

Village of Kenilworth Newsletter

Volume 8

www.villageofkenilworth.org

March 2007

Letter from the Village President



Inside This Issue

Look inside for on
Kenilworth's
Comprehensive Plan

Vote
April 17, 2007

Dear Neighbors:

Winter is coming to a close and spring is fast approaching. We hope it has been a safe and healthy time for you and your families.

The Village continued work on many topics including the Comprehensive Plan, which is a key focus of this issue of our Newsletter.

The Comprehensive Planning process is a time consuming and exciting opportunity for our Village. It may be the first time in modern history that we have taken the time to meet, debate, plan and think about what we want our Village to be like in 15-20 years. What do we want to change? What do we want to stay the same? As infrastructure needs to be replaced, how do we want to replace it? As businesses change, for a host of reasons, what do we want our business district to look like and include?

What should traffic patterns look like? Should we have more variety in our housing market to accommodate aging residents

who do not want to leave the Village?

There are so many important issues before us as we try to plan and think about our future. We need to talk about the possibilities, debate the options and see if we can agree on a plan, as a community, for the future of our Village. I know we can create a successful Comprehensive Plan. I urge you and your family and your neighbors and everyone in Kenilworth to participate in the process. Attend our Plan Commission Meetings. Ask questions! Read the website: www.villageofkenilworth.org. Talk. Debate. Listen. Respect each other and learn from each other.

We undoubtedly will have differing opinions as the young family with toddlers may feel differently than the mid-life resident whose home is full of teenagers, or our long-time residents who are hosting grandchildren and traveling a great deal. But, we can listen and learn from each other. We must. It is what makes our great Village unique. When so many people who care so much about our Village come together and work together to create a plan for our future, we will be successful. I am excited about the process. It has been a learning experience for me and we are moving forward.

We thank Robert Smietana, Village Trustee and Chairman of the Plan Commission for his thoughtful leadership in this process. I also thank the members of the Plan Commission: Elizabeth Bannon, Frank Cavalier (Ex-officio, Zoning Board of Appeals Chairman), Dirk Degenaaers, Tim Dugan, Thomas Feeney (Ex-officio, Park District President), Susan Hoopes, Jim Junewicz, Henry Mawicke and Gwen Sommers Yant who have and continue to dedicate so much time to this process. As Village President, I am also an Ex-officio member of the Commission.

I look forward to your participation in this planning process and wholeheartedly encourage it!

I would also like to take the opportunity to encourage you to participate in the upcoming local elections. We will be electing new Village Trustees, School Board Members, Library Board Members and Park District Board member in the upcoming April election, as well as voting on two referendums impacting Joseph Sears School. Hopefully none of this is new information to you. I encourage you again, to participate in the process. The League of Women Voters is conducting an independent

Debate of the Village Board Candidates on April 10, 2007 at 7:00 pm at the Kenilworth Assembly Hall. Please attend and learn about the candidates. You can find information about the candidates for all positions at: www.voterinfo.net. Information about the Joseph Sears Referendum questions can be found at www.kenilworth38.org. Voting takes place April 17 from 6:00 am—7:00 pm.

In closing, we also would like to thank all residents who serve on Village Boards, Committees, and Commissions. From the Strategic Planning Group's assistance with the long-term financial planning to the Zoning Board's consideration of variation requests, the E911 Board's oversight of Village emergency dispatch operations to the Plan Commission's work on the Comprehensive Plan, we appreciate the efforts of all of our residents in supporting our Village.

Thank you,
T. Tolbert Chisum
Village President

News You Can Use

Reminder: Please Don't Dump in Skokie Ditch

Please remember to keep the ditch free of debris and landscape materials by avoiding dumping any debris and landscape waste into the ditch. Debris deposited in the ditch may flow downstream during a rain event and will inevitably create a blockage hindering drainage for all properties along the ditch.

All Street and Water Department employees deserve a special thanks for their hard work and efforts during the cold and snowy winter months. Their snow removal efforts and work to keep Kenilworth's water system in top shape are greatly appreciated.

Yard Waste Collection Begins April 1, 2007

The Village's waste collection, yard waste collection and recycling collection is handled via contract with Perrin Brothers Trucking. Yard waste such as grass clippings, leaves and small hedge and brush trimmings must be placed in special 30 gallon Kenilworth paper bags identified "For Yard Waste Only" for curbside or alley pick up. No rock, stone, gravel or other similar materials should be mixed with the yard waste. One (1) bundle of small branches not exceeding 36" in length or 12" in diameter will be taken at the yard waste collection point each pick up day when properly tied with biodegradable twine or fabric. None of the branches in the bundle should exceed 3 1/2" in diameter. Large quantities of tree and brush clippings and branches exceeding 3 1/2" in diameter are considered a "Special Pick Up". A "Special Pick Up" can be arranged by calling Perrin Brothers at 888-622-6480. There is a fee for "Special Pick Ups". Yard waste bags can be purchased at Village Hall or Ridge Pharmacy located at 1919 Lake Street, Wilmette, Illinois. A bundle of 25 bags is sold for \$10.00; There is no limit on the number of bags that can be purchased. If you have questions regarding the Village's yard waste or solid waste and recycling collection program, please contact the Village Hall at 847-251-1666.

Why Do I Need a Permit?

Often residents ask "why do we need a building permit?" The Community Development Department is charged with the responsibility concerning life safety issues in the built environment and the enforcement of the Village's building code. State statutes give municipalities authority to establish laws to protect public health, safety and general welfare. Kenilworth's building code states that "the purpose of the building code is to provide minimum standards for the protection of life, limb, health, property, environment and for the safety and welfare of the consumer, general public, and the owners of and occupants of buildings regulated by this code." For these reasons, a permit is required.

A building permit is a license which grants legal permission to start construction of a building project. Permits allow the enforcement of the codes which have been adopted as law. The permit also provides the means for the Village to inspect construction to ensure that standards are met and appropriate materials are used. The enforcement of codes is carried out to protect the public health, safety, and welfare.

Before any construction or remodeling work may begin, a permit must be obtained. The Village checks to be sure that the proposed work is permissible under existing building codes and zoning ordinances. If a permit is not obtained, the work will be stopped until a permit is issued, a fine will be added to the cost of the building permit, and any work performed without a permit may be subject to removal at the inspector's determination.

After the permit is issued, the work will be inspected by a Village inspector which assures that the workmanship is satisfactory and in accordance with various codes. The owner's and public's interest and property values are also protected.

PERMIT PROCESS

Pick up a permit application at Village Hall or download an application online at www.villageofkenilworth.org.

Submit a completed **permit application** (building permit, fence permit, tree permit) with all the necessary information (i.e. plans, plats of survey, work proposal) to Village Hall.

The plans and /or other documents submitted are reviewed for compliance with the Village's building codes (building, electrical, mechanical, plumbing) and Village ordinances (zoning, tree preservation, other ordinances). Permit applications that involve new houses, new garages, additions to an existing house, and impervious surfaces will have a zoning review, in addition to a plan review.

After the permit application is approved, you will be notified that the permit is ready and of the permit cost. The cost of the permit is based upon 2.25% of the value of the work proposed. Payment is made at the time the permit is issued. After the permit has been issued, you may begin construction. Call the Village to schedule inspections of the work as indicated on the Required Inspection Sheet. Upon completion of the work, call the Village for a final inspection to close out the permit process. A Certificate of Occupancy is required for new houses and existing homes that were unoccupied during construction. For more information on building permits, contact Community Development Director, Susan Criezis at 847-251-1666.

Board Action Update

Current Activities and Actions of the Village Board of Trustees

In this issue, the business of the Board of Trustees and its committees during the months of February 2007 and March 2007 are highlighted. Meeting minutes can be found on the Village website www.villageofkenilworth.org.

Building Planning and Zoning

- Approved amendments to the Kenilworth Zoning Ordinance pertaining to impervious surface coverage. The Ordinance retained the current lot coverage and worked to coordinate building coverage and impervious surface coverage so that where one exceeds the maximum allowed, the other will need to be reduced by the like amount.
- Approved special use permit for renovation and remodeling of the Kenilworth Assembly Hall.
- Building, Planning & Zoning Committee met to discuss petition by Illini Development, LLC to allow single-family attached dwelling units, in an already existing multi-family building, in the 300-400 blocks along Ridge Road.

Finance

- Adopted the Budget Officer system of operations to replace the existing appropriation system as it relates to the Village's annual budget process. Appointed Village Manager to serve as Budget Officer.
- Authorized payment of February 2007 bills in the amount of \$571,723.51
- Authorized payment of March 2007 bills in the amount of \$194,969.59.

Police and Fire

- Received report regarding community policing and cost comparison regarding providing full-time/full-service Police Department with area municipalities.

Streets, Drainage & Public Works

- Nels J. Johnson Tree Service concluded parkway tree trimming work in the community during the months of January and February.

Other

- Recognized Girl Scout Troop 116 for their contribution of furniture for the observation deck and terrace at Kenilworth Beach.
- Recognized Dick and Nadine Brown for their years of service to the Kenilworth community as proprietors of Dick's Kenilworth Service Station.
- Appointed new members John Vitt and Tom Wiegand to fill vacancies on the Building Review Commission.
- Reappointed several members of the Plan Commission, Dirk Degenaars, Tim Dugan, Henry Mawicke, and Gwen Sommers Yant, to serve a second term.
- Appointed P. Randall Knowles to fill a vacancy on the Emergency Telephone Systems Board.

Emerald Ash

Borer: Update

Emerald Ash Borer (EAB) is an invasive beetle, native to Asia, first discovered in the U.S. near Detroit in the summer of 2002.



Infestations have since spread to several states including Illinois. The EAB has been found in ash trees in the Villages of Wilmette, Winnetka and in the City of Evanston. EAB has been responsible for the destruction of nearly 16 million Ash trees since its discovery in the U.S. The larvae of the EAB feed on the inner bark of ash trees, disrupting the tree's ability to transport water and nutrients and ultimately killing the tree.

To combat the spread of EAB, the Illinois Department of Agriculture has set a quarantine zone for the immediate area, prohibiting the movement of Ash products. The quarantine zone is 64 square miles of northern Cook County extending from the Lake County line to the city limit of Chicago and from Lake Michigan to Interstate 294. No Ash trees, limbs, branches, logs, lumber or wood chips over one inch in diameter may be moved in or out of this area as a result of the quarantine. Residents having any type of work done on Ash trees are asked to determine the person doing the work is familiar with EAB and the quarantine requirements, and that they have signed a compliance agreement with the Illinois Department of Agriculture.

The Village of Kenilworth requires the removal of all Ash trees be monitored by a Village inspector who will inspect the tree for signs of infestation. No Ash removals are allowed during the beetle's flight season (May 1 through early-September). These requirements are enforced under the Village's Tree Preservation Ordinance, which require a permit be obtained for the removal of any tree over 10 inches in diameter. Residents can call the Community Development Department for tree removal permit information at 847-251-1666 or contact the Public Works Department to schedule an inspection of any Ash tree considered for removal at 847-251-9210.

Residents are asked to become informed and take precautions to help fight the spread of EAB. To become familiar with Ash trees, the appearance of EAB, and the signs of an infestation, visit www.emeraldashborer.info.

In More Detail

Comprehensive Planning—Frequently Asked Questions

The following are responses to frequently asked questions regarding the process the Village is undertaking in developing a Comprehensive Plan

What is a Comprehensive Plan?

A Comprehensive Plan is intended to serve as a “road map” to help guide community policy and decision making over the next 15-20 years for issues ranging from community character and appearance to targeted commercial redevelopment and open space. A Comprehensive Plan provides general recommendations as well as specific program actions directed toward guiding land-use and development decision-making for the Village. The Comprehensive Plan will include community goals and objectives, and provide guidance for implementing programs and policies to ensure that any changes in the community are appropriate and reflective of community desires.

What is included in a Comprehensive Plan?

All comprehensive plans include a set of core components including:

- background data and analysis including area history and description of existing conditions
- documentation of the public’s interest and involvement in the process
- a vision statement or statement of desired goals and objectives
- evaluation of the selected plan and design alternatives
- a future plan map or maps depicting components such as land use, transportation, community facilities, and housing
- an implementation framework or schedule
- statement of authority to prepare and adopt the plan

Why does Kenilworth need a Comprehensive Plan?

In Illinois, communities are not required to adopt comprehensive plans. However, the “Local Planning Technical Assistance

Act” provides that those municipalities that do have a plan may obtain preference for state funding for economic development, transportation, planning, and natural resources programs.

What is the Purpose of a Comprehensive Plan?

Creating a plan gives community members an opportunity to clarify their ideas about the kind of community they want to live in and describe what it wants to be and how it wants to look at some point in the future. The planning process is a way to engage residents in assisting to chart the course for the Village’s future. A comprehensive plan also establishes a framework for the administration of local zoning and subdivision regulations and the location, financing and scheduling of public capital investments. When proposals for development are reviewed by the Village for zoning changes or for subdivisions, the comprehensive plan provides guidance to the community for decision making. The comprehensive plan will also provide direction to the private sector that will shape private initiatives such as development proposals for the Green Bay Road corridor.

Who is Responsible for the Development of the Village’s Comprehensive Plan?

Under state law, the Village’s Plan Commission is charged with preparing and recommending “a comprehensive plan for the present and future development or redevelopment of the municipality.” The Village Board has assigned the task of creating Kenilworth’s Comprehensive Plan to the Plan Commission. The Plan Commission is responsible for development of the plan, taking public comment, and forwarding a document to the Village Board for formal consideration.

Where can I see a copy of the draft plan?

The DRAFT Comprehensive Plan currently under review by the Plan

Commission is available on the Village’s website www.villageofkenilworth.org. Simply click on the link on the main page for Comprehensive Plan. Residents can also review a hardcopy of the draft plan at the Village Hall.

The current DRAFT version of the Kenilworth Comprehensive Plan shows a major redevelopment of Green Bay Road. Is the Village planning to acquire private property for redevelopment activities?

The Village has no intention of acting as the developer for the redevelopment of Green Bay Road. The Comprehensive Plan is to be used as a guide to let the private sector know what the Village would be willing to consider as part of any redevelopment effort. Any property acquisition or lot consolidation for a major redevelopment would need to be done by a private individual or development company. This redevelopment plan for Green Bay Road may or may not ever come to reality and all depends on the efforts and partnership of individuals in the private sectors in working with existing tenants and businesses. The Village has no intention of acquiring property through purchase, eminent domain, or any other means.

What will happen upon final approval of the Comprehensive Plan?

The completed plan document provides a guide for the Village for the next 15-20 years. As a “guide,” specific recommendations in the plan document may or may not ever become reality. Elected officials will have to make decisions to consider policy changes suggested by the plan document, and many variables will have to be met for the Green Bay Road corridor redevelopment recommendations in the plan to be executed. The Comprehensive Plan document will simply give potential developers an indication of the type of development Village Officials are willing to consider for this area of the Village.

Kenilworth Comprehensive Plan Update:

Where We are Today and Where We are Going

The draft Comprehensive Plan document, currently under review by the Plan Commission, is a result of several meetings and public input opportunities including the following:

- April 2006 Project Initiation Workshop
- June 2006 Community Planning Workshop
- September 12, 2006 Plan Commission Meeting - Report on Existing Conditions and Green Bay Road Market Analysis
- Online and Print Community Questionnaire
- November 6, 2006 Plan Commission Meeting – Review Community Questionnaire Results and Green Bay Road & Visual Preference Survey

Where is Kenilworth in the Planning Process?

Currently, the Plan Commission is conducting its **initial** review and discussion of the **initial Draft** Comprehensive Plan document. The draft document is labeled **FOR DISCUSSION PURPOSES ONLY**, and is not currently being considered or recommended for adoption.

The planning process requires that after initial community inventory, assessment, and outreach have been conducted, preliminary/draft plans and concepts are pulled together to facilitate additional and on-going community discussion. It is only after continued community discussion, meetings, and public hearings that a Draft Comprehensive Plan is prepared and recommended by the Plan Commission, or even considered by the Village Board.

The Commission is at the “discussion of ideas” phase of the process, which is an important and necessary part of any planning process. At this point, nothing is a “done deal”, nothing is “set in stone”, and nothing is “off-the-table” in terms of further community discussion. The discussion draft is an initial document of text, images, and ideas that needs to be considered by the Plan Commission and discussed by the community.

Next Steps

The next steps in the planning process include:

Plan Commission Working Meetings - A Plan Commission meeting is scheduled for April 18, 2007 for the Plan Commission to continue its initial review of the Draft document. The Plan Commission meets regularly on the first Monday of the month at 7:30 p.m. Check the Village’s website to find out information about any

special meetings that may be scheduled. Although these meetings should entail some level of resident input, the primary purpose of the meetings is to allow the Plan Commission to initially review and discuss the document. The Village’s planning consultants will make changes to the draft document and print updates based on Plan Commission feedback, prior to proceeding to the next step.

Open House - An Open House will be scheduled to allow residents to view draft components and ask questions of the Consultant, Village Staff, and possibly some Village officials. The date for the Open House is yet to be scheduled; however, an event like this would typically entail a four hour period (Saturday from 9:00-1:00), when residents could drop by to view draft plans and ask questions.

Village Board Meeting – The Village Board would consider the Draft Plan as “New Business” and refer the matter to the Plan Commission for Public Hearing.

Plan Commission Public Hearing – The Plan Commission would hold the Public Hearing(s) for the Draft Comprehensive Plan. The Public Hearing is required, and is intended to give residents the opportunity to comment on the Draft Plan before the Plan Commission makes its recommendation to the Village Board. The Plan Commission receives public input provided during the public hearing process and may or may not make changes to the draft plan document in response to the comments received. Once the public hearing process is concluded, the Village’s consultant will make any needed changes and reprint the draft plan document. The Plan Commission will make a formal recommendation regarding the draft plan to the Village Board for consideration.

Village Board Meeting – The Village Board will consider the Plan Commission’s recommendation and take action (vote to approve, vote to deny, approve with modifications, or remand back to the Plan Commission for further study prior to taking action).

***For more information on the planning process,
visit the Village of Kenilworth website at***

www.villageofkenilworth.org

and click on the link for Comprehensive Plan



419 Richmond Road
Kenilworth, IL 60043

Phone: 847-251-1666
Fax: 847-251-3908
E-mail: info@villageofkenilworth.org

Upcoming Meetings and Events

April 2007

- 4/05 Kenilworth Park Board —5:00 p.m.
- 4/09 Finance Committee —6:00 p.m.
- 4/09 Village Board —7:30 p.m.
- 4/12 Building, Planning & Zoning —7:30 p.m.
- 4/18 Plan Commission—7:30 p.m.

May 2007

- 5/03 Kenilworth Park Board—5:00 p.m.
- 5/07 Plan Commission—7:30 p.m.
- 5/14 Finance Committee—6:00 p.m.
- 5/14 Village Board—7:30 p.m.

Village of Kenilworth
419 Richmond Road
Kenilworth, IL 60043

Contact Information:

Village Hall

419 Richmond Road
Kenilworth, IL 60043
847-251-1666
Open 8:30-5:00 p.m.
Monday-Friday
Brad Burke, Village Manager
Mary Cole, Office Coordinator
Susan Criezis, Dir. Comm. Dev.
Maryann Van Dyke, Finance Admin.

Kenilworth Police Department

419 Richmond Road
Kenilworth, IL 60043
847-251-2141 – Non-Emergency
John Petersen, Chief

Public Works Department

440 Ivy Court
Kenilworth, IL 60043
847-251-9210
Ignazio Fiorentino, Superintendent

Winnetka/Kenilworth Fire Department

428 Green Bay Road
Winnetka, IL 60093
847-501-6029 – Non-Emergency
Scott T. Smith, Chief

Water and Electricity/ Kenilworth Beach

1 Kenilworth Avenue
Kenilworth, IL 60043
847-251-1094—Water Plant
847-251-6642—Beach
Kevin Zeoli, Superintendent

Kenilworth Park District

440 Ivy Court
Kenilworth, IL 60043
847-251-1691
Thomas Feeney, President
Lou Maggi, Superintendent

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Maher, Silsbee, and Burnham: A Look at the Early Architecture of Kenilworth

Join architectural historians Kathleen Cummings and William Hinchliff to explore the early buildings of Kenilworth. The afternoon program will begin with a visit to the Kenilworth Historical Society's current exhibit and a brief talk about the character of the early village. A walking tour of houses by George Maher, Franklin Burnham, and Joseph Silsbee will follow: Sunday, May 6, 2 p.m. For more information contact the Kenilworth Historical Society at (847) 251-2565

Postal Customer

Kenilworth, Illinois 60043

***Don't Forget to Vote
Election Day—April 17, 2007***