

**VILLAGE OF WINNETKA
ENVIRONMENTAL & FORESTRY COMMISSION
REGULAR VIRTUAL MEETING**

Zoom
February 10, 2021
7:00 PM

AGENDA

In accordance with social distancing requirements and Governor Pritzker's Executive Orders 2020-43 and 2020-44, and Senate Bill 2135, the Village of Winnetka Environmental & Forestry Commission Regular Meeting on February 10, 2021 will be held virtually beginning at 7:00 PM. The meeting will be livestreamed via the Zoom platform. At least one representative from the Village will be present at Village Hall in compliance with the Bill, and the virtual meeting will be simulcast at Village Hall for members of the public who do not wish to view the virtual meeting from another location. Pursuant to Executive Orders 2020-43 and 2020-44 issued by the Governor, the number of people who may gather at Village Hall for the meeting is limited due to the mandated social distancing guidelines. Accordingly, the opportunity to view the virtual meeting at Village Hall is available on a "first come, first-served" basis.

The public has two options for observing and participating in this virtual meeting including the ability to provide oral comments during the meeting.

- 1) Telephone (audio only Call 312-626-6799), when prompted enter the Meeting ID- 93816773457
Phone Passcode: 801128466
- 2) Livestream (both audio and video feed) Download the Zoom meetings app to your smartphone, tablet or computer and then join Meeting ID: 93816773457. Event Password: EFC021021.

Public comments should be emailed to bmendoza@winnetka.org. Public comments received by 6:45 p.m. on the day of the meeting will be read at the appropriate time during the meeting. General comments for matters not on the agenda will be read at beginning of the meeting under the Public Comment agenda item. Comments specific to a particular agenda item will be read during the discussion of that agenda item. The Village will attempt to have comments received after the meeting has started read at the end of the meeting. Public comment is limited to 200 words or less. Public comments should contain the following information:

- In the subject line – "Environmental & Forestry Commission Regular Meeting Public Comment"
- Name
- Address (optional)
- Phone (optional)
- Organization or agency representing, if applicable
- General comment or comment on topic of specific agenda item number

All emails received will be acknowledged either during or after the meeting, depending on when they are received. If you do not have access to email, you may leave a message with your public comment at the Public Works office at 847-716-3550 or mail to Public Works, Village of Winnetka, 1390 Willow Road, Winnetka, IL 60093.



**Winnetka Environmental and Forestry Commission
Notice of Regular Virtual Meeting
February 10, 2021**

The Winnetka Environmental and Forestry Commission will convene on Wednesday, February 10, 2021 via Zoom, at 7:00 p.m.

Agenda

- | | |
|---|-----------------------|
| <u>Call to Order</u> | |
| 1) Introduction & Chair's Remarks | Presenter Dowding |
| 2) Public Comment | |
| 3) Review and Approval of Minutes | |
| a. Approval of the January 13, 2021 Regular Meeting Minutes | Presenter Dowding |
| 4) New Business/Old Business Updates | |
| a. Parkway Usage: Experience of Other Villages | Presenter Dowding |
| b. Mayor's Monarch Pledge | Presenter Kunkle |
| c. Pesticides Discussion | Presenter Wynnichenko |
| d. Specialized Recycling | Presenter Kunkle |
| 5) Communications | |
| a. Approval of March Communication Items | Presenter Mendoza |
| b. Discussion of April Communication Items | Presenter Mendoza |
| 6) Committee/Staff Reports | |
| 7) Open Forum | |
| 8) Adjournment | |

Posted Time and Date

NOTICE

All agenda materials are available at villageofwinnetka.org (**Government > Council Information > Agenda Packets & Minutes**); **the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2nd floor)**. The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator, at 510 Green Bay Road, Winnetka, Illinois 60093, 847-716-3543; T.D.D. 847-501-6041.

**WINNETKA ENVIRONMENTAL AND FORESTRY COMMISSION
REGULAR MEETING
MINUTES
JANUARY 13, 2021**

A record of a legally convened meeting of the Environmental and Forestry Commission of the Village of Winnetka, which was held virtually via Zoom, Wednesday, January 13, 2021, at 7:00 p.m.

Call to Order:

Chairperson Dowding called the meeting to order at 7:05 p.m. ; Voting Members present: Chairperson Chuck Dowding, Commissioners Liz Kunkle, Rosann Park-Jones, Barry Sylvester, and Ted Wynnynchenko. Voting Members absent: Commissioner Chris Foley and David Varca. A quorum of presently appointed members was present. Village Council Representative present: Jack Coladarci. Student Representatives present: Marcus Buccellato and Scarlett Harper. Staff Representative present: Brendon Mendoza, Public Works Analyst. Public present: Five members of the public were present.

1) Introduction & Chair's Remarks:

Chairperson Dowding called the meeting to order at 7:05 p.m. and welcomed all Commission members and the public. Staff Representative Mendoza took roll call for attendance.

Oral Declaration Regarding In-Person Meetings

Chairman Dowding stated pursuant to recently adopted amendments to the Illinois Open Meetings Act included in Public Act 101-0640, public bodies may, in certain circumstances, hold entirely virtual public meetings without a quorum physically present in any one location. On March 17, 2020, President Rintz issued a Declaration of Emergency pursuant to the authority granted by the Village Code, the Illinois Municipal Code, and the Illinois Emergency Management Agency Act to address the health threat posed by the COVID-19 pandemic. On May 29, 2020, Governor Pritzker issued a Disaster Proclamation that declared in-person attendance at public meetings of more than ten people at the regular public meeting location to be infeasible, in accordance the Open Meetings Act, as amended by Public Act. 101-0640. On June 16, 2020, Village President Rintz executed a written determination that given the on-going emergency associated with the COVID-19 pandemic, in-person meetings of the Village's Village Council are not practical or prudent at this time and until further notice. In accordance with the Governor's Disaster Proclamation and the Village President's Declaration of Emergency and Determination regarding meetings of the Village Council, I, as Chair of the Environmental & Forestry Commission hereby determine that in-person meetings of the Environmental & Forestry Commission are not practical or prudent at this time and until further notice.

2) Public Comment: Please see agenda item 4) A. Parkway Usage.

3) Review and Approval of Minutes:

a) Approval of the December 9, 2020 Regular Meeting Minutes

Chairperson Dowding asked for a motion to approve the December 9, 2020 minutes, which was moved by Commissioner Wynnnychenko and seconded by Commissioner Sylvester.

AYES: PARK-JONES, WYNNYCHENKO, KUNKLE, SYLVESTER
ABSENT: FOLEY, VARCA
NAYS: NONE

4) **New Business, Old Business/Updates:**

a) Parkway Usage

Chairperson Dowding provided a brief introduction regarding the Village Council's assignment to the Winnetka Environmental and Forestry Commission to prepare recommendations regarding plantings on the Village parkways.

Commissioner Kunkle provided an introduction and background of the parkway usage topic and introduced guest speaker Matt Evans, Chicago Botanic Garden Woodland Restoration Technician.

Matt Evans mentioned that he grew up in Winnetka, is an avid environmentalist, recently graduated from Northwestern University in plant biology and conservation and works at the Chicago Botanic Garden managing 100 acres of woods. Mr. Evans stated he would like to be a resource for the Commission and the Village Council in terms of how to make the parkway plantings work.

Mr. Evans presented regarding the Winnetka Parkway Plans and Plantings. Mr. Evans discussed the following reasons for wanting to plant native plants; stormwater and standing water, pollinators & wildlife, soil health, carbon sequestration, aesthetics, and the alternative-lawn movement. Mr. Evans mentioned the five first steps for residents to start with; plant diverse native plants that you like, control exotic invasive species, avoid using insecticides and fertilizers, practice benign neglect, and mow less.

Commissioner Kunkle mentioned that Mr. Evans' presentation is a great entry to understanding the recommendations and issues and as a resource. Commissioner Kunkle discussed the plant list attached to the agenda packet.

Chairperson Dowding asked the Commission for input or additional comments regarding the presentation and recommended plant list. Trustee Representative Coladarci stated he liked the presentation and the planting list but would modify the columns regarding a few of the specific terms. Mr. Evans stated that the document can be modified to include that

information in a future draft. Student Representative Harper stated the presentation was very interesting and provided a few considerations. Commissioner Park-Jones asked if the list of plants are good for the basic soils, Mr. Evans stated yes. Commissioner Park-Jones also mentioned considering recommendation for companion plantings. Commissioner Sylvester stated the presentation was excellent and asked if the plantings are planted from a seed or whole plant. Mr. Evans stated the recommended plantings can be planted in both ways, but can list a preferred method for each plant. Commissioner Wynnychenko stated shade, bloom time, and other factors could be included in the documents. Commissioner Wynnychenko also recommended reducing the restriction on height limits for plants (other than visibility and safety issues).

Chairperson Dowding stated he enjoyed the presentation and on a later draft that pictures could be included and information on the height and width. Chairperson Dowding asked if it would be possible to include recommended examples with photographs for residents to get started. Commissioner Kunkle stated that Go Green Wilmette has a native plant sale annually in May that has been taking place for many years and could direct residents to that event as it is well established and has starter kits. Student Representative Buccellato stated the presentation was good.

Chairperson Dowding opened the discussion for public comment.

Amanda Nugent, a Wilmette Resident, stated she is starting a landscaping business to encourage people to incorporate native plants in their landscaping projects. Mrs. Nugent stated the presentation was great. She stated it would be helpful to incorporate the height, width, shade, and bloom time in the recommendation list. Mrs. Nugent stated the c and w categories on the list were confusing. Mrs. Nugent stated the Go Green Wilmette plant sale typically sells out in about three hours and would encourage another community to have a native plant sale rather than just one community native plant sale.

Jack Riddle, stated it was interesting to hear the discussion and information.

Jeremy Marino, a Winnetka Resident, stated it is exciting to have this discussion. Mr. Marino agreed with Mr. Evans in the terms that there is no one solution, but there are many alternative solutions. Mr. Marino also agreed with Commissioner Wynnychenko in that the recommendations should not be too restrictive, so it does not limit plantings. Mr. Marino stated a vegetable garden could be an alternative option.

Nikki, of the Winnetka Garden Club, thanked the commission for allowing her to listen and all of her points were covered in the discussions. Her only other recommendation would be to add the shade information.

Student Representative Harper stated she is a part of Sunrise Northshore, which is a group of individuals around the country that has environmental groups. Student Representative Harper stated Sunrise Northshore could potentially coordinate a plant sale. Commissioner Kunkle appreciated Mrs. Nugent stating a second plant sale could be beneficial.

Chairperson Dowding stated to prepare for next month's EFC meeting would be to contact nearby towns regarding their experience with parkway plantings. Chairperson Dowding stated Steve Saunders recommended contacting Bannockburn, Kenilworth, and Highland Park. Chairperson Dowding asked for the Commission to volunteer to contact these communities and find out additional information. Commissioner Wynnychenko volunteered to follow-up with Kenilworth, Commissioner Sylvester volunteered to follow-up with Bannockburn, and Commissioner Park-Jones volunteered to follow-up Highland Park. Chairperson Dowding asked Commissioner Kunkle to review Wellesley (one of the Village's benchmark communities). The Commission will review these communities for the February EFC meeting.

b) Mayor's Monarch Pledge

Chairperson Dowding asked Staff Representative Mendoza to display the Commission's recommendations for the Mayor's Monarch Pledge. Chairperson Dowding asked the group to review the recommendation list for the February EFC Meeting.

c) Pesticides Discussion

Commissioner Wynnychenko stated the Commission should review the potential options regarding pesticides applicators and if the Commission develops a recommendation to present it to the Village Council. Commissioner Wynnychenko stated he reached out to other communities on this topic. Commissioner Wynnychenko stated the Village of Glencoe also researched this topic and drafted a resolution regarding this but did not pursue this issue further as they are not a home-rule community. Chairperson Dowding asked Commissioner Wynnychenko to reach out to Lake Forest as they may have regulated landscapers and may be a good resource for information. Commissioner Wynnychenko will follow-up at the February EFC Meeting.

5) Communications:

a) Approval of February Communication Items

Student Representative Harper asked if she could draft a new article regarding mosquito abatement. Chairperson Dowding asked Student Representative Harper if she could create an article for the February EFC Meeting for consideration.

Chairperson Dowding asked Staff Representative Mendoza about textile recycling in the Public Works Lobby. Staff Representative Mendoza stated the Village does not currently accept textiles in USAgain's program, but it is a program offered by USAgain. Commissioner Wynnychenko mentioned that the Village of Glencoe works with Lakeshore Recycling and another company to offer a form of curbside textile recycling. Commissioner Kunkle stated she would like to later follow-up regarding a more comprehensive drop off recycling program at the Public Works Yards.

The Commission reviewed the February Communication Items. Chairperson Dowding asked for a motion to approve the February Communications Items which was moved by Commissioner Wynnychenko and seconded by Commissioner Kunkle.

AYES: PARK-JONES, WYNNYCHENKO, KUNKLE, SYLVESTER
ABSENT: FOLEY, VARCA
NAYS: NONE

b) Discussion of March Communications Items

The Commission reviewed the upcoming March Communication items.

6) **Commission/Staff Reports:** None.

7) **Open Forum:**

Commissioner Kunkle stated that as the Commission is working on new initiatives, they can be turned into communication items as the Commission could use new content for the Village's communications.

8) **Adjournment:**

There being no further business, Chairperson Dowding asked for a motion to adjourn which was moved by Commissioner Kunkle and seconded by Commissioner Wynnychenko. The motion passed, the meeting adjourned at 9:30 p.m.

AYES: PARK-JONES, WYNNYCHENKO, KUNKLE, SYLVESTER
ABSENT: FOLEY, VARCA
NAYS: NONE

Winnetka Parkway Plans and Plantings

Marcus Buccellato, Matt Evans, and Liz Kunkle
Winnetka Environmental and Forestry Commission

January 13, 2021

Session One: Preferred Plantings



Why do we want native plants in our yards?*

- Stormwater and Standing Water
- Pollinators & Wildlife (Biodiversity)
- Soil Health (Biodiversity)
- Carbon Sequestration
- Aesthetics
- Alternative-Lawn Movement



*Generally, although this presentation focuses on native plants in parkway spaces specifically

Pollinator-Friendly Plants*

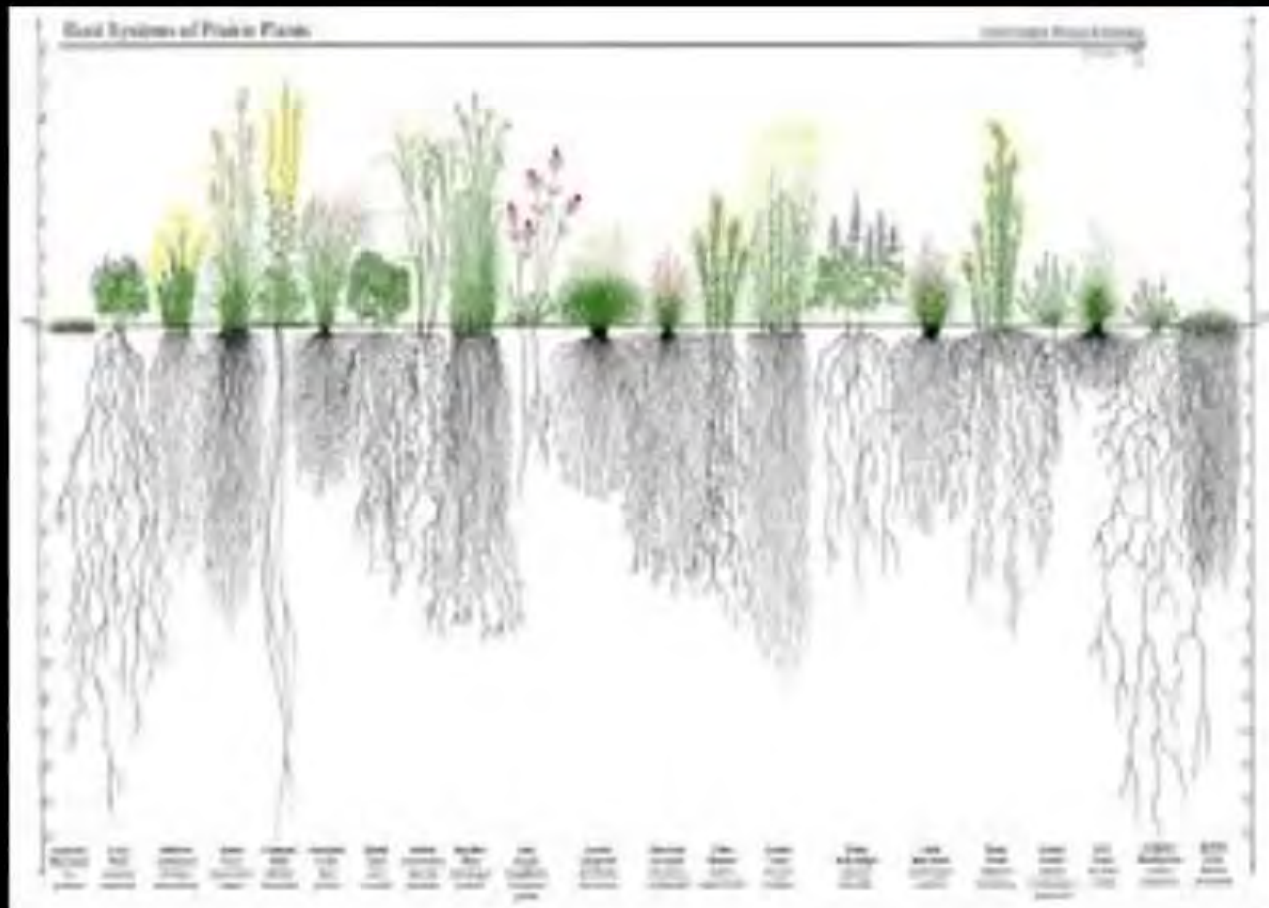
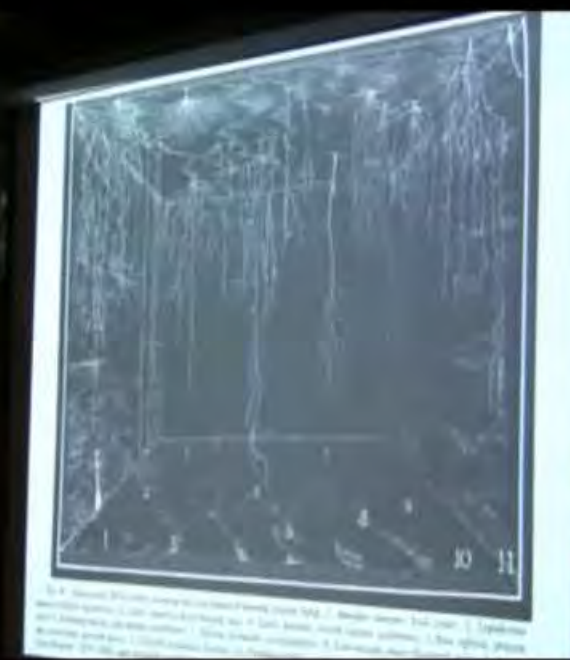
- Mountain Mint
- Blazing Star
- Goldenrod (not Tall Goldenrod!)
- Joe Pye Weed
- Aster
- Milkweed** (Butterfly, Purple, Swamp)
- Black-eyed Susan
- Ironweed
- Lobelia

*See full list of Preferred Plantings in the Agenda materials

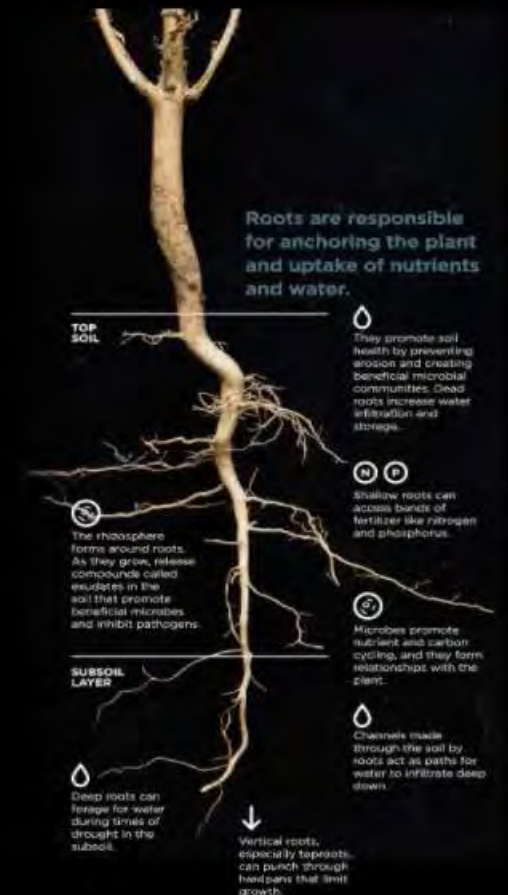
**Not a weed



Soil Health and Carbon Sequestration



- Roots absorb water
- Roots reduce erosion
- Roots redistribute nutrients
- Roots store carbon
- **NATIVE PLANTS HAVE THE DEEPEST ROOTS**



Alternative-Lawn Movement

History of lawns =

Fertilizers &
Weed Killers &
Fuel for and
emissions from
lawn mowers
(including electric
ones)





**This is that
common native
violet people kill
in their lawn.
Just a regular
native plant
doing its part.**



Coneflower

Smooth Blue Aster



Goldenrod



Jacob's Ladder



**Yellow Prairie Sundrop
(foreground)**

**Pink Prairie Phlox
(background)**



Black-Eyed Susan



5 First Steps

- Plant diverse native plants that you like!
- Control exotic invasive species
- Avoid using insecticides and fertilizers
- Practice benign neglect
 - Leave the leaves in fall and through spring – at least somewhere in the yard, pile brush – many birds will use it.
- Mow less!
 - Once a year
 - Add layers, create hedges, connect corners
 - Again, leave the leaves!



**One of the best
actions you can
take is to plant
an oak tree**



Parkway Plant Spreadsheet

Light Level	Height	Width	Common Name	Scientific Name	C	W	Physiognomy	Duration
Both	Tallest	Wider	common bur sedge	Carex grayi	7	-1	sedge	perennial
Both	Medium	Narrower	wild hyacinth	Camassia scilloides	7	0	forb	perennial
Both	Tallest	Narrower	foxglove beard tongue	Penstemon digitalis	4	0	forb	perennial
Both	Short	Narrower	stout blue-eyed grass	Sisyrinchium angustifolium	5	0	forb	perennial
Both	Medium	Wider	starry false solomons seal	Smilacina stellata	5	0	forb	perennial
Both	Medium	Narrower	shooting star	Dodecatheon meadia	6	1	forb	perennial
Both	Short	Narrower	robins plantain	Erigeron pulchellus	8	1	forb	perennial
Both	Medium	Wider	smooth solomons seal	Polygonatum biflorum	4	1	forb	perennial
Both	Medium	Wider	black-eyed susan	Rudbeckia hirta	1	1	forb	perennial
Both	Short	Narrower	prairie trillium	Trillium recurvatum	5	1	forb	perennial
Both	Medium	Wider	broad-leaved panic grass	Dichanthelium latifolium	8	2	grass	perennial
Both	Short	Narrower	violet bush clover	Lespedeza frutescens	10	2	forb	perennial
Both	Short	Narrower	wood betony	Pedicularis canadensis	9	2	forb	perennial
Both	Tallest	Narrower	starry campion	Silene stellata	6	2	forb	perennial
Both	Medium	Narrower	fire pink	Silene virginica	10	2	forb	perennial
Both	Medium	Wider	early meadow rue	Thalictrum dioicum	7	2	forb	perennial
Both	Short	Wider	bellwort	Uvularia grandiflora	7	2	forb	perennial
Both	Short	Narrower	downy yellow violet	Viola pubescens	5	2	forb	perennial
Shade	Short	Narrower	bulbous cress	Cardamine bulbosa	7	-2	forb	perennial
Shade	Medium	Wider	green dragon	Arisaema dracontium	6	-1	forb	perennial
Shade	Short	Narrower	purple cress	Cardamine douglassii	7	-1	forb	perennial
Shade	Medium	Wider	jack-in-the-pulpit	Arisaema triphyllum	5	0	forb	perennial
Shade	Short	Narrower	common wood sedge	Carex blanda	1	0	sedge	perennial
Shade	Medium	Wider	pale sedge	Carex granularis	3	0	sedge	perennial
Shade	Medium	Wider	virginia waterleaf	Hydrophyllum virginianum	5	0	forb	perennial
Shade	Short	Narrower	jacobs ladder	Polemonium reptans	8	0	forb	perennial
Shade	Medium	Narrower	thin grass	Agrostis perennans	5	1	grass	perennial
Shade	Short	Wider	running strawberry bush	Euonymus obovatus	8	1	shrub	perennial
Shade	Medium	Narrower	blue-stemmed goldenrod	Solidago caesia	8	1	forb	perennial
Shade	Short	Narrower	common blue violet	Viola sororia	3	1	forb	perennial
Shade	Medium	Wider	fuzzy wuzzy sedge	Carex hirsutella	5	2	sedge	perennial
Shade	Short	Wider	common oak sedge	Carex pensylvanica	5	2	sedge	perennial
Shade	Medium	Wider	curly-styled wood sedge	Carex rosea	5	2	sedge	perennial
Shade	Short	Wider	woods stiff sedge	Carex woodii	10	2	sedge	perennial
Shade	Short	Narrower	spring beauty	Claytonia virginica	4	2	forb	perennial
Shade	Short	Narrower	american pennyroyal	Hedeoma pulegioides	4	2	forb	annual
Shade	Short	Narrower	sharp-lobed hepatica	Hepatica acutiloba	8	2	forb	perennial
Shade	Medium	Narrower	woodland phlox	Phlox divaricata	5	2	forb	perennial

Shade	Medium	Wider	christmas fern	<i>Polystichum acrostichoides</i>	8	2	fern	perennial
Shade	Short	Narrower	bloodroot	<i>Sanguinaria canadensis</i>	5	2	forb	perennial
Shade	Medium	Narrower	heart-leaved skullcap	<i>Scutellaria ovata</i>	9	2	forb	perennial
Shade	Medium	Narrower	elm-leaved goldenrod	<i>Solidago ulmifolia</i>	5	2	forb	perennial
Sun	Short	Narrower	fen loosestrife	<i>Lysimachia quadriflora</i>	10	-2	forb	perennial
Sun	Medium	Narrower	closed gentian	<i>Gentiana andrewsii</i>	9	-1	forb	perennial
Sun	Short	Narrower	fringed gentian	<i>Gentianopsis crinita</i>	9	-1	forb	annual
Sun	Short	Narrower	nodding ladys tresses	<i>Spiranthes cernua</i>	4	-1	forb	perennial
Sun	Medium	Narrower	prairie brome	<i>Bromus kalmii</i>	10	0	grass	perennial
Sun	Medium	Narrower	common panic grass	<i>Dichanthelium implicatum</i>	4	0	grass	perennial
Sun	Short	Narrower	yellow star grass	<i>Hypoxis hirsuta</i>	8	0	forb	perennial
Sun	Medium	Wider	prairie sundrops	<i>Oenothera pilosella</i>	10	0	forb	perennial
Sun	Tallest	Narrower	balsam ragwort	<i>Packera paupercula</i>	4	0	forb	perennial
Sun	Medium	Narrower	nodding wild onion	<i>Allium cernuum</i>	7	1	forb	perennial
Sun	Medium	Wider	cream wild indigo	<i>Baptisia leucophaea</i>	10	1	forb	perennial
Sun	Medium	Narrower	common partridge pea	<i>Chamaecrista fasciculata</i>	4	1	forb	annual
Sun	Medium	Narrower	prairie cinquefoil	<i>Drymocallis arguta</i>	10	1	forb	perennial
Sun	Medium	Narrower	yellowish gentian	<i>Gentiana alba</i>	9	1	forb	perennial
Sun	Medium	Narrower	prairie smoke	<i>Geum triflorum</i>	10	1	forb	perennial
Sun	Medium	Narrower	prairie alum root	<i>Heuchera richardsonii</i>	10	1	forb	perennial
Sun	Medium	Narrower	false dandelion	<i>Krigia biflora</i>	9	1	forb	perennial
Sun	Medium	Narrower	sand prairie phlox	<i>Phlox pilosa</i>	8	1	forb	perennial
Sun	Short	Narrower	seneca snakeroot	<i>Polygala senega</i>	10	1	forb	perennial
Sun	Tallest	Wider	little bluestem	<i>Schizachyrium scoparium</i>	5	1	grass	perennial
Sun	Short	Narrower	common blue-eyed grass	<i>Sisyrinchium albidum</i>	6	1	forb	perennial
Sun	Medium	Wider	prairie dropseed	<i>Sporobolus heterolepis</i>	10	1	grass	perennial
Sun	Short	Narrower	heath aster	<i>Symphyotrichum ericoides</i>	6	1	forb	perennial
Sun	Tallest	Wider	lead plant	<i>Amorpha canescens</i>	10	2	shrub	perennial
Sun	Tallest	Narrower	thimbleweed	<i>Anemone cylindrica</i>	8	2	forb	perennial
Sun	Short	Narrower	pussytoes	<i>Antennaria plantaginifolia</i>	4	2	forb	perennial
Sun	Medium	Wider	butterfly weed	<i>Asclepias tuberosa</i>	8	2	forb	perennial
Sun	Medium	Narrower	whorled milkweed	<i>Asclepias verticillata</i>	1	2	forb	perennial
Sun	Medium	Narrower	prairie coreopsis	<i>Coreopsis palmata</i>	10	2	forb	perennial
Sun	Medium	Narrower	white prairie clover	<i>Dalea candida</i>	10	2	forb	perennial
Sun	Medium	Narrower	purple prairie clover	<i>Dalea purpurea</i>	9	2	forb	perennial
Sun	Medium	Narrower	prairie panic grass	<i>Dichanthelium leibergii</i>	10	2	grass	perennial
Sun	Medium	Narrower	purple love grass	<i>Eragrostis spectabilis</i>	3	2	grass	perennial
Sun	Short	Narrower	prairie gentian	<i>Gentiana puberulenta</i>	10	2	forb	perennial
Sun	Short	Narrower	stiff gentian	<i>Gentianella quinquefolia</i> subsp.	8	2	forb	biennial
Sun	Medium	Narrower	june grass	<i>Koeleria macrantha</i>	8	2	grass	perennial

Sun	Medium	Narrower	rough blazing star	<i>Liatris aspera</i>	8	2	forb	perennial
Sun	Medium	Narrower	cylindrical blazing star	<i>Liatris cylindracea</i>	10	2	forb	perennial
Sun	Medium	Narrower	hoary puccoon	<i>Lithospermum canescens</i>	8	2	forb	perennial
Sun	Short	Narrower	pale-spiked lobelia	<i>Lobelia spicata</i>	4	2	forb	perennial
Sun	Medium	Wider	horse mint	<i>Monarda punctata</i>	4	2	forb	perennial
Sun	Tallest	Wider	showy black-eyed susan	<i>Rudbeckia speciosa</i>	6	2	forb	perennial
Sun	Short	Narrower	prairie petunia	<i>Ruellia humilis</i>	8	2	forb	perennial
Sun	Short	Narrower	prairie skullcap	<i>Scutellaria leonardii</i>	7	2	forb	perennial
Sun	Medium	Narrower	royal catchfly	<i>Silene regia</i>	10	2	forb	perennial
Sun	Tallest	Narrower	early goldenrod	<i>Solidago juncea</i>	3	2	forb	perennial
Sun	Tallest	Narrower	old-field goldenrod	<i>Solidago nemoralis</i>	3	2	forb	perennial
Sun	Medium	Narrower	smooth blue aster	<i>Symphotrichum laeve</i>	9	2	forb	perennial
Sun	Tallest	Narrower	aromatic aster	<i>Symphotrichum oblongifolium</i>	9	2	forb	perennial
Sun	Medium	Narrower	sky-blue aster	<i>Symphotrichum oolentangiense</i>	8	2	forb	perennial



Village of Winnetka
Public Works Department

Permit for
Planting or Tree Maintenance on Public Property

In conformance with section 12 of the Village Code and a resolution adopted on April 6, 1976 by the President and Board of Trustees of the Village of Winnetka, the undersigned hereby makes application to place and maintain plantings or perform tree maintenance on the public street or place as follows:

Applicant _____
Address _____
Phone _____ Date _____

Type of Public Property

_____ Commercial
_____ Residential
_____ Parking Lot
_____ Other _____

Sketch or Description of Parkway Planting or Tree Maintenance

- 1) The Village of Winnetka assumes no responsibility or liability because of the installation and the owner will hold the Village harmless in any action arising therefrom.
- 2) Planting on Public right-of-way shall not in any way interfere with the right of the Village to excavate therein for repair, maintenance, or installation of any public utilities or for any other necessary purpose.
- 3) The Village will not be required to maintain or replace any of such planting as may be damaged by any such work or by any other maintenance or construction operation.

A representative of the Public Works Department has inspected the above-proposed site and find the proposed improvement to be acceptable.

Director of Public Works

Date

EFC 2021 Parkway Research

Commissioner Park-Jones' Notes

--Cost of parkway permit is unknown--Mr. Brannon will let us know --The permit system is working well, but not always the quickest process for homeowners --Very specific items are listed on the form (such as driveway approaches, sprinkler systems, heated driveways, boulders, stones, fencing) that staff can approve; if the applicant wants to install other items beyond the very specific items listed, then the application then goes to the City Council for approval which takes more time --The homeowner can install these items in the right-of-way (ROW) but the City is not responsible if at some point they need to dig up the parkway to repair a water main--the City will try to repair the water main without affecting the heated driveway or whatever item, but there are no guarantees. Thus, there is an indemnification provision for the City of Highland Park --for native plant applications, the application goes to Community Development, then Public Works, then to the City Forester for permit approvals; then Engineering, then Operations to make sure there are no utility conflicts; the City Forester looks over the plant list and makes sure that no invasive plant species are included and decides if the plant list is OK.

City of Highland Park Documents Attached.

Commissioner Sylvester's Notes

They pretty much leave the ROW's clear.

Village of Bannockburn Documents Attached.

Commissioner Kunkle's Notes

Please see attached document.

This document includes relevant excerpts from relevant communities' parkway planting/use guidance.

Evanston, IL

7-8-4-1. - RESTRICTED PARKWAY PLANTINGS.

(A) *Plantings Prohibited In Certain Places.* No tree shall be planted in parkways or other public places unless it is located at least fifteen (15) feet from any crosswalk or intersecting street or alley. It shall be unlawful to plant, install or maintain any shrub, perennial, ornamental grass or annual in the parkway of any street that matures at a height over three (3) feet and it shall be unlawful to plant or install any shrub, perennial ornamental grass or annual without first obtaining a permit from the Director of the Public Works Agency or his/her designee.

(B) *Planting Permits Required.* Permits issued under this Section shall contain a description of the proposed location of the planting, type of planting, nature of maintenance required and a statement of intent by applicant to maintain said plantings for a minimum of three (3) years. Permits shall be issued free of charge.

(C) No permits will be issued for any person to plant any tree, bush or shrub in the parkways or other public places of the City or where the same will injure the sewer or drains of the City.

Oak Park, IL

No specific ordinance; it's in their capital plan/operating procedures to use natives on Village-owned sites; nothing in writing to share, plans to do more Village-wide. Pre-COVID Public Works was planning to work with Development Customer Service department to update our Village Code with suggestions and resources to use natives. They also take advantage of any municipal grants to fund additional projects.

Wilmette, IL

https://library.municode.com/il/wilmette/codes/code_of_ordinances?nodeId=COOR_CH20PUWA

Chapter 20 - PUBLIC WAYS

ARTICLE I. - IN GENERAL

Sec. 20-1. - Supervision of the public ways; Right-of-Way Permit required.

All public ways in the village, including, but not limited to, public streets, public alleys, public sidewalks, public rights-of-way, or any other public way, are under the supervision of the Director of Engineering and Public Works. The Village Engineer shall be responsible for the supervision, maintenance and repair of such public ways and the enforcement of the provisions of this chapter.

(Code 1993, § 16-1; Ord. No. 2006-O-76, 11-28-2006)

Sec. 20-2. - Right-of-Way Permit application; required contents.

(a) Unless otherwise specifically stated, whenever a permit for work is required by this chapter, application for such a permit shall be on a Right-of-Way Permit Application, the form of which shall be provided by the Village Engineer.

(b) In support of the Right-of-Way Permit Application, the applicant must also submit each of the following:

(1) A detailed description and drawing of the proposed work.

(2) Proof of a current Village Business License, as may be required and issued under [chapter 24](#), for any business, contractor or subcontractor performing the proposed work.

(3) A certificate of liability insurance in an amount and form acceptable to the village's insurance coordinator, given the scope of the proposed work, which shall reflect that the insurance is primary coverage and names the village as an additional insured.

(4) A deposit of \$1,000.00 so as to suitably guard and protect any excavation or obstruction maintained or created by the applicant, and to indemnify, defend and hold harmless the village for any claims for

liability, damages, costs or attorney fees arising directly or indirectly from the applicant's proposed work. No amount of a deposit shall be returned to the applicant until, in the judgment of the Village Engineer, the work, as completed, conforms to all provisions of this Code, and the Director of Engineering and Public Works may apply any portion or all of the deposit to correct any violations of this Code.

(5) An application fee of \$62.00.

(6) A pavement degradation fee, if applicable, as provided in article II of this chapter.

(7) The request identification number issued by J.U.L.I.E. for a utility locate at the location of the proposed work. The applicant shall not waive a call back.

(8) A list of any and all contractors and subcontractors who will be performing any portion of the applied for work.

(9) Any additional information which the Village Engineer shall find necessary to ensure the health, safety and welfare of the public and the preservation of public property.

(c) When proposed work is to be performed adjacent to, across, over or under a village-owned and operated utility, the applicant must prior to the performance of any work not otherwise authorized by the permit:

(1) Locate the depth of water mains by hand-digging, hydro-excavation, or by other non-destructive means approved by the Village Engineer.

(2) Provide notice to allow the village to witness any excavation across, over or under, or within five feet longitudinally to a water transmission main. A water transmission main shall be defined as any water main greater than 18-inch diameter.

(3) Trenchless directional boring or drilling construction may require pre and post construction sewer main and service televised inspection as required by the Village Engineer.

Shaker Heights, OH

D. Parkway Trees.

1. Quantity. Parkway trees may be provided an average of not more than forty (40) feet apart in the right-of-way adjacent to the parcel.

2. Spacing. Such trees may be clustered or spaced linearly in the right-of-way as determined appropriate by the Director of Public Works.

3. Size. Parkway trees shall have a minimum trunk size of three and one-half (3-1/2) inches in diameter, as measured six (6) inches above the established ground level, pursuant to Shaker Heights ordinance 93-154 and the Director of Public Works' rules.

4. Species. Parkway trees shall be limited to the following species. However, a variety of compatible species from this list should be included in the planting plan for a specific site or development:

a. Linden; Maple (excluding Silver Maple and other softwood species); Hackberry; Ginkgo; Oak; Ash; Thornless Honeylocust (cultivars); Callery (Bradford) or Flowering Pear; Sweet Gum; Amelanchier; Golden Rain; Elm (disease resistant hybrid); Other species of trees as determined appropriate by the Director of Public Works.

5. Other Landscape Material. No plant material or barriers, except as specified herein, may be located in a dedicated public right-of-way.

Wellesley, MA

No parkways; no relevant ordinances

Special License Application

For Use of Public Right-of-Way



SUBJECT PROPERTY INFORMATION

Property Address or Address of Property Nearest to the Right-of-Way:	
PIN Number(s) of Property or Property Nearest to the Right-of-Way:	
Legal Description (note if attached):	
Property's Current Zoning:	Property's Current Use:

FOR INTERNAL USE ONLY

Case #:
Date Received:
Assigned to:
Third Party Deposit:

PROJECT DESCRIPTION

Brief Project Description Identifying the Proposed Use of the Right-of-Way:

PETITIONER INFORMATION

Petitioner	
Petitioner's Name:	Phone:
Address (City, State, ZIP):	
Email:	
Signature:	

SUPPLEMENTAL MATERIAL

The following attached items include required forms, templates, and informational material to complete this application.

- Special License Information

APPLICATION CHECKLIST

Please submit the completed application form and all required materials to:

City of Highland Park
Department of Community Development - Planning Division
1150 Half Day Road, Highland Park, Illinois 60035

Questions? Contact the Planning Division at 847.432.0867 or visit cityhphil.com.

- ☐ **Completed Application Form**
- ☐ **Third Party Deposit**
 - Make check payable to: City of Highland Park

- ☐ **Project Narrative**
- ☐ **Other Exhibits***
 - Photos, letters, reports, sign plan, requested materials, etc.

Third Party Cost Recovery Fees

Third Party Cost Recovery

During the course of reviewing and processing development applications the City of Highland Park often incurs expenses for third party consulting costs. In order to efficiently process zoning applications, every filed petition is subject to certain cost recovery fees ("Cost Recovery Fees") that are placed in a City escrow account ("Cost Recovery Fee Escrow"), as provided in Section 150.306 of "The Highland Park Zoning Code of 1997" as amended. Cost Recovery Fees are in addition to any and all other filing fees and other charges established by the City. Based on their typical complexity and need for third party consulting services, the Cost Recovery Fees for various projects are:

- | | | | |
|---|----------|--|---|
| • Application Involving a Special Use: | \$1,500 | • Application Involving a Special Exception to Zoning: | \$2,000 |
| • Application Involving a Special Use w/exceptions: | \$2,500 | • Application Involving a Subdivision: | \$750 |
| • Application Involving a Planned Unit Development: | \$10,000 | • Application Involving a Major Subdivision: | \$5,000 |
| • Amendment to a PUD | \$5,000 | • Other Projects Not Herein Defined: | Determined by Director of Community Development |

The following items denote costs incurred by the City in processing a petition that would be deducted from the Cost Recovery Fee Escrow:

- | | |
|--|---|
| • Publication of notices | • Corporation Counsel, or other City retained attorney or law firm, consultation, meeting attendance, document preparation and review |
| • Court reporter (if necessary) | |
| • Professional and technical consultant services | |
| • Document recordation Process | • Copy reproduction |

Process

Every petition must be accompanied by the required petition fee and Cost Recovery Fee. Cost Recovery Fees will be forwarded to the Finance Division and deposited in a Cost Recovery Fee Escrow.

Within 90 days following final action on a petition, a final accounting will be made and any remaining funds in the Cost Recovery Fee Escrow after payment of the total actual costs due will be returned to the owner or petitioner.

In cases where the Cost Recovery Fees exceed the original deposit, Community Development staff will notify the petitioner and request additional funds in increments of \$1,000. Such funds will be forwarded to Finance and added to the Cost Recovery Fee Escrow. The City shall maintain an accurate record of all drawings from the Cost Recovery Fee Escrow.

Failure to pay any portion of the Cost Recovery Fee or replenish the Cost Recovery Fee Escrow within 30 days of the mailing of notice shall be grounds for refusing to process a petition and for denying or revoking any permit.

Petitioner Agreement

By signing below, the owner or petitioner acknowledges that it is subject to all of the provisions contained in Section 150.306 of the Zoning Code and agrees to pay, and to have consented to, (i) the Cost Recovery Fees, (ii) any costs of collection that have not been paid within 30 days following the mailing of a written demand for payment to the owner or petitioner at the address set forth on the petition, and (iii) any additional Cost Recovery Fees assessed. No petition filed shall be considered complete unless and until all fees and deposits have been paid. Every approval granted and every permit issued, whether or not expressly so conditioned, shall be deemed to be conditioned upon payment of Cost Recovery Fees as required pursuant to City ordinance.

Responsible Party Signature: _____ Date: _____

Billing and Refund Information	
This information will be used for all billing and refunds.	
Name:	Phone:
Address	City, State, ZIP:
Email:	

Special License Information

SEC. 93.063. - APPROVAL REQUIRED FOR CONSTRUCTION ON CITY-OWNED RIGHT-OF-WAY.

- (A) City Council Approval Required. Except as provided in Section 93.063(B) of this Chapter, no person firm, corporation, trustee or legal entity or association, or any unit of local government, other than the City and other than a public utility holding a franchise granted by the City, shall install, construct, reconstruct, repair place or replace any structure or improvement of any kind upon or above the surface of ground which is upon any right-of-way owned by or under the control of the City, except upon the express prior approval of the City Council, by ordinance or resolution duly adopted, which approval shall not be granted prior to: (1) submission by the applicant to the City Engineer of detailed plans and specifications for the proposed structure or improvement; and (2) receipt by the City Council of a written recommendation from the City Engineer regarding the proposed structure or improvement.
- (B) Exceptions. No approval of the City Council shall be required for the installation, construction, reconstruction, repair, placement or replacement of any of the following structures or improvements:
- (1) Boulders and stones; but only upon the issuance of a special license therefor by the Director of Public Works or his or her designee pursuant to Section 93.063(C) of this Chapter, which license shall not be issued for any boulder or stone that is:
 - (a) Of a size greater than 18 inches in any linear dimension; (b) Placed or located within three feet of any other boulder or stone located within the same right-of-way; or (c) Placed or located less than two feet from the nearest back of curb or roadway, as that term is defined in Section 93.200 of this Chapter.
 - (2) Carriage walks, but only upon the issuance of a special license therefor by the City Engineer pursuant to Section 93.063(C) of this Chapter;
 - (3) Sprinklers and sprinkler systems, but only upon the issuance of a special license therefore by the City Engineer pursuant to Section 93.063(C) of this Chapter;
 - (4) Mailboxes, but only when mounted on a structure that is:
 - (a) No larger than either four inches by four inches, or two inches in diameter;
 - (b) Buried no more than 24 inches into the ground;
 - (c) Designed to bend, break, or fall away if struck by a vehicle;
 - (d) Located so that the mailbox door is located between six and eight inches from the front face of the curb or the road edge; and (e) In compliance with all applicable and then-current rules and regulations, if any, of the United States Postal Service;
 - (5) Trees and landscape materials, but only upon the issuance of a special license therefor by the City Forester pursuant to Section 93.063(C) of this Chapter, which license shall not be issued for any trees or landscape materials that are placed or located less than three feet from the back of curb or roadway, as that term is defined in Section 93.200 of this Chapter;
 - (6) Driveways and driveway approaches, installed in compliance with, and pursuant to, Sections 93.200 through 93.270 of this Chapter;
 - (7) Replacement or temporary sidewalks installed in compliance with, and pursuant to, Section 93.115 of this Chapter;
 - (8) Materials used for the outdoor sale of seasonal items or for outdoor dining, installed in compliance with, and pursuant to, Section 93.305(B) of this Chapter; and
 - (9) Temporary displays of artwork or seasonal items, but only upon the issuance of a special license therefore by the City Manager in accordance with Section 93.063 (C) of this Chapter, which special license shall not be issued unless:
 - (a) The City Manager determines, in his or her sole discretion, that the proposed temporary or seasonal display will not: (i) violate any applicable federal, state, or City laws or regu-

Special License Information Continued

- lations; (ii) unreasonably obstruct pedestrian or vehicular traffic; (iii) threaten the public health, safety, and welfare; or (iv) obstruct the performance of any service or function of the City or any other unit of government;
- (b) The delivery by the licensee to the City of a cash deposit, in an amount to be determined by the City Manager, but in no event less than \$500.00, as security for the restoration of the right-of-way after removal of the temporary or seasonal display; provided, however, that the City Manager may waive the requirements of this Section 93.063(B)(9)(b), in his or her sole discretion, if the City Manager determines that either: (i) a cash deposit is not necessary to assure restoration of the right-of-way; or (ii) this Section 93.063(B)(9)(b) would impose an unreasonable hardship on the proposed licensee; and
 - (c) Proof that the licensee has obtained all necessary permits and approvals from the City and other units of government; and (d) Payment by the licensee to the City of a non-refundable administrative application fee, in the amount set forth in the Annual Fee Resolution.
- (10) Donated benches and other types of street furniture, which may be affixed with memorial or commemorative plaques, but only upon the approval of the City Manager and only in accordance with the City's approved policies and procedures for the acceptance and maintenance of such benches, street furniture, and plaques.
- (C) Standard for Special Licenses. No special license shall be issued pursuant to Section 93.063(B) of this Chapter except upon a determination by the applicable City official, in his or her sole discretion, that the proposed structure or improvement will not be injurious to the public health, safety, and welfare.
- (D) Disclaimer of Liability. The City assumes no liability for any structure or improvement located or placed in any City-owned right-of-way pursuant to this Section 93.063 by any person, firm, corporation, trustee or legal entity or association, or any unit of local government other than the City.
- (E) Pre-Existing Structures in City-Owned Rights-of-Way. Any structure or improvement that existed lawfully within a City-owned right-of-way as of May 10, 2010 but that no longer conforms with the provisions of this Section 93.063 may be continued; provided, however, that:
- (1) The City shall have the right, but not the obligation, to order the owner of any structure or improvement located within a City-owned right-of-way to remove the structure or improvement, or to cause the removal upon the failure of the owner to remove the structure or improvement, if the Director of Public Works determines, in his or her sole discretion, that the structure or improvement is injurious to the public health, safety, or welfare; and
 - (2) In the event that the structure or improvement is removed or is completely damaged or destroyed by any means, the structure or improvement shall not be reconstructed or replaced except in strict compliance with the provisions of this Section 93.063.
- (F) Appeal. Any person, firm, or corporation aggrieved by a decision made by the Director of Public Works pursuant to Section 93.063(E)(1) of this Chapter that a pre-existing structure or improvement is or is not injurious to the public health, safety, or welfare shall have the right to appeal the decision to the City Council. Such appeal shall be made in writing and filed within five days after receipt by the appellant of written notice of the decision of the Director of Public Works. The City Council shall consider and decide such appeal within 30 days after the filing thereof. Any order of removal related to the decision shall be stayed during the pendency of any appeal filed pursuant to this Section 93.063(F).

(Ord. 91 -73, passed 11/26/73; Ord. 96-73, J. 10, p. 936, passed 12/10/73; Ord. 17-07, J. 33, p. 048-068, passed 1/22/07; Ord. 83-07, J. 33, p. 706-711, passed 11/26/07; Ord. 45-10, J. 36, p. 188-192, passed 5/10/10; Ord. 84-13, J. 39, p. 293-295, passed 8/12/13; Ord. 96-13, J. 39, p. 332-334, passed 09/23/13; Ord. 70-2017, § 2, passed 7-24-17)



Miscellaneous: Curb Crossing, Roadway/Street, Right-of-Way (ROW) or Sidewalk Obstruction:

1. Permit Submittal Requirements-
 - a. Building permit application. For bond requirements please call the Building Division at (847) 432-0808
 - i. Signed by Owner or Contractor, indicating the specific area to be obstructed and the time required to complete the scope of work.
 1. Roadway/street obstruction permit for construction purpose requires payment for the use of parking spaces in all commercial zoning districts.
 2. Roadway/street obstruction permit requires review for approval by the Public Works Department and may require traffic control.
 3. Public Right-of-Way (ROW) obstruction permit requires sidewalk overhead protection/canopy, or a minimum 5'-0" wide safe walkway for pedestrians.
 4. All public Right-of-Way (ROW) obstructions require lighted barricades for vehicular/pedestrian safety.



Miscellaneous: Driveway- New, Replacement, Resurfacing or Seal-Coating:

1. Verify and indicate Historic Preservation Status. Historic Preservation Commission approval is required for any scope of work to a building deemed to be historic. For questions please call the Planning Division at (847) 432-0867
2. Verify whether subject lot is a Floodplain site- see City's website www.cityhphil.com, Interactive Maps. If applicable, then scope of work shall comply with the City's Floodplain Regulation, Article XVIII
3. Verify whether subject lot is a Lake Bluff or Ravine site- see City's website www.cityhphil.com, Interactive Maps. If applicable, then scope of work shall comply with the City's Steep Slope Ordinance, Article XIX
4. Permit Submittal Requirements-
 - a. Residential, Multi-family and Commercial new or replacement driveway-
 - i. Building and Drainage & Grading permit applications.
 1. (3) sets of Drainage & Grading/Civil Engineering drawings (with Design Professional's signature/ seal and license expiration date), with sufficient information to convey the site scope of work.
 - a. Driveway approach/apron and sidewalk construction shall conform to the City's Driveway & Sidewalk Details.
 - b. A driveway approach/apron in the Right-of-Way (ROW) where construction material is other than asphalt or concrete (i.e. brick pavers, etc.), or any other type of work in the ROW requires a Non-exclusive License Agreement.
 - c. A driveway extending over a utility/drainage easement requires a Driveway over Easement Waiver.
 - ii. Illinois Department of Transportation permit is required if driveway is on State roads, which are: Half Day Road, Skokie Highway, Sheridan Road (to include Edgecliff Drive and Oak Street), Deerfield Road/Central Avenue to Sunset Road, Walker Avenue, Lake Cook Road between South Deere Park Drive and Green Bay Road.
 - iii. (3) copies of current Plat of Survey.
 1. Multi-family and Commercial- Plat of Survey shall show existing parking spaces.
 - iv. Copy of Subdivision Covenants/Copy of Homeowners Association Approval Letter/Copy of Condominium Association Approval Letter (if applicable).
 - v. Residential- proof of Ownership: copy of Owner's Title Policy, a Warranty Deed or a Trustee's Deed and a copy of the Trust Agreement.
 - vi. Tree preservation/removal permit application.
 1. (2) copies of Site Plan with tree survey/inventory (indicating size, location and condition of all trees 6" diam. or greater- measured at breast height, within construction zone), and tree preservation fence plan per the Tree Preservation Ordinance. For questions please call the Forestry Section at (847) 926-1604
 - b. Multi-family and Commercial-
 - i. Any exterior changes to all buildings and grounds, must be reviewed for approval by the Plan and Design Commission. For questions please call the Planning Division at (847) 432-0867
 - c. Multi-family and Commercial resurfacing or seal-coating driveway-
 - i. Building permit application.
 - ii. (3) copies of current Plat of Survey.
 1. Multi-family and Commercial- Plat of Survey shall show existing parking spaces.
 - iii. Copy of Subdivision Covenants/Copy of Homeowners Association Approval Letter/Copy of Condominium Association Approval Letter (if applicable).
 - iv. Tree preservation/removal permit application.
 1. (2) copies of Site Plan with tree survey/inventory (indicating size, location and condition of all trees 6" diam. or greater- measured at breast height, within construction zone), and tree preservation fence plan per the Tree Preservation Ordinance. For questions please call the Forestry Section at (847) 926-1179



Miscellaneous: Irrigation/Lawn Sprinkler System:

1. Permit Submittal Requirements-
 - a. Residential, Multi-family and Commercial-
 - i. Plumbing and Electrical permit applications.
 1. (3) sets of Site Plan/Lawn Sprinkler drawings (with Owner's signature/date), with sufficient information to convey the site scope of work.
 - a. No water connection allowed within the water meter pit.
 - b. System requires soil moisture sensor and approved backflow prevention device (RPZ valve): with testing required upon installation and annually thereafter.
 - c. Installation requires minimum 18" clearance to the back of a roadway curb or edge.
 - d. Installation in the Right-of-Way (ROW) requires a Non-exclusive License Agreement.
 - e. Installation extending over a utility/drainage easement requires an Easement Waiver.
 2. (3) copies of current Plat of Survey.
 3. Copy of Subdivision Covenants/Copy of Homeowners Association Approval Letter/Copy of Condominium Association Approval Letter (if applicable).
 - ii. Tree preservation/removal permit application.
 1. (2) copies of Site Plan with tree survey/inventory (indicating size, location and condition of all trees 6" diam. or greater- measured at breast height, within construction zone), and tree preservation fence plan per the Tree Preservation Ordinance. For questions please call the Forestry Section at (847) 926-1179

THIS DOCUMENT
PREPARED BY AND AFTER
RECORDING RETURN TO:

City of Highland Park
Department of Public Works
1150 Half Day Road
Highland Park, IL 60035

NON-EXCLUSIVE LICENSE AGREEMENT
(Installations in City-Owned Rights-of-Way)

LICENSEE NAME: _____

PROPERTY ADDRESS: _____, Highland Park, Illinois 60035

THIS NON-EXCLUSIVE LICENSE AGREEMENT ("Agreement"), dated as of this _____ day of _____, 20__ (**"Effective Date"**), by and between the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation (**"City"**), and _____ (**"Licensee"**).

NOW THEREFORE, in consideration of the recitals, mutual covenants, and agreements set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby mutually agree as follows:

SECTION 1. RECITALS.

A. The Licensee is the owner of the property commonly known as _____, Highland Park, Illinois, and legally described in **Exhibit A** to this Agreement (**"Property"**).

B. The City is the owner of that portion of the _____ public right-of-way that abuts the Property (**"Licensed Premises"**), which Licensed Premises is depicted in **Exhibit B** to this Agreement.

C. The Licensee desires to install the following improvements within the Licensed Premises (collectively, the **"Improvements"**), which Improvements are described and depicted in greater detail in **Exhibit C** to this Agreement.

- ☐ Boulders and stones, pursuant to Section 93.063(B)(1) of "The Highland Park Code of 1968," as amended (**"City Code"**)
- ☐ Carriage walks, pursuant to Section 93.063(B)(2) of the City Code

- ☐ Sprinklers and sprinkler systems, pursuant to Section 93.063(B)(3) of the City Code
- ☐ Trees and landscape materials, pursuant to Section 93.063(B)(5) of the City Code
- ☐ Materials used for the construction or reconstruction of driveways and driveway approaches, pursuant to Sections 93.063(B)(6), Section 93.115, and Sections 93.200 through 93.270 of the City Code
- ☐ The Improvements include heating elements within a driveway approach

D. Pursuant to Sections 93.063(B) and 93.063(C), the City has approved the installation of the Improvements within the Licensed Premises, subject to the terms and conditions of this Agreement.

E. The City and the Licensee desire to enter this Agreement to set forth their respective rights and responsibilities regarding the installation and maintenance of the Improvements within the Licensed Premises.

SECTION 2. GRANT AND TERM OF LICENSE.

A. **Grant of License.** Subject to the terms and conditions set forth in this Agreement, the City hereby grants to the Licensee, and the Licensee hereby accepts, a non-exclusive revocable license, for the benefit of the Property, for the installation of the Improvements on the Licensed Premises pursuant to and in strict accordance with the terms and provisions of this Agreement ("**License**"). The Licensee acknowledges and agrees that nothing in this Agreement shall be interpreted to provide a license to the licensee to alter the Licensed Premises in any way other than for the installation of the Improvements as depicted in Exhibit C to this Agreement.

B. **Limitation of Interest.** Except for the License granted pursuant to this Agreement, the Licensee shall have no legal, beneficial, or equitable interest, whether by adverse possession or prescription or otherwise, in the Licensed Premises.

SECTION 3. INSTALLATION AND MAINTENANCE OF IMPROVEMENTS AND THE LICENSED PREMISES.

A. **Installation.** The Licensee shall install the Improvements in a good and workmanlike manner, all at the sole expense of the Licensee and subject to inspection and approval by the City, and in accordance with the following:

1. During the period of installation, the Licensee shall maintain the Licensed Premises and all streets, sidewalks, and other public property in and adjacent to the Licensed Premises in a safe, good and clean condition without hazard to public use at all times.

2. The Licensee shall promptly clean all mud, dirt, or debris deposited on any street, sidewalk, or other public property by the Licensee or any agent of or contractor hired by, or

on behalf of, the Licensee, and shall repair any damage that may be caused by the activities of the Licensee or any agent of or contractor hired by, or on behalf of, the Licensee in connection with the installation of the Improvements. If the Licensee fails to clean, or undertake with due diligence to clean, any street, sidewalk, or other public property within one hour after the City gives the Licensee notice to clean all mud, dirt, snow, ice or debris deposited on such property by the Licensee or any agent of or contractor hired by, or on behalf of, the Licensee, then the City shall have the right, but not the obligation, to cause the affected public property to be cleaned and to recover from the Licensee all costs incurred by the City in the performance of such work.

3. Any landscaping installed as part of the Improvements shall be installed in accordance with a landscaping plan to be approved in advance by the City ("*Landscaping Plan*").

B. Maintenance.

1. Acknowledgment of Licensee Obligations. The Licensee acknowledges and agrees that the Licensee, and not the City, shall be solely responsible for the maintenance, repair and replacement of the Improvements.

2. Maintenance in Proper and Working Condition. At all times during the License Term, the Licensee shall keep the Improvements in the proper condition for their intended use, in a condition of good repair, and in a safe, clean, and sightly condition clean and reasonably free of snow, ice, dirt, and other natural conditions so as to avoid and prevent any and all hazards to the public. If the Improvements include heating elements within a driveway approach, Licensee shall keep the Improvement from causing any adverse conditions on the public way, including, without limitation, the undue pooling of melted water on the adjacent roadway.

3. Alteration of Design Prohibited. Any maintenance or repair of the Improvements shall not alter the design of the Improvements as depicted in Exhibit C to this Agreement except upon the prior written consent of the City.

4. Special Landscaping Requirements.

a. All landscaping installed as part of the Improvements shall be maintained in accordance and compliance with the Landscaping Plan.

b. The Licensee shall promptly replace any of the Improvements that are not healthy and growing after one year from the date of installation.

5. Compliance with Laws. The Licensee shall keep the Improvements in compliance at all times with all applicable federal, state and City laws, statutes, codes, ordinances, resolutions, rules, and regulations, as the same have been or may be amended from time to time. Specifically, and without limit of the foregoing, all driveways and driveway approaches installed as part of the Improvements shall be constructed and maintained in strict compliance with Sections 93.200 through 93.270 of the City Code.

6. Abatement of Dangerous Condition. In the event the Improvements threaten the public health and safety, the Licensee agrees that: (a) the City shall have the right, but not the obligation, to take all necessary action to abate the dangerous condition; and (b) the

Licensee shall reimburse the City for all costs incurred by the City in the performance of such abatement.

SECTION 4. RESERVATION OF RIGHTS.

The City hereby reserves the right to use the Licensed Premises in any manner that will not prevent, impede, or interfere in any way with the exercise by Licensee of the rights granted pursuant to this Agreement. The City shall have the right to grant other non-exclusive licenses or easements, including, without limitation, licenses or easements for utility purposes, over, along, upon, or across the Licensed Premises. The City further reserves its right of full and normal access to the Licensed Premises for the maintenance of any existing or future utility located thereon.

SECTION 5. LIENS.

The Licensee hereby represents and warrants that it shall take all necessary action to keep all portions of the Licensed Premises free and clear of all liens, claims, and demands, including without limitation mechanic's liens, in connection with any work performed by the Licensee or its agents on the Licensed Premises.

SECTION 6. REIMBURSEMENT OF CITY COSTS.

In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable City codes, ordinances, resolutions, rules, or regulations, the Licensee shall pay to the City, promptly upon presentation of a written demand or demands therefor: (a) all costs incurred by the City in connection with any inspection of the Improvements; and (b) all legal fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Agreement. Payment of all such fees, costs, and expenses for which demand has been made shall be made by a certified or cashier's check. Further, the Licensee shall be liable for and shall pay upon demand all costs incurred by the City for publications and recordings required in connection with the aforesaid matters.

SECTION 7. LIABILITY AND INDEMNITY OF CITY.

A. Maintenance of Licensed Premises by City. The Licensee acknowledges and agrees that the City shall not be liable for any damage that may occur to the Improvements as a result of the City's necessary maintenance responsibilities with regard to the Licensed Premises. Any maintenance, repair or replacement of the Improvements necessary as a result of such City maintenance or other work shall be at the sole cost and expense of the Licensee.

B. City Review. The Licensee acknowledges and agrees that the City is not, and shall not be, in any way liable for any damages or injuries that may be sustained as the result of the City's review and approval of any plans for the Improvements, or the issuance of any approvals, permits, certificates, or acceptances for the installation, or maintenance of the Improvements, and that the City's review and approval of any such plans and the Improvements and issuance of any such approvals, permits, certificates, or acceptances does not, and shall not, in any way, be deemed to insure the Licensee or any of its successors, assigns, tenants and licensees, or any third party, against damage or injury of any kind at any time.

C. **Indemnity.** The Licensee agrees to, and does hereby, hold harmless and indemnify the City and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of those parties in connection with: (i) the installation, maintenance, repair or replacement of any portion of the Improvements; or (ii) the Licensee's performance of, or failure to perform, its obligations under this Agreement (collectively, "***Indemnified Claims***"), whether or not any such Indemnified Claim is due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or willful misconduct or fault of the Licensee; provided, however, that this indemnity shall not apply to willful misconduct or gross negligence on the part of the City.

D. **Defense Expense.** The Licensee, only as to its own acts or omissions, shall, and does hereby agree to, pay all expenses, including legal fees and administrative expenses, incurred by the City in defending itself with regard to any and all of the Indemnified Claims.

SECTION 8. COVENANTS RUNNING WITH THE LAND.

The License and other rights granted in this Agreement, the restrictions imposed by this Agreement, and the agreements and covenants contained in this Agreement shall be rights, restrictions, agreements, and covenants running with the land, shall be recorded against the Property and shall be binding upon and inure to the benefit of the Licensee and the City and their respective heirs, executors, administrators, grantees, successors, assigns, agents, licensees, invitees, and representatives, including, without limitation, all subsequent owners of the Property, or any portion thereof, and all persons claiming under them. If any of the rights, restrictions, agreements, or covenants created by this Agreement would otherwise be unlawful or void for violation of (a) the rule against perpetuities or some analogous statutory provision, (b) the rule restricting restraints on alienation, or (c) any other statutory or common law rules imposing time limits, then such rights, restrictions, agreements, or covenants shall continue only until 21 years after the death of the last survivor of the now living lawful descendants of the current President of the United States.

SECTION 9. TERM, TERMINATION AND RESTORATION.

A. **Term.** This License shall be for a term commencing on the Effective Date of this Agreement and ending on the occurrence of a terminating event as described in Subsection 9.B.1 of this Agreement ("***License Term***").

B. Termination of License; Restoration of Licensed Premises.

1. **Termination Event.** Notwithstanding anything to the contrary in this Agreement, and without prejudice to any other rights and remedies available pursuant to Section 10 of this Agreement, either party may terminate this Agreement at any time and for any reason, with or without cause, by providing the other party with 30 days prior written notice.

2. Restoration of Licensed Premises.

a. **Licensee Obligation.** Upon termination of this Agreement, the Licensee, at its sole cost and expense, shall restore the Licensed Premises and all City-owned property as nearly as practicable to its condition as of the Effective Date, including, without

limitation: (1) replacement and grading of all topsoil removed by the Licensee; (2) restoration of all fences, roads, plantings, landscaping, and improvements as nearly as practicable to the condition immediately preceding the installation of the Improvements, if disturbed, damaged, or removed by the Licensee; (3) replacement of any and all sod removed by the Licensee with sod of like quality; and (4) replacement of any and all natural grass removed by the Licensee by seeding with a good quality seed.

b. Failure to Restore. In the event that the Licensee fails or refuses to repair, replace and/or restore the Licensed Premises or any City-owned Property that is disturbed, damaged, or removed by the Licensee, in accordance with Section 9.B.2.a of this Agreement, the City shall have the right, but not the obligation, to perform and complete the repair, restoration, and/or replacement, and to charge the Licensee for all costs and expenses, including legal and administrative costs incurred by the City, for such work. If the Licensee does not fully reimburse the City for such costs, then the City shall have the right to place a lien on the Property for all such costs and expenses in the manner provided by law. The rights and remedies provided in this Section 9.B.2.b shall be in addition to, and not in limitation of, any other rights and remedies otherwise available to the City.

C. Survival of Obligations. All obligations of the Licensee pursuant to this Agreement that have not been fully performed as of the termination of this Agreement shall survive such termination, including, without limitation, the liability and indemnity obligations set forth in Section 7 of this Agreement, and the restoration obligations set forth in Section 9.B of this Agreement.

SECTION 10. ENFORCEMENT.

A. Enforcement. The City and the Licensee may, in law or in equity, by suit, action, mandamus or any other proceeding, including, without limitation, specific performance, enforce or compel the performance of this Agreement; provided, however, that the Licensee agrees that it will not seek, and does not have the right to seek, recovery of a judgment for monetary damages against the City or any City elected or appointed officials, agents, representatives, attorneys or employees on account of the negotiation, execution, or breach of any of the terms and conditions of this Agreement.

B. Prevailing Party. In the event of a judicial proceeding brought by one party against the other party, the prevailing party in the judicial proceeding shall be entitled to reimbursement from the unsuccessful party of all costs and expenses, including reasonable attorneys' fees, incurred in connection with the judicial proceeding.

SECTION 11. GENERAL PROVISIONS.

A. Notices. All notices required or permitted to be given under this Agreement shall be given by the parties by: (i) personal delivery; (ii) deposit in the United States mail, enclosed in a sealed envelope with first class postage thereon; or (iii) deposit with a nationally recognized overnight delivery service, addressed as stated in this Section 11.A. The address of any party may be changed by written notice to the other parties. Any mailed notice shall be deemed to have been given and received within three days after the same has been mailed and any notice given by

overnight courier shall be deemed to have been given and received within 24 hours after deposit. Notices and communications to the parties shall be addressed to, and delivered at, the following addresses:

If to the City: City of Highland Park
1707 St. Johns Avenue
Highland Park, IL 60035
Attention: City Manager

with a copy to: Holland & Knight LLP
131 S. Dearborn Street, 30th Floor
Chicago, IL 60603
Attention: Steven M. Elrod, Corporation Counsel

If to the Licensee: _____

Attention: _____

B. Time of the Essence. Time is of the essence in the performance of all of the terms and conditions of this Agreement.

C. Amendments. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with all applicable statutory procedures.

D. Authority to Execute. The City hereby warrants and represents to the Licensee that the persons executing this Agreement on its behalf have been properly authorized to do so by the City. The Licensee hereby warrants and represents to the City that the Licensee has the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement.

E. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.

F. Non-Waiver. The City shall be under no obligation to exercise any of the rights granted to it in this Agreement. The failure of the City to exercise at any time any right granted to the City shall not be deemed or construed to be a waiver of that right, nor shall the failure void or affect the City's right to enforce that right or any other right.

G. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

H. Severability. If any provision of this Agreement is construed or held to be void, invalid, illegal, or unenforceable in any respect, the remaining part of that provision and the remaining provisions of this Agreement shall not be affected, impaired, or invalidated thereby, but

shall remain in full force and effect. The unenforceability of any provision of this Agreement shall not affect the enforceability of that provision in any other situation.

I. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the License granted pursuant to this Agreement.

J. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

K. Exhibits. Exhibits A through C attached hereto are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an exhibit and the text of this Agreement, the text of this Agreement shall control.

L. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person shall be made, or be valid, against the City or the Licensee.

M. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to constitute a duly authorized original.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF the parties hereto have caused this Licensee to be executed, effective as of execution.

LICENSEE

THE CITY OF HIGHLAND PARK

By: _____

By: _____

- Its: ☐ Director of Public Works
(for boulders and stones; or construction materials used for driveways and driveway approaches)
☐ City Engineer
(for carriage walks; or sprinklers and sprinkler systems)
☐ City Forester
(for trees and landscape materials)

ACKNOWLEDGMENT

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

This instrument was acknowledged before me on _____, 201_, by _____, the owner of record of the property located at _____, Highland Park, Illinois.

Given under my hand and official seal this ____ day of _____, 201_.

Notary Public

My Commission expires: _____

SEAL

ACKNOWLEDGEMENT

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

This instrument was acknowledged before me on _____, 201_, by _____, the _____ of the CITY OF HIGHLAND PARK, an Illinois municipal corporation.

Given under my hand and official seal this ____ day of _____, 201_.

Notary Public

My Commission expires: _____

SEAL

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

EXHIBIT B

DEPICTION OF THE LICENSED PREMISES

EXHIBIT C

DESCRIPTION AND DEPICTION OF THE IMPROVEMENTS



VILLAGE OF BANNOCKBURN

RIGHT-OF-WAY PERMIT GUIDELINES

Permit Applicant Information	CONTACT PERSON:	
UTILITY'S NAME (FOR WHICH WORK IS BEING PERFORMED):	Contact PHONE #	
CONTRACTOR'S COMPANY NAME	Contact E-Mail Address:	
INSTALLATION ADDRESS(ES):		

Right-of-Way Permit Application Scope

No person shall construct, as defined by Section 200 of the Municipal Code, any facility on, over, above, along, upon, under, across, or within any Village right-of-way which 1) changes the location of the facility, 2) adds a new facility, 3) disrupts the right-of-way, or 4) materially increases the amount of area or space occupied by the facility on, over, above, along, under across or within the right-of-way.

No permit shall be required for installation and maintenance of service connections to customers' premises where there will be no disruption of the right-of-way.

Permit Application Review Process Timeline:

A right-of-way permit application review can take between 15-20 business days after receipt of a completed application.

Required Right-of-Way Permit Documents – Incomplete applications will not be accepted. Please include this list with your application in order to expedite the process.

- **BUILDING PERMIT APPLICATION** (*there will be a box to identify your project as a ROW Permit*)
- **APPLICATION FEE:** \$200 Application Fee. Payment by check or cash.
[Unless otherwise provided by franchise, license, or similar agreement, all applicants for permits pursuant to this article shall pay an application fee]
- **CONSTRUCTION SECURITY AGREEMENT**
- **APPLICATION & INSPECTION FEE CASH DEPOSIT:** \$7,500 fee deposit Payment by check or cash.
The fee will cover reimbursement of any out-of-pocket costs incurred by the Village in reviewing the application and any inspection fees from Village consultants. The Village may also use the deposit to reimburse itself for any costs incurred by the Village for curing any deficiency in performance if the applicant fails to do so within 30 days after receiving notice of any such deficiency. Upon the satisfactory completion of any work relating to a permit issued under this article, the Village will return the balance of the deposit to the applicant.
- **5 COPIES AND ELECTRONIC PDF OF ALL OF THE FOLLOWING:**
 - **DRAWINGS, PLANS AND SPEC'S:**
 - Show the work proposed, including the certification of an engineer that such drawings, plans, and specifications comply with applicable codes, rules, and regulations. Such drawings, plans and specifications shall include the following details, where applicable, of the work to be performed: route location, method of installation, all physical features and public utilities in the immediate area, off-set distance from street edge, right-of-way lines, and property lines.

o **PROJECT DESCRIPTION:**

- A general description of the proposed work and the purposes and intent of the facility and the uses to which the facility will be put. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those matters likely to be affected or impacted by the work proposed.

o **TRAFFIC CONTROL PLAN:**

- The Village may request a written traffic control plan demonstrating the protective measures and devices that will be employed consistent with the Illinois Manual on Uniform Traffic Control Devices.

o **OTHER DOCUMENTATION:**

- If the work is to be performed within an easement, the recording document number assigned by the Lake County Recorder's Office to the easement;
- Evidence of insurance as required in Section 200-8 of the Municipal Code;
- Evidence of posting of the security fund as required in Section 200-10 of the Municipal Code (if required in addition to Fee deposit);
- Estimated number of work days;
- A listing of pavement cuts or excavations anticipated to be made and of above-grade facilities anticipated to be installed.
- Copy of any franchise agreements that have been previously approved with the Village of Bannockburn.

Prior to Issuance of a Permit

Preconstruction meeting shall be scheduled. Unless waived in writing by the Roads and Rights-of-Way Commissioner, no construction shall begin pursuant to a permit issued under this article prior to attendance by the permittee and all major contractors and subcontractors who will perform any work under the permit at a preconstruction meeting. The preconstruction meeting shall be held at a date, time and place designated by the Village, with such Village representatives in attendance as the Village deems necessary. The meeting shall be for the purpose of reviewing the work under the permit, and reviewing special considerations necessary in the areas where work will occur, including, without limitation, presence or absence of other utility facilities in the area and their locations, procedures to avoid disruption of other utilities, use of rights-of-way by the public during construction, and access and egress by adjacent property owners.

Adherence to the Village of Bannockburn Ordinance

- Bannockburn Municipal Code
- Municipal Code Chapter 200 Streets, Sidewalks and Rights-of-Way
- Municipal Code Chapter 200-13 General Construction Standards
- Compliance with all laws required. The issuance of a permit by the Village does not excuse the permittee from complying with other requirements of the Village and applicable statutes, laws, ordinances, rules, and regulations.

§ 200-1. Purpose and scope.

- A. Purpose. The purpose of this article is to establish policies and procedures for constructing facilities on rights-of-way within the Village's jurisdiction, which will provide public benefit consistent with the preservation of the integrity, safe usage, and visual qualities of the Village rights-of-way and the Village as a whole.
- B. Intent. In enacting this article, the Village intends to exercise its authority over the rights-of-way in the Village and, in particular, the use of the public ways and property by utilities, by establishing uniform standards to address issues presented by utility facilities, including, without limitation:
 - (1) Prevent interference with the use of streets, sidewalks, alleys, parkways and other public ways and places;
 - (2) Prevent the creation of visual and physical obstructions and other conditions that are hazardous to vehicular and pedestrian traffic;
 - (3) Prevent interference with the facilities and operations of the Village's utilities and of other utilities lawfully located in rights-of-way or public property;
 - (4) Protect against environmental damage, including damage to trees, from the installation of utility facilities;
 - (5) Protect against increased stormwater run-off due to structures and materials that increase impermeable surfaces;
 - (6) Preserve the character of the Village in the areas where facilities are installed;
 - (7) Preserve open space, particularly the landscaped character of the Village;
 - (8) Prevent visual blight from the proliferation of facilities in the rights-of-way; and
 - (9) Assure the continued safe use and enjoyment of private properties adjacent to utility facilities locations.
- C. Facilities subject to this article. This article applies to all facilities on, over, above, along, upon, under, across, or within the rights-of-way within the jurisdiction of the Village. A facility lawfully established prior to the effective date of this article may continue to be maintained, repaired and operated by the utility as presently constructed and located, except as may be otherwise

provided in any applicable franchise, license or similar agreement.

- D. Franchises, licenses, or similar agreements. The Village, in its discretion and as limited by law, may require utilities to enter into a franchise, license or similar agreement for the privilege of locating their facilities on, over, above, along, upon, under, across, or within the Village rights-of-way. Utilities that are not required by law to enter into such an agreement may request that the Village enter into such an agreement. In such an agreement, the Village may provide for terms and conditions inconsistent with this article.
- E. Effect of franchises, licenses, or similar agreements.
 - (1) Utilities other than telecommunications providers. In the event that a utility other than a telecommunications provider has a franchise, license or similar agreement with the Village, such franchise, license or similar agreement shall govern and control during the term of such agreement and any lawful renewal or extension thereof.
 - (2) Telecommunications providers. In the event of any conflict with, or inconsistency between, the provisions of this article and the provisions of any franchise, license or similar agreement between the Village and any telecommunications provider, the provisions of such franchise, license or similar agreement shall govern and control during the term of such agreement and any lawful renewal or extension thereof.
- F. Conflicts with other ordinances. This article supersedes all ordinances or parts of ordinances adopted prior hereto that are in conflict herewith, to the extent of such conflict.
- G. Conflicts with state and federal laws. In the event that applicable federal or state laws or regulations conflict with the requirements of this article, the utility shall comply with the requirements of this article to the maximum extent possible without violating federal or state laws or regulations.
- H. Sound engineering judgment. The Village shall use sound engineering judgment when administering this article and may vary the standards, conditions, and requirements expressed in this article when the Village so determines. Nothing herein shall be construed to limit the ability of the Village to regulate its rights-of-way for the protection of the public health, safety and welfare.

§ 200-3. Annual registration required.

Every utility that occupies a right-of-way within the Village shall register on January 1 of each year with the Village Clerk, providing the utility's name, address and regular business telephone and telecopy numbers, the name of one or more contact persons who can act on behalf of the utility in connection with emergencies involving the utility's facilities in the right-of-way and a twenty-four-hour telephone number for each such person, and evidence of insurance as required in § 200-8 of this article, in the form of a certificate of insurance.

§ 200-4. Permit required; application and fees.

- A. Permit required. No person shall construct (as defined in this article) any facility on, over, above, along, upon, under, across, or within any Village right-of-way which 1) changes the location of the facility, 2) adds a new facility, 3) disrupts the right-of-way (as defined in this article), or 4) materially increases the amount of area or space occupied by the facility on, over, above, along, under across or within the right-of-way, without first filing an application with the Roads and Rights-of-Way Commissioner and obtaining a permit from the Village therefor, except as otherwise provided in this article. No permit shall be required for installation and maintenance of service connections to customers' premises where there will be no disruption of the right-of-way. **[Amended 5-22-2017 by Ord. No. 2017-12]**
- B. Permit application. All applications for permits pursuant to this article shall be submitted to the Roads and Rights-of-Way Commissioner and shall be filed in such number of duplicate copies as the Village may designate. The applicant may designate those portions of its application materials that it reasonably believes contain proprietary or confidential information as "proprietary" or "confidential" by clearly marking each page of such materials accordingly. **[Amended 5-22-2017 by Ord. No. 2017-12]**
- C. Minimum general application requirements. The application shall be made by the utility or its duly authorized representative and shall contain, at a minimum, the following:
 - (1) The utility's name and address and telephone and telecopy numbers;

- (2) The applicant's name and address, if different than the utility, its telephone, telecopy numbers, e-mail address, and its interest in the work;
- (3) The name, address and telephone and telecopy numbers and e-mail addresses of the person or entity responsible for performing the proposed work; the name, address and telephone and telecopy numbers and e-mail addresses of the person or entity responsible for performing the restoration if different from the person or entity responsible for the original work; and the names, addresses and telephone and telecopy numbers and e-mail addresses of all professional consultants, if any, advising the applicant with respect to the application;
- (4) A general description of the proposed work and the purposes and intent of the facility and the uses to which the facility will be put. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those matters likely to be affected or impacted by the work proposed;
- (5) Evidence that the utility has placed on file with the Village:
 - (a) If requested, a written traffic control plan demonstrating the protective measures and devices that will be employed consistent with the Illinois Manual on Uniform Traffic Control Devices, to prevent injury or damage to persons or property and to minimize disruptions to efficient pedestrian and vehicular traffic; and
 - (b) If requested, an emergency contingency plan which shall specify the nature of potential emergencies, including, without limitation, construction and hazardous materials emergencies, and the intended response by the applicant. The intended response shall include notification to the Village and shall promote protection of the safety and convenience of the public. Compliance with ICC regulations for emergency contingency plans constitutes compliance with this section unless the Village finds that additional information or assurances are needed;
- (6) Drawings, plans and specifications showing the work proposed, including the certification of an engineer that such drawings, plans, and specifications comply with applicable codes, rules, and regulations. Such drawings, plans and specifications shall include the following details, where applicable, of the work to be performed: route location,

method of installation, all physical features and public utilities in the immediate area, off-set distance from street edge, right-of-way lines, and property lines;

- (7) If the work is to be performed within an easement, the recording document number assigned by the Lake County Recorder's Office to the easement;
 - (8) Evidence of insurance as required in § 200-8 of this article;
 - (9) Evidence of posting of the security fund as required in § 200-10 of this article;
 - (10) Any request for a variance from one or more provisions of this article (See § 200-21);
 - (11) Estimated number of work days;
 - (12) A listing of pavement cuts or excavations anticipated to be made and of above-grade facilities anticipated to be installed; and
 - (13) Such additional information as may be reasonably required by the Village.
- D. Supplemental application requirements for specific types of utilities. In addition to the requirements of Subsection C of this section, the permit application shall include the following items, as applicable to the specific utility that is the subject of the permit application:
- (1) In the case of the installation of a new electric power, communications, telecommunications, cable television service, video service or natural gas distribution system, evidence that any "Certificate of Public Convenience and Necessity" or other regulatory authorization that the applicant is required by law to obtain, or that the applicant has elected to obtain, has been issued by the ICC or other jurisdictional authority;
 - (2) In the case of natural gas systems, state the proposed pipe size, design, construction class, and operating pressures;
 - (3) In the case of water lines, indicate that all requirements of the Illinois Environmental Protection Agency, Division of Public Water Supplies, and all other federal, state or local requirements, have been satisfied; **[Amended 5-22-2017 by Ord. No. 2017-12]**

- (4) In the case of sewer line installations, indicate that the land and water pollution requirements of the Illinois Environmental Protection Agency, Division of Water Pollution Control, the Lake County Stormwater Management Commission, and other local or state entities with jurisdiction have been satisfied; or
 - (5) In the case of petroleum products pipelines, state the type or types of petroleum products, pipe size, maximum working pressure, and the design standard to be followed.
- E. Applicant's duty to update information. Throughout the entire permit application review period and the construction period authorized by the permit, any amendments to information contained in a permit application, including any change in the actual locations of any facilities which deviates in any material respect from the locations identified in the plans, drawings or specification submitted with the permit application, shall be submitted by the utility in writing to the Village within 30 days after the change necessitating the amendment.
- F. Application fees. Unless otherwise provided by franchise, license, or similar agreement, all applicants for permits pursuant to this article shall pay an application fee as provided in this Subsection F. The application fee will consist of a basic fee in the amount of \$200 that shall be paid at the time of filing an application, plus reimbursement of any out-of-pocket costs (including costs from outside consultants) incurred by the Village in reviewing the application. A deposit for the out-of-pocket costs will be provided in accordance with Subsection H of this section. No application fee is required to be paid by any electricity utility that is paying the municipal electricity infrastructure maintenance fee pursuant to the Electricity Infrastructure Maintenance Fee Law (35 ILCS 645/5-1 et seq.).
- G. Inspection fees. Any person obtaining a permit under this article for which inspections are performed by or on behalf of the Village shall reimburse the Village for the actual cost of such inspections, including costs from outside consultants. A deposit for the out-of-pocket costs will be provided in accordance with Subsection H of this section. The Village Manager shall from time to time determine the actual per-hour costs of Village employees for purposes of calculating the costs of such inspections. No inspection fee is required to be paid by any electricity utility that is paying the municipal electricity infrastructure maintenance fee

pursuant to the Electricity Infrastructure Maintenance Fee Law (35 ILCS 645/5-1 et seq.).

- H. Fee deposit. Each application must be accompanied by an application and inspection fee cash deposit in the amount of \$7,500. The Village may deduct from this deposit any unpaid application or inspection fees (as set forth in Subsections F and G). The Village may also use the deposit to reimburse itself for any costs incurred by the Village for curing any deficiency in performance under this article if the applicant fails to do so within 30 days after receiving notice of any such deficiency (which deposit may be used in lieu of or in addition to the security provided pursuant to § 200-10 of this article). Upon the satisfactory completion of any work relating to a permit issued under this article, the Village will return the balance of the deposit to the applicant.

§ 200-5. Action on permit application.

- A. Village review of permit applications. Completed permit applications, containing all required documentation, shall be examined by the Roads and Rights-of-Way Commissioner within a reasonable time after filing. If the application does not conform to the requirements of applicable ordinances, codes, laws, rules, and regulations, the Roads and Rights-of-Way Commissioner shall reject such application in writing, stating the reasons therefor. If the Roads and Rights-of-Way Commissioner is satisfied that the proposed work conforms to the requirements of this article and other applicable ordinances, codes, laws, rules, and regulations, the Roads and Rights-of-Way Commissioner shall issue a permit therefor as soon as practicable. In all instances, it shall be the duty of the applicant to demonstrate, to the satisfaction of the Roads and Rights-of-Way Commissioner, that the construction proposed under the application shall be in full compliance with the requirements of this article. **[Amended 5-22-2017 by Ord. No. 2017-12]**
- B. Additional Village review of applications of telecommunications retailers.
- (1) Pursuant to Section 4 of the Telephone Company Act (220 ILCS 65/4), a telecommunications retailer shall notify the Village that it intends to commence work governed by this article for facilities for the provision of telecommunications services. Such notice shall consist of plans, specifications, and other documentation sufficient to demonstrate the

purpose and intent of the facilities, and shall be provided by the telecommunications retailer to the Village not less than 10 days prior to the commencement of work requiring no excavation and not less than 30 days prior to the commencement of work requiring excavation. The Roads and Rights-of-Way Commissioner shall specify the portion of the right-of-way upon which the facility may be placed, used and constructed. **[Amended 5-22-2017 by Ord. No. 2017-12]**

- (2) In the event that the Roads and Rights-of-Way Commissioner fails to provide such specification of location to the telecommunications retailer within either a) 10 days after service of notice to the Village by the telecommunications retailer in the case of work not involving excavation for new construction or b) 25 days after service of notice by the telecommunications retailer in the case of work involving excavation for new construction, the telecommunications retailer may commence work without obtaining a permit under this article. **[Amended 5-22-2017 by Ord. No. 2017-12]**
 - (3) Upon the provision of such specification by the Village, where a permit is required for work pursuant to § 200-4 of this article the telecommunications retailer shall submit to the Village an application for a permit and any and all plans, specifications and documentation available regarding the facility to be constructed. Such application shall be subject to the requirements of Subsection A of this section.
- C. Additional Village review of applications of holders of state authorization under the Cable and Video Competition Law of 2007. Applications by a utility that is a holder of a state-issued authorization under the Cable and Video Competition Law of 2007 shall be deemed granted 45 days after submission to the Village, unless otherwise acted upon by the Village, provided the holder has complied with applicable Village codes, ordinances, and regulations.

§ 200-6. Effect of permit.

- A. Authority granted; no property right or other interest created. A permit from the Village authorizes a permittee to undertake only certain activities in accordance with this article on Village rights-of-way, and does not create a property right or grant authority to the permittee to impinge upon the rights of others who may have an interest in the rights-of-way.

- B. Duration. No permit issued under this article shall be valid for a period longer than six months unless construction is actually begun within that period and is thereafter diligently pursued to completion.
- C. Preconstruction meeting required. Unless waived in writing by the Roads and Rights-of-Way Commissioner, no construction shall begin pursuant to a permit issued under this article prior to attendance by the permittee and all major contractors and subcontractors who will perform any work under the permit at a preconstruction meeting. The preconstruction meeting shall be held at a date, time and place designated by the Village, with such Village representatives in attendance as the Village deems necessary. The meeting shall be for the purpose of reviewing the work under the permit, and reviewing special considerations necessary in the areas where work will occur, including, without limitation, presence or absence of other utility facilities in the area and their locations, procedures to avoid disruption of other utilities, use of rights-of-way by the public during construction, and access and egress by adjacent property owners. **[Amended 5-22-2017 by Ord. No. 2017-12]**
- D. Compliance with all laws required. The issuance of a permit by the Village does not excuse the permittee from complying with other requirements of the Village and applicable statutes, laws, ordinances, rules, and regulations.

§ 200-11. Permit suspension and revocation.

- A. Village right to revoke permit. The Village may revoke or suspend a permit issued pursuant to this article for one or more of the following reasons:
 - (1) Fraudulent, false, misrepresenting, or materially incomplete statements in the permit application;
 - (2) Noncompliance with this article;
 - (3) Permittee's physical presence or presence of permittee's facilities on, over, above, along, upon, under, across, or within the rights-of-way presents a direct or imminent threat to the public health, safety, or welfare; or
 - (4) Permittee's failure to construct the facilities substantially in accordance with the permit and approved plans.
- B. Notice of revocation or suspension. The Village shall send written notice of its intent to revoke or suspend a permit issued pursuant

to this article, stating the reason or reasons for the revocation or suspension and the alternatives available to permittee under this § 200-11.

- C. Permittee alternatives upon receipt of notice of revocation or suspension.
 - (1) Upon receipt of a written notice of revocation or suspension from the Village, the permittee shall have the following options:
 - (a) Immediately provide the Village with evidence that no cause exists for the revocation or suspension;
 - (b) Immediately correct, to the satisfaction of the Village, the deficiencies stated in the written notice, providing written proof of such correction to the Village within five working days after receipt of the written notice of revocation; or
 - (c) Immediately remove the facilities located on, over, above, along, upon, under, across, or within the rights-of-way and restore the rights-of-way to the satisfaction of the Village, providing written proof of such removal to the Village within 10 days after receipt of the written notice of revocation.
 - (2) The Village may, in its discretion, for good cause shown, extend the time periods provided in this subsection.
- D. Stop-work order. In addition to the issuance of a notice of revocation or suspension, the Village may issue a stop-work order immediately upon discovery of any of the reasons for revocation set forth within Subsection A of this section.
- E. Failure or refusal of the permittee to comply. If the permittee fails to comply with the provisions of Subsection C of this section, the Village or its designee may, at the option of the Village: 1) correct the deficiencies; 2) upon not less than 20 days' notice to the permittee, remove the subject facilities or equipment; or 3) after not less than 30 days' notice to the permittee of failure to cure the noncompliance, deem them abandoned and property of the Village. The permittee shall be liable in all events to the Village for all costs of removal.

§ 200-13. General construction standards.

- A. Standards and principles. All construction in the right-of-way shall be consistent with applicable ordinances, codes, laws, rules and regulations, and commonly recognized and accepted traffic control and construction principles, sound engineering judgment and, where applicable, the principles and standards set forth in the following IDOT publications, as amended from time to time:
- (1) Standard Specifications for Road and Bridge Construction;
 - (2) Supplemental Specifications and Recurring Special Provisions;
 - (3) Highway Design Manual;
 - (4) Highway Standards Manual;
 - (5) Standard Specifications for Traffic Control Items;
 - (6) Illinois Manual on Uniform Traffic Control Devices (92 Ill. Adm. Code § 545);
 - (7) Flagger's Handbook; and
 - (8) Work Site Protection Manual for Daylight Maintenance Operations.
- B. Interpretation of municipal standards and principles. If a discrepancy exists between or among differing principles and standards required by this article, the Roads and Rights-of-Way Commissioner shall determine, in the exercise of sound engineering judgment, which principles apply and such decision shall be final. If requested, the Roads and Rights-of-Way Commissioner shall state which standard or principle will apply to the construction, maintenance, or operation of a facility in the future. **[Amended 5-22-2017 by Ord. No. 2017-12]**

§ 200-17. Vegetation control.

- A. Tree trimming permit required. Tree trimming shall not be considered a normal maintenance operation, but shall require the application for, and the issuance of, a permit in accordance with Chapter 216, Trees and Woodland Protection, of the Village Code, in addition to any other permit required under this article.
- (1) Application for tree trimming permit. Applications for tree trimming permits shall include assurance that the work will be accomplished by competent workers with supervision who are experienced in accepted tree pruning practices. Tree trimming permits shall designate an expiration date in the

interest of assuring that the work will be expeditiously accomplished.

- (2) Damage to trees. Poor pruning practices resulting in damaged or misshapen trees will not be tolerated and shall be grounds for cancellation of the tree trimming permit and for assessment of damages. The Village will require compensation for trees extensively damaged and for trees removed without authorization. The formula developed by the International Society of Arboriculture will be used as a basis for determining the compensation for damaged trees or unauthorized removal of trees. The Village may require the removal and replacement of trees if trimming or radical pruning would leave them in an unacceptable condition.
- B. Specimen trees or trees of special significance. The Village may require that special measures be taken to preserve specimen trees or trees of special significance. The required measures may consist of higher poles, side arm extensions, covered wire or other means.
- C. Chemical use. Spraying of any type of brush-killing chemicals will not be permitted on rights-of-way unless the utility demonstrates to the satisfaction of the Roads and Rights-of-Way Commissioner that such spraying is the only practicable method of vegetation control. **[Amended 5-22-2017 by Ord. No. 2017-12]**

§ 200-18. Removal, relocation, or modification of utility facilities.

- A. Notice. Within 90 days following written notice from the Village, a utility shall, at its own expense, protect, support, temporarily or permanently disconnect, remove, relocate, change or alter the position of any utility facilities within the rights-of-way whenever the corporate authorities have determined that such removal, relocation, change or alteration is reasonably necessary for the construction, repair, maintenance, or installation of any Village improvement in or upon, or the operations of the Village in or upon, the rights-of-way.
- B. Removal of unauthorized facilities. Within 30 days following written notice from the Village, any utility that owns, controls, or maintains any unauthorized facility or related appurtenances within the rights-of-way shall, at its own expense, remove all or any part of such facilities or appurtenances from the rights-of-

way. A facility is unauthorized and subject to removal in the following circumstances:

- (1) Upon expiration or termination of the permittee's license or franchise, unless otherwise permitted by applicable law;
 - (2) If the facility was constructed or installed without the prior grant of a license or franchise, if required;
 - (3) If the facility was constructed or installed without prior issuance of a required permit in violation of this article; or
 - (4) If the facility was constructed or installed at a location not permitted by the permittee's license or franchise.
- C. Emergency removal or relocation of facilities. The Village retains the right and privilege to cut or move any facilities located within the rights-of-way of the Village, as the Village may determine to be necessary, appropriate or useful in response to any public health or safety emergency. If circumstances permit, the municipality shall attempt to notify the utility, if known, prior to cutting or removing a facility and shall notify the utility, if known, after cutting or removing a facility.
- D. Abandonment of facilities. Upon abandonment of a facility within the rights-of-way of the Village, the utility shall notify the Village within 90 days. Following receipt of such notice, the Village may direct the utility to remove all or any portion of the facility if the Roads and Rights-of-Way Commissioner determines that such removal will be in the best interest of the public health, safety and welfare. In the event that the Village does not direct the utility that abandoned the facility to remove it, by giving notice of abandonment to the Village, the abandoning utility shall be deemed to consent to the alteration or removal of all or any portion of the facility by another utility or person. **[Amended 5-22-2017 by Ord. No. 2017-12]**

§ 200-19. Cleanup and restoration. [Amended 5-22-2017 by Ord. No. 2017-12]

The utility shall remove all excess material and restore all turf and terrain and other property within 10 days after any portion of the rights-of-way is disturbed, damaged or destroyed due to construction or maintenance by the utility, all to the satisfaction of the Village. This includes restoration of entrances and side roads. Restoration of roadway surfaces shall be made using materials and methods approved by the Roads and Rights-of-Way Commissioner. Such

cleanup and repair may be required to consist of backfilling, regrading, reseeding, resodding, or any other requirement to restore the right-of-way to a condition substantially equivalent to that which existed prior to the commencement of the project. The time period provided in this section may be extended by the Roads and Rights-of-Way Commissioner for good cause shown.

WEFC Mayors Monarch Pledge Recommendation List

January 13, 2021

Chairperson Dowding

CHD #1 New #27: Systems Change

Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans the 2040 comprehensive plan by inclusion in the Sustainability Chapter under Green Bay Trail modification/enhancement

CHD #2 New #10: Program & Demonstration Gardens

Host or support a native seed or plant sale, giveaway or swap at the Farmer's Market.

EFC to work with Connie Yonan to sponsor a table for one day in early spring.

CHD #3 New #5: Communications & Convening

Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods by adding entry in Village website Sustainability page

CHD #4 New #12 Program & Demonstration Gardens

Plant or maintain a monarch and pollinator-friendly demonstration garden at City Hall or another prominent community location (Elm St RR station-Park across street from Village Hall)

If maintain is sufficient, then can leverage the Garden Guild's Butterfly Garden at the Elm St Business District Park

Commissioner Park-Jones

- (1) Under *Communications & Convening*: #3 Communicate with community garden groups and urge them to plant native milkweeds and nectar-producing plants & #4 Convene city park and public works department staff and identify opportunities for revised mowing programs and milkweed / native nectar plant planting programs (**#3 and #4 are TIED in my mind as they are both promoting public or community-accessible milkweed gardens**)
- (2) Under *Program & Demonstration Gardens*: #11 Launch a program to plant native milkweeds and nectar plants in school gardens by engaging students, teachers and the community; this action item would promote the education of young children, families and school staff
- (3) Under *Systems Change*: #22 Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans, such as the Village of Winnetka Futures 2040 Plan; we have a wonderful opportunity to implement this action item as the Futures 2040 Plan is being developed

Commissioner Kunkle

- Issue a Proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat. (Old and New #1)
- Expand invasive species removal programs to make it possible to re-establish native milkweed and nectar plants to the landscape. (Old #16; New #20)
- Integrate monarch butterfly conservation into the [Village's] Comprehensive Plan, Sustainability Plan, and/or other Village plans. (Old #22; New #27)

Commissioner Wynnchenko

1. Action Item # 12 (Plant or maintain a monarch and pollinator-friendly demonstration garden at City Hall or another prominent community location.)
-- Program and Demonstration Gardens section
2. Action Item # 14 (Plant milkweed and pollinator-friendly native nectar plants in medians and public rights-of-way.) -- Program and Demonstration Gardens section
3. Action Item # 26 (Direct city property managers to consider the use of native milkweed and nectar plants at city properties where appropriate.)

And, as an alternate:

4. Action Item # 29 (Adopt ordinances that support reducing light pollution.) -- had to include this given my prior comments...

Commissioner Sylvester

Engage with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.

Launch or maintain an outdoor education program in school gardens that builds awareness and creates habitat by engaging students, teachers, and the community in planting native milkweed and pollinator-friendly native nectar plants (i.e., National Wildlife Federation's Eco-Schools USA Schoolyard Habitats program and Monarch Mission curriculum).

Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans.

Change ordinances so pesticide, herbicide, insecticide or other chemicals used in the community are not harmful to pollinators.

Commissioner Foley

1. Engage with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs. (and specifically the Park District and schools).
2. Plant milkweed and pollinator-friendly native nectar plants in medians and public rights-of-way. (subject to Public Works approval/discretion)
3. Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans. (2040 Village Master Plan)

Commissioner Varca

1. Issue a Proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat and launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods.
2. Engage with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.
3. Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans.

Student Representative Harper

1. Engage with developers, planners, and landscape architects to identify opportunities to create monarch habitat.
2. Launch or maintain an outdoor education program in school gardens that builds awareness and creates habitat by engaging students, teachers, and the community in planting native milkweed and pollinator-friendly native nectar plants (i.e., National Wildlife Federation's Eco-Schools USA Schoolyard Habitats program and Monarch Mission curriculum).
3. Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans.



Mayors' Monarch Pledge Survey

Open Pledge Period: December 1 – March 31

Thanks for your interest in taking the National Wildlife Federation Mayors' Monarch Pledge this year. Only mayors and heads of local and tribal government (or their staff designees) may fill out this pledge form. Please note: the survey will not save and will need to be completed in one sitting.

Information from this form will be used to create a public community profile page to showcase your mayor's progress and efforts in the program.

Please be sure to read the pledge language and FAQ before taking the pledge. If you have any questions, you can email us at mayorsmonarchpledge@nwf.org.

Mayor's Basic Information

If you are not a "mayor," or the head of local or tribal government, please enter your name and appropriate title here.

Title

First Name

Last Name

Email Address

Community Name

*If your community doesn't have an official name, consider using the following formats:
Town of Herndon, City of Fairfax, etc.*

City

State

Mayor's Mailing Address

Address Line 1

Address Line 2

City

State

Zip Code

Staff Point of Contact Information

Please provide your professional title in the space below.

Please note that the Staff Point of Contact you entered below will be the default user for your community profile. Please make sure you enter a valid email address.

Title

First Name

Last Name

Email

Note: This email address is your log in account.

Phone Number

Pledge Summary

Please type a description of your community, your community's efforts and/or interest in committing to monarch and pollinator conservation. This information will populate on your community's profile page, but can be updated and edited after this survey is submitted. See below for a sample description.

Example Description: Exampleville is a city in central Virginia with a population of roughly 50,000. The city is nestled in the Green Ridge Mountains and is home to the beautiful Exampleville Regional Park and many community gardens. Mayor Smith of Exampleville, VA has committed to saving the monarch butterfly and other pollinators with their signing of the Mayors' Monarch Pledge and looks forward to engaging residents in building more pollinator habitat throughout the city.

Action Item Selections

Each year, you must commit to at least 3 Action Items from this list which you will report on at the end of the year. At least 1 action must be taken from the “Program & Demonstration Gardens” section.

Communications and Convening

- ☐ Issue a Proclamation to raise awareness about the decline of the monarch butterfly and the species’ need for habitat.

Example Activities:

1. *Issue a Monarch Day Pledge*
2. *Incorporate monarchs into your Earth Day, Pollinator Week or other proclamation*

- ☐ Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods. (If you have community members who speak a language other than English, we encourage you to also communicate in that language; Champion Pledges must communicate in that language.)
- ☐ Engage with community garden groups and urge them to plant native milkweeds and nectar-producing plants.
- ☐ Engage with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.
- ☐ Engage with gardening leaders and partners (e.g., Master Naturalists, Master Gardeners, Nature Centers, Native Plant Society Chapters) to support monarch butterfly conservation.

Example Activities:

1. *Develop community gardens with local gardening leaders*
2. *Host programming and other activities with Nature Centers*
3. *Coordinate and collaborate with local gardening groups at schools, colleges, and universities*

- ☐ Engage with Homeowners Associations (HOAs), Community Associations or neighborhood organizations to identify opportunities to plant monarch gardens and revise maintenance and mowing programs.
- ☐ Engage with developers, planners, and landscape architects to identify opportunities to create monarch habitat.

- ☐ Create a community-driven educational conservation strategy that focuses on and benefits local, underserved residents.

Example Activities:

1. *Conduct outreach and support habitat / green space improvements in underserved communities.*
2. *Develop brochures in different languages*

- ☐ Create a community art project to enhance and promote monarch and pollinator conservation as well as cultural awareness and recognition.

Example Activities:

1. *Host photo contests*
2. *Commission murals*
3. *Create and show films and documentaries*
4. *Support public art installations*
5. *Collaborate with local artists, including school, college, and university art departments to create community-wide art*

Program and Demonstration Gardens

- ☐ Host or support a native seed or plant sale, giveaway or swap.
- ☐ Facilitate or support a milkweed seed collection and propagation effort.
- ☐ Plant or maintain a monarch and pollinator-friendly demonstration garden at City Hall or another prominent community location.
- ☐ Convert abandoned lots to monarch habitat.
- ☐ Plant milkweed and pollinator-friendly native nectar plants in medians and public rights-of-way.
- ☐ Launch or maintain an outdoor education program in school gardens that builds awareness and creates habitat by engaging students, teachers, and the community in planting native milkweed and pollinator-friendly native nectar plants (i.e., National Wildlife Federation's Eco-Schools USA Schoolyard Habitats program and Monarch Mission curriculum).

Example Activities:

1. [Eco-Schools USA Schoolyard Habitats](#)
2. [PK-12 Monarch Mission Curriculum](#) (English and Spanish)
3. [National Wildlife Federation Campus Pollinator Pledge](#)

- ☐ Earn or maintain recognition for being a wildlife-friendly city by participating in other wildlife and habitat conservation efforts (i.e., National Wildlife Federation's Community Wildlife Habitat program).

Example Activities:

1. Join the [Community Wildlife Habitat](#)

- ☐ Host or support a monarch neighborhood challenge to engage neighborhoods and homeowners' associations within the community to increase awareness and/or create habitat for the monarch butterfly.

Example Activities:

1. Host photo challenges
2. Create property certification challenges
3. Collaborate with schools, universities, and colleges to host joint awareness and habitat creation challenges

- ☐ Initiate or support community science (or citizen science) efforts that help monitor monarch migration and health.

Example Activities:

1. [Citizen Science Opportunities](#) (Monarch Joint Venture)
2. NWF's Monarch Stewards Program Certification
3. Engage with local colleges and universities science departments to host community-wide opportunities

- ☐ Add or maintain native milkweed and nectar producing plants in public community gardens.

- ☐ Launch, expand, or continue an invasive species removal program that will support the re-establishment of native habitats for monarch butterflies and other pollinators.

- ☐ Host or support a city monarch butterfly festival to promote monarch and pollinator conservation, as well as cultural awareness and recognition

- ☐ Display educational signage at monarch gardens and pollinator habitat beyond monarch demonstration gardens.

Example Activities:

1. [Neighborhood Garden Signs \(Victory Garden of Tomorrow\)](#)
2. Create plant labels or interpretive language for community gardens, parks, prairie habitat, rights-of-way, etc.

Systems Change

Please select the actions that you will begin to work on this year, are in progress, or have already been completed.

- ☐ Remove milkweed from the list of noxious plants in city weed / landscaping ordinances (if applicable).
- ☐ Change weed or mowing ordinances to allow for native prairie and plant habitats.
- ☐ Increase the percentage of native plants, shrubs and trees that must be used in city landscaping ordinances and encourage use of milkweed, where appropriate.
- ☐ Direct city property managers to consider the use of native milkweed and nectar plants at city properties, where appropriate.
- ☐ Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans.
- ☐ Change ordinances so pesticide, herbicide, insecticide or other chemicals used in the community are not harmful to pollinators.

Example Activities:

1. *Work with local school districts to eliminate or minimize the use of pesticides, herbicides, and insecticides on school properties*
 2. *Adopt Integrated Pest Management (IPM) practices*
- ☐ Adopt ordinances that support reducing light pollution.
 - ☐ California Specific: Pass a resolution to protect over-wintering monarch butterfly habitat on public and private lands.

Questions or Comments

Do you have any questions or comments?

March 2021 EFC Communications Content

1. Coal Tar Sealant Reminder

Spring Winnetka Report

In August of 2014, the Village of Winnetka implemented a ban on the use of coal tar-based sealing agents on all public and private driveways, parking lots and other roadway surfaces with Village limits. Coal tar is a waste material generated during coal processing that contains high levels of chemical compounds shown to be harmful to aquatic life and pose a potential risk to humans. This initiative was studied by the Village's Environmental and Forestry Commission as an effort to benefit water quality. As required by this ban, all contractors and multi-family property owners must obtain a Pavement Sealant Applicators License through the Public Works Department. Property owners of single family lots applying sealant themselves do not need a Pavement Sealant Applicators License.

As an alternative to coal tar-based sealants, the Village recommends using asphalt-based sealants (sold in most home improvement stores), replacing asphalt with concrete driveways, or leaving driveways unsealed. For more information, please call the Public Works Department at (847) 716-3568.

2. Paper Shredding Event

Spring Winnetka Report

Winnetka's Document Destruction Event will be held on Saturday, August 28, 2021 from 9:00 am to noon at the Public Works Yards at 1390 Willow Road. The goal of the program is to assist residents with recycling outdated or sensitive documents. As a continuing program, the Solid Agency of Northern Cook County (SWANCC) is providing a one-day document destruction event for residentially-generated paper, such as medical forms, bank statement, personal files, retired tax forms, etc. Paper clips and staples do not need to be removed, but please remove binders.

There is no cost to participate, but residents must live in one of SWANCC's member communities and ID's will be checked for proof of residency. Residents will be limited to six file-size boxes or paper shopping bags per vehicle. Please do not bring documents in plastic bags. As residents drive up in their vehicles, workers will unload the paper documents into large carts. When full, the carts of paper are emptied into the truck's cross-shredding machine. Alternative paper shredding events can be found on SWANCC's website at: <https://www.swancc.org/programs/document-destruction-events>

3. Electronics Recycling Program Resuming

Spring Winnetka Report & E-Winnetka Newsletter

The Village's electronics recycling event has been postponed throughout the winter months. The current program takes place at the Winnetka Public Works facility every Thursday from 1:00 pm to 3:00 pm. The program will resume on Thursday April 8, 2021. The Village will continue its other recycling programs year-round which include recycling of items such as Styrofoam, CFL bulbs, batteries, handheld electronics, holiday lights and gym shoes. Please contact the Public Works Department at 847-716-3568 with any questions.

4. Clean Up Week

E-Winnetka Newsletter

Winnetka's Annual Spring Clean-up is scheduled for April 12, 2021 through April 15 2021. The goal of the yearly spring rubbish collection is to reduce fire hazards in the home. The Village's Recycling provider, Lakeshore Recycling Systems, will remove from the parkway anything that two men can reasonably lift into a truck. Electronics, yard waste, dirt, stone, logs, construction materials/debris, batteries, paint, and other liquids will not be picked up. To minimize litter problems, the rubbish should be placed on residential parkways no earlier than the evening before the scheduled pickup, before 7:00 A.M. the day of the pickup. There will be no call-backs if the material is not on the parkway by the scheduled time.

This is an excellent opportunity to clean out your attic, basement, and garage - especially of combustible materials - thereby making a significant contribution to community fire safety. Residents are encouraged to recycle items such as cardboard boxes, Styrofoam and plastic bags before putting them out for Clean-Up Week. If you have any questions, please call the Public Works Department at (847) 716-3568.

5. Environmental and Forestry Commission Green Tip: Use Your Car Less

E-Winnetka Newsletter

Regular vehicle use results in more greenhouse gas emissions and increased traffic congestion. Benefits of using your car less include: save money on fuel and running costs, save on wear and tear of your vehicle as well as maintenance costs and improve air quality and reduce greenhouse gas emissions.

Alternatives to using your car include: walk or bicycle, use public transportation, avoid peak hour traffic, work from home, car pool or car share, or combine your trips.

6. Environmental and Forestry Commission Green Tip: Reduce Vehicle Idling

E-Winnetka Newsletter

Idling reduction is a simple way to use less fuel and to reduce pollution and greenhouse gasses. An idling car uses about 0.3 gallons of fuel per hour while an idling truck can use up to a gallon of fuel per hour. It is also important to know that idling uses more fuel than does restarting your car. Though it may be tempting to let your vehicle idle during winter months, it is more environmentally-friendly to turn your car off if it will be sitting for more than a few minutes.

7. Disposing of Food Waste Responsibly

E-Winnetka Newsletter

Disposing of food waste responsibly is a low-tech, low-cost action with big impact. Do not put food waste in your garbage, where it will be landfilled and release methane because it cannot break down properly. Rather, turn your food scraps into compost, an important soil amendment (especially in our clay area!) by mixing them with 100% paper products (like napkins and towels) and landscape waste (like grass clippings, leaves, and/or peat moss) either in your backyard or by using one of Winnetka's three preferred bucket service compost providers. <https://www.villageofwinnetka.org/231/Composting>

2021 EFC Communications Plan

EFC Communication Process for Monthly Postings

1. EFC and Staff work together to draft and finalized monthly topics and supporting text.
2. Topics and supporting text are discussed and approved by the EFC at monthly meetings.
3. Topics and supporting text are sent to Village Manager's Office each month to be published in the appropriate communication channel (Weekly email newsletter, Winnetka Report, etc).

January

Weekly E-Newsletter:

- EFC Green Awards Application Reminder
- Reduce - Consider how to reduce energy use and costs in your home and business
- Reduce - Switch from incandescent bulbs to LED bulbs (and put incandescent into garbage/landfill and recycle CFL bulbs in the lobby of the Winnetka Public Works)

February

Spring Winnetka Report Submission Deadline – February 12

EFC Green Awards Application Deadline – February 28

Weekly E-Newsletter:

- Reduce – Think before you buy
- Reduce - Think before you pack
- EFC Green Awards Application Reminder

March

Winnetka Report Articles:

- Coal Tar Sealant Reminder
- Paper Shredding Event
- Electronics Recycling Program Resuming
- Clean-Up Week

Weekly E-Newsletter:

- Electronics Recycling Program Resuming
- Reduce - Use your car less
- Reduce - No Idling
- Composting - Backyard

April

Weekly E-Newsletter:

- Compost available at Village Yards
- Paper Shredding Event
- Phosphorus Ordinance

- Earth Day – April 22, 2021 and Arbor Day – April 30, 2021
- Clean-Up Week

May

Summer Winnetka Report Submission Deadline – May 14

Winnetka Report Articles:

- Green Award Recipients

Weekly E-Newsletter:

- EFC BMP Guide – Summary & link to document
- Recycling - Break down all boxes
- Recycling - Leave lids on plastic containers
- Pesticides Alternatives

June

Weekly E-Newsletter:

- Coal Tar Sealant Reminder
- Ban on Gas-Powered Leaf Blowers from June 1 through Oct. 1.
- Recycling - Make sure all containers are free of liquid and food residue
- Recycling - Plastic bags & film
- Forestry - Remove buckthorn and other invasive species

July

Weekly E-Newsletter:

- Paper Shredding Event
- Recycling - Plastic silverware
- Recycling – Styrofoam
- Stormwater - Friendly Landscaping

August

Fall Winnetka Report Submission Deadline – August 13

Winnetka Report Articles:

- Curbside Leaf Collection
- Ban on Gas-Powered Leaf Blowers from June 1 through Oct. 1.

Weekly E-Newsletter:

- Recycling - Paper napkins, towels, and tissues

September

Weekly E-Newsletter:

- Zero Waste School Lunches (Part 1) – Start with the Right Gear
- Zero Waste School Lunches (Part 2) – Pack the Right Stuff (and the right amount)

October

Weekly E-Newsletter:

- Pumpkin Composting Event
- Recycling – Leaf Collection

November

Winter Winnetka Report Submission Deadline – November 13

Winnetka Report Articles:

- Holiday Lights Recycling

Weekly E-Newsletter:

- America Recycles Day (11/15)
- Composting - Leaf collection
- Battery Recycling
- Plastic bag, film and wrap recycling
- Recycling – Textiles
- Use of natural light during winter

December

Weekly E-Newsletter:

- Holiday Tree Pick-Up
- Holiday Lights Recycling
- Commercial District Business Lighting
- Use of natural light during winter
- Recycling – Styrofoam



**VILLAGE OF WINNETKA
ENVIRONMENTAL AND FORESTRY COMMISSION**

Chuck Dowding, Chairperson
Chris Foley, Commissioner
Elizabeth Kunkle, Commissioner
Rosann Park-Jones, Commissioner
Barry Sylvester, Commissioner
David Varca, Commissioner
Ted Wynnichenko, Commissioner
Jack Coladarci, Trustee Representative
Marcus Buccellato, Student Representative
Scarlett Harper, Student Representative

GREEN AWARD NOMINATION

Green Awards were developed by the Village's Environmental and Forestry Commission to recognize properties, households, and businesses that demonstrate exceptional commitment to sustainable and environmentally-friendly practices within the Village of Winnetka.

Please complete the following information to nominate a property within Winnetka for a Green Award:

Property Address: _____

Owner: _____

Owner's Phone and E-mail: _____

1. Award Category (check all that apply):

- ☐ **Climate:** Projects that reduce greenhouse gas emissions, maintain clean and healthful air, and develop resiliency to climate change impacts.
- ☐ **Economic Development:** Project that promote innovation and cultivate local and sustainable development, jobs and businesses.
- ☐ **Energy:** Projects that reduce energy output such as increasing efficiency or utilizing renewable energy.
- ☐ **Land:** Projects that conserve, utilize or restore existing land (e.g., native plants).
- ☐ **Leadership:** Projects that work collaboratively towards a sustainable region or advocate for policies that align with sustainable practices.



- ☐ **Mobility:** Projects that support safe, effective, and efficient transportation that uses resources wisely, integrate sustainability into transportation policies, programs and regulation, or promote public and sustainable transportation choices.
- ☐ **Municipal Operations:** Projects that lead by demonstrating sustainable values and practices, integrate sustainability into all municipal operations, operate a safe, clean and efficient fleet, collect and manage data to advance sustainability.
- ☐ **Sustainable Communities:** Projects that promote cultural vibrancy in the community; foster a culture of health, safety and wellness; increase access to sustainably grown local food; promote a sustainable identity for the community; or cultivate community values based on principles of sustainability.
- ☐ **Water/Stormwater:** Projects that filter stormwater runoff or store stormwater on property such as bioswales, rain gardens or rain barrels.
- ☐ **Waste & Recycling:** Projects that substantially reduce waste or use of recycled material. Such projects may include use of a composter, reusing recycled materials or diverting waste from landfills.
- ☐ **Innovation/Other:** All other projects that do not fit into an above category.

2. **Property Type** (check one):

- ☐ Private
- ☐ Commercial
- ☐ Public

3. **Brief Description of the Project and Benefits** (use extra pages if needed): _____

4. **Approximate Date of Project Completion:** _____



5. **Name, Address, Phone Number and Email of Nominator:** _____

6. **Photos Enclosed**

7. **Signature of Nominator:** _____

8. **Signature of Property Owner:** _____

Please send this form with photos attached and other documentation, or direct questions, to:

Brendon Mendoza, Public Works Analyst
1390 Willow Road, Winnetka, IL 60093
(847) 716-3550 or bmendoza@winnetka.org

Guidelines:

- You can nominate your own property or as many projects as you like, as long as you get the owner's signature.
- The project must have been completed within the past 5 years.
- Commercial, public, or private properties are eligible.
- All applications are reviewed and awarded by members of the Environmental and Forestry Commission.
- Deadline for application is February 28, 2021. Awards are announced at the Village Council meeting closest to April 22nd (Earth Day).

Award Criteria:

Applications will be evaluated by the Village of Winnetka Environmental and Forestry Commission based on how well the projects or initiatives meet the following criteria:

- **Positive Impact** - The project must have a meaningful and demonstrable impact in Winnetka by helping protect the environment or enhance the quality of life for residents.
- **Embraces Innovation/Creativity** - The project should reflect a new concept, technology, or practice in Winnetka and should employ new ideas in the industry.
- **Overcomes Challenges** - The project should explain what challenges were overcome.
- **Transferable** - The project should be able to be replicated by others in similar situations.
- **Demonstrates Initiative** - The project should reflect how the individual or group took action to move sustainability forward in their position or community.