

Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
Tuesday, August 6, 2013
6:30 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) August 13, 2013 Study Session - **Cancelled**
 - b) August 20, 2013 Regular Meeting
 - c) September 3, 2013 Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
 - a) Approval of Village Council Minutes
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 - b) Resolution R-27-2013: Stormwater Financing Reimbursement – Adoption 113
- 9) Public Comment
- 10) Old Business
- 11) New Business

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14) Executive Session

15) Adjournment

MINUTES
WINNETKA VILLAGE COUNCIL STUDY SESSION

July 9, 2013

(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, July 9, 2013 at 7:00 p.m.

1. Call to Order. President Greable called the meeting to order at 7:03 p.m. Present: Trustees Joe Adams, Arthur Braun, Jack Buck, Patrick Corrigan, Richard Kates and Stuart McCrary. Absent: None. Also in attendance: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Katherine Janega, Public Works Director Steven Saunders, Finance Director Ed McKee, and approximately 11 persons in the audience.
2. Draft Stormwater Master Plan. Public Works Director and Village Engineer Steve Saunders explained that the Stormwater Master Plan is a framework to guide the Village moving forward, not only with the proposed capital improvement projects, but for other aspects that go into making a full stormwater program; for example, water quality, building regulations, inflow and infiltration (I/I) and green infrastructure. The end goal is a comprehensive plan that relates to stormwater control, similar to the way that the *Winnetka 2020* Comprehensive Plan relates to land use.

Mr. Saunders said the draft Stormwater Master Plan still has a number of policy questions to be answered, and that Council input is needed to flesh out the document before public engagement begins. Two sections were not fully developed, due to the required feedback from other government agencies. First, the chapter on flood plain management will be completed once the Village's in-process application for the Federal Emergency Management Agency's (FEMA) Community Rating System is finished. Second, the section on stormwater management regulations is subject to change once the Metropolitan Water Reclamation District (MWRD) passes its stormwater management ordinance, which has been published in draft form and is subject public comment before adoption.

Mr. Saunders introduced Mark Phipps, of Baxter & Woodman, to present the draft Master Plan and review policy questions with the Council.

Mr. Phipps explained that the look of the Master Plan document will be very different once it has been completed and graphics and photographs are inserted; and that the focus of tonight's discussion was technical content such as goals, objectives and recommendations. He said the Master Plan is a multi-faceted, comprehensive guide that is intended to function as a roadmap for the Council to use when making stormwater-related decisions.

Mr. Phipps said seven major goals were identified for the Village's Stormwater Master Plan:

1. **Reduce the risk of flooding.**
Focus: Stormwater infrastructure improvements such as the proposed projects currently under consideration by the Council.
2. **Reduce basement backups and sanitary sewer overflows.**
Focus: Reduce I/I into the storm sewer system, including door-to-door visits with residents to check for cross-connections.

3. **Participate in and remain in good standing with the National Flood Insurance Program.**
Focus: Improve floodplain management practices and set strict development standards; continue with application for FEMA's Community Ratings Program.
4. **Protect and enhance the quality of water in Lake Michigan and the Skokie River.**
Focus: Educate residents, reduce illegal sanitary sewer connections, and implement control measures on construction sites. Consider water quality sampling at five suggested locations where Baxter & Woodman's water sampling revealed elevated levels of fecal coliform, nitrogen and phosphorus.
5. **Encourage the use of stormwater Best Management Practices (BMPs) to reduce runoff volumes and improve the quality of runoff.**
Focus: Green infrastructure such as permeable pavements and rain barrels, to reduce runoff and improve stormwater quality. Consider incentive or recognition program for green infrastructure projects, develop ordinance requirements for new development – public and private.
6. **Establish development regulations which are cutting-edge in the area of stormwater management.**
7. **Effectively maintain the storm and sanitary sewer systems for optimum performance.**
Focus: Clean and maintain 1/7 of the sanitary and storm sewers annually.

Mr. Phipps reviewed the proposed next steps in the Stormwater Master Plan process, which include: (i) refine the goals, objectives and recommendations; (ii) hold open houses for residents to learn about floodplain management, water quality issues and I/I; and (iii) discuss development regulations to reduce stormwater runoff and improve water quality. He requested Council direction on the questions of: (i) moving forward with house-to-house canvassing to uncover illegal storm sewer connections; (ii) whether the Village should pursue plans for a cost-sharing program to disconnect sump pumps and foundation drains from the sanitary sewer; and (iii) scheduling public open houses.

Answering a question from President Greable about a financing component to the Master Plan, Mr. Phipps explained that although the financing has been thoroughly discussed in conjunction with the Municipal Financial Services Group Stormwater Utility Study, a financing chapter could be added to the Master Plan.

There was a lengthy discussion about aspects of the Master Plan, including: public open houses, BMPs, illegal connections to the sanitary sewer, house-to-house canvassing, and water sampling.

Mr. Saunders, responding to questions from Trustees Buck and Corrigan, explained that a Master Plan is needed because it will look ahead five to ten years and provide a vision to guide future Councils, in the same way the Comprehensive Plan guides the Village on land use issues.

Terry Lowinger, 950 Hill Road: Ms. Lowinger said BMPs could be used in other areas besides water quality and runoff, and she suggested adopting green infrastructure practices as soon as possible.

Ted Wynnychenko, 1086 Oak Street: Mr. Wynnychenko made the following points: (i) the Council should seriously consider the question of credits when implementing the stormwater utility fee; (ii) it is important to re-evaluate the code with respect to drainage; (iii) the Village's Engineering Guidelines are not Best Practices; and (iv) the tunnel boring machines vibrate and may crack the foundations and walls of surrounding homes.

Chuck Dowding, 968 Elm Street: Mr. Dowding said a Master Plan is extremely important, the community needs to know that the Council thought deeply about the direction it wants to go in, and the regulatory agencies require it as part of their permit processes.

The Council provided the following direction on the outstanding issues: (i) implement a recognition program for projects that utilize BMPs, similar to the Historic Preservation Awards; (ii) participate in the MWRD's rain barrel distribution program; (iii) do not implement a stormwater fee credit program, unless there is a legal reason to do so; (iv) do not implement a cost-sharing program to help residents remediate illegal connections to the sanitary sewer; (v) proceed with a long-term water quality monitoring program, but provide more specifics to the Council; (vi) reduce the number of recommended public open houses; and (vii) schedule a special Study Session to discuss development regulation.

3. Willow Road Stormwater Tunnel – Engineering Procurement and Construction Contracting Methods. Mr. Saunders explained that a two-phase process, starting with a Request for Qualifications (RFQ) and then proceeding to a Request for Proposals (RFP), is recommended because the complexity of the project will require a significant cost for bidders to provide a detailed proposal. Staff would like to narrow down the pool of respondents to a reasonable number of firms that are qualified and suited for this type of project. He also reviewed two types of construction contracting methods:

- General Contracting Bidding. A traditional approach which is most successful for linear projects such as roadway, sewer, stormwater and water main improvements. This method provides the lowest cost for a given set of documents; however, any changes in the scope of work or ambiguities in the construction documents are open to interpretation/negotiation and subject to change orders for time, dollars, or both. This method can lead to an adversarial relationship between the Village, Design Engineer and Contractor.
- Construction Management. This technique brings the contractor to the design team, where s/he assists the Village in making schedule and scope decisions early in the process. This approach provides more frequent and accurate cost estimates, which are used throughout the design process, and affords early identification of cost and scheduling issues. In addition, the risk of cost overruns (not associated with the project scope) is transferred to the Construction Manager.

After reviewing the proposed contract structure, Mr. Saunders recommended a Construction Manager at-risk for the first phase of the Tunnel Project, with the remainder of the proposed projects being awarded in a traditional General Contractor bidding arrangement. He said the goal is to get the RFQ published later in July; review responses by early September; issue an RFP in October and possibly award a contract in December.

After a brief discussion, the Council agreed with Mr. Saunders' recommendations for the contracting methods for the Tunnel Project.

4. Legislative Update – HB 183 “Concealed Carry.” Attorney Janega reported that the State legislature overrode the Governor’s veto and passed a concealed carry law that pre-empts home rule, but does provide a 10-day window for municipalities to pass legislation banning assault weapons. She explained that for all practical purposes, the Council can assume there is no restriction on carrying firearms other than what is in place in the new Act.

Trustees Adams, Kates, McCrary and Braun said they would like Attorney Janega to draft an assault ban ordinance for discussion and public comment at the July 16 Council Meeting.

5. Public Comment. None.
6. Adjournment. Trustee Braun, seconded by Trustee Adams, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 10:13 p.m.

Recording Secretary

MINUTES
WINNETKA VILLAGE COUNCIL SPECIAL STUDY SESSION

July 11, 2013

(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, July 11, 2013 at 6:30 p.m.

- 1) Call to Order. President Greable called the meeting to order at 6:30 p.m. Present: Trustees Joe Adams, Arthur Braun, Patrick Corrigan, Richard Kates and Stuart McCrary. Absent: Trustee Jack Buck. Also in attendance: Village Manager Robert Bahan, Village Attorney Katherine Janega, Public Works Director Steve Saunders, Finance Director Ed McKee and approximately 5 persons in the audience.
- 2) Stormwater Bond Financing. Finance Director Ed McKee said Municipal and Financial Services Group (MFSG) has evaluated the feasibility of a stormwater utility to pay for capital improvements, and that tonight's focus would be on the debt component needed to fund the proposed Stormwater Improvement Program. MFSG's projections did not show the Village issuing debt until fiscal year 2015-16, but bond rates are rising and that is a concern. He noted that Speer Financial, one of the leaders in the bond industry, has been assisting the Village for the past 16 years, and he introduced Kevin McCanna, the Village's financial consultant.

Mr. McCanna reviewed his memo to the Council from the agenda packet, including: (i) general rules and considerations; (ii) planning options; (iii) timing, rate impacts and fee implementation; (iv) interest rate movements; and (v) bond issuance process and costs. He noted that although rates have recently risen about .5%, it is impossible to predict whether they will keep rising, or decline again in the future.

McCanna said it is a good idea to hedge against rising interest rates on the Stormwater Improvement Program due to the large amount of debt, and the resulting interest expense to the Village. He assured the Council that there is a market for 30-year bonds; and the Village always has the option to reject all bids and go out to the market at a later date – or refinance if bond rates fall low enough. He explained that in order to issue tax exempt bonds, the Village must sign papers that it believes in good faith it will use 85% of the proceeds within three years; barring any natural disaster, strike or other situation out of the Village's control. Failure to spend the funds in the allotted time results in a yield restriction penalty.

Mr. McKee recommended allocating the bonds to pay for the Northwest and Northeast Winnetka Projects if they are issued now, and using the reserves at a later date.

Mr. McCanna agreed, as the ratings agencies like to see healthy reserves in the bank.

Answering a question about the increase in the cost per Equivalent Runoff Unit (ERU) if the bonds are issued before the 2015 date projected by MFSG, Mr. McKee estimated \$300 for the debt portion per ERU, which is very close to MFSG's projection of \$288 for the debt portion per ERU. He explained that the two crucial decisions for the Council are: (i) how much to borrow right now to hedge against rising interest rates; and (ii) how to ramp up the stormwater utility fee so that customers do not pay the full ERU rate in the first year.

Mr. McCanna explained that once the Council decides how much to borrow, Speer Financial will deal with the bond rating organization. He noted that since the Village has an Aaa

rating, he would expect several bidders for the bonds. He said the paperwork associated with the bond issuance could be ready to go by the first or second Council meeting in September.

There was a discussion about offering the bonds for sale to Winnetka residents.

Mr. McCanna explained that since sales are done electronically, the Village would have to designate a couple of local brokers and give them a marketing period the day before the competitive bids are scheduled. He noted that it is cumbersome and a bit more expensive to do a local offering; another option for residents would be to contact the bank that buys the bonds and offer to buy them on the secondary market.

There was a discussion about the risk of permits not being issued, a change in environmental regulations, or a legal challenge that delays the capital projects. Mr. McCanna said the bonds are callable after eight years, but the Village could write a special call into the bond offering if it felt it was necessary, and take a 1% hit on the interest payment. Mr. Saunders said it is highly unlikely that the Village will not be able to use the funds to do some kind of stormwater project, given the severity of the flooding over the past few years.

After a thorough Q&A period, the Council asked Mr. McCanna for his recommendation.

Mr. McCanna reflected on the Council's wishes to lock in interest rates and hedge against rising rates, and he recommended issuing \$18.5 million, as any higher amount would be difficult to spend in the next three years.

Manager Bahan confirmed that the Council wished to issue \$18.5 million in bonds, with back-loaded debt, since the Council's consensus was that there is no need to put a special call in the bond documents, as the money could be repurposed for other stormwater projects in the event that the Tunnel Project does not go forward.

Mr. McCanna said he would start preparing the documents. Attorney Janega said she would contact Chapman and Cutler for a bond ordinance.

- 3) Public Comment. None.
- 4) Adjournment. Trustee Braun, seconded by Trustee Corrigan, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 8:12 p.m.

Recording Secretary

**MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
July 16, 2013**

(Approved: xx)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in the Council Chambers on Tuesday, July 16, 2013, at 7:00 p.m.

- 1) Call to Order. President Greable called the meeting to order at 7:01 p.m. Present: Trustees Joe Adams, Arthur Braun, Jack Buck, Patrick Corrigan, Richard Kates, and Stuart McCrary. Absent: None. Also present: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Katherine Janega, Community Development Director Mike D’Onofrio, Police Chief Patrick Kreis, Public Works Director Steve Saunders, and approximately 35 persons in the audience.
- 2) Pledge of Allegiance. President Greable led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) August 6, 2013 Regular Meeting. All of the Council members present indicated that they expected to attend.
 - b) August 13, 2013 Study Session. President Greable announced that this meeting is tentatively cancelled.
 - c) August 20, 2013 Regular Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. President Greable announced that Item 10(a), Bike Path Addition, would be discussed following Item 6 (a), Authorization for Bidding: Winnetka Avenue Pump Station Improvement. Trustee Braun, seconded by Trustee McCrary, moved to approve the Agenda. By roll call vote the motion carried. Ayes: Trustees Adams, Braun, Buck, Corrigan, Kates and McCrary. Nays: None. Absent: None.
- 5) Consent Agenda
 - a) Village Council Minutes.
 - i) July 2, 2013 Regular Meeting.
 - b) Warrant Lists Nos. 1805 and 1806. Approving Warrant List No. 1805 in the amount of \$842,544.45, and Warrant List No. 1806 in the amount of \$537,208.34.
 - c) Ordinance M-12-2013: 1175 Whitebridge Hill Road Variation – Adoption. An Ordinance granting a variation for a sum of side yards setback to allow for the construction of a new single family home.
 - d) Resolution R-26-2013: Approval and Release of Executive Session Minutes – Adoption. A Resolution approving minutes of Executive Session meetings; determining which minutes still require confidentiality; and authorizing the destruction of audio recordings of Executive Sessions held on or before January 16, 2012.

- e) Refuse Body Replacement: PW 32. Awarding bid # 013-021 to R.N.O.W. Truck Center in the amount of \$64,460.00

Trustee Braun, seconded by Trustee McCrary, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Adams, Braun, Buck, Corrigan, Kates and McCrary. Nays: None. Absent: None.

6) Stormwater Update.

- a) Authorization for Bidding: Winnetka Avenue Pump Station Improvements.

Mr. Saunders explained that a plan to upgrade the Winnetka Avenue Pump Station was recommended by the Village's stormwater consultant as part of their overall drainage improvement program. The Cook County Forest Preserve District (CCFPD) reviewed the plan and added design modifications and safety that have increased the original cost estimate of \$750,000 to \$1,002,300.

Answering questions from the Council, Mr. Saunders explained in more detail the CCFPD requirements that have increased the cost so significantly: (i) fencing and landscaping is being added around the pump station for security and screening purposes; and (ii) the design of the bar-screen cleaner has been modified to address safety concerns. The revised cost estimate also allows for a refined design of the pumping and electrical components and includes a 10% contingency of \$94,100.

Trustee Braun, seconded by Trustee Kates, moved to authorize Staff to proceed with bidding for the Winnetka Avenue Pump Station improvements. By voice vote, the motion carried.

[NOTE: Item 10(a), Bike Path Addition: Hibbard Road from Cherry to Oak, was discussed next, after which the Agenda resumed its regular order at Item 7, Ordinances and Resolutions.]

7) Ordinances and Resolutions.

- a) Ordinance M-11-2013: Duke Childs Field Special Use and Variation – Introduction.

Community Development Director Mike D'Onofrio reviewed this request for a special use and zoning variation to allow the replacement of an existing backstop fence at Duke Childs Field with a proposed new backstop system that will consist of 50-foot high netting with 16-inch diameter support poles. The netting will extend 100 feet along the first base line adjacent to Willow Road, and 60 feet behind home plate. The report included photos of the old and proposed new backstop system and minutes of three advisory boards who considered the requests: the Zoning Board of Appeals (ZBA); Plan Commission (PC) and Design Review Board (DRB).

Mr. D'Onofrio reported that after meeting three times to discuss the requested special use and variation, the PC raised concerns about the height of the proposed netting and the diameter of the support poles. The PC recommended approval of the special use, subject to the following conditions: (i) consider switching the softball and baseball fields, to eliminate the need for the request; (ii) evaluate of the design of the support poles in an effort to reduce the diameter; (iii) add additional landscaping at the southwest corner of the Willow Road parking lot to screen the backstop netting from the western approach on Willow Road; (iv) conduct additional public outreach to communicate about the proposed

new backstop system; and (v) evaluate backstop netting that can be lowered and removed seasonally.

Mr. D'Onofrio said the ZBA discussed the request at two meetings, where concerns about the height of the netting and the diameter of the support poles were raised. After endorsing the PC's recommendations, the ZBA recommended approval of the special use and variation, subject to the following conditions: (i) consider switching the softball and baseball fields; (ii) evaluate the use of tapered support poles; and (iii) conduct additional public outreach about the proposed new backstop system.

Mr. D'Onofrio next reviewed the results of the two DRB meetings at which the request was considered, and where a tie vote resulted in no recommendation for the Council. Like the ZBA and PC, the DRB was concerned about the height of the netting, and also recommended reconfiguring the ball fields and additional landscaping to screen the proposed new backstop system.

Lastly, Mr. D'Onofrio reviewed damage claims resulting from foul balls landing on vehicles on Willow Road, along with a call for assistance from the Fire Department after an incident stemming from a foul ball landing in the roadway.

Linda Yonke, Superintendent of New Trier Township High School (NTTHS), said the proposed new backstop netting system is being considered as a safety measure to reduce or eliminate the foul balls that enter Willow Road during baseball games. She noted that cars are occasionally struck by the foul balls and that NTTHS is concerned about reducing the probability of injury to motorists.

Ms. Yonke addressed the concerns of the PC, ZBA and DRB:

- The use of tapered poles was investigated, but the appearance would not be dramatically improved, and this option increases the likelihood that the netting would not be held tight.
- Two fields that have retractable netting were evaluated, but neither organization is happy with the retractable netting, as it becomes loose. Furthermore, storage space is necessary during the off-season, which is of concern to NTTHS.
- Additional landscaping to improve the western view of the netting was designed, for a total cost of \$27,000.
- Seven public meetings were held and the proposed new system was discussed at two separate School Board meetings.
- The cost to re-orient the softball and baseball fields would be approximately \$400,000, which is too expensive for NTTHS to consider.

Ms. Yonke emphasized that NTTHS took the conditions of the Village's lower boards very seriously and that the most effective system has been designed. She noted that currently 8-10 balls land on Willow Road during each baseball game; and the proposed 50-foot backstop net will catch 95% of these foul balls. The problem with foul balls is not a new one, and this is a relatively new system to enhance safety at ball games.

Public comment was followed a short Q&A with the Council.

Madelyn Francke, 72 Woodley Road: Ms. Francke was in favor of the proposal, as her car has been hit by a foul ball, and it was a dangerous situation that ended, fortunately, with no injuries.

Bill LaMotte, 596 Locust Road: Mr. LaMotte said the current backstop system is outdated and ugly and a new system is called for, as the proposal will look better than the current fencing.

Susan Boehm, 165 Westview Road: Ms. Boehm urged the Council to approve the height variation for the netting, as not only is it dangerous for a foul ball to hit a vehicle on Willow Road, but kids chasing foul balls are in danger as well.

Bill Boscow 650 Ash Street: Mr. Boscow recalled that at the first game he attended at Duke Childs Field he saw a father restrain a toddler just before the child ran onto Willow Road chasing after a foul ball. He said the danger is not just to cars but small children, and added that teams from out of town do not necessarily know about the danger.

Greg Robitaille, 145 Bertling Lane: Mr. Robitaille said the proposal brings no real benefit to NTTHS other than improving the safety issue of errant foul balls. He added that it is good fortune – not good policy – that there has been no serious injury to-date, and it seems to him that public safety should trump aesthetics.

Penny Lanphier, 250 Birch: Ms. Lanphier commented that the community is fortunate to have NTTHS, that they are a good neighbor and have worked hard to honor the conditions of the lower boards and she said she was grateful that they are concerned about public safety.

Answering a question from Trustee Braun, Mr. D’Onofrio stated that property owners within 250 feet of the ball field were notified, and that none of the neighbors has spoken out against the project.

Trustee Corrigan said the field came into use in 1962, when Willow Road was a two-lane road and batters used wooden bats. Since then the game has changed, balls are hit harder, and the roadway has a much higher traffic volume. He suggested that perhaps the baseball field needs to be relocated, as he did not feel the community will like a 50-foot eyesore at the Village’s western gateway.

Trustee Kates said the look would be too industrial, and NTTHS needs to look at alternative sites for their baseball field, including the landfill.

Trustee Adams said although safety is paramount, he would like to see an inventory of all NTTHS properties to rule out an alternative location for the baseball field before approving the height variance. He added that he could support the request if no alternative site is found.

Trustee Buck said since there is currently a conforming 35-foot fence at the site, another 15 feet did not seem like a big change. He commented that there is a landfill site across the street which already detracts from Willow Road’s aesthetics at that location, and he could vote either way.

President Greable called for more robust landscaping and more public outreach, not just the neighbors within 250 feet of the ball field, but people who drive on Willow Road, so their input could be heard. He called for a motion to introduce Ordinance M-11-2013.

Trustee Braun, seconded by Trustee McCrary moved to introduce Ordinance M-11-2013.

President Greable asked if there were any more comments from the Council.

Trustee Braun said the property is in need of updating, and added that more landscaping could reduce the visual impact of the netting.

Trustee Adams asked if NTTHS should be granted a continuance to give them time to address some of the Council's recommendations.

Attorney Janega suggested that Trustee Braun withdraw his motion to introduce and Trustee McCrary withdraw his second, so the request can be postponed to a future Council meeting.

Trustee Braun withdrew his motion to introduce Ordinance M-11-2013, and Trustee McCrary withdrew his second.

Ms. Yonke asked for clarification about what the Council sought, as the landfill was deemed not feasible for the baseball field, and the School District's landscape designer was on hand to answer any questions from the Council.

The Council asked for an inventory of other possible sites for the ball field; specifics about why the landfill is not suitable for the ball field; a plan for more community outreach; and more robust landscaping.

- b) Ordinance MC-4-2013: Alternate 1: Assault Weapons Storage; Alternate 2: Assault Weapons Ban – Introduction/Adoption. President Greable announced that two versions of Ordinance MC-4-2013 were before the Council for its consideration – one version regulates the ownership and possession of assault weapons; and the other version bans assault weapons outright. He explained that the two versions are on the agenda because the State Legislature passed the Concealed Carry Act one week ago, allowing firearms to be carried in public, with one exception: it allows Home Rule municipalities to define and ban “assault weapons,” as long as they do so within 10 days after the effective date of the Concealed Carry Act.

President Greable said although the expiration date for taking action to define and ban assault weapons is up on Friday, July 19, the Council needs to hear from residents before taking action. He called for public comment, first from Winnetka residents and business operators, and then from those who live or work elsewhere.

Brian Voss, 892 Spruce Street: Mr. Foss said the Council should consider the funding of legal defenses of the law it is contemplating, and added that most manufacturers of semi-automatic weapons sell them with 15-round clips; therefore, limiting the clip to 10 rounds seems arbitrary.

James Kinnebrew, 1450 Asbury Avenue: Mr. Kinnebrew agreed with Mr. Foss and added that weapon bans don't work. Since Winnetka is not plagued with crime, he asked what problem the Council is trying to solve.

Penny Lanphier, 250 Birch Street: Ms. Lanphier said the Village's previous handgun ban was in response to a school shooting in Winnetka, and she urged the Council to act in the small window of time that has been allotted by the State legislature.

Louise Holland, 545 Oak Street: Ms. Holland said it is tradition in Winnetka to ask the Police Chief's opinion about matters of safety and she would like to hear his comments.

Gail Schechter, Executive Director, Open Communities: Ms. Schechter said as a business owner and parent of two children, she was in favor of the assault weapons ban. She said Winnetka has the largest number of young households in the surrounding area, and that the Council must act to preserve the safety of children.

Gina Mathews, 463 Provident Avenue: Ms. Mathews said the issue is public safety, and asked the Council to pass Alternate 2.

Scott Szczesny, 312 Rosedale Court, Round Lake: Mr. Szczesny said the proposed Ordinance is a feel-good law and he was against it, adding that a ban will cause expensive litigation.

Next, Attorney Janega briefly reviewed both versions of Ordinance MC-4-2013, including technical amendments made pursuant to a discussion with Trustee Kates, and she explained the procedure for waiving introduction, if the Council desires to do so.

Trustee Kates said he has no wish to react to threats of lawsuits, that there is no need for assault weapons in Winnetka and adoption of Alternate 2 is worth doing if it will prevent one death or serious injury.

Trustee Corrigan said he preferred to let the State and Federal governments take action on assault weapons, but in the absence of that, he could support Alternate 1, but not Alternate 2. He noted that the Chiefs of Police in Illinois are in favor of municipalities doing nothing, rather than having a patchwork of laws throughout the state.

Trustee Buck said he did not support either alternative, commenting that a safe storage ordinance has no teeth and is redundant, since Cook County already has such a law.

Trustee McCrary said he would support either alternative, with Alternate 2 being more strongly favored. He noted that he was elected to represent the views of Winnetkans, not of the wider community. In the event there is support for an assault weapons ban in Winnetka, one of the alternatives needed to be passed before the State's deadline, in order to keep that option open.

Trustee Adams said although feelings are strong on both sides of the gun debate, he would be in support of Alternate 1 to indicate Winnetka's intent to act on the issue.

Trustee Braun, said he would support either alternative, notwithstanding that it may be difficult to enforce, as doing nothing is the worst option.

After a second round of discussion, Alternate 1 of Ordinance MC-4-2013 emerged as the favored alternative.

Trustee McCrary, seconded by Trustee Braun, moved to waive introduction of Alternate 1 of Ordinance MC-4-2013. By roll call vote the motion failed. Ayes: Trustees Adams, Braun, Corrigan, Kates and McCrary. Nays: Trustee Buck. Absent: None.

Trustee Braun, seconded by Trustee McCrary, moved to introduce Alternate 1 of Ordinance MC-4-2013. By roll call vote, the motion carried. Ayes Trustees Adams, Braun, Corrigan, Kates and McCrary. Nays: Trustee Buck. Absent: None.

President Greable said a special meeting was needed to adopt the Ordinance before the State deadline expired on Friday, July 19. After a brief discussion, it was decided to schedule a special meeting at 8:00 AM on Friday, July 19, to consider adoption of Alternate 1 of Ordinance MC-4-2013.

- 8) Public Comment and Questions. Barbara Williams, 941 Tower Road: Ms. Williams had a dispute with her neighbors over a driveway easement. Manager Bahan said Staff could work with Ms. Williams to help resolve her issue.
- 9) Old Business. None.
- 10) New Business.

[NOTE: This item was discussed following Item 6(a), after which the Agenda resumed its regular order.]

- a) Bike Path Addition. Mr. Saunders reviewed the path expansion request, which is part of the Park District's facilities upgrade on the site. He noted that the extension will be similar to the existing path, with the minor exception that the path will be eight feet across instead of ten, in order to maximize spacing around a stand of mature trees, while maintaining a five-foot distance from Hibbard Road. He noted that impervious surface will be lower as a result of the proposed shorter width.

There being no comments or questions, Trustee Braun, seconded by Trustee Adams, moved to authorize the Park District to construct a multi-use path on the west side of Hibbard Road between Cherry and Oak Streets. By voice vote, the motion carried.

11) Appointments.

12) Reports.

- a) Village President. No report.
- b) Trustees.
 - i) Trustee McCrary reported that the Environmental & Forestry Commission is proposing the addition of recycling containers in the business districts, and they expect to have a draft plan ready in August or September.
 - ii) Trustee Braun invited community members to attend the Chamber's Wednesdays in the Woods farmer's markets, and the upcoming Sidewalk Sale on July 19 and 20.
- c) Attorney. No report.
- d) Manager. No report.

13) Executive Session. None.

- 14) Adjournment. Trustee Braun, seconded by Trustee Buck, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:45 p.m.

Recording Secretary

**MINUTES
WINNETKA VILLAGE COUNCIL
SPECIAL MEETING
July 19, 2013**

(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 Friday, July 19, 2013 at 8:00 a.m.

- 1) Call to Order. President Greable called the meeting to order at 8:00 a.m. Present: Trustees Joe Adams, Arthur Braun, Jack Buck, Patrick Corrigan, Richard Kates and Stuart McCrary. Absent: None. Also in attendance: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Katherine Janega, Police Chief Patrick Kreis, and approximately 5 persons in the audience.
- 2) Ordinance MC-4-2013: An Ordinance Amending Chapter 9.12 of Title 9 of the Winnetka Village Code to Regulate the Ownership and Possession of Assault Weapons in the Village of Winnetka – Adoption. President Greable announced that the Illinois Firearm Concealed Carry Act (the Act), enacted by the Illinois General Assembly on July 9, imposed a 10-day time limit for Home Rule municipalities to ban assault weapons. At its July 9 meeting, the Village Council directed the Village Attorney to draft an ordinance banning assault weapons for consideration at its July 16 meeting. Two drafts of Ordinance MC-4-2013 were presented at that meeting, and after discussion and public comment, the Council voted to introduce Alternate 1, regulating ownership and possession of assault weapons. At that time, a special meeting was called so the Council could consider adoption of the Ordinance before the State's deadline expired.

Attorney Janega explained that the Ordinance is a partial ban, preserving the right to possess and own an assault weapon, but prohibiting transportation of the weapon unless it is disassembled. The prohibition does not apply to a person in their home or business. Answering a question from Trustee Buck, she explained that the Ordinance could be amended in the future to include a prohibition on owning an assault weapon.

After ascertaining that there are County and State safe transport laws in effect, Trustee Buck commented that he did not understand why the Village would need to enact its own legislation in this area, as he believed that the other laws in effect were more restrictive than the subject Ordinance. He pointed out that neighboring communities were not adopting assault weapons ordinances, and he questioned whether anyone on the Council has ever seen an assault weapon. He expressed frustration that the Council is passing an Ordinance that is not necessary, given the State and County assault weapons ordinances, and he noted that there is no history in Winnetka of assault weapon abuse.

Trustee Adams sympathized with Trustee Buck's points, but said the Village needs to preserve its freedom to act in the future by enacting an assault weapons Ordinance within the time limit imposed by the State legislature.

Pat Connelly, 233 Ridge Road: Mr. Connelly said he opposed the Ordinance as he agrees with Trustee Buck and he feels that it will not prevent any future incidents in Winnetka.

The majority of the Trustees agreed with Trustee Adams, feeling that the Village needs to preserve its right to act in the future by passing the subject Ordinance.

Trustee Buck questioned language in Section 4 of the Ordinance, regarding exceptions for certain municipal employees.

Attorney Janega suggested a technical amendment that would make it clear that exempt employees are authorized to carry an assault weapon only when it is in the scope of their duties and they are trained to do so.

Trustee Corrigan, seconded by Trustee Buck, move to amend Ordinance MC-4-2013 to remove a comma and the word “if” in Section 4(C)(2) so that Section 4(C)(2), line 5 would read: “... including national guard and reserves; provided that...”. By roll call vote, the motion carried. Ayes: Trustees Adams, Braun, Buck, Corrigan, Kates, and McCrary. Nays: None. Absent: None.

Trustee McCrary, seconded by Trustee Braun, moved to adopt Ordinance MC-4-2013 as amended. By roll call vote the motion carried. Ayes: Trustees Adams, Braun, Corrigan, Kates, McCrary. Nays: Trustee Buck. Absent: None.

- 3) Adjournment. Trustee Braun, seconded by Trustee McCrary, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 8:25 a.m.

Recording Secretary



Agenda Item Executive Summary

Title: Warrant Lists Nos. 1807 and 1808

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 08/06/2013

Consent: YES NO

- | | |
|-------------------------------------|-------------------------|
| <input type="checkbox"/> | Ordinance |
| <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:

Warrant Lists Nos. 1807 and 1808 were emailed to each Village Council member.

Recommendation / Suggested Action:

Consider approving Warrant Lists Nos. 1807 and 1808

Attachments:

None.



Agenda Item Executive Summary

Title: Abandoned Tank Removal and Cleanup – 93 Green Bay Road (Winnetka & Green Bay)

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

Agenda Date: 08/06/2013

Consent: YES NO

- Ordinance
- Resolution
- Bid Authorization/Award
- Policy Direction
- Informational Only

Item History:

Executive Summary:

During the process of constructing the intersection improvements at Winnetka Avenue and Green Bay Road, the contractor encountered a previously unknown buried underground fuel storage tank on the Village-owned property at 93 Green Bay Road. Pursuant to identifying the buried tank, staff consulted with several tank removal contractors, and awarded a purchase order for an amount not to exceed \$5,813 to Mankoff Industries, based on proposed pricing. Mankoff Industries commenced tank removal on June 3, 2013 and while removing the tank, two additional tanks were encountered, adjacent to the initial tank. All three tanks contained liquid product, and the soil surrounding the tanks exhibited signs of liquid fuel contamination. Fortunately, the inspector from the State Fire Marshal’s Office allowed the Village to amend the tank removal permit to remove all three tanks at one time.

Given the apparent level of contamination in the soil, and the fact that the tanks and contaminated soil were located in areas where intersection construction was occurring, the only viable option left to the Village was immediate removal of the contaminated soil in the vicinity of the tanks. This prevented significant delay of the intersection construction project, which is planned to be substantially complete before New Trier High School’s start. As a result, staff directed Mankoff Industries to complete soil laboratory analyses required for acceptance at a disposal facility, and then complete necessary excavation, soil removal and disposal, and backfilling of the area where the tanks were located, so that the project could proceed. A total of 451 tons of contaminated soil was removed from the site, along with 1,115 gallons of groundwater from the excavation. The total cost of removal and disposal of this material, along with soil sampling and associated laboratory testing, is \$43,535.98.

Recommendation / Suggested Action:

Ratify staff’s authorization to Mankoff Industries for environmental soil removal and remediation expenses incurred to date in the amount of \$43,535.98.

Attachments:

Agenda Report

Agenda Report

Subject: **Abandoned Tank Removal and Cleanup – 93 Green Bay Road
(Winnetka & Green Bay)**

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

Date: July 30, 2013

During the process of constructing the intersection improvements at Winnetka Avenue and Green Bay Road, the contractor encountered a previously unknown buried underground fuel storage tank on the Village-owned property at 93 Green Bay Road. This property, adjacent to the intersection and acquired by the Village in October 2001, was previously the site of a gasoline filling station, and when the Village purchased the property it was believed that all of the tanks had been removed.

Pursuant to identifying the buried tank, staff consulted with several tank removal contractors, and awarded a purchase order for an amount not to exceed \$5,813 to Mankoff Industries, based on proposed pricing. The purchase order was for removal of one tank, and was based on the assumption that the site was relatively clean and a minimal amount of soil removal would be required.

Mankoff Industries commenced tank removal on June 3, 2013 and while removing the tank, two additional tanks were encountered, adjacent to the initial tank. All three tanks contained liquid product, and the soil surrounding the tanks exhibited signs of liquid fuel contamination. Fortunately, the inspector from the State Fire Marshal's Office allowed the Village to amend the tank removal permit to remove all three tanks at one time.

Given the apparent level of contamination in the soil, and the fact that the tanks and contaminated soil were located in areas where intersection construction was occurring, the only viable option left to the Village was immediate removal of the contaminated soil in the vicinity of the tanks. This prevented significant delay of the intersection construction project, which is planned to be substantially complete before New Trier High School's start. As a result, staff directed Mankoff Industries to complete soil laboratory analyses required for acceptance at a disposal facility, and then complete necessary excavation, soil removal and disposal, and backfilling of the area where the tanks were located, so that the project could proceed. Soil removal was completed the week of June 10, and a total of 451 tons of contaminated soil was removed from the site, along with 1,115 gallons of groundwater from the excavation. The total cost of removal and disposal of this material, along with soil sampling and associated laboratory testing, is \$43,535.98.

The Village has been invoiced for this amount, however soil sampling at the edges of the excavation indicate that it is possible that additional soil removal or groundwater

sampling may be required in order to obtain a “No Further Remediation” letter from the Illinois EPA. However, since the area under construction has already been remediated, and there are now no time constraints associated with the project, further expenditures for this project can be fully ascertained before being incurred.

The Village has registered this project with the State of Illinois Leaking Underground Storage Tank unit, meaning that the Village’s expenses related to the cleanup are eligible for reimbursement. Typically, reimbursements do not cover 100% of expenses, but the Village can reasonably expect some level of expense reimbursement.

The Village Attorney has reviewed the purchase contract for the property and it does not appear that the Village has contractual remedies to seek reimbursement of the tank removal and associated cleanup costs from the seller.

Recommendation:

Ratify staff’s authorization to Mankoff Industries for environmental soil removal and remediation expenses incurred to date in the amount of \$43,535.98.



Agenda Item Executive Summary

Title: Urban Land Institute Technical Assistance Panel, Final Report

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 08/06/2013

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:

March 19, 2013: ULI TAP 1 Executive Summary Report and Presentation
August 7, 2012: ULI TAP Process Authorization

Executive Summary:

In August, 2012, Village Council authorized the Urban Land Institute (ULI) to conduct a two-part Technical Assistance Panel (TAP) process, assessing the Village's commercial health and create a long-term commercial strategy. The TAP process focused on the revitalization of Winnetka's three commercial districts: Indian Hill, East/West Elm, and Hubbard Woods.

The first Panel was conducted February 27-28, 2013, and ULI Panelists presented an executive summary of recommendations to the Council on March 19, 2013. Initial commercial assessment work included a shopper survey, outreach to stakeholders and interviews, a study area tour, a community-wide reception, and a peer-community focus group. The second Panel was held June 25-26, 2013 and focused on opportunity sites, as well as the related strategies and innovative practices the Village may wish to pursue. ULI Executive Director Cindy McSherry, along with two Panelists who participated in the Winnetka process, will present the comprehensive report, covering the findings and recommendations from both Panel processes.

Recommendation / Suggested Action:

Informational report for Council discussion and guidance to Staff on policy items.

Attachments:

- 1) ULI Winnetka Commercial District Final Report, including appendices:
 - ULI TAP 1 White Paper
 - ULI TAP 1 Commercial Districts Presentation



**Urban Land
Institute**

Chicago

**Winnetka Commercial Districts
Technical Assistance Panel**

July 31, 2013

Winnetka Commercial Districts Technical Assistance Panel

Walkability, human scale, interconnected street grids, a mix of housing and density, a sense of place—these are the guiding principles of well-designed, livable communities. People today want Main Streets with a mix of shops where they can run into a friend and grab a coffee to catch up, sit in a park and read a book, or walk to the local pub to watch the game. And through these experiences, they want to feel connected to their community.

The goal of this new movement, sometimes called “place-making,” is to create a sense of place, with a unique character that invites shopping, socializing, and belonging. But a sense of place does not just materialize. It takes smart planning. Open-air retail projects, pedestrian friendly urban design, public green space, a thoughtful integration with local neighborhoods, density, and a mix of uses are all elements of this “place-making” movement.¹

As the tree-lined streets, stately homes, numerous parks, and quaint shopping districts reveal, Winnetka has many of these elements in place already. It has a rich history, which is still evident in the Village’s New England feel, and its three central business districts have retained a small-town charm. Large national chains are few and far between. Independently owned retail, from boutiques to restaurants, line the streets, the stores’ Tudor storefronts reflecting the German and northern European heritage of the town’s forefathers.

The rich heritage and the small-town feel of its main shopping districts sets Winnetka apart from many other suburbs and also puts the Village at the vanguard of another change: a shift in retailing away from strip malls and larger malls, and toward a “local” or “main street” experience.

However, the Village also faces several challenges. Retail has never been easy, and it’s only getting harder. Today, the small retailer goes toe to toe with big retailers who know not only the size of shoe a shopper wears but when he or she last bought a pair, or even if that person is just considering whether to buy. Customer preferences and buying habits have changed dramatically with online options, and Winnetka’s retail sector and business environment have struggled to adapt to these trends.

¹ Linda Laniado, “Place making in New Retail Developments: The Role of Local, Independently Owned Business” (Cambridge, MA: Department of Urban Studies, MIT, 2005).

Driving a significant part of the change is e-commerce. In eight short years, e-commerce as a share of total sales has more than doubled, to 5.6 percent today.² While still a relatively small share of total sales, the pace of expansion is rapid. The Census Bureau reported that U.S. retail e-commerce sales for the first quarter of 2013 totaled \$61.2 billion, an increase of 15.2 percent from the same period one year prior. Meanwhile, total retail sales (not just e-commerce) increased only 3.7 percent in that same time span.

And e-commerce is changing the consumer. As one forecast put it, “The e-commerce revolution has created a newly empowered consumer, who has higher expectations for the retail shopping experience than ever before.”³

To remain competitive, retailers must stay attuned to changing market demographics, tenant mix, consumer habits, and they must be vigilant in managing their inventory. They cannot rest on their laurels and risk letting shoppers go elsewhere. They must identify and plug any “leaks” of consumer spending to other shopping districts outside the Village. They must continue to innovate with their products and sales philosophy. To stay ahead of the competition, online and off, retailers today must create an “experience” for their shoppers. As with place-making, retail must create a customized, shopping experience that provides the shopper with a sense of identification and connection to the store or service.

As a Motorola Solutions white paper puts it:

“Today, retailers are working to enhance their shoppers’ experience, knowing that at the same time customers have options to shop wherever and whenever they want, often without stepping inside a store. Retailers ... need to provide a compelling and personalized way to rekindle the special bond between the shopper and their brand.”⁴

A second force of change is demographic. Millennials—the biggest and most diverse generation since the Boomers—are the new customer. According to a recent survey by Accenture, millennials want an integrated shopping experience, online and in-store. Contrary to popular impressions that have them buying everything with a click, online,

² U.S. Census Bureau, “Quarterly Retail E-Commerce Sales, 1st Quarter 2013.” (May 15, 2013), available at http://www.census.gov/retail/mrts/www/data/pdf/ec_current.pdf

³ Kevin O’Maragh, “The Changing State of Retail: The Effect of E-Commerce on the Retail Value Chain,” *Real Results Magazine* (July 2012), available at <http://www.jda.com/realresultsmagazine/view-article.cfm?did=2868>

⁴ Motorola Solutions, “What’s Driving Tomorrow’s Retail Experience?” (2012), available at www.motorola.com/web/Business/Solutions/Industry%20Solutions/Retail/Documents/static_files/MOT_Retail_White_Paper_061912_final_High_v2.pdf

they do like the “real” shopping experience. They might do the research online but they still like to come into shops to touch and feel the product, to try it on, and to have the whole shopping experience.⁵ Millennials are also loyal to a product or retailer if, as the Accenture survey put it, they have the right shopping experience.

They demand a customer-centric shopping experience—one tailored to their wants and needs as valued customers. As one shopper put it, ‘You want to feel welcome when you go to the stores.’ In describing the ideal shopping experience, a Millennial noted, ‘There is [something] about the product and its cost, but there’s also a big part about being treated like a valued customer.’⁶

Retailers cannot make this transformation alone. They must find a partner in the local economic development team. To succeed in this 21st century “place-making,” experience-retail environment, retailers need support in developing a smart strategy to attract and retain business and create a healthy retail environment. They need more time to spend on strategy and less on paperwork and red tape. They need grants and programs to spruce up their storefronts and improve the look and feel of their shop. Small business education, support programs, efficient ways to monitor and track trends, and a “friendly” regulatory environment can go a long way to creating a vibrant retail district.

In Winnetka specifically, hurdles include zoning restrictions that deter new development, onerous regulations, and a complicated and opaque process of applying for licenses and permits. The Village is not known for an “open for business” attitude. Over 75% of the residents in the shopper’s survey wanted more pubs, but the current restrictions on liquor sales prevents pubs from locating here. Storefronts could use a facelift. These unnecessary hurdles make it even harder to make a living as a retailer and make it difficult for the Village to develop a vibrant, stable, and welcoming shopping district that in turn contributes to the sense of place and community in the Village.

Recognizing the changing face of retail, the Village asked the Urban Land Institute Chicago to conduct two Technical Assistance Panels (TAP). A TAP brings together a group of experts to advise a locale on a challenging land use issue it is facing. In this case, the TAP was convened in two separate meetings to advise the Village, first, on how to reinvigorate Winnetka’s three distinct retail sectors (Indian Hill, Elm Street, and Hubbard Woods) and, second, to recommend a longer-term commercial strategy, with potential uses for key development sites, including the Post Office site, the Indian Hill section of the Green Bay Road corridor, and Hubbard Woods park and shopping district.

⁵ Accenture, “Seamless Retail for Millennial Consumers: Getting it Right” (2013), available at <http://www.accenture.com/us-en/Pages/insight-retail-trends-millennial-shopping-behavior.aspx>

⁶ Accenture, “Who Are the Millennial Shoppers?” (2013), available at <http://www.accenture.com/us-en/outlook/Pages/outlook-journal-2013-who-are-millennial-shoppers-what-do-they-really-want-retail.aspx>

Chaired by John Bucksbaum, CEO of Bucksbaum Retail Properties, LLC, the first TAP brought together a diverse set of real estate and retail experts to recommend targets for Winnetka's commercial health, retail opportunities for each district, and specific recommendations for competitive regulation and partnerships between the Village, retailers, and owners. The panel conducted a series of interviews and listening sessions with local residents and retailers, representatives of four similar communities, and local Village officials over a two-day period, February 27-28, 2013. With this in-depth background, coupled with data from a recent retail survey of approximately 500 Winnetka residents, the panel presented short-term, mid-term, and long-term recommendations to the Village.

Recommendations included:

- Adopt a streamlined and transparent permitting and approval process for new business, and create one point of contact to guide business owners through the process.
- Eliminate burdensome code requirements such as liquor licensing, restrictions on outdoor seating, and zoning overlay that prevents service businesses at street level.
- Increase marketing and outreach for community activities and events to draw people to shopping districts.
- Institute streetscape improvements through matching grants and other means, including sidewalks and façade improvements.
- Assess the parking needs and repurpose existing parking to better serve retail needs.

More detail is available in a separate report, included in the Appendix.

The second panel, held June 25-26, 2013, addressed a broader plan for opportunities to revive the retail districts, draw more shoppers to downtown, and address the potential decline in demand for commercial land use and resulting infill for development sites.

In what follows, we outline the suggestions from the second TAP. Chaired by Michael Tobin, Senior Vice President, U.S. Equities Realty, the panel brought together a diverse set of eight real estate and retail experts to recommend targets for Winnetka's commercial health and development opportunities for each district.

We begin with Winnetka's demographics and shopping district layout, which sets the stage for the more detailed recommendations to follow. We also discuss two overarching issues that were common to both TAPs: parking needs and zoning restrictions. Both are important elements in plans for revitalizing retail and larger

redevelopment efforts. We conclude with the specific recommendations of the second TAP on these larger redevelopment efforts.

Winnetka's Demographics and Setting

On Chicago's North Shore, Winnetka is home to 12,187 residents, largely white, and affluent. Median household income at \$208,000 is four times higher than the U.S. median. The population skews solidly young-middle-age, with many young families in their early 40's seeking the suburban lifestyle and good schools in which to raise their children.

The three retail districts — Indian Hill to the south, West and East Elm Street districts in the center, and Hubbard Woods to the north—are each served by a Metra train station. The train tracks are below grade throughout Winnetka, which helps in maintaining visual and physical connectivity within the districts. Each district also has a unique character with a variety of land uses, building heights and on-street parking options.

Indian Hill is bounded by Sunset Road on the north, the Village boundary with Kenilworth on the south, Church Road on the west, Indian Hill Park and the grounds of New Trier High School on the east. The district is more car-centric than the other two shopping areas. In Indian Hill, Green Bay Road, the main thoroughfare, is wide with parallel parking on both sides of the street and four lanes of traffic. Traffic speed tends to be the highest of the three districts. Individual uses include a car dealership, a convenience store, a dry cleaning shop, banks, a cellular retailer (Verizon), a fine dining restaurant, teen based quick service restaurants, for example, sub-shop and pizza, medical and real estate offices, an automobile repair business, and multiple-family residences.

Indian Hill is extremely linear, with buildings only on the west side of Green Bay Road (facing the Metra tracks), plus a 3-1/2 story building east of the Metra underpass at 454-462 Winnetka Avenue. All properties in the Indian Hill Business District are zoned C-1, Limited Commercial. The District does not have the C-2 zoning overlay that covers most of the other business districts in the Village and therefore non-retail uses are allowed on the first floors of the buildings.

The West Elm and East Elm districts together constitute the central business district of the Village. Physically separated by the below grade Metra line, the major connections between the two districts are the Elm Street Bridge and the pedestrian bridge at the Metra station. The district extends from Pine Street on the North to Cherry and Ash Streets on the South, Lincoln Avenue on the East to Birch Street on the West. The district provides essential services such as grocery stores and public buildings (Village Hall, Winnetka-Northfield Public Library and Post Office), two churches, several banks, real estate and medical offices. Most buildings have retail shops or restaurants on the

ground floor and multiple-family dwellings or offices upstairs. The buildings range from single story to four stories.

A central feature of this district, and the community, is Dwyer Park. The park is bounded by Elm, Oak, Birch and Chestnut Court, and on the Fourth of July or during sidewalk sales or farmer's markets brings out that magical midwestern community vitality. With smart planning, the park could become an emerald jewel in the area, and effectively marry green space and retail for a true place-making space.

The Hubbard Woods business district straddles both sides of Green Bay Road. It extends from Scott Street on the North to Chatfield Road on the South, from the Metra tracks on the East to Gordon Terrace on the West. North of Scott Street, the district flows seamlessly into a similar retail environment in the neighboring Village of Glencoe and on the south side, the scale and character of the district continues down to Tower Road. At the center of the business district is Hubbard Woods Park, with a gazebo, ice skating in the winter, and a playlot in the summer. A Village-owned parking deck adjacent to the Hubbard Woods Metra station serves commuters and shoppers in the district.

The district has a smaller building scale than the East/West Elm Street District, giving it a more intimate feel despite heavier traffic conditions. It has come to be known as the "design district" because of the number of interior design and related stores. The district has a pedestrian-oriented, neighborhood retail character, and the buildings are architecturally similar, with storefronts that encourage window shopping. Several multi-family residential units are located on the upper floors of the retail stores, as are small offices.

Panel Recommendations

Indian Hill

The panel contemplated several options for this area, including the prospect of developing all four corners, relocating or developing the Metra parking sites, creating mixed use (commercial and residential) for the area, and whether to incorporate single-family land to the west of the Land Rover car dealership to increase the size of the development parcel.

A first step, however, before any plan unfolds is to open regular communications with New Trier and Kenilworth. In this area the shops flow from Kenilworth through Winnetka, so coordinating plans would be smart. Kenilworth completed a Green Bay Road Transportation and Streetscape Plan and is currently working through preliminary concepts for the entire commercial corridor. Their plan will set the stage for a redevelopment of their central business district, including building more multi-family,

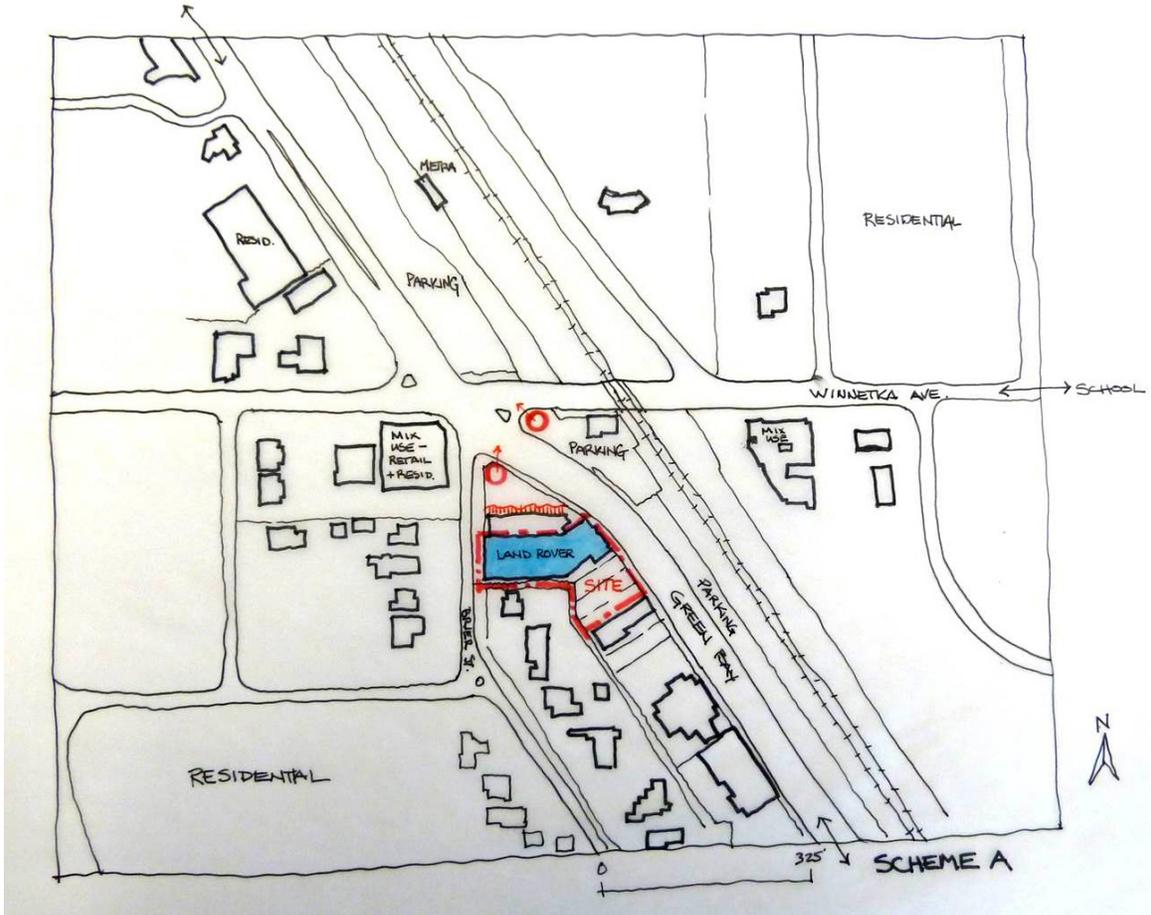
mixed-use, transit-oriented developments with an increase in height restrictions to 3.5 stories, up from 2.5 stories previously. In addition, it would be strategic to meet with New Trier about safety issues in the car-centric area. New Trier is a closed campus and as such does not have a major influence on retail, but it does bring 3,000 students into the district daily, and the safety of students at bus stops and intersections is paramount.

Overall, the panel recommended that Indian Hill retain its auto-centric focus. Unlike other areas in the Village, Indian Hill does not need pedestrian-based amenities of the other districts. Green Bay Road is the driver of business in the district, and the focal point of the area. The speed and volume of traffic and the layout of the retail are not easy to change, given the narrow lots.

With these driving forces in mind, the panel offered three options for development in Indian Hill.

Scheme A —Minimal Intervention | The first scenario is the least expensive and least extensive of the three. Unlike the other options, this scenario would maintain the current zoning and configuration and let the market dictate retail uses up and down the Green Bay corridor.

The panel recommended creating incentives for 7-11 to improve its signage and landscaping. Incentives might include sales tax rebates for businesses that make specified improvements. Glen Ellyn, for example, offered a 50 percent matching grant for permanent improvement to buildings, including façade upgrades such as awnings and windows. The grant is funded from general funds via sales tax proceeds. A small, pocket park could be added to the parking on the southeast corner of Winnetka Road and Green Bay Road.



SCHEME A

Scheme B —Modest Intervention | A more ambitious second plan included working with the current owner to keep an auto dealership in the Land Rover parcel should they move out. An auto dealership is a significant revenue generator for the Village and as such should be encouraged. This approach would retain the retail /commercial use of the site. The panel stressed the need to address the issue of parking space that is hampering the current dealership.

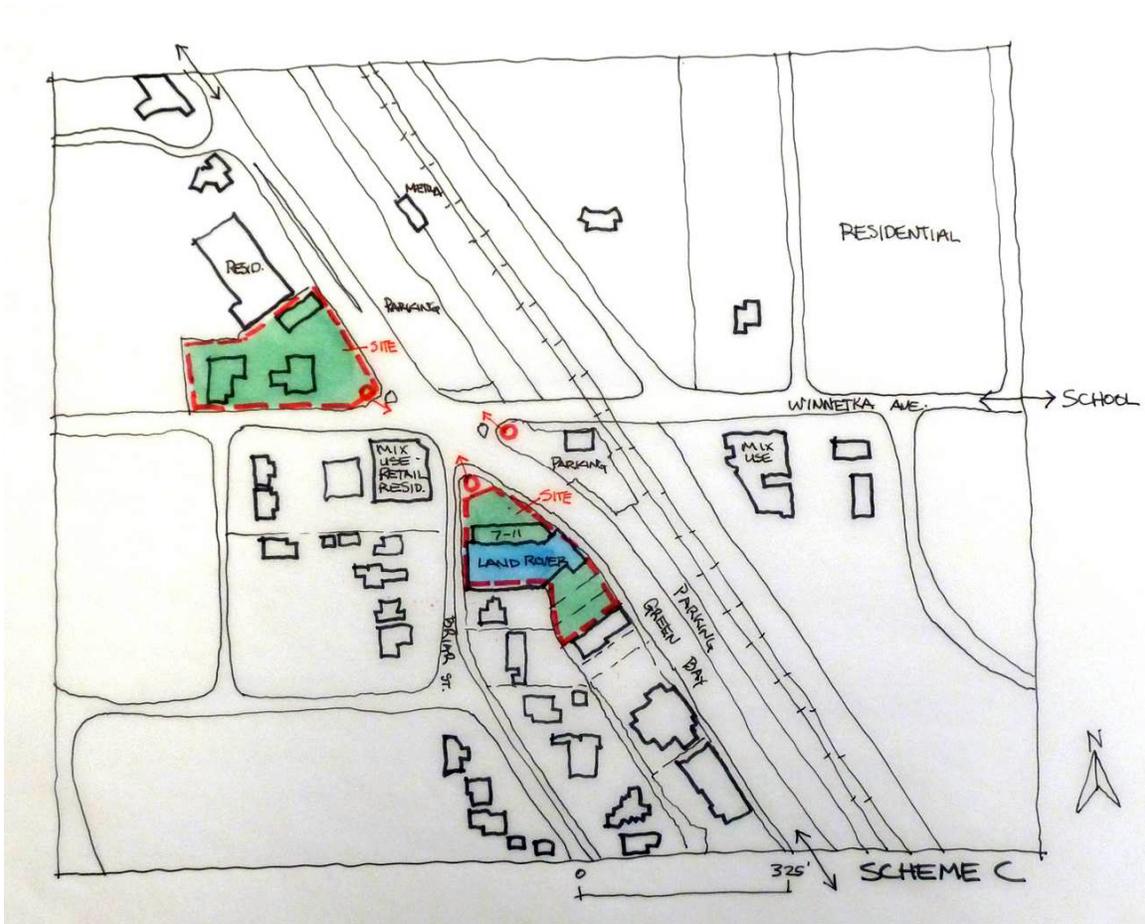
One option to address space is to assemble lots in the vicinity of Land Rover for their use (7-11, the lots to the south of Land Rover including Michaels restaurant, and possibly residential lots behind Land Rover). This would provide a contiguous parking area for the dealership. Retail on the corridor would be a mixed use of single-story retail and commercial use along Green Bay Road.



SCHEME B

Scheme C —Significant Intervention | A third, even more ambitious, plan would be to both create a more contiguous zone as described in option 2, and create a vibrant mixed-use development (retail on bottom floors and condominiums or rental units on the top floors). This mixed-use area could accommodate the many “snow birds” and older residents looking to downsize as well as those who prefer transit-oriented development, living near easy access to transportation.

The Village could assemble the parcels to create larger developable parcels on the western corners of Winnetka and Green Bay Road (see Illustration, Option 3). Zoning variances (in green in the illustration) would include setback, height, and parking. The current parking requirements meant for retail/office space, for example, are overly generous for seniors and transit-oriented development. Seniors who are seeking to downsize, and move into condominiums such as these, rarely need two cars, nor do those seeking to live near transit (see more on parking below).



SCHEME C

NOTE: The green areas on the map would require zoning variances

The goal is to increase density and create a larger development space, and in doing so, from an architectural perspective, firm up the corners, which currently have a mishmash of retail. The highest and best use might be a three-story building with a set-back, accommodating residential units on the top with retail on the ground floor. The set-back eases any overpowering sense of height allowing the development to be higher than three stories and still retain a human scale.

Although there is more aggregation of lot spaces in Option 3, the spaces are still small, and would encourage relatively smaller scale projects.

East/West Elm

Considered “downtown Winnetka,” the East/West Elm district is where the majority of residents shop and dine. Therefore, shopping and dining should continue to be the main focus. The panel recommended making this sector more vibrant, with a mix of retail and casual restaurants and bars (see below for more on liquor licenses).

A key project in this area is the Post Office Site. The property is large and when combined with Dwyer Park creates many opportunities for creating a vibrant community-centric green space. Currently Dwyer Park is a “jewel” that is cut off from downtown. Removing and re-envisioning the Post Office building could connect the park more closely to downtown and create a visual sight-line from the Village Hall building through the park.

The panel created three options for this space, each dependent on how the Village answers several important questions. What is the balance between open space and development, knowing there are strong desires for both in the community? What is the proper balance between expense and revenue?

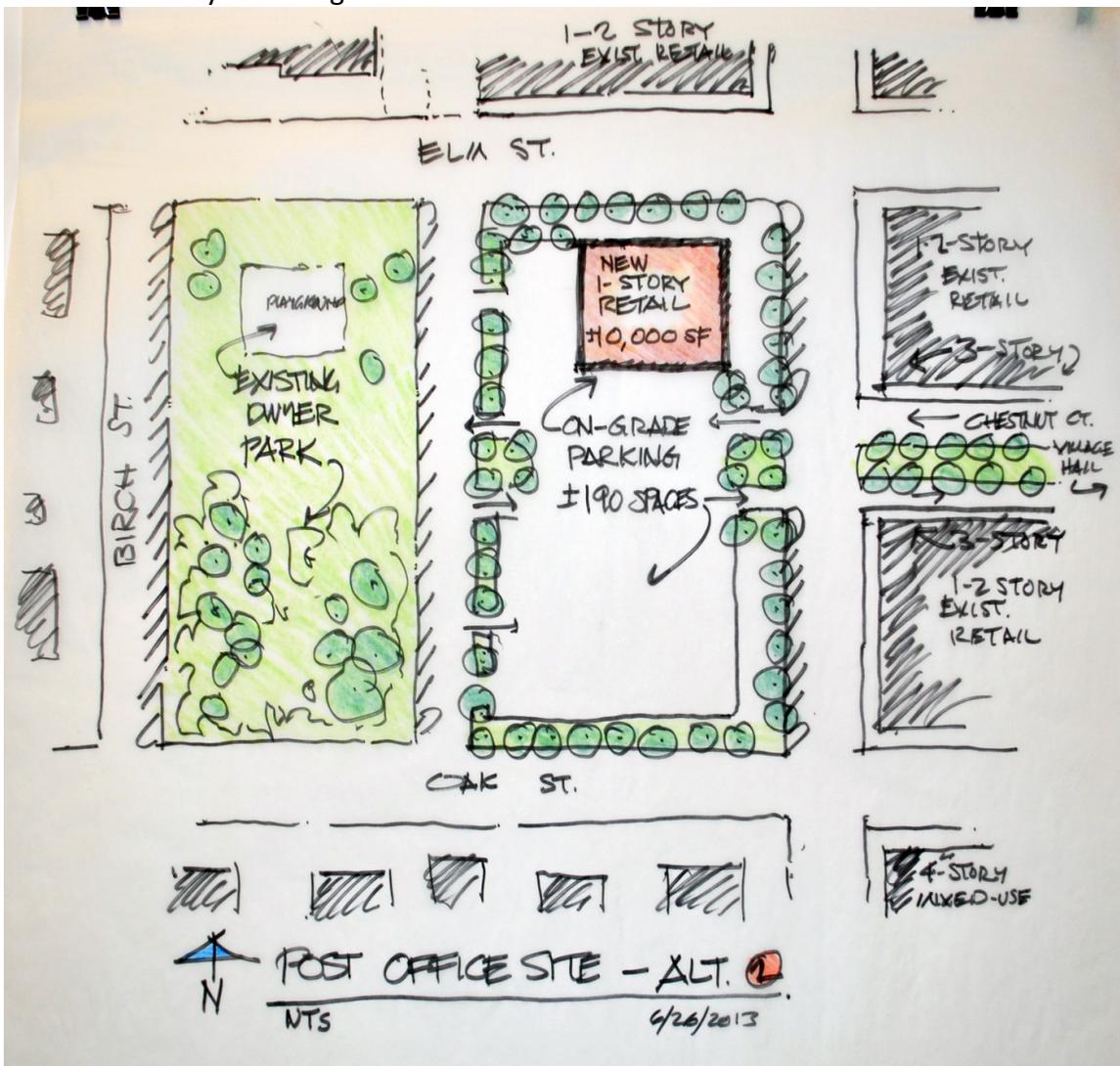
Scheme A—Minimal Intervention | The least costly and fastest option is an adaptive reuse of the post office structure. The Village could turn the building over to a commercial tenant with no negative impact on parking and without incurring significant costs. The project would involve some modest additions to the parking site by removing loading docks at the back, which would create additional on-grade parking. Removing the docks would also create more efficient vehicular pattern in parking. The benefits of this approach are a shorter time frame of development by making use of an existing building that the Village already owns. This option also has a potential revenue stream, albeit modest, for the building.

Scheme B —Modest Intervention | This option is a slightly more ambitious project that taps into the asset of the park, and creates a community centerpiece where residents can meet, relax, and shop. This plan would include low-density development by replacing the post office with a similarly sized, 10,000 square foot retail space that

would help activate and complete the retail environment at Elm and Chestnut (see Illustration, Option 2). The plan would include a landscaped parking lot with a pedestrian walkway to Chestnut Court, and enhanced streetscape on Elm.

The new building would be set back, making way for greenscaping and street-level amenities. Depending on parking needs, the greenway connection could be more or less elaborate. Along Chestnut, parallel parking could become angled parking. Oak Street streetscape would be more green but essentially retain what is currently there.

This option would take approximately 12 months from approval to completion. It has the potential of being revenue neutral for the Village because the tax revenues from the new retail development could potentially offset the redevelopment and landscaping costs incurred by the Village.

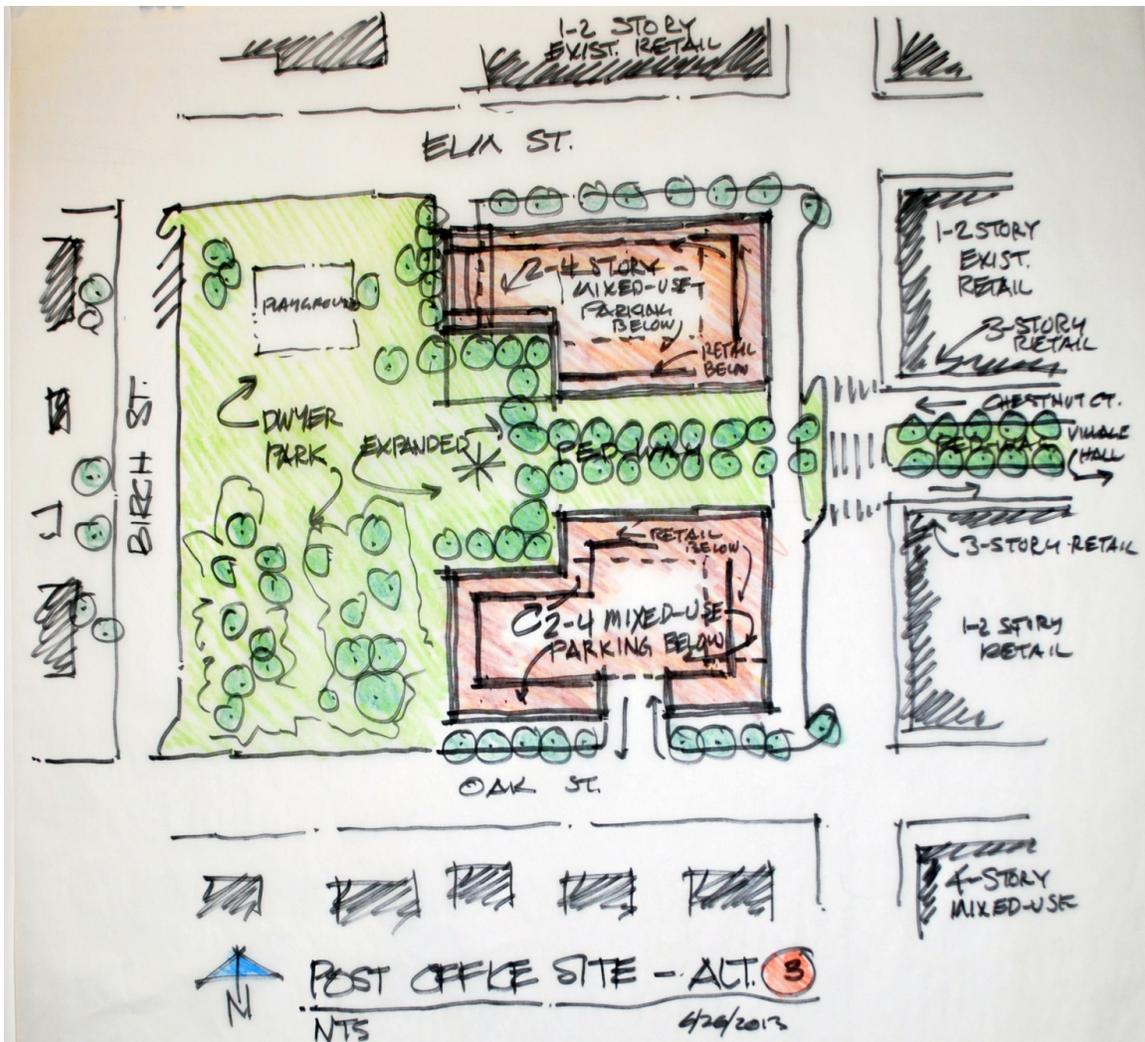


Scheme B

Scheme C — Significant Intervention | The goal in this option—the most ambitious of the three—is to connect the park visually and physically to Village Hall by demolishing the Post Office building and creating a direct pedestrian connection and sightline from the Village Hall to the park. This option also increases both density slightly and the size of the park.

The proposal includes building two mixed-use buildings with underground parking and expanded civic space. A two- to four-story mixed-use building would be on the corner of Oak and Chestnut, and a two- to three-story mixed-use building would locate on the corner of Elm and Oak (see Illustration, Option 3). Chestnut, Elm, and Oak streets would be lined with retail in this option. Elm Street could feature a setback, creating a small plaza with outdoor dining options. A setback and plaza that shares landscaping themes with the park also create a seamless transition from the park to the plaza to retail.

The plan would extend Chestnut Court as a landscaped pedway connecting the Village Hall to Dwyer Park. By providing underground parking, the plan would maximize the number of parking spaces while also increasing green park space. This plan would require financial assistance from the Village owing to cost of constructing the structured public parking and expanding the park. However, it would create a vibrant green space and well-connected shopping/dining area. The time frame would be approximately 24-36 months from approval.



Scheme C

Hubbard Woods

The first TAP panel recommended branding this district as the arts, cinema, and design district. In addition to a retail focus on design and related shops, the district could become known as an entertainment venue hosting events such as art and musical festivals in Hubbard Woods Park as well as outdoor movies in the summer, and skating in the winter.

Scheme A — Minimal Intervention | The panel recommended improving the parking ramp and reconfiguring the traffic flow in the area to increase accessibility. The panel recommended adding a southbound vehicular exit from the parking area adjacent to Packard Building, maintaining one-way traffic at east and north sides of the park (Merrill), and providing for two-way traffic on Gage Street south of Park. This latter change would allow vehicles to make an easy left turn from Gage to head south on Greenbay instead of going around the park, and thereby ease the traffic on the north side of Merrill. Finally, the panel recommended maintaining angle parking along retail on Gage Street and removing parking on the north side. The street redesign will still be within the existing 66 feet right-of-way.

The panel also recommended a facelift and improvements to the Scott Street parking ramp, including improving access, visibility, signage, and lighting. Currently, the ramp is underutilized and the best kept secret in Winnetka. With improvements, it might draw more shoppers and commuters, freeing up parking elsewhere in the neighborhood. Currently it is not easily accessible. A commuter, for example, currently entering from Scott Street must walk through a gangway to get to the train station. The ramp is not well lit or inviting enough for shoppers to park there. Research shows that most shoppers prefer not to park underground, particularly if the parking is dimly lit, like it is in the lower deck of the Hubbard Woods parking garage.

Scheme B — Significant Intervention | Modeled after Bryant Park in New York City (see illustration below as a guide), this plan envisions Hubbard Woods Park as a green space with multiple uses, improving the synergy between the park and the commercial district that surrounds it, and making the park a gem in the community. This would be in addition to the traffic flow and parking ramp improvements recommended in Option 1 above.

As the illustration reveals, the park—the design’s centerpiece—would feature a transitional design with unique spaces for different purposes. On one end would be a playlot for children and families with grass and landscaping. The center would be maintained as open lawn for Village events such as farmer’s markets, art festivals, movie nights, and in winter an ice rink. The panel recommended expanding the existing gazebo to provide for a band shell area and a winter warming hut. It could also include restroom facilities and limited storage. They recommended keeping the gazebo open air and not enclosing it to minimize utility costs.

The park would then transition to a more “urban” site at the south end across from the Gage Street retail, with “hard scape” landscaping, such as gravel or pavers. This area would be a quieter area for eating lunch or reading at small bistro tables. A focal point could be a fountain that provides white noise and nice imagery, similar to the Market Square in downtown Lake Forest.

This plan would create foot traffic for local retail and create a “destination” for families. Using public spaces as gathering spots for community members is a key step in “place-making” and creates a sense of community and belonging among residents. Ultimately, that sense of shared purpose engenders customer loyalty for local business.



Market Square, Lake Forest, IL

Overarching Recommendation for All Three Districts

In addition to the individual focus on each district, several recommendations spanned all three. They include parking and zoning, increased coordination with neighboring communities, and setting definite goals for the Village Council.

Parking | Several parking-related issues must be considered in any plan going forward. Retail owners frequently mentioned the lack of parking as a concern (although the majority of respondents to a Winnetka shopping survey said that parking was adequate). As a transit hub for the Metra lines, Winnetka must accommodate commuter parking while also balancing the need for shorter-term parking needs of residents and visitors. In addition, the Village must determine the parking requirements for new residential construction.

A first step for the Village would be to do an assessment of its parking needs. Issues to gauge include:

- the efficient use of parking lots,
- whether to reclassify certain Metra parking,
- how to accommodate employee parking,
- how to replace the lost parking should the Post Office be demolished, and
- how to update and better use the parking deck in Hubbard Woods.

The Village should also revisit its onsite parking restrictions for residential buildings. The current requirements—for example, for two parking spaces for second-floor tenants—are too high. In a neighboring community, parking for a multi-use development is limited to one onsite space for businesses with a second-floor office space while residential units are required to provide 1.5 spaces per unit. The panel also recommended eliminating the special use for below-grade parking.

A key recommendation by the panel was to increase the parking time for on-street spaces from 90 minutes to two hours, with several short-term (10-minute) parking spaces outside coffee shops and other “pick up” places to keep turnover frequent.

Zoning | The panel recommended revisiting zoning classifications for the commercial districts, with special attention to height and permitted land-uses. Rather than designing zoning restrictions based on use, the panel recommended thinking of zoning in the context of form-based design, complementary uses, and sales and property taxes.

Revising the zoning code to allow greater building height and density in certain areas can help offset public subsidies for development, particularly at the Post Office site and in Indian Hill. Any negative impacts of increased height in these areas can be mitigated

by design features such as upper story setbacks. Located as they are near Metra stations, they are good locales for higher density, mixed-use development.

Adding mixed-use development near transit also draws empty nesters and older residents. Demographic changes bearing down on the United States will create demand for alternative housing so older residents can remain in their communities. (The number of people over age 65 is set to double by 2030 in the United States.) Many of these seniors no longer wish to live in a big house, yet they do not want to leave Winnetka. Many are also snowbirds. They may live here only part of the year. They want a well-maintained, smaller condo near retail and the train. They are living longer and are more vital/active in their retirement years. Therefore, zoning for multi-use, higher density buildings can help to accommodate this shifting demographic.

Additionally, the Village should consider revising or eliminating the Overlay District that restricts non-retail businesses at the street level in East-West Elm and Hubbard Woods. The nature of successful retail today is a blend of shops and services, and Winnetka, with its high median income is ideally suited for it. Service businesses such as education services, yoga studios, financial planners, and medical offices, will bring more people to the retail districts, which will help the existing retailers and attract new businesses.

Increased Coordination with Neighboring Communities | Before any plans commence, the Village and the Chamber of Commerce should reach out to neighboring communities to coordinate plans and create a seamless shopping and dining experience for area residents. Hubbard Woods, for example, could easily become a multi-community destination, drawing residents from Glencoe and other communities. Therefore, the Village should make a more concerted effort to reach out to Glencoe merchants and residents and create a boundary-less flow of retail options up and down the corridor. Similarly for the Indian Hill area, the Village should reach out to Kenilworth as well as New Trier. Identifying synergy between the communities' goals through discussions and sharing is always a win-win.

Proactive Economic Development | Finally, to remain vibrant and to continue to draw smart retail to the Village, it is imperative that the businesses and the economic development team in the Village become more proactive. As noted at the outset of this report, retail success has never been easy and today's demands are greater than ever. Retailers must adjust to changing demographics and shopping habits. No community can rest on its laurels; it requires a smart, proactive, and continual effort to promote, attract, and support retail.

The Village, for example, could institute a system that tracks data such as vacancies, leases coming due, and keeps on file the details of the last 10-12 deals to assist prospective businesses. By maintaining an updated and detailed database, the Economic Development team can be ready when existing businesses want to expand or new businesses want to locate in Winnetka. Likewise, if an interested developer approaches

the Village, they will have a ready list of prospective retailers who are looking for space and match them up with prospective tenants. The Economic Development team will be more accessible to businesses and developers by identifying a Village staff person as a point of contact on the team who can be approached directly for questions and guidance.

The Village could also identify what is missing in the retail landscape. The economic development team must become “want” creators—identify and actively recruit businesses that satisfy wants. According to the shopping survey recently conducted, the shopping experience in the Village is “average.” Therefore, to avoid losing shoppers to nearby communities, the Village should identify what people want but cannot buy in the Village.

Many in the shopping survey, for example, mentioned a desire for more casual dining where they could grab a beer and watch a game or take the family out for a nice, but casual meal. Three-fourths of respondents to the survey said they would spend more on casual dining and 58 percent said they would spend money if there was a “gastro pub” (a pub with high quality food and liquor) in town. Fewer, but still nearly half (48 percent), would spend more money at upscale restaurants. Other items they mentioned were a bakery, hardware store, and a natural foods grocer added to the mix of downtown retail. The survey results are a good start but should be continually updated.

The economic development team could assume a greater role in promotion and marketing, particularly for events in the parks, such as farmers’ markets, arts and crafts festivals, and movie nights. The goal is to retain shoppers in the Village but also to bring in others from the outside. More attendees for these events could translate into more shoppers for Winnetka’s retailers.

Businesses and entrepreneurs can also use other forms of support. The Economic Development team could institute training for entrepreneurs, including mentoring and business incubators for those with new retail proposals. It could provide specialty technical assistance such as loan packaging, small business education, merchandising and marketing, staff training, and help with negotiating the vast number of regulations that frustrate small business owners—as well as streamlining those very processes.

To be most effective, the Village should explore creating a central organization that can handle these roles. The role of strong economic development in a community cannot be underestimated.

Conclusion

The panel’s recommendations for redevelopment of three key sites—Indian Hill, and Dwyer Park/West Elm, and Hubbard Woods — include modest to significant options for

rejuvenation and redevelopment. The more ambitious plans (options 2 or 3) will require more investment and Village economic support (such as the acquisition of land, and construction of parking that might not be supportable by development). As one panelist noted, none of the other North Shore communities have accomplished admirable and desirable changes without significant public money. Greater density in building can offset some of these costs, but not all.

Beyond investment, the success of these recommendations will turn on leadership, vision, and an understanding that development rarely gets done by consensus. In a Village like Winnetka with a rich history and strong sense of place, change can be difficult. Yet the shopping surveys and interviews with retailers and residents suggest that many are indeed clamoring for change. The leadership of Winnetka will have to weigh the voices of a segment of its residents against the need to stay vital. The Council is tasked with the responsibility to ensure that the Village remains a vibrant and enjoyable place to live. Change is always difficult, but it is also necessary. A vision grounded in concrete information and reality will ensure the Village can compete successfully in a rapidly changing retail landscape.



**Urban Land
Institute**

Chicago

**Winnetka Commercial Districts
Technical Assistance Panel**

APPENDIX



**Urban Land
Institute**

Chicago

**Winnetka Commercial Districts
Technical Assistance Panel**

EXECUTIVE SUMMARY

February 27-28, 2013

Winnetka Commercial Districts Technical Assistance Panel

Driving into the village of Winnetka on a snowy morning is like entering a Currier & Ives postcard—tree-lined streets, lawns covered in snow, stately homes set back from the street, sidewalks neatly shoveled. The Village has clearly retained the feel of the New England towns where many of its original settlers arrived from in the mid-1880s.

Its central business districts—there are three in Winnetka—also retain the small-town charm. Large national chains are few and far between. Independently owned retail, from boutiques to restaurants, line the street, their Tudor storefronts reflecting the German and northern European heritage of the town’s forefathers. It also hews to tradition in another way. Winnetka’s early residents were well educated, highly religious, and reform minded. The Village’s charter, granted by the state in 1869, banned public consumption and the sale of alcohol. That heritage of restricting consumption stands today, albeit in a more relaxed form.

While the look and feel of Winnetka may have hewed closely to its origins over the years, many other things have changed, requiring the town’s retail sector in particular to adapt. Lately, retailers have seen the number of shoppers decline as online retail competition increases and long-time local retailers close their doors. Building owners are finding it difficult to attract tenants. All this even as neighboring communities rebound strongly from the recent recession.

Today’s shoppers do a significant share of their buying online. They come into a store not for the necessities—a person can buy batteries or dog food online with a click—they come for something more: an experience.

As a Motorola Solutions white paper puts it:

“Today, retailers are working to enhance their shoppers’ experience, knowing that at the same time customers have options to shop wherever and whenever they want, often without stepping inside a store. Retailers ... need to provide a compelling and personalized way to rekindle the special bond between the shopper and their brand. It’s complex and confusing. But it also provides immense opportunities.”¹

It was for these reasons that the Village asked the Urban Land Institute Chicago to conduct a Technical Assistance Panel (TAP).

¹ www.motorola.com/web/Business/Solutions/Industry%20Solutions/Retail/ Documents/static_files/MOT_Retail_White_Paper_061912_final_High_v2.pdf

A TAP brings together a group of experts to advise a locale on a challenging land use issue it is facing. In this case, the TAP was convened to advise the Village on how to reinvigorate Winnetka's three distinct retail sectors (Indian Hill, Elm Street, and Hubbard Woods), prepare for the future of the retail market and recommend potential uses for key development sites. Thereby creating a long-term commercial strategy that is balanced, economically sustainable, and consistent with the existing community character.

Chaired by John Bucksbaum, CEO of Bucksbaum Retail Properties, LLC, the panel brought together a diverse set of real estate and retail experts to recommend targets for Winnetka's commercial health, retail opportunities for each district, and specific recommendations for competitive regulation and partnerships between the Village, retailers, and owners.

The panel conducted a series of interviews and listening sessions with local residents and retailers, representatives of four similar communities, and local Village officials over a two-day period, February 27-28, 2013. With this in-depth background, coupled with data from a recent retail survey of approximately 500 Winnetka residents, the panel members presented their short-term, mid-term, and long-term recommendations to the Village.

This report is part one in a two-part strategy. It lays the groundwork for a second phase that will flesh out more specific development strategies for the Village.

The main recommendations include:

- Adopt a pro-business attitude – welcome businesses and recognize that the offerings in the business districts are an important factor as to why people continue to choose to live in Winnetka over other communities similarly situated in terms of strength of the schools, location next to the Lake and proximity to the Loop.
- Create identities for the three retail districts; focus on “experience retail”.
- Loosen the regulatory environment.
- Revisit liquor licensing.
- Revise or eliminate the overlay district, which severely limits land uses in the district.
- Create a consistent policy and process for business application and permits.
- Attend to parking and streetscape upgrades – reinvest in improving the business districts.
- Improve marketing and outreach for community events and business development opportunities that strengthen each of the districts.
- As long-term goals, address larger capital improvements, including post-office redevelopment and Fell property.

In what follows, we outline the broad-based recommendations of the first ULI Chicago TAP panel. We begin first, however with a description of the retail setting in the Village of Winnetka, shopping habits of its residents, and a recap of interviews with local merchants and building owners.

LAY OF THE LAND

On Chicago's North Shore, Winnetka is home to 12,187 residents, largely white, and affluent. Median household income at \$208,000 is four times higher than the U.S. median. The population skews solidly young-middle-age, with many young families in their early 40s seeking the suburban lifestyle and good schools in which to raise their children.

The three retail districts — Indian Hill to the south, West and East Elm Street districts in the center, and Hubbard Woods on the north—are separated physically by train tracks or other terrain. A Metra station serves each of the three districts. Each district has a unique character with a variety of land uses, building heights and on-street and parking options.

Indian Hill is bounded by Sunset Road on the north, the Village boundary with Kenilworth on the south, Church Road on the west, Indian Hill Park and the grounds of New Trier High School on the east. The district is more car-centric than the other two shopping areas. In Indian Hill, Green Bay Road, the main thoroughfare, is wide with parallel parking on both sides of the street and four lanes of traffic. Traffic speed tends to be the highest of the three districts. Individual uses include a car dealership, a convenience store, a dry cleaning shop, banks, restaurants, a cellular retailer (Verizon), teen based quick service restaurants, for example, sub-shop and pizza, medical and real estate offices, an automobile repair business, and multiple-family residences.

Indian Hill is extremely linear, with buildings only on the west side of Green Bay Road (facing the Metra tracks), plus a 3-1/2 story building east of the Metra underpass at 454-462 Winnetka Avenue. All properties in the Indian Hill Business District are zoned C-1, Limited Commercial. The District does not have the C-2 zoning overlay that covers most of the other business districts in the Village and therefore non-retail uses are allowed on the first floors of the buildings.

The West Elm and East Elm districts together constitute the central business district of the Village. Physically separated by the below grade Metra line, the major connections between the two districts are the Elm Street Bridge and the pedestrian bridge at the Metra station. The district extends from Pine Street on the North to Cherry and Ash Streets on the South, from the Metra tracks on the East to Birch Street on the West. The district provides essential services such as grocery stores and public buildings (Village Hall, Winnetka-Northfield Public Library and Post Office), two churches, several banks, real estate and medical offices. Most buildings have retail shops or restaurants on the

ground floor and multiple-family dwellings or offices upstairs. The buildings range from single story to four stories.

The Hubbard Woods business district straddles both sides of Green Bay Road. It extends from Scott Street on the North to Chatfield Road on the South, from the Metra tracks on the East to Gordon Terrace on the West. At its center is Hubbard Woods Park, with a gazebo, ice skating in the winter, and a playlot in the summer. A parking deck adjacent to the Hubbard Woods Metra station serves commuters and shoppers in the district.

The district has a smaller building scale than the East/West Elm Street District, giving it a more intimate feel despite heavier traffic conditions. It has come to be known as the “design district” because of the number of interior design and related stores. The district has a pedestrian-oriented, neighborhood retail character, and the buildings are architecturally similar, with storefronts that encourage window shopping. Several multi-family residential units are located on the upper floors of the retail stores, as are small offices.

Shopping Habits

Winnetka residents were encouraged to evaluate the shopping districts, describe their current shopping habits, and provide insights into future retail opportunities by participating in an internet survey. There were 487 responses representing a mix of life styles, ages and locations in the Village.

Survey Results include:

Relatively few respondents eat out in Winnetka. According to survey responses, West Elm is the biggest draw for diners, but only one in five respondents say they eat out there weekly. The survey followed up with a question about how the addition of restaurants would affect one’s dining habits. The results show strong demand for restaurants, especially casual dining with the opportunity to have a beer or cocktail. Three-fourths of respondents said they would spend more on casual dining and 58% said they would spend money if there was a “gastro pub” (a pub with high quality food and liquor) in town. Fewer, but still nearly half (48%), would spend more money at upscale restaurants.

More people shop than dine out. About four in ten residents visit West Elm weekly, making it the most visited district. Interestingly, online is the second most popular site for shopping, with 34% reporting they shop at least once a week online. Only about one in four residents visit East Elm and Hubbard Woods weekly. Table 1 ranks the top places where residents dine out weekly.

Table 1. In an average month, how many times do you eat out in these commercial areas?

<u>Answer Options</u>	<u>At Least Weekly</u>
Hubbard Woods	21%
West Elm Street Shopping District	19%
East Elm Street Shopping District	15%
Willow Road	13%
The Glen	8%
Downtown Evanston	8%

Respondents wanted to see a bakery (78%), hardware store (75%), and a natural foods grocer (60%) added to the mix of downtown retail.

Extending hours might draw shoppers. Survey results suggest that if retailers were open on Sunday, they would draw more shoppers. Staying open later, until 9 p.m., however, is unlikely to draw sufficient numbers. However, many did say they would prefer shops remain open until at least 7 p.m. One option would be to devote one night each week to late hours. The bicycle store owner in Hubbard Woods, for example, extended the shops hours later on Thursday evenings and earlier on the weekends to accommodate his “market.” The late evening hours could be coordinated with other evening events during the year to promote shopping and greater foot traffic.

Overall satisfaction with shopping districts is “average” compared with a national benchmark on satisfaction with the local shopping experience, including traffic, parking, cleanliness, and pedestrian access. Table 2 combines those who answered “excellent and above average”. The results show that with the exception of Indian Hill, nearly two-thirds of respondents ranked safety, cleanliness, and pedestrian access excellent or above average, while they rated streetscape, bike access and buildings less highly.

Table 2

<u>Answer Options</u>	<u>East Elm</u>	<u>West Elm</u>	<u>Hubbard Woods</u>	<u>Indian Hill</u>
General safety	68%	67%	59%	31%
Cleanliness	66%	64%	58%	36%
Pedestrian access	64%	63%	53%	22%
Streetscape	50%	51%	46%	24%
Bicycle access	47%	46%	36%	23%
Buildings	44%	48%	46%	18%

Merchant and Retailers' Views

From interviews with retailers, several key themes emerged as areas for improvement.

A prime concern is the difficulty in starting a business, owing to the many Village regulations and seemingly subjective nature of decisions concerning those regulations. Whether it's signage requirements or sprinkler codes, the owners want a more transparent, business friendly and faster process.

A second key concern was the deteriorating streetscape, particularly when many owners feel that taxes are high. As one retailer put it, "I resent paying \$12 a square foot in taxes while tripping on the sidewalk outside my front door." Many feel the districts look "tired."

Density is also an issue. Many retailers understand that density is good for business, although residents are often resistant to greater density if it means building multi-use developments.

Several retailers expressed concern that allowing national chains into the business districts would drive local owners out of business.

Panel Recommendations

The panel interviewed and listened to the concerns expressed by the stakeholder groups in the Village (residents, Village staff and business community). Over 80 people expressed their views. The panel also interviewed community development directors from peer communities that have experienced recent success breathing new life into their suburban downtowns. The suggestions that follow are only a broad-brush sketch. More detail will follow after the second phase of technical assistance. One thing was clear from the many conversations with residents, Village officials, and business owners over the two days: People are ready to embrace change.

As TAP chair John Bucksbaum said, "Change brings opportunity. And Winnetka has a wonderful opportunity ahead of it."

The panel offered short-term, mid-term, and long-term recommendations. As the panel stressed, retail is constantly evolving, and Winnetka retail must respond, or risk being left behind. The pressure from Internet shopping and other changing habits requires nimble retailers who can provide an "experience"—more than just a transaction. In 2012 internet sales grew at a rate of 15% nationally, while traditional stores had a 4% increase. Amazon is opening huge distribution centers while Macy's and Kohl's are shipping internet orders direct from stores. This is not to say that internet sales will be

the expectation, but that full integration of internet and stores is the direction retail is moving.

Short-Term Goals

Create Identities for the Three Retail Districts

The panel recommended focusing on creating a unique identity in each district as a way to encourage business clustering and distinct marketing and promotional opportunities. With a focus on cinema, arts and culture in one district, and “downtown” retail and restaurants in another, the districts can capitalize on their existing identities in unique ways. Each area might have a unique streetscape, for example, and a unique set of marketing and promotional materials.

Indian Hill | The panel recommended that Indian Hill retain its auto-centric, teen focus. The speed and volume of traffic and the layout of the retail are not easy to change. Rather, the sector could capitalize on the auto-centric focus, as well as its proximity to New Trier High School by encouraging more convenient food outlets, for teens and those picking up take-out. This area is not an ideal corridor for sit-down dining and restaurants. Those should be located in East/West Elm. The panel recommended not spending money on pavers and bump-outs given the car-centric focus.

A key to ensuring a strong tax base is to secure a long-term commitment from the Land Rover dealership on Green Bay Road. The panel was concerned that, without more space to display their autos, Land Rover will begin to look elsewhere for a space – such moves are often driven by the brand, not the dealership. One suggestion to mitigate loss of the dealership is to look at possible land assemblage opportunities to provide a newer, larger auto dealership completely contained on the west side of Green Bay Road. If East/West Elm is to become the downtown of Winnetka the Village might think about moving Michael’s, a local fine dining restaurant, to West Elm thereby providing another parcel to add to the assemblage.

The panel also recommended the Village open regular communications with its southern neighbor Kenilworth. Kenilworth completed a Green Bay Road Transportation and Streetscape Plan and is currently working through preliminary concepts for the entire commercial corridor. Their Plan will set the stage for a redevelopment of the central business district, including building more multi-family, mixed-use, transit-oriented developments with an increase in height restrictions to 3.5 stories, up from 2.5 stories previously. It is important that both Villages work together to coordinate their planning efforts along this stretch of Green Bay Road.

East/West Elm | The panel suggested that the East and West Elm districts are a singular district and should be treated equally. They consider this district “downtown Winnetka.” It is where the majority of residents shop and dine. Therefore, shopping and dining

should continue to be the main focus. The panel recommended making this sector more vibrant, with a mix of retail and casual restaurants and bars (see below for more on liquor licenses).

As suggested above, if the East/West Elm district becomes Winnetka's "downtown" then the panel suggested the Village re-visit the discussion around re-developing the Post Office Site and incorporating the surrounding area as an all season gathering space. In the summer, the area could feature outdoor dining and cultural events, and in winter, the area could be a space for ice skating, ice sculpture, and other winter events. This would create foot traffic for local retail and create a "destination" for families. Using public spaces as gathering spots for community members is a key step in "place-making" — creating a sense of home, place, or belonging among residents. It is a central step in creating "community." Ultimately, that sense of shared purpose engenders customer loyalty for local business.

Hubbard Woods | The panel recommended that this district be branded as the arts, cinema, and design district. In addition to a retail focus on design and related shops, the district could become known for its art and musical festivals in Hubbard Woods Park as well as outdoor movies in the summer. Currently the outdoor movie festival is at the lakefront, which does not benefit local retailers. Moving it to Hubbard Woods Park could bring families and shoppers to the area, even if businesses are not open that particular evening. Window-shopping can remind moviegoers that a business exists and they will return later. This district should also be considered a multi-community destination, drawing residents from Glencoe and other communities. Therefore, the Village should make a more concerted effort to reach out to Glencoe merchants and residents and create a boundary-less flow of retail options up and down the corridor.

Encourage "Experience Retail"

Beyond restaurants, the Village should encourage more "experience retail." A wine shop might offer a wine-making class on the premises, for example, combining both an experience and retail sales. Currently, zoning regulations do not facilitate these mixed uses. But one fact is certain: competition from the Internet is a new reality for everyone, and one that is not going away. If retailers fail to adapt, business will go elsewhere, especially in a metro area as competitive as Chicagoland. What today's customer is seeking requires retailers to broaden their view of retail.

Along with these new models of retail, the Village should work to create a sense of place. As noted, place-making—creating a common vision for a place that capitalizes on a community's assets and potential—is an important element of any successful redevelopment effort. Experience retail plus ancillary events and campaigns can create a sense of identity and excitement about the offerings in their community. Special events in public spaces, from arts festivals to farmers' markets, for example can build community and a sense of place, as can campaigns to "shop local."

Beyond creating distinct identities and promoting place-making through vibrant public spaces, the TAP panel next addressed several barriers to business promotion in the Village.

Loosen the Regulatory Environment and Adopt a Pro-Business Stance

A first step is to create a pro-business environment in Winnetka. The reputation, the panel noted, is that Winnetka is a difficult place to do business. This was a view expressed by existing businesses new and old. That must change. There are simply too many options on the North Shore for businesses to locate. A clear, concise set of rules and regulations, an approachable “we value you” attitude are critical to attracting and retaining retail. The Village must work as a partner, collaborating and supporting retail and business owners.

A further imperative for change comes from communities similar to (and in some cases nearby) Winnetka. The panel heard from representatives of Glen Ellyn, Lake Bluff, Barrington, and Hinsdale, each of which had, at one time, been in the same situation as Winnetka: heavy on bureaucratic regulation, empty storefronts, and difficulty finding and retaining tenants. Each of the communities revolutionized their approach, and the common element among them was that they had each hung up an “open for business” sign.

Lake Bluff exemplifies this approach. Once a sleepy central business district surrounded, like Winnetka, tightly by residential, it has experienced a downtown renaissance. But it took a mind-shift to make it more vibrant. A first step was to loosen the regulatory environment considerably. The community allowed height variances and a variety of land-uses not previously allowed or even contemplated. They updated the zoning code to allow more “experience retail.” Where a yoga studio was once a special use (like it is in Winnetka) but an insurance office was not, the zoning is now more unified and less arbitrary.

And in the backyard of the Christian Temperance Union, they loosened the liquor code such that customers no longer must buy a meal to have a beer or a glass of wine. They also eliminated the requirement for a fence around outdoor dining establishments that served liquor, which created a more inviting streetscape. As a direct result of these and other changes, today the downtown is a “magnet for activity.” It boasts a micro-brewery public house popular with families, more sophisticated restaurants, cafes, salons, and interior designers, among others. The community hosts a block party every Friday in the summer, closing down the main street, a hit with families and commuters alike. As one panelist said, referring to the only “non-dry” nearby suburb that became a magnet for taverns, “Don’t worry. You won’t become Highwood—because you’re Winnetka.”

The other communities that the TAP panel interviewed told similar stories. Barrington, for example, has shifted from one of the most difficult communities in which to develop

a business to one of the easiest. A 42,000 square foot grocery store was recently issued a permit in a mere two weeks. A representative from Barrington said, “You have to work with businesses today. Time is money. They can’t make decisions if you take too long and there’s an opportunity elsewhere. You have to be competitive.”

Barrington also encouraged new restaurants and public houses as a way to draw and keep young families. “Young urban professional families moving here from the city want an urban environment. They want to walk to a brewery or restaurant with their kids. Target them. They’ll breathe fresh air into things.”

Revisit Liquor Licensing

Indeed, a key recommendation for Winnetka is changing the liquor licensing requirements. As the shopping survey found, 75 percent of respondents wanted more family-friendly dining and pubs. And 96 percent of the survey respondents were over age 35. Like in Lake Bluff or Barrington, residents want a wider choice in restaurants, they want to walk to a brew-pub or public house on a Saturday afternoon to watch a game and have lunch.² They want to stop in for a burger and a beer on a Friday night. This kind of foot traffic is good for retail as well.

Once the liquor license regulations are changed, it is imperative to let the world know it has been changed. As the TAP panel recommended, Winnetka must get the word out to prospective businesses and residents that Winnetka has changed and that it’s open for business. National restaurant chains, like Lettuce Entertain You, as well as local restaurateurs, should be the first calls.

Create Strong Business Leadership and a Streamlined Process

Today’s competitive retail environment requires a concerted, coordinated effort among local retailers and the Village. More open lines of communication are vital. This requires effort by both retailers and Village leaders.

The business community must become more proactive and cooperative. Typically an EDC or Chamber of Commerce would take the lead with the Village to preserve local businesses and expand retail opportunities. The Village and the Chamber need to have a stronger working relationship that not only supports current businesses but might even include such things as mentoring and training for young entrepreneurs.

Likewise, the Village must become more efficient and systematic. Currently, a prospective tenant must meet with a chain of individuals from an appearance review to fire code and water code to signage, among others. There are too many points along the

² Currently the Village applies a “tv tax” for establishments who want to have a television.

chain where communication can break down, creating a bottleneck. New entrepreneurs do not always know the fine-points of village codes and requirements. They don't know what they don't know, in other words, and they often stumble along the way—if they even get started at all.

The Village should establish a single point person whose goal is to support new business and streamline the process of getting up and running. This person would be responsible for shepherding the business owner through the regulatory process, as well as, meeting with all the various Village officials to obtain the necessary approvals for a business to open. In addition, to better organize and speed the process, the TAP panel recommended the Village adopt management software, and the Village is in the process of making this conversion.

The Village should also develop a clear checklist or roadmap (by business category) of the required steps before opening. The prospective tenant could take the checklist to the space with the landlord and the Village ambassador. Currently, the Village does not require an initial conversation such as this, which can lead to confusion later down the line particularly concerning the scope and cost of upgrading older building to meet Village code requirements. A formalized checklist familiarizes the tenant with the needed steps so he or she can be better prepared and have a faster and smoother launch and have the information earlier in the process to discuss/negotiate those issues with landlords. This checklist or additional detail could be posted online as well to make the process more transparent and efficient. The key is inserting consistency and predictability into the process. Currently, when faced with the prospect of multiple architectural renderings of their space, one for each department involved, a new owner might simply say, no thanks. There are other opportunities elsewhere where Villages make it much easier for prospective businesses to locate in their Villages.

This new business leadership role should be a full-time position, and should work jointly with the Chamber of Commerce in actively soliciting new business and economic development. The position should be less reactive and more proactive. As the panel noted, Winnetka offers ample opportunities, but it requires selling people on the idea of Winnetka and advertising the changed approach. Identifying pluggable “leaks” of consumer spending in the districts could provide new business opportunities. Understanding the current market, maintaining accurate records on vacancies, and “actively selling” new business opportunities in the districts is imperative.

The Village could also create incentives for successful businesses to open a second store in Winnetka, or move their shop to Winnetka. One incentive, for example, might offer grants to assist in bringing the building up to code or improving the façade for tenants signing longer leases – 3 or more years. Focusing incentives on capital improvements mean the investment remains in the community in the form of an improved building.

Revisit the Regulatory Code

Zoning and development codes that are not clear and provide for of subjective decision meaning by a community have a chilling effect on attracting new businesses to a community. The panel recommended simplifying the Village's codes to encourage broader retail development.

A first step is revising or eliminating the overlay District. Although it served a purpose in the past, the nature of successful retail today is a blend of shops and services. Other municipalities have done this to great success. Doing so will expand the variety of stores and the market will ultimately determine the proper mix. As a result, infill will improve. Winnetka is ideally suited to draw a mix of service and retail given its high median income. Services such as education, service, yoga studios, financial planners or medical offices, will bring traffic to the downtown area and enable the more conventional retailers to continue to thrive and attract new businesses.

The panel also recommended changing the quick service food requirements. The current workarounds, such as requiring Panera Bread to use silverware instead of plastic utensils, are cumbersome. This market is ripe for expansion, particularly in Hubbard Woods or Elm Street, where more casual restaurants such as Pot-Belly or Roti are solid draws for daytime lunch crowds.

In addition to the Overlay, the zoning code should be revisited in certain areas to increase density, particularly in the Fell and Post Office sites. Both are near Metra stations and are good locales for transit-oriented development. Higher density means more people, which is better for thriving retail. Density, however, also requires height, and the current height restrictions should be revisited and expanded. The panel recommended the same height as the condo building to the North of the Fell property as a height restriction to attract developers to this site. As noted above, Kenilworth is embracing greater density and multi-use buildings on Green Bay Road. That effort will be direct competition to Winnetka retailers.

Density and multi-use developments serve another fast-growing population—empty nesters. Adding mixed use near transit also draws older residents. Demographic changes bearing down on the United States will create demand for alternative housing so older residents can remain in their communities. (The number of people over age 65 is set to double by 2030 in the United States.) Many of these seniors no longer wish to live in a big house, yet they do not want to leave Winnetka. Many are also snowbirds. They may live here only part of the year. They want a well-maintained, smaller condo near retail and the train. They are living longer and are more vital/active in their retirement years.

Repurpose Some Parking

The majority of survey respondents said that parking was adequate. However, the panel recommended several improvements nonetheless. Some parking lots are currently not efficiently used and the panel recommended reclassifying certain Metra parking and reclassifying space for employee parking to improve overall retail parking. Currently, there is more than sufficient Metra parking, sometimes at the expense of the retail customer. One example of reconfiguring Metra parking to prioritize retail is in the Hubbard Woods parking deck. Research shows that most shoppers prefer not to park underground, particularly if the parking is dimly lit, like it is in the Hubbard Woods lower deck.

A preferable option would be to designate the second level for Metra commuters, and allow shoppers to park on the first level. Currently shoppers have to drive all the way up to Scott to access the garage. Shoppers should be able to drive around Hubbard Woods Park while looking for surface spaces and then be able to park on the first floor in the garage. Paint and lights in the garage will make it more inviting and feel more safe.

In other areas, parking codes that require parking spaces for ground-floor tenants might have been realistic at one time, but they are outdated today. In a neighboring community, parking for a multi-use development is limited to one onsite parking space for businesses with a second-floor office space only. Residential is allowed 1.5 spaces per unit. Individuals who opt to live near commuter stations do so because they don't want to drive. Therefore, the requirements, for example, for two parking spaces for second-floor tenant is probably too high. Likewise, office tenants are likely leasing near a commuter line because their employees prefer to commute by train. The panel also recommended eliminating the special use for below-grade parking.

On-street parking can also be improved. A key recommendation by the panel is to increase the parking meter time from 90 minutes to two hours, with several short-term (10-minute) parking spaces outside coffee shops and other "pick up" places to keep turnover frequent. The 90-minute limit is too short for those who want to go out to lunch, get their hair done and then browse the stores.

The above recommendations are more immediate and "low hanging fruit" improvements. The panel also recommended more mid- and long-term improvements, which follow.

Mid-Term Goals

Improve the Streetscape

Many of those interviewed expressed concern about the appearance of the streetscape, noting broken pavers and the need for an updated, fresher look and feel. Therefore, a

mid-range goal is to focus on streetscape improvements. Safety and lighting should be a priority. The permanent lighting should be updated. To allay the costs, one option the panel recommended is to seek sponsorship for some of the improvements. Banks are willing to sponsor some of the upgrades, such as benches or planters.

Incentives for façade or property improvements are also worth considering. Options include sales tax rebates for businesses that make specified improvements. Glen Ellyn, for example, offered a 50% matching grant for permanent improvement to buildings, including façade upgrades such as awnings and windows. The grant is funded from general funds via sales tax proceeds. This is not an uncommon situation in communities. Some communities have been successful educating those landlords about the benefits of exchanging their property for properties better suited to their current priorities through “1031 Exchanges.”

Address Larger Zoning Issues

The panel also recommended revisiting zoning classifications for entire area, with special attention to height and permitted land-uses. Rather than designing zoning restrictions based on use, the panel also recommended thinking of zoning in the context of sales tax demand, property tax, complementary uses, and form-based design. All of these kinds of decisions can help the retail districts adapt to the changing realities.

Long-Term Goals

As noted above, the recommendations are to create distinct identities in each retail district. In line with this concept, the panel recommended using streetscape elements as distinguishing features. Here again, local businesses such as national banks or larger firms may help to offset the cost through naming rights. As the panel noted, while many are opposed to increased real estate taxes, they are not opposed to sponsoring park amenities or streetscape projects.

A second long-term project is the redevelopment of the Post Office. Options include shorter-term uses or a long-term land lease, or adaptive reuse. These options create a stronger tax base for the Village. Although the Village owns the parcel, the panel strongly believes that a private developer may be a better option for a complete redevelopment and the sale of the site. Selling to a private developer removes the burden from the Village for the success of the site. A landlord could exchange their vacant property for a newer, income-producing property that requires less capital investment but yields higher income returns.

Finally, the Fell site is a key site to build density in Winnetka. As noted above, density is key to viable retail. Other possible development sites include several vacant lots, the former Gap store in Hubbard Woods, and the Harris Bank building (corner building) in Hubbard Woods.

Marketing

In the end, the Village can make all of these changes, yet if no one knows about the changes, the effort is sure to be unsuccessful. Keeping the channels of communication open about the status of changes, the reasons for them, and the overall retail plan will ensure buy-in from merchants and residents. Expanding the message to the broader business community will let prospective entrepreneurs know that Winnetka is open for business. The local Chamber of Commerce must play an integral role, along with the Village, in marketing the businesses of Winnetka.

In addition to spreading the word about the “pro-business” atmosphere, the Village should create ample opportunities to draw residents down to the shopping districts. Special events, from arts festivals to farmers’ markets, can build community and a sense of place, as do campaigns to “shop local.” Businesses could work with the Chamber of Commerce to create these campaigns.

Business leaders frequently complained about the cost of doing business in Winnetka. It might therefore help to be more transparent in how taxes are invested. Communicating the proportion of the tax pie that is sales tax and business real estate tax can help inform local businesses about how their tax dollars are being spent. With greater transparency, owners are likely to feel validated that their taxes are returning to them in the form of sidewalk or lighting improvements or building upgrades.

Finally, it is critical to engage with neighborhood communities that border the north and south of the Village (i.e. Glencoe and Kenilworth). Here again, the local Chamber of Commerce could be responsible for this outreach. The above-noted planning ongoing in Kenilworth is a prime example where early discussions and sharing could benefit both communities. Identifying synergy between the communities’ goals is always a win-win.

Conclusion

Winnetka has “good bones” and great potential. It has an affluent residential base, three Metra stations, deeply rooted families and shopkeepers, and a willingness to change. While some may believe the unofficial motto of Winnetka is “progress without change,” that is not the sentiment the TAP participants heard in their two days of conversations with residents, business owners, and local government leaders and staff. Winnetka is ready for change, and not a moment too soon. With a “pro-business” attitude, streamlined and consolidated regulations, progressive zoning, and a creative and involved business community, Winnetka can easily create a vibrant retail dining scene and be “the” community that everyone wants to live in again.

Winnetka's Commercial Districts Technical Assistance Panel

February 27 & 28, 2013



Sponsor

- § The Village of Winnetka has requested a series of ULI Chicago Technical Assistance Panels (TAP) to prepare for the future of the retail market (Indian Hill, Elm Street, and Hubbard Woods) and create a long-term commercial area strategy that is balanced, economically sustainable, and consistent with existing community character.
- § The TAPs will provide a foundation to revitalize Winnetka's commercial areas, and document lessons-learned in a public report to help communities around the Chicago region struggling with similar challenges.



About

§ The Urban Land Institute (ULI)

A global nonprofit education and research institute supported by its members. Its mission is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide. Established in 1936, the Institute has nearly 30,000 members representing all aspects of land use and development disciplines.

§ ULI Chicago

A District Council of the Urban Land Institute, has more than 1,000 Members in the Chicago land area. Organized in 1986, the district council celebrated 25 years in 2012.

§ Technical Assistance Panel Process

The ULI Chicago Technical Assistance Panel program draws upon ULI member expertise to provide creative and practical solutions to land use challenges in communities across the Chicago region and beyond. ULI Chicago's TAP program was started in 2002.



Technical Assistance Process

The ULI Chicago Technical Assistance Panel program draws upon ULI member expertise to provide creative and practical solutions to land use challenges in communities across the Chicago region and beyond. ULI Chicago's TAP program was started in 2002.

- § 2-day panel with extensive research, briefing book materials, and analysis
- § 7-member panel of experts
- § Highly experienced ULI member as Chair
- § Tour of Study Area with knowledgeable Sponsor Representatives
- § Stakeholder Interviews (over 100 interviewed)
- § Roundtable Working Reception w/Panel Members

Scope of Work – TAP 1 Commercial Assessment

1. Assess the Village's three commercial sites: convene business owners and tenants, inventory current tenants, uses and vacancy, and outline the challenges and opportunities to the study area and adjacent sites.
2. Review trends in demand for retail floor space, given shopper behavior and vacancy.
3. Suggest design guidelines, planned development requirements, building codes, lease rates, sales tax policy, traffic flows and zoning regulations (including use limitations, allowable density, parking requirements, and building height) that support retail viability.
4. Propose strategies to attract tenants.

Background

- § The Village of Winnetka has benefited from a traditional pattern of compact commercial development, with *three* distinct business districts (Indian Hill, Elm Street, and Hubbard Woods) around three commuter rail stations along the Green Bay Road corridor.

- § Recent changes in shopper behavior paired with significant retail growth in surrounding communities have presented a new problem, both for existing retailers who have seen the number of shoppers decline and online retail competition increase, and building owners experiencing difficulty in attracting tenants. Given a potential decline in demand for commercial land use, Winnetka is faced with a modest number of infill development sites.

Pro Business Attitude

- Pro Business Environment

All the communities that are successful in attracting and retaining new businesses to their Village downtown areas are very proactive reaching out to potential businesses and have a very pro business attitude. Shifting the attitude of Village staff is key to success when the public's perception is that the Village does not make it easy for applicants.

- Change Old way image

- Embrace Experience retail
- Build on existing strengths
- Allow the market (residents) to drive the tenant mix
- Common set of facts

- Prioritize action items

Demographics

- Changing face of “typical Winnetka resident”
 - Older parents, younger kids
 - New lifestyle expectations
 - Demand for alternative housing - young and old
- Change in retail dynamics
 - Service retail
 - Experience-oriented retail (i.e, Chopping Block: high-end cooking supplies, but also cooking classes)
 - Internet
 - Competition
- Broadening retail uses

Branding/Placemaking

East Elm / West Elm

- “The Downtown”
- Vibrant
- Experience-oriented Retail, Services, Office, Restaurants/Bars, Nighttime Entertainment
- Soften psychological boundary created by the train
- Economic Driven Density
- Create All-Season Public Gathering Space
(possible use for post office site)

Branding/Placemaking

Hubbard Woods

- Multi-Community Destination
- Not “The Downtown”
- Arts and Design District
 - Festivals – Hubbard Woods Park & Gazebo
 - Music
 - Arts
 - Cinema
- Outreach to Glencoe Community & Retail Merchants

Branding/Placemaking

Indian Hill

- Coordinate with Kenilworth on Green Bay Road Corridor Study & Zoning Changes
- Auto, not pedestrian based retail
- Teen based businesses
- Secure long-term commitment of auto dealership
- Focus streetscape improvements on safety



Regulatory

- Increase the height limitations along East Elm and Lincoln and other locations (maybe the post office site) close to transit to encourage development (e.g. age targeted senior rental housing). Something more than 35 feet but not more than 45 or 50 feet.
- 10% pervious or permeable Surface Requirements in relation to overall storm water strategy
- Work with businesses and department heads to take more flexible interpretation of the “change of use/sprinkler” requirement in the code. Allow accessory uses within businesses without triggering change. Does the Village require a domestic water line service vs. commercial water line service? Many Villages allow domestic water line service to help keep the improvements attainable.



Regulatory

- Establish in the 2014 budget a grant program for uses that have at least a 3 year lease term or 3 years remaining on their lease term.
 - Existing and new
 - Use funds from sales tax to help aging buildings upgrade to create a fresh retail experience.
 - 50% of permanent capital improvements to facade, signage, lighting, sprinklers, HVAC, plumbing, ADA, limited to a certain dollar amount

Revisit the Liquor License

- Pre-qualify liquor license applications before they finalize their location.
- Potential policies for alternative uses
- A reasonable component is that it must have a full service Menu
- In the shopper survey, over 75% of residents wanted more family friendly dining and pubs (including gastro public houses) in the Village which allows the service of alcohol without requiring the sale of food.
- The liquor law needs to be updated to reflect the desire for families to have more casual dining and have alcohol.
- Revisit the T.V. and bar requirement/limitations. Seems out dated for today's dining consumer.

Overlay District

Today's retail areas will only be able to compete with the increasing use of on-line shopping if it can provide something you can purchase on the internet. "Experiential retail" – allowing the dance studio that mainly is a birthday party place or purchasing a glass of wine at the wine store. The code needs to recognize these emerging uses and not make them special uses.

- The overlay district needs to be revisited or eliminated
- Other municipalities have found that service retail has enabled them to attract more people to the downtown and has helped to make their retail more viable
- Either amend or eliminate the C-2 Overlay – allow medical/dental, brokerage, wealth management, professional offices, fitness/health club studios, yoga, commercial schools, dancing schools . . . etc.
- Allow "quick casual dining" as a permitted use in the C-1 and C-2 zones to help energize retail areas with foot traffic.
e.g. Chipotle, Roti

Creating a Consistent Policy & Process

- Consistency in the process of permitting both business application and building permit
- Single point of Contact/Advocate
 - Should be proactive in helping the applicant to navigate and advocate for the applicant in the process. The goal should be to reduce the time it takes to receive permits and approvals. Should report directly to the Village Manager.
 - In interviews with landlords, business owners, architects and others – the majority repeatedly expressed dissatisfaction with the process for obtaining permits and approvals to establish new businesses in town, remodel buildings or expand businesses. Something needs to change because this feeling – whether real or not, is the perception and it seems to be discouraging continued investment in the businesses in town or existing business owners to open additional businesses in town.
 - Establish a Stronger System of Accountability

Creating a Consistent Policy & Process

- Checklist of typical requirements to eliminate surprises
- Staff availability to meet with new tenant prior to lease signing
- Empowering employees to interpret the codes
- Software to track the applicant – Full Circle project management software for accountability (CMAP)

Parking

- Review and update parking code requirements to make sure they are realistic for today's community downtown requirements. The code appears to require too much parking for non-ground floor users.
- Reduce the parking requirements associated with residential, multi-family uses in commercial areas to 1.5 per unit.
- Reduce 2.25 spaces per 1,000 sq. ft. parking requirements for 2nd floor use in commercial business districts. (2.25 per 1,000 sq. ft. is too high)
- Eliminate the below grade parking requirement – above ground accessory parking should be permissible in alley ways or other non-street front areas without requirement for special use.

Parking

- Expand parking hours from 90 minutes to 2 hours
- Designate short-term parking (15 min.)
- Reclassify Metra parking to allow for improved retail customer parking
- Improve Hubbard Woods parking deck with additional lighting, painting, and better access to Hubbard Woods District

Mid Term Goals –

Moderate Capital Requirement Initiatives

- Streetscape
 - Prioritize the portions of the streetscape plan to enhance the retail areas
 - Life safety items
 - Crumbling sidewalks, lighting
 - Permanent Lighting
- Seeking sponsorship for improvements
 - National retailer/banks are happy to engage in these activities

Mid Term Goals –

Moderate Capital Requirement Initiatives

- Larger more encompassing zoning code changes in order to adhere to the changing retail environment
- Landlord Incentives
 - Green, relief from parking requirements in exchange for Façade improvements, program driven

Long Term Goals –

Large Potential Capital Requirements

- Embrace the streetscape: long term changes need to be made
 - Different streetscape based on specific trade area
- Principles of development
- Market should drive the process not the government
- Post office Redevelopment
 - Short-term user?
 - Long-term land lease
 - Adaptive Reuse
 - Redevelop
 - Private developer

Long Term Goals – Large Potential Capital Requirements

- Fell property redevelopment
- Infrastructure Investments
 - Streetscape study recommendations (phased)
 - Naming rights
 - Matching funds

Marketing

- Improved Tenant Identification
- Hours of Operation (Sundays, Thursday nights)
- Special Events
- Corporate Marketing/Sponsorship
(not just Winnetka businesses)

Density

- Take advantage of train hubs (TOD driven development)
- Density should work for overall development, not retail
- Used for apartments, seniors
- Height limit per area (revisit in TOD areas)

Funding Mechanisms

- Segregate Budget
 - Sales Tax
 - Business Real Estate Taxes
- Private Gifts/Naming Rights
- Sales Tax Sharing



Communication

- Campaigns with business owners and chamber to help one another understand what is required to maintain as well as what services are expected
- What responsibilities do the business owners have?
- Education programs for tax appeals, 1031 exchanges (tax-deferred property swaps, wherein a long-term owner can sell one property and buy another “like-kind” property without a huge tax burden)
- Work with Chamber to engage in campaigns such as “Shop Local”



Communication

- Engage neighboring community
- Chamber of Commerce
- Outreach to Adjacent Communities along Green Bay Corridor
- Retail Merchants
- Changes in Municipal Goals, Zoning and regulations to broad community

Miscellaneous Thoughts

- Process Improvement
 - Look to successful peer communities, to see how they have changed their processes for approving permits and approvals with the goal of making the process more efficient and easier for the applicant. Many of the applicants are not seasoned business owners (e.g. wine store owner). They probably need more hand holding to help understand and navigate the process.
- Shopper Survey Follow Up
 - The shopper survey is just the tip of the ice berg. Use the survey to continue surveying to make sure you are getting a broad response and digging deeper into the data with focus groups. Don't buy data – use the survey to mine your own on what the residents (not just the vocal few) want.
- Ombudsmen to the business community

Conclusions

The Winnetka Commercial Districts TAP was the first in a series of two panels. The next panel, slated for late April 2013, will focus on implementing a long-term commercial strategy.

§ Infill Strategies

§ Cross-Promotion of Retail

§ Integrating and Overcoming Physical Barriers

§ Opportunities for Public Spaces

§ Encouraging Investment

Winnetka's Commercial Districts Technical Assistance Panel

February 27 & 28, 2013





Agenda Item Executive Summary

Title: MC-3-2013 - Village Code Amendments for Calendar-Based Fiscal Year - Introduction

Presenter: Katherine S. Janega, Village Attorney

Agenda Date: 08/06/2013

Consent: YES NO

- | | |
|-------------------------------------|-------------------------|
| <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 |

Item History:

Village Council Minutes - December 20, 2011, Agenda Item 7(b), Tax Levy Ordinance
February 14, 2012, Budget Overview
October 2, 2012, Agenda Item 10(a), Property Tax Analysis
December 4, 2012, Agenda Item 10(b), New Financial Software
February 6, 2013, Budget Overview

Executive Summary:

Winnetka's fiscal year begins on April 1st of each year and runs through the following March, with the budget consideration beginning early in the calendar year and adoption occurring in March. As required by State law, the property tax levy is then passed in December and filed with Cook County, which extends the levy and collects the taxes during the immediately following calendar year. Because taxes are billed and collected in two installments each year, the Village generally receives the first installment of property tax revenues before March 31st, and the second installment in the next fiscal year. After discussions over the course of several Council meetings, it was determined that the Village would change to a calendar-based fiscal year as of January, 2014.

Ordinance MC-2013 effectuates the change to the calendar-based fiscal year, and makes several other related amendments: (i) it amends the dates for the Village Manager, Village Collector and Village Attorney to perform certain functions; (ii) it provides for the elections and terms of office of the members of the Foreign Fire Insurance Board to transition to the new fiscal year; (iii) it more clearly links food, liquor and business licenses to the calendar year; and (iv) modifies license renewal procedures. Of particular note is that the longer term for sidewalk rider liquor licenses is coupled with more administrative flexibility to allow businesses to take advantage of favorable weather that may occur in early spring or late fall. The attached Agenda Report contains a detailed, section-by-section description of the draft amendments.

Recommendation / Suggested Action:

Consider introduction of Ordinance MC-3-2013, titled "An Ordinance Amending the Winnetka Village Code to Effectuate a Calendar-Year Based Fiscal Year for the Village of Winnetka."

Attachments:

- Agenda Report
- Ordinance MC-3-2013 - Draft Ordinance with red-lining to highlight proposed Village Code amendments
- Ordinance MC-3-2013 - Draft Ordinance showing final text of proposed amendments, without red-lining

AGENDA REPORT

SUBJECT: **Ordinance MC-3-2013** - An Ordinance Amending the Winnetka Village Code to Effectuate a Calendar-Year Based Fiscal Year for the Village of Winnetka

PREPARED BY: Katherine S. Janega, Village Attorney

REF: **Village Council Minutes**
December 20, 2011 Agenda Item 7(b), Tax Levy Ordinance
February 14, 2012 Budget Overview
October 2, 2012 Agenda Item 10(a), Property Tax Analysis
December 4, 2012 Agenda Item 10(b), New Financial Software
February 6, 2013 Budget Overview

DATE: July 31, 2013

Background

Pursuant to Chapter 4.08 of the Village Code, the Village operates under the statutory budget system, which requires the annual budget resolution to be adopted before the beginning of each fiscal year. The Village of Winnetka has long operated under a fiscal year that extends from April 1st of each year through March 31st of the following year, which results in the budget being considered at the beginning of each calendar year, and then being adopted in March.

Under Illinois law, the annual budget then provides the basis for the Village's annual property tax levy, which the Village is required to adopt before the fourth Tuesday of December each year. The tax levy ordinance is filed with Cook County, which then extends the levy and collects the taxes during the immediately following calendar year.

Cook County collects property taxes in two installments each year, with the initial installment being billed early in the calendar year, and the balance being billed in the summer. In most years, the Village receives its share of the first installment of property tax revenues in one fiscal year (*i.e.*, before March 31st), and the second installment in the next fiscal year.

Discussions on the possibility of aligning the fiscal year with the calendar year began in earnest in the course of the Council's consideration of the annual tax levy ordinance in December of 2011, with the overview for the 2012-13 budget including information from Finance Director Ed McKee regarding changing to a calendar-based fiscal year in January of 2014. The January 2014 target date has been incorporated into the Fiscal Year 2013-14 budget, as one of the goals for the Administrative and Finance Departments.

Ordinance MC-3-2013

Ordinance MC-3-2013 amends the Village Code to change from the current April through March fiscal year, to a calendar-based fiscal year. While the amendment effectuating that change is very straightforward, the change in fiscal year triggers the need for corresponding

amendments to other Village Code provisions, since many provisions pertain to actions that must be taken in a specific month that is tied to the April through March fiscal year. Examples of such provisions include the dates for presenting a draft budget, the dates for submitting certain reports, the terms of certain licenses, and the operations of certain subordinate boards.

In addition, the change to a calendar-based fiscal year makes it possible to eliminate conflicting licensing periods, which should facilitate license applications and renewals for both the licensees and the Village.

Following is a section-by-section description of Ordinance MC-3-2013, the specific Code provision and amendment contained in each section of the Ordinance, and the rationale for each amendment.

Ordinance Section	Village Code Section	Explanation of Amendment
1	N/A	Boilerplate provision; provides legislative history by incorporating the recitals in the Preamble as the Council’s findings.
2	1.04.050	Fiscal year. The core amendment, which changes the fiscal year to a calendar-based year.
3	2.12.050.H	Village Manager. Moves date for presenting the proposed budget from February to November (second last month of the fiscal year).
4	2.24.010.E	Village Collector. Moves date for Collector’s report to the Council from April to January (first month of the fiscal year).
5	2.28.010.E	Village Attorney. Moves date for reporting to Village Council from May to February (second month of the fiscal year).
6	3.24.030.B	Foreign Fire Insurance Board (FFIB) – Term of Office. The FFIB is required by statute and consists of members of the Winnetka Fire Department. Half of its six members are elected each year. This provision provides for the transition from March elections for terms of office that run from April through March, to December elections and calendar-based terms. The last March election will be in March of 2014, for a term ending at the end of 2015. December elections will begin in 2014, for a term ending at the end of 2016.

Ordinance Section	Village Code Section	Explanation of Amendment
7	3.24.040	FFIB Election Procedures. The provision is already based on the fiscal year, but requires amendment to allow for the March 2014 election.
8	Chapter 4.08	Annual Budget and Tax Levy. Non-substantive amendments. Chapter 4.08 currently consists of a single section containing six subsections (A through F). Although the chapter does not require substantive amendments, because it refers to the fiscal year, rather than specific months, the change in fiscal year affords the opportunity to restructure the chapter so that each of the subsections will become an individually numbered section. This makes the Code more user friendly, as sections are listed in the contents of each chapter, making it easier to find the specific provisions.
9	5.04.060	Expiration of Business Licenses. Although this provision contains a license expiration date of December 31 st , it is also ambiguous, because licenses are valid through December 31 st , and are ideally issued before the fiscal year begins, to assure continuity. In addition, the provision appears to apply to licenses issued under other articles (such as vehicle licenses). The draft amendments are intended to eliminate these ambiguities.
10	5.04.070.	Notice to Renew Licenses. The draft amendments to this provision clean up the administrative process, by eliminating the appearance of a mandate that creates an entitlement to notices, and by expanding the window for issuing the notices to renew, thereby smoothing out the administration of the application process.
11	5.09.090	Termination Date of Liquor Licenses. Moves the expiration date for all liquor licenses other than Class C (special event licenses) from the last day of March to the end of December. The draft amendments also link sidewalk rider licenses to the fiscal year, so that liquor licensees will have a single annual application process, rather than separate ones for food service or restaurant licenses, and a separate one for sidewalk service. The draft amendment contains a cross-reference to Section 5.09.100.M, which will continue to contain the weather-related restrictions of the sidewalk riders, while making it easier to allow sidewalk service earlier or later in the season.

Ordinance Section	Village Code Section	Explanation of Amendment
12	5.09.100.M	Sidewalk Restaurant Rider Liquor Licenses. Amends paragraph 9 by re-stating the current April through November permission, but also allows the Village Manager to permit sidewalk service before April or after November, if weather permits, without necessitating additional Village Council action.
13	5.16.010.E	Coin-operated musical devices – License fee. Amends provision to require payment of annual fee before January, rather than April.
14	5.16.010.F	Coin-operated musical devices – Term of license. Amends provision to link the term of the license to correspond to calendar-based fiscal year.
15	N/A	Boilerplate provision; states that the Ordinance is an exercise of the Village’s home rule powers.
16	N/A	Boilerplate provision; makes ordinance effective immediately.

Recommendation:

Consider introduction of Ordinance MC-3-2013, titled “An Ordinance Amending the Winnetka Village Code to Effectuate a Calendar-Year Based Fiscal Year for the Village of Winnetka.”

Attachments:

Ordinance MC-3-2013 Draft Ordinance with red-lining to highlight proposed Village Code amendments.

Ordinance MC-3-2013 Draft Ordinance showing final text of proposed amendments, without red-lining

**AN ORDINANCE
AMENDING THE WINNETKA VILLAGE CODE
TO EFFECTUATE A CALENDAR-YEAR BASED FISCAL YEAR
FOR THE VILLAGE OF WINNETKA**

WHEREAS, the fiscal year of the Village of Winnetka (“Village”) extends from April 1st of each year through March 31st of the following year; and

WHEREAS, the annual budget for the Village must be adopted before the beginning of the fiscal year, so that the annual budget is adopted in March of each year; and

WHEREAS, the annual budget provides the basis for the Village’s annual property tax levy, which is adopted in December of each year; and

WHEREAS, because property taxes levied in one year are collected in the following calendar year, the property taxes levied for each fiscal year are not received until after expenditures have been made under the budget that forms the basis for the property tax levy; and

WHEREAS, the Corporate Authorities of the Village of Winnetka (“Village Council”) have determined that it is in the best interests of the Village to use a calendar-based fiscal year so that the annual budget and tax levy are more closely aligned, and so that both installments of revenues from the annual property tax levy are received during a single fiscal year; 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, pursuant thereto, 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 (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

WHEREAS, the Village Council finds that matters pertaining to the fiscal affairs of the Village, including defining the fiscal year, are matters pertaining to the affairs of the Village; 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, 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 1.04.050, “Fiscal Year,” of Chapter 1.04, “General Provisions,” of Title 1 of the Winnetka Village Code, “General Provisions,” is hereby amended to provide as follows:

Section 1.04.050 Fiscal year.

The fiscal year of the Village shall be the period from January 1 of each calendar year through and including December 31 of the same calendar year. ~~is fixed and determined to commence on the first day of April in each year.~~

SECTION 3: Subsection B of Section 2.12.050, “Powers and Duties,” of Chapter 2.12, “Village Manager,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

H. Proposed Budget. To appoint the Budget Officer and to present to the Council for its consideration on or before the first regular meeting in ~~February~~ November of each year, the proposed budget prepared by the Budget Officer for the following fiscal year.

SECTION 4: Subsection E of Section 2.24.010, “Village Collector,” of Chapter 2.24, “Village Collector,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

E. Reports to Council. The Village Collector shall make a report in writing to the Council of all money collected by him or her, the account collected on, the balance of money uncollected on all warrants in his or her hands, the balance remaining uncollected at the time of return on all warrants which he or she shall have returned during the preceding fiscal year to the Finance Director, and of any other matter in connection with his or her office, annually on or before the tenth day of ~~April~~ January of each year.

SECTION 5: Subsection E of Section 2.28.010, “Village Attorney,” of Chapter 2.28, “Village Attorney,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

E. Attendance at Council Meetings; Reports. The Village Attorney shall attend the meetings of the Council and, at the request of the Council, on or before its first meeting in ~~May~~ February of each year, make a report in writing to the Council of all suits, prosecutions or actions prosecuted or defended by him or her during the preceding fiscal year, of the names of the parties to such suits, prosecutions or actions, of the title of the courts in which they were commenced, of their progress or final disposition, and other information concerning the legal interests of the Village which may be deemed necessary or proper; by the Council.

SECTION 6: Subsection B of Section 3.24.030, “Qualifications, Terms and Vacancies,” of Chapter 3.24, “Foreign Fire Insurance Board,” of Title 3 of the Winnetka Village Code, “Boards and Commissions,” is hereby amended to provide as follows:

B. Term of office.

1. Subject to the provisions of the following paragraph 2, the term of office for each of the elected members shall be two years, beginning on the first day of the fiscal year immediately following the election in which the member is elected, and all elected members shall hold office during their terms and until their respective successors are elected and qualified.

2. Notwithstanding the foregoing, the terms of office of the three members of the Board elected in March of 2014 shall expire at the end of the 2015 fiscal year, and the terms of office of the other three members of the Board shall expire at the end of the 2014

fiscal year. From and after December of 2014, the Board shall hold its annual elections each December, with three of its six members being elected during the month of December in even numbered years, and the other three members being elected during the month of December in odd-numbered years. From and after December of 2014, the two-year term of office of the elected members shall begin on the first day of the fiscal year immediately following the date of the member's election.

~~—Notwithstanding the foregoing, in order to accomplish the increase in the number of elected Board members from four to six, two additional members shall be elected to the Board at an election to be held in the month of October, 2009. The terms of all six elected members shall expire at the end of the 2009-10 fiscal year. At the election to be held in March 2010, three members shall be elected to serve a two-year term, beginning on the first day of the 2010-11 fiscal year and ending at the end of 2011-12 fiscal year, and three members shall be elected to serve a one-year term, beginning on the first day of the 2010-11 fiscal year and ending on the last day of that same fiscal year. Thereafter, the term of office for all of the elected members shall be two years, beginning on the first day of the fiscal year in which the member is elected, so that members serve staggered terms, with three members of the Board standing for election each year.~~

3. Any member who resigns, retires or is discharged from the Department, or who leaves active duty for any reason, shall automatically be removed from the Board and the position shall be deemed vacant. The election procedures established pursuant to section 3.24.040 of this chapter shall provide for the Board to fill such vacancy by special elections if more than 6 months remain in the term of office of the position that has been vacated.

SECTION 7: Section 3.24.040, “Election Procedures,” of Chapter 3.24, “Foreign Fire Insurance Board,” of Title 3 of the Winnetka Village Code, “Boards and Commissions,” is hereby amended to provide as follows:

Section 3.24.040 Election Procedures.

The Board shall adopt rules and regulations establishing procedures for the nomination and election of candidates for membership on the Board, with three members of the Board to be elected each year. All such rules shall be adopted and posted throughout the Department not less than thirty (30) days before the date of the election, which shall be held during the last month of each fiscal year, except for the election to be held in March of 2014, as provided in subsection B of section 3.24.030.

SECTION 8: Chapter 4.08.010, “Annual Budget and Tax Levy,” of Title 4 of the Winnetka Village Code, “Revenue and Finance,” is hereby amended in its entirety to provide as follows:

Chapter 4.08

ANNUAL BUDGET AND TAX LEVY

Sections:

- ~~4.08.010 Budget Resolution. — Budget resolution and tax levy ordinance.~~
- ~~4.08.020 Contents of Annual Budget.~~
- ~~4.08.030 Public Inspection, Notice and Hearing on Budget.~~
- ~~4.08.040 Revision of Annual Budget.~~
- ~~4.08.050 Tax Levy Ordinance.~~
- ~~4.08.060 Filing of Tax Levy Ordinance.~~

~~Section 4.08.010 Budget Resolution. — Budget resolution and tax levy ordinance.~~

~~A. Budget Resolution.~~ Before the beginning of each fiscal year, the Council shall adopt a resolution adopting the annual budget for that fiscal year.

Section 4.08.020 Contents of Annual Budget.

~~B. Contents of Annual Budget.~~ The annual budget shall meet the requirements of Section 8-2-9.3 of the Illinois Municipal Code. It shall contain estimates of revenues available to the Village for the fiscal year for which the budget is drafted, together with recommended expenditures for the Village and all of the Departments, Commissions and Boards, showing the specific fund from which each anticipated expenditure is to be made. Revenue estimates and expenditure recommendations shall be presented in a manner which is in conformity with good fiscal management practices. The annual budget shall also contain actual or estimated revenues and expenditures for the two years immediately preceding the fiscal year for which the budget is prepared, itemized in a manner which conforms to the extent possible with the charts of account used in presenting the revenue estimates and expenditure recommendations. The annual budget may include a fund designated as the capital improvement fund, in order to provide for the accumulation and use of funds in the manner specified in Section 8-2-9.5 of the Illinois Municipal Code. The annual budget may include money set aside for contingency purposes, the amounts and expenditures of which shall be in accordance with Section 8-2-9.7 of the Illinois Municipal Code.

Section 4.08.030 Public Inspection, Notice and Hearing on Budget.

~~C. Public Inspection, Notice and Hearing on Budget.~~ The proposed annual budget shall be made conveniently available for public inspection for at least ten (10) days prior to its passage. Publication of the proposed budget shall be by publication in the journal of the proceedings of the Council, unless otherwise required by law. Prior to final action on the budget, the Council shall hold at least one public hearing on the proposed annual budget, pursuant to notice given by publication in a newspaper having a general circulation in the Village of at least one week prior to the time of the hearing. After the hearing or hearings, the proposed budget may be further revised and passed without any further publication, inspection, notice or hearing.

Section 4.08.040 Revision of Annual Budget.

~~—D. Revision of Annual Budget.—~~The annual budget may be revised in any of the following manners; provided, that, no revision of the budget shall increase the annual budget unless funds are available to cover the proposed expenditure increase.

~~A. 1.—~~The head of a department may delete, add to, change or create subclasses within the classifications budgeted to that department, subject to the approval of the Village Manager.

~~B. 2.—~~The Budget Director, with the approval of the Village Manager, may transfer funds between budget line items, may create new classifications of expenditures, and may delete, change or create subclasses within expenditure classifications.

~~C. 3.—~~The Council, by a two-thirds vote of the Council, may transfer funds between budget line items, may create new classifications of expenditures, may delete, change or create subclasses within expenditure classifications, and may otherwise delegate authority to department heads to revise the annual budget in accordance with Section 8-2-9.6 of the Illinois Municipal Code.

Section 4.08.050 Tax Levy Ordinance.

~~—E. Tax Levy Ordinance.—~~On or before the last Tuesday in December of each year, the Council shall determine the total amount of expenditures legally budgeted ~~for~~, and any amount deemed necessary to defray additional expenses and liabilities, for all corporate purposes to be provided for by the tax levy of that year, and shall adopt an ordinance specifying in detail, in the manner authorized for the budget, the purposes for which the budget or such additional amounts deemed necessary have been made and the amount assignable for each purpose respectively, and shall levy upon all property subject to taxation within the Village as that property is assessed and equalized for state and county purposes for the current year.

Section 4.08.060 Filing of Tax Levy Ordinance.

~~—F. Filing of Tax Levy Ordinance.—~~The Village Clerk shall promptly file a copy of the tax levy ordinance with the county clerk, as required by state statute.

SECTION 9: Section 5.04.060, “Expiration,” of Chapter 5.04, “General Provisions,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.04.060 Expiration.

All licenses issued under the provisions of this article shall expire ~~on December 31st at the end~~ of the fiscal year for which they were issued, unless otherwise specifically provided.

SECTION 10: Section 5.04.070, “Notice to Renew,” of Chapter 5.04, “General Provisions,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.04.070 Notice to renew.

~~If a license extends beyond one month, it shall be the duty of the Village Manager, from ten (10) to twenty (20) days prior to the termination of the license period, to cause a written notice to be mailed to each licensee, except in the case of a dog or vehicle license, stating that a new license will be required on the day following the expiration of such existing license and stating also-~~ The Village will issue written notification to the holder of any license that has been issued for a term that exceeds one month, and to the holder of any license that expires at the end of the calendar year, of the date such license is due to expire and of the need to renew such license in order remain in lawful operation. The notice will be issued from fifteen (15) to forty-five (45) days before the expiration date of the license, and will also state the amount of the license fee and the penalty for failure to procure a new license. Neither the Village’s failure to issue, nor the licensee’s failure to receive, such notice shall relieve the licensee of the obligation to procure a new license. Failure on the part of the Village Manager to cause such notice to be mailed to any licensee shall not waive the requirement that a license be procured.

SECTION 11: Section 5.09.090, “Termination Date,” of Chapter 5.09, “Liquor Control Regulations,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.09.090 Termination date.

A. Every Class A, Class A-1, television rider, packaged meal rider, wine station rider, Class B, Class D, Class D-1, Class E, Class E-1 and Class P license issued under the provisions of this chapter shall terminate ~~on the last day of March next following its issuance~~ at the end of the fiscal year for which the license was issued.

B. Every Class C license issued under the provisions of this chapter shall terminate on the date specified in the license.

C. Every sidewalk restaurant rider shall terminate ~~on the last day of November in the year the license is issued~~ at the end of the fiscal year for which the license was issued; provided, that all sidewalk restaurant rider licenses shall be subject to the seasonal limitations stated in subsection M of section 5.09.100 of this chapter.

SECTION 12: Paragraph 9 of Subsection M, “Sidewalk Restaurant Rider License,” of Section 5.09.100, “Classification of Licenses,” of Chapter 5.09, “Liquor Control Regulations,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

9. ~~The term of any-~~ No service shall be allowed under a sidewalk restaurant rider license ~~shall begin no earlier than prior to April 1 of any year and shall end no later than or after November 30, of the same year,~~ except that the Village Manager shall have the authority to permit such service prior to April 1 or after November 30, upon determining

that weather conditions permit and upon issuing written notice to licensees. that
Notwithstanding the foregoing, no service shall be allowed under any such license ~~when~~
at any time that the Village determines that weather conditions necessitate the removal of
snow or other debris from the public sidewalks.

SECTION 13: Subsection E, “License Fee,” of Section 5.16.010 of Chapter 5.16, “Coin-operated Musical Devices,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended in its entirety to provide as follows:

E. License Fee. The applicant shall pay an annual fee for the license issued under this chapter. The annual fee shall be in an amount set from time to time by resolution of the Village Council and shall be paid to the Village on or before ~~April~~January 1st of the year for which the license is to be issued.

SECTION 14: Subsection F, “Term of License,” of Section 5.16.010, “Coin-operated musical devices,” of Chapter 5.16, “Coin-operated Musical Devices,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended in its entirety to provide as follows:

F. Term of License. Each license issued under the provisions of this chapter shall terminate on the last day of December of the year for which it is issued.~~March next following its issuance. If a license is issued for a period beginning after April 30th, the fee to be paid for the license shall be reduced in proportion to the number of calendar months which have expired in the license year prior to the issuance of the license.~~

[Remainder of this page intentionally left blank.]

SECTION 15: 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 16: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ___ day of _____, 2013, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2013.

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 _____, 2013.

Introduced:
Passed and Approved:

**AN ORDINANCE
AMENDING THE WINNETKA VILLAGE CODE
TO EFFECTUATE A CALENDAR-YEAR BASED FISCAL YEAR
FOR THE VILLAGE OF WINNETKA**

WHEREAS, the fiscal year of the Village of Winnetka (“Village”) extends from April 1st of each year through March 31st of the following year; and

WHEREAS, the annual budget for the Village must be adopted before the beginning of the fiscal year, so that the annual budget is adopted in March of each year; and

WHEREAS, the annual budget provides the basis for the Village’s annual property tax levy, which is adopted in December of each year; and

WHEREAS, because property taxes levied in one year are collected in the following calendar year, the property taxes levied for each fiscal year are not received until after expenditures have been made under the budget that forms the basis for the property tax levy; and

WHEREAS, the Corporate Authorities of the Village of Winnetka (“Village Council”) have determined that it is in the best interests of the Village to use a calendar-based fiscal year so that the annual budget and tax levy are more closely aligned, and so that both installments of revenues from the annual property tax levy are received during a single fiscal year; 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, pursuant thereto, 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 (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

WHEREAS, the Village Council finds that matters pertaining to the fiscal affairs of the Village, including defining the fiscal year, are matters pertaining to the affairs of the Village; 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, 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 1.04.050, “Fiscal Year,” of Chapter 1.04, “General Provisions,” of Title 1 of the Winnetka Village Code, “General Provisions,” is hereby amended to provide as follows:

Section 1.04.050 Fiscal year.

The fiscal year of the Village shall be the period from January 1 of each calendar year through and including December 31 of the same calendar year.

SECTION 3: Subsection B of Section 2.12.050, “Powers and Duties,” of Chapter 2.12, “Village Manager,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

H. Proposed Budget. To appoint the Budget Officer and to present to the Council for its consideration on or before the first regular meeting in November of each year, the proposed budget prepared by the Budget Officer for the following fiscal year.

SECTION 4: Subsection E of Section 2.24.010, “Village Collector,” of Chapter 2.24, “Village Collector,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

E. Reports to Council. The Village Collector shall make a report in writing to the Council of all money collected by him or her, the account collected on, the balance of money uncollected on all warrants in his or her hands, the balance remaining uncollected at the time of return on all warrants which he or she shall have returned during the preceding fiscal year to the Finance Director, and of any other matter in connection with his or her office, annually on or before the tenth day of January of each year.

SECTION 5: Subsection E of Section 2.28.010, “Village Attorney,” of Chapter 2.28, “Village Attorney,” of Title 2 of the Winnetka Village Code, “Administration and Personnel,” is hereby amended to provide as follows:

E. Attendance at Council Meetings; Reports. The Village Attorney shall attend the meetings of the Council and, at the request of the Council, on or before its first meeting in February of each year, make a report in writing to the Council of all suits, prosecutions or actions prosecuted or defended by him or her during the preceding fiscal year, of the names of the parties to such suits, prosecutions or actions, of the title of the courts in which they were commenced, of their progress or final disposition, and other information concerning the legal interests of the Village which may be deemed necessary or proper by the Council.

SECTION 6: Subsection B of Section 3.24.030, “Qualifications, Terms and Vacancies,” of Chapter 3.24, “Foreign Fire Insurance Board,” of Title 3 of the Winnetka Village Code, “Boards and Commissions,” is hereby amended to provide as follows:

B. Term of office.

1. Subject to the provisions of the following paragraph 2, the term of office for each of the elected members shall be two years, beginning on the first day of the fiscal year immediately following the election in which the member is elected, and all elected members shall hold office during their terms and until their respective successors are elected and qualified.

2. Notwithstanding the foregoing, the terms of office of the three members of the Board elected in March of 2014 shall expire at the end of the 2015 fiscal year, and the terms of office of the other three members of the Board shall expire at the end of the 2014

fiscal year. From and after December of 2014, the Board shall hold its annual elections each December, with three of its six members being elected during the month of December in even numbered years, and the other three members being elected during the month of December in odd-numbered years. From and after December of 2014, the two-year term of office of the elected members shall begin on the first day of the fiscal year immediately following the date of the member's election.

3. Any member who resigns, retires or is discharged from the Department, or who leaves active duty for any reason, shall automatically be removed from the Board and the position shall be deemed vacant. The election procedures established pursuant to section 3.24.040 of this chapter shall provide for the Board to fill such vacancy by special elections if more than 6 months remain in the term of office of the position that has been vacated.

SECTION 7: Section 3.24.040, "Election Procedures," of Chapter 3.24, "Foreign Fire Insurance Board," of Title 3 of the Winnetka Village Code, "Boards and Commissions," is hereby amended to provide as follows:

Section 3.24.040 Election Procedures.

The Board shall adopt rules and regulations establishing procedures for the nomination and election of candidates for membership on the Board, with three members of the Board to be elected each year. All such rules shall be adopted and posted throughout the Department not less than thirty (30) days before the date of the election, which shall be held during the last month of each fiscal year, except for the election to be held in March of 2014, as provided in subsection B of section 3.24.030.

SECTION 8: Chapter 4.08.010, "Annual Budget and Tax Levy," of Title 4 of the Winnetka Village Code, "Revenue and Finance," is hereby amended in its entirety to provide as follows:

Chapter 4.08

ANNUAL BUDGET AND TAX LEVY

Sections:

- 4.08.010 Budget Resolution.**
- 4.08.020 Contents of Annual Budget.**
- 4.08.030 Public Inspection, Notice and Hearing on Budget.**
- 4.08.040 Revision of Annual Budget.**
- 4.08.050 Tax Levy Ordinance.**
- 4.08.060 Filing of Tax Levy Ordinance.**

Section 4.08.010 Budget Resolution

Before the beginning of each fiscal year, the Council shall adopt a resolution adopting the annual budget for that fiscal year.

Section 4.08.020 Contents of Annual Budget.

The annual budget shall meet the requirements of Section 8-2-9.3 of the Illinois Municipal Code. It shall contain estimates of revenues available to the Village for the fiscal year for which the budget is drafted, together with recommended expenditures for the Village and all of the Departments, Commissions and Boards, showing the specific fund from which each anticipated expenditure is to be made. Revenue estimates and expenditure recommendations shall be presented in a manner which is in conformity with good fiscal management practices. The annual budget shall also contain actual or estimated revenues and expenditures for the two years immediately preceding the fiscal year for which the budget is prepared, itemized in a manner which conforms to the extent possible with the charts of account used in presenting the revenue estimates and expenditure recommendations. The annual budget may include a fund designated as the capital improvement fund, in order to provide for the accumulation and use of funds in the manner specified in Section 8-2-9.5 of the Illinois Municipal Code. The annual budget may include money set aside for contingency purposes, the amounts and expenditures of which shall be in accordance with Section 8-2-9.7 of the Illinois Municipal Code.

Section 4.08.030 Public Inspection, Notice and Hearing on Budget.

The proposed annual budget shall be made conveniently available for public inspection for at least ten (10) days prior to its passage. Publication of the proposed budget shall be by publication in the journal of the proceedings of the Council, unless otherwise required by law. Prior to final action on the budget, the Council shall hold at least one public hearing on the proposed annual budget, pursuant to notice given by publication in a newspaper having a general circulation in the Village of at least one week prior to the time of the hearing. After the hearing or hearings, the proposed budget may be further revised and passed without any further publication, inspection, notice or hearing.

Section 4.08.040 Revision of Annual Budget.

The annual budget may be revised in any of the following manners; provided, that no revision of the budget shall increase the annual budget unless funds are available to cover the proposed expenditure increase.

A. The head of a department may delete, add to, change or create subclasses within the classifications budgeted to that department, subject to the approval of the Village Manager.

B. The Budget Director, with the approval of the Village Manager, may transfer funds between budget line items, may create new classifications of expenditures, and may delete, change or create subclasses within expenditure classifications.

C. The Council, by a two-thirds vote of the Council, may transfer funds between budget line items, may create new classifications of expenditures, may delete, change or

create subclasses within expenditure classifications, and may otherwise delegate authority to department heads to revise the annual budget in accordance with Section 8-2-9.6 of the Illinois Municipal Code.

Section 4.08.050 Tax Levy Ordinance.

On or before the last Tuesday in December of each year, the Council shall determine the total amount of expenditures legally budgeted, and any amount deemed necessary to defray additional expenses and liabilities, for all corporate purposes to be provided for by the tax levy of that year, and shall adopt an ordinance specifying in detail, in the manner authorized for the budget, the purposes for which the budget or such additional amounts deemed necessary have been made and the amount assignable for each purpose respectively, and shall levy upon all property subject to taxation within the Village as that property is assessed and equalized for state and county purposes for the current year.

Section 4.08.060 Filing of Tax Levy Ordinance.

The Village Clerk shall promptly file a copy of the tax levy ordinance with the county clerk, as required by state statute.

SECTION 9: Section 5.04.060, “Expiration,” of Chapter 5.04, “General Provisions,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.04.060 Expiration.

All licenses issued under the provisions of this article shall expire at the end of the fiscal year for which they were issued, unless otherwise specifically provided.

SECTION 10: Section 5.04.070, “Notice to Renew,” of Chapter 5.04, “General Provisions,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.04.070 Notice to renew.

The Village will issue written notification to the holder of any license that has been issued for a term that exceeds one month, and to the holder of any license that expires at the end of the calendar year, of the date such license is due to expire and of the need to renew such license in order remain in lawful operation. The notice will be issued from fifteen (15) to forty-five (45) days before the expiration date of the license, and will also state the amount of the license fee and the penalty for failure to procure a new license. Neither the Village’s failure to issue, nor the licensee’s failure to receive, such notice shall relieve the licensee of the obligation to procure a new license.

SECTION 11: Section 5.09.090, “Termination Date,” of Chapter 5.09, “Liquor Control Regulations,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

Section 5.09.090 Termination date.

A. Every Class A, Class A-1, television rider, packaged meal rider, wine station rider, Class B, Class D, Class D-1, Class E, Class E-1 and Class P license issued under the provisions of this chapter shall terminate at the end of the fiscal year for which the license was issued.

B. Every Class C license issued under the provisions of this chapter shall terminate on the date specified in the license.

C. Every sidewalk restaurant rider shall terminate at the end of the fiscal year for which the license was issued; provided, that all sidewalk restaurant rider licenses shall be subject to the seasonal limitations stated in subsection M of section 5.09.100 of this chapter.

SECTION 12: Paragraph 9 of Subsection M, “Sidewalk Restaurant Rider License,” of Section 5.09.100, “Classification of Licenses,” of Chapter 5.09, “Liquor Control Regulations,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended to provide as follows:

9. No service shall be allowed under a sidewalk restaurant rider license prior to April 1 or after November 30, except that the Village Manager shall have the authority to permit such service prior to April 1 or after November 30, upon determining that weather conditions permit and upon issuing written notice to licensees. Notwithstanding the foregoing, no service shall be allowed under any such license at any time that the Village determines that weather conditions necessitate the removal of snow or other debris from the public sidewalks.

SECTION 13: Subsection E, “License Fee,” of Section 5.16.010 of Chapter 5.16, “Coin-operated Musical Devices,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended in its entirety to provide as follows:

E. License Fee. The applicant shall pay an annual fee for the license issued under this chapter. The annual fee shall be in an amount set from time to time by resolution of the Village Council and shall be paid to the Village on or before January 1st of the year for which the license is to be issued.

SECTION 14: Subsection F, “Term of License,” of Section 5.16.010, “Coin-operated musical devices,” of Chapter 5.16, “Coin-operated Musical Devices,” of Title 5 of the Winnetka Village Code, “Business Licenses and Regulations,” is hereby amended in its entirety to provide as follows:

F. Term of License. Each license issued under the provisions of this chapter shall terminate on the last day of December of the year for which it is issued.

SECTION 15: 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 16: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this ___ day of _____, 2013, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ___ day of _____, 2013.

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 _____, 2013.

Introduced:
Passed and Approved:



Agenda Item Executive Summary

Title: R-27-2013 - Stormwater Financing Reimbursement Resolution

Presenter: Katherine S. Janega, Village Attorney

Agenda Date: 08/06/2013

Consent: YES NO

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

Item History:

July 11, 2013 - Special Study Session

Executive Summary:

On July 11, 2013, the Village Council held a Special Study Session, at which it discussed various financing issues related to the planned stormwater infrastructure improvement project, which will be constructed in phases over a period of years. After hearing from Village Finance Director Ed McKee, and from the Village's financial adviser, Kevin McCanna of Speer Financial, the Village Council determined to move forward with issuing approximately \$18,500,000 in general obligation bonds as the first phase of financing for the stormwater infrastructure improvement project. The project is currently estimated to have a total cost of approximately \$41,000,000, and will be financed through the issuance of long term debt.

Because some of the costs of the stormwater infrastructure improvements will be incurred before the bonds can actually be issued, it is necessary to adopt a resolution stating the Village's intent to use bond proceeds to reimburse Village funds for qualified expenditures incurred before the actual issuance of the bonds.

Resolution R-27-2013 has been drafted by the Village's bond counsel, Chapman and Cutler.

Recommendation / Suggested Action:

Consider adopting Resolution R-27-2013, titled "Resolution expressing official intent regarding expenditures from the funds of the Village of Winnetka, Cook County, Illinois to be reimbursed from proceeds of obligations to be issued by the Village of Winnetka, Cook County, Illinois."

Attachments:

Resolution R-27-2013 - "Resolution expressing official intent regarding expenditures from the funds of the Village of Winnetka, Cook County, Illinois to be reimbursed from proceeds of obligations to be issued by the Village of Winnetka, Cook County, Illinois."

RESOLUTION NO: R-27-2013

**A RESOLUTION EXPRESSING OFFICIAL INTENT REGARDING
EXPENDITURES FROM THE FUNDS OF THE VILLAGE OF
WINNETKA, COOK COUNTY, ILLINOIS, TO BE REIMBURSED
FROM PROCEEDS OF OBLIGATIONS TO BE ISSUED BY THE
VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS**

WHEREAS, the Village of Winnetka, Cook County, Illinois (the “*Village*”) has financed and further intends to finance the design, engineering, installation, construction and upgrading of a stormwater management system, including, without limitation, storm drains, inlets, sewers, tunnels, pumps and treatment facilities, to reduce the risk of flooding, property damage and injury from stormwater and flooding in the Village, through the collection, detention, transport and removal of stormwater (collectively, the “*Project*”); and

WHEREAS, all or a portion of the expenditures relating to such Project (the “*Expenditures*”) (i) have been paid within sixty days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS, the Village reasonably expects to reimburse itself or pay for the Expenditures with proceeds of obligations;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Winnetka, Cook County, Illinois, in the exercise of its home rule powers, as follows:

SECTION 1: Incorporation of Preambles. The President and Board of Trustees of the Village hereby find and determine that all of the recitals contained in the preambles to this Resolution are full, true and correct and hereby incorporate them into this Resolution by this reference.

SECTION 2: Reimbursement. The Village reasonably expects to reimburse or pay the Expenditures with proceeds of an obligation.

SECTION 3: Maximum Principal Amount. The maximum principal amount of the obligations expected to be issued for the Project is \$41,100,000.

SECTION 4: Actions. All actions of the officers, agents and employees of the Village that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and adopted.

SECTION 5: Severability. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION 6: Home Rule. This Resolution is adopted by the Corporate Authorities 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 7: Repeal. All resolutions or parts thereof in conflict herewith shall be and the same are hereby repealed.

SECTION 8: Effective Date. This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this 6th day of August, 2013, by the following roll call vote of the Council of the Village of Winnetka.

AYES: _____
NAYS: _____
ABSENT: _____

Approved: August 6, 2013

Village President, Village of Winnetka
Cook County, Illinois

ATTEST:

Village Clerk, Village of Winnetka
Cook County, Illinois



Agenda Item Executive Summary

Title: Board and Commission Annual Update

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 08/06/2013

Consent: YES NO

<input type="checkbox"/>	Ordinance
<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:

While the Village Council regularly hears and acts on the recommendations of many of the Village's lower Boards and Commissions, an annual report allows all an opportunity to provide an update on the previous year of activity. The Lower Board and Commission Chairs will be present on August 6 to briefly present on several key areas: significant policy considerations and/or major cases; top 3-5 projects; and Council recommendations. Chairpersons submitted update forms summarizing this information, along with any applicable attachments.

Six of the Village's lower Boards and Commissions provided reports: Business Community Development Commission, Design Review Board, Environmental & Forestry Commission, Landmark Preservation Commission, Plan Commission, and Zoning Board of Appeals. The Board of Fire and Police Commissioners, as well as the Firefighters and Police Pension Boards, were not asked to submit reports due to the internal and specific focus of their functions.

Recommendation / Suggested Action:

Review annual Board and Commission reports.

Attachments:

- 1) Plan Commission
- 2) Business Community Development Commission
- 3) Zoning Board of Appeals
- 4) Environmental and Forestry Commission
- 5) Landmark Preservation Commission
- 6) Design Review Board



Annual Board and Commission Update

Commission: Plan Commission

Presenter: William Krucks, Chairman

Date: July 19, 2013

Significant Policy Considerations/Major Cases: *(please list individually)*

- The Plan Commission considered two (2) Special Use Permit requests for uses classified as "health clubs" under the zoning code (Exercise Coach at 854 Green Bay Rd, and Definition Fitness, 554 Lincoln Ave), both of which were ultimately approved by Village Council.

November 24, 2012 Plan Commission meeting concluded with discussion of whether the Special Use Permit process was necessarily appropriate to smaller health related facilities (personal trainers, weight loss consultation, etc).

It was explained at the time by planning staff that Special Use Permit procedures were developed to address "health clubs" which were common at the time, such as larger "Bally's Fitness" type of clubs.

Top 3 - 5 Projects Underway or Ongoing:

The Plan Commission's annual "Appendix Six" 2012 update is completed on an annual basis, expressing the Plan Commission's recommendations for top priority projects and initiatives from within the Comprehensive Plan.

The Attached "Appendix Six" describes the top three priorities as addressing a strategic downtown planning effort, storm water mitigation, and completion of voluntary residential design guidelines.

Recommendations to Council: *(provide estimates for any items with budgetary impact)*

- Consider possible modifications to zoning code to delineate smaller health related facilities and permit them to be treated similar to "general offices", allowing them to locate outside of the retail overlay district without requiring a Special Use Permit.

Special Use standards were considered to be still be appropriate for larger, more traditional "health clubs" due to potential parking and traffic impacts.

Attachments: *(list and provide all supporting documentation you wish to be included in the packet)*

- (1) October 2012 Appendix Six update
- (2) November 28, 2012 Plan Commission minutes RE: Exercise Coach

Annual Prioritization of Comprehensive Plan Goals and Objectives

Recommendations by the Winnetka Plan Commission Pursuant to Appendix 6 of the Winnetka 2020 Comprehensive Plan

- October 24, 2012

I. Background of the Annual Review process

The success of a comprehensive planning process depends to a very large degree on the articulation of a broad, long-term vision for the Village's land use and development. To remain vital and relevant, however, a comprehensive plan must acknowledge changing conditions and priorities. That is the purpose of the "Appendix 6" annual review process.

The *Winnetka 2020 Comprehensive Plan* ("the Plan") was developed in a collaborative fashion involving the talent and input of hundreds of Village residents. Adopted in 1999, and articulating an approximately 20-year vision for Winnetka, its goals and objectives address all facets of Village life, from the character of residential neighborhoods to the appearance and vitality of commercial districts, and it touches on areas as diverse as open space planning, transportation, historic preservation, and environmental protection.

Unanticipated conditions would, however, inevitably shift the Plan's priorities from year to year. In order to ensure that the Plan remains a vital and current policy statement of the Village's goals and objectives, its authors had the foresight to call for an annual review of the Plan's priorities and recommendations. In *Appendix Six*, the Plan Commission recommends to the Village Council what it believes should be the Village's top priorities for the short term, selected from the dozens of goals and recommendations articulated in the Plan (see attached *Table A-6*). *Appendix Six* and its annual update also serve a critical role in advocating for both the Plan and the planning process.

II. The Plan Commission's recommended priorities

After reviewing the recommendations in the most recent *Appendix Six*, the Plan Commission recommends that the Village Council consider focusing its attention on the following three objectives:

1. **Commercial Area Strategic Planning** - The quality of the Village's commercial areas plays a significant role in defining the character of the Village, while providing residents convenient local opportunities to meet many, if not all, of their daily needs in the Village. Built before the car became the dominant form of transit, and clustered around three commuter train stations, Winnetka's traditional downtown flexibly serves a variety of retail, office, residential and social needs in a close-knit, walkable, transit-oriented location. Both individual, and broader

community needs are fulfilled through convenient shopping and services, dining, and entertainment options.

The downtown areas also provide housing and employment, are home to many institutions, and are an important part of the “social infrastructure” of the Village, providing both informal gathering spaces and locations for community events. The importance of the continued success of the business districts cannot be overstated.

Recent changes in the economy have significantly impacted commercial real estate, retail trade, and consumer behavior at the national, regional and local levels. Similarly, growth and change in the retail and commercial base of surrounding communities and the region as a whole have dramatically changed the Village’s trade area, its ability to draw customers, and its ability to thrive.

A long-established, high priority goal of the Plan Commission has been to step up planning efforts intended to maintain and enhance the viability and vitality of the Village’s business districts. But this has been difficult for the Village, partly because Chapter 5 of the Plan, dealing with the Green Bay Road Corridor and the Village’s business districts, needs to be expanded and updated. For the last 10 years the Plan Commission has tried to work with the existing Chapter 5, often using the *Appendix Six* review process. Beginning almost immediately after the 1999 adoption of the Comprehensive Plan, and in view of the growth of “big box” retail in neighboring communities, the Plan Commission has used the *Appendix Six* process to make recommendations about the business districts that further the Plan’s existing goals. For example, previous *Appendix Six* efforts called for more focused attention on improving retail/economic development, advocating for transit station improvements, enhancing the pedestrian environment, and developing creative approaches to satisfy increased parking demand.

The Village Council has attempted to address some of these concerns: it has studied retail zoning standards, evaluated parking capacity, proposed streetscape improvements, and planned for the return of the Post Office block to Village control. Yet, these efforts have taken place as a series of individual “projects”, rather than as components of a comprehensive and widely-held vision for the business districts as a whole. In the absence of such a comprehensive vision, as should be contained in Chapter 5 of the Plan, the Village has made only limited progress. Although it recently revised the retail zoning standards, the Village Council has not taken action on the recommendations of the parking study, and it has put Post Office planning on hold while the Library Board did a comprehensive study of its future needs.

Without a well thought-out community-supported vision for the business districts, written into an amended Chapter 5, the Village will remain limited in what it can do to enhance the business and commercial areas in the heart of our Village. As the Plan states so well at the end of Chapter 1:

“Planning does not take place in a vacuum; it is driven by physical realities and community philosophy. An effective plan helps Village leaders make informed decisions by providing an inventory of the values shared by residents as well as an inventory of the community’s physical attributes. *A successful plan captures the imagination of*

residents, merchants and local officials, while reflecting the consensus view that allows diverse members of the community to support actions for the common good.”

The Plan Commission therefore recommends that the Village Council consider undertaking a two-step collaborative strategic planning process involving relevant stakeholders to articulate a shared vision for the future of the business districts and for the revision of Chapter 5 of the Comprehensive Plan.

The Plan Commission anticipates that such an effort would be broad in scope, and reflect both business and social/cultural considerations. With respect to business considerations, the strategic planning process should analyze the Village’s market trade area and its retail, commercial, office and mixed-use residential real estate markets. It should also assess other key factors that impact the viability and character of the business districts, such as the regional economy, land use planning, transit-oriented design, environmental concerns, parking, open space, and public facilities. With respect to the social/cultural considerations, the planning process should reflect the Plan’s goals of providing facilities and services that will accommodate the needs of the Village and enrich its cultural environment while attracting more residents and retail customers to patronize and support each of the business districts.

Due to the complexity of issues involved, the Commission believes that such a process would require both the commitment of adequate resources and the participation and support of many stakeholder groups, including landlords, merchants and business owners, shoppers and business patrons, institutions such as the Library and Community House, commuters, downtown residents, residents of adjoining neighborhoods, and others. Cooperation and collaboration amongst various groups will be critical to building broad support for such a plan’s goals and vision.

To move toward the creation of such a comprehensive vision, the Plan Commission, with input from BCDC and village staff, has reviewed several strategic planning efforts and recommends the following **Two-Step path toward creating a vision for Winnetka’s downtown areas.**

The first step (the “ULI Study”) involves engaging a Technical Assistance Panel (TAP) of the Chicago Council of the Urban Land Institute (ULI), which is, arguably the preeminent trade association of land use and real estate development professionals in the world. “ULI assembles an interdisciplinary volunteer panel (of its professional members) who explore the project, interview stakeholders, and make (high level) recommendations. Panelists approach the assignment from all perspectives, including market potential, land use and design, financing and development strategies, and governance and implementation. This objective and diverse team of real estate and planning professionals would not be available ‘for hire’ anywhere.” The TAP report presents a possible “implementation strategy that is based on sound information, community realities, and best practices.”

Engaging a TAP as the first step has several advantages.

- It is a relatively quick exercise, typically completed in less than six months.
- It is relatively inexpensive, involving a \$15,000 contribution from the Village toward the costs of the effort (which arguably would be a multiple of this stipend if the volunteer

- professionals were paid for their time and effort). This is matched by a \$15,000 contribution from ULI for their services and materials.
- It engages a cohort of volunteer professionals who bring their expertise to address the issues raised and provide a fresh, competent, and capable view of the assets and impediments that exist here.
 - It requires Village representatives to articulate a precise and limited set of questions about the business districts to guide the TAP effort.
 - It offers a template of recommendations to focus discussion within the Village before proceeding toward the more involved, lengthier, and more expensive second step of the comprehensive planning effort.
 - It concludes in a public presentation of the TAP report, which can be the catalyst for a robust community-wide discussion in preparation for the second step.

The second step (the “Master Planning Process”) involves engaging a team of planning professionals (land use, market & economic analysis, traffic & civil engineering, and zoning experts) specifically focused on creating a detailed master plan for Winnetka’s business districts, including a ‘road map’ for pursuing the various public policy and legislative actions necessary to lay the ground work to ultimately implement the plan. This Master Plan process is a much more intense and lengthy process, including multiple opportunities for community input and comments throughout. A steering committee of Winnetkans, selected by the Council, would be engaged and involved, directing the process all along the way. Comparable Master Plan efforts tend to require 15 to 18 months, including the team selection period, and can cost in the low to mid six figures. (Partial funding may be available from public bodies such as Regional Transportation Authority, given the multiple Metra stations within the Winnetka business districts.) This process is very robust and must include significant community input and engagement throughout. Generally, several alternative plans will be considered with public comment helping to shape refinements in those ideas, resulting in a final plan acceptable to the community. Direction on issues such as density, land use, parking, transportation, and public/private partnerships can be addressed comprehensively for the business districts, and not piecemeal, one site at a time. The end product – the Master Plan - can then provide guidelines and a game plan, presenting the template for the revision of Chapter 5 of the Comprehensive Plan and other necessary public policy modifications as well as for focused market response to help achieve the plan goals over time.

The Village of Glen Ellyn completed a Master Planning Process for its downtown in 2009. Its formal process (following engagement of the planning team) commenced with interviews in April 2008 and concluded with the final Open House in January 2009 with a final survey of public reaction to the Preferred Plan at that time.

More recently, Wilmette completed a 2-step process such as this Plan Commission recommends for Winnetka. First, a ULI TAP was convened in January 2008, likely following a several month preparation. The report, titled “Revitalizing a Classic American Town: Wilmette, Illinois” can be found online at: http://www.ulichicago.org/PDFs/tap_reports/wilmette_tap.pdf. That study identified key strategies and initiatives—most crucially, that Wilmette immediately undertake the second step: “Developing and adopting a master plan...one that provides a clear and concise direction for the Village Center in addition to predictability of outcomes for the development

community.” In late 2009 Wilmette hired a planning and design team led by land use planners and that included independent professional experts in market and economic analysis, in traffic and engineering, and in zoning. The 10-month Master Plan process, began in January 2010 built upon several other past studies of the downtown, traffic and parking, and engaged hundreds of citizens in public conversation about their town.. (The RTA funded a grant of \$100,000 which covered ‘a majority of the costs’.) The Wilmette Village Center Master Plan report includes a list of Priority Action Tasks as well as a list of Catalytic Projects, and can be found online at <http://www.thelakotagroup.com/wilmette/1-VCMasterPlanCover.pdf>

The challenges confronting Winnetka’s business districts are not unique. Providing an articulate vision of how we as a community will address those challenges will accelerate the achievement of that vision. **The ULI TAP process will get us started, but it is not enough. A Step 2 professional master planning process that explores the ideas raised and hears from our citizens should immediately follow.**

2. **Storm water management** – Considerable effort is underway to study and expedite improvements to the Village’s storm and sanitary sewer infrastructure following severe storms in July. The Plan Commission acknowledges the importance of addressing those issues and supports those efforts addressing the collection and removal of storm water.

The Plan Commission recommends that consideration be given to complementary strategies to reduce the amount of storm water generated by development;

- a. Evaluate new, creative means for reducing storm water runoff generated by new construction;
- b. Evaluate innovative approaches to on-site storage and detention of storm water as a means of managing storm events.
- c. Consider possible modifications to zoning limits on impermeable areas in residential and commercial areas;
- d. Continue to evaluate the storm sewer system to identify areas served by undersized sewers.

3. **Voluntary Residential Design Guidelines** - Rapid change in residential neighborhoods arising out of the teardown phenomenon has prompted a series of zoning amendments intended to control the bulk and scale of new construction and to minimize its impact on neighboring properties. While zoning modifications have been comprehensive in approach, concerns remain about the degree to which new homes fit within their neighborhood.

Lingering concerns over the “contextualism” of new construction led the Village Council to establish the Voluntary Residential Design Committee to develop voluntary design guidelines. The guidelines address scale, massing, materials, landscaping and similar topics that are typically outside the scope of more traditional zoning regulations. **The Plan Commission recommends a renewed emphasis on completing and publicizing the Voluntary Residential Design Guidelines.**

Table A-6		SUBJECT AREA								RESOURCES REQUIRED			COMMENTS	
		Downtown area, retail environment	Streets, Intersections, Alleys (motorized transportation)	Sidewalks, Bicycles, Trails (non-motorized transportation)	Other public & quasi-public facilities	Residences & neighborhoods	Appearance, Beautification & Community Character	Parks & Open Space	Natural Environment	Studies / reports	Ongoing committee / commission support	Land acquisition		
		A	B	C	D	E	F	G	H	*	*	*		
Ongoing and High priority - currently in process, should continue														
A	Support and work to enhance the success and viability of the Village's commercial districts through a strategic planning effort.	X									X	PC, BCDC		
B	Adopt voluntary Residential Design Guidelines as a means of encouraging more contextual new construction in established neighborhoods					X	X				X			
C	Evaluate sidewalk network and provide sidewalks along at least one side of public streets, with a priority near parks, schools and commuter stations			X		X		X						
D	Evaluate new, creative means for reducing stormwater runoff generated by new construction					X		X						
E	Evaluate innovative approaches to on-site storage and detention of stormwater as a means of managing storm events					X		X						
# 1 Priority - Very important, review annually														
1-A	Review and update the "Commercial Areas" element of the 2020 Comprehensive Plan (Chapter 5).	X	X	X	X		X	X			X	X		May be implemented as part of Strategic Planning for commercial districts
1-B	Continue efforts to enhance pedestrian safety at the intersection of Green Bay Road and Winnetka Avenue.	X	X	X										
1-C	Continue efforts to enhance intersection of Willow Road and Forest Way (new signal scheduled for 2012).		X											Project is a component of Willow Road reconstruction and jurisdictional transfer, scheduled for 2014-15.
1-D	Develop standards for ravine and bluff development, including zoning standards that protect fragile lands.					X		X			X			
1-E	Create designated bicycle routes around schools and train stations and consider enhanced design and safety standards in such areas.	X		X		X								Park District's Bikeway Master Plan reviewed by Plan Commission - subject to further review and approval by Council.
1-F	Support the Park District in creating a bike trail system in the Village.	X	X	X										Park District's Bikeway Master Plan reviewed by Plan Commission - subject to further review and approval by Council.
1-G	Review vehicular, pedestrian and bicycle safety at intersection of Green Bay, Spruce and Chestnut for possible enhancement	X	X	X										Park District's Bikeway Master Plan reviewed by Plan Commission - subject to further review and approval by Council.
1-H	Review vehicular, pedestrian and bicycle safety at intersection of Green Bay Road and Church, adjacent to North Shore Country Day School and Music Institute	X	X	X										Park District's Bikeway Master Plan reviewed by Plan Commission - subject to further review and approval by Council.

		SUBJECT AREA								RESOURCES REQUIRED			COMMENTS
		Downtown area, retail environment	Streets, Intersections, Alleys (motorized transportation)	Sidewalks, Bicycles, Trails (non-motorized transportation)	Other public & quasi-public facilities	Residences & neighborhoods	Appearance, Beautification & Community Character	Parks & Open Space	Natural Environment	Studies / reports	Ongoing committee / commission support	Land acquisition	
		A	B	C	D	E	F	G	H	*	*	*	
1-I	Review vehicular, pedestrian and bicycle safety at intersection of Green Bay Road and Tower Road for possible enhancement	X	X	X									Park District's Bikeway Master Plan reviewed by Plan Commission - subject to further review and approval by Council.
1-J	Review vehicular, pedestrian and bicycle safety at intersection of Green Bay Road and Elm Street for possible enhancement	X	X	X									Park District's Bikeway Master Plan reviewed by Plan Commission - subject to further review and approval by Council.
1-K	Enhance entrances to Village at Willow Road, Tower Road, Green Bay Rd. @ Scott Ave, & Green Bay Rd. at Kenilworth limits	X	X		X				X				Park District's Bikeway Master Plan reviewed by Plan Commission - subject to further review and approval by Council.
1-L	Study ways to increase bicycle safety along Sheridan Road			X									Park District's Bikeway Master Plan reviewed by Plan Commission - subject to further review and approval by Council.
1-M	Enhance bicycle network by creating an east-west link between Sheridan Road, Green Bay Trail and Cook County Forest Preserve. Coordinate with Willow Road / Forest Way work scheduled for 2012.			X									Park District's Bikeway Master Plan reviewed by Plan Commission - subject to further review and approval by Council.
#2 Priority - Important, not immediate, but review idea annually													
2-A	Study options for creating housing for the elderly	X								X			
2-B	Explore methods of promoting the restoration, maintenance and / or rehabilitation of Commercial properties	X							X				could be part of a larger strategic planning effort for business districts
2-C	Re-evaluate the B-1 and B-2 Multiple family zoning standards for internal consistency and clarification of purpose. Consider adoption of standards that facilitate town home development on existing B-1 zoned parcels.					X			X				
2-D	Upgrade the appearance and function of the Village parking lot north of Tower Rd., west of the railroad	X			X				X				
2-E	Minimize regulatory signs and enhance their appearance.	X							X				
2-F	Highlight locations of business districts and related district elements (parking, commuter stations, etc) through an attractive, unified wayfinding sign plan.	X							X				Not a key goal of Park District's Bikeway Master Plan, but may address this need
2-G	Improve the appearance of dead end streets at the lakefront, acknowledging their function as natural areas and for beach access.			X	X	X		X	X	X			

	SUBJECT AREA								RESOURCES REQUIRED			COMMENTS
	Downtown area, retail environment	Streets, Intersections, Alleys (motorized transportation)	Sidewalks, Bicycles, Trails (non-motorized transportation)	Other public & quasi-public facilities	Residences & neighborhoods	Appearance, Beautification & Community Character	Parks & Open Space	Natural Environment	Studies / reports	Ongoing committee / commission support	Land acquisition	
	A	B	C	D	E	F	G	H	*	*	*	
#3 Priority - Good to do												
3-A	Create a strategic plan for aesthetic improvements of public ways and spaces.					X	X					
3-B	Review and enforce regulations that address derelict residential properties	X				X						
3-C	Improve plantings around Parking Lots in Village	X			X	X						
3-D	Encourage renovation of Indian Hill and Hubbard Woods Metra stations to enhance appearance and rider amenities, and continue to explore each as sites for retail/service business	X			X	X						
3-E	Develop zoning standards that relate building bulk to a lot's tableland area.					X						
3-F	Evaluate the possibility of placing "caps" on maximum house size by zoning district to address the impacts of large lots among smaller lots					X						
3-G	Explore methods of promoting the restoration or rehabilitation of residential landmark-eligible properties					X	X					
3-H	Encourage Cook County Forest Preserve District to enhance the natural appearance of the Forest Way Drive right of way (pavement, shoulder, etc.)						X	X	X			
#4 Priority - Consider if the opportunity presents itself												
4-A	Continue to evaluate the possibility of replacing the surface parking lot on Lincoln Avenue with an expanded and lowered structure opening onto the railroad embankment	X				X						should be a component of a larger strategic planning effort
4-B	Evaluate possible acquisitions of land for parks, particularly along Lake Michigan					X		X	X	X	PC, EFC	X
4-C	Study advisability of acquiring Green Bay Road from the State of Illinois.	X	X	X			X					
4-D	Consider acquisition of the northeast corner of Spruce and Birch for possible parking expansion.	X	X		X							X
4-E	Improve landscaping in the railroad cut and along the Green Bay Trail			X				X	X			
4-F	Evaluate possibility of acquiring corner lots for pocket parks in densely developed neighborhoods					X		X	X	X	PC, EFC	X
4-G	Create a vehicle to encourage gifts and charitable contributions for beautification purposes				X		X					

		SUBJECT AREA								RESOURCES REQUIRED			COMMENTS	
		Downtown area, retail environment	Streets, Intersections, Alleys (motorized transportation)	Sidewalks, Bicycles, Trails (non-motorized transportation)	Other public & quasi-public facilities	Residences & neighborhoods	Appearance, Beautification & Community Character	Parks & Open Space	Natural Environment	Studies / reports	Ongoing committee / commission support	Land acquisition		
		A	B	C	D	E	F	G	H	*	*	*		
4-H	Remove chain link fencing throughout the Green Bay Road Corridor and, if needed, replace with more appropriate materials.						X							
4-I	Beautify the former service station at Green Bay Road and Winnetka Avenue (acquired by Village and leased to Land Rover)	X			X		X							
4-J	Institute "traffic calming" strategies where applicable to minimize cut-through commercial traffic within residential neighborhoods.		X			X								
4-K	Consider a voluntary open space, conservation or scenic easement program, overseen by a volunteer board							X	X					
4-L	Consider acquisition of southwest corner of Oak and Linden	X											X	
4-M	Consider acquisition of any portion of North Shore Country Day campus					X		X					X	
4-N	Establish Guidelines for alley maintenance		X				X							
4-O	Consider a major design feature at Green Bay and Willow Roads		X		X		X							
4-P	Provide Streetscape Guidelines for residential neighborhoods					X	X							Focus on regulatory signs and lighting
Completed - continue to monitor														
5-A	Evaluate 2002 residential zoning amendments directed at bulk and scale issues													
5-B	Evaluate residential construction processes to minimize impacts to surrounding neighborhoods.													
5-C	Enhance residential construction code enforcement and construction site management requirements													
5-D	Evaluate incentives for reducing residential demolitions													
5-E	Evaluate the effectiveness of demolition permit procedures													
5-F	Beautify the Village parking lot southeast of Green Bay Road and Winnetka Avenue, south of the former service station													
5-G	Intersection of Green Bay Road and Willow restriped.													
5-H	Engage in boundary discussions with Glencoe regarding split lots along Scott Avenue, boundary redrawn where possible													

		SUBJECT AREA								RESOURCES REQUIRED			COMMENTS
		Downtown area, retail environment	Streets, Intersections, Alleys (motorized transportation)	Sidewalks, Bicycles, Trails (non-motorized transportation)	Other public & quasi-public facilities	Residences & neighborhoods	Appearance, Beautification & Community Character	Parks & Open Space	Natural Environment	Studies / reports	Ongoing committee / commission support	Land acquisition	
		A	B	C	D	E	F	G	H	*	*	*	
5-I	Create design guidelines for commercial institutional and multiple family developments												
5-J	Repaint guardrail along Green Bay Road between Elm and Tower												
5-K	naturalize landfill landscaping												
5-L	allow on-street parking on only one side of narrow streets within residential neighborhoods												
5-M	discourage regional truck traffic from travelling on minor and collector streets												
5-N	improve lighting for Winnetka Avenue underpass												
5-O	Rehabilitate public works building and yards.												
5-P	Continue efforts to update affordable housing plan												
5-Q	Continue renovation of Elm Street Metra Station to enhance appearance and rider amenities												
5-R	Review existing nuisance codes and model property maintenance codes as a possible means to address derelict commercial properties												Property Maintenance Code adopted by Council
Deleted													
	Improve the alley between Brier Street and Green Bay Road, including possibly opening to Kenilworth.												
	Redevelop the Elm Street Metra station into a commercial-retail structure that spans the railroad tracks												

**WINNETKA PLAN COMMISSION
MEETING MINUTES
NOVEMBER 28, 2012**

Members Present:

Gene Greable, Chairman
Jan Bawden
Jack Coladarci
Chuck Dowding
Paul Dunn
John Golan
Keta McCarthy
Jeanne Morette
John Thomas

Non-voting Members Present:

Joni Johnson
Patrick Corrigan

Members Absent:

Matt Hulsizer
Louise Holland

Village Staff:

Brian Norkus, Assistant Director of Community
Development

Call to Order:

The meeting was called to order by Chairman Greable at 7:30 p.m.

Adoption of Minutes of Previous Meeting

Chairman Greable stated that the Commission would now review the October 24, 2012 meeting minutes. He reminded Commissioners to send non-substantive changes directly to Mr. Norkus prior to the meeting, and reserve substantive changes for the meeting. Chairman Greable then asked for a motion.

A motion was made by Mr. Thomas and seconded by Ms. Bawden to approve the Plan Commission meeting minutes from October 24, 2012.

Chairman Greable then asked if there were any substantive comments. No comments were made at this time. The meeting minutes were unanimously approved.

Liaison Reports

Chairman Greable asked the Commission members to give a brief overview of what is going on at their particular agency or entity.

Mr. Thomas stated that with regard to the Park District, recently they had Phase 2 of the Skokie Playfield project which he described as the largest capital project ever done. He informed the Commission that the parking lot is almost complete and that the tennis center is operational. Mr. Thomas stated that the second phase included re-landscaping and the re-sculpting of the entire playfield north of the administrative offices.

Mr. Golan arrived at the meeting at this time.

Mr. Thomas then stated that a huge area of a hole down approximately 10 feet will have concrete and will be the floor of the storm water vault. He stated that it will be cement tables measuring 5 feet x 5 feet. Mr. Thomas stated that they would notice two other things, the first of which is the driving range which was lowered by 5. feet and that there would be another holding pond for storm water. He noted that \$12 million was spent and that most of it was generated by income earned and fees received by the Park District from its operations over the last ten years with no tax effect. Mr. Thomas stated that he would report at the next meeting information with regard to the golf course overview.

Ms. Johnson stated that with regard to the Christmas tree lot, she would like to commend the Park District on that. She also stated that some people thought that there would be a loss of parking spaces.

Mr. Thomas confirmed that parking spaces were gained.

Mr. Corrigan stated that he drove by the area last week and now that trees have been cut down, you see crooked overhead power lines. He asked if they will they be buried.

Mr. Thomas informed the Commission that when telephone poles are messed with, the Village says that you have got to bury the wires which will cost \$150,000. He commented that they will love the end result.

Mr. Norkus confirmed that is correct.

Mr. Thomas added that it is part of the project.

Mr. Dunn stated that with regard to the BCDC, the Listen and Learn session was held in the Indian Hill commercial district. He stated that there was modest success and that one merchant came which was the banker on the corner, as well as press and the Village staff. Mr. Dunn stated that there were interesting discussions with regard to the business district. He noted that

one conclusion which was reached is that the district is mostly a destination district and that the type of merchants there do not depend on pedestrian or vehicular traffic, unlike the Hubbard Woods and Elm Street districts. Mr. Dunn also informed the Commission that they are working on the report and hope to get time on the Village Council agenda hopefully in January.

Chairman Greable asked Mr. Dunn to let everyone know when.

Ms. McCarthy stated that with regard to the library, the tax levy is the same as last year and that there was no increase. She also stated that the audit was approved for the library which she indicated is in stable financial shape. Ms. McCarthy then stated that they are interviewing candidates for the library director position and that a new generator is to be replaced. She informed the Commission that a bid was done for storm water because of the flooding which created a huge disturbance. Ms. McCarthy added that the cost is much less than they originally thought.

Ms. Johnson informed the Commission that there was no Zoning Board of Appeals meeting for lack of a quorum since the last Commission meeting. She stated that their regularly scheduled meeting was the same night as the town meeting.

Mr. Dowding stated that they had an active meeting last month. He informed the Commission that Terry Schwartz and Scott Freres shared information and referred to the renovation of the playfields. Mr. Dowding stated that they are attempting to try to have the Village and the Park District work together and leverage the work to see if it can be complementary. He referred to a significant expenditure and informed the Commission that a number of people are attempting to persuade the Village to do the same thing.

Mr. Dowding then stated that the other interesting development for Winnetka's benefit is an outside organization which is coming in to do a Village-wide tree survey. He stated that the Village would be the recipients of having a tree inventory of the entire Village. Mr. Dowding stated that it would not include the trees on private roads and that it representing something which they have never had before. He added that it would be helpful in managing the tree canopy as they go through the difficult period with ash borers.

Chairman Greable asked if they will use the survey to determine what do to protect the trees.

Mr. Dowding confirmed that is correct and that the survey will also include the variety and species of trees. He indicated that they have been fortunate with regard to the luck and planning in that the state and government chose Winnetka to be used as a test case for the project.

Chairman Greable asked Mr. Dowding if he had any idea of the number of trees lost over the last 25 to 30 years.

Mr. Dowding noted that elm trees were lost and that they are now losing ash trees with some worry that there is a problem with the oak trees. He indicated that they would let Jim Stier

Speak to that.

Mr. Corrigan stated that they have kept pushing along with regard to storm water and that they are just about finished. He referred to approximately five of the basins and stated that they would have everything done in connection with the master plan. Mr. Corrigan stated that they would be able to quantify all of the costs and that as they move forward with the quantified costs, he referred to the tunnel idea down Willow Road instead of Ash and that they are looking at ways in which to finance it. He stated that it seemed to be headed toward a storm water utility which is one of the preferred ways. Mr. Corrigan stated that they take a formula which is based on impervious surface use which is on a lot which is the numerator and that the denominator would be the entire area. He commented that it seemed to be a rather fair way to go about it.

Chairman Greable asked if that would be in the January to February time frame.

Mr. Corrigan responded that is correct. He then referred to the data which was collected and which he described as truly amazing. Mr. Corrigan then stated that in connection with the levy, they voted to adopt a 1.7% increase on the levy and that all of that money would primarily go to the pension obligation. He stated that with regard to how the budget works, it is done backwards where you raise the money first and then figure out what to spend it on second. Mr. Corrigan stated that this would be the first year in which they would switch over and have the fiscal calendars match with the levy. He then stated that with the lame duck and the veto session downstate, there are some bad things which could come out of that for the pensions and that there may not be any reform at all.

Ms. McCarthy asked if it would include the IMRF pension fund.

Mr. Corrigan responded that is one of them, but that IMRF is well managed and well funded. He added that the biggest thing is the teacher's pension which is downstate which is the lowest quartile in terms of funding in the country for the pension and that it is the highest quartile in terms of risk.

Ms. Johnson stated that she read that Trustee Kates wanted to increase the levy to provide a buffer for the pensions and that the counter to that was that their pensions are in good shape and would be fully funded in 22 years.

Mr. Corrigan described it as complicated.

Chairman Greable stated that they have three pension plans in the Village which he commented are in good condition. He stated that they get intertwined with all of the massive problems that the state has. Chairman Greable added that the teachers are a separate piece.

Mr. Corrigan informed the Commission that they have the lowest assumed five year return of any town in the state at 6.25%, and the average is at 8.5%.

Mr. Coladarci asked that for every dollar Winnetka put into the pension system, how much is given to employee pensions versus state administration.

Mr. Corrigan responded that the fire department and police department are separate managed accounts by boards in town. He then stated that the IMRF is run is well managed and in good shape.

Mr. Golan stated that with regard to the tunnel, he read in *The Winnetka Talk* that they are considering Willow Road and Ash as two paths. He indicated that Willow Road would be \$500,000 cheaper and that the amount of disruption would be less if it is not on Willow Road.

Mr. Corrigan stated that the tunnel shafts would have to [be dug] down and that Ash is wide. He informed the Commission that 2/3 will be open trench and that for the excavation of the tunnel, the rest will be done by jacking.

Chairman Greable commented that Mr. Golan made a good point and that the website contained all of the documents associated with storm water management.

Mr. Dowding stated that the challenge is that there is so much there. He commented that some sort of summary, organization or FAQs would be useful.

Mr. Corrigan informed the Commission that the website will be redone.

Ms. McCarthy asked if the EPA signed off on any of it.

Mr. Corrigan stated that it is reviewed by several different agencies.

Mr. Golan stated that drainage will be changed which would require a couple of agency approvals.

Mr. Dowding referred the Commission to a video the Historical Society has and that the Skokie lagoons had been drained already to Lake Michigan. He commented that hopefully, that would help in the plea to continue this drainage process. Mr. Dowding described it as a long term benefit and that there would come a time when they want to put water in Lake Michigan. He noted that the suburbs to the west are out of water and referred to 50 years as a sustainable horizon. Mr. Dowding commented that putting more water into Lake Michigan will be important.

Chairman Greable stated that the liaison reports are outstanding and thanked everyone for the reports.

Consideration of Certificate of Appropriateness of Requested Special Use Permit for the

Exercise Coach, 854 Green Bay Road, for Consistency with Village 2020 Comprehensive Plan

Chairman Greable stated that Mr. Norkus would first provide an introduction and that the Commission would then hear from the applicant.

Mr. Norkus stated that he had a few introductory comments with regard to the application. He then referred the Commission to the agenda materials and stated that the applicant would occupy the last vacant space in the McDonald's mall building. Mr. Norkus stated that the vacant space which the applicant wanted to occupy measured 1,364 square feet and that the description provided in the packet of materials explained that even though staff has classified the use as a "health club", the use would provide individual consultation and training to its clients on an appointment only basis. He stated that the applicant would be seeing up to three clients at a given time in a space with a staff of five people.

Mr. Norkus then stated that the location of the space in the McDonald's mall building is in the C-2 commercial zoning district and is not within the retail overlay district. He described it as one of the rare areas of the commercial zoning district which is outside of the retail overlay district which allows non-retail uses such as offices to go in by right. Mr. Norkus informed the Commission that health clubs under the ordinance are considered to be a special use.

Mr. Norkus stated that with regard to the Village staff's interpretation of the request, they took a conservative look at what the use would be similar to and that while it is similar to a health club, may be a bit of history should be considered with regard to health clubs in connection with the ordinance. He stated that when last revised 30 years ago, when classified as a special use, health clubs at that time were more typically the variety of LA Fitness, Bally's or similar larger uses. Mr. Norkus stated that this use would fall on the opposite end of the spectrum as to what a health club might be. He indicated that it was considered by the Village staff to be a health club or variation on that use for which the applicant is requesting approval under. Mr. Norkus then stated that given that it is a special use, it required the approval by the Village Council which relied on the Commission and the Zoning Board of Appeals to determine whether the use would be an appropriate use. He noted that the Zoning Board of Appeals meeting will be held on December 10, 2012 and that for the Commission, they are charged with evaluating the request to determine if it is consistent with the Comprehensive Plan. Mr. Norkus then stated that the Village staff went through the 2020 Plan and that on page nos. 3 and 4 are seven findings from the Comprehensive Plan to help the Commission make a determination as to whether the request is consistent with the Comprehensive Plan.

Mr. Norkus also stated that agenda report included an explanation of the applicant's requested waiver from the customary parking study which is typically required of all special use applications. He noted that the applicant cited both the small size of the operation for its proposed operations and the nearby availability of private parking on part of the McDonald's development, as well as adjacent employee parking on Tower Road. Mr. Norkus indicated that between those two locations, it is the applicant's position that there is more than adequate

parking for their customers and employees. He noted that the request was considered by Steve Saunders who concluded that in this case, there is more than adequate parking in that facility and waived the parking study requirement at their request. Mr. Norkus then asked if there were any questions.

Chairman Greable also asked the Commission if they had any questions of Mr. Norkus.

Ms. Johnson referred to the Athletico property to the east and asked if they received a special use.

Mr. Norkus responded that they did not and that there is more similarity than differences between the two uses. He informed the Commission that Athletico was classified as a medical facility and that Athletico is doing appointment-only type consultations of a physical therapy nature, which differs from the current application which focuses on fitness oriented services, albeit at a one-on-one consultation level. He stated that the matter led to some discussion about possibly amending the zoning code to define different levels of "health club" services, noting that they may no longer fall under a "one size fits all" type of classification system.

Chairman Greable asked if there were any other questions.

Ms. McCarthy stated that she saw a different figure for parking and that while she had no problem with it, on the email end of the packet of material received from Jesse Hudson, it indicated that they would only accommodate four clients on the training floor and that they would have no more than four clients and staff members. She stated that now they are hearing that there would be three and asked if there could be eight people there at a time.

Steve Boone introduced himself to the Commission as the business development manager for one of the franchisees. He stated that with regard to the franchise business, there are ten locations in Chicago and that he knew the founder. Mr. Boone stated that he also has worked for one other franchisee for a couple of years now. He added that they are opening a location in Wilmette as well. Mr. Boone informed the Commission that there would be 12 pieces of equipment and that it would be very difficult to have more than three clients at one time and that he did not know why Mr. Hudson stated that there would be four. He then stated that they are erring on the side of overstatement. Mr. Boone then described their approach as very unique in that it is by appointment only and that there would be 20 sessions twice a week. He noted that each client would have a coach and that there would be personal training.

Ms. Morette referred to Super Slow.

Mr. Norkus indicated that there are other uses which are similar and which received an approved special use.

Mr. Boone noted that they would have proprietary equipment which would allow a more efficient workout. He agreed that it is a Super Slow type of approach and that there is a lot of

scientific background and benefit behind it.

Mr. Golan asked with regard to the parking, if there would be three people training, three trainers and three overlapping. He stated that would result in the need for nine parking spots.

Mr. Boone commented that if they saw three people and that back to back, there will be three, they would be thrilled. He described that as the absolute busiest they would be. Mr. Boone agreed that Mr. Golan's statement is correct and that they would ask their coaches to park in the least used parking spaces.

Ms. McCarthy asked if a sticker is needed for the parking lot.

Mr. Norkus stated that there is an employee pass for that parking lot. He indicated that the Commission could consider that as a possible recommendation of a condition that the applicant's employees park there.

Ms. Johnson indicated that the parking lot seemed full when she drove through there today.

Mr. Norkus stated that the amount of parking in the employee parking lot varied day to day and that at the time when Mr. Saunders looked at the parking lot, the lot was utilized and that he felt that the number of employees would not burden the lot.

Ms. Johnson indicated that she assumed that there are parking spaces available for sale.

Mr. Norkus referred to the parking permit as a license to hunt and the fact that a permit is given did not guarantee there would be a parking space. He noted that they do sell more passes than spaces.

Ms. McCarthy asked if the McDonald's parking lot is timed.

Mr. Norkus responded that they have their own limitation and that it is a one hour or 90 minute time limit.

Mr. Coladarci asked if each appointment is 20 minutes, how long would it be between coming in and leaving and referred to 40 minute intervals. He estimated 40 minutes as the maximum number of people going through the business per day.

Mr. Boone stated that it would not be impactful and that with the existing ten locations, they have not had any issues. He reiterated that if there are three people at a time back to back, they would be thrilled if that happened. Mr. Boone informed the Commission that 6:00 a.m. to 10:00 a.m. would be the busier times for their type of training and that they would not be that busy in the middle of the day.

Mr. Coladarci asked what time would they close.

Mr. Boone responded that they would be open from 6:00 a.m. to 8:00 p.m. Monday through Friday, from 6:00 a.m. to 1:00 p.m. on Saturday and closed on Sunday.

Ms. Johnson referred to the use of the employee parking lot from Monday through Friday.

Mr. Norkus confirmed that the parking lot is open to all users on the weekend without zone parking permits required.

Mr. Dowding asked for the history for the use of the space. He also asked if it was part of McDonald's at one point.

Mr. Norkus informed the Commission that the McDonald's mall used to have only two other tenants. He noted that the space was created by removing an area from the play area for the children and that it was taken away from the restaurant's floor space to create this tenant space. Mr. Norkus reiterated that this would be the first tenant in the new space.

Mr. Dowding asked if there would now be any impact at McDonald's.

Chairman Greable stated that the area was never full.

Mr. Norkus referred to the parking lot in Hubbard Woods which he described as underused and that at times, there have been concerns from the neighbors and others of the fact that the parking lot has been used at times for UPS drivers, landscapers and the like.

Chairman Greable suggested the Commission wrap this up and asked the Commission if they had any other questions for Mr. Norkus. No additional questions were raised by the Commission at this time. He then asked for Mr. Boone to make his presentation to the Commission.

Mr. Boone informed the Commission that they would love to be a part of the community. He stated that what they would bring is high value from the standpoint of Super Slow technology which contained a lot of scientific validation for what it does for people using the program. Mr. Boone also stated that the program is useful in reversing osteoporosis and that it is the best way to build bone density with the method of putting a load on the muscle attached to the bone, as well as reducing hypertension and for weight loss. He described their approach as a more intelligent approach to exercise and that they have equipment which is proprietary and gave sufficient immediate data feedback to show the client's progress. Mr. Boone stated that what they would bring is a solution to all communities which let them in.

Mr. Boone then referred to Mr. Dowding's point and stated that a good way to look at it is from the standpoint of what used to go there. He indicated that if they are very, very busy with three coaches and three clients at the same time, there would be a limited time of the day when that would happen. Mr. Boone then stated that when they ramp up to a constant flow of one to two

clients with one to two coaches, they would know ahead of time what staffing needs they will have. He concluded by stating that they are looking forward to the Commission's response if they would be allowed to go to the next step.

Chairman Greable asked the Commission if they had any questions for Mr. Boone.

Ms. Johnson asked if the Wilmette location is running.

Mr. Boone responded that it is in process and that it would be opening in mid January perhaps. He added that it is located on Central in Wilmette.

Chairman Greable asked if there were any other questions.

Mr. Thomas asked if they are allowed to open, when did they hope to start.

Mr. Boone stated that the range would be between mid February to April if things went quickly. He informed the Commission that the ten locations are all doing very well and that they are all in this size of between 1,300 to 1,800 square feet. Mr. Boone then referred to photographs of what it would look like. Mr. Boone commented that it is interesting in that with Athletico, you can tell that it is for physical fitness and he described that business as complementary to them. He also stated that they hoped to have Athletico's clients come to them. Mr. Boone added that you would not be able to tell when you walk by since the equipment would be located in the back which was done by design.

Chairman Greable noted for the record that there is no one in the audience to comment. He then asked Mr. Norkus to explain the couple of emails which were received.

Mr. Norkus informed the Commission that notice was sent to everyone within 250 feet of the property and that they received two emails from nearby residents asking for more information in connection with the request. He stated that those neighbors were sent a copy of the agenda report and that they heard back from one person who had nothing to pass along for comment. Mr. Norkus noted that they have not heard back from the other person. He then stated that the fact that there is no one at the meeting is a reflection that there is no overwhelming concern.

Chairman Greable stated the prior comments were to provide full disclosure. He stated that the Commission would now discuss approval of the permit.

Ms. Johnson noted for the record that since the request would be coming before the Zoning Board of Appeals, she would not be voting on this matter, but that she would participate in the discussion.

Mr. Thomas described the request as simple. He stated that when he looked at page 3 in the packet of materials, he did not find anything to object to. Mr. Thomas then referred to parking at lunchtime in the McDonald's parking lot.

Mr. Dunn stated that he is encouraged by the proposed use.

Ms. McCarthy commented that it is a great idea and that she would encourage employee parking in the appropriate parking lot.

Ms. Bawden stated that the request is fine.

Ms. Johnson stated that she agreed as well and would make it a condition of approval that employee passes be purchased.

Chairman Greable asked Mr. Boone if he would be okay with the condition that employees purchase parking passes.

Mr. Boone agreed that would be fine.

Ms. Morette described the request as wonderful and straightforward.

Mr. Dowding agreed that it is an excellent idea which would be complementary to the location.

Mr. Corrigan stated that he would be in opposition to the condition with regard to employee parking. He noted that there are 80 parking spots on the site and that McDonald's is aware of the parking spots being used. Mr. Corrigan then stated that the employees would be taking parking in the lot which can be used by other people.

Ms. Morette stated that since McDonald's has a private lot, why would they care since it is their parking lot.

Chairman Greable indicated that he did not understand that himself.

Ms. McCarthy stated that she wondered if McDonald's employees have to park elsewhere. She also stated that people come and go quickly.

Chairman Greable stated that is McDonald's problem.

Mr. Coladarci stated that it is a Commission issue.

Chairman Greable stated that the Commission will now vote.

Mr. Coladarci stated that he is fine with the request.

Mr. Golan also agreed the request is fine.

Chairman Greable stated that the request is fine with him as well. He indicated that

McDonald's knew that the applicant would need two to four parking spaces out of a 80 parking space lot. Chairman Greable then stated that in voting on the special use approval, there are seven findings to be made. He informed the Commission that they did not have to vote yes for every finding for final approval. Chairman Greable then stated that before the Commission discussed the parking condition, they would read each finding for the record and then vote.

Everyone agreed that would be fine.

Mr. Norkus then read the proposed findings as follows:

**Findings of the Winnetka Plan Commission
Regarding
Consistency of the 854 Green Bay Road Special Use Permit
With the Village of Winnetka Comprehensive Plan**

After considering the application, the Commission makes its findings as follows:

Chapter 11 - Vision, Goals and Objectives

- (1) The proposed special use is consistent with the Objective to -Ensure that commercial, institutional, and residential development is appropriate to the character of and minimizes the adverse impact on its surrounding neighborhood." [Village Character and Appearance: Objective #1 page 2-2].
- (2) The proposed special use is consistent with the Objective to "Limit commercial, institutional and residential development within the Village to minimize potentially adverse impacts on adjacent residential neighborhoods and to prevent the need for significant increases in infrastructure (streets, parking, utilities, sewers) and other community resources (schools, parks, recreational facilities)". [Growth Management: Goal; page 2-7].
- (3) The proposed special use is consistent with the objective to "Ensure that development proposals minimize the potential adverse impact they might have on residential neighborhoods, including the impact on pedestrian character, onsite parking, traffic patterns, congestion, open space, storm water management and Village infrastructure." [Growth Management: Objective #1; page 2-7].
- (4) The proposed special use is consistent with the Goal to "Provide for a wide range of office/service and retail commercial land uses and development within the existing business districts in the Corridor." [Green Bay Road Corridor: Commercial Development and Multiple Family Land Use Goals Objectives and Policies; page 5- 4].
- (5) The proposed special use is consistent with the Goal to "Promote a strong community identity and opportunities to interact while building a healthy commercial tax base.

Provide a broad range of goods and services so that Winnetka residents can satisfy most of their ordinary shopping requirements in the Village and so that nonresidents will come to the Village for specialty goods and services;" [Business Districts: Goals and Objectives and Recommendations; page 5-8].

- (6) The proposed special use is consistent with the objective to "Maintain the essential quality, viability and attractiveness of Winnetka's business districts while encouraging new economic development consistent with the character of the Village and the individual business districts"; [Business Districts - Objectives and recommendations: Economic Vitality; page 5-8].
- (7) The proposed special use is consistent with the objective to "Ensure that new development does not decrease public parking supply, particularly on street parking that supports retail use"; [Business Districts - Objectives and recommendations: Commercial Development and Multiple Family Land Use; page 5-10].

Ms. McCarthy stated that this finding is not consistent and that she would encourage employees to purchase parking lot passes.

Chairman Greable asked the Commission whether they wanted to add a condition as it related to employee parking in the parking lot of the Village and require them to purchase reduced fee parking passes.

Mr. Dunn stated that would take away from the central parking problem from the merchants and customers.

Ms. Morette asked if Athletico employees purchased parking passes.

Mr. Norkus noted that they did not go through this special use process.

Ms. Johnson stated that the real estate agency used the parking lot and were not required to get a parking pass.

Ms. Bawden indicated that she did not know how she felt about the condition.

Mr. Corrigan stated that he understood freeing up parking spaces and questioned if they would be at a loss of parking spaces for this to be used as overflow parking. He then referred to Hubbard Woods parking.

Mr. Norkus stated that the fact that there are empty parking spaces in the employee lot, with regard to the percentage of parking spaces, there are more empty spaces in the McDonald's parking lot than in the employee parking lot.

Ms. Morette stated that she had no additional comment.

Mr. Coladarci stated that he would encourage the employees to use the employee parking which would help overall to reduce congestion and circling. He then stated that it would be an appropriate use of the Commission's ability to make a requirement that the employees park in that lot.

Mr. Boone informed the Commission that regardless of whether they require them to do that or not, they would require the coaches to park in the least used spots.

Mr. Corrigan asked if the McDonald's lease required parking.

Mr. Golan stated that he did not know why they would make employees park in a parking lot which would impact other businesses. He then stated that McDonald's would be getting revenue from leasing the space and that the Commission should not make that recommendation.

Chairman Greable stated that on his first read, he stated that the deal is between the applicant and McDonald's. He suggested that the Commission take a vote to have a consensus as to whether they should have a condition that the applicant's employees should park in the Village parking spaces.

A vote was taken and Chairman Greable confirmed that there would be no condition on the approval of the special use request. He then read the resolution as follows:

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the Winnetka Plan Commission finds that the proposed Special Use Permit application for the property at 854 Green Bay Road is consistent with the Village of Winnetka Comprehensive Plan.

Passed by a vote of 9 in favor and none opposed.

Date: November 28, 2012

AYES: Bawden, Coladarci, Dowding, Dunn, Golan, Greable, McCarthy, Morette, Thomas

NAYS: None

NON-VOTING: Corrigan, Johnson

Chairman Greable informed the Commission that when he was on the Village Council, there were complaints with regard to how slow the process was for a special use permit. He stated that as he looked at the application, the application represented an example of a special use express. Chairman Greable noted that the application was filed the first week of November and

referred to the small amount of square footage, as well as the parking issue being clear. He also stated parking could be provided by McDonald's and that it was clear to the expert, Mr. Saunders, who signed off on the waiver in connection with the parking study. Chairman Greable then stated that with the Commission action and discussion, they did a good job of making this an express special use application. He stated that in view of what the Commission did tonight in less than two months for this application, he would say to the Village Council that a few small steps were helpful and to come up with additional ideas for approving these types of special use permit applications.

Mr. Corrigan referred to the background.

Ms. Johnson questioned Mr. Norkus with regard to revising the special use process.

Mr. Norkus informed the Commission that the special use classifications were reviewed exhaustively and revised three to four years ago. He stated that there have been during those discussions requests from members of the commercial property owners group in Winnetka to consider a more streamlined process for certain non-retail uses and that this might be that type of use. Mr. Norkus indicated that there would have to be a bit more discussion as to how much and where to allow certain uses in the non-retail overlay district. He indicated that there would be a benefit from differentiating this type of use clearly from Bally's and LA Fitness at least in order to streamline the special use process.

Ms. Johnson informed the Commission that having come in when the classification process was completed years ago, she would hope as a member of the Commission, if the Village Council is thinking of carving exceptions with regard to special uses based on size, it should be a collaborative process. She then stated that when the discussion occurred with regard to the special use process taking so long, Jim Sayegh was the main complainer and it was suggested to try to combine the Zoning Board of Appeals, the Commission and the Design Review Board meetings and that there was no traction.

Chairman Greable stated that he agreed with Ms. Johnson's comments and referred to the ULI process. He indicated that if they become more active in some of these areas, it would make a difference. Chairman Greable noted that the Commission did not do anything without full process and discussion as Ms. Johnson stated. He stated that he would like to note for the record that it is his hope that the Commission would be in support if it comes up.

Mr. Dunn stated that he would like to note for the record and applaud Chairman Greable's attitude and approach. He informed the Commission that there is a notion among folks that Winnetka is not pro-business and not a friendly place to open a business. Mr. Dunn stated that more of an attitudinal change along the lines of speeding up the process and to have a more friendly variety of areas would go a long way to change the perception out there. He added that he is glad that Chairman Greable is stating for the record his position and that the BCDC would love more talk like this.

Mr. Boone informed the Commission that if they get through the process, he invited all of the Commission members in for complementary sessions.

Distribution of Revised Final Appendix Six Document

Chairman Greable informed the Commission that the document was redone by Mr. Norkus who would distribute it to the Commission and make a few comments.

Mr. Norkus stated that the document codified what was discussed last month. He noted that no action is required and that only consequential changes were made to the table which is attached to the back of the document. Mr. Norkus also stated that items were moved around and that the highlighted items are consistent with the bikeway master plan. He then referred the Commission to page 1 of the large format page and the yellow highlighted items and stated that language was added under the Comments section and referred to the new items. Mr. Norkus also stated that the items were along the theme of bicycle planning and pedestrian route improvement and run in parallel with the Park District plan to create a master bikeway plan for the Village.

Mr. Norkus then stated that in last year's version, a couple of items were moved up from no. 2 to no. 1 priority items and are highlighted on pages 1 and 2. He noted that represented what was changed from February 2012 to January 2013. Mr. Norkus stated that there is an introductory five page document at the front which was discussed at some length and that the decision was made to leave it and let the three priorities stand as written last year.

Chairman Greable stated that the document is what the Commission agreed to and approved. He suggested that the Commission review the document before the next meeting and that any comments be sent to him or Mr. Norkus. Chairman Greable also stated that he welcomed comments and suggestions as to where the Commission should go in the future and come up with good positive ideas for the Village Council. He noted that there are no action items for the December meeting.

Ms. McCarthy asked with regard to the no. 1 priority, the way it is listed here, she asked if it is ranked by order of priority.

Chairman Greable confirmed that is correct. He informed the Commission that the next Commission meeting is scheduled for December 19, 2012.

Mr. Norkus stated that he asked the Commission members for their availability for the December meeting date but that he did not have the results with him at this meeting.

Chairman Greable stated that it is obvious that Mr. Norkus does a lot of work for the Commission and thanked Mr. Norkus for his work and extra effort. He then asked if there was any other business.

November 28, 2012

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No additional business was discussed by the Commission at this time.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Antionette Johnson



Annual Board and Commission Update

Commission: BCDC

Presenter: Jason Harris, Chair

Date: July 23, 2013

Significant Policy Considerations/Major Cases: *(please list individually)*

Short and long term use of the Post Office building and site.

Review the recommendations of the Urban Land Institute TAP and work to implement the appropriate recommendations made by ULI (see attachment below).

Improve and enhance communications between local merchants and promote Winnetka commercial brand throughout the region.

Implement a wayfinding signage program throughout all the commercial districts.

Top 3 - 5 Projects Underway or Ongoing:

Enhance promotion of village wide events and community activities.

Conduct Listen and Learn with merchants, commercial property owners and other interested parties out in the commercial districts.

Initiation and improvement of the floral basket program.

Development of a "How to Open a Business" information packet.

Development of a BCDC website.

Recommendations to Council: *(provide estimates for any items with budgetary impact)*

Encourage Metra to rehabilitate the Hubbard Woods train station.

Encourage the Park District to develop a Hubbard Woods Park master plan.

Engage with a marketing or public relations firm to assist in branding and marketing Winnetka's commercial districts.

Attachments: *(list and provide all supporting documentation you wish to be included in the packet)*

BCDC comments on ULI TAP recommendations.

BCDC Comments on ULI

"The BCDC welcomes the reflections and recommendations contained in the ULI TAP 1 presentation dated February 27, 2013.

In order to proceed to implement these concepts, we would be hopeful additional input could be provided in TAP 2 or the final ULI report such as:

1. In branding the East & West Elm Districts, it was recommended that Winnetka "soften psychological boundary created by the train". Could examples be provided to accomplish this? If major infrastructure costs are necessary, how would they be funded?
2. In branding the East & West Elm Districts, it was recommended that Winnetka "create all-season public gathering space (possible use for post office site)". Did the ULI identify any other locations in Winnetka that would be suitable for this public gathering space?
3. In branding the Indian Hill District, it was recommended that Winnetka "secure long-term commitment of auto dealership". Known now, but not in February, is that Land Rover will be moving, but that Fields may replace Land Rover with another dealership. Does ULI have any specific tools to recommend for Winnetka to secure such a long term commitment?
4. In the Creating a Consistent Policy & Process, it was recommended that Winnetka empower employees to interpret the codes. Are there some specific examples of Winnetka issues or Winnetka code provisions where employees should be given this discretion?
5. In the Parking section, some specific parking ratio changes were recommended. However, the biggest obstacle to creating more density in our business districts is the fact that Winnetka's business districts are primarily composed of small buildings/small land parcels. The post office site, Grand Food site, and Fell property are notable exceptions. Does the ULI panel have any specific examples of how and where multiple small sites, characterized by multiple ownerships, (which typically characterize mature communities), have been aggregated to create a critical mass to so that new development could occur to take advantage of the revised parking ratios? Which communities and what tools did these communities adopt to facilitate land assemblage?
6. In Mid Term Goals, it was suggested that Winnetka implement "larger more encompassing zoning code changes in order to adhere to the changing retail environment". Are there some specific zoning changes that ULI would recommend other than amending or eliminating the overlay district?
7. In Mid Term Goals, it was suggested that Winnetka grant relief from parking requirements in exchange for Façade improvements. These are unrelated tradeoffs. Does ULI have some advice on how to balance these two objectives? For example, if you short a building on its parking in exchange for an enhanced façade, you could potentially harm the overall flow in the business district.

8. In Funding Mechanisms, it was suggested that sales tax and business real estate taxes in Winnetka's budget should be segregated. Are there examples of where this has been done in other communities, and how the concept of funds segregation resulted in more revenue for business development?

9. In Miscellaneous Thoughts, it was suggested that Winnetka look to peer communities. Are there some specific communities ULI would suggest? What in these peer communities should Winnetka emulate?

10. Overall thought: How much increased density would ULI recommend for Winnetka, and where could this development occur? In other words, how much increased density in residential and office population would create a critical mass to attract quality retail in Winnetka's business districts? Once Winnetka has a perspective on the scale of future development for the community as a whole, it will then have a framework to analyze parking needs, locations and other Village infrastructure costs.

Many of the above issues have no doubt been addressed in TAP 2 or the final ULI report. The ULI panel has brought to Winnetka some exciting ideas and thoughts to guide Winnetka's future. The BCDC is anxious to assist in the process of digesting and implementing new ideas and concepts that are appropriate to sustain Winnetka's reputation as an attractive community. ”

Prepared by
Thomas D. Eilers
BCDC Member



Annual Board and Commission Update

Commission: Zoning Board of Appeals ("ZBA")

Presenter: Joni Johnson, chair

Date: July 17, 2013

Significant Policy Considerations/Major Cases: *(please list individually)*

{The reporting period covers January 2012-July 2013.} The ZBA's most significant special use cases, all three of which involved associated zoning variations, were: (1) the Park District project at Nielsen Tennis Center and Service Center parking lots, the Park District's building addition to Nielsen Tennis Center, and its installation of turf at an adjacent playing field; (2) New Trier High School's installation of poles/netting at Duke Childs baseball field; (3) Packard Associates' expansion and enhancement of the parking lot adjacent to the building formerly occupied by the Gap.

Significant variation requests for residential properties included: (1) setback variations for a new detached garage associated with the construction of a new residence at 310 Walnut; (2) a setback variation for the expansion of a garage at 753 Mt. Pleasant (continued from Dec. 2012); (3) a setback variation for the front facade of a new residence at 800 Rosewood; and (4) various variations requested to accommodate reconstruction of a garage at 747 Ash.

Top 3 - 5 Projects Underway or Ongoing:

The ZBA considers applications (variations, special uses, and planned developments); appeals from decisions of the Zoning Administrator under Chapter 17.72.010 of the Village Code on Minor Zoning Variations, as defined in the Zoning Ordinance; and appeals from orders, requirements, decisions and determinations of any Building Officer under Chapter 15.72 of the Village Code. Consequently, we do not have any projects per se.

As of this date, we have completed consideration of all of our cases--we do not currently have any cases being continued for further hearings.

During the reporting period, the ZBA has conducted hearings on 16 variation requests (one of which originated in December, 2012, but continued into early 2013); it has heard 3 mixed special use/variation cases; and has conducted hearings on an additional 3 special use applications that did not include any variation requests. During the current reporting period, the ZBA has not heard any appeals under Chapters 15.72 or 17.72.010 or of the Village Code. The Village Council had final jurisdiction on all but 6 of the cases heard by the ZBA.

Based on historical data, the number of special use applications during the reporting period appears to be equivalent to the number filed per year since 2000.

Recommendations to Council: *(provide estimates for any items with budgetary impact)*

Authorize the ZBA to update its most recent Rules and Regulations, adopted by the ZBA on September 9, 1996.

This update would require input from Community Development Department staff and from Kathy Janega.

Attachments: *(list and provide all supporting documentation you wish to be included in the packet)*



Annual Board and Commission Update

Commission: Environment and Forestry Commission

Presenter: Charles Dowding, Chair

Date: 6 August 2013

Significant Policy Considerations/Major Cases: *(please list individually)*

Anticipating Interaction w/ Stormwater Master Plan

Top 3 - 5 Projects Underway or Ongoing:

Recommendations for downtown recycling receptacles
Researching implications of electrical net metering with real time data
Expanding recycling of additional materials (eg block Styrofoam)
Working with Park District to develop demonstration bioswale
Supporting Village staff to become LEED certified.

Recommendations to Council: *(provide estimates for any items with budgetary impact)*

Provision of recycling receptacles and processing of recycled materials. Report prepared with economic implications.

Attachments: *(list and provide all supporting documentation you wish to be included in the packet)*

- 1) Jan 2012 Assessment of Implementation Plan based upon Strategic Plan
- 2) Recycling & Trash Receptacles Memo
- 3) Recycling Receptacles Presentation

2013 IMPLEMENTATION PLAN (1/3)

Long Range Goal from Strategic Plan

2012 Action/Achievement

2013 Action/Achievement

Energy Conservation Goal:

Reduce the Village's carbon footprint by reducing energy use and increasing the use of renewable and non-fossil fuels for energy.

- Evaluate and, if warranted, recommend implementing improved electric distribution and metering technologies.
- Evaluate and, if warranted, implement energy-efficiency audits of public and private buildings.
- Work cooperatively with the Illinois Municipal Electric Agency (IMEA) to develop and offer energy efficiency programs.
- Work cooperatively with the IMEA to diversify its power supply portfolio and increase its use of renewable resources.
- Village buildings audited through grant from Cook County Energy Efficiency Conservation Block Grant program.

Forestry and Open Space Goal:

Maintain the Village's ambience and quality of life by preserving and enhancing forestry and open space in the Village.

- Enhance, when needed, the Village's successful forestry program to preserve and enhance the forest canopy.
 - 1) Supported 1st canopy tree inventory. No cost via USDA Forest Service grant program.
 - 2) Supported 2nd consecutive grant totaling \$16,125. (\$10,000/2011-\$6,125/2012)
- Suggest, when needed, changes in the Forestry ordinance and regulations.
- Review the Village's Comprehensive Plan, Winnetka 2020, as it pertains to preserving and enhancing green/open space.
- Develop a policy and program to implement the Winnetka 2020 recommendations concerning green spaces.
- Research possible avenues for elevating the value of open space conservation in reviews and decisions concerning proposed development.
- Reviewed and modified "Approved tree list for Winnetka"
- Reviewed January, February, April, and June 2012

2013 IMPLEMENTATION PLAN (2/3)

Long Range Goal from Strategic Plan

2012 Action/Achievement

2013 Action/Achievement

Water Conservation Goal:

Conserve and enhance water resources in and around the Village by reducing water use and water pollution.

- Engage the community in public education on strategies and techniques to conserve water and reduce water use.
- Engage the community in public educations on strategies and techniques to reduce the amount of pollutants entering Stormwater runoff.
- Evaluate and, if warranted, implement sustainable Stormwater Best Management Practices (eg rain barrels, rain gardens, etc.).
- Sponsored "Bioswale Flood and Pollution Mitigation" projects NU engineering design class.
- Co sponsored with Winnetka Park District Bioswale project w/ NU engineering students.

Green Building Goal:

Provide a sustainable Village built environment by developing environmentally friendly building standards and development practices.

- Engage the community in public education on sustainable building principles, practices, and programs.
- Research and develop sustainable building and site development recommendations, standards, guidelines, or ordinances.
- Research and, if warranted, implement a construction/demolition debris recycling program.
- Reviewed Winnetka Park District's master plan for Skokie Play Fields.
- Developed October 2010 Ordinance requiring 50% recycling, increasing to 75% by Jan. 1, 2012.
- Move to "Ongoing" and monitor for effectiveness and possible improvements.

2013 IMPLEMENTATION PLAN (3/3)

Long Range Goal from Strategic Plan

2012 Action/Achievement

2013 Action/Achievement

Recycling Goal:

To maximize recycling and minimize material disposed of as refuse within the Village.

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• Explore with SWANCC provision of a "one-stop" drop-off facility at the Village Yards beyond the current curbside recycling program.• Implement a commercial district recycling program.
• Placing of recycling containers and collection throughout the public areas of the Village, Park District, and schools. | <ul style="list-style-type: none">• Supported expansion by collection at Village Yards of batteries, holiday lights & sports shoes.• Supported successful and expanded collection of commercial business district recycling. | <ul style="list-style-type: none">• Supported expansion through holiday collection of block styrofoam.
• Researching and creating a commercial district recycling initiative. |
|--|---|--|

Awareness and Collaboration Goal:

Raise public awareness of environmental issues and sustainable stewardship of the Village's environmental resources.

- | | | |
|---|--|---|
| <ul style="list-style-type: none">• Develop a recycling brochure for items not in the curbside recycling program.• Develop a website for environmental information.• Develop environmental tips for weekly public distribution.• Hold community environmental events.• Prepare presentations and articles of environmental information.• Collaborate with other governmental and non-profit organizations to develop best practices. | <ul style="list-style-type: none">• Updated January 2012• Ongoing in conjunction with village website.• Ongoing in conjunction with village website. | <ul style="list-style-type: none">• Ongoing in conjunction with village website.• Ongoing in conjunction with village website. |
|---|--|---|

Date: August 6, 2013
To: Winnetka Village Council
From: Winnetka Environmental and Forestry Commission
Subject: New Recycling and Trash Receptacles in Commercial Districts

Goal: Encourage, build upon, and increase recycling efforts in Winnetka by installing outdoor recycling receptacles in our commercial districts.

Winnetka's residential commitment to recycling is evident when you realize that through curb side collection from 2008 to 2012 (last complete year of data collection) residents have diverted 13,802 tons from landfills and saved the Village \$782,632 in tipping fees which are not paid on recyclables. Commercial recycling was first introduced in the Village in 2010 when a total of 189 tons were collected and \$10,374 was saved in tipping fees. In 2012 those numbers were 280 tons collected and \$16,114 saved. We believe that the next logical step to continue this financially viable and environmentally friendly trend is to install outdoor recycling receptacles in our commercial districts.

We propose separating out a piece of the 2010 Commercial District Streetscape Plan by purchasing and installing the 25 recycling and trash receptacles now (Plan A). While the focus of the WEFC is the recycling piece we propose installation of both the recycling AND the trash receptacles because the visual impact on the business districts will be more uniform and pleasing to the eye. We would also like to offer a smaller experimental version (Plan B) by installing 9 of the 25 sets.

The 2010 Streetscape Plan calls for black cast aluminum units from Landscapeforms. The specified recycling receptacle matches the trash receptacle with the addition of a "recycling unit", which accommodates appropriately sized items for recycling and has a "Recyclable" sign. (See attached for an example of each unit.)

The 2010 plan indicates 25 locations for the side-by-side placement of one trash and one recycling unit. Our Plan B includes 9 of the 25 locations. There are two maps attached showing the locations: one for Hubbard Woods and one showing east and west Elm. Plan A is illustrated with red dots while Plan B is indicated with green dots.

It is important to note that on the plan these units are freestanding, meaning they are not integrated into the sidewalk. They can be moved aside when any future pieces of the Streetscape are implemented.

Proposal Costs

Plan A

Cost:	25 trash receptacles @ \$1,030 each	\$25,750
	25 recycling receptacles @ \$1,170 each	\$29,250
	Total purchase cost	\$55,000

Annual additional cost for recycling 1x/wk. picks up \$8,079*

Plan B

Cost:	9 trash receptacles @ \$1,030 each	\$ 9,270
	9 recycling receptacles @ \$1,170 each	\$10,530
	Total purchase cost	\$19,800

Annual additional costs for recycling 1x/wk. pick up \$3,747*

* These numbers were based on the labor costs (driver and runner) per minute, multiplied by the number of minutes (service and transit) to empty each unit, multiplied by the number of receptacles, multiplied by 52. See attached for details.

Outdoor Recycling Receptacles For Our Commercial Districts

WEFC Proposal to the
Winnetka Village Council
August 6, 2013

Commitment to recycling

- From 2008-2012 residents have diverted 13,802 tons of recyclables from our landfills saving the Village \$782,632 in tipping fees.
- In 2010, 1st year of commercial recycling, 189 tons were collected and \$10,374 saved in tipping fees. In 2012 those numbers were 280 tons collected and \$16,114 saved.
- Winnetka currently recycles 28% of its refuse. We propose surpassing the 35.77% attained by a North Shore neighbor. We believe that the presence of outdoor recycling receptacles is the next step towards achieving that goal. After the installation of the receptacles we will monitor the refuse vs. recycling tonnage to gauge the effectiveness of this program.

Chosen from 2010 Streetscape Plan Scarborough Recycling Receptacle (proposal calls for black finish)



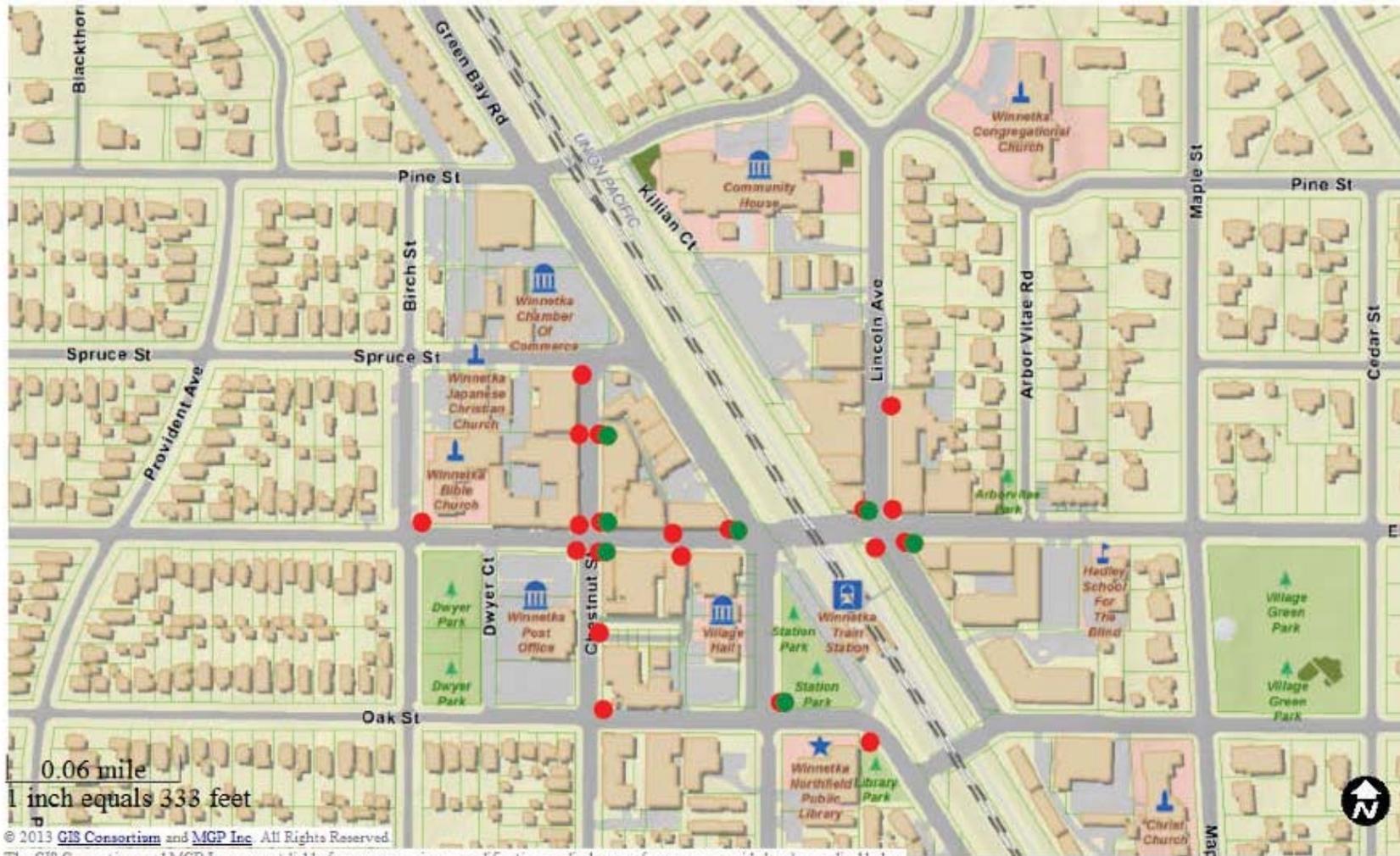
Locations in Hubbard Woods

Red = Plan A, Green = Plan B



Locations in Elm Street District

Red = Plan A, Green = Plan B



Recycling Receptacle Collection Service Costs One Time Weekly

Annual Labor costs (Assuming a separate trips for this purpose only)

	Units Served (Recycle Only)	Service Time 3 mins per unit	Transit Time collection	Transit Time Transport	Total Min	Labor cost* Driver + Runner	Labor Total
Plan A	1300 (25X1X52)	3900 (1300X1X3)	936 (18x1x52)	228 (19X12)	6364	\$1.1271/min	\$7,172.86
25 Receptacles							
Plan B	468 (9X1X52)	1404 (468X1X3)	936 (18x1x52)	228 (19X12)	3036	\$1.1271/min	\$3,421.88
9 Receptacles							

*Total cost benefit /combined cost includes Maintenance Worker and Temporary Service Runner.

Annual Material and Incidental Reoccurring costs

	Material Bio Bags/Liners	Repairs and Maintenance (1%)	Equipment Costs	Material Costs Reoccurring
Plan A (25)	\$356.20	\$550.00	0	\$906.20
Plan B (9)	\$137.00	\$188.00	0	\$325.00

Receptacle Initial Cost (Scarborough Line Receptacles)

	Waste \$1030 Each	Recycle \$1170 Each	Total
Plan A (25)	\$25,750.00	\$29,250.00	\$55,000.00
Plan B (9)	\$9,270.00	\$10,530.00	\$19,800.00

Budgetary Cost

Cost Summary

	Annual Labor	Annual Mat	Receptacles		2014	2015
Plan A (25)	\$7,172.86	\$906.20	\$55,000.00	A	\$63,079	\$8,079
Plan B (9)	\$3,421.88	\$325.00	\$19,800.00	B	\$23,547	\$3,747



Annual Board and Commission Update

Commission: Landmark Preservation Commission

Presenter: Chairperson, Louise Holland

Date: July 15, 2013

Significant Policy Considerations/Major Cases: *(please list individually)*

Request for landmark status of the following commercial buildings: 723 Elm, 503 Chestnut, 545 Lincoln, 874 Green Bay. These requests were denied.

Request for landmark status of the following single family homes: 1153 Asbury - Approved. 528 Maple - Denied.

Winnetka Landmark Preservation Awards: 2012 - Awarded 6. 2013 - Awarded 3.

Application for demolition permits: 2012 - 34 demolition applications. 12 applications required HAIS (35%). 5 applications (14%) were given a 60 day delay primarily because of the quality of the architect and the hope that the purchaser would have second thoughts about demolition.

Edwin Clark Demolition Requests: Edwin Clark was one of Winnetka's most distinguished architects in the first half of the 20th century and the architect of Village Hall. Unfortunately, four demolition requests for Edwin Clark homes were submitted in 2012 and two in 2013. The primary cause of demolition was the grand lot size of these homes. 2012: 101 Thorntree, 1190 Westmoor, 1212 Westmoor, 630 Pine Ln. 2013: 920 Hill and 193 Chestnut.

Top 3 - 5 Projects Underway or Ongoing:

- 1) An architectural survey of Village residences (approved by the Village Council in July 2010) under the auspices of Professor Ted Karamanski, Loyola University. Students in the Dept. of Historic Preservation pursuing a masters degree will survey homes in the Village. The information includes: address, architect (if known), date of construction, style and a photo taken from the public way. This survey will be the property of the Village and will be put on the GIS to assist the Police and Fire Departments.
- 2) Landmark Preservation Awards: This popular program has existed for a number of years and resulted in many residents very happy to have their efforts acknowledged by the Village.
- 3) Trolley Tour of Landmarks - Spring of 2014: Ongoing plans to have a tour of landmarks in the Village. An architectural historian will give her time pro bono to ride the bus and describe the homes from the street. After the tour, the participants will be given a folio describing the 28 landmarks, including the 5 structures listed on the National Register of Historic Places and the 2 structures that are National Historic Landmarks. This effort will acquaint residents with our history and those structures that contribute to the fabric of our community.

Recommendations to Council: *(provide estimates for any items with budgetary impact)*

- 1) Increase the delay for historic structures applying for demolition to 6 months from 2 months. This will give the LPC the time needed to have a conversation with the owner as to whether the structure may be saved. Other communities: Evanston - 1 year, Glencoe - 1 year, Lake Forest - 2 years, Highland Park - 1 year, have found extended delays very helpful in saving historic buildings.
- 2) Estimates with budgetary impact: The estimate for renting a trolley for a tour of existing landmarks is \$900.00. The cost of plaques for the preservation awards program in 2012 was \$439.00 and \$248.00 in 2013.

Attachments: *(list and provide all supporting documentation you wish to be included in the packet)*

- 1) Commission Report
- 2) List of Winnetka landmarks

WINNETKA LANDMARK COMMISSION

ANNUAL BOARD AND COMMISSION UPDATE

Commission: Winnetka Landmark Commission

Presenter: Chairperson, Louise Holland

Date: Monday, July 15, 2013

SIGNIFICANT POLICY CONSIDERATIONS/MAJOR CASES

Request for landmark status of the following commercial buildings

723 Elm St., 503 Chestnut St., 545 Lincoln Avenue, 874 Green Bay Rd.
These requests were recommended by the Commission and denied by the Council.

Request for landmark status of the following single family homes

1153 Asbury – Recommended by the Commission, Approved by the Council,
528 Maple Street – Recommended by the Commission, Denied by the Council.

Winnetka Landmark Preservation Awards – 2012,2013

2012 – Awarded 6, 2013 Awarded – 3

Application for demolition permits

2012 - 34 Demo Applications

12 Applications required Historic Architectural Impact Studies – 35%

5 Applications were given a 60 day delay primarily because of the quality of the architect and the hope that the purchaser would have second thoughts about demolition – 14%. None of the applicants wished to revise their plans.

Unfortunately 4 demolition requests for Edwin Clark homes were submitted in 2012 and 2 in 2013. The primary cause of demolition was the grand lot size of these homes. 2012 - 101 Thorntree, 1190 Westmoor, 1212 Westmoor, 630 Pine Lane. 2013 – 920 Hill Road, 193 Chestnut St.

TOP PROJECTS UNDERWAY OR ONGOING:

1. An architectural survey of Village residences (approved by the Village Council in July 2010) under the auspices of Professor Ted Karamanski, Loyola University. Students in the Department of Historic Preservation that are pursuing a master's degree will survey homes in the Village. The information will include, address, architect (if known), date of construction, style and a photo taken from the public way. This survey will be the property of the Village and will be put on the GIS to assist the Police and Fire Departments.

2. Landmark Preservation Awards – This popular program has existed for a number of years and resulted in many residents very happy to have their efforts acknowledged by the Village.

3. Trolley Tour of Landmarks – Spring of 2014 – Ongoing plans to have a tour of Landmarks in the Village. An architectural historian will give her time pro bono to ride the bus and describe the homes from the street. After the tour, the participants will be given a folio describing the 28 landmarks, including the 5 structures that are listed on the National Register of Historic Places and the 2 structures that are National Historic Landmarks. This effort will acquaint residents with our history and those structures that contribute to the fabric of our community.

RECOMMENDATIONS TO COUNCIL

1. Increase the delay for Historic Structures applying for demolition to 6 months from 2 months. This will give the LPC the time needed to have a conversation with the owner as to whether the structure may be saved. Other communities – Evanston – 1 year, Glencoe – 1 year, Lake

Forest – 2 years, Highland Park – 1 year have found extended delays very helpful in saving historic buildings.

2. **Estimates with budgetary impact.** The estimate for renting a Trolley for a tour of existing Landmarks is \$900.00. The cost of plaques for the Landmark Awards program in 2012 was \$439.00 and in 2013 will be \$248.00.

ATTACHMENTS

Please find attached a list of Winnetka Landmarks.

WINNETKA LANDMARKS

Local Landmarks (listed in order of designation):

1. 594 Elm Street
2. 830 Sheridan Road/Lloyd House/The Wayside (National Historic Landmark)
3. 500 Maple Street
4. 950 Hill Road
5. 510 Green Bay Road (Village Hall)
6. 11 Indian Hill Road
7. 978 Euclid Avenue
8. 915 Sheridan Road
9. 939 Tower Road
10. 930 Fisher Lane
11. 535 Cherry Street
12. 687 Cherry Street
13. 20 Fox Lane
14. 411 Linden - Winnetka Historical Society
15. 902 Greenwood
16. 94 Mary Street
17. 739 Elm (New Trier Township Office Building)
18. 419 Sheridan
19. 1479 Tower
20. 455 Birch (Certified Local Landmark, National Register)
21. 630 Pine Lane (Certified Local Landmark) **RESCINDED 03.19.2013**
22. Log House (National Register)
23. 1345 Trapp Lane
24. 592 Cherry
25. 507 Cedar
26. 660 Pine St.
27. 790 Bryant Ave.
28. 545 Oak St. (National Register)

29. 1153 Asbury Ave. (06.05.12)

In Addition:

42 Abbottsford Road (National Register)

Crow Island School (National Historic Landmark)

620 Lincoln – Winnetka Community House (National Register)



Annual Board and Commission Update

Commission: Design Review Board (DRB)

Presenter: John Swierk

Date: 2013.7.29

Significant Policy Considerations/Major Cases: *(please list individually)*

The DRB consists of 7 members with an overall experience in Architecture, Design and Real Estate.

We do feel that we need to clarify, as a board, the use & adherence of the Winnetka Design Guidelines that we use as part of our reviews. I plan to establish an agenda item to further discuss this at an upcoming DRB meeting.

Top 3 - 5 Projects Underway or Ongoing:

1. Although through the DRB, The New Trier fence along Willow at the Ball Field was a project that the DRB did not provide a clear consensus to the Council. I personally feel this is fence will be aesthetically detrimental to the Village's main entry. I know that the council has not acted on this. How can members of the DRB better vocalize this to the Board?
2. Large projects that require zoning variances along with DRB Review should be handled with joint board meetings if possible. A project that the ZBA approves with variances may not be approved by the DRB that may require changes that may affect Zoning approval. Combined meetings, if possible, would prevent the applicant from being stuck in an approval circle between boards.

Recommendations to Council: *(provide estimates for any items with budgetary impact)*

I do not believe that the DRB has any items that require funding.

Attachments: *(list and provide all supporting documentation you wish to be included in the packet)*

AGENDA REPORT

TO: Village Council

PREPARED BY: Robert M. Bahan, Village Manager

DATE: August 1, 2013

SUBJECT: 2013 Strategic Planning

REFERENCE: 2011 Strategic Planning Efforts

Background

During the spring and summer of 2011 the Village Council and Staff conducted its first structured strategic planning effort. As a result, the Village Council identified several initiatives that have helped to guide our efforts over the past two years.

Strategic Planning

With new Council leadership and membership, President Greable has requested that the Council again pursue strategic planning. He and I believe it is in the Village's best interest to have a formal process that allows for significant Trustee participation that will result in consensus regarding organizational priorities and initiatives.

There are a number of reasons to pursue strategic planning. First, it allows the Council and key staff to engage in a leadership exercise that honors the work that has been done, but focuses on the path ahead. Second, it provides an opportunity for the Council to share perspectives, identify and anticipate challenges and develop shared strategies for moving forward. Finally, it provides multiple opportunities for the Council to engage in a dialogue with each other without the press of normal Village business; seek consensus on shared priorities; and achieve organizational alignment. Strategic planning does not require that we all agree; rather it helps us create a common vision of what we desire to accomplish in the future.

Options for 2013 Strategic Planning

Strategic planning processes vary by organization, depending on the current needs and desires. Below is a list of options, all common elements of formal strategic planning processes, that could be incorporated into a Winnetka process for 2013. It is recommended that sessions with the Council be conducted by a professional facilitator, to assist with the work, ensure full participation, and effectively prioritize issues and goals. Options include:

- Village Council discussion of process and Village-wide goals.
- Individual Council member interviews with a facilitator by phone or in person.
- Half-day Department Head session and Strengths/ Weaknesses/ Opportunities/ Threats analysis.
- A Village Council and Village Manager session with a facilitator. This session would allow the Village Council to share perspectives from the previous interviews, review preliminary input from staff and prioritize critical issues from the Council.
- A combined Village Council, Village Manager, Department Heads and facilitator exercise. This session provides the opportunity to have discussions around the preliminary issues identified allowing for staff input, prioritization of the identified issues by the Council, and the initial development of strategies, assignments and timelines.
- Preparation of a two-year plan consisting of a prioritized list of goals, objectives, assignments and timelines.

Recommendation:

Council review and discussion regarding the outlined options for a Strategic Planning process, with direction on how to proceed in 2013.