



V I L L A G E O F  
**L I N C O L N S H I R E**  
information handbook

VILLAGE OF LINCOLNSHIRE  
One Olde Half Day Road  
Lincolnshire, IL 60069  
847-883-8600  
847-883-8608 Fax  
Mon-Fri 8:30 A.M. - 4:30 P.M.



# information handbook

This booklet was created to be used as an easy-reference guide providing information on services, programs, and community organizations, within the Village of Lincolnshire, as well as offering a summary of rules, regulations, and frequently asked questions from the various Village Departments most applicable to our residents and businesses.



You can always get the latest Village news and information at your convenience by visiting the Village's website at: [www.lincolnshireil.gov](http://www.lincolnshireil.gov)



If you're on Facebook, you can visit Lincolnshire's Facebook page as another way to get the latest Village news and information.



Submit an inquiry, report a problem or find answers to frequently asked questions (FAQ's) through this online service. Simply click on the LincolnshireLink logo on the Village's homepage and follow the prompts to create and submit a request or inquiry.

# table of contents

<b>ABOUT LINCOLNSHIRE</b>	6-17
Important Contact Information	6
Mayor and the Board of	8
Trustees Village Managerial Staff	9
Village Boards and Meetings	10
Lincolnshire Newsletter	13
Cable Channel 10	13
Mayor's Talent Bank	13
Schools	14
Vernon Area Public Library	16
Places of Worship	17
<b>COMMUNITY DEVELOPMENT</b>	18-30
<b>FINANCE</b>	31-36
<b>POLICE</b>	37-43
<b>PUBLIC WORKS</b>	44-57
<b>VILLAGE PARKS</b>	58-61
Parks Map & Rules	60
<b>LINCOLNSHIRE ORGANIZATIONS</b>	62-70



**IMPORTANT CONTACT INFORMATION**

Village of Lincolnshire 847-883-8600

One Olde Half Day Rd.  
Lincolnshire, IL 60069  
[www.lincolnshireil.gov](http://www.lincolnshireil.gov)

Lincolnshire Police

**Emergencies: 911**

Police Admin. Offices: 847-883-9900

One Olde Half Day Rd.  
Lincolnshire, IL 60069  
[www.lincolnshireil.gov/police](http://www.lincolnshireil.gov/police)

Lincolnshire-Riverwoods Fire Protection District

**Fire/Ambulance/Paramedic/Emergencies: 911**

Non-Emergency Calls: 115 847-634-2512  
Schelter Rd.  
Lincolnshire, IL 60069

Vernon Township Office 847-634-4600

3050 Main Street Buffalo  
Grove, IL 60089  
[www.vernontownship.com](http://www.vernontownship.com)

II. 30th Dist. Senator Terry Link 847-821-1811

430 Milwaukee Ave., Ste. 8  
Lincolnshire, IL 60069  
[www.link30.org](http://www.link30.org)

III. 59<sup>th</sup> Dist. State Rep. Carol Sente 847-478-9909

430 Milwaukee Ave., Ste. 8  
Lincolnshire, IL  
60069  
[www.carolsente.org](http://www.carolsente.org)



Lake County Animal Control 847-949-9925  
29278 N. Highway 83  
Mundelein, IL 60060

Lake County Health Dept. 847-377-8000  
3010 Grand Ave.  
Waukegan, IL 60085  
[www.lakecountyil.gov/health](http://www.lakecountyil.gov/health)

Illinois Poison Center 800-222-1222  
222 S. Riverside Plaza, Ste. 1900  
Chicago, IL 60606  
[www.mchc.org/ipc](http://www.mchc.org/ipc)

J.U.L.I.E. (Utility Location Service) 800-892-0123  
[www.illinois1call.com](http://www.illinois1call.com)

SWALCO 847-336-9340  
(Solid Waste Agency of Lake  
County) 1311 N. Estes St.  
Gurnee, IL 60030  
[www.swalco.org](http://www.swalco.org)

Waste Management 847-566-5159  
(Residential)  
[www.wm.com](http://www.wm.com)

Arc Disposal Co. (Commercial) 847-981-0091  
[www.arcdisposal.com](http://www.arcdisposal.com)

Mundelein Disposal (Commercial) 847-566-5159

Groot Recycling & Waste Services 800-244-1977  
(Commercial)  
[www.groot.com](http://www.groot.com)



**MAYOR AND THE BOARD OF TRUSTEES**

<b>Mayor</b>	<b>Term Expires</b>
Elizabeth Brandt <a href="mailto:mayorbrandt@lincolnshireil.gov">mayorbrandt@lincolnshireil.gov</a>	2019

**Board of Trustees**

Karen Feldman <a href="mailto:trusteefeldman@lincolnshireil.gov">trusteefeldman@lincolnshireil.gov</a>	2017
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Mara Grujanac <a href="mailto:trusteegrujanac@lincolnshireil.gov">trusteegrujanac@lincolnshireil.gov</a>	2019
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Patrick McAllister <a href="mailto:trusteemcallsiter@lincolnshireil.gov">trusteemcallsiter@lincolnshireil.gov</a>	2017
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Tom McDonough <a href="mailto:trusteemcdonough@lincolnshireil.gov">trusteemcdonough@lincolnshireil.gov</a>	2019
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Dan Servi <a href="mailto:trusteeservi@lincolnshireil.gov">trusteeservi@lincolnshireil.gov</a>	2019
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**Village Clerk**

Village Clerk Barbara Mastandrea <a href="mailto:villageclerkmastandrea@lincolnshireil.gov">villageclerkmastandrea@lincolnshireil.gov</a>	2019
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The Mayor, Clerk and Treasurer do not have regular office hours. They can be reached by calling the Village Manager's Office at 847-883-8600.

**Terms of Office**

The Mayor and Village Clerk are elected to four-year terms, with the Village Trustees elected to staggered four-year terms. The Village Treasurer is appointed by the Mayor and approved by the Village Board of Trustees.

**VILLAGE MANAGERIAL STAFF**

The daily operations of the Lincolnshire government are in the hands of a full-time professional, salaried Village Manager. The Village Manager is appointed by the Mayor with the approval of the Board of Trustees.

<b>Office of the Village Manager</b>	847-913-2335
Brad Burke, Village Manager <a href="mailto:bburke@lincolnshireil.gov">bburke@lincolnshireil.gov</a>	

<b>Office of the Clerk</b>	
Leslie Ulibarri, Administrative Assistant <a href="mailto:lulibarri@lincolnshireil.gov">lulibarri@lincolnshireil.gov</a>	847-913-2331

<b>Office of the Chief of Police</b>	
Peter Kinsey, Chief of Police <a href="mailto:pkinsey@lincolnshireil.gov">pkinsey@lincolnshireil.gov</a>	847-913-2341





**Community & Economic Development** 847-913-2312

Stephen McNellis, Director  
[smcnellis@lincolnshireil.gov](mailto:smcnellis@lincolnshireil.gov)

**Finance Department** 847-913-2303

Michael Peterson, Director  
[mpeterson@lincolnshireil.gov](mailto:mpeterson@lincolnshireil.gov)

**Public Works Department** 847-913-2362

Bradford Woodbury, Director  
[bwoodbury@lincolnshireil.gov](mailto:bwoodbury@lincolnshireil.gov)

## VILLAGE BOARDS AND MEETINGS

### Village Board and Committee of the Whole

Regular meetings of the Mayor and Board of Trustees (Village Board) are held in the Village Hall Public Meeting Room on the second and fourth Monday of each month at 7:00 p.m. Committee of the Whole meetings of the Village Board are held immediately following the Regular Village Board Meeting.

### Architectural Review Board

The Architectural Review Board (ARB) is responsible for reviewing all proposed commercial, industrial, and multiple-family dwelling buildings, planned unit developments, and uses of open space and public lands to promote and maintain a high quality of development in the Village. Upon review of proposals, the ARB makes recommendations to the Village Board on the following elements of development proposals: exterior architectural design characteristics, building materials, landscaping, lighting, parking, signage and rooftop equipment screening. The ARB is an advisory body, with most final determinations made by the Village Board, upon receipt of the ARB's recommendation.

Meetings of the ARB are held in the Village Hall Public Meeting Room on the third Tuesday of each month at 7:00 p.m.



### Lincolnshire Park Board

The Park Board serves as a recommending body committed to provide safe, attractive and accessible parks and open spaces within the Village. It also works to provide facilities and activities within these parks and open spaces to fill the recreational needs of all age groups within the community. The Park Board recommends policies and programming, maintenance, capital improvements, and facilities at the nine Village parks.

Meetings of the Park Board are held in the Village Hall Public Meeting Room on the third Monday of each month at 7:30 p.m.

### Zoning Board

The Zoning Board reviews and considers requests to rezone or annex properties within the corporate limits, variance requests for relief from the strict application of the Village's Zoning regulations for all properties within the Village, as well as requests to establish and operate Special Uses within the established zoning districts throughout Lincolnshire. All such requests are evaluated based on their conformance with the official Comprehensive Land Use Plan and the Village's Zoning Code. Other duties include review of plats of subdivisions, consideration of text amendments to the Zoning Code, and conducting Public Hearings related to zoning matters and requests. The Zoning Board is an advisory body, with all final determinations made by the Village Board, upon receipt of the recommendation and findings of the Zoning Board.

Meetings of the Zoning Board are held in the Village Hall Public Meeting Room on the second Tuesday of each month at 7:00 p.m.



**Police Pension Board**

Lincolnshire's Police Pension Board was established through referendum in 1978 based upon an Illinois Statute allowing each municipality of less than 5,000 population to adopt and administer its own Police Pension Fund through its Board of Trustees. The Fund is financed through a property tax levy and mandatory employee contributions.

The Police Pension Fund Board meets quarterly; in January, April, July and October, on the third Tuesday of the month at 7:00 p.m. at the Village Hall.

**Meeting Agendas**

Agendas for meetings of the Village Board and Commissions are available the Friday preceding the scheduled meeting. Agendas and approved minutes are available on the Village website at [www.lincolnshireil.gov](http://www.lincolnshireil.gov), under "Most Requested Information" on the right side of the page.

Copies of agendas and minutes are also available via email. If you wish to be added to the distribution list, please email your request to Leslie Ulibarri, Executive Services Administrative Assistant, at [lulibarri@lincolnshireil.gov](mailto:lulibarri@lincolnshireil.gov).

**Public Notices**

Legal notices required by Village Code or Illinois Statute are posted at the Village Hall, sent to all Village officials affected by such, and are also published in the legal notices section of the Lincolnshire Review. In certain circumstances, notices may be published in other area newspapers available in Lincolnshire.

**Mayor's Talent Bank**

The Village keeps a database of residents willing to serve on our various Village Boards. Residents interested in being listed in this "talent bank" may obtain a Mayor's Talent Bank Form by contacting Leslie Ulibarri, Administration Administrative Assistant, at 847-913-2336 or [lulibarri@lincolnshireil.gov](mailto:lulibarri@lincolnshireil.gov).



**LINCOLNSHIRE NEWSLETTER**

The Lincolnshire Newsletter is a quarterly publication containing Village governmental news, information about Village Board actions, and other events and tips of interest to residents.

From time to time, there may be important news of which you should be aware. To allow you to stay informed of timely issues as they arise, an e-mail group has been created. To sign-up to receive these e-mail updates, visit the Village's website at [www.lincolnshireil.gov](http://www.lincolnshireil.gov) and click on "Lincolnshire E-mail Updates page".



**CABLE CHANNEL 10**

**Lincolnshire's Government Access Channel**

Lincolnshire's own government-access cable channel provides continually running programming that offers information about the Village and Village organizations, as well as emergency information when necessary.

Regular Village Board meetings, Committee of the Whole meetings, Architectural Review Board meetings, Park Board Meetings, and Zoning Board meetings are televised live on Cable Channel 10, and rebroadcast at 9:00 a.m. on the Thursday or Friday following the meetings.



## SCHOOLS

### Lincolnshire/Prairie View School District 103

Lincolnshire-Prairie View School District #103 provides a wide range of challenging educational programs to elementary students residing in the Village of Lincolnshire. Laura B. Sprague Elementary, Half Day Elementary, and Daniel Wright Junior High Schools are sources of pride in the community. Each of the schools has received the distinguished Blue Ribbon for Excellence in Education award, with Half Day School and Daniel Wright Junior High School having been named as 2010 Blue Ribbon Schools by the U.S. Department of Education.

Lincolnshire-Prairie View School  
District 103 847-295-4030

[www.district103.k12.il.us](http://www.district103.k12.il.us)

Dr. Scott Warren,  
Superintendent  
[swarren@d103.org](mailto:swarren@d103.org)

Laura B. Sprague Elementary School, Grades K-2  
2425 Riverwoods Rd.  
Lincolnshire, IL 60069  
847-945-6665

[www.sp.d103.org](http://www.sp.d103.org)

Christine Adler, Principal

Half Day School, Grades 3-4  
239 Olde Half Day Rd.  
Lincolnshire, IL 60069  
847-634-6463

[www.hd.d103.org](http://www.hd.d103.org) Jill Mau, Principal



Daniel Wright Jr. High School, Grades 5-8

1370 Riverwoods Rd.  
Lincolnshire, IL 60069  
847-295-1560

[www.dw.d103.org](http://www.dw.d103.org)

Margaret St. Claire, Principal Julie  
Bodeen, Assistant Principal

### Stevenson High School District 125

Adlai E. Stevenson High School is described by the United States Department of Education as one of the most recognized and celebrated high schools in America. Stevenson High School is the only public high school in Illinois to receive four Blue Ribbon Awards for Excellence in Education from the U.S. Department of Education, 1987, 1991, 1998, and 2002. Newsweek and U.S. News and World Report regularly have included Stevenson in their lists of America's best public high schools. Stevenson also received the U.S. Department of Education's New American High School Award in 1998.

Adlai Stevenson High School  
One Stevenson Drive  
Lincolnshire, IL 60069  
847-415-4000

[www.d125.org](http://www.d125.org)

Troy Gobble, Principal

Administrative Offices  
School District #125  
Two Stevenson Drive  
Lincolnshire, IL 60069  
847-634-4000  
Dr. Eric Twadell, Superintendent



## VERNON AREA PUBLIC LIBRARY DISTRICT

The Vernon Area Public Library District serves a population of approximately 42,000 within a 32-square mile area that includes all or parts of Buffalo Grove, Lincolnshire, Long Grove, Vernon Hills, Prairie View, Riverwoods, and unincorporated Vernon Township.



The library is one of the busiest in Lake County, receiving over 320,000 visitors annually and is home to a collection of over 252,000 items including books, magazines, videos, compact discs, and DVD's. The library offers users access to state-of-the-art computer equipment and software on both Windows and Macintosh platforms. Library users are offered free internet access and the use of various electronic research databases, which allow users the ability to locate information on everything from business to health and politics.

Library users can also attend numerous programs offered each month at the library, ranging from story times for preschoolers to reading groups for adults and even musical programs for the entire family. The library has something for everyone. The Library District is governed by seven trustees who are elected at-large by district residents. Trustees establish library policies and serve six-year terms.

Cynthia L. Fuerst, Library Director 300 Olde Half Day Rd.  
Lincolnshire, IL 60069  
847-634-3650  
[www.vapld.info](http://www.vapld.info)

**Library Hours:**

Monday-Thursday	9:00 A.M.-9:00 P.M.
Friday and Saturday	9:00 A.M.-5:00 P.M.
Sunday	12:00 P.M.-5:00 P.M.



## PLACES OF WORSHIP

### Ascension of Our Lord Greek Orthodox Church

1207 Riverwoods Rd.  
Lincolnshire, IL 60069  
847-482-1200  
[www.ascensiongoc.com](http://www.ascensiongoc.com)

### Community Christian Church

1970 Riverwoods Rd.  
Lincolnshire, IL 60069  
847-945-8824  
[www.ccclincolnshire.org](http://www.ccclincolnshire.org)

### Lutheran Church of the Holy Spirit

30 Riverwoods Rd.  
Lincolnshire, IL 60069  
847-945-1550  
[www.holyspirit-elca.org](http://www.holyspirit-elca.org)

### Village Church of Lincolnshire

201 North Riverwoods Rd.  
Lake Forest, IL 60045  
847-295-7707  
[www.evcl.org](http://www.evcl.org)

## community & economic development



### COMMUNITY DEVELOPMENT

The Department of Community Development is staffed by the Director, Village Planner, Community & Economic Development Coordinator, Code Enforcement Inspector, Village Building Inspector, and the Department Administrative Assistant. The primary responsibilities of the Department include planning, zoning, building, economic development, signage, code enforcement and property maintenance within the Village. The goal of the Department is to work with residents and representatives of the development community to maintain and improve the high standards established for residential and commercial developments throughout the Village.

#### DEPARTMENT SERVICES - Department Front Desk

Community Development Staff members are readily available at the department walk-up desk, to assist residents, developers, contractors, etc., with questions regarding construction, permits, zoning, code regulations, and building and development issues. Informational handouts on the types of permits issued by the department, as well as meeting agendas and schedules for the Architectural Review Board and Zoning Board, and Freedom of Information Act (FOIA) forms are also available at this desk.

Submittal of plans and issuance of Building and Sign Permits are also handled at the Community & Economic Development front desk. Homeowners may also obtain a copy of their Plat of Survey (a copy fee may apply), provided a copy is on file. Proof of ownership (i.e., a driver's license, mortgage statement, deed, utility bill) will be requested before a copy can be provided.

#### Planning

The Planning Staff administers the Zoning Code of the Village, carries out economic development activities, processes and manages development and zoning relief (variance) proposals, establishes and maintains the Comprehensive Land Use Plan, and serves as liaison to the Village Board, Zoning Board and Architectural Review Board.



## community & economic development

### Building

The Building Staff's responsibilities include permit review and issuance, inspection of construction in the Village, as well as enforcing the Village Code related to residential and commercial construction and remodeling.

The Village Building Inspector and Code Enforcement Inspector, in conjunction with consultant inspectors, conduct inspections for most permitted construction and/or building projects within Lincolnshire to ensure the project is constructed according to the approved plans and specifications.

The department also handles all residential complaints regarding property maintenance issues/concerns and improper construction. Any concern/complaint may be made anonymously and Department staff will follow up with an inspection. If you wish to submit any concern/complaint, please contact the Code Enforcement Inspector at 847-913-2317.

### FREQUENTLY ASKED QUESTIONS (FAQ's)

#### Planning & Zoning:

More detailed information can be found in Title 6 – Zoning of the Village Code and is available online at [www.lincolnshireil.gov/village-code](http://www.lincolnshireil.gov/village-code) or by contacting the Department of Community & Economic Development at 847-913-2310 or 847-883-8600.

**Q:** How can I determine the zoning of a property?

**A:** The zoning of a property can be obtained by using MapOffice™, the Village's interactive map available at [www.lincolnshireil.gov](http://www.lincolnshireil.gov) (click on "Interactive Map" on the right side of the home page) or by contacting the Community Development Department. Printed Village of Lincolnshire Zoning Maps are also available for purchase at the Village Hall.

community & economic development



**Q:** What are the setback requirements in residential zoning districts?

**A:** The setback requirements of residential properties are as follows\*:

	Front Yard	Side Yard	Rear Yard	Corner Yard
R1	50 ft.	30 ft.	50 ft.	20 ft.
R2	40 ft.	20 ft.	40 ft.	20 ft.
R2A	20 ft.	10 ft.	35 ft.	20 ft.
R3	30 ft.	10 ft.	30 ft.	20 ft.
R4	25 ft.	12 ft.	30 ft.	25 ft.

*\* Other conditions may apply to each residential district. If you have questions regarding required yard setbacks, please contact the Community Development Department.*

**Q:** What detached accessory structures are allowed on residential properties?

**A:** Garages – In limited areas only (Please contact Community & Economic Development)  
 Gazebos – Permitted in R1, R2, R2A, R3, R4 and R5.  
 Detached Greenhouses – Permitted in R1.  
 Play Houses – Permitted in R1, R2, R2A and R3  
 Recreational Structures – Permitted in R1, R2, R2A, R3, R4, R5. Storage Structure – Permitted in R1, R2, R2A and R3  
 Secondary Residential Unit- Special Use in R1 only.

*Specific regulations apply to the above detached structures. Please consult Sections 5 and 7 of Chapter 3, General Zoning Regulations, of the Zoning Code (Title 6 of Village Code).*

**Q:** What is a Special Use?

**A:** A Special Use is a permissible use subject to special provisions because of unique characteristics and therefore, is not classified as a Permitted Use, and requires a Public Hearing. Regulations for Special Uses can be found in Section 14 of Chapter 14, Administration and Enforcement, of the Zoning Code.

community & economic development



**Q:** What obstructions are typically allowed in residential lots, and where can they be located?

**A:** In any required yard (front, side, rear setbacks):

- Chimneys, overhanging roof eaves, open terraces, and awnings.
- Ornamental light standards.
- Flagpoles (no taller than 25 ft.)
- Landscaping
- Fences and Screens (as further defined in Chapter 15 of the Zoning Code)
- Paved surfaces, as long as they are no closer than 5 ft. from any property line.

In required front yards (setbacks): Decorative columns

In required side yards (setbacks): Fences (not permitted in a corner side yard)

In required rear yards (setbacks):

- Recreational equipment and facilities, including Playhouses
- Laundry drying equipment
- Arbors and Trellises
- Fences (not permitted in a Conservation Easement)

*There may be additional restrictions that apply to the above list. Please contact the Community Development Department regarding any specific obstruction.*

**Q:** Are fences allowed in Lincolnshire?

**A:** Fences are allowed in the Village and are regulated by Chapter 15, Fences and Screens, of the Zoning Code. Generally, residential yard fences must be of the open type (as defined as "Fence, Open" in Chapter 2, Zoning Definitions), located in rear and side yards only, and at a maximum height of 4 ft. tall. There are exceptions for taller fences and more opaque fences along certain arterial roadways and between incompatible uses.

community & economic  
development**Q: Is a permit required for garage sales?**

**A:** Yes. Garage Sales Permit forms can be obtained from the Department of Community Development or online at [www.lincolnshireil.gov/applications-permits-and-policies](http://www.lincolnshireil.gov/applications-permits-and-policies), and must be submitted at least 48 hours prior to the start of any garage sale in the Village. Garage sales are allowed for 3 consecutive days between the hours of 8:00 A.M. and 5:00 P.M. each day. A maximum of 2 garage sales are allowed on the same property within the calendar year, and there must be a minimum of 30 days between each sale. Exceptions are made for rain dates.

Any garage sales signs are limited to 4 sq. ft. in area at a maximum height of 4 ft. One sign is allowed for each property, and any lot with more than one street frontage may have 2 signs, one sign per street. Off-premises directional signs may be displayed in the public right-of way a minimum of 5 ft. from the roadway between the hours of 7:00 A.M. and 6:00 P.M. when the garage sale is being conducted. Off-premise directional signs are limited to the minimum number required to direct motorists from the nearest major arterial street. Attachments, such as, balloons, streamers, pendants, etc. may not be attached to any garage sale sign. No signs may be attached to any street poles, tree, fire hydrants, sign poles or similar structures or located within a landscape bed or flower bed.

**Q: How are “home occupations” regulated?**

**A:** Home occupations are defined as professions practiced by a member of the family residing on the premises. There are many restrictions on these types of uses, and certain types of home occupations are prohibited. You can view the specific code requirements in Section 3 of Chapter 5, Residence Districts, of the Zoning Code (Title 6) or by contacting the Community Development Department at 847-913-2310 or 847-883-8600.

community & economic  
development**Q: Where can I find a plat of survey for my lot?**

**A:** The Village has record for most residential lots and a copy of your Plat of Survey can be obtained for a copy charge fee. Please feel free to visit the Community & Economic Development Department at the Village Hall between the hours of 8:30 A.M. and 4:30 P.M. Proof of ownership (i.e., a driver's license, mortgage statement, deed, utility bill) will be requested before a copy can be provided.

**Q: How do I obtain copies of the Village Codes?**

**A:** The entire Village Code is available to download and print at the Village's website, [www.lincolnshireil.gov/village-code](http://www.lincolnshireil.gov/village-code). You can also obtain a paper copy of the Zoning Code, for a charge, by visiting the Community & Economic Development Department at the Village Hall. It may take up to five business days for a paper copy to be compiled, after it is requested.

**Q: Where are Village Code regulations regarding construction located?**

**A:** The code requirements specifically regarding construction are located in Title 5, Building Regulations, of the Village Code.

**Q: What type of information can the Community & Economic Development Department provide about proposed development or new construction?**

**A:** The Community & Economic Development Department can provide the zoning, types of permitted uses, developer information and general site plan information for any proposed development or new construction that has been scheduled in the Village review process. Development proposals that have not yet been scheduled for review are speculative in nature and information is not available. Questions can usually be answered by telephone at 847-913-2310 or 847-883-8600 or by scheduling an appointment with the appropriate Community & Economic Development Department staff.

community & economic  
development**Q: Does the Village have a Comprehensive Plan?**

**A:** Yes, the Village has a Comprehensive Land Use Plan that states the general land use policies and principals to which the Village will adhere in both current and future planning and development. The original Comprehensive Plan was adopted in 1976 and was updated in 2000, with the most recent update anticipated in 2012. The Comprehensive Plan and Future Land Use Map can be found at [www.lincolnshireil.gov](http://www.lincolnshireil.gov), by clicking the "Community & Economic Development" tab within "Department/Services" at the top of the page and then click "Comprehensive Plan Update" on the left side of the department page. A copy can also be obtained, for a fee, at the Community & Economic Development Desk in the Village Hall or by contacting 847-913-2310 or 847-883-8600.

**Building:****Q: When is a Building Permit required?**

**A:** A Building Permit is required for just about any project requiring demolition and/or construction, except decorating (i.e. painting, trim work, carpet, etc.). The Village Code states "a building permit is required prior to starting any construction, alteration, addition, removal, demolition or restoration of any building or structure or its service equipment."

Examples of projects that DO require Building Permits are: decks, patios, fences, lawn irrigation (sprinkler) systems, enlarging a window, gazebos, any electrical or plumbing work, erecting or removing walls, etc. If you are unsure about the necessity of a permit for a project, please contact the Community & Economic Development Department at 847-913-2310.

Common examples of work that DO NOT require a permit include: replacing kitchen cabinets, painting, new floor installation, replacing a window with the same size window, replacing siding, installing underground dog fence, etc.

community & economic  
development**Q: Which Village Codes regulate construction?**

**A:** Residential\*:

2009 International Residential Code 2008  
National Electric Code  
2004 Illinois State Plumbing Code 2009  
International Mechanical Code  
2012 International Energy Conservation Code 2009  
International Property Maintenance Code 2009  
International Fuel Gas Code  
Current Village of Lincolnshire Municipal Code

Commercial\*:

2009 International Building  
Code 2008 National Electric  
Code 2004 Illinois State  
Plumbing Code  
2009 International Mechanical Code  
2012 International Energy Conservation  
Code 2009 International Property  
Maintenance Code 2009 International Fire  
Code  
2009 International Fuel Gas Code  
2006 National Fire Protection Association - 101 Life Safety  
Code Current Illinois Accessibility Code  
Current Village of Lincolnshire Municipal Code

*\*As of January 1, 2012, the most recent construction related codes can be found on the Village's webpage, under FAQ's within the Building Division section (under "Departments/Services" tab).*

**Q: How do I obtain a Building Permit Application?**

**A:** You can obtain the necessary permit online at [www.lincolnshireil.gov/applications-permits-and-policies](http://www.lincolnshireil.gov/applications-permits-and-policies), click on "Building Permit Application". A permit form can also be obtained by visiting the Community & Economic Development Department Desk in the Village Hall or by contacting 847-913-2310.

community & economic development



**Q: When does the Village require an architect prepare Building plans?**

**A:** Residential: Documents are required to be stamped and sealed by a licensed design professional (i.e., Architect, Land Surveyor, Professional Engineer or Structural Engineer, etc., depending on the type of work) whenever the design falls outside of the prescriptive requirements of the International Residential Code. If you are unsure about the necessity of utilizing the services of a licensed professional, please contact the Community & Economic Development Department at 847-913-2310.

Commercial: All documents are required to be stamped and sealed by a licensed design professional.

**Q: Are permit fees collected when the Building Permit application and plans are submitted?**

**A:** No, permit fees are not collected until the issuance of a permit. Permit fees vary depending on the type of project and review required. Certain small projects have set fees, while larger projects are based upon the cost of construction, as well as other factors. You can view the Village's fee schedule in Chapter 15, Comprehensive Fee Schedule, of Title 1 of the Village Code or by contacting the Community Development Department at 847-913-2310 or 847-883-8600.

**Q: How long does the Building Permit review and approval process last?**

**A:** The Community & Economic Development Department policy is for all first reviews to be completed within 15 business days from the date the application is submitted. Assuming all information has been provided with the submittal, the Building Permit is issued within 2 to 3 days following all reviews and approval. Should additional reviews be necessary, each additional review should take approximately 10 business days. Larger construction projects may require additional review time, whereas smaller-scale permits may be issued in a shorter period of time.

community & economic development



**Q: Does a Building Permit expire?**

**A:** There are several expiration periods associated with Building Permits:

1. Should a Building Permit Application that is "in-process" sit idle (due to inactivity on the applicant's part) for a period of over 6 months prior to its approval, the application and all supporting documentation will be returned or discarded, the application will be voided, and all costs incurred with the review of the permit are required to be paid.
2. When a Building Permit is issued, if no substantial work occurs over any 6 month period, the Building Permit is voided, work is stopped and the entire permit process is repeated, including the repayment of all fees.
3. Following the approval of the construction documents, the applicant has 1 year to pay for and acquire the actual Building Permit. If this doesn't occur, the information will be returned or discarded, the permit will be voided, and all costs associated with the permit must be paid.
4. The applicant has 1 year to complete all work associated with a permit after the date of issuance. Limited extensions may be granted, with cause shown.

**Q: How are inspections scheduled?**

**A:** Call the Community & Economic Development Department Inspection Line at 847-913-2325, Monday through Friday, from 8:30 A.M. to 4:30 P.M. at least 24 hours in advance of each requested inspection. If an inspection requires the presence of the Lincolnshire- Riverwoods Fire Protection District, 48 hour notice must be provided. Please have the following information ready when calling to request any inspection:

- Address and Suite Number (if applicable)
- Permit Number
- Type of Inspection

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- Contact person's name and phone number
- Requested inspection time (although Staff cannot schedule specific inspection times, the following are the general inspection "windows"):  
  - Early Morning – 8:00 A.M. to 10:00 A.M. Late Morning – 10:00 A.M. to 12:00 P.M. Early Afternoon – 12:00 P.M. to 2:00 P.M. Late Afternoon – 2:00 P.M. to 4:00 P.M.

**Q: Is it necessary to have licensed and bonded contractors to perform work in Lincolnshire?**

**A:** The Village does not require licensing and bonding. However, it is recommended you investigate all potential contractors prior to securing their services.

**Q: Where on site should a Building Permit be displayed?**

**A:** The Building Permit placard is required to be placed (inside or outside a structure) so it is visible from the public way (the street).

**Q: Who do I contact if I see construction taking place without a Building Permit displayed?**

**A:** Please contact the Property Maintenance Inspector of the Community & Economic Development Department at 847-913-2317 or 847-883-8600.

**Q: What is a Certificate of Occupancy, and how do I obtain one?**

**A:** A Certificate of Occupancy is received following the completion of a building project, and is required to legally occupy a residence or commercial building/tenant space. There is a fee associated with the Final Certificate of Occupancy which is included in the Building Permit fee. Certificate of Occupancy applications are available from the Community & Economic Development Department.

In addition, any change in tenancy/ownership of a commercial building or space also requires a new Certificate of Occupancy, regardless of whether or not any building activity is taking place.

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**Q: Do I need a business license?**

**A:** No, the Village does not require business licenses to conduct a business in Lincolnshire. However, if a commercial building/tenant space will be occupied, a Certificate of Occupancy will be necessary.

## Sign Regulations:

**Q: Are permits required for all signs?**

**A:** Any permanent sign (ground or wall) and most temporary signs require a sign permit prior to the sign's installation. You can obtain the necessary permit application online at [www.lincolnshireil.gov/applications-permits-and-policies](http://www.lincolnshireil.gov/applications-permits-and-policies), click on "Sign Permit Application" under "Building". A permit form can also be obtained by visiting the Community & Economic Development Desk in the Village Hall or by contacting 847-913-2310 or 847-883-8600.

**Q: Do I need a permit to change an existing sign?**

**A:** Yes, changes made to the sign display (face), new materials, adding lighting or any other sign alterations require a permit from the Community & Economic Development Department. Repair and preventative maintenance of a sign does not require a permit.

**Q: Are banners or pennants allowed in Lincolnshire?**

**A:** No; banners, bunting, pennants and items of a similar nature are not permitted.

**Q: Do I need a permit for real estate and open house signs?**

**A:** Real estate and open house signs do not require a permit. Residential real estate signs are limited to 4 sq. ft. in area and 3 ft. in height.

Commercial real estate signs are limited to 16 sq. ft. in area and 7 ft. in height.

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Open house signs are limited to 4 sq. ft. in area and 4 ft. in height, and can only be displayed on Wednesdays, Saturdays and Sundays for a maximum of 6 hours per day. Off-premise open house directional signs are limited to the minimum number required to direct motorists from the closest major arterial street.

**Q: What are the regulations on political signs?**

**A:** Political signs do not require a sign permit, are only permitted on private property, and require consent of the property owner. Signs may be double-sided and are limited to 6 sq. ft. in area per side and a maximum height of 4 ft. Political signs are not permitted to be attached to fences, trees, utility poles, or the like.



## finance

## FINANCE DEPARTMENT

The Finance Department is responsible for maintaining all the financial accounting records and reporting on the financial results of the Village. The department also tracks and accounts for all cash that flows in and out of the Village. Any cash not immediately required to pay obligations is invested. During the year, the Finance Department is also responsible for the collection of real estate transfer taxes, accountability and control of Village-owned property, and the administration and oversight of the various insurance related functions (i.e. insurance coverage, claims processing, and risk management program). The Village's annual operating budget is prepared jointly by Finance and Administration. After the close of the fiscal year (December 31st), Finance works with outside auditors who are responsible for examining the Village accounts and internal control systems. Their examination concludes with a report of their findings and is presented to the Mayor and Village Board of Trustees. The Finance Department and the outside auditors collaborate in producing the Comprehensive Annual Financial Report (CAFR), the official document reports the financial status of the Village for the most recently concluded twelve-month period. The department is also responsible for maintaining banking relations with the various financial institutions that service the Village's liquid assets and debt obligations. When required, the department will solicit for loans to be used in the financing of major capital projects. The Finance Department is glad to answer any questions relating to the Village budget, property taxes or general Village finances.

## DEPARTMENT SERVICES - Receptionist

The Village Hall Receptionist and telephone switchboard duties are also the responsibility of the Finance Department. Additional services such as voter registration, notarizing official documents, and the purchasing of refuse and yard waste stickers are all available at the front reception desk.



**Utility Billing**

Water and sewer utility billing is administered under the Finance Department, while the expenditures portion falls under the Village’s Public Works Department. As such, the department is responsible for the production, mailing, and collection of utility bills.

**Water Billing**

Residents can take advantage of the Automatic Utility Pay Plan, a no cost convenience which can save time and reduce check writing. Your quarterly billing amounts will be automatically deducted from your bank account so you’ll never miss a payment, even when you are out of town. Each transaction will appear on your monthly bank statement and you will continue to receive Village statements so you can track your water/sewer usage and automatic payments.

**Automatic Utility Pay Plan**  
Here’s how you can enroll

1. Contact the Finance Department to obtain an Authorization Agreement form at 847-883-8600.
2. Attach a voided check to the Authorization Agreement Form, providing the routing number and checking account that is to be debited.
3. Return the Authorization Agreement and voided check to the Village Hall Receptionist. You may also use the drop box located at the Village Hall along the circular drop-off for your convenience.

Please contact the Water Billing Clerk (9:30 A.M.- 1:30 P.M.) at 847-913-2302 if you have a question about your bill, if you suspect a leak, or if you plan on being out-of-town for an extended period of time.

During the summer months (May 15 - Sept 15) the Village extends a credit to residents on the sanitary sewer portion of their bill to minimize the input of lawn watering. The Water Billing Clerk will be able to answer any questions concerning the “credit.”



**Frequently Asked Questions (FAQ’s)**

- Q: How many days do I have to pay after I receive my water bill?**  
A: Water bills are normally mailed out the first business day of the month and are due 15 business days later.
- Q: How often will I receive a water bill?**  
A: Residential customers are billed quarterly and commercial customers are billed monthly.
- Q: Why is there a “minimum bill” even if no water is used?**  
A: Even if you do not use water you will receive what is called a “minimum bill”. Even without consumption of water, pipes must be kept in proper functioning condition 24 hours a day, seven days a week in order to be ready for use. The cost includes the labor and materials required for maintaining that immediate service level. Those expenses are jointly shared among all potential users. A minimum bill is calculated by assuming 4,000 gallons usage in each of the three months in the quarter.
- Q: Do I receive a break (on the sanitary sewer portion of my bill) during the summer for watering my lawn?**  
A: You may if your summer water usage is 10% over your average winter usage. In that case, you will automatically receive a summer sewer credit on the difference. The amount of the credit will be noted on the bottom of your bill. The summer sewer credit period runs from May 16th through September 15th. Your winter average is calculated from September 16th through May 15th.
- Q: Is there a convenient way to pay my water & sewer bill?**  
A: The Village offers an Automatic Utility Pay Plan for which you can enroll (see details on Page 32).



**Q: What if I suspect I have a water leak or the water meter is not accurate?**

**A:** You can call either the Water Billing Clerk in the Finance Department at 847-913-2302 or the Public Works Department at 847-913-2380. The Village can schedule a meter reader to come out to inspect your property and/or your meter(s).

**Q: Am I assessed penalties if I don't pay my water bill on time?**

**A:** A 10% late fee is added to all water bill payments not received by the due date.

**Q: What if I am planning on being out of the area when my water bill normally comes?**

**A:** You should call the Water Billing Clerk at 847-913-2302 and make plans to pay in advance, or you can enroll in our Automatic Utility Pay Plan (see page 32 for details).

**Q: What do I need to do about my water bill when I am getting ready to sell my home?**

**A:** As soon as your closing date has been scheduled, call the Water Billing Department at 847-913-2302 to set up a final water bill reading. The reading will be scheduled 3 to 5 days before the closing. The final water bill must be paid before the buyers of the property can purchase real estate transfer stamps. These transfer stamps must be brought to the closing. Without a paid final water bill from the seller and purchase of real estate transfer stamps from the buyer, the deed will not be recorded.

**Q: As a new resident in the Village, do I need to register my car, truck, motorcycle, motor home?**

**A:** No, the Village does not require vehicle stickers. You can obtain a free vehicle sticker at the Vernon Township offices should you desire.



**Q: Why is the Village property tax so high?**

**A:** Actually only a portion of your bill goes to the Village. Approximately 3.3% of your property taxes are used to support employee pensions. It has been in this range for approximately the last twelve years. A home having a market value of \$500,000 (the assessed value is one-third that amount) will pay a property tax of approximately \$12,000 (2011 rates). From that amount, the school districts receive approximately \$8,600 (or 72%), and the Village receives approximately \$400. Also, other taxing districts (Fire, Library, Lake County and Vernon Township) receive their apportioned share.

**Q: How much is "3.3%" in actual dollars?**

**A:** That is approximately \$1,343,000 (2012).

**Q: What does the Village do with the property taxes it collects?**

**A:** It goes to support the two pension funds (police and non-police employees) the Village has for its employees. The Village is required to match employee contributions according to Illinois State law.

**Q: What percentage of property taxes do the businesses in the Village pay?**

**A:** Village businesses contribute approximately 25% of all property tax money (2011).

**Q: What percentage of the money collected by the Village goes toward police protection (i.e., vehicle patrols, traffic control, E911 emergency center, community education, etc.)?**

**A:** Approximately 31% of the total Village budget is spent on police (public safety) activities (2012).

**Q: How much does the Village derive from traffic fines each year?**

**A:** The Village takes in approximately \$400,000 annually (2012).



**Q: How much does the Village collect from all taxes?**

**A:** Approximately 85% of revenues in the General Fund come from taxes. Sales tax (both state shared and home rule), state income tax, utility taxes, telecommunication taxes, and room and admissions taxes amount to over two-thirds of all taxes received. Licenses and fees, traffic fines, state grants and investment earnings contribute to the remaining 15% of revenues (2012).

**Q: Is the Village required to balance its budget each year?**

**A:** Yes. In some years, though, bank loans and/or withdrawals from cash reserves are needed to balance the budget. During those times a significant capital project exceeds the revenue that can be brought in.

**Q: When is the annual budget completed and can the public attend meetings and give their input?**

**A:** The budgetary process starts in July and the final budget is approved by December, with the Appropriation Ordinance required to be approved by March of the following year. The Village holds a public meeting and residents are always encouraged to attend and provide their input to the proceedings.

**Q: Where can I obtain a copy of the budget?**

**A:** A copy can be obtained at the Village Hall or by visiting the Village's website at [www.lincolshireil.gov](http://www.lincolshireil.gov). You may also call or visit the Finance Department to answer any questions you may have about the budget, taxes or your water bill.



## POLICE DEPARTMENT

The Police Department provides comprehensive law enforcement and community policing services including uniformed patrol operations, investigations, youth services, traffic enforcement, and traffic crash investigation and reconstruction. Supplementary services include disaster preparedness and response, planning and research, the "Housewatch" Program, participation and interaction with community groups and homeowners associations, crime prevention, drug abuse intervention, administration of the Village's "Sight-Line" Program, and liquor and amusement device licensing.

### DEPARTMENT SERVICES - Bicycle Licensing

Bicycle licenses are not required, however, the Police Department offers a bicycle registration program which allows the police to return a bicycle to its rightful owner if recovered after being lost or stolen. Registration decals are available free of charge at the Police Department and at community events. Completion of a registration form is required.

### Dog and Cat Licenses

The Village does not require pets to be licensed. However, a Lake County Rabies Tag is required. Contact the Lake County Animal Care & Control Center at 847-949-9925 for additional information.

### Call-A-Day Program

If you are elderly, handicapped, or disabled and live alone, the Police Department will give you a telephone call to check on your well-being on a daily basis. If we don't receive an answer, we will contact a pre-arranged contact person or an officer will be sent to check on you. For more information regarding this service, contact the Police Department at 847-883-9900 to have a registration form delivered to your home or visit [www.lincolshireil.gov/applications-permits-and-policies](http://www.lincolshireil.gov/applications-permits-and-policies).

police



### Crime Prevention and Personal Safety Presentations

Trained personnel are available to provide information to individuals, community groups, and homeowners associations on a wide variety of crime prevention and safety topics, including identity theft and protection.

### Fingerprinting

Citizens requesting fingerprint services will be charged a \$25 fee per visit. This fee will be waived for Lincolnshire residents.

Fingerprinting will only be conducted Monday through Friday between the hours of 8:30 a.m. and 1:30 p.m. Citizens must provide their own fingerprint cards and display government-issued photo identification. Upon completion of fingerprinting, officers will sign and fill out written portions of the fingerprint cards prior to returning them to you. No more than three fingerprint cards will be completed for any person per visit.

### Housewatch Program

When you are vacationing or out-of-town, the Police Department will physically check the exterior of your residence during your absence to make sure all is well and your home is secure. Contact the Police Department at 847-883-9900 to place your home on the watch list.

### Peer Jury Program

The Peer Jury Program is typically offered to juvenile offenders who commit minor offenses as an alternative to the formal juvenile court system. Violations such as, curfew, tobacco possession/use, and other minor offenses are adjudicated by the peer jury. We are always seeking "jurors" between the ages of 13 and 17 to serve on our peer jury, which usually convenes once per month. Contact the Police Department at 847-883-9900 for further information.



police

### Police Explorer Program

The Police Department operates its own Police Explorer Post for young adults between the ages of 14 and 21 who are interested in a career in law enforcement. The Explorers work side-by-side with Lincolnshire Police Officers in a variety of situations and participate in numerous training exercises. Contact the Police Explorer Post Liaison at 847-883-9900 for details.

### Ride-Along Program

Residents are welcome to ride-along with our Police Officers during their normal course of duties. Children age 14 and older may ride with parental consent. Contact the Police Department at 847-883-9900 to schedule a ride-along. All participants will be required to sign a liability waiver.

### "Sight-Line" Program

The Police Department conducts routine inspections of all roadway inter-sections within the Village to ensure all motorists and pedestrians have a clear line-of-sight and can see approaching traffic from a reasonable and safe distance. In most cases, the sight obstructions can be mitigated with minor trimming or pruning of landscaping. In some cases, more extensive work may be needed. The Police Department notifies the affected property owner(s) by letter to schedule a meeting to discuss a plan of action to resolve the problem.

### Solicitor/Peddler Licensing

Solicitors and peddlers are required to be registered and licensed by the Police Department. Application forms are available from the Police Department at the Village Hall. Please allow five (5) business days for processing.



## FREQUENTLY ASKED QUESTIONS (FAQ'S)

**Q: Does Lincolnshire require Village-issued vehicle licenses?**

A: No, vehicles are not required to be registered with the Village.

**Q: Does the Village have any special parking regulations?**

A: There is no parking permitted on Village streets between the hours of 2:00 A.M. and 6:00 A.M. Special permission may be granted on a case-by-case basis by the Police Department. There is no parking permitted on any Village street for 8 hours after a snowfall of one (1) inch or more.

**Q: Do I need to register my pet(s) at the Village?**

A: No. However, you are required to register your pets with Lake County within 30 days of their rabies vaccination. The Lake County Animal Care & Control Center can be reached at 847-949-9925.

**Q: Do I need to register my burglar/home alarm?**

A: Yes. All business and residential burglar and fire alarms in the Village must be registered with the Police Department. Registration forms are available at [www.lincolnshireil.gov/applications-permits-and-policies](http://www.lincolnshireil.gov/applications-permits-and-policies).

**Q: If I have a large construction/landscape delivery made to my residence, is there anything special I need to do?**

A: Yes. The majority of Village streets are rated at a maximum weight limit of 6 tons per axle. Anything heavier requires a no fee overweight permit from the Police Department (Village streets only). State and County permits may be required for streets under their authority.

**Q: Are there any restrictions on parking commercial vehicles in residential areas?**



A: Yes, commercial vehicles are permitted in residential areas between the hours of 7:00 A.M. and 8:00 P.M. daily without permission. Between the overnight hours of 8:00 P.M. and 7:00 A.M., when commercial services are required to be provided on an emergency basis, commercial vehicles are permitted in residential areas only during such time while the emergency services are being performed.

**Q: Are there restrictions on parking recreational vehicles in residential areas?**

A: One recreational vehicle may be parked outdoors on a lot located in a residential zoning district, subject to the following conditions:

1. The recreational vehicle shall be parked in an interior side yard of a lot, on a paved/compacted surface or impervious surface, provided no part of the recreational vehicle projects beyond the predominant front or rear plane of any residence or garage.
2. The recreational vehicle may be parked in a required interior side yard, but shall be parked no less than 10' from any interior side lot line.
3. The recreational vehicle shall be parked in such a manner as to be properly and fully screened from adjoining properties, excluding the right-of-way, as viewed at a height of 6' from the prevailing grade level of adjoining properties. Proper and full screening shall consist of any vegetation which is sufficiently tall and dense at any time when said vehicle is parked on the lot to materially screen the view of said vehicle.

*\*Please confirm these standards are satisfied by contacting the Community & Economic Development Department at 847-913-2310 prior to parking your recreational vehicle.*

Recreational vehicles may be temporarily parked in a residential area for a period not to exceed 7 days solely for the purposes of loading, unloading or maintaining the vehicle(s). Any person seeking to temporarily park a recreational vehicle must notify and receive the permission of the Chief of Police prior to parking the vehicle.

police



**Q: Are dogs or cats allowed in the Village parks?**

A: No. Dogs or cats, whether leashed or not, are not allowed in any of the Village's parks.

**Q: Does Lincolnshire have tornado warning sirens?**

A: The Village has a tornado warning siren system throughout the Village. On the first Tuesday of every month, the system is tested for one minute beginning at 10:00 A.M. In the event of an actual tornado sighting, the sirens will activate for 3 minutes straight. After tornado warning sirens have been activated, citizens should tune into local radio weather stations for additional information, as no "all clear" signal will be given.

**Q: Do I have to register my firearms with the Village?**

A: No. The Village does not register firearms, but does require residents to fully meet the requirements of the State of Illinois.

**Q: Does the Police Department dispose of weapons and ammunition?**

A: Yes. We will accept any weapons or ammunition you no longer want and will safely dispose of them.

**Q: Does the Village have a curfew?**

A: Lincolnshire follows Illinois State Law, it is unlawful for a person less than 17 years of age to be present at or upon any public assembly, building, place, street or highway at the following times unless accompanied and supervised by a parent, legal guardian or other responsible companion at least 18 years of age, approved by a parent or legal guardian or unless engaged in a business or occupation which the laws of this State authorize a person less than 17 years of age to perform:

Between 12:01 A.M. and 6:00 A.M. Saturday  
 Between 12:01 A.M. and 6:00 A.M. Sunday.  
 Between 11:00 P.M. on Sunday to Thursday,  
 inclusive, and 6:00 A.M. on the following day.



police

**Q: Will the Police Department assist me if I think my child is using drugs or alcohol?**

A: The Police Department can assist you in accessing a wide variety of internal and external resources and programs. Contact the Police Department at 847-883-9900 for further information.

**Q: Does the Police Department offer tours of the Police Facility?**

A: Tours are available on an individual or group basis, by appointment only. Please call 847-883-9900 to schedule an appointment.

**Q: Does the Police Department provide Police Officers for special details?**

A: Police Officers are available to work special details for an additional charge. Contact the Deputy Chief of Police at 847-883-9900 for additional information and the current rate.

**Q: Where is the closest Illinois Vehicle Emissions Testing Site?**

A: The nearest testing site is located at 580 Bond Street in Lincolnshire. Bond Street runs north from Aptakisic Road (west of Milwaukee Avenue or just east of the Wisconsin Central/Canadian National Railroad tracks). The emissions test center is on the west side of Bond Street. The phone number for the emissions program facility is 800-436-7566.

**Q: Do you have a list of Registered Sex Offenders who live in Lincolnshire?**

A: Yes. A list of registered sex offenders who reside in Lincolnshire (and throughout the state) is maintained by the Illinois State Police. You can access this information at the Sex Offender Registry on the Illinois State Police website [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).



## PUBLIC WORKS

The Public Works Department includes all of the physical facilities and services provided by the Village that makes everyday life possible in our community. Since the founding of Lincolnshire, the Village has come to own, operate and maintain an ever increasing amount of public facilities from roads and sewers to parks and storm water management facilities. The value of the facilities owned and operated by the Village is in excess of \$30 million. It is vitally important that these physical facilities be protected with proper maintenance and repair as well as planned rehabilitation and replacement.

Public Works is one of the largest segments of the Village organization both in personnel and expenditure of funds. The Village spends over \$2 million annually for operating and maintaining the Public Works facilities in the community. The department is divided into seven major areas of responsibility; 1) Administration and Engineering, 2) Streets and Drainage, 3) Parks, Grounds and Recreation, 4) Buildings, 5) Environmental Services, 6) Water and Sanitary Sewer, and 7) Vehicle Maintenance. The seven divisions are like the seven interlocking pieces of a structure, all providing an essential service to the entire community. As one of the largest departments in the Village, Public Works strives to improve our services to the community. Our continuing goals include planning our activities to increase efficiency, analyzing our programs to increase effectiveness, researching the latest technology to increase our knowledge, and above all, increasing our involvement with the citizens of the Village in order to remain in concert with the needs of the community.

### DEPARTMENT SERVICES

#### Administration and Engineering

The Administrative Division of the Public Works Department oversees the daily operation of the Department, including establishing the Department's budget, monitoring expenses, setting Department priorities, resolving resident issues, and overseeing response to emergencies.



The Public Works Department has a Professional Engineer on staff to provide engineering expertise and knowledge without the need to hire outside consultants. The functions undertaken by the Engineering Division include the review of all new subdivision and site development plans, preparation of many of the Village's Capital Improvement programs including watermain replacement, street rehabilitation, sanitary sewer replacement and storm sewer projects, and inspections of all public facilities in new subdivisions to ensure compliance with Village Codes. The Engineering division also oversees the Village's floodplain management program.

#### Important Things to Know About...

#### SITE IMPROVEMENTS

- Contact the Engineering Supervisor at 847-913-2366 before starting any digging or grading work that could effect drainage or is beneath the drip line of a tree.
- A Site Work Permit is required when doing an asphalt overlay of your existing driveway or a removal and replacement with either asphalt, concrete or pavers. A permit is not required for residential seal-coating. Applications are available at the Community & Economic Development Department at Village Hall or from the Village's website at [www.lincolnshireil.gov/applications-permits-and-policies](http://www.lincolnshireil.gov/applications-permits-and-policies).
- Did you know that if your house is located in the Special Flood Hazard Area, you qualify for up to a 25% discount on your flood insurance premium? For more information, contact the Engineering Supervisor, Rob Horne at 847-913-2366 or [rhorne@lincolnshireil.gov](mailto:rhorne@lincolnshireil.gov)
- If your home is located in a floodplain, contact the Engineering Dept. before starting any work. To find out if your house is in a floodplain, view the Village Floodplain map at [www.lincolnshireil.gov/sitemedia/documents/departments-services/publicworks/pw\\_floodmap.pdf](http://www.lincolnshireil.gov/sitemedia/documents/departments-services/publicworks/pw_floodmap.pdf). You may also visit the Village Hall to view reference copies of the FEMA Flood Insurance Rate Maps. Alternatively, you can call the Public Works Dept. at 847-913-2366 for additional information.



### Streets and Drainage Division

The Village currently owns, operates and maintains more than 40 miles of roadway within the corporate limits. The Street and Drainage Division is responsible for maintenance and repair of pavements, street signs, pavement markings, roadway culverts, storm inlets, storm sewers, detention basins and roadside ditches, as well as providing snow and ice control throughout the Village.

In place since 1981, our on-going street and curb replacement program conducts major maintenance and resurfacing for approximately 1 mile of street each year. The department has also undertaken a number of storm sewer projects at various locations throughout the community to improve storm water drainage and reduce flooding conditions. In addition, Public Works has an on-going street sweeping program.

#### Important Things to Know About...

##### STREETS

- If you see a pothole on Village streets, please report it to Public Works at 847-913-2380 or the LincolnshireLink. Please provide the approximate address or nearest intersection.
- IDOT maintains Route 22, Milwaukee Ave, and Olde Half Day Road between Walgreens and Village Hall). To report problems, contact IDOT at 800-452-4368 or [www.dot.state.il.us/contact](http://www.dot.state.il.us/contact).
- Lake County DOT maintains the traffic signal at Riverwoods Road and Yorkshire Drive, and signals on Aptakisic Road. To report problems, contact LCDOT at 847-377-7400 or [www.lakecountyil.gov/pages/ServiceRequest.aspx](http://www.lakecountyil.gov/pages/ServiceRequest.aspx).
- The "parkway" is the area between your property line and the street, where underground utilities are often located. While this is public property, the Village relies on homeowners to maintain this area. If the Village or utility company needs to dig into the parkway for maintenance, the agency digging is responsible for restoring the parkway to its previous condition or better. The Village is not responsible for damage to plants, sprinklers, or "invisible" dog fences within the parkway.

Continued on next page



#### Important Things to Know About...

##### STREETS

- A permit is required before any work in the parkway can be done, please contact Public Works at 847-883-8600. You must also call J.U.L.I.E. (Joint Utility Locating Information for Excavators) at 800-892-0123 a minimum of 48 hours prior to digging.
- Residents may close off streets to conduct a block party or fund-raising event. A permit must be applied for a minimum of 10 working days prior to the event date. For more information, contact 847-913- 2360 or [kjurco@lincolnshireil.gov](mailto:kjurco@lincolnshireil.gov).

In the winter, Public Works plows snow and spreads de-icing material when necessary. Our goal is to clear all Village streets within 8 hours from the end of a snow storm. During snow removal operations, crews will deposit snow across driveways as the plows pass. The department is not able to assist residents in removing these accumulations. We advise waiting to clean out your driveway until after the snow plow crews have plowed the street.

#### Important Things to Know About...

##### SNOW & ICE CONTROL

- Parking is not permitted on Village Streets after more than 1 inch of snow has fallen and until after the roadways have been cleared.
- It is illegal to deposit snow from your driveway into the road or onto a neighbor's property.
- After a snow storm, if you notice damage to your property that appears to have been caused by the Village's snow removal equipment, please notify Public Works at 847-913-2380.
- IDOT plows Route 22, Milwaukee Avenue and Olde Half Day Road west of Milwaukee Avenue. LCDOT plows Riverwoods Road and Aptakisic Roads.
- The Village does not plow private streets. Please contact your home- owners association (HOA) for information on plowing private streets.



In the fall, Public Works provides curb side leaf collection service by utilizing large vacuum machines to remove leaves collected at the curb by residents. This program begins in mid-October and runs until early December.

#### Important Things to Know About...

##### LEAF COLLECTION

- Leaves must be placed in the street by noon on Monday of your specified pick-up week to guarantee collection. Leaves placed in the street after collection is made will not be picked up until your next scheduled collection week.
- Do not mix materials such as brush, garden waste, tree limbs, vines, lumber, etc. with your leaves. This can cause equipment failure or injury to the operator and will not be picked up.
- Due to the large volume of leaves, Public Works crews can only pick up leaves in predetermined areas of the Village each week. It is important to follow the pick-up schedule and not place leaves in the street for more than 2 to 3 days before your scheduled week. Leaves placed in the street during off scheduled weeks become a fire hazard and can obstruct drivers' view of pedestrians. They also block the storm sewer inlets causing localized flooding.
- The Village provides leaf bags for residents that live along Aptakisic Road, Riverwoods Road and Route 22 because leaf collection equipment cannot safely collect leaves in this area due to traffic.
- Further information on the program is provided in the Village Newsletter or by calling 847-913-2380 or [wmoderhack@lincolnshireil.gov](mailto:wmoderhack@lincolnshireil.gov).

##### Parks, Grounds and Recreation

The Village currently owns and maintains over 150 acres of park lands, Illinois Nature Preserves, open space and recreational area, along with more than 30 subdivision entrance ways. These improvements are assisted by donations of time and money from the Lincolnshire Community Association (LSA),



the Lincolnshire Garden Club, the Volunteer Steward team and donations from citizens and businesses.

The Village does not have a park district or the taxes that usually accompany a park district. Recreational facilities are provided through private companies or through community supported volunteer organizations such as the Lincolnshire Sports Association (LSA). LSA provides competitive sports programs (basketball, softball, baseball and soccer) to children within the School District 103 boundaries. The Village acquired and constructed North Park as a sports facility to assist LSA in providing competitive sports for the children participating in baseball, softball and soccer.

The Village does provide year round community based recreation services to individuals with disabilities and their families through its membership in the Special Recreation Association of Central Lake County (SRA-CLC). SRACLCLC is a cooperative of seven municipalities and park districts which pool resources to provide high quality services for their residents.

#### Important Things to Know About...

##### RECREATIONAL OPPORTUNITIES

- The Lincolnshire Sports Association provides both house and travel leagues in basketball, softball, baseball, and soccer. For more information, visit [www.lincolnshiresports.org](http://www.lincolnshiresports.org).
- For more information regarding recreation services to individuals with disabilities and their families, visit SRACLCLC's website at [www.sraclc.org](http://www.sraclc.org).

The Village has also aggressively developed a Pedestrian/Bike path System. The goal of this system is to link all subdivisions in the community to major facilities, such as the parks, Village shopping areas, Des Plaines River Trail, and schools.

For a map of the Village parks and paths see Pages 60-61 or visit: [www.lincolnshireil.gov/sitemedia/documents/departments-services/parks-and-paths\\_map.pdf](http://www.lincolnshireil.gov/sitemedia/documents/departments-services/parks-and-paths_map.pdf)



**Buildings**

Village Hall and Public Safety Center - One Olde Half Day Road: Opened in 1993, the 27,000 sq. ft. administrative building houses the operations of the Police Department and the Village Administrative Offices. Public meeting rooms and community rooms serve the needs of Village elected officials and resident groups.

Public Works Facility - 205 Schelter Road: The 24,300 sq. ft. facilities building was constructed in 1985, and expanded in 1998, to serve as the base for the Public Works Department. The facility has enough indoor space to store all vehicles and equipment utilized by the Department.

Spring Lake Park Pavilion: This building has restrooms for park users and a small space to be used for Park Board programs, constructed in 1998.

Rivershire Nature Center - 45 Londonderry Lane: A 2,000 sq. ft. facility remodeled in 1998 in a joint venture with School District 103. This building serves as an environmental education center for the school.

North Park Maintenance Facility: Constructed in 2001, this 1,600 sq. ft. building houses the equipment and material for maintaining North Park.

North Park Concession/Restroom/Warming Building: This 1,275 sq. ft. building provides concession services and restrooms year-round and warming facilities during the winter months.

Important Things to Know About...

USING VILLAGE BUILDINGS

- The Community Room, Village Board Room, and Executive Conference Room at Village Hall can be reserved by Village clubs and groups, homeowners associations and members of the Lincolnshire Council of Presidents (rooms are not available to individuals or for-profit groups). Spring Lake Park Pavilion can be rented by individuals for events through the Public Works Dept at 847-913-2360.



**Environmental Services**

The Environmental Services Division is responsible for management of the Village’s passive parks, wildlife, trees and vegetation, and waste. This division conducts campaigns to demonstrate the connectivity between our daily lives and the environment. There are two Certified Arborists on staff to assist residents with these permits.

Open Space: From time to time, the Village conducts prescribed burns of its native planting areas. Prescribed burns are standard maintenance of native natural areas. The burning helps to reduce the numbers of non-native invasive plants and thereby improve the numbers and diversity of native plants and wildlife. If you have a pulmonary condition (asthma, bronchitis, etc.) please contact the Environmental Services Division at 847-913-2361 to be placed on a list to be contacted if a burn will take place in your area.

Forestry: The Village Arborist can assist with questions or concerns regarding dead tree removal and planting issues. The Arborist also conducts inspections of tree removal and conditions for certain permit applications.

Important Things to Know About...

TREES

- Tree removal permits must be obtained prior to removing any tree having a “Diameter at Breast Height” (DBH) equal to or greater than 6 “. This applies to all trees alive, diseased, dying or dead. For more information about obtaining a permit, contact Chris Fisher at 847-913-2365.
- Some properties have conservancy areas to preserve and protect specially designated locations of natural plants. In conservancy areas, it is not permissible to remove any native or naturally occurring plant material (trees, shrubs, grasses, flowers) without written consent from the Village. In addition, no grading, mowing, sodding, mulching, or planting of non-native plants can occur in conservancy areas. Man-made objects and structures such as, bird baths, pools, children’s play equipment, tables, etc. are also not permitted in conservancy areas.



**Garbage and Recycling Collection:** The Village contracts with Waste Management to provide waste and recycling services for residential customers. Commercial property owners and residential planned unit developments contract for these services directly with the hauler of their choice.

#### Important Things to Know About...

##### GARBAGE COLLECTION & RECYCLING

- The Village contracts with Waste Management [www.wastemanagement.com](http://www.wastemanagement.com), for garbage collection. Information on the levels of service and fees are available at Village Hall or the Village's website. Homeowner's are responsible for contacting WMN to set up a service account.
- Hazardous waste or used electronics may be kept from landfills through regular collections offered by the Solid Waste Agency of Lake County (SWALCO). Lists of drop-off events are available at 847-336- 9340 or [www.swalco.org](http://www.swalco.org).

**Wildlife:** The Village is home to many species of animals including hawks, deer, coyotes, beaver, rabbits and snakes. Most of these animals can coexist with humans provided that we are aware of their instincts, actions, and habitats. Public Works monitors wildlife and works to educate residents about the animals.

#### Important Things to Know About...

##### WILDLIFE IN LINCOLNSHIRE

- Clarke Environmental is the Village's mosquito control contractor. Please call Clarke at 800-942-2555 with any questions you have about mosquito control.
- Information about coyotes and other wildlife in Lincolnshire may be found at the University of Illinois Extension Office's website at [web.extension.illinois.edu/wildlife](http://web.extension.illinois.edu/wildlife).
- If you observe an aggressive, fearless coyote please report it immediately to the Lincolnshire Police at 847-883-9900.



### Water and Sanitary Sewer Services

Water and sanitary sewer services are two of the least visible of the department's services, yet they are vitally important in terms of quality of life. The Village purchases treated Lake Michigan water from the City of Highland Park through a connection agreement initiated in 1982. The Village owns and operates more than 67 miles of water main, two pump stations and two reservoirs which hold a combined total of 4.6 million gallons. Water customers consume, on average, 1.20 million gallons per day.

Sanitary sewer treatment is provided by the Lake County Department of Public Works. While this service is not free, it has enabled the Village to save in maintenance and expansion costs, and avoid increasingly expensive and difficult Federal regulations.

There are two water meters to measure your water use; an outside remote read and an inside meter. The inside meter is the official water meter reading. The Village reads the outside meters three times per year and the official inside meter once every three years. Residents are reminded that the Village has the right of access to the inside water meter. If you have any questions or concerns about your water service, please call Public Works at 847-883-2383.

The responsibilities of the Utilities Division include performing all Environmental Protection Agency (EPA) rules and requirements to ensure the safe distribution of water and collection of waste. This division installs, reads, tests and repairs all water billing meters. They assist residents in detecting leaks in their water service lines or determining if blockages in sanitary lines are a residential or municipal concern. They repair and maintain the water reservoirs, sanitary lift stations, underground piping, hydrants and valves used to deliver or collect water within the potable or sanitary distribution system. This division also locates Village utility lines for contractors to ensure that the lines are not hit during excavations.



## Important Things to Know About...

## POTABLE WATER

- Each year, the Village publishes information regarding the quality of the drinking water. The report may be found at [www.lincolnshireil.gov/sitemedia/documents/departments-services/publicworks/waterquality-report.pdf](http://www.lincolnshireil.gov/sitemedia/documents/departments-services/publicworks/waterquality-report.pdf).
- All water has its own unique taste and odor characteristics. Highland Park, like many other water suppliers, occasionally experience taste and odor changes. This odor may be more noticeable in hot water from your home plumbing. Temperature change and excessive rainfall can also alter the taste of the water. These changes do not affect the safety of your water.
- Cloudy water is often caused by dissolved oxygen being released from the water. This occurs primarily during our winter months, but does not affect the quality of your water. This cloudiness usually will dissipate in 30 to 60 seconds.
- Water discoloration may be due to water main installations, breaks or system repairs. The Water Department flushes the water mains after completion of any work, but it is possible for discolored water to be trapped in your house service. Once the water is back on, run the faucets until water becomes clear. Home plumbing may also be the cause. If discolored water appears frequently, or is usually the first water drawn from your faucet in the morning, it is probably caused by the house plumbing.
- The Village is required to limit the use of Lake Michigan water during the summer months. Between May 15 and September 15, you may only use water outside your house on odd days if your address is an odd number and on even days if your house number is even.
- Residents are responsible for their private water service line from the house to the "b-box". The "b-box" is the valve on the service line that controls flow into the house from the main. It is typically located at the property line.



**Sanitary and Storm Sewers:** The proper drainage of sanitary sewage and storm water is vitally important. The system installed in your area is designed according to the most up-to-date standards and will function properly without any special effort on your part.

The rectangular gratings along the roadway gutters are the tops of catch basins. These serve to drain water in times of rain or from melting snow. It is strictly prohibited to allow any substance or liquid other than clean water to enter catch basins. Water from washing cars is permissible, but liquids other than water may cause severe pollution to watercourses.

The down spouts, foundation drains, and sump pumps leading water from your house may be connected to the storm sewer, and are intended for clean water only. In your house, plumbing fixtures such as wash sinks, toilets and basement floor drains are connected to the sanitary sewer. Contents of the sanitary sewer are sent to a Lake County Sewage Treatment Plant where it is treated before being discharged to the river.

Residents are reminded it is **ILLEGAL** to discharge sump pumps into the street from November 1st to April 1st. It is also **ILLEGAL** to discharge sump pumps with storm water into the sanitary sewer system. These illegal connections overtax the sanitary system leading to basement flooding and increase pumping and treatment costs which are passed on to all users.

You can assist in the trouble free function of sanitary sewers by ensuring that foreign objects such as diapers or children's toys do not enter the system. Also, disposing of quantities of cooking fats into your drains can result in serious blockages. If you experience trouble with your connection to the sanitary sewer, you should have the problem investigated by a private plumbing contractor. However, if you suspect the problem belongs to the Village, ask for assistance by contacting the Public Works Department at 847-883-2383.



### Important Things to Know About...

#### SANITARY SEWERS

- Should you notice a sanitary drainage problem in your house, please contact the Public Works Dept. at 847-883-8600, so it can determine what action should be taken.
- Residents are responsible for their private sanitary service line which starts at the house and extends all the way to the connection point to the Village's sewer main.

#### Vehicle Maintenance

The Village owns a wide variety of equipment specially tailored to provide the required regular and emergency services to the community. The Public Works Department is responsible for providing vehicle maintenance to all of the vehicles and heavy equipment owned by the Village. Examples of this include sewer flusher, emergency generators, portable pumps, heavy equipment, salt spreaders and snowplows, as well as dump trucks and police vehicles.

The Village monitors each vehicle's performance for fuel consumption and maintenance costs in order to provide the most cost efficient and effective vehicle operation. These efforts allow us to schedule replacement in a timely manner.



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VILLAGE PARKS

PARKS MAP AND RULES ON PAGES 60 & 61

1. **Balzer Park** is located at the intersection of Windsor Drive and Westminster Way. Park amenities include 4 tennis courts, a 0.5 mile nature trail, picnic area, and playground area.
2. **Bicentennial Park** is nestled behind the homes along the westside of Fox Trail and the east end of Exmoor Lane, and can be accessed from two walking paths off Fox Trail or a walking path at the eastern end of Exmoor Lane. Park amenities include a playground area, picnic area, and open play field.
3. **Florsheim Park and Nature Preserve** is located at the end of Farrington Court, east of Riverwoods Road. Donated by Harold and Sarabel Florsheim in 1985, this 40 acre nature park is a high-quality naturalized area. Park amenities include a nature trail with interpretive signs and parking area.
4. **North Park and Nature Preserve** is a 63.5 acre site located at 1025 Riverwoods Rd., on the southeast corner of Riverwoods Road and Everett Road. This park offers 2 baseball fields, 3 softball fields, soccer fields, playground equipment, 2 tennis courts, basketball court, restrooms, picnic areas, and nature trail with interpretive signs through the woodlands.
5. **Memorial Park** is located at the southeast corner of Riverwoods Road and Route 22. This "passive" park offers brick pathways meandering through beautifully landscaped beds and trees, and a central gazebo.
6. **Olde Mill Park** is located at the northwest corner of Route 22 and Old Mill Road (intersection of Old Mill Road and Fallstone Drive). Park amenities include a "T-ball" baseball diamond, soccer field, volleyball court, playground area, picnic area, bocce court, and parking area.



7. **Rivershire Park and Nature Center** is located at 45 Londonderry Ln., on the southwest side of Londonderry Lane, at the end of Coldstream Circle. This is a natural-state park and provides environmental education opportunities to residents and students of School District 103. Park amenities include a picnic area, nature trail with interpretive signs, butterfly garden, demonstration prairie, and canoe launch with seasonal and daily canoe storage for residents is provided on a limited basis.
8. **Spring Lake Park** is located at 49 Oxford Dr., at the northwest corner of Oxford Drive and Lincolnshire Drive, 847-945-5220 (between Memorial Day and Labor Day). The name is derived from its chief attraction, Spring Lake, where Lincolnshire residents swim in the summer and ice skate in the winter. The Spring Lake Park Pavilion provides restrooms, a small space for Park Board programs, and a warming area during the winter. Picnics from May- October are limited to 30 people. Ice skating at Spring Lake is available in winter months when posted. Park amenities include a swimming beach, playground equipment, tennis court, baseball diamond, volleyball court, soccer fields, basketball court, walking path, restrooms, and picnic area. Contact Village Hall at 847-883-8600 for swimming fee information.

Important Things to Know About...

SWIMMING AND SKATING AT SPRING LAKE

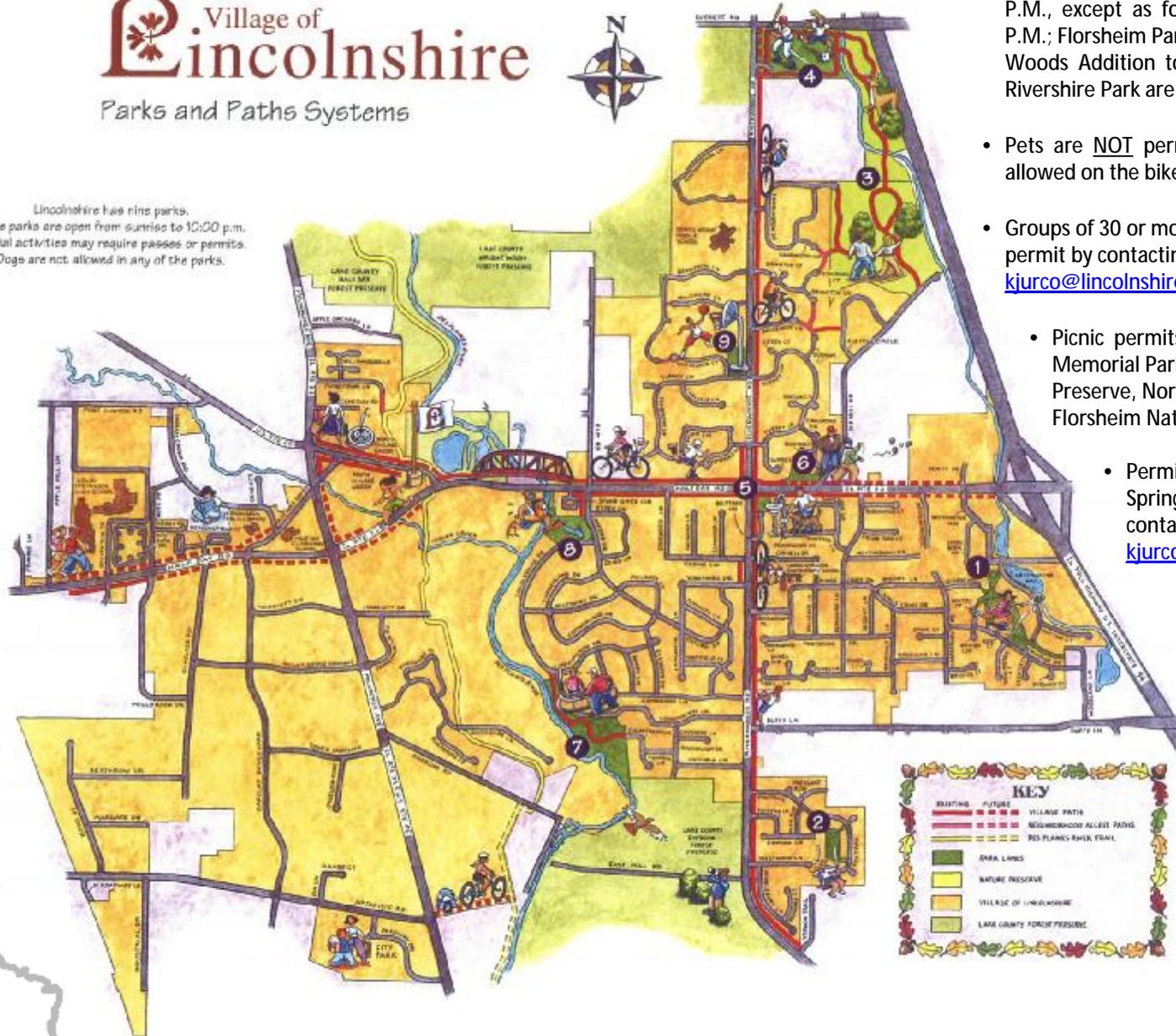
- Please observe lake and beach rules posted at the park.
  - Swimming is available from Memorial Day weekend - October 1st
  - Swimmers swim at their own risk when lifeguards are not on duty. Lifeguards are on duty Memorial Day weekend through Labor Day weekend.
  - Call Village Hall at 847-883-8600 for swimming fee information
  - Ice skating is permitted only when posted.
9. **Whytegate Park** is located at the northwest corner of Riverwoods Road and Surrey Lane. Park amenities include 2 tennis courts, a basketball court, fitness area, playground area, picnic area, and sand volleyball court. Parking is located on Whytegate Court.



# Village of Lincolnshire

## Parks and Paths Systems

Lincolnshire has nine parks. These parks are open from sunrise to 10:00 p.m. Special activities may require passes or permits. Dogs are not allowed in any of the parks.



- Park Hours: All parks are open 6:00 A.M. until 10:00 P.M., except as follows: North Park open until 11:00 P.M.; Florsheim Park, North Park Natural Area, Old Mill Woods Addition to Florsheim Nature Preserve, and Rivershire Park are open sunrise to sunset.
- Pets are NOT permitted in Village parks. Pets are allowed on the bike/pedestrian paths.
- Groups of 30 or more people must obtain a picnic permit by contacting 847-913-2360 or [kjurco@lincolnshireil.gov](mailto:kjurco@lincolnshireil.gov).
- Picnic permits are not issued for Balzer Park, Memorial Park, Olde Mill Park, Florsheim Nature Preserve, North Park, Old Mill Woods additions to Florsheim Nature Preserve, and Rivershire Park.
- Permits are required for the fire pits at Spring Lake Park & North Park. Please contact 847-913-2360 or [kjurco@lincolnshireil.gov](mailto:kjurco@lincolnshireil.gov).
- Grilling in Village parks is restricted to designated grilling areas only. Only park grills may be used in Village parks unless permitted otherwise. Disposal of coals & charcoal must be placed in Village designated containers only.
- Canoe racks are available at Rivershire Park for a nominal fee. To store your canoe or kayak, contact 847-913- 2360 or [kjurco@lincolnshireil.gov](mailto:kjurco@lincolnshireil.gov).





## LINCOLNSHIRE ORGANIZATIONS

### Friends of Ryerson Woods

Friends of Ryerson Woods help to promote environmental education and nature preservation at the Edward L. Ryerson Conservation Area for the enjoyment of present and future generations. The Friend's financial and volunteer support provides quality programs and facilities at Ryerson Woods that otherwise might not be available. For additional information regarding membership opportunities, events and activities, please contact or visit the Friends of Ryerson Woods website.

Friends of Ryerson Woods Ryerson Conservation Area 21850 N. Riverwoods Rd.  
Deerfield, Illinois 60015  
847-968-3343 [www.ryersonwoods.org](http://www.ryersonwoods.org)

### League of Women Voters of Illinois (Deerfield-Lincolnshire Area)

The League of Women Voters is a nonpartisan political organization established in 1920 to improve the systems of government and impact public policies through citizen education and advocacy. The League's enduring vitality and resonance comes from its unique decentralized structure. For more than 30 years, the League of Women Voters of the Deerfield-Lincolnshire Area has served our communities. LWVDLA is justifiably proud of the impact it has had on local government by taking action on issues involving schools, caucuses, park districts, and villages. The League has registered thousands of voters, and regularly hosts candidate and issue forums.

For more information contact: Ilene Abrahams  
LWVDLA  
P.O. Box 124  
Deerfield, Illinois 60015  
847-945-2964 [www.lwvil.org](http://www.lwvil.org)



### The Greater Lincolnshire Chamber of Commerce

The Chamber is dedicated to promoting a positive environment for members, businesses and the wider community by providing business growth opportunities, education and information sources, and advocacy for local business. The GLCC has approximately 220 members from all over the Greater Lincolnshire area and offers a wide-range of events providing business growth opportunities, education and information to its members. Businesses do not have to be located in the Village of Lincolnshire to be a member and will find that their association with GLCC allows them to extend their business base and generate revenue through their contacts within the Chamber.

The Greater Lincolnshire Chamber of Commerce 1  
Marriott Dr.  
Lincolnshire, IL 60069  
847-793-2409  
FAX: 847-793-2405  
Office Hours: Monday – Thursday, 9:00 A.M. to 2:00 P.M.  
[www.lincolnshirechamber.org](http://www.lincolnshirechamber.org)

### Lincolnshire Swim Club

Lincolnshire Swim Club is a private club for Lincolnshire residents, offering several adult and family social activities each summer, as well as swim lessons for all ages. The Windjammer Swim and Dive Team is open to children 6-15 years of age. The pool is open daily from Memorial Day Weekend through Labor Day, weather permitting. Club facilities include an eight-lane, twenty-five yard pool with a diving board, baby pool, and club house with food and beverage service.

Lincolnshire Swim Club 2  
Yorkshire Dr.  
Lincolnshire, IL 60069  
847-945-6840  
[www.lincolnshireswimclub.com](http://www.lincolnshireswimclub.com)  
Email: [info@lincolnshireswimclub.com](mailto:info@lincolnshireswimclub.com)

# organizations



## Lincolnshire Community Association (LCA)

The Lincolnshire Community Association is a not-for-profit organization founded in 1957 for the purpose of promoting good will and to help make Lincolnshire a better place to live. In the early years, LCA sponsored and finalized the incorporation of Lincolnshire as a village, conducted the first elections, and provided financing for playgrounds, picnic areas, the first police car, bike paths and much more. As the Village government grew, LCA's focus has changed and today provides monetary grants to qualified non-profit Lincolnshire based organizations, special interest groups, community service organizations and public schools serving Lincolnshire residents. The LCA also funds pilot projects, capital expenditures, education initiatives and other programs that primarily benefit Lincolnshire residents. Other LCA programs include delivering a "welcome" basket to new residents and publishing the very popular Lincolnshire Directory of contact information for residents who choose to take part. The annual Fourth of July Celebration remains LCA's most prominent program. This two-day event is filled with fun and games for all ages. You are welcome to join the monthly meetings and learn how the LCA contributes to wonderful quality of life enjoyed in Lincolnshire.

For more information please visit: [www.lincolnshirecommunity.org](http://www.lincolnshirecommunity.org)

## Riverside Foundation Auxiliary

The Riverside Foundation is a not-for-profit, social service organization, that provides residential support and developmental training services to adults with developmental disabilities. For more than 30 years Riverside Foundation has supported over 400 adults with developmental disabilities at its residential facility in Lincolnshire. The Riverside Foundation Auxiliary's role is to advance and promote the welfare of the foundation through fundraising and service activities. Membership is open to those individuals interested in assisting the auxiliary to further its commitment to the special individuals served by the foundation.

For more information contact: 847-634-3973 or visit [www.riversidefoundation.net](http://www.riversidefoundation.net)

# organizations



## Lincolnshire Garden Club

Since its origination on January 28, 1958, the Lincolnshire Garden Club has endeavored to further the education of members and the public in the fields of gardening, horticulture, botany, landscape design, floral design, conservation of natural resources and environmental ethics. Some of the many projects in which the Garden Club is involved include community beautification through streetscape designs, design and maintenance of the Blue Star Memorial Garden at Spring Lake Park, Village of Lincolnshire Holiday Tree and holiday decorations at Village Hall, and flower and garden shows. The Garden Club also participates with the Depke Juvenile Justice residential detention complex, which has spawned a year-long program conducting garden therapy and education.

Activities provided by the Lincolnshire Garden Club include monthly brunch meetings with educational programs, workshops, Annual Member's Plant Exchange, Annual Member's Garden Walk, Spring Luncheon, and Fall Benefit Auction. A multitude of books and videos relating to gardening and flower arranging are available at the Vernon Area Public Library, many donated or purchased by the Garden Club.

For more information contact: 847-868-0542 or visit [www.lincolnshiregardenclub.com](http://www.lincolnshiregardenclub.com)

## Explorer Post

The Lincolnshire Police Department operates its own Police Explorer Post for young adults between the ages of 14 to 21, who are interested in a career in law enforcement. The Explorers work side-by-side with Lincolnshire Police Officers in a variety of situations and participate in numerous training programs.

Contact the Police Explorer Post Liaison at the Police Department at 847-883-9900 for details.

# organizations



## Lincolnshire Morning Star Rotary Club

Rotary is an organization of some 1.2 million business and professional men and women united worldwide that provides humanitarian service, encourages high ethical standards in all vocations, and helps build good-will and peace in the world. The Morning Star Rotary Club meets weekly to build friendships and discuss service goals and represents a cross section of community leadership. The Rotary meets every Thursday morning at 7:00 A.M. at Walker Brothers Pancake Restaurant in Lincolnshire (200 Marriott Dr., Lincolnshire, IL 60069)

For more information visit:

[www.lincolnshirerotary.org](http://www.lincolnshirerotary.org)

## Girl Scouts

Local Girl Scout Service Unit #2 is based out of Vernon Hills. There are many Girl Scout Troops within School District 103 offering all levels of scouting; Daisy, Brownie, Junior, and Cadette. The Girl Scouts participate in local service projects, such as partnering with Orphans of the Storm, the residents at Sedgebrook Retirement Community, the Carnival of Caring, and working with other area Girl Scout Troops. The girls are also involved in our local community events, such as the Memorial Day event, the Fourth of July parade, and Village Holiday events. Just as Boy Scouts learn about the wilderness, the girls are taught about the natural environment around them. One of the highlights of this is camping events, which provides the girls with the opportunity to learn how to spend the weekend in the wild and what special talents come into play when they have to start a fire and cook their own food.

For more information about Girls Scouts in our area or starting your own troop, please contact Caitlin Merel at 847-573-0500 ext. 2509 or [cmerel@girlscoutsgcnwi.org](mailto:cmerel@girlscoutsgcnwi.org).

# organizations



## Boy Scouts

Troop 78 is dedicated to helping boys develop by promoting Scouting ideals. The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law. Troop 78 provides outdoor activities allowing the Scouts the opportunity to explore, learn, lead and grow. This supports the Troop goal of providing a safe environment that allows Scouts to have fun while learning skills, leadership and world citizenship.

For more information:

Cub Scout Pack 78  
Marco Laudati  
847-948-7987

## Boy Scout Troop 78

John Tolbert, Scoutmaster

[www.troop78.com](http://www.troop78.com)

Email: [scoutmaster@troop78.com](mailto:scoutmaster@troop78.com)

## Lincolnshire Sports Association

Lincolnshire Sports Association (LSA) has been providing Lincolnshire youth access to organized baseball, softball, kickball, basketball, and soccer programs for more than four decades. The cornerstone of LSA is the "House League", which is often a child's introduction to that sport, especially for kindergarten to second graders. House League stresses fundamental skill development, learning the basic rules of the game, friendly competition and, above all, fun. House league play involves one weeknight practice and one weekend game per week, providing an ideal setting for kids to interact with their school mates outside the classroom environment and meet potential future classmates. LSA is a great way to further integrate into the community.

Advanced players looking for a more intense competitive experience are encouraged to try out for LSA "Travel" programs (soccer, baseball, soft- ball and basketball). Unlike the House League, where anyone who registers.

# organizations



is placed on a team, qualifying for Travel League play requires a tryout and selection by independent evaluators. Travel League also involves a greater time commitment; typically two practices per week, at least one game on the weekends and occasional weekend tournament participation.

For more information contact:

[www.lincolnshiresports.org](http://www.lincolnshiresports.org)

Dave Keevins, President

Email: [Dave@lincolnshiresports.org](mailto:Dave@lincolnshiresports.org)

## Special Recreation Association of Central Lake County

The Special Recreation Association of Central Lake County (SRACLCLC) was formed in 1976 as a cooperative effort of member agencies with the purpose to provide year round community based recreation services to individuals with disabilities and their families. SRACLCLC offers over 500 weekly programs, special events, and camps during the year. The Association utilizes local park districts, recreation departments, schools, and private facilities for programming purposes. SRACLCLC can also provide assistance if an individual with special needs wishes to be involved with Village of Lincolnshire programs.

For more information contact:

Special Recreation Association of Central Lake County 290  
Oakwood Rd.

Vernon Hills, IL 60061 Phone/TDD:

847-816-4866

[www.sraclc.org](http://www.sraclc.org)

## School District #103 Learning Fund Foundation

The Learning Fund Foundation is dedicated to expanding opportunities to students at all levels in each of our schools. These programs extend beyond the everyday curriculum and normal school district operating budget. It is a goal of the Learning Fund Foundation to foster collaborative relationships with the corporate community in support of enhanced educational opportunities for our students.

# organizations



For more information contact: Sharon Blahnik

P.O. Box 801 Lincolnshire, IL 60069

224-430-0378

Email: [sharonblahnik@comcast.net](mailto:sharonblahnik@comcast.net)

## Stevenson High School Community Foundation

The S.H.S. Community Foundation fosters community pride and ownership in the school. Its goals are to enrich and enhance the educational experience for all students, to expand curricular and co-curricular opportunities and to forge a link with community by encouraging the use of the Stevenson campus and resources. The Foundation sponsors "Odyssey" - the school fine arts program, "Spotlight" - a performing arts series, the Children's Theater at Stevenson, Career Fair, a golf tournament each summer, and the Garden of Peace, Hope and Remembrance.

For more information or to receive our annual report please contact: Nancy Nichols, President

Email: [nnichols@d125.org](mailto:nnichols@d125.org)

Email: [shsfoundation@district125.k12.il.us](mailto:shsfoundation@district125.k12.il.us)

Foundation Hotline: 847-415-4125

## The Village Club

The Village Club is a social and philanthropic women's club providing members with various events and activities. Originally formed as a "new-comers club," the VC has evolved over the years to include both long-term and new residents residing within the borders of School District 103. The VC is a wonderful way for residents to meet new friends, get involved in activities and learn more about the community in which we live. The VC calendar runs from September through May and membership does not require a time commitment - members simply participate in what they like. The VC offers activities of special interest including tennis, running, bowling, book clubs, daytime and evening gourmet groups, playgroups, bunko, movies, couples cards, golf and scrapbooking. In addition, the VC members choose a philanthropy to support each year.

