

**VILLAGE OF LAKE BLUFF  
SUSTAINABILITY AND COMMUNITY ENHANCEMENT AD HOC COMMITTEE**

Wednesday, June 28, 2017  
7:00 P.M.  
Village Hall Board Room  
40 East Center Avenue

**A G E N D A**

1. Call To Order
2. Roll Call
3. Consideration of the April 26, 2017 Sustainability and Community Enhancement Committee (SEC) Meeting Minutes
4. Non-Agenda Items and Visitors (Public Comment)

*The Co-Chairs will allocate fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Sustainability and Community Enhancement Ad Hoc Committee on any matter not listed on the agenda. Each person addressing the Sustainability and Community Enhancement Ad Hoc Committee is asked to limit their comments to a maximum of five (5) minutes.*

5. Order of the Meeting  
The Co-Chairs will entertain requests from anyone present on the order of business to be conducted during the Meeting.
6. General Business  
*The Sustainability and Community Enhancement Ad Hoc Committee will entertain requests from anyone present to modify the order of business to be conducted.*
  - a) Introduction of Glen Cole, Assistant to the Village Administrator
  - b) Final Review of Draft Backyard Chicken Keeping and Beekeeping Pilot Programs
  - c) Discussion Regarding the Next Goals/Tasks Items

7. Village Staff Report
8. Member's Report
9. Co-Chair's Report
10. 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  
SUSTAINABILITY AND COMMUNITY ENHANCEMENT AD HOC COMMITTEE  
MEETING**

**APRIL 26, 2017**

**DRAFT MEETING MINUTES**

**1. Call to Order**

The Village of Lake Bluff Sustainability and Community Enhancement Ad Hoc Committee (SEC) met on April 26, 2017 in the Village Hall Board Room (40 E. Center Avenue) at 7:00 p.m. and the following members were present:

**2. Roll Call**

Present: Marina Carney Puryear, Co-Chair  
Brian Rener, Co-Chair  
Emmet Brady  
Jill Danly  
Liz Leutwiler  
Nan Patterson  
Anne Sorensen

Absent: None

Also Present: Franco Bottalico, Administrative Intern

**3. Approval of the March 29, 2017 Meeting Minutes**

Member Sorensen moved to approve the March 29, 2017 SEC Meeting Minutes. Co-Chair Puryear seconded the motion. The motion passed on a unanimous voice vote.

**4. Non-Agenda Items and Visitors**

Co-Chair Rener stated that the SEC allocates 15 minutes for those individuals who would like the opportunity to address the SEC on any matter not listed on the agenda.

Mr. Warren Crews inquired if he could house a beehive on his property this summer on behalf of his friend, Stacey. Administrative Intern (AI) Bottalico advised that the SEC will not be making a recommendation to the Village Board this year on a beekeeping pilot program until holding public hearings and possible revisions. Mr. Crews was advised to speak with staff in the future if the Village Board approves the pilot program.

**5. Order of the Meeting**

There were no requests to change the order of business.

**6. General Business**

**A. Review of a Draft Backyard Chicken Keeping Pilot Program and a Discussion Regarding Future Public Hearings**

AI Bottalico advised the revised backyard chicken keeping pilot program has been revised to reflect the SEC's requests.

Member Sorensen suggested recommended the characteristics of a chicken breed rather than specifying a particular breed.

A discussion ensued on non-egg laying chickens.

Member Leutwiler inquired on the housing of the chickens and the square footage required.

The SEC agreed to eliminate language that states “fully enclosed run.”

Member Danly commented on the slaughtering of the chickens, and should be out of the view of the public.

Co-Chair Rener stated to include language that recommended mild-tempered breeds when selecting chickens.

Co-Chair Puryear stated the pilot program suggest participants to participate in a chicken keeping course.

A discussion ensued on licensing renewals.

Member Leutwiler inquired if the location of the coop would be near a home or property line. A discussion ensued.

Member Sorensen added that public information is important.

Member Leutwiler suggested to ad language that allows the Village of Lake Bluff to terminate the pilot program at its discretion.

AI Bottalico discussed options for public hearings. The SEC advised to reschedule May’s meeting due to the holiday weekend. The SEC unanimously agreed to cancel the May 31<sup>st</sup> meeting and reschedule to May 24<sup>th</sup>.

The SEC discussed the potential of having a booth at the Lake Bluff Farmers’ Market to advertise the pilot programs. Member Brady agreed to create a flyer for the pilot programs for a May 20<sup>th</sup> public hearing date.

A discussion ensued regarding future public hearings.

**7. Village Staff Report**

AI Bottalico advised that there are left over 2016 Farmers’ Market bags that have been donated to the SEC by the Farmers’ Market Committee members.

**8. Member’s Report**

Member Leutwiler provided the SEC members photos and an update regarding LBOLA’s recent work.

**9. Co-Chair’s Report**

Co-Chair Rener advised staff that composting/new solid waste hauling contract isn’t on the webpage. Co-Chair Puryear shared an eco-friendly biodegradable grocery bag with the SEC.

**10. Adjournment**

As no further business came before the SEC, Member Leutwiler moved to adjourn the meeting at 8:05 p.m. Member Sorensen seconded the motion. The motion passed on a unanimous voice vote.

Respectfully Submitted,

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Franco Bottalico  
Administrative Intern

# MEMORANDUM

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**Date:** June 28, 2017

**To:** Co-Chair Rener, Co-Chair Puryear and SEC Members

**From:** Franco Bottalico, Administrative Intern

**Subject:** Introduction of Glen Cole, Assistant to the Village Administrator



**NORTH SHORE LIFE  
LAKE BLUFF STYLE**

Currently, Franco Bottalico is the Village's Administrative Intern. This internship is through Northern Illinois University's Master of Public Administration program; however, Mr. Bottalico has successfully completed his degree and is now nearing the conclusion of his two-year internship agreement. One of his duties is to serve as staff liaison to the SEC. His responsibilities will be passed over to a new Administrative Intern in the coming months. In the interim Glen Cole, Assistant to the Village Administrator, is here to assure the SEC's goals are met during this transition period.

# MEMORANDUM

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**Date:** June 28, 2017

**To:** Co-Chair Rener, Co-Chair Puryear and SEC Members

**From:** Franco Bottalico, Administrative Intern

**Subject:** Final Review of Draft Backyard Chicken Keeping and Beekeeping Pilot Programs



**NORTH SHORE LIFE  
LAKE BLUFF STYLE**

At the direction of the SEC, Staff has revised the Draft Backyard Chicken Keeping Pilot Program.

Staff recommends the SEC finalize the Draft Backyard Chicken Keeping Pilot Program at its June 28<sup>th</sup> meeting, and discuss future public forums regarding both draft pilot programs.

**Attachment:**

- Revised Draft Backyard Chicken Keeping and Beekeeping Pilot Programs with attachments

## Lake Bluff Draft Backyard Chicken Pilot Program Outline

- 1.) Housing: All residential chickens shall be kept within a pen, coop, building or other ~~fully-enclosed~~ structure, and the chicken run shall be made from hardware cloth. The structure must have an area of 4 square feet for each chicken housed. A permit shall be obtained from the Village of Lake Bluff (“Village”) prior to the construction, addition, or modification of any pen, coop, building or other enclosure used for the purposes of housing chickens.
- 2.) Zoning: All residents in the following Village Zoning districts are permitted to keep residential chickens on their property: C-E; E-1; E-2; R-1; R-2; R-3; R-4; and R-6. Residents may submit a request directly to the Village Board regarding permission for districts not listed here.
- 3.) ~~Participation in a formal chicken keeping course is recommended.~~
- 4.) Restrictions:
  - i. A maximum of six (6) and a minimum of two (2) residential chickens - ~~Buff Orpington-breed-preferred~~ - shall be permitted on any property. Roosters shall be prohibited.
  - ii. Residential chickens shall be kept in the rear yard (behind the home).
  - ~~iii. Proof of a completed chicken keeping course required.~~
  - iv. The sale of eggs shall be prohibited.
  - v. ~~Slaughtering of chickens in public view shall be prohibited.~~
  - vi. No pen, coop, building or other enclosure used for the purpose of housing chickens shall be erected or maintained within any ten (10) feet of any occupied residence other than that of the owner.
  - vii. Every person maintaining a pen, coop, building, yard or run for residential chickens shall keep such area clean and sanitary at all times. Any dirt or refuse resulting from the residential chickens shall be disposed in a clean and sanitary fashion.
  - viii. All feed for residential chickens shall be kept in containers that are rodent-proof until put out for consumption by the residential chickens.
- 4) No person and/or property owner shall be allowed to violate Title 4, Chapter 1 “Nuisances” of the Lake Bluff Municipal Code. Failure to adhere to these rules constitutes a nuisance under the Lake Bluff Municipal Code.
- 5) ~~The Village Board shall have full authority and discretion to terminate a pilot program at any time.~~



**VILLAGE OF LAKE BLUFF  
ADJACENT PROPERTY OWNER NOTIFICATION FORM**

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“**Adjacent Property Owner**” - All persons or entities that own real property that share a property line(s) with the chicken-keeping applicant’s property. Government owned property and/or utilities are not considered adjacent property owners.

Street Address of Chicken-Keeping Applicant:

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Number of Chickens on Applicant’s Property:

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**Adjacent Property Owner:**

**BY SIGNING THIS NOTICE, I AM CONFIRMING THAT I HAVE BEEN NOTIFIED OF MY NEIGHBOR’S INTENT TO KEEP CHICKENS ON HIS/HER PROPERTY.**

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Name/Address/Signature of Adjacent Property Owner

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Name/Address/Signature of Adjacent Property Owner

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Name/Address/Signature of Adjacent Property Owner

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Name/Address/Signature of Adjacent Property Owner

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Name/Address/Signature of Adjacent Property Owner

If you have any questions or concerns, please direct them to Franco Bottalico, Administrative Intern 847-283-6882, and/or email [fbottalico@lakebluff.org](mailto:fbottalico@lakebluff.org), or to Glen Cole, Assistant to the Village Administrator 847-283-6889 and/or email [gcole@lakebluff.org](mailto:gcole@lakebluff.org).

## **Lake Bluff Draft Beekeeping Pilot Program Outline**

- 1.) **Locations:** All residents in the following Village Zoning districts are permitted to keep domestic honeybees and hives on their property: C-E; E-1; E-2; R-1; R-2; R-3; R-4; and R-6. Permission for districts not listed here residents can submit a request directly to the Village Board.
- 2.) The keeping of non-domestic bees is prohibited.
- 3.) **Notification:** Prior to establishing a hive, applicants must notify the Village by completing and submitting an application for beekeeping and proving proof they have registered with the Illinois Department of Agriculture. In addition, residents must submit written proof of notice to all adjacent property owners, in a form provided by the SEC (attached). Notification to adjacent property owners is not required for renewals by any applicant that previously complied with this notification requirement in receiving a prior valid beekeeping license from the Village, unless a new adjacent property owner has occupied residency since submission of the form to the Village (“**Adjacent Property Owner**” - All persons or entities that own real property that share a property line(s) with the beekeeping applicant’s property. Government owned property and/or utilities are not considered adjacent property owners).
- 4.) **Registration:** All beekeepers must register their hives with the Village of Lake Bluff and submit proof that they have registered their hives with the Illinois Department of Agriculture.
- 5.) **Hives:** All bees must be kept in inspectable type hives with removable combs, which must be kept in sound and usable condition. No more than one hive per residence shall be permitted. Hives shall only be permitted in a resident’s backyard. Hives must be a minimum of five (5) feet from any property line and must be kept a minimum of ten (10) feet from any sidewalk or publicly designated path, primary residence, and if possible, kept out of view from neighbors and the public way. Hives may not be located in the front yard of a residence. Hives must be placed in locations accessible for inspectors to safely access on a routine basis. The maximum number of hives that may be located on a property is three (3) hives, unless determined by the Village Board.
- 6.) **Fencing and hedges:** If the backyard of a residence does not have preexisting fencing, all hives must be enclosed by fencing or a hedge within no less than a 20x25 foot area with a secure gate, and signage warning of the presence of a bee hive on the property, and to act as a deterrent to accessibility from unauthorized person(s), children, or animals.  
**Flyway barrier:** The beekeeper shall maintain a flyway barrier at least six (6) feet in height consisting of a solid wall, fence, dense vegetation or combination thereof that is parallel to the property line and extends ten (10) feet beyond the colony in each direction so that all bees are forced to fly at an elevation of at least six (6) feet above ground level over the property lines.
- 7.) **Water:** Each beekeeper must ensure that a convenient source of water is available at all times to the bees so that the bees will not congregate at swimming pools or other water sources where they may cause human, bird, or domestic pet contact. The water shall be maintained so as not to become stagnant.
- 8.) **Queens:** In any instance in which a colony exhibits unusually aggressive characteristics by stinging or attempting to sting without due provocation, or exhibits an unusual disposition towards swarming, it must be the duty of the beekeeper to requeen the colony. Queens must be selected from stock bred for gentleness and non-swarming characteristics.
- 9.) **Maintenance:** It is the responsibility of the beekeeper to properly maintain and care for bees and the hives in a manner acceptable to beekeeping best practices.
- 10.) **Nuisance:** No person and/or property owner shall be allowed to violate Title 4, Chapter 1 “Nuisances” of the Lake Bluff Municipal Code. Failure to adhere to these rules constitutes a nuisance under the Lake Bluff Municipal Code.
- 11.) The Village Board shall have full authority and discretion to terminate a pilot program at any time.





**VILLAGE OF LAKE BLUFF  
ADJACENT PROPERTY OWNER NOTIFICATION FORM**

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“**Adjacent Property Owner**” - All persons or entities that own real property that share a property line(s) with the beekeeping applicant’s property. Government owned property and/or utilities are not considered adjacent property owners.

Street Address of Beekeeping Applicant:

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Number of Hives on Beekeeping Applicant’s Property:

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**Adjacent Property Owner:**

**BY SIGNING THIS NOTICE, I AM CONFIRMING THAT I HAVE BEEN NOTIFIED OF MY NEIGHBOR’S INTENT TO KEEP BEES ON HIS/HER PROPERTY.**

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Name/Address/Signature of Adjacent Property Owner

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Name/Address/Signature of Adjacent Property Owner

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Name/Address/Signature of Adjacent Property Owner

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# MEMORANDUM

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**Date:** June 28, 2017

**To:** Co-Chair Rener, Co-Chair Puryear and SEC Members

**From:** Franco Bottalico, Administrative Intern

**Subject:** Discussion Regarding the Next Goals/Tasks Items



**NORTH SHORE LIFE  
LAKE BLUFF STYLE**

The SEC should review its prioritized lists of Goals/Tasks, and discuss on how they wish to encourage recycling and no-idling areas within the Village as their next work plan.

**Attachment:**

- Goal/Task Prioritization List

## Lake Bluff Goal/Task Prioritization List

Priority	Goal / Task	Definitions / Descriptions	Implementation / Action / Other
1	Public Education	Educating and information the public on the SEC's initiatives and how they relate to Village- and Regional-wide goals. Each additional goal / task on this list will incorporate an educational effort.	Website, Newsletters, Pamphlets, and Public Meetings. With each of the following priorities, education will be utilized as a tool to reach out and gain citizen and business participation.
2	Backyard Chickens & Bees	Permitting residents in certain Zoning districts to have backyard chickens and bees will provide a healthier and more nutritious source of eggs, as well as producing honey. Bees also help plants and gardens thrive.	Draft Pilot Programs with volunteer residents.
3	Management of Waste and Recycling	Integrating a recycling program into existing public space waste services. Encourage residents and businesses to compost organic waste.	Adding recycling receptacles to parks/schools and having businesses participate in SWALCO program. Establish an ordinance requiring recycling bins wherever there is a trash receptacle (train station, streets, etc.).
4	Vehicle/Motor Idling	Meeting with residents, businesses, surrounding local governments and nonprofits to use each others' resources and skills to accomplish same goal/unified vision and to share and communicate information in an effort to increase awareness.	Utilize local nonprofits, Lake Forest-Lake Bluff Chamber of Commerce, Tri-Board and Lake county. Have local clubs and groups attend SEC meetings. Possibly have the Village dedicate a day to an environmental festival in collaboration with School and Park Districts. Utilize the Village's amended landscaping ordinance to reduce noise pollution by landscapers. Village Public Works should consider replacing gas-guzzling lawnmowers and leaf blowers with propane or electric devices. In conjunction with vehicle idling and lawn maintenance regulations, the Village can reach out to the businesses to join noise pollution awareness and commitment. Reinforce this with Village's branded quality of preserving its sense of "aural tranquility."
5	Invasive Species Eradication	There are a small set of plants that didn't evolve in this region and are causing serious and expensive problems. Buckthorn, garlic mustard and teasel are examples. Featuring longer-than-normal growing seasons, astounding reproductive abilities and low disease resistance, they enter our natural areas and take over. As a result, dozens of native plant species and wildlife disappear. Many other aspects of ecosystem health can suffer as well.	Partner with Lake County Sustainability and other local organizations in their efforts to remove Buckthorn and other invasive species.
6	Community Gardens and Local Food Production	This is any piece of land gardened by a group of people, utilizing either individual or shared plots on private or public land. The land may produce fruit, vegetables, and/or ornamentals.	Provide an area for the community to come together and educate on another on the benefits of gardening organic and healthy food (less pesticide exposure), while also adding beauty and green and clean space where pavement may have been. Partner with nonprofits, businesses and schools for green workforce training.
7	Sustainable Landscaping	Sustainable landscapes are responsive to the environment, regenerative, and can actively contribute to the development of healthy communities. They sequester carbon, clear the air and water, increase energy efficiency, restore habitats, and create value through significant economic social and environmental benefits. Composting may help conserve existing natural areas and restore available turf areas to provide habitat, promote biodiversity, decrease flooding, and control erosion. Fewer lawns would decrease toxic rainfall runoff and there would be less noise polluting lawnmowers.	Create a pesticide protocol to encourage sustainable practices such as organic fertilizers, compost tea, 3-inch mow height, proper signage, and proper watering schedules. Encourage residents to use native plantings and ensure the Municipal Code allows plants 10-inches or taller. Encourage citizens to leave undergrowth in wooded areas to provide shelter/protection for small animals and birds. Partner with other local governments to add more native trees in certain areas to produce healthier and cooler air.
8	Bring-Your-Own-Bag Initiative	Reduce the reliance on plastic bags from retailers.	Create a campaign pledge for local businesses to sign, phasing out the use of plastic bags and transition to reusable bags.
9	Light Pollution	The inappropriate or excessive use of artificial light that can have serious environmental consequences for humans, wildlife, and our climate. This light is wasted by spilling into the sky, rather than focusing it on to actual objects and areas.	Recommend a light pollution Zoning regulation to the PCZBA. Restrict lighting on residential, Municipal, and commercial buildings to approved, shielded, and properly mounted pieces to reduce light pollution and glare while attractively illuminating areas.
10	Walkability and Pedestrian/Bicycle Pathways	Encouraging citizens to bike to work or ride share as well as partnering with other organizations to provide public transportation. Commit to reducing pollution and development impacts from single occupancy vehicle use.	Provide walkable and inviting areas and pathways, and green spaces within the Village. Explore future development and improvement of sustainable practices and material in bike paths and sidewalks. Incorporate IDOT complete Streets Initiatives into projects. Offer more buses for transportation around town (partnering with Shields Township and surrounding communities). Provide adequate bicycle storage at facilities, parks, downtown and where practical.
11	Water Conservation Efforts and Education	Cut back on water use by following water conservation practices such as watering lawns in the early morning/late evening and less frequently, taking shorter showers, and the use of rain barrels or cisterns.	Explore ways to track water usage and include in water bills. Create a benchmark system to compare residential usage with neighbors. Where functional, install low-flow fixtures in Village facilities and encourage their use in commercial and residential construction. Promote educational awareness on the dangers associated with pesticides, fertilizers, etc. Provide residents with drop off sites to dispose of household chemicals properly. Join ongoing efforts with other organzaitons in being stewards of Lake Michigan.