



VILLAGE OF LINCOLNSHIRE

AGENDA COMMITTEE OF THE WHOLE Village Hall – Board Room Monday, June 8, 2020 Following Regular Village Board

PUBLIC REMOTE PARTICIPATION OPTIONS

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- **Public Comment**
 - Call 847-913-2312 to leave a voicemail message with your comment by 5:00 p.m. on Monday, June 8, 2020. For members of the public leaving voicemails, the voicemails must be:
 - Articulate and audibly comprehensible.
 - Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than two minutes in length.
 - Free of any abusive or obscene language.
 - Email your comment to VOLPublicComment@lincolnshireil.gov by 5:00 p.m. on Monday, June 8, 2020. You may also submit a letter by dropping it off in the Village Hall vestibule or mailing it via the United States Postal Service. For members of the public submitting comment via email or letter, the written notice must be:
 - Typed or written legibly.
 - Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than 200 words in length.
 - Free of any abusive or obscene language.
 - Comments received before the meeting will be read concurrent with respective agenda item. Comments may be sent to the VOLPublicComment@lincolnshireil.gov email address during the meeting, but it is not guaranteed they will be read until the end of the meeting.

CALL TO ORDER

1.0 ROLL CALL

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning and Land Use

2.11 Consideration of Approval of Unincorporated Kirsch Subdivision (23221 N. Indian Creek Road – TrueStory Homes, Inc.)

2.12 Preliminary Evaluation of a Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village

Code to Permit and Regulate Electric Vehicle Charging Stations as an
Accessory Use to Parking Facilities in All Zoning Districts (Electrify
America, LLC)

- 2.2 Finance and Administration
 - 2.21 Staff Report Regarding Reopening Village Facilities Plan – COVID-19 Policies and Procedures (Village of Lincolnshire)
 - 2.22 Staff Report Regarding Fourth of July Planning (Village of Lincolnshire)
- 2.3 Public Works
- 2.4 Public Safety
 - 2.41 Consideration of Proposed Amendments to Title 3 (Business and License Regulations), Chapter 3 (Liquor Control) and Title 1 (Administration, Chapter 15 (Comprehensive Fee Schedule and Chapter 17 (Comprehensive Fine/Penalty Schedule) of the Lincolnshire Village Code to Create New Liquor License Classifications and Permit Delivery of Alcohol and Outside Consumption of Alcohol (Village of Lincolnshire)
- 2.5 Parks and Recreation
- 2.6 Judiciary and Personnel
- 3.0 **UNFINISHED BUSINESS**
- 4.0 **NEW BUSINESS**
- 5.0 **EXECUTIVE SESSION**
- 6.0 **ADJOURNMENT**

Reasonable accommodations / auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847-883-8600) 48 hours in advance if you need special accommodations to attend. The Committee of the Whole will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so. Citizens wishing to address the Board on agenda items may speak when the agenda item is open, prior to Board discussion.



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole – June 8, 2020
Subject:	Unincorporated Two-Lot Kirsch Subdivision
Action Requested (Address – Petitioner):	Approval of an Unincorporated Kirsch Subdivision (23221 N. Indian Creek Road – TrueStory Homes, Inc.)
Prepared By:	Tonya Zozulya - Planning & Development Manager
Staff Recommendation:	Approval of the Proposed Subdivision
Meeting History:	N/A
Tentative Meeting Schedule:	Regular Village Board – June 22, 2020
Reports/Documents Attached:	<ol style="list-style-type: none"> 1) Location map 2) Petitioner’s presentation packet, submitted by TrueStory Homes, dated May 20, 2020 3) Title 7 (Subdivisions and Land Development), Chapters 1 (Administration and Enforcement), 4 (Final Plats), 5 (Design Standards), and 7 (Donations) of the Lincolnshire Village Code

Request Summary

TrueStory Homes, Inc. (the petitioner) seeks Village review and approval of an unincorporated subdivision at 23221 North Indian Creek Road (“Kirsch Subdivision”). The request is supported by current owners Douglas and Linda Kirsch.

The 2.6-acre property is improved with one single-family house located along the north side of North Indian Creek Road, south of Port Clinton and Olde Half Day Road, as shown in Figure 1 and in the attached location map (see attached Document 1). The nearest Village’s municipal boundary runs along the south side of the property.

Figure 1: Location Map



Project Description

The property is within the jurisdiction of Lake County. However, State law and Section 7-1-3 of Title 7 (Subdivisions and Land Development, or “Subdivision Code”) of the Lincolnshire Village Code gives the Village the authority to review subdivision proposals within 1.5 miles of Village boundaries regarding all local subdivision requirements (see attached Document 3). The Village’s zoning requirements, such as lot size and frontage width, do not apply to unincorporated subdivisions within 1.5 miles of Village corporate limits. If the Village Board approves the subdivision request, the Village will certify the final plat of subdivision before it is recorded by Lake County.

The existing house is proposed to remain on Lot 1 and may be either rehabbed or replaced with a new house. Lot 2 will be marketed for a new single-family home. The proposal calls for a two-lot subdivision: Lot 1 (measuring 61,357 square feet) and Lot 2 (measuring 50,247 square feet), with the frontage of both



lots measuring 144', as shown in the attached Plat of Subdivision (see Document 2). The property is zoned R-1 in Lake County. According to the County's Unified Development Ordinance, the R-1 district is intended to accommodate low-density, large-lot residential development and to ensure the protection of areas that develop in such a manner. The minimum required lot size is 40,000 square feet in the R-1 zoning district. The Village Engineer reviewed the proposed subdivision design for compliance with the Village's Subdivision Code and determined all subdivision requirements have been met.

The petitioner is currently not seeking connection to the Village's water and sewer utilities, as there are no building plans proposed, and the current owners are not seeking annexation. No connection to Village water/sewer utilities is required as long as the existing house is maintained. If a new house is proposed on Lot 1, a connection to Village water will be required and will need to follow the requirements of Section 8-2-3-1 of the Village Code (sewer connection will not be required and is optional). Lot 2 owners will need to connect to Village water and choose whether to connect to Village sewer when new house plans are submitted for a permit at the County. A Petition to Annex will be required in conjunction with utility connection requests, which is standard for unincorporated utility connection requests. To ensure compliance with the above water connection requirement, the current property owner will need to sign the Village's water and sewer agreement prior to the Village signing the plat of subdivision. The agreement will be recorded with the plat and will run with the land.

The Subdivision Code allows the Village to assess park, school, and library fees for unincorporated subdivisions within 1.5-miles of Village boundaries. Donations are assessed for a net lot increase only, which in this case is based on one lot (Lot 2), as shown in Table 1 below. The park donation will be retained by the Village and used for park improvements, while the library donation fee will be forwarded to Vernon Area Public Library. As to school donations, the petitioner entered into donation agreements with School Districts 103 and 125 which is permissible in lieu of cash donations to these entities.

Table 1: Code-Required Donations

Donation Type	4-Bedroom House	5-Bedroom House
Park (Village of Lincolnshire)	\$12,589.50	\$12,589.50
Library (Vernon Area Public Library)	\$500.00	\$600.00
Elementary/Junior High School (SD 103)	\$10,017.10 (signed agreement)	\$7,194.00 (signed agreement)
High School (SD 125)	\$3,302.70 (signed agreement)	\$2,310.80 (signed agreement)

The petitioner has submitted required park and library donations based on the anticipated 4-bedroom count since no house plans are currently available. If the future buyer files a building permit for a 5-bedroom house, they will be responsible for paying an additional \$100 to Vernon Area Public Library. No additional park fees are due to the Village given the park donation amount is the same for 4 and 5 bedrooms.

Approval Process

Consideration and placement on the June 22, 2020, Regular Village Board agenda for approval. Unincorporated subdivisions are reviewed by the Village Board only.

Staff Recommendation / Next Steps

Staff recommends approval of the two-lot subdivision request at 23221 North Indian Creek Road with the condition that the current property owners sign the Village's water/sewer agreement prior to the Village signing the plat of subdivision.

Unincorporated Kirsch Subdivision



Map created on May 21, 2020.

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Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.



May 20, 2020

Mayor Elizabeth Brandt and Village Trustees:

I'm writing this letter seeking your review and approval of a subdivision request for 23221 Indian Creek Rd. in Lincolnshire, an unincorporated property that has been approved for subdivision by Lake County.

23221 Indian Creek Rd. is a 2.6 acre parcel that we are subdividing into two parcels – the first containing the existing home at 23221 Indian Creek Rd. (61,357 SF after subdivision) and a second parcel that would be vacant land (50,247 SF after subdivision). We intend to market and sell the vacant parcel as a potential building site, and the parcel with the home as either a rehab property or a tear down.

We have obtained approvals from Lake County and are petitioning you for approval to proceed with the subdivision of this property.

We agree to sign the Water/Sewer Agreement and pay required donations or produce signed agreements with the school before the Village signs the Final Plat. We agree to pay the park district and library donations prior to signature as well.

Thank You,

A handwritten signature in black ink, appearing to read "David Munaretto".

David Munaretto

TrueStory Homes, Inc.

CHAPTER 1

ADMINISTRATION AND ENFORCEMENT

SECTION:

- 7-1-1: Title**
- 7-1-2: Purpose**
- 7-1-3: Jurisdiction**
- 7-1-4: Definitions**
- 7-1-5: Acreage Fees**
- 7-1-5A: Conservancy Area Monuments**
- 7-1-6: Subdivision Improvement Deposit**
- 7-1-7: Insurance, Legal Responsibility and Public Safety**
- 7-1-8: Variations**
- 7-1-9: Penalties**
- 7-1-10: Separability**

7-1-1: TITLE:

This Title shall be known, cited and referred to as *THE LINCOLNSHIRE SUBDIVISION CODE*.¹

7-1-2: PURPOSE:

This Code regulating the subdivision of land is hereby made a part of the Official Plan of Lincolnshire and contiguous area. It is to provide for the harmonious development of the Village and its environs; for the coordination of streets within new subdivisions with other existing or planned streets; to establish design and construction standards for the subdivision improvements; for the dedication and acceptance of land required for schools, parks, playgrounds, and other public uses; for the preparation of subdivision plans and the procedure for the submittal, approval, and recording of subdivision plats in and about the Village in accordance with the authority vested in the municipality under the provisions of the Illinois Municipal Code.¹

¹Ordinance 75-414-44 re-enacted and repassed the Lincolnshire Subdivision Code as amended.

¹65 ILCS 5/11-15-1

7-1-3: JURISDICTION:

Wherever any subdivision of land shall hereafter be laid out within the incorporated limits of the Village or up to one and one-half (1-1/2) miles beyond the incorporated boundary of the Village, the subdivider thereof or his agent shall submit both a preliminary plan and a final subdivision plat to the Village. Said plans and plats, proposed improvements, and all procedure relating thereto, shall in all respects be in full compliance with the regulations hereafter contained in this Code.

All lands offered to the Village for use as streets, highways, alleys, parks and other public use, shall be referred to the Lincolnshire Plan Commission for review and recommendation before being accepted by the Village Board or by any other governing authority. (Ord. 66-142-4)

The provisions of this Code shall also apply to all planned unit developments whether residential, commercial, industrial or any combination thereof, and to any and all other developments whether a subdivision is required or not under the laws, statutes, ordinances or regulations of the governmental body or agency having jurisdiction or control, and regardless of whether the same is labeled a subdivision or not, it being the intent of this Code to apply to all types of development, both within the Village of Lincolnshire and to areas lying within one and one-half (1-1/2) miles of the corporate limits of the Village. (Ord. 83-784-38)

7-1-4: DEFINITIONS:

- ACCEPTED PUBLIC STREET Any street duly accepted by the Board of Trustees of the Village for maintenance by said Village.
- ALLEY A right of way, with a width not exceeding twenty four feet (24') which affords a secondary means of access to abutting property.
- APPROVED STREET Any street, whether public or private, meeting standards and specifications of the Village.
- BUILDING LINE A line within a lot or other parcel of land, so designated on the plat of the proposed subdivision.

BUILDING SEWER	The horizontal pipe extending from the sanitary sewer main to the building.
COLLECTOR STREET	Those existing streets designated as such on the Official (Secondary Street) Plan of the Village and streets proposed as collector streets in new subdivisions which are designed with a right of way of eighty feet (80'), for access of traffic from several minor streets to a major street.
CROSSWALKWAYS	A strip of land dedicated to public use, which is reserved across a block to provide pedestrian access to adjacent areas.
CUL-DE-SAC	A street having one open end and being permanently terminated by a vehicle turnaround.
EASEMENT	A grant by a property owner for the use of a strip of land by the general public, a corporation, or a certain person or persons for a specific purpose or purposes.
FINAL PLAT	The drawings and documents described in Chapter 4 of this Title.
FRONTAGE	All the property on one side of a street between two (2) intersecting streets (crossing or terminating) measured along the line of the street, or if the street is dead-ended, then all the property abutting on one side between an inter-secting street and the dead-end of the street.
FRONTAGE ROAD	A public or private marginal access roadway or paved parking lot containing the necessary driveways or trafficways which are located along the frontage property, with regulations for purposes of establishing minimum distances between points of access to the accepted street, and eliminating parking of motor vehicles on the accepted public street.
IMPROVEMENT	Any improvement for which the Village or other municipal body may ultimately accept a dedication or bill of sale and assume the responsibility for maintenance and operation, including but not limited to

the following; streets, sanitary sewers, water mains, storm sewers, street lighting, or which is constructed for general public use or benefit, including the landscaping required by Title 13, Chapter 2 (Ord. 15-3370-97).

INDUSTRIAL STREET

Any street included in any subdivision or plot of ground to be used for industrial purposes as defined in the Zoning Code of the Village.¹

INTERSECTION, STREET

The area embraced within the prolongation or connection of the lateral curb lines, or, if none, then the lateral boundary lines of the roadways of two (2) highways which join one another at, or approximately at right angles, or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict. Where a highway includes two (2) roadways thirty feet (30') or more apart, then every crossing of each roadway of such divided highway by an intersecting highway shall be regarded as a separate intersection. In the event such intersecting highway also includes two (2) roadways thirty feet (30') or more apart, then every crossing of two (2) roadways of such highways shall be regarded as a separate intersection.

LOT

A parcel of land in a subdivision separated from other parcels or portions by virtue of a plat of subdivision recorded with the appropriate county office and identifiable by reference to said plat of subdivision and not dependent for such identification by metes and bounds.

MAJOR STREET

See "Primary Street".

MARGINAL ACCESS STREET

A street which is parallel to and adjacent to primary streets and highways and which provides access to abutting properties and protection to local traffic from fast, through-moving traffic on the primary streets.

¹See Title 6 of this Village Code.

MINOR STREET	A street intended primarily as access to abutting the properties.
NATURAL OUTLET	Any outlet into a watercourse, pond, ditch, lake or other body of surface or ground water.
OWNER	The individuals, firms, associations, syndicates, co-partnerships, corporations, trusts, or any other legal entities having sufficient proprietary interest of record in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under the Statutes of the State of Illinois or under the codes and ordinances of the Village. (Ord. 79-581-28)
PHASED DEVELOPMENT	Generally a large comprehensive development wherein the developer has sought and obtained Village approval of the developer's project in two (2) or more separate and distinct phases or units with actual development of such separate phases or units taking place at different time intervals and where such separate phases or units have been designated and consecutively numbered on the approved development plans. (Ord. 86-905-42)
PLANNED DEVELOPMENT	A tract of land which is developed as a unit under single ownership or control, which includes two (2) or more principal buildings, and which is at least twenty (20) acres in area.
PLAT	A map, drawing, or chart on which the sub-divider's plans of the subdivision are presented and which he submits for approval and intends to record in final form.
PONDING	The creation of pockets or depressions which have no surface drainage provided and which, in the event of a failure on the part of inlets or storm sewers, will contain standing water. That portion of surface waters which are flowing will not be considered as ponding.
POTABLE WATER	Water from a public or private water supply system which is approved and accepted by proper and

	qualified authority as suitable for human consumption.
PRELIMINARY PLAN	The drawings and documents described in Chapter 3 of this Title.
PRIMARY STREET (Major Street)	A street of considerable continuity which serves or is intended to serve as a major traffic artery between the various sections of the Lincolnshire area, as shown on the General Development Plan, made a part of the Official Plan.
PUBLIC AGENCY	Any public board created by authority of the Illinois Revised Statutes.
PUBLIC STREET	All primary, secondary and minor streets which are shown on the subdivision plat and are to be dedicated for public use.
ROADWAY or ROAD	Wherever the words "road" or "roadway" are used in this case, they shall be deemed the paved area existing on the street right of way and not the street right-of-way width.
SANITARY SEWER	A pipe which carries sewage only, excluding storm, surface and ground water.
SEPTIC TANK	A watertight receptacle provided for the purpose of sewage disposal where no public sewage system is available.
SEWAGE	The water-carried wastes from residences, business buildings, institutions, and industrial establishments.
SEWAGE ANALYSIS	<p>A. B.O.D. (Biochemical Oxygen Demand). The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at twenty degrees Centigrade (20 C), expressed in parts per million by weight.</p> <p>B. pH. The logarithms of the reciprocal of the weight of hydrogen in grams per liter of solution.</p>

STREET A publicly dedicated right of way not less than fifty feet (50') in width or a permanently reserved easement of access approved by the Board of Trustees, which affords a primary means of access to abutting property.

SUBDIVIDER Any individuals, firms, associations, syndicates, corporations, copartner-ships, trusts, or other legal entities commencing proceedings under this Code to effect a subdivision of land. (Ord. 66-142-4)

SUBDIVISION The division of land into two (2) or more parts, for the purpose, whether immediate or future, of transfer of ownership or building development, including all public streets; alleys, ways for public service facilities, parks, playgrounds, school grounds or other public grounds and all the tracts, parcels or blocks, and numbering of all such lots, blocks or parcels by progressive numbers, giving their precise dimensions. The term includes resubdivision and, where appropriate to the context, shall relate to the process of subdividing or to the land subdivided. The following subparagraphs A through D, inclusive, shall not be considered a subdivision and shall be exempt from the requirements of this Title.

A. The conveyance of parcels of land or interests therein for use as right of way for railroads or other public utility facilities which does not involve any new streets or easements of access.

B. The conveyance of land owned by a railroad or other public utility which does not involve any new streets or easements of access.

C. The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use.

D. Conveyances made to correct descriptions in prior conveyances.

All planned unit developments and any and all other developments granted under the provisions of the

Lincolnshire Zoning Code shall also be considered and deemed to be subdivisions for all the purposes of this Subdivision Code and shall be under the jurisdiction of this Subdivision Code, except where the context clearly indicates otherwise, and all required public improvements provided for in this Code shall be required in said planned unit developments except as may otherwise be provided for in the Village ordinances granting the special use for any such planned unit developments and any and all other developments.

All planned unit developments and any and all other developments in unincorporated Lake County shall also be considered and deemed to be subdivisions for all the purposes of this Subdivision Code and shall be under the jurisdiction of this Subdivision Code if any portion of any such planned unit development and any and all other developments are within one and one-half (1-1/2) miles of the Village's boundaries. (Ord. 91-1191-04)

SUSPENDED SOLIDS

Solids that either float on the surface of, or are in suspension in water, sewage, or other liquid, and which are removable by laboratory filtering.

WATERCOURSE

A channel in which a flow of water occurs, either continuously or intermittently.

7-1-5: ACREAGE FEES:

- A. Prior to the final approval of a subdivision, the subdivider shall pay the fee as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code to the Village to provide for the eventual improvement and expansion of Village services because of the additional load placed on operations, maintenance and administration of police service, streets, parks maintenance, general Village service and water and sewer service. Such acreage/impact fees shall be deposited in and to the credit of the General Corporate Fund of the Village. (Ord. 80-601-08) (Amd. Ord. 96-1468-52 eff. 12/9/96)
- B. The acreage fees required by this Section shall be in addition to all other fees, licenses, permits or charges imposed by this or any other code or ordinance of

the Village. (Ord. 75-396-25)

7-1-5A: CONSERVANCY AREA MONUMENTS:

Each corner and point of tangency of the deed restricted area on each lot shall be identified by a registered land surveyor or registered professional engineer of the State of Illinois with a monument marked "CONSERVANCY AREA". Each monument shall be furnished by the Village at cost as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code. All markers for any subdivision or phase must be purchased prior to recording of the plat of subdivision.

The penalty for removing, tampering with in any way, damaging or destroying conservancy area monuments shall be subject to the fine set forth in the Comprehensive Fine Schedule of the Code described in 17-1 per monument plus the cost of re-establishing the conservancy area monuments. (Ord. 88-1009-41) (Amd. Ord. 96-1468-52 eff. 12/9/96) (Amd. Ord. 10-3131-08, eff. 3/22/10)

7-1-6: SUBDIVISION IMPROVEMENT DEPOSIT:

A. Purpose of Deposit: The subdivision improvement deposit in an amount equal to one hundred twenty five percent (125%) of the estimated cost of improvements required under this Code¹ and Title 13, Chapter 2 shall be placed in escrow in accordance with the terms of the escrow agreement contained in Appendix I (at the end of this Title) for the purpose of:

1. To pay the actual costs of construction of the subdivision improvements.
2. To pay the engineering and inspection fees of the Village relating to the public improvements and the subdivision.
3. To pay the cost of maintaining the subdivision improvements for a period of three (3) years after acceptance.
4. To pay and discharge all claims made by any third party arising out of the installation and construction of the public improvements; all such claims must be paid prior to the Village's acceptance of the public improvements;

¹See Chapter 6 of this Title.

provided, however, that if the subdivider has insurance coverage in sufficient amounts to pay such claims and the subdivider files with the Village the insurance company's letter indicating that they acknowledge coverage and accept defense of the claim and that the limits of the policy are satisfactory to pay the claim if judgment: is entered in favor of said third party, the Village may, in its discretion, accept the public improvements and reduce the amount of the subdivision improvement deposit for the required three (3) year maintenance period.

5. Any other customary expenses of the developer in meeting any requirements of the Village pertaining to the subdivision, including but not limited to reasonable attorneys' fees incurred by the Village in drafting, administering and enforcing the subdivision improvement deposit agreement.

B. Alternative Action; Distribution of Funds: A subdivider may elect to deposit an amount equal to one hundred twenty five percent (125%) of the estimated cost of improvements directly with the Village. The Village, upon the certification of the Village Engineer that the improvements have been completed or partially completed, will pay to the contractor, in not more than three (3) payouts, the amount due under the contract. The Village will also make the distribution of funds from the deposit for the fees and cost of:

1. Engineering and inspection fees of the Village relating to the public improvements and the subdivision.
2. Maintaining the subdivision improvements for a period of three (3) years after acceptance.
3. To pay and discharge all claims made by any third party arising out of the installation and construction of the public improvements; all such claims must be paid prior to the Village's acceptance of the public improvements; provided, however, that if the subdivider has insurance coverage in sufficient amounts to pay such claims and the subdivider files with the Village the insurance company's letter indicating that they acknowledge coverage and accept defense of the claim and that the limits of the policy are satisfactory to pay the claim if Judgment is entered in favor of said third party, the Village may, in its discretion, accept the public improvements and reduce the amount of the subdivision improvement deposit for the required three (3) year maintenance period.
4. Any other costs or expenses in meeting the requirements of the Village, including but not limited to reasonable attorneys' fees incurred by the

Village in drafting, administering and enforcing the subdivision improvement deposit agreement. Nothing in this subsection 7-1-6B will relieve the subdivider of bearing the full cost for the subdivision improvements and expenses required by the Village. (Ord. 79-581-28)

- C. Refunding Deposit: After completion and acceptance of the subdivision improvements, the Village will authorize the refund of any residue remaining except for ten percent (10%) of the original deposit or the amount stipulated in the escrow agreement. The retained amount shall be used for maintenance of the Improvements for a period of three (3) years after the date of acceptance and then any balance remaining will be refunded. (Ord. 66-142-4; amd. Ord. 82-734-41)
- D. Form of Deposit: The subdivision improvement deposit shall be posted by such owner or subdivider with the Village Clerk prior to approval of the final plat. Such deposit shall be in the form of an irrevocable straight commercial letter of credit from a bank approved by the Mayor and Board of Trustees and shall be in a penal sum in an amount equal to one hundred twenty five percent (125%) of the estimated cost of the subdivision improvements required under this Code or, in lieu of a letter of credit, a deposit of cash must be acceptable to the Mayor and Board of Trustees, including a completion bond, or its equivalent. The subdivision Improvement deposit shall be established for a period of not less than three (3) years and may be reduced from time to time by the Village Engineer as the subdivision improvements are accepted by the Village. Any such deposit in lieu of a letter of credit or cash, or other security or guarantee must; be acceptable to the Mayor and Board of Trustees in their sole discretion. Any irrevocable letter of credit shall be substantially in the form contained in Appendix II (Chapter 7 of Title 7). In the event such deposit in lieu of a letter of credit or cash is accepted, the owner or subdivider shall reimburse the Village, prior to and as a condition of the Village Clerk's execution of the subdivision plat, for all of Village's expenses, legal and otherwise, directly or indirectly resulting from such deposit in lieu of a letter of credit, Including but not limited to, any agreements relating thereto. Such cost for the completion of the required subdivision improvements shall be in accordance with cost estimates prepared by the Village Engineer and approved by the Mayor and Board of Trustees. If a completion bond or other security or other guarantee is posted, there shall be good and sufficient surety thereon, as approved by the Mayor and Board of Trustees and be in such form as approved by the Village Attorney and conditioned upon the installation and acceptance of said improvements. The owner or subdivider is wholly responsible for ensuring that any irrevocable letter of credit or alternative funding mechanism used to secure or guarantee the project remains in full force. The owner or subdivider shall renew said letter of credit or provide replacement funds a minimum of fifteen

(15) days prior to the expiration of said letter of credit for the full value then in effect. Should replacement funds not be received fifteen (15) days prior to the expiration of the instrument, the Village shall have the right, but not the obligation, to draw upon the letter of credit for the effective amount without further notice to the owner or developer. (Amd. Ord. 09-3110-33, eff. 9/14/09)

7-1-7: INSURANCE, LEGAL RESPONSIBILITY AND PUBLIC SAFETY:

A. Insurance Requirements: The subdivider or permit holder shall secure and maintain such insurance from an insurance company authorized to write casualty insurance in the State where the work is located and with a minimum "Best" Insurance rating of B+ as will protect himself, his subcontractors, the Village, its officers, employees and agents and the Engineer and his employees from claims for bodily injury, death or property damage which may arise from subdividing the property. The Village, its officers, employees and agents, shall be named as a primary, non-contributory additional insured.

The subdivider or permit holder shall not commence work until he has obtained all insurance required under this paragraph and shall have filed the certificate of insurance and the certified copy of the insurance policy with the Village. Each insurance policy shall contain a clause providing that it shall not be canceled by the insurance company without thirty (30) days' written notice to the Village of intention to cancel. Failure of the subdivider or permit holder to supply a valid certificate of insurance, or if a previously valid certificate of insurance has expired and is not replaced, is grounds for issuance of stop work order until such time as a valid certificate of insurance is provided.

Failure of the Village to collect or demand a certificate of insurance shall not be deemed a waiver of the requirement to provide one.

The amount of such insurance shall be not less than the following:

1. Workmen's Compensation and Employer's Liability Insurance shall be secured and maintained as required by the State.
2. General liability Insurance including general aggregate coverage, products aggregate coverage, personal and advertising injury, and each occurrence; a minimum limit two million dollars (\$2,000,000.00) for each item.
3. Automobile and truck public liability including bodily injury (per person),

bodily injury (per accident) and property damage; a minimum combined single limit of two million dollars (\$2,000,000.00) .

4. Excess liability umbrella coverage of two million dollars (\$2,000,000.00) for each occurrence and two million dollars (\$2,000,000.00) in aggregate. (Ord. 90-1118-02, Ord. Amd. 05-1958-22, eff. 03/14/05)(Amd. Ord. 05-1958-22, eff. 3/14/05)

B. Fire insurance: in addition to such fire insurance as the subdivider elects to carry for his own protection, he shall secure and maintain in the name of the Village policies upon such structures and material and in such amounts as shall be designated. The policies shall be secured from a company which is satisfactory to the Village and delivered to the Village (Ord. 66-142-4)

C. Indemnity: The subdivider shall indemnify and save harmless the Village, its officers, employees and agents and the Engineer and his employees from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him by reason of any omission or act of the subdivider, his agents or employees, in the execution of the work or in the guarding of it. The subdivider shall obtain in the name of the Village and shall maintain and pay the premiums for such insurance in such amount and with such provisions as will protect the Village from contingent liability and a copy of such insurance policy or policies shall be delivered to the Village. Full compliance by the Village with the terms and provisions of such insurance policy or policies shall be a condition precedent to the Village's right to enforce against the subdivider any provisions of this Title. (Ord. 66-142-4; amd. Ord. 90-1118-02)

7-1-8: VARIATIONS:

The Plan Commission may recommend a variation of the application of the regulations of this Code in harmony with their general purpose and intent and in accordance with the rules therein contained in cases where there are particular difficulties or peculiar hardship in the way of carrying out the strict letter of any such regulations relating to the subdividing of land, and may recommend to the Village Board that said Village Board approve said plat of subdivision in spite of failure to strictly comply with the strict letter of any of the regulations, stating the reasons for said recommendations. Such recommendations for variations shall be communicated in writing to the Village Board, giving full particulars for the allowance of the variation. (Ord. 66-142-4; amd. Ord. 87-950-36)

7-1-9: PENALTIES:

All persons violating any of the provisions of this Code shall be deemed guilty of a misdemeanor and upon conviction thereof shall be subject to the fine set forth in the Comprehensive Fine Schedule of the Code described in 17-1. Each day such violation is continued or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder. (Amd. Ord. 10-3131-08, eff. 3/22/10)

7-1-10: SEPARABILITY:

It is hereby declared to be the intention of the Mayor and Board of Trustees of the Village that the several provisions of this Code are separable, in accordance with the following:

- A. If any court of competent jurisdiction shall adjudge any provision of this Code to be invalid, such judgment shall not affect any other provision of this Code not specifically included in said judgment.
- B. If any court of competent jurisdiction shall invalidate the application of any provision of this Code to a particular property, building, or other structure, such judgment shall not affect the application of said provision to any other property, building, or structure not specifically included in said judgment. (Ord. 66-142-4)

CHAPTER 4

FINAL PLATS

SECTION:

- 7-4-1: Plat Requirements
- 7-4-2: Required Documents
- 7-4-3: Approval of Final Plat
- 7-4-4: Required Certificates and Other Documents
- 7-4-5: Building Permits

7-4-1: PLAT REQUIREMENTS: The final plat shall contain the following:

- A. Name of subdivision.
- B. Location by township, section and range, or by other legal description.
- C. Scale one inch to one hundred feet (1" = 100') or larger (shown graphically).
- D. Date and north point.
- E. Boundary of plat, based on an accurate traverse, with angles and lineal dimensions.
- F. Exact location, width and name of all streets within and adjoining the plat. Streets that are obviously in alignment with others already existing and named shall bear the names of the existing streets.
- G. True angles and distances to the nearest established street lines or official monuments (not less than three), which shall be accurately described in the plat.
- H. Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.
- I. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.

- J. All easements for right of way provided for public service and utilities. Easements approved by applicable public utility.
- K. All lot numbers and lines, with accurate dimensions in feet and hundredths.
- L. Permanent monument or bench marks shall be placed at all corners and at points of tangency of curve lines along the boundary of the subdivision.
- M. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed covenant for common uses of all property owners.
- N. Building setback lines accurately shown by dimension.
- O. An endorsement on the final plat by the County Clerk, that he finds no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against the land shown thereon.
- P. A summary on its face of all restrictions applicable to any part of said subdivision relating to building restrictions, use restrictions, building lines or otherwise.
- Q. A deed of dedication in the form set out in subsection 7-4-4B.
- R. A blank certificate of approval as set out in Section 7-4-3.
- S. Such final plat may be for a unit of a proposed subdivision provided that:
 - 1. A preliminary plat had previously been approved as to the whole subdivision;
 - 2. Such unit shall contain no less than ten (10) lots if a residential subdivision;
 - 3. Approval by the Village Engineer as to the feasibility of such unit construction;
 - 4. The public improvements for at least one unit shall be submitted and completed within each calendar year from the date of approval of the final plat for the unit;
 - 5. The plat of each unit shall be submitted to the Plan Commission for its approval;

6. Failure to comply with the terms of this subsection will require resubmission of the requirements of Chapter 3 of this Title.

7-4-2: REQUIRED DOCUMENTS: Accompanying documents shall consist of:

- A. Approval of subdivider's preparations for improvements required by Chapter 6 of this Title.
- B. Approval by the Plan Commission of names of the proposed streets and of the proposed system of addresses along such streets.
- C. Plans and specifications for the improvements which shall include at least the following:
 1. A title sheet showing the name of the project, section, township, and range, an index of sheets, a tabulation of symbols, location of benchmarks, and a graphic location with respect to nearest traveled streets and roads. (Ord. 66-142-4)
 2. A detailed grading plan indicating the vertical elevations of all houses, lot corners, and points of change in gradient. Directions of flow of surface waters will be delineated with arrows and the gradient of the land indicated above with arrows. Curb elevations will be indicated opposite each lot corner and at all changes in gradient. (Ord. 72-260-4)
 3. A detailed plan of street improvements showing horizontal and vertical locations of all street improvements and including horizontal and vertical locations of all points of curvature, points of intersection, points of tangency, points of vertical curvature, points of vertical intersection, and points of vertical tangency. Radii of intersection of streets will be shown on this plan.
 4. A detailed plan of storm improvements showing horizontal and vertical location of all manholes, catch basins, inlets, headwalls, and the like and indicating lengths, types, and grades and gradients of all storm sewers. Manholes, catch basins and inlets will be dimensioned from lot corners.
 5. A detailed plan of sanitary sewer improvements showing horizontal and vertical locations of all manholes, and indicating lengths, types and grades and gradients of all sanitary sewers. Manholes will be dimensioned from lot corners. (Ord. 66-142-4)

6. A detailed plan of water system improvements indicating horizontal and vertical location of all fire hydrants and valve vaults and showing lengths, sizes, and locations of all water mains. Fire hydrants and valve vaults will be dimensioned from lot corners. (Ord. 72-260-4)
7. Plans and profiles drawn to a scale not to exceed one inch equals one hundred feet (1" = 100') horizontally and one inch to ten feet (1" 10') vertically indicating additional horizontal and vertical location of streets, sewers, appurtenances and the existing grade.
8. Such additional details are necessary to clarify the extent or manner of construction.
9. Detailed material and construction specifications concerning the work to be performed including general conditions of the contract acceptable to the Village.
10. A detailed cost estimate of the work to be performed. (Ord. 66-142-4)
11. A detailed erosion control plan showing clearing, stockpiling, construction sequences, configuration of erosion controls and areas to be landscaped or lawns established. Proposed schedules for restoration must be submitted with the plan. The plan shall be prepared in accordance with the "Procedures and Standards for Urban Soil Erosion and Sedimentation Control in Illinois", latest edition.
12. Existing and proposed cross sections at intervals not more than one hundred feet (100') of proposed roadways where roadway grading and alignments will impact on undisturbed ground must be provided.

Upon receipt of these final plans, the Village Board shall refer same to the Village Engineer for his comments and corrections. The Village Engineer shall review these plans for compliance with the requirements of the Village and shall return them together with his recommendations, to the Village Board. One set of the reviewed plans with suggested changes shall be returned to the subdivider at time of final approval. The Village Engineer may, at his discretion, confer with the engineer for the developer concerning correction to the final plans prior to his final approval. All final plans shall be submitted on twenty four inch by thirty six inch (24" x 36") size drawings and shall bear the signature and seal of the Illinois registered professional engineer under whose directions they were prepared. No substantial deviations from these plans and specifications will be allowed without the written permission of the Village Board. Field changes will be allowed by the Village Engineer. The Village Engineer

shall be empowered to require such field and laboratory tests as may be necessary to insure the quality of the work. The costs of such tests shall be borne by the subdivider. (Ord. 88-1032-64)

- D. Certification by a registered surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct in the form set out in subsection 7-4-4A.
- E. Notarized certification by owner or owners, and by mortgages or lien-holder of record, acknowledging the plat and the dedication of streets and other public areas.
- F. Approved by signatures of Village, County and State officials concerned with the specifications of utility installation.
- G. An agreement executed by the owner and subdivider to make and install the improvements provided for in Chapter 6 in accordance with the plans and specifications accompanying the final pat.
- H. Posting of deposit with the Village as required under Section 7-1-6.
- I. Payment to the Village of all review fees and acreage fees.¹
- J. One tracing and one copy of the final plat of the subdivision as executed by the Plan Commission, drawn in ink on tracing cloth. Following execution by the Mayor and the Village Clerk, the subdivider shall provide fifteen (15) copies of such final pat bearing the required signatures.

7-4-3: APPROVAL OF FINAL PLAT:

Within a reasonable time, the Village Board shall, upon motion and majority vote, approve the final plat and authorize the Mayor and Village Clerk to sign the original tracing. The certificates on the final plat shall be in the following form with the signatures of the chairman of the Board of Supervisors, Lake County, and the County Clerk to be necessary only where the plat covers land in the unincorporated area or where the dedication of land for County or State highways is involved.

¹See Section 7-1-5 of this Title.

See next page

Under the authority provided by the Illinois Revised Statutes, enacted by the State Legislature and on motion adopted by the Mayor and Board of Trustees of the Village, this plat was given approval by the Village of Lincolnshire and MUST BE RECORDED WITHIN SIX (6) MONTHS OF THE DATE OF APPROVAL BY THE MAYOR AND BOARD OF

TRUSTEES OTHERWISE IT IS NULL AND VOID.

Approved by the Lincolnshire Plan Commission at a meeting held

Chairman

Secretary

Approved by the Mayor and Board of Trustees of the Village of Lincolnshire at a meeting held _____

Mayor

Village Clerk

Approved by the County Board of Supervisors of Lake County, Illinois at a meeting held

Chairman

County Clerk
(Ord. 66-142-4)

7-4-4: REQUIRED CERTIFICATES AND OTHER DOCUMENTS:

- A. Each final plat submitted to the Village for approval shall carry the following certificates:

SURVEYOR'S CERTIFICATES:

1. STATE OF ILLINOIS)

SS
COUNTY OF LAKE)

This is to certify that I, _____, a Registered Illinois Land Surveyor, No. _____, have surveyed and subdivided the property as described and as shown by the annexed plat, which is a correct representation of said survey and subdivision. All distances are shown in feet and decimals thereof.

I hereby designate the Village of Lincolnshire to record this document with the County of Lake, Recorder of Deeds.

Given under my hand and seal at _____ ILLINOIS,
this _____ day of _____ A.D., 20_____

(SEAL)

Registered Illinois Land Surveyor

(Ord. 66-142-4, amd. Ord. 92-1253-31 eff. 6/8/92, amd Ord. 97-1485-09 eff. 4/14/97)

2. STATE OF ILLINOIS)
SS
COUNTY OF LAKE)

I, _____, an Illinois Registered Land Surveyor No. _____, hereby certify that the land included on this plat is within the corporate limits of the Village of Lincolnshire, which has adopted a Village plan and is exercising the special powers authorized by Division 12 of Article 11 of the Municipal Code of the Illinois State Statutes. I further certify that a part of the property covered by this subdivision is - is not situated within 500 feet of any surface drain or watercourse serving a tributary area of 640 acres or more.

Illinois Land Surveyor,
No. _____

Lincolnshire, Illinois _____, 20_____

3. ENGINEER'S CERTIFICATE:

Approved this _____ day of _____, A.D. 20_____ by the Village Engineer of the Village of Lincolnshire, Lake County, Illinois.

—

Village Engineer

(Ord. 66-142-4)

4. COUNTY CLERK'S CERTIFICATE

STATE OF ILLINOIS)
SS
COUNTY OF LAKE)

I, _____, County Clerk of Lake County, Illinois do hereby certify that there are no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against any of the land included in the described property. I further certify that I have received all statutory fees in connection with the plat.

Given under my hand and seal of the County Clerk of Lake County, Illinois.
This _____ day of _____, AD. 20_____.

Lake County Clerk

(Ord. 89-1076-43, Amend Ord. 08-3033-16, eff. 4/28/08)(Amd. Ord. 11-3212-34, eff. 9/12/11)

5. MUNICIPAL CERTIFICATE AS TO SPECIAL ASSESSMENTS:

STATE OF ILLINOIS)
SS
COUNTY OF LAKE)

Collector for the Village of Lincolnshire, do hereby certify that there are no delinquent or unpaid current or forfeited special assessments or any deferred installments thereof that have not been apportioned against the tract of land included in the annexed plat.

Dated at, _____ Illinois, this _____ day of _____ AD., 20_____

Collector

6. This is to certify that I _____ as owner of the property described as the _____ Subdivision and legally described on the plat of the same name, have determined tot he best of my knowledge the school district in which each of the following lots lies.

LOT NUMBERS(S) SCHOOL DISTRICTS

Elementary

High School

Owner

State of Illinois)
SS
County of Lake)

I, _____, a Notary Public, do hereby certify that _____, owner of the property commonly known as _____ Subdivision, appeared before me this day in person and acknowledged the execution of this statement as his free and voluntary act.

Given under my hand and notarial seal this _____ day of _____, 20__.

Notary Public

(Ord. 98-1540-02, eff. 02/09/98)

7. SURVEYOR'S CERTIFICATE

I further certify that the attached plat is a true and correct representation of said survey and subdivision. All distances shown in feet and decimals parts thereof, that the property hereon shown and described is within the corporate limits of the Village of Lincolnshire, Lake County, Illinois, and that said property is designated as "Zone - C" defined as areas of minimal flooding as shown in the flood insurance rate map Community Panel No. _____, dated _____ as published by the Federal Emergency Management Agency. (Ord. 98-1603-65, eff. 10/12/98)

B. Deed Requirements: Each final plat submitted to the Village for approval shall carry a deed of dedication in substantially the following form:

We the undersigned (Name), do hereby certify that we are the owners of the real estate shown and described herein and do hereby lay off, plat and subdivide said real estate in accordance with the within plat. This subdivision shall be known and

designated as (Name), an addition to the Village of Lincolnshire, Lake County, Illinois. All streets and alleys and public open spaces shown and not heretofore dedicated are hereby dedicated to the public. Front yard building setback lines are hereby established as shown on this plat, between which lines and the property lines of the streets there shall be erected or maintained no building or structure. There are strips of ground (Number) feet in width, as shown on this plat and marked "Easement" reserved for the use of utilities for the installation of water and sewer mains, surface and subsurface drainage, poles, ducts, lines and wires, subject at all times to the proper authorities and to the easement herein reserved. No permanent or other structures are to be erected or maintained upon said strips of land but owners of lots in this subdivision shall take their titles subject to the rights of the public utilities, and to the rights of the owners of other lots in this subdivision.

(Additional dedications and restrictions would be inserted here upon the subdivider's initiative or the recommendation of the Plan Commission or Village Board important provisions are those specifying the use to be made of the property and public grounds, minimum elevation and other restrictions imposed by the Village.)

WITNESS our Hands and Seals this _____ day of _____, 20__

STATE OF ILLINOIS)
SS
COUNTY OF LAKE)

Before me, the undersigned Notary Public in and for the County and State, personally appeared (Name), (Name) and each separately and severally acknowledged the execution of the foregoing instrument as his or her voluntary act and deed for the purposes therein expressed.

WITNESS my hand and Notarial Seal this ___ day of _____ 20__

Notary Public

- C. Such other certificates, affidavits, endorsements, or dedications, as may be required by the Lincolnshire Plan Commission or the Village Board in these enforcement regulations.

AGREEMENT AND NOTICE RE: CASH CONTRIBUTIONS TO THE VILLAGE OF LINCOLNSHIRE, ILLINOIS

As a condition of approval of this Plat of Subdivision, the undersigned owner agrees with the Village of Lincolnshire, Illinois, and all parties who shall hereafter acquire from the subdivider any land described in this Plat shall be held to agree with the Village of Lincolnshire, to comply with the terms and provisions contained in Chapter 7 of the Subdivision Title of the Village of Lincolnshire, Illinois Village Code relating to the payment of a cash contribution for school, park and library purposes.

Notice is hereby given to all persons, including corporations, who acquire any land from the subdivider hereof, that unless the aforesaid cash contribution has been previously paid to the Village of Lincolnshire, Illinois, in connection with this subdivision no permits will be issued by the Village for any development or construction on the subject property.

In witness whereof, the undersigned owner has here unto signed and sealed this instrument this _____ day of _____, 20_____

OWNER
(Amend. Ord. 94-1366-50)

7-4-5: BUILDING PERMITS:

No building permit shall be issued providing for the improvement of any lot in said subdivision until there has been filed with the Building Official a certified copy of said plat of subdivision as recorded or registered in the office of the Recorder of Deeds or Registrar of Titles; as the case may be. Nor shall a building permit be issued for the improvement of any lot until the plans and specifications for the public improvements have been approved by the Mayor and Board of Trustees and until cash, bond or security approved by the Village Board as provided by this Code are posted with the Village.

One building permit may be issued by the Building Official for a proposed lot shown on the preliminary plat of subdivision, but the building may not be sold (unless sold with the entire parcel), occupied, or used until the final plat is approved and recorded. (Ord. 66-142-4)

CHAPTER 5

DESIGN STANDARDS

SECTION:

- 7-5-1: General Development Plan Conformance**
- 7-5-2: Street Widths and Design Standards**
- 7-5-3: Easements**
- 7-5-4: Residential Block Standards**
- 7-5-5: Residential Lot Standards**
- 7-5-6: Park, School and Library Donations (Rep. By Ord. 94-1366-50)**
- 7-5-6-1: Criteria for Requiring School Site Dedication**
- 7-5-6-2: Criteria for Requiring Park and Recreation Land Dedication**
- 7-5-6-3: Criteria for Requiring Contribution in Lieu of
Park and School Sites**
- 7-5-6-4: Criteria for Requiring Library Contributions**
- 7-5-6-5: Density Formula (Rep. by Ord. 88-1028-60)**
- 7-5-6-6: Land Conditions and Use**
- 7-5 6-7: Agreement and Notice of Ordinance to be Placed
on all Plats**
- 7-5-6-8: Requirements for Application and Compliance**
- 7-5-6-9: Indemnification and Covenant Not to Sue**
- 7-5-7: Adoption of Open Space Landscaping Standards**
- 7-5-7-1: Landscaping Standards for Open Space**

7-5-1: GENERAL DEVELOPMENT PLAN CONFORMANCE:

The subdivision of land, including the arrangement, character, extent, width, grade, and location of all streets, alleys, or other land to be dedicated for public use shall conform to the General Development Plan of the Village as and adopted by the Village Board, and shall be to topographic conditions, to public convenience and safety, and in their appropriate relation to the proposed uses

of the land to be served by such streets, and shall be curvilinear except primary streets.

7-5-2: STREET WIDTHS AND DESIGN STANDARDS:

The minimum widths of right of ways for streets to be dedicated or established after the effective date of this Code within the Village or the environs under jurisdiction of this Code shall conform to the following standards:

Primary Streets and Major Streets (located in accordance with Master Street Plan)	100'
Secondary or Collector Street or Industrial Street	80'
Minor Street	60'
Cul-de-sac	50' radius
Cross-walkways (Ord. 66-142-4)	10'
Utility Easements (Ord. 72-260-4)	15'

- A. The minimum widths of rights of way for minor streets in single-family developments shall be sixty feet (60').
- B. When minor streets adjoin unsubdivided property, a street not less, however, than fifty feet (50') in width may be dedicated and whenever a later subdivision of property adjoins said street the remainder of the street shall be dedicated at the time of platting.
- C. Minor streets shall be so laid out that their use by through traffic will be discouraged. Where a marginal or access street is used as a minor street in a residential subdivision with the lot having frontage on both the minor street and a primary, major, secondary, or collector street, the installation of driveways along the property line of the lot which forms the line of a primary, major, secondary or collector street shall be prohibited.
- D. Street jogs with center line offsets of less than one hundred twenty five feet (125') shall be avoided.

Clear visibility, measured along the center line of the street shall be provided for at least three hundred feet (300') on all primary streets, two hundred feet (200') on secondary streets, and at least one hundred feet (100') on all other streets.

- E. It must be evidenced that all street intersections and confluences encourage safe traffic flow.
- F. Alleys:
 - 1. Alleys may be required in commercial and industrial districts. The Zoning Board shall refer any variations to the Board of Trustees for waiving this requirement if provisions are made for service access such as off-street loading and parking, consistent with and adequate for the uses proposed.
 - 2. Alleys shall be prohibited in residential areas.
 - 3. The width of an alley shall not exceed twenty four feet (24').
- G. The maximum length cul-de-sac shall be eight hundred feet (800') for subdivisions measured along the center line from the intersection at origin, through center of circle, to end of right of way. Each cul-de-sac shall have a terminus of nearly circular shape with a minimum diameter of one hundred feet (100').
- H. Half-streets shall be prohibited, except where essential to the reasonable development of the subdivision in conformity with the other requirements of these regulations; and where the Mayor and Board of Trustees finds it will be practicable to require the dedication of the other half when the adjoining property is subdivided. Wherever a half-street is adjacent to a tract: to be subdivided, the other half of the street shall be placed within such tract. No strip or area shall be reserved along any portion of a street, half-street, or alley, which will prevent adjacent property owners access thereto, except by consent of the Village Board.
- I. No street names may be used which will duplicate or be confused with the names of existing streets in the Deerfield Postal District. Existing street names must be projected wherever possible. Street names in residential areas shall, following the established pattern, carry out the English theme.

Where a subdivision borders on or contains an existing or proposed major street, the Mayor and Board of Trustees may require a marginal access street or reversed frontage with screen planting contained in a nonaccess

reservation, which shall have a minimum width of ten feet (10') along the rear property line; or other treatment as may be adequate for protection of residential properties and to afford separation of through and local traffic.

- K. If the tract of land proposed to be subdivided or any part thereof lies adjacent to a highway over which the Division of Highways of the State of Illinois has jurisdiction with respect to maintenance and upkeep thereof, and as entrance or entrances are desired from such highway to lots, streets, roadways, or alleys in such proposed subdivision, the subdivider shall submit to the Village Engineer a written permit from the said Division of Highways granting his permission to obtain and construct such an entrance or entrances. (Ord. 66-142-4)

7-5-3: EASEMENTS:

Easements across lots or centered on rear or side lot lines shall be provided for utilities and street lighting and drainage, where necessary, and shall be at least fifteen feet (15') wide. The easement shall be so laid out that a proper continuity may be had from lot to lot and from block to block in addition, due provisions for extension of easements to adjacent areas shall be made. Written approval of the utility easement layout by the public utility companies shall be required on the final plat. Where a subdivision is traversed by a watercourse, drainage way, channel or stream, there shall be provided a storm water easement or drainage right of way conforming substantially with the lines of such watercourse, and such further width or construction, or both, as will be adequate for the purpose and approved by the Village Engineer. (Ord. 66-142-4; amd. Ord. 72-260-4)

7-5-4: RESIDENTIAL BLOCK STANDARDS:

- A. The maximum lengths of blocks that may be permitted is eighteen hundred feet (1,800'). Blocks over eight hundred feet (800') may require crosswalk easements. Crosswalk easements not less than ten feet (10') in width shall be provided where deemed necessary by the Zoning Board at the approximate centers of the blocks. The use of additional crosswalkways in any instance to provide safe and convenient access to schools, parks, or other similar destinations may be recommended by the Zoning Board.
- B. No specific rule concerning the shape of blocks is made, but blocks must fit easily into the overall plan of the Village and their design must evidence consideration of lot planning, traffic flow, and public areas.

7-5-5: RESIDENTIAL LOT STANDARDS:

- A. All side lot lines shall be at right angles to the straight street lines, or radial to curved street lines unless other angles will give a better street and lot plan. Lots with double frontage shall be avoided. All residential lots shall abut on a street.

- B. Where corner lots back upon lots facing the side street, the corner lots shall have a front and side building line of thirty feet (30') on street sides of the lot. Extra widths should be provided on all corner lots irrespective of whether they rear upon lots facing the side streets. (Ord. 66-142-4)

7-5-6: (Amend. Ord. 94-1366-50)

7-5-7: ADOPTION OF OPEN SPACE LANDSCAPING STANDARDS:

It is hereby adopted by reference that a certain document known as the "Landscaping Standards for Open Space", containing the standards, specifications and procedures for the landscaping of open space, as set out in Exhibit A, attached to and made a part of Ordinance 88-1031-63, and as may be amended from time to time, are hereby incorporated by reference, three (3) copies of said document being kept on file in the Department of Community Development for public inspection.

7-5-7-1: LANDSCAPING STANDARDS FOR OPEN SPACE:

All open space conveyed to the Village or open space guaranteed by a restrictive covenant running with the land established for the purpose of benefiting the owners, residents and adjacent property owners shall be improved in accordance with the Village's open space landscaping standards. (Ord. 88-1031-63)

CHAPTER 7

DONATIONS

7-7	Donations
7-7A	School Donations
7-7B	Park Donations
7-7C	Library Donations

CHAPTER 7

DONATIONS

SECTION:

- 7-7-1: General Information**
- 7-7-2: Requirements for Compliance**
- 7-7-3: Indemnification and Covenant Not to Sue**
- 7-7-4: Appeals**

7-7-1: GENERAL INFORMATION:

As a condition of approval of a final plat of subdivision, final plat or final site plan for a planned unit development each subdivider or developer shall be required to:

- Dedicate land for park and school sites, make a cash contribution in lieu of actual land dedication, or provide a combination of both, and
- Make a cash contribution for library purposes to serve the immediate and future need of the residents of the development in accordance with the criteria and formula in this Chapter. All donations required hereunder shall be made prior to, and as a condition of, approval of the subdivision plat by the Village unless otherwise provided for in this Chapter.

All land dedications and cash contributions shall be made by the subdivider or developer upon approval of a final plat or plan by the Corporate Authorities unless otherwise provided for in this Chapter. No plat or plan shall be recorded with the Lake County Recorder of Deeds until said donations have been made in accordance with the provisions of the Chapter.

It is recognized that local conditions change over the years and the variables used in calculating the land dedication and cash contributions may require periodic review and amendment if necessary.

7-7-2: REQUIREMENTS FOR COMPLIANCE:

A. REFERRAL: Upon referral of a subdivision or planned unit development by the Corporate Authorities to the applicable Boards, Commission and Districts for review, the subdivider or developer shall consider one of the following methods for compliance with the terms of this Chapter.

1. Donation Requirements: The subdivider or developer shall agree to make all land dedications and pay all cash contributions as required in this Chapter of the Village Code.
2. Written Agreement: The subdivider or developer shall negotiate the donation and present a written agreement to the Corporate Authorities for consideration.

If the development is determined by the Administrative Staff to be a substantial size and it will be completed in logical phases, the subdivider or developer may petition the Corporate Authorities to allow payment of the cash contribution by phases of development. Said Agreement shall contain the dates and amounts of subsequent payments. The Corporate Authorities may require that sufficient security be deposited with the Village for any such delayed contribution to insure that actual payment is made in sufficient time to meet the impact of the subdivision or planned unit development.

The negotiation of donations may occur between the:

- a. Village of Lincolnshire and Subdivider/Developer: The subdivider or developer shall enter into an Agreement with the Village after a negotiated donation has been presented for consideration whereby the amount of the park, schools, and/or library donations and the date of payment shall be established based on the following:
 - 1) An independent consultant will be selected and retained by the Village at the developer's expense to study the actual impact the proposed development will have on each applicable taxing district and shall include at a minimum:
 - a) A review of each taxing district's capital budget.
 - b) The ability of each taxing district to provide services to new residents at the same level of service provided to the existing households.

- c) The Capital Improvement Plan for the taxing district.
- d) Any other information the Village may require to make an informed decision.

If the independent study indicates a higher contribution per residential unit than established by the provisions of this Chapter the subdivider or developer may negotiate a settlement with each taxing district provided however, that the negotiated donations are no less than what the requirements of this Chapter.

- b. Taxing District and Subdivider/Developer: The subdivider or developer may negotiate a land dedication, cash contribution or combination of both, with one or more of the taxing districts and present the written agreement to the Corporate Authorities for consideration at the time of final plat/plan approval. The subdivider or developer shall be responsible for obtaining and providing the Village with a separate written confirmation of the agreed final contribution signed by a representative of the individual taxing district.

- B. CONSIDERATION: During consideration of the development proposal the developer or subdivider shall submit written verification that indicates the predominant (50% or more) residence size by bedroom anticipated for the subdivision or planned unit development. This information will be used by the Village to calculate the amount of donations.

The subdivider or developer shall be responsible for making additional cash contributions when the residence size for the number of dwelling units actually constructed in the subdivision or planned unit development *is greater* than the donations made upon approval of the development. The subdivider or developer may file a written appeal for a partial refund of donations when the residence size for the number of dwelling units actually constructed *is less* than that used to calculate the donations.

- C. APPROVAL: Prior to consideration of a final plat of subdivision or planned unit development by the Corporate Authorities, the Plan Commission, Park Board, Site Plan Review Board and School Districts shall make a recommendation regarding whether the donation should be land, cash in-lieu of land, or a combination of both. The recommending Boards, Commission and Districts shall base their recommendation on the criteria established in the specific

regulations of this Chapter.

7-7-3: INDEMNIFICATION AND COVENANT NOT TO SUE:

The Village is not obligated to cause the payment of money or the transference of land to School Districts, or other Districts that could benefit from donations made by developers and subdividers. Therefore any School District, Library District and any other District for which donation is collected by the Village for said District's use recognizes that the Village may, at its sole discretion, amend its ordinances or annexation agreements or its practices so as to discontinue the payment of donations to the said District(s), and, as a condition of receiving donations hereunder, agrees to indemnify and hold harmless the Village from any loss, claims, debts, causes of actions or liabilities of every kind incurred by the Village as either a direct or indirect result of the passage of this Chapter, the administration or enforcement thereof, or the failure to administer or enforce the same including any incurred as a result of a lawsuit brought or threatened by any such District. The Village shall undertake the defense against any suit or claim, subject to indemnification and reimbursement of fees and costs from the Districts whose donations are involved or gave rise to the claim or suit. The costs of said defense shall be borne proportionately by all Districts whose donations are involved, concerned or gave rise to the suit or claim, and shall be paid promptly upon billing.

In the event that a final determination is made by a court of competent jurisdiction that contributions of land or money received by the District(s) receiving the donation(s) are, in whole or in part, excessive, the receiving District(s) shall promptly repay to the person who procures such a judgement against the Village or the District(s), together with such other amounts judged by the court to be owing from the Village and/or District(s).

Lincolnshire-Prairie View Elementary District No. 103, Aptakisic-Tripp Elementary School District No. 102, Adlai E. Stevenson High School District No. 125, and the Vernon Area Public Library District further covenant and agree, in addition to the indemnification and reimbursement undertaken herein, not to sue the Village of Lincolnshire for any claim arising directly or indirectly out of the passage of this Chapter or the administration or enforcement thereof, or the failure to administer or enforce the same in return for the Village considering the requirement that developers and subdividers make donations to them.

7-7-4: APPEALS:

Within ten days from the receipt of the determination of the amount in donations due under this Chapter from the Village, a subdivider or developer may appeal the amount of the donation(s) in a writing filed with the Village Clerk. The Notice of Appeal must include evidence falling into substantial question the amount(s) determined by the Village to be due. Upon the Notice of Appeal, containing the required showing, and the deposit as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code on account for fees and costs, the Village will retain an independent consultant at the subdividers' or developers' expense, to review the estimated population to be generated from the subdivision or planned unit development, and impact that the proposed development or subdivision will have on the applicable taxing district. The Corporate Authorities retain the authority to make the final determination on the proper amount of donation(s) based on the information supplied with the Notice of Appeal, by the Districts to be benefitted, in the Village records, and by the independent consultants.

A subdivider, developer, and/or taxing district shall have the right to appeal the established Fair Market Value of Land on file with the Village of Lincolnshire. Said appeal shall be determined in the same manner as donations, but the independent consultant shall be qualified as an M.A.I. appraiser.

CHAPTER 7

DONATIONS

ARTICLE A. SCHOOL DONATIONS

SECTION:

- 7-7A-1: General Information**
- 7-7A-2: Variables For Calculation**
- 7-7A-3: Land Dedication Criteria**
- 7-7A-4: Cash Contribution Criteria**
- 7-7A-5: Combination Land Dedication and Cash Contribution Criteria**

7-7A-1: GENERAL INFORMATION:

The ultimate number of students to be generated by a subdivision or planned unit development shall bear directly upon the amount of land dedication, cash contribution, or combination of both required for the school donation.

The school district shall be notified that the Village is considering a residential subdivision or planned unit development by means of an elected school board member representing the district as an ex-officio member of the Lincolnshire Plan Commission, or through correspondence by the Department of Community Development in accordance with the State of Illinois law.

7-7A-2: VARIABLES FOR CALCULATION:

The land dedication, cash contribution, or combination of both for school donations shall be calculated independently for each school classification identified in this Section: Elementary, Junior High, and High School utilizing the following variables:

- A. **TABLE OF SCHOOL SIZE SITES BY GRADE CLASSIFICATION:** School classifications and size of school sites within the Village shall be determined in accordance with the established criteria in the following table:

Table of School Size Sites by Grade Classification		
School Classification by Grade	Maximum Number of Students for Each Such School Classification	Minimum Number of Acres of Land for Each School Site of Such Classification
Elementary Schools, Grades - Kindergarten through 5th (K-5)	600 students	11 acres
Junior High Schools Grades 6th through 8th (6-8)	900 students	29 acres
High Schools, Grades 9th through 12th (9-12)	2,500 students	50 acres

B. **TABLE OF ULTIMATE SCHOOL POPULATION PER DWELLING UNIT:** The following table of estimated ultimate school populations per dwelling unit is generally indicative of current and short-range projected trends in school population per dwelling unit and shall be used in calculating the amount of required dedication of acres of land or cash contributions. This data shall be used unless a written appeal is filed thereto by the subdivider or developer in accordance with the provisions of this Chapter, or if a Written Agreement otherwise establishes an acceptable dedication or contribution.

In applying the following table of population density to a subdivision for which the types of units and number of bedrooms cannot reasonably be determined from the data on file with the Village at the time of approval of the subdivision plat, the following types of units and bedroom data shall be used.

Table of Estimated Ultimate School Population Per Dwelling Unit¹			
	Elementary Grades K-5 5-10 Years	Junior High Grades 6-8 11-13 Years	High Grades 9-12 14-17 Years
Detached Single Family			
2 Bedroom	.122	.041	.020
3 Bedroom	.346	.138	.142
4 Bedroom	.470	.303	.303
5 Bedroom	.314	.231	.212
Attached Single Family			
1 Bedroom	0	0	0
2 Bedroom	.095	.077	.037
3 Bedroom	.237	.064	.066
4 Bedroom	.345	.155	.168
Apartments			
Efficiency	0	0	0
1 Bedroom	.002	.001	.001
2 Bedroom	.082	.041	.042
3 Bedroom	.230	.123	.116
¹ Source: Illinois School Consulting Service/Associated Municipal Consultants, Inc.; Naperville, IL, 1993			

C. FAIR MARKET VALUE OF LAND: The present fair market value of improved land in and surrounding the Village for one (1) acre of land based on an

appraisal completed by an M.A.I. appraiser shall be maintained on file in the Department of Community Development and as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code. Said figure shall be used in making any calculation herein.

7-7A-3: LAND DEDICATION CRITERIA (SCHOOLS):

A. FORMULA: The required school land dedication shall be determined in accordance with the formula below based on the established criteria in the "Table of School Size Sites by Grade Classification" and the "Table of Estimated School Population per Dwelling Unit". The end product shall be the acres of land deemed needed to have sufficient land for school sites to serve the estimated increase in the number of children for each school classification.

$$\begin{array}{l} \text{Estimated Ultimate School} \\ \text{Population per Dwelling Unit} \\ \text{Maximum \# Students for} \\ \text{School Classification} \end{array} \times \begin{array}{l} \text{Minimum \# Acres of Land} \\ \text{Needed for School Classification} \end{array}$$

B. LAND CONDITIONS: Land Dedications for school sites shall at a minimum meet the following criteria.

1. Topography and Grading: The slope, topography and geology of the dedicated site as well as its surroundings must be suitable for its intended purposes.
2. Improved Sites: All sites must be dedicated in a condition ready for full service of electrical, water, sewer and streets (including enclosed drainage and curb and gutter) as applicable to the location of the site, or acceptable provision made therefor.
3. Reservation of Additional Land: Where the Village of Lincolnshire Comprehensive Plan or adopted plan of an applicable school district indicates a larger amount of land for a school site in a particular subdivision or planned unit development than the developer is required to dedicate, the land needed beyond the developer's contribution shall be reserved for subsequent purchase by the affected school district(s) designated by the Village. Such acquisition shall be made by the school district within one year from the date of approval of the final plat or plan.
4. Combining with Adjoining Developments: Where the subdivision or planned unit development is less than forty (40) acres, a school site which is to be dedicated should be combined with dedications from adjoining

developments if possible in order to produce usable school site without causing a hardship on a particular developer.

- C. **CRITERIA FOR LOCATION AND DESIGN STANDARDS:** The Comprehensive Plan of the Village or the standards adopted by the affected school district shall be used as a guideline in locating sites.
- D. **SUBDIVIDER OR DEVELOPER RESPONSIBILITY:** The subdivider or developer shall be responsible for providing the following information to the Village prior to consideration of final approval of a plat or plan.
1. Dedication of land on the Plat of Subdivision or Plat of Dedication.
 2. Title or Warranty Deed transferring the land from the subdivider or developer to the applicable taxing district. Titles shall be shown to be free of all liens, encumbrances, easements, covenants and restrictions or other matters as may impair the ability of the appropriate governmental unit to use the property for its intended purpose as determined by the Corporate Authorities. A commitment for title insurance issued by a company authorized to do business in Illinois may be required as evidence of clear title.
 3. Legal description in an 8-1/2" x 11" format.
- E. **SCHOOL DISTRICT RESPONSIBILITY:** Written acceptance from the school district shall be submitted to the Village of Lincolnshire (Department of Community Development) within 15 days of receipt of title for the dedicated land.

7-7A-4: CASH CONTRIBUTION CRITERIA (SCHOOLS):

The Village shall require the subdivider or developer to pay a cash contribution as provided herein in lieu of the land dedication requirement when:

- The subdivision or development is small and the resulting land dedication for school purposes would not meet the criteria set forth in this Chapter, or
- The available land is of a nature and/or location inappropriate for a school site as determined by reference to adopted plans of the Village and school district and based on such factors as topography, shape of site, accessibility, proximity to other parks, schools and Municipal services, safety and other environmental and use factors.

The cash contributions in lieu of land shall be based on the fair market value of the acres of land in the area improved as specified herein that otherwise would have been dedicated as a school site.

- A. **METHOD OF CALCULATION:** The cash contribution in lieu of school land dedication shall be determined by multiplying the minimum number of acres of land needed for the school classification times the fair market value of one acre of improved land as determined by an M.A.I. appraiser.
- B. **SUBDIVIDER OR DEVELOPER RESPONSIBILITY:** In those cases where a cash contribution is required to be paid to the Village an Agreement and Notice as specified in this Title shall be placed on all final plats of subdivision.

The cash contribution and all development review fees shall be paid to the Village prior to the recording of the final plat of subdivision or plan at the office of the Lake County Recorder of Deeds and before any development occurs on the subject property. Cash contributions shall be deemed made upon deposit with the Village of cash, a certified or cashier's check, or security approved by the Corporate Authorities.

C. **SCHOOL DISTRICT RESPONSIBILITY:**

1. **Conditions of Acceptance:**

- a. The school district agrees that the contribution shall be solely for the purposes set forth in Title 7: Subdivisions and Land Development, of the Lincolnshire Village Code. Specifically, the school district agrees that the contribution shall be for the use in the acquisition of land to serve the immediate or future needs of residents from that subdivision or development; for the capital improvement of any existing school facility which already services such needs; or for the construction of any buildings or additions thereto necessary to serve such needs.

In the event a school district refuses to accept the cash contribution under the established terms and conditions, the cash contribution shall be immediately returned to the subdivider/developer.

- b. The cash contribution shall be held by the affected school district in a special trust fund. Any interest which accrues on said special trust fund shall also be used solely for the purposes set forth in this Chapter.

- c. The school district agrees that if any portion of a cash contribution is not expended for the purposes set forth herein within ten (10) years from the date of receipt it shall be refunded to the subdivider or developer who made such contribution. The developer shall file a written request with the Village within one year after expiration of the ten (10) year period specifying the portion not so expended.
2. Obligations after Acceptance:
 - a. Immediate: Written acceptance from the school district shall be submitted to the Village of Lincolnshire (Department of Community Development) within 15 days of receipt of the cash contribution.
 - b. Annual: The school district shall annually account to the Director of Financial Systems of the Village for all expenditures made and interest earned from said cash contributions. The annual accounting shall be made within sixty (60) days of the end of the districts fiscal year. Cash contributions will be withheld until said report is received by the Village.

7-7A-5: COMBINATION LAND DEDICATION AND CASH CONTRIBUTION CRITERIA (SCHOOLS):

In the event an identified school site is:

- Located on more than one development parcel or property, or
- Only a portion of the development property is needed to complete a designated school site

A combination of land dedication and cash contribution for a subdivision or planned unit development may be necessary and shall be in accordance with all regulations of this Title, and the following:

Land Dedication: That area designated for a school site on the development parcel shall be dedicated.

Cash Contribution: The cash contribution shall be based on the difference between the acres of land which will be dedicated for the school site and the total acres required for school site land dedication in the development.

CHAPTER 7

DONATIONS

ARTICLE B. PARK DONATIONS

SECTION:

- 7-7B-1: General Information**
- 7-7B-2: Variables For Calculation**
- 7-7B-3: Land Dedication Criteria**
- 7-7B-4: Cash Contribution Criteria**
- 7-7B-5: Combination Land Dedication and Cash Contribution Criteria**

7-7B-1: GENERAL INFORMATION:

The ultimate population to be generated by a subdivision or planned unit development shall bear directly upon the amount of land dedication, cash contribution, or combination of both required for the park donation.

The Village of Lincolnshire Park Board and Plan Commission shall make a recommendation to the Corporate Authorities based on the criteria set forth in this Chapter as to the preferred park donation. Said recommendation shall be made after full consideration of all adopted plans have been reviewed in the context of accepted site planning, zoning, environmental, maintenance and other issues of concern which will effect the Village in the future.

7-7B-2: VARIABLES FOR CALCULATION:

The land dedication, cash contribution, or combination of both for the park donation shall be calculated utilizing the following variables:

- A. **POPULATION RATIO:** The ultimate density of a proposed development shall bear directly upon the amount of land required for dedication. The total requirement shall be ten (10) acres of land per one thousand (1,000) of ultimate population.(Ord. Amd. 08-3012-40, eff 12/10/07)
- B. **ULTIMATE POPULATION OF PROPOSED DEVELOPMENT:** The ultimate

population will be determined by multiplying the number of residential units times the mean number of persons per occupied housing unit average in the Village as determined by the latest United States Census Bureau or Special Census statistics on file in the Department of Community Development.

$$\# \text{ Dwelling Units} \times \text{Mean \# of Persons per Occupied Housing Unit} = \text{Ultimate Population of Proposed Development}$$

- C. FAIR MARKET VALUE OF LAND: The present fair market value of improved land in and surrounding the Village for one (1) acre of land based on an appraisal completed by an M.A.I. appraiser shall be maintained on file in the Department of Community Development and as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code. Said figure shall be used in making any calculation herein.

7-7B-3: LAND DEDICATION CRITERIA (PARKS):

- A. FORMULA: The required park land dedication shall be determined in accordance with the formula below based on the population ratio and ultimate proposed population of the proposed development. The product shall be the acres of land deemed needed to have sufficient land for park sites to serve the estimated increase of residents from the new development.

$$\frac{\text{Ultimate Population of Proposed Development}}{1,000 \text{ Ultimate Population}} \times 10 \text{ acres} = \# \text{ Acres of Park Land to be dedicated}$$

B. LAND CONDITIONS:

1. Topography: The slope, topography and geology of the dedicated site as well as its surroundings must be suitable for its intended purposes.
 - a. Grading: The park site shall be rough graded in accordance with the present Village requirements for final grading and in accordance with grading plans approved by the Village Engineer.
 - b. Drainage: Positive drainage must be insured as indicated on a master drainage plan. The storage of overburden on a park site is prohibited though temporary storage may be granted in some cases provide the terms of such temporary storage have been determined by the Village Engineer.

2. Improved Sites:

Utilities: At the time of installation of public improvements in the subdivision or planned unit development, the subdivider or developer shall install all required public utilities throughout the park site in accordance with the Village approved engineering plans. This work shall be completed prior to acceptance by the Village of the public utilities in the subdivision or planned unit development which includes said park site.

3. Reservation of Additional Land: Where the Comprehensive Plan or the standards of the Village call for a larger amount of park site in a particular subdivision or planned unit development than the developer is required to dedicate, the land needed beyond the developer's contribution shall be reserved for subsequent purchase by the Village, provided that such acquisition is made within one year from the date of approval of the final plat.
4. Combining with Adjoining Developments: Where the subdivision or planned unit development is less than forty (40) acres, a park which is to be dedicated should, where possible, be combined with dedications from adjoining developments in order to produce usable park site without hardship on a particular developer.

C. CRITERIA FOR LOCATION AND DESIGN STANDARDS: The following plans shall be adhered to in determining the location(s) of park sites:

The Village of Lincolnshire Comprehensive Plan
The Village of Lincolnshire Parks and Open Space Master Plan
Lake County Open Space Plan
Northeastern Illinois Open Space Plan
Lake County Framework Plan
Des Plaines River Trail Master Plan

Additional guidelines which shall be considered in locating park sites include, but are not limited to, the size of the subdivision, proximity of the site to other parks, schools and Municipal services, topography of the site, shape of the site, accessibility of the site, safety and other environmental and use conditions.

The extent to which the design standards are adhered to will be the basis by which the amount of park site credit will be determined. A reduced amount of park site credit will be granted by the Corporate Authorities should a proposed park site be deficient in one or more of the following park site design standards.

1. Size: The size of a park shall be appropriate to the leisure and

recreational needs of the service population as defined by the Village of Lincolnshire Comprehensive Plan and Parks and Open Space Master Plan and shall be consistent with the required donations as set forth in this Chapter.

2. Shape: Park sites should be rectangular or nearly rectangular in shape. An irregular limit of a park may be allowed if defined by a river, lake, pond, rock outcropping, forest, meadow, wetland or other natural feature.
3. Location: Whenever possible park sites shall be located at the geographic center of the service areas. In areas where park sites and/or school sites already exist or have been previously planned, the proposed park donation shall, if possible be located adjacent to or provide appropriate linkage with the existing sites.
4. Access: Access to the park site shall be provided for convenience of pedestrian and vehicular ingress and egress, as well as for visual identity. The minimum required frontage of the park shall be equal to or greater than the longest edge of the park. Any accessway shall be improved with a hard surface walkway eight feet (8') in width constructed to Village specifications. The number of accesses shall vary with the location and type of park site and its relationship to surrounding land uses.
5. Linkage: The linkage of proposed parks with existing parks or with other desirable land uses such as schools, libraries, convenience commercial areas, cultural or institutional centers shall be encouraged. The method of linkage shall include but not be limited to, bike paths and walkways. Land used for linkage purposes shall be included in the calculations of total donation.
6. Grading: Any proposed grading of the park site shall not differ greatly from surrounding land uses. Grades less than two percent (2%) or more than seven percent (7%) will not be acceptable. Exceptions to this may be granted if the developer can show an acceptable secondary use for the grading. Examples are earth berming for visual buffer or aesthetic interest, a sled hill or toboggan run, backstop for special activities and the like. Drainage on the proposed park site shall be such that the site can be used for its intended purpose.
7. Vegetation: The donation of park land shall be planned and designed to minimize impact on vegetation of ecological or aesthetic value. Existing vegetation of value shall be identified by the Village Forester and protected from damage during the construction process.

Any areas disturbed as a result of construction activity shall be restored to its original condition or in accordance with the Open Space Landscape Standards as determined by the Village. The subdivider or developer shall be responsible for removing invasive and dangerous plant species as required by the Village. The Village shall be given the right to remove/salvage from an area proposed for clearing any desirable plant materials for which the developer has no intended use. The Village will notify the developer of the plant material desired for removal prior to any work commencing on the site and shall remove the plant material within thirty (30) days following the final plan approval.

8. Erosion Control: The developer will be responsible for controlling erosion on the park site until the park site is dedicated to the Village.
9. Water Retention/Detention: Land that is designated for water retention/detention purposes within the area of the proposed development shall not be considered appropriate as a park donation site. However, if suitable recreational uses are shown for land otherwise designated for retention/detention purposes and have been recommended for approval by the Park Board and the Village Engineer as acceptable, then credit may be extended as a park donation site, subject to final approval by the Board of Trustees.
10. Debris: Any accumulated debris on the park site to be dedicated shall be removed by the developer, at developer's expense, prior to acceptance of the land by the Village.

D. SUBDIVIDER OR DEVELOPER RESPONSIBILITY: The subdivider or developer shall be responsible for providing the following information to the Village prior to consideration of final approval of a plat or plan.

1. Dedication of land on the Plat of Subdivision or Plat of Dedication.
2. Title or Warranty Deed transferring the land from the subdivider or developer to the applicable taxing district. Titles shall be shown to be free of all liens, encumbrances, easements, covenants and restrictions or other matters as may impair the ability of the appropriate governmental unit to use the property for its intended purpose as determined by the Corporate Authorities. A commitment for title insurance issued by a company authorized to do business in Illinois may be required as evidence of clear title.
3. Legal description in an 8-1/2" x 11" format.

7-7B-4: CASH CONTRIBUTION CRITERIA (PARKS):

The Village shall require the subdivider or developer to pay a cash contribution as provided herein in lieu of the land dedication requirement when:

- The subdivision or development is small and the resulting land dedication for park purposes would not meet the criteria set forth in this Chapter, or
- The available land is of a nature and/or location inappropriate for a park site as determined by reference to adopted plans of the Village and based on such factors as topography, shape of site, accessibility, proximity to other parks, schools and Municipal services, safety and other environmental and use factors.

The cash contributions in lieu of land shall be based on the fair market value of the acres of land in the area improved as specified herein that otherwise would have been dedicated as a park site.

A. **METHOD OF CALCULATION:** The cash contribution in lieu of park land dedication shall be determined by multiplying the required number of acres of park land to be dedicated times the fair market value of one acre of improved land as determined by an M.A.I. appraiser.

B. **SUBDIVIDER OR DEVELOPER RESPONSIBILITY:** In those cases where a cash contribution is required to be paid to the Village an Agreement and Notice as specified in this Title shall be placed on all final plats of subdivision.

The cash contribution and all development review fees shall be paid to the Village prior to the recording of the final plat of subdivision or plan at the office of the Lake County Recorder of Deeds and before any development occurs on the subject property. Cash contributions shall be deemed made upon deposit with the Village of cash, a certified or cashier's check, or security approved by the Corporate Authorities.

C. **VILLAGE RESPONSIBILITY:**

1. **Conditions of Acceptance:**

- a. The Village of Lincolnshire agrees that the contribution shall be solely for the purposes set forth in Title 7: Subdivisions and Land Development, of the Lincolnshire Village Code. Specifically, the Village agrees that the contribution shall be for the use in the acquisition of land to serve the immediate or future

needs of residents from that subdivision or development; for the capital improvement of any existing park facility which already services such needs; or for the construction of any buildings or additions thereto necessary to serve such needs.

In the event the Village refuses to accept the cash contribution upon said condition, the cash contribution shall be immediately returned to the subdivider/developer.

- b. The cash contribution shall be held by the Village in a special trust fund. Any interest which accrues on said special trust fund shall also be used solely for the purposes set forth in this Chapter.
- c. The Village agrees that if any portion of a cash contribution is not expended for the purposes set forth herein within ten (10) years from the date of receipt it shall be refunded to the developer who made such contribution. The developer shall file a written request with the Village within one year after expiration of the ten (10) year period specifying the portion not so expended.

7-7B-5: COMBINATION LAND DEDICATION AND CASH CONTRIBUTION CRITERIA (PARKS):

In the event an identified park site is:

- Located on more than one development parcel or property, or
- Only a portion of the development property is needed to complete a designated park, or
- The proposed park site donation is deficient in one or more of the park site design standards resulting in a reduction in the amount of park site credit granted (as determined by the Corporate Authorities)

A combination of land dedication and cash contribution for a subdivision or planned unit development may be necessary and shall be in accordance with all regulations of this Title, and the following:

Land Dedication: That area designated for a park site on the development parcel shall be dedicated.

Cash Contribution: The cash contribution shall be based on the

difference between the acres of land which will be dedicated for the park site and the total acres required for park land dedication in the development.

CHAPTER 7

DONATIONS

ARTICLE C. LIBRARY DONATIONS

SECTION:

- 7-7C-1: General Information**
- 7-7C-2: Variables For Calculation**
- 7-7C-3: Cash Contribution Criteria**

7-7C-1: GENERAL INFORMATION:

The Corporate Authorities have found that the public interest, convenience, health, welfare and safety requires the continued support of and financial assistance to the Vernon Area Public Library. The ultimate number of families to be generated by a subdivision or planned unit development shall therefore, bear directly on the amount of the library donation.

7-7C-2: VARIABLES FOR CALCULATION:

The Vernon Area Public Library shall provide the Village of Lincolnshire (Department of Community Development) with a basic level of contribution established by projected capital expenditures directly resulting from new residential construction in the Village, including but not limited to, facility construction, expansion and upgrades; bookmobiles; and additional volumes and equipment added to the collection per year.

7-7C-3: CASH CONTRIBUTION CRITERIA (LIBRARY):

The Village shall require the subdivider or developer to make a cash contribution for library purposes as provided herein.

- A. **METHOD OF CALCULATION:** The amount of the contribution for each dwelling unit shall be equal to the basic contribution established by the Vernon Area Public Library District and approved by the Corporate Authorities for the

first bedroom, plus 1/2 the basic contribution for each additional bedroom. The basic contribution approved by the Corporate Authorities shall be maintained on file in the Department of Community Development and as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code.

- B. SUBDIVIDER OR DEVELOPER RESPONSIBILITY: In those cases where a cash contribution is required to be paid to the Village an Agreement and Notice as specified in this Title shall be placed on all final plats of subdivision.

The cash contribution and all development review fees shall be paid to the Village prior to the recording of the final plat of subdivision or plan at the office of the Lake County Recorder of Deeds and before any development occurs on the subject property. Cash contributions shall be deemed made upon deposit with the Village of cash, a certified or cashier's check, or security approved by the Corporate Authorities.

- C. LIBRARY DISTRICT RESPONSIBILITY:

1. Conditions of Acceptance:

- a. The library district agrees that the contribution shall be solely for the purposes set forth in Title 7: Subdivisions and Land Development, of the Lincolnshire Village Code. Specifically, the library district agrees that the contribution shall be for the use in the acquisition of land to serve the immediate or future needs of residents from that subdivision or development; for the capital improvement of any existing library facility which already services such needs; for the acquisition of additional volumes and equipment; or for the construction of any buildings or additions thereto necessary to serve such needs.

In the event the library district refuses to accept the cash contribution upon said condition, the cash contribution shall be immediately returned to the subdivider/developer.

- b. The cash contribution shall be held by the library district in a special trust fund. Any interest which accrues on said special trust fund shall also be used solely for the purposes set forth in this Chapter.
- c. The library district agrees that if any portion of a cash contribution is not expended for the purposes set forth herein within ten (10) years from the date of receipt it shall be refunded to the developer who made such contribution. The developer

shall file a written request with the Village within one year after expiration of the ten (10) year period specifying the portion not so expended.

2. Obligations after Acceptance:
 - a. Immediate: Written acceptance from the library district shall be submitted to the Village of Lincolnshire (Department of Community Development) within 15 days of receipt of the cash contribution.
 - b. Annual: The Library District shall annually account to the Director of Financial Systems of the Village for all expenditures made and interest earned from said cash contributions. The annual accounting shall be made within sixty (60) days of the end of the districts fiscal year. Cash contributions will be withheld until said report is received by the Village. (Amend. Ord. 94-1366-50)



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole – June 8, 2020
Subject:	Electric Vehicle Charging Stations Text Amendment
Action Requested (Address – Petitioner):	Preliminary Evaluation of a Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to Permit and Regulate Electric Vehicle Charging Stations as an Accessory Use to Parking Facilities in All Zoning Districts (Electrify America, LLC)
Prepared By:	Tonya Zozulya - Planning & Development Manager
Staff Recommendation:	Referral to the Zoning Board for a Public Hearing
Meeting History:	N/A
Tentative Meeting Schedule:	Zoning Board – TBD Committee of the Whole – TBD Regular Village Board - TBD
Reports/Documents Attached:	<ol style="list-style-type: none"> 1) Petitioner’s presentation packet, submitted by Electrify America, LLC, dated June 3, 2020 2) Draft text amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code 3) Lincolnshire Walgreens Pharmacy and Adlai E. Stevenson High School Level 2 electric vehicle charging stations photos 4) Community survey results

Request Summary

Electrify America, LLC (the petitioner) seeks a text amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code (“Village code”) to permit and regulate electric vehicle (“EV”) charging stations in the Village as an accessory use to parking facilities in all zoning districts. A text amendment is required to allow the petitioner, who specializes in fast-charging EV equipment installation, to install a Level 3 charging station in the Bank of America parking lot at 195 Milwaukee Avenue. The amendment will also regulate other EV stations in the Village.

Project Description

As described in the petitioner’s cover letter and shown in the presentation packet (see attached Document 1), there are three levels of EV chargers currently available on the market. Level 1 stations (also referred to as regular residential outlets) require a 120 volt, alternating current plug provided with the car and no charging equipment. They are typically located inside a garage and take 12-15 hours to charge a fully depleted battery. They are compatible with all electric vehicles. Level 2 stations are faster than Level 1, with a 240 volt, alternating current plug, taking 4-6 hours to charge a fully depleted battery. They are typically installed in residential developments, schools, as well as commercial and office developments. They are compatible with all electric vehicles. Level 3 stations are the fastest, requiring a 480 volt, direct current plug with additional equipment consisting of chargers, switchgear, power cabinets, and utility meters (see attached Document 1 for photos). Level 3 stations are capable of charging 80% of car battery in 30 minutes, and are typically installed in high-traffic commercial areas. The petitioner indicated their chargers are compatible with all types of electric vehicle models; however, there are other chargers on the market that only serve specific vehicles. The petitioner indicates their chargers are geared toward EV consumer cars and light-duty trucks, but not freight trucks.



The Village code currently does not address EV charging stations. In 2011, staff received a request for a Level 2 station in the Walgreens Pharmacy parking lot at 225 Milwaukee Avenue. After consulting with the Village Board who did not have objections to the proposal, staff issued a building permit for an EV station along the east property line in a location that is not physically or visually obtrusive. In recently speaking with the Walgreens store manager, staff learned Walgreens does not have any data regarding the current usage of this station and has not observed any charging activity. Representatives from Adlai E. Stevenson High School indicated they also have a Level 2 charging station on campus which did not go through the Village approval process (see attached Document 3 for photos). There are currently no Level 3 stations in the Village, and the nearest Level 3 station is available at the Lake Forest Oasis Travel Plaza along I-94. Level 3 stations are most in demand as they allow for the fastest charging speed. The petitioner indicated in their cover letter they recently installed, or are in the process of installing, Level 3 stations in Glenview, Lincolnwood, Woodridge, and other Chicagoland locations with a building permit only. The petitioner also installed Level 3 stations in Schaumburg, but applied for a text amendment prior to issuing a building permit. The petitioner noted their desire to space Level 3 EV stations 15-25 miles apart. Besides Electrify America's current request, the Village previously received an indication from The St. James complex owners regarding their interest in installing a future EV station on the TSJ property.

Surrounding Community Survey

Staff has conducted a Northwest Municipal Conference (NWMC) survey to learn about EV charging station regulations in local communities. Out of 10 responses received, nine communities indicated they allow EV stations (eight with building permit only and one with ARB design review). Some communities indicated chargers and related equipment must meet setback requirements and no commercial advertising is allowed. In addition to the NWMC survey, staff contacted neighboring communities and learned that Lake Forest, Deerfield, Buffalo Grove, and Highland Park allow EV stations with a building permit only (although Deerfield has sometimes required a PUD amendment for large developments). Lake Bluff requires design review and waives permit fees to encourage EV stations in their community. Schaumburg and Niles are the only two communities surveyed that have an EV station code (see attached Document 4).

Proposed Text Amendment

Staff, in consultation with the Village Attorney, reviewed the existing EV station sites in the region as well as regulations in local communities and drafted specific EV station regulations to amend Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code. Staff recommends a text amendment to comprehensively address EV stations, given their overall footprint and aesthetic impacts, as proposed below.

- **Permitted Uses/Zoning Districts:** EV charging stations are proposed to be permitted as an accessory use to parking facilities with a building permit only, without ARB or Village Board review/approval, if they meet all code requirements, for the following uses:
 - All non-residential uses in any zoning district (e.g., shopping centers, recreation facilities, office parks, hotels, churches, schools, library); and
 - All multi-family residential uses with a prior Special Use/PUD designation in any zoning district (e.g., Camberley Club, Lincolnshire Trails, 444 Social).
- **Location:** The location must minimize vehicular and pedestrian conflicts while maintaining site aesthetics.
- **Height:** The maximum height of charging stations and related equipment is proposed at 8' from the established grade (based on the typical height of Level 3 station equipment). Level 2 stations typically require a height of up to 5'.
- **Screening:** Charging station equipment must be screened from adjacent properties and the right-of-way with a screen and adjacent evergreen plantings that are sufficiently tall and dense. Screens must be designed of a material compatible with the principal building. No screens would be required if the site provides sufficient screening through an existing building or another structure



- located in close proximity to the charging station equipment.
- **Signage:** Only signs required to identify the purpose and function of the charging station and corresponding parking space would be allowed. Advertisements will be prohibited.
- **Parking Spaces:** Charging station spaces may be included in the overall calculation of minimum parking spaces required for the primary use (e.g., a bank), provided that charging station spaces do not reduce the dimensions of adjoining spaces or the parking aisle or reduce the number of available spaces below the minimum required by Village code.
- **Accessibility:** A minimum of one accessible charging station with an adjacent accessible parking space will need to be installed per development in compliance with all local, state, and federal accessibility requirements.
- **Pavement Marking:** White or yellow pavement lettering that states "EV Charging Only" as well as markings necessary to delineate spaces will be allowed.
- **Equipment Protection:** All equipment will need to be protected via curbing, bollards, or similar safeguards.

Attached is the proposed draft code incorporating the above regulations (see attached Document 2). If future EV station requests do not meet code requirements, they will need to go through the variance process which involves a preliminary evaluation by the Village Board, a public hearing by the Zoning Board, and final approval by the Village Board.

Approval Process

Text amendments require a public hearing by the Zoning Board and final review/approval by the Village Board per Village code section 6-14-10. If this request is referred to the Zoning Board, a public hearing will be scheduled once the Village resumes in-person meetings.

Staff Recommendation / Next Steps

The petitioner and staff seek the Village Board's direction regarding the proposed text amendment and specific draft regulations, as well as referral to the Zoning Board for a public hearing.



Vince Churchill
 2003 Edmund Halley Drive Suite 200
 Reston, VA 20191
 Wednesday, June 3, 2020

Mayor Elizabeth Brandt & Village Trustees:

Electrify America is a \$2B investment in ZEV infrastructure throughout the US. Our team has successfully completed more than 400 new electric vehicle high-powered charging stations throughout the US over the past three years, including more than ten new stations in the Chicagoland area. What sets our “Level 3” charging stations apart from the “Level 1” and “Level 2” charging stations lies primarily in the ability to provide the EV customer with charging times that are a fraction of what they would experience at any “Level 1” or “Level 2” station. While each of those stations will need upwards of 16 hours to provide a charge, our stations can provide the same charge in less than 30 minutes.

Our latest cycle of EV charging investment includes bringing more than fifteen additional stations to the Chicagoland area, including the Village of Lincolnshire. We aim to place our “Level 3” charging stations in areas where residents are able to take full advantage of the available charging while running errands, enjoying lunch, or simply returning home from work. We have formed a strategic partnership with the Bank of America team nationwide, and the Lincolnshire location was selected as a prime location that can serve a multitude of the increasing number of EV customers.

Below please find a list of our completed Chicagoland EV charging station to-date as well as what steps were needed during each permitting process:

Property	Address	Permitting Process
Target - Woodridge	2333 63rd St Woodridge, Illinois 60517	Electrical permit only
Woodfield Village Green	1410 E Golf Rd Schaumburg, Illinois 60173	Schaumburg code revised to accommodate EV parking without impact to property parking count
Target - Glenview	2241 Willow Rd Glenview, Illinois 60025	Building & Electrical permit
Lincolnwood Town Center	3333 W Touhy Ave Lincolnwood, Illinois 60712	Building & Electrical permit
Target - 1101 W Jackson	1101 W Jackson Blvd Chicago, Illinois 60607	Electrical permit only
Target - 1200 N Larrabee	1200 N Larrabee St Chicago, Illinois 60610	Electrical permit only
Target - Hodgkins	9250 Joliet Rd Hodgkins, Illinois 60525	Electrical permit only
Walmart Villa Park (in construction)	900 SOUTH ROUTE 83 VILLA PARK, Illinois 60181	Electrical permit only
BofA Oak Park (in construction)	6720 W Roosevelt Rd Oak Park, Illinois 60304	Building & Electrical permit
Meijer Bloomingdale (in construction)	130 S GARY AVE Bloomingdale, Illinois 60108	Building & Electrical permit
BofA Lake Zurich (in permitting)	790 W MAIN ST Lake Zurich, Illinois 60047	Building & Electrical permit

Electrify America has been given the opportunity to review the draft code amendment as well as the entire Chapter 11 details and we feel confident the draft regulations, in tandem with existing regulations, will meet industry standards for “Level 3” charging infrastructure as well as our own proposal for the Lincolnshire location. Electrify America is requesting a text amendment to allow electric charging stations in the Village of Lincolnshire with specific regulations due to our interest in moving forward with the Bank of America site.

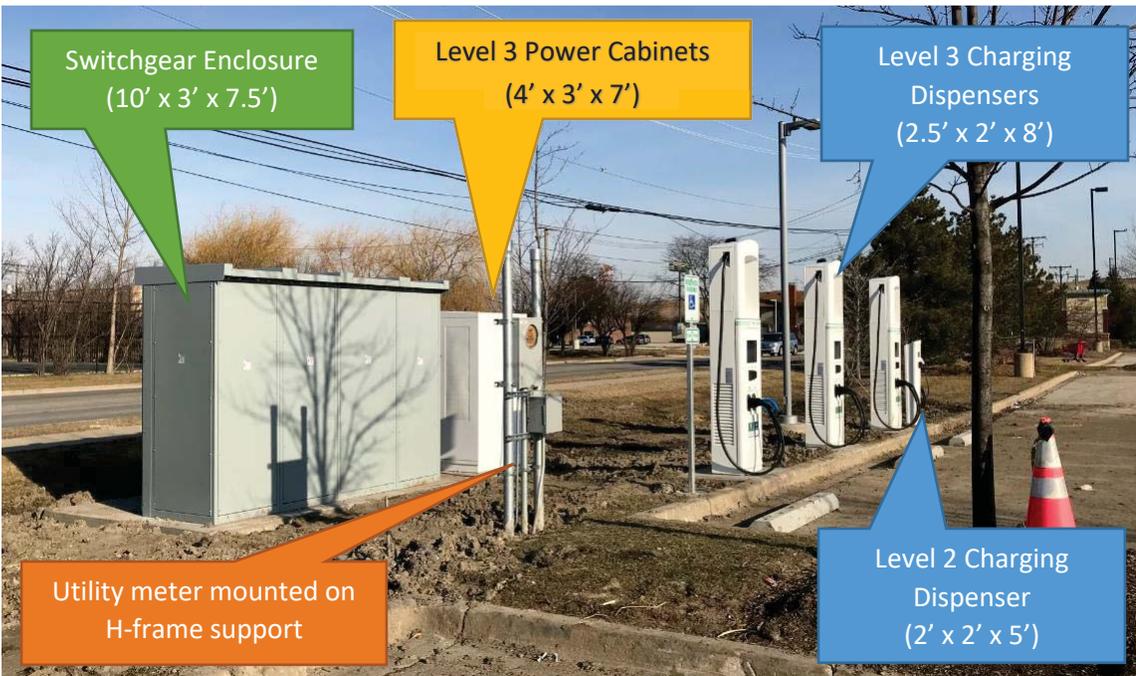
Regards,

DocuSigned by:

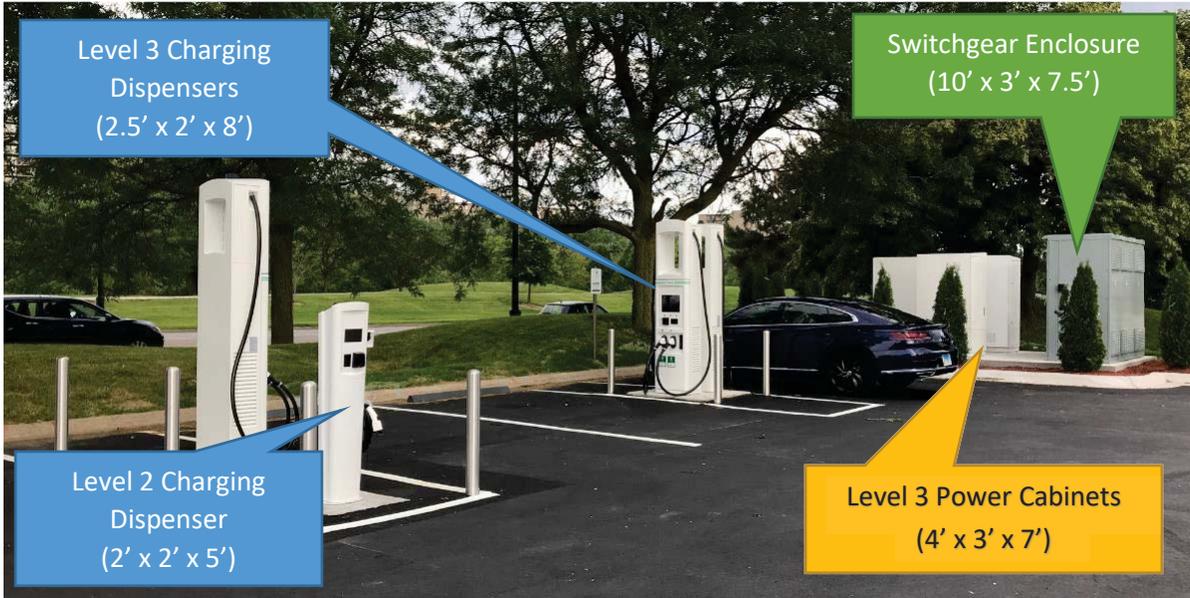
 1EF7F00F31F14F8
 Vince Churchill

Manager, Site Development & Construction Services
 Electrify America, LLC

Site Examples – 2241 Willow Rd Glenview, Illinois 60025



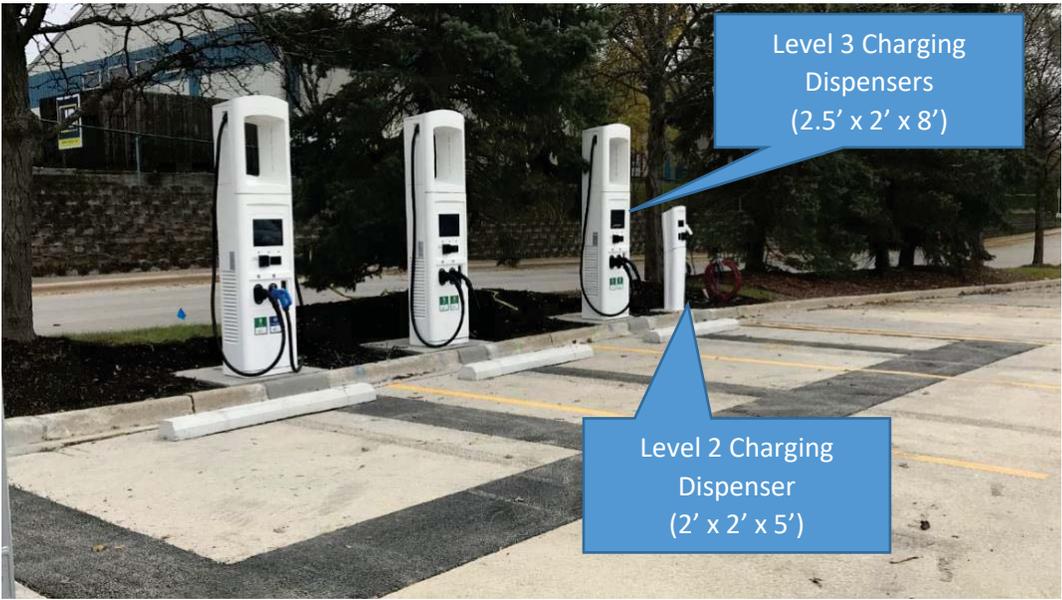
Site Examples – 3333 W Touhy Ave Lincolnwood, Illinois 60712



Site Examples – 1410 E Golf Rd Schaumburg, Illinois 60173



Site Examples – 2333 63rd St Woodridge, Illinois 60517



Example Only



**IL200013 GLENVIEW
INSTALLATION OF ELECTRIC VEHICLE CHARGING EQUIPMENT
TARGET T1167
2241 WILLOW RD
GLENVIEW, IL 60025**



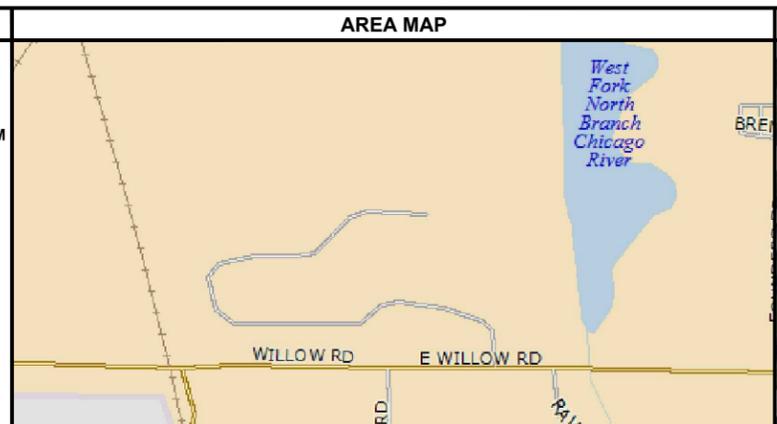
ELECTRIFY AMERICA, LLC.
2003 EDMUND HALLEY DRIVE
SUITE 200
RESTON, VIRGINIA 20191



BLACK & VEATCH

6800 W 115th ST, SUITE 2292
OVERLAND PARK, KS 66211
(913) 458-2000

SITE INFORMATION	
EV SITE ADDRESS: 2241 WILLOW RD GLENVIEW, IL 60025	POWER COMPANY: COMED ROBERT NAVARRETE (847) 816-5384 ROBERT.NAVARRRETE@COMED.COM
PROPERTY OWNER: TARGET CORPORATION	COUNTY: COOK
EQUIPMENT SUPPLIER: ELECTRIFY AMERICA, LLC. 2003 EDMUND HALLEY DRIVE SUITE 200 RESTON, VIRGINIA 20191	LATITUDE (NAD83): 42°06'11.7"N 42.102982°
CONTACT ENGINEER: RUSSELL POLLOM (913) 458-6274 POLLOMRE@BV.COM	LONGITUDE (NAD83): 87°48'52.3"W -87.814571



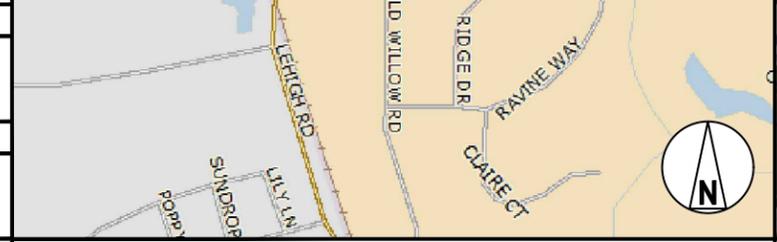
PROJECT DESCRIPTION	
<ul style="list-style-type: none"> INSTALL (1) UTILITY TRANSFORMER INSTALL (1) SWITCHBOARD ASSEMBLY INSTALL (1) 200KW BTC POWER UNIT INSTALL (3) 50KW BTC DISPENSERS INSTALL (1) LEVEL 2 CHARGER 	

APPLICABLE CODES
ALL WORK SHALL COMPLY WITH THE FOLLOWING APPLICABLE CODES: 2009 INTERNATIONAL BUILDING CODE WITH LOCAL AMENDMENTS 1997 ILLINOIS ACCESSIBILITY CODE 2009 INTERNATIONAL FIRE CODE WITH LOCAL AMENDMENTS 2009 INTERNATIONAL MECHANICAL CODE 2008 NATIONAL ELECTRICAL CODE WITH LOCAL AMENDMENTS IN THE EVENT OF CONFLICT, THE MOST RESTRICTIVE CODE SHALL PREVAIL



DRAWING INDEX		
SHEET NO:	SHEET TITLE	REV NO:
T-1	TITLE SHEET & PROJECT DATA	D
GN-1	GENERAL NOTES 1	D
GN-2	GENERAL NOTES 2	D
GN-3	GENERAL NOTES 3	D
C-1	OVERALL SITE PLAN	D
C-2	DEMOLITION SITE PLAN	D
C-3	ENLARGED SITE PLAN	D
C-4	ENLARGED PROPOSED EQUIPMENT LAYOUT	D
C-5	SITE ELEVATION	D
E-1	UTILITY PLAN	D
E-2	ELECTRICAL PLAN	D
E-3	SINGLE LINE DIAGRAM	D
E-4	ELECTRICAL DETAILS	D
E-5	ELECTRICAL DETAILS	D
G-1	GROUNDING DETAILS	D
D-1	EQUIPMENT DETAILS	D
D-2	EQUIPMENT DETAILS	D
LS-1	LANDSCAPING PLAN, DETAILS & PLANT SCHEDULE	D

ZONING INFORMATION
PERMITTING JURISDICTION: CITY OF GLENVIEW ZONING CLASS: B-2



FOR REFERENCE ONLY DRAWINGS
PROPERTY SURVEY STAGING PLAN

CONTRACTOR NOTE
CONTRACTOR SHALL COMPLETE INSTALL PER THE SIGNED AND THE SEALED SET OF DRAWINGS. ANY NECESSARY DEVIATIONS FROM THE DRAWINGS MUST BE SUBMITTED THROUGH AN RFI REQUEST PROCESS WITH ENGINEERING FOR AN APPROVAL PRIOR TO CONTRACTOR PROCEEDING WITH A DEVIATION OF THE SIGNED AND SEALED SET OF DRAWINGS.

CALL BEFORE YOU DIG

UNDERGROUND SERVICE ALERT
UTILITY NOTIFICATION CENTER OF ILLINOIS
811 OR 1-800-892-0123
3 WORKING DAYS UTILITY NOTIFICATION PRIOR TO CONSTRUCTION

DO NOT SCALE DRAWINGS

CONTRACTOR SHALL VERIFY ALL PLANS, EXISTING DIMENSIONS & CONDITIONS ON THE JOB SITE & SHALL IMMEDIATELY NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK.

ENGINEER OF RECORD
DAVID H. KUHN PE # 62-042282 BLACK & VEATCH CORPORATION

PROJECT NO:	197479
DRAWN BY:	PRP
CHECKED BY:	NMB

REV	DATE	DESCRIPTION
D	XX/XX/18	XXXXXXXXXX
C	06/27/18	ISSUED FOR 90% REVIEW
B	06/20/18	REISSUED FOR 30% REVIEW
A	06/04/18	ISSUED FOR 30% REVIEW

**NOT TO BE USED
FOR CONSTRUCTION**

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

**IL200013 GLENVIEW
TARGET T1167
2241 WILLOW RD
GLENVIEW, IL 60025**

SHEET TITLE
**TITLE SHEET &
PROJECT DATA**

SHEET NUMBER
T-1

GENERAL CONSTRUCTION NOTES

- FOR THE PURPOSE OF CONSTRUCTION DRAWINGS, THE FOLLOWING DEFINITIONS SHALL APPLY
GENERAL CONTRACTOR: OVERLAND CONTRACTING INC. (BLACK & VEATCH)
CONTRACTOR: (CONSTRUCTION)
OWNER: ELECTRIFY AMERICA
- ALL SITE WORK SHALL BE COMPLETED AS INDICATED ON THE DRAWINGS.
- THE GENERAL CONTRACTOR SHALL VISIT THE SITE AND SHALL FAMILIARIZE THEMSELVES WITH ALL CONDITIONS AFFECTING THE PROPOSED WORK AND SHALL MAKE PROVISIONS. GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH ALL CONTRACT DOCUMENTS, FIELD CONDITIONS, DIMENSIONS, AND CONFIRMING THAT THE WORK MAY BE ACCOMPLISHED AS SHOWN PRIOR TO PROCEEDING WITH CONSTRUCTION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO THE COMMENCEMENT OF WORK.
- ALL MATERIALS FURNISHED AND INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS, AND ORDINANCES. GENERAL CONTRACTOR SHALL ISSUE ALL APPROPRIATE NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES, RULES, REGULATIONS, AND LAWFUL ORDERS OF ANY PUBLIC AUTHORITY REGARDING THE PERFORMANCE OF WORK.
- ALL WORK CARRIED OUT SHALL COMPLY WITH ALL APPLICABLE MUNICIPAL AND UTILITY COMPANY SPECIFICATIONS AND LOCAL JURISDICTIONAL CODES, ORDINANCES, AND APPLICABLE REGULATIONS.
- UNLESS NOTED OTHERWISE, THE WORK SHALL INCLUDE FURNISHING MATERIALS, EQUIPMENT, APPURTENANCES, AND LABOR NECESSARY TO COMPLETE ALL INSTALLATIONS AS INDICATED ON THE DRAWINGS.
- PLANS ARE NOT TO BE SCALED. THESE PLANS ARE INTENDED TO BE A DIAGRAMMATIC OUTLINE ONLY UNLESS OTHERWISE NOTED. DIMENSIONS SHOWN ARE TO FINISH SURFACES UNLESS OTHERWISE NOTED. SPACING BETWEEN EQUIPMENT IS THE MINIMUM REQUIRED CLEARANCE. THEREFORE, IT IS CRITICAL TO FIELD VERIFY DIMENSIONS, SHOULD THERE BE ANY QUESTIONS REGARDING THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING A CLARIFICATION FROM THE ENGINEER PRIOR TO PROCEEDING WITH THE WORK. DETAILS ARE INTENDED TO SHOW DESIGN INTENT. MODIFICATIONS MAY BE REQUIRED TO SUIT JOB DIMENSIONS OR CONDITIONS AND SUCH MODIFICATIONS SHALL BE INCLUDED AS PART OF WORK AND PREPARED BY THE ENGINEER PRIOR TO PROCEEDING WITH WORK.
- THE CONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS UNLESS SPECIFICALLY STATED OTHERWISE.
- IF THE SPECIFIED EQUIPMENT CANNOT BE INSTALLED AS SHOWN ON THESE DRAWINGS, THE CONTRACTOR SHALL PROPOSE AN ALTERNATIVE INSTALLATION SPACE FOR APPROVAL BY THE ENGINEER PRIOR TO PROCEEDING.
- THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF WORK AREA, ADJACENT AREAS AND BUILDING OCCUPANTS THAT ARE LIKELY TO BE AFFECTED BY THE WORK UNDER THIS CONTRACT. WORK SHALL CONFORM TO ALL OSHA REQUIREMENTS AND THE LOCAL JURISDICTION.
- THE GENERAL CONTRACTOR SHALL COORDINATE WORK AND SCHEDULE WORK ACTIVITIES WITH OTHER DISCIPLINES.
- CONSTRUCTION SHALL BE DONE IN A WORKMANLIKE MANNER BY COMPETENT EXPERIENCED WORKMAN IN ACCORDANCE WITH APPLICABLE CODES AND THE BEST ACCEPTED PRACTICE.
- WORK PREVIOUSLY COMPLETED IS REPRESENTED BY LIGHT SHADED LINES AND NOTES. THE SCOPE OF WORK FOR THIS PROJECT IS REPRESENTED BY DARK SHADED LINES AND NOTES. CONTRACTOR SHALL NOTIFY THE GENERAL CONTRACTOR OF ANY EXISTING CONDITIONS THAT DEVIATE FROM THE DRAWINGS PRIOR TO BEGINNING CONSTRUCTION.
- THE CONTRACTOR SHALL PROVIDE WRITTEN NOTICE TO THE CONSTRUCTION MANAGER 48 HOURS PRIOR TO COMMENCEMENT OF WORK.
- THE CONTRACTOR SHALL PROTECT EXISTING IMPROVEMENTS, PAVEMENTS, CURBS, LANDSCAPING AND STRUCTURES. ANY DAMAGED PART SHALL BE REPAIRED AT CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE OWNER.
- THE CONTRACTOR SHALL CONTACT UTILITY LOCATING SERVICES PRIOR TO THE START OF CONSTRUCTION.
- THE GENERAL CONTRACTOR SHALL COORDINATE AND MAINTAIN ACCESS FOR ALL TRADES AND CONTRACTORS TO THE SITE AND/OR BUILDING.
- THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR SECURITY OF THE SITE FOR THE DURATION OF CONSTRUCTION UNTIL JOB COMPLETION.
- THE GENERAL CONTRACTOR SHALL MAINTAIN IN GOOD CONDITION ONE COMPLETE SET OF PLANS WITH ALL REVISIONS, ADDENDA, AND CHANGE ORDERS ON THE PREMISES AT ALL TIMES.
- THE CONTRACTOR SHALL PROVIDE PORTABLE FIRE EXTINGUISHERS WITH A RATING OF NOT LESS THAN 2-A:10-B:C AND SHALL BE WITHIN 25 FEET OF TRAVEL DISTANCE TO ALL PORTIONS OF WHERE THE WORK IS BEING COMPLETED DURING CONSTRUCTION.
- ALL EXISTING ACTIVE SEWER, WATER, GAS, ELECTRIC, AND OTHER UTILITIES SHALL BE PROTECTED AT ALL TIMES, AND WHERE REQUIRED FOR THE PROPER EXECUTION OF THE WORK, SHALL BE RELOCATED AS DIRECTED BY THE ENGINEER. EXTREME CAUTION SHOULD BE USED BY THE CONTRACTOR WHEN EXCAVATING OR DRILLING PIERS AROUND OR NEAR UTILITIES. THE CONTRACTOR SHALL PROVIDE SAFETY TRAINING FOR THE WORKING CREW. THIS SHALL INCLUDE BUT NOT BE LIMITED TO A) FALL PROTECTION, B) CONFINED SPACE, C) ELECTRICAL SAFETY, AND D) TRENCHING & EXCAVATION.

GENERAL CONSTRUCTION NOTES CONT.

- ALL EXISTING INACTIVE SEWER, WATER, GAS, ELECTRIC, AND OTHER UTILITIES, WHICH INTERFERE WITH THE EXECUTION OF THE WORK, SHALL BE REMOVED, CAPPED, PLUGGED OR OTHERWISE DISCONNECTED AT POINTS WHICH WILL NOT INTERFERE WITH THE EXECUTION OF THE WORK, AS DIRECTED BY THE ENGINEER, AND SUBJECT TO THE APPROVAL OF THE OWNER AND/OR LOCAL UTILITIES.
- THE AREAS OF THE OWNER'S PROPERTY DISTURBED BY THE WORK AND NOT COVERED BY THE EQUIPMENT OR DRIVEWAY, SHALL BE GRADED TO A UNIFORM SLOPE, AND STABILIZED TO PREVENT EROSION.
- CONTRACTOR SHALL MINIMIZE DISTURBANCE TO THE EXISTING SITE DURING CONSTRUCTION. EROSION CONTROL MEASURES, IF REQUIRED DURING CONSTRUCTION, SHALL BE IN CONFORMANCE WITH THE FEDERAL AND LOCAL JURISDICTION FOR EROSION AND SEDIMENT CONTROL.
- NO FILL OR EMBANKMENT MATERIAL SHALL BE PLACED ON FROZEN GROUND. FROZEN MATERIALS, SNOW OR ICE SHALL NOT BE PLACED IN ANY FILL OR EMBANKMENT.
- THE SUBGRADE SHALL BE BROUGHT TO A SMOOTH UNIFORM GRADE AND COMPACTED TO 95 PERCENT STANDARD PROCTOR DENSITY UNDER PAVEMENT AND STRUCTURES AND 80 PERCENT STANDARD PROCTOR DENSITY IN OPEN SPACE. ALL TRENCHES IN PUBLIC RIGHT OF WAY SHALL BE BACKFILLED WITH FLOWABLE FILL OR OTHER MATERIAL PRE-APPROVED BY THE LOCAL JURISDICTION.
- ALL NECESSARY RUBBISH, STUMPS, DEBRIS, STICKS, STONES, AND OTHER REFUSE SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN A LAWFUL MANNER.
- ALL BROCHURES, OPERATING AND MAINTENANCE MANUALS, CATALOGS, SHOP DRAWINGS, AND OTHER DOCUMENTS SHALL BE TURNED OVER TO THE GENERAL CONTRACTOR AT COMPLETION OF CONSTRUCTION AND PRIOR TO PAYMENT.
- THE CONTRACTOR SHALL SUBMIT A COMPLETE SET OF AS-BUILT REDLINES TO THE GENERAL CONTRACTOR UPON COMPLETION OF PROJECT AND PRIOR TO FINAL PAYMENT.
- THE CONTRACTOR SHALL LEAVE PREMISES IN A CLEAN CONDITION.
- THE PROPOSED FACILITY WILL BE UNMANNED AND DOES NOT REQUIRE POTABLE WATER OR SEWER SERVICE, AND IS NOT FOR HUMAN HABITATION (NO HANDICAP ACCESS REQUIRED).
- NO OUTDOOR STORAGE OR SOLID WASTE CONTAINERS ARE PROPOSED.
- CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS AND INSPECTIONS REQUIRED FOR CONSTRUCTION. IF CONTRACTOR CANNOT OBTAIN A PERMIT, THEY MUST NOTIFY THE GENERAL CONTRACTOR IMMEDIATELY.
- THE CONTRACTOR SHALL REMOVE ALL TRASH AND DEBRIS FROM THE SITE ON A DAILY BASIS.
- INFORMATION SHOWN ON THESE DRAWINGS WAS OBTAINED FROM SITE VISITS AND/OR DRAWINGS PROVIDED BY THE SITE OWNER. CONTRACTORS SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES PRIOR TO ORDERING MATERIAL OR PROCEEDING WITH CONSTRUCTION.

ELECTRICAL NOTES

- THE ELECTRICAL CONTRACTOR SHALL SUPPLY AND INSTALL ANY/ALL ELECTRICAL WORK INDICATED. ANY/ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH DRAWINGS AND ANY/ALL APPLICABLE SPECIFICATIONS. IF ANY PROBLEMS ARE ENCOUNTERED BY COMPLYING WITH THESE REQUIREMENTS, CONTRACTOR SHALL NOTIFY 'CONSTRUCTION MANAGER' AS SOON AS POSSIBLE, AFTER THE DISCOVERY OF THE PROBLEMS, AND SHALL NOT PROCEED WITH THAT PORTION OF WORK, UNTIL THE 'CONSTRUCTION MANAGER' HAS DIRECTED THE CORRECTIVE ACTIONS TO BE TAKEN.
- THE ELECTRICAL CONTRACTOR SHALL VISIT THE JOB SITE AND FAMILIARIZE THEMSELVES WITH ANY/ALL CONDITIONS AFFECTING ELECTRICAL AND COMMUNICATION INSTALLATION AND MAKE PROVISIONS AS TO THE COST THEREOF. THE CONDITION OF EXISTING ELECTRICAL EQUIP., LIGHT FIXTURES, ETC., THAT ARE PART OF THE FINAL SYSTEM, SHALL BE VERIFIED BY THE CONTRACTOR, PRIOR TO THE SUBMITTAL OF HIS BID. FAILURE TO COMPLY WITH THIS PARAGRAPH WILL IN NO WAY RELIEVE CONTRACTOR OF PERFORMING ALL WORK NECESSARY FOR A COMPLETE AND WORKING SYSTEM.
- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST EDITION OF THE NEC AND ALL CODES AND LOCAL ORDINANCES OF THE LOCAL POWER COMPANIES HAVING JURISDICTION AND SHALL INCLUDE BUT NOT BE LIMITED TO:
A. UL - UNDERWRITERS LABORATORIES
B. NEC - NATIONAL ELECTRICAL CODE
C. NEMA - NATIONAL ELECTRICAL MANUFACTURERS ASSOC.
D. OSHA - OCCUPATIONAL SAFETY AND HEALTH ACT
E. SBC - STANDARD BUILDING CODE
F. NFPA - NATIONAL FIRE PROTECTION ASSOCIATION
- DO NOT SCALE ELECTRICAL DRAWINGS, REFER TO SITE PLANS AND ELEVATIONS FOR EXACT LOCATIONS OF ALL EQUIPMENT, BUT CONFIRM WITH 'CONSTRUCTION MANAGER' ANY SIZES AND LOCATIONS WHEN NEEDED.
- EXISTING SERVICES: THE CONTRACTOR SHALL NOT INTERRUPT EXISTING SERVICES WITHOUT WRITTEN PERMISSION OF THE OWNER.
- THE CONTRACTOR SHALL PAY FOR ANY/ALL PERMITS, FEES, INSPECTIONS AND TESTING. THE CONTRACTOR IS TO OBTAIN PERMITS AND APPROVED SUBMITTALS PRIOR TO THE WORK BEGINNING OR ORDERING THE EQUIPMENT.
- THE TERM "PROVIDE" USED IN CONSTRUCTION DOCUMENTS AND SPECIFICATIONS, INDICATES THAT THE CONTRACTOR SHALL FURNISH AND INSTALL.

ELECTRICAL NOTES CONT.

- THE CONTRACTOR SHALL CONFIRM WITH LOCAL UTILITY COMPANY ANY/ALL REQUIREMENTS SUCH AS THE: LUG SIZE RESTRICTIONS, CONDUIT ENTRY, SIZE OF TRANSFORMERS, SCHEDULED DOWNTIME FOR THE OWNERS' CONFIRMATION, ETC. ANY/ALL CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF THE CONSTRUCTION MANAGER, PRIOR TO BEGINNING ANY WORK.
- CONDUCTORS: CONTRACTOR SHALL USE 98% CONDUCTIVITY COPPER OR ALUMINUM WITH TYPE (THWN-2) INSULATION, 600 VOLT, COLOR CODED UNLESS SPECIFIED DIFFERENTLY ON DRAWINGS.
- ALL (THWN-2) WIRING INSTALLATIONS TO FOLLOW MANUFACTURER'S INSTRUCTIONS AND RECOMMENDATIONS.
- OUTLET BOXES SHALL BE PRESSED STEEL IN DRY LOCATIONS, CAST ALLOY WITH THREADED HUBS IN WET/DAMP LOCATIONS AND SPECIAL ENCLOSURES FOR OTHER CLASSIFIED AREAS.
- IT IS NOT THE INTENT OF THESE PLANS TO SHOW EVERY MINOR DETAIL OF THE CONSTRUCTION. CONTRACTOR IS EXPECTED TO FURNISH AND INSTALL ALL ITEMS FOR A COMPLETE ELECTRICAL SYSTEM AND PROVIDE ALL REQUIREMENTS FOR THE EQUIPMENT TO BE PLACED IN PROPER WORKING ORDER. CONTRACTOR IS TO PROVIDE ALL ELECTRICAL EQUIPMENT UNLESS OTHERWISE DIRECTED.
- ALL WORK SHALL BE PERFORMED BY A LICENSED ELECTRICAL CONTRACTOR IN A FIRST CLASS, WORKMANLIKE MANNER. THE COMPLETED SYSTEM SHALL BE FULLY OPERATIONAL AND SUBJECT TO REGULATORY INSPECTION AND APPROVAL BY CONSTRUCTION MANAGER.
- ALL WORK SHALL BE COORDINATED WITH OTHER TRADES TO AVOID INTERFERENCE WITH THE PROGRESS OF CONSTRUCTION.
- CONTRACTOR SHALL GUARANTEE ANY/ALL MATERIALS AND WORK FREE FROM DEFECTS FOR A PERIOD OF NOT LESS THAN ONE YEAR FROM DATE OF ACCEPTANCE.
- THE CORRECTION OF ANY DEFECTS SHALL BE COMPLETED WITHOUT ANY ADDITIONAL CHARGE AND SHALL INCLUDE THE REPLACEMENT OR THE REPAIR OF ANY OTHER PHASE OF THE INSTALLATION, WHICH MAY HAVE BEEN DAMAGED THEREIN.
- ADEQUATE AND REQUIRED LIABILITY INSURANCE SHALL BE PROVIDED FOR PROTECTION AGAINST PUBLIC LOSS AND ANY/ALL PROPERTY DAMAGE FOR THE DURATION OF WORK.
- PROVIDE AND INSTALL CONDUIT, CONDUCTORS, PULL WIRES, BOXES, COVER PLATES AND DEVICES FOR ALL OUTLETS AS INDICATED.
- TRENCHING AND BACKFILL: THE CONTRACTOR SHALL PROVIDE FOR ALL UNDERGROUND INSTALLED CONDUIT AND/OR CABLES INCLUDING EXCAVATION AND BACKFILLING AND COMPACTION. REFER TO GENERAL SITE WORK NOTES.
- MATERIALS, PRODUCTS AND EQUIPMENT, INCLUDING ALL COMPONENTS THEREOF, SHALL BE NEW AND SHALL APPEAR ON THE LIST OF U.L. APPROVED ITEMS AND SHALL MEET OR EXCEED THE REQUIREMENTS OF THE NEC, NEMA AND IEEE.
- CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR MANUFACTURERS CATALOG INFORMATION OF ANY/ALL LIGHTING FIXTURES, SWITCHES AND ALL OTHER ELECTRICAL ITEMS FOR APPROVAL BY THE CONSTRUCTION MANAGER PRIOR TO INSTALLATION.
- ANY CUTTING OR PATCHING DEEMED NECESSARY FOR ELECTRICAL WORK IS THE ELECTRICAL CONTRACTORS RESPONSIBILITY AND SHALL BE INCLUDED IN THE COST FOR WORK AND PERFORMED TO THE SATISFACTION OF THE 'CONSTRUCTION MANAGER' UPON FINAL ACCEPTANCE.
- THE ELECTRICAL CONTRACTOR SHALL LABEL ALL PANELS WITH ONLY TYPEWRITTEN DIRECTORIES.
- DISCONNECT SWITCHES SHALL BE H.P. RATED HEAVY-DUTY, QUICK-MAKE AND QUICK-BREAK ENCLOSURES, AS REQUIRED BY EXPOSURE TYPE.
- ALL CONNECTIONS EXCEPT THE EV CHARGE CABLE TERMINATION IN THE CHARGE POST SHALL BE MADE WITH A PROTECTIVE COATING OF AN ANTI-OXIDE COMPOUND SUCH AS "NOALOX" BY IDEAL INDUSTRIAL INC., COAT ALL WIRE SURFACES BEFORE CONNECTING. EXPOSED ALUMINUM & COPPER SURFACES, INCLUDING GROUND BARS, SHALL BE TREATED - NO SUBSTITUTIONS.
- ALL EXTERIOR AND INTERIOR ABOVE GROUND CONDUIT SHALL BE RIGID UNLESS SPECIFIED OTHERWISE. ALL BURIED CONDUITS SHALL BE SCH 40 PVC UNLESS SPECIFIED OTHERWISE.
- RACEWAYS: CONDUIT SHALL BE SCHEDULE 40 PVC, MEETING OR EXCEEDING NEMA TC2 - 1990. THE CONTRACTOR SHALL PLUG AND CAP EACH END OF SPARE AND EMPTY CONDUITS AND PROVIDE TWO SEPARATE PULL STRINGS - 200 LBS TEST POLYETHYLENE CORD. ALL CONDUIT BENDS SHALL BE A MINIMUM OF 3 FT. RADIUS. RGS CONDUITS WHEN SPECIFIED, SHALL MEET UL-6 FOR GALVANIZED STEEL. ALL FITTINGS SHALL BE SUITABLE FOR USE WITH THREADED RIGID CONDUIT. COAT ALL THREADS WITH 'BRITZ ZINC' OR 'GOLD GALV'.
- SUPPORT OF ALL ELECTRICAL WORK SHALL BE AS REQUIRED BY NEC.
- CONNECTORS FOR POWER CONDUCTORS: CONTRACTOR SHALL USE PRESSURE TYPE INSULATED TWIST-ON CONNECTORS FOR NO. 10 AWG AND SMALLER. USE SOLDERLESS MECHANICAL TERMINAL LUGS FOR NO. 8 AWG AND LARGER.
- THE CONTRACTOR SHALL PLACE TWO LENGTHS OF WARNING TAPE AT A DEPTH OF 12" BELOW GROUND AND DIRECTLY ABOVE ELECTRICAL SERVICE CONDUITS. CAUTION TAPE TO READ "CAUTION BURIED ELECTRIC".
- WHEN DIRECTIONAL BORING IS REQUIRED, CONTRACTOR SHALL INSTALL A LOOSE TONING WIRE WITHIN INSTALLED CONDUIT TO ALLOW FOR IDENTIFICATION OF UNDERGROUND CONDUITS.
- ALL BOLTS SHALL BE STAINLESS STEEL.
- ALL MATERIALS AND EQUIPMENT SUPPLIED AND INSTALLED BY THE CONTRACTOR SHOULD BE NEW AND UNUSED.



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SHEET TITLE
GENERAL NOTES 1

SHEET NUMBER
GN-1

CONCRETE SIDEWALK CONSTRUCTION REQUIREMENTS

1. PLACING AND FINISHING CONCRETE

THE CONTRACTOR SHALL PROVIDE ADEQUATE TOOLS AND EQUIPMENT TO PRODUCE QUALITY WORKMANSHIP IN PLACING AND FINISHING CONCRETE. THE SIDEWALK AND RAMPS SHALL BE FINISHED TO THE TOP OF THE FORMS AND THE SURFACE FINISHED WITH A WOOD OR STEEL FLOAT AND SURFACE TEXTURE SHALL BE A COURSE BROOM FINISH TRANSVERSE TO THE SLOPE OF THE SIDEWALK OR RAMP. NO "PLASTERING" OF THE SURFACE SHALL BE PERMITTED.

2. CONTRACTION JOINTS

THE SIDEWALK SURFACE SHALL BE MARKED OFF INTO NOMINAL SQUARES OF DIMENSION TO THE WIDTH OF THE SIDEWALK WITH A MAXIMUM DISTANCE BETWEEN JOINTS OF SEVEN FEET SAWING JOINTS, THE CONTRACTOR SHALL BEGIN AS SOON AS THE CONCRETE HARDENS SUFFICIENTLY TO PREVENT EXCESSIVE RAVELING ALONG THE SAW CUT AND SHALL FINISH BEFORE CONDITIONS INDUCE UNCONTROLLED CRACKS, REGARDLESS OF THE TIME OR WEATHER.

3. EXPANSION JOINTS

EXPANSION JOINTS SHALL BE CONSTRUCTED AT LOCATIONS WHERE THE SIDEWALK ABUTS EXISTING CONCRETE CURBS, DRIVEWAYS, AND SIMILAR STRUCTURES, AND EVERY TWO HUNDRED FIFTY FEET AND AS SHOWN ON APPROVED PLANS. EXPANSION JOINTS SHALL BE FORMED WITH ONE-HALF INCH PREFABRICATED NON-EXTRUDING FILLER AND SHALL EXTEND THE FULL DEPTH OF THE SLAB.

GROUNDING NOTES

1. ALL HARDWARE SHALL BE STAINLESS STEEL 3/8" DIAMETER OR LARGER. ALL HARDWARE 18-8 STAINLESS STEEL INCLUDING LOCK WASHERS, COAT ALL SURFACES WITH AN ANTI-OXIDANT COMPOUND BEFORE MATING.
2. FOR GROUND BOND TO STEEL ONLY: INSERT A CADMIUM FLAT WASHER BETWEEN LUG AND STEEL, COAT ALL SURFACES WITH AN ANTI-OXIDANT COMPOUND BEFORE MATING.
3. ENSURE THE WIRE INSULATION TERMINATION IS WITHIN 1/8" OF THE BARREL (NO SHINERS).
4. ALL BELOW GRADE BONDS TO BE EXOTHERMIC WELDS OR IRREVERSIBLE COMPRESSION TYPE CONNECTIONS LISTED FOR USE IN THE APPLICATION WHICH THEY ARE INSTALLED.

GENERAL SITE WORK NOTES

PART 1 - GENERAL

CLEARING, GRUBBING, STRIPPING, EROSION CONTROL, SURVEY, LAYOUT, SUBGRADE PREPARATION AND FINISH GRADING AS REQUIRED TO COMPLETE THE PROPOSED WORK SHOWN IN THESE PLANS.

1.1 REFERENCES:

- A. DOT (STATE DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION-CURRENT EDITION).
- B. ASTM (AMERICAN SOCIETY FOR TESTING AND MATERIALS).
- C. OSHA (OCCUPATION SAFETY AND HEALTH ADMINISTRATION).

1.2 INSPECTION AND TESTING:

- A. GENERAL CONTRACTOR SHALL PERFORM ALL WORK IN CONFORMANCE WITH THE PLANS AND SPECIFICATIONS. PERFORM INSPECTIONS BEFORE CONCEALING WORK WITH FOLLOW-ON ACTIVITIES (BACKFILL, CONCRETE POUR, ETC).

1.3 SITE MAINTENANCE AND PROTECTION:

- A. PROVIDE ALL NECESSARY JOB SITE MAINTENANCE FROM COMMENCEMENT OF WORK UNTIL COMPLETION OF THE CONTRACT.
- B. AVOID DAMAGE TO THE SITE AND TO EXISTING FACILITIES, STRUCTURES, TREES, AND SHRUBS DESIGNATED TO REMAIN. TAKE PROTECTIVE MEASURES TO PREVENT EXISTING FACILITIES THAT ARE NOT DESIGNATED FOR REMOVAL FROM BEING DAMAGED BY THE WORK.
- C. KEEP SITE FREE OF ALL PONDING WATER.
- D. PROVIDE EROSION CONTROL MEASURES IN ACCORDANCE WITH STATE DOT, LOCAL PERMITTING AGENCY AND EPA REQUIREMENTS.
- E. PROVIDE AND MAINTAIN ALL TEMPORARY FENCING, BARRICADES, WARNING SIGNALS AND SIMILAR DEVICES NECESSARY TO PROTECT AGAINST THEFT FROM PROPERTY DURING THE ENTIRE PERIOD OF CONSTRUCTION. REMOVE ALL SUCH DEVICES UPON COMPLETION OF THE WORK.
- F. EXISTING UTILITIES: DO NOT INTERRUPT EXISTING UTILITIES SERVING FACILITIES OCCUPIED BY THE OWNER OR OTHERS, EXCEPT WHEN PERMITTED IN WRITING BY THE CONSTRUCTION MANAGER AND THEN ONLY AFTER ACCEPTABLE TEMPORARY UTILITY SERVICES HAVE BEEN PROVIDED.
- G. PROVIDE A MINIMUM 48-HOUR NOTICE TO THE CONSTRUCTION MANAGER AND RECEIVE WRITTEN NOTICE TO PROCEED BEFORE INTERRUPTING ANY UTILITY SERVICE.
- H. SOD PLANTED IN THE FALL MUST ESTABLISH ITS ROOTS BEFORE THE FIRST WINTER FROST. DETERMINE WHEN THE FIRST FROST USUALLY OCCURS, AND PLANT THE SOD NO LATER THAN ONE MONTH BEFORE THE FIRST FROST. IF THE CONSTRUCTION IS FINISHED LATER THAN ONE MONTH BEFORE THE FIRST FROST, USE STRAW UNTIL SOD CAN BE INSTALLED.

GENERAL SITE WORK NOTES CONT.

PART 2 - PRODUCTS

2.1 SUITABLE MATERIAL – SUITABLE MATERIAL ARE USED FOR GRADING AND BACKFILL. SUITABLE MATERIALS ARE ON SITE SOILS REMOVED FROM EXCAVATIONS THAT EXCLUDE FROZEN SOIL, ROOTS OR ORGANIC MATERIAL, DEBRIS, TRASH, REFUSE, OR PARTICLES SIZE GREATER THAN 3-INCH. SUITABLE SOILS HAVE MOISTURE CONTENTS THAT ALLOW THEM TO BE COMPACTED TO THE SAME DENSITY AS THE NATIVE SOILS.

2.2 UNSUITABLE MATERIAL – SOILS THAT ARE FROZEN, CONTAIN ROOTS OR ORGANIC MATERIAL, DEBRIS, TRASH, REFUSE, OR PARTICLES SIZES GREATER THAN 3-INCH. SOILS THAT ARE TOO WET OR TOO DRY TO BE COMPACTED TO THE SAME DENSITY AS THE NATIVE SOILS ARE UNSUITABLE. .

2.3 GRANULAR BACKFILL – SHALL MEET THE FOLLOWING GRADATION

SIEVE SIZE	TOTAL PERCENT PASSING
1 1/2 INCH (37.5 MM)	100
NO. 4 (4.75 MM)	30 TO 60
NO 200 (0.075 MM)	3 TO 15

2.4 GRANULAR BEDDING – WELL-GRADED SAND MEETING THE GRADATION REQUIREMENT OF ASTM C 33 FINE AGGREGATE.

2.5 CONTROLLED LOW STRENGTH MATERIAL (CLSM)– A SELF LEVELING AND SELF COMPACTING CEMENTITIOUS MATERIAL COMPOSED OF SAND, COARSE AGGREGATE, CEMENT, FLY ASH, WATER AND ADMIXTURES. CLSM SHALL BE EXCAVATABLE AND SHALL HAVE A DESIGNED UNCONFINED COMPRESSIVE STRENGTH OF BETWEEN 50 TO 100 PSI .

2.6 BACKFILL – PRODUCTS MEETING THE REQUIREMENTS OF SUITABLE MATERIAL, GRANULAR BEDDING, GRANULAR BACKFILL OR CLSM.

2.7 TOPSOIL – SOIL WITH AN ORGANIC CONTENT SUFFICIENT TO ALLOW VEGETATIVE GROWTH.

PART 3 - EXECUTION

3.1 GENERAL:

- A. BEFORE STARTING GENERAL SITE PREPARATION ACTIVITIES, INSTALL EROSION AND SEDIMENT CONTROL MEASURES. THE WORK AREA SHALL BE CONSTRUCTED AND MAINTAINED IN SUCH CONDITION THAT IN THE EVENT OF RAIN THE SITE WILL BE DRAINED AT ALL TIMES.
- B. BEFORE ALL SURVEY, LAYOUT, STAKING, AND MARKING, ESTABLISH AND MAINTAIN ALL LINES, GRADES, ELEVATIONS AND BENCHMARKS NEEDED FOR EXECUTION OF THE WORK. CONDUCT UTILITY LOCATE IN ACCORDANCE WITH THE ONE-CALL NOTIFICATION
- C. CLEAR AND GRUB THE AREA WITHIN THE LIMITS OF THE SITE. REMOVE TREES, BRUSH, STUMPS, RUBBISH AND OTHER DEBRIS AND VEGETATION RESTING ON OR PROTRUDING THROUGH THE SURFACE OF THE SITE AREA TO BE CLEARED.
- D. REMOVE THE FOLLOWING MATERIALS TO A DEPTH OF NO LESS THAN 12 INCHES BELOW THE ORIGINAL GROUND SURFACE: ROOTS, STUMPS, AND OTHER DEBRIS, BRUSH, AND REFUSE EMBEDDED IN OR PROTRUDING THROUGH THE GROUND SURFACE, RAKE, DISK OR PLOW THE AREA TO A DEPTH OF NO LESS THAN 6 INCHES, AND REMOVE TO A DEPTH OF 12 INCHES ALL ROOTS AND OTHER DEBRIS THEREBY EXPOSED.
- E. REMOVE TOPSOIL MATERIAL COMPLETELY FROM THE SURFACE UNTIL THE SOIL NO LONGER MEETS THE DEFINITION OF TOPSOIL. AVOID MIXING TOPSOIL WITH SUBSOIL OR OTHER UNDESIRABLE MATERIALS. SUFFICIENT TOPSOIL MAY BE STOCKPILED ON SITE FOR USE DURING FINAL SITE GRADING.
- F. EXCEPT WHERE EXCAVATION TO GREATER DEPTH IS INDICATED, FILL DEPRESSIONS RESULTING FROM CLEARING, GRUBBING AND DEMOLITION WORK COMPLETELY WITH SUITABLE MATERIAL.
- G. REMOVE FROM THE SITE AND DISPOSE IN AN AUTHORIZED LANDFILL ALL DEBRIS RESULTING FROM CLEARING AND GRUBBING OPERATIONS. BURNING WILL NOT BE PERMITTED.
- H. PRIOR TO EXCAVATING, THOROUGHLY EXAMINE THE AREA TO BE EXCAVATED AND/OR TRENCHED TO VERIFY THE LOCATIONS OF FEATURES INDICATED ON THE DRAWINGS AND TO ASCERTAIN THE EXISTENCE AND LOCATION OF ANY STRUCTURE, UNDERGROUND STRUCTURE, OR OTHER ITEM NOT SHOWN THAT MIGHT INTERFERE WITH THE PROPOSED CONSTRUCTION. NOTIFY THE CONSTRUCTION MANAGER OF ANY OBSTRUCTIONS THAT WILL PREVENT ACCOMPLISHMENT OF THE WORK AS INDICATED ON THE DRAWINGS.
- I. SEPARATE AND STOCK PILE ALL EXCAVATED MATERIALS SUITABLE FOR BACKFILL. ALL EXCESS EXCAVATED AND UNSUITABLE MATERIALS SHALL BE DISPOSED OF OFF-SITE IN A LEGAL MANNER.
- J. DURING EXCAVATION, THE CONTRACTOR SHALL PROVIDE SHORING, SHEETING, AND BRACING AS REQUIRED TO PREVENT CAVING OR SLOUGHING OF EXCAVATION.

GENERAL SITE WORK NOTES CONT.

3.2 BACKFILL:

- A. AS SOON AS PRACTICAL, AFTER COMPLETING CONSTRUCTION OF THE RELATED STRUCTURE, INCLUDING EXPIRATION OF THE SPECIFIED MINIMUM CURING PERIOD FOR CAST-IN-PLACE CONCRETE, BACKFILL THE EXCAVATION WITH APPROVED MATERIAL TO RESTORE THE REQUIRED FINISHED GRADE.
- B. PRIOR TO PLACING BACKFILL AROUND STRUCTURES, ALL FORMS SHALL BE REMOVED AND THE EXCAVATION CLEANED OF ALL TRASH, DEBRIS, AND UNSUITABLE MATERIALS.
- C. DO NOT PLACE FROZEN MATERIAL IN AS BACKFILL.
- D. PLACE BACKFILL MATERIAL OR SELECT GRANULAR BACKFILL MATERIAL WHEN REQUIRED IN UNIFORM HORIZONTAL LAYERS OF NO GREATER THAN 8-INCHES LOOSE THICKNESS AND COMPACT TO THE SAME DENSITY AS NATIVE SOIL. WHERE HAND OPERATED COMPACTORS ARE USED, THE FILL MATERIAL SHALL BE PLACED IN LIFTS NOT TO EXCEED 4 INCHES IN LOOSE DEPTH AND COMPACTED.
- E. WHENEVER TESTING INDICATES THAT THE CONTRACTOR HAS NOT OBTAINED THE SPECIFIED DENSITY, THE SUCCEEDING LAYER SHALL NOT BE PLACED UNTIL THE REQUIREMENTS ARE MET UNLESS OTHERWISE AUTHORIZED BY THE CONSTRUCTION MANAGER. THE CONTRACTOR SHALL TAKE WHATEVER APPROPRIATE ACTION IS NECESSARY, SUCH AS DRYING, ADDING WATER, OR INCREASING THE COMPACTIVE EFFORT TO MEET THE COMPACTION REQUIREMENTS.

3.3 TRENCH EXCAVATION:

- A. UTILITY TRENCHES SHALL BE EXCAVATED TO THE LINES AND GRADES SHOWN ON THE DRAWINGS OR AS DIRECTED BY THE GENERAL CONTRACTOR. PROVIDE SHORING, SHEETING AND BRACING AS REQUIRED TO PREVENT CAVING OR SLOUGHING OF THE TRENCH WALLS.
- B. EXTEND THE TRENCH WIDTH A MINIMUM OF 6 INCHES BEYOND THE OUTSIDE EDGE OF THE OUTERMOST CONDUIT.
- C. WHEN SOFT YIELDING, OR OTHERWISE UNSTABLE SOIL CONDITIONS ARE ENCOUNTERED, EXCAVATE THE REQUIRED TRENCH TO A DEPTH OF NO LESS THAN 12 INCHES BELOW THE REQUIRED ELEVATION, THEN BACKFILL WITH 12" OF GRANULAR BEDDING MATERIAL.

3.4 TRENCH BACKFILL:

- A. PROVIDE GRANULAR BEDDING MATERIAL OR FLOWABLE FILL IN ACCORDANCE WITH THE DRAWINGS AND THE UTILITY REQUIREMENTS.
- B. NOTIFY THE GENERAL CONTRACTOR 24 HOURS IN ADVANCE OF BACKFILLING.
- C. CONDUCT UTILITY CHECK TESTS BEFORE BACKFILLING. BACKFILL AND COMPACT TRENCH BEFORE ACCEPTANCE TESTING.
- D. PLACE GRANULAR TRENCH BACKFILL UNIFORMLY ON BOTH SIDES OF THE CONDUITS IN 6-INCH UNCOMPACTED LIFTS UNTIL 12 INCHES OVER THE CONDUITS. SOLIDLY RAM AND TAMP BACKFILL INTO SPACE AROUND CONDUITS.
- E. PROTECT CONDUIT FROM LATERAL MOVEMENT, IMPACT DAMAGE, OR UNBALANCED LOADING.
- F. ABOVE THE CONDUIT EMBEDMENT ZONE, PLACE AND COMPACT SATISFACTORY BACKFILL MATERIAL IN 8-INCH MAXIMUM LOOSE THICKNESS LIFTS TO RESTORE THE REQUIRED FINISHED SURFACE GRADE.
- G. COMPACT FINAL TRENCH BACKFILL TO A DENSITY EQUAL TO OR GREATER THAN THAT OF THE EXISTING UNDISTURBED MATERIAL IMMEDIATELY ADJACENT TO THE TRENCH

3.5 FINISH GRADING:

- A. PERFORM ALL GRADING TO PROVIDE POSITIVE DRAINAGE AWAY FROM STRUCTURES AND SMOOTH, EVEN SURFACE DRAINAGE OF THE ENTIRE AREA WITHIN THE LIMITS OF CONSTRUCTION. GRADING SHALL BE COMPATIBLE WITH ALL SURROUNDING TOPOGRAPHY AND STRUCTURES.
- B. UTILIZE SATISFACTORY FILL MATERIAL RESULTING FROM THE EXCAVATION WORK IN THE CONSTRUCTION OF FILLS, EMBANKMENTS AND FOR REPLACEMENT OF REMOVED UNSUITABLE MATERIALS.
- C. REPAIR ALL ACCESS ROADS AND SURROUNDING AREAS USED DURING THE COURSE OF THIS WORK TO THEIR ORIGINAL CONDITION.

3.6 ASPHALT PAVING ROAD:

ILLINOIS STANDARD SPECIFICATIONS
SECTION 2800 - ILLINOIS DEPARTMENT OF TRANSPORTATION PAVEMENT

- A. CONTRACTOR RESPONSIBLE FOR RE-STRIPING AND APPLYING SEALCOATING, UNLESS OTHERWISE SPECIFIED.



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SHEET TITLE
GENERAL NOTES 2

SHEET NUMBER
GN-2

STRUCTURAL STEEL NOTES

- STRUCTURAL STEEL SHALL CONFORM TO THE FOLLOWING REQUIREMENTS, UNLESS NOTED OTHERWISE: WIDE FLANGE SHAPE: A992, 50ksi
ANGLE AND CHANNEL SHAPE: ASTM A36, 36 ksi
PLATE: ASTM A36, 36ksi
PIPE: ASTM A53 GRADE B, 35 ksi
HSS: ASTM A500 GRADE B, 46ksi
- HIGH-STRENGTH BOLTS SHALL CONFORM TO ASTM A325: ONE HIGH-STRENGTH BOLT ASSEMBLY SHALL CONSIST OF A HEAVY HEX STRUCTURAL BOLT, A HEAVY NUT, A HARDENED WASHER CONFORMING TO ASTM F436. THE HARDENED WASHER SHALL BE INSTALLED AGAINST ELEMENT TURNED IN TIGHTENING. UNLESS NOTED OTHERWISE ON THE DRAWINGS, ALL CONNECTIONS SHALL BE BEARING TYPE CONNECTIONS.
- WELDING ELECTRODES SHALL COMPLY WITH AWS D1.1 USING A5.1 OR A5.5 E70XX AND SHALL BE COMPATIBLE WITH THE WELDING PROCESS SELECTED. WELDERS SHALL BE QUALIFIED AS PRESCRIBED IN AWS D1.1.
- UNLESS NOTED OTHERWISE ON THE DRAWING, ALL ANCHOR BOLTS SHALL CONFORM TO ASTM F1554, GRADE 36, WITH HEAVY HEXAGONAL NUT.
- FABRICATE ITEMS OF STRUCTURAL STEEL IN ACCORDANCE WITH AISC SPECIFICATION.
- ALL EXPOSED STRUCTURAL STEEL, BOLTS, AND HARDWARE SHALL BE HOT DIP GALVANIZED PER ASTM A123.
- SUBMIT FABRICATION AND ERECTION DRAWINGS SHOWING ALL DETAILS, CONNECTIONS, MATERIAL DESIGNATIONS, AND TOP STEEL ELEVATIONS FOR APPROVAL. THE SHOP DRAWINGS WILL BE REVIEWED FOR GENERAL CONFORMANCE TO THE CONTRACT DRAWINGS. SUCH APPROVAL SHALL NOT RELIEVE THE FABRICATOR/CONTRACTOR OF THE RESPONSIBILITY FOR EITHER THE ACCURACY OF THE DETAILED DIMENSIONS IN THE SHOP AND ERECTION DRAWINGS OR THE GENERAL FIT-UP OF PARTS THAT ARE TO BE ASSEMBLED IN THE FIELD.
- PRIMER SHALL BE RED OXIDE-CHROMATE PRIME COMPLYING WITH STEEL STRUCTURES PAINTING COUNCIL (SSPC) PAINT SPECIFICATION NUMBER 11

CONCRETE MASONRY NOTES

- CONCRETE MASONRY UNITS SHALL BE MEDIUM WEIGHT UNITS CONFORMING TO ASTM C90, GRADE N-1, (F'M=1,500 PSI), MEDIUM WEIGHT. (115 PCF)
- MORTAR SHALL BE TYPE "S" ABOVE GRADE, TYPE "M" BELOW GRADE CONFORMING TO ASTM C270. (MINIMUM 2,000 PSI AT 28 DAYS)
- GROUT SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3,000 PSI AT 28 DAYS CONFORMING TO ASTM C476.
- ALL CELLS CONTAINING REINFORCING STEEL OR EMBEDDED ITEMS, ALL CELLS IN RETAINING WALLS AND WALLS BELOW GRADE SHALL BE SOLID GROUTED.
- ALL HORIZONTAL REINFORCEMENT SHALL BE PLACED IN BOND BEAM OR LINTEL BEAM UNITS.
- WHEN GROUTING IS STOPPED FOR ONE HOUR OR LONGER, HORIZONTAL CONSTRUCTION JOINTS SHALL BE FORMED BY STOPPING THE GROUT POUR 1-1/2" BELOW TOP OF THE UPPERMOST UNIT.
- ALL BOND BEAM BLOCK SHALL BE "DEEP CUT" UNITS.
- PROVIDE INSPECTION AND CLEAN-OUT HOLES AT BASE OF VERTICAL CELLS HAVING GROUT LIFTS IN EXCESS OF 4'-0" OF HEIGHT.
- ALL GROUT SHALL BE CONSOLIDATED WITH A MECHANICAL VIBRATOR.
- CEMENT SHALL BE AS SPECIFIED FOR CONCRETE.
- REINFORCING BARS - SEE NOTES UNDER "REINFORCED CONCRETE NOTES" FOR REQUIREMENTS. REINFORCEMENT SHALL BE PLACED PRIOR TO GROUTING. LAP SPLICES SHALL BE 48 BAR DIAMETERS, MINIMUM.
- PROVIDE ONE BAR DIAMETER (A MINIMUM OF 1/2") GROUT BETWEEN MAIN REINFORCING AND MASONRY UNITS.
- LOW LIFT CONSTRUCTION, MAXIMUM GROUT POUR HEIGHT IS 4 FEET.
- HIGH LIFT GROUTED CONSTRUCTION MAY BE USED IN CONFORMANCE WITH PROJECT SPECIFICATIONS AND SECTION 2104 OF IBC.
- ALL CELLS IN CONCRETE BLOCKS SHALL BE FILLED SOLID WITH GROUT, EXCEPT AS NOTED IN THE DRAWINGS OR SPECIFICATIONS.
- CELLS SHALL BE IN VERTICAL ALIGNMENT, DOWELS IN FOOTINGS SHALL BE SET TO ALIGN WITH CELLS CONTAINING REINFORCING STEEL.
- REFER TO DRAWINGS FOR SURFACE AND HEIGHT OF UNITS, LAYING PATTERN AND JOINT TYPE.
- SAND SHALL BE CLEAN, SHARP AND WELL GRADED, FREE FROM INJURIOUS AMOUNTS OF DUST, LUMPS, SHALE, ALKALI OR ORGANIC MATERIAL.
- ALL MORTAR FIN OBSTRUCTIONS AND DEBRIS SHALL BE CLEANED FROM INSIDE OF CELLS PRIOR TO GROUTING.

REINFORCED CONCRETE NOTES

- CONCRETE SHALL ATTAIN A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI IN 28 DAYS UNLESS OTHERWISE NOTED' CONTINUOUS INSPECTION IS NOT REQUIRED.
SLUMP: 4" MIN / 6" MAX.
AIR ENTRAPMENT: 4 1/2% - 7% BY VOLUME
- REINFORCEMENT SHALL BE A NEW BILLET STEEL DEFORMED BARS CONFORMING TO ASTM SPECIFICATION A615 GRADE 60, MAXIMUM COARSE AGGREGATE SIZE SHALL BE 3/4".
- REINFORCEMENT SHALL COMPLY WITH THE LATEST EDITION OF ACI 318 FOR MINIMUM CLEARANCES.
- ALL EMBEDDED ITEMS SHALL BE SECURELY HELD IN POSITION PRIOR TO PLACEMENT OF CONCRETE. ALL CONCRETE SHALL BE READY-MIXED IN ACCORDANCE WITH ASTM C94.
- MAINTAIN TEMPERATURE OF CAST IN PLACE CONCRETE BETWEEN 50 DEGREES AND 90 DEGREES FAHRENHEIT.
- DO NOT USE RETEMPERED CONCRETE, OR ADD WATER TO READY-MIX CONCRETE AT THE JOB SITE.
- WELDED WIRE FABRIC SHALL CONFORM TO ASTM A185.
- EXCEPT AS DETAILED OR AUTHORIZED, MAKE BARS CONTINUOUS AROUND CORNERS WHERE PERMITTED, SPLICES MADE BY CONTACT LAPS SHALL BE CLASS "B" TENSION LAPS UNLESS NOTED OTHERWISE.
- DETAIL BARS IN ACCORDANCE WITH "ACI DETAILING MANUAL", PUBLICATION SP-66 AND " BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE", ACI 318.
- PROVIDE ACCESSORIES NECESSARY TO PROPERLY SUPPORT REINFORCING.

ANCHORAGE INSTALLATION NOTES

- DRILLING THROUGH EXISTING SLAB REBAR DURING POST-INSTALLED ANCHOR BOLTS INSTALLATION IS NOT PERMITTED.
- POST-INSTALLED ANCHOR BOLT INSTALLATION SHALL BE PERFORMED BY PERSONNEL TRAINED TO INSTALL THE SYSTEM PER THE MANUFACTURER'S PRINTED INSTALLATION INSTRUCTIONS (MPI), AS INCLUDED IN THE ANCHOR PACKAGING.
- EXPANSION AND ADHESIVE ANCHORS SHALL BE INSTALLED PER THE MANUFACTURER'S INSTRUCTIONS USING STANDARD EMBEDMENTS AND EDGE DISTANCES UNLESS NOTED OTHERWISE ON THE DRAWINGS.



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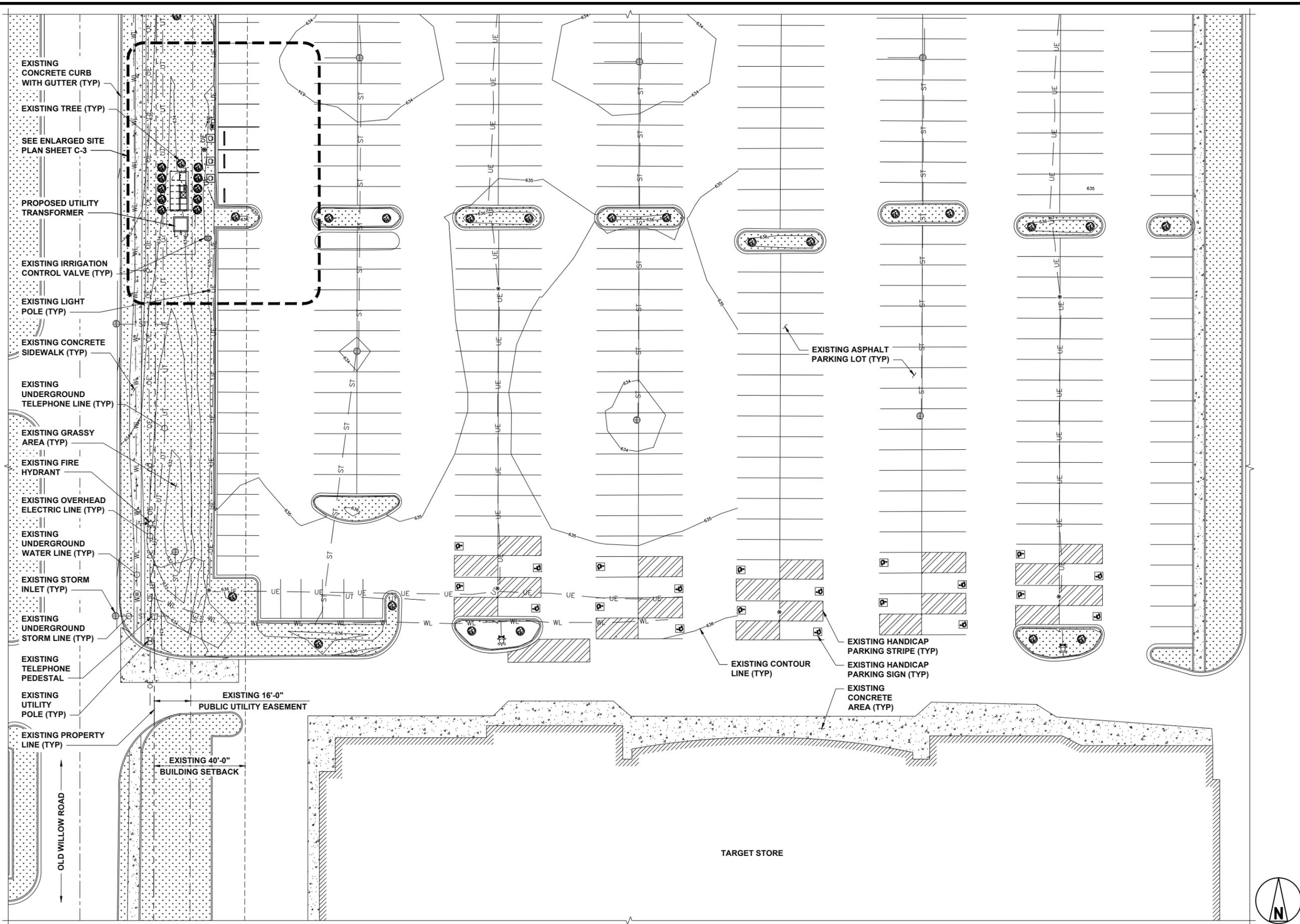
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IL200013 GLENVIEW
TARGET T1167
2241 WILLOW RD
GLENVIEW, IL 60025

SHEET TITLE
GENERAL NOTES 3

SHEET NUMBER
GN-3



- EXISTING CONCRETE CURB WITH GUTTER (TYP)
- EXISTING TREE (TYP)
- SEE ENLARGED SITE PLAN SHEET C-3
- PROPOSED UTILITY TRANSFORMER
- EXISTING IRRIGATION CONTROL VALVE (TYP)
- EXISTING LIGHT POLE (TYP)
- EXISTING CONCRETE SIDEWALK (TYP)
- EXISTING UNDERGROUND TELEPHONE LINE (TYP)
- EXISTING GRASSY AREA (TYP)
- EXISTING FIRE HYDRANT
- EXISTING OVERHEAD ELECTRIC LINE (TYP)
- EXISTING UNDERGROUND WATER LINE (TYP)
- EXISTING STORM INLET (TYP)
- EXISTING UNDERGROUND STORM LINE (TYP)
- EXISTING TELEPHONE PEDESTAL
- EXISTING UTILITY POLE (TYP)
- EXISTING PROPERTY LINE (TYP)

EXISTING ASPHALT PARKING LOT (TYP)

EXISTING HANDICAP PARKING STRIPE (TYP)

EXISTING HANDICAP PARKING SIGN (TYP)

EXISTING CONCRETE AREA (TYP)

EXISTING CONTOUR LINE (TYP)

EXISTING 16'-0" PUBLIC UTILITY EASEMENT

EXISTING 40'-0" BUILDING SETBACK

TARGET STORE



ELECTRIFY AMERICA, LLC.
2003 EDMUND HALLEY DRIVE
SUITE 200
RESTON, VIRGINIA 20191



BLACK & VEATCH

6800 W 115th ST, SUITE 2292
OVERLAND PARK, KS 66211
(913) 458-2000

PROJECT NO:	197479
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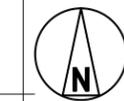
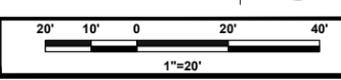
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SHEET TITLE
OVERALL SITE PLAN

SHEET NUMBER
C-1

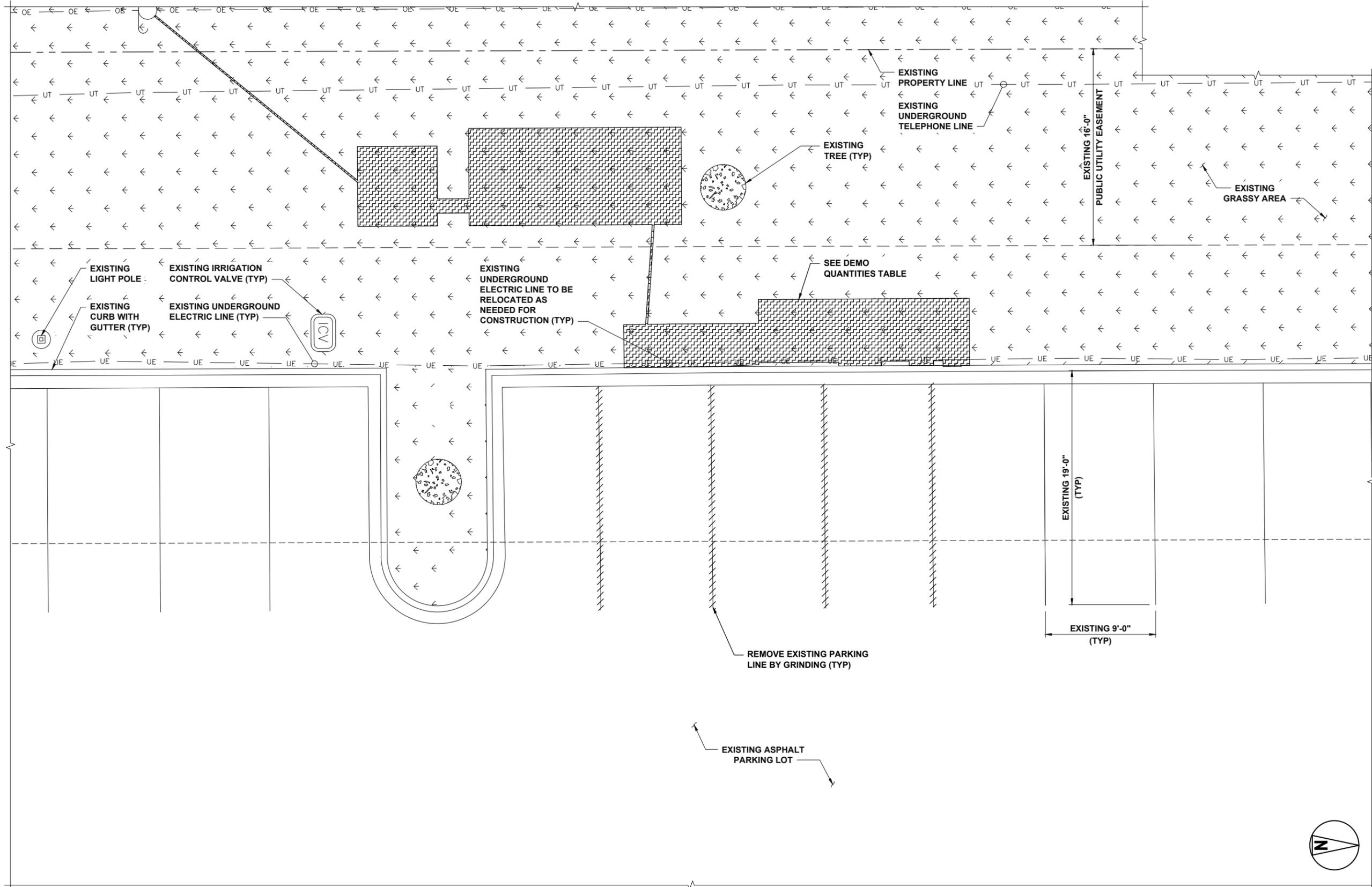
OVERALL SITE PLAN



NOTES

1. THE CONTRACTOR SHALL RETURN SIDEWALKS, LANDSCAPING, PLANTERS, IRRIGATION SYSTEMS, AND ANY OTHER FACILITIES DISTURBED BY THE WORK TO THE SAME OR BETTER CONDITION THAN EXISTED PRIOR TO THE COMMENCEMENT OF THE WORK.
2. ALL QUANTITIES LISTED IN DEMOLITION PLAN SHEET ARE ONLY APPROXIMATIONS. THE CONTRACTOR SHALL VERIFY ALL QUANTITIES BEFORE BIDDING.

DEMO QUANTITIES TABLE		
	PARKING LINES	GRINDING
	LANDSCAPING	317 SQ FT



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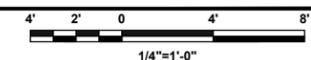
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SHEET TITLE
DEMOLITION SITE PLAN

SHEET NUMBER
C-2

DEMOLITION SITE PLAN

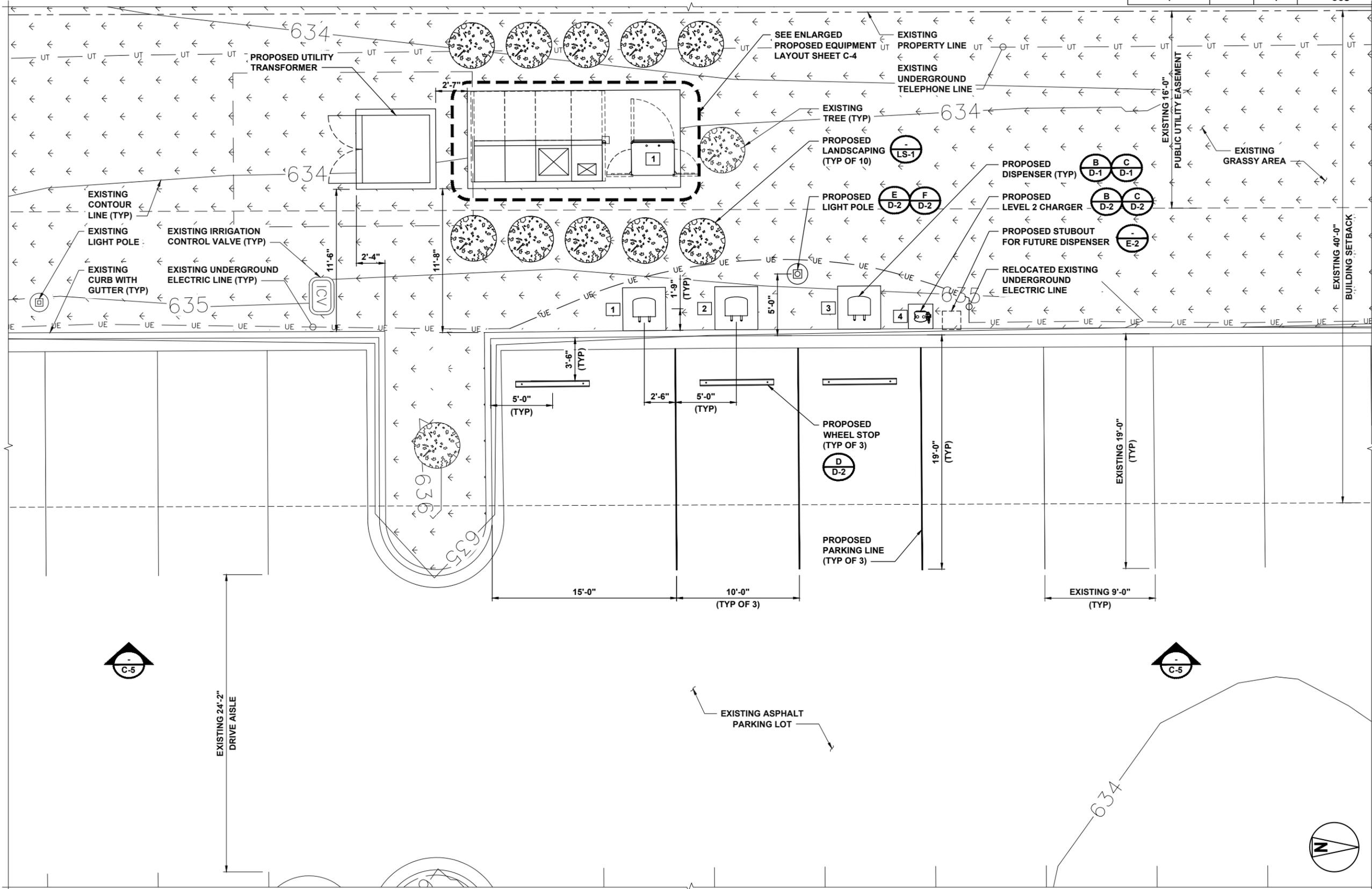


NOTES

- SOD PLANTED IN THE FALL MUST ESTABLISH ITS ROOTS BEFORE THE FIRST WINTER FROST. DETERMINE WHEN THE FIRST FROST USUALLY OCCURS, AND PLANT THE SOD NO LATER THAN ONE MONTH BEFORE THE FIRST FROST. IF THE CONSTRUCTION IS FINISHED LATER THAN ONE MONTH BEFORE THE FIRST FROST, USE STRAW UNTIL SOD CAN BE INSTALLED.
- THE CONTRACTOR SHALL RETURN SIDEWALKS, LANDSCAPING, PLANTERS, IRRIGATION SYSTEMS, AND ANY OTHER FACILITIES DISTURBED BY THE WORK TO THE SAME OR BETTER CONDITION THAN EXISTED PRIOR TO THE COMMENCEMENT OF THE WORK.

PROJECT AREA STALL COUNT	
EXISTING STALL COUNT	4
PROPOSED STALL COUNT	3
TARGET APPROVED STALL COUNT	5

PROPOSED DISPENSER			
CHARGE POST NUMBER	50 KW	LEVEL 2	CABLE TYPE
1	1		CHAdEMO/ CCS
2	1		CCS
3	1		CCS
4		1	CCS



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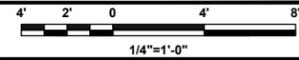
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SHEET TITLE
ENLARGED SITE PLAN

SHEET NUMBER
C-3

ENLARGED SITE PLAN





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2003 EDMUND HALLEY DRIVE
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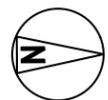
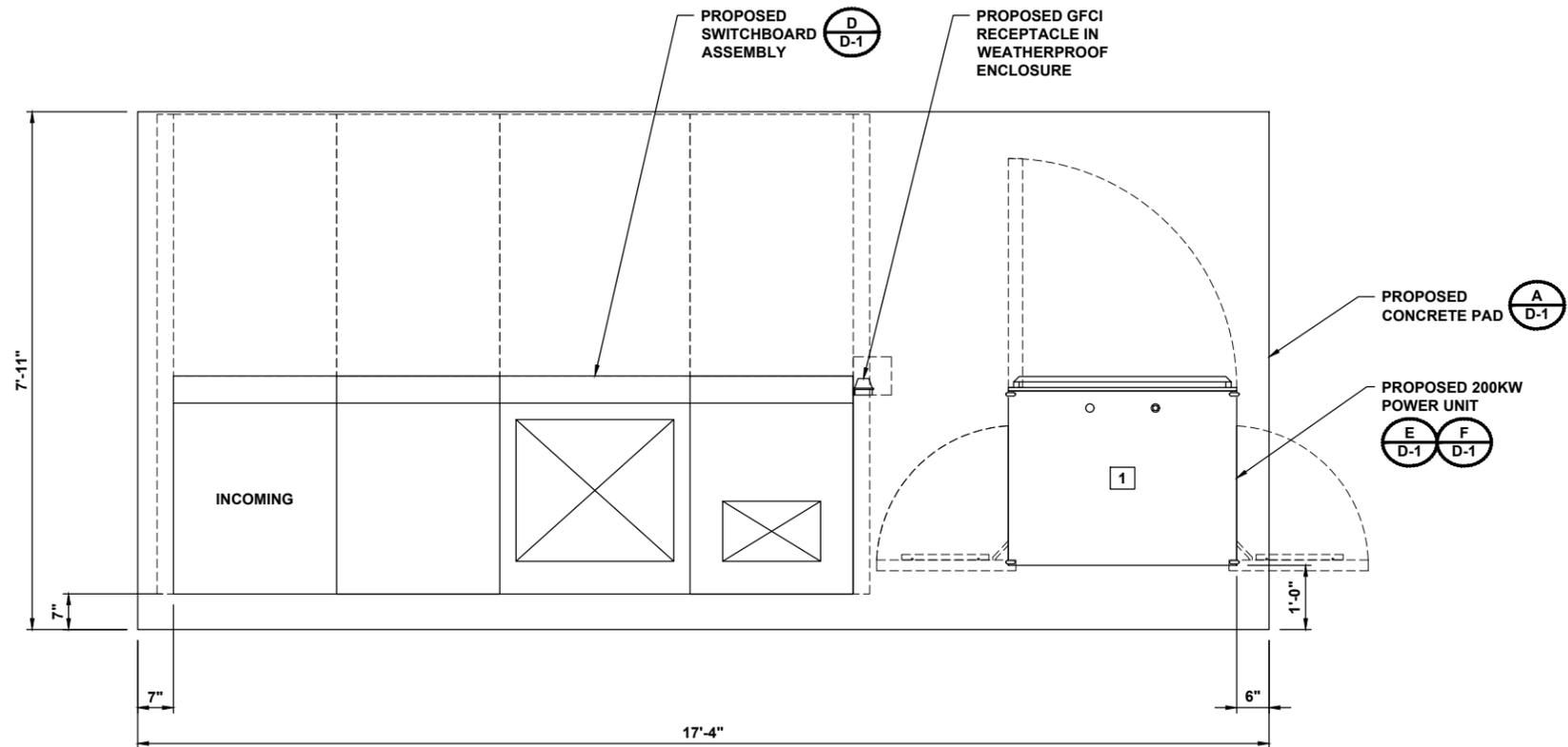
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SHEET TITLE
ENLARGED PROPOSED EQUIPMENT LAYOUT

SHEET NUMBER
C-4



ENLARGED PROPOSED EQUIPMENT LAYOUT



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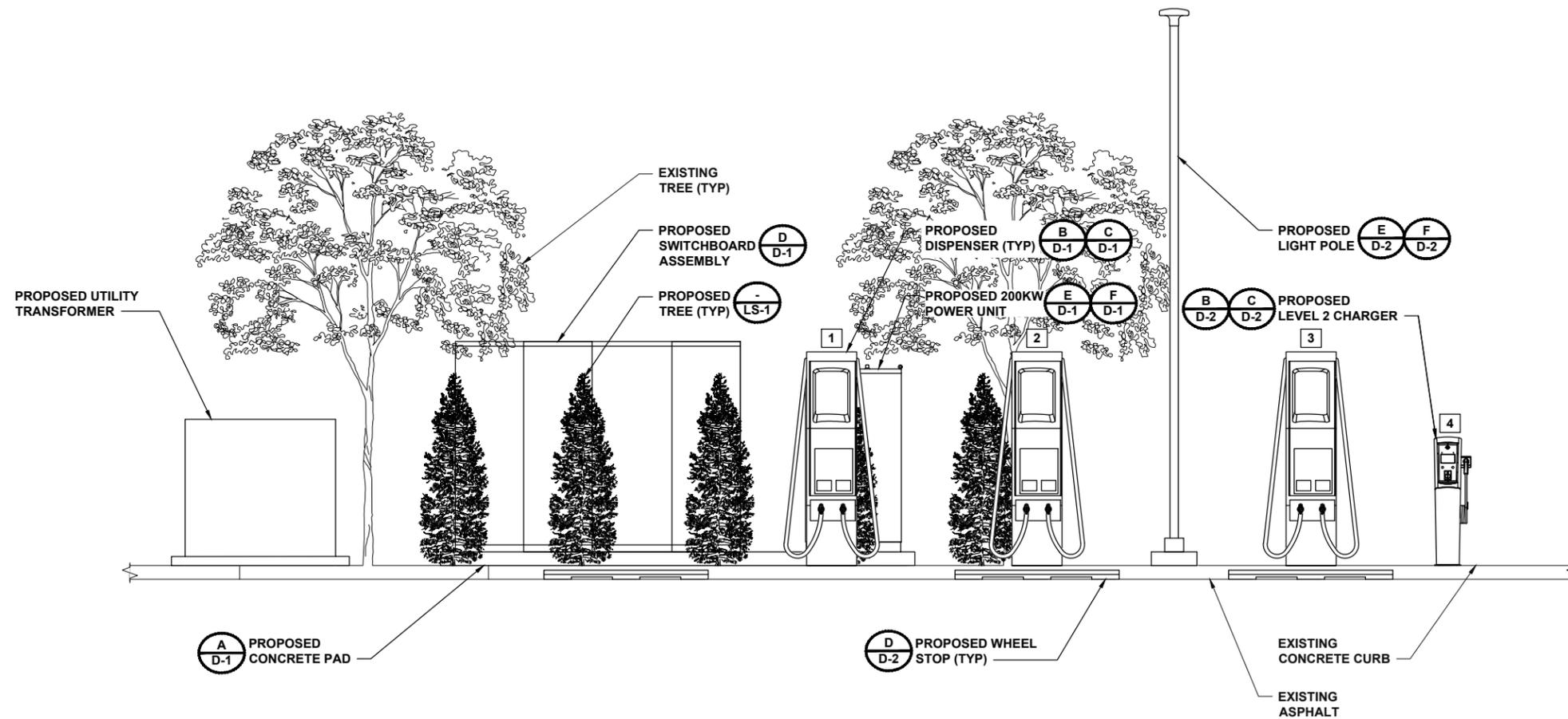
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SHEET TITLE
SITE ELEVATION

SHEET NUMBER
C-5



SITE ELEVATION



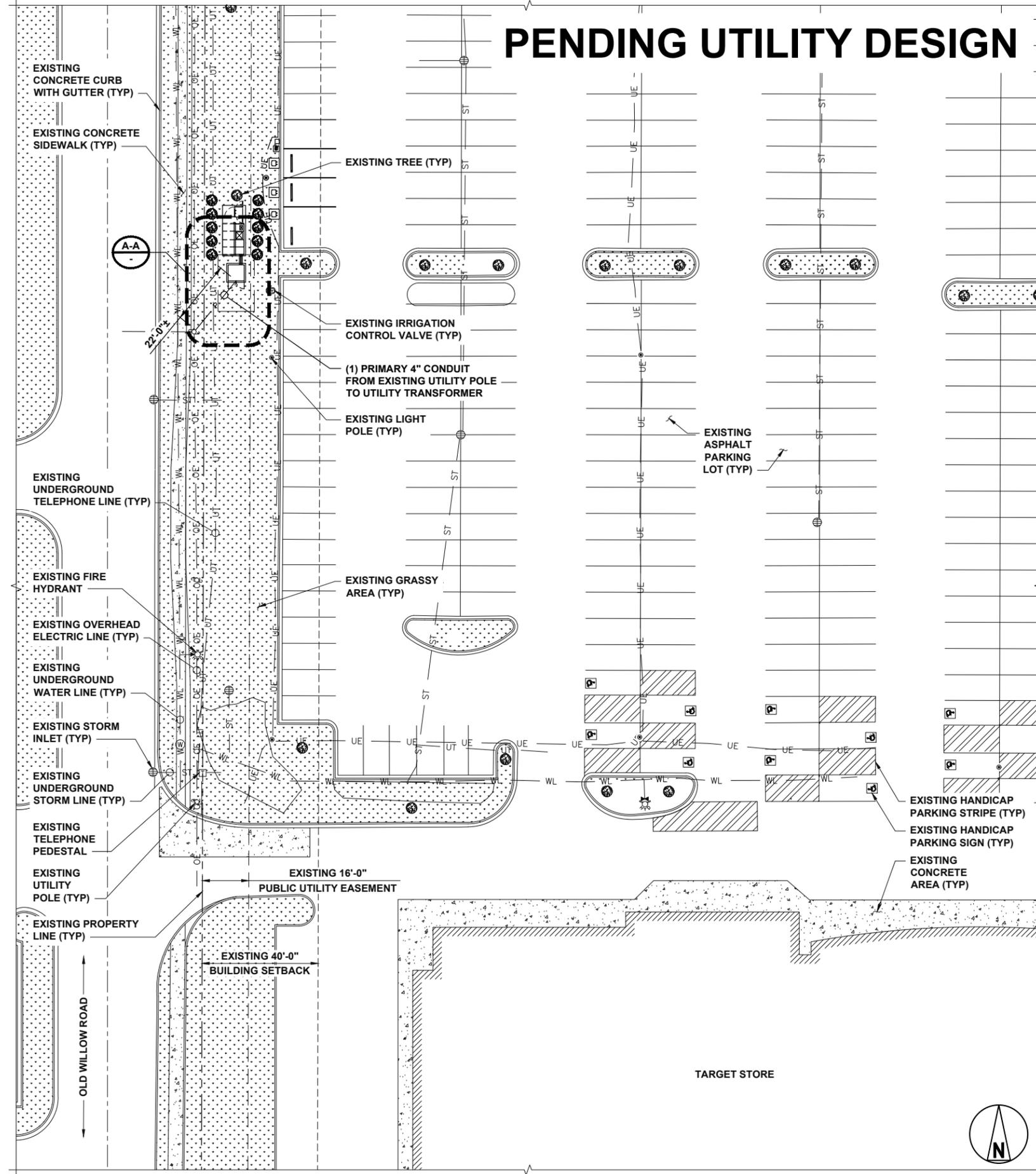
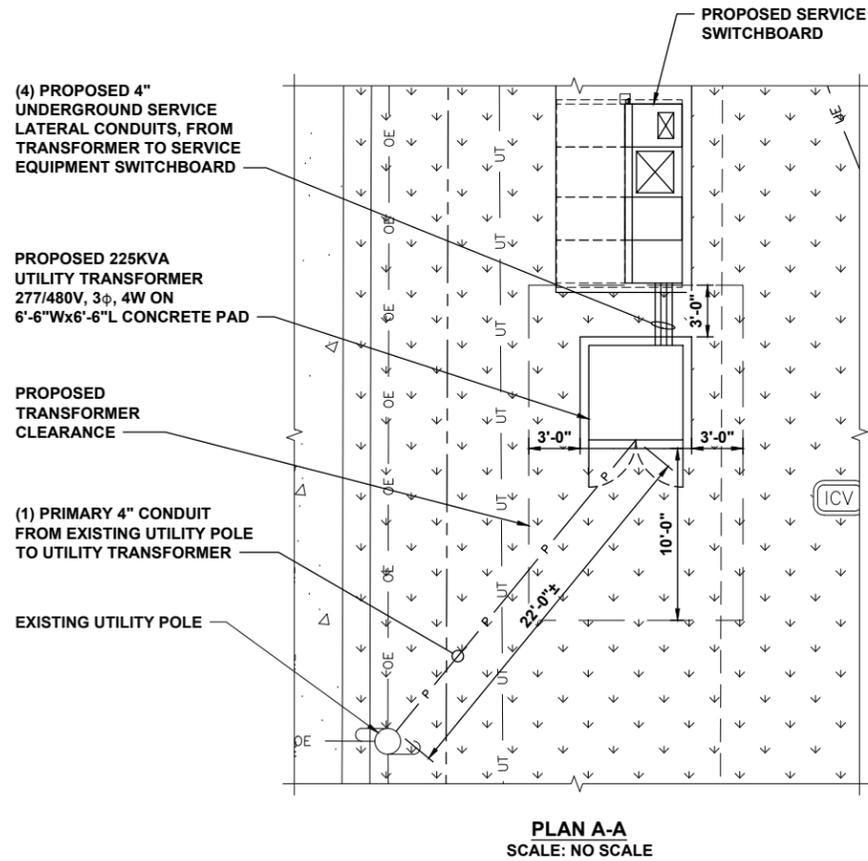
NOTES

1. THE UTILITY DESIGN DETAILS SUMMARIZED ON THIS SHEET ARE FOR PROPERTY OWNER REVIEW. THE CONTRACTOR SHALL REFERENCE THE UTILITY DESIGN PACKAGE (UDP), PROVIDED WITH THE "ISSUED FOR CONSTRUCTION" DRAWINGS FOR BIDDING. THE CONTRACTOR SHALL INSTALL THE UTILITY RELATED SCOPE OF WORK PER UTILITY CONSTRUCTION SPECIFICATION REQUIREMENTS.
2. UTILITY EQUIPMENT INSTALLATIONS AND PREP WORK AND TERMINATION OF SERVICE CONDUCTORS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY ENGINEER AT TIME OF PRE-CONSTRUCTION MEETING TO ENSURE ACCURACY OF INSTALLATIONS.
3. TRANSFORMER BOLLARD PROTECTION TO BE INSTALLED PER UTILITY SPECIFICATION. ADDITIONAL BOLLARD PROTECTION MAY BE REQUIRED AT THE DISCRETION OF THE UTILITY FIELD INSPECTION PERSONNEL.

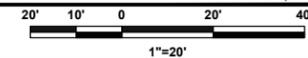
UTILITY SERVICE LATERAL LENGTHS

UTILITY TRANSFORMER TO SERVICE EQUIPMENT	LINEAR LENGTH (FT)	*ESTIMATED LENGTH (FT)*
	17	35
TOTAL LENGTH OF WIRE PER CONDUIT =		140
NUMBER OF WIRE FILLED CONDUITS		4
TOTAL LENGTH OF WIRE =		560

(SEE SHEET E-3 FOR WIRE CONFIGURATION)
 *TOTAL LENGTH OF WIRE = 4 WIRES PER CONDUIT
 x ESTIMATED LENGTH
 x NUMBER OF FILLED CONDUITS



UTILITY PLAN



ELECTRIFY AMERICA, LLC.
 2003 EDMUND HALLEY DRIVE
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 RESTON, VIRGINIA 20191



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 TARGET T1167
 2241 WILLOW RD
 GLENVIEW, IL 60025

SHEET TITLE
UTILITY PLAN

SHEET NUMBER
E-1

NOTES

- CONDUIT ROUTING IS DIAGRAMMATICALLY SHOWN ON PLANS AND ARE ONLY APPROXIMATIONS. THE EXACT LOCATION AND ROUTING PATHS SHALL BE FIELD VERIFIED AND INSTALLED PER JURISDICTIONAL REQUIREMENTS.
 - ALL ELECTRICAL WORK AND RELATED ACTIVITIES PERFORMED ONSITE SHALL BE DONE IN ACCORDANCE WITH NATIONAL ELECTRICAL CODE (NEC) STANDARDS BEING ENFORCED BY ALL APPLICABLE JURISDICTIONAL REQUIREMENTS AT TIME OF CONSTRUCTION.
 - UTILITY EQUIPMENT INSTALLATIONS AND PREP WORK SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY ENGINEER TO ENSURE ACCURACY OF INSTALLATIONS.
 - CONTRACTOR TO STUB OUT AND CAP CONDUITS UNDERGROUND 2 FEET BEYOND PAD FOR FUTURE UTILITY LOCKABLE DISCONNECT AND INVERTER.
 - REFER TO CONDUIT AND WIRE SCHEDULE ON E-3 FOR CONDUIT AND WIRE REQUIREMENTS.
- ** AC CONDUCTORS: 16 FEET IS ADDED TO THE HORIZONTAL RUN LENGTH TO ACCOUNT FOR BURIED DEPTH.
- *** DC CONDUCTORS: 22 FEET IS ADDED TO THE HORIZONTAL RUN LENGTH TO ACCOUNT FOR BURIED DEPTH.

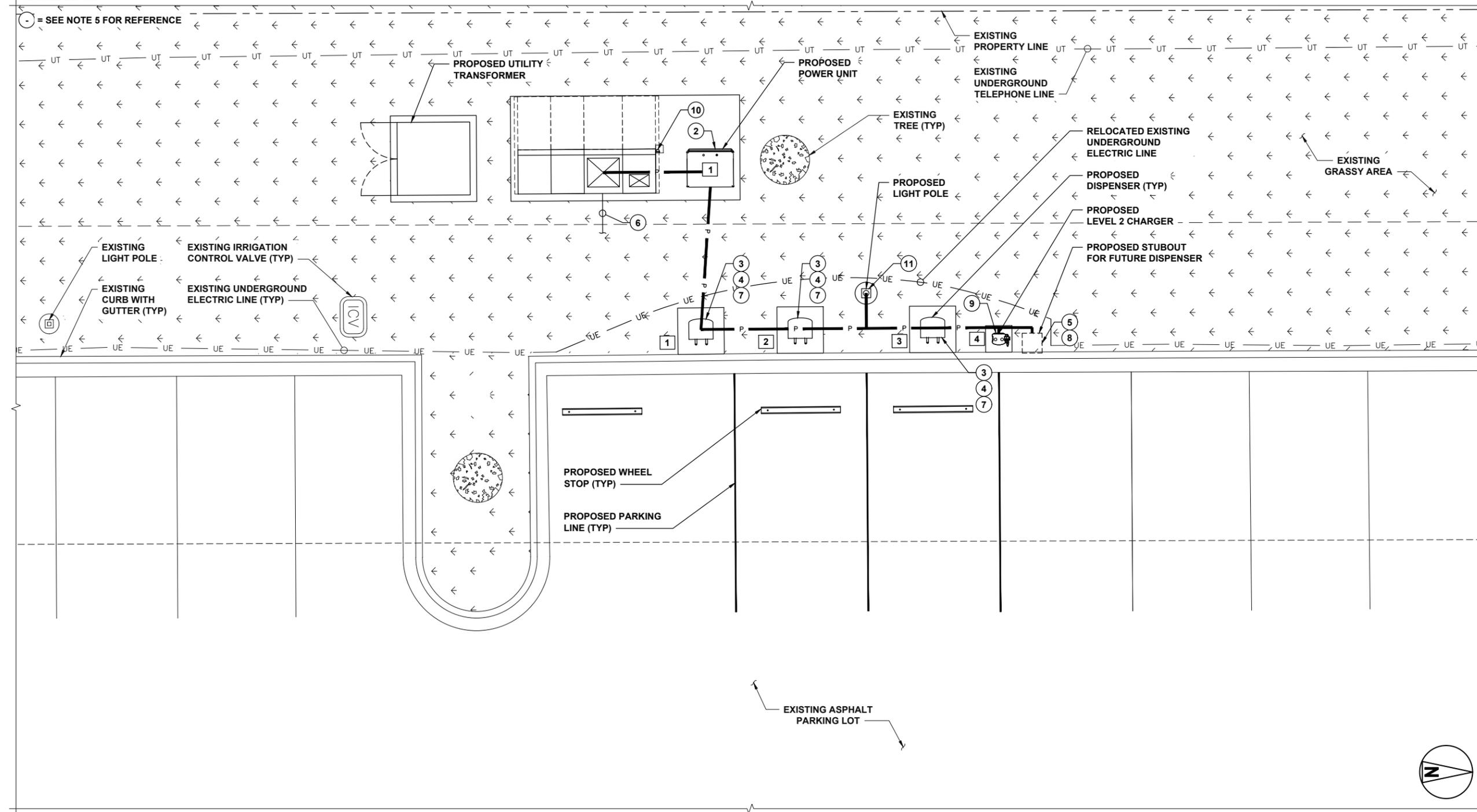
AC AUXILIARY POWER LENGTHS			
SWITCHBOARD	DISPENSER	LINEAR LENGTH (FT)	**ESTIMATED LENGTH (FT)
120/208V DISTRIBUTION SECTION	1	16	32
	2	23	39
	3	32	48

AC POWER UNIT LENGTHS		
POWER UNIT	LINEAR LENGTH SWBD TO POWER UNIT	**ESTIMATED LENGTH
1	8	24

DC DISPENSER LENGTHS			
POWER UNIT	DISPENSER	LINEAR LENGTH (FT)	***ESTIMATED LENGTH (FT)
1	1	11	33
	2	19	41
	3	29	51

AC LEVEL 2 CHARGER LENGTHS			
120/208V DISTRIBUTION SECTION	DISPENSER	LINEAR LENGTH (FT)	**ESTIMATED LENGTH (FT)
LP-1	4	34	50

PROPOSED DISPENSER		
CHARGE POST NUMBER	50 KW	LEVEL 2
1	1	
2	1	
3	1	
4		1



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(913) 458-2000

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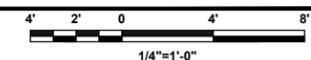
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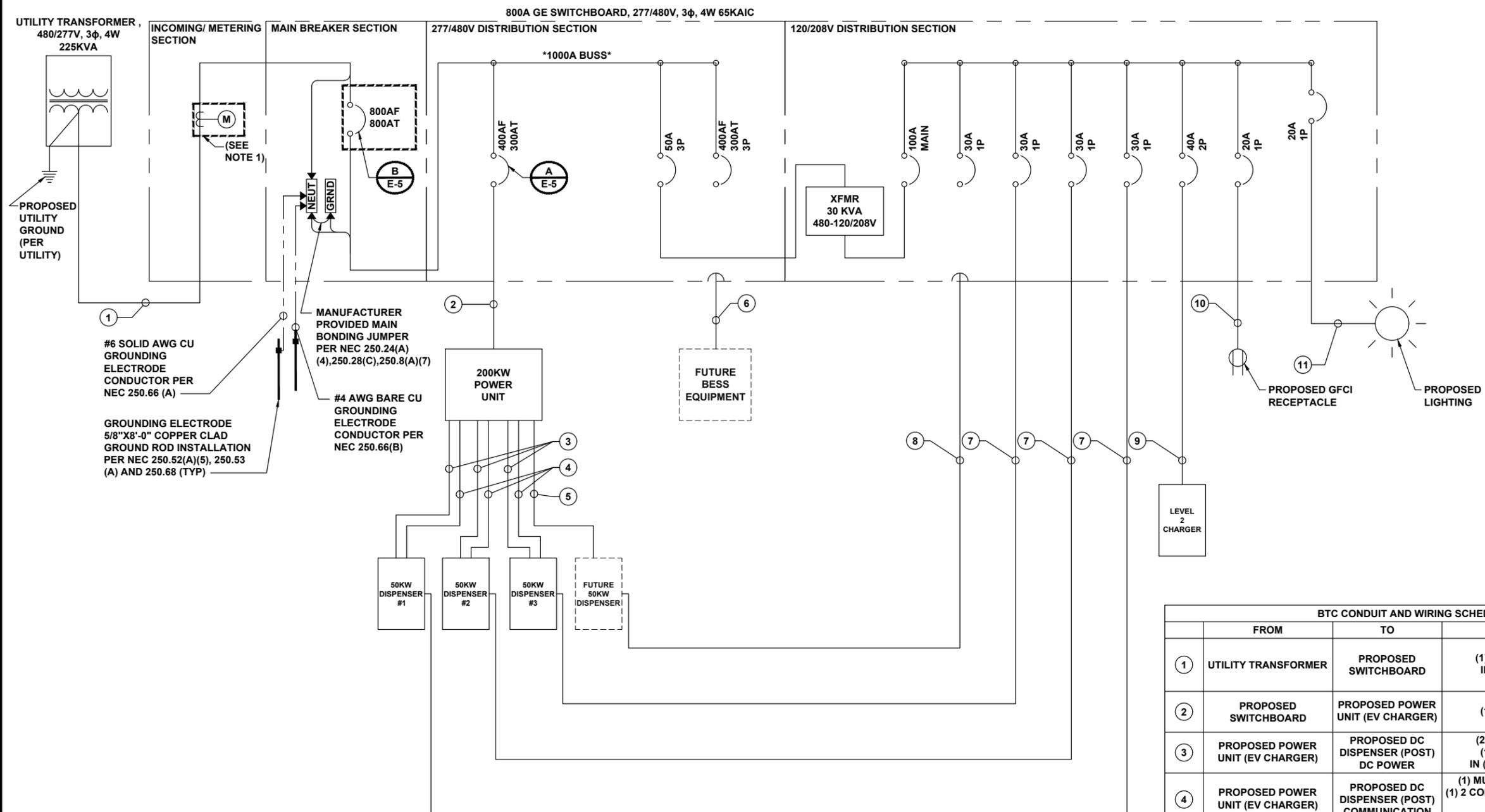
IL200013 GLENVIEW
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GLENVIEW, IL 60025

SHEET TITLE
ELECTRICAL PLAN

SHEET NUMBER
E-2

ELECTRICAL PLAN





PROPOSED UTILITY GROUND (PER UTILITY)

#6 SOLID AWG CU GROUNDING ELECTRODE CONDUCTOR PER NEC 250.66 (A)

GROUNDING ELECTRODE 5/8"X8'-0" COPPER CLAD GROUND ROD INSTALLATION PER NEC 250.52(A)(5), 250.53 (A) AND 250.68 (TYP)

MANUFACTURER PROVIDED MAIN BONDING JUMPER PER NEC 250.24(A) (4), 250.28(C), 250.8(A)(7)

#4 AWG BARE CU GROUNDING ELECTRODE CONDUCTOR PER NEC 250.66(B)

BTC POWER UNITS		
AVAILABLE FAULT CURRENT BY LOCATION	AVAILABLE FAULT CURRENT PROVIDED BY UTILITY	REACTOR RESULT
AFC @ TRANSFORMER	15,912A	35KA OR LOWER NO REACTORS REQUIRED

LOAD SUMMARY			
	FLA	QTY	TOTAL FLA
200KW POWER UNIT	240	1	240
30KVA TRANSFORMER	17	1	17
			TOTAL LOAD = 257A

BTC CONDUIT AND WIRING SCHEDULE			
	FROM	TO	CONFIGURATION
①	UTILITY TRANSFORMER	PROPOSED SWITCHBOARD	(3) 400 MCM AL (THWN-2) + (1) 400 MCM AL (THWN-2) NEUT IN EACH OF (3) 4" CONDUIT + (1) SPARE 4" CONDUIT
②	PROPOSED SWITCHBOARD	PROPOSED POWER UNIT (EV CHARGER)	(3) 500 MCM AL (THWN-2) + (1) #2 AWG CU (THWN-2) EGC IN (1) 3" CONDUIT
③	PROPOSED POWER UNIT (EV CHARGER)	PROPOSED DC DISPENSER (POST) DC POWER	(2) 2/0 AWG AL (XHHW-2) 1KV + (1) #6 AWG CU (THWN-2) EGC IN (1) 2 1/2" CONDUIT + (1) SPARE
④	PROPOSED POWER UNIT (EV CHARGER)	PROPOSED DC DISPENSER (POST) COMMUNICATION	(1) MULTIMODE FIBER (ST/ST CONN) + (1) 2 CONDUCTOR #16 AWG (TW/SH PAIR) + (1) CAT 6 CABLE IN (1) 1 1/2" CONDUIT
⑤	PROPOSED POWER UNIT (EV CHARGER)	FUTURE DC DISPENSER (POST) DC POWER	(2) 2 1/2" CONDUIT (1) 1 1/2" CONDUIT
⑥	PROPOSED SWITCHBOARD	FUTURE BESS EQUIPMENT	(3) 3" CONDUITS + (3) 1 1/4" CONDUITS
⑦	PROPOSED SWITCHBOARD 120/208V SECTION	PROPOSED DC DISPENSER (POST) AUXILIARY POWER	(1) #10 AWG CU (THWN-2) + (1) #10 AWG CU (THWN-2) NEUT + (1) #10 AWG CU (THWN-2) EGC IN (1) 3/4" CONDUIT
⑧	PROPOSED SWITCHBOARD 120/208V SECTION	FUTURE DC DISPENSER (POST)	(1) 3/4" CONDUIT
⑨	PROPOSED SWITCHBOARD 120/208V SECTION	LEVEL 2 CHARGER	(2) #6 AWG CU (THWN-2) + (1) #8 AWG CU (THWN-2) EGC IN (1) 1" CONDUIT
⑩	PROPOSED SWITCHBOARD 120/208V SECTION	PROPOSED GFCI RECEPTACLE	(1) #12 AWG CU (THWN-2) + (1) #12 AWG CU (THWN-2) NEUT + (1) #12 AWG CU (THWN-2) EGC IN (1) 3/4" CONDUIT
⑪	PROPOSED SWITCHBOARD 120/208V SECTION	PROPOSED LIGHTING EQUIPMENT	(1) #12 AWG CU (THWN-2) + (1) #12 AWG CU (THWN-2) EGC IN (1) 1 1/4" CONDUIT

AVAILABLE FAULT CURRENT (AFC) WILL BE (TBD) UNTIL PROVIDED BY UTILITY COMPANY

PENDING UTILITY DESIGN



ELECTRIFY AMERICA, LLC.
2003 EDMUND HALLEY DRIVE
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BLACK & VEATCH

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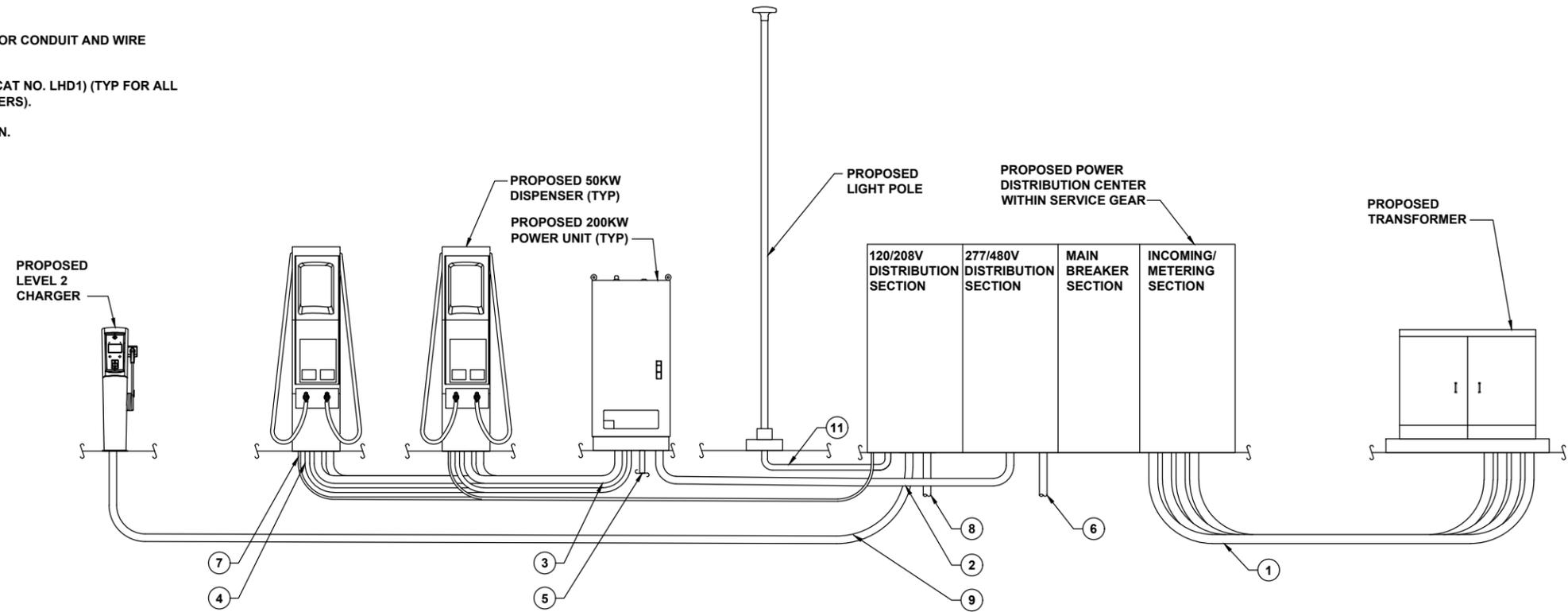
IL200013 GLENVIEW
TARGET T1167
2241 WILLOW RD
GLENVIEW, IL 60025

SHEET TITLE
SINGLE LINE DIAGRAM

SHEET NUMBER
E-3

NOTES

1. CONDUITS SHALL BE BURIED BELOW FROST LINE AND IN COMPLIANCE WITH LOCAL AND NATIONAL CODE REQUIREMENTS.
2. REFER TO CONDUIT AND WIRE SCHEDULE ON E-3 FOR CONDUIT AND WIRE REQUIREMENTS.
3. INSTALL DOTTIE DUCT SEAL COMPOUND PC 6130 (CAT NO. LHD1) (TYP FOR ALL CONDUITS FOR CHARGER CABINETS AND DISPENSERS).
4. REFER TO SHEET E-2 FOR CONDUIT STUB LOCATION.



PENDING UTILITY DESIGN

⊖ = SEE NOTE 2 FOR REFERENCE



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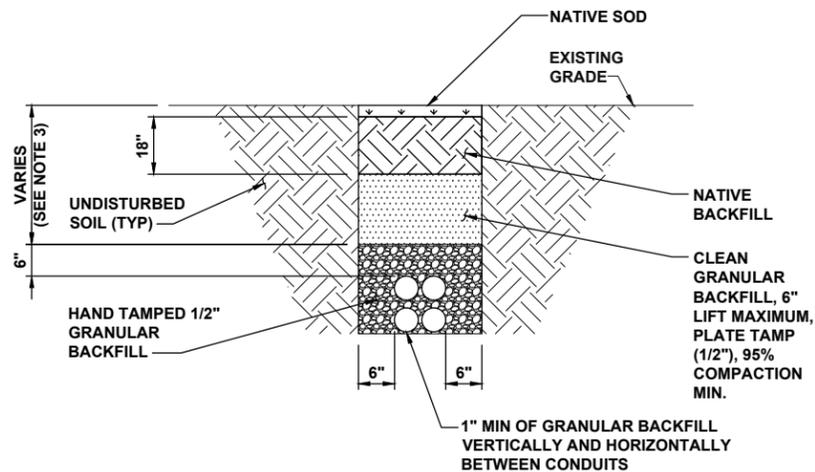
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CAR CHARGER CONDUIT ELEVATION

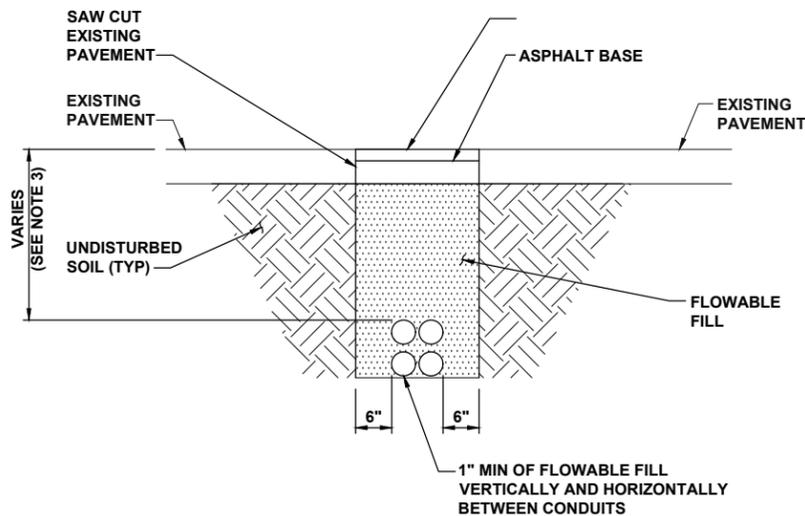
NO SCALE

A



NOTES

1. ANY EXCAVATION LEFT OPEN NEEDS TO BE FENCED, BARRICADED, OR TRENCH PLATED TO INSURE THE SAFETY OF THE GENERAL PUBLIC.
2. ANY PAVEMENT DAMAGE DURING CONSTRUCTION SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR TO PRE CONSTRUCTION CONDITIONS OR BETTER.
3. TRENCH DEPTHS ARE REQUIRED TO BE 2'-0" MIN. OR 6" BELOW FROST LINE PER LOCAL JURISDICTION REQUIREMENTS.
4. EXACT NUMBER OF CONDUITS SHALL BE DETERMINED BY SHEET E-1 & E-2, EXACT CONDUIT PLACEMENT IN TRENCH SHALL BE DETERMINED BY THE CONTRACTOR IN THE FIELD BASED ON PHYSICAL MEASUREMENTS AND JURISDICTIONAL REQUIREMENTS.



NOTES

1. ASPHALT SHALL COMPLY WITH STANDARD DOT OR LOCAL JURISDICTION SPEC. FOR HMA SURFACE COURSE.
2. ANY EXCAVATION LEFT OPEN NEEDS TO BE FENCED, BARRICADED, OR TRENCH PLATED TO INSURE THE SAFETY OF THE GENERAL PUBLIC.
3. TRENCH DEPTHS ARE REQUIRED TO BE 2'-0" MIN. OR 6" BELOW FROST LINE PER LOCAL JURISDICTION REQUIREMENTS.
4. ANY PAVEMENT DAMAGE DURING CONSTRUCTION SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR TO PRE CONSTRUCTION CONDITIONS OR BETTER.
5. EXACT NUMBER OF CONDUITS SHALL BE DETERMINED BY SHEET E-1 & E-2, EXACT CONDUIT PLACEMENT IN TRENCH SHALL BE DETERMINED BY THE CONTRACTOR IN THE FIELD BASED ON PHYSICAL MEASUREMENTS AND JURISDICTIONAL REQUIREMENTS.

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SHEET TITLE
ELECTRICAL DETAILS

SHEET NUMBER
E-4

TYPICAL NON-UTILITY CONDUIT UNDER SOIL TRENCH DETAIL

NO SCALE

B

TYPICAL NON-UTILITY CONDUIT UNDER ASPHALT TRENCH DETAIL

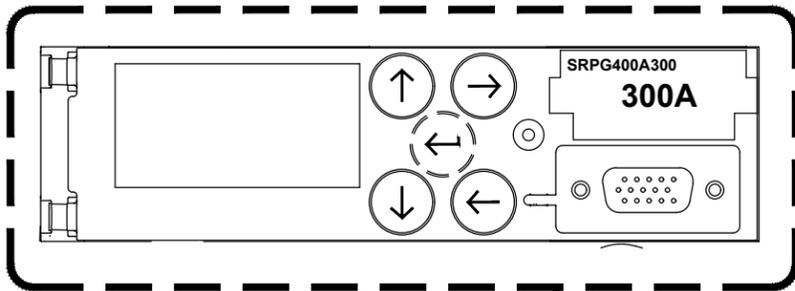
NO SCALE

C

DETAIL NOT USED

NO SCALE

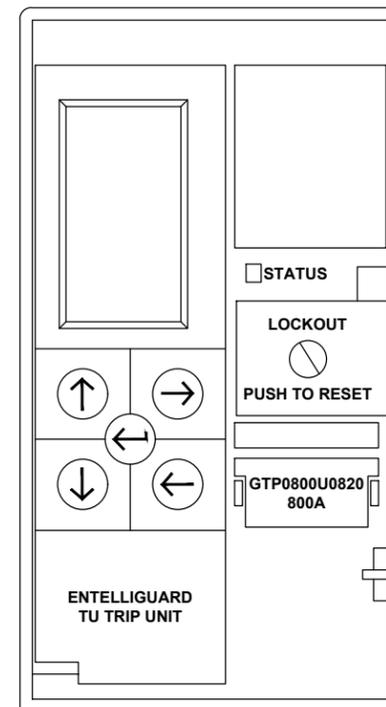
D



LONG TIME:
 CURVE: I2T
 PICKUP: 1.00 x In
 BAND: C2
 SHORT TIME:
 PICKUP: 1.5 x LT
 BAND: 1
 SLOPE: OFF
 INST:
 PICKUP: 2.5 x In

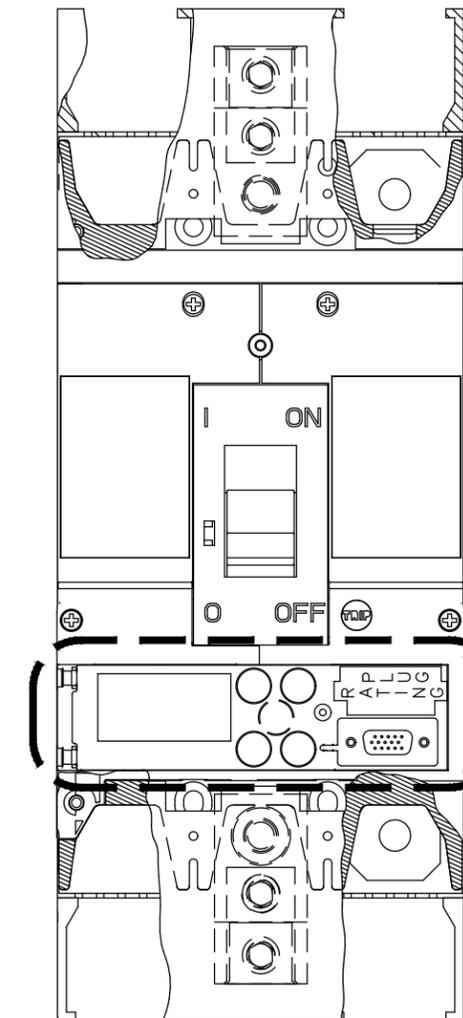
LONG TIME:
 CURVE: I2T
 PICKUP: 1.00 x In
 BAND: C2
 SHORT TIME:
 PICKUP: 1.5 x LT
 BAND: 1
 SLOPE: OFF
 INST:
 PICKUP 3.5 x In

LONG TIME CURVE: I2T	LONG TIME PICKUP: 1.00 xIn BAND: C2 800A	SHORT TIME PICKUP: 1.5 xLT BAND: 1 SLOPE: OFF
INST PICKUP: 3.5 xIn		



NOTES

- FOR SET UP ASSISTANCE SEE SECTION 6 OF THE GE ENTELLIGUARD® USER MANUAL: DEH-4567.



NOTES

- FOR SETUP ASSISTANCE SEE SECTION 2 OF THE GE SPECTRA® RMS MOLDED CASE CIRCUIT BREAKER WITH MICROENTELLIGUARD TRIP UNIT USER MANUAL: GEH-702.
- ALL BREAKERS SUPPLIED WITH PADLOCKING PROVISIONS.

ELECTRIFY AMERICA, LLC.
 2003 EDMUND HALLEY DRIVE
 SUITE 200
 RESTON, VIRGINIA 20191

BLACK & VEATCH
 6800 W 115th ST, SUITE 2292
 OVERLAND PARK, KS 66211
 (913) 458-2000

PROJECT NO:	197479
DRAWN BY:	PRP
CHECKED BY:	NMB

REV	DATE	DESCRIPTION
D	XX/XX/18	XXXXXXXXXX
C	06/27/18	ISSUED FOR 90% REVIEW
B	06/20/18	REISSUED FOR 30% REVIEW
A	06/04/18	ISSUED FOR 30% REVIEW

NOT TO BE USED FOR CONSTRUCTION

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IL200013 GLENVIEW
 TARGET T1167
 2241 WILLOW RD
 GLENVIEW, IL 60025

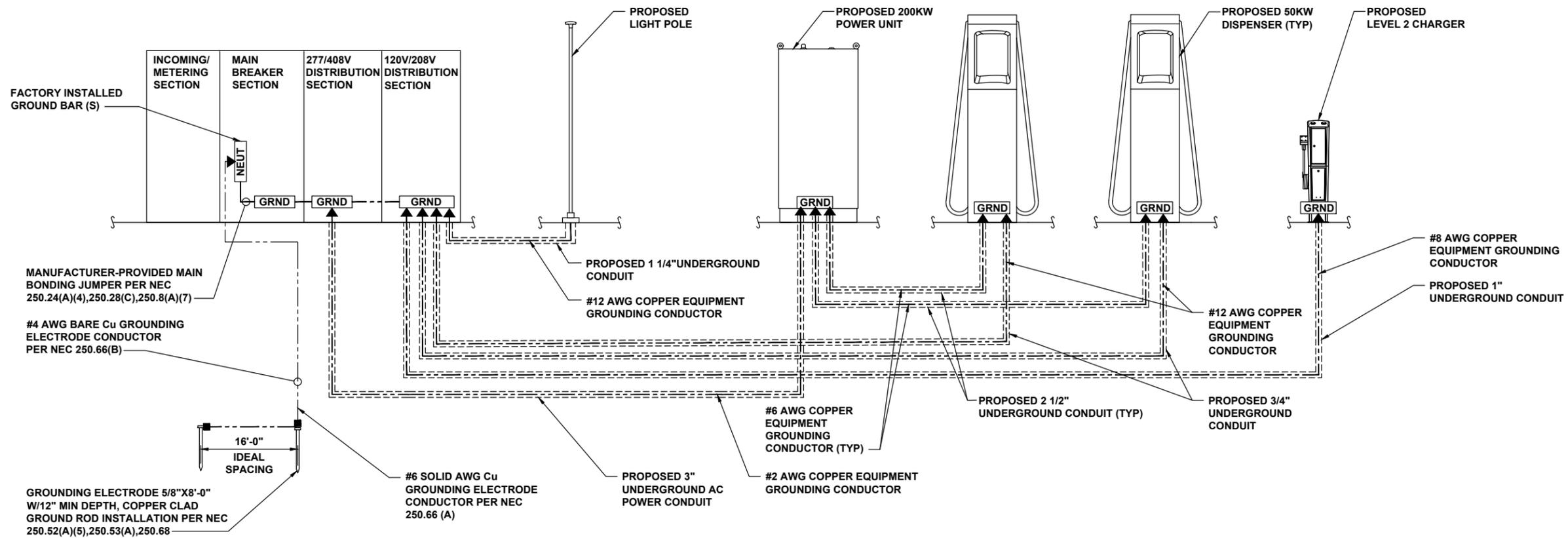
SHEET TITLE
ELECTRICAL DETAILS

SHEET NUMBER
E-5

ENTELLIGUARD TU TRIP UNIT DETAIL		NO SCALE	B
MICROENTELLIGUARD TRIP UNIT DETAIL	DETAIL NOT USED	NO SCALE	D

MICROENTELLIGUARD TRIP UNIT DETAIL	NO SCALE	A
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DETAIL NOT USED	NO SCALE	C
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ELECTRIFY AMERICA, LLC.
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BLACK & VEATCH

6800 W 115th ST, SUITE 2292
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PROJECT NO: 197479
DRAWN BY: PRP
CHECKED BY: NMB

GROUNDING SCHEMATIC

NO SCALE A

REV	DATE	DESCRIPTION
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B	06/20/18	REISSUED FOR 30% REVIEW
A	06/04/18	ISSUED FOR 30% REVIEW

NOTES

- ALL HARDWARE SHALL BE STAINLESS STEEL 3/8" DIAMETER OR LARGER. ALL HARDWARE 18-8 STAINLESS STEEL INCLUDING LOCK WASHERS, COAT ALL SURFACES WITH AN ANTI-OXIDANT COMPOUND BEFORE MATING.
- FOR GROUND BOND TO STEEL ONLY: INSERT A CADMIUM FLAT WASHER BETWEEN LUG AND STEEL, COAT ALL SURFACES WITH AN ANTI-OXIDANT COMPOUND BEFORE MATING.
- 2014 NEC 250.121 EXCEPTION: A WIRE-TYPE EQUIPMENT GROUNDING CONDUCTOR INSTALLED IN COMPLIANCE WITH 250.6(A) AND THE APPLICABLE REQUIREMENTS FOR BOTH THE EQUIPMENT GROUNDING CONDUCTOR AND THE GROUNDING ELECTRODE CONDUCTOR IN PARTS II, III, AND VI OF THIS ARTICLE SHALL BE PERMITTED TO SERVE AS BOTH AN EQUIPMENT GROUNDING CONDUCTOR AND A GROUNDING ELECTRODE CONDUCTOR.

CADWELD CONNECTIONS OR ENGINEER APPROVED EQUAL		
 CABLE TO REBAR TEE CONNECTION HORIZONTAL CABLE TAP TO VERTICAL REBAR TYPE RJ	 HORIZONTAL SPLICE SPLICE OF HORIZONTAL CABLES TYPE SS	 PARALLEL HORIZONTAL CONDUCTORS PARALLEL THROUGH CONNECTION OF HORIZONTAL CABLES TYPE PT
BURNDY CONNECTIONS OR ENGINEER APPROVED EQUAL		
 BOND JUMPER FIELD FABRICATED GREEN STRANDED INSULATED TYPE 2-YA-2	 HORIZONTAL STEEL SURFACE TO FLAT STEEL SURFACE OR HORIZONTAL PIPE TYPE HS	 PARALLEL HORIZONTAL CONDUCTORS PARALLEL DEAD END TAP OR HORIZONTAL THRU CONDUCTOR TYPE PC
 COPPER LUGS TWO HOLE - LONG BARREL LENGTH TYPE YA-2	 VERTICAL PIPE CABLE DOWN AT 45° TO RANGE OF VERTICAL PIPES TYPE VS	 VERTICAL STEEL SURFACE CABLE DOWN AT 45° TO VERTICAL STEEL SURFACE INCLUDING PIPE TYPE VS
 COPPER LUGS TWO HOLE - LONG BARREL LENGTH TYPE YA-2	 HORIZONTAL TEE TEE OF HORIZONTAL RUN AND TAP CABLES TYPE TA	 THROUGH CABLE TO GROUND ROD THROUGH CABLE TO TOP OF GROUND ROD TYPE GT

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TARGET T1167
2241 WILLOW RD
GLENVIEW, IL 60025

SHEET TITLE
GROUNDING DETAILS

SHEET NUMBER
G-1

DETAIL NOT USED

NO SCALE

B

CADWELD CONNECTION DETAIL

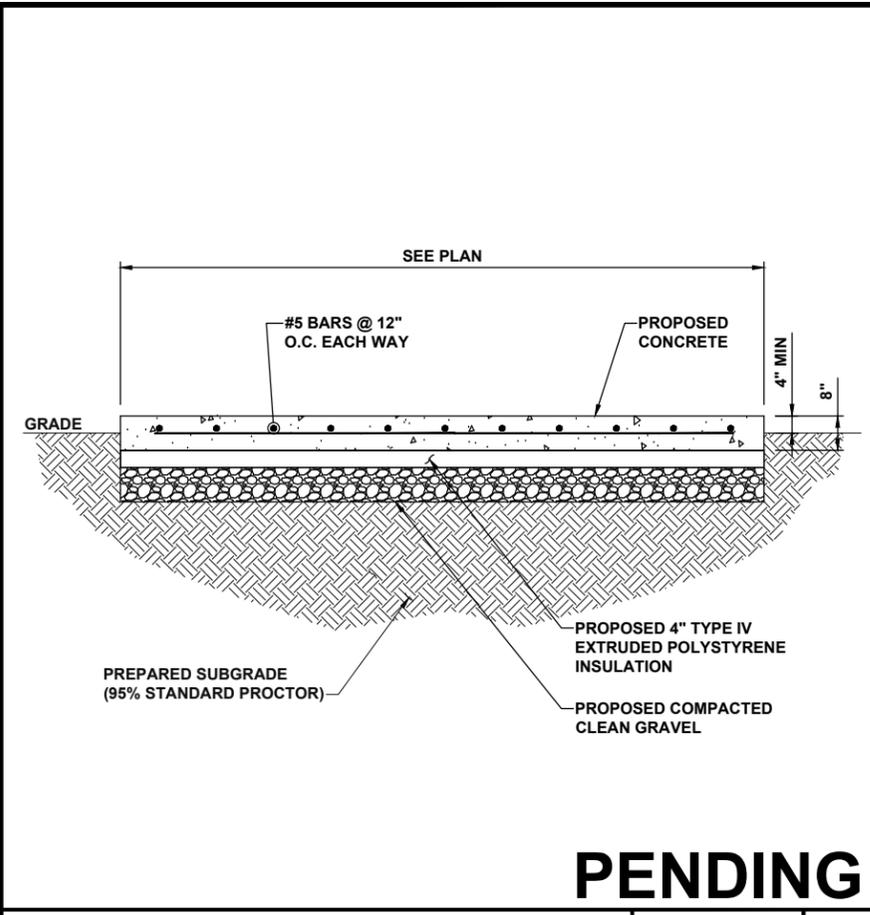
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C

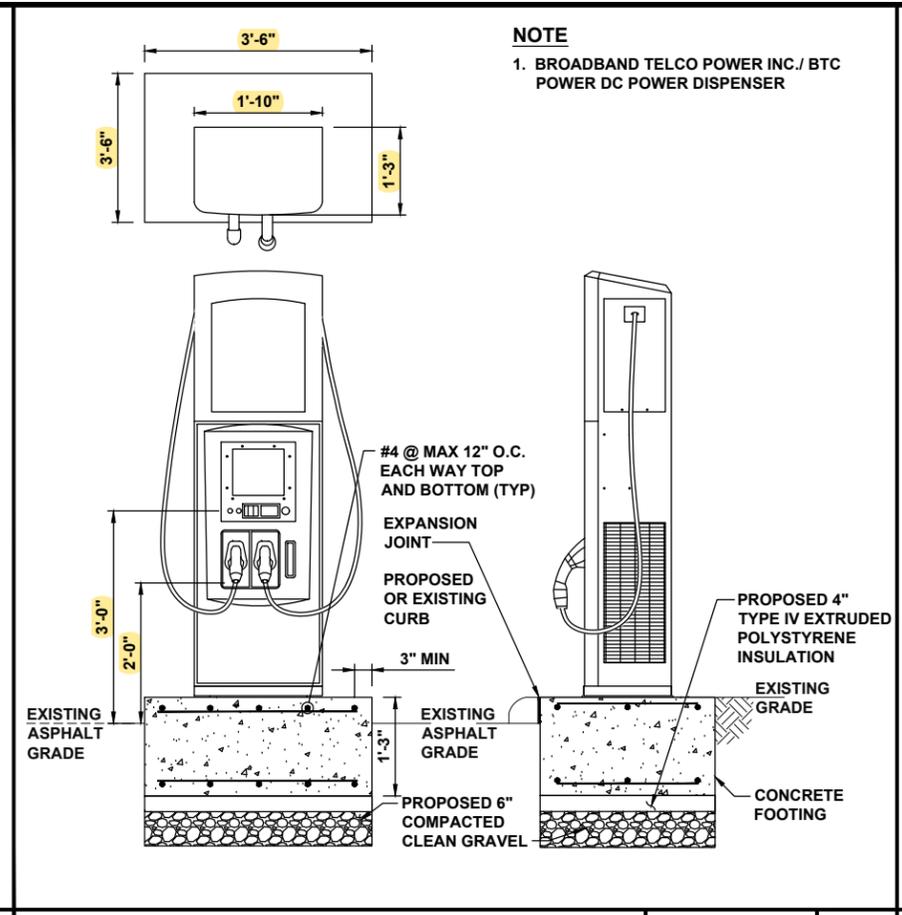
GROUNDING NOTES

NO SCALE

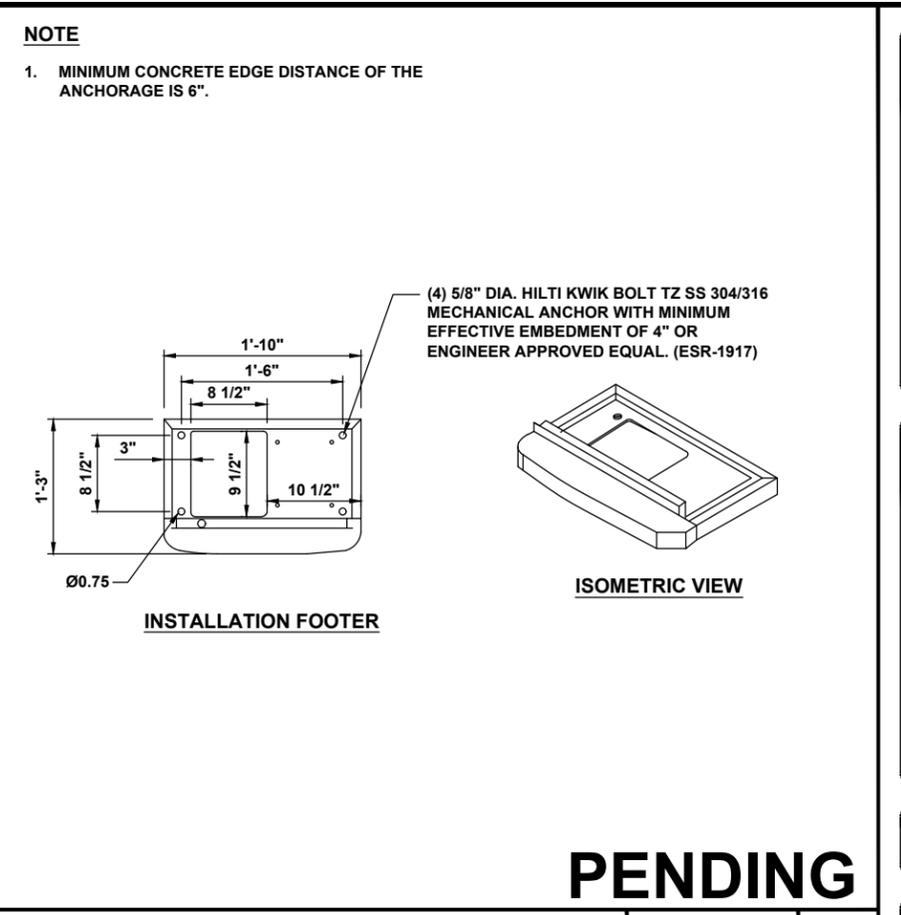
D



PENDING



PENDING



ELECTRIFY AMERICA, LLC.
2003 EDMUND HALLEY DRIVE
SUITE 200
RESTON, VIRGINIA 20191

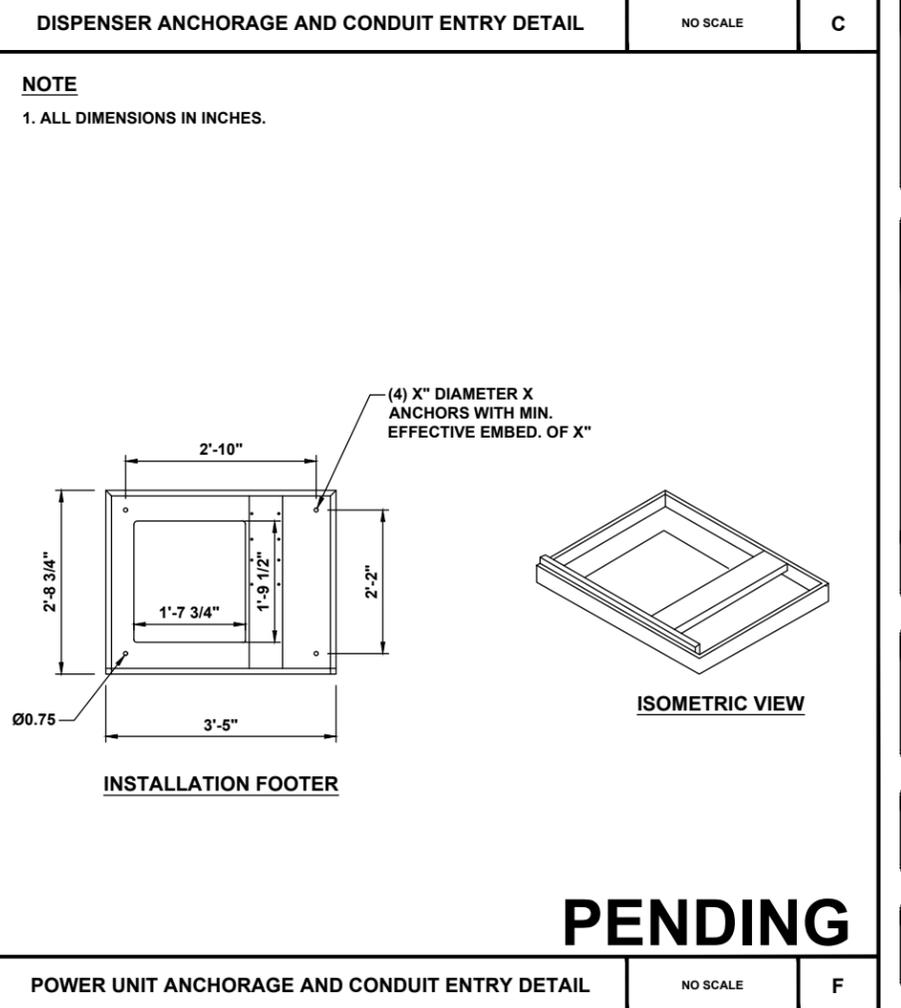
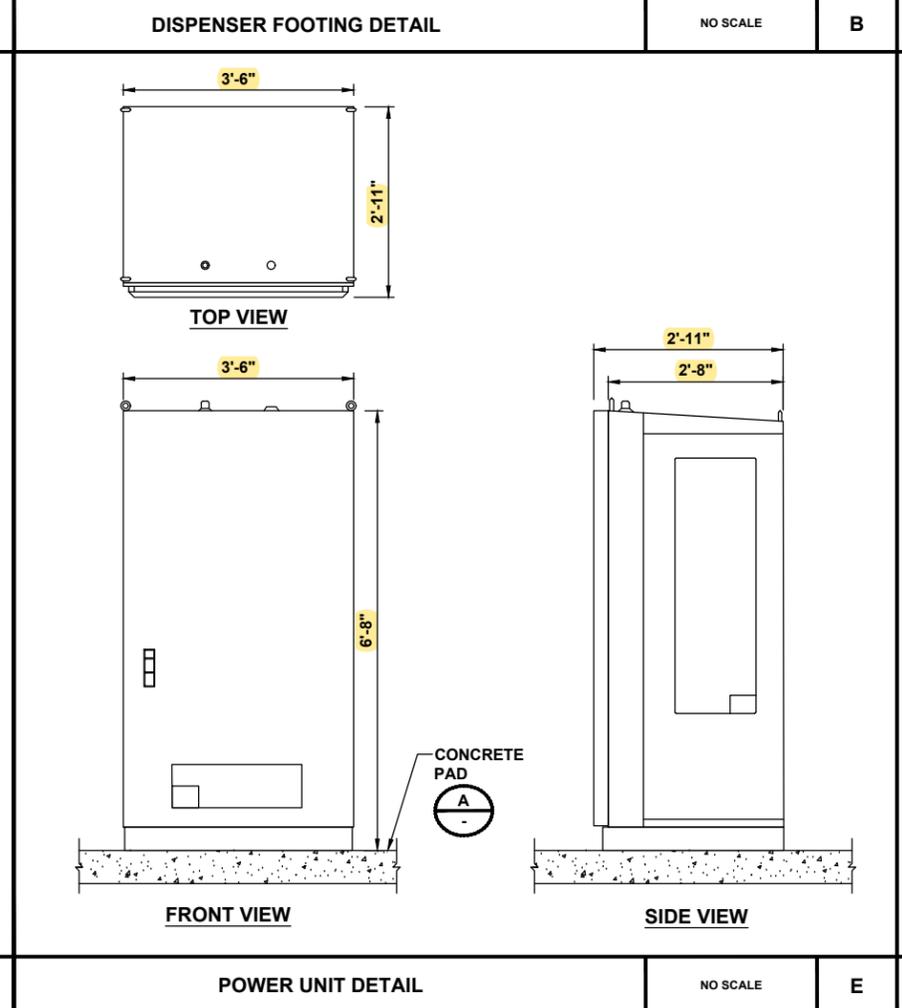
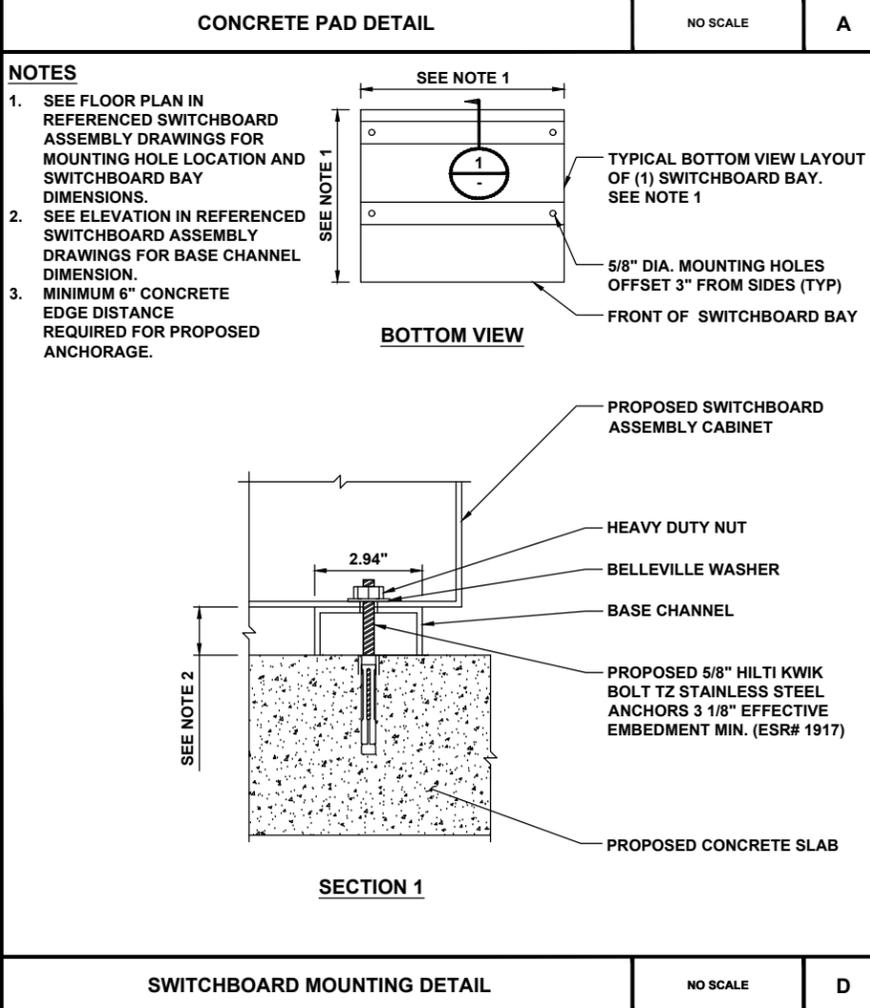
BLACK & VEATCH

6800 W 115th ST, SUITE 2292
OVERLAND PARK, KS 66211
(913) 458-2000

PROJECT NO: 197479
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A	06/04/18	ISSUED FOR 30% REVIEW

PENDING



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IL200013 GLENVIEW
TARGET T1167
2241 WILLOW RD
GLENVIEW, IL 60025

SHEET TITLE
EQUIPMENT DETAILS

SHEET NUMBER
D-1

CONCRETE PAD DETAIL NO SCALE A

DISPENSER FOOTING DETAIL NO SCALE B

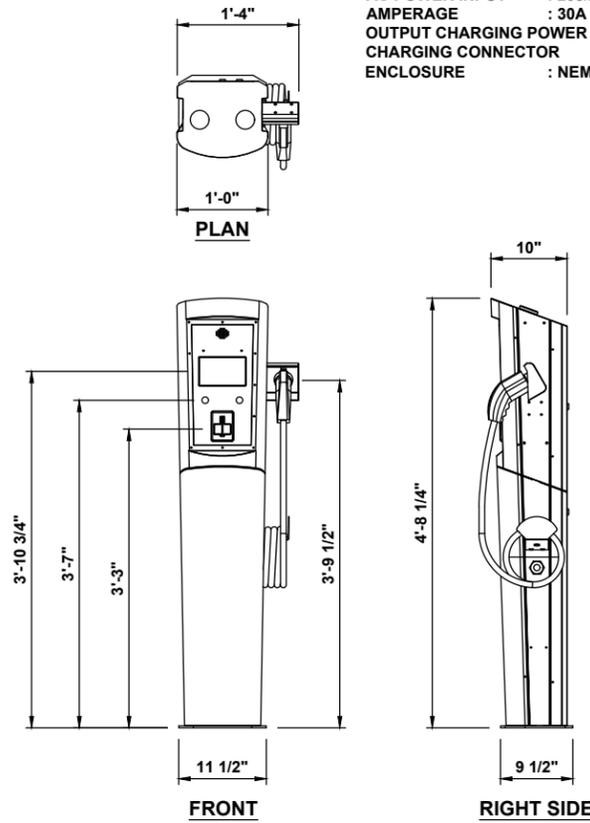
DISPENSER ANCHORAGE AND CONDUIT ENTRY DETAIL NO SCALE C

SWITCHBOARD MOUNTING DETAIL NO SCALE D

POWER UNIT DETAIL NO SCALE E

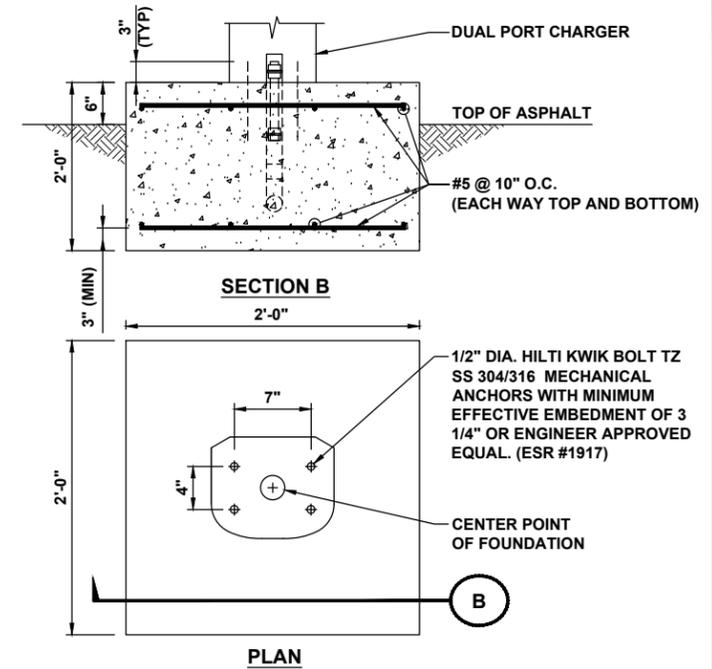
POWER UNIT ANCHORAGE AND CONDUIT ENTRY DETAIL NO SCALE F

LEVEL 2 PEDESTAL
 AC POWER INPUT : 208/240 VAC, SINGLE PHASE.
 AMPERAGE : 30A
 OUTPUT CHARGING POWER : 6.6 KW - 7.2 KW
 CHARGING CONNECTOR : SAE J1772, 25' CABLE
 ENCLOSURE : NEMA 3R



NOTES

- EQUIPMENT SHALL BE CENTERED ON FOUNDATION.
- MINIMUM CONCRETE EDGE DISTANCE OF ANCHORAGE IS 6 INCHES.



PENDING



ELECTRIFY AMERICA, LLC.
 2003 EDMUND HALLEY DRIVE
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 RESTON, VIRGINIA 20191



BLACK & VEATCH

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 (913) 458-2000

PROJECT NO:	197479
DRAWN BY:	PRP
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DETAIL NOT USED

NO SCALE

B

LEVEL 2 CHARGER

NO SCALE

B

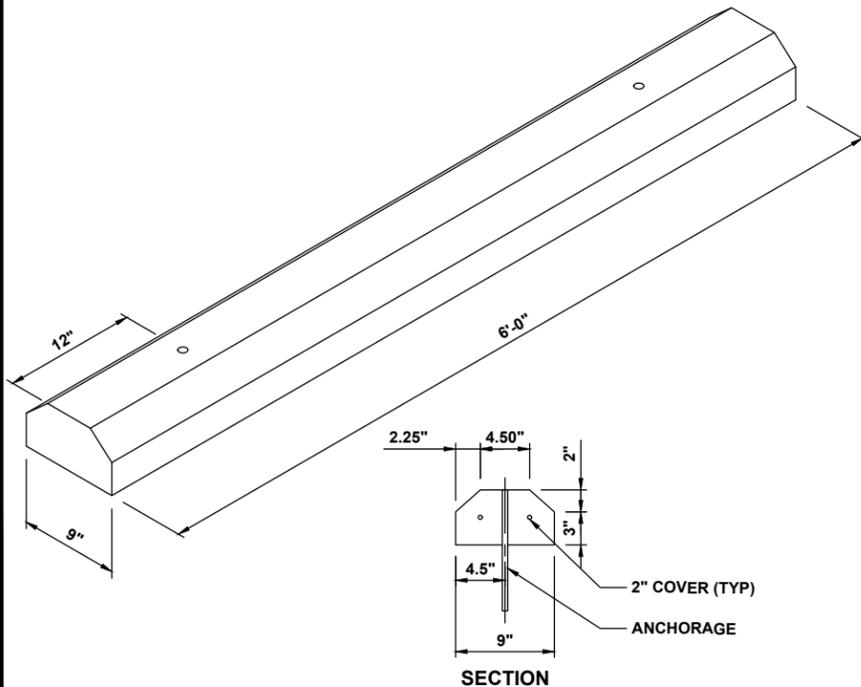
LEVEL 2 CHARGER FOUNDATION DETAIL

NO SCALE

C

NOTE

- PREFABRICATED CONCRETE PARKING BARRIERS, WHERE USED, SHALL BE A MINIMUM OF 9 INCHES WIDE, 5 INCHES HIGH, AND 6 FEET LONG. PREFABRICATED BARRIERS MUST BE FIRMLY AND PERMANENTLY ANCHORED A MINIMUM OF 12 INCHES BELOW THE PAVEMENT WITH GALVANIZED WITH GALVANIZED ANCHOR PINS.



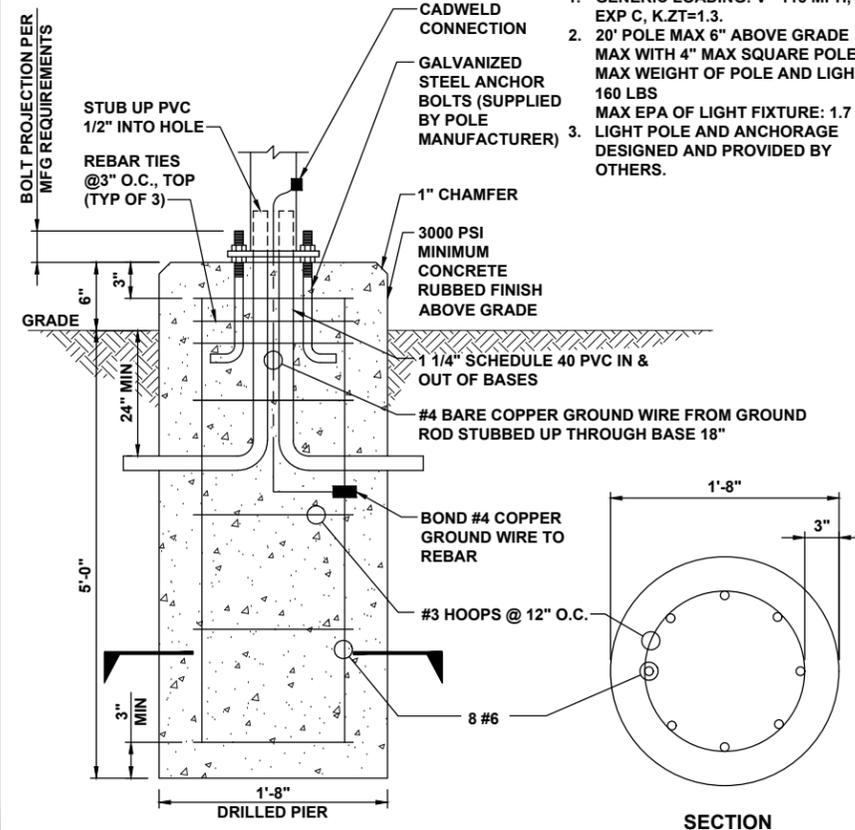
TYPICAL PARKING BARRIER (WHEEL STOP) DETAIL

NO SCALE

D

NOTES

- GENERIC LOADING: V= 115 MPH, EXP C, K.ZT=1.3.
- 20' POLE MAX 6" ABOVE GRADE MAX WITH 4" MAX SQUARE POLE. MAX WEIGHT OF POLE AND LIGHT: 160 LBS MAX EPA OF LIGHT FIXTURE: 1.7 SF
- LIGHT POLE AND ANCHORAGE DESIGNED AND PROVIDED BY OTHERS.



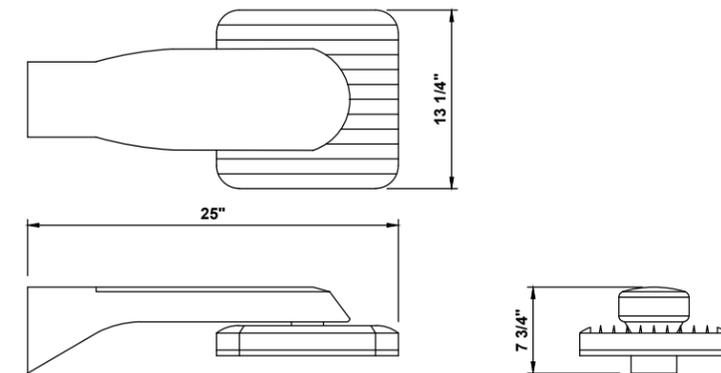
PEDESTRIAN LIGHT POLE BASE DETAIL

NO SCALE

E

LITHONIA LIGHTING/ KAX LED SIZE 1 LED AREA LUMINAIRE
 LITHONIA KAX1 LED P1 40K R3 MVOLT RPA DNAXD
 PHOTOCCELL: DLL127F 1.5 JU

LITHONIA LIGHTING ANCHOR BASE POLE
 RSS 15 4-5B DM19AS DNAXD



PEDESTRIAN LIGHT FIXTURE DETAIL

NO SCALE

F

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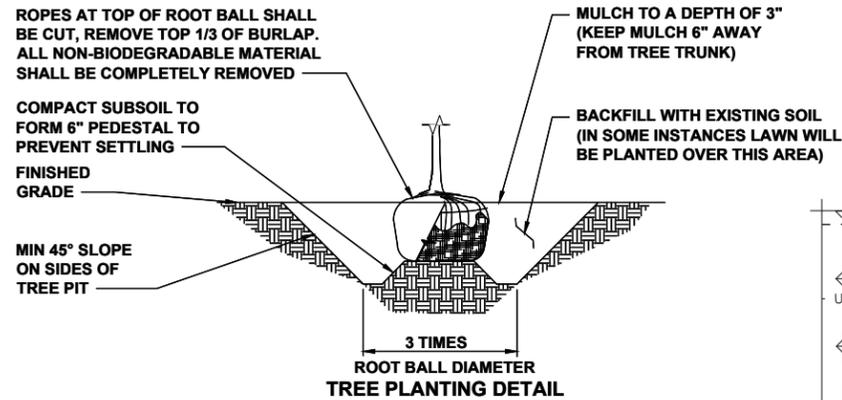
SHEET TITLE
EQUIPMENT DETAILS

SHEET NUMBER

D-2

TREE PLANTING NOTES

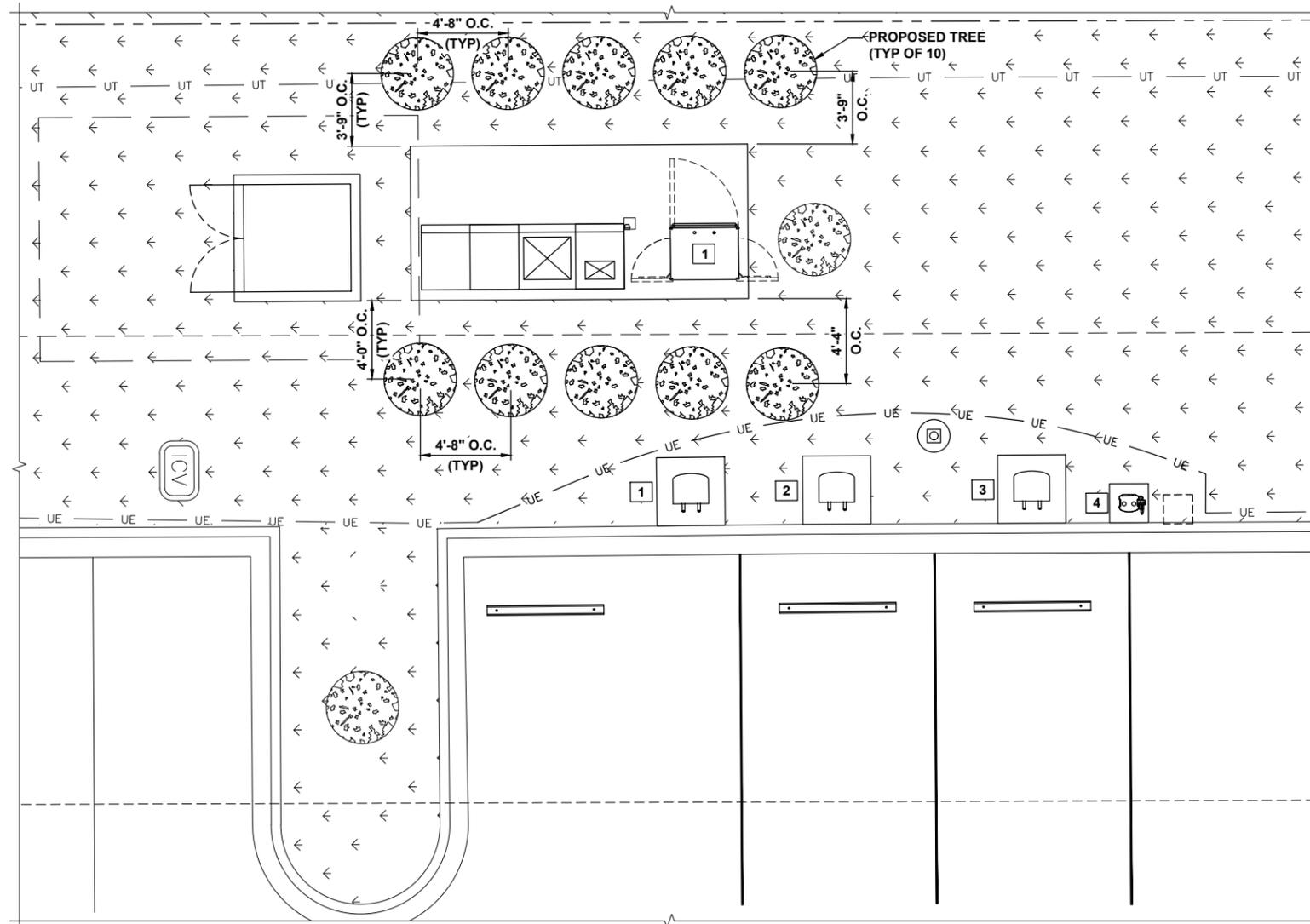
1. SITUATE ROOT BALL SO THAT TOP OF ROOT BALL IS 2" ABOVE FINISHED GRADE.
2. SCARIFY SIDES AND BOTTOM OF TREE PIT.
3. BACKFILL TREE PIT WITH EXISTING SOIL AND WATER UNTIL NO MORE WATER IS ABSORBED.
4. DO NOT ALLOW AIR POCKETS TO FORM WHILE BACKFILLING.
5. INSTALL A MIN. 4'-0" DIAMETER MULCH RING AT A MIN. DEPTH OF 3" FOR TREES IN LAWN AREA.
6. TREES NEED TO BE STAKED ONLY WHEN EXTREME WIND MAKES SUCH SUPPORT NECESSARY. IF STAKING IS NECESSARY CONTACT THIS OFFICE AND A DETAIL WILL BE PROVIDED.



GENERAL NOTE

1. ALL PLANTS SHALL BE WATERED THOROUGHLY TWICE DURING THE FIRST 24 HOUR PERIOD AFTER PLANTING. ALL PLANTS SHALL THEN BE WATERED WEEKLY, AND MORE FREQUENTLY DURING TIMES OF EXTREME HEAT, FOR THE DURATION OF THE FIRST GROWING SEASON.

PLANT SCHEDULE						
CODE	BOTANICAL NAME	COMMON NAME	QTY	SIZE (AT CONSTRUCTION)	SPACING	SPECIFICATIONS (AT FULL SIZE)
TREES	THUJA OCCIDENTAL 'SMARAGD'	EMERALD GREEN ARBORVITAE	10	5' - 7' TALL	4'-8"	15 FT TALL, 3-4 FT WIDE
SHRUBS						
GROUND COVER						
OTHER						



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BLACK & VEATCH

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(913) 458-2000

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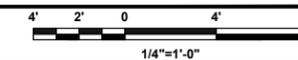
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IL200013 GLENVIEW
TARGET T1167
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GLENVIEW, IL 60025

SHEET TITLE
**LANDSCAPING PLAN
DETAILS & PLANT SCHEDULE**

SHEET NUMBER
LS-1

LANDSCAPING PLAN



NOTES

1. WORK / STAGING AREA TO BE CONFIRMED AT PRE-CONSTRUCTION SITE MEETING AND SURROUNDED BY TEMPORARY FENCE DURING CONSTRUCTION.
2. POSSIBLE LOCATION FOR TEMPORARY DRIVE AISLE CLOSURE DURING CONSTRUCTION.
3. CONTRACTOR TO PROVIDE TEMPORARY SIGNS TO DIRECT TRAFFIC FLOW.
4. SHORT TERM FENCING TO BE PROVIDED OUTSIDE OF TEMPORARY FENCE FOR ANY OPEN TRENCHES LEFT OVER NIGHT OR UNATTENDED.

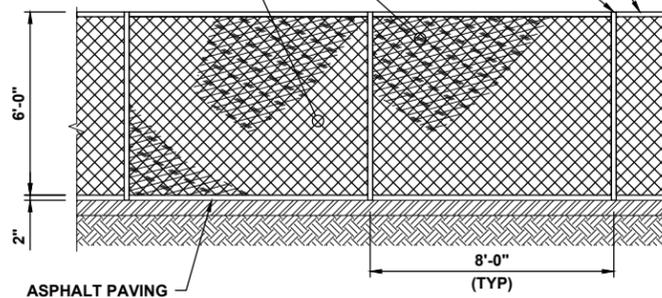
LEGEND	
	WORK / STAGING AREA
	DRIVE AISLE CLOSURE
	UTILITY LINE TO BE BORED
	UTILITY LINE TO BE TRENCHED

ENDURO SHADE CLOTH BY HENDEE ENTERPRISES, INC. (OR EQUAL) TEL: 1-800-231-7275

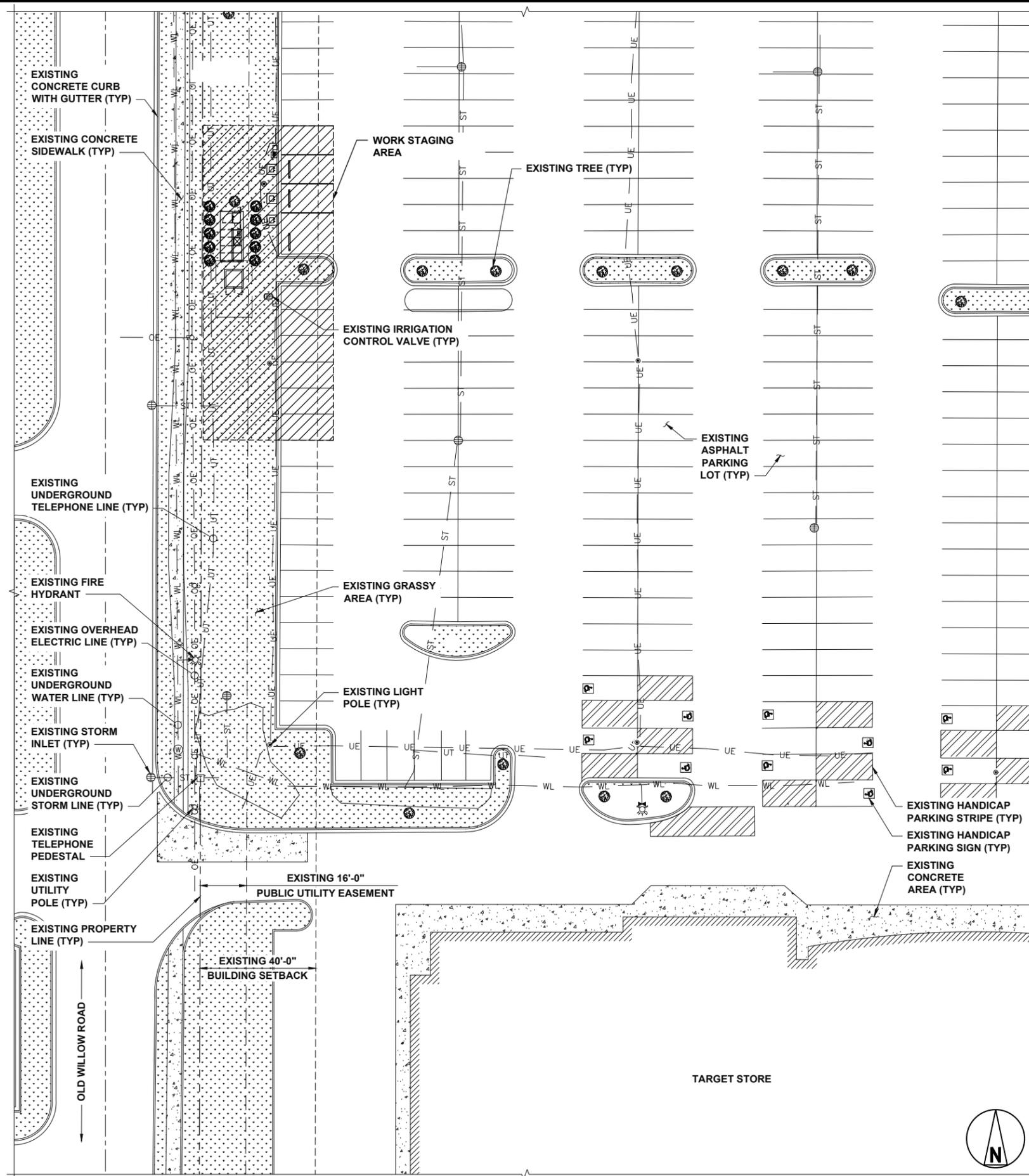
NO. 9 GAGE, 0.148" ± 0.00", FINISHED SIZE GALVANIZED STEEL WIRES, 2" MESH, TOP AND BOTTOM SELVAGES TWISTED AND BARBED CONFORMING TO ASTM A392, A491, F668, OR F573

TOP RAIL 1.66 IN OD, 2.27 LB/FT GALVANIZED STEEL PIPE (TYP)

POST 1.90 IN OD, 2.70 LB/FT GALVANIZED STEEL PIPE (TYP)



TEMPORARY FENCE DETAIL
NO SCALE



STAGING PLAN



ELECTRIFY AMERICA, LLC.
2003 EDMUND HALLEY DRIVE
SUITE 200
RESTON, VIRGINIA 20191



BLACK & VEATCH

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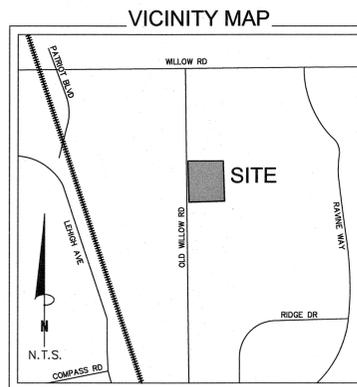
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TARGET T1167
2241 WILLOW RD
GLENVIEW, IL 60025

SHEET TITLE
STAGING PLAN

SHEET NUMBER
-

FOR REFERENCE ONLY



PROPERTY DESCRIPTION:

Part of Lot 3, Willow Creek Center, recorded December 23, 1999 as Document No. 09192216 of the Official Public Records of Cook County, Illinois.

SCHEDULE B2 EXCEPTIONS:

- Item No.
- ANNEXATION AGREEMENT December 16, 1988 DOCUMENT NO. 88-581079 AGREEMENT BETWEEN THE VILLAGE OF NORTHBROOK, BOARD OF TRUSTEES OF THE VILLAGE, AND THE SOCIETY OF THE DIVINE WORD. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - FIRST AMENDMENT TO ANNEXATION AGREEMENT March 27, 1991 DOCUMENT NO. 91-137573 AGREEMENT BETWEEN THE VILLAGE OF NORTHBROOK AND SOCIETY OF THE DIVINE WORD. -DOES NOT AFFECT SURVEY AREA.
 - ANNEXATION AGREEMENT March 16, 1990 DOCUMENT NO. 90119238 AGREEMENT BETWEEN THE VILLAGE OF GLENVIEW, MISSIONARY SISTERS SERVANTS OF THE HOLY SPIRIT AND MARATHON U.S. REALTIES INC. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - AMENDED AND RESTATED ANNEXATION AGREEMENT August 01, 1996 DOCUMENT NO. 96590154 AGREEMENT BETWEEN THE VILLAGE OF GLENVIEW, MISSIONARY SISTERS SERVANTS OF THE HOLY SPIRIT AND MARATHON U.S. REALTIES INC. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - DECLARATION OF PROTECTIVE COVENANTS March 16, 1990 DOCUMENT NO. 90119242 DECLARATION BY LASALLE NATIONAL BANK. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - AMENDED AND RESTATED DECLARATION OF PROTECTIVE COVENANTS August 01, 1996 DOCUMENT NO. 96-590155 DECLARATION BY LASALLE NATIONAL BANK. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - FIRST AMENDMENT TO AMENDED AND RESTATED DECLARATION OF PROTECTIVE COVENANTS January 12, 1998 DOCUMENT NO. 98027733 DECLARATION BY SOO LINE RAILROAD COMPANY. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - SECOND AMENDMENT TO AMENDED AND RESTATED DECLARATION OF PROTECTIVE COVENANTS August 01, 2001 DOCUMENT NO. 0010696675 DECLARATION BY THE GLENVIEW NORTH SHORE PARK ASSOCIATION. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - EASEMENT AGREEMENT March 16, 1990 DOCUMENT NO. 90119243 AGREEMENT BETWEEN LASALLE NATIONAL BANK, MARATHON U.S. REALTIES INC AND MISSIONARY SISTERS SERVANTS OF THE HOLY SPIRITS. -DOES NOT AFFECT SURVEY AREA.
 - DECLARATION OF RESTRICTIVE COVENANTS - TDR January 06, 1992 DOCUMENT NO. 92007821 DECLARATION BY THE SOCIETY OF THE DIVINE WORD. -DOES NOT AFFECT SURVEY AREA.
 - NOTICE OF PROPOSED ANNEXATION January 31, 1992 DOCUMENT NO. 92066199 -NOT SURVEY RELATED.
 - DECLARATION OF PROTECTIVE COVENANTS April 15, 1998 DOCUMENT NO. 98299149 DECLARATION BY SOO LINE RAILROAD COMPANY, INC. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - OPERATION AND EASEMENT AGREEMENT April 20, 1998 DOCUMENT NO. 98-312944 AGREEMENT BETWEEN DAYTON HUDSON CORPORATION AND OPUS NORTH CORPORATION. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - FIRST AMENDMENT TO OPERATION AND EASEMENT AGREEMENT December 29, 1999 DOCUMENT NO. 09204790 AGREEMENT BETWEEN DAYTON HUDSON CORPORATION AND OPUS NORTH CORPORATION. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - SECOND AMENDMENT TO OPERATION AND EASEMENT AGREEMENT October 13, 2010 DOCUMENT NO.1028631072 AGREEMENT BETWEEN TARGET CORPORATION AND PERA WILLOW CREEK, INC. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - THIRD AMENDMENT TO OPERATION AND EASEMENT AGREEMENT October 18, 2010 DOCUMENT NO.1029118058 AGREEMENT BETWEEN TARGET CORPORATION AND PERA WILLOW CREEK, INC. -AFFECTS SURVEY AREA, BLANKET IN NATURE.
 - GRANT OF EASEMENT March 11, 1999 DOCUMENT NO. 99232525 GRANTOR: DAYTON HUDSON CORPORATION, GRANTEE: COMMONWEALTH EDISON COMPANY. -DOES NOT AFFECTS SURVEY AREA.

Items not listed above are determined non-survey related items and are not plotted hereon.

NOTES:

- This is a topographic map. This is not a boundary survey and is only intended to depict those topographic features or improvements shown. The property lines shown are record lines only and are shown for graphical reference only.
- Any underground utilities shown have been located from field survey information. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible from the information available.
- FEDERAL EMERGENCY MANAGEMENT AGENCY, FEMA FIRmette published May 25, 2018, referencing Flood Insurance Rate Map, Map Number 17031C0227J effective date August 19, 2008, indicates this parcel of land is located in Zone X (Area of minimal flood hazard).
- This survey does not constitute a title search by Clark Land Surveying, Inc. to determine ownership or easements of record. For all information regarding easements, rights of way and title of record, Clark Land Surveying, Inc. relied upon a Search Report, prepared by Pacific Corporate & Title Services with an order number of RC2024319, dated May 22, 2018.
- Elevations are based on NAVD 88 datum.
- BENCHMARK: Easterly bonnet bolt on fire hydrant, as shown. Elevation: 637.55' (NAVD 88).
- BASIS OF BEARINGS: Bearings are relative to those shown upon the plat of Willow Creek Center, according to the map or plat thereof, recorded as Document No. 09192216 of the Official Public Records of Cook County, Illinois, if rotated 00°22'52" clockwise.
- Field work for this survey was completed on May 18, 2018.
- This site is zoned "B2" (General Business) per City of Glenview Planning Department.
Building Setbacks: Front (Public R.O.W.): 40', Side: None, Rear: 20'
No zoning information provided by the client. Zoning setbacks shown hereon are the interpretation of the surveyor. For clarification of exact zoning designations and setback locations, please, contact the City of Glenview Planning and Zoning Department at (847) 904-4400.

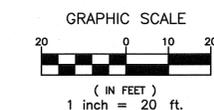
SURVEYOR'S STATEMENT:

On the basis of my knowledge, information and belief, I hereby state and declare that this drawing was prepared under my direct supervision to the standard of care of surveyors practicing in the State of Illinois and that the information shown hereon is true and correct to the best of my knowledge and belief.

This statement is neither a warranty nor a guarantee, either expressed or implied.



Kevin C. Lewis
Illinois Professional Land Surveyor No. 3681
For and on behalf of Clark Land Surveying, Inc.



LOT 3
WILLOW CREEK CENTER
APN: 04-22-202-013-0000
OWNER: PROPTAX T1167 TARGET

CONCRETE

OLD WILLOW ROAD
(PUBLIC R.O.W. VARIES)

GRATE ELEV: 634.15'
INV (E) ELEV: 631.05'

GRATE ELEV: 632.71'
INV (E) ELEV: 632.71'

CONCRETE

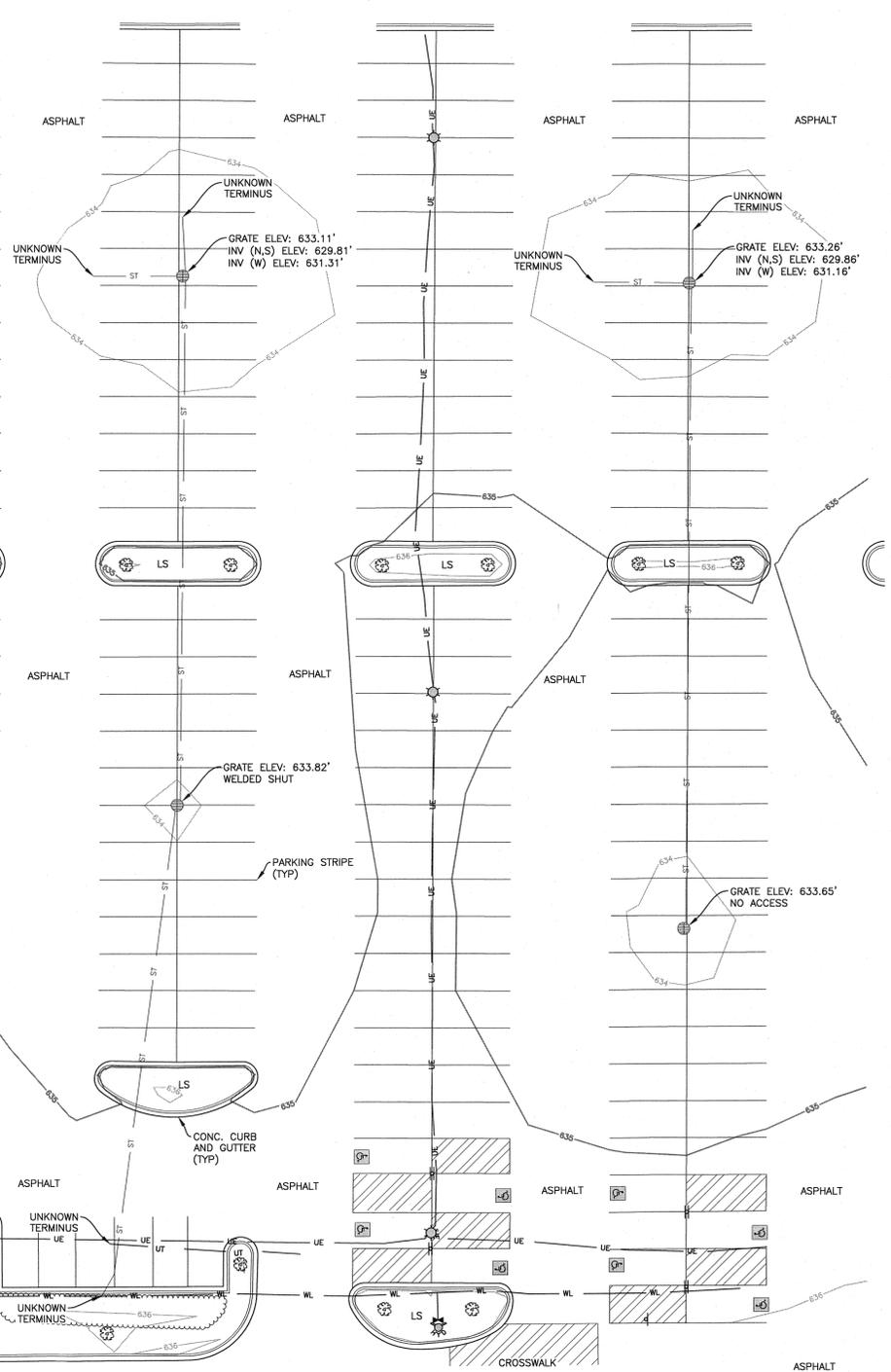
SITE BENCHMARK
EASTERLY BONNET BOLT
ON FIRE HYDRANT
ELEV: 637.55'

16' PUBLIC UTILITY
EASEMENT
(PER DOC NO. 9192216)

40' BUILDING SETBACK

16' PUBLIC UTILITY
EASEMENT
(PER DOC NO. 9192216)

40' BUILDING SETBACK



- ### LEGEND
- STORM INLET (ROUND)
 - FIRE HYDRANT
 - WATER VALVE
 - IRRIGATION CONTROL VALVE
 - WATER MANHOLE
 - LIGHT POLE
 - UTILITY POLE
 - TELEPHONE PEDESTAL
 - HANDICAP PARKING
 - CONIFEROUS TREE
 - DECIDUOUS TREE
 - LANDSCAPED AREA
 - SIGN
 - STORM LINE (UNDERGROUND)
 - WATER LINE (UNDERGROUND)
 - ELECTRIC LINE (UNDERGROUND)
 - ELECTRIC LINE (OVERHEAD)
 - TELEPHONE LINE (UNDERGROUND)
 - TREE LINE/LANDSCAPED AREA
 - CONCRETE AREA

177 S. Tiffany Dr., Unit 1
Pueblo West, CO 81007 • 719.562.1270
www.clarksl.com

No.	Description	By	Date

TOPOGRAPHIC SURVEY

A PORTION OF THE NE 1/4 OF SECTION 22
TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE 3RD MERIDIAN
CITY OF GLENVIEW, COOK COUNTY, ILLINOIS

Project No. 180651

Drawn By: AMF
Checked By: KCL

Date: 5/25/2018
Sheet 1 of 1

SITE NAME:
IL200013 Glenview

TITLE 6: Zoning
CHAPTER 11: Off-Street Parking and Loading

Sections:

6-11-1: General Requirements

6-11-2: Off-Street Parking Facilities

6-11-3: Off-Street Loading Facilities

6-11-1: General Requirements

- A. General Applicability: Off-street parking and loading facilities for all existing and new structures and uses of land within the Village of Lincolnshire shall be in accordance with the provisions of this Chapter.
- B. Increase in Intensity: Whenever the intensity of use of any structure, or premises is increased through the addition of dwelling units, gross floor area, seating capacity, or other units of measurement specified herein for required parking or loading facilities, parking and loading facilities shall be required for such increases in intensity.
- C. Change in Use: Whenever a use existing on the effective date of this Chapter is changed to a new use, parking or loading facilities shall be provided as required herein for such new use.
- D. Responsibility: The duty to provide and maintain off-street parking spaces and/or loading facilities shall be the joint and several responsibility of the operator and/or owner of the use and/or owner of the land for which off-street parking spaces and/or loading facilities are required to be provided and maintained hereunder.
- E. Design Plan: Parking and loading facilities shall be illustrated on a site plan to be submitted with all applications for Building Permits or Certificates of Occupancy in accordance with the provisions of this Chapter.
- F. Snow Removal: Accommodations shall be made for the storage and/or removal of snow from all parking and loading facilities. Areas for snow storage shall be designated reasonably close to drains or catch basins. Snow storage within landscaped areas should be avoided to prevent damage to plant material.

6-11-2: Off-Street Parking Facilities:

A. General Requirements

- 1. Use: Required off-street parking facilities shall be solely for the parking of vehicles used for the transportation of occupants, patrons, employees or materials of the uses to which they are accessory. Each required parking space shall be kept available at all times for parking of such vehicles. No required parking space shall be rented, leased or used for any purpose other than that for which said space is required.
- 2. Access: Off-street parking facilities shall be designed and located to provide appropriate means of vehicular access to adjacent streets or alley ways in a manner which will least interfere with traffic movements. Parking spaces shall open directly upon an aisle or driveway of such width and designed to provide safe and

efficient means of vehicular access to such parking space at all times.

3. Computation: When the number of parking spaces required herein results in a fractional space, any fraction shall require one (1) additional parking space. Parking spaces required on a square footage basis shall be based on the gross square footage of the structure/leasable space. Parking spaces required on an employee basis shall be based on the maximum number of employees on duty or residing on the premises at any one time.
4. Shared Parking Facilities: Parking spaces required for separate structures and uses may be provided collectively on the same lot, provided use of such spaces shall not occur at the same time based on the operations of the uses they are serving. The minimum number of required parking spaces shall be established by the primary use or the highest parking generating use, whichever is more.
5. Land Banking: The Zoning Administrator may authorize a reduction in the total number of off-street parking spaces required herein, subject to the following:
 - a. No more than 50% of the required parking spaces shall be landbanked.
 - b. Prior to authorization of landbanked spaces, the lot owner or tenant must demonstrate that required parking spaces are excessive as applied to the use of the zoning lot, including but not limited to employee counts, lack of public customers, or similar scenarios.
 - c. Every request for landbanking of required parking spaces shall be accompanied by a detailed parking plan identifying the area(s) reserved for future parking and the landscape treatment of such open space.
 - d. The property owner shall file with the Zoning Administrator his/her unconditional agreement in form and substance satisfactory to the Village Attorney that the area(s) reserved for future parking shall be maintained as landscaped open space until and unless required to be used for off-street parking in compliance with this Chapter. Such agreement shall be recorded with the Lake County Recorder's Office.
 - e. The Zoning Administrator, in his/her sole discretion, shall have the authority to require the property owner or successor, at any time, to increase the number of parking spaces required by this Chapter.

e-f.

6. Electric Vehicle Charging Stations

Electric vehicle charging stations are permitted with a building permit in all zoning districts for non-residential uses, and for multi-family residential uses for which a special use permit has been previously granted, subject to general regulations of this Chapter and the following specific regulations:

a. Parking Spaces:

Charging station spaces may be included in the overall calculation of minimum parking spaces required for the primary use by this Title, provided that charging station spaces do not reduce the dimensions of adjoining spaces or the parking aisle or reduce the number of available spaces below the minimum required by this Chapter.

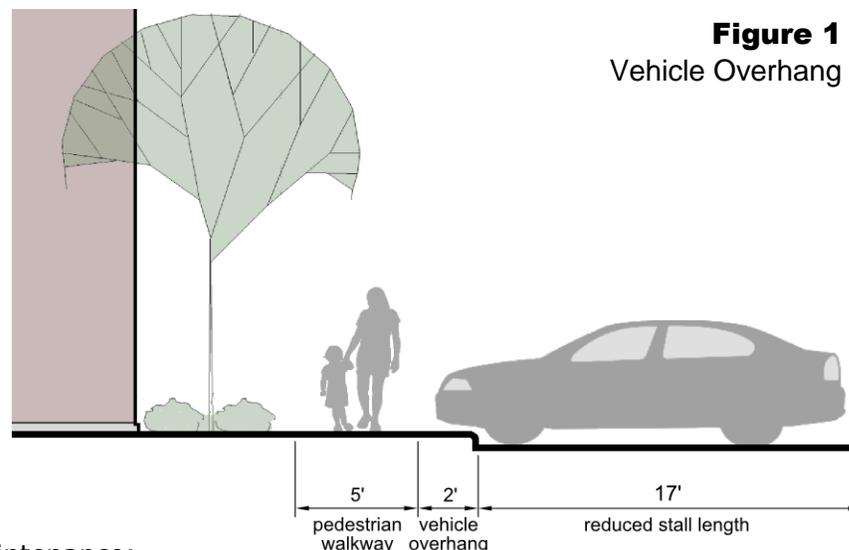
- b. Accessibility: A minimum of one accessible charging station with an adjacent accessible parking space shall be installed per development in compliance with all local, state, and federal accessibility requirements. The accessible charging station does not have to be designated for exclusive use of persons with disabilities, unless it is intended to satisfy the overall accessibility requirement in this Chapter.
- c. Location: Every effort shall be made to place charging stations on site so as to minimize vehicular and pedestrian conflicts and maintain site aesthetics.
- d. Height: The height of charging stations and related equipment shall not exceed 8 feet from the established grade.
- e. Screening: Charging station equipment shall be screened from adjacent properties and the right-of-way with a screen and adjacent evergreen plantings that are sufficiently tall and dense. Screens shall be designed of a material compatible with the principal building on the site and comply with ground-mounted equipment screen requirements in Chapter 15, Fences and Screens, of Title 6, except the height of charging station equipment screens for residential and non-residential uses in all zoning districts is permitted to be 7.5' or less. No screens shall be required if the site provides sufficient screening through an existing building or another structure located in close proximity to the charging station equipment.
- f. Signage: Only signs required to identify the purpose and function of the charging station and corresponding parking space are allowed in compliance with Title 12, Sign Control. Advertisement of goods and services is prohibited on LED screens or on any other component of the charging station through images or sound.
- g. Pavement Marking: White or yellow lettering that states "EV Charging Only" as well as markings necessary to delineate spaces shall be the only pavement marking permitted to identify charging station spaces.
- h. Equipment Protection: All equipment shall be protected via curbing, bollards, or similar protective structure or device.

B. Location:

1. All parking facilities shall be located in the same zoning lot as the structure or use to which they serve. Parking facilities of ten (10) or more parking spaces may be located on a separate lot provided said parking spaces are located within the development in which such parking spaces are serving.
2. Parking facilities solely for employees, may be located on a separate lot provided no such parking spaces shall be located in excess of six hundred feet (600') measured along a paved pedestrian circulation route to the nearest building

entrance.

3. Residential zoning: Parking facilities containing three or more spaces shall not be located in a Front, Side, or Rear Setback, as defined in Chapter 2 of this Title, except when a garage structure is located within the Rear Setback. Surfaced driveways may be used as parking spaces in addition to the requirements herein.
 4. All Other Zoning Districts: Required parking spaces shall not be located in a Front or Corner Side Yard, as defined in Chapter 2 of this Title, and shall be located a minimum of twenty five (25) feet from the property line of any adjoining residential zoning district, except as permitted in Section 6-8-11(B) of this Title. Required parking spaces may be located in an interior side yard or rear yard in all non-residential zoning districts, provided in the O/I districts a fully landscaped and maintained strip of at least fifteen feet (15') in the O/Ia and O/Ib subdistricts or eight feet (8') in the O/Ic and O/Id subdistricts is installed and maintained continuously along the perimeter of the applicable rear and interior side yards (excluding driveway or sidewalk entrances, or railroad track frontage).
- C. Size: Every parking space shall conform to the parking dimensions identified on the Off-street Parking Chart found at the end of this Chapter, exclusive of access drive aisles, ramps, etc., and have a minimum vertical clearance of seven (7) feet. For parking spaces adjacent to a curb, the parking space length shall be shortened by two (2) feet to provide sufficient vehicle overhang (see Figure 1). For parking spaces where vehicle overhang is adjacent to a pedestrian walkway, the walkway width shall be a minimum of seven (7) feet to provide unobstructed pedestrian access (see Figure 1).



D. Design and Maintenance:

1. Surfacing:

- a. Single-Family Residential: Off-street parking facilities accessory to single-family residential (attached or detached) shall be paved or otherwise surfaced with an all-weather dustless material. The portion of the driveway connecting from the curb line to the property line shall be paved with concrete, asphaltic materials or permanent materials, in accordance with Village Codes.
- b. All Other Uses: The minimum required off-street parking facilities, spaces and

access drives shall be improved with a compacted macadam base, or equal, not less than six inches (6") thick, surfaced with asphaltic concrete or comparable all-weather, dustless material. Any portion of a parking facility containing parking spaces in excess of 10% of the minimum number required herein shall implement innovative stormwater management features (commonly identified as Best Management Practice techniques, BMP), including but not limited to alternate paving surface materials, use of light colored concrete, recycled asphalt permeable pavement materials, bioretention areas, swales, or similar techniques approved by the Village of Lincolnshire; unless it can be demonstrated no further increases in impervious surface coverage will be produced.

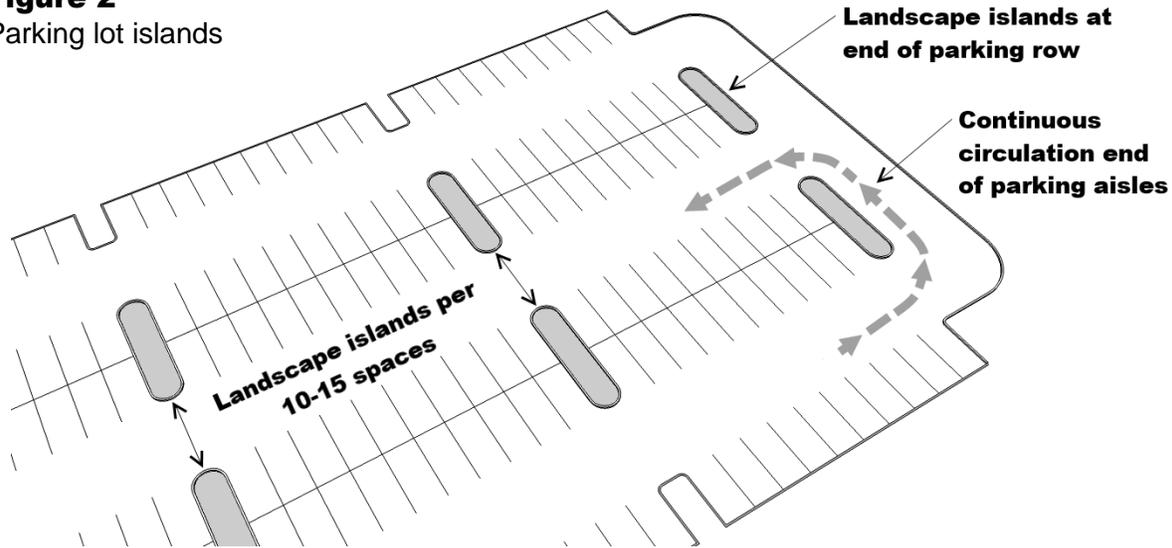
2. Drainage: All parking facilities shall be designed to prevent the drainage of stormwater onto adjoining property and to effectively manage stormwater and snowmelt on-site in accordance with Village Codes and the Lake County Watershed Development Ordinance (WDO), including the use of stormwater BMP techniques.
3. Screening and Landscaping: Parking facilities shall be landscaped in accordance with Section 13-2-4 of Title 13.
4. Illumination: Illumination of off-street parking facilities shall be in accordance with Section 6-3-15 of this Title. All lighting should create an identity for parking facilities and be appropriately designed for the location, context, and scale of the areas being illuminated.
5. Curbing: All parking facilities, drives, access roadways, and landscape islands must be bordered by a six (6) inch high concrete barrier curb. Such curbing shall not be required if essential to the design and implementation of stormwater BMP techniques, as approved by the Village and Lake County Stormwater Management Commission (SMC).

E. Parking Lot Standards:

1. Parking facilities containing twenty (20) spaces or more shall have one (1) landscape island for every ten (10) parking spaces (see Figure 2). Landscape islands shall be a minimum width of nine (9) feet and a minimum length of nineteen (19) feet. Landscaping shall be in accordance with Section 13-2-4 of Title 13.
2. Landscape islands shall be located at the end of every parking row and shall be landscaped in accordance with Section 13-2-4 of Title 13 (see Figure 2).
3. Parking facilities containing two (2) or more parking aisles shall provide continuous vehicular circulation at each end of the parking aisles and shall be landscaped in accordance with Section 13-2-4 of Title 13 (see Figure 2).
4. A minimum eight (8) foot landscaped area shall be required between all building façades and parking facilities, including parking spaces and circulation drives, and shall be landscaped in accordance with Section 13-2-4 of Title 13.
5. Parking facilities containing forty (40) parking spaces or more shall have one (1) landscape island for every fifteen (15) parking spaces (see Figure 2). Landscape islands shall be a minimum width of nine (9) feet and a minimum length of nineteen (19) feet. Landscaping shall be in accordance with Chapter 2,

Landscaping, of Title 13.

Figure 2
Parking lot islands



F. Accessible (ADA) Parking Spaces: Off-street parking spaces required herein shall comply with the 2010 ADA Standards for Accessible Design and Illinois Accessibility Code, except for single-family dwellings, which shall be in accordance with the following requirements:

1. Required Accessible Spaces: ADA accessible parking spaces shall be included in the total number of required parking spaces as required in following table:

ACCESSIBLE PARKING SPACES	
Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1,000

2. Van Parking Spaces: For every six (6) or fraction of six (6) accessible parking spaces required by (B)(1) above, at least one (1) accessible space shall be a van parking space.

- G. Specific Requirements: Off-street parking spaces shall be provided in accordance with the minimum requirements listed below. The format in identifying the minimum number of required spaces is as follows:

{Number of spaces} 10/1,000 {Per square footage, units, seats, etc.}

Unspecified Use: When the use of a structure or lot is known, but not identified in the following parking table, the minimum number of parking spaces required shall be determined based on a reasonably comparable and/or similar use identified.

SEE OFF-STREET PARKING TABLE ON NEXT PAGE

Use	Minimum Number of Required Spaces
Residential	
Single-family detached dwelling	2/dwelling
Single-family attached dwelling, townhome	2.5/dwelling
Single-family attached dwelling, duplex	2.5/dwelling
Continuing care retirement campus (CCRC)	1/independent living unit + 1/employee + 4% of the total required parking for visitor parking
Multi-family dwelling/condominium	1.5/efficiency studio and 1 bedroom units 2.5/2 or more bedroom units
Recreational	
Bowling alley	4/lane + 12/1,000 sq. ft. of lounge or dining area
Golf course	80/9 holes
Park and playground	None for first acre. 5/1 to 5 acres + 5 for each acre in excess of 5 acres + 1/5 persons of design capacity of any structure or facility
Forest preserve/nature preserve	By Village Board
Personal fitness/instruction studio	1/4 persons based on maximum occupancy + 1/employee
Private or public recreation facility and community buildings	1/3 persons based on maximum occupancy + 1/employee + 1/100 sq. ft. of water surface area for any swimming pool facilities
Assembly Uses	
Art galleries, libraries and museums	1/500 SF
Exhibition and convention facilities	1/100 SF
Meeting and events center	1/4 persons at max occupancy
Private clubs, fraternal lodges	1/3 persons at maximum occupancy
Religious institutions	1/4 seats
Theater	1/3 seats

OFF-STREET PARKING TABLE CONTINUED ON NEXT PAGE

Use	Minimum Number of Required Spaces
Institutional	
Child day care center	1/500 SF
College/university or vocational, private educational institution, business or trade school	1/each employee + 1/3 students
Elementary, junior high school	1/each employee
High school	1 each employee + 1/4 students aged 16 years or older
Hospital	1/500 SF + 0.5/ employee
Municipal and government buildings	1/250 SF
Nursing/rest homes	1/1,000 SF
Urgent medical care center/clinic	1/200 SF + 1/employee, including doctors
Industrial	
Cargo and freight terminals	
Cartage and express facilities	
Laboratories or research and development facilities	1/250 SF of Office Space + 1/1,000 SF of Manufacturing Space + 1/2,000 SF of Warehouse Space
Light manufacturing, fabricating, processing, assembly, repairing, storing, servicing or testing of materials, goods or products	
Research laboratories	
Warehouse and storage, distribution facilities	

OFF-STREET PARKING TABLE CONTINUED ON NEXT PAGE

Use	Minimum Number of Required Spaces
-----	-----------------------------------

Commercial	
Automotive repair facility, service facility	0.5/employee + 2/service bay
Banks and financial Institutions	1/250 SF + 2 stacking spaces/ATM + 3 stacking spaces/drive-up service window
Car rental facilities	1/400 SF of gross leasable area + sufficient parking for rental cars
Catering establishment	
Office, business or professional	
Printing, publishing, blueprinting and photocopying establishments	1/250 SF
Radio and television stations	
Day spa	1/150 SF of gross leasable area
Dispensary organization	1/175 SF of office space + 1/2,000 SF of warehouse/storage space
Hotels	1/unit + 0.5/employee + 1/50 SF of lounge or dining area open to the public
Convenience store	
Drinking establishment	
Food store, including candy/confectionery stores, dairy products and bakeries	
Funeral home	
General retail and service use	
Pharmacy/drug store	1/200 SF
Liquor sales, package goods	
Musical instrument sales and repair shop	
Motor vehicle sales	
Pet shop	
Shopping center	
Performing and visual arts studios	1/employee + 1/every 3 students
Pet daycare, grooming and training	1/500 SF
Physician's office	1/employee + 2/examination room
Restaurants (fast food with drive-thru)	10/1,000 SF + 4 stacking spaces/drive-up service window + 2 stacking spaces for each additional ordering station
Restaurants (fast food)	13/1,000 SF
Restaurants (table service, convenience dining)	12/1,000 SF
Salon (hair, nails, makeup), barber shop	1/employee + 2/chair

Tutoring centers	1/employee + 1/every 3 students
Vehicle fueling station	1/fueling pump + 1/employee + 1/500 SF of convenience store area

END OF OFF-STREET PARKING TABLE

Off-Street Parking Chart

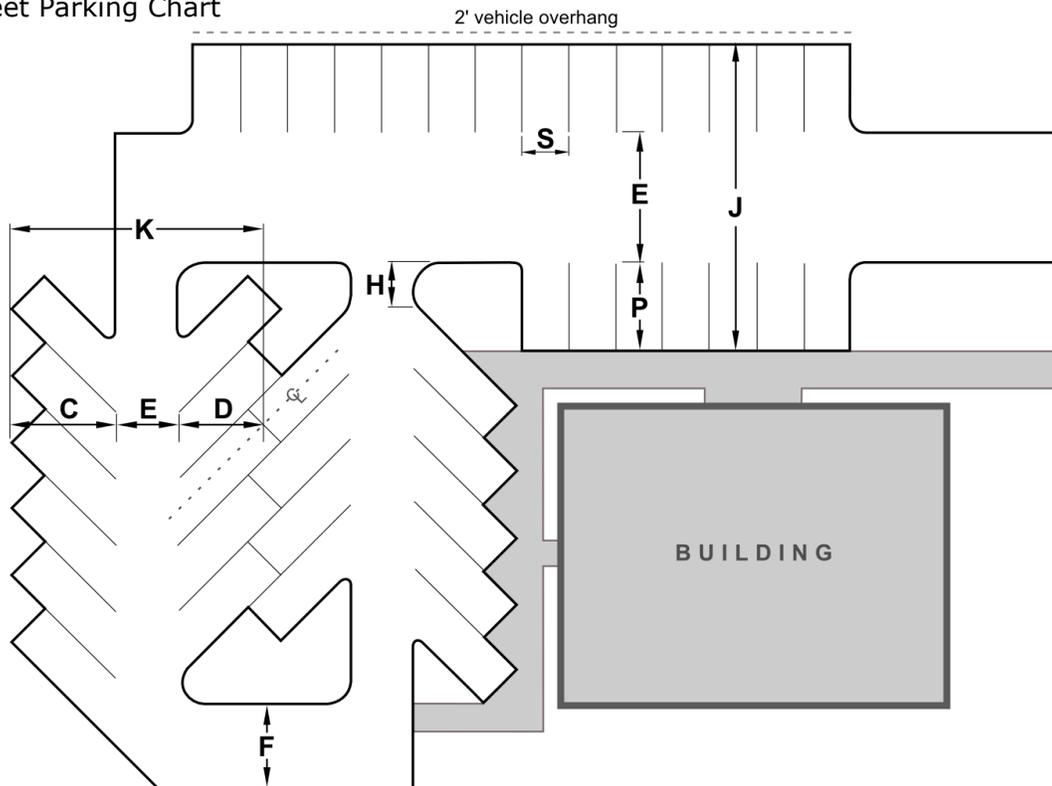


TABLE OF DIMENSIONS (IN FEET)

	S	P	C*	D	E	F	H	J	K*
0°	8.0	22.0	8.0	8.0	12.0			28.0	8.0
	8.0	24.0	8.0		11.0			27.0	8.0
	8.0	26.0	8.0	8.0	10.0			26.0	8.0
30°	8.5	19.0	16.9	13.2	10.0		6.0	43.8	40.1
	9.0	19.0	17.3	13.4	9.0		6.0	43.6	39.7
45°	8.5	19.0	19.4	16.4	10.8	15.5	9.5	49.6	46.6
	9.0	19.0	19.8	16.6	10.0	16.0	9.0	49.6	46.4
	9.5	19.0	20.1	16.7	9.5	16.5	8.5	49.7	46.3
	10.0	19.0	20.4	16.9	9.0	17.0	8.0	49.8	46.3
60°	8.5	19.0	20.8	18.7	18.0	15.0	12.5	59.6	57.5
	9.0	19.0	21.0	18.8	17.0	15.0	12.0	59.0	56.8
	9.5	19.0	21.3	18.9	15.5	15.0	11.5	58.1	55.7
	10.0	19.0	21.5	19.0	14.0	15.0	11.0	57.0	54.5
90°	8.5	19.0	19.0	19.0	27.0	20.0		65.0	65.0
	9.0	19.0	19.0	19.0	25.0	20.0		63.0	63.0
	9.5	19.0	19.0	19.0	24.0	20.0		63.0	62.0
	10.0	19.0	19.0	19.0	23.0	20.0		61.0	61.0

Notes:

$$\mathbf{J} = C + E + C$$

$$\mathbf{K} = C + E + D$$

*Except as shorten for 2 ft. vehicle overhang per Section 6-11-2(A)(3).

6-11-3: Off-Street Loading Facilities

A. General Requirements

1. Location: All required loading berths (docks) shall be located on the same zoning lot as the structure or use to be served. No loading berth shall be located within twenty five (25) feet of the nearest point of intersection of any two (2) public or private streets; nor shall it be located in a required front or side yard.
2. Design
 - a. Maneuvering: All loading berths shall be designed so that all maneuvering and standing of vehicles shall be performed on the zoning lot, except in parking lots with a capacity of less than fifty (50) cars in the O/Ic, O/Id and M Districts.
 - b. Screening: All loading berths shall be fully screened from view of any public or private street and any adjacent property zoned for residential use. Screening materials shall consist of landscaping, walls, berms or any other permanent material which will provide continuous screening throughout the entire year.
 - c. Access: All loading berths shall be accessed by appropriate means of vehicular access to a street, alley, or circulation drives which least interferes with traffic movements.
3. Surfacing: All open loading berths shall be improved with a compacted macadam base not less than seven inches (7") thick, or equal, surfaced with not less than two inches (2") of asphaltic concrete or comparable all-weather, dustless material. The use of alternate paving surface materials, including but not limited to the use of light colored concrete, recycled asphalt, and permeable pavements such as porous pavement and alternate pavers is encouraged.
4. Repair and Service: Storage of any kind shall be prohibited, unless such loading berth is located entirely within an enclosed structure. No vehicle repair work or service of any kind shall be permitted within any loading berth.
5. Space Allocated: Space allocated to a required loading berth shall not be used to satisfy off-street parking space requirements.

- B. Specific Requirements: Off-street loading facilities shall be provided in accordance with the following minimum requirements:

SEE OFF-STREET LOADING TABLE ON NEXT PAGE

Use	Gross Floor Area (Square Feet)	Number of Loading Facilities	Loading Berth Size
Office, business or professional	Less than 10,000	1 loading/unloading area	N/A
	10,001 – 100,000	1 loading berth	12' x 55'
	100,001 – 500,000	2 loading berths + 1 loading berth per each additional 500,000 SF or fraction in excess of 500,000 SF	12' x 55'
Industrial and manufacturing	Less than 7,000	1 loading/unloading area	N/A
	7,000 – 40,000	1 loading berth	12' x 55'
	40,001 – 100,000	2 loading berths + 1 loading berth per each additional 100,000 SF or fraction thereof	12' x 55'
Warehouse	5,000 – 40,000	1 loading berth	12' x 55'
	40,000 – 100,000	2 loading berths + 1 loading berth per each additional 100,000 SF or fraction thereof	12' x 65'
	Less than 5,000	1 loading/unloading area	N/A
Commercial	7,000 – 20,000	1 loading berth	12' x 30'
	20,001 – 35,000	2 loading berths	12' x 30'
	35,001 – 60,000	2 loading berths	12' x 55'
	60,001 – 100,000	3 loading berths	12' x 55'
	100,001 +	3 loading berths + 1 loading berth per each 200,000 SF or fraction thereof	12' x 55'

Document 3

Lincolnshire Walgreens Pharmacy
Existing Level 2 EV Charging Station



Adlai E. Stevenson High School
Existing Level 2 EV Charging Station



Municipality	1. Do you allow electric vehicle charging stations in your community?	2. What zoning districts are they allowed to be located in?	3. Are there specific uses that are allowed to have charging stations (e.g., grocery stores, office buildings)?	4. Is there a limit on how many charging stations can be placed in one area?	5. Are there specific size regulations for charging stations and related equipment?	6. Are there specific location and/or setback regulations within a parking lot?
Barrington	Yes.					
Des Plaines	Yes.	The City of Des Plaines does not address charging station within our Zoning Ordinance.	The City of Des Plaines does not address charging station within our Zoning Ordinance.	No.	No.	No.
Grayslake	Yes, however there are only two in the community thus far.	No restrictions.	No.	No.	No.	No.
Morton Grove	Yes, though not explicitly permitted by municipal code.	Not explicitly listed in the Village's Unified Development Code.	Not explicitly listed in the Village's Unified Development Code.	Not explicitly listed in the Village's Unified Development Code.	No.	No. These would likely need to comply with accessory structure setback requirements.
Niles	Yes, they are included in our 'Gas Station' use definition, and are permitted as an accessory use within any principal or accessory parking lot or structure.	Commercial electric vehicle charging stations are permitted as an accessory use within any principal or accessory parking lot or structure, or gas station in all districts.	Permitted as an accessory use in all districts.	No.	No.	Electric charging station equipment may not block the public right-of-way. Gas Station pump canopies have a 1' minimum setback from any lot line.
Northfield	We have just received our first request and responded to Volta by saying they are not allowed due to off-site advertising and changing text.					

Municipality	1. Do you allow electric vehicle charging stations in your community?	2. What zoning districts are they allowed to be located in?	3. Are there specific uses that are allowed to have charging stations (e.g., grocery stores, office buildings)?	4. Is there a limit on how many charging stations can be placed in one area?	5. Are there specific size regulations for charging stations and related equipment?	6. Are there specific location and/or setback regulations within a parking lot?
Park Ridge	They are not a defined structure and therefore are not allowed.	N/A.	N/A.	N/A.	N/A.	N/A.
Schaumburg	Yes .	All zoning districts when accessory to the primary permitted use of the district. Schaumburg just updated the electrical code to require EV charging equipment rough electrical prep in new residential construction.	Level I and II are allowed for any use; charging stations located at single family and multi-family dwellings must be designated for private use. Level III Fast Charging are permitted only in business and manufacturing districts when accessory to the primary use.	No.	No.	If located adjacent to a sidewalk or a parking staff, there must be adequate space available to accommodate vehicle overhang and to accommodate pedestrians and accessibility requirements.
Vernon Hills	Yes.	B-1 Business.	No.	No.	No.	No.
Wilmette	Yes.	All.	We do not limit them by uses.	No.	No.	Need to meet the setbacks for the district.

Municipality	7. Are there specific aesthetic regulations (e.g., materials, colors)?	8. Are there specific landscape/screening regulations?	9. Are there specific signage regulations?	10. Do charging stations require Board/Council approval?	11. Please attach relevant code sections or policy document.	12. How does your community inspect and verify safety of charging stations?
Barrington					The Village's Environmental Advisory Committee is currently reviewing options - not have been formalized, yet.	
Des Plaines	No.	No.	No.	No.	An electrical permit is the only requirement.	An inspection associated with the building permit is required. All work must be done by a licensed inspector.
Grayslake	No.	No.	No.	No.		N/A.
Morton Grove	No.	No.	No.	No.		Through the standard Building Permit and Electrical Permit review and inspection process.
Niles	Charging station equipment must be maintained in good condition and all equipment must be functional.	Nothing beyond the required landscaping requirements for the respective zoning district.	Each public charging station space must be posted with a sign indicating the space is only for electric vehicle charging purposes. Days and hour of operations must be included if time limits or tow away provisions are enforced by the owner. Information identifying voltage and amperage levels or safety information must be posted.	No.	9.3(F) of the Village Zoning Code.	
Northfield						

Municipality	7. Are there specific aesthetic regulations (e.g., materials, colors)?	8. Are there specific landscape/screening regulations?	9. Are there specific signage regulations?	10. Do charging stations require Board/Council approval?	11. Please attach relevant code sections or policy document.	12. How does your community inspect and verify safety of charging stations?
Park Ridge	N/A.	N/A.	N/A.	N/A.	We are currently updating our comprehensive plan, and objectives in both transportation and sustainability would likely lead to a text amendment to allow charging stations. Along with it there would likely be regulations dealing with zoning (location/setbacks/number of stations, etc.) and appearance. Electronic signs that are often associated with chargers would not be allowed as they currently fall under prohibited signs, specifically "flashing signs" and "off-premise signs".	N/A.
Schaumburg	No but the stations must meet the reach standards in the accessibility code.	No.	If there are time or towing restrictions, there must be signage indicating what the restrictions are. On-site advertising on the charging station; see section 154.128(D)(2).	No; only a permit. If part of an overall signage program (for Volta-like charging stations), the signage program must be approved by the Board.	See attached. Schaumburg defines EV Charging Stations as a vending machine and requires an annual \$50 vending license for each pedestal.	Electrical inspection is required prior to closing out the permit. The Fire Department attended training for fire fighting. Other inspection is completed to verify vending license is attached to the pedestal and any concerns would be addressed at that time.
Vernon Hills	No.	No.	No.	No.		
Wilmette	Appearance Review required.	No.	No commercial advertising is currently permitted.	No.	No specific codes related to charging stations.	We currently do not.

ORDINANCE NO. 19-009

**AN ORDINANCE AMENDING TITLE 7, TITLE 11 AND TITLE 15
RELATING TO ELECTRIC VEHICLE INFRASTRUCTURE**

WHEREAS, the Village of Schaumburg, as a home rule unit of local government as provided by Article VII, Section 6 of the Illinois Constitution of 1970, has the authority to exercise any power and perform any function pertaining to its government and affairs except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the Village of Schaumburg desires to amend its Village Code to include regulations of electric vehicles and electric vehicle charging station; and

WHEREAS, amendments are necessary to the Village's Traffic Code, Title 7 in order to reflect these desired changes; and

WHEREAS, amendments are necessary to the Village's Business Regulations, Title 11 in order to reflect these desired changes; and

WHEREAS, amendments are necessary to the Village's Land Use Code, Title 15 in order to reflect these desired changes; and

WHEREAS, the President and Board of Trustees of the Village of Schaumburg have determined that granting of said amendments to the Village Code is in the best interest of the Village;

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF SCHAUMBURG:

SECTION ONE: The recitals above shall be and are hereby incorporated in this Section 1 as if restated herein.

SECTION TWO: Title 7, Chapter 79 "ELECTRIC VEHICLE INFRASTRUCTURE" is added to the Schaumburg Village Code to read in its entirety as follow:

Section 79.01 – ELECTRIC VEHICLE CHARGING STATION REGULATIONS

- A. Charging station spaces are reserved for use by electric vehicles only.
- B. Electric vehicles may park in any parking space otherwise designated for parking, subject to the restrictions that would apply to any other vehicle generally.

Section 79.02 – NOTICE OF ELECTRIC VEHICLE CHARGING STATION

Upon adoption of an ordinance by the Village, establishing a charging station space(s), the Village engineer shall cause appropriate signs and markings to be placed in and around the designated charging station space(s), indicating prominently thereon the parking regulations therefor. The signs shall define time limits and hours of operation, as applicable. Charging

ORDINANCE NO. 19-009

**AN ORDINANCE AMENDING TITLE 7, TITLE 11 AND TITLE 15
RELATING TO ELECTRIC VEHICLE INFRASTRUCTURE**

station space regulation violators are subject to fine and/or impoundment of the offending vehicle.

Section 79.03 – VIOLATIONS; PENALTIES

- A. No person shall park, stop, or stand a nonelectric vehicle in a designated EV charging station space. Any nonelectric vehicle parked, stopped, or standing in a charging station space is subject to fine and/or impoundment of the offending vehicle.
- B. The violation of any provision of this article prohibiting or restricting vehicular standing, stopping, or parking, or establishing a compliance violation, shall be a civil offense punishable by fine only, as listed in section 37.05 of this code.
- C. The violation of any provision of this article not pertaining to prohibiting or restricting vehicular standing, stopping or parking shall be punishable as an ordinance violation. Punishment shall be by a fine not to exceed the fine prescribed in accordance with Section 10.99 of this code. Each hour such violation continues shall constitute a separate offense and shall be punishable as such.

SECTION THREE: Section 72.16 of the Village of Schaumburg’s Municipal Code, “PARKING IN ELECTRIC VEHICLE CHARGING STATIONS,” is hereby repealed.

SECTION FOUR: Title 11, Chapter 119, Section 31 “VENDING MACHINE DEFINED” of the Schaumburg Village Code is hereby amended to read in its entirety as follow:

119.31 - VENDING MACHINE DEFINED.

For purposes of this Code, a “vending machine” is defined as a machine that dispenses a variety of products in exchange for payment of some type. Vending machine products may include beverages, food, and any other type of personal property. Electric Vehicle Charging Stations are included within this definition of vending machine. A separate license is required for each encased unit having one or more slots for payment, or multiple machines attached together and operated by a common slot for payment. Separately encased units bundled together on a stand, support, rack or the like shall have a separate license for each unit.

SECTION FIVE: Title 15, Chapter 154 Section 27 “DEFINITIONS” is hereby amended to add the following definitions to be inserted into Section 27 in alphabetical order:

AC: Alternating current (electricity). An electrical current which changes direction with a regular frequency.

BATTERY, BATTERIES: A cell or cells onboard an electric vehicle which is used for storing and furnishing electrical energy for the purpose of propelling the vehicle.

ORDINANCE NO. 19-009

**AN ORDINANCE AMENDING TITLE 7, TITLE 11 AND TITLE 15
RELATING TO ELECTRIC VEHICLE INFRASTRUCTURE**

CHARGING LEVEL: The standardized indicators of electrical force, or voltage at which an electric vehicle's battery is recharged. Typical electric vehicle charging levels and specifications are:

A. Level 1: AC slow battery charging. The charging station delivers electric power to a vehicle's charging module which converts the AC power to DC power and delivers it to the battery. Voltage is one hundred twenty (120) volts.

B. Level 2: AC medium battery charging. The charging station delivers electric power to a vehicle's charging module which converts the AC power to DC power and delivers it to the battery. Voltage is between two hundred eight (208) volts for commercial use and two hundred forty (240) volts for residential use.

C. Level 3: DC fast or quick battery charging. Sometimes referred to as "DC fast". The charging station bypasses a vehicle's on-board charger to directly deliver electricity to the vehicle's high voltage battery. Voltage is equal to, or greater than four hundred eighty (480) volts.

CHARGING STATION: Equipment that has as its primary purpose, the transfer of electric energy by conductive or inductive means to a battery or other energy storage device located onboard an electric vehicle. Various types of charging stations include:

A. Accessible Charging Station: A charging station incorporated into or immediately adjacent to a handicapped parking space as "handicapped parking space" is defined by the Illinois vehicle code.

B. Private Charging Station: A charging station that is: 1) privately owned and has restricted access (e.g., single-family home, executive parking, designated employee parking, etc.), or 2) publicly owned and has restricted access (e.g., fleet parking with no access to the general public).

C. Public Charging Station: A charging station that is: 1) publicly owned and publicly available (e.g., park and ride, public parking lots, on street parking, etc.) or 2) privately owned and publicly available (e.g., shopping center parking, non-reserved parking in multi-family parking lots, etc.).

CHARGING STATION EQUIPMENT: The conductors, including ungrounded and grounded, and the electric vehicle connectors, attachment plugs, and all other fittings, devices, power outlets, charging stations or apparatus installed specifically for the purpose of delivering electrical energy from the charging station to the electric vehicle.

CHARGING STATION SPACE: A dedicated, marked space that identifies the use thereof as exclusively for the charging of electric vehicles.

DC: Direct current (electricity). An electrical current that moves in one direction from anode to

ORDINANCE NO. 19-009

**AN ORDINANCE AMENDING TITLE 7, TITLE 11 AND TITLE 15
RELATING TO ELECTRIC VEHICLE INFRASTRUCTURE**

cathode.

INTERNAL COMBUSTION ENGINE (ICE): An engine that generates motive power by the burning of liquid fuels such as gasoline, diesel and biofuels, or gaseous fuel such as compressed natural gas, with air inside the engine, the hot gases produced being used to drive a piston or do other work as they expand.

PARKING SPACE, ELECTRIC VEHICLE: Any marked parking space without a charging station that identifies the use to be exclusively for the parking of an electric vehicle. Property owners may designate parking spaces to be "ELECTRIC VEHICLE PARKING SPACES"; however, such designation shall not have a negative impact on the parking demand within the Village. Electric Vehicle parking spaces shall be permitted only if the property meets or exceeds the requirements in this Chapter. The Director of Community Development or his or her designee may require the removal of said designated parking spaces if, in his or her sole discretion, said designation creates any parking issues within the Village.

VEHICLE: Has the same meaning as provided in the Illinois vehicle code, 625 ILCS 5/1-100 *et seq.*

VEHICLE, BATTERY ELECTRIC (BEV): An electric vehicle with an onboard battery that operates exclusively on electrical energy from the battery which battery is charged from an electrical power source (charging station) not onboard the vehicle. No tailpipe emissions are produced.

VEHICLE, ELECTRIC: A vehicle that operates, either partially or exclusively, on electrical energy from a charging station or other electrical energy source that is stored in the vehicle's battery for propulsion purposes. "Electric vehicle" includes: a) a battery electric vehicle; b) a plug-in hybrid electric vehicle; c) a neighborhood electric vehicle; and d) electric scooters or motorcycles.

VEHICLE, ELECTRIC SCOOTERS AND/OR MOTORCYCLES: A two-wheel or three-wheel electric vehicle that operates exclusively on electrical energy stored in the vehicle's batteries.

VEHICLE, NEIGHBORHOOD ELECTRIC: An electric vehicle with four (4) wheels that conforms to federal regulations under title 49 CFR part 571.500 which can from a standstill attain a speed of twenty (20) miles per hour within one mile but cannot exceed a speed of more than twenty five (25) miles per hour.

VEHICLE, NONELECTRIC: A vehicle that does not meet the definition of "electric vehicle" as provided herein.

VEHICLE, PLUG-IN HYBRID ELECTRIC (PHEV),: An electric vehicle that: a) contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor; and b) charges its battery primarily by connecting to a charging station or other electrical

ORDINANCE NO. 19-009

**AN ORDINANCE AMENDING TITLE 7, TITLE 11 AND TITLE 15
RELATING TO ELECTRIC VEHICLE INFRASTRUCTURE**

source not onboard the vehicle; c) may additionally be able to sustain a battery charge using an onboard internal combustion driven generator; and d) has the ability to be propelled through the use of electricity

SECTION SIX: Title 15, Chapter 154 Section 128 “ELECTRIC VEHICLE PARKING” is added to the Schaumburg Village Code to read in its entirety as follow:

Section 154.128 – ELECTRIC VEHICLE PARKING

PURPOSE: The intent of this section is to remove barriers to the use of electric vehicles, expedite and promote the development of safe, convenient, and cost-effective electric vehicle infrastructure to support the use of electric vehicles, and protect the environment by reducing vehicle emissions.

A. Permitted Locations

1. RETAIL CHARGING, ACCESSORY USE
 - a. LEVEL 1 AND LEVEL 2 CHARGING STATIONS: Level 1 and Level 2 charging stations are permitted in every zoning district, when accessory to the primary permitted use of said district. Charging stations located at single-family and multiple-family dwellings shall be designated as private use only. Installation of charging stations shall be subject to permit approval. All necessary permits must be obtained prior to the installation of any charging station.
 - b. LEVEL 3 (DC FAST) CHARGING STATIONS: Level 3 (DC fast) charging stations are permitted only in business and manufacturing districts when accessory to the primary permitted use. All necessary building and electrical permits must be obtained prior to the installation of any charging station. Installation thereof shall be subject to permit approval.
2. RETAIL CHARGING PRIMARY USE: If the primary use of a parcel is the retail charging of electric vehicle batteries, then the use shall be considered an automobile service station for zoning purposes.

B. Station Requirements and Design Criteria

1. Charging Station Space Requirements:
 - a. Minimum Requirements: A charging station space may be included in the calculation for minimum parking spaces that are required pursuant to other Village and state regulations; however, the designation of a parking space exclusively for use by electric vehicles shall not have a negative impact on the parking demand within the Village. The Director of Community Development or his or her designee may require the removal of this exclusive designation if, in his or her sole discretion, said designation creates any parking issues within the Village.
 - b. Number: No minimum number of charging station spaces is required.

ORDINANCE NO. 19-009

**AN ORDINANCE AMENDING TITLE 7, TITLE 11 AND TITLE 15
RELATING TO ELECTRIC VEHICLE INFRASTRUCTURE**

2. Charging Station Space Location And Design Criteria:
- a. Where provided, spaces for charging station purposes are required to include the following:
 - i. Maintenance: Charging station equipment, bollards and parking spaces shall be maintained in all respects. The property owner of the equipment shall be responsible for the maintenance of the charging station and shall provide warranty and service for the charging stations and infrastructure for the duration of their useful life. A phone number or other contact information shall be provided on the charging station equipment for reporting purposes when the equipment is not functioning or other equipment problems are encountered.
 - ii. Accessibility: Where charging station equipment is provided within a pedestrian circulation area, such as a sidewalk or other accessible route to a building entrance, the charging station equipment shall be located so as not to interfere with accessibility requirements of the Illinois accessibility code or other applicable accessibility standards.
 - iii. Lighting: Where charging station equipment is installed, adequate site lighting shall be provided in accordance with Village ordinances and regulations.
 - iv. Charging Station Equipment: Charging station outlets and connector devices shall be no less than thirty six inches (36”) and no higher than forty eight inches (48”) from the ground or pavement surface where mounted, and shall contain a retraction device and/or a place to hang permanent cords and connectors a sufficient and safe distance above the ground or pavement surface. Equipment shall be mounted on pedestals, and located as to not impede pedestrian travel or create trip hazards on sidewalks.
 - v. Charging Station Equipment Protection: Adequate charging station equipment protection, such as barrier curbing, concrete filled steel bollards, or similar shall be used. .
 - vi. Usage Fees: An owner of a charging station is not prohibited from collecting a fee for the use of a charging station, in accordance with applicable state and federal regulations. Fees shall be prominently displayed on the charging station.
 - vii. Notification: Information on the charging station, identifying voltage and amperage levels and time of use, fees, or safety information.
 - viii. Location: Electric vehicle charging station equipment is encouraged in landscaped areas. When located within a parking lot, electric vehicle charging station equipment shall be centrally located between parking spaces to avoid vehicle conflicts..
 - ix. Pavement Marking: Any and all pavement markings shall be in compliance with Section 154.122 of this Code. Any and all pavement markings shall be the color white or yellow and shall match the color used for all other parking stalls. No additional stencil will be permitted.

ORDINANCE NO. 19-009

**AN ORDINANCE AMENDING TITLE 7, TITLE 11 AND TITLE 15
RELATING TO ELECTRIC VEHICLE INFRASTRUCTURE**

3. Data Collection: To allow for maintenance and notification, the Village shall require the owners of public charging stations to provide information on the charging station's geographic location, date of installation, equipment type and model, and owner contact information to the Village Manager or his/her designee.

C. Quantity and Location Requirements

1. Residential: In order to proactively plan for and accommodate the anticipated growth in market demand for electric vehicles, it is strongly encouraged, but not required, that all new one-family and multiple-family homes with garages be constructed to provide a 220-240 volt/40 amp outlet on a dedicated circuit in close proximity to designated vehicle parking to accommodate the potential future hardwire installation of a Level 2 charging station.
2. Nonresidential: In order to proactively plan for and accommodate the anticipated future growth in market demand for electric vehicles, it is strongly encouraged, but not required, that all new and expanded nonresidential development parking areas provide the electrical capacity necessary to accommodate the future hardwire installation of Level 2 charging stations. It is recommended that a typical parking lot (e.g., 1,000 or less parking spaces) have a minimum ratio of two percent (2%) of the total parking spaces prepared for such stations.
3. Accessible Charging Stations: Any location where electric vehicle charging stations are installed shall be required to have at least one (1) parking space equipped with an accessible charging station. Accessible charging stations should be located in close proximity to the building or facility entrance and shall be connected to a barrier free accessible route of travel to and from the building or facility. It is not necessary to designate the accessible charging station exclusively for the use of disabled persons. Accessible charging stations shall be maintained in compliance with the Americans with Disability Acts of 1990, 42 U.S.C. § 12101 and all applicable state and federal laws.

D. Signage

1. All Electric Vehicle Charging Stations shall comply with all Village sign regulations except this provision supersedes Section 119.37 of this Code with respect to Electric Vehicle Charging Station Signage only.
2. On-site advertising is allowed on an electric vehicle charging station only when it is an integral part of the electric vehicle charging station. All advertising is limited to the promotion of goods, services and products of the owner and tenants on-site where the electric vehicle charging station is located. The on-site advertising may consist of static images that change no faster than once every ten (10) seconds or a continuous video on a LED screen. No advertisement shall play or emit any sound. Except as indicated in this section, the size of any on-site advertising signage shall not exceed four (4) square feet in

ORDINANCE NO. 19-009

**AN ORDINANCE AMENDING TITLE 7, TITLE 11 AND TITLE 15
RELATING TO ELECTRIC VEHICLE INFRASTRUCTURE**

gross surface area for each exposed face, nor exceed an aggregate gross surface area of six (6) square feet. On-site advertising signage on a video screen shall not exceed an aggregate gross surface area of one-fourth (0.25) square feet. If the electric vehicle charging station is located at a shopping center greater than 500,000 square feet in total size, the size of any on-site advertising signage shall not exceed eleven (11) square feet in gross surface area for each exposed face, nor exceed an aggregate gross surface area of sixteen (16) square feet.

3. Each charging station space shall be posted with signage indicating days and hours of operation if time limits or tow away provisions are to be enforced.

E. License Required:

1. Any person or entity owning or operating an electric vehicle charging station within the Village must obtain a vending machine license pursuant to Section 119.30 *et seq.* of this Code.

SECTION SEVEN: Title 15, Chapter 154 Section 122(A) "OFF-STREET PARKING" of the Schaumburg Village Code is hereby amended to read to read in its entirety as follow:

(A) Use of Parking Facilities: Required off-street parking facilities shall be solely for the parking of vehicles of patrons, occupants (or their guests) or employees of such uses, or used in the business but not vehicles in excess of eight thousand (8,000) pounds and bearing a class designation of other than "A" or "B". Those vehicles greater than eight thousand (8,000) pounds which are used in the conduct of business, bearing a class designation of "D" or greater, shall be parked/stored in accordance with the applicable off-street parking and loading requirements for the zoning district in which they are located. Vehicle classifications are those found under the Illinois Motor Vehicle Law.

State Law reference— 625 ILCS 5/3-813, 3-815, 3-816.

Unless otherwise specified in this chapter, off-street parking and loading facilities shall not be used for the sale, display, storage, repair, dismantling, or servicing of any vehicles, equipment, materials, goods, or supplies. However, emergency service required to start vehicles shall be permitted. Servicing of vehicles does not include the charging of electric vehicles as provided for in this Code.

SECTION EIGHT: That this Ordinance shall be in full force and effect, after passage, approval and publication as required by law.

Village of Niles – Code Excerpt regarding EV Charging Station Regulations

9.3 - Accessory Structures & Uses

F. Electric Vehicle Charging Station

1. Commercial electric vehicle charging stations are permitted as an accessory use within any principal or accessory parking lot or structure, or gas station in all districts.
2. Electric charging station equipment may not block the public right-of-way.
3. Each public charging station space must be posted with a sign indicating the space is only for electric vehicle charging purposes. Days and hour of operations must be included if time limits or tow away provisions are enforced by the owner. Information identifying voltage and amperage levels or safety information must be posted.
4. Charging station equipment must be maintained in good condition and all equipment must be functional. Charging stations no longer in use must be immediately removed



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole – June 8, 2020
Subject:	Reopening Village Facilities Plan – COVID-19 Policies and Procedures
Action Requested (Address – Petitioner):	Consideration of Proposed Plan to Reopen Village Facilities related to the COVID-19 Pandemic
Prepared By:	Ben Gilbertson – Assistant Village Manager/Community & Economic Development Director
Staff Recommendation:	Consideration of proposed plan
Budgeted Amount:	N/A
Actual Amount:	N/A
Level of Service Impact:	TBD
Meeting History:	N/A
Tentative Meeting Schedule:	N/A
Reports / Documents Attached:	1) Draft of the Reopening Village Facilities Plan – COVID-19 Policies and Procedures

Request Summary

As the State of Illinois progresses into Phase 3 of the [Restore Illinois Plan](#) (“Restore Illinois”), Village staff have developed a series of policies and procedures to safely reopen Village facilities to the public. Collectively, these policies and procedures are referred to as the “Reopening Village Facilities Plan” (“Plan”). The intent of the Plan is to implement COVID-19 response actions and standard operating procedures to fully return all Village functions and operations. This plan was developed by all departments via the Lincolnshire Innovation Team – Return to Work Committee (“Committee”). The Committee’s approach provides a comprehensive response to the pandemic and its effect on day-to-day Village operations.

Village staff intends to open to the public on June 15, 2020, so long as all appropriate building modifications can be made by that time. Administrative personnel are anticipated to return on-site on a staggered basis to limit possible exposure to/transmission of COVID-19. Staff will monitor and adjust as necessary to meet public and departmental needs.

Project Description

The Plan was built by focusing on five distinct areas:

- A. Employee Scheduling / Hours of Operation
- B. Customer Service
- C. Health and Hygiene
- D. Physical Modifications
- E. Technological Modifications

The Plan lays out details for each of these focus areas, including continued teleworking arrangements for Village employees; hours that Village Hall is open to the public (including dedicated hours for the elderly and immunocompromised); face covering requirements for all persons in Village facilities; facility cleaning



frequency and sanitization stations; and physical changes to encourage social distancing and prevent direct interaction between the public and Village employees.

Additionally, staff will determine the effectiveness of this plan through five specific “success criteria”:

- A. Implementing these policies and procedures.** Policies and procedures are effective insofar as they are followed and enforced and their goal of retaining a healthy workspace is achieved.
- B. Ensuring psychological safety of staff and the public.** The Village aims to ensure all employees feel safe while at work by implementing best practices and recommendations from federal and state public health agencies (e.g. CDC, IDPH) and agencies charged with enforcing employment laws (e.g. EEOC, OSHA)
- C. Not increasing sick time usage.** By reopening Village facilities with proper health and hygiene protocols in place, the Village strives for no increase in personal sick time usage due to COVID-19 infections (and likely other contagious diseases, given the emphasis on hygiene).
- D. Maintaining or improving level of service.** The Village has maintained its core functions during the Stay-at-Home Order, so it is expected the change in service delivery can be maintained or improved upon reopening.
- E. Compliance with rules and regulations of:**
 - 1. [Centers for Disease Control](#);
 - 2. [Occupational Safety and Health Administration](#);
 - 3. [Illinois Department of Public Health](#); and
 - 4. [Restore Illinois Plan](#)

Due to the evolving nature of the COVID-19 pandemic, the Plan is a “living document” that will be updated as public health guidance, state and local orders, and recommended practices are modified. Village of Lincolnshire elected officials, Village employees, and the public will be updated for future substantive changes to the policy. The Village has followed the Governor’s direction in its response to this crisis and is working with state and federal agencies, leading public health agencies, other municipalities, and its regional government counterparts to reduce the pandemic’s impact.

Budget Impact

Not applicable.

Level of Service Impact

Staff anticipate maintaining a high level of service by making Village facilities available again to the public. Staff will continue to leverage a communications campaign to remind residents and customers of other ways to do business with the Village (e.g., automatic payments, online permit application submittals). This not only reduces visitors to Village Hall, but also saves time for those wishing to do business with the Village.

Approval Process

The Plan does not require Village Board approval.

Staff Recommendation / Next Steps

Staff requests the Village Board’s consideration of and feedback on the Plan. Staff are working towards a tentative reopening date of Monday, June 15, but must have all physical and hygienic changes in place before opening doors to the public. The reopening date will be communicated to all Village staff, Village Board, and the broader community once confirmed.



VILLAGE OF
L I N C O L N S H I R E

Reopening Village Facilities Plan

COVID-19 Policies and Procedures

Lincolnshire Innovation Team – Return-to-Work Committee

Last Updated: June 3, 2020

REOPENING VILLAGE FACILITIES COVID-19 POLICIES AND PROCEDURES

Table of Contents

Purpose	1
Objectives	1
Reopening Strategy	1
Success Criteria	1
Restore Illinois Plan	2
Focus Areas	2
Employee Scheduling / Hours of Operation	2
Customer Service	2
Health and Hygiene	3
Physical Modifications	5
Technological Modifications	6
Appendix A: Restore Illinois - Phase 3 Business Toolkit	
Appendix B: Village Contractor Cleaning Schedule	

Purpose

The intent of these policies and procedures is to implement COVID-19 response actions and standard operating procedures to fully return all Village of Lincolnshire functions and operations. This plan was developed by all Lincolnshire departments via the Lincolnshire Innovation Team – Return to Work Committee (“Committee”). The Committee’s approach provides a comprehensive response to the pandemic and its effect on day-to-day Village operations.

Due to the evolving nature of the COVID-19 pandemic, this is a living document that will be updated as public health guidance, state and local orders, and recommended practices are modified. Village of Lincolnshire elected officials, employees, and the public will be updated for future substantive changes to the policy. The Village has followed the Governor’s direction in its response to this crisis and is working with state and federal agencies, leading public health agencies, other municipalities, and its regional government counterparts to reduce the pandemic’s impact.

The Village and its employees have a shared responsibility for ensuring these policies and procedures are followed to maximize the safety of employees and all visitors to Village facilities.

Objectives

The creation of this policy was guided by three primary objectives to direct staff and the public in both their strategic and tactical recovery efforts:

A. Evaluate options for safe return-to-work scenarios within:

1. Departments
2. Areas of Village Hall (upper/lower) and Public Works facilities

B. Evaluate visitor needs in all public areas of public buildings.

C. Embrace flexibility, creativity, and nimbleness. Stay ready to adapt and respond. Be prepared with appropriate protocols and, if necessary, reinstating essential functions and full or partial work-from-home regimes at a moment’s notice.

Reopening Strategy

As the Village plans for the return of employees to the workplace, many considerations will inform the reopening strategy and execution of the policies and procedures. The below strategy is focused on the readiness of employees and facilities.

A. Employee Readiness: Decisions made regarding work arrangements for teams and accommodations for high-risk employees who are unable to immediately return to the office will be finalized and communicated as part of the readiness plan.

B. Facility Readiness: Government and public health guidance will inform Village leadership when facility conditions are conducive to return to work. Examples of facility readiness might include social distancing, cleaning protocols, office signage, design and infrastructure, and supplies.

The Village Manager’s Office and department managers will be responsible for finalizing this plan.

Success Criteria

The Plan will be deemed “successful” by:

A. Implementing these policies and procedures. Policies and procedures are effective insofar as they are followed and enforced and their goal of retaining a healthy workspace is achieved.

B. Ensuring psychological safety of staff and the public. The Village aims to ensure all employees feel safe while at work by implementing best practices and recommendations from federal and state public health agencies (e.g. CDC, IDPH) and agencies charged with enforcing employment laws (e.g. EEOC, OSHA)

C. Not increasing sick time usage. By reopening Village facilities with proper health and hygiene protocols in place, the Village strives for no increase in personal sick time usage due to COVID-19

infections (and likely other contagious diseases, given the emphasis on hygiene).

D. Maintaining or improving level of service. The Village has maintained its core functions during the Stay-at-Home Order, so it is expected the change in service delivery can be maintained or improved upon reopening.

E. Compliance with rules and regulations of:

1. [Centers for Disease Control](#);
2. [Occupational Safety and Health Administration](#);
3. [Illinois Department of Public Health](#); and
4. [Restore Illinois Plan](#)

Restore Illinois Plan

The Restore Illinois Plan is a five-phased plan to reopen Illinois, guided by health metrics and with distinct limitations on business, education, and recreation activities within each phase. This initial framework will likely be updated as more is learned about COVID-19 and treatments or vaccines become available. Restore Illinois divides the state into four regions based on the 11 Emergency Medical Services (EMS) regions that have traditionally guided statewide public health work. Lincolnshire is part of the Northeast Region of the State, EMS Region 10. Restore Illinois will have the most immediate impact on decisions made to reopen Village facilities and resume certain functions.

Focus Areas

These policies and procedures were built by focusing on five distinct areas, which are described in detail throughout this document:

- A.** Employee Scheduling / Hours of Operation
- B.** Customer Service
- C.** Health and Hygiene
- D.** Physical Modifications
- E.** Technological Modifications

Employee Scheduling / Hours of Operation

Modifications to employee scheduling, hours of operation, and public access to Village facilities were communicated to employees on March 13, March 16, March 18, March 20, April 27, and May 29. Upon reopening, Village facilities will be available to the public during the standard business hours for each facility. Telecommuting will continue to be used when municipal buildings reopen to the public to encourage and promote social distancing, per the Village's Telecommuting Policy and departmental need/protocol. Work schedules will be administered by each department based on department manager and Village Manager approval. Considerations for split shifts, dedicated crews for on-site work on specific days, and similar protocols are expected until all employees can safely return to work. In-person meetings will continue to be avoided, whereas telephone and video conference calls are encouraged.

Customer Service

Visitors in Village Facilities

- All visitors to Village facilities are required to wear face covering/mask that covers the mouth and nose.
- Maximum capacity for visitors shall be limited to 5 persons per 1,000 square feet of usable space, or 50% of visitor capacity.
- Any required, on-site appointment services from Village vendors will be made in advance and communicated to all employees who may interact with the vendor face-to-face. Vendors will be asked if they are exhibiting the symptoms of COVID-19 prior to entering Village facilities. When practical, temperatures of vendors will also be taken. Village staff who arrange vendor visits must also log vendor information (e.g., name, firm/company, date of visit) in a centralized database to

assist in contact tracing in the event of a positive diagnosis of COVID-19.

- Only one visitor per seat/bench is allowed. Seats shall be disinfected after each use.

Operational Hours for the Elderly and Immunocompromised

- Upon reopening, the first hour of business will be designated appointment times for elderly and immunocompromised residents and guests.

Inspections

- Inspections will continue to be performed so long as proper social distancing can be maintained between Village employees and property owners and/or contractors. Face coverings (and other PPE as may be required) must be used during face-to-face interactions or when inside a building. Village employees should cancel an inspection if property owners and/or contractors do not respect social distancing or PPE precautions. Additional details for safely performing inspections can be shared by contacting department managers.

Health and Hygiene

Reporting to Work / Self-Monitoring for Sickness

- Employees must ask themselves the following screening questions each day before reporting to work:
 - Have you taken your temperature?
 - Have you felt feverish?
 - Do you have a cough?
 - Do you have a sore throat?
 - Have you been experiencing difficulty breathing or shortness of breath?
 - Do you have muscle aches?
 - Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
 - Have you noticed a new loss of taste or loss of smell?
 - Have you been experiencing chills or rigors?
 - Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
 - Is anyone in your household displaying any symptoms of COVID-19?
 - To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?
- Employees must notify their supervisor immediately if they experience these symptoms.
- Employees should not report to work if experiencing symptoms of COVID-19. Employees who feel sick or experience symptoms associated with COVID-19 while at work should cease contact with other employees and the public. Employees should not come to work if symptoms are present while at home. Employees should seek medical attention and notify their supervisor as soon as possible.
- If employees exhibit symptoms or confirm they have contracted COVID-19, they may return to work after meeting the following conditions (per CDC guidelines):
 - 3 days with no fever; symptoms improved; and 10 days since symptoms first appeared; **OR**
 - Two negative COVID-19 tests in a row, with testing done at least 24 hours apart.
- If an employee tests positive for COVID-19, he/she must notify their supervisor immediately in writing. CDC cleaning and disinfecting should be performed as a soon as practical. Supervisors must notify their department manager, the Village Manager, and any employees or visitors who may have been exposed to the employee who tested positive. Communications regarding positive test diagnoses should be treated as confidential medical records and not shared with anyone beyond who is required to know to the extent possible.

Temperature Checks

- All employees are required to take their temperature daily after arriving to work. Employees may also take their own temperature at home within four hours of start of work and ensure no fever (without fever-reducing medication) before entering the workplace. All logs must be separate for each employee and should be kept in their corresponding independent medical files.

Face Coverings

- Proper donning and doffing of different mask types can be [viewed here](#).
- Appropriate face coverings must be worn at all times. Employees are not required to wear face coverings while in their personal work space or office, or when maintaining a distance of at least 6' from all other employees. This includes, but is not limited to, entering and exiting Village buildings and walking in common areas, hallways, and walkways, including bathrooms. The Village has issued face coverings to employees. It is the employee's responsibility to maintain and use them properly. Face coverings are not only for your protection, but for others around you.
- Field personnel (i.e. Police, Public Works, and Community & Economic Development staff) will follow the face covering policy for outside work as provided by their respective departments' policy; however, those field employees should follow the face covering policy as defined in this Reopening Plan when entering Village buildings.
- Visitors are required to wear a face covering in Village buildings. Visitors may be refused service if they fail to comply with the face covering requirement. Residents remain responsible for the timely payment of all fees and taxes regardless of whether they are refused service for failure to comply with the face covering requirement. Employees should notify a supervisor if visitors fail to comply with the face covering requirement. Following the incident, employees should contact their department manager and/or Village Manager to report the visitor violation.
- When wearing appropriate face coverings:
 - The face covering is not a replacement for social distancing or handwashing. All three should be used in coordination.
 - Face coverings should cover your nose and mouth.
 - The covering should fit comfortably, yet snug to your face.
 - Make sure there are no gaps between your face and the mask.
 - Allow for breathing without restriction.
 - Once the covering is on, do not touch any part of your face or the covering itself.
 - If you must touch your face/covering, wash or sanitize your hands before AND after touching it.
 - If the covering has ear loops, touch only the loops when taking it off.
 - If the covering has ties, touch only the ties when taking it off (top first, then bottom).
 - Never touch the front of the covering to remove.
 - Discard disposable face coverings properly or wash cloth masks after use.
 - If you wear glasses, folding a tissue and placing it on the bridge of your nose, under your glasses can help reduce condensation produced by the mask.
 - Face coverings that are vulgar, obscene, sexually expressive and/or offensive, or depicts language and/or pictures to this effect, are prohibited.

Hand Washing / Sanitizing

- Employees must maintain workspace hygiene including washing hands frequently for a minimum of 20 seconds and disinfecting their workspace daily including work surfaces they come in contact with at the office (i.e. phone, computer, and copy machine). Employees must wash their hands upon arriving to work each day.

- Hand sanitizing stations shall be placed throughout Village facilities where practical (i.e., high-touch areas). Employees should use paper towels, touchless door openers, and similar tools when opening doors.

Facility Cleaning

- Office, restroom, and locker room cleaning will be performed in compliance with CDC protocols and the Village’s cleaning contract (see Appendix B).
- For facilities related questions, repairs, and problems, please use the Work Order module to log a request or question.

High-Touch Surfaces and Employee Work Areas

- Employees should wipe down high-touch work surfaces within their work area upon arriving with disinfecting supplies provided. Examples of high-touch surfaces include phones, keyboards, and general desk work surfaces per the following guidelines:
 - Keyboards, mice, and desktop telephones can be cleaned with disinfectant wipes.
 - Do not spray cleaner directly on electronic equipment.
 - Do not clean a computer tower/system unit.
- High-touch surfaces should be cleaned every two hours.
- Employees should declutter their office and work space to facilitate effective cleaning each day. Employees shall refrain from sharing work stations to the greatest extent possible. Individual department protocols will be provided for shared workstation areas. Employees should not share pens, staplers, phones, and other office supplies. Incoming items should be separated from finished items. Employees should make an effort only to use their own phone, computer, and desk equipment. Anytime another employee’s equipment is used, it should be disinfected immediately following each use.

Social Distancing

- All employees are expected to follow physical distancing guidelines and maintain a distance of at least 6’ feet from all other employees, residents, counter customers, vendors, delivery personnel and others, at all times. Workspaces and in-person staffing will be modified to the greatest extent possible to maintain 6’ of distance between employees. Dividers will be installed as appropriate.

Village Vehicles

- Employees who share Village-owned vehicles must disinfect them before and after each use including the steering wheel, gear shift, door handles, keys, and other high-touch equipment. Cleaning supplies will be in each car or supplies are available in each respective department. Departments shall be responsible for coordinating supply orders with Facilities.
- Whenever possible, employees should travel alone in a Village vehicle, unless authorized by the respective department. When this is not possible, all occupants of the vehicle shall wear appropriate face coverings while in the same vehicle. Where possible, occupants should divide themselves between the front seats and rear seats to maximize the distance between passengers.

Mental Health Services

- Employees are encouraged to use the Village’s employee assistance program provider – Perspectives, Inc. – for mental health services for themselves or their immediate family members. The toll-free number for Perspectives, Inc. is 800-866-7556.

Physical Modifications

- A number of modifications and enhancements have been made or are underway at all Village buildings, including:

- Plexiglass/sneeze guards installed at all customer counter stations.
- Floor markers in public and high traffic employee areas to identify 6' physical separation.
- Signage to remind employees and the public to wash hands, wear a face covering, and maintain 6' physical distancing.
- Break room and conference room chairs are either moved or covered so they are 6' apart
- Trash can covers are removed to eliminate multiple touches of the lid.
- Interior doors are to be kept open to minimize touching door handles, other than security, fire, and bathroom doors.

Break Rooms, Break Areas, and Common Office/Supply Areas

- Employees are allowed to use break rooms in municipal buildings.
- Physical distancing of at least 6' feet is required at all times.
- Employees may use the fridge and other appliances. Employees should use paper towels when opening and closing kitchen appliances.
- Employees should clean up all dishes after each use and any spillage/splatter in/on microwaves, toasters, refrigerators, tables, counters, and cabinet/drawer fronts or shelves.
- Employees should clean common areas such as cabinet/drawer/appliance/file cabinet handles, copiers, stuffing machines, and postage machines.
- Appropriate face coverings are to be worn into and out of the break rooms. Coverings should only be removed when eating or drinking.
- Police personnel are to follow the department policy regarding break rooms.

Village Fitness Center

- Employees using the fitness center should adhere to the following regulations:
 - Wipe down equipment before and after each use.
 - Wash your hands for at least 20 seconds with soap and water after your workout. If soap and water are not available, use an alcohol-based hand sanitizer. Sanitizer is available in all Village buildings.
 - Maintain proper social distancing and avoid using the facility if someone else is also using the space or equipment.

Community Room / Meeting Spaces

- For necessary in-person meetings between Village staff, they should use the Community Room to ensure social distancing is maintained.
- Use of the Community Room by Village groups, clubs, and organizations will be determined based on progress through the Restore Illinois Plan. Groups permitted to use Village meeting rooms will be informed of these rules and expected to educate their members and comply with these policies and procedures.

Technological Modifications

- The Village has implemented a number of technological modifications to facilitate virtual interactions and transactions, such as:
 - Expanded online plan/permit submittals, plan reviews, and payment options
 - Instant messaging
 - Virtual meetings
- The Village will continue to implement new or enhanced technology to encourage social distancing while continuing to offer high-level customer service.



BOATING & FISHING GUIDELINES

RESTORE ILLINOIS
A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | EFFECTIVE MAY 29, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

Governor J.B. Pritzker's Stay at Home Order permits Illinois residents to leave their residence to take part in essential activities, including boating and fishing, so long as residents comply with these guidelines. These guidelines apply to recreational boating and fishing on all waters within Illinois, both public and private.

BOATING

1. The table on page 2 outlines boating guidelines on topics such as: capacity limits, sanitation, social distancing, face coverings, access to establishments, and hygiene requirements.
2. Boat charters will be permitted in accordance with the guidelines set forth below in the table
3. Boating also applies to non-motorized boats, kayaks, canoes, and sail boats.
4. Residents are discouraged from traveling long distances to go boating or fishing.
5. Regattas and other competitive boating events with travel to a predetermined location and time are permitted with the restrictions outlined in this guidance, including but not limited to capacity on the boat. Before or after the competition, no gatherings over 10 people.
6. If you are launching a boat and traveling to another jurisdiction, you must be mindful to follow all boating regulations of that jurisdiction.
7. All boat ramp and non-motorized boat launch users shall practice social distancing. Users should allow appropriate space for users of the boat ramp or launch and clear the ramp when users launch is complete.
8. Users should ensure they are ready to depart quickly from the ramp or dock as soon as their boat is put into the water. Users not actively launching their boat should clear the launch area.
9. Upon return to ramp, users should load their boat as quickly as safely possible and then clear the launch area.



FISHING

1. Bank and boat fishing is permitted at sites where social distancing and other health directives are followed and anglers possess the appropriate licenses.
2. Fishing tournaments and other competitive fishing events that obligate anglers to travel, congregate and fish at a specific and predetermined location and time are permitted with the restrictions outlined in this guidance.

MARINAS/BOAT RENTALS

1. Marinas/boat rentals should operate with the minimum number of workers necessary to open marinas and harbors to boat owners, and for the operation of safe harbors and marinas to provide refuge for boaters when conditions making boating on open water unsafe and operations related to safety services such as fuel, emergency dockage and sanitary pump-out stations and workers providing tender or boat transportation services.
2. If there is a restaurant or other facilities that prepare and serve food, they may operate utilizing the restrictions contained in Section 12(l). This will apply if the restaurants or other facility is located at a lake, pond, or other waterway in the state. Bait shops will also be open for pick-up only as well.
3. Boat rentals are permitted and shall comply with the restrictions contained in the table below. Boat rental businesses shall sanitize the boats after each rental.
4. Additional guidance for state parks and marinas under the jurisdiction of IDNR can be found here.



BOATING GUIDELINES		
	PHASE 3	PHASE 4
Operational Safe Factors	Boat capacity subject to accompanying table below; no boat shall exceed maximum capacity	Boat capacity subject to accompanying table below; no boat shall exceed maximum capacity
Social Distancing	6 ft Social Distancing	6 ft Social Distancing
Gathering Size	Gatherings <10 people (on and off of pier)	Gatherings <10 people (on and off of pier)
Protective Gear	Face Coverings to be worn except for children <2 yo. Harbors will follow all IDPH guidelines regarding PPE and additional best healthy practices	Face Coverings to be worn except for children <2 yo. Harbors will follow all IDPH guidelines regarding PPE and additional best healthy practices
Hygiene Requirements	Harbors increase frequency of sanitizing "touch points", offices, bathrooms and gates. Barriers where needed	Harbors increase frequency of sanitizing "touch points", offices, bathrooms and gates. Barriers where needed.
Access to Establishments	Limited re-opening of marinas, launches and associated support facilities	Limited re-opening of marinas, launches and associated support facilities
Hygiene Standards	Follow guidelines set by CDC	Follow guidelines set by CDC

BOAT CAPACITY

BOAT LENGTH	MAX OCCUPANTS, INCLUDING KIDS < 17 YO	MAXIMUM NUMBER OF ADULTS
< 25 Feet	6	4
26-36 Feet	8	6
>36 Feet	10	8

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*Subject to the chart above, the occupants of a boat shall not be in excess of the boat manufacturer's recommended occupancy capacity for that boat. If the boat is less than 20', the U.S. Coast Guard sets the maximum capacity, and the capacity may not exceed those limits either.

**Boat length refers to overall length of the boat, not the boat length at the waterline



YOUTH SPORTS GUIDELINES

RESTORE ILLINOIS
A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Organizations operating recreational sport activities for youth
 - i. Examples of youth sports include (non-exhaustive): competitive sports games or matches, group sports lessons, team or group sports practices
- In Phase III, youth sports activities are limited to:
 - i. Drills, practices, and lessons that do not involve contact between individuals and allow for 6-ft of social distancing to be maintained (no competitive games allowed)

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois website
 - a. Employer should conduct in-person and mid-shift screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to service counter businesses:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. As applicable, sport organizer should display signage at entry with face covering Minimum guidelines, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Activities (e.g. practices, drills, lessons) should be set up to allow for 6-ft. of distancing between participants. Any activities that do not allow for 6-ft. of distancing should be suspended
3. If a sporting facility has stations for individual recreation activities, operator should ensure at least 10-ft. between stations. If stations cannot be moved, operator should limit number of open stations to ensure social distancing
4. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
5. Sport organizer should close facility concession stands

ii. Encouraged best practices

1. Display visual markers 6-ft. apart at any queue points (e.g. check-in, along sidelines)
2. Designate an area separate from others for anyone who exhibits COVID-like symptoms during the activity session to isolate from others before being picked up to leave
3. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a weekly basis
2. For outdoor activities, instructors or league employees should make hand sanitizer or hand washing stations available to participants
3. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
4. Minimize sharing of high-touch equipment between non-household individuals. If equipment should be shared, instructors or league employees should sanitize equipment before and after use (see [EPA approved list of disinfectants](#))
5. Sport organizer should sanitize any individual recreation stations before and after participant use



ii. Encouraged best practices

1. If practical, sanitize shared equipment during use (e.g., between drills) and encourage frequent hand sanitizing or hand washing
2. If practical, assign shared equipment to one household for duration of sports season

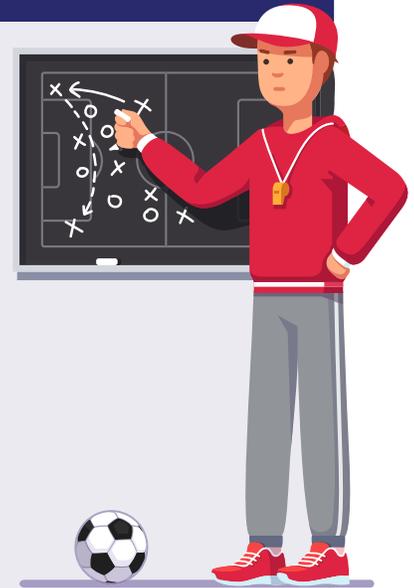
STAFFING AND ATTENDANCE

i. Minimum guidelines

1. For indoor facilities, maximum occupancy of 50% of facility capacity
2. Team / group sizes should be limited to 10 participants or fewer per every one adult
3. Multiple groups permitted at once as long as 1) facilities allow for social distancing of participants, employees and spectators, 2) 30-ft of distancing is maintained between groups, and 3) areas for each group are clearly marked to discourage interaction between groups
4. Teams / groups should be static, with no mixing of employees or participants between groups for the duration of the season
5. Sport organizer should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) or volunteer(s) to monitor capacity limits and social distancing during all activities

ii. Encouraged best practices

1. Teams / groups do not add new participants once the season has started
2. If practical, assign participants from the same household to the same team or group
3. If practical, stagger activity start and end times to minimize contact between teams or groups
4. Designate an area for spectators



EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, sport organizer should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, sport organizer should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Volunteers should abide by static team / group guidelines applied to employees with no mixing between groups for the duration of the season / volunteer period
3. Sport organizer should keep log of all external suppliers/ visitors who enter premises
4. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Suspend post-activity group snacks
2. As practical, parents dropping off or picking up participants wait at designated drop-off/ pick-up areas and arrive during designated time window

CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Activity sessions held by appointment only (e.g. no walk-ins, no pick-up games)
2. Before participating in the sport, instructors should ask whether participant is currently exhibiting COVID-19 symptoms. If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared, and after afebrile and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
3. Sport organizer should maintain attendance log of participants
4. Participants should wash hands with soap and water or use hand sanitizer before participating
5. Spectators are not permitted unless required for parental supervision or non-household members are able to social distance from participants and from one another
6. Participants should bring their own source of water
7. No handshakes at the beginning or end of practice

ii. Encouraged best practices

1. If practical, before participating in the activity, sport organizer takes participant temperature using thermometer (infrared / thermal camera preferred, touchless thermometers permitted).
 - a. Anyone with a temperature of 100.4°F or above will not be permitted to remain on site
2. Participants should wear face coverings over their nose and mouth when within 6-ft of others (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
3. Participants should sanitize hands regularly
4. Participants should avoid touching facility accessories (e.g. goal posts, flags)
5. Participants should use their own equipment (e.g., helmet, bat, gloves) as much as practical
6. Participants should place personal belongings at least 6-ft. away from others' personal belongings



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Additional Resources:

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)

TENNIS FACILITY AND PLAYER SAFETY GUIDANCE



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS

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With the precautions and operational restrictions outlined below, indoor and outdoor tennis facilities may resume operations, effective immediately. These guidelines can be used for pickleball and paddle tennis as well. In addition to the general social distancing standards set forth in the Stay at Home Order, tennis clubs and facilities should abide by the following controls.

PUBLIC TENNIS COURTS

1. All gates should be roped off or left open to prevent touching.
2. Players should come to the facility no more than 10 minutes before the time expected to play.
3. Avoid playing on adjacent courts when possible.
4. Public drinking fountains should not operate and should be taped off.
5. Players should not congregate in groups before or after playing tennis.

TENNIS COURT FACILITY

1. Encourage online or telephone court reservations. Stagger booking times (odd courts start on the half hour; even courts on the hour).
2. Clubhouses should remain closed.
3. Proshops may reopen so long as they comply with the retail guidelines.
4. Remove drinking water jugs and prohibit use of water fountains that are permanently affixed with signage.
5. Restrooms shall be sanitized regularly. Staff must wear face coverings if they cannot keep a 6 ft social distance and players should wear masks when in the facility and not playing.
6. Locker rooms and showers should be closed.
7. All court gates and stair rails should be wiped down every 2 hours.



8. All score tenders will be taken off the courts to prevent touching.
9. All common area chairs and tables should be stacked, roped off or removed from the area to prevent congregating and touching.
10. Hand sanitizer or wipes should be available at all main contact points.
11. Alternating courts should be reserved for play, if possible.
12. Players should come to the facility no more than 10 minutes before the time expected to play.
13. A parent or guardian should accompany minors to the facility when possible

COACHING/LESSONS

1. Individual lessons are permissible.
2. Small group lessons are permissible, 4 players per court and maximum of 2 courts (8 players total), but only with drills that provide for social distancing.
3. Limit the use of coaching equipment such as target cones.
4. If a ball machine is used, balls should be picked by the coach using a basket.
5. Coaches should use assigned hopper/baskets and mark them accordingly

PLAYER RESTRICTIONS

1. Any players with any symptoms of COVID-19, should not play.
2. Bring your own tennis racquet and tennis balls.
3. Players shall maintain adequate physical distancing between each other.
4. Do not use the public drinking fountain or ball cleaner.
5. Bring hand sanitizer with you and use during your round and at the end.
6. No handshakes at the beginning or end of the match.
7. Players should stay on their side of the court and avoid changing sides during match play.
8. Playing singles is preferred, but not required.
9. Club tennis match schedules need to be pre-set before the match day to prevent gatherings of players awaiting assignment.



TENNIS BALLS

1. Using new balls on a very regular basis is highly encouraged. Although there is no specific evidence that tennis balls can spread COVID-19, we know that contamination by respiratory droplets does occur on hard surfaces, especially ones that are made of felt and therefore players should be mindful of their contact with tennis balls.
2. Replace all balls if someone suspected to have COVID-19 comes in contact with them.
3. Consider spraying tennis balls briefly with a disinfectant spray (e.g., Lysol or Clorox) at the conclusion of play.
4. Suggestions on tennis ball use:
 - a. For private lessons that feature serving, have customers bring two cans of balls that only they handle for serving.
 - b. Match play - Tennis players should each bring a new can of balls to a match, different brands or same brand/different numbers and only serve with your tennis balls. If playing pickleball, use different color balls.
 - c. Encourage players to use their racquet/foot to push balls back and/or hit them to their opponent to avoid using hands and touching the balls



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SERVICE COUNTER GUIDELINES

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The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Customer-facing stores providing assorted services for dropped off goods
 - i. Examples of service counter include (non-exhaustive): dry cleaners, electronics repair shops, shoe repair shops, car washes

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to service counter businesses:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. Service provider should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Service provider should keep incoming items separate from finished items
3. Service provider should remove shared items (e.g., magazines) from waiting areas and configure any seating to be 6-ft apart to allow for social distancing
 - a. Any surfaces (e.g., seats) in waiting area touched by customers should be disinfected after use
4. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles



ii. Encouraged best practices

1. Display visual markers 6-ft. apart at customer queue points
2. If practical, install impermeable barrier between employee and customer at checkout
3. If practical, implement touchless transactions
4. If practical, use paperless ticketing system as applicable
5. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas

ii. Encouraged best practices

1. Checkout keypads are disinfected by an employee after every transaction using disinfectant with contact time of 1 minute or less (see [EPA approved list of disinfectants](#))



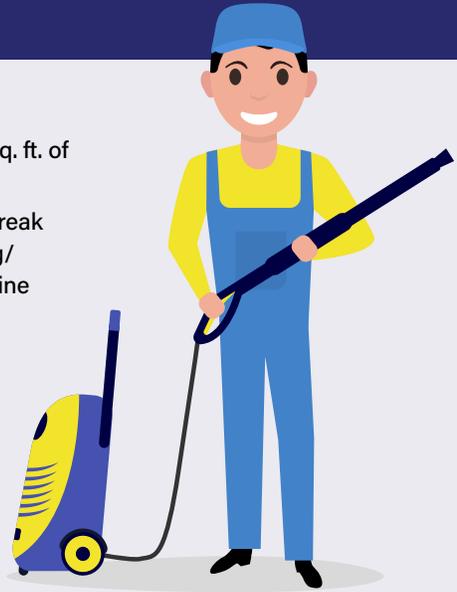
STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Maximum of 50% of capacity OR 5 customers allowed per 1000 sq. ft. of usable space (see [DCEO guidance](#))
2. Service provider should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirement contained within a collective bargaining agreement

ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers
2. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure



EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, service provider should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, service provider should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Service provider should keep log of all external suppliers who enter premises
3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Limit contact between external suppliers/ non-customer visitors and employees

CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Customers should wear face coverings over their nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

ii. Encouraged best practices

1. If practical, customers should wait for services off premises



**If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to illinois.gov/businessguidelines**

Additional Resources:

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)



RETAIL GUIDELINES

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Customer-facing stores engaged in retailing merchandise and services
 - i. Examples of retail include (non-exhaustive): grocery stores, hardware stores, clothing stores, pharmacies, department stores, shopping malls

guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work
2. Employers should continue to limit all non-essential business travel
 - a. If employee should travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to retail businesses:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. Retailer should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
3. Shopping mall food courts should have all indoor seating and tables removed or otherwise be made inaccessible for public use. Food court restaurants should only offer carry out or delivery service unless the Restore Illinois Outdoor Dining and Drinking Guidelines apply.



ii. Encouraged best practices

1. Display visual markers 6-ft. apart at customer queue points
2. If practical, install impermeable barrier between employee and customer at checkout
3. If practical, implement touchless transactions
4. Remove shared products (e.g., beauty testers) from displays
5. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
3. Fitting rooms and frequently touched surfaces within (e.g., benches, handles, hooks) should be disinfected by an employee after every use with a disinfectant with contact time (length of time to kill all bacteria and viruses) of 1 minute or less (see [EPA approved list of disinfectants](#)) OR fitting rooms should remain closed
 - a. If fitting rooms remain open, solid surfaces (e.g., tags and hangers of garments) should be sanitized before returning to sales floor. Bathing suits and undergarments may not be tried on by customers
4. Disinfect all returned items, either via use of disinfecting products or by removing and isolating the items for a recommended duration of at least 72 hours, before returning items to the sales floor



ii. Encouraged best practices

1. Checkout keypads and self-checkout stations are disinfected by an employee after every transaction using disinfectant with contact time (length of time to kill all bacteria and viruses) of 1 minute or less (see [EPA approved list of disinfectants](#))
2. Shopping carts and baskets are disinfected by an employee after each use OR hand sanitization stations/ disinfecting wipes are placed near shopping carts and baskets for use by customers

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Maximum of 50% of store capacity OR 5 customers allowed per 1000 sq. ft. of retail space (see DCEO guidance)
2. Retailer should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
3. Retailer should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements

ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers
2. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure



EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, retailer should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, retailer should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Retailer should keep log of all external suppliers who enter premises
3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Limit contact between external suppliers/ non-customer visitors and employees

CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Customers should wear face coverings over their nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
2. Customers should not bring reusable shopping bags into stores



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or return to illinois.gov/businessguidelines

Additional Resources:

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RESTAURANTS & BARS FOR OUTDOOR DINING GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Full-service restaurants, limited-service restaurants, snack and nonalcoholic beverage bars, taverns, and other food services and drinking places licensed to serve food, beverages and liquor for consumption by the relevant local jurisdiction and State Liquor Control Board, if applicable, that can follow all minimum guidelines outlined in this document
- In Phase III, services for Restaurants and Bars should be limited to:
 - i. i.Outdoor dining and/or drinking only¹; and
 - ii. Parties of 6 persons or fewer.
- For the purposes of these guidelines, a dining or drinking area is considered an outdoor dining or drinking area if the area meets any of the following criteria:
 - i. Located on the rooftop of a building or within establishment with retractable roof (should remain open during hours of operation of outdoor dining and/or drinking); or
 - ii. Outdoor space connected to or located on the site of a restaurant, grocery store, health or fitness center, hotel, golf club, or other social club with a food establishment license; or
 - iii. Indoor space where 50% or more of a wall can be removed via the opening of windows, doors, or panels provided that dining tables are within 8-ft from such opening; or
 - iv. Any other outdoor dining and drinking areas authorized by local governments provided that food and drinks are prepared by licensed food or liquor establishments and that proper social distancing of 6-ft between designated customer tables and/or other seating areas is observed and parties are of 6 persons or fewer.
- For the purposes of these guidelines, businesses may be subject to additional regulations on outdoor dining by units of local government and local health departments

¹ This guidance is subject to State and local liquor control, food safety, and other applicable laws and regulations.



Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
2. Arrange seating to provide a minimum of 6-ft between tables. Use of plexiglass between tables is a best practice.
3. Employer should provide hand washing capability or sanitizer to employees and customers
4. Bar and restaurant employees should wash hands for 20 seconds every 30 minutes, and:
 - a. Upon arrival to work
 - b. Prior to and during food preparation
 - c. When switching between tasks
 - d. Before donning gloves to work with food or clean equipment and utensils
 - e. After using the restroom
 - f. After handling soiled dishes and utensils
 - g. When visibly soiled
 - h. After coughing, sneezing, using a tissue, touching face,
 - i. After eating or drinking
 - j. After smoking or vaping
 - k. After handling cell phone
5. An adequate supply of soap, disinfectant, hand sanitizer, and paper towels must be available
6. Gloves should be worn by staff preparing food per pre-COVID food handling protocols, such as handling Ready to Eat (RTE) foods



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home.
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois guidelines website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact² with co-worker or any other person who is diagnosed with COVID-19 is required to quarantine for 14 days after the last/most recent contact with the infectious individual and should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



² Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to outdoor dining and drinking establishments:

PHYSICAL WORKSPACE**i. Minimum guidelines**

1. Employer should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Employer should configure space to allow for at least 6-ft. of distance between tables or other designated customer service areas
3. Employees should maintain social distance to the extent possible while performing services
4. Employer should close all open congregate areas (e.g., waiting areas)
5. Employers should close all self-service food areas (e.g., buffets, salad bars, coffee station)
6. Employers should eliminate table presets (e.g., table tents, menus, salt and pepper shakers, lemons, straws, shared condiments, etc.)
7. Employers should use single packet condiments, if possible, OR serve condiments in containers – such as a washable bowl or paper cup – that can be sanitized or disposed of after use (no shared condiments permitted)
8. Employers should use disposable silverware, if possible, OR use rolled silverware or silverware place in sleeves (employers should utilize gloves while rolling/placing in sleeves)
9. Employers should use disposable or touchless menus, if practical, or use menus that can be sanitized between each use
 - a. If practical, QR Digital menu or app-based ordering should be used
10. Employers should eliminate refilling customer beverages altogether and should use a new glass cleaned using proper dishwashing procedures
11. Close all self-service beverage stations
12. Water fountains in employee breakrooms, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
13. Customers should handle their leftover food to be taken to-go
14. Ensure that the area for take-out customers allows for at least 6-ft of separation from seated customers
15. Customers should not be seated if inclement weather is forecasted
16. In case of inclement weather or emergency while customers are outdoor dining, food should be packaged to-go and customers encouraged to leave

**ii. Encouraged best practices**

1. Deliver items to table on service trays to minimize hand contact
2. Display visual markers 6-ft. apart at customer queue points
3. Display signage at exits of restrooms to promote use of paper towel to open door for exit
4. Display signage to promote distancing within shared restrooms
5. Eliminate seating at bars within restaurant to the extent possible
6. If practical, install impermeable barriers (e.g., plexiglass) from street and/or sidewalk traffic
7. If practical, install impermeable barriers between tables
8. If practical, install impermeable barriers in close contact areas (e.g., host stand, cashier)
9. If practical, implement touchless transactions
10. If practical, allow one-way traffic flow in and out of restaurant to the outdoor seating area to limit any congregation
11. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a routine basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every half hour recommended for high-traffic areas
3. Sanitization of multi-use items (e.g., menus, if reuse, special cards, pens, check presenters, etc.) should be completed after each use
4. Disinfect tables and chairs between parties and again at closing time (see [EPA approved list of disinfectants](#))
5. Discard any single-use or paper articles (e.g., paper menus) after each use



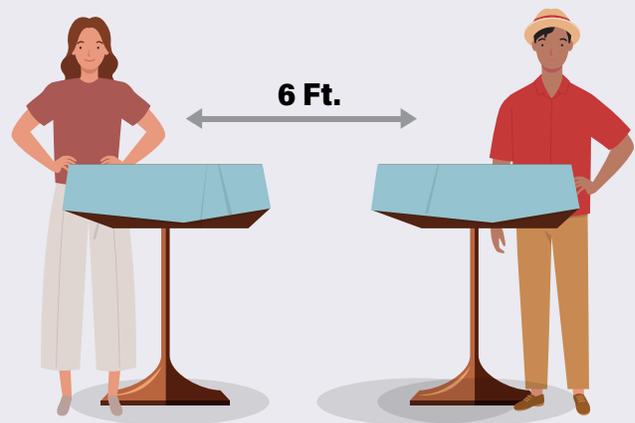
ii. Encouraged best practices

1. Provide hand sanitizer in outdoor seating area for customers. If hand sanitizer is placed in restrooms, assure handwashing is still encouraged
2. Create and implement an enhanced cleaning/sanitizing schedule for all food contact surfaces, and cleaning/disinfecting of non-food contact surfaces; if practical, have designated staff member that responsible for cleaning

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Outdoor area capacity shall be determined by arranging seating to provide a minimum of six feet between tables or other designated customer service areas.
2. Employee should social distance from customers while not performing services
3. Employer should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
4. Live music is permitted but employees and performers should follow social distancing guidelines, keeping the maximum distance possible from each other and from customers. Performers should wear face coverings where possible and the use of barriers between singers and customers and employees during the performance is strongly encouraged.



ii. Encouraged best practices

1. If practical, alter hours of operation to adequately spread out customer traffic and allow for additional cleaning time
2. Stagger shift start and end times to minimize congregation of employees during changeovers
3. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor (excluding third-party visitors providing carry-out services only) to enter, or while requiring them to wait in a designated area, employer should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, employer should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Employer should keep log of all external suppliers who enter premises
3. Suppliers and other non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face-covering)

ii. Encouraged best practices

1. Limit contact between external suppliers and employees
2. Restrict suppliers from entering premises and if practical, have deliveries dropped at door



CUSTOMER BEHAVIORS

i. Minimum guidelines

3. 6-person party limit
4. Implement a reservation or call ahead model, if practical. All outdoor dining areas must be staffed to ensure social distancing will be maintained prior to guests being seated
5. Customers should wait for services off premises, either outdoors and maintaining social distance of 6-ft with use of recommended face coverings or in their vehicles. Customers should be seated immediately upon entry
6. Customers should wear face coverings over their nose and mouth while on premises, except while eating and drinking at table (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Before allowing entrance, employers ask whether customer is currently exhibiting COVID-19 symptoms
 - a. If practical, employer should take customer temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)

**If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to illinois.gov/businessguidelines**

Additional Resources:

- FDA: [Food Safety and COVID-19](#)
- FDA: [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery During COVID-19](#)
- FDA: [Use of Respirators, Facemasks, and Cloth Face Coverings in the Food and Agriculture Sector During Coronavirus Disease \(COVID-19\) Pandemic](#)
- FDA: [Employee Health and Personal Hygiene Handbook](#)
- CDC: [Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)
- CDC: [What Grocery and Food Retail Workers Need to Know about COVID-19](#)
- CDC: [COVID-19 Resources for Businesses and Employers](#)
- CDC: [Restaurants and Bars Reopening Decision Tree](#)
- CDC: [COVID-19 Printed Resources](#)
- IDPH: [COVID-19 Resources for Businesses and Organizations](#)
- IDPH: [Guidance for Maintaining Water Systems During Reduced Use and Returning Water Systems to Regular Use after Extended Periods of Reduced Use](#)
- IDPH: [Retail Food Page and Food Codes](#)
- Illinois Department of Human Services: [FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- EPA: [List of EPA-registered Disinfectants](#)
- AFDO: [Planning for Reopening Food Service Establishments As COVID-19 Impacts Best Practices and Protocol](#)
- OSHA: [Guidance of Preparing Workplaces for COVID-19](#)
- National Restaurant Association: [COVID-19 Reopening Guidance: A Guide for the Restaurant Industry](#)

PERSONAL CARE SERVICES GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

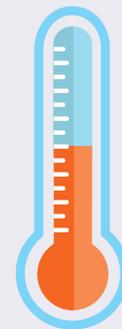
- Hair salons, hair braiders, barber shops, nail salons, spas, massage parlors, waxing centers, tattoo parlors, tanning salons, cosmetology schools, hair club services and other providers of personal care services
- In Phase III, services for personal care should be limited to:
 - i. Services which can be performed while customer and employee are wearing a face covering over their nose and mouth
 - ii. Massages and body treatments (e.g. body wraps, scrubs) of 30 minutes or less

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



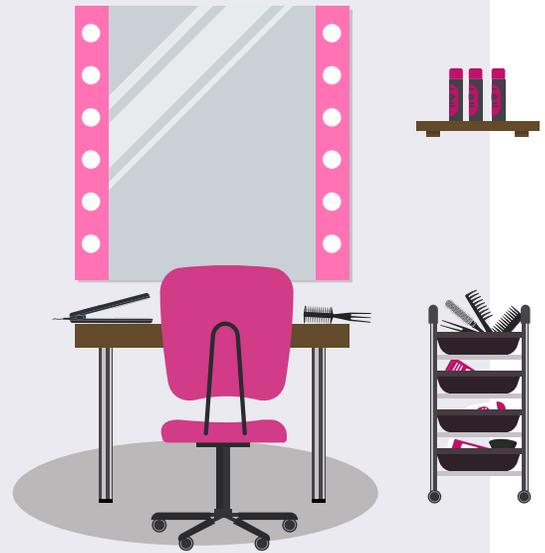
¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to personal care services businesses:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. Service provider should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Service provider should configure space to allow for at least 6-ft. of distance between customers
3. Service provider employees should maintain social distance to the extent possible while performing services
4. Service provider should remove shared items (e.g., magazines) from waiting areas and configure any seating to be 6-ft apart to allow for social distancing
 - a. Any surfaces in waiting area (e.g., seats) touched by customers should be disinfected after use
5. Service provider should eliminate service of all beverages
6. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles



ii. Encouraged best practices

1. Display visual markers 6-ft. apart at customer queue points
2. If practical, install impermeable barriers between work stations
3. If practical, implement touchless transactions
4. Reduce number of items on surfaces to allow for easier cleaning, including any retail items available for purchase
5. Remove shared products (e.g., beauty testers) from displays and discourage handling of display items
6. Make hand sanitizing products available for employee and customer use
7. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
3. Service provider should fully disinfect work stations before serving each customer and at closing time (see [EPA approved list of disinfectants](#))
4. After use, service provider should fully clean and sanitize reusable customer articles (e.g. towels, blankets, capes, robes) before they can be used by another customer or alternatively use single-use articles and dispose of articles after customer use



STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Maximum of 50% of capacity OR 5 customers allowed per 1000 sq. ft. of usable space (see DCEO guidance)
 - a. For salon suites, capacity limits should be applied within each suite
2. Service provider employees should social distance from customers while not performing services
3. Service provider should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements



ii. Encouraged best practices

1. If practical, alter hours of operation to adequately spread out customer traffic and allow for additional cleaning time
2. Stagger shift start and end times to minimize congregation of employees during changeovers
3. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, service provider should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, service provider should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Service provider should keep log of all external suppliers who enter premises
3. Suppliers and other non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Limit contact between external suppliers/ non-customer visitors and employees

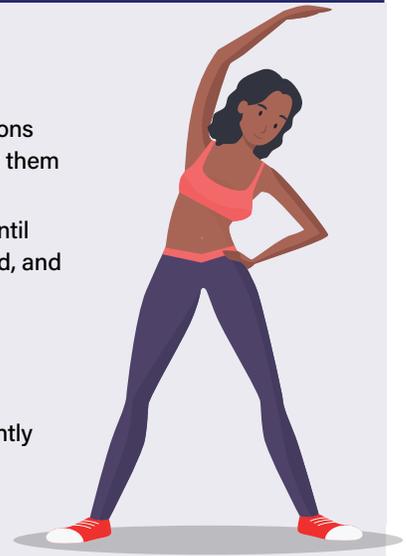
CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Reservation only, no walk-ins
2. Customers should wear face coverings over their nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
3. If customer has COVID-19 symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared

ii. Encouraged best practices

1. If practical, customers should wait for services off premises
2. Before allowing entrance, service provider asks whether customer is currently exhibiting COVID-19 symptoms
 - a. If practical, employer should take customer temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)



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or e-mail us at ceo.support@illinois.gov
or return to illinois.gov/businessguidelines**

Additional Resources:

- [AIHA Re-opening Guidance for Hair and Nail Salons](#)
- [AIHA Workplace Cleaning for COVID-19 Guidance Document](#)
- [CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](#)
- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)

OUTDOOR RECREATION GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

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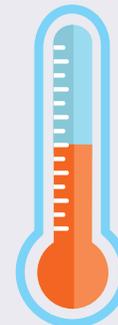
- Customer-facing establishments primarily engaged in providing outdoor recreational and amusement services
 - i. Examples of outdoor recreation businesses include (non-exhaustive): driving ranges, outdoor shooting ranges, paintball courses, outdoor adventure parks

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home.
2. All employers should have a wellness screening program. Resources outlining best practices are posted on the DCEO Restore Illinois website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to Outdoor recreation businesses:

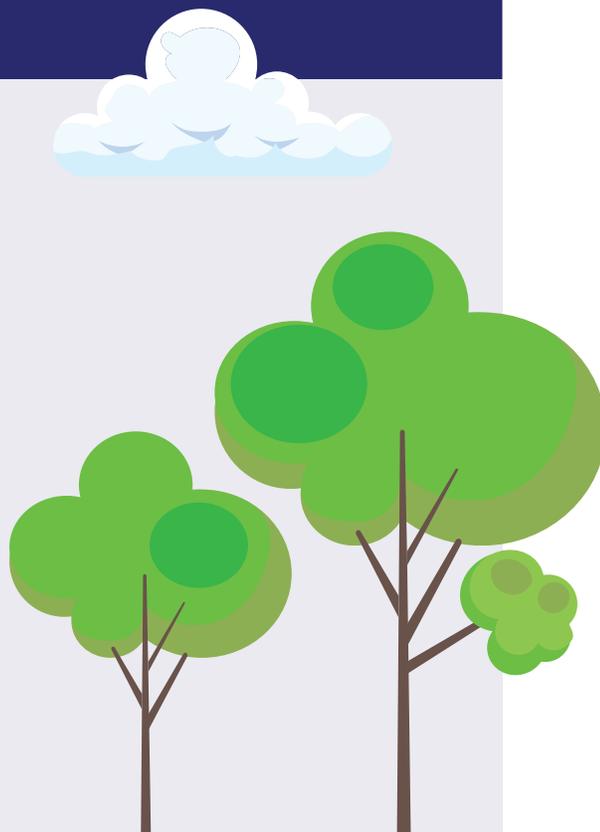
PHYSICAL WORKSPACE

i. Minimum guidelines

1. Operator should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. If facility has stations for individual recreation activities, operator should ensure at least 10-ft. between stations. If stations cannot be moved, operator should limit number of open stations to ensure social distancing
3. Clubhouse and any other communal gathering place should be closed
4. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles

ii. Encouraged best practices

1. Display visual markers 6-ft. apart at customer queue points
2. If practical, install impermeable barrier between employee and customer at checkout



DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
3. Sanitization of locker rooms and showers should be completed at least every 2 hours
4. Operator should thoroughly sanitize all rental equipment before and after use by a customer



STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Operator should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
2. Operator should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft. or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
3. Group sizes should be limited to 10 people with social distancing
 - a. If social distancing is not feasible, groups should be limited to people within the same household
4. Multiple groups permitted at once as long as 1) facilities allow for social distancing of participants and employees, 2) 30-ft. of distancing is maintained between groups, and 3) areas for each group are clearly marked to discourage interaction between groups



ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, operator should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If possible, operator should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Operator should keep log of all external suppliers who enter premises
3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Limit contact between external suppliers/ other non-customer visitors and employees

CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Customers should wear face coverings over their nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
2. Operator should develop a method to inform customers of available facility capacity before customers arrive at the facility (e.g. reservation system) and customers should check for available capacity before going to the outdoor recreation facility



ii. Encouraged best practices

1. Customers avoid touching facility accessories (e.g., pin flags, targets)

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Additional Resources:

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- [CDC Workplace Decision Tool](#)
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- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
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- [EPA Disinfectants for Use Against SARS-CoV-2](#)



OFFICES GUIDELINES

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This document is applicable to businesses that meet the following criteria:

- Conduct operations from within non-customer-facing office spaces (standalone and within multi-tenant buildings)
 - i. Examples of businesses operating within offices include (non-exhaustive): legal services, accounting services, architectural/engineering design

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois website
 - a. Employer should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms
 - b. Employer should also conduct mid-shift screening to verify presence of COVID-19 symptoms (in person preferred, though virtually is permitted)
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to Offices:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. If multi-tenant building, landlord should:
 - a. Display signage at building entrances with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
 - b. Display visual markers 6-ft. apart at any queue points (e.g., elevators, building entrances)
 - c. Limit elevator capacity to allow for 6-ft. social distance
 - d. Provide hand sanitizer at building entrances, elevators, and common areas
2. Tenant should:
 - a. Display signage at office entrances with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
 - b. Allow for 6-ft. spacing between occupied, individual workstations OR if not practical, install an impermeable barrier between workstations
3. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
4. Vending machines may remain in use, though should be sanitized after each use. Employers are encouraged place disinfectant wipes and hand sanitizer next to the machine for employee use



ii. Encouraged best practices

1. If practical, avoid seating employees facing each other
2. Encourage employees to remove personal items from desk to allow for easier cleaning (clean desk policy)
3. If practical, modify traffic flow to minimize contact (one-way traffic, designated entrance and exit)
4. Use of shared workspaces, desks, offices, etc. is discouraged to maximum extent practical
5. Reduce surface contact via no-touch doors and elevators, disposable desk/keyboard covers for shared workspaces
6. Minimize the use of shared work materials / equipment (e.g., copiers, office supplies)
7. If practical, reduce the use of shared papers and encourage use of digital tools
8. Limit usage of telephone receivers to one receiver per person. If headsets are required, employer should provide employees with headset for individual use
9. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
3. Workstations should be disinfected by employees upon entering office and before leaving for the day, with cleaning products provided by tenant



STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Maximum occupancy of 50% of office capacity
2. If multi-tenant building, landlord should design a plan to allow for social distancing within common areas and if needed, designate employee(s) to monitor capacity limits and social distancing in shared building areas (e.g., lobby, elevator)
3. Landlord and tenant should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements



ii. Encouraged best practices

1. If practical, use tele- and video-conferencing while at desk
2. Coordinate employee arrival and departure times to adjust for limited elevator capacity and mitigate impact upon public transit capacity
3. Minimize the number of in-person meetings
4. If an in-person meeting is necessary, limit to 10 people with social distancing
5. Implement a process or tools to ensure employees are aware of available capacity before beginning their commute
6. Stagger shift start and end times to minimize congregation of employees during changeovers

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or visitor to enter, or while requiring them to wait in a designated area, tenant should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, tenant should take external supplier or visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
 - b. If multi-tenant building, landlord is responsible for screening at loading dock
2. Tenant should keep a log of all external suppliers and any visitors who enter the office
3. Suppliers and visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Limit contact between external suppliers/visitors and employees

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MANUFACTURING GUIDELINES

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This document is applicable to businesses that meet the following criteria:

- Non-customer-facing facilities engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products
- Examples of manufacturing facilities include (non-exhaustive): plants, factories, mills

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home.
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois guidelines website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to Manufacturing businesses:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. Manufacturer should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Manufacturer should reconfigure workstations to allow for 6-ft. social distancing between employees OR install impermeable barriers between employee workstations
3. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
4. Vending machines may remain in use, though should be sanitized after each use. Employers are encouraged place disinfectant wipes and hand sanitizer next to the machine for employee use



ii. Encouraged best practices

1. Eliminate common touchpoints (e.g., remove shared items in commons areas, use touchless door pulls)
2. Modify traffic flow to minimize contact (one-way traffic, designated entrance and exit)
3. Minimize the use of shared work materials (e.g., tools, equipment) and if practical, eliminate rotations / keep employees on a single station each day
4. If practical, reduce the use of shared papers and encourage use of digital tools
5. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
3. Manufacturer should provide hand washing or sanitization stations that are easily accessible from anywhere on the manufacturing floor and have a plan in place for ensuring all stations are adequately stocked at all times
4. Workstations should be disinfected between every shift and in between employee handoffs
5. If equipment is shared, equipment should be disinfected before use by another employee
6. Clean and sanitize reusable articles (e.g., gowns, gloves) before they can be used by another employee or alternatively use single-use articles and dispose after use



ii. Encouraged best practices

1. Provide each employee with disinfecting/ cleaning materials to be used at his/her workstation

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Manufacturer should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
2. Manufacturer should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft. or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements

ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers
2. Minimize the number of in-person meetings
 - a. If an in-person meeting is necessary, limit to 10 people with social distancing



EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or visitor to enter, or while requiring them to wait in a designated area, manufacturer should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, employer should take external supplier or visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Manufacturer should keep a log of all external suppliers and any visitors who enter the premises
3. Suppliers and other visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

ii. Encouraged best practices

1. Limit contact between external suppliers/visitors and employees
2. If practical, clean and sanitize any incoming shipments before they enter the facility



**If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to illinois.gov/businessguidelines**

Additional Resources:

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)

HEALTH & FITNESS BUSINESS GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Customer-facing facilities engaged in health and fitness services
 - i. Examples of health and fitness centers include (non-exhaustive): gyms; fitness centers; yoga, dance, cycling, pilates, and barre studios
- In Phase III, health and fitness services are limited to:
 - i. 1-1 training
 - ii. Outdoor fitness classes with up to 10 participants and prohibition on contact activities

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois guidelines website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed.
6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to health and fitness businesses:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. Fitness center should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Fitness center should configure workout stations or implement protocols (e.g. decommissioning equipment) to allow for 10-ft. social distancing between individuals without barrier OR 6-ft. apart with barriers
3. Fitness center should configure any employee workstations to allow for 6-ft. social distancing between employees
 - a. If not practical, install an impermeable barrier between employees
4. Ancillary accommodations (e.g., saunas, hot tubs, steam rooms, childcare areas) should be closed
5. Locker rooms and showers should be configured with signage, tape, and other markings to ensure members can maintain 6-ft. of social distance
6. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles



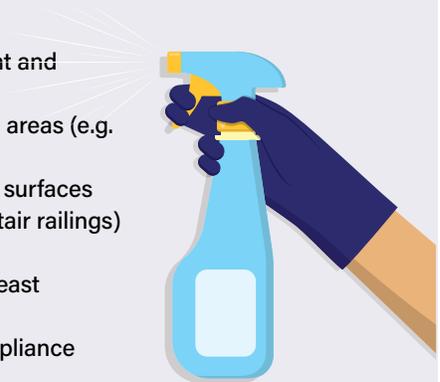
ii. Encouraged best practices

1. Display signage with guidelines for members to clean equipment before and after each use
2. Where possible, eliminate common touchpoints (e.g., propping doors/ using touchless door pulls)
3. If practical, implement touchless check-in (e.g., confirm membership with a QR code)
4. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

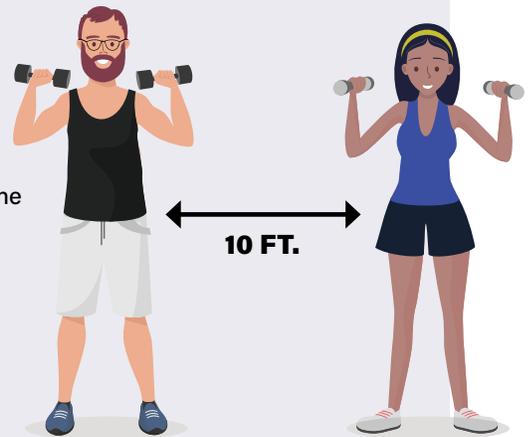
1. 1-1 training
 - a. Fitness center should provide sanitizing supplies near all equipment and exercising areas (e.g. treadmills, weights, studios)
 - b. Fitness center employees should fully clean and sanitize exercising areas (e.g. yoga room) before and after use by individuals
 - c. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every hour recommended for high-traffic areas
 - d. Sanitization of locker rooms and showers should be completed at least every hour
 - e. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis
2. Outdoor fitness
 - a. Fitness center should provide sanitizer or hand-washing station
 - b. Fitness center employees should fully clean and sanitize any equipment provided before and after use by individuals



STAFFING AND ATTENDANCE

i. Minimum guidelines

1. 1-1 training
 - a. Fitness center should operate at no more than 50% of occupancy at any given time OR 5 people per 1000 sq. feet
 - b. Fitness center should evaluate common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
2. Outdoor fitness
 - a. Fitness classes should allow for 10-ft. social distancing between participants and is limited to a maximum of 10 participants
 - b. Multiple groups permitted in a space at once as long as
 - 1) facilities allow for social distancing of participants and employees,
 - 2) 30-ft. of distancing is maintained between groups,
 - and 3) areas for each group are clearly marked to discourage interaction between groups



ii. Encouraged best practices

1. Minimize the number of in-person interactions among employees
 - a. If an in-person interaction or meeting of employees is necessary, limit to 10 people with social distancing
2. Stagger shift start and end times to minimize congregation of employees during changeovers

EXTERNAL INTERACTIONS

i. Minimum guidelines

3. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, fitness center should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, fitness center should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
4. Fitness center should keep log of all external vendors who enter premises
5. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



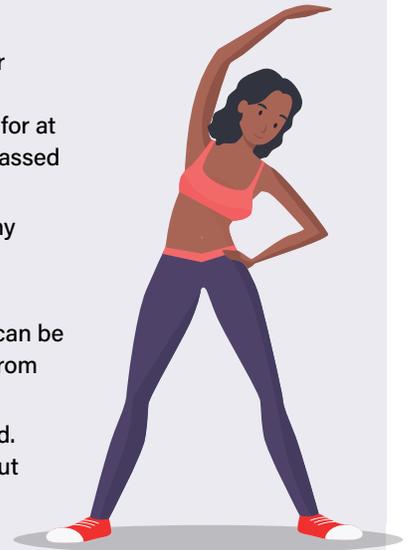
ii. Encouraged best practices

1. Limit contact between external vendors and employees

CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Reservations only, no walk-ins permitted
2. Before allowing entrance or before class, fitness center should ask whether member is currently exhibiting COVID-19 symptoms. If member does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared
3. Members should clean and sanitize equipment (e.g., weights, treadmills, any equipment used outdoors) before and after use
4. Members should maintain 10-ft. of distance during exercise
5. Members should wear face covering whenever not exercising (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
6. Contact exercises such as boxing, sparring, wrestling, etc. are not permitted. Drills related to such activities such as use of punching bags are allowed but equipment should be sanitized before and after each use
7. Equipment should not be shared between members at the same time unless from the same household



ii. Encouraged best practices

1. If possible, fitness center takes member temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Members arrive at facility dressed in workout attire
3. Members wear face coverings over their nose and mouth while working out (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

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GOLF OPERATIONAL RESTRICTIONS

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | EFFECTIVE MAY 29, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

With the precautions and operational restrictions outlined below, golf shall be permitted as a recreational activity, effective 6:00AM, May 29, 2020. In addition to the general social distancing standards set forth in the Stay at Home Order, golf courses and golfers need to abide by the following controls.

GOLF CLUBS AND MANAGEMENT RESTRICTIONS

1. Encourage online or telephone bookings.
2. Players may be grouped in foursomes.
3. Tee-times must be spaced a minimum of 10 minutes apart.
4. Signage describing operational changes including: no congregating in groups larger than 10, increased frequency of cleaning, no handshakes, and maintain social distancing between players.
5. Driving ranges, practice ranges, chipping greens, and putting greens are permitted with 50% capacity.
6. Golf carts are permitted. Individuals not members of the same household shall use individual carts. Golf courses shall sanitize each cart after each use.
7. Individual caddies are prohibited. One forecaddie per group is permitted to perform contactless activities, such as provide yardage, read greens, locate golf balls, and repair divots and ball marks. The forecaddie shall not carry golf bags, ride in golf carts, touch golf clubs/balls, rake sand traps or remove pins. The golf club must have updated parental consent for all forecaddies under 18. Caddies shall not congregate in groups larger than 10.
8. Elevate the "bottom" of the cup:
 - a. This can be done by placing the cup upside down so that the new bottom is roughly an inch below the lip of the hole. Golfers could retrieve their ball without having to put their hand in the bottom of the regular cup.
 - b. Alternatively, place Styrofoam in the bottom of the cup.
9. Flags cannot be removed from the cup.
10. Clubhouses should remain closed.
11. Proshops may reopen so long as they comply with the retail guidelines.



12. Halfway houses are permissible for takeaway service and outdoor seating consistent with the outdoor restaurant guidance.
13. Elimination of on-course and practice facility touchpoints (i.e. bag drop, benches, ball washes, bunker/sand trap rakes, rental equipment, and water coolers).
14. Hand sanitizer and soap in all restrooms, including those on the course. Restrooms shall be sanitized regularly.
15. No indoor events.
16. Tournaments and shotgun starts are prohibited.
17. Restaurants can remain open for takeaway service and outdoor seating consistent with the outdoor restaurant guidance. The indoor dining room should remain closed.
18. Outdoor golf lessons are permissible for individuals and groups of 10 or less, including the golf instructor(s). Individuals should remain a minimum six feet apart during the lesson, or wear face-coverings when within six feet of each other. Individuals should only handle their own golf clubs.

PLAYER RESTRICTIONS

1. Any players with any symptoms of COVID-19, should not play.
2. In addition, any players from a household with someone with symptoms of COVID-19 should not play.
3. Bring your own supply of balls, tees, ball markers, and any other equipment needed to play golf.
4. Insist on social distancing on tees, greens, and throughout the round.
5. Players shall maintain adequate physical distancing between each other.
6. Golfers should pick up their own ball.
7. Handle your own scorecard.
8. Do not use the public drinking fountain or ball cleaner.
9. Leave the flag in place while putting.
10. Put on your golf shoes at your vehicle.
11. Bring hand sanitizer with you and use during your round and at the end.
12. No handshakes at the beginning of the round or at the 18th hole.



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 Please call our hotline at 1-800-252-2923
 or e-mail us at ceo.support@illinois.gov
 or return to [illinois.gov/businessguidelines](https://www.illinois.gov/businessguidelines)



DAY CAMPS GUIDELINES

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Day camps not licensed by the Department of Children and Family Services (DCFS) operating over the summer months
 - i. Examples of day camps include (non-exhaustive): recreational day camps, educational day camps, religious day camps
- In Phase III, day camps are limited to:
 - i. Camps taking place during the day only (no overnight camps permitted)

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screen program best practices are posted on the DCEO Restore Illinois guidelines website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed according to CDC guidelines
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be alert for symptoms by watching for fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to day camps:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. Day camp coordinator should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Activities should be set up to allow for 6-ft. of distancing between participants. Any activities that do not allow for 6-ft. of distancing should be suspended
 - a. If it is unsafe for kids to be outdoors, day camp should be conducted indoors in adherence with 6-ft. distancing guidelines
3. Even if day camp is based outdoors, enough available indoor space should be secured to accommodate all participants (in adherence with guidelines around 6-ft. of distancing and 10 or less participants per group)
4. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
5. Activities requiring physical exertion and/ or exertion of voice should take place outdoors
6. Day camp coordinator/ employees should refer to guidelines on playgrounds for participant playground use
7. Water-based activities are not permitted



ii. Encouraged best practices

1. Emphasize outdoor, socially distant activities as much as possible
2. Designate area (room) separate from others for anyone who exhibits COVID-like symptoms during hours of operation to isolate from others before being picked up to leave
3. Display visual markers 6-ft. apart to encourage social distancing in practical areas (e.g., eating area)
4. If practical, modify traffic flow to minimize contact (one-way traffic, designated entrance and exit)
5. If practical, eliminate common touchpoints (e.g., propping doors/ using touchless door pulls)
6. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis
2. Day camp coordinators should make hand sanitizer available to participants, with sanitization stations available for each separate participant group
3. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
 - a. If one space is used by multiple participant groups at different points in time, all common areas and high-touch surfaces should be disinfected between groups
4. Minimize sharing of objects between non household individuals; if objects should be shared, employees should sanitize equipment before and after use, including at the beginning and end of each day or in between groups (see EPA approved list of disinfectants)



STAFFING AND ATTENDANCE

i. Minimum guidelines

1. For indoor facilities, maximum occupancy of 50% of facility capacity permitted
2. Day camp coordinator should maintain groups sizes of 10 participants or fewer
 - a. If practical, day camp coordinator should maintain ratio of 2 adults per group
 - b. If not practical, day camp coordinator may assign 1 floater employee per every 2 groups
3. Multiple groups permitted at once as long as 1) facilities allow for social distancing of participants and employees, 2) 30-ft of distancing is maintained between groups, and 3) areas for each group are clearly marked to discourage interaction between groups
4. Day camp coordinator/ employees should limit group sizes for activities to 10 or fewer participants. If social distancing is not feasible, groups should be limited to people within the same household or activity should be suspended.
5. Groups should be static, with no mixing of employees or participants between groups for the duration of the day camp
 - a. Exception may be made if there is a floater employee per every 2 groups
 - b. If the day camp runs on an alternating day/ shift schedule, group leaders/ employees may lead 2 groups across days/ shifts maximum
6. Day camp coordinator should assign employees to designated group of participants
7. Day camp coordinator should evaluate common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirement contained within a collective bargaining agreement.
8. Day camp coordinator should designate pool of substitute employees to replace employees as needed
 - a. Substitute employees should be used for full days only – no part-time substitutions are allowed
9. Day camp coordinator should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing



ii. Encouraged best practices

1. If practical, participants from the same household should be within the same group
2. If indoors, day camp coordinator should designate room or space for each participant group to use for duration of the day camp
3. Stagger shift start and end times to minimize congregation of employees during changeovers
4. Employees should supervise young children when using sanitizer
5. Participants/ employees should wear colors corresponding with their group to make social distancing easier to manage/ enforce

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier, volunteer, or visitor to enter, or while requiring them to wait in a designated area, day camp coordinator should ask whether external supplier, volunteer, or visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, day camp coordinator should take external supplier, volunteer, or visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Suppliers, volunteers, or visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
3. Volunteers should abide by static classroom guidelines applied to employees with no mixing between groups for the duration of the day camp/ volunteer period
4. Day camp coordinator should keep log of all external visitors who enter premises
5. No field trips outside of designated day camp area allowed
6. Family-style meals are not permitted
7. Reusable dishware, except for refillable water bottles, will not be allowed. All dishware should be single use and disposed of after each use



ii. Encouraged best practices

1. Limit contact between visitors, day camp participants, and employees
2. Participant meals brought from home should be in single-use containers to be thrown out after each meal
 - a. If meals are stored in a communal refrigerator they must be spaced apart and not touching and handled only by an employee
3. Provided snacks should be pre-packaged and only handled by staff utilizing safety guidelines
4. Parents dropping off or picking up kids should wait at designated drop-off/ pick-up areas and arrive during designated time window

CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Enrollment in day camp should be coordinated in advance and completed online/ through the phone (e.g., no walk-ins)
2. Before being granted entrance to day camp, employees should ask whether participant is currently exhibiting COVID-19 symptoms. If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared
 - a. If practical, day camp coordinator should take participant temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
3. If participant does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. Day camp coordinator should maintain attendance log of participants
5. If the day camp coordinator is providing participants with transportation to and / or from the day camp program:
 - a. Interior of vehicle should be sanitized before and after use by participants
 - b. Day camp coordinator should provide hand sanitizer at the entrance of the vehicle
 - c. All riders should wash or sanitizer hands prior to boarding the vehicle
 - d. Participants, employees and drivers should wear masks when in the vehicle
 - e. Participants should maintain social distance from non-household members while in the vehicle
 - i. Participants should sit one to a seat unless sitting with one additional household member
 - ii. If practical, participants should sit in staggered rows (one participant per seat, per row)
 - f. If a rider in the vehicle is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical and before the vehicle is put back in service
 - g. There should be a supervisor to oversee participants on the bus (can be bus driver)



ii. Encouraged best practices

1. If possible, employer should take participant temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
 - a. Participant temperatures should be taken upon arrival to day camp. Anyone with a temperature of 100.4°F or above will not be permitted to remain on site
2. Participants wear face covering over their nose and mouth at all times except for when eating, playing a musical instrument, or when outside and able to maintain a safe social distance (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
3. Participants should sanitize hands regularly

**If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to [Illinois.gov/businessguidelines](https://illinois.gov/businessguidelines)**

Additional Resources:

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)

ATTACHMENT A

Work Crew Daily Tasks

DAILY TASKS	FACILITY	Village Hall	Police Department (Located at the Village Hall)	Public Works Facility	North Park Pavilion (2)	Spring Lake Park Pavilion (1)
General Housekeeping						
Collect all waste and recyclable materials from interior containers and place in designated outdoor containers. Insert liners.		X	X	X	X	X
Remove cigarette butts and trash from exterior ash trays.		X	X	X		
Dust exposed areas of tables, counter tops, file cabinets, bookcases, shelves and desks/credenzas. Papers on these surfaces will not be disturbed.		X	X	X		
Spot clean unobstructed working area surfaces of tables, file cabinets, shelves, etc.		X	X	X		
Clean, scour and sanitize drinking fountains.			X	X	X	X
Spot clean all entrance (interior and exterior) door glass, both sides.		X	X	X		
Spot clean interior door and partition glass, both sides.		X	X			
Stock adequate supply of paper and consumable goods throughout facility.		X	X	X	X	X
Remove spider webs in areas near the floor, windows and ceiling/wall edge.		X	X	X	X	X
Damp wipe lobby seats.		X	X			
Clean and polish elevator doors, moldings, walls and control panel areas.		X				
Empty clean dishes from dishwasher and load dirty dishes and run dishwasher		X		X		
Rest Rooms, Kitchen/Lunchrooms						
Clean, sanitize and polish all metal and vitreous surfaces, including toilet bowls, urinals, hand basins, sinks, microwaves, stove tops and cooking appliances.		X	X	X	X	X
Clean all chrome fittings.		X	X	X	X	X
Clean and sanitize toilet seats (both sides), baby changing stations, and all counter areas.		X	X	X	X	X
Clean mirrors.		X	X	X	X	X
Empty all waste receptacles and insert liners. Sanitize interior.		X	X	X	X	X
Damp clean exterior of waste containers.		X	X	X	X	X
Clean and sanitize table tops.		X	X	X		X
Dust tops and spot clean fronts of vending machines and refrigerators.		X	X	X	X	X
Lunchroom chairs - remove crumbs, drips, etc.		X		X		
Spot clean partitions and remove writing where possible.		X	X	X	X	X
Dust window sills.		X	X	X	X	X
Remove fingerprints from doors, moldings and from around light switch plates.		X	X	X	X	X

ATTACHMENT A

Work Crew Daily Tasks

DAILY TASKS	FACILITY	Village Hall	Police Department (Located at the Village Hall)	Public Works Facility	North Park Pavilion (2)	Spring Lake Park Pavilion (1)
Clean urinal screens, replace/refill urinal and toilet deodorizers as needed.		X	X	X	X	X
Spot clean all walls.		X	X	X	X	X
Clean and refill all dispensers to include, but not limited to, paper towels, napkins, toilet tissue, soap, toilet seat covers, facial tissue, etc.		X	X	X	X	X
Showers (men's and women's) - spot clean chrome fittings and floor with disinfectant.		X	X	X		
Floor Care - Resilient and Hard						
Remove dust and dirt prior to damp mopping including stairways and elevators.		X	X	X		
Damp mop all floors (including stairways, elevators and under mats).		X	X	X	X	X
Clean floor mats with a vacuum.		X	X	X		
Floor Care - Carpets						
Spot clean (including any gum, candy or stained areas) with cleaner as needed.		X	X	X		
Vacuum all unobstructed carpeted areas.		X	X	X		
Other						
Collect waste from exterior containers and place in designated outdoor containers. Insert liners.		X		X		
Pickup litter around exterior of buildings.		X				

NOTES:

- 1) Daily cleaning will apply to Restrooms only, from May through September
- 2) Daily cleaning will apply to Pavilion only, from April through November

ATTACHMENT A

Work Crew Weekly Tasks

WEEKLY TASKS	FACILITY	Village Hall	Police Department	Public Works Facility	North Park Pavilion (2)	Spring Lake Park Pavilion (1)
General Housekeeping						
Clean and sanitize telephones.		X	X	X		
Dust all horizontal surfaces including sills, ledges, moldings, air vents and radiators (including washrooms and lunchrooms), up to light switch plate height.		X	X	X	X	X
Damp wipe common area half wall trim.		X	X			
Clean all entrances (exterior and interior) door glass and damp wipe frames.		X	X	X	X	X
Remove fingerprints from doors, moldings and from around light switch plates (including washrooms and lunchrooms).		X	X	X	X	X
Damp wipe complete railings of all stairways.		X	X			
Damp clean in meeting rooms.		X	X	X		
Spot clean chairs.		X	X	X		
Dust window sills.		X	X	X		
Vacuum elevator thresholds and dust elevator light fixtures.		X				
Dust all woodwork in Village Board Room		X				
3 times weekly only - dust or damp clean waiting room seating.		X	X			
Rest Rooms						
Damp clean partitions and doors and remove writing where possible.		X	X	X	X	X
Clean, sanitize and polish all metal and vitreous surfaces, including toilet bowls, urinals, hand basins, sinks, microwaves, stove tops and cooking appliances.					X	X
Clean all chrome fittings.					X	X
Clean and sanitize toilet seats (both sides), baby changing stations, and all counter areas.					X	X
Clean mirrors.					X	X

WEEKLY TASKS	FACILITY	Village Hall	Police Department	Public Works Facility	North Park Pavilion (2)	Spring Lake Park Pavilion (1)
Empty all waste receptacles and insert liners. Sanitize interior.					X	X
Damp clean exterior of waste containers.					X	X
Clean and sanitize table tops.					X	X
Dust tops and spot clean fronts of vending machines and refrigerators.					X	X
Lunchroom chairs - remove crumbs, drips, etc.						
Spot clean partitions and remove writing where possible.					X	X
Dust window sills.					X	X
Remove fingerprints from doors, moldings and from around light switch plates.					X	X
Clean urinal screens, replace/refill urinal and toilet deodorizers as needed.					X	X
Spot clean all walls.					X	X
Clean and refill all dispensers to include, but not limited to, paper towels, napkins, toilet tissue, soap, toilet seat covers, facial tissue, etc.					X	X
Showers (men's and women's)-completely clean and scrub walls, floors and chrome fittings with scum remover and Village approved disinfectant.		X	X	X		
Floor Care - Carpets						
Vacuum all obstructed areas (areas that normally could not be reached) and clean edges using a crevice tool.		X	X	X		
Miscellaneous						
Police garage to be clean and orderly			X			
Damp clean and sanitize exercise equipment, equipment framework and seats, spot clean mirrors.		X				
Storage, stock, receiving and shipping areas to be dust mopped						

- Notes
- 1) Weekly items shall apply to restrooms only and are to be done on a bi-weekly basis from October through April
 - 2) Weekly items shall apply to restrooms only and are to be done on a bi-weekly basis from December through March

ATTACHMENT A

Work Crew Monthly Tasks

MONTHLY TASKS	FACILITY	Village Hall	Police Department	Public Works Facility	North Park Pavilion	Spring Lake Park Pavilion
General Housekeeping						
Vacuum all window blinds.		X	X	X		X
Collect all waste and recyclable materials from interior containers and place in designated outdoor containers. Insert liners.					X	X
Dust exposed areas of tables, counter tops, file cabinets, bookcases, shelves and desks/credenzas. Papers on these surfaces will not be disturbed.						X
Spot clean unobstructed working area surfaces of tables, file cabinets, shelves, etc.						X
Clean, scour and sanitize drinking fountains.					X	X
Spot clean all entrance (interior and exterior) door glass, both sides.					X	X
Spot clean interior door and partition glass, both sides.					X	X
Stock adequate supply of paper and consumable goods throughout facility.					X	X
Remove spider webs in areas near the floor, windows and ceiling/wall edge.		X	X	X	X	X
High dusting and/or damp cloth cleaning in areas not reached in daily cleaning including pictures, frames, vertical surfaces, such as partitions and ceiling venting		X	X	X		

ATTACHMENT A

Work Crew Monthly Tasks

MONTHLY TASKS	FACILITY	Village Hall	Police Department	Public Works Facility	North Park Pavilion	Spring Lake Park Pavilion
Clean and sanitize refrigerators and vacuum refrigerator coils with soft brush		X	X	X		
Dust tops of all lockers.						
Floor Care - Hard, tile, vinyl, terrazo, etc.						
Washroom floors including all tile areas shall be machine scrubbed.		X	X	X	X	X
Terrazo and vinyl composition floors to be buffed to maintain high luster		X	X			
Hard surface floors in detention center will be left on an "on-call" basis.			X			
Floor Care - Carpets						
Move carts, tool chests, etc. - sweep and pressure wash entire floor of police garage and sweep and damp mop automotive office.			X	X		
Spot clean (including any gum, candy or stained areas) with cleaner as needed.						X
Vacuum all obstructed areas (areas that normally could not be reached) and clean edges using a crevice tool.		X	X	X		X

NOTES:

QUARTERLY TASKS	FACILITY	Village Hall	Police Department	Public Works Facility	North Park Pav (4)	Spring Lake Park Pavilion (3)
General Housekeeping						
Vacuum wall/ceiling vents, walls and ceilings to remove dust and cobwebs.		X	X	X		
Clean all interior glass.		X	X		X	X
Dust all horizontal surfaces including moldings, ledges, pipes, picture frames, wall hangings, ducts, ceiling fans, etc. (including washroom and lunchroom) from light switch plate height and above.		X	X	X		
Vacuum exterior surfaces of all lighting fixtures and diffusers. Remove bugs as needed.						
Clean all exterior windows (1)		X	X	X	X	X
Rest Rooms, Kitchens/Lunchrooms						
Clean and sanitize all wash rooms, locker room partitions and walls (ceiling to floor).		X	X	X	X	X
Floor Care - Carpets						
Deep clean all open carpeted floors with enzyme detergent shampoo, steam clean with acid rinse (2).		X	X	X		
Floor Care - Terrazo/Tile/Concrete						
Hard surface floors to be scrubbed and recoated.		X	X	X	X	X
Furniture						
Vacuum partitions.		X	X			
Vacuum or brush clean fabrics; damp clean plastic or leather.		X	X	X		X

NOTES:

- 1 Village Hall - Some exterior windows (approx. 500 sq. ft) are greater than 40' and approx. 100 sq. ft. are 15 - 20 feet directly over a pond
- 2 Use two step procedure. Step 1: Machine shampoo with an alkaline enzyme detergent shampoo of pH between 8 and 9.
Step 2: Prior to drying of shampoo, thoroughly rinse/extract using hot water with an acid rinse with a pH of approximately 2 - 3.5
- 3 Quarterly for this facility will only apply to those dates that fall between October and April
- 4 Quarterly for this facility will only apply to those dates that fall between December and March

Attachment A

Work Crew Annual Tasks

ANNUAL AND BIENNIAL TASKS	FACILITY	Village Hall	Police Department	Public Works Facility	North Park Pavilion	Spring Lake Park Pavilion
General Housekeeping						
Vacuum all window blinds.						X
Vacuum wall/ceiling vents, walls and ceilings to remove dust and cobwebs.					X	X
Dust all horizontal surfaces including moldings, ledges, pipes, picture frames, wall hangings, ducts, ceiling fans, etc. (including washroom and lunchroom) from light switch plate height and above.					X	X
Vacuum exterior surfaces of all lighting fixtures and diffusers. Remove bugs as needed.					X	X
Clean all exterior windows (1)		X	X	X	X	X
Damp wipe all picture frames and clean frame glass.		X	X	X		X
Floor Care - Terrazo/Tile/Concrete						
Hard surface floors to be stripped and refinished.		X	X	X		
Washroom floors including all tile areas shall be machine scrubbed.					X	X
Floor Care - Carpet						
Vacuum all obstructed areas (areas that normally could not be reached) and clean edges using a crevice tool.						X
Deep clean all open carpeted floors with enzyme detergent shampoo, steam clean with acid rinse (2).		X	X	X		
Encapsulate all main aisles and open carpet areas (1).						X



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole – June 8, 2020
Subject:	Fourth of July Planning
Action Requested (Address – Petitioner):	Consideration of Staff Report Regarding Fourth of July Planning
Prepared By:	Jack Cascone, Administrative Intern Brad Burke, Village Manager
Staff Recommendation:	Consideration and direction to staff
Budgeted Amount:	N/A
Actual Amount:	\$450
Level of Service Impact:	TBD
Meeting History:	
Tentative Meeting Schedule:	N/A
Reports / Documents Attached:	1) Flyer to residents announcing contest.

Request Summary

Due to COVID-19 and subsequent guidelines from federal and state agencies, the Village of Lincolnshire canceled its annual "Red, White, & BOOM!" Fourth of July celebration at the April 27 Regular Village Board Meeting. As a result, the Village Board and staff have discussed potential opportunities for residents to still celebrate the holiday with their community, while also following social distancing and limited group gathering guidelines. Staff solicited input from the Lincolnshire Council of Presidents, which consists of leaders in various clubs, organizations, churches, and homeowner associations, to obtain feedback regarding possible activities to replace the traditional Lincolnshire Fourth of July festivities. Staff requested feedback on two different occasions and only received input from representatives affiliated with the Community Christian Church on a possible activity to replace the 5K race.

Staff also contacted Peggy Gaier who has volunteered for more than 20 years to help plan and coordinated the annual Lincolnshire Fourth of July parade. Ms. Gaier did not offer any suggestions regarding possible events for 2020. However, she noted she was more than willing to assist in any way possible.

In addition to suggestions from community members, staff considered a variety of alternatives for the community to mark the Fourth of July. Based upon this process, staff believes the prevailing community engagement event for consideration is for the Village to host a patriotic house decorating contest.

Project Description

A Lincolnshire house decorating contest to celebrate the Fourth of July would ask residents to creatively and uniquely decorate their homes in spirit and in theme with the holiday. After announcing the contest, residents who wish to participate will need to abide by all rules and dates which are stated on the participation flyer (see Attachment 1). Contest dates are as follows:



- June 30: Residents must contact the Village by close of business on June 30 if they wish to enter the contest.
- July 1: Participating homes must be decorated and ready for the judges by 10 a.m. on July 1.
- July 1 – 5: Judges will visit each home at their discretion between July 1 and July 5. Judges will vote for the house they feel is the Most Patriotic, Most Unique, and Most Fun. Additionally, all contestants will be entered into an online poll which will be open during the same time period for the community at-large to vote for the Community’s Choice winner.
- July 6: Judges will return their completed voting sheets by July 6 for staff to tally. Winners will be invited to the July 13 Village Board Meeting where they will be announced to the public.
- July 13: Winners will be publicly recognized at the July 13 Village Board Meeting. The winning household for Most Patriotic, Most Unique, and Most Fun will each receive a \$100 gift card to a Lincolnshire restaurant. The winner of Community’s Choice will receive a \$150 gift card to Lincolnshire restaurant.
- July 14: The winning contestants will be announced on social media and in the next e-newsletter.

Next Steps:

Staff also needs to appoint judges who are committed to the contest. At this time, potential judges include the Mayor and Board of Trustees, Village Manager, Chief of Police, and former Lincolnshire Citizens of the Year.

Budget Impact

The budget impact will be minimal. \$450 for three \$100 gift cards and one \$150 gift card as prizes for the winners. The only other impact will be for staff time to facilitate the contest.

Level of Service Impact

Other than staff time, the contest will not have any impact on daily Village services. If successful, the contest will foster community engagement during a time when the community would normally celebrate together.

Approval Process

The contest does not require Village Board approval.

Staff Recommendation / Next Steps

Staff requests the Village Board’s consideration of and feedback on the house decorating contest. Staff will formalize a communication strategy which will announce and continue to promote the contest.



Attachment 1 – Flyer to Residents

Inaugural Fourth of July Lincolnshire House Decorating Contest

Will your house be crowned Most Patriotic, Most Unique, Most Fun, or Community's Choice?

PRIZES

Most Patriotic, Most Unique,
and Most Fun

**\$100 Gift
Card**

Community's Choice

**\$150 Gift
Card**

Contest Rules:

- 1) You must contact Village Hall by 5 p.m. on June 30 to enter the contest.
- 2) Have your home decorated by 10 a.m. on July 1.
- 3) Judges will visit all homes between July 1 and July 5. They'll vote for Most Patriotic, Most Unique, and Most Fun.
- 4) All contestants will be entered into a online poll for Lincolnshire residents to vote for Community's Choice between July 1 and July 5.
- 5) Winners will be invited to the July 13 Regular Village Board Meeting to receive their prize!

TIP: Bonus points if you include #LincolnshireStrong in your decoration!



Reviewing Body:	Committee of the Whole
Meeting Date:	June 8, 2020
Subject:	Village Code Update – Title 3 (Business and License Regulations, Chapter 3 (Liquor Control) and Title 1 (Administration), Chapter 15 (Comprehensive Fee Schedule), Title 1 (Administration), Chapter 17 (Comprehensive Fine/Penalty Schedule)
Action Requested:	Consideration of Proposed Amendments to the Liquor Control and Comprehensive Fee Schedule Sections of the Village Code to Create New Liquor License Classifications and Permit Delivery of Alcohol and Outside Consumption of Alcohol
Prepared By:	Joseph Leonas – Chief of Police
Staff Recommendation:	Consideration and approval of proposed changes
Budgeted Amount:	N/A
Actual Amount:	N/A
Level of Service Impact:	N/A
Meeting History:	N/A
Tentative Meeting Schedule:	N/A
Reports and Documents Attached:	<ol style="list-style-type: none">1) An Ordinance amending Title 3 (Business and License Regulations), Chapter 3 (Liquor Control) of the Lincolnshire Village Code2) An ordinance amending Title 1 (Administration), Chapter 15 (Comprehensive Fee Schedule)3) An ordinance amending Title 1 (Administration), Chapter 17 (Comprehensive Fine/Penalty Schedule)4) 2020 Liquor Licenses after Reclassification

Request Summary

As a result of the Governor’s Stay at Home Executive Order, many restaurants saw a significant dip in revenues. The Governor then allowed for restaurants to sell liquor for consumption off premises in order to increase their revenues. The recent changes prompted staff to review the current liquor code in order to provide flexibility once the Governor’s order expires. This increased flexibility may aid restaurants in meeting new customer demands in a post-pandemic business environment.

Staff completed a review of the Village’s code pertaining to liquor (Title 3, Chapter 3), specifically with regards to adding three licensing classes, delivery of alcoholic liquor, and outside public consumption of alcoholic beverages. Staff recommends the following changes:

- 1) Addition of three additional liquor license classes to include B-1, C-1, and D-1:



- a. The B-1 license would authorize restaurants to sell alcoholic liquors for both consumption on premises and off the premises. Off-premise consumption shall only be in the original, unopened package. Recommended license fee is \$3,000.
 - b. The C-1 license would authorize restaurants to sell beer and wine for both consumption on premises and off the premises. Off-premise consumption shall only be in the original, unopened package. Recommended license fee is \$3,000.
 - c. The D-1 license would authorize hotels/motels to sell alcoholic liquors for both consumption on premises and off the premises. Off-premise consumption shall only be in the original, unopened package. Recommend license fee is \$3,000.
- 2) Comprehensive Fee Schedule (Title 1, Chapter 15) amended to reflect the new license fees
 - 3) Condition added to allow Class K license (Brew Pub – full liquor) holders the ability to sell packaged beer and alcoholic liquor for consumption off-premise. With this change, Class K license would change its description from “Brew Pub – full” liquor to “Brew Pub – Mixed Retail – full liquor”
 - 4) Additional provision allowing for the delivery of alcoholic liquor to any address located within the Village of Lincolnshire subject to specific restrictions
 - 5) Additional provision added to outdoor public consumption of alcoholic beverages
 - 6) Comprehensive Fine/Penalty Schedule (Title 1, Chapter 17) updated with corrected code sections

Budget Impact

Currently restaurants wanting to sell both alcoholic liquor on premise and off premise purchase two separate licenses and under current code, the first license is \$2,500 and the second license is \$500. The new recommended combined license with a fee of \$3,000 would have no budget impact. This is the same set of circumstances for both hotels/motels and brew pubs. Each of the new license fees, along with the amended brew pub license, have increased by \$500 but equal the same amount currently being paid by each entity to the Village for two separate licenses.

Staff Recommendation / Next Steps

If accepted by the Village Board, the changes to the ordinance will be placed on the consent agenda of the Regular Village Board Meeting on June 22, 2020 for final approval.

ORDINANCE NO.

**AN ORDINANCE AMENDING TITLE 3 (BUSINESS AND LICENSE REGULATIONS),
CHAPTER 3 (LIQUOR CONTROL) OF THE LINCOLNSHIRE VILLAGE CODE**

WHEREAS, from time to time the Village reviews its codes and the regulation of liquor establishments to ensure that they are up to date and that they regulate matters as intended by the Village; and

WHEREAS, the Village Staff recently undertook a review of the Lincolnshire Municipal Code for those purposes, and the Village Staff has recommended to the Mayor and Board of Trustees of the Village of Lincolnshire that it adopt revised regulations governing Liquor License Classes to create a mixed retail license which permits the sale of alcoholic liquor in conjunction with the sale of food for either on-premises or off-premises consumption; and

WHEREAS, the Village Staff has recommended to the Mayor and Board of Trustees of the Village of Lincolnshire that it adopt regulations related to the delivery of alcoholic liquor to any address located within the Village.

WHEREAS, the Mayor and Board of Trustees have reviewed and considered the recommendations of the Village Staff and have considered all the facts and circumstances related to the proposed Municipal Code amendments.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNSHIRE, LAKE COUNTY, ILLINOIS, IN THE EXERCISE OF THEIR HOME RULE POWERS, AS FOLLOWS:

SECTION ONE: The foregoing recitals are incorporated into this Ordinance as findings and intent of the Mayor and Board of Trustees.

SECTION TWO: Section 3-3-2-1 of the Village Code of the Village of Lincolnshire, under the title "Liquor License Classes", shall be revised as follows [added text **bolded and underlined**; deleted text ~~struck through~~; omitted language is not intended to be changed]:

3-3-2-1: Liquor License Classes

Retail liquor licenses shall be divided into the following classes:

- Class A (Not-for-profit clubs and organizations)
Issued only to such civic, benevolent, fraternal, patriotic, social, recreational, or other organizations that qualify as a not-for-profit corporation under the General Corporations Not-for-Profit Act of the State of Illinois, and shall permit the sale of alcoholic liquor by the drink only and for consumption on the premises only; (Ord. 86-868-05)
- Class B (Restaurant – full liquor)
Issued to authorize the sale of alcoholic liquor in conjunction with the sale of food and service of food, for consumption on the premises only **and not for consumption off the premises.**

Class B-1 (Restaurant - Mixed Retail – full liquor)

Issued to authorize the sale of alcoholic liquors in conjunction with the sale of food and service of food, for both consumption on the premises and off the premises, provided the sale of alcoholic liquor for off-premises consumption shall only be in the original, unopened package. A Class B-1 licensee must have a State retailer's license designating the retailer as a combined on premise consumption and off premise sale retailer.

Class C (Restaurant – beer and wine only)
Issued to authorize the sale of beer and wine only in conjunction with the sale of food **and service of food and only for consumption on the premises and not for consumption off the premises.** No bar shall be permitted.

Class C-1 (Restaurant - Mixed Retail – beer and wine only)
Issued to authorize the sale of beer and wine only in conjunction with the sale of food and service of food, for both consumption on the premises and off the premises, provided the sale of beer or wine for off-premises consumption shall only be in the original, unopened package. A Class C-1 licensee must have a State retailer's license designating the retailer as a combined on premise consumption and off premise sale retailer.

Class D (Hotel-motel)
Issued to authorize the sale, consumption, or delivery of alcoholic liquor to patrons **on the premises,** of a hotel or motel defined as and consisting of: guests, overnight guests, invitees of those guests and invitees of the hotel or motel, so long as those patrons are using the dining, banquet or conference facilities of the hotel or motel in conjunction with the offering, service or sale of food. Issued to authorize the sale of alcoholic liquor for consumption on the premises by hotel patrons or within common areas of the hotel designated for consumption of food/beverages, or for “room service”.

Class D-1 (Hotel-motel – Mixed Retail – full liquor)
Issued to authorize the sale, consumption, or delivery of alcoholic liquor, for both consumption on premises and off the premises, to patrons, of a hotel or motel defined as and consisting of: guests, overnight guests, invitees of those guests and invitees of the hotel or motel, so long as those patrons are using the dining, banquet or conference facilities of the hotel or motel in conjunction with the offering, service or sale of food. Issued to authorize the sale of alcoholic liquor for consumption on the premises or off the premises by hotel patrons or within common areas of the hotel designated for consumption of food/beverages, or for “room service”. The sale of alcoholic liquor off premises must be sold in the original, unopened package. The Class D-1 licensee must have a State retailer's license designating the retailer as a combined on premise consumption and off premise sale retailer.

Class E (Bar or lounge – hotel/motel only)
Issued to authorize the sale of alcoholic liquor at a bar or lounge located in a hotel or motel only.

- Class F (Golf courses and private clubs for profit)
Issued to authorize the sale of alcoholic liquor at golf courses at the club house or from carts on the course. Issued to authorize the sale of alcoholic liquor at private clubs to members and guests of the members only.
- Class G (One day license)
Issued for twenty-four (24) hours, and shall only permit the sale of alcoholic liquor by the drink and for consumption on the premises. (Ord. 86-868-05)
- All applications for a one-day Class G liquor license must be submitted at least fifteen (15) days prior to the date of issuance of such license. No person, firm, corporation, partnership, club, or association shall be entitled to the issuance of more than three (3) one-day Class G liquor licenses within a period of twelve (12) months. No more than six (6) one-day Class G liquor licenses shall be issued within a period of twelve (12) months for the same location or premises. (Ord. 88-1016-48)
- Class H (Package liquor)
Issued to authorize the sale of alcoholic liquor only in the original package and only for consumption off the premises.
- Class I (Package beer and wine only)
Issued to authorize the retail sale of beer and wine only, in their original packages only, and only for consumption off the premises.
- Class J (Catering)
Issued to authorize license holders operating within the village limits to cater food and alcoholic beverages off site. "Off Site" catering means the preparation of food at one location for service at another.
- Class K (Brew Pub – Mixed Retail - full liquor)
Issued to authorize the licensee to manufacture beer only on the premises specified in the license, to make sales of the beer manufactured on the premises to importing distributors, distributors, and to non-licensees for use and consumption, to store the beer upon the premises, and to sell and offer for sale at retail in the original, unopened package for off premise consumption. Issued to authorize the sale of alcoholic liquor in conjunction with the sale of food and service of food, for **consumption on the premises and off the premises, provided the sale of alcoholic liquor for off-premises consumption shall only be in the original, unopened package.**
- A Class K licensee must have a State retailer's license designating the retailer as a combined on premise consumption and off premise sale retailer.**
- Class L (Salon/Day Spas)
Issued to authorize the retail sale of alcoholic liquor, for consumption on the specified premises, as a secondary and accessory use to a principal salon/day spa business, as such business is defined in Title 6 of the Village Code.

Customers and patrons shall: (a) not be served alcoholic beverages except for the period of time during which the customer receives salon/day spa services from the license holder; and (b) not be served more than three (3) alcoholic beverages during such period of time.

No live entertainment of any nature shall be permitted on the specified premises.

No sign or any other external indicia shall be permitted on the specified premises or surrounding property that indicates that alcoholic liquor is available for retail sale at the specified premises.

Hours for the sale and/or consumption of alcoholic liquor shall be in accordance with section 3-3-3-1 of the Code, but in no case shall the sale or consumption of alcoholic liquor take place outside the normal business hours of the salon/day spa. (Ord. 14-3311-37)

Class M

(Movie Theaters)

Issued to authorize the retail sale of alcoholic liquor, for consumption on the licensed premises as a secondary and accessory use to a principal movie theater business.

Service of alcoholic beverages shall be limited to a designated lobby bar area.

Service of alcoholic beverages may be made only to persons purchasing a movie ticket and wearing a tamper-resistant wristband approved by the Village. The wristband shall be valid only for the date on which it is obtained from the movie theater. A wristband may only be issued by theater personnel who meet the requirements of Section 3-3-6 of this Chapter.

Alcoholic beverages may be consumed in the movie theater auditoriums, but may not be delivered or served in any movie theater auditorium.

The containers in which alcoholic beverages are served must be of a different color, size, and design than those in which non-alcoholic beverages are served.

No more than one alcoholic beverage may be delivered to a customer in any one trip to the bar, and no customer shall be served more than three (3) alcoholic beverages on any day. The number of alcoholic beverages served to a customer each day shall be recorded on that customer's wristband.

There may be no service of alcoholic beverages unless the movie theater is actually open for the showing of movies. Under no circumstances may alcoholic beverages be served more than one hour prior to the advertised showing time of the first movie to be shown on any day, except for private rentals and events. (Ord. 14-3336-63)

Class N

(Banquets)

Issued to authorize the retail sale of alcoholic liquor for consumption on the licensed premises only in connection with a private function, in association with a rental or 3rd party contract, not open to the general public.

All new liquor licenses issued and all liquor licenses renewed after the effective date of this amendment shall be in compliance with the above classes and shall accurately reflect the nature of the licensee’s actual business. (Ord. 86-868-05)

The number of licenses authorized herein for each class shall remain at the number set forth in this Chapter; provided, however, that any license in said classes which is forfeited, revoked, or not issued shall automatically reduce the number of authorized licenses of the particular class by the total number of forfeited, revoked, or non-issued licenses in the particular class. In addition, the local Liquor Commissioner shall notify in writing the Village Clerk and Board of Trustees of any revocation or non-issuance of any authorized license within ten (10) days of such occurrence. (Ord. 86-868-05; Ord. 89-1069-36; Ord. 89-1107-74; Ord. 15-3363-90)

SECTION THREE: Section 3-3-2-3 of the Village Code of the Village of Lincolnshire, under the title “General Prohibitions,” shall be revised as follows [added text **bolded and underlined**; deleted text ~~struck through~~; omitted language is not intended to be changed]:

Class	Description	Number of Liquor Licenses Authorized to be Issued in the Village of Lincolnshire
A	Not-for-profit clubs and organizations	1
B	Restaurant – full liquor	12 9
<u>B-1</u>	<u>Restaurant – Mixed Retail – full liquor</u>	3
C	Restaurant – beer and wine only	0
<u>C-1</u>	<u>Restaurant – Mixed Retail – beer and wine only</u>	0
D	Hotel/motel	4 3
<u>D-1</u>	<u>Hotel/motel – Mixed Retail – full liquor</u>	1
E	Bar or lounge – hotel/motel only	2
F	Golf courses and private clubs for profit	2
G	One day license	Unlimited
H	Package liquor	4 3
I	Package beer and wine only	4 0
J	Catering	2 1
K	Brew pub – <u>Mixed Retail</u> - full liquor	1
L	Salon/Day Spas	1
M	Movie Theaters	1
N	Banquets	2

SECTION FOUR: Section 3-3-7-5 of the Village Code of the Village of Lincolnshire, under the title “General Prohibitions,” shall be revised as follows [added text **bolded and underlined**; deleted text ~~struck through~~; omitted language is not intended to be changed]:

- C. For any person to drink any alcoholic liquor in any public street, public parkway, public driveway, or public parking lot in the Village, **except to the extent permitted by the Village within any enclosed portion of a public street, public parkway, public driveway, or public parking lot designated for the sale of food and service of food as part of the operation of an adjacent licensed restaurant.**

SECTION FIVE: Section 3-3-8 of the Village Code of the Village of Lincolnshire, under the title “Delivery Service,” shall be added [added text **bolded and underlined**; deleted text ~~struck through~~; omitted language is not intended to be changed]:

3-3-8: DELIVERY SERVICE

Alcoholic liquor delivered to any address located within the Village of Lincolnshire which does not hold a valid liquor license is subject to the following restrictions:

- A. Alcoholic liquor must be delivered by an individual of at least twenty-one (21) years of age or older.**
- B. Deliveries of alcoholic liquor may not take place between the hours of one o'clock (1:00) A.M. and seven o'clock (7:00) A.M. on each day of the week.**
- C. Payments may not be accepted nor orders placed at the delivery location.**
- D. The express company, common carrier or contract carrier, or agent of a liquor license holder that carries or transports alcoholic liquor into or within the Village shall not deliver or leave such deliveries without requiring a signature of an individual twenty-one (21) years of age or older.**
- E. Adequate evidence for proof of age should be produced to the delivery agent in all instances of delivery.**
- F. A record shall be kept by the express company, common carrier or contract carrier, or agent of a liquor license holder who delivers alcoholic liquor into or within the Village indicating the purchaser's name, address, driver's license/state identification number, time, date and place of the delivery, and the individual deliver's identity.**
- G. Upon delivery if there is no one aged twenty-one (21) years or older to accept the delivery or the person delivering the alcoholic liquor is unable to make physical contact with a person at the location of the delivery, the alcoholic liquor may not be delivered and must be returned to the location of sale.**

SECTION SIX: Section 3-3-8 of the Village Code of the Village of Lincolnshire, under the title “Delivery Service,” shall be renumbered as Section 3-3-9.

SECTION SEVEN: That this Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form.

PASSED this _____ of _____, 2020 by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this ____ of _____, 2020.

Elizabeth J. Brandt
Mayor

ATTEST:

Barbara Mastandrea
Village Clerk

ORDINANCE NO.

**AN ORDINANCE AMENDING TITLE 1 (ADMINISTRATION), CHAPTER 15
(COMPREHENSIVE FEE SCHEDULE) OF THE LINCOLNSHIRE VILLAGE CODE
RELATED TO THE ESTABLISHMENT OF FEES AND CHARGES FOR SERVICE
(LIQUOR LICENSES)**

WHEREAS, from time to time the Village reviews its codes and the regulation of liquor establishments to ensure that they are up to date and that they regulate matters as intended by the Village; and

WHEREAS, the Village Staff recently undertook a review of the Lincolnshire Municipal Code for those purposes, and the Village Staff has recommended to the Mayor and Board of Trustees of the Village of Lincolnshire that it adopt revised regulations governing Liquor License Classes to create a mixed retail license which permits the sale of alcoholic liquor in conjunction with the sale of food for either on-premises or off-premises consumption; and

WHEREAS, the Village Staff has recommended to the Mayor and Board of Trustees of the Village of Lincolnshire that it adopt regulations related to the delivery of alcoholic liquor to any address located within the Village.

WHEREAS, the Mayor and Board of Trustees have reviewed and considered the recommendations of the Village Staff and have considered all the facts and circumstances related to the proposed Municipal Code amendments.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNSHIRE, LAKE COUNTY, ILLINOIS, IN THE EXERCISE OF THEIR HOME RULE POWERS, AS FOLLOWS:

SECTION ONE: The foregoing recitals are incorporated into this Ordinance as findings and intent of the Mayor and Board of Trustees.

SECTION TWO: Section 1-15-3 (Business and License Regulations) of the Village Code of the Village of Lincolnshire, under the title "Liquor Control", shall be revised as follows [added text **bolded and underlined**; deleted text ~~struck through~~; omitted language is not intended to be changed]:

<u>LIQUOR CONTROL</u>	<u>AMOUNT OF FEE</u>	<u>CODE SECTION</u>
Liquor License, application	\$250.00	3-3-4-2
Liquor License, Review Fee	\$250.00	3-3-4-2
Liquor License – Class A (Not-for-profit clubs and organizations)	\$500.00 plus \$200.00 ea. bar	3-3-2-3
Liquor License – Class B (Restaurant – full liquor)	\$2,500.00 plus \$500.00 ea. bar	3-3-2-3
<u>Liquor License – Class B-1 (Restaurant – Mixed Retail – full liquor)</u>	<u>\$3,000 plus \$500 each bar</u>	<u>3-3-2-3</u>
Liquor License – Class C (Restaurant – beer and wine only)	\$2,500.00	3-3-2-3
<u>Liquor License – Class C-1 (Restaurant – Mixed Retail – beer and wine only)</u>	<u>\$3,000</u>	<u>3-3-2-3</u>
Liquor License – Class D (Hotel/motel)	\$2,500.00	3-3-2-3

Liquor License – Class D-1 (Hotel/motel – Mixed Retail – full liquor)	\$3,000	3-3-2-3
Liquor License – Class E (Bar or lounge – hotel/motel only)	\$2,500.00 plus \$500.00 ea. bar	3-3-2-3
Liquor License – Class F (Golf courses and private clubs for profit)	\$2,500.00 plus \$500.00 ea. bar	3-3-2-3
Liquor License – Class G (One day license)	\$25.00	3-3-2-3
Liquor License – Class H (Package liquor)	\$2,000.00	3-3-2-3
Liquor License – Class I (Package beer and wine only)	\$1,500.00	3-3-2-3
Liquor License – Class J (Catering)	\$500.00	3-3-2-3
Liquor License – Class K (Brew Pub – Mixed Retail - full liquor)	\$2,500.00 \$3,000.00	3-3-2-3
Liquor License – Class L (Salon/Day Spas)	\$1,000.00	3-3-2-3
Liquor License – Class M (Movie Theaters)	\$2,500.00	3-3-2-3
Liquor License – Class N (Banquets)	\$3,000.00	3-3-2-3
Additional licenses, per license	\$500.00	3-3-2-3
Liquor License, Change of Location, Upgrading of License, Sale of Business	\$2,500.00	3-3-4-8

SECTION THREE: That this Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form.

PASSED this ____ of _____, 2020 by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this ____ of _____, 2020.

Elizabeth J. Brandt
Mayor

ATTEST:

Barbara Mastandrea
Village Clerk

ORDINANCE NO.

AN ORDINANCE AMENDING TITLE 1 (ADMINISTRATION), CHAPTER 17 (COMPREHENSIVE FINE/PENALTY SCHEDULE), SECTION 4 (BUSINESS AND LICENSE REGULATIONS) OF THE LINCOLNSHIRE VILLAGE CODE RELATED TO THE ESTABLISHMENT OF FINES AND PENALTIES (LIQUOR CONTROL)

WHEREAS, from time to time the Village reviews its codes and the regulation of liquor establishments to ensure that they are up to date and that they regulate matters as intended by the Village; and

WHEREAS, the Village Staff recently undertook a review of the Lincolnshire Municipal Code for those purposes, and the Village Staff has recommended to the Mayor and Board of Trustees of the Village of Lincolnshire that it adopt revised regulations governing Liquor License; and

WHEREAS, the fine schedule shall be updated to correspond with the revised sections of code.

WHEREAS, the Mayor and Board of Trustees have reviewed and considered the recommendations of the Village Staff and have considered all the facts and circumstances related to the proposed Municipal Code amendments.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNSHIRE, LAKE COUNTY, ILLINOIS, IN THE EXERCISE OF THEIR HOME RULE POWERS, AS FOLLOWS:

SECTION ONE: The foregoing recitals are incorporated into this Ordinance as findings and intent of the Mayor and Board of Trustees.

SECTION TWO: Section 1-17-4 (Business and License Regulations) of the Village Code of the Village of Lincolnshire, under the title "Liquor Control", shall be revised as follows [added text **bolded and underlined**; deleted text ~~struck through~~; omitted language is not intended to be changed]:

WARNING TO MINORS Subject to fine if you purchase alcoholic liquor or misrepresent your age for the purpose of obtaining alcoholic liquor. Requires posting a Warning to Minors sign.	\$100.00 for each offense and every day that such violation is continued shall constitute a separate offense.	Up to \$500.00	3-3-6 <u>3-3-6-6</u>
POWERS OF LIQUOR CONTROL COMMISSIONER In lieu of suspension or revocation the Liquor Control Commissioner may levy a fine on the licensee.	Up to \$2,500.00	\$10,000.00	3-3-4-2A <u>3-3-3-2A</u>

<p>LIQUOR CONTROL Any person violating any provision of this Chapter.</p>	<p>\$100.00 for each offense and every day that such violation is continued shall constitute a separate and distinct offense.</p>	<p>\$2,500.00 for each offense and every day that such violation is continued shall constitute a separate and distinct offense.</p>	<p>3-3-10 3-3-9B</p>
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SECTION THREE: That this Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form.

PASSED this _____ of _____, 2020 by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this _____ of _____, 2020.

Elizabeth J. Brandt
Mayor

ATTEST:

Barbara Mastandrea
Village Clerk

2020 Liquor License Reclassification

Class A (Not-for-profit Club and Organization) = 1

- Lincolnshire Swim Club

Class B (Restaurant - Full Liquor) = 9

- Big Bowl Asian, LLC D.B.A. Big Bowl
- The Cheesecake Factory Restaurants, Inc. D.B.A. The Cheesecake Factory
- ~~Platinum Restaurants, LLC D.B.A. Eddie Merlot's Prime Aged Beef and Seafood~~
- Marriott's Lincolnshire Resort - Wright Brew & Bistro
- Red Robin International, Inc D.B.A Red Robin Gourmet Burgers
- Starfish Sushi, LLC D.B.A Starfish Sushi
- Wildfire, Inc. D.B.A. Wildfire Restaurant
- OSI/Fleming's, LLC D.B.A. Fleming's Prime Steakhouse and Wine Bar
- Chipotle Mexican Grill, Inc. D.B.A. Chipotle Mexican Grill
- ~~Courtyard Management Corporation D.B.A. Courtyard by Marriott (Restaurant)~~
- Grab Restaurants, Inc. D.B.A. Marigold Maison Indian Cuisine
- ~~Bonta, Inc. D.B.A. Bonta Italian Market, Deli & Bake Shop~~

Class B1 (Restaurant - Mixed Retail - Full Liquor) = 3

- **Bonta, Inc. D.B.A. Bonta Italian Market, Deli & Bake Shop**
- **Courtyard Management Corporation D.B.A. Courtyard by Marriott - (Restaurant)**
- **Platinum Restaurants, LLC D.B.A. Eddie Merlot's Prime Aged Beef and Seafood**

Class C (Restaurant - Beer and Wine Only) = 0

Class C1 (Restaurant - Mixed Retail - Beer and Wine Only) = 0

Class D (Hotel/Motel) = 3

- Marriott's Lincolnshire Resort (Hotel/Motel)
- CSM LINCOLNSHIRE, L.L.C. D.B.A. HOMEWOOD SUITES BY HILTON
- SBS Lincolnshire Management, LLC D.B.A. Staybridge Suites Hotel
- Springhill SMC, LLC D.B.A. Springhill Suites by Marriott (Hotel/Motel)

Class D1 (Hotel/Motel - Mixed Retail) = 1

- **Springhill SMC, LLC D.B.A. Springhill Suites by Marriott (Hotel/Motel)**

Class E (Bar of Lounge - Hotel/Motel Only) = 2

- Marriott's Lincolnshire Resort - The Brew Lobby Bar
- Courtyard Management Corporation D.B.A. Courtyard by Marriott - Lounge (Hotel/Motel)

Class F (Golf Course or Private Club for Profit) = 2

- Marriott's Lincolnshire Resort - Golf Club House
- Senior Care Arcapita I, LLC D.B. A. Sedgebrook

Class G (One-Day License) = N/A

Class H (Package Liquor) = 3

- Bond Drug Company of Illinois, L.L.C. D.B.A. Walgreens
- ~~Bonta, Inc. D.B.A. Bonta Italian Market, Deli & Bake Shop (Package Liquor)~~
- RDK Ventures, LLC D.B.A. Circle K Store#4706704
- Kssan Oil, inc., D.B.A. Marathon Gas - Lincolnshire

Class I (Package Beer and Wine) = 0

- ~~Platinum Restaurants, LLC D.B.A. Eddie Merlot's Prime Aged Beef and Seafood~~
- ~~Springhill SMC, LLC D.B.A. Springhill Suites by Marriott (Package Beer and Wine Only)~~
- ~~Courtyard Management Corporation D.B.A. Courtyard by Marriott (Package Beer and Wine Only)~~
- ~~Half Day Brewing, LLC D.B.A. Half Day Brewing Company~~

Class J (Catering) = 1

- Banyan One Corporation D.B.A. Pear Tree Catering & Hel's Kitchen Catering

Class K (Brew Pub) = 1

- Half Day Brewing, LLC D.B.A. Half Day Brewing Company

Class L (Salon/Day Spas) = 1

- JDB Legacy Inc. D.B.A. ZaZa Salon and Day Spa

Class M (Movie Theater) = 1

- Regal Cinemas, Inc. D.B.A. Regal Cinemas Lincolnshire-Stadium 21

Class N (Banquet) = 2

- ECD Viper Alley
- Loft 21, Inc.