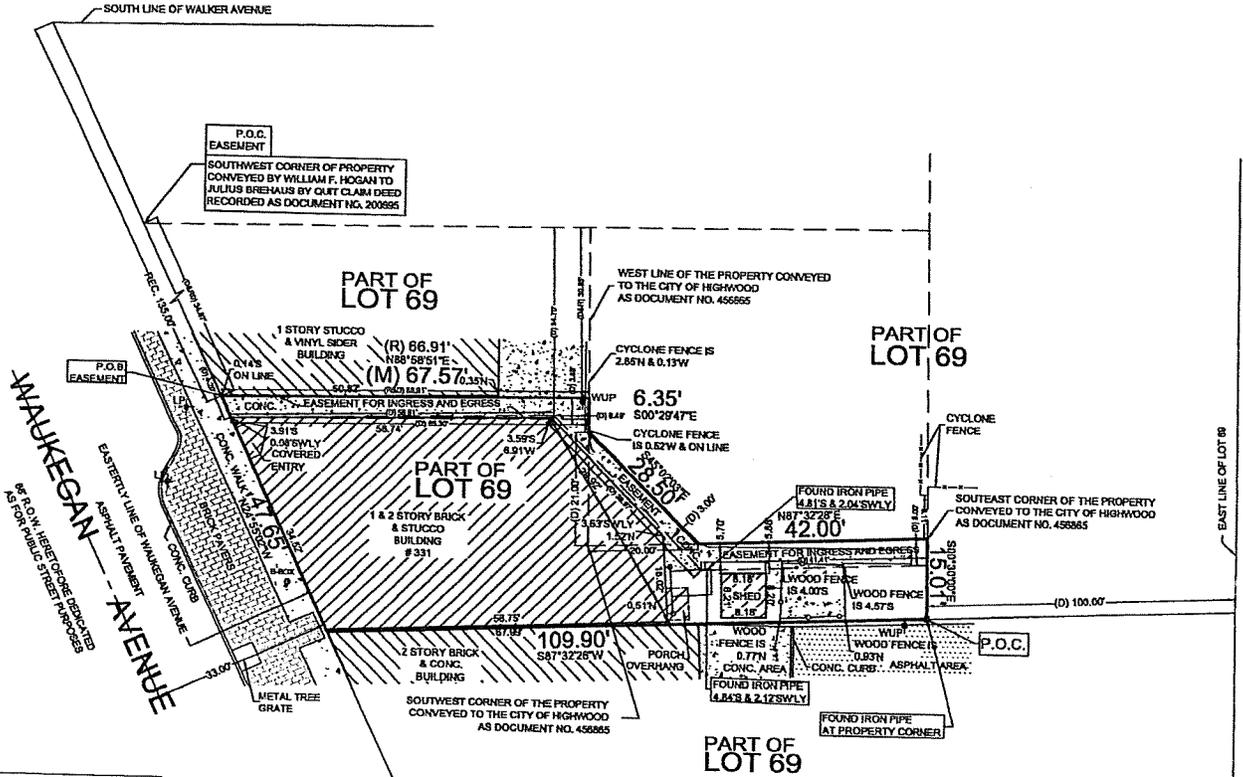
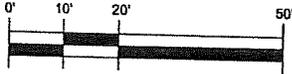
broad 5"

thick 5mm

! all the letters
are 3D

Color- silver

THE
 COUSINE
 AMERICAN
 BRISTO



LEGEND	ABBREVIATIONS
	LIGHT POLE
	WOOD UTILITY POLE
	B-BOX
(R)	RECORD DATA
(M)	MEASURED DATA

ORDERED BY: PETER L. MARK ATTORNEY AT LAW		
SCALE: 1" = 15'		
DATE: OCTOBER 21, 2020		
FILE No.:		
2020 - 28122	DATE	REVISION

$$\frac{29.92 \times 16.02}{2} + 58.75 \times 34^{52}$$

$$2267^{71} = 23966 + 202805$$







AGENDA MEMO
Committee of the Whole
January 6, 2026

ISSUE STATEMENT

A discussion on Arts, Crafts and Drafts 2026.

BACKGROUND/HISTORY

Amdur Productions came back to Highwood in 2025 for the first time in several years in putting on an Art Festival on Sheridan Road. They have expressed interest in running a similar event in 2026. Due to the way the calendar falls in 2026, the Jewish holidays fall on the weekends earlier in September. They are requesting the weekend of September 26 and 27, which falls the week before PumpkinFest.

Staff is looking for feedback on whether to allow this event the weekend before PumpkinFest.

STAFF/COMMITTEE RECOMMENDATION

For discussion only.

ALTERNATE CONSIDERATION

For discussion only.

ATTACHMENTS

-None

AGENDA MEMO
Committee of the Whole
January 6, 2026

ISSUE STATEMENT

A discussion on the Water Infrastructure Fund.

BACKGROUND/HISTORY

The City of Highwood created the Water Infrastructure Fund in FYE 2026 in response to the requirements to replace all lead service lines. The City Council funded this through an increase in the home rule sales tax along with a newly implemented fixed fee on each water bill.

Staff will update the Council on this fund as well as the expected estimates of loan payments needed to complete projects currently being engineered. These projects include upgrades to the water plant, replacing the water main on Prairie Avenue during the summer of 2027 and replacing approximately 60 lead service lines.

STAFF/COMMITTEE RECOMMENDATION

For discussion only.

ALTERNATE CONSIDERATION

For discussion only.

ATTACHMENTS

- Water Infrastructure Fund
- Loan Estimate for \$3.5 million in IEPA Loans
- Loan Estimate for \$800,000 in lead service line replacements

City of Highwood

FY27 BUDGET SUMMARY WATER INFRASTRUCTURE FUND

ACCOUNT	FY25 ACTUAL	FY26 BUDGET	FY26 ESTIMATED ACTUAL	FY27 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY	FY28 FORECAST	FY29 FORECAST
WATER INFRASTRUCTURE REVENUE	\$ 30,603	\$ 191,000	\$ 191,500	\$ 306,000	\$ 306,000	-	\$ 306,000	\$ 306,000
TOTAL REVENUE	\$ 30,603	\$ 191,000	\$ 191,500	\$ 306,000	\$ 306,000	-	\$ 306,000	\$ 306,000
DEPARTMENT EXPENDITURES								
WATER INFRASTRUCTURE	-	100,000	50,000	273,229	273,229	-	299,896	299,896
TOTAL EXPENDITURES	-	\$ 100,000	\$ 50,000	\$ 273,229	\$ 273,229	-	\$ 299,896	\$ 299,896
REVENUE OVER (UNDER) EXPENDITURES	30,603	91,000	141,500	32,771	32,771	-	6,104	6,104
BEGINNING FUND BALANCE	-	30,603	30,603	172,103	172,103	-	204,874	210,978
ENDING FUND BALANCE	\$ 30,603	\$ 121,603	\$ 172,103	\$ 204,874	\$ 204,874	-	\$ 210,978	\$ 217,082

City of Highwood

FY27 BUDGET SUMMARY WATER INFRASTRUCTURE FUND - REVENUE

ACCOUNT	FY25 ACTUAL	FY26 BUDGET	FY26 ESTIMATED ACTUAL	FY27 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY	FY28 FORECAST	FY29 FORECAST
REVENUE								
HOME RULE SALES TAX	\$ -	\$ 90,000	\$ 90,000.00	\$ 180,000	\$ 180,000	\$ -	\$ 180,000	\$ 180,000
WATER BILL FLAT FEE	30,603	100,000	100,000	125,000	125,000	-	125,000	125,000
INTEREST	-	1,000	1,500	1,000	1,000	-	1,000	1,000
SUB-TOTAL	30,603	191,000	191,500	306,000	306,000	-	306,000	306,000
TOTAL REVENUE	\$ 30,603	\$ 191,000	\$ 191,500	\$ 306,000	\$ 306,000	\$ -	\$ 306,000	\$ 306,000

City of Highwood

FY27 BUDGET SUMMARY WATER INFRASTRUCTURE FUND - EXPENDITURES

ACCOUNT	FY25 ACTUAL	FY26 BUDGET	FY26 ESTIMATED ACTUAL	FY27 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY	FY28 FORECAST	FY29 FORECAST
LEAD SERVICE LINE REPLACEMENT	\$ -	\$ 100,000	\$ 50,000	\$ 125,000	\$ 125,000	\$ -	\$ 125,000	\$ 125,000
IEPA LOANS	-	-	-	148,229	148,229	-	174,896	174,896
WATER PLANT UPGRADES	-	-	-	-	-	-	-	-
SUB-TOTAL	-	100,000	50,000	273,229	273,229	-	299,896	299,896
OTHER FINANCING USES								
TRANSFERS OUT	-	-	-	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 100,000	\$ 50,000	\$ 273,229	\$ 273,229	\$ -	\$ 299,896	\$ 299,896



Loan amortization schedule

Enter values

Loan amount	\$3,500,000.00
Annual interest rate	1.62%
Loan period in years	30
Number of payments per year	1
Start date of loan	1/1/2027

Optional extra payments

\$0.00

Loan summary

Scheduled payment	\$148,228.31
Scheduled number of payments	30
Actual number of payments	1
Total early payments	\$0.00
Total interest	\$946,849.24

Lender name

IEPA

Payment number	Payment date	Beginning balance	Scheduled payment	Extra payment	Total payment	Principal	Interest	Ending balance	Cumulative interest
1	1/1/2027	\$3,500,000.00	\$148,228.31	\$0.00	\$148,228.31	\$91,528.31	\$56,700.00	\$3,408,471.69	\$56,700.00
2	1/1/2028	\$3,408,471.69	\$148,228.31	\$0.00	\$148,228.31	\$93,011.07	\$55,217.24	\$3,315,460.63	\$111,917.24
3	1/1/2029	\$3,315,460.63	\$148,228.31	\$0.00	\$148,228.31	\$94,517.85	\$53,710.46	\$3,220,942.78	\$165,627.70
4	1/1/2027	\$3,220,942.78	\$148,228.31	\$0.00	\$148,228.31	\$96,049.03	\$52,179.27	\$3,124,893.74	\$217,806.98
5	1/1/2030	\$3,124,893.74	\$148,228.31	\$0.00	\$148,228.31	\$97,605.03	\$50,623.28	\$3,027,288.72	\$268,430.26
6	1/1/2031	\$3,027,288.72	\$148,228.31	\$0.00	\$148,228.31	\$99,186.23	\$49,042.08	\$2,928,102.48	\$317,472.33
7	1/1/2027	\$2,928,102.48	\$148,228.31	\$0.00	\$148,228.31	\$100,793.05	\$47,435.26	\$2,827,309.44	\$364,907.59
8	1/1/2032	\$2,827,309.44	\$148,228.31	\$0.00	\$148,228.31	\$102,425.90	\$45,802.41	\$2,724,883.54	\$410,710.01
9	1/1/2033	\$2,724,883.54	\$148,228.31	\$0.00	\$148,228.31	\$104,085.19	\$44,143.11	\$2,620,798.35	\$454,853.12
10	1/1/2027	\$2,620,798.35	\$148,228.31	\$0.00	\$148,228.31	\$105,771.37	\$42,456.93	\$2,515,026.97	\$497,310.05
11	1/1/2034	\$2,515,026.97	\$148,228.31	\$0.00	\$148,228.31	\$107,484.87	\$40,743.44	\$2,407,542.10	\$538,053.49
12	1/1/2035	\$2,407,542.10	\$148,228.31	\$0.00	\$148,228.31	\$109,226.13	\$39,002.18	\$2,298,315.98	\$577,055.67
13	1/1/2027	\$2,298,315.98	\$148,228.31	\$0.00	\$148,228.31	\$110,995.59	\$37,232.72	\$2,187,320.39	\$614,288.39
14	1/1/2036	\$2,187,320.39	\$148,228.31	\$0.00	\$148,228.31	\$112,793.72	\$35,434.59	\$2,074,526.67	\$649,722.98
15	1/1/2037	\$2,074,526.67	\$148,228.31	\$0.00	\$148,228.31	\$114,620.98	\$33,607.33	\$1,959,905.69	\$683,330.31

Payment number	Payment date	Beginning balance	Scheduled payment	Extra payment	Total payment	Principal	Interest	Ending balance	Cumulative interest
16	1/1/2027	\$1,959,905.69	\$148,228.31	\$0.00	\$148,228.31	\$116,477.84	\$31,750.47	\$1,843,427.86	\$715,080.78
17	1/1/2038	\$1,843,427.86	\$148,228.31	\$0.00	\$148,228.31	\$118,364.78	\$29,863.53	\$1,725,063.08	\$744,944.32
18	1/1/2039	\$1,725,063.08	\$148,228.31	\$0.00	\$148,228.31	\$120,282.29	\$27,946.02	\$1,604,780.79	\$772,890.34
19	1/1/2027	\$1,604,780.79	\$148,228.31	\$0.00	\$148,228.31	\$122,230.86	\$25,997.45	\$1,482,549.93	\$798,887.79
20	1/1/2040	\$1,482,549.93	\$148,228.31	\$0.00	\$148,228.31	\$124,211.00	\$24,017.31	\$1,358,338.94	\$822,905.10
21	1/1/2041	\$1,358,338.94	\$148,228.31	\$0.00	\$148,228.31	\$126,223.22	\$22,005.09	\$1,232,115.72	\$844,910.19
22	1/1/2027	\$1,232,115.72	\$148,228.31	\$0.00	\$148,228.31	\$128,268.03	\$19,960.27	\$1,103,847.69	\$864,870.46
23	1/1/2042	\$1,103,847.69	\$148,228.31	\$0.00	\$148,228.31	\$130,345.98	\$17,882.33	\$973,501.71	\$882,752.79
24	1/1/2043	\$973,501.71	\$148,228.31	\$0.00	\$148,228.31	\$132,457.58	\$15,770.73	\$841,044.13	\$898,523.52
25	1/1/2027	\$841,044.13	\$148,228.31	\$0.00	\$148,228.31	\$134,603.39	\$13,624.91	\$706,440.74	\$912,148.44
26	1/1/2044	\$706,440.74	\$148,228.31	\$0.00	\$148,228.31	\$136,783.97	\$11,444.34	\$569,656.77	\$923,592.78
27	1/1/2045	\$569,656.77	\$148,228.31	\$0.00	\$148,228.31	\$138,999.87	\$9,228.44	\$430,656.90	\$932,821.22
28	1/1/2027	\$430,656.90	\$148,228.31	\$0.00	\$148,228.31	\$141,251.67	\$6,976.64	\$289,405.23	\$939,797.86
29	1/1/2046	\$289,405.23	\$148,228.31	\$0.00	\$148,228.31	\$143,539.94	\$4,688.36	\$145,865.29	\$944,486.22
30	1/1/2047	\$145,865.29	\$148,228.31	\$0.00	\$145,865.29	\$143,502.27	\$2,363.02	\$0.00	\$946,849.24

Payment number	Payment date	Beginning balance	Scheduled payment	Extra payment	Total payment	Principal	Interest	Ending balance	Cumulative interest
-----------------------	---------------------	--------------------------	--------------------------	----------------------	----------------------	------------------	-----------------	-----------------------	----------------------------

Payment number	Payment date	Beginning balance	Scheduled payment	Extra payment	Total payment	Principal	Interest	Ending balance	Cumulative interest
-----------------------	---------------------	--------------------------	--------------------------	----------------------	----------------------	------------------	-----------------	-----------------------	----------------------------