



Committee on Ordinances, Rules, and Buildings Meeting

February 19, 2021 – 8:30 A.M.
Village Hall Council Chambers
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712

Meeting held via GoToMeeting and Available
On-Demand after the Meeting Concludes
at www.lincolnwoodil.org/on-demand/

Agenda

In accordance with the recently adopted amendments to the Illinois Open Meetings Act permitting the Committee on Ordinances, Rules, and Buildings Meeting to conduct a virtual Committee on Ordinances, Rules, and Buildings Meeting members of the public are allowed to be physically present in the Committee on Ordinances, Rules, and Buildings Meeting Room in Village Hall at 6900 North Lincoln Avenue, subject to room capacity and social distancing requirements. Accordingly, the opportunity to view the virtual meeting at Village Hall is available on a “first come, first-served” basis. Those members of the public present at Village Hall will be able to provide real-time comments in person on the computer available in the Council Chambers. Anyone who does not desire, or who is not able, to be physically present at Village Hall can watch the meeting on-demand by visiting the Village website or by clicking www.lincolnwoodil.org/on-demand/ or can email VillageBoardPublicComment@lwd.org to receive the GoToMeeting credentials for the meeting to participate electronically.

- I. Call to Order
- II. Roll Call
- III. Consideration of Minutes
 - A. Consideration of the October 26, 2020 Minutes
- IV. New Business
 - A. Landscape Licensing
- V. Old Business
 - A. Graffiti Status Update
- VI. Public Comment

Statement Regarding Public Comment

Anyone who desires to offer public comment during the meeting about any matter concerning the Village of Lincolnwood may do so by submitting an email to VillageBoardPublicComment@lwd.org prior to the commencement of the meeting, or by offering live oral comment at the stated time in the meeting agenda. To offer live comment, commenters must email VillageBoardPublicComment@lwd.org to receive the GoToMeeting credentials for the meeting to participate electronically. All Emails received will be read aloud during the Public Comment portion of the agenda. Emails should be kept to under 200 words to allow time for others to be heard and for the Board to progress through the public meeting agenda. The Board typically does not immediately respond to public comments or engage in open dialogue, but the Board is actively listening to all comments.

VII. Good of the Order

VIII. Adjournment

Posted: February 16, 2021

**VILLAGE OF LINCOLNWOOD
COMMITTEE OF ORDINANCES, RULES, AND BUILDINGS
REGULAR MEETING
VILLAGE HALL BOARD COUNCIL CHAMBERS
MEETING HELD VIA GOTOMEETING AND AVAILABLE ON DEMAND
AT WWW.LINCOLNWOODIL.ORG/ON-DEMAND/
OCTOBER 26, 2020**

DRAFT

Call to Order

Trustee Cope called the regular meeting of the Lincolnwood Committee of Ordinances, Rules, and Buildings (CORB) to order at 8:01 AM Monday, October 26, 2020, in the Council Chambers of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois that was being held via GoToMeeting and on demand at www.lincolnwoodil.org/on-demand/.

Roll Call

On roll call by Assistant Village Manager Charles Meyer the following were:

PRESENT: Trustees Cope (Via GoToMeeting), Hlepas Nickell (Via GoToMeeting), Sargon (Via GoToMeeting)

ABSENT:

ALSO PRESENT: Trustee Patel (Via GoToMeeting)

A quorum was present.

Present in Council Chambers: Village Manager, Anne Marie Gaura; Assistant Village Manager, Charles Meyer; Doug Hammel, Development Manager; Management Analyst for Fire / Community Development, Jake Litz (Via GoToMeeting); and Police Chief, Jay Parrott.

Consideration of Minutes

A motion was made by Trustee Hlepas Nickell to approve the amended minutes for January 23, 2020, as presented. The motion was seconded by Trustee Sargon. The motion was approved via a roll call vote.

Assistant Village Manager called the roll.

Ayes: Trustees Sargon, Hlepas Nickell, and Cope
Nays: None

New Business

A) Graffiti on Public and Private Property and Removal Expectations

The topic was presented by Chuck Meyer using PowerPoint

- Mr. Meyer stated that this topic was presented as a result of direction from the Long Range Planning Committee that raised this issue and presented it to the Committee of the Whole with the direction being to present this topic to CORB for consideration. Mr. Meyer summarized the topic as being focused on addressing graffiti on public property and staff's response in addressing these issues.
- Trustee Cope voiced a desire to have the Village to look at graffiti on private property but voiced a desire to have the Village Attorney opine on considerations related to protected speech for the removal of graffiti on private property.
- Trustee Sargon asked that staff provide research on resources that can be provided to residents that have graffiti on private property and if staff can remove graffiti on private property with the owner's permission and send an invoice to the resident for services rendered.
- Trustee Hlepas Nickell stated that Chicago has a program that was previously very effective in having graffiti removed from private property based on complaints.
- Police Chief Parrott provided an overview of actions taken by Evanston regarding this topic and addressing graffiti on private property.
- Trustee Cope stated that the consensus of CORB was to review relevant Ordinances from Chicago and Evanston regarding graffiti and present that back to CORB for consideration.

B) Liquor License Standards

- The topic was presented by Chuck Meyer using PowerPoint and provided an overview of the issue which was previously presented to the Village Board. Mr. Meyer stated that the Village Board previously revised the standards for dram shop insurance to provide guidance to staff to check that license holders maintain their insurance throughout the year with checks every 90 days.
- Trustee Hlepas Nickell added that this topic came up through her personal business in working with a tenant on a property in which the dram shop insurance had lapsed which facilitated this discussion and modification to the Village Code for dram shop insurance.
- Mr. Meyer added that as part of this process staff conducted research on standards related to the proper minimums for dram shop insurance. Mr. Meyer stated that currently the Village has a standard of \$500,000 in dram shop insurance for license holders. Mr. Meyer continued that neighboring communities have a wide range for dram shop insurance with the State Standard being \$231,000 which is followed by a number of communities along with the Village's insurance provider, IRMA, recommending that the dram shop insurance limit be \$1,000,000. In concluding Mr.

Meyer's presentation, he stated that it would be staff's recommended to have the dram shop insurance raised to \$1,000,000. Mr. Meyer also added that all liquor license holders already have dram shop insurance equal to or in excess of \$1,000,000.

- Trustee Sargon voiced support for modifying the dram shop insurance standard to be \$1,000,000.
- Trustee Hlepas Nickell voiced support for modifying dram shop insurance to the \$1,000,000 standard and asked that this topic be brought back to CORB for discussion regarding tiers for dram shop insurance based on the license holder's classification.
- Trustee Cope voiced support for modifying the dram shop insurance to \$1,000,000.
- Trustee Hlepas Nickell made a motion that CORB recommend to the Village Board an increase in the dram shop insurance from \$500,000 to \$1,000,000 and that CORB continue a discussion regarding insurance levels for different types of classifications. The motion was seconded by Trustee Cope.

Assistant Village Manager called the roll.

Ayes: Trustees Sargon, Hlepas Nickell, and Cope

Nays: None

C) Camera Requirement for Residential Property

- Trustee Cope described the camera issue and stated that the presence of cameras helps to dissuade criminal activity and help Police to catch criminals after a crime has occurred. Trustee Cope stated that he has been in support of cameras on public property and would be interested in the Village looking at cameras on residential property.
- Chief Parrott stated that cameras do help with preventing and catching criminal activity. Chief Parrott stated that the concern is with requiring residents to utilize private cameras but the Police has had success in receiving videos shared by residents. Chief Parrott also provided ongoing legislative discussions on this topic where there is a bill that has been proposed in the State that prohibits the sharing of video with the public on Ring or similar platforms, but still allow for those videos to be shared with law enforcement. Chief Parrott stated that we could get into trouble with residential cameras being required on private property. For commercial properties the Police Department routinely recommends that commercial properties install cameras.
- Trustee Sargon stated that she is not in favor of requiring this on private property. Concerns about creating hardships for residents and concerns with requiring cameras on private property.

- Trustee Nickell stated that she was not in favor of requiring cameras on private property. In favor of having the discussion at the public area strategically.
- Cope said that the consensus was to not require cameras on private properties. Cope recommended that we look at cameras in the public way.
- Chief stated that if there are cameras are strategically located on the right-of-way but could see the use of cameras that are designed to be placed in the right areas to prevent and investigate criminal activity. Chief Parrott continued that in previous presentations the Village has discussed a video surveillance trailer and by way of example Morton Grove has placed a solar power trailer which records video and a license plate reader and is an example of a piece of technology that has been used by counterparts.
- The consensus of the group was that the topic of cameras in the public right-of-way should be brought up by a member of CORB during a Village Board meeting or Committee of the Whole to be discussed and referred to CORB for consideration, but that no action be taken on a residential camera requirement.

Good of the Order

- Trustee Hlepas Nickell stated that she had received a hard copy of the Village Ordinances and asked when this topic would be discussed to determine when the Village Code could be reviewed. Village Manager Gaura stated that this is topic that will be coming up for the Village Board's consideration on the next steps at the November 17 Meeting.

Public Forum

None

Adjournment

Trustee Cope made a motion to adjourn the meeting of CORB. The motion was seconded by Trustee Hlepas Nickell.

Assistant Village Manager called the roll.

Ayes: Trustees Sargon, Hlepas Nickell, and Cope

Nays: None

The meeting concluded at 8:52 a.m.

Respectfully Submitted,

Charles Meyer
Assistant Village Manager



MEMORANDUM

TO: President Bass and Members of the Village Board

FROM: Charles Meyer, Assistant Village Manager

DATE: February 19, 2021

SUBJECT: **Committee on Ordinances, Rules, and Buildings Meeting**

As a reminder, the Committee on Ordinances, Rules, and Buildings (CORB) meeting is scheduled for **8:30 A.M.** on Monday Morning. Please find below a summary of the items for discussion:

1. Landscape Licensing

The Village Board has expressed interest in exploring a landscape licensing program. The purpose of this memorandum is to provide an overview of a landscape licensing program in the City of Highland Park and if a similar program should be presented to the Village Board for consideration.

The memorandum for this topic is [attached](#).

2. Graffiti Status Update

At the October 26, 2020, meeting of the Committee on Ordinances, Rules, and Buildings (CORB) there was a discussion about graffiti removal. The process for removing graffiti on public property was noted and the discussion expanded to include considerations related to private property. The Village does not provide graffiti removal on private property and CORB asked for staff to gather information from Chicago and Evanston regarding their private property graffiti programs.

The memorandum for this topic is [attached](#).

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



MEMORANDUM

TO: Chuck Meyer, Assistant Village Manager

FROM: Jonathan Bogue, Management Analyst

DATE: February 19, 2021

SUBJECT: Landscape Licensing Discussion for Ordinances, Rules, and Buildings (CORB)

Background:

The Village Board has expressed interest in exploring a landscape licensing program. The purpose of this memorandum is to provide an overview of a landscape licensing program in the City of Highland Park and if a similar program should be presented to the Village Board for consideration.

Discussion:

The Village Board has expressed interest at multiple meetings on exploring instituting a landscape licensing program to help ensure landscapers operating in the Village abide by the Village Code. Highland Park has been operating a landscape license program for a number of years. The Assistant City Manager of Highland Park listed the following as the goals of this program:

- To ensure landscapers operating within the City are familiar with the City Code and sign an agreement to abide by the Code. This Code includes a gas-powered leaf blower ban, regulations on fertilizer use, a coal tar ban, and various hours and parking regulations for when and where work can be performed.
- The program creates a mechanism by which Highland Park can penalize landscapers who do not follow City Code by suspending or revoking a license for non-compliance. This process is outlined in their City Code.

Landscapers are required to submit an application annually to be licensed within Highland Park and submit the following information:

- Application
- Workers' Compensation Waiver
- Certificate of Insurance (General Liability and Automobile Liability)
- Photos of vehicles
- \$100 application fee (\$125 application fee for those who register past the annual deadline)

Once a landscaper submits all the necessary paperwork, the City sends them numbered stickers to be placed in every landscaper's vehicle that is used within Highland Park. Any changes of liability insurance and additional vehicles are required to be reported to the City immediately.

In Highland Park, this program is largely staffed by their administrative interns. The secretarial staff also assists with the process. Each license takes about 30 minutes from start to finish to process applications. Conservatively the program requires about 175 hours of staff time a year. With this labor cost in mind, below is an estimated cost, including labor, stickers, and mailing for the program in Highland Park. It should be noted that for the labor cost the Highland Park administrative intern hourly rate is \$20.00.

Budget Items	Cost
Labor (175 Hours)	\$3,500
Stickers	\$1,045
Postal costs	\$500
Total	\$5,045

If the Village would like to institute a similar landscape licensing program, there would be additional costs to roll out such a program. These costs may include adding additional software, training, mailings, and communications regarding a new licensing program. A staff member would need to be assigned to oversee this responsibility and if approved the Village would present this formally for the Village Board's consideration.

Staff would also like to note that the Highland Park sticker program is an additional enforcement measure. Their regulations and Codes can be enforced in line with the Village's regulations, and Codes can be enforced independently of a landscaping license.

It should be noted that several Lincolnwood staff members oversaw this program in Highland Park prior to working for the Village of Lincolnwood. Their feedback on this program has also been included in this memorandum.

In terms of the development of a sticker program, the Highland Park model was not necessarily a mechanism to relay Codes and Regulations but rather to be a potential profit center for the City. In the former staff's experience, the regulations that were frequently enforced and addressed included if a landscaper had a sticker on their vehicle but not necessarily if a gas-powered leaf blower was being used improperly. It was also noted that the process itself was particularly labor-intensive in terms of receiving and processing landscape licenses. While Highland Park does hold similar standards in regards to gas-powered leaf blowers, the City still did experience many complaints regarding the use of gas-powered leaf blowers.

If the desire of a landscaper licensing program is to ensure that landscapers and residents are aware of the Village's regulations, then staff can develop a robust program to ensure that regulations are enforced. The Village currently uses its various platforms to provide information on gas-powered leaf blowers; however there can be enhancements. Specifically, the Village can develop flyers that are provided for front-line staff in the field (Police Officers, Public Works Staff, and Code Enforcement Staff) who then, in turn would be asked to provide flyers on information on the regulations related to leaf blowers to any landscapers they see in the Village. This could be completed for a minimal cost of printing out flyers with pertinent regulations and having staff provide these flyers to landscapers while in the field.

Financial Impact:

The financial impact of implementing a landscaping licensure program in Lincolnwood would largely depend on staffing and the fee amount set for the licenses. It is anticipated that the annual expense would be \$5,045.

Policy Questions:

To help guide this discussion, staff have developed the following questions for CORB's consideration:

- Does CORB desire to institute a landscaper license program?
- What is the goal of instituting a landscaper license program?
- If the goal of a landscaper license program is to provide information on the Village's Codes, would CORB be interested in an alternate program to provide this information?

The feedback on these questions will assist staff in ensuring that the goals of the Village Board are addressed in regards to landscapers in the community.

Recommendation:

It is the recommendation of this memorandum that this is discussed at the February 19, 2021 meeting of CORB.

Documents Attached

None



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Charles Meyer, Assistant Village Manager

DATE: February 19, 2021

SUBJECT: Status Update for Graffiti Discussion

Background

At the October 26, 2020, meeting of the Committee on Ordinances, Rules, and Buildings (CORB) there was a discussion about graffiti removal. The process for removing graffiti on public property was noted and the discussion expanded to include considerations related to private property. The Village does not provide graffiti removal on private property and CORB asked for staff to gather information from Chicago and Evanston regarding their private property graffiti programs. This memorandum provides an update on the research for this process.

Discussion

The Village's Property Maintenance Code requires that graffiti is removed. For issues with graffiti on public property the Public Works Department will address it to ensure that it is cleaned up as soon as possible and as noted from the previous meeting of CORB the Village had 32 documented cases of graffiti reported from January 1, 2017 through December 31, 2019.

While graffiti on public property is documented and addressed by staff, there is not a publicly-funded option to address the removal of graffiti on private property. As such, staff researched the options for removing graffiti on private property with the Cities of Chicago and Evanston.

The City of Chicago utilizes their 3-1-1 system, which is similar to Lincolnwood's PublicStuff program, to receive requests and draft work orders related to the removal of graffiti on private property. Chicago then assigns staff from the Department of Streets and Sanitation to remove graffiti on private property once it has been reported. According to the City of Chicago's Budget, graffiti operations account for 1% of the budget in this Department which equates to approximately \$2.8 million annually in expenses for the program. This would include staffing along with appropriate equipment such as sandblasters and power washers that can be used with other cleaning materials to address graffiti.

The City of Evanston also utilizes staff to address graffiti issues. To address such issues Evanston has a dedicated staff member in the form of a Graffiti Technician / Sign Inspector. The graffiti program

involves a staff member removing the graffiti or providing supplies to residents to remove the graffiti on their own. This staff member is expected to be active with an expectation in a given year that the position will remove approximately 1,200 graffiti tags. Additionally, the City of Evanston budgets for \$5,000 for supplies to be provided to residents to provide for the removal of graffiti on their own.

In reviewing the Village's own staffing, a dedicated staff member would require a comprehensive review of the budget process, Lincolnwood could easily implement a draft graffiti removal program whereby supplies to remove graffiti could be provided freely to the public similarly to the City of Evanston. The initial cost would be estimated to be \$1,000 and could be considered as part of the upcoming budget process.

Financial Impact

If implemented as recommended, the cost for such a program would be \$1,000.

Policy Questions

To help guide this discussion, staff have developed the following questions for CORB's consideration:

- Does CORB desire to institute a program to assist residents with the removal of graffiti on private property?
- Is there a preference for a program to provide supplies for free to residents or with the hiring of a staff member to address graffiti concerns?
 - It should be noted that if a staff member is hired, the Village may also have equipment expenses to address potential demand and customer service expectations for the community.

The feedback on these questions will assist staff in ensuring that the goals of the Village Board are addressed in regards to graffiti removal.

Recommendation

It is the recommendation of this memorandum that this is discussed at the February 19, 2021 meeting of CORB.

Documents Attached

None