



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS**
MEETING HELD VIA GOTO MEETING AND AVAILABLE LIVE AT
WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/

6:00 PM, JULY 20, 2021

Public hearings and meetings are currently being held virtually due to Section 7(e) of the Open Meetings Act. Please be advised that if, prior to the scheduled public meeting date, Governor Pritzker rescinds, or does not extend, his current disaster declaration, the Village will be required to conduct the public meeting in the traditional in-person format only, at Village Hall, 6900 N. Lincoln Ave., Lincolnwood, IL 60712. This will be the only notice of the meeting, and where and how the meeting will be conducted. Information regarding the location of the public meeting and instructions for participating in the public hearing will be posted on the Village's website (www.lincolnwoodil.org) and will include updates as needed. Please contact Carrie Dick, Executive Secretary, at (847) 745-4717 for confirmation of meeting location.

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of Minutes**
 - 1. Minutes of the Committee of the Whole Meeting of June 15, 2021
 - 2. Minutes of the Special Meeting of the Committee of the Whole on June 22, 2021
- V. Regular Business**
 - 1. Swearing in of Trustee Christopher Martel
 - 2. Discussion Concerning Boards and Commissions Code Review (Chuck Meyer)
 - 3. Discussion Concerning Small Wireless Facility (Chuck Meyer)
- VI. Closed Session**

Closed Session is Requested to Discuss Pending Litigation Per Section 2(c)(11)
- VII. Adjournment**

DATE POSTED: July 14, 2021

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
MEETING OF THE COMMITTEE OF THE WHOLE
VILLAGE HALL COUNCIL CHAMBERS
MEETING HELD VIA GOTO MEETING AND
AVAILABLE LIVE AT WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/
JUNE 15, 2021**

DRAFT

Call to Order

Village President Patel called the Meeting of the Committee of the Whole of the Lincolnwood Board of Trustees via GoToMeeting to order at 6:01 P.M. Tuesday, June 15, 2021, meeting held via GoToMeeting and available live at WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/, County of Cook, and State of Illinois.

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

Present: President Patel. Trustees Klatzco, Herrera, Saleem, Sargon and Halevi.

Absent: None

After roll call Mayor Patel read into the record the requirements for public comments for later in the meeting.

A quorum was present.

Also present: Village Manager Anne Marie Gaura, The following were present via Go-To-Meeting Chuck Meyer, Assistant Village Manager; Jon Bogue, Acting Assistant to the Village Manager; Jake Litz, Management Analyst; Nadim Badran, Public Works Director; Scott Mangum, Community Development Director; Doug Hammel, Development Manager; Brendon Mendoza, Assistant to the Public Works Director.

Approval of Minutes

The minutes of June 1, 2021 Committee of the Whole Meetings were presented for approval.

Trustee Sargon moved to approve the minutes of June 1, 2021, Committee of the Whole Meetings, seconded by Trustee Klatzco.

Upon Roll Call the results were:

Ayes: Trustees Klatzco, Herrera, Saleem, Sargon and Halevi

Nays: None

Regular Business

1. Discussion of Zoning Regulations Related to Front Yard Obstructions

This item was presented by Development Manager Doug Hammel.

Development Manager Hammel noted that there are regulations which establish regular setbacks that might apply on a typical street in Lincolnwood. Some additional allowances are made for things like air conditioning units and other utilities for houses. Staff received a request to expand these regulations to include decorative masonry columns.

Development Manager Hammel asked the board whether these obstructions should be permitted in front yards and corner side yards.

Existing front or corner side yard obstructions were identified:

Stand-alone Lamp Posts:

- *Prevalent throughout the Village
- *Include decorative light
- *Sometimes includes an address plate

Masonry Columns:

- *Exist throughout the Village, but most prevalent in areas with wider lots
- *Sometimes include a decorative light and/or address plate
- *Typically located on either side of a driveway or sidewalk
- *Typically 3-4 feet in height

Sculpture:

- *Not as prevalent as lamp posts or masonry columns
- *Typically on lots with wider widths
- *Vary in terms of size or mass

Mailboxes:

- *Exist on a limited basis throughout the Village
- *Typically mounted on a decorative stand or bracket

Policy Questions were identified:

Should these types of obstructions be permitted in the front and/or corner side yards?

If so, front yards and corner side yards be treated differently for corner lots?

- *Zoning Code identifies the shorter of the two frontages as the front lot line
- *Throughout the Village, there is a variation whether the primary entrance exists on the front yard or corner side yard

Are certain types of obstructions more or less desirable in front and corner side yards?

Should improvements be permitted in the public right-of-way?

- *Zoning Code currently allows certain types of natural screening to encroach into public right-of-way on corner lots with special approval (public hearing process)

He added that, if the Board moved to regulate these obstructions, then pre-existing ones would not have to be removed. He also postulated whether front yards and side yards should be treated differently. Additionally, he stated that there might be some nuance involving the size or mass of an object, or more generally, whether some types of obstructions might be considered more desirable than others. Feedback from the board was then requested by Mr. Hammel.

Trustee Klatzco noted that having lamp posts is a good thing for the Village. He expressed concern regarding large masonry columns that might block the view of drivers reversing out of driveways and in other situations.

Trustee Sargon stated that restrictions should not be overly burdensome on residents and that some flexibility should be allowed. She agreed with Trustee Klatzco that lamp posts are generally helpful for the community.

Trustee Herrera agreed with Trustees Klatzco and Sargon. She stated that some sort of standards should be put in place regarding masonry. She noted that mailboxes should be considered too.

Trustee Saleem expressed concerns regarding light pole standards.

Mayor Patel stated that the Zoning Regulations in question should be discussed specifically. Mr. Hammel provided additional clarification.

Trustee Klatzco asked Development Manager Hammel about a previous instance involving a resident requesting to build a fountain in their front yard. Assistant Village Manager Charles Meyer interjected to agree with Trustee Klatzco, that a resident had seen other houses with fountains in their yards and had asked to build his or her own.

Trustee Klatzco requested that research be done by staff regarding that request and its result.

Trustee Halevi expressed concern regarding line of sight.

Mayor Patel provided clarification.

Mayor Patel declared this item concluded and asked to move on.

2. Discussion Concerning Hen Coop Regulations

This item was presented by Scott Mangum, Community Development Director, using PowerPoint.

Current Policies were presented:

11-3-18. Keeping certain animals prohibited.

*No person shall keep or suffer to be kept any farm animals or other livestock, horses, swine, poultry or naturally wild animals whatsoever in the Village.

*Section 3.08 of Zoning Ordinance does not allow keeping of poultry as an accessory use.

Typical regulations that are followed in neighboring communities include the stipulation that no fewer than two hens may be kept at a time. Additionally, chickens need to be provided with adequate space to roam, and their pens must be kept clean and hygienic. Proof of notice to adjacent neighbors, proof of insurance that covers hen coops and notice of completion of a relevant educational course are also required.

Benefits and concerns were identified:

Benefits:

*Human-animal bond and feelings of autonomy over food selection

*This feeling of autonomy over food selection is especially attractive to some residents due to the ongoing issues with COVID-19 and concerns about the food supply through production of eggs on the resident's property.

Concerns:

*Dr. Connie Austin, State Veterinarian at the Illinois Department of Public Health, offered the following information regarding public health risks associated with backyard chicken-keeping in saying that the public health risks, including salmonella, campylobacter and histoplasmosis, are limited to those in direct contact with the chickens or consuming their meat and eggs.

*Keeping chickens also has the potential to create odors, feces, food spillage, noise, attract rats and attract other predators. Communities that allow chickens emphasize that these risks can be mitigated with the proper education of chicken owners and municipal regulations.

The question was raised as to whether the Board wanted to allow the keeping of hens and if so, would there be any need to alter regulations and requirements.

Trustee Sargon recommended that residents be given a chance, or more specifically a pilot program, in order for the Board to see how the raising of hens would function in the Village of Lincolnwood. She noted that a permit and various other restrictions should be required.

A member of the public, Trustee Halevi's husband Charles, came up to the podium to speak on the issue.

Mr. Halevi warned the Board that there were many dangers and harmful elements surrounding the keeping of hens in a Village like Lincolnwood. He noted that life-threatening outbreaks of salmonella and E-Coli have been proven to be linked with the keeping of domestic hens.

Mr. Halevi also noted that coyotes will try to kill chickens if they smelt them. They can, for example, leap a six-foot fence and easily reach a chicken contained in a backyard. He recommended the board move to prohibit the keeping of hens.

It was noted by Trustee Sargon that currently, residents across the Village of Lincolnwood keep hens.

Pam Lefkowitz, a member of the public, joined the discussion via GoToMeeting. She noted that there were less benefits to keeping chickens than the adverse.

Trustee Halevi noted that on April the 20th she noticed two escaped chickens in her backyard. This happened multiple days in a row and resulted in two more chickens from a different neighbor escaping. She noted that this aggravated her neighbors' dogs and cats. She stated that there are people who do not know how to look after chickens in the Village. She questioned whether, when winter comes, residents would be able to look after these animals.

Trustee Klatzco noted he had investigated chicken coops extensively. He noted that chicken feces are very unpleasant to smell. He added that chickens are very loud, especially when laying eggs. He stated that Lincolnwood is not a farm community. He affirmed that he was not in favor of keeping chickens.

Mayor Patel noted that these things are happening regardless of current rules. He noted that employing licensure with strong regulations was the route he recommended when this issue was last discussed on April 20th. He asked whether the Board wanted to go any further regarding permissibility. He also noted that tagging the hens so that there was some kind of responsibility and potential repercussions for owners whose animals get loose.

Typical requirements from Deerfield, Evanston and Lake Bluff were exhibited.

Unique requirements were also presented.

Proposed directions for the Village Board:

*Does the Village Board want to allow hens?

If so, is there direction to adjust any potential requirements?

If the Board is interested in allowing Hen Coops, staff recommends that the matter be referred to the Plan Commission to amend the Zoning Ordinance to allow the keeping of hens as an accessory use, along with any specific direction of policy matters the Board would like included in an ordinance to modify the Health Regulations in the Village Code.

Community Development Director Mangum noted that a penalty already exists - up to the sum of \$2500 per day, per violation - for the keeping of illegal animals in the Village.

Trustee Saleem argued that there were greater issues to focus on rather than chicken pens.

Trustee Herrera stated that it could be an effective way to manage the issue if neighbors were allowed a say if their neighbor wanted to keep animals like hens.

President Patel asked whether it would be possible for the Board members to see a chicken coop in a community which allows them to assess for themselves whether the smell or other elements would be permissible.

Public Forum

There was none.

Adjournment to Closed Session

At 6:59 P.M. Trustee Sargon made a motion to move the meeting into Closed Session for the purpose of discussion of closed session minutes and regarding the selection of a person to fill public office seconded by Trustee Klatzco.

Upon Roll Call the results were:

AYES: Trustees Halevi, Sargon, Saleem, Herrera and Klatzco.

NAYS: None

Reconvention

At 7:30 P.M. President Patel reconvened the Committee of the Whole.

Meeting Adjourned.

Respectfully Submitted,

Beryl Herman
Village Clerk

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
SPECIAL MEETING OF THE COMMITTEE OF THE WHOLE
VILLAGE HALL COUNCIL CHAMBERS
MEETING HELD VIA GOTO MEETING AND
AVAILABLE LIVE AT WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/
JUNE 22, 2021**

DRAFT

Call to Order

Village President Patel called the Special Meeting of the Committee of the Whole of the Lincolnwood Board of Trustees via GoToMeeting to order at 5:15 P.M. Tuesday, June 22, 2021, meeting held via GoToMeeting and available live at WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/, County of Cook, and State of Illinois.

Before calling the roll the Village President read into the record the requirements for public comments for later in the meeting.

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

Present: President Patel, Trustees Klatzco, Diaz Herrera, Sargon, Ikezoe-Halevi, Saleem.

Absent: None

A quorum was present.

Also present: Village Manager Anne Marie Gaura, The following were present via Go-To-Meeting Chuck Meyer, Assistant Village Manager; Jon Bogue, Assistant to the Village Manager;

Public Forum

None

Adjournment to Closed Session

At 5:16 P.M. Trustee Sargon made a motion to move the meeting into Closed Session for the purpose of discussion of the selection of a person to fill public office seconded by Trustee Diaz Herrera.

Upon Roll Call the results were:

AYES: Trustees Ikezoe-Halevi, Sargon, Saleem, Diaz Herrera, Klatzco

NAYS: None

At 7:30 P.M. Trustee Sargon moved to adjourn Closed Session and return to Committee of the Whole, seconded by Trustee Ikezoe-Halevi.

Upon Roll Call the results were:

AYES: Trustees Ikezoe-Halevi, Sargon, Saleem, Diaz Herrera, Klatzco

Reconvention

At 7:30 P.M. President Patel reconvened Committee of the Whole

Adjournment

At 7:31 P.M. Trustee Klatzco made a motion to adjourn the Meeting of the Committee of the Whole, seconded by Trustee Sargon.

Upon roll call the results were:

Ayes: Trustees Ikezoe-Halevi, Sargon, Saleem, Diaz Herrera, Klatzco

Nays: None

Meeting Adjourned.

Respectfully Submitted,

Beryl Herman
Village Clerk



MEMORANDUM

TO: President Patel and Members of the Village Board

FROM: Anne Marie Gaura, Village Manager

DATE: July 14, 2021

SUBJECT: **July 20, 2021 Meeting of the Committee of the Whole**

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. Swearing in of Trustee Christopher Martel (6:00-6:10 P.M.)

The swearing in of Christopher Martel, Trustee, will be conducted by Village Clerk, Beryl Herman.

2. Discussion Concerning Boards and Commissions Code Review (6:10-6:50 P.M.)

As part of the Fiscal Year 2022 Budget the Village Board approved a review of the Village Board Code. During the June 1, 2021 Committee of the Whole Meeting the Village Board directed for the commencement of that review to begin with Chapter 3: Boards and Commissions. [Attached](#) is a memo from the Assistant Village Manager outlining the items for discussion. Staff is seeking direction from the Village Board regarding what changes they might like to see made.

3. Discussion Concerning Small Wireless Facility (6:50-7:10 P.M.)

Since 2018, the State of Illinois has allowed for the construction of small wireless facilities (SWF) in the public right-of-way. The provision of SWF included provisions for communities to follow in regards to pertinent regulations along with fees that may be assessed for their use. The Village adopted regulations related to SWF in line with State Law and has been reviewing applications that have been received. [Attached](#) is a memo from the Assistant Village Manager outlining the items for discussion.

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



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Charles Meyer, Assistant Village Manager

DATE: July 20, 2021

SUBJECT: Discussion Concerning Boards and Commissions Code Review

Background

As part of the Fiscal Year 2022 Budget the Village Board approved a review of the Village Board Code. During the June 1, 2021 Committee of the Whole Meeting the Village Board directed for the commencement of that review to begin with Chapter 3: Boards and Commissions. Following this direction from the Village Board staff reviewed the Village Code and applicable responsibilities for the Human Relations Commission (HRC), Beautification Commission, Parks and Recreation Board, and the Ad-Hoc Environmental Committee and have provided recommendations as an attachment to this memorandum. The goal of the meeting of the July 20 Committee of the Whole is to discuss the changes desired by the Village Board.

Discussion

The Village Board has directed staff to review and present findings related to the Village Code starting with Chapter 3: Boards and Commissions. The schedule for this review is as follows:

- July 20 Committee of the Whole: Review HRC, Beautification Commission, Parks and Recreation Board, and the Ad-Hoc Environmental Committee and solicit feedback and policy direction from the Village Board. Meeting will also include discussion of general structural changes for all Boards and Commissions.
- August 17 Committee of the Whole: Review Economic Development Commission (EDC), Plan Commission, and Zoning Board of Appeals (ZBA) along with general rules and procedures for meetings.
- August 17 Village Board Meeting: Consider changes proposed by the Village Board during July 20 Committee of the Whole related to HRC, Beautification Commission, Parks and Recreation Board, and the Ad-Hoc Environmental Committee and general changes and policy direction from the Village Board.
- September 23 Committee of the Whole: Review Telecommunications Advisory Commission, Traffic Commission, Emergency Telephone System Board (ETSB), Board of Trustees of Police Pension Fund, and Board of Police Commissioners (BFPC), along with standing Committees of

the Village Board including Finance, Fire and Water, Ordinances, Rules and Buildings, and Police, License, and Health.

- September 23 Village Board Meeting: Consider changes proposed by the Village Board during the August 17 Committee of the Whole related to the EDC, Plan Commission, and ZBA along with general rules and procedures for meetings.
- October 19 Committee of the Whole: Discussion of future review of the Village Code requested by the Village Board.
- October 19 Village Board Meeting: Consider changes proposed by the Village Board during the September 23 Committee of the Whole regarding Telecommunications Advisory Commission, Traffic Commission, ETSB, Board of Trustees of Police Pension Fund, and BFPC along with standing Committees.

The structure outlined above is designed to provide a time table for reviewing Chapter 3 of the Village Code in line with the policy direction to be provided by the Village Board.

The first aspect of Chapter 3 to be reviewed relates to the HRC, Beautification Commission, Parks and Recreation Board along with considerations related to the Environmental Ad-Hoc Committee. The attached memorandum from the Assistant to the Village Manager provides a framework based on directive from the Village Board to refine the structure of various Boards and Commissions and to ensure that these bodies are operating in line with best practices. This recommendation is based on a review by the staff liaisons to these various Boards and Commissions and is summarized below:

- Codification of the Environmental Ad-Hoc Committee into the Environmental Commission.
- Combining the duties, responsibilities and membership of the newly created Environmental Commission and Beautification Commission:
 - Would retain the title of “Environmental Commission”.
 - The reasoning for this recommendation is due to similar scope and focus for these groups.
 - Would allow the groups to focus on advisory functions for the Village Board and allow for greater focus on goals / vision related to beautification and the environment.
 - Current programs such as the Arbor Day Tree planting, Lincolnwood in Bloom, and making policy recommendations for the Village Board’s consideration related to beautification and environmental initiatives.
- Combining the duties, responsibilities and membership of the HRC and Parks and Recreation Board:
 - Would retain the title of “Parks and Recreation Board”.
 - The reasoning for this recommendation is due to similar scope and focus for these groups with an enhanced emphasis on community engagement.
 - Would allow the groups to focus on advisory functions for the Village Board and allow for greater focus on goals / vision related to human relations and recreation and parks activities.
 - Current programs such as Person of the Year, Flags of Diversity, Iron Chiefs, July 4th and Memorial Day events, and policy recommendations for the Village Board’s approval for the pool, day camps, Turkey Trot along with other large-scale programming questions would be maintained as-is and in some cases expanded.

These changes are fully articulated in the attached memorandum from the Assistant to the Village Manager and staff liaisons to detail these changes. The purpose of these changes is align with the goals

of the Village Board and are suggestions for the Village Board's consideration. Some policy questions for the Village Board to consider on this topic include:

- Does the Village Board desire to combine the duties and responsibilities for these Boards and Commissions?
- If the Village Board wants to combine the responsibilities of the Parks and Recreation Board and the HRC, what is the desired name for this new group? Potential names for consideration include:
 - Parks and Recreation Board
 - Community Engagement Commission
 - Parks and Community Engagement Commission
- Are there any specific changes, either from a policy or Code perspective, that the Village Board desires to enact with respect to these Boards and Commissions?
- Would the Village Board like to maintain the status quo or a modification of the recommendation proposed by staff for this aspect of the Village Code?

In addition to reviewing the individual Boards and Commissions, the Village Board asked for additional policy discussions. To this end, staff would recommend the Village Board consider for discussion the following policy changes to the Village Code that would then be drafted for the Village Attorney for consideration at the August 17 Village Board Meeting:

- Standardization of the appointment of the Chair to Boards and Commissions. Currently, the various Boards and Commissions follow different practices to appoint a Chairperson. Should the appointment of Chairpersons be revised to be at the decision of the Village President?

In reviewing general changes and understanding that the Village Board will be considering general rules and procedures at the August 17 Committee of the Whole, staff have developed the following policy questions requesting direction:

- Are there any other policy areas related to these Boards and Commissions or related to general procedures that the Village Board would like researched as part of this process?
- What uniform training initiatives would the Village Board like for members of Boards and Commissions?

Following this direction from the Village Board, staff will be working to prepare materials for the August 17 Village Board meeting to formalize and codify any changes as directed by the Village Board.

Financial Impact

The cost to have the Village Code reviewed was included in the Fiscal Year 2022 Budget.

Recommendation

It is the recommendation of this memorandum that this is discussed at the July 20, 2021 Committee of the Whole.

Documents Attached

1. Recommendation Memorandum



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Jonathan Bogue, Assistant to the Village Manager

DATE: July 20, 2021

SUBJECT: **Recommendation to Combine Certain Boards and Commissions**

Background

The Village Board is in the process of reviewing all Boards, Commissions, and Committees. Staff was instructed to review four Boards, Commissions and Committees: Environmental Ad-Hoc Committee, Beautification Commission, Human Relations Commission and Parks and Recreation Board and provide recommendations for the Village Board's consideration at the July 20, 2021 COTW. The staff liaisons for these group met with the Assistant to the Village Manager and discussed the current responsibilities of these groups and the possibility of streamlining these four groups into two. The recommendation of this memorandum is to transition the Environmental Ad-Hoc Committee into a Commission and then combining the responsibilities of these Commissions, where appropriate, into two new Commissions.

Discussion

It was determined through this review that the Village is fortunate to have a dedicated citizenry that is willing and capable able to provide advisory support to the Mayor and Village Board. In reviewing the Village Code and expectations of these Boards and Commissions it was determined that refinement of responsibilities was desirable to facilitate continued policy formulation assistance. This section details the recommendation to transition the Environmental Ad-Hoc Committee into a standing Commission and combining the Environmental Commission and Beautification Commission into a single advisory Commission. It is also the recommendation of this memorandum that the Human Relations Commission and Parks and Recreation Board combine to form a single advisory Commission.

Environmental Ad-Hoc Committee and Beautification Commission

The Environmental Ad-Hoc Committee is an active group that can serve the Village well into the future. The projects that the group plans to undertake including environmental education, annual Village clean-ups, and the creation of a sustainability plan indicate the necessity for a permanent commission. Staff recommends the Village Board considers transitioning the Environmental Ad-Hoc Committee into a Commission, which would serve in an advisory capacity to the Village Board.

The Environmental Ad-hoc Committee and Beautification Commission have some shared goals related to being good stewards of our shared outdoor spaces in Lincolnwood. As outlined in the attached memo outlined by the liaison staff and discussed amongst staff, an option for the Village Board to consider is for the Environmental Ad-hoc Committee to become a Commission and absorb the Beautification Commission. The responsibilities of the Beautification Commission would be adjusted and dispersed as follows:

- Annual plantings throughout the Village would no longer be coordinated by a Commission, but by the Public Works Department, which already implements this process. General guidance for expectations for plantings throughout the Village for policy perspective, but the daily management and organization of the beds would be handled at the staff level.
- The coordination of the Arbor Day Tree planting would be done by the Environmental Commission.
- The Lincolnwood in Bloom contest would be coordinated by the Environmental Commission and staff would recommend the consideration of other contests or awards for the community based on beautification and / or environmental achievement or awareness.
- The review of aesthetics of public projects is a redundant step that is already covered by the Plan Commission and Village Board.

Parks and Recreation Board and Human Relations Commission

The Parks and Recreation Board and Human Relations Commission (HRC) have multiple events in common and have similar objectives related to citizen engagement. In this role these Commissions have significant overlap and may benefit from combining their membership to more effectively engage the community and fill this responsibility for the community. Staff recommends the consideration of an option for the Parks and Recreation Board to absorb the HRC. The responsibilities of the HRC would be dispersed as follows:

- Person of the Year award would be coordinated by the Parks and Recreation Board with the expectation that further citizen engagement could be achieved through new awards possibly highlighting different groups within the community or awarding youth and seniors in the community who are frequently engaged in recreation activities.
- The Memorial Day parade is already organized by the Parks and Recreation staff with policy direction support provided through the Board.
- The July 4th Concert is organized by the Parks and Recreation staff, but can be supported by the Parks and Recreation Board.
- The Flags of Diversity program would be coordinated by the Parks and Recreation Board.
- The Iron Chiefs Cook off could be coordinated by the Police and Fire Departments.
- Annual food drives can be coordinated by Parks and Recreation Board and Village staff.

In addition to absorbing the responsibilities for the HRC, the following structural changes would be recommended for the Parks and Recreation Board to make this body more in line with other advisory Boards and Commissions:

- Refine language in the Village Code regarding the advisory nature of the Parks and Recreation Board to provide policy direction to large activities while administration of the Department would be handled by the Parks and Recreation Director who reports to the Village Manager and to the Village Board.

- The typical functions and role of the Parks and Recreation Board, in addition to the HRC aspects mentioned above, would include:
 - Provide feedback and suggestions to staff on new programs or services along with larger community activities like the Pool, Camps, and Turkey Trot. Daily administration of these functions and operations of the Parks and Recreation Department would be handled at the staff level with the Parks and Recreation Director overseeing the Department and reporting to the Village Manager.
 - Provide feedback and suggestions on park and facility development plans.
 - Provide feedback on policies and participate in strategic planning initiatives.
 - Provide feedback or suggestions on capital projects that are in excess of \$20,000, with funding for those projects being approved in line with the Village Code and applicable policies which in most cases require Village Board approval for items in excess of \$20,000 and projects lower than \$20,000 in cost being approved by the Village Manager.
 - Provide feedback and recommendations on items referred to the P&R Board by the Village Board

The expectation with these proposed changes for the HRC and Parks and Recreation Board is that the projects and policy recommendation aspects of these groups would continue with new opportunities for community engagement while allowing for the structure of the Parks and Recreation Board to line up with other advisory Boards and Commissions.

General Administration

If the structure proposed above for the combination of the four groups into two Commissions, staff recommends that the standard of seven members per Commission is maintained but if they have an excess of seven people after combining their respective membership, then temporarily these groups will have more than the seven members. Through attrition of their term ending, the groups would slowly go down to seven members and thereafter the membership would stay at seven people. Additionally, a member's current term would continue so if someone has one year remaining on their three year term prior to the combination of Commissions, that member would continue to have one year left on their term after the combination.

Recommendation

The Village Board considers for discussion an option to change the Environmental Ad-hoc Committee to a Commission and absorb the responsibilities of the Beautification Commission as listed in this memo. It is also recommended that the Village Board considers for discussion an option to have the Parks and Recreation Board and the Human Relations Commission join together with their responsibilities as listed in this memo into a new Commission.

Documents Attached

1. Environmental Ad-Hoc Committee Memo
2. Beautification Memo
3. Parks and Recreation Board Memo
4. Human Relations Commission Memo



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Jonathan Bogue, Assistant to the Village Manager

DATE: July 20, 2021

SUBJECT: **Environmental Ad-Hoc Committee – Transition Considerations**

Background

The Village Board is in the process of reviewing all Boards and Commissions. The Environmental Ad-Hoc Committee began meeting in January of 2021. At the time of its creation, Mayor Bass conveyed the group to start as a committee and re-evaluate the future necessity of creating an Environmental Commission. The group has been meeting monthly and has been active in planning future events and organizing cleanups in the community. Additionally the group heard presentations from outside organizations to better understand how to serve the environmental needs of Lincolnwood.

Discussion

The group is currently a seven member committee that includes a chairperson with the following responsibilities:

- To provide advisory recommendations to the Village Board on matters related to the preservation, enhancement, management and protection of the Village's environment.
- To develop public awareness on environmental issues through education and outreach.
- To assist Village staff in developing and improving programs and services that address recycling, climate change, resource efficiency and other environmental issues.
- To develop and recommended long-term strategic plans related to the preservation, enhancement, management and protection of the Village's environment

The mission statement of the Committee is:

The Lincolnwood Environmental Ad-hoc Committee shall be an advisory board to the Village Board and its purpose shall be to provide environmental education, guidance, and advice to the Village Board and Lincolnwood community.

Recommendation

The Environmental Ad-hoc Committee is an active group that can serve the Village well into the future. The projects that the group plans to undertake including environmental education, annual Village clean-ups, and the creation of a sustainability plan indicate the necessity for a permanent commission. Staff recommends the Village Board considers transitioning the Environmental Ad-Hoc Committee into a Commission, which would serve in an advisory capacity to the Village Board.

MEMORANDUM

TO: Jonathan Bogue, Assistant to the Village Manager

FROM: Brendon Mendoza, Assistant to the Public Works Director

DATE: July 20, 2021

SUBJECT: Background of Beautification Commission Primary Responsibilities

Background

The Village Board is in the process of reviewing the Village Code and is currently reviewing Chapter Three of the Village Code, Boards and Commissions. The Village Manager's Office has met with Departments that have Staff Liaisons to Board and Commissions. Public Works currently has a Staff Liaison to the Village's Beautification Commission.

Discussion

The Beautification Commission is an advisory commission comprised of seven members with responsibilities outlined in the Village code (Attachment One). The primary functions of the Beautification Commission are listed below with a brief description of each function.

Annual Plantings throughout the Village

The Beautification Commission Coordinates the annual plantings throughout various planting beds within the Village. Each location is assigned to specific Commissioners who provide guidance to staff on specific flowers to plant along with designs in each of the locations listed below.

- Union Pacific Butterfly Garden Planting Beds
- Community Center Planting Beds
- Lincoln Avenue Proesel Park Sign Planting Beds
- Madeleine's Garden
- Morse & Kostner Planting Beds
- Village Hall Entrances Planting Beds

Coordination of Arbor Day Tree Planting

Annually, the Beautification Commission coordinates the Arbor Day tree planting event. The Arbor Day tree planting event consists of the Commission selecting a tree to be planted and Public Works planting the selected tree.

Lincolnwood in Bloom Annual Contest

The Lincolnwood in Bloom Annual Contest allows Lincolnwood residents to submit entries of their home landscaping projects for the Commission to judge and select winners. Entries are reviewed based upon creativity, design, composition, environmental sensitivity, and overall

quality. The top three winners receive a gift certificate to a local Lincolnwood business and are featured in the Village's Newsletter.

To Review Aesthetics of Public Projects When Referred by the Village Board of Trustees

When requested by the Village Board, the Beautification Commission reviews landscaping plans of a given project and provides recommendation to the Village Board.

If the Village Board were to consider merging the Beautification Commission with another Commission, all of the primary responsibilities listed above would align with the Environmental Ad-Hoc Committee. The Public Works Department supports the decision that the Village Board makes to determine what the best interest is moving forward with Village Boards and Commissions.

MEMORANDUM

TO: Jonathan Bogue, Assistant to the Village Manager

FROM: Dan Schimmel, Interim Director of Parks and Recreation

DATE: July 20, 2021

SUBJECT: Board / Council Recommendations for Parks and Recreation Board

It was noted that the Village Code as it pertains to the Parks and Recreation Board may benefit from modifications. As noted by current and former staff members, the Village Code for the Parks and Recreation Board has language more related to a Park District and not necessarily related to the advisory nature of the Parks and Recreation Board that reports to the Village Board. The recommendations from this memorandum are derived from insights into the workings of the Park and Recreation Board, with the combination of ideas based on Park District, Village and YMCA operations, the Village has developed considerations for the responsibilities of the Parks and Rec Board (“P&R Board”). The considerations for the P&R Board include:

- Provide feedback and suggestions to staff on new programs or services along with larger community activities like the Pool, Camps, and Turkey Trot. Daily administration of these functions and operations of the Parks and Recreation Department would be handled at the staff level with the Parks and Recreation Director overseeing the Department and reporting to the Village Manager.
- Provide feedback and suggestions on park and facility development plans.
- Provide feedback on policies and participate in strategic planning initiatives.
- Provide feedback or suggestions on capital projects, with funding for those projects being approved in line with the Village Code and applicable policies which in most cases require Village Board approval for items in excess of \$20,000 and projects lower than \$20,000 in cost being approved by the Village Manager.
- Provide feedback and recommendations on items referred to the P&R Board by the Village Board

Authorities that may be appropriate for the P&R Board:

- Review and recommendation of changes of Fees and Charges on an annual basis to be considered by the Village Board as part of the Annual Fee Resolution
- Review and make recommendations to the Village Board on P&R Strategic Plans along with creation of a timeline for regular development and implementation of such plans.
- Make recommendations to the repeal or enactment of ordinances that impact Parks and Recreation facilities

It is recommended that the Village Code be reviewed with the following considerations:

- Cleaning up conflicting language in the Village Code in regards to oversight of the Parks and Recreation Department
- Formal approval of activities, such as events in parks of a certain size and utilization of public facilities be handled administratively or retained at the Village Board level with P&R Board serving the traditional advisory role of providing a recommendation on such activities (similar to the Plan Commission or Zoning Board of Appeals making a recommendation on a case) but the Village Board retaining final authority to approve or deny such requests.

It is recommended that P&R Board Members participate in the following activities, please note some of these activities may already occur:

- Open Meetings Act Video – this is already required of Parks Board Members
- Village Orientation Program (videos and in-person training with Village personnel)

It is the recommendation of this memorandum that these items be considered by the Village Board for possible modifications to the structure and responsibilities of the Parks and Recreation Board.



MEMORANDUM

TO: Jonathan Bogue, Assistant to the Village Manager

FROM: Jay Parrott, Chief of Police

DATE: July 20, 2021

SUBJECT: Human Relations Commission – Transition Considerations

The Human Relations Commission is currently staffed with a liaison from the Police Department, Lieutenant Laura Namovicz. The Police Department has worked closely with the Human Relations Commission (HRC) for many years and there has been discussions on making the events that have originated from the HRC more efficient due to the close association with the Parks and Recreation Board and possibly the Beatification Commission. This concept was discussed at length with staff from the Village Manager's Office due to the overlapping nature of activities that the HRC sponsors that are conducted at Village park facilities. A list of events is as follows:

Iron Chief's Cook-off – Lincolnwood Community Center (January)
Memorial Day Parade - Madeline Garden at Proesel Park
July 4th Concert - Proesel Park Shelter

Additionally, the HRC has a "Person of the Year Award" that is chosen by the HRC after submissions are made seeking an individual who has helped others, who promotes respect, tolerance and neighborly cooperation.

The HRC also has an active role in sponsoring the Flag Diversity Program annually where flags from numerous countries are displayed along Lincoln Avenue representing the diverse population of Lincolnwood residents. The HRC also supports a food drive and other concepts that may include speakers on educational perspectives.

The Lincolnwood Police Department would continue to support any logistical needs upon HRC's merger in whole or in part with another commission or commissions. This includes participating in the Iron Chiefs Cook Off fundraiser for the Niles Township Food Pantry, traffic control and pedestrian safety for the Memorial Day Parade, assisting with organizing the July 4th Concert in the Park, placing and retrieving food drive items for the Niles Pantry Food Drive. It would be recommended that the "Person of the Year" award be coordinated in through the Village Manager's Office with approval from the Village Board.

The Police Department supports whatever decisions are determined to be in the best interest of the Village through the Village Board, Mayor, Village Manager's Office and the Village Attorney.

Respectfully submitted,



Jay Parrott, Chief of Police



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Charles Meyer, Assistant Village Manager

DATE: July 20, 2021

SUBJECT: Discussion Concerning Small Wireless Facilities

Background

Since 2018, the State of Illinois has allowed for the construction of small wireless facilities (SWF) in the public right-of-way. The provision of SWF included provisions for communities to follow in regards to pertinent regulations along with fees that may be assessed for their use. The Village adopted regulations related to SWF in line with State Law and has been reviewing applications that have been received. The purpose of this discussion is to provide an update on this topic and to provide an opportunity for the public to ask any questions that they may have on this topic.

Discussion

The purpose of SWFs are to provide for gaps in coverage in communities and to cover a smaller service area while attaching small devices to a utility pole or street light in the public right of way. The typical service area for a SWF is normally within 500 to 1,000 feet of the locations that would be served. An example of a SWF is below:



Example of a SWF

In 2019 with the assistance of the Telecommunications Advisory Commission the Village Board approved a template agreement related to licensing of Village poles for use of SWF equipment. This agreement allows for a standard by which all entities who utilize Village poles will hold to the same standard.

In terms revenue related to SWF utilization, the Village Code provides guidance in line with the State Statute regarding costs and fees:

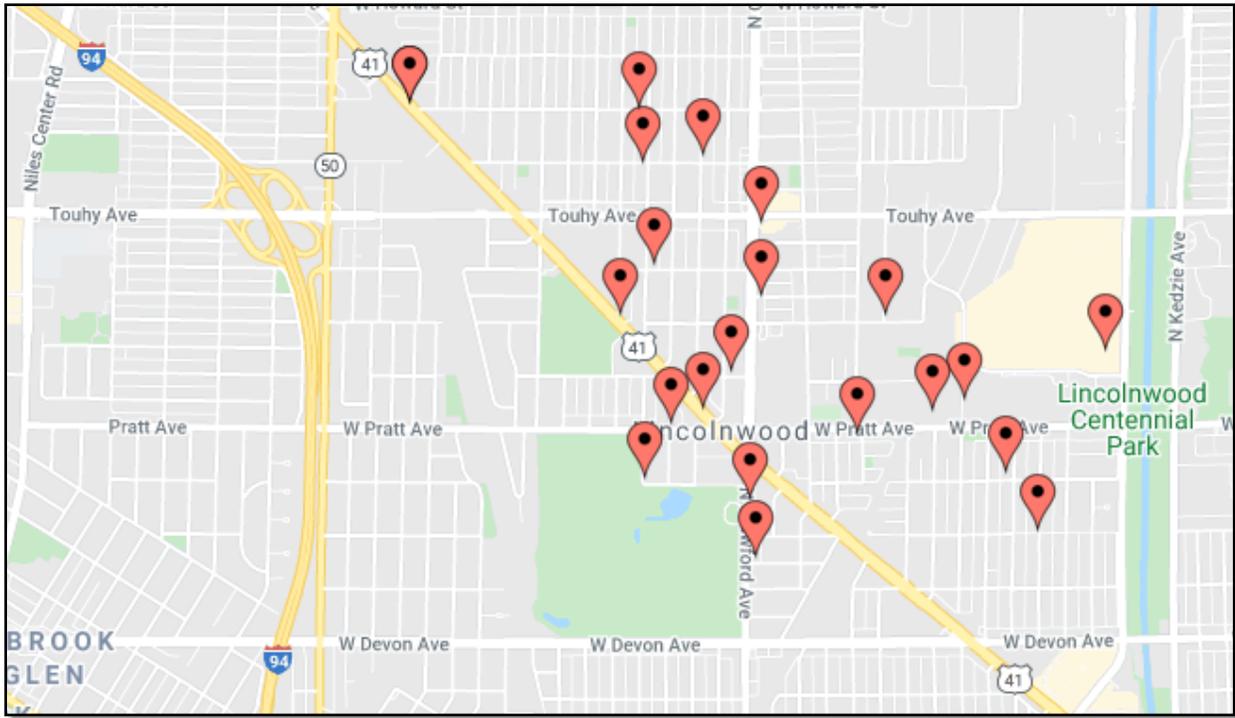
Permit Requested	Fee
Application for 1 SWF	\$650
Application for 2 or more SWFs, per SWF	\$350
A SWF that includes a new utility pole [as defined in Section 6-2-21(B) of the Village Code]	\$1,000

Annual Fee for Collocation of SWF	Fee
Fee for each SWF located on a Village utility pole in the right-of-way	\$200
Application for 2 or more SWFs, per SWF	\$3,600

To date Verizon, and their contractors, are the only entity that have begun the process of applying for and installing SWF in the Village. The process that has followed is a submittal of a potential location or locations for SWF which includes engineering plans and designs that are reviewed by the Village Engineer with oversight from Village staff. The engineering review includes feedback from the Public Works Department and Village Manager’s Office in regards to potential concerns with a location. Common factors that are considered in reviewing SWF requests are reviewing the potential impact to the area and Village infrastructure and working with the requesting entity to mitigate the negative impact of such equipment on the neighboring properties. Where possible, the Village requests that SWF are co-located with existing poles in the right-of-way, or if that is not possible and a new pole is required then the pole is placed within an alley or away from the front yard adjacent to a homeowner with the desired goal to mitigate the impact of this equipment to the Village.

Once the engineering review is complete and a location has been approved a formal application is submitted to the Community Development Department for consideration. The Community Development Department then reviews the appropriate zoning, building, and Village Codes in regards to the application to ensure compliance prior to issuing a permit.

To date, 22 SWF locations have completed the engineering review with most locations in central and eastern Lincolnwood. The map on the following page provides a visual representation of where SWF have been approved at the engineering level:



There are several engineering reviews going on for future SWF locations. It is anticipated that telecommunication entities will continue to deploy SWF equipment to address coverage issues for their network.

To date, there have been limited concerns received in regards to SWF and related infrastructure work. In instances where issues were raised the vendor's contractors were contacted and worked with the Village to address any concerns that were raised.

As SWF is an issue that can impact neighborhoods, the purpose of this memorandum is to present this topic and answer questions from the Village Board and the public. The Village also has promoted that this will be discussed on various platforms including in the Village Newsletter.

Financial Impact

The Village is able to recoup some expenses related to SWF through the fee structure outlined above in this memo which is set by State Statute.

Recommendation

It is the recommendation of this memorandum that this is discussed at the July 20, 2021 Committee of the Whole.

Documents Attached

None