

Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
Tuesday, July 1, 2014
7:00 p.m.

Emails regarding any agenda item are welcomed. Please email contactcouncil@winnetka.org, and your email will be relayed to the Council members. Emails for the Tuesday Council meeting must be received by Monday at 4 p.m. Any email may be subject to disclosure under the Freedom of Information Act.

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Quorum
 - a) July 8, 2014 Study Session
 - b) July 15, 2014 Regular Meeting
 - c) August 5, 2015 Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
 - a) Approval of Village Council Minutes
 - i) June 10, 2014 Study Session..... 3
 - b) Approval of Warrant List Dated 6/13/14 – 6/26/14.....7
 - c) Ordinance M-5-2014: Annual Equipment Disposal – Adoption8
- 6) Stormwater Report
 - a) Northwest Winnetka Stormwater Improvements – Authorization to Solicit Bids13
- 7) Ordinances and Resolutions: None.
- 8) Public Comment
- 9) Old Business
 - a) Fire Sprinkler Requirements for Commercial Properties41
- 10) New Business
 - a) Chicago’s North Shore Convention & Visitors’ Bureau Membership Renewal77

- 11) Appointments
- 12) Reports
- 13) Executive Session
- 14) Adjournment

NOTICE

All agenda materials are available at villageofwinnetka.org (Government > Council Information > Agenda Packets & Minutes); the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2nd floor).

Broadcasts of the Village Council meetings are televised on Channel 10 and AT&T Uverse Channel 99 every night at 7 PM. Webcasts of the meeting may also be viewed on the Internet via a link on the Village's web site: <http://winn-media.com/videos/>

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MINUTES
WINNETKA VILLAGE COUNCIL STUDY SESSION

June 10, 2014

(Approved: xx)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, June 10, 2014 at 7:00 p.m.

- 1) Call to Order. President Greable called the meeting to order at 7:01 p.m. Present: Trustees Arthur Braun, Carol Fessler, Richard Kates, William Krucks, Stuart McCrary and Marilyn Prodromos. Absent: None. Also in attendance: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Katherine Janega, Finance Director Ed McKee and approximately 8 persons in the audience.
- 2) Investment Manager. Finance Director Ed McKee explained that the Village's current investment practices are providing a market rate of return in the current low interest rate environment. In February, after studying options which included joining the Illinois Metropolitan Investment Fund (IMET), the Council directed Staff to pursue hiring a money manager known to the Village. The manager option should produce investment returns that exceed that of the IMET investment pool. He noted that the Village's investments and bank balances are currently collateralized at 110%, which is very secure.

Mr. McKee said Staff worked with President Greable and the Village's investment consultant from the Bogdahn Group, Howard Pohl, to form an evaluation team consisting of Trustees Fessler and McCrary, Manager Bahan, Finance Director McKee and two members of the Bogdahn Group. The team vetted two firms: BMO Global Asset Management (BMO), and Great Lakes Advisors. While both candidates were qualified, the team felt that BMO was a slightly stronger candidate, and recommends retaining the firm.

Mr. McKee recommended investing approximately \$40 million of the \$53 million the Village has on balance, and he reviewed sample portfolios. The Village could expect to earn about 0.75% net of fees using the recommended BMO strategy.

Trustee Kates objected to the process of only interviewing two firms, instead of sending out a Request for Qualifications to a wider pool of candidates, and Trustee Braun agreed. Trustee Kates asked how many other towns use investment advisors.

Mr. McKee indicated that municipalities in the area utilize the IMET investment pool. Mr. McKee said although it would be easy to join the pool, the investment returns as high of the IMET pool would likely be less than the BMO option.

Trustee McCrary said he was impressed the BMO, as they have a wealth of experience and are only charging 10 basis points, which is a bargain.

Trustee Fessler commented that she was grateful for the efforts of the Bogdahn Group and Village staff to narrow the options, as this is an appropriate use of staff prior to Council review of the recommendations.

Mr. McKee introduced BMO's Peter Arts, Head of Fixed Income, and Bill McKinley, Relationship Manager.

Mr. Arts explained the specialization of his team in short-duration investments. He noted that a short portfolio like the one recommended by BMO gives the Village a lot of options if it wants to change strategies, and is unlikely to suffer market losses. He added that Winnetka's smaller type of account will get the benefit of BMO's \$5 billion fund. He also suggested that the average maturity be around a two year duration, which will pay more than the IMET fund, which is run more like a money market fund.

Trustee Fessler said she was impressed with the financial benefit to Winnetka in all areas, including the substantial fees that are currently waived by BMO. She noted that their product is high quality, the fee structure is not high, their qualifications are solid and the team is readily available.

Trustee McCrary noted that BMO does not take outsized risks, and will find assets that are appropriate for the Village and fit Winnetka's needs for cash when construction on large stormwater projects is set to begin.

Mr. McKinley pointed out that Winnetka has numerous accounts with BMO and these accounts have substantial daily activity. Last year all of the activity fees on these accounts were waived, saving the Village approximately \$53,000. In addition, BMO made a low bid on the Series 2013 Stormwater Bonds, saving the Village approximately 5 basis points over the life of those bonds, which amounts to over \$190,000 in savings.

The Trustees asked questions of Messrs. Arts and McKinley, after which President Greable called for public comment.

Glenn Weaver, 574 Lincoln Avenue. Mr. Weaver asked if the Village has a document signed by BMO that it is a fiduciary of Winnetka. Mr. McKee said he would need to review the agreements to see if that is in writing.

Marc Hecht, 1096 Spruce. Mr. Hecht asked: (i) why the investment policy is not written yet; (ii) why Village staff can't manage the funds, given the limits of the Public Fund Investment Act; (iii) would there be a reduction in staff to offset the fees for hiring an investment manager; (iv) will BMO be allowed to sell bonds at a loss when that's advisable, or will they be required to hold everything until maturity; and (v) how is money going to be made with the recommended portfolio?

Mr. McKee responded that: (i) the investment policy isn't written yet because Council is evaluating the topic; (ii) BMO Global Asset Management has more expertise and tools available to manage the investments; (iii) there would be no decrease in staff, because the current investment process is very efficient and consumes very little staff time; (iv) the bond manager would be authorized to sell at a loss; and (v) money would be made by moving out the yield curve slightly.

Responding to a complaint that Staff is recommending BMO because it is convenient and the path of least resistance, Mr. McKee explained that is not factually correct. The Village has bought certificates of deposit from other banks when the returns are better, and Staff also tests the market to make sure the Village is earning competitive rates. He added that the short-term liquid investments the Village currently has at BMO are marked at a premium return to the Statewide Illinois Funds Money Market, which has a competitive investment return. Mr. McKee said it is his opinion that BMO works to earn the Village's business by being competitive in terms of collateralization and fee waivers. He pointed out that even

with an RFP process, because of statutory restrictions on investment for municipalities, data from responding banks would be difficult to analyze.

Trustee Fessler said there is a degree of comfort and trust working with BMO because of the Village's longstanding relationship.

Trustee Kates said he wants to look at a bigger selection of banks. Trustee Braun said he was not ready to commit. Trustee Krucks said he could not approve until he met with Mr. McKee to hear an in-depth explanation of why BMO was chosen over Great Lakes Advisors.

Trustee McCrary said he was comfortable moving forward with BMO, as the Village will be hard pressed to find more favorable conditions elsewhere, given the good rate and discounts from BMO.

Trustee Prodromos said she was comfortable moving forward with BMO, as it seems the investment risks are manageable.

President Greable suggested that any Trustee who has questions and wants more information should meet with Mr. McKee prior to the meeting on June 24, 2014.

The Council took a short recess at 8:50 p.m.

3) Strategic Planning, Next Steps. President Greable reconvened the meeting at 8:53 p.m.

Manager Bahan confirmed with the Council that Attachment 1 in the Agenda Report captured the critical issues the Council discussed at the last strategic planning session in May. He explained that Attachment 2 is a comprehensive planning tool that came out of the goals captured in Attachment 1. The format includes columns for status, timeframe, and action steps. The goal is to set timeframes to accomplish goals in three categories: immediate, short-term, or long term.

The Council discussed and prioritized the goals, noting that allocating some issues to the lower boards would help to speed progress. Other items that came out of the discussion: explore uses for the landfill site; ask Community Development for suggestions about the Post Office Site; engage the community; continue to evaluate economic development staffing; leverage the creativity of the community as much as possible; survey the community to get feedback on priorities.

Trustee Fessler distributed a handout she developed for outreach and community engagement. Ms. Pierce noted that the survey is a reasonable short-term goal, and outside assistance would help to expedite the process, as it is a large undertaking.

The Council was generally in agreement that the commercial districts are in need of revitalization, with several Trustees in favor of a master planning process. There was a lengthy discussion about how to position the Village's regulations in a truthful and good light. There was consensus that a master planning process would take nearly two years to complete, and that outside assistance is necessary.

The main goals that surfaced for immediate action were: stormwater management, economic development, and community engagement (survey).

Manager Bahan said there could be more discussion on the issue of a downtown master plan process at the next Study Session.

- 4) Public Comment. None.
- 5) Executive Session. None.
- 6) Adjournment. Trustee Braun, seconded by Trustee Kates, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 10:05 p.m.

Deputy Clerk



Agenda Item Executive Summary

Title: Warrant List

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 07/01/2014

Consent: YES NO

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| <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | Bid Authorization/Award |
| <input type="checkbox"/> | Policy Direction |
| <input checked="" type="checkbox"/> | Informational Only |

Item History:

None.

Executive Summary:

The Warrant List for the July 1, 2014 Regular Council Meeting was emailed to each Village Council member.

Recommendation / Suggested Action:

Consider approving the Warrant List for the July 1, 2014 Regular Council Meeting.

Attachments:

None.



Agenda Item Executive Summary

Title: M-5-2014 - Annual Equipment Disposal - Adoption

Presenter: Katherine S. Janega, Village Attorney

Agenda Date: 06/24/2014

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| <input checked="" type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | Bid Authorization/Award |
| <input type="checkbox"/> | Policy Direction |
| <input type="checkbox"/> | Informational Only |

Consent: YES NO

Item History:

June 24, 2014 Council Meeting - Agenda pages 60 - 66

Executive Summary:

Ordinance M-5-2014 authorizes the disposition of specialty firearms that fire rubber bullets, and a Water & Electric line truck that will be retired from the fleet when its replacement is delivered in the fall. The ordinance also contains the annual authorization for the Manager to dispose of other Water & Electric Department equipment as necessary in the course of the current fiscal year.

Because some Water & Electric equipment contains PCBs, the ordinance also requires that the disposal of any such surplus property be in compliance with applicable environmental regulations, and that compliance be certified in a sworn statement.

Ordinance M-5-2014 was introduced at the June 24, 2014, Council meeting.

Recommendation:

Consider adoption of Ordinance M-5-2014, titled "An Ordinance Authorizing the Sale or Other Disposition of Surplus Equipment, Machinery and Property."

Attachments:

Ordinance M-5-2014 - "An Ordinance Authorizing the Sale or Other Disposition of Surplus Equipment, Machinery and Property."

**AN ORDINANCE
AUTHORIZING THE SALE OR OTHER DISPOSITION
OF SURPLUS EQUIPMENT, MACHINERY AND PROPERTY**

WHEREAS, from time to time, the operating departments of the Village of Winnetka (“Village”) request authorization to dispose of equipment, machinery and other property that is no longer used or useful to the Village because it has been retired from service, been replaced or become obsolete; and

WHEREAS, the Village of Winnetka Police Department has requested authorization to dispose of the following specialty firearms that were purchased, maintained, used in training and deployed by the Police Department from 1999 to 2013 (“Retired Equipment”),

Serial Number	Year	Make / Model	Comments	Minimum Price
M0722	N/A	Sage Model SL6	37mm; specialty firearm (fires rubber projectile)	Salvage
M650329	N/A	Sage Model SL6	37mm; specialty firearm (fires rubber projectile)	Salvage
91025	N/A	Sage Model Deuce	37mm; specialty firearm (fires rubber projectile)	Salvage
N/A	N/A	N/A	Miscellaneous accessories, carrying cases and ammunition	Salvage

but which is no longer useful in the Police Department’s operations and/or has been scheduled for replacement; and

WHEREAS, the Police Department has also reported that the Retired Equipment has a minimal cash value on an individual basis and an estimated combined value of less than \$2,500.00, and may be of greater use if donated to the Northern Illinois Police Alarm System (NIPAS) for use by that agency in providing mutual aid; and

WHEREAS, the Water and Electric Department has requested authorization to dispose of the following vehicle (“Retired Vehicle”),

Serial Number	Year	Make / Model	Comments	Minimum Price
1FDAF56F7YEC84944	2000	Ford F-550	Line Truck No. 64, with 100,098 miles and 12,044 hours of service	\$5,000.00

which will be retired from service and no longer useful when the new truck is delivered in the fall of 2014; and

WHEREAS, the Water and Electric Department has also reported to the Village Council that from time to time in the course of the year, certain electrical transformers and other equipment are also expected to be retired from service and will no longer be necessary or useful to the Village of Winnetka (“Additional Retired Equipment”); and

WHEREAS, the Village Manager has requested that the Council of the Village of Winnetka (“Village Council”) (i) determine that the Retired Equipment and Retired Vehicle are no longer necessary or useful to the Village of Winnetka, and (ii) authorize the Village Manager to dispose of the Retired Equipment, Retired Vehicle and Additional Retired Equipment (collectively, the “Surplus Property”); and

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the powers to regulate for the protection of the public health, safety, morals and welfare; and

WHEREAS, the Village Council finds that the disposal of surplus property owned by the Village, such as the Surplus Property described in this Ordinance, is a matter pertaining to the affairs of the Village and to the public health, safety and general welfare; and

WHEREAS, the Village Council has determined that disposal of the Surplus Property as provided in this Ordinance is necessary and proper so as to avoid incurring unnecessary additional costs and unnecessary exposure to liability related to storing or disposing of the Surplus Property; and

WHEREAS, the Village Council, in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970, has determined that it is in the best interests of the Village and its citizens to dispose of the Surplus Property in a manner consistent with the provisions of Section 11-76-4 of the Illinois Municipal Code (65 ILCS 5/11-76-4), as more fully set forth in this Ordinance; and

WHEREAS, this Ordinance has been placed on the Village Council’s agenda and made available for public inspection at Village Hall and on the Village’s web site, in accordance with Sections 2.04.040 and 2.16.040 of the Winnetka Village Code and applicable law.

NOW THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka (“Village Council”), as if fully set forth herein.

SECTION 2: The Village Council finds: (a) that the Retired Property and Retired Vehicle described in the preamble to this Ordinance are no longer necessary or useful to the Village of Winnetka; (b) that, in the event the Water and Electric Department retires any of the Additional Retired Equipment, as defined in the preamble to this Ordinance, between the date this Ordinance is passed and the end of the 2014 fiscal year, such Additional Retired Equipment shall be determined to no longer be necessary or useful to the Village, provided that the Director of Water and Electric, with the approval of the Village Manager, determines that the Additional Retired Equipment cannot reasonably be reused either in the Village’s electric distribution system or by another operating department of the Village; and (c) that the best interests of the Village of Winnetka will be served by the sale or other disposition of the Retired Equipment,

Retired Vehicle and Additional Retired Equipment (collectively, the “Surplus Property”) as provided in this Ordinance.

SECTION 3: The Village Council further finds that, based on prior experience in disposing of similar items of property, the cost of conducting a public sale of the Surplus Property, which includes the costs of advertising and publishing, as well as personnel costs for maintaining security and conducting the public sale, exceed the value of such items.

SECTION 4: The Village Manager is hereby authorized and directed to determine the value and to dispose of the Surplus Property in the manner provided in Sections 5 and 6 of this Ordinance.

SECTION 5: If the Surplus Property does not contain polychlorinated biphenyls (PCBs), the Village Manager, in the exercise of his discretion, may dispose of the Surplus Property in any of the following ways:

A. by selling the Surplus Property to the highest bidder after competitive bidding, as provided in Section 6 of this Ordinance; and

B. in furtherance of intergovernmental cooperation as provided in Article VII, Section 10 of the Illinois Constitution of 1970, and in the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, by transferring title of the Surplus Property, as follows:

1. in the case of the Surplus Vehicle, by transferring title to any Illinois municipality or municipal electric utility, with or without competitive bidding, as provided in Section 6 of this Ordinance; and

2. in the case of the Additional Surplus Property, by transferring title to any Illinois municipal electric utility, with or without competitive bidding, as provided in Section 6 of this Ordinance; and

3. in the case of the Surplus Police Equipment, by transferring title to NIPAS or any other Illinois intergovernmental mutual aid agency, with or without competitive bidding, as provided in Section 6 of this Ordinance.

SECTION 6: Competitive bids may be obtained with or without advertising. The terms and conditions of any transfer of title without competitive bidding shall be established by the Village Manager on a case by case basis, after considering such factors as the estimated value of the Surplus Property and the technical needs and financial capabilities of the municipality, municipal electric system or intergovernmental agency to which the property is transferred.

SECTION 7: All Surplus Property that contains or is contaminated by PCBs shall be disposed of at the lowest cost to the Village, which cost may be determined with or without advertising; provided, that any person or entity that disposes of or destroys any part of such Surplus Property shall provide a sworn statement to the Village certifying that such disposal or destruction complies with all applicable environmental laws and regulations.

[Remainder of this page intentionally left blank.]

SECTION 8: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970

SECTION 9: This Ordinance shall take effect immediately upon its passage, approval and publication as provided by law.

PASSED this 1st day of July, 2014, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 1st day of July, 2014.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the President and Board of Trustees of the Village of Winnetka, Illinois, this ____ day of _____, 2014.

Introduced: June 24, 2014

Passed and Approved:



Agenda Item Executive Summary

Title: Northwest Winnetka Stormwater Improvements - Authorization to Solicit Bids

Presenter: Steven M. Saunders, Director of Public Works/Village Engineer

Agenda Date: 07/01/2014

Consent: YES NO

- | | |
|-------------------------------------|-------------------------|
| <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | Bid Authorization/Award |
| <input checked="" type="checkbox"/> | Policy Direction |
| <input type="checkbox"/> | Informational Only |

Item History:

October 2, 2012 Council Meeting
July 2, 2013 Council Meeting

Executive Summary:

On October 2, 2012 the Village awarded a contract to Christopher B. Burke Engineering, Ltd. (CBBEL) to complete detailed plans and specifications suitable for permits and obtaining construction bids for drainage improvements in the Greenwood Avenue/Forest Glen Study Area of northwest Winnetka. The Greenwood and Forest Glen study area is approximately a 170 acre drainage area north of Tower Road roughly bounded by Gordon Terrance on the east and the Skokie River East Diversion Ditch on the west. All of the stormwater runoff in this area drains to the Skokie River East Diversion Ditch through a trunk sewer heading west under Tower Road. The proposed improvement for this area includes an additional trunk sewer along Tower Road, multiple lateral sewers draining Forest Glen, Vernon, Edgewood, Greenwood and Grove areas, and a larger outlet pipe to the pond. The larger storm sewer network will bring runoff to the pond where the flood storage volume within the pond will be utilized.

The engineering work is essentially complete, the Cook County Forest Preserve District has approved the Village's request to construct a new discharge to the Tower Road lagoon, and CBBEL is completing bidding documents. Staff is requesting Council authorization to solicit construction bids for the project.

Recommendation:

Consider authorizing staff to solicit construction bids for the Northwest Winnetka Stormwater Improvements, pending approval by the MWRD of an intergovernmental agreement providing grant funding for approximately 50% of the project cost.

Attachments:

- Agenda Report
1. Overall project plans
 2. Engineering review documents
 3. Tower Road lagoon plan

Agenda Report

Subject: Northwest Winnetka Stormwater Improvements –
Authorization to Solicit Bids

Prepared By: Steven M. Saunders, Director of Public Works/Village Engineer

Date: June 27, 2014

On October 2, 2012 the Village awarded a contract to Christopher B. Burke Engineering, Ltd. (CBBEL) to complete detailed plans and specifications suitable for permits and obtaining construction bids for drainage improvements in the Greenwood Avenue/Forest Glen Study Area of northwest Winnetka. The Greenwood and Forest Glen study area is approximately a 170 acre drainage area north of Tower Road roughly bounded by Gordon Terrace on the east and the Skokie River East Diversion Ditch on the west. All of the stormwater runoff in this area drains to the Skokie River East Diversion Ditch through a trunk sewer heading west under Tower Road. The specific improvements involved are as follows:

Existing Storm Sewer System.

The existing storm sewer under Tower Road begins as a 24-inch pipe at Forest Glen Drive and increases to a 60-inch pipe heading west to Grove Street. This storm sewer collects runoff from the Vernon, Edgewood, Greenwood and Grove areas along the way. West of Pine Tree Lane, the 60-inch trunk sewer is reduced to two 36-inch storm sewers at a junction chamber where one continues west and outlets at the Diversion Ditch and the other directs water south to outlet at the pond on the south side of Tower Road and east of Forest Way Drive. During large storm events, as the water rises in the Diversion Ditch, the 36-inch outlet to the Diversion Ditch cannot drain by gravity and the pond provides relief via the other 36-inch outlet. A pump station is located at this junction chamber to pump storm water into the Diversion Ditch when the water surface elevation in the Diversion Ditch is too high for gravity runoff.

The CBBEL analysis shows that less than half of the total available storage volume within the pond is used during the 100-year design, such as the July 2011 storm events. This was confirmed by CBBEL and Public Works staff during the April 2013 storm event. This is because the pond outflows to the Diversion Ditch through a flap gate (backflow preventer) that doesn't allow water to enter, or back up, into the pond when the Diversion Ditch is high. Therefore during large storm events, the storage in the pond remains available even though the water in the Diversion Ditch is high.

Proposed Improvements.

The proposed improvement for this area includes an additional trunk sewer along Tower Road, multiple lateral sewers draining Forest Glen, Vernon, Edgewood, Greenwood and Grove areas, and a larger outlet pipe to the pond. The larger storm sewer network will

bring runoff to the pond where the flood storage volume within the pond will be utilized. The outlet from the pond to the Diversion Ditch will continue to drain through a flap gate. This will continue to provide backflow prevention to stop water from the East Diversion Ditch from backing up into the system. The existing pump station and outlet pipe (with backflow prevention) to the Diversion Ditch will remain. From the CBBEL analysis of the proposed improvements, stormwater runoff will flow west more efficiently and water from outside the area will not be able to back-up into the area. A schematic proposed plan is shown in **Attachment #1**.

Engineering Review.

During the design phase, a number of residents in the area adjacent to the Tower Road lagoon and the East Diversion Ditch expressed concern over whether CBBEL's modeling of the protection and overflow levels in the Northwest Winnetka improvements is accurate. Specifically, residents adjacent to the Tower Road lagoon and the East Diversion Ditch questioned whether the proposed improvements would result in significant water level increases in the lagoon and East Diversion Ditch, and whether property damage could possibly result from increased water levels. In addition, Trustee Kates expressed a concern about whether an existing section of storm sewer on Tower Road being left in place has sufficient capacity to handle the increased water being delivered from upstream.

To address these concerns, staff engaged Baxter & Woodman (B&W) to independently run the hydraulic and hydrologic models in order to verify their accuracy. Staff also asked CBBEL to provide documentation of their calculations for the existing section of storm sewer, as well as a statement that pipe has sufficient capacity to handle the design flows, and for B&W to review these calculations. Both engineering firms have confirmed that there is sufficient capacity in the pond to accept the runoff from the improved discharge pipe, and that the overflow elevation of the pond to the west is sufficiently below the elevations on the eastern, developed side of the pond, so that there is no risk of the pond overflowing eastward and causing damage to adjacent properties. Both engineering firms have also confirmed that because the existing pipe between Greenwood Avenue and Vernon Avenue is on a steeper slope than the remaining pipe runs, it has sufficient capacity for the design storm and does not need to be replaced. B&W's and CBBEL's documentation are shown in **Attachment #2**. Although staff and both engineering firms believe that the existing pipe between Vernon and Greenwood will be sufficient to accommodate the additional flows, the project documents will be modified to receive alternate bids to replace the approximately 650 feet of storm sewer and pavement between Vernon Avenue and Greenwood Avenue, so that the actual construction cost can be identified.

Forest Preserve License.

In order to connect to the Tower Road lagoon on Forest Preserve District property, the Forest Preserve requires a license to access and use their property for the reconstructed discharge to the lagoon. After a thorough review by the Forest Preserve District staff and Board, including field meetings with District staff and with County Commissioner Suffredin, the Forest Preserve District approved the Village's license agreement request

on June 17, 2014. The District Board found that the Village's proposed project would reduce flooding without causing flood damage to the District's property, and would benefit the District. The District benefit would primarily accrue from work proposed by the Village to a) re-grade and stabilize the eroding east bank of the lagoon, b) remove leaning and unhealthy trees from the lagoon bank, and c) restore the bluegrass lawn encroachments on District property to native prairie vegetation, to improve water quality in the pond. The improvements around the lagoon are shown in **Attachment #3**.

Project Cost.

The current estimate of cost for constructing the project is \$4,040,050, including the cost associated with additional work requested by the Forest Preserve District to restore the pond. The Village has been notified by the Metropolitan Water Reclamation District of Greater Chicago (MWRD) that they will be providing a significant amount of funding for the project, approximately \$2,000,000. In order to provide funding for stormwater projects, the MWRD needed modification in its enabling legislation via the State of Illinois Legislature. Governor Quinn recently signed HB 3912 which provides the MWRD with authority to provide grants to municipalities for stormwater funding. The funding will be accomplished through an intergovernmental agreement between the MWRD and the Village. The Village is awaiting a copy of the intergovernmental agreement so that all of the terms can be examined and finalized, and the project can be bid. MWRD staff has indicated that the Village will need to include certain provisions of the MWRD's purchasing specifications in the bidding documents, and that the project cannot be bid nor awarded until the intergovernmental agreement is finalized.

Next Steps.

A significant amount of preparatory work has already been completed for this project. The Village's Water & Electric Department relocated a major duct bank containing the Village's interconnect with the Commonwealth Edison electric grid to allow storm sewer clearance on the west end of Tower Road. AT&T has relocated a duct bank near the intersection of Forest Glen and Tower to allow storm sewer clearance, and North Shore Gas is in the process of relocating gas mains in several areas, including a 10-inch high-pressure line on Greenwood Avenue.

The engineering work is essentially complete, and CBBEL is completing bidding documents. It has been the Village's general strategy to advance the various stormwater projects on parallel tracks as they are ready, and it is reasonable to proceed with bidding and construction of this project at this time. First, this project is a stand-alone project (not dependent on the Willow Road Tunnel), so it can be constructed at any time. Second, this project is relatively straightforward and simple to construct, and could bring much-needed drainage relief to area residents in a timely manner.

The following is an approximate timeline for this project:

- Late July: Completion of bidding documents
- Mid-July: Approval of MWRD intergovernmental agreement
- Late July to late August: Bidding period

- September 2: Contract award
- Mid-September: Construction starts – west end of Tower Road and outlet
- Mid-November: West end/outlet construction complete
- April 2015: Lagoon restoration* and east end construction starts
- August 2015: Project complete

* Due to the specialized nature of the lagoon area prairie restoration this work will be accomplished via a separate contract.

After the project is awarded and the contractor is engaged, staff will schedule a preconstruction meeting with affected residents to discuss project scheduling, traffic control and access, and other construction impacts so that the inevitable construction inconveniences can be minimized. Staff will also work with residents adjacent to the lagoon to minimize disruption and incorporate, to the extent possible, resident input in plant and tree species selection from the Forest Preserve District’s approved species list.

Due to the magnitude of this project and its potential disruption, staff is soliciting a proposal from CBBEL to provide onsite construction observation and supervision services, to be supplemented by Village staff and the AT Group. This proposal will be brought to the Village Council for approval shortly.

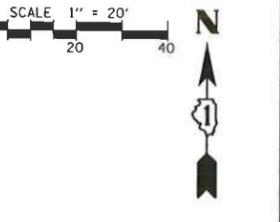
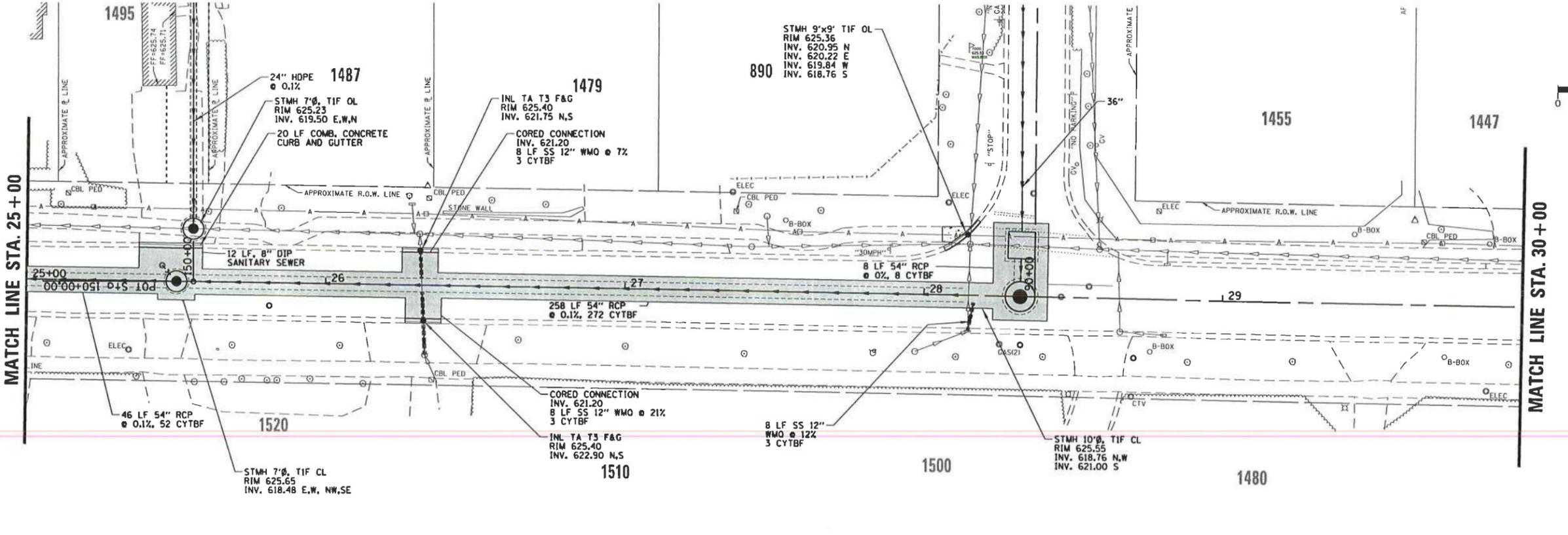
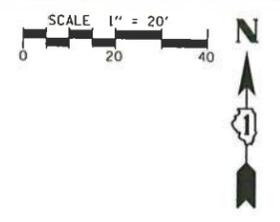
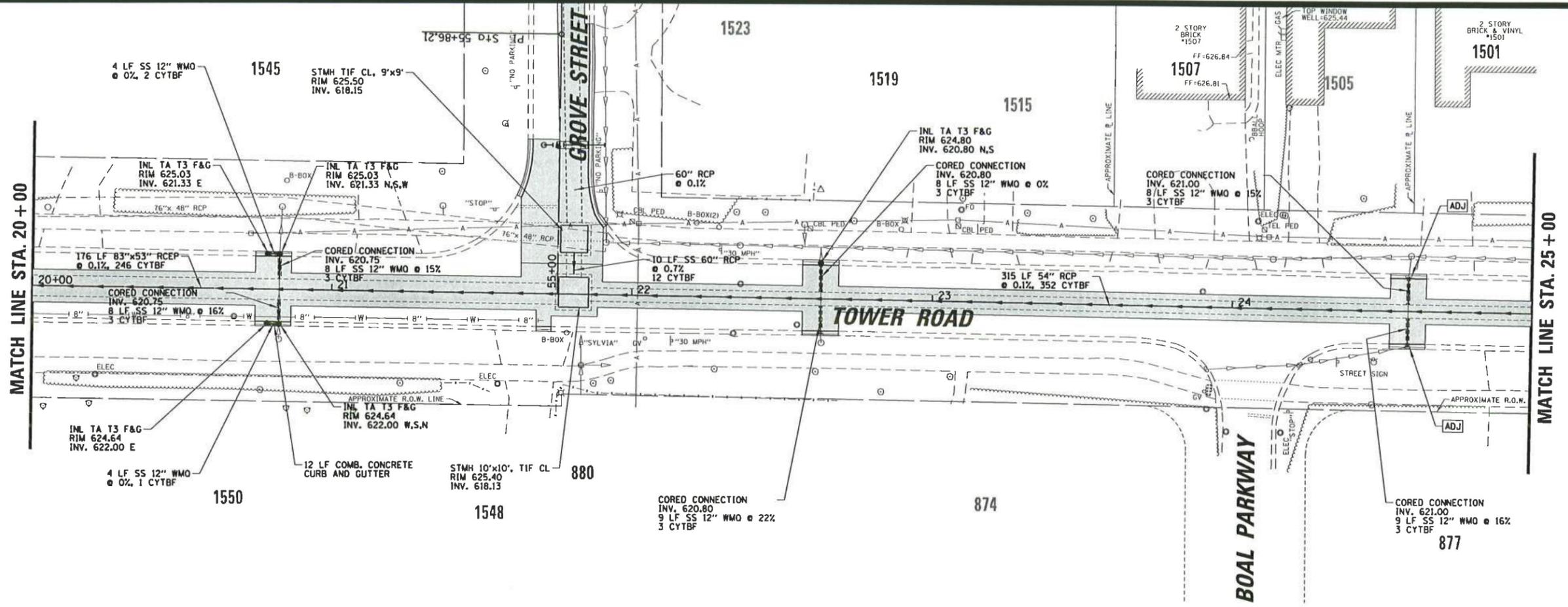
Recommendation:

Consider authorizing staff to solicit construction bids for the **Northwest Winnetka Stormwater Improvements**, pending approval by the MWRD of an intergovernmental agreement providing grant funding for approximately 50% of the project cost.

Attachments:

1. Overall project plans
2. Engineering review documents
3. Tower Road lagoon plan

Attachment #1 Overall project plans



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 Rosemont, Illinois 60018
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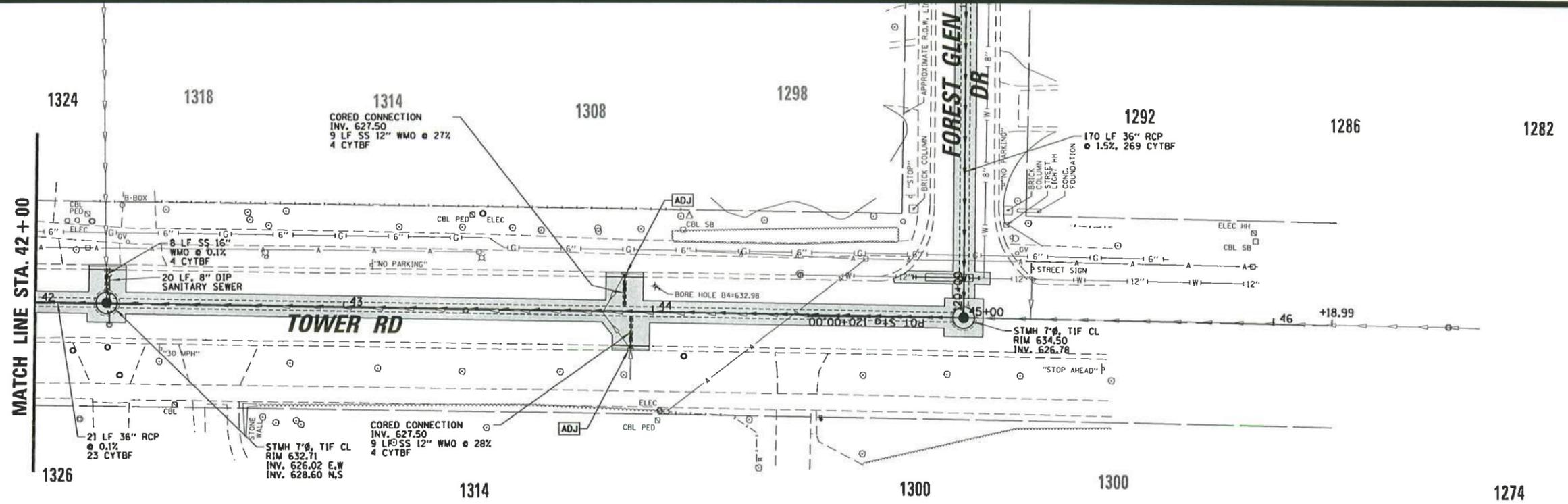
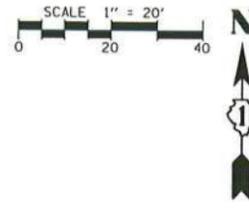


NO.	DATE	NATURE OF REVISION	CHKD.	MODEL

DSGN.	LMF	TITLE
DWN.	EDT	
CHKD.	LMF	
SCALE:	1" = 40'	
PLOT DATE:	6/20/2013	
CAD USER:	fpactone	
MODEL:	Default	

**STORM SEWER PLAN
 TOWER ROAD**

PROJ. NO. 120462
 DATE: 03/04/2013
 SHEET OF 39
 DRAWING NO. 2



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NO.	DATE	NATURE OF REVISION	CHKD.	MODEL
FILE NAME	N:\WINNETKA\20462\CIVIL\EXH04.tower-20462.07.SHT			

DSCN.	LMF	TITLE
DWN.	EDT	STORM SEWER PLAN TOWER ROAD
CHKD.	LMF	
SCALE	1" = 40'	
PLOT DATE	6/20/2013	
CAD USER	fpaclone	

PROJ. NO.	120462
DATE	03/04/2013
SHEET	OF 39
DRAWING NO.	4

Attachment #2 Engineering review documents

8430 W. Bryn Mawr Avenue
Chicago, IL 60631
815.459.1260
773.444.0312
www.baxterwoodman.com
info@baxterwoodman.com



Memo

To: Mr. Steven M. Saunders, P.E.

Director of Public Works/Village Engineer

Village of Winnetka

From: Mark G. Phipps, P.E. and Matthew J. Moffitt, P.E.

Date: March, 17 2013

Project No.: 131057.90

Subject: Northwest Winnetka Hydraulic Model Calibration

The Northwest Winnetka Drainage Improvements consist of a new trunk sewer along Tower Road with new lateral sewers that drain several cross streets and a larger outlet pipe to existing pond on Cook County Forest Preserve District (CCFPD) property. The hydraulic modeling of these improvements, prepared by Christopher B. Burke Engineering, Ltd. (CBBEL), is interrelated with the hydraulic modeling prepared by Baxter & Woodman (B&W) as part of the Village's Stormwater Master Plan. In order to ensure consistency between the models, the Village tasked B&W with performing a detailed review of the modeling prepared by CBBEL. The findings of our review are summarized below.

Review of Model Input Data:

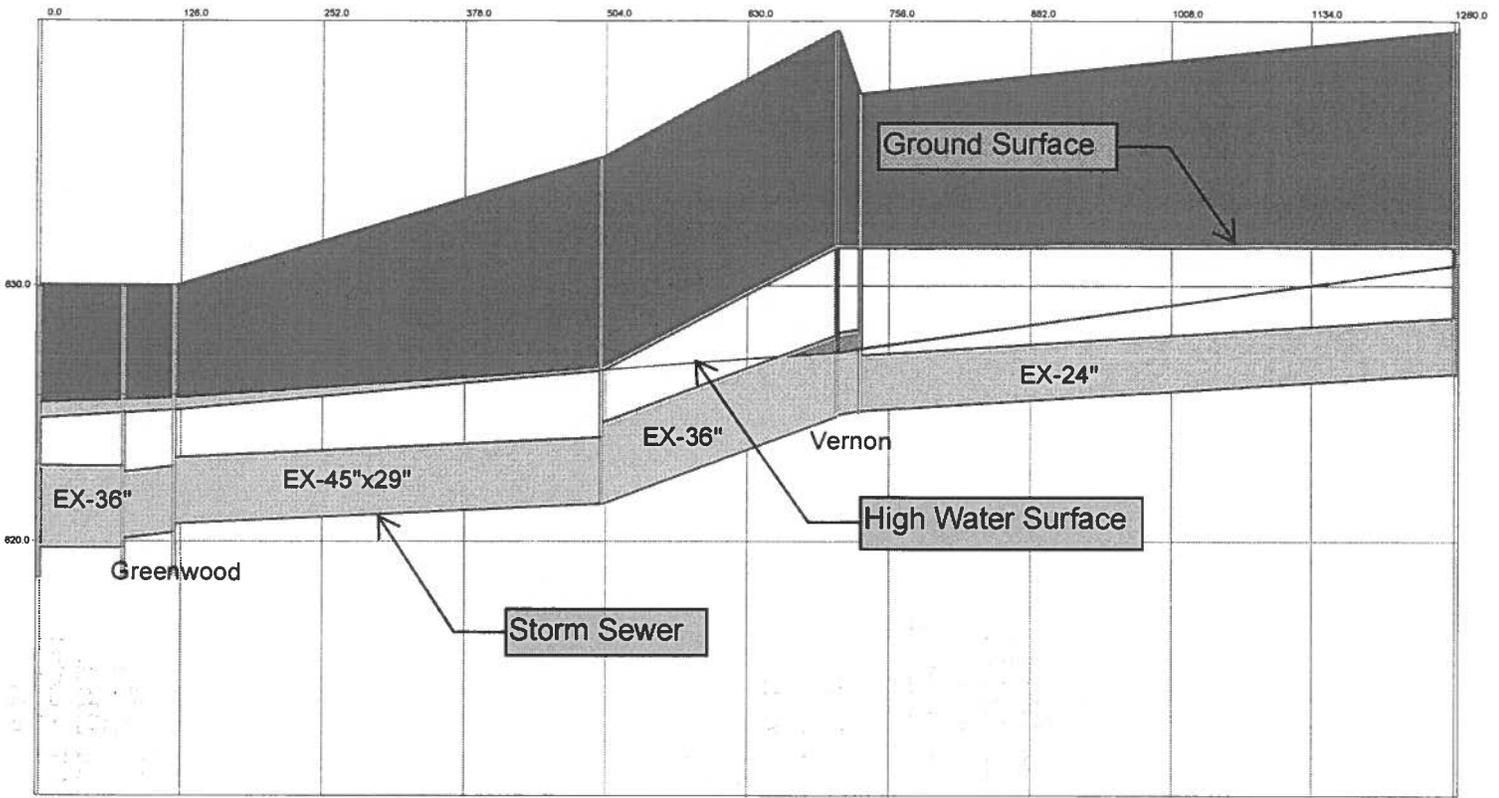
- The drainage area boundaries shown on the exhibit titled *Existing Storm Sewer Network and Drainage Areas* (not dated) are appropriately sized and accurately drawn.
- XP-SWMM Model Hydrologic Data (Existing and Proposed Conditions)
 - The Runoff Curve Numbers are appropriate for the types of ground cover within each drainage area.
 - The Times of Concentration are reasonable for the size of the drainage area and for a subdivision served by a storm sewer system.
 - Rainfall data consisted of Bulletin 70 rainfall depths distributed according to the appropriate Huff quartile, as well as rain gage data for the July 23, 2011 storm event.

- XP-SWMM Model Hydraulic Data (Existing and Proposed Conditions)
 - The sizes and elevations of storm sewer pipes match those shown in the engineering plans titled *Forest Glen and Greenwood Avenue Stormwater Improvements*, dated November 26, 2013.
 - The elevation-area data for the existing pond on CCFPD property matches Village contour data. The overflow elevation for the pond matches the data shown on the *Additional Survey Exhibit* (not dated).
 - The dimensions of overland flow paths are supported by Village contour data.

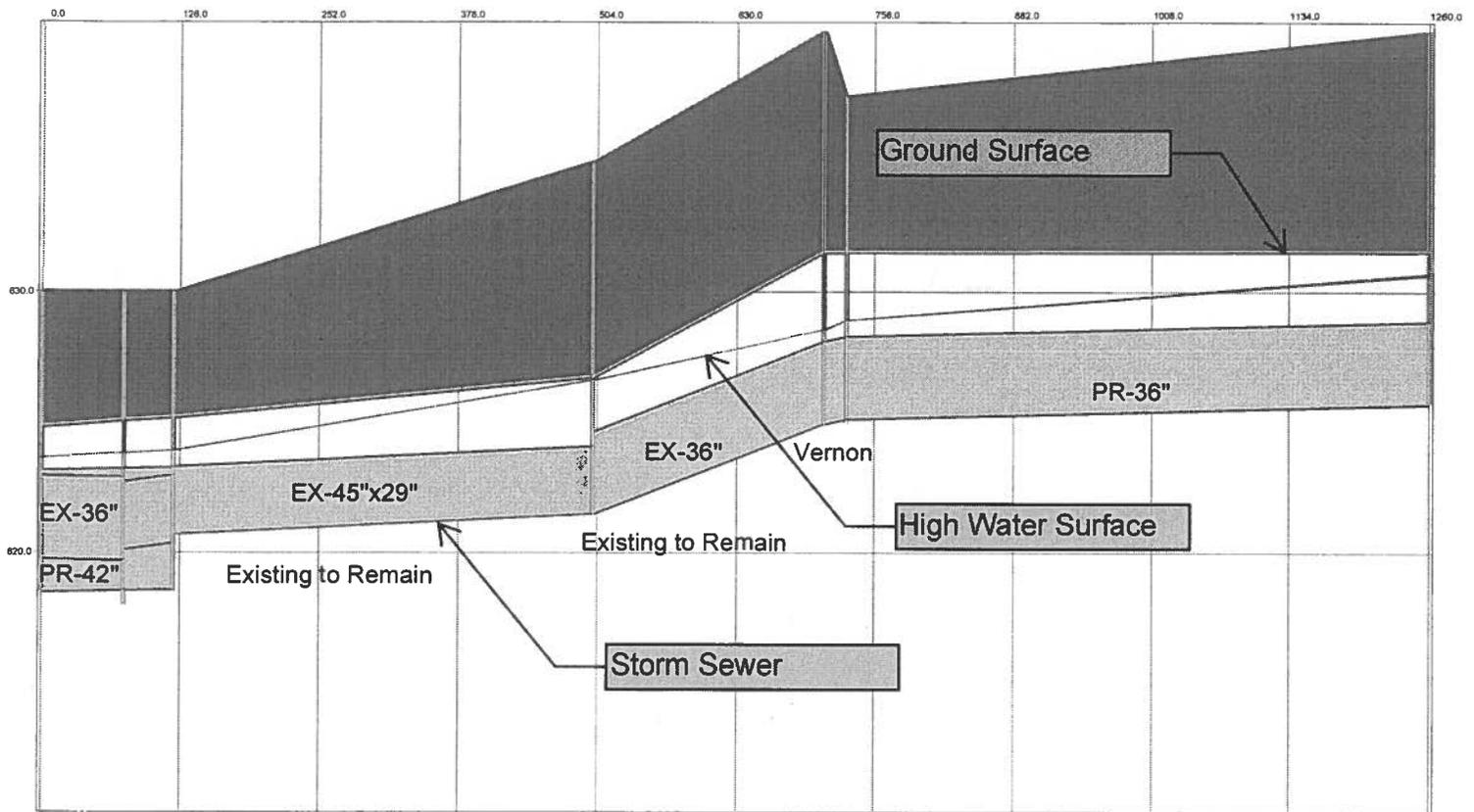
Review of Model Output Data:

- The installation of the proposed storm sewer parallel to the existing storm sewer will result in a significant increase in sewer capacity.
- The proposed improvements would leave an existing section of storm sewer in place between two sections of proposed storm sewer. This section of storm sewer is located along Tower Road, between Greenwood Avenue and Vernon Street. The existing section of storm sewer has sufficient capacity and does not need to be replaced, provided that it is not structurally deficient.
- The CBBEL modeling assumes no outflow from the existing pond on CCFPD property. This is a conservative assumption and likely overestimates the high water elevation in the pond. Therefore, a factor of safety is incorporated when comparing the modeled high water elevation with the ground elevation on adjacent properties.
- The CBBEL modeling demonstrates that the proposed improvements would increase the high water elevation of the pond by 3.2-feet in the July 23, 2011 storm event and by 1.7-feet for the 100-year storm event. Both of these results are based on the conservative outflow assumption described above. According to Village contour data, the highest pond high water elevation modeled by CBBEL would not encroach upon the properties adjacent to the pond. The surveyed low-opening elevations of the residences adjacent to the pond, as shown on the *Additional Survey Exhibit* (not dated), are several feet above the highest pond high water elevation modeled by CBBEL.

Name	Invert	Rim	Max Water Elevation	EGL Relative to Ground	Diameter (Height)	Upstream Node	Upstream Invert	Downstream Invert	Max Flow	
Existing Conditions Node Data					Existing Conditions Link Data					
N732	618.62	630	625.72	4.237	N732 Prop	6.917	N732	618.62	618.44	63.963
AA2-10	625	640	627.41	12.463	N732 OL	4	N732	625.13	624.91	30.673
AA2-12	626.5	640	630.825	7.541	N732 SS	3	N732	619.84	619.86	-28.397
N747	618.67	630	625.735	4.092	AA2-10 SS	3	AA2-10	625	621.58	32.589
N748	621.55	635	626.698	7.931	AA2-10 OL	4	AA2-10	631.56	626.78	0
N732.1	618.53	630	625.709	4.253	AA2-12 SS	2	AA2-12	626.68	625.22	18.326
AA2-12.1	625	637.5	627.547	9.524	AA2-12 OL	4	AA2-12	631.62	631.56	0
					N748 SS	6.917	N747	618.67	618.62	53.908
					N748 OL	4	N747	625.25	625.13	23.863
					AA2-12.1 SS	3.75	N747	620.46	620.22	21.645
					AA2-12.1 OL	3.75	N748	621.58	620.8	32.587
Proposed Conditions Node Data					Proposed Conditions Link Data					
N732	618	630	623.82	6.057	N732 Prop	4.5	N732	618.64	618.56	50.915
AA2-10	625	640	628.554	11.098	N732 OL	4	N732	625.13	624.91	0
AA2-12	625.79	640	630.719	8.563	N732 SS2	3	N732	619.84	619.86	-20.86
N747	618.5	630	623.94	5.359	AA2-10 SS	3	AA2-10	625.04	621.58	50.196
N748	621.55	635	626.623	7.641	AA2-10 OL	4	AA2-10	631.56	626.78	0
N732.1	618.5	630	623.631	6.225	AA2-12 SS	3	AA2-12	625.79	625.22	42.09
AA2-12.1	625	637.5	628.931	8.207	AA2-12 OL	4	AA2-12	631.62	631.56	0
					N747 Prop	4.5	N747	618.69	618.64	43.021
					N747 OL	4	N747	625.25	625.13	0
					N747 SS2	3.75	N747	620.46	620.22	18.392
					N747 SS	3.75	N748	621.58	620.8	50.19
					N748 OL	4	N748	626.78	625.25	0
					AA2-12.1 SS	3	AA2-12.1	625.22	625.04	42.001
					AA2-12.1 OL	4	AA2-12.1	631.56	631.56	0



Existing Pipe Profile along Tower Road
100 yr 2 hr event



Proposed Pipe Profile along Tower Road
100 yr 2 hr event

MEMORANDUM

February 4, 2014

TO: Steven M. Saunders, PE, Director of Public Works/Village Engineer

FROM: Thomas T. Burke, PhD, PE

SUBJECT: Forest Glen and Greenwood Avenue Stormwater Improvements
(CBBEL Project No. 12-0462)

The purpose of this memorandum is to document the findings of Christopher B. Burke Engineering, Ltd.'s (CBBEL) hydraulic analysis with regards to the capacity of a section of storm sewer on Tower Road between Greenwood Avenue and Vernon Avenue. We do not propose to replace the 510 feet of storm sewer as part of the Northwest Winnetka drainage improvements because our proposed conditions analysis demonstrates the existing storm sewer has sufficient capacity. It is our understanding that there is concern that if the existing storm sewer remains, this will cause a "bottleneck" in the Tower Road system and cause flooding immediately upstream of that section of storm sewer.

It is important to understand that the proposed storm sewer system will be under pressure flow for the storm events that we are designing to which include the July 2011 and June 2013 storm events. A storm sewer is flowing under pressure when the water elevation in the storm sewer exceeds the top of the pipe. This can be seen in manholes when the water surface elevation is greater than the top of pipe. Under full flow conditions, the capacity in a sewer is calculated using a simplified equation (Manning's) and under pressure flow conditions the capacity in a sewer is calculated using a modified version of the equation by incorporating the elevation difference between the upstream and downstream manholes. The capacity in a storm sewer will increase with an increase in pressure head. The other important factor to understand is that different sections of the existing storm sewer have different slopes. The greater the slope, the more flow the storm sewer can convey. The section of 36-inch storm sewer between Greenwood and Vernon Avenues has a sufficient slope to convey all the flow feeding into it.

The proposed improvements include replacing the existing 24-inch RCP upstream of Vernon Avenue with a 36-inch RCP east to Forest Glen Drive. According to the XP-SWMM analysis, the proposed flow rate coming to the existing sewer is 51 cfs. The XP-SWMM incorporates both hydrology and hydraulics to dynamically simulate real storm events and determine sewer capacity in storm systems. Therefore the existing storm sewer between Greenwood and Vernon Avenues is required to handle 51 cfs and can only convey what is tributary from upstream. In addition to the XP-SWMM analysis, CBBEL calculated the capacity of the existing storm sewer between Greenwood and Vernon Avenues using Manning's equation for pressure flow. The calculations show that the existing storm sewer between Greenwood and Vernon Avenues has sufficient capacity to convey the flow (51 cfs) coming to the system under proposed conditions. The pressure head elevation used in this calculation is at the pavement elevation. The calculations are included with this



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9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

MEMORANDUM

memorandum. The calculations correspond to the XP-SWMM results. If the system has to convey a storm event greater than the 51 cfs, the roadways will convey the excess flow via overland flow. As has been mentioned many times, our design guideline was not to make sure there was no water on the street, but to make sure the proposed improvements avoided house flooding for the given design event. So as an event could happen where the flow from upstream of Vernon is greater than 51 cfs, the roadway will be conveying some of the excess runoff just as it would be doing upstream of Vernon because of the finite capacity of the storm sewers.

We also analyzed the replacement of the 36-inch RCP with a 48-inch RCP. This analysis showed that there are negligible benefits. It has always been CBBEL's recommendation not to replace the 36-inch with a 48-inch RCP to obtain a decrease of 0.1 feet in the pressure head for the cost of the new storm sewer and roadway replacement. If the Village of Winnetka prefers to go with a 48-inch RCP, we will change the plans accordingly.

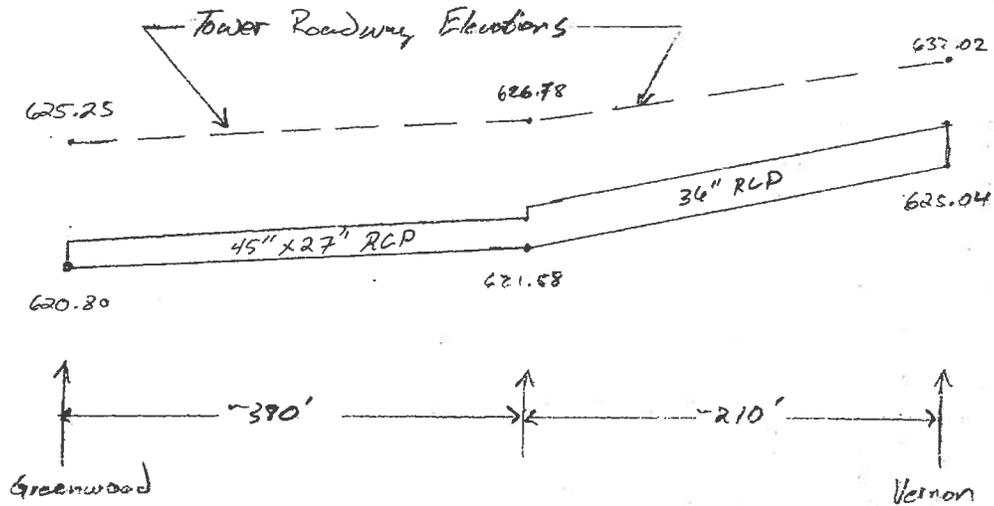
N:\WINNETKA\120462\Water\Summary\M_Tower Rd Exisitng Pipe.docx



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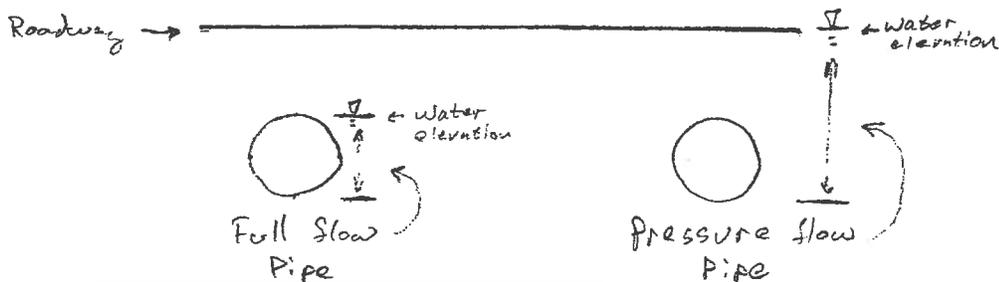
9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

- Pipe capacity calculations between Vernon and Greenwood



NTS.
 (Tower Rd) Storm Sewer profile)

- Total length of storm sewer Vernon to Greenwood is approximately 590'.
- Approximately 210' west of Vernon, the existing storm sewer changes from 36" RCP to 45" x 27" RCP and the slope decreases.
- Under full flow conditions, the capacity in the pipes is calculated using Manning's equation, and under pressure flow conditions the capacity in the pipe is calculated using a modified version of Manning's equation for pressure.



- A pipe is flowing under pressure when the water elevation in the pipe begins to exceed the top of the pipe through the manholes
- The capacity of a pipe flowing under pressure is given by

$$Q = A_p \left[\frac{h_p}{\frac{K_e + K_o}{2g} + \frac{2.87 n^2 L}{D^{4/3}}} \right]^{1/2}$$

- where
- Q = flow rate (cfs)
 - A_p = area of pipe (ft²)
 - K_e = entrance loss coefficient
 - K_o = outlet loss coefficient
 - D = diameter of pipe (ft)
 - L = length of pipe (ft)
 - h_p = height of water surface above center of pipe opening in (ft)
 - g = acceleration due to gravity (32.2 ft/sec²)
 - n = Manning's coefficient of roughness. 0.013 conc.

- For the case of the 45" x 27" RCP flowing under pressure where the water surface elevation is at the rim of the manhole:

A_p = 7.4 ft² ⇒ cross sectional area of elliptical pipe.

h_p = 626.78 - (621.58 + (27"/2)/12) = 4.08'

D for an elliptical pipe will be 27"/12 = 2.25' (conservative)

C B
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 ENGINEERING, LTD.
 9575 West Higgins Road, Suite 600
 Rosemont, Illinois 60018
 (847) 823-0500 Fax (847) 823-0520

JOB 12-0462
 SHEET NO. 3 OF 3
 CALCULATED BY PAB DATE 6/27/13
 CHECKED BY TBS DATE 6/27/13
 SCALE _____

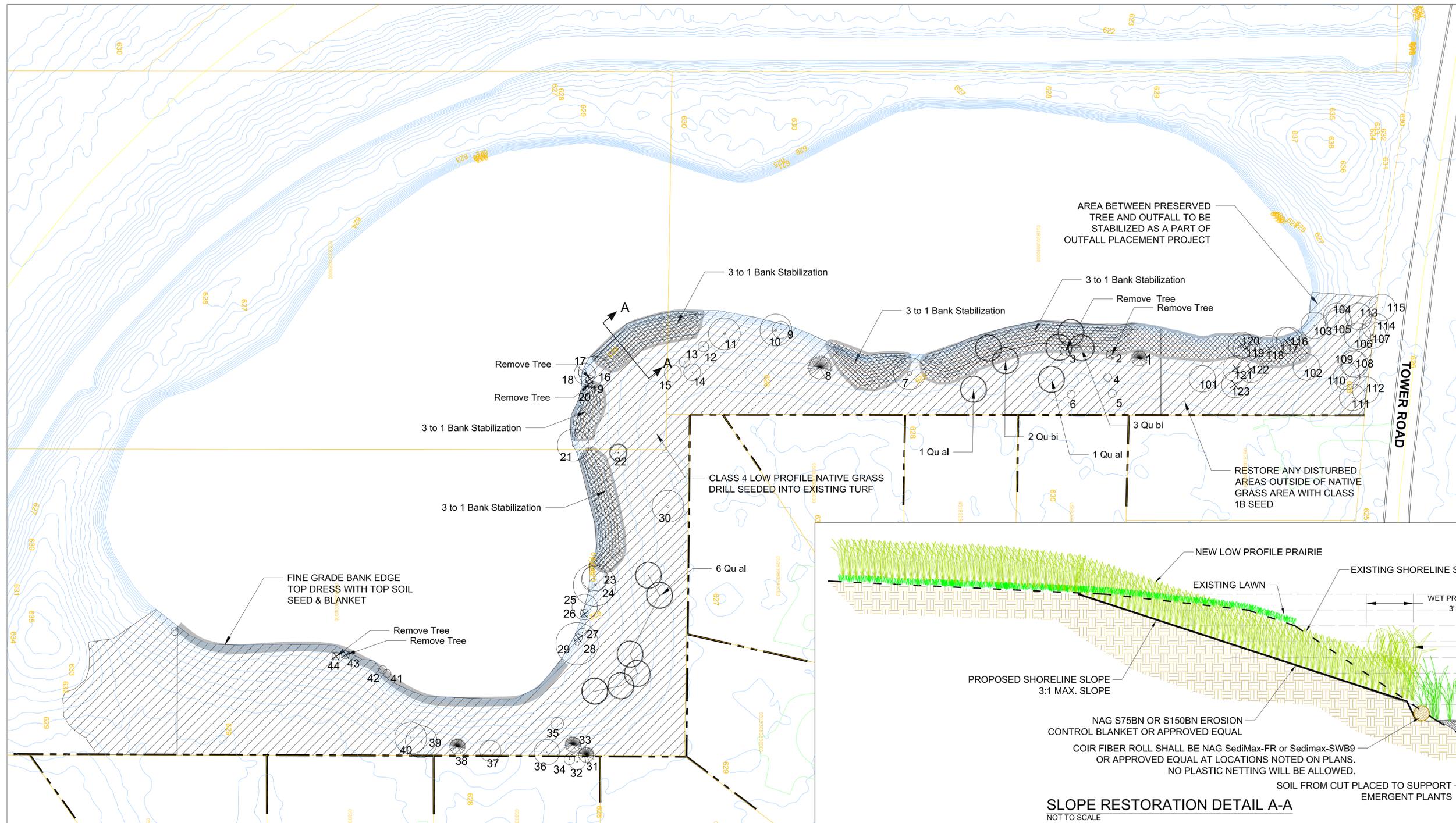
$$Q = 7.4 \text{ ft}^2 \left[\frac{4.08 \text{ ft}}{2(32.2 \text{ ft/sec}^2)} + \frac{2.87(0.013)^2(380 \text{ ft})}{2.25 \text{ ft}^{4/3}} \right]^{1/2}$$

$$Q = 7.4 \text{ ft}^2 \left[\frac{4.08}{0.0233 + 0.0625} \right]^{1/2}$$

$$Q = 7.4 \text{ ft}^2 [6.8 \text{ ft/sec}] = 51 \text{ ft}^3/\text{sec} \checkmark$$

★ 51 cfs flowing through the 45" x 27" RCP with 4.08 ft of pressure (rim to center of pipe).

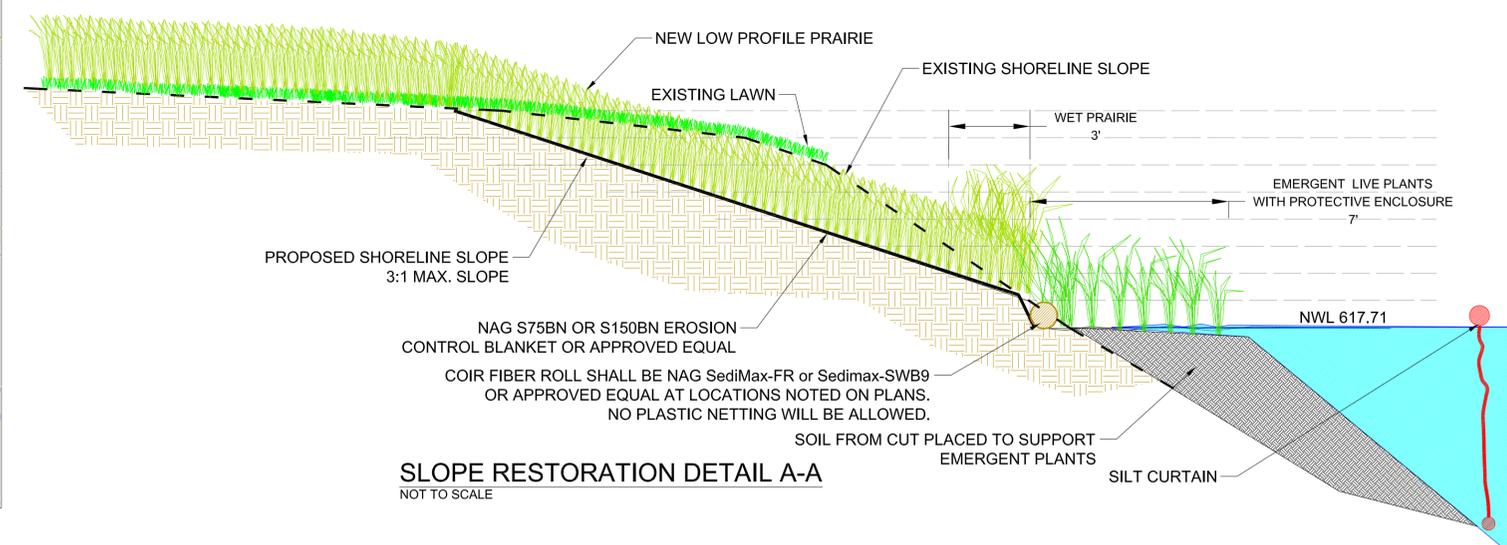
Attachment #3 Tower Road lagoon plan



LANDSCAPE PLAN

LEGEND

-  FINE GRADE BANK EDGE TOP DRESS WITH TOPSOIL, SEED AND BLANKET
-  CLASS 4A LOW PROFILE NATIVE GRASS DRILL SEEDED INTO EXISTING TURF
-  3:1 BANK STABILIZATION SEE SLOPE RESTORATION DETAIL
-  EXISTING TREE
-  EXISTING TREE TO BE REMOVED
-  PROPOSED TREE
-  CLASS 1B SEED OF DISTURBED AREAS



PLANT LIST

Sym.	Botanical Name	Common	Qty.	Size	Cond.
Deciduous Canopy Trees					
Qu al	Quercus alba	White Oak	8	2"	B & B
Qu bi	Quercus bicolor	Swamp W	5	2"	B & B

SUMMARY OF QUANTITIES

ITEM	QTY.	UNIT
CUT AND FILL (ON SITE)	922	CY
COIR FIBER LOG	720	LF
EMERGENT LIVE PLANTS	2,160	SF
CLASS 4B WET PRAIRIE SEED MIX	2,084	SY
CLASS 4A	14,678	SY
TREES TO BE REMOVED	16	EA
NEW TREES	13	EA

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 Rosemont, Illinois 60018
 (847) 823-0500

CLIENT: 
VILLAGE OF WINNETKA
Incorporated in 1869

NO.	DATE	NATURE OF REVISION	CHKD.

DSGN. LMF
 DWN. EDT
 CHKD. LMF
 SCALE: 1" = 50'
 PLOT DATE:
 CAD USER:
 MODEL:

LANDSCAPE PLAN

PROJ. NO. 120462.0002
 DATE: 3/14/14
 SHEET 1 OF 2
 DRAWING NO.

L-1



Agenda Item Executive Summary

Title: Fire Sprinkler Requirements for Commercial Properties

Presenter: Alan Berkowsky, Fire Chief

Agenda Date: 07/01/2014

Consent: YES NO

<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Bid Authorization/Award
<input checked="" type="checkbox"/>	Policy Direction
<input type="checkbox"/>	Informational Only

Item History:

An Ordinance enacted in 1977 requires sprinklers to be installed in an occupancy when a change of use occurs. The sprinkler requirement was identified as an action item in the Urban Land Institute Report. At the February 11 Study Session, Village Council discussed the sprinkler requirements in depth and directed staff to draft an Ordinance requiring all commercial structures to install sprinklers. A draft Ordinance was prepared for Council discussion.

Executive Summary:

The Village's sprinkler Ordinance has been in effect since 1977. In an article dated January 22, 1977, the Winnetka Talk reported that, "Trustee Trindl introduced the proposed code revisions as a culmination of about four years of work between the council members, village staff and Fire Marshal Gilbert Schmidt." In 1977, Village Council apparently scrutinized this requirement very carefully. A small number of property owners have indicated that the sprinkler requirement has placed an undue burden on their ability to lease their property. However, many members of the business community have installed sprinkler systems over the years giving them flexibility to attract a variety of tenants for their spaces.

Ordinance MC-X-2014 is attached for Council discussion. The Ordinance provides the framework for a sprinkler retrofit requirement for all commercial buildings inclusive of any residential units above. If Council feels the draft Ordinance adequately represents their direction to staff, it will be scheduled for introduction at a future Village Council Meeting.

Recommendation:

Confirm policy direction for modification to the sprinkler Ordinance.

Attachments:

- Berkowsky Memo, dated June 26, 2014
- Ordinance MC-X-2014: Automatic Sprinkler Systems
- Village Council Study Session Minutes: February 11, 2014
- Addendum 1: Sprinkler Modification Options
- Addendum 2: Existing Village Sprinkler Ordinance
- Addendum 3: Use Group Definitions (IBC)
- Addendum 4: Recent Sprinkler System Installs
- Addendum 5: D'Onofrio Memo- Actual Sprinkler Install Costs
- Addendum 6: Winnetka Commercial Fire Experience
- Addendum 7: Code Survey of Surrounding Communities
- Addendum 8: Fires in Similar Commercial Areas in Illinois

VILLAGE OF WINNETKA

INTERDEPARTMENTAL MEMO

TO: ROB BAHAN, VILLAGE MANAGER
FROM: ALAN BERKOWSKY, FIRE CHIEF
DATE: JUNE 26, 2014
SUBJECT: COMMERCIAL SPRINKLER REQUIREMENTS

Executive Summary: At the February 11, 2014 Study Session, Village Council discussed several commercial district recommendations from the Urban Land Institute, including a presentation on the current requirement for sprinklers in commercial structures along with options if changes to the requirement were desired. After an in-depth discussion, Staff was directed to draft an Ordinance that would require sprinkler systems in all of our commercial buildings. The draft Ordinance is attached for Council consideration.

Immediately following the draft Ordinance are the Study Session Meeting Minutes from February 11—reflecting the Council’s consensus on the direction to Staff. Addendums 1 through 8 follow those materials; all of these were part of the original agenda packet but have been included here for the benefit of new Council members.

I think it is important to highlight the recent research conducted by Underwriters Laboratories in Northbrook Illinois. Their research examined fires involving “legacy furnishings” versus “modern day” furnishings. Legacy furnishings are typically made with sawn lumber and natural fibers. Modern day furnishings are mainly constructed from synthetics and polyurethanes. When a fire occurred with legacy furnishings, it would smolder for a longer period and the time to flashover (when the entire room ignites) was more than 29 minutes. With modern day furnishing, there is a much shorter smoldering time and flash-over occurs in less than five (5) minutes. Even with immediate notification and a rapid response, the fire will be significant and smoke damage will occur throughout the building(s). A working sprinkler system will contain or extinguish the fire before the flashover phase and limit smoke damage.

Ordinance MC-X-2014, Fire Sprinkler Retrofit Regulations: The Ordinance was drafted to allow for a phased-in approach (as suggested by Council) for the installation of a sprinkler system. The Ordinance reflects a five (5) year phase-in period for the framework of the Ordinance. However, this can be easily modified with additional direction from Village Council. With the adoption of the Ordinance, the building owner or occupant will need to achieve specific goals each year to demonstrate their compliance. Monitoring for compliance will be accomplished by the Fire Department.

Reprint of Memo Presented on February 11, 2014

Background: The Village’s sprinkler ordinance has been in effect since 1977. In an article dated January 22, 1977, the Winnetka Talk reported that, “Trustee Trindl introduced the proposed code revisions as a culmination of about four years of work between the council members, village staff and Fire Marshal Gilbert Schmidt.” Village Council apparently scrutinized this requirement very carefully. The effect of the requirement is both tangible and intangible. The tangible effect is the cost associated with the installation of a sprinkler system. The intangible effect is the potential saving of lives and property as a result of the sprinkler system when a fire occurs. A good example of this occurred just after the adoption of the sprinkler ordinance where a fire broke out on the stage of New Trier East High School in February of 1977. “It was the first time the sprinkler system was needed in the auditorium, built in 1956.” (Winnetka Talk, February 17, 1977). Damage was limited to the stage area. The Village has been diligent in enforcing this Code over the years. As with any law, it is important to provide consistent and equitable enforcement.

Over the last two years, Underwriters Laboratories in Northbrook has been doing research on fire behavior as it relates to “Legacy” fires versus “Modern Day” fires. The research has proven that fires today are much more dangerous than fires prior to the 1980’s. Most of the furnishings used are made of synthetic materials that burn faster and hotter than natural fibers (i.e. cotton). Flashover is a condition where everything in the room reaches its ignition point and ignites at one time. In “Legacy” fires, flashover took on the average of thirty (30) minutes. In “Modern Day” fires, flashover can occur in as fast as four (4) minutes. In many fire situations, there is a delay in reporting the fire and even with a quick response time, fires today can grow in size much quicker than in previous times.

This report provides an in-depth background on sprinklers as well as some historical perspective. It also lists some alternative solutions if the Council feels a change to the Code is needed.

Sprinkler Systems by the Numbers

Percent of Buildings with Sprinklers in West Elm Commercial District	64%
Percent of Buildings with Sprinklers in East Elm Commercial District	62%
Percent of Buildings with Sprinklers in Hubbard Woods Commercial District	52%
Percent of Buildings with Sprinklers in Indian Hill Commercial District	45%
Percent of Businesses That Never Reopen After a Significant Fire ¹	43%
Percent Businesses That Never Reopen or Fail Within 3 Years of a Fire ¹	72%
Percent of Fires Controlled or Extinguished by a Sprinkler System ²	91%
Average Number of Heads Required To Control or Extinguish a Fire ²	2
# of Months Since a Fire in a Commercial Area Fire Similar to Our Commercial District	5 Months
Number of Businesses Lost in the Above Fire	8

1. Modernmachineshoponline.com

2. NFPA

Sprinkler Concerns

In 1977, the Winnetka Village Council enacted an ordinance that required fire sprinklers to be installed in any commercial building whenever there was a change of use (occupancy classification). This provided an avenue to protect the business district without being overly onerous. More importantly, due to the design of the business districts, these areas are more prone to devastating fires for the following reasons:

1. The proximity of the buildings to each other
2. The age of the buildings
3. Structural openings in walls/ceilings created over the years
4. Common elements of the buildings (i.e. basements, attics)
5. The amount of available fire load
6. Residential occupancies above the commercial uses

Each property has a direct impact (if a fire were to occur) on its neighboring properties due to the design of the commercial districts. Without sprinkler protection in these types of commercial blocks/areas, any type of fire can result in injuries, significant business interruption and/or permanent loss. The Village's sprinkler requirements were well thought out and provided the business/property owner with sufficient time to plan for this upgrade in fire protection. Many communities have not only enforced a requirement for sprinklers in commercial buildings, but have also implemented ordinances that require all new single family residential homes be sprinklered as well. The Winnetka sprinkler requirement has been in effect for 37 years. In that time, many business owners have invested in their buildings and installed sprinkler systems that will provide a significantly higher level of fire safety while giving them market flexibility in the use of the building as new tenants become available.

A few business owners in the past year have challenged the need for the installation of a sprinkler system when a change of occupancy occurred. It is important to note that current and past administrations have always enforced this requirement with consistency in order to be effective and fair.

Regulatory Requirements

The Village's 2013 Technical Assistance Panel (TAP) process conducted by the Urban Land Institute (ULI) Chicago was in part spurred by a desire to increase the Village's focus on economic development. ULI's final report (July, 2013), contained a number of recommendations, including:

“Evaluate change of use/fire sprinkler requirements in code; allow accessory uses within business without triggering a change.”

We have allowed businesses an accessory use which did not require the installation of sprinklers. However, there is a difference between an accessory use and a mixed-use occupancy. A mixed-use occupancy is a building or space that houses two or more use-group classifications

(Addendum 2). Examples would be retailer with a manufacturing component in the same space (Mercantile/Factory-Industrial Use) or an architectural firm with static displays of merchandise (Business/Mercantile Use.)

Examples of occupancies with an accessory use include:

- A nail salon (business) that has a small area that sells nail polish and other beauty aids (mercantile)
- Sporting arena (assembly) with souvenir stands (mercantile)
- Pest control company (business) with an area to sell retail products (mercantile)

According to the International Building Code 2009 Edition (adopted by the Village) “Accessory occupancies are those occupancies that are ancillary to the main occupancy of the building or portion thereof (IBC 508.2). Incidental uses are typical functions that have a common element to the main use and are limited to 10% of the space” (IBC 508.2.1).

In order to determine whether an occupancy use remains the same or changes to a mixed-use, we follow the adopted Code in which the factor of 10% of the occupancy is used as the criteria for determining whether it is a mixed-use or just incidental to the main use. The main problem with an accessory use is it is very difficult to monitor over time.

**AN ORDINANCE
AMENDING CHAPTER 15.16 OF THE WINNETKA VILLAGE CODE
AS IT PERTAINS TO
AUTOMATIC FIRE SUPPRESSION SYSTEMS**

WHEREAS, Chapter 15.16 of the Winnetka Village Code, titled “Fire Prevention and Life Safety Codes,” adopts model fire, life safety, sprinkler and fire alarm codes by reference, including the 2010 Edition of the Standards for the Installation of Automatic Sprinkler Systems, National Fire Protection Association Publication 13 (NFPA Publication 13); and

WHEREAS, Village Code Section 15.16.050 amends certain provision of NFPA Publication 13; and

WHEREAS, Village Code Section 15.16.050 contains a provision requiring the installation of automatic fire suppression systems, also known as sprinkler systems, in all buildings used for certain enumerated occupancies; and

WHEREAS, the current sprinkler system requirement Village Code Section 15.16.050 does not apply to any commercial, industrial, institutional, multifamily residential, educational or storage use or occupancy that existed on February 15, 1977, the initial effective date of the requirement, as long as the use or occupancy remains unchanged and does not constitute a hazard to life or property; and

WHEREAS, although many owners of buildings with such uses or occupancies have installed sprinklers in all or part of their buildings, there still remain buildings that have not undergone any significant life-safety improvements since 1977 and still enjoy the original exemption; and

WHEREAS, the Winnetka Fire Department has provided the corporate authorities (“Village Council”) with the results of testing demonstrations done by Underwriters Laboratories (“UL”) that show that the widespread use of petroleum-based synthetic materials and finishes in furniture has increased the flammability of both residential and commercial furnishings; and

WHEREAS, the UL demonstrations show that fires in furniture made with modern synthetic materials quickly produce heavy smoke and have a flash-over time of less than five minutes, while fires in older furniture made with natural fibers and sawn wood have a flash-over time of approximately 29 minutes; and

WHEREAS, the UL demonstrations also show that fire sprinklers can slow the spread of fire and keep a fire in space with modern furniture materials under control until firefighters arrive; and

WHEREAS, the Village has experienced several fires in recent years in which a fire in a commercial space without sprinklers not only caused damage to the space itself, but also communicated to adjacent spaces, creating smoke and fire damage in adjacent commercial spaces and creating smoke and fire hazards for human occupants in residential apartments in the same building; and

WHEREAS, the Village Council finds and determines that automatic sprinkler systems provide a direct benefit to the health, safety and welfare of people and property by slowing the progress of a fire and keeping a fire under control, thereby allowing time for the Fire Department to be dispatched and for firefighters to arrive on the scene, begin attacking the fire and safely evacuate building occupants; and

WHEREAS, the Village Council finds and determines that the exceptions allowed by the Village Code Section 15.16.050 no longer serve the health, safety and welfare of the Village, its residents and businesses, in that the exceptions have allowed building owners to postpone the installation of fire suppression systems indefinitely, and have been a disincentive to upgrading and improving safety in the Village's older mixed use and commercial buildings; and

WHEREAS, the Village Council also finds and determines that it is in the best interests of the health, safety and welfare of the Village, its residents and businesses that the fire sprinkler requirements in Section 15.16.050 of the Winnetka Village Code be amended to provide a specific timeline for the installation of automated fire suppression systems; and

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to adopt ordinances, to promulgate rules and regulations and to exercise any power and perform any function pertaining to the government and affairs of the Village and that protect the public health, safety and welfare of its citizens; and

WHEREAS, the Village Council finds that establishing requirements and standards for fire prevention, life safety and fire suppression systems is a matter pertaining to the affairs of the Village of Winnetka and to the public health, safety and welfare of its citizens and businesses, and is therefore a permitted exercise of the Village's home rule authority.

NOW, THEREFORE, be it ordained by the President and Board of Trustees of the Village of Winnetka as follows:

SECTION 1: The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: Section 15.16.050 of Chapter 15.16 of the Winnetka Village Code, "Fire Prevention and Life Safety Codes," of Title 15 of the Winnetka Village Code, "Buildings and Construction," is hereby amended to provide as follows:

Section 15.16.050 Amendments to the Standards for Installation of Automatic Fire Extinguishing Systems, National Fire Protection Association (NFPA) Publication 13, 2010 Edition.

A. Amendments. The following provisions of the Standards for Installation of Automatic Fire Extinguishing Systems, National Fire Protection Association (NFPA) Publication 13, 2010 Edition are amended for adoption by the Village.

1. **Title.** The Standards for the Installation of Sprinkler Systems, 2010 Edition, also known as NFPA Publication 13, shall be known as Automatic Sprinkler Regulations of the Village of Winnetka.

2. **Terms.** The terms used in this section shall have the same meanings as those terms have in the Fire Prevention Code and the Life Safety Code adopted by this chapter.

3. **Sprinkler System Installation Requirements.** ~~2. **Applicability.** Except as provided in paragraph 3 of this subsection A, automatic~~ Automatic fire extinguishing systems; shall be installed in accordance with the standards set forth in NFPA Publication 13, Standard for the Installation of Sprinkler Systems, 2010 Edition, or alternate similar fire suppression systems as approved by the Fire Chief, shall be installed in throughout all new and existing buildings used in whole or in part for the following occupancies:

- a. Assembly occupancy used for gathering together six or more persons;
- b. Any occupancy where there is an activity involving the use of flammable liquids or gases or where flammable or combustible finishes are applied;
- c. Mercantile occupancy;
- d. Institutional occupancy;
- e. Multifamily residential occupancy;
- f. Educational occupancy;
- g. Business occupancy; or
- h. Storage occupancy.

~~3. **Exceptions.** The requirements of the foregoing paragraph 2 shall not apply where the use or occupancy: (1) is the same as it was prior to the amendment of this section effective on February 15, 1977; (2) has continued without change or, if there has been a change, the change does not increase the hazard to life or property; and (3) does not constitute a distinct hazard to life or property as determined by the Fire Chief.~~

4. **Sprinkler system design and installation standards.** All sprinkler systems shall be designed and installed in accordance with the fire protection system requirements of the 2009 International Building Code, 2009 International Fire Code and referenced NFPA Standards, as adopted by the Village and incorporated into the Village Code.

5. **Compliance Period for Existing Buildings.** For any existing building subject to the requirements of this section 15.16.050, the automated sprinkler system installation shall be fully installed by December 31, 2019, according to the following five-year compliance schedule. Any and all sprinkler installation work may be done prior to the deadlines set in the five-year compliance schedule.

- a. Year 1: The following steps shall be completed by December 31, 2015:
 - i. Obtain Village approval of complete system design;
 - ii. Complete installation of water supply and all required fire pumps; and
 - iii. Successfully complete system flush and testing.
- b. Year 2: At least 25% of the sprinkler installation shall be completed by December 31, 2016,.
- c. Year 3: At least 50% of the sprinkler installation shall be completed by December 31, 2017.
- d. Year 4: At least 75% of the sprinkler installation shall be completed by December 31, 2018,

e. Year 5: The sprinkler installation for the entire building shall be 100% complete, including final inspection and approval by the Village, by December 31, 2019.

6. **Annual Compliance Progress Report.** Beginning in 2016, and continuing for each year of the five-year compliance period until the fully installed sprinkler system has been inspected and approved by the Village, the owner shall file a written report describing progress toward compliance during the previous calendar year. The annual compliance progress report shall be filed with the Winnetka Fire Department's Fire Prevention Bureau no later than January 31st each year.

7. **Extension Requests.** The compliance and reporting deadlines set in paragraphs 5 and 6 shall not be extended without the prior written approval of the Fire Chief or his or her designee. Requests for extensions must be submitted in writing to the Fire Chief prior to the end of the year preceding the year for which extension is sought.

8. **Limited Permit Fee Waiver.** Permit fees for plan review performed by Village staff shall be waived for any permit issued on or before December 31, 2016, for the installation of a complete fire sprinkler system in an existing building subject to this Section 15.06.050, provided that the complete permit application is filed after *[insert effective date of this ordinance]* 2014. This permit fee waiver shall not apply to fees and direct costs incurred by the Village for the review of plans by non-Village service providers. This permit fee waiver shall not apply to any sprinkler system installed prior to *[insert effective date of this ordinance]* 2014.

~~4. **Terms.** The terms used in this section shall have the same meanings as those terms have in the Fire Prevention Code and the Life Safety Code adopted by this chapter.~~

9. **Penalties.**

a. The owner of any building existing on *[insert effective date of this ordinance]* 2014 who does not comply with the sprinkler installation provisions of this Section 15.16.050, including any approved extensions, shall be subject to the following penalties:

<u>i. Failure to comply with Year 1 requirements:</u>	<u>\$ _____</u>
<u>ii. Failure to comply with Year 2 requirements:</u>	<u>\$ _____</u>
<u>iii. Failure to comply with Year 3 requirements:</u>	<u>\$ _____</u>
<u>iv. Failure to comply with Year 4 requirements:</u>	<u>\$ _____</u>
<u>v. Failure to comply with Year 5 requirements:</u>	<u>\$ _____</u>
<u>vi. Failure to file Year 1 Compliance Progress Report:</u>	<u>\$ _____</u>
<u>vii. Failure to file Year 2 Compliance Progress Report:</u>	<u>\$ _____</u>
<u>viii. Failure to file Year 3 Compliance Progress Report:</u>	<u>\$ _____</u>
<u>ix. Failure to file Year 4 Compliance Progress Report:</u>	<u>\$ _____</u>
<u>x. For each month of noncompliance after January 31, 2020:</u>	<u>\$ _____</u>

b. The foregoing penalties shall be in addition to any other legal or equitable remedies the Village may have, including without limitation, enforcement proceedings under Chapters 1.08, 15.04 and 15.32 of this Code.

SECTION 3: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 4: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law, or 30 days after it is submitted to the Division of Building Codes and Regulations of the Illinois Capital Development Board, whichever is later.

PASSED this ___ day of _____, 2014, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2014.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the President and Board of Trustees of the Village of Winnetka, Illinois, this ___ day of _____, 2014.

Introduced:

Passed and Approved:

Submitted to State of Illinois for posting:

MINUTES
WINNETKA VILLAGE COUNCIL STUDY SESSION

February 11, 2014

(Approved: March 4, 2014)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, February 11, 2014 at 7:00 p.m.

1) Call to Order. President Greable called the meeting to order at 7:03 p.m. Present: Trustees Arthur Braun, Jack Buck, Patrick Corrigan, Richard Kates, and Stuart McCrary. Absent: Trustee Joe Adams. Also in attendance: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Katherine Janega, Public Works Director Steve Saunders, Director of Community Development Mike D’Onofrio, Assistant Director of Community Development Brian Norkus, Fire Chief Alan Berkowsky, Deputy Fire Chief John Ripka, Fire Support Specialist Nick Mostardo, and approximately 11 persons in the audience.

2) Urban Land Institute Implementation.

a) BCDC Recommendations – Parking and Building Height. Business Community Development Commission (BCDC) Chair Jason Harris said the Commission began their analysis by comparing Winnetka’s parking requirements and building height provisions to other neighboring communities. After meeting several times to study the issues as they relate to the ULI recommendations, the BCDC’s suggestions for parking in the commercial districts are as follows:

1. The parking requirement for non-residential uses should remain unchanged.
2. The minimum required parking per residential unit as follows: i) 1.25 spaces for studios and 1 bedrooms; ii) 1.5 spaces for 2 bedrooms; iii) 2 spaces for 3 or more bedrooms.
3. Additional parking or a zoning variation should not be necessary when there is a change of use and the parking requirements for the new use are not greater than for the old use.
4. Allow expansions of existing parking lots without a special use permit.
5. Eliminate storage/utility areas, stairwells, common hallways, elevator shafts, common restrooms, off-street parking, loading areas and unused basements from gross floor area calculations.

The Council asked questions and gave their opinions on the BCDC’s recommendations.

Answering a question about whether landlords should provide parking for their tenants, Mr. D’Onofrio explained that most zoning ordinances establish a minimum standard for developers to target. The ULI report found the Village’s parking standards too high.

Mr. Norkus added that the minimum standard for parking was created because the Village cannot provide all of the parking for downtown residents.

After a thorough Council discussion, President Greable opened the floor for public comments.

Marc Hecht, 1096 Spruce Street. Mr. Hecht raised a concern about the participation of Trustee Braun in the discussion, since he has real estate interests in Winnetka.

Attorney Janega explained that Trustee Braun is not prevented from participating in a Study Session discussion, as no policy is being formulated. Once the issue is before the Council in the form of an Ordinance, or is considered by a lower board that he sits on, Trustee Braun will recuse himself.

Joni Johnson, Zoning Board of Appeals (ZBA) Chair. Ms. Johnson commended the BCDC for doing a great job on their recommendations, and she noted that the ZBA would be interested in having input on Recommendations #3 and #4. She requested clarification about Recommendation #3, as she had never seen a case involving a zoning variation for a change of use.

Bill Krucks, Plan Commission (PC) Chair. Mr. Krucks said Recommendation #4 would fall under the purview of the PC as well.

After some more discussion, the Council reached general consensus that they could support the BCDC's Recommendations #1 and 2, that #3 and 4 should be studied by the Plan Commission and Zoning Board of Appeals, and that staff would work with the Plan Commission on Recommendation #5.

Mr. Harris explained that the BCDC felt the Village's current height regulations are too restrictive and that its last suggestion, Recommendation #6, suggests the maximum building height in the commercial districts be increased to 45 feet and four stories increase.

Ms. Johnson said she thought the recommendation is too high, and would provoke a strong reaction from the community. She recommended putting the height issue before the ZBA, PC and Design Review Board.

Mr. D'Onofrio explained that the Village's Planned Development Ordinance allows a height of 45 feet and even higher, if certain standards are met.

Attorney Janega said any zoning amendment would require a public hearing, and that public input would also be gathered at any subordinate bodies that consider the recommendation.

The Council agreed to send Recommendation #6 to the Plan Commission for further study, and Mr. Krucks said he would try to have a recommendation for the Council by April.

- b) Sprinkler Requirements for Commercial Properties. Fire Chief Alan Berkowsky presented an overview of the Village's automatic sprinkler requirements, noting that Winnetka's commercial districts are unique in that they have residential units above the commercial areas. He explained that modern day furnishings have a much shorter smoldering period and burst into flames on average in less than five minutes, exacerbating safety concerns. Finally, he said there have been catastrophic fires in a half-dozen Illinois towns in recent years, notably a fire last December in Evanston and a fire the previous day in Mt. Prospect.

Mr. Hecht asked if other towns were as far behind in fire sprinkler compliance as Winnetka is, and he added that landlords should want to protect their property.

Chief Berkowsky said Lake Forest and Northbrook are more aggressive with their sprinkler ordinances, but Winnetka lags behind because implementation is tied to a change of use.

Laurie Morse, 271 Hawthorn, Glencoe. Ms. Morse asked what the risk was to firefighters in a commercial fire, and what the cost is.

Chief Berkowsky estimated that at least a dozen fire departments responded to the fire in Mt. Prospect, and that because the building was unoccupied, firefighters were less threatened because there were no potential victims to rescue. He encouraged the Council to continue to enforce the Village's fire sprinkler ordinance, and in a more timely fashion.

Trustee Braun said building owners try to avoid the sprinkler provision because of the cost, and added that he favored a phased-in approach for enforcement, because it provides time for owners to install the system. He suggested making an arrangement with local banks to provide low interest loans for fire sprinkler installations.

The Council reached general agreement that a phased-in approach to retrofit the commercial districts should be pursued, but did not identify a timeframe.

Manager Bahan said an ordinance would be drafted with both of the time options for the Council to consider, and he added that the Village could initiate discussions with banks to see what kinds of small loans they could provide.

- c) Updating of Liquor Licensing Procedures and Regulations. Attorney Janega reviewed the Village's procedures relating to pre-qualifying liquor licenses. Staff works with new applicants to ensure the new license is approved by the Council ahead of time, so their license can be issued immediately once the background check and final inspections are completed, and a Certificate of Occupancy is issued.

Attorney Janega recommended updating the license categories to reflect changes in the restaurant industry – specifically, eliminating riders and rolling sidewalk liquor licenses into the actual liquor license by category. She also suggested relaxing restrictions in defining restaurants, as Winnetka has the most restrictive food service provisions in the area. Winnetka is on the low end with regard to fees when compared to its neighbors.

The Council asked questions and briefly discussed the matter, reaching a general consensus to make it easier for businesses to apply for a liquor license and directing Staff to draft an Ordinance amending the Liquor Code.

- 3) Stormwater Utility – Discussion of Credits & Utility Fee. Attorney Janega reviewed the definition of a stormwater utility fee credit, along with the proposed “partnership credit” that was struck from Ordinance MC-2-2014 at introduction. She explained that putting the item under the heading of “credits” makes more sense, and is based on the Downer's Grove stormwater utility fee ordinance. She said both Village Staff and stormwater consultants recommend inserting credit provisions in the stormwater utility fee ordinance to clearly spell out the parameters of any such program.

Trustee Buck expressed a concern that when someone gets a credit, other users pay a larger fee. Attorney Janega explained that the partnership credit would only be offered in exchange for a significant contribution to the stormwater utility system, which would ultimately reduce costs for everyone. She added that a deadline for a partnership credit application would need to be set before the Tunnel design is completed.

Amanda Hanley, 855 Auburn. Ms. Hanley said the Village has not adequately explored green solutions, as best practices by homeowners and institutions benefit the entire community by improving stormwater quality. A one size fits all remedy is not equitable and is open to a legal challenge.

Laurie Morse, 271 Hawthorne, Glencoe. Ms. Morse said the Council is being asked to walk a fine line between flooding and pollution. In theory, upgrading the stormwater system is one of the most environmentally beneficial things the Village can do; however, if it is so big and expensive that the Council is reluctant to offer incentives for best management practices, an opportunity to become a model for the region is wasted.

The Council thoroughly discussed the credit issue and directed Staff to amend the stormwater utility fee ordinance to include a credit provision.

- 4) Investment Review. Mr. McKee reviewed the investment options from his report, in light of the low interest rate environment. He explained that if the Council wishes to maintain a very low risk environment, the current investment structure serves the Village very well. If the Council wants a higher rate of return over a long period of time, using a bond manager could improve investment income by .5% over a 3-5 year timeframe. Using a bond manager, however, could result in lower investment returns or loss of principal if interest rates increase.

The Trustees discussed their options, with several preferring to diversify the Village's investments into several banks, and others concerned that such actions will not be beneficial since few investments are generating a significantly better yield.

Mr. McKee pointed out that the Village has collateral for every dollar invested at Harris, which puts Winnetka in the strongest possible position. Staff was directed to study the option of a separate bond account and have an analysis ready in a few months. Trustee Corrigan asked President Greable for clarification about what kinds of projects the Trustees could request directly of staff, as there do not currently seem to be any rules in place. Trustees Buck and Braun agreed that some guidelines would be helpful.

President Greable said he would discuss the issue with Manager Bahan to come up with a process.

- 5) Public Comment. None.
- 6) Executive Session. None.
- 7) Adjournment. Trustee Buck, seconded by Trustee Corrigan, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 10:39 p.m.

Recording Secretary

Addendums 1 through 8

(original February 11, 2014 agenda materials)

Addendum 1 – Modification Options

If there is a desire to modify the current Code, I have provided some options for Council to consider.

Option 1

Modify Current Code with Some Economic Development Incentives

Maintain the current Code but eliminate Exceptions #2 and #3 so there is no gray area in the decision process (Addendum 1).

And

Encourage economic development and safety by establishing a fund that would supplement a portion of the cost of a sprinkler system by covering the fee to review the sprinkler plans and to install the new water service. The Village's fees for installing a sprinkler system include:

- Water Service Tap Fee: Between \$2,000 - \$3,000
- Street Opening/Restoration Fee: Between \$1,500 - \$2,500
- Plan Review Fee: \$400 - \$865
- **Total Range of Village Fees: \$3,900 - \$6,365**

On average, the "Change of Use" trigger requiring a sprinkler system occurs three to four times a year (Addendum 3). I would suggest waiving the water tap, street restoration and plan review fees. The overall savings to the business owner could be up to \$6,365. This would reduce the impact (of the cost of the sprinkler system) to the tenant and/or building owner while maintaining the existing safety standard. The tangible cost to the Village would be in the area of \$2,500 for actual supplies and payments to third party vendors.

Advantages: Demonstrates commitment to economic development
 Reinforces Village's commitment to sprinkler systems
 Provides some financial relief for a new occupant/owner

Disadvantages: Recent installations may request retroactive consideration
 Additional administrative monitoring
 Budgetary impact

Option 2

Adopt an Overall Retrofit Ordinance for Certain Commercial Structures/Areas

Adopt a retrofit ordinance specifying certain commercial areas or structures to install a sprinkler system within a defined retrofit period (i.e. ten to twelve years). The ordinance could be drafted with a phased-in approach requiring certain components of the system to be completed every two or three years. This creates a level playing field and eliminates case-by-case decisions. Some financial relief could be given through the waiving of Village fee's as outlined in Option 1.

Advantages:

- Demonstrates Village's commitment to sprinkler systems
- Eliminates case-by-case evaluation of sprinkler needs
- Creates a level playing field for the commercial areas
- Commercial areas will be 100% sprinklered by the end of the process

Disadvantages:

- Unplanned expense for business owners/occupants
- Business and property owners may be frustrated by new mandate
- Additional administrative oversight for the compliance period
- Business owners/occupants may not understand importance of sprinklers
- Can be challenging to enforce for non-compliance
 - Penalties or fines can be levied for non-compliance
 - May require court interactions
- Possible budgetary impact (if fees are waived)

Option 3

Be More Specific on Which Buildings Would Require Sprinklers

The current Ordinance requires any commercial space that has a change of use to install sprinklers. However, there are some commercial areas (typically outside the East/West Elm and Hubbard Woods) that do not have the same concerns. Below are some examples of buildings that could be exempt from the requirement for a change of use. Any significant remodeling or renovations would still require that they meet the requirements of the 2009 International Building Code.

Exempt certain structures who meet the following criterion:

- a. A single story structure on a slab (no basement)
- b. Unobstructed fire department access to, at least, two sides of the building
- c. The tenant space does not exceed 5,000 square feet
- d. Does not contain residential dwellings

It is important to note that a high percentage of residential dwelling units exist above first floor commercial uses in the East/West Elm and Hubbard Woods commercial districts that would still require sprinklers in the event of a change of use. The significant concern for these types of mixed-use properties is that the commercial areas are typically vacated during the evening hours and any fire could obstruct the ability of the residents from safely evacuating from above. A working sprinkler system would control or extinguish the fires providing for a safe evacuation.

Advantages: Relaxes some sprinkler requirements for very specific situations
Provides some financial relief for a new occupant who meets criterion

Disadvantages: Impacts mainly commercial buildings in the Indian Hill commercial district

Summary

A small number of property owners have indicated that the sprinkler requirement has placed an undue burden on their ability to lease their property. However, many members of the business community have invested in their properties by installing sprinkler systems over the years, which gives them flexibility to attract a greater variety of tenants. The issue on whether the Sprinkler Code applies to certain occupancies has been in front of the Village Council in previous years. It has been appealed at least three times and each time it was upheld. Sprinklers are important in our commercial areas for the reasons stated earlier. Today, they are more important than ever due to a shorter “flashover” time resulting from the increase of synthetic furnishings. A sprinkler system is truly the best protection against a devastating fire.

Fire alarm systems work “hand-in-hand” with sprinkler systems. The fire alarm system will provide early occupant notification of a fire as well as notify the fire department to respond. However, a sprinkler system will actually contain or control the fire which protects the occupants while they are escaping. Firefighters can safely enter the structure and completely extinguish any fire that is remaining. In addition, the sprinkler system will protect the property and surrounding buildings from the fire and smoke. A building that only has an alarm system will be able to notify occupants, but cannot protect their escape and will burn uncontrollably until fire department personnel arrive. I have personally seen businesses reopen the next day after a sprinkler activation (due to a fire) that would not have been possible with only a fire alarm system.

It is a difficult task to balance regulatory requirements while encouraging economic development. We have made great strides (in the installation of sprinkler systems) since 1977 with an overall average of 59% of the occupancies in the East & West Elm and Hubbard Woods commercial districts having sprinkler systems. I hope we can continue to work towards a 100% compliance rate in the future.

Addendum 2 – Existing Village Sprinkler Ordinance

Section 15.16.050 Amendments to the Standards for Installation of Automatic Fire Extinguishing Systems, National Fire Protection Association (NFPA) Publication 13, 2010 Edition.

A. **Amendments.** The following provisions of the Standards for Installation of Automatic Fire Extinguishing Systems, National Fire Protection Association (NFPA) Publication 13, 2010 Edition are amended for adoption by the Village.

1. **Title.** The Standards for the Installation of Sprinkler Systems, 2010 Edition, also known as NFPA Publication 13, shall be known as Automatic Sprinkler Regulations of the Village of Winnetka.

2. **Applicability.** Except as provided in paragraph 3 of this subsection A, automatic fire extinguishing systems, installed in accordance with the standards set forth in NFPA Publication 13, Standard for the Installation of Sprinkler Systems, 2010 Edition, or alternate similar fire suppression systems as approved by the Fire Chief, shall be installed in all buildings used for the following occupancies:

- a. Assembly occupancy used for gathering together six or more persons;
- b. Any occupancy where there is an activity involving the use of flammable liquids or gases or where flammable or combustible finishes are applied;
- c. Mercantile occupancy;
- d. Institutional occupancy;
- e. Multifamily residential occupancy;
- f. Educational occupancy;
- g. Business occupancy; or
- h. Storage occupancy.

3. **Exceptions.** The requirements of the foregoing paragraph 2 shall not apply where the use or occupancy: (1) is the same as it was prior to the amendment of this section effective on February 15, 1977; (2) has continued without change or, if there has been a change, the change does not increase the hazard to life or property; and (3) does not constitute a distinct hazard to life or property as determined by the Fire Chief.
(Prior code § 26.17)

4. **Terms.** The terms used in this section shall have the same meanings as those terms have in the Fire Prevention Code and the Life Safety Code adopted by this chapter.
(MC-4-2012, § 24, Amended, 07/17/2012; MC-6-2010, § 5, Amended 10/5/2010; MC-10-2006, Amended, 12/19/2006; MC-3-2005, Amended, 06/21/2005)

Section 15.16.090 Appeals.

A. Appeal to Village Council. A person who has applied for a permit or received an order from the Fire Chief may take an appeal to the Village Council from a decision of the Fire Chief disapproving or denying an application for a permit, or from an order of the Fire Chief requiring any fire prevention or safety-to-life measures to be taken. The appeal shall be subject to the following conditions:

1. The basis of the appeal shall be a claim that the provisions of the Fire Prevention Code or the Life Safety Code do not apply or that the provisions have been misconstrued or wrongly interpreted.
2. The appeal shall be initiated in writing within thirty (30) days from the date of the Fire Chief's decision or order.
3. The party bringing an appeal to the Village Council shall have the burden of establishing that the Fire Chief's decision or order was in error.

B. Decision on Appeal. The Council, in the exercise of its discretion, may uphold, reverse or modify the requirements of the Fire Chief.

(Prior code § 26.09) (MC-6-2010, § 4, Amended 10/5/2010; MC-3-2005, Renumbered, 06/21/2005)

Addendum 3 – Use Group Definitions

Below is a summary of each “Use Group”:

Assembly Use Group: Assembly uses include theaters, banquet halls, restaurants, sporting arenas and the other like occupancies.

Business Use Group: The Business Use Group includes offices, banks, government buildings, etc.

Educational Use Group: Educational use group is defined as the gathering of six or more people for educational purposes through the 12th grade.

Factory Industrial Use Group: This includes the use of a building or portion thereof for the assembling, fabricating, finishing, manufacturing, packaging, repair or process operations.

Hazard Use Group: Hazard Use Group includes the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed by the Code.

Institutional Use Group: Buildings or structures for which people are cared for or live in supervised areas such as hospitals, nursing facilities, child care centers.

Mercantile Use Group: The Mercantile Use Group includes any building or structure that is used for the sale or display of merchandise.

Mixed Use Occupancy: For a building that has mixed uses, it must be protected to the highest hazard.

Residential Occupancy: Sprinklers are required in all residential use groups other than one/two family dwellings.

Storage Use Group: Buildings or portions thereof used for the storage of materials.

Addendum 4
Sprinkler System Installations
Impacted by Change of Use Requirements
2009 - Current

<u>Date</u>	<u>Occupancy ID</u>	<u>Building</u>	<u>Installation Reason</u>
2/19/2009	WW40-04	858 Green Bay *	Change of use.
11/23/2009	WW40-05	852 Green Bay *	Change of use.
2/11/2010	EW19-01	576-580 Lincoln	Addition to existing building.
3/30/2010	WW18-01	551-553 Chestnut	Below grade office / work area and storage.
5/12/2010	WW40-01	850-858 Green Bay	Change of use.
7/20/2010	WW38-01	750 Green Bay	Below grade office / work area and storage.
7/18/2011	WW15-01	791 Elm	Upper level build out change of use.
11/29/2011	EW08-03	728 Elm St.	Change of use.
1/24/2012	HW41-05	1007 Green Bay	Change of use.
2/2/2012	HW05-01	901-905 Green Bay	Below grade change of use.
2/9/2012	WW33-01	954 Green Bay	Change of use.
2/16/2012	EW08-08	720 Elm	Change of use.
2/28/2012	HW19-01	1041-1049 Tower & 856-890 Green Bay	Change of use.
4/2/2012	WW07-06	813 Chestnut Court	Change of use.
12/6/2012	HW14-02	1052 Gage	Change of use.

If option 3 were adopted, these two properties would not have been required to be sprinklered based upon a single story on slab with no residential occupancies.

Memo

To: Alan Berkowsky, Fire Chief
From: Mike D'Onofrio, Director of Community Development
Date: June 27, 2014
Re: Fire Sprinkler Installations

In light of our discussions concerning potential changes to the fire sprinkler regulations, I have put together some cost data information. Specifically, I checked five commercial properties where portions of the buildings were retrofitted with fire sprinklers.

Based on my review of these cases I was able to determine the following:

- The five properties reviewed included tenant spaces in existing multi-tenant buildings, including both one-story and multi-story buildings.
- The average size of the tenant space where a fire sprinkler system was installed was 2,100 s.f.
- The type of installation ranged from the relocation and addition of several sprinkler heads, to the installation of an entire system including a new water service, backflow preventer, piping system and pendants.
- The costs ranged from a low of \$2,000 (for addition of 15 sprinkler heads to an existing system), to a high of \$33,200 (for installation of new water service, backflow preventer, piping system and pendants).
- Depending on the scope of the installation, the following Village fees/costs can be charged.
 - Water tap and meter - \$2,900
 - Street replacement - \$1,500
 - Right-of-Way opening - \$125.
 - Plan review fee \$400 - \$865 (depending on number of heads installed)
- With respect to the actual cost of piping, according to several sprinkler installation companies they estimate \$5/s.f. for occupied buildings. They also stated that the cost of an RPZ (backflow preventer) valve installed is \$7,000.

- The cost of installation of a new water service is quite variable based on the length of the service to be installed. As of this time I am still checking with contractors in order to determine a linear foot cost. I am fairly confident however that at a minimum the cost would be in the neighborhood of \$5,000 to \$6,000.

Based on a review of the data, the following conclusions can be made:

1. Approximately 40% of all sprinkler systems installed required the installation of a new water service, backflow preventer and piping system.
2. The average cost of the five projects reviewed was approximately \$14,000 (based on construction cost estimates provided by permit applicant).
3. The average cost of Village-related fees for these projects was \$2,160, or 15% of the total cost.
4. Under the scenario where a tenant space (2,000 s.f.) needs to add sprinklers, where other portions of the building are already sprinklered, it is estimated that the cost would be approximately \$10,000.
5. Under the scenario where the tenant space (2,000 s.f.) needs to add sprinklers, and there are no other sprinklers in the building, the estimated cost is approximately \$30,000.

I hope this information provides more insight as to the cost impact of sprinkler systems in existing commercial spaces. Please let me know if you need additional information, or have any questions.

Addendum 6 – Commercial Fire Incidents in Winnetka

I have included a list of fires that have occurred in Winnetka over the last few years. It is important to point out that when a fire occurred in a building that had sprinklers, the damage was minimal and the building was able to return to full operation in a very short time period. Though the 4:17AM fire at Faith, Hope and Charity is not in the business district, it is a good example of a fire that could have easily destroyed the building if not for the sprinkler system. In direct contrast, the fires that occurred in buildings without sprinkler systems, the dollar loss was significantly higher. For instance, the fire that occurred above Johnson’s Fish Market in 2005 resulted in the Fire Department having to rescue a sleeping teenager and dog from within the apartment where the fire originated. All three apartments in the structure were uninhabitable due to fire and smoke damage.

Date	Time	Address	Establishment	Use	Sprinklers
5/25/2012	11:37pm	925 Green Bay	Gap Clothing store	Mixed use - residential over commercial	Full
Exterior fire on roof/deck over commercial area. Extinguished by fire department.			*Loss - \$25,000		
Date	Time	Address	Establishment	Use	Sprinklers
12/18/2009	3:23pm	620 Lincoln	Winnetka Community House	Assembly	Full
Fire on the stage in the auditorium. Fire was controlled by sprinkler system.			*Loss - \$25,000		
Date	Time	Address	Establishment	Use	Sprinklers
9/10/2009	4:17am	200 Ridge	Faith, Hope and Charity School	Educational Use – Church	Partial
Fire in utility closet. Fire was controlled by sprinkler system			*Loss - \$5,000		
Date	Time	Address	Establishment	Use	Sprinklers
2/28/2007	3:01pm	505 Chestnut	LaBella’s Restaurant	Mixed use - Residential over assembly	Partially sprinklered at time of fire (now fully sprinklered)
Fire in void space between ceiling and roof area. Extinguished by fire department			*Loss - \$350,000 (Restaurant never re-opened after fire)		
Date	Time	Address	Establishment	Use	Sprinklers
11/24/2006	10:08pm	718-732 Elm	Samida Complex	Mixed use - Institutional, business, mercantile	Partial
Fire in common hallway. Extinguished by fire department.			*Loss - \$50		

Date	Time	Address	Establishment	Use	Sprinklers
6/12/2005	7:19am	809 Elm	Johnson's Fish Market	Mixed use - Residential over commercial	Non-sprinklered building
Fire in apartment on second floor. Sleeping teenager & dog rescued. Flames from window on arrival, extinguished by fire department.			* Loss - \$110,00 (multiple residents displaced from fire)		
Date	Time	Address	Establishment	Use	Sprinklers
4/1/2004	9:01pm	896 Green Bay	Trooping the Colour Clothing Store	Mixed use - Residential over commercial	Non-sprinklered building
Fire in basement of clothing store. Extinguished by fire department			* Loss - \$400,000 (multiple residents displaced from fire/business never reopened.)		

Addendum 7 – Surrounding Community Code Survey

A survey was performed of neighboring municipalities to determine their requirements for sprinklers in existing commercial occupancies. The results are as follows:

Municipality	Date	Source
Glencoe	9-11-12	Chief Volling
Existing: Any change of use of the occupancy classification.		

Municipality	Date	Source
Highland Park	9-11-12	Chief Tanner
Existing: * Per 2009 Building/Fire Code		

Municipality	Date	Source
Lake Forest	9-5-12	Chief Howell
Existing: Renovation involving 50% or more of area or structure Two or more building systems being replaced Change in occupancy classification that increases risk to life/fire		
Additional: In the opinion of the Fire Chief or Director of Community Development that sprinklers are needed for a specific occupancy.		

Municipality	Date	Source
Northbrook	9-6-12	Chief Nolan
Existing: Change of use classification which increases the fire hazard of the structure Any addition of 2,000 square feet or more Any building greater than 4,000 square feet.		

Municipality	Date	Source
Northfield	12-10-13	Ordinance
Existing: Change to a more “intense” occupancy or use Renovations in excess of fifty percent (50%) of the fair market value of property		

Municipality	Date	Source
Wilmette	9-11-12	Chief Dominik
Existing: * Per IFC/IBC Code		

*The following information is the basic code requirements for sprinklers under the International Building Code (IBC), the International Fire Code (IFC) and the NFPA Life-Safety Code. Typically, sprinkler requirements are found in Chapter 9 of the IBC. However, there are many other factors that the Code takes into account to determine if sprinklers are required.

Addendum 8 – Commercial Fires

The following articles depict fires in commercial areas similar to the commercial areas in Winnetka.

 ABC 7 Reporters Jason Knowles and Ravi Baichwal

November 10, 2010 (LOCKPORT, Ill.) (WLS) -- Approximately 75 firefighters responded to an extra-alarm fire Wednesday that destroyed four businesses.

Firefighters continued to investigate the scene late Wednesday morning, combing through the charred building to determine how the fire started.

No one was seriously hurt, but because the businesses burned down, some families now have to start over.

The fire tore through the string of businesses in the historic part of downtown Lockport just before 2 a.m. Wednesday. The now-charred building is attached to a boarded-up hotel and bar that burned down in a deadly fire in 2008.



"Bad luck, and unfortunately, four businesses. In this economy, if you lose a business, that's bad for the town," said Lockport Fire Chief Dave Skoryi. "When you're dealing with older buildings, they have timber construction which isn't used anymore."

The losses from the latest fire scene include an insurance company, a denim store, a bowling alley in the basement and Stephenson Photography.

"We had all of our customer files, our negatives, every event that ever happened in Lockport in the past --how many-- years," said Mary Pierson of Stephenson Photography. "It was all in there. It's all gone."

Some of the other business owners say they are not sure if they will re-emerge.

"With the wiring and stuff like that, it would probably have to be from the ground up because I'm sure all the water went down into it. We were down in the basement. We were below the other three businesses," said Lockport Lanes' Mike Stropkovic.

Then, there's the Henderson family. Mr. and Mrs. Henderson just rebuilt and moved their denim store, Weber Denim, after losing everything in yet another fire last year. They reopened in the now-destroyed Lockport building and had been planning on handing their business over to their son.

"A big loss. A lot of personal items, besides just the merchandise. A lot of hard work went into putting it all together. I just feel like, 'Pinch me.' It's a dream. It hasn't really hit me yet," shop owner Anna Henderson said.

Firefighters say they saved a man and a woman from an apartment next door to the burned building. The couple was treated on the scene and refused to be taken to the hospital.

"They helped us out. We had trouble breathing. They put us into an ambulance and had us checked out," said Brittany Arteaga who was rescued from the blaze.

"When engine company four got here, they went to the apartment building above," said Skoryi. "Smoke was so thick they couldn't see anyone, but they heard a female yelling. They were able to locate her and her husband and guide them out to safety."

Investigators say it will take days to determine a cause for the fire, but witnesses say they heard and saw an explosion.

"All of a sudden the building blew up across the street from my house. Literally, I thought my windows was going to get blown out. It was crazy," said witness Chazarae Musaraca.

Firefighters from several different suburban departments to put out the fire. None of them was injured.

Most business owners tell ABC7 Chicago they have insurance. Some say they are not sure if they will reopen. Even if they do, it will take time to do so, and they say they are losing money every day their businesses are closed.

But for a town that has rebuilt from flames before, there is confidence even the setback can be overcome

"As soon as we get them back in place, we hope to increase investment in the community because we have other buildings that have suffered from fire," said Tom Alves, Tallgrass Restaurant.

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THURSDAY, AUGUST 11, 2011

Downtown Villa Grove, IL Fire

I was alerted by a text message from David Bellmore around 6:30 PM of a major fire in the downtown district of Villa Grove, a smaller town about 20 miles south of Champaign-Urbana, suggesting I go document the blaze. I quickly made my way and grabbed the camera gear and hit the road. Immediately upon exiting Urbana on Route 130 southbound I could see the smoke plume, from nearly 20 miles away. It wasn't hard to spot either. Not like an "oh yeah, something must be going on way down there" but more of a "oh crap."

Anyway, for an event such as this I will simply let the photos do the talking. It was very fun to later meet up with David, who also happens to be a fire fighter for the Edge-Scott FPD who was called from Urbana to assist in the fire.

I'm all for sharing by the way, but please don't let me find these images on other sites with my name cropped out. That's stealing.



Photos by Andrew Pritchard, DeKalb, Illinois

MINONK — Flames that ripped through a row of historic buildings Wednesday morning occupied firefighters from throughout the region for hours and claimed two long-standing businesses in the city.

Four storefronts were destroyed by a blaze that appears to have begun about 4:15 a.m. in a former video rental business in the 500 block of Chestnut Street.



From there, flames spread to adjacent businesses in the connected structure, claiming buildings from the Minonk IGA grocery store to the corner of Fifth and Chestnut streets.

"We don't have a lot of retail in our downtown, and this hurts," Minonk city administrator Doug Elder said. "We lost a lot of history today."

Two of the businesses - the law office of Ned Leiken and the Meyer-Jochums Insurance Agency - were still operational. Elder said owners of the insurance agency have long been supporters of community initiatives. Those owners could not be reached for comment Wednesday.

"It's sad for our downtown, and it's our hope these active businesses will rebuild downtown," Elder said. "Time will tell."

The Minonk IGA, which was immediately adjacent to one of the buildings that burned, was spared damage from the fire. The grocery store, however, lost power because of the flames and likely lost perishable products.

Elder said the buildings were more than 100 years old, and the extent of damage prevented them from being salvaged. As firefighters continued to douse hot spots in the rubble, a track hoe was brought in to begin demolition of the structures.

The walls were being collapsed as a matter of public safety and to protect adjacent properties, Elder said.

"It's a public hazard right now," he said as the first walls began to come down.

Elder praised the efforts of the Minonk Fire Department and expressed gratitude to other departments from Woodford County and beyond for assistance.

"The Minonk Fire Department just did a heroic job of preventing the fire from taking the entire block," he said.

In addition, the Central Illinois Chapter of the American Red Cross responded to the area with its emergency response vehicle. Volunteers mobilized shortly after 8 a.m.

"It's for mass care, and it's our volunteers who provide drinks and snacks to first responders," said Erin Miller, chapter spokeswoman. "From what we understand, it's probably going to be on for most of the day."

Matt Buedel can be reached at 686-3154 or mbuedel@pjstar.com.

October 26, 2011

Fire in downtown Macomb

August 12, 2000 - These images are of area firefighters fighting the fire that broke out in downtown Macomb, Illinois in the early afternoon of Saturday, 12 August 2000. The sequence begins Saturday afternoon and concludes with the post-fire cleanup Sunday evening. Buildings involved in the blaze were on the southeast corner of the Carroll and Lafayette St. intersection (between the Square and Chandler park). Businesses affected by this blaze include:



Buildings involved in the blaze were on the southeast corner of the Carroll and Lafayette St. intersection (between the Square and Chandler park). Businesses affected by this blaze include:

- Gemini Hair Salon (demolished)
- Copperfield & Company Booksellers (demolished)
- Tech Pro Computing (demolished)
- Family Eyewear (demolished)
- Damone's Restaurant (demolished)
- Hartmann Photography (demolished August 2001)
- Stitching Post (demolished August 2001)

Several apartments were also destroyed. Among the fire squads responding to the blaze were Macomb, Good Hope, Blandinsville, Emmet-Chalmers, New Salem, Bushnell,

Colchester, Carthage, Rushville and Industry.

Update: September 4, 2001. A year, the 2 remaining buildings have just been demolished. The site of the other demolished buildings is clear of debris, level and grass is growing. Business status report:

- Stylists from Gemini have joined other salons
- Copperfield & Company re-opened Sept 5, 2000, at 118 North Side Square
- Family Eyewear's John Malinak operated out of his home for about a year, then opened a new office on the east edge of Macomb, before closing the business in the Fall 2002.
- Hartmann Photography relocated to 119 North Randolph (2nd floor above Century 21 Purdum-Epperson)
- The Stitching Post moved to the north side of the Square.



Prophetstown Downtown Area Fire
July 15, 2013
Destroyed eight (8) downtown businesses



Jersey City, New Jersey November 27, 2013





Agenda Item Executive Summary

Title: Chicago's North Shore Convention & Visitors Bureau Membership Renewal

Presenter: Michael D'Onofrio, Director of Community Development

Agenda Date: 07/01/2014

Consent: YES NO

Ordinance
 Resolution
 Bid Authorization/Award
 Policy Direction
 Informational Only

Item History:

No previous action.

Executive Summary:

The Village has been a member of the Chicago's North Shore Convention & Visitors Bureau (CNSCVB) since 2010. The Bureau is the State of Illinois certified destination marketing organization that serves five north shore communities. The mission of the Bureau is to increase awareness of north shore businesses. The Bureau has an annual budget of \$1.3 million.

This item is coming before the Village Council from the Bureau, along with its annual request for funding. The fee for being a member of the Bureau is \$6,500 for the period of July 1, 2014 to June 30, 2015.

There are currently 36 Winnetka businesses that are members of the Bureau, which is an increase of 8 businesses over the previous year. Two years ago, membership included only 14 businesses. For any one of these businesses to be an individual member of the Bureau, the Village must first be a member.

Recommendation:

Consider renewal of the Village's annual membership with the Chicago's North Shore Convention & Visitors Bureau.

Attachments:

- 1) Agenda Report
- 2) Attachment A: CNSCVB Overview

AGENDA REPORT

TO: Village Council

PREPARED BY: Michael D'Onofrio, Director of Community Development

SUBJECT: Chicago's North Shore Convention & Visitors Bureau (CNSCVB)

DATE: June 25, 2014

Background

The Chicago's North Shore Convention & Visitors Bureau (Bureau) is the State of Illinois certified destination marketing organization servicing member communities of the north shore. The mission of the Bureau is to increase awareness of north shore businesses through the promotion of individual merchants.

In addition to Winnetka, north shore communities that are members of the Bureau include Evanston, Glenview, Skokie, Northbrook and Winnetka. The Bureau has a budget of \$1.3 million, half of which is derived from local member communities and the other from the State of Illinois Bureau of Tourism. The Bureau operates with a staff of five employees, all of who have experience in the hospitality industry.

The Village has been a member of the Bureau since 2010. The impetus for membership grew out of the desire from several business owners and the Chamber of Commerce to join the Bureau. Subsequently, the Business Community Development Commission, at the request of the Village Board President, examined the benefits of joining and recommended that the village become a member.

The fee for renewing the Village's membership is \$6,500 and covers the period from July 1, 2014 to June 30, 2015.

Benefits of Membership

In terms of benefits to Winnetka and its business community, the Bureau operates on several levels. First, with the Village being a member of the Bureau local businesses can also become individual members of the Bureau. The individual business must pay a membership fee to the Bureau (separate from the Village's \$6,500 fee) which ranges from \$200 - \$300. During the past year, a total of 36 businesses were members of the Bureau (see Attachment A, p.2). Last year there were a total of 31 business members, and the year before there were 14 local members.

In addition to the significant increase in membership, only one member business from the previous year dropped its membership this past year and that was due to the business closing.

In addition to the benefit to local businesses being eligible to join the Bureau, the Village also benefits from being a member. With its annual fee, Winnetka information and activities are included in the Bureau's print and electronic publications. Print publications include the Official Visitor's Guide, Public Transportation Guide, and Seasonal Advertising Campaigns. As for electronic media, Winnetka - related businesses and activities are included in the Bureau's Monthly e-newsletter, Facebook Page, Twitter Feed, Website, and Monthly e-blast campaigns (see Attachment A, pp.3-7).

CNSCVB Activities in Winnetka

With respect to activities in the past year, the Bureau has hosted three Business After Hours events in Winnetka. In addition to the after hours events, the Bureau participated in a number of other activities in the Village including various networking events, merchant meetings, as well as a number of Chamber of Commerce functions (see Attachment A, p.3).

Recommendation

Consider renewing the annual membership with Chicago's North Shore Convention & Visitors Bureau in the amount of \$6,500.

Attachments

Attachment A – Overview of CNSCVB

ATTACHMENT A



June 5, 2014

Mike D'Onofrio
Director, Community Development
Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093

Dear Mike,

On behalf of Chicago's North Shore Convention and Visitors Bureau (CNSCVB), I am writing you requesting that the Village of Winnetka's renew its membership with our organization. The annual fee for the Village of Winnetka's membership remains at \$6,500.

I believe that the work of the CNSCVB has benefitted the retail merchants, restaurants and attractions of the village and hope that we can continue our work in our upcoming fiscal year (July 1, 2014 – June 30, 2015) representing the Village of Winnetka.

I have forwarded our Year-In Review outlining our accomplishments in the past year. Please let me know if you need anything else to proceed forward with this request.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Gina Speckman".

Gina Speckman
Executive Director



The Village of Winnetka has been a municipal member of Chicago's North Shore Convention and Visitors Bureau (CNSCVB) for five years. This memo is an overview of our organization and an update of our activities in the past year.

OVERVIEW

Chicago's North Shore Convention and Visitors Bureau is the state certified destination marketing organization servicing the member communities of the North Shore. The mission of the Bureau is to strengthen the positive awareness of Chicago's North Shore's business districts through promotion of the individual merchants including activities produced on a local level. Through aggressive sales and marketing initiatives, the CNSCVB promotes the area as an outstanding destination for business and leisure pursuits in order to increase hotel, restaurant and sales tax revenues and stimulate economic development and growth for our member municipalities.

The source of half of the Bureau's annual budget is the State of Illinois' Bureau of Tourism. The other half is derived from our local member communities. The CNSCVB operates on a July 1 fiscal year. In the fiscal year that just completed, the Bureau had a budget of \$1.3 million. During the current fiscal year, the Bureau's budget increased again due to an increase in state funding affording the Village of Winnetka increased promotional and advertising outreach for its contribution which has remained at the same level since the Village joined the Bureau.

The CNSCVB operates with a staff of five Sales and Marketing professionals who have vast experience in the hospitality industry. The CNSCVB operates state-of-the-art sales and marketing programs which allow its member communities the ability to stretch their limited marketing and promotional dollars to assist their business and retail districts.

The CNSCVB works very closely with the Winnetka Chamber of Commerce and its Executive Director Terry Dason to extend and promote her important programming on behalf of the Village of Winnetka.

Last year, the Village Trustees acknowledged the fact that the bureau substantially increased the number of Winnetka members and this year we have added 8 new businesses as members, a 25% increase over last year.

CNSCVB MEMBERS *(8 new businesses this year and one business closed from last year)*

Artistica Italian Gallery
Avli Restaurant
Baird & Warner
BMO Harris
Crème de la Crème
Dear Emily
Edward's Florist
First Bank & Trust
Girlfriends
J. McLaughlin
Love's Yogurt
Marian Michael
Material Possessions
Mattie M
Maze Home
Mirani's
North Shore Art League
Pagoda Red
Randoons
Restaurant Michael
Romantika
Sawbridge Studios
Seagrass
skandal
StubStop
The Classic Stitch
The Country Store
Village Toy Shop
Willow Boutique
Winnetka Chamber of Commerce
Winnetka Community House
Winnetka Historical Society
Winnetka Park District
Winnetka Public Library
Winnetka Wine Shop
Woman's Exchange

CNSCVB HOSTED EVENTS IN WINNETKA (within last year)

- August 22, 2013 Business After Hours: Winnetka Community House
- May 22, 2014 Business After Hours: skandal
- July 23, 2014 Business After Hours: Wednesdays in the Woods with the Winnetka Chamber of Commerce and the Park District

CNSCVB PARTICIPATED IN THE FOLLOWING WINNETKA COMMUNITY EVENTS

- July 24, 2013 Multi-Chamber Lunch
- August 8, 2013 Winnetka Chamber's Business After Hours
- August 22, 2013 Winnetka Chamber's Business Networking Event
- September 13, 2013 East Elm District Merchant Meeting
- September 18, 2013 Winnetka Chamber's Business for Breakfast
- September 24, 2013 Winnetka Chamber's Let's Do Lunch Networking Event
- September 24, 2013 Winnetka Chamber's Let's Do Lunch Networking Event
- October 22, 2013 Winnetka Chamber's Business After Hours Networking Event
- November 20, 2013 Hubbard Woods Merchant Meeting
- February 25, 2014 Winnetka Chamber's Let's Do Lunch Networking Event
- March 11, 2014 Winnetka Chamber Board Meeting
- March 20, 2014 Winnetka Chamber's Let's Do Lunch Networking Event
- April 19, 2014 Winnetka Chamber's Member Recognition Luncheon
- May 14, 2014 Winnetka Chamber's Business After Hours

DEDICATED ADS IN NORTH SHORE WEEKEND MAGAZINE FOR WINNETKA SPECIFIC MEMBER PROMOTIONS (holiday ad below and Sidewalk Sale 2014 to run July 2014)

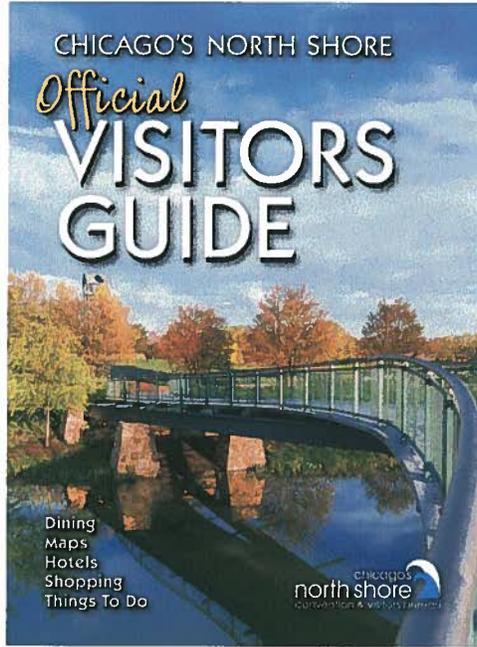
Shop Winnetka for the Holidays

❧ SUNDAY, DECEMBER 8 ❧

<p>ARTISTICA ITALIAN GALLERY 990 Green Bay Rd. 847.446.2916 15% off store wide on any purchase</p>	<p>J. MCLAUGHLIN 567 N Lincoln Ave. 847.784.1730 15% off \$100 or more Sunday only in Winnetka</p>	<p>PAGODA RED 902 Green Bay Rd. 847.784.8881 Open Saturdays, 10am - 5pm.</p>	<p>SKANDAL 907 Green Bay Rd. 847.386.7900 Early bird sale 7-9am 30% off, 9-9am 25% off, 9:30-5pm 20% off purchase</p>
<p>THE CLASSIC STITCH 549 Chestnut St. 847.881.2830 10% off gift certificates</p>	<p>MATERIAL POSSESSIONS 954 Green Bay Rd. 847.446.8840 15% off, excluding bridal registry</p>	<p>RANDOOMI 962 1/2 Green Bay Rd. 847.784.1890 Seasonal Sale in progress</p>	<p>VILLAGE TOY SHOP 807 Elm St. 847.446.7990 20% off and free gift wrap</p>
<p>FREE BAGS 561 N Lincoln Ave. 847.386.7488 10% off all cloth items</p>	<p>MATTIE M 990 Green Bay Rd. 847.784.8701 Seasonal sale in progress</p>	<p>ROMANTIKA 912 Green Bay Rd. 847.441.0700 15% off total purchase</p>	<p>WILLOW BOUTIQUE 1060 Gage St. 847.386.6869 15% off full priced item. Spend \$500 receive 25% off full priced items</p>
<p>GIRLFRIENDS 1041 Tower Rd. 847.441.9464 Seasonal sale in progress</p>	<p>MAZE HOME 735 Elm St. 847.441.1115 15% off storewide, exclusions apply</p>	<p>SAWBRIDGE STUDIOS 1015 Tower Ct. 847.441.2441 15% off holiday merchandise</p>	<p>WINNETKA WINE SHOP 726 Elm St. 847.446.2716 10% off purchase of 6 bottles of wine</p>
<p>chicago's north shore convention & visitors bureau For more information on Holiday Events and North Shore hotels, visit www.destinationnorthshore.com</p>		<p>SEAGRASS 895 Green Bay Rd. 847.446.8444 15% off in-store merchandise</p>	

PRINT AND ELECTRONIC COLLATERAL WITH WINNETKA REPRESENTATION

Chicago's Official Visitors Guide



WINNETKA MAP

WINNETKA RETAIL DISTRICT

East Elm
Consists of trendy boutiques and contemporary shops of architecture and interior design. Features outdoor seating, modern and stylish jewelry stores, antique shops, and an art gallery. It is also home to the Winnetka Community House.

West Elm
West Elm is the center of local activities including the public library, bank and by covered walkways. There is also a number of all-season dining venues, taverns, apparel and accessory boutiques, specialty gift shops, toy store, and vintage goods shops.

Hubbard Woods
Hubbard Woods, on the northern edge of the village is the where one finds casual contemporary and classic architecture buildings housing a delightful "old world" atmosphere to the area - one of the nicest ways of the shops carry the European flair. The street is lined by home furnishings, accessories, antique apparel and gift shops.

Waukegan Hill
Nestled in the north of the village of Winnetka, Waukegan Hill is a historic home to several services to residents that is also open to visitors in the heart of the historic district.

SHOPPING

SHOPPING

Chicago's North Shore is truly a place to stroll and be pampered. Stroll through a neighborhood antique shop or browse the offerings of a world class shopping center. Relax and rejuvenate at one of our premier spas.

HUBBARD WOODS
Shop till you drop in the beautiful Hubbard Woods. Browse through a variety of shops and boutiques including home furnishings, jewelry, fashion accessories, and more.

WHERE CHICAGO AND THE NORTH SHORE MEET
Experience the best of both worlds in the heart of the North Shore. Enjoy the best of Chicago and the North Shore in one place.

FRESH AIR FASHIONS
One of the best outdoor shopping centers in the Midwest - and one of the best in the world. Fresh Air Fashions is home to a variety of outdoor apparel and accessories. There is also a variety of outdoor furniture and more.

NORTHEROCK COURT
This area is a shopping center with a variety of shops and boutiques. It is also home to a variety of outdoor furniture and more.

FOODIE HEAVEN
Discover a world of gourmet food and more. Foodie Heaven is a shopping center with a variety of shops and boutiques. It is also home to a variety of outdoor furniture and more.

AN INDUSTRY GIANT
Experience the best of both worlds in the heart of the North Shore. Enjoy the best of Chicago and the North Shore in one place.

Inclusion in Monthly e-newsletter



Northwestern Wildcats are 4-0!



Gershwin's Greatest Hits at Light Opera Works

October 4 - 13
 Nichols Concert Hall, Music Institute of Chicago
 1490 Chicago Ave., Evanston
 George Gershwin's talent took Broadway by storm, sold out concert halls and opera houses, and defined an era. Join us for a thrilling program of great music, performed amidst the architectural and acoustic beauty of Nichols Concert Hall in

towntown Evanston and chamber ensemble For ticket information, click here.

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OCTOBER 18-20
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 TICKETS: \$15
PREVIEW PARTY
 OCTOBER 17
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 north shore convention & visitors bureau
 Easy access to Chicago's North Shore via CTA, Metra & Amtrak
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Metra & Amtrak to C

Metra Trains From Ogilvie Station

Metra/Union Pacific North Line (312-836-7000)
 Metra/Union Pacific North Line Suburban Train services the east North Shore. Trains leave from Chicago Ogilvie Station located at Madison and Canal Streets (see other side). The Metra Main Street and Davis Street stops in Evanston are located next to their corresponding CTA Purple Line stops (see other side). Train lines not drawn to scale.

Chicago Botanic Garden, Downtown Evanston

RAVINIA PARK	48 MIN
• Ravinia Festival	
BRAESIDE	46 MIN
• Chicago Botanic Garden - one mile walk	
GLENDEN	43 MIN
• Chicago Botanic Garden - train is available for summer weekends and special events	
HUBBARD WOODS/WINNETKA	41 MIN
• Hubbard Woods Retail	
WINNETKA	38 MIN
• Winnetka Community House • East & West Flea Retail	
INDIAN HILL/WINNETKA	35 MIN
• Indian Hill Retail	
CENTRAL STREET/EVANSTON	28 MIN
• Room Field • Central Street Shops	
DAVIS STREET/EVANSTON	25 MIN
• Downtown Evanston	
MAIN STREET/EVANSTON	22 MIN

Chicago North Shore Facebook page

 **Chicago North Shore** shared a link. 4 hours ago  

Did you see this? It's a Groupon for a 5-course tasting paired with wine at Restaurant Michael in Winnetka!

	<p>Groupon Deal gr.pn</p> <p>Restaurant Michael – Winnetka Five-Course French Tasting Menu with a Wine Flight Pairing for Two (\$148 Value)</p>
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 **ChicagoNorthShore** @ChicagoNShore 13 Jun

Tonight! Winnetka's Summer Night Farmer's Market opens!
Stock up on your favorite summer produce! ow.ly/bxBAB

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Chicago's North Shore Website



Chicago's North Shore Convention and Visitors Bureau

Bordering Chicago along Lake Michigan, the North Shore combines arts, attractions, top restaurants, shopping and lodging to create the perfect getaway.



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Our Communities

Introduction | Evanston | Glenview | Northbrook | Skokie | Winnetka

Winnetka

Winnetka is an affluent village located approximately 20 miles north of downtown Chicago. Named "one of the best places to live" by CNN Money in 2009, its small-town spirit, charm and traditions make it one of the most delightful, congenial, and dynamic villages along Lake Michigan's North Shore.

With tree-lined streets, sandy beaches, renowned schools, outstanding parks, quality recreational facilities and four business districts, Winnetka is truly a "beautiful land" - as its name suggests - its striking landscape is why it has been home to many feature films. The movie Home Alone and the beginning of Home Alone 2 are both filmed in Winnetka. Numerous other movies filmed in the village include Ocean's 12, Breakfast Club, National Lampoon's Vacation, Ferris Bueller's Day Off, Screen Candles, Planes, Trains & Automobiles, See's Having a Baby and Uncle Buck.

There are four business districts in Winnetka each with its own character and charm. Within each district - East Elm, West Elm, Hubbard Woods, and Indian Hill - there is pride and commitment to providing quality, value, expertise and personalized customer service.



East Elm is comprised of both traditional and contemporary styles of architecture and features upscale fashion boutiques for men, women and children, jewelry stores, antique dealers, and an art gallery. It is also home to the Winnetka Community House. This village institution is on the National Registry of Historic Places to host each year to the Antiques + Modernism Show and has wonderful facilities for weddings and other special occasions.

West Elm is the hub of traditional banking and financial service businesses and also is the center of the civic activities including the public library, post office and hi-colored Village Hall. There is also a variety of al fresco dining restaurants, fashion apparel and accessory boutiques, specialty gift shops, toy store, and sporting goods store. Don't miss The Book Staff, a renowned independent bookstore that brings in sought after authors for readings and signings and boasts an extremely knowledgeable staff.

Hubbard Woods, on the northern edge of the village is the where one finds quaint courtyards and charming Tudor-styled buildings bringing a delightful "old world" atmosphere to the area - one of the reasons many of the shops carry fine European imports. The district is strong in home furnishings, accessories, antiques apparel





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Respectfully submitted by:

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