

**LAND USE APPLICATION**

VILLAGE OF LIBERTYVILLE  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 200 EAST COOK AVENUE  
 LIBERTYVILLE, IL 60048  
 (847) 918-2028  
 (847) 367-5148 (Fax)

DATE: 2/12/24



<u>REQUESTED ACTION(S) (check all that apply)</u>	
<input type="checkbox"/> Comp. Plan	<input type="checkbox"/> Preliminary/Final Plat
<input type="checkbox"/> Comp. Plan Amendment	<input type="checkbox"/> Plat of Consolidation
<input type="checkbox"/> Map Amendment	<input type="checkbox"/> Site Plan Permit
<input type="checkbox"/> Planned Dev. (Concept/Final)	<input type="checkbox"/> Special Use Permit
<input type="checkbox"/> Planned Dev. (Final Amendment)	<input checked="" type="checkbox"/> Text Amendment
<input type="checkbox"/> Planned Dev. (Adjustment)	<input checked="" type="checkbox"/> Variation
<input type="checkbox"/> Planned Dev. (Master Plan)	<input type="checkbox"/> Zoning Appeal
<input type="checkbox"/> Planned Dev. (Master Plan Amendment)	

TO THE VILLAGE PRESIDENT, VILLAGE BOARD OF TRUSTEES AND THE ZONING BOARD OF APPEALS OF THE VILLAGE OF LIBERTYVILLE, LAKE COUNTY, ILLINOIS 60048.

The applicant(s) Swigert Enterprises LLC represents that they are the OWNER , CONTRACT PURCHASER , LESSEE , AUTHORIZED AGENT  (please check correct term) of the following described real estate: (Insert or attach legal description of the real estate)

Lot 1 in Charles Brumm's Subdivision of part of Lot 29 in county Clerk's Subdivision of part of Section 21, Township 44 North, Range 11 East of 3rd Principal Meridian, according to the plat thereof recorded July 10, 1925, as Document No. 261027 in Book "O" of plats, page 22 in Lake County, Illinois

PROPERTY TAX IDENTIFICATION NUMBER (P.I.N. #): 11-21-401-008

The property is also known as: (street address) 1011 S. Milwaukee Ave.

If someone other than the applicant(s) has the title to the property, include the name, address, trust number with beneficiaries (if applicable), and phone number of such owner(s). **A written, notarized statement from the owner(s) which acknowledges and consents to this request must be provided.**

**LAND USE APPLICATION  
PAGE 2**

The property is now classified under the Libertyville Zoning Code and is located in the 0-1 District.

FOR VARIATION ONLY: Please check the type of variation(s) requested:

<input type="checkbox"/> Front Yard Setback	<input type="checkbox"/> Sign
<input type="checkbox"/> Corner Side Yard Setback	<input type="checkbox"/> Fence
<input type="checkbox"/> Side Yard Setback	<input type="checkbox"/> Lot Coverage
<input type="checkbox"/> Rear Yard Setback	<input type="checkbox"/> Building Coverage
<input type="checkbox"/> Perimeter Landscaped Open Space	<input type="checkbox"/> Building Height
<input checked="" type="checkbox"/> Other (specify) <u>Refuse location + screening</u>	

Please attach a detailed narrative description of the requested development action(s).

See attached Narrative

Betsy Matthews  
applicant/representative signature

Betsy Matthews  
please print full name

Architect:

JONATHAN A. BIERITZ AIA  
JR ARCHITECTURE GROUP, INC  
1320 N RTE 59 SUITE 124  
NAPERVILLE, IL 60563  
630-357-8100  
Jon@JBARCHITECTURE.COM

Swigert Enterprises LLC

716 S. Milwaukee Ave, Libertyville  
address of applicant/representative

847.989.0606  
phone number

BETSYM@ACSNLRO.COM  
e-mail

**NOTE!** If several parties are involved with the project (i.e., architect, engineer, consultant, etc.), please attach a list including the names, addresses and phone numbers of such parties. This application must be complete before it will be accepted by the Village.

Rev. 11.2023

APPEARANCE REVIEW APPLICATION

VILLAGE OF LIBERTYVILLE
COMMUNITY DEVELOPMENT DEPARTMENT
200 EAST COOK AVENUE
LIBERTYVILLE, IL 60048
(847) 918-2028
(847) 367-5148 (Fax)

DATE: \_\_\_\_\_



REQUESTED ACTION(S) (check all that apply)
Building Facades
Landscaping
Other
Lighting
Signage

TO THE VILLAGE PRESIDENT, VILLAGE BOARD OF TRUSTEES AND THE APPEARANCE REVIEW COMMISSION OF THE VILLAGE OF LIBERTYVILLE, LAKE COUNTY, ILLINOIS 60048.

The applicant(s) Swigert Enterprises LLC represents that they are the OWNER, AUTHORIZED AGENT (please check correct term) of the property commonly known as: (street address) 611 S. Milwaukee Ave, Libertyville, IL.

If someone other than the applicant(s) has the title to the property, please provide a written statement from the owner(s) which acknowledges and consents to this request.

The property is now classified under the Libertyville Zoning Code and is located in the 0-1 District.

Betsy Matthews
applicant/representative signature
Betsy Matthews - Swigert Enterprises LLC
716 S. Milwaukee Ave, Libertyville
address of applicant/representative
847.989.0606
phone number
Betsy M@ACSNeuro.com
e-mail

NOTE! If several parties are involved with the project (i.e., architect, engineer, consultant, etc.), please attach a list including the names, addresses and phone numbers of such parties. This application must be complete before it will be accepted by the Village.

**VILLAGE OF LIBERTYVILLE  
PROPERTY OWNER'S AUTHORIZATION  
FOR PC/ZBA/ARC/HPC**

DATE: 2/28/24

I, Karen Citow of Swigert Enterprises LLC, Owner of the  
Property Owner  
property located at 611 S. Milwaukee, Libertyville, IL, do hereby  
Address/Location  
authorize Betsy Matthews to represent me in the following  
Authorized Agent

PC/ZBA/ARC/HPC matter(s),  
Text amendments to Zoning Code Sections 26-6-2 & 26-16-8.5  
& Variances to Sections 26-13-5.2, 26-13-9.2, & 26-13-9.3  
Action(s)

in the Village of Libertyville.

[Signature]  
Notary Signature

[Signature]  
Property Owner Signature

(SEAL)



Karen Citow  
Property Owner Printed Name

716 S. Milwaukee Ave, Libertyville, IL  
Address

847.951.1534  
Phone Number

**VILLAGE OF LIBERTYVILLE  
PROPERTY OWNER'S AUTHORIZATION  
FOR PC/ZBA/ARC/HPC**

DATE: 2/28/24

I, Karen Citow of Swigert Enterprises LLC, Owner of the  
Property Owner  
property located at 611 S. Milwaukee Ave, Libertyville, IL, do hereby  
Address/Location  
authorize Jon Bieritz to represent me in the following  
Authorized Agent

PC/ZBA/ARC/HPC matter(s),  
Text amendments to Zoning Code Sections 26-6-2 & 26-16-8.5  
& Variances to Sections 26-13-5.2, 26-13-9.2, & 26-13-9.3  
Action(s)

in the Village of Libertyville.

[Signature]  
Notary Signature

[Signature]  
Property Owner Signature

(SEAL)



Karen Citow  
Property Owner Printed Name

716 S. Milwaukee Ave, Libertyville, IL  
Address

847.951.1534  
Phone Number

**VILLAGE OF LIBERTYVILLE  
PROPERTY OWNER'S AUTHORIZATION  
FOR PC/ZBA/ARC/HPC**

DATE: 2/28/24

I, Karen Citow of Swigent Enterprises LLC, Owner of the  
Property Owner  
property located at 1011 S Milwaukee Ave Libertyville, do hereby  
Address/Location  
authorize Dave Altosino to represent me in the following  
Authorized Agent

PC/ZBA/ARC/HPC matter(s),  
Text amendments to Zoning Code Sections 26-6-2 & 26-16-8.5  
& Variances to Sections 26-13-5.2, 26-13-9.2, & 26-13-9.3  
Action(s)

in the Village of Libertyville.

[Signature]  
Notary Signature

[Signature]  
Property Owner Signature

(SEAL)



Karen Citow  
Property Owner Printed Name

716 S. Milwaukee Ave, Libertyville, IL  
Address

847.951.1534  
Phone Number



February 28, 2024

Attn: Board of Trustees  
Village of Libertyville  
118 W. Cook Avenue  
Libertyville, Illinois 60048

Re: Regus Office Renovations  
Swigert Enterprises, LLC  
611 S. Milwaukee Ave.  
Libertyville, Illinois 60048

To Whom It May Concern,

This letter is intended to describe the work we are proposing for the above referenced building and how in doing so, we are required to request two (2) zoning code text amendments as well as three (3) zoning variances. This letter shall identify evidence for why the text amendments should be made for the zoning classification in which the building is located, along with how granting the variances requested comply with the standards for variation as set forth by the zoning ordinance for the Village of Libertyville.

### **Description of Work**

Swigert Enterprises, LLC has owned and operated the building at 611 S. Milwaukee Ave. since 2014. It has been used as a multi-tenant commercial office space with five (5) individual suites. Our proposed plan for the building is to renovate the interior of the space for a single use of corporate shared workspaces managed by Regus Properties. The management company will provide an on-site staff member to help coordinate the use of the shared workspaces and assist the people using them. Regus Properties currently has offices with a similar use structure in Lake Forest and Northbrook as well as offices worldwide which have been successful. We feel that with the current trends in remote and semi-remote working conditions for businesses of all sizes, the shared workspace structure that Regus offers will be one that more appropriately compliments the workforce now and in the future.

### **Zoning Code Text Amendments**

For Swigert Enterprises, LLC to move forward with the interior renovations of their building and to enter into the agreement with Regus Properties to manage the building, a text amendment must be made to the zoning ordinance permitting this use. The North American Industry Classification System (NAICS) defines this use of the space as Code 531120 "Lessors of nonresidential buildings (except mini warehouses)". This use is listed as a special permitted use in the C-1 Downtown core commercial district but is not listed under any permitted uses in the O-1 zoning district. It is therefore our formal request to amend Section 26-6-2 of the Village of Libertyville Zoning Ordinance to include the NAICS Code 531120 "Lessors of nonresidential buildings (except mini warehouses)" with a shared work provision as a permitted use in the O-1 zoning district.

In addition to the zoning code text amendment for the use of the building, we are also requesting a text amendment to Section 26-16-8.5 which will grant the village board of trustees' authorization to "vary, without limit, the regulations of section 26-13-5.2 regarding the location of refuse containers on lots in the O-1 zoning district".

Knowing that the NAICS defined use is already specially permitted in another zoning district that is less like the office environment of the district we are requesting the use be granted in, we believe that the zoning code text amendment for the permitted use is consistent with the purposes of the zoning code. The text amendment regarding granting the board of trustees' authorization to vary the requirements of article 26-13-5.2 is consistent with their authorization to do so in the IB & O-2 zoning districts. The existing uses and zoning classifications in the vicinity of the subject property will not change and the requested text amendments will not negatively impact the occupants of those properties. We believe there is a trend for more of the workforce to work remotely, which lends itself to a higher demand for this type of use. The ability to offer a space for people who work from home or workers that travel across the country to come to and have the office environment often needed will increase the value and appropriateness of this building beyond the current tenancy of the spaces. Although the building has recently had tenants occupying the individual office suites, much of the common space has been under-utilized and areas within the tenant's leased spaces were not used at all. Having a management company on-site and using the spaces within the building more efficiently will help keep the entire building better maintained and safer for the occupants when they need it.

The enjoyment and value of adjacent properties will not be adversely affected by approving the requested zoning code text amendments. In fact, we believe the value and enjoyment of adjacent property owners may increase by providing people in the local community who work from home a place to go and utilize the benefits of an office environment when needed. The adjacent properties are in a different zoning district and the orderly development of those properties will not be affected by the zoning code text amendments we are requesting. Since we are requesting a text amendment for an additional permitted use in the current zoning district, any future redevelopment of the property would remain suitable for the current permitted uses as well. We do not anticipate traffic conditions in the immediate vicinity or the ability to ingress into or egress out of the property to be negatively affected by approval of the requested zoning code text amendments. The existing utilities and essential public services provided to the building will be evaluated during the building permit process to confirm existing conditions are adequate for the current and proposed uses. Upgrades may be required to meet current code requirements for the existing building regardless of approval of the requested zoning code text amendments.

As mentioned previously, the building has recently been occupied by lessors operating under a typical commercial office space rental agreement, but the spaces have been inefficiently used. The arrangement of the existing unit separations provides for five (5) tenant spaces of varying sizes with commonly shared male and female restrooms. Due to the age of the building and how the spaces are divided and shared, we do not see the current configuration of spaces within the building to be appealing to future tenants compared to other commercial office spaces available for rent. We believe that based on current trends in the dynamics of the workforce and the flexibility provided by the proposed use we are requesting, granting the zoning code text amendment to permit our proposed use will be a benefit to the community at large.

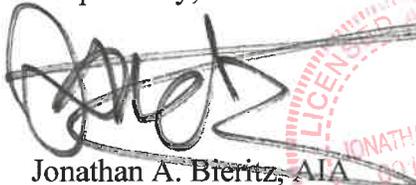
### **Zoning Variances**

In addition to the zoning code text amendments above and in relation to the text amendment regarding Section 26-16-8.5, we are also requesting variations to code Sections 26-13-5.2, 26-13-9.2 & 26-13-9.3 concerning the location of refuse containers and the fencing used to screen them. The unique nature of this property, which is considered a corner lot, has frontages on three (3) separate rights-of-way. The property is bound by Austin Avenue to the North, Coolidge Avenue to the South, and Milwaukee Avenue to the East. The property lines along Austin Avenue and Coolidge Avenue are both considered front lot lines. The property line along Milwaukee Avenue is the corner side lot line. Per Section 26-13-5.2 of the Village of Libertyville Zoning Code, a refuse container cannot be located between the principal structure and its front or corner side lot line. The current refuse container location does not comply with this code section and therefore we are requesting, pursuant to the approval of the text amendment to Section 26-16-8.5, that the existing location be permitted to remain as a variation to Section 26-13-5.2. The refuse containers are located on the existing asphalt parking lot

in the southeast corner of the property in the front yard along Coolidge. This location is the most appropriate for waste collection vehicles to access and service the refuse containers. There is no access to the West side of the building from any street that would permit the refuse containers to be located elsewhere. This condition has existed since the building was originally constructed and was not created by the current owners of the building. Denial of the variance requested for the refuse container location would deprive the owners of the right to have a refuse container serviceable by similar means as other properties subject to the same provision. Approval of the variance for the refuse container location does not provide the owners of the building a special privilege nor does it give them the ability to make more money from their use of the subject property in comparison with owners of other lots subject to the same provision. Since the existing subject property is already developed and the location of the refuse containers is existing, granting of the variation to Section 26-13-5.2 will not interrupt the harmony of the general or specific purposes of the code or the official comprehensive plan. Granting of the variance as requested for the location of the refuse containers will not be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development, or value of properties or improvements permitted in the vicinity. Should the variance for the refuse container location be granted, the screening which will be installed per Section 26-13-5.1 will not impair adequate air supply or light to the properties in the vicinity. The screening which will enclose the refuse containers will be in the front yard along Coolidge Avenue. Since the screening will be located in one of the front yards of the property, the fencing providing the screening will require approval of variations to Sections 26-13-9.2 & 26-13-9.3. Those variances are related to the opaqueness and height of the fencing. Section 26-13-9.2 permits fencing in the front yard of properties in the O-1 zoning district provided they are a maximum of 1/3 opaque. Section 26-13-5.1 requires the fencing to be 100% opaque therefore approval of a variation to Section 26-13-9.2 is required. Section 26-13-9.3 restricts fencing in front yards to a maximum height of 4'-0". To effectively screen the refuse containers per Section 26-13-5.1, we are requesting a variation to Section 26-13-9.3 to allow the fence to extend to 6'-6" high as needed for screening purposes. Considering we are requesting the refuse containers be permitted to be in their existing locations, they will not increase congestion in the public streets due to traffic or parking. The locations will also not increase the danger of flood or fire, unduly tax public utilities and facilities in the area or endanger the public health or safety in any way. We have investigated alternate locations for the refuse containers and cannot provide a remedy that is feasible without substantial redevelopment of the property.

I hereby state that the above standards for variations are met regarding the proposed location of the refuse containers and fencing used to screen them. I acknowledge that before this variation can be granted a zoning code text amendment shall be made that grants the board of trustees' authorization to grant this variance. I believe that the comments I have expressed regarding the text amendments for both Sections 26-16-8.5 and Sections 26-6-2 show that the principles for amending the zoning code are met. Including the use defined above as a permitted use in the O-1 zoning district shall appeal to the greater good of the community and will provide what I feel is a needed use of space now and in the future for our modern workforce.

Respectfully,



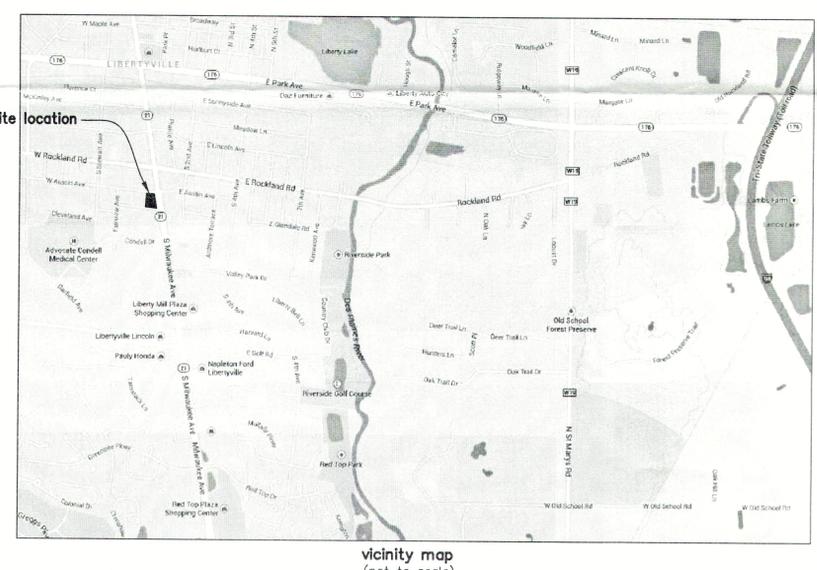
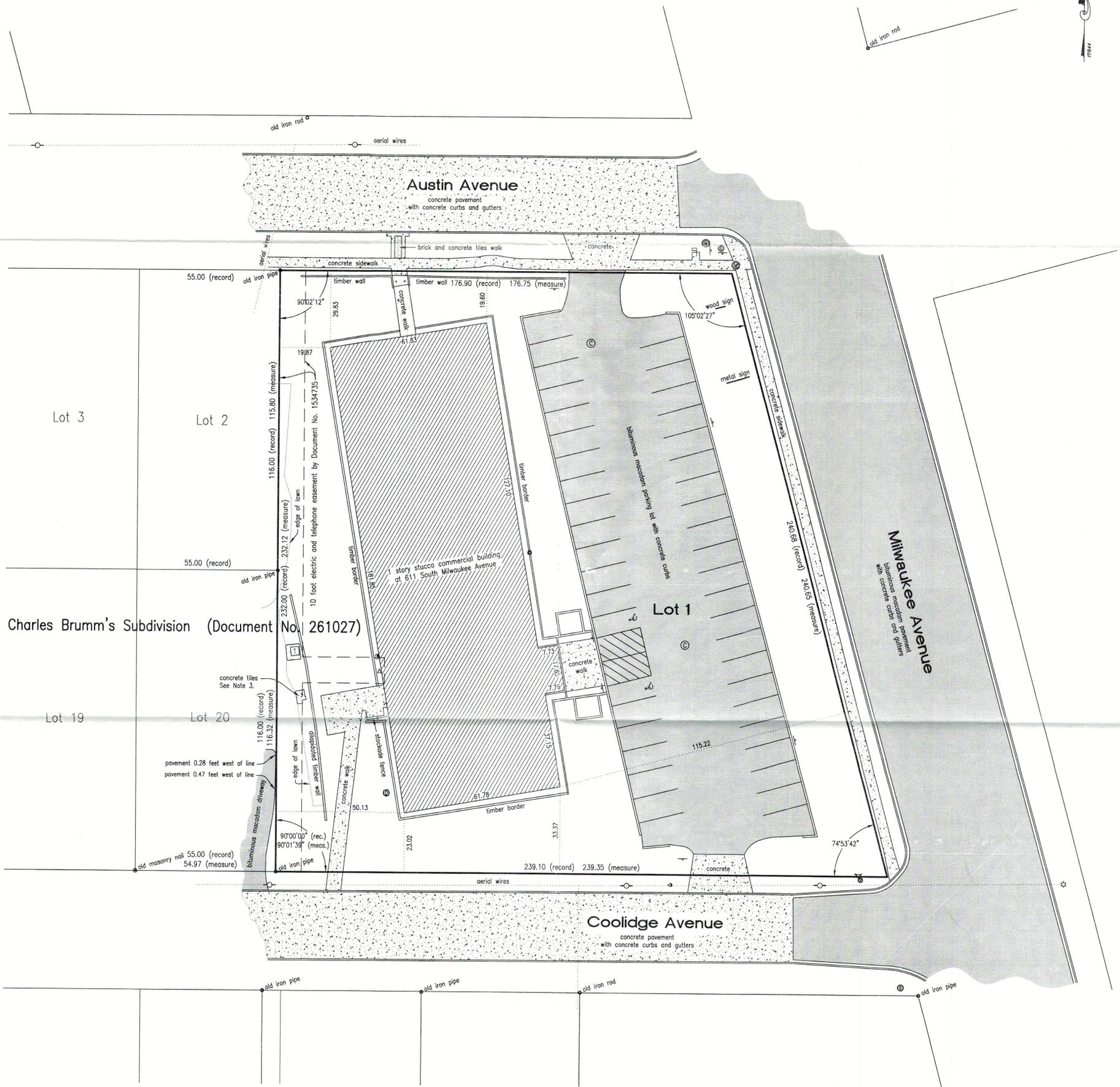
Jonathan A. Bieritz, AIA  
President | Founder  
JB Architecture Group, Inc.

DLA

# ALTA/ASCM Land Title plat of survey

of  
**Lot 1 in Charles Brumm's Subdivision of part of Lot 29 in county Clerk's Subdivision of part of Section 21, Township 44 North,  
 Range 11 East of the 3rd Principal Meridian, according to the plat thereof recorded July 10, 1925, as Document No. 261027 in  
 Book "O" of plats, page 22, in Lake county, Illinois**

scale: 1 inch = 20 feet  
 All dimensions hereon shown unless it is otherwise noted are given in feet and decimal parts thereof.  
 Copyright 2014, Lake County Land Survey Company, all rights reserved.



**surveyor's notes:**

- (1) Total area of the property described in the caption hereon is 48,319 square feet or 1.109± acres.
- (2) There are 42 regular parking spaces and 2 handicap parking spaces on the property. One of the regular parking spaces is used for storing dumpsters.
- (3) The concrete tiles are used by the Owner of Lot 20 for storing trash cans. The Owners of Lots 2 and 20 may have plantings located on Lot 1 (See edge of lawn depicted hereon for location of planted areas).

**LEGEND**

⊙	manhole
⊚	catch basin
□	inlet
⊖	drain
⊙	cleanout
⊚	vault
⊙	gas meter
⊙	gas valve
⊙	gas service valve
⊙	water meter pit
⊙	fire hydrant
⊙	water valve
⊙	water service valve
⊙	light
⊙	electric meter
⊙	electric transformer
⊙	air conditioner
⊙	telephone pedestal
⊙	cable television pedestal
⊙	utility pole
⊙	anchor
⊙	post
⊙	sign
⊙	flag pole
⊙	mailbox

State of Illinois } s.s.  
 County of Lake } s.s.

In behalf of Lake County Land Survey Company, Inc., we as Illinois Professional Land Surveyors do hereby certify that this plat and the survey on which it is based were made in accordance with the 2011 Minimum Standards Detail Requirements for ALTA/ASCM Land Title Surveys, jointly established and adopted by the American Land Title Association and by the National Society of Professional Surveyors, and includes Item Nos. 2, 3, 4, 7(a), 8, 9, and 11(a) of Table A thereof.

The property is located outside the 500-Year Flood Plain as depicted on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM), Map Number 17097C0164K effective September 18, 2013, which map covers the area in which the property is situated.

This survey is in agreement with Chicago Title Insurance Company's Title Commitment No. 1401 880013928 D2 with effective date April 4, 2014.

dated at Lake Bluff, Illinois, this 19th day of May, 2014

certified to:  
 (1) Swigert Enterprises, LLC  
 (2) ATG Trust Company, as Trustee under Trust 4826 dated February 20, 1976  
 (3) Chicago Title Insurance Company



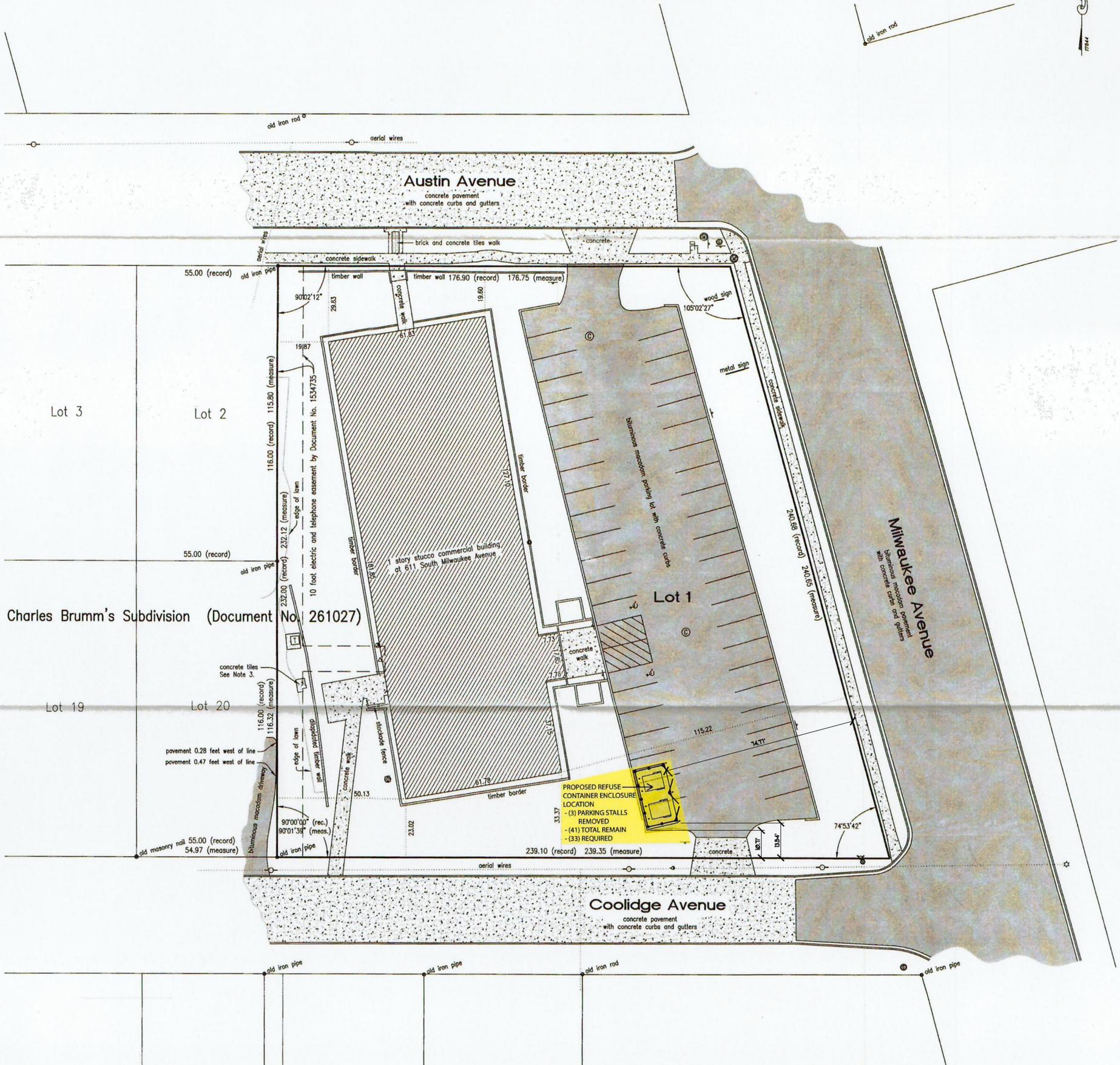
Lake County Land Survey Company, Inc.  
 By Robert A. Rosier  
 as Illinois Professional Land Surveyor No. 3315  
 license expiration date: November 30, 2014

for <b>Haddad Law Firm LLC</b> Suite 270 900 West North Shore Drive Lake Bluff, Illinois, 60044	from the office of <b>Lake County Land Survey Company</b> Land Surveyors and Civil Engineers 920 West North Shore Drive Lake Bluff, Illinois, 60044 (847) 234-8909 Professional Design Firm 184.005459	Order No. <u>17844</u> Field Book <u>G33.5</u> page <u>62</u> Date <u>May 19</u> , 2014 File No. <u>10 - 4 - 398</u>
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# ALTA/ASCM Land Title plat of survey

of  
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scale: 1 inch = 20 feet  
 All dimensions hereon shown unless it is otherwise noted are given in feet and decimal parts thereof.  
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vicinity map  
(not to scale)

**LEGEND**

⊕	manhole
⊙	catch basin
⊖	inlet
⊗	drain
⊘	cleanout
⊚	vault
⊛	gas meter
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⊞	water meter pit
⊟	fire hydrant
⊠	water valve
⊡	water service valve
⊢	light
⊣	electric meter
⊤	electric transformer
⊥	air conditioner
⊦	telephone pedestal
⊧	cable television pedestal
⊨	utility pole
⊩	anchor
⊪	post
⊫	sign
⊬	flag pole
⊭	mailbox

State of Illinois } s.s.  
 County of Lake }

In behalf of Lake County Land Survey Company, Inc., we as Illinois Professional Land Surveyors do hereby certify that this plat and the survey on which it is based were made in accordance with the 2011 Minimum Standards Detail Requirements for ALTA/ASCM Land Title Surveys, jointly established and adopted by the American Land Title Association and by the National Society of Professional Surveyors, and includes Item Nos. 2, 3, 4, 7(a), 8, 9, and 11(a) of Table A thereof.

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dated at Lake Bluff, Illinois, this 19th day of May, 2014

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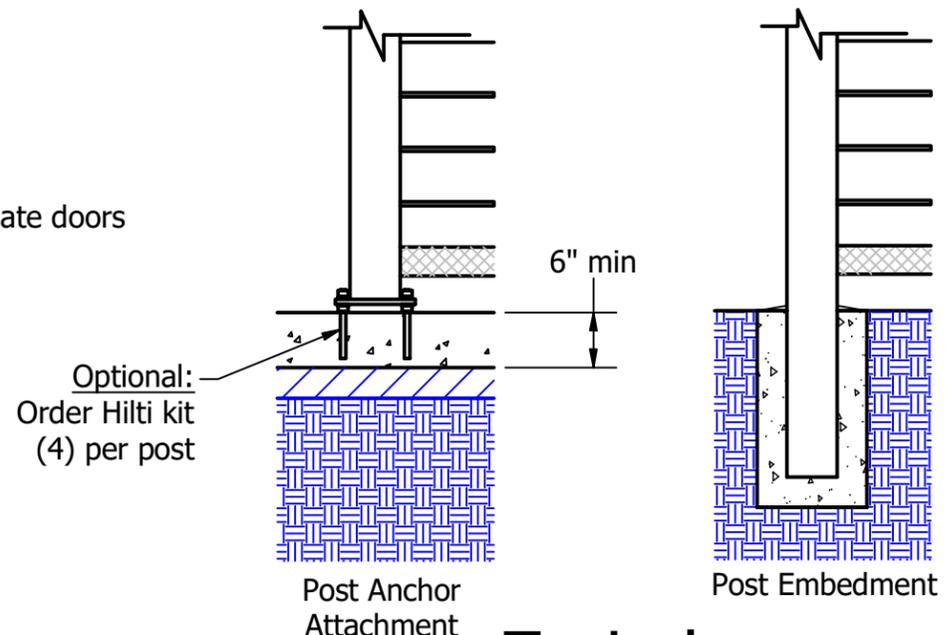
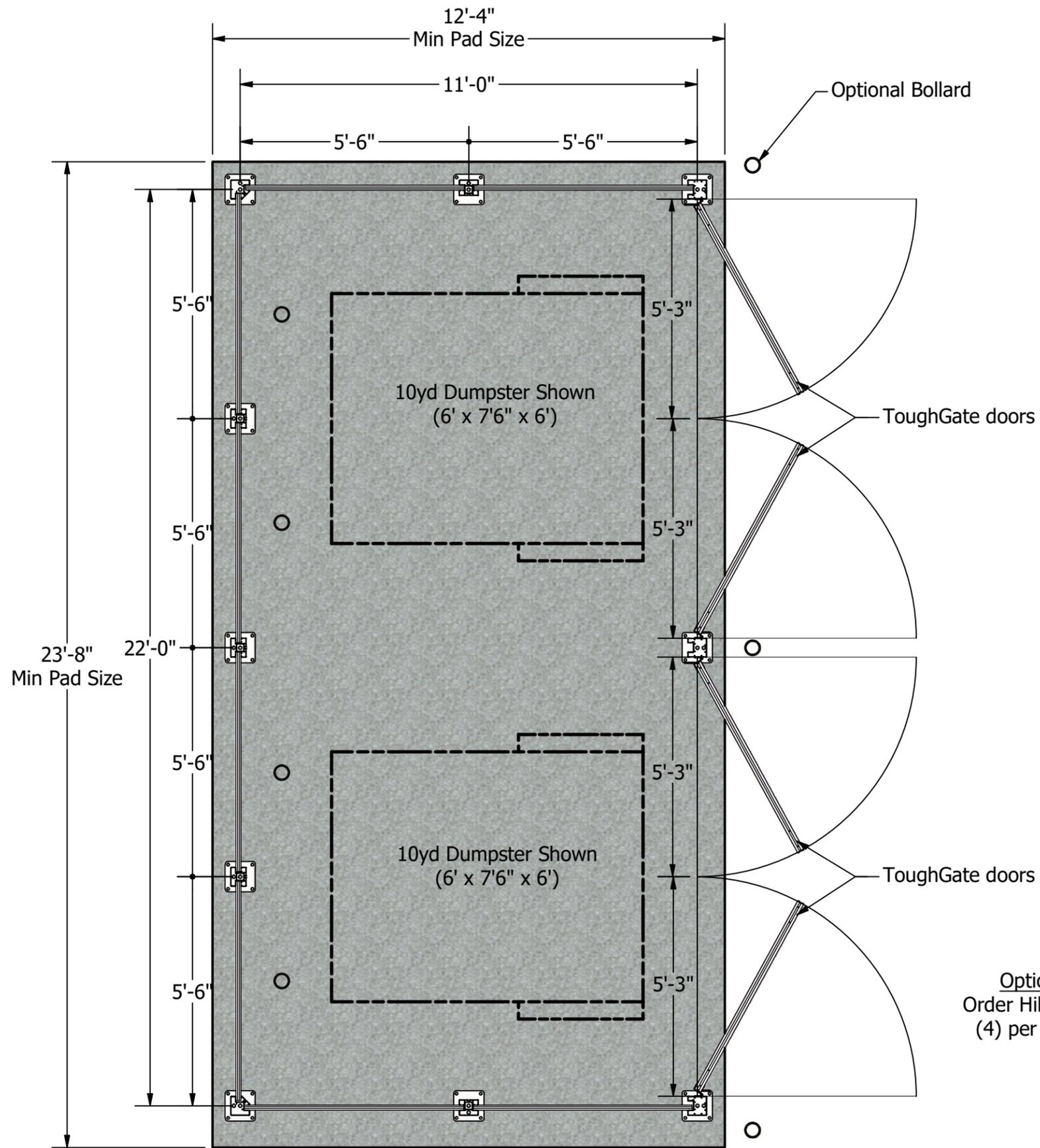
Lake County Land Survey Company, Inc.  
 By Robert A. Ross  
 as Illinois Professional Land Surveyor No. 3315  
 license expiration date: November 30, 2014

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for <b>Haddad Law Firm LLC</b> Suite 270 900 West North Shore Drive Lake Bluff, Illinois, 60044	from the office of <b>Lake County Land Survey Company</b> Land Surveyors and Civil Engineers 920 West North Shore Drive Lake Bluff, Illinois, 60044 (847) 234-8909 Professional Design Firm 184.005459	Order No. <u>17844</u> Field Book <u>G33.5</u> page <u>62</u> Date <u>May 19</u> , 2014 File No. <u>10-4-398</u>
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field work completed on May 16, 2014

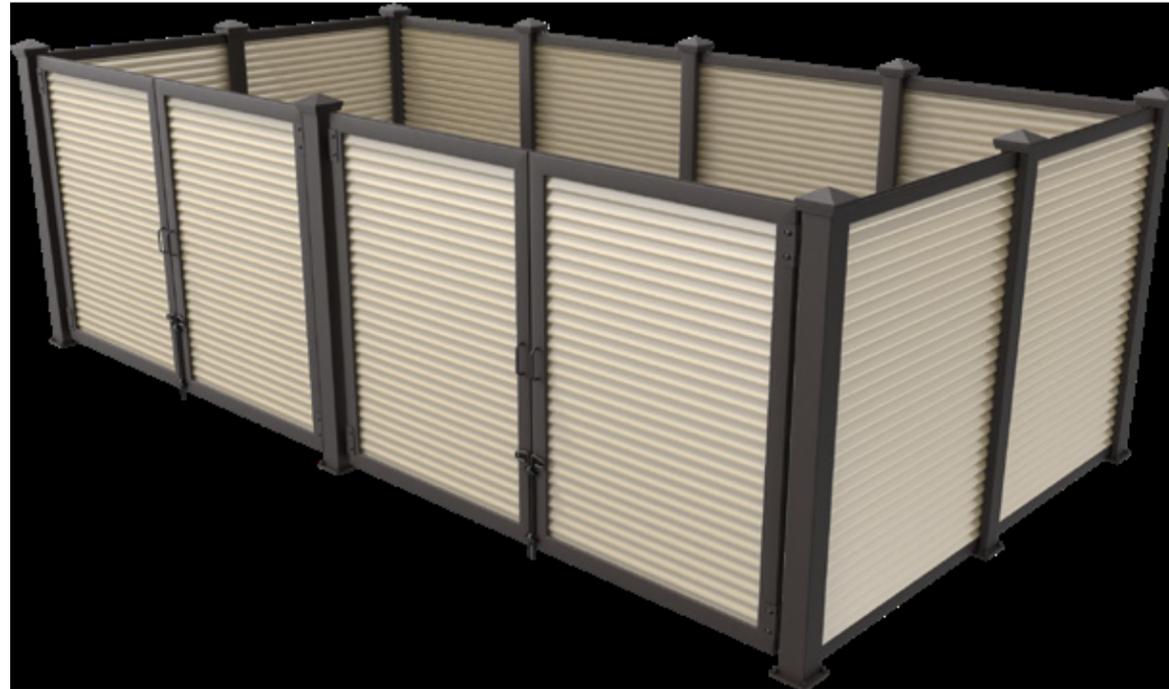


Typical

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PAGE DESCRIPTION: 1122 Layout	SHEET: 1 OF: 1
CLIENT CO. NAME:	DRAWN BY: azieber
CLIENT ADDRESS:	DATE FILE CREATED:
JOB SITE LOCATION:	DWG # 1122 Series
ADDRESS:	PART #
	CONTACT PERSON:
	CITY:
	STATE:
	ZIP:
	CHECKED BY:

**cityscapes**  
ARCHITECTURAL INNOVATIONS  
4200 LYMAN COURT  
HILLIARD, OH (614) 850-2540

THIS IS AN ORIGINAL UNPUBLISHED DRAWING SUBMITTED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT BEING PLANNED FOR YOU BY CITYSCAPES INTERNATIONAL, INC. IT IS NOT TO BE REPRODUCED, EXHIBITED, OR FABRICATED IN ANY FASHION WITHOUT PERMISSION FROM AN AUTHORIZED OFFICER OF THE COMPANY.



Example of Refuse Container Enclosure Model 1122



Enclosure Panels



Color Selection Example

PROJECT DESCRIPTION:	ORDER #
PAGE DESCRIPTION: 1122 Layout	SHEET: 1 OF: 1
CLIENT CO. NAME:	DRAWN BY: aziebar
CLIENT ADDRESS:	CHECKED BY:
JOB SITE LOCATION:	DATE FILE CREATED:
ADDRESS:	DWG # 1122 Series
	PART #

CONTACT PERSON:	CITY:	STATE:	ZIP:

 <b>ARCHITECTURAL INNOVATIONS</b> 4200 LYMAN COURT HILLIARD, OH (614) 850-2540	<small>THIS IS AN ORIGINAL UNPUBLISHED DRAWING SUBMITTED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT BEING PLANNED FOR YOU BY CITYSCAPES INTERNATIONAL, INC. IT IS NOT TO BE REPRODUCED, EXHIBITED, OR FABRICATED IN ANY FASHION WITHOUT PERMISSION FROM AN AUTHORIZED OFFICER OF THE COMPANY.</small>
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