



**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL COUNCIL CHAMBERS  
6:00 PM, NOVEMBER 16, 2021**

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of Minutes**
  - 1. Minutes of the Committee of the Whole Meeting of November 2, 2021
- V. Regular Business**
  - 1. Village Web Site Preview and Demonstration (Jon Bogue)
  - 2. Discussion Concerning Proposed Committee of the Whole and Village Board Meeting Dates for 2022 (Chuck Meyer)
  - 3. Discussion Concerning Village Code Update (Chuck Meyer)
  - 4. Discussion Concerning Snow Removal from Sidewalks (Chuck Meyer)
  - 5. Discussion Concerning Lobbying Services (Matt Pasquini)
- VI. Closed Session**
- VII. Adjournment**

DATE POSTED: November 10, 2021

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
MEETING OF THE COMMITTEE OF THE WHOLE  
VILLAGE HALL COUNCIL CHAMBERS  
AVAILABLE LIVE AT  
WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/  
NOVEMBER 2, 2021**

**DRAFT**

**Call to Order**

President Patel called the Committee of the Whole Meeting of the Lincolnwood Board of Trustees to order at 6:02 P.M. Tuesday, November 2, 2021, in the Council Chambers of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

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

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

Absent: None

A quorum was present.

Also present: Village Manager Anne Marie Gaura, The following were present Chuck Meyer, Assistant Village Manager; Matthew Pasquini, Management Analyst; Jon Bogue, Assistant to the Village Manager; Nadim Badran, Public Works Director; Scott Mangum, Community Development Director; Doug Hammel, Development Manager; Steven Elrod, Village Attorney

**Approval of Minutes**

The minutes of October 5, 2021 Committee of the Whole and the October 19, 2021 Committee of the Whole Meetings were presented for approval.

Trustee Sargon moved to approve the minutes of October 5, 2021 and the October 19, 2021 Committee of the Whole Meetings, seconded by Trustee Klatzco.

Upon Roll Call the results were:

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

Nays: None

Minutes Approved

**Regular Business**

**1. Discussion Regarding Permitted Uses in the O Office District**

This item was presented by Development Manager, Doug Hammel. He stated that this area focused on Cicero Avenue north of Touhy Avenue. The EDC has identified this area as a priority for economic development based on its regional access and high traffic volumes. He overviewed the recent developments in the area. In April 2021, a property owner sought the

Board's -preliminary input at a Committee of the Whole meeting regarding a community center and entertainment venue. No subsequent applications for formal approvals have been submitted by or on behalf of the property owner.

Mayor Patel provided the property owner and its representatives with an opportunity to address the Committee. The representative spoke about the potential intended use which included an elderly and child-development center. He stated that they intended to build a large gathering room in the building similar to a community center which would accommodate entertainment and other uses. He overviewed the anticipated activities that would take place in the room. He overviewed the potential costs for the project and stated he was looking for additional direction. He requested that the Committee postpone making any final decisions on the project until official plans and applications are submitted.

The President of AAF stated that this building is essential to the organization and spoke to the benefits of the development. He added that this type of development would fit in well with the other developments in that area of the Village. He stated that he hopes that a decision will be postponed.

Mayor Patel said this matter came before the Committee of the Whole to have feedback regarding the proposed use. He stated that the entertainment/community center use for the building would be difficult to be approved in the Office Zoning District. He said that this use may be appropriate in a different zoning district in the Village. He asked the other Board member if they had any disagreement with this position. No member of the Committee of the Whole expressed disagreement.

Village Attorney Elrod reminded the Committee and the members of the audience that the proposed entertainment use is not allowed under the zoning code. He overviewed the potential process of changing the zoning code to allow for this type of use. He stated that the petitioner is still allowed to submit any application for the potential change. He urged the petitioner to take careful note of what they heard this evening from the Committee of the Whole.

## **2. Discussion Concerning Pratt Avenue Pedestrian Bridge over Channel**

This item was presented by Community Development Director, Scott Mangum. He stated that the purpose of this discussion was to provide an update on Invest in Cook (IIC) grant funding and project schedule. He overviewed the significant dates for context on this topic and reviewed the location of the proposed bridge. He overviewed the specifications of the bridge. He said the total estimated cost is \$1.8 Million. He stated various project benefits such as local economic development and livability factors. He reviewed the existing bike infrastructure map and what the proposed bridge would look like in that context. He overviewed the estimated project dates for the project. The grants received will cover 70% or more of the estimated cost.

### Estimated Project Dates

- |                               |                  |
|-------------------------------|------------------|
| 1. Lincolnwood to Approve IGA | October 5, 2021  |
| 2. CCDOTH to Approve IGA      | December 3, 2021 |
| 3. Issue Request for Proposal | January 31, 2022 |

- |   |                   |
|---|-------------------|
| 4. Request for Proposal Due                                 | February 28, 2022 |
| 5. Execution of Engineering Agreement                       | May 3, 2022       |
| 6. Draft Phase 1 Project Development Report (PDR) Submittal | May 1, 2023       |
| 7. Phase 1 (PDR) Completion                                 | December 1, 2023  |

The Mayor spoke about the greater benefits of the project. He said he was supportive of this plan. Trustee Herrera said she heard concerns about crime and safety. She stated that additional lighting over the pedestrian bridge or the installation of call buttons might be a good addition. She also expressed concerns about garbage. The mayor also made it clear that this is not a bridge for vehicular traffic.

Police Chief Jay Parrott stated that the vast majority of overnight crime in the Village involves a vehicle of some kind. The fact that this is an exclusively pedestrian bridge lead him to believe this would not lead to a rise in crime. He also discussed some potential security and monitoring technology that could be implemented. Trustee Martel asked who would own the bridge. Public Works Director Nadim Badran stated that the Village would own the bridge. Additional discussion regarding ownership and ongoing maintenance costs occurred.

### **3. Discussion Regarding Consideration of Hardship Standards in Variation Requests**

This item was presented by Community Development Director, Scott Mangum. He said the purpose of this discussion was to provide direction on current code language and procedures regarding Zoning Variation Standards relating to Hardships in advance of ZBA and Plan Commission trainings. He overviewed the background on minor and major zoning variances. The concept of undue hardship was discussed as it relates to variances. Mr. Mangum discussed the Village’s current standards in the Zoning Ordinance. He then overviewed the strictness of other municipalities. He said that staff is requesting direction from the Village Board regarding the topics and policy questions presented in this report, including: 1) consideration of how strictly the standards should be applied (i.e. shall meet each of the individual standards, versus shall take into consideration); and 2) whether the existing standards relating to hardships themselves are sufficient, or should be revised via a referral of a Text Amendment to the Plan Commission.

Mr. Elrod stated the importance of Village Board direction on the item before training for the ZBA occurs. Trustee Sargon stated the Board should specify what hardship is found in order for a variance to be granted. Trustee Martel said hardships should be true hardships and that should be the only reason to allow a variance. Trustee Halevi concurred with Trustee Martel. She said standards should apply to everyone. Mayor Patel went through each standard of the zoning code which reads as follows.

- a. The requested major variation is consistent with the stated intent and purposes of this Zoning Ordinance and the Comprehensive Plan;
- b. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced;

- c. The conditions upon which the petition for the variation is based would not be applicable generally to other property within the same zoning district;
- d. The variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property;
- e. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;
- f. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;
- g. The variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property;
- h. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood

Mayor Patel said that “a” should not be a current standard as it would not be heard by the ZBA if this condition applies. He said “b” has never really been applied. However, in a very unique circumstance it could be applied. Mayor Patel stated “c” was an important standard. He said “d” should be removed as there is always a second reason. Mr. Elrod stated that “e” is the most difficult to prove as it usually involves a story involving unfortunate circumstances. Discussion on self-created hardships occurred. Mayor Patel stated that “f” was very subjective and should remain. He said that “g” should have more effort put into it. Lastly, he said “h” should be done on the front-end by staff. Mayor Patel stated this should be remanded to the Plan Commission and there was consensus by the rest of the Trustees.

#### **4. Discussion Concerning Village Code Update**

This item was presented by Assistant Village Manager, Chuck Meyer. Mr. Meyer stated this was mostly cleaning up the existing language in the code. He highlighted one item related to the removal of snow and ice in parkways. He stated this would add language that would require property owners to remove snow and ice in front of their properties. Discussion on the walkability of sidewalks during the winter season occurred. Trustee Herrera and Mayor Patel stated their support for staff removing snow from sidewalks and parkways in the winter. Support for adding additional funding in the budget for this initiative occurred. Trustee Martel stated he is against the idea of ticketing individuals for not removing snow from sidewalks. Trustee Klatzco stated he would like to see a proposed budget for the snow removal item.

#### **Public Forum**

There was no public comment.

#### **Adjournment**

At 7:30 P.M. Trustee Martel moved to adjourn the Committee of the Whole, seconded by Trustee Herrera.

Upon Roll Call the results were:

AYES: Trustees Herrera, Klatzco, Sargon, Saleem, Martel, Halevi

NAYS: None

Meeting Adjourned

Respectfully Submitted,

Beryl Herman  
Village Clerk



## MEMORANDUM

TO: President Patel and Members of the Village Board

FROM: Anne Marie Gaura, Village Manager

DATE: November 10, 2021

SUBJECT: **November 16, 2021 Meeting of the Committee of the Whole**

The Committee of the Whole (COTW) meeting is scheduled for **6:00 P.M.** on Tuesday evening. Please find below a summary of the items for discussion:

### **1. Village Web Site Preview and Demonstration (6:00-6:20 P.M.)**

In December of 2020 the Village decided to initiate the process of redesigning the Village website. The current website was developed in 2013 and lacks many of the features that the Village Board as well as the public desire. [Attached](#) is a memo from the Assistant to the Village Manager provided background and information on what is being provided in the new website, which is scheduled to go live November 18, 2021.

### **2. Discussion Concerning Proposed Committee of the Whole and Village Board Meeting Dates for 2022 (6:20-6:30 P.M.)**

Each year in November the Village Board is presented with proposed meeting dates for the Committee of the Whole (COTW) and Village Board meetings for the following calendar year. [Attached](#) is a memo from the Assistant Village Manager outlining holidays and other dates that may impact the meeting dates.

### **3. Discussion Concerning Village Code Updates (6:30-7:00 P.M.)**

As part of the Fiscal Year 2022 Budget the Village Board approved a review of the Village Board Code. Since the June 1, 2021 Committee of the Whole Meeting the Village Board reviewing Chapter 3: Boards and Commissions. The Village Board asked for staff to review the Village Code to draft language for the Village Board's consideration to revise the Village Code. The goal of the meeting of the November 16 Committee of the Whole is to discuss the changes recommended to the Village Board for consideration. [Attached](#) is a memo from the Assistant Village Manager seeking direction from the Village Board.

### **4. Discussion Concerning Snow Removal from Sidewalks (7:00-7:10 P.M.)**

As part of the Fiscal Year 2022 Budget the Village Board approved a review of the Village Board Code. Since the June 1, 2021 Committee of the Whole Meeting the Village Board reviewing Chapter 3: Boards and Commissions. The Village Board asked for staff to review the Village Code to draft language for the Village Board's consideration to revise

the Village Code. On November 2, the Village Board began discussions on the recommended language regarding the removal of snow and ice from sidewalks. [Attached](#) is a memo from the Assistant Village Manager seeking direction from the Village Board on this item.

**5. Discussion Concerning Lobbyist (7:10-7:30 P.M.)**

A request was made for the Village to investigate options related to employing lobbying services. The purpose of hiring a lobbyist would be to advocate on behalf of the Village for resources and potential grants available to similarly situated communities. [Attached](#) is a memo from the Management Analyst seeking direction from the Village Board.

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



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# MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Jonathan Bogue, Assistant to the Village Manager

**DATE:** November 16, 2021

**SUBJECT:** Website Preview and Demonstration

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**Background:**

The Village decided in December 2020 to initiate the process of redesigning the website. The consensus was that the existing website was ripe for design, function, and accessibility enhancements for all users. The current website was developed in 2013 and lacks many of the features that the Village Board and members of the public desire. The presentation scheduled for the COTW will be a preview of the redesigned website that will launch on November 17, 2021. This project is being completed a month ahead of schedule.

**Discussion:**

The Village Board awarded the Village's Website redesign contract to Civic Plus at the April 7, 2021 Village Board Meeting. Since that time a website team made up of staff members from each Department has been working diligently to meet the project deadlines and incorporate the needs of each Department. The team has worked with Civic Plus on the layout, design, migration of content, and have been trained on updating and maintain the site.

On November 17, 2021 the new design will be live. Staff reviewed our previous website before and after migration to ensure the content of the website will be up to date and relevant. The website that will be presented to the Board on the November 16, 2021 will be fully functional and ready to serve our residents the moment it goes live.



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## MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Charles Meyer, Assistant Village Manager

**DATE:** November 16, 2021

**SUBJECT:** Committee of the Whole and Village Board Meeting Dates for 2022

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### **Background**

Each year in November the Village Board is presented with proposed meeting dates for the Committee of the Whole (COTW) and Village Board meetings for the following calendar year. Staff looks at what holidays or elections may impact the meeting dates.

### **Discussion**

In 2022 there four meeting dates, three Holidays that effect the normally scheduled meetings of the first and third Tuesday of the month and a conflict for the Village President on another.

The beginning of May has the end of Ramadan. For that reason it is recommended to have the COTW and Village Board meeting that would normally occur on May 3, 2022 be moved to Thursday, May 5, 2022.

Labor Day is Monday, September 5, 2022. It has been requested that there not be a Village Board meeting the day following a major holiday. Therefore it is suggested that the Village Board meeting be moved from Tuesday, September 6, 2022 to Thursday, September 8, 2022.

In October of 2022 there are two Jewish High Holidays that fall on the first and third Tuesday of that month, Yom Kippur and Shemini Atzeret & Simchat Torah. On both of those Holidays no work is permitted. For that reason it is suggested that the normal first Tuesday of the month meeting be moved to Thursday, October 6, 2022 and that the third Tuesday meeting of the month be moved to Wednesday, October 19, 2022.

**Recommendation**

It is the recommendation of this memorandum that this is discussed at the November 16, 2021 COTW.

**Documents Attached**

1. Proposed COTW and Village Board Meeting Dates for 2022
2. List of Holidays that Affect COTW and Village Board Meeting Dates for 2022



## Holidays that would affect Village Board Meetings



### Yom Kippur

Begins sunset of **Tuesday, October 4, 2022**

Ends nightfall of **Wednesday, October 5, 2022**

[Yom Kippur Site](#)

🚫 No work is permitted.

🕯️ Yizkor is recited on Yom Kippur, Wednesday, October 5

Yom Kippur is the holiest day of the year—the day on which we are closest to G-d and to the quintessence of our own souls. It is the Day of Atonement—“For on this day He will forgive you, to purify you, that you be cleansed from all your sins before G-d” (Leviticus 16:30).



### Shemini Atzeret & Simchat Torah

Begins sunset of **Sunday, October 16, 2022**

Ends nightfall of **Tuesday, October 18, 2022**

[Visit Site](#)

🚫 No work is permitted.

🕯️ Yizkor is recited on Shemini Atzeret, Monday, October 17

*Dates listed are for outside Israel.*

Following the seven joyous days of Sukkot, comes the happy holiday known as Shemini Atzeret/Simchat Torah.



Ramadan 2022

**begins Saturday, April 2**

**ends Sunday, May 1**



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# MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Charles Meyer, Assistant Village Manager

**DATE:** November 16, 2021

**SUBJECT:** Village Code Update

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## **Background**

As part of the Fiscal Year 2022 Budget the Village Board approved a review of the Village Board Code. Since the June 1, 2021 Committee of the Whole Meeting the Village Board reviewing Chapter 3: Boards and Commissions. The Village Board asked for staff to review the Village Code to draft language for the Village Board's consideration to revise the Village Code. The goal of the meeting of the November 16 Committee of the Whole is to discuss the changes recommended to the Village Board for consideration. Following the November 2 Committee of the Whole, language related to the removal of snow and ice from sidewalks has been removed from this memorandum and attached draft Ordinance to be discussed and considered separately.

## **Discussion**

The Village Board has completed its review of Chapter 3: Boards and Commissions. The schedule for continued review of the Village Code is below:

- November 16 Committee of the Whole: Presentation and discussion of changes to the Village Code drafted by staff for the Village Board's consideration. Discuss further policy direction from the Village Board for future review of the Village Code.
- November 16 Village Board Meeting: Consider changes proposed during the November 16 Committee of the Whole.

The structure outlined above is designed to provide a time table for reviewing the Village Code in line with the policy direction to be provided by the Village Board. The attached Ordinance provides specific language for the Village Board's consideration related to the changes for the Village Code. The table below summarizes the changes that are being recommended for consideration by the Village Board with the attached Ordinance addressing the specific changes to the Village Code:

<b>Village Code Location</b>	<b>Section Title</b>	<b>Summary of Change</b>
1-3-6	Depository for Village Records.	Repeal section of Code.
1-3-7	Custody of Combination and Access to Vault.	Repeal section of Code.
2-3-3	Special Meetings.	Repeal section of Code.
3-1-2-F	Village Board Liaison.	New language to provide guidance on role of Village Board Liaison.
4-1-10	Participation in State Employees' Retirement System of Illinois (Social Security Unit).	Clarifies members covered by Social Security.
4-2-11	Annual Report of Village Treasurer.	Modifies submittal date to line up with Budget dates.
4-5-5	Authority of Officers to Arrest.	Confirms that spectators need to obey orders from Fire Department, but leaves the authority to arrest with the Police Department.
6-1-8-A	Obstruction Generally.	Codifies that it is unlawful to place leaves or other debris in the street, alley, or sidewalk.
6-3-2-A	Hours.	Removes ice skating as being an allowed use outside of normal operations of parks.
6-3-4	Park Permit Required.	Updated to reflect Village Board authority to approve permits.
6-3-6-F	Issuance of Park Permit.	Updated to reflect Village Board authority to approve permits.
6-3-7	Park Permit Denial/Appeal.	Updated to reflect Village Board authority in regards to permit appeals.
6-3-9-U	Fires.	Creates new language regarding fires on public property.
7-2-14-A	Temporary No Parking Signs.	Add Village Manager as authorized staff to issue no parking restrictions.
8-7-10	License Stickers.	Cleans up language regarding the issuing number for a sticker.
8-7-16	Use of Funds.	Modifies sentence for how vehicle sticker revenues are intended to support improvement / repair of roads, alleys, and other public roadways.
9-12-11-A	Time Limit on Soliciting.	Modify allowable time for solicitation to end at 8:00 pm instead of 9:00 pm.

9-12-11-B	Time Limit on Soliciting.	Modify allowable time for solicitation to end at 8:00 pm instead of 9:00 pm.
10-2-36-D	Service of Alcoholic Beverages at the Lincolnwood Community Center.	Provides Village Board with authority to establish rules for alcoholic beverages at Community Center.
12-3-4	Location of Meters and Meter Transmission Units.	Protects the Village's access to buffalo boxes.
17-3	Resisting or Interfering with Police.	Added language related to resisting or interfering with Police.

The items summarized above have been presented for the Village Board's consideration and direction. Per the Village Board's direction, the Village Code facilitating these changes is attached for consideration by the Village Board.

The proposed Ordinance that will be considered during the Village Board Meeting is attached to this memorandum.

**Financial Impact**

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

**Recommendation**

It is the recommendation of this memorandum that this is discussed at the November 16, 2021 Committee of the Whole.

**Documents Attached**

1. Proposed Ordinance
2. PowerPoint Presentation

**VILLAGE OF LINCOLNWOOD**

**ORDINANCE NO. 2021-\_\_\_\_\_**

**AN ORDINANCE AMENDING  
VARIOUS PROVISIONS OF  
THE MUNICIPAL CODE OF LINCOLNWOOD**

ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LINCOLNWOOD  
THIS \_\_\_\_ DAY OF NOVEMBER, 2021.

Published in pamphlet form  
by the authority of the  
President and Board of Trustees  
of the Village of Lincolnwood,  
Cook County, Illinois  
this \_\_\_\_\_ day of \_\_\_\_\_, 2021

ORDINANCE NO. 2021-\_\_

AN ORDINANCE AMENDING  
VARIOUS PROVISIONS OF  
THE MUNICIPAL CODE OF LINCOLNWOOD

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, the President and the Board of Trustees have determined that it will serve and be in the best interests of the Village to amend various provisions of the “Municipal Code of Lincolnwood,” as amended (“*Village Code*”), pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. BOARD MEETINGS. Section 2-3-2 of the Village Code, previously titled “Regular Board Meetings,” is hereby re-titled “Board Meetings.”

SECTION 3. BOARDS AND COMMISSIONS. Section 3-1-2 of the Village Code is hereby amended further to read as follows:

“3-1-2. Appointment of members.

\* \* \*

**(F) Village Board Liaison. The Village President may appoint, with the advice and consent of the Board of Trustees, one Village Trustee to each Board or Commission as a non-voting Trustee Liaison. Trustee Liaisons do not count toward a quorum of the Board or Commission. The role of the Trustee Liaison is to communicate the Village Board's needs, policies and interests to the members of the Board or Commission, and to communicate back to the Village Board the recommendations made and discussions held by the Board or Commission.**”

SECTION 4. PARTICIPATION IN STATE EMPLOYEES’ RETIREMENT SYSTEM OF ILLINOIS (SOCIAL SECURITY UNIT). Section 4-1-10 of the Village Code is hereby amended further to read as follows:

“4-1-10. Participation in State Employees’ Retirement System of Illinois (Social Security Unit).

All Village employees, excluding those members of the Fire Department, Police Department, legislative, executive and judicial departments of the Village that have been specifically designated by the Village Manager, are included in the federal Old Age and Survivors Insurance System as authorized by the federal Social Security Act and amendments thereto. Withholdings from wages or salaries of employees will be made by the municipality in the amounts and at such times as may be required by applicable state or federal laws or regulations.”

SECTION 5. ANNUAL REPORT OF VILLAGE TREASURER. Section 4-2-11 of the Village Code is hereby amended further to read as follows:

“4-2-11. Annual Report of the Village Treasurer.

Prior to ~~September 1~~ November 1 of each year, the Village Treasurer shall prepare and file with the Village Clerk an account of all monies received and expenditures incurred during the preceding fiscal year, as prescribed by state law. The annual report shall specify, without limitation, the particular warrant, special assessment, or account on which the monies were collected, the balance of money uncollected on all warrants in the possession of the Village Treasurer, and the balance remaining uncollected at the time of the return on all warrants which the Village Treasurer returned to the Village Clerk during the preceding fiscal year. A copy of the annual account of the Village Treasurer shall also be filed with the Cook County Collector of Taxes who collects taxes levied by the Village, together with an affidavit of the Village Clerk certifying its publication as required by law and its correctness.”

SECTION 6. FIRE DEPARTMENT ORDERS. Section 4-5-5 of the Village Code is hereby re-titled and amended further to read as follows:

“4-5-5. ~~Authority of officers to arrest.~~ Spectators to Obey Orders of Members of Fire Department.

~~The Fire Chief and members of the Fire Department shall have the power and authority to arrest any person at or near the scene of a fire for any interference with the Fire Department in the performance of its duties or for the commission of any crime or violation of any ordinance in connection with the fire.~~ It shall be the duty of all persons at or near the scene of a fire to obey all the orders of the members of the Fire Department on duty there with respect to keeping away from the scene of the fire or the handling of or interference with the apparatus of the Department or of any property in the temporary custody of the Department.”

SECTION 7. OBSTRUCTIONS GENERALLY. Section 6-1-8 of the Village Code is hereby amended further to read as follows:

“6-1-8. Obstructions generally.

- (A) It shall be unlawful for any person to cause, create or maintain any obstruction of any street, alley or sidewalk or other public way, except as may be specifically authorized by the corporate authorities, or otherwise in accordance with this Section 6-1-8 and the other provisions of this Code. **Specifically, and without limitation, it shall be unlawful to place leaves or other debris in any street, alley, or sidewalk.**”

\* \* \*

SECTION 8. HOURS. Section 6-3-2 of the Village Code is hereby amended further to read as follows:

“6-3-2. Hours.

- (A) No person shall be or remain in G.G. Rowell Park, Goebelt Park, Flowers Park, Kenneth Park, Kildare Park, Drake Park, Central Park, O'Brien Park, Springfield Park, Rossi Park, Columbia Park, or Lincolnwood Centennial Park between the hours of 9:00 p.m. and 6:00 a.m. on the following day, except as to ~~ice skating~~ or activities for which permits are issued.”

\* \* \*

SECTION 9. PARK PERMIT REQUIRED. Section 6-3-4 of the Village Code is hereby amended further to read as follows:

“6-3-4. Park permit required.

A permit shall be obtained from the Village Department of Parks and Recreation ~~by any group wishing~~ to reserve all or any portion of Proesel Park or Lincolnwood Centennial Park for an activity or picnic. The maximum number of persons allowed on park permits issued by the Department of Parks and Recreation on any given day shall not exceed 150. Groups exceeding 150 persons, other than those sponsored by the Department of Parks and Recreation, must obtain a permit to use Proesel Park from the Village ~~Park and Recreation~~ Board. Permits are available for other parks in the community and will be evaluated on a per-request basis. Not more than 50 persons shall be permitted at any event in any other park for which a permit is granted pursuant to this Section 6-3-4. Picnic hours for events in other parks are 10:00 a.m. to 6:00 p.m., unless special permission is granted by the Department of Parks and Recreation.”

SECTION 10. ISSUANCE OF PARK PERMIT. Section 6-3-6 of the Village Code is hereby amended further to read as follows:

“6-3-6. Issuance of Park Permit.

The Village Department of Parks and Recreation shall investigate the facts set out in the park permit application and shall approve and issue the permit when the Department finds that:

\* \* \*

(F) The anticipated attendance does not exceed the established maximums of persons allowed pursuant to Section 6-3-4 of this Code, in which case permission from the Village ~~Park and Recreation~~ Board must have been granted.”

SECTION 11. PARK PERMIT DENIAL/APPEAL. Section 6-3-7 of the Village Code is hereby amended further to read as follows:

“6-3-7. Park permit denial/appeal.

Within seven days after receipt of a park permit application, the Department of Parks and Recreation shall either approve or inform an applicant, in writing, of the reasons for denial of the park permit. Any person aggrieved by the decision of the Department of Parks and Recreation shall have the right to appeal, in writing, to the ~~Park and Recreation~~ Village Board. The ~~Park and Recreation~~ Village Board shall consider the park permit application under the standards set forth in Section 6-3-6 of this Code and shall make its decision within ~~seven~~ 30 days. The decision of the ~~Parks and Recreation~~ Village Board shall be final.”

SECTION 12. RULES AND REGULATIONS. Section 6-3-9 of the Village Code is hereby amended further to read as follows:

“6-3-9. Rules and regulations.

The following rules and regulations shall apply to every person in and upon the public parks of the village:

\* \* \*

(U) Fires.

(1) No person shall light, maintain, or make use of any fire within any park, except at such places and at such times as the Village may designate for such purpose and under such rule as may be prescribed by the Village.

- (2) No fire in a park shall ever be left unattended. Every fire shall be under the continuous care and direction of a competent person 18 years of age or older from the time it is kindled until the time it is completely extinguished. All fires must be properly and completely extinguished prior to leaving the site of the fire.
- (3) No person shall throw or otherwise discard lighted or smoldering material in any manner that threatens or causes damage to, or results in the burning of, Village property or park resources, or creates a safety hazard. Charcoal from a grill may be deposited if and where designated ash pits are available.”

SECTION 13. TEMPORARY NO PARKING SIGNS. Section 7-2-14 of the Village Code is hereby amended further to read as follows:

“7-2-14. Temporary no parking signs.

- (A) For the purpose of facilitating the removal of snow, cleaning of streets, road construction, emergencies, special events, and/or special conditions, the Village Manager, the Director of Public Works, and/or Chief of Police is authorized to post no parking signs, designating the day of the week and hours of the day and part of the street in which the parking of vehicles is temporarily prohibited.”

\* \* \*

SECTION 14. LICENSE STICKERS. Section 8-7-10 of the Village Code is hereby further amended to read as follows:

“8-7-10. License stickers.

Upon the issuance of a license under the terms of this Article 7, the Village Manager shall deliver to the applicant a license sticker which shall bear the word "Lincolnwood," and a an identification number ~~identical with the number of such license~~ and the year for which such license was issued.”

SECTION 15. USE OF FUNDS. Section 8-7-16 of the Village Code is hereby further amended to read as follows:

“8-7-16. Use of funds.

All revenues derived from such license and transfer fees ~~shall be used~~ are intended for the purpose of improving, paving, repairing or maintaining the

streets, alleys and other public roadways within the Village; ~~provided, however, that the actual cost of the collection of such fees and the disbursement thereof may be deducted from the total amount collected.~~ Fees not exceeding 35% of such ~~total amount collected~~ may be used for the payment of salaries and wages of policemen engaged in the duty of regulating traffic.”

SECTION 16. TIME LIMIT ON SOLICITING. Section 9-12-11 of the Village Code is hereby amended further to read as follows:

“9-12-11. Time limit on soliciting.

- (A) It shall be unlawful and shall constitute a nuisance for any person to go about any residence and ring the doorbell, or rap and knock upon any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in commercial or noncommercial solicitation before the hour of 10:00 a.m., or after the hour of 8:00 p.m. ~~9:00 p.m.~~
- (B) It shall be unlawful to engage in solicitation on sidewalks, streets, highways (only as permitted by state law and Village ordinance) or other public places within the Village before the hour of 7:00 a.m. or after the hour of 8:00 p.m. ~~9:00 p.m.~~”

SECTION 17. SERVICE OF ALCOHOLIC BEVERAGES AT THE LINCOLNWOOD COMMUNITY CENTER. Section 10-2-36 of the Village Code is hereby amended further to read as follows:

“10-2-36. Service of alcoholic beverages at the Lincolnwood Community Center.

\* \* \*

- (D) The Local Liquor Control Commissioner and the ~~Park and Recreation~~ Village Board may from time to time establish additional rules, regulations and restrictions relating to the serving, dispensing and use of alcoholic beverages at the Community Center including, but not limited to, disposal and cleanup procedures.”

SECTION 18. LOCATION OF METERS AND METER TRANSMISSION UNITS. Section 12-3-4 of the Village Code is hereby amended further to read as follows:

“12-3-4. Location of meters and meter transmission units.

- (A) All new construction or water meter upgrades shall be located inside the building at the front wall of the building as approved by the Village. The water meter must be installed in an area that is freely accessible for

maintenance and protected from freezing. Valves must be installed on each side of the water meter and must be kept in good working order. Additionally, if required by the Village, wiring for the water meter remote device must be encased in electrical conduit from the meter to the exterior of the front wall of the building.

**(B)** In conjunction with the interior installation of the water meter, a buffalo box will be installed in the Village parkway in front of the property to be served. **It is prohibited to construct or install any structure in Village rights-of-way in a manner that impedes access to the buffalo boxes and meter pits located in the right-of-way, and the Village retains the right to remove any structure constructed or installed in violation of this Section 12-3-4(B).**

SECTION 19. RESISTING OR INTERFERING WITH POLICE. Article 3 of Chapter 17 of the Village Code is hereby amended further to add a new Section 17-3-22, which new Section hereafter reads as follows:

**“17-3-22. Resisting or interfering with police.**

**It shall be unlawful for any person to: (a) resist any sworn member of the police department in the discharge of their duties; (b) in any way interfere with or prevent them in the discharge of their duty; (c) offer or in any manner assist any person in the custody of any member of the police force to escape or attempt to escape from such custody; or (d) attempt to rescue any person in such custody.”**

SECTION 20. REPEALER. Sections 1-3-6, 1-3-7, and 2-3-3 of the Village Code are hereby repealed in their entireties and are of no further force or effect.

SECTION 21. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 22. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this \_\_\_\_ day of November, 2021.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

APPROVED by me this \_\_\_\_ day of November, 2021.

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Jesal Patel, President  
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this  
\_\_\_\_ day of November, 2021.

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Beryl Herman, Village Clerk  
Village of Lincolnwood, Cook County, Illinois

# Discussion Concerning Village Code

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COMMITTEE OF THE WHOLE

NOVEMBER 16, 2021

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# Village Code Review

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Village Board directed a review of the Village Code starting with Chapter 3: Boards and Commissions

At Village Board's directive, staff began review of Village Code and sent suggested revisions to the Village Attorney to draft an Ordinance with recommended changes

Purpose of discussion is to present the changes for the Village Board's consideration

# Proposed Changes

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Section	Current Language	Proposed Language
1-3-6	<p>Depository for Village records. The depository for all Village records is hereby designated as the vault presently located in the Village Clerk's office in the Village Hall in the Village.</p>	Section repealed.
1-3-7	<p>Custody of combination and access to vault. The custody of the vault combination and access to the vault shall be to the following designated officers exclusively: Village President, Village Clerk and Village Treasurer and their duly authorized representatives. No other persons shall have custody of the vault combination or be allowed access to said vault under any circumstances. Any person violating the provisions of this section shall be fined in the amount set forth in the Annual Fee Resolution.</p>	Section repealed.

# Proposed Changes

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Section	Current Language	Proposed Language
2-3-3	<p>Special meetings.</p> <p>Special meetings may be called by the Village President or by any three Trustees by written request or notice being filed with the Village Clerk at least 48 hours prior to the time specified for such meeting. At least 48 hours' written notice of such special meeting shall be given by the Clerk, which notice shall specify the time and purpose of such meeting and shall be delivered to each member of the Board personally if he or she can be found, and if he or she cannot be found, then by leaving a copy of such notice at the home of such Board member in the presence of an adult member of the family of the member of the Board.</p> <p>The Village Clerk shall cause an affidavit showing service of such notice provided to be filed in his or her office prior to the time fixed for such special meeting, together with a statement of compliance with the notices to members of the media as provided by statute. The failure to cause such an affidavit and statement of compliance to be prepared shall not invalidate any action taken at such special meeting which is otherwise accomplished in accordance with law. Any Board member who appears and participates in such special meeting with regard to a matter contained within the call of such meeting shall waive any irregularity in service.</p>	Section repealed.

# Proposed Changes

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Section	Current Language	Proposed Language
3-1-2		<p><u>Village Board Liaison.</u> <u>The Village President may appoint, with the advice and consent of the Board of Trustees, one Village Trustee to each Board or Commission as a non-voting Trustee Liaison. Trustee Liaisons do not count toward a quorum of the Board or Commission. The role of the Trustee Liaison is to communicate the Village Board's needs, policies and interests to the members of the Board or Commission, and to communicate back to the Village Board the recommendations made and discussions held by the Board or Commission.</u></p>

# Proposed Changes

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Section	Current Language	Proposed Language
4-1-10	<p>Participation in State Employees' Retirement System of Illinois (Social Security Unit).</p> <p>All Village employees, excluding members of the Fire Department, Police Department, legislative, executive and judicial departments of the Village, are included in the federal Old Age and Survivors Insurance System as authorized by the federal Social Security Act and amendments thereto. Withholdings from wages or salaries of employees will be made by the municipality in the amounts and at such times as may be required by applicable state or federal laws or regulations.</p>	<p>Participation in State Employees' Retirement System of Illinois (Social Security Unit).</p> <p>All Village employees, excluding <u>those</u> members of the Fire Department, Police Department, legislative, executive and judicial departments of the Village <u>that have been specifically designated by the Village Manager</u>, are included in the federal Old Age and Survivors Insurance System as authorized by the federal Social Security Act and amendments thereto. Withholdings from wages or salaries of employees will be made by the municipality in the amounts and at such times as may be required by applicable state or federal laws or regulations.</p>

# Proposed Changes

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Section	Current Language	Proposed Language
4-2-11	<p>Annual report of Village Treasurer.</p> <p>Prior to September 1 of each year, the Village Treasurer shall prepare and file with the Village Clerk an account of all monies received and expenditures incurred during the preceding fiscal year, as prescribed by state law. The annual report shall specify, without limitation, the particular warrant, special assessment, or account on which the monies were collected, the balance of money uncollected on all warrants in the possession of the Village Treasurer, and the balance remaining uncollected at the time of the return on all warrants which the Village Treasurer returned to the Village Clerk during the preceding fiscal year. A copy of the annual account of the Village Treasurer shall also be filed with the Cook County Collector of Taxes who collects taxes levied by the Village, together with an affidavit of the Village Clerk certifying its publication as required by law and its correctness.</p>	<p>Annual report of Village Treasurer.</p> <p>Prior to <del>September 1</del> <b><u>November 1</u></b> of each year, the Village Treasurer shall prepare and file with the Village Clerk an account of all monies received and expenditures incurred during the preceding fiscal year, as prescribed by state law. The annual report shall specify, without limitation, the particular warrant, special assessment, or account on which the monies were collected, the balance of money uncollected on all warrants in the possession of the Village Treasurer, and the balance remaining uncollected at the time of the return on all warrants which the Village Treasurer returned to the Village Clerk during the preceding fiscal year. A copy of the annual account of the Village Treasurer shall also be filed with the Cook County Collector of Taxes who collects taxes levied by the Village, together with an affidavit of the Village Clerk certifying its publication as required by law and its correctness.</p>

# Proposed Changes

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Section	Current Language	Proposed Language
4-5-5	<p>Authority of officers to arrest.</p> <p>The Fire Chief and members of the Fire Department shall have the power and authority to arrest any person at or near the scene of a fire for any interference with the Fire Department in the performance of its duties or for the commission of any crime or violation of any ordinance in connection with the fire.</p>	<p><del>Authority of officers to arrest.</del> <b><u>Spectators to Obey Orders of Members of Fire Department.</u></b></p> <p><del>The Fire Chief and members of the Fire Department shall have the power and authority to arrest any person at or near the scene of a fire for any interference with the Fire Department in the performance of its duties or for the commission of any crime or violation of any ordinance in connection with the fire.</del> <b><u>It shall be the duty of all persons at or near the scene of a fire to obey all the orders of the members of the Fire Department on duty there with respect to keeping away from the scene of the fire or the handling of or interference with the apparatus of the Department or of any property in the temporary custody of the Department.</u></b></p>

# Proposed Changes

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Section	Current Language	Proposed Language
6-1-8-A	It shall be unlawful for any person to cause, create or maintain any obstruction of any street, alley or sidewalk or other public way, except as may be specifically authorized by the corporate authorities, or otherwise in accordance with this Section 6-1-8 and the other provisions of this Code.	It shall be unlawful for any person to cause, create or maintain any obstruction of any street, alley or sidewalk or other public way, except as may be specifically authorized by the corporate authorities, or otherwise in accordance with this Section 6-1-8 and the other provisions of this Code. <b><u>Specifically, and without limitation, it shall be unlawful to place leaves or other debris in any street, alley, or sidewalk.</u></b>
6-3-2-A	No person shall be or remain in G.G. Rowell Park, Goebelt Park, Flowers Park, Kenneth Park, Kildare Park, Drake Park, Central Park, O'Brien Park, Springfield Park, Rossi Park, Columbia Park, or Lincolnwood Centennial Park between the hours of 9:00 p.m. and 6:00 a.m. on the following day, except as to ice skating or activities for which permits are issued.	No person shall be or remain in G.G. Rowell Park, Goebelt Park, Flowers Park, Kenneth Park, Kildare Park, Drake Park, Central Park, O'Brien Park, Springfield Park, Rossi Park, Columbia Park, or Lincolnwood Centennial Park between the hours of 9:00 p.m. and 6:00 a.m. on the following day, except as to <del>ice skating</del> or activities for which permits are issued.

# Proposed Changes

Section	Current Language	Proposed Language
6-3-4	<p>Park permit required.</p> <p>A permit shall be obtained from the Village Department of Parks and Recreation by any group wishing to reserve all or any portion of Proesel Park or Lincolnwood Centennial Park for an activity or picnic. The maximum number of persons allowed on park permits issued by the Department of Parks and Recreation on any given day shall not exceed 150. Groups exceeding 150 persons, other than those sponsored by the Department of Parks and Recreation, must obtain a permit to use Proesel Park from the Village Park and Recreation Board. Permits are available for other parks in the community and will be evaluated on a per-request basis. Not more than 50 persons shall be permitted at any event in any other park for which a permit is granted pursuant to this Section 6-3-4. Picnic hours for events in other parks are 10:00 a.m. to 6:00 p.m., unless special permission is granted by the Department of Parks and Recreation.</p>	<p>Park permit required.</p> <p>A permit shall be obtained from the Village Department of Parks and Recreation <del>by any group</del> wishing to reserve all or any portion of Proesel Park or Lincolnwood Centennial Park for an activity or picnic. The maximum number of persons allowed on park permits issued by the Department of Parks and Recreation on any given day shall not exceed 150. Groups exceeding 150 persons, other than those sponsored by the Department of Parks and Recreation, must obtain a permit to use Proesel Park from the Village <del>Park and Recreation</del> Board. Permits are available for other parks in the community and will be evaluated on a per-request basis. Not more than 50 persons shall be permitted at any event in any other park for which a permit is granted pursuant to this Section 6-3-4. Picnic hours for events in other parks are 10:00 a.m. to 6:00 p.m., unless special permission is granted by the Department of Parks and Recreation.</p>

# Proposed Changes

Section	Current Language	Proposed Language
6-3-6-F	The anticipated attendance does not exceed the established maximums of persons allowed pursuant to Section 6-3-4 of this Code, in which case permission from the Village Park and Recreation Board must have been granted.	The anticipated attendance does not exceed the established maximums of persons allowed pursuant to Section 6-3-4 of this Code, in which case permission from the Village <del>Park and Recreation</del> Board must have been granted.
6-3-7	<p>Park permit denial/appeal.</p> <p>Within seven days after receipt of a park permit application, the Department of Parks and Recreation shall either approve or inform an applicant, in writing, of the reasons for denial of the park permit. Any person aggrieved by the decision of the Department of Parks and Recreation shall have the right to appeal, in writing, to the Park and Recreation Board. The Park and Recreation Board shall consider the park permit application under the standards set forth in Section 6-3-6 of this Code and shall make its decision within seven days. The decision of the Parks and Recreation Board shall be final.</p>	<p>Park permit denial/appeal.</p> <p>Within seven days after receipt of a park permit application, the Department of Parks and Recreation shall either approve or inform an applicant, in writing, of the reasons for denial of the park permit. Any person aggrieved by the decision of the Department of Parks and Recreation shall have the right to appeal, in writing, to the <del>Park and Recreation</del> <u>Village</u> Board. The <del>Park and Recreation</del> <u>Village</u> Board shall consider the park permit application under the standards set forth in Section 6-3-6 of this Code and shall make its decision within <del>seven</del> <b>30 days</b>. The decision of the <del>Parks and Recreation</del> <u>Village</u> Board shall be final.</p>

# Proposed Changes

Section	Current Language	Proposed Language
6-3-9-U		<p>Fires</p> <p><b><u>(1) No person shall light, maintain, or make use of any fire within any park, except at such places and at such times as the Village may designate for such purpose and under such rule as may be prescribed by the Village.</u></b></p> <p><b><u>(2) No fire in a park shall ever be left unattended. Every fire shall be under the continuous care and direction of a competent person 18 years of age or older from the time it is kindled until the time it is completely extinguished. All fires must be properly and completely extinguished prior to leaving the site of the fire.</u></b></p> <p><b><u>(3) No person shall throw or otherwise discard lighted or smoldering material in any manner that threatens or causes damage to, or results in the burning of, Village property or park resources, or creates a safety hazard. Charcoal from a grill may be deposited if and where designated ash pits are available.</u></b></p>

# Proposed Changes

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Section	Current Language	Proposed Language
7-2-14-A	For the purpose of facilitating the removal of snow, cleaning of streets, road construction, emergencies, special events, and/or special conditions, the Director of Public Works and/or Chief of Police is authorized to post no parking signs, designating the day of the week and hours of the day and part of the street in which the parking of vehicles is temporarily prohibited.	For the purpose of facilitating the removal of snow, cleaning of streets, road construction, emergencies, special events, and/or special conditions, <b><u>the Village Manager</u></b> , the Director of Public Works, and/or Chief of Police is authorized to post no parking signs, designating the day of the week and hours of the day and part of the street in which the parking of vehicles is temporarily prohibited.

# Proposed Changes

Section	Current Language	Proposed Language
8-7-10	<p>License stickers.</p> <p>Upon the issuance of a license under the terms of this Article 7, the Village Manager shall deliver to the applicant a license sticker which shall bear the word "Lincolnwood," and a number identical with the number of such license and the year for which such license was issued.</p>	<p>License stickers.</p> <p>Upon the issuance of a license under the terms of this Article 7, the Village Manager shall deliver to the applicant a license sticker which shall bear the word "Lincolnwood," and a <u>an identification</u> number <del>identical with the number of such license</del> and the year for which such license was issued.</p>
8-7-16	<p>Use of funds.</p> <p>All revenues derived from such license and transfer fees shall be used for the purpose of improving, paving, repairing or maintaining the streets, alleys and other public roadways within the Village; provided, however, that the actual cost of the collection of such fees and the disbursement thereof may be deducted from the total amount collected. Fees not exceeding 35% of such total amount collected may be used for the payment of salaries and wages of policemen engaged in the duty of regulating traffic.</p>	<p>Use of funds.</p> <p>All revenues derived from such license and transfer fees <del>shall be used</del> <u>are intended</u> for the purpose of improving, paving, repairing or maintaining the streets, alleys and other public roadways within the Village; <del>provided, however, that the actual cost of the collection of such fees and the disbursement thereof may be deducted from the total amount collected.</del> Fees <del>not exceeding 35% of such total amount collected</del> may be used for the payment of salaries and wages of policemen engaged in the duty of regulating traffic.</p>

# Proposed Changes

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Section	Current Language	Proposed Language
9-12-11-A	It shall be unlawful and shall constitute a nuisance for any person to go about any residence and ring the doorbell, or rap or knock upon any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in commercial or noncommercial solicitation before the hour of 10:00 a.m., or after the hour of 9:00 p.m.	It shall be unlawful and shall constitute a nuisance for any person to go about any residence and ring the doorbell, or rap and knock upon any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in commercial or noncommercial solicitation before the hour of 10:00 a.m., or after the hour of <b><u>8:00 p.m.</u></b> <del>9:00 p.m.</del>
9-12-11-B	It shall be unlawful to engage in solicitation on sidewalks, streets, highways (only as permitted by state law and Village ordinance) or other public places within the Village before the hour of 7:00 a.m. or after the hour of 9:00 p.m.	It shall be unlawful to engage in solicitation on sidewalks, streets, highways (only as permitted by state law and Village ordinance) or other public places within the Village before the hour of 7:00 a.m. or after the hour of <b><u>8:00 p.m.</u></b> <del>9:00 p.m.</del>

# Proposed Changes

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Section	Current Language	Proposed Language
10-2-36-D	The Local Liquor Control Commissioner and the Park and Recreation Board may from time to time establish additional rules, regulations and restrictions relating to the serving, dispensing and use of alcoholic beverages at the Community Center including, but not limited to, disposal and cleanup procedures.	The Local Liquor Control Commissioner and the <del>Park and Recreation</del> <b><u>Village</u></b> Board may from time to time establish additional rules, regulations and restrictions relating to the serving, dispensing and use of alcoholic beverages at the Community Center including, but not limited to, disposal and cleanup procedures.

# Proposed Changes

Section	Current Language	Proposed Language
12-3-4	<p>All new construction or water meter upgrades shall be located inside the building at the front wall of the building as approved by the Village. The water meter must be installed in an area that is freely accessible for maintenance and protected from freezing. Valves must be installed on each side of the water meter and must be kept in good working order. Additionally, if required by the Village, wiring for the water meter remote device must be encased in electrical conduit from the meter to the exterior of the front wall of the building. In conjunction with the interior installation of the water meter, a buffalo box will be installed in the Village parkway in front of the property to be served.</p>	<p><u>(A)</u> All new construction or water meter upgrades shall be located inside the building at the front wall of the building as approved by the Village. The water meter must be installed in an area that is freely accessible for maintenance and protected from freezing. Valves must be installed on each side of the water meter and must be kept in good working order. Additionally, if required by the Village, wiring for the water meter remote device must be encased in electrical conduit from the meter to the exterior of the front wall of the building.</p> <p><u>(B)</u> In conjunction with the interior installation of the water meter, a buffalo box will be installed in the Village parkway in front of the property to be served. <b><u>It is prohibited to construct or install any structure in Village rights-of-way in a manner that impedes access to the buffalo boxes and meter pits located in the right-of-way, and the Village retains the right to remove any structure constructed or installed in violation of this Section 12-3-4(B).</u></b></p>

# Proposed Changes

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Section	Current Language	Proposed Language
17-3-22		<p><b><u>Resisting or interfering with police.</u></b> <b><u>It shall be unlawful for any person to: (a) resist any sworn member of the police department in the discharge of their duties; (b) in any way interfere with or prevent them in the discharge of their duty; (c) offer or in any manner assist any person in the custody of any member of the police force to escape or attempt to escape from such custody; or (d) attempt to rescue any person in such custody.</u></b></p>

# Policy Questions

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Does the Village Board desire to make any changes to the Village Code?

Does the Village Board have any aspects of the Village Code they would like further researched?



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# MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Charles Meyer, Assistant Village Manager

**DATE:** November 16, 2021

**SUBJECT:** Snow Removal from Sidewalks

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## **Background**

As part of the Fiscal Year 2022 Budget the Village Board approved a review of the Village Board Code. Since the June 1, 2021 Committee of the Whole Meeting the Village Board reviewing Chapter 3: Boards and Commissions. The Village Board asked for staff to review the Village Code to draft language for the Village Board's consideration to revise the Village Code. On November 2, the Village Board began discussions on the recommended language regarding the removal of snow and ice from sidewalks. The topic of clearing sidewalks is being presented separately from the rest of the Village Code discussion.

## **Discussion**

The Village staff is recommending that the Village Board consider a requirement for property owners to clear the sidewalks on the public right-of-way adjacent to their property. Currently the Village Code does not require residents and property owners to clear the sidewalk. Staff are recommending that a provision of the Village Code is adopted for the clearing of sidewalks of snow and ice for the following reasons:

- Responsiveness to requests received from residents to clear sidewalks after inclement weather.
- May increase the ability to pass these areas for pedestrians.
- Increase consistency as the Village mandates that sidewalks are clear of obstructions and are in good shape throughout the year.

The Village Board first began discussing the topic of the accumulation of snow on driveway aprons and sidewalks on the adjacent public right-of-way in the fall of 2020. At the January 5, 2021 Village Board Meeting, the Village Board approved an Ordinance that required property owners to clear snow and ice from the driveway aprons and prevent the accumulation of snow but did not make any changes to the Village Code in regards to sidewalks.

As staff reviewed the Village Code per the Village Board’s direction, the language below is recommended for consideration to be added to Chapter 6 of the Village Code (double underline and bold font for additions to the Village Code).

6-5-4. Parkway maintenance required by adjoining property owners.

All property owners or persons in control of private property adjoining, adjacent and contiguous to a section of Village parkway shall be responsible for:

\* \* \*

**(C) Removal of snow and ice from the sidewalk within the parkway.**

The Village reviewed survey data from the Northwest Municipal Conference (NWMC) and found that of the 31 responding communities, 11 cities utilized a standard that required property owners to clear sidewalks on the public right-of-way adjacent to their property and 19 municipalities do not require property owners to clear sidewalks of snow and ice. One community did not have public sidewalks and therefore did not have such a provision.

**Financial Impact**

The cost to have the Village Code reviewed was included in the Fiscal Year 2022 Budget. There is no financial impact from this provision of the Village Code being enacted.

**Recommendation**

It is the recommendation of this memorandum that this is discussed at the November 16, 2021 Committee of the Whole.

**Documents Attached**

1. Proposed Ordinance
2. PowerPoint Presentation

**VILLAGE OF LINCOLNWOOD**

**ORDINANCE NO. 2021-\_\_\_\_**

**AN ORDINANCE AMENDING SECTION 6-5-4 OF THE MUNICIPAL  
CODE OF LINCOLNWOOD REGARDING THE REMOVAL OF SNOW  
FROM PRIVATE SIDEWALKS ADJOINING VILLAGE PARKWAYS**

ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LINCOLNWOOD  
THIS \_\_\_\_ DAY OF NOVEMBER, 2021.

Published in pamphlet form  
by the authority of the  
President and Board of Trustees  
of the Village of Lincolnwood,  
Cook County, Illinois  
this \_\_\_\_ day of \_\_\_\_\_, 2021

ORDINANCE NO. 2021-\_\_

**AN ORDINANCE AMENDING SECTION 6-5-4 THE MUNICIPAL CODE OF LINCOLNWOOD REGARDING THE REMOVAL OF SNOW FROM PRIVATE SIDEWALKS ADJOINING VILLAGE PARKWAYS**

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, Section 6-5-4 of the Municipal Code of Lincolnwood, as amended (“*Village Code*”), regulates parkway maintenance by adjoining property owners; and

WHEREAS, the Village President and Board of Trustees desire to amend Section 6-5-4 of the Village Code to require adjoining property owners to remove snow and ice from sidewalks within the parkway; and

WHEREAS, the President and Board of Trustees have determined that it will serve and be in the best interests of the Village and its residents to amend the Village Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. PARKWAY MAINTENANCE REQUIRED BY ADJOINING PROPERTY OWNERS. Section 6-5-4 of the Village Code is hereby amended further to read as follows:

“6-5-4. Parkway maintenance required by adjoining property owners.

All property owners or persons in control of private property adjoining, adjacent and contiguous to a section of Village parkway shall be responsible for:

\* \* \*

**(C) Removal of snow and ice from the sidewalk within the parkway.”**

SECTION 3. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as

near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 4. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED this \_\_\_\_\_ day of November, 2021.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

APPROVED by me this \_\_\_\_\_ day of November, 2021.

\_\_\_\_\_  
Jesal Patel, President  
Village of Lincolnwood, Cook County,  
Illinois

ATTESTED and FILED in my office this  
\_\_\_\_\_ day of November, 2021.

\_\_\_\_\_  
Beryl Herman, Village Clerk  
Village of Lincolnwood, Cook County, Illinois

# Discussion Concerning Village Code - Sidewalks

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COMMITTEE OF THE WHOLE

NOVEMBER 16, 2021

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# Village Code Review

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Village Board directed a review of the Village Code starting with Chapter 3: Boards and Commissions

At Village Board's directive, staff began review of Village Code and sent suggested revisions to the Village Attorney to draft an Ordinance with recommended changes

Purpose of discussion is to present the changes for the Village Board's consideration for clearing of sidewalk

# Village Code Review

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Reasons for considering these provisions:

- Responsiveness to requests received from residents to clear sidewalks after inclement weather.
- May increase the ability to pass these areas for pedestrians.
- Increase consistency as the Village mandates that sidewalks are clear of obstructions and are in good shape throughout the year.

Topic was discussed by the Village Board in the fall of 2020 with direction in January, 2021 to require the clearing of aprons for driveways but no other changes were made at that time

# Proposed Changes

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<b>Section</b>	<b>Current Language</b>	<b>Proposed Language</b>
6-5-4-C		Removal of snow and ice from the sidewalk within the parkway.

# Policy Questions

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Does the Village Board desire to require property owners to clear sidewalks on the public right-of-way adjacent to their properties?



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# MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Matthew Pasquini, Management Analyst

**DATE:** November 16, 2021

**SUBJECT:** Lobbying Services for Municipal Governments

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## **Background**

A request was made by the Mayor for the Village to investigate options related to employing lobbying services. The purpose of hiring a lobbyist would be to advocate on behalf of the Village for resources and potential grants available to similarly situated communities. The purpose of this memorandum is to review existing municipal lobbying efforts and potential opportunities to employ these services.

## **Discussion**

A survey was distributed to the membership of the Northwest Municipal Conference (NWMC) with 17 respondents, of which six communities employed lobbying services.

Responding communities reported that lobbying firms provide a number of services that include, but are not limited to:

- Tracking legislation that directly impacts the community and providing regular status update reports.
- Facilitating meetings between local elected officials and staff with key legislators, depending on the legislation in question.
- Advice in the drafting of correspondence to support advocacy for legislative and grant funding needs.
- Working with state agencies during administrative rule-making processes.
- Assisting with grant application processes.
- Negotiating with utility providers, railroad companies, etc.

The annual cost ranges from \$25,000 to \$96,000. All of the lobbying contracts that were reviewed indicate they are annual, with payments made on a monthly basis. It was noted by respondents that for limited projects with a singular purpose, a community may be able to

consider a short term, month-to-month contract or explore an hourly rate for the desired term of the engagement. Contingency clauses, where payment of lobbying services is based on successful accomplishment of a set goal or objective, were not used among the surveyed communities. Respondents shared that it would be difficult to determine if a lobbyist was the reason that a grant was approved or how the consultant’s efforts impacted the overall project.

<b>Municipality</b>	<b>Annual Cost</b>	<b>Contingent based?</b>
Des Plaines	\$78,000	No
Hoffman Estates	\$48,000	No
Lake Bluff	N/A	N/A
Niles	\$60,000	No
Schaumburg	\$96,000	No
Skokie	\$25,000	No

Respondents shared their feedback that the benefit of employing lobbying services outweighs the cost, even if the results are not readily quantifiable. The communities that utilize lobbyists relayed that it was invaluable to build relationships with legislators and would recommend paying for these services.

The Village is currently a beneficiary of the legislative services provided by the NWMC. The NWMC has a Legislative Committee (“Committee”) comprised of elected officials and executive staff at the municipal level. The Committee primarily identifies, analyzes and reviews legislation proposed at the state level, but also initiates legislation concerning issues that impact local government. The Village of Lincolnwood benefits from collective action by this group on behalf of the NWMC.

The NWMC’s legislative services are carried out internally by Deputy Director Larry Bury and Policy Analyst Chris Staron, and externally by Anderson Legislative Consulting, Ltd., a Springfield based lobbyist employed by the Conference. Much of the focus is on issues related to municipal government such as restoration of the Local Government Distributive Fund, securing surface transportation funding and pushing back on unfunded mandates. The scope of legislative services is centered on broader, regional issues and do not include efforts on behalf of any singular community.

If the Village Board desires to employ lobbying services, it would be recommended that the Fiscal Year 2023 Budget include funds for these services. The Village would then engage in a request for proposals process to select a vendor for this service to be hired by the summer of 2022. Additionally, staff requests direction from the Board as to what goals they would like to achieve through the employment of lobbying services, how they would like their goals to be measured, and whether or not prospective lobbying efforts should focus on State or Federal government.

**Financial Impact**

The cost for this service ranges from \$25,000 to \$96,000 annually based on the types of services that are engaged in and the vendor selected through a request for proposal process.

**Recommendation**

It is recommended that this item is discussed at the November 16, 2021 Committee of the Whole Meeting.

**Documents Attached**

1. PowerPoint Presentation

# Discussion Concerning Municipal Lobbying Services

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# Background

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The Village is currently a beneficiary of legislative services provided by the Northwest Municipal Conference (NWMC)

17 municipalities responded to a survey inquiring about the employment of lobby services

- Six confirmed they use/have used lobbying services

# Lobbying Services Include:

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Tracking legislation that directly impacts the community and providing regular status update reports

Facilitating meetings between local elected officials and staff with key legislators, depending on the legislation in question

Advice in the drafting of correspondence to support advocacy for legislative and grant funding needs

Working with state agencies during administrative rule-making processes

Assisting with grant application processes

Negotiating with utility providers, railroad companies, etc.

# Financial Impact

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Most contracts are annual

- Month to month and hourly may be considered for more limited needs

Contingency clauses are not used among surveyed communities

Recommended for the FY 2023 budget

<b>Municipality</b>	<b>Annual Cost</b>	<b>Contingent based?</b>
<b>Des Plaines</b>	\$78,000	No
<b>Hoffman Estates</b>	\$48,000	No
<b>Lake Bluff</b>	N/A	N/A
<b>Niles</b>	\$60,000	No
<b>Schaumburg</b>	\$96,000	No
<b>Skokie</b>	\$25,000	No

# Village Board Direction

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Staff requests that the board discusses the employment of lobbying services and, if interested, provides direction regarding the desired scope of potential services.

- What goals would the Board like to achieve by hiring a lobbying firm?
- How would the Board like their stated goals to be measured?
- Should the Village hire a State or Federal lobbyist?