



DATE: January 3, 2022

MEMO TO: Terry Wilke, Chair
Planning Committee

FROM: Randall L. Seebach
Director of Planning and Land Preservation

REQUEST: Provide policy direction regarding a request from the Lake County Public Works Department to waive the \$1,000.00 Application Fee for a Permanent Easement for an existing sewer line along Linden Avenue at Rollins Savanna Forest Preserve.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: Waiving the Application Fee for the Permanent Easement would reduce the District's easement income by \$1,000.00

BACKGROUND: At its June 29, 2021 meeting, the Planning Committee gave staff policy direction to negotiate the grant of a permanent easement to the Public Works Department to fill a sanitary sewer easement "gap" along Linden Avenue.

Public Works had requested access to District property for the replacement of an existing sanitary sewer line located along Linden Avenue north of Washington Street on the eastern portion of Rollins Savanna Forest Preserve. In reviewing this request, District staff discovered that there are existing sewer easements on District property along most of the Linden Avenue frontage, but there is an approximately 100-foot gap beginning 1,400 feet north of the Washington Avenue right-of-way. To fill this "gap," the Committee directed staff to negotiate the granting of a permanent easement to Public Works, so that the parties could reduce their rights to writing, rather than relying on "prescriptive" or unwritten rights and obligations.

At that time, Public Works apparently did not understand that, under the District's License and Easement Ordinance, there would be a \$1,000 Application Fee for the easement and is now asking whether the District will waive the Application Fee in this case. Before bringing the easement agreement through for final review and approval, District staff seeks policy direction whether to waive the Application Fee.

REVIEW BY OTHERS: Executive Director, Chief Operations Officer, Director of Finance, Corporate Counsel.