

**VILLAGE OF LAKE BLUFF  
VILLAGE BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING**

Monday, January 25, 2016  
6:15 P.M.

Village Hall Board Room  
40 East Center Avenue

**A G E N D A**

I. Call To Order

II. Roll Call

III. Non-Agenda Items and Visitors (Public Comment)

*The Committee-of-the-Whole allocates fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Committee-of-the-Whole on any matter not listed on the agenda. Each person addressing the Committee-of-the-Whole is asked to limit their comments to a maximum of three (3) minutes.*

IV. General Business

*The Committee-of-the-Whole will entertain requests from anyone present to modify the order of business to be conducted.*

- i. Consideration of the Minutes from the December 14, 2015 Committee-of-the-Whole Meeting
- ii. Continued Discussion Regarding Outdoor Construction and Property Maintenance Regulations

V. Adjournment

*R. Drew Irvin  
Village Administrator*

The Village of Lake Bluff is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact R. Drew Irvin at 234-0774 or TDD number 234-2153 promptly to allow the Village of Lake Bluff to make reasonable accommodations.

**VILLAGE OF LAKE BLUFF  
COMMITTEE-OF-THE-WHOLE MEETING  
DECEMBER 14, 2015  
DRAFT MINUTES OF MEETING**

The Village of Lake Bluff Board of Trustees met as a Committee-of-the-Whole (COW) in the Village Hall Board Room (40 East Center Avenue) on Monday, December 14, 2015. Village President O’Hara called the meeting to order at 6:15 p.m. and Village Clerk Aaron Towle called the roll and announced the following were present:

Village President: Kathleen O’Hara

Trustees: Barbara Ankenman  
Mark Dewart  
Eric Grenier  
John Josephitis  
William Meyer

Absent: Steve Christensen, Village Trustee  
Peter Friedman, Village Attorney

Also Present: Aaron Towle, Village Clerk  
Drew Irvin, Village Administrator  
David Belmonte, Chief of Police  
Jeff Hansen, Village Engineer  
Michael Croak, Building Codes Supervisor  
Brandon Stanick, Assistant to the Village Administrator

**Non-Agenda Items and Visitors**

President O’Hara stated the COW allocates 15 minutes for those individuals who would like the opportunity to address the COW on any matter not listed on the agenda.

There were no requests to address the COW.

**Consideration of the Minutes from the November 23, 2015 Committee-of-the-Whole Meeting**

Trustee Dewart moved to approve the November 23, 2015 COW Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**Continued Discussion Regarding Outdoor Construction and Property Maintenance Regulations**

Village Administrator Drew Irvin reported on August 24, 2015 the COW discussed complaints received by the Village from time to time regarding outdoor work (lawn mowing and other landscaping activities) that produces offensive noises in the early morning and evening hours. Historically, the Village has managed these complaints by working with the contractors/property owners and by using the current permitted construction times for regulatory purposes. The COW conversations regarding this topic were continued to the September 14<sup>th</sup> meeting where a consensus was reached on the following:

- No change should be made to the existing permissible construction hours,
- Further regulations for gas and electric powered landscape equipment during May 15 to the end of September to Monday-Friday 8 a.m. to 5 p.m. and on weekends/holidays from 9 a.m. to 5 p.m. should be explored,
- Leaf blowers should be permitted to operate until 6 p.m.,

- Snow blowers/shoveling activities should be exempt from regulations, and
- Village residents completing outdoor maintenance activities should have more flexibility to complete outdoor property maintenance activities (permission to work later in the evening).

Village Administrator Irvin stated an ordinance reflecting these changes in policy was drafted and shared with three local landscape companies. Contractors indicated they can accommodate extending hours for leaf blowers to 6:00 p.m. In regards to limiting the use of powered landscape equipment in the same manner as permitted leaf blowers, contractors felt the change would result in more noise for longer periods of time and be highly inefficient for them to operate and ultimately, increasing costs to customers. The contractors felt it made sense to exempt snow removal equipment and equipment used by property owners on their own property. Village Administrator Irvin reported one local landscape contractor's primary concern was a desire for the Village to license all landscape contractors and require proof of insurance as done by other Northshore communities.

Trustee Dewart stated any increase in enforcement may be perceived as a barrier to entry. He inquired if the same regulations apply to snow plow services. A discussion ensued.

Trustee Ankenman expressed concern with the Village efficiently ensuring insurance is kept current throughout a licensing period.

Trustee Dewart expressed his agreement with Trustee Ankenman about further understanding the administrative responsibilities that will be dedicated to this function.

Trustee Grenier stated he is most concerned with the noise levels on weekends and suggested a 9:00 a.m. start time on weekends and holidays.

Trustee Josephitis expressed his agreement with the other Trustees and inquired of the license requirements for Lake Forest and Green Oaks.

Trustee Meyer expressed his preference to license landscape contractors. He asked how much insurance is required and how do other municipalities administer the program.

Village Administrator Irvin stated Staff will review license and insurance regulations and present the information to the COW at a future meeting.

### **Adjournment**

As no further business came before the COW, Trustee Meyer moved to adjourn the meeting. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 6:48 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

# MEMORANDUM

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**Date:** January 20, 2016

**To:** President O’Hara and Members of the Committee of the Whole

**From:** Drew Irvin, Village Administrator  
Brandon Stanick, Assistant to the Village Administrator  
Franco Bottalico, Administrative Intern

**Subject:** Regulations Regarding Outdoor Construction and Property Maintenance Activities

On August 24, 2015 the Committee of the Whole (“COW”) discussed that the Village receives complaints from time to time regarding outdoor work (lawn mowing and other landscaping activities) that produces offensive noises in the early morning or evening. Historically, the Village has managed these complaints by working with the contractors/property owners and by using the current permitted construction times for regulatory purposes. As you will recall, COW conversations regarding this topic were continued to the September 14<sup>th</sup> meeting where, after a long discussion, a consensus was reached on the following:

- No change should be made to the existing permissible construction hours,
- Further regulations for gas and electric powered landscape equipment during May 15 to the end of September to Monday-Friday 8 a.m. to 5 p.m. and on weekends/holidays from 9 a.m. to 5 p.m. should be explored,
- Leaf blowers should be permitted to operate until 6 p.m.,
- Snow blowers/shoveling activities should be exempt from regulations, and
- Village residents completing outdoor maintenance activities should have more flexibility to complete outdoor property maintenance activities (permission to work later in the evening).

An ordinance reflecting these changes in policy was drafted and shared with three local landscape companies. The table below provides a summary of their comments.

#	Possible Change	Landscape Contractor Comments
1	Extending permitted leaf blower hours to 6:00 p.m. throughout the year	Can make this work. Not a big deal.  Already trying to manage neighbor concerns so not concerned with this change.
2	Limiting the use of powered landscape equipment in the same manner as permitted leaf blowers (no more than one piece of powered equipment at a time)	Will result in <u>more noise</u> for longer periods of time.  Highly inefficient, and will increase costs to customers.
3	Exempting snow removal equipment and equipment used by property owners on their own property (no impact)	Makes sense

Citing safety, equalization of the “playing field,” and liability, one local landscape contractor’s primary concern was a desire for the Village to license all landscape contractors and require proof of insurance as other northshore communities have done.

The comments from the local landscape companies were reviewed with the COW on December 14<sup>th</sup>. Following its further conversation the COW continued the meeting to allow time for staff to further research common administrative duties and insurance requirements used by other comparable communities with their landscape registration program.

Village Staff anticipates the COW discussing the various activities and related regulations, as well as the Contractor comments during the upcoming meeting.

**Attachments:**

1. August 24 & September 14, 2015 COW Meeting Minutes;
2. Summary of North Shore Regulations Regarding Outdoor Construction and Property Maintenance Activities;
3. Summary of Landscaper Registration Program Requirements from Lake Forest, Highland Park and Glencoe;
4. Clean and Red-line Versions of Revisions to the Landscape/Leaf Blower Operations; and
5. Lake Forest Landscape Contractor Registration Application.

**VILLAGE OF LAKE BLUFF  
COMMITTEE-OF-THE-WHOLE MEETING  
AUGUST 24, 2015  
APPROVED MINUTES OF MEETING**

The Village of Lake Bluff Board of Trustees met as a Committee-of-the-Whole (COW) in the Village Hall Board Room (40 East Center Avenue) on Monday, August 24, 2015. Village President O'Hara called the meeting to order at 6:30 p.m. and Village Clerk Aaron Towle called the roll and announced the following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman  
Steve Christensen  
Mark Dewart  
Eric Grenier  
John Josephitis  
William Meyer

Also Present: Aaron Towle, Village Clerk  
David Belmonte, Chief of Police  
Drew Irvin, Village Administrator  
Peter Friedman, Village Attorney  
Susan Griffin, Finance Director  
Jake Terlap, Public Works Superintendent  
Jeff Hansen, Village Engineer  
Michael Croak, Building Codes Supervisor  
Brandon Stanick, Assistant to the Village Administrator  
Franco Bottalico, Administrative Intern

**Non-Agenda Items and Visitors**

President O'Hara stated the COW allocates 15 minutes for those individuals who would like the opportunity to address the COW on any matter not listed on the agenda.

There were no requests to address the COW.

**Consideration of the Minutes from the August 10, 2015 Committee-of-the-Whole Meeting**

Trustee Dewart moved to approve the August 10, 2015 COW Meeting Minutes reflecting the modifications by Trustee Christensen. Trustee Meyer seconded the motion. The motion passed on the following voice vote:

Ayes: (6) Ankenman, Christensen, Dewart, Grenier, Josephitis and Meyer  
Nays: (0)  
Absent: (0)

**Discussion Regarding Outdoor Construction and Property Maintenance Regulations**

Village Administrator Drew Irvin reported that from time to time the Village receives complaints regarding outdoor work and the time of day certain landscapers begin their work. Several years ago the Village implemented leaf blower regulations; however, regulations for lawn mowers and snow blowers

were not included. Although the Village only receives a few complaints annually on the matter, the purpose of this discussion is to see if the Village Board would consider clarifications regarding the rules for such noise-generating activities. Presently, police officers have to rely on disturbance of the peace regulations in order to enforce lawn mower noise complaints. Staff has prepared a survey of the regulations used by surrounding municipalities to assist the COW in its discussion. He noted most communities surveyed do not regulate snow blowers. Staff is seeking direction from the Village Board if there is desire for additional regulations and/or clarification.

Trustee Meyer inquired of the reason municipalities require landscapers to register. Village Administrator Irvin stated registration is a way to ensure they are properly insured to protect homeowners.

Trustee Meyer stated when compared to a contractor's license this is not that complex of work and inquired if the Village would be comfortable with this type of activity.

Trustee Ankenman expressed her belief it is the responsibility of the homeowner to ensure landscapers are properly insured, however, she further noted her understanding of the value of registering landscapers would provide.

A discussion ensued regarding times of work.

Trustee Ankenman expressed her support for making lawn mower regulations comparable to existing leaf blower regulations.

President O'Hara inquired how the Village makes landscapers aware of the regulations that exist. Village Administrator Irvin stated landscapers typically call for information, and at times, Staff has distributed hangtags that communicate the regulations in both English and Spanish.

Trustee Grenier inquired of the cost to the Village associated with registration. Village Administrator Irvin noted the cost would be minimal.

Trustees Christensen and Grenier expressed support for not changing the existing regulations.

Trustee Meyer expressed his support for making Lake Bluff's regulations similar to that of Lake Forest.

Police Chief Belmonte stated specific hours of operation would be helpful to officers. Registration requirements would allow the Police Department to better communicate the Village's regulations. Officers are usually successful in having landscapers comply by asking them to wait until the appropriate hour.

Trustee Ankenman noted the Police Department stated it would like to have something in place to help minimize neighbor disputes. She stated a \$25.00 licensing fee would be acceptable.

President O'Hara polled the COW and there was not a clear consensus on establishing landscaper regulations.

Due to the hour, President O'Hara tabled further discussion until a future COW meeting.

**Adjournment**

As no further business came before the COW, Trustee Dewart moved to adjourn the meeting at 7:00 p.m. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

Respectfully Submitted,



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R. Drew Irvin  
Village Administrator

**VILLAGE OF LAKE BLUFF  
COMMITTEE-OF-THE-WHOLE MEETING  
SEPTEMBER 14, 2015  
APPROVED MINUTES OF MEETING**

The Village of Lake Bluff Board of Trustees met as a Committee-of-the-Whole (COW) in the Village Hall Board Room (40 East Center Avenue) on Monday, September 14, 2015. Village President O'Hara called the meeting to order at 6:30 p.m. and Village Clerk Aaron Towle called the roll and announced the following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman  
Steve Christensen  
Mark Dewart  
Eric Grenier  
John Josephitis  
William Meyer

Also Present: Aaron Towle, Village Clerk  
Drew Irvin, Village Administrator  
Andrew Fiske, Village Attorney  
David Belmonte, Chief of Police  
Jake Terlap, Public Works Superintendent  
Jeff Hansen, Village Engineer  
Michael Croak, Building Codes Supervisor  
Brandon Stanick, Assistant to the Village Administrator

**Non-Agenda Items and Visitors**

President O'Hara stated the COW allocates 15 minutes for those individuals who would like the opportunity to address the COW on any matter not listed on the agenda.

There were no requests to address the COW.

**Consideration of the Minutes from the August 24, 2015 Committee-of-the-Whole Meeting**

Trustee Josephitis moved to approve the August 24, 2015 COW Meeting Minutes as presented. Trustee Christensen seconded the motion. The motion passed on an unanimous voice vote.

**Continued Discussion Regarding Outdoor Construction and Property Maintenance Regulations**

President O'Hara introduced the agenda item and stated the purpose of tonight's discussion is to revisit and reach a decision regarding any desire to change or establish hours of operation for lawn maintenance activities.

Village Administrator Drew Irvin reported the matter is being considered by the Board as a result of a handful of calls from residents received by the Village each year. Police Chief David Belmonte confirmed there were 10 citations issued in 2014 regarding noise violations. He stated it would benefit the Police Department in its enforcement of noise violations if the Code had specific provisions concerning the use of landscape maintenance equipment in addition to leaf blowers. Village Administrator Irvin stated officers currently use construction hours as a baseline for enforcement. A discussion ensued.

Trustee Meyer expressed support to create permissible lawn maintenance hours that are consistent with the Village's construction hours.

Trustee Josephitis noted leaf blowers are currently not consistent with construction hours. Police Chief Belmonte expressed his preference for all lawn maintenance and construction hours to be consistent for enforcement reasons.

Trustee Meyer stated he favors Lake Forest's approach as its consistent across outdoor maintenance activities. A discussion ensued regarding hours for leaf blowers, construction hours and lawn mowers.

Village Attorney Andrew Fiske stated in prosecuting violations in Highland Park educating companies can be the most difficult component and expressed his understanding that making the hours for construction, leaf blowers and lawn maintenance equipment all similar would be efficient for enforcement.

Trustee Ankenman stated if the goal is to have more peace and quiet then the Village shouldn't allow leaf blowers to operate earlier in the day.

Trustee Dewart expressed his interest in having all "power equipment" used for landscape maintenance activities be the same.

Trustee Grenier expressed his preference to keep noise to a minimum and recommended power equipment only be operated between the hours of 8:00 a.m. to 6:00 p.m. on weekdays, and on weekends, from 9:00 a.m. to 6:00 p.m.

Trustee Christensen stated he is sensitive to Police Chief Belmonte's request, but does not believe a change is needed in response to the small number of complaints received by the Village.

Following additional discussion regarding the matter, President O'Hara polled the group and summarized the consensus to review a draft ordinance to:

- Not change existing construction hours of Monday through Friday, from 7:00 a.m. to 7:00 p.m., Saturdays from 8:00 a.m. to 6:00 p.m., and Sundays/holidays, from 9:00 a.m. to 5:00 p.m.;
- Create powered (gas and electric) landscape equipment regulations from May 15 to September 30, Monday through Friday, 8:00 a.m. to 5:00 p.m., and on weekends/holidays, from 9:00 a.m. to 5:00 p.m.;
- Extend permissible hours for leaf blowers to end at 6:00 p.m.; and
- Exempt snow blowers from regulations.

Village Administrator Irvin stated Staff will prepare draft regulations to be shared with local landscapers and present a draft to the COW at a future meeting.

### **Adjournment**

As no further business came before the COW, Trustee Christensen moved to adjourn the meeting. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 6:55 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'R. Drew Irvin', written over a horizontal line.

R. Drew Irvin  
Village Administrator

## Attachment 2

Community	Permissible Construction Hours	Landscaping/Yardwork	Leaf Blowers	Snow Plowing/Blowing	License Required/Fees
<b>Lake Bluff</b>	M-F: 7am-7pm Sat: 8am-6pm Sun/holidays:9am-5pm	no regulations	<u>May 15-Sep 30:</u> M-F: 8am-5pm Sat/Sun/holidays: 9am-5pm <u>Oct 1-May 14:</u> M-F: 8am-6pm Sat/Sun/holidays: 9am-6pm	no regulations	<u>Construction Contractor's License:</u> \$100
<b>Lake Forest</b>	M-F: 7am-8pm Sat: 8am-6pm Sun/holidays: 8am-6pm	M-F: 7:30am-7:30 pm Sat: 8am-7:30 pm Sun/holidays: 10am-7:30 pm	M-F:7:30am-7:30pm Sat: 8am-7:30 pm Sun/holidays:10am-7:30 pm	permissible without limitation	<u>Landscaper's License:</u> before Jun 1, 2015: \$100 on or after Jun 1, 2015: \$125
<b>Lincolnshire</b>	M-F: 7am-7pm Sat: 8am-6pm Sun/holidays: work not permitted	no regulations	no regulations	no regulations	license not required
<b>Highland Park</b>	M-F: 7am-7pm Sat: 9am-5pm Sun/holidays: work no permitted	no regulations	gas powered blowers not permitted May 15-Oct 1	permissible without limitation	<u>Landscaper's License:</u> on or before Mar 31, 2015: \$100; after Mar 31, 2015: \$125 <u>General Contractor's License:</u> \$100

Community	Permissible Construction Hours	Landscaping/Yardwork	Leaf Blowers	Snow Plowing/Blowing	License Required/Fees
Libertyville	M-F: 7am-6pm Sat: 12pm-6pm	no regulations	no regulations	no regulations	license not required
Northfield	M-F: 7am-7pm Sat: 9am-5pm Sun/holidays: 12pm-5pm	no regulations	no regulations	no regulations	license not required
Deerfield	M-F: 7:30am-7pm Sat: 8:30am-5pm Sun/holidays only performed by property owner on premises, or with a special permit: 9am-5pm	no regulations	not permitted	no regulations	license not required
Glencoe	M-F: 7am-6pm Sat: 9am-6pm Sun/holidays: work not permitted	M-F: 7am-7pm Sat: 9am-6pm Sun/holidays: work not permitted	follow hours of operation as landscaping section but only permitted:  Mar 15 -May 15 and Sep 15 -Dec 15	no regulations	<u>Landscaping/Snow Plow Contractor's License:</u> \$100

- Notes:** 1.) Per conversation with Community's Staff, homeowners performing maintenance activities are not enforced on hours of operation unless reported or become nuisance; yardwork hours typically follow the respected Community's construction hours of operation unless specifically noted.
- 2.) Per conversation with Deerfield Staff, leaf blowers typically not enforced during permissible construction hours.
- 3.) Landscape companies are at times included, or referred to, as commercial contractors

## LANDSCAPER REGISTRATION PROGRAM REQUIREMENTS

Questions/Issues	City of Lake Forest	City of Highland Park	Village of Glencoe
Background of Program	Enacted in 2001 after complaints by residents of trucks parking on street blocking roadway.	Enacted in 1999, in response to concerns regarding possible unscrupulous landscaping firms.	Enacted in 2007, Village staff noted inconsistencies in the permitted hours of operation for lawn maintenance and construction as a reason for the program. The landscaping license acts as a tool to educate landscapers on regulations.
Registration Cost	On or before May 31: \$100 On or after June 1: \$125	On or before March 31: \$100 On or after April 1: \$125	\$100.00 fee regardless of date.
Insurance Requirements	General Aggregate Liability: \$1,00,000 Automobile Liability: \$20,000-\$50,000 Worker's Compensation: Per State Statute 820 ILCS 305 (Insurance may be waived if three or less employees)	General Aggregate Liability: Not Specified Automobile Liability: Not Specified Worker's Compensation: Per State Statute 820 ILCS 305 (Insurance may be waived if two or less employees)	General Aggregate Liability: \$2,000,000 Automobile Liability: \$1,000,000 Worker's Compensation: Per State Statute 820 ILCS 305
Licensing Period	March 1 through end of February	January 1 through December 31	January 1 through December 31
Penalties for Non-Compliance	From \$100 to \$750	Landscaper fines: \$50 - \$1,000 Property owners that permit violations: \$200-500	Fines range from \$150 to \$500.
Program Costs	Not available	Expenses include mailings, vehicle decals and labor. Typically, decals cost less than \$1,000 per season.	Expenses include mailings and vehicle decals at \$850 per year.
Staff Support Required	One full-time employee oversees program and up to three others (not from this program) are trained to assist as needed.	Three employees administer the program.	Two employees administer the program, though several other staff members assist as needed.
No. of Licensed Landscapers	429 licensed companies	417 licensed companies	245 licensed companies
Time to Administer Program	Approx. 15 min. per license (>100 hrs./year). Additional time spent answering questions about landscape licenses.	Approx. 10 hrs. per week. Time increases closer to March (application deadline).	Most paperwork occurs in the spring, and averages 4 hours of staff time per week. This includes discussions regarding insurance requirements and data entry.
Perceived Value of Program	Protect community and create awareness of which companies are beautifying Lake Forest.	Provides assurance to residents that their service provider is insured.	Licensing provides opportunities to disseminate information related to Village regulations, programs, and advisory precautions.
Mid-Year Insurance Policy Renewals	Currently under review by L.F. Insurance verification only required at time of issuance.	Insurance companies typically notify Highland Park (as a certificate holder) of expiring policies and automatically sends updated policy information.	Landscapers are warned in an annual letter of the requirement to keep insurance up to date. Typically, landscape companies or their insurance companies mail updated policies to the Village.

## WORKSHEET FOR REVISIONS TO LANDSCAPE/LEAF BLOWER OPERATIONS

### 4-1-2: PUBLIC NUISANCES DECLARED:

A. Specific Public Nuisances: The following are hereby specifically declared to be a public nuisance:

\*\*\*\*\*

### 9. Leaf Blower and Powered Landscape Equipment Operation:

a. The operation of any nonelectric backpack mounted, hand held, or wheel mounted leaf blower ("regulated leaf blower"), or any powered lawn maintenance equipment, including but not limited to lawn mowers, trimmers, and tractors, except during the following hours: Monday through Friday – 8:00 a.m. – 6:00 p.m, and Saturday/Sunday/Holidays – 9:00 a.m. – 6:00 p.m; provided, however, that this limitation shall not apply to the use of: (1) Equipment for the removal of snow, including without limitation snowblowers, plows, or power shovels; and (2) The use of a regulated leaf blower or powered lawn maintenance equipment: (i) for golf course maintenance; (ii) for ordinary public property maintenance activities occurring at least one hundred feet (100') from the lot line of any residence; (iii) for cleanup activities necessary as a result of extreme weather or other emergency conditions as determined and authorized in advance by the village administrator, or (iv) for landscape maintenance activities performed by property owners on their own property between 6:00 p.m. and dusk ("exempt maintenance activities").

b. The simultaneous operation of more than one regulated leaf blower or piece of powered lawn maintenance equipment on any lot on any day from May 15 through September 30 of any year; provided, however that this limitation shall not apply to exempt maintenance activities.

WORKSHEET FOR REVISIONS TO LANDSCAPE/LEAF BLOWER OPERATIONS

4-1-2: PUBLIC NUISANCES DECLARED:

A. Specific Public Nuisances: The following are hereby specifically declared to be a public nuisance:

\*\*\*\*\*

9. Leaf Blower and Powered Landscape Equipment Operation:

- a. The operation of any nonelectric backpack mounted, hand held, or wheel mounted leaf blower ("regulated leaf blower") ~~between five o'clock (5:00) P.M. and eight o'clock (8:00) A.M. on weekdays from May 15 through September 30 of any year, or any powered lawn maintenance equipment, including but not limited to lawn mowers, trimmers, and tractors, except during the following hours: Monday through Friday – 8:00 a.m. – 6:00 p.m. and Saturday/Sunday/Holidays – 9:00 a.m. – 6:00 p.m;~~ provided, however, that this limitation shall not apply to the use of: (1) Equipment for the removal of snow, including without limitation snowblowers, plows, or power shovels; and (2) The use of a regulated leaf blower or powered lawn maintenance equipment: (i) for golf course maintenance; (ii) for ordinary public property maintenance activities occurring at least one hundred feet (100') from the lot line of any residence; ~~or~~ (iii) for cleanup activities necessary as a result of extreme weather or other emergency conditions as determined and authorized in advance by the village administrator, or (iv) for landscape maintenance activities performed by property owners on their own property between 6:00 p.m. and dusk ("exempt maintenance activities").
- b. ~~The operation of any regulated leaf blower between five o'clock (5:00) P.M. and nine o'clock (9:00) A.M. on Saturdays, Sundays, and national and state holidays from May 15 through September 30 of any year; provided, however, that this limitation shall not apply to exempt maintenance activities.~~
- c. ~~The operation of any regulated leaf blower between six o'clock (6:00) P.M. and eight o'clock (8:00) A.M. on weekdays from October 1 through May 14 of any year; provided, however, that this limitation shall not apply to exempt maintenance activities.~~
- d. ~~The operation of any regulated leaf blower between six o'clock (6:00) P.M. and nine o'clock (9:00) A.M. on Saturdays, Sundays, and national and state holidays from October 1 through May 14 of any year; provided, however that this limitation shall not apply to exempt maintenance activities.~~ e. The simultaneous operation of more than one regulated leaf blower or piece of powered lawn maintenance equipment on any lot on any day from May 15 through September 30 of any year; provided, however that this limitation shall not apply to exempt maintenance activities.

Document comparison by Workshare Compare on Friday, September 18, 2015  
3:57:19 PM

Input:	
Document 1 ID	interwovenSite://HKDMS/Active/37303243/1
Description	#37303243v1<Active> - Worksheet re: landscaping/leaf blower hours
Document 2 ID	interwovenSite://HKDMS/Active/37303243/2
Description	#37303243v2<Active> - Worksheet re: landscaping/leaf blower hours
Rendering set	Standard

Legend:	
<u>Insertion</u>	
<del>Deletion</del>	
<del>Moved from</del>	
<u>Moved to</u>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	11
Deletions	10
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	21

## Attachment 5



November 16, 2015

Dear Lawn Care Professional:

Effective July 20, 2015, the following Amendment to **Section 110.215 of the City Code, Landscape and Lawn Care Professionals**, was approved by City Council:

*CHANGE LANDSCAPE LICENSE YEAR FROM:  
(March 1 through February 28 to **January 1 through December 31**)*

Your current landscape license will still remain in effect until February 28, 2016.

Please complete and submit the enclosed application, along with the requirements outlined in the Application Checklist; prior to March 1, 2016, to stay in compliance with the City Code for the 2016 Landscape Season.

**COMPLETED APPLICATIONS** will be accepted by *MAIL* or *IN PERSON* at:

THE CITY OF LAKE FOREST  
220 E DEERPATH  
LAKE FOREST, IL 60045

Additional information along with downloadable forms may be obtained on our web site at [www.cityoflakeforest.com](http://www.cityoflakeforest.com). Select I Want To, Apply For, Landscaping License.

Sincerely,

Kim McCann  
*Administrative Assistant*  
847-810-3675



## LANDSCAPER LICENSE

### APPLICATION CHECKLIST 2016

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- Complete and Signed 2016 LANDSCAPER LICENSE APPLICATION
  - CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY
    - General Aggregate Amount of \$1,000,000
    - Must list The City of Lake Forest as Certificate Holder AND as **Additional Insured**
  - CERTIFICATE OF INSURANCE FOR AUTOMOBILE LIABILITY
    - Must list The City of Lake Forest as Certificate Holder (Insurance Cards not acceptable)
  - CERTIFICATE OF INSURANCE FOR WORKER'S COMPENSATION
    - Must list the City of Lake Forest as Certificate Holder
  - SIGNED WAIVER (3 or LESS employees)
  - COLOR PHOTOGRAPH of one vehicle displaying the trade name and phone number
  - APPLICATION FEE
    - \$100 if submitted on or before May 31, 2016
    - \$125 if submitted on or after June 1, 2016
  - OTHER
- 

**\* NO SURETY BOND IS REQUIRED \***

**Please Review All Documentation Carefully Prior To Submitting.  
Incomplete Applications Will Be Returned.**



## LANDSCAPER LICENSE APPLICATION

January 1, 2016 – December 31, 2016

Please print all information clearly.

### Section 1 - Applicant Information

Name of Company: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Location of office and/or garage (if different from the address stated above)

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Section 2 – Business Type (please select one of the following):

- Individual Ownership
- Limited Liability Company (LLC): Provide the information for each owner in **Section 3**
- Partnership: Provide the information for each partner in **Section 3**.
- Corporation: Provide the information for each manager, director or shareholder (owning at least a 5% interest in the entity or any class of its corporate shares) in **Section 3**.

**Section 3 – Business Information**

(Provide the name of each Owner, Shareholder, Partner, Director, Agent, Manager, if applicable)

<b>Name</b>	<b>Address</b>	<b>Title</b>	<b>% Interest</b>

\*Attach additional pages if necessary

**Section 4 – Vehicle Information**

List each vehicle owned or controlled by the applicant.

<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>License # or V.I.N. if license applied for</b>

\*Attach additional pages if necessary

**Section 5 – Photograph Requirement**

Attach a **COLOR** Photograph below which clearly shows the trade name and telephone number located upon all vehicles.

**Section 6 –Certificates of Insurance**

Certificates of insurance are required for both General Liability and Automobile Liability; listing the City of Lake Forest as “Certificate Holder”. (**“General Liability Insurance must also list The City of Lake Forest as Additional Insured”**). Failure to maintain the required insurance may result in the suspension or revocation of the license.

Insurance	Requirements
<input type="checkbox"/> <b>GENERAL LIABILITY:</b>	<ul style="list-style-type: none"> <li>• \$500,000 for injuries, including accidental death, per occurrence</li> <li>• \$500,000 for property damage on account of any single accident</li> <li>• <b>\$1,000,000 for General Aggregate</b></li> </ul>
<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>	<p>Applicant must comply with <i>All Current Illinois State Requirements:</i></p> <ul style="list-style-type: none"> <li>• \$25,000 - injury or death of one person in an accident</li> <li>• \$50,000 - injury or death of more than one person in an accident</li> <li>• \$20,000 - damage to property of another person</li> </ul> <p><u><i>An insurance card is not an acceptable form of proof of insurance.</i></u></p>
<input type="checkbox"/> <b>WORKER’S COMPENSATION</b>	<p>Applicant must comply with Illinois State Statute (820 ILCS 305/) Workers' Compensation Act.</p>
<input type="checkbox"/> <b>SIGNED WAIVER</b>	<p>3 or Less Employees</p>

*All insurance coverage shall extend to The City of Lake Forest to indemnify, save harmless and defend The City of Lake Forest, its officers, officials, agents, employees, attorneys, and representatives from any loss or damage arising from any incident or accident by the permittee, his agents, employees, or subcontractors.*

**Section 7 –Payment**

Application fee of \$100 if submitted on or before May 31, 2016, or \$125 if submitted on or after June 1, 2016. The application fee may be paid by cash, check or credit card.

**Section 8 – Signature & Acknowledgement**

The undersigned applicant for a Landscape and Lawn Care Professional’s License acknowledges hereby that he/she understands applicable ordinances and the guide to ravines/bluffs of the City of Lake Forest and that he/she will disseminate said ordinances and educate his/her employees as to the contents thereof. In making the application for this license, I have completed all sections to the best of my knowledge and ability.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**LANDSCAPE AND LAWN CARE PROFESSIONAL CERTIFICATE AND  
WAIVER AND RELEASE OF ALL CLAIMS**

*\*Please note: This form is for Lawn Care Professionals who have no more than three (3) employees and therefore do not carry Workers' Compensation.*

The undersigned hereby certifies that he or she is the authorized applicant of \_\_\_\_\_, ("Landscape Professional") which is a Landscape and Lawn Care Professional as defined in The City of Lake Forest Code. The undersigned further certifies, under penalties of perjury, that the Landscape Professional employs no more than three employees, including the undersigned.

In consideration of The City of Lake Forest ("City") granting the Landscape Professional a Landscape and Lawn Care Professional License and waiving certain insurance requirements contained in the City Code, the Landscape Professional shall and does hereby, agree to indemnify, hold harmless, and defend the City, and all City officers, agents, servants, employees, attorneys, and officials from and against any and all claims of every kind, known and unknown, present and future, arising out of, connected with, or in any way related to the City's issuance of a Landscape and Lawn Care Professional License to the Landscape Professional.

The undersigned has read and fully understands the above Landscape and Lawn Care Professional Certificate and Waiver and Release of All Claims and executes it of his or her own free will and without any reservation whatsoever.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date