

**VILLAGE OF LIBERTYVILLE
BOARD OF TRUSTEES
BICYCLE ADVISORY COMMISSION**

Tuesday, February 23, 2016
6:00 p.m.
Village Hall

Agenda

1. Called to Order
2. Minutes of the Tuesday, January 26, 2016 Bicycle Advisory Commission
3. Community Bike Ride
 - Meeting Place
 - Date & Time
 - Route
4. Other

**VILLAGE OF LIBERTYVILLE
BOARD OF TRUSTEES
BICYCLE ADVISORY COMMISSION**

Tuesday, January 26, 2016
6:00 p.m.
Village Hall

Minutes

Present: Commissioner Ken Glick, Commissioner Glenn Schmitt, Trustee Pete Garrity, Police Chief Clint Herdegen, Public Works Director Paul Kendzior, Assistant to the Director Laura Ditanto

Absent: Trustee Donna Johnson, Trustee Dave Sallmann, Commissioner Steve Feldman, Village Administrator Kevin Bowens

Agenda

1. Called to Order at 6:00
2. Minutes of the Tuesday, November 24, 2015 Bicycle Advisory Commission

The minutes were approved as written.
3. Lake County DOT North Shore Trail Statistics

The Commission reviewed the statistics provided by the Lake County Division of Transportation. The statistics provided were collected by eco-counters placed on the North Shore Trail where the trail intersects with Fourth Avenue in Libertyville and Route 43 in Lake Forest.
4. Community Bike Ride

The Commission would like to do a Community Bike Ride. Commissioner Glick suggested June 4, 2016 at the date. The Commission members suggested a few routes in Libertyville neighborhoods to keep from crossing Milwaukee Avenue and using the Forest Preserve trails during the bike ride. It was suggested that the ride start at Copeland Manor School as a meeting place for riders.

 - Village staff will follow up with Steve Feldman, the Commission school rep, about using Copeland Manor School as a starting point and if school will be in session as of June 4, 2016.
 - Village staff will follow up with the Forest Preserve about using their trails for the Community Bike Ride.
5. Bike to Work Week

The Commission suggested that the Village do a proclamation for Bike to Work week which is May 16-20, 2016. Police Chief Herdegen will also provide a Proclamation that the Board can approve.
6. Share the Road Symbols

Rather than placing thermoplastic "Share the Road" symbols on the designated bike route roads, Director Kendzior suggested that the Village use a stencil and regular to paint. The "Share the

Road" symbols may need to be re-painted each year. This would be less expensive than using thermoplastic paint. Public Works staff will research the cost for the stencil for the Share the Road symbol and report back at the next meeting.

Adjourned at 6:50 pm

Respectfully Submitted:
Laura Ditanto,
Assistant to the Director

Memorandum

To: Bicycle Commission
From: Public Works Staff
Date: February 12, 2016
Re: Staff Report

Item #3 – Community Bike Ride

Staff has attached the documents sent by the Lake County Forest Preserve (LCFP) that need to be filled out to apply for the special use permit for the Community Bike Ride to use LCFP property for the event.



LAKE COUNTY FOREST PRESERVES
www.LCFPD.org

Preservation, Restoration, Education and Recreation

Special Use Permitting Process

To: Laura Ditanto
From: Ryan Isom, Special Use Permit Coordinator
Date: 02/08/2016
Re: Special Use Permitting Process

Thank you for your interest in The Lake County Forest Preserve District. It is our intent to provide specified areas of the Preserves when possible to groups or organizations of a scale that would require special services or consideration as part of a "Special Use" (SUP) permitting process.

These permits are developed on a case by case basis in order to best meet the needs of the permittee while insuring that the integrity of the site and access by the public is not compromised.

Additionally, in developing these permits, consideration is given to limiting potential loss or liability exposure of the Lake County Forest Preserves District. Events such as water based activities with greater potential for loss due to liability may require elevated insurance coverage, additional safety staffing such as first responders and or lifeguards. Due to the unique nature of events requiring an SUP, requests are accepted in writing only, via US or electronic mail. Once the SUP proposal is received, an agreement will be drafted. Upon confirmation by the requester that the agreement represents the requirements for the event a non-refundable application fee will be required and is payable regardless of approval of your permit.

Once the agreement is signed; payment in advance, a damage deposit and a certificate of insurance is required to complete the agreement. ONLY at this point will the permit be approved. Following are issues/questions that should be address in the written event proposal:

- Full contact information for the organization and/or individual entering the agreement with the Forest Preserves.
- Specific area(s) of the Preserve requested
- Number of anticipated attendees/volunteers/staff
- Number and name of all vendors providing contractual services for event planner.
- Three date requests in order of preference.
- Times of event including set-up and break-down for event.
- Special needs anticipated due to location of events or capabilities of participants.
- Type of, if any food or refreshments being served including alcohol.

Provided is a list of applicable permitting fees and shelter fees.

Best of luck in the planning process, please call or e-mail me any questions that may arise.

Special Use Permit Fee List

- A. Application Fee Prices:
 Non-Refundable Special Use Permit Application Fee \$100.00
- B. Approved Permit Fee:
 Base Permit Fee \$100.00
 Site Reservation Deposit \$400.00
- C. Out of County Administrative Fee:
 Non-Lake County Resident \$250.00
- D. Preparation and Restoration Fee:
 1 – 199ppl = \$15.00 per hour
 200 – 399ppl = \$30.00 per hour
 400 – 599ppl = \$45.00 per hour
 600ppl or more guests = \$60.00 per hour
- E. Additional Man-Hours, as Required:
 Staff = \$65.00 per hour
 Ranger = \$85.00 per hour
 (Rangers are to be notified of any group that exceeds 400 ppl.)
-

F. Shelter Fee:

Weekends and Holidays (Memorial Day weekend through Labor Day)

1-50 All Shelters except: Fox River Large Pavilion, Half Day Shelter A, Hastings Lake Shelter A, Lakewood Shelter E & Old School Shelter C	Resident \$70	Non-Resident \$140
1-100 Fox River Preserve Large Pavilion, Half Day Shelter A Hastings Lake Shelter A-maximum capacity 200 from May 1 – Oct 31; 70 From Nov 1-Apr 30.	Resident \$120	Non-Resident \$190
1-200 Lakewood Shelter E, Old School Shelter C For each additional group of 10 people add \$10	Resident \$220	Non-Resident \$290

Weekday and off-season reservations (After Labor Day through Friday before Memorial Day)

1-50 All Shelters except: Fox River Large Pavilion, Half Day Shelter A, Hastings Lake Shelter A, Lakewood Shelter E & Old School Shelter C	Resident \$60	Non-Resident \$120
1-100 Fox River Preserve Large Pavilion, Half Day Shelter A Hastings Lake Shelter A-maximum capacity 200 from May 1 – Oct 31; 70 From Nov 1-Apr 30.	Resident \$110	Non-Resident \$170
1-200 Lakewood Shelter E, Old School Shelter C For each additional group of 10 people add \$10	Resident \$210	Non-Resident \$270

G. North Bay Pavilion-Independence Grove:

Weekends and Holiday Rates

(Only available within 60 days of an event for non-catered functions)

1-500	Resident	Non-Resident
North Bay Pavilion-Independence Grove		
Up to 99 guests	\$300	\$450
100 to 199	\$600	\$900
200 to 299	\$900	\$1,350
300 or more	\$1,200	\$1,800

Weekday Rates

1-500	Resident	Non-Resident
North Bay Pavilion-Independence Grove		
Up to 99 guests	\$200	\$300
100 to 199	\$400	\$600
200 to 299	\$600	\$900
300 or more	\$800	\$1,200

H.

Open Area Permit fee:

Per day, per open area	Resident	Non-Resident
25 – 50 people	\$50.00	\$100.00
Per additional group of 10 people	\$10.00	\$10.00

I. Refundable Damage Deposit:

- 1 – 199 = \$1,000.00
- 200 – 400 = \$2,000.00
- 401 – 599 = \$3,000.00
- 600 or more guests = \$5,000.00 - \$15,000.00

**LAKE COUNTY FOREST PRESERVE DISTRICT
SPECIAL USE PERMIT LETTER OF INTENT**

Upon submission of this form the non-refundable \$100.00 application fee will be required.

LETTER OF INTENT INFORMATION: (please print information)

DATE: _____

APPLICANT: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: business _____ cell _____

EMAIL: _____

FOREST PRESERVE REQUESTED: _____

SPECIFIC AREA REQUESTED: _____

DATE(S) REQUESTED: _____

NUMBER OF PEOPLE: _____

ARRIVAL TIME: _____

DEPARTURE TIME: _____

FOREST PRESERVES ARE OPEN DAILY FROM 6:30 AM TO SUNSET

PLEASE DESCRIBE IN DETAIL THE TYPE OF ACTIVITY OR WORK TO BE PERFORMED WITHIN THE FOREST PRESERVE:

1. WILL THE SITE BE USED BEYOND REGULAR PRESERVE HOURS?

2. WILL ANY TEMPORARY STRUCTURES BE SET UP?

3. WILL THE ACTIVITY ATTRACT THE GENERAL PUBLIC.

4. WILL THIS ACTIVITY REQUIRE THE PLACEMENT OF ADDITIONAL TRASH CANS AND THE STAFFING OF ADDITIONAL MAINTENANCE PERSONNEL?

5. WILL YOU BE COLLECTING A FEE OR SELLING ANY ITEMS ON THE SITE?

6. WILL YOUR ACTIVITY REQUIRE THE USE OF A MOTORIZED VEHICLE IN THE PRESERVE IN AREAS OTHER THAN ROADWAYS AND/OR PARKING AREAS?

7. WILL YOUR ACTIVITY REQUIRE ANY VENDORS?

IF SO PLEASE LIST WHO AND HOW MANY. **All Vendors Must Have a Valid Annual or Single Use Vendor License with the Lake County Forest Preserve District.** A VENDOR IS ANY COMPANY, ORGANIZATION, OR GROUP THAT IS GETTING PAID FOR THEIR SERVICES. THIS INCLUDES BUT IS NOT LIMITED TOO TENT COMPANIES, DJ'S, BANDS, RACE TIMING COMPANIES, PORTABLE TOILETS, AND CATERERS.

8. OTHER ACTIVITY (PLEASE DESCRIBE IN DETAIL)

Please mail, fax, or e-mail completed letter of intent to:

Ryan Isom
Special Use Permit Coordinator
Independence Grove
16400 West Buckley Rd
Libertyville IL 60048
Phone - (847) 968-3484
Fax - (847) 968-3259
risom@LCFPD.org