

**AGENDA**  
**SUSTAINABILITY COMMISSION**  
**January 22, 2026**  
**7:00 P.M.**  
**Village Hall, 850 Waukegan Road**  
**Deerfield, IL 60015**  
**Community Conference Room 206**

1. Call to Order
  
2. Roll Call
  
3. Consideration and Approval of June 26, 2025 Meeting Minutes
  
4. Public Comment
  
5. Discussion of Trees
  - Heritage Tree Data 2024 - 2025
  - Village Tree Ordinance
  
6. Discussion of Buckthorn Removal
  - Village Arborist
  
7. Other items for Discussion:
  - Update: WRF Solar Development
  - D-tales: Green Line
  - Update: GHG Reduction Working Group
  
8. Next Meeting Date: TBD
  
9. Adjournment

## 2024 & 2025 Heritage Tree Removals

|                            |   |  |   |  |   |
|----------------------------|---|--|---|--|---|
| <b>2024</b>                | <b>Tree okay to remove due to health or proximity to home</b> | <b>Tree requires Full mitigation - Fees Paid &amp; Trees removed</b> | <b>Tree requires partial mitigation - Fees Paid &amp; Trees removed</b> | <b>Tree requires Full mitigation &amp; was not removed</b> | <b>Tree was okay to remove but was not removed - Need Shared Tree Agreement</b> |
|                            | 38  | 1  | 1   | 5  | 0   |
| <b>2025</b>                | <b>Tree okay to remove due to health or proximity to home</b> | <b>Tree requires Full mitigation - Fees Paid &amp; Trees removed</b> | <b>Tree requires partial mitigation - Fees Paid &amp; Trees removed</b> | <b>Tree requires Full mitigation &amp; was not removed</b> | <b>Tree was okay to remove but was not removed - Need Shared Tree Agreement</b> |
|                            | 22  | 3  | 0   | 1  | 1   |
| <b>TOTAL '24 &amp; '25</b> | <b>60 Trees</b>   | <b>4 Trees</b>   | <b>1 Tree</b>   | <b>6 Trees</b>   | <b>1 Tree</b>   |

VILLAGE OF DEERFIELD

ORDINANCE NO. 2021-   O-21-10  

**AN ORDINANCE AMENDING ARTICLE 4 OF CHAPTER 21 OF “THE MUNICIPAL CODE OF THE VILLAGE OF DEERFIELD, ILLINOIS, 1975,” REGARDING TREE PRESERVATION REGULATIONS AND AMENDING THE VILLAGE’S TREE PRESERVATION ADMINISTRATIVE MANUAL**

**WHEREAS**, the Village of Deerfield is a home rule unit of local government pursuant to the provisions of Article VII, Section 6 of the Illinois Constitution; and

**WHEREAS**, the Village is recognized for, and takes pride in, its natural, wooded streetscapes and foliage, which are an essential part of the Village’s character; and

**WHEREAS**, the presence of trees and other vegetation aids in storm water management, helps to prevent erosion, improves air quality, conserves energy, provides a wildlife habitat, and preserves and enhances property values; and

**WHEREAS**, the Village has adopted comprehensive tree preservation regulations (“*Tree Preservation Regulations*”) in Article 4 of Chapter 21 of “The Municipal Code of the Village of Deerfield, Illinois, 1975,” as amended (“*Village Code*”); and

**WHEREAS**, since the adoption of the Tree Preservation Regulations, the Village has determined that changes are necessary to: (i) bring the Village Code up to date with the Village’s current practices; and (ii) further enhance the goals of preserving existing trees and promoting repopulation and diversity to the urban forest; and

**WHEREAS**, pursuant to the Tree Preservation Regulations, the Village has adopted a Tree Preservation Administrative Manual (“*Manual*”) setting forth additional regulations regarding tree preservation; and

**WHEREAS**, pursuant to the Tree Preservation Regulations, the Village has adopted a Tree Preservation Administrative Manual (“*Manual*”) setting forth additional regulations regarding tree preservation; and

**WHEREAS**, the Village Board desires to amend the Manual to be consistent with its updates of the Tree Preservation Regulations (“*Amended Tree Preservation Manual*”)

**WHEREAS**, the Village Board has determined that it will serve and be in the best interests of the Village and its residents to amend the Tree Preservation Regulations and approve the Amended Tree Preservation Manual;

**NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE BOARD OF DEERFIELD, LAKE AND COOK COUNTIES, ILLINOIS**, as follows:

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Additions are bold and double-underlined; ~~deletions are struck through.~~

**SECTION ONE: RECITALS.** The foregoing recitals are incorporated into, and made a part of, this Ordinance as findings of the Village Board.

**SECTION TWO: AMENDMENTS TO ARTICLE 4 OF CHAPTER 21 OF THE VILLAGE CODE.** Article 4, titled, "Tree Preservation," of Chapter 21, titled, "Trees and Vegetation," of the Village Code is hereby amended as set forth in **Exhibit A** attached to and by this reference made a part of this Ordinance.

**SECTION THREE: APPROVAL OF AMENDED TREE PRESERVATION MANUAL.** The Amended Tree Preservation Manual is hereby approved in the form attached as **Exhibit B**, which Amended Tree Preservation Manual may be further amended by Motion of the Village Board.

**SECTION FOUR: PUBLICATION.** The Village Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

**SECTION FIVE: EFFECTIVE DATE.** This Ordinance will be in full force and effect after passage, approval, and publication in the manner provided by law.

AYES: Benton, Jester, Oppenheim, Seiden, Shapiro, Struthers

NAYS: None

ABSTAIN: None

ABSENT: None

PASSED: March 15, 2021

APPROVED: March 16, 2021

ORDINANCE NO. O-21-10

  
\_\_\_\_\_  
Harriet Rosenthal, Mayor

ATTEST:

  
\_\_\_\_\_  
Kent S. Street, Village Clerk



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**EXHIBIT A**

**CHAPTER 21. TREES AND  
VEGETATION**

**Article 4. Tree Preservation**

**21-19 TITLE:**

This Article 4 of Title 21 of the Municipal Code of the Village of Deerfield shall be known, cited and referred to as the *Deerfield Tree Preservation Ordinance*.

**21-20 INTENT AND PURPOSE:**

While allowing for reasonable improvement of land within the Village, it is the stated public policy of the Village to maintain, to the greatest extent possible, existing Trees within the Village and to add to the Tree population within the Village, where possible. The preservation of existing Trees in the Village and the planting of additional Trees is intended to accomplish, where possible, the following objectives:

- A. To preserve Trees as an important public resource enhancing the quality of life and the general welfare of the Village and enhancing its unique character and physical, historical, and aesthetic environment;
- B. Encourage the protection of healthy trees and provide for the replacement and/or replanting of trees that are necessarily removed during construction, development or redevelopment;
- C. Generally protect and enhance the quality of life and the general welfare of the Village and its citizens;
- D. To preserve and enhance the unique character, physical, historical, and aesthetic environment of the Village;
- E. To aid in the control of storm water runoff, the stabilization of soil by the prevention of erosion and sedimentation, and the replenishment of ground water supplies;
- F. To enhance air quality by aiding in the removal of carbon dioxide, generation of oxygen, and filtering of air pollutants;
- G. To reduce noise by providing a buffer and screen from the spread of noise;
- H. To reduce energy consumption through the shade and windbreak effect of trees;
- I. To preserve and enhance the habitat and food source for birds and other wildlife;

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- J. To protect property values;
- K. To prevent the clear cutting of land;
- L. To prevent the existence of trees which pose a threat, danger or nuisance to the public or to property in the Village; **and**
- M. **To prevent a Monoculture of trees within the Village.**

**21-21 SCOPE AND ENFORCEMENT:**

- A. The provisions of this Ordinance shall apply generally and uniformly to all residential areas within the Village of Deerfield except as specifically provided herein.
- B. The provisions of this Ordinance shall be cumulative with consistent provisions of other ordinances of the Village of Deerfield and of the Statutes of the State of Illinois, and to the extent consistent shall be applied and enforced simultaneously. Whenever inconsistent, the provision resulting in the maximum protection, preservation or planting of trees or the highest quality of trees shall govern, except where limited by law.
- C. It is intended in particular that the provisions of this Ordinance shall be applied cumulatively and simultaneously with the provisions of the Zoning and Subdivision Ordinances and the Building Code, and no approvals or permits issued pursuant to such ordinances and codes shall be deemed to authorize the killing, destruction, removal or planting of trees without also complying with the applicable provisions of this Ordinance.

**21-22 DEFINITIONS:**

As used in this Article and in the Administrative Manual, the following words and phrases shall have the following meanings:

\* \* \*

***Director:*** Shall mean the Director **of Public Works and Engineering** ~~or his or her~~ **their** designee.

\* \* \*

***Heritage Tree: Any Tree, including all genera, species, varieties, cultivars, and sizes of trees, that:***

- 1. Represents the very best specimens of Trees, either predates or corresponds with the incorporation of the Village in the beginning of the 20<sup>th</sup> Century, and (iii) are determined by the Village Manager, or his or her designee, to be in good health and structurally sound;**

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**2. Heritage Trees shall include all Trees listed below, with a DBH as indicated:**

- **All Oaks (*quercus*) with a DBH equal or greater than 25”;**
  - **All Hickory (*carya*) with a DBH equal or greater than 16”;**
  - **All Ironwoods (*ostrya virginiana*) with a DBH equal or greater than 8”;**
  - **All Sugar Maples (*acer saccharum*) with a DBH equal or greater than 20”;**
- and**
- **All White Pines (*pinus strobus*) with a DBH equal or greater than 20”.**

\* \* \*

**Monoculture: The practice of growing or planting a single species of Trees within a given location.**

\* \* \*

**Protected Tree:** All Public Trees without regard to DBH, **all Heritage Trees**, and any Tree located on a Site that is either: (i) a Tree having a diameter at breast height (DBH) of eight inches (8”) or greater; or (ii) a multi-stem Tree having an aggregate total of fifteen inches (15”) DBH or greater. **Notwithstanding anything herein to contrary, a Protected Tree shall not include any Tree in the genera Rhamnus (Buckthorn).**

\* \* \*

**Rhamnus (Buckthorn): A non-native species such as seeds, eggs, spores, or other propagules, whose introduction causes or is likely to cause economic harm, environmental harm, or harm to human health. The genera Rhamnus is considered an aggressive species, commonly known as an "invasive species." The Buckthorn invades forests, prairies, and savannas in the Midwestern United States and can form dense thickets crowding out native shrubs and understory plants. It is difficult to eliminate and can regenerate after cutting or burning. This invasive species grows and reproduces rapidly, negatively impacting wildlife and water quality in the areas in which it is present.**

\* \* \*

**Tree Survey:** A document consisting of text and graphics that includes the tag number and location of all **Trees having a DBH of six inches or greater, all** live Protected Trees on the Site or on adjacent properties that are within **10 ten feet (10<sup>2</sup>)** of the property line of the Site or that have a critical root zone extending into the Site. The tree survey shall also include all Public Trees in the right-of-way adjacent to the Site and all Public Trees that may be impacted by the construction. The survey will contain a level of detail and other pertinent information as may be required by the Village Manager or his/her designee.

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**21-26 ADMINISTRATION:**

This Ordinance establishes the policy of the Village of Deerfield as it relates to the preservation of existing trees, landscaping, and street tree planting. The Village Manager or his/her designee shall administer and enforce this ordinance. The Village Manager or his/her designee shall adopt and promulgate an Administrative Manual to implement and promote the purposes and provisions of this Ordinance consistent with good forestry practice. Without limiting the generality of this authority, the Administrative Manual may, among other things, prescribe:

- A. The classification of tree species considering relative desirability, hardiness and disease and pest resistance for tree preservation and replacement purposes;
- B. Specifications for protecting trees during construction activities;
- C. Requirements for tree removal permits;
- D. Procedures for permit and plan review and approval;
- E. Requirements for tree replacement plans;
- F. Requirements for tree protection, construction envelope and conservancy area fencing;
- G. A tree replacement formula considering the size, condition and species value of the tree to be replaced;
- H. Evaluation and assessment of construction sites; **and**
- I. Requirements for approving a mitigation credit for the elimination of Rhamnus (Buckthorn).**

\* \* \*

**21-29. ACTION ON APPLICATIONS FOR AD HOC TREE REMOVAL:**

- A. Unless otherwise specifically authorized in this Ordinance, it shall be unlawful for any Owner without a Tree Removal Permit from the Village to damage or remove any Public Tree or any Protected Tree.
- B. Any Owner that damages or removes, or authorizes anyone to damage or remove, any Protected Tree located on such Owner’s land, or any Protected Tree located on adjacent property and within ten feet (10’) of a lot line shared with the Owner’s land or that has a critical root zone extending onto the Owner’s land, shall also be responsible for the damage or removal of such Protected Tree, notwithstanding that the damage or removal was performed or caused by another person acting under the authority of such Owner.

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- C. An Owner that seeks to remove a Public Tree, a Heritage Tree, or a Protected Tree on a Site must complete a Tree Removal Permit application and shall be required to submit the application fee established in the Village Fee Ordinance and, if applicable, the mitigation fee required by this Ordinance; provided, however, that no tree removal application fee, permit fee or mitigation fee shall be required if an application is approved for removal of a Protected Tree for the following reasons:
- (1) The Protected Tree must be removed because it is dead, dying or diseased.
  - (2) The Protected Tree is weakened by disease, age, fire, storm or other natural causes such that it is likely to die or become diseased.
  - (3) The Protected Tree constitutes a hazard to pedestrian or vehicular traffic.
  - (4) The Protected Tree constitutes a hazard to a building.
  - (5) Removal of the Protected Tree is consistent with good forestry practices.
  - (6) The Protected Tree is causing or is likely to cause a public nuisance as a result of root invasion into public utility lines or private utility services on the Owner's property.
- D. Upon receipt of the Owner's application, the Village Forester shall visit and inspect the Owner's property and contiguous and adjoining lots in order to evaluate the application. Subject to compliance with other applicable provisions of this Code, the Village Forester shall approve the application and issue a Tree Removal Permit subject to such conditions as may be required for the preservation of Protected Trees and/or for mitigation of necessary removal of Protected Trees.
- E. Prior to the removal of any Protected Tree authorized for removal, the tree shall be clearly marked by the Village Forester.

**21-33. MITIGATION REQUIRED FOR THE REMOVAL OF PROTECTED TREES:**

- A. An Owner receiving a Permit for the removal of Public Trees or Protected Trees on the subject property shall have a duty to provide mitigation of the Protected Trees as specified in the Tree Removal Permit issued by the Village.
- B. An Owner that removes a Public Tree or a Protected Tree without a Tree Removal Permit or in violation of a Tree Removal Permit shall provide mitigation of such Tree(s) in accordance with a Tree Replacement Plan approved by the Village Forester.
- C. An Owner that has damaged a Public Tree such that the tree is dying or diseased or is

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likely to die or become diseased shall replace such tree(s) in accordance with a Tree Replacement Plan approved by the Village Forester.

- D. An Owner that has damaged a Protected Tree such that the tree is dying or diseased or is likely to die or become diseased shall provide mitigation of such tree(s) in accordance with a Tree Replacement Plan approved by the Village Forester.
- E. The removal of Protected Trees and Public Trees requires mitigation as determined by the Village Forester. Protected Trees and Public Trees shall be mitigated by either planting replacement trees or by payment of a mitigation fee at the rate specified in the Annual Fee Ordinance, considering the size, condition rating and species rating of the trees requiring mitigation. The Village Forester shall determine the replacement rate for Protected Trees and Public Trees requiring mitigation pursuant to the following formula utilizing the Species Rating Guide set forth in Appendix E to the Administrative Manual, and the Tree Condition and Rating Guide set forth as Appendix D of the Administrative Manual which are adopted and incorporated herein by this reference.

| Species Group | Replacement Rate |                             |
|---------------|------------------|-----------------------------|
|               | D.B.H. Removed   | No. Caliper Inches Replaced |
| A             | 1"               | 1.0" caliper                |
| B             | 1"               | 0.6" caliper                |
| C             | 1"               | 0.3" caliper                |

**E. The removal of a healthy Heritage Tree requires full mitigation as determined by the Village Forester. Heritage Trees shall be mitigated without the consideration of replacement rates. Mitigation value shall depend on the DBH of the Tree, regardless of the species rating or condition rating of the healthy Heritage Tree.**

**21-34. MITIGATION CREDIT FOR THE ELIMINATION OF RHAMNUS (BUCKTHORN):**

**An Owner that removes Trees in a manner that requires mitigation pursuant to this Article, and as part of the removal eliminates an invasive species of Rhamnus (Buckthorn) on the subject property shall be entitled to a credit determined by the Village Forester to offset, in whole or in part, the any mitigation fees based on the about of Rhamnus (Buckthorn) eliminated from the property.**

**21-3435. TREE REPLACEMENT PLANS:**

- A. When required by this Ordinance, a Tree Replacement Plan shall be submitted providing for the planting of new trees of species, caliper and at locations approved by the Village Forester and for a program of watering and maintenance to ensure that the new plantings

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will become established for the replacement of Protected Trees and/or Public Trees removed or damaged by the Owner. **If a Tree Replacement Plan calls for the planting of six or more replacement trees, no more than one third of the replacement trees shall be of a single species to prevent a Monoculture.**

- B. Any Owner required to make replacements for a Protected Tree shall make all such replacements with a new tree or saplings of not less than two inches (2") caliper or eight feet (8') in height when deciduous ornamental trees in clump form or evergreens are used (an eight foot (8') tree is considered equivalent to a 3" caliper tree). The total aggregate caliper of all such trees and/or saplings used as replacements based on good forestry practices as approved by the Village Forester shall equal or exceed the DBH of the Protected Tree(s) so removed.
- C. A cash tree replacement fee shall be submitted with the Tree Replacement Plan as a guarantee that Protected Trees will be replaced pursuant to the plan. The total fee shall be the replacement cost per inch at breast height as established in the Village Fee ordinance times the replacement rate specified in Section 21.4-15 of this Ordinance.
- D. Replacement of Protected Trees shall be made within twelve (12) months of the date of issuance of the Tree Removal Permit. The Village Forester upon request may grant an extension of not more than twelve (12) months time. Upon the planting of the mitigation trees and after the inspection and approval of the mitigation trees by the Village Forester, the amount of cash tree replacement fee guarantee equal to the number of inches planted will be refunded to the applicant.

**21-3536. INSPECTIONS:**

A copy of the Tree Removal Permit or approved Tree Preservation Plan shall be kept at the Site during the time that work is underway, and the Village Forester shall make whatever inspections are required to ensure compliance. The Director is authorized to issue a stop work order for all construction work on the Site if the Owner fails to comply with the requirements of Tree Removal Permit or Tree Preservation Plan.

**21-3637. TREE EMERGENCIES:**

- A. If a Tree Emergency shall occur such that there arises a risk of imminent danger or hazard to persons or property from any Protected Tree which ought to be cut or removed immediately or with as little delay as possible (e.g., Protected Trees which threaten to fall or have fallen on houses or power lines or impede safe passage of streets or have become uprooted or unstable as a result of severe weather, floods or high winds), then it shall be lawful for the Owner to remove such Protected Tree to the extent necessary to avoid immediate danger or hazard without a Tree Removal Permit provided that within fourteen (14) days after taking any such action the Owner shall submit an after-the-fact Tree

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Removal Permit Application describing the Tree Emergency and the actions taken.

- B. If the Village Forester upon his review of the Tree Removal Permit Application concurs that a Tree Emergency existed and that the Owner's actions were warranted in response to the Tree Emergency, an after-the-fact Tree Removal Permit shall be issued without fee and no further action under these regulations shall be necessary. If the Village Forester determines that no genuine Tree Emergency existed to justify the cutting or removal or the Protected Tree(s), then such actions by the Owner shall be deemed a violation of these regulations and the Owner shall be required to provide mitigation as provided in Section 21.4- 10.

**21-3738. PENALTY:**

Whoever violates any of the provisions of this Ordinance shall be punished by a fine of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Five Hundred Dollars (\$1500.00) for each such violation. A separate and distinct violation shall be deemed to have occurred for each Protected Tree or Public Tree unlawfully damaged, removed and/or not replaced in violation of this Article, and a separate and distinct violation shall be deemed to have occurred for each day that such violation exists or continues. Any penalties imposed are in addition to any required mitigation.

**21-3839. FEES:**

Fees for tree removal permit applications, tree removal permits, and plan reviews shall be paid as provided in the Village Fee Ordinance.

**21-3940. APPEALS:**

Except as otherwise provided in this Ordinance, an applicant may appeal in writing to the Village Manager any decision made by the Director or Village Forester within thirty (30) days of the decision being rendered. If not satisfied with the decision of the Village Manager, the applicant may appeal in writing to the Village Board of Trustees within thirty (30) days of the decision rendered by the Village Manager, but the Board of Trustees is not obliged to consider any such appeal.

**21-3841. NON LIABILITY OF VILLAGE:**

Nothing in this Ordinance shall be deemed to impose any liability upon the Village or upon any of its officers or employees nor to relieve the owner of any private property from the duty to keep trees and shrubs upon private property or under his control in a safe and healthy condition.

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**EXHIBIT B**

**Amended Tree Preservation Manual**

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**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

**VILLAGE OF DEERFIELD**

**TREE PRESERVATION**

**ADMINISTRATIVE MANUAL**

Approved by Ordinance No. O-21-10

# VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

## PURPOSE

THIS MANUAL HAS BEEN PREPARED AT THE DIRECTON OF THE VILLAGE BOARD OF TRUSTEES AS PROVIDED IN ORDINANCE O-21-10 . THESE REQUIREMENTS AND PROCEDURES ESTABLISH A COMPREHENSIVE PROCESS FOR THE COMMUNITY DEVELOPMENT DEPARTMENT AND THE PUBLIC WORKS DEPARTMENT TO FOLLOW IN THE FULFILLMENT OF ITS ROLE IN THE ADMINISTRATION OF THE ORDINANCES OF THE VILLAGE OF DEERFIELD.

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## VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

### I. Tree Preservation Standards

#### A. Purpose

The protection and preservation of trees in the Village of Deerfield will only be successful if specific standards are implemented in order to guide the tree preservation process. The standards will provide applicants for tree removal permits with a clear understanding of the key elements of tree preservation. These key elements include identifying trees that are the best species, trees that are the healthiest, and trees that can truly be saved during the construction process. Species groups that are recognized as being suited to the Chicago region have been identified. Trees will be evaluated for their health and form. Specific criteria have been developed to help determine the survivability of trees in construction situations.

#### B. Species Groups

Appendix E contains a Species Group Guide based on the Tree and Landscape Appraisal Council's Guide for Plant Appraisal, 10th edition. The guide is divided into three groups: Heritage Trees, A, B, and C.

The species groups are defined as:

Heritage Trees – Any Tree, including all genera, species, varieties, cultivars, and sizes of trees, that:

1. Represents the very best specimens of Trees, either predates or corresponds with the incorporation of the Village in the beginning of the 20th Century, and (iii) are determined by the Village Manager, or his or her designee, to be in good health and structurally sound;
2. Heritage Trees shall include all Trees listed below, with a DBH as indicated:
  - All Oaks (*quercus*) with a DBH equal or greater than 25”;
  - All Hickory (*carya*) with a DBH equal or greater than 16”;
  - All Ironwoods (*ostrya virginiana*) with a DBH equal or greater than 8”;
  - All Sugar Maples (*acer saccharum*) with a DBH equal or greater than 20”;
  - All White Pines (*pinus strobus*) with a DBH equal or greater than 20”.

Species Group A – Species that are best suited for the climate, soils and environmental conditions found in northeast Illinois. These are typically slower growing, longer lived, strong wooded and better structured species that are considered higher quality trees. This includes trees such as bur oak, shagbark hickory, sugar maple, and hackberry.

Species Group B – Species that are of average quality in terms of wood strength, insect and disease resistant and longevity. This includes trees such as silver maple, black walnut, and Austrian pine.

Species Group C – Species that are of lower quality. These species may be more prone to storm damage, insect or disease issues and/or have invasive tendencies. This includes trees such as boxelder maple, slippery elm, and Scotch pine.

Species that are not specifically listed in the Species Groups will be evaluated by the Village Forester and valued accordingly.

The Species Group Guide is intended to provide applicants for a tree removal permit to gain an understanding of the general quality of the species of tree or trees that are to be removed. This is particularly important for applicants that are proposing lot redevelopment or that are applying for a lot improvement so that the effort can be made to preserve the best species of trees.

## VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

### C. Inventory

All applicants for a tree removal permit, especially those proposing lot redevelopment or lot improvement, should make special effort to preserve trees that are protected under Ordinance No. . All applicants for a tree removal permit are required to provide information on the species, size, condition, form, observed problems, and location of the protected tree or trees to be removed. Appendix D includes a Tree Condition and Form Rating Guide to assist all applicants in determining the condition and form of the trees to be included in the inventory.

For applicants who are proposing lot redevelopment or lot improvement, the inventory of public trees and protected trees on a site is a fundamental step in assessing the opportunities for development and tree preservation. All public trees adjacent to the subject site or that could be impacted by the proposed construction and all protected trees on the subject property and all protected trees on adjacent properties that are within 10' of the subject property line or whose critical root zone extends into the subject property shall be included. All trees equal to or greater than six inches (6") in diameter at breast height (DBH), measured at four and one-half feet (4.5') above ground line shall be included. Data collected shall include species, size (D.B.H.), condition, form and any observed problems and shall be listed in the Action Plan (see III below). The protected trees shall be numbered in the field and located on the Lot redevelopment Plan.

For applicants who are applying for an ad hoc tree removal permit and that are not proposing lot redevelopment or lot improvement the inventory shall include all public trees that are proposed for removal and all protected trees that are proposed for removal on their property. All protected trees equal to or greater than eight inches (8") in diameter at breast height (DBH), measured at four and one-half feet (4.5') above ground line shall be included. Data collected shall include species, size (D.B.H.), condition and form and shall be listed on the Permit Application Form (see Appendix A). The protected trees shall be numbered in the field and located on a sketch of the property that will be submitted with the application.

For applicants who are applying for a demolition permit, the inventory shall include all public trees adjacent to the subject site and all protected trees on the subject site. Data collected shall include species, size (D.B.H.), condition and form.

### D. Tree Survey

A tree survey showing the location of all trees inventoried by tag number shall be submitted on the lot plan with all applications for lot redevelopment, lot improvement or demolition.

### E. Preservation Criteria

These criteria pertain only to applicants for a tree removal permit that are proposing lot redevelopment or lot improvement. In order for a tree to be considered preserved, all of the following criteria must be met:

**Table 1: Preservation Criteria**

|                 | Undisturbed        |            | Undisturbed        |
|-----------------|--------------------|------------|--------------------|
|                 | Critical Root Zone | <b>AND</b> | Critical Root Zone |
|                 | Area               |            | Circumference      |
| Species Group A | 85%                |            | 75%                |
| Species Group B | 75%                |            | 60%                |
| Species Group C | 75%                |            | 60%                |

## VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

The *critical root zone* (CRZ) is defined as a circle around a tree with one foot of radius for every one inch of tree diameter at breast height (DBH).

The *undisturbed critical root zone area* is equal to the percentage of the area of the critical root zone in which there is no alteration of the natural grade (including, but not limited to, filling, excavation, trenching.)

The *undisturbed circumference* is equal to the distance along the critical root zone circumference between the disturbed critical root zone areas (including, but not limited to filling, excavation, and trenching) which intersect the circumference. The distance shall exclude all of the disturbed area at the circumference.

In addition, to the undisturbed critical root zone area and circumference, in order to qualify as a preserved tree, the critical root zone must be free of any influences outside it that may affect the health of the tree (including, but not limited to, site drainage alteration). The developer must comply with any maintenance and preparation requirements (including, but not limited to, watering, mulching, root pruning, limb pruning, fertilizing, fencing, etc.) as determined by the Village at the time of any approvals. This may include additional requirements at the time of plan approval, if applicable. The Village shall have the right to request notification of upcoming maintenance, as well as records detailing performed maintenance, to confirm that maintenance is being performed properly.

Trees that meet the criteria of this section shall be considered preserved. Trees that do not meet the criteria of this Section shall not be considered preserved and shall be mitigated.

### (1) Criteria for Retention

The Village may consider a variety of criteria in determining the individual trees that are to be retained for preservation. Preserved trees must meet the standards listed above. In addition, the Village may consider the condition of individual trees, tree groupings, appearance, the overall diversity of tree species and sizes on the parcel, and the long term viability of the trees on the site in determining the specific trees to be retained. Final plans for tree retention shall be included in the lot redevelopment plan approvals as appropriate.

### (2) Tree Preservation Plan

Tree retention and mitigation shall be considered as part of the development review process. A tree preservation plan shall be submitted at a scale consistent with the engineering plans. The plan shall include the location and tag number of all existing trees required to be inventoried, existing and proposed structures, grading, all utilities, and the location of the tree protection fence and silt fence. The plan shall also contain an action plan that indicates the percent of critical root zone saved, the trees to be removed, preserved, root pruned, crown pruned, fertilized, mulched, and any other proposed horticultural activities. The plan shall also include the location of all construction fencing, tree preservation fencing and silt fencing.

## VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

### II. Tree Preservation/Removal

A tree removal permit is required for the removal of ANY public tree or protected tree in the Village of Deerfield. A tree removal permit (Appendix B) will be issued only upon the completion and approval of a Tree Removal Permit Application Form (Appendix A).

The following outline is a general description of the order in which the applicant should proceed:

As a precondition to the issuance of a demolition or tree removal permit, an applicant is required to submit a demolition plan, a lot redevelopment plan, or a lot improvement plan as appropriate. The plan shall be as specified below:

#### A. LOT REDEVELOPMENT AND LOT IMPROVEMENT PLANS

##### I. INVENTORY

Complete the tree inventory and tree survey as noted above.

##### II. PLAN FORMAT

The tree inventory will be superimposed on the engineering plan done in accordance with Engineering Department Specifications.

##### III. REQUIREMENTS OF THE PLANS FOR LOT REDEVELOPMENT AND LOT IMPROVEMENT

**NOTE: All plans must include:**

1. **General Plan Notes (Appendix C-3)**
2. **Certification/Plan Approval/Pre-Construction Form (Appendix C-4)**
3. **Action Plan (Appendix C-5)**
4. **Plan Details (Appendix C-6)**

A. Tree Preservation: The following items must be on the plan that is submitted for staff review. The Village may provide that the tree survey exclude those portions of the site that it determines will not be affected by development activity.

1. For each tree six inches (6") diameter breast height (DBH) or larger, the Plan shall show:
  - (a) location
  - (b) species
  - (c) trunk diameter DBH (diameter at 4.5' above ground level)
  - (d) condition
  - (e) critical root zone

2. The plan shall include an action plan (See Appendix C-5). If any trees are to be removed, then a tree removal permit application must be completed and submitted with the lot redevelopment or lot improvement plan (See Appendix A).

## VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

3. Identify locations of the required tree protection/construction envelope and erosion control fencing on the plan.
  - (a) The tree protection/construction envelope fencing must run continuously along the frontage from property line to property line to completely separate the construction area and the vegetation that remains close to the construction site. Such fencing may be wood slat fencing at least four (4) feet in height and shall be secured to metal posts driven into the ground and spaced five (5) to seven (7) feet apart.
  - (b) Separate fencing may be required for protecting certain individual trees. This fencing must connect to the construction envelope fencing, a property line, or completely enclose the sensitive area.

NOTE: All fencing will remain in place until the time of finish grading and landscaping and can only be removed upon review and approval by the Village Forester.

4. Indicate specific pre-construction measures, including but not limited to auguring, root pruning, crown reduction and mulching that are to be taken to minimize construction impact on those trees remaining on the site.
5. Indicate areas for the storage of spoil or materials on the plan.

### B. Erosion Control Requirements

1. The plan must show conformance to all erosion and water management regulations.
2. The plan shall include provisions and a time schedule for restoring grass and lawns or for other erosion control measures.
3. A site visit by the Village Engineer and the Village Forester is required to inspect the following items in order to determine if appropriate measures have been taken to preserve the maximum number of trees.
  - (a) The following items must be staked out and marked with existing and proposed grades prior to the site visit:
    - (1) All corners of structures
    - (2) Center line of proposed utilities
    - (3) Proposed driveways and walkways
    - (4) Retaining walls
  - (b) Trees for removal must be clearly identified and tagged.

NOTE:

- (1) Item 1 in Appendix C must be submitted with the Lot redevelopment Plan.
- (2) Items 3, 4 & 5 must be shown on the face of the plan.

## VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

### B. REQUIREMENTS OF THE DEMOLITION PLANS

- A. Tree Preservation: The following items must be on the plan that is submitted for staff review. The Village may provide that the tree survey exclude those portions of the site that it determines will not be affected by building activity.
1. For each tree six inches (6") diameter breast height (DBH) or larger, the Plan shall show:
    - (a) location
    - (b) species
    - (c) trunk diameter DBH (diameter at 4.5' above ground level)
    - (d) condition
    - (e) critical root zone
  2. The plan shall include an action plan (See Appendix C-5). If any trees are to be removed, then a tree removal permit application must be completed and submitted with the lot redevelopment or lot improvement plan (See Appendix A).
  3. Identify locations of the required tree protection and erosion control fencing on the plan.
    - (a) The tree protection fencing must run continuously along the frontage from property line to property line to completely separate the demolition access and work area and the vegetation that remains close to the demolition site or access. Such fencing may be wood slat at least four (4) feet in height and shall be secured to metal posts driven into the ground and spaced five (5) to seven (7) feet apart.
    - (b) Separate fencing may be required for protecting certain individual trees.  
NOTE: All fencing will remain in place until the time that demolition is complete and all debris is removed and can only be removed upon review and approval by the Village Forester.
  4. If the proposed demolition is part of a lot redevelopment or lot improvement plan for which a plan and building permit application has been submitted, then the demolition plan can be an integral part of those plan submittals.

### SITE PREPARATION – PRECONSTRUCTION FOR LOT REDEVELOPMENT AND LOT IMPROVEMENT

#### I. TREE REMOVAL/PROTECTION

- A. Obtain building permit approval and tree removal permit approval.
- B. Clear site of trees indicated for removal on the approved Lot redevelopment Plan and perform root pruning, crown reduction, auguring and all other measures as required on the approved plan.
- C. Erect tree protection, construction envelope and conservancy area fencing according to the following requirements:

## **VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

- (1) No attachments, fences or wires, other than approved materials for bracing, guying or wrapping, shall be attached to any vegetation during the construction period.
- (2) All fencing must be secured to metal posts driven into the ground spaced no further than five (5) to eight (8) feet apart.
- (3) All fencing must remain in place during the entire construction period.
- (4) All fencing must run continuously from property line to property line, completely enclose an area, or adjoin other fencing in order to protect the vegetation that is to remain on the site.
- (5) Erect erosion control measures per approved plan requirements.

### **II. SITE VISIT**

A site visit and sign-off by the Village Forester is again required after the above items have been completed and before construction begins.

### **C. Ad Hoc Tree Removal Not Related to Lot Redevelopment or Lot Improvement**

**The following outline is a general description of the order in which the applicant should proceed:**

1. Complete the Tree Removal Permit application and submit it to the Village along with the sketch showing the location and identification number of the tree or trees to be removed.
2. The Village Forester will visit the property to review the application and determine if mitigation is required. The Village Forester will also determine what fees, if any, other than the application fee, are applicable.
3. The Village Forester will complete the applicable portions of the Permit Application Form indicating any additional fees or mitigation requirements. Once the applicant signs the Permit Application Form indicating acceptance of the terms of the permit and provides any additional fees that are required, then the Tree Removal Permit will be issued.

### **III. Tree Mitigation**

The removal of healthy public trees or protected trees will require mitigation as determined by the Village Forester.

#### **A. Calculations**

Protected trees must be mitigated by planting replacement trees on the subject site, as determined by The Village Forester, at the rate listed below by species group (See Species Group Guide Appendix E) for each one inch of tree diameter (D.B.H.) of public trees or protected trees removed.

Heritage Trees must be mitigated by planting replacement trees on the subject site, as determined by the Village Forester, at a rate of one inch of replacement tree diameter per one inch of tree diameter of Heritage Tree removed.

**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

**Table 2: Per Inch Replacement Rate by Species Group**

| Species Group                  | Replacement Rate         |              |
|--------------------------------|--------------------------|--------------|
|                                | Diameter of Tree Removed | Rate         |
| A                              | 1"                       | 1.0" caliper |
| B                              | 1"                       | 0.6" caliper |
| C                              | 1"                       | 0.3" caliper |
| HERITAGE TREE<br>Group A, B, C | 1"                       | 1.0" caliper |

Table 3 below provides mitigation factors based on tree condition ratings (See 'Tree Condition and Form Rating Guide' Appendix D).

**Table 3: Per Inch Replacement Rate by Species Group**

| Condition Rating                   | Mitigation Factor |
|------------------------------------|-------------------|
| 1 & 2                              | 1.0               |
| 3                                  | 0.5               |
| 4, 5 & 6                           | 0.0               |
| HERITAGE TREE<br>Condition 1, 2, 3 | 1.0               |
| HERITAGE TREE<br>Condition 4, 5, 6 | 0.0               |

Tree mitigation calculation example:

| Tree to be Mitigated                              | Species Group | Rate | Mitigation Inches<br>(tree species x rate) | Mitigation Factor | Total Mitigation Required<br>(mitigated inches x cond. rating) |
|---|---------------|------|--|-------------------|--|
| 20" White Oak ;<br>condition 1                    | A             | 1.0  | 20"  | 1.0               | 20"  |
| 25"<br>Norway maple;<br>condition 3               | B             | 0.6  | 15"  | 0.5               | 8"   |
| 30" Bur Oak;<br>condition 3 –<br>HERITAGE<br>TREE | A             | 1.0  | 30"  | 1.0               | 30"  |

## VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

Applicants proposing lot redevelopment or applying for a lot improvement will also be required to mitigate public trees and protected trees on the site whose critical root zones are impacted to the point where the Preservation Criteria specified above are not met. When the Lot redevelopment Plan has been approved and/or the Lot improvement requirements have been met, then the Village Forester will complete the applicable portions of the Permit Application Form indicating any additional fees or mitigation requirements.

Once the applicant signs the Permit Application Form indicating acceptance of the terms of the permit and provides any additional fees that are required, Tree Removal Permit will be issued.

### **B. Tree Replacement**

Required replacement trees shall be shown on a Tree Replacement Plan to be submitted by the owner to the Village. Under this plan, the owner becomes obligated to replace public trees or protected trees for which removal is sought. The plan shall be subject to the terms and conditions as provided under the Tree Preservation Ordinance and as agreed to on the Tree Removal Permit Application.

For lot redevelopment and lot improvement applicants, the plan shall be at the same scale and format as the approved lot redevelopment plan or the lot improvement plan. For applicants not proposing lot redevelopment or applying for a lot improvement, a sketch plan will be sufficient.

Replacement species shall be selected from Species Group A and will be approved by the Village Forester. The plan shall indicate the species, size and location of each plant to be planted. The plan shall contain a total plant list that includes common name, botanic name, tree caliper, the number of trees of each species, and any necessary descriptions such as balled and burlap, container, bare root, and form.

To prevent a monoculture within the Village, tree replacement plans are encouraged to utilize various plantings to help promote a more diverse urban forest with better longevity. If a Tree Replacement Plan calls for the planting of six or more replacement trees, no more than one third of the replacement trees shall be of a single species to prevent a monoculture.

The minimum size of replacement trees shall be not less than 2" caliper or eight feet (8') in height when deciduous ornamental trees in clump form or evergreens are used, unless previously approved by the Village Forester.

### **C. Fees**

Fees will be as established in the annual Fee Ordinance. (See Appendix G)

A mitigation fee will be required for the replacement of healthy public trees and protected trees. This fee will be in the form of a cash deposit in an amount that is specified in the Annual Fee Ordinance for each one inch of healthy protected trees to be removed. The amount of this fee will be shown on the Tree Removal Permit Application form. The fee must be provided prior to the approval of a Tree Removal Permit. Upon the planting of the replacement trees and inspection by the Village Forester, the amount of the cash deposit equal to the number of caliper inches of replacement trees planted times the caliper inch amount that is specified in the annual fee ordinance for each one (1) inch of healthy protected trees or for each one (1) inch of healthy heritage trees to be removed shall be returned to the applicant.

## VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

### D. Invasive Species Mitigation Credit

An invasive species is a non-native species (including seeds, eggs, spores, or other propagules) whose introduction causes or is likely to cause economic harm, environmental harm, or harm to human health. The term "invasive" is used for the most aggressive species. These species grow and reproduce rapidly, causing major disturbance to the areas in which they are present. One such species of an invasive plant found within the Village is the European Buckthorn. This buckthorn invades forests, prairies, and savannas in the Midwestern United States and can form dense thickets crowding out native shrubs and understory plants. It is difficult to remove and can regenerate after cutting or burning.

In recognizing the many benefits of removing buckthorn, the Village will offer mitigation value credits to property owners who properly eliminate buckthorn within the property that received the mitigation fees. Mitigation credits will be given at a rate of 0.1" credit per one square foot of buckthorn removed, up to one half of the total mitigation required per permit. Buckthorn to be removed and credited must meet size requirements of twenty (20) square feet of area and must all be at least three (3) feet tall, or as approved by the Village Forester. In order for this mitigation credit to be applied or refunded, the permit applicant will be required to submit a letter authored by a certified arborist stating that the required square footage of buckthorn was removed from the property appropriately to ensure regrowth of the buckthorn does not occur. The area removed and the method of removal and/or treatment must be specifically listed in the letter and approved by the Village Forester.

#### *Invasive Species Mitigation Credit Example:*

| Total Mitigation Required | Max Invasive Species Mitigation Credit. | Measured Area of Buckthorn | Potential invasive species Credit (0.1"/SF) | Approved Invasive Species Mitigation Credit |
|---------------------------|---|----------------------------|---|---|
| 20"                       | 10"                                     | 50 SF                      | 5.0"  | 5.0"  |
| 20"                       | 10"                                     | 150 SF                     | 15.0"                                       | 10.0"                                       |
| 20"                       | 10"                                     | 100 SF                     | 10.0"                                       | 10.0"                                       |

VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

**IV. Appendix**

**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

**Appendix A. Tree Removal Permit Application and Instruction**

## VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

### *RE: Tree Removal Permit Application*

Dear Resident:

Village Ordinance requires that all residents who want to remove **any** trees in the Village of Deerfield must complete a Tree Removal Permit Application.

The Applicant must completely fill in all shaded areas on the Tree Removal Information side of the Tree Removal Application Form – Sections **A** and **B** – and return the completed form to the Village Hall.

The Village Forester will review the application and the specified trees.

- If the trees are dead, dangerous, or diseased, then a permit for their removal will be issued by the Village. No permit fee will be paid by the Applicant.
- If the Applicant is removing trees that are not protected by Village Ordinance, then no permit fee will be paid by the Applicant.
- If the Applicant is removing live, healthy trees that are protected by Village Ordinance (Protected trees are **all** trees 8” in diameter and larger as measured 4.5 feet above the soil line), permit fee will be required and then a permit will be issued.

### *Mitigation Required*

All live, healthy protected trees that are removed **MUST** be mitigated as determined by the Village Forester. The Village Forester will determine the number of replacement trees to be planted on the property. The applicant is required to submit a tree replacement plan that shows the species, size (caliper) and location of the replacement trees as specified in Ordinance O-21-10. If the plan is approved by the Village Forester, then the Village Forester will complete the mitigation portion of the tree removal permit application form. The calculation of the required replacement fee items a and b, including the listing of the replacement trees and items a and b of the approvals section will also be completed by the Village Forester.

Upon the completion of the plantings, the Village Forester will inspect the plantings and calculate the amount of refund, if any, due to the applicant, and authorize the refund by completing item c of the approvals section.

### *Permit Issued*

**Before** the permit is issued, the Applicant must agree to plant the specified trees and sign Section **C** of the Tree Removal Permit Application, attach the required fee, and return the completed application and fee to the Village Hall.

Sincerely,  
The Village of Deerfield



**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

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**Appendix B. Tree Removal Permit**

## Village of Deerfield

# TREE REMOVAL PERMIT

Name \_\_\_\_\_

Address \_\_\_\_\_

Date Issued \_\_\_\_\_  
(permit valid for 90 days from date issued)

Description  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit No. \_\_\_\_\_

**TO BE DISPLAYED PROMINENTLY IN WINDOW VISIBLE  
FROM STREET.**

**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

**Appendix C. Lot redevelopment/Lot improvements**

VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

Approved  Approved with Conditions  Rejected

Before completing this form, be sure to read and understand all aspects of the Village Ordinances and Permit Application Instructions

Village of Deerfield

Plan Submittal Checklist

Contact \_\_\_\_\_ Phone & Fax No. ( ) \_\_\_\_\_

Owner \_\_\_\_\_ Phone & Fax No. ( ) \_\_\_\_\_

Address, Zip Code \_\_\_\_\_ Project Location \_\_\_\_\_

Submittal No. (circle one) 1 2 3 4 5 Date \_\_\_\_\_

Applications will not be considered for review unless applicable portions of the following checklist is completed in full and all required information (3 copies of the plans) is included.

1. What type of plan are you submitting (check all that apply)
- Site Plan - New House  Deck
  - Site Plan - Addition  Patio
  - Demolition  Other describe \_\_\_\_\_

2. Complete the section(s) below which correspond to the type of plan you are submitting. If any specific items are not applicable, note as N/A. (Your engineer, arborist or contractor may have to provide most of this information.)

| A. SPECIFIC TREE PRESERVATION PLAN DETAILS (Private Property Protected Trees)  | Yes                      | N/A                      |
|--|--------------------------|--------------------------|
| 1. Are 3 copies of the plan (drawn to scale) showing all <b>Public</b> and <b>Protected</b> trees included with the submittal?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is preservation work according to the Administrative Manual?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the completed tree removal application form included?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the Tree Survey and/or Plan show the following:  |                          |                          |
| a. location, condition, species, trunk diameter and critical root zones of all <b>Public</b> and <b>Protected Trees</b> (8" DBH or greater <i>and</i> Protected trees on adjacent properties with critical root zones on the subject property? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. location of protective fencing and silt fencing to be placed on the lot?  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. completed action plan?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does tree preservation plan show location, shape, and spatial arrangement of all <b>permanent driveways</b> and <b>parking areas</b> and <b>temporary material storage sites</b> and <b>access ways</b> ?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does Tree Preservation Plan show any new Utility services including water, sanitary sewer, storm sewer, gas, electric, telephone, and cable TV and any existing Utility services which will be Removed or modified?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does Tree Preservation Plan show existing and proposed conditions as specified in the Administrative Manual?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is tree replacement plan included?  | <input type="checkbox"/> | <input type="checkbox"/> |

**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

**Approved  Approved with Conditions  Rejected**

*Before completing this form, be sure to read and understand all aspects of the Village Ordinances and Permit Application Instructions*

| <b>B. SPECIFIC TREE PRESERVATION PLAN DETAILS (On or Around Public Trees)</b>  | <b>Yes</b>               | <b>N/A</b>               |
|--|--------------------------|--------------------------|
| 1. Is work to be performed on or around public trees and if so are they shown on the plan and included in the action plan?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does Tree Preservation Plan show any new or modification to existing utility services including water, sanitary sewer, storm sewer, gas, electric, telephone, and cable TV which will impact Public trees?        | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is any excavation part of this project which affects Public Trees adjacent to the site or elsewhere?<br>If so, have all attempts been made, such as tunneling to avoid the critical root zones of affected trees? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are any Public Trees proposed for removal due to access problems or because of construction issues?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. If parkway trees are to be planted, are they shown on the tree replanting plan?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are all Public Trees which may be impacted by work on private property properly addressed?  | <input type="checkbox"/> | <input type="checkbox"/> |

**3. Statement of Compliance**

**I have read and understand the above form and verify that it is completed in its entirety.**

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Plan Preparer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reviewed by Village of Deerfield:**

**By** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments:**

**Copies To:**

VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

Village of Deerfield

Tree Preservation Plan Review  
Transmittal Letter

TO: Contact \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Project Location \_\_\_\_\_

Plan Type: (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Site Plan – New house | <input type="checkbox"/> Deck                 |
| <input type="checkbox"/> Site Plan – Addition  | <input type="checkbox"/> Patio                |
| <input type="checkbox"/> Demolition            | <input type="checkbox"/> Other describe _____ |

Your Plan has been:

**Approved**

- (1) After fencing has been installed per plan, call for inspection.
- (2) Make sure any necessary deposits are posted.
- (3) Permit will not be issued until items (1) and (2) are completed.

Conditions:

**Rejected**

- See attached copy of Plan Submittal Checklist
- See comments on Plan
- Revise Plan per Ordinance requirements and review comments
- Resubmit revised Plan Submittal Checklist
- Resubmit revised Plan

Comments:

Village of Deerfield

---

Reviewed By

Date

# VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

## General Plan Notes

1. Prior to commencement of any construction work on this site, the protective fencing shall be installed and reviewed by the Village Forester.
2. All work must be performed according to the approved Lot Development/Tree Preservation plan.
3. An approved Lot redevelopment/Tree Preservation Plan must be available on the building site.
4. Stay within designated work access areas shown on the plan.
5. There shall be no grading or filling within the **protected critical root zones**.
6. All excess fill shall be either removed from the site or stored in a location approved by the Village Forester.
7. No equipment shall be driven over or material stored on the **protected critical root zones**.
8. Tree fence and silt fence for all protected trees must be properly maintained throughout the construction. Tree fence for protected trees should remain in place throughout construction.
9. All required tree protection fence and silt fencing shall remain in place until the time of finish grading and landscaping and can only be removed upon review and approval by the Village Forester.
10. Attachments (wires, etc.) other than those approved for guying, bracing or wrapping must not be attached to protected trees.
11. As noted in the Action Plan, all retained trees that are impacted by construction will be root pruned, crown pruned, mulched, etc. as required. For trees which are to be preserved but which could be negatively affected during the construction process, the crowns and roots of all such trees shall, unless otherwise determined by the Village Forester, be pruned by a qualified arborist, according to the tree pruning standards set by ANSI Z133.1 and A300. (See also note no. 13 below.)
12. Protective fencing shall be placed to maximize the protection of the critical root zone. Protective fencing shall be installed prior to any construction activities and shall be maintained until construction is complete. (See also note no. 13 below.)
13. In areas where cuts are to be made for the installation of utilities or retaining walls, the adjacent tagged trees will be root pruned. The location of the root pruning will be staked in the field and reviewed with the Village Forester. Once the root pruning is complete, the tree protection fencing will be installed in accordance with the tree protection plan. In some instances, it will be necessary to establish a work area that is between the edge of the cut and the tree protection fence. The roots in this work area will be protected during the construction with geotextile fabric placed on the existing ground and covered with 6" of wood chips. (See *Root Zone Protection* detail.); or other method as approved by the Village Forester.

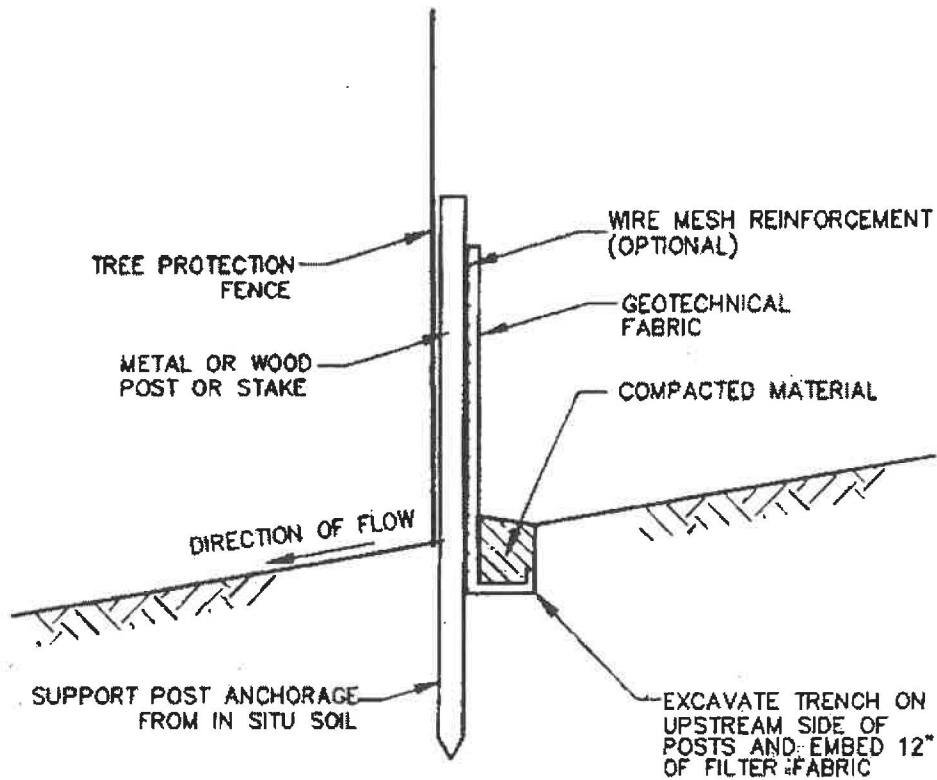
14. Plan Legend:
- |                                    |                 |
|------------------------------------|-----------------|
| Construction/Tree Protection Fence | ---T-----T----- |
| Silt Fence A                       | ---SA-----      |
| Silt Fence B                       | ---SB-----      |
| Limits of Grading                  | —————           |
| Root Protection Zone               | .....           |





VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

Silt Fence Detail A



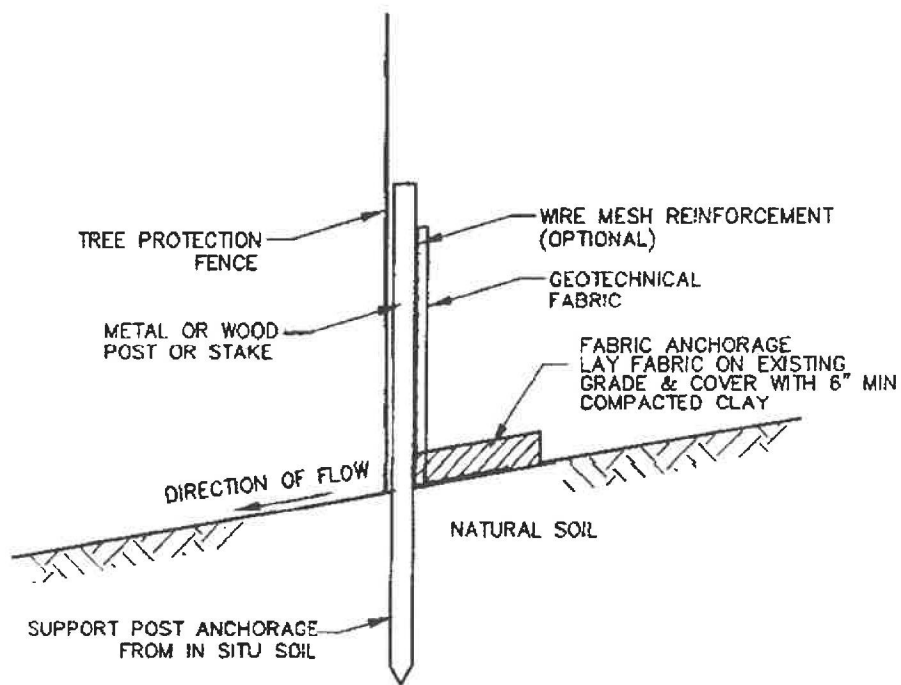
NOTE: DEPENDING UPON CONFIGURATION, ATTACH FABRIC TO WIRE MESH W/ HOG RINGS, STEEL POSTS W/ TIE WIRES, WOOD POSTS W/ NAILS.

NOTE: INSTALL ON UPHILL SIDE OF TREE PROTECTION FENCE

SILT FENCE (OUTSIDE CRITICAL ROOT ZONES)  
TYPE A

# VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

## Silt Fence Detail B



NOTE: DEPENDING UPON CONFIGURATION, ATTACH FABRIC TO WIRE MESH W/ HOG RINGS, STEEL POSTS W/ TIE WIRES, WOOD POSTS W/ NAILS.

NOTE: INSTALL ON UPHILL SIDE OF TREE PROTECTION FENCE

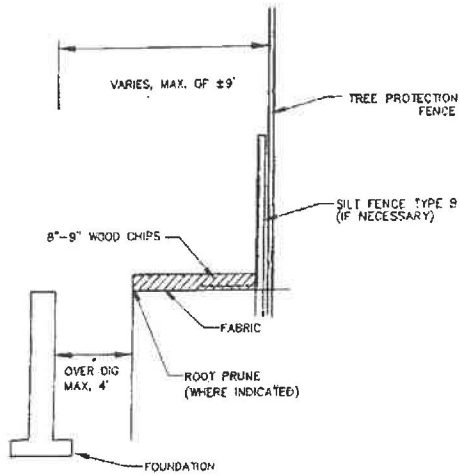
NOTE: TO BE USED IN AREAS THAT ARE ADJACENT TO TREE PROTECTION ZONES

SILT FENCE (CRITICAL ROOT ZONES)

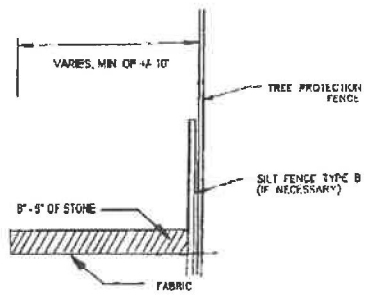
TYPE B

# VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

## Root Zone Protection Detail



Typical Foundation Root Zone Protection Detail



Typical Root Zone Protection Detail For Access

VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

**Diameter at Breast Height (DBH) to Critical Root Zone Area ( $\pi r^2$ )  
Conversion Table**

| DBH<br>(in.) | CRZ Area in ft. <sup>2</sup> | DBH<br>(in.) | CRZ Area in ft. <sup>2</sup> | DBH<br>(in.) | CRZ Area in ft. <sup>2</sup> |
|--------------|------------------------------|--------------|------------------------------|--------------|------------------------------|
| 2            | 12.57                        | 31           | 3019.07                      | 61           | 11689.87                     |
| 3            | 28.27                        | 32           | 3216.99                      | 62           | 12076.28                     |
| 4            | 50.27                        | 33           | 3421.19                      | 63           | 12468.98                     |
| 5            | 78.54                        | 34           | 3631.68                      | 64           | 12867.96                     |
| 6            | 113.10                       | 35           | 3848.45                      | 65           | 13273.23                     |
| 7            | 153.94                       | 36           | 4071.50                      | 66           | 13684.78                     |
| 8            | 201.06                       | 37           | 4300.84                      | 67           | 14102.61                     |
| 9            | 254.47                       | 38           | 4536.46                      | 68           | 14526.72                     |
| 10           | 314.16                       | 39           | 4778.36                      | 69           | 14957.12                     |
| 11           | 380.13                       | 40           | 5026.55                      | 70           | 15393.80                     |
| 12           | 452.39                       | 41           | 5281.02                      | 71           | 15836.77                     |
| 13           | 530.93                       | 42           | 5541.77                      | 72           | 16286.02                     |
| 14           | 615.75                       | 43           | 5808.80                      | 73           | 16741.55                     |
| 15           | 706.86                       | 44           | 6082.12                      | 74           | 17203.36                     |
| 16           | 804.25                       | 45           | 6361.73                      | 75           | 17671.46                     |
| 17           | 907.92                       | 46           | 6647.61                      | 76           | 18145.84                     |
| 18           | 1017.88                      | 47           | 6939.78                      | 77           | 18626.50                     |
| 19           | 1134.11                      | 48           | 7238.23                      | 78           | 19113.45                     |
| 20           | 1256.64                      | 49           | 7542.96                      | 79           | 19606.68                     |
| 21           | 1385.44                      | 50           | 7853.98                      | 80           | 20106.19                     |
| 22           | 1520.53                      | 51           | 8171.28                      | 81           | 20611.99                     |
| 23           | 1661.90                      | 52           | 8494.87                      | 82           | 21124.07                     |
| 24           | 1809.56                      | 53           | 8824.73                      | 83           | 21642.43                     |
| 25           | 1963.50                      | 54           | 9160.88                      | 84           | 22167.08                     |
| 26           | 2123.72                      | 55           | 9503.32                      | 85           | 22698.01                     |
| 27           | 2290.22                      | 56           | 9852.03                      | 86           | 23235.22                     |
| 28           | 2463.01                      | 57           | 10207.03                     | 87           | 23778.71                     |
| 29           | 2642.08                      | 58           | 10568.32                     | 88           | 24328.49                     |
| 30           | 2827.43                      | 59           | 10935.88                     | 89           | 24884.56                     |
|              |                              | 60           | 11309.73                     | 90           | 25446.90                     |

VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

To Calculate Percent of Impacted Critical Root Zone:

Example:

|   |
|---|
| $\% = \% \text{ impacted}$<br>$C = \text{circumference} = nd$<br>$A^\circ = \text{angle}$<br>$A = \text{area of circle} = \pi r^2$<br>$\text{Arc} = (\pi r A^\circ)/180$<br>$\Phi = A^\circ (\pi/180)$<br>$Pi = \Pi = 3.14$ |
|---|

27" Red Oak 3/3 where  $A^\circ = 97^\circ$

1. Calculate  $A_1$  (area of entire circle):

$$A_1 = \pi r^2$$
$$A_1 = \pi 27^2$$
$$A_1 = 2290.22$$

2. Calculate  $A_2$  (area of slice):

$$A_2 = \frac{1}{2}r^2 \times (\Phi - \sin \Phi)$$
$$A_2 = \frac{1}{2}27^2 \times (1.69 - \sin 1.69)$$
$$A_2 = 254.09$$

3. Calculate percent of impacted area:

$$\% = A_2 / A_1$$
$$\% = 254.09 / 2290.22$$
$$\% = 11\% \text{ impacted area. (89\% undisturbed)}$$

**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

**Appendix D. Tree Condition and Form Rating Guide**

**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**  
**Condition and Form Rating Guide**

*Condition Rating* - The condition of the trees shall be based on a six (6) point scale and one (1) being the best and six (6) being the worst.

| <u>Rating</u> | <u>Description</u> | <u>General Criteria</u>  |
|---------------|--------------------|--|
| 1             | Excellent          | The tree is typical of the species, has less than 10% deadwood in the crown that is attributable to normal causes, has no other observed problems, and required no remedial action.  |
| 2             | Good to Fair       | The tree is typical of the species and/or has less than 20% deadwood in the crown, only one or two minor problems that are easily corrected with normal care.  |
| 3             | Fair               | The tree is typical of the species and/or has less than 30% deadwood in the crown, one or two minor problems that are not eminently lethal to the tree, and no significant decay or structural problems, but the tree must have remedial care above normal care in order to minimize the impact of future stress and to insure continued health.     |
| 4             | Fair to Poor       | The tree is not typical of the species and/or has significant problems such as 30-50% deadwood in the crown, serious decay or structural defect, insects, disease or other problems that can be eminently lethal to the tree or create a hazardous tree if not corrected in a short period of time or if the tree is subjected to additional stress. |
| 5             | Poor               | The tree is not typical of the species and/or has over 50% deadwood in the crown, major decay or structural problems, is hazardous or is severely involved with insects, disease, or other problems that even if aggressively corrected would not result in the long term survival of the tree.  |
| 6             | Dead               | Less than 10% of the tree shows signs of life.   |

*Form Rating* – Subjective evaluation comparing tree with specimen tree of the same species. Form classes are the same as those listed above under condition, with the exception of number 6, which translates to ‘very poor form’. Typical form defects might include multiple leaders, no leader, lean, one sided crown, trunk crook, etc.

Mitigate conditions 1, 2, & 3 trees, but not conditions 4, 5 & 6 trees. The assignment of the condition and form ratings to specific trees are subject to the Village Forester’s review.

**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

**Appendix E. Species Group Guide**

**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

**Species Group Guide**

**HERITAGE TREES**

| <b>Scientific Name</b>   | <b>Common Name</b> | <b>Size Requirements</b>  |
|--------------------------|--------------------|---------------------------|
| <i>Quercus</i>           | Oak                | Equal or greater than 25" |
| <i>Carya</i>             | Hickory            | Equal or greater than 16" |
| <i>Ostrya Virginiana</i> | Ironwood           | Equal or greater than 8"  |
| <i>Acer Saccharum</i>    | Sugar Maple        | Equal or greater than 20" |
| <i>Pinus Strobus</i>     | White Pine         | Equal or greater than 20" |

**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**  
**Species Group Guide**

**Species Category A**

| <b>Scientific Name</b>                  | <b>Common Name</b>             |                                   |
|---|--------------------------------|-----------------------------------|
| <i>Acer nigrum</i>                      | Black Maple                    |                                   |
| <i>Acer rubrum</i>                      | Red Maple                      | (improved cultivars)              |
| <i>Acer saccharum</i>                   | Sugar Maple                    | (species)<br>(improved cultivars) |
| <i>Aesculus Glabra</i>                  | Ohio Buckeye                   |                                   |
| <i>Amelanchier</i>                      | Serviceberry                   |                                   |
| <i>Betula nigra</i>                     | River Birch                    |                                   |
| <i>Carya ovata</i>                      | Shagbark Hickory               |                                   |
| <i>Carpinus caroliniana</i>             | American Hornbeam (blue beech) |                                   |
| <i>Celtis occidentalis</i>              | Common Hackberry               |                                   |
| <i>Cercis canadensis</i>                | Redbud                         |                                   |
| <i>Cornus alternifolia</i>              | Pagoda Dogwood                 |                                   |
| <i>Corylus colurna</i>                  | Turkish Filbert                |                                   |
| <i>Crataegus crus-galli</i>             | Cockspur Hawthorn              |                                   |
| <i>Crataegus phaenopyrum</i>            | Washington Hawthorn            |                                   |
| <i>Fagus sylvatica</i>                  | European Beech                 |                                   |
| <i>Ginkgo biloba</i>                    | Ginkgo                         | (improved cultivars)              |
| <i>Gleditsia triacanthos f. inermis</i> | Thornless Honeylocust          |                                   |
| <i>Gymnocladus dioica</i>               | Kentucky Coffeetree            | (male)                            |
| <i>Juniperus virginiana</i>             | Eastern Red Cedar              |                                   |
| <i>Malus spp.</i>                       | Crabapple                      | (superior cultivars)              |
| <i>Picea abies</i>                      | Norway Spruce                  |                                   |
| <i>Picea glauca</i>                     | White Spruce                   |                                   |
| <i>Picea pungens</i>                    | Colorado Blue Spruce           |                                   |
| <i>Pinus strobus</i>                    | Eastern White Pine             |                                   |
| <i>Pseudotsuga menziesii</i>            | Douglas Fir                    |                                   |
| <i>Quercus alba</i>                     | White Oak                      |                                   |
| <i>Quercus bicolor</i>                  | Swamp White Oak                |                                   |
| <i>Quercus ellipsoidalis</i>            | Hill's Oak                     |                                   |
| <i>Quercus macrocarpa</i>               | Bur Oak                        |                                   |
| <i>Quercus muehlenbergii</i>            | Chinquapin Oak                 |                                   |
| <i>Quercus palustris</i>                | Pin Oak                        |                                   |
| <i>Quercus prinus</i>                   | Chestnut Oak                   |                                   |
| <i>Quercus rubra</i>                    | Red Oak                        |                                   |
| <i>Syringa pekinensis</i>               | Peking Lilac                   |                                   |
| <i>Syringa reticulata</i>               | Japanese Tree Lilac            |                                   |
| <i>Taxodium distichum</i>               | Baldcypress                    |                                   |
| <i>Tilia americana</i>                  | American (basswood) Linden     |                                   |
| <i>Tilia cordata</i>                    | Littleleaf Linden              |                                   |
| <i>Tilia x euchlora 'Redmond'</i>       | Redmond Linden                 |                                   |
| <i>Ulmus</i>                            | Hybrid Elm                     |                                   |

VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL  
 Species Group Guide (cont'd.)

**Species Category B**

| <b>Scientific Name</b>              | <b>Common Name</b>      |                                   |
|-------------------------------------|-------------------------|-----------------------------------|
| <i>Acer rubrum</i>                  | Red Maple               | (species)                         |
| <i>Acer saccharinum</i>             | Silver Maple            | (species)<br>(improved cultivars) |
| <i>Aesculus hippocastanum</i>       | Common<br>Horsechestnut |                                   |
| <i>Crataegus mollis</i>             | Downy Hawthorn          |                                   |
| <i>Fagus grandifolia</i>            | American Beech          |                                   |
| <i>Ginkgo biloba</i>                | Ginkgo                  | (species)                         |
| <i>Gymnocladus dioicus</i>          | Kentucky Coffeetree     | (female)                          |
| <i>Juglans nigra</i>                | Black Walnut            |                                   |
| <i>Liquidambar styraciflua</i>      | Sweetgum                |                                   |
| <i>Liriodendron tulipifera</i>      | Tuliptree               |                                   |
| <i>Magnolia x soulangiana</i>       | Saucer magnolia         |                                   |
| <i>Malus spp.</i>                   | Crabapple               | (inferior cultivars)              |
| <i>Metasequoia glyptostroboides</i> | Dawn Redwood            |                                   |
| <i>Pinus resinosa</i>               | Red Pine                |                                   |
| <i>Platanus x acerifolia</i>        | London Planetree        |                                   |
| <i>Platanus occidentalis</i>        | Sycamore                |                                   |
| <i>Populus deltoides</i>            | Cottonwood              | (male)                            |
| <i>Prunus maackii</i>               | Amur Choke Cherry       |                                   |
| <i>Prunus serotina</i>              | Black Cherry            |                                   |
| <i>Quercus robur</i>                | English Oak             |                                   |
| <i>Thuja occidentalis</i>           | White Cedar Arborviate  |                                   |
| <i>Ulmus parvifolia</i>             | Chinese Elm             |                                   |

## VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

### Species Group Guide (cont'd.)

#### Species Category C

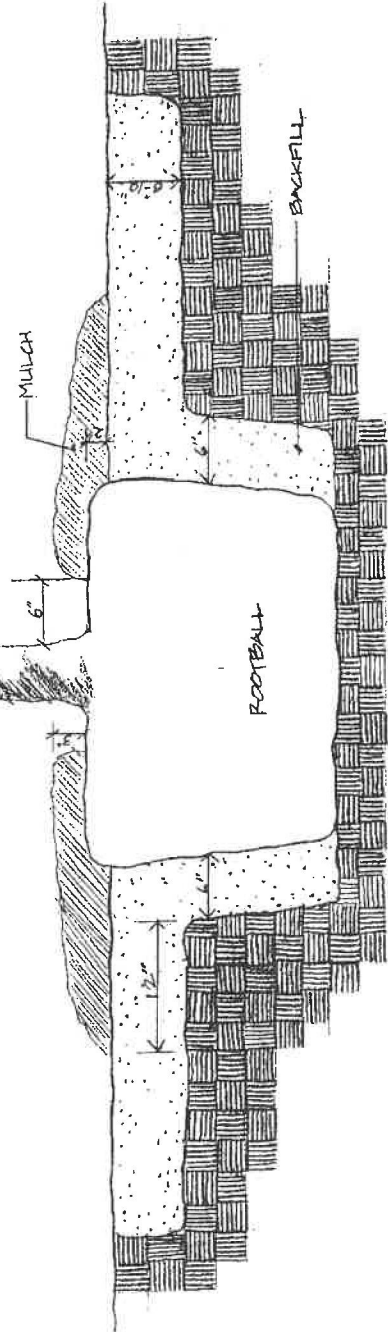
| Scientific Name                   | Common Name               |  |
|-----------------------------------|---------------------------|--|
| <i>Acer campestre</i>             | Hedge Maple               |  |
| <i>Acer ginnala</i>               | Amur Maple                |  |
| <i>Acer negundo</i>               | Boxelder Maple            | (male)<br>(female)                           |
| <i>Acer platanoides</i>           | Norway Maple              | (improved cultivars)<br>(species)            |
| <i>Ailanthus altissima</i>        | Tree of Heaven            | (male)<br>(female)                           |
| <i>Betula papyrifera</i>          | Paper Birch               |  |
| <i>Catalpa</i>                    | Catalpa speciosa          |  |
| <i>Crataegus laevigata</i>        | English Hawthorn          |  |
| <i>Elaeagnus angustifolia</i>     | Russian-olive             |  |
| <i>Fraxinus americana</i>         | White Ash                 | (species)<br>(improved cultivars)            |
| <i>Fraxinus pennsylvanica</i>     | Green Ash                 | (species)<br>(improved cultivars)            |
| <i>Fraxinus quadrangulata</i>     | Blue Ash                  |  |
| <i>Fraxinus excelsior</i>         | European Ash              |  |
| <i>Gleditsia triacanthos</i>      | Honeylocust               |  |
| <i>Morus alba</i>                 | White Mulberry            | (female)<br>(male)                           |
| <i>Morus rubra</i>                | Red Mulberry              | (female)<br>(male)                           |
| <i>Pinus sylvestris</i>           | Scotch Pine               |  |
| <i>Pinus nigra</i>                | Austrian Pine             |  |
| <i>Populus alba</i>               | White Poplar              |  |
| <i>Populus deltoids</i>           | Cottonwood                | (female)                                     |
| <i>Populus nigra 'Italica'</i>    | Lombardy Poplar           |  |
| <i>Prunus serrulata</i>           | Japanese Flowering Cherry |  |
| <i>Pyrus calleryana</i>           | Callery Pear              | (superior cultivars)<br>(inferior cultivars) |
| <i>Robinia pseudoacacia</i>       | Black Locust              |  |
| <i>Salix alba</i>                 | Weeping Willow            |  |
| <i>Salix matsudana 'Tortuosa'</i> | Corkscrew Willow          |  |
| <i>Sorbus americana</i>           | American Mountainash      |  |
| <i>Ulmus americana</i>            | American Elm              |  |
| <i>Ulmus pumila</i>               | Siberian Elm              |  |
| <i>Ulmus rubra</i>                | Silppery or Red Elm       |  |
| <i>Ulmus thomasii</i>             | Rock Elm                  |  |
| <i>Zelkova serrata</i>            | Zelkova                   |  |

**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

**Appendix F. Tree Planting Detail**

- ROOTBALL TO BE PLACED ON UNDISTURBED GROUND AND SET 2" ABOVE FINISHED GRADE.
- PLANTING HOLE TO BE 6" WIDER THAN ROOTBALL. BACKFILL WITH EXISTING SOIL IN 6" LIFTS, TAMP AND WATER.

- AFTER BACKFILLING, ROTOTILL EXISTING GROUND TO A DEPTH OF 8"-10" TO A DISTANCE OF 30" AROUND HOLE.
- MULCH ROOTBALL WITH WOOD CHIPS OR SHREPPED BARK, MULCH TO BE 3" IN DEPTH, AND PLACED 6" FROM TRUNK OF TREE, EXTEND 12" PAST THE EDGE OF THE HOLE.
- SEED OR SOO TO... LIMITS OF MULCH.



**TREE PLANTING DETAIL SECTION**

**VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL**

**Appendix G. Annual Fee Ordinance**

VILLAGE OF DEERFIELD ADMINISTRATIVE MANUAL

| <u>Description</u>                                   | <u>Amount</u>          | <u>Corresponding<br/>Section of the<br/>Municipal Code</u> |
|--|------------------------|--|
| Protected Tree cash<br>tree replacement fee          | \$125 per caliper inch | 21.34  |
| Heritage Tree cash<br>tree replacement fee           | \$175 per caliper inch | 21.34  |
| Tree Preservation Plan Review:                       |                        | 21.29 (c)  |
| i. Lot Redevelopment,<br>without demolition          | \$450                  |  |
| ii. Lot redevelopment,<br>with demolition            | \$525                  |  |
| iii. Demolition with no<br>building permit           | \$275                  |  |
| iv. Lot Improvement (no demolition)                  |                        |  |
| (a) Room additions                                   | \$275                  |  |
| (b) Driveways  | \$150                  |  |
| (c) Pools and tennis courts                          | \$195                  |  |
| (d) Fences, sheds and<br>accessory structures        | \$125                  |  |
| (e) Decks and patios                                 | \$140                  |  |
| (f) Irrigation systems                               | \$125                  |  |
| (g) Drainage & Utility<br>Improvements               | \$150                  |  |
| Ad Hoc Tree Removal                                  |                        |  |
| v. Permit Application                                | \$200                  | 21.31 (c)  |
| vi. Permit for dead, hazardous<br>and nuisance trees | \$ 0                   |  |

THE GREEN LINE

As temperatures drop, a few simple habits can keep your home comfortable while trimming utility costs. Set your thermostat to 68 degrees when you're home, then lower it 7 to 10 degrees while you sleep or are away. A programmable or smart thermostat can handle the schedule automatically and may qualify for rebates through ComEd.

Keep your furnace running efficiently by replacing filters every one to three months and scheduling a yearly tuneup to check combustion, airflow and safety controls. Small fixes can make a big difference: Seal drafts around windows, doors and attic hatches with caulk or weatherstripping, and add door sweeps where needed.

Make the most of winter sun by opening south-facing curtains during the day and closing window coverings at night to reduce heat loss. Set water heaters to 120 degrees for comfort and savings. If you use a space heater, operate it sparingly, keep a 3-foot clearance and plug it directly into a wall outlet. Test smoke and carbon monoxide alarms monthly. Income-qualified residents may find help through LIHEAP or the Illinois Home Weatherization Assistance Program.



**District 109 Referendum**

At the December 18 meeting, the District 109 Board of Education voted to place an \$87,782,857 referendum on the March 17, 2026, ballot. The revised proposal increases the District's financial contribution and reduces the project scope, resulting in a 33% reduction in the estimated tax impact (from \$536 per \$10,000 tax bill to \$359 per \$10,000 tax bill annually over the life of the 25-year bonds). More than 60% of project costs would be funded by District resources. The updated plan continues to address critical infrastructure, accessibility,

safety and security needs, as well as improvements to learning environments in every school. The referendum details and answers to frequently asked questions are available at [dps109.org/redefine](https://dps109.org/redefine).

**DBR Chamber announces annual business awards**

The DBR Chamber of Commerce honored standout members for leadership and community impact.

**Connector Extraordinaire:** John Gottwald of Edward Jones. He advances inclusion through patient, relationship driven work and helped lead the Chamber's disability

education panel.

**Young Professional of the Year:**

Christian Broughton, event sales director at Ravinia Green Country Club. He turns ideas into action and champions shared wins that strengthen the business community.

**Nonprofit of the Year:** St. Gregory's Episcopal Church,

recognized for pairing bold participation with generous service that lifts partners across the community.

**Business of the Year:** The Subscription Attorney, led by Mathew Kerbis, honored for transparent, subscription based legal services and practical innovation that moves the Chamber forward.