

Regular Meeting Agenda

Terrace Room – Second Floor
Northbrook Village Hall, 1225 Cedar Lane
Thursday, August 17, 2023

5:30 PM

1. CALL TO ORDER

2. MINUTES APPROVAL

A. Review and Approval of the May 15, 2023 Sustainability Commission Meeting Minutes

3. PUBLIC COMMENTS

Please Note - Members of the public wishing to respectfully share thoughts about any matter concerning the Northbrook Sustainability Commission may do so by coming to a meeting and speaking during the "Public Comment" time on general matters, or by speaking if and when comment is called on a specific matter that is listed on the agenda. Members of the public can also submit a written comment via the Village's website. Each written comment submitted on the website will be delivered to each member of the Sustainability Commission prior to the meeting but will not be read out loud at the meeting unless specifically requested.

4. COMMUNITY PLANNING REPORT

5. BUCKTHORN AND NORTHBROOK'S INVASIVE SPECIES LIST

6. COMMUNITY MOMENTS

7. EARTH DAY PLANNING

8. UPDATES ON OTHER ITEMS

A. Communications Initiatives

B. Solar Permits

C. Waste Collection Data

9. OLD BUSINESS

10. NEW BUSINESS

11. REMARKS FOR THE GOOD OF THE ORDER

12. NEXT SCHEDULED MEETING

September 21, 2023

13. ADJOURN

The Village of Northbrook is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with

disabilities who plan to attend this meeting and require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facilities, are requested to contact Debbie Ford, 847 664-4013, promptly to allow the Village of Northbrook to make reasonable accommodations for those persons. Hearing impaired individuals may call the TDD number, 847 564-8645, for more information.

City	Northbrook
State	IL
Zip Code	60062
Comment:	I believe that buckthorn needs to be added to the invasive species list for Northbrook. My neighbors and I abut the Whisperwoods HOA around a pond. There is currently an out of control forest of buckthorn and other invasive plants that is approximately 20-25 feet high next to our common fence on our property line. Outside of cutting back what is on our side of the fence, we are told that we cannot do anything about this eyesore that depletes us of the enjoyment and use of our property by encroaching into our yards and air rights.

Email not displaying correctly? [View it in your browser.](#)

WARNING- EXTERNAL EMAIL: If unknown sender, **do not** click links/attachments. **Never** give out your user ID or password.

The Village Board likes hearing from you and encourages you to provide our board, committees, and commissions with your thoughts and ideas. We make better decisions when you get involved.

Because we know you can't always get to a meeting, we've created a way for you to share your comments with us via this web form. Comments will be automatically submitted to the appropriate staff liaison and subsequently forwarded to all members of your selected board, committee, or commission if applicable.

Written comments will not be read aloud during a public meeting unless requested by the commenter. If you want to make a 'live' comment, you can do so by attending a meeting and asking to be heard during public comment time.

Thank you for providing your valuable feedback.

(Section Break)

Select the Board or Commission you wish to address:	Community & Sustainability Committee
Would you like your comment to be read aloud at the applicable meeting?	Yes
Name	Barbara Gron
Email Address	bgg2134@sbcglobal.net
Address	2134 Clover Rd.
City	Northbrook
State	IL
Zip Code	60062
Comment:	I request that the Community and Sustainability Committee add the terribly invasive common Buckthorn to our Northbrook list of invasive plants. Thank you.

Email not displaying correctly? [View it in your browser.](#)

Beware External Email - Think Before You Act

City	Northbrook
State	IL
Zip Code	60062
Comment:	<p>I strongly believe that buckthorn should be added to the list of invasive plant species for Northbrook. My property is adjacent to the Whisperwoods HOA, and immediately on the other side of my fence there is a huge amount of wild, overgrown buckthorn. It grows too persistently for it to be cut back; it simply grows back within the same season. The buckthorn has damaged my fence. It has also led to safety and sanitation issues, as there have been dead animals and I had to remove a tick from my five year old son after he was playing near the fence. And of course, it is also a terrible eyesore that diminishes my family's ability to enjoy our backyard.</p> <p>Buckthorn is widely considered invasive throughout the entire country. It is not a native plant. It out-competes other plants for nutrients, light, and moisture. The trees drop messy berries that stain sidewalks and driveways. It's time for Northbrook to join other towns -- like Glenview -- that already consider buckthorn to be an invasive species.</p>

Email not displaying correctly? [View it in your browser.](#)

Beware External Email - Think Before You Act

City	Northbrook
State	Illinois
Zip Code	60062
Comment:	Buckthorn should be added to the invasive species.

Email not displaying correctly? [View it in your browser.](#)

Beware External Email - Think Before You Act

MEMORANDUM

To: Sustainability Commission
From: Derrik Chen, Sustainability Intern
Date: August 17, 2023
Subject: Buckthorn and Northbrook's Invasive Species List

Recently, the Village has received 5 public comments regarding the invasive species buckthorn. The public comments propose buckthorn should be added to the Village invasive species list. An addition to the list would require the Sustainability Commission to recommend a Municipal Code amendment to the Village Board of Trustees. It would also call for additional code enforcement by the Village in response to complaints and code violations.

Common buckthorn is a tall shrub or small tree up to 25' high with a loosely branched crown and often multiple stems at the base. Buckthorn greens up early and retains leaves late into the fall, creating dense shade that helps it to outcompete many native plants. The plant spreads easily through seed dispersal from animals and resprouts from roots and stumps that are not fully removed.

The current protocol for weed complaints and enforcement is as follows: if an individual makes a complaint about a weed, the Village will visit the site and confirm presence of the weed. If the weed observed is on the invasive species list, the property owner will be ordered to remove the weed. If the weed is not removed within 5 days, the Village hires a contractor for removal and requires the violating property owner to pay for the removal service.

Current species on the Northbrook invasive species list include purple loosestrife, multiflora rose, jimsonweed, common burdock, teasels (common & cutleaf), ragweed (common & giant), thistles (Canada, bull, musk, and sowthistle).

The Village does not currently have buckthorn on its invasive species list for multiple reasons. Many Northbrook residents consider the plant to be a good shrub for screening and privacy. Because the plant foliates early in the spring and abscises its leaves late in the fall, it is considered by some to be optimal for creating privacy. Due to its spreading ability and history as being promoted as privacy screening, the plant is very prevalent in the Village. Additional staff time will be required for the complaints and calls directed towards the Village for the presence of common buckthorn.

On the other hand, common buckthorn is an invasive species and should be treated as such. The plant is native to Europe and lacks "natural controls" like insects and diseases that would curb its growth, and its rapid reproduction and quick growth make it difficult to control. Because of such characteristics, many residents consider buckthorn to be an overgrown eyesore that blocks natural landscaping. The public comments received by the Village noted that buckthorn outcompetes native plants for nutrients, light, and moisture, and serves as a host for pests. As a result of these characteristics, buckthorn may be considered a threat to forests, prairies, and other natural habitats. For the ecological restoration volunteers who work tirelessly in Northbrook's natural preserves, buckthorn is their main enemy, which takes significant and repeated efforts to remove.

If the Commission does not feel comfortable recommending the addition of buckthorn to the invasive species list, some alternative options may be considered.

One idea would be to allow smaller buckthorn shrubs but require removal of buckthorn plants with a trunk diameter of 4 inches or more, which may be considered small trees. Allowing shrubs while restricting trees could be a way to manage their invasive potential, as shrubs might have a less extensive root system and

produce fewer berries than trees, which would help reduce their spread.

Another option would be to increase education related to buckthorn to encourage property owners to take it upon themselves to remove the plant. Holding informational sessions or posting on Village social media may be of interest. This may also involve promoting the existing Public Works program where cut buckthorn can be picked up and disposed of at no cost. Currently, a pamphlet on buckthorn facts and control methods is housed on the Invasive Species page of the website (see attachment A)

Controlling buckthorn is in accordance with CAP item GS 2-1, to implement invasive species control programs. At their August meeting, the Sustainability Commission is asked to consider the public comments and their recommendation to add common buckthorn to the Village list of invasive plants.

Invasive Common Buckthorn

Northbrook's Identification and Control Guide

Common Buckthorn identification

Tall understory shrub or small tree up to 25' high with a loosely branched crown and often multiple stems at the base. Buckthorn greens up early and retains leaves late into the fall; creating dense shade that helps it to out-compete many native plants. If you are still unsure after reviewing photos, bring a sample cutting to the Public Works Department, 655 Huehl Road, during regular business hours for verification.



Key identifying features:

Leaves: Egg-shaped, slightly pointed at the tip, smooth, dark, glossy and finely-toothed. Leaf veins are prominent and curved.



Phenology: Leaves are first to grow back in March and last to fall in November.

Branch: Buds and leaves are opposite. Twigs often end in sharp, stout thorns.

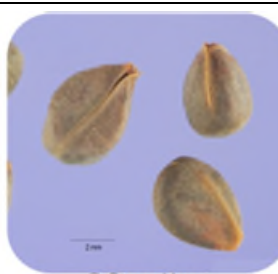


Wood: Brown bark with elongate silvery corky projections (caution: native plums or cherries have a similar bark). Cut branch exposes yellow wood directly under bark and orange wood towards the center.



Fruit: Large, round, berry-like clusters of black 1/4" fruit, ripens in August and September. Each contain 1-5 seeds with a narrow groove.

Phenology: Fruit ripens July-September but remain on plant when leaves go dormant in November. Seeds germinate when fruit flesh removed, viable for up to 6 years.



Flower: Small with four petals. Greenish yellow and clustered in the leaf axils. Fragrant.



Phenology: Flowers May to June.


Buckthorn Control Procedures

Why “invasive”?

- Native to Europe: lacks "natural controls" like insects or disease that would curb its growth
- Out-competes native plants for nutrients, light, and moisture
- Provides less food and protection for wildlife, degrading wildlife habitat
- Threatens the future of forests, wetlands, prairies, and other natural habitats
- Serves as host to other pests (Lyme-carrying ticks, crown rust fungus, and soybean aphid)
- Contributes to erosion by shading out other plants that grow on the forest floor
- Forms an impenetrable layer of vegetation
- Rapid reproduction: seed dispersal by animals, resprouts from roots and stumps

Mechanical control schedule and Buckthorn phenology:

C. Buckthorn Timeline	J	F	M	A	M	J	J	A	S	O	N	D
Life History	Dormant		Germination/ Leaf Out		Flowering		Fruit Ripens			Leaves Persist	Dormant, Fruit Persists	
Cut	Cut										Cut	



Flowering

Buckthorn is weakest in early spring, before it starts growing anew.

Mechanical control best practices:

Smaller than 3/8" in diameter:

- Pull by hand when soil is moist
- Gather all plant matter, loose fruits, and seedlings in trash bag for removal
- Pack in area with fresh soil and plant native seeds in its place
- Check back for Buckthorn resprouts and pull if apparent

Shrub-sized Buckthorn (1-2" in diameter at base):

- Dig and pull out using hand tools when soil is moist
- Gather all plant matter, loose fruits, and seedlings in trash bag for removal
- Pack in area with fresh soil and plant native seeds in its place
- Check back and anticipate pulling re-sprouts (due to extensive root system and ability to regrow from root fragments)

Large Buckthorn (over 2" diameter at base)

- Use pruners or handsaw to remove plant as close to the stump as possible
- Gather all plant matter, loose fruits, and top two inches of soil in trash bag for removal (1,000 seeds/meter may reside in the top few inches of soil around mature buckthorn)
- Cover remaining stumps with material impervious to light (tin can, thick black plastic)
- Affix the material using nails or ties
- Keep covered for one to two years
- Check regularly to remove resprouts

Northbrook's Buckthorn Removal Program

The Village of Northbrook encourages residents to participate in a Buckthorn control program, which gives residents an incentive to work to control the spread of this invasive plant.

Removal Program Conditions:

- Buckthorn is to be removed at your own cost and labor
- Stack the brush neatly on the parkway with all of the cut branch or butt ends facing the curb
- Do not put any stumps, roots or soil balls on the parkway for pickup. These parts of the Buckthorn have to be disposed of by a landscape contractor or tree service.
- We only accept Buckthorn from residents who are making an effort to eradicate the plants from their private property. If you are simply trimming back Buckthorn on your property or from neighboring properties, please dispose of the cuttings like landscape waste. Clippings will not be picked up by Public Works crews.
- Buckthorn pick-up loads are limited to 3 cubic yards per call. That's about the size of one medium sized truck. Larger loads must be disposed with a private contractor.
- Contact the Public Works Department at 847 272-4711 to schedule the pickup.
- A pickup will be scheduled within 5 to 10 business days. Please do not mix any other brush, limbs, trunks or any other debris with the Buckthorn. ***Any mixed loads will be rejected in their entirety.***

Permitting:

Permits are not required for Buckthorn up to 6" dbh. Please see on the Village webpage the [Tree Removal Application permit](#) for Buckthorn with base trunk of larger than 6" in diameter at breast height.

Replacement Plants

You may replace your Buckthorn with native shrubs that are used as green screening, such as Dogwood or Serviceberry.

Dogwoods have showy flowers and edible fruit. The berries attract birds and other wildlife. Red osier dogwood has bright red stems which add color to the landscape in summer and winter.



Serviceberry comes in single or multi-stemmed forms. A multi-stemmed tree can be pruned to form a dense hedge. The fruit is edible and attracts wildlife.



MEMORANDUM

To: Sustainability Commission
From: Tessa Murray
Date: August 17, 2023
Subject: Community Moments

On August 17, 2023, the Sustainability Commission will schedule topic and presenter assignments for Community Moment presentations during Regular Board of Trustees meetings.

Regular board meetings are scheduled for 7:30pm at Village Hall on the second and fourth Tuesday of each month. The Community Moment is part of the regular board meeting agendas under the Village President's Report, which is towards the beginning of the meeting. The Community Moment rotates each meeting between topics relating to sustainability or DEI (diversity, equity, and inclusion).

The Sustainability Commissioners are responsible for planning and coordinating the Community Moments focused on sustainability. The following meeting dates are those in which sustainability will be the focus of the Community Moment:

- October 24, 2023
- November 28, 2023
- January 9 or 23, 2024

The goal of this presentation is to educate the public on issues and opportunities pertaining to sustainability. Presentations should be 2-3 minutes long, with option to include audio / visual capabilities given advanced notice.

Topics already covered include: native plants, buckthorn, water conservation, renewable energy, composting, bird-safe design, sustainable architecture, community gardening, and the Northbrook Farmers Market.

At this time staff is asking the Commission to prepare topics to be addressed during the next four Community Moments on sustainability. Commissioners are expected to present at least one Community Moment per year. Commissioners are expected to have responses prepared for the August 17 meeting.



MEMORANDUM

To: Sustainability Commission
From: Derrik Chen, Sustainability Intern
Date: August 17, 2023
Subject: Earth Day Planning

Historically, for its Earth Day celebration, the Village of Northbrook has hosted two events open to the public: a recycling drop off event at the train station parking lot and an Earth Day fair with local vendors and businesses at Village Green Park. During the COVID-19 pandemic, the Village ceased to administer both events, and following the pandemic, the Village has continued only the recycling drop off event at the train station. Because of challenges related to the Village staffing both events at the same time, the Earth Day fair event has not continued. As an alternative, the Village held three smaller events during April 2023 in addition to the recycling drop off event.

The Earth Day fair has been a community staple in Northbrook and a great way to introduce Northbrook families to the importance of natural ecosystems and environmental sustainability in the Village. Since its discontinuation, many local vendors and groups have requested to table if there were an Earth Day fair event. These groups include the Northbrook Community Garden, the Farmers Market, Bach to Rock, Northbrook Garden Club, GoGreen Northbrook, the Bike Commission, Friends of Northbrook Forest Preserves, the Citizens Climate Lobby, Monarchs, Milkweed, and More, and Northfield Township.

This past spring, the Sustainability Commission expressed interest in the prospect of reigniting the event with a new scope for 2024. The Commission is asked to consider if they would like to host an Earth Day fair event and take on the majority of work involved in planning and implementation, similar to how the Community Commission runs the Flamingo Friday kickoff event.

Hosting an Earth Day fair event requires extensive planning and preparation. Should the event move forward, Commissioners would need to consider how the event would be organized. For example:

1. What groups would the Commission reach out to to participate? Should it be the same vendors as were included in previous fair years (see attachment A), or should it be a more narrowed-down list?
2. When should the event take place?
3. Where would the event take place?
 - a. If the event is desired to take place on the Village Green as in previous years, Village staff will reach out and begin coordination with the Park District soon.
4. To what extent will Village staff be necessary, for example set up / tear down tasks, barricades, etc.

The Commission would need to complete a Special Event Permit Application (see attachment B) for the event. Key information on the application includes: estimated number of attendees, event description, and an event site plan. The application requires an Emergency Action Plan should there be a weather-related incident or emergency at the event, a Waste Management Plan, Parking Plan, Notification Plan, and completion of an Outdoor Event Checklist (see attachment C).

The Commission would also need to complete a Special Use Application with the Park District, where they will need to specify installation of any structures, including tents, portable toilets, and trash receptacles, among other information (see attachment D).

Additional costs may include:

- Temporary Food Service License Fee
- Portable restrooms and trash receptacles (including organic waste collection)
- Table rental
- Chair rental
- Event security (if deemed necessary under the Village's Special Event Security Policy, see attachment E)
- Any costs for fair activities and/or giveaway items

When the Environmental Quality Commission shifted to a Sustainability Commission, the budget that existed for Earth Day with the EQC became part of Village Sustainability Fund for use in implementing the Climate Action Plan. Budgeting for Earth Day within the Sustainability Fund was not considered for FY 23/24, but may be assessed moving forward should the event return.

Staff will provide an estimate of Earth Day costs for review at the August meeting. The Sustainability Commission is asked to consider whether they would like to host an Earth Day fair event. If so, planning will continue in following meetings.

ALPHABETICAL TABLE ASSIGNMENTS

Assignment	First Name	Last Name	Table	Tables	Chair
52	Candice	Maya	Advanced Disposal Services	1	2
44	Mike	Bramucci	Advanced Tree Care	1	2
6	Gregg	Gerstin	Align Wellness Center	1	0
24	Terrienne	Reynolds	Alzheimer's Association	1	2
45	Jim	Baxa	Bicycle Task Force	1	2
37	Kirsten	Gordon	Bloom Magic Weddings	1	2
34	Dr. Brendan	Lee	Body Fusion Chiropractic	1	2
N/A	Erik	Jensen	Check-in Table	1	2
14	Mary	Hansen	Citizens' Climate Lobby- Northbrook area	1	2
35	Anairis	Boror	Citizens Utility Board	1	2
1	Shaun	Wisner	ComEd	1	2
7	Marlene	Coyl	Costco	1	2
19	Dale	Sailer	Earthworks	1	2
18	Matt	Morrison	Environmental Quality Commission	1	2
23	James	Patterson	Friends of the Somme Prairie	1	2
20	Sarah	Sanford	Go Green Northbrook	1	1
21	Sarah	Sanford	Go Green Northbrook	1	1
N/A	Sarah	Sanford	Go Green Northbrook	10	10
22	John	Dudlak	Great Lakes Straw/Econscience	1	2
30	Sharon	Teitelbaum	HealthSmart	1	2
11	John	Andrews	Heartland Animal Shelter	1	2
13	Terri	Reardon	Illinois Right to Know GMO	1	2
42	Bob	Walker	Illinois Solar Association	1	2
31	Shari	Santucci	Kriser's Natural Pet	1	3
26	Kathy	Ecklund	Metropolitan Water Reclamation District	1	1
16	Cindy	Blue	Monarch Maniacs of Northern Illinois (a campaign of the Sierra Club)	1	2
2	Dave	Zazra	North Shore Mosquito Abatement District	1	1
3	Dave	Zazra	North Shore Mosquito Abatement District	1	1
27	Burt	Krain	North Shore Radio Club	1	2
28	Rachel	Tzinberg	Northbrook Caucus	1	2
15	Sue	Schmittrot	Northbrook Community Gardens	1	2
17	Dale	Duda	Northbrook Farmers Market	1	2
29	Alyson	Breuer	Northbrook Garden Club	1	2
12	Mark	Kosbab	Northbrook Park District	1	2
5	Tom	Moore	Northbrook Police Department	1	2
4	Jill	Franklin	Northbrook Public Library	1	2
46	Terry	Cichocki	Northbrook Public Works	1	2
47	Terry	Cichocki	Northbrook Public Works	1	1
48	Terry	Cichocki	Northbrook Public Works	1	1
41	Jessica	Obiala	NorthShore University HealthSystem	1	2
40	Patrick	Irwin	Northwest Mosquito Abatement District	1	2
39	Laura	Morgan	Norwex	1	1
9	Patty	Evanger	Red's Garden Center	1	2
10	Patty	Evanger	Red's Garden Center	1	2
8	Rich	Weiner	Refuge for Saving the Wildlife	1	2
38	Michelle	Grabowski	Renewal By Andersen Windows and Doors	1	1
33	Michele	Mottlowitz	River Trail Nature Center/Forest Preserve	1	2
43	John	Ellison	Simple Recycling	1	2
32	Mike	McLaughlin	Trees That Feed	1	2
36	Charles	Gerhardt	UL	1	2
N/A	Paul	Sierzaga	Volunteer Check-In Table	1	2
25	Devon	Snyder	Working Bikes	1	1
	Hospitality	Table	Hospitality Table	1	

For purposes of this article, the term ***SPECIAL EVENT*** shall mean any activity or use that is not subject to a permit pursuant to Northbrook’s Zoning Code or a license pursuant to Northbrook’s Municipal Code, and either:

- 1. Requires the use or assistance of, or imposes an impact on, any village property, equipment, or personnel to an extent greater than is customary in the ordinary course of daily village business;
- 2. Involves the use of or impact on village streets or sidewalks in a manner that would exceed normal use or travel on such streets or sidewalks;
- 3. Is an outdoor event that will be open to the general public (i.e. sidewalk or tent sale, or holiday light shows).
- 4. Involves a gathering of more than 100 people, other than gatherings at a religious congregation or other place designed and intended for assembly purposes and permitted under the village zoning code;

Notwithstanding the foregoing, the following public gatherings or assemblies shall not be considered a special event:

- 1. Residential block parties.
- 2. Organized, nonpermanent gatherings which take place only on Park District property or nonpermanent residential gatherings on private property or properties and only use the public way for normal vehicular or pedestrian travel from one location to another without impeding other vehicular or pedestrian traffic or other normal activity. However, all events are expected to follow the Village’s Notification Policy and Special Event Security Policy.
- 3. Any Federal or State Government Official visit or appearance that is for official business and is open to the public.
- 4. Any visit or appearance by a notable person that is for official business and is open to the public.

The following shall be considered a special event:

- 1. Parades, or processions of any kind, which move from place to place upon public property along a specified route.
- 2. All festivals, amusements, fairs, farmers markets, carnivals, and circuses, including those on private property.
- 3. Any event requesting street closures (other than block parties), parking lot closures, and/or police presence.

Event Organizer Information

First Name*

Last Name*

Phone Number *

Email Address*

Associated Organization*

Alternate Event Contact

First Name*

Last Name*

Phone Number*

Email Address*

Event Information

Event Title*

Event Start/End Date/Time*

<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="hh:mm am/pm"/>	—	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="hh:mm am/pm"/>
-----------------------------------------	------------------------------------------	---	-----------------------------------------	------------------------------------------

Event Address*

City*

State*

Zip Code*

Estimated Number of Attendees *

Event Description *

Include as much detail as possible.

Is the event a parade, walk, or run?*

☐ Yes

☐ No

Is the event open to the public?*

☐ Yes

☐ No

Will the event be indoor, outdoor, or both?*

☐ Indoor

☐ Outdoor

☐ Both

Are you requesting street closures?*

☐ Yes

☐ No

If so, indicate exactly what street you are requesting closure of in the Event Description and include on Event Site Plan.

Are you requesting barricades or traffic cones?*

☐ Yes

☐ No

Will there be a tent larger than 10ft x 10ft?*

☐ Yes

☐ No

Will the event have alcohol?*

☐ Yes

☐ No

Will the event have food?*

☐ Yes

☐ No

Will event have a raffle?*

☐ Yes

☐ No

Upload all applicable documents.

Event Site Plan*

No file chosen

Emergency Action Plan*

No file chosen

This plan should identify emergency exits, crowd managers, emergency notification methods, and how organizers will deal with weather related incidents and emergencies.

Describe your waste management plan*

Describe how you intend to manage and dispose of trash and recyclable materials in order to maintain a clean space throughout the duration of the event.

Describe your event's parking plan*

Clearly indicate where event participants and staff will park for the duration of the event, the flow of traffic, and any requested no parking postings, and a description of how event organizers will manage parking needs the day of the event.

Describe your notification plan*

For questions, see the [Village's Notification Policy](#).

Questions about the Special Event Permit Process?

Contact the Village at specialevents@northbrook.il.us

Temporary Liquor License

If your event requires a [temporary liquor license](#), contact the Village Clerk at debbie.ford@northbrook.il.us

Conducting a Raffle without an Event?

Submit the [raffle license application](#) to specialevents@northbrook.il.us

protected by reCAPTCHA

[Privacy](#) - [Terms](#)

☒ Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

* indicates a required field



Northbrook Fire Department

Fire Prevention Bureau - Fire Safety Requirements

Outdoor Special Events

Location Address: _____ Date: _____

Location Name: _____

Dates of Event: _____ # of Participants _____

Requirement Checklist (Please complete the checklist, we recommend this also is given to any and all vendors at the event for review)	Applicant Pre-review	Inspectors Review	
	Please ✓ box	Compliant	Not Compliant
	Indicating you will comply		
The designated fire lane shall be maintained free from obstructions for the efficient and effective operation of fire apparatus.			
All barricades directing/indicating-parking areas must be portable and easily removed.			
Displays shall not be positioned in such a manner as to obstruct normal egress from the building.			
All electrical work for the event must be approved.			
Extension cords and Power bars shall be UL listed and clear and free of all obstructions. *No daisy chaining of power bars.(Connecting two power bars together) *Extension cords shall have ground-fault circuit-interrupter protection, not be pinched or wire shall not be frayed.			
All decorative materials, drapes or curtains shall be fire proofed. All exhibit walls shall be constructed of fire retardant material or sprayed with a fire retardant spray. The material shall be labeled or documentation provided verifying its rating. This includes materials used on stages			
No open flames are allowed without separate open burn permit.			
Fire Extinguishers shall be properly displayed with a tag or label securely attached indicating a current maintenance inspection has been performed. Travel distance between extinguishers shall not be more than 75ft.			
<u>COOKING:</u> All cooking and heating equipment shall not be located within 20 feet of building exits or combustible materials (including tents). *A portable fire extinguisher with at least a 2A 10BC rating shall be located within ten feet of any LP gas device and/or cooking operations. *Portable LP-gas containers, piping, valves and fittings shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. *Storage of flammable and combustible liquids shall be pre-approved prior to the event.			
A representative from the event shall inspect the facility twice a day to ensure compliance with noted regulations.			

<u>Tents:</u> Should your event have a tent greater than 400 sq. ft. or a canopy greater than 700 sq. ft. you must also complete the tent checklist.				
<u>Carnival and Amusement Rides:</u> Should your event be open to the public and has carnival, amusement rides or inflatable items you must complete the carnival and amusement ride checklist.				
<u>Required Documents:</u> ALL OF THESE DOCUMENTS ARE REQUIRED FOR APPROVAL OF YOUR EVENT 1) Outdoor Special Event checklist. 2) Emergency information sheet (Must include after hours emergency contact names and telephone numbers). 3) The organizers must submit a drawing indicating the location of fire lanes, tents, displays, parking areas, in proximity to adjacent buildings. 4) Detail route map where participants will be run/walking indicating streets closure or traffic impacts. 5) Tent checklist (if necessary). 6) Carnival and Amusement Ride checklist (if necessary).				

Manager/Personnel responsible for physical condition at the event

Operator Name: _____

Address: _____

Business Phone: _____

Cell/Pager: _____

Additional Personnel

Operator Name: _____

Address: _____

Business Phone: _____

Cell/Pager: _____

Once completed, the checklist must be signed and faxed to Director of Fire Prevention Bureau Kevin Frangiamore at 847/664-4501, at least 48 hours prior to the event. Once submitted, a compliance inspection will be conducted by the Fire Department. For additional assistance questions may be directed to Northbrook Fire Prevention Bureau at 847/664-4500.

Applicant Signature

Date

Fire Inspector Signature

Date



Special Use Application

Today's Date _____

Return application with proposed site plan no less than sixty (60) days prior to the scheduled use.

Mail to the Northbrook Sports Center, 1730 Pfingsten Road, Northbrook, IL 60062 or email to rentals@nbparks.org.

Late or incomplete applications may be denied.

Name of Organization _____

Name of Applicant (Permittee) _____

Address _____ City _____ Zip Code _____

Email _____ Website (if applicable) _____

Mobile _____ Home/Work _____

Day of Event Contact _____ Mobile _____

Type of Use

(Check all that apply and attach description, flyer or link to event website.

See last page for rules and regulations regarding Alcohol Use.)

- | | | | |
|-------------------------------------------------------------|------------------------------------------------------|-----------------------------------------|-------------------------------------|
| <input type="checkbox"/> Picnic over 100 people | <input type="checkbox"/> Bicycle race | <input type="checkbox"/> Run/Walk | <input type="checkbox"/> Craft fair |
| <input type="checkbox"/> Use with tent/structure | <input type="checkbox"/> Political activity | <input type="checkbox"/> Parade | <input type="checkbox"/> Concert |
| <input type="checkbox"/> Affiliate/service group fundraiser | <input type="checkbox"/> Parking lot use | <input type="checkbox"/> Camps/Programs | <input type="checkbox"/> Tournament |
| <input type="checkbox"/> Alcohol Use (Bluegill Shelter) | <input type="checkbox"/> Alcohol Use (Indoor Rental) | <input type="checkbox"/> Other _____ | |

Is this part of a fundraiser? ☐ Yes ☐ No If yes, a letter from the benefitting organization and an event budget must be submitted.

Event Details

Location/Park _____

Specific Area _____

Planned Activities _____

Date of Use _____ Day of Week _____

Time of Use _____

Set Up Time _____ Breakdown Time _____

Projected Attendance _____ # Of Volunteers/Personnel for Use _____

Rain Plan ☐ Cancel ☐ Reschedule Date _____

NORTHBROOK PARK DISTRICT

Parking Plan

Are you planning on operating a vehicle outside of the designated parking lot or driveways? ☐ Yes ☐ No
(Park District permission is required to drive in the park for setup/cleanup)

Provide a description of your parking plan i.e., where Use attendees will park _____

Describe your plans to notify residents/village/police/churches/schools impacted by this Use _____

*Use at Wood Oaks Park requires permission from School District 27 for parking at Wood Oaks School.

Tents, Structures or Entertainment Devices

Are you planning to install any structures (tents/canopies, rides, bounce house, etc.)? ☐ Yes ☐ No

If yes, describe _____

Are you planning to install any stages, bleachers, grandstands, etc.? ☐ Yes ☐ No

If yes, describe _____

Are you planning to have any sound amplification? ☐ Yes ☐ No

If yes, describe _____

*A list of service providers and a copy of their certificate of insurance is required two weeks prior to your Use.

Food/Cooking Equipment

Are you planning on preparing, serving or selling food? ☐ Yes ☐ No

If yes, describe _____

Will you bring in your own grills? ☐ Yes ☐ No If yes, what is the size of the grill? _____

Type of fuel (please check all types to be used)

☐ Propane

☐ Electric

☐ Charcoal

☐ Other _____

*If food is being sold, a copy of a permit from the Village of Northbrook will be required prior to your Use.

NORTHBROOK PARK DISTRICT

Vendors

Are you planning on selling items, food or services at your Use? ☐ Yes ☐ No

*A list of vendors and a copy of their certificate of insurance is required two weeks prior to your Use.

Registration/Money Handling

Are you planning on having registration for your event? ☐ Yes ☐ No

*All registrations, financial transactions and money handling must take place off-site.

Portable Toilets/Trash Receptacles

Portable restrooms are required for all events with 200 or more attendees. The Park District will order and invoice to you one unit per every 50 people over 200. The Park District will provide garbage cans and recycling bins for every 20 attendees. Two weeks' notice is required for any changes to the number of restrooms or trash receptacles.

Of Toilets _____ # Of Trash Receptacles _____

Corporate Sponsorship

A list of any sponsors providing monetary or in-kind contributions must be supplied and approved by the Park District at least two weeks prior to the Use.

Race/Walk

Are you planning a race or walk as part of your Use? ☐ Yes ☐ No

What distance is your race or walk? _____

Do you need access to power for a timing company? ☐ Yes ☐ No

*All races or walks are required to receive Park District approval for their route prior to course certification.

Special Event Permit

A copy of an approved special event permit from the Village of Northbrook may be required prior to your Use.

****Attach a detailed site plan with application****

NORTHBROOK PARK DISTRICT

Alcohol Use Rules and Regulations

The permittee and attendees shall be required to adhere to all Park District, Village, Federal, State laws and ordinances regarding the service of alcohol. Park District reserves the right to inform Northbrook Police of approved alcohol use. In addition, the following rules and regulations will be strictly enforced:

1. Permittee must complete the Special Use Application.
2. Once the event has been approved, a \$150 permit fee is required in addition to a \$150 refundable security deposit plus all applicable rental charges.
3. Permittee must provide Host Liquor Liability Insurance and the "Northbrook Park District – 545 Academy Drive, Northbrook, IL 60062" must be listed as Additionally Insured. Permittee can use theeventhelper.com to purchase coverage.
4. Any person consuming or in possession of alcohol during an approved event, must have a valid government or state-issued picture identification card with them at all times. ID's will be checked at the discretion of the Northbrook Police.
5. Alcoholic beverages must only be available for invited guests (no public distribution or sales are allowed).
6. The service of alcoholic beverages will only be allowed on the approved date and can only be served to invited guests in cans, paper cups or plastic glasses.
7. Allowed alcoholic beverages include: canned individual beverages (beer, seltzer, wine, pre-mixed drinks), boxed or bottled wine (must be poured into individual plastic cups), store-bought pre-mixed cocktails (must be poured into individual plastic cups). Items not allowed include kegs, individual beverages served in bottles, and straight hard liquor. Additional restrictions may apply; consult your event coordinator regarding items not listed here.
8. Alcohol use is only permitted outdoors at Bluegill Shelter and indoors at Leisure Center Crestwood and Williamsburg Rooms, Northbrook Sports Center Community Room, Village Green Community Room or Techny Prairie Activity Center Prairie Room.
9. Alcoholic beverages must remain in the approved rented space and not in any other adjacent park or indoor areas.
10. The service of alcoholic beverages must end 30 minutes prior to the conclusion of the rental.

I have read, understand and agree to the alcohol use rules and regulations. Failure to comply will result in termination of agreement and loss of security deposit.

Signature of Permittee for Alcohol Permit Request: _____ Date: _____

- Notification Plan, *description below*
- Indoor Event Checklist, *if applicable*
- Outdoor Event Checklist, *if applicable*
- Tent Safety Checklist, *Tents (structure with sides) that are 400 sq ft and larger require the tent checklist/approval. Canopies (structure with no sides) that are 700 sq ft or larger require a tent checklist/approval.*
- Temporary Food Permit, *if applicable*

Special Event Notification Policy

In an effort to keep community members fully informed of all events that may impact their area, the Village enforces the below notification policy.

1. An explanation of your notification plan, including postcard or flyer templates when applicable, must be submitted to the Village Manager's Office for approval at least 12 weeks prior to your event date.
2. A least two weeks prior to the event, the event organizer must notify any and all establishments that will be blocked, detoured, or heavily inconvenienced, about their event, associated road closures and other impacts.
3. Village staff may require additional notices on a case-by-case basis.
4. Each notification must include the following information:
 1. Name of Event
 2. Date/Timeframe of event
 3. Event Description
 4. Description & map of road closures (if applicable)
 5. Detailed map of parking options for both bicycles and vehicles
 6. Name, email address, and phone number of event organizer
 7. Website associated with event (if applicable)
 8. Written proof of compliance with above policy.

Special Event Security Policy

Event organizers must be prepared to provide a safe and secure environment for your event. While each event has its own unique aspects and features the Village enforces the below security policy.

It is vital for special event organizers to provide a safe and secure environment for the event. This is accomplished through detailed pre-planning by anticipating potential problems and concerns related to the event's activities and surrounding environment and being prepared to react during the event to any unanticipated problems.

The Village Manager, or their designee, will review each special event application and on a case-by-case basis may require that event organizers provide security to ensure a reasonably safe and secure environment for the duration of the event. While the Village's preference is for private security to be contracted, organizers may request to reserve Northbrook Police Officers. See [Village fee ordinance](#) for hourly rates.

All special events, including those conducted by the village and park district, are required to submit an Emergency Action Plan (EAP) during the application process. This plan should identify emergency exits, crowd managers, emergency notification methods, and how organizers will deal with weather related incidents and emergencies. Village staff will review each plan and make recommendations.

Green Event Checklist

In accordance with the Village's Climate Action Plan, the Village encourages event organizers to employ environmentally sustainable practices to reduce their carbon footprint. While not required, the green event checklist seeks to make community events more environmentally friendly.

Questions about the Special Event Permit Process?

Contact the Village at
specialevents@northbrook.il.us

Temporary Liquor License

If your event requires a [temporary liquor license](#), contact the Village Clerk at
debbie.ford@northbrook.il.us

Conducting a Raffle without an Event?

Submit the [raffle license application](#) to
specialevents@northbrook.il.us