



## VILLAGE OF RIVER FOREST SUSTAINABILITY COMMISSION

Tuesday, December 12, 2023 – 7:00 PM  
Village Hall – 400 Park Ave., River Forest, IL

You may submit your written public comments via email in advance of the meeting to: [sjansen@vrf.us](mailto:sjansen@vrf.us)  
You may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 816 4491 8569 or by clicking [here](#). If you would like to speak during public comment, please email [sjansen@vrf.us](mailto:sjansen@vrf.us) by 4:00 PM on Tuesday, December 12, 2023.

### AGENDA

1. Call to Order/Roll Call
2. Public Comment
3. Climate Action Planning Opportunity
  - a. Professor Kazuya Kawamura – UIC Department of Urban Planning and Policy
4. Adoption of Meeting Minutes for November 14, 2023
5. Commissioner Updates
6. Working Group Reports
7. Electric Vehicle Readiness Cohort Update
8. Communications
9. Other Business
  - a. LRS at January Commission Meeting
10. Schedule Next Meeting – January 9, 2024
11. Adjournment

**VILLAGE OF RIVER FOREST  
SUSTAINABILITY COMMISSION  
TUESDAY, NOVEMBER 14, 2023**

A regular meeting of the Village of River Forest Sustainability Commission was held on Tuesday, November 14, 2023 at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:00 PM. Upon roll call, the following persons were:

Present: Chairperson Simon, Commissioners Hayley, Lennon, Mezzatesta, Charrette (arriving at 7:03), Drury (arriving at 7:15) and Student Commissioner Stierwalt.

Absent: Commissioner Veazie

Also Present: Management Analyst Seth Jansen

**2. PUBLIC COMMENT**

None.

**3. ADOPTION OF MEETING MINUTES**

Commissioner Mezzatesta made a motion, seconded by Commissioner Lennon to approve the meeting minutes as amended from October 10, 2023.

Roll Call:

Ayes: Chairperson Simon, Commissioners Hayley, Lenon, Mezzatesta

Absent: Commissioner Veazie, Charrette, Drury

Nays: None

Motion Passes.

**4. COMMISSIONER UPDATES**

Chairperson Simon welcomed new Commissioners and provided an overview of how the meetings typically go. Commissioner Mezzatesta said she had looked into courses offered at Triton College for HVAC training. All 6 courses they offer are online, self-paced industry certification courses and noted that air source and geothermal heat pumps are included in the curriculum of two of the courses. Chairperson Simon and Commissioner Mezzatesta discussed the need for local contractors who are familiar with working with heat pumps. Commissioner Mezzatesta provided information to the Commission on the benefits of switching to induction stoves.

Chairperson Simon recognized former Commissioner Beth Cheng, who provided brief remarks thanking the Commissioners she had worked with over the years.

Commissioner Charrette provided an update from the most recent PlanIt Green Meeting: Trinity High School looking for bids for rooftop solar and noted that Oak Park is looking into whole community compost and potentially reviewing the cost of leaf pick up as a potential savings to adopt universal composting. Mr. Jansen provided a brief overview of the leaf collection and composting process for the Village. Commissioner Charrette stated that she attended the recent Park District meeting regarding potential construction of new pickleball courts and that it appears unlikely at this time; Mr. Jansen stated that any construction would need to go through the Village's plan development process.

## **5. WORKING GROUP REPORTS**

Commissioner Charrette provided an overview of the working group structure for Commissioner Hayley and how it allows the smaller groups to take deeper dives into their respective topics of electrification, renewable energy, and waste. Chairperson Simon described the history of the Commissions goals and mission. Commissioner Lennon indicated that the renewable energy working group does not have a lot to report but will be meeting with Mr. Jansen soon. The Commission discussed the Village's green energy contracts for the electricity for the pumping station and streetlights. Commissioner Charette discussed lower price point options for electrification for residents who aren't ready or can't afford an induction stove, including use of slower cookers and InstaPots. Commissioner Mezzatesta commented on the importance of providing residents with simple steps they can take when they feel overwhelmed with information and the need to make a full electric conversion. Commission Drury suggested incorporating sustainability tips from residents to be shared through the Village newsletters and social media. The Commission further discussed ways to share residents' sustainability tips and stories. The Commission inquired as to whether the heads of the various local taxing bodies every met, as that may be the best way to help coordinate and introduce the Commission's sustainability goals to different local stakeholders.

## **6. ELECTRIC VEHICLE READINESS COHORT UPDATE**

Mr. Jansen provided background on the EV Readiness Cohort that the Village a part of through the Metropolitan Mayors Caucus. Mr. Jansen discussed the memo he put together on the topic of zoning changes to encourage the installation of EV Charging Stations. Chairperson Simon discussed the process for the Commission reviewing potential zoning changes and what the next steps would be for the Village and the Commission. Mr. Jansen stated that next month's memo would cover the topics of permitting and new construction, which have been covered at more recent meetings. The Commission discussed the permitting process for EV Charging Stations for residential properties.

## **7. COMMUNICATIONS**

Mr. Jansen outlined the Village weekly and monthly newsletters and their dedicated sustainability sections for the new Commissioners. He noted the work the Commission had done to have posts that could be used and reused for annual events before highlighting

recent and upcoming newsletter topics and soliciting input for upcoming newsletters. Commissioner Charrette noted one change for a planned newsletter article. The Commission discussed the planned newsletter articles. Commissioner Mezzatesta discussed linking to outside resources in the newsletter articles and social media posts.

## **8. OTHER BUSINESS**

Commissioner Charrette inquired about the average stay at the Village's Charging Station exceeding the average charge time. Mr. Jansen stated that he had spoken with ChargePoint and it is very easy to establish an overstay fee for the charging station, but that he wants to see if an ordinance is needed to establish such a fee as a non-home rule community. The Commission discussed the fees that are charged by other communities for their EV Charging Stations.

Mr. Jansen indicated that a representative from LRS would be attending the Commission meeting in January, and Chairperson Simon discussed having preparation for that be pt of the December meeting in order to provide those topics and questions in advance. The Commission discussed the Village's option for unlimited garbage collection and inquired as to how many households subscribe to that plan.

Mr. Jansen presented information he received while attending a recent meeting on behalf of the Village, including the number of residents who have had energy assessments performed and a new Nicor program that includes methane capture.

Commissioner Mezzatesta inquired about the Village's authority to implement a plastic bag tax; Mr. Jansen explained the difference in taxing authority granted to home rule and non-home rule communities in Illinois.

## **9. SCHEDULE NEXT MEETING – DECEMBER 12, 2023**

The Commission reached a consensus to hold its next meeting Tuesday, December 12, 2023.

## **10. ADJOURNMENT**

Commissioner Lennon made a motion, seconded by Commissioner Mezzatesta to adjourn the meeting at 8:18 PM.

Roll Call:

Ayes: Chairperson Simon, Commissioners Charrette, Drury, Hayley, Lennon, and Mezzatesta

Absent: Commissioner Veazie

Nays: None

Motion Passes.

---

Seth Jansen, Secretary

**VILLAGE OF RIVER FOREST**  
**Monthly Reporting**



**SERVICES**

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	
# COMPOST SUBSCRIBERS	490	494	495	509	513	520	524	524	527	527			
# OF STICKERS SOLD	0	1,500	500	1,000	5,000	4,500	2000	3500	0	4000			

**COLLECTION STATS**

	Jan-23*	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD totals
Waste Tons	187.97	150.05	145.06	133.06	213.04	161.76	172.02	156.76	170.06	213.75			1703.53
Recycling Tons	102.1	71.95	73.35	68.45	87.11	65.37	79.19	91.95	88.42	39.77			767.66
YW and Compost Tons	12	12.54	8.25	29.64	46.7	29.18	36.57	53.82	27.02	29.67			285.39
E-waste Event Tons	NA	NA	2.19	NA	NA	NA	NA	NA	1.80	NA	NA	NA	
HHW Event Tons	NA	NA	NA	NA	NA	2.07	NA	NA	NA	0.31	NA	NA	
<b>Total Tons</b>	<b>302.07</b>	<b>234.54</b>	<b>226.66</b>	<b>231.15</b>	<b>346.85</b>	<b>256.31</b>	<b>287.78</b>	<b>302.53</b>	<b>285.5</b>	<b>283.19</b>	<b>0</b>	<b>0</b>	<b>2756.58</b>

Processing Facilities	Name & Location
Yard Waste Facility	LRS MAYWOOD TRANSFER STATION (1201 Greenwood Ave, Maywood, IL 60153)
Recycling Facility	LRS MAYWOOD TRANSFER STATION ( 1201 Greenwood Ave, Maywood, IL 60153), LRS
RECYCLING PURCHASED BY	RESOURCED TO VARIOUS DOMESTIC BUYERS
Trash Facility	LRS MAYWOOD TRANSFER STATION ( 1201 Greenwood Ave, Maywood, IL 60153)



# Assure Station Metrics Monthly Reporting

Village of River Forest IL - Monthly Report - October 2023

Company Id  
153681

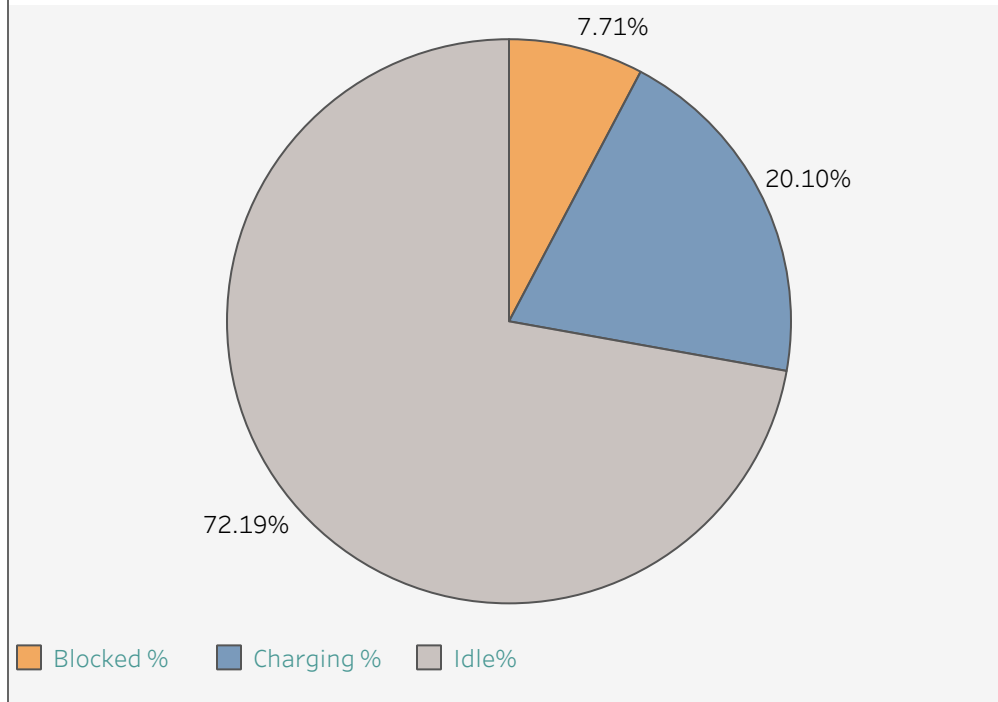
Port Level  
All

Organization Name  
All

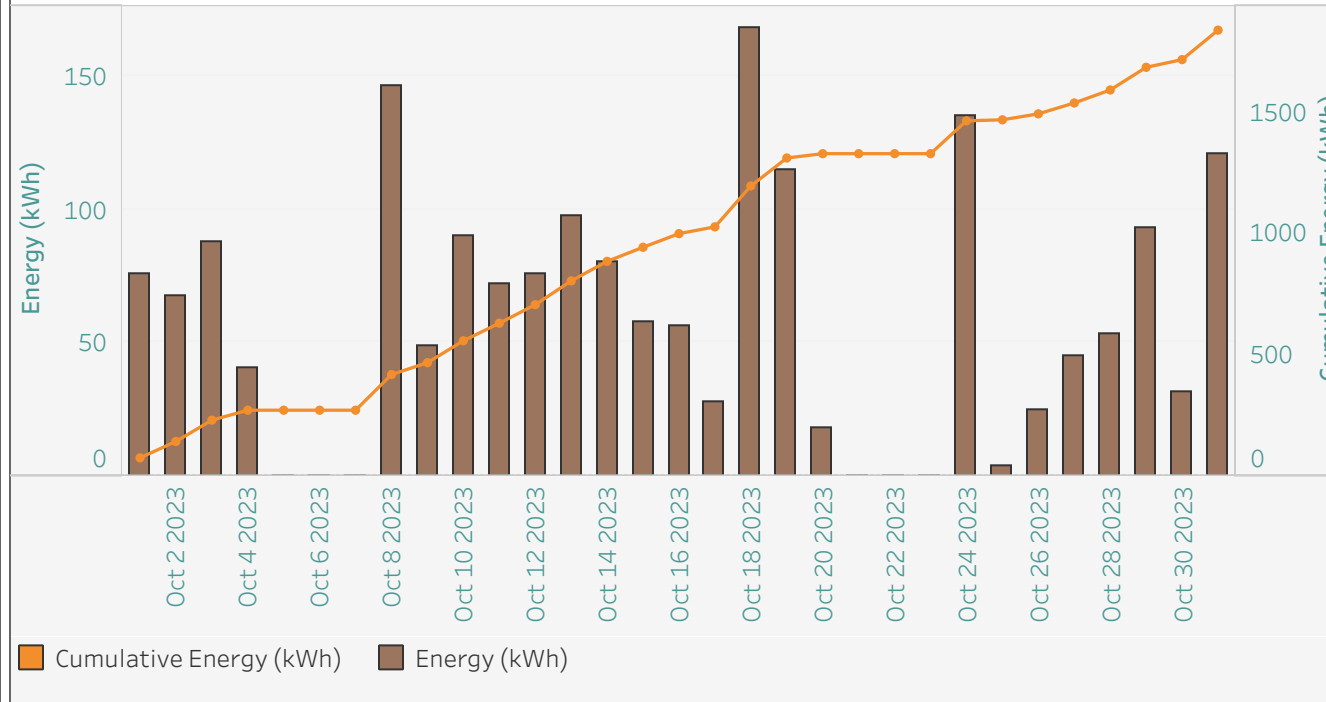
Month End Date  
10/31/2023

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Session Count
2	1	0	1,834	770	230	24	96

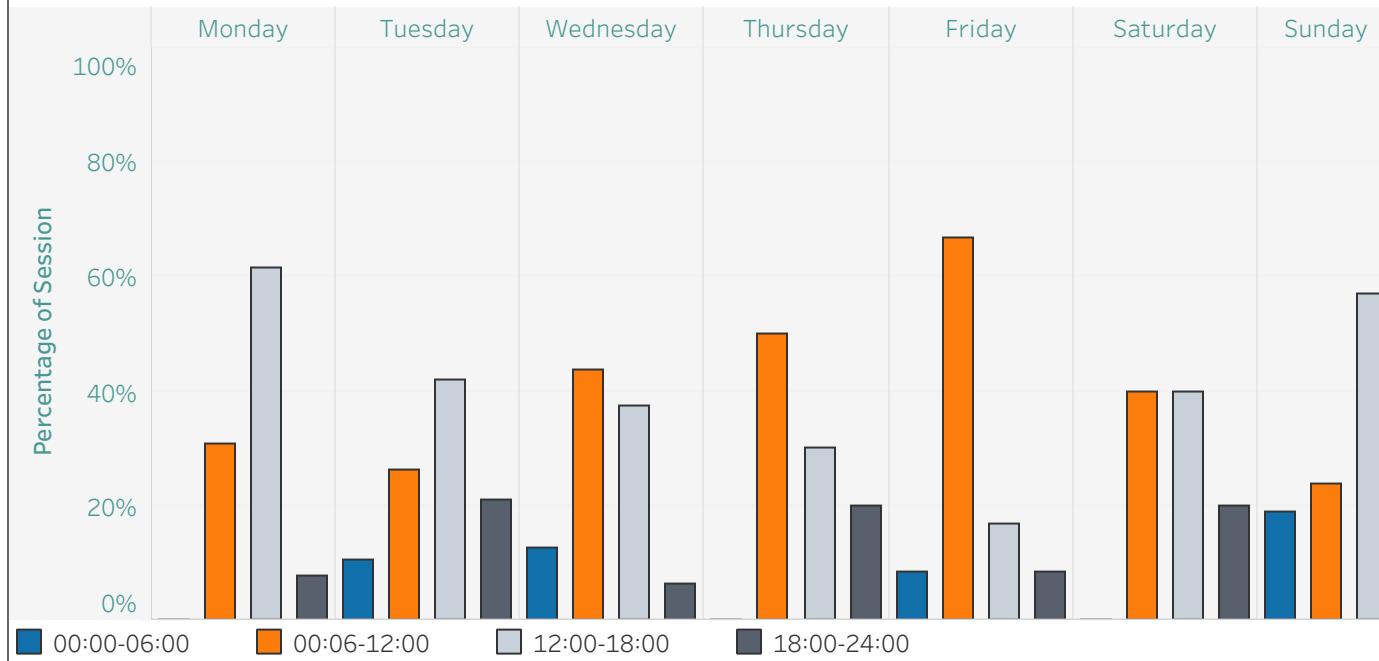
Port Utilization: 24 Hours



Energy Dispersed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	4.31
Average Session Charge Time (Hours)	3.12
Average Session Energy (kWh)	19.10
Average Session Revenue (\$)	0.00
Occupied Hours	413.9
Charging Hours	299.1



## Assure Station Metrics Reporting Appendix

**Port Utilization Chart:** This is a view of station utilization during common business hours.

You can use this information to determine if updates need to be made to pricing / access policies or if stations should be added.

**Session Start Distribution Chart:** This is a view (by day) of what times drivers start sessions.

You can use this information to fine tune time of day pricing policy rules.

**Station / Port Count:** In order to be counted, a station must have the "Assure" entitlement applied.

This is the number of stations / ports that currently have the "Assure" entitlement.

**Total Revenue:** This is the sum of session fees generated by your "Assure" stations minus the ChargePoint service fee (10%).

This is based on session dates (not transaction date which may differ). Your Flex Billing reports should be used for financial reporting.

**Energy (kWh):** All energy dispensed through your "Assure" stations.

This data point can be useful in reconciling station energy against energy bills.

**GHG Savings (kg):** All the green house gasses (95% CO2) that would have been released had the miles provided by your stations come from gasoline.

This data point can be useful in sustainability reporting.

**Unique Drivers:** The number of unique drivers that used your stations this month (a driver would be counted only once even if they used different RFID cards).

An understanding of the number of unique drivers visiting may be useful in creating station messaging / video ads.

**Gasoline (Gal) Saved:** All the gasoline that would have been burned had the miles provided by your stations come from gasoline.

This data point can be useful in sustainability reporting.

**Uptime:** Percentage of time that your ports were capable of dispensing power.

ChargePoint is committed to keeping your ports dispensing power 98% of the time or better.

**Sessions:** Total session count.

An understanding of the number of times your stations authorize a session can be useful creating station messaging / video ads.

**Average Session Duration:** Average amount of time drivers occupy your stations.

This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Charging Time:** Average amount of time per session energy is flowing.

This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Session Energy:** Average amount of energy dispensed.

This data point can be useful in fine tuning price per kW pricing policy rules.

**Average Session Revenue:** Average session fee - 10%.

This data point can be useful in fine tuning minimum & maximum values for pricing policy rules.

**Total Hours Occupied:** Sum of all session durations.

This is used in part to determine utilization.

**Total Hours Charging:** Sum of all session charging durations.

This is used in part to determine utilization.



**Village of River Forest**  
**Public Works and Development Services**

400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

**MEMORANDUM**

Date: December 12, 2023  
To: Sustainability Commission  
From: Seth Jansen, Management Analyst  
Subj: Electric Vehicle Readiness Cohort

In the summer of 2023, the Village of River Forest began participating in the Metropolitan Mayors Caucus' Electric Vehicle ("EV") Readiness Program to prepare to meet the growing demand for EVs and EV charging infrastructure. The EV Readiness cohort follows a pathway toward EV Ready Bronze, Silver or Gold by completing a number of actions presented in the EV Readiness Checklist. With guidance and resources assembled by the Caucus' EV Readiness Team, municipal leaders develop clear permitting for EV charging infrastructure, analyze zoning and parking codes to address barriers to EV infrastructure, engage the community, and participate in technical and safety training for staff. This memo provides updates of the most recent month's meeting topics and seeks the Sustainability Commissions feedback on the topics covered.

The Cohort held a meeting on the topic of permitting on October 25<sup>th</sup> and held a meeting on the topic of new construction on November 8<sup>th</sup>. Below outlines the actions needed in these categories to achieve the Bronze, Silver, and Gold designations and what is required of the Village to accomplish each action.

Five actions relating to permitting and inspections are required for the Village to receive Bronze designation. The Village must develop a clear and code-compliant standard permitting and inspection process for single family residential EV Charging Stations ("EVCSs") and for multiple family and commercial EVCSs. The Village must also post standard EVCS checklist, permitting forms, and approval requirements online, establish reasonable standard permitting and inspection fee structures, and advise constituents that EVCS installation contractors should be registered with the ICC. This final item has already been completed through the establishment of the EV Readiness landing page on the Village website. The process and fee actions can be achieved through a formal memo outlining the Village permitting process and incorporating sample checklist, application, and permit templates provided by the Metropolitan Mayor's Caucus (MMC). The posting of a checklist, forms, and requirements can be achieved by posting the final Village versions of the templates onto the EV Readiness landing page.



Six permitting and inspection actions are required to achieve Silver designation. The Village must provide list of applicable local, state, and federal codes, laws, regulations, and suggested best practices for EVCSs to assist developers and installers and provide online access to lists of Illinois Commerce Commission (ICC) certified EVCS installers and registered contractors. These items can be achieved through further building out a permitting section within the EV Readiness landing page. The Village must also train staff on municipal EVCS permitting and inspection procedures. The MMC is offering this training in January; the Village is identifying appropriate staff to complete the training. The Village must advise multi-family and commercial EVCS permit applicants that they may be required to submit a utility Modification & Relocation Service Application for substantial increase in new load; this can be achieved through the placement of this statement on the permit application and providing a link to the ComEd application. Lastly, the Village must process EVCS standard permit application approvals in no more than 10 business days and complete EVCS standard inspection in no more than 5 business days after installation completion/contractor request. These can be achieved through internal Village processes. Inspections are generally completed well within 5 days of contractor request, and permits, assuming all information is included and compliant, currently take up to 14 calendar days, roughly equivalent to the 10 business days required by the MMC.

In order to achieve Gold designation, 3 additional permitting actions are required. The Village must require EVCS installers applying for permits to be registered with the ICC as part of permitting process. The Commission has discussed this item previously and recommended outreach to Village-licensed electrical contractors performing EVCS installation work to encourage them to become registered with the ICC as to not artificially restrict the available amount of qualified contractors who can perform this work; it was also recommended this requirement be gradually phased in and not be implemented immediately. The Village must also establish rules, enforcement policies, and fees for non-permitted work or non-compliant EVCS installation and for non-compliant operation and maintenance. If such rules, policies, and fees require codification via ordinance, staff will bring this issue back to the Commission for more in depth review and discussion.

In order to achieve Silver and Gold designations, respectively, the Village would be required to take four actions concerning New Construction. To achieve Silver, the Village must establish targets and timelines for making all new construction EV Capable, EV Ready and/or EVSE Installed, as applicable, and tailor targets for single-family residential, multi-family residential and commercial construction. The MMC has provided examples of EV Readiness Matrices in order to assist communities in developing EVSE Installed, EV Ready, and EV Capable parking space percentages and implementation timeframes. Silver Designation also requires the Village to communicate/enforce provisions of the Illinois Electric Vehicle Charging Act (Public Act 103-0053), which requires new construction projects for single-family and multi-family dwellings to be EV Capable and provides a right to charge for residents. This can be achieved through providing this information on the EV Readiness landing page and establishing an internal process for Development Services staff to enforce this law. To receive Gold designation, the Village must codify a policy requiring a proportion of parking spaces for new commercial developments to be EV Capable, EV Ready and/or EVSE Installed. This would require the Village to adopt a new ordinance; the MMC has provided sample language adopted by other communities to serve as a template. Lastly, Gold designation also requires the Village to make public properties EV Capable or EV Ready during new construction and renovations. The Village has already installed one public use charging station and plans to further build out municipal EVCS infrastructure. If this requirement is specifically tied to

reconstruction, the next Village parking lot reconstruction is not scheduled until FY 2026, and staff will assess at that time.

Following last month's memo on zoning, a Cohort meeting is scheduled for December 13<sup>th</sup> covering zoning ordinance sample language. A further Cohort meeting was held on November 29<sup>th</sup> on the topics of Parking Access and Access to Charging. The Village has already completed and submitted the one required action item relating to Access to Charging and two of the three required items relating to Parking Access. Staff intends to address the final Parking Access issue with next months memo covering the zoning changes.