



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
6:00 PM, FEBRUARY 4, 2020**

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
 - 1. Minutes of the Committee of the Whole Meeting of January 21, 2020
- IV. Regular Business**
 - 1. Discussion Regarding Potential Text Amendments Related to Impervious Surface Regulations (6:00-6:30 P.M.)
 - 2. Discussion Regarding Smart Grid Initiatives, Eco Conservation and Renewable Energy with the Metropolitan Water Reclamation District (6:30-6:45 P.M.)
 - 3. Discussion Regarding Collaboration with Business and Organizations for Job Internships (6:45-7:00 P.M.)
 - 4. Discussion of Appointment Process for Boards and Commissions (7:00-7:15 P.M.)
 - 5. Discussion Regarding Honorary Street Naming Policy (7:15-7:30 P.M.)
- V. Public Comment**
- VI. Closed Session**
- VII. Adjournment**

DATE POSTED: January 29, 2020

Please note the start times for discussion topics are estimates and may be adjusted during the meeting as determined by the Village Board

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
JANUARY 21, 2020**

Draft

Call to Order

Village President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:00 P.M., Tuesday, January 21, 2020 in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

On roll call by Village Clerk Beryl Herman the following were:

PRESENT: President Bass, Trustees Hlepas Nickell, Sargon, Ikezoe-Halevi, Klatzco, Patel, Cope (6:29)

ABSENT: None

A quorum was present.

Also present: Anne Marie Gaura, Village Manager; Chuck Meyer, Assistant Village Manager; Heather McFarland, Assistant to the Village Manager; Jon Bogue, Management Analyst; Jake Litz, Management Analyst; Jim Amelio, Village Engineer; Jay Parrott, Police Chief; Doug Hammel, Development Manager.

Approval of Minutes

The minutes of December 17, 2019 Committee of the Whole meeting were presented for approval.

Trustee Sargon stated that she had requested that the Village Clerk make some changes to the minutes and the requested revisions were emailed to the Clerk. Trustee Sargon asked for the changes to be made prior to the Village Board approving the minutes and asked that they be tabled to a later meeting.

Trustee Hlepas Nickell stated in regards to the minutes and the “Will be distributed at a later date”, she asked that they be distributed in a timely manner before the meeting for the Village Board to have a chance to review the minutes prior to the Village Board meeting.

President Bass stated the three sets of minutes will be available at a later date.

Regular Business

1. North Shore Outfall Sewer and Water Transmission Main Project Updates

The North Shore Outfall Sewer project was introduced by Andrew Letson, Public Works Director. Mr. Letson introduced Kevin Wilson, Assistant Department Head Construction Engineering Department with Christopher B. Burke Engineering, Ltd (CBBEL) and Vincent

Wroblewski III, Senior Construction Engineer also with CBBEL. Mr. Wilson presented first regarding the North Shore Outfall Sewer Project.

Mr. Wilson using a PowerPoint presentation gave an overview of the project starting with bid opening process, the awarding of the contract, start of construction and expected completion date of the project.

Mr. Wilson explained the route that the project is going down North Drake Avenue on the east side of Lincolnwood to Centennial Park into the sanitation canal. President Bass interrupted to compliment the contractor on this project.

Mr. Wilson went over some of the major issues they are encountering, one of which is rocks/cobbles getting stuck in the auger. When this occurs they must stop the project and use a jackhammer to break down the rocks or cobbles that interrupted the process. Mr. Wilson spoke of the saturated topsoil under the pavement causing problems with the progress of the project as well as the delay of permit of the permit through IDOT has delayed the project by three months.

Mr. Wilson went over the items that have not had to be used for the project and the cost saved by those items not being used. Mr. Wilson stated that currently it looks like the project will come in under budget.

President Bass asked they Board if they had any questions. They did not.

The Water Main Transmission Project was presented by Mr. Wroblewski. Mr. Wroblewski explained the scope of the project for connecting to Evanston as the new water supplier for the Village. Mr. Wroblewski went over the bid opening process, when the contract was awarded, start of construction and the estimated completion date.

Mr. Wroblewski stated that the work began at the Lincolnwood Reservoir, down North East Prairie Road over to North Hamlin Avenue to Oakton Street in Skokie. Mr. Wroblewski stated to date they have installed 3,750' with 11,150' of the 20" transmission main. Regarding the 8" main to date 2,300' has been installed with 1,700' remaining to be installed.

Mr. Wroblewski showed photos of the project including the auger pit set-up.

Mr. Wroblewski stated that manhole and sewer repairs had to be done along the way.

Mr. Wroblewski explained that on North East Prairie Road they encountered a gas main which caused a delay in the project causing a deviation from installing in the right-of-way.

Mr. Wroblewski noted for the Village Board some of the savings that have occurred during the project.

Mr. Wroblewski went over the deductions of savings thus far during the project. Currently the overall deduction is at \$150,000. Mr. Wroblewski stated that currently, if things go according to plan, the project should come in under budget.

Trustee Hlepas Nickell asked about the sleeve on the piping and the purpose. Mr. Wroblewski explained that the Illinois Environmental Protection Agency (IEPA) requires that anytime a water and sewer line are near each other they must have the sleeve as a precautionary measure.

Trustee Klatzco asked about Evanston working on their side of the project. Jim Amelio of CBBEL stated they are nearing the end of their side at Oakaton Street and McCormick Boulevard. Mr. Amelio stated that Evanston is waiting for a gas meter vault to be relocated. Mr. Amelio stated the Evanston completion date is slated for the end of February.

Mr. Wroblewski stated they are averaging 150 feet a day, with good weather they should finish within another 55 days.

Anne Marie Gaura, Village Manager, stated staff wanted to report to the Village Board where the two projects are currently at. Ms. Gaura thanked Mr. Wilson and Mr. Wroblewski for their presentation and their time.

2. Metropolitan Water Reclamation District (MWRD) Sludge Line Project

This item was presented by Nadim Badran, Assistant to the Public Works Director, using PowerPoint. Mr. Badran stated that a representative from MWRD was supposed to be present to answer questions.

Mr. Badran stated IDOT is requiring MWRD to get approval from the Village to do the sludge line project due to the closing of certain intersections and blocking of driveways. Mr. Badran stated MWRD formally informed the Village in February of 2018 of the pending project.

Mr. Badran stated the purpose is to run a line from the Skokie MWRD facility, down McCormick Boulevard and from there down West Devon Avenue to Cicero Avenue where it will head south in an effort to join it with the MWRD facility in Stickney, IL.

Mr. Badran stated the reason this is being brought before the Village Board is to obtain direction for staff in crafting the letter from the Village to MWRD regarding the project. Mr. Badran stated there will be a number of intersections that will be closed during the project. President Bass stated the MWRD project will delay the streetscape project on West Devon Avenue.

Mr. Badran stated that MWRD has received approval from nine of the 15 properties in Lincolnwood that will be affected by the closures during the construction process. Mr. Badran stated that to his knowledge the closures would be anywhere from two to four weeks in duration as the project continues down West Devon Avenue.

Trustee Cope asked why are they are moving the sludge line and not just improving the Skokie plant. Mr. Badran state that Skokie didn't want the improvement because it would be more odorous than what is currently there.

Mr. Badran reiterated that IDOT is requiring MWRD to get approval from the Village due to the rolling closures and that no more than two intersections would be closed at a time. Trustee Patel asked if the Village could require that North Hamlin Avenue and North Ridgeway Avenue not be closed at the same time. Mr. Badran stated they will make that requirement of the project.

Mr. Badran explained the biggest inconvenience will be when they get to North Cicero Avenue at West Devon Avenue as northbound Cicero Avenue will be closed at West Devon Avenue. Trustee Patel stated his concern is that people will cut down North Longmeadow Avenue to West Pratt Avenue or to North Keating Avenue to get around the closure of Northbound Cicero Avenue that would be closed. Trustee Patel spoke further about options with traffic control that he would like to see in place.

Trustee Hlepas Nickell stated that it is important to get this information out to the schools including Queen of all Saints sooner rather than later.

Mr. Badran stated the start date of the project is estimated to be spring of 2021.

Mr. Badran stated that staff is seeking direction from the Village Board as to whether or not to issue the letter to MWRD agreeing with their plans. Mr. Badran stated that staff can include in the letter the concerns that the Village Board expressed. Trustee Sargon asked about including in the letter requiring that MWRD be responsible for any damages caused to Village property.

Trustee Hlepas Nickell stated that since we have some time, to talk the project over more with the engineers, and take more time to go over some of the safeguards and concerns.

Mr. Badran stated he is looking for Village Board direction and concerns to place in the letter. President Bass stated the safeguards should be listed in the letter.

Trustee Cope stated the letter should go before the Village Attorney before it is sent.

Mr. Badran stated that IDOT wants MWRD to have Village Ok regarding closures of intersections.

Trustee Hlepas Nickell suggested reaching out to colleagues in other communities to get feedback as to how they handle big projects such as this.

President Bass asked if there were any other questions.

Trustee Ikezoe-Halevi stated she would want residents in that area that would be affected to be notified as soon as possible due to the inconvenience. President Bass stated that there seems to be Board consensus.

President Bass asked if everyone echoed Trustees Sargon and Copes comments relating to the safeguards suggested. The Village Board concurred.

Public Forum

Resident Nayyer Habeebuddin came forward to speak. Mr. Habeebuddin stated that he lives on Kilpatrick Avenue and is seeking a timeline on the MWRD project as it will greatly affect him. Mr. Habeebuddin asked that MWRD contact Google regarding the detour routes to alert drivers.

Adjournment to Closed Session

At 7:10 P.M. Trustee Patel moved to adjourn the meeting to Closed Session for the purpose of discussing Purchase or Lease of Property Per Section 2(c)(5) and Closed Session Minutes Per Section 2(c)(21),seconded by Trustee Hlepas Nickell.

Upon roll call the results were:

AYES: Trustee Klatzco, Sargon, Hlepas Nickell, Patel, Cope, Ikezoe-Halevi

NAYS: None

The motion passed

Reconvention

At 7:34 P.M. Mayor Bass reconvened the Committee of the Whole Meeting.

Adjournment

At 7:34 P.M. Trustee Patel moved to adjourn Committee of the Whole, seconded by Trustee Cope.

The motion passed by Voice Vote.

Respectfully Submitted,

Caroline Dick
Deputy Village Clerk



MEMORANDUM

TO: President Bass and Members of the Village Board

FROM: Anne Marie Gaura, Village Manager

DATE: January 27, 2020

SUBJECT: **February 4, 2020 Committee of the Whole Meeting**

As a reminder, the Committee of the Whole (COTW) meeting is scheduled for **6:00 P.M.** on Tuesday evening. Dinner will be available in the Village Hall Board Conference Room starting at 5:15 P.M. Please find below a summary of the items for discussion:

1. Discussion Regarding Potential Text Amendments Related to Impervious Surface Regulations (6:00-6:30 P.M.)

The Village Code includes several regulations and provisions related to the management of Stormwater in order to minimize the impacts of localized flooding as properties are developed or improved. The Zoning Ordinance specifically includes regulations related to the amount of impervious surface that is allowed for residential properties. [Attached](#) is a memo from the Development Manager regarding the description of impervious surface. Staff is looking for clarification from the Village Board regarding certain definitions in the Code related to impervious surface and to possibly amend a definition in the Code related to “driveway” in regard to semi-pervious materials.

2. Discussion Regarding Smart Grid Initiatives, Eco Conservation and Renewable Energy with the Metropolitan Water Reclamation District (MWRD) (6:30-6:45 P.M.)

The Village President has asked that time be set aside to discuss Smart Grid Initiatives, Eco Conservation and Renewable Energy with a presentation from the MWRD on this topic.

3. Discussion Regarding Collaboration with Businesses and Organizations for Internships (6:45-7:00 P.M.)

The Village President has asked that time be set aside during this time to discuss collaboration with businesses and organizations for internships and apprenticeships. The focus of the conversation will be a collaborative effort with schools, non-profit organizations, and the Village looking at an incentive program to build jobs and training.

4. Discussion of Appointment Process for Boards and Commissions (7:00-7:15 P.M.)

The Village President has asked that time be set aside during this time to discuss the appointment process for Boards and Commissions. [Attached](#) is the portion of the Village Code, General Provisions regarding rules and regulations for appointments to Boards and Commissions as well as the Administrative Protocol approved by the Village Board. Attendance records are being verified and will be provided at a later date. In addition to the Administrative Protocol, it was the direction of the Village Board that the following items be considered when vacancies occur:

- Liaison and Chairperson of the Board or Commission should be involved in the selection process.
- For reappointments: Attendance records and voting records should be submitted.
- Let residents know when vacancies come up, so that they may apply, if interested.

5. Discussion Regarding Honorary Street Naming Policy (7:15-7:30 P.M.)

In 2019, the Village received notice that a request to designate a section of West Devon Avenue as “Interfaith Drive” was going to be made. The request was never brought forward formally by the requestor; however, the notice prompted staff to review the procedure for possible future requests. [Attached](#) is a memo from the Assistant to the Public Works Director outlining streets that have been renamed. Staff is looking for direction regarding adopting a formal policy for direction for future requests.

If you should have any questions concerning this matter, please feel free to contact me.



MEMORANDUM

TO: Anne Marie Gaura
Village Manager

FROM: Doug Hammel, AICP
Development Manager

DATE: February 4, 2020

SUBJECT: Clarification of Impervious Surface Regulations

BACKGROUND

The Village Code includes several regulations and provisions related to the management of stormwater in order to minimize the impacts of localized flooding as properties are developed or improved. The Zoning Ordinance (Chapter 15 of the Village Code) specifically includes regulations related to the amount of impervious surface that is allowed for residential properties. These regulations establish a maximum amount of the entire zoning lot that can be covered by impervious surfaces (60%), as well as a maximum portion of the front yard that can be covered by impervious surfaces (50%).

While the general intent of these regulations is clear, the way certain terms are defined by the Zoning Ordinance may allow for unintended design characteristics. For example, Sections 4.11 and 4.12 establish 60% as the maximum amount of “impervious coverage” permitted on residential lots. Section 2.02 defines “impervious coverage” as *“any hard-surfaced, man-made horizontal area that does not readily absorb or retain water, including, but not limited to, parking and driveway areas, paving bricks, composed stone, sidewalks, and all detached buildings and structures.”* Based on the phrase “readily absorb”, it is difficult to determine how permeable pavers or semi-pervious surfaces may fit into this definition and whether they count towards the 60% maximum coverage.

Similarly, Sections 4.11 and 4.12 establish 50% as the maximum amount of front yard coverage with “impervious surface”. Section 2.02 defines “impervious surface” as *“a surface which does not allow water to be absorbed so it may percolate into deeper ground. Such surfaces are those constructed of Portland cement, bituminous asphalt, paving brick, composed stone or gravel, or any other surface that allows no water penetration.”* Based on the phrases “does not allow water to be absorbed” and “allows no water penetration”, any material, such as permeable pavers, that allows even a portion of surface water to filtrate could be interpreted as not counting against the

50% threshold and could cover the entire front yard area. This could lead to significant stormwater runoff and may not meet the aesthetic intent of the code.

The definition of “impervious surface” noted above is also referenced in the definition of “driveway”, which reads “*any impervious surface providing direct ingress to and egress from a parking space located on any zoning lot.*” Based on these related definitions, a vehicular drive aisle made of permeable pavers would not qualify as a “driveway”, even though permeable pavers are a viable material for providing vehicular parking and access to residential garages.

Staff Recommendations

Staff seeks guidance from the Village Board Committee of the Whole regarding the following recommendations and related policy questions:

1. Clarify the intent of Section 4.11 and 4.12 as they related to the 60% maximum impervious coverage for the entire lot and 50% maximum front yard coverage for impervious surfaces.
 - Should either of the regulations referenced above allow for the use of semi-pervious materials to meet the threshold, or should either of those regulations be met only through the use of grass or landscaped areas?
2. Clarify the definitions of “impervious coverage” and “impervious surface” to establish the permissibility of semi-pervious materials.
 - For the definition of “impervious coverage”, is there a technical threshold for the term “readily absorb” that can allow staff to easily assess a design proposal for compliance (i.e. a proposed material that allows for filtration at least at the same rate as a typical grass surface)?
 - For the definition of “impervious surface”, should the language be amended to include semi-pervious materials rather than identifying only those that allow no water penetration?
3. Amend the definition of “driveway” to accommodate appropriate semi-pervious materials.

REQUESTED ACTION

Staff requests that the Village Board Committee of the Whole provide direction regarding the staff recommendations and policy questions identified in this report, and refer the matter to the Plan Commission for a public hearing.

DOCUMENTS ATTACHED

1. Relevant Regulations

Attachment #1. Relevant Regulations

2.02 Definitions.

DRIVEWAY: Any impervious surface providing direct ingress to and egress from a parking space located on any zoning lot.

IMPERVIOUS COVERAGE: Any hard-surfaced, man-made horizontal area that does not readily absorb or retain water, including, but not limited to, parking and driveway areas, paving bricks, composed stone, sidewalks, and all detached buildings and structures.

IMPERVIOUS MATERIAL: Any material that substantially reduces or prevents the infiltration of water.

IMPERVIOUS SURFACE: A surface which does not allow water to be absorbed so it may percolate into deeper ground. Such surfaces are those constructed of Portland cement, bituminous asphalt, paving brick, composed stone or gravel, or any other surface that allows no water penetration.

4.11 Area, bulk, density and setback standards: R-1, R-2, and R-3 Districts.

	Residential Zones		
Use Category	R-1	R-2	R-3
Lot Standards (single-family dwelling units)			
Minimum lot size (square feet)	9,000 SF	7,000 SF	5,400 SF
Maximum impervious coverage: %	60%	60%	60%
Maximum building coverage (%)	35%	35%	35% (Note 4)
Yard Standards			
Minimum front setback (feet)	25 feet	25 feet	25 feet
Maximum front yard coverage with impervious surface (%)	50%	50%	50%

4.12 Area, bulk, density and setback standards: R-4 - General Residence District.

Lot Standards	
Minimum lot size (square feet)	5,400 SF
Minimum lot area all non-SF dwelling types (per unit)	3,000 SF
Minimum lot width (feet) detached single-family with attached garage	60 feet
Maximum impervious coverage single-family (%)	60%
Maximum building coverage single-family (%) (Note 6)	35%
Yard Standards	
Minimum front setback (feet)	25
Max. front yard coverage with impervious surface (%)	50%

Village of Lincolnwood, IL
Wednesday, January 29, 2020

Chapter 3. Boards and Commissions

Article 1. GENERAL PROVISIONS

3-1-1. Applicability.

The following rules, regulations, and procedures shall be applicable to all of the Village's boards, committees, and commissions created pursuant to this Chapter 3 (collectively referred to in this Article 1 as a "commission" or "commissions"), unless expressly and specifically provided otherwise in the specific regulations of this Code governing each individual Commission.

3-1-2. Appointment of members.

- (A) The Village President shall appoint, with the advice and consent of the Board of Trustees, all members of all commissions.
- (B) Commission members shall be appointed from among the residents of the Village of Lincolnwood. Members must be registered voters and must have resided within the Village of Lincolnwood for at least one year preceding appointment to a commission, except as may be requested by the Village President and approved by a majority vote of the Board of Trustees.
[Amended 6-4-2019 by Ord. No. 2019-3398]
- (C) In the event that a vacancy in any office of a member of a commission occurs for any reason, the Village President shall appoint, with the advice and consent of the Board of Trustees, a successor to fill the unexpired term of office created by the vacancy.
- (D) The term of each commission member shall be three years. No member shall serve for more than four consecutive three-year terms. Following the conclusion of the fourth three-year term, no member shall be reappointed to a commission for a period of 12 months, commencing the day a successor has been duly appointed, except as may be requested by the Village President and approved by a majority vote of the Board of Trustees.
[Amended 6-4-2019 by Ord. No. 2019-3398]
- (E) The term of a member of a commission shall not terminate or expire until that member's successor has been duly appointed, confirmed, and qualified.

3-1-3. Compensation.

Commission members shall serve without compensation.

3-1-4. Meetings, rules of procedure and chairperson.

(A) Meetings.

- (1) All commission meetings shall be held at regularly scheduled times to be established by the respective commission at the beginning of each calendar year, or at any time upon the call of the chairperson or majority of the commission, in accordance with the provision of the Illinois Open Meetings Act, 5 ILCS 120/1 et seq.
- (2) All meetings of each commission shall be open to the public in accordance with the Illinois Open Meetings Act. The commission shall keep minutes of its proceedings and shall also keep records of its examinations and other official actions. Every rule, regulation, every amendment or repeal thereof, and every order, requirement, decision or determination of the commission shall be filed in the office of the Village Clerk and shall be a public record. [Amended 10-16-2012 by Ord. No. 2012-3020]
- (3) No business shall be conducted without a quorum of the commission being present. The commission may make recommendations upon the vote of a majority of a quorum. For purposes of this Chapter **3**, a majority of the voting members of each commission shall constitute a quorum.
- (4) Commission members are expected to attend, take an active role and remain in attendance for the full duration of all meetings. The Village President, without the advice and consent of the Board of Trustees, may remove any commission member who misses three or more regularly scheduled meetings in any twelve-month period.

- (B) Rules of procedure. Each commission shall adopt its own rules of procedure not in conflict with this article or any other ordinances of the Village of Lincolnwood. The rules of procedure shall include procedures for the election of a chairperson from among the members on an annual basis, and upon a vacancy in the office of chairperson. The rules may provide for the appointment of such other officers as may be necessary, in the discretion of the commission, for the efficient working of the commission.

3-1-5. Biennial report.

[Amended 10-16-2012 by Ord. No. 2012-3020]

Except as provided to the contrary in this chapter, within 60 days after a request is made by the Village President and/or the Board of Trustees, each commission shall report to the Board of Trustees summarizing the commission's activities for the previous two years.

	<p>Administrative Protocol</p> <p>Boards and Commissions Application</p>	<p>Effective Date: 6/4/2019</p> <p>Revision Date:</p>
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Introduction

The Village of Lincolnwood operates 10 active Boards and Commissions that provide advisory and specialty roles for the community. These Boards and Commissions are comprised of members of the public who are appointed by the Village President with the advice and consent of the Board of Trustees. Parties interested in becoming a member of a Board or Commission are advised to complete the application attached to this Administrative Protocol along with submitting a cover letter and resume for consideration.

I. Requirements of Board and Commission Members

To be considered by the Village Board for a position on a Board or Commission the following requirements shall be met by prospective applicants:

- Have resided within the Village of Lincolnwood for at least one year (12 months) preceding the appointment to the Board or Commission.
- Is a registered voter
- Members of the Economic Development Commission need not be residents of the Village. Because of specific expertise required, only seven of the nine members of the Commission shall be appointed from among the residents of the Village of Lincolnwood.

In reviewing the application for Boards and Commissions the Village President and Village Board may take into consideration how an applicant may best fit into a specific Board and Commission.

II. Application Process

To be considered for a Board or Commission an interested party must complete the application attached to this Administrative Protocol. Accompanying the application shall be a resume and cover letter. Application to a Board or Commission does not guaranty appointment to that Board or Commission.

III. Consideration

Once an application has been received, the Village President will determine if someone will be nominated to a Board or Commission. Once a person has been selected for consideration, the Village President shall appoint, with the advice and consent of the Board of Trustees, the applicant to the Board or Commission.

IV. Terms of Office

Chapter 3 of Village Code has established standards for the terms of office for members of Boards and Commissions. The standards of Chapter 3 of the Village Code are summarized here:

- In the event that a vacancy in any office of a member of a commission occurs for any reason, the Village President shall appoint, with the advice and consent of the Board of Trustees, a successor to fill the unexpired term of office created by the vacancy.
- The term of each commission member shall be three years. No member shall serve for more than four consecutive three-year terms.
 - The term of each appointed member of the Police Pension Board shall be two years. No member of the Police Pension Board shall serve for more than four consecutive two-year terms.
 - The term of each appointed member of the Telecommunications Advisory Board shall be six years. No member of the Telecommunications Advisory Board shall serve more than three consecutive six-year terms.
- The term of a member of a commission shall not terminate or expire until that member's successor has been duly appointed, confirmed, and qualified.
- Unless otherwise noted at the time that the application is being considered, the appointment shall be effective immediately.

If you have any questions about this Administrative Protocol or the application process please contact the Village President's Office at (847) 745-4717.



Village of Lincolnwood
Village President's Office
6900 North Lincoln Avenue
Lincolnwood, IL 60712
(847) 745-4717
www.lincolnwoodil.org

Board and Commission Membership Application

Thank you for your interest in a position with a Lincolnwood Board or Commission. To facilitate your application process, please complete this application and send it electronically to CommissionApplication@lwd.org or to the Village President's Office, 6900 N Lincoln Avenue, Lincolnwood, IL 60712.

Name: _____

Street Address: _____ City / State / Zip: _____

Email: _____ Phone Number: _____

Have you resided within the Village of Lincolnwood for the last 12 months? Yes ____ No ____

Are you a registered voter? Yes ____ No ____

What Board or Commission are you interested in? (Please select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Beautification Commission | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Board of Fire Police Commissioners | <input type="checkbox"/> Police Pension Board |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Telecommunications Advisory Commission |
| <input type="checkbox"/> Human Relations Commission | <input type="checkbox"/> Traffic Commission |
| <input type="checkbox"/> Parks and Recreation Board | <input type="checkbox"/> Zoning Board of Appeals |

Statement of Interest: Briefly describe why you are interested in serving on this Board or Commission. This statement will assist in determining which candidates are best suited to fill Board and Commission vacancies. Feel free to include separate statements for each Board or Commission of interest.

Special Qualifications: Please list any special qualifications for serving on a Board or Commission, including skills, training, licenses, and certificates that are applicable.

Additional Items: To be considered by the Village President and Village Board, it is requested that each applicant submit a cover letter and resume along with this application to be considered.



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Nadim Badran, Assistant to the Public Works Director

DATE: February 4, 2020

SUBJECT: Honorary Street Naming Policy

Background

In 2019, the Village received notice that a request to designate a section of Devon Avenue as “Interfaith Drive” was going to be made. The request was never brought forward formally by the requestor; however, the notice prompted staff to review the procedure for residents who may make such a request in the future. Currently, there is no policy in place to follow for an honorary street name designation. Staff brought the concept of establishing an Honorary Street Naming Policy to the Traffic Commission on August 15, 2019. The Traffic Commission decided that such a decision was not in their purview and preferred not to make a recommendation on the matter.

Discussion

In the event that future requests for honorary street name designations occur, staff is requesting the Village Board provide guidance for a policy to be established to set criteria for requestors. Currently, there are three honorary streets within the Village:

- John. E. Cahill Parkway (Farwell from Crawford to East Prairie), dedicated in 1998
- Manuel Castaneda Drive (Lawndale from Lunt to Central Park), dedicated in 2014
- Barbara Gerich Smith Parkway (East Prairie and Morse), unknown dedication date

Section 6-1-15 of the Municipal Code addresses honorary street names and provides the following guidance:

The corporate authorities may determine to honor any individual or group by designating a street, other public way or parts thereof and/or other parcels of real estate which the Village has designated by ordinance to be part of the Village's streets or public ways with an honorary name. Whenever the corporate authorities have so determined to honor an individual or group in this manner, the public street, public way or part thereof so designated shall retain its official name and legal status, and a suitable sign or signs may be installed at the location designated by proper ordinance indicating the individual person or group so honored.

While the code addresses the Corporate Authority to designate honorary street names, it does not provide a policy or set criteria for requestors to follow and for staff to evaluate before bringing it forward for Board consideration. Staff conducted a survey of 13 neighboring communities, of which only two had policies to address requests. The remaining 11 communities handled requests on a case by case basis. The two communities that utilize a policy are Evanston and Niles. Evanston's policy states that a request originates through an Alderman and is based on the following criteria: cultural/historical impact, humanitarian efforts, close association with the city, distinguished career brought to the city, and geographical relationship to the street. Niles' policy outlines that requests originate with the Mayor's office and is based on the same factors as Evanston's with the exception of the distinguished career. Niles also requires that 75% of the homes on the proposed block must approve of the designation.

The Village currently utilizes a policy for naming parks and park amenities that was adopted in 2016 that an honorary street name policy can be modeled after. The policy called for the Park Board to review requests and make a recommendation to the Village Board if the following criteria are met:

- The individual must have lived in Lincolnwood for a minimum of 5 years.
- The individual has contributed substantial services in the expansion and growth of the Village or were closely associated with a significant community event or brought honor to the Village through meritorious achievement at the national or international level.
- If the individual is living, written consent must be given to allow the naming. If the individual is deceased, permission must be granted in writing by the closest relative.
- The individual must be in support of the Parks and Recreation Department's mission and vision.

Staff would like the Village Board's direction on what criteria should be established in the draft Honorary Street Naming Policy, such as: tenure of service to the community, historical/cultural impact, humanitarian efforts, close association with the Village, distinguished service to the Village, and geographic relationship to the street. Additionally, is there a minimum threshold of properties that must approve the request, what should be the term of the honorary naming, what is the maximum length of the street being renamed, and any other considerations the Board deems appropriate.

Financial Impact

None

Schedule

If the Village Board provides direction for staff to create a draft policy, it will be brought forward for adoption at a future Village Board meeting date.

Recommendation

Staff recommends adopting a formal policy to provide direction and criteria to be evaluated for future requests.

Documents Attached

1. Park Naming Policy
2. Evanston Policy
3. Niles Policy
4. PowerPoint Presentation

	<p>Village of Lincolnwood Policy</p> <p>Park Land, Building, Facility and Park Amenity Naming</p>	<p>Effective Date: 1994</p> <p>Revision Dates: 1999, 2012, 2016</p>
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Purpose:

To establish a systematic and consistent approach for the official naming or renaming of park land, buildings, facilities and park amenities.

It is the objective of the Village of Lincolnwood:

1. To ensure that park land, buildings, park amenities and facilities are easily identified and located.
2. To ensure that names of park land, buildings, facilities and amenities will engender a strong public image and have public support.
3. To ensure that the names of park land, buildings, park amenities and facilities will stand the test of time and will be in the best interest of the residents of Lincolnwood.

Definitions:

Park Land: mini parks, neighborhood parks, community parks and bikeways

Buildings: Structures owned and operated by the Village for the purpose of recreation such as the Lincolnwood Community Center

Facilities: Recreation areas that encompass outdoor and indoor space that have a unique identify such as Proesel Park Family Aquatic Center

Park Amenities: Features within park land, buildings of facilities including, but not limited to, athletic fields, skating facilities, disc golf course, rooms, playgrounds, slides,

Types of Naming Rights:

1. Honorary – While only allowed for park amenities and not parks, buildings or facilities, park amenities may be named to honor a resident, person or group who has met the established
Criteria set forth in this policy. A lease or memorandum of understanding may be put in place to establish or define the terms of the naming.
2. Philanthropic/Donation – Naming park land, buildings, facilities or park amenities to honor or recognize a significant financial contribution to the Village. This may come in monetary form or a product or equipment donation. Naming may be done to recognize the donor, a group or a third party. All philanthropic/donation naming must be done in conjunction with the Village’s Donation Policy. A lease or memorandum of understanding may be put in place to define the terms of the donation.
3. Sponsorship – Naming park land, buildings, facilities or park amenities may be considered upon the execution of a mutually-beneficial business arrangement with an external entity. Sponsorships are governed by the Advertising and Sponsorship Policy.

Policy:

It is the responsibility of the Park Board to recommend to the Village Board names for park land, buildings, facilities and park amenities, or when appropriate, to change the existing name of park land, buildings, facilities and park amenities of the Village. Naming shall be done only after a discussion has been held on the selection of the name, and an open process allowing for public input is held.

It is the policy of the Village of Lincolnwood to reserve the right to name or rename park land, buildings, facilities and park amenities in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the Village's parks and recreation system. Naming will be done in a manner that will stand the test of time and will be meaningful for future generations of people residing in Lincolnwood.

- A. Park land, Buildings, Facilities and Park Amenities may be named after streets, neighborhoods, subdivisions, natural assets, topography, purpose of the park land, building, facility or amenity, geographical locations, events, or concepts (e.g. Peace, Unity, Diversity).
- B. Park land, Buildings, and Facilities may not be named after individuals, except in the case of famous historical figures (e.g. former presidents)
- C. Park Amenities may be named after individuals. (See Criteria Below)
- D. The Park Board may solicit public input on park land, building, facility and park amenity names through public meetings or other means.
- E. The Park Board may hold public contests for the naming of park land, buildings, facilities and park amenities. Such contests shall also be subject to the policies outlined above and are advisory, and are not binding.
- F. Renaming of existing park land, buildings, facilities and park amenities is discouraged, except to rename park land, buildings, facilities and park amenities that are named after an individual whose character is or was such that continued use of the individual's name for park land, buildings and facilities is not in the best interest of the Village.
- G. Park land, buildings facilities and park amenities will be named only after discussion by the Park Board and then a waiting period of not less than sixty days. A majority vote is required of the Park Board to name park land, buildings, facilities and park amenities or to change the name of park land, buildings, facilities or park amenities of the Village.
- H. All naming must be consistent with the mission and vision of the Lincolnwood Parks and Recreation Department.
- I. The Park Board reserves the right to reject any and all naming proposals for any reason.

- J. The naming of park land, buildings, facilities and park amenities shall stand on its own merit and will not be precedent setting.

Naming of Park Amenities after Individuals

- A. Park Amenities may be named after individuals, but only if the established criteria have been met.
 - a. The individual must have lived in Lincolnwood for a minimum of 5 years
 - b. The individual has contributed substantial services in the expansion and growth of the Village or were closely associated with a significant community event or brought honor to the Village through meritorious achievement at the national or international level.
 - c. If the individual is living, written consent must be given to allow the naming. If the individual is deceased, permission must be granted in writing by the closest relative.
 - d. The individual must be in support of the Parks and Recreation Department's mission and vision.



Parks, Recreation and Community Services Department
2100 Ridge Avenue
Evanston, Illinois 60201
T 847.448.4311
TTY 847.448.8064
www.cityofevanston.org

City of Evanston Honorary Street Name Sign Application Form

PURPOSE OF PROGRAM: The Honorary Street Name Sign program was established to allow citizens the opportunity to honor people who have contributed greatly to the City of Evanston through cultural, historic, or humanitarian acts. Request for an honorary designation has to originate with an Alderman and each Alderman may have one honorary designation approved each year. Honorary street name signs are displayed for a period of ten-years and the portion of a street so designated is one block long. The program is administered by the Parks, Recreation and Community Services Board through the Parks, Recreation and Community Services Department. Final approval is granted by the Evanston City Council.

PLEASE FILL OUT THE APPLICATION BELOW:

NAME OF HONOREE: _____
(as it would appear on the street sign)

PROPER STREET NAME: _____

INTERSECTING STREETS AT EACH END OF THE ONE BLOCK AREA:

PLEASE CHECK ALL THAT APPLY, AND GIVE A BRIEF EXPLANATION FOR EACH OF THE APPLICABLE CRITERIA. A STREET CAN BE NAMED FOR AN INDIVIDUAL, OR GROUP/DESIGNATION.

CULTURAL IMPACT TO CITY: _____

HISTORICAL IMPACT TO CITY: _____

___ HUMANITARIAN EFFORTS: _____

___ CLOSE ASSOCIATION WITH EVANSTON: _____

___ DISTINGUISHED CAREER BROUGHT TO THE CITY: _____

___ GEOGRAPHICAL RELATIONSHIP OF STREET TO FOCUS OF INTEREST

___ A LIVING INDIVIDUAL (EXCLUSIVE OF CITY OF EVANSTON STAFF)

Signature of Applicant: _____ Date: _____
(Aldersperson)

Applicant's Address: _____ Phone _____
Email: _____

Signature of Applicant: _____ Date: _____
Applicant's Address: _____ Phone _____
Email: _____

Submit completed form to:
City of Evanston
Parks, Recreation and Community Services Department
2100 Ridge Ave., Evanston, IL 60201
Fax: 847-448-8051
pbelcher@cityofevanston.org



Honorary Street Name Application

The Honorary Street Name Program allows residents the opportunity to honor individuals that have made a significant contribution to the Village. All applications are submitted to the Mayor's Office.

Name of Applicant: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Required Documents

1. Application
2. Support Criteria
3. Neighborhood Petition

Please allow up to eight (8) weeks for approval. The Village Board retains the right to have a sign removed at any time.

Please submit all completed forms to:

The Village of Niles
Mayor's Office
1000 Civic Center Drive
Niles, IL 60714

847-588-8010

For Office Use Only Date Received: _____

Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Date _____ Staff Initials _____



Honorary Street Naming Support Criteria

Tell us more about the suggested Honoree and Street Location

Name of Honoree(s): _____
(Ex. John Doe)

Suggested Wording for the Honorary Street Name: _____
(Ex. John Doe Way, Uncle John Doe Drive) (All suggested wording is subject to approval)

*** The portion of the street designated will be one block long, along both sides of the street

Street proposed for Honorary Designation: _____

Cross Street Honorary Street would begin: _____

Cross Street Honorary Street would end: _____

Please Check All That Apply, and Give a Brief Description For Each of the Relevant Criteria. A Street Can Be Named For Individual(s).

Cultural Impact to the Village:

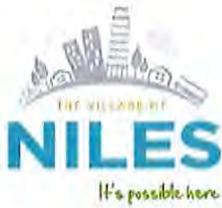
Historical Impact to the Village:

Humanitarian Efforts:

Close Association with the Village of Niles:

Geographical Relationship of Street to Focus of Interest: _____

Is the Individual Living or Deceased: _____



Neighborhood Petition

75% of the households on the block must be advised and approve of the Honorary Street Naming Sign. Only one signature per household will be required and accepted.

My signature below indicates that I have been advised and approve of the Honorary Street Naming.

Name of Individual to be Honored _____

Street Name _____

From _____ To _____
(name of cross street) (name of cross street)

Number of signatures required – How to calculate:

Number of Households on Street _____ X 75% = number of signatures required _____

Name (please print)

Address

Signature

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Please use additional petitions for number of signatures required – Sheet ____ of _____



Honorary Street Names



Village Board Committee of the Whole
February 4, 2020

Purpose of Discussion

- To obtain feedback from the Village Board regarding what criteria should be established for a draft Honorary Street Name Policy



Background

- In 2019, a request was going to be made to rename a portion of Devon Avenue to “Interfaith Drive”
 - Request never came but during preparation it was determined an Honorary Street naming Policy does not exist
- The Village currently has three honorary streets
 - John E. Cahill Parkway (Farwell from Crawford to East Prairie)
 - Dedicated in 1998
 - Manuel Castaneda Drive (Lawndale from Lunt to Central Park)
 - Dedicated in 2014
 - Barbara Gerich Smith Parkway (East Prairie and Morse)
 - Dedication date is unknown (pre-2007)



Current Process

6-1-15 Honorary street names.

The corporate authorities may determine to honor any individual or group by designating a street, other public way or parts thereof and/or other parcels of real estate which the Village has designated by ordinance to be part of the Village's streets or public ways with an honorary name.

Whenever the corporate authorities have so determined to honor an individual or group in this manner, the public street, public way or part thereof so designated shall retain its official name and legal status, and a suitable sign or signs may be installed at the location designated by proper ordinance indicating the individual person or group so honored.



Discussion

- The code provides insight to the authority to establish an honorary street name, but not the process or criteria
- There currently is not a policy for establishing honorary street names nor is there a formal process for doing so
 - No guidelines for making such a request are available to the public or for staff to use to evaluate before bringing to the Village Board
- Staff would like to establish a policy in the event that there are requests in the future



Discussion

Factors to Consider

- Tenure of service to the community?
 - Cultural impact to the Village?
 - Historical impact to the Village?
 - Humanitarian efforts?
 - Close association with the Village?
 - Geographic relationship to the street?
 - Honor to the Village through meritorious achievement?
- Only Village owned streets can be renamed
- IDOT will not allow it on their roads



Surrounding Community Survey

Municipality	Existing Policy	If none, how are requests handled
Arlington Heights	No	Case by case through staff evaluation and response
Barrington	No	Try to encourage them to do a sign on their own property or a park bench or tree
Bartlett	No	Have not had any requests
Buffalo Grove	No	Case by case basis
Elk Grove Village	No	Generally do not permit honorary streets
Evanston	Yes	n/a
Glencoe	No	n/a
Grayslake	No	The Village Board would make a decision
Lincolnshire	No	Have not had any requests
Morton Grove	No	They are working on a policy
Mount Prospect	No	n/a
Niles	Draft Policy	n/a
Vernon Hills	Informal	Request is submitted to the Village Board

Other Community Policies

Evanston

- Requests originate with an Alderman – only one per year
- Displayed for 10 years
- One block long
- Factors
 - Cultural Impact
 - Historical Impact
 - Humanitarian Efforts
 - Close association with City
 - Distinguished career brought to the City
 - Geographical relationship to the street

Niles

- Requests originate with the Mayor's office
- 75% of the households on a block need to approve of the designation
- Factors
 - Cultural Impact
 - Historical Impact
 - Humanitarian Efforts
 - Close association with Village
 - Geographical relationship to the street



Park Naming Policy

- Adopted by the Village Board in 2016
- Honorary naming allowed for park amenities
 - Resident, person, or group who has met the established criteria
 - Individual must have lived in Lincolnwood for a minimum of five years
 - Contributed to growth of the Village, associated with a community event, or brought honor to the Village through meritorious achievement
 - Written consent if the individual is living
 - Individual must be in support of the Parks and Recreation Department's mission and vision
- Park Board recommends to the Village Board



Direction Requested

- Should the Village establish a policy regarding the designation of honorary streets?
 - What factors should be considered?
 - Tenure of service to the community?
 - Cultural impact to the Village?
 - Historical impact to the Village?
 - Humanitarian efforts?
 - Close association with the Village?
 - Geographic relationship to the street?
 - Others?
 - Should signs be removed after a period of time?
 - Should there be a limit on the length of street that can be designated?
 - Can commercial properties make requests?
 - Should requests first be reviewed by the Traffic Commission?
-

