

UNOFFICIAL COPY

ORDINANCE NO. 0-39-87

87252156

AN ORDINANCE
GRANTING A SPECIAL USE FOR A PLANNED DEVELOPMENT
VICTORIAN MANOR

WHEREAS, upon petition of owners of said property, hearings were held by the Plan Commission of the Village of Palatine on March 17, 1987 in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, and said Plan Commission having made its findings in a written report to the President and Board of Trustees of the Village of Palatine

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power:

SECTION 1: That final approval of a Planned Development is hereby granted pursuant to Section 11.08 of Appendix A, Zoning Ordinance of the Palatine Code of Ordinances for the real estate described as follows, to wit:

Lot 37, 38, 39, the South 1/2 of Lots 40 and 41, and all of Lots 42 and 43 in Plat of Joel Wood's Subdivision of Block 2 in the Assessor's Subdivision of Section 14, 15, 22 and 23 in Township 42 North, Range 10, East of the Third principal meridian, in Cook County, Illinois.

Commonly known as the vacant Wood Street School Site

SECTION 2: That final Planned Development approval shall be subject to the following conditions:

1. The project be developed according to the site plan (Exhibit "A"), engineering plan (Exhibit "B") and Building Plans (Exhibit "C") with changes allowed on the building plans as necessary to comply with codes during the building permit review process.
2. A Letter of Credit, in a form acceptable to the Village of Palatine and in the amount of \$24,115.00. be submitted to insure completion of public improvements, along with the ten (10) percent cash deposit. Also, a Letter of Credit in the amount of \$50,000. be submitted to insure completion of the Planned Development. Said Letters to be submitted before final plat recording.
3. No final occupancy permits be granted for a unit within the development until:
 - (a) All landscaping has been installed around the structure within which the unit is located.

87252156

UNOFFICIAL COPY

Property of Cook County Clerk's Office

UNOFFICIAL COPY

- (b) Required watermains, sanitary sewers and storm sewers, and other drainage facilities have been installed and found acceptable by the Village.
4. The entire project be completed by December 31, 1989.
 5. All architecture, landscaping screening, detention areas, and accessory embellishments be maintained in a manner that is consistent with the original project plans. The homeowners shall be responsible for this maintenance, with penalties as provided in the Zoning Ordinance.
 6. Cash-in-lieu School and Park donations shall be due at time of issuance of building permit in an amount according to the Subdivision Ordinance, with waiver of the fees to Township High School District #211.
 7. Any signage shall conform to regulations of permitted signage for subdivision identification.
 8. Areas of existing vegetation that will remain, as shown on the Engineering Plan, shall conform to the following regulations:
 - (a) Protect existing vegetation indicated to remain in place, against unnecessary cutting, breaching or skinning of roots, skinning and bruising of bark, smothering by stockpiling construction materials or excavated materials within drip line, excess foot or vehicular traffic, or parking of vehicles within drip line. Provide temporary fences, barricades or guards as required to protect trees and vegetation to be left standing.
 - (b) Water as required to maintain their health during the course of construction operations.
 - (c) Provide protection for roots over 1" diameter that are cut during construction operations. Coat the cut faces with an emulsified asphalt or other acceptable coating, especially formulated for horticultural use on cut or damaged plant tissues. Temporarily cover all exposed roots with wet burlap to prevent roots from drying out; provide earth cover as soon as possible.
 - (d) Repair or replace vegetation damaged by construction operations, in a manner acceptable to the architect/engineer.
 9. The regulations of #8 above shall apply in protecting vegetation on neighboring property. Vegetation on neighboring property shall not be removed.
 10. Driveway depths shall be a minimum of eighteen (18) feet from property line to the garage.
 11. In this Planned Development, the following types of fences and fence locations shall be permitted:
 - (a) Fences shall be located no closer to the Hale Street, Wood Street, or Benton Street right-of-way line than the front line of the accompanying structure, excluding eaves and

87252156

UNOFFICIAL COPY

Property of Cook County Clerk's Office

UNOFFICIAL COPY

overhangs. These fences shall be limited to a maximum of four (4) ft. high open fences.

- (b) Fences that follow rear and side yard property lines, or that enclose an entire rear or sideyard area, shall be limited to a maximum of four (4) ft. high open fences.
- (c) Rear yard privacy fences for the purpose of screening a patio or a swimming pool, shall be limited to maximum six (6) ft. high open fences, semi-open fences, or solid fence. Said rear yard privacy fences shall not enclose more than fifty (50) percent of the rear yard area, nor shall said fence be closer than eight (8) feet to any property line.

12. For the purpose of this Ordinance only, the following definitions shall apply:

- (a) Open fence. A fence having a regular pattern with more than fifty (50) percent open throughout the length of the fence when viewed from the perpendicular.
- (b) Semi-Open fence. A fence having a regular pattern of between ten (10) and fifty (50) percent open throughout the length of the fence when viewed from the perpendicular.
- (c) Solid Fence. A fence having a regular pattern with less than ten (10) percent open throughout the length of the fence when viewed from the perpendicular.

13. No more than two (2) houses of the same architectural design shall be allowed on the seven (7) lots.

14. The Village shall have no responsibility, liability, or obligation of any kind whatsoever to maintain storm sewers or other drainage facilities constructed and installed on private property as part of this development. It is also a condition of this approval that the Owner of the property execute a grant of easement incorporating the following language prior to Village issuance of building permit, or the easement be included in the Plat of Subdivision:

"In the event maintenance of any stormsewers or other drainage facilities serving the property is not performed by the Developer or its successors in interest as owners of the Property, and the Village deems, in its sole judgement and discretion, that the Village must perform such storm sewer other drainage facilities maintenance pursuant to its reasonable interpretation of the law or by order of competent jurisdiction, the Developer or successors in interest as owners of the property hereby grants to the Village the right to enter the property, or its successors or assigns wherein such storm sewer or other drainage facilities or any portion thereof is located, at any time the Village deems necessary to perform such maintenance or repair of such storm sewers, watermains, sanitary sewer or other drainage facilities, and to restore the premises thereafter. In the event of the performance by the Village, or its agents, of any such repair or maintenance work and restoration work, the cost

87252156

UNOFFICIAL COPY

Property of Cook County Clerk's Office

0000000000

UNOFFICIAL COPY

3 7 2 5 2 1 0 0

thereof shall be paid by the Developer or its successors or assigns and until paid shall constitute a lien upon the entire property including all improvements thereon. Such lien may be enforced by the Village, which also may recover all reasonable costs and attorneys fees in so doing, in the manner provided by law for enforcement and foreclosure of liens."

15. Front and sideyard setbacks shall be no closer to the property line than the buildings shown on Exhibit "A", except that the house on Lot 5 of the new Subdivision, on the corner of Hale Street and Wood Street, may be moved to the west if it is necessary to save a parkway tree.

16. Unless a condition of this ordinance, standards of the "R-2" single-family zoning district shall apply in controlling future owners on this development.

SECTION 3: That the petition for special use, a copy of the public notice, and the report of the Plan Commission reporting on this petition be attached hereto and form a part of this ordinance.

SECTION 4: This ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This 27TH day of APRIL, 1987

AYES: 6 NAYS: 0 ABSENT: 0 PASS: 0

APPROVED by me this 27TH day of APRIL, 1987

Frank R. March
President of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this 27TH day of APRIL, 1987

[Signature]
Village Clerk

Office

87252156

UNOFFICIAL COPY

Property of Cook County Clerk's Office

2011-01-11

UNOFFICIAL COPY

DEPT. OF COMMUNITY DEVELOPMENT
VILLAGE OF PALATINE

PETITION FOR HEARING

LEAVE BLANK
Zoning District # _____
Property recorded in TOB _____
Filing fee \$ _____

PLEASE CHECK APPLICABLE PROCEEDING:

Rezoning Special Use Variation

PLEASE PRINT OR TYPE IN INK Final Planned Development

1. Name of Petitioner(s): Berger Enterprises, Inc.
 Address: 55 North Smith Road, Palatine, IL 60067
 Telephone No: 312/359-1100 Business Telephone No: same

2. Authorized Agent of petitioner (if different):
 Name: _____
 Address: _____
 Telephone No: _____

3. Property interest of Petitioner(s) Owner, Lessee, Contract Purchaser, e
 4. Address of the property for which this application is being filed.
Palatine, Illinois

5. All existing land uses on the property are:
Residential

6. The proposed use(s) on the property, if this petition is approved is (are):
Residential Subdivision

7. Current zoning of property in question:

8. State the specific action requested. Cite ordinance numbers and distances where applicable. (Examples: Variation from Section 5.02, Variation to permit a four (4) foot side yard, or zoning change to B-1 Shopping Center District, etc.).

Planned Development PETITIONER'S EXHIBIT # 3

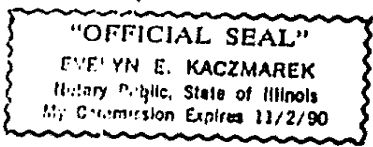
9. The applicant's signature below indicates that the information contained in this application and on any accompanying documents is true and correct to the best of his (her) knowledge.

2/20/87
Date

David J. Berger
David J. Berger

SUBSCRIBED and SWORN to before me this 24th day of Feb, 1987.

Evelyn E. Kaczmarek
Notary Public



87252156

UNOFFICIAL COPY

Property of Cook County Clerk's Office

UNOFFICIAL COPY

REPORT OF PUBLIC HEARING

Held by the Palatine
Plan Commission
Tuesday, March 17, 1987

Present: Virginia Hayes, Dick Nagel, Rick Lagoo, Carl Saccomando, Jean Paterson, Conrad Hansen, Bob Greenlees, Dennis Dwyer, Village Planner Bruce Kaniewski, Village Engineer Mike Danecki.
Absent: Richard Werth.

The notice of public hearing for Docket P-87-21, the former Wood St. School site, was read by the chairman. The petitioner seeks preliminary and final review of a PUD and rezoning from R2 to P for a 7-lot subdivision to be known as Victorian Manor. The petitioner is David J. Berger, contract purchaser.

The following petitioner's exhibits were introduced:

1. Palatine Real Estate Interest Disclosure form
2. Affidavit
3. Petition for hearing.

Bruce Kaniewski was sworn in. He said the comprehensive plan shows the property developed with single family residential homes. All surrounding uses and zones are single family R2.

School district #15 was the original petitioner on this proposal when the plan commission heard the matter on June 17, 1986 and recommended approval of a seven-lot preliminary plat. Subsequently, the ZBA heard a request for variations since the proposed lots were narrower and several were smaller than R2 standards. It recommended denial of the variations. Neighbors were also concerned that proposed houses fit in with the older architecture of the area.

The Village Board approved the preliminary plat for seven lots on August 25, 1986, with the provision that the site be a planned development and a committee formed to review the house plans. The petitioner has the contract to purchase the property subject to receiving zoning approval.

Size of the parcel is 1.45 acres with the following proposed lot sizes:

Proposed Lot	Width	Size in Square Feet
1	70	9,248
2	56	8,673
3	65	8,580
4	64	8,487
5	70	9,697
6	63	8,805
7	65	9,081

A Review Committee of residents George and Georgiana Palmer, Sue Gould, and staff members Dick Kozdras and Bruce Kaniewski met with the petitioner January 28, 1987 and reviewed housing plans. The petitioner is currently building a project in Elk Grove Village that conforms to 30-year-old homes. The committee agreed to the style of architecture but suggested that front yard setbacks be varied, to which the petitioner agreed.

Kaniewski showed a video tape of the property and an airtone. He also recommended that the Review Committee meet again to take a vote that could be presented to the PBZ.

He said he would like the plan commission to consider the additional staff recommendations (See Attachment 1 for #1-13):

14. Minimum depth of driveways shall be 20 feet (to eliminate cars overhanging onto the sidewalk).
15. Lots shall conform to R2 standards unless otherwise noted on plans.

The following persons were sworn in to speak on behalf of the petitioner:

Dave Berger, petitioner, Berger Enterprises, Inc., 55 N. Smith rd., Palatine
Carl Kupfer, SPACECO, engineer
Jeff Hanay, architect

87252156

UNOFFICIAL COPY

Property of Cook County Clerk's Office

2011/10/10

Barger said homes will have basements. They have been designed with a Victorian look, i.e. porches, turrets. He addressed the following *staff conditions*:

- Ja. - Homes will have sodded front yards. No other landscaping is included except parkway trees.
- 11 - The hedge on Wood street will probably be removed. Kaniawaki said the recommendation was directed at parkway trees, not hedges.
- 14 - He would prefer the footage for driveways to be 18 feet, not 20 feet in view of the size of today's smaller cars. He said the 20 foot requirement could be a problem on corner lots.

Kupfer said the parcel is presently totally impervious to drainage, since it was blacktopped for playground. Drainage now goes half to Lincoln st., half to Wood st. The amount of storm water run-off to streets will be decreased by the development, he said. The greatest collection of water will be in rear yards. Other utilities are adequate to serve the site.

Homes are not aligned along the roadway in order to conform to the variation of front setbacks that already exists in the neighborhood.

Barger said that no more than two driveways are planned for any one street. Price range would be between \$169,000 and 235,000.

Haney described some of the proposed models. He said homes are raised 1 1/2 feet above ground, in keeping with older construction. Lots are 66 x 132, and he shows alternate models for each lot.

Kaniawaki said he feels the driveway figure of 18 feet would be a good compromise.

The following persons were sworn in to address the petition:

Stewart Strand, 157 N. Dale
Lewis Caravalli, 35 E. Wood
Kay Schneck, 120 E. Wood
Georgiana Palmer, 44 E. Wilson
Vicki Caravalli, 35 E. Wood

Strand said he lives on the northwest corner of the block, and he is concerned about drainage. His property is lower than the site, and it collects storm water from three directions now. Who will maintain the retaining wall that sits almost exactly on the lot line and channels water away from his property? he asked. He feels 10 feet between homes in this price range is too small a space. He suggested turning some of the homes on lots. When questioned about the topography of the site, he said the topo is inaccurate showing his property the same height as the school property.

Haney said he will put in rear yard swales draining water away from Strand's lot. The developer will take care of his own water.

Caravalli objects to attached garages, cars overhanging the sidewalks. He recommended that garages be detached and set back 20 feet. He said there is insufficient fire access between homes.

Mrs. Schneck is concerned about short driveways, especially in view of larger cars that are planned, as well as existing r.v.'s and vans.

Mrs. Palmer is concerned about sumps being connected to storm sewers. She suggested a common backyard drain to be maintained by this homeowners association. She questions variances for sideyards. There is no way for service trucks to get to at least four of the rear yards, she noted.

Mrs. Caravalli said the norm of the neighborhood is detached garages. Residents were told that homes on Wood st. would face Wood st. She wants to see fronts of homes, not garages. She feels landscaping should be required as part of the PUD, not left to the discretion of new homeowners.

UNOFFICIAL COPY

Property of Cook County Clerk's Office

11/11/11

page 3

Legue asked why houses didn't face Wood st. Berger said he worked from a pre-approved (District #15) plan.

His other answers to residents' concerns: All garages are two-car. Staff recommended garages be put in the rear of corner lot homes. Customers don't want detached garages. Attached garages are a fundamental marketing necessity. He feels garages have been deamphasized. Five-foot sideyards were established by staff. The plan has been reviewed by the fire department with no negative feedback. Drainage will be improved by development.

The public hearing closed at 11:15 p.m.

RECOMMENDATION

Saccomando moved, Dwyer seconded that the plan commission recommend to the village board that it approve the petition submitted by Dave Berger for the Wood Street School site for rezoning from R2 to P, preliminary and final review of a planned development, and final approval of a 7-lot subdivision, subject to staff recommendations (Attachment 1) as amended:

1. #4 - The amount of the letter of credit shall be determined at a future date;
 - 9 - Shall be reworded to state that village ordinance shall be followed;
 - #5 - Minimum depth of driveways shall be 18 feet.
- The stipulation that no more than two houses shall be of the same design shall be included.

Those in favor: Dwyer, Hansen, Mrs. Hayes, Mrs. Peterson, Saccomando, Legue, Nagel.

Those voting nay: Greenleas.

The motion carried.

Greenleas said he felt the vote was precipitous and deliberations should have been continued until April 7. He also feels the number of models permitted for duplication on the site is too restrictive to the developer.

Natalie Meyer McKenzie
secretary

UNOFFICIAL COPY

Property of Cook County Clerk's Office

11/10/2023

UNOFFICIAL COPY

Zoning Docket: P-87-21 - Victoria Manor Subdivision

3/17/37

RECOMMENDATION:

Staff recommends approval of the proposal and the final plat of subdivision with the Chairperson's signature. Staff suggests the following conditions:

1. Before Village Board review, the following improvements be made to the plans:
 - (a) The engineering shall show newly installed handicapped access ramps at the corners.
 - (b) The engineering shall show the removal of any extraneous pavement within the right-of-way.
 - (c) The engineering shall show eight (8) new parkway trees to be planted.
 - (d) The engineering shall show water service connections on Hale Street to be augered or pushed and not trenched.
 - (e) The cost estimate shall be revised to include the above items.
2. The project be developed according to the site plan, engineering plan, and building plans, with charges allowed on the building plans as necessary to comply with codes during the building permit review process.
3. All erosion and sedimentation control measures indicated on the soil erosion and sedimentation control plan be implemented prior to the commencement of any site development and the clearing and stripping operations.
4. A Letter of Credit, in a form acceptable to the Village of Palatine and in the amount of \$ _____, be submitted to insure completion of public improvements, along with the ten (10) percent cash deposit. Also, a Letter of Credit in the amount of \$50,000 be submitted to insure completion of the Planned Development. Said Letters to be submitted before final plat recording.
5. No final occupancy permits be granted for a unit within the development until:
 - (a) All landscaping has been installed around the structure within which the unit is located.

87252156

UNOFFICIAL COPY

Property of Cook County Clerk's Office

UNOFFICIAL COPY

Zoning Docket: P-87-21 - Victoria Manor Subdivision

3/17/87

(b) Required watermains, sanitary sewers and storm sewers, and other drainage facilities have been installed and found acceptable by the Village.

6. The entire project be completed by December 31, 1989.
7. The Village has no responsibility, liability, or obligations of any kind whatsoever to maintain watermains, sanitary sewers, storm sewers, detention areas, lighting, streets or other like improvements constructed and installed as part of this development.
8. All architecture, landscaping screening, detention areas, and accessory embellishments be maintained in a manner that is consistent with the original project plans. The homeowners shall be responsible for this maintenance, with penalties as provided in the Zoning Ordinance.
9. The following donations shall be given, due at time of issuance of building permit, unless written waivers are received from each separate entity before Village Board approval:

School District 15	\$561.20
School District 211	\$178.00
Palatine Park District	\$732.85

10. Any signage shall conform to regulations of permitted signage for subdivision identification.
11. Areas of existing vegetation that will remain, as shown on the engineering plan, shall conform to the following regulations:
 - (a) Protect existing vegetation indicated to remain in place, against unnecessary cutting, breaching or skimming of roots, skinning and bruising of bark, smothering by stockpiling construction materials or excavated materials within drip line, excess foot or vehicular traffic, or parking of vehicles within drip line. Provide temporary fences, barricades or guards as required to protect trees and vegetation to be left standing.
 - (b) Water as required to maintain their health during the course of construction operations.

UNOFFICIAL COPY

Property of Cook County Clerk's Office

UNOFFICIAL COPY

Zoning Docket: P-87-21 - Victoria Manor Subdivision

3/17/87

- (c) Provide protection for roots over 1-1/2" diameter that are out during construction operations. Coat the cut faces with an emulsified asphalt or other acceptable coating, especially formulated for horticultural use on cut or damaged plant tissues. Temporarily cover all exposed roots with wet burlap to prevent roots from drying out; provide earth cover as soon as possible.
 - (d) Repair or replace vegetation damaged by construction operations, in a manner acceptable to the architect/engineer.
12. The regulations of #11 above shall apply in protecting vegetation on neighboring property. Vegetation on neighboring property shall not be removed.
13. Setbacks on two (2) of the seven (7) lots shall be at least twenty-five (25) feet.

BK:ev

- 3 -

87252156

UNOFFICIAL COPY

Property of Cook County Clerk's Office

00000000

UNOFFICIAL COPY

CERTIFICATE OF PUBLICATION

PADDOCK PUBLICATIONS, INC.

Daily Herald

A Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of _____ Daily Herald _____

That said _____ Daily Herald _____ is a secular newspaper and has been published daily in the Village of _____ Palatine _____, County of Cook and State of Illinois, continuously for more than one year prior to, on and since the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village, County and State.

I further certify that _____ Daily Herald _____ is a newspaper as defined in "an Act to revise the law in relation to notices" as amended by Act approved July 17, 1959 — Ill. Revised Statutes, Chap. 100, Para. 1 and 5.

That a notice of which the annexed printed slip is a true copy, was published in said _____ Daily Herald _____ on the _____ 2 _____ day of _____ March _____, A.D. 19 _____ 87 _____.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed and its corporate seal affixed hereto, by MARGIE FLANDERS, its Treasurer, at Arlington Heights, Illinois, this _____ 2 _____ day of _____ March _____, A.D. 19 _____ 87 _____.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

By: _____
Treasurer

Public Notice

A public hearing will be held before the Palatine Plan Commission on Tuesday, March 17, 1987, at 8:00 P.M. in the Palatine Community Center, 200 East Wood Street, relative to a Preliminary and Final review of a Planned Development and a rezoning from "R-2" Single Family to "P" Planned Development, for a seven (7) house single family development. Also include is a Final Plat of Subdivision. The property is legally described as follows:

Lot 37, 38, 39, the south 1/4 of Lots 40 and 41, and all of Lots 42 and 43 in Plat of Joel Wood's Subdivision of Block 2 in the Assessor's Subdivision of Section 14, 15, 22, and 23 in Township 42 North, Range 10, East of the Third Principal Meridian, in Cook County, Illinois,

commonly known as the vacant Wood Street School site.

The above rezoning has been filed by David J. Berger, President of Berger Enterprises, Inc., and is available for examination in the office of the Village Clerk,

200 East Wood Street,

Village of Palatine

VIRGINIA HAYES

Chairperson

Plan Commission

ZONING DOCKET: P-87-21

DATED: This 2nd day of March,

1987

Published in Palatine Herald

Mar. 2, 1987.

87252156

UNOFFICIAL COPY

Property of Cook County Clerk's Office

UNOFFICIAL COPY

87252156

Property of Cook County Clerk's Office

SITE PLAN - EXHIBIT "A"
ENGINEERING PLAN - EXHIBIT "B"
BUILDING PLANS - EXHIBIT "C"

ALL ON FILE IN THE DEPARTMENT OF COMMUNITY DEVELOPMENT
VILLAGE OF PALATINE
200 E. WOOD STREET
PALATINE, ILLINOIS 60067

87252156

UNOFFICIAL COPY

Property of Cook County Clerk's Office

UNOFFICIAL COPY

3 7 2 3 2 1 3 1

STATE OF ILLINOIS)
)SS
COUNTY OF COOK)

I, RITA L. MULLINS, do hereby certify that I am the duly elected, qualified and acting Clerk of the Village of Palatine, Cook County, Illinois, and that I am the keeper of the records, journals, entries, ordinances and resolutions of the said Village of Palatine.

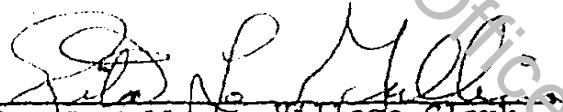
I do further certify that the foregoing Ordinance is a true and correct copy of an ordinance passed and adopted by the Board of Trustees of the Village of Palatine at a Regular meeting held on the 37 day of April, 1987, and that said ordinance as aforesaid was deposited and filed in the office of the Village Clerk on the 27 day of June, 1987.

I do further certify that the original, of which the foregoing is a true copy, is entrusted to my care for safe-keeping and that I am the keeper of the same.

I further certify that the vote of the Board of Trustees on the motion to adopt said ordinance was as follows:

AYES: 6 NAYS: 0 ABSENT: 0 PASS: 0

BY WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Palatine this 4th day of May, 1987.


Rita L. Mullins, Village Clerk
Village of Palatine, Illinois

87252156

(S E A L)

87252156

DEPT-09 MISC.
T4111 TRAN 5475 05/11/87 10:24:0
#244 # A *-87-252156
COOK COUNTY RECORDER

2400

UNOFFICIAL COPY

Property of Cook County Clerk's Office