

# Village of Hawthorn Woods Staff Directory

**VILLAGE HALL**  
2 Lagoon Drive  
Open Monday – Friday, 8:00 a.m. to 4:30 p.m.  
Phone: (847) 438-5500  
Fax: (847) 438-1459  
[www.vhw.org](http://www.vhw.org)

## ADMINISTRATION

Name	Title	Phone #
Pamela O. Newton	Chief Operating Officer	(847) 847-3535
Donna Lobaito	Chief Administrative Officer/Village Clerk	(847) 540-5222
Ashley Eccles	Management Analyst	(847) 847-3594

## COMMUNITY DEVELOPMENT

Name	Title	Phone #
Michael Cassata	Director of Community Development	(847) 847-3592
Wayne Wehde	Building Inspector/Code Enforcement Officer	(847) 847-3588
Karen Baker	Building Department Specialist	(847) 847-3586
Amy Belmonte	Building Department Specialist	(847) 847-3537

## FINANCE AND HUMAN RESOURCES

Name	Title	Phone #
Kristin Kazenas	Chief Financial Officer/Human Resource Director	(847) 847-3590
Danette Russell	Administrative Assistant of Finance	(847) 847-3529

## PARKS AND RECREATION

Name	Title	Phone #
Brian Sullivan	Director of Parks & Recreation	(847) 847-3531
Amy Scholz*	Assistant Director of Parks & Recreation	(847) 847-3533

\* Contact for Room Rentals

## PUBLIC WORKS

35 Old McHenry Road  
Monday – Friday, 7:00 a.m. to 3:30 p.m.  
(847) 540-5227; FAX 847-540-5237

Name	Title	Phone #
Erika Frable	Director of Public Works	(847) 540-5223
Matt Bartlett	Assistant Director of Public Works	(847) 540-5228
Kelley Foster	Administrative Assistant	(847) 540-5227

## AQUATIC CENTER

94 Midlothian Drive  
Open Memorial Day thru Labor Day

Name	Title	Desk Ext.
Dawn Johnson	Aquatic Center Manager	(847) 847-3539
Front Desk		(847) 847-3504

# Local Ordinances You Should Know

## Business Registration

All businesses in the Village of Hawthorn Woods are required to be registered. A home-based or commercial business license should be purchased every January of the calendar year. Please contact the Village Clerk for more information at (847) 540-5222.

## Contractor Registration

All contractors and subcontractors doing business in the Village of Hawthorn Woods are required to be registered by the Village. Registration forms can be obtained by contacting the Building Department at (847) 847-3586 or online at [www.vhw.org](http://www.vhw.org). A \$150.00 fee is assessed.

## Curfew

For residents under 18, the Child Curfew Act states children cannot be out from Saturday and Sunday 12:01 a.m. - 6:00 a.m. and Monday-Friday 11:00 p.m. - 6:00 a.m. The driver's license regulation states minors cannot be driving:  
From Friday and Saturday 11:00 p.m. - 6:00 a.m.  
From Sunday-Thursday 10:00 p.m. - 6:00 a.m.

## Home Improvement

Building permits are required for most remodeling projects. Please check with the Building Department prior to beginning your project in order to determine whether a permit is required.

## House Numbering

House Numbers in Arabic numerals at least four inches (4") high must be placed on each residence in a location and manner so as to be visible from the street to persons approaching from either direction.

## House Watch

If you are leaving for an extended trip or vacation, the police can periodically check your home. You may call the Police Department at (847) 438-9050 during regular business hours, or request a form in the lobby of the Police Department. The form may also be downloaded from the Village's website.

## Leaf Burning

Open burning of landscape materials is prohibited in the Village. Outdoor fireplaces, open flame cooking devices, and gas or wood fire pits are allowed. Please see Title 4, Chapter 7 of the Village Code for further regulations.

## Noise

Exterior construction activity noise is permitted during the following hours:

(1) 7:00 a.m. - 6:00 p.m., on any Monday through Friday which is not a national holiday; or

(2) 7:00 a.m. - 4:30 p.m. on any Saturday which is not a national holiday. The use of a stationary or portable electronic sound reinforcement and/or sound reproduction system utilizing loudspeakers that is audible from a distance of fifty feet (50'), or, if said dwelling unit is part of a multi-family building shall be prohibited during the following hours:

Sunday	10:00 p.m. -	Monday	7:00 a.m.
Monday	10:00 p.m. -	Tuesday	7:00 a.m.
Tuesday	10:00 p.m. -	Wednesday	7:00 a.m.
Wednesday	10:00 p.m. -	Thursday	7:00 a.m.
Thursday	10:00 p.m. -	Friday	7:00 a.m.
Friday	11:00 p.m. -	Saturday	7:00 a.m.
Saturday	11:00 p.m. -	Sunday	7:00 a.m.

## Parking Regulations

No parking overnight is allowed on the street from 2:00 a.m. - 5:00 a.m. unless otherwise posted. Please contact the police department for special situations. Parking on the street is permitted only on the odd side with all four wheels on the paved portion of the roadway. Camping trailers, motor homes, boats, boat trailers, snowmobiles, snowmobile trailers, personal watercraft trailers and motorcycle trailers may be parked in driveways until 12:01 a.m. each Friday through 11:59 p.m. each Monday. Permits can be obtained for parking outside for a 3-day period for maintenance or loading/unloading. Two permits are allowed per lot each year.

## Right-of-Way

Individual property lines do not extend to the road's edge, although property owners normally maintain this area to enhance the appearance of their homes. Only mailboxes are permitted in the right-of-way.

## Tree Ordinance

Before any tree may be removed, for any reason, the Village must be notified and a permit is required.

## Vehicle Stickers/Dog Tags

All motor vehicles registered to a Village of Hawthorn Woods address must have a current Village vehicle sticker displayed on the vehicle. College students with vehicles registered in Hawthorn Woods must still purchase a vehicle sticker. Vehicle stickers and dog tags should be purchased during the month of January every year at the Village Hall. New residents have 30 days from the date of move-in to obtain a vehicle sticker and dog tag (if needed). Senior citizens age 65 and over are eligible for a discount of one sticker per senior in the household.

# Community Profile

*Nestled among trees, lakes, and open spaces, Hawthorn Woods is a family-friendly community which offers beautiful, large-lot neighborhoods, a planned walkable downtown with diverse housing styles, award-winning schools, and various recreation amenities for residents and visitors of every age.*

## LIFESTYLE

The data utilized in this section was obtained from a variety of sources including the U.S. Census, the 2008-2012 American Community Survey, the Illinois Department of Employment Security, local stakeholders, and ESRI Business Analyst.

### Population

The current population is 7,663 and total number of households is approximately 2,500. The Village's population is projected to increase significantly, as proposed developments build out.

### Race/Ethnicity

According to data, the Village of Hawthorn Woods is predominately white but the community is becoming more diverse. In 2013, 88.1% of residents identified as White, with 7.2% identifying as Asian, 2.1% as two or more races, 1.6% as Black, 0.8% as some other race, and 0.2% as American Indian or Alaskan Native.

## LOCATION

The Village of Hawthorn Woods is strategically located 40 miles northwest of downtown Chicago and 20 miles northwest of O'Hare International Airport. I-94 is located approximately 10 miles east of the Village and I-90 is located approximately 15 miles south of the Village. Other principal highways include State Highway 22 and Federal Route 12 (Rand Road). RTA, Pace and Metra transportation services are also available. Neighboring communities include unincorporated Lake County and Mundelein to the north; Long Grove to the east and southeast; Kildeer and Lake Zurich to the south; and North Barrington to the west.

## RENTALS

The Village of Hawthorn Woods has park areas and rental facilities that are perfect for any occasion. Keep us in mind when planning your next event! Our beautiful parks are equipped with pavilions and gazebos which are available for rental. If you are looking for indoor space, try the Community Room at the Aquatic Center or the Village Barn. You can also reserve the pools at the Aquatic Center or any of our sports fields.

## EDUCATION

Hawthorn Woods is a small, exclusive community that borders multiple larger communities. Therefore, the Village doesn't belong to one singular school district. Hawthorn Woods residents attend a combination of highly recognized school districts. High School Districts 120 (Mundelein), 95 (Lake Zurich), and 125 (Stevenson) serve Village residents. Unit Community School Districts 79 (Fremont Elementary/Intermediate), 95 (various in Lake Zurich), and 96 (Long Grove) also serve Village residents.

### ELEMENTARY AND HIGH SCHOOL DISTRICTS:

#### DISTRICT 79 - MUNDELEIN

Fremont Middle School	(847) 566-9384
Fremont Elementary School	(847) 837-0437
Fremont Intermediate School	(847) 388-3700

#### DISTRICT 120 - MUNDELEIN

Mundelein High School	(847) 949-2200
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#### DISTRICT 95 – LAKE ZURICH

Isaac Fox School	(847) 540-7020
May Whitney Elementary	(847) 438-2351
Middle School North	(847) 719-3600
Sarah Adams Elementary	(847) 438-5986
Seth Paine Elementary	(847) 438-2163
Spencer Loomis	(847) 719-3300
Administrative Office	(847) 438-2831
Lake Zurich High School	(847) 438-5155

#### DISTRICT 96 – LONG GROVE

Kildeer Countryside Elementary	(847) 634-3243
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#### DISTRICT 125 – LINCOLNSHIRE

Adlai E. Stevenson High School	(847) 415-4000
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#### PRE-SCHOOL AND DAY CARE:

Goddard School	(847) 438-8866
Kiddy Garden	(847) 469-6988
St. Matthew Lutheran School	(847) 438-6103
Foglia YMCA	(847) 438-5300

#### PRIVATE SCHOOLS:

Carmel Catholic High School	(847) 566-3000
Quentin Road Bible School	(847) 438-4494
St. Matthew Lutheran (Grade)	(847) 438-6103
St. Francis de Sales (Grade)	(847) 438-7921
St. Mary of the Annunciation (Grade)	(847) 223-4021
Frassati Catholic Academy	(847) 487-5600



# Public Safety Services

**Do NOT call 911 unless you have an emergency**  
**Emergency Dial 911**  
**Non-Emergency Number (847) 438-2349**

**Village of Hawthorn Woods Police Department**  
2 Lagoon Drive  
Hawthorn Woods, IL 60047  
Office services available Monday thru Friday 8:00 a.m. - 4:30 p.m.

## MISSION STATEMENT

The officers of the Hawthorn Woods Police Department are committed to excellence in providing effective, high-quality service to the community in a professional and courteous manner. They work in partnership with the community to improve the quality of life for everyone. The officers protect everyone's rights and property and treat each person encountered with the respect and dignity they deserve.

## DEPARTMENT OVERVIEW

The staff of the Police Department consists of one Commander, two Sergeants, eight Patrol Officers, and one Police Records & Office Manager led by the Chief of Police.

## CORE VALUES

The Hawthorn Woods Police Department stands for:

**H**onesty is being truthful in character and behavior.

**W**illingness is readiness of mind and heart.

**P**rofessionalism is having a conscientious awareness of our role, image, skills, and knowledge.

**D**edication is demonstrating fortitude and commitment to complete our duties.

## Fire Protection

The Lake Zurich Fire Department, the Long Grove Fire Protection District, the Countryside Fire Protection District, and the Wauconda Fire Protection District provide fire protection to Village residents.

Lake Zurich Fire Department  
321 S. Buesching Rd, Lake Zurich, IL 60047  
(847) 540-5070

Countryside Fire Protection District  
600 N. Deerpath Drive, Vernon Hills, IL 60061  
(847) 367-5511

Long Grove Fire Protection District  
1165 Old McHenry Road, Long Grove, IL 60047  
(847) 634-3143

Wauconda Fire District  
109 W. Liberty St, Wauconda, IL 60084  
(847) 526-2821

## Emergency Notification System

Hawthorn Woods utilizes a rapid emergency notification service called CodeRED®. The system has the ability to distribute emergency messages via telephone to targeted areas or the entire village at a rate of 1,000 calls per minute. This service can be used in case of fires, chemical spills, evacuations, lock downs, downed power lines, lost individuals, natural disasters, abductions, water system problems, bomb threats, or other emergencies. Calls can be geographically targeted for localized messaging. Hawthorn Woods residents are welcome and encouraged to enter their contact information for home, business, and mobile phones so that they may be contacted by the system in the event of an emergency. Please visit [www.vhw.org](http://www.vhw.org) to register your phone number and email address.

# Move-In Checklist

## Cable Service

AT&T (800) 331-0500  
Comcast (866) 594-1234

## Chamber of Commerce

Lake Zurich Area (847) 438-5572

## Driver's License and Plates

Secretary of State (800) 252-8980  
[www.sos.state.il.us](http://www.sos.state.il.us)  
Driver's License Bureau (847) 362-7171  
Libertyville DMV (312) 793-1010  
342 Peterson Road  
Libertyville, IL 60048

## Electricity Service

Commonwealth Edison (800) 334-7661  
[www.comed.com](http://www.comed.com)

## Garbage Disposal

Waste Management (800) 796-9696

## Lake County Complex (847) 377-2000

18 N. County Street, Waukegan IL

## Natural Gas

Nicor (888) 642-6748  
NorthShore (866) 556-6004

## Newspapers

Daily Herald (847) 608-2700  
Chicago Tribune (312) 222-3232

## Pet Registration

Dogs must have a valid Village dog tag.  
The Village licensing year is from January 1st to December 31st.

## Post Office

Lake Zurich Post Office (847) 438-1411  
Mundelein Post Office (847) 566-3905

## Sewer Service

The Village has a sewer service provision with Lake County Department of Public Works.

## Contact information:

Business hours (847) 377-7500  
After-hours (847) 336-1611

## Vehicle Registration

New residents have 30 days from the date of move-in to obtain a vehicle sticker. Please contact the Village Hall to obtain your vehicle stickers.

## Village Hall

(847) 438-5500  
2 Lagoon Drive  
Hawthorn Woods, IL 60047

## Voter Registration

\*No fee  
(847) 847-3537 or (847) 847-3594  
2 Lagoon Drive  
Hawthorn Woods, IL 60047

## Water Service

Aqua Illinois (877) 987-2782  
[www.aquaamerica.com](http://www.aquaamerica.com)  
Lake County (847) 377-7500  
[www.lakecountyil.gov](http://www.lakecountyil.gov)

## ADDITIONAL TELEPHONE NUMBERS TO KEEP HANDY

### Animal Control and Rescue Services

A-B-C Humane Wildlife Animal Control & Removal Services (847) 220-6003  
Barnswallow, A Wild Bird Concern (rehabilitation center for injured and orphaned owls, hawks, & falcons) (847) 487-3606  
Illinois Wildlife Control (815) 337-2719  
Lake County Health Department and Community Health Center (847) 377-4700

### Government Services

Ela Township Tax Assessor (847) 438-8370  
Fremont Township Tax Assessor (847) 223-2846

### Library Services

Ela Area Public Library (847) 438-3433  
Fremont Public Library (847) 566-8702

# About Hawthorn Woods Village Government

## ELECTED OFFICIALS

Hawthorn Woods is a non-home rule municipality governed by a Mayor and a six-member Board of Trustees elected at large for four-year terms. The Board of Trustees functions as the legislative branch of the Village Government and is the elected representation of the citizens of Hawthorn Woods. In accordance with state law, the Board of Trustees establishes the policy and legislative direction, adopts all ordinances and resolutions, and maintains the authority of final determination on land use matters.

The Village Board of Trustees meets the third Monday of every month at 7:00 p.m. in the Village Barn. The public is encouraged to attend.

The mailing address for the Mayor and Board of Trustees is:

2 Lagoon Drive  
Hawthorn Woods IL 60047

## APPOINTED OFFICIALS

In 2009, the Village of Hawthorn Woods implemented a cost savings administrative change and became entrepreneurially managed, like a small business. Hawthorn Woods became the first municipality in Lake County to use private sector professional titles.

A full-time Chief Operating Officer handles day-to-day operations and is appointed by the Mayor and the Board of Trustees. All department heads and employees are accountable to the COO, who serves as Chief of Staff. The Village provides public safety, streets and bridges, parks and recreation, public improvement, planning and zoning, building review, and general administrative services that are managed by appointed department heads.

### **Mayor Joseph Mancino**

[jmancino@vhw.org](mailto:jmancino@vhw.org)  
(847) 438-1887

### **Trustee Michael David**

Special Census Liasion  
[mdavid@vhw.org](mailto:mdavid@vhw.org)  
(847) 847-3549

### **Trustee Dominick DiMaggio**

Planning, Building, and Zoning Commission Liaison  
Zoning Board of Appeals Liaison  
[ddimaggio@vhw.org](mailto:ddimaggio@vhw.org)  
(847) 847-3550

### **Trustee Peter Ponzio**

Finance Committee Chair  
[pponzio@vhw.org](mailto:pponzio@vhw.org)  
(847) 847-3553

### **Trustee Neil Morgan**

Public Safety Liaison  
[nmorgan@vhw.org](mailto:nmorgan@vhw.org)  
(847) 847-3552

### **Trustee Kelly Corrigan**

Finance Committee Liaison  
[kcorrigan@vhw.org](mailto:kcorrigan@vhw.org)  
(847) 847-3551

### **Trustee Steve Riess**

Environmental Committee Liaison/  
Finance Committee  
[sriess@vhw.org](mailto:sriess@vhw.org)  
(847) 847-3554